



International Entity Identifier (IEI) User Guide

Registration

The London Stock Exchange's Pre-LEI is called the International Entity Identifier (IEI).

To access the IEI database click the following link: www2.londonstockexchange.com/register-for-lei. As standard, all free services will be available upon registration. The following Registration screen will require completion:

1. To **Register**, select the button highlighted in red below which will bring up the Registration page to the right.



2. Fields highlighted in red are mandatory or desired.

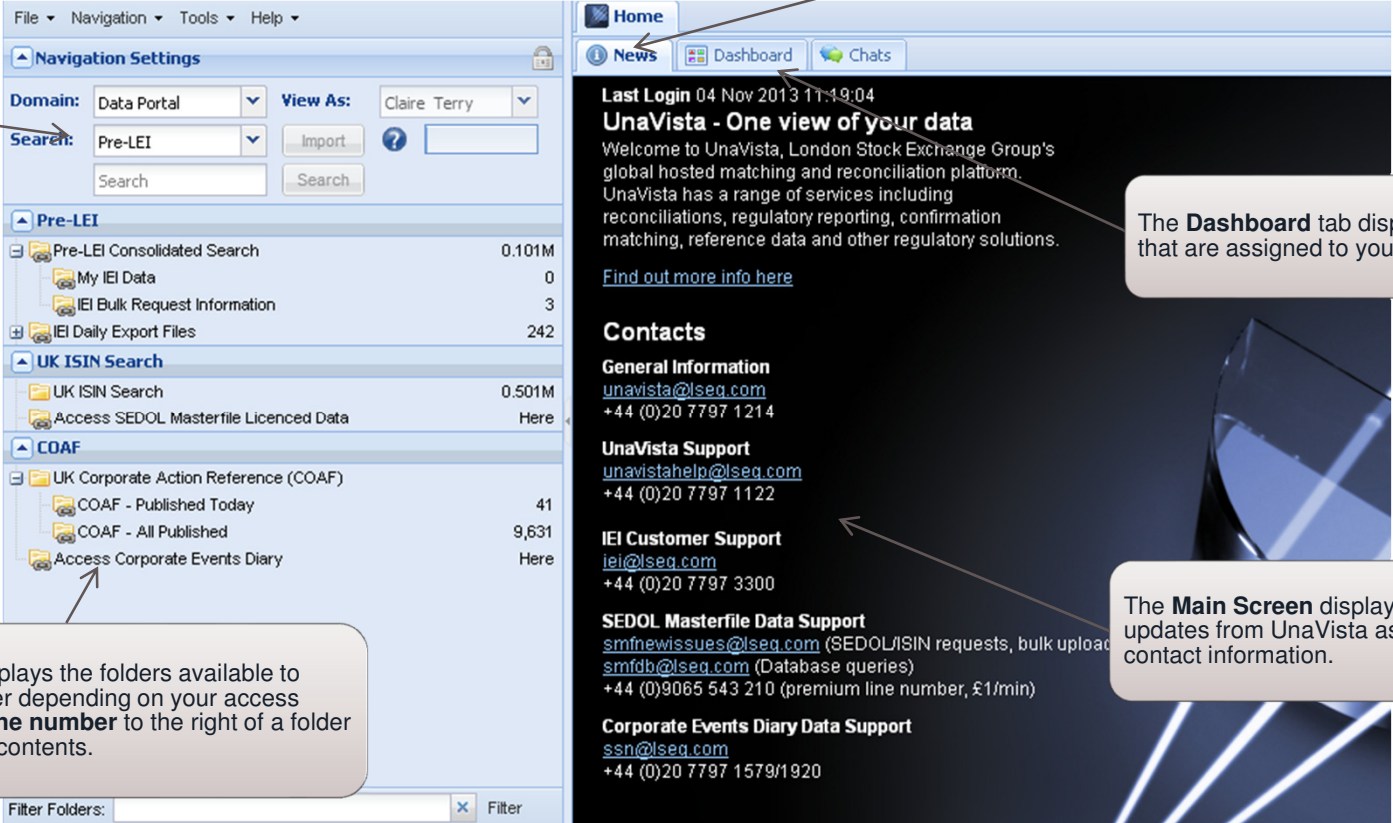
3. If you have additional subscription services, such as SEDOL Masterfile, these can be added to your profile.

4. Please ensure that you have accepted the T&Cs at the bottom of the Registration form. These can also be found at: <http://T&Cs>

Important Note: Registration details will be used to validate that self-registration is being adhered therefore please enter the full entity name of the organisation you work for in the **Company Name** field.

Main Screen

On logging into the UnaVista portal, you will be presented with the following screen:



The **Search** facility enables you to search for Pre-LEIs using part of the entity name.

The **Folder Tree** displays the folders available to you. These may differ depending on your access permissions. **Click the number** to the right of a folder to display the folder contents.

The **News** tab indicates new service messages.

The **Dashboard** tab displays dashboards that are assigned to your organisation.

The **Main Screen** displays recent news or updates from UnaVista as well as general contact information.

Navigation Settings

Domain: Data Portal View As: Claire Terry

Search: Pre-LEI Import ?

Search Search

Pre-LEI

- Pre-LEI Consolidated Search 0.101M
 - My IEI Data 0
 - IEI Bulk Request Information 3
- IEI Daily Export Files 242

UK ISIN Search

- UK ISIN Search 0.501M
- Access SEDOL Masterfile Licenced Data Here

COAF

- UK Corporate Action Reference (COAF)
 - COAF - Published Today 41
 - COAF - All Published 9,631
- Access Corporate Events Diary Here

Filter Folders: Filter

Home News Dashboard Chats

Last Login 04 Nov 2013 11:19:04

UnaVista - One view of your data

Welcome to UnaVista, London Stock Exchange Group's global hosted matching and reconciliation platform. UnaVista has a range of services including reconciliations, regulatory reporting, confirmation matching, reference data and other regulatory solutions.

[Find out more info here](#)

Contacts

General Information
unavista@lse.com
 +44 (0)20 7797 1214

UnaVista Support
unavistahelp@lse.com
 +44 (0)20 7797 1122

IEI Customer Support
iei@lse.com
 +44 (0)20 7797 3300

SEDOL Masterfile Data Support
smfnewissues@lse.com (SEDOL/ISIN requests, bulk upload)
smfdh@lse.com (Database queries)
 +44 (0)9065 543 210 (premium line number, £1/min)

Corporate Events Diary Data Support
ssn@lse.com
 +44 (0)20 7797 1579/1920



Folders

On logging into the UnaVista platform, you will see a list of folders in the left-hand panel. The folders available will be dependent on your user profile and additional subscription services. The folders displayed below are all free to view:

Folder summary:

- **Pre-LEI Consolidated Search** – Contains all Pre-LEI records available from all Pre-LOUs

- **My IEI Data** – Contains all IEI requests that you have submitted

- **IEI Daily Export Files** – Contains the daily updates and full files of IEIs available daily

- **UK ISIN Search** – Contains all UK ISIN (GB, GG, JE & IM) and CFI data

- **COAF** – Contains details of all assigned UK Corporate Actions Reference Numbers

Clicking the number to the right of a folder, highlighted in red, will display the folder contents in the right-hand pane

	Pre-LEI Status	Pre-LEI Event	Entity Status	Entity Event	Pre-LOU	OfficialEntityName
1	Active	Validated	Active	No event	CICI	ADVENT CONVERTIBLE I
2	Pending	New		No event	GEI	IRAIFFEISEN-CZECH-CLIC
3	Active	Validated	Active	No event	CICI	"A" COMPANY, INC.
4	Active	Validated		No event	GEI	"AKKUMULA" IMMOBILIEN
5	Active	Validated		No event	GEI	"ASTOR" BETEILIGUNGS-
6	Active	Validated		No event	GEI	"BERO POLSKA" SPOLKA
7	Active	Validated	Active	No event	CICI	"CSC COMPUTER SCIENC
8	Active	Validated		No event	GEI	"DEPESCHE" VERTRIEB G
9	Active	Validated		No event	GEI	"EPSSILON" ALTBAUDEV
10	Active	Validated		No event	GEI	"EPSSILON" MEIDLINGER
11	Pending	New		No event	GEI	"EURO-ART INTERNATIO
12	Active	Validated	Active	No event	INSEE	"FINANCES ALLOCATION
13	Active	Validated	Active	No event	CICI	"FSB PIEKARNIE" SPOLKA
14	Active	Validated		No event	GEI	"G1" IMMOBILIENVERWEF
15	Active	Validated		No event	GEI	"GKHK" HANDELSGESELI
16	Active	Validated		No event	GEI	"GLEICHMANN & CO" ELE
17	Active	Validated		No event	GEI	"HESCH" KUNSTSTOFFHA



Search IEI Records

Prior to requesting an IEI, you must search the database to see if there is an IEI or other Pre-LEI in existence:

1. Type part of the entity name in the search box and hit enter or press **Search**.
This will return any entity names that contain the word that was input in the Search box.

2. Entities containing the name searched will be returned in the right-hand pane, the relevant pre-LEI will also be visible.

The screenshot shows the 'Pre-LEI Consolidated View' interface. On the left, the 'Search' field contains 'Pre-LEI' and the search box contains 'London stock'. The search results are displayed in a table on the right-hand pane.

	Pre-LEI Status	Pre-LEI Event	Entity Status	Entity Event	Pre-LOU	OfficialEntityName	Pre-LEI	CountryLegalForm
1	Active	Validated	Active	No event	IEI	LONDON STOCK EXCHANGE GROUP...	213800S4EH6R0MPGIP65	UNITED KINGDOM
2	Active	Validated	Active	No event	IEI	LONDON STOCK EXCHANGE GROUP...	213800QAUUUP6H445N30	UNITED KINGDOM
3	Active	Validated	Active	No event	IEI	LONDON STOCK EXCHANGE PLC	213800D1E4B9WYTW428	UNITED KINGDOM
4	Active	Validated	Active	No event	CICI	LONDON STOCK EXCHANGE RETIRE...	5493000W0VX16Z55E37	



View IEI or Pre-LEI Record

Upon locating the IEI or Pre-LEI record, the details can be easily viewed and exported in a single page view:

1. Select the record to be viewed by clicking on the row.

2. Click the **View Pre-LEI** button which becomes active when a row is selected. The LEI details window will open.

Options	LEI Status	LEI Event	Entity Status	Pre-LOU	OfficialEntityName	Pre-LEI	Entity Event	Alter
1	<input checked="" type="checkbox"/>	Active	Validated	Active	IEI	LONDON STOCK EXCHANGE GROUP PLC	TEST0027KQPH16Q14071	

LEI Details

Print Export As PDF Export As Text

London Stock Exchange

Official Entity Name: LONDON STOCK EXCHANGE GROUP PLC
Legal Form: PRIVATE LIMITED COMPANY

Pre-LEI: TEST0027KQPH16Q14071
Pre-LEI Status: Active
Primary LOU: IEI

HeadQuarters Address:	10 PATERNOSTER SQUARE	LegalFormation Address:	10 PATER
HeadQuarters Address Line2:	LONDON	LegalFormation Address Line2:	LONDON
HeadQuarters Country:	GB	LegalFormation Country:	GB
HeadQuarters PostCode:	EC4M 7LS	LegalFormation PostCode:	EC4M 7L

Official Business Registry: COMPANIES HOUSE

The details page can be printed or exported as PDF or as text.



Advanced Search & Filtering

The UnaVista platform has the functionality to search and filter on any column to further refine your search:

	LEI Status	LEI Event	Entity Status	Pre-LOU	OfficialEntityName	Pre-LEI
1	Pending	Validated	Active	CICI	AEDOS ADVISERS (LONDON) LLP	
2	Pending	Validated	Active	CICI	ALWAY ASSOCIATES (LONDON) LIMITED	
3	Pending	Validated	Active	CICI	ASHMAR & CO (LONDON) LTD	
4	Pending	Validated	Active	CICI	BANK OF LONDON AND THE MIDDLE EAST PLC	
5	Pending	Validated	Active	CICI	BERKLEY LONDON HOLDINGS, INC.	
6	Active	Validated	Active	CICI	BVK LONDON SQUARE LLC	
7	Active	Validated	Active	CICI	CHINA CONSTRUCTION BANK (LONDON) LIMITED	
8	Active	Validated	Active	CICI	CITIBANK LONDON	
9	Pending	Validated	Active	CICI	CITY OF LONDON IN	
10	Pending	Validated	Active	CICI	CITY OF LONDON U	
11	Active	Validated	Active	CICI	CORPORATION OF L	

Results will be returned when the check box next to **Filters** is checked.
 The column heading of the filtered column will turn red to indicate it has been filtered.
 Filters are removed by right-clicking on a row and choosing **Remove All Filters**.

The **Column Filter** is a temporary filter view that allows you to filter by value in a selected column:

- Access the column filter by clicking the downward arrow on the column header and selecting **Filters**
- Populate the filter according to the data type. Text values can be filtered by
 - = - Equals
 - a... - Starts with
 - ...a - Ends with
 - ...a... - Contains
- Date values can be selected by calendar.
- **Multiple Search** field can either be populated with multiple values or you can paste a list into it. Select the **Blank** check box if you wish to search for blank fields or **Not Blank** if you wish to exclude blank fields from the search.

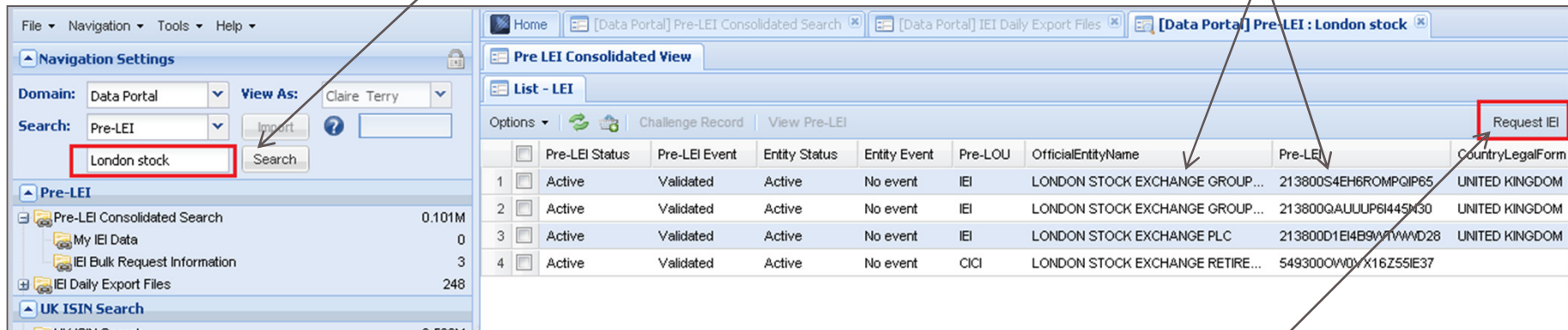
Note: If you use the advanced filter for your initial search, you cannot request an IEI from this page.

Requesting an IEI

The button to request an IEI will only become visible following a search of the pre-LEI database. You must search to identify if an IEI or other pre-LEI already exists:

1. Type part of the entity name in the search box and hit enter or press **Search**. This will return any entity names that contain the word that was input in the Search box.

2. Entities containing the name searched will be returned in the right-hand pane, the relevant pre-LEI will also be visible.



The screenshot shows the 'Pre-LEI Consolidated View' interface. On the left, the 'Search' field contains 'London stock' and the 'Search' button is visible. The main table displays the following data:

	Pre-LEI Status	Pre-LEI Event	Entity Status	Entity Event	Pre-LOU	OfficialEntityName	Pre-LEI	CountryLegalForm
1	Active	Validated	Active	No event	IEI	LONDON STOCK EXCHANGE GROUP...	213800S4EH6ROMPGIP65	UNITED KINGDOM
2	Active	Validated	Active	No event	IEI	LONDON STOCK EXCHANGE GROUP...	213800QAUUUIP6I445M50	UNITED KINGDOM
3	Active	Validated	Active	No event	IEI	LONDON STOCK EXCHANGE PLC	213800D1E4B9M1VWMD28	UNITED KINGDOM
4	Active	Validated	Active	No event	CICI	LONDON STOCK EXCHANGE RETIRE...	549300OWDX16Z55IE37	


A 'Request IEI' button is highlighted in the top right corner of the table area.

3. If the required entity is not returned, you can **Request IEI** using the button in the top right-hand corner. On pressing the **Request IEI** button, a Create template will pop-up for completion.

Requesting an IEI

Following a search for a Pre-LEI, you can request an IEI by pressing the **Request IEI** button in the top right-hand corner of the screen. This will return the **Create Request** form:

1. Populate the required fields which are highlighted red, indicating mandatory or desired.

2. **Tips**  are provided through the request process to provide guidance.

3. Once you have filled in the mandatory fields, submit the form by pressing **Create**.
Create will remain greyed out if you miss any mandatory fields.

Related Identifiers can be provided to assist with the validation process.

Supporting Documentation & Information allows the requestor to upload supporting material as part of the IEI request. Supporting material could be Articles of Incorporation, Trust Deed, Prospectus etc.

The **Registrant Authorisation** form for Assisted Registration should also be uploaded here.

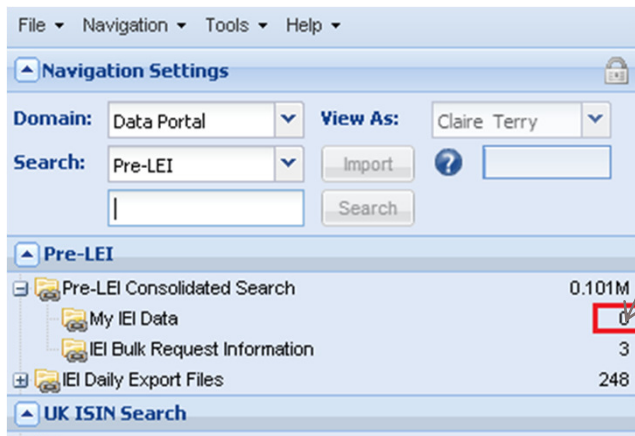
The more supporting material provided, the quicker we can process your request.

Important Note: Payment must be made before requests can be processed.
Requestors must go to **My IEI Data** to Pay and Submit request for processing – see next slide.



Managing your IEI Requests

All your IEI requests are visible in your **My IEI Data** folder. Here you can manage your request as well as make payments and submit your request for processing:



Click the number to the right of the **My IEI Data** folder to display the records submitted in the right-hand panel.

Important Note:
In order for us to begin the validation process of your IEI request, you must have credit card payment approved -

- Upon submission of your request, payment will be authorised but not taken.
- Payment is only taken upon IEI allocation and an email is sent to the requestor confirming payment and providing the IEI.

Edit draft records by selecting the button

Submit the request by selecting the record and clicking the **Pay and Submit Request** button. More details on [slide 11](#).

Delete draft records by selecting the **Delete Draft** button.

Options				Pay and Submit Request	Challenge Record	View pre-LEI	Delete Draft		
	<input type="checkbox"/>		LEI Status	LEI Event	Entity Status	Entity Event	Payment Status	Pre-LOU	OfficialEntityName
1	<input checked="" type="checkbox"/>		Active	Validated	Active	No event	COMPLETE	IEI	LONDON STOCK EXCHANGE PLC
2	<input type="checkbox"/>		Active	Validated	Active	No event	COMPLETE	IEI	NEW COMPANY

Pay and Submit Request

Through your **My IEI Data** folder, you will initiate payment and submit your request for processing:

1. Select the record by checking the box.

Options	LEI Status	LEI Event	Entity Status	Entity Event	Payment Status	Pre-LOU	OfficialEntityName
<input checked="" type="checkbox"/>	Active	Validated	Active	No event	COMPLETE	IEI	LONDON STOCK EXCHANGE PLC
<input type="checkbox"/>	Active	Validated	Active	No event	COMPLETE	IEI	NEW COMPANY

2. After selecting the record and click the **Pay and Submit Request** button.

View Detail


Payment Details

Payment Reference: LEI9907620130805140837273535
Amount: 120.00 GBP

CREDIT / DEBIT CARD

Card Number

Expiry Date MM / YYYY

Card Security Code 

Issue Number (If Available)

Continue

3. Enter your credit card details and select **Continue** to proceed with payment approval.

View Detail

Payment Status

Your card details are now being verified for processing. You will shortly receive an email confirming the status of your credit card payment.
Please close this window to continue.

4. Upon payment submission the card details will be processed and you will receive an email response confirming the status of your payment.

Note: Once your IEI request has been validated you will be contacted by email, usually within five working days of submission. If further information is required you will also be contacted.

Challenge an existing IEI Record

Any user can challenge an IEI record where they believe the details to be incorrect:

1. Select the record to be challenged by clicking on a row.

2. Click the **Challenge Record** button which is accessible once a row has been selected.

	LEI Status	LEI Event	Entity Status	Pre-LOU	OfficialEntityName	Pre-LEI	Entity Event	Alter
1	<input checked="" type="checkbox"/>	Active	Validated	Active	IEI	LONDON STOCK EXCHANGE GROUP PLC	TEST0027KQPH16Q14071	
2	<input type="checkbox"/>	Active	Validated	Active	IEI	LONDON STOCK EXCHANGE PLC	TEST0027KQPH16Q14071	

3. A box will open where you must enter your reason for challenge and the effective date. Click **OK**.

Additional Field(s)

User Input

Reason:

Effective Date:

Once submitted you will receive an email response confirming challenge submission.
A response will usually be received within three working days of submission.

Note: Only IEI records created by the London Stock Exchange can be challenged.



Bulk Request Information

Bulk request is available for submissions of 10 or more IEI requests. Details on the bulk request process and how to populate and submit the template are available in the **IEI Bulk Request Information** folder.

1. Clicking the number to the right of the **IEI Bulk Request Information** folder will display the files available in the right-hand panel.

2. The **IEI Bulk Request User Manual** and **IEI Bulk Request Template** can be downloaded from the folder display.

The screenshot shows the Data Portal interface. On the left, the 'Pre-LEI' folder is expanded, showing 'IEI Bulk Request Information' with a count of 3. An arrow points from this folder to the right-hand panel. The right-hand panel displays a table of files:

	FileType	FileDate	File	
1	<input type="checkbox"/>	IEI Bulk Request Ref Data	09 Dec 2013	
2	<input type="checkbox"/>	IEI Bulk Request Template	03 Sep 2013	
3	<input type="checkbox"/>	IEI Bulk Request User Manual	03 Sep 2013	

3. The **IEI Bulk Request Ref Data** required to populate some of the data fields can be downloaded from the folder display.



Downloading IEI Data Files

Daily data files are available to download as **Daily Changes** or **Full data** files.

1. Clicking the number to the right of the **IEI Daily Export Files** folder will display the files available in the right-hand panel.

2. The file specification can be downloaded from the folder display.

	FileType	FileDate	File
1	IEI File Specification	20 Aug 2013	
2	IEI Daily Changes	30 Oct 2013	
3	IEI Full File	30 Oct 2013	
4	Pre-LOU Full File	30 Oct 2013	
5	IEI Daily Changes	29 Oct 2013	
6	IEI Full File	29 Oct 2013	
7	Pre-LOU Full File	29 Oct 2013	
8	IEI Daily Changes	28 Oct 2013	
9	IEI Full File	28 Oct 2013	
10	Pre-LOU Full File	28 Oct 2013	
11	IEI Daily Changes	27 Oct 2013	
12	IEI Full File	27 Oct 2013	
13	Pre-LOU Full File	27 Oct 2013	
14	IEI Daily Changes	26 Oct 2013	
15	IEI Full File	26 Oct 2013	
16	Pre-LOU Full File	26 Oct 2013	
17	IEI Daily Changes	25 Oct 2013	
18	IEI Full File	25 Oct 2013	

3. Selecting the file for the required day will start the download.

The "Pre-LOU Full File" are consolidated daily files of all issued pre-LEIs from all the pre-LOUs

Note: IEI files are available for 60 days following publication



FTP Accessibility

Daily data files via FTP are available upon request.

1. Clicking the word **"Here"** will display the Request button in the right-hand panel.

2. Click here to request FTP access to the IEI Daily Export Files and Pre-LOU daily consolidated full files.

The Status field will change to Requested, then Created. An email containing FTP login details will be sent to you. If you have not received anything in three days then please contact us via iei@lse.com

The screenshot shows the Data Portal interface. On the left, there is a search bar with 'Pre-LEI' entered and a search button. Below the search bar is a tree view of folders: 'Pre-LEI' (0.101M), 'Pre-LEI Consolidated Search' (0), 'My IEI Data' (0), 'IEI Bulk Request Information' (3), 'IEI Daily Export Files' (230), and 'IEI FTP Daily Export File Access Request' (Here). On the right, there is a table with columns: Entity, Email, Information, and Status. The table contains one row with the following data: Entity: *Free SEDOL, Email: cterry@..., Information: To request FTP access to the IEI Daily Export Files please click the button above. If you would like more information please call +44 (0)20 7797 3300, Status: Not requested. Above the table are two buttons: 'Request FTP Access to IEI Daily Export Files' and 'Resend FTP Details'. Arrows from the text boxes point to the 'Here' link, the 'Request FTP Access...' button, and the 'Resend FTP Details' button.

Entity	Email	Information	Status	
1	*Free SEDOL	cterry@...	To request FTP access to the IEI Daily Export Files please click the button above. If you would like more information please call +44 (0)20 7797 3300	Not requested

Once FTP access has been granted clicking here will resend the original email containing your FTP login details.



Contact Us

Full operational support for IEI requests is available from 09:00 to 17:00, UK business days.

Contact details are as follows:

IEI Customer Support

For further information: www.lseg.com/iei

Telephone: +44 (0)207 797 3300

Email: iei@lseg.com