

# **Guidelines on LEI registration**

**Version – July 2021**





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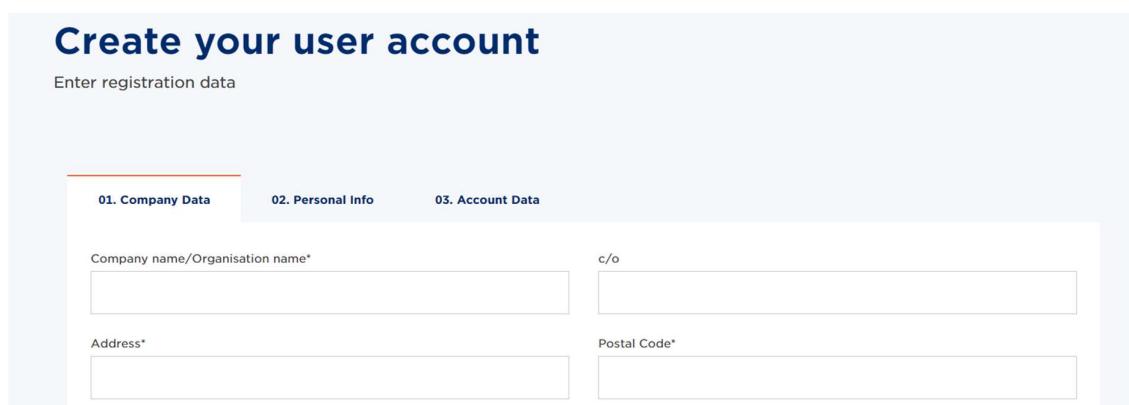
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## 1 Account Creation:

You need a user account for your LEI application. All you need to do is register at <https://www.lei.direct>

Please fill in the required fields and submit your registration. You will receive a confirmation E-mail to complete your registration right after.

Simply click on the link contained in the email and you will be forwarded to your user account automatically. (*Note: If you do not receive an email reply immediately, please also check your spam folder.*)

### Create your user account

Enter registration data

01. Company Data    02. Personal Info    03. Account Data

Company name/Organisation name\*

c/o

Address\*

Postal Code\*



### New LEI Registration

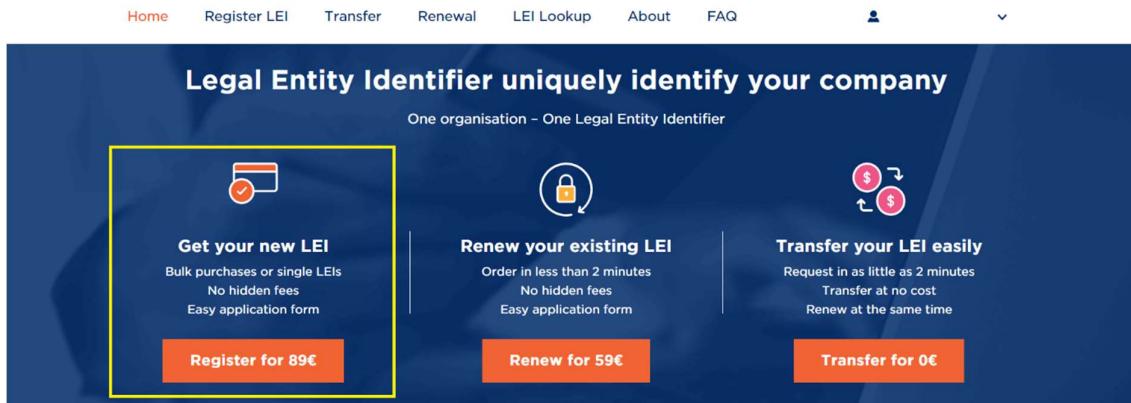
- ✓ Bulk purchases or single LEIs
- ✓ No hidden fees
- ✓ Easy application form

**Apply for your LEI now**

or watch our video to learn about legal entity identification

## 2 Apply for an LEI

Once you have logged into your LEI account, you can start off by clicking on "Register for 89€" to get your new LEI.



You will be given 2 options to choose from;

- a) Application for an organization (Company, Association, Foundations)
  - For commercial organization, charity, non-profit organization, association and foundation
- b) Application for a fund
  - Fund is referring to organisations that are managing investment funds. For an example, Aberdeen Singapore.

Your application for an LEI starts here. To begin, select whether you are applying for a single LEI or multiple LEIs. If you need further assistance, please refer to the following guides:

[Guide - Single LEI Application \(PDF\)](#)  
[Guide - Bulk LEI Application \(PDF\)](#)

[Single LEI Application](#)

[Bulk LEI Application](#)

### Forms for applying for an LEI

Please make a selection:

[Application for an organization \(Company, Association, Foundations\)](#)

[Application for a fund](#)



## 2.1 Application for an organization

Single LEI Application      Bulk LEI Application

[Go back](#)

**Applicant data**

Applicant is authorised to apply on behalf of this legal entity based on:\*

His/Her position (management / board / holds power of attorney)

Please select...

**His/Her position (management / board / holds power of attorney)**

A written form of authorisation (please attach document)

### Applicant Data

If you are the authorized applicant, please choose "*His/ Her position (management/ board/ holds power of attorney*". If you are applying on behalf of the company, please choose "*A written form of authorisation (please attach document)*". A PDF template of the Letter of Authorization is provided and you can upload the completed document below.

- Once the form is completed, it must be signed by a director listed in the formal business profile issued by Accounting and Corporate Regulatory Authority or Monetary Authority Singapore. The form must be printed on your company's business letterhead (not GS1's letterhead).
- You may refer below for the template of the Letter of Authorization form.



## AUTHORISATION LETTER

Company
Address line 1
Address line 2
Zip Code / City / Country

To whom it may concern:

The company listed above ("Company") wishes to obtain, renew or transfer one or more Legal Entity Identifiers ("LEIs"), through GS1 AISBL ("GS1"), which is a Local Operating Unit ("LOU") authorised by the Global Legal Entity Identifier Foundation to provide such services ("LEI Services"). The following Terms and Conditions apply to the LEI Services (as amended from time to time): <https://www.lei.direct/terms-and-conditions/>

### 1. Company's representative for the purpose of the LEI Services

Company hereby grants to the entity, person or persons listed below (each an "Agent") a limited power of attorney to perform all reasonable acts necessary to obtain such LEI Services ("Power of Attorney"). Company also confirms that Agent may select to obtain an LEI for one year, three years or five years and pay the renewal fees in advance (in such case a "Multi-Year LEI").

Agent	Agent
Email	Email
Agent	Agent
Email	Email

Principal may terminate this Power of Attorney at any time upon written notice delivered to Agent and to GS1. Under no circumstance shall GS1 be held responsible or liable to any party for any aspect of this Power of Attorney document or for any actions taken or not taken by Agent on Principal's behalf.

### 2. Multi-year LEI: Company authorises GS1 to renew the LEIs

If Company has selected to obtain one (or more) Multi-Year LEI(s), Company hereby authorises GS1 (and, as the case may require, its Registration Agents) to perform all reasonable acts necessary to renew the LEI(s) in name and on behalf of Company at the appropriate renewal time(s) in accordance with the term (three or five year) selected by Company, until or unless Company specifically instructs GS1 in writing to not renew such LEI, or any payment or pre-payment for such renewal has been exhausted or has not been paid.

\*\*\*

#### Signature:

The person signing below affirms that she/he is an authorised representative of the Company and she/he has the authority to grant this Power of Attorney.

	Signatory 1	Signatory 2 (if applicable)
Company (name and legal form)		
Name signatory		
Title and capacity (as appears in applicable register)		
Email		
Date		
City and country where signed		
Signature		

**Organization data**

Name of the organization equal to business register\*

Name of the organization (Transliterated)

 Please select...

Country\*

 Please select...

**Notice:** Please contact us if your requested country is not available.

Registry no.\*

Department (according to industry classification benchmark)

 Please select...

Category

 If applicable, please select...

**Notice:** Please use the exact spelling as it appears with the local court.

Registration Authority\*

 Please select a country first.

Legal form of the organization\*

 Please select a country first.

Organization website

### **Organization Data**

- Name of the organization and registry number has to be written as stated in business registry. Please choose your country first before choosing appropriate Registration Authority from the dropdown. Proceed to fill in the rest of fields.
- If your organization is not registered with ACRA (Accounting and Corporate Regulatory Authority) or MAS (Monetary Authority Singapore), please choose "*Register not listed*" and fill in the name of Registration Authority under field of "*Additions to Reg. Authority*". If your organisation is a charity group or clerical body that is not listed in the public registration authority, please choose "*Not Registered in Public available register*".

**Legal address**

Address\*

Accept data

Postal code\*

City\*

Country\*

 Please select...

State/Province\*

 Please select a country first.

**Headquarters address**

Address\*

Postal code\*

City\*

Country\*

 Please select...

State/Province\*

 Please select a country first.

- Provide the legal address as stated in your business registry. The Legal address can be same as Headquarters Address.

**Parent Company**

Does a parent company exist?\*

Yes, there is an existing LEI

Please select...

 Yes, there is an existing LEI  
 Yes, but can not be reported  
 Yes, but no LEI exist  
 No

- If you declare that your organization has a parent company; choose the appropriate selection from the drop down menu.

**Parent Company**

Does a parent company exist?\*

Yes, but no LEI exist

**Data of parent company**

Responsible\*

Please select...

Registration Authority\*

Please select a country first.

Registry no.\*

Name of parent company\*

**Legal address of parent company**

Address\*

Accept data\*

Address\*

Postal code\*

Postal code\*

City\*

City\*

Country\*

Country\*

State/Province\*

State/Province\*

 Parent company is the ultimate parent company

**Ultimate parent company**

Does a ultimate parent company exist?\*

Please select...

- If you selected "Yes, but no LEI exist". You will need to provide the details of your parent company (e.g. name of your parent company, registration number, legal address, etc)

- If your parent company is the ultimate parent company, please tick on check box below. If your ultimate parent company is different from parent company, you are required to fill in the similar fields for ultimate parent company. For example, Jardine Matherson Group is the ultimate parent company. Its subsidiary is Cycle & Carriage who owns Diplomat Parts Pte Ltd.

Our Multi Year and Certificate Options - Your Freedom of Choice

Please select your preferred option

1 Year €89	3 Years €195	5 Years €275
Basic Active LEI for 1 year No automatic Renewal Optional GS1 LEI Certificate always updated for 1 year	Plus Active LEI for 3 year Automatic, yearly initiation of the Renewal Optional GS1 LEI Certificate always up to date for 3 years	Premium Active LEI for 5 years Automatic, yearly initiation of the Renewal Optional GS1 LEI Certificate always up to date for 5 years
<b>Would you like a certificate for your LEI? </b> <input type="checkbox"/> Yes, please with certificate!	<b>Would you like a certificate for your LEI? </b> <input type="checkbox"/> Yes, please with certificate!	<b>Would you like a certificate for your LEI? </b> <input type="checkbox"/> Yes, please with certificate!

Terms and Conditions

Herewith you agree to the [Terms and Conditions](#) of the LEI issuance. The following [price list](#) applies.\*

## LEI payment options

- You can select to get an LEI with a **one-year term** and renew it on a yearly basis. If you wish to avoid the hassle or accidentally missing your LEI expiration date, you can also select the **three or five-year term**.
- You get to **save 12€** for three year-term or **save 50€** for five-year term
- You can also tick the check box below "Would you like a certificate for your LEI" if you require a LEI certificate. The fixed price is 19 € per year.
- Please refer to price plan below:

LEI Package	Price
New LEI: 1 Year, without LEI Certificate	89,00 €
New LEI: 1 Year, with LEI Certificate	108,00 €
New LEI: 3 Years, without LEI Certificate	195,00 €
New LEI: 3 Years, with LEI Certificate	252,00 €
New LEI: 5 Years, without LEI Certificate	275,00 €
New LEI: 5 Years, with LEI Certificate	370,00 €

Contact person

Invoice address\*  
Applicant  
Legal entity

Purchase order number

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Notice to your application

\* Mandatory fields  
 After you submit your application, all information is subject to a technical analysis by the system. This takes place in your interest to minimise the risk of duplicate entries before the detailed examination, which entails a fee.

[Next - review your application](#)
[Save as draft](#)

### Contact Person

- You can choose either Applicant or Legal Entity for Invoice address. You may input any relevant remark in the notice of application.
- Once you have completed the application form, you can click on "Next - review your application", which will bring you to the next page to check and review all data again.

Note: Applications can be saved as a draft and retrieved at Homepage > Get started now.

Your order summary

LEI Single Application with certificate (3 years):	€252.00
VAT 0%	€0.00
<b>Total:</b>	<b>€252.00</b>

After you submit your application, all information is subject to a technical analysis by the system. This takes place in your interest to minimise the risk of duplicate entries before the detailed examination, which entails a fee.

[Submit application and Pay](#)

- You will see an order summary at the end of the page. Confirm that your order is correct and click "submit application and pay" to select your preferred payment method (credit card or bank transfer).



Welcome  
Global

Home    Register

\* Mandatory fields

Your order summary

LEI Single Application with certificate (3 years):  
VAT 0%  
**Total:**

After you submit your application, all information is subject to a technical analysis by the system. This takes place in your interest to minimise the risk of duplicate entries before the detailed examination, which entails a fee.

[Submit application and Pay](#)

**Pay your LEI now**

252.00 EUR  
Order reference: P148972  
Beneficiary: GS1 GO

	VISA		CB
	MasterCard		Maestro
	Bank transfer		Bank transfer
	Sofortüberweisung DE		

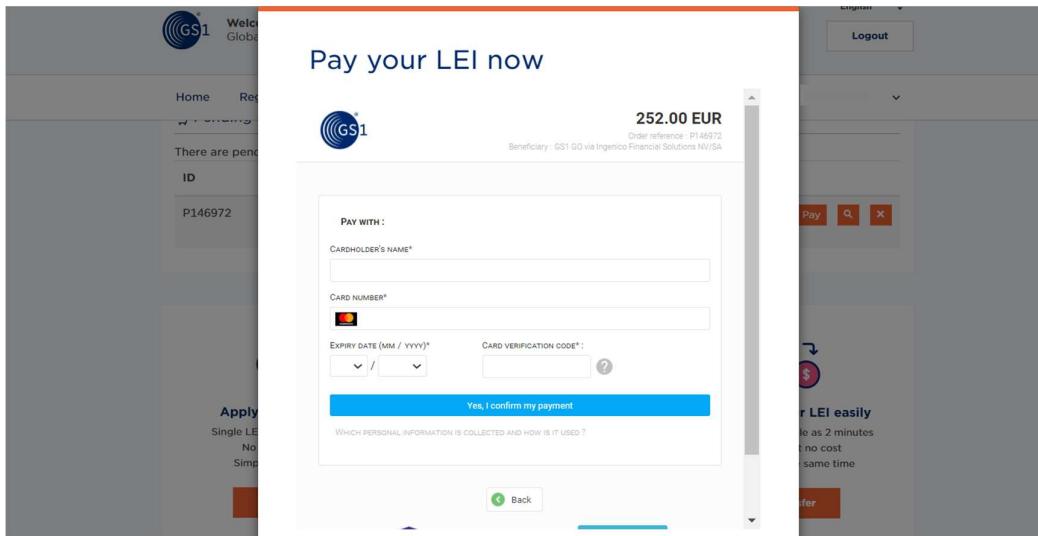
Which personal information is collected and how is it used?

Logout

€252.00  
€0.00  
**€252.00**

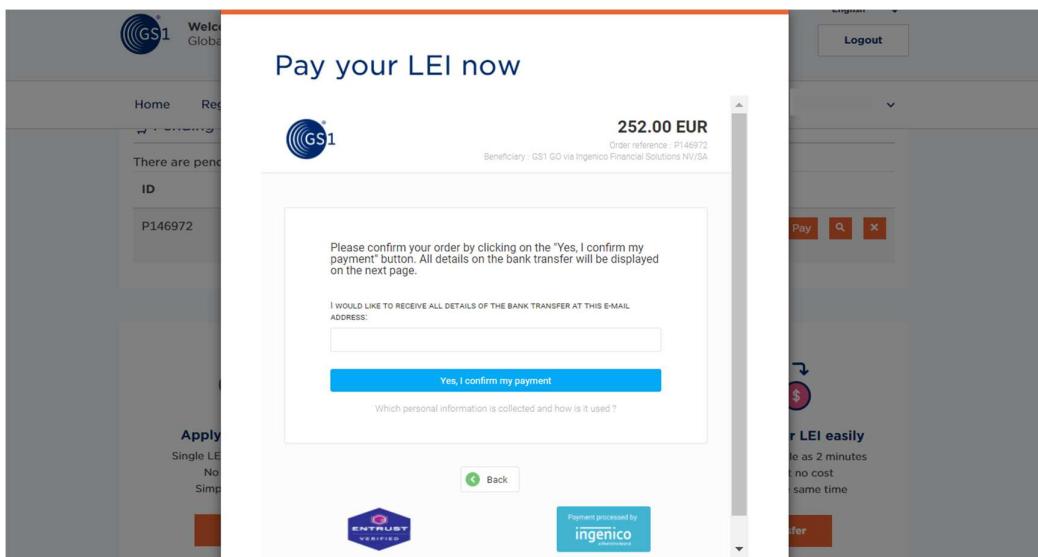
After you submit your application, all information is subject to a technical analysis by the system. This takes place in your interest to minimise the risk of duplicate entries before the detailed examination, which entails a fee.

[Submit application process](#)



**(If you choose to make payment via credit card)**

- Please note that the fastest payment mode would be credit card as it takes less processing time compared to bank transfer. If you have already made payment on the [lei.direct](#) page, please ignore the payment email you may receive. This is to avoid making double payment.**
- Once your card details has been submitted on this page, you should receive a payment acknowledgement email including your invoice. This may take 1-2 working days and do also remember to check your junk/spam folder.



**(If you choose to make payment via bank transfer)**

- Bank transfer details will be sent to your email address as shown above.
- If making payment via bank transfer, it is important to include your unique payment reference indicated in your invoice. If this reference is missing or incorrect, please be aware of the risk that your payment might not be**

**associated with your order. Please note that processing time for bank transfer will take a longer time compared to credit card.**

- Once payment has been successfully made, you should receive a payment acknowledgement email including your invoice. This may take 1-2 working days and do also remember to check your junk/spam folder.

## 2.2 Application for a fund

Single LEI Application

Bulk LEI Application

[Go back](#)

### Applicant data

Applicant is authorised to apply on behalf of this legal entity based on:\*

His/Her position (management / board / holds power of attorney)

Please select...

His/Her position (management / board / holds power of attorney)

A written form of authorisation (please attach document)

### Applicant Data

If you are the authorized applicant, please choose "*His/ Her position (management/ board/ holds power of attorney*". If you are applying on behalf of the company, please choose "*A written form of authorisation (please attach document)*". A PDF template of the Letter of Authorization is provided and you can upload the completed document below.

- Once the form is completed, it must be signed by an authorised representative of the company authorised to grant such power of attorney. The form must be printed on your company's business letterhead (not GS1's letterhead).
- Refer to page 7 for the template of the Letter of Authorization form.

### Fund data

Fund name\*

Fund name (Transliterated)

Please select...

Fund structure\*

Please select...

Fund type classification\*

Please select...

Country\*

Please select...

**Notice:** Please contact us if your requested country is not available.

Legal form\*

Please select a country first.

## **Fund Data**

- Fill in the fund name, fund structure (individual fund (also so-called master funds, umbrella, sub-fund), fund type classification (mutual fund, special fund, other), country and legal form. Please choose your country first before clicking on legal form.

<b>Name and registered office of the establishing Kapitalverwaltungsgesellschaft [capital management company]</b>	
Name of the capital management company* <input type="text"/>	Name and registered address of the custodian Name of the custodian* <input type="text"/>
Address* <input type="text"/>	Address* <input type="text"/>
Postal code* <input type="text"/>	Postal code* <input type="text"/>
City* <input type="text"/>	City* <input type="text"/>
Country* <input type="text" value="Please select..."/>	Country* <input type="text" value="Please select..."/>
State/Province* <input type="text" value="Please select a country first."/>	State/Province* <input type="text" value="Please select a country first."/>
AMC-number <input type="text"/>	
Registration number of the fund with the corresponding supervisory authority <input type="text"/>	
Commercial register number of the establishing capital management company <input type="text"/>	
Competent register <input type="text" value="Please select a country first."/>	

- Please provide the details of your capital management company. Under "Competent register", if the capital management company is not registered with ACRA (Accounting and Corporate Regulatory Authority) or MAS (Monetary Authority Singapore), please choose "Register not listed" and fill in the name of Registration Authority under field of "Additions to Reg. Authority". If your organisation is a charity group or clerical body that is not listed in the public registration authority, please choose "Not Registered in Public available register".
- Please provide the name of the custodian. Registered address can be same as registered office.

<b>Parent Company</b>	
Does a parent company exist?*	
<input type="text" value="Yes, there is an existing LEI"/>	
<input type="text" value="Please select..."/>	
<input type="text" value="Yes, but can not be reported"/>	
<input type="text" value="Yes, but no LEI exist"/>	
<input type="text" value="No"/>	

- For parent company, choose the appropriate selection from the drop down menu.

Parent company is the ultimate parent company

**Ultimate parent company**

Does a ultimate parent company exist?\*

Please select...

- If your parent company is the ultimate parent company, please tick on check box. If your ultimate parent company is different from parent company, you are required to choose the appropriate selection for ultimate parent company.

**Our Multi Year and Certificate Options - Your Freedom of Choice**

Please select your preferred option

1 Year €89	3 Years €195	5 Years €275
Basic Active LEI for 1 year No automatic Renewal Optional GS1 LEI Certificate always updated for 1 year	Plus Active LEI for 3 year Automatic, yearly initiation of the Renewal Optional GS1 LEI Certificate always up to date for 3 years	Premium Active LEI for 5 years Automatic, yearly initiation of the Renewal Optional GS1 LEI Certificate always up to date for 5 years
<b>Would you like a certificate for your LEI? ⓘ</b> <input type="checkbox"/> Yes, please with certificate!	<b>Would you like a certificate for your LEI? ⓘ</b> <input type="checkbox"/> Yes, please with certificate!	<b>Would you like a certificate for your LEI? ⓘ</b> <input type="checkbox"/> Yes, please with certificate!

**Terms and Conditions**

Herewith you agree to the [Terms and Conditions](#) of the LEI issuance. The following [price list](#) applies.\*

### LEI payment options

- You can select to get an LEI with a **one-year term** and renew it on a yearly basis. If you wish to avoid the hassle or accidentally missing your LEI expiration date, you can also select the **three or five-year term**.
- You can also tick the check box below "Would you like a certificate for your LEI" if you require a LEI certificate. The fixed price is 19 € per year.
- Please refer to price plan below:

LEI Package	Price
New LEI: 1 Year, without LEI Certificate	89,00 €
New LEI: 1 Year, with LEI Certificate	108,00 €
New LEI: 3 Years, without LEI Certificate	195,00 €
New LEI: 3 Years, with LEI Certificate	252,00 €
New LEI: 5 Years, without LEI Certificate	275,00 €
New LEI: 5 Years, with LEI Certificate	370,00 €

**Contact person**

Invoice address\*  
Applicant  
Legal entity  
Purchase order number

---

Notice to your application

\* Mandatory fields  
After you submit your application, all information is subject to a technical analysis by the system. This takes place in your interest to minimise the risk of duplicate entries before the detailed examination, which entails a fee.

[Next - review your application](#)
[Save as draft](#)

### Contact Person

- You can choose either Applicant or Legal Entity for Invoice address. You may input any relevant remark in the notice of application.
- Once you have completed the application form, you can click on "Next - review your application", which will bring you to the next page to check and review all data again.

Note: Applications can be saved as a draft and retrieved at Homepage > Get started now.

**Your order summary**

LEI Single Application with certificate (3 years): €252.00  
VAT 0% €0.00  
**Total:** €252.00

After you submit your application, all information is subject to a technical analysis by the system. This takes place in your interest to minimise the risk of duplicate entries before the detailed examination, which entails a fee.

[Submit application and Pay](#)

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Welcome  
Global

Home   Request

\* Mandatory field

Your order summary

LEI Single Application  
VAT 0%  
**Total:**

After you submit your application, all information is subject to a technical analysis by the system to minimise the risk of duplicate entries before the detailed examination, which entails a fee.

[Submit application and pay](#)

**Pay your LEI now**

252.00 EUR  
Order reference: P146972  
Beneficiary: GS1 GO


**VISA**  

**MasterCard**  

**Bank transfer**


**CB**  

**Maestro**  

**Bank transfer**

Sofortüberweisung DE

Which personal information is collected and how is it used?



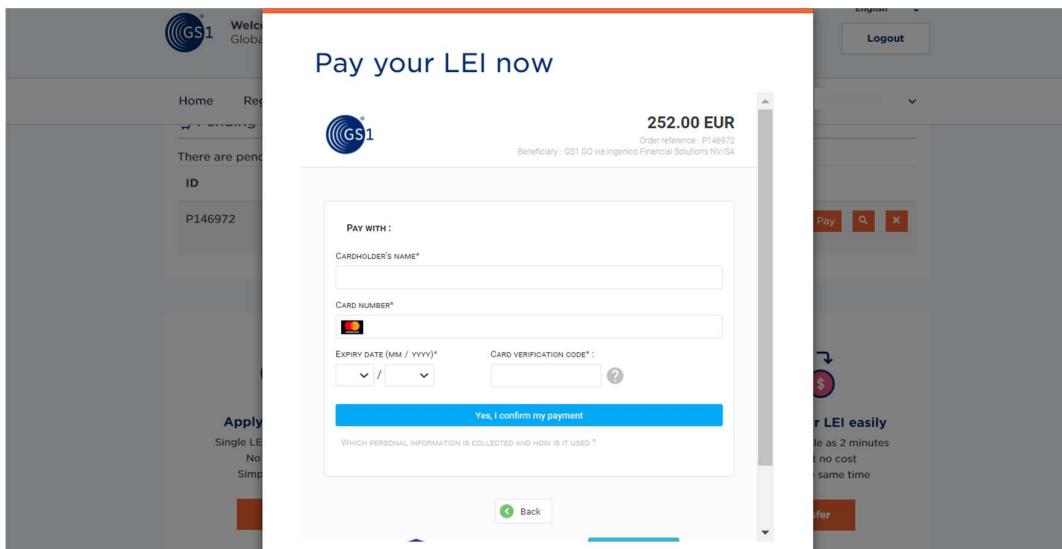

About Ingenico   Security   Legal info

Logout

€252.00  
€0.00  
**€252.00**

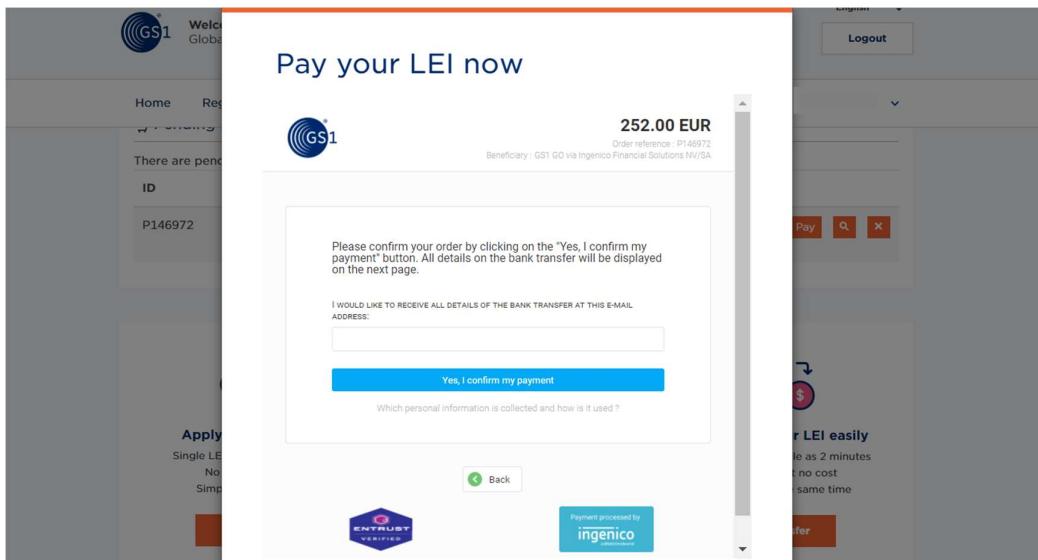
After you submit your application, all information is subject to a technical analysis by the system to minimise the risk of duplicate entries before the detailed examination, which entails a fee.

[Application process](#)



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**(If you choose to make payment via bank transfer)**

- Bank transfer details will be sent to your email address as shown above.
- If making payment via bank transfer, it is important to include your unique payment reference indicated in your invoice. If this reference is missing or**



**incorrect, please be aware of the risk that your payment might not be associated with your order. Please note that processing time for bank transfer will take a longer time compared to credit card.**

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