



**Central Securities
Depository Prague**

Central Securities Depository as a local operator for the provision of LEIs

Method of service provision

Version: 3.1.

Date: May 2023

The Central Depository allocates LEIs

The Central Securities Depository, a.s. (hereinafter referred to as the CSD) performs the role of a local operator (LOU) and assigns Legal Entity Identifier (LEI) to legal entities so that these entities can use this assigned identifier in accordance with European legislation (EMIR, MiFID, CSDR, etc.) and for other purposes of unambiguous identification of a legal entity.

The allocation and maintenance of LEIs is governed by the rules published on the CDCP website.

What is LEI?

The Legal Entity Identifier (LEI) is a unique 20-digit code that is assigned according to ISO 17442 "Financial Services - Legal Entity Identifier (LEI)." Each LEI defines a single legal entity or structure that is organised under the law of any jurisdiction and is not a natural person. The intent of the LEI is to uniquely identify legal entities and to do so globally. Which means that no two entities can have the same identifier.

To start with, it will be a mandatory identifier for companies trading on financial markets, but much wider use can be expected in the future.

LEI allocation

In line with the CDCP recommendations, the LEI allocation process primarily allows for self-registration, which is very simple and quick for applicants. An authorised person (an employee of the company) applies for an LEI using an electronic form available on the public section of the CDCP website (www.cdcp.cz).

The authorised person shall fill in all mandatory company details including information on the consolidated direct and ultimate parent company (if there is consolidation) and contact details. The authority to represent the company (authorised person) should, as a general rule, be obtained from public registers, in particular the commercial register. In the case of an authorised person, this authorisation must be supported by a power of attorney signed by the authorised person(s) listed in these registers, which can be attached to the form. In other cases, the CSD reserves the right to ask the applicant to prove that the person is authorised to represent the company or to refuse the application.

In the case of domestic legal entities, the basic data (company name and registered office) will be checked automatically on the basis of the completed identification number according to ARES (Administrative Register of Economic Entities). For entities from Slovakia, an automatic check against the Slovak Business Register will be carried out. When filling in the form, an automatic check will also be carried out to check whether the entity has already been assigned an LEI against the publicly available list of all assigned LEIs at www.gleif.org.

The applicant also enters their password on the form, which then allows them to access the LEI portal to update their data or renew their LEI annually.

After successful submission of the completed form, the authorized person selects the method of payment. In case he/she chooses the payment method via a payment gateway, he/she will pay the fee immediately. If he/she chooses to pay by bank transfer, he/she will receive information via e-mail on how to pay the LEI allocation fee, including a unique variable symbol. Once the fee has been automatically checked and paid, a CDCP staff member will check that the information matches publicly available information and, in the case of consolidated parent companies, the attached documents are also checked. Following the check and payment of the fee, the CDCP system then generates an LEI in accordance with ISO 17442 and the



authorised person automatically receives information via e-mail about the assigned LEI and, within 10 days, the tax document.

If it is found that it is not possible to assign an LEI (e.g. due to duplication) or if some data cannot be verified, the CDCP employee will contact the authorized person for consultation. If duplication or other inconsistencies are found after the LEI has been assigned, the LEI will be marked as inactive with appropriate justification.

LEI extension

6 weeks before the expiry of the LEI, the CDCP sends an email requesting the update of the data, which includes a link to log in to the My Depository portal, through which the update can be made. The user logs in to the portal using an email and password. If the user does not know the password or has forgotten it, he/she will fill in the contact email, to which a link will be sent to fill in a new password. Once the person has updated and confirmed all the details, they will receive an email with payment instructions to pay the annual fee or pay the fee via the payment gateway. Failure to update the information and pay the annual fee will invalidate the LEI and prevent it from being used for reporting purposes. All updates are subsequently checked by CDCP staff against public records and documents provided.

Data update

In the event of a change in the company's data, it is necessary to update the data via the My Depository portal on the CDCP website. The user logs in to the portal using an email and password. If the user does not know the password or has forgotten it, he/she will fill in the contact email, to which a link will be sent to fill in a new password. All updates are then checked by CDCP staff against public registers and documents provided.

Claims data

Any person may dispute the published data in the LEI database for individual entities. If they wish to do so, they may do so by sending an email to lei@pse.cz, including which data the discrepancy relates to.

Moving LEI to CDCP

To transfer an LEI from another operator, use the LEI Transfer Request form available at www.cdcp.cz. Send the completed and signed request to lei@pse.cz. The transfer of LEIs is free of charge.

LEI record keeping

The CSD publishes a database of all authorised entities for which it keeps records of LEIs on a publicly accessible part of its website free of charge. The database is available for download in xls and xml format. The register contains all the information required by the regulations and recommendations issued by GLEIF. It is also possible to identify/verify valid LEIs by entering the company's ID number or name directly on the website, so that it is not necessary to search for the entity in the file of all LEIs. The LEI register will be



checked against the public official sources on a regular basis, at least once a year, in order to detect any changes that the authorised person has not informed the CDCP about.

LEI allocation and maintenance fees

The service of assigning LEIs and maintaining this record is a non-profit activity and should cover the costs of operation and implementation. The LOU is entitled to charge a fee for the allocation of LEIs (valid for one year) and a fee for the renewal of LEIs (for annual record keeping). The fee can be paid in CZK or EUR.

CDCP fees (shown excluding VAT):

Allocation fee:	1 550 CZK (65 EUR)
Annual management fee:	1 135 CZK (45 EUR)
Change data or move LEI :	Free

This fee already includes the monthly fee that CDCP is required to pay to the Global LEI Foundation (GLEIF) as a licensing fee. If the fee is not paid, the LEI will be invalidated and can no longer be used for reporting purposes.

If you have any questions, please contact the CDCP at lei@pse.cz