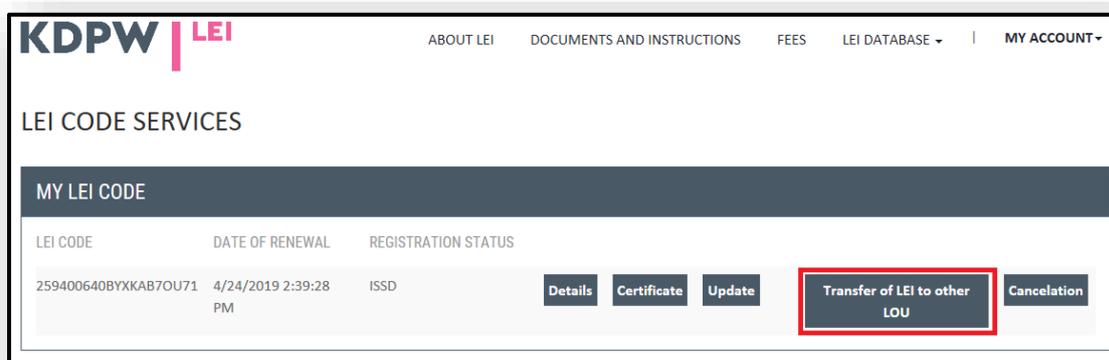


Instruction for filing a request for transfer of an LEI from KDPW to another another numbering agency (LOU)

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 KDPW to another LOU should log in its account in the application <https://lei.kdpw.pl/> and file a request for the transfer of the LEI by selecting the section **MY ACCOUNT - LEI CODE SERVICES- TRANSFER of LEI TO OTHER LOU**.



In the **New Managing LOU** field of the form **Transfer LEI to another LOU**, the user should select the name of the LOU to which the LEI is to be transferred and then click **Send**.



After the order is sent, the request will be verified.

For a transfer of an LEI from KDPW to another LOU, typically the LOU to which the LEI is being transferred first contacts KDPW with the details of the LEI to be transferred. KDPW should confirm the transfer decision with the client within 5 days.

The transfer can only be approved if the transfer request is filed via the online account used by the entity's authorised representative. The authorisation may derive from the registration documents or a power of attorney granted by the company's authorised representatives. An Agent acting on behalf of a third party is required to present a power of attorney authenticated by a notary public. After presenting such assurance, the LEI may be entered into the database of the LOU which takes over the LEI, and then within another 3 days the LEI will be flagged in the KDPW database as transferred out.

From now on, the LEI will no longer be presented in the public databases of KDPW and its management is fully transferred to the new LOU.