



User guide on registration for LEI

Version – September 2018





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1 Key definitions:

1.1 What is an “Applicant”?

The applicant is the company/association/Foundation/service provider/natural person that applied for the LEI on behalf of the entity. Applicant and entity can differ. In general, the Applicant account importance is relatively low compared to the Entity account in which we are very strict.

1.2 Who is the “Contact”?

The Contact is the natural person who actually filled out the application at www.lei.direct.

1.3 Legal Empowerment/ Letter of Authorisation (LoA) Requirements:

The contact person needs to be legally entitled to apply for the LEI. Typically, CEO’s (including sole proprietors) and other corporate officers are legally entitled to represent their companies individually and are also named in the business register. All others have to be empowered by a LoA.

Regarding foundations and associations – Representatives are usually named in the corresponding registries. We do require LoA’s for cases in which the contact is only entitled to represent with another person – joined or collective representation.

Furthermore, in the case of a **limited partnership** in which the sole general partner is a limited liability company, we require the signature from somebody who is entitled to sole representation of the general partner.

LoA’s are often required to empower an Email-address, as we have established that the given Email does not match the person’s name, who is applying for the LEI.



2 Account Creation:

You will need to create an account first and logged in to apply for an LEI at <https://www.lei.direct>.



Are you compliant with regulatory reporting requirements? Get your LEI today!

Please fill in the required fields and submit your registration. You will receive a confirmation E-mail to complete your registration right after. Simply click on the link contained in the email and you will be forwarded to your user account automatically. Note: If you do not receive an email reply immediately, please also check your spam folder.

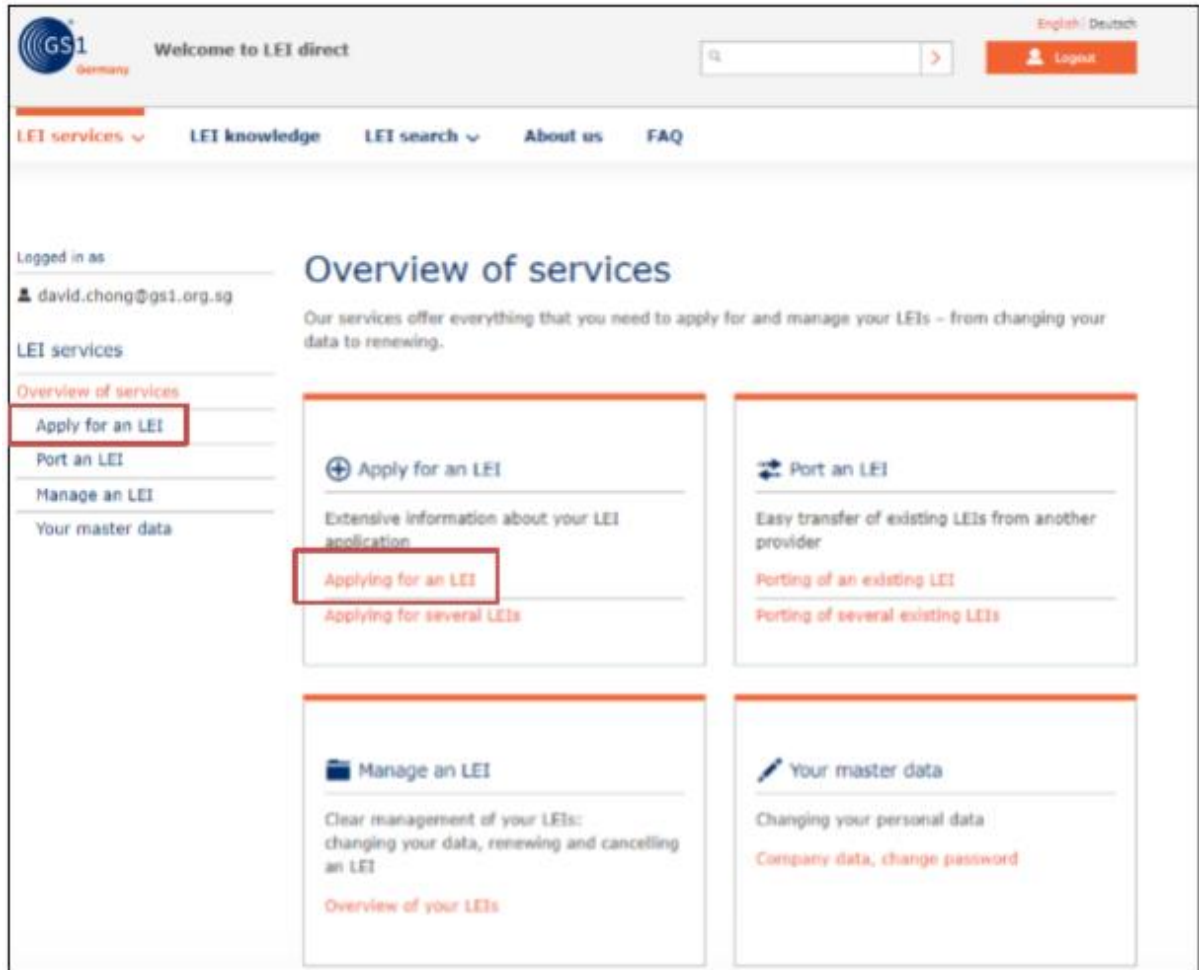


The screenshot shows the 'Welcome to LEI direct' page. At the top, there is a search bar and a 'Login' button. The navigation menu includes 'LEI services', 'LEI knowledge', 'LEI search', 'About us', and 'FAQ'. The main heading is 'Register right away' with a sub-heading 'Enter LeI registration data'. The form is divided into two columns: 'Company data' and 'Contact person'. The 'Company data' section includes fields for 'Company*', 'c/o', 'Address*', 'Postal code*', and 'City*'. The 'Contact person' section includes 'Form of address*' (with radio buttons for 'Ms' and 'Mr'), 'Status' (a dropdown menu), 'First name*', 'Surname*', and 'Department'. On the right side, there is a 'Downloads' section with links to various PDF guides: 'Price list LEI (PDF)', 'Guide to LEI registration (PDF)', 'Guide to LEI application (PDF)', 'Guide to collective LEI application (PDF)', 'Guide to porting of existing LEIs (PDF)', and 'Power of attorney LEI request (PDF)'.

3 Apply for an LEI

The user account is not required for registration, but the LEI services section is your control centre for managing your data and LEIs. As soon as you are logged in, you can, for example, apply for one or multiple LEIs.

To start off, please click “Apply for an LEI”.



GS1 Germany

Welcome to LEI direct

English | Deutsch

Logout

LEI services | LEI knowledge | LEI search | About us | FAQ

Logged in as
david.chong@gs1.org.sg

LEI services

Overview of services

Apply for an LEI

Port an LEI

Manage an LEI

Your master data

Overview of services

Our services offer everything that you need to apply for and manage your LEIs - from changing your data to renewing.

Apply for an LEI

Extensive information about your LEI application

Applying for an LEI

Applying for several LEIs

Port an LEI

Easy transfer of existing LEIs from another provider

Porting of an existing LEI

Porting of several existing LEIs

Manage an LEI

Clear management of your LEIs: changing your data, renewing and cancelling an LEI

Overview of your LEIs

Your master data

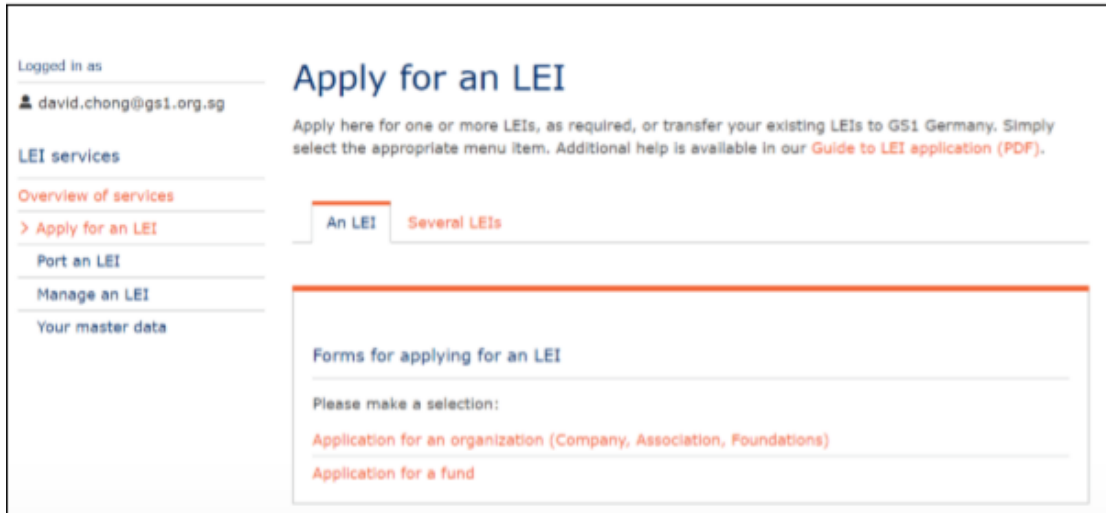
Changing your personal data

Company data, change password

You will be given 2 options to choose from;

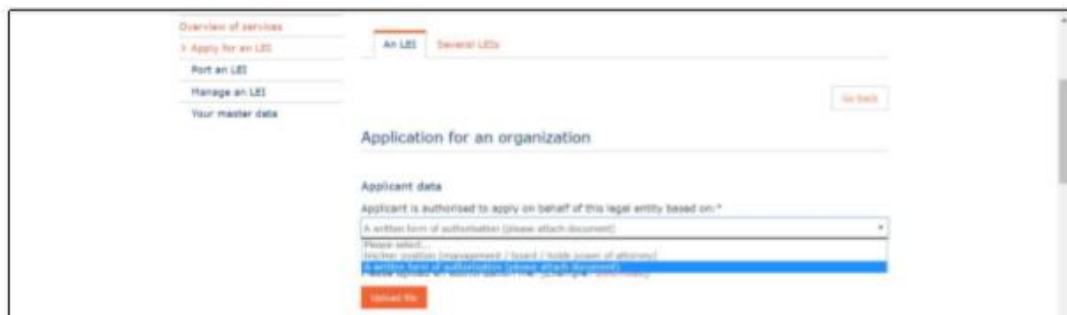
a) Application for an organization (Company, Association, Foundations) - For commercial organization, charity, non-profit organization, association and foundation

b) Application for a fund - Fund is referring to organisations that are managing investment funds. For an example, Stanbic IBTC Asset **Management** Limited



3.1 Application for an organization

If you are the authorized applicant, please choose “His/ Her position (management/ board/ holds power of attorney”. If you are applying on behalf of the company, you will need to upload a Letter of Authorization. A PDF template of Letter of Authorization is offered for download.



Please filled in the Letter of Authorization form and get authorized signature from at least one of directors. You may refer below for an example:



<p>GS1 AISBL Avenue Louise 326 1050 Brussels Belgium</p>	<p>ABC HOLDINGS PTE LTD Company name 123 JALAN BUKIT MERAH Address line 1 Address line 2 SINGAPORE Zipcode/ City/ Country</p>
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Letter of authorisation for request of Legal Entity Identifiers

Dear Sir or Madam,

The person or persons listed below shall be entitled to apply for one or more Legal Entity Identifiers on behalf of our company and is duly empowered to take all necessary measures in connection with the LEI processes.

Forename, Surname	JASON LOO	E-mail	jason.loo@abc.com
Forename, Surname	EVA CHENG	E-mail	supermum@gmail.com
Forename, Surname		E-mail	
Forename, Surname		E-mail	
Forename, Surname		E-mail	

18 JUNE 2018
Place and date of request

Authorized signature	2 nd authorized signature (if applicable)
Michael LEE	
Forename, surname in block capitals	Forename, surname in block capitals

Function in trade register:

<input type="checkbox"/> Power of attorney	<input type="checkbox"/> Power of attorney
<input checked="" type="checkbox"/> Management	<input type="checkbox"/> Management
<input type="checkbox"/>	<input type="checkbox"/>

Name of the organization and registry number have to be written as it is stated in business registry. Please choose your country first before choosing appropriate Registration Authority from the dropdown. Proceed to fill in the rest of fields.

If your organization does not register with CAC (Corporate Affairs Commission), please choose “Register not listed” and add fill in the name of Registration Authority under field of Additions to Reg. Authority. If your organisation just like other charity group or clerical body which is not listed in the public registration authority, please choose “Not Registered in public available register”. The registry number loses its mandatory status when client selects “Not register in public available register” from the Registration Authority drop-down menu.

Organization data

Name of the organization equal to business register*	Notice: Please use the exact spelling as it appears with the local court.
GS1 SINGAPORE LIMITED	
Name of the organization (Transliterated)	Registration Authority*
GS1 SINGAPORE LIMITED English	Default Commercial register, Accounting an
Country*	Legal form of the organization*
Singapore	Company (Local)
Registry no.*	Organization website
BR1234567	www.gs1.org.sg
Department (according to industry classification benchmark)	
Other	
Category	
Branch	

Proceed to fill in legal address same as stated in business registry. The Legal address can be same as Headquarters Address.



Legal address	Headquarters address
Address* Accept data	Address*
2985 JALAN BUKIT MERAH	2985 JALAN BUKIT MERAH
Postal code*	Postal code*
159457	159457
City*	City*
SINGAPORE	SINGAPORE
Country*	Country*
Singapore	Singapore
State/Province*	State/Province*
Central Singapore	Central Singapore

If you declare that your organization has a parent company; choose appropriate selection from the drop-down menu. You will need choose country, name of your parent company and fill in the legal address. If the parent company is the ultimate parent company, please tick on check box below the address. If there is an ultimate parent company which is different from parent company, you are required to fill in the similar fields for ultimate parent company.



Parent Company

Does a parent company exists?*

Yes, but no LEI exists ▼

Data of parent company

Responsible*

Singapore ▼

Name of parent company*

Singapore Manufacturing Federation

Legal address of parent company

Address* Accept data?

Postal code*

City*

Country*

Please select... ▼

State/Province*

Please select a country first.

Headquarters address

Address*

Postal code*

City*

Country*

Please select... ▼

State/Province*

Please select a country first.

Parent company is the ultimate parent company

Herewith you agree to the **Terms and Conditions** of the LEI issuance. The following **price list** applies.*

You can choose the either Applicant or Legal Entity under Invoice address. You can leave VAT field blank if your company do not associate with VAT.

You may input any relevant remark in the notice of application. Once you have completed the application form, you can click on "Submit application now", which will open another page on which s/he can review all data again and finally confirms the application with another click on "Submit application now".

S/he will then be shown an "Application send"-page. Furthermore, applications can be saved as a draft and then be reopened at any stage in the account -> Manage LEI.

You will be required to make payment upon submission.

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Feedback

For frequently asked questions, check out our [FAQ here](#). If you are attempting to Challenge a record, please email us [here](#). Otherwise, please fill out the [contact form](#) to reach out to our customer service team.



Pay your LEI now

Payment confirmation

Order reference: 123456
 Total charge: 100.00 USD
 Beneficiary: GS1 NIGERIA

Please select a payment method by clicking on the flag.

VISA  
Click on a flag to select a payment method.