

## Tips for your registration on [www.LEI.direct](http://www.LEI.direct)

In order to apply for an LEI you must first register for a user account on LEI direct. It is only necessary to register once. If the person registering for an account is not an officer of the company applying for an LEI then additional documentation will need to be provided (such as Power of Attorney) before an LEI can be issued.

1. On the landing page click on the "Register for your LEI" button.

### Are you compliant with regulatory reporting requirements? Get your LEI today!

As a GLEIF accredited **Local Operating Unit (LOU)**, GS1's global LEI services can help you with obtaining, renewing, transferring and managing your **Legal Entity Identifiers (LEIs)**.

In 3 easy steps, enable your company to meet regulatory reporting requirements and make smarter, more reliable decisions about who to do business with:

1. **Register** and create a user account
2. **Apply** for an LEI
3. **Receive** your LEI and start trading securely

With more than 40 years of experience in the identification of unique products and entities, GS1 and its global network of 112 Member Organisations are uniquely qualified to offer complete LEI services, with expertise in data validation and knowledge of local language, laws and regulations.

[Register for your LEI](#)

[Find out more about GS1's LEI services](#)

2. In the newly opened web page first, select "**Country\***" and set the value to Ireland. The "**State/Province\***" list will adjust to reflect Irish Counties and the "**EU VAT number**" field will appear beneath.
3. Next, select the **County** in **which your company is registered** in the "**State/Province\***" field.

4. Now select **"Ireland (IE)"** from the optional field **"EU VAT number"** drop down and **fill** in your company's VAT number.

### Enter LEI registration data

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Company data		Contact person	
<b>5a</b>	Company* <input type="text"/>	Form of address* <b>6a</b>	<input type="radio"/> Ms <input type="radio"/> Mr
	c/o <input type="text"/>	Status <b>6b</b>	<input type="text"/>
<b>5b</b>	Address* <input type="text"/>	First name* <b>6c</b>	<input type="text"/>
<b>5c</b>	Postal code* <input type="text"/>	Surname* <b>6d</b>	<input type="text"/>
<b>5d</b>	City* <input type="text"/>	Department <input type="text"/>	<b>6e</b>
<b>2.</b>	Country* Ireland	Position <b>6e</b>	<input type="text"/>
<b>3.</b>	State/Province* Wicklow		
<b>4.</b>	EU VAT number Ireland (IE)		<input type="text"/>

5. The remaining fields must be filled with the details **exactly** as they appear in the Company Registry Office (**CRO**) or other registry profile document:
- "Company Name\*"**  
being the registered Company Name **including the legal form** as detailed in the CRO.
  - "Address\*"**  
being the postal address or HQ address as detailed in the CRO.
  - "Postal code\*"**  
being **the Eircode**, either as detailed in the CRO, or in absence of this information on the Registry's files, as listed on [www.eircode.ie](http://www.eircode.ie).  
**Note:** The Eircode is mandatory for the LEI (as indicated by the Asterisk (\*) next to the field's name).
  - "City\*"**  
being the village, town or city of your company's legal or HQ address as detailed in the CRO.
6. Provide the contact person's details.  
**See note above in the first paragraph regarding the relationship between this account user and the company applying for an LEI.**
- "Form of address\*"**  
being either Miss (Ms) or Mister (Mr).
  - "Status"** (optional)  
leave blank or select Dr. (Doctor) or Prof. (Professor), etc.

- c. **"First name\*\*"**  
being the given name as detailed in the CRO or the authorisation document.
- d. **"Surname\*\*"**  
being the last name as detailed in the CRO or the authorisation document.
- e. **"Department"** and **"Position"** are optional fields that are not required to be filled in for the LEI processes.

**Contact data**

telephone\*

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E-mail\*

Re-enter E-mail\*

**Create password**

Password\*\*

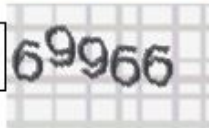
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Re-enter password\*\*

\*\* Your password must be a minimum of eight characters (letters or numbers). It should contain at least one capital letter, one lowercase and one number.

**Please enter the following code**

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Enter code\*

If you can't read the word, [click here](#).

**Notice on use and privacy policy**

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\* I have read and accept the [terms of use](#).

Your data is used only for the purpose of order processing and customer service. Additional information is available in our [privacy policy](#).

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[Register now](#)

7. Enter the current contact details and make sure that your email address is correct. The primary contact from us to you will be via email. Only in rare instances will we call you - for example, if some data requires your urgent attention in order to process your LEI application, renewal or transfer.
8. Create a memorable **password**. You will need to remember this for corrections or other activities with regards to your LEI. The password must not be less than 8 alphanumeric characters with at least
  - a. 1 UPPER case
  - b. 1 lower case and

c. 1 digit

9. For security reasons you need to enter a **Captcha code**.
10. You have to read and accept the "**Terms of Use**".
11. Finally, complete the registration by clicking "Register now".

You will now receive an email with a verification link.

12. Click that link and follow the instructions.

A second email confirming your successful registration will be sent to your email account.

13. You can now log in and continue with your LEI application (for detailed instructions, please see [Tips for your LEI application](#) below).