



CEREMP

User Manual

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Abbreviations

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
Captcha	Completely Automated Public Turing test to tell Computers and Humans Apart

1 Introduction

This document is a guide to market participant registering with ACM in accordance with Article 9 of REMIT using the Central European Registry of Energy Market participants (CEREMP). CEREMP is a web-based system developed by ACER and national regulatory authorities including ACM.

1.1 What is REMIT?

REMIT¹ is a European regulation designed to improve transparency in wholesale gas and electricity markets. REMIT prohibits market manipulation and trading on inside information in wholesale energy markets.

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 National Regulatory Authority (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 (4th edition), the Agency provides its understanding of the notion of market participant as defined in Article 2(7) of REMIT.

Market participants only have to register once, with a single NRA.

1.3 Which market participants should register with ACM?

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 the Member State in which they are established or resident, or, if they are not established or resident in the Union, in a Member State in which they are active.”

This means that:

- Market participants that are established or resident in the Netherlands should register with ACM.
- Any market participant that is not established or resident in the European Union and is only active in the Netherlands (i.e. trading products for delivery in the Netherlands) should also register with ACM.
- Any market participant that is not established or resident in the European Union and that is active in several Member States can choose which Member State to register in. If most of its activity is in the Netherlands, it should register with ACM.

¹ Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency.

1.4 What information should be provided?

On 26 June 2012, the Agency adopted ACER Decision No 01/2012 relating to the registration format pursuant to Article 9(3) of REMIT², determining the registration format to be used for the establishment of the European register of market participants.

The registration format consists of five sections:

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

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

As well as providing this information, market participants must notify us of any changes to it. They can use CEREMP to update any changes.

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.

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.

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

2 Accessing CEREMP: creating a user account

2.1 System requirements

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

- Minimum screen resolution: 1024x768
- Supported browsers:
 - Google Chrome version 25 or later
 - Internet Explorer version 8 or later
 - Firefox version 17 or later
 - Safari version 5 or later
 - Opera version 15 or later

Please use the 'PREVIOUS' and 'NEXT' buttons built into CEREMP to progress through the registration process. Do not use the 'Back' or 'Refresh' buttons on your internet browser as it may result in an application error.

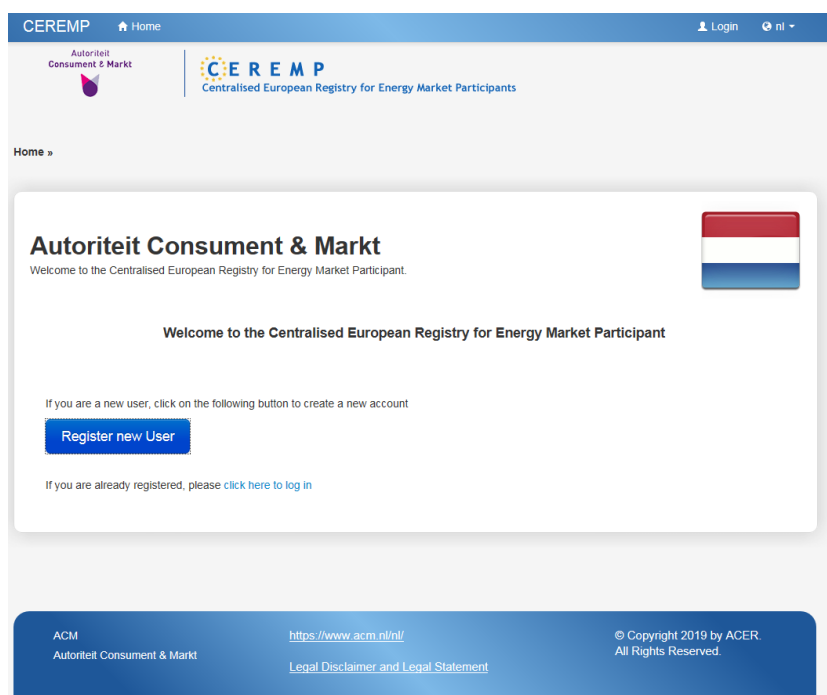
Please also note that it is not possible open more tabs in the same browser. The system locks any type to improper use of platform by displaying of the following message, "Sorry, this operation is not allowed. Probably you are using a multi tab into browser. Close this tab to avoid problems If the problem persists, please login again". In order to continue to use CEREMP system will necessary to log out and log in again in the application.

2.2 New user account

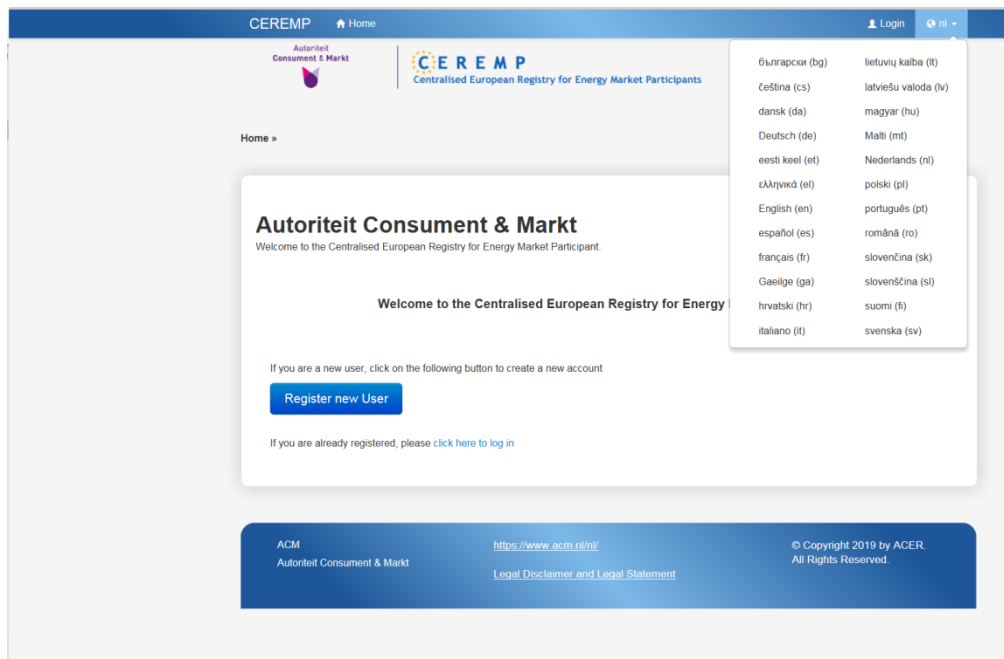
Go to the home page for ACM:

https://www.acer-remit.eu/ceremp/home?nraShortName=19&lang=nl_NL

By clicking on "Register new User" you will be redirected to the user registration form.



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



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

CEREMP

Home

Login

nl

Autoriteit
Consument & Markt

CEREMP

Centralised European Registry for Energy Market Participants

Home » Register new User

CEREMP User Form

First Name *

Surname *

Address *

Country *

City *

Postal code *

E-mail *

Retype E-mail *

Phone *

Fax

The filename can contain any combination of
Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special characters like - _ + .

Allowed file type : JPEG/JPG/PNG/PDF

The maximum file size must not exceed 20 MByte

Power of attorney to
register MP

Browse

Company Information

Are you a company
employee? *

Company name

Company address

Company city

Company country

Company VAT

Captcha

Back

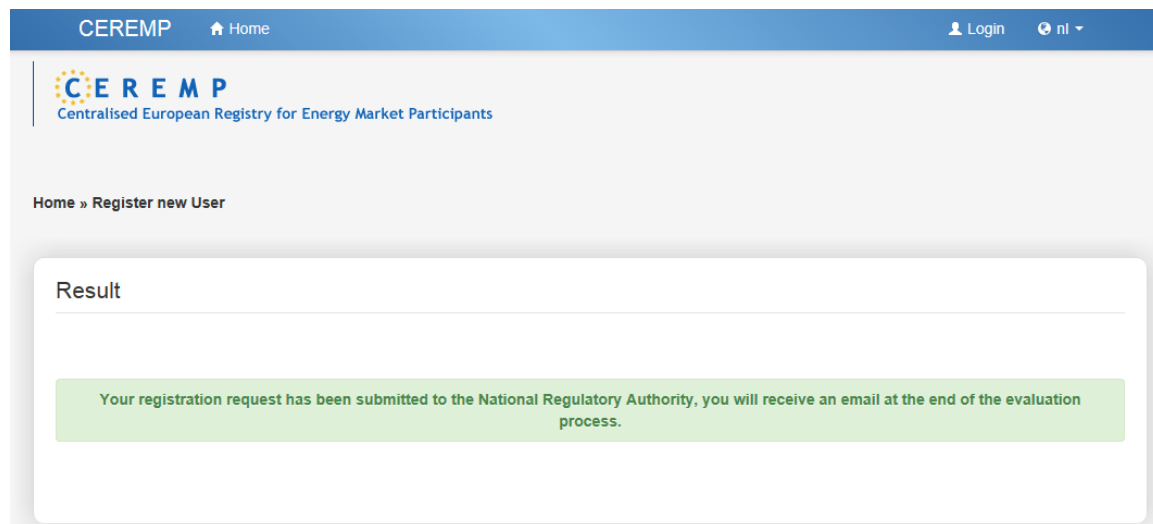
Reset

Submit

Fill in the fields ensuring that all the mandatory boxes are completed. Please do **not** supply a copy of any legal identification document (such as a passport) in the field Power of Attorney or anywhere else.

Click the “Submit” button to continue creating an account. The information provided will be used to verify your identity.

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.

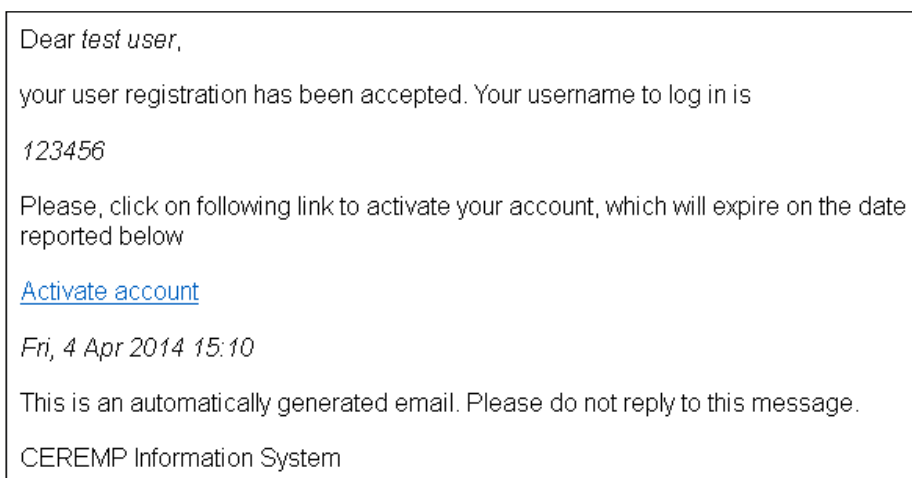


You will receive an activation email, containing your new user account name. Keep a note of this username as there is no way to get an automatic reminder. If you forgot your user name, contact remit@acm.nl.

2.3 Activate your account

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:

You must activate your account within 7 days of receiving this email. If you wait any longer than this, your account will be deleted automatically and you will need to restart the process.



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:

Please set your password

The password must meet the following requirements:

- Minimum number of characters 12
- Maximum number of characters 15
- 4 out of 4 criteria must be met
 - 1 lower character
 - 1 upper character
 - 1 digit
 - 1 punctuation character

New Password *

Confirm New Password *

Captcha

Reset Save

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:
 - 1 lower case character
 - 1 upper case character
 - 1 digit
 - 1 punctuation character

Furthermore, the following password policies are applied:

- When changing your password you cannot use one of the last 24 passwords
- After 15 failed login attempts your user account will be locked. You will have to wait 15 minutes before you can try to log in 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. The system will send an email with the link to reset the password.

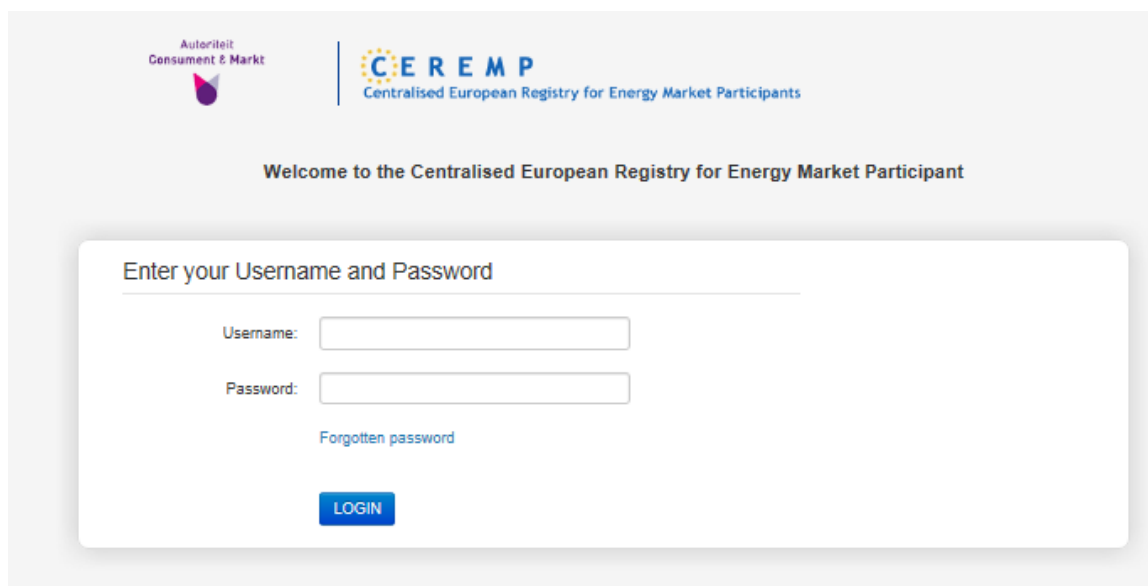
After correctly setting your password, your account will be activated and the following message will be displayed:



The screenshot shows the CEREMP web application interface. At the top, there is a blue header bar with the CEREMP logo and a 'Home' link. Below the header, the main content area displays a message: 'Your user account has been correctly activated' and 'You can now log into CEREMP application and start to use the application'. A blue button labeled 'click here to log in' is located at the bottom right of the message box. The page also features the 'Autoriteit Consument & Markt' logo on the left side of the header.

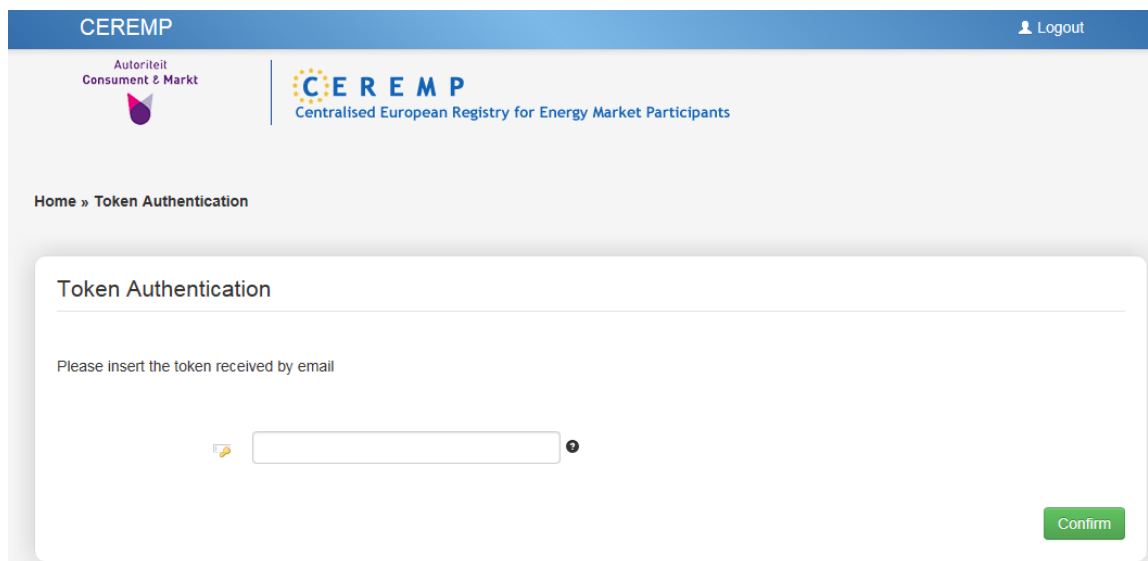
2.4 CEREMP login

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 and click the 'Login' button.



The screenshot shows the CEREMP login page. At the top, there is a blue header bar with the CEREMP logo and a 'Home' link. Below the header, the main content area displays a message: 'Welcome to the Centralised European Registry for Energy Market Participant'. Below this message, there is a white box with the title 'Enter your Username and Password'. Inside this box, there are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field, there is a link labeled 'Forgotten password'. At the bottom of the box, there is a blue button labeled 'LOGIN'. The page also features the 'Autoriteit Consument & Markt' logo on the left side of the header.

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



CEREMP

Autoriteit Consument & Markt

CEREMP
Centralised European Registry for Energy Market Participants

Home » Token Authentication

Token Authentication

Please insert the token received by email

Confirm

You will receive a new token code by email every time you log into the system. Each token code can only be used once.

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

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

If you do not receive a token, please check your spam folder or contact your system administrator.

Once you have logged in, you will see your homepage as shown below. From here you can edit your user profile, register a new market participant or add a new market participant association.

2.5 CEREMP logout

In order to logout from CEREMP system click the “Logout” link available on the top right of the page:



3 Managing your user account

Please note: this section concerns your individual user details. For registering a new market participant or updating market participant details, please see section 4 (new MP registration) and 5 (updating MP details).

3.1 User support

We will provide operational and technical support by email Remit@acm.nl.

We will try to provide support from 9.00am - 5.00pm Monday to Friday, but cannot guarantee an immediate response to queries.

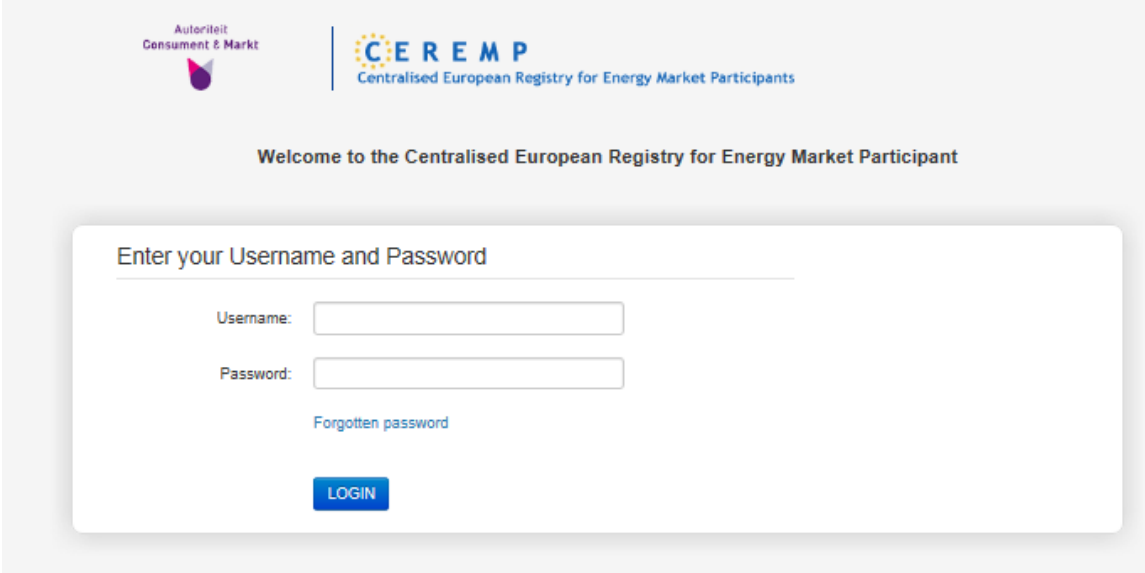
When contacting us, please have your user account details to hand, plus details of the market participant that you are registering. We may have to liaise with ACER's technical helpdesk for national regulatory authorities.

3.2 Forgotten your username?

If you forgot your user name, contact us via Remit@acm.nl.

3.3 Forgotten your password?

If you forgot your password you can reset it by clicking on "Forgotten password" on the log-in page.



The "Forgotten Password" link will redirect the user to the "Forgotten Password" form. Enter your username, type the text in the blue box into the "Captcha" box and click on "Submit".



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

Dear *test user*,

please click on the following link to reset your password, which will expire on the date reported below

[Reset your password](#)

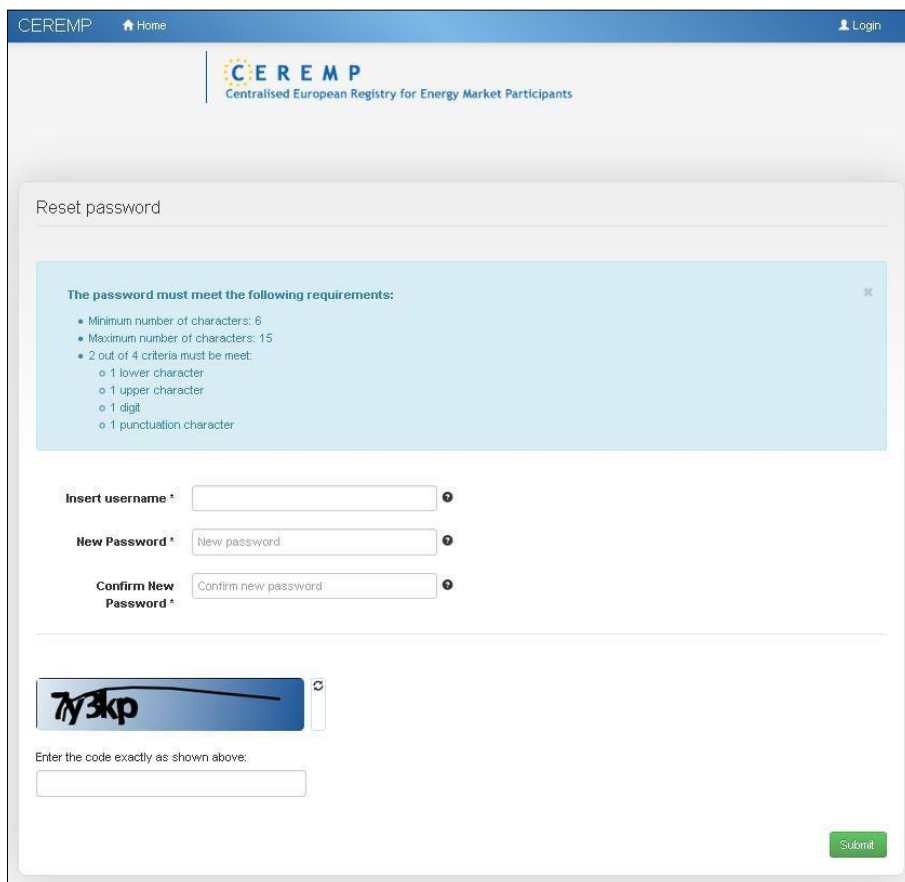
Sat, 5 Apr 2014 08:14

You will have to insert your username.

This is an automatically generated email. Please do not reply to this message.

CEREMP Information System

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



The screenshot shows the 'Reset password' page on the CEREMP website. The page has a blue header with the CEREMP logo and navigation links. The main content area is white and contains a light blue box with password requirements. Below this are three input fields for 'Insert username', 'New Password', and 'Confirm New Password', each with a help icon. At the bottom, there is a captcha image showing the code '7y3kp' and a text input field to enter the code. A green 'Submit' button is located at the bottom right of the form.

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Centralised European Registry for Energy Market Participants

Reset password

The password must meet the following requirements:

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

Insert username *

New Password *

Confirm New Password *

7y3kp

Enter the code exactly as shown above:

Submit

To reset your password, enter the following information:

- Your username
- The new password
- The new password again, in order to confirm it
- A Captcha

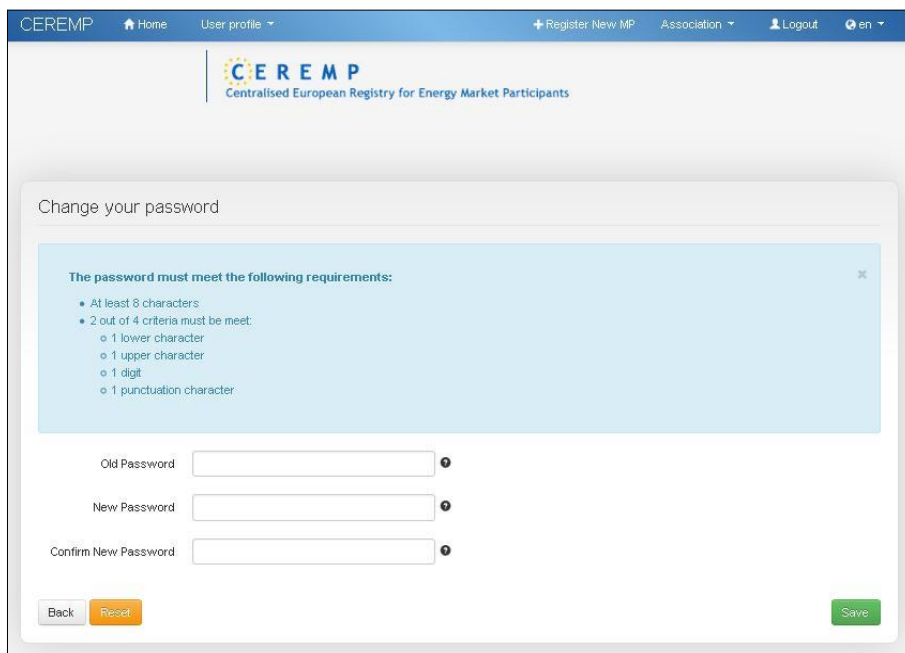
Please remember to follow the password policy.

3.4 Changing your password

To change your password, log in, and from your homepage click on “User Profile” and then “Change Password”.

You will be prompted to:

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



The screenshot shows the CEREMP website's 'Change your password' interface. At the top, a navigation bar includes 'Home', 'User profile', 'Register New MP', 'Association', 'Logout', and a language selector 'en'. The main header features the CEREMP logo and the text 'Centralised European Registry for Energy Market Participants'. The form itself is titled 'Change your password' and contains a light blue box with password requirements: 'At least 8 characters' and '2 out of 4 criteria must be met' (1 lower character, 1 upper character, 1 digit, 1 punctuation character). Below this, there are three input fields: 'Old Password', 'New Password', and 'Confirm New Password', each with a help icon. At the bottom left are 'Back' and 'Reset' buttons, and at the bottom right is a 'Save' button.

Please remember to follow the password policy.

3.5 Editing your personal information

To open your user account, login, and from your homepage click on “User Profile” and then “Edit Account”.

The following page will be displayed:

The screenshot shows the CEREMP User Form interface. At the top, there is a navigation bar with links: Home, User profile, Change Market Participant, Association, Logout, and en. Below the navigation bar is the CEREMP logo and the text "Centralised European Registry for Energy Market Participants". The main form is titled "CEREMP User Form" and contains several input fields: First Name, Surname, Address, Country (set to Czech Republic), City, Postal code, E-mail, Retype E-mail, Phone, and Fax. Below these fields is a section for "Power of attorney to register MP" with a "Browse" button. A "Company Information" section follows, with a dropdown for "Are you a company employee?" (set to No), and input fields for Company name, Company address, Company city, Company country, and Company VAT. At the bottom left are "Back" and "Reset" buttons, and at the bottom right is a green "Save" button. A list of rules for the filename is provided: "The filename can contain any combination of Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special characters like - _ + .", "Allowed file type : JPEG/JPG/PNG/PDF/ZIP", and "The maximum file size must not exceed 20 MByte".

CEREMP
Centralised European Registry for Energy Market Participants

CEREMP User Form

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

• The filename can contain any combination of
Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special characters like - _ + .
• Allowed file type : JPEG/JPG/PNG/PDF/ZIP
• The maximum file size must not exceed 20 MByte

Power of attorney to register MP

Company Information

Are you a company employee? * No
Company name
Company address
Company city
Company country
Company VAT

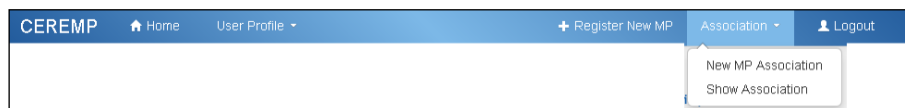
Back Reset Save

Click the "Save" button to record your changes.

3.6 Associating to already registered market participants

A market participant can link more than one CEREMP user to its registration account. Each user needs their own account.

A user can be associated to one or more already registered Market Participants. This is done by clicking the menu item "Association" and then "New MP association" available on the top navigation bar.



The search form page will be displayed:

A screenshot of the CEREMP search form. The form is titled 'Search the MP to associate'. Below the title, there is a note: 'Fill in at least one field before performing the search' and 'The value entered for each field will be used to perform a wildcard search'. The form contains several input fields: 'ACER Code', 'Market Participant', 'VAT number', 'GS1', 'EIC', 'BIC', and 'LEI'. There is a 'Back' button on the left and a green 'Search' button on the right.

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.

The following message will then be displayed:

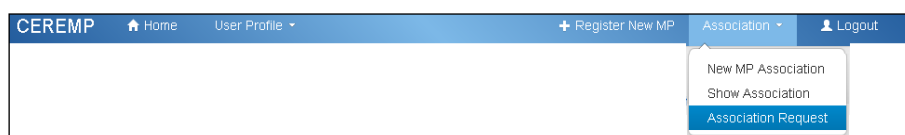
“Your association request has been sent to all user already linked to MP. You will receive an email at the end of evaluation process. Please note that market participants already assigned to you or already requested to be associated will be ignored”

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

3.7 How to evaluate association requests made by other users

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”.



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



CEREMP Home User profile MP Change Market Participant Association Logout en

CEREMP
Centralised European Registry for Energy Market Participants

Association requests

Market Participant is [redacted] (A0000497W,CZ)

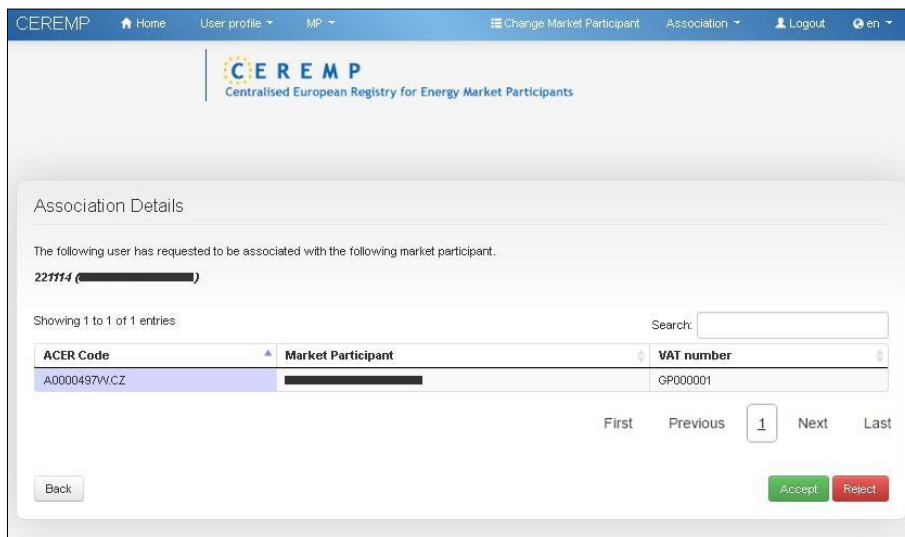
Showing 1 to 1 of 1 entries Search: [input]

Username	Submitted Date	Notification Type	Notification State
221114	2014-04-04	Association request	Open

First Previous 1 Next Last

Back

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



CEREMP Home User profile MP Change Market Participant Association Logout en

CEREMP
Centralised European Registry for Energy Market Participants

Association Details

The following user has requested to be associated with the following market participant.
221114 ([redacted])

Showing 1 to 1 of 1 entries Search: [input]

ACER Code	Market Participant	VAT number
A0000497W,CZ	[redacted]	GP000001

First Previous 1 Next Last

Back Accept Reject

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

4 New market participant registration

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

4.1 Section 1: Market participant information

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

The screenshot shows the CEREMP web interface for the 'Market Participant Information' registration section. The header includes the CEREMP logo and navigation links like Home, User Profile, Register New MP, Association, Logout, and a language dropdown. The main form area is titled 'Market Participant Information (Registration Format Section 1)'. It contains several input fields: 'Market Participant' (text), 'Person Type' (dropdown), 'Country' (dropdown), 'Address' (text area), 'City' (text), 'Postal code' (text), 'VAT number' (text), 'EIC' (text), 'BIC' (text), 'LEI' (text), 'OSI' (text), 'Website' (text), 'Publication inside' (checkbox labeled 'Equal to website'), and 'Date of validity' (text with a calendar icon). At the bottom, there are 'Back', 'Reset', 'Save as draft', and 'Next' buttons.

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”.

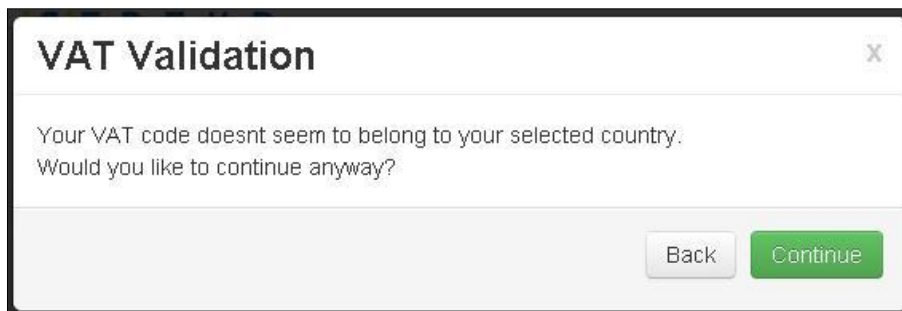
If “Person Type” is equal to “Natural person” the following additional fields are required:

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:

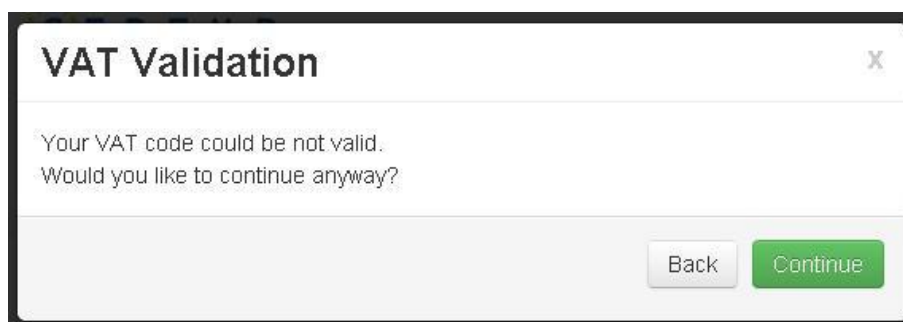
Legal Form	Legal form of the market participant (only for legal entities)
------------	--

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



A screenshot of a 'VAT Validation' popup window. The title bar says 'VAT Validation' with a close button (X). The main text reads: 'Your VAT code doesnt seem to belong to your selected country. Would you like to continue anyway?'. At the bottom right, there are two buttons: 'Back' (grey) and 'Continue' (green).

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



A screenshot of a 'VAT Validation' popup window. The title bar says 'VAT Validation' with a close button (X). The main text reads: 'Your VAT code could be not valid. Would you like to continue anyway?'. At the bottom right, there are two buttons: 'Back' (grey) and 'Continue' (green).

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

Publication inside

Please fill in the website where your company publishes inside information. This may be your own website or for instance the transparency website of an exchange. If you do not publish inside information, please fill in “N/A”.

4.2 Section 2: Related people

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

- Contact for communication
This is 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.
- Responsible for trading decisions
This is the natural person that has the senior management role responsible for the market participant's trading functions.

- Responsible for operational decisions
This is 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.

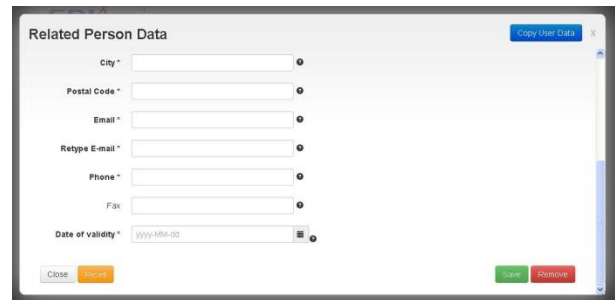
The screenshot shows the CEREMP (Centralised European Registry for Energy Market Participants) interface. The top navigation bar includes links for Home, User Profile, Register New MP, Association, Logout, and a language selector (en). The main heading is 'Related People (Registration Format Section 2)'. Below this is a light blue box with the instruction: 'Please provide a value for all of the required fields in every entity'. A table displays the first three entries, with columns for First Name, Surname, and Role. The roles listed are 'Contact for communications', 'Responsible of trading decision', and 'Responsible of operational decision'. Navigation controls include a search bar, 'Previous', 'Next', and 'Back' buttons, as well as 'Add new person' and 'Save as draft' buttons at the bottom right.

First Name	Surname	Role
		Contact for communications
		Responsible of trading decision
		Responsible of operational decision

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.

The screenshot shows a modal window titled 'Related Person Data' with a 'Copy User Data' button in the top right corner. The form contains several fields, each with a required asterisk: 'Role' (a dropdown menu currently showing 'Contact for communications'), 'Role Details', 'First Name', 'Surname', 'Address', 'City', and 'Postal Code'. A vertical scrollbar is visible on the right side of the form, indicating that not all fields are visible at once.



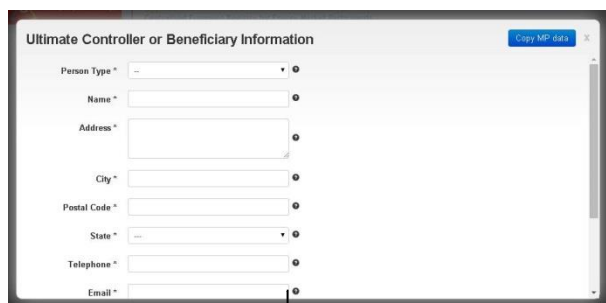
After entering all mandatory information on Section 2, click on “Next” in order to go to Section 3

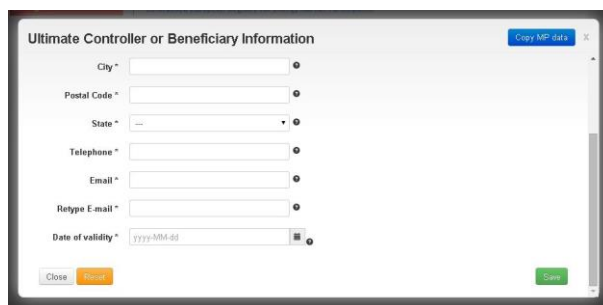
4.3 Section 3: Ultimate controller information

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



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.





The screenshot shows a web form titled "Ultimate Controller or Beneficiary Information". It contains several input fields: "City", "Postal Code", "State" (a dropdown menu), "Telephone", "Email", "Retype E-mail", and "Date of validity" (with a date picker icon). There are "Close" and "Next" buttons at the bottom left, and a "Save" button at the bottom right. A "Copy MP data" link is visible in the top right corner.

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

4.4 Section 4: Corporate structure

You only have to fill in this part if the other undertakings have their own ACER code.

Click on "Add Corporate Structure" to start.



The screenshot shows the CEREMP (Centralised European Registry for Energy Market Participants) interface. The header includes the CEREMP logo and navigation links: Home, User profile, MP, Register New MP, Association, Logout, and language settings (en). The main content area is titled "Corporate Structure (Registration Format Section 4)". It shows "Market Participant is" followed by a masked ID and "(A00005688.UK)". Below this, a light blue box states "No elements found". At the bottom, there are "Back" and "Add Corporate Relationship" buttons.

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

The screenshot shows the CEREMP web interface. At the top, there is a navigation bar with links: Home, User profile, MP, Register New MP, Association, Logout, and a language selector (en). Below the navigation bar is the CEREMP logo and the text 'Centralised European Registry for Energy Market Participants'. The main content area is titled 'Corporate Relationship'. It contains several input fields: 'MP Declaring' with the value 'A00005688.UK', 'Relation Type' with a dropdown menu, 'MP Involved' with a search button, 'Start Date' with a date picker, and a 'Notes' text area. At the bottom of the form are buttons for 'Close', 'Reset', and 'Save'.

The following information must be specified:

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

First choose the relationship type: select either “parent undertaking”, “controlled undertaking” or “other related undertaking” as appropriate.

To select the market participant involved click on “Search”.

CEREMP Home User profile MP Register New MP Association Logout en

CEREMP
Centralised European Registry for Energy Market Participants

Corporate Structure (Registration Format Section 4)

Market Participant is [redacted] (A00005688.UK)

Fill in at least one field before performing the search

ACER Code EIC

Market Participant BIC

VAT number LEI

OSI

Back Search

Insert your search criteria and click on “Search”. You will see a list of matching market participants.

CEREMP Home User profile MP Register New MP Association Logout en

CEREMP
Centralised European Registry for Energy Market Participants

Corporate Structure (Registration Format Section 4)

Market Participant is [redacted] (A00005688.UK)

Fill in at least one field before performing the search

ACER Code EIC

Market Participant BIC

VAT number LEI

OSI

Back Search

Showing 1 to 1 of 1 entries

ACER Code	Market Participant	VAT number	Country	City
A00005688.UK	[redacted]	number	Haiti	city

First Previous 1 Next Last

Select this ACER Code

Find the relevant market participant and click on “Select this ACER Code”. The selected market participant will be displayed in the “MP Involved” field.

Click on “Save” to add a new corporate relationship.

If you go back to the corporate relationship information page, the status of this relationship will read “Pending added sent”. This corporate relationship will remain pending until the relationship is confirmed by the MP involved.

You will receive an email confirming that the relationship has been submitted. In addition, email notifications will be sent to:

- The national regulatory authority of the declaring market Participant
- Users linked to the declaring market Participant
- 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

The user associated with the “market participant involved” will receive an email asking them to log into the system and confirm that the relationship you have entered is correct. Once they have done this, you will receive an email stating that the corporate relationship has been accepted.

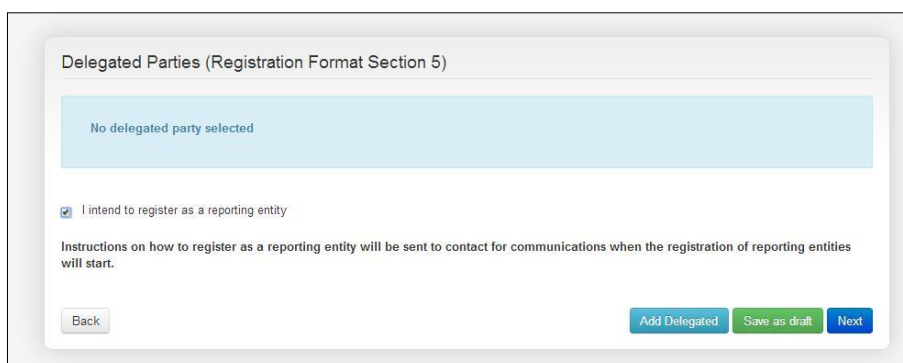
On the corporate relationship information page, the status of this relationship will now read as “Confirmed”. The system automatically adds the inverse relationship. This means that only one party has to report a parent-subsidary relationship, and the other merely has to confirm it.

Repeat this process for all relationships between the market participant you are registering and other market participants. For instance e.g. if it is the parent of two subsidiaries, repeat the process for both subsidiaries.

Click the “Next” button to go to the final step.

4.5 Section 5: Delegated Parties

In the last step of the registration process, you can enter delegated parties information. This is related to how the market participant you are registering intends to report transaction data to ACER. This section requires you to select whichever registered reporting mechanism(s) (RRMs) you intend to report through. Alternatively you can indicate that the market participant you are registering intends to self-report by registering as a reporting entity.



If you intend to report through a third party RRM, click on “Add Delegated”. Clicking the “Add Delegated” button a new page will be displayed for entering delegated party information.



The following mandatory fields should be filled in:

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

Then click "save".

Click the "Add Delegated" button again to add more than one delegated party; otherwise, click on "Next" to record your changes.

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 (not to ACM) 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.

Going forward, the selection of the "I intend to register as a reporting entity" box will make MPs subject to a fee pursuant to Commission Decision (EU) 2020/2152, which stipulates that RRM, including RRM applicants, will need to pay a fee to the Agency for collecting, handling, processing and analyzing of information reported by market participants or by entities reporting on their behalf.

For further information, see ACERs *Requirements for the registration of Registered Reporting Mechanisms*.^{3, 4}

4.6 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.

4.7 Submitting

After filling in all required fields of the Registration Format, 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.

³ Requirements for the registration of Registered Reporting Mechanisms, 2nd version, January 15, 2021, https://documents.acer-remit.eu/wp-content/uploads/ACER_REMIT_RRM_Requirements_v2.0.pdf

⁴ For general information on registering as an RRM, please see <https://www.acer-remit.eu/portal/rrm-registration-doc>

The screenshot shows the CEREMP (Centralised European Registry for Energy Market Participants) web interface. The top navigation bar includes links for Home, User Profile, Register New MP, Association, Logout, and a language selector (en). The main header displays the CEREMP logo and its full name. Below this, a tabbed interface shows 'Summary data entered' as the active section, with other tabs for 'Related People', 'Ultimate Controllers', 'Corporate Structures', and 'Delegated Parties'. The form contains various input fields for market participant details, including Market Participant, Person Type, Legal form, Country, Address, City, Postal code, VAT number, BIC, and LEI. There are also fields for GS1, Website, Publication inside, and Date of validity. At the bottom of the form, a red-bordered box highlights a confirmation checkbox with the text: 'I confirm that the information being provided herein by me is true and accurate. *'. Below this box are 'Back', 'Print Preview', and 'Submit' buttons.

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

After submitting the registration application, the following message will be displayed.

The screenshot shows a 'Result' message box. It contains a green notification bar with the text: 'Your MP does not require any registration confirmation by the National Authority, then is already approved.'

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

Dear 123456,

the following market participant have been successfully registered in CEREMP system

A00001366.EU

Now you can use the functionality for the market participant.

This is an automatically generated email. Please do not reply to this message.

CEREMP Information System

4.8 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:

CEREMP Home User Profile Register New MP Association Logout en

CEREMP
Centralised European Registry for Energy Market Participants

Selection of Market Participant

Dear user, please choose a Market Participant to continue.

Showing 1 to 9 of 9 entries Search:

ACER Code	Market Participant	VAT number	Type
<input type="radio"/> #DFT000192		IR000001	Draft
<input type="radio"/> #DFT000209		FJ000001	Corrections required
<input type="radio"/> #DFT000210		NA000002	Submitted
<input type="radio"/> A00004265.CZ		KG000001	Read only
<input type="radio"/> A0000441D.CZ		HT000002	Amendment request
<input type="radio"/> A0000450E.CZ		CI000001	Termination required
<input type="radio"/> A00004562.CZ		GG000001	Termination required
<input type="radio"/> A0000481B.CZ		SJ000001	Read only
<input type="radio"/> A0000497W.CZ		GP000001	Validated

First Previous 1 Next Last

Confirm

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

5 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).

The information will be automatically updated and, after submitting the update application, the following message will be displayed.

Result
Information successfully updated

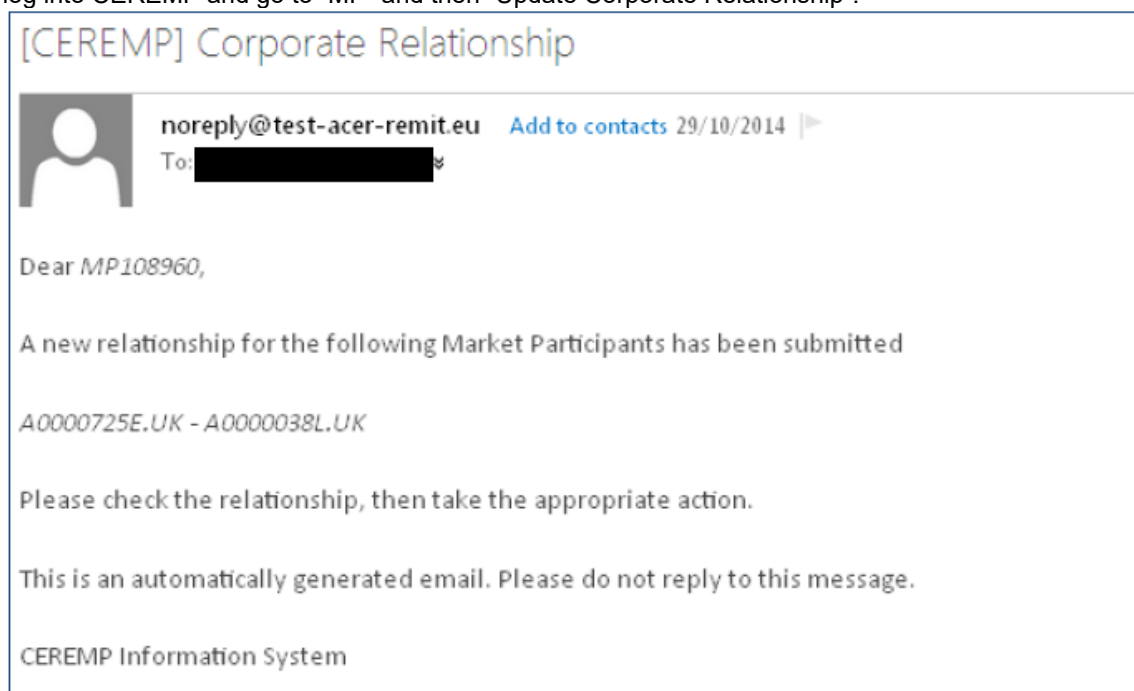
You will also receive a mail like the following one:

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

6 Other functionalities

6.1 Confirming or rejecting a corporate relationship

If you receive an email like the one below asking you to check the validity of a corporate relationship, log into CEREMP and go to “MP” and then “Update Corporate Relationship”.



You will see that there is a new corporate relationship in a “Pending Added Received” status.

Step 4: Corporate relationship information

Showing 1 to 1 of 1 entries Search:

MP Declaring	MP Involved	Type	Status
A0000093.UK	A000005B.UK	PARENT UNDERTAKING	Pending Added Received

← Previous 1 Next →

[Back](#) [Add Corporate Structure](#)

Click on this pending relationship and the box below will appear. This allows you to accept or reject this relationship.

Corporate Structure

MP Declaring *

A0000093.UK

MP Involved *

A000005B.UK

Relationship Type *

PARENT UNDERTAKING

Start Date *

2013-09-10

Notes

Status

Pending Added Received

Close

Accept

Reject

If you accept it, the corporate relationship is updated to “Confirmed” as shown below.

Step 4: Corporate relationship information

Showing 1 to 2 of 2 entries

MP Declaring	MP Involved	Type	Status
A000005B.UK	A0000093.UK	SUBSIDIARY UNDERTAKING	Confirmed
A0000093.UK	A000005B.UK	PARENT UNDERTAKING	Confirmed

← Previous 1 Next →

Back Add Corporate Structure

6.2 Changing Member State

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

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

Concerning the withdrawal of the United Kingdom from the European Union, please see also the frequently asked questions on <https://www.acm.nl/en/publications/brexit-qand-remit-registration-acm>.

The screenshot shows the 'Change NRA' form in the CEREMP system. The header includes the CEREMP logo and navigation links: Home, User profile, MP, Change Market Participant, Association, Logout, and language settings (en). The form itself is titled 'Change NRA' and contains the following fields and controls:

- 'Market Participant is' followed by a redacted black box.
- 'Select New NRA *' with a dropdown menu.
- 'Change Member State motivations *' with a large text area.
- 'Attachment' with a 'Browse' button.
- A list of file upload rules:
 - The filename can contain any combination of Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special characters like - _ + .
 - Allowed file type : JPEG/JPG/PNG/PDF/ZIP
 - The maximum file size must not exceed 20 MByte
- Buttons at the bottom: 'Back', 'Reset', and 'Save'.

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

- Approve the request
- Reject the request

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

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

6.3 Deleting market participant

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

Please only delete a registered MP once all transactions to ACER are reported.

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)

CEREMP Centralised European Registry for Energy Market Participants

Home User profile MP Register New MP Association Logout en

Terminate

Market Participant is XXXXXXXXXX (A00005688.UK)

Termination Motivation *

Attachment

- The filename can contain any combination of Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special characters like - _ + .
- Allowed file type : JPEG/JPG/PNG/PDF/ZIP
- The maximum file size must not exceed 20 MByte

Upon receiving the request for termination, ACM can:

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

In any case, you will be informed accordingly.

6.4 Viewing historical changes

You can view a list of previous changes to a market participant's registration details. Log in, select the relevant market participant, go to "MP" and then "Historical report". You will see the this page:

CEREMP Centralised European Registry for Energy Market Participants

Home User profile MP Change Market Participant Association Logout en

Historical report

Market Participant is XXXXXXXXXX (A0000497W.CZ)

Showing 1 to 10 of 13 entries

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

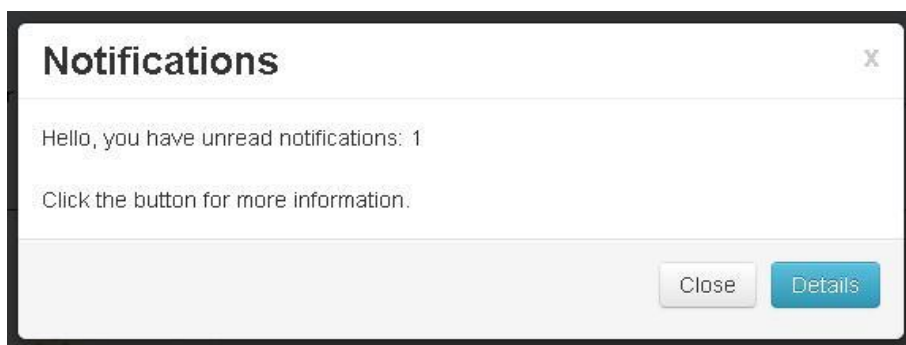
First Previous 1 2 Next Last

You can download the entire list as an excel file.

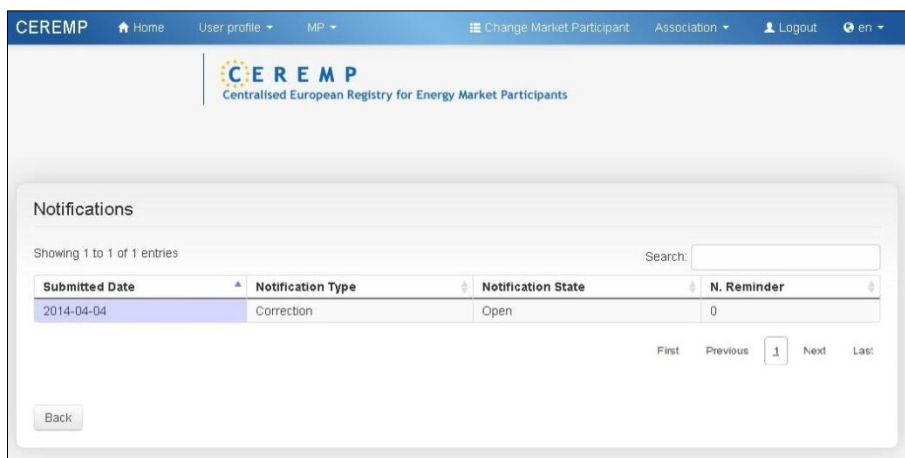
By clicking on a row from the list of items, you can obtain details of the MP information that were active at the selected amendments date time.

6.5 Correction Requests from ACM

At any time ACM 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:



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



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

CEREMP Centralised European Registry for Energy Market Participants

Notification Details

You must fix the errors in the following table

Showing 1 to 6 of 6 entries

Field name	Section	Suggestion
BIC	Market Participant Information	Suggestion
Corporate Vehicle	Ultimate Controllers Information	Suggestion
EIC	Market Participant Information	Suggestion
GS1	Market Participant Information	Suggestion
LEI	Market Participant Information	Suggestion
Web Site	Market Participant Information	Suggestion

First Previous 1 Next Last

Back Rectify

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 ACM.

Having made the amendments, the registration format shall be updated immediately.

6.6 Other Important Notices

6.6.1 Multi-Tab Warning

CEREMP application prevents any inconsistent data situation, or transferring incorrect personal data on its users, for example during an update or a new registration. For these reasons during the use of the application, it's not possible open more tabs in the same browser. The system locks any type to improper use of platform by displaying of the following message:

"Sorry, this operation is not allowed.

Probably you are using a multi tab into browser. Close this tab to avoid problems

If the problem persists, please login again".

Therefore, a screen as the following one will be displayed and in order to continue to use CEREMP system will necessary to log out and log in again in the application:

Home » Registration Format » Update Market Participant

Sorry, this operation is not allowed.

Probably you are using a multi tab into browser. Close this tab to avoid problems

If the problem persists, please login again.

Annex: Size limitation and validation rules in registration format

Section 1: Data related to Market Participant

Field name	Description
Market participant	Full name of the market participant (either company name if legal person or full name if natural person)
Person Type	Type of person according to Art. 2(8) of Regulation (EU) No 1227/2011: Natural person Legal person
Legal Form	Legal form of the market participant (only for legal entities)
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)
State	Member State or Country where the market participant is resident
Address	Full address where the market participant is resident (headquarters for legal entities)
City	City where the market participant is resident
Postal code	Postal code of the market participant
VAT number	Value added tax code of the market participant
EIC	Energy identification code of the market participant
BIC	Bank identifier code of the market participant; please note that the BIC code of the bank where the market participant has its bank account is not a unique code issued for a market participant as it belongs to the bank (not to the market participant) and thus it should not be provided. ⁵
LEI	Legal Entity identifier of the market participant
GS1	Global Location Number (GLN) of the market participant (within the GS1 coding scheme)
Interoperability national code	Code to be defined by NRAs for country-specific interoperability
Trade register	Registration number in a national or local trade register and indication of the register
Website	URL of the home page of the website of the market participant
Publication inside information	Place of publication of insider information if different from the website of the market participant
Date of validity	Date of validity of the information collected in this section

⁵ For more information, please see the Q&A published by ACER, e.g. https://documents.acer-remit.eu/wp-content/uploads/REMIT_23rd_edition_QA_v2.2.pdf from June 30th 2020 or <https://kb.acer-remit.eu/gas-on-remit-question-ii-4-30/>.

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

Field name	Description
Role	Possible values are: responsible of trading decision responsible of operat. Decision contact for communications
Role Details	Organisational position of the person within the market participant
Family Name/Surname	Family name/surname of the person
Name/Given name	Name/given name of the person
Address	Full address of the normal site of work of the person
City	City of the normal site of work of the person
Postal code	Postal code of the normal site of work of the person
Email	Full email address of the person
Telephone	Telephone number (including international and national codes) of the person
Fax	Fax number (including international and national codes)
Date of validity	Date of validity of the information collected in this section

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

Ultimate controller information relates to any legal or natural person that exercises significant influence over the management of the market participant through a controlling interest or voting power in that market participant or its parent, irrespective of whether control is interposed directly or through a combination of other companies. More specifically, ACER regards a legal or natural person as a controller of a market participant if:

- it holds 10% or more of the shares in the market participant or its parent; or
- it holds 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 a controlling interest 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

Market participants are only required to provide details of ultimate controllers. An ultimate controller is an entity that fulfils the definition outlined above but is not itself a subsidiary or branch of any other entity. An ultimate controller may be a natural or legal person, including a municipal authority or sovereign state. An ultimate controller of a REMIT market participant is not necessarily a market participant.

Field name	Description
Type	Type of ultimate controller or beneficiary: - natural person - legal person
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

Address	Full address where the ultimate controller or beneficiary is resident
City	City where the ultimate controller or beneficiary is resident
Postal code	Postal code of the ultimate controller or beneficiary
State	State of the ultimate controller or beneficiary
Birth Date	Date of birth of the ultimate controller or beneficiary
Birth City	City of birth of the ultimate controller or beneficiary
Birth State	State of birth of the ultimate controller or beneficiary
E-mail	Full e-mail address of the ultimate controller or beneficiary
Telephone	Telephone number (including international and national codes)
Personal Data Type	Type of personal data collected for the ultimate controller of beneficiary in case of natural person
Personal Data	Value of Fiscal code or Personal Security number or ID card number or passport number
Capacity	Role of the ultimate controller in case of natural person
VAT	VAT number of the ultimate controller or beneficiary in case of a legal entity
Corporate Vehicle	Type of the ultimate controller or beneficiary in case of legal entity
Date of validity	Date of validity of the information collected in this section

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

Field name	Description
Unique Code of the related undertaking	ACER code of the related undertaking
Type of Relationship	Type of relationship between the market participant and the related undertaking according to the 7 th Council Directive 83/349/EEC of 13 June 1983: parent undertaking subsidiary (controlled undertaking) other related undertaking having “unitary direction”
Notes	Additional information provided by the market participant
Date of validity	Date of validity of the information collected in this section

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

Field name	Description
Unique Code of Delegated party	Code of delegated third party for reporting on behalf of the market participant
Date of validity	Date of validity of the information collected in this section