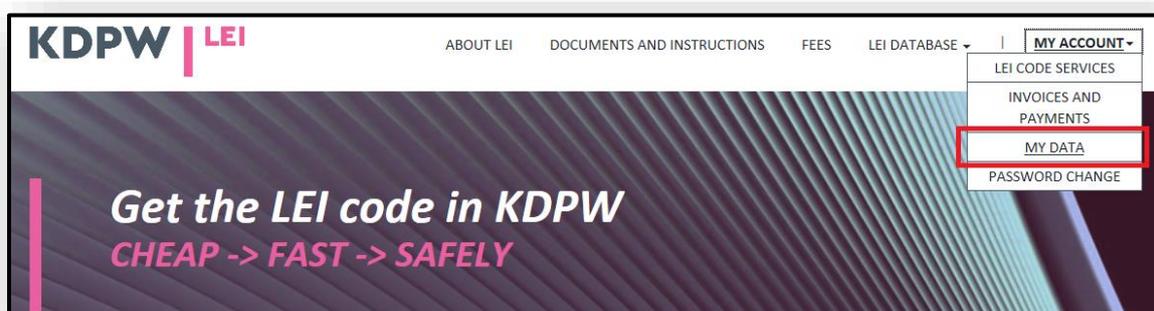


Instruction for filing a data update request

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.

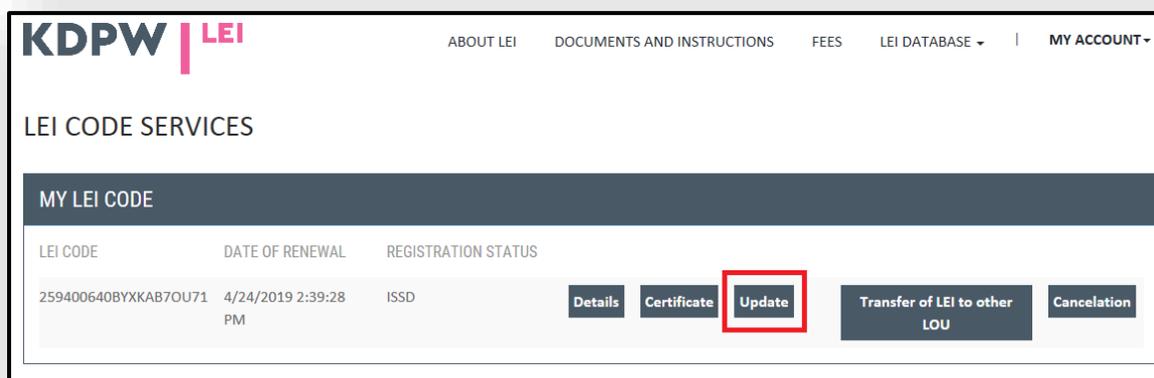
Modifications of LEI data are available free of charge.

To modify entity data or LEI data, log in the application <https://lei.kdpw.pl/> in your online account, go to the tab **MY ACCOUNT** and select **MY DATA**.

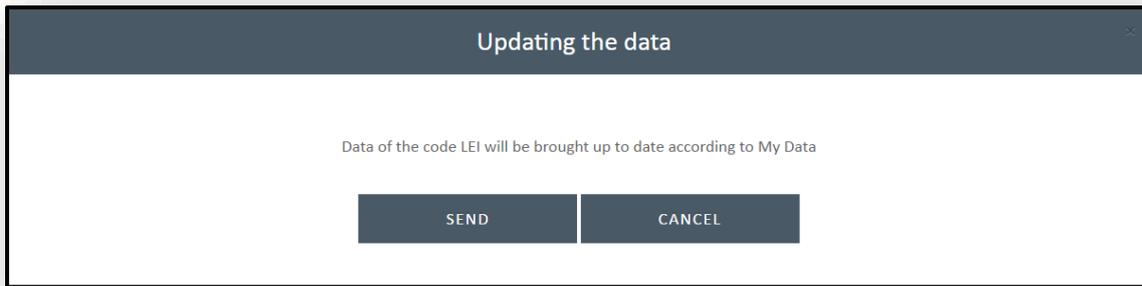


Modify the data to be changed in the form and click **Save**. If it is necessary to update the ownership relation of the entity, use the Instruction: Ownership relationships located in the **DOCUMENTS AND INSTRUCTIONS** / **INSTRUCTIONS**.

Go to the tab **MY ACCOUNT – LEI CODE SERVICES**, and select **Update**.



A message will be displayed as follows:

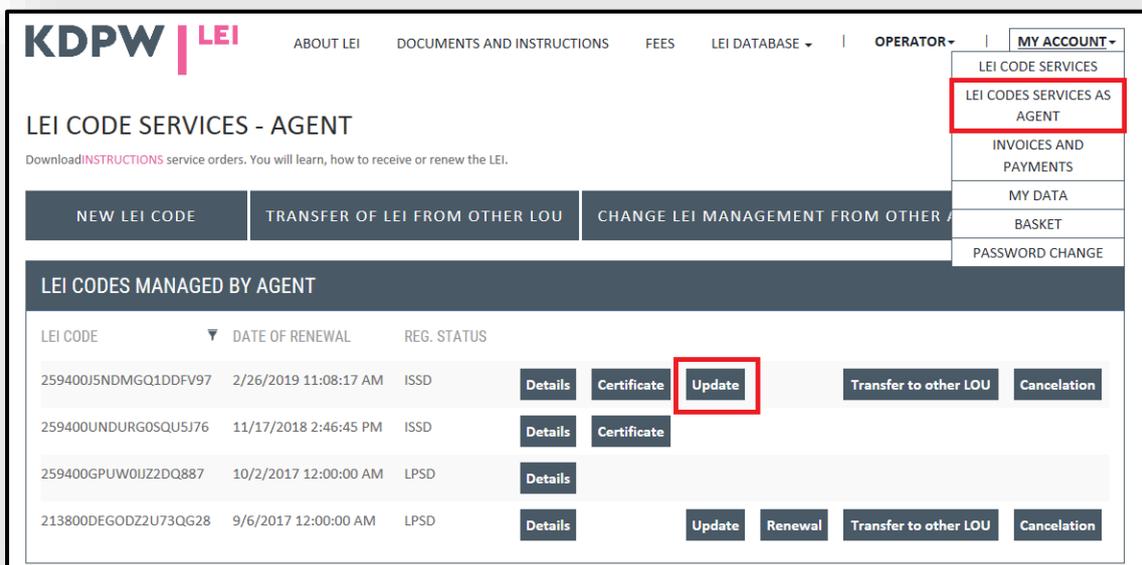


If the data have been modified, click **Send**.

If your data have not been modified, go to the tab **MY ACCOUNT - MY DATA**, enter modifications in the form, and click **Save**.

The entered data will be verified. The account user will receive an e-mail notification of the submitted data update request.

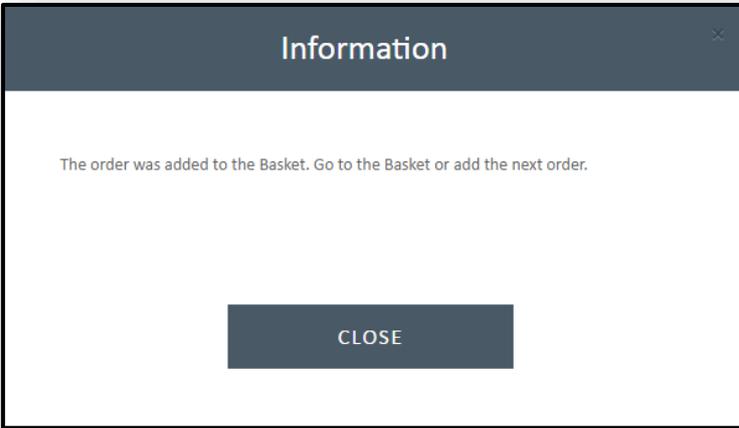
If you are an **agent**, to modify data of an entity log in the application <https://lei.kdpw.pl/> in your online account and go to the tab **MY ACCOUNT** and the tab **LEI CODE SERVICES AS AGENT**. Select the LEI and then select **Update**.



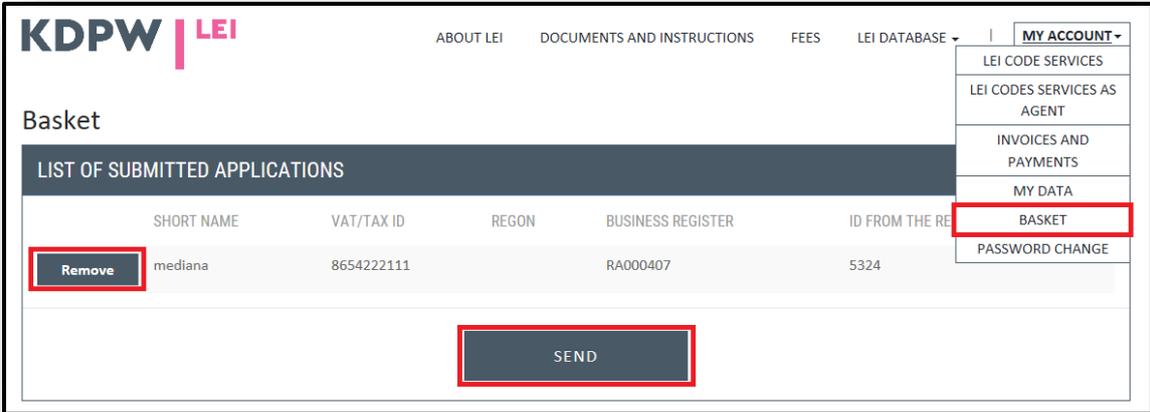
Select the entity for the update from the list and enter the data modifications in the form.

- Select the data to modify (e.g., entity address or company name).
- Make sure that the data are correct and click **Save**.

You can add more data update orders for LEIs or entities, as shown in the message, and send them to the basket by using the directory shown in the message.



You can delete an order from the basket by clicking **Remove**. To send an order in the basket, click **Send**.



If any of the required fields are left void, you will see a message requesting the missing data. If all fields are completed as required, you will see a message confirming that the order has been accepted. The entered data will be verified. A data modification confirmation will be sent by e-mail to the address entered in the entity registration form.