

LEI Annual Renewal Instructions

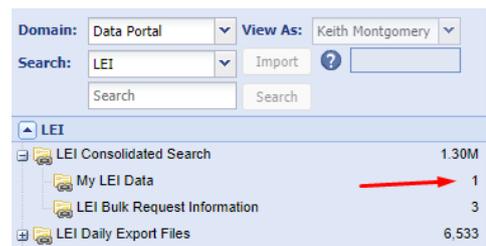


Each year the Trust's LEI needs to be renewed at a cost of £65 + VAT (£78). You will receive a reminder by email two months before the LEI expires which will outline the steps you need to take.

Below is a set of detailed step-by-step instructions.

1. Log in to UnaVista (<https://www.unavista.londonstockexchange.com/datasolutions/login.html>)

2. To the right of 'My LEI Data' click the number (see right)



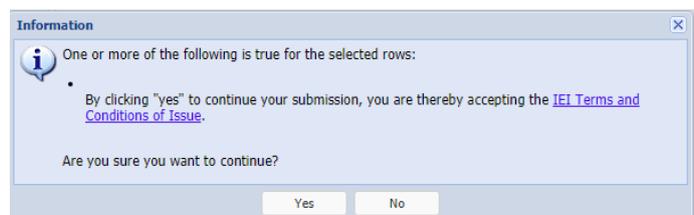
3. Check the tick box (if there is more than one you will need to do these one at a time) and then click on 'Select for Renewal'.

Options	Filters	Submit Card Pymnt	Challenge Record	View LEI	Select for Renewal	Annual Renewal Card Pymnt	Delete Draft	Add doc
	Docs	CustomerID	Requestor	Invoice	LEI Status	LEI Event	Entity Status	Entity Event
1	<input type="checkbox"/>		admin@montgomeryassociates.co.uk		ISSUED	Eligible for Renewal	Active	No event

Then

Options	Filters	Submit Card Pymnt	Challenge Record	View LEI	Select for Renewal	Annual Renewal Card Pymnt	Delete Draft	Add doc
	Docs	CustomerID	Requestor	Invoice	LEI Status	LEI Event	Entity Status	Entity Event
1	<input checked="" type="checkbox"/>		admin@montgomeryassociates.co.uk		ISSUED	Eligible for Renewal	Active	No event

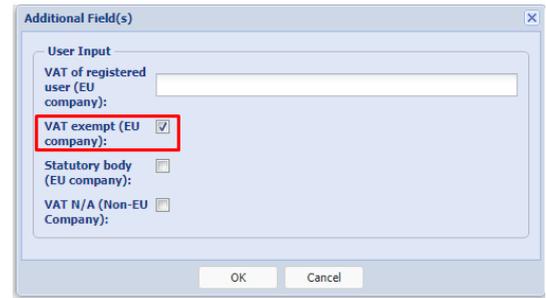
4. When the information screen (see right) comes up click Yes.



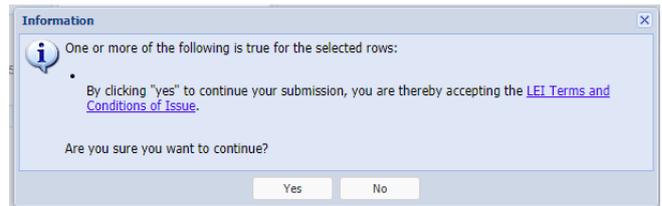
5. None of the Trust's details should have changed so you can simply move onto the payment step by clicking 'Annual Renewal Card Pymnt'.

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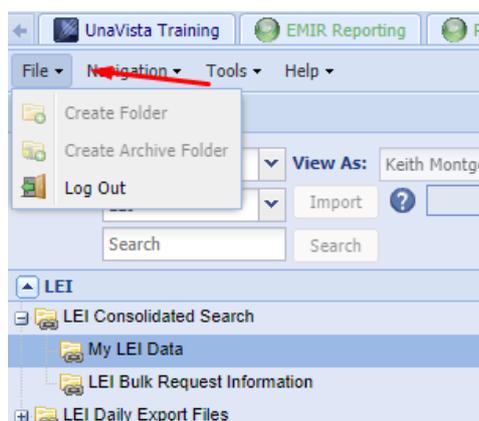
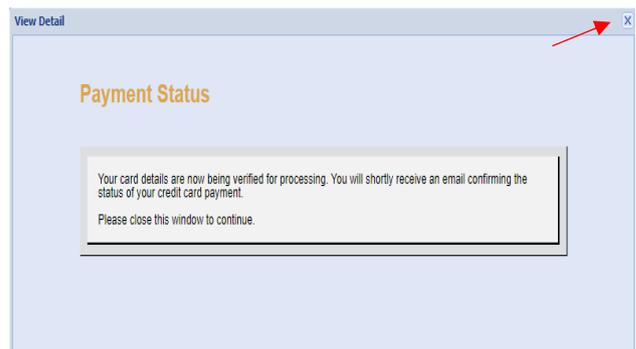
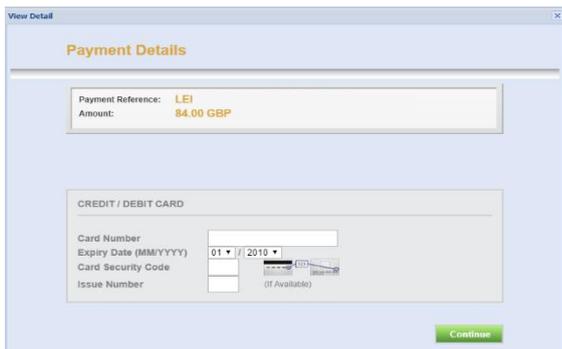
6. Tick 'VAT exempt (EU company):' and then OK.



7. When the information screen (see right) comes up again click Yes.



8. Enter your card payment details and then click continue. You will then receive a notification that your card details are being verified. Click the x in the top right to close the window and then Log Out (or repeat for the next Trust).



Completion

Shortly afterwards you will receive an email saying that the payment has been approved. Within a week a second email will arrive confirming that the renewal is complete.