LEI Assignment

Step 1 User registration My depository

Select Register

https://www.cdcp.cz/mujdepozitar/#/leiprihlaseni?lang=en

Fill in the required information about the registered person, choose a password.

Complete the registration by confirming the **link** that was sent to you by email (The link is valid for 24 hours).

Step 2 Create an LEI Applicant account

After logging into My Depository, select **LEI – allocation and maintance**

Select LEI Assignment and in the next step select Entity Category
Type

Specify basic information about the applicant's legal entity:

Jurisdiction

Registry code (in the jurisdiction)
Identification number

Step 3 New LEI application

Fill in the **Authorised Person Information** - attach a document with the appropriate authorization or an extract from the public record not older than 3 months.

Fill in **Detailed Information about Legal Entity**

applying for LEI:
Company name
Legal form
Legal address
Headquarter address

Fill in information about:

- Direct and ultimate parent company
- Fund Relationship Structure
 (FUND Entity Category e.g.: Fund Manager, Umbrella Structure, Feeder Fund)

Step 4 Confirmation and payment

Payment option:

- Online payment
- Bank transfer

LEI Issue:

Online payment - after checking the application at CDCP - LEI is issued usually on the same day

Bank transfer

Payment instructions - available in the portal, sent by email. After checking the application in CDCP – LEI is issued, after payment credited - usually within 2 working days

Confirmation of the LEI assignment is sent by email.

The invoice for the LEI allocation is displayed in the portal within 2 working days and is also emailed within 15 days.