



# Legal Entity Identifier India Limited

Accredited by GLEIF

## User Guide – New Registration

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## GETTING STARTED –NEW REGISTRATION

The LEI Registration process in brief is explained in the below steps. Elaborated process is explained in the next chapters.

LEI web platform is an internet based application. The URL specification is given below:

### **Step 1: Download the list of Documents:**

The list of documents and formats required for registration as per the respective legal form of the legal entities available in the **Downloads**→**Legal Docs Download Tab**.

### **Step 2: Self Registration on online portal:**

The authorized user has to create an account with personal official email id and fill up the online form. **Application will not be accepted if unauthorized official submits the application.**

#### **Definition of Authorized User:**

Every legal entity applying for LEI and operating the portal to modify, update or renew is required to do so through officials authorized for this purpose.

A duly authorized person is the official authorized through Letter of Authority/General Board Resolution.

Authorized persons include:

- a) Main user or primary user who is submitting the online application form for issuance of LEI.
- b) Authorized user – Name and email id of authorized officials named in the LEI online application form
- c) Secondary user – Name and email id of Secondary authorized officials named in the LEI online application form

**The LEI registration involves four pages of information as follows:**

1. Company Information Page
2. Direct Parent Page (Holding Company Information)
3. Ultimate Parent Page
4. Payment Page
5. Upload page

**Please note: For Mutual Fund /Mutual Fund Sub-scheme/Alternative Investment Fund/ Alternative Investment Fund Sub-scheme additional fund relationships needs to be inputted.**

After filling up all the requisite details on the first three pages, user has to go to fourth page (point 4 above- payment page) for payment details. Please see detailed explanation in [New Registration Chapter](#)

If user selects “Net Banking/Credit/Debit Card” as payment mode and ‘Save & Submit’ the payment details, a payment link (which is available on the home page also under payment tab) is sent through e-mail and SMS to the authorized person. Once payment is received by LEIL, a reference number is generated and an email detailing the documents to be sent to LEIL is sent to the authorized person. The reference number will become an interface for any further communication between LEIL and the legal entity.

If user selects “Demand Draft” as payment mode and ‘Save & Submit’ the payment details, a reference number is generated and an email detailing the documents to be sent to LEIL is sent to the authorized person.

Demand Drafts and should be sent along with other required documents to LEIL.

Kindly ensure to mention the reference number on the back side of the Demand Draft.

**Step 4: Verification of online form, documents and payment:**

After receiving the documents (soft or hard copy) and payment, LEIL will verify the mandatory list of documents.

LEIL may ask for additional documents if necessary during verification process.

LEIL may suggest certain online form changes if there is any. For making changes legal entity has to login in the online application form or portal and click on view/edit details. After making suggested changes click on 'Save' button of the respective page to save the changes.

**Step 5: LEI Issuance:**

After successful payment and document verification, LEI number is issued. An email, containing the LEI number is sent to the legal entity which is to be provided to all your banks. A digitally signed invoice will be provided to the legal entity through e-mail after the issuance of LEI number.

## **Payment Details:**

We request you make NEFT payment with details as follows:

Account Holder Name - Legal Entity Identifier India Ltd.

Account number - 05420350001234

Bank Name -HDFC Bank Ltd.

Bank Branch Name -Kamala Mills Compound, Lower Parel

IFSC Code - HDFC0000542

You can choose any payment (single/multiyear) option as follows:

**1) Amount for one year**

- 4130/- (3500/- plus GST @ 18%) for New Applications

**2) Fee structure including 1<sup>st</sup> year issuance**

<b>Multi-Year Contract Option</b>	<b>SEZ</b>	<b>Non SEZ ( inclusive of 18% GST)</b>	
		<b>Fees + 18% GST</b>	<b>Total fees</b>
2 years - New application & Renewal for next 1 year	6,150	6,150+ 1,107	7,257/-
3 years - New application & Renewal for next 2 years	8,650	8,650+ 1,557	10,207/-
4 years - New application & Renewal for next 3 years	11,050	11,050+ 1,989	13,039/-
5 years - New application & Renewal for 4 years	13,300	13,300+ 2,394	15,694/-

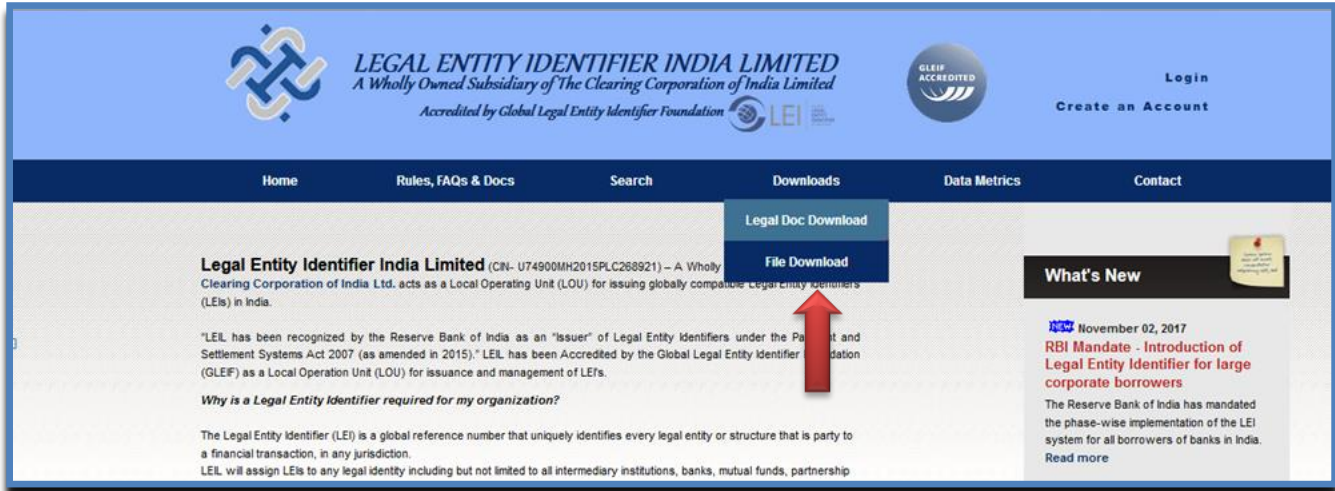
LEI Number is valid for one year. LEIL shall send reminder email well in advance in case of single year payment or multi-year payment to submit required documents before the due date

In the multi-year option, if the validity of LEI extends beyond the end -date of contract for which term the multi- year fee payment is made due to non submission of required documents for renewal in time, an additional fee of Rs 250/- per month will be levied for the period for which it extends the end date. Entities are, therefore, requested to submit the required documents timely.

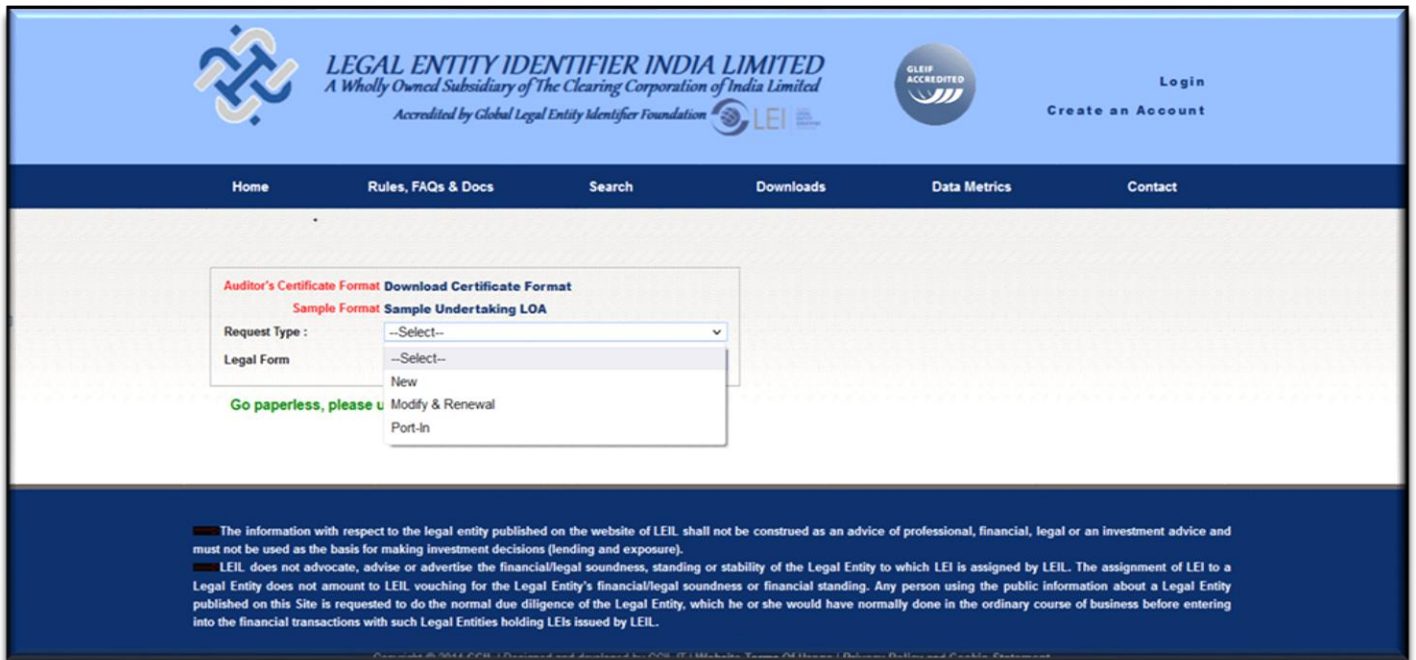
# Step 1- Download Tab- Legal Docs Download Tab

The URL specification is <https://www.ccilindia-lei.co.in>.

The legal entity after creating an account will go to “Downloads” Tab and select “Legal Doc Download”.

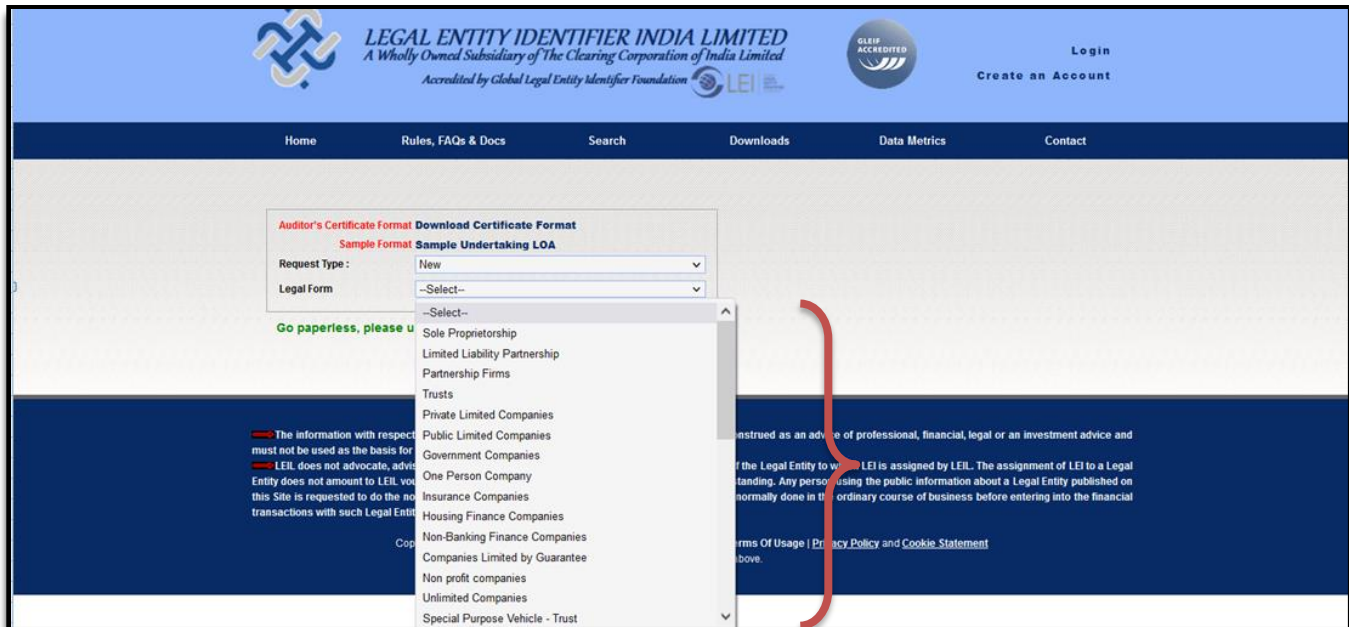


The applicant has to select the Request Type: New, Modify, Renewal and Port-IN.



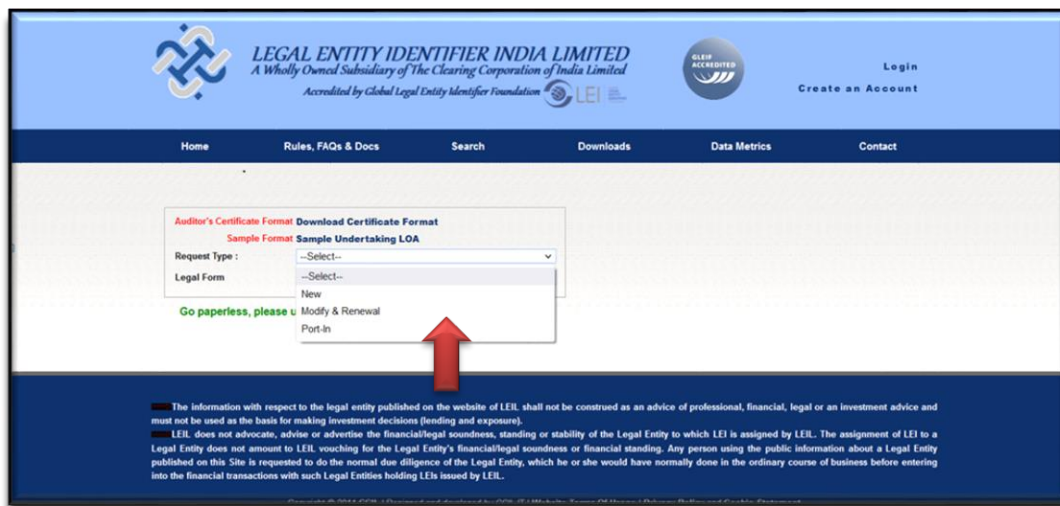


Then select the Legal Form.



The list of documents for each legal form will be available for download. The legal entity will have to upload the scanned copy of documents which include but are not limited to:

- Audited Financial Statements
- Letter of Authority as per the format specified by LEIL or General Board Resolution
- Audited financials of Holding and Ultimate Parent or Auditor's Certificate as per the format specified by LEIL in case of holding company and ultimate parent. The format is available by clicking on the Download Format as follows:



We have provided Sample Letter of Authority for your reference.

## Step 2: Self Registration on online portal:

### **Create an Account**

On the Home Page, the legal entity has to create an account for LEI Registration. **The account is to be created by Authorized Officials/Partner/Prop. Application will not be accepted if unauthorized official submits the application. The email id used to create the account has to be exclusively used by the authorized official.**

**Note:** Fields marked in \* are Mandatory fields.

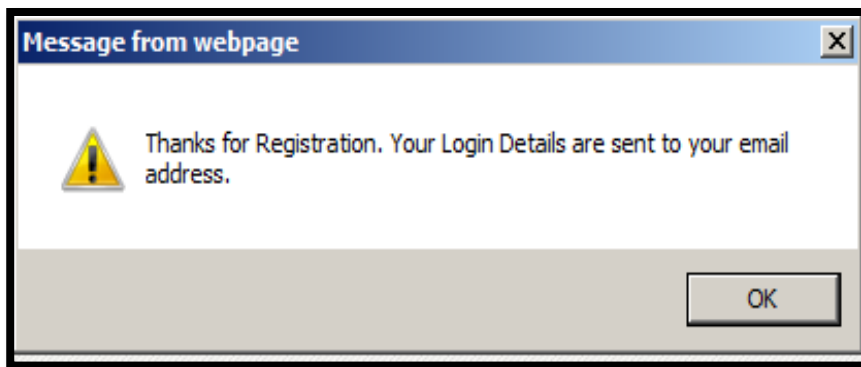
The screenshot shows the 'Create New User Account' page on the LEIL website. At the top, there is a navigation bar with links for Home, Rules, FAQs & Docs, Search, Downloads, Data Metrics, and Contact. The main content area is titled 'Create New User Account' and contains instructions for creating an account. A modal dialog box is displayed in the center, asking 'Are you Authorized Officials/Partner/Prop.?' with 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button. The form includes fields for Name, Authorized Official/Partner/Prop. Email ID, Login Credentials (Password and Verify Password), and Address. A 'Help' icon (question mark) is visible next to several fields.

*The legal entity will be asked whether they are authorized persons to apply for LEI ? On clicking yes, the user can fill up remaining fields.*

The entity can click on help on the fields. In case of Email Address, the entity clicks on beside the Email Address.

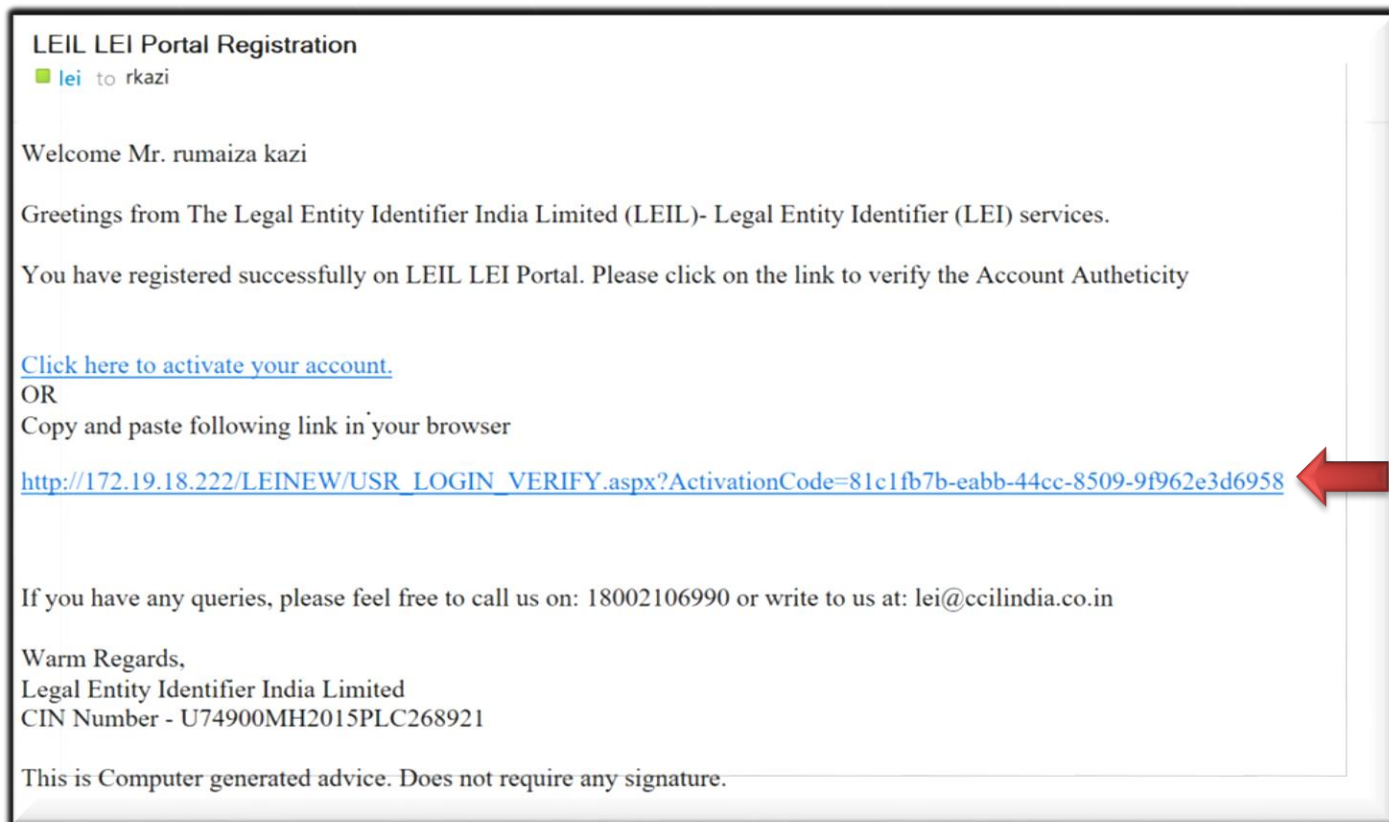
*Fields marked in \* are Mandatory fields and other fields are optional fields.*

The legal entity has to enter the captcha and accept the “Website Terms and Conditions of Use.” on Submitting the details, user will receive the below message.




## **Email**

An e-mail is sent to the legal entity to validate the e-mail id. The legal entity has to click on the link to activate the account.



On clicking the Activation Link, the user is directed to the LEI web Portal.



**LEGAL ENTITY IDENTIFIER INDIA LIMITED**  
*A Wholly Owned Subsidiary of The Clearing Corporation of India Limited*  
Accredited by Global Legal Entity Identifier Foundation 



[Login](#)  
[Create an Account](#)

[Home](#)

[Rules, FAQs & Docs](#)

[Search](#)

[Download](#)

[Data Metrics](#)

[Contact](#)

**Activation successful. Your email account is verified. You can now login to your Account!!!**

## Log in Screen



The user has to click on login and input the login credentials (i.e. Email Address and Password) to login into the LEIL web portal.



**Log In**

Email Address

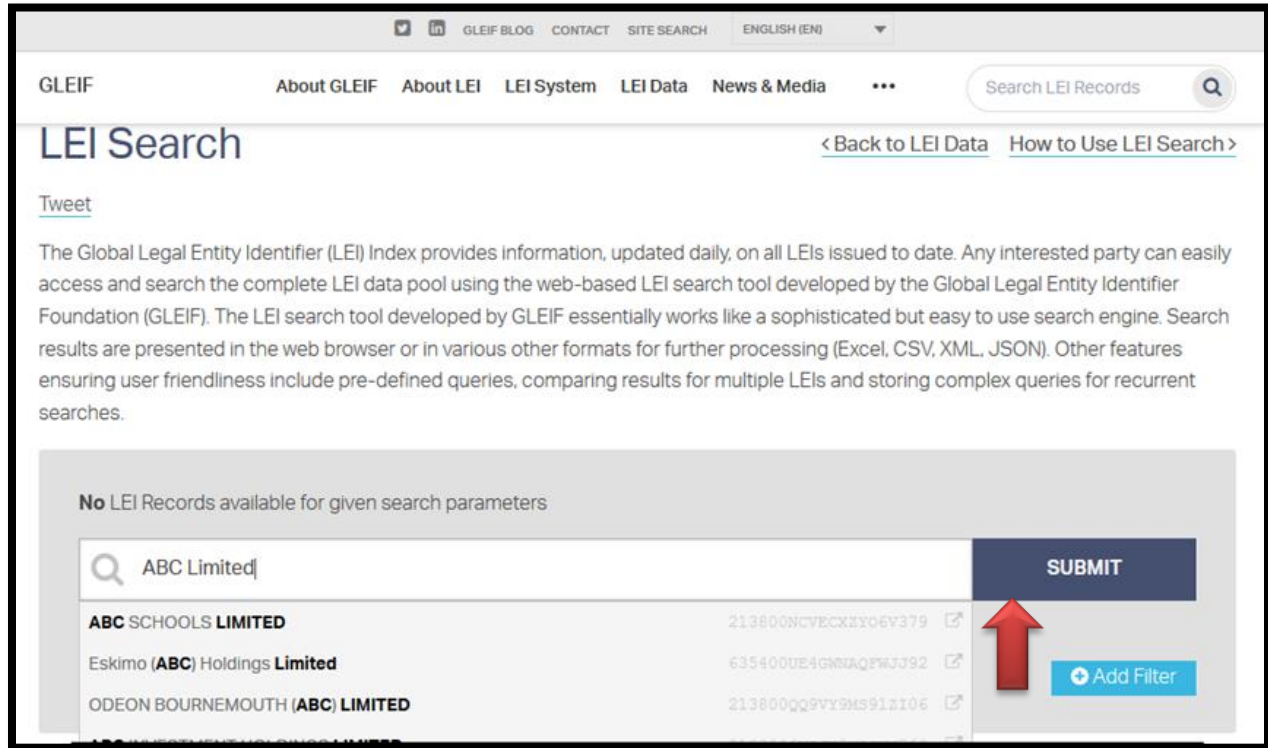
Password  [Forgot Your Password?](#)

Enter Captcha Text

## NEW REGISTRATION


The legal entity need to ensure that it has not yet received/applied for LEI code earlier by checking the same at [www.gleif.org/lei/search](http://www.gleif.org/lei/search)



Post successful verification of duplicate records from [www.gleif.org/lei/search#](http://www.gleif.org/lei/search#), the legal entity shall proceed to input their details on the LEI Registration Page.

Once the entity ensures that it is not already assigned an LEI (as above), it may proceed with completing the application form.

**The application would be rejected if an unauthorized person submits the application.**

The explanation of each fields of the registration page is available on clicking Help .

## Explanation for all registration fields

The list of all registration fields and their corresponding explanations are provided as below:

Fields of Registration Page	Field Type	Explanation
Authorized officials /Partner/Prop. Email ID	Mandatory	E-mail Id of the person authorized in the Letter of Authority/Board resolution
First & Last name of the Authorized official	Mandatory	Name of the person authorized through letter of authority/Board Resolution
Legal Name	Mandatory	As per ISO 17442, the official name of the legal entity as recorded in the registration authority or otherwise in the entity constitutes documents. The legal name should be in English. In case of Mutual Fund Scheme, the format of reporting is the name of the standalone fund only. For example: If the Mutual fund sub-scheme named IDBI MUTUAL FUND-IDBI SHORT TERM FUND has applied then the LEGAL NAME will be <b>IDBI SHORT TERM FUND</b> only.
Legal/Registered Entity Address	Mandatory	The Address is the primary street information of the registered address of the entity according to the documentation for incorporation. The legal / registered address should be in English.
Country	Mandatory	Current legal entity country of incorporation
Region	Mandatory	The Region is the registered state, prefecture, province, or administrative jurisdiction for the country of the entity. This information can be found on the entity's documentation of incorporation
City	Mandatory	This is the registered city / town/ village of the entity
Postal Pin Code	Mandatory	The Post Code (or Postal, ZIP, or PIN Code) is the registered Post Code of the entity
Tax ID (PAN No.)	Mandatory	Please input Tax ID or PAN Number of the applicant entity as issued by Tax Authority.
Registration Authority Name/Type	Mandatory	Please select the respective Registration Authority Name/Type as mentioned below, If your legal entity has a CIN number or SEBI or PFRDA Registration Number, then select MCA or SEBI or PFRDA, respectively. Co-operative Bank/RRBs/Payment Banks – DICGC – Sch. Urban Co-op Bank, Directorate of Printing and Department of Publications - Gazette of India, Reserve Bank of India, Goods & Service Tax (GST) Public Financial Institution – Gazette Notification Number

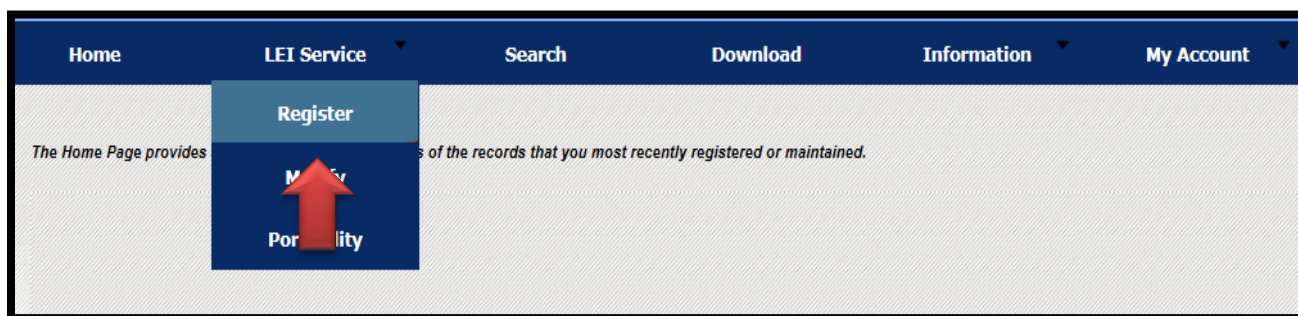
Fields of Registration Page	Field Type	Explanation
		Housing Finance Companies – Ministry of Corporate Affairs (MCA)
		Nationalized Bank – MCA or Gazette Notification Number
		Mutual Funds (MFs), Alternative Investment Funds (AIFs), Pension Fund and AMCs - SEBI Registration Number Or PFRDA
		MF Sub Schemes/Pension Fund Sub-Schemes and AIF Sub Schemes – National Securities Depository Limited and /or Central Depository Services Limited
		If none of the above Registration Authority Name/Type is applicable for your legal entity, kindly select NSDL (Income Tax Department (ITD)).
<b>Registration Authority ID</b>	<b>Mandatory</b>	Please input CIN number issued by MCA/ SEBI registration Number//NHB Number/PAN Number issued by Income Tax Department/ issued by DICGC/Gazette Notification number/International Securities Identification Number (ISIN)/PFRDA Number.
<b>Other Registration Authority Name/Type</b>	<b>Optional</b>	Legal Entity can select the respective Other Registration Authority Name/Type as applicable
<b>Other Registration Authority ID</b>	<b>Optional</b>	If Legal Entity has selected any one of the above Other Registration Authority Name/Type they have to input the respective details against the same.
<b>Headquarters Entity Address</b>	<b>Mandatory</b>	The Headquarters Address field is the street address of the entity's headquarters
<b>Country</b>	<b>Mandatory</b>	The Headquarters Country field is the country of the entity's headquarters
<b>Region</b>	<b>Mandatory</b>	The Headquarters Region field is the state value of the entity's headquarters where available
<b>City</b>	<b>Mandatory</b>	The Headquarters City field is the city of the entity's headquarters where available.
<b>Postal Pin Code</b>	<b>Mandatory</b>	The Headquarters Post Code is the post code of the entity's headquarters where available
<b>Legal Form</b>	<b>Mandatory</b>	In case your organization does not fall on any of the below categories, please select "Others".
<b>Industry Classification</b>	<b>Mandatory</b>	In case of multiple line of business, please select from the dropdown the industry classification which represents the business unit generating highest revenues.
<b>Authorized officials /Partner/Prop. Secondary Email ID</b>	<b>Optional</b>	Email Id of alternate person authorized through letter of authority/board resolution
<b>BIC Code</b>	<b>Optional</b>	Please input BIC if assigned and available



Fields of Registration Page	Field Type	Explanation
Website	Optional	Link of the entity's website on the world wide web.
Jurisdiction	Mandatory	Please select relevant country/ state of jurisdiction of legal formation and registration of legal entity. In case your legal entity is registered as multi-state entity, please select India.
Custodian Bank	Conditional Mandatory	This is mandatory if legal form is Mutual Funds/Mutual Fund - Sub Scheme and for Alternative Investment Fund /Alternative Investment Fund Scheme. In case of more than one custodian bank, please mention the same in Comments column.
Incorporation Date	Mandatory	This is mandatory field for all legal forms. The date on which the legal entity is to be mentioned here.
Scheme Maturity Date	Conditional Mandatory	This is mandatory if legal form is Mutual Funds - Sub Scheme/Alternative Investment Fund Scheme. Scheme Maturity Date field will be mandatory in case of closed ended mutual funds.
Comments	Optional	Please input any other details which may help us to verify legal entity reference data.

In order to access the LEI new Registration Page post logging in, the person authorized of the Legal Entity has to select

**LEI Service → Register.**



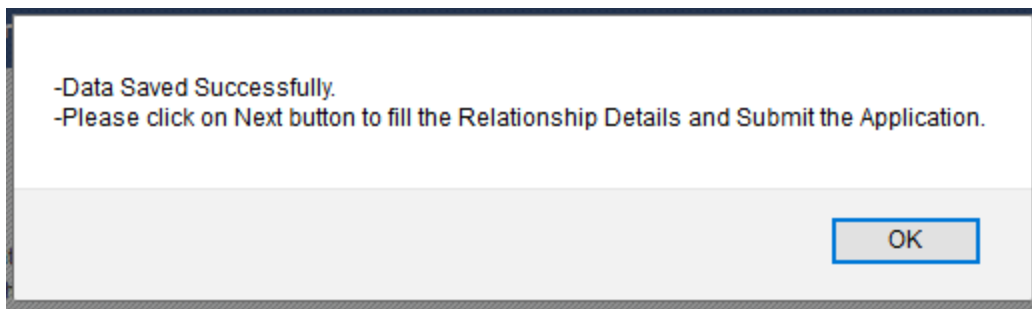
The user on clicking yes, will be allowed to fill up the online form.

**Note:** Fields marked in \* are mandatory fields and # are conditional mandatory fields. The legal entity has to accept the LOU Rules.

The LEI registration involves four pages of information as follows:

1. Company Information Page
2. Direct Parent Page (Holding Company Information)
3. Ultimate Parent Page
4. Payment Page

The detailed field by field explanation for each page is provided in the below further section of this chapter. After filling up the first page of the online registration form, the entity has to click at “Save” button. Following message appears after saving the first page.



The user can save the partial filled application form and can retrieve the same from the Home Page. Status of such saved application is shown as “Saved Request”.

Reference Number	LEI Number	Legal Name	Request Verification Status	Request Status	Request Type	Documents Received	Payment	Advance Reciept
<a href="#">Track_Status</a> <a href="#">View/Edit</a> <a href="#">Details</a>		A O V GALAS	Saved Request	OPEN	NEW	No	Payment	

### ***Page 2 and 3 - Relationship Data Information (Direct and Ultimate Parent Details)***

#### **Definition:**

**“Ultimate Parent”** defined as the highest level legal entity preparing consolidated financial statements, as well as their “direct accounting consolidating parent”.

**“Direct Parent”** defined as the lowest level legal entity that prepares consolidated financial statements that consolidate the entity.

In both cases, the identification of the parent would be based on the accounting definition of consolidation applying to this parent.

The accounting definition of consolidation consists of presenting the assets, liabilities, equity, income, expenses and cash flows of the parent and its subsidiaries as those of a single economic entity. Intragroup balances and transactions are offset or eliminated in the consolidated financial statements.

Relationship data means the legal entity has to input their parent details (i.e. direct and ultimate parent details) as applicable while submitting the application. This is the mandatory information which needs to be submitted.

***In case of Proprietorship and Partnership firms, please select “No Parent” and then select Reporting Exception Reason as “Natural Persons”.***

## Parent Registration

1. The user clicks on 'OK', the system will take the user to "LEI DIRECT PARENT REGISTRATION" page (as shown below) to input the parent details and the user have to select the appropriate option to proceed.

The following are the three different scenarios applicable while reporting parent data:

### A. Parent with LEI

### B. Parent without LEI

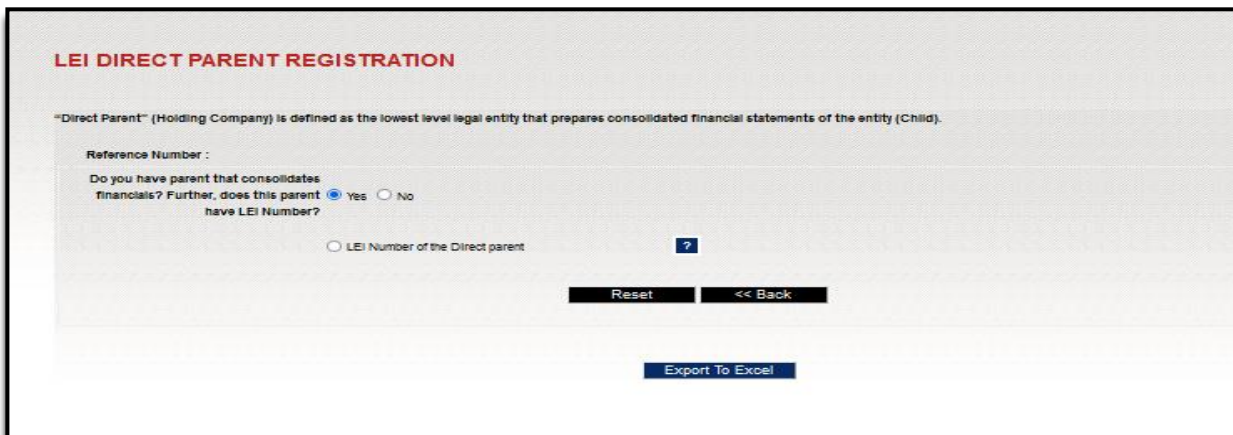
### C. No Parent

No Parent refers to "no identifiable parent" in case of the parent is a natural person or, parent is non-consolidating or there is no known person (e.g. diversified shareholding).

### A. Parent with LEI:

If the legal entity (child) has a parent and it has the LEI then the process flow is as under:

- a) The user has to select the option "Yes" given against the question "Do you have parent that consolidates financials? Further, does this parent have LEI Number??" and click on "LEI Number of the Direct parent" to input the LEI number of the parent at the place given for the same as shown below and click on search.



The screenshot shows the "LEI DIRECT PARENT REGISTRATION" form. At the top, it defines "Direct Parent" (Holding Company) as the lowest level legal entity that prepares consolidated financial statements of the entity (Child). Below this, there is a "Reference Number" field. The main question is "Do you have parent that consolidates financials? Further, does this parent have LEI Number?". There are two radio buttons: "Yes" (selected) and "No". Below the "Yes" option, there is a sub-question "LEI Number of the Direct parent" with a question mark icon and a search button. At the bottom of the form, there are "Reset" and "<< Back" buttons, and an "Export To Excel" button.

- b) After clicking on search the system will populate the legal name of the parent as per the global LEI database (i.e. GLEIF) if the parent has LEI. Here, only if the Direct and Ultimate parent have an LEI it can be reported here.

## LEI DIRECT PARENT REGISTRATION

REGISTRATION

DIRECT PARENT

ULTIMATE PARENT

FUND RELATIONS

PAYMENT

"Direct Parent" (Holding Company) is defined as the lowest level legal entity that prepares consolidated financial statements of the entity (Child).

Reference Number : 163012

Do you have parent that consolidates  
financials? Further, does this parent  
have LEI Number?  Yes  No

LEI Number of the Direct parent

?

Search

LEI Number : 335800V67RSQJ8M8TJ69

Legal Name :

Search

"Direct Parent" (Holding Company) is defined as the lowest level legal entity that prepares consolidated financial statements of the entity (Child).

Reference Number : 163012

Do you have parent that consolidates  
financials? Further, does this parent  
have LEI Number?  Yes  No

LEI Number of the Direct parent

?

Search

LEI Number : 335800V67RSQJ8M8TJ69

Legal Name :

Search

LEI Number

Legal Name

Select

335800V67RSQJ8M8TJ69

HDFC CAPITAL ADVISORS LIMITED

LEI Details

c) Now the user has to click on "Select" button and the details will be captured in "LEI Details" fields.

- d) The LEI Number and Legal Name of the parent is now captured. The user has to further input details in respective fields available under the “Relationship Data” and click on “Save” button to save the data inputted.

The screenshot displays a web form for LEI registration. The top section contains input fields for 'LEI Number' and 'Legal Name', with a 'Search' button below. The 'LEI Details' section shows the entered values: '335800V87RSQJ8M8TJ69' for the LEI Number and 'HDFC CAPITAL ADVISORS LIMITED' for the Legal Name. The 'Relationship Data' section includes a dropdown for 'Relationship Type' (set to 'IS\_DIRECTLY\_CONSOLIDATED\_BY'), a dropdown for '\*Accounting Standard' (set to 'OTHER\_ACCOUNTING\_STANDARD'), and radio buttons for '\*Validation Documents' (with 'ACCOUNT\_FILING(ANNUAL\_REPORT)' selected). It also features a 'Validation Reference' field, a '\*start Date of relationship' field (set to '18-Mar-2021'), and '\*start Date (Accounting Period)' (set to '01-Jan-2021'). There are also fields for '\*End Date (Accounting Period)' (set to '31-Dec-2021') and 'End Date (Document Filing Period)'. The 'Exception Data' section prompts the user to select an exception reason from a dropdown and provides a 'Details of Exception Reason' field and an 'Exception Reference' field. At the bottom, there are buttons for 'Save', 'Reset', '<< Back', and 'Next >>'. The 'Save' button is highlighted in black.

### ***B. Parent without LEI:***

- a) If the Direct Parent consolidates the financials but does not have LEI, the user have to select the option “No” given against the question “**Do you have parent that consolidates financials? Further, does this parent have LEI Number?** Please select the option **NO\_LEI**.

**LEI DIRECT PARENT REGISTRATION**

“Direct Parent” (Holding Company) is defined as the lowest level legal entity that prepares consolidated financial statements of the entity (Child).

Reference Number :

Do you have parent that consolidates financials? Further, does this parent have LEI Number?  Yes  No

\*Reporting Exception Reason :  You have a parent which consolidates your company but does not have an LEI Number.

- b) If the Direct Parent but is unable to disclose due to legal obstacles, consent not obtained to disclose from the parent company, binding legal commitments, disclosure detrimental, other reasons), then please select the option “**NON-PUBLIC**”.

**LEI DIRECT PARENT REGISTRATION**

“Direct Parent” (Holding Company) is defined as the lowest level legal entity that prepares consolidated financial statements of the entity (Child).

Reference Number : 163012

Do you have parent that consolidates financials? Further, does this parent have LEI Number?  Yes  No

\*Reporting Exception Reason :  Your company has a parent but is unable to disclose due to legal obstacles, consent not obtained to disclose from the parent company, binding legal commitments, disclosure detrimental, other reasons.

**C. No Parent:**

If legal entity does not have a parent then user have to select the option “No Parent” given against the question **Do you have parent that consolidates financials? Further, does this parent have LEI Number?**

**LEI DIRECT PARENT REGISTRATION**

\*Direct Parent\* (Holding Company) is defined as the lowest level legal entity that prepares consolidated financial statements of the entity (Child).

Reference Number :

Do you have parent that consolidates financials? Further, does this parent have LEI Number?  Yes  No

\*Reporting Exception Reason :

Save Reset << Back

Export To Excel

- a. On selecting the “No Parent” option, the “Reporting Exception Reason” field will be enabled and the user has to select any one of the reasons given in the dropdown.

\*Direct Parent\* (Holding Company) is defined as the lowest level legal entity that prepares consolidated financial statements of the entity (Child).

Reference Number : 163012

Do you have parent that consolidates financials? Further, does this parent have LEI Number?  Yes  No

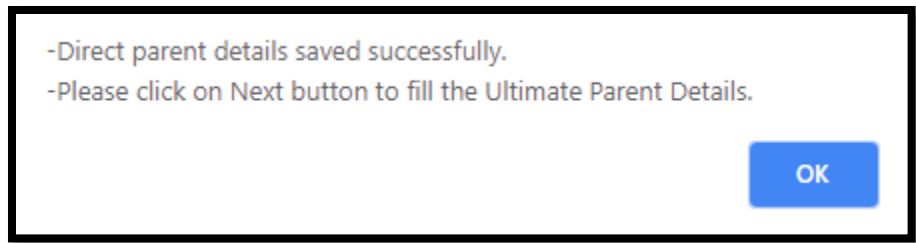
\*Reporting Exception Reason :

- SELECT
- NATURAL\_PERSONS
- NON\_CONSOLIDATING
- NO\_KNOWN\_PERSON
- NO\_LEI
- NON\_PUBLIC

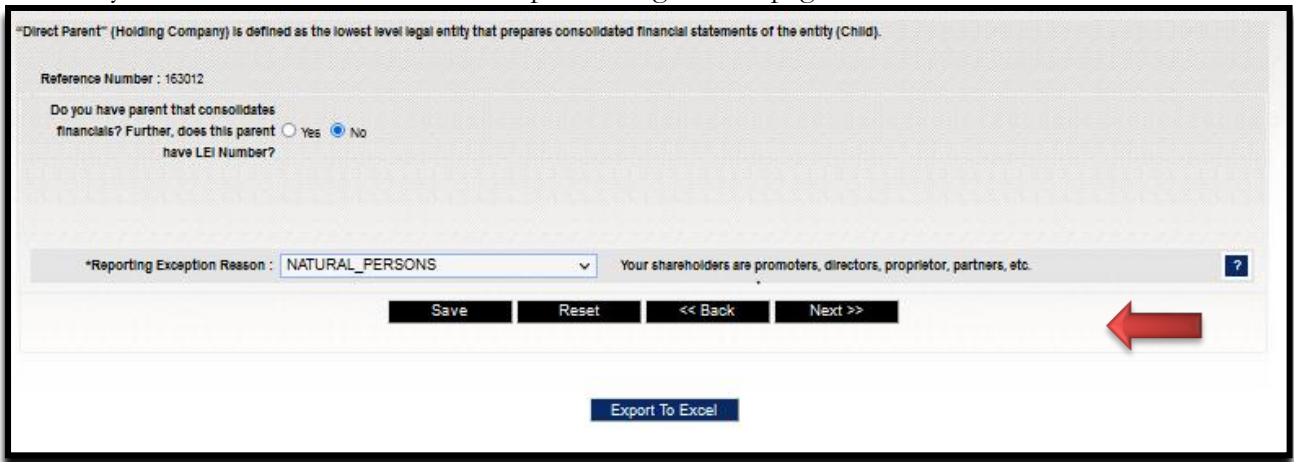
<< Back Next >>

Export To Excel

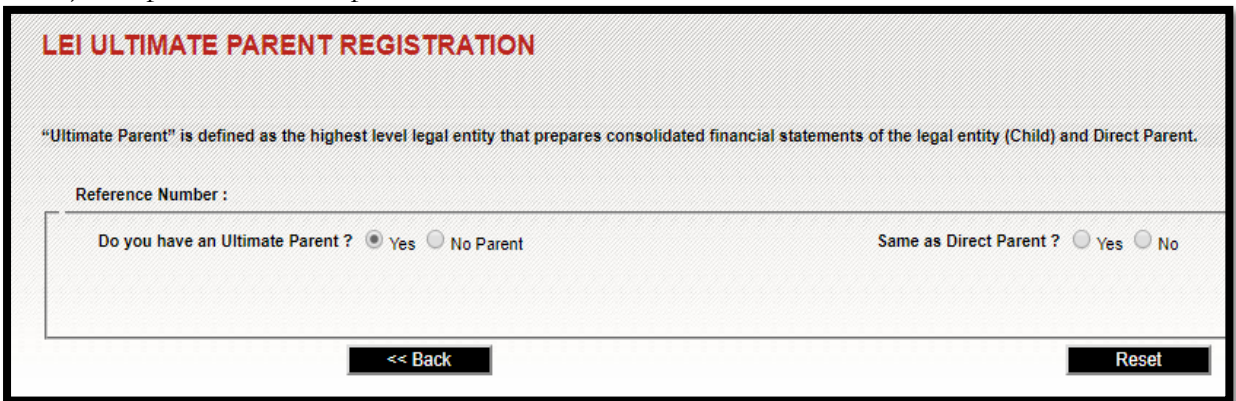
- b. The user has to click on “Save” button to save the details and the system will give a pop-up message stating that the “Direct parent details saved successfully”.



- The user has to click on “Next” button as shown below and the system will give a pop-up message stating “Kindly ensure that you have clicked on ‘Save’ before proceeding to next page”.



- Here the user have to click on ‘OK’ if he/she already has saved the data to proceed further to input the Ultimate Parent details or click on ‘Cancel’ to save the data and then proceed further.
- On clicking at ‘OK’, the system will take the user to “LEI ULTIMATE PARENT REGISTRATION” page (as shown below) to input the ultimate parent.



- If Direct and Ultimate Parent both are same or different for the legal entity then user has to select the appropriate option “Yes” or “No” given against the question “Same as Direct Parent?”



**LEI ULTIMATE PARENT REGISTRATION**

“Ultimate Parent” is defined as the highest level legal entity that prepares consolidated financial statements of the legal entity (Child) and Direct Parent.

Reference Number :

Do you have an Ultimate Parent ?  Yes  No Parent

Same as Direct Parent ?  Yes  No

<< Back Reset

- 6. Further to this, the complete process for inputting the Ultimate Parent details is same as Direct Parent as stated above in point 3 (Scenarios A, B and C).
- 7. The user has to click on “Save” on the ultimate parent page of the online form.

**LEI ULTIMATE PARENT REGISTRATION**

“Ultimate Parent” is defined as the highest level legal entity that prepares consolidated financial statements of the legal entity (Child) and Direct Parent.

Reference Number :

Do you have an Ultimate Parent ?  Yes  No Parent

Same as Direct Parent ?  Yes  No

\*Reporting Exception Reason :  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

Save << Back Reset

Export To Excel

-Ultimate parent details saved successfully.  
 -Please click on Next button to fill the Payment Details and Submit the Application.

OK

**Explanation for all relationship data fields**

The list of all relationship data fields and their corresponding explanations are provided given below (if identifiable parent exists)

Fields of Relationship Data Page	Field Type	Explanation
LEI Number	Conditional Mandatory	It's a 20 digit unique no. issued to the parent, if available
Legal Name	Conditional Mandatory	Name of the Direct and Ultimate Parent, if available
Accounting Standard	Mandatory	The accounting standard applied to determine the definition of e.g. ultimate or direct accounting consolidating parent. The relevant accounting standard is that applicable to the "parent" entity. Dropdown consisting of values: <ul style="list-style-type: none"> <li>• US GAAP</li> <li>• IFRS</li> <li>• OTHER_ACCOUNTING_STANDARD</li> </ul>
Accounting Standard Sub-category	Conditional Mandatory	If user has selected the Accounting Standard as "OTHER_ACCOUNTING_STANDARD", then it has to should select any of the below dropdown values and input the details accordingly. <ul style="list-style-type: none"> <li>• Indian_GAAP</li> <li>• UK_GAAP</li> <li>• Others</li> </ul> In case of "Others", please specify the applicable accounting standard.
% Shareholding	Optional	The shareholding % of the parent in the respective legal entity.
Validation Documents	Mandatory	<p><b>ACCOUNTS_FILING:</b> A consolidated financial (accounting) statement prepared and submitted to the relevant authority.</p> <p><b>REGULATORY_FILING:</b> An annual regulatory filing providing public information on parent relationships.</p> <p><b>OTHER_OFFICIAL_DOCUMENTS:</b> Other official document(s) attesting to the validity of the relationship. In case of Statutory Auditor's certificate, select this.</p> <p><b>SUPPORTING_DOCUMENTS:</b> Other documents supporting the preparation of consolidated financial statements.</p> <p><b>CONTRACTS:</b> Contract(s) attesting to the validity of the relationship.</p>
Validation Reference	Conditional Mandatory	If user has selected the validation documents as "Regulatory Filing" then it has to input the URL details of the respective regulator mandatorily
Start and End Date of relationship	Mandatory	The dates in this instance of Relationship Period indicate the duration of validity of the relationship.

Fields of Relationship Data Page	Field Type	Explanation
		<ul style="list-style-type: none"> <li>Start date of relationship - If your parent is not from your company's date of incorporation, then provide supporting document (share register (Register of Members) or share certificate or Share Transfer Form or MGT filling or Board Resolution) to verify the start date of relationship with your parent</li> <li>End Date is optional field and is to be reported in case of <u>Events</u></li> </ul>
Start and End Date of Accounting Period	Mandatory	The dates in this instance of Relationship Period indicate the accounting period covered by the most recent validation documents for this relationship. For eg: Start Date: 01-Apr-2016 to 31-Mar-2017(Dates of the annual report submitted to LEIL)
Start and End Date of Document Filing Period	Conditional Mandatory	If user has selected the validation documents as "Regulatory Filing" then it has to input Start and End Date of Document Filing Period The Start Date and end date is the date of document filing or publication.

Legal entity has to mandatorily provide either the parent data or report an exception explaining reasons as detailed in the following table:

Reporting Exception Reason	Conditional Mandatory	<b>NO_LEI</b> – There is a parent which consolidates your company but does not have an LEI Number
		<b>Non_Public:</b> There is a parent but is unable to disclose due to legal obstacles, consent not obtained to disclose from the parent company, binding legal commitments, disclosure detrimental, other reasons
		<b>Natural Persons:</b> 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)
		<b>Non_Consolidating:</b> 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>No_Known_Person:</b> There is no parent according to the definition used, because there is no known person controlling the entity (e.g., diversified shareholding)
Exception Reference	Optional	References of the law, regulation or other element of the legal framework to support reason(s) provided by the legal entity for declining to provide information on its parents
Details of Exception Reason	Optional	User has to input the Section or Page number of the link provided in the “Exception Reference” field.

**In case of MUTUAL FUND/MUTUAL FUND SUB-SCHEME/AIF/ AIF SUB-SCHEME the additional three pages are to be filled by the user, if any. These three pages are optional:**

- i) Fund Management Entity
- ii) Umbrella structure
- iii) Master Feeder Relationship

The list of all relationship data fields and their corresponding explanations are provided below.

### ***FUND RELATIONS***

Fields of Relationship Data Page	Field Type	Explanation
LEI Number	Mandatory	It's a 20 digit unique no. issued to the funds relations, if available
Legal Name	Conditional Mandatory	Name of the AMC/Investment Manager/Mutual fund
Validation Documents	Mandatory	<b>ACCOUNTS_FILING:</b> A consolidated financial (accounting) statement prepared and submitted to the relevant authority.
		<b>REGULATORY_FILING:</b> An annual regulatory filing providing public information on parent relationships.
		<b>OTHER_OFFICIAL_DOCUMENTS:</b> Other official document(s) attesting to the validity of the relationship. In case of Statutory Auditor's certificate, select this.
		<b>SUPPORTING_DOCUMENTS:</b> Other documents supporting the preparation of consolidated financial statements.
		<b>CONTRACTS:</b> Contract(s) attesting to the validity of the relationship.
Start Date of relationship	Mandatory	The date in this instance of relationship period is the same as the incorporation date for Mutual Fund/Mutual Fund Sub-scheme/AIF/AIF sub-scheme.
Start and End Date of Document Filing Period	Conditional Mandatory	If user has selected the validation documents as "Regulatory Filing" then it has to input Start and End Date of Document Filling Period The Start Date and end date is the date of document filing or publication.


### 4th Page- Payment Page:

There are two types of payment mode as given below.

- Net banking/Credit/Debit Card
- Demand Draft (DD)

#### PAYMENT DETAILS

Reference Number :

 \*Payment Mode: NET Banking/Credit/Debit Card

\*Taxpayer Type: NET Banking/Credit/Debit Card  
DD/NEFT

Payment Option

1<sup>st</sup> Year/ ₹4130

2<sup>nd</sup> Year/ ₹7257 You Save 177₹

\*No of Years:  3<sup>rd</sup> Year/ ₹10207 You Save 590₹

4<sup>th</sup> Year/ ₹13039 You Save 1062₹

5<sup>th</sup> Year/ ₹15694 You Save 1770₹

I have read and agree below given Terms and Condition  
[Click Here To Read Terms and Condition](#)

There are two taxpayer types provided on the payment page as given below.

- NON-SEZ

**PAYMENT DETAILS**

Reference Number :

\*Payment Mode: NET Banking/Credit/Debit Card

\*Taxpayer Type: NON-SEZ

SEZ

NON-SEZ

Payment Option

1<sup>st</sup> Year/ ₹4130

2<sup>nd</sup> Year/ ₹7257 You Save 177₹

\*No of Years:  3<sup>rd</sup> Year/ ₹10207 You Save 590₹

4<sup>th</sup> Year/ ₹13039 You Save 1062₹

5<sup>th</sup> Year/ ₹15694 You Save 1770₹

I have read and agree below given Terms and Condition

[Click Here To Read Terms and Condition](#)

- SEZ


**PAYMENT DETAILS**

Reference Number :

\*Payment Mode: NET Banking/Credit/Debit Card

\*Taxpayer Type: SEZ

SEZ - SPECIAL ECONOMIC ZONE - UNITS REGISTERED AS SEZ DEALERS WITH GSTN. ZERO TAX RATE WOULD APPLY UNDER GST AND THEREFORE THE FEES FOR SEZ ENTITIES SHALL BE WITHOUT GST.

PROVIDE SEZ DECLARATION IN THE GIVEN FORMAT 

Payment Option

1<sup>st</sup> Year/ ₹3500

2<sup>nd</sup> Year/ ₹6150 You Save 150₹

\*No of Years:  3<sup>rd</sup> Year/ ₹8650 You Save 500₹

4<sup>th</sup> Year/ ₹11050 You Save 900₹

5<sup>th</sup> Year/ ₹13300 You Save 1500₹

I have read and agree below given Terms and Condition

[Click Here To Read Terms and Condition](#)

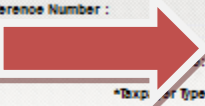
SEZ - Special economic zone - Units registered as SEZ dealers with GSTN. Zero tax rates would apply under GST and therefore the fees for SEZ entities shall be without GST.

-

- **Payment through Net banking/Credit/Debit Card:**

If user selects “Net Banking/Credit/Debit Card” as payment mode and clicks at ‘Save & Submit’ button, a pop message appears as “Payment details saved and Application Submitted successfully”.

**PAYMENT DETAILS**

Reference Number : 

\*Txp. Type: NET Banking/Credit/Debit Card  
NON-SEZ

Payment Option

**1<sup>st</sup> Year/ ₹4130**  
 2<sup>nd</sup> Year/ ₹7257 You Save 177₹  
\*No of Years:  3<sup>rd</sup> Year/ ₹10207 You Save 590₹  
 4<sup>th</sup> Year/ ₹13039 You Save 1062₹  
 5<sup>th</sup> Year/ ₹15694 You Save 1770₹

I have read and agree below given Terms and Condition  
[Click Here To Read Terms and Condition](#)

GST Details

Please select if GST details are available  
Note: Address of the State where you want to claim GST and GST State code should be the same

\*GSTIN:  ?  
 Same as legal address

\*Address of Member:  ?

\*City of Member:  ?

\*PinCode of Member:  ?

Place of Supply Services:  ?

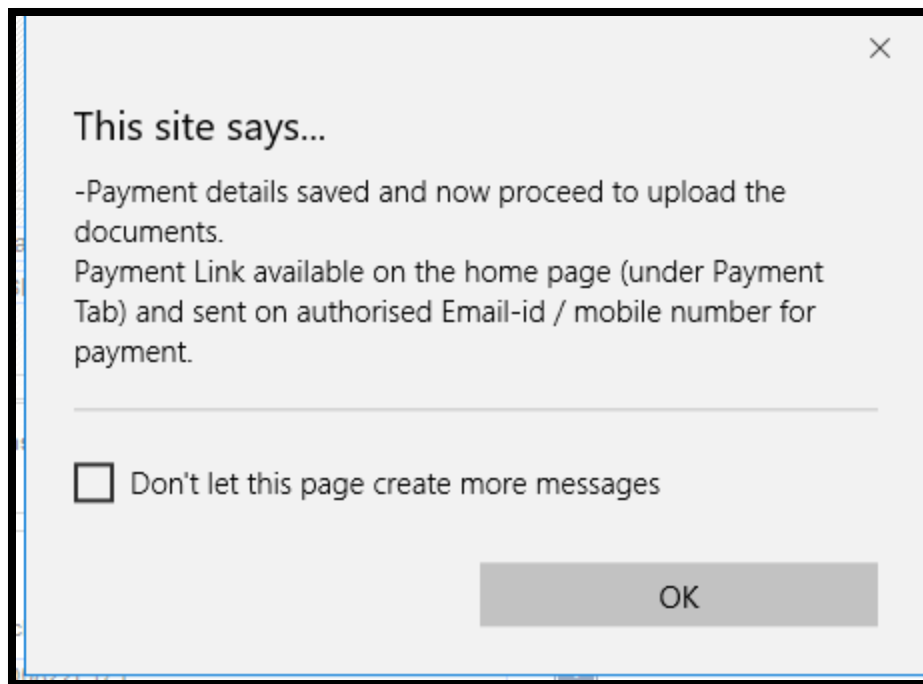
\*State:  ?

State Code:

Payment Remarks:

\* Please note the GST details will be utilised for Tax Invoice Generation.

**Proceed to Upload**      << Back      Reset



A payment link (which is also available on the home page under payment tab) is sent through e-mail/SMS to the authorized person after making payment through payment link entity has to upload the document in 5<sup>th</sup> page of the online application form.

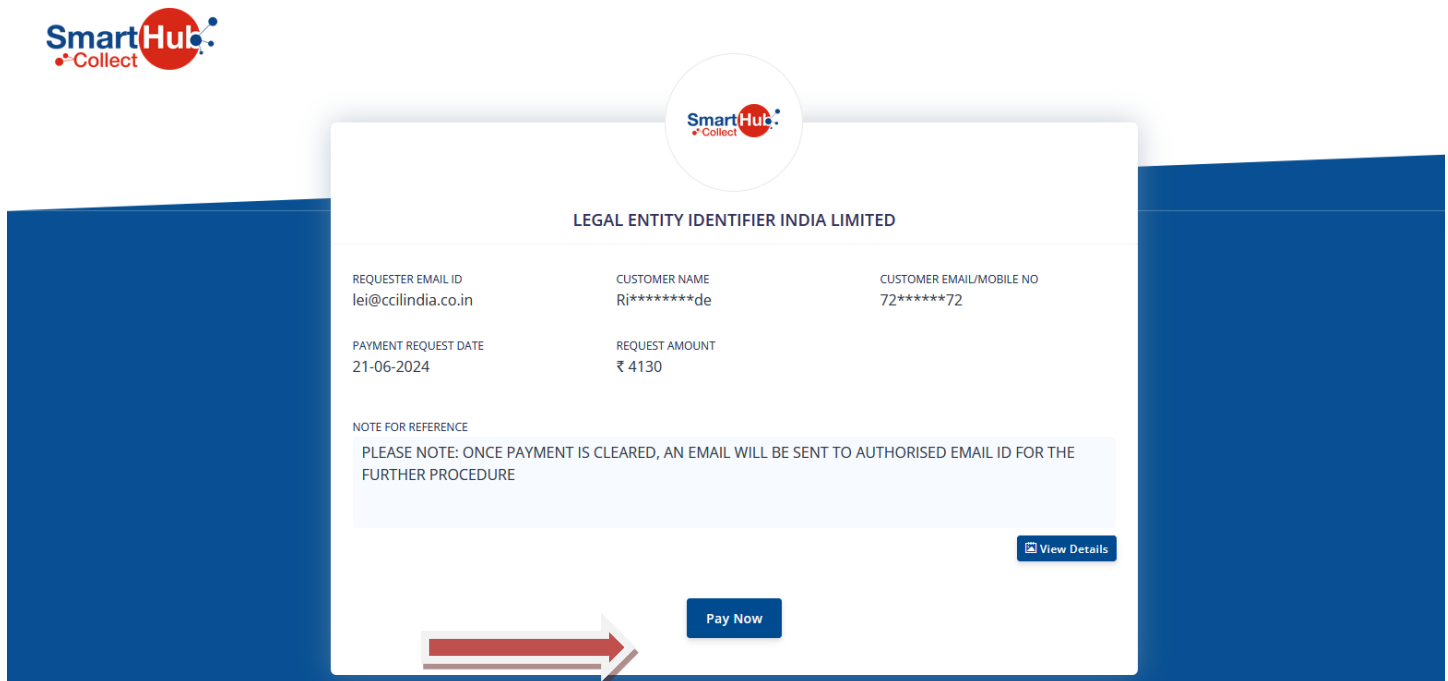




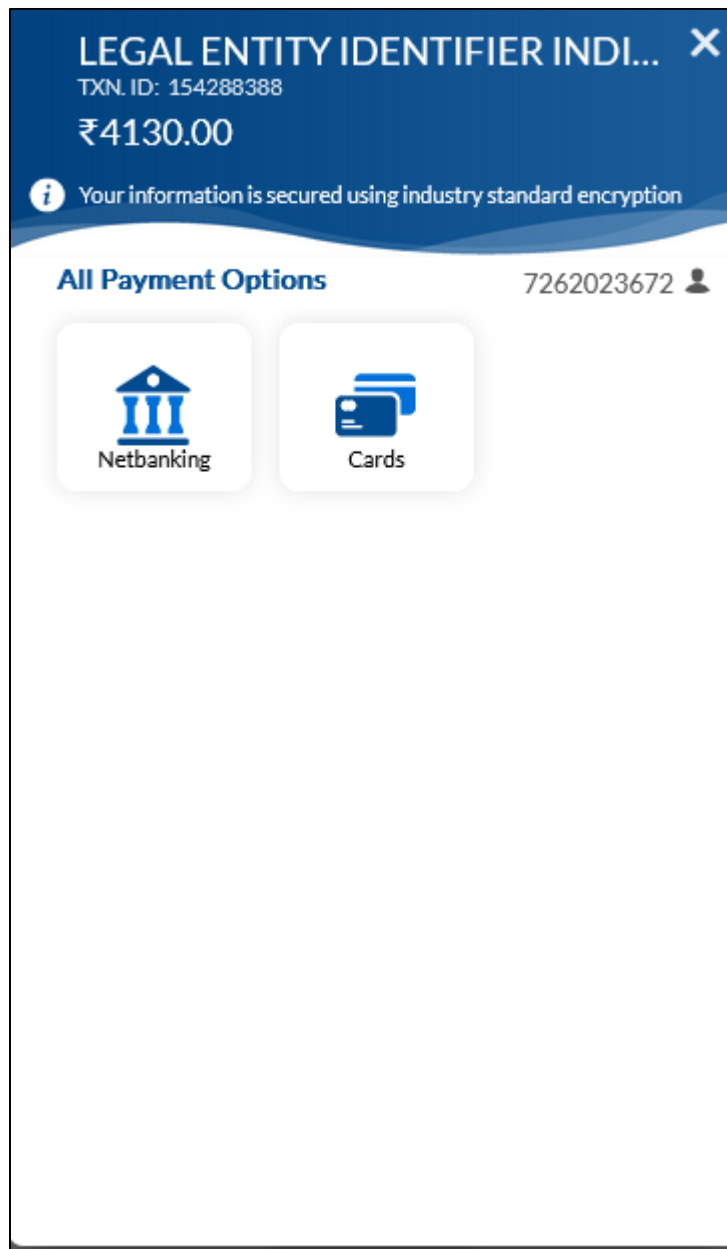
The Home Page provides a list of records and the status of the records that you most recently registered or maintained.

Reference Number	LEI Number	Legal Name	Request Verification Status	Request Status	Request Type	Documents Received	Payment	Advance Receipt	Document Upload
<a href="#">Track_Status</a> <a href="#">View/Edit</a> <a href="#">Details</a>		BEZEL JEWELLERY (INDIA) PRIVATE LIMITED	Request generated, pending Payment	OPEN	RENEWAL	No	<a href="#">Payment Link</a>		<a href="#">Upload Document</a>

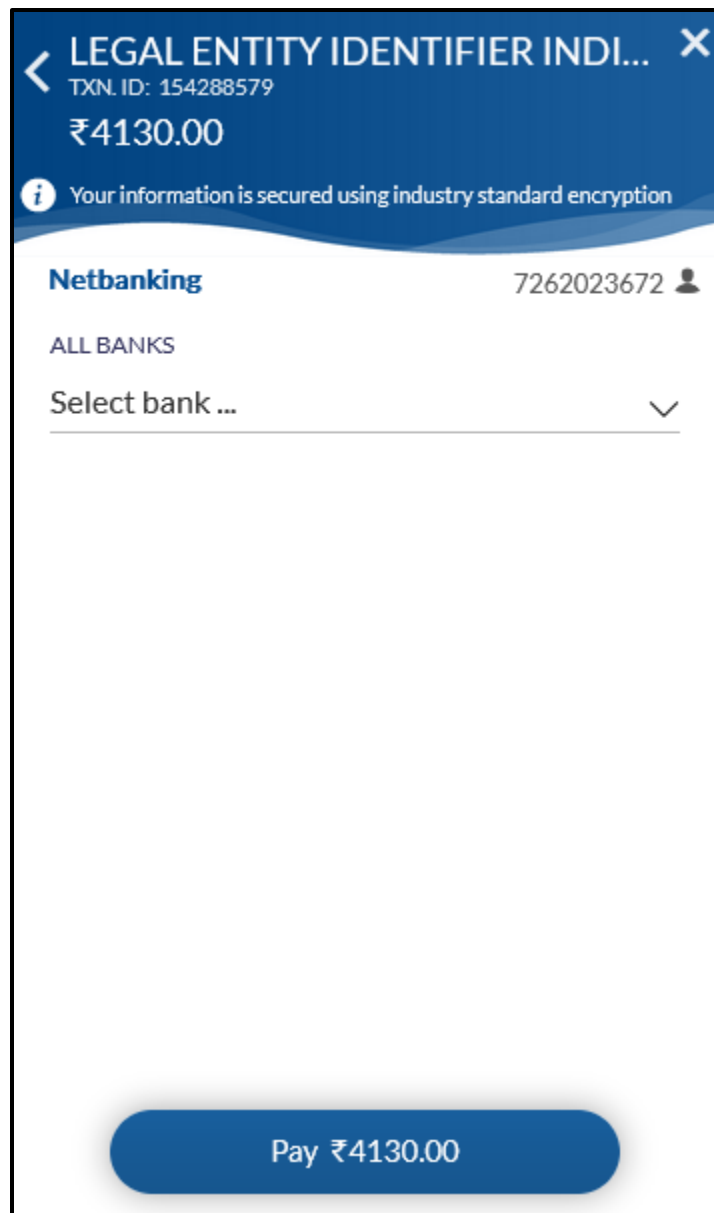
User clicks at the payment link and it redirects to Payzapp payment page as shown below.



After clicking at “Pay” user is provided an option to pay by Cards or Net banking. If user selects Cards, then user has to input the card details and put the OTP received on the mobile and process the payment.



If user selects Net banking, then user has to select the bank and click at “Proceed” button. After clicking at Proceed button, user will be redirected to the net banking page of the selected bank. User has to input the login credential of the bank and process the payment.



For Cards the user gets the following options

LEGAL ENTITY IDENTIFIER INDI... X  
TXN. ID: 154288782  
₹4130.00  
Your information is secured using industry standard encryption

Cards 7262023672

Card Number Expiry  
Please fill out this field.  
Name on Card (optional) CVV

Pay ₹4130.00

**Generation of Reference number and Advance Receipt:** Once payment is cleared, user receives an e-mail containing the reference number and the list of documents which have to be submitted to LEIL. Reference number becomes an interface between legal entity and LEIL.

**Payment for new registration and renewal:**

**For New Registration:**

Rs. 3500 + 630 (18% GST) = Rs.4,130 (Revised from Rs 4250+GST=Rs.5015) With effect from July 1, 2024

**For Renewal**

Rs. 2800+ 504 (18% GST) = Rs.3,304 (Revised from Rs 3000+GST=Rs.3540) With effect from July 1, 2024

**Please note: If you wish to opt for Multi-Year option, please refer the payment mode “DD/NEFT” below for more details.**

After making payment entity needs to upload the documents on upload page.

**Skip/Upload later**    **\*\*\*Note :Kindly click on submit at end, once the documents are successfully uploaded\*\*\***    **Reset**

Upload Document

	Format	Requirement	Upload Documents	Upload	Delete	Comments For Other Document	Document Size
<b>List of Documents</b>							
Complete Audited Financial Statement/Report(latest available)		Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Letter of Authority		Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Shareholding pattern on company letterhead		Conditional Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Consolidated Audited Annual Financial Statement / Report of the ultimate parent (If Any)		Conditional Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Statutory Auditor's Certificate (if required)		Conditional Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Consolidated Audited Annual Financial Statement / Report of the direct parent (If Any)		Conditional Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Other			<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>		///	
Other			<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>		///	
Other			<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>		///	
Other			<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>		///	

\* The scan copy of documents only in (.pdf, .jpeg, .jif, .jpeg, .tiff, .gif, .bmp, .png, .exif, .pbm, .xps, .jpg, .ospx) file format / extensions are allowed for upload.

\* Disclaimer for upload of documents

After uploading of all the documents, legal entity has to click on submit tab.

172.30.17.128 says  
-Documents Submitted Successfully.

Logout  
rkazi@ccilindia.co.in  
Not Login: Jun 17 2022 1:34PM  
Not Login: Jun 17 2022 1:33PM

Home My Account

**DOCUMENTS UPLOAD**

File Size Remaining : 39.62MB  
Actual File Size Allowed : 48.00MB  
Reference Number :  
Legal Name :PRVTA LIMITED

Skip/Upload later \*\*\*Note :Kindly click on submit at end, once the documents are successfully uploaded\*\*\* Result

Upload Document	Format	Requirement	Upload Documents	Upload	Delete	Comments For Other Document	Document Size
<b>List of Documents</b>							
Complete Audited Financial Statement/Report(latest available)	WP	Mandatory	Choose File   File Submitted	Upload	Delete		201.75KB
Letter of Authority	WP	Mandatory	Choose File   File Submitted	Upload	Delete		180.41KB
Shareholding pattern on company letterhead		Conditional Mandatory	Choose File   No file chosen	Upload			
Consolidated Audited Annual Financial Statement / Report of the ultimate parent (if Any)		Conditional Mandatory	Choose File   No file chosen	Upload			
Statutory Auditor's Certificate (if required)	WP	Conditional Mandatory					

**Please Note:** If entity is not able to upload the documents on online form while filling up the form initially since they might not be readily available with them to upload, they can click on skip/upload later tab. The user can go to Home page to upload the documents later by *skipping/upload later* option after making payment.

If legal entity is unable to upload documents, then the entity can email us the documents to [lei@ccilindia.co.in](mailto:lei@ccilindia.co.in)

**Request Number - 175348 generated to issue new LEI**

◆ lei to rkazi 17-06-2022 01:40 PM  
Cc lei [Show Details](#)

2 attachments

List of Documents\_PVT.LTD.docx Letter of Authority\_PVT.LTD.docx

Dear Ms. Rumaiza Kazi

Greetings from Legal Entity Identifier India Limited (LEIL) –LEI Services.

This has reference to your application submitted to us for issuance of LEI with legal name ASSET MANAGEMENT PRIVATE LIMITED.

In case you have not uploaded documents on the online portal, you are requested to send the documents according to the "Document Checklist" enclosed as Annexure to enable us to process your application. Please super scribe the envelope with 'Application for LEI Number – Reference number' (e.g. 'Application for LEI Number –XXXXX'). The format of legal documents is enclosed for your reference. Kindly sign and send the hard copy of documents on below mentioned address.

Please super scribe the envelope with 'APPLICATION FOR LEI NUMBER – Reference number' (e.g. 'APPLICATION FOR LEI NUMBER – XXXXXXXX').

The format of legal documents is enclosed for your ready reference. Kindly sign and send your documents to

Advance receipt is made available on the home page of the login under “Advance Receipt” tab once payment is cleared.

- **Payment through Demand Draft (DD)/NEFT:**

If user selects DD as payment mode, then he has to input the Bank name, Amount, DD No. and DD date and GST details (If they have) and then click at “Save & Submit” button, a pop message appears as “Payment details saved and Application Submitted successfully”.

You can choose any payment (single/multi-year) option as follows:

**1) Amount for one year**

- 4,130/- (3500/- plus GST @ 18%) for New Applications

**Fee structure including 1<sup>st</sup> year issuance**

Multi-Year Contract Option	SEZ	Non SEZ ( inclusive of 18% GST)	
		Fees + 18% GST	Total fees
2 years - New application & Renewal for next 1 year	6,150	6,150+ 1,107	7,257/-
3 years - New application & Renewal for next 2 years	8,650	8,650+ 1,557	10,207/-
4 years - New application & Renewal for next 3 years	11,050	11,050+ 1,989	13,039/-
5 years - New application & Renewal for 4 years	13,300	13,300+ 2,394	15,694/-

LEI Number is valid for one year. LEIL shall send reminder email well in advance in case of single year payment or multi-year payment to submit required documents before the due date

In the multi year option, if the validity of LEI extends beyond the end -date of contract for which term the multi- year fee payment is made due to non submission of required documents for renewal in time, an additional fee of Rs 250/- per month will be levied for the period for which it extends the end date . Entities are, therefore, requested to submit the required documents timely.

## PAYMENT DETAILS

REGISTRATION

DIRECT PARENT

ULTIMATE PARENT

PAYMENT

\*Payment Mode: DD/NEFT  
\*Taxpayer Type: NON-SEZ

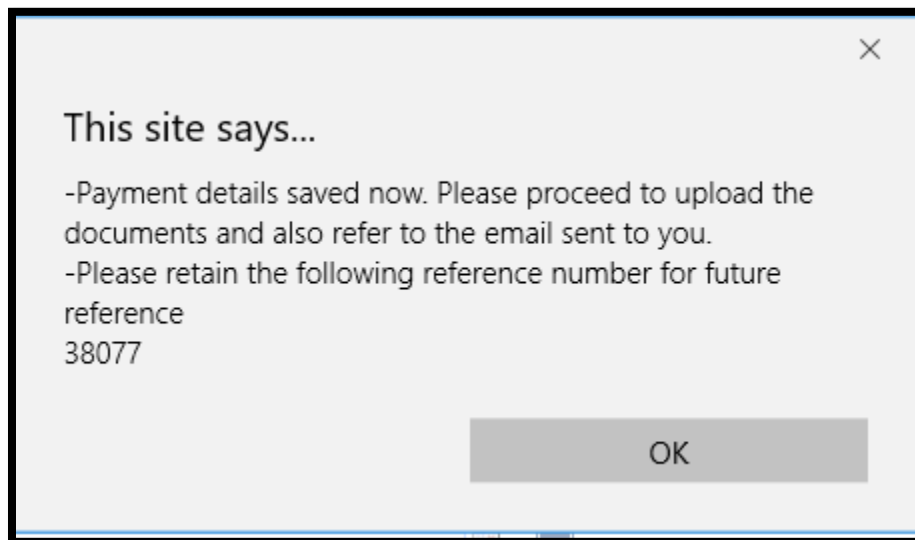
### Payment Option

- 1<sup>st</sup> Year/ ₹4130  
 2<sup>nd</sup> Year/ ₹7257 You Save 177₹  
\*No of Years:  3<sup>rd</sup> Year/ ₹10207 You Save 590₹  
 4<sup>th</sup> Year/ ₹13039 You Save 1062₹  
 5<sup>th</sup> Year/ ₹15694 You Save 1770₹

### DD

\*Bank Name: ABC  
\*Amount: 4130  
\*DD No: 235698D  
\*DD Date: 23-Jun-2024

Demand Drafts may be made in favour of "Legal Entity Identifier India Limited" payable at Mumbai.  
The reference number of your application should be mentioned on the reverse of the demand draft.



After updating payment details, entity needs to upload the documents on upload page.






Skip/Upload later


\*\*\*Note :Kindly click on submit at end, once the documents are successfully uploaded\*\*\*

Reset

Upload Document

	Format	Requirement	Upload Documents	Upload	Delete	Comments For Other Document	Document Size
<b>List of Documents</b>							
Complete Audited Financial Statement/Report(latest available)		Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Letter of Authority		Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Shareholding pattern on company letterhead		Conditional Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Consolidated Audited Annual Financial Statement / Report of the ultimate parent (If Any)		Conditional Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Statutory Auditor's Certificate (if required)		Conditional Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Consolidated Audited Annual Financial Statement / Report of the direct parent (If Any)		Conditional Mandatory	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>			
Other			<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>		<input type="text"/>	
Other			<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>		<input type="text"/>	
Other			<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>		<input type="text"/>	
Other			<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>		<input type="text"/>	

\* The scan copy of documents only in (.pdf, .jpeg, .jfif, .jpeg, .tiff, .gif, .bmp, .png, .exif, .pbm, .xps, .jpg, .ospx) file format / extensions are allowed for upload.

\* Disclaimer for upload of documents 

After uploading of documents, entity has to click on submit tab.

The screenshot shows a confirmation message at the top: "172.30.17.128 says -Documents Submitted Successfully." with an "OK" button. Below this, the "DOCUMENTS UPLOAD" section displays "File Size Remaining : 29.62MB" and "Actual File Size Allowed : 40.00MB". It also shows "Reference Number :" and "Legal Name :PRVTA LIMITED".

A note states: "Skip/Upload later \*\*\*Note :Kindly click on submit at end, once the documents are successfully uploaded\*\*\*".

Upload Document	Format	Requirement	Upload Documents	Upload	Delete	Comments For Other Document	Document Size
<b>List of Documents</b>							
Complete Audited Financial Statement/Report (latest available)	PDF	Mandatory	Choose File   File Submitted	Upload	Delete		201.75KB
Letter of Authority	PDF	Mandatory	Choose File   File Submitted	Upload	Delete		182.41KB
Shareholding pattern on company letterhead		Conditional	Choose File   No file chosen	Upload			
Consolidated Audited Annual Financial Statement / Report of the ultimate parent (if Any)		Conditional	Choose File   No file chosen	Upload			
Statutory Auditor's Certificate (if required)	PDF	Conditional					

**Please Note:** If entity is not able to upload the documents on online form while filling up the form initially since they might not be readily available with them to upload, they can click on skip/upload later tab. The user can go to Home page to upload the documents later by *skipping/upload later* option after making payment.

If legal entity is unable to upload documents, then the entity has to courier the hard copies of necessary documents to LEIL.

**Reference number generation:** After submission of the payment details, user receives an e-mail containing the reference number and the list of documents which have to be submitted to LEIL. Reference number becomes an interface between legal entity and LEIL for any further communication.

**Request Number - 175348 generated to issue new LEI**

◆ lei to rkazi

17-06-2022 01:40 P

Cc lei

[Show Deta](#)

▼ 2 attachments



List of Documents\_PVT.LTD.docx



Letter of Authority\_PVT.LTD.docx

Dear Ms. Rumaiza Kazi

Greetings from Legal Entity Identifier India Limited (LEIL) –LEI Services.

This has reference to your application submitted to us for issuance of LEI with legal name ASSET MANAGEMENT PRIVATE LIMITED.

In case you have not uploaded documents on the online portal, you are requested to send the documents according to the "Document Checklist" enclosed as Annexure to enable us to process your application. Please super scribe the envelope with 'Application for LEI Number – Reference number' (e.g. 'Application for LEI Number –XXXXX'). The format of legal documents is enclosed for your reference. Kindly sign and send the hard copy of documents on below mentioned address.

Please super scribe the envelope with 'APPLICATION FOR LEI NUMBER – Reference number' (e.g. 'APPLICATION FOR LEI NUMBER – XXXXXXX').

The format of legal documents is enclosed for your ready reference. Kindly sign and send your documents to

**Advance Receipt generation:** Advance receipt is made available on the home page of the login under “Advance Receipt” tab after LEIL verifies the payment and documents.

Reference Number	LEI Number	Legal Name	Request Verification Status	Request Status	Request Type	Documents Received	Payment	Advance Reciept	Document Upload
<a href="#">Track_Status</a>		BEZEL	Payment						
<a href="#">View/Edit</a>		JEWELLERY	cleared, pending				Payment		<a href="#">Upload</a>
<a href="#">Details</a>	38163	(INDIA) PRIVATE LIMITED	Documentation	OPEN	RENEWAL	No	Recieved		<a href="#">Document</a>

## Funds, Branches and ARCs

---

### ***Mutual Fund/Pension Fund and Alternate Investment (AIF) Registration***

1. Each Mutual Fund/Pension Fund/AIF is a legal entity and is eligible to have its own LEI.
2. Custodian Bank/Custodian is also mandatory if legal form is a Mutual Funds/AIF. In case of more than one custodian bank/custodian, please mention the same in the Comments column.
3. In case of a scheme of AIF Trust which does not have a PAN or any other form of identification proof but the annual financials are prepared for scheme; and “Scheme” is currently the only scheme of AIF Trust, please select the legal form as Alternate Investment Fund (AIF).
4. In case of AIFs having different PAN Numbers and same SEBI Number, please select legal form as “AIF Sub-scheme”.

### ***Mutual Fund Sub Scheme/Pension Fund Sub-Schemes and Alternate Investment (AIF) Sub Schemes Registration***

1. Each Sub scheme is a legal entity and is eligible to have its own LEI.
2. The applicant has to mention the standalone name of the Legal name only. For example: If the Mutual fund sub-scheme named IDBI MUTUAL FUND-IDBI SHORT TERM FUND has applied then the LEGAL NAME will be **IDBI SHORT TERM FUND** only.

English

## LEI REGISTRATION

Registering as a Primary Party requires that 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with \* are mandatory fields and # conditional mandatory fields.

**Terms and Conditions**

- Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the Legal Entity. By selecting this box, you agree to the Pre-LOU/LOU Rules governing this LEI service.
- Please confirm whether the legal entity has not already applied to any other pre-LOU for a pre-LEI code or if an LEI has already been issued to the legal entity? If you are not sure, it is recommended that you check the database at <https://www.gleif.org> to search for a duplicate record before proceeding.

I have read and agree to the LOU Rules, Website Terms of Usage, Privacy & Cookie Statement and point No.2 above.

**Registered Entity Details**

Reference Number:

\*Board Authorized officials /Partner /Prop. Email ID:  ?

\*Authorized Full Name:  ?

\*Industry Classification:  ?

Board Authorized officials /Partner /Prop. Secondary Email ID:  ?

\*Legal Name(Company/Firm Name):  ?

A.  OTC Derivatives B.  Borrowings  
 C.  OTC Non Derivatives D.  RTG&NEFT E.  Others

\*You are applying LEI for

**Entity Identifiers**

\*Legal Form:  ?

\*Tax ID (PAN NO.):  ?

\*Registration Authority Name/Type:  ?

\*Registration Authority ID:  ?

Other Registration Authority Name/Type:  ?

Other Registration Authority ID:  ?

\*Jurisdiction:  ?

3. The below fields are mandatory if legal form is Mutual Funds Sub Scheme/AIF Sub Scheme:

- Incorporation date:** The applicant has to mention the scheme opening date here. This can be verified from SID. The incorporation date and start date of relationship has to be the same.
- Custodian Bank/Custodian:** In case of more than one custodian bank, please mention the same in the Comments column.
- Scheme Opening Date:** It is the date on which the fund offer opens.
- Scheme Maturity Date:** This field will be mandatory in case of closed ended mutual funds/ Pension Fund/AIF.
- Registration Authority Name Type** Please select the authority who has issued ISIN for the “Growth” and/or “Regular” Option of the Sub scheme, if any. Please select either “NSDL” or “CDSL” from the dropdown provided. If there is no Regular/Growth option then please select the relevant ISIN Issuer.
- Registration Authority ID:** Please input the ISIN of the “Growth” and/or “Regular” Option of the Sub scheme, if any. If there is no Regular/Growth option then please select the relevant ISIN Issued to the scheme seeking an LEI.

4. The user has to mention the headquartered address should start with C/O followed by Fund management entity and then address.

*Headquarters Entity Address*

Same as Legal Address

*FirstAddressLine	C/O IDBI ASSET MANAGEMENT FUND LIMIT	?	AdditionalAddressLine		?
AdditionalAddressLine			AdditionalAddressLine	A-10,3RD FLOOR,SANSKRIT B	
*Country	India	?	*Region	Bihar	?
*City	DELHI	?	*Postal Pincode	110067	?

---

*Entity Information*

BIC Code		?	#Custodian/Custodian Bank	HDFC BANK	?
*Incorporation Date	04-Feb-2022	?	Scheme Maturity Date		?
Website		?	Comments		?

**PAGE 2 & PAGE 3: Please report EXCEPTION REASON as Non-consolidating.**

**PAGE 4: FUND RELATIONS**

For legal Form, Mutual Fund and Mutual Sub-schemes,

i) Fund Management Entity relationship **IS\_FUND-MANAGED\_BY**

The AMC of the Mutual fund is to be reported under this page.

**For example,** HDFC Asset management entity AMC will be the Fund Management Entity for HDFC Children’s gift Fund. The start date of relationship will be the same as incorporation date.

**Fund Management Entity (AMC)**

*LEI Details*

LEI Number :       Legal Name :

---

*Fund Management Entity (AMC)*

Relationship Type :       %Shareholding :

\*Validation Documents :  ACCOUNT\_FILING(ANNUAL\_REPORT)  REGULATORY\_FILING  OTHER\_OFFICIAL\_DOCS  SUPPORTING\_DOCS  CONTRACTS ?

Validation Reference :

---

\*Start Date of relationship :  ?

Start Date (Document Filing Period) :  ?      End Date (Document Filing Period) :

Registration Status :       Relationship Status :

RR Validation Sources :       RR Comments :

ii) Umbrella Structure relationship IS\_SUBFUND\_OF

The Mutual fund name is reported here in case of Mutual fund sub-scheme

**For example:** HDFC Mutual Fund will be reported as Umbrella Structure for HDFC Children’s gift Fund.

Fund Management Entity (AMC)	
Umbrella Structure	
<i>LEI Details</i>	
LEI Number : 335800X9S32QAPOTYJ95	Legal Name : <b>HDFC MUTUAL FUND</b>
<i>Umbrella Structure</i>	
Relationship Type : IS_SUBFUND_OF	%Shareholding :
*Validation Documents : <input type="radio"/> ACCOUNT_FILING(ANNUAL_REPORT) <input type="radio"/> REGULATORY_FILING <input type="radio"/> OTHER_OFFICIAL_DOCS <input type="radio"/> SUPPORTING_DOCS <input type="radio"/> CONTRACTS	
Validation Reference :	
*Start Date of relationship : 13-Jan-2022	
Start Date (Document Filing Period) :	End Date (Document Filing Period) :
Registration Status : PENDING_VALIDATION	Relationship Status : ACTIVE
RR Validation Sources : PENDING	RR Comments :

- iii) Master feeder relationship: In case of Master Feeder relationship, please report the feeder information. This will not be applicable for most funds.



For AIF and AIF Sub-schemes

- [AIF](#)

**Please note:** If you are an AIF as an LLP, please contact us on [lei@ccilindia.co.in](mailto:lei@ccilindia.co.in), for further assistance.

The screenshot shows the 'Request Details' page for a new AIF registration. The page has a dark blue navigation bar with links: Admin Home, Admin Activities, Search, Import & Export, Potential Duplicates, and My Account. Below the navigation bar, there are tabs for 'REGISTRATION', 'DIRECT PARENT', 'ULTIMATE PARENT', and 'FUND RELATIONS'. The 'REGISTRATION' tab is active. The form displays the following information:

- Reference Number : 192071
- Request Type : NEW
- LEI Number :
- LOU : Legal Entity Identifier India Limited (LEIL)

**Registered Entity Details**

Board Authorized officials /Partner/Prop. Email ID:	RKAZI@CCILINDIA.CO.IN	Board Authorized officials /Partner/Prop. Secondary Email ID:	
Authorized Full Name:	RUMAIZA KAZI	Legal Name(Company/Firm Name):	HDFC CAPITAL AFFORDABLE REAL ESTATE FUN
Industry Classification:	Financial service activities, except insurance a	<input type="checkbox"/> OTC Derivatives	<input checked="" type="checkbox"/> Borrowings
		<input type="checkbox"/> OTC Non Derivatives	<input type="checkbox"/> RTGS/NEFT

**Entity Identifiers**

Legal Form:	Alternate Investment Fund (AIF)/VC Fund	Tax ID (PAN NO.):	AACCN5749G
Registration Authority Name/Type:	Securities and Exchange Board of India (SEBI)	Registration Authority ID:	INF109KA1XP2
Other Registration Authority Name/Type:	- Select -	Other Registration Authority ID:	
Jurisdiction:	India		

Funds in Formation

i) Fund Management Entity relationship:

The Investment manager of the AIF (with LEI Number) is to be reported under this page after validating the same from SID.

**For example,** HDFC CAPITAL ADVISORS LIMITED will be the Fund management entity for HDFC CAPITAL AFFORDABLE REAL ESTATE FUND.

**LEI FUND RELATIONSHIP**

REGISTRATION    DIRECT PARENT    ULTIMATE PARENT    **FUND RELATIONSHIP**

Reference Number : 192071

Do you have Fund Management Entity?  Yes  No

Do you have Umbrella Structure?  Yes  No

Do you have Master Feeder Relationship?  Yes  No

**Fund Management Entity (AMC)**

LEI Details

LEI Number : 335800V57RSQJ8M8TJ69      Legal Name : HDFC CAPITAL ADVISORS LIMITED

Fund Management Entity (AMC)

Relationship Type : IS\_FUNDMANAGED\_BY      % Shareholding :

\*Validation Documents :  ACCOUNT\_FILING/ANNUAL\_REPORT     REGULATORY\_FILING     OTHER\_OFFICIAL\_DOCS     SUPPORTING\_DOCS     CONTRACTS

Validation Reference :

\*Start Date of relationship : 28-JAN-2022

Start Date (Document Filing Period) :      End Date (Document Filing Period) :

Registration Status : PENDING\_VALIDATION      Relationship Status : ACTIVE

RR Validation Sources : PENDING      RR Comments :

**Umbrella Structure** +

**Master Feeder Relationship** +

- [AIF/ SUB-SCHEME RELATIONSHIP CAPTURE](#)

i) Fund Management Entity relationship:

The Investment manager of the AIF is to be reported under this page.

**For example,** IIFL Asset Management Limited (Investment Manager) having LEI Number will be the Fund management entity for IIFL INCOME OPPORTUNITES FUND – SERIES.

**Fund Management Entity (AMC)**

LEI Details

LEI Number : 335800YIK5SYF179I734      Legal Name : IIFL ASSET MANAGEMENT LIMITED

Fund Management Entity (AMC)

Relationship Type : IS\_FUNDMANAGED\_BY      % Shareholding :

\*Validation Documents :  ACCOUNT\_FILING(ANNUAL\_REPORT)    REGULATORY\_FILING    OTHER\_OFFICIAL\_DOCS    SUPPORTING\_DOCS    CONTRACTS   ?

Validation Reference :

\* Start Date of relationship : 28-Jan-2022   ?

Start Date (Document Filing Period) :   ?      End Date (Document Filing Period) :

Registration Status : PENDING\_VALIDATION      Relationship Status : ACTIVE

RR Validation Sources: PENDING      RR Comments:

ii) Umbrella Structure relationship IS\_SUBFUND\_OF

The AIF of the sub-scheme is reported here in case of AIF sub-scheme.

**For example:** IIFL INDIA PRIVATE EQUITY FUND(AIF) having LEI Number will be reported as Umbrella Structure for IIFL INCOME OPPORTUNITES FUND - SERIES 3(Sub Scheme).

**Umbrella Structure**

**LEI Details**

LEI Number :

Legal Name :

---

**Umbrella Structure**

Relationship Type :

% Shareholding :

\*Validation Documents :  ACCOUNT\_FILING(ANNUAL\_REPORT)  REGULATORY\_FILING  OTHER\_OFFICIAL\_DOCS  SUPPORTING\_DOCS  CONTRACTS ?

Validation Reference :

---

\* Start Date of relationship :  ?

Start Date (Document Filing Period) :  ?

End Date (Document Filing Period) :

Registration Status :

Relationship Status :

RR Validation Sources :

RR Comments :

i) Master feeder relationship: In case of Master Feeder relationship, please report the feeder information.

After filling up the above registration details, legal entity has to “Save” the data. A pop stating “Data Saved successfully” will be displayed.



### LEI FUND RELATIONSHIP

Reference Number : 163011  
Please click Relationship type :

- Fund Management Entity ( )
- Umbrella Structure
- Master Feeder Relationship

172.30.17.128

-FUND MANAGEMENT ENTITY details saved successfully.  
Umbrella Structure details saved successfully.  
Master Feeder Relationship details saved successfully.  
-Please retain the following reference number for future reference.  
-163011  
-An Email has been sent to your Authorized EmailId , please follow the guideline mentioned, for further procedure.

Don't allow 172.30.17.128 to prompt you again

OK

### ***Provident fund/superannuation fund/Gratuity fund /Insurance Fund***

1. Each Provident fund/superannuation fund/Gratuity fund /Insurance Fund is a legal entity and is eligible to have its own LEI.
2. Associate Entity is a mandatory field in case of Provident fund/superannuation fund/Gratuity fund /Insurance Fund. The entity has to input the Sponsor's details in this field.
3. Custodian Bank/Custodian is also mandatory if legal form is a Provident fund/superannuation fund/Gratuity fund /Insurance Fund. In case of more than one custodian bank/custodian, please mention the same in the Comments column.
4. **Registration Authority ID:** Please input either the Directorate of Printing and Department of Publications - Gazette of India of the Fund/Trust or Income Tax Department, as applicable.
5. **Other Registration Authority Name/Type:** If you have selected Income tax Department in (4) above, please provide any one of the below other Registration Authority Name/Type.
  - a. PFRDA (Pension Fund Regulatory and Development Authority)
  - b. IRDA (Insurance Regulatory and Development Authority)
  - c. NSDL(ISIN)
  - d. CDSL(ISIN)
  - e. Goods & Service Tax (GST)
  - f. Trust registration number
  - g. DGFT/IEC code

**Branches:**

- An international branch carrying out its operations in India can obtain an LEI number. For illustration, your parent company (head office) may be located in foreign (home) country and its branch is operating in India, then the branch can obtain an LEI number.
- The head office (or headquarters) of the branch already has an LEI so that the LEI of the head office entity can always be associated with the LEI of the international branch.
- The head office must request LEI for its branch.
- After logging in, User will fill up the 1<sup>st</sup> Page with Legal Form as Branch.

<b>Entity Identifiers</b>	
*Legal Form <input type="text" value="Branch"/>	*Tax ID (PAN NO.) <input type="text" value="CDERT1234P"/>
*Registration Authority Name/Type <input type="text" value="Income Tax Department (ITD)"/>	*Registration Authority ID <input type="text" value="CDERT1234P"/>
Other Registration Authority Name/Type <input type="text" value="Partnership Registration Number"/>	Other Registration Authority ID <input type="text" value="RTHRTHT"/>
*Jurisdiction <input type="text" value="India"/>	Associated Entity <input type="text" value=""/> <input type="button" value="VIEW"/>
<b>Legal/Registered Entity Address</b>	
*FirstAddressLine <input type="text" value="HGDJJ"/>	AdditionalAddressLine <input type="text"/>
AdditionalAddressLine <input type="text"/>	AdditionalAddressLine <input type="text"/>
*Country <input type="text" value="India"/>	*Region <input type="text" value="Kerala"/>
*City <input type="text" value="GFFGB"/>	*Postal Pincode <input type="text" value="463478"/>
<b>Headquarters Entity Address</b>	
<input type="checkbox"/> Same as Legal Address	
*FirstAddressLine <input type="text" value="HGDJJ"/>	AdditionalAddressLine <input type="text"/>
AdditionalAddressLine <input type="text"/>	AdditionalAddressLine <input type="text"/>
*Country <input type="text" value="India"/>	*Region <input type="text" value="Kerala"/>
*City <input type="text" value="GFFGB"/>	*Postal Pincode <input type="text" value="463478"/>
<b>Entity Information</b>	
BIC Code <input type="text"/>	#Custodian Bank <input type="text"/>
#Scheme Opening Date <input type="text"/>	Scheme Maturity Date <input type="text"/>
Website <input type="text"/>	Comments <input type="text"/>

•User will fill up second page –HEADQUARTERED BANK (OFFICE) DETAILS and make the payment on 3<sup>rd</sup> Page.

### HEADQUARTERED BANK (OFFICE) DETAILS

REGISTRATION BRANCHES PAYMENT

Reference Number :

Search

LEI Number: 9845001C9388FBDBRE84

Legal Name :

Search

---

LEI Details

LEI Number: 9845001C9388FBDBRE84

Legal Name : DUEFUL HEALTHCARE PRIVATE LIMITED

---

Relationship Data

Relationship Type : IS\_INTERNATIONAL\_BRANCH\_OF

\*Accounting Standard : US\_GAAP

%Shareholding :

\*Validation Documents :  ACCOUNT\_FILING(ANNUAL\_REPORT)  REGULATORY\_FILING  OTHER\_OFFICIAL\_DOCS  SUPPORTING\_DOCS  CONTRACTS ?

Validation Reference :



## ***Asset Reconstruction companies (ARC's)***

Asset Reconstruction companies (ARC's) can obtain LEI number from us. The documents required for this purpose are:

- PAN card of the trust
- Unregistered Trust Deed
- Letter of Authority as per format specified by the LEIL
- Audited Financial Statements of the legal entity for the last financial year

While filling up the online application

1. The Legal form selected should be Special Purpose Vehicle Trust (SPV)
2. The Registration Authority ID should be PAN
3. The Legal/Registered Entity Address and Headquarters Entity Address should be mentioned either from letter head or audited balance sheet.

The screenshot shows the 'LEI REGISTRATION' web application interface. It features a navigation bar with tabs for 'REGISTRATION', 'DIRECT PARENT', 'ULTIMATE PARENT', and 'PAYMENT'. Below the navigation bar, there is a registration instruction and a 'Terms and Conditions' section with two numbered questions and a checkbox for agreement. The main form area is divided into 'Registered Entity Details' and 'Entity Identifiers'. The 'Registered Entity Details' section includes fields for 'Board Authorized officials /Partner/Prop. Email ID' (RKAZI@CCILINDIA.CO.IN), 'Authorized Full Name' (RUMAIZA KAZI), 'Legal Name(Company/Firm Name)' (SANSAR TRUST), and 'Industry Classification' (Employment activities). It also has checkboxes for 'OTC Derivatives', 'Borrowings', 'OTC Non Derivatives', and 'RTGS/NEFT'. The 'Entity Identifiers' section includes fields for 'Legal Form' (Special Purpose Vehicle - Trust), 'Tax ID (PAN NO.)' (AAATH1809Y), 'Registration Authority Name/Type' (National Securities Depository Limited), 'Registration Authority ID' (AAATH1809Y), 'Other Registration Authority Name/Type', 'Other Registration Authority ID', and 'Jurisdiction' (India). A search button is located next to the 'Reference Number' dropdown.

4. The Reporting Exception Reason should be Non- Consolidating.

## LEI DIRECT PARENT REGISTRATION

REGISTRATION

**DIRECT PARENT**

ULTIMATE PARENT

PAYMENT

"Direct Parent" (Holding Company) is defined as the lowest level legal entity that prepares consolidated financial statements of the entity (Child).

Reference Number : 223025

Do you have parent that consolidates financials? Further, does this parent have LEI Number?  Yes  No

\*Reporting Exception Reason : **NON\_CONSOLIDATING** Your shareholders are companies who do not consolidate your company's financials. [?](#)

Save

Reset

<< Back

Next >>