## **Update LEI / LEI renewal**

Step 1 Login to

My depository /LEI – allocation and maintance

Log in to **My Depository** by entering your username and password (or commercial certificate).

https://www.cdcp.cz/mujdepozitar/#/lei-prihlaseni?lang=en

In case you are not registered:
Select **Register** 

https://www.cdcp.cz/mujdepozitar/#/

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).

Select Account: **LEI – allocation and maintance**. In the Overview, select the LEI to update.

If you do not have the LEI in your administration, select: LEI update / Assign LEI to my administration and follow the instructions.

Step 2

LEI Update – Identification of Applicant

In the LEI detail, select: **Update LEI** 

If the update request is already in progress, select Continue or Cancel.

Check Authorized
Person Information,
attach a document
with the appropriate
authorization or an
extract from the public
record not older than 3
months.

Step 3

LEI Update- Information about Legal Entity

Check **Information about Legal Entity**: if no change has occurred, select Continue.

If the change has occurred, select the button:

## Change company details

complete and attach the documents confirming the change.

It is now necessary to enter data about corporate actions of the company, e.g. Mergers, Acquisitions, Insolvency, Liquidation, etc.

Select Corporate Event Announcement, complete and attach documents confirming the change Step 4

LEI Update – Information about parent companies and fund structure

Check or add information on:

Direct and ultimate parent company

Newly it is mandatory for investment funds to enter information on the structure of relationships.

Check or add information on:

Fund Relationship Structure (Entity Category FUND - e.g. Fund Manager, Umbrella Structure, Feeder Fund) Step 5

LEI Update – Confirmation and payment

Payment option:

- Online payment
- Bank transfer

## LEI renewal:

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 renewal 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.