Rise Sparekasse.

Sådan bestiller du en LEI-kode

LEI-koder – du kan vælge mellem flere udbydere

Vi nævner de tre transaktionsregistre, som vi skønner mest relevante:

- WM Datenservice i Tyskland (www.geiportal.org)
- London Stock Exchange/UnaVista i Storbritannien www.lseg.com/LEI)
- CICI utility i USA (www.ciciutility.org)

I det følgende er en vejledning til oprettelse af LEI-kode hos London Stock Exchange. Vær opmærksom på, at London Stock Exchange kalder LEI- koden for IEI.

Opret Bruger

- Gå ind på www.unavista.londonstockexchange.com/da tasolutions/login.html
- 2. Klik på "Register"
 - Udfyld formularen med oplysninger om den
 - person, der skal oprettes, og den juridiske
 - enhed, som personen repræsenterer.
 - Alle felter markeret med rødt *skal* udfyldes.
 - Company name: Navn på den juridiske enhed (navn i det danske cvr-register)
 - *Entity type:* Vælg i rullemenuen. Hvis den juridiske enhed ikke er en finansielvirksomhed, så vælg "other".
 - Udfyld adressen og land i de næste felter. Vælg Danmark ved at taste Denmark i feltet "Country".
 - Spring "Subscription Services" over.
 - Hvis ikke du ønsker at modtage mails fra andre firmaer, sætter du kryds i feltet ved "I do NOT wish...".
 - Kryds af i feltet "Terms and conditions" og klik på feltet "Register".
- Du modtager nu en bekræftelsesmail på den e-mail adresse, du angav. Bekræftelsesmailen indeholder et password, som du skal bruge ved første login.

De tre overordnede trin for oprettelsen:

- Opret bruger Bruger skal være tegningsberettiget for den juridiske enhed (fx virksomhed eller forening), der ansøger
- 2. Opret ansøgning
- 3. Send ansøgning og gennemfør betaling

Du behøver kun at oprette én bruger, selvom du har flere virksomheder, der skal have oprettet en LEI- kode.

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Udfyld ansøgning om LEI-kode

- Som tidligere starter du på www.unavista.londonstockexchange.com/datasolutions/login.html, men nu udfylder du din oplyste e-mail og password fra mailen og klikker på "Login".
- 2. Efter du har ændret dit password, kommer du til hovedmenuen.
- 3. I feltet Search kan du søge efter LEI-koder. Indtast her navnet på din virksomhed og tryk "Search".
- 4. Hvis du ikke allerede har en LEI-kode, skal du udfylde formularen, der kommer frem, når du trykker på "Request IEI" i højre side.



Herefter udfylder du ansøgningsskemaet:

- Alle felter markeret med rødt skal udfyldes
- *Confirm Authorised:* Vælg "Yes" til, at du er autoriseret til at tegne den juridiske enhed, du søger for.
- Official Entity Name: Skriv virksomhedens officielle navn fra det danske cvr-register.
- Legal Formation Country: Vælg det land, hvor den juridiske enhed er hjemmehørende.
- *Legal Form:* Her vælger du den virksomhedsform, som er registreret i cvr-registret. Selvstændige erhvervsdrivende kan vælge "Other". I den nye boks, der kommer frem, anføres den betegnelse, som figurerer under virksomhedsform i det danske cvr-register, eksempelvis "enkeltmandsvirksomhed".
- Udfyld adresseoplysninger for hovedkontor. Marker feltet "Copy Address", hvis den juridiske adresse er ens med hovedkontorets ellers udfylder du også "Legal Formation Address.
- Country af Business Registry: Det land hvor virksomheden er registreret.
- Official Business Registry Reference: Vælg "Central Company Register" for
- cvr-registret.
- *Official Business Registry Reference:* Indtast det otte-cifrede danske cvr-nummer. Foreninger/virksomheder uden CVR-nummer skal blot skrive WITHOUT i feltet.
- *Related Identifiers:* Udfyldes kun, hvis virksomheden har en af de angivne registreringer. Det vil normalt ikke være tilfældet.
- Documentation Upload: Hvis du ansøger med fuldmagt, skal fuldmagten scannes og uploades her.

5. Klik på "Create", når alle felter er udfyldt.

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Send ansøgning og gennemfør betaling

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- 2. Udfyld boksen foran din virksomhed med flueben.
- 3. Tryk til sidst på "Pay and Submit Request".
- 4. Udfyld betalingsoplysningerne med et internationalt betalingskort
 - Card Number: Kortnummer.
 - Expiry Date: Måned og år for udløb på kortet.
 - Card Security Code: Den tre-cifrede sikkerhedskode, som står på bagsiden af kortet.
 - *Issue Number:* Udfyldes *ikke* for danske kort.
- 5. Tryk på "Continue" for at betale.

Du er nu færdig med hele processen. Du vil modtage en e-mail, hvor du kan se, om din betaling er accepteret. Herefter bliver din ansøgning behandlet hos London Stock Excange. I de fleste tilfælde vil du inden for tre arbejdsdage modtage en bekræftelse via e-mail. Din LEI-kode kan herefter søges i de officielle registre.