

DTCC

Securing Today. Shaping Tomorrow.®

GMEI®

PORTAL USER'S GUIDE

FEBRUARY 05, 2018



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CHAPTER 1: OVERVIEW

The Global Markets Entity Identifier (GMEI®) utility is DTCC's legal entity identifier solution, offered in collaboration with SWIFT.

The GMEI utility is a Local Operating Unit of the Global Legal Entity Identifier System (GLEIS).

- The GMEI utility creates and assigns globally accepted Legal Entity Identifiers (LEIs) in a standard format (ISO 17442).
- The GLEIS validates the accuracy of the associated reference data and stores all the information in a public database free for all to use and redistribute.

The information afforded by the GMEI utility is a critical tool for helping regulators and market participants understand exposures, enhance market transparency, and manage systemic risk.

CHAPTER 2: ACCOUNT CREATION

In order to register, renew or challenge an entity you will need to create an account.

[About Us](#) [Help and Documents](#) [Login](#) [Register](#)

[Registration](#) [Renewal](#) [Challenge](#) [Bulk Service](#) [My Account](#)

GMEI UTILITY
a service of BLED B.V., a BTCC company

Login

I'm a returning customer

2 [Don't have an account yet?](#)

01 [Contact](#)

First Name * Last Name *

Email * Verify Email *

Group Email Address

02 [Security](#)

Password * Verify Password *

Challenge Question * Challenge Answer *

03 [Preferences](#)

Country Billing Currency

Check here to indicate that you have read and agree to our [Website Terms and Conditions of Use](#) and [Privacy Policy](#).

4

1. Select **Register** (1).
2. Complete the form (2).
3. Select the check box to agree to the Terms and Conditions (3).
4. Click the **Register** button (4).

5. Click the link in the verification email we send to you from no-reply@gmeiutility.org to verify your email address and activate your account.

Note

Check your Spam and Junk Mail if you do not receive a verification email.

CHAPTER 3: REGISTRATION - STEP-BY-STEP GUIDE

Go through the following steps to register for an LEI. Click the links or proceed to the appropriate page to go straight to the step you need.

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Who Can Register?

An LEI can be Registered by the Primary Party (PP) or an Assisting Party (AP).

You are the Primary Party if you are:

- Currently an employee of the firm for which you are registering.
- Currently an employee of the firm which has controlling interest over the entity you are registering.

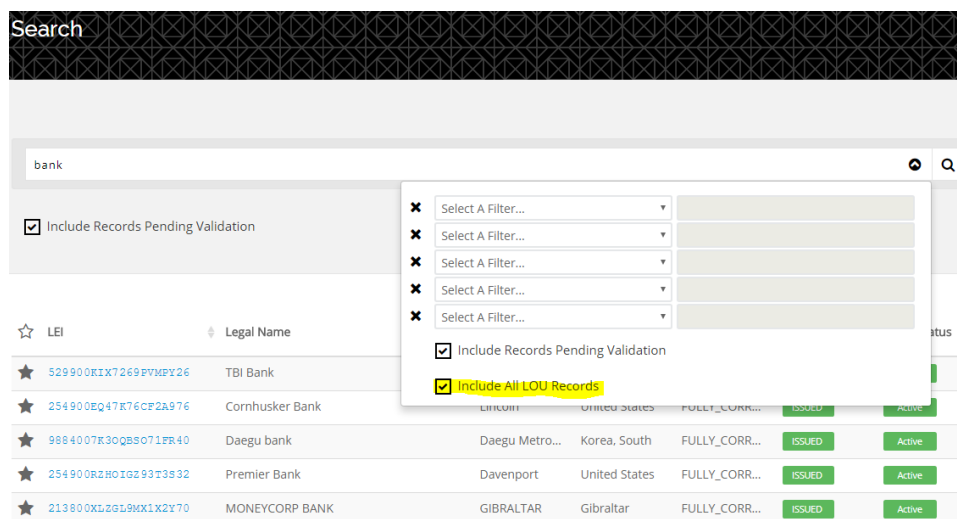
All other registrants are an Assisting Party and must obtain explicit permission from the Primary Party.

The registration process for Primary Party and Assisting Party is essentially the same, and both registration types will be deemed "ISSUED."

Initial Duplicate Search

Ensure that the entity you are registering does not already exist in the global LEI dataset.

Search for the entity using the GMEI utility's Advanced Search feature.

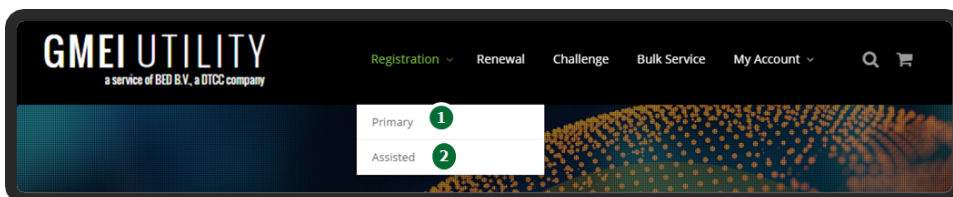


Helpful information on duplicates:

- Any new entities registered where one already exists will be marked as **“DUPLICATE,”** and you will be provided with the pre-existing LEI for your entity.
- To ensure that you search all possible entities, remember to always select the **Include Records Pending Validation** and **Include All LOU Records** boxes when performing the search.
- Note that we are unable to offer refunds for duplicate registrations.
- If you find a matching legal name to your entity, but see that the address held on the portal is different than yours, please do not assume this is a separate legal entity. The address on the portal could be the registered address of your legal entity as found on the relevant business registry.
- Contact customerservice@gmeiutility.org to discuss any existing entities found on the GMEI utility portal.
- If the GLEIF consolidated search shows that your entity is managed by another LOU and you would prefer the GMEI utility to manage the entity, you can transfer the record to us by filling in a portability form. For more information, contact customerservice@gmeiutility.org.

Registering an Entity

1. Hover your cursor over **Registration** and select the option to register the appropriate party.



- Select **Primary** to register for an LEI as the "Primary Party" (1).
 - Select **Assisted** to register an LEI on an entity's behalf (2).
2. Fill in the details for the Legal Entity for which you are registering an LEI on the form that appears.

01. Entity Name [?](#)

Legal Name *	ASCII Transliterated Legal Name
<input type="text"/>	<input type="text"/>

Information you need to provide on this form includes:

- Entity Name
- ASCII Transliterated Legal Name (Only if your Entity Name contains non-Roman characters)
- Headquarters Address
- Business Registry details
- Entity Status
- Entity Legal Form code
- Entity Category Type
- Business Registry details entered in the **Registration Authority** fields.

Note

The blue question marks next to each of these fields provide additional information.


02. Entity Address

Registered Address [→ ?](#)

Line One *

Entity Category Type

The **Entity Information** section contains an option to add the Entity Category Type.

03. Entity Information 

Registration Authority ID *	Registration Authority Entity ID
Not Available	
Managing LOU *	Legal Form *
BED/GMEI Utility (5493)	--- Select ---
Entity Status *	Entity Category Type
ACTIVE	Bank
	--- Select ---
	Bank
	Branch
	Corporation
	Fund
	Government
	Other
	Sole Proprietor

Cancel Registration


After filling in all required information click **Next**. The screen that follows presents the option to provide include relationship information. For more information, see [on page 24](#) on page 24.

Potential Duplicates

After you submit your registration information, the GMEI utility portal will conduct an automated search for duplicates.

Identifying Duplicates

If there are multiple potential duplicates, the GMEI utility will present a list of the matched legal entities. Select **Compare**.

Entity Status	Validation Sources	Registration Status	Action
ACTIVE	FULLY_CORR...	CURRENT	 Compare

If there is only one match, you will be taken directly to the compare screen.

Note

You must stop the registration process if you find that an LEI already exists for your entity. Failure to do so will result in your still being charged for the duplicate registration.

Potential Duplicates Comparison

The comparison screen will present you with the details you have entered in a side-by-side comparison with and the details of the potential duplicate. The screen also highlights matches within the data with a yellow exclamation mark.

Potential Duplicate Found

Entity Details of Your Registration

Business Entity Data

Entity Details of Your Registration

Entity Name

Legal Name

Business Entity Data

ASCII Transliterated Legal Name

Legal Address

Line One

Prins Bernhardplein 200

Entity Details of Existing Record

Business Entity Data B.V.

EVK05KS7XY1DEII3R011 CURRENT ACTIVE

Entity Details of Existing Record

Entity Name

Legal Name

Business Entity Data B.V.

ASCII Transliterated Legal Name

Legal Address

Line One

Prins Bernhardplein 200




If you are satisfied that your entity is not a duplicate, click **Next**.

Adding to Cart

You can submit your registration by adding it to your shopping cart.

1. Read and agree to our [Website Terms and Conditions of Use](#) and our [Privacy Policy](#).
2. Click **Submit Registration**.



Add to Cart

Check here to indicate that you have read and agree to our [Website Terms and Conditions of Use and Privacy Policy](#).

3. View your registration in the Pending Actions cart.



4. Continue registering or renewing more entities as needed.

Payment Completion

When you have finished registering and/or renewing entities, click **Proceed to Checkout** to start payment processing.

Action	Record Count	Total	<input type="button" value="✕ Clear Cart"/>
Registration	1	\$219.00	
Renewal	0	\$0.00	
		Total Before Taxes: \$219.00	<input checked="" type="button" value="➔ Proceed to Checkout"/>

Once payment is complete, you will receive receipt of your payment through email. If you are paying by wire, it can take at least five days after wire payment is made for the payment to be recognized and completed. The validation checks will not commence until after this time.

Your Registration will be sent to the validation team for checks against publicly available, corroborative sources. Once the validation checks have been completed, your LEI will be generated and you will receive a successful assignment email.

Upon the successful assignment of your LEI, you will be able to search for it on the GMEI utility, where it will display the **Validation Sources** based on the validation team's findings.

Note

The typical turnaround for LEI assignment is between 3 – 5 business days.

CHAPTER 4: RENEWAL - STEP-BY-STEP GUIDE

Go through the following steps to renew an LEI. Click the links or proceed to the pages to go straight to the step you need to perform.

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Overview

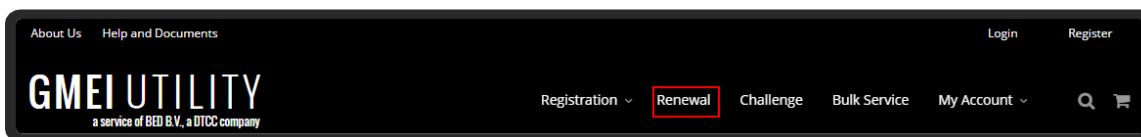
The last renewing user will receive all subsequent updates pertaining to the record. Renewals need to be performed at least once a year to ensure the Renewal State does not FLIP to **LAPSED**.

If the renewal occurs before the expiration of the renewal period, you perform the renewal before the expiration of the renewal period, the cost of the renewal will be pro-rated and the next renewal date will be a year from the completion of the new renewal request.

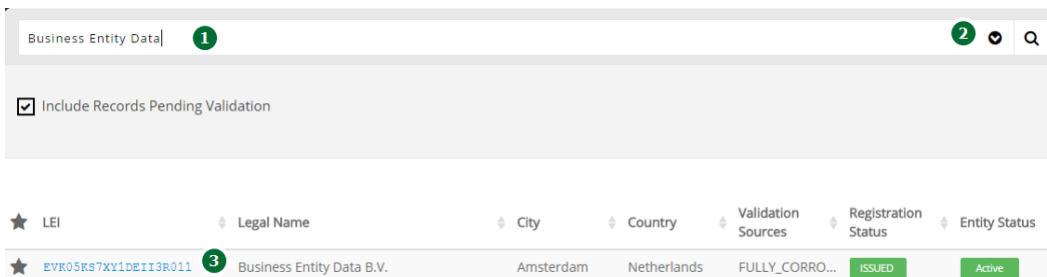
See the payment section of the GMEI [FAQs](#) for a breakdown of our pricing, including the GLEIF's LEI license fee.

Searching for an LEI

1. Click **Renewal**.



2. Enter desired search parameters (1), adding search filters if desired by clicking the arrow (2).

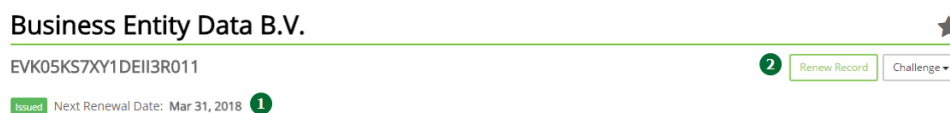


3. Click the LEI (3) to view further details on each entity.

Renewing an LEI

Renewal is the procedure that an Assisting Party with explicit permissions or a Primary Party uses to confirm the details of an entity recorded on the GMEI utility portal. The result is to ensure the Registration Status remains set as "ISSUED" for a year following the completion of the request.

To prevent a lapse in reporting eligibility, we advise that customers submit their renewal request at least five business days before the next renewal date. The renewal date appears at the top of the details page (1) on the GMEI utility portal for that LEI.



Click **Renew Record** (2) to renew your LEI.

Editing Information

Similar to registrations, all renewal fields are editable.

If your entity has been through any corporate actions that resulted in a change of its details, ensure you update them now. For more information, see [on page 30](#) on [page 30](#).

If you are uncertain about how changes might impact your LEI, feel free to contact customer service at customerservice@gmeiutility.org.

Click **Next** after completing your edits.

Potential Duplicates

After processing your details, the system checks for any potential duplicates. The guidance for potential duplicates in the renewal process is the same as for registrations, as detailed on [page 11](#).

Note

If your renewal request results in a duplicate, the request will be rejected and you will not receive a refund.

Contact customerservice@gmeiutility.org to discuss any existing entities found on the GMEI utility portal.

Pending Actions

Once you submit a request, it is available in your Pending Actions cart.



You can continue to register or renew more entities, or select **Proceed to Checkout** if all actions are complete to start payment processing.

Completing Renewal

Once payment is complete, you will receive receipt of your payment through email.

Note

If you are paying by wire, it can take at least five days after wire payment is made for the payment to be recognized and completed. The validation checks will not commence until after this time.

Your renewal request will be sent to the validation team for checks against publicly available, corroborative sources. Once the validation checks have been completed, your LEI will be generated and a successful assignment email will be sent.

Any requested changes will not be live on the Portal until the after the validation team have completed their checks.

Note

The typical turnaround for renewal requests is between 3 – 5 business days.

Rejections

If a renewal request is rejected, it may be that the submitting user has attempted to update or amend the legal name to a name that the validation team are unable to verify. In order to prevent a violation of our “Persistence” rule, this renewal request will be rejected and no updates will be made.

Note

The GMEI Utility cannot guarantee a refund in this situation. Contact our customer service team at customerservice@gmeiutility.org for case-specific guidance if necessary, or if you have a renewal request rejected and would like to discuss the matter.

Reminders

The first renewal reminder emails are sent to the last renewing user and to the group email address associated with the account 60 days prior to the actual next renewal date of each entity record. Subsequently reminders are sent out in the following frequency: 30 days, 15 days, 10 days, 5 days and 1 day prior the actual next renewal date.

After your record has lapsed, you will receive a further reminder on an annual basis.



Upcoming Renewal

Records you manage are about to expire.

Records you manage are due for renewal. Failure to complete the annual renewal will cause the records listed below to be set to a Renewal State of "LAPSED", which may impair your ability to utilize them for trade reporting. Information on how to complete the process can be found in the [GMEI Utility User Guide](#).

CHAPTER 5: CHALLENGES - STEP-BY-STEP GUIDE

Go through the following steps to challenge an LEI. Click the links or proceed to the pages to go straight to the step you need.

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Overview

The challenge process is used to advise us of corrections and updates to reference data held for all LEIs in the database.

Anyone with an account is able to use this process. All challenges will be corroborated against publicly available sources.

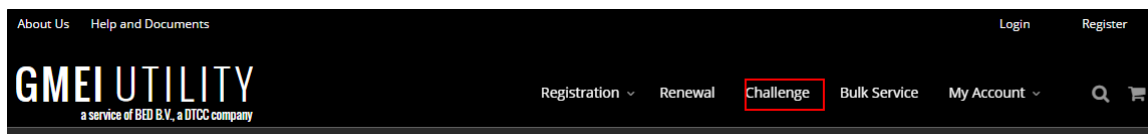
Primary Parties will be unable to challenge Lapsed records. If you need to update information on a record that is 'LAPSED,' you will need to raise a renewal request.

For guidance on renewing requests, see page [15](#).

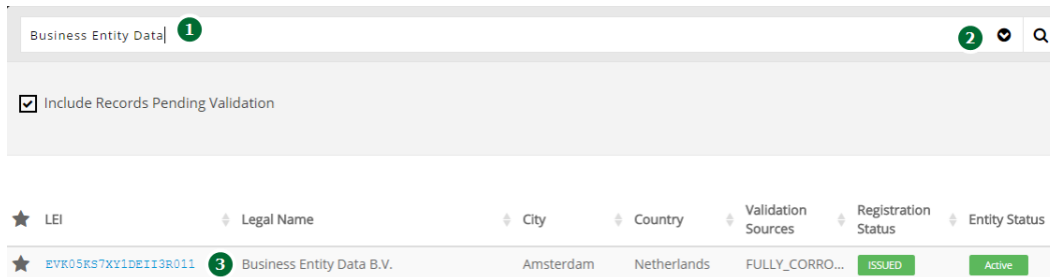
There is no fee associated with raising a challenge.

Searching for an LEI

1. Click **Challenge**.



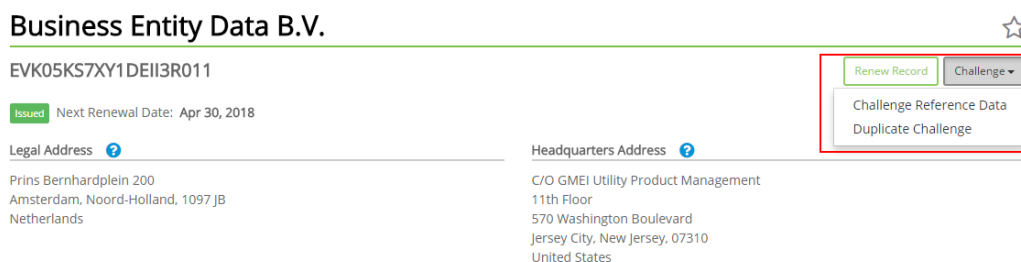
2. Enter desired search parameters (1), adding search filters if desired by clicking the arrow (2).



3. Click the LEI (3) to view further details on each entity.

Raising a Challenge

1. To raise a challenge on a specific record, select **Challenge Reference Data** from the **Challenge** dropdown.



2. Select to challenge the record as a Primary Party or an Assisted Challenge.





Editing Information

Similar to registrations, all fields are editable.

If your entity has been through any corporate actions that result in a change of its details, you can edit the information as appropriate here.

If you are uncertain about how any changes could impact your LEI, feel free to contact customer service at customerservice@gmeiutility.org.

02. Entity Address

Legal Address 	Headquarters Address 	Same as Legal <input type="checkbox"/>
Line One *	Line One *	
Prins Bernhardplein 200	C/O GMEI Utility Product Management	

Outcome

Once complete, your challenge will be sent to the validation team for checks against publicly available, corroborative sources. Any requested changes will not be live on the portal until the validation team has completed its checks.

An email will be sent to the account used to challenge the record once the validation team has completed its process. This process typically takes 3 - 5 business days

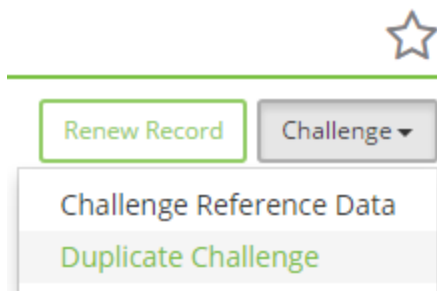
The validation team can accept or reject challenges.

If your challenge is rejected, contact customer service at customerservice@gmeiutility.org for additional information.

Duplicate Challenges

You can also raise duplicate challenges to indicate that an entity record is a duplicate of another record.

1. Select **Duplicate Challenge** from the **Challenge** dropdown.



2. Indicate whether you are the Primary or Third Party, and use the GMEI utility's Advanced Search feature to locate the entity you believe to be the survivor of the duplicate challenges.

User Authority

Primary Party Duplicate Challenge

Third Party Duplicate Challenge

Search for an LEI...

3. Click the **Select** button for the entity that will be the survivor of the duplicate challenge and click **Next**.
4. Select **Submit** from the comparison screen that appears. Your record will be sent to the validation team for review.

CHAPTER 6: RELATIONSHIP INFORMATION

Go through the following steps to specify relationship information. Click the links or proceed to the pages to go straight to the step you need.

Branch	24
Ultimate and Direct Parent	25

Branch

If you selected the Entity Category type as **Branch**, you must provide the headquarters' LEI.

Relationship Information

01. Headquarters ?

After specifying the headquarters' LEI, use search to locate it and click **Select** to add it.

"The Depository Trust & Clearing Corporation" Search

LEI	Legal Name	City	Country	Registration Status	Action
MLDY5N6PZ582E60QU102	The Depository Trust & Clearing Corporation	New York	United States	ISSUED	Select

Ultimate and Direct Parent

If you selected an Entity Category type other than **Branch**, the subsequent page provides an option to specify the ultimate and direct parents.

1. Define parentage or opt out of specifying this information, then click **Next**.

You have the option to search for the LEI and add it as a parent, or provide information for a parent that has no LEI. You can also opt out of providing parentage information.

LEI: 549300R7NEQ2WYgK5681

With Level 2 data, reporting of Direct and Ultimate Parent relationships is now mandatory, and is based on the accounting relationship - the direct and ultimate consolidating parent-rather than on the percentage ownership. The following rules apply when providing relationship information:

- Report the Ultimate Parent and Direct Parent LEIs if known
- **OR**, Provide the Opt-Out reason for either or both relationships as necessary
- **OTHERWISE**, if the Ultimate and/or Direct Parent has no registered LEI, and there is no Opt-Out reason provided, provide the Legal Name, Address, and Registration Authority (Business Registry) information for the parent
- **IF**, the entity is an International Branch, Ultimate and Direct Parent relationships will not be provided. Please provide the Branch Headquarters alternatively.

Relationship Information

01. Ultimate Parents [?](#)

Select an Ultimate Parent Action...

- Select an Ultimate Parent Action...
- Opt-Out of Ultimate Parent Relationship
- Search for an Ultimate Parent LEI
- Ultimate Parent has no LEI

02. Direct Parent [?](#)

Same as Ultimate Parent

Select a Direct Parent Action...

Next >

2. If you chose **Select an Ultimate Parent** or **Select a Direct Parent**, use the search box that appears to locate your parent entity and click **Select** once you locate it.

"The Depository Trust & Clearing Corporation" 🔍 Search

LEI	Legal Name	City	Country	Registration Status	Action
MLDY5N6P258ZE60Q0102	The Depository Trust & Clearing Corporation	New York	United States	ISSUED	Select

- If you chose **Ultimate Parent has o LEI**, provide details for the parent entity in the provided fields.

Relationship Information

01. Ultimate Parents ?

Ultimate Parent has no LEI ▼

Parent Legal Name ?

Legal Name

Legal Address ?

Address Line 1

Select a Country... ▼

Select a Region... ▼

City

Registration Authority ?

--- Select --- ▼

Registration Authority Entity ID

- If you opted out of providing ultimate or direct parentage, select the opt out reason from the appropriate drop-down list.

Relationship Information

01. Ultimate Parents ?

Opt Out Ultimate Parent ▼

Select an Opt Out Reason... ▼

Select an Opt Out Reason...

- Binding Legal Commitments
- Consent Not Obtained
- Detriment Not Excluded
- Disclosure Detrimental
- Legal Obstacles
- Natural Persons
- No Known Person
- No LEI
- Non Consolidating

02. Direct Parent ?

Opt Out Direct Parent ▼

Select an Opt Out Reason... ▼

Next >

Note

See the [GMEI Utility Common Data Format 2.0 and Level 2 Data FAQ](#) for more information on opt out reasons.

CHAPTER 7: PAYMENT PROCESS

Registrations and Renewals require payment. . All requested actions appear in your pending actions cart.

Starting the Process

1. To begin processing your payment, click **Proceed to Checkout**.

Action	Record Count	Total	x Clear Cart
Registration	1	\$219.00	
Renewal	0	\$0.00	
		Total Before Taxes: \$219.00	Proceed to Checkout

2. Fill out your billing details on the dialog that appears. These details should match the details held by your payment account.
3. Select the payment method (card or wire) from the dropdown box (1). You can also pay by Euro by selecting Billing Currency (2).

<p>Company Name</p> <input type="text"/>	<p>Subtotal: \$291.67</p> <p>GLEIF Surcharge: \$36.42</p> <p>VAT: \$0.00</p> <hr/> <p>Total: \$328.09</p> <p>Questions about payment?</p> <p>Payment Method * 1</p> <p>--- Select ---</p> <p>Return to Cart Pay Now</p>
<p>First Name *</p> <input type="text"/>	<p>Last Name *</p> <input type="text"/>
<p>Address *</p> <p>Address 1</p> <input type="text"/>	
<p>Address 2</p> <input type="text"/>	
<p>Country *</p> <p>--- Select ---</p>	<p>State/Province</p> <input type="text"/>
<p>City *</p> <input type="text"/>	<p>Zip/Postal Code</p> <input type="text"/>
<p>Billing Currency 2</p> <p>US Dollar (USD)</p>	

Wire Transfers

Wire transfers do not result in an immediate review of a registration or renewal request. The review begins once payment clears, which may take at least five (5) days. If you do proceed with a wire payment, the payment details page that appears provides you with the necessary information to successfully submit your payment.

1. One ready to proceed with payment, select the **Terms and Conditions** box and click **Holder Order and Pay via Wire**.

Check here to indicate that you have read and agree to our [Website Terms and Conditions of Use](#) and [Privacy Policy](#).

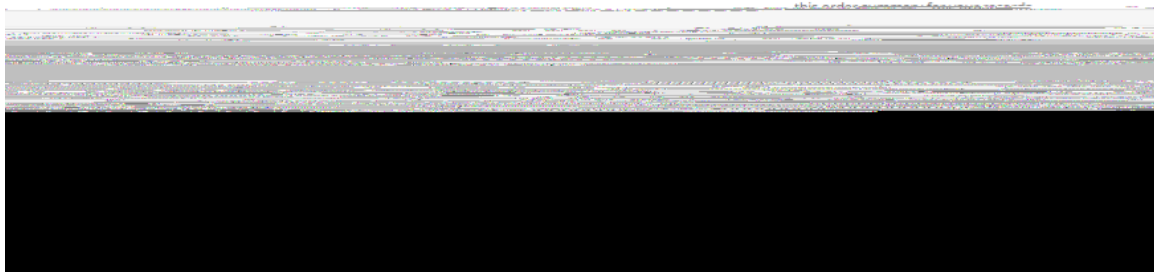
Return to Cart

Hold Order and Pay via Wire

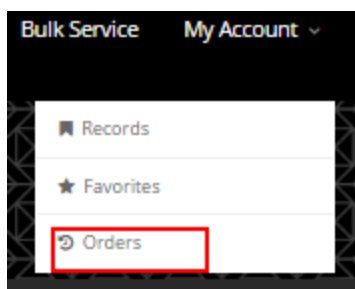
2. Note the order number on the confirmation screen that appears, as you must include it on your wire number.

Your order will be held until payment has been received. After sending payment, please allow at least five days for payment recognition.

Thank you for your submission. The information you submitted will undergo validation and review. Your information may be updated on the GMEI Utility as a result. Please keep this information for your records. Thank you for your submission. The information you submitted will undergo validation and review. Your information may be updated on the GMEI Utility as a result. Please keep this information for your records.



3. You may now transfer the required payment using the order code and the provided instructions. If you have a VAT number, add it as this point.
4. Hover over **My Account** and select **Orders** to find your outstanding wire payments and associated order codes.



- Click the link to take you to the order details.

Orders Pending Wire Payment

Action Required 

The items listed below are awaiting payment before they can be processed. Wire amounts must be received for the total amount on a per-order basis. Please allow five business days after a wire is sent for processing to occur. You will receive an email that includes your invoice once processing has been initiated.

Wire instructions can be found by selecting the Order Number from the list below.

Order Number	Order Total	Order Submission Date	Order Expiration Date
OR-682248008013611469	\$328.09 USD	Nov 25, 2016	Jan 09, 2017

- After completing the transfer, allow at least five (5) days for the payment to be recognized. If the wire payment is for a new Registration, be aware that your LEI code will not be assigned until payment is recognized. Once payment is recognized, your request will be sent to our validation team to review the submitted data. Please allow 3-5 business days for all the validation team to complete its checks. If you experience any issues with payments, contact us at customerservice@gmeiutility.org.

Credit/Debit Card Payment

If you opted to pay by credit card, a payment processing screen appears.

Note

Do not refresh the page or press the back button during payment processing.

Billing Information

Company Name: XXXXXX
 First & Last Name: XXXXXX XXXXXX
 Address Line 1: XXXXXX
 Address Line 2:
 Country: United States
 State/Province: XXXXXX
 City: XXXXXX
 Zip/Postal Code: XXXXXX
 VAT Number:
 Billing Currency: US Dollar (USD)

Subtotal:	\$91.67
GLEIF Surcharge:	\$17.42
VAT:	\$0.00
Total:	\$109.09

Credit Card Information

Name on Card

Amount

Credit Card Number

CVC Number

[What's this?](#)

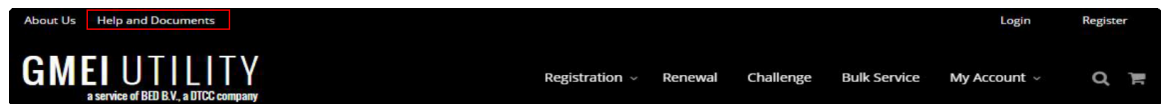
Card Type

Expiration Date

If you experience any problems with your transaction, contact us at customerservice@gmeiutility.org.

CHAPTER 8: CORPORATE ACTIONS

See the *GMEI Corporate Actions Guidance* document on the Help and Documents page for more information on mergers, legal name changes, dissolutions, and any other corporate actions.




If you have any further questions about corporate actions, contact us at customerservice@gmeiutility.org.

CHAPTER 9: BULK SERVICE


The bulk service feature allows you to simultaneously register or maintain multiple records. Each upload file can contain up to 500 records and must be in Excel (.XLS and .XLSX) or XML format.

Bulk File Selection

 Select a bulk file to upload... [Select a File](#) [Submit](#)

Max file size: 500 records (.XLS/.XLSX/XML)

Current Templates: [Registration Template](#) | [Renewal Template](#) | [XSD for XML File Submission](#)
v5.4, Update Jul 24, 2015

 Getting Started
 Bulk Files in Process
 Completed Bulk Files

Bulk Service Resources

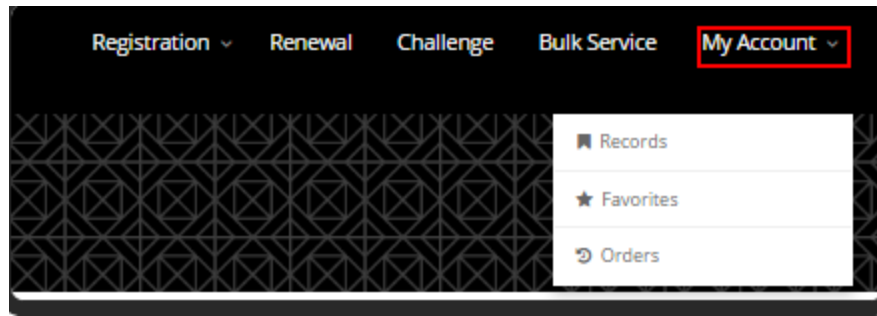
<h4>Introductory User Guides & Reference Data</h4> <ul style="list-style-type: none"> • Bulk Registration User Guide (updated 3/17/16) • Bulk Renewal User Guide (updated 3/17/16) • Bulk Reference Data (updated 3/17/16) 	<h4>Current Templates</h4> <ul style="list-style-type: none"> • Registration Template (v5.4 - updated 9/24/15) • Renewal Template (v5.4 - updated 9/24/15) • XSD for XML File Submission (v5.4 - updated 9/24/15)
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If you have any questions about the bulk service, contact us at customerservice@gmeiutility.org.

CHAPTER 10: MY ACCOUNT

Hover your mouse over the **My Account** heading to:

- view all entities that you have maintained
- view all entities you have favorited
- review any outstanding orders

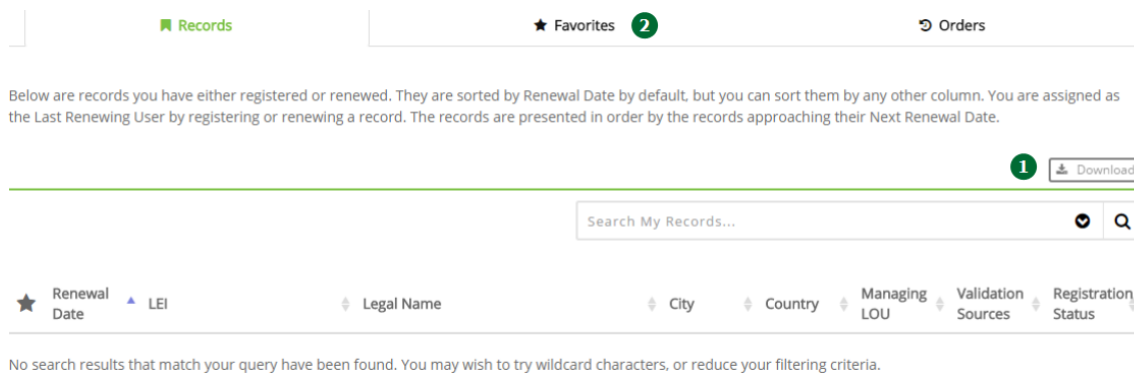


If you have any questions about the different areas found under **My Account**, contact us at customerservice@gmeiutility.org.

CHAPTER 11: DOWNLOADING RECORDS

Once you have entered the **Records** section of **My Account**, click **Download** (1) to download all records you have maintained.

Navigate to the **Favorites** (2) tab to download a list of favorited records.



Records Favorites Orders

Below are records you have either registered or renewed. They are sorted by Renewal Date by default, but you can sort them by any other column. You are assigned as the Last Renewing User by registering or renewing a record. The records are presented in order by the records approaching their Next Renewal Date.

1 Download

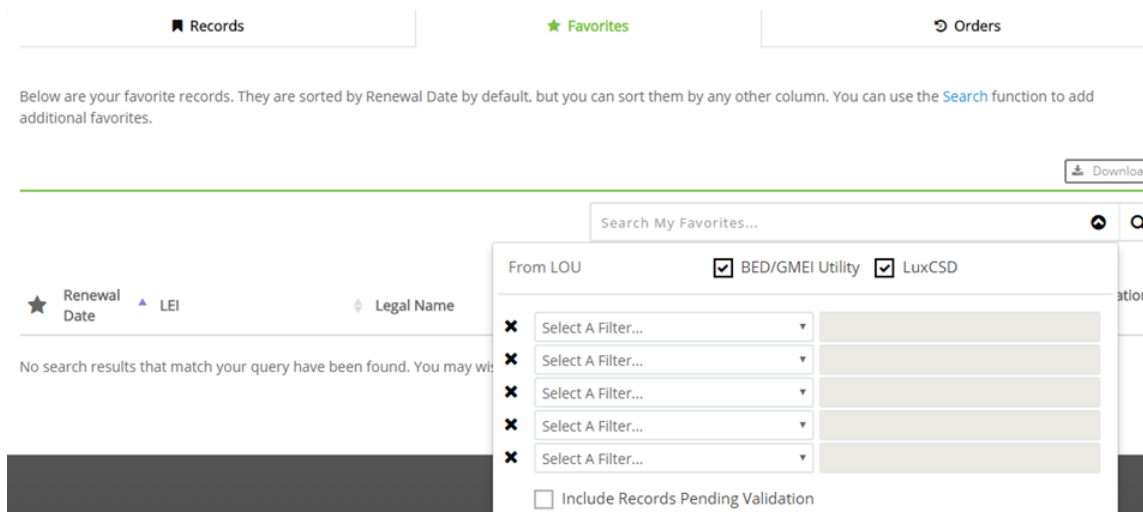
Search My Records...

★ Renewal Date ▲ LEI Legal Name City Country Managing LOU Validation Sources Registration Status

No search results that match your query have been found. You may wish to try wildcard characters, or reduce your filtering criteria.

Downloading to Excel

1. Enter a search term in the text box and select the arrow (1) to filter for records of interest.



Records Favorites Orders

Below are your favorite records. They are sorted by Renewal Date by default, but you can sort them by any other column. You can use the [Search](#) function to add additional favorites.

Download

Search My Favorites...

From LOU BED/GMEI Utility LuxCSD

Select A Filter...
 Select A Filter...
 Select A Filter...
 Select A Filter...
 Select A Filter...

Include Records Pending Validation

2. Once you have located the full list of desired records, click **Download** (2) to download them to Excel. All records, or a subset of records as applied by the filter, will download to your computer.

Download Complete and Bulk Template

Once the download is complete, click **Close**. Refer to your browser settings to locate and open the file.

Records are presented in the Bulk Renewal Template format.

File: Bulk Renewal					
	A	B	C	D	E
1	File: Bulk Renewal	File Version: 5.4			
2	LEI	LegalName	ASCIITransliteratedLegalName	LegalAddressLineOne	LegalAddressLineTwo
3	60PSRLG40NL8BFNP4Z34	Kingland Systems Corporation		C/O Todd Rognes	1401 6th Avenue South
4	EVK05KS7XY1DEI13R011	Business Entity Data B.V.		Prins Bernhardplein 200	
5	222100T6ICDIY8V4VX70	LuxCSD S.A.		42, avenue J.F. Kennedy	
6	16DWH3K1TQZOKQXDC142	Avox Limited		Redwither Tower	Redwither Business Park
7	MLDY5N6PZ58ZE60QU102	The Depository Trust & Clearing Corporation		C/O General Counsel	19th Floor

You can submit the file directly on the **Bulk Service** page.

FOR MORE INFORMATION

Email DTCC Learning at:
DTCCLearning@dtcc.com
or visit us on the web at:
www.dtcclearning.com