

# 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>

## CUSIP Entity Identifier (CEI) Request

For CUSIP or ISIN requests for securities (not entities), please use the Corporate, Municipal, International or Hedge Fund application form depending on the type of offering.

[ONE-TIME ONBOARDING FORM](#)

[CEI](#)

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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

COUNTRY  
UNITED STATES \*

STATE \*

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** →



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.

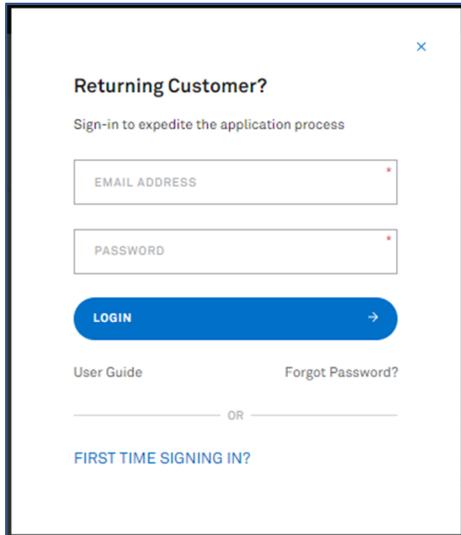
The screenshot shows a web interface for uploading supporting documents. On the left, a blue circle with the number '4' is next to the heading 'Supporting Documents'. The main area is a dashed box containing a cloud icon with an upward arrow. Below the icon, the text reads: 'Drop your files or click here to upload'. Further down, it states: '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 Articles of Association, Trust Agreement/ By-laws or Investment Management Agreement.' Below that, it says: '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.' At the bottom left of the interface is a 'PREVIOUS' button with a left arrow, and at the bottom right is a 'SUBMIT' button with a right arrow. The text 'STEP 4 OF 4' is centered at the bottom.

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

## CEI

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 \*

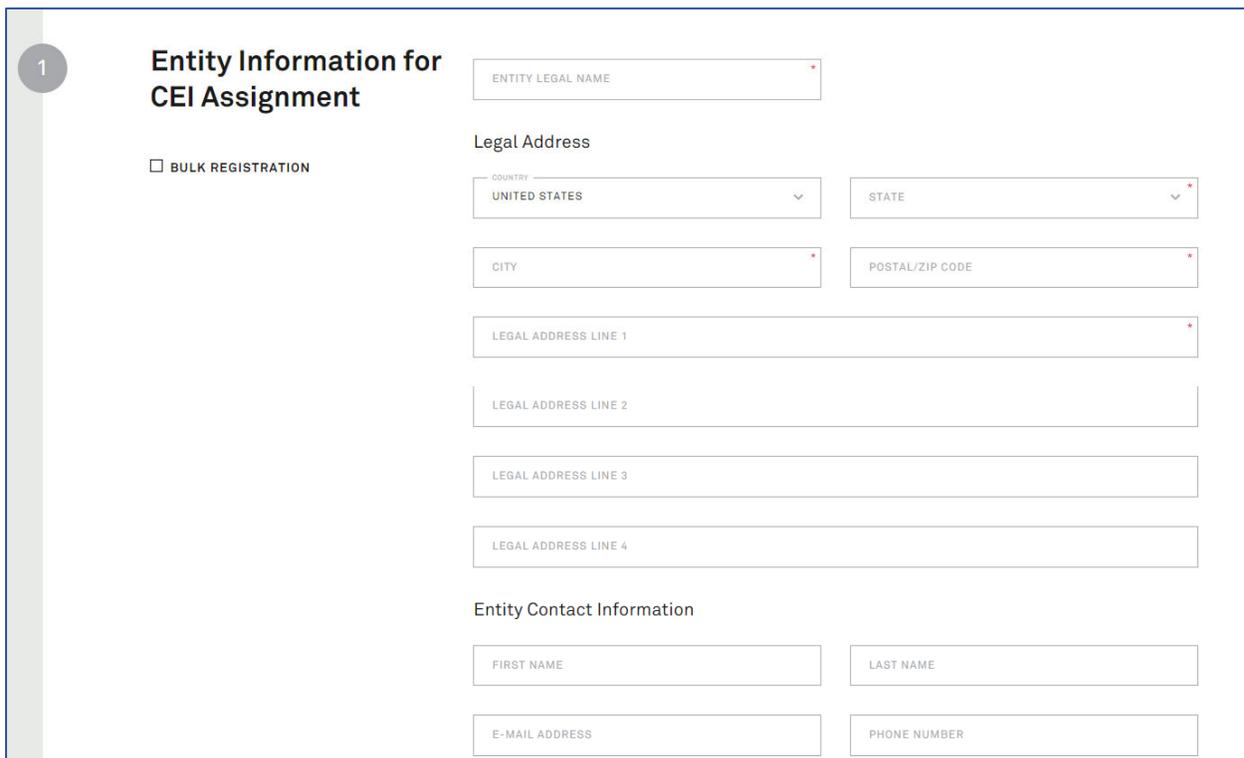
PASSWORD \*

**LOGIN** →

[User Guide](#)      [Forgot Password?](#)

OR

[FIRST TIME SIGNING IN?](#)



**1** **Entity Information for CEI Assignment**

BULK REGISTRATION

ENTITY LEGAL NAME \*

**Legal Address**

COUNTRY  
UNITED STATES ▼

STATE \*

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



4 **Supporting Documents**

[DOWNLOAD TEMPLATE](#) [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 Articles 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.

[SUBMIT →](#)

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
Q

COUNTRY	CEI	ENTITY NAME
US	ABCFGF2168	test addresses
US	ABCVHF2132	test entity abc
US	ABCXJD2470	abc
US	ABCAZN2759	testing cei updated
US	ABCVIJ9026	test