

# WM-LEIPORTAL

## Manual LEI Application for Legal Entities of Public Law

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This manual was last updated on June 29, 2020. It is continuously revised to reflect the requirements stipulated by ISO 17442, the Financial Stability Board (FSB), and the Regulatory Oversight Committee (ROC). Only the latest revision of this manual is valid. Please visit the WM-LEIPORTAL to ensure that you have access to the latest version of the manual.

## 1 General Information on the Application for LEIs for Legal Entities of Public Law

### 1.1 Initial Application / Bulk Application

The quickest way to apply for an LEI is to use [www.wm-leiportal.org](http://www.wm-leiportal.org). Should you need to apply for 10+ entities, you can also use our bulk application service. Please refer to our “Manual LEI Bulk Application” for more details.

For questions, please contact [lei-helpdesk@wmDaten.com](mailto:lei-helpdesk@wmDaten.com).

### 1.2 Authorization to Apply for an LEI

The applicant must be entitled — either by virtue of position (e.g., mayor, treasurer, district administrator) or by way of an authorization — to apply for an LEI on behalf of the legal entity of public law. In the case of an authorization, please ensure that official business stationery is used. The authorization must be signed by a person authorized by the statutes.

Please list the names of all legal entities of public law, companies or special funds for which LEIs are being applied for (the names must correspond to the ones in the statutes).

Please list all authorized persons.

A sample authorization form (for single or several legal entities of public law) is available as a downloadable Microsoft Word document in the “DOWNLOADS” respectively “FAQ – DOWNLOADS” section at [www.wm-leiportal.org](http://www.wm-leiportal.org).

Please inform us on any changes to LEI-related data and on new contact persons.

## 2 LEI Application for a Legal Entity of Public Law

- 2.1 Setup of a User Account at [www.wm-leiportal.org](http://www.wm-leiportal.org)
- 2.2 Confirmation of the User Account
- 2.3 Verification / Change of Login and Profile Data
- 2.4 LEI Application

} See "Manual Setup User Account"

Start with the menu item "LEI APPLICATION".

Note that fields with an asterisk (\*) are mandatory fields. For your assistance, please direct the cursor over the interrogation mark located next to the corresponding data field.

|   |  |
|---|--|
| <b>Application Type</b>   |  |
| Application Type: *   | Initial Application  |
| <b>Profile</b>  |  |
| Profile:  | Legal Entity of Public Law   |
| <b>Reference Data of the Legal Entity</b>                                   |  |
| <b>Applicant Data</b>   |  |
| Applicant is authorized to apply on behalf of this legal entity based on: * | His / Her Position (Management / Board / Hc) <a href="#">Sample Authorization</a>                  |
| <b>Data of the Legal Entity of Public Law</b>                               |  |
| Name of the Legal Entity of Public Law: *                                   | Samplecity   |
| Classification of the Legal Entity of Public Law: *                         | City   |
| Country: *  | United Kingdom   |
| Commercial Register: *  | Companies House (SCT)  |
| Register No.: *   | 123465   |
| <b>Legal Headquarters of the Legal Entity of Public Law</b>                 |  |
| Street and House Number: *  | Samplestreet 1   |
| Zip / Postal Code: *  | 123456   |
| City: *   | Samplecity   |
| Country: *  | United Kingdom   |
| State / Region: *   | United Kingdom   |
| <b>Administrative Headquarters</b>  |  |
| Street and House Number: *  | Samplestreet 1 <span style="background-color: #90EE90; padding: 2px;">Same as Legal Address</span> |
| Zip / Postal Code: *  | 123456   |
| City: *   | Samplecity   |
| Country: *  | United Kingdom   |
| State / Region: *   | United Kingdom   |

#### **2.4.1 Application Type**

Please select “Initial Application” if you are applying for a new LEI and “Transfer to WM Datenservice” if you want to transfer an already existing LEI to WM Datenservice.

#### **2.4.2 Profile of the Entity**

Select “Legal Entity of Public Law” as profile.

In the case of LEI applications for **foundations**, **associations** and **savings banks**, please select “**Company**” as profile.

#### **2.4.3 Applicant Data – Authorization**

Please select your type of authorization (as described in section 1.2). If you are entitled to apply for an LEI by way of authorization, please upload this authorization in PDF form via the “Select File” button.

#### **2.4.4 Data of the Legal Entity of Public Law**

Please make sure that the content and spelling of the entered data is identical to the data recorded in the statutes, public registry or any other public source. It may be helpful to take a current document as reference when entering the data.

#### **2.4.5 Classification of the Legal Entity of Public Law**

Classify the legal entity of public law as per the options on the dropdown menu.

#### **2.4.6 Information on the Direct Parent and the Ultimate Parent**

As of May 2017, the LEI ROC and the GLEIF require that the reference data of every legal entity also provide information about the relationships within a corporate group concerning the direct parent and the ultimate parent. The aim of this provision is to find an answer not only to the question of “Who is Who” but also to the question of “Who owns Whom”.

I. The Direct Parent as Defined by the LEI ROC<sup>1</sup>

The direct parent is defined as the next higher legal entity that prepares consolidated financial statements (mandatory) in compliance with the accounting rules applicable to the parent and consolidates and indicates the abovementioned entity within these statements.

II. The Ultimate Parent As Defined by the LEI ROC<sup>2</sup>

The ultimate parent is defined as the highest legal entity that prepares consolidated financial statements (mandatory) in compliance with the accounting rules applicable to the parent and consolidates the abovementioned entity within these statements.

In general, a company can be regarded as the parent company if it controls another company (majority of voting rights, specific arrangements/contracts) or holds a controlling stake in another company.

**According to the current definition of the LEI ROC, information on the group structure is only required in the company profile.**

**In the first stage, only those parent companies are indicated that prepare consolidated financial statements (mandatory) which also include the subsidiary.**

**No information is required for legal entities of public law. This has been already recorded.**

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<sup>1</sup> See: [http://www.leiroc.org/publications/gls/lou\\_20161003-1.pdf](http://www.leiroc.org/publications/gls/lou_20161003-1.pdf); 2.2 Definition of parent relationships in the GLEIS, p. 8 f.

<sup>2</sup> See: [http://www.leiroc.org/publications/gls/lou\\_20161003-1.pdf](http://www.leiroc.org/publications/gls/lou_20161003-1.pdf); 2.2 Definition of parent relationships in the GLEIS, p. 8 f.

### 2.4.7 Invoice Recipient

In general, we take the address defined in the customer data for invoicing.

In the menu item “PROFILE / My billing addresses“ you create and/or specify the (new) invoice address.

The VAT ID consists of a two digit country code (except for Austria = ATU) and up to 12 alphanumeric characters. The VAT ID must be valid and your specifications must correspond to the data you provided to the tax authorities. If you do not have a VAT ID nor apply for one, your invoice will be created with VAT.

The screenshot shows the 'My billing addresses' form in the WM-LEIPORTAL system. The form is titled 'My billing add' and has a sub-header 'Enter new address'. The form contains the following fields:

- Description \*
- Company \*
- Department
- Salutation: Please Select
- Title
- First name
- Last name
- c/o
- Street and house number \*
- Zip code \*
- City \*
- Country: Germany
- E-Mail Address for Billing Purposes \*

A 'Save' button is located at the bottom of the form. The navigation menu at the top includes: LEI APPLICATION, PROFILE, LEI SEARCH, DOWNLOADS, CONTACT, and a shopping cart icon with (2) items.

#### 2.4.8 Add to the Shopping Cart



When all the data has been entered, you can save it by clicking on “Add to Shopping Cart”. Your application will then be added to the shopping cart.

You now have the option to apply for further LEIs or, by clicking on the shopping cart symbol, to view the shopping cart in order to verify and finalise the application(s).



#### 2.4.9 Shopping Cart

All applications and the related invoice information is listed in the shopping cart.

To view the details associated with each item in your shopping cart, click on the plus symbol next to left of it. By clicking on  “Edit entry” you may make changes to your order or the billing address. You may delete items from your shopping cart. Click on the symbol  to set the data of the legal headquarter as billing address.

Additionally on the screen, the number of items in your order is shown, along with the costs (net; subject to VAT).

The LEI subscription service provides you with the convenience of selecting your preferred subscription during the order process, allowing you to choose the duration of your LEI and delegate the management of the annual renewal to us.

Click on “Order shopping cart” to get the currently selected payment method. Follow the next steps to complete your order.

Depending on the time the order has been fully processed, the invoice will be sent on the next working day at the latest. In addition, current invoices will be available in your WM-LEIPOTRAL user account after sending.

### LEI Validity Period

After the initial application, an LEI is valid for one year. The validity period begins with the completion of the review. After expiration of the validity period, the LEI continues to exist and be publicly retrievable. However, if no application for renewal of the LEI has been submitted, the LEI will be classified as CONFIRMATION OVERDUE. Further information on the various status classifications can be found in our FAQ section.

Prior to the expiration date of the LEI, you will receive a notification from WM Datenservice that one or more LEIs are due for renewal. The LEI-renewal can be managed via the WM-LEIPORTAL. These annual revalidations are necessary to ensure that the quality of the data remains on a high level and meets the global standards.

### Further Questions

On business days you can reach us between 9:00 a.m. and 4:00 p.m. (CET) at **+49 (69) 27 32 - 600**.

You can also contact us via email at:

**lei-helpdesk@wmdaten.com** (for LEI bulk application, technical and LEI-related questions) or

**lei-service@wmdaten.com** (for questions regarding invoices)