

Instruction for the filing of an LEI renewal application

Depending on the type of account selected when registering the user account as ENTITY ACTING ON OWN BEHALF or as LEI AGENT, some application windows presented in the instruction may have different content.

LEI renewal orders are generated in two ways:

- **Manual filing of an order** – 60 days before the LEI expiration date, you can manually request the renewal of the LEI in the application <https://lei.kdpw.pl/>.
- **Generated automatically by the system** – 6 weeks before the LEI expiration date, the user receives an e-mail notifying them of an LEI renewal order filed automatically by the system. The client is notified in separate e-mails about the outcome of verification and the payment details.

If the LEI renewal order is filed manually, please make sure that entity data are updated. To modify entity data, go to the tab **MY ACCOUNT** and select **MY DATA**. Modify the data to be changed in the form and click **Save**. If it is necessary to update the ownership relation of the entity, use the Instruction: Ownership relationships located in the **DOCUMENTS AND INSTRUCTIONS / INSTRUCTIONS**.

Next, select **MY ACCOUNT – LEI CODE SERVICES** and click **RENEWAL**.

The screenshot shows the 'LEI CODE SERVICES' page on the KDPW LEI website. The page has a navigation bar with links for 'ABOUT LEI', 'DOCUMENTS AND INSTRUCTIONS', 'FEES', 'LEI DATABASE', and 'MY ACCOUNT'. Below the navigation bar, the page title is 'LEI CODE SERVICES'. Underneath, there is a section titled 'MY LEI CODE' which contains a table with the following data:

LEI CODE	DATE OF RENEWAL	REGISTRATION STATUS						
549300FSQFBZ3316U097	8/2/2018 12:00:00 AM	ISSD	Details	Certificate	Update	Renewal	Transfer of LEI to other LOU	Cancellation

Select the appropriate VAT declaration and click **Send**.

LEI renewal

1. The Service Recipient does not have a fixed establishment in the territory of the Republic of Poland or if the Service Recipient has a fixed establishment in the territory of an EU country and has a VAT number registered in VIES (VAT Information Exchange System) provided by European Commission.

2. The Service Recipient has a fixed establishment in the territory of the Republic of Poland or if the Service Recipient has a fixed establishment in the territory of an EU country and does not have a VAT number registered in VIES.

a. The purchased service is provided to the fixed establishment.

b. The purchased service is not provided to the fixed establishment. Not applicable to the Service Recipient who does not have a fixed establishment in the territory of the Republic of Poland.

You will see message that the order has been accepted for verification.

For an **Agent** account, select **MY ACCOUNT – LEI CODE SERVICES AS AGENT**, and select the LEI to be renewed from the list of entities.

KDPW | LEI ABOUT LEI DOCUMENTS AND INSTRUCTIONS FEES LEI DATABASE OPERATOR MY ACCOUNT

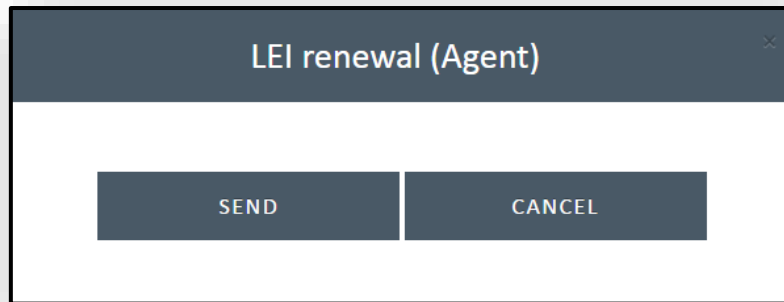
LEI CODE SERVICES - AGENT

Download [INSTRUCTIONS](#) service orders. You will learn, how to receive or renew the LEI.

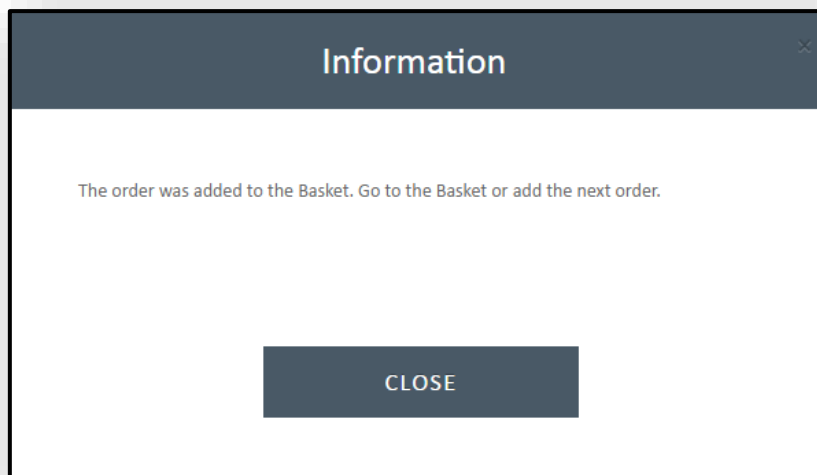
LEI CODES MANAGED BY AGENT

LEI CODE	DATE OF RENEWAL	REG. STATUS					
259400J5NDMGQ1DDFV97	2/26/2019 11:08:17 AM	ISSD	Details	Certificate	Update	Transfer to other LOU	Cancellation
259400UNDURGOSQU5J76	11/17/2018 2:46:45 PM	ISSD	Details	Certificate			
259400GPUW0IJZ2DQ887	10/2/2017 12:00:00 AM	LPSD	Details				
213800DEGODZ2U73QG28	9/6/2017 12:00:00 AM	LPSD	Details	Update	Renewal	Transfer to other LOU	Cancellation

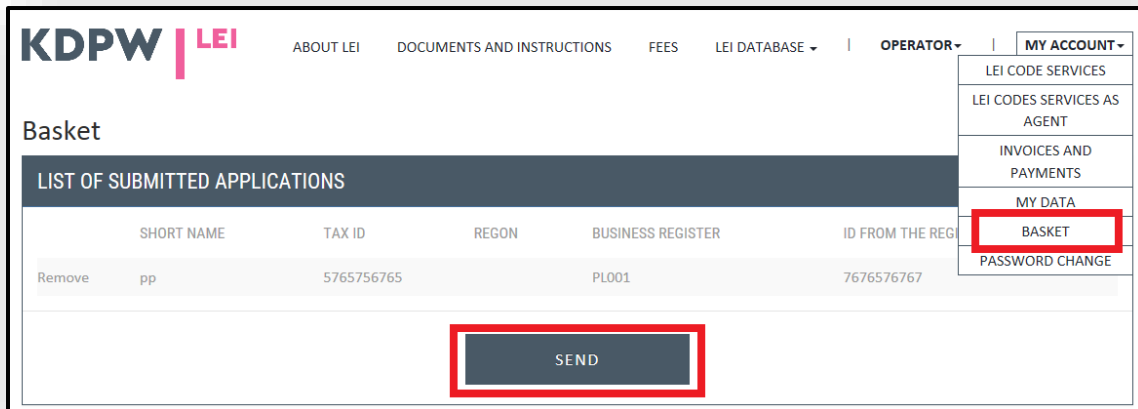
To send the order, click **Send**.



Next, follow the instructions in the pop-up message.



- You can add multiple LEI renewal orders to the basket and send them jointly in one request.
- If you decide not to send an order for any entity, you can delete the order from the basket by using the function Remove.
- To submit the LEI renewal order for verification, select the appropriate VAT declaration and click **Send**.



The data in the application will be verified.

- If additional documents must be submitted in order to complete the verification of an application, we will request that you send such documents (directly to the address of the person responsible for the processing of the application or at lei_service@kdpw.pl)

Once the application has been verified and approved, you will be requested to pay the fee to the bank account specified in an e-mail. The payment details will be presented in your account together with a pro-forma invoice.

Please do not use other banks accounts of KDPW, including any bank accounts communicated previously in the processing of the LEI.

Rejection of an LEI renewal application.

- If an LEI renewal application is rejected, the reason for the rejection will be notified at the e-mail address.
- You will be requested to correct the wrong data in the application <https://lei.kdpw.pl/> (**MY ACCOUNT - LEI CODE SERVICES – UPDATE THE DATA**) and to send another renewal order.
- For entities whose LEIs are managed by an agent, select the entity whose data are to be corrected, submit a data update request and, once it is approved, submit the LEI renewal order.