

CUSIP Entity Identifier (CEI) Request

A CUSIP Entity Identifier ("CEI") is a 10-character alpha numeric code issued to uniquely identify legal entities in the loan market, including, without limitation, banks, buy-side institutions, custodians, trustees, and corporate borrowers.

CEI registrants (Fund managers, Banks, insurance companies, etc..) must complete a requestor profile with CUSIP before requesting CEIs for funds, branches, trusts, etc.

After the onboarding process for the registrant is completed within the CGS platform, CEI registrants may navigate to the CEI request form on CUSIP.com and use the login credentials provided to submit CEI requests for the funds they manage. Fees will only be charged to the entities for which the CEI registrant request CEIs.

On the CEI request form, requestors may submit details of an individual fund to request a CEI or use the checkbox titled "Bulk Registration" to access a template used specifically for bulk CEI registrations.

CGS's online application is used to submit requests for the assignment of CUSIP Entity Identifier (CEI). The identifier request system uses an advanced technology platform that expedites the assignment process. The application form and accompanying electronic documentation are all that is needed to complete the request. Confirmations are sent to Requestors for all new identifiers by CEI operators. Please use the below link on CUSIP.com portal to apply for a new Identifier.

https://www.cusip.com/apply/index.html

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CUS	SIP Entity Identifier (CEI)
Req	luest
For C	USIP or ISIN requests for securities
(not e	entities), please use the Corporate,
Muni	cipal, International or Hedge Fund
appli	cation form depending on the type
of off	ering.
ONE	-TIME ONBOARDING FORM
CEI	
CEIS	SEARCH
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ONE-TIME ONBOARDING FORM

To be registered with CGS, registrants must first submit a One-Time Onboarding form with certain required information so that the CGS administrator can issue a CEI to that registrant. (Free of charge). CUSIP will provide the registrant with their username and password credentials during this process.

Click upon the "One-Time Onboarding Form" link from the CEI container to access the below Onboarding form.

Please use the onboarding form to submit a CEI request of the requestor, kindly note that CEI registrants (Fund managers, Banks, insurance companies, etc..) should use this one-time form to request their CEI and to create a profile with CUSIP before requesting CEIs for funds, branches, trusts, etc.

1 Onboarding Form	LEGAL ENTITY NAME		
	Legal Address		
	UNITED STATES	STATE Y	
	CITY	POSTAL/ZIP CODE	
	LEGAL ADDRESS LINE 1		
	LEGAL ADDRESS LINE 2		
	LEGAL ADDRESS LINE 3		
	LEGAL ADDRESS LINE 4		
	Entity Contact Information		
	FIRST NAME	LAST NAME	
	E-MAIL ADDRESS	PHONE NUMBER	
	STEP 1 OF 4		NEXT →



Fill-in the Requestor Account and the Billing Account information. If the Billing Account info is same as the Requestor Account, then please select the check box "Bill To Requestor (Same as Above)" on page 3 of the form.

2 Requestor Account		
	PRIMARY EMAIL ADDRESS	SECONDARY EMAIL ADDRESS
	FIRST NAME	LAST NAME
	COMPANY NAME	*
	UNITED STATES V	STATE Y
	CITY	POSTAL/ZIP CODE
	STREET ADDRESS	•
	TELEPHONE	
← PREVIOUS	STEP 2 OF 4	NEXT >
3 Billing Account	BILL TO REQUESTOR (SAME AS ABOVE)	
Ē	BILLING EMAIL ADDRESS	·
	FIRST NAME	LAST NAME
	COMPANY NAME	
	COUNTRY	
	UNITED STATES ~	STATE V
	CITY	POSTAL/ZIP CODE
	CITY .	POSTAL/ZIP CODE
	CITY • STREET ADDRESS TELEPHONE	POSTAL/ZIP CODE *
	CITY • STREET ADDRESS TELEPHONE •	POSTAL/ZIP CODE .
	CITY • STREET ADDRESS TELEPHONE •	POSTAL/ZIP CODE *



The registrant requesting the CEI must submit source documentation to the CUSIP CEI issuance team, this team validates both the legal name and jurisdiction of the entity using the document submitted.

Attach the supporting document such as tax form W9/W8 and click upon the submit button. The web interface will provide a confirmation of successful submission along with request ID.

 Supporting Documents 		
	Drop your files or click here to upload	
	A tax form W9/W8 should be submitted, if available. In the absence of a tax form, please submit the document to validate both the legal name and jurisdiction of the entity such as Certificate of Incorporation or Aricles of Association, Trust Agreement/ By-laws or Investment Management Agreement.	
	You may attach Word, Excel, and PDF files to this request.	
	Please note that you can upload up to 5 attachments, and	
	each file should not exceed 15MB in size.	
← PREVIOUS	STEP 4 OF 4	

The CEI operator will process the Registrant CEI request and generates a CEI, this will be communicated via automated emailing correspondence which would also contain a link to set the password for the Recurring Customer profile on CUSIP.com



<u>CEI</u>

After the onboarding process for the registrant is completed within the CGS platform, CEI registrants may navigate to the CEI request form on CUSIP.com and use the login credentials provided to submit CEI requests for the funds they manage.

Click upon the "CEI" link from the CEI container to access the below login screen and complete the form. The Requestor and the Billing Account is auto populated.

×				
Returning Customer?				
Sign-in to expedite the application process				
* EMAIL ADDRESS				
PASSWORD				
User Guide Forgot Password?				
FIRST TIME SIGNING IN?				
	-			
1 Entity Information for CEI Assignment	ENTITY LEGAL NAME	*		
_	Legal Address			
BULK DECISTRATION				
☐ BULK REGISTRATION	UNITED STATES		STATE 🗸 🗸	
☐ BULK REGISTRATION	CRUMTRY UNITED STATES ~	•	STATE V	
☐ BULK REGISTRATION	COUNTRY	*	STATE STATE	
☐ BULK REGISTRATION	CITY URITED STATES CITY LEGAL ADDRESS LINE 1 LEGAL ADDRESS LINE 2	•	STATE STATE	
☐ BULK REGISTRATION	COUNTRY UNITED STATES V CITY LEGAL ADDRESS LINE 1 LEGAL ADDRESS LINE 2 LEGAL ADDRESS LINE 3	*	STATE	
☐ BULK REGISTRATION	CIUNTRED STATES V CITY LEGAL ADDRESS LINE 1 LEGAL ADDRESS LINE 2 LEGAL ADDRESS LINE 3 LEGAL ADDRESS LINE 4	•	STATE STATE	
☐ BULK REGISTRATION	CINITED STATES	· · · · · · · · · · · · · · · · · · ·	STATE	
☐ BULK REGISTRATION	CITY UNITED STATES CITY LEGAL ADDRESS LINE 1 LEGAL ADDRESS LINE 2 LEGAL ADDRESS LINE 3 LEGAL ADDRESS LINE 4 Entity Contact Information FIRST NAME		STATE STATE STATE STATE	



4	Supporting Documents	\sim	
		Drop your files or click here to upload	
		A tax form W9/W8 should be submitted, if available. In the absence of	
		a tax form, prease solution the document to valuate both the tegat name and jurisdiction of the entity such as Certificate of Incorporation or Aricles of Association, Trust Agreement/ By-laws or Investment Management Agreement.	
		You may attach Word, Excel, and PDF files to this request. Please note that you can upload up to 5 attachments, and	
		each file should not exceed 15MB in size.	

A registrant may request up to 1000 CEIs in a single instance of request submission, there is an option to submit Bulk registration requests in the application form. Please select the check box "Bulk Registration"

1	Entity Information for CEI Assignment	ENTITY LEGAL NAME
	BULK REGISTRATION	Legal Address

Download the template from the Supporting documents section, fill in the required information and use the upload button to submit this file. Once done, please attach the supporting document such as tax form W9/W8 and click upon the submit button. The web interface will provide a confirmation of successful submission along with Batch ID.

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File Home Insert	Draw Page Layout	Formulas Data	Review View He	lp CUSIP Access A	crobat Table Design			🖓 Commer	nts 🖻 Share
Paste S Calibri B I U	 11 → A[*] A[*] ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓		Wrap Text Merge & Center Ser	sitivity Text \$ ~ % 9	Conditional For Formatting ~ 1	rmat as Cell Insert able × Styles ×	Delete Format	Sort & Find & Filter ~ Select ~	Analyze Data
Clipboard Isl	Pont IV	Alignment	L 191 26	nsitivity Number	STy	ies	Cells	Editing	Analysis
A3 • : ×	√ fx								
A	В	с	D	E	F	G	н	1	
1 File: Bulk Registration	File Version 1.0			* are mandatory fields					
2 LegalName*	LegalAddressLineOne*	LegalAddressLineTwo	LegalAddressLineThree	LegalAddressLineFour	LegalAddressCountry*	LegalAddressRegion	LegalAddressCity*	LegalAddressPost	alCode EndO
3									EOR
4 Maximum Fi	ield Length								EOR
5 The maximu	m length								EOR
6 allowed for t	this field is 255								EOR
7									EOR
8									EOR
0									EOP



Documents	DOWNLOAD TEMPLATE J SUBMIT BULK CEI REQUEST UPLOAD
	Batch Upload template supports up to 1000 records per submission.
	Drop your files or click here to upload
	A tax form W9/W8 should be submitted, if available. In the absence of a tax form, please submit the document to validate both the legal name and jurisdiction of the entity such as Certificate of Incorporation or Aricles of Association, Trust Agreement/ By-laws or Investment Management Agreement.
	You may attach Word, Excel and PDF files to this request. Please note that you can upload up to 500MB size in total.

Please download and submit the Bulk CEI Request using the upload button first. The supporting documents section will remain grayed out until the Bulk CEI Request spreadsheet has been submitted. Once uploaded, you can proceed with submitting the supporting documents.



CEI SEARCH

CEIs is made freely available, the CEI web interface is open to all users without restriction and data can be accessed on the CUSIP portal by any visitor to the CUSIP website. No credentials or permissions are required for a user to accessing and retrieve the CEIs assigned

Please search with CEI, Entity Name or CEI Registrant Code.

	CEI Search	
SEARCH WITH CEI, ENTITY NAME		Q

Here is the sample date:

		CEI Search
	SEARCH WITH CEI, ENTITY	NAME X Q
COUNTRY	I CEI Q	. ENTITY NAME
US	ABCFGF2168	test addresses
US	ABCVHF2132	test entity abc
US	ABCXJD2470	abc
US	ABCAZN2759	testing cei updated
US	ABCVIJ9026	test