

Opening an online account and filing an application for the issuance of an LEI – instruction

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.

STEP 1. – REGISTER AN ACCOUNT

- Go to <https://lei.kdpw.pl/>
- Click REGISTER

- Fill out the registration form in accordance with the guidelines.

- Enter your own login to be used in order to access the account, your e-mail address, a password, check the option stating that you will **act on your behalf** or that you will also manage third party LEIs as an **LEI Agent**, enter the code in the image.

REMEMBER:

The password which you enter will secure access to your account. To make sure that it is secure, the password has to:

- contain at least eight characters (no more than 50 characters); and
 - include at least one upper and one lower case letter, at least one digit, as well at least one other character (e.g., !, \$, #, %).
- To complete account registration, click **REGISTER** and then the activation link which you have received at your e-mail address and log in.

STEP 2. – COMPLETE THE FORM – REGISTER THE ENTITY

- Enter the data of the entity applying for an LEI.

- If you are registering an entity which will act as an **LEI Agent**, complete the data registration form with the agent's data and then click **LEI CODES SERVICES AS AGENT/NEW LEI CODE** and complete the registration form with the data of the entity applying for an LEI. If you are requesting LEIs both for an agent and for third parties, file the application for the agent and then file applications for each entity by adding them to the Basket. To add another application, go back to the tab **LEI CODES SERVICES AS AGENT** and click **NEW LEI CODE**. The application will allow you to add multiple items to the basket but the basket may only contain orders with the same VAT declaration.

ENTITY DETAILS AS ENTERED IN THE REGISTER	
USER'S LOGIN <input type="text"/>	LEGAL JURISDICTION Proszę wybrać... ▼
COMPANY NAME (SHORT VERSION) <input type="text"/>	
COMPANY LEGAL (FULL) NAME <input type="text"/>	LANGUAGE OF THE REGISTER Proszę wybrać... ▼
FULL COMPANY NAME TRANSCRIBED INTO THE LATIN ALPHABET <input type="text"/>	
VAT NUMBER/TAX ID - OBLIGATORY IF REGISTERED IN VIES <input type="text"/>	
BUSINESS REGISTER NAME Proszę wybrać... ▼	BUSINESS REGISTER ENTITY ID <input type="text"/>
LEGAL FORM Proszę wybrać... ▼	COMPANY PROFILE Proszę wybrać... ▼
INDUSTRY Proszę wybrać... ▼	WEBPAGE ADDRESS <input type="text"/>
NAME OF THE ASSOCIATED INSTITUTION <input type="text"/>	LEI CODE OF THE ASSOCIATED INSTITUTION <input type="text"/>

REMEMBER:

Each LEI is linked to the reference data of the entity holding the LEI. The data must be consistent with the applicable public registers.

- **Data entered in the form will be shown in the invoice.** For orders filed for third parties by an agent, the invoice will be issued to the agent.
- In the right-hand column **LEGAL JURISDICTION**, select from the scroll-down menu the country of the registered address of the entity which you represent.
- Enter the company name and any abbreviated name of the entity.
- Enter the full company name using Latin letters without Polish diacritics, e.g., 'a' instead of 'ą', 'e' instead of 'ę', 'l' instead of 'ł', etc.
- Select the language of the register from the scroll-down menu.
- Enter the entity's VAT number in the VAT field; REGON is an optional field.
- In the scroll-down menu **BUSINESS REGISTER NAME**, select the applicable register and enter the entry number of the entity in the selected register.
- If you are filing the application as a natural person carrying out business activities, enter the full name of the person who carries out the business activity.
- To file an application for a sub-fund, first open an account for an Investment Fund Company / Investment Fund and then request a LEI by selecting the LEI Agent option. In the registration number field, enter the appropriate number depending on the model (KRS for an Investment Fund Company, RFI number for a fund, RFI number for a sub-fund). The sub-funds for which you are requesting LEIs must each be numbered and separated with a slash sign from the RFI number e.g. RFI XXX/1, RFI XXX/2.
- If the LEI application is filed for a newly established fund/sub-fund which has not yet been issued an RFI number, attach the required documents:
 - original counterpart of a Resolution of the Management Board of the entity establishing the fund/sub-fund;
 - document drawn up by the transfer agent confirming the allocation of shares of the new sub-fund, authenticated as a true copy by the Management Board of the Investment Fund Company which represents the sub-fund;
 - original counterpart of the decision of the district court entering the fund/sub-fund in the applicable register.
- Enter the address of the legal and administrative seat. Remember that address details entered in the legal seat address field will be shown in the invoice.

REGISTERED ADDRESS OF THE ENTITY AS ENTERED IN THE REGISTER

COUNTRY <input style="width: 95%;" type="text" value="Proszę wybrać..."/>	REGION CODE <input style="width: 95%;" type="text" value="Proszę wybrać..."/>
POST CODE <input style="width: 95%;" type="text"/>	TOWN <input style="width: 95%;" type="text"/>
STREET <input style="width: 95%;" type="text"/>	HOUSE NUMBER <input style="width: 95%;" type="text"/>
FLAT NUMBER <input style="width: 95%;" type="text"/>	

MAILING ADDRESS

COUNTRY <input style="width: 95%;" type="text" value="Proszę wybrać..."/>	REGION CODE <input style="width: 95%;" type="text" value="Proszę wybrać..."/>
POST CODE <input style="width: 95%;" type="text"/>	TOWN <input style="width: 95%;" type="text"/>
STREET <input style="width: 95%;" type="text"/>	HOUSE NUMBER <input style="width: 95%;" type="text"/>
FLAT NUMBER <input style="width: 95%;" type="text"/>	

- Complete the data on the ownership relationships of the entity in accordance with the **Instruction**. Ownership relationships located in the **DOCUMENTS AND INSTRUCTIONS / INSTRUCTIONS**.

OWNER RELATIONS OF THE LEGAL ENTITY

- Complet the contact details.

OTHER

FULL NAME OF THE ENTITY'S AUTHORISED REPRESENTATIVE <input style="width: 95%;" type="text"/>	POSITION <input style="width: 95%;" type="text"/>
USER PHONE NUMBER <input style="width: 95%;" type="text"/>	FAX <input style="width: 95%;" type="text"/>
E-MAIL ADDRESS 1 <input style="width: 95%;" type="text" value="marcelina.konewka@kdpw.pl"/>	CONFIRM E-MAIL ADDRESS 1 <input style="width: 95%;" type="text" value="marcelina.konewka@kdpw.pl"/>
E-MAIL ADDRESS 2 <input style="width: 95%;" type="text"/>	CONFIRM E-MAIL ADDRESS 2 <input style="width: 95%;" type="text"/>
UPLOAD FILE <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Find... <input style="flex-grow: 1;" type="text"/> </div> <div style="background-color: #2c3e50; color: white; text-align: center; padding: 5px; margin-top: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> UPLOAD FILE/S </div>	
<input type="checkbox"/> <i>I have read and accept the Terms of Service and I declare that I am not a consumer within the meaning of the Act of 23 April 1964. The Civil Code (J.L. No. 16, item 93 as amended).</i>	
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="background-color: #2c3e50; color: white; padding: 10px 20px; border: none;">SAVE</div> <div style="background-color: #2c3e50; color: white; padding: 10px 20px; border: none;">CANCEL</div> </div>	

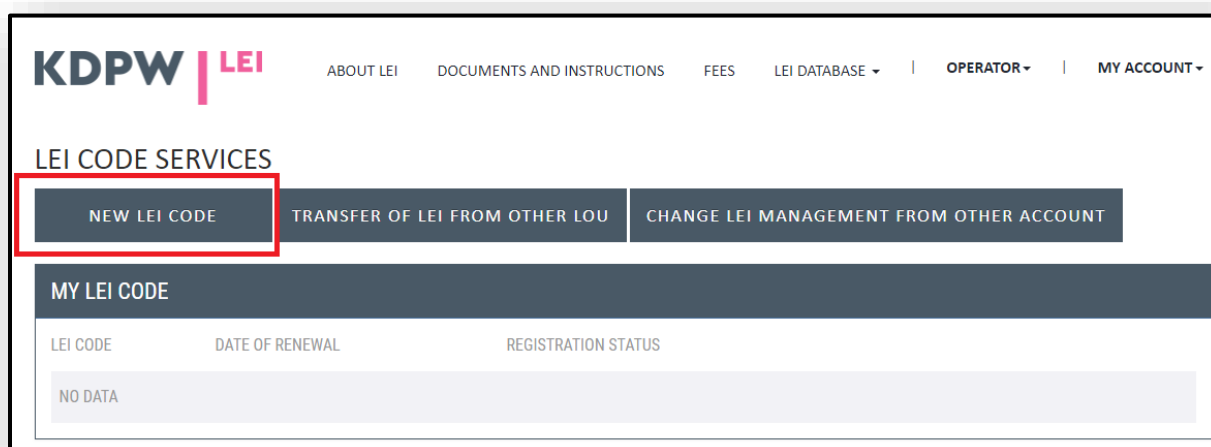
- Before you start to complete the form, make sure that you have the following: **1.** data of the entity applying for the LEI; **2.** scan of the power of attorney to file an application for the issuance of an LEI according to KDPW's template – if you are not a duly authorised representative entered in the applicable register but you are for instance an employee of the entity on whose behalf you are acting.
- **Authorisation to apply for an LEI.** If you are an agent applying for an LEI, make sure that you have the following: **1.** data of the agent; **2.** data of the entity applying for an LEI; **3.** scan of the power of attorney according to KDPW's template – if you are not a duly authorised representative entered in the applicable register but you are for instance an employee of the entity; **4.** special power of attorney for the agent according to KDPW's template, signed by duly authorised representatives of the entity applying for the LEI entered in the applicable register, authenticated by a notary public, granted not later than 60 days before applying for an LEI. The

power of attorney templates (for an employee and an LEI Agent) can be downloaded from the KDPW LOU website <https://lei.kdpw.pl> under the tab DOCUMENTS AND INSTRUCTIONS/DOCUMENT TEMPLATES. Documents originally drawn up in a language other than Polish and English should be provided in translation into either Polish or English.

- You will be asked to make a declaration to the effect that **1.** you accept the [Rules](#); **2.** you are not a consumer within the meaning of the Act of 23 April 1964 – Civil Code, and **3.** if you are a natural person carrying out business activities who requests an LEI – a declaration of acceptance of the processing of your personal data.
- The form can only be saved if all fields are completed as required.

STEP 3. – REQUEST THE ISSUANCE OF AN LEI

- In the tab LEI CODE SERVICES, click the option **NEW LEI CODE**.



- Submit the required declarations and **SEND** the application.
- You will receive a message notifying you that the order has been accepted for verification and that you will be notified of further steps of its processing at the e-mail address entered in the form.

If you have questions, please contact us at the phone number or email address indicated on the website <https://lei.kdpw.pl>