

# How to Transfer an LEI to LEIpapa

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

1 Navigate to LEIpapa Web App available at <https://app.leipapa.com/>

2 Click "TRANSFER HERE"

The screenshot shows the LEIpapa web application interface. At the top right, there is an 'Account' dropdown menu. The main heading is 'Register an LEI code with LEIpapa', with the tagline 'The first LEI Registration Agent with the Web 3.0 approach'. Below this, there are two prominent buttons: a light blue 'RENEW HERE' button with the text 'Renew your LEI code and keep it active' and 'From €59 + VAT', and a dark blue 'TRANSFER HERE' button with the text 'Transfer your LEI code to us for full service' and 'Free of charge'. The 'TRANSFER HERE' button is highlighted with a red circle. At the bottom, there is a brief description of LEIpapa as a European tech company headquartered in Tallinn, Estonia, controlled by a team experienced in fintech development.

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Choose the Jurisdiction from the dropdown list where your Legal Entity is registered

Home LEI Search

## Transfer – Entity data

Legal Entity details and the LEI code ⓘ

Company Name or LEI Code \*

Country \*

Entity Type ⓘ

Search

Cancel

4

Enter the Legal Entity name or the LEI code

LEI PAPA Home LEI Search

## LEI Transfer – Entity data

Let's locate Legal Entity details and the LEI code ⓘ

Company Name or LEI Code \*

Country \*

Entity Type ⓘ

## 5 Click "Search"

The screenshot shows the 'LEI Transfer – Entity data' search page. At the top, there is a navigation bar with the PAPA logo, 'Home', 'LEI Search', and an 'Account' dropdown. Below the title, a subtitle reads 'Please locate Legal Entity details and the LEI code'. The search form contains three input fields: 'Company Name or LEI Code' with the value 'Cambronnex', 'Country' with a dropdown menu set to 'Cyprus (CY)', and 'Entity Type' with a dropdown menu set to 'GENERAL'. A blue 'Search' button is highlighted with an orange circle. Below the form are 'Cancel' and 'Next' buttons. At the bottom, a dark blue footer contains contact information for PAPA, the Official LEI Registration Agent of secure RapidLEI, including their address in Narva mnt. 13-30, Tallinn, 10151 EE.

## 6 Click "Select" to choose from the list the proper LEI you want to transfer to LEI papa

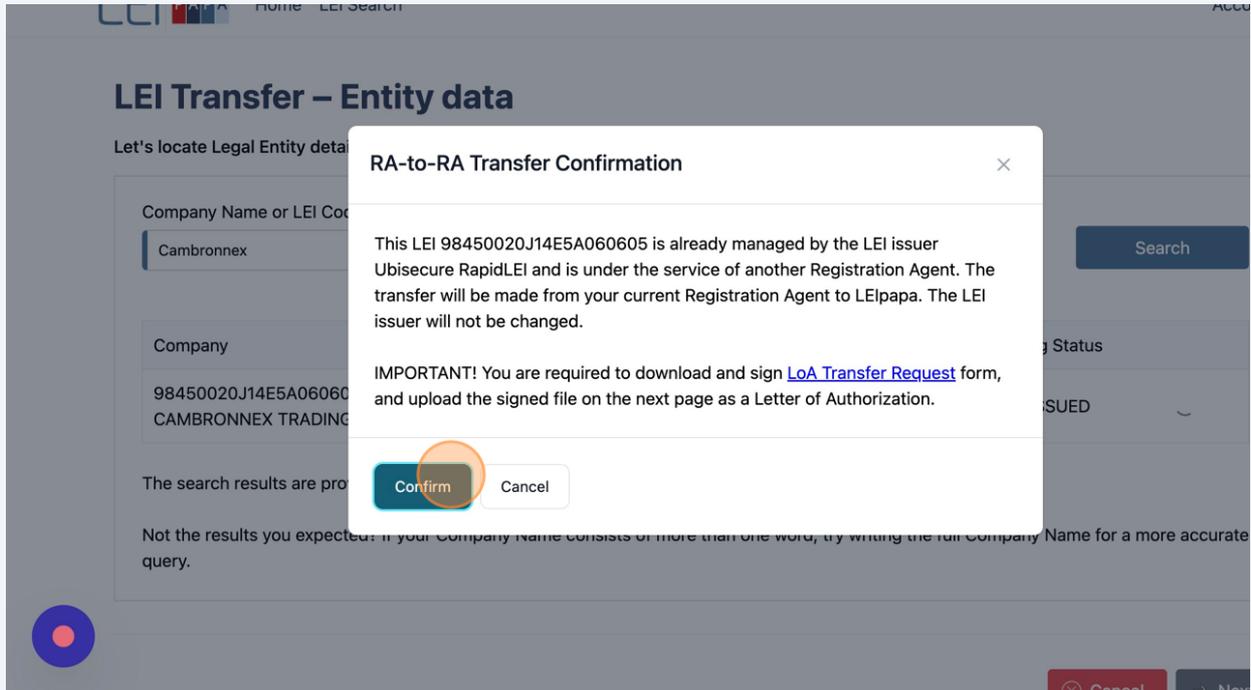
The screenshot shows the same search page as above, but now displaying search results. The search form fields remain the same. Below the form is a table with the following data:

Company	Company Number	Jurisdiction	Entity Legal Status	Reg Status	
98450020J14E5A060605 CAMBRONNEX TRADING LIMITED	HE 233076	CY	ACTIVE	ISSUED	Select

The 'Select' button in the last column of the table is highlighted with an orange circle. Below the table, there is a note: 'The search results are provided for the CY jurisdiction.' and a tip: 'Not the results you expected? If your Company Name consists of more than one word, try writing the full Company Name for a more accurate query.' At the bottom, 'Cancel' and 'Next' buttons are visible.

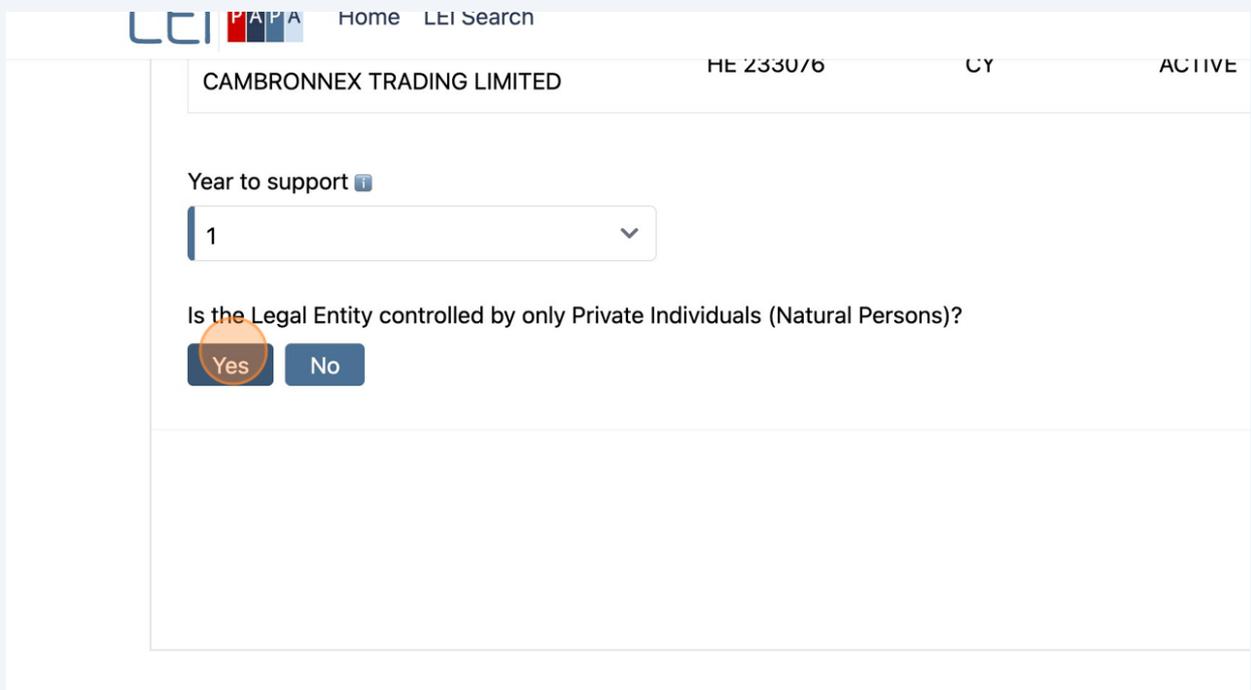
7

You should be informed if your LEI is already managed by RapidLEI. Please download the LoA Transfer Request form using the link in the message. Click "Confirm" to proceed.



8

Choose the desired LEI registration term and the relevant form of the management.





You can choose the multiyear term (2 to 5 years) option to get a more attractive price.

9

Click "Next"

ivate Individuals (Natural Persons)?

**Order calculation**

Years to support: 1

Base price: €59 x 1 = 59

Total: €59

Cancel

Next

10

Enter the Signing Authority's Name and Surname.

LEI P A P A Home LEI Search Acco

### LEI RA-to-RA Transfer – Submit

Please provide the Signing Authority name for CAMBRONNEX TRADING LIMITED. If you have authority then just specify your First Name and Last Name, and the account name will suffice, but if you don't, please enter the name of the person who gave you permission and confirm by uploading the Letter of Authorization (LoA) below.

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Company Email	<input type="text"/>	Company Phone (+ country code)	<input type="text"/>

**Letter of Authorization (LoA) \***

No file chosen

According to regulations, you should provide the official transfer request. Authorized signatories from the legal entity shall sign the Letter of Authorization (LoA) via legally compliant formats in the respective jurisdiction. You can [download the template](#) right away, sign it, and upload it here.

Allowed file types: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .txt.  
Max file size: 800 Kb.

**Evidence of Authority (EoA)**

Evidence of Authority (EoA) is generally used for Entity Supplied Only LEIs such as Funds/Trusts/Wills/Pensions and usually takes the form of a copy of the deeds. However, in some cases even for a Legal Entity, the Business Registry



Signing Authority is a person who is authorized to make decisions and sign documents on behalf of the company (Director, Board Member, etc).

## 11 You can also specify the company's email and the phone number (not mandatory).

Please provide the Signing Authority name for CAMBRONNEX TRADING LIMITED. If you have authority, enter the person's First Name, Last Name, and the account name will suffice, but if you don't, please enter the name of the person who is uploading the Letter of Authorization (LoA) below.

First Name \*

Alex

Last Name \*

Grower

Company Email

Company Phone (+ country code)

Letter of Authorization (LoA) \*

Choose file

No file chosen

According to regulations, you should provide the official transfer request. The signing authority shall sign the Letter of Authorization (LoA) via legally compliant formats [the template](#) right away, sign it, and upload it here.

Allowed file types: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .gif, .bmp  
Max file size: 800 Kb.

Evidence of Authority (EoA)

Evidence of Authority (EoA) is generally used for Entity Supplied Only and usually takes the form of a copy of the deeds. However, in some cases, it does not publicly highlight the name of a signing authority, so we would require a copy of the Memorandum of Articles to highlight who is able to sign. You

## 12 Upload filled and signed LoA Transfer Request downloaded earlier.

First Name \*

Alex

Last Name \*

Grower

Company Email

info@cambronnex.com

Company Phone (+ country code)

+35799909990

Letter of Authorization (LoA) \*

Choose file

No file chosen

According to regulations, you should provide the official transfer request. The signing authority shall sign the Letter of Authorization (LoA) via legally compliant formats [the template](#) right away, sign it, and upload it here.

Allowed file types: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .gif, .bmp  
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Max file size: 800 Kb.

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Please read the information presented and confirm your approval by clicking all checkboxes.

**I HEREBY (All checkboxes are mandatory)**

- Confirm and guarantee the accuracy and veracity of all the above stated data and accept LEIpap which I have read.
- Confirm that the Legal Entity I represent with the above stated data has not submitted LEI porting
- Confirm that I represent and warrant that the LEI applicant is not designated on an economic sanctions list maintained by the United Nations Security Council, the European Union or any member state Government;
-  Confirm that no Restricted Party or Restricted Parties owns, individually or in the aggregate, capital.

#### Information regarding processing of personal data

The personal data provided in the Application will be subject to processing by LEI papa OÜ ("LEI papa"). LEI papa may collect and use personal data about the individual named herein for the purposes of ("RapidLEI"). Any personal data that is collected will be used solely for the issuing and administration of LEI for the reason.

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Click "Go to Transfer Request Form"

... will be determined during the payment processing, where you will have the ability to enter and verify the amount. The amount will be shown on the final invoice.

... from the Legal Entity Reference Data (LE-RD).

... for the full terms and conditions applied. Your continued use of the LEI papa website and the LEI ... acknowledgment and consent to the Terms of Service. If you have any questions or concerns about ...

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✕ Cancel

→ Go to Transfer Request Form

... of

Legal

Contacts

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Enter the applicant's Name, Surname, Email address, and Phone number.

LEI Number: 98450020J14E9A000003

Company Status: ISSUED

Current Managing LOU: Ubisecure Oy, 529900T8BM49AURSDO55

**Details of the person making the transfer request**

First Name \*

Last Name \*

Email \*

Phone (+ country code) \*

**Receiving LEI Issuer / LOU (Local Operating Unit)**

LEI Number: 529900T8BM49AURSDO55

Name: Ubisecure Oy

**Receiving LEI Registration Agent**

LEI Number: 9845005FAED41C103C69



The applicant is a person who submits the application. If you are filling the application, then specify your data.

16 Click both checkboxes confirming your acceptance.

Name: Ubisecure Oy

**Receiving LEI Registration Agent**

LEI Number: 9845005FAED41C103C69

Name: LEI papa OÜ

I accept the [Terms and Conditions](#).

I also understand and accept, that my contact details including my contact number must be passed on to the proposed LEI Issuer/LOU (Local Operating Unit) for validation purposes as mandated by the LEI transfer protocol.

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17 Click "Submit and go to Checkout". Please enter your company's details during checkout process (Company Name, Country, VAT number) to get properly issued invoice with the tax calculated.

my contact details including my contact number must be passed on to the proposed LEI Issuer/LOU for validation purposes as mandated by the LEI transfer protocol.

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✕ Cancel

→ Submit and go to Checkout

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That's it! The Transfer process has been initiated and submitted to the managing LOU. You will receive the email confirmation once your order is completed.