



LEI user manual

Version 6.0

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
5.0	10.03.2022	Update following changed ROC policies
6.0	01.10.2024	Update following release 3.7.14

This manual refers to LEI-Switzerland on 01.10.2024.
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-switzerland.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).

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1 General information on how to use LEI-Switzerland

LEI-Switzerland is located at the Federal Statistical Office (FSO) and has been the LEI allocation office since 2017. According to its accreditation, LEI-Switzerland is only allowed to issue LEIs to entities based in Switzerland and Liechtenstein.

We provide the issue and management of LEIs for the following entities:

- Swiss and Liechtenstein companies, foundations and associations with an active entry in the UID register,
- Swiss investment funds managed by a fund manager registered in the UID register and registered with FINMA,
- Swiss investment groups,
- Other institutions with an obligation to report (e.g. trusts with a Swiss certified accountant).

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 and consolidation. Legal entities and investment funds that apply for an LEI or renewal indicate – where applicable – their ‘direct parent company with accounting consolidation’ and the ‘ultimate parent company with accounting consolidation’, and subsequently 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 fund manager, or by a third party (e.g. a bank, certified accountant or private person).

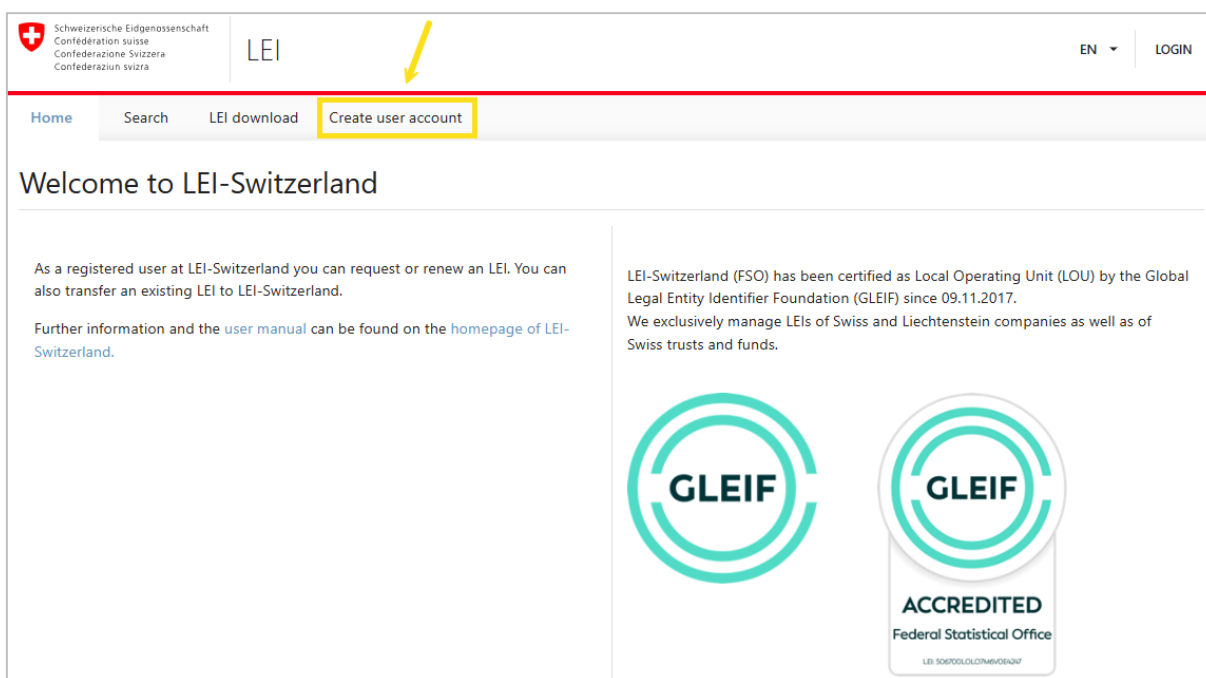
2 Creating a user account

All applications to LEI-Switzerland are submitted online at www.lei.admin.ch.

Once you have set up a user account on LEI-Switzerland, from this account you can make all LEI orders, renewals and transfers.

If you already have a user account, and are experiencing login problems, please contact our LEI helpdesk (Tel 0800 000 770, lei@bfs.admin.ch).

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



To open a user account, please 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.
- When all compulsory fields have been completed (including the additional email address), please accept the terms and conditions¹ to continue with the creation of the account.

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'.

¹ The Terms and Conditions can be consulted at www.lei-switzerland.ch.

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.

Once your user account has been activated you can login at www.lei.admin.ch. 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.

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



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

LEI

EN

Search
Overview
My orders
My LEI

Overview

My LEI

TOTAL 2	ISSUED 2	LAPSED 0
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My orders

TOTAL 81	COMPLETED 81	IN VALIDATION FSO 0
CORRECT ORDER 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

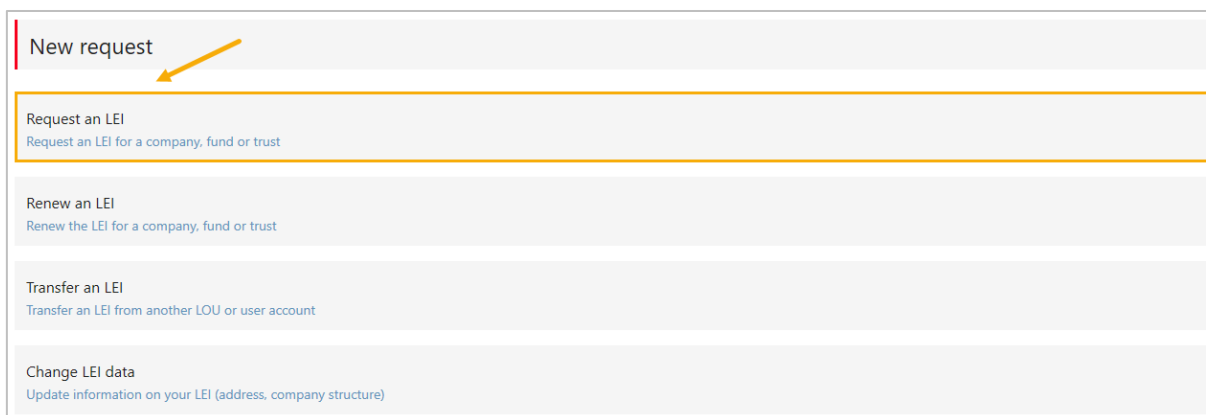
Transfer an LEI from another LOU or user account

Change LEI data

Update information on your LEI (address, company structure)

3 Applying for an LEI

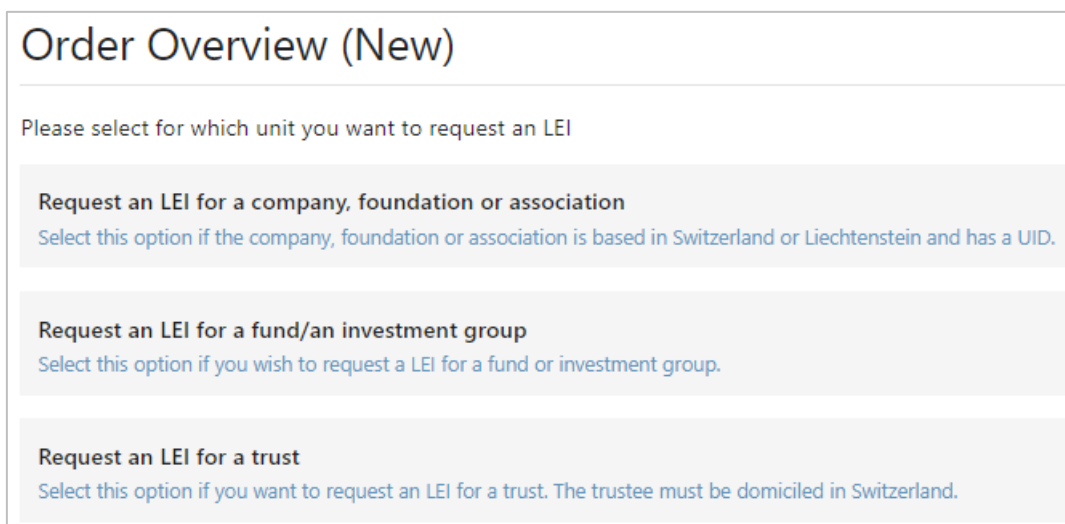
A request for a new LEI can be started as soon as an account has been created on LEI-Switzerland and the user is logged in to www.lei.admin.ch.



The screenshot shows a sidebar menu with the title 'New request' at the top, indicated by a yellow arrow. Below the title are four menu items, each with a main heading and a sub-description:

- 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)

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



The screenshot shows the 'Order Overview (New)' page. It starts with the heading 'Order Overview (New)' and a prompt: 'Please select for which unit you want to request an LEI'. Below this are three selectable options, each with a bold heading and a descriptive sub-text:

- 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/an investment group**
Select this option if you wish to request a LEI for a fund or investment group.
- Request an LEI for a trust**
Select this option if you want to request an LEI for a trust. The trustee must be domiciled in Switzerland.

LEI-Switzerland only has accreditation for:

- Companies, associations and foundations domiciled in Switzerland or Liechtenstein,
- Funds whose fund management is domiciled in Switzerland,
- Trusts with a Swiss certified accountant.

3.1 LEI request for a company

3.1.1 Company information

Enter the unique business identification number (UID) of the company for which you are making an LEI request. Using a UID, you can also apply for an LEI for a foundation or association. The UID must be active.

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

Request an LEI for a company, foundation or association

Please complete the following fields.

1 Company information

2 Company / fund structure

3 Attachments

The company information is retrieved from the UID register and automatically inserted. Only the address of the headquarters can be edited.

3.1.2 Company structure

In accordance with GLEIF requirements, we have to record information on company structure. 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 information on company structure is published for the following entities in the LEI system:

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

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

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

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/>.

Option 1: Entering an exemption from the reporting requirement

If the company is independent, or if you are unable or do not wish to provide parent company information, please choose the box 'Entering an exemption from the reporting requirement' twice.

Request an LEI for a company, foundation or association

Please complete the following fields.

✓ Company information

✓ Company / fund structure

3 Attachments

Only consolidation is of interest to the LEI. Please enter information on the direct and ultimate parent company (with LEI). If the company does not have a parent company with LEI, 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 a parent company with LEI does not exist or cannot be specified.

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

2. Relationship with the ultimate parent company

Entering an exemption from the reporting requirement (opt out)
Select this option if a parent company with LEI does not exist or cannot be specified.

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

Please select the reason why you are not indicating a parent company with LEI:

- Company is managed by natural person(s)**
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 exist or is not known**
The company does not have a parent company or there is no parent company that controls the company. In the latter case the company is controlled by legal entities 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).
- Consolidating parent company existing, but without LEI**
There is a parent company, but it has no LEI.
- Consolidating parent company existing, but not public**
There is a consolidated parent company but publication of this is however not possible or permitted.
- Parent company exists but does not prepare consolidated financial statements**
The parent company is a corporation that is not legally bound to establish consolidated accounts.

Option 2: Entering relationship details

If the company belongs to a group of companies, please enter the information on the relationship in the request. This applies to parent companies which also have an LEI themselves.

Request an LEI for a company, foundation or association

Please complete the following fields.

✓ Company information

✓ Company / fund structure

3 Attachments

Only consolidation is of interest to the LEI. Please enter information on the direct and ultimate parent company (with LEI). If the company does not have a parent company with LEI, 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 a parent company with LEI does not exist or cannot be specified.

Record information on the relationship

Choose this option to enter the company's relationship with a parent company (with LEI).

2. Relationship with the ultimate parent company

Entering an exemption from the reporting requirement (opt out)

Select this option if a parent company with LEI does not exist or cannot be specified.

Record information on the relationship

Choose this option to enter the company's relationship with a parent company (with LEI).

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':

- a) Select the parent company:
 - You can search for the parent company by LEI or name.
- b) Please select one of the following four 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
 - Accounting standard (administrative unit): Concerns only communal, district, cantonal or federal units.
- c) Select a validation 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:
 - Accounting documents
Consolidated annual accounts as submitted to the relevant authorities.
 - Regulatory documents
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
Other documents that may be used to establish the consolidated accounts.
 - Contracts
Contracts that certify the relationship.
 - Other official documents
Other official documents that certify the relationship (e.g. share registers or excerpts from the commercial register).
- d) Indicate the periods of time as follows:
- Accounting period: Refers to the dates of the current accounting period.
 - Document validity period: Refers to the period of validity of submitted documents validating the relationship to the parent company.
 - Relationship period: Refers to the date on which the company's relationship to the parent company began.

2. Relationship to the 'ultimate parent company':

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

3.1.3 Attachments

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

- Proof of identity (ID or passport) of a person authorized to sign according to the commercial register entry.
- If provided, documents confirming consolidation by the direct (and ultimate) parent company, e.g. annual report or extract from the commercial register.

Once you have saved the order it can be seen in the shopping cart.

3.1.4 Shopping cart

In the upper part of the shopping cart you can add further LEI requests to your order. All orders will then come under the same order number and can be paid for together.

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 wish to request a LEI for a fund or investment group.

Request an LEI for a trust
Select this option if you want to request an LEI for a trust. The trustee must be domiciled in Switzerland.

Shopping cart

NAME	UNIT	PRICE
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Once all requests have been entered, you can submit your order to LEI-Switzerland in accordance with chapter 7. You will then receive an order number.

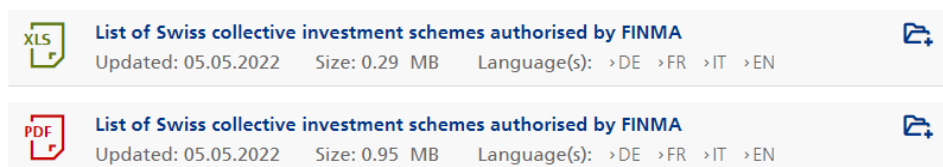
3.2 LEI request for a fund

An LEI may be requested for funds that are published on the 'List of Swiss collective investment schemes authorised by FINMA'.²

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

3.2.1 Fund with fund management

We only issue LEIs for Swiss funds (collective investment schemes) authorised by FINMA:



Fund managers permitted are fund management companies that are officially authorised according to FINMA.

A fund may be validated by FINMA but not yet published.

If this is the case, please send us relevant documentation with the attachments for your request. Failing this, the order will only be validated by us after publication by FINMA.

To request an LEI for a fund we ask you to provide the following information:

- Name of the fund
- FINMA-ID (except for umbrella fund)
- LEI of the fund management company
- Indication of whether the fund is an individual fund or a fund within an umbrella structure or master-feeder structure.

For the information on the fund structure, please enter the LEI number or name to specify the fund management company and indicate the date on which the fund was established ("relationship period"). You also have the option of specifying an umbrella fund (if the fund is a compartment) or a master fund (if the fund is a feeder fund).

The information about the attachment corresponds as far as possible to that of the LEI request for a company (see chapter 3.1.3). A person is authorized to sign if they are authorized to sign for the fund management company according to the entry in the commercial register.

² The current list can be downloaded from the FINMA website (www.finma.ch) in Excel or PDF format.

3.2.2 Investment group

An LEI may also be requested for investment groups that serve occupational pensions and are supervised by the Occupational Pension Supervisory Commission (OPSC).³

To request an LEI for an investment group we ask you to provide the following information:

- Name of the investment group
- Valor
- LEI of the investment foundation

The steps "Authorised signatory" and "Attachments" correspond, with restrictions, to those of the LEI request for a company (see chapter 3.1.3).

3.2.3 Self-managed fund (SICAV, LPCI)

SICAV and LPCI are entered in the commercial register and published on the FINMA list. At LEI-Switzerland, they are managed as funds.

To request an LEI for a SICAV or LPCI we ask you to provide the following information:

- Name
- Finma-ID
- Address of the legal domicile / head office
- Indication of whether the fund is a compartment of an umbrella structure or a feeder fund.

In the information on the fund structure, please indicate whether the fund is a compartment or a feeder fund.

The information about the attachment corresponds as far as possible to that of the LEI request for a company (see chapter 3.1.3). A person is authorized to sign if they are authorized to sign for the fund management company according to the entry in the commercial register.

3.3 LEI request for a trust

On LEI-Switzerland you can request an LEI for a trust with or without a UID. If the trust has a UID, the information on the trust is retrieved from the UID register and transferred automatically. If the trust does not have a UID, please provide the following data for the LEI request:

- LEI of the trustee (certified account domiciled in Switzerland)
- Name of the trust
- Address of the legal domicile / head office

For trusts with a UID, please provide information on the company structure as described in chapter 3.1.2. This is not necessary for trusts without a UID.

Please upload a proof of identity as well as a contract document or trust deed as an attachment. The name of the trust should be mentioned on the document (in order to exclude double entries) as well as the name of the trustee (trust manager). A person is authorized to sign if they are authorized to sign for the fund management company according to the entry in the commercial register.

³ An overview of the investment groups can be found at <https://www.kgast.ch/produkte-preise> (German and French).

4 LEI renewal

After an LEI has been issued, it must be renewed every year for a fee otherwise it will be given the expired registration status LAPSED.⁴

An LEI can be renewed at the earliest 60 days before the expiry date. For this reason, LEI-Switzerland sends an automatic notification email to all LEI managers 60 days before the expiry of their LEI. If the LEI has not been renewed 30 days before its expiry, another reminder email will be sent.

To renew your LEI with LEI-Switzerland, please log into www.lei.admin.ch. You can request a renewal of your LEI on the overview page.

The screenshot shows a sidebar menu with the following items:

- 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 (highlighted with an orange border)
- 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 'Renew an LEI', you will be able to see all the LEIs you manage that will expire in the next 60 days. If you click on a blue business name, you will be able to see the company's LEI, registration details and address.

For LEI managers with a large number of LEIs, it may be helpful to further filter the LEI overview by company, fund and trust.

By selecting 'Renewal' you can choose the LEI that you would like to renew:

The screenshot shows the 'Select LEI' page with a search filter dropdown set to 'All request types' (with options: All request types, Company, Fund, Trust). Below the search bar, it says '2 Entries found'.

NAME	LEI	REGISTRATION STATUS	TYPE	VALID UNTIL	
Global Location Trust	50670033S424O7114700	ISSUED	Fund	10.06.2022	RENEWAL
The Swiss Trust	506700780M1404G90I00	ISSUED	Trust	10.05.2022	RENEWAL

⁴ The current prices for LEI renewals can be found on our website <https://www.bfs.admin.ch/bfs/en/home/registers/enterprise-register/lei-legal-entity-identifier/prices.html>.

Please then update all information that has changed in the past year and add all required documents so that we can validate your request (see chapter 3.1.3).

Changes in the commercial register are automatically updated by LEI-Switzerland.

As is the case for a new order, you have the option in the upper part of the shopping cart 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

Shopping cart

NAME	UNIT	PRICE
------	------	-------

Once all requests have been entered, you can send your order to LEI-Switzerland as shown in chapter 7. You will then receive an order number.

5 LEI transfer

There are two types of LEI transfer – both are free of charge. You can transfer an LEI from another Local Operating Unit (LOU) 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 with LEI-Switzerland (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)' page with two transfer 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.

5.1 Option 1: Transfer from another LOU

First, please enter the LEI to be transferred in the search field.⁵ You can enter the LEI directly or search using the company name. All of the entity's LEI data will be displayed and you can select the transfer type at the bottom of the page (company, 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.

- Information about the company, fund or trust;
- Attachments (e.g. proof of identity or supporting documents on company structure).

Once you have completed all required fields and completed your order, LEI-Switzerland will check the transfer request. If the LEI to be transferred has the status LAPSED, a renewal must be requested immediately after the transfer. Once the check has been conducted, we will forward the request to the other LOU. 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.

⁵ Only the LEIs of entities based in Switzerland and Liechtenstein will be shown.

5.2 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 a new person is now responsible for LEI management, an internal transfer must be requested. This follows a similar procedure to the one described in the previous chapter. However, for internal transfers, less information is required.

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.

If the change concerns only the email address of the LEI manager (but not the person), please contact our LEI helpdesk (tel. 0800 000 770, lei@bfs.admin.ch).

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 and fund structure information yourself. For companies, all other 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. You will then 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

13 Entries found

NAME	LEI	REGISTRATION STATUS	TYPE	VALID UNTIL	
Bank X	506700BU82RED6RWI384	ISSUED	Fund	10.12.2022	MODIFY DATA
Registrierter Name	506700VT0WR839Z4WK32	ISSUED	Fund	06.01.2023	MODIFY DATA

You can now correct the headquarters address and company or fund structure information (see chapter 3.1.2). Finally, please add all required documents to your request (see chapter 3.1.3).

As is the case for a new order, in the shopping cart 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 Payment options and completing your order

Before you submit an order, you can click on the blue company name in the shopping cart to access your request and make any changes there.

You also have the option of adding further requests to your order. The requests are then all processed under the same order number and can thus be paid in a bundle.

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 wish to request a LEI for a fund or investment group.

Request an LEI for a trust
Select this option if you want to request an LEI for a trust. The trustee must be domiciled in Switzerland.

Shopping cart

NAME	UNIT	PRICE
------	------	-------

After you have entered all requests, please click on the blue payment button. You will be taken to the payment page where you should select both the desired billing address and the desired client. The client appears on the invoice and the payment slip.

After that, please select whether you would like to pay by invoice or directly online. If you wish to pay the amount due by invoice, you will receive an invoice with the necessary payment information by email within a few hours (sender: support.e-rechnung@bfs.admin.ch).

The order overview allows you to check whether everything is correct. After your confirmation, you will receive an order number for your order.

Please note that LEI-Switzerland will only check the order after receipt of payment. If you are in a hurry, we recommend that you pay online so that we can process your order immediately.

After receipt of payment and verification by FSO staff, you will be informed by automatic email from LEI-Switzerland when the application has been validated. If you are an authorised signatory, the order is now complete. If this is not the case, you will receive an unlock code (see next chapter).

You can view up-to-date information on your LEI in your user account and also during the course of the following day at www.gleif.org.

8 Contact

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

The LEI hotline (0800 000 770) is at your disposal to answer your questions. The hotline hours can be found on our website.

lei@bfs.admin.ch
www.lei-switzerland.ch
www.lei.admin.ch