

## FILL-IN INSTRUCTIONS

Please find below instructions regarding the mandatory fields for the completion of the form.

1. **Anglicised Name** = The name of the legal entity in English
2. **Legal Form Country** = The country that the legal entity is incorporated
3. **Legal Form** = The type of the legal entity (e.g Limited, Partnership, Provident Fund etc).
4. **Headquarters Address** = The actual headquarter address or the place of business (in many instances the legal formation address and headquarter address are the same).
5. **Legal Formation Address 1** = The current entity details (in many instances the legal formation address and headquarter address are the same).
6. **Country of Business Registry** = The country which the legal entity maintains its registry at present.
7. **Official Business Registry** = The competent authority which the legal entity is registered.
8. **Applicant's Email** = email address of the applicant.
9. **Parent Company Information** = You need to complete 1 of the 3 options. Please referred to the section «**Terminology Explained** ».
10. All the pages must have the initial of the authorized person that signed the form. The person who is authorised to sign the form must be someone according with the legal document that will be submitted with the form.
11. Attached with the form you need to submit the following
  - > Original recently issued Certificate of the Directors issued by a Competent Authority (within one month from the date of issue). Please note that if the Director of the applicant is another Legal Person, you need to submit the legal representation documents, recently issued (up to one month) and in original form until a physical person is identified as the legal representative of the applicant. Also you need to submit a confirmation letter regarding the registration number of the legal entity who is acting as director of the Applicant. Please note that the CSE may ask to submit a confirmation letter regarding that the authority that issued the certificate of directors is

the responsible authority to issue such documents according to the legal framework that is applicable to the country that the legal entity is registered.

- > Certificate of Incorporation.
- > Copy of the signatory's ID/passport.

**12.** To speed up the process and prevent errors, we recommend to submit, duly completed with the relevant documents (scanned), by e-mail [LEI-Team@cse.com.cy](mailto:LEI-Team@cse.com.cy) or by fax 22570308 so that the CSE checks them before they are sent to original format.

**13.** You need to pay the following fees and send scanned copy of the bank payment slip attached with the form :

- > For the issuance of the LEI code = €138
- > For the submission of the legal documents (€10 for Cypriot legal entities and €15 for foreign legal entities).
- > For the renewal of the LEI code = €84 (once a year)

Always indicate that the payment is regarding the issuance of LEI code. The CSE Bank Account:

**IBAN:** CY83-0020-0120-0000-0005-0203-3400 **BANK:**

Bank of Cyprus Public Company Ltd **BIC CODE:**

BCYPCY2N

**14.** Please note that documents submitted with the application in any language other than Greek or English must be translated by the Competent Authority in Cyprus.