How To Register an LEI code with LEIpapa Scribe

This guide provides step-by-step instructions on how to register an LEI (Legal Entity Identifier) with LEIpapa. It includes easy-to-follow directions and screenshots, ensuring a smooth and hassle-free registration process. If you need to register an LEI for your company, this guide will help you navigate through each step effectively.

1 Navigate to <u>https://app.leipapa.com/</u>	
2 Click "APPLY HERE"	
Regis	ster an LEI cod
APPLY EDE Apply for an LEI code, register new LEI	RENEW HERE Renew your LEI code active
About LEIpapa LEIpapa is a Europe project developmen	an tech company headquarte

3 Enter your company name or number

Registered Company Name or Number *	Country *
	Choose Country

egistration – Entity data

ed Company Name or Number *	Country *		Entity Type 🛐	
	Choose Country	~	GENERAL	~
	Children Boundary			
				1
				1

5	Click	"Search'

Account	
noount	
Entity Type 👔 GENERAL V Search	
⊗ Cancel → Next	

6 Select you	ur company from	the list	t
d 🗻			
~	Entity Type 🗊 GENERAL	~	Search
mber	Country		
8	EE		Select
of more than one word ually fill in the data.	d, try writing the full C	ompany N	Name for a more accurat

7 Choose the term (duration of LEI registration)

Statin	
Legal Name	Company Number
STAFILI OÜ	16196318
Year to support T 1 Is the Legal Entity controlled by Yes No	only Private Individuals (Natural Persons)?

8 Reply to questions related to your ownership structure

9	Click "Next"		
ons)?			
		Order calculation Years to support: 3 Base price: €50 x 3 = 150 Total: €150	
		⊗ Cancel → Next	

10 Fill the form with your contact data

LEI Registration – Submit

Please provide the Signing Authority name for STAFILI OÜ. If you have a account name will suffice, but if you don't, please enter the name of th Letter of Authorization (LoA) below.

First Name *	
Company Email	с
	[
Letter of Authorization (LoA)	Letter of Authorization (LoA) is used to Company director granting you permis:
Choose file No file chosen	upload the LoA, as the account name v the LoA. If you don't have an LoA to upl You can download the LoA template rig

11 Upload LoA or/and EoA (if needed)

account name will suffice, but if you don't, please enter the name of the person who gave you permissio Letter of Authorization (LoA) below.

First Name *	Last Name *
First Name	Last name
Company Email	Company Phone (+ country code)
info@company.com	12345678902
Letter of Authorization (LoA) Choose file No file chosen	Letter of Authorization (LoA) is used to give you permission from a Signing Author Company director granting you permission to act on behalf of the Company. If yo upload the LoA, as the account name will suffice, but if you don't please confirm the LoA. If you don't have an LoA to upload now, don't worry; you can send us Lo, You can <u>download the LoA template</u> right away. Allowed file types: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff Max file size: 800 Kb.
Evidence of Authority (EoA)	Evidence of Authority (EoA) is generally used for Entity Supplied Only LEIs su usually takes the form of a copy of the deeds. However, in some cases even for

12 Confirm by checking all checkboxes



Click the Next button to proceed with the payment. That's it.