Accreditation Program Q & A

The list of questions and answers below reflects examples of interactions with organizations which have participated in the accreditation process. It will be updated from time to time and suggestions for additional Q&A items are always welcomed and can be submitted at info@gleif.org.

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1. **Is there a defined timeline or due date for our application to become a GLEIF-accredited LEI issuer?**

   No. The applicant may start the accreditation process at any time when it believes it is prepared. After commencement, other processing timeline requirements are in place and are explained in the Accreditation Manual.

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2. **Can I start the application process without a signed Non-Disclosure Agreement (NDA)?**

   No. Your application process will be initiated once you submit a signed Non-Disclosure Agreement (NDA) to accreditationrequest@gleif.org. GLEIF will not proceed with your application and will not provide access to the GLEIF applications without a valid NDA in place which must include the signature of the Authorized Representative(s) of the applicant.

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3. **Why are Master Agreement Appendices 3 and 4 not listed in the 'Required Documents' section of your website?**

   This is because they are integral to the application documentation. Appendix 3 is your completed Accreditation Plan. Appendix 4 is your completed Accreditation Documentation which is comprised of the Accreditation Checklist and all supporting documentation. Both Appendices are part of the Master Agreement and required for accreditation.

4. When will GLEIF look at the files I have uploaded into the Communications Portal?

GLEIF will only look at files in the Communications Portal when the Applicant/Candidate LEI Issuer has notified GLEIF that their materials are final and ready for GLEIF review.

GLEIF will initiate the internal review process as soon as possible within the limits of existing resources and Applicant/Candidate activity. GLEIF's review timing parameters are documented in the Accreditation Manual.

5. Is my data secured? Can anyone see it?

GLEIF takes all reasonable precautions to protect your information based upon standard industry practices. All data is restricted within GLEIF to the internal review teams and support staff on a "need to know" basis for all applicant and candidate data.

Additional access is also granted to users authorized by your organization via the user access request process. These users will be able to access your documents based upon the level of access (read, edit, delete) you prescribe. This includes your team members with whom you have shared user login information.

Other Applicant/Candidate LEI Issuers do not have access to view your materials. Applicant/Candidate LEI Issuers are granted restricted access to only their own folders within the Communications Portal.

6. What materials are required for the Plan stage of the accreditation process?

Please refer to the 'Accreditation Plan Checklist', which is on the GLEIF website. It specifies all required documents for this stage of the process. It also is a good tool for checking the completeness of your submission prior to submitting it to GLEIF. This checklist is required for submission as part of your plan documentation.

7. **In which language should communication with GLEIF be conducted, and in which language must materials be submitted?**

   English is the official language of communication with GLEIF. Also, all accreditation materials are required to be submitted in English.

8. **In what currency must financial data be submitted as part of the accreditation materials?**

   All financial data must be presented in local currency and USD unless otherwise agreed in advance of submission.

9. **How can I contact GLEIF if I have a general question or require clarification?**

   Procedural or interpretative types of questions may be sent to info@gleif.org.

Contact Information:

Topic/Inquiry Type	Contact Details
Accreditation Initiation	accreditationrequest@gleif.org
General Accreditation	accreditation@gleif.org
General Information	info@gleif.org