CEREMP

Registration User Manual for Market Participants

Version history

Version	Effective date	



Contents

VERSION HISTORY	2
INTRODUCTION	5
1 LEGAL BACKGROUND FOR REGISTRATION OF MARKET PARTICIPAN	TS 6
1.1 WHAT IS REMIT?	6
1.2 WHICH MARKET PARTICIPANTS ARE OBLIGED TO REGISTER?	
1.3 WITH WHICH NRA SHOULD MARKET PARTICIPANTS REGISTER?	
1.4 WHAT INFORMATION IS MARKET PARTICIPANTS REQUIRED TO PROVIDE?	6
1.5 WHEN IS THE DEADLINE FOR REGISTRATION TO BE SUBMITTED?	
1.6 WHAT IS THE ACER CODE?	
1.7 ACER GUIDANCE	
2 CEREMP USER GUIDE FOR MARKET PARTICIPANTS	
2.1 SYSTEM REQUIREMENTS	8
2.2 Accessing CEREMP	
2.2.1 New user account	
2.2.2 CEREMP login	
2.2.3 CEREMP logout	
2.2.4 Reset your password	
2.2.5 User Account Management	
2.2.6 Changing your password	
2.3 NEW MARKET PARTICIPANT REGISTRATION	
2.3.1 Phase 1	
2.3.2 Phase 2	
2.4 REGISTERING ADDITIONAL MARKET PARTICIPANTS	
2.5 ASSOCIATING TO ALREADY REGISTERED MARKET PARTICIPANTS	
2.5.1 How to be associated to already registered Market Participants	
2.5.2 How to evaluate association requests made by other users	
2.6 OTHER FUNCTIONALITIES	
2.6.1 Viewing, Updating or amending Market Participant details	
2.6.2 Changing Member State	
2.6.3 Deleting Market Participant	
2.6.4 Viewing historical changes	
2.6.5 Correction Request	
2.7 DATA FLOW DIAGRAM	
2.8 AUTOMATIC EMAILS SENT FROM CEREMP	
2.9 OTHER IMPORTANT NOTICES	
 2.9.1 Legal Disclaimer and Cookie Disclaimer 2.9.2 Important Notice on the "Back" Buttons 	
3 THE NOTIONS OF "ULTIMATE CONTROLLER", "PERSON RESPONSIBI DECISIONS", "PERSON RESPONSIBLE FOR TRADING DECISIONS" AND "O	
COMMUNICATIONS"	
3.1 Ultimate controller	
3.2 PERSON RESPONSIBLE FOR OPERATIONAL DECISIONS, PERSON RESPONSIBLE	
CONTACT FOR COMMUNICATIONS	
ANNEX I: LIST OF AUTOMATIC EMAILS SENT FROM CEREMP	50
ANNEX II: SIZE LIMITATION AND VALIDATION RULES IN REGISTRATION F	ORMAT75
ANNEX III: ACRONYM LIST	85

Introduction

Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency (REMIT) imposes obligation on wholesale energy market participants entering into transactions that are required to be reported to the Agency to register with the competent National Regulatory Authority (NRA).

The registration will be done either via the Centralised European Register of Energy Market Participants (CEREMP) or via other national registration systems offered by NRAs. This document is aimed at market participants registering with NRAs that are using CEREMP system to manage their own national register.

Having in mind that market participants are obliged to register at national level, and not directly with the Agency, registration of market participants under REMIT is first and foremost a national process.

The purpose of this document is to present to market participants legal and technical guidance on the registration of market participants.

The first chapter gives an overview on who should register, when and what data is required. It should be noted that further information can be obtained from the ACER Guidance.¹

The second chapter provides guidance on how to register and manage registration(s) via using CEREMP. Prior to registration the market participant has to nominate an authorised person to act on its behalf. This person, also referred to as MP-user, will manage the registration and changes or updates of market participant(s).

The third chapter provides detailed description of selected fields from the registration format; namely ultimate controller, person responsible for operational decision, person responsible for trading decision and contact for communication.

As the registration of Market Participants is a task of NRAs, these might require additional information or set up additional rules for the registration process, that are not presented in this document.

¹ <u>http://www.acer.europa.eu/remit/Documents/REMIT%20ACER%20Guidance%203rd%20Edition_FINAL.pdf</u>

1 Legal background for registration of Market Participants

1.1 What is REMIT?

REMIT prohibits market manipulation and trading on inside information in wholesale energy markets. It was published in the Official Journal of the European Union on 8 December 2011 and entered into force 20 days following its publication, i.e. on 28 December 2011.

Article 9 of REMIT imposes an obligation on wholesale energy market participants entering into transactions that are required to be reported to the Agency to register with the competent NRA.

1.2 Which market participants are obliged to register?

According to Article 9(1) of REMIT,

"Market participants entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) shall register with the national regulatory authority [...]."

According to Article 2(7) of REMIT,

"market participant" means any person, including transmission system operators, who enters into transactions, including the placing of orders to trade, in one or more wholesale energy markets."

In Chapter 3.4 of ACER Guidance (3rd edition), the Agency provides its understanding of the notion of market participant as defined in Article 2(7) of REMIT.

1.3 With which NRA should market participants register?

According to Article 9(1):

"Market participants entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) shall register with the national regulatory authority in the Member State in which they are established or resident, or, if they are not established or resident in the Union, in a Member State in which they are active."

According to Article 2(10) of REMIT, NRAs means a national regulatory authority designated in accordance with Article 35(1) of Directive 2009/72/EC or Article 39(1) of Directive 2009/73/EC.

1.4 What information is market participants required to provide?

Article 9(3) of REMIT requires the Agency, in cooperation with NRAs, to determine and publish, by 29 June 2012, the format in which NRAs should transmit registration information on market participants to the Agency.

On 26 June 2012, the Agency adopted ACER Decision No 01/2012 relating to the registration format pursuant to Article 9(3) of REMIT (Decision)², determining the registration format to be used for the establishment of the European register of market participants.

The registration format consists of 5 sections:

- Section 1: Data related to the market participant
- Section 2: Data related to the natural persons linked to the market participant
- Section 3: Data related to the ultimate controller or beneficiary of the market participant
- Section 4: Data related to the corporate structure of the market participant
- Section 5: Data related to the delegated parties for reporting on behalf of the market participant

² <u>http://www.acer.europa.eu/Official_documents/Acts_of_the_Agency/Directors%20decision/ACER%20Decision%2001-2012.pdf</u>

All market participants entering into transactions which are required to be reported to the Agencyin accordance with Article 8(1) are required to provide information as defined by the Decision .

1.5 When is the deadline for registration to be submitted?

According to Article 9(4) of REMIT,

"Market participants (...) shall submit the registration form to the NRA prior to entering into a transaction which is required to be reported to the Agency in accordance with Article 8(1)."

Thus, market participants must submit the registration form before entering into any transaction which is required to be reported to the Agency. Consequently, market participants entering into a transaction which is required to be reported in accordance with Article 8(1) of REMIT prior to submitting the registration form may be in breach of Article 9 of REMIT.

In accordance with the ACER Decision No 01/12, the registration process will be split into two phases for market participants registering <u>before</u> the Agency has published for the first time the list of market participants in the European register.

In the first phase, such market participants shall provide information relating to Sections 1 (data related to the market participant), 2 (data related to the natural persons linked to the market participant), 3 (data related to the ultimate controller or beneficiary of the market participant) and 5 (data related to the delegated parties for reporting on behalf of the market participant) of the registration format. The Agency considers that any person who, after six months from the adoption of the implementing acts, enters into a transaction which is required to be reported to the Agency without having completed the first phase of the registration process may be in breach of Article 9 of REMIT.

In the second phase, such market participants shall provide the information relating to Section 4 (data related to the corporate structure of the market participant) of the registration format. This information has to be completed within 3 months from the first publication of the European register. Any market participant who, after this deadline, enters into a transaction that is required to be reported to the Agency without having provided the information relating to Section 4 may be in breach of Article 9 of REMIT, even if the market participant has completed the first phase of the registration process and received an ACER code.

Any market participant registering <u>after</u> the Agency publishes for the first time the European register will be required to submit the information related to all the sections of the registration format before the registration form can be considered to be correctly submitted. This is likely to apply to persons that are not currently trading products required to be reported by the Commission's implementing acts, i.e. 'new' market participants.

1.6 What is the ACER code?

As required by Article 9(2) of REMIT, each market participant registered under REMIT will be issued with a unique identifier (the "ACER code"). The ACER code will enable market participants to report data under Article 8 of REMIT. Market participants will also need the list of ACER codes in order to provide information relating to Section 4 of registration format (data related to the corporate structure of the market participants).

According to Article 9(4) of REMIT, market participants shall submit the registration form prior to entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) of REMIT. The ACER code will be issued upon the transmission for the first time of the information in the national registers to the Agency, in accordance with the ACER Decision No 01/12.

1.7 ACER Guidance

The ACER non-binding Guidance provides further application of the definition in REMIT. The Guidance is deliberately drafted using non-legal terminology and does not provide an interpretation of REMIT. It is made public for transparency purposes.

2 CEREMP User Guide for Market Participants

2.1 System requirements

To use CEREMP, the computer must meet the following requirements:

1024x768
Google Chrome version 25 or later Internet Explorer version 8 or later Fire Fox version 17 or later Safari version 5 or later Opera version 15 or later

2.2 Accessing CEREMP

2.2.1 New user account

To create a new CEREMP account, a NRA may require from person a documentation to prove the identity and the evidence of authorisation to make a registration of market participant.

NRA Home Page

Each NRA has a different, dedicated home page. The URL of the homepage follows the convention below:

https://<BASE_URL>/ceremp/home?nraShortName=XXXX&lang=YYYY

where XXXX is the NRA id (e.g. 27) and YYYY is the chosen locale (e.g. en_UK).

The locale is split by an underscore ("_"): the first part indicates the language, the second one indicates the country code. NRAs that deal with more than one language may have different home pages.

NRA	NRA id	Country	URL
Shortname			
CREG	2	<u>Belgium</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=2⟨=nI_BE
DKER	3	Bulgaria	https://www.acer-remit.eu/ceremp/home?nraShortName=3⟨=bg_BG
HERA	<u>29</u>	<u>Croatia</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=29⟨=hr_HR
CERA	<u>4</u>	<u>Cyprus</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=4⟨=el_CY
ERU	<u>5</u>	Czech Republic	https://www.acer-remit.eu/ceremp/home?nraShortName=5⟨=cs_CZ
DERA	<u>6</u>	<u>Denmark</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=6⟨=da_DK
ECA	<u>7</u>	<u>Estonia</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=7⟨=et_EE
EV	<u>8</u>	<u>Finland</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=8⟨=fi_Fl
CRE	<u>9</u>	<u>France</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=9⟨=fr_FR
BNetzA	<u>10</u>	<u>Germany</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=10⟨=de_DE
Ofgem	<u>27</u>	<u>Great Britain</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=27⟨=en_UK
PAE/RAE	<u>11</u>	<u>Greece</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=11⟨=el_GR
MEKH	<u>12</u>	<u>Hungary</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=12⟨=hu_HU
CER	<u>13</u>	<u>Ireland</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=13⟨=en_IE
PUC	<u>15</u>	<u>Latvia</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=15⟨=lv_LV
NCC	<u>16</u>	<u>Lithuania</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=16⟨=lt_LT
ILR	<u>17</u>	<u>Luxembourg</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=17⟨=fr_LU
MRA	<u>18</u>	<u>Malta</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=18⟨=mt_MT
ACM	<u>19</u>	Nederland	https://www.acer-remit.eu/ceremp/home?nraShortName=19⟨=nl_NL
NIAUR	<u>28</u>	Northern Ireland	https://www.acer-remit.eu/ceremp/home?nraShortName=28⟨=en_UK
URE	<u>20</u>	<u>Poland</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=20⟨=pl_PL
ERSE	<u>21</u>	<u>Portugal</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=21⟨=pt_PT
ANRE	<u>22</u>	<u>Romania</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=22⟨=ro_RO
URSO	<u>23</u>	<u>Slovakia</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=23⟨=sk_SK
CNMC	<u>25</u>	<u>Spain</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=25⟨=es_ES
EI	<u>26</u>	<u>Sweden</u>	https://www.acer-remit.eu/ceremp/home?nraShortName=26⟨=sv_SE

Registration of a new user

Go to the home page of your NRA. By clicking on "**Register new User**" you will be redirected to the user registration form.

Your NRA home page allows you to create a new user account to access the system:

• Open an Internet browser, type your NRA home page URL into the address box and click enter.

CEREMP	A Home	👤 Login	😔 en 🔻
ofg	Centralised European Registry for Energy Market Participants		
Office	e of Gas and Electricity Markets		
	the Centralised European Registry for Energy Market Participant.		
recognise	the Office of Gas and Electricity Markets. We are a non-ministerial government department and an independent National I ad by EU Directives. Our principal objective when carrying out our functions is to protect the interests of existing and futures. We do this in a variety of ways including:		
 promo the su 	oting value for money oting security of supply and sustainability, for present and future generations of consumers, domestic and industrial user upervision and development of markets and competition ation and the deviewr or Government schemes.	rs	
	effectively with, but are independent of, government, the energy industry and other stakeholders within a legal framework and the European Union.	ork determined by the	e UK
If you are	a new user, click on the following button to create a new account		
Regi	ister new User		
If you are	e already registered, please click here to log in		

Figure 1 – An NRA home page (here: OFGEM)

 Before starting the registration process, you can manually choose your preferred language from the list of available languages. Default language is English.



Figure 2 – List of available languages

Select the option to create a new CEREMP account by clicking on '*Register New user*' on your NRA home page

CEREMP	A Home	👤 Login	😋 en 👻
ofg	Centralised European Registry for Energy Market Participants		
	e of Gas and Electricity Markets		
recognised	he Office of Gas and Electricity Markets. We are a non-ministerial government department and an independent National Regulate d by EU Directives. Our principal objective when carrying out our functions is to protect the interests of existing and future elec s. We do this in a variety of ways including:		
 promot the su 	ting value for money ting security of supply and sustainability, for present and future generations of consumers, domestic and industrial users pervision and development of markets and competition tion and the delivery of Government schemes.		
	effectively with, but are independent of, government, the energy industry and other stakeholders within a legal framework dete it and the European Union.	rmined by the l	JK
	a new user, click on the following button to create a new account ter new User		
If you are a	already registered, please click here to log in		

Figure 3 – Register New User

• The page which allows you to enter details concerning the "Authorised Signatory" of the organisation is displayed.

EREMP 🕈 Home		European Register	💄 Login 🛛 🛛 cs
	CEREMP Centralised European Registry for En	ergy Market Participants	
CEREMP User Forr	n		
		0	
First Name *			
Surname *		•	
Address *		0	
Country *		•	
City *		0	
Postal code *		•	
E-mail *		•	
Retype E-mail *		•	
Phone *	7	•	
Fax		Θ	
Power of attorney to register MP		Server Se	
Company Informatio	n		
Are you a company employee? *		•	
Company name		•	
Company address		0	
Company city		•	
Company city		0 0	
	•	6 6	
Company country	¥	9 9 9	
Company country	•	•	
Company country Company VAT	C	6 6 6	
Company country	C	9 9 9	
Company country Company VAT	C	6 6 0	Submit

Figure 4 – User form

Important notices:

- Fill in the fields ensuring that all the mandatory boxes are completed. Click the "**Submit**" button to continue creating an account. The information provided will be used to verify your identity.
- ACER can enable or disable the Captcha in this page. If enabled, this field is mandatory.
- Once you have submitted your application you will see a message on the screen confirming that your CEREMP account is now in the "pending activation" status. When your application has been accepted,

an activation email, containing your new user account name, will be sent to the email address you provided.



Figure 5 – Notification message

2.2.1.1 Details of new user confirmation email

The confirmation email sent to you by the NRA will contain your new user account name. To activate your account click the 'activate account' link in the confirmation email that will be sent to the email address provided in the application:

Please, click on following link to activate your account, which will expire on the date reported below
Activate account
Fri, 4 Apr 2014 15:10
This is an automatically generated email. Please do not reply to this message.
CEREMP Information System

Important notice: in order to activate your account, make sure that you are not logged into the CEREMP application with another user account, otherwise the following error message will be displayed:

"Sorry, you are not allowed to view this page

If you are already logged in CEREMP with another user account, please log out and resubmit this page"

After clicking the activation link contained in the received email, you will be prompted to insert your personal password to access the system:

Set your password			
The password must Minimum number of Maximum number of 2 out of 4 criteria m 0 1 lower charac 0 1 upper charac 0 1 digit 0 1 punctuation c	characters: 15 ust be meet: ter	nts:	×
New Password * Confirm New Password *		0	
Captona	C		
Reset			Save

Figure 7 – Password setting

After correctly setting your password, your account will be activated and the following message will be displayed:

"Your user account has been correctly activated You can now log into CEREMP application and start to register Market Participants"

Important notice:

- your password must be compliant with the following minimum requirements:
- ✓ Minimum number of characters: set by ACER
- ✓ Maximum number of characters: set by ACER
- ✓ 2 out of 4 criteria must be met:
 - 1 lower case character
 - 1 upper case character
 - o 1 digit
 - 1 punctuation character
- Furthermore, the following password policies are applied:
- ✓ When changing your password you cannot use one of the last 5 passwords
- ✓ After 5 failed login attempts your user account will be locked. You can unlock your account by resetting the password with the "forgotten password" functionality (refer to paragraph 2.2.4.)
- ✓ For security reasons you are advised to change your password regularly. If you do not change your password, it will expire after 90 days and your user account will be locked. You can unlock your account by resetting the password with the "forgotten password" functionality (refer to paragraph 2.2.4)

To log into CEREMP system, follow the instructions described in the following section.

2.2.2 CEREMP login

In order to log into CEREMP system select the Login option in CEREMP home page and enter your username and password in the relevant boxes. Click the 'Login' button on the log in page:

A C E R Agency for the Cooperation of Energy Regulators	Centralised European Registry for Energy Market Participants
Welco	me to the Centralised European Registry for Energy Market Participant
Enter your User	name and Password
<u>U</u> sername:	
Password:	
	Forgotten password
	LOGIN

Figure 8 – Login form

You will be prompted to enter a token for authentication purposes.

	CEREM F) egistry for Energy Market Participants	
Token Authentication			
<i>•</i> ø		Ø	Confirm

Figure 9– Token Authentication form

By accessing the email address you specified during registration (refer to paragraph 2.2.1), you will retrieve an e-mail, automatically generated by the system, containing a valid token.

Dear test user,
The following user account has requested to access CEREMP application; to complete the login authentication process, please insert the following token:
Username: <i>12345</i> 6
Token: NPE5FBB5ABRQ
Please remember that the token is valid until:
Thu, 3 Apr 2014 16:01
This is an automatically generated email. Please do not reply to this message.
CEREMP Information System
Figure 10 – Token Authentication email

Insert the token received (in this example: NPE5FBB5ABRQ) in the authentication form, then click "Confirm".

2.2.3 CEREMP logout

in order to logout from CEREMP system click the "Logout" link available on the top right of the page:

			Research Concession
	CEREMP		
		y for Energy Market Participants	

2.2.4 Reset your password

If you forget your password you can reset it by clicking the "**Forgotten password**" link of Figure 8. The "**Forgotten Password**" link will redirect the user to the "Forgotten Password" form. Enter your username and click on "**Submit**"

CEREMP	n Home	💄 Login 🛛 🛛	-
	CEREMP Centralised European Registry for Energy Market Participants		
Forgotte	en password		
Ins	sert username		
kem	76		
Enter the co	ode exactly as shown above:		
Back		Submit	

Figure 12 – Forgotten password form

You will receive an email containing a link to reset your password:

Dear test user,
please click on the following link to reset your password, which will expire on the date reported below
Reset your password
Sat, 5 Apr 2014 08:14
You will have to insert your username.
This is an automatically generated email. Please do not reply to this message.
CEREMP Information System
Figure 42 Execution personal amoil

Figure 13 – Forgotten password email

After clicking the link, the following page will be displayed:

CEREMP 1	A Home			💄 Login
		CEREMP Centralised European Reg	istry for Energy Market Participants	
Reset passi	word			
 Minimur Maximu 2 out o' 1 lo 1 u 1 u 1 u 	m number of um number o If 4 criteria m ower charac upper charac	ter ter	nts:	ж
Insert use	ername *		0	
New Pas	ssword *	New password	0	
	irm New ssword *	Confirm new password	Θ	
Enter the code ex		wyn above:		Submit

Figure 14 – Reset password

To reset your password, enter the following information:

- Your username
- The new password
- The new password again, in order to confirm it
- A Captcha (if ACER enabled it)

Please remember to follow the password policy described in paragraph 2.2.1.1.

2.2.5 User Account Management

2.2.5.1 Editing personal information

The edit account option is available to all users. It allows users to view and amend their personal contact information supplied when creating their account. To open your user account details page click the menu item: "User Profile" -> "Edit Account".

The following page will be displayed:

CEF	REMP	n Home	User profile 🔻	🗮 Change Market Participant	Association -	Logout	⊖en -			
	Centralised European Registry for Energy Market Participants									
С	EREMP L	Jser For	m							
	Firs	st Name *		•						
	Si	urname *		•						
	A	ddress *		•						
	(Country *	Czech Republic	•						
		City *		0						
	Post	al code *		•						
		E-mail *		0						
	Retype	e E-mail *		0						
		Phone *		0						
3	• The filenaп	Fax ne can con	tain any combination of	0						
	 Allowed file 	e type : JPI	letters (a-z, A-Z), Digits (0-9), space and sp EG/JPG/PHG/PDF/ZIP e must not exceed 20 MByte	ecial characters like + .						
	Power of a	ittorney to egister MP		Se Browse						
С	Company I	nformat	ion							
	Are you a c emp	company bloyee? *	No	0						
	Comp	any name		0						
	Company	y address		•						
	Con	npany city		0						
	Compan	iy country		•						
	Com	pany VAT		0						
	Back Res	a					Save			
	F	iaure	15 - User profile form (p	ersonal information v	vas blacke	ned)				

Click the "Save" button to record your changes.

2.2.6 Changing your password

The change password option is available to all users. It allows users, once they have logged into the system, to change their password whenever they think it is necessary, although good security protocols suggest that this should be done every 3 months.

To change your password you need to open your "**Change password**" page by clicking the menu item:"**User Profile**" ->"**Change password**". You will be prompted to:

- provide your current password
- provide the new password
- confirm the new password

EREMP	A Home	User profile 👻		+ Register New MP	Association -	Logout	🥝 en 🔻
		Centralised European Registr	ry for Energy Market Parti	cipants			
Change y	our passv	vord					
• At le • 2 ou •	ssword must east 8 characte t of 4 criteria n 1 lower chara 1 upper chara 1 digit 1 gunctuation (nust be meet: ster ster	57				×
O	ld Password		0				
Nev	w Password		0				
Confirm Nev	w Password		0				
Back	eset						Save

Figure 16 – Change password form

Please remember to follow the password policy described in paragraph 2.2.1.1.

2.3 New Market Participant registration

2.3.1 Phase 1

During the registration process you will have to follow five steps by filling in five sections required by the ACER Registration Format.

The registration process will be split into two phases for market participants registering <u>before</u> the Agency has published for the first time the list of market participants in the European register. <u>In the first phase</u>, such market participants shall provide information relating to Sections 1 (data related to the market participant), 2 (data related to the natural persons linked to the market participant), 3 (data related to the ultimate controller or beneficiary of the market participant) and 5 (data related to the delegated parties for reporting on behalf of the market participant) of the registration format. <u>In the second phase</u>, such market participants shall provide the information relating to Section 4 (data related to the corporate structure of the market participant) of the registration format. This information has to be completed within 3 months from the first publication of the European register.

Any market participant registering <u>after</u> the Agency publishes for the first time the European register will be required to submit the information related to all the sections of the registration format before the registration form can be considered to be correctly submitted.

Please see the Annex II to understand the size limitation and validation rules for fields in the registration format.

2.3.1.1 Step 1: Market participant (Section 1)

Section 1: Data related to Market Participant.

The person who operates on behalf of the Market Participant should fill in all required fields of Registration Format Section 1:

CEREMP 👎	Home	User Profile 🔫		-	Register New MP	Association -	Logout	Q en →
		CEREMP Centralised European R	egistry for En	ergy Market	Participants			
/larket Participa	nt Inforn	mation (Registrati	on Forma	t Section	1)			
Market Participant	t*			0				
Person Type	• -		~	0				
Country	v* —		~	0				
Address	\$*							
			2.8	0				
City	r*			0				
Postal code				0				
VAT number	r*			0				
E	EIC			0				
B	ЭІС			0				
L	.EI			0				
GS	s1			0				
Websi	te			0				
Publication inside		ual to website						
Publication marge								
				0				
Date of validity	I * [-MM-dd		≡ ₀				
Back Reset							Save as	draft Next

Figure 17 – Section 1 : Market Participant Information

Important notice :

The number and type of fields depends on the "**person type**" selection, therefore the form will display additional fields if "person type" is equal to "natural person" or to "legal person".

If "Person Type" is equal to "Natural person" the following additional fields are required:

Birth Date	Date of birth (only for natural persons)
Birth City	City of birth (only for natural persons)
Birth State	State of birth (only for natural persons)

If "Person Type" is equal to "Legal person" the following additional field is required:

Legal Form	Legal form of the market participant (only for legal entities)
Legari unn	Legarionn of the market participant (only for legar entities)

It is also important to note that ACER and each NRA can ask for additional information by adding further fields to Section 1. Therefore depending on decisions from ACER and from each NRA, Section 1 (and only Section 1) could have some additional mandatory or optional fields at the end of the form.

After entering Section 1, click the "**Next**" button to go to Section 2. If the entered VAT code prefix does not match the selected country, the following popup message will be displayed:



Figure 18 – Error in VAT code validation

If the entered VAT code is not included in the VAT database provided by the European Commission, the following popup message will be displayed:

	х
Back	Continue
	Back

Figure 19 – Invalid VAT code

If the entered VAT code is correct, you can safely proceed with the registration by clicking "Continue".

2.3.1.2 Step 2: Related Person (Section 2)

Section2: Data Related to Natural Person linked to Market Participant.

The Market Participant should add at least three related people to Section 2:

- Contact for communication
- Responsible for trading decisions
- Responsible for operational decisions

CEREMP	🔒 Home				Logout	🔇 en 🔫
		CEREMP Centralised European Reg	istry for Energy Market Participants			
elated Peop	le (Registr	ation Format Sectio	on 2)			
Please provi	de a value for	all of the required fields	in every entity			
		all of the required fields	in every entity	Search:		
howing 1 to 3 of 3		all of the required fields	in every entity	Search:		
howing 1 to 3 of 3				Search:		
howing 1 to 3 of 3			Role	Search:		
Please provi			Role Contact for communications			

Figure 20 – Related People

By clicking one of the available positions, a new window will be displayed and you will have to enter the following information.

The scroll bar on the right will allow you to navigate through the fields to be entered.

Related Person	Data		Copy User Data X				
Role *	Contact for communications	•	1				
Role Details *		0					
First Name *		•					
Surname *		•	_				
Address *		•					
City *		0					
Postal Code *		0					
				Related Person	n Data		Copy User Data
				City *		0	
	L			Postal Code *		0	
				Email *		0	
				Retype E-mail *		•	
				Phone *		0	
				Fax		•	
				Date of validity *	yyyy-MM-dd	≡ ₀	
				Close			Save Reinove

Figure 21 – Related Person Data

After entering all mandatory information on Section 2, click on "Next" in order to go to Section 3

2.3.1.3 Step 3: Ultimate Controller (Section 3)

Section 3: Data related to the Ultimate Controller or Beneficiary of the Market Participant. You can add one or more ultimate controllers or beneficiaries to Section 3:

	CEREMP	A Home			Association 🔫	Logout	🔇 en 🔻
			Centralised European Rep	gistry for Energy Market Participants			
U	lltimate Contr	oller or Be	eneficiary (Registra	ation Format Section 3)			
	Please insert	at least one	element by pressing the	"Add" button			
	Back				Add Ultimate	e Controller	Save as draft

Figure 22 – Ultimate Controller or Beneficiary

The following information is requested for each ultimate controller or beneficiary of the MP. The scroll bar on the right will allow you to navigate through the fields to be entered.

	• •			
Name *	•			
Address *	o			
City *	0			
Postal Code *	•			
State *	• 0			
Telephone *	0			
Email *	0			
		Ultimate Cont	roller or Beneficiary Information	c _{ay} y i#2
		Ultimate Conf		Cay 199
			•	Cay MP o
		City Postal Code	•	Coy MP d
		City Postal Code	· · · · · · · · · · · · · · · · · · ·	Coy 191
		City Pessal Code State	· · · · · · · · · · · · · · · · · · ·	Copy NP 4
		City Pestal Cide State Telephone		Copy NP 7
		City Postal Cade State Telephone Email Retype E-mail		Cayter

Figure 23 – Section 3 Ultimate Controller or Beneficiary Information

After entering all mandatory information on Section 3, click on "Next" in order to go to Section 4.

2.3.1.4 Step 4: Corporate Relationships (Section 4)

Section 4: Data related to the corporate structure of the market participant.

During the first phase of the registration, Section 4 will be disabled since no Market Participants have been published in the European Register:

CEREMP	A Home					Association 👻	💄 Logout	😢 en 🔫
		C E R Centralised	E M P European Registry for En	ergy Market Participants				
Corporate	Structure	ə (Registratior	⊓Format Section 4	+)				
No elem	ents found							
Back				Ad	id Corporat	e Relationship	Save as draft	Next

Figure 24 – Corporate Relationships

After the publication of the European Register, you will be able to add corporate relationships with other Market Participants as described in chapter 2.3.2.

Click the "Next" button to go to the final step.

2.3.1.5 Step 5: Delegated Parties (Section 5)

Section 5: Data related to delegated parties for reporting on behalf of the Market Participant. In the last step of the registration process, you can enter delegated parties information as shown below

	ties (Registration Format Section 5)
No delegated	party selected
I intend to registe	er as a reporting entity
	er as a reporting entity v to register as a reporting entity will be sent to contact for communications when the registration of reporting entities

Figure 25 – Add Delegated Parties

You should provide the following information by ticking the relevant checkbox:

• I intend to register as a reporting entity

Instructions on how to register as a reporting entity will be sent to contact for communications when the registration of reporting entities will start.

Clicking the "Add Delegated" button a new page will be displayed for entering delegated party information

		Centralised European Registry for E	
Delegated Parti	es		х
Delegated Party Name *			
Date of validity *	yyyy-MM-dd	0	
Close Reset			Save
Back		Add Dele	gated Save as draft Submit

Figure 26 – Delegated Parties

The following mandatory fields should be filled in:

- Name of delegated Party: identifies the delegated party's company
- Date of validity

Click the "**Add Delegated**" button again to add more than one delegated party; otherwise, click on "**Next**" to record your changes. You can add another delegated party by repeating the previous step.

2.3.1.6 Saving draft

At each step of the registration flow you can save a draft version of the Registration Format and log out to postpone the registration process until all requested information is available.

If you log in again the draft version of the Registration Format will be available to continue the registration process from the position you were at before saving the draft.

2.3.1.7 Submitting Phase 1 (confirmation email, some NRA action, ACER code)

After filling in all required fields of the Registration Format (Section 1, Section 2, Section 3 and optionally Section 5), you will be presented with a summary of the information provided, and, on the lower part of the page, you will be asked to confirm that the information provided is true and accurate.

ummary data	entered					
farket Participant	Related People	Ultimate Controlle	ers Corporate Structure	es Delegated Partie:	5	
Market Participant				GS1		
Person Type				Website		
Legal form				Publication inside		
Country						
Address						
City				Date of validity		
Postal code						
VAT number						
EIC						
BIC						
LEI		•				

Figure 27 - Summary of the entered data (personal information was blackened)

Select the confirmation checkbox, then click on "**Submit**": after submitting the registration application the relevant NRA will be automatically informed about the new registration application.

NRA CONFIRMATION REQUIRED

If the relevant NRA decided to examine each new registration before confirmation, after submitting the registration application the following message will be displayed.

Resul	t
	Your registration request has been submitted to the National Regulatory Authority, you will receive an email at the end of the evaluation process.

Figure 28 – Registration request – NRA confirmation required

Moreover, you will receive a mail like the following one:

Figure 29 – Email message – NRA confirmation required							
CEREMP Information System							
This is an automatically generated email. Please do not reply to this message.							
You will receive an email at the end of the evaluation process: please note that until then the registration will not be effective.							
##DFT000019							
the registration of the following new market participant has been submitted to the National Authority							
Dear 123456,							

Upon receiving the registration application the relevant NRA can:

- Approve the registration application
- Reject the registration application
- Ask for changes to the registration application

You will be informed via email accordingly.

If the relevant NRA asks for changes, the registration application will be put back into the draft status and you will be able to edit it again.

If the relevant NRA approves your registration application, you will receive an email with an MP Name and ACER Code relating to the registration you have just made.

NRA CONFIRMATION NOT REQUIRED

On the other hand, if the relevant NRA decided to avoid confirmation, your Market Participant will be automatically approved and, after submitting the registration application, the following message will be displayed.

Result	
	Your MP does not require any registration confirmation by the National Authority, then is already approved.

Figure 30 – Registration request – NRA confirmation is not required

Moreover, you will receive an email with an MP Name and ACER Code relating to the registration you have just made.

Dear 123456,
the following market participant have been successfully registered in CEREMP system
A00001366.EU
Now you can use the functionality for the market participant.
This is an automatically generated email. Please do not reply to this message.
CEREMP Information System

Figure 31 – Email message – NRA confirmation is not required

2.3.2 Phase 2

After the publication of the European Register, all Market Participant ACER codes will be publicly available. Each Market Participant will have to declare its corporate relationship with any other Market Participants.

During this phase there will be two possible scenarios:

- 1. If the Market Participant has already been registered and validated by the NRA, you will be able to update, if necessary, **Section 4**, using the functionality "**MP**" -> "**Registration Format**" -> "**Update Corporate Structure**".
- 2. If the Market Participant has not been registered or is currently in draft status, you should start a new Market Participant registration or continue the previous draft registration. **Section 4** will be displayed immediately after completing **Section 3**.

The following two paragraphs describe the applicable scenarios:

2.3.2.1 Adding corporate relationships to Section 4 for an already registered and validated MP

Section 4: Data related to the corporate structure of the market participant

You can add one or more corporate relationships by clicking the "Add Corporate Relationship" button:

CEREMP	A Home	User profile 🔻	MP -	+ Register New MP	Association 🔫	Logout	🚱 en 👻
			EMP European Registry for Ener	gy Market Participants			
Corporat Market Particip			n Format Section 4)				
	nents found						
Back					Add	Corporate Relat	ionship

Figure 32 – Add Corporate Relationship

After clicking the "Add Corporate Relationship" button the following page will be displayed:

CEREMP	🔒 Home	User profile 🝷	MP -		+ Register New MP	Association -	Logout	Q en ≁
		Centralised		for Energy Market Par	rticipants			
Corporat	e Relation	ship						
MP	Declaring *	A00005688.UK						
	is							
Rela	ition Type *			•				
	of							
MF) Involved *			O Search				
	since							
3	Start Date *	yyyy-MM-dd		■ 0				
	Notes							
Close	Reset							Save

Figure 33 – Corporate Relationship

The following information must be specified:

- MP declaring: the read-only name of the MP that you are dealing with is displayed;
- **MP involved**: choose one MP from the search form;
- **Relation type**: choose one of the three available relation types:
 - Parent undertaking
 - ✓ Controlled undertaking

- ✓ Other related undertaking
- Start date: specify a start date of validity for this corporate relationship
- Additional notes (optional)

To select the MP involved click on the "Search" button and the following the page will be displayed

CEREMP	🕈 Home	User profile 👻	MP 🕆	+	Register New MP	Association -	Logout	😋 en 👻
		Centralised	EMP European Registry for	Energy Market Particip	pants			
Corporate	Structure	(Registration) Format Section	14)				
Market Participar	ntis Managara	(A00005	688.UK)					
Fill in at least one	e field before	performing the sear	ch					
ACER C	Code				EIC			
Market Partici	pant				BIC			
					LEI]
VAT nun	nper				GS1			
Back								Search

Figure 34 – Corporate Structure (personal information was blackened)

Insert a search criteria and click on "**Search**". Market Participants in the European Register matching the search criteria will be listed:

(Registration Format Section (A00005688.UK)				
(A00005688.UK)	n 4)			
performing the search				
005688.UK	EIC			
	BIC			
	LEI			
	GS1			
				Search
Market Participant	VAT number	Country	City	
	Market Participant	BIC LEI OS1	EIC LEI GS1	BIC LEI GS1

Figure 35 – Market Participant List (personal information was blackened)

Select one MP and click on "Select This Acercode". The selected MP will be displayed in the relevant MP field.

Click on "**Save**" to add a new corporate relationship.

After clicking the "Save" button, the corporate relationship is added to the MP Registration Format.

NRA CONFIRMATION REQUIRED

If the relevant NRA decided to examine each new update before confirmation, after submitting the update application the following message will be displayed.

Result	
This update request will be evaluated by your National Reg	ulator Authority!
······································	

Figure 36 – Update request – NRA confirmation required

Upon receiving the update application the relevant NRA can:

- Approve the update application
- Reject the update application

You will be informed via email accordingly.

NRA CONFIRMATION NOT REQUIRED

On the other hand, if the relevant NRA decided to avoid confirmation, your Market Participant will be automatically updated and, after submitting the update application, the following message will be displayed.

Result		
	Information successfully updated	

Figure 37 – Update request – NRA confirmation is not required

Moreover, you will receive a mail like the following one:

Figure 38 – Email message – NRA confirmation is not required
CEREMP Information System
This is an automatically generated email. Please do not reply to this message.
A00001366.EU
The data related to the following market participant was changed.
Dear 123456,

In any case, Section 4 will be put in "read only" mode, waiting for a decision from the involved MP.

After adding a Corporate Relationship, email notifications will be sent to:

- The NRA of the declaring Market Participant
- MP user of the declaring Market Participant
- MP user of the involved Market Participant
- MP users linked to the declaring Market Participant
- MP users linked to the involved Market Participant
- The contact for communications of the declaring Market Participant
- The contact for communications of the involved Market Participant

2.3.2.2 Adding Corporate Relationship during New Market Participant Registration

Section 4: Data related to the corporate structure of the market participant After completing Section 3, by clicking on "Next", the following page will be displayed:

CEREMP	A Home		MP -	+ Register New		👤 Logout	😋 en 🔻
		Centralised	E M P European Registry for En	ergy Market Participants			
Corporate	ə Structur	e (Registratior	n Format Section 4)			
No eler	nents found						
Back				Add Co	rporate Relationship	Save as draft	Next

Figure 39 – Add Corporate Relationship

Clicking the "Add Corporate Relationship" button the following form will be displayed:

CEREMP	A Home	User profile +	MP 🕶		+ Register New MP	Association -	Logout	Øen ≁
		Centralised	EMP European Regi	stry for Energy Market F	Participants			
Corporate	e Relation	ship						
MP	Declaring *							
	is							
Relat	tion Type *			•				
	of							
MP	involved *			O Search				
	since							
s	atart Date *	yyyy-MM-dd		■ 0				
	Notes			9				
Close	Reset							Save

Figure 40 – Add Corporate Relationship information(personal information was blackened)

The following information must be specified:

- **MP declaring**: the read-only name of the MP that you are dealing with is displayed;
- **MP involved**: choose one MP from the search form;
- Relation type: choose one of the three available relation types:
 - ✓ Parent undertaking
 - ✓ Controlled undertaking
 - ✓ Other related undertaking
- Start date: specify a start date of validity for this corporate relationship
- Additional notes (optional)

To select the MP involved click the "Search" button and the following the page will be displayed

	e User profile 🔻	MP *	+ Register New MP	Association -	Logout	🕑 en
		EMP European Registry for Er	nergy Market Participants			
ill in at least one field be	ture (Registration	n Format Section 4				
ACER Code			EIC			
Market Participant			BIC			
			LEI			
VAT number			GS1			

Figure 41 – MP involved selection

Insert your search criteria and click the "Search" button. Market Participants in the European Register matching the criteria will be displayed:

CEREMP	🔒 Home		MP -	+ Regis			Logout	🕑 en 1
			EMP European Registry fo	or Energy Market Participants				
Corporate	e Structur	e (Registratio	n Format Sectio	on 4)				
Fill in at least o	ine field befor	e performing the sea	rch					
ACER	R Code A0	0005688.UK		E	c			
Market Part	icipant			В	c			
VAT n	unhou			L	El			
1011				GS	1			
Back								Search
Showing 1 to 1	1 of 1 entries	A 140	rket Participant	VAT numbe	2	Country	City	
-	.00005688.UK		rketParticipant	number	,	Haiti	city	
						A Designed and	evious 1 1 Select this ACE	Next → R Code

Figure 42 – Market Participant list (personal information was blackened)

Select one MP and click the "Select This Acer code" button. The selected MP will be displayed in the relevant MP field.

After clicking the "Save" button, the corporate relationship is added to the MP Registration Format.

Click the "**Next**" button to go to the final step (Section 5: Data related to delegated parties for reporting on behalf of the Market Participant. Refer to 2.3.1.5).

To complete the new Market Participant registration you should click the "**Submit**" button on the Section 5 page. You will be presented with a summary of the information provided, and, on the lower part of the page, you will be asked to confirm that the information provided is true and accurate.

ummary data	entered			
Market Participant	Related People Ultimate Controll	ers Corporate Structures Delegated Parti	es	
Market Participant		GS1		
Person Type		Website		
Legal form		Publication inside		
Country	_			
Address	—			
City		Date of validity		
Postal code	—			
VAT number				
EIC				
BIC				
LEI				

Figure 43 – Summary of the entered data (personal information was blackened)

Select the confirmation checkbox, then click on "**Submit**": after submitting the registration application the relevant NRA will be automatically informed about the new registration application.

NRA CONFIRMATION REQUIRED

If the relevant NRA decided to examine each new registration before confirmation, after submitting the registration application the following message will be displayed.

Resı	ult
	Your registration request has been submitted to the National Regulatory Authority, you will receive an email at the end of the evaluation process.

Figure 44 – Registration request – NRA confirmation required

Moreover, you will receive a mail like the following one:

Dear 123456,
the registration of the following new market participant has been submitted to the National Authority
##DFT000019
You will receive an email at the end of the evaluation process: please note that until then the registration will not be effective.
This is an automatically generated email. Please do not reply to this message.
CEREMP Information System
Figure 45 – Email message – NRA confirmation required

Upon receiving the registration application the relevant NRA can:

- Approve the registration application
- Reject the registration application
- Ask for changes to the registration application

You will be informed via email accordingly.

If the relevant NRA asks for changes, the registration application will be put back into the draft status and you will be able to edit it again.

If the relevant NRA approves your registration application, you will receive an email with an MP Name and ACER Code relating to the registration you have just made.

NRA CONFIRMATION NOT REQUIRED

On the other hand, if the relevant NRA decided to avoid confirmation, your Market Participant will be automatically approved and, after submitting the registration application, the following message will be displayed.

Result	
	Your MP does not require any registration confirmation by the National Authority, then is already approved.
	rour nir udes notregane any registi adon oonninadon vy tre nadona Adulonay, tren is aneady approved.

Figure 46 – Registration request – NRA confirmation is not required

Moreover, you will receive an email with an MP Name and ACER Code relating to the registration you have just made.

Figure 47 – Email message – NRA confirmation is not required
CEREMP Information System
This is an automatically generated email. Please do not reply to this message.
Now you can use the functionality for the market participant.
A00001366.EU
the following market participant have been successfully registered in CEREMP system
Dear <i>12345</i> 6,

2.4 Registering additional Market Participants

You can register additional Market Participants at any time by starting a new registration process. To begin a new registration you should click the button "**Register New MP**" available on the top navigation bar.

If you register more than one Market Participant, after logging into CEREMP application, you will be presented with a list of available Market Participants to choose from:

elect	ion of Market Pa	articipant				
Dea	ar user, please choos	se a Market Participant to continue.				
iowing	1 to 9 of 9 entries			Search:		
*	ACER Code	Market Participant	VAT number		Туре	
					15.00M	
0	##DFT000192		IR000001		Draft	
0	##DFT000192 ##DFT000209		IR000001 FJ000001		Draft Corrections required	
-						
0	##DFT000209		FJ000001		Corrections required	
0	##DFT000209 ##DFT000210		FJ000001 NA000002		Corrections required Submitted	
0	##DFT000209 ##DFT000210 A00004265.CZ		FJ000001 NA000002 KG000001		Corrections required Submitted Read only	
	##DFT000209 ##DFT000210 A00004265.CZ A0000441D.CZ		FJ000001 NA000002 KG000001 HT000002		Corrections required Submitted Read only Amendment request	
	##DFT000209 ##DFT000210 A00004265.CZ A0000441D.CZ A0000450E.CZ		FJ000001 NA000002 KG000001 HT000002 Cl000001		Corrections required Submitted Read only Amendment request Termination required	

Figure 48 – Selection of Market Participant

Click one radio button on the left and press "Confirm" to resume a Market Participant registration.

2.5 Associating to already registered Market Participants

2.5.1 How to be associated to already registered Market Participants

You can ask at any time to be associated to one or more already registered Market Participants under your NRA. To be able to use this functionality at least one Market Participant must have been published in the National Register. By clicking the menu item "Association" -> "New MP association" available on the top navigation bar, (Figure 49). The search form page will be displayed as in Figure 50:

CEREMP	🔒 Home	User Profile 🝷	+ Register New MP	Association 👻	👤 Logout
				New MP Assoc Show Associati	

Figure 49 – New MP Association

CEREMP	A Home			Logout	😮 en 👻
		CEREMP Centralised European Registry for I	Energy Market Participants		
Gearch the MF	^o to asso	siate			
ill in at least one field	l before perfo	rming the search			
he value entered for	each field wi	Il be used to perform a wildcard search	1		
ACER Code			EIC		
Market Participant			BIC		
			LEI		
VAT number					
GS1					
					Search

Figure 50 – Market Participants to associate

Insert your search criteria and click on "Search".

Select, from the displayed list, the MPs you want to be associated with and press the "**Send Request**" button to register your association request.

Your NRA can decide :

• Either to examine each association request before confirmation. In this case, after the request has been sent, the relevant NRA will be automatically informed about the new association requests. The following message will be displayed:

"Your association request has been sent to NRA.

You will receive an email at the end of evaluation process. Please note that market participants already assigned to you or already requested to be associated will be ignored."

• Or to let all other users associated with the MP confirm the new association request. The following message will then be displayed:

"Your association request has been sent to all user already linked to MP. You will receive an email at the end of evaluation process. Please note that market participants already assigned to you or already requested to be associated will be ignored"

If your association request is approved, either by ACER or by the relevant MP-User, when logging into CEREMP, you will be able to select the relevant Market Participant.

2.5.2 How to evaluate association requests made by other users

NRA CONFIRMATION REQUIRED

If your NRA decided to examine each association request before confirmation, and if an association request with one or more of your Market Participants was accepted, you may receive an email notification informing you that another user is associated with your Market Participants. This email notification will look like the following one.

Dear 123456,
the following new association has been created between User and Market Participant
273560 - A0000131K.EU
The user will now be able to manage this Market Participant.
This is an automatically generated email. Please do not reply to this message.
CEREMP Information System

Figure 51 – Email message – NRA confirmation required

NRA CONFIRMATION NOT REQUIRED

In case your NRA decided to let users confirm the association requests, at any time you may receive notifications about association requests, made by other users, to be associated with your Market Participants.

After receiving a notification request by email, you can view the list of pending association requests by selecting the relevant Market Participant, on the home page, and then by clicking the menu item "Association" -> "Association Request".

CEREMP	🟫 Home	User Profile 👻	+ Register New MP	Association 👻	👤 Logout
				New MP Associ	ation
				Show Associati	
				Association Re	quest

Figure 52 – Association Requests selection

If a pending association request is present, the following page will be displayed:

EREMP 🐽						on 👻 💄 Logout	🕑 en 🔻
			E M P European Registry fo	or Energy Market Participants			
Association r	equests						
		A) I	90000497W.CZ)		Search:		
Market Participant is Showing 1 to 1 of 1		(A Submitted Dat		Notification Type	Search: Notificatio	n State	
Showing 1 to 1 of 1	entries					n State	0

Figure 53 – Pending Association Requests(personal information was blackened)

If you select the association request, the page with the association details is shown:

EREMP	🔒 Home					n 👻 🚨 Logo	ut 🙆 en 👻
			REMP ed European Registry for Er	nergy Market Participants			
	on Details		ated with the following marke	t paticipant			
221114 (acca with the following marke		Search:		
	1 of 1 entries		Market Participant		Search:	er	
22 1114 (1 of 1 entries	.)				er	•
221114 (Constraints) Showing 1 to ACER Code	1 of 1 entries	.)			VAT numbe	er ←Previous 1 Accer	Next →

Figure 54 – Pending Association Requests details

The association request can then be accepted or rejected by clicking the corresponding buttons.

2.6 Other functionalities

2.6.1 Viewing, Updating or amending Market Participant details

At any time you can view and edit the five sections of the MP Registration Format details by clicking on the one of the following menu items:

- "MP" ->"Registration Format" ->"Update Market Participant" (Section 1) •
- "MP" ->"Registration Format" ->"Update Related Person" (Section 2)
- "MP" ->"Registration Format" ->"Update Ultimate Controller" (Section 3)
- "MP" ->"Registration Format" ->"Update Corporate Structures" (Section 4)
- "MP" ->"Registration Format" ->"Update Delegated Party" (Section 5)

Depending on the choice made by the relevant NRA, each update section may be subject to approval.

NRA CONFIRMATION REQUIRED

If the relevant NRA decided to examine each new update before confirmation, after submitting the update application the following message will be displayed.

Result		
	This update request will be evaluated by your National Regulator Authority!	
	Eigure 55 $-$ Undete request - NPA confirmation required	

Figure 55 – Update request – NRA confirmation required

Upon receiving the update application the relevant NRA can:

- Approve the update application •
- Reject the update application

You will be informed via email accordingly.

NRA CONFIRMATION NOT REQUIRED

On the other hand, if the relevant NRA decided to avoid confirmation, your Market Participant will be automatically updated and, after submitting the update application, the following message will be displayed.

Result					
		Information su	iccessfully update	d	

Figure 56 – Update request – NRA confirmation is not required

Moreover, you will receive a mail like the following one:

Dear <i>12345</i> 6,					
The data related to the following market participant was changed.					
A00001366.EU					
This is an automatically generated email. Please do not reply to this message.					
CEREMP Information System					
Figure 57 – Email message – NRA confirmation is not required					

2.6.2 Changing Member State

A registered MP must be registered a second time in the event of a relocation of MP's headquarters to another Member State. In this scenario you can ask to change the member state of an MP by clicking the menu item "**MP**" -> "**Change Member State**"; to complete the request you will have to:

- Choose the new NRA (namely the new Member state)
- Enter a motivation
- Eventually upload an attachment

CEREMP	ft Home	User profile 👻	MP -	🗏 Change Market Participant	Association -	🛓 Logout	0 en +
		Centralised I		y for Energy Market Participants			
Change I	NRA						
Market Partic	ipant is base		-	-			
Select	New NRA *				2		
	je Member otivations *						
	Attachment			Browse			
		Upper or low Allowed file to	er case letters ype : JPEG/JPG	y combination of (a-z, A-Z), Digits (0-9), space and special PNG/PDF/ZIP t not exceed 20 MByte	characters like -	_*·	
Back	Reset						Save

Figure 58 – Change NRA request form

Upon receiving the request to change member state, the current NRA can:

- Approve the request
- Reject the request

In case of approval, the current MP will be terminated (ACER code will be dismissed) in the current Member State and a new registration (with a new ACER code) for the new NRA will be necessary. Since you requested to change member state for the MP, you will receive an email with details on how to register the MP under the new NRA:

- You will have to complete a new user registration form under the new NRA
- When your user registration will be accepted by the new NRA, you will be able to access a draft registration request related to the MP under the new Member State.

2.6.3 Deleting Market Participant

You can delete (or terminate) a registered MP (e.g. due to the fact the company is closed, due to a merger, etc.), by clicking the menu item "**MP**" -> "**Termination**"

To complete the request for termination you will have to provide the following information:

- A termination motivation
- A document proving the statement of termination (optional)

🕈 Home	User profile 🝷	MP -	+ R	egister New MP	Association -	🚨 Logout	🕑 en 🍷
			or Energy Market Particip	ants			
e							
ipant is man	(A000	05688.UK)					
ermination lotivation *							
Attachment			🖀 Browse		7		
	Upper or lowe • Allowed file ty	r case letters (a-z pe : JPEG/JPG/PI	A-Z), Digits (0-9), space IG/PDF/ZIP	and special ch	aracters like + .		
leset							Save
	D ipant is ermination lotivation *	e ipant is (4000 ermination lotivation * Attachment • The filename Upper or low • Allowed file by	Centralised European Registry fr Centralised European Registry fr ipant is (A00005688.UK) ermination lotivation* Attachment • The filename can contain any c Upper or lower case letters (a.z, Allowed file type : JPEC/JPG/PF	Centralised European Registry for Energy Market Particip ipant is (A00005688.UK) ermination lotivation* Attachment • The filename can contain any combination of	Centralised European Registry for Energy Market Participants (A00005688.UK) ermination lotivation* Attachment The filename can contain any combination of Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special chi Allowed file type : JPECJPG/PGC/PDF/ZIP	Centralised European Registry for Energy Market Participants	P Centralised European Registry for Energy Market Participants p ipant is (A00006688.UK) ermination lotivation* Attachment The filename can contain any combination of Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special characters like++. Allowed file type : JPEC/JPC/JPC/IPC/IP

Figure 59 – Terminate Form

Upon receiving the request for termination, the relevant NRA can:

- Approve the termination registration request
- Reject the termination registration request

In any case, you will be informed accordingly.

2.6.4 Viewing historical changes

By selecting "**MP**" \rightarrow "**Historical report**" from the menu, you will access a form through which you can select a MP. Having selected the MP, it is possible to visualize the history log of the amendments that have been made to the MP registration format as shown inFigure 60.

REMP	User profile 👻	MP -	🗏 Change Market Participant	Association -	Logout	🛛 en
		EMP European Registry	for Energy Market Participants			
listorical report						
arket Participant is 🔳		(A0000497W.CZ)				
howing 1 to 10 of 13 e	ntries			Search:		
Date	A User		Operation	Electronic Rece	ipt	
2014-03-03 18:09:40		1	Submission		0000 V	
2014-03-03 18:11:34	-		Registration and validation	-		
2014-03-03 18:12:04			Update and validation			
2014-03-07 15:40:51			Update and validation			
2014-03-07 15:40:53	_		Update and validation	-		
2014-03-10 17:51:09	_		Update and validation			
2014-03-10 17:51:14			Update and validation	-		
2014-03-11 09:38:52	_		Update and validation			
2014-03-11 09:38:55	_		Update and validation	-		
2014-03-17 09:57:45	-		Update and validation			

Figure 60 – MP History

You can download the entire list as an excel file.

By clicking on a row from the list of items, you can obtain details of the MP information that were active at the selected amendments date time.

2.6.5 Correction Request

At any time the relevant NRA can ask you to amend a Market Participant registration; in this case you will be notified by email; when you select the corresponding Market Participant from the list of available MPs (if more than one are associated to your account), a pop-up window will be displayed:

Notifications	Х
Hello, you have unread notifications: 1	
Click the button for more information.	
	Close Details

Figure 61 – Notification page

To open the correction request sent by the relevant NRA, you should click on "**Details**". The following page will be displayed:

REMP	A Home					tion 👻 👤 l		🙁 en 👻
		EREMP ralised European Registry fo	or Energy Ma	arket Participants				
Notificatio					Search:			
Submitted D	Date	Notification Type	¢	Notification State	\$	N. Reminder		\$
2014-04-04		 Correction		Open		0		
						← Previous	1	$Next \to$

Figure 62 – Notifications list

To open the notification ticket you should click on the corresponding table row; a page containing the list of corrections requested by the NRA will be displayed:

REMP	🔒 Home		MP 🔫	🗄 Change Market Participant Association 🕤	- 👤 Logou	ut 📀 en
		Centralised		y for Energy Market Participants		
		e following table				
Showing 1 to 6		e tollowing table		Search		
Field name		Section			Suga	estion 💧
BIC	1	Market Participant In	formation			estion
Corporate Ve	hicle	Jitimate Controllers	Information		Sugg	estion
EIC	1	Market Participant In	formation		Sugg	estion
GS1	1	Market Participant In	formation		Sugg	estion
LEI	1	Market Participant In	formation		Sugg	estion
Web Site	1	Market Participant In	formation		Sugg	estion
Back				-	- Previous 1	Next →

Figure 63 – Notification Details

To proceed with the corrections request you should click the "Rectify" button.

Each Section (1, 2, 3, 4 and 5) of the MP Registration Format will be displayed and you will be able to amend the information according to the requests made by the NRA.

In Figure 64 and Figure 65 requests for corrections have been made on Section 1 and Section 2 respectively of the MP Registration Format

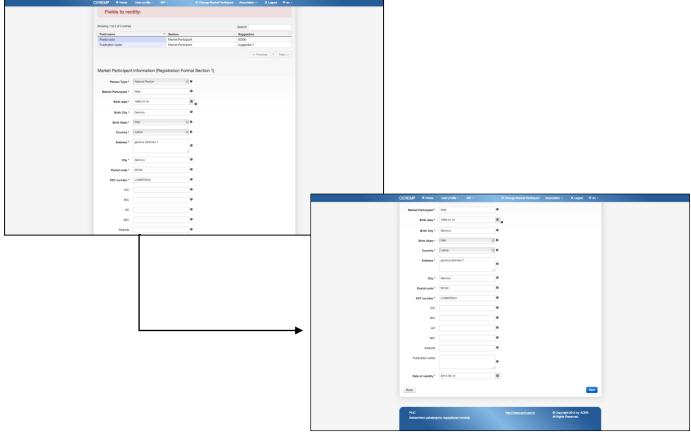


Figure 64 – Section 1 Correction Requests

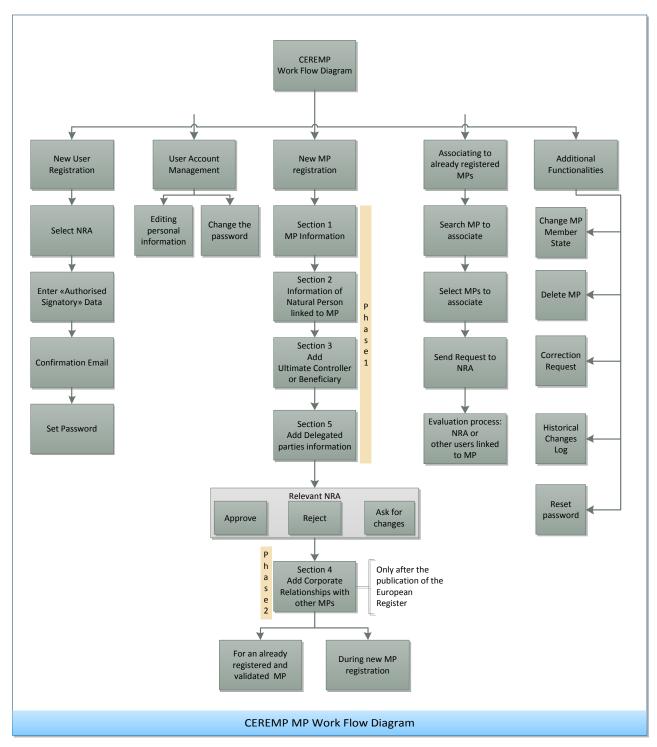
REMP 📌 Home	User profile 👻	MP -	Change Market Participant	Associa	tion + 🤳	Logout	🛛 en
	Centralised E		y for Energy Market Participants				
Fields to r	ectify:						
Showing 1 to 1 of 1 ent	ries			Search:			
Field name	Section					Sugges	tion
Corporate Vehicle	Ultimate Controllers In	nformation				Suggest	ion
		(Registratio	on Format Section 3)		← Previou	s 1	Next →
Showing 1 to 1 of 1 ent	ries			Search:			
Name				State	.0	City	
Ultimate controller				Fiji		city	
Back					← Previou	s 1	Next →

Figure 65 – Section 3 Correction Requests

Having made the amendments, the following procedure will apply:

- if the NRA has decided to check the amendments, it will either accept or refuse these amendments
- if the NRA has decided not to check the amendments, the registration format shall be updated immediately.

2.7 Data Flow Diagram



2.8 Automatic emails sent from CEREMP

Each NRA can set up its own register. Depending on the NRA's Settings of CEREMP you will receive automatic emails when an action is triggered. The table in Annex I summarizes the actions triggered by either the MP-user or NRA and the recipients of emails that are sent to inform on the particular action.

2.9 Other Important Notices

2.9.1 Legal Disclaimer and Cookie Disclaimer

LEGAL DISCLAIMER

In the lower part (footer) of every web page of CEREMP, you can find a link: "Legal disclaimer"



Figure 66 – Legal disclaimer link. In this case, this footer belongs to ACER.

Clicking on it, you will be redirected to the Legal Disclaimer, a web page containing a disclaimer, a copyright notice and rules related to personal data protection.

COOKIE DISCLAIMER

CEREMP uses cookies in order to offer a better browsing experience. Once you log into CEREMP, you will see a notice that warns you about that.

Cookies	
This site uses cookies to offer you a better browsing experience.Find out more on how we use cookies and how you can change your settings.	
I agree	

Figure 67 – Cookie Notice

Clicking on "**I agree**" will make this notice disappear. Clicking on the link "**how we use cookies and how you can change your settings**", you will be redirected to the Cookie Disclaimer, a web page containing information on what cookies are, why they are used and how CEREMP uses them.

2.9.2 Important Notice on the "Back" Buttons

The HTTP protocol does not allow to use the back button that browsers and keyboards provide without resubmitting the request or the information contained in the form; thus, using these buttons is not recommended. The back buttons incorporated in CEREMP, on the other hand, are designed to manage it accordingly and thus are the recommended way to go back to a previous page.

3 The notions of "ultimate controller", "person responsible for operational decisions", "person responsible for trading decisions" and "contact for communications"

3.1 Ultimate controller

For the purposes of registration the ultimate controller should be regarded as the legal or natural person that exercises significant influence over the management of the market participant through a controlling interesting or voting power in that market participant or its parent, irrespective of whether the control is interposed directly or through a combination of other companies³. More specifically, the Agency regards a legal or natural person as an ultimate controller of a market participant if:

- It holds 10 % or more of the shares in the market participant or its parent;
- It is able to exercise significant influence over the management of the market participant through a controlling interest in the market participant or its parent;
- It is entitled to control or exercise control of 10 % or more of the voting power in the market participant or its parent;
- It is able to exercise significant influence over the management of the market participant through their voting power in the market participant or its parent.

Such an ultimate controller is not necessarily a market participant for the purposes of REMIT and the ultimate controller must not be a subsidiary or branch of any other company. An ultimate controller might also be a municipal authority or sovereign state.

Where ownership of all class A shares in a market participant is beneficially held by individuals it is unlikely that the market participant will have an ultimate controller and therefore the company itself will be its own ultimate controller.

3.2 Person responsible for operational decisions, person responsible for trading decisions and contact for communications

Market Participants registering for REMIT should include details of the following natural persons within their organisation:

Responsible for trading decisions: the natural person that has the senior management role responsible for the market participant's trading functions.

Responsible for operational decisions: the natural person that has the senior management role responsible for the market participant's operations e.g. Head of generation or Head of physical operations.

Contact for communications: the natural person that acts as the day to day point of contact for REMIT related issues with ACER and/or the relevant NRA for that market participant. For example, this could be the relevant member of the regulation or compliance team.

³ "OECD Benchmark Definition of Foreign Direct Investment, Fourth Edition, 2008" and "OECD Handbook on Economic Globalisation Indicators, 2005".

Annex I: List of automatic emails sent from CEREMP

The annex contains sheets indicating the summary of the all emails sent by system. The sheets are divided for type of user. For each event the receiver(s) of the email is indicated. The sheet of the file "translation-email-en_UK.xls", which allows to translate the emails, is reported / signalled in red.

NRA type A

ID	Event	Triggered by	Mail1 TO	Mail2 TO	Mail3 TO	Mail4 TO	Mail5 TO	Comment
1	Submit new MP user registration	Anonymous user	NRA email address email-nra-user- registration					1 email
2	Accept MP user registration	NRA user	MP user mail address registration.accepted					1 email
3	Reject MP user registration	NRA user						No email sent for security reasons
4	MP user login	MP user	MP user email address user.token					Token
5	Submit new Market Participant registration (with NRA confirmation)	MP user	NRA email address email-nra-new- registration	MP user email address registration.submitt ed				2 distinct emails
6	Ask for changes to new MP registration (pending	NRA user		MP user email address registration.change. request				1 email

	registration request)							
7	Submit corrected Market Participant information	MP user	NRA email address email-nra-rectify- notification					1 email
8	Accept new Market participant Registration without corporate relationship	NRA user		MP user email address registration.accepte d	RP contact for communication email address email.rp.contact.for .communica			2 distinct emails
9	Accept new Market participant Registration with corporate relationship (involved MP belonging to NRA type B)	NRA user		MP user email address registration.accepte d	RP contact for communication email address email.rp.contact.for .communica	NRA type B to which the involved MP belongs new.cr.requested	RP contact for communication of the involved MP email.related.person. contact.f	4 distinct emails
10	Accept new Market participant Registration with corporate relationship (involved MP belonging to NRA type A)	NRA user		MP user email address registration.accepte d	RP contact for communication email address email.rp.contact.for .communica	MP users linked to the involved MP new.cr.requested	RP contact for communication of the involved MP email.related.person. contact.f	4 distinct emails

11	Reject new Market participant registration	NRA user		MP user email address registration.denied				1 email
12	New Market Participant registration (without NRA confirmation) without Section 4	MP user	NRA email address email-nra-mp- registration	MP user email address registration.accepte d	RP contact for communication email address email.rp.contact.for .communication.ne w.creation			3 distinct emails
13	New Market Participant registration (without NRA confirmation) with Section 4 (MP involved belonging to NRA type A)	MP user	NRA email address email-nra-mp- registration	MP user email address registration.accepte d	RP contact for communication email address email.rp.contact.for .communication.ne w.creation	MP users linked to the involved MP new.cr.requested	RP contact for communication of the involved MP email.related.person. contact.f	5 distinct emails
14	New Market Participant registration (without NRA confirmation) with Section 4 (MP involved belonging to NRA type B)	MP user	NRA email address email-nra-mp- registration	MP user email address registration.accepte d	RP contact for communication email address email.rp.contact.for .communication.ne w.creation	NRA type B to which the involved MP belongs new.cr.requested	RP contact for communication of the involved MP email.related.person. contact.f	5 distinct emails
15	Update MP (Section 1,2,3,5) without NRA confirmation	MP user	NRA email address email-nra-update- notification	MP user email address update.notification	RP contact for communication email address email.related.perso n.contact.f			3 distinct emails

16	Update MP (Section 1,2,3,5) with NRA confirmation	MP user	NRA email address email-nra- updateReq-toConfirm					1 email
17	Accept Market Participant Update Section 1,2,3,5	NRA user		MP user email address updateReq.accepte d	RP contact for communication email address email.rp.contact.for .communica			2 distinct emails
18	Reject Market Participant Update Section 1,2,3,5	NRA user		MP user email address updateReq.rejected				1 email
19	Submit Market Participant Termination Request	MP user	NRA email address email-nra- termination-request					1 email
20	Accept MP Termination request without corporate relationship	NRA user		MP user email address termination.accepte d	RP contact for communication email address email.rp.contact.co mmunication.termi nation			2 distinct emails
21	Accept MP Termination request with corporate relationship (involved MP belonging to NRA type B)	NRA user		MP user email address termination.accepte d	RP contact for communication email address email.rp.contact.co mmunication.termi nation	NRA type B to which the involved MP belongs delete.cr.caused.b y.terminatio	RP contact for communication of the involved MP email.related.person. contact.f	4 distinct emails

Registration User Manual for Market Participants

22	Accept MP Termination request with corporate relationship (involved MP belonging to NRA type A)	NRA user		MP user email address termination.accepte d	RP contact for communication email address email.rp.contact.co mmunication.termi nation	- MP users linked to the involved MP delete.cr.caused.b y.terminatio	RP contact for communication of the involved MP email.related.person. contact.f	4 distinct emails
23	Reject MP Termination request	NRA user		MP user email address termination.denied				1 email
24	Change Member state request	MP user	NRA email address email-nra-request- change-nra					1 email
25	Reject Change member state request	NRA user		MP user email address changeNra.denied				1 email
26	Accept Change member state request without corporate relationship	NRA user		MP user email address changeNra.successf ull	RP contact for communication email address email.related.perso n.contact.f			2 distinct emails
27	Accept Change member state request with corporate relationship (MP involved belonging to NRA type B)	NRA user		MP user email address changeNra.successf ull	RP contact for communication email address email.related.perso n.contact.f	- MP users linked to the involved MP delete.cr.caused.b y.terminatio	RP contact for communication of the involved MP email.related.person. contact.f	4 distinct emails

Registration User Manual for Market Participants

28	Accept Change member state request with corporate relationship (MP involved belonging to NRA type A)	NRA user		MP user email address changeNra.successf ull	RP contact for communication email address email.related.perso n.contact.f	- MP users linked to the involved MP delete.cr.caused.b y.terminatio	RP contact for communication of the involved MP email.related.person. contact.f	4 distinct emails
29	MP Correction Request	NRA user		MP user email address notify.errors				1 email
30	Submit MP corrections (Section 1,2,3,4,5) without NRA confirmation	MP user	NRA email address email-nra-rectify- notification	MP user email address update.notification	RP contact for communication email address email.related.perso n.contact.f			3 distinct emails
31	Submit MP corrections (Section 1,2,3,4,5) with NRA confirmation	MP user	NRA email address email-nra- updateReq-toConfirm					1 email
32	Directly update MP (section 1,2,3,4,5)	NRA user		MP user email address rectify.notification	RP contact for communication email address email.related.perso n.contact.f			2 distinct emails
33	Submit MP association request without NRA confirmation	MP user	NRA email address email-nra-new- association	MP users linked to chosen MP new.association.req uest				2 distinct emails

34	Submit MP association request with NRA confirmation	MP user	NRA email address email-nra-new- association				1 email
35	Accept MP association request without NRA confirmation	MP user	NRA email address email-nra-new- association-accepted	Requesting MP user and all other MP users linked to MP new.association.acc epted	RP contact for communication email address email.related.perso n.contact.f		3 distinct emails
36	Accept MP association request with NRA confirmation	NRA user		Requesting MP user and all other MP users linked to MP new.association.acc epted	RP contact for communication email address email.related.perso n.contact.f		2 distinct emails
37	Reject MP association request without NRA confirmation	MP user	NRA email address email-nra-new- association-rejected	Requesting MP user and all other MP users linked to MP new.association.rej ected			2 distinct emails
38	Reject MP association request with NRA confirmation	NRA user		Requesting MP user and all other MP users linked to MP new.association.rej ected			1 email
39	Assign MP to user	NRA user		Assigned MP user email address user.association	RP contact for communication email address email.related.perso n.contact.f		2 distinct emails
40	Assign User to MP	NRA user		Assigned MP user email address user.to.mp.associati on	RP contact for communication email address email.related.perso n.contact.f		2 distinct emails

41	Massive Loads (Prepopulate)	NRA user	NRA email address email-nra- massiveLoad-confirm					1 email
42	Create new NRA Admin account	ACER Admin	NRA Admin email address email-admin-user- registration					1 email
43	Create new NRA user account	NRA Admin	NRA user email address email-admin-user- registration					1 email
44	Force MP Termination without corporate relationships	NRA user		MP user email address force.termination.s uccessful	RP contact for communication email address email.rp.contact.co mmunication.termi nation			2 distinct emails
45	Force MP Termination with corporate relationship (involved MP belonging to NRA type B)	NRA user		MP user email address force.termination.s uccessful	RP contact for communication email address email.rp.contact.co mmunication.termi nation	NRA type B to which the involved MP belongs delete.cr.caused.b y.terminatio	RP contact for communication of the involved MP email.related.person. contact.f	4 distinct emails
46	Force MP Termination with corporate relationship (involved MP belonging to NRA type A)	NRA user		MP user email address force.termination.s uccessful	RP contact for communication email address email.rp.contact.co mmunication.termi nation	MP users linked to the involved MP delete.cr.caused.b y.terminatio	RP contact for communication of the involved MP email.related.person. contact.f	4 distinct emails
47	Submit a new Corporate Relationship that	MP user				MP users linked to the involved MP		1 email

	no needs of confirmation					new.cr.without.co nfirmation	
48	Accepted change NRA to NRA Type B by the actual User-NRA	NRA user		MP user email address termination.nraTyp eB			1 email
49	Data of MP was not updated for a long time	NRA user		MP user email address not.updated			1 email
50	Market Participant has been suspended by ACER	ACER		MP user email address mpSuspended	RP contact for communication email address email.related.perso n.contact.f		2 distinct emails
51	Market Participant has been resumed by ACER	ACER		MP user email address <mark>mpResumed</mark>	RP contact for communication email address email.related.perso n.contact.f		2 distinct emails
52	Update MP section 5 with selection to act as Delegated Party	MP user	ACER user email address email.acer.to.approv e.availability.to.be.de legate				
53	Accept MP decision to act as Delegated Party	ACER	MP user email address email.mp.notification .accept.decision.from .acer				
54	Reject MP decision to act as Delegated Party	ACER	MP user email address email.mp.notification				

			.reject.decision.from. acer			
55	Update MP section 5 with selection to no longer act as Delegated Party	MP user	MP user email address that have a relation with this MP delete.dp.caused.by.t ermination			
56	New MP registration after contingency period	NRA user	ACER user email address email-acer- notification-for-new- mp-registration-to- be-approved			
57	Accept MP registration after contingency period	ACER	NRA user email address email-nra- notification-mp- registration-accepted			
58	Reject MP registration after contingency period	ACER	NRA user email address email-nra- notification-mp- registration-rejected			

NRA type B

MAIL1 TO	MAIL2 TO	MAIL3 TO	Comment

RP contact for communication email address email.rp.contact.for.communica			
RP contact for communication email address email.rp.contact.for.communica	NRA type B to which the involved MP belongs new.cr.requested	RP contact for communication of the involved MP email.related.person.contact.f	3 distinct emails
RP contact for communication email address email.rp.contact.for.communica	MP users linked to the involved MP new.cr.requested	RP contact for communication of the involved MP email.related.person.contact.f	3 distinct emails
RP contact for communication email address email.related.person.contact.f			
RP contact for communication email address email.rp.contact.communication.termination			
RP contact for communication email address email.rp.contact.communication.termination	NRA type B to which the involved MP belongs delete.cr.caused.by.terminatio	RP contact for communication of the involved MP email.related.person.contact.f	3 distinct emails
RP contact for communication email address email.rp.contact.communication.termination	MP users linked to the involved MP delete.cr.caused.by.terminatio	RP contact for communication of the involved MP email.related.person.contact.f	3 distinct emails
NRA Admin email address email-nra-massiveLoad-confirm			
NRA User email address email-admin-user-registration			
NRA email address email-nra-massiveLoad-confirm			

Corporate Relationship

ID	Event	Triggered by	MAIL1 TO	MAIL2 TO	MAIL3 TO	MAIL4 TO	Comment
1	Update MP1 (Section 4) without NRA1 confirmation (MP involved belonging to NRA type A) - NEW RELATIONSHIP REQUEST WAS SUBMITTED	MP user	MP users linked to the MP2 new.cr.requested				1 email
2	Update MP1 (Section 4) without NRA1 confirmation (MP involved belonging to NRA type B) - NEW RELATIONSHIP REQUEST WAS SUBMITTED	MP user	NRA type B to which the MP2 belongs new.cr.requested				1 email
3	Update MP2 (Section 4) without NRA2 confirmation	MP user	MP user linked to the MP1 new.cr.accepted	email address of MP1	RP contact for communication email address of MP2 email.related.person.contact.f		3 distinct emails

	REQUEST WAS ACCEPTED					
4	Update MP2 (Section 4) without NRA2 confirmation (MP declaring belonging to NRA type B) - NEW RELATIONSHIP REQUEST WAS ACCEPTED	MP user	NRA type B to which the MP1 belongs new.cr.accepted	RP contact for communication email address of MP1 email.related.person.contact.f	RP contact for communication email address of MP2 email.related.person.contact.f	3 distinct emails
5	Update MP2 (Section 4) without NRA2 confirmation (MP declaring belonging to NRA type A) - NEW RELATIONSHIP REQUEST WAS REJECTED	MP user	MP user linked to the MP1 new.cr.rejected			1 email
6	Update MP2 (Section 4) without NRA2 confirmation (MP declaring belonging to NRA type B) - NEW RELATIONSHIP	MP user	NRA type B to which the MP1 belongs new.cr.rejected			1 email

	REQUEST WAS REJECTED					
8	Update MP1 (Section 4) without NRA1 confirmation (MP involved belonging to NRA type A) - REMOVE RELATIONSHIP REQUEST WAS SUBMITTED	MP user	MP users linked to the MP2 <mark>delete.cr.requested</mark>			1 email
9	Update MP1 (Section 4) without NRA1 confirmation (MP involved belonging to NRA type B) - REMOVE RELATIONSHIP REQUEST WAS SUBMITTED	MP user	NRA type B to which the MP2 belongs delete.cr.requested			1 email
10	Update MP2 (Section 4) without NRA2 confirmation (MP declaring belonging to NRA type A) - REMOVE RELATIONSHIP	MP user	MP user linked to the MP1 delete.cr.accepted	email address of MP1	RP contact for communication email address of MP2 email.related.person.contact.f	3 distinct emails

	REQUEST WAS ACCEPTED					
11	Update MP2 (Section 4) without NRA2 confirmation (MP declaring belonging to NRA type B) - REMOVE RELATIONSHIP REQUEST WAS ACCEPTED	MP user	NRA type B to which the MP1 belongs delete.cr.accepted	RP contact for communication email address of MP1 email.related.person.contact.f	RP contact for communication email address of MP2 email.related.person.contact.f	3 distinct emails
12	Update MP2 (Section 4) without NRA2 confirmation (MP declaring belonging to NRA type A) - REMOVE RELATIONSHIP REQUEST WAS REJECTED	MP user	MP user linked to the MP1 delete.cr.rejected			1 email
13	Update MP2 (Section 4) without NRA2 confirmation (MP declaring belonging to NRA type B) - REMOVE RELATIONSHIP	MP user	NRA type B to which the MP1 belongs delete.cr.rejected			1 email

	REQUEST WAS REJECTED					
14	Update MP1 (Section 4) with NRA1 confirmation (MP2 involved belonging to NRA2 type A) - NEW RELATIONSHIP REQUEST WAS SUBMITTED	MP user	NRA of MP1 email address email-nra- updateReq- toConfirm			1 email
15	Update MP1 (Section 4) with NRA1 confirmation (MP2 involved belonging to NRA2 type B) - NEW RELATIONSHIP REQUEST WAS SUBMITTED	MP user	NRA of MP1 email address email-nra- updateReq- toConfirm			1 email
16	Reject NRA1 – Update MP1 (Section 4) – NEW RELATIONSHIP REQUEST WAS SUBMITTED	NRA user		MP users linked to the MP1 updateReq.rejected		1 email
17	Accept NRA1 – Update MP1 (Section 4)	NRA user		MP users linked to the MP1 updateReq.accepted	MP users linked to the MP2 new.cr.requested	2 distinct emails

	(MP2 involved belonging to NRA2 type A) – NEW RELATIONSHIP REQUEST WAS SUBMITTED					
18	NRA2 type B) – NEW RELATIONSHIP REQUEST WAS SUBMITTED	NRA user		MP users linked to the MP1 updateReq.accepted	NRA type B to which the MP2 belongs new.cr.requested	2 distinct emails
19	Update MP2 (Section 4) with NRA2 confirmation (MP1 declaring belonging to NRA1 type A) - NEW RELATIONSHIP REQUEST WAS ACCEPTED	MP user	NRA of MP2 email address email-nra- updateReq- toConfirm			1 email
20	Update MP2 (Section 4) with NRA2 confirmation (MP1 declaring	MP user	NRA of MP2 email address email-nra- updateReq- toConfirm			1 email

	belonging to NRA1 type B) - NEW RELATIONSHIP REQUEST WAS ACCEPTED					
21	Reject NRA2 – Update MP2 (Section 4) – NEW RELATIONSHIP REQUEST WAS ACCEPTED	NRA user	MP users linked to the MP2 updateReq.rejected			1 email
22	Accept NRA2 – Update MP2 (Section 4) (MP1 declaring belonging to NRA1 type A) – NEW RELATIONSHIP REQUEST WAS ACCEPTED	NRA user	MP users linked to the MP2 updateReq.accepted	MP user linked to the MP1 new.cr.accepted	RP contact for communication email address of MP1 email.related.person.contact.f	3 distinct emails
23	Accept NRA2 – Update MP2 (Section 4) (MP1 declaring belonging to NRA1 type B) – NEW RELATIONSHIP REQUEST WAS ACCEPTED	NRA user	MP users linked to the MP2 updateReq.accepted	NRA type B to which the MP1 belongs new.cr.accepted	RP contact for communication email address of MP1 email.related.person.contact.f	3 distinct emails

24	belonging to NRA1 type A) - NEW RELATIONSHIP REQUEST WAS REJECTED	MP user	NRA of MP2 email address email-nra- updateReq- toConfirm			1 email
25	Update MP2 (Section 4) with NRA2 confirmation (MP1 declaring belonging to NRA1 type B) - NEW RELATIONSHIP REQUEST WAS REJECTED	MP user	NRA of MP2 email address email-nra- updateReq- toConfirm			1 email
26	Reject NRA2 – Update MP2 (Section 4) – NEW RELATIONSHIP REQUEST WAS REJECTED	NRA user		MP users linked to the MP2 updateReq.rejected		1 email
27	Accept NRA2 – Update MP2 (Section 4) (MP1	NRA user		MP users linked to the MP2 updateReq.accepted	MP user linked to the MP1 new.cr.rejected	2 distinct emails

	declaring belonging to NRA1 type A) – NEW RELATIONSHIP REQUEST WAS REJECTED					
28	Accept NRA2 – Update MP2 (Section 4) (MP1 declaring belonging to NRA1 type B) – NEW RELATIONSHIP REQUEST WAS REJECTED	NRA user		MP users linked to the MP2 updateReq.accepted	NRA type B to which the MP1 belongs new.cr.rejected	2 distinct emails
29	Update MP1 (Section 4) with NRA1 confirmation (MP2 involved belonging to NRA2 type A) - REMOVE RELATIONSHIP REQUEST WAS SUBMITTED	MP user	NRA of MP1 email address email-nra- updateReq- toConfirm			1 email
30	Update MP1 (Section 4) with NRA1 confirmation (MP2 involved belonging to	MP user	NRA of MP1 email address email-nra- updateReq- toConfirm			1 email

	NRA2 type B) - REMOVE RELATIONSHIP REQUEST WAS SUBMITTED				
31	Reject NRA1 – Update MP1 (Section 4) – REMOVE RELATIONSHIP REQUEST WAS SUBMITTED	NRA user	MP users linked to the MP1 updateReq.rejected		1 email
32	Accept NRA2 – Update MP2 (Section 4) (MP1 declaring belonging to NRA1 type A) – REMOVE RELATIONSHIP REQUEST WAS SUBMITTED	NRA user	MP users linked to the MP1 updateReq.accepted	MP users linked to the MP2 delete.cr.requested	2 distinct emails
33	Accept NRA2 – Update MP2 (Section 4) (MP1 declaring belonging to NRA1 type B) – REMOVE RELATIONSHIP REQUEST WAS SUBMITTED	NRA user	MP users linked to the MP1 updateReq.accepted	NRA type B to which the MP2 belongs delete.cr.requested	2 distinct emails

34	belonging to NRA1 type A) - REMOVE RELATIONSHIP REQUEST WAS ACCEPTED	MP user	NRA of MP2 email address email-nra- updateReq- toConfirm				1 email
35	Update MP2 (Section 4) with NRA2 confirmation (MP1 declaring belonging to NRA1 type B) - REMOVE RELATIONSHIP REQUEST WAS ACCEPTED	MP user	NRA of MP2 email address email-nra- updateReq- toConfirm				1 email
36	Reject NRA2 – Update MP2 (Section 4) – REMOVE RELATIONSHIP REQUEST WAS ACCEPTED	NRA user		MP users linked to the MP2 updateReq.rejected			1 email
37	Accept NRA2 – Update MP2 (Section 4) (MP1	NRA user		MP users linked to the MP2 updateReq.accepted	MP user linked to the MP1 delete.cr.accepted	RP contact for communication email address of MP1 email.related.person.contact.f	3 distinct emails

	declaring belonging to NRA1 type A) – REMOVE RELATIONSHIP REQUEST WAS ACCEPTED						
38	Accept NRA2 – Update MP2 (Section 4) (MP1 declaring belonging to NRA1 type B) – REMOVE RELATIONSHIP REQUEST WAS ACCEPTED	NRA user		MP users linked to the MP2 updateReq.accepted	NRA type B to which the MP1 belongs delete.cr.accepted	RP contact for communication email address of MP1 email.related.person.contact.f	3 distinct emails
39	Update MP2 (Section 4) with NRA2 confirmation (MP1 declaring belonging to NRA1 type A) - REMOVE RELATIONSHIP REQUEST WAS REJECTED	MP user	NRA of MP2 email address email-nra- updateReq- toConfirm				1 email
40	Update MP2 (Section 4) with NRA2 confirmation (MP1	MP user	NRA of MP2 email address email-nra- updateReq- toConfirm				1 email

	declaring belonging to NRA1 type B) - REMOVE RELATIONSHIP REQUEST WAS REJECTED				
41	Reject NRA2 – Update MP2 (Section 4) – REMOVE RELATIONSHIP REQUEST WAS REJECTED	NRA user	MP users linked to the MP2 updateReq.rejected		1 email
42	Accept NRA2 – Update MP2 (Section 4) (MP1 declaring belonging to NRA1 type A) – REMOVE RELATIONSHIP REQUEST WAS REJECTED	NRA user	MP users linked to the MP2 updateReq.accepted	MP user linked to the MP1 delete.cr.rejected	2 distinct emails
43	Accept NRA2 – Update MP2 (Section 4) (MP1 declaring belonging to NRA1 type B) – REMOVE RELATIONSHIP	NRA user	MP users linked to the MP2 updateReq.accepted	NRA type B to which the MP1 belongs delete.cr.rejected	2 distinct emails

REQUEST WAS REJECTED			

All users

ID	Event	Triggered by	Receiver	Comment
1	Change user password	user	user email address change.password	
2	Change email		user email address change.email.address	
3	Submit forgotten password form	user	user email address user.reset.password	
4	Account locked	After 5 failed login attempts	user email address account.locked	
5	Password expired	Password unchanged for more than 90 days	user email address email.user.password.expiration	
6	Submit forgotten password form		user email address reset.password.not.possible	

Annex II: Size limitation and validation rules in registration format

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation Rule (regular expression)
Market participant	Full name of the market participant (either company name if legal person or full name if natural person)	Free Text, alpha-numerical	Mandatory	MinSize = 2 MaxSize = 200	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Person Type	Type of person according to Art. 2(8) of Regulation (EU) No 1227/2011: • Natural person • Legal person	Selection from the list of admitted values: 0: natural person 1: legal person	Mandatory		Admitted values: 0 (meaning "natural person") 1 (meaning "legal person")	[0-1]
Legal Form	Legal form of the market participant (only for legal entities)	Free Text, alpha-numerical	Mandatory if Person type = Legal Person	MinSize = 2 MaxSize = 200	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Birth Date	Date of birth (only for natural persons)	YYYY-MM-DD	Mandatory if Person type = Natural person		Numerical text complying with format YYYY-MM- DD is allowed, where "YYYY" stands for the year format (e.g. 1986), "MM" stands for the month numeric format (e.g. 11) and "DD" stands for the day format (e.g. 30).	Format : YYYY- MM-DD Registration not allowed for persons younger than 18 and older than 150
					Moreover, pay attention since registration is not allowed for persons younger than 18 or older than 150	

Section 1: Data related to Market Participant

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation Rule (regular expression)
Birth City	City of birth (only for natural persons)	Free Text, alpha-numerical	Mandatory if Person type = Natural person	MinSize = 2 MaxSize = 200	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Birth State	State of birth (only for natural persons)	Selection from the list of admitted values; refer to country ISO numeric codes <u>http://en.wikipedia.org/wiki/I</u> <u>SO_3166-1</u>	Mandatory if Person type = Natural person		Only country ISO numeric codes are allowed (e.g. enter 705 for Slovenia). For a full list of country ISO numeric codes, refer to <u>http://en.wiki</u> <u>pedia.org/wi</u> <u>ki/ISO 3166</u> -1	Only country ISO numeric codes are accepted
State	Member State or Country where the market participant is resident	Selection from the list of admitted values; refer to country ISO numeric codes <u>http://en.wikipedia.org/wiki/I</u> <u>SO 3166-1</u>	Mandatory		Only country ISO numeric codes are allowed (e.g. enter 705 for Slovenia). For a full list of country ISO numeric codes, refer to <u>http://en.wiki</u> <u>pedia.org/wi</u> <u>ki/ISO_3166</u> -1	Only country ISO numeric codes are accepted
Address	Full address where the market participant is resident (headquarters for legal entities)	Free Text, alpha-numerical	Mandatory	MinSize = 2 MaxSize = 200	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
City	City where the market participant is resident	Free Text, alpha-numerical	Mandatory	MinSize = 2 MaxSize = 200	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation Rule (regular expression)
Postal code	Postal code of the market participant	Free Text, alpha-numerical	Mandatory	MinSize = 2 MaxSize = 15	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
VAT number	Value added tax code of the market participant	Free Text including the Country prefix	Mandatory	MinSize = 7 MaxSize = 14	Any alpha- numerical text is allowed; special characters are NOT allowed.	[a-zA-Z0-9]+
EIC	Energy identification code of the market participant	Free Text	Optional	Exact Size = 16	Any alpha- numerical text is allowed; special characters are \ and - are allowed too; other special characters are NOT allowed.	[a-zA-Z0-9\\-]+
BIC	Bank identifier code of the market participant	Free Text	Optional	Exact Size = 11 OR Exact Size = 8	Any alpha- numerical text is allowed; special characters are NOT allowed.	[a-zA-Z0-9]+
LEI	Legal Entity identifier of the market participant	Free Text	Optional	Exact Size = 20	Any alpha- numerical text is allowed; special characters are NOT allowed.	[a-zA-Z0-9]+
GS1	Global Location Number (GLN) of the market participant (within the GS1 coding scheme)	Free Text	Optional	Exact Size = 13	Any numerical text is allowed.	[0-9]+
Interoperabilit y national code	Code to be defined by NRAs for country- specific interoperabilit y	Free Text, alpha-numerical chars	Optional	MinSize = 2 MaxSize = 30	Any alpha- numerical text is allowed; special characters are NOT allowed.	[a-zA-Z0-9]+

Fieldname	Description	Format	Notes	Size	Allowed	Validation Rule
Totaliano	Decemption			Limitations	characters	(regular expression)
Trade register	Registration number in a national or local trade register and indication of the register	Free Text, alpha-numerical chars	Optional	MinSize = 2 MaxSize = 100	Any alpha- numerical text is allowed; space character is allowed too; other special characters are NOT allowed.	[a-zA-Z0-9]+
Website	URL of the home page of the website of the market participant	Free Text, alpha-numerical chars	Mandatory if the Market Participant has a web site	MinSize = 5 MaxSize = 300	Website URL must begin with either http or https or ftp or FFT or HTTP or HTTPS, then have characters ://, then eventually have any number of alpha- numeric characters or special characters between the following: - +&@#/%?= ~_!!:,.; Finally, it must end with any alpha- numeric character or any special character between the following (note that the list is different from the previous one): - +&@#/%=~	\bb(https?[ftp]FFT] HTTPS?)://[-a-zA- ZO- 9+&@#/%?=~_ !:, :]*[-a-zA-ZO- 9+&@#/%=~_]] (URL pattern)
Publication inside information	Place of publication of insider information if different from the website of the market participant	Free Text, alpha-numerical chars	Mandatory if different from website	MinSize = 2 MaxSize = 300	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	

Registration User Manual for Market Participants

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation Rule (regular expression)
Date of validity	Date of validity of the information collected in this section	YYYY-MM-DD	Mandatory; a new date is necessary at any update		Numerical text complying with format YYYY-MM- DD is allowed, where "YYYY" stands for the year format (e.g. 1986), "MM" stands for the month numeric format (e.g. 11) and "DD" stands for the day format (e.g. 30).	YYYY-MM-DD

Section 2: Data Related to Natural Persons linked to Market Participant

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
Role	 Possible values are: responsible of trading decision responsible of operat. Decision contact for communications 	Selection from the list of roles (one value only)	Mandatory		Admitted values: 0 (meaning "contact for communications") 1 (meaning "responsible of trading decision") 2 (meaning "responsible of operational decision")	[0-2]
Role Details	Organisational position of the person within the market participant	Free Text, alpha- numerical	Mandatory	MinSize = 2 MaxSize = 200	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Family Name/Surname	Family name/surname of the person	Free Text, alpha- numerical	Mandatory	MinSize = 2 MaxSize = 100	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Name/Given name	Name/given name of the person	Free Text, alpha- numerical	Mandatory	MinSize = 2 MaxSize = 100	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Address	Full address of the normal site of work of the person	Free Text, alpha- numerical	Mandatory	MinSize = 2 MaxSize = 200	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	

Registration User Manual for Market Participants

Fieldname	Description	Format	Notes	Size Limitations	Allowed	Validation Pattern
City	City of the normal site of work of the person	Free Text, alpha- numerical	Mandatory	MinSize = 2 MaxSize = 200	characters Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Postal code	Postal code of the normal site of work of the person	Free Text, alpha- numerical, max length 15 characters	Mandatory	MinSize = 2 MaxSize = 15	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Email	Full email address of the person	Free Text, alpha- numerical	Mandatory	MinSize = 5 MaxSize = 300	Emails must begin with any alpha-numeric character or special characters + or _ , then have any number of alpha- numeric characters or special characters + or _ , then eventually have (zero or more times) a dot followed by any number of alpha- numeric characters or special characters + or Then, emails must have only one @ character. The @ character must be followed (one or more times) by alpha- numeric characters + or -, The @ character must be followed (one or more times) by alpha- numeric characters + or -, then eventually have (zero or special characters + or -, then eventually have (zero or more times) a dot followed by any number of alpha- numeric characters. Finally, emails must end with a dot followed by 2, 3 or 4 alphabetic	^[_A-Za-z0-9- \\+]+(\\[_A-Za-z0- 9-]+(\\[A-Za-z0- 9]+)*(\\[A-Za-z0- 9]+)*(\\[A-Za- z]{2,4})\$ (standard email pattern)
Telephone	Telephone number (including international and national codes) of the person	Free Text, alpha- numerical	Mandatory	MinSize = 5 MaxSize = 30	Telephone number must begin with + symbol followed by digits	[+]{1}[\\d]+ ('+' symbol followed by digits)
Fax	Fax number (including international and national codes)	Free Text, alpha- numerical	Optional	MinSize = 5 MaxSize = 30	Fax number must begin with + symbol followed by digits	[+]{1}[\\d]+ ('+' symbol followed by digits)

Registration User Manual for Market Participants

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
Date of validity	Date of validity of the information collected in this section	YYYY-MM-DD	A new date is necessary at any update		Numerical text complying with format YYYY- MM-DD is allowed, where "YYYY" stands for the year format (e.g. 1986), "MM" stands for the month numeric format (e.g. 11) and "DD" stands for the day format (e.g. 30).	YYYY-MM-DD

Section 3: Data related to Ultimate Controller or Last Beneficiary of the Market Participant

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
Туре	Type of ultimate controller or beneficiary: • - natural person • - legal person	Selection from a list of codified options (one value only)	Mandatory		Admitted values: 0 (meaning "natural person") 1 (meaning "legal person")	[0-1]
Name	Full name of the ultimate controller or beneficiary: - family name/surname and name/given name for natural person - company name and legal form for legal entities	Free Text, alpha- numerical	Mandatory	MinSize = 4 MaxSize = 200	Any alpha-numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Address	Full address where the ultimate controller or beneficiary is resident	Free Text, alpha- numerical	Mandatory	MinSize = 2 MaxSize = 200	Any alpha-numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
City	City where the ultimate controller or beneficiary is resident	Free Text, alpha- numerical	Mandatory	MinSize = 2 MaxSize = 200	Any alpha-numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Postal code	Postal code of the ultimate controller or beneficiary	Free Text, alpha- numerical	Mandatory	MinSize = 2 MaxSize = 15	Any alpha-numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
State	State of the ultimate controller or beneficiary	Selection from the list of admitted values	Mandatory		Only country ISO numeric codes are allowed (e.g. enter 705 for Slovenia). For a full list of country ISO numeric codes, refer to <u>http://en.wikipedia.org/wiki/ISO_3166-</u> 1	Only country ISO numeric codes are accepted

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation
Birth Date	Date of birth of the ultimate controller or beneficiary	YYYY- MM-DD	Mandatory if Type = natural person		Numerical text complying with format YYYY-MM-DD is allowed, where "YYYY" stands for the year format (e.g. 1986), "MM" stands for the month numeric format (e.g. 11) and "DD" stands for the day format (e.g. 30). Moreover, pay attention since registration is not allowed for persons younger than 18 or older than 150	Pattern Format : YYYY- MM-DD Registration not allowed for persons younger than 18 and older than 150
Birth City	City of birth of the ultimate controller or beneficiary	Free Text, alpha- numerical	Mandatory if Type = natural person	MinSize = 2 MaxSize = 200	Any alpha-numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Birth State	State of birth of the ultimate controller or beneficiary	Selection from the list of admitted values	Mandatory if Type = natural person		Only country ISO numeric codes are allowed (e.g. enter 705 for Slovenia). For a full list of country ISO numeric codes, refer to <u>http://en.wikipedia.org/wiki/ISO_3166-</u> 1	Only country ISO numeric codes are accepted
E-mail	Full e-mail address of the ultimate controller or beneficiary	Free Text, alpha- numerical	Mandatory	MinSize = 5 MaxSize = 300	Emails must begin with any alpha- numeric character or special characters + or _ , then have any number of alpha-numeric characters or special characters + or _, then eventually have (zero or more times) a dot followed by any number of alpha- numeric characters or special characters + or Then, emails must have only one @ character. The @ character must be followed (one or more times) by alpha-numeric characters or special characters + or -, , then eventually have (zero or more times) a dot followed by any number of alpha-numeric characters. Finally, emails must end with a dot followed by 2, 3 or 4 alphabetic characters.	^[_A-Za-z0-9- \\+]+(\\[_A-Za- z0-9-]+)*@[A- Za-z0-9-]+(\\[A- Za-z0- 9]+)*(\\[A-Za- z]{2,4})\$ (standard email pattern)
Telephone	Telephone number (including international and national codes)	Free Text, alpha- numerical	Mandatory	MinSize = 5 MaxSize = 30	Telephone number must begin with + symbol followed by digits	[+]{1}[\\d]+ ('+' symbol followed by digits)
Personal Data Type	Type of personal data collected for the ultimate controller of beneficiary in case of natural person	Free Text, alpha- numerical	Mandatory if Type = natural person	MinSize = 1 MaxSize = 100	Any alpha-numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Personal Data	Value of Fiscal code or Personal Security number or ID card number or passport number	Free Text, alpha- numerical	Mandatory if Type = natural person	MinSize = 5 MaxSize = 100	Any alpha-numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Capacity	Role of the ultimate controller in case of natural person	Free Text, alpha- numerical	Mandatory if Type = natural person	MinSize = 2 MaxSize = 100	Any alpha-numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	

Fieldname	Description	Format	Notes	Size	Allowed characters	Validation
				Limitations		Pattern
VAT	VAT number of the ultimate controller or beneficiary in case of a legal entity	Free Text, 14 alpha- numerical chars (including the Country prefix)	Mandatory if Type = legal person	MaxSize = 14 MinSize = 7	Any alpha-numerical text is allowed; special characters are NOT allowed.	[a-zA-Z0-9]+
Corporate Vehicle	Type of the ultimate controller or beneficiary in case of legal entity	Free Text, alpha- numerical	Mandatory if Type = legal person	MinSize = 5 MaxSize = 100	Any alpha-numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Date of validity	Date of validity of the information collected in this section	YYYY- MM-DD	A new date is necessary at any update		Numerical text complying with format YYYY-MM-DD is allowed, where "YYYY" stands for the year format (e.g. 1986), "MM" stands for the month numeric format (e.g. 11) and "DD" stands for the day format (e.g. 30).	YYYY-MM-DD

Section 4: Data related to the corporate structure of the market participant

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
Unique Code of the related undertaking	ACER code of the related undertaking	12 alpha- numerical chars	Mandatory	Exact Size = 12	Only alpha- numerical characters representing an existing ACER code are accepted.	Only ACER codes are accepted
Type of Relationship	Type of relationship between the market participant and the related undertaking according to the 7 th Council Directive 83/349/EEC of 13 June 1983: • parent undertaking • subsidiary (controlled undertaking) • other related undertaking having "unitary direction"	Selection from a list of codified options (one value only)	Mandatory		Admitted values: 0 (meaning "other related undertaking"); 1 (meaning "parent undertaking"); 2 (meaning "controlled undertaking").	[0-2]
Notes	Additional information provided by the market participant	Free Text, alpha- numerical	Optional	MaxSize = 1000	Any alpha- numerical text is allowed; special characters like !, ", \$, %, &, /, (,), [,], space, etc are allowed too.	
Date of validity	Date of validity of the information collected in this section	YYYY-MM- DD	A new date is necessary at any update		Numerical text complying with format YYYY- MM-DD is allowed, where "YYYY" stands for the year format (e.g. 1986), "MM" stands for the month numeric format (e.g. 11) and "DD" stands for the	YYYY-MM-DD

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
					day format (e.g. 30).	

Section 5: Data related to Delegated Parties for reporting on behalf of the Market Participant

Fieldname	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
Unique Code of Delegated party	Code of delegated third party for reporting on behalf of the market participant	12 alpha- numerical chars	Mandatory if this section is filled in	Exact Size = 12	Only alpha- numerical characters representing an existing Delegated party code are accepted.	Only ACER codes are accepted
Date of validity	Date of validity of the information collected in this section	YYYY-MM- DD	Mandatory; a new date is necessary at any update		Numerical text complying with format YYYY- MM-DD is allowed, where "YYYY" stands for the year format (e.g. 1986), "MM" stands for the month numeric format (e.g. 11) and "DD" stands for the day format (e.g. 30).	YYYY-MM-DD

Additional information related to the intention of the MP to be reporting entity.

Intention to report	MP can declare to report as reporting entity	Boolean	Mandatory	Admitted values: 0 (meanir "No"); 1 (meanir	•
				"Yes").	5

Annex III: Acronym list

Acronym	Definition
ACER	Agency for the Cooperation of Energy Regulators
CEREMP	Centralised European Register of Energy Market Participants (module of the Agency's REMIT Information System, ARIS)
MP	Market Participant
MS	Member State
NRA	National Regulatory Authority
REMIT	Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency
SLA	Service Level Agreement
Captcha	Completely Automated Public Turing test to tell Computers and Humans Apart