



# Legal Entity Identifier (LEI) Help Sheet

## 1. Register

To request an LEI you will first need to register yourself as a user on London Stock Exchange's LEI platform, UnaVista. Create an account using the following link: [www2.londonstockexchange.com/register-for-lei](http://www2.londonstockexchange.com/register-for-lei) and click "Register".

## 2. Request your LEI

Once logged into the UnaVista system you can now raise your LEI request. Please see pages 9-11 of our user guide for detailed steps on how to create a new LEI request: [www2.londonstockexchange.com/LEI-search-request-guide](http://www2.londonstockexchange.com/LEI-search-request-guide)

There are **3 key steps to submit your LEI request**:

1. Search the database for the entity name to check if an LEI already exists
2. If no match is found click the "Request LEI" button and populate the fields in the "Create" screen
3. Submit your payment to send your new LEI request to our workflow for validation. An email will be sent to you confirming the request has been

## 3. Processing your request

Once the request has been received into our workflow, we will validate the entity information that has been populated, if all checks can be completed you will receive an email confirming your LEI number and a invoice confirming your payment has been taken. We aim to complete new LEI requests between 1-3 Working days. If we require to confirm changes to your application, we shall send you a "On Hold" email to which you can reply with your response/documentation.

### Bulk Requests

For Requests of 10 or more please contact us using the below details and we can provide you information on our Bulk LEI Service. Full operational support for LEI requests is available from 09:00 to 17:00, UK business days.