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# How to obtain an LEI code

LuxEIS - Luxembourg Entity Identifier Service

## **How to obtain an LEI code - Luxembourg Entity Identifier Service**

LuxCSD

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## 1. Introduction

Requesting an LEI with LuxCSD is a straight forward process that normally takes between two to three working days depending on the payment method selected.

Before you start registering your LEI, read the following tips:

- Ensure that the entity you want to register has not already been allocated an LEI by checking the [GLEIF](#) LEI search application.
- There is no refund for a registration that creates a duplicate.
- A change of legal name does not require a new LEI, instead please create a challenge of the LEI in order to reflect the current name of the entity.
- On the payment section, you have the possibility to provide the VAT company number in order to reduce the cost of the payment.
- Paying by credit card may enable the LEI request to be processed faster<sup>1</sup>.
- If you have any questions, please do not hesitate to contact our LuxCSD LEI service team by sending an email to [lei.service@luxcsd.com](mailto:lei.service@luxcsd.com)

### 1.1 How do you get to the LEI registration portal?

In order to reach our LEI Registration Portal, please follow these steps:

1. Go to [www.luxcsd.com](http://www.luxcsd.com). All information about LuxCSD services can be found there.
2. Click on one of the links to the LEI page (shown in the red rectangles below)

The screenshot shows the LuxCSD website interface. At the top right, there are links for 'Key Documents', 'Newsroom', 'Contacts', and 'Applications'. Below this is a navigation bar with 'About LuxCSD', 'Products & Services', 'Strategy and Initiatives', a search bar, and 'My LuxCSD'. Under 'Products & Services', there are several sub-links: 'Issuance', 'Asset Services', 'Connectivity', 'Luxembourg LEI Service' (highlighted with a red rectangle), 'Settlement', 'Investment Funds Services', and 'Market Coverage'. Below the navigation is a carousel of service highlights. The first slide, 'Luxembourg Legal Entity Identifier (LEI) service now live' (highlighted with a red rectangle), states: 'LuxCSD's LEI issuance service for Luxembourg-domiciled entities and investment funds is now operational. All EU counterparties entering into derivative trades are required to have a LEI to meet the reporting obligations under the European Market Infrastructure Regulation (EMIR)'. Other slides include 'LuxCSD supports IPO and new issue', 'LuxCSD and T2S', and 'LuxCSD supported bond issuances in dematerialised form'.

1. Depending on the current workload, it can take approximately 3-5 business days for the LEI to be issued.

3. Click on the [GMEI portal link](#) that will redirect you to the LuxCSD landing page on the GMEI utility website to proceed with the registration.

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### Related Links

- > [Luxembourg Legal Entity Identifier \(LEI\) service now operational](#)
- > [Transfer LEI to LuxCSD \(Porting\)](#)

### External Links

- [➤ GMEI portal](#)
- > [2014: Year end progress note of the Regulatory Oversight Committee](#)

Alternatively, you can directly go to this URL: <https://www.gmeiutility.org/luxcsd/index.jsp>

## 1.2 What information will you find on the LuxCSD splash page?

The LuxCSD landing page is your main entrance point to the LEI Registration Portal, where you will find the LuxCSD disclaimer and other legal information. [LuxEIS Terms and Conditions](#) can be found on the LuxCSD website or you can click on “Link to LuxCSD website for additional Terms and Conditions”.

## LUXCSD

### Luxembourg Entity Identifier Service

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LuxCSD has been sponsored as the pre-LOU (Local Operating Unit) of the Global Legal Entity Identifier System for Luxembourg domiciled entities and investment funds.

In support of our mandate, LuxCSD has formed a strategic partnership with DTCC (Depository Trust & Clearing Corporation) to provide the infrastructure for the LuxCSD LEI services for Luxembourg based entities and investment funds. LuxCSD will provide Luxembourg with a truly federated and robust model through the combination of our local expertise to meet the validation requirements set by the Regulatory Oversight Committee (ROC), combined with DTCC's proven systems and the GMEI Utility services.

### Disclaimer

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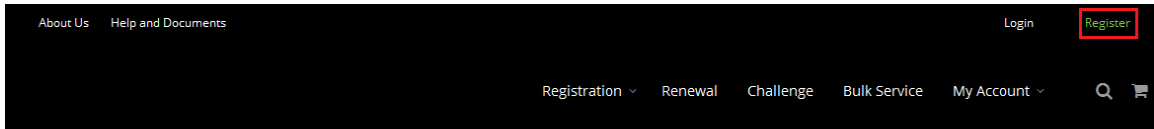
1. Under self registration principles, users are responsible for the provision and correctness of the data provided for the concerned entities and/or investment funds.
2. Non-Luxembourg domiciled entities or non-Luxembourg registered funds will be managed by the GMEI Utility for processing with their service and Pre-Fix.
3. LEI issuance shall not be construed as having an account and securities held with LuxCSD or Clearstream Banking S.A.

[Link to LuxCSD website for additional Terms and Conditions](#)

## 2. How do you request an LEI?

### 2.1 Create a User Account

While on the splash page of LuxCSD ([www.gmeiutility.org/luxcsd/index.jsp](http://www.gmeiutility.org/luxcsd/index.jsp)), select "Register"<sup>1</sup> on the top right.





On the next page, provide the registration details necessary to:

- Login to the LEI Registration Portal;
- Receive notifications related to the LEI;
- Request a new password;
- Download LEI files;
- Realise a Porting request;
- Select a "Preferred billing currency" (that is, USD or EUR).

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1. LEI issuance shall not be construed as having an account and securities held with LuxCSD S.A. or Clearstream Banking S.A.

 I'm a returning customer

 Don't have an account yet?

### 01. Contact

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email *	Verify Email *
<input type="text"/>	<input type="text"/>
Group Email Address	
<input type="text"/>	

### 02. Security

Password *	Verify Password *
<input type="password"/>	<input type="password"/>
Challenge Question *	Challenge Answer *
<input type="text"/>	<input type="text"/>

### 03. Preferences

Country	Billing Currency
<input type="text" value="--- Select ---"/>	<input type="text" value="US Dollar (USD)"/>

By selecting this box, you agree to our [Website Terms and Conditions of Use](#) and [Privacy Policy](#).

 Register

In order to reduce the risk of losing access to the LEIs, we recommend creating the User Account with a group email address in the Contact section, Email field. This will prevent the issue of not having access to the user login ID and password if that person is sick, on holiday, etc.

You may want to add another group email address in the Contact section, Group Email address field. This email will be in copy of all the messages linked to the LEIs under management of the address used for the login.

When this section is complete you will receive an "Account Email Verification Required" email confirming that your account has been created. You have to click on the link in order to verify the address and activate the account. Note that this may take up to 10-15 minutes. Please also verify your spam folder.

If you don't receive an email, check with your IT department: the spam and junk mail filter may have blocked the verification email.



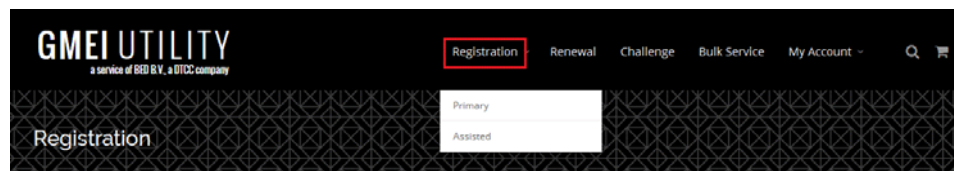
## 2.2 Register an Entity = Request an LEI

In order to access the LEI registration page you should be logged in and have verified your email address.

Recommendations before registering your entity:

- Check that the LEI being requested is for the correct entity, with the correct legal name, as once the LEI has been attributed, it is not possible to change the registered entity (Entity A) to a different entity (Entity B).
- Check that your entity has not already been registered with another LOU. This can be done by using the Search on the Registration Portal. Please remember to tick the box “Include Records Pending Validation” when searching the entity to ensure that you find all possible entities. Please also check on the [GLEIF](#) website which provides all LEIs issued worldwide. If a duplicate is found during the validation, the LEI request will be rejected and you will not receive a refund for the rejected LEI.

### 2.2.1 Primary Party Registration or Assisted Registration



In order to request an LEI, you need to click on the “Registration” link at the top of the page, outlined in red. After clicking on it, you will see two options:

- “Primary”: Choose this option if you are an employee of the firm needing an LEI or if you are an employee of a firm having a controlling interest in the entity that requires an LEI. In both cases you must be authorised by your firm to request an LEI.
- “Assisted”: Choose this option if you are NOT an employee of the entity requesting an LEI. You must have explicit permission of the requesting entity to request the LEI on its behalf.

After choosing one of the two options you will see the following screen. The example below is the Primary Party Registration. The Assisted Registration (or Third Party Registration) screen works in the same way. Please note that you can still change the options in the User Authority Section.

User Authority [?](#)

Primary Party Registration  Assisted Registration

01. Entity Name [?](#)

Legal Name *	ASCII Transliterated Legal Name
<input type="text"/>	<input type="text"/>

02. Entity Address

Legal Address <a href="#">?</a>	Headquarters Address <a href="#">?</a>	Same as Legal <input type="checkbox"/>	
Line One *	Line One *		
<input type="text"/>	<input type="text"/>		
Line Two	Line Two		
<input type="text"/>	<input type="text"/>		
Line Three	Line Three		
<input type="text"/>	<input type="text"/>		
Line Four	Line Four		
<input type="text"/>	<input type="text"/>		
Country *	Region *	Country *	Region *
<input type="text" value="--- Select ---"/>	<input type="text" value="--- Select ---"/>	<input type="text" value="--- Select ---"/>	<input type="text" value="--- Select ---"/>
City *	Postal Code	City *	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

03. Entity Information [?](#)

Registration Authority ID *	Registration Authority Entity ID
<input type="text" value="--- Select ---"/>	<input type="text"/>
Managing LOU *	Legal Form *
<input type="text" value="--- Select ---"/>	<input type="text" value="--- Select ---"/>
Entity Status *	Entity Category
<input type="text" value="--- Select ---"/>	<input type="text" value="--- Select ---"/>

You will have to fill-in the fields with the information about the entity requiring an LEI. Should you have questions regarding the different sections to be filled in, please click on the Question mark of each section which will provide you with further details on the fields.

User Authority [?](#)

Primary Party Registration  Assisted Registration

01. Entity Name [?](#)

Legal Name *	ASCII Transliterated Legal Name
<input type="text"/>	<input type="text"/>

### 2.2.2 Fields to fill-in

This section describes the information required to register an entity for an LEI. Where appropriate, a distinction has been made between pure corporate companies and funds/sub-funds.

#### Registered Entity Name

In order to fill-in the fields here, please apply the following rules:

- Corporate companies: The information for corporate companies should be exactly the same as the information found on RCSL ([www.rcsl.lu](http://www.rcsl.lu)).
- Funds: The information for funds should be exactly the same as the information found on the RCSL ([www.rcsl.lu](http://www.rcsl.lu)) or the CSSF website (<https://supervisedentities.apps.cssf.lu>).
- Sub-funds: The information for sub-funds should be exactly the same as the information found on the CSSF website (<https://supervisedentities.apps.cssf.lu>).

Please register it following this structure:

"[Umbrella Fund name] - [Sub-fund name]"

Example: SampleFund - SubFund 1

#### Legal Name

- Corporate companies: The Legal Name field for corporate companies should be exactly the same as the one found on RCSL ([www.rcsl.lu](http://www.rcsl.lu)).
- Funds: The Legal Name field for funds should be exactly the same as the one found on the RCSL ([www.rcsl.lu](http://www.rcsl.lu)) or CSSF website (<https://supervisedentities.apps.cssf.lu>).
- Sub-funds: The Legal Name field for sub-funds should be exactly the same as the one found on the CSSF website (<https://supervisedentities.apps.cssf.lu>).

#### ASCII Transliterated Legal Name

This is applicable only when you use special characters such as "à", "í", etc. in the Legal Name field. You should replace these by the same letters without the special characters. The most common being S.à r.l. where it should be changed to S.a r.l. in the ASCII Transliterated Legal Name field.

#### Registered Entity Address

In order to fill the fields here, please apply the following rules:

- Corporate companies: The information field for corporate companies should be exactly the same as the information found on RCSL ([www.rcsl.lu](http://www.rcsl.lu)).
- Funds: Funds are divided into mutual funds and other types of funds.
  - Mutual funds / Fonds Communs de Placement (FCPs)  
If the fund is a mutual fund, the address of the management company should be used.
  - SICAV (Société d'Investissement à Capital Variable) / Investment Companies with Variable Capital - SICAF - Other.  
If the fund is a SICAV, SICAF or something other than a mutual fund, the address of the fund should be used.
- Sub-funds: When entering the Registered Entity Address information for a sub-fund, please follow the same guidelines as for the funds mentioned above. Register the sub-fund's Registered Entity Address information as you would for the fund.
- Compartments: When entering the Registered Entity Address information for a compartment, please add the address of the issuer as available on the RCSL website or in the prospectus.
- OTHER (pools, series trust): When entering the Registered Entity Address information, please follow the guidelines for funds, as mentioned above.

### **Address Line 1**

The recommended format for address Line 1 is:

Number, street/avenue name

Example: 42, Avenue J.F. Kennedy

For Mutual funds, enter the management company name here: C/O Name of the management company.

### **Address Line 2**

- Corporate companies: This field is not to be used for Luxembourgish registrations. Leave it blank.
- Funds:
  - Mutual funds  
Enter the address of the management company, example 6, rue Lou Hemmer.
  - SICAV (Société d'Investissement à Capital Variable) / Investment Companies with Variable Capital - SICAF - Other.

This field is not to be used for Luxembourgish registrations. Leave it blank.

- Sub-funds: When entering the Registered Entity Address information for a sub-fund, please follow the same guidelines as for the funds mentioned above. Register the sub-fund's Registered Entity Address information as you would for the fund.

### **Address Line 3**

This field is not to be used for Luxembourgish registrations. Leave it blank.

### **Address Line 4**

This field is not to be used for Luxembourgish registrations. Leave it blank.

### **Country**

This field can only be Luxembourg in order to be an LEI validated by LuxCSD.

LuxCSD only validates entities for which the Country field is Luxembourg. LuxCSD will be the default LOU for each LEI request where Luxembourg is selected for that field.

### **Region**

The district of the entity seeking an LEI must be indicated in this field. The possible values are: Capellen, Clervaux, Diekirch, Echternach, Esch-sur-Alzette, Grevenmacher, Luxembourg, Mersch, Redange, Remich, Vianden, Wiltz or Not Available.

### **City**

This is the city of legal establishment of the entity as shown on RCSL or CSSF.

### **Postal Code**

This is the post code as found on RCSL or CSSF. The recommended format for the Postal Code field is, for example: L-1855.

### Headquarters Entity Address

- Corporate companies: The Headquarters address line 1 should be the one mentioned in the legal documentation. If none is mentioned, please indicate the address where you prefer to receive routine communications.
- Funds: The headquarters address for funds should be the headquarters as defined in the constituting documents of the fund (for example: Prospectus, etc.) or the address of the management company or, if not applicable, just repeat the Address Line 1 field information.
- Sub-funds: When entering the Headquarters Entity Address information for a sub-fund, please follow the same guidelines as for funds as mentioned above. Register the sub-fund's Headquarters Entity Address information in the same way you would for a fund.
- Compartments: When entering the Registered Entity Address information for a compartment, please add the address of the issuer as available on the RCSL website or in the prospectus.
- OTHER (pools, series trust): When entering the Registered Entity Address information, please follow the guidelines for funds, as mentioned above.

Please note that in the LEI Registration there is an option named "Same as Registered" where you can tick the box in order to copy-paste the same address you completed in the Registered address to the Headquarter address.

#### Address Line 1

The recommended format for Address Line 1 is:

Number, street/avenue name

Example: 42, Avenue J.F. Kennedy

For funds, enter the management company name here: C/O Name of the management company.

#### Address Line 2

- Corporate companies: This field is not to be used for Luxembourgish registrations. Leave it blank.
- Funds: Enter the address of the management company here.
- Sub-funds: When entering the Headquarters Entity Address information for a sub-fund, please follow the same guidelines as for the funds mentioned above. Register the sub-fund's Headquarters Entity Address information as you would for the fund.

#### Address Line 3

This field is not to be used for Luxembourgish registrations. Leave it blank.

#### Address Line 4

This field is not to be used for Luxembourgish registrations. Leave it blank.

#### Country

This is the country linked to the address used for the Headquarters Entity Address.

#### Region

This is the state linked to the address used for the Headquarters Entity Address.

#### City

This is the city linked to the address used for the Headquarters Entity Address.

#### Postal Code

This is the post code linked to the address used for the Headquarters Entity Address.

If you defined Luxembourg as the country for the Headquarters Entity Address, please make sure to use the recommended format in the Postal Code field which is, for example: L-1855.

## Entity Information

### Registration Authority ID

- Corporate companies: The chosen value should be "Registre de Commerce et des Sociétés".
- Funds:
  - Mutual funds: The chosen value should be "CSSF - Supervised entities"
  - SICAV (Société d'investissement à Capital Variable) / Investment Companies with Variable Capital - SICAF - Other: The chosen value should be "Registre de Commerce et des Sociétés".
- Sub-funds: The chosen value should be "CSSF - Supervised entities".
- Other: If the entity is not registered on the "Registre de Commerce et des Sociétés" or the CSSF (for example, compartments, pools, trusts etc.), the chosen value should be "Not available".

### Registration Authority Entity ID

- Corporate companies: Please enter the business registry number as found on RCSL ([www.rcsl.lu](http://www.rcsl.lu)). Example: B154449
- Funds:
  - Mutual funds: Please enter the CSSF registry number as found on the CSSF website (<https://supervisedentities.apps.cssf.lu>) Example: 000006191 (OPC/FIS) or K00000001 (SICAR) or the RCS registry number<sup>1</sup>.
  - SICAV (Société d'investissement à Capital Variable) / Investment Companies with Variable Capital - SICAF - Other: Please enter the Business Registry Number as found on RCSL ([www.rcsl.lu](http://www.rcsl.lu)). Example: B154449
- Sub-funds: The CSSF registry number of the subfund. Example: 000006191\_00000001 (OPC/FIS) or K00000001\_00000001 (SICAR).

### Entity Status

For the majority of new registrations this field should be entered as "ACTIVE". If the entity that you have entered has not been launched, the correct value to be used is "ACTIVE".

"INACTIVE" should only be used if your entity ceases to exist. Please find below some examples:

- "En faillite clôturée";
- "Radiée";
- Indicated with a "date de cessation d'activité";
- If you select "INACTIVE" as Entity Status, you will have to select one of the three options (Corporate Action, Dissolved, Other) as Expiration Reason.

### Legal Form

- Corporate companies: Choose the legal form of the company.
- Funds: Choose the legal form of the fund.
- Sub-funds or other types of entities (pools, compartments, etc.): The legal form should be "OTHER".

### Entity Category

- Corporate companies: Choose "Corporation".
- Bank: Choose "Bank".
- Funds / Sub-funds: Choose "Fund".
- Government: Choose "Government".
- Other types of entities (pools, compartments, etc.): Choose "Other".

1. Luxembourg mutual funds have been available on the RCSL website since 1 June 2016.

## Managing LOU

After selecting Luxembourg in the Country field in Registered Entity Address, the default Managing LOU will be LuxCSD. You have the possibility to change it to GMEI. However, doing so means that LuxCSD will not provide you with any support for your LEI queries (Registration, maintenance, challenges, payment, etc.).

### 2.2.3 Practical examples

#### Corporate company: LuxCSD S.A.

Information about corporate companies will be found on RCSL ([www.rcsl.lu](http://www.rcsl.lu)).

**User Authority** ?

Primary Party Registration    Assisted Registration

**01. Entity Name** ?

<p><b>Legal Name *</b></p> <input type="text" value="LuxCSD S.A."/>	<p><b>ASCII Transliterated Legal Name</b></p> <input type="text"/>
---	--

**02. Entity Address**

<p><b>Legal Address</b> ?</p> <p><b>Line One *</b></p> <input type="text" value="42, avenue J.F. Kennedy"/> <p><b>Line Two</b></p> <input type="text"/> <p><b>Line Three</b></p> <input type="text"/> <p><b>Line Four</b></p> <input type="text"/>	<p><b>Headquarters Address</b> ?   <b>Same as Legal</b> <input checked="" type="checkbox"/></p> <p><b>Line One *</b></p> <input type="text" value="42, avenue J.F. Kennedy"/> <p><b>Line Two</b></p> <input type="text"/> <p><b>Line Three</b></p> <input type="text"/> <p><b>Line Four</b></p> <input type="text"/>
---	---

<p><b>Country *</b></p> <input type="text" value="Luxembourg"/>	<p><b>Region *</b></p> <input type="text" value="Luxembourg"/>	<p><b>Country *</b></p> <input type="text" value="Luxembourg"/>	<p><b>Region *</b></p> <input type="text" value="Luxembourg"/>
<p><b>City *</b></p> <input type="text" value="Luxembourg"/>	<p><b>Postal Code</b></p> <input type="text" value="L-1855"/>	<p><b>City *</b></p> <input type="text" value="Luxembourg"/>	<p><b>Postal Code</b></p> <input type="text" value="L-1855"/>


**03. Entity Information** ?

<p><b>Registration Authority ID *</b></p> <input type="text" value="Registre de Commerce et des Sociétés"/>	<p><b>Registration Authority Entity ID</b></p> <input type="text" value="B154449"/>
<p><b>Managing LOU *</b></p> <input type="text" value="LuxCSD (2221)"/>	<p><b>Legal Form *</b></p> <input type="text" value="SOCIETE ANONYME"/>
<p><b>Entity Status *</b></p> <input type="text" value="ACTIVE"/>	<p><b>Entity Category</b></p> <input type="text" value="Corporation"/>

## 2.2.4 Duplicate Check

After clicking on the "Next" button, the Portal will perform an automated search for duplicates. If there is a potential duplicate it will indicate the matched legal entities for comparison.

Please find below an example:

Potential Duplicate Found 

Entity Details of Your Registration	Entity Details of Existing Record
<b>LuxCSD</b>	<b>LuxCSD S.A.</b>
	222100T6ICDIY8V4VX70 <span>CURRENT</span> <span>ACTIVE</span>
Entity Details of Your Registration	Entity Details of Existing Record
Entity Name	Entity Name
Legal Name	Legal Name
LuxCSD	LuxCSD S.A.

If the Portal doesn't find any duplicates, it does not mean that your entity does not have an LEI. In order to be sure that your entity has not been issued by a different Local Operating Unit, please check on the GLEIF website which provides all LEIs issued worldwide.

If you are unsure if your entity already has an LEI, please contact the [lei.service@luxcsd.com](mailto:lei.service@luxcsd.com) that will conduct the search for you. Note that once the request has been forwarded and the entity paid, there is no refund for duplicate registrations.

If you are certain that it is a duplicate registration, please click on "Cancel Registration". Otherwise, if you are certain that it is not a duplicate, please click on "Next".



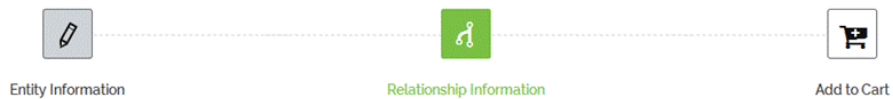
After you have confirmed that your entity is not a duplicate, you will have to provide the Level 2 Information. The following information is required:

- Ultimate Parent: defined as the highest-level entity preparing consolidating financial statements including those of the requesting entity;
- Direct Parent: defined the lowest-level entity preparing consolidating financial statements including those of the requesting entity.

The Global LEI Foundation, regulator of the LEI system, foresees three possible scenarios:

1. The parent can be disclosed and has an LEI. Parent LEI to be provided.
2. The parent can be disclosed but does not have an LEI. Entity reference data to be provided.
3. The parent relationship cannot be disclosed. One of the Opt Out Reasons to be provided.

## Registration



With Level 2 data, reporting of Direct and Ultimate Parent relationships is now mandatory, and is based on the accounting relationship - the direct and ultimate consolidating parent-rather than on the percentage ownership. The following rules apply when providing relationship information:

- Report the Ultimate Parent and Direct Parent LEIs if known
- **OR**, Provide the Opt-Out reason for either or both relationships as necessary
- **OTHERWISE**, if the Ultimate and/or Direct Parent has no registered LEI, and there is no Opt-Out reason provided, provide the Legal Name, Address, and Registration Authority (Business Registry) information for the parent
- **IF**, the entity is an International Branch, Ultimate and Direct Parent relationships will not be provided. Please provide the Branch Headquarters alternatively."

### Relationship Information

01. Ultimate Parent ?

02. Direct Parent ?

Cancel Registration

### Case 1: The parent can be disclosed and has an LEI managed by LuxCSD or GMEI Utility

In this situation, you will have to select an Ultimate Parent and/or select a Direct Parent. The LEI of the parent can be retrieved by using the search function of the GLEIF database: <https://www.gleif.org/en/lei/search/#undefined>. You can find a definition (see below) of Ultimate Parent by clicking on the question mark.

#### Relationship Information

---

##### 01. Ultimate Parent ?

- Select ---
- Opt Out Ultimate Parent
- Select an Ultimate Parent
- Non-GMEI Parent

##### 02. Direct Parent ?

Next >

**Case 2: The parent can be disclosed but does not have an LEI, or has an LEI managed outside LuxCSD and GMEI Utility**

In this situation, you will select a Non-GMEI Parent. Further information will have to be provided in the comment box field:

- LEI of the parent (if managed outside LuxCSD or GMEI Utility) The LEI of the parent can be retrieved by using the search function of the GLEIF database: <https://www.gleif.org/en/lei/search/#undefined>
- Otherwise, if it does not have an LEI:
  - Legal name of the parent;
  - Address of legal formation;
  - Headquarter address;
  - Legal form;
  - Business registry where the parent is registered in its home jurisdiction;
  - Identifier of the parent on the above business registry.

If, at a later stage, the parent gets an LEI, the above information will be replaced by an LEI-to-LEI relationship as in case 1.

Relationship Information

---

01. Ultimate Parent ?

Non-GMEI Parent

Provide LEI and Legal Name information for your entity...

« Back    Cancel Registration

02. Direct Parent ?

--- Select ---

Next »

Relationship Information

---

01. Ultimate Parent ?

--- Select ---

« Back    Cancel Registration

02. Direct Parent ?

Non-GMEI Parent

Provide LEI and Legal Name information for your entity...

Next »

### Case 3: The parent cannot be disclosed

In this situation, you will select an Opt-Out Ultimate Parent and/or select an Opt-Out Direct Parent. If the parent relationship cannot be disclosed, it is necessary to select one of the below reasons:

1. **Binding Legal Commitments:** contractual commitments prevent providing or publishing this information;
2. **Consent not obtained:** permission was not granted by the parent entity to provide or publish this information;
3. **Detriment Not Excluded:** the child entity has sought to consult the parent entity about the reporting of the parent information but could not confirm the absence of detriment in a way that can appropriately prevent liability risks for the child entity;
4. **Disclosure Detrimental:** disclosure of this information would be detrimental to the legal entity or the relevant parent;
5. **Legal obstacles:** legal obstacles in the laws or regulations of a jurisdiction prevent providing or publishing this information;
6. **Natural persons:** the entity is controlled by natural persons without any intermediate legal entity meeting the parent definition;
7. **No Known Person:** there is no known person controlling the entity (for example, in the case of a diversified shareholding);
8. **Non Consolidating:** the entity is controlled by a legal entity not subject to preparing consolidated financial statements.

#### Relationship Information

<b>01. Ultimate Parent</b> ?	<b>02. Direct Parent</b> ?
Opt Out Ultimate Parent	--- Select ---
Select an Opt Out Reason...	
<ul style="list-style-type: none"><li>Select an Opt Out Reason...</li><li>Binding Legal Commitments</li><li>Consent Not Obtained</li><li>Detriment Not Excluded</li><li>Disclosure Detrimental</li><li>Legal Obstacles</li><li>Natural Persons</li><li>No Known Person</li><li>No LEI</li><li>Non Consolidating</li></ul>	
	Next >

Relationship Information

01. Ultimate Parent ?

02. Direct Parent ?

- Binding Legal Commitments
- Consent Not Obtained
- Detriment Not Excluded
- Disclosure Detrimental
- Legal Obstacles
- Natural Persons
- No Known Person
- No LEI
- Non Consolidating

Should you have any question regarding the collection of Level 2 data or need any assistance with your request, please contact our multi-lingual customer service at [lei.service@luxcsd.com](mailto:lei.service@luxcsd.com).

Once you have completed the information for the Ultimate Parent and Direct Parent, please click into "Next".

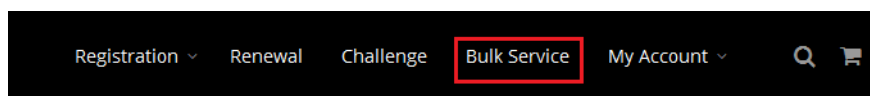
In the next page, you will be able to submit your LEI registration by ticking the box that you agree on the Terms and Conditions and clicking on "Submit Registration". The next page will lead you to the Payment section.

Add to Cart

By submitting this registration, you agree to our [Website Terms and Conditions of Use](#) and [Privacy Policy](#).

**Bulk registration**

The bulk registration function allows you to easily register a high number of LEIs by submitting a single Excel file. The maximum number of LEI records that can be submitted with one file is 500. If you have a high number of LEIs to be registered, please click on "Bulk Service".



Select "Bulk Reference Data" in order to have the Excel file and to include all the entities you want to register. Once you have included all the entities you want to register in the Excel file, please contact our LEI Service team at [lei.service@luxcsd.com](mailto:lei.service@luxcsd.com). Our team will assist with the Bulk process and provide you with the next steps to perform the Bulk Registration.

## Bulk File Selection

 Select a bulk file to upload... Select a File Submit

Max file size: 500 records (.XLS/.XLSX/.XML)

**Current Templates:** [Registration Template](#) | [Renewal Template](#) | [XSD for XML File Submission](#)  
v5.3, Update Jul 24, 2015

Getting Started  Bulk Files in Process  Completed Bulk Files

## Bulk Service Resources

### Introductory User Guides & Reference Data

- [Bulk Registration User Guide](#) (updated 3/17/16)
- [Bulk Renewal User Guide](#) (updated 3/17/16)
- [Bulk Reference Data](#) (updated 3/17/16)

### Current Templates

- [Registration Template](#) (v5.3 - updated 9/24/15)
- [Renewal \(Maintenance\) Template](#) (v5.3 - updated 9/24/15)
- [XSD for XML File Submission](#) (v5.3 - updated 9/24/15)

### 2.2.5 The Pending Actions page

This page contains all the LEIs that require payment before launching the LEI creation process.

All new LEIs registration payments must be initiated on the next page within seven days or they will be automatically removed from the system if the payment process is not completed. Once all of your LEIs you want to register are listed here, please go to "Proceed to Checkout".

For further information, please refer to the "[LuxEIS Payment Guide](#)".

#### Pending Actions

All items pending payment are listed below. On the next page, you will be asked to indicate whether you would like to pay via credit card and complete processing immediately, or whether you would like to submit payment via wire transfer, in which case processing may be delayed until payment is confirmed.

For LEI registration requests, processing will result in LEIs being assigned and the record being reviewed by the validation team. For renewal requests, the record will be reviewed prior to the renewal state being updated.

To ensure up-to-date information is being submitted, items will be automatically removed from your cart seven days from the date they were added if the payment process is not completed.

Services provided on this website are subject to VAT.

If paying with a credit card, a maximum transaction amount may apply. If this occurs, you may use the Wire Payment method to complete your transaction.

Subtotal:	€209.62
GLEIF Surcharge:	€19.92
<b>Total Before Taxes:</b>	<b>€229.54</b>
<b>Questions about payment?</b>	
<a href="#">Proceed to Checkout</a>	

Action	Record Count	Total	<a href="#">Clear Cart</a>
Registration	1	€229.54	
Renewal	0	€0.00	
		<b>Total Before Taxes: €229.54</b>	<a href="#">Proceed to Checkout</a>

## 3. After registration

### 3.1 Yearly maintenance

In accordance with the guidance of the LEI Regulatory Oversight Committee, every LEI should be maintained at least once a year. It is the responsibility of the LEI registrant or last maintaining user to maintain the LEIs at least once a year to ensure that the associated data is kept up to date.

Maintenance reminders will be sent by email to the Registrant 60, 30, 15, 10, 5 days and 1 day prior to the expiration date. Please note that the LEI can be maintained at any time. The Portal has been designed to allow pro-rata maintenance. This means that you can decide to maintain your LEI before its next maintenance date and will only pay for the extra months instead of the full calendar year.

The LEI maintenance state can have two different values:

- ISSUED (CURRENT): The LEI data has been reviewed within the one-year timeframe;
- LAPSED: The LEI data has not been reviewed within the one-year timeframe.

Failure to maintain the LEI within the year will result in the LEI being flagged as LAPSED.

For further specific information, please refer to the "[LuxEIS Maintenance Guide](#)".

### 3.2 Challenges

Challenges enable you to modify the LEI data free of charge. It will only be accepted if public sources are available and corroborate the changes submitted for approval. It will not extend your Maintenance Date.

For further specific information, please refer to the guide "[Challenge an LEI](#)".



## 4. Porting to LuxCSD

Customers who wish to have their LEI data managed by LuxCSD and benefit from the related multi-lingual support can initiate a porting request.

All the necessary guidelines and documents to complete the porting are available below:

- [LuxCSD porting guide](#);
- [LuxCSD porting request template](#).
- LuxEIS Account Creation

## 5. Further information

For further information and support, please contact us via [lei.service@luxcsd.com](mailto:lei.service@luxcsd.com) or visit our website, [www.luxcsd.com](http://www.luxcsd.com).

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<b>Contact</b> <a href="mailto:lei.service@luxcsd.com">lei.service@luxcsd.com</a>	<b>Published by</b> <b>LuxCSD</b>
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