



LEI user manual

Version 4.0

Version	Date	Changes
1.0	31.01.2018	
2.0	01.05.2018	New chapter 5 'LEI renewal' and chapter 6 'LEI change request'
2.1	01.11.2018	Updating of graphics and of chapter 3.3
3.0	01.03.2020	New chapter 3.1.3, general updating
4.0	16.09.2020	Update following release 2.3

This manual refers to LEI-Switzerland on 16.09.2020.
It is continuously adapted to specifications and changes imposed by ISO norm 17442 and the ROC and GLEIF guidelines. Please first check on the LEI-Switzerland website (www.lei.admin.ch) that you have the latest version of the manual. You'll find more details about LEI on the website of the Global LEI Foundation GLEIF (www.gleif.org).

Contents

1	General information on how to use LEI-Switzerland	3
2	Creating a user account with LEI-Switzerland	3
3	Applying for an LEI	7
3.1	Choosing LEI type	7
3.1.1	Option 1: Entering company data	7
3.1.2	Option 2: Entering investment fund data	8
3.1.3	Option 3: Entering trust data.....	9
3.2	Entering authorised signatory	10
3.3	Information on the company structure	11
3.3.1	Option 1: Companies without group affiliation or known information.....	11
3.3.2	Option 2: Companies with group affiliation	13
3.4	Attachments	14
3.5	Submitting and paying the order	15
3.5.1	Option 1: Online payment by credit card	16
3.5.2	Option 2: Payment by invoice.....	16
3.6	Complete your order	17
4	LEI transfer	18
4.1	Option 1: Transfer from another LOU	18
4.2	Option 2: Transfer from another user account	19
5	LEI renewal	20
6	LEI change request	22
7	Contact	23

1 General information on how to use LEI-Switzerland

LEI-Switzerland can issue and transfer an LEI for Swiss companies with an active entry in the UID register, for Swiss investment funds that are managed by an organisation registered in the UID register, as well as for Swiss pension funds and all other institutions with an obligation to report (e.g. trusts).

According to its accreditation, LEI-Switzerland is only allowed to issue LEIs to entities based in Switzerland and Liechtenstein.

If you would like to apply for an LEI, please have all the documents necessary for the validation ready and attach them to your application.

Particularly if the company has a parent company and this is stated in the application, LEI-Switzerland requires a document that provides evidence of the company structure. Legal entities and investment funds that apply for an LEI or renewal can indicate their 'direct parent company with accounting consolidation' and the 'ultimate parent company with accounting consolidation', and must subsequently be able to document this relationship.

Further information on the collection and use of information on company structure can be found on the GLEIF website:

<https://www.gleif.org/en/lei-data/access-and-use-lei-data/level-2-data-who-owns-whom/>.

To apply for an LEI to be issued, renewed or transferred, you first need to set up a user account with LEI-Switzerland.

This can be done by the company or investment fund manager, or by a third party (e.g. a bank or certified accountant).

2 Creating a user account with LEI-Switzerland

All applications to LEI-Switzerland are submitted online.

Setting up a personal user account with LEI-Switzerland allows you to make all LEI orders, renewals and transfers.

If you already have a user account, please log in under 'Login' (step 3).

Step 1: Creating a user account on LEI-Switzerland (www.lei.admin.ch)

a) On the homepage click 'Create user account'

The screenshot shows the homepage of LEI-Switzerland. At the top left, there is a logo for the Swiss Confederation in four languages: Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, and Confederaziun svizra. Next to it is the text 'LEI'. On the right, there are links for 'EN' and 'LOGIN'. Below the header is a navigation bar with 'Home', 'Search', 'LEI download', and 'Create user account'. The 'Create user account' button is highlighted with a yellow box, and a yellow arrow points to it from above. The main content area has a heading 'Welcome to LEI-Switzerland' and three columns of text. The first column explains that registered users can request or renew an LEI and transfer existing ones. The second column asks users to register under 'Create user account' and login. The third column states that LEI-Switzerland manages LEIs for Swiss companies, funds, and trusts. On the right side, there is a text block stating that LEI-Switzerland is certified by the Global Legal Entity Identifier Foundation (GLEIF) and provides a link to the accreditation certificate. Below this text are two logos: the LEI logo and the GLEIF Accredited logo.

b) Complete the form with your personal and company details.

- Fields marked with an asterisk (*) are compulsory.
- Please note that you must use a valid email address.
We recommend you use your company's general email address (e.g. Finance@yourcompany.ch). This ensures that your user account can always be accessed, even if the responsible person has left the company or is absent.
- Please follow these rules when choosing a password:
 - At least 8 characters
 - Including at least two of the following:
 - Lower case
 - Upper case
 - Numbers
 - Special characters (e.g. !, \$, %, &, /)
- If possible, please indicate your company's UID number.


 Schweizerische Eidgenossenschaft
 Confédération suisse
 Confederazione Svizzera
 Confederaziun svizra

LEI

EN ▾ LOGIN

Home
Search
LEI download
Create user account

Create user account

Account details

Title *
Please choose a title ▾

Correspondence language *
Please select a language ▾

First name *

Last name *

User name (email address) *

Additional email address (receives a copy in case of urgent notifications) *

Password 🗑️ ?

Confirm password 🗑️

Company information

Company *

UID (if available)

Street and number *

Address suffix (e.g. c/o)

Postcode *

Town *

Country * ▾

Phone number *

Terms and conditions

[Read terms and conditions](#)

I accept the terms and conditions

SAVE

© 2020 - Swiss Federal Statistical Office FSO | Version: 2.3.6
[Terms of use](#) [Contact](#)

- c) When all compulsory fields have been completed (including the additional email address), please accept the terms and conditions¹ before clicking 'Save' to continue.

Apart from your user name (email address) you can change all your account details at any time by clicking on your user name (email address) in the top right-hand corner and selecting 'Manage user account'.

Step 2: Confirmation of user account

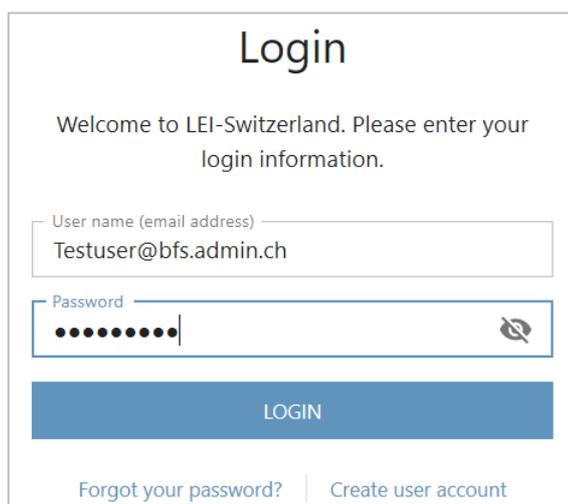
Once you have set up your user account, you will receive an automated message on the email address you entered when creating the account. This email contains a link which you need to click to activate your account. The link is valid for 24 hours.

If you haven't received an email, please check your spam filter settings. Your account should accept emails from do-not-reply@bfs.admin.ch.

If the validation link is no longer valid, please contact the LEI help desk (tel. 0800 000 770, lei@bfs.admin.ch).

Step 3: Log in to LEI-Switzerland

Back on www.lei.admin.ch please enter your user name (email address) and the password you selected under 'Login'.



Login

Welcome to LEI-Switzerland. Please enter your login information.

User name (email address)

Password

LOGIN

[Forgot your password?](#) | [Create user account](#)

Once you have logged in, your overview page will automatically appear, displaying the total number of LEI as well as your orders and their status.

¹ You can find the terms and conditions at www.lei-switzerland.ch (under 'Terms of use').

The screenshot shows the LEI user interface. At the top left is the logo of the Swiss Confederation with the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. To the right is the 'LEI' logo and a language dropdown set to 'EN'. Below this is a navigation bar with tabs for 'Search', 'Overview' (selected), 'My orders', and 'My LEI'. The main content area is titled 'Overview' and contains three sections: 'My LEI', 'My orders', and 'New request'. Each section has a header bar with a refresh icon. The 'My LEI' section displays three statistics: 'TOTAL' (0), 'ISSUED' (0), and 'LAPSED' (0). The 'My orders' section displays four statistics: 'TOTAL' (0), 'COMPLETED' (0), 'IN VALIDATION FSO' (0), and 'CORRECT ORDER' (0). Below these are two more statistics: 'ENTER UNLOCK CODE' (0) and 'SETTLE INVOICE' (0). The 'New request' section lists four actions: 'Request an LEI', 'Renew an LEI', 'Transfer an LEI', and 'Change LEI data'. At the bottom, there is a copyright notice '© 2020 - Swiss Federal Statistical Office FSO | Version: 2.3.6' and links for 'Terms of use' and 'Contact'.

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

LEI

EN

Search Overview My orders My LEI

Overview

My LEI

TOTAL 0	ISSUED 0	LAPSED 0
------------	-------------	-------------

My orders

TOTAL 0	COMPLETED 0	IN VALIDATION FSO 0	CORRECT ORDER 0
ENTER UNLOCK CODE 0	SETTLE INVOICE 0		

New request

- Request an LEI
Request an LEI for a company, fund or trust
- Renew an LEI
Renew the LEI for a company, fund or trust
- Transfer an LEI
Transfer an LEI from another LOU or user account
- Change LEI data
Update information on your LEI (address, company structure)

© 2020 - Swiss Federal Statistical Office FSO | Version: 2.3.6

[Terms of use](#) [Contact](#)

From this page you can make LEI requests, renewals, transfers and changes.

3 Applying for an LEI

A request for a new LEI can be started as soon as an account has been created on LEI-Switzerland and the user is logged in to www.lei.admin.ch.

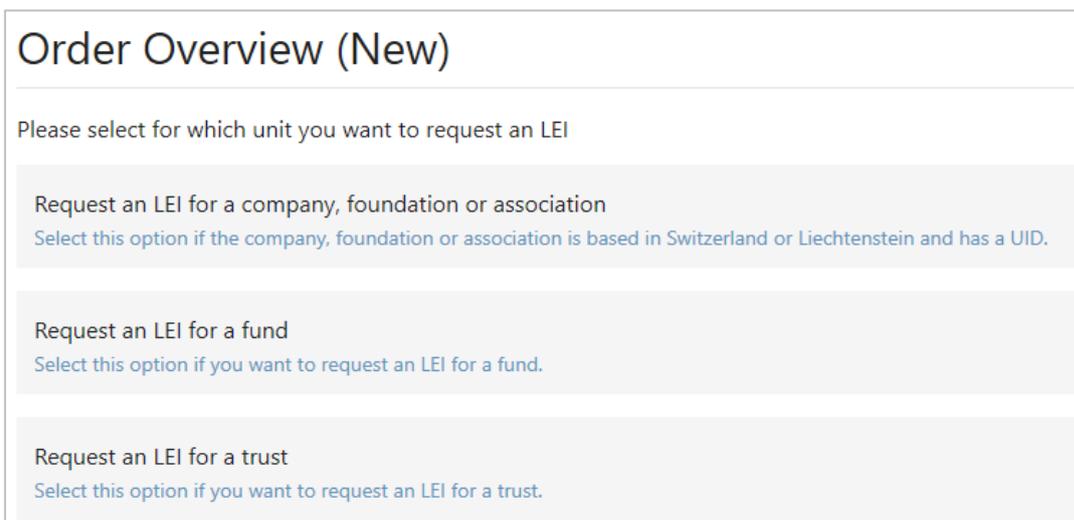


The screenshot shows a web interface with a 'New request' header. Below it, there are four menu items: 'Request an LEI' (with a sub-item 'Request an LEI for a company, fund or trust'), 'Renew an LEI' (with a sub-item 'Renew the LEI for a company, fund or trust'), 'Transfer an LEI' (with a sub-item 'Transfer an LEI from another LOU or user account'), and 'Change LEI data' (with a sub-item 'Update information on your LEI (address, company structure)'). A yellow arrow points to the 'Request an LEI' option.

3.1 Choosing LEI type

Please select the entity type for which you would like to apply for an LEI:

- Option 1: LEI request for a company²
- Option 2: LEI request for a fund
- Option 3: LEI request for a trust



The screenshot shows a page titled 'Order Overview (New)'. It contains the instruction 'Please select for which unit you want to request an LEI'. There are three options listed: 'Request an LEI for a company, foundation or association' (with a note: 'Select this option if the company, foundation or association is based in Switzerland or Liechtenstein and has a UID.'), 'Request an LEI for a fund' (with a note: 'Select this option if you want to request an LEI for a fund.'), and 'Request an LEI for a trust' (with a note: 'Select this option if you want to request an LEI for a trust.').

3.1.1 Option 1: Entering company data

Enter the unique business identification number (UID) of the company for which you are making an LEI request.

You can find your company's UID on the UID register website (www.uid.admin.ch) or ask our hotline (tel. 0800 20 20 10).

² According to our accreditation, we can only issue LEIs to companies domiciled in Switzerland or Liechtenstein. Associations and foundations also count as companies here.

Request an LEI for a company

Please complete the following fields.

1 Company information 2 Enter authorised signatory 3 Information on the company structure 4 Attachments

UID of the unit * SEARCH

CANCEL PREVIOUS NEXT

The company information is retrieved from the UID register and automatically inserted. Only the address of the headquarters can be edited. Click 'Next' to enter the details of the authorised signatory (chapter 3.2).

3.1.2 Option 2: Entering investment fund data

A new LEI may be requested for funds that are registered on the 'List of Swiss collective investment schemes authorised by FINMA'.³

An LEI may also be requested for investment foundations that serve occupational pensions and are supervised by the Occupational Pension Supervisory Commission (OPSC).

FINMA funds: The following conditions must be fulfilled to validate your request:

1. Only FINMA-approved Swiss funds (collective investment schemes) can apply for an LEI.

	Liste der von der FINMA bewilligten schweizerischen kollektiven Kapitalanlagen Zuletzt geändert: 31.01.2020 Grösse: 0,24 MB Sprache(n): >DE >FR >IT >EN	
	Liste der von der FINMA bewilligten schweizerischen kollektiven Kapitalanlagen Zuletzt geändert: 31.01.2020 Grösse: 0,89 MB Sprache(n): >DE >FR >IT >EN	

2. Only fund management companies officially approved by FINMA are accepted as fund managers.

	Liste der Fondsleitungen und Vertreter von ausländischen kollektiven Kapitalanlagen Zuletzt geändert: 31.01.2020 Grösse: 0,11 MB Sprache(n): >DE >FR >IT >EN	
	Liste der Fondsleitungen und Vertreter von ausländischen kollektiven Kapitalanlagen Zuletzt geändert: 31.01.2020 Grösse: 0,31 MB Sprache(n): >DE >FR >IT >EN	

Source: <https://www.finma.ch/en/finma-public/authorised-institutions-individuals-and-products>

An investment fund may be validated by FINMA but not yet published.

If this is the case, please send us relevant documentation with your application.

In Switzerland, the valor number is a unique national designation to identify securities that are listed on the stock exchange or authorised for trading.

³ You can download the current list from the FINMA website (www.finma.ch) as an Excel or PDF file.

As a fund may include several valor numbers according to the FINMA list, a valor number cannot be 100% relied on to identify an LEI.

You may specify the valor number on your request but it is not mandatory.

To request an LEI for a fund, please provide the following information:

- LEI of the fund management company
- Name of the fund
- Valor (securities) number (if available)

Request an LEI for a fund

Only funds of management companies authorised by FINMA can be registered with LEI-Switzerland.

1 Fund information

2 Enter authorised signatory

3 Attachments

LEI of the fund management company *

Name of the fund *

Valor number

CANCEL

PREVIOUS

NEXT

All the additional steps of the request (entering the authorised signatory and attaching the necessary documents) are the same as in the LEI application process for companies (see chapters 3.2 and 3.3).

3.1.3 Option 3: Entering trust data

On LEI-Switzerland you can apply for an LEI for a trust with or without a UID.

If the trust has a UID, the information on the trust will be retrieved from the UID Register and automatically inserted. If the trust does not have a UID, please enter the following information to apply for an LEI:

- LEI of trustee (trust manager)
- Name of trust
- Address of legal domicile

Request an LEI for a trust

Select this option if you want to request an LEI for a trust.

1 Information related to trust

2 Enter authorised signatory

3 Attachments

LEI of trustee (trust manager) *

Name of trust *

Legal address

Street and number *

Address suffix (e.g. c/o)

Postcode *

Town *

Country *

Canton/Region

Headquarters address

Street and number *

Address suffix (e.g. c/o)

Postcode *

Town *

Country *

Canton/Region

SAME ADDRESS AS THE LEGAL ADDRESS

Please upload a contract document or trust deed as an attachment if possible. The document should contain the name of the trust (to exclude duplicate entries) and the name of the trustee (trust manager). You should be able to provide us with such a document at the latest when requested to do so.

3.2 Entering authorised signatory

The LEI manager (who is registered on the user account) must indicate a contact person who is an authorised signatory in the Commercial Register (CR).

If the LEI manager is an authorised signatory in their own right (regardless of whether as an individual or a collective signatory), they can tick the 'I am authorised to sign' box. To authenticate your identity please provide a valid copy of your identification document. If there is joint authorisation to sign, please attach proof of identity of the second authorised person.

If the LEI manager is not an authorised signatory for the company, please tick this box and enter a third party. The important thing is to enter the person's personal email address as they will receive an email containing an unlock code after the request has been validated.

Request an LEI for a company

Please complete the following fields.

1 Company information 2 Enter authorised signatory 3 Information on the company structure 4 Attachments

I am authorised to sign
 I'm not authorised to sign

In order to verify your signature authorisation, we require a valid copy of your identity card. Please attach it as an attachment at the end of the order process.
In case of a collective signature authorisation, please also enclose the consent or the identity card of a second authorised signatory contact person.

3.3 Information on the company structure

Since 2017, the GLEIF has gathered information on company structure. This information answers the question 'who owns whom?'. In particular, corporate enterprises and investment funds that apply for a new LEI or renewal must now indicate their direct and ultimate parent company.

- **Definition of 'direct parent company'**
A direct parent company holds more than 50% of shares in a company and consolidates the business results in its annual report.
- **Definition of 'ultimate parent company'**
The ultimate parent company is the company that consolidates all successive subsidiaries.

No relationship information is displayed for the following entities in the LEI system at present:

- Joint ventures
- Associated companies
- Structured (non-consolidated) companies
- International subsidiaries

For this reason, no information is required for such entities on the direct and ultimate parent company.

For the entities mentioned above, please select the exemption from reporting obligation 'parent company does not exist or is not known' (see chapter 3.3.1).

Further information on the collection and use of information on company structure can be found on the GLEIF website:

<https://www.gleif.org/en/lei-data/access-and-use-lei-data/level-2-data-who-owns-whom/>.

3.3.1 Option 1: Companies without group affiliation or known information

Request an LEI for a company

Please complete the following fields.

✓ Company information

✓ Enter authorised signatory

3 Information on the company structure

4 Attachments

Please enter information on the direct and ultimate parent company. If your company does not have a parent company, please select an exemption to the reporting requirement.

1. Relationship with the direct parent company

Entering an exemption from the reporting requirement (opt out)
Select this option if no parent company exists or cannot be specified.

Record information on the relationship
Choose this option to enter the company's relationship with the parent company.

2. Relationship with the ultimate parent company

Entering an exemption from the reporting requirement (opt out)
Select this option if no parent company exists or cannot be specified.

Record information on the relationship
Choose this option to enter the company's relationship with the parent company.

If the company is independent, or if you are unable or do not wish to provide information about the group affiliation, please choose the box 'Entering an exemption from the reporting requirement (opt out)' twice.

You must explain why you are not indicating a parent company and can choose from the following options:

- **Company is managed by natural person(s)** (NATURAL_PERSONS)
The LEI is requested for a company controlled by one or more natural persons, without a company being involved in the establishment of the consolidated accounts.
- **Parent company does not prepare consolidated financial statements** (NON_CONSOLIDATING)
The parent company is a corporation that is not legally bound to establish consolidated accounts.
- **Parent company does not exist or is not known** (NO_KNOWN_PERSON)
The company does not have a parent company or there is no parent company that controls the company. In this case the company is controlled by natural persons who are not obliged to establish consolidated accounts (e.g. with diversified shares where no one shareholder holds more than 50% of the share capital).

If the company belongs to a group of companies, but wishes no information to be disclosed about the relationship, please select one of the following 'Exemptions':

- **No information due to legal obstacles** (LEGAL_OBSTACLES)
There are legal obligations that prevent disclosing such information.
- **Parent company does not consent to the disclosure/publication** (CONSENT_NOT_OBTAINED)
Under current law information can only be disclosed with permission of the companies concerned (e.g. of the company that is obliged to establish consolidated accounts) and they have withheld this permission.
- **Disclosure of parent company prohibited by contract** (BINDING_LEGAL_COMMITMENTS)
There are contractual obligations preventing the disclosure of information.
- **Possible disadvantages for subsidiary or parent company through publication** (DETRIMENT_NOT_EXCLUDED)
There are reasons to assume that the disclosure of information could be detrimental to the parent company concerned (i.e. the company that is obliged to establish consolidated accounts) or to the company making the application.
- **Publication of the report has disadvantages for subsidiary or parent company** (DISCLOSURE_DETRIMENTAL)
The disclosure of information on the company structure would be detrimental to the company or to the parent company that is obliged to establish consolidated accounts.

3.3.2 Option 2: Companies with group affiliation

Request an LEI for a company

Please complete the following fields.

1 ✔ Company information
2 ✔ Enter authorised signatory
3 Information on the company structure
4 Attachments

Please enter information on the direct and ultimate parent company. If your company does not have a parent company, please select an exemption to the reporting requirement.

1. Relationship with the direct parent company

Entering an exemption from the reporting requirement (opt out)
Select this option if no parent company exists or cannot be specified.

Record information on the relationship
Choose this option to enter the company's relationship with the parent company.

2. Relationship with the ultimate parent company

Entering an exemption from the reporting requirement (opt out)
Select this option if no parent company exists or cannot be specified.

Record information on the relationship
Choose this option to enter the company's relationship with the parent company.

If the company belongs to a group, the LEI manager should record the information on the relationship in the request.

In order to provide evidence of the relationship between the company and its direct parent company and ultimate parent company, the relevant documents must be uploaded as an attachment (e.g. annual reports or share registers).

1. Relationship to the 'direct parent company':

1. Click 'Record information on the relationship'.
2. Complete the fields on the parent company.
 - If the parent company already has an LEI, the address and register data will be inserted automatically.
 - If the direct parent company has no LEI, please choose the option 'Parent company without LEI' and complete all the mandatory fields (with *).
3. Please select one of the following three accounting principles:
 - US GAAP (United States Generally Accepted Accounting Principles)
 - IFRS (International Financial Reporting Standards); devised by the International Accounting Standards Board - IASB, see <http://www.ifrs.org>
 - Other accounting standard
4. Select a document that proves the relationship between the parent company and the subsidiary and which you will upload at the end of the request as an attachment:
 - Accounts (ACCOUNTS_FILING)
Consolidated annual accounts for one year (accounts) as submitted to the relevant authorities.
 - Regulatory documents (REGULATORY_FILING)
The URL of a website (to be entered in the field 'Validation reference') on which e.g. an annual report, financial report or financial statements of the parent company are published.

- Supporting documents (SUPPORTING_DOCUMENTS)
Other documents that may be used to establish the consolidated accounts.
 - Contracts (CONTRACTS)
Contracts that certify the relationship.
 - Other official documents (OTHER_OFFICIAL_DOCUMENTS)
Other official documents that certify the relationship (e.g. share registers or excerpts from the commercial register).
5. Indicate the periods of time as follows:
- Accounting period: Refers to the dates of the current accounting period.
 - Relationship period: Refers to the date on which the company's relationship to the parent company began.
 - Document filing period (non-compulsory field): Refers to the length of validity of the submitted document that certifies the relationship.

2. Relationship to the 'ultimate parent company':

If there is only one parent company and the direct parent company is also the ultimate parent company, you can transfer its data via 'Take over information direct parent company'.

If the ultimate parent company is different from the direct parent company, please click 'Record information on the relationship' and also complete the fields on the parent company for the ultimate parent company (see previous paragraph).

3.4 Attachments

To ensure the request can be validated by LEI-Switzerland, please attach all the required documents to your request, such as:

- Copy of your own identity card or passport if you indicated that you are an authorised signatory in the Commercial Register entry. In the case of a collective signatory, please also attach the identification document of a second authorised signatory.
- Documents that certify the relationship to the direct and ultimate parent company, e.g. annual report, share register or excerpt from the commercial register.
If you have selected an exemption from the reporting requirement, you do not need to attach any such document.

Once you have uploaded the attachments and clicked 'save', the order can be seen in the shopping cart.

3.5 Submitting and paying the order

Before submitting the order, you can access your request by clicking on the blue company names (1) and make any last changes.

You can also add additional requests to your order (2). The requests will then all be processed under the same order number and can therefore be paid for as a bundle.

(This is only possible if the signatory is the same person for all requests).

Order Overview (New)

Please select for which unit you want to request an LEI

Request an LEI for a company, foundation or association
Select this option if the company, foundation or association is based in Switzerland or Liechtenstein and has a UID.

Request an LEI for a fund
Select this option if you want to request an LEI for a fund.

Request an LEI for a trust
Select this option if you want to request an LEI for a trust.

Units in your shopping cart

NAME	UNIT	PRICE
Test GmbH	Company	75.00 CHF
		7.7% VAT
		5.78 CHF
		Total price incl. 7.7% VAT
		80.78 CHF

Once all requests have been entered, you can send your order via "payment". You will then be taken to the payment page.

After selecting (or entering) the billing address, you can choose whether to pay online by credit card or by invoice. In your order overview all entries of your order will be listed, including the individual costs and the total amount.

After receipt of payment, the LEI application receives the status "In validation FSO".

3.5.1 Option 1: Online payment by credit card

You can pay for your order online by credit card (Visa, Mastercard or PostFinance). The payment details are entered on the PostFinance website and the order is then given the status "In validation FSO".

LEI-Schweiz		
Order reference : QQE39US1_637280697056221385 Total charge : 80.77 CHF Beneficiary : LEI-Vergabestelle CH		
Please select a payment method by clicking on the logo.		
PostFinance e-finance		
PostFinance Card		
VISA		
MasterCard		
		
		
Cancel		

In your user account on LEI-Switzerland you can download an order confirmation or an invoice for your order at any time.

3.5.2 Option 2: Payment by invoice

If you would like to pay the amount by bank transfer, you will receive an invoice by email with the necessary account details. The order is given the status "Settle invoice". Please note that LEI-Switzerland will only verify the order once payment has been received.

3.6 Complete your order

Once your request has been reviewed by FSO staff, you will receive an automated email to let you know whether it has been validated. If you are an authorised signatory, the order is complete.

If another person was indicated as the authorised signatory, this person will receive an email containing an unlock code, which the LEI manager will need in order to complete the order. You can access the request and enter the unlock code under 'Overview' and 'Enter unlock code' or the order overview ('My orders').



The screenshot shows a dashboard titled 'My orders' with a refresh icon in the top right. The dashboard is divided into several sections, each with a title, a count, and an icon. A yellow arrow points to the 'TOTAL' section. The 'ENTER UNLOCK CODE' section is highlighted with a yellow border.

Category	Count	Icon
TOTAL	3	Σ
COMPLETED	0	Checkmark
IN VALIDATION FSO	2	Clock
CORRECT ORDER	0	Checkmark
ENTER UNLOCK CODE	1	Lock
SETTLE INVOICE	0	Invoice

Once the unlock code has been entered, the order is completed and the LEI is issued.

If the LEI manager has indicated that they are a signatory (see chapter 3.2) no unlock code will be sent.

4 LEI transfer

There are two types of LEI transfer. You can transfer an LEI from a Local Operating Unit (LOU) abroad to LEI Switzerland (external transfer), or from another user account to your own (internal transfer).

In both cases, you first need to open a user account on the LEI-Switzerland platform (see chapter 2).

You can start the transfer from your user account by clicking on the 'Transfer an LEI' button in the overview.

The screenshot shows a 'New request' menu with five options. The 'Transfer an LEI' option is highlighted with a yellow border. The options are:

- New request**
- Request an LEI
Request an LEI for a company, fund or trust
- Renew an LEI
Renew the LEI for a company, fund or trust
- Transfer an LEI**
Transfer an LEI from another LOU or user account
- Change LEI data
Update information on your LEI (address, company structure)

Next, please choose the desired transfer type:

The screenshot shows the 'Order Overview (Transfer)' dialog with two options:

- Transfer LEI from another LOU**
Select this option if you want to transfer an LEI from a foreign LOU to LEI-Switzerland.
- Transfer LEI from another user account**
Select this option if you want to add an LEI on LEI-Switzerland to your user account.

4.1 Option 1: Transfer from another LOU

First, please enter the LEI to be transferred in the search field.⁴

The screenshot shows the search field for LEI transfer. The title is 'Transfer LEI from another LOU'. Below the title is the instruction: 'Select this option if you want to transfer an LEI from a foreign LOU to LEI-Switzerland.' Below the instruction is a search field with the placeholder text 'Search for an LEI' and a 'Search' button.

All of the entity's LEI data will be displayed and you can select the transfer type at the bottom of the page (enterprise, fund or trust).

To complete the transfer request, all data on the entity concerned must be filled out as described in the instructions in chapter 3 .

- Company data, including information on the company structure;
- Contact data of an authorised signatory in accordance with the Commercial Register entry;
- Attachments (e.g. proof of identity or supporting documents on company structure).

⁴ Only the LEIs of entities based in Switzerland and Liechtenstein will be shown.

Transfer company

Please fill in the following data to request a transfer.
LEI 506700GO9J2S8IQ2E123

1 Company information
 2 Enter authorised signatory
 3 Information on the company structure
 4 Attachments

Enterprise Identification Number (UID)
CHE-123.456.789

Name
Transfer GmbH

Legal form
Company limited by shares

The address of the legal address corresponds to the entry in the UID register. You can modify the address of the headquarters.

Legal address	Headquarters address
Avenue d'Ouchy 6 1006, Lausanne VD Switzerland	Avenue d'Ouchy 6 1006, Lausanne VD Switzerland

CANCEL
PREVIOUS
NEXT

Once you have completed all required fields and completed your order, LEI-Switzerland will forward the transfer request to the LOU abroad.

As long as there are no objections, you will generally receive an email within a few working days confirming the successful transfer of the LEI to LEI-Switzerland.

4.2 Option 2: Transfer from another user account

An internal LEI transfer is necessary if e.g. the LEI manager no longer works at the company or their area of responsibility has changed. As the email address of a user account cannot be changed, in such cases a transfer from another user account would have to be requested. This follows a similar procedure to the one described in the previous chapter. However, for internal transfers, it is not necessary to provide information on the company structure.

Transfer LEI from another user account

Select this option if you want to add an LEI on LEI-Switzerland to your user account.

1 LEI
 2 Enter authorised signatory
 3 Attachments

CANCEL
PREVIOUS
NEXT

If it is possible from an organisational point of view, we recommend using a general company email address (e.g. Finance@yourcompany.ch). This ensures access to the user account is guaranteed even if the responsible person leaves the company.

Please change your headquarters address if the address that is automatically suggested is no longer up to date. If necessary, also update the information on the company structure (see chapter 3.3) and add all required documents so that we can validate your request (see chapter 3.4).

Finally, save your order in your shopping cart by selecting 'Send your order'. As is the case for a new order, here you have the option of adding further renewal requests to your order. All requests are then processed under the same order number and can be paid for as a bundle.

Shopping cart

Renew an LEI 
[Select this option to renew an LEI](#)

Units in your shopping cart

NAME	UNIT	PRICE	
Test GmbH	Company	60.00 CHF	
		7.7% VAT	4.62 CHF
		Total price incl. 7.7% VAT	64.62 CHF

Once all requests have been entered, you can send your order via "payment". You will then be taken to the payment page (see chapter 3.5 and following).

6 LEI change request

Should there be any change to information concerning your LEI, you can inform us via a free LEI change request. You can only correct the headquarters address and company structure information yourself. All other company information is automatically taken from the relevant registers (e.g. the Commercial Register) and updated at LEI-Switzerland.

To make a change request, please log into www.lei.admin.ch with your user name and password. After you have logged in you will automatically see your overview. Here you can change the details of an LEI.

New request

Request an LEI
Request an LEI for a company, fund or trust

Renew an LEI
Renew the LEI for a company, fund or trust

Transfer an LEI
Transfer an LEI from another LOU or user account

Change LEI data
Update information on your LEI (address, company structure)

After selecting 'Change LEI data', all the LEIs you manage (with status ISSUED) are displayed. You can also filter these by 'company', 'fund' and 'trust' and use 'Modify data' to select the LEI that you wish to update.

Select LEI

LEI

All request types
Company
Fund
Trust

SEARCH RESET

3 Entries found

NAME	LEI	REGISTRATION STATUS	TYPE	VALID UNTIL	
[blurred]	[blurred]	ISSUED	Company	17.07.2021	MODIFY DATA
[blurred]	[blurred]	ISSUED	Fund	11.10.2020	MODIFY DATA
[blurred]	[blurred]	ISSUED	Trust	11.09.2021	MODIFY DATA

You can now correct the headquarters address and company structure information (see chapter 3.3). Finally, please add all required documents to your request (see chapter 3.4).

Finally, save your order in your shopping cart by selecting 'Send your order'. As is the case for a new order, here you have the option of adding further change requests to your order.

Once LEI-Switzerland has received your order, you can check the order status at any time under 'Overview'. You will receive an automated email as soon as we have validated the request.

7 Contact

Federal Statistical Office
LEI
Espace de l'Europe 10
2010 Neuchâtel

The LEI hotline (0800 000 770) is open from Monday to Friday from 8:30 to 11:30 and from 14:00 to 16:00.

lei@bfs.admin.ch

www.lei-schweiz.ch

www.lei.admin.ch