

KDD

LEI

USER GUIDE

KDD Central Securities Clearing Corporation



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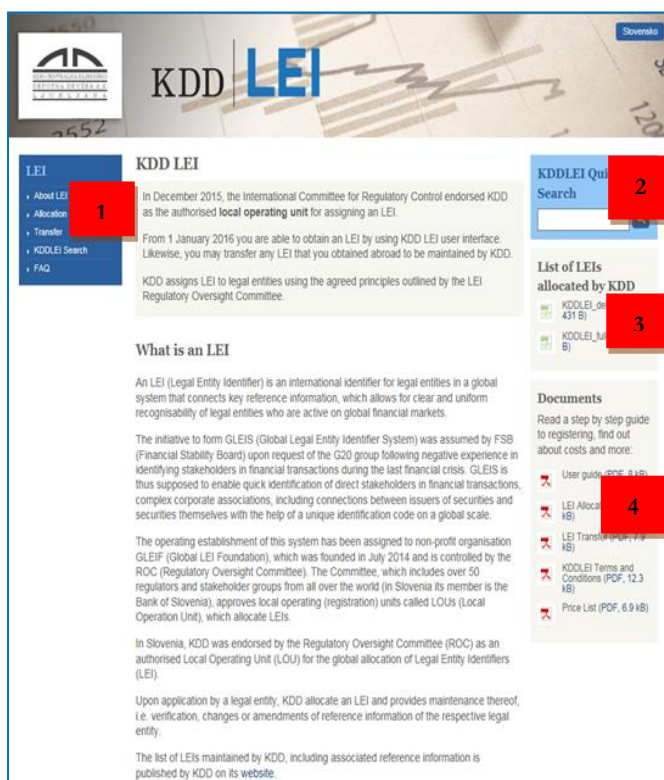
1 INTRODUCTION

The KDDLEI application is an application that enables the execution of KDDLEI services and is available on the KDD website. The application enables a simple and reliable implementation of the following:

- submission of request for the allocation of an LEI to legal entities or funds;
- submission of request for the transfer of an LEI of a legal entity or fund from another LOU to KDD;
- search for LEIs allocated by KDD;
- transfer of files with a full list of LEIs or rather files with daily updates of changes in the list of LEIs allocated by KDD (XML format).

All procedures are conducted in compliance with KDDLEI Terms and Conditions published on the KDD website under »Documents«. Prior to the use of any KDDLEI service, the user needs to agree with KDDLEI Terms and Conditions.

2 KDDLEI APPLICATION



KDDLEI application enables the following functionalities:

1. LEI main menu:

- **About LEI:** basic information on LEI.
- **Allocation:** an online application form for submitting a request for an LEI allocation.
- **Transfer:** an online application form for submitting a request for an LEI transfer from another LOU to KDD.
- **KDDLEI Search:** enables search for LEIs allocated by KDD.
- **FAQ:** questions and answers related to LEIs.

2. KDDLEI Quick Search: enables search for LEIs allocated by KDD.

3. List of LEIs allocated by KDD: a daily updated list of all LEIs allocated by KDD.

4. Documents: documents related to KDDLEI services.

3 KDDLEI USER ACCOUNT

The KDDLEI user account is an account created in electronic form in the KDDLEI application for the purpose of submitting a request for the allocation of an LEI or its transfer from another LOU to KDD.

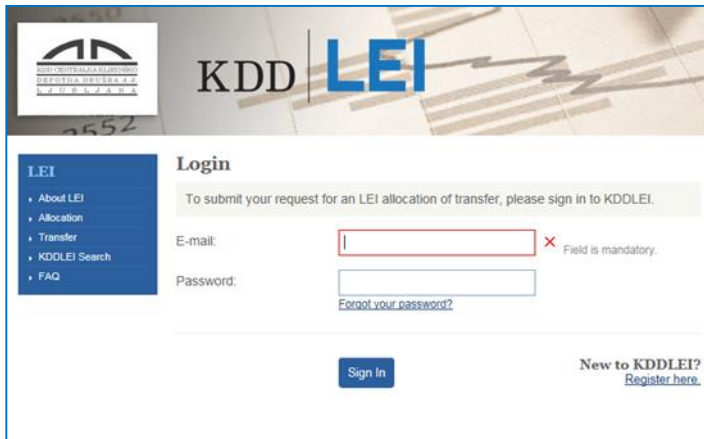
In order to create the KDDLEI user account, the user has to fill in the electronic form available in the KDDLEI application. The user has to complete the form with all the required data and agree with KDDLEI Terms and Conditions on behalf of the legal entity.

Access to KDDLEI user account is protected with a username and password that must be entered by the user every time they sign in to KDDLEI application.

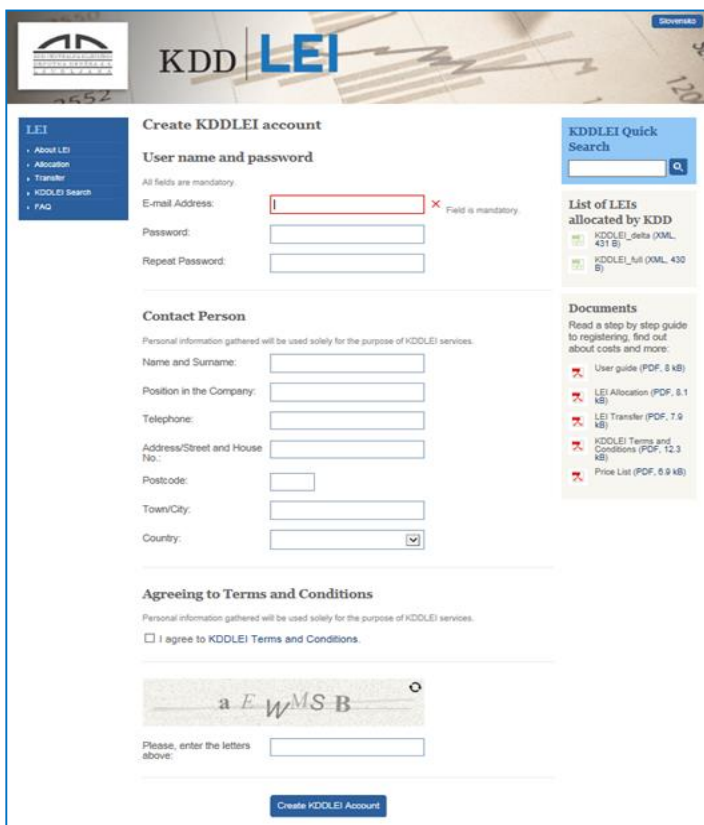
3.1 REGISTRATION OF A NEW USER IN KDDLEI APPLICATION



In order to register as a new user in the KDDLEI application, click on »Allocation« or »Transfer« in the main menu.



In order to create a new KDDLEI account, click on the following link: »New to KDDLEI? [Register here](#)«.



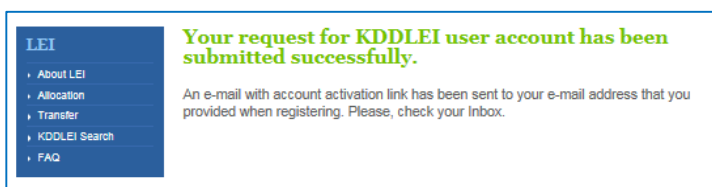
The form enables users to submit their requests for a KDDLEI user account. All fields in the form are mandatory.

The password should not be shorter than six alphanumeric characters.

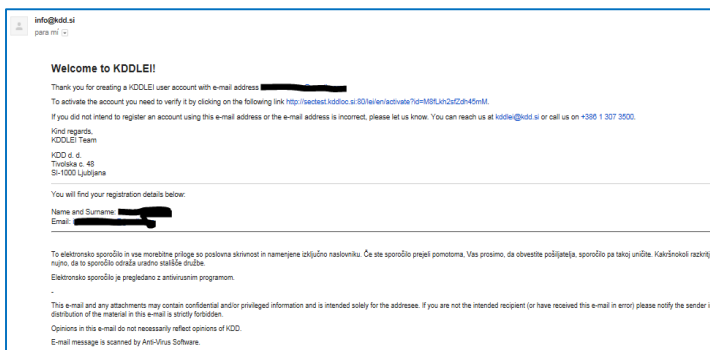
Information about the contact person refers to the person that will represent the legal entity or fund in the process of an LEI allocation or transfer.

Prior to the submission of the request for a new account, the user has to check the checkbox and thus confirm that they agree with KDDLEI Terms and Conditions available on the link.

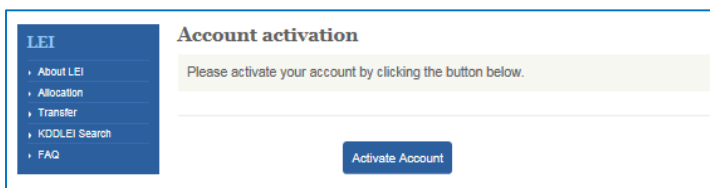
By clicking the »Create KDDLEI Account« button, the request for a user account will be submitted.



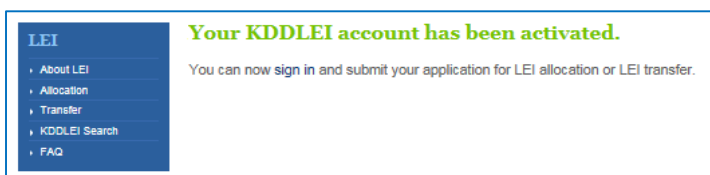
A page with a notification of successful submission of request will open.



An e-mail with a notification of successful registration of a new account and the account activation link will be sent to the e-mail address provided upon registration.



Following the click on the KDDLEI user account activation link, a page with the »Account Activation« button opens. By clicking this button, the user activates their account.



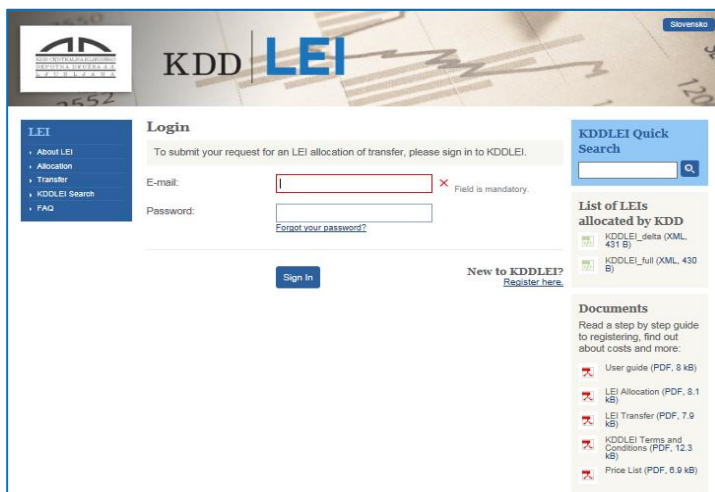
A page with a notification of the account activation will open.

To continue, KDDLEI application login is required. See chapter »Login«.

3.2 LOGIN



In order to log in to the KDDLEI application, click on »Allocation« or »Transfer« in the main menu.



The login requires the e-mail address and password provided upon registration, followed by a click on the »Sign in« button.

A page with the request for an LEI allocation or transfer from another LOU opens (see chapter »LEI Allocation Application« or »LEI Transfer Application«).

3.3 LOGOUT



To log out, the user shall click on the »Logout« button in the upper right corner.

3.4 PASSWORD CHANGE

LEI

- About LEI
- Allocation
- Transfer
- KDDLEI Search
- FAQ

Change Password

Please enter your e-mail address and you shall receive a link to reset your password. If you do not yet have a KDDLEI user account, you can register [here](#).

E-mail Address: x Field is mandatory.

[Change Password](#)

In case the user forgets the password or wishes to change it, they shall click on button: »Forgot your password?« on the »Login« page. By entering the e-mail address provided upon registration and clicking on the »Change password« button, the user initiates the password reset process.

LEI

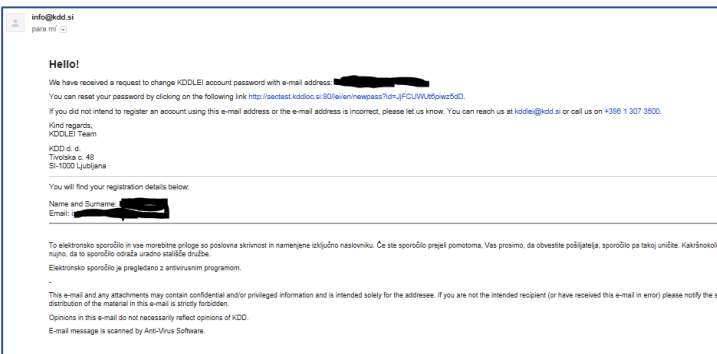
- About LEI
- Allocation
- Transfer
- KDDLEI Search
- FAQ

New Password

You shall receive an e-mail with a link to change your password within a few minutes.

Thank you.

A page opens with a notification that a message with a link for password change will be sent to the provided e-mail address.



The user shall receive the following message to their e-mail address. The password is reset by clicking on the provided link.

LEI

- About LEI
- Allocation
- Transfer
- KDDLEI Search
- FAQ

Change Password

Here you can change your password.

New Password: x Field is mandatory.

Confirm New Password:

[Change Password](#)

The user enters the new password and clicks on the »Change password« button.

LEI

- About LEI
- Allocation
- Transfer
- KDDLEI Search
- FAQ

Successful Password Change

Your password has been changed successfully. You can sign in [here](#).

Thank you.

A page with a notification of successful password change opens.

4 LEI ALLOCATION APPLICATION

Following a successful login, a page with a form for the allocation of an LEI to legal entities or funds opens.

LEI Allocation Application

Legal Entities
 Funds

The user chooses whether they shall submit the LEI allocation application for a legal entity or fund. All fields should be completed.

The user shall use the data from a business register in which the legal entity or fund is entered.

Branch Address is same as Headquarters Address

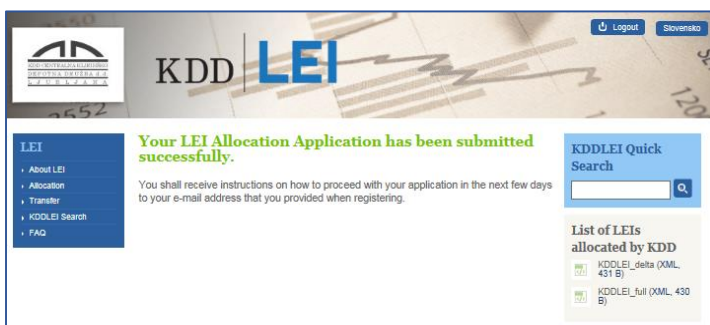
In case the branch address differs from the headquarters address, the user should uncheck the checkbox and complete all fields.

I want to add a different entity address

In case the user wants to add other entity or fund addresses, they should check the checkbox and complete all fields.

In order to submit the LEI allocation application successfully, the user shall have to:

- confirm that they would like to submit an LEI allocation application;
- confirm that they agree with terms and conditions provided in the form;
- enter the security code;
- click on the »Submit application« button.



A page with a notification of successful submission of application opens.

5 LEI TRANSFER APPLICATION

Following a successful login, a page with a form for the transfer of an LEI of legal entities or funds opens.

LEI Transfer Application

Legal Entities
 Funds

The user chooses whether they shall submit the LEI transfer application for a legal entity or fund.

All fields should be completed. The user shall use the data from a business register in which the legal entity or fund is entered.

In order to submit the LEI transfer application successfully, the user shall have to:

- confirm that they would like to submit an application for LEI transfer to KDD;
- confirm that they agree with terms and conditions provided in the form;
- enter the security code;
- click on the »**Submit Application**« button.

A page with a notification of successful submission of application opens.

6 LEI MAINTENANCE APPLICATION

The current version of the KDDLEI application does not enable the electronic submission of applications for the maintenance of LEIs of legal entities or funds. Forms for the submission of application for the maintenance of an LEI of a legal entity or fund can be found on the website under »**Documents**«.

The completed form should be sent:

- by e-mail at kddlei@kdd.si;
- by post at the following address: KDD d.d., Tivolska 48, 1000 Ljubljana.

7 DISPUTING THE ACCURACY OF DATA

Should a legal entity or any third party establish that data about an LEI, legal entity or fund maintained by KDD is inaccurate or incomplete, they should inform KDD thereof.

The form for disputing the accuracy of data can be found on the website under »**Documents**«. The form should be completed in compliance with the provided instructions.

The completed form should be sent:

- by e-mail at kddlei@kdd.si;
- by post at the following address: KDD d.d., Tivolska 48, 1000 Ljubljana.

8 LIST OF LEIS ALLOCATED BY KDD

The screenshot shows the KDD LEI website interface. On the left is a navigation menu with links for 'About LEI', 'Allocation', 'Transfer', 'KDDLEI Search', and 'FAQ'. The main content area is titled 'KDD LEI' and contains text explaining that KDD is the authorized local operating unit for assigning an LEI, and that from January 2016, users can obtain an LEI via the KDD LEI user interface. Below this is a section 'What is an LEI' with a definition and background information about the GLEIS system. On the right side, there is a 'KDDLEI Quick Search' bar with a search input field and a magnifying glass icon. Below the search bar is a section 'List of LEIs allocated by KDD' which lists two XML files: 'KDD_LEI_delta (XML, 431 B)' and 'KDDLEI_full (XML, 430 B)'. At the bottom right, there is a 'Documents' section with links to 'User guide (PDF, 8 kB)' and 'LEI Allocation (PDF, 8.1 kB)'. A small red 'x' icon is visible next to the 'LEI Allocation' link.

The list of LEIs allocated by KDD consists of XML files (daily updates of changes in the list or rather the full list). Files can be transferred. The list shows the status at the end of the previous day. The files comprise the data on LEIs with the following status: Issued, Duplicated, Lapsed, Merged, Retired, Annulled, Pending Transfer and Pending Archival.

9 KDDLEI SEARCH ENGINE

Search of LEIs allocated by KDD is enabled by search engine »**KDDLEI Quick Search**« or by clicking on »**KDDLEI Search**« in the main menu.

The search can be performed by different criteria, such as LEIs, registration number of the legal entity or fund, and the whole or partial name of the entity or fund.

10 DOCUMENTS

Documents relating to KDDLEI services are available on the website:

- KDDLEI Terms and Conditions;
- User Guide;
- Price List;
- Forms:
 - o LEI Allocation
 - o LEI Transfer
 - o LEI Maintenance
 - o Disputing the Accuracy of Data
 - o Power of Attorney.