



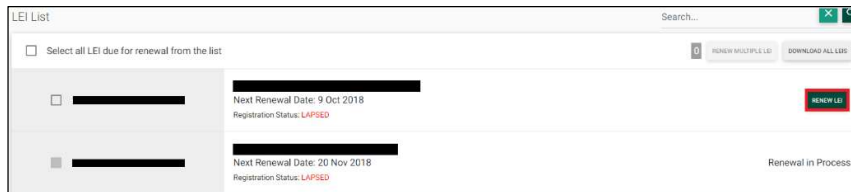
APIR - LEI Renewal Guidelines

Please follow the steps to submit a LEI Renewal request.

- To start your LEI renewal request, go to <https://www.leiaustralia.com.au>
- Log into your user account on the APIR Client Portal
 - Hover over 'LEI Services' then select 'Manage/Renew my LEI'

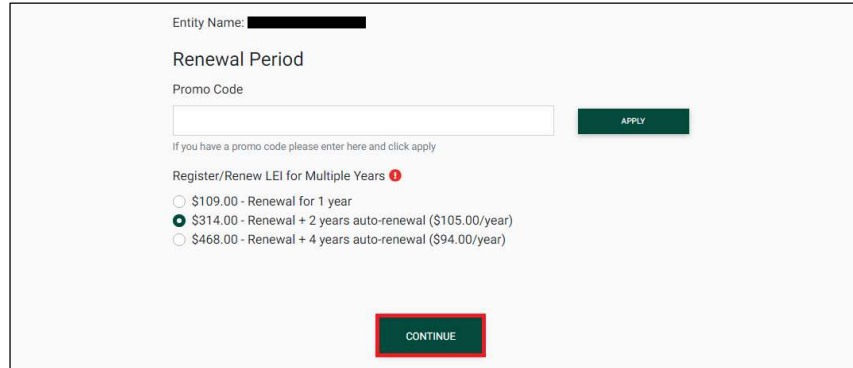


- Select the LEI you wish to renew and hit 'Renew LEI'



STEP 1 – Renewal Period

1. Select the number of years for the LEI renewal (i.e. 1, 3, or 5 years) and hit the 'CONTINUE' button to move to Step 2



Entity Name: [REDACTED]

Renewal Period

Promo Code

[Input Field] [APPLY]

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

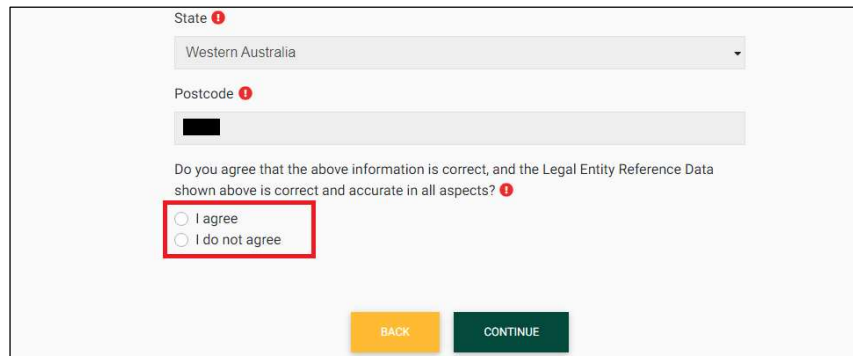
Register/Renew LEI for Multiple Years ⓘ

- \$109.00 - Renewal for 1 year
- \$314.00 - Renewal + 2 years auto-renewal (\$105.00/year)
- \$468.00 - Renewal + 4 years auto-renewal (\$94.00/year)

[CONTINUE]

STEP 2 – Level 1 Data - Who is Who

1. Please review the entity information. At the bottom of the page you will be required to agree or disagree that the displayed information is correct.
2. If you select 'I do not agree', you will be able to modify any incorrect fields.



State ⓘ

Western Australia

Postcode ⓘ

[REDACTED]

Do you agree that the above information is correct, and the Legal Entity Reference Data shown above is correct and accurate in all aspects? ⓘ

- I agree
- I do not agree

[BACK] [CONTINUE]

STEP 3 - Level 2 Data - Who Owns Who

1. Please review Parent and (if applicable) Fund Relationship information. At the bottom of the page you will be required to agree or disagree that the displayed information is correct.
2. If you select 'I do not agree', you will be able to modify any incorrect fields

Level 2 Data - Who Owns Who

Is the entity being registered (Child Entity) owned by another entity (Parent Entity)?

Parent Entity Exception Reason !

Natural Persons

Do you agree that the above information is correct and the Legal Entity Reference Data shown above is correct and accurate in all aspects? !

I agree

I do not agree

STEP 4 - Payment

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

Renewal Fee: \$99

Amount due: \$99.00

Card number

4444

VISA AMERICAN EXPRESS

Expiry date CWV ?

Step 5 Authorisation

1. To finalise your LEI renewal, an **Authorised Representative** must agree to the [APIR LEI Terms and Conditions](#).
2. Indicate whether more than one Authorised Representative is required to agree to the [APIR LEI Terms and Conditions](#).

Step 1
Renewal
Period

Step 2
Level 1 Data

Step 3
Level 2 Data

Step 4
Authorisation

Entity Name: ██████████

To finalise your LEI renewal 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

BACK

3. If **No** was selected in step 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.

Entity Name: ██████████

To finalise your LEI renewal 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 listed as a Director, Company Secretary, Trustee, Partner, Proprietor, or equivalent governing office holder of ██████████ on the official registry and have the authority to agree to the **APIR LEI Terms and Conditions**

I am listed as an Authorised Signatory of ██████████ 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**.

4. 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).

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 want to electronically sign the LoA using DocuSign
 I want to print and sign the LoA

5. 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.

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

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.