

## **SERVICE CATALOG**

14 March 2018

# Global Legal Entity Identifier Foundation - Service Catalog -

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## LEI Search

Label	Attributes
Name	<b>LEI Search</b>
Tag Line	Search for LEIs and corresponding legal entity reference data (LE-RD) via an interface and display and download the result set.
Description	<p>The search functionality allows to search by</p> <ul style="list-style-type: none"> <li>- LEI code</li> <li>- Keywords within LE-RD</li> <li>- Keywords and range queries within specific fields of LE-RD</li> </ul> <p>The result set returned from a search can be downloaded as XML (Common Data File Format), Excel, CSV and json files.</p>
Service Version	v 1.0
Service Target	<b>Availability:</b> GLEIF WebSite target = 99.9%
WebSite	<p><b>WebSite path:</b> GLEIF &gt; Global LEI Index &gt; LEI Search</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/lei/search">https://www.gleif.org/en/lei/search</a></p>

## Concatenated Files

Label	Attributes
Name	<b>Concatenated Files</b>
Tag Line	GLEIF publishes the updated GLEIF Concatenated Files daily as a result of the concatenation of individual files uploaded by the LEI issuing organizations.
Description	<p>Via an interface the LEI issuing organizations are required to upload the LEI and legal entity reference data (LE-RD) files to the Global LEI Repository daily. The files contain all LEIs issued to legal entities and related LEI reference data. Data is represented in the Common Data File Format. Details will be clarified in Implementation Notes.</p> <p>GLEIF aggregates all files from all LEI issuers and publishes daily the updated GLEIF Concatenated Files.</p>
Service Version	v 1.0
Service Target	<p><b>Availability:</b> GLEIF WebSite target = 99.9%</p> <p><b>Processing Time:</b> updated GLEIF Concatenated file available from 12:00 UTC+0 each calendar day (i.e. also weekends, holidays etc.).</p>
WebSite	<p><b>WebSite path:</b> GLEIF &gt; LEI Data &gt; GLEIF Concatenated File</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/lei-data/gleif-concatenated-file/download-the-concatenated-file#">https://www.gleif.org/en/lei-data/gleif-concatenated-file/download-the-concatenated-file#</a></p>

## Challenge LEI Data

Label	Attributes
Name	<b>Challenge LEI Data</b>
Tag Line	Challenge the data of any LEI and legal entity reference data (LE-RD) of the Global LEI Repository on the GLEIF website.
Description	<p>GLEIF provides a mechanism for any third party to challenge the data of any LEI and LE-RD of the Global LEI Repository. A data challenge that is submitted for a specific LEI (or LE-RD) will be forwarded to the corresponding managing LEI issuer. The actual resolution of data challenges is a service provided by the LEI issuer.</p> <p>Different challenges can be submitted, which the challenging user must specify alongside an optional comment. The available types are</p> <ul style="list-style-type: none"> <li>- Entity details</li> <li>- Address</li> <li>- Registration details</li> </ul>
Service Version	v 1.0
Service Target	<p><b>Availability:</b> GLEIF WebSite target = 99.9%</p> <p><b>Time for the LOU to manage the challenge:</b> 10 Days</p>
WebSite	<p><b>WebSite path:</b> GLEIF &gt; LEI Data &gt; Challenge LEI Data</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/lei-data/challenge-lei-data">https://www.gleif.org/en/lei-data/challenge-lei-data</a></p>

## Manage Data Quality

Label	Attributes
Name	<b>Manage Data Quality</b>
Tag Line	Monitoring and ensuring high LEI data quality.
Description	<p>GLEIF is responsible for monitoring and ensuring high LEI data quality. In cooperation with its partners in the Global LEI System, GLEIF focuses on further optimizing the quality, reliability and usability of LEI data empowering market participants to benefit from the wealth of information available with the LEI population.</p> <p>GLEIF makes available the following monthly data quality reports:</p> <ul style="list-style-type: none"> <li>- Global LEI Data Quality Reports: These reports demonstrate the overall level of data quality achieved in the Global LEI System.</li> <li>- LEI Issuer Data Quality Reports: These reports analyze the level of data quality achieved by the individual LEI issuing organizations.</li> </ul> <p>The GLEIF data quality management program ensures that the LEI remains the industry standard best suited to providing open and reliable data for unique legal entity identification management.</p>
Service Version	v 1.0
Service Target	<p><b>Availability:</b> GLEIF WebSite target = 99.9%</p> <p><b>Update Frequency for data quality reports:</b> Monthly</p>
WebSite	<ul style="list-style-type: none"> <li>- <i>Data Quality Management</i>  <b>WebSite path:</b> GLEIF &gt; LEI Data &gt; GLEIF Data Quality Management  <b>Link:</b> <a href="https://www.gleif.org/en/lei-data/gleif-data-quality-management">https://www.gleif.org/en/lei-data/gleif-data-quality-management</a></li> <li>- <i>Global LEI Data Quality</i>  <b>WebSite path:</b> GLEIF &gt; LEI Data &gt; GLEIF Data Quality Management &gt; About the Data Quality Reports &gt; Download Global LEI Data Quality Report  <b>Link:</b> <a href="https://www.gleif.org/en/lei-data/gleif-data-quality-management/about-the-data-quality-reports/download-data-quality-reports">https://www.gleif.org/en/lei-data/gleif-data-quality-management/about-the-data-quality-reports/download-data-quality-reports</a></li> <li>- <i>LEI Issuer Data Quality</i>  <b>WebSite path:</b> GLEIF &gt; LEI Data &gt; GLEIF Data Quality Management &gt; About the Data Quality Reports &gt; Download LEI Issuer Data Quality Reports  <b>Link:</b> <a href="https://test5.gleif.org/en/lei-data/gleif-data-quality-management/about-the-data-quality-reports/download-lei-issuer-data-quality-reports">https://test5.gleif.org/en/lei-data/gleif-data-quality-management/about-the-data-quality-reports/download-lei-issuer-data-quality-reports</a></li> </ul>

## LEI Look-up API

Label	Attributes
Name	LEI Look-up API
Tag Line	API to directly access the complete LEI data pool in real time
Description	The LEI Look-up API provides developers with the opportunity to directly access the complete LEI data pool in real time and to perform on-demand checks for changes to specific LEI records in a convenient, easy-to-read format.
Service Version	v 1.0
Service Target	<b>Availability:</b> 97.7 % <b>Processing Time:</b> < 1 sec
WebSite	<b>WebSite path:</b> GLEIF > LEI Data > GLEIF LEI Look-up API <b>Link:</b> <a href="https://www.gleif.org/en/lei-data/gleif-lei-look-up-api/access-the-api">https://www.gleif.org/en/lei-data/gleif-lei-look-up-api/access-the-api</a>

## Code Lists

Label	Attributes
Name	Code Lists
Tag Line	Maintain code lists referenced in Common Data File Formats
Description	This service provides a standard process for identifying and incorporating updates to code lists in the Common Data File (CDF) formats. Examples of code lists include the registration authority list referenced for the Registration Authority and Validation Authority fields of LEI CDF file format and the Relationship Type field referenced in the Relationship Record CDF file format.
Service Version	v 1.0
Service Target	<b>Availability:</b> GLEIF WebSite target = 99.9%
WebSite	<p>- <i>Registration Authorities List</i>  <b>WebSite path:</b> GLEIF &gt; About LEI &gt; GLEIF Registration Authorities List  <b>Link:</b> <a href="https://www.gleif.org/en/about-lei/gleif-registration-authorities-list">https://www.gleif.org/en/about-lei/gleif-registration-authorities-list</a></p> <p>- <i>ISO 20275: Entity Legal Forms Code List</i>  <b>WebSite path:</b> GLEIF &gt; About LEI &gt; ISO 20275: Entity Legal Forms Code List  <b>Link:</b> <a href="https://www.gleif.org/en/about-lei/iso-20275-entity-legal-forms-code-list">https://www.gleif.org/en/about-lei/iso-20275-entity-legal-forms-code-list</a></p>



## Golden Copy Files

Label	Attributes
Name	<b>Golden Copy Files</b>
Tag Line	The Golden Copy Files, in addition to the GLEIF Concatenated Files, provide a distinct means to access, and explore the information included within, the Global LEI Index.
Description	<p>The Golden Copy Files, together with the delta files, provide frequently updated (three times daily) information on LEIs and related reference data in a ready-to-use format that ensures:</p> <ul style="list-style-type: none"> <li>- Data does not contain technical duplicates.</li> <li>- All LEIs ever published in a GLEIF Golden Copy File version, as well as all new LEIs published by the LEI issuers since the previous release of a Golden Copy File, are included in the file.</li> <li>- Enriched reference data provides deeper insight into the global market place.</li> </ul>
Service Version	1.0
Service Target	<p><b>Availability:</b> 99.9% (up to 25 parallel users)</p> <p><b>Update Frequency:</b> 3 times a day (0:00, 8:00, 16:00 UTC)</p>
WebSite	<p><b>WebSite path:</b> GLEIF &gt; LEI Data &gt; Preview of GLEIF Golden Copy and Delta Files</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/lei-data/gleif-golden-copy/download-the-golden-copy#/">https://www.gleif.org/en/lei-data/gleif-golden-copy/download-the-golden-copy#/</a></p>

## LEI Business Statistics

Label	Attributes
Name	<b>LEI Business Statistics</b>
Tag Line	Access figures, statistics and graphs on the global LEI population.
Description	<p>This service makes available through <a href="http://www.gleif.org">www.gleif.org</a> website key facts, figures and statistics on the global LEI population via interactive graphs.</p> <p>They provide information on the characteristics of the LEIs issued to date.</p> <p>The user may choose to view each graphic for all LEIs issued or for validated LEIs for operating entities. Click on each graphic, or select 'display type' for further detail.</p> <p>The service offers the possibility to download the data associated with each graphic in CSV format.</p> <p>This service also makes available the Global LEI System Business Report that is published quarterly, which highlight key developments relevant to the adoption of the Legal Entity Identifier (LEI). Specifically, the reports assess annual growth and renewal expectations, evaluate the level of competition between LEI issuing organizations operating in the Global LEI System and analyze LEI renewal rates and reference data corroboration.</p>
Service Version	v 1.0
Service Target	<p><b>Availability:</b> GLEIF WebSite target = 99.9%</p> <p><b>Update Frequency:</b></p> <ul style="list-style-type: none"> <li>- Monthly for LEI Statistics</li> <li>- Quarterly for Global LEI system Busines Reports</li> </ul>
WebSite	<p>- <i>LEI Statistics</i></p> <p><b>WebSite path:</b> GLEIF &gt; LEI Data &gt; Global LEI Index &gt; LEI Statistics</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/lei-data/global-lei-index/lei-statistics">https://www.gleif.org/en/lei-data/global-lei-index/lei-statistics</a></p> <p>- <i>Download Global LEI System Business Report</i></p> <p><b>WebSite path:</b> GLEIF &gt; LEI Data &gt; Global LEI Index &gt; Download Global LEI System Business Reports</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/lei-data/global-lei-index/download-global-lei-system-business-reports/">https://www.gleif.org/en/lei-data/global-lei-index/download-global-lei-system-business-reports/</a></p>

## GLEIF Service Reporting

Label	Attributes
Name	<b>GLEIF Service Reporting</b>
Tag Line	Access service performance reports, statistics and actual data that result from GLEIF services.
Description	<p>GLEIF is committed to ensuring transparency on its performance with regard to the services it provides. We therefore, make available for download monthly service reports evaluating overall GLEIF performance. In addition, we publish daily indicators on the availability of GLEIF services.</p> <p>The GLEIF service report is published monthly on the 10th business day of the month. Historical monthly reports are also available for downloading as pdfs in the same page.</p> <p>Daily Service Availability provides real time availability on services delivered by GLEIF. By displaying traffic lights indicators (green or red), actual status of the services can be checked online.</p>
Service Version	v 1.0
Service Target	<p><b>Availability:</b> GLEIF WebSite target = 99.9%</p> <p><b>Update Frequency:</b></p> <ul style="list-style-type: none"> <li>- Monthly for GLEIF Service report: on the 10th business day of the month</li> <li>- Daily Service Availability: every minute</li> </ul>
WebSite	<p>- <i>Service Availability</i></p> <p><b>WebSite path:</b> GLEIF &gt; About GLEIF &gt; GLEIF Service Performance &gt; Daily Service Availability</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/about/gleif-service-performance/daily-service-availability">https://www.gleif.org/en/about/gleif-service-performance/daily-service-availability</a></p> <p>- <i>Download Service Report</i></p> <p><b>WebSite path:</b> GLEIF &gt; About GLEIF &gt; GLEIF Service Performance &gt; Download Service Report</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/about/gleif-service-performance/download-service-reports/">https://www.gleif.org/en/about/gleif-service-performance/download-service-reports/</a></p>

## Service Desk

Label	Attributes
Name	<b>Service Desk</b>
Tag Line	Central point of contact for GLEIF topics. Contact via email at <b>info@gleif.org</b>
Description	GLEIF can be contacted via a website form or email for requests of information and feedback. GLEIF also provides specific email addresses allowing interested parties to log queries relevant to specific topics.
Service Version	v 1.0
Service Target	<b>Availability:</b> GLEIF WebSite target = 99.9% <b>Processing Time:</b> Within 5 business days
WebSite	<b>WebSite path:</b> GLEIF > Contact > Feedback <b>Link:</b> <a href="https://www.gleif.org/en/contact/feedback">https://www.gleif.org/en/contact/feedback</a>

## Regulatory Use of the LEI

Label	Attributes
Name	<b>Regulatory Use of the LEI</b>
Tag Line	An overview of current and proposed regulatory activities including use of the LEI.
Description	<p>It is the prerogative of the authorities acting in individual jurisdictions to mandate the use of Legal Entity Identifiers (LEIs). The Global Legal Entity Identifier Foundation (GLEIF) closely monitors initiatives relevant to legal entity identification in regulatory reporting and supervision.</p> <p>A regularly updated overview provides the current and proposed regulatory activities including the use of the LEI.</p>
Service Version	v 1.0
Service Target	<b>Availability:</b> GLEIF WebSite target = 99.9%
WebSite	<p><b>WebSite path:</b> GLEIF &gt; About LEI &gt; Regulatory Use of the LEI</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/about-lei/regulatory-use-of-the-lei">https://www.gleif.org/en/about-lei/regulatory-use-of-the-lei</a></p>

## Standards for the Global LEI System (GLEIS)

Label	Attributes
Name	<b>Standards for the Global LEI System (GLEIS)</b>
Tag Line	Develop, set and maintain worldwide uniform operational, legal and technical standards for GLEIF, the Global LEI System and its participants.
Description	<p>The setting of standards covers the development and maintenance of uniform operational and technical standards for the Global LEI System. Developments of such standards are accomplished in an open process that is broadly inclusive of representatives of all relevant stakeholders (including the public).</p> <p>It is the explicit goal of GLEIF to make all standards and protocols available to the public.</p> <p>This service is in charge of development of standards for, e.g. branches, funds, individuals, corporate actions, etc. Standards must be in accordance with core governing documents (e.g. Charter of the LEI Regulatory Oversight Committee, GLEIF Statutes, Financial Stability Board Recommendations, etc.).</p> <p>The Master Agreement, which is the contractual framework governing the relationship between GLEIF and LEI issuing organizations, requires all LEI issuers to adhere to the standards that are developed and adopted for use in the Global LEI System.</p>
Service Version	v 1.0
Service Target	<b>Availability:</b> GLEIF WebSite target = 99.9%
WebSite	<p><b>WebSite path:</b> GLEIF &gt; About LEI &gt; Common Data File Formats</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/about-lei/common-data-file-format">https://www.gleif.org/en/about-lei/common-data-file-format</a></p>

## Email Notifications on Technical Updates

Label	Attributes
Name	<b>Email Notifications on Technical Updates</b>
Tag Line	GLEIF regularly issues email notifications providing updates on technical developments relevant to the LEI.
Description	<p>Specifically, the email notifications will address the following topics:</p> <ul style="list-style-type: none"> <li>- Changes to the Common Data File formats including the XML schema definitions and the business rules for creating and updating XML files (state transition rules).</li> <li>- Changes to the International Organization for Standardization (ISO) 20275 Entity Legal Form (ELF) code and the GLEIF Registration Authorities List.</li> <li>- Changes relevant to the GLEIF Concatenated Files, the GLEIF LEI 'Look-up' API and the LEI search tool.</li> <li>- Answers to frequently asked technical questions directed at GLEIF.</li> </ul> <p>Normally, at least one email notification is issued every six months. In the event of major or urgent developments, the publication frequency will be increased. To subscribe to the GLEIF email notifications on technical updates, please register with your email address.</p>
Service Version	1.0
Service Targets	<b>Availability:</b> 97,7 % (Monday – Sunday 00:00 – 24:00)
WebSite	<p><b>WebSite path:</b> GLEIF &gt; LEI Data &gt; Email Notifications on Technical Updates</p> <p><b>Link:</b> <a href="https://www.gleif.org/en/lei-data/email-notifications-on-technical-updates">https://www.gleif.org/en/lei-data/email-notifications-on-technical-updates</a></p>

## Social Media

Label	Attributes
Name	<b>Social Media</b>
Tag Line	Publish, monitor and moderate social media content on the LinkedIn and Twitter platform as well as on GLEIF's Blog webpage.
Description	<p>The Social media process includes activities required to draft, review, approve, publish, monitor and moderate Social Media Content on the LinkedIn and Twitter platform as well as on GLEIF's Blog.</p> <p>Allow followers on social media platforms to receive up-to-date information without the need to search the GLEIF website for updates.</p> <p>By engaging in social media, GLEIF makes available to the public timely and comprehensive information on LEI developments and GLEIF activities and encourages direct interaction with the organization.</p>
Service Version	v 1.0
Service Target	<p><b>Availability:</b> GLEIF WebSite target = 99.9%</p> <p><b>Response Time:</b> 1 business day</p>
WebSite	<p>- <i>GLEIF and LEI News</i>  <b>WebSite path:</b> GLEIF &gt; News &amp; Media &gt; GLEIF and LEI News  <b>Link:</b> <a href="https://www.gleif.org/en/newsroom/gleif-and-lei-news">https://www.gleif.org/en/newsroom/gleif-and-lei-news</a></p> <p>- <i>GLEIF Blog</i>  <b>WebSite path:</b> GLEIF &gt; News &amp; Media &gt; GLEIF Blog  <b>Link:</b> <a href="https://www.gleif.org/en/newsroom/blog/">https://www.gleif.org/en/newsroom/blog/</a></p> <p>- <i>GLEIF on Twitter</i>  <b>Link:</b> <a href="https://twitter.com/GLEIF">https://twitter.com/GLEIF</a></p> <p>- <i>GLEIF on LinkedIn</i>  <b>Link:</b> <a href="https://www.linkedin.com/company/global-legal-entity-identifier-foundation-gleif-">https://www.linkedin.com/company/global-legal-entity-identifier-foundation-gleif-</a></p>



## Videos & Podcasts

Label	Attributes
Name	<b>Videos &amp; Podcasts</b>
Tag Line	Produce and publish videos and podcasts offering concise information about GLEIF and LEI related developments.
Description	Videos and podcasts about GLEIF and LEI are posted on the GLEIF website, Vimeo and You Tube. The user can reproduce this information any time and is able to download any of the content published on the GLEIF Vimeo channel.
Service Version	v 1.0
Service Target	<b>Availability:</b> GLEIF WebSite target = 99.9%
WebSite	<b>WebSite path:</b> GLEIF > News & Media > GLEIF Videos & Podcasts <b>Link:</b> <a href="https://www.gleif.org/en/newsroom/gleif-podcasts/">https://www.gleif.org/en/newsroom/gleif-podcasts/</a>

## Press Office & Media

Label	Attributes
Name	Press Office & Media
Tag Line	Make available information on GLEIF activities to journalists through dissemination of GLEIF press releases, timely response to media queries and hosting webinars.
Description	Serve as a key media relations contact regarding GLEIF activities and LEI developments.
Service Version	v 1.0
Service Target	<b>Availability:</b> GLEIF WebSite target = 99.9% <b>Response Time:</b> Same business day or deadline set by journalist
WebSite	<p>- <i>For Press Releases:</i>  <b>WebSite path:</b> GLEIF &gt; News &amp; Media &gt; Press Releases  <b>Link:</b> <a href="https://www.gleif.org/en/newsroom/gleif-and-lei-news">https://www.gleif.org/en/newsroom/gleif-and-lei-news</a></p> <p>- <i>For Information for Media:</i>  <b>WebSite path:</b> GLEIF &gt; News &amp; Media &gt; Press Releases  <b>Link:</b> <a href="https://www.gleif.org/en/newsroom/information-for-media">https://www.gleif.org/en/newsroom/information-for-media</a></p>

## Third Party Events

Label	Attributes
Name	<b>Third Party Events</b>
Tag Line	Feature information on conferences and events providing participants with the opportunity to stay informed on the Legal Entity Identifier (LEI) and related developments in the areas of, among others, identification management, data management and risk management.
Description	GLEIF offers event organizers the possibility to feature their event or conference on the English language GLEIF website in the section 'Featured Events'.
Service Version	v 1.0
Service Target	<b>Availability:</b> GLEIF WebSite target = 99.9% <b>Update Frequency:</b> Next business day upon arrival
WebSite	<b>WebSite Path:</b> GLEIF > Events > Feature Events <b>Link:</b> <a href="https://www.gleif.org/en/events/featured-events">https://www.gleif.org/en/events/featured-events</a>

## Check for Duplicates

Label	Attributes
Name	<b>Check for Duplicates</b>
Tag Line	Technical interface to allow GLEIF and the LEI issuing organization to check for duplicate LEIs and legal entity reference data (LE-RD) prior to finally issuing a new LEI.
Description	In order to support the LEI issuing organizations, GLEIF provides the appropriate and mandatory processes and a technical interface for LEI issuing organizations to check the LEI and LE-RD data for duplicate entries. The LEI issuers follows the required steps prior to assigning a valid LEI code to a legal entity. Details will be clarified in an Implementation Note.
Service Version	v 1.3
Service Target	<b>Availability:</b> 99,9 % (Monday – Sunday 00:00 – 24:00) <b>Processing Time:</b> < 1 minute
WebSite	N/A

## Upload LEI & LE-RD files

Label	Attributes
Name	<b>Upload LEI &amp; LE-RD files</b>
Tag Line	Interface for local operating units to upload LEI & Legal Entity Reference Data (LE-RD)
Description	<p>Via an interface the LEI issuing organizations are required to upload the LEI and LE-RD files to the Global LEI Repository daily.</p> <p>Data is represented in the Common Data File Formats. Details will be clarified in Implementation Notes.</p> <p>The interface provides quality gates for testing of the data. Files or records not passing the quality tests will be rejected.</p>
Service Version	v 1.0
Service Target	<p><b>Availability:</b> 99,9 % (Monday – Sunday 00:00 – 24:00)</p> <p><b>Processing Time:</b> Within 1 hour upon arrival</p>
WebSite	N/A

## Accreditation

Label	Attributes
Name	Accreditation
Tag Line	Entities desiring to become LEI issuing organizations must seek accreditation by GLEIF.
Description	In order to support the integrity of the Global LEI System, an extensive vetting process is in place to ensure that LEI issuing organizations (also referenced as 'Local Operating Units' or LOUs) reflect and incorporate the vision and internal control requirements of GLEIF within their operations. The Accreditation Manual and Accreditation Checklist (Appendix 02) can be downloaded from GLEIF's website.
Service Version	v 1.0
Service Target	<p><b>Availability:</b> GLEIF WebSite target = 99.9%</p> <p><b>Processing Time</b></p> <p><b>Applicant Materials:</b> GLEIF: Review Accreditation Plan submission within 45 Business Days of receipt of full set of materials</p> <p><b>Candidate Materials:</b> LOU: Provide all Candidate materials no later than 6 months from the date of the Master Agreement execution date GLEIF: Review Candidate submission within 3 months of receipt of complete set of materials</p>
WebSite	<p><b>WebSite path:</b> GLEIF &gt; LEI System &gt; GLEIF Accreditation of LEI Issuers <b>Link:</b> <a href="https://www.gleif.org/en/lei-system/gleif-accreditation-of-lei-issuers">https://www.gleif.org/en/lei-system/gleif-accreditation-of-lei-issuers</a></p> <p><b>WebSite path:</b> GLEIF &gt; LEI System &gt; GLEIF Accreditation of LEI Issuers &gt; Required Documents <b>Link:</b> <a href="https://www.gleif.org/en/lei-system/gleif-accreditation-of-lei-issuers/required-documents">https://www.gleif.org/en/lei-system/gleif-accreditation-of-lei-issuers/required-documents</a></p>

## Annual Accreditation Verification

Label	Attributes
Name	<b>Annual Accreditation Verification</b>
Tag Line	GLEIF's process of re-verification of the LEI issuing organization's compliance with expected internal controls within its LEI operations.
Description	<p>GLEIF will request from the LEI issuing organization (also referenced as 'Local Operating Unit' or LOU) certain documentation and evidence of compliance with expected internal controls which need to be in place for an accredited LOU to be operational.</p> <p>This exercise is based upon the current status of internal controls that were verified as part of the LOU's initial accreditation and as amended in the event under the Accreditation Change Process.</p> <p>The Annual Accreditation Verification process is executed on or after the anniversary date of the LOU's date of accreditation as documented on their accreditation certificate.</p> <p>Using a template provided by GLEIF, the LOU verifies the status of each processing area as mentioned in the Accreditation Checklist. For areas where significant changes have occurred, the LOU documents the nature and extent of the changes and how it/they effected LEI processing. Supporting documentation must be provided as additional information regarding the change(s).</p> <p>GLEIF reviews this information and assesses the overall impact of any changes noted in the internal controls. GLEIF determines if the changed internal controls still meet the required control standard and advises the LOU as to whether any remediation action is required.</p>
Service Version	v 1.0
Service Target	<p><b>Availability:</b> GLEIF WebSite target = 99.9%</p> <p><b>Processing Time:</b></p> <p>LOU: Provide all required materials within 30 Business Days of GLEIF request to initiate the Annual Verification Process.</p> <p>GLEIF: Review LOU submission within 30 Business Days of receipt of a complete set of materials.</p> <p><b>Update Frequency:</b> Yearly on anniversary date of LOU accreditation</p>
WebSite	N/A

## Provide LOU Communications Portal

Label	Attributes
Name	<b>Provide LOU Communications Portal</b>
Tag Line	A central web based communication portal for all communications between GLEIF and the LEI issuing organizations (also referenced as 'Local Operating Units' or LOUs).
Description	This service provides a central location for accessing LOU-Only information where LOUs can share information and experience among themselves regarding LEI Services. The functionalities provided within this service are a shared calendar for all LOUs, a repository of information, a common platform to raise questions / request feedback, and a web interface for the LOUs' Service Level Agreement (SLA) reporting.
Service Version	v 1.0
Service Target	<p><b>Availability:</b> 97,7 % (Monday – Sunday 00:00 – 24:00)</p> <p><b>Processing Time:</b></p> <ul style="list-style-type: none"> <li>- To resolve queries raised by a LOU within two Business days</li> <li>- To register an account and provide calendar within one Business day</li> <li>- To provide electronic LOU invoices, 10 Business Days after receipt of usage attestation</li> </ul> <p><b>Update Frequency for electronic LOU invoices:</b> Once per quarter</p>
WebSite	N/A