Legal Entity Identifier (LEI) User Guide
Annual Renewal
The Legal Entity Identifier User Guide gives you an overview of the functionality of the UnaVista LEI portal. This user guide includes the following sections; click the below link to access the respective section:

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Please click the following link to login to your UnaVista account:

https://www.unavista.londonstockexchange.com/datasolutions/login.html

Please note that this user guide only contains information on the functionality outlined above. For the complete user guide please click on the following link: http://www2.londonstockexchangegroup.com/IEI-User-Guide
Every year you need to revalidate your LEI. An automated email will be sent to you 60 days prior to your renewal. The UnaVista portal allows you to access your LEI Renewal records from your My LEI Data folder. Please click the link on page 2 to login to your UnaVista account.

**Step 1: My LEI Data**

- To access the LEI records for renewal, click the NUMBER displayed next to the My LEI Data folder. The details will be displayed in the right pane.

**Step 2: Annual Renewal Card Pymnt**

- Click the Edit record icon to review and update any information that has changed.
- When you are ready to submit the renewal, click the Annual Renewal Card Pymnt button.

**Note:** If you have more than 10 LEI renewal request, you can use the Bulk Annual Renewal Request - please see page 6.
Step 3: Select one VAT option

- Once you have clicked the **Annual Renewal Card Pymnt** button, you will see the VAT screen.
- Enter the **VAT number** of the company you work for **OR** choose one of the three options.
- Choose the **Number of Years** you wish to renew and click **OK**.

- Accept the **Terms and Conditions** to continue to the **Payment Form** as shown below.

- Click on **Load Payment Form** to further input your card details.
Once the renewal validation has been completed, payment will be taken and you will receive an email invoice confirming the payment. The LEI Status will change to Active and the LEI Event will display Validated.

Once the payment is submitted, the Edit record icon next to the record is no longer available. The LEI Event changes to Awaiting Validation. The request is sent to the LEI team to complete the validation checks.

The price will be listed on the payment form.

Enter your card details and click the Pay By Card button to submit your payment.

You will receive an email confirming that your payment has been approved. Please contact lei@lseg.com if you have not received this email within 5 minutes.
Bulk Annual Renewal Request

Every year you need to revalidate your LEI. As a reminder, an automated email will be sent to you 60 days prior to your renewal. The Bulk Annual Renewal feature enables you to request annual renewal for bulk uploaded LEIs or if more than 10 LEIs need renewal at the same time.

Step 1: My LEI Data

- To access the LEI records for renewal, click the NUMBER displayed next to the My LEI Data folder.
- The details will be displayed in the right pane.

Step 2: Submit Bulk Renewal

You can update entity details prior to submission by clicking the Edit Record icon. Then submit the bulk renewal request by: Using the Submit Bulk Renewal Button. Now Choose the Number of Years you wish to renew and click OK.

If you wish to update via a spreadsheet click the email Renewal LEIs. A spreadsheet will now be emailed to you, please update as needed and then send to LEI@lseg.com.

Note: Once you have submitted your bulk renewal using option a. or b. mentioned below, you will receive an email confirming that your bulk renewal has been received and is awaiting validation. If you do not receive this email please contact lei@lseg.com. Once the renewal has been completed, an email will be sent providing confirmation of the LEI codes renewed, following this an invoice will be sent which should be paid within 30 days.
London Stock Exchange PLC has over 20 years of experience as the UK’s National Numbering Agency for assignment of International Securities Identification Numbers (ISINs) and Classification of Financial Instruments (CFIs) and was also endorsed by the Regulatory Oversight Committee (ROC) as a Local Operating Unit (LOU) for the global allocation of Legal Entity Identifiers (LEI) and are accredited by GLEIF www.gleif.org

London Stock Exchange’s LEI, also known as the International Entity Identifier (IEI), is issued to legal entities according to the agreed Principles outlined by the ROC and GLEIF (www.gleif.org). The LEI codes will be issued and maintained via UnaVista, the London Stock Exchange Group’s hosted matching and reconciliation platform.

Legal Entity Identifier (LEI) Solution Overview

The LEI solution enables you to Request and Maintain your LEI record/s including the ability to monitor your LEI Status, view your LEI details, add documentation and fulfil Annual Renewal obligations.

You can also submit 10 or more LEI requests using the Bulk Request functionality and renew 10 or more LEIs using the Bulk Annual Renewal feature.

Additionally, you can search the consolidated universe of LEI data, as well as download data files and challenge a LEI record under the responsibility of the London Stock Exchange if you believe the details to be incorrect.
When you successfully log on to the UnaVista portal, the following UnaVista Welcome screen is displayed.

The **Welcome Screen** displays the recent news or updates from UnaVista as well as general contact information.

The **Search facility** enables you to search for LEIs using part of the entity name.

The **Folder Tree** displays the folders available to you. These may differ depending on your access permissions. **Click the number** to the right of a folder to access the folder contents. When you click the number, the contents of the folder will be displayed in the right pane.

If configured, the **Dashboard** displays the pre-set charts giving a snapshot of data in the system.

The **News tab** displays any updates or news from the UnaVista team.
Full operational support for LEI requests is available from 09:00 to 17:00, UK business days.

Contact details are as follows:

**LEI Customer Support**

For further information: [http://www.lseg.com/LEI](http://www.lseg.com/LEI)

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Email: lei@lseg.com