

# WM-LEIPORTAL Manual LEI Transfer

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This manual was last updated on April 23, 2019. 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 LEI Transfers

### 1.1 Definition

Basically, you have the right to select an agency of your choice for the administration of your LEI. By selecting a new agency, the responsibility for the administration of your LEI is transferred from your former agency to the new agency. The transfer process thus always includes two agencies: the sending LOU (i.e., the agency that is handing over the administration of the LEI data) and the receiving LOU (i.e., the agency that is taking over the administration of the LEI data). The transfer process commences when the legal entity applies for the services of the receiving LOU. The coordination of the transfer process lies in the hands of the receiving LOU.

The quickest way to transfer an LEI is to use [www.wm-leiportal.org](http://www.wm-leiportal.org).

### 1.2 Authorization to Apply for an LEI Transfer

The applicant must be entitled — either by virtue of his/her position (e.g. managing director or the holder of commercial procuration) or by way of an authorization — to transfer an LEI on behalf of his or her company. In the case of an authorization, please ensure that official company stationery is used. Authorizations must be signed by an individual named in the related register.

Please list in the corresponding authorization the names of all entities or special funds whose LEIs shall be transferred.

A sample authorization (for single / several LEIs) in Microsoft Word format is available at [www.wm-leiportal.org](http://www.wm-leiportal.org) in the “FAQ” section under “Downloads”.

## 2 Application for an LEI Transfer

### 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

See “Manual Setup User Account”

## 2.4 Apply for an LEI Transfer

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.

### 2.4.1 Entity Profile and Country Selection

Please select the profile of the entity of the LEI you would like to transfer.

LEI transfers for foundations, associations, and savings banks can be applied for in the “Company” profile.

Select your country. If the country you have selected is one of the following countries: Austria, Denmark, Estonia, Finland, Germany, Italy, Lithuania, Luxembourg, Malta, Norway, Slovenia, Spain, Sweden, Switzerland, or the United Kingdom, you have the option of having your company-related data filled in the form automatically.

After having selected the country, the corresponding registry must be chosen and the registry number entered. Upon completion, please click the “Search” button.

Note: If the LEI in question is not domiciled in one of the abovementioned countries or you have selected the profile “Fund” or “Legal Entity of Public Law”, please refer to **section 2.4.2**.

Profile: *	Company ▼
Country: *	Germany ▼
Commercial Register: *	Flensburg, Amtsgericht ▼
Register No.:	HRA 8138fl
	<input type="button" value="Start search"/> <input type="button" value="Manual entry"/>

If the search was successful and the requested entity was found, please click the button “Transfer LEI to WM Datenservice”.

<b>Company Name:</b>	REMA Automobile OHG
<b>Register No.:</b>	HRA8138FL FLENSBURG
	<input type="button" value="LEI Transfer to WM Datenservice"/>

You will be redirected to the application form in which all company-related data will already have been filled in. Please continue by following the instructions as of section 2.4.3.

Referenzdaten der Legal Entity	
<b>Daten des Beantragenden</b>	
Autorisierung des Beantragenden für diese Legal Entity: *	Bitte Ihre Autorisierung auswählen <span>?</span> <span>@</span> <a href="#">Mustervollmacht</a>
<b>Unternehmensdaten</b>	
Name des Unternehmens: *	REMA Automobile OHG Bitte achten Sie beim Namen des Unternehmens auf die exakte Schreibweise laut Amtsgericht.
Land: *	Germany <span>▼</span>
Register: *	Flensburg, Amtsgericht <span>▼</span>
Register-Nr.: *	HRA <span>▼</span> 8138FL <span>?</span>
Rechtsform des Unternehmens: *	Offene Handelsgesellschaft <span>▼</span>
Branche (gem. Industry Classification Benchmark):	Bitte Branche auswählen <span>▼</span>
Webseite des Unternehmens:	
<b>Juristischer Sitz</b> <span>?</span>	
Straße und Hausnummer: *	Husumer Straße 297
Postleitzahl: *	24941
Stadt: *	Flensburg
Land: *	Germany <span>▼</span>
Bundesland / Bundesstaat: *	Schleswig-Holstein <span>▼</span>
<b>Verwaltungssitz</b> <span>?</span>	
Straße und Hausnummer: *	<input type="text"/> <span>Wie juristischer Sitz</span>
Postleitzahl: *	<input type="text"/>
Stadt: *	<input type="text"/>
Land: *	Bitte Land auswählen <span>▼</span>
Bundesland / Bundesstaat: *	Bitte wählen Sie zuerst ein Land aus <span>▼</span>

### 2.4.2 Non-Automated Application Type

Please select the profile of the entity of the LEI you would like to transfer and subsequently the country. You will then be redirected to the application form in which you will need to enter the data manually.

Profile: *	Company ▼
Country: *	Please Select Country ▼
	<input type="button" value="Start search"/> <input type="button" value="Manual entry"/>

If you want to transfer an already existing LEI to WM Datenservice, please select the “Transfer to WM Datenservice” option in the field “Application Type”.

Then enter the LEI you would like to transfer in the field “Your LEI”. As confirmation, an excerpt of the corresponding LEI data will be displayed.

Application Type	
Application Type: *	Transfer to WM Datenservice ▼
Your LEI: *	549300MSWA5Z1V9EBP79
	549300MSWA5Z1V9EBP79
	Rema Automobile OHG Hususmer Str. 297
	24941 Flensburg DE-SH DE
	ISSUED (23.04.2018 23:30:00)

### 2.4.3 Applicant Data – Authorization

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

#### **2.4.4 Company Data / Fund Data / Data of the Legal Entity of Public Law**

The information that needs to be entered in the following depends on the profile that has been selected. Further details on the individual profiles are provided in the LEI application manuals.

- “Manual LEI Application Process Companies”
- “Manual LEI Application for Funds”
- “Manual LEI Application Process for Legal Entities of Public Law”

#### **2.4.5 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”.

Please follow the instructions in the manual of the profile in question, to provide additional data on the group structure.

- “Manual LEI Application Companies”
- “Manual LEI Application Fund”
- “Manual LEI Application Legal Entity of Public Law”

## 2.4.6 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 navigation bar at the top includes 'LEI APPLICATION', 'PROFILE', 'LEI SEARCH', 'DOWNLOADS', 'CONTACT', and a shopping cart icon with '(2)'. A dropdown menu is open under 'My billing addresses', listing options: 'Change Customer Data', 'Change Password', 'My Applications', 'My Documents', 'My Billing Addresses' (highlighted), 'LEI Renewals (29)', and 'LEI Renewals suspended (1)'. The form itself has a green header bar and contains the following fields:

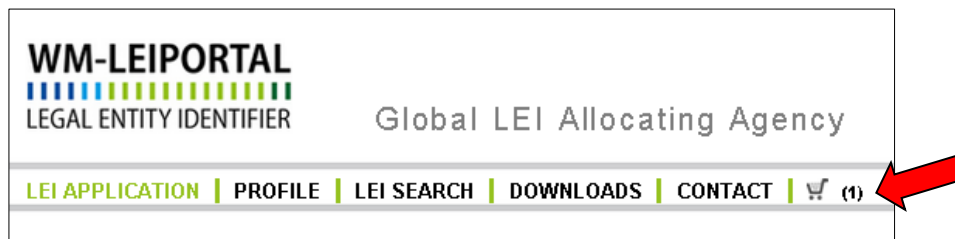
- Description \*
- Company \*
- Department
- Salutation: Please Select (dropdown)
- Title
- First name
- Last name
- c/o
- Street and house number \*
- Zip code \*
- City \*
- Country: Germany (dropdown)
- E-Mail Address for Billing Purposes \*

A green 'Save' button is located at the bottom right of the form.

### 2.4.7 Add to the Shopping Cart



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

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



### 2.4.8 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.

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

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

Upon successful submission of the application, you will receive a confirmation email including your order number within a few minutes. Depending on the time the order has been transmitted, the invoice will either be sent on the same day or the next day at 2:00 p.m. at the latest. In addition, current invoices will be available in your WM-LEIPOTRAL user account after sending.



### LEI Validity Period

After the transfer, 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 to 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.

45 days prior to the expiration 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)