

**Loan
Market
Association**



LSTA/LMA Standard Administrative Details Form

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ENTITY DETAILS

Name	[Name]	MEI	Markit Entity ID
GIIN	FATCA Global Intermediary Identification Number (Optional)	CRN	UK Company Registration Number (Optional)
LEI	Legal Entity ID (Optional)		
Entity Type	Type of lender. If lender/entity type does not appear in list, you may provide your own value.		
Address (of Lending Office): <i>Registered address of lending office, including country of domicile.</i>		Signature Block: Signature Block as it would appear on settlement documentation. E.g. (for separately managed account): <i>ABC Fund by 123 Asset Management as Advisor</i>	
Fund Manager	Name of fund/asset manager, as would be referenced in the sig. block.	MEI	Markit Entity ID
Lender Parent	Name of legal parent if different from lender entity. (Optional)	MEI	Markit Entity ID

NOTICE/SERVICING MESSAGE DELIVERY INSTRUCTIONS

Firm	Name of Company	Fax	Fax Number	Email	Email Address	Email Pfd.
Firm	Name of Company	Fax	Fax Number	Email	Email Address	Email Pfd.

STANDARD SETTLEMENT INSTRUCTIONS / WIRING INSTRUCTIONS

Currency	Applicable Currency.					
Account With Institution	Name of Beneficiary's Bank (usually custodian/trustee)					
SWIFT BIC	8/11-Character BIC of Beneficiary's Bank	ABA #	Routing # or UK Sort Code of Beneficiary's Bank (optional)			
Beneficiary Customer	Name of Ultimate Beneficiary (Lender)					
Beneficiary Account #	Account # of Ult. Beneficiary	IBAN	IBAN of Ultimate Beneficiary (opt)			
Payment Reference (Remittance Info)	Use Standard Wire Reference Format*: [Borrower Name] [Facility Name/Abbr.] [Facility/Deal CUSIP/ISIN] [Payment Purpose(s)] [Transaction Reference ID]					
Special Instructions						

Template above can be used for wire instructions where receiving bank is custodian/trustee, and lender has dedicated account. Additional templates provided at Appendix A.

SERVICE PROVIDERS & THIRD-PARTY DATA ACCESS

						Doc. Delivery	Recon & Inventory
Role	Custodian/Trustee	Name	Name of Company	MEI	Markit Entity ID	<input type="checkbox"/>	<input type="checkbox"/>
Role	Relationship to lender.	Name	Name of Company	MEI	Markit Entity ID	<input type="checkbox"/>	<input type="checkbox"/>

[Name]

CREDIT CONTACTS (LEGAL DOCUMENTATION, AMENDMENTS & WAIVERS)

Name	<i>Name of group or individual.</i>	<i>Select group or Individual</i>	Firm	<i>Firm with which contact is affiliated.</i>
Address: <i>Registered address of contact's office (if different than the lender's office), including country of domicile.</i>				
Phone		Fax		Email
<input type="checkbox"/> Data Room Access			Pfd. Contact Method	<i>Preferred contact method for inquiries.</i>
<i>Copy and paste section above to add any additional contacts. It is recommended that at least one of the contacts be a group.</i>				

OPERATIONS CONTACTS (INQUIRIES ONLY)

Name	<i>Name of group or individual.</i>	<i>Select group or Individual</i>	Firm	<i>Firm with which contact is affiliated.</i>
Address: <i>Registered address of contact's office (if different than the lender's office), including country of domicile.</i>				
Phone		Fax		Email
<input type="checkbox"/> Settlements <input type="checkbox"/> Servicing <input type="checkbox"/> SSI Verification <input type="checkbox"/> KYC			Pfd. Contact Method	<i>Preferred contact method for inquiries.</i>
<i>Copy and paste section above to add any additional contacts. It is recommended that at least one of the contacts be a group.</i>				

LETTER OF CREDIT CONTACTS

Name	<i>Name of group or individual.</i>	<i>Select group or Individual</i>	Firm	<i>Firm with which contact is affiliated.</i>
Address: <i>Registered address of contact's office (if different than the lender's office), including country of domicile.</i>				
Phone	<i>Phone Number (opt. for groups)</i>	Fax	<i>Fax Number</i>	Email
			Pfd. Contact Method	<i>Preferred contact method for inquiries.</i>
<i>Copy and paste section above to add any additional contacts. It is recommended that at least one of the contacts be a group.</i>				

ADDITIONAL ENTITY DETAILS & KYC INFORMATION

Country of Incorporation	<i>Country of Incorporation of lender</i>	Country of Tax Residence	<i>Country of Residence of lender for tax purposes</i>
EIN	<i>US Employee ID Number</i>	UK Treaty Passport #	<i>UK Treaty Passport #</i>
US Tax Form	<i>Type of tax form used/ attached</i>	UK Treaty Passport Expiry Date	<i>UK Treaty Passport Expiry Date</i>
Entity Referenced As	<i>Primary Entity</i>		

[Name]

Appendix A: Additional Wire Instruction Templates:

Template below can be used for wire instructions where recipient is intermediary bank with nostro account for custodian and the Lender does not have a dedicated account.

Currency	<i>Applicable Currency.</i>		
Correspondent Bank	<i>Name of Receiver's Correspondent Bank (SWIFT 54a)</i>		
SWIFT BIC	<i>8/11-Character SWIFT BIC of Correspondent Bank</i>		
Intermediary Bank	<i>Name of Intermediary Bank (SWIFT 56a)</i>		
SWIFT BIC	<i>8/11-Character SWIFT BIC of Intermediary Bank</i>	ABA #	<i>ABA/Routing # or UK Sort Code of Intermediary Bank (optional)</i>
Account With Institution	<i>Name of Beneficiary's Bank – usually custodian (SWIFT 57a)</i>		
SWIFT BIC	<i>8/11-Character SWIFT BIC of Beneficiary's Bank</i>	IBAN	<i>IBAN of Beneficiary's Bank at Intermediary</i>
Beneficiary Customer	<i>Name of Ultimate Beneficiary (Lender) (SWIFT 59a)</i>		
Beneficiary Account #	<i>Account #/Code of Ult. Beneficiary</i>		
Payment Reference (Remittance Info)	<i>Use Standard Wire Reference Format*:</i> [Borrower Name] [Facility Name/ Abbr.] [Facility/Deal CUSIP/ISIN] [Payment Purpose(s)] [Transaction Reference ID]		
Special Instructions			