Table of Contents

- Introduction
- Useful recommendations before requesting an LEI
- Requesting a new LEI
- Requesting several LEIs (Bulk Request)
- Renewing an LEI
- Challenging an LEI
- Transferring an LEI to LuxCSD
- Frequently Asked Questions
- Contact Details
Introduction
Introduction

LuxCSD is based in Luxembourg and is a GLEIF accredited LEI Issuer which provides LEI Services for 37 jurisdictions. The following guide will provide customers with a brief description of how to use and manage the available LEI services such as registrations, renewals, challenges and transfers through the LuxCSD Online Portal.
Useful recommendations before requesting an LEI
Useful recommendations before requesting an LEI

- Plan well in advance the request to obtain your LEI.
- Allocate a person with appropriate knowledge to manage LEIs.
- Consult with legal advisors, financial intermediaries or regulators if you are not sure if the LEI is required and understand your obligations in registering and managing an LEI.
- Determine at what level the LEI is required: umbrella fund, sub-fund (but not class of shares), listed compartments, pools, etc...
- Before the request, make sure no LEI has already been issued for the entity.
- Collect all information/documentation in advance to support the LEI request such as: Official documents from Local Business Registry, Registrant Authorisation Form, Proof of Business Registry which shows the evidence of the authorised person, Final Prospectus, Certificate of incorporation, Depository document for pools, Annual accounts in case of consolidation, payment details, etc…
- It is highly recommended to use by default a group email address for the User Account! This will ensure appropriate communication or notifications at all times, independent from absences, holidays, or leave from individuals related to the requesting entity.
Requesting a new LEI
Requesting a new LEI

The below information will need to be provided:

Requestor Information

As per mandatory GLEIF requirement, the Registrant Authorisation Form must be provided which shows the authority to request or renew an LEI directly or on behalf of the entity and Proof of Business Registry which shows the evidence of the Authorised Person.

Level 1 = Who is Who (Information about the Entity which requires an LEI)

Information indicated on the Local Business Registry Certificate:

- Official Entity Name, Registered Entity Address, Headquarters Entity Address, Registration Authority ID, Registration Authority Entity ID, Entity Status and Legal Form Entity Address.
- Furthermore, customers shall provide supporting documentation as proof of the Legal Entity such as Documents from Local Business Registry, Final prospectus, Certificate of incorporation, Depository document for pools.

Level 2 = Who owns Whom (Information about the Parents of the entity which requires an LEI)

- Direct Parent: defined as the lowest level that prepares consolidated financial statements
- Ultimate Parent: defined as the highest level that prepares consolidated financial statements

In case there is a consolidation, supporting information and documentation must be provided.
In case there is no consolidation, an exception reason must be provided.
Requesting a new LEI

After your login to LuxCSD Portal [https://www.unavista.com/luxcsd/login.html](https://www.unavista.com/luxcsd/login.html)

Please click on the folder LuxCSD LEI Universe.

On the top right corner of the page, click on “Request LEI” button.
Requesting a new LEI

All fields of the below page that are marked in red must be completed.

You will find explanations of each field in the next slides.
Requesting a new LEI
Level 1 Information

Confirm Authorisation Section

• Confirm Authorised: If you are authorised to request an LEI, choose “Yes” in the dropdown

Entity Name and Legal Form Section

• Official Entity Name: Full Legal Name as indicated on the Local Business Registry
• Alternate Entity Name: Abbreviation of the Official Entity Name
• Entity Category: for companies/others choose “N/A”, for funds/sub-funds choose “FUND”, for international branches choose “BRANCH”, for private person choose “SOLE_PROPRIETOR”
• Legal Formation Country: Country of the entity requiring an LEI
• Entity Legal Form: Legal form of the entity requiring an LEI
Requesting a new LEI

Level 1 Information

Registration Authority Section

- Country of Business Registry: Country of the entity requiring an LEI
- Registration Authority: Official Registration Authority to validate the entity requiring the LEI
- Registration Authority Entity ID: depending on Registration Authority, it is the ID of the entity
- Document: Upload proof of the entity and proof of Business Registry which shows the evidence of the Authorised Person

Headquarters / Legal Formation Address Section

- Line 1: Street Number and Address as indicated on the Local Business Registry
- Town/City: City as indicated on the Local Business Registry
- Country: Country as indicated on the Local Business Registry
- Postcode/Zip: Postal Code as indicated on the Local Business Registry
- Region: Region of the City

Difference between Headquarters and Legal Formation Address:
Headquarters Address can be the same as Legal Formation Address or the Management Company address
Legal Formation Address is the address indicated on the Local Business Registry
Requesting a new LEI
Level 2 Information – If there **is** consolidation and if an LEI exists for the parent

**Direct Parent**

- **Parent Name:** Full Legal Name of the Direct Parent (search it in the dropdown list)
  Once found, the Direct Parent LEI will appear automatically

- **Relationship Type:** Choose “IS_DIRECTLY_CONSOLIDATED_BY” or if it is branch “ISINTERNATIONAL_BRANCH_OF”

- **Validation Documents:** Choose between:
  ACCOUNTSFILING, CONTRACTS, OTHER_OFFICIALDOCUMENTS, REGULATORY_FILING, SUPPORTING_DOCUMENTS depending on the document provided for validation purpose

- **Qualifier Category:** Choose between: IFRS, OTHER_ACCOUNTING_STANDARD, US_GAAP
Requesting a new LEI
Level 2 Information – If there is consolidation and if an LEI exists for the parent

Ultimate Parent

- Parent Name: Full Legal Name of the Ultimate Parent (search it in the dropdown list)
  Once found, the Ultimate Parent LEI will appear automatically

- Relationship Type: Choose “IS_ULTIMATELY_CONSOLIDATED_BY” or if it is branch “IS_INTERNATIONAL_BRANCH_OF”

- Validation Documents: Choose between:
  ACCOUNTS_FILING, CONTRACTS, OTHER_OFFICIAL_DOCUMENTS,
  REGULATORY_FILING, SUPPORTING_DOCUMENTS depending on the document provided for validation purpose

- Qualifier Category: Choose between: IFRS, OTHER_ACCOUNTING_STANDARD, US_GAAP
Requesting a new LEI

Level 2 Information – If there **IS** consolidation and if **NO** LEI exists for the parent

Direct Parent

- **Parent Name**: Full Legal Name of the Direct Parent
- **Relationship Type**: Choose “IS_DIRECTLY_CONSOLIDATED BY” or if it is branch “ISINTERNATIONAL_BRANCH_OF”
- **Validation Documents**: Choose between: ACCOUNTS_FILING, CONTRACTS, OTHER_OFFICIAL_DOCUMENTS, REGULATORY_FILING, SUPPORTING_DOCUMENTS depending on the document provided for validation purpose
- **Qualifier Category**: Choose between: IFRS, OTHER_ACCOUNTING_STANDARD, US_GAAP

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Difference between Headquarters and Legal Address:
Headquarters Address can be the same as Legal Formation Address or the Management Company address
Legal Formation Address is the address indicated on the Local Business Registry

- **HQ Address Line 1 / Legal Address Line 1**: Street Number and Address as indicated on the Local Business Registry
- **HQ Address City / Legal Address City**: City as indicated on the Local Business Registry
- **HQ Address Country / Legal Address Country**: Country as indicated on the Local Business Registry
- **HQ Address Region / Legal Address Region**: Region of the City
- **HQ Address Post Code / Legal Address Post Code**: Postal Code as indicated on the Local Business Registry
- **Registration Authority**: Website to validate the entity requiring the LEI
- **Register Entity ID**: depending on Registration Authority, it is the ID of the entity
Requesting a new LEI

Level 2 Information – If there is consolidation and if no LEI exists for the parent

Ultimate Parent

- Parent Name: Full Legal Name of the Ultimate Parent
- Relationship Type: Choose “IS_ULTIMATELY_CONSOLIDATED_BY” or if it is branch “ISTERNATIONAL_BRANCH_OF”
- Validation Documents: Choose between: ACCOUNTS_FILING, CONTRACTS, OTHER_OFFICIAL_DOCUMENTS, REGULATORY_FILING, SUPPORTINGDOCUMENTS depending on the document provided for validation purpose
- Qualifier Category: Choose between: IFRS, OTHER_ACCOUNTING_STANDARD, US_GAAP

Difference between Headquarters and Legal Address:
Headquarters Address can be the same as Legal Formation Address or the Management Company address
Legal Formation Address is the address indicated on the Local Business Registry

- HQ Address Line 1 / Legal Address Line 1: Street Number and Address as indicated on the Local Business Registry
- HQ Address City / Legal Address City: City as indicated on the Local Business Registry
- HQ Address Country/ Legal Address Country: Country as indicated on the Local Business Registry
- HQ Address Region / Legal Address Region : Region of the City
- HQ Address Post Code / Legal Address Post Code : Postal Code as indicated on the Local Business Registry
- Registration Authority: Website to validate the entity requiring the LEI
- Register Entity ID: depending on Registration Authority, it is the ID of the entity
Requesting a new LEI
Level 2 Information – If there is **NO** consolidation

Direct Parent
Enter “N/A” in Parent Name Field and choose one of the Exception Reasons:

- **BINDING_LEGAL_COMMITMENTS**: contractual commitments prevent providing or publishing this information
- **CONSENT_NOT_OBTAINED**: permission was not granted by parent entity to provide or publish this information
- **DETRIMENT_NOT_EXCLUDED**: disclosure of this information would be detrimental to the legal entity or relevant parent
- **DISCLOSURE_DETREMENTAL**: disclosure of this information would be detrimental to the legal entity or relevant parent
- **LEGAL_OBSTACLES**: legal obstacles in the laws or regulations of a jurisdiction prevent providing or publishing this information
- **NATURAL_PERSONS**: the entity is controlled by natural person(s) without any intermediate legal entity meeting the parent definition
- **NO_KNOWN_PERSON**: there is known person(s) controlling the entity (e.g. in case of a diversified shareholding)
- **NON_CONSOLIDATING**: the entity is controlled by a legal entity not subject to preparing consolidated statements

Ultimate Parent
Enter “N/A” in Ultimate Parent and choose one of the Exception Reasons as per above.
Requesting a new LEI

Once you filled-in all the necessary fields as explained in the previous slides, please click on the button “Create”
Requesting a new LEI

A pop-up message will appear to remind you that the mandatory documents such as:

- Registrant Authorisation Form,
- Proof of Business Registry which shows the evidence of the authorised person must be uploaded to your LEI request.

Supporting documentation will be required for legal entities registered outside of Luxembourg and/or entities not yet established and/or proof of consolidation (e.g. annual accounts) if level two information (direct/ultimate parent) is provided.

For document upload please use “Add Doc” button in “My LEI Data” folder in the next step.
Requesting a new LEI

Your LEI request has been created and is currently in status “DRAFT”.

In order to finalise your request, please go to Folder “My LEI Data” and search for your LEI, the status will appear as “DRAFT” in column LEI Status:

Note that LuxCSD reserves the right to delete requests in status “DRAFT” after 20 business days.
Requesting a new LEI

At this step, you must upload the mandatory documentation (detailed in step 5) by using the “Add doc” button:

Upload the documentation and click “OK”:

Please make sure to provide all mandatory documents, otherwise the LEI will remain pending and will not be issued until documentation is completed correctly.
Requesting a new LEI

Please click on “Submit Request” in order to finalize your request and accept LuxCSD Terms and Conditions.

A pop-up message will appear named “Additional Field(s)” where the Billing Information Details need to be filled-in in order to create you as a customer in our system and to be able to generate an invoice. Explanations will be provided in the next slides in regards of each field.

Please make sure that Billing Information Details are accurate, as after creation of the invoice, no modification will be possible.

Once the Billing Information Details have been completed, please click on “OK” to complete your request.
Requesting a new LEI
Billing Information Details

- VAT of registered user (EU company): add your VAT number. It must match with the Paying Company Name
- VAT exempt (EU company): (tick box – if the company is exempted from VAT)
- Statutory body (EU Company): (N/A)
- VAT N/A (Non-EU Company): (tick box – if the company has no VAT)

If you do not provide any VAT number, it will not be indicated in the invoice. If you provide with a VAT number, please make sure that the VAT belongs to the Paying Company Name and it is correct, otherwise it will not be indicated in the invoice.

- Paying Company Name: Full Name of the Company as indicated on the Local Business Registry
  LuxCSD will invoice directly the paying company, either as the company subscribing and using the LuxCSD LEI Service or as the company subscribing on behalf of another legal entity.
- Billing Contact Person First Name: First Name of the person who needs to be contacted in case of invoice queries
- Billing Contact Person Last Name: Last Name of the person who needs to be contacted in case of invoice queries
- Address Street: Number and Street of the Paying Company as indicated on the Local Business Registry
- Country: Country of the Paying Company as indicated on the Local Business Registry
- State/Province: Country of the Paying Company as indicated on the Local Business Registry
- City: City of the Paying Company as indicated on the Local Business Registry
- Postal Code: Postal Code of the Paying Company as indicated on the Local Business Registry

Note that before generating the invoice, the Paying Company must be accepted by LuxCSD as valid Business partner. To qualify for a business partnership, the Paying Company must have its own legal personality. It is important that all details are correctly provided and the Paying Company is corroborated by the Local Business Registry.
Requesting a new LEI

Billing Information Details

- Billing Email Address: Email address which will be contacted in case of invoice queries
- Payment Method: Wire Transfer
- Mailing Company Name: Full Name of the Company as indicated on the Local Business Registry

LuxCSD will provide the invoice by mail directly to the mailing company, either as the company subscribing and using the LuxCSD LEI Service or as the company subscribing on behalf of another legal entity.

- Mailing First Name: First Name of the person who needs to be contacted in case of invoice queries
- Mailing Last Name: Last Name of the person who needs to be contacted in case of invoice queries
- Mailing Address Street: Number and Street of the Paying Company as indicated on the Local Business Registry
- Mailing Country: Country of the Paying Company as indicated on the Local Business Registry
- Mailing State/Province: Country of the Paying Company as indicated on the Local Business Registry
- Mailing City: City of the Paying Company as indicated on the Local Business Registry
- Mailing Postal Code: Postal Code of the Paying Company as indicated on the Local Business Registry

Note that we cannot link more than one Mailing Company Details to one Beneficiary. Furthermore, the Mailing Company Details is an extra option and it might not be indicated in the invoice.
Requesting a new LEI

At this step, your request has been submitted to LuxCSD LEI Service and is pending to be validated. The LEI Status of your entity will change from “DRAFT” to “ISSUED” and the mention “Awaiting Validation” will appear under LEI Event:

LuxCSD LEI Service Team will review your request.

You will be informed in due time about incorrect or missing details. After successful validation of the complete file, you will receive an email notification providing the LEI for your entity and the LEI Event will change from “Awaiting Validation” to “Validated” and the relevant LEI will appear under the column LEI.
Requesting several LEIs
(Bulk Request)
Requesting several LEIs (Bulk Request)

Please complete the LUXBULK Request Template with the entities and send it to lei.service@luxcsd.com.

You can download the LUXBULK Request Template directly from the folder “Customer Information and Procedures” available on: https://www.unavista.com/luxcsd/landing.html

By default indicate in the email subject “Bulk Request – x” as x is the number of entities to be created.

Attach to the email the relevant document: LUXBULK Request Template

LuxCSD LEI Service will validate the LUXBULK Request Template and upload it on the Platform.
Requesting several LEIs (Bulk Request)

Once the upload has been successful, the entities will be under your management in the folder “My LEI Data” to be processed. The entities will be marked as “DRAFT” as LEI Status.

LuxCSD reserves the right to delete requests in status draft after 20 business days.
Requesting several LEIs (Bulk Request)

At this step, you must upload the mandatory documentation such as:

- Registrant Authorisation Form,
- Proof of Business Registry which shows the evidence of the authorised person must be uploaded to your LEI request.

Supporting documentation will be required for legal entities registered outside of Luxembourg and/or entities not yet established and/or proof of consolidation (e.g. annual accounts) if level two information (direct/ultimate parent) is provided.

For document upload please use “Add Doc”.

Upload the documentation and click “OK”:

Please make sure to provide all mandatory documents, otherwise the LEI will remain pending and will not be issued until documentation is completed correctly.
Requesting several LEIs (Bulk Request)

Please click on “Submit Request” in order to finalize your request and accept LuxCSD Terms and Conditions.

In case the Billing Information Details are the same for all the entities, you can select your entities by ticking the boxes as per below and click on “Submit Request”.

Yes No
Requesting several LEIs (Bulk Request)

A pop-up message will appear named “Additional Field(s)” where the Billing Information Details need to be filled-in in order to create you as a customer in our system and to be able to generate an invoice. Explanations will be provided in the next slides in regards of each field.

Please make sure that Billing Information Details are accurate, as after Creation of the invoice, no modification will be possible.

Once the Billing Information Details have been completed, please click on “OK” to complete your request.
Requesting several LEIs (Bulk Request)

Billing Information Details

- VAT of registered user (EU company): add your VAT number. It must match with the Paying Company Name
- VAT exempt (EU company): (tick box – if the company is exempted from VAT)
- Statutory body (EU Company): (N/A)
- VAT N/A (Non-EU Company): (tick box – if the company has no VAT)

If you do not provide any VAT number, it will not be indicated in the invoice. If you provide with a VAT number, please make sure that the VAT belongs to the Paying Company Name and it is correct, otherwise it will not be indicated in the invoice.

- Paying Company Name: Full Name of the Company as indicated on the Local Business Registry
- Billing Contact Person First Name: First Name of the person who needs to be contacted in case of invoice queries
- Billing Contact Person Last Name: Last Name of the person who needs to be contacted in case of invoice queries
- Address Street: Number and Street of the Paying Company as indicated on the Local Business Registry
- Country: Country of the Paying Company as indicated on the Local Business Registry
- State/Province: Country of the Paying Company as indicated on the Local Business Registry
- City: City of the Paying Company as indicated on the Local Business Registry
- Postal Code: Postal Code of the Paying Company as indicated on the Local Business Registry

Note that before generating the invoice, the Paying Company must be accepted by LuxCSD as valid Business partner. To qualify for a business partnership, the Paying Company must have its own legal personality. It is important that all details are correctly provided and the Paying Company is corroborated by the Local Business Registry.
Requesting several LEIs (Bulk Request)

Billing Information Details

- Billing Email Address: Email address which will be contacted in case of invoice queries
- Payment Method: Wire Transfer
- Mailing Company Name: Full Name of the Company as indicated on the Local Business Registry

LuxCSD will provide the invoice by mail directly the mailing company, either as the company subscribing and using the LuxCSD LEI Service or as the company subscribing on behalf of another legal entity.

- Mailing First Name: First Name of the person who needs to be contacted in case of invoice queries
- Mailing Last Name: Last Name of the person who needs to be contacted in case of invoice queries
- Mailing Address Street: Number and Street of the Paying Company as indicated on the Local Business Registry
- Mailing Country: Country of the Paying Company as indicated on the Local Business Registry
- Mailing State/Province: Country of the Paying Company as indicated on the Local Business Registry
- Mailing City: City of the Paying Company as indicated on the Local Business Registry
- Mailing Postal Code: Postal Code of the Paying Company as indicated on the Local Business Registry

Note that we cannot link more than one Mailing Company Details to one Beneficiary. Furthermore, the Mailing Company Details is an extra option and it might not be indicated in the invoice.
Requesting several LEIs (Bulk Request)

At this step, your request has been submitted to LuxCSD LEI Service and is pending to be validated. The LEI Status of your entity will change from “DRAFT” to “ISSUED” and the mention “Awaiting Validation” will appear under LEI Event:

LuxCSD LEI Service Team will review your request.

You will be informed in due time about incorrect or missing details. After successful validation of the complete file, you will receive an email notification providing the LEI for your entity and the LEI Event will change from “Awaiting Validation” to “Validated” and the relevant LEI will appear under the column LEI.
Renewing an LEI
Renewing an LEI

Go to “My LEI Data” Folder which shows the LEI(s) under your management. Select the entity which needs to be renewed, click on “Select for Renewal” and accept LuxCSD Terms and Conditions.

At this step, please review the LEI data, if there are any changes, please click on the icon “Edit Function” and update the changes required. In case there are no changes, please follow step 4.

After updating the LEI data, click on “Save” and a pop-up message will appear, click on “Yes”. The updates will have to be validated by LuxCSD LEI Service.
Renewing an LEI

At this step, you must upload the mandatory documentation such as:

- Registrant Authorisation Form,
- Proof of Business Registry which shows the evidence of the authorised person must be uploaded to your LEI request.

Supporting documentation will be required for legal entities registered outside of Luxembourg and/or entities not yet established and/or proof of consolidation (e.g. annual accounts) if level two information (direct/ultimate parent) is provided.

For document upload please use “Add Doc”.

Upload the documentation and click “OK”:

Please make sure to provide all mandatory documents, otherwise the LEI will remain pending and will not be issued until documentation is completed correctly.
Renewing an LEI

In order to finalize your renewal request, click “Submit Renewal” button and accept LuxCSD Terms and Conditions.
Renewing an LEI

In case you have more than one LEI to be renewed and the Billing Information Details are the same for all the entities, you can select your entities by ticking the boxes as per below and click on “Submit Renewal”.

A pop-up message will appear named “Additional Field(s)” where the Billing Information Details need to be filled-in in order to create you as a customer in our system and to be able to generate an invoice. Explanations will be provided in the next slides in regards of each field.

Please make sure that Billing Information Details are accurate, as after creation of the invoice, no modification will be possible.

Once the Billing Information Details have been filled-in, click on “OK” to complete your request.
Renewing an LEI

Billing Information Details

• VAT of registered user (EU company): add your VAT number. It must match with the Paying Company Name
• VAT exempt (EU company): (tick box – if the company is exempted from VAT)
• Statutory body (EU Company): (N/A)
• VAT N/A (Non-EU Company): (tick box – if the company has no VAT)

If you do not provide any VAT number, it will not be indicated in the invoice. If you provide with a VAT number, please make sure that the VAT belongs to the Paying Company Name and is correct, otherwise it will not be indicated in the invoice.

• Paying Company Name: Full Name of the Company as indicated on the Local Business Registry
• Billing Contact Person First Name: First Name of the person who needs to be contacted in case of invoice queries
• Billing Contact Person Last Name: Last Name of the person who needs to be contacted in case of invoice queries
• Address Street: Number and Street of the Paying Company as indicated on the Local Business Registry
• Country: Country of the Paying Company as indicated on the Local Business Registry
• State/Province: Country of the Paying Company as indicated on the Local Business Registry
• City: City of the Paying Company as indicated on the Local Business Registry
• Postal Code: Postal Code of the Paying Company as indicated on the Local Business Registry

Note that before generating the invoice, the Paying Company must be accepted by LuxCSD as valid Business partner. To qualify for a business partnership, the Paying Company must have its own legal personality. It is important that all details are correctly provided and the Paying Company is corroborated by the Local Business Registry.
Renewing an LEI
Billing Information Details

• Billing Email Address: Email address which will be contacted in case of invoice queries
• Payment Method: Wire Transfer
• Mailing Company Name: Full Name of the Company as indicated on the Local Business Registry

LuxCSD will provide the invoice by mail directly the mailing company, either as the company subscribing and using the LuxCSD LEI Service or as the company subscribing on behalf of another legal entity.

• Mailing First Name: First Name of the person who needs to be contacted in case of invoice queries
• Mailing Last Name: Last Name of the person who needs to be contacted in case of invoice queries
• Mailing Address Street: Number and Street of the Paying Company as indicated on the Local Business Registry
• Mailing Country: Country of the Paying Company as indicated on the Local Business Registry
• Mailing State/Province: Country of the Paying Company as indicated on the Local Business Registry
• Mailing City: City of the Paying Company as indicated on the Local Business Registry
• Mailing Postal Code: Postal Code of the Paying Company as indicated on the Local Business Registry

Note that we cannot link more than one Mailing Company Details to one Beneficiary. Furthermore, the Mailing Company Details is an extra option and it might not be indicated in the invoice.
Renewing an LEI

At this step, your renewal request has been submitted to LuxCSD LEI Service and is pending to be validated. The LEI Event will change to “Awaiting Validation”.

LuxCSD LEI Service will validate your renewal request.

If something is missing and incorrect, you will be informed. Otherwise, if everything could be validated, you will receive an email notification with the Information of the Next Renewal Date and the LEI Event will change from “Awaiting Validation” to “Validated”. Note if the LEI was already LAPSED, the LEI Status will change from “LAPSED” to “ISSUED”, otherwise the status will remain “ISSUED”.
Challenging an LEI
In case there are any updates on the LEI data (example: legal name, address, status change, etc.) you can request an update free of charge by doing a challenge request.

There are two options:

- if the LEI is under your management, you can go to the folder «My LEI Data» and select the LEI to be challenged. Explanations will be provided in the next slides.

- if the LEI is not under your management, you can go to the folder «LuxCSD LEI Universe» and select the LEI to be challenged which is managed with LuxCSD and click on «Challenge Record» and do the updates. However, note that the owner of the LEI will have to be contacted and informed about the changes.
Challenging an LEI

Go to the folder «My LEI Data» and select the LEI to be challenged and click on «Challenge Record»

A Pop-up message will appear which requests the input of the reason of change.

Example Change of Address: Please indicate which data field will be changed and add the new information. It is important to upload the document which corroborates the new data in the Upload File Field. Once it has been done, please click on «OK»

For information: The Effective Date must only be provided if the change is not publicly available on the Local Business Registry yet.

However, in that case the acceptance of the requested change will be pending until we receive an official document that proves the change.
Challenging an LEI

You will receive an email notification confirming that the challenge has been submitted to LuxCSD LEI Service. At this step, the challenge is pending for validation.

Once the challenge has been validated by LuxCSD LEI Service, you will receive an email notification confirming the acceptance or rejection of the request. The rejection reason(s) will be provided in the email notification.
Transferring an LEI to LuxCSD
Transferring an LEI to LuxCSD

The transfer of an LEI(s) is free of charge.

If you are interested in having your LEI data managed by LuxCSD and benefit from our support, please send an email to lei.service@luxcsd.com

The transfer process can take up to 7 business days.

All necessary information will be provided to you.
Frequently Asked Questions
How do I know that my LEI request has been successfully submitted?
Please go to folder “My LEI Data” in the LuxCSD Portal and check that the LEI Status shows the value “ISSUED” and the LEI Event shows the value “AWAITING VALIDATION” for the relevant entity.
If this is the case, your LEI Registration Request has been successfully submitted to the LuxCSD LEI Service and is pending validation.

How will I know that the LEI has been created after my request?
An email notification containing the LEI will be sent to the User Account Email Address provided.
Furthermore, the LEI Status will change to “VALIDATED” and the LEI will appear under the folder “My LEI Data” and will be publicly available on the GLEIF website the next day.

How long does it take to receive my LEI?
The time period will depend on the correctness and completeness of all information submitted during the LEI Request.
Frequently Asked Questions

Registration

What type of documents are accepted as proof of existence of an entity?

- Business Registry Certificate (for regulated entity)
- Article of Incorporation (for regulated entity)
- Memorandum of Association (for regulated entity)
- Final Prospectus or Banking licence (for a fund or sub-fund)
- Certificate from the depositary bank (for a pool)
- Certificate from the trustee proving that the trust is under trustee management (for a trust)
- Notary statement (for newly created entity)
Frequently Asked Questions

Renewal

How will I be notified that my LEI is approaching its Expiration Date?

Emails notifications will be sent to the User Account Email Address provided. You will receive an email 60, 30, 7 days before the Next Renewal Date and one day after the LEI has been LAPSED in case you did not renew the LEI(s).

How do I know that my LEI renewal request has been successfully submitted?

Please go to folder “My LEI Data” in the LuxCSD Portal and check that the LEI Event value shows “AWAITING VALIDATION” for relevant entity.

If this is the case, your LEI Renewal Request has been successfully submitted to the LuxCSD LEI Service and is pending to be validated.

How will I know that the LEI has been renewed after my renewal request?

An email notification will be sent to the User Account Email Address provided.

Furthermore, the updates on the renewal will appear in the folder “My LEI Data” and will be publicly available on the GLEIF website the next day.
Frequently Asked Questions

Renewal

How long does it take to renew my LEI?
The time period will depend on the correctness and completeness of all information submitted by the registrant during the LEI Request.
We highly recommend that clients start the renewal process as quickly as possible after having received the annual renewal reminder email.

What type of documents are accepted as proof of existence of an entity?
- Business Registry Certificate (for regulated entity)
- Article of Incorporation (for regulated entity)
- Memorandum of Association (for regulated entity)
- Final Prospectus or Banking licence (for a fund or sub-fund)
- Certificate from the depositary bank (for a pool)
- Certificate from the trustee proving that the trust is under trustee management (for a trust)
- Notary statement (for newly created entity)
Frequently Asked Questions

Challenge

How do I know that my LEI challenge request has been successfully submitted?
An email notification will be sent to the User Account Email Address provided indicating that your challenge request has been acknowledged.

How will I know that the LEI challenge has been processed?
An email notification will be sent to the User Account Email Address provided and indicating if the challenge has been accepted or rejected. If the challenge has been accepted, the updates will be publicly available on the GLEIF website the next day.

Is my LEI data published on a public website?
All information related to the LEI Reference Data will be published on the GLEIF website and on the LuxCSD website.

My entity is ceased to exist or is merged, how can I notify you?
Please initiate a challenge request by providing the information and uploading the document which corroborates the change. As soon as the information is validated, the LEI Status will be updated.
Frequently Asked Questions

- **Transfer**
  
  How can I transfer my LEI to LuxCSD?

  In case you wish to transfer the LEI to LuxCSD, please send us an email to lei.service@luxcsd.com

  How much does it cost to transfer an existing LEI to LuxCSD?

  Please note that the transfer is free of charge.
Frequently Asked Questions

* Billing

Which entity can qualify as valid business partner of LuxCSD?

To qualify for a business partnership with LuxCSD, the Paying Company must have its own legal personality. Therefore, it is important that all billing details are correctly provided by the client and the Paying Company is corroborated by the Local Business Registry.

Which documents are accepted as proof of legal entity?

The Customer may provide a proof of the Legal Entity. Examples of documents which could be used: Official Documents from Local Business Registry, Final Prospectus, Certificate of Incorporation, Depository document for pools.
Frequently Asked Questions

Payment

When should I pay for the LEI?

An invoice will be sent to the Paying Company Name and Address provided in the Billing Information Details. Upon receipt of the invoice the payment company must ensure prompt payment.
Contact Details
Contact Details

In case of any questions or support required, feel free to contact us directly at the following numbers:

French line +352 243 35 804
English line +352 243 35 806

Or send us an email at the following email address:

lei.service@luxcsd.com for LEI Services
lei.billing@luxcsd.com for LEI Billing/Invoicing/Dunning

Or visit our website at the following link:

www.luxcsd.com