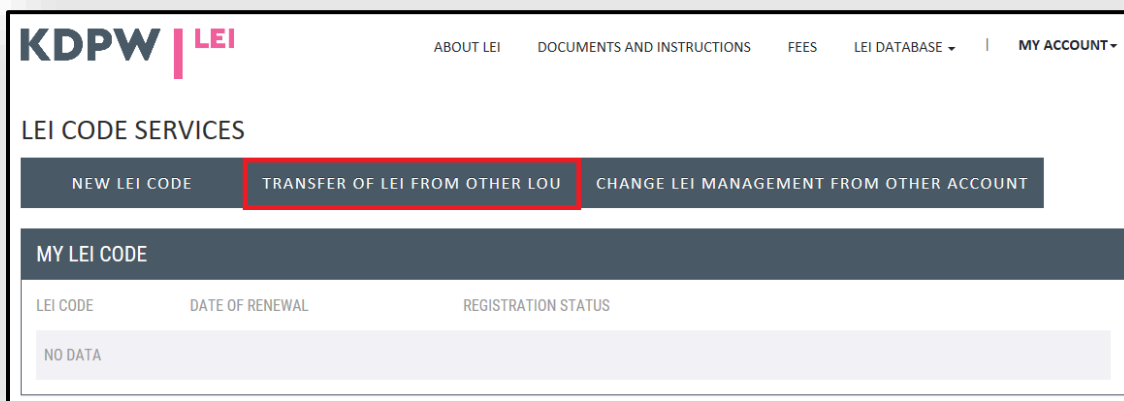


Instruction for filing a request for transfer of an LEI from another numbering agency (LOU) to KDPW

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.

A user that wishes to transfer an LEI from another LOU to KDPW should open an account in the application <https://lei.kdpw.pl/> according to the LEI Registration Instruction in the tab DOCUMENTS AND INSTRUCTIONS.

Next, the user should file a request for the transfer of the LEI by selecting the tab **MY ACCOUNT - LEI CODE SERVICES – TRANSFER OF LEI FROM OTHER LOU**.



Complete the form shown below.

The screenshot shows a form titled 'LEI Transfer from other LOU'. The form contains the following fields and elements:

- LEI CODE:** A text input field.
- LOU:** A dropdown menu with the text 'Proszę wybrać...' and a 'Select LOU' button next to it.
- ASSIGNMENT DATE:** A text input field containing the date '2018-06-22'.
- RENEWAL DATE:** A text input field containing the date '2018-06-22'.
- Buttons:** Two buttons at the bottom: 'SEND' and 'CANCEL'.

Once the application is complete, click **Send**. The reference data of the entity requesting the transfer

will be verified. If the check is successful, the LEI will be approved on a preliminary basis and the user will be notified by e-mail.

In addition, KDPW will contact the LOU which registered the LEI in order to notify it of the received LEI transfer request. The LOU contacts the client in order to confirm the client's transfer decision. Upon the confirmation, the LEI may be entered into the KDPW database and the LEI is deactivated in the previous LOU. The user is notified by e-mail of the change of status and the activation of the LEI in the KDPW LOU.

From now on, KDPW is responsible for management of the LEI. If the LEI is invalid, the entity will be requested to file an LEI renewal request immediately after the transfer is approved.