



Legal Entity Identifier (LEI) User Guide Annual Renewal



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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.londonstockexchange.com/IEI-User-Guide>

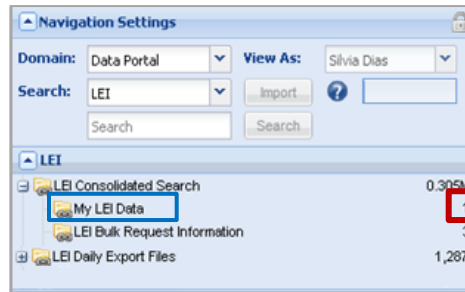


Annual Renewal Request

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.



Note: If you have more than 10 LEI renewal request, you can use the [Bulk Annual Renewal Request](#) - please see [page 6](#).

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.

Options	Docs	LEI Status	LEI Event	Entity Status	Entity Event	LOU	OfficialEntityName	Annual Renewal Card Pymnt
1		ISSUED	Eligible for Renewal	Active	No event	IEI	TESTCREATE16	
2		ISSUED	Validated	Active	No event	IEI	TESTCREATE12	
3		ISSUED	Eligible for Renewal	Active	No event	IEI	TESTCREATE13	
4		ISSUED	Eligible for Renewal	Active	No event	IEI	TESTCREATE14	
5		LAPSED	Requires Annual Renewal	Active	No event	IEI	TESTCREATE15	



Annual Renewal Card Payment

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.

LEI Terms and Conditions of Issue.' At the bottom is the question 'Are you sure you want to continue?' with 'Yes' and 'No' buttons."/>

- Click on **Load Payment Form** to further input your card details



Annual Renewal Card Payment

Step 5: Enter card details, click



Load Payment Form

LONDON STOCK EXCHANGE LEI LIMITED

Purchase Amount: GBP [Redacted]
 Order Reference: LEIN53511000000000000000000000000000

Cardholder Name

Card Number

MM / YY CVV

Verified by VISA Mastercard SecureCode

Pay By Card

Cancel

- 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@lse.com if you have not received this email within 5 minutes.

- 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.

- 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**.

Options	Docs	LEI Status	LEI Event	Entity Status	Entity Event	LOU	OfficialEntityName	LEI
<input checked="" type="checkbox"/>		ISSUED	Awaiting Validation	Active	No event	IEI	TESTCREATE16	UATTESTLEI121746554
<input type="checkbox"/>		ISSUED	Validated	Active	No event	IEI	TESTCREATE12	UATTESTLEI119030881
<input checked="" type="checkbox"/>		ISSUED	Awaiting Validation	Active	No event	IEI	TESTCREATE13	UATTESTLEI119030882
<input checked="" type="checkbox"/>		ISSUED	Awaiting Validation	Active	No event	IEI	TESTCREATE14	UATTESTLEI119030883
<input checked="" type="checkbox"/>		LAPSED	Awaiting Validation	Active	No event	IEI	TESTCREATE15	UATTESTLEI119030884

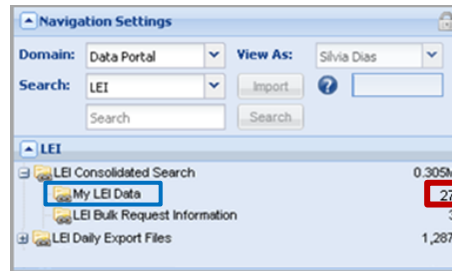


Bulk Annual Renewal Request

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 a 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.



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.

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 required LEIS now choose the **email Renewal LEIs**. A spreadsheet will now be emailed to you, please update as needed and then **send to LEI@lseg.com**

Options	Docs	LEI Status	LEI Event	Entity Status	Entity Event	LOU	OfficialEntityName	LEI
1		ISSUED	Eligible for Renewal	Active	No event	IEI	TESTCREATE16	UATTESTLEI121746554
2		ISSUED	Validated	Active	No event	IEI	TESTCREATE12	UATTESTLEI119030881
3		ISSUED	Eligible for Renewal	Active	No event	IEI	TESTCREATE13	UATTESTLEI119030882
4		ISSUED	Eligible for Renewal	Active	No event	IEI	TESTCREATE14	UATTESTLEI119030883
5		LAPSED	Requires Annual Renewal	Active	No event	IEI	TESTCREATE15	UATTESTLEI119030884



Information

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.



UnaVista Navigation

When you successfully log on to the UnaVista portal, the following UnaVista Welcome screen is displayed.

The screenshot shows the UnaVista portal interface. On the left is a navigation pane with a search facility and a folder tree. The main area displays a welcome message and contact information. Callouts provide detailed explanations for key features.

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

Folder Tree: 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.

News Tab: The News tab displays any updates or news from the UnaVista team.

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

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



Contact Us

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>

Telephone: +44 (0)207 797 3300

Email: lei@lseg.com