Pegasus

The online ISIN application system
Step 1: Requester Details
June 2017 – Version 1.1
Disclaimer

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By submitting a request for an ISIN, the applicant: (a) warrants that it has the legal authority to request an identifier on behalf of the issuer of the security that is the subject of the ISIN, (b) warrants that all information supplied shall be true and correct in all material respects; and (c) acknowledges and agrees to this disclaimer.
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1. Creating an initial ISIN application account through UnaVista

Sign in to UnaVista here:
https://www.unavista.londonstockexchange.com/datasolutions/login.html

Figure 1.0

- You’ll only need to complete this process once.
- Click on the number next to the “SEDOL Masterfile Issuers” or “SEDOL Masterfile Securities” on the left-hand side of the screen, as highlighted in red in Figure 1.0 above.
- Select the **IssuerName** required in the centre of the screen by using the corresponding tick box.
- Click on the “Request UK ISIN” button, as highlighted in red in Figure 1.0 above.
- You will be directed to the “Create Password” page, where you need to create a password for the ISIN application submission process.
- From now on, you can access the ISIN Application submission:
  - via “Request UK ISIN” button in UnaVista as above
  or
  - directly on the following link https://isinrequest.lseg.com
2. Sign in

Figure 1.1

– Enter your email address.
– Enter your password.
– Click the “Sign In” button.
– Proceed to sub-step 7 (see page 10).
– If you have forgotten your password, click “Forgot password?” and proceed to sub-step 3 (see page 6).
3. Forgot password

Figure 1.2

- If you clicked "Forgot password?", you’ll be directed to this screen.
- Enter your email address.
- Click “Send”.
- Proceed to sub-step 4 on page 7.
4. Confirmation of email sent

Figure 1.3

- You’ll be directed to this page.
- If your email address is recognised, you will receive an email with a link enabling you to reset your password.
- Check your email.
- Proceed to sub-step 5 on page 8.
5. Email for password reset

**Figure 1.4**

Your should receive an email like this one.

- Click the link to reset your password.
- Proceed to sub-step 6 on page 9.

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**London Stock Exchange ISIN Application**

Dear Sir / Madam,

To reset your password please click the following link: [CLICK HERE](https://ppisin.request.iseg.com/Account/ResetPassword?userSid=0dd-5784bf80c3ff4&code=pllWXUJp).

If clicking the link above does not work, copy and paste the URL below in a new browser window instead.

```
https://ppisin.request.iseg.com/Account/ResetPassword?userSid=0dd-5784bf80c3ff4&code=pilWXUJp
```

Yours Sincerely,
The Pegasus Team

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Please read these warnings and restrictions:

This e-mail transmission is strictly confidential and intended solely for the ordinary user of the e-mail address to which it was addressed. It may contain legally privileged and/or CONFIDENTIAL information.

- You should receive an email like this one.
- Click the link to reset your password.
- Proceed to sub-step 6 on page 9.
6. Password reset

Figure 1.5

- You will be directed to this screen.
- Enter your new password.
- Confirm your new password.
- Click “Reset”.
7. Requester details notification

Figure 2.1

This notification informs you that the Requester form will use the details associated with your account held by pTools Pegasus ISIN system. Please ensure that these details are correct.

8. Progress tracker: Step 1: Requester

Figure 3.1

This tracker appears at the top of each page in the process. It enables you to keep track of where you are in the application process.
9. Requester details

Figure 3.3

- Enter your first name (mandatory).
- Enter your surname (mandatory).
- Enter your job title (mandatory).
- Enter your email address (mandatory).
- Enter your phone number (optional).
10. Organisation details

Figure 3.4

- Enter organisation name (required).
- Enter Requester’s organisation LEI (optional).
- Enter organisation address (required)
11. Entity type drop-down menu

Figure 3.5

Select the “Entity Type” of your organisation from the drop-down menu.

12. User category drop-down menu

Figure 3.6

Select the appropriate description of your role from the drop-down menu.

“Issuer” and “Parent company” require no further information.
13. Intermediary to the issue

If you have selected “Intermediary to the Issue” from the “Who are you?” drop-down menu, you must also click a radio button to select one of the above options.

14. Fund manager/authorised corporate director (ACD)

If you have selected “Fund Manager/Authorised Corporate Director (ACD)” from the “Who are you?” drop-down menu, you must also click a radio button to select one of the above options.
15. Facilitator

**Figure 3.9**

If you have selected “Facilitator” from the “Who are you?” drop-down menu, you must also click a radio button to select one of the above options.

16. Upload letter granting authority

**Figure 3.10**

Now you must upload the letter that grants you the authority to complete the ISIN application. Click the blue “Upload File” button to begin the process.
17. Document upload

Figure 3.11

The pTools Notarisation Upload File window will appear.

You may choose to upload by clicking on the blue upload box and selecting a file from your computer or by dragging it directly from your computer into the blue upload box.

You can only upload one file at a time.

Compatible file extensions: jpeg, jpg, gif, png, pdf, doc, docx, xls,xlsx, ppt, pptx, txt, tiff, rtf, odt, ods, odp.

Maximum file size: 5MB.
18. Secure encryption

**Figure 3.12**

The pTools Notarisation tool will now encrypt the document, produce a document HASH, set a Time Stamp and creates a Private Key to ensure the highest levels of security.

19. pTools notarisation

**Figure 3.13**

The pTools Notarisation tool will notify you once the Notarisation is complete. It includes the file name, the extension type, the Time Stamp, the Public Key and the HASH.
20. Confirmation of secure, encrypted upload

**Figure 3.14**

The uploaded file will appear as above (Figure 3.14). It includes details of the HASH and the Public Key.

21. Previous ISIN applications

**Figure 3.16**

Please click a “Yes” or “No” radio button to indicate if you have previously registered and applied for an ISIN. Disclosure of previous ISIN applications is a mandatory field.

22. Select asset type

**Figure 3.18**

Please select the Security Asset Type from the drop-down menu – “debt”, “equity” or “other”.
23. Select asset sub-type (debt)

Figure 3.19

Please select the appropriate asset sub-type for debt securities from the drop-down menu as shown above.

24. Select asset sub-type (equity)

Figure 3.19

Please select the appropriate asset sub-type for equity securities from the drop-down menu as shown above.
25. Select asset sub-type (other)

Figure 3.20

Please select the appropriate asset sub-type for other securities from the drop-down menu as shown above.

26. Validation notification

Figure 3.21

Validation Successful

You will be directed to the next page; Step 2.

A “Validation Successful” pop-up appears temporarily at the bottom of the screen to indicate that you have now successfully completed Step 1: Requester Details.