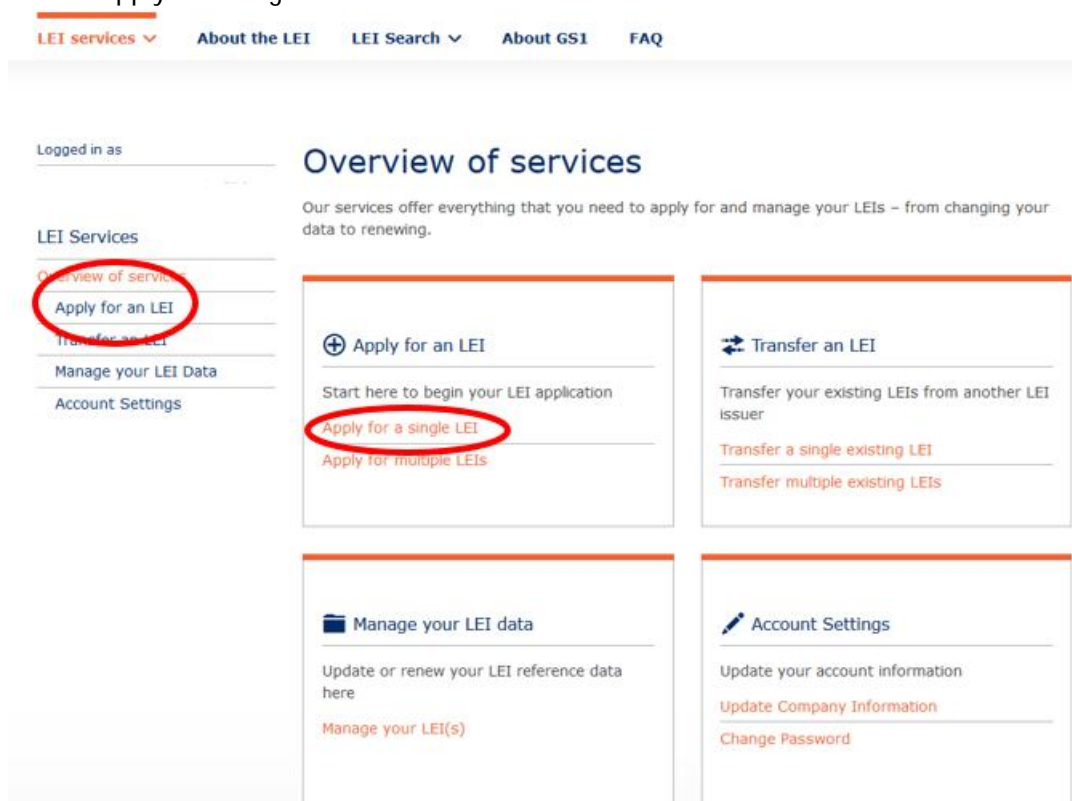


Tips for your LEI application

1. If you have not already done so, you need to register for a user account on www.lei.direct. (See "[Tips for your registration on www.LEI.direct](#)" above.)
2. Login to your account on 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) 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...
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* **8**

Name of the organization (Transliterated) **9 & 9a**

Country* **6**

Registration Authority* **7**

Additions to Reg. Authority* **7a**

Legal form of the organization* **10 & 10a**

Other legal form* **10b**

Registry no.* **11**

Department (according to industry classification benchmark) **12**

Category

Organization website

Notice: Please use the exact spelling as it appears with the local court.

Notice: Please contact us if your requested country is not available.

Register not listed (please enter register unc...)

Charities Register

Not in list

If applicable, please select...

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.

Legal address

Address* Accept data ↗

Exactly as in the register's file **15**

Postal code*

Exactly as in the register's file **16**

City*

Exactly as in the register's file **17**

Country*

Ireland **13**

State/Province*

Waterford **14**

Headquarters address

Address*

Exactly as in the register's file

Postal code*

Exactly as in the register's file

City*

Exactly as in the register's file

Country*

Ireland

State/Province*

Waterford

Parent Company

Does a parent company exist?*

No **18**

Reason*

Non consolidated

Further information can be found [here](#).

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Herewith you agree to the [Terms and Conditions](#) of the LEI issuance. The following [price list](#) applies.*

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**" ([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** weather 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.

Contact person

Invoice address*

Applicant

Legal entity

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Purchase order number

Notice to your application

* Mandatory fields

After you submit your application, all information is subject to a technical analysis by the system. This takes place in your interest to minimise the risk of duplicate entries before the detailed examination, which entails a fee.

Submit application now

Save as draft