

## » LEI made easy «

The most important information at a glance.

### 1.

#### REGISTRATION

1. Register new user
  - Enter your e-mail address (used as your user name)
  - Choose a password (at least 10 characters, incl. upper and lower case, special character, and number)
2. Confirm your e-mail address
  - You will immediately receive an e-mail
  - Simply click on the link in the e-mail and log in
3. Enter your user data
  - Fill in your information (i.e. personal, company, contact details)
  - Enter an invoice address to facilitate a faster order process

### 2.

#### APPLICATION

1. What information is required?
  - Company information (name, country, legal form, register information, address)
  - If applicable, information on parent company
2. What documents are required?
  - **Register excerpt, statute, or similar document** to prove the company name, address, and authorized signatories  
**Note:** for € 10, EQS can take care of it for you
  - **Power of attorney:** you can download a template during the application process and upload it once it is signed by the CEO, an authorized signatory, or a person named in the register excerpt  
**Note:** you are exempt from providing this document if you are an authorized signatory
3. Enter payment details
  - Select or enter an invoice address
  - Select a payment method (invoice or credit card)
  - Acknowledge the terms and conditions and book your LEI

### 3.

#### RECEIVE YOUR LEI TODAY!\*

\*You receive your LEI within 24h.

If you have any question, our team is always there for you  
by e-mail (lei-manager@eqs.com) or phone (+852 3541 9934).