

# **Guidelines on LEI registration**

## **Version – July 2021**





## Contents

1	Account Creation: .....	3
2	Apply for an LEI .....	4
2.1	Application for an organization .....	5
2.2	Application for a fund .....	12

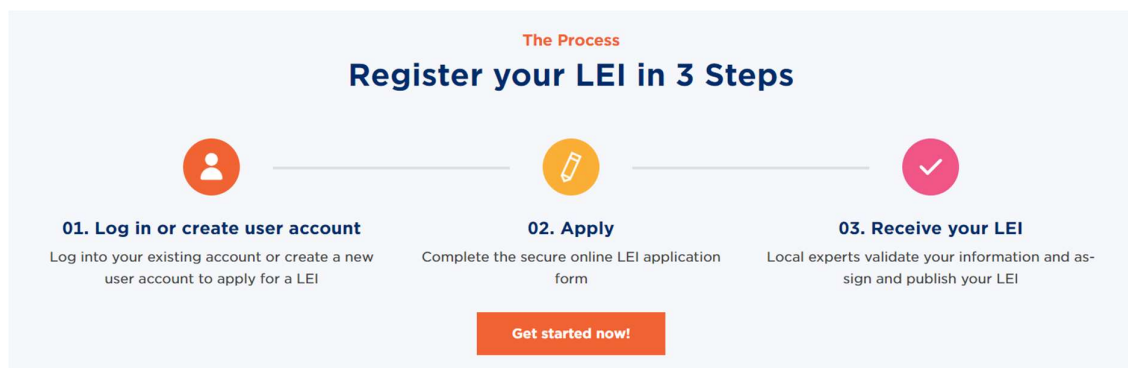


## 1 Account Creation:

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 Data02. Personal Info03. 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

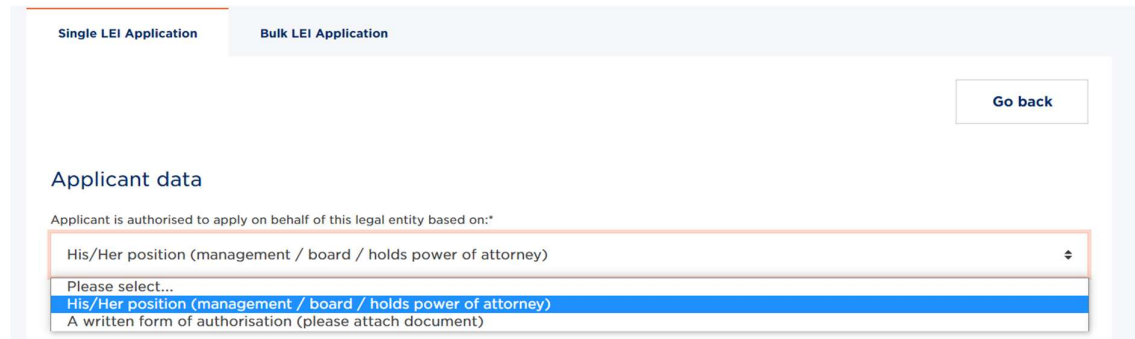
---

Please make a selection:

Application for an organization (Company, Association, Foundations)

Application for a fund

## 2.1 Application for an organization



The screenshot shows a web interface for applying for an organization. At the top, there are two tabs: "Single LEI Application" (selected) and "Bulk LEI Application". A "Go back" button is located in the top right corner. Below the tabs, the section is titled "Applicant data". Underneath, it says "Applicant is authorised to apply on behalf of this legal entity based on:". There is a dropdown menu with the text "His/Her position (management / board / holds power of attorney)". Below the dropdown, it says "Please select...". The dropdown menu is open, showing three options: "His/Her position (management / board / holds power of attorney)" (highlighted in blue), "A written form of authorisation (please attach document)", and "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 of 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**").

<b>Agent</b>		<b>Agent</b>	
Email		Email	
<b>Agent</b>		<b>Agent</b>	
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)
<b>Company</b> (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 of 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\*

Postal code\*

City\*

Country\*

Please select...

State/Province\*

Please select a country first.

**Accept data**

### 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\*

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.

☐ 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**

**Basic**  
Active LEI for 1 year  
No automatic Renewal  
**Optional**  
GS1 LEI Certificate  
always updated for 1 year

**Would you like a certificate for your LEI?** ☐ Yes, please with certificate!

☒ **3 Years**  
**€195**

**Plus**  
Active LEI for 3 year  
Automatic, yearly initiation of the  
Renewal  
**Optional**  
GS1 LEI Certificate  
always up to date for 3 years

**Would you like a certificate for your LEI?** ☐ Yes, please with certificate!

☐ **5 Years**  
**€275**

**Premium**  
Active LEI for 5 years  
Automatic, yearly initiation of the  
Renewal  
**Optional**  
GS1 LEI Certificate  
always up to date for 5 years

**Would you like a certificate for your LEI?** ☐ Yes, please with certificate!

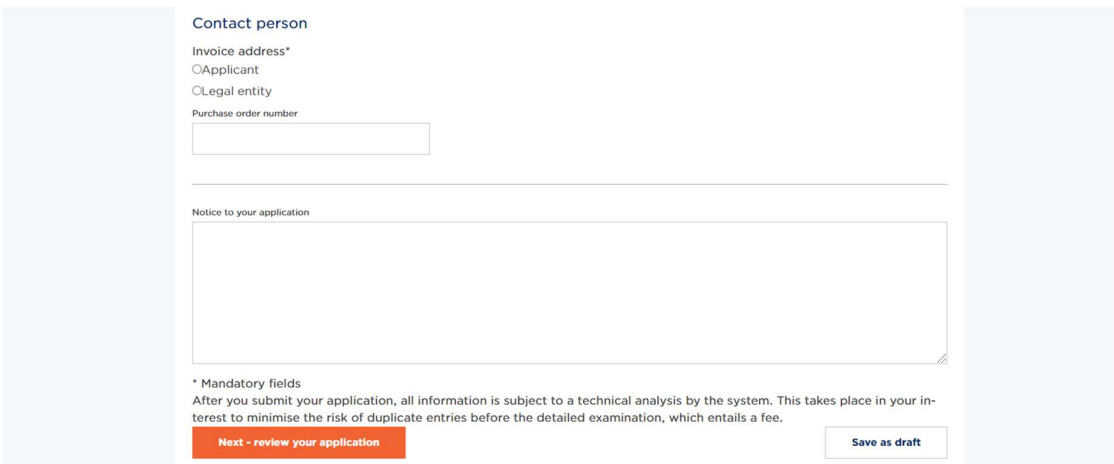
**Terms and Conditions**

☐ 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 €



- 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.

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](#)

- GS1

Weidner

Home

Registration

Your order summary

LEI Single Application  
VAT 0%  
**Total:**  
After you submit your application we will refund the fee to minimise the impact on your cash flow.  

Submit application

Pay your LEI now

GS1

252.00 EUR

Order reference: PI-44972  
Beneficiary: GS1 GO

VISA VISA

MasterCard

Bank transfer

Sofortüberweisung DE

CB

Maestro

Bank transfer

Which personal information is collected and how it is used ?

ENTRUST  
SECURED

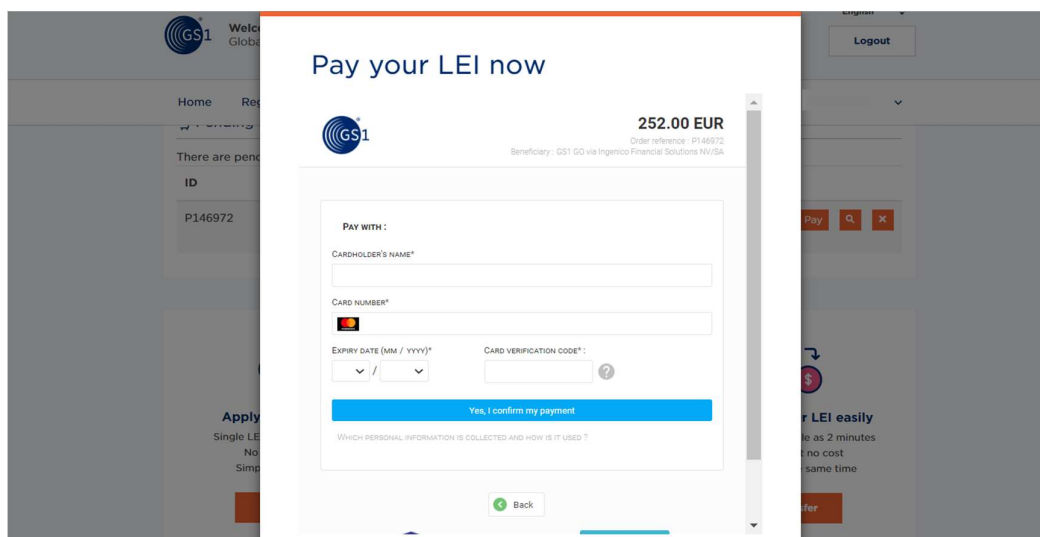
Payment processed by  
  
ingenico  
powered by verifone

About Ingenico   Security   Legal info

Logout

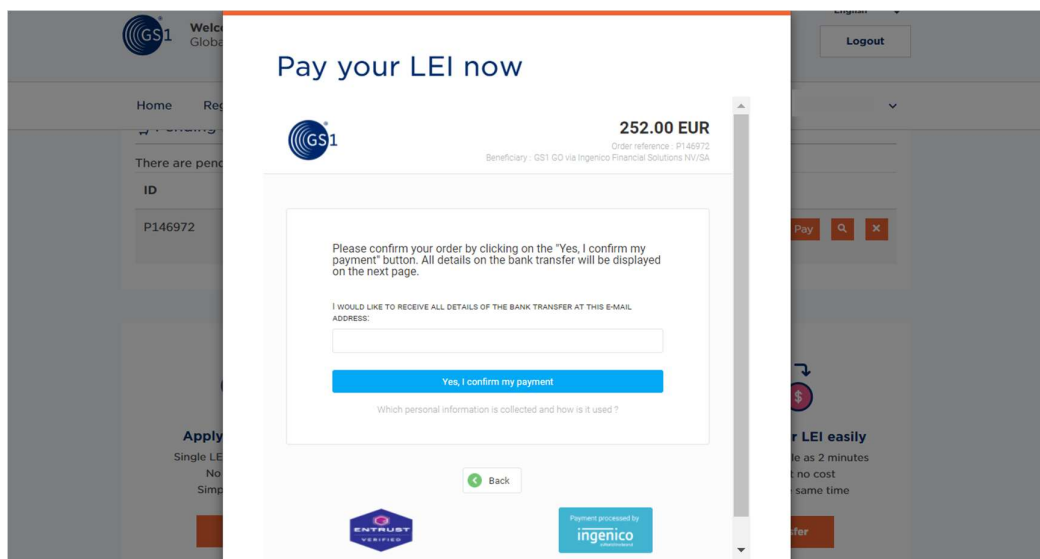
€252.00  
€0.00  
**€252.00**

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.

Name and registered office of the establishing Kapitalverwaltungsgesellschaft [capital management company]	Name and registered address of the custodian
Name of the capital management company*	Name of the custodian*
Address*	Address*
Postal code*	Postal code*
City*	City*
Country*	Country*
State/Province*	State/Province*
AMC number	
Registration number of the fund with the corresponding supervisory authority	
Commercial register number of the establishing capital management company	
Competent register	

- 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 of 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.

**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

- 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**  
 Basic  
 Active LEI for 1 year  
 No automatic Renewal  
 Optional  
 GS1 LEI Certificate  
 always updated for 1 year

Would you like a certificate for your LEI?
 ☐ Yes, please with certificate!

☒

**3 Years**  
**€195**  
 Plus  
 Active LEI for 3 year  
 Automatic, yearly initiation of the Renewal  
 Optional  
 GS1 LEI Certificate  
 always up to date for 3 years

Would you like a certificate for your LEI?
 ☐ Yes, please with certificate!

☐

**5 Years**  
**€275**  
 Premium  
 Active LEI for 5 years  
 Automatic, yearly initiation of the Renewal  
 Optional  
 GS1 LEI Certificate  
 always up to date for 5 years

Would you like a certificate for your LEI?
 ☐ 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
<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).



Home

Welding

Global

Home

Registration

\* 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?



Payment processed by ingenico

[About Ingenico](#)
[Security](#)
[Legal info](#)

Logout

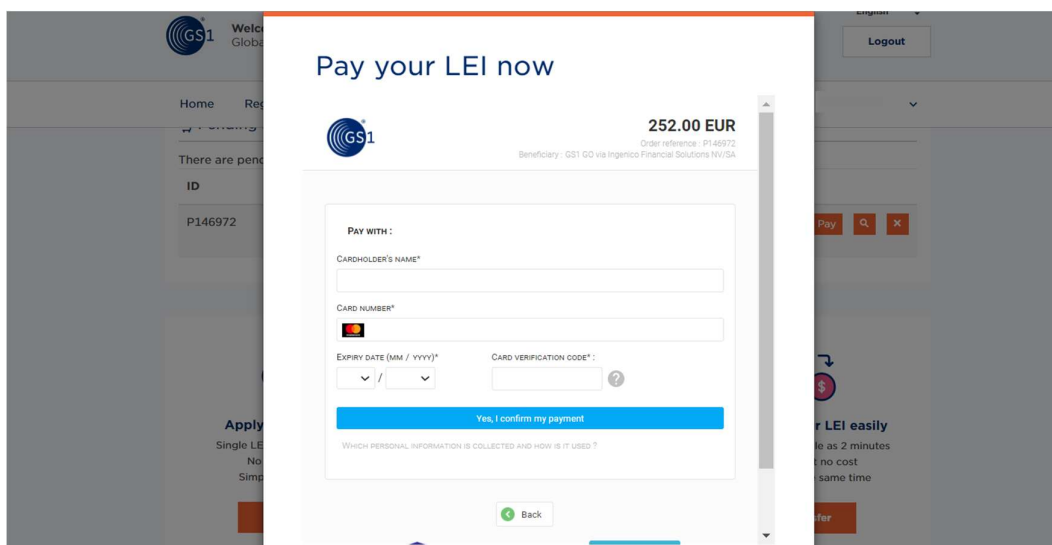
€252.00

€0.00

**€252.00**

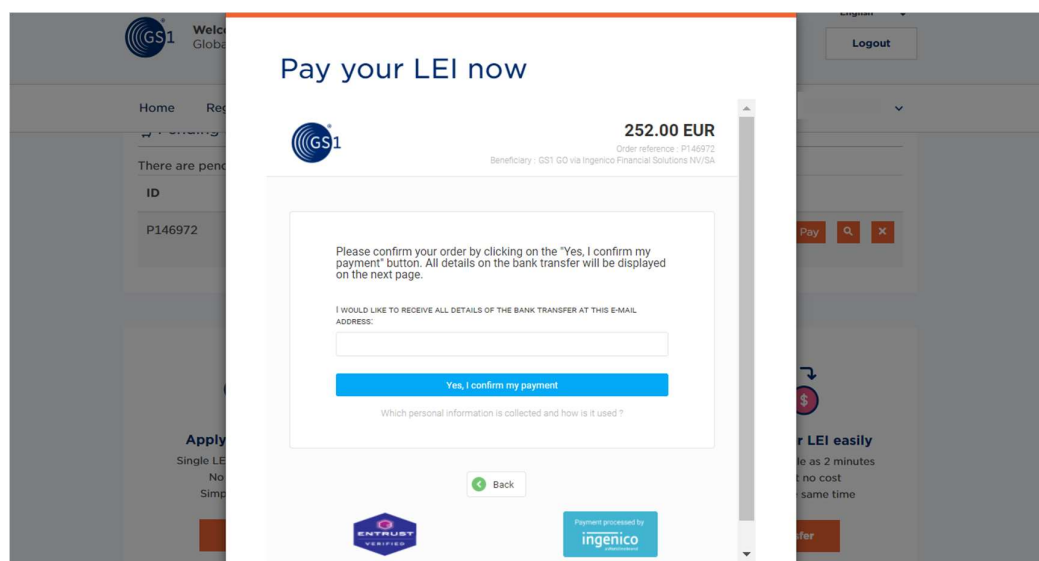
ice in your interest

lication 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.