

Legal Entity Identifier India Limited

Accredited by GLEIF

User Guide – New Registration

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GETTING STARTED -NEW REGISTRATION

The LEI Registration process in brief is explained in the below steps. Elaborated process is explained in the next chapters.

LEI web platform is an internet based application. The URL specification is given below:

Step 1: Download the list of Documents:

The list of documents and formats required for registration as per the respective legal form of the legal entities available in the **Downloads \rightarrow Legal Docs Download Tab**.

Step 2: Self Registration on online portal:

The authorized user has to create an account with personal official email id and fill up the online form. **Application** will not be accepted if unauthorized official submits the application.

Definition of Authorized User:

Every legal entity applying for LEI and operating the portal to modify, update or renew is required to do so through officials authorized for this purpose.

A duly authorized person is the official authorized through Letter of Authority/General Board Resolution.

Authorized persons include:

- a) Main user or primary user who is submitting the online application form for issuance of LEI.
- b) Authorized user Name and email id of authorized officials named in the LEI online application form
- c) Secondary user Name and email id of Secondary authorized officials named in the LEI online application form

The LEI registration involves four pages of information as follows:

- 1. Company Information Page
- 2. Direct Parent Page (Holding Company Information)
- 3. Ultimate Parent Page
- 4. Payment Page
- 5. Upload page

Please note: For Mutual Fund /Mutual Fund Sub-scheme/Alternative Investment Fund/Alternative Investment Fund Sub-scheme additional fund relationships needs to be inputted.

After filling up all the requisite details on the first three pages, user has to go to fourth page (point 4 above- payment page) for payment details. Please see detailed explanation in New Registration Chapter

If user selects "Net Banking/Credit/Debit Card" as payment mode and 'Save & Submit' the payment details, a payment link (which is available on the home page also under payment tab) is sent through e-mail and SMS to the authorized person. Once payment is received by LEIL, a reference number is generated and an email detailing the documents to be sent to LEIL is sent to the authorized person. The reference number will become an interface for any further communication between LEIL and the legal entity.

If user selects "Demand Draft" as payment mode and 'Save & Submit' the payment details, a reference number is generated and an email detailing the documents to be sent to LEIL is sent to the authorized person.

Demand Drafts and should be sent along with other required documents to LEIL.

Kindly ensure to mention the reference number on the back side of the Demand Draft.

Step 4: Verification of online form, documents and payment:

After receiving the documents (soft or hard copy) and payment, LEIL will verify the mandatory list of documents.

LEIL may ask for additional documents if necessary during verification process.

LEIL may suggest certain online form changes if there is any. For making changes legal entity has to login in the online application form or portal and click on view/edit details. After making suggested changes click on 'Save' button of the respective page to save the changes.

Step 5: LEI Issuance:

After successful payment and document verification, LEI number is issued. An email, containing the LEI number is sent to the legal entity which is to be provided to all your banks. A digitally signed invoice will be provided to the legal entity through e-mail after the issuance of LEI number.

Payment Details:

We request you make NEFT payment with details as follows:

Account Holder Name - Legal Entity Identifier India Ltd.

Account number - 05420350001234

Bank Name -HDFC Bank Ltd.

Bank Branch Name -Kamala Mills Compound, Lower Parel

IFSC Code - HDFC0000542

You can choose any payment (single/multiyear) option as follows:

1) Amount for one year

- 5,015/- (4250/- plus GST @ 18%) for New Applications

2) Fee structure including 1st year issuance

Multi-Year Contract Option	SEZ	Non SEZ (inclusive of 18%	o GST)
		Fees + 18% GST	Total fees
2 years - New application & Renewal for next 1 year	7,100	7100+ 1,278	8378/-
3 years - New application & Renewal for next 2 years	9,750	9,750+ 1,755	11,505/-
4 years - New application & Renewal for next 3 years	12,350	12,350+ 2,223	14,573/-
5 years - New application & Renewal for 4 years	14,750	14,750+ 2,655	17,405

LEI Number is valid for one year. LEIL shall send reminder email well in advance in case of single year payment or multi-year payment to submit required documents before the due date

In the multi-year option, if the validity of LEI extends beyond the end -date of contract for which term the multi- year fee payment is made due to non submission of required documents for renewal in time, an additional fee of Rs 250/- per month will be levied for the period for which it extends the end date. Entities are, therefore, requested to submit the required documents timely.

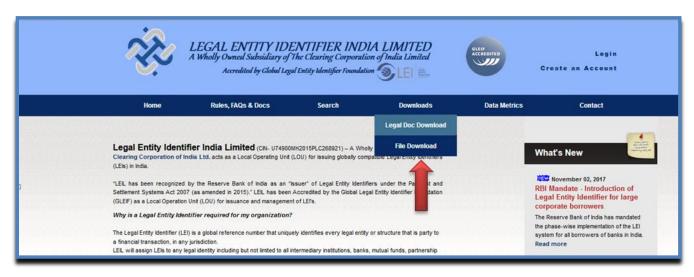
Bulk Discount:

We offer attractive discounts on bulk registrations. Please email at jgupta@ccilindia.co.in, nfatnani@ccilindia.co.inorvkadam@cccilindia.co.inwith subject as "Bulk Registrations" to know more details.

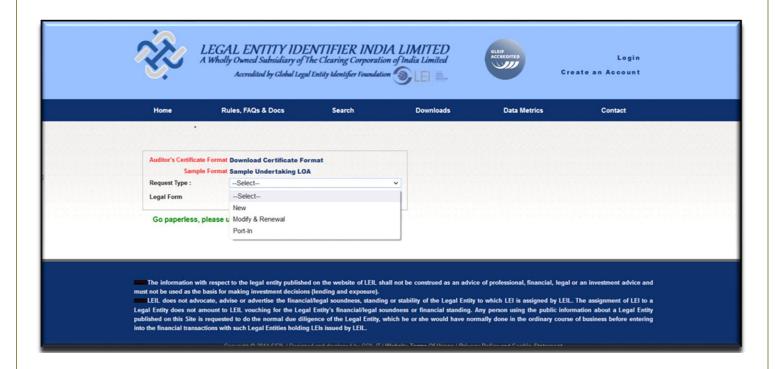
Step 1- Download Tab-Legal Docs Download Tab

The URL specification is https://www.ccilindia-lei.co.in.

The legal entity after creating an account will go to "Downloads" Tab and select "Legal Doc Download".



The applicant has to select the Request Type: New, Modify, Renewal and Port-IN.



Then select the Legal Form.



The list of documents for each legal form will be available for download. The legal entity will have to upload the scanned copy of documents which include but are not limited to:

- Audited Financial Statements
- Letter of Authority as per the format specified by LEIL or General Board Resolution
- Audited financials of Holding and Ultimate Parent or Auditor's Certificate as per the format specified by LEIL in case of holding company and ultimate parent. The format is available by clicking on the Download Format as follows:



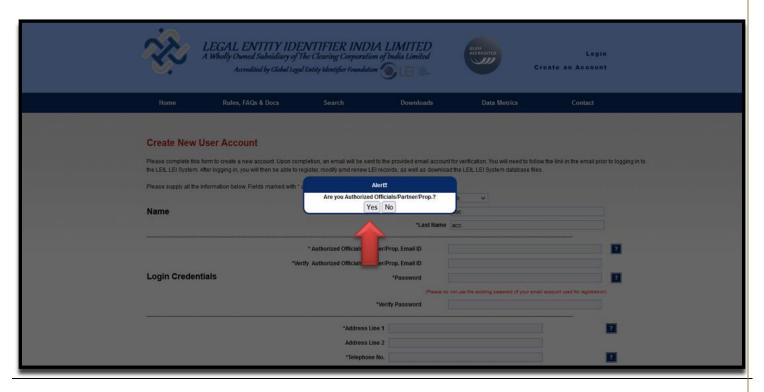
We have provided Sample Letter of Authority for your reference.

Step 2: Self Registration on online portal:

Create an Account

On the Home Page, the legal entity has to create an account for LEI Registration. The account is to be created by Authorized Officials/Partner/Prop. Application will not be accepted if unauthorized official submits the application. The email id used to create the account has to be exclusively used by the authorized official.

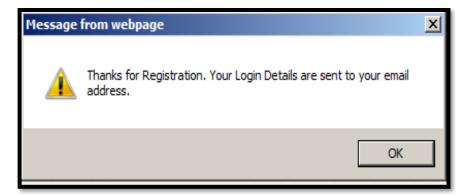
Note: Fields marked in * are Mandatory fields.



The legal entity will be asked whether they are authorized persons to apply for LEI? On clicking yes, the user can fill up remaining fields. The entity can click on help on the fields. In case of Email Address, the entity clicks on beside the Email Address.

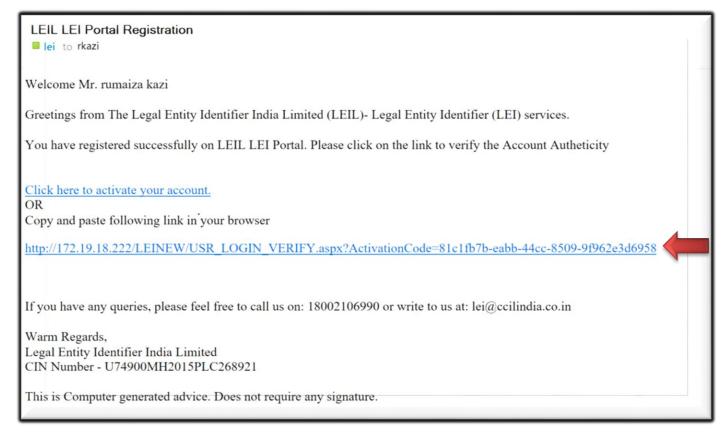
Fields marked in * are Mandatory fields and other fields are optional fields.

The legal entity has to enter the captcha and accept the "Website Terms and Conditions of Use." on Submitting the details, user will receive the below message.



Email

An e-mail is sent to the legal entity to validate the e-mail id. The legal entity has to click on the link to activate the account.

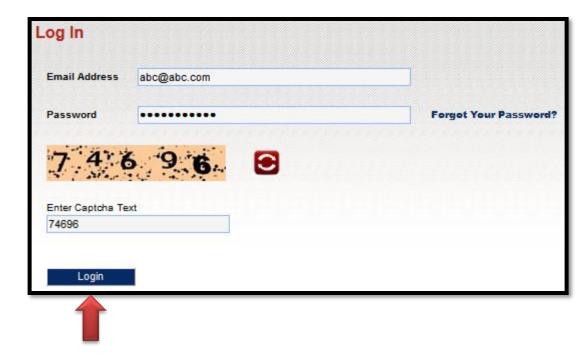


On clicking the Activation Link, the user is directed to the LEI web Portal.



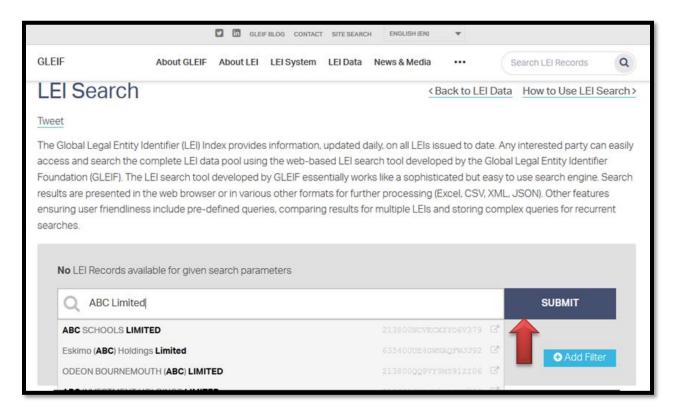
Log in Screen

The user has to click on login and input the login credentials (i.e. Email Address and Password) to login into the LEIL web portal.



NEW REGISTRATION

The legal entity need to ensure that it has not yet received/applied for LEI code earlier by checking the same at www.gleif.org/lei/search



Post successful verification of duplicate records from www.gleif.org/lei/search#, the legal entity shall proceed to input their details on the LEI Registration Page.

Once the entity ensures that it is not already assigned an LEI (as above), it may proceed with completing the application form.

The application would be rejected if an unauthorized person submits the application.

The explanation of each fields of the registration page is available on clicking Help

Explanation for all registration fields

The list of all registration fields and their corresponding explanations are provided as below:

Fields of Registration Page	Field Type	Explanation	
Authorized officials /Partner/Prop. Email ID	Mandatory	E-mail Id of the person authorized in the Letter of Authority/Board resolution	
First & Last name of the Authorized official	Mandatory	Name of the person authorized through letter of authority/Board Resolution	
Legal Name	Mandatory	As per ISO 17442, the official name of the legal entity as recorded in the registration authority or otherwise in the entity constitutes documents. The legal name should be in English. In case of Mutual Fund Scheme, the format of reporting is the name of the standalone fund only. For example: If the Mutual fund sub-scheme named IDBI MUTUAL FUND-IDBI SHORT TERM FUND has applied then the LEGAL NAME will be IDBI SHORT TERM FUND only.	
Legal/Registered Entity Address	Mandatory The Address is the primary street information of the registered address of the entity according to the documentation for incorporation. The legal / registered address should be in English.		
Country	Mandatory	Current legal entity country of incorporation	
Region	Mandatory The Region is the registered state, prefecture, province, or administrative jurisdiction for the country of the entity. This information can be found on the entity's documentation of incorporation		
City	Mandatory This is the registered city / town/ village of the entity		
Postal Pin Code	Mandatory The Post Code (or Postal, ZIP, or PIN Code) is the registered Post Code of the entity		
Tax ID (PAN No.)	Mandatory Please input Tax ID or PAN Number of the applicant entity as issued by Tax Authority.		
Registration Authority Name/Type	Please select the respective Registration Authority Name/Type as mentioned below, If your legal entity has a CIN number or SEBI or PFRDA Registration Number, then select MCA or SEBI or PFRDA, respectively. Co-operative Bank/RRBs/Payment Banks – DICGC – Sch. Urban Co-op Bank, Directorate of Printing and Department of Publications - Gazette of India, Reserve Bank of India, Goods & Service Tax (GST) Public Financial Institution – Gazette Notification Number		

Fields of Registration Page	Field Type	Explanation	
		Housing Finance Companies – Ministry of Corporate Affairs (MCA)	
		Nationalized Bank – MCA or Gazette Notification Number	
		Mutual Funds (MFs), Alternative Investment Funds (AIFs), Pension Fund and AMCs - SEBI Registration Number Or PFRDA	
		MF Sub Schemes/Pension Fund Sub-Schemes and AIF Sub Schemes – National Securities Depository Limited and /or Central Depository Services Limited	
		If none of the above Registration Authority Name/Type is applicable for your legal entity, kindly select NSDL (Income Tax Department (ITD).	
Registration Authority ID	Mandatory	Please input CIN number issued by MCA/ SEBI registration Number//NHB Number/PAN Number issued by Income Tax Department/ issued by DICGC/Gazette Notification number/International Securities Identification Number (ISIN)/PFRDA Number.	
Other Registration Authority Name/Type	Optional	Legal Entity can select the respective Other Registration Authority Name/Type as applicable	
Other Registration Authority ID	Optional	If Legal Entity has selected any one of the above Other Registration Authority Name/Type they have to input the respective details against the same.	
Headquarters Entity Address	Mandatory	The Headquarters Address field is the street address of the entity's headquarters	
Country	Mandatory	The Headquarters Country field is the country of the entity's headquarters	
Region	Mandatory	The Headquarters Region field is the state value of the entity's headquarters where available	
City	Mandatory	The Headquarters City field is the city of the entity's headquarters where available.	
Postal Pin Code	Mandatory	The Headquarters Post Code is the post code of the entity's headquarters where available	
Legal Form	Mandatory	In case your organization does not fall on any of the below categories, please select "Others".	
Industry Classification	Mandatory	In case of multiple line of business, please select from the dropdown the industry classification which represents the business unit generating highest revenues.	
Authorized officials /Partner/Prop. Secondary Email ID	Optional	Email Id of alternate person authorized through letter of authority/board resolution	
BIC Code	Optional	Please input BIC if assigned and available	

Fields of Registration Page	Field Type	Explanation	
Website	Optional	Link of the entity's website on the world wide web.	
Jurisdiction	Mandatory	Please select relevant country/ state of jurisdiction of legal formation and registration of legal entity. In case your legal entity is registered as multi-state entity, please select India.	
Custodian Bank	Conditional Mandatory Mandatory This is mandatory if legal form is Mutual Funds/Mutual Fund - Sub Scheme and for Alternative Investment Fund / Alternative Investment Fund Scheme. In case of more than one custodian bank, please mention the same in Comments column.		
Incorporation Date	Mandatory This is mandatory field for all legal forms. The date on which the legal entity is to be mentioned legal.		
Scheme Maturity Date	Conditional Mandatory	This is mandatory if legal form is Mutual Funds - Sub Scheme/Alternative Investment Fund Scheme. Scheme Maturity Date field will be mandatory in case of closed ended mutual funds.	
Comments	Optional Please input any other details which may help us to verify legal entity reference data.		

In order to access the LEI new Registration Page post logging in, the person authorized of the Legal Entity has to select

LEI Service → Register.



The user on clicking yes, will be allowed to fill up the online form.

Note: Fields marked in * are mandatory fields and #are conditional mandatory fields. The legal entity has to accept the LOU Rules.

The LEI registration involves four pages of information as follows:

- 1. Company Information Page
- 2. Direct Parent Page (Holding Company Information)
- 3. Ultimate Parent Page
- 4. Payment Page

The detailed field by field explanation for each page is provided in the below further section of this chapter. After filling up the first page of the online registration form, the entity has to clicks at "Save" button. Following message appears after saving the first page.



The user can save the partial filled application form and can retrieve the same from the Home Page. Status of such saved application is shown as "Saved Request".



Page 2 and 3 - Relationship Data Information (Direct and Ultimate Parent Details)

Definition:

"Ultimate Parent" defined as the highest level legal entity preparing consolidated financial statements, as well as their "direct accounting consolidating parent".

"Direct Parent" defined as the lowest level legal entity that prepares consolidated financial statements that consolidate the entity.

In both cases, the identification of the parent would be based on the accounting definition of consolidation applying to this parent.

The accounting definition of consolidation consists of presenting the assets, liabilities, equity, income, expenses and cash flows of the parent and its subsidiaries as those of a single economic entity. Intragroup balances and transactions are offset or eliminated in the consolidated financial statements.

Relationship data means the legal entity has to input their parent details (i.e. direct and ultimate parent details) as applicable while submitting the application. This is the mandatory information which needs to be submitted.

In case of Proprietorship and Partnership firms, please select "No Parent" and then select Reporting Exception Reason as "Natural Persons".

Parent Registration

1. Theuser clicks on 'OK', the system will take the user to "LEI DIRECT PARENT REGISTRATION" page (as shown below) to input the parent details and the user have to select the appropriate option to proceed.

The following are the three different scenarios applicable while reporting parent data:

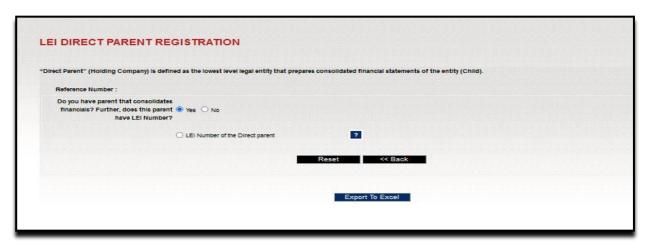
- A. Parent with LEI
- B. Parent without LEI
- C. No Parent

No Parent refers to "no identifiable parent" in case of the parent is a natural person or, parent is non-consolidating or there is no known person (e.g. diversified shareholding).

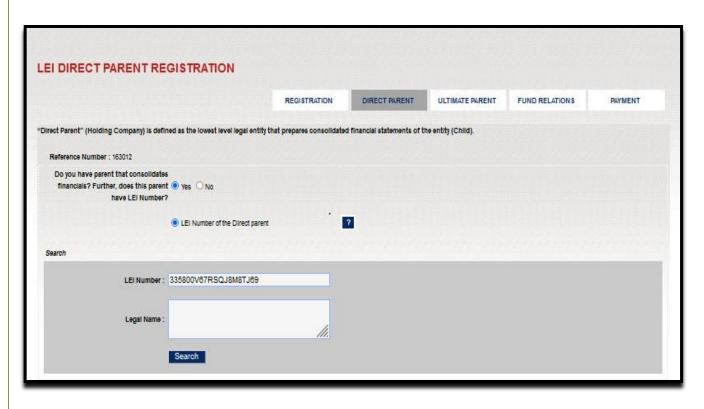
A. Parent with LEI:

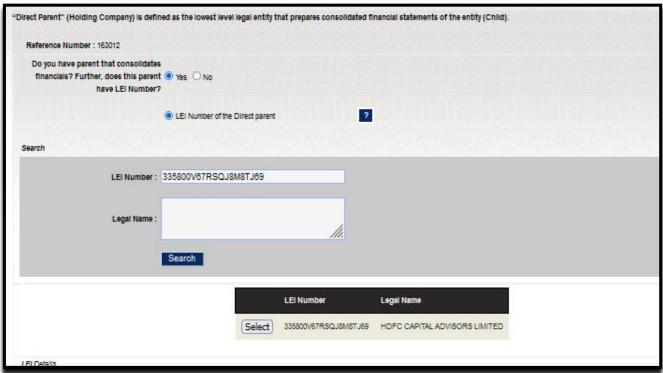
If the legal entity (child) has a parent and it has the LEI then the process flow is as under:

a) The user has to select the option "Yes" given against the question "Do you have parent that consolidates financials? Further, does this parent have LEI Number??" and click on "LEI Number of the Direct parent" to input the LEI number of the parent at the place given for the same as shown below and click on search.



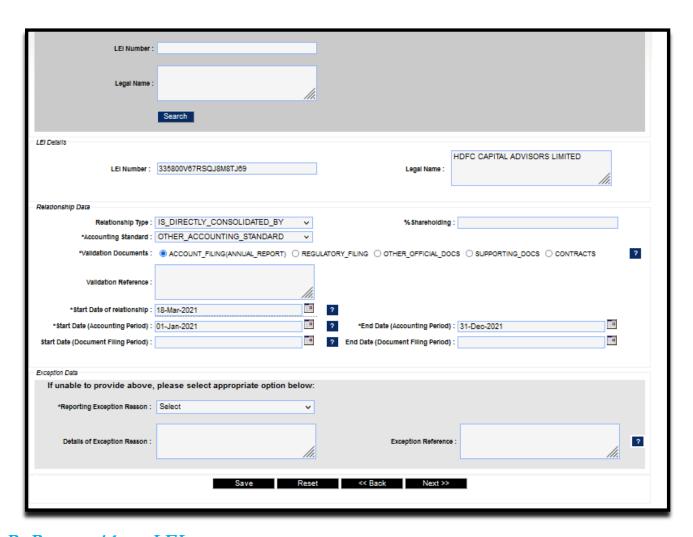
b) After clicking on search the system will populate the legal name of the parent as per the global LEI database (i.e. GLEIF) if the parent has LEI. Here, only if the Direct and Ultimate parent have an LEI it can be reported here.





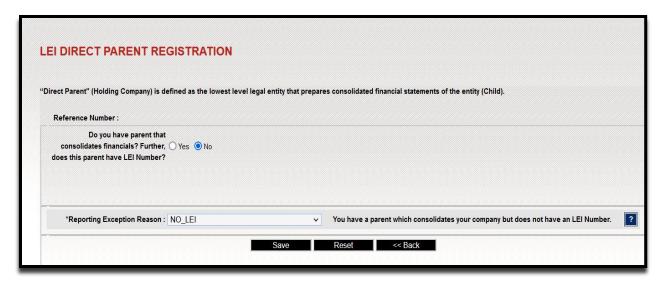
c) Now the user has to click on "Select" button and the details will be captured in "LEI Details" fields.

d) The LEI Number and Legal Name of the parent isnowcaptured. The user has to further input details in respective fields available under the "Relationship Data" and click on "Save" button to save the data inputted.

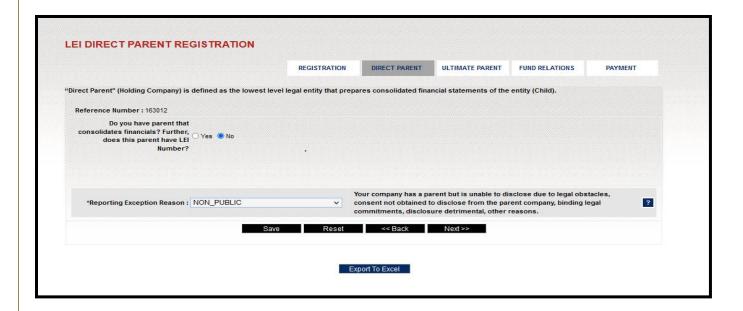


B. Parent without LEI:

a) If the Direct Parent consolidates the financials but does not have LEI, the user have to select the option "No" given against the question "Do you have parent that consolidates financials? Further, does this parent have LEI Number? Please select the option NO_LEI.

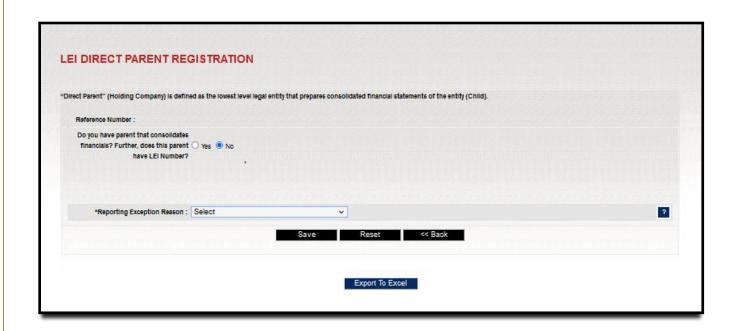


b) If the Direct Parent but is unable to disclose due to legal obstacles, consent not obtained to disclose from the parent company, binding legal commitments, disclosure detrimental, other reasons), then please select the option "NON-PUBLIC".

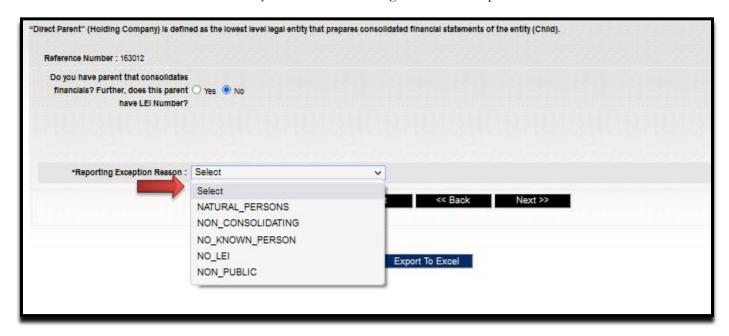


C. No Parent:

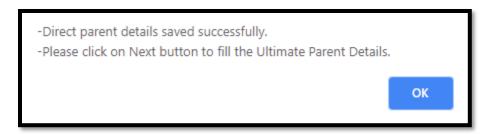
If legal entity does not have a parent then user have to select the option "No Parent" given against the question Do you have parent that consolidates financials? Further, does this parent have LEI Number?



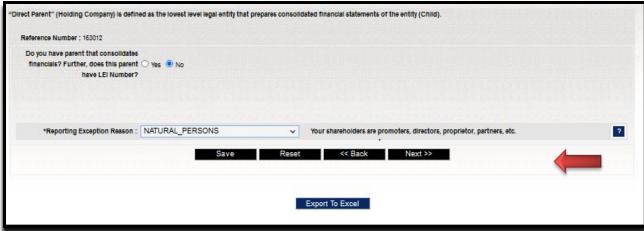
a. On selecting the "No Parent" option, the "Reporting Exception Reason" field will be enabled and the user has to select any one of the reasons given in the dropdown.



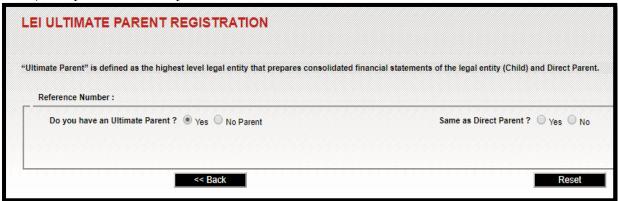
b. The user has to click on "Save" button to save the details and the system will give a pop-up message stating that the "Direct parent details saved successfully".



2. The user has to click on "Next" button as shown below and the system will give a pop-up message stating "Kindly ensure that you have clicked on 'Save' before proceeding to next page".



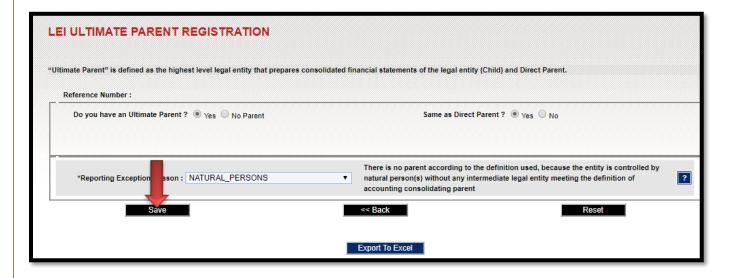
- **3.** Here the user have to click on 'OK' if he/she already has saved the data to proceed further to input the Ultimate Parent details or click on 'Cancel' to save the data and then proceed further.
- **4.** On clicking at 'OK', the system will take the user to "LEI ULTIMATE PARENT REGISTRATION" page (as shown below) to input the ultimate parent.



5. If Direct and Ultimate Parent both are same or different for the legal entity then user has to select the appropriate option "Yes" or "No" given against the question "Same as Direct Parent?"



- **6.** Further to this, the complete process for inputting the Ultimate Parent details is same as Direct Parent as stated above in point 3 (Scenarios A, B and C).
- 7. The user has to click on "Save" on the ultimate parent page of the online form.



-Ultimate parent details saved successfully.
-Please click on Next button to fill the Payment Details and Submit the Application.

OK

Explanation for all relationship data fields

The list of all relationship data fields and their corresponding explanations are provided given below (if identifiable parent exists)

Fields of Relationship Data Page	Field Type	Explanation	
LEI Number	Conditional Mandatory	It's a 20 digit unique no. issued to the parent, if available	
Legal Name	Conditional Mandatory	Name of the Direct and Ultimate Parent, if available	
Accounting Standard	Mandatory	The accounting standard applied to determine the definition of e.g. ultimate or direct accounting consolidating parent. The relevant accounting standard is that applicable to the "parent" entity. Dropdown consisting of values: • US GAAP • IFRS • OTHER_ACCOUNTING_STANDARD	
Accounting Standard Sub- category	Conditional Mandatory	If user has selected the Accounting Standard as "OTHER_ACCOUNTING_STANDARD", then it has to should select any of the below dropdown values and input the details accordingly. • Indian_GAAP • UK_GAAP • Others In case of "Others", please specify the applicable accounting standard.	
% Shareholding	Optional	The shareholding % of the parent in the respective legal entity.	
		ACCOUNTS_FILING: A consolidated financial (accounting) statement prepared and submitted to the relevant authority. REGULATORY_FILING: An annual regulatory filing providing public information on parent relationships.	
Validation Documents	Mandatory	OTHER_OFFICIAL_DOCUMENTS: Other official document(s) attesting to the validity of the relationship. In case of Statutory Auditor's certificate, select this.	
		SUPPORTING_DOCUMENTS: Other documents supporting the preparation of consolidated financial statements.	
		CONTRACTS: Contract(s) attesting to the validity of the relationship.	
Validation Reference	Conditional Mandatory	If user has selected the validation documents as "Regulatory Filing" then it has to input the URL details of the respective regulator mandatorily	
Start and End Date of relationship	Mandatory	The dates in this instance of Relationship Period indicate the duration of validity of the relationship.	

Fields of Relationship Data Page	Field Type	Explanation
		 Start date of relationship - If your parent is not from your company's date of incorporation, then provide supporting document (share register (Register of Members) or share certificate or Share Transfer Form or MGT filling or Board Resolution) to verify the start date of relationship with your parent End Date is optional field and is to be reported in case of Events
Start and End Date of Accounting Period	Mandatory	The dates in this instance of Relationship Period indicate the accounting period covered by the most recent validation documents for this relationship. For eg: Start Date: 01-Apr-2016 to 31-Mar-2017(Dates of the annual report submitted to LEIL)
Start and End Date of Document Filing Period	Conditional Mandatory	If user has selected the validation documents as "Regulatory Filing" then it has to input Start and End Date of Document Filling Period The Start Date and end date is the date of document filing or publication.

Legal entity has to mandatorily provide either the parent data or report an exception explaining reasons as detailed in the following table:

Reporting Exception Reason	Conditional Mandatory	NO_LEI – There is a parent which consolidates your company but does not have an LEI Number Non_Public: There is a parent but is unable to disclose due to legal obstacles, consent not obtained to disclose from the parent company, binding legal commitments, disclosure detrimental, other reasons Natural_Persons: There is no parent according to the definition used, because the entity is controlled by natural person(s) without any intermediate legal entity meeting the definition of accounting consolidating parent) Non_Consolidating: There is no parent according to the definition used, because the entity is controlled by legal entities not subject to preparing consolidated financial statements) No_Known_Person: There is no parent according to the definition used, because there is no known person controlling the entity (e.g., diversified shareholding)
Exception Reference	Optional	References of the law, regulation or other element of the legal framework to support reason(s) provided by the legal entity for declining to provide information on its parents
Details of Exception Reason	Optional	User has to input the Section or Page number of the link provided in the "Exception Reference" field.

In case of MUTUAL FUND/MUTUAL FUND SUB-SCHEME/AIF/ AIF SUB-SCHEME the additional three pages are to be filled by the user, if any. These three pages are optional:

- i) Fund Management Entity
- ii) Umbrella structure
- iii) Master Feeder Relationship

The list of all relationship data fields and their corresponding explanations are provided below.

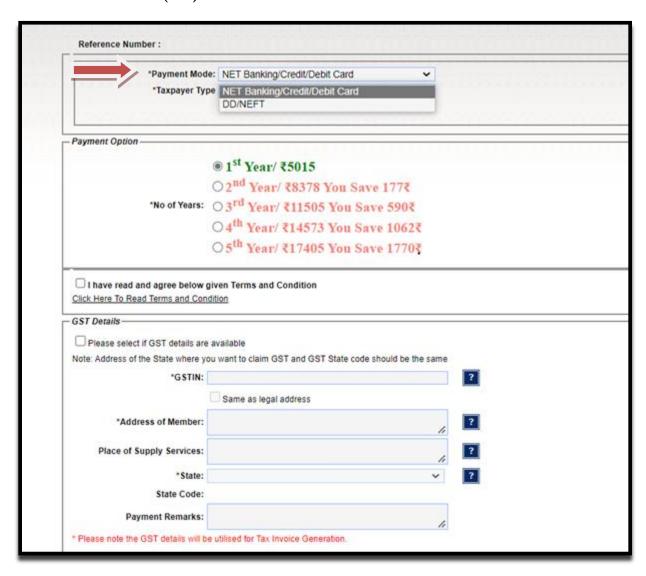
FUND RELATIONS

Fields of Relationship Data Page	Field Type	Explanation
LEI Number	Mandatory	It's a 20 digit unique no. issued to the funds relations, if available
Legal Name	Conditional Mandatory	Name of the AMC/Investment Manager/Mutual fund
Validation Documents	Mandatory	ACCOUNTS_FILING: A consolidated financial (accounting) statement prepared and submitted to the relevant authority. REGULATORY_FILING: An annual regulatory filing providing public information on parent relationships. OTHER_OFFICIAL_DOCUMENTS: Other official document(s) attesting to the validity of the relationship. In case of Statutory Auditor's certificate, select this. SUPPORTING_DOCUMENTS: Other documents supporting the preparation of consolidated financial statements.
		CONTRACTS: Contract(s) attesting to the validity of the relationship.
Start Date of relationship	Mandatory	The date in this instance of relationship period is the same as the incorporation date for Mutual Fund/Mutual Fund Subscheme/AIF/AIF sub-scheme.
Start and End Date of Document Filing Period	Conditional Mandatory	If user has selected the validation documents as "Regulatory Filing" then it has to input Start and End Date of Document Filling Period The Start Date and end date is the date of document filing or publication.

4th Page- Payment Page:

There are two types of payment mode as given below.

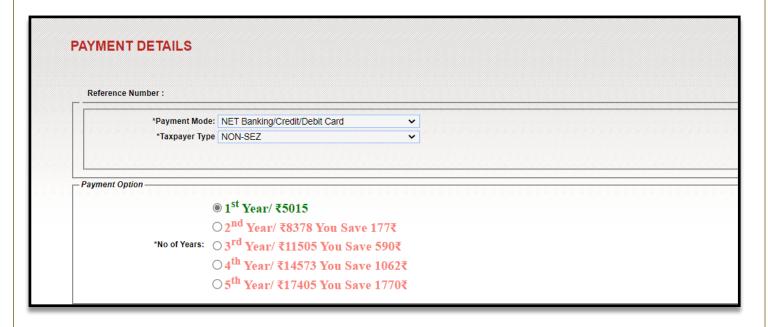
- Net banking/Credit/Debit Card
- Demand Draft (DD)



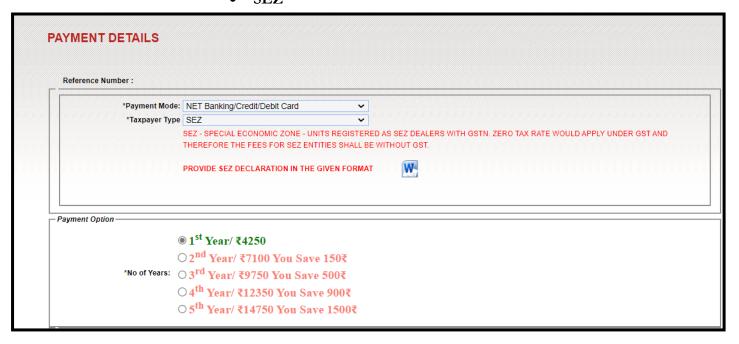


There are two taxpayer types provided on the payment page as given below.

NON-SEZ



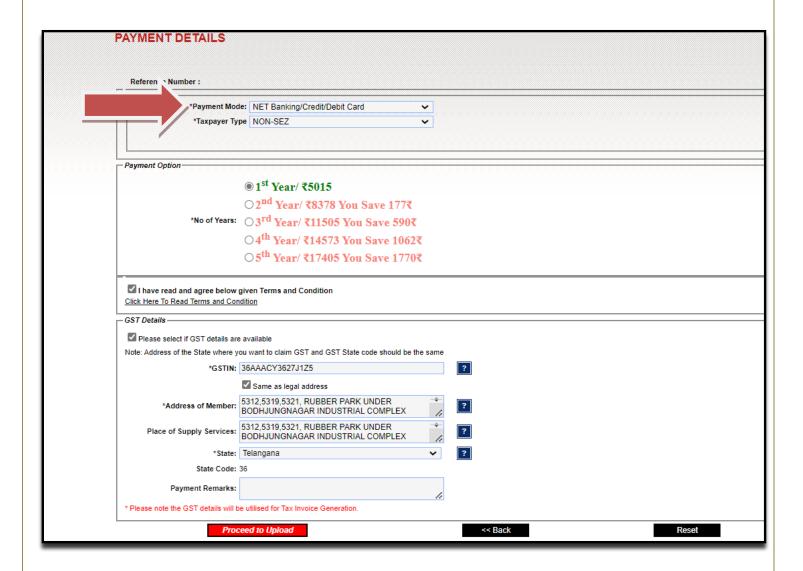
• SEZ

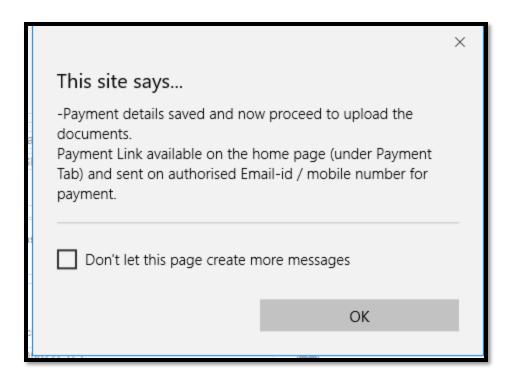


SEZ - Special economic zone - Units registered as SEZ dealers with GSTN. Zero tax rates would apply under GST and therefore the fees for SEZ entities shall be without GST.

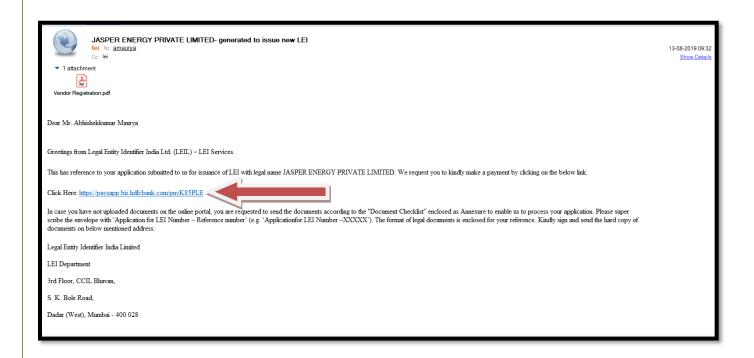
• Payment through Net banking/Credit/Debit Card:

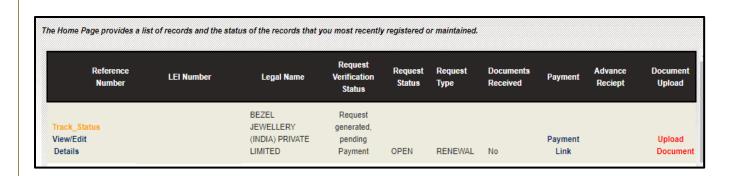
If user selects "Net Banking/Credit/Debit Card" as payment mode and clicks at 'Save & Submit' button, a pop message appears as "Payment details saved and Application Submitted successfully".



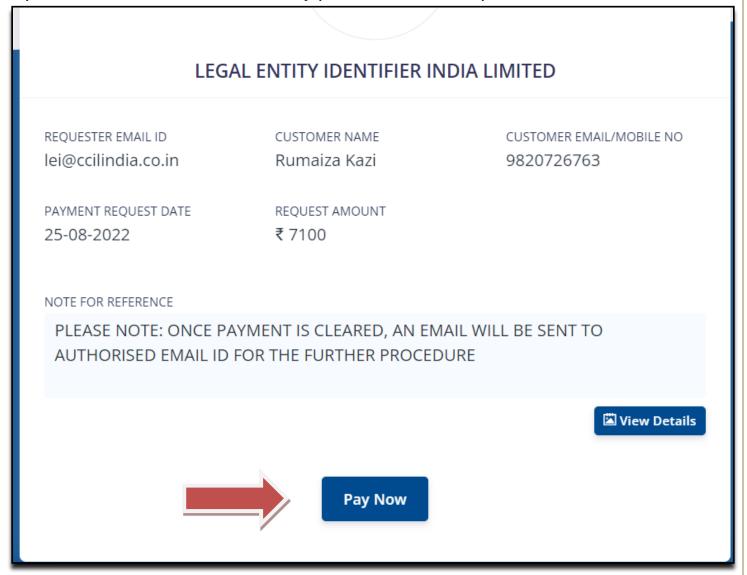


A payment link (which is also available on the home page under payment tab) is sent through e-mail/SMS to the authorized person after making payment through payment link entity has to upload the document in 5th page of the online application form.

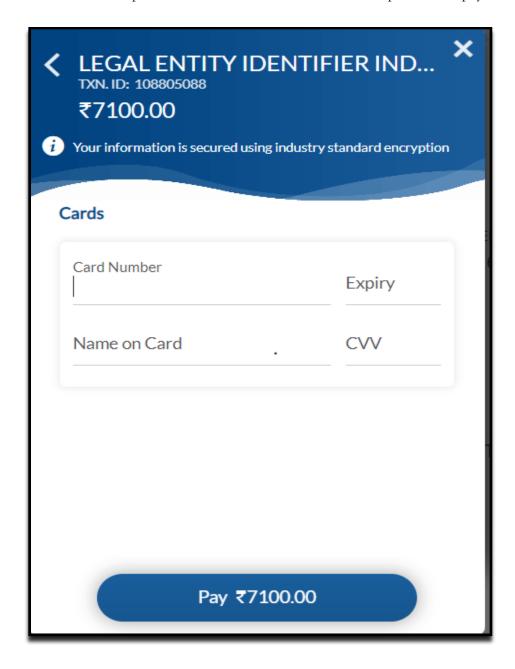




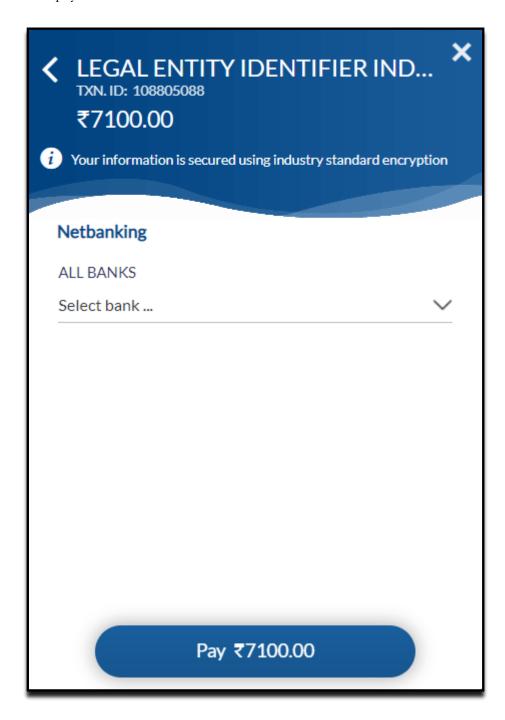
User clicks at the payment link and it redirects to Payzapp payment page as shown below. Users have to note that it may take maximum 15 minutes to reconcile the payment in LEIL's internal system.



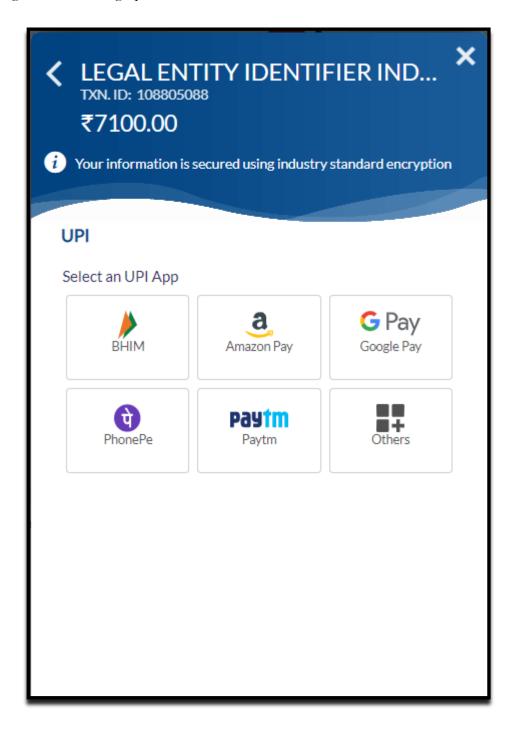
After clicking at "Pay" user is provided an option to pay by Cards, Net banking or UPI. If user selects Cards, then user has to input the card details and put the OTP received on the mobile and process the payment.



If user selects Net banking, then user has to select the bank and click at "Proceed" button. After clicking at Proceed button, user will be redirected to the net banking page of the selected bank. User has to input the login credential of the bank and process the payment.



For UPI, the user gets the following options



Generation of Reference number and Advance Receipt: It may take maximum15 minutes to reconcile the payment in LEIL's internal system and for LEIL to respond with a formal e-mail communication as provided below. (Once payment is cleared, user receives an e-mail containing the reference number and the list of documents which have to be submitted to LEIL). Reference number becomes an interface between legal entity and LEIL.

Payment for new registration and renewal:

For New Registration:

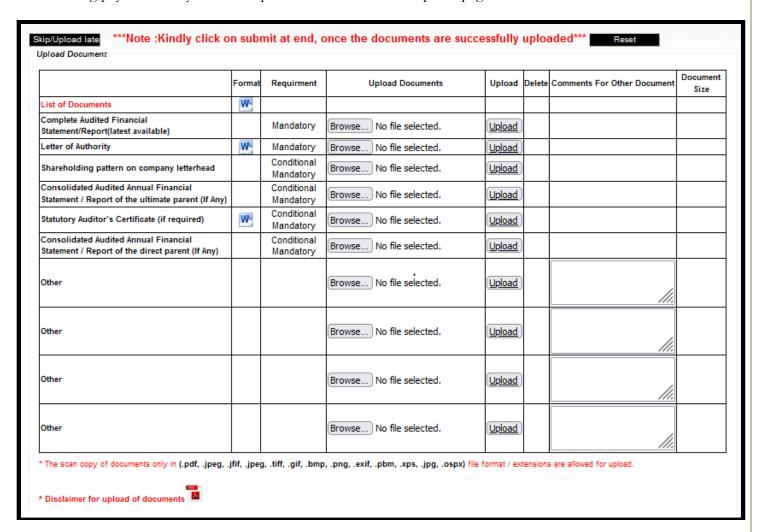
Rs.4250 + 765 (18% GST) = Rs.5, 015 (Revised from Rs 4500+GST=Rs.5310) With effect from July 1, 2022

For Renewal

Rs.3000+ 540 (18% GST) = Rs.3,540 (Revised from Rs 3500+GST=Rs.4130) With effect from January 1, 2019

Please note: If you wish to opt for Multi-Year option, please refer the payment mode "DD/NEFT" below for more details.

After making payment entity needs to upload the documents on upload page.

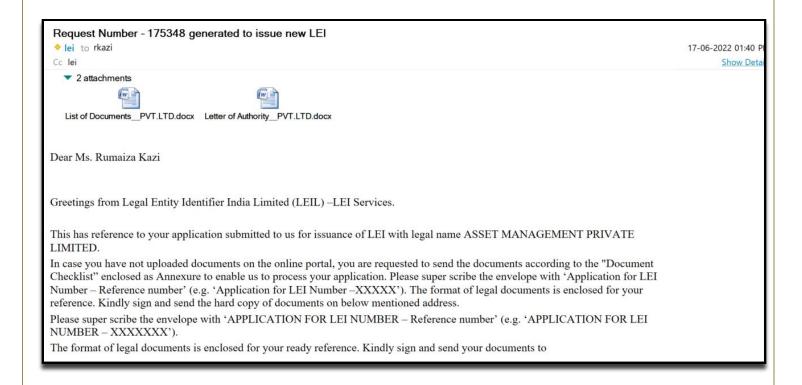


After uploading of all the documents, legal entity has to click on submit tab.



<u>Please Note:</u> If entity is not able to upload the documents on online form while filling up the form initially since they might not be readily available with them to upload, they can click on skip/upload later tab. The user can go to Home page to upload the documents later by *skipping/upload later* option after making payment.

If legal entity is unable to upload documents, then the entity can email us the documents to lei@ccilindia.co.in



Advance receipt is made available on the home page of the login under "Advance Receipt" tab once payment is cleared.

• Payment through Demand Draft (DD)/NEFT:

If user selects DD as payment mode, then he has to input the Bank name, Amount, DD No. and DD date and GST details (If they have) and then click at "Save & Submit" button, a pop message appears as "Payment details saved and Application Submitted successfully".

You can choose any payment (single/multi-year) option as follows:

1) Amount for one year

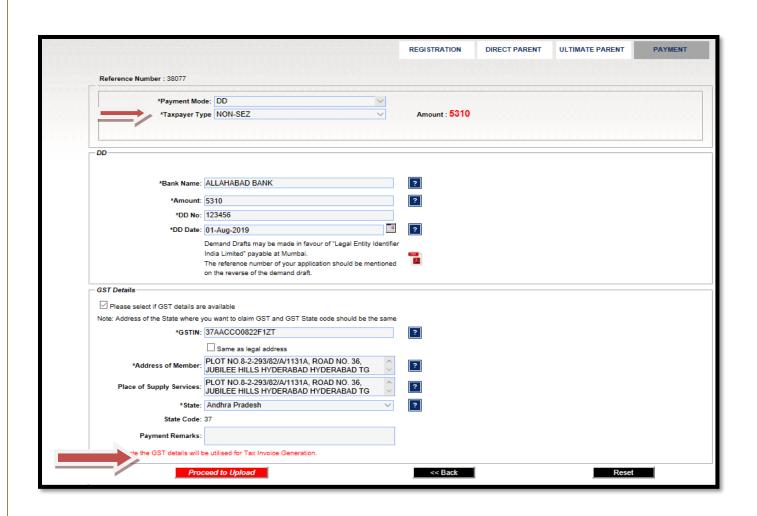
- 5,015/- (4250/- plus GST @ 18%) for New Applications

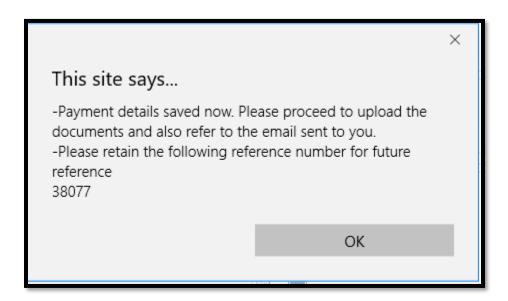
Fee structure including 1st year issuance

Multi-Year Contract Option	SEZ	Non SEZ (inclusive of 18% GST)	
		Fees + 18% GST	Total fees
2 years - New application & Renewal for next 1 year	7,100	7100+ 1,278	8378/-
3 years - New application & Renewal for next 2 years	9,750	9,750+ 1,755	11,505/-
4 years - New application & Renewal for next 3 years	12,350	12,350+ 2,223	14,573/-
5 years - New application & Renewal for 4 years	14,750	14,750+ 2,655	17,405

LEI Number is valid for one year. LEIL shall send reminder email well in advance in case of single year payment or multi-year payment to submit required documents before the due date

In the multi year option, if the validity of LEI extends beyond the end -date of contract for which term the multi- year fee payment is made due to non submission of required documents for renewal in time, an additional fee of Rs 250/- per month will be levied for the period for which it extends the end date. Entities are, therefore, requested to submit the required documents timely.





After updating payment details, entity needs to upload the documents on upload page.

	Format	Requirment	Upload Documents	Upload	Delete	Comments For Other Document	Documer Size
ist of Documents	W						
Complete Audited Financial Statement/Report(latest available)		Mandatory	Browse No file selected.	<u>Upload</u>			
etter of Authority	W	Mandatory	Browse No file selected.	<u>Upload</u>			
hareholding pattern on company letterhead		Conditional Mandatory	Browse No file selected.	<u>Upload</u>			
onsolidated Audited Annual Financial tatement / Report of the ultimate parent (If Any)		Conditional Mandatory	Browse No file selected.	<u>Upload</u>			
tatutory Auditor's Certificate (if required)	W	Conditional Mandatory	Browse No file selected.	<u>Upload</u>			
consolidated Audited Annual Financial tatement / Report of the direct parent (If Any)		Conditional Mandatory	Browse No file selected.	<u>Upload</u>			
Other			Browse No file selected.	(<u>Upload</u>)		fi.	
Other			Browse) No file selected.	<u>Upload</u>		fi.	
Other			Browse) No file selected.	(Upload		ſħ.	
Other			Browse No file selected.	Upload			

* Disclaimer for upload of documents

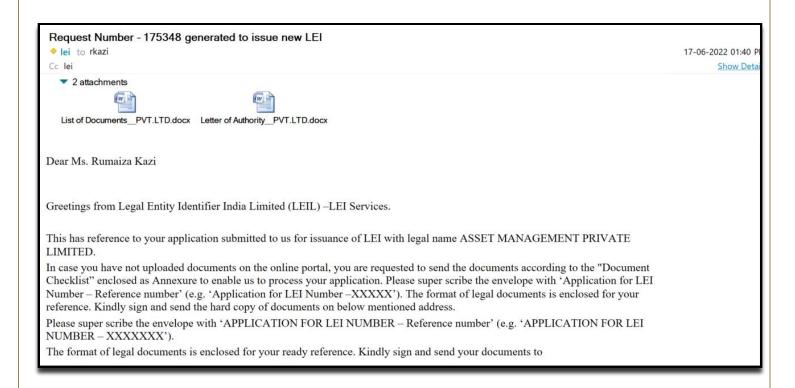
After uploading of documents, entity has to click on submit tab.



<u>Please Note:</u> If entity is not able to upload the documents on online form while filling up the form initially since they might not be readily available with them to upload, they can click on skip/upload later tab. The user can go to Home page to upload the documents later by *skipping/upload later* option after making payment.

If legal entity is unable to upload documents, then the entity has to courier the hard copies of necessary documents to LEIL.

Reference number generation: After submission of the payment details, user receives an e-mail containing the reference number and the list of documents which have to be submitted to LEIL. Reference number becomes an interface between legal entity and LEIL for any further communication.



Advance Receipt generation: Advance receipt is made available on the home page of the login under "AdvanceReceipt" tab after LEIL verifies the payment and documents.



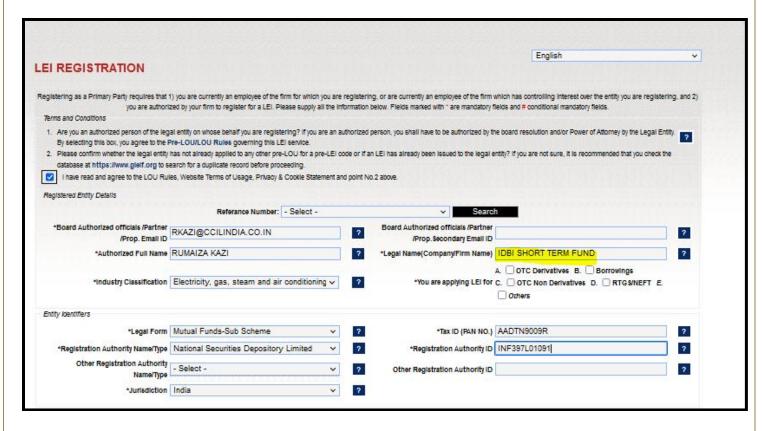
Funds, Branches and ARCs

Mutual Fund/Pension Fund and Alternate Investment (AIF) Registration

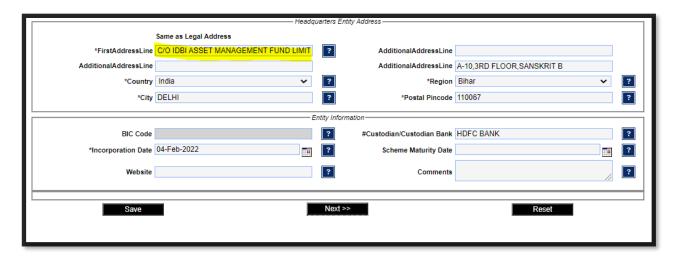
- 1. Each Mutual Fund/Pension Fund/AIF is a legal entity and is eligible to have its own LEI.
- 2. Custodian Bank/Custodian is also mandatory if legal form is a Mutual Funds/AIF. In case of more than one custodian bank/custodian, please mention the same in the Comments column.
- **3.** In case of a scheme of AIF Trust which does not have a PAN or any other form of identification proof but the annual financials are prepared for scheme; and "Scheme" is currently the only scheme of AIF Trust, please select the legal form as Alternate Investment Fund (AIF).
- **4.** In case of AIFs having different PAN Numbers and same SEBI Number, please select legal form as ÄIF Subscheme".

Mutual Fund Sub Scheme/Pension Fund Sub-Schemes and Alternate Investment (AIF) Sub Schemes Registration

- 1. Each Sub scheme is a legal entity and is eligible to have its own LEI.
- 2. The applicant has to mention the standalone name of the Legal name only. For example: If the Mutual fund subscheme named IDBI MUTUAL FUND-IDBI SHORT TERM FUND has applied then the LEGAL NAME will be **IDBI SHORT TERM FUND** only.



- **3.** The below fields are mandatory if legal form is Mutual Funds Sub Scheme/AIF Sub Scheme:
 - **a. Incorporation date**: The applicant has to mention the scheme opening date here. This can be verified from SID. The incorporation date and start date of relationship has to be the same.
 - **b.** Custodian Bank/Custodian: In case of more than one custodian bank, please mention the same in the Comments column.
 - **c. Scheme Opening Date:** It is the date on which the fund offer opens.
 - **d. Scheme Maturity Date:** This field will be mandatory in case of closed ended mutual funds/ Pension Fund/AIF.
 - e. Registration Authority Name Type Please select the authority who has issued ISIN for the "Growth" and/or "Regular" Option of the Sub scheme, if any. Please select either "NSDL" or "CDSL" from the dropdown provided. If there is no Regular/Growth option then please select the relevant ISIN Issuer.
 - **f. Registration Authority ID:** Please input the ISIN **of the** "Growth" and/or "Regular" Option of the Sub scheme, if any. If there is no Regular/Growth option then please select the relevant ISIN Issued to the scheme seeking an LEI.
- **4.** The user has to mention the headquartered address should start with C/O followed by Fund management entity and then address.



PAGE 2 & PAGE 3: Please report EXCEPTION REASON as Non-consolidating.

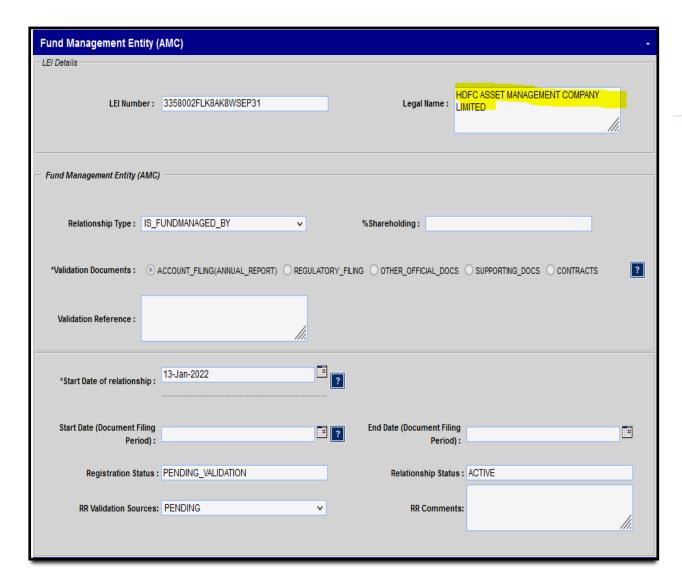
PAGE 4: FUND RELATIONS

For legal Form, Mutual Fund and Mutual Sub-schemes,

i) Fund Management Entity relationship IS_FUND-MANAGED_BY

The AMC of the Mutual fund is to be reported under this page.

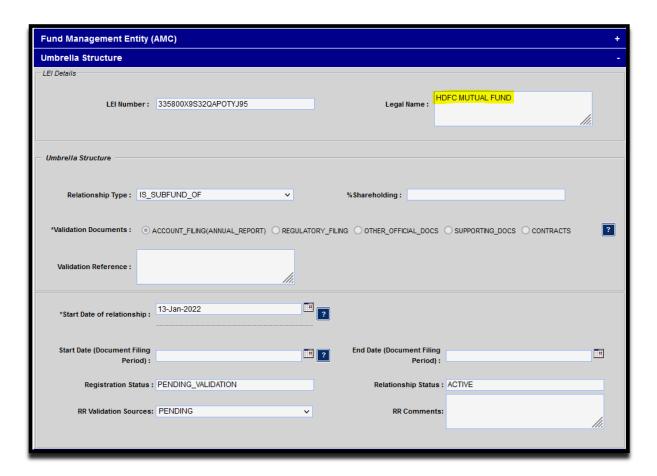
For example, HDFC Asset management entity AMC will be the Fund Management Entity for HDFC Children's gift Fund. The start date of relationship will be the same as incorporation date.



ii) Umbrella Structure relationship IS_SUBFUND_OF

The Mutual fund name is reported here in case of Mutual fund sub-scheme

For example: HDFC Mutual Fund will be reported as Umbrella Structure for HDFC Children's gift Fund.

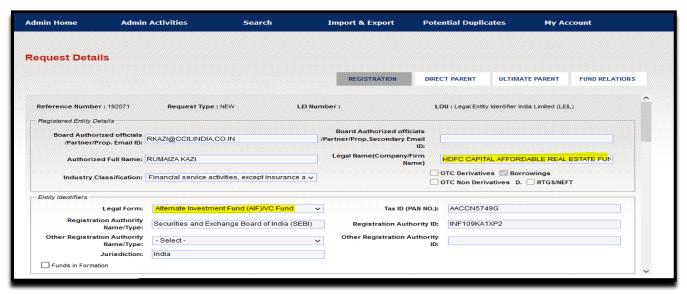


iii) Master feeder relationship: In case of Master Feeder relationship, please report the feeder information. This will not be applicable for most funds.

For AIF and AIF Sub-schemes

AIF

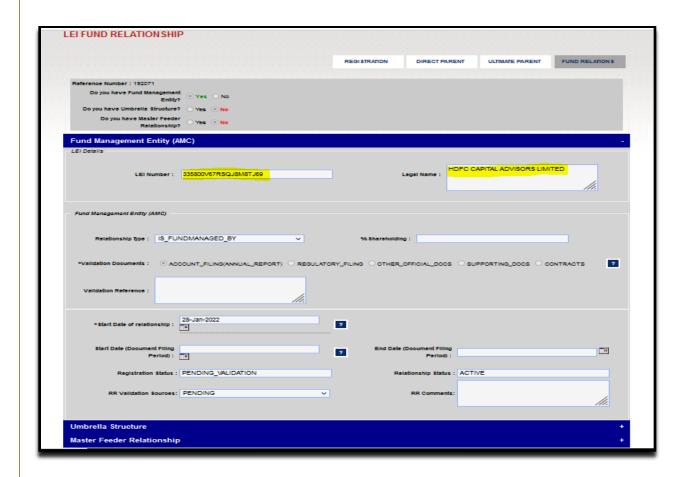
Please note: If you an AIF as an LLP, please contact us on lei@ccilindia.co.in, for further assistance.



i) Fund Management Entity relationship:

The Investment manager of the AIF (with LEI Number) is to be reported under this page after validating the same from SID.

For example, HDFC CAPITAL ADVISORS LIMITED will be the Fund management entity for HDFC CAPITAL AFFORDABLE REAL ESTATE FUND.

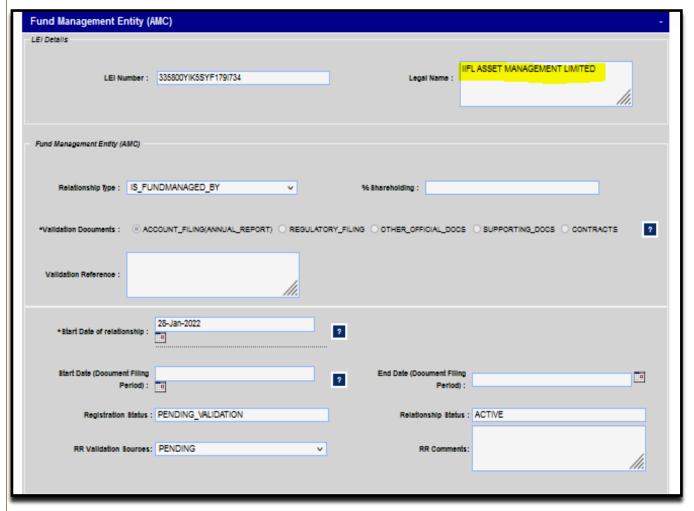


AIF/ SUB-SCHEME RELATIONSHIP CAPTURE

i) Fund Management Entity relationship:

The Investment manager of the AIF is to be reported under this page.

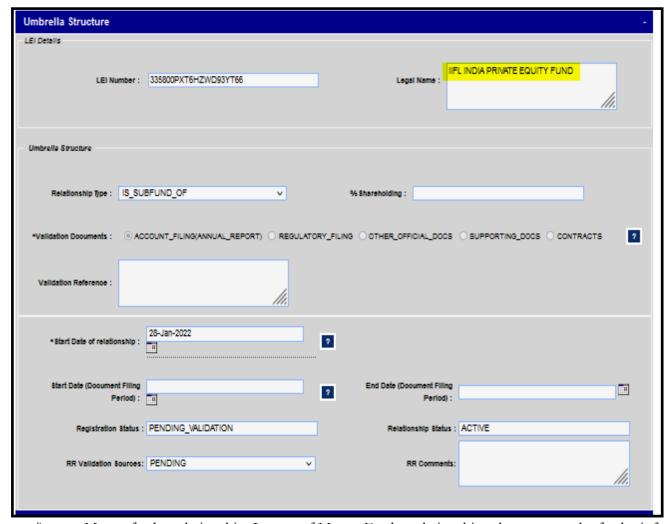
For example, IIFL Asset Management Limited (Investment Manager) having LEI Number will be the Fund management entity for IIFL INCOME OPPORTUNITES FUND – SERIES.



ii) Umbrella Structure relationship IS_SUBFUND_OF

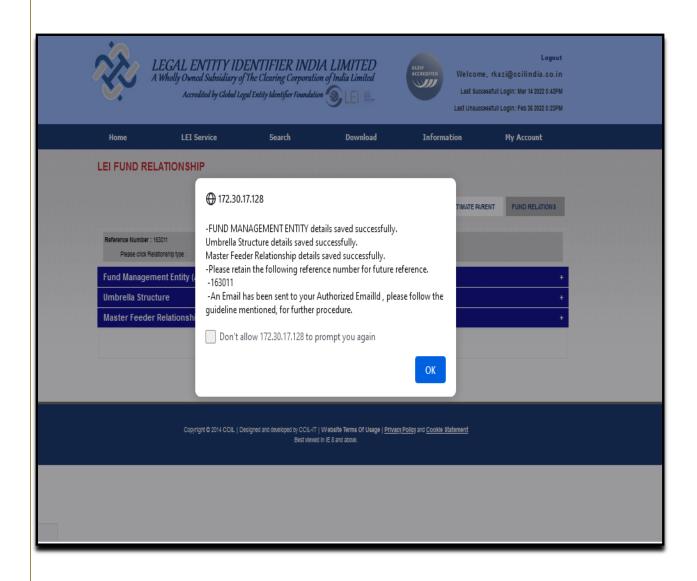
The AIF of the sub-scheme is reported here in case of AIF sub-scheme.

For example: IIFL INDIA PRIVATE EQUITY FUND(AIF) having LEI Number will be reported as Umbrella Structure for IIFL INCOME OPPORTUNITES FUND - SERIES 3(Sub Scheme).



i) Master feeder relationship: In case of Master Feeder relationship, please report the feeder information.

After filling up the above registration details, legal entity has to "Save" the data. A pop stating "Data Saved successfully" will be displayed.

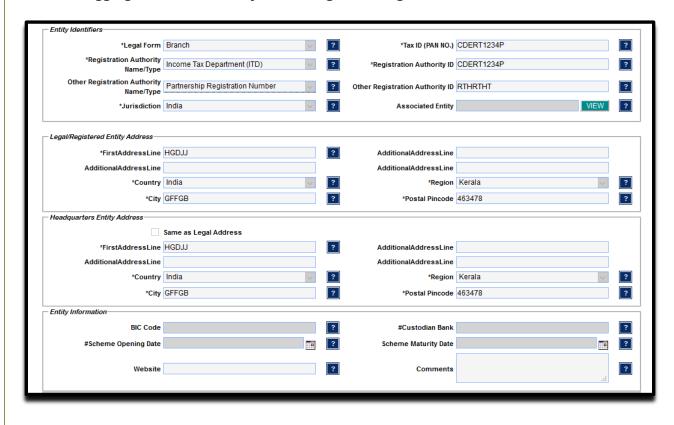


Provident fund/superannuation fund/Gratuity fund /Insurance Fund

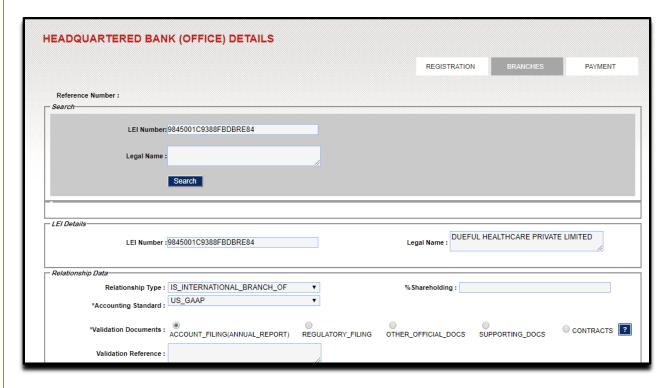
- 1. Each Provident fund/superannuation fund/Gratuity fund /Insurance Fundis a legal entity and is eligible to have its own LEI.
- **2.** Associate Entity is a mandatory field in case of Provident fund/superannuation fund/Gratuity fund /Insurance Fund. The entity has to input the Sponsor's details in this field.
- 3. Custodian Bank/Custodian is also mandatory if legal form is a Provident fund/superannuation fund/Gratuity fund /Insurance Fund. In case of more than one custodian bank/custodian, please mention the same in the Comments column.
- **4. Registration Authority ID:** Please input either the Directorate of Printing and Department of Publications Gazette of India of the Fund/Trust or Income Tax Department, as applicable.
- **5. Other Registration Authority Name/Type:** If you have selected Income tax Department in (4) above, please provide any one of the below other Registration Authority Name/Type.
 - a. PFRDA (Pension Fund Regulatory and Development Authority)
 - b. IRDA (Insurance Regulatory and Development Authority)
 - c. NSDL(ISIN)
 - d. CDSL(ISIN)
 - e. Goods & Service Tax (GST)
 - f. Trust registration number
 - g. DGFT/IEC code

Branches:

- •An international branch carrying out its operations in India can obtain an LEI number. For illustration, your parent company (head office) may be located in foreign (home) country and its branch is operating in India, then the branch can obtain an LEI number.
- •The head office (or headquarters) of the branch already has an LEI so that the LEI of the head office entity can always be associated with the LEI of the international branch.
- The head office must request LEI for its branch.
- After logging in, User will fill up the 1st Page with Legal Form as Branch.



 \bullet User will fill up second page –HEADQUARTERED BANK (OFFICE) DETAILS and make the payment on $3^{\rm rd}$ Page.



Asset Reconstruction companies (ARC's)

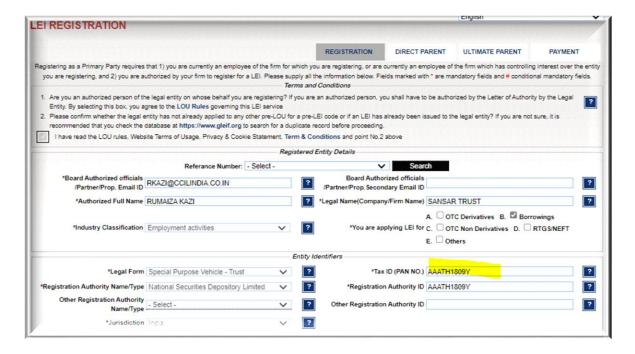
Asset Reconstruction companies (ARC's) can obtain LEI number from us. <u>TWe will ensure that LEI numbers are allotted to you on priority the documents required for this purpose are:</u>

- PAN card of the trust
- Unregistered Trust Deed
- Letter of Authority as per format specified by the LEIL
- Audited Financial Statements of the legal entity for the last financial year

We are providing Bulk Discount for more than 10 applications at a time.

While filling up the online application

- 1. The Legal form selected should be Special Purpose Vehicle Trust (SPV)
- 2. The Registration Authority ID should be PAN
- 3. The Legal/Registered Entity Address and Headquarters Entity Address should be mentioned either from letter head or audited balance sheet.



4. The Reporting Exception Reason should be Non- Consolidating.

