

Operational Processes of LEI Allocation

April 1, 2022
Japan Exchange Group, Inc.
Tokyo Stock Exchange, Inc.

Item	Details	Remarks
1. LEI		
(1) Objects	- LEI (Legal Entity Identifier) is a code to identify an entity or a fund that is a party to financial transactions (hereinafter “entity”), and it is allocated based on the entity’s application.	
(2) Code Structure	- The LEI consists of 20 alphanumeric characters. - These are a four-character prefix for the Local Operating Unit (hereinafter “LOU”), two reserved digits (00), 12 alphanumeric characters as code (random) to specify the entity, and a two-character check digit.	- The LEI structure is as defined under ISO 17442.
(3) Reference data	- LEI reference data (hereinafter “reference data”) mainly consists of the following items: For Companies: ① Official Company Name ② Legal Form ③ Headquarters Address ④ Legal Address ⑤ Country	- TSE publishes and administers each LEI which is allocated by TSE or transferred to TSE from another LOU and (b) its LEI reference data. - Reference data is published in Japanese and English.

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	<p>⑥ Business Registry/Entity ID</p> <p>⑦ Initial Registration Date</p> <p>⑧ Next Renewal Date</p> <p>⑨ Last Update Date</p> <p>⑩ In case of expiration, Expiration Date and Expiration Reason</p> <p>⑪ If there is an Ultimate Parent (refers to the highest-ranked legal entity that prepares consolidated financial statements for the company based on accounting standards. The same applies hereafter.), data related to the Ultimate Parent</p> <p>⑫ If there is a Direct Parent (refers to the lowest-ranked legal entity that prepares consolidated financial statements for the company based on accounting standards. The same applies hereafter.), data related to the Direct Parent</p> <p>⑬ If data related to the Parent Companies (refers to an Ultimate Parent and a Direct Parent. The same applies hereafter.) cannot be reported (including cases where Parent Companies do not exist), the reasons why the data is not reported (exception reasons)</p> <p>For Funds:</p> <p>① Official Fund Name</p> <p>② Name of Trustee (including re-trust trustees. Should be “Issuer” if the issuer submits the application. The same applies hereafter.)</p> <p>③ Headquarters Address of Trustee</p> <p>④ Legal Address of Trustee</p>	<p>- For instance, if there is no Parent Company based on the applicable accounting standards, select the reasons for exception as “NO_KNOWN_PERSONS”.</p> <p>- In principle, Trustee is expected to submit applications. Also, Issuer can submit applications.</p> <p>- Regarding ①, the official fund name is indispensable, but in the case of private funds, exceptionally, it should</p>

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<p>2. Allocation (1) Application</p>	<p>⑤ Country of Trustee ⑥ Initial Registration Date ⑦ Next Renewal Date ⑧ Last Update Date ⑨ In case of expiration, Expiration Date and Expiration Reason</p> <p>- The party applying for allocation of LEI (hereinafter “allocation applicant”) should register for an account via a dedicated portal site (hereinafter “JPX-LEI portal site”), and then will be issued with an ID and password.</p> <p>The allocation applicant should be the entity itself that receives the LEI in the case of companies, or trustee or issuer in the case of funds. However, we will allow a third party to act on behalf of the allocation applicant and in that case, a document certifying power of attorney for delegated entrustment of the procedure should be submitted.</p> <p>- The allocation applicant must input the required data via My Page on the JPX-LEI portal site and submit the designated LEI Application Form and Business Registration form of the allocation applicant (in the case of companies). If applicable, the applicant must submit a consolidated financial statement or equivalent documents (annual securities report, etc.) prepared by the Parent Company that attests to the relationship between the applicant and the Parent Company.</p> <p>- When a LEI has been allocated, a notification email will be sent to the email account registered at the time of registration. A LEI is allocated, in principle, not including the day of application, after five (5) business days.</p>	<p>be the “Name of Trustee/Fund code”. However, the “Name of Issuer/Fund code” should be used when the issuer submits an application.</p> <p>- A Group address is recommended because the email address registered for account registration is used as the contact.</p> <p>- Collective applications are only permitted when submitting ten or more new applications at a time.</p> <p>- The authorized representative’s registered seal or signature is required on the LEI Application Form (PDF). Commercial registered electronic signatures are also accepted.</p> <p>- A Business Registration form is required unless it has already been submitted to TSE before for a past LEI application, in the case of a trustee or issuer.</p> <p>- TSE will confirm the relationship between the allocation applicant</p>

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<p>(2) TSE validation</p> <p>(3) Registration and Publication</p> <p>3. Transfer</p> <p>(1) Application</p>	<p>However, if there are many applications to process or application details are incomplete, then the LEI may not get allocated by the requested processing date.</p> <ul style="list-style-type: none"> - The allocation applicant is responsible for handling all related procedures, including new applications, changes in registered information, renewal, non-renewal, and expiration. - TSE validates the accuracy of information in the submitted application based on the attached documents, etc. - Once TSE has completed the validation process, TSE allocates and registers an LEI and its reference data into the TSE computer system (hereinafter “data management system”). - When TSE has registered the LEI and its reference data into the data management system, TSE notifies the allocation applicant or agent and publishes it on the JPX-LEI portal site as soon as practical. <ul style="list-style-type: none"> - Upon completion of the above procedure, a contract (hereinafter “this contract”) is concluded between the entity and TSE, and both parties shall bear the contractual obligations. - The party who wants to transfer its LEI and reference data managed by another LOU to TSE (hereinafter “transfer applicant”) should register for an account via the JPX-LEI portal site and obtain an ID and password. - The transfer applicant should be the company itself that would be allocated the LEI in the case of companies, or a trustee or issuer in the case of funds. 	<p>(entity) and its Parent Company based on the information provided in the section “Affiliated Companies” in the annual securities report.</p> <p>- Only one unique LEI code is allocated to an entity, so it cannot be changed afterwards. Therefore, even after a transfer, the previous code will continued to be used.</p>

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<p>(2) TSE validation</p> <p>(3) Registration and Publication</p>	<p>However, we will allow a third party to act on behalf of the transfer applicant and in that case, a document certifying power of attorney for delegating entrustment of the procedure should be submitted.</p> <ul style="list-style-type: none"> - The transfer applicant must input the necessary data via My Page on the JPX-LEI portal site and submit the designated Transfer Application Form and Business Registration form of the transfer applicant (limited to companies). If applicable, the applicant must submit a consolidated financial statement or equivalent documents (i.e. annual securities report etc.) prepared by the Parent Company that attests to the relationship between the applicant and the Parent Company. - A preferred processing date cannot be specified for transfer applications. <p>The transfer applicant is responsible for handling all related procedures, including transfer application, changes in registered information, renewal, non-renewal, and expiration.</p> <ul style="list-style-type: none"> - When TSE receives a Transfer Application Form from the transfer applicant, TSE will confirm with the former LOU accuracy of the details in the submitted application based on the attached documents. - TSE registers the LEI and reference data in the data management system when the result of the confirmation shows that there is no problem with the application details. - When TSE has registered the LEI and its reference data into the data management system, TSE notifies the transfer applicant or their agent and 	<ul style="list-style-type: none"> - The authorized representative's registered seal or signature is required on the Transfer Application Form (PDF). Commercial registered electronic signatures are also accepted. - TSE will confirm the relationship between the allocation applicant (entity) and its Parent Company, for instance, based on the information provided in the "Affiliated Companies" section in the annual securities report.

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(2) If an entity does not wish to renew LEI	<p>least two months before the next renewal date for active LEIs.</p> <ul style="list-style-type: none"> - If an entity does not wish to renew its LEI, applications for expiration or non-renewal must be made via My Page by whichever is earlier, the last business day of the month preceding the month of the next renewal date, or five business days before the next renewal date. - If there is no application for expiration or non-renewal by the above mentioned date, data shall be renewed automatically, and Annual Renewal Fee shall be charged. 	<ul style="list-style-type: none"> - The expiration is assumed when the applicant company no longer exists due to liquidation or merger.
(3) If an entity wishes to renew LE	<ul style="list-style-type: none"> - If an entity wishes to renew its LEI, the person in charge of applying shall confirm of changes if any to registered information, and if there are changes, apply for changes via My Page. Annual Renewal Fee based on the invoice must be paid. 	
<p>6. Expiration</p> <p>(1) Application</p>	<ul style="list-style-type: none"> - The person in charge of applying must without delay apply to TSE for expiration of the LEI if any of the following apply to the entity with the LEI number: <ul style="list-style-type: none"> ① Liquidation due to provisions of the Act or extinction due to merger (for companies) ② Redemption or dissolution (for funds) ③ A state equivalent to ① or ② - An expiration application may be carried out when the company or fund no longer exists and as long as the company or fund survives, in principle, it is renewed every year. On the other hand, the procedure for non-renewal 	<ul style="list-style-type: none"> - The authorized representative's registered seal or signature is required on the LEI Expiration Application

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<p>(2) Registering and publication</p> <p>7. Non-renewal (1) Application</p>	<p>(Refer to 7.) can be taken if the reporting obligations of LEI no longer apply due to changes etc., of investment policies, even though the company or fund still exists.</p> <ul style="list-style-type: none"> - Required data must be input via My Page on the JPX-LEI portal site and the designated application form for LEI expiration must be submitted in order to apply for expiration of an LEI. <p>A weekday of at least five business days after the application date should be selected as the preferred processing date. If insufficient application details are found, processing on the preferred processing date may not be feasible.</p> <ul style="list-style-type: none"> - Upon completion of the above procedure, TSE swiftly registers the expiration information into the data management system and publishes it on the JPX-LEI portal site. <ul style="list-style-type: none"> - The person in charge of applying can apply for non-renewal if the reporting requirements for the LEI no longer apply due to changes in investment policies even though the company or fund still exists. - To apply for non-renewal of LEI, the person in charge of applying shall enter the required data via My Page on the JPX-LEI portal site. - A weekday of at least five business days after the application date should be selected as the preferred processing date. If insufficient application details are found, processing on the preferred processing date may not be feasible. 	<p>Form (PDF). Commercial registered electronic signatures are also accepted</p>

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(2) Registering and publication	<ul style="list-style-type: none"> - Upon completion of the procedure, TSE swiftly registers the information into the data management system and publishes it on the JPX-LEI portal site. 	<ul style="list-style-type: none"> - Annual Renewal Fee during any “LAPSED” period must be paid when an LEI is reactivated again due to for example, changes in investment policies.
8. Challenges	<ul style="list-style-type: none"> - In order to ensure the accuracy and validity of reference data and to avoid duplicate numbering for the same entity, etc., when there are any doubts about the published LEI and reference data, TSE will accept any challenges to the registered data. - TSE confirms the accuracy of details to each challenge to the registered data and contacts the LEI registrant to submit an application for changes if necessary. 	<ul style="list-style-type: none"> - Any party can submit a challenge through the JPX-LEI portal site.
9. System (1) JPX-LEI portal site	<ul style="list-style-type: none"> - Accepting LEI applications (new allocation, transfer, non-renewal, expiration, and changing reference data), and publication of LEIs and their reference data, and accepting challenges, etc., are in principle processed through the JPX-LEI portal site that TSE established. - See the “JPX-LEI User Guide” for details on how the portal site can be used. 	<ul style="list-style-type: none"> - Functions of the JPX-LEI portal site include dissemination and search of LEI/reference data (users can search by using the company name, fund name and country, etc.), file download (XML format), as well as obtaining and submitting Application Form. The site is operated in both Japanese and English.

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(2) Data management system	<ul style="list-style-type: none"> - TSE basically uses its internal data management system for registration of LEIs and their reference data and other administration. 	<ul style="list-style-type: none"> - LEIs and their reference data which are registered in the data management system are electromagnetically linked to the JPX-LEI portal site.
10. Fees		
(1) Fees	<ul style="list-style-type: none"> - The following fees will be charged to the LEI applicant and registrant. Consumption tax must be added. <ul style="list-style-type: none"> (1) LEI Allocation Fee <ul style="list-style-type: none"> Fee for initial fund LEI allocation: ¥7,000 Fee for initial company LEI allocation: ¥10,000 (2) Annual LEI Renewal Fee <ul style="list-style-type: none"> Annual management fee for fund LEI renewal: ¥5,400 Annual management fee for company LEI renewal: ¥8,000 	<ul style="list-style-type: none"> - However, the LEI allocation fee for companies that applied for LEI on the JPX-LEI portal site before the end of March 2022 shall be 7,000 yen per case, and the LEI renewal fee for registered companies whose renewal date is before the end of May 2022 shall be 5,400 yen per case.
(2) Payment timing	<ul style="list-style-type: none"> - Fees must be paid by the following due date. <ul style="list-style-type: none"> (1) LEI Allocation Fee <ul style="list-style-type: none"> End of the month following the month of allocation (2) Annual Renewal Fee <ul style="list-style-type: none"> End of the month preceding the month of Next Renewal Date 	<ul style="list-style-type: none"> - Regardless of if a company or fund exists or not, if Annual Renewal Fees are unpaid for two (2) years, it will be considered as a non-renewal application and TSE will change the status to non-renewal. - In the event that an entity does not pay their fees by the due date, TSE may impose an additional late payment charge. - In the case of funds, Payment

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<p>11. Implementation Date</p> <p>12. Others</p>	<ul style="list-style-type: none"> - This document is effective as of April 1, 2022. - Each contract may terminate in the event of (i) a transfer of the Legal Entity's LEI to a different Local Operating Unit (LOU) or to Global Legal Entity Identifier Foundation (GLEIF), (ii) the entity abandoning its status as an entity with an LEI, (iii) a deprivation of the LEI due to non-compliance of the entity with requirements in the course of re-validation. - Each contract will terminate with immediate effect for cause in the event of severe or repeated violation of contractual duties, for which no cure is possible, or cure has been refused despite a reasonable cure period. - In the event that the Master Agreement of TSE with GLEIF is terminated, this contract will be terminated by TSE, and TSE shall not be liable for any damages related to such termination. - Official notifications and information exchanged between TSE and entity should be in Japanese or English. - TSE reserves the right to revise these Operational Processes as needed. - Each entity is obliged to provide true, full and authentic information to TSE. - Each entity is aware that only one single LEI may be requested for an entity, and entity is prohibited from applying for a second LEI at either TSE or any other LOU. 	<p>timing for Annual Renewal Fee should be determined individually as per the trustee's intentions.</p> <ul style="list-style-type: none"> - In order to make valid again LEI that were not renewed, the contract can be reinstated by paying the Annual Renewal Fees for the time period that was not renewed. - LEI is a one-company specific code and intra-group companies cannot take over the contract.

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	<ul style="list-style-type: none"> - Each entity must review the reference data at least once a year to verify its accuracy. - Each entity must promptly submit any changes regarding any aspect having an actual or potential influence on the LEI and/or its reference data. - Each entity is aware that TSE may be required to change LEI reference data in accordance with mandatory law or LOU rules. - Each entity is aware that issuance and yearly renewal of LEI are subject to requirements established by GLEIF. - Each entity is aware that GLEIF reserves the right to request the transfer of the LEI to another LOU. - Each entity is aware that it may request a transfer of its LEI to another LOU, or to allow another LOU to request such transfer on behalf of the entity, and that no transfer fee shall be charged. - Rights relating to the reference data provided by each entity will be transferred from an entity to TSE. - The Tokyo District Court is the court of first instance having exclusive jurisdiction over any and all disputes related to this contract. 	

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