



**CEREMP REGISTRATION USER MANUAL FOR
MARKET PARTICIPANTS ACCORDING TO ARTICLE 9
OF REGULATION (EU) No. 1227/2011 AND
ARTICLE 1 OF REGULATION (EU) No. 2024/1106**

*Any correspondence regarding this document should be sent to the Cyprus Energy Regulatory
Authority*

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INTRODUCTION

The purpose of this document is to present to the Market Participants, the legal and technical guidance on the registration of market participants, in order to fulfil the obligations imposed by the Regulation (EU) No 1227/2011 and Regulation (EU) 2024/1106 on wholesale energy market integrity and transparency (from now on the so called “REMIT”).

The first chapter gives an overview on the legal background concerning the registration of Market Participants, including information such as who should register and what information is required to be provided. It should be noted that further information can be obtained from the ACER Guidance¹.

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

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

Finally, the fourth chapter provides additional functionalities, such as viewing, updating or amending Market Participant details, changing the Member State and deleting the account of the Market Participant.

1

https://www.acer.europa.eu/sites/default/files/REMIT/Guidance%20on%20REMIT%20Application/ACER%20Guidance%20on%20REMIT/ACER_Guidance_on_REMIT_application_6th_Edition_Final.pdf

1. LEGAL BACKGROUND FOR REGISTRATION OF MARKET PARTICIPANTS

1.1. What is 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 (REMIT) entered into force on 28 December 2011.

Regulation (EU) 2024/1106 of the European Parliament and of the Council of 11 April 2024 amending Regulations (EU) No 1227/2011 and (EU) 2019/942 as regards improving the Union's protection against market manipulation on the wholesale energy market entered into force on 7 May 2024.

Commission Implementing Regulation (EU) No 1348/2014 of 17 December 2014 on data reporting implementing Article 8(2) and Article 8(6) of Regulation (EU) No 1227/2011 of the European Parliament and of the Council on wholesale energy market integrity and transparency, entered into force on 7 January 2015 and specifies the rules on data reporting.

1.2. What is CEREMP?

The registration of the Market Participants can be done through the Centralised European Register of Energy Market Participants (CEREMP), a system developed by the Agency for the Cooperation of Energy Regulators (ACER) in order to establish the European register of market participants, in accordance with Article 9 REMIT.

CEREMP is available to all NRAs as a means for registering market participants in their own Member State. The registration of market participants and the obligation to establish a national register of market participants is the responsibility of the NRAs. Each NRA's registration portal is listed on ACER's REMIT page <https://www.acer-remit.eu/portal/ceremp>.

1.3. Which Market Participants are obliged to register?

Amended Article 9 of REMIT imposes obligation on wholesale energy Market Participants entering into transactions which are required to be reported to ACER pursuant to Article 8(1), shall register with the national regulatory authority in the Member State in which they are established or resident.

Also, by 8 November 2024, market participants established or resident in a third country that enter into transactions that are required to be reported to the Agency pursuant to Article 8(1):

- (a) shall designate a representative in a Member State in which the market participants are active on the wholesale energy markets and shall register with the national regulatory authority of that Member State. The representative shall be designated by a written mandate and shall be authorised to act on the market participants' behalf.
- (b) shall mandate their designated representative for the purpose of being addressed in addition to or on their behalf, by the national regulatory authorities or the Agency, on all issues necessary for the receipt of, compliance with and enforcement of decisions or requests for information issued in relation to this Regulation.
- (c) shall provide their designated representative with the necessary powers and means to guarantee their efficient and timely cooperation with the national regulatory authorities or the Agency and to comply with the decisions and requests for information of the national regulatory authorities or the Agency issued in relation to this Regulation, including providing access to the requested information; and
- (d) shall notify the name, email address, postal address and telephone number of their designated representative to the national regulatory authority of the Member State where that designated representative resides or is established and to the Agency.

1.4. How can Market Participants register with CERA?

Market Participants established or resident in Cyprus should register via CERA using the link https://www.acer-remit.eu/ceremp/home?nraShortName=4&lang=el_CY.

Market Participants have the flexibility to choose who will manage their REMIT registration. The designated individual must create a user account in the CEREMP

registration system and provide power of attorney. For more details, refer to Chapter 2.1.1, "Creating User Account." Market participants can assign multiple individuals to manage their registration, but each must create their own CEREMP user account.

1.5. What information is Market Participants required to provide?

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

The registration format consists of 5 sections:

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

All Market Participants entering into transactions which are required to be reported to ACER in accordance with Article 8(1) of REMIT are required to provide information as defined by the Decision².

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 be issued upon the transmission for the first time of the information in the national registers to the ACER, in accordance with the ACER Decision No 01/2012.

²

https://www.acer.europa.eu/sites/default/files/documents/General%20Decisions/ACER%20Decision%2001-2012_2.pdf

2. ACCESSING CEREMP

2.1. Creating user account

2.1.1. System requirements

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

- Minimum screen resolution: 1024x768
- Supported browsers: It's generally recommended to use the latest stable version of your chosen browser for optimal performance and security.
- JavaScript must be activated in the internet browser.

Please note that when using the portal, you must use the “Previous” and “Next” buttons within the interface, rather than “Back” or “Refresh” of your internet browser, as doing so may cause transmission errors. Also, it is not possible to open multiple tabs in the same browser. The system will block improper use of the platform and display 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". To continue using the CEREMP system, you will need to log out and log back in.

During the registration process, you will receive automatic emails from noreply@acerremit.eu. If you do not, please check your spam folder and consider marking this address as safe.

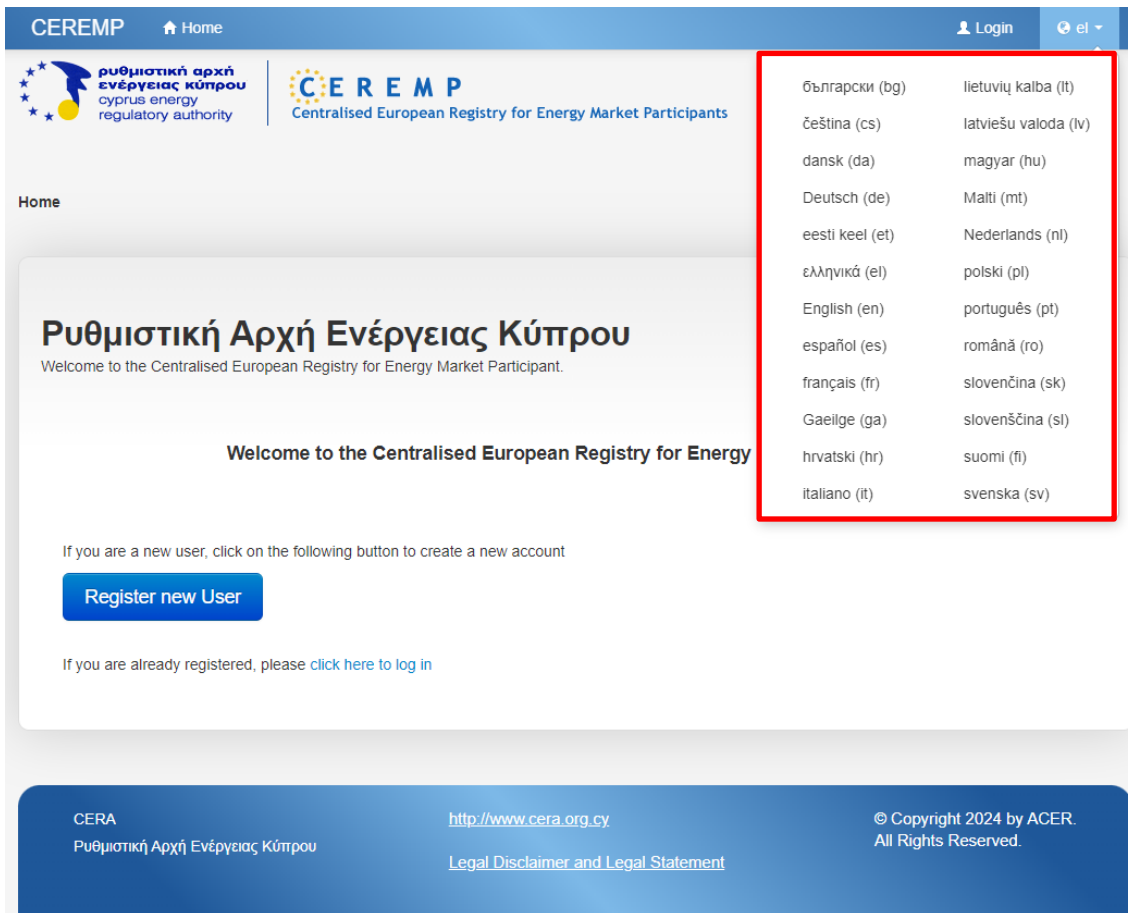
After completing registration, market participants will be added to the European Register (see <https://www.acer-remit.eu/portal/european-register>), which may take up to 24 hours for technical reasons.

2.1.2. New user account

To open the CEREMP page for Cyprus use the link: https://www.acer-remit.eu/ceremp/home?nraShortName=4&lang=el_CY.

Before starting the registration process, you can manually choose your preferred

language from the list of available languages. Default language is English.



The screenshot shows the CEREMP website interface. At the top, there is a navigation bar with the CEREMP logo and a language dropdown menu. The dropdown menu is open, displaying a list of available languages in two columns. The languages listed are:

български (bg)	lietuvių kalba (lt)
čeština (cs)	latviešu valoda (lv)
dansk (da)	magyar (hu)
Deutsch (de)	Malti (mt)
eesti keel (et)	Nederlands (nl)
ελληνικά (el)	polski (pl)
English (en)	português (pt)
español (es)	română (ro)
français (fr)	slovenčina (sk)
Gaeilge (ga)	slovenščina (sl)
hrvatski (hr)	suomi (fi)
italiano (it)	svenska (sv)

The main content area of the website displays the title "Ρυθμιστική Αρχή Ενέργειας Κύπρου" and a welcome message. Below this, there is a button labeled "Register new User" and a link to "click here to log in".

Figure 1: List of available languages

Select the option to create a new CEREMP account by clicking on “**Register New User**”.

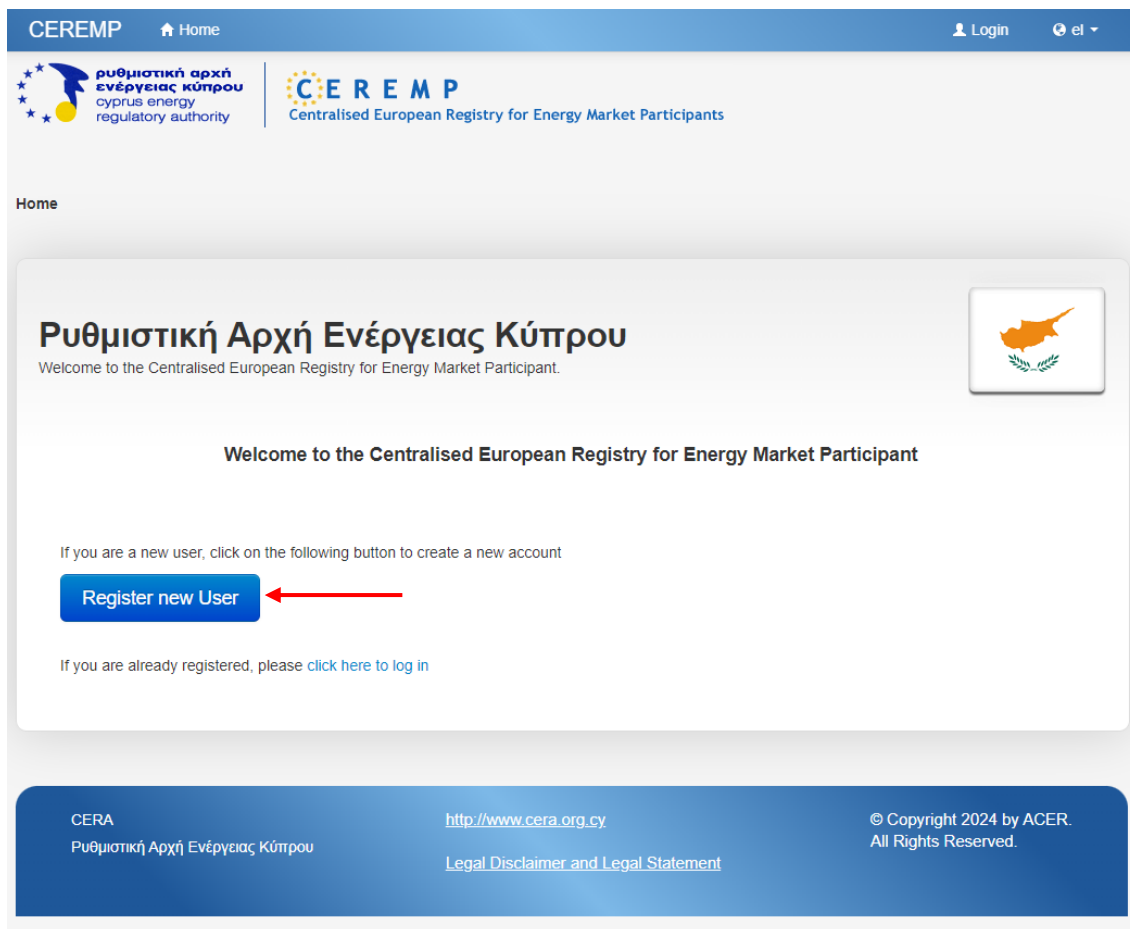


Figure 2: Register new User

The User Registration Form screen will be prompted, which will allow you to add details to register your account.

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/UPG/PNG/PDF
 • The maximum file size must not exceed 20 MByte

Power of attorney to register MP

Company Information

Are you a company employee? *

Company name

Company address

Company city

Company country

Company VAT

Captcha




Figure 3: User Registration Form

Important notices:

- Fill in the fields ensuring that all the mandatory boxes are completed.
- ACER can enable or disable the Captcha in this page. If enabled, this field is mandatory.

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.

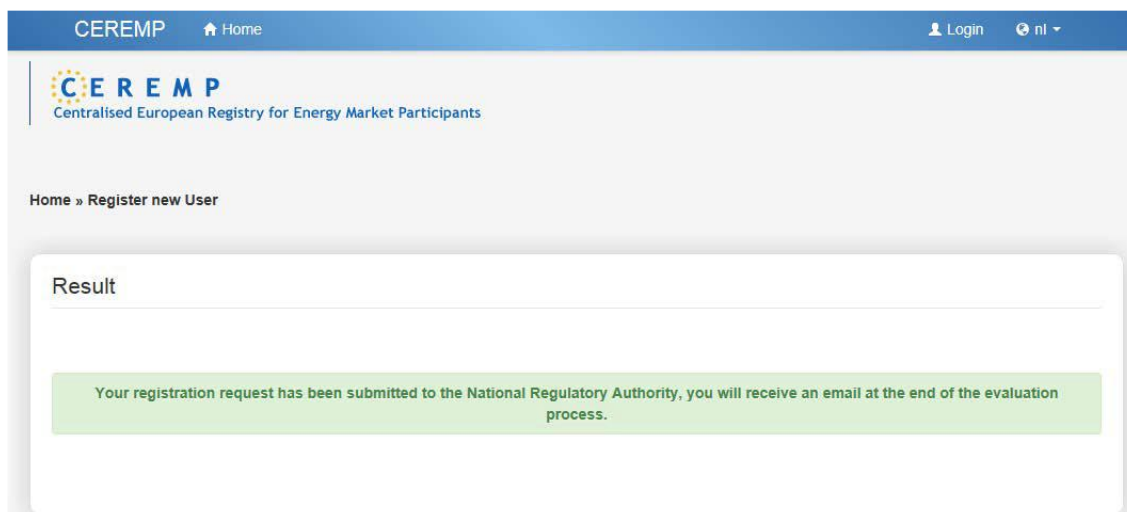


Figure 4: Notification message

When your application has been accepted, an activation email, containing your **new user account name**, will be sent to the email address you provided. To activate your account, click the “**activate account**” link in the confirmation email:

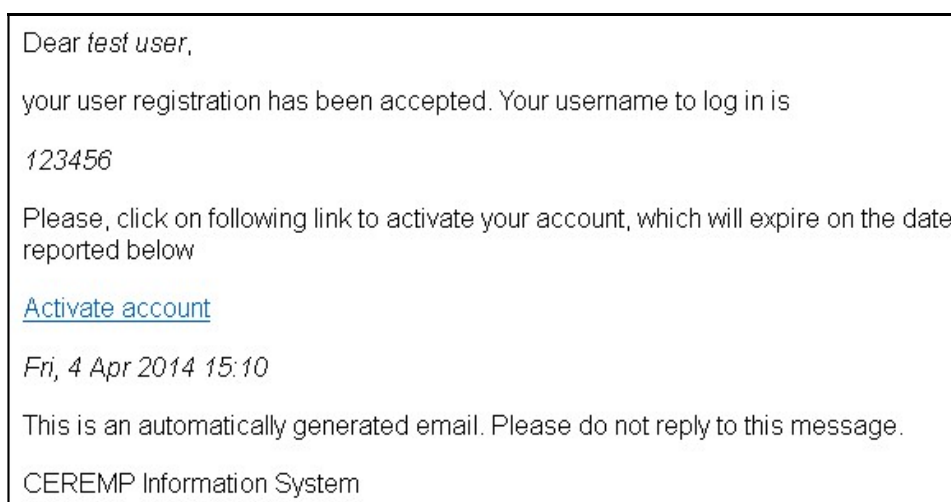


Figure 5: Activation email

Important notices:

- In order to activate your account, make sure that you are not logged into the

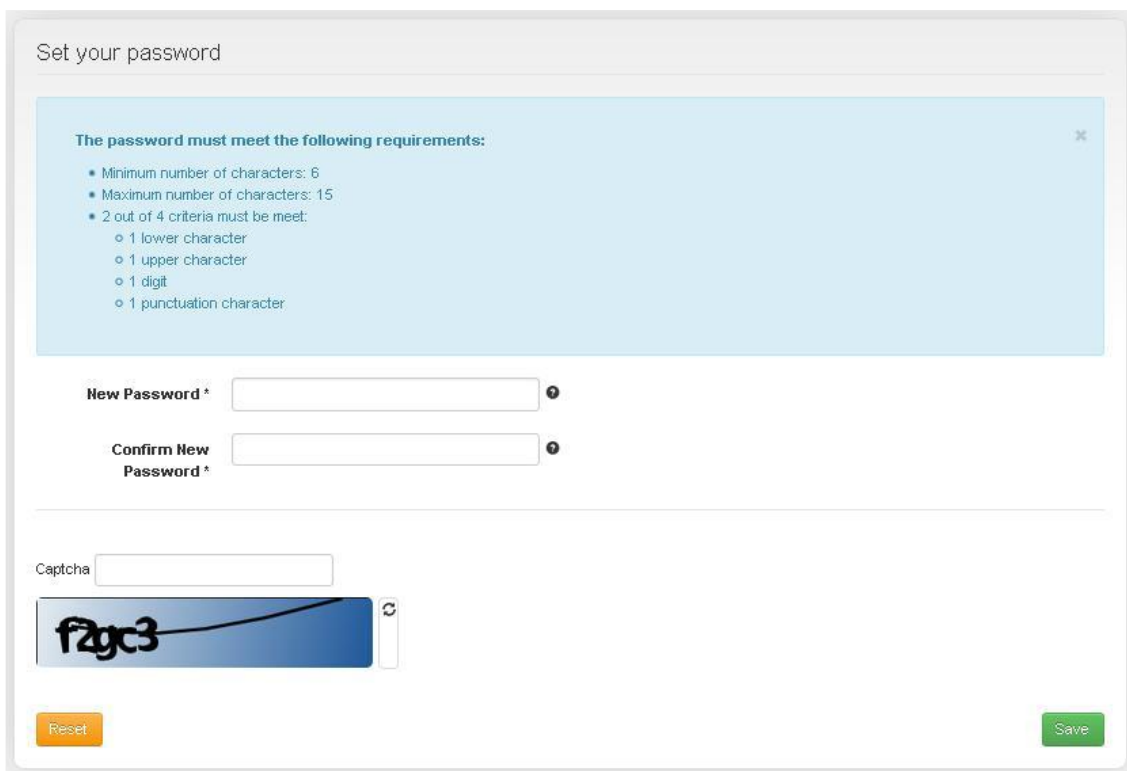
CEREMP application with another user account, otherwise the following error message will be displayed:

“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”

- You must activate your account within seven (7) days of receiving this email. If you fail to do so, your account will be automatically deleted, and you will need to restart the process.

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



Set your password

The password must 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

New Password *

Confirm New Password *

Captcha

f2gc3

Reset Save

Figure 6: Password setting

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

“Your user account has been correctly activated

You can now log into CEREMP application and start to register Market Participants”

Important notices:

- Your password must be compliant with the following minimum requirements:
 - Minimum number of characters set by ACER
 - Maximum number of characters set by ACER
 - 2 out of 4 criteria must be met:
 - 1 lower case character
 - 1 upper case character
 - 1 digit
 - 1 punctuation character
- Furthermore, the following password policies are applied:
 - When changing your password, you cannot use one of the last 5 passwords.
 - After 5 failed login attempts your user account will be locked. You can unlock your account by resetting the password with the “forgotten password” functionality (refer to paragraph 2.2.2).
 - For security reasons you are advised to change your password regularly. If you do not change your password, it will expire after 90 days, and your user account will be locked. You can unlock your account by resetting the password with the “forgotten password” functionality (refer to paragraph 2.2.2).

2.1.3. CEREMP login

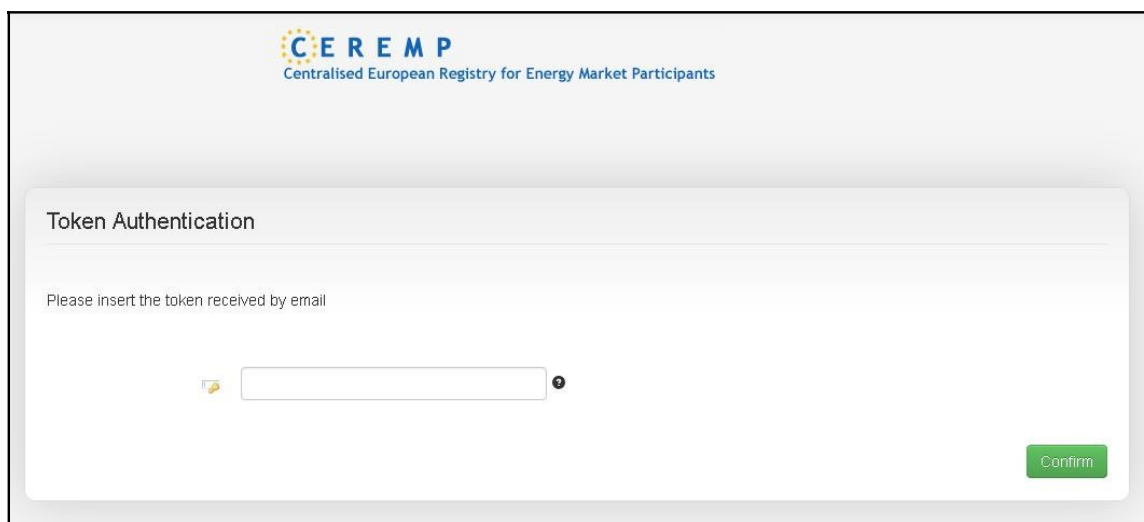
In order to log into CEREMP system select the Login option in CEREMP home page and enter your username and password in the relevant boxes. Click the ‘Login’ button on the log in page:



The login form features the ACER logo (Agency for the Cooperation of Energy Regulators) and the CEREMP logo (Centralised European Registry for Energy Market Participants). Below the logos, the text "Welcome to the Centralised European Registry for Energy Market Participant" is displayed. The main section is titled "Enter your Username and Password" and contains two input fields: "Username:" and "Password:". A link for "Forgotten password" is located below the password field. A blue "LOGIN" button is positioned at the bottom of the form.

Figure 7: Login form

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



The token authentication form displays the CEREMP logo and the text "Centralised European Registry for Energy Market Participants". The section is titled "Token Authentication". Below the title, the instruction "Please insert the token received by email" is shown. A text input field with a token icon on the left and a help icon on the right is provided for the user to enter the token. A green "Confirm" button is located at the bottom right of the form.

Figure 8: Token Authentication form

By accessing the email address you specified during registration (refer to paragraph 2.1.2), you will retrieve an e-mail, automatically generated by the system, containing a valid token.

Dear *test user*,

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

Username: 123456

Token: NPE5FBB5ABRQ

Please remember that the token is valid until:

Thu, 3 Apr 2014 16:01

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

CEREMP Information System

Figure 9: Token Authentication email

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

2.1.4. CEREMP logout

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



Figure 10: Logout button

2.2. User account management

2.2.1. Forgot your username

If you have forgotten your username, please contact the CERA by email at regulator.cy@cera.org.cy.

2.2.2. Forgot your password

If you forget your password, you can reset it by clicking the **“Forgotten password”** link

of Figure 7. The “Forgotten Password” link will redirect the user to the “Forgotten Password” form. Enter your username and click on “**Submit**”.



Figure 11: Forgotten password form

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

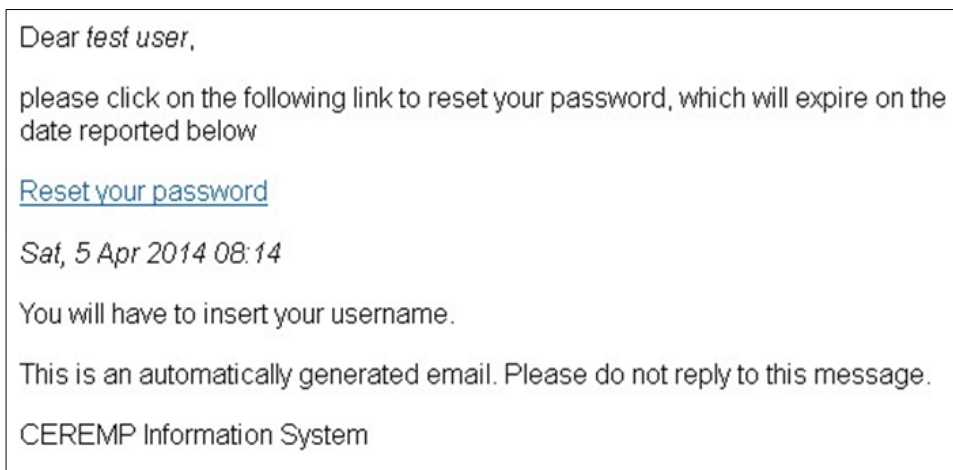
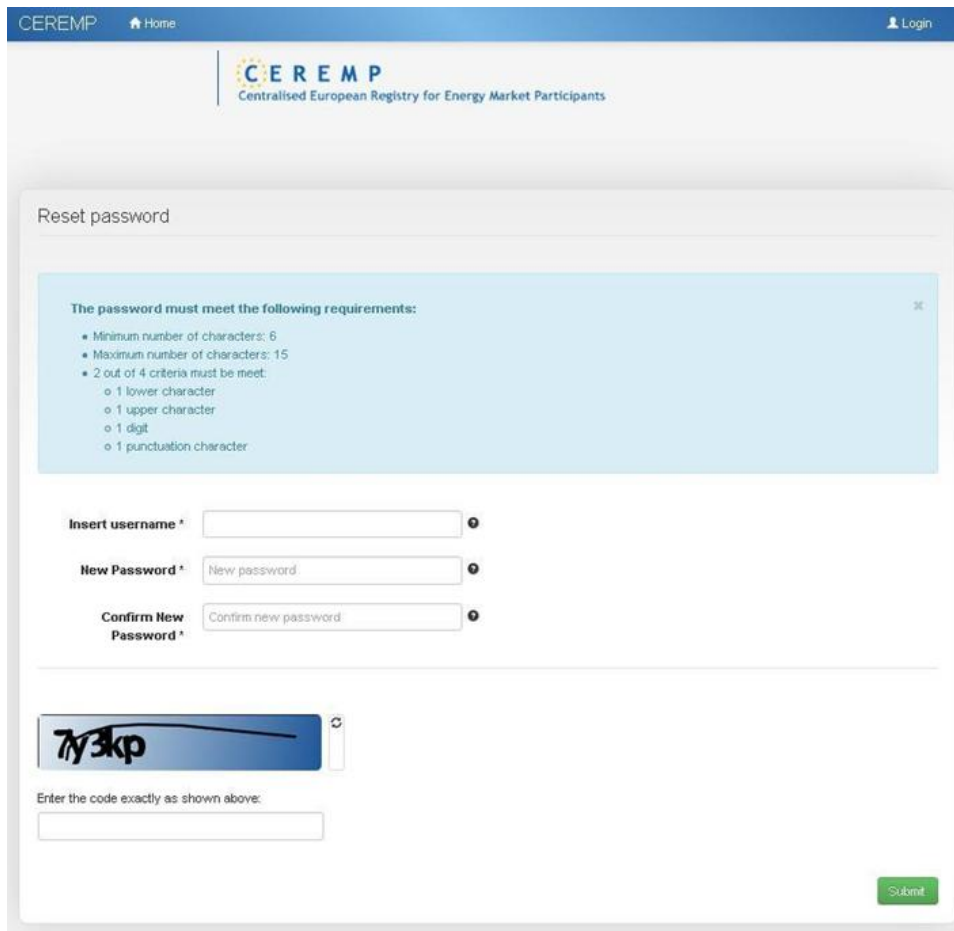


Figure 12: Forgotten password email

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



The screenshot shows the 'Reset password' page of the CEREMP (Centralised European Registry for Energy Market Participants) website. The page has a blue header with 'CEREMP' and 'Home' on the left, and a 'Login' link on the right. Below the header, the CEREMP logo and full name are displayed. The main content area is titled 'Reset password'. It features a light blue box with password requirements: minimum 6 characters, maximum 15 characters, and 2 out of 4 criteria (lowercase, uppercase, digit, punctuation). Below this, there are three input fields: 'Insert username *', 'New Password *', and 'Confirm New Password *'. At the bottom, there is a CAPTCHA image showing the text '7y3kp' and a text input field to enter the code. A green 'Submit' button is located at the bottom right of the form.

Figure 13: Reset password

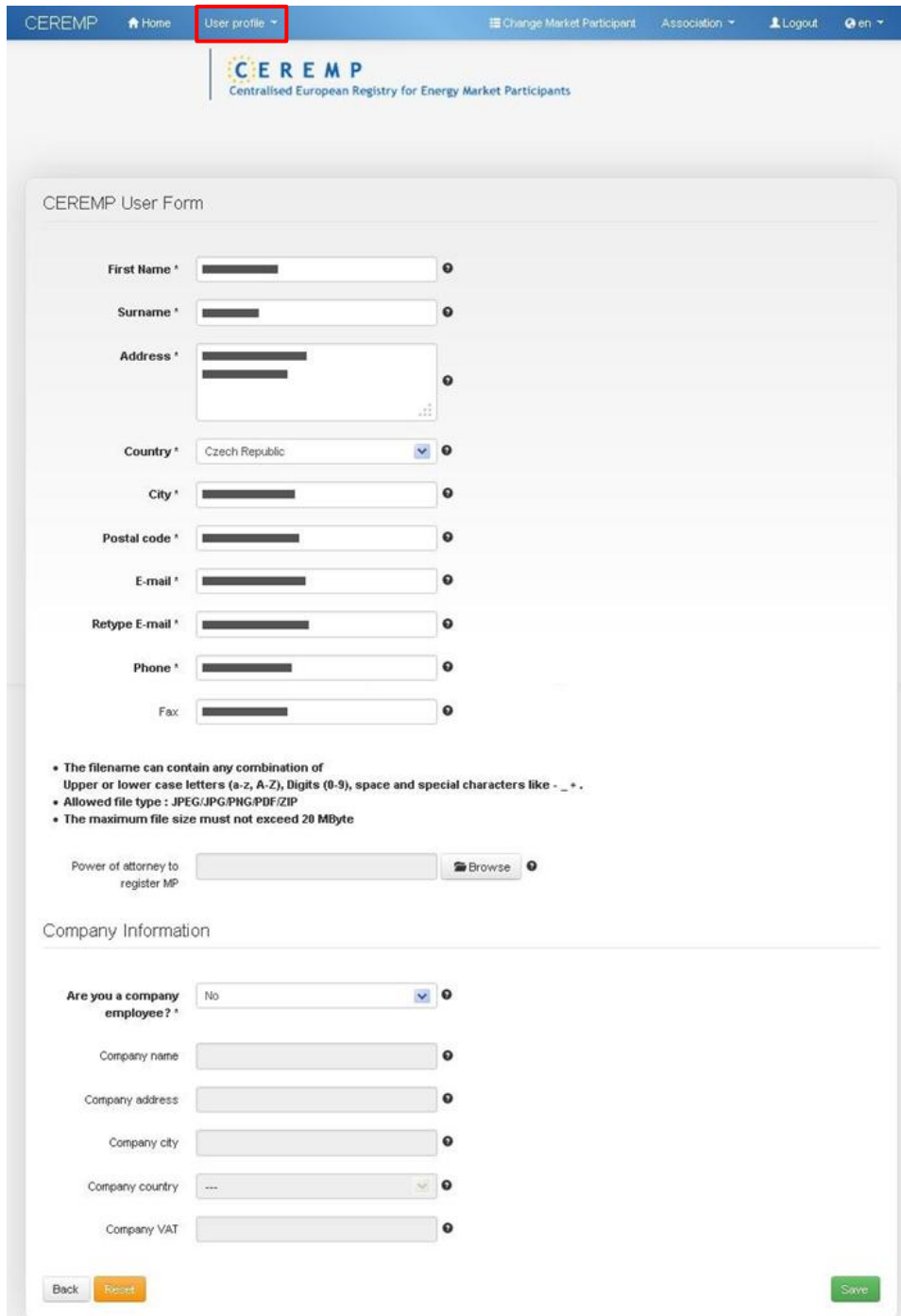
To reset your password, enter the following information:

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

Please remember to follow the password policy described in paragraph 2.1.2.

2.2.3. Edit personal information

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



The screenshot displays the CEREMP web application interface. At the top, a navigation bar includes links for Home, User profile (highlighted with a red box), Change Market Participant, 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 'CEREMP User Form' and contains two sections:

- Personal Information:** This section includes input fields for First Name, Surname, Address, Country (a dropdown menu currently showing 'Czech Republic'), City, Postal code, E-mail, Retype E-mail, Phone, and Fax. Each field has a small circular icon to its right.
- Company Information:** This section includes a dropdown menu for 'Are you a company employee?' (currently set to 'No'), and input fields for Company name, Company address, Company city, Company country (a dropdown menu), and Company VAT. Each field also has a small circular icon to its right.

Below the personal information fields, there is a section for 'Power of attorney to register MP' with a 'Browse' button. A list of instructions is provided below this section:

- 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

At the bottom of the form, there are three buttons: 'Back', 'Reset', and 'Save'.

Figure 14: User profile form (personal information was blackened)

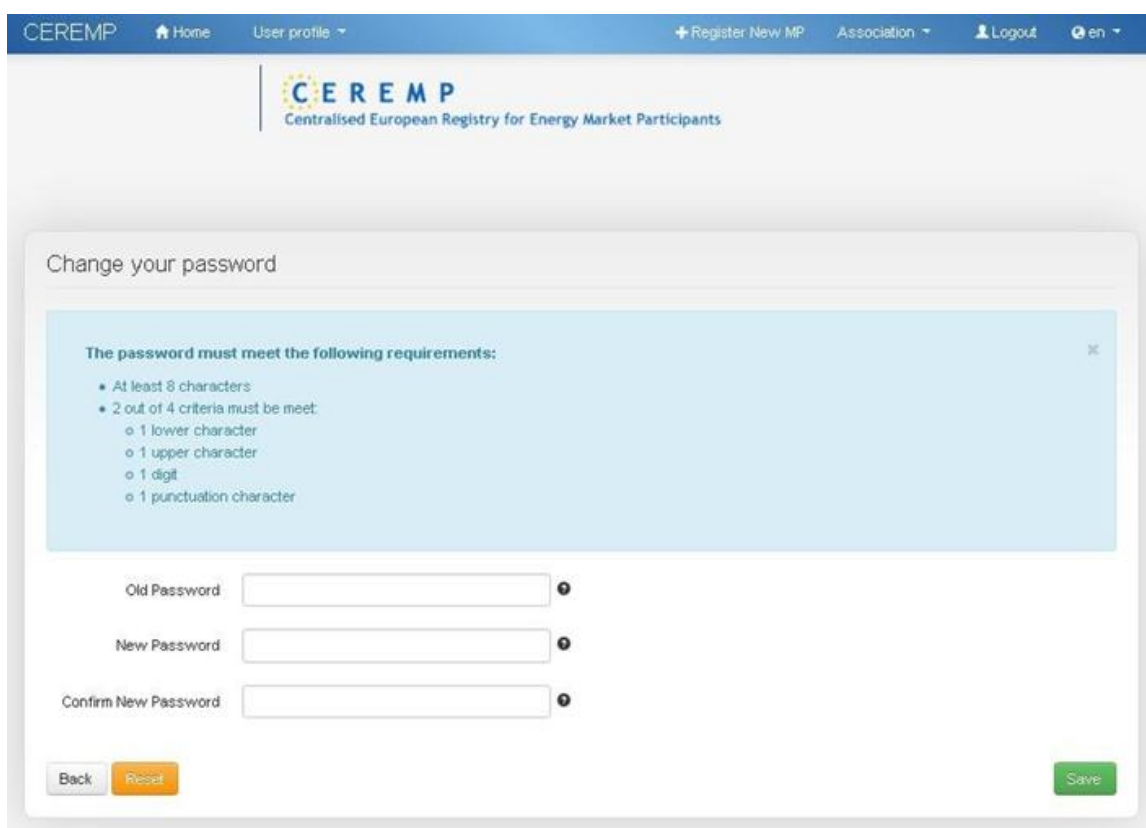
Edit the information you want to change and click the “**Save**” button to record your changes.

2.2.4. Changing your password

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

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

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



CEREMP Home User profile Register New MP Association Logout en

CEREMP
Centralised European Registry for Energy Market Participants

Change your password

The password must meet the following requirements:

- At least 8 characters
- 2 out of 4 criteria must be met:
 - 1 lower character
 - 1 upper character
 - 1 digit
 - 1 punctuation character

Old Password

New Password

Confirm New Password

Back Reset Save

Figure 15: Change password form

Please remember to follow the password policy described in paragraph 2.1.2.

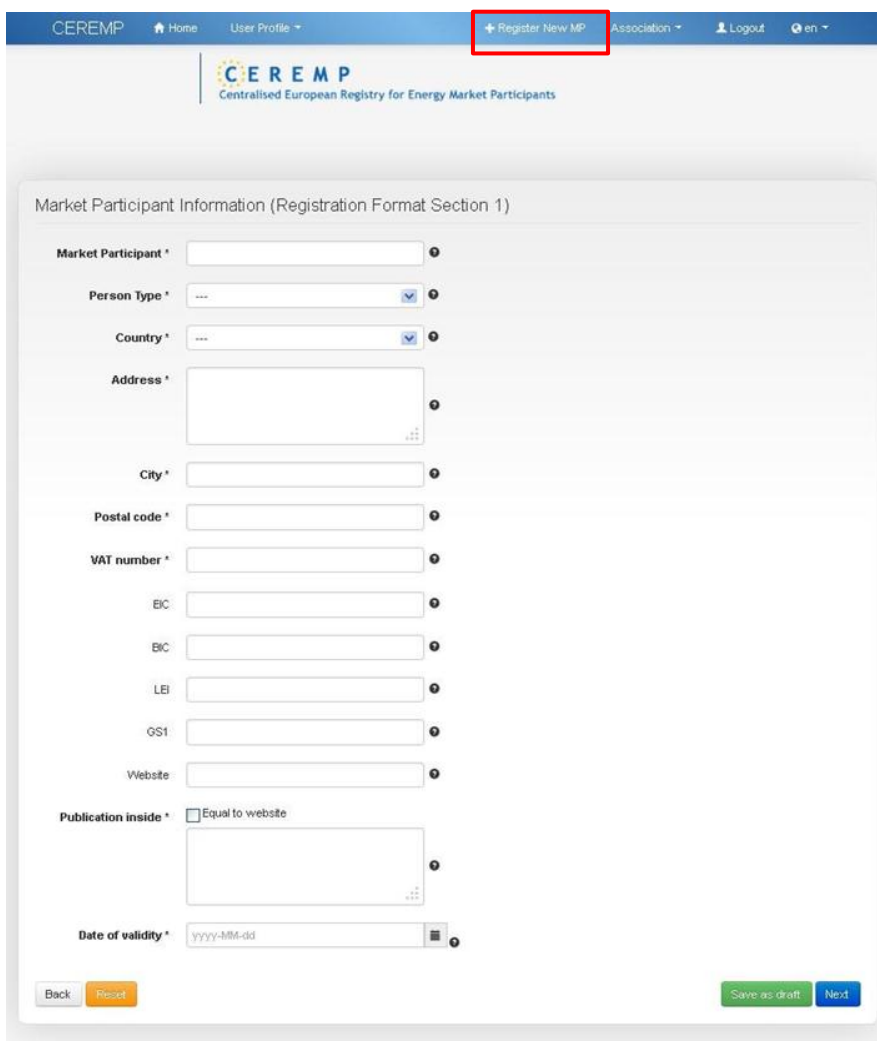
3. MARKET PARTICIPANT REGISTRATION

3.1. 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.

3.1.1. 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 and fill in all required fields of Registration Format Section 1.



The screenshot shows the CEREMP web interface. At the top, a navigation bar contains links for Home, User Profile, Register New MP (highlighted with a red box), Association, Logout, and language settings. Below the navigation bar is the CEREMP logo and the text 'Centralised European Registry for Energy Market Participants'. The main content area is titled 'Market Participant Information (Registration Format Section 1)'. It contains a series of input fields: 'Market Participant *', 'Person Type *' (dropdown), 'Country *' (dropdown), 'Address *' (text area), 'City *', 'Postal code *', 'VAT number *', 'EIC', 'BIC', 'LEI', 'GS1', 'Website', 'Publication inside *' (with a checkbox 'Equal to website'), and 'Date of validity *' (calendar icon). At the bottom of the form are buttons for 'Back', 'Reset', 'Save as draft', and 'Next'.

Figure 16: Section 1: Market Participant Information

Important notice:

- The number and type of fields depends on the “person type” selection, therefore the form will display additional fields if “person type” is equal to “natural person” or to “legal person”. If “person type” is equal to “natural person” the following additional fields are required:
 - Birth Date: Date of birth (only for natural persons)
 - Birth City: City of birth (only for natural persons)
 - Birth State: State of birth (only for natural persons)
- If “Person Type” is equal to “Legal person” the following additional field is required:
 - Legal Form Legal form of the market participant (only for legal entities)

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

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

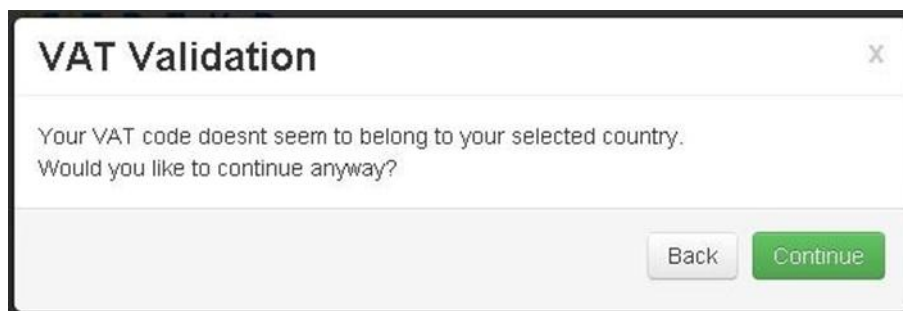


Figure 17: Error in VAT code validation

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



VAT Validation

Your VAT code could be not valid.
Would you like to continue anyway?

Back Continue

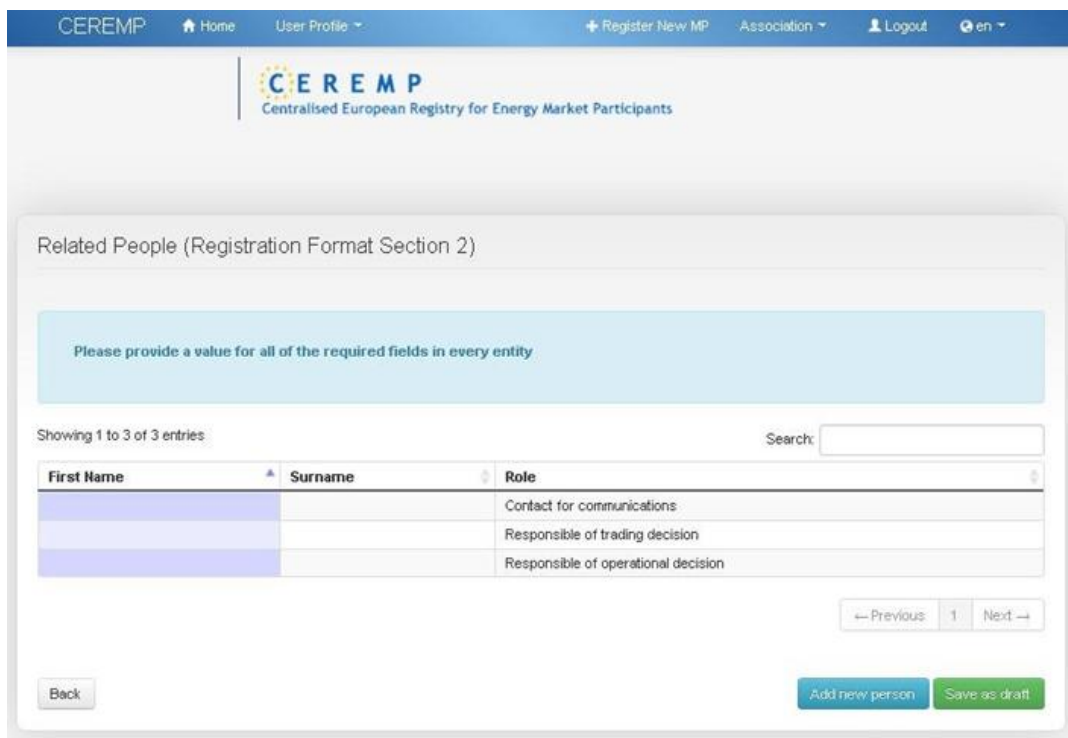
Figure 18: Invalid VAT code

If the entered VAT code is correct, you can safely proceed with the registration by clicking “**Continue**”. If not, click “**Back**” and correct the code.

3.1.2. Section 2 - Related people

In Section 2 the Market Participant should add data for at least three related natural persons:

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



CEREMP Centralised European Registry for Energy Market Participants

Related People (Registration Format Section 2)

Please provide a value for all of the required fields in every entity

Showing 1 to 3 of 3 entries Search:

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

← Previous 1 Next →

Back Add new person Save as draft

Figure 19: Related people

By clicking one of the available positions, a new window will be displayed, and you will have to enter the following information. The scroll bar on the right will allow you to navigate through the fields to be entered.

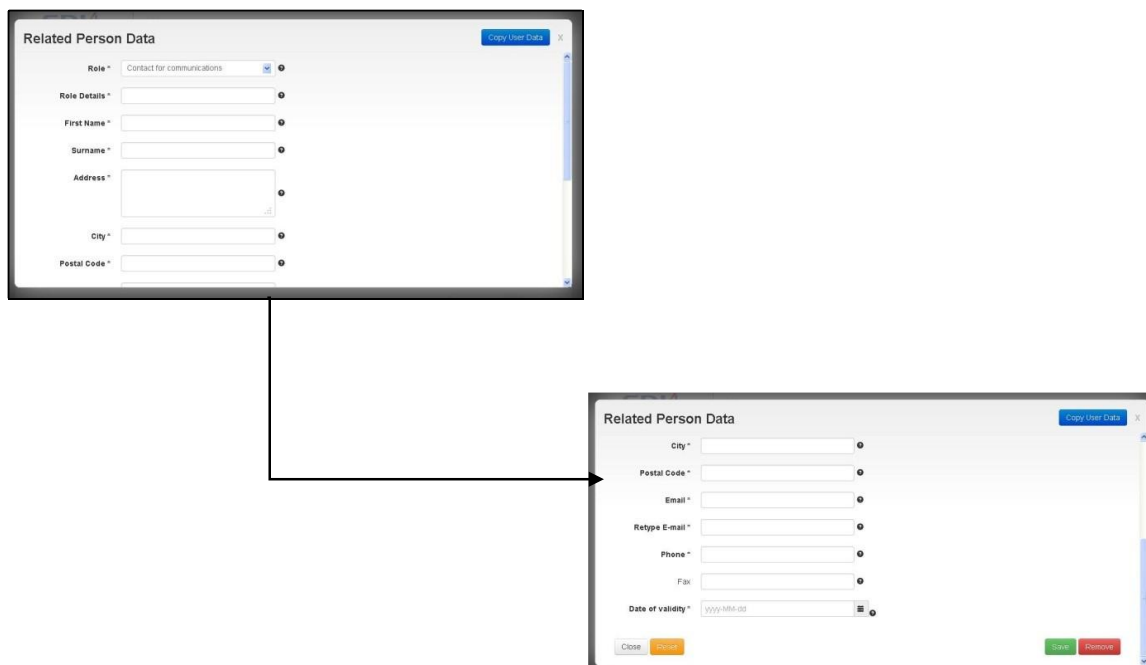


Figure 20: Related people data

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

3.1.3. Section 3 - Ultimate controller information

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



Figure 21: Ultimate Controller or Beneficiary

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




Figure 22: Ultimate Controller or Beneficiary Information

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

3.1.4. Section 4 - Corporate structure

During this phase corporate relationships with other registered Market Participants that

have an ACER code is mandatory and must be indicated, stating the kind of relationship that connects the two. The other Market Participants will receive a notification and must confirm the relationship. After confirmation, this relationship appears in both Market Participants' registrations. If the other Market Participant does not confirm the relationship, CERA will decide on how to proceed.

In addition, you can indicate other types of corporate relationships, for example if two Market Participants are subsidiaries of the same parent undertaking. This does not require confirmation, and it will automatically appear on both Market Participants' registrations.



Figure 23: Add Corporate Relationships

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

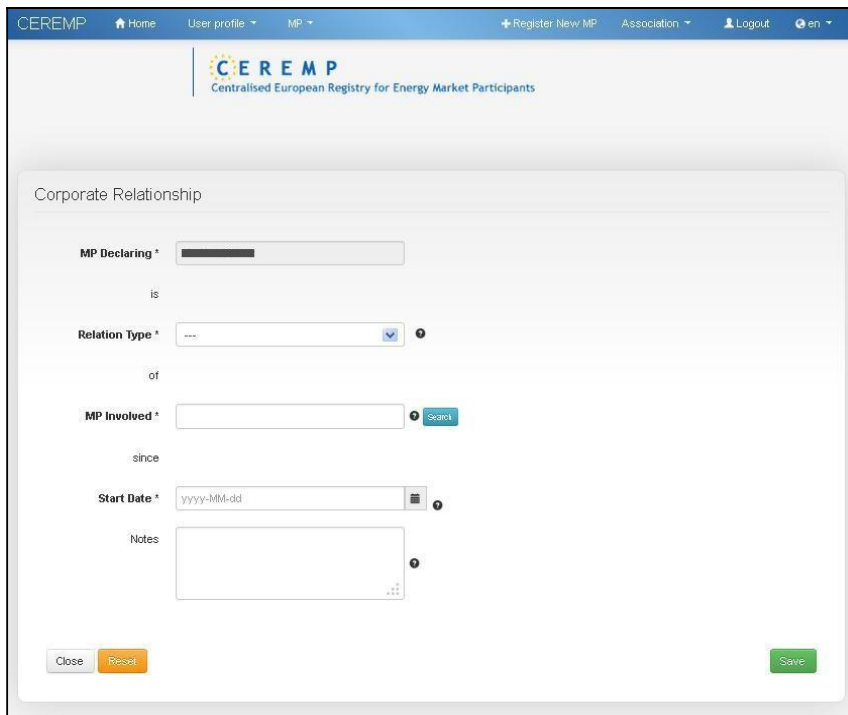


Figure 24: Add Corporate Relationship information

The following information must be specified:

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

To select the MP involved click the “**Search**” button and the following the page will be displayed



CEREMP

Home User profile MP Register New MP Association Logout en

CEREMP
Centralised European Registry for Energy Market Participants

Corporate Structure (Registration Format Section 4)

Fill in at least one field before performing the search

ACER Code

Market Participant

VAT number

EIC

BIC

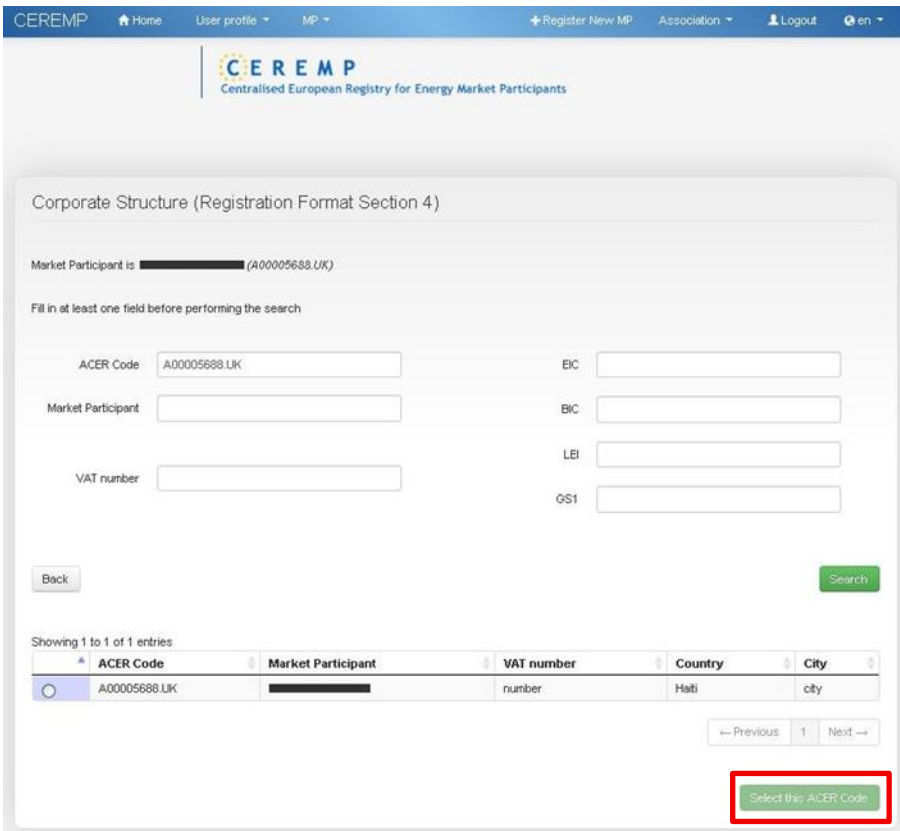
LEI

GS1

Back Search

Figure 25: Corporate Structure of Market Participant involved

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



CEREMP

Home User profile MP Register New MP Association Logout en

CEREMP
Centralised European Registry for Energy Market Participants

Corporate Structure (Registration Format Section 4)

Market Participant is (A00005688.UK)

Fill in at least one field before performing the search

ACER Code

Market Participant

VAT number

EIC

BIC

LEI

GS1

Back Search

Showing 1 to 1 of 1 entries

ACER Code	Market Participant	VAT number	Country	City
<input checked="" type="radio"/> A00005688.UK	<input type="text"/>	number	Haiti	city

← Previous 1 Next →

Select this ACER Code

Figure 26: Market Participant List

Select one MP and click on **“Select This Acer Code”**. The selected Market Participant will be displayed in the relevant Market Participant field.

After clicking the **“Save”** button, the corporate relationship is added to the MP Registration Format. Click the **“Next”** button to go to the final step.

CERA will examine each new update before confirmation, after submitting the update application and the following message will be displayed.

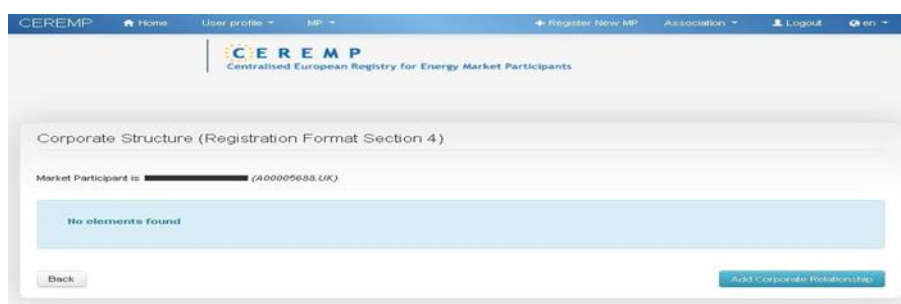


Figure 27: Registration request – NRA confirmation required

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

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

Figure 28: Email message – NRA confirmation required

Upon receiving the update application, CERA can approve, reject or ask for changes to the registration application the update application. You will be informed via email accordingly. If CERA asks for changes, the registration application will be put back into the draft status and you will be able to edit it again. If CERA approves your registration application, you will receive an email with a Market Participant Name and ACER Code relating to the registration you have just made.

3.1.5. Section 5 - Delegated Parties

In the last step of the registration process, you can enter data related to delegated parties for reporting on behalf of the Market Participant. In this section, please indicate the registered reporting mechanism(s) (RRMs) you plan to use for reporting. Information on data reporting requirements concerning RRM's can be found in the document "Requirements for the registration of Registered Reporting Mechanisms (RRM)", in the which is available on ACER's website through the following link: https://www.acer.europa.eu/sites/default/files/REMIT/REMIT%20Reporting%20Guidance/RRM%20Registration/ACER_REMIT_RRM_Requirements.pdf. There, you can also find a list of certified RRM's that are already registered with ACER: <https://www.acer.europa.eu/remit-documents/remit-reporting-guidance>.

If you intend to report through a third party RRM, click on "Add Delegated" and don't check the box "I Intend to register as a reporting party".

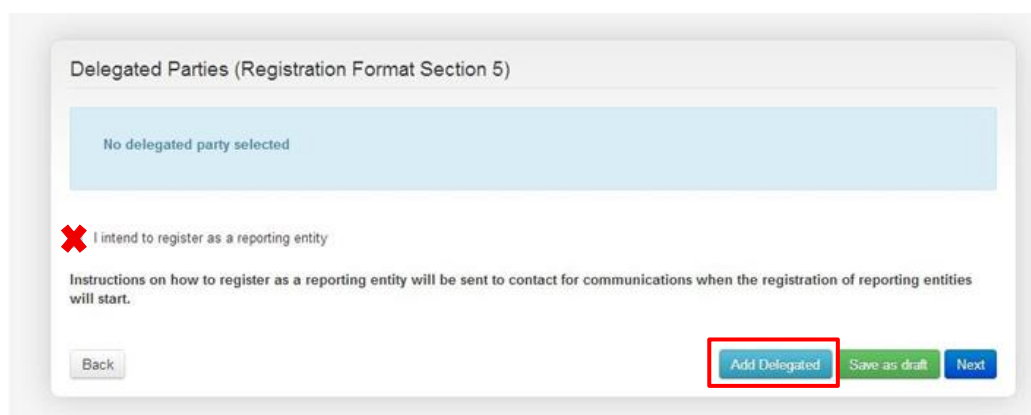


Figure 29: Add Delegated Parties (1)

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



Figure 30: Delegated party information

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

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 as a reporting entity”**.

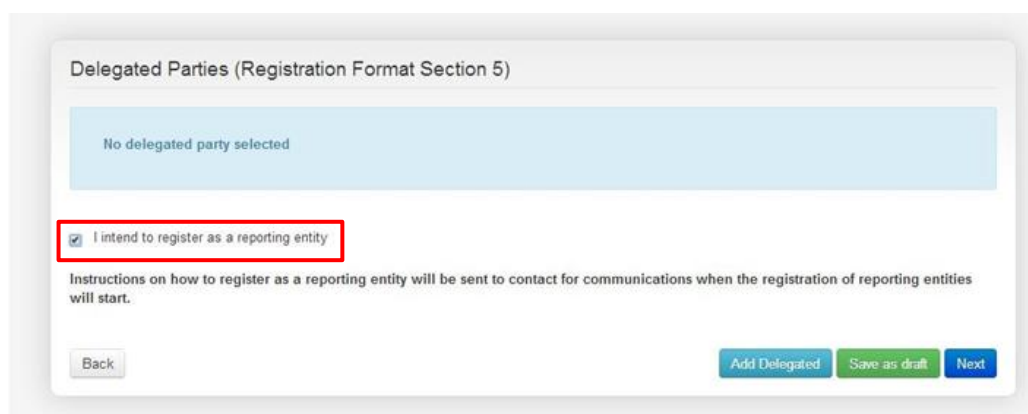


Figure 31: Add Delegated Parties (2)

This action informs ACER (not CERA) that the Market Participant wishes to register as a Reporting Entity. ACER will then assess the request and decide whether to approve or reject it. If approved, instructions on how to register as a reporting entity will be sent to contact for communications when the registration of reporting entities will start.

Important notice:

Registration with ACER as a data reporter / RRM is a separate and independent process managed solely by ACER. This initiates a distinct and detailed procedure for RRM registration. CERA is not involved in this process.

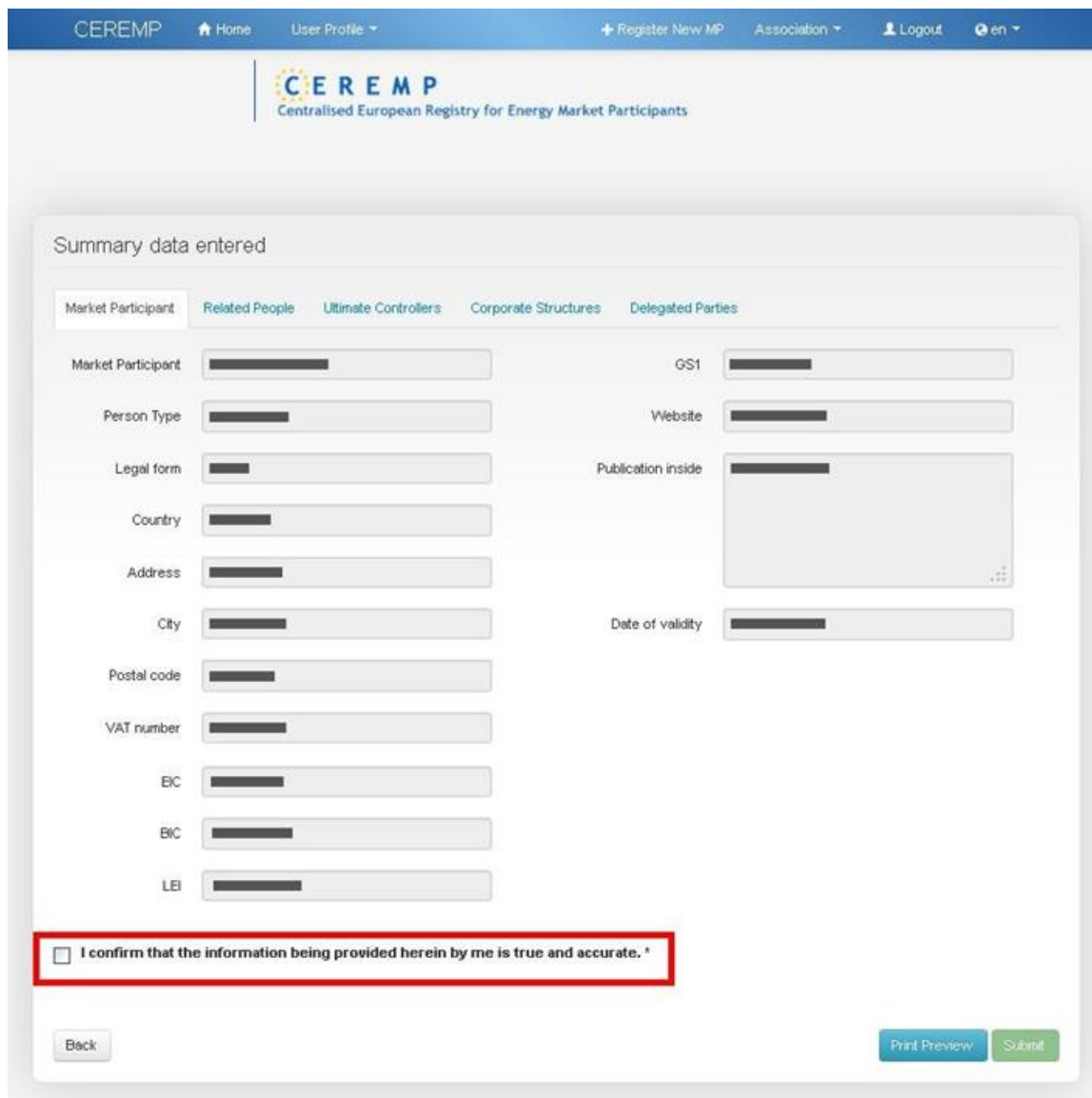
3.1.6. Saving draft

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

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

3.1.7. Submitting

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



CEREMP Centralised European Registry for Energy Market Participants

Summary data entered

Market Participant Related People Ultimate Controllers Corporate Structures Delegated Parties

Market Participant [blacked out] GS1 [blacked out]

Person Type [blacked out] Website [blacked out]

Legal form [blacked out] Publication inside [blacked out]

Country [blacked out]

Address [blacked out]

City [blacked out] Date of validity [blacked out]

Postal code [blacked out]

VAT number [blacked out]

BIC [blacked out]

BIC [blacked out]

LEI [blacked out]

☐ I confirm that the information being provided herein by me is true and accurate. *

Back Print Preview Submit

Figure 32: Summary of the entered data (personal information was blackened)

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

After submitting the registration application, CERA’s confirmation will be required, and the following message will be displayed.



Figure 33: Registration request – NRA confirmation required

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



Figure 34: Email message – NRA confirmation required

Upon receiving the registration application, CERA can:

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

You will be informed via email accordingly:

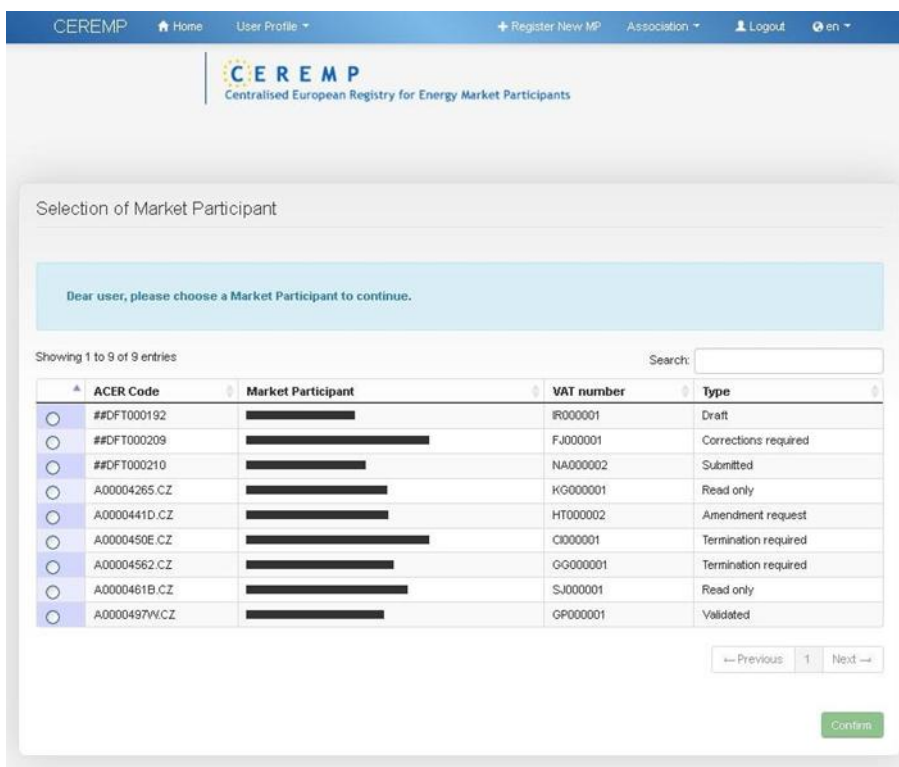
- If CERA asks for changes, the registration application will be put back into the draft status and you will be able to edit it again.
- If CERA approves your registration application, you will receive an email with an MP Name and ACER Code relating to the registration you have just made.

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 (<https://www.acer-remit.eu/portal/european-register>).

3.2. 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:



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	[REDACTED]	IR000001	Draft
<input type="radio"/>	#DFT000209	[REDACTED]	FJ000001	Corrections required
<input type="radio"/>	#DFT000210	[REDACTED]	NA000002	Submitted
<input type="radio"/>	A00004265.CZ	[REDACTED]	KG000001	Read only
<input type="radio"/>	A00004410.CZ	[REDACTED]	HT000002	Amendment request
<input type="radio"/>	A0000450E.CZ	[REDACTED]	Q000001	Termination required
<input type="radio"/>	A00004562.CZ	[REDACTED]	GG000001	Termination required
<input type="radio"/>	A0000461B.CZ	[REDACTED]	SJ000001	Read only
<input type="radio"/>	A0000497W.CZ	[REDACTED]	GP000001	Validated

← Previous 1 Next →

Figure 35: Selection of Market Participant

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

3.3. Associating to already registered Market Participants

You can ask at any time to be associated to one or more already registered Market Participants under CERA. To be able to use this functionality at least one Market Participant must have been published in the National Register. By clicking the menu item “**Association**” - “**New MP association**” available on the top navigation bar:

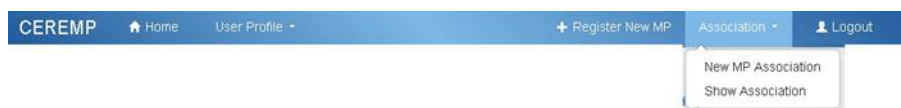


Figure 36: New MP Association

The search form page will be displayed:

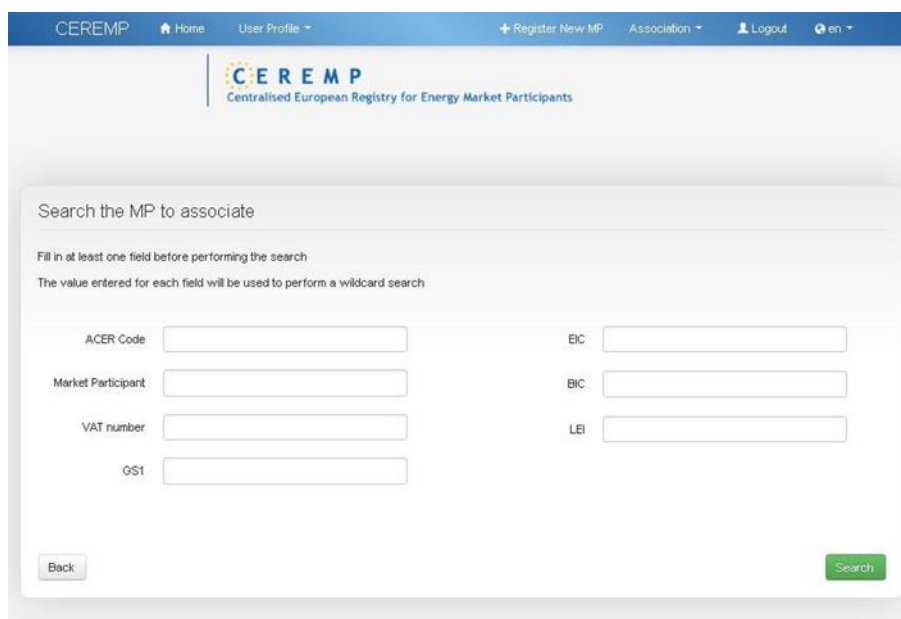


Figure 37: Market Participants to associate

Insert your search criteria and click on **“Search”**. Select, from the displayed list, the Market Participants you want to be associated with and press the **“Send Request”** button to register your association request.

CERA can decide:

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

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

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

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

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

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

Dear 123456,

the following new association has been created between User and Market Participant:

273560 - A0000131K.EU

The user will now be able to manage this Market Participant.

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

CEREMP Information System

Figure 38: Email message – NRA confirmation required

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



Figure 39: Association Requests selection

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



Figure 40: Pending Association Requests

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

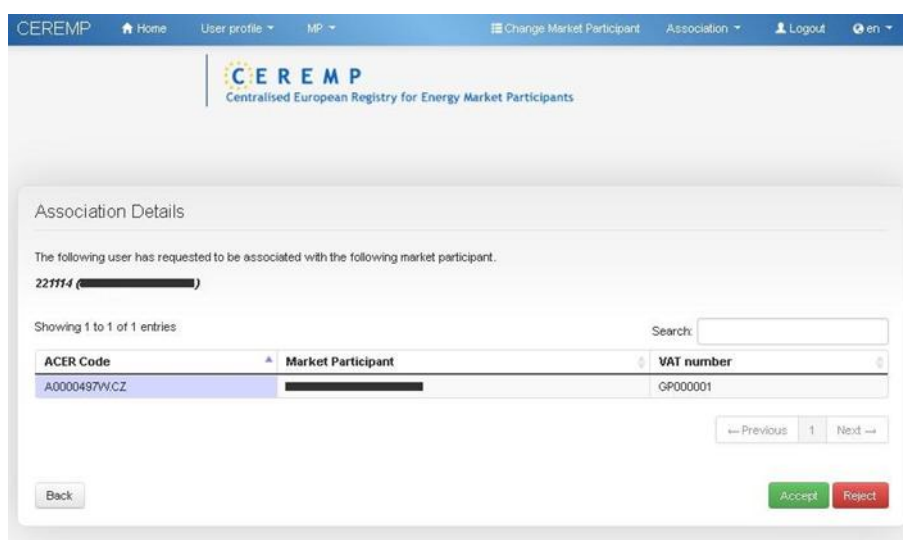


Figure 41: Pending Association Requests details

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

4. OTHER FUNCTIONALITIES

4.1. Viewing, Updating or amending Market Participant details

At any time, you can view and edit the five sections of the Market Participant 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)

Each update will be subject to approval by CERA. Upon receiving the update application, the relevant NRA can approve or reject the update application. You will be informed via email accordingly.

4.2. Changing Member State

A registered Market Participant must be registered a second time in the event of a relocation of Market Participant's headquarters to another Member State. In this scenario you can ask to change the member state of a Market Participant 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 motivation
- Eventually upload an attachment

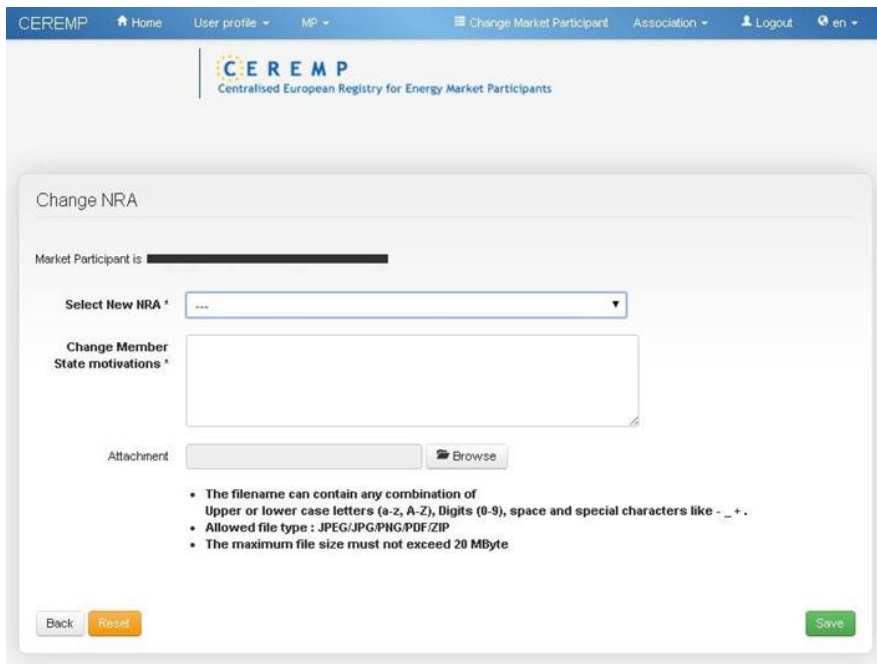


Figure 42: Change NRA request form

Upon receiving the update application, CERA can approve or reject the request. You will be informed via email accordingly.

In case of approval, the current Market Participant 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 Market Participant, you will receive an email with details on how to register the Market Participant under the new NRA:

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

4.3. Deleting Market Participant

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

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

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



TERMINATE

Market Participant is (A00005688 UK)

Termination Motivation *

Attachment

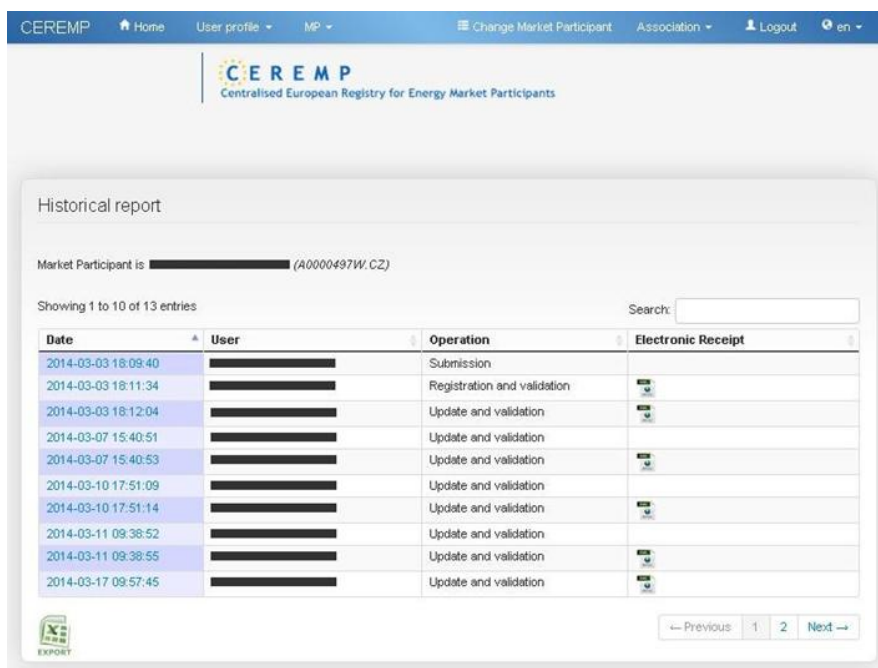
- The filename can contain any combination of Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special characters like - _ + .
- Allowed file type : JPEG/JPG/PNG/PDF/ZIP
- The maximum file size must not exceed 20 MByte

Figure 43: Terminate Form

Upon receiving the update application, CERA can approve or reject the request. You will be informed via email accordingly.

4.4. Viewing historical changes

By selecting “MP” - “**Historical report**” from the menu, you will access a form through which you can select a Market Participant. Having selected the Market Participant, it is possible to visualize the history log of the amendments that have been made to the Market Participant registration format as shown in the following Figure.









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	

EXPORT

← Previous 1 2 Next →

Figure 44: Market Participant History

You can download the entire list as an excel file. By clicking on a row from the list of items, you can obtain details of the Market Participant information that were active at the selected amendments date time.

4.5. Correction Request

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

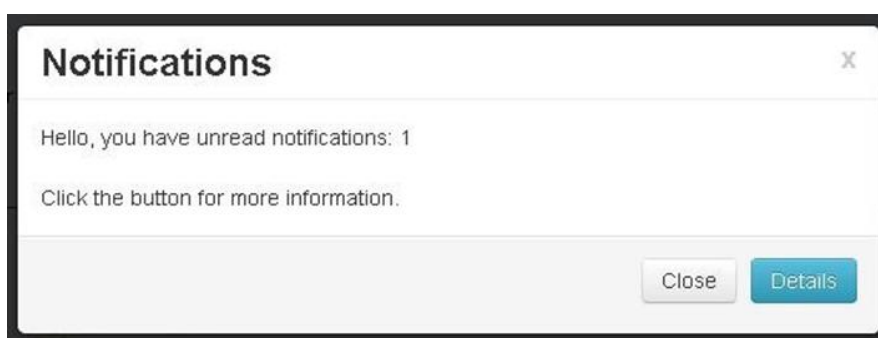


Figure 45: Notification page

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



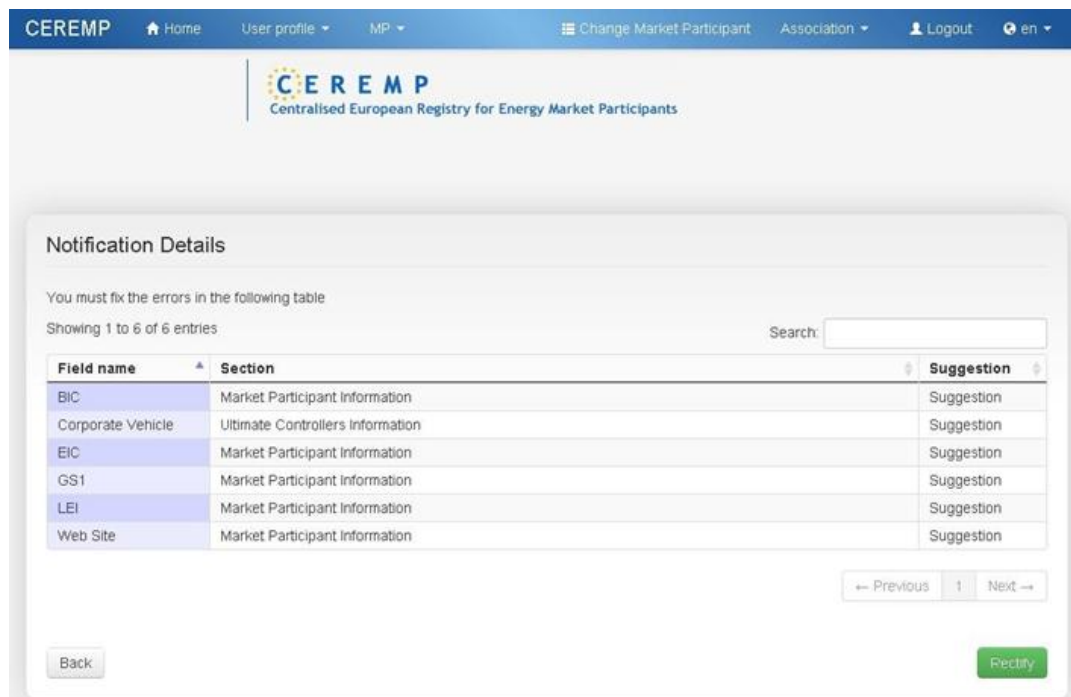
The screenshot shows the CEREMP web interface. At the top is a navigation bar with links: Home, User profile, MP, Change Market Participant, Association, Logout, and language settings (en). Below the navigation bar is the CEREMP logo and the text 'Centralised European Registry for Energy Market Participants'. The main content area is titled 'Notifications'. It shows 'Showing 1 to 1 of 1 entries'. There is a search bar. Below is a table with the following data:

Submitted Date	Notification Type	Notification State	N. Reminder
2014-04-04	Correction	Open	0

Below the table are navigation links: '← Previous', '1', and 'Next →'. There is also a 'Back' button at the bottom left.

Figure 46: Notifications list

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



The screenshot shows the 'Notification Details' page. It states 'You must fix the errors in the following table'. It shows 'Showing 1 to 6 of 6 entries'. There is a search bar. Below is a table with the following data:

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

Below the table are navigation links: '← Previous', '1', and 'Next →'. There is a 'Back' button at the bottom left and a green 'Rectify' button at the bottom right.

Figure 47: Notification Details

To proceed with the corrections request you should click the “**Rectify**” button. Each

In the following Figures, requests for corrections have been made on Section 1 and Section 2 respectively of the MP Registration Format.

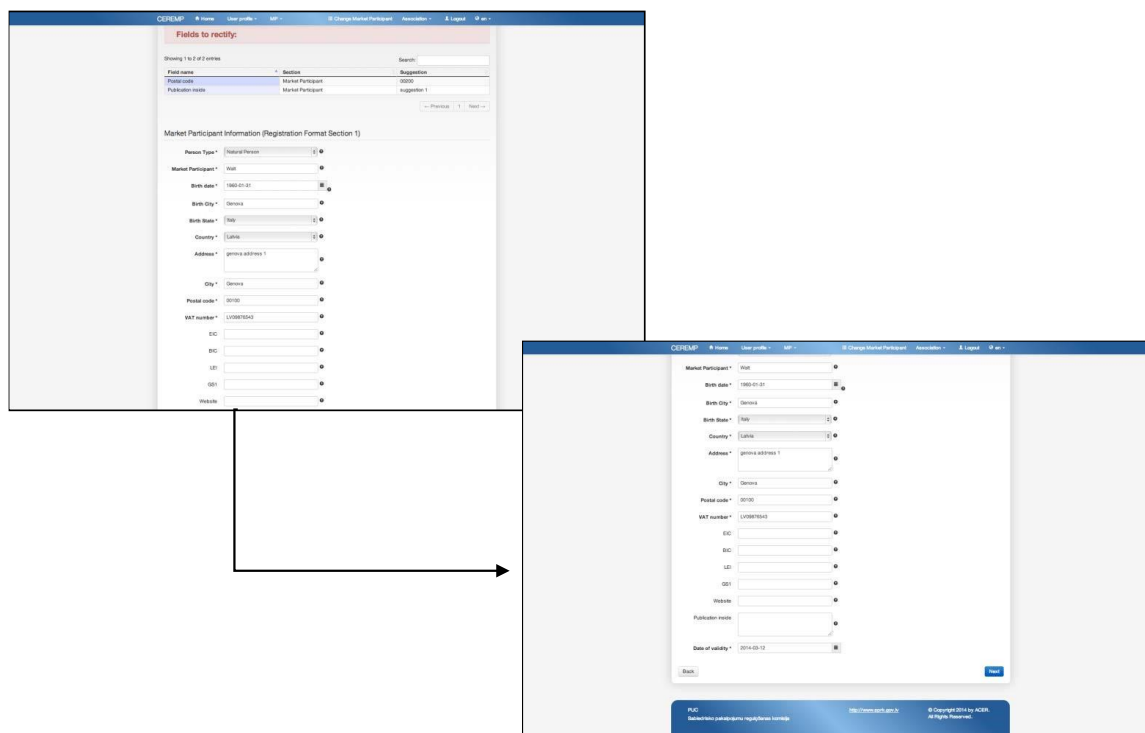


Figure 48: Section 1 Correction Requests

CEREMP Home User profile MP Change Market Participant Association Logout en

CEREMP
Centralised European Registry for Energy Market Participants

Fields to rectify:

Showing 1 to 1 of 1 entries Search

Field name	Section	Suggestion
Corporate Vehicle	Ultimate Controllers Information	Suggestion

← Previous 1 Next →

Ultimate Controller or Beneficiary (Registration Format Section 3)

Showing 1 to 1 of 1 entries Search

Name	State	City
Ultimate controller	Fiji	city

← Previous 1 Next →

Back Next

Figure 49: Section 2 Correction Requests

Having made the amendments, CERA will check the amendments, and will either accept or refuse them.