

### Instruction for the cancelling of an LEI

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.

An entity that decides to cancel LEI should log in the application <https://lei.kdpw.pl/> and then select the tab **MY ACCOUNT/LEI CODE SERVICES** or **LEI CODES SERVICES AS AGENT** if it is cancelling an LEI for an entity registered in the agent's account.

Download **INSTRUCTIONS** service orders. You will learn, how to receive or renew the LEI.

NEW LEI CODE    TRANSFER OF LEI FROM OTHER LOU    CHANGE LEI MANAGEMENT FROM OTHER ACCOUNT

**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	<b>Cancellation</b>
259400UNDURG0SQ5J76	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

Next, select the LEI to be cancelled, and click **Cancellation**.

After clicking **Cancellation**, you will be redirected to a form where the reason for the cancellation should be entered.

**CANCEL LEI CODE (AGENT)**

REASON  
Termination of the LEI activity due to Corporate action

COMMENT

NAME OF THE SUCCESSOR

LEI CODE OF THE SUCCESSOR

SEND CANCEL

Reasons for LEI cancellation:

- Termination of the LEI activity due to Corporate action
- Dissolved activity
- Other reason

For corporate actions, specify the name of the surviving institution and/or the LEI of the entity acquiring an existing institution in an acquisition or the entity incorporated based on existing entities in a merger.

Complete the required fields and click **Send**.

If you are filing the **LEI cancellation order as Agent**, you can add more cancellation orders, as shown in the message, and send them to the basket by using the directory **My account/Basket** and clicking **Send**.

After the LEI cancellation request is sent, it will be verified.

You may be requested at any time to provide additional documents confirming the corporate action. Such documents should be sent by e-mail to: [lei\\_service@kdpw.pl](mailto:lei_service@kdpw.pl)