

AXIAlei service

Instructions for using the service

Issuance of the LEI code

For the issuance of a LEI code by ATHEXCSD, the interested Legal Entity sends electronically to ATHEXCSD, via e-mail at the address axialei@athexgroup.gr, the relevant application (APP051), stamped & signed by the legal representative of the Legal Entity, additionally attaching the following documents (in PDF or JPG electronic format):

- Certificate of registration of the Legal Entity in the relevant Registry.
- Document that certifies the legal representative of the legal entity from the relevant Registry, or a certified copy of the Board of Director's relevant record.
- If the Legal Entity participates in a group of companies, documents describing the composition of the legal entities of the group are also provided. If these Legal Entities do not have a LEI code, they must additionally submit a certificate of registration in the relevant Registry.

Fee: € 64.00 (plus VAT) or € 79.36 (incl. VAT 24%)

For the **process of paying ATHEXCSD's fees** for the services provided by AXIAlei, see the relevant section below.

In the event of cancellation of a request for the issuance of an LEI code, especially due to the fault of the requested Legal Entity, 50% of the expected fee is refunded.

Renewal of the LEI code

For the annual renewal of the LEI code, the Legal Entity is informed by ATHEXCSD one month before the date of completion of the anniversary of the issuance by email and then follows the following procedure:

- Sends electronically to ATHEXCSD, via e-mail at axialei@athexgroup.gr, the relevant application (APP053) stamped & signed by the legal representative of the Legal Entity.
- If there are data of the Legal Entity that need to be modified, the Legal Entity sends the renewal application with the new data and attaches a Certificate of Change of the Legal Entity to the relevant Registry.

Fee: € 64.00 (plus VAT) or € 79.36 (incl. VAT 24%)

For the **process of paying ATHEXCSD's fees** for the services provided by AXIAlei, see the relevant section below.

In the event of cancellation of a request for the issuance of an LEI code, especially due to the fault of the requested Legal Entity, 50% of the expected fee is refunded.

Transfer of the maintenance of the LEI code

To transfer the maintenance of the LEI code from another provider to ATHEXCSD, the Legal Entity sends electronically to ATHEXCSD, via e-mail at axialei@athexgroup.gr, the relevant application (APP052) stamped &

signed by the legal representative of the Legal Entity, attaching the following documents (in PDF or JPG electronic format):

- Certificate of registration of the Legal Entity in the relevant Registry.
- Document that certifies the legal representative of the legal entity from the relevant Registry, or a certified copy of the Board of Director's relevant record.
- If the Legal Entity participates in a group of companies, documents describing the composition of the legal entities of the group are also provided. If these Legal Entities do not have a LEI code, they must additionally submit a certificate of registration in the relevant Registry.

It is pointed out that the transfer of the maintenance of the LEI code is completed within 5 working days.

Note: The service is provided free of charge.

Modification of the reference data of an existing LEI code

To change the data of an existing LEI code, the Legal Entity sends electronically to ATHEXCSD, via e-mail to the address axialei@athexgroup.gr, the relevant application (APP054) stamped & signed by the legal representative of the Legal Entity, attaching the Certificate of Change of a Legal Entity in the relevant Registry.

It is pointed out that every Legal Entity that acquires a LEI code is obliged to inform ATHEXCSD immediately of any modification of its data or the dissolution of its operation.

Charge: The service is provided at no additional charge.

Procedure for payment of ATHEXCSD fees for AXIAlei services provided

A prerequisite for processing the request is the payment of ATHEXCSD's fees, which is carried out via e-banking in the section 'ATHEXCSD Financial Services', using the RF code sent via email by ATHEXCSD, as follows:

- In the case of issuing a LEI code, the RF code is sent after ATHEXCSD has accepted the client's application and supporting documents.
- In case of LEI code renewal, the RF code is included in the update sent 30 days before the renewal date.

It should be noted that foreign Legal Entities resident in EU countries that carry out intra-Community transactions **are exempt from paying VAT**, provided that they are registered in the Value Added Tax Information Exchange System ([VIES](#)), as well as foreign legal entities that carry out transactions other than intra-Community transport of goods. Consequently, foreign Legal Entities in the above cases pay the relevant charges without VAT.