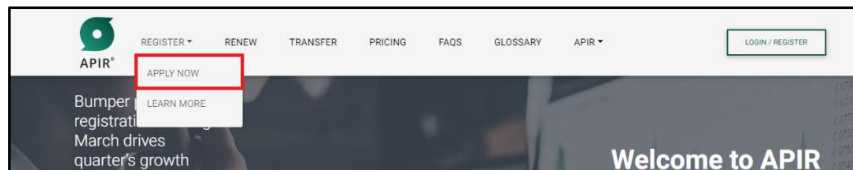




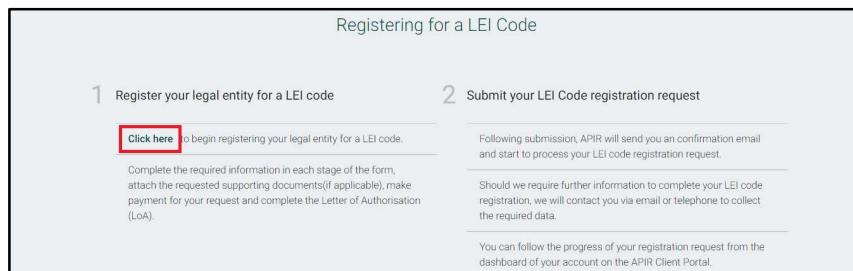
APIR - LEI Registration Guidelines

Please follow the steps to submit a LEI Registration request.

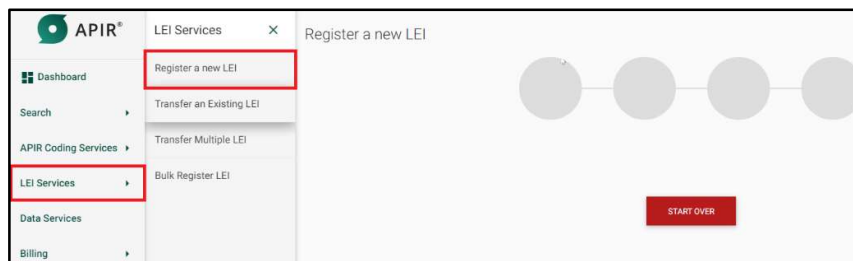
- To start your LEI registration request, go to <https://www.leiaustralia.com.au>
- From the homepage
 - Click 'Register' and hit the 'Apply Now' button as highlighted in the below screenshot.



- Or scroll down to 'Registering for a LEI Code' and hit the 'Click here' button as highlighted in the below screenshot.



- Or log in to your APIR Client Portal, hit 'LEI Services' and 'Register an LEI'.



STEP 1 – Entity Details

1. Once in the form, please select the 'Jurisdiction' and 'Entity Type' from the drop-down menus.



Level 1 Data - Who is Who

What is your jurisdiction? ⓘ

Australia

What is your entity type? ⓘ

Please select...

Please select...

Company

2. Depending on the entity type selected you will be asked to enter the 9-digit ACN (Company & Corporate Trustee), 9-digit ARSN (Registered MIS) or 11-digit ABN (for all other entities) and hit the 'Search' button.



Level 1 Data - Who is Who

What is your jurisdiction? ⓘ

Australia

What is your entity type? ⓘ

Company

Please enter your nine digit Australian Company Number (ACN) ⓘ

Enter your ACN.. x

SEARCH

3. The form will pre-populate as much information as can be collected from the ASIC or Australian Business Register databases. Fill in any missing details in the address fields (e.g., Street, house, and apartment number, City/Suburb) and complete the 'Level 2 Data – Who Owns Who' Information.



Legal address of the company

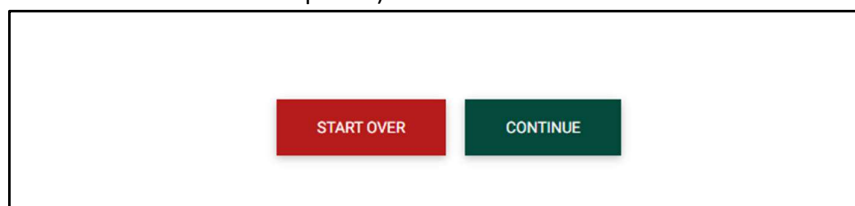
Street, house and apartment number ⓘ

City/Suburb ⓘ

Country ⓘ

Australia

4. Once all fields have been filled, hit the 'CONTINUE' button to move to Step 2 (note you will not be able to progress until all mandatory fields have been completed. An error message will indicate what needs to be completed).



START OVER

CONTINUE

STEP 2 Registration Details

(If you are already logged in, you will not be asked to provide email address and password)

1. In order to set up your Client Account with APIR, insert your email address and hit the 'CHECK EMAIL ADDRESS' button. APIR will query our database to identify if a user account already exists and the following options will be shown:

a. Existing user

Account Contact Details

Primary Email Address !

Please Note: Our system has identified that there is already an account set-up with APIR using that email address. Please enter your password below or [click here](#) to reset.

Password !

b. New User

Account Contact Details

Primary Email Address !

What is your first name? !

2. Select the number of years for the LEI registration (i.e. 1, 3, or 5 years) and hit the 'CONTINUE' button to move to Step 3 (note it can take up to a minute to progress as the invoice is being created).

Registration Period

Promo Code

If you have a promo code please enter here and click apply

Register/Renew LEI for Multiple Years !

\$109.00 - Initial registration for 1 year

\$314.00 - Initial registration + 2 years auto-renewal (\$105.00/year)

\$468.00 - Initial registration + 4 years auto-renewal (\$94.00/year)

STEP 3 Payment




1. To complete the payment enter the card details and hit the 'PAY' button.


Registration Fee: \$314

Amount due: \$314.00

Card number

4444 [REDACTED]

Expiry date CVV 

[REDACTED] [REDACTED]

[START OVER](#) [BACK](#) [PAY](#)

Step 4 Authorisation

1. To finalise your LEI registration, an **Authorised Representative** must agree to the [APIR LEI Terms and Conditions](#).
2. Select the option that best describes your authority:
 - a. I am authorised to agree to the APIR LEI Terms and Conditions.
 - b. I am listed as an Authorised Signatory and have the authority to agree to the APIR LEI Terms and Conditions.
 - c. I am not an Authorised Representative and will need to delegate acceptance of the APIR LEI Terms and Conditions to an Authorised Representative.
3. If delegation is required, select your preferred method:
 - a. I want to electronically sign the Letter of Authority (LoA) using DocuSign
 - b. I want to print and sign the Letter of Authority (LoA).
4. Once the required Authorised Representative(s) have agreed to the [APIR LEI Terms and Conditions](#), select **SUBMIT** and the request will be forwarded to APIR for processing.

Step 1 Entity Details Step 2 Registration Details Step 3 Payment **Step 4 Authorisation**

Entity Name

To finalise your LEI Registration, you will need an Authorised Representative to agree to the **APIR LEI Terms and Conditions**.

Do you require more than one authorised representative to agree to the **APIR LEI Terms and Conditions**?

YES NO

You must select a method to sign your LoA

I am the and have the authority to agree to the **APIR LEI Terms and Conditions**.

I am listed as an Authorised Signatory of the and have the authority to agree to the **APIR LEI Terms and Conditions**.

I am not an Authorised Representative of and will need to delegate the acceptance of the **APIR LEI Terms and Conditions**.

Authorised Signatories

First name ¹

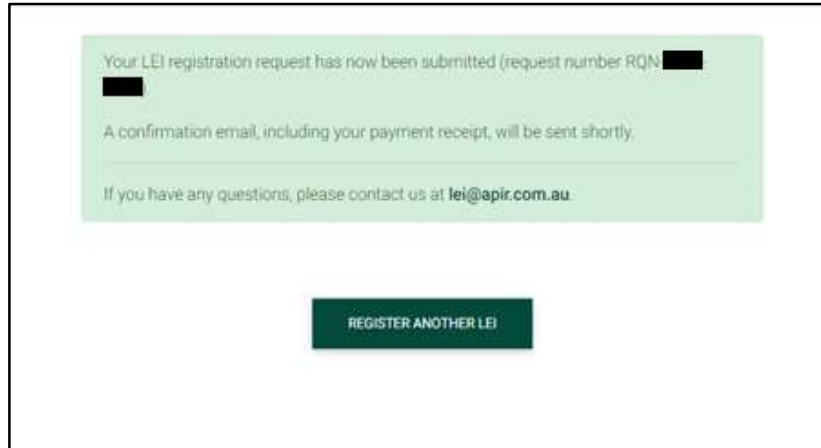
Last name ¹

Email Address ¹

Position ¹

I accept **APIR LEI Terms and Conditions**.

SUBMIT



Following submission, you will receive a confirmation email which will include the receipt for your payment.

If you have any queries or require any assistance, please contact the APIR Client Services team via email lei@apir.com.au or call 02 6176 3440.