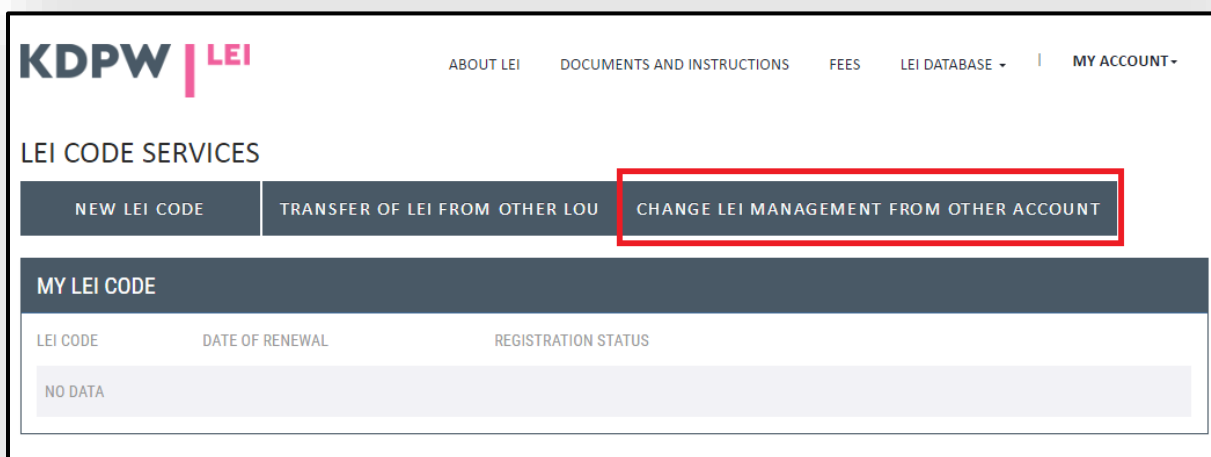


### Instruction for transferring an LEI from another account

An entity that wishes to take over the management of the LEI of another entity should log in the application <https://lei.kdpw.pl/> or open an account and then select the tab **My account/ LEI code services** or **LEI codes services as Agent/Change LEI management from other account**.



In the form, specify the LEI to be transferred.

The screenshot shows a modal form titled 'Takeover of management of LEI from another account'. The form has a dark header with the title and a close button (X). Below the header, there is a text input field labeled 'LEI CODE'. At the bottom of the form, there are two buttons: 'SEND' and 'CANCEL'.

In justified cases, KDPW may contact the entity or the previous LEI manager, and request additional documents confirming the change of the LEI manager (e.g., KRS or RFI entry, copy of a court decision, power of attorney).

For an **Agent LEI** account, the order should be added to the basket (**My account/Basket**) and then sent. LEI management will be available as soon as the order is approved by KDPW, which will be notified to the requesting party at the e-mail address specified in the entity registration form.