



Bundesnetzagentur

Registration User Manual

for Market Participants according to
Article 9 REMIT (Regulation (EU) No 1227/2011)



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for Market Participants according to
Article 9 REMIT
(Regulation (EU) No 1227/2011)**

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**Bundesnetzagentur für Elektrizität, Gas,
Telekommunikation, Post und Eisenbahnen**

Referat 614
Tulpenfeld 4
53113 Bonn

E-Mail: remit.registrierung@bnetza.de

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1 Introduction

1.1 What is REMIT?

Regulation (EU) No 1227/2011 on wholesale energy market integrity and transparency (REMIT) entered into force on 28 December 2011 with immediate legal effect in all EU Member States. Implementing Regulation (EU) No 1348/2014 specifies the rules on data reporting.

REMIT is designed to create transparency in wholesale gas and electricity markets and strengthen confidence in fair and pro-competitive wholesale energy trading. For the first time there is an EU-wide framework that

- defines market abuse in the form of (attempted) market manipulation and insider trading in wholesale energy markets;
- prohibits (attempted) market manipulation and insider trading in wholesale energy markets;
- establishes a new legal framework for monitoring wholesale energy markets to detect and prevent market manipulation and insider trading; and
- provides for the enforcement of these prohibitions and for penalties for market abuse at national level.

1.2 Who has to register?

According to Article 9 REMIT all market participants entering into wholesale energy market transactions that have to be reported in accordance with Article 8(1) REMIT are required to register.¹ Market participants must register with the national regulatory authority in the Member State in which they are established or resident.

Market participants not established or resident in the European Union (EU) can choose the regulatory authority they register with. However, each market participant may only register with one national regulatory authority.

Market participants established or resident in Germany must register with the Bundesnetzagentur.

1.3 How can market participants register with the Bundesnetzagentur?

Market participants can register with the Bundesnetzagentur online using the Centralised European Register of Energy Market Participants (CEREMP) provided by the European Agency for the Cooperation of Energy Regulators (ACER).

Anyone can complete the registration but they must have a power of attorney from the market participant being registered. During the registration, the power of attorney document must be uploaded to the Bundesnetzagentur as an attachment in the first part of the process. This ensures that companies cannot be registered as market participants without their permission.

¹ The Bundesnetzagentur has published an explanatory leaflet (No 1/2015) in German explaining who is required under REMIT to register or report data. (https://remit.bundesnetzagentur.de/cln_112/REMIT/DE/Informationen/Dokumente/Merkblaetter/start.html)

1.4 What is CEREMP?

CEREMP stands for "Centralised European Register of Energy Market Participants" and is a system designed by ACER for registering market participants in accordance with Article 9 REMIT.

CEREMP is available to all regulatory authorities for use at national level. Each regulatory authority's registration portal is listed on ACER's REMIT page:

<https://www.acer-remit.eu/portal/ceremp>

1.5 Accurate information

Under Article 9(5) REMIT registered market participants must ensure that all information provided is accurate and up-to-date. This means that the initial registration information submitted must be accurate and also that the information must be updated immediately if there are any changes. Registration is therefore not a one-off event but an ongoing process.

1.6 Technical framework conditions

Please note that JavaScript must be activated in your browser to use the CEREMP portal. You may experience problems navigating the portal when using certain browsers. Such problems have been reported for Chrome and Opera. It is therefore recommended to use Internet Explorer or Firefox.

During the registration process, you will receive automated emails from noreply@acer-remit.eu. If you do not receive an email, please check in your spam folder. You may need to put the address on your white list.

Once the registration has been activated, the market participant will be listed in the European register (<https://www.acer-remit.eu/portal/european-register>). For technical reasons it can take up to 24 hours for the market participant to appear on the list.

Information from the first part of the registration and the assigned ACER code will then be visible to the public.

2 Accessing CEREMP

2.1 User account

A user is the natural person who registers a market participant. Each user can administer any number of market participants. Each market participant can, however, only be assigned to one user.

2.1.1 Creating a user account

To be able to register a new market participant in CEREMP, a user account must first be created. The link to CEREMP is available at

The link will take you to the Bundesnetzagentur's information portal for registration under the REMIT regulation. Click on the link there to be taken to the CEREMP portal:



[Hier gelangen Sie zum Registrierungsportal CEREMP](#)

Figure 1: Link to the CEREMP portal

You can register in either German or English. The default setting is German, but you can change to English by clicking on "English(en)" in the drop-down list at the top right-hand corner. Although the drop-down list contains other languages, registration in Germany is only possible in English or German.

Depending on how your internet browser is configured, problems with language settings may occur. If you experience such problems, always follow the link on the Bundesnetzagentur's REMIT page to be taken to the CEREMP portal (<https://remit.bundesnetzagentur.de>). The preset language is then German. This preset is lost when you save the link as a favourite in your browser.

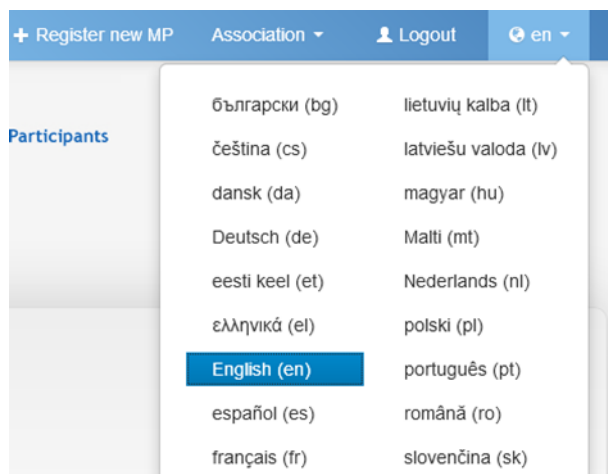


Figure 2: Language selection

To create a new user account, click on the "Register new user" button on the CEREMP home page

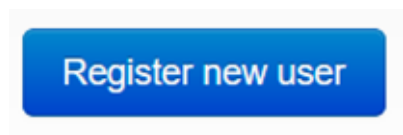


Figure 3: Register new user button

The CEREMP user form appears. Here you must enter your user data.

CEREMP user form

First name *

Surname *

Address *

Country *

City *

Postal code *

Email address *

Re-enter email address *

Phone number *

Fax number

- The filename can contain the following combinations:
upper or lower case characters (a-z, A-Z), numbers (0-9), special characters (like -, _ +) and spaces.
- Allowed file types: JPEG/JPG/PNG/PDF
- The maximum file size must not exceed 20 MB

Power of attorney to register

MP

Your relationship with the company

Are you an employee of the company that you would like to register? *

Company name

Company address

Company city

Company country

VAT number of the company

Captcha




Figure 4: CEREMP user form

Important:

- Please make sure that all the mandatory fields (those marked with *) are completed.
- It is not necessary to provide a private address; a business address meets the formal requirements.
- A user account must be created using the name of a natural person. Registering as a user with, for example, the first name "Stadtwerke" and the last name "Musterstadt GmbH" is not permitted. The Bundesnetzagentur will not activate new user registrations containing such information.
- "VAT number of the company" is "USt.-IdNr." in German; the terms are synonymous in this context. This number is not to be confused with tax identification number. The box can be left empty if the user does not have a USt.-IdNr.
- The "Further information" box is for any further information explicitly requested by the Bundesnetzagentur. If no specific further information is required (which is normally the case), you can leave the box blank.
- Entering information in the section "Your relationship with the company" is optional.
- Click on "Submit" to complete the process to create a user account.
- Once your data has been transmitted, you will see a message stating that your new user registration has been submitted to the Bundesnetzagentur and that you will receive an email after your details have been checked.
- To avoid application errors, please use the previous and next buttons on the CEREMP pages and not the back or refresh buttons in your internet browser.
- Please note that no more than one user can manage the same market participant registration.

2.1.2 Confirmation email and activation link

The Bundesnetzagentur will check your user registration information. Once that process is completed, the Bundesnetzagentur will then send a confirmation email to the address provided on the user form. The message contains two pieces of information:

- the permanent username (a six-digit combination of numbers) assigned by CEREMP for logging into CEREMP
- an activation link for your user account

Please note: You cannot activate a new user account while you are logged into CEREMP using another user account.

After clicking on the activation link in the email, you will be asked to create a new password.

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




Figure 5: Setting a new password

Please note: Your password must be 12-15 characters long and must meet the following four criteria:

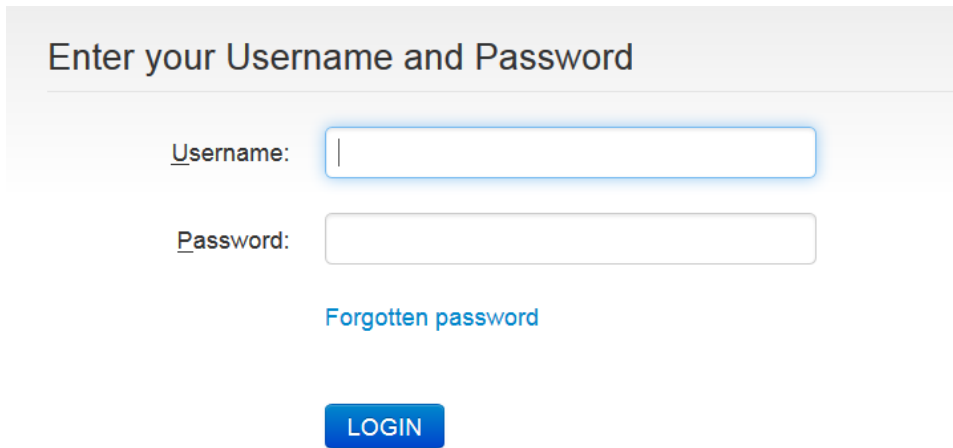
- one lower case character,
- one upper case character,
- one number (0-9),
- one punctuation mark.

Once you have set a password, a message will appear on your screen stating that your user account has been activated and that you can now log into CEREMP and begin the market participant registration.

2.1.3 Logging into CEREMP - using tokens

You can now log into CEREMP as a user. This is a two-step process.

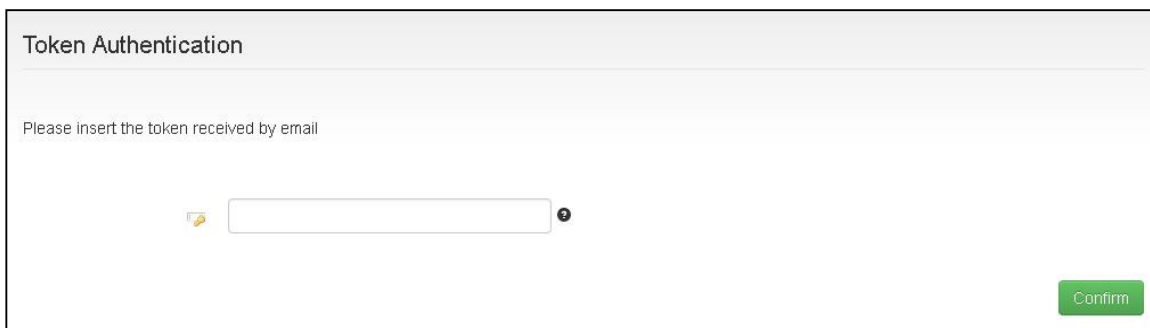
To log into CEREMP click the "Login" button on the CEREMP home page, then enter your six-digit username and password in the appropriate boxes.



The image shows a login form with a light gray header containing the text "Enter your Username and Password". Below the header, there are two input fields: "Username:" followed by a white text box with a blue border, and "Password:" followed by a white text box with a gray border. Below the password field is a blue link that says "Forgotten password". At the bottom of the form is a blue button with the word "LOGIN" in white capital letters.

Figure 6: User login

Once you have logged in by entering your username and password, you will receive an email with a token (key code). The token will be sent to the email address registered in the user account. It helps authenticate the user and serves as additional security in addition to the password. You need this token to complete the login process.



The image shows a "Token Authentication" form. The title "Token Authentication" is at the top left. Below it is a light gray instruction bar that says "Please insert the token received by email". Underneath is a white text input field with a small icon of a key and a question mark to its right. In the bottom right corner of the form is a green button with the word "Confirm" in white.

Figure 7: Authentication

You will also need a token for any subsequent logins to the portal. Each token is valid for approximately 20 minutes. Within this time you can use the token to log in to the portal as often as you like. After the token expires, a new token will automatically be sent the next time you attempt to log in.

The email containing the token also includes information on when the token will expire.

If you do not receive a token, please check your spam folder and mark noreply@acer-remit.eu as "not spam".

2.1.4 Logging out of CEREMP

To log out of the CEREMP system, click the "Logout" button at the top of the page.



Figure 8: User logout

2.1.5 Forgotten password

If you have forgotten your password, click on the "Forgotten password" link to reset your password. Please note that for security reasons you can only change your password once per hour.

You will receive an email with a link to reset your password. To reset your password, you will need to do the following:

- enter your username,
- enter a new password,
- confirm your new password.

Please also note that

- when you change your password you cannot use any of the previous five passwords you have used;
- after five failed login attempts your account will be blocked; you can unlock your account by resetting your password as in the process for a forgotten password (see section 2.1.5 above);
- for security reasons you will be required to change your password regularly;
- your password expires after 90 days and access will be blocked; to regain access you will need to click on "Forgotten password".

2.1.6 Forgotten username

If you have forgotten your username, please contact the Bundesnetzagentur by email at remit-registrierung@bnetza.de.

2.2 User profile

2.2.1 Editing your personal details

Every user has access to their user profile, where they can check and edit the personal contact information provided when the user account was created. To access your user profile, click on "User Profile → Edit Account" at the top of the page.

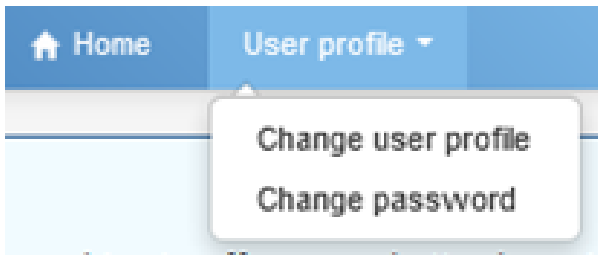


Figure 9: Editing user profile details

The user form will be displayed with the latest information provided. Click on "Save" to record your changes.

A new user must be configured if a different person is going to assume the administration and registration of a market participant. The Bundesnetzagentur can transfer registration information to a different user upon request. The new user will also need a power of attorney. The power of attorney can be uploaded when creating the new user account or it can be sent by email to the Bundesnetzagentur at remit.registrierung@bnetza.de.

2.2.2 Changing your password

Any user can change their password at any time. To change your password, click on "User Profile → Change password" at the top of the page.

Enter the required information and save your new password.

Please also note that

- when you change your password you cannot use any of the previous five passwords you have used;
- after five failed login attempts your user account will be locked; you can unlock your account by resetting your password as in the process for a forgotten password (see section 2.1.5 above);
- for security reasons you will be required to change your password regularly;
- your password expires after 90 days and access will be blocked; to regain access you will need to click on "Forgotten password".

3 Registering market participants

ACER has designed a registration process pursuant to Article 9(3) REMIT where all market participants throughout the EU must register. The process comprises the following five sections:

Section 1: Data related to the market participant

Section 2: Data related to persons responsible for registration

Section 3: Data related to the last controller

Section 4: Data related to the company structure

Section 5: Data related to the organisation's Registered Reporting Mechanism (RRM) doing the data reporting on behalf of the market participant.

3.1 Section 1: Market participant information

To register a market participant, click the "Register new MP" button on the CEREMP home page or click on "+ Register new MP" at the top of the page.

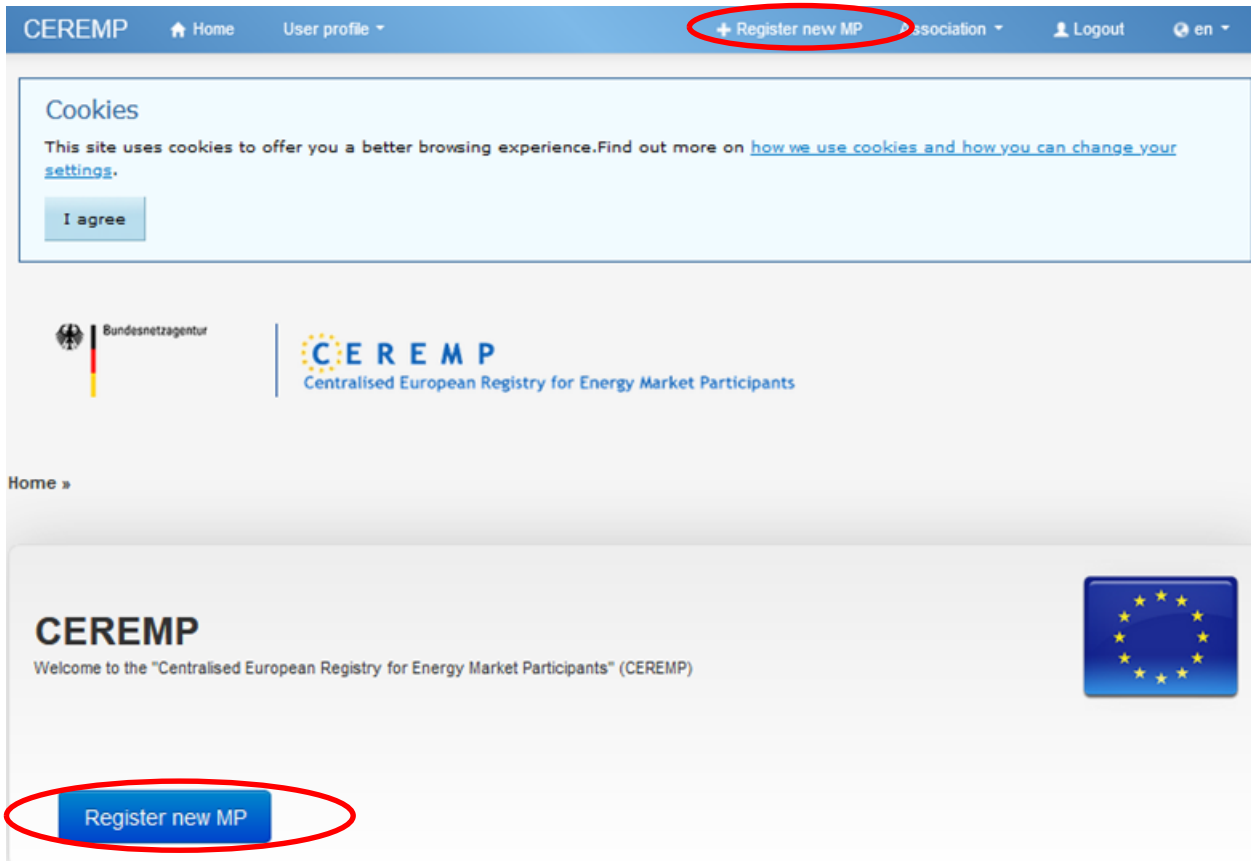


Figure 10: Market participant registration

Now enter the details of the market participant to be registered, making sure that all the mandatory fields (those marked with *) are completed.

Click on "Next" to go to the next step of the registration process.

Market Participant information (registration section 1)

Name of the Market Participant *

Legal entity type *

Country *

Address *

City *

Postal code *

VAT number *

EIC (Energy Identification Code)

BIC (Bank Identifier Code)

LEI (Legal Entity Identifier)

GS1/GLN (Global Location Number)

Website

Publication of Inside Information * is equivalent to the website of the MP. IMPORTANT: Use of the website is only applicable in exceptional cases if it is also registered as an Inside Information Platform with ACER. Please carefully read the instructions in the help field!

Valid from * yyyy-MM-dd

Figure 11: Market participant information

Important:

- The number and type of fields to be completed depend on the type of person to be registered. The layout of the form will therefore differ depending on whether the market participant is a natural or a legal person.
- Please enter the company name, ie the name of the market participant including its legal form, in the field "Name of the Market Participant". This also applies to the entry for the field "Legal entity type".

- For "Postal code" please do not include any extra information such as "D-".
- VAT number refers to the German USt.-IdNr (Umsatzsteuer-Identifikationsnummer). The terms Value Added Tax (VAT) number and USt.-IdNr have the same meaning in this context. This number is not to be confused with tax identification number (Steuernummer). If the market participant does not have a USt.-IdNr, please enter DE000000000 (DE followed by nine 0s).
- The EIC, BIC, LEI and GS1 fields are not mandatory because not every market participant registering will have each code. However, the market participant to be registered must enter the codes it does have. If more than one EIC (Energy Identification Code) exists, please use the code that the market participant will use when reporting data to ACER under Article 8 REMIT in conjunction with Implementing Regulation (EU) No 1348/2014.
- Please note that exactly one EIC can only be used by one market participant at a time for identification purposes when reporting data. Therefore, the use of one EIC for multiple registrations is not permitted.
- The BIC (Bank Identifier Code) is only to be entered if the company to be registered is a bank or financial services institution that may be able to prove its identity for data reporting using its BIC.
- In the field "Publication inside information" please enter an inside information platform (IIP) that meets ACER's minimum requirements where you publish inside information. Please note that the full link to the relevant subpage must be provided. Only links are to be entered in this field. Do not enter comments about when a URL will be available, etc. If you assume as a market participant that you do not possess any inside information subject to disclosure requirements, registration with an IIP is not required. In that case you will enter "n.a." for not applicable in the field "Publication inside information". For further information please note explanatory leaflets 1 and 2 (available in German) on the Bundesnetzagentur's REMIT information portal (<https://remit.bundesnetzagentur.de>) and the "Manual of Procedures (MoP) on data reporting" on the REMIT portal of the Agency for the Cooperation of Energy Regulators (ACER) (<https://www.acer-remit.eu/portal/home>).
- In the field "Date of validity" please enter the date on which the information collected in this section is valid or current. If you are not sure, please enter the current date.
- Please note that a fee is payable for registering a market participant as provided for by section 91(1) para 10 of the Energy Act (EnWG). As listed under Number 29 of the energy sector fee schedule, the fee is €350. The fees are set in a separate notice. The notice will be sent to the market participant's address provided in this section. Registration as a market participant will be revoked if the registration fee is not paid.
- Please note that in this step you are required to submit the power of attorney to register the market participant. Please use the Bundesnetzagentur's template for the power of attorney. Also grant a power of attorney to the natural person who completed the registration as a user in the CEREMP portal.

The screenshot shows a web form titled "Information required by the Bundesnetzagentur". It contains a list of file upload requirements: filename rules, allowed file types (JPEG/JPG/PNG/PDF), and a 20 MB size limit. Below this is a search field for "Power of attorney for the registration". A red circle highlights the checkbox "I accept the fee obligation." which is currently unchecked. The next section, "Information provided by the Bundesnetzagentur", shows a file upload area for "Power of attorney for the registration.pdf", also circled in red. At the bottom, there are "Back", "Reset", "Save as draft", and "Next" buttons.

Figure 12: Fee liability/power of attorney for registration

3.2 Section 2: Responsible persons

Section 2 requests data on the individuals in the following capacities:

- contact person for communications,
- person responsible for trading decisions,
- person responsible for operational decisions.

Important:

If one person takes two or more roles, please enter their details for each role.

Please enter in the field "Contact for communications" the details of the natural person who can be contacted by ACER and the Bundesnetzagentur in matters relating to the registration and to REMIT. This may, for instance, be a member of the company's regulatory management or compliance department. It is also possible to outsource this, for example, to a person from a service enterprise.

Please enter in the field "Responsible for trading decisions" the natural person responsible for trading decisions related to the company's contracts that are subject to reporting requirements. This may, for instance, be the head of the trade department.

Please enter in the field "Responsible for operational decisions" the details of the natural person in senior management who is responsible for the company's operational decisions. This is a higher level function than bearing responsibility for trading decisions. Usually this person is the managing director or the market participant's management board. In instances where a city is the market participant it can also be the mayor. Entries about who is responsible for operational decisions will be compared with the entry in the commercial

register. The person entered for market participation registration must also be listed as the managing director in the commercial register.

Responsible persons (registration section 2)

Please fill out all mandatory fields.

Showing 1 to 3 of 3 entries Search:

| First name ▲ | Surname ▲ | Capacity ▲ |
|--------------|-----------|--------------------------------------|
| | | Contact for communications |
| | | Responsible for trading decision |
| | | Responsible for operational decision |

First Previous **1** Next Last

Figure 13: Responsible persons

By clicking on one of the role titles, a new window will open to enter the person's details.

Data of the responsible person

Capacity * ?

Capacity description * ?

First name * ?

Surname * ?

Address * ?

City * ?

Postal code * ?

Copy user data

Figure 14: Data of the related person

Important:

You can click the "Copy user data" button if the user has one of the roles. The user's details will then automatically be copied into the fields. Only the field "Capacity description" will need to be entered manually. Please note that you can enter more than one person for any capacity.

3.3 Section 3: Ultimate controller or beneficiary information

Section 3 requests information about the ultimate controller or beneficiary of the market participant. Details for more than one ultimate controller or beneficiary can be entered.

Ultimate controller or beneficiary information

Legal entity type * ?

Name * ?

State * ?

City * ?

Postal code * ?

Address * ?

Copy MP data

Figure 15: Ultimate controller/beneficiary information

Important:

For the purposes of REMIT registration "ultimate controller" or "ultimate beneficiary" means a legal or natural person who can exercise significant influence over the decisions of the market participant or its parent company, for instance through a controlling interest or voting power, irrespective of whether control is interposed directly or through a combination of other companies.

In particular, the Bundesnetzagentur regards a person as an ultimate controller or an ultimate beneficiary if the person

- holds 10% or more of the shares in the market participant or its parent, or
- 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
- holds or is able to exercise 10% or more of the voting power in the market participant or its parent, or
- is able to exercise a significant influence over the management of the market participant or its parent through voting power.

Also important:

The ultimate controller or ultimate beneficiary may also be a municipal or state public sector company or legal entity under public law.

If the ultimate controller is a legal entity, only enter the entity in the highest position of a chain of various parent and subsidiary company relationships.

For limited partnerships, the member with unlimited liability normally meets the requirements of ultimate controller. All ultimate controllers, however, must be entered.

In the case of a partnership the ultimate controller cannot be the company itself, but in any event the member with unlimited liability/the unlimited partner and possibly other persons as well.

Please enter the ultimate controller or the ultimate controllers if you know who they are. It is important to enter all persons who meet the above definition.

If there is no one who meets the above requirements as ultimate controller, you may as an exception enter the registered company as ultimate controller.

Please enter the full name of the ultimate controller or beneficiary in the field "Name". If the ultimate controller or beneficiary is a natural person, please enter the person's first name and surname; if the ultimate controller or beneficiary is a legal entity, please enter the company's name and legal form. For natural persons the number of the means of identification selected (eg passport number) is also required.

Some helpful tips:

If the market participant is the ultimate controller or ultimate beneficiary, you can click the "Copy MP data" button to automatically copy the user's details into the fields. You will then need to enter some additional information manually.

If the ultimate controller or ultimate beneficiary does not have a USt.-IdNr, please enter DE000000000 0 (DE followed by nine 0s).

3.4 Section 4: Corporate structure

The screenshot shows the CEREMP web application interface. At the top, there is a blue navigation bar with the CEREMP logo and the text 'Centralised European Registry for Energy Market Participants'. Below the navigation bar, there is a breadcrumb trail: 'Home » Continue registration'. The main content area is titled 'Corporate structure (registration section 4)'. Inside this area, there is a light blue box with the text 'No elements found'. At the bottom of the main content area, there are three buttons: 'Back', 'Add corporate relationship', 'Save as draft', and 'Next'.

Figure 16 Corporate structure

Entering parent/subsidiary company relationships is mandatory. Select the market participant with whom you would like to state having a parent/subsidiary company relationship. The other market participant will receive a notification and must confirm your statement.

Other related undertakings can also be entered voluntarily, eg for market participants with a common parent company. This optional entry does not require confirmation from the other party.

Click on "Next" to go to the last section.

3.5 Section 5: RRM (registered reporting mechanism) / delegated parties for reporting data to ACER (reporting parties)

The data reporting process requires what is referred to as an RRM (registered reporting mechanism). These are companies that transmit data to ACER about contracts that are subject to reporting requirements.

Further information on the organisational and technical requirements for reporting data to ACER can be found in the document "Requirements for the registration of Registered Reporting Mechanisms (RRMs)"

available on ACER's website (<https://www.acer-remit.eu/portal/home>). There you will also find a list of RRM's that are already registered with ACER (<https://www.acer-remit.eu/portal/list-of-rrm>).

In the final step of the registration process you are to specify which RRM will be reporting transaction and fundamental data to ACER as required by Article 8(1) and (5) REMIT. You may only enter persons authorised to report data to ACER. More than one RRM can be entered. This section can be left blank if the market participant trades only on organised marketplaces such as the power exchange and that marketplace already reports the market participant's transactions to ACER.

If a third party will be reporting data to ACER, please press the "Add delegated person" button. A new window will open where the delegated party's / RRM's information can be entered. You can add further delegated parties by repeating this step.

As a rule: if you only want to register your company as a market participant and use an existing RRM as service provider, do NOT tick the box but add a "delegated person".

Delegated parties (registration section 5)

No delegated party selected

I intend to register the Market Participant also as a delegated reporting party (RRM).

Important note: If you tick the box above, you will start a registration as "RRM" in addition to the current registration as "Market Participant". Please TICK this box ONLY if you want to start this additional registration process as RRM. Otherwise, follow the instructions in the registration user manual of the Bundesnetzagentur and add a "delegated party" via the button (common way).

Back Add delegated party Save as draft Next

Figure 17: Delegated parties for data reporting

If the market participant is itself an RRM or you would like to register your company as an RRM, please tick the box "I intend to register the Market Participant also as a delegated reporting party (RRM)".

Important for the registration as RRM: Registration with ACER as a data reporter / RRM is an entirely independent and separate process that falls under the responsibility of ACER. This will trigger a separate, extensive process for registering as an RRM with ACER. The Bundesnetzagentur is not involved in this process.

3.6 Saving your data

You can save your data as a draft and log out of the system after every section. The registration process will then be paused. Whenever you log in again, the saved data will be available and you will be able to continue the registration process. We also recommend that you save your data after each section.

3.7 Submitting registration information

Once you have completed all the mandatory fields in Sections 1, 2 and 3 and Sections 4 and 5 (optional), you can submit the information.



The screenshot shows a web form titled "Information required by the Bundesnetzagentur". It contains the following elements:

- A text field for "Power of attorney for the registration" with the value "Vollmacht Registrierung_DE.pdf".
- A checkbox labeled "I accept the fee obligation." which is checked.
- A checkbox labeled "I confirm that the provided information is true and complete. *" which is checked and circled in red.
- A "Back" button at the bottom left.
- "Print preview" and "Submit" buttons at the bottom right.

Figure 18: Confirmation that the information provided is true and complete

By clicking the "Submit" button you will send your registration draft to the Bundesnetzagentur. If further information is needed, you will receive a modification request from the Bundesnetzagentur.

If the information provided during registration is correct and complete, you will receive an email as a CEREMP system user containing your ACER code. The market participant will also be added to ACER's European register.

4 Registering additional market participants

You may register additional market participants at any time by repeating the registration process for each market participant. To register an additional market participant, click on "+ Register new MP" at the top of the page (see also 3.1.1ff).

If you have registered more than one market participant, a table will appear when you log in showing the market participants you have registered. To view or change a market participant's information, tick the box to the left of the market participant's data record and click on "Confirm".

5 Associating a user account with a registered market participant

5.1 Association requests

For security reasons a registration can only be managed by one user.

Association means in this context the link between user access and a registration data record. This is not to be confused with the related undertakings from Section 4.

Note: the button on the CEREMP home page "Association → New MP Association" is not for adding a related undertaking.

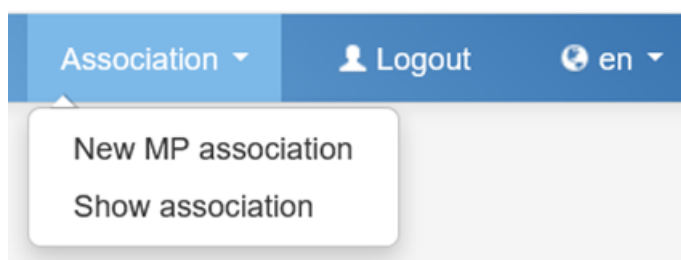


Figure 19: Associating a user account with a registered market participant

5.2 Transferring a registration to another user

If a registration data record is to be managed in the future by a person other than the registered user, you will need to create a new user account. A data record can only be assigned to one activated user account. The new user will also need a power of attorney from the market participant. The power of attorney can be uploaded when you create the new user account or it can be sent by email to remit.registrierung@bnetza.de at the Bundesnetzagentur.

Once the power of attorney has been submitted, please contact the Bundesnetzagentur by sending an email to remit.registrierung@bnetza.de with your ACER code for the new registration and include the user name for the existing user account and the new user account. Please attach an updated power of attorney for the registration to the email. The Bundesnetzagentur will then review the documentation and transfer the registration data record. Following the transfer you must replace the power of attorney submitted in Section 1 with the new power of attorney document.

6 Managing and updating your registration information

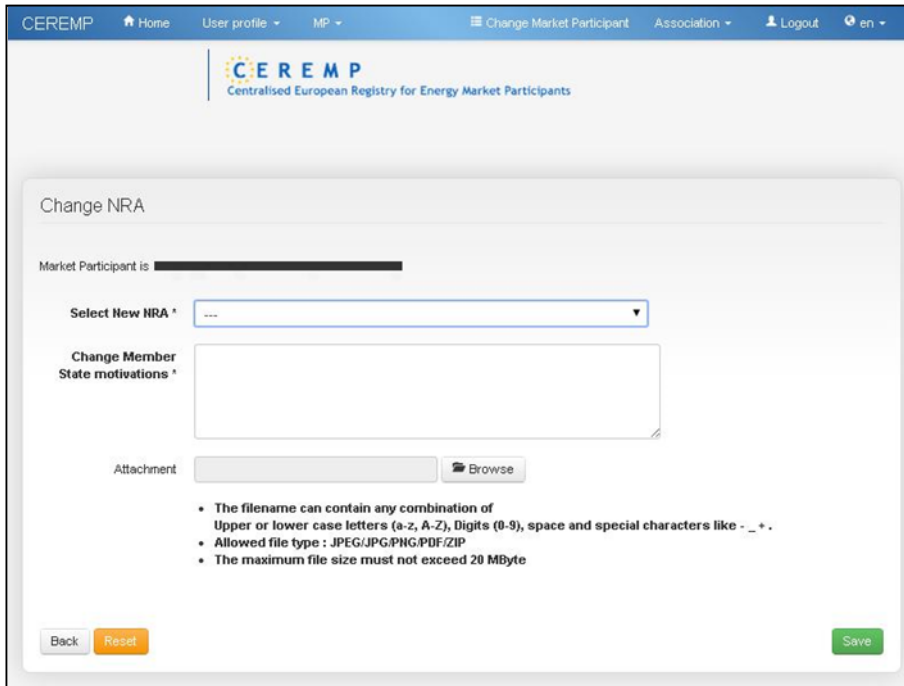
Market participants are required under Article 9(5) REMIT to immediately report any changes in the registered market participant information to the national regulatory authority. It is solely your responsibility to update your information. Individual sections of the registration process can be accessed through "MP→ Registration format" at the top of the page.

Changes to the market participant affect the market participant's registration in the CEREMP system. A change in the market participant's information can have the following consequences:

1. If an update only entails a change of the company name, you can make the change in the data record on the CEREMP registration portal. The ACER code remains active. There is no new registration fee since no new ACER code is assigned.
2. If, however, changes result in a different company registration number, a new registration will be required and you will receive a new ACER code for the new market participant. The fee for the new registration is €350. The former market participant can then be deleted.
3. In both instances a change to the CEREMP user means a new power of attorney must be submitted. The new user will be identified by name in the new power of attorney. The current market participant issues the power of attorney, which can be submitted as a scan. On page 38 you will find a template for transferring a power of attorney for market participant registration.

7 Changing the member state

If a registered market participant's headquarters move to another EU Member State, the market participant is required to re-register with the new national regulatory authority (NRA) responsible. You will then need to request that the NRA be changed. To change to a different NRA, click on "MP → Change Member State", select the new regulatory authority and enter the reason for the change.

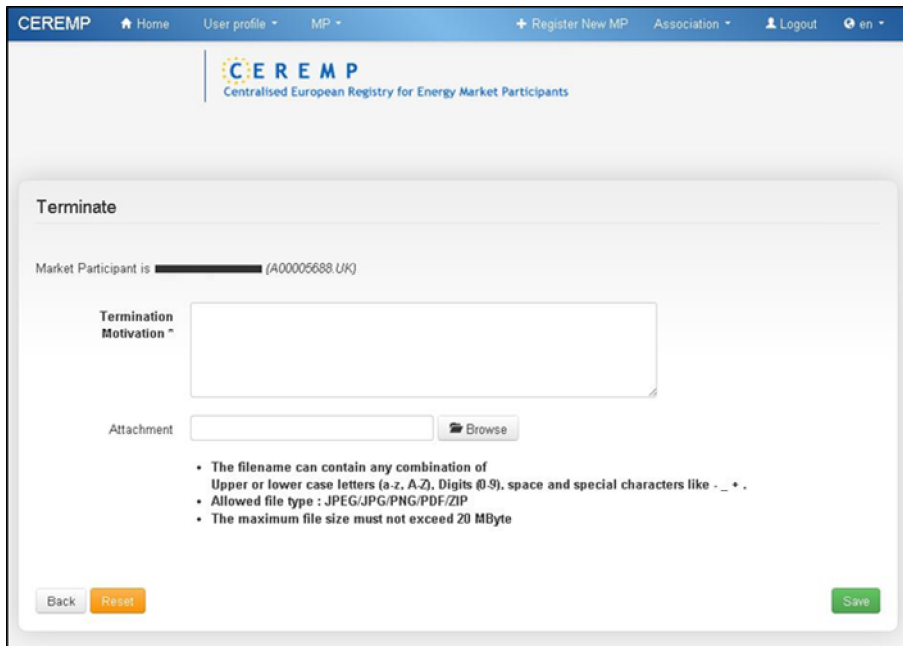


The screenshot shows the CEREMP web interface for changing the National Regulatory Authority (NRA). The page title is "Change NRA". At the top, there is a navigation bar with links for Home, User profile, MP, Change Market Participant, Association, Logout, and language (en). The CEREMP logo and full name are displayed below the navigation bar. The main form area includes a field for "Market Participant is" with a redacted name. Below this is a "Select New NRA" dropdown menu. A "Change Member State motivations" text area is provided for the user to enter reasons. An "Attachment" section features a "Browse" button and a list of file upload rules: the filename can contain any combination of upper or lower case letters, digits, space, and special characters like - _ + .; allowed file types are JPEG/JPG/PNG/PDF/ZIP; and the maximum file size must not exceed 20 MByte. At the bottom of the form, there are "Back", "Reset", and "Save" buttons.

Figure 20 Changing the Member State

8 Deleting a market participant

It is possible to delete a market participant from the register (for example, if the market participant has been dissolved or merged). To request the deletion of a market participant's registration, click on "MP → Terminate". The reason for deleting the market participant must be given in the field "Termination Motivation" and supporting documentation/evidence (for the deletion) must be uploaded. The Bundesnetzagentur will either approve or deny the request for deletion.



The screenshot shows the 'Terminate' form in the CEREMP system. The form is titled 'Terminate' and is located within a user interface that includes a navigation bar with 'Home', 'User profile', 'MP', 'Register New MP', 'Association', 'Logout', and 'en'. The CEREMP logo and full name 'Centralised European Registry for Energy Market Participants' are displayed at the top of the form area. The form contains the following elements:

- A label 'Market Participant is' followed by a redacted name and the ID '(A00005688.UK)'.
- A 'Termination Motivation' field, which is a large text input area.
- An 'Attachment' field with a 'Browse' button.
- A list of instructions for file uploads:
 - The filename can contain any combination of Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special characters like - _ + .
 - Allowed file type : JPEG/JPG/PNG/PDF/ZIP
 - The maximum file size must not exceed 20 MByte
- Navigation buttons: 'Back', 'Reset', and 'Save'.

Figure 21 Terminating/deleting a market participant

9 Viewing the historical report

You can view a list of previous changes to a data record at any time by clicking on "MP → Historical report".

Historical report

Market Participant is ██████████ (A0000497W.CZ)

Showing 1 to 10 of 13 entries

Search:

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

First Previous **1** 2 Next Last

EXPORT

Figure 22: Historical report

10 Correction requests

The Bundesnetzagentur may ask you to correct your data record at any time. Such requests are sent by email. A message will appear once you log into CEREMP and select the market participant in question.

You must read the message, check the correction and make any necessary changes before you can continue managing and editing your data record as usual.

11 Annex

11.1 Annex 1 - CEREMP fields

| Field name | Description |
|--|--|
| Name of the market participant* | Full name of the market participant (If the market participant is a legal entity, please provide the full company name. If the market participant is a natural person, please provide the first and last name of the market participant) |
| Type of legal body* | Please select the type of legal body (natural person or legal entity). |
| Type of company* | Market participant's company form, such as GmbH or AG |
| Date of birth* | Market participant's date of birth (only for natural persons) |
| Place of birth* (only for natural persons) | Market participant's place of birth (only for natural persons) |
| Country of birth* | Market participant's country of birth (only for natural persons) |
| Country* | Please enter the country in which the market participant resides or, for legal entities, the country in which the market participant has its headquarters. |
| Street and number* | Street and number of the market participant's residence or headquarters |
| City* | City in which the market participant has its residence or headquarters |
| VAT number (USt.-IdNr.)* | Market participant's Value Added Tax number (USt.-IdNr.) |
| EIC | Market participant's EIC (Energy Identification Code) |
| BIC | Market participant's BIC (Bank Identifier Code) |
| LEI | Market participant's LEI (Legal Entity Identifier) |
| GS1/GLN | Market participant's GS1/GLN (Global Location Number) |

| | |
|---|--|
| Website | Market participant's web address. Please enter your web address in the following format: https://www.bundesnetzagentur.de . |
| Publication of inside information* | Please enter the inside information platform where the market participant publicly discloses inside information. Market participants with no inside information subject to disclosure requirements please enter "na" for not applicable. |
| Valid from* | Please enter the date from which date this information has been or will be valid. |
| Capacity: Contact for communications* | Please enter in the field "Contact for communications" the details of the natural person who can be contacted by ACER and the Bundesnetzagentur in all matters relating to the registration and to REMIT. This may, for instance, be a member of the company's regulatory management or compliance department. It is also possible to outsource this e.g. to a person from a service enterprise. |
| Capacity: Person responsible for trading decisions* | Please enter the natural person in senior management who is responsible for trading decisions. |
| Capacity: Person responsible for operational decisions* | Please enter the natural person in senior management who is responsible for the company's operational decisions. This is a higher level function than bearing responsibility for trading decisions. Usually this person is the managing director or the market participant's management board. |
| Capacity description* | Job function of the person to be registered within the market participant company |
| First name* | First name of the person to be registered |
| Last name* | Last name of the person to be registered |
| Street name and number* | Street name and number of the workplace of the person to be registered |
| City* | City where the person to be registered works |
| Postal code* | Postal code of the city where the person to be registered works |
| Email address* | Email address of the person to be registered |

| | |
|--------------------------------|---|
| Enter the email address again* | Enter again the email address of the person to be registered |
| Telephone number* | Telephone number of the person to be registered. Please note that the telephone number must be entered in the following format: +49228145000. |
| Fax number | Fax number of the person to be registered. Please note that the fax number must be entered in the following format: +49228145000. |
| Valid from* | Please enter the date from which this information has been or will be valid. |
| Type of legal body* | Please select the type of legal body of the ultimate controller or beneficiary (natural person or legal entity). |
| Name* | Name of the ultimate controller/beneficiary. If the ultimate controller or beneficiary is a natural person, please enter the person's first name and last name; if the ultimate controller or beneficiary is a legal entity, please enter the complete company name and its legal form. |
| Street name and number* | Street name and number of the ultimate controller's/beneficiary's residence or headquarters |
| City* | City in which the ultimate controller/beneficiary has its residence or headquarters |
| Postal code* | Postal code of the ultimate controller's/beneficiary's residence or headquarters |
| Country* | Please enter the country in which the ultimate controller/beneficiary resides or, for legal entities, the country in which the ultimate controller/beneficiary has its headquarters. |
| Date of birth* | Ultimate controller/beneficiary's date of birth (only for natural persons) |
| Place of birth* | Ultimate controller/beneficiary's place of birth (only for natural persons) |
| Country of birth* | Ultimate controller/beneficiary's date of birth (only for natural persons) |

| | |
|---------------------------------|---|
| Means of identification* | Please enter which means of identification you will be using, eg identity card or passport (only for natural persons). |
| ID number* | Please enter the ID number, eg the identity card number or passport number (only for natural persons). |
| Ultimate controller's job role* | Job description of the ultimate controller/beneficiary with the market participant (only for natural persons) |
| VAT number (USt.-IdNr.)* | Value Added Tax number (USt.-IdNr.) of the ultimate controller/beneficiary (only for legal entities) |
| Type of company* | Type of company of the ultimate controller/beneficiary, eg GmbH or AG (only for legal entities) |
| Email address* | Email address of the ultimate controller/beneficiary |
| Enter the email address again* | Enter again the email address of the ultimate controller/beneficiary. |
| Telephone number* | Telephone number of the ultimate controller/beneficiary. Please note the telephone number must be entered in the following format: +49228145000. |
| Valid from* | Please enter the date from which this information has been or will be valid. |
| Reporting market participant* | Name of the market participant who would like to add the corporate relationship. If the market participant is a natural person, please enter the person's first name and last name; if the market participant is a legal entity, please enter the complete company name and its legal form. |
| Type of corporate relationship* | Select the type of corporate relationship between the reporting market participant and the related market participant: <ul style="list-style-type: none"> • parent undertaking • subsidiary undertaking • other corporate relationship |
| Related market participant* | Select or enter the market participant with which you are related (ACER code). Please note that this participant must be entered in the European register. |
| Valid from* | Please enter the start date of the corporate relationship. |

| | |
|--|--|
| Notes | Add any necessary comments about your corporate relationship. |
| Name of the delegated parties for reporting data to ACER | Enter the name of the delegated party or parties (RRMs) that you have authorised to report data to ACER. More than one RRM can be entered. |
| Valid from* | Please enter the date from which this information has been or will be valid. |

11.2 Annex 2 - Power of attorney for registration

Power of attorney for the registration as a market participant pursuant to article 9 REMIT (Regulation (EU) No 1227/2011)

Ms/ Mr

is hereby authorised on behalf of

(Name of the market participant, address, company registration number if available and court of jurisdiction for the commercial register)

to register as a market participant pursuant to article 9 of Regulation (EU) No 1227/2011 on wholesale energy market integrity and transparency (REMIT). The registration fee of 350 Euro in accordance with section 91(1) para 10 of the Energy Industry Act (EnWG) will be borne by the market participant.

(Date, signature and in block letters the name of the person granting the power of attorney)

Advice on completing the form:

- The person who is granting the power of attorney must hold general commercial power of attorney (Prokura) in the sense of the commercial register.
- The power of attorney must be uploaded to the appropriate field when registering a market participant pursuant to article 9 REMIT in the CEREMP portal.

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Publisher's details

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Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen

Tulpenfeld 4

53113 Bonn

Information provided by | Contact

Section 614

Tulpenfeld 4

53113 Bonn

remit.registrierung@bnetza.de

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Editors

Axel Biegert, Jennifer Gauchel