ACER

European Union Agency for the Cooperation of Energy Regulators

Agency's REMIT Information System CEREMP
Registration User Manual for Market Participants (for NRAs use)

Version 1.5.1

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Legal disclaimer

Agency REMIT Information System ('ARIS') is established and maintained by ACER in order to fulfil its mandate according to Article 7(1) of 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') to monitor trading activity in wholesale energy products to detect and prevent trading based on inside information and market manipulation.

The Agency ensures the reliable operations of ARIS, while maintaining secure and efficient availability to its Users under the applicable legal framework:

Regulatory framework:

- 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'), Article 8, 9, 12.
- Commission Implementing Regulation (EU) No 1348/2014 of 17 December 2014 on data reporting implementing Article 8(2) and Article 8(6) of Regulation (EU) No 1227/2011 of the European Parliament and of the Council on wholesale energy market integrity and transparency, Article 11.

Legal Notice:

- ACER LEGAL NOTICE: https://www.acer.europa.eu/en/The_agency/Pages/Legal-Notice.aspx

Personal Data Protection:

- Data Protection Notice ACER REMIT Information System and Case Management Tool: https://www.acer-remit.eu/portal/home

According to Article 9 of REMIT, market participants entering into transactions which are required to be reported to the Agency under REMIT shall register with the national regulatory authority (NRA) in the Member State in which they are established or resident in or, if they are not established or resident in the Union, in a Member State in which they are active. Not later than 3 months after the date on which the Commission adopts the implementing acts, NRAs shall establish national registers of market participants.

NRAs should ensure that market participants are provided with information on how to register. For this purpose, and for the purpose of ensuring accuracy in the European register of market participants established by the Agency, the Agency is making available a Registration User Manual (RUM) to NRAs.

The Registration User Manual is only for the internal use of NRAs and not for publication. The Agency will not make it publicly available.

This document contains the first release of the Registration User Manual to NRAs. The RUM provides guidance on how the fields in the registration format should be populated by market participants. NRAs are invited to use RUM as a basis when providing guidance to market participants on how to register. The manual will be updated periodically based on the feedback from NRAs.

Please note that the manual is prepared by the Agency and provided to NRAs in line with the Section 2.2 of SLA.

Contents

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.

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[1] https://www.acer-remit.eu/portal/document-download?documentId=2652

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 <u>in which they are established or resident</u>, or, if they are not established or resident in the Union, in a Member State in which <u>they are active.''</u>

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

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

- 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 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.

1.8   Definition of document specific terms

This document makes extensively use of some acronyms and abbreviation in order to speed up writings and reading. The following table is alphabetically ordered.

Term	Term definition
ACER	Agency for the Cooperation of Energy Regulators
ARIS	The Agency's REMIT Information System
MP	Market Participant
MS	Member State
NRA	National Regulatory Authority
REMIT	Regulation (EU) No 1227/2011 of the European Parliament and the Council on wholesale energy market integrity and transparency
CEREMP	Centralised European Register of Energy Market Participants (module of the Agency's REMIT Information System, ARIS)
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

Table 1: Terms and definitions table

2 System Requirements

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

1. **Minimum screen resolution: 1024x768**

2. **Supported browsers**

   - Google Chrome version 25 or later

   - Firefox version 17 or later

   - Safari version 5 or later

   - Opera version 15 or later

   - Microsoft Edge version 88 or later

3 CEREMP User Guide for Market Participants

3.1 Accessing CEREMP

3.1.1 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. 10) and YYYY is the chosen locale (e.g. de_DE).

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 Short name	NRA id	Country	URL
EC	*1*	*Austria*	*https://www.acer-remit.eu/ceremp/home?nraShortName=1&lang=en_AT*
CREG	*2*	*Belgium*	*https://www.acer-remit.eu/ceremp/home?nraShortName=2&lang=nl_BE*
DKER	*3*	*Bulgaria*	*https://www.acer-remit.eu/ceremp/home?nraShortName=3&lang=bg_BG*
HERA	*29*	*Croatia*	*https://www.acer-remit.eu/ceremp/home?nraShortName=29&lang=hr_HR*
CERA	*4*	*Cyprus*	*https://www.acer-remit.eu/ceremp/home?nraShortName=4&lang=el_CY*
ERU	*5*	*Czech Republic*	*https://www.acer-remit.eu/ceremp/home?nraShortName=5&lang=cs_CZ*
DERA	*6*	*Denmark*	*https://www.acer-remit.eu/ceremp/home?nraShortName=6&lang=da_DK*
ECA	*7*	*Estonia*	*https://www.acer-remit.eu/ceremp/home?nraShortName=7&lang=et_EE*
EV	*8*	*Finland*	*https://www.acer-remit.eu/ceremp/home?nraShortName=8&lang=fi_FI*
CRE	*9*	*France*	*https://www.acer-remit.eu/ceremp/home?nraShortName=9&lang=fr_FR*
BNetzA	*10*	*Germany*	*https://www.acer-remit.eu/ceremp/home?nraShortName=10&lang=de_DE*
PAE/RAE	*11*	*Greece*	*https://www.acer-remit.eu/ceremp/home?nraShortName=11&lang=el_GR*
MEKH	*12*	*Hungary*	*https://www.acer-remit.eu/ceremp/home?nraShortName=12&lang=hu_HU*
CRU	*13*	*Ireland*	*https://www.acer-remit.eu/ceremp/home?nraShortName=13&lang=en_IE*
PUC	*15*	*Latvia*	*https://www.acer-remit.eu/ceremp/home?nraShortName=15&lang=lv_LV*
NCC	*16*	*Lithuania*	*https://www.acer-remit.eu/ceremp/home?nraShortName=16&lang=lt_LT*

ILR	_17_	_Luxembourg_	_https://www.acer-remit.eu/ceremp/home?nraShortName=17&lang=fr_LU_
MRA	_18_	_Malta_	_https://www.acer-remit.eu/ceremp/home?nraShortName=18&lang=mt_MT_
ACM	_19_	_Nederland_	_https://www.acer-remit.eu/ceremp/home?nraShortName=19&lang=nl_NL_
URE	_20_	_Poland_	_https://www.acer-remit.eu/ceremp/home?nraShortName=20&lang=pl_PL_
ERSE	_21_	_Portugal_	_https://www.acer-remit.eu/ceremp/home?nraShortName=21&lang=pt_PT_
URSO	_23_	_Slovakia_	_https://www.acer-remit.eu/ceremp/home?nraShortName=23&lang=sk_SK_
AGENRS	_24_	_Slovenia_	_https://www.acer-remit.eu/ceremp/home?nraShortName=24&lang=en_SI_
CNMC	_25_	_Spain_	_https://www.acer-remit.eu/ceremp/home?nraShortName=25&lang=es_ES_
EI	_26_	_Sweden_	_https://www.acer-remit.eu/ceremp/home?nraShortName=26&lang=sv_SE_

3.1.2   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:

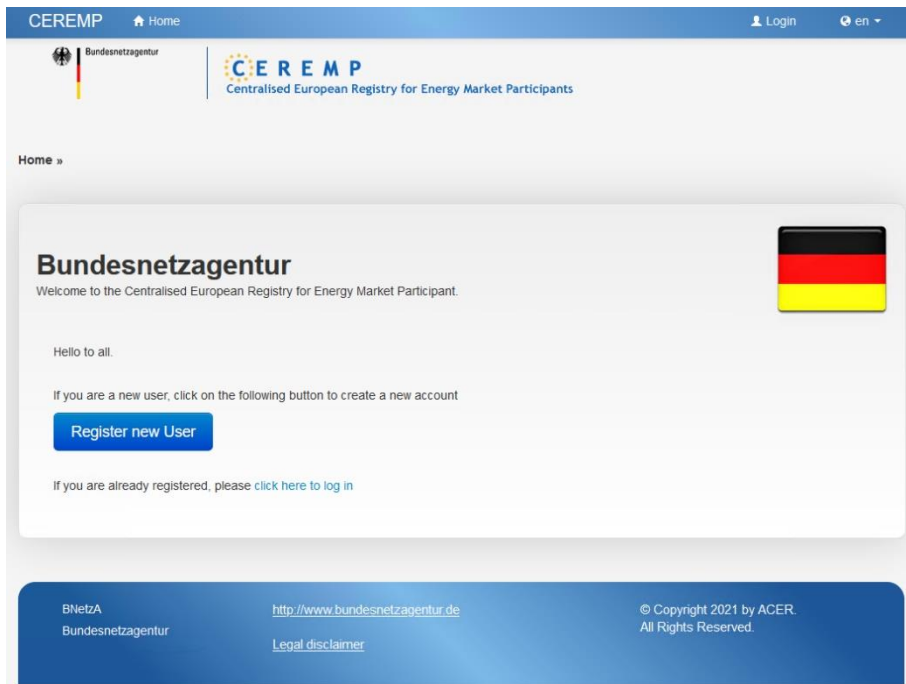- Open an Internet browser, type your NRA home page URL into the address box and click enter.

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

- Before starting the registration process, you can manually choose your preferred language from the list of available languages. Default language is English.
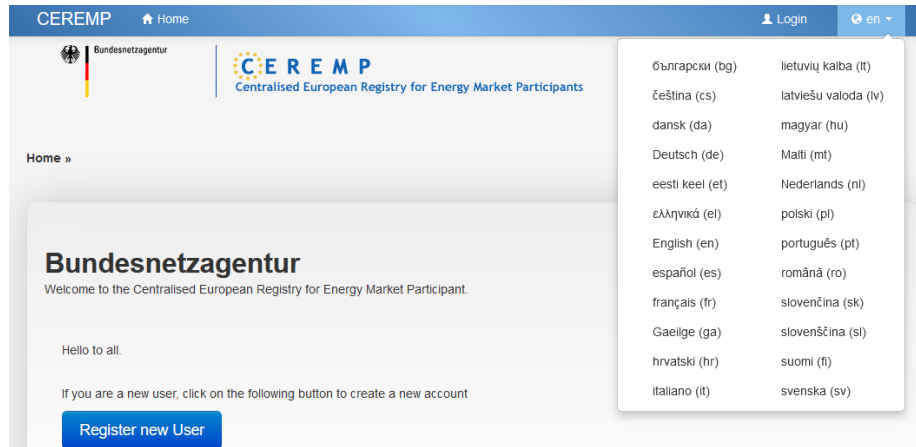
Figure 2 – List of available languages

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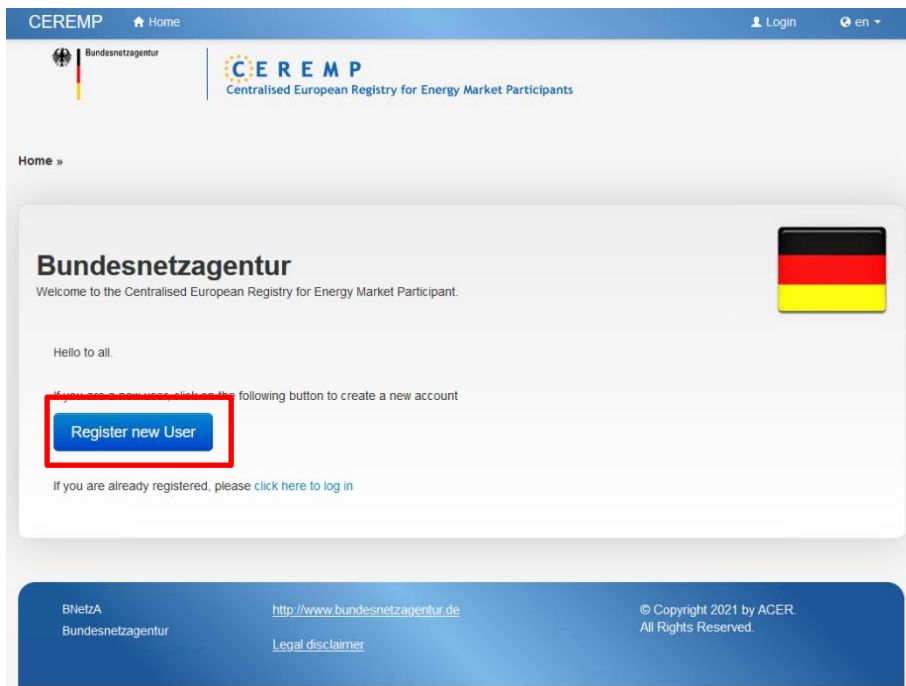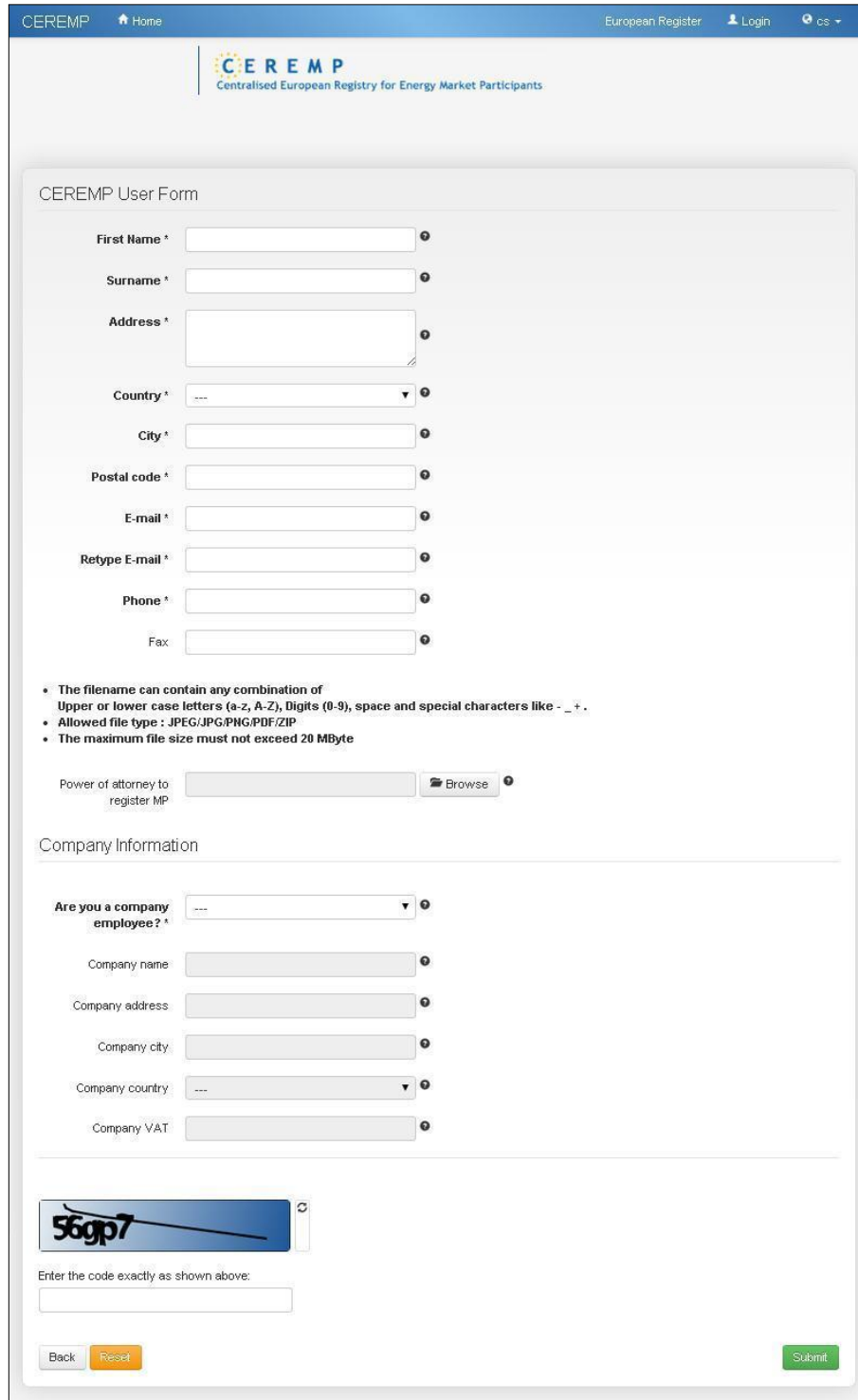

Figure 3 – Register New User

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

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.
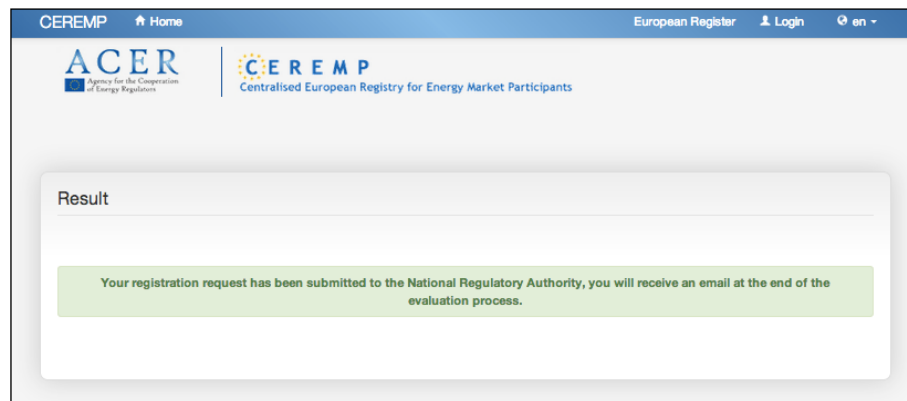

Figure 5 – Notification message

3.1.2.1 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:
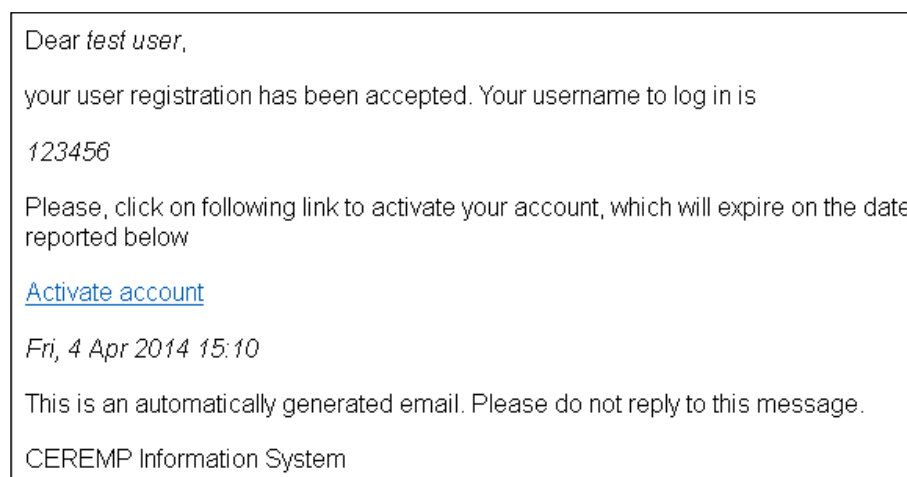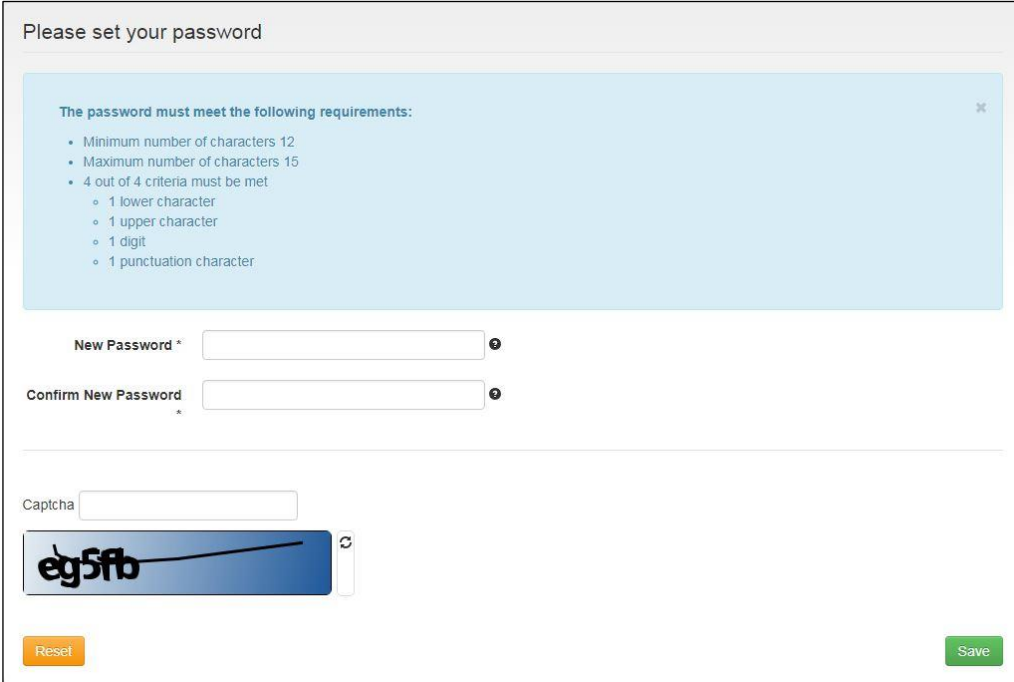

Figure 6 – Activation email

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:

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: 12
  - ✓ Maximum number of characters: 15
  - ✓ 4 out of 4 criteria must be met:
    - o 1 lower case character
    - o 1 upper case character
    - o 1 digit
    - o 1 punctuation character

- Furthermore, the following password policies are applied:
  - When changing your password you cannot use one of the last 24 passwords
  - After 15 failed login attempts your user account will be locked. You need wait 15 minutes before can try log again.
  - For security reasons you are advised to change your password regularly. If you do not change your password, it will expire after 60 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 3.1.5). System will send an email with the link to reset the password.

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

3.1.3 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:

Figure 8 – Login form

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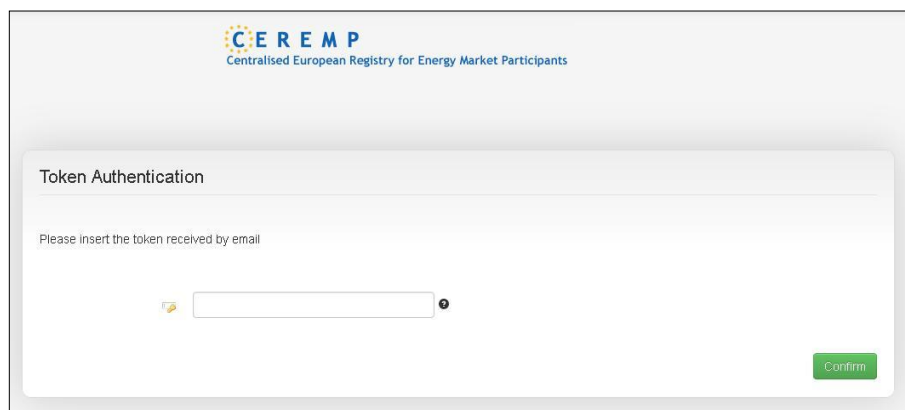

Figure 9 – Token Authentication form

By accessing the email address you specified during registration (refer to paragraph 3.1.1), you will retrieve an e-mail, automatically generated by the system, containing a valid token.
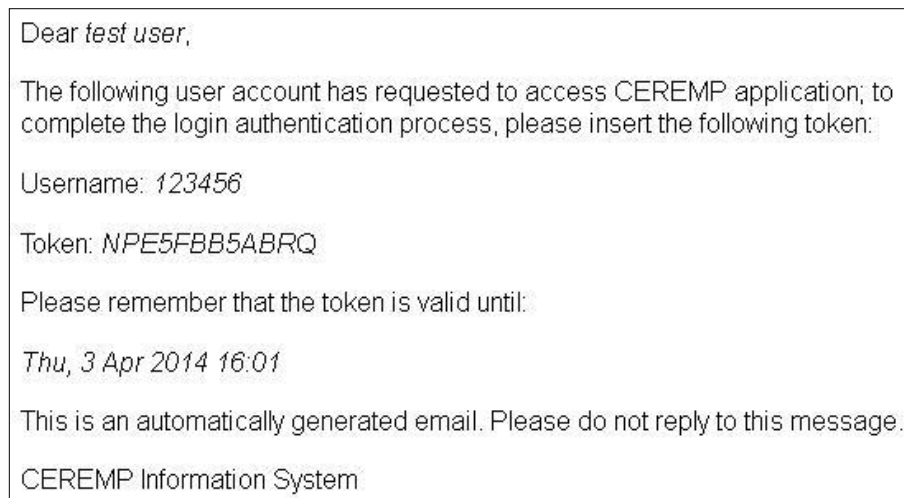

Dear *test user*,

The following user account has requested to access CEREMP application; to complete the login authentication process, please insert the following token:

Username: *123456*

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".

3.1.4 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

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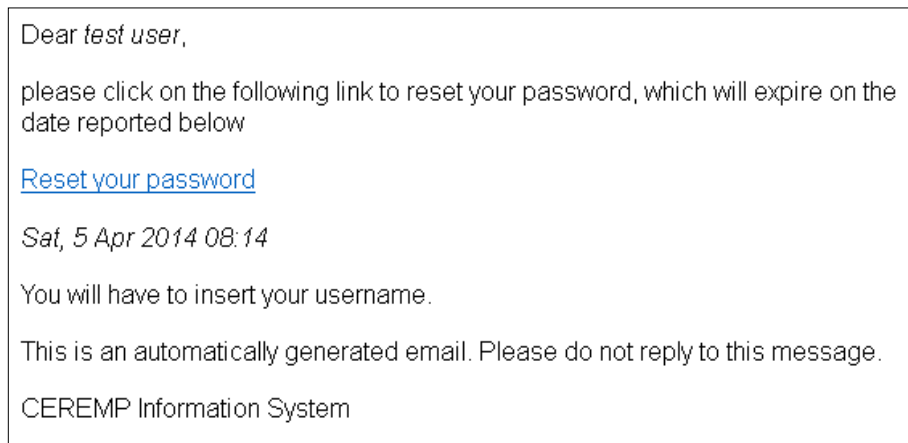
If you forget your password you can reset it by clicking the "**Forgotten password**" link of Figure 8. The "**Forgotten Password**" link will redirect the user to the "Forgotten Password" form. Enter your username and click on "**Submit**"

Figure 12 – Forgotten password form

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

Figure 13 – Forgotten password email

After clicking the link, the following page will be displayed:
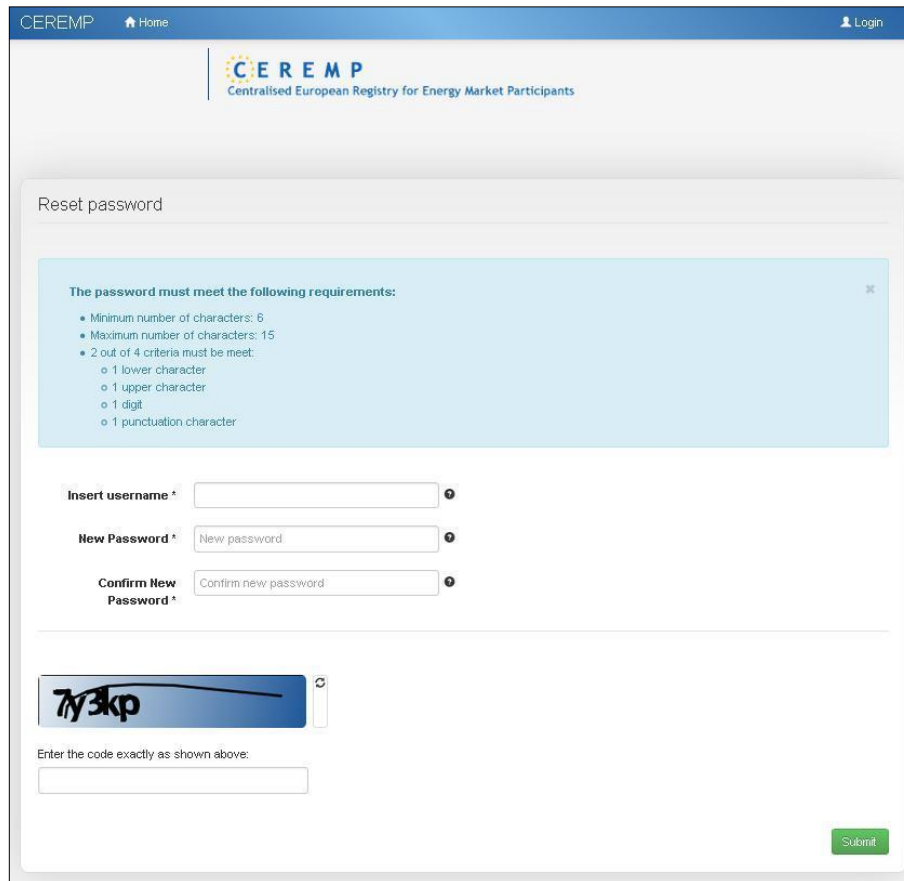
Figure 14 – Reset password

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 3.1.2.1.
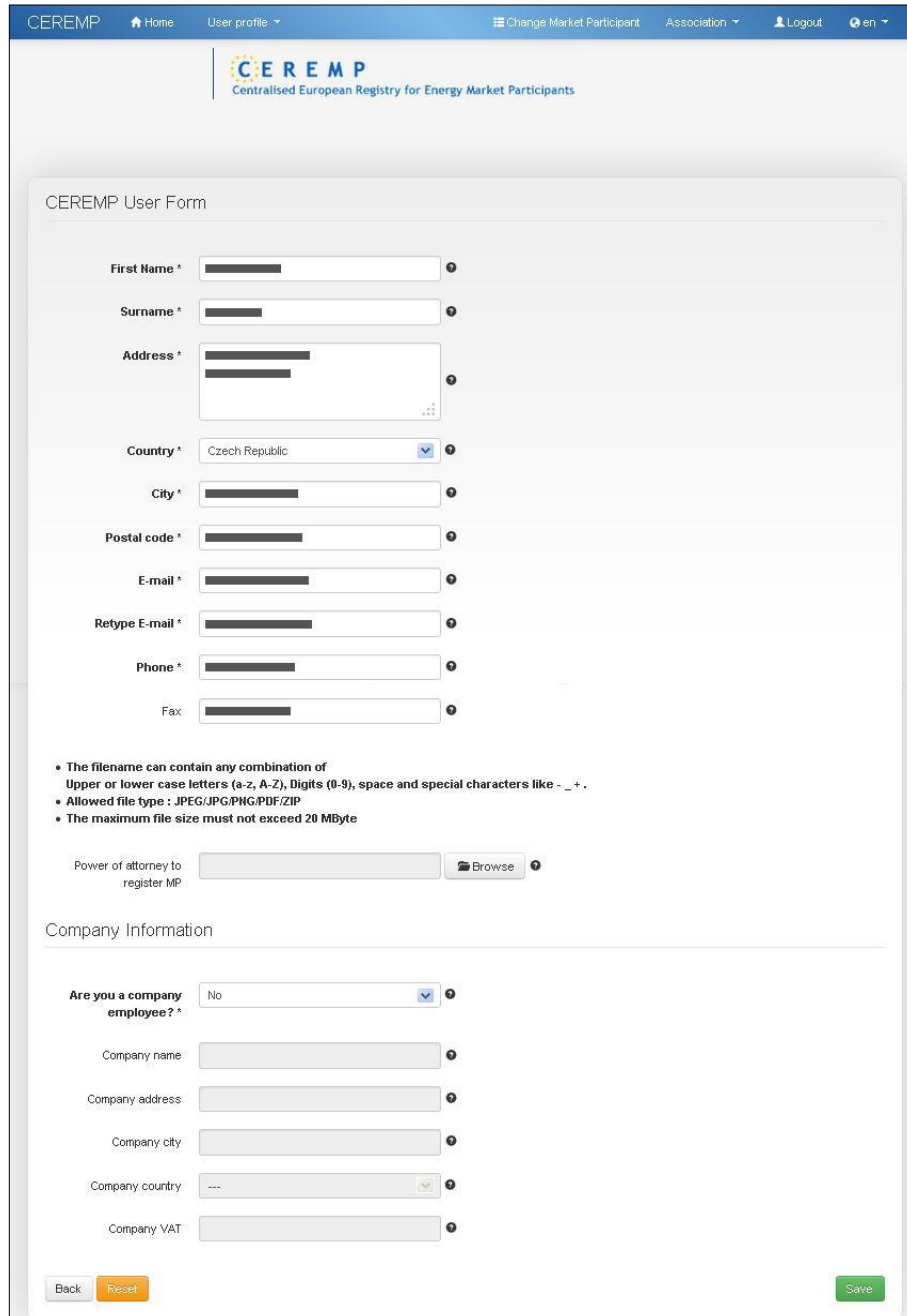
3.1.6 User Account Management

3.1.6.1 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. The user can modify his personal information (or information of his company) by submitting the change to his NRA. Until the changes will not approved, the user cannot change again his profile and when he accesses in the Edit account page, it will be displayed in read only mode. To open your user account details page click the menu item:

"**User Profile**" -> "**Edit Account**".

The following page will be displayed:

Figure 15 – User profile form (personal information was blackened)
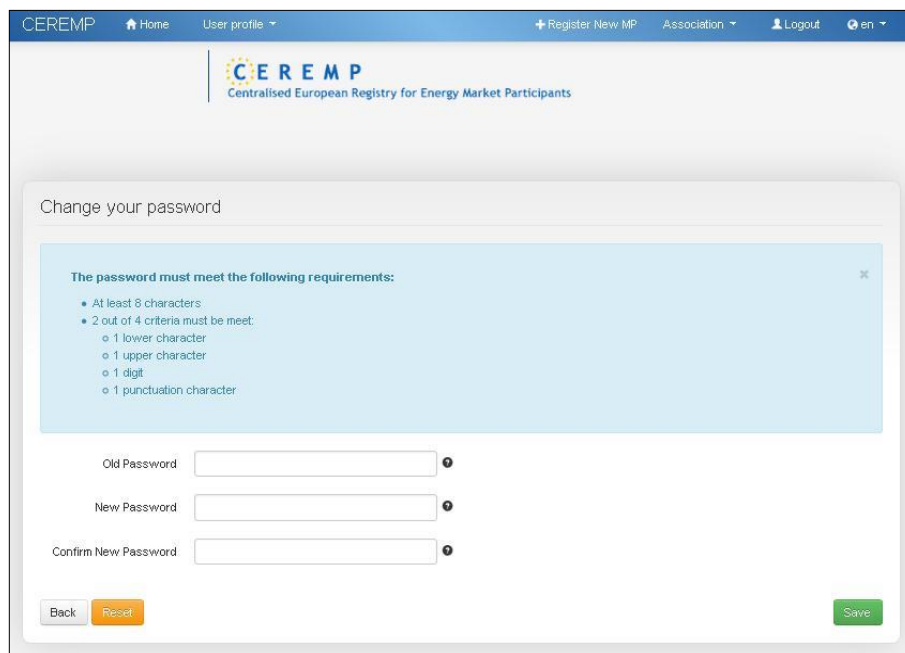
Click the "**Save**" button to record your changes.

3.1.7 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 3.1.2.1.

3.2 New Market Participant registration

3.2.1 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. <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.

3.2.1.1   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 ▾ · Change Market Pa... · Association ▾ · Logout · en ▾

KONKURENTSIAMET
Estonian Competition Authority

CEREMP
Centralised European Registry for Energy Market Participants

Home » MP » Register New MP

Market Participant Information (Registration Format Section 1)

Market Participant * [   ] ❷

Person Type * [--- ▾] ❷

Country * [--- ▾] ❷

Address * [   ] ❷

City * [   ] ❷

Postal code * [   ] ❷

VAT number * [   ] ❷

EIC (Energy identification code) ☐ I confirm I do not intend to use an EIC for reporting purposes
[   ] ❷

BIC [   ] ❷

LEI [   ] ❷

GS1 [   ] ❷

Website [   ] ❷

Publication inside * [   ] ❷

Do not expect to possess any inside information to disclose under Article 4(1) of REMIT ☐

Date of validity * [yyyy-MM-dd   📅] ❷

[Back] [Reset]   [Save as draft] [Next]

Figure 17 – Section 1 : Market Participant Information

Important notice :

The EIC is now considered as mandatory field, unless you tick the checkbox before the field of that code.

The Publication Inside is considered as mandatory too, unless you tick the checkbox after the field.

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 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.

Codes Validation :

If one or more of the codes provided (EIC, BIC, LEI and GS1) during the registration is already associated to an existing and registered Market Participant the following message will be displayed:

Are you sure?

Your declared EIC codes has been already registered by another MP(s). If you are sure that the EIC code was assigned to your entity please press confirm

Your declared BIC codes has been already registered by another MP(s). If you are sure that the BIC code was assigned to your entity please press confirm

Your declared LEI codes has been already registered by another MP(s). If you are sure that the LEI code was assigned to your entity please press confirm

Your declared GS1 codes has been already registered by another MP(s). If you are sure that the GS1 code was assigned to your entity please press confirm

Close   Confirm

Figure 18 – Error in codes validation

If you want to keep those duplicated codes, you can click confirm and proceed.

VAT Validation :

If the entered VAT code prefix does not match the selected country, the following popup message will be displayed:
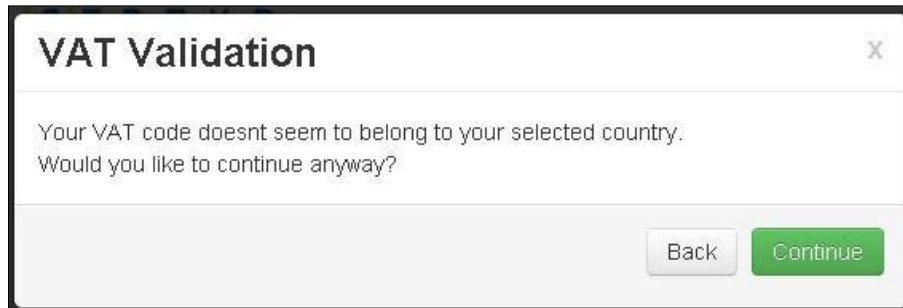
Figure 19 – Error in VAT code validation

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 20 – Invalid VAT code

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

3.2.1.2 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
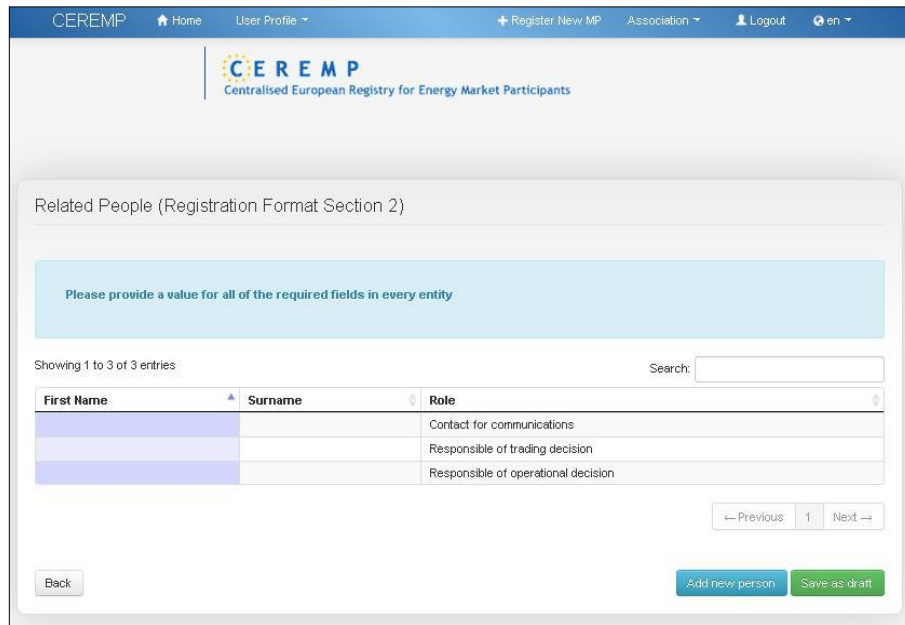
Figure 21 – Related People

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.
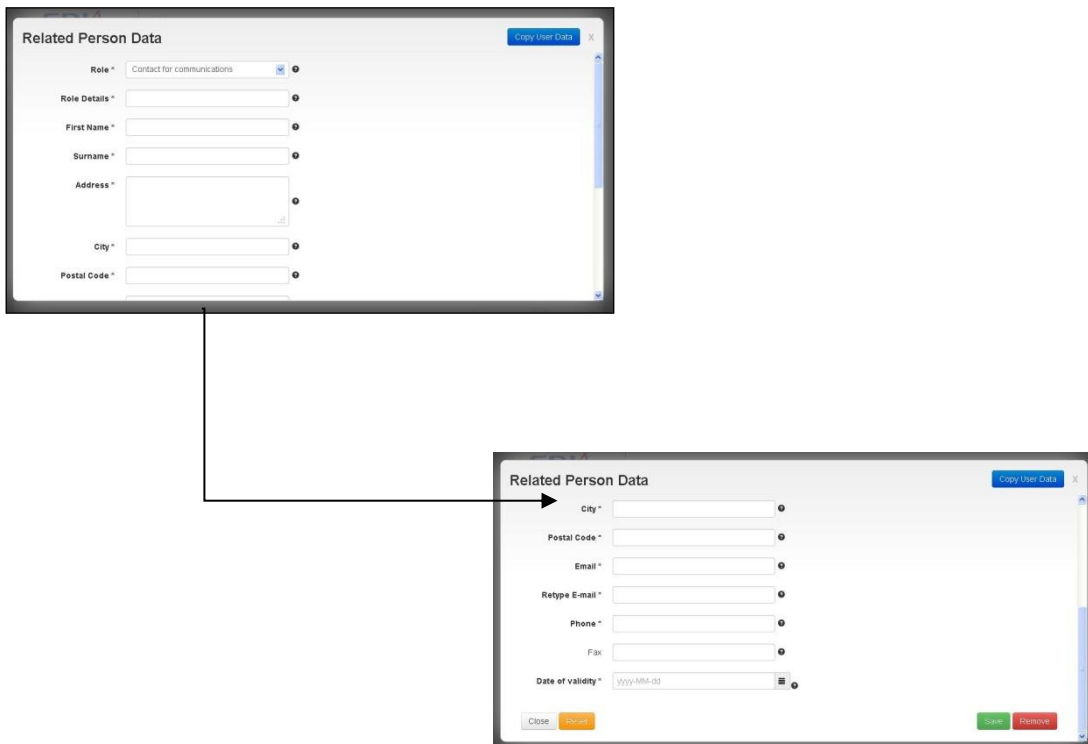
Figure 22 – Related Person Data

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

3.2.1.3 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 23 – 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.
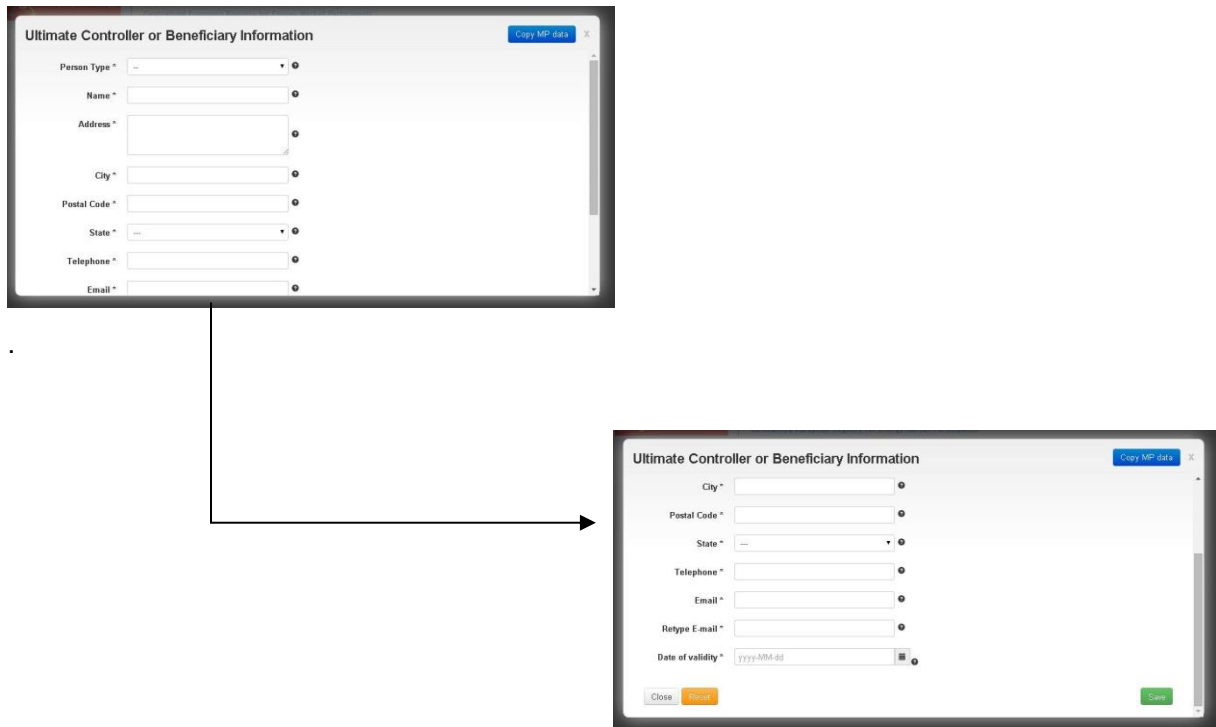
Figure 24 – Section 3 Ultimate Controller or Beneficiary Information

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

3.2.1.4   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 25 – 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.

3.2.1.5   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 26 – Add Delegated Parties

Clicking the "**Add Delegated**" button a new page will be displayed for entering delegated party information
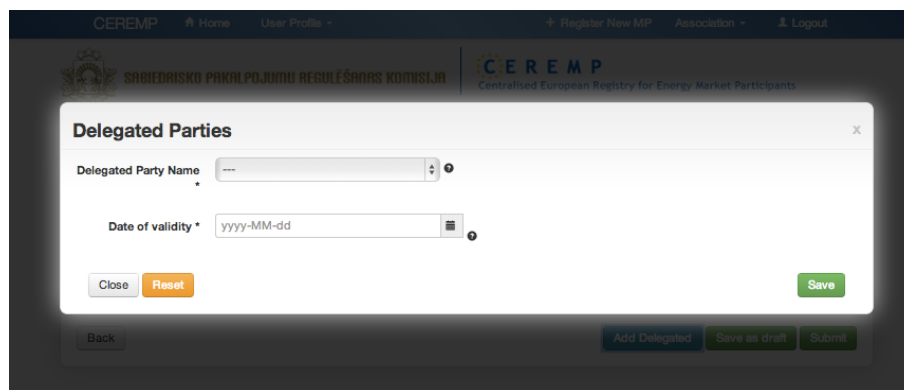
Figure 27 – Delegated Parties

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.

Market participants who wish to register with ACER for the purpose of becoming a Reporting Entity should tick the relevant checkbox "**I intend to register as a reporting entity**". This will communicate to ACER that your Market Participant intends to be registered as a Reporting Entity. ACER will then decide whether to accept or reject the registration. Should the request be accepted, instructions on how to register as a Reporting Entity will be sent to the contact for communications when the registration of the reporting entity will start.

Note that a Market Participant can select a Delegated Party who will report on its behalf and at the same time declare that it will report as a Reporting Entity.

3.2.1.6   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.

3.2.1.7   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.

Figure 28 – 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.

Figure 29 – Registration request – NRA confirmation required

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

Figure 30 – 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.

Figure 31 – 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.
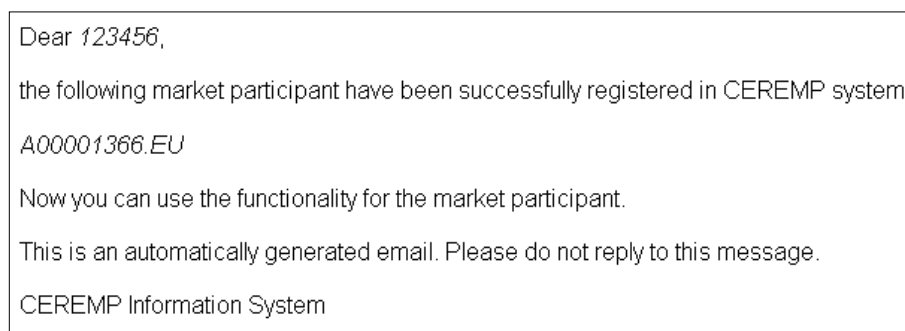
Figure 32 – Email message – NRA confirmation is not required

3.2.2 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:

3.2.2.1   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:

Figure 33 – Add Corporate Relationship

After clicking the "**Add Corporate Relationship**" button the following page will be displayed:
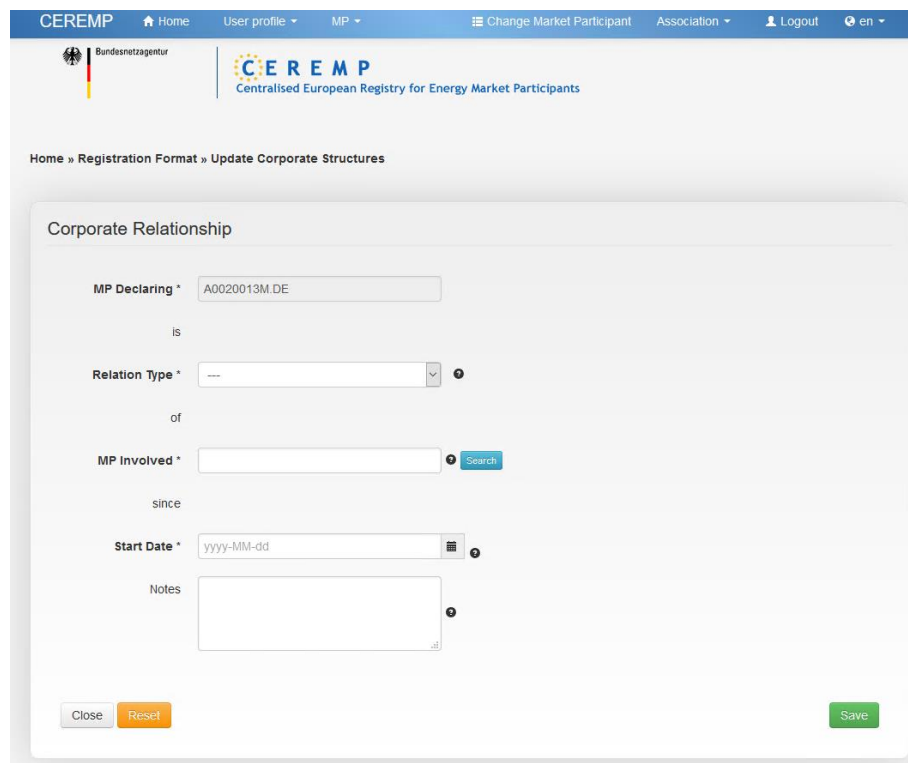
Figure 34 – Corporate Relationship

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

Figure 35 – Corporate Structure

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

Figure 36 – Market Participant List

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.
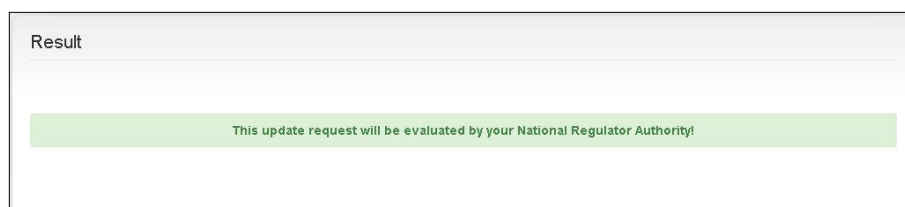
Figure 37 – Update request – NRA confirmation required

Upon receiving the update application the relevant NRA can:

- Approve the update application

- Reject the update application

You will be informed via email accordingly.

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.

Figure 38 – Update request – NRA confirmation is not required

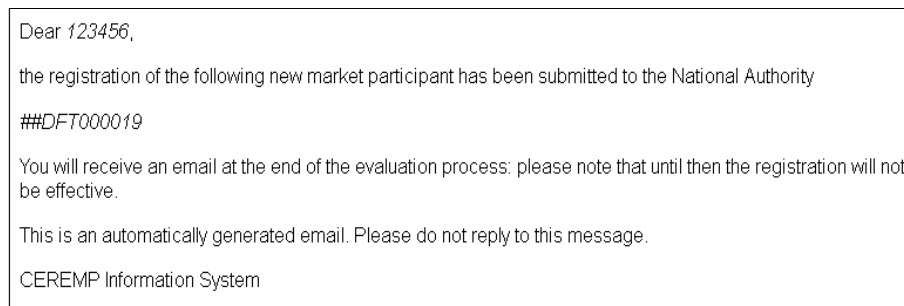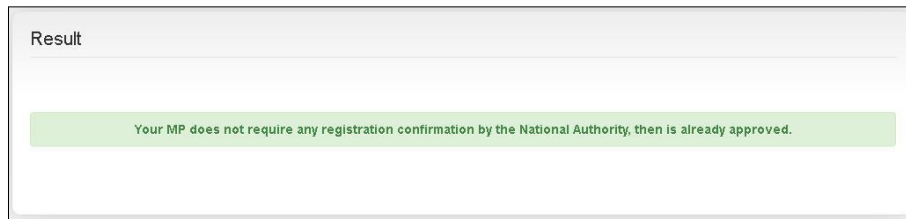Moreover, you will receive a mail like the following one:
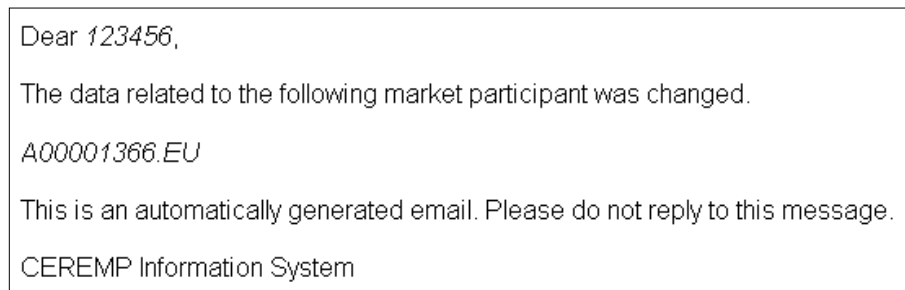
Figure 39 – Email message – NRA confirmation is not required

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

3.2.2.2 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:

Figure 40 – Add Corporate Relationship

Clicking the "**Add Corporate Relationship**" button the following form will be displayed:
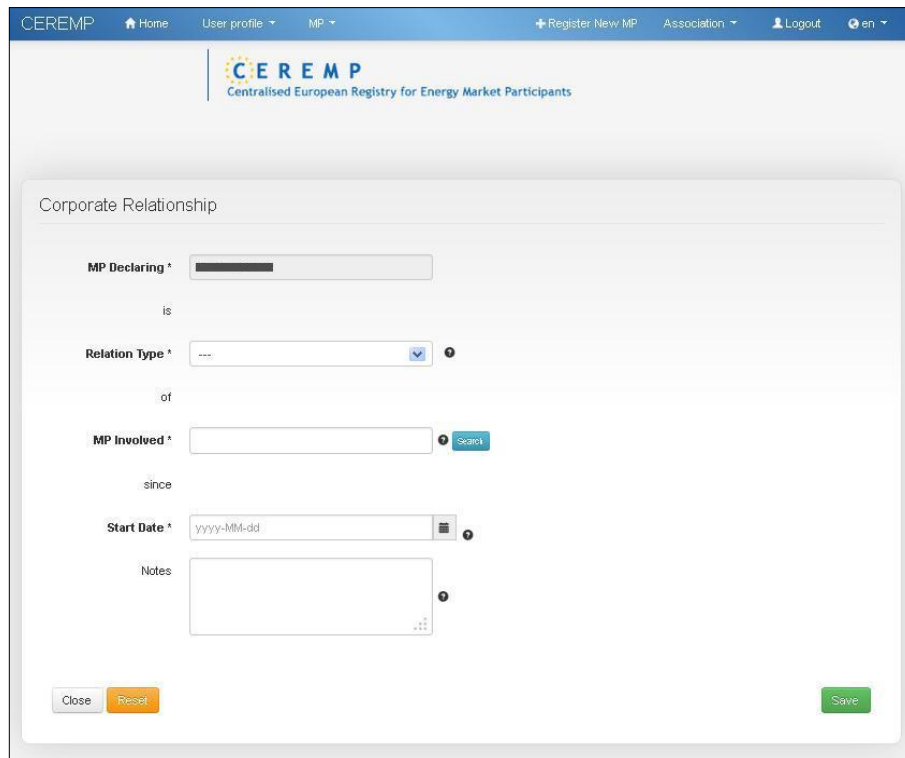
Figure 41 – Add Corporate Relationship information(personal information was blackened)

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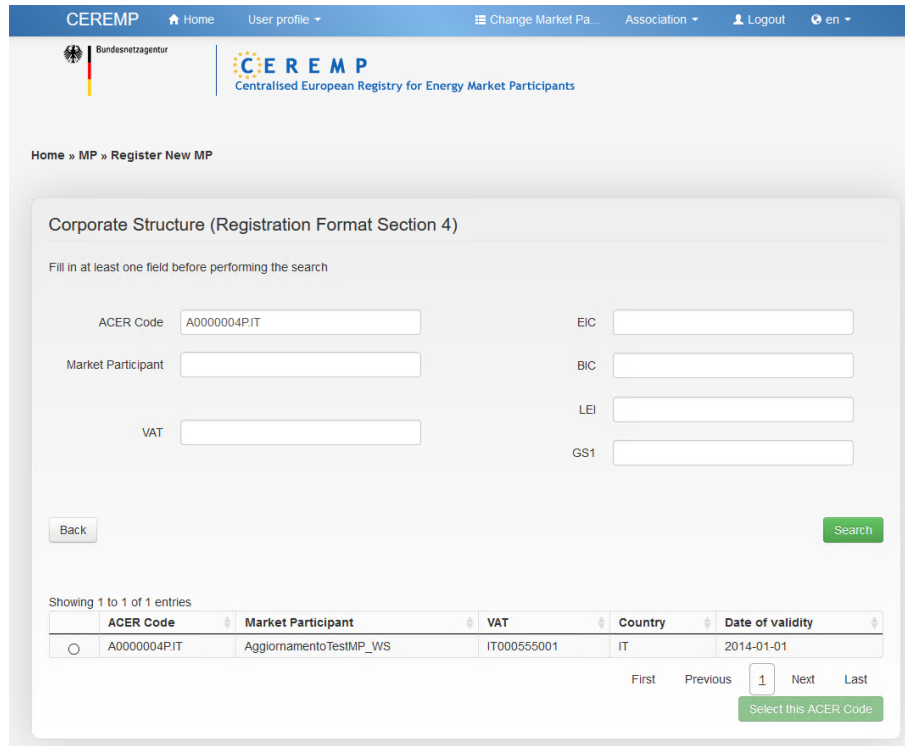
To select the **MP involved** click the "**Search**" button and the following the page will be displayed

Figure 42 – MP involved selection

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

Figure 43 – Market Participant list

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 3.2.1.5).

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.

Figure 44 – 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.

Figure 45 – Registration request – NRA confirmation required

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

Figure 46 – 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.

Figure 47 – 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.
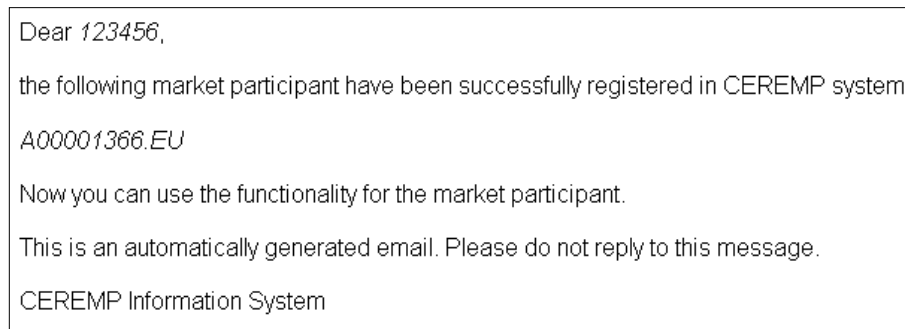
Figure 48 – Email message – NRA confirmation is not required

3.3 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:
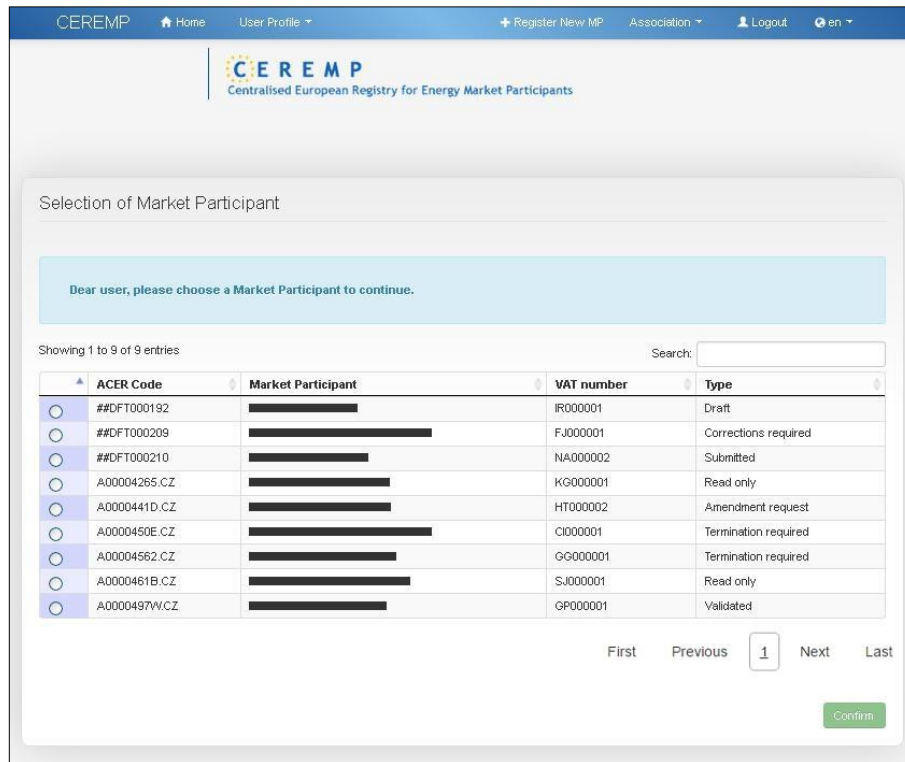
Figure 49 – Selection of Market Participant

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

3.4 Associating to already registered Market Participants
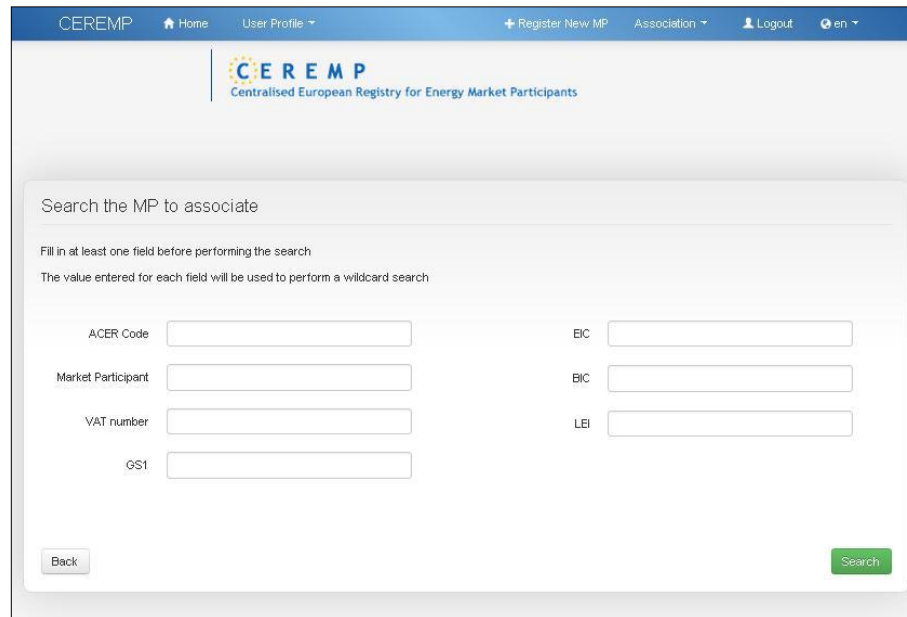
3.4.1 How to be associated to already registered Market Participants

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 50). The search form page will be displayed as in Figure 51:

Figure 50 – New MP Association

Figure 51 – 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.

3.4.2 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.
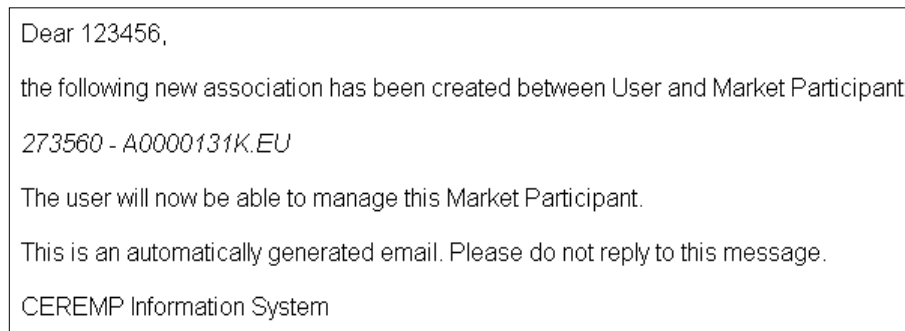
Figure 52 – Email message – NRA confirmation required

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**".
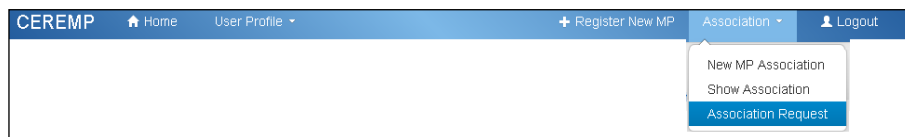
Figure 53 – Association Requests selection

If a pending association request is present, the following page will be displayed:
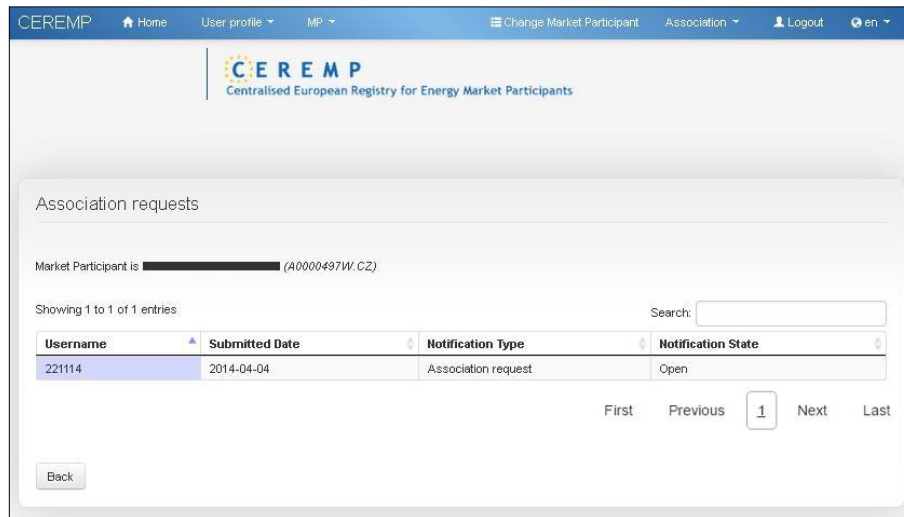
Figure 54 – Pending Association Requests(personal information was blackened)

If you select the association request, the page with the association details is shown:
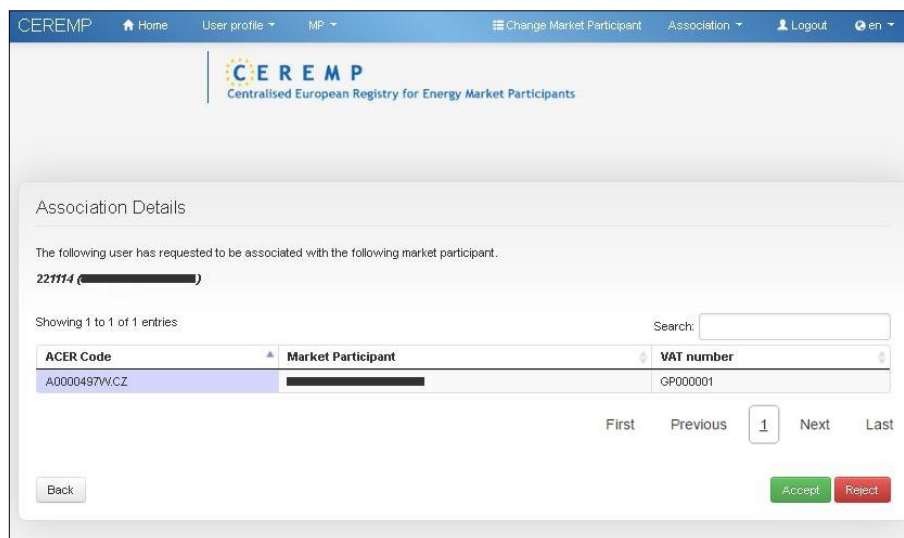
Figure 55 – Pending Association Requests details

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

3.5 Other functionalities

3.5.1 Viewing, Updating or amending Market Participant details

At any time you can view and edit the five sections (one section at a time) 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)

The previous menu items allow the user to modify only one section at a time, but through another menu it is possible change all sections by submitting only one operation:

➢ "**MP**" ->"**Registration Format**" ->"**Update Entire Market Participant**" (All sections).

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!

Figure 56 – 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

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 57 – Update request – NRA confirmation is not required

The following e-mail will be sent:
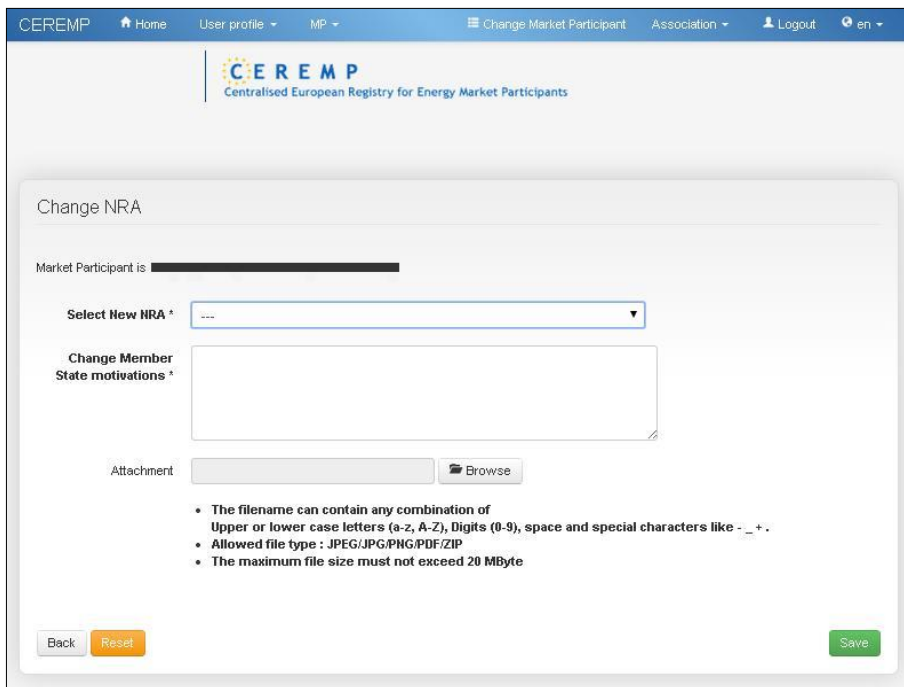
Dear *123456*,

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 58 – Email message – NRA confirmation is not required

3.5.2 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

Figure 59 – 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:
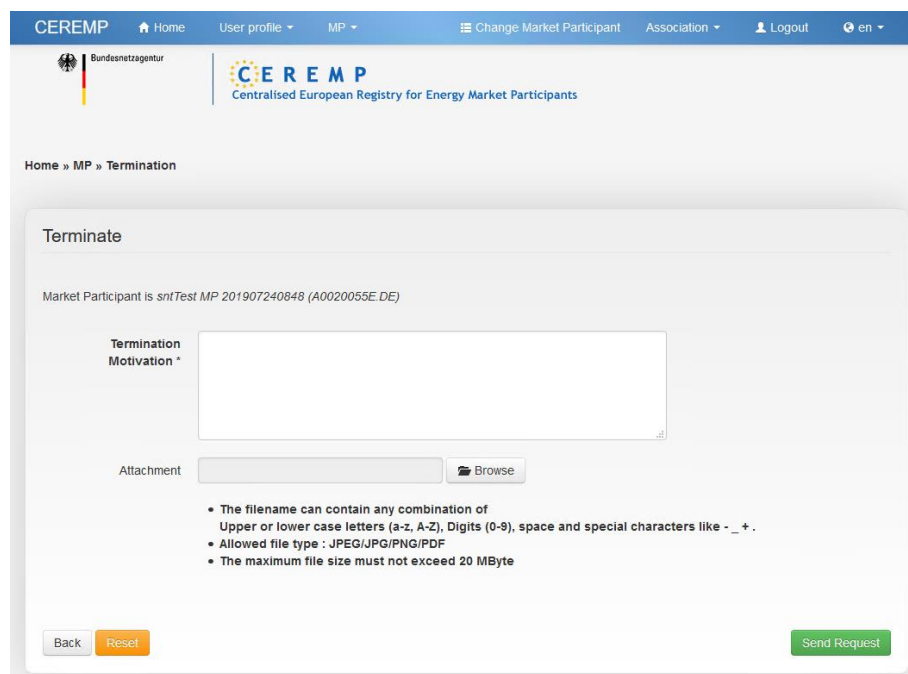
- You will have to complete MP user registration form under the new NRA
- When MP user registration will be accepted by the new NRA, you will be able to access a draft registration request related to the MP under the new Member State.

3.5.3   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)

Figure 60 – Terminate Form
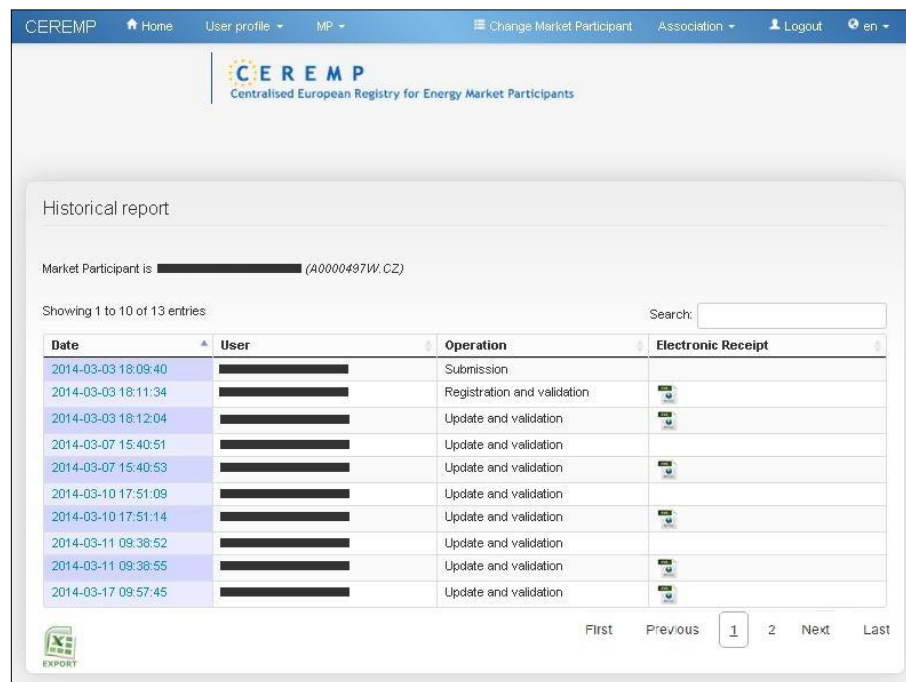
Upon receiving the request for termination, the relevant NRA can:

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

In any case, you will be informed accordingly.

3.5.4 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 61.

Figure 61 – 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.

3.5.5 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:
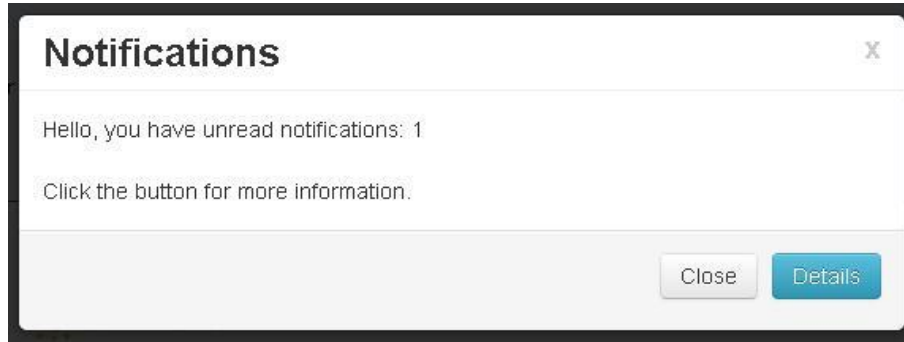
Figure 62 – Notification page

To open the correction request sent by the relevant NRA, you should click on "**Details**".

The following page will be displayed:
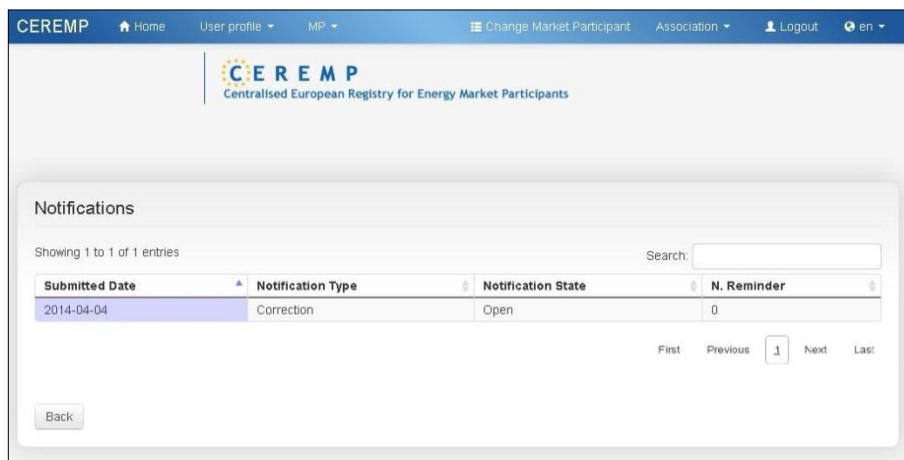
Figure 63 – Notifications list

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:
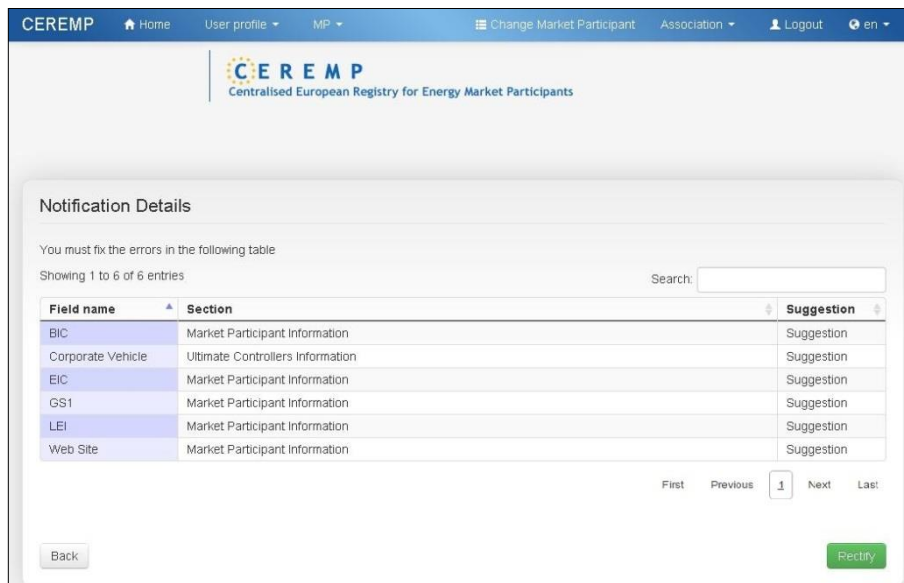
Figure 64 – Notification Details

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 65 and Figure 66 requests for corrections have been made on Section 1 and Section 2 respectively of the MP Registration Format

CEREMP

🏠 Home | User profile ▾ | MP ▾ | ☰ Change Market Participant | Association ▾ | 👤 Logout | 🌐 en ▾

KONKURENTSIAMET
Estonian Competition Authority

C E R E M P
Centralised European Registry for Energy Market Participants

Home

Fields to rectify:

Show 10 rows ▼

Search: _____

Field name ▲	Section	Suggestion
EIC (Energy identification code)	Market Participant Information	oooo

Showing 1 to 1 of 1 entries

Market Participant Information (Registration Format Section 1)

Person Type *	▬▬▬▬▬▬ ▾ ❓
Market Participant *	▬▬▬▬▬▬▬▬ ❓
Legal form *	▬▬▬ ❓
Country *	▬▬▬ ▾ ❓
Address *	▬ ❓
City *	▬ ❓
Postal code *	▬ ❓
VAT number *	▬▬ ❓
EIC (Energy identification code)	▬▬▬ ❓
BIC	▬ ❓
LEI	▬▬▬ ❓
GS1	▬▬ ❓
Website	▬▬▬ ❓
Publication inside	❓
Do not expect to possess any inside information to disclose under Article 4(1) of REMIT *	☑
Date of validity *	▬▬ 📅

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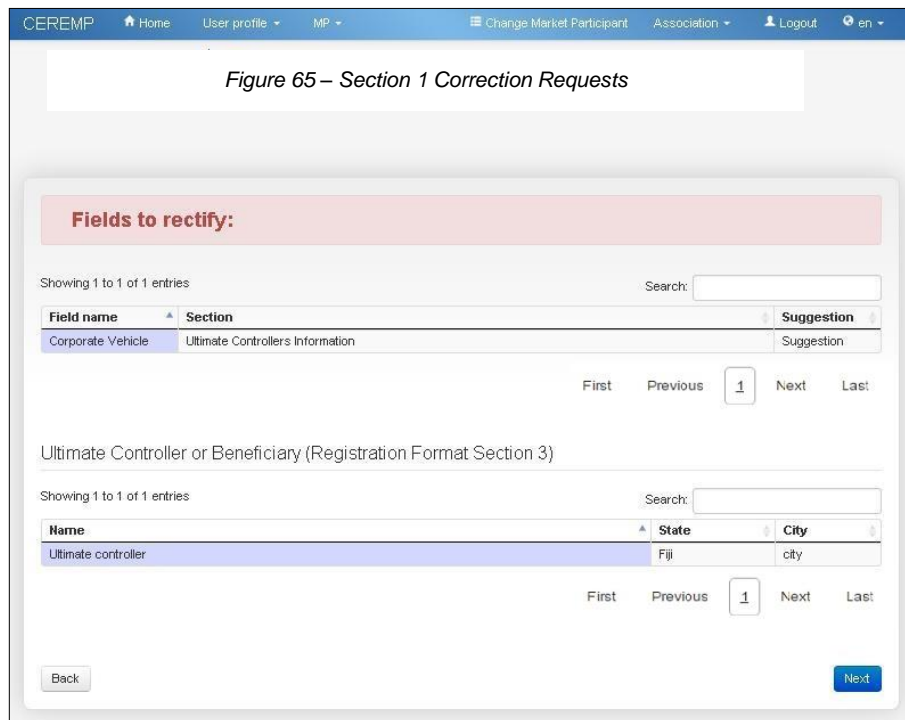
Figure 66 – Section 3 Correction Requests

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.

3.6 Data Flow Diagram

CEREMP MP Work Flow Diagram
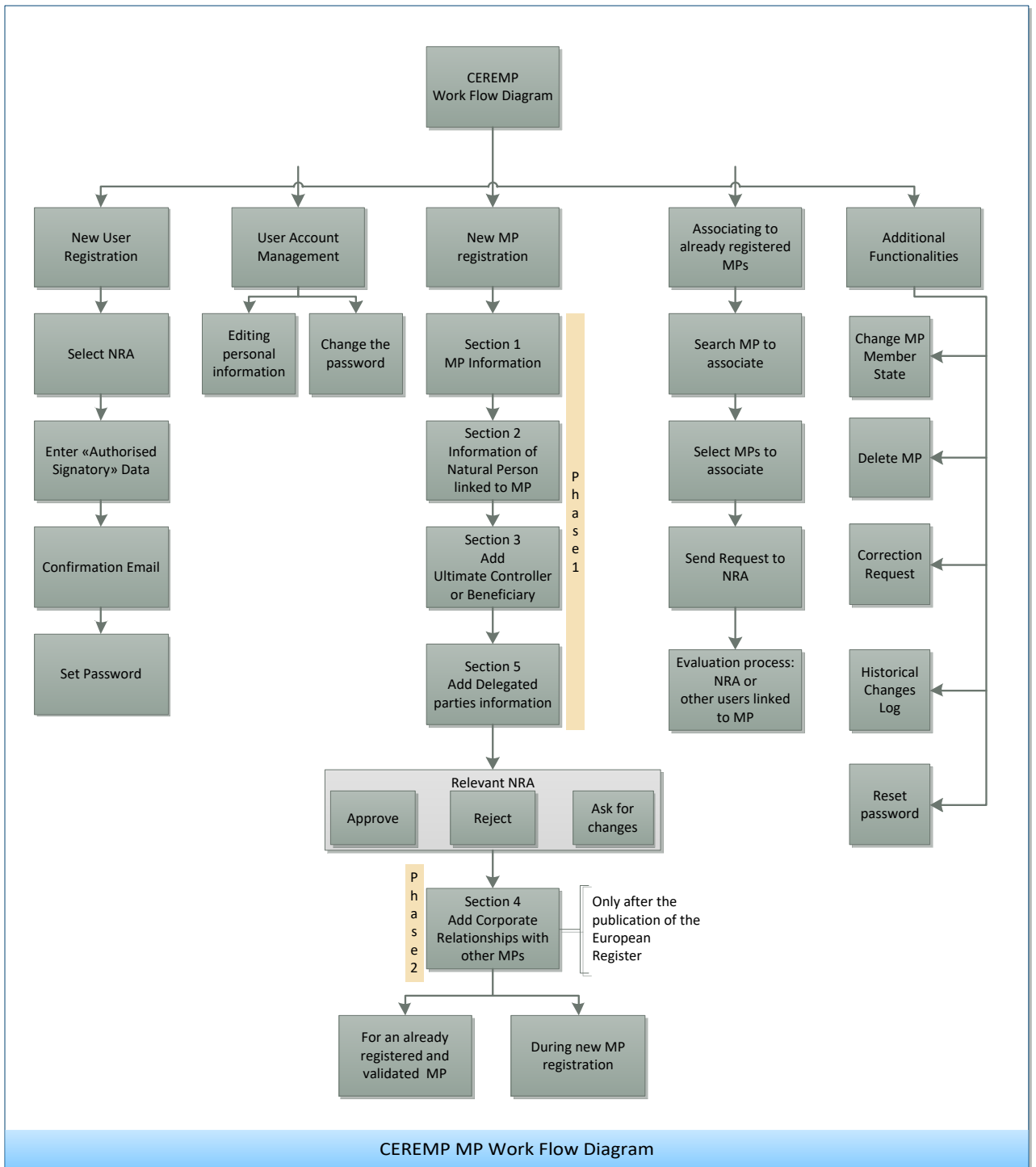
3.7 Automatic emails sent from CEREMP

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.

3.7.1 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 67 – 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 68 – 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.

3.7.2 Important Notice on the "Back" Buttons

The HTTP protocol does not allow the use of 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.

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

4.1 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 companies[3]. 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 OR

- 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 OR

- It is entitled to control or exercise control of 10 % or more of the voting power in the market participant or its parent OR

- 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.

If an ultimate controller is a municipal authority or sovereign state or other public legal entity and the VAT number for that entity is not available, the VAT number of the market participant itself should be listed when providing details on ultimate controller.

4.2 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:

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

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

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-de_DE.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.submitted				2 distinct emails
6	Ask for changes to new MP registration (pending registration request)	NRA user		MP user email address registration.change.request				1 email
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.accepted	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.accepted	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.accepted	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.accepted	RP contact for communication email address email.rp.contact.for.communication.new.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.accepted	RP contact for communication email address email.rp.contact.for.communication.new.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.accepted	RP contact for communication email address email.rp.contact.for.communication.new.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.person.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.accepted	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.accepted	RP contact for communication email address email.rp.contact.communication.termination			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.accepted	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	4 distinct emails
22	Accept MP Termination request with corporate relationship (involved MP belonging to NRA type A)	NRA user		MP user email address termination.accepted	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	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.successfull	RP contact for communication email address email.related.person.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.successfull	RP contact for communication email address email.related.person.contact.f	- 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	4 distinct emails
28	Accept Change member state request with corporate relationship (MP involved belonging to NRA type A)	NRA user		MP user email address changeNra.successfull	RP contact for communication email address email.related.person.contact.f	- 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	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.person.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.person.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.request				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.accepted	RP contact for communication email address email.related.person.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.accepted	RP contact for communication email address email.related.person.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.rejected				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.rejected				1 email
39	Assign MP to user	NRA user		Assigned MP user email address user.association	RP contact for communication email address email.related.person.contact.f			2 distinct emails
40	Assign User to MP	NRA user		Assigned MP user email address user.to.mp.association	RP contact for communication email address email.related.person.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.successful	RP contact for communication email address email.rp.contact.communication.termination			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.successful	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	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.successful	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	4 distinct emails
47	Submit a new Corporate Relationship that no needs of confirmation	MP user				MP users linked to the involved MP new.cr.without.confirmation		1 email
48	Accepted change NRA to NRA Type B by the actual User-NRA	NRA user		MP user email address termination.nraTypeB				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.person.contact.f			2 distinct emails
51	Market Participant has been resumed by ACER	ACER		MP user email address mpResumed	RP contact for communication email address email.related.person.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.approve.availability.to.be.delegate					
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.termination					

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

ID	MAIL1 TO	MAIL2 TO	MAIL3 TO	Comment
1	RP contact for communication email address email.rp.contact.for.communica			
2	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
3	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
4	RP contact for communication email address email.related.person.contact.f			

5	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
6	RP contact for communication email address email.rp.contact.communication.termination	MP users linked to the involved MP delete.cr.caused.by.termination	RP contact for communication of the involved MP email.related.person.contact.f	3 distinct emails
7	NRA Admin email address email-nra-massiveLoad-confirm			
8	NRA User email address email-admin-user-registration			
9	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

ID	Event	Triggered by	MAIL1 TO	MAIL2 TO	MAIL3 TO	MAIL4 TO	Comment
3	Update MP2 (Section 4) without NRA2 confirmation (MP declaring belonging to NRA type A) - NEW RELATIONSHIP REQUEST WAS ACCEPTED	MP user	MP user linked to the MP1 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
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 REQUEST WAS REJECTED	MP user	NRA type B to which the MP1 belongs new.cr.rejected				1 email
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 delete.cr.requested				1 email
9	Update MP1 (Section 4) without NRA1 confirmation (MP involved belonging to NRA type B) - REMOVE	MP user	NRA type B to which the MP2 belongs delete.cr.requested				1 email

ID	Event	Triggered by	MAIL1 TO	MAIL2 TO	MAIL3 TO	MAIL4 TO	Comment
	RELATIONSHIP REQUEST WAS SUBMITTED						
10	Update MP2 (Section 4) without NRA2 confirmation (MP declaring belonging to NRA type A) - REMOVE RELATIONSHIP REQUEST WAS ACCEPTED	MP user	MP user linked to the MP1 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
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 REQUEST WAS REJECTED	MP user	NRA type B to which the MP1 belongs delete.cr.rejected				1 email
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

ID	Event	Triggered by	MAIL1 TO	MAIL2 TO	MAIL3 TO	MAIL4 TO	Comment
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) (MP2 involved belonging to NRA2 type A) – NEW RELATIONSHIP REQUEST WAS SUBMITTED	NRA user		MP users linked to the MP1 updateReq.accepted	MP users linked to the MP2 new.cr.requested		2 distinct emails
18	Accept NRA1 – Update MP1 (Section 4) (MP2 involved belonging to 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 belonging to NRA1 type B) - NEW RELATIONSHIP REQUEST WAS ACCEPTED	MP user	NRA of MP2 email address email-nra-updateReq-toConfirm				1 email
21	Reject NRA2 – Update MP2 (Section 4) – NEW RELATIONSHIP REQUEST WAS ACCEPTED	NRA user		MP users linked to the MP2 updateReq.rejected			1 email

ID	Event	Triggered by	MAIL1 TO	MAIL2 TO	MAIL3 TO	MAIL4 TO	Comment
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	Update MP2 (Section 4) with NRA2 confirmation (MP1 declaring 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 declaring belonging to NRA1 type A) – NEW RELATIONSHIP REQUEST WAS REJECTED	NRA user		MP users linked to the MP2 updateReq.accepted	MP user linked to the MP1 new.cr.rejected		2 distinct emails
28	Accept NRA2 – Update MP2 (Section 4) (MP1 declaring belonging to NRA1 type B) –	NRA user		MP users linked to the MP2 updateReq.accepted	NRA type B to which the MP1 belongs new.cr.rejected		2 distinct emails

ID	Event	Triggered by	MAIL1 TO	MAIL2 TO	MAIL3 TO	MAIL4 TO	Comment
	NEW RELATIONSHIP REQUEST WAS REJECTED						
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 NRA2 type B) - REMOVE RELATIONSHIP REQUEST WAS SUBMITTED	MP user	NRA of MP1 email address email-nra-updateReq-toConfirm				1 email
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	Update MP2 (Section 4) with NRA2 confirmation (MP1 declaring belonging to NRA1 type A) - REMOVE	MP user	NRA of MP2 email address email-nra-				1 email

ID	Event	Triggered by	MAIL1 TO	MAIL2 TO	MAIL3 TO	MAIL4 TO	Comment
	RELATIONSHIP REQUEST WAS ACCEPTED		updateReq-toConfirm				
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 declaring belonging to NRA1 type A) – REMOVE RELATIONSHIP REQUEST WAS ACCEPTED	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
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 declaring belonging to NRA1 type B) - REMOVE	MP user	NRA of MP2 email address email-nra-				1 email

ID	Event	Triggered by	MAIL1 TO	MAIL2 TO	MAIL3 TO	MAIL4 TO	Comment
	RELATIONSHIP REQUEST WAS REJECTED		updateReq-toConfirm				
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 REQUEST WAS REJECTED	NRA user		MP users linked to the MP2 updateReq.accepted	NRA type B to which the MP1 belongs delete.cr.rejected		2 distinct emails

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

Section 1: Data related to Market Participant

Field name	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.	

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Rule (regular expression)
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). Moreover, pay attention since registration is not allowed for persons younger than 18 or older than 150	Format : YYYY-MM-DD Registration not allowed for persons younger than 18 and older than 150
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.	

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Rule (regular expression)
Birth State	State of birth (only for natural persons)	Selection from the list of admitted values; refer to country ISO numeric codes http://en.wikipedia.org/wiki/ISO_3166-1	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 http://en.wikipedia.org/wiki/ISO_3166-1	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 http://en.wikipedia.org/wiki/ISO_3166-1	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 http://en.wikipedia.org/wiki/ISO_3166-1	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.	

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Rule (regular expression)
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.	
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 = 16	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]+

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Rule (regular expression)
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]+
Interoperability national code	Code to be defined by NRAs for country-specific interoperability	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]+
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]+

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Rule (regular expression)
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): -+&@#/%=~_|	Error. Invalid hyperlink reference (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.	

Field name	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

Field name	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.	

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
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.	
City	City 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.	
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.	

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
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 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) 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)

Field name	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

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
Type	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 = 2 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.	

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
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 http://en.wikipedia.org/wiki/ISO_3166-1	Only country ISO numeric codes are accepted
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	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 http://en.wikipedia.org/wiki/ISO_3166-1	Only country ISO numeric codes are accepted

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
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.	

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation 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 = 16 MinSize = 5	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 = 2 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

Field name	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 7th 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]

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
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 day format (e.g. 30).	YYYY-MM-DD

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

Field name	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,	YYYY-MM-DD

Field name	Description	Format	Notes	Size Limitations	Allowed characters	Validation Pattern
					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).	

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 (meaning "No"); 1 (meaning "Yes"). | Yes / No |

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