



KDD

## USER GUIDE

---

KDD Central Securities Clearing Corporation

TABLE OF CONTENTS

- 1 INTRODUCTION .....3
- 2 KDDLEI APPLICATION.....3
- 3 KDDLEI USER ACCOUNT .....4
  - 3.1 Registration of a new user in kddLEI application.....4
  - 3.2 Login .....7
  - 3.3 Logout.....7
  - 3.4 Password change.....8
- 4 LEI ALLOCATION APPLICATION ..... 10
- 5 LEI TRANSFER APPLICATION..... 11
- 6 LEI MAINTENANCE APPLICATION ..... 11
- 7 DISPUTING THE ACCURACY OF DATA..... 11
- 8 LIST OF LEIS ALLOCATED BY KDD ..... 12
- 9 KDDLEI SEARCH ENGINE..... 13
- 10 DOCUMENTS ..... 14

## 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

KDD LEI

Fully accredited Local Operating Unit authorized to issue Legal Entity Identifiers in designated jurisdictions.

Expand Links

- A** LEI Allocation Application  
Would you like to allocate a new LEI?  
[LEARN MORE](#)
- T** LEI Transfer Application  
Would you like to transfer your LEI to KDD?  
[LEARN MORE](#)
- A** About LEI  
Additional information about LEI.  
[LEARN MORE](#)

Quick Search

SEARCH LEI ENTITIES

SEARCH

Documents

Read a step by step guide to registering, find out about costs and more:

KDD Tariff  
PDF 402.1 KB

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

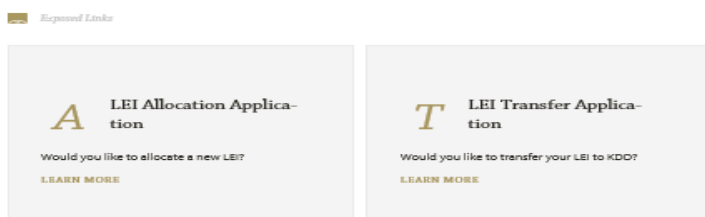
The KDDLEI user account is an account created in electronic form in the KDDLEI application for the purpose of submitting a request for the allocation of an LEI or its transfer from another LOU to KDD.

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.

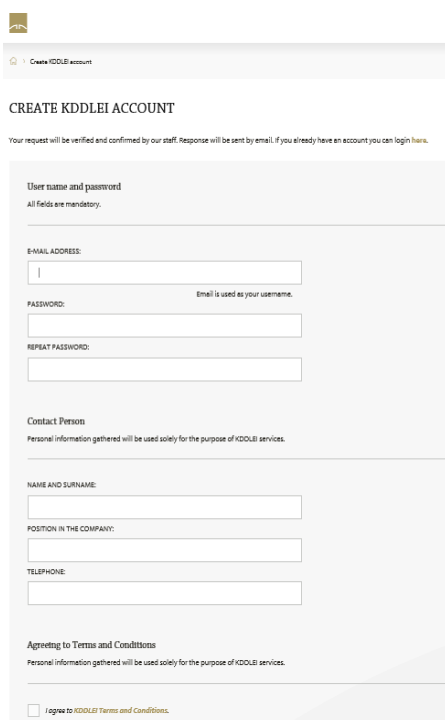
Access to KDDLEI user account is protected with a username and password that must be entered by the user every time they sign in to KDDLEI application.

#### 3.1 REGISTRATION OF A NEW USER IN KDDLEI APPLICATION

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



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

The image shows a web form titled 'CREATE KDDLEI ACCOUNT'. At the top, it says 'Your request will be verified and confirmed by our staff. Response will be sent by email. If you already have an account you can login here.' The form is divided into three sections: 1. 'User name and password' with fields for 'EMAIL ADDRESS' (with a note 'Email is used as your username.'), 'PASSWORD', and 'REPEAT PASSWORD'. 2. 'Contact Person' with fields for 'NAME AND SURNAME', 'POSITION IN THE COMPANY', and 'TELEPHONE'. 3. 'Agreeing to Terms and Conditions' with a checkbox and the text 'I agree to KDDLEI Terms and Conditions.' Below the form is a footer with the page number '4/14'.

**User name and password**  
All fields are mandatory.

E-MAIL ADDRESS:

PASSWORD:

REPEAT PASSWORD:

Field is mandatory.

**Contact Person**  
Personal information gathered will be used solely for the purpose of KDDLEI services.

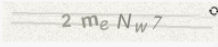
NAME AND SURNAME:

POSITION IN THE COMPANY:

TELEPHONE:

**Agreeing to Terms and Conditions**  
Personal information gathered will be used solely for the purpose of KDDLEI services.

I agree to [KDDLEI Terms and Conditions](#).



PLEASE, ENTER THE LETTERS ABOVE:

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

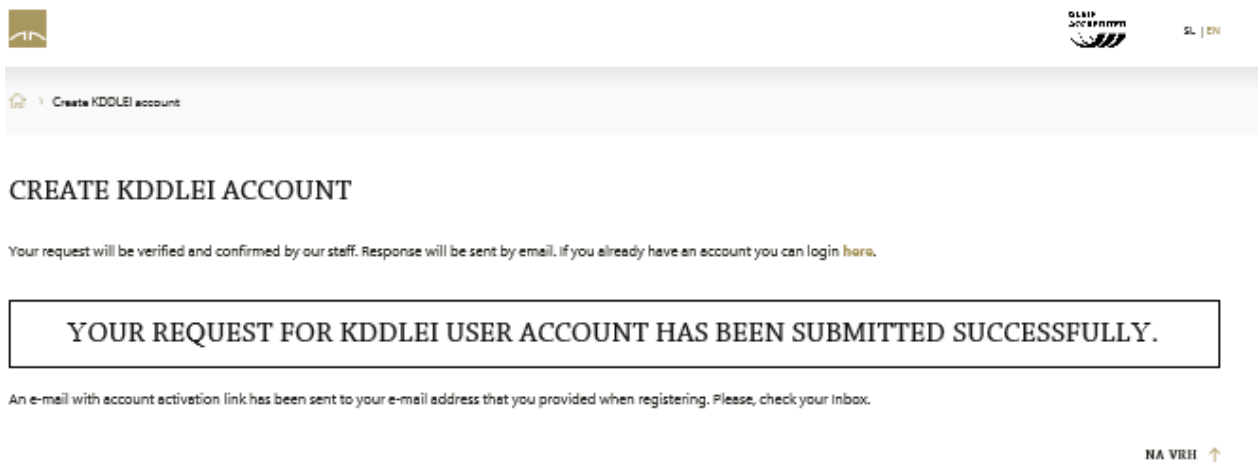
The password should not be shorter than six alphanumeric characters.



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.



  SL | EN


[Home](#) > Create KDDLEI account

## CREATE KDDLEI ACCOUNT

Your request will be verified and confirmed by our staff. Response will be sent by email. If you already have an account you can login [here](#).

**YOUR REQUEST FOR KDDLEI USER ACCOUNT HAS BEEN SUBMITTED SUCCESSFULLY.**

An e-mail with account activation link has been sent to your e-mail address that you provided when registering. Please, check your Inbox.

NA VRH 

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.

**From:** Info  
**Sent:** Thursday, September 19, 2019 11:24 AM  
**To:** XYZ@XXX.si  
**Subject:** Welcome to KDDLEI

### Welcome to KDDLEI!

Thank you for creating a KDDLEI user account with e-mail address XYZ@XXX.si

To activate the account you need to verify it by clicking on the following link <https://storitve.kdd.si:443/LEI/en/activate?id=D3f2yz6sikmz344PI9J>

If you did not intend to register an account using this e-mail address or the e-mail address is incorrect, please let us know. You can reach us at [kddlei@kdd.si](mailto:kddlei@kdd.si) or call us on +386 1 307 3500.

Kind regards,  
KDDLEI Team  
KDD d. d.  
Tivolska c. 48  
SI-1000 Ljubljana

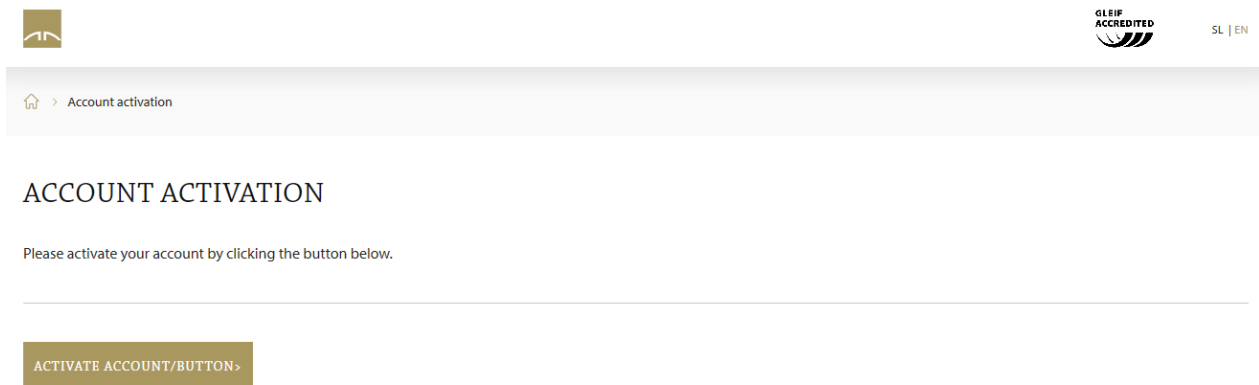
---

You will find your registration details below:

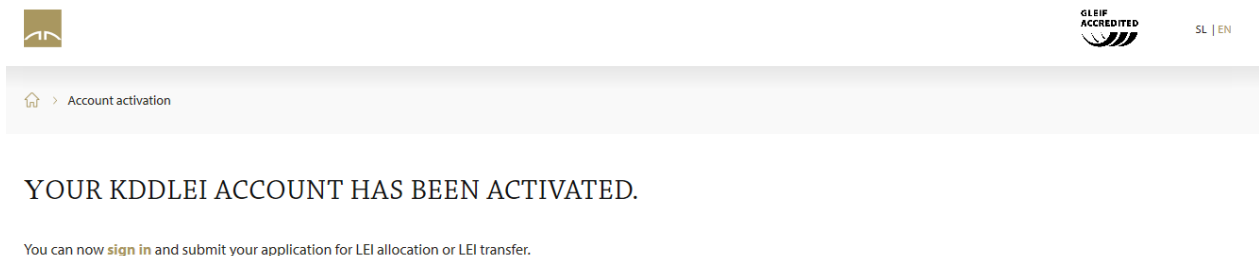
Name and Surname: XYZ  
Email: XYZ@XXX.si

---

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«.



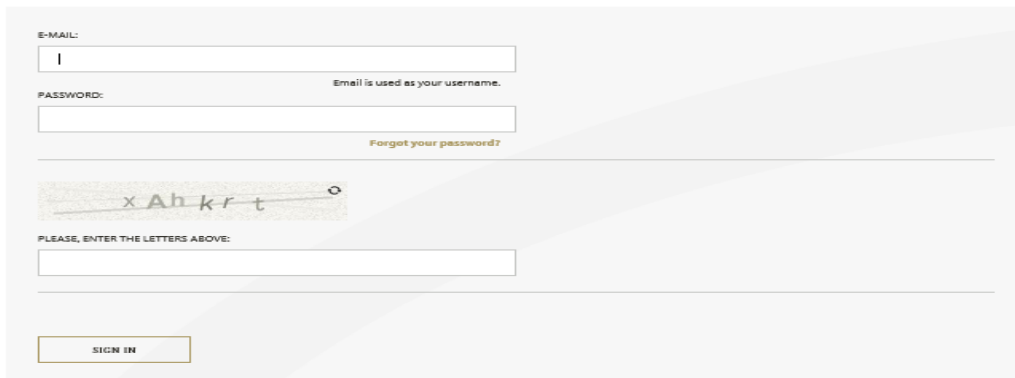
### 3.2 LOGIN

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.

#### LOGIN

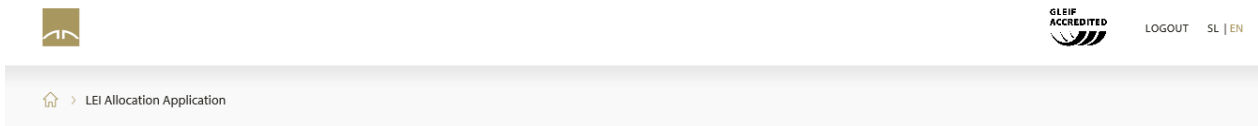
To submit your request for an LEI allocation of transfer, please sign in to KDDLEI.



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

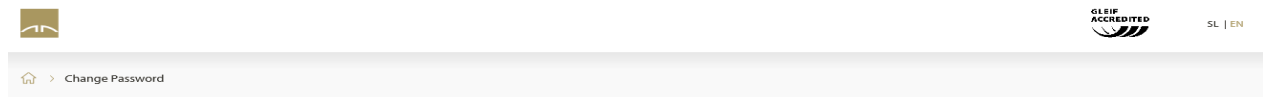
In case the user forgets the password or wishes to change it, they shall click on button: »[Forgot your password?](#)« on the »[Login](#)« page. By entering the e-mail address provided upon registration and clicking on the »[Change password](#)« button, the user initiates the password reset process.

#### 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:

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



#### NEW PASSWORD

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

Thank you.

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

---

**From:** Info  
**Sent:** Thursday, September 19, 2019 11:59 AM  
**To:** XYZ@XXX.si  
**Subject:** Changing password on KDDLEI

#### Hello!

We have received a request to change KDDLEI account password with e-mail address: XYZ@XXX.si

You can reset your password by clicking on [the following link https://storitve.kdd.si:443/LEI/en/newpass?id=SzQu1443wYldfivZawg](https://storitve.kdd.si:443/LEI/en/newpass?id=SzQu1443wYldfivZawg)

If you did not intend to register an account using this e-mail address or the e-mail address is incorrect, please let us know. You can reach us at [kddlei@kdd.si](mailto:kddlei@kdd.si) or call us on +386 1 307 3500.

Kind regards,  
KDDLEI Team

KDD d. d.  
Tivolska c. 48  
SI-1000 Ljubljana

---

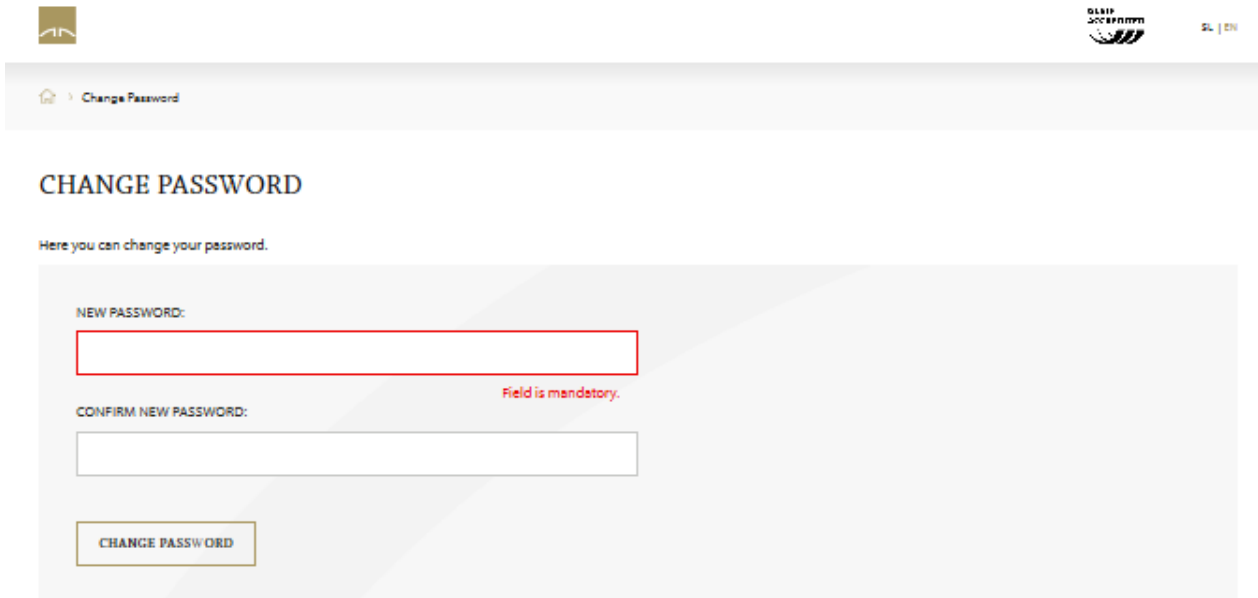
You will find your registration details below:

Name and Surname: XYZ  
Email: XYZ@XXX.si

---



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



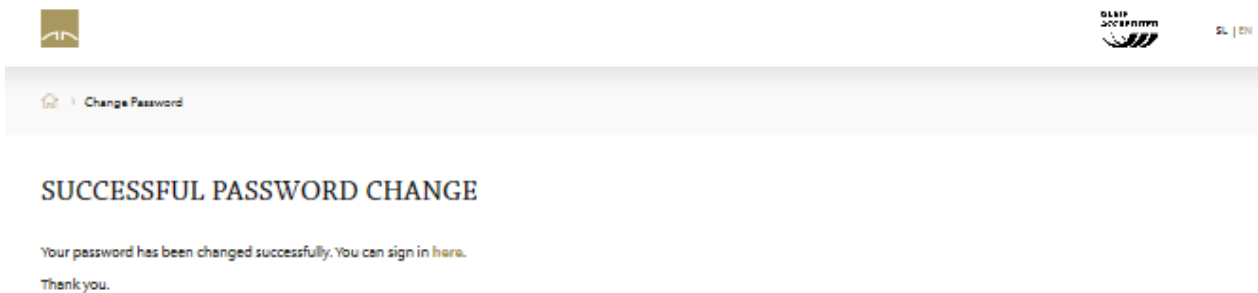
NEW PASSWORD:

CONFIRM NEW PASSWORD:

Field is mandatory.

CHANGE PASSWORD

A page with a notification of successful password change opens.



SUCCESSFUL PASSWORD CHANGE

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

Thank you.

## 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.

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

LEI ALLOCATION APPLICATION

LEGAL ENTITIES  FUNDS

LEI Allocation Application (Legal Entities)

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.

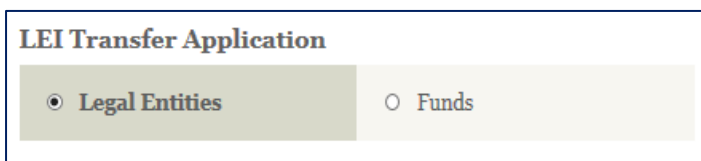
A page with a notification of successful submission of application opens.

YOUR LEI ALLOCATION APPLICATION HAS BEEN SUBMITTED SUCCESSFULLY.

You shall receive instructions on how to proceed with your application in the next few days to your e-mail address that you provided when registering.

## 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.



The screenshot shows a form titled "LEI Transfer Application". Below the title, there are two radio button options: "Legal Entities" (which is selected) and "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](mailto:kddlei@kdd.si);
- by post at the following address: KDD d.o.o., 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](mailto:kddlei@kdd.si);
- by post at the following address: KDD d.o.o. Tivolska 48, 1000 Ljubljana.

## 8 LIST OF LEIS ALLOCATED BY KDD

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.

### KDD LEI

Fully accredited Local Operating Unit authorized to issue Legal Entity Identifiers in designated jurisdictions.



#### Exposed Links

<p><b>A</b> LEI Allocation Application</p> <p>Would you like to allocate a new LEI?</p> <p><a href="#">LEARN MORE</a></p>	<p><b>T</b> LEI Transfer Application</p> <p>Would you like to transfer your LEI to KDD?</p> <p><a href="#">LEARN MORE</a></p>	<p><b>A</b> About LEI</p> <p>Additional information about LEI.</p> <p><a href="#">LEARN MORE</a></p>
---	---	--

#### Quick Search

SEARCH LEI ENTITIES

## 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.

 Quick Search

SEARCH LEI ENTITIES

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.

### KDD LEI SEARCH

To find an LEI and see reference data please enter complete or partial LEI, Entity Registration Number or Entity Name.

SEARCH CRITERIA

NUMBER OF RESULTS: 4019

LEI	ENTITY NAME	BUSINESS REGISTRY NUMBER	
485100004FEO5ULFDP03	"NLB Banka" S.H.A.	70053484	+
485100RHNHAW0UJREQ36	"BINGO" d.o.o. export-import Tuzla	32885	+
097900BGCC0000041925	"Fortesta LT", UAB	300088366	+
485100Y63S7VWXYLR506	"IT architektai", UAB	304166944	+
485100H1EBV9HYEYTR10	"Kontēja" MB	302966866	+
4851007PQEXX8PA29M60	"Metasite Business Solutions", UAB	300066544	+
4851007W5YN09CQIVG26	"Mulga", UAB	300565433	+
48510000LGSBKZAL3U79	"NLB Banka" a.d. Banja Luka	3-31-00	+
549300EIP9ILSN7JJD48	"Petrol BH Oil Company" d.o.o. Sarajevo	65-01-0488-10	+
549300V0HSIXQ7JTPM30	"Swedbank Ieguldījumu Pārvaldes Sabiedrība" AS	40003337582	+

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

## 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.