



Guidebook – LEI services

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CSD Prague issues Legal Entity Identifiers (LEI)

Centrální depozitář cenných papírů, a.s. (CSD Prague) is acting as a local operator (pre-LOU) and assigns Legal Entity Identifiers to legal entities to allow them to use the assigned identifier in accordance with the European regulation and also for other purposes associated with the unique identification of legal entities.

CSD Prague issues LEIs online at www.cdcp.cz and assigns pre-LEI to authorized entities within a several days following the payment of the fee.

The allocation and management of LEI records is governed by the rules published on the CDCP website.

Assignment of LEI

In accordance with the recommendations, the CSD assigns LEI (pre-LEI) especially based on users' registration, which will guarantee the simple and quick processing of applicants. Authorized persons can apply for LEI using an electronic form in English or in Czech which is available from the public section of the CSD website. The authorisation to represent a company should fundamentally arise from public registers, the Commercial Register in particular, or be accompanied by a power of attorney signed by the person(s) named in those registers. In other cases, the Central Depository reserves the right to ask the Applicant for a proof of authorisation to represent a company or to reject the application. The authorized person will complete all mandatory fields including information about direct and ultimate consolidating parent companies, if applicable. In the form, the applicant will also enter his password for the access to the LEI Portal for updating the data or the annual renewal of the LEI. Immediately after the completed form is successfully sent, the authorized person will be e-mailed instructions for the payment of the fee for the assignment of LEI, including a unique variable code. After the automatic check and the payment of the fee, an employee of the CSD Prague will check whether the data correspond to the publicly available information and provided documents. Subsequently, the CSD system generates LEI in accordance with ISO 17442, and the assigned LEI will automatically be e-mailed to the authorized person together with the corresponding invoice.

Renewal of LEI

The CSD sends 6 weeks before the expiration of the LEI e-mail request to update the data, which contains a link to the LEI portal through which an update can be made. The user can log in to the portal via LEI and password. If the user does not know the password or forgets it, then can fill out the LEI and the contact e-mail to which the link will be delivered and the user can fill in the new password. Once the person updates and confirms all the data, then receives an email with a payment instruction to pay the annual fee. All updates are then reviewed by the employees of the CDCP against the public registers and the provided documents.

In case that the data will not be updated and the annual fee will not be paid, the LEI will be lapsed and it will not be possible to use it for reporting.

LEI update

In the event of a change in company data, it is necessary to update the data through the LEI Portal on the CDCP website. The user logs in to the portal via LEI and password. If the user does not know the password or forgets it, it will fill out the LEI and the contact e-mail to which the link will be delivered to fill in the new password. All updates are then reviewed by the employees of the CDCP against the public registers and the provided documents.

LEI challenge

Any person may disagree with published data in the LEI database for individual entities. The challenge can be sent to the address lei@pse.cz including the details of the controversy.

LEI transfer

Transfer LEI from one local operator to another is free of charge. If a legal entity has a LEI managed by another operator and would like to move it under the CDCP management, this entity can send us an email to lei@pse.cz and CSD will send back instructions with the application form for the transfer.

Keeping records relating to LEI

The CSD publishes a database of all authorized entities for which it keeps records of LEI (Pre-LEI), free of charge, in the publicly accessible section of its website, without restricting access to this information in any way. The database is also available for download in the xml format.

Fees for the assignment and maintenance of LEI

The service of LEI assignment and record keeping is a non-profit activity and the aim is only to cover the cost of the operation and implementation. LOU is entitled to charge a fee for the assignment of LEI plus every year a fee for the renewal of LEI (annual maintenance fee).

CSD Prague fees:

Fee for assignment:	EUR 65 (CZK 1 550)
Annual maintenance fee:	EUR 45 (CZK 1 135)
Change in data or transfer of LEI:	free of charge

These fees are inclusive of the LEI license fee which is passed onto the Global LEI Foundation (GLEIF). In case that the fee will not be paid this LEI will be lapsed and it will not be possible to use it for reporting.

In case of any questions, please contact us via lei@pse.cz