



REPUBLIC OF ESTONIA  
COMPETITION AUTHORITY

# **CEREMP**

## **Registration User Manual for Market Participants**

### **in Estonia**

**1<sup>st</sup> Edition**

**October 2014**

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## 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 via the Centralised European Register of Energy Market Participants (CEREMP) in Estonia. This document is aimed at market participants registering with the Estonian Competition Authority (ECA). 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.<sup>1</sup>

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.

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<sup>1</sup> [http://www.acer.europa.eu/remit/Documents/REMIT%20ACER%20Guidance%203rd%20Edition\\_FINAL.pdf](http://www.acer.europa.eu/remit/Documents/REMIT%20ACER%20Guidance%203rd%20Edition_FINAL.pdf)

## 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 (3<sup>rd</sup> 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)<sup>2</sup>, 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

All market participants entering into transactions which are required to be reported to the Agency in 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 before 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

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<sup>2</sup> [http://www.acer.europa.eu/Official\\_documents/Acts\\_of\\_the\\_Agency/Directors%20decision/ACER%20Decision%2001-2012.pdf](http://www.acer.europa.eu/Official_documents/Acts_of_the_Agency/Directors%20decision/ACER%20Decision%2001-2012.pdf)

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 after 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:

Minimum screen resolution:	1024x768
Supported browsers:	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**

The registration in Estonia will be done via the dedicated home page of ECA with the following URL:

[https://www.acer-remit.eu/ceremp/home?nraShortName=7&lang=et\\_EE](https://www.acer-remit.eu/ceremp/home?nraShortName=7&lang=et_EE)

## Registration of a new user

Go to the home page of ECA. By clicking on “**Register new User**” you will be redirected to the user registration form.

ECA home page allows you to create a new user account to access the system: Open an Internet browser, type ECA home page ([https://www.acer-remit.eu/ceremp/home?nraShortName=7&lang=en\\_EE](https://www.acer-remit.eu/ceremp/home?nraShortName=7&lang=en_EE)) URL into the address box and click enter.



**Figure 1 – An ECA 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 ECA home page



**Figure 3 – Register New User**

- The page which allows you to enter details concerning the “Authorized Signatory” of the organisation is displayed.

The screenshot shows the CEREMP User Form registration page. The page header includes the CEREMP logo and the text "Centralised European Registry for Energy Market Participants". The form is titled "CEREMP User Form" and contains the following fields:

- First Name \*
- Surname \*
- Address \*
- Country \*
- City \*
- Postal code \*
- E-mail \*
- Retype E-mail \*
- Phone \*
- Fax

Below the form fields, there are instructions for file uploads:

- 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 : JPEG/JPG/PNG/PDF/ZIP
- The maximum file size must not exceed 20 MByte

There is a "Power of attorney to register MP" field with a "Browse" button. Below this is the "Company Information" section with the following fields:

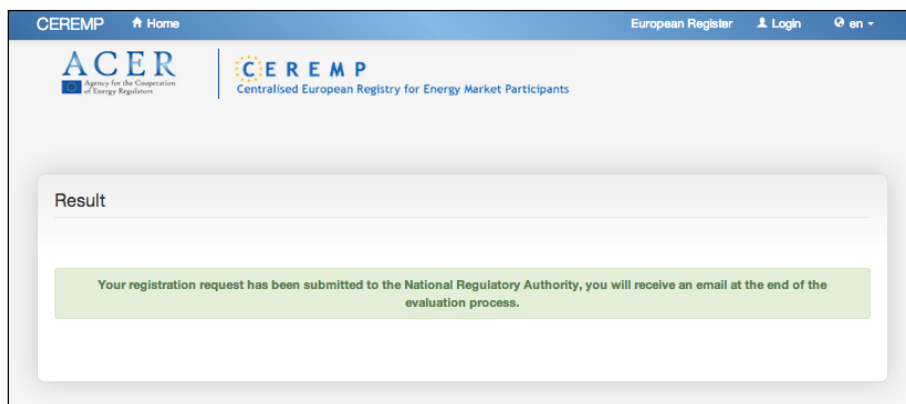
- Are you a company employee? \*
- Company name
- Company address
- Company city
- Company country
- Company VAT

At the bottom of the form, there is a CAPTCHA image showing the code "56gp7". Below the CAPTCHA is a text input field with the instruction "Enter the code exactly as shown above:". At the bottom left, there are "Back" and "Reset" buttons. At the bottom right, there is a "Submit" button.

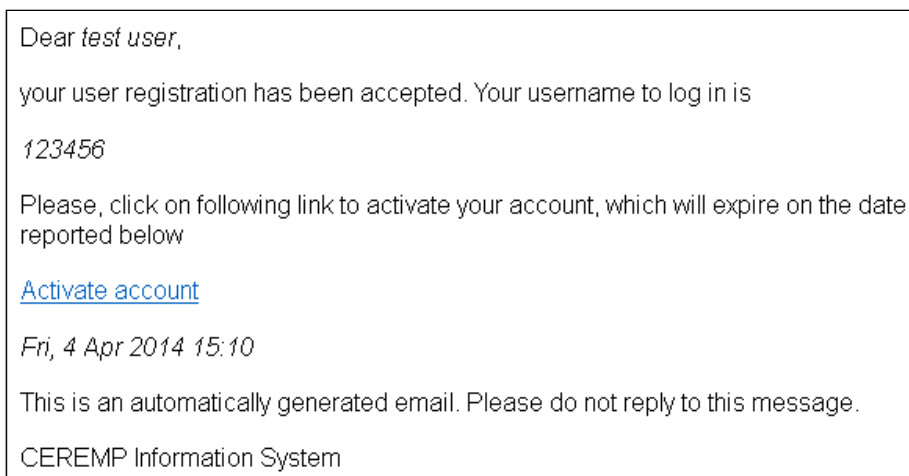
Figure 4 – User form

**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**

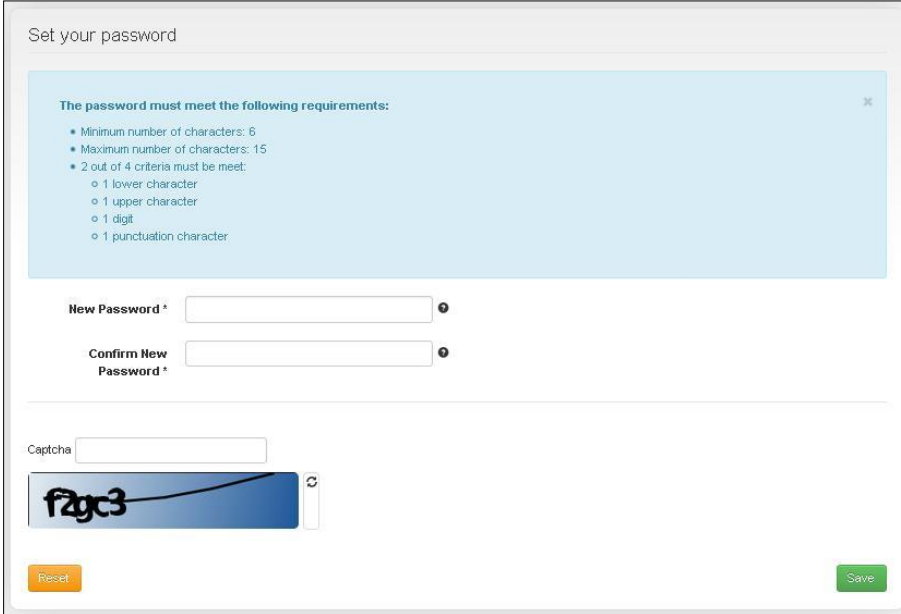
The confirmation email sent to you by the ECA will contain your new user account name. To activate your account click the ‘**activate account**’ link in the confirmation email that will be sent to the email address provided in the application:

**Figure 6 – Activation email**

**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:



The screenshot shows a web form titled "Set your password". At the top, there is a light blue box with the text "The password must meet the following requirements:" followed by a list of requirements: "Minimum number of characters: 6", "Maximum number of characters: 15", and "2 out of 4 criteria must be met:" with sub-points for "1 lower character", "1 upper character", "1 digit", and "1 punctuation character". Below this are two input fields: "New Password \*" and "Confirm New Password \*". Underneath is a "Captcha" field with a visual captcha image showing the characters "f2gc3" and a refresh button. At the bottom left is an orange "Reset" button and at the bottom right is a green "Save" button.

**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: 8
  - ✓ Maximum number of characters: 15
  - ✓ 2 out of 4 criteria must be met:
    - 1 lower case character
    - 1 upper case character
    - 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:



The screenshot shows the CEREMP login interface. At the top left is the ACER logo (Agency for the Cooperation of Energy Regulators). At the top right is the CEREMP logo (Centralised European Registry for Energy Market Participants). Below the logos, the text reads "Welcome to the Centralised European Registry for Energy Market Participant". The main form area is titled "Enter your Username and Password" and contains two input fields: "Username:" and "Password:". Below the password field is a link for "Forgotten password". At the bottom of the form is a blue "LOGIN" button.

**Figure 8 – Login form**

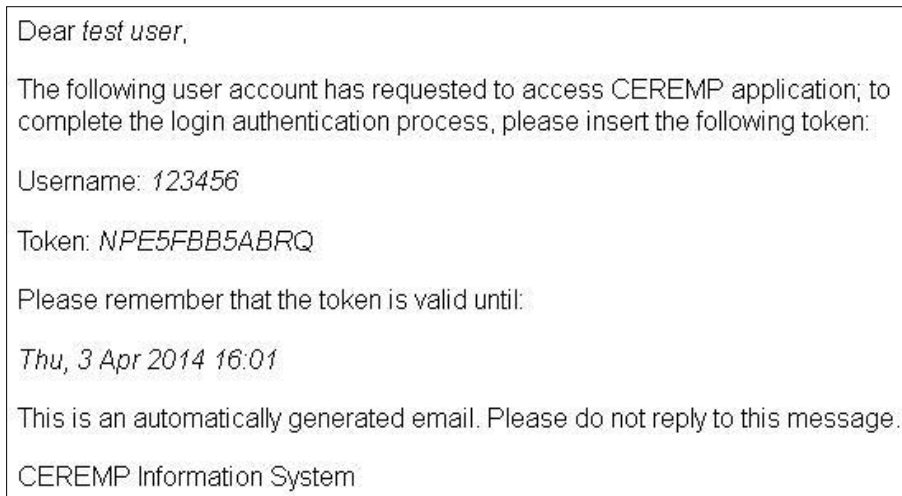
You will be prompted to enter a token for authentication purposes.



The screenshot shows the CEREMP token authentication interface. At the top center is the CEREMP logo (Centralised European Registry for Energy Market Participants). Below the logo, the text reads "Token Authentication". Underneath, it says "Please insert the token received by email". There is a single input field with a small icon to its left. At the bottom right of the form is a green "Confirm" button.

**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.



**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:



**Figure 11 – Logout button**

## 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**”



The screenshot shows the CEREMP web interface. At the top, there is a navigation bar with 'CEREMP' and 'Home' on the left, and 'Login' on the right. Below the navigation bar, there are logos for 'ACER Agency for the Cooperation of Energy Regulators' and 'CEREMP Centralised European Registry for Energy Market Participants'. The main content area is titled 'Forgotten password'. It contains a text input field with the placeholder 'Insert username', a CAPTCHA image showing the text 'ken7b', and another text input field with the placeholder 'Enter the code exactly as shown above:'. At the bottom of the form, there are two buttons: 'Back' and '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 13 – Forgotten password email**

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

CEREMP Home Login

CEREMP  
Centralised European Registry for Energy Market Participants

Reset password

The password must meet the following requirements:

- Minimum number of characters: 6
- Maximum number of characters: 15
- 2 out of 4 criteria must be met:
  - 1 lower character
  - 1 upper character
  - 1 digit
  - 1 punctuation character

Insert username \*

New Password \*

Confirm New Password \*

7y3kp

Enter the code exactly as shown 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.

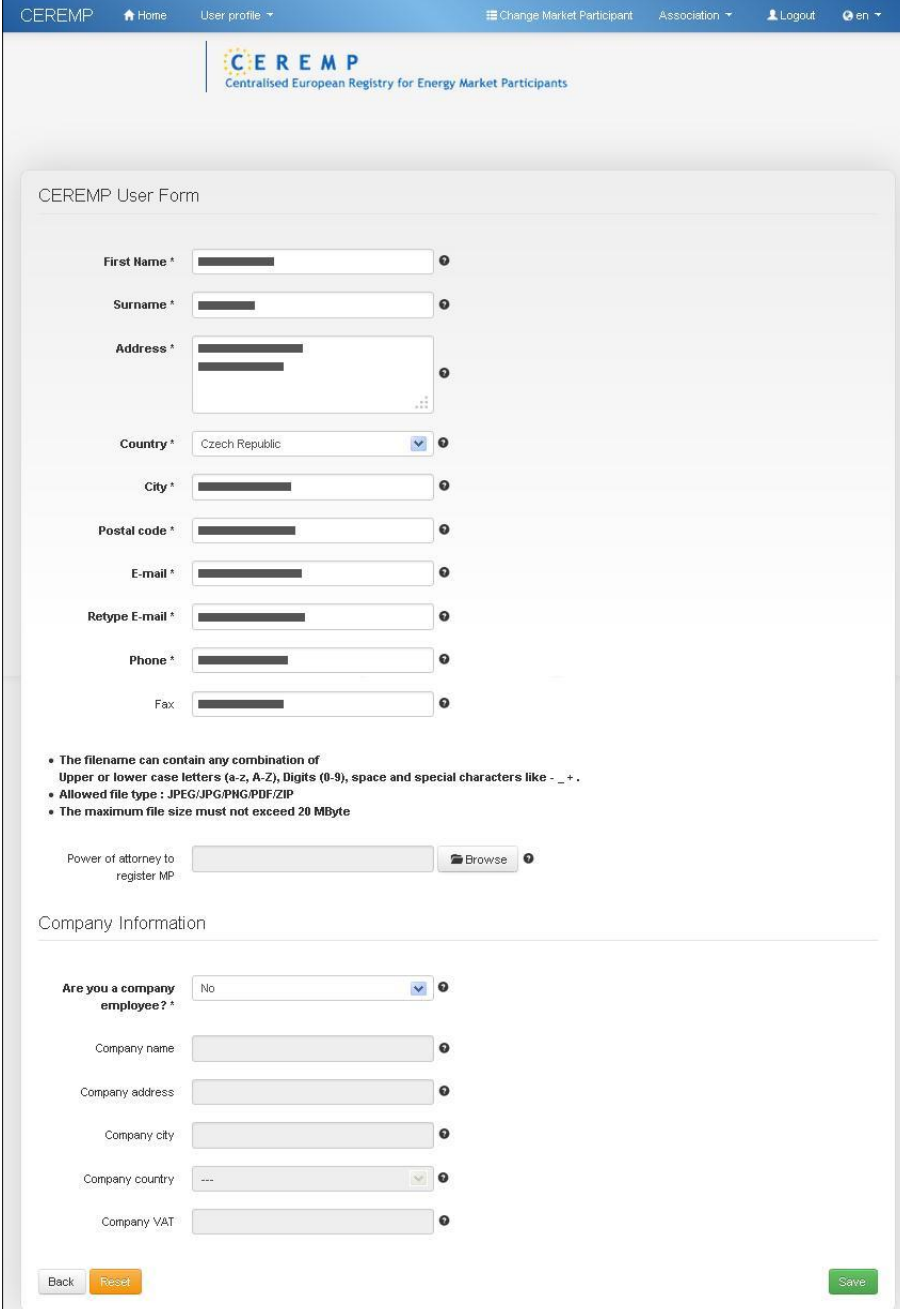
## 2.2.5 User Account Management

### 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:



The screenshot shows the CEREMP User Form interface. At the top, there is a navigation bar with 'CEREMP' logo and 'Centralised European Registry for Energy Market Participants' text. Below the navigation bar, the form is titled 'CEREMP User Form'. The form contains several input fields for personal information, all of which have been blackened out for privacy. The fields are: First Name \*, Surname \*, Address \*, Country \* (set to Czech Republic), City \*, Postal code \*, E-mail \*, Retype E-mail \*, Phone \*, and Fax. Below these fields, there is a section for 'Power of attorney to register MP' with a 'Browse' button. The form also includes a 'Company Information' section with fields for: Are you a company employee? \* (set to No), Company name, Company address, Company city, Company country, and Company VAT. At the bottom of the form, there are 'Back', 'Reset', and 'Save' buttons.

**Figure 15 – User profile form (personal information was blackened)**

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

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 before 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. 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 registering after 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:

The screenshot shows the CEREMP registration interface. At the top, there is a navigation bar with 'CEREMP', 'Home', 'User Profile', 'Register New MP', 'Association', 'Logout', and 'en'. Below this is the CEREMP logo and the full name 'Centralised European Registry for Energy Market Participants'. The main content area is titled 'Market Participant Information (Registration Format Section 1)'. It contains the following fields:

- Market Participant \* (text input)
- Person Type \* (dropdown menu)
- Country \* (dropdown menu)
- Address \* (text area)
- City \* (text input)
- Postal code \* (text input)
- VAT number \* (text input)
- EIC (text input)
- BIC (text input)
- LEI (text input)
- GS1 (text input)
- Website (text input)
- Publication inside \* (checkbox 'Equal to website' and text area)
- Date of validity \* (text input with 'yyyy-MM-dd' placeholder and a calendar icon)

At the bottom of the form, there are four buttons: 'Back', 'Reset', 'Save as draft', and '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:

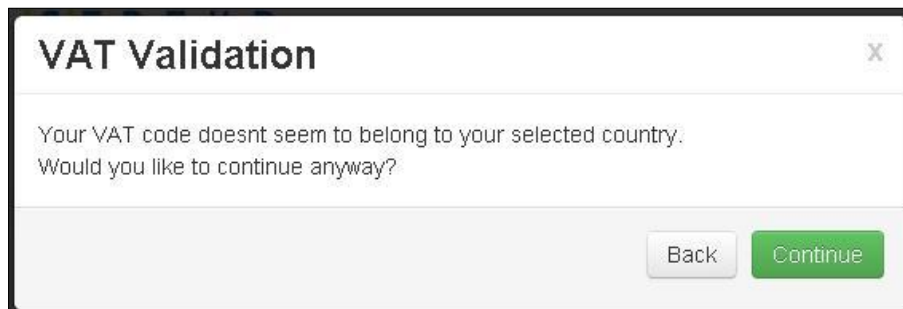
Birth Date	Date of birth (only for natural persons)
Birth City	City of birth (only for natural persons)
Birth State	State of birth (only for natural persons)

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)
------------	--

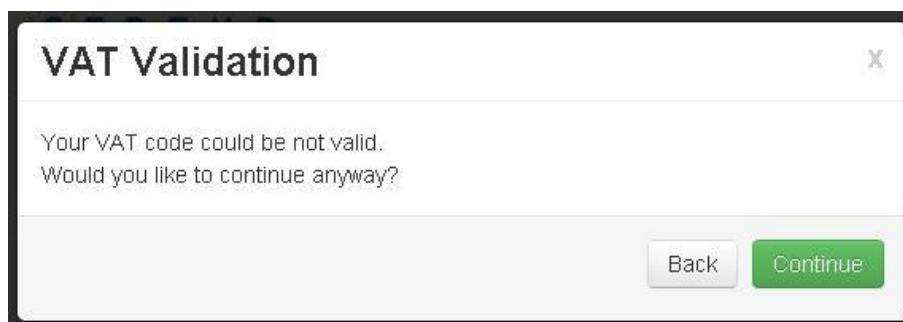
It is also important to note that ACER and ECA can ask for additional information by adding further fields to Section 1. Therefore depending on decisions from ACER and from ECA, Section 1 (and only Section 1) could have some additional mandatory or optional fields at the end of the form.

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:



**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)

#### **Section 2: 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

**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.

**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)

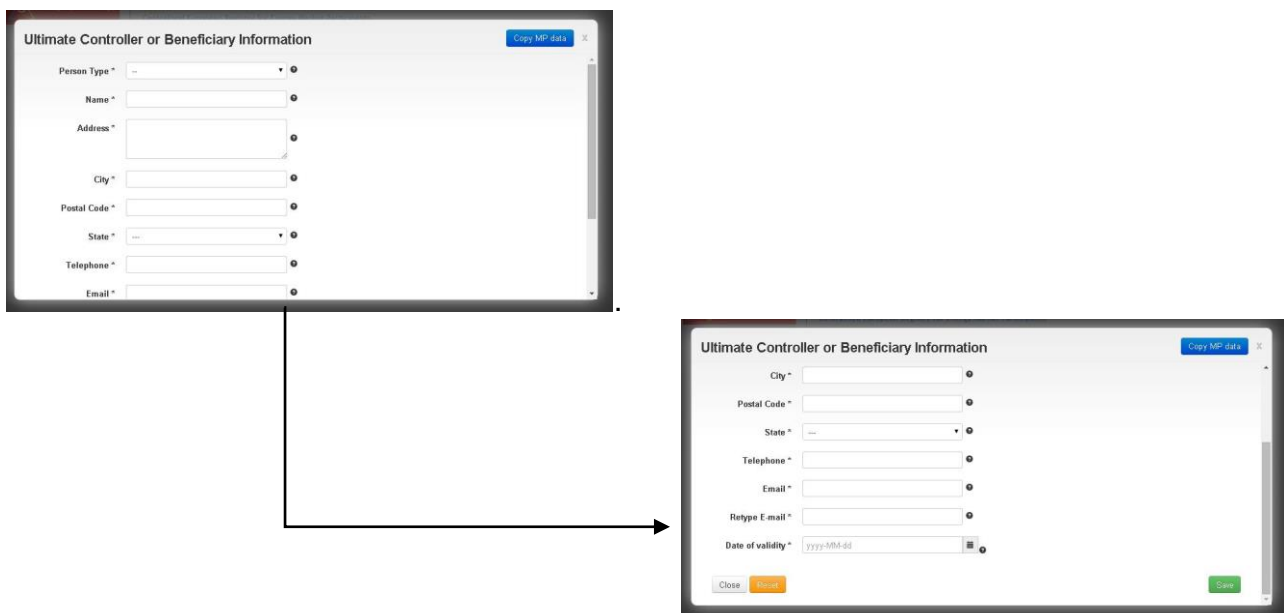
#### **Section 3: Data related to the Ultimate Controller or Beneficiary of the Market Participant.**

You can add one or more ultimate controllers or beneficiaries to Section 3:



**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.



**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:



**Figure 24 – Corporate Relationships**

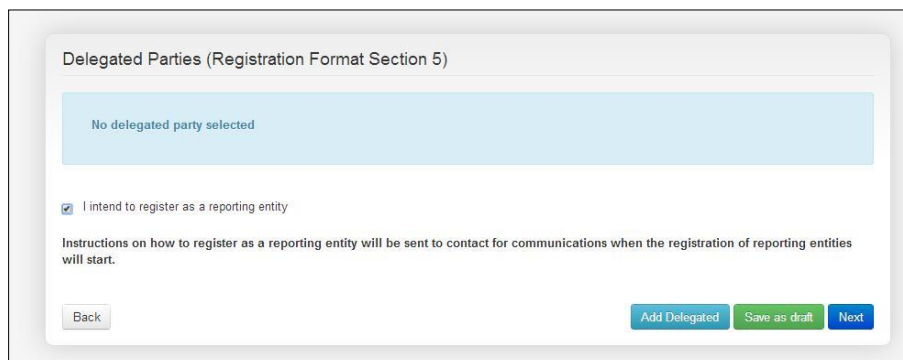
After the publication of the European Register, you will be able to add corporate relationships with other Market Participants as described in chapter 2.3.2.

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



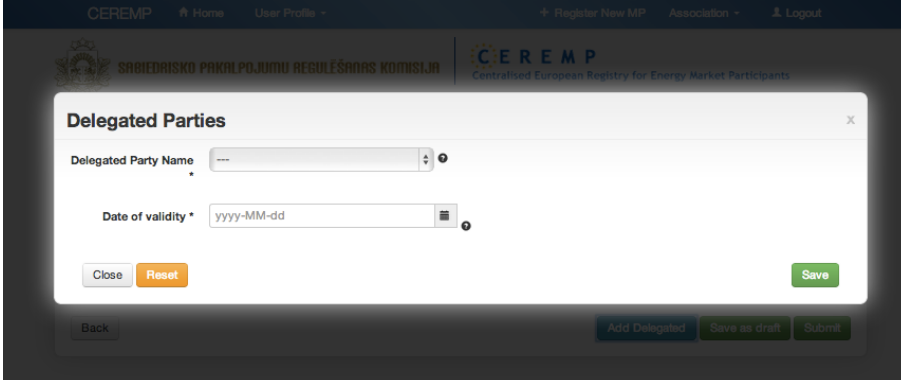
**Figure 25 – Add Delegated Parties**

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



**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.

The screenshot shows the CEREMP registration interface. At the top, there is a navigation bar with 'CEREMP', 'Home', 'User Profile', '+ Register New MP', 'Association', 'Logout', and 'en'. Below this is the CEREMP logo and the text 'Centralised European Registry for Energy Market Participants'. The main content area is titled 'Summary data entered' and contains several tabs: 'Market Participant', 'Related People', 'Ultimate Controllers', 'Corporate Structures', and 'Delegated Parties'. The 'Market Participant' tab is active, displaying a grid of input fields. The fields are: Market Participant, Person Type, Legal form, Country, Address, City, Postal code, VAT number, EIC, BIC, LEI, GS1, Website, Publication inside, and Date of validity. All text within these fields is blacked out. Below the grid is a red-bordered box containing a checkbox and the text: 'I confirm that the information being provided herein by me is true and accurate.' At the bottom left is a 'Back' button, and at the bottom right are 'Print Preview' and 'Submit' buttons.

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

Select the confirmation checkbox, then click on **“Submit”**: after submitting the registration application ECA will be automatically informed about the new registration application.

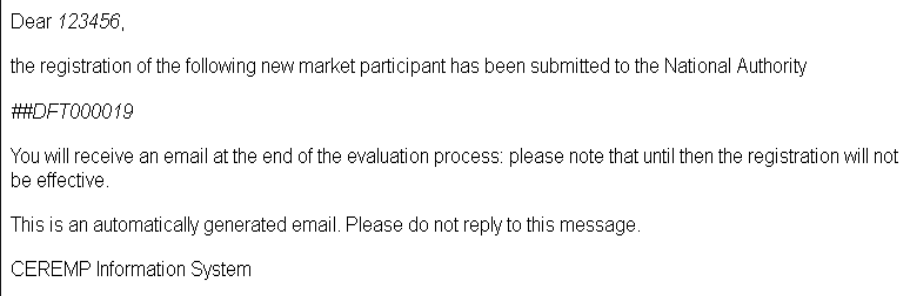
**NRA CONFIRMATION REQUIRED**

If ECA decides to examine each new registration before confirmation, after submitting the registration application the following message will be displayed.

The screenshot shows a 'Result' message box. The title is 'Result'. Below the title is a green message box containing the text: '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 – ECA 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 29 – Email message – ECA confirmation required**

Upon receiving the registration application ECA can:

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

You will be informed via email accordingly.

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

If ECA 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 ECA decides 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 – ECA 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 – ECA 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 ECA, 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**

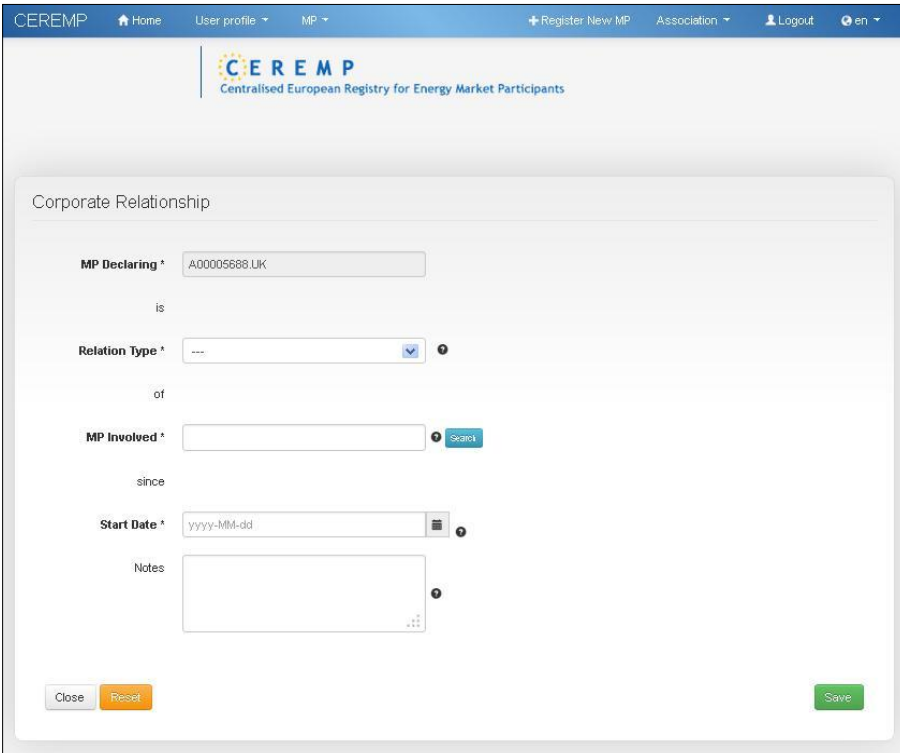
You can add one or more corporate relationships by clicking the “Add Corporate Relationship” button:



The screenshot shows the CEREMP web interface. The top navigation bar includes 'Home', 'User profile', 'MP', 'Register New MP', 'Association', 'Logout', and 'en'. The main content area is titled 'Corporate Structure (Registration Format Section 4)'. It displays 'Market Participant is [redacted] (A00005688.UK)'. Below this, a light blue box contains the text 'No elements found'. At the bottom left is a 'Back' button, and at the bottom right is a blue 'Add Corporate Relationship' button.

**Figure 32 – Add Corporate Relationship**

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



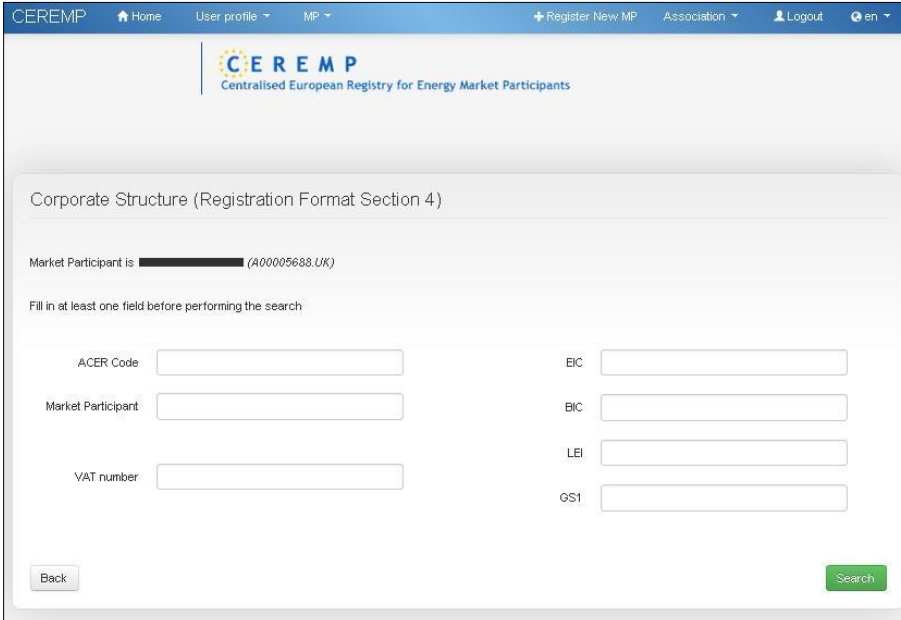
The screenshot shows the 'Corporate Relationship' form in the CEREMP system. The form fields are: 'MP Declaring' (text input with value 'A00005688.UK'), 'Relation Type' (dropdown menu with '---' selected), 'MP Involved' (text input with a 'Search' button), and 'Start Date' (calendar icon with placeholder 'yyyy-MM-dd'). There is also a 'Notes' text area. At the bottom, there are 'Close', 'Reset', and 'Save' buttons.

**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



The screenshot shows the CEREMP web interface for the 'Corporate Structure' section. The page title is 'Corporate Structure (Registration Format Section 4)'. It displays a search form for finding a Market Participant (MP) involved in a corporate relationship. The form includes a dropdown menu for 'Market Participant is' with the value '(A00005688.UK)' and a note 'Fill in at least one field before performing the search'. There are six input fields for search criteria: ACER Code, Market Participant, VAT number, EIC, BIC, LEI, and GS1. A 'Back' button is located at the bottom left, and a green 'Search' button is at the bottom right. The CEREMP logo and navigation menu are visible at the top.

**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:

CEREMP Home User profile MP Register New MP Association Logout en

**CEREMP**  
Centralised European Registry for Energy Market Participants

Corporate Structure (Registration Format Section 4)

Market Participant is ██████████ (A00005688.UK)

Fill in at least one field before performing the search

ACER Code: A00005688.UK EIC:

Market Participant:  BIC:

VAT number:  LEI:

GS1:

Back Search

Showing 1 to 1 of 1 entries

ACER Code	Market Participant	VAT number	Country	City
A00005688.UK	██████████	number	Haiti	city

← Previous 1 Next →

Select this ACER Code

**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 ECA decides to examine each new update before confirmation, after submitting the update application the following message will be displayed.



**Figure 36 – Update request – ECA confirmation required**

Upon receiving the update application ECA can:

- Approve the update application
- Reject the update application

You will be informed via email accordingly.

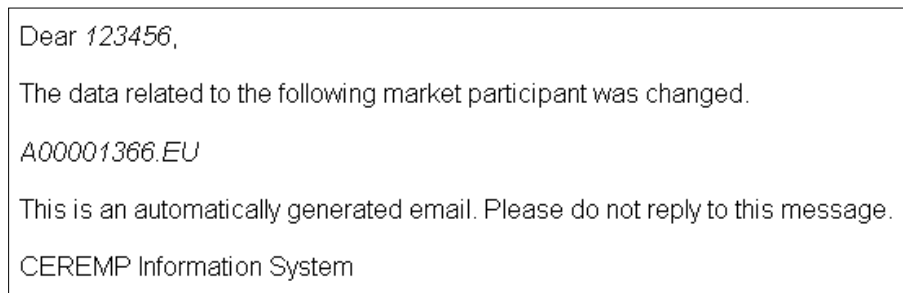
**NRA CONFIRMATION NOT REQUIRED**

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



**Figure 37 – Update request – ECA confirmation is not required**

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



**Figure 38 – Email message – ECA confirmation is not required**

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**

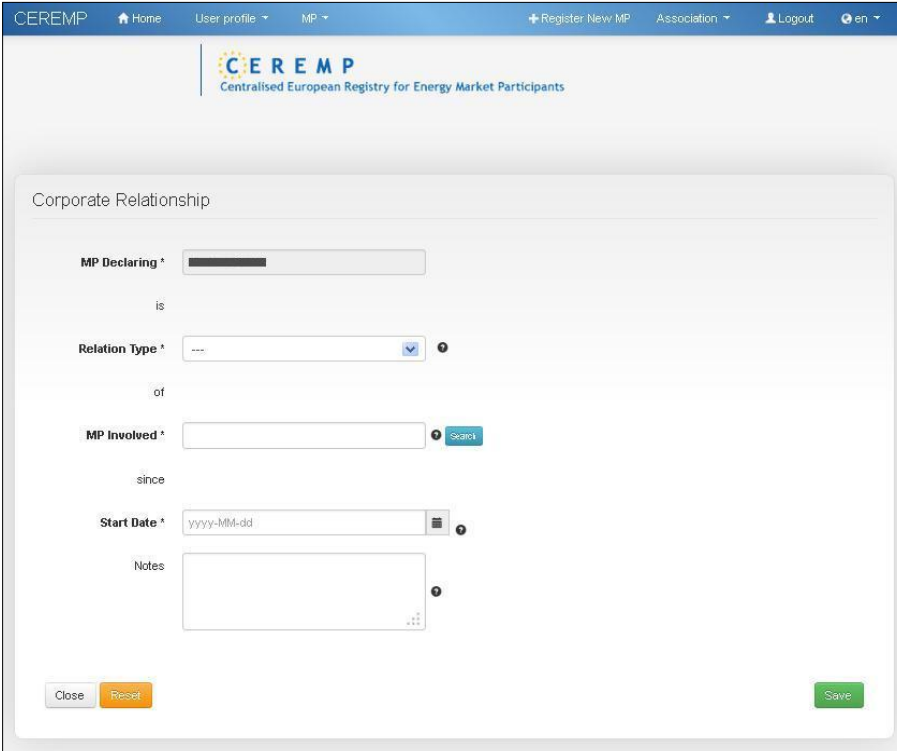
After completing Section 3, by clicking on “Next”, the following page will be displayed:



The screenshot shows the CEREMP interface with a navigation bar at the top containing 'Home', 'User profile', 'MP', 'Register New MP', 'Association', 'Logout', and 'en'. The main content area is titled 'Corporate Structure (Registration Format Section 4)'. A light blue box in the center contains the text 'No elements found'. Below this, there are three buttons: 'Back', 'Add Corporate Relationship', and 'Save as draft'. A 'Next' button is also visible in the bottom right corner.

**Figure 39 – Add Corporate Relationship**

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



The screenshot shows the CEREMP interface with a navigation bar at the top. The main content area is titled 'Corporate Relationship'. The form contains the following fields: 'MP Declaring' (text input), 'Relation Type' (dropdown menu), 'MP Involved' (text input with a 'Search' button), 'Start Date' (text input with a date picker icon), and 'Notes' (text area). At the bottom of the form, there are three buttons: 'Close', 'Reset', and '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



The screenshot shows the CEREMP web interface. At the top, there is a navigation bar with links for Home, User profile, MP, Register New MP, Association, Logout, and language settings (en). Below the navigation bar is the CEREMP logo and the text 'Centralised European Registry for Energy Market Participants'. The main content area is titled 'Corporate Structure (Registration Format Section 4)'. Below the title, there is a prompt: 'Fill in at least one field before performing the search'. The search form contains six input fields arranged in two columns. The left column has 'ACER Code', 'Market Participant', and 'VAT number'. The right column has 'EIC', 'BIC', 'LEI', and 'GS1'. At the bottom left of the form is a 'Back' button, and at the bottom right is a green 'Search' button.

**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 User profile MP Register New MP Association Logout en

**CEREMP**  
Centralised European Registry for Energy Market Participants

Corporate Structure (Registration Format Section 4)

Fill in at least one field before performing the search

ACER Code  EIC

Market Participant  BIC

VAT number  LEI

GS1

Showing 1 to 1 of 1 entries

ACER Code	Market Participant	VAT number	Country	City
A00005688.LK	[blacked out]	number	Haiti	city

1

**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.

The screenshot shows the CEREMP registration interface. At the top, there is a navigation bar with 'CEREMP', 'Home', 'User Profile', '+ Register New MP', 'Association', 'Logout', and 'en'. Below this is the CEREMP logo and the full name 'Centralised European Registry for Energy Market Participants'. The main content area is titled 'Summary data entered' and contains several tabs: 'Market Participant', 'Related People', 'Ultimate Controllers', 'Corporate Structures', and 'Delegated Parties'. The 'Market Participant' tab is active, displaying a grid of input fields. On the left side, there are fields for Market Participant, Person Type, Legal form, Country, Address, City, Postal code, VAT number, EIC, BIC, and LEI. On the right side, there are fields for GS1, Website, Publication inside, and Date of validity. At the bottom of the form, a checkbox is highlighted with a red border, containing the text: 'I confirm that the information being provided herein by me is true and accurate.' Below the checkbox are 'Back', 'Print Preview', and 'Submit' buttons.

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

Select the confirmation checkbox, and then click on “**Submit**”: after submitting the registration application ECA will be automatically informed about the new registration application.

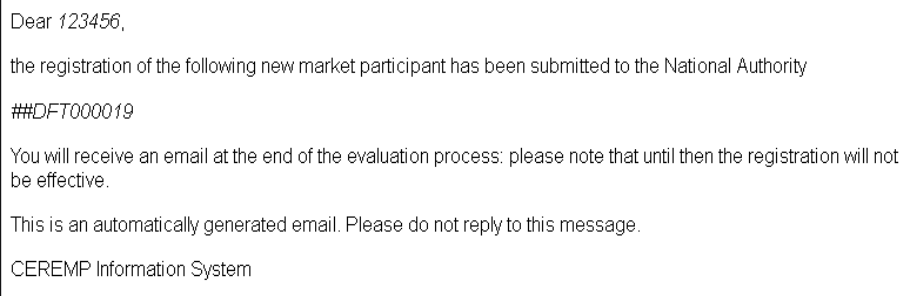
**NRA CONFIRMATION REQUIRED**

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

The screenshot shows a 'Result' message box. The message text is: 'Your registration request has been submitted to the National Regulatory Authority, you will receive an email at the end of the evaluation process.' The message is displayed in a green box within a white container.

**Figure 44 – Registration request – ECA 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 – ECA confirmation required**

Upon receiving the registration application ECA can:

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

You will be informed via email accordingly.

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

If ECA 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 ECA 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 46 – Registration request – ECA 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.

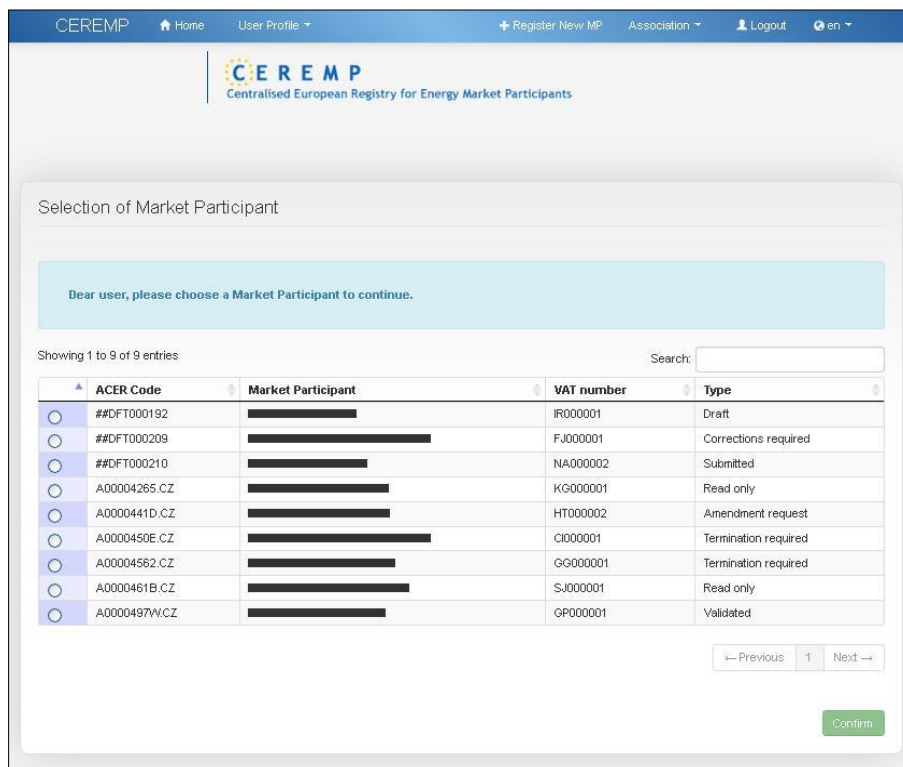
CEREMP Information System

**Figure 47 – Email message – ECA confirmation is not required**

### 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:



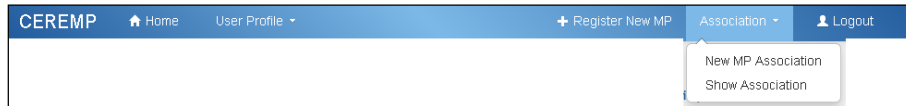
**Figure 48 – Selection of Market Participant**

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 ECA. 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:



**Figure 49 – New MP Association**

 A screenshot of the CEREMP search form for associating with market participants. The form is titled 'Search the MP to associate' and includes instructions: 'Fill in at least one field before performing the search' and 'The value entered for each field will be used to perform a wildcard search'. The form contains several input fields: 'ACER Code', 'Market Participant', 'VAT number', 'GSI', 'EIC', 'BIC', and 'LEI'. There are 'Back' and 'Search' buttons at the bottom of the form. The CEREMP logo and name are visible at the top of the page.

**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.

ECA can decide :

- Either to examine each association request before confirmation. In this case, after the request has been sent, ECA 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 ECA decides 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.

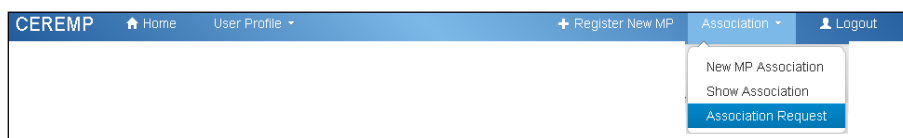
CEREMP Information System

**Figure 51 – Email message – NRA confirmation required**

### **NRA CONFIRMATION NOT REQUIRED**

In case ECA decides 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”.



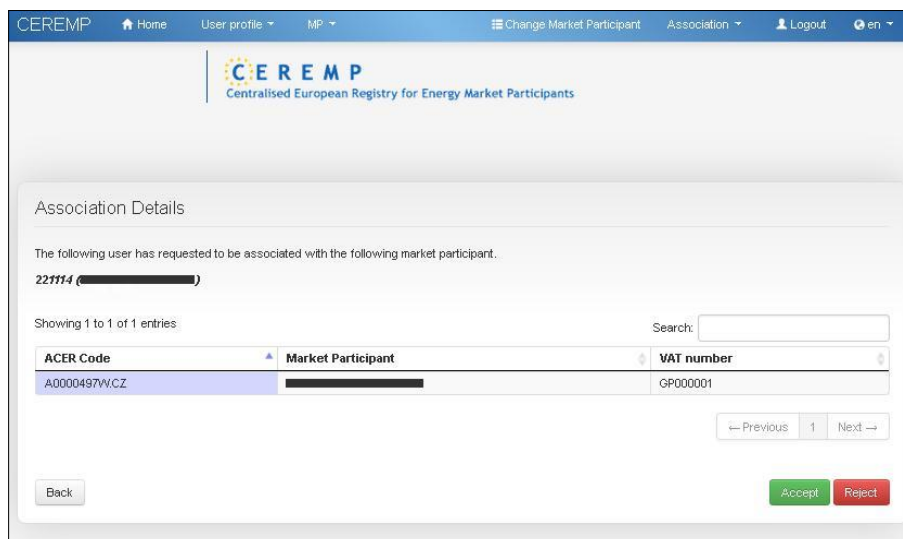
**Figure 52 – Association Requests selection**

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



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

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



**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 ECA, each update section may be subject to approval.

#### **NRA CONFIRMATION REQUIRED**

If ECA decides to examine each new update before confirmation, after submitting the update application the following message will be displayed.



**Figure 55 – Update request – NRA confirmation required**

Upon receiving the update application ECA 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 ECA decides to avoid confirmation, your Market Participant will be automatically updated and, after submitting the update application, the following message will be displayed.



**Figure 56 – Update request – ECA confirmation is not required**

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

Dear 123456,

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 – ECA 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

The screenshot shows the CEREMP web interface for the 'Change NRA' form. The breadcrumb trail at the top reads: CEREMP > Home > User profile > MP > Change Market Participant > Association > Logout. The form title is 'Change NRA'. Below the title, it says 'Market Participant is' followed by a redacted name. The form contains three main sections: 'Select New NRA' with a dropdown menu, 'Change Member State motivations' with a large text area, and 'Attachment' with a 'Browse' button. Below the attachment section, there are three bullet points: '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 : JPEG/JPG/PNG/PDF/ZIP', and 'The maximum file size must not exceed 20 MByte'. At the bottom of the form, there are 'Back', 'Reset', and 'Save' buttons.

**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)

The screenshot shows the CEREMP web interface for terminating a market participant. The page title is 'CEREMP Centralised European Registry for Energy Market Participants'. The user is logged in as 'User profile' and is viewing the 'MP' menu. The 'Terminate' form is displayed, showing the Market Participant ID as (A00005688.UK). The form includes a text area for 'Termination Motivation \*', an 'Attachment' field with a 'Browse' button, and a list of file upload rules. At the bottom, there are 'Back', 'Reset', and 'Save' buttons.

Figure 59 – Terminate Form

Upon receiving the request for termination, ECA 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”→ “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 in Figure 60.

Historical report

Market Participant is [REDACTED] (40000497W, CZ)

Showing 1 to 10 of 13 entries

Search:

Date	User	Operation	Electronic Receipt
2014-03-03 18:09:40	[REDACTED]	Submission	
2014-03-03 18:11:34	[REDACTED]	Registration and validation	
2014-03-03 18:12:04	[REDACTED]	Update and validation	
2014-03-07 15:40:51	[REDACTED]	Update and validation	
2014-03-07 15:40:53	[REDACTED]	Update and validation	
2014-03-10 17:51:09	[REDACTED]	Update and validation	
2014-03-10 17:51:14	[REDACTED]	Update and validation	
2014-03-11 09:38:52	[REDACTED]	Update and validation	
2014-03-11 09:38:55	[REDACTED]	Update and validation	
2014-03-17 09:57:45	[REDACTED]	Update and validation	

← Previous 1 2 Next →

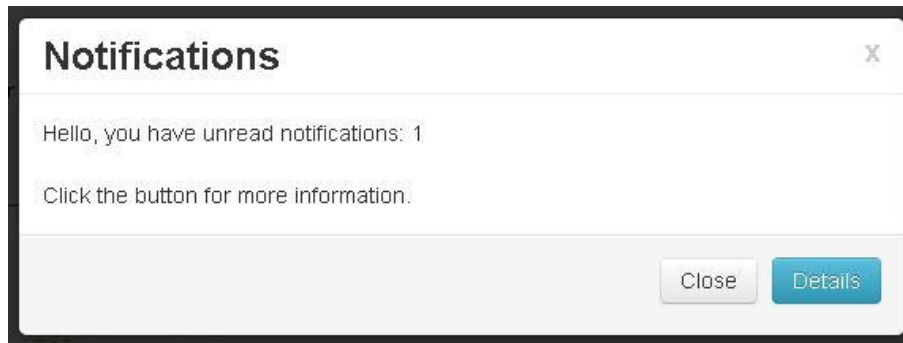
**Figure 60 – MP History**

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.

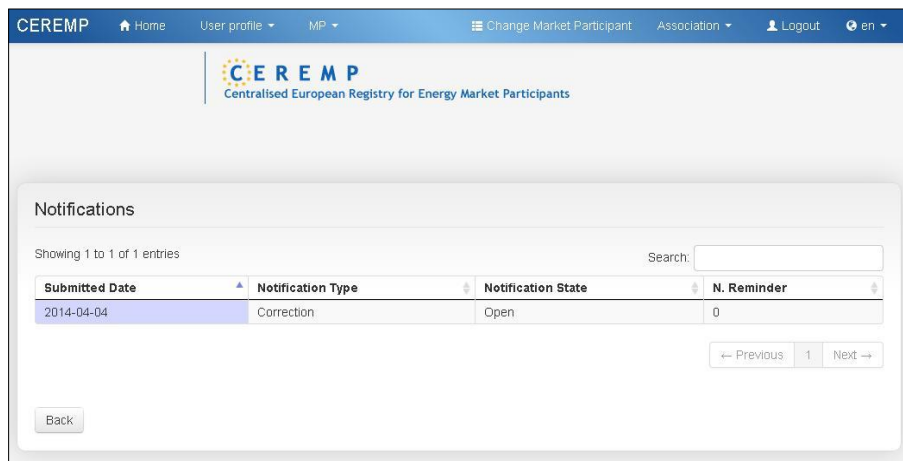
## 2.6.5 Correction Request

At any time ECA 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:



**Figure 61 – Notification page**

To open the correction request sent by ECA, you should click on **“Details”**. The following page will be displayed:



**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 ECA will be displayed:

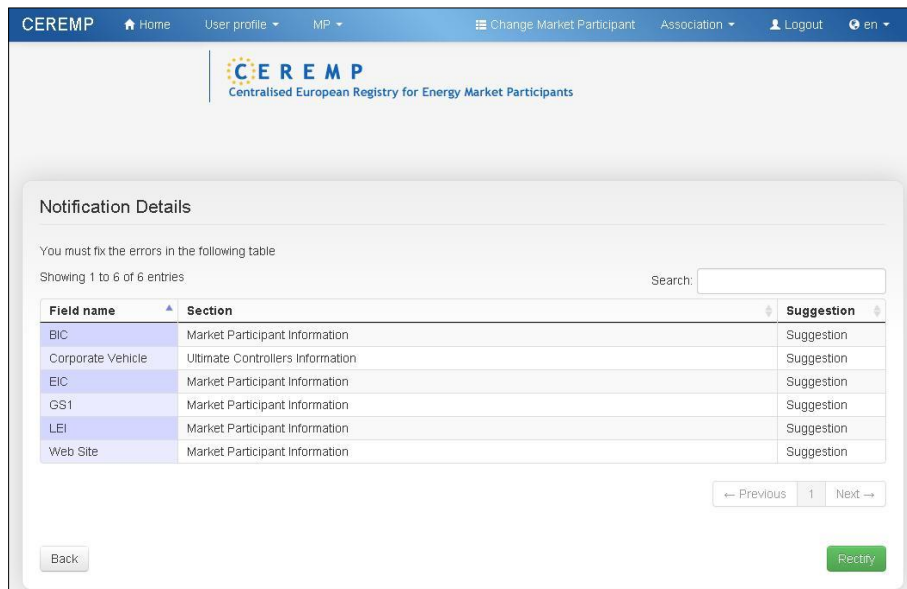


Figure 63 – Notification Details

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

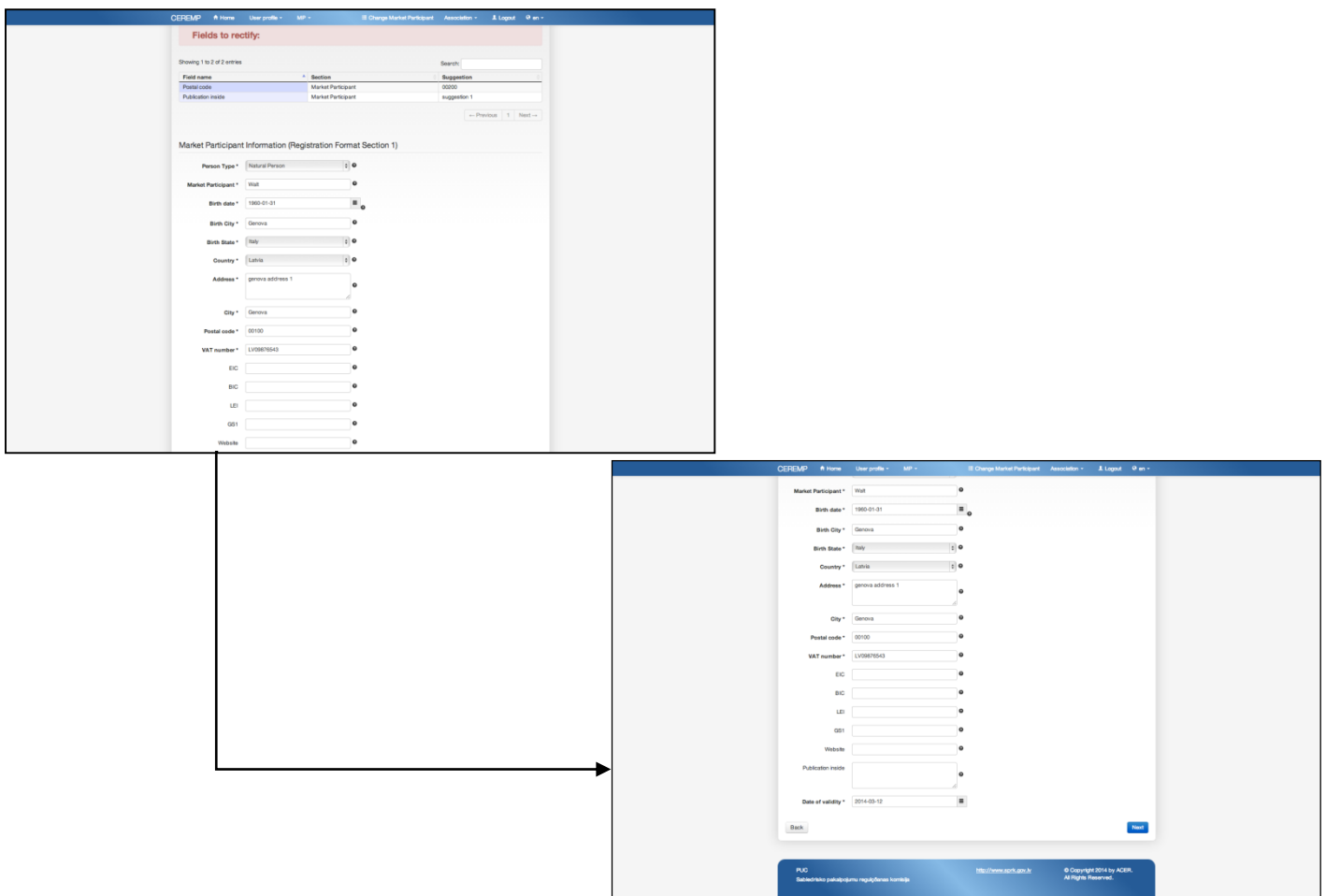


Figure 64 – Section 1 Correction Requests

The screenshot shows the CEREMP web interface. At the top, there is a navigation bar with 'CEREMP', 'Home', 'User profile', 'MP', 'Change Market Participant', 'Association', 'Logout', and 'en'. Below this is the CEREMP logo and the text 'Centralised European Registry for Energy Market Participants'. The main content area is titled 'Fields to rectify:' and contains two tables. The first table, titled 'Ultimate Controller or Beneficiary (Registration Format Section 3)', has columns for 'Field name', 'Section', and 'Suggestion'. It shows one entry: 'Corporate Vehicle' under 'Ultimate Controllers Information' with a 'Suggestion' of 'Suggestion'. The second table, titled 'Ultimate controller', has columns for 'Name', 'State', and 'City'. It shows one entry: 'Ultimate controller' under 'Fiji' with a 'City' of 'city'. Both tables have search bars and pagination controls. At the bottom of the form, there are 'Back' and 'Next' buttons.

Figure 65 – Section 3 Correction Requests

Having made the amendments, the following procedure will apply:

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

## 2.7 Other Important Notices

### 2.7.1 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.



**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.

### **2.7.2 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 interest or voting power in that market participant or its parent, irrespective of whether the control is interposed directly or through a combination of other companies<sup>3</sup>. 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.

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<sup>3</sup> “OECD Benchmark Definition of Foreign Direct Investment, Fourth Edition, 2008” and “OECD Handbook on Economic Globalisation Indicators, 2005”.

**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 ECA for that market participant. For example, this could be the relevant member of the regulation or compliance team.

## Annex I: 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)
ECA	Estonian Competition Authority
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
Captcha	Completely Automated Public Turing test to tell Computers and Humans Apart