**Tips for your LEI application**

1. If you have not already done so, you need to register for a user account on [www.lei.direct](http://www.lei.direct). (See "Tips for your registration on www.LEI.direct" above.)

2. Login to your account on [www.lei.direct](http://www.lei.direct).

3. Select “Apply for a single LEI” in the Services section.

4. Select “Application for an organization (Company, Association, Foundations)”. If you apply for a fund please refer to “Tips for the application for a fund”.

5. If the person applying for the LEI is not one of the company officers (e.g. Director, Secretary, CEO, CFO) named in the CRO documents then the Power of Attorney form ([https://www.lei.direct/fileadmin/user_upload/LEI-direct-Power-of-attorney-LEI-request.pdf](https://www.lei.direct/fileadmin/user_upload/LEI-direct-Power-of-attorney-LEI-request.pdf)) or another written authorisation (such as a “Letter of Authority” needs to be filled in and signed by a company officer.

**Note:** If the contact email address is not clearly identifiable with the company making the application then the written authorisation provided above should state that the email address provided can be used as the contact email for the company.
LEI direct does not accept generic email addresses such as Gmail, Hotmail, Yahoo, etc. Ideally the company name or brand of the applicant company should be contained in the email domain name as used on company documentation and websites.

**Note:** If the person making the application is the single signatory of your company and is registered as a contact person with company-identifiable e-mail address, please select "His/Her position (management / board / holds power of attorney)".

**Application for an organization**

**Applicant data**

Applicant is authorised to apply on behalf of this legal entity based on:*  
- Please select...  
- His/Her position (management / board / holds power of attorney)  
- A written form of authorisation (please attach document)  

**Important:** When filling in the organisational data, pay attention to the exact spelling according to your company’s registration authority. Upper and lowercase characters as well as spaces and special characters must be observed. Even minimal deviations need to be corrected.

**Note:** Please only complete required/mandatory fields indicated by an asterisk (*) or appearing after a selection was done in the data fields.

**Organization data**

- **Name of the organization equal to business register:**  
- **Name of the organization (Transliterated):**  
- **Country:** Ireland  
- **Registration Authority:**  
- **Legal form of the organization:**  
- **Other legal form:**  
- **Department (according to industry classification benchmark):**  
- **Organization website:**

6. First select the "Country**" and select “Ireland” as the country of your company’s residency.
7. Second select the "Registration Authority**" in which your company is registered.

**Note:** In most cases this will be the “Companies Register, Companies Registration Office (CRO)”
a. **Note:** If your company is registered in a register which is not listed here, e.g. the Charities Register, please select “Register not listed” and in the field which then appears, “Additions to Reg. Authority*”, enter the respective value (in this example “Charities Register”)

8. In the field "**Name of the organization equal to business register***", the company’s name must be entered in exactly as spelt in the company’s register.

9. **Do not enter any data** into the field “Name of the organization (Transliterated)” unless you use a non-Latin-based alphabet (e.g. Cyrillic, Mandarin, etc.) for your company.
   a. Only select a language code in the drop down if your Company name in the Registration Authority's file is displayed in a non-Latin-based (i.e. Mandarin) alphabet.

10. In the field "**Legal form of the organisation**" select the legal form applicable to your company and detailed in the Registration Authority. This list contains all legal forms as defined by the Irish Companies Act, 2014.
    a. If your company has a legal form which is not in the list, please select “Not in list”
    b. In the field which then appears, “**Other legal form**”, provide the correct legal form.
    **Note:** Do not use this list for any legal form that is contained in the drop-down list.

11. In the field "**Registry no.**" you must provide the number as assigned and displayed by the registration authority. If there is no such number please indicate by entering “na” (not applicable).

12. Leave “**Department**”, “**Category**” and “**Organization website**” unchanged and blank.
Start on the left-hand side ("Legal address"). The address has to be exactly as on the file from the specified registration authority. Once the left side is filled in you can click the "Accept data" function for populating the same data into the “Headquarter address” fields, provided both, legal and headquarter address are identical.

13. Once again, please select the “Country**” first
14. Followed by the “State/Province**”
   If you select "Ireland" as the country, this will be the list of Irish counties.
15. Enter the full address, separated by commas in the “Address**” field
16. The field “Postal code**” must be filled with your Eircode.
   **Note:** The Eircode detailed in the company registry takes precedence over the code that may be found on www.eircode.ie. However, if the registry does not have the Eircode then the correct Eircode is required.
17. The “City**” of your company may or may not have a postal district code that has to be entered here as well (e.g. Dublin 4)
18. In most cases a separate “Parent Company” will not exist.
   Please bear in mind that, for the LEI, a parent-child relation only exists if the annual accounts are consolidated and the consolidated accounts are provided (or documentation that clearly states that the parent company is consolidating the accounts).
   The options to choose from are:
a. **Non consolidated**
   There is no parent according to the definition used, because the entity is controlled by legal entities not subject to preparing consolidated financial statements.

b. **Natural person**
   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.

c. **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).

19. **Accept** the **Terms and Conditions** by ticking the box
   20. **Select** whether the Applicant or the Legal Entity should be invoiced. Enter a Purchase Order number if your payment process requires this.

Once you have entered and verified all data, you can submit the application by clicking twice on "Submit application now". If you have not completed the form, you can "Save as draft" and come back to complete later.