

# Registration Guide

## OTC Derivatives Reporting in Canada

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An LEI can only be obtained from entities endorsed by the Global LEI System ("LOU"), such as the Bloomberg LEI.

Click on the button that represents your situation.

SUBSCRIBE FOR THE 1<sup>ST</sup> TIME

RENEW YOUR LEI NUMBER

AUTO RENEW

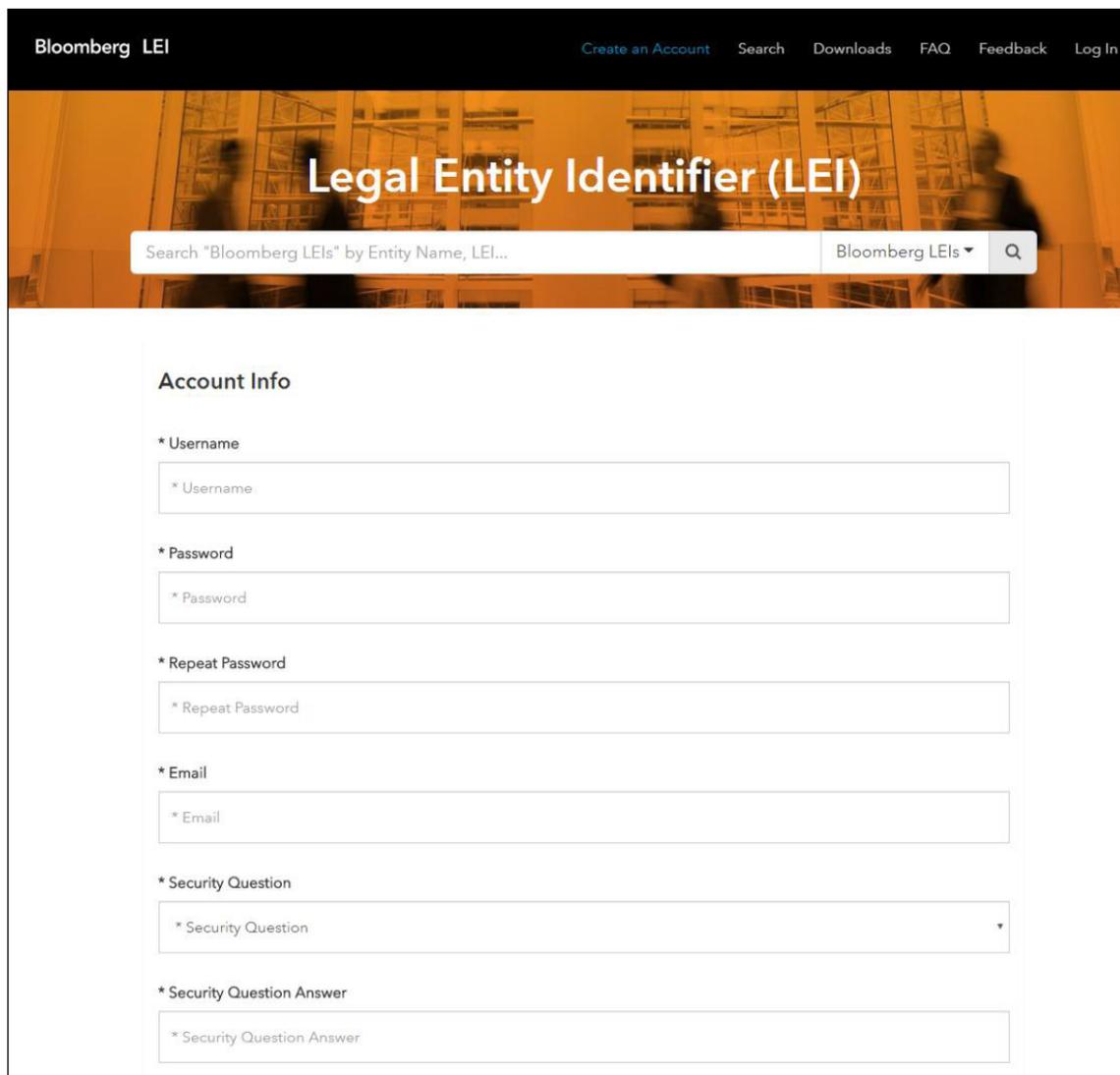
# New Registration

## Step 1: Create an account

- 1 In your browser, type <https://lei.bloomberg.com>.
- 2 To create a new account, click the "Create an Account" tab, as shown below.
- 3 If you already have a profile, please go to **Step 2: Create a new LEI**.

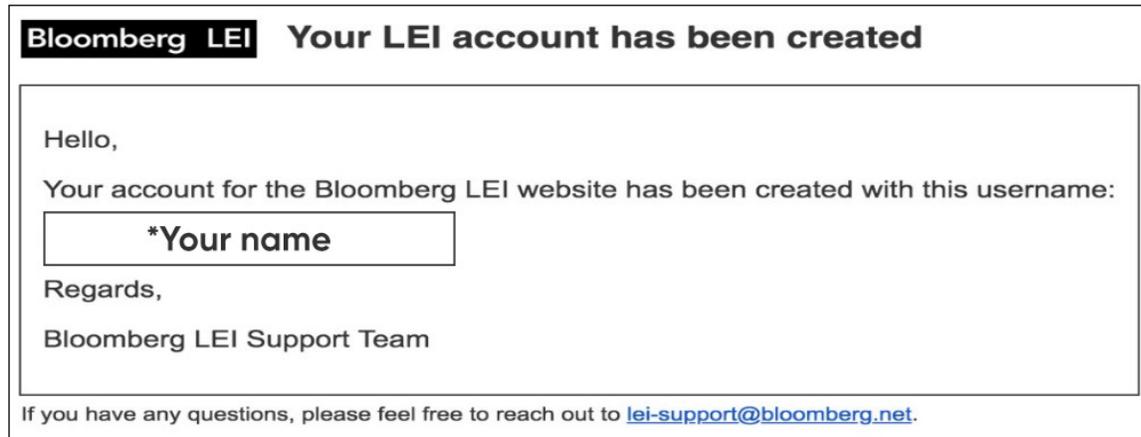


- 4 Complete all required fields (\*), read and agree to the Terms of Service and Privacy Policy, check the check box in the form, then click on the "Sign Up" button.

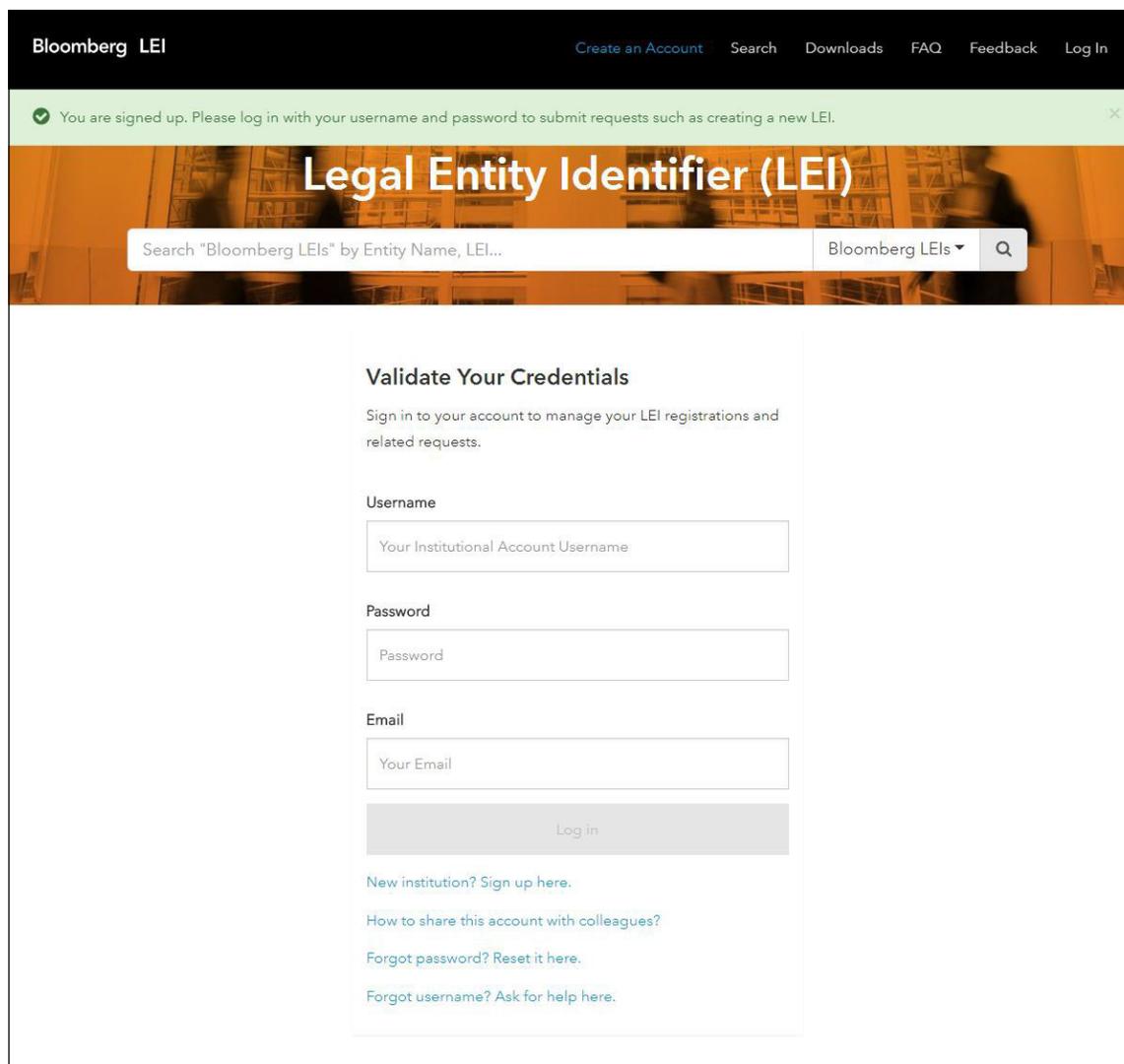
A screenshot of the Bloomberg LEI registration form. The page has a dark header with 'Bloomberg LEI' on the left and navigation links 'Create an Account', 'Search', 'Downloads', 'FAQ', 'Feedback', and 'Log In' on the right. Below the header is a large banner with the text 'Legal Entity Identifier (LEI)' and a search bar. The main content area is a white form titled 'Account Info' with the following fields:

- \* Username: A text input field with a placeholder '\* Username'.
- \* Password: A text input field with a placeholder '\* Password'.
- \* Repeat Password: A text input field with a placeholder '\* Repeat Password'.
- \* Email: A text input field with a placeholder '\* Email'.
- \* Security Question: A dropdown menu with a placeholder '\* Security Question' and a downward arrow.
- \* Security Question Answer: A text input field with a placeholder '\* Security Question Answer'.

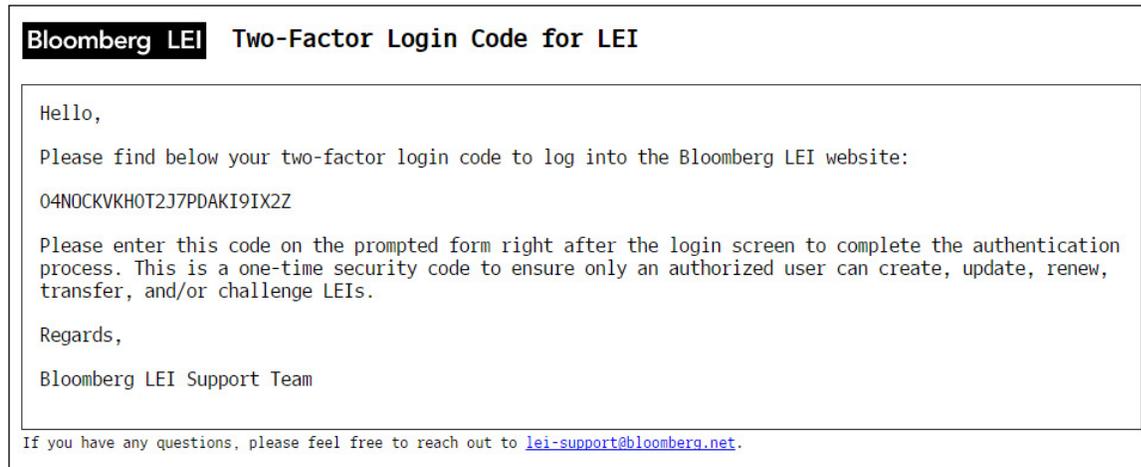
- 5 After clicking the "Sign Up" button, you will be directed to the login page and you will receive an email verifying your account creation, as shown below.



- 6 To log in, enter account credentials and click "Log in" button.



7 A Two-Factor Login Code (confirmation code) will be sent to the requested email address as seen below.



8 Enter the confirmation code in the Two-Factor Code box and proceed with logging into your account. At this point, you are logged in and a secondary ribbon should appear containing various action items as seen below.

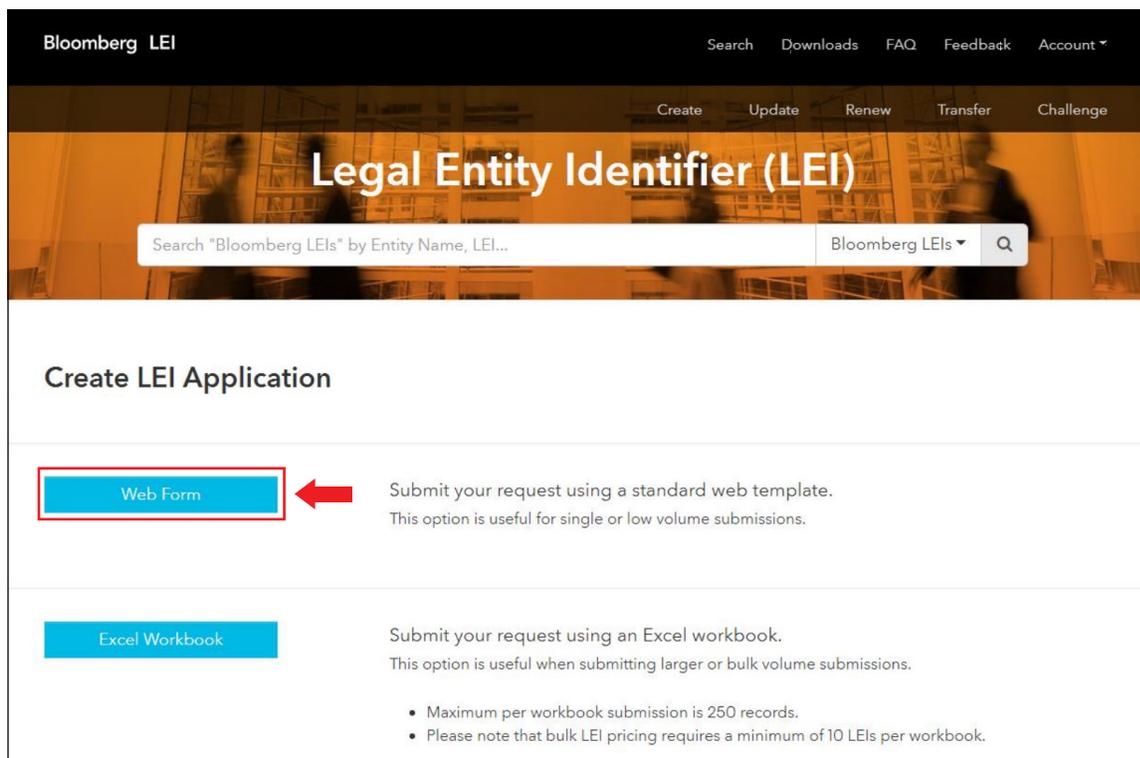


## Step 2: Create a new LEI

- 1 To create a new LEI, click the “Create” tab on the LEI Toolbar, as shown below.

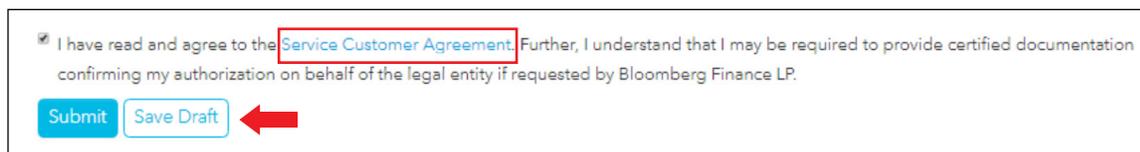


**NOTE:** You will be prompted with the option of requesting a new LEI using either a web form or a downloadable Excel template. The Excel template is typically used for submitting multiple records simultaneously.



- 2 (Web Form submission) – If you request only one LEI

Complete all required fields (\*) in the form, including checking the Service Customer Agreement box at the bottom of the page. Additionally, you will have the option of adding supporting documentation, by clicking into or dropping a file in the provided box as seen on the next page. You may also save your progress as a draft using the “Save Draft” button.



> If you are requesting a new LEI on behalf of another entity

If requesting a new LEI for another entity that is different than your own, you must provide clear permission from the entity that they have allowed you to request an LEI on its behalf. This would apply if you are not an employee of said entity or an employee of an entity with controlling interest of the entity receiving an LEI. You may upload a document that provides authorization that the entity you are requesting an LEI for has given you permission.

**Bloomberg LEI** Search Downloads FAQ Feedback Account

Create Update Renew Transfer Challenge

# Legal Entity Identifier (LEI)

## Create LEI Application

1. LEI Details | 2. Payment Details | 3. Confirmation

To request a single new LEI, click the submit button at the bottom of the page. On successful completion you will receive a tracking number. You can check the status of your submission on the My Requests tab. To save a draft of your submission, click on the Save Draft button below.

Entity Collapse

\* Legal Name

Legal Name (English)  x

Other Entity Names [Edit fields](#)

...

Legal Address (English)		Headquarters Address (English)	
* Line 1	<input type="text"/>	* Line 1	<input type="text"/>
Line 2	<input type="text"/> x	Line 2	<input type="text"/> x
Line 3	<input type="text"/> x	Line 3	<input type="text"/> x
Line 4	<input type="text"/> x	Line 4	<input type="text"/> x
* City	<input type="text"/>	* City	<input type="text"/>
* Country	<input type="text"/>	* Country	<input type="text"/>
Region	<input type="text"/> x	Region	<input type="text"/> x
Postal Code	<input type="text"/> x	Postal Code	<input type="text"/> x

Other Addresses (Local Language)	<a href="#">Edit fields</a>	
...		
* Legal Jurisdiction Country	<input type="text"/>	
Legal Jurisdiction Region	<input type="text"/>	✘
<b>Registration Authority Data</b>		
* Registration Authority	<input type="text"/>	
Other Registration Authority	<input type="text"/>	✘
Registration Entity ID	<input type="text"/>	✘
* Entity Legal Form Code	<input type="text"/>	
Entity Category (if applicable)	<input type="text"/>	✘
Associated Entity	<a href="#">Edit fields</a>	
...		
* Entity Status	<input type="text"/>	
Entity Expiration Date	<input type="text" value="yyyy-mm-dd"/>	✘
Entity Expiration Reason	<input type="text"/>	✘
Successor Entity	<a href="#">Edit fields</a>	
...		
Website	<input type="text"/>	✘
Other Entity IDs	<a href="#">Edit fields</a>	
...		

- The screenshots shown above show what Level 1 data you are required to fill out.
- As of May 1, 2017, the LEI ROC and GLEIF have mandated the collection of Level 2 relationship data.
- Level 2 data will identify the direct and ultimate parents of an entity.
- Please see the following page for the Level 2 fields that you will be required fill out.

Relationships (Direct and Ultimate parent are mandatory unless entity category is branch) Collapse ▲

Direct Parent	<input type="text"/>	✕
Ultimate Parent	<input type="text"/>	✕
Branch Parent	<a href="#">Edit fields</a>	
...		

Contact Collapse ▲

* First Name	<input type="text"/>	
* Last Name	<input type="text"/>	
* Company	<input type="text"/>	
Position	<input type="text"/>	✕
* Phone	<input type="text"/>	

Select or drop reference documents here.

Total size limit 12MB and accept .pdf,.xlsx,.xls,.csv,.doc,.docx.

Please use the above section to upload any reference documents related to your submission. (This may include items such as the entity's certificate of incorporation, a corporate filing, or a statement verifying the user is an authorized representative of the entity.) If using a non-corporate email domain (such as gmail, yahoo, etc.), please provide a signed third party authorization form. This will help us to confirm the validity of the request and process it promptly.

- [Download Third Party Authorization Form](#)

I have read and agree to the [Service Customer Agreement](#). Further, I understand that I may be required to provide certified documentation confirming my authorization on behalf of the legal entity if requested by Bloomberg Finance LP.

Submit
Save Draft

You will have two options in regards to providing the direct parent and ultimate parent data for your entity.

**OPTION 1:** You may choose to not disclose your parent information, in which case you will be required to provide an “Exception Reason” as to why you are not providing the parent information. Exception reasons include Natural Persons, Non-Consolidating, No Known Person, Legal Obstacles, Consent Not Obtained, Binding Legal Commitments, Detriment not Excluded, and Disclosure Detrimental.

**OPTION 2:** If you choose to disclose your parent, you will be required to select whether your parent has an LEI or does not have an LEI. See the next page for screenshot of what selecting the “I Will Not Disclose Parent Information” screen will look like on the webpage.

### > When parent has a LEI

- If the parent does have an LEI you will be asked to provide this LEI and then select two Relationship Periods at minimum.
- The Accounting Period and the Relationship Period are both required with any submission that contains parent data.
- You will also be required to fill Start and End dates for the Accounting Period (Fiscal Year), but only Start date for the Relationship Period, which will not have an end date due to the fact that the relationship between the current parent and respective submission is still ongoing.
- In addition to the accounting periods, you will be asked to provide the Accounting Standard under which the relationship exists. The options for this drop down are US GAAP, IFRS, or Other Accounting Standard.
- See the following page for an example of what the webpage will look like in the case of a parent having an LEI.

Relationships (Direct and Ultimate parent are mandatory unless entity category is branch) Collapse ▲

Direct Parent  ✕

**Parent Information**

\* Does The Direct Parent Have An LEI?

**Parent LEI**

\* LEI

**Relationship Periods (Include one Accounting Period and one Relationship Period Type)** ✕ Clear fields

**Relationship Period**

**Relationship Period # 1**

Start Date  ✕

End Date  ✕

\* Period Type

**Relationship Period # 2**

Start Date  ✕

End Date  ✕

\* Period Type

**Accounting Standards** ✕ Clear fields

**Accounting Standard**

**Accounting Standard # 1**

\* Standard

Percentage Owned  ✕

Ultimate Parent  ✕

### > When parent does NOT have a LEI

When you disclose your parent information but the parent does not have an LEI, you will be required to fill in further reference data for the direct parent and ultimate parent so that these entities can receive a PNI (Provisional Node Identifier). The PNI is a GLEIF identifier that is created for a parent of an entity when said parent does not have an LEI. The webpage will look similar to the regular create page with the addition of the Relationship periods and Accounting standard as seen in the screenshot above.

**NOTE:** Ultimate parent data that is required will be the same as immediate parent data. The only difference is that you will be able to select Ultimate Parent same as direct parent.

### > Branch parent

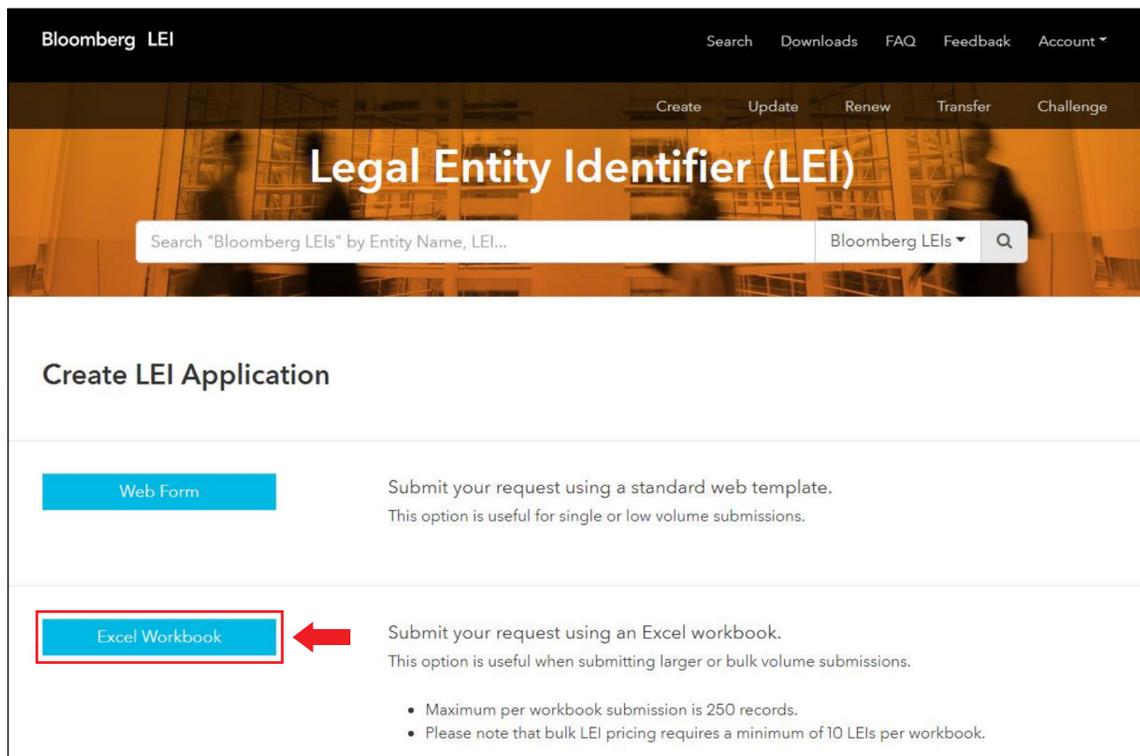
If submitting a request to have an LEI created for a Branch entity then it should be noted that you will not be able to submit the created LEI if there is already an LEI in the same country having the same Branch Parent LEI (ROC/GLEIF Policy). You will also not be able to submit a request if the parent of the branch office does not already have an LEI.

### 3 (Excel Workbook submission) – If you submit multiple requests at once

Users may submit their LEI requests through a bulk format by using the Excel workbook provided by Bloomberg LEI.

This option, along with the standard web form, will be available when beginning the registration or update process.

To be considered for bulk pricing, a minimum of 10 records must be submitted per submission. The maximum amount of records permitted is 250 per bulk submission. (Therefore, in a scenario where you have 255 records to submit, be sure to distribute the requests so that both files include at least 10 records).



The screenshot shows the Bloomberg LEI website interface. At the top, there is a navigation bar with links for Search, Downloads, FAQ, Feedback, and Account. Below this is a secondary navigation bar with links for Create, Update, Renew, Transfer, and Challenge. The main header area features the text 'Legal Entity Identifier (LEI)' and a search bar with the placeholder text 'Search "Bloomberg LEIs" by Entity Name, LEI...'. The main content area is titled 'Create LEI Application' and contains two options: 'Web Form' and 'Excel Workbook'. The 'Excel Workbook' option is highlighted with a red box and a red arrow pointing to it. The 'Excel Workbook' option includes a description and a list of bullet points: 'Maximum per workbook submission is 250 records.' and 'Please note that bulk LEI pricing requires a minimum of 10 LEIs per workbook.'

**Bloomberg LEI** Search Downloads FAQ Feedback Account ▾

Create Update Renew Transfer Challenge

## Legal Entity Identifier (LEI)

Search "Bloomberg LEIs" by Entity Name, LEI... Bloomberg LEIs ▾ Q

### Create LEI Application

**Web Form** Submit your request using a standard web template.  
This option is useful for single or low volume submissions.

**Excel Workbook** Submit your request using an Excel workbook.  
This option is useful when submitting larger or bulk volume submissions.

- Maximum per workbook submission is 250 records.
- Please note that bulk LEI pricing requires a minimum of 10 LEIs per workbook.

Click the download "Excel Workbook Template" button as seen below and populate information accordingly using the Basic Sample as a guide if needed.

Once the file has been filled out, save it to your local PC and upload it to the site by either clicking into the Upload box and selecting the file or dragging the file into the box.

## Create LEI Application

1. Provide Submission Data
2. Review and Publish
3. Payment Details
4. Confirmation

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### Download LEI Workbook.

Add submissions to the Excel Workbook by completing the required fields on each row. Compatible with Microsoft Excel 2007 or later versions.

**Blank Template**

 [Excel Workbook Template](#) 

**Use the reference data for certain fields.**  
For *Country, Region, Authority ID, and Entity Legal Form Code*, please refer to the "Reference Sheet" below. Please look up your field and use the data inside "Value" column.

- [Download Country/Region Reference Sheet](#) 
- [Download Authority ID Reference Sheet](#) 
- [Download Entity Legal Form Code Reference Sheet](#) 

**Sample Workbooks**

Here you can find several sample workbooks for your requests. You must replace the sample row with your own data.

- [Download LEI Samples Level 2](#) 
- [Download Multiple Other Addresses Sample](#) 

- After clicking Upload Workbook, you will be taken to a second page to review and publish the entered payload data.
- Each row in the excel file will be represented by a unique payload. Any supporting documentation referenced in the Excel template should be uploaded here using the upload box.
- Once you have reviewed the payload data, the submission can be published by agreeing to the Service Customer Agreement and clicking the Publish button.

## Create LEI Application

1. Provide Submission Data 2. Review and Publish 3. Payment Details 4. Confirmation

### Submission Overview

Please take this time to review your submissions and provide any extra attachments before publishing.

Payload 1

Payload 1: Legal Name 1

#### Entity

Legal Name	Legal Name 1		
Legal Address (English)	1 Princeton, AL-01, AL	Headquarters Address (English)	12 ab, AL-01, AL
Legal Jurisdiction Country	AL		
Legal Jurisdiction Region	AL-01		
Registration Authority Data			
Registration Authority	RA999999		
Entity Legal Form Code	9999		
Other Legal Form	Inc		
Entity Status	ACTIVE		

#### Relationships

Direct Parent	Ultimate Parent
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### Reference Documents

Select or drop attachment documents here

accepting .pdf,.xlsx,.xls,.csv,.doc,.docx, total limit 2MB per submission.

Please use the above section to upload any reference documents related to your submission. (This may include items such as the entity's certificate of incorporation, a corporate filing, or a statement verifying the user is an authorized representative of the entity.) If using a non-corporate email domain (such as gmail, yahoo, etc.), please provide a signed third party authorization form. This will help us to confirm the validity of the request and process it promptly.

- [Download Third Party Authorization Form](#) 

I have read and agree to the [Service Customer Agreement](#).

Publish

## 4

## Payment (Payment Details)

- After submitting the Web Form or the Excel Workbook, you will be prompted for payment.
- You are to complete all required fields (\*) of the form, using ASCII (American Standard Code for Information Interchange) characters only.
- Taxation is determined based on the country of the domicile address.
- Once you have submitted your payment information using the Finalize Order button, the payment details will be authorized and stored alongside the registration data previously submitted.
- **Payment does NOT occur at this time as the submission has to be reviewed and approved by analysts.**
- **The website will auto populate previously submitted payment details upon subsequent visits.**

### Payment Form

1. Provide Submission Data
2. Review and Publish
3. Payment Details
4. Confirmation

Please finish the payment before you submit another LEI request, otherwise your current submission data will be cleared.

**Price Information**

Bulk New LEI for my company

~~Base Price: \$66.00 USD~~

Discount Price: \$60.00 USD

Quantity: 10

\* Tax: -- USD

---

\*\* Est. Total: -- USD

Finalize Order

Powered by stripe

We've partnered with Stripe to manage payment processing. Stripe will collect and process your payment processing data. [Stripe's Terms of Service and Privacy Policy](#) govern your rights and liabilities in relation to the payment processing data you provide to them. Bloomberg does not receive or have access to your payment processing data.

\* The tax charged (if applicable) is determined based on the domicile country provided by the user on the payment details form. Bloomberg assumes the domicile country is the country most closely connected to the user and therefore considered to be the place of supply for tax purposes.

\*\* The total price listed above is an estimate based on approval of all requests. Should any requests be rejected, your final costs may be lower. Users will not be charged/billed any amount above the estimate.

**Company Information and Domicile Address** Collapse ▾

This address is used to calculate the taxes for your purchase, and will also be used on the invoice.

Are you  an entrepreneur/business  or government body, other public entity  or private individual?

\* **Company**

Company Name

**Phone**

Phone Number

\* **Country/Region**

Select Country/Region Name

\* **Address Line 1**

Address Line 1

**Address Line 2**

Address Line 2

\* **City**  **\* State/Province**

City  State/Province

\* **Postal Code**

Postal Code

**Tax Information** Expand ▸

**Payment Information** Collapse ▾

\* **Payment Method**

Credit Card

**Existing Cards**

New Card

\* **Name on Account**

Card Holder's Name

\* **Credit Card**

Card number MM / YY CVC

**NOTE:** You should normally receive your LEI within one to two business days after payment, once the request is approved.

# Renew Your LEI Number

- 1 Click on the "Renew" button.



Renewals utilize the same bulk form and web form submission templates as creating and updating records.

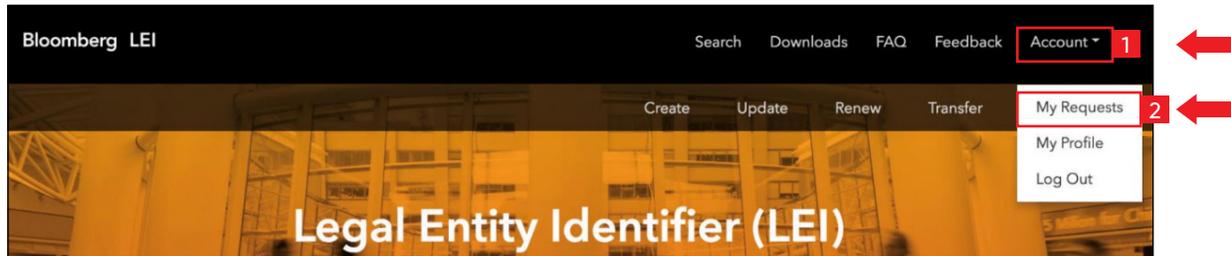
**NOTE:** Renewals require payments and are expected annually.

 A screenshot of the Bloomberg LEI website's "Renew LEI Application" page. The page has a white background with a dark header. The header includes "Bloomberg LEI" on the left and "Search", "Downloads", "FAQ", "Feedback", and "Account" on the right. Below the header, there are buttons for "Create", "Update", "Renew", "Transfer", and "Challenge". A search bar is visible with the text "Search 'Bloomberg LEIs' by Entity Name, LEI...". The main content area is titled "Renew LEI Application" and contains three sections:
 

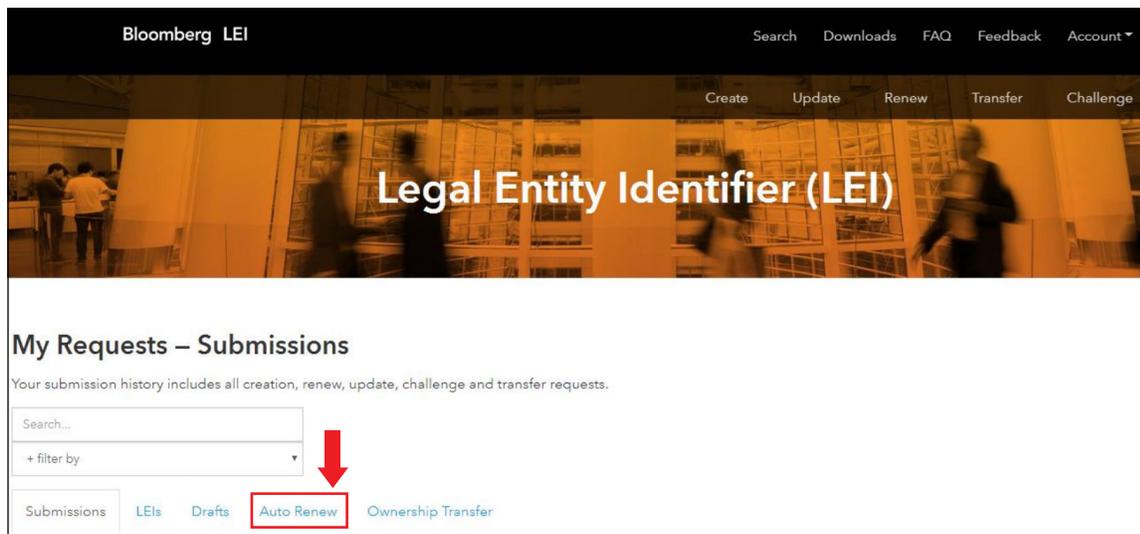
- My Requests:** A blue button labeled "My Requests" is on the left. To its right, the text reads: "You can go to the My Requests page and find My LEI table and click on the renew action link of each LEI."
- Web Form:** A grey button labeled "Web Form" is on the left. To its right, the text reads: "Submit your request using a standard web template. This option is useful for single or low volume submissions." Below this text is a text input field with the placeholder text "Type in LEI here, e.g. 2549004HPI362XQSKL61".
- Excel Workbook:** A blue button labeled "Excel Workbook" is on the left. To its right, the text reads: "Submit your request using an Excel workbook. This option is useful when submitting larger or bulk volume submissions." Below this text is a bulleted list:
  - Maximum per workbook submission is 200 records.
  - Please note that bulk LEI pricing requires a minimum of 10 LEIs per workbook.

## Auto Renew

- 1 To access Auto Renew, click on the "Account" button on the Toggle Bar and then click on "My Requests".



- 2 Click on the "Auto Renew" Tab under the "My Requests" header.



- 3 In order to auto renew your LEIs, you must Select month and Select day of the date of submission for renewal for the following year. You can also synchronize the dates of multiple LEIs by checking their boxes under the "Select" column.

**Bloomberg LEI** Search Downloads FAQ Feedback Account ▾

Create Update Renew Transfer Challenge

### My Requests – Auto Renew

Your LEIs which are eligible for auto-renewal based on their registration status are shown in below table. Please use the form below to set up auto-renew for your LEI, the renewal date must be at least 30 days before next renewal date. Any same day auto renew request must be submitted before 11pm UTC time. We use the domicile address associated with the payment type and credit card that you provided to us before when you purchased any LEI services to calculate tax. If the credit card is never used, we use the latest domicile address associated with any credit card purchase.

Search...

Select month ▾ Select day ▾ Select payment type ▾ Add/Edit For All Cancel For All Add/Edit For 0 LEIs Cancel For 0 LEIs

Submissions LEIs Drafts Auto Renew <sup>21</sup> Ownership Transfer

LEI	Legal Name	Auto Renew	Payment Type	Registration	Next Renew	Last Modifie	Select
549300OKXOKD...	22501 Bohlmann, ...			Lapsed	2018-05-09		<input type="checkbox"/>

- 4 Choose a payment type to continue to Add/Edit the LEIs. Taxation is determined based on the country of the domicile address. Once you have submitted your payment information using the "Add/Edit for LEIs" button, the payment details will be authorized and stored alongside the registration data previously submitted.

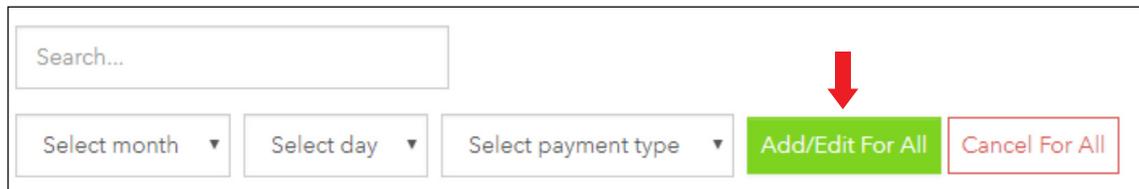
Search...

Select month ▾ Select day ▾ Select payment type ▾ Add/Edit For All Cancel For All

**NOTE:** The domicile address associated with the payment type and credit card you provided to us before when you purchased any LEI services will be used to calculate tax. If the credit card is never used, we use the latest domicile address associated with any credit card purchase.

**5** To finalize the changes, you can click on either the “Add/Edit For All” button, if you would like to renew all of your LEIs.

Otherwise, you can click on “Add/Edit For X LEIs”, which will update LEIs that you have selected under the “Select” column.



The screenshot shows a control panel with a search bar at the top left. Below it are three dropdown menus labeled "Select month", "Select day", and "Select payment type". To the right of these are two buttons: "Add/Edit For All" (a solid green button) and "Cancel For All" (a white button with a red border). A red arrow points down to the "Add/Edit For All" button.

## LEARN MORE

For additional information on Bloomberg’s LEI Services, type **LEI <GO>** or contact us at: <https://lei.bloomberg.com/feedback> or [lei-support@bloomberg.net](mailto:lei-support@bloomberg.net).

