

CEREMP
Registration User Manual

September 2026

According to Article 9 of REMIT, market participants entering into transactions which are required to be reported to the Agency under REMIT shall register with the national regulatory authority (NRA) in the Member State in which they are established or resident in or, if they are not established or resident in the Union, in a Member State in which they are active.

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

The RUM provides guidance on how the fields in the registration format should be populated by market participants.

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Introduction

Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency (REMIT) imposes obligation on wholesale energy market participants entering into transactions that are required to be reported to the Agency to register with the competent National Regulatory Authority (NRA).

Market participants which intend to register in Italy with ARERA, are requested to procced to register via the Centralised European Register of Energy Market Participants (CEREMP).

The purpose of this document is to present to market participants legal and technical guidance on the registration of market participants.

The first chapter gives an overview on who should register, when and what data is required. It should be noted that further information can be obtained from the ACER Guidance.[1]

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

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

[1] https://www.acer.europa.eu/remit-documents/guidance-remit-application

1 Legal background for registration of Market Participants

1.1 What is REMIT?

Regulation (EU) 1227/2011 establishes a set of prohibitions and obligations which apply to market participants trading in wholesale energy markets. It was published in the Official Journal of the European Union on 8 December 2011 and entered into force 20 days following its publication, i.e. on 28 December 2011, and amended with the entry into force of Regulation (EU) 1106/24. In this document, REMIT refers to the amended version of Regulation (EU) 1227/2011.

Article 9 of REMIT imposes an obligation on wholesale energy market participants entering into transactions that are required to be reported to the Agency to register with the competent NRA.

1.2 Which market participants are obliged to register?

According to Article 9(1) of REMIT,

''Market participants entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) shall register with the national regulatory authority

[…].''

According to Article 2(7) of REMIT,

"market participant" means any person, including transmission system operators, who enters into transactions, including the placing of orders to trade, in one or more wholesale energy markets.''

In Chapter 3.4 of ACER Guidance (3rd edition), the Agency provides its understanding of the notion of market participant as defined in Article 2(7) of REMIT.

1.3 With which NRA should market participants register?

According to Article 9(1) of REMIT:

''Market participants entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) shall register with the national regulatory authority in the Member State in which they are established or resident, or, if they are not established or resident in the Union, in a Member State in which they are active.''

According to Article 2(10) of REMIT, NRAs means a national regulatory authority designated in accordance with Article 35(1) of Directive 2009/72/EC or Article 39(1) of Directive 2009/73/EC.

1.4 What information is market participants required to provide?

Article 9(3) of REMIT requires the Agency, in cooperation with NRAs, to determine and publish the format in which NRAs should transmit registration information on market participants to the Agency.

On 26 June 2012, the Agency adopted ACER Decision No 01/2012 relating to the registration format pursuant to Article 9(3) of REMIT (Decision)[2], determining the registration format to be used for the establishment of the European register of market participants.

The registration format consists of 5 sections:

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

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

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

1.5 When is the deadline for registration to be submitted?

According to Article 9(4) of REMIT,

''Market participants (…) shall submit the registration form to the NRA prior to entering into a transaction which is required to be reported to the Agency in accordance with Article 8(1).''

Thus, market participants must submit the registration form before entering into any transaction which is required to be reported to the Agency. Consequently, market participants entering into a transaction which is required to be reported in accordance with Article 8(1) of REMIT prior to submitting the registration form may be in breach of Article 9 of REMIT.

In accordance with the ACER Decision No 01/12, any market participant which intends to register will be required to submit the information related to all the sections of the registration format before the registration form can be considered to be correctly submitted.

1.6 What is the ACER code?

As required by Article 9(2) of REMIT, each market participant registered under REMIT will be issued with a unique identifier (the "ACER code"). The ACER code will enable market participants to report data under Article 8 of REMIT. Market participants will also need the list of ACER codes in order to provide information relating to Section 4 of registration format (data related to the corporate structure of the market participants).

According to Article 9(4) of REMIT, market participants shall submit the registration form prior to entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) of REMIT. The ACER code will be issued upon the transmission for the first time of the information in the national registers to the Agency, in accordance with the ACER Decision No 01/12.

1.7 Definition of document specific terms

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

Term	***Term definition***
ACER	Agency for the Cooperation of Energy Regulators
MP	Market Participant
MS	Member State
NRA	National Regulatory Authority

REMIT	Regulation (EU) No 1227/2011 of the European Parliament and the Council on wholesale energy market integrity and transparency
CEREMP	Centralised European Register of Energy Market Participants (module of the Agency's REMIT Information System, ARIS)
REMIT	Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency, as amended by Regulation (EU) 1106/2024
SLA	Service Level Agreement

Table 1: Terms and definitions table

2 CEREMP User Guide for Market Participants

2.1 Accessing CEREMP

2.1.1 New user account

Following ARERA Resolution 288/2026/E/com of 30 July 2026, REMIT registration to the Italian NRA shall be performed directly through CEREMP portal.

As a prerequisite, the market participant must be registered to the Italian registry "Anagrafica Operatori" (see the dedicated link in https://www.arera.it/area-operatori/remit) to get the ID ARERA which is a mandatory field for CEREMP user registration (Figure 17).

2.1.2 Registration of a new user

Go to the dedicated page of ARERA website (https://www.arera.it/area-operatori/remit). You will find a link to CEREMP system. By clicking on "**Register new User**" you will be redirected to the user registration form.



Figure 1 – ARERA home page



Figure 2 – List of available languages

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



Figure 3 – Register New User

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

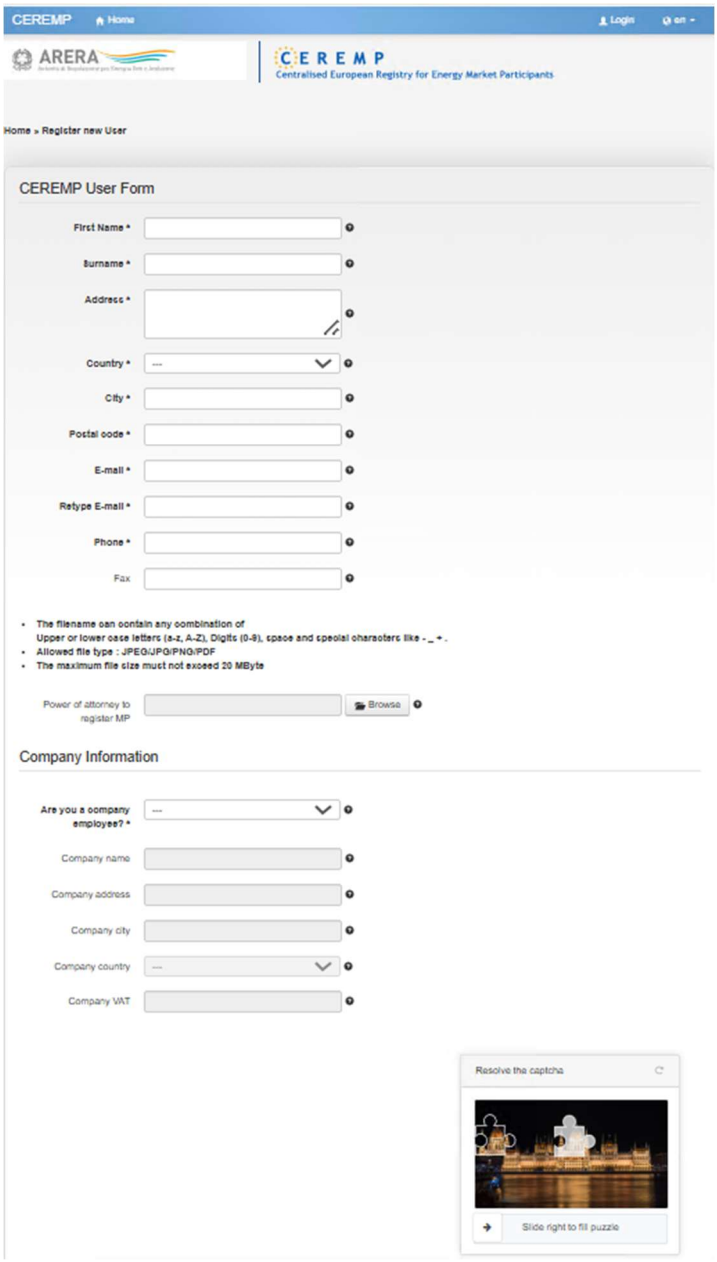


Figure 4 – User form

Important notices:

- Fill in the fields ensuring that all the mandatory boxes are completed. Click the “**Submit**” button to continue creating an account. The information provided will be used to verify your identity.

- ACER can enable or disable the Captcha in this page. If enabled, this field is mandatory.

- Once you have submitted your application you will see a message on the screen confirming that your CEREMP account is now in the “pending activation” status. When your application has been accepted, an activation email, containing your new user account name, will be sent to the email address you provided.



Figure 5 – Notification message

2.1.2.1 Details of new user confirmation email

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

Dear *test user*,

your user registration has been accepted. Your username to log in is

123456

Please, click on following link to activate your account, which will expire on the date reported below

Activate account

Fri, 4 Apr 2014 15:10

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

CEREMP Information System

Figure 6 – Activation email

Important notice: in order to activate your account, make sure that you are not logged into the CEREMP application with another user account, otherwise the following error message will be displayed:

“Sorry, you are not allowed to view this page

If you are already logged in CEREMP with another user account, please log out and resubmit this page"

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

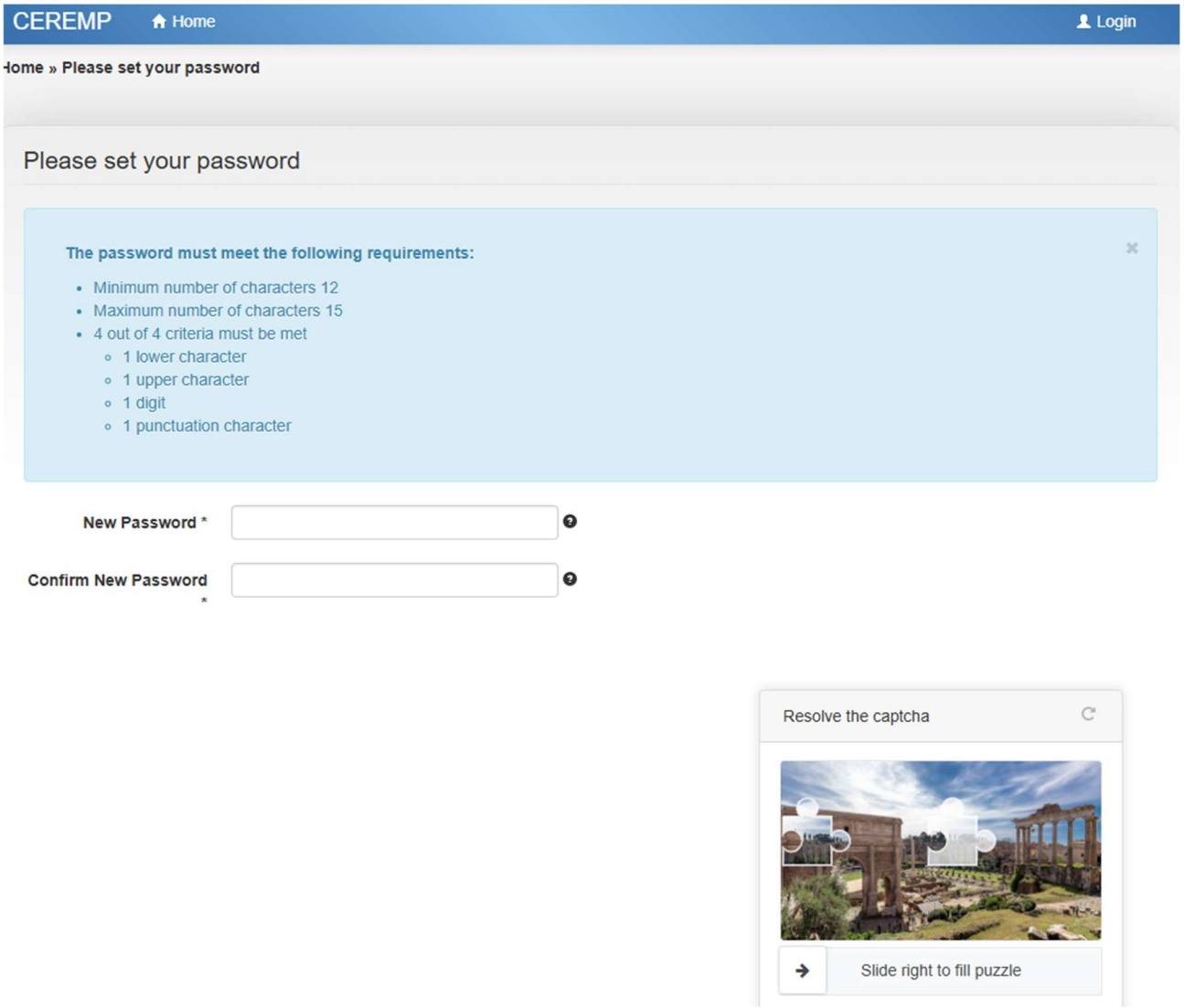


Figure 7 – Password setting

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

"Your user account has been correctly activated

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

Important notice:

- your password must be compliant with the following minimum requirements:

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

- Furthermore, the following password policies are applied:
  - When changing your password you cannot use one of the last 24 passwords
  - After 15 failed login attempts your user account will be locked. You need wait 15 minutes before can try log again.
  - For security reasons you are advised to change your password regularly. If you do not change your password, it will expire after 60 days and your user account will be locked. You can unlock your account by resetting the password with the "forgotten password" functionality (refer to paragraph 2.1.5). System will send an email with the link to reset the password.

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

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:



Figure 8 – Login form

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



Figure 9 – Token Authentication form

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

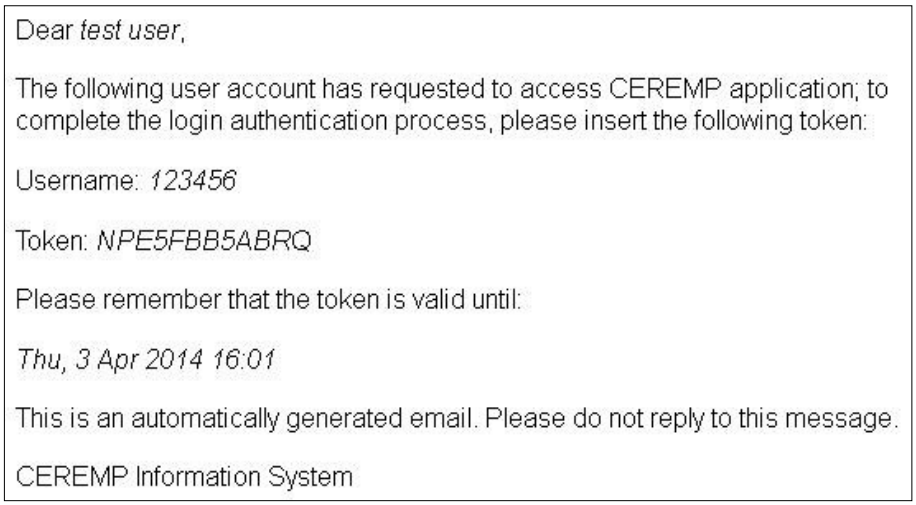


Figure 10 – Token Authentication email

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

2.1.4 CEREMP logout

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



Figure 11 – Logout button

2.1.5 Reset your password

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

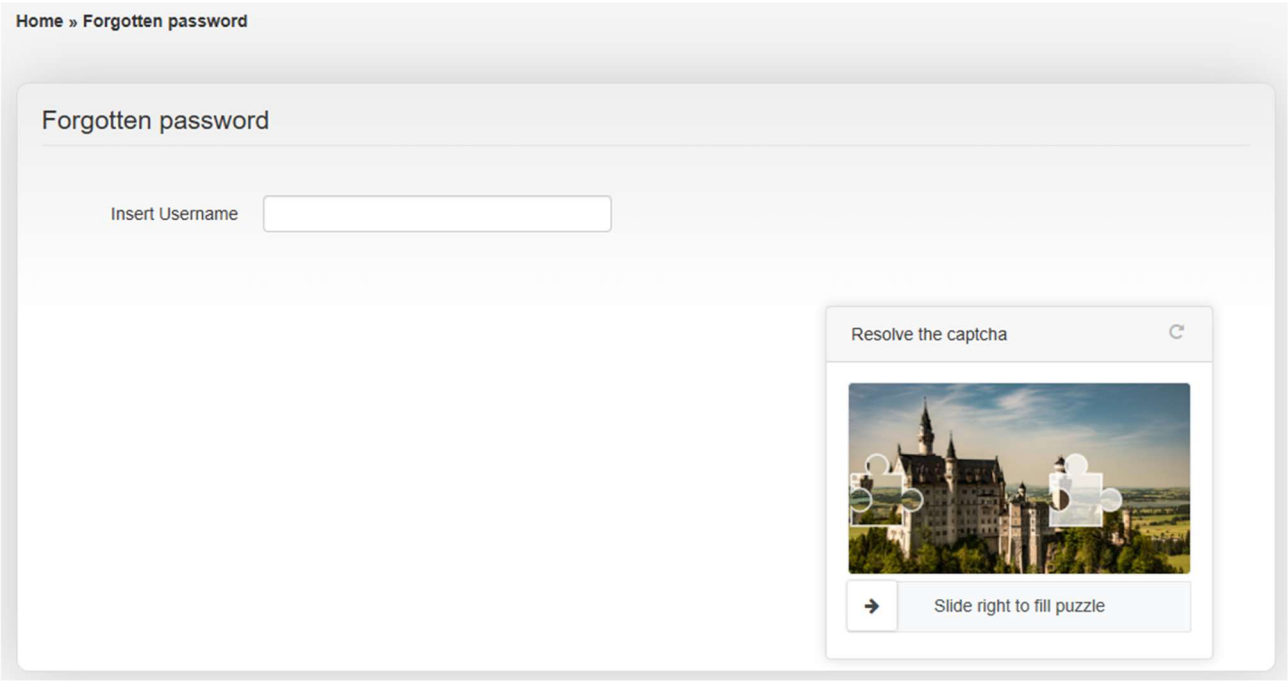


Figure 12 – Forgotten password form

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

Dear *test user*,

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

Reset your password

Sat, 5 Apr 2014 08:14

You will have to insert your username.

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

CEREMP Information System

Figure 13 – Forgotten password email

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

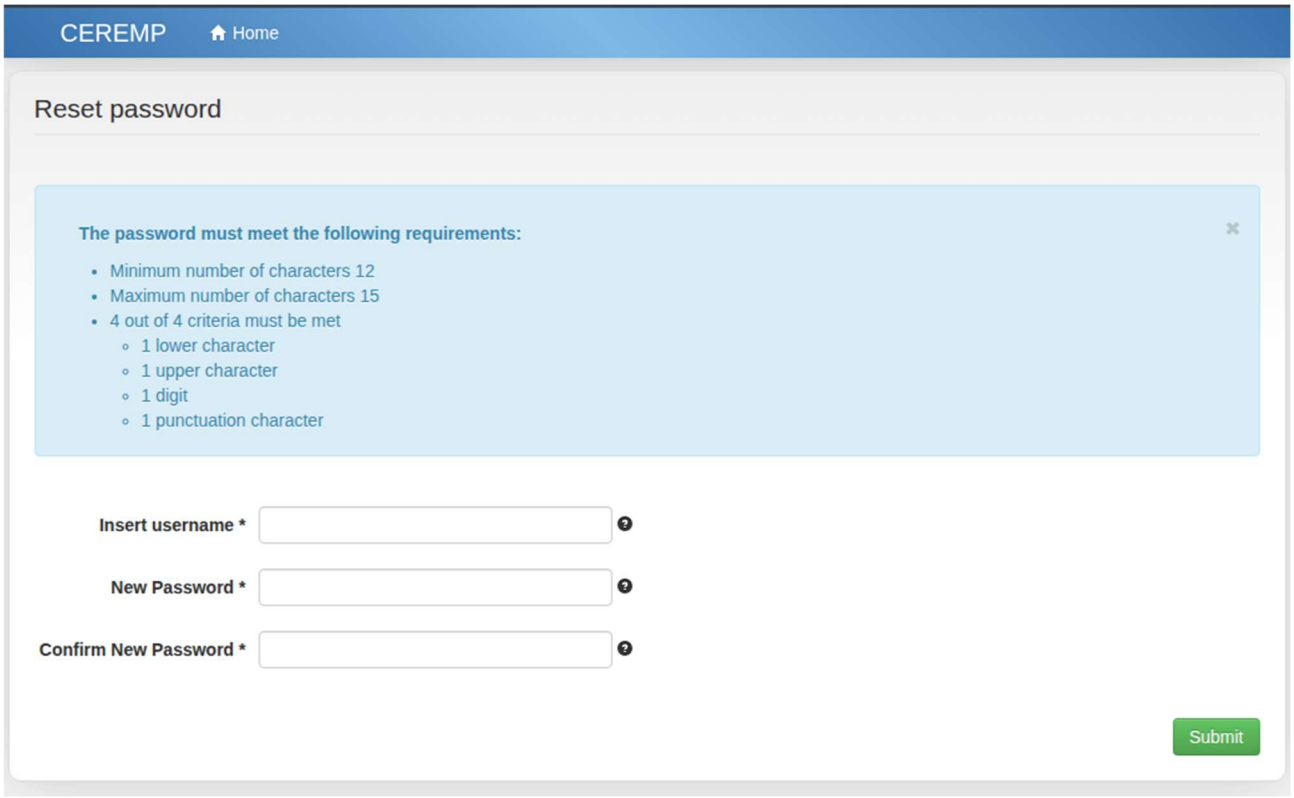


Figure 14 – Reset password

To reset your password, enter the following information:

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

Please remember to follow the password policy described in paragraph 2.1.2.1.

2.1.6 User Account Management

2.1.6.1 Editing personal information

The edit account option is available to all users. It allows users to view and amend their personal contact information supplied when creating their account. The user can modify his personal information (or information of his company) by submitting the change. To open your user account details page click the menu item:

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

The following page will be displayed:

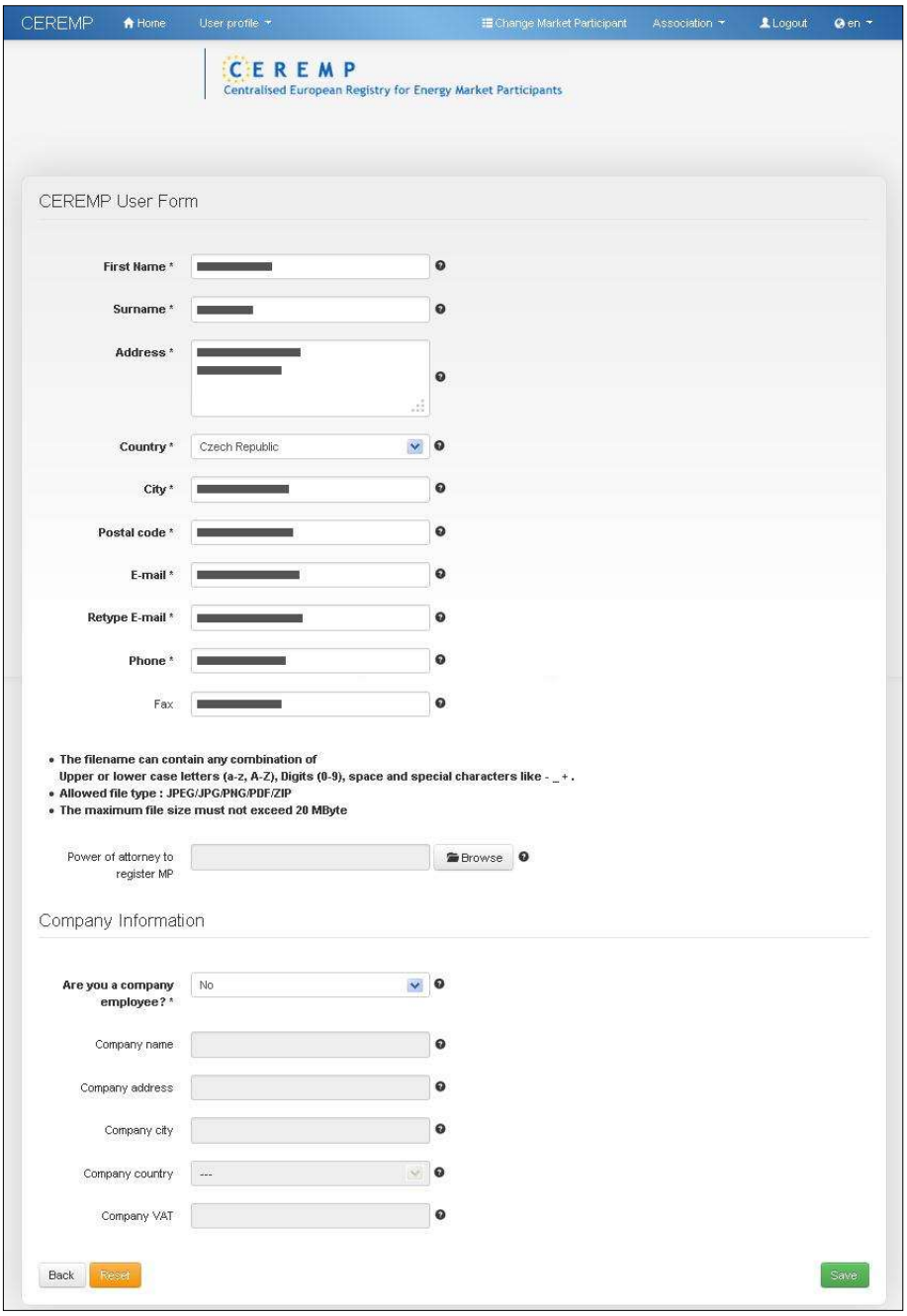


Figure 15 – User profile form (personal information was blackened)

Click the "**Save**" button to record your changes.

2.1.7 Changing your password

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

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

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

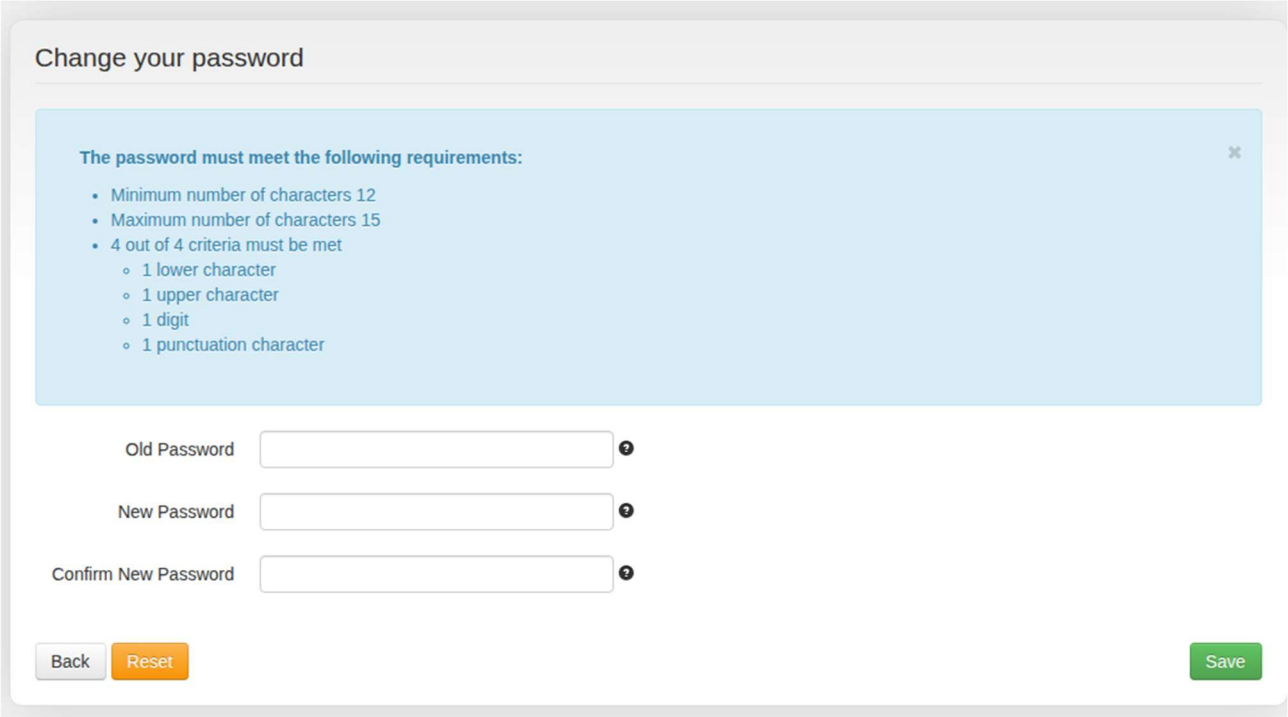


Figure 16 – Change password form

Please remember to follow the password policy described in paragraph 2.1.2.1.

2.2 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 before the registration form can be considered to be correctly submitted: 1 (data related to the market participant), 2 (data related to the natural persons linked to the market participant), 3 (data related to the ultimate controller or beneficiary of the market participant), 4 (data related to the corporate structure of the market participant) and 5 (data related to the delegated parties for reporting on behalf of the market participant).

Please see the Annex I to understand the size limitation and validation rules for fields in the registration format.

2.2.1.1 Step 1: Market participant (Section 1)

Section 1: Data related to Market Participant.

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

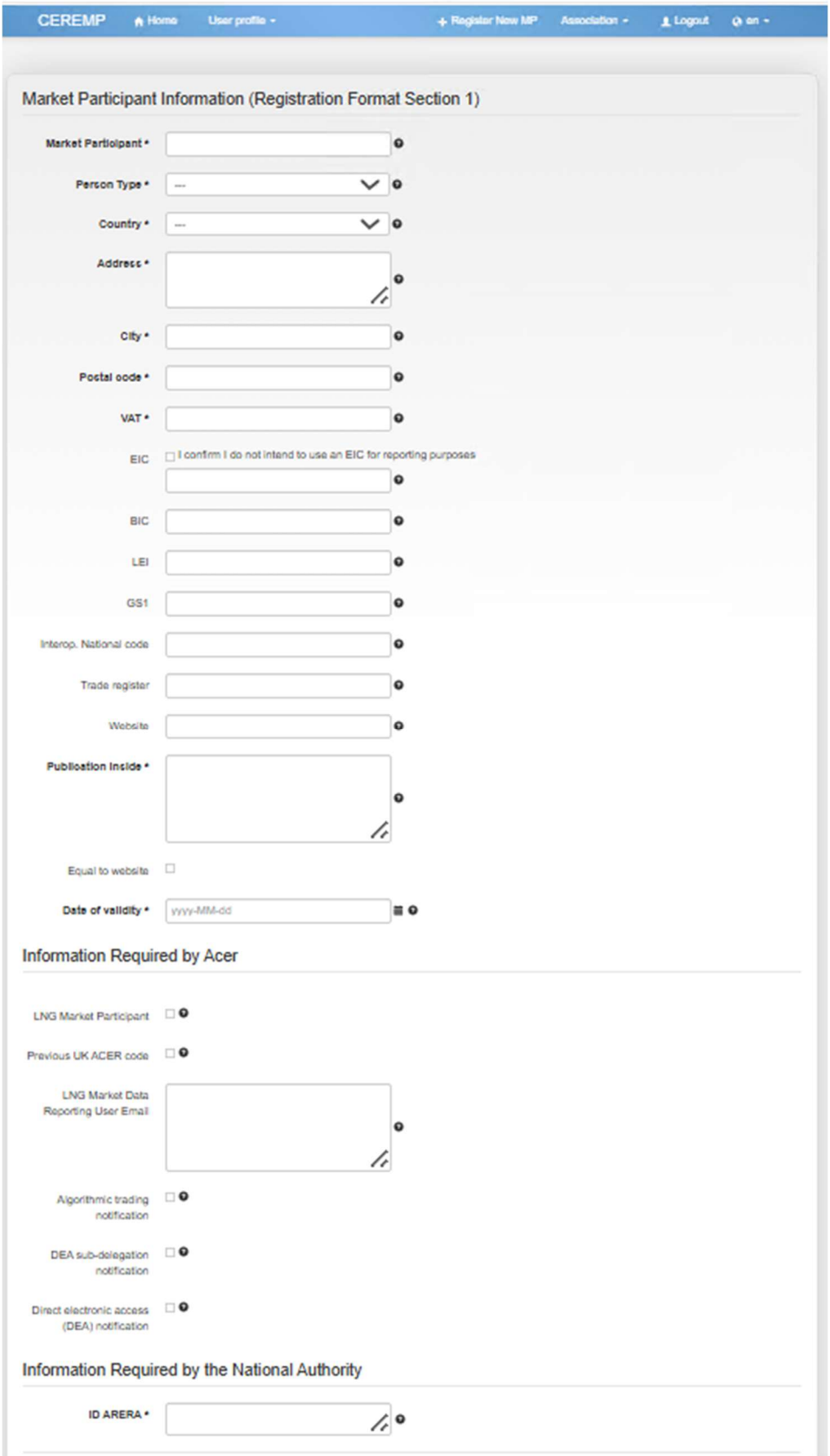


Figure 17 – Section 1 : Market Participant Information

Important notice :

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

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

The number and type of fields depends on the "**person type**" selection, therefore the form will display additional fields if "person type" is equal to "natural person" or to "legal person".

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

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

If "Person Type" is equal to "Legal person" the following additional field is required:

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

Market participants which intend to register in Italy with ARERA are required to provide in Section 1 the additional information of their "ID ARERA" on the Italian "Anagrafica Operatori". Such market participants are advised to proceed to register to the Italian "Anagrafica Operatori" managed by ARERA before starting the REMIT registration on CEREMP, since the information on the "ID ARERA" is a mandatory field of the Italian CEREMP registration. All information pertaining to the registration in the Italian "Anagrafica Operatori" are provided in the dedicated page (https://www.arera.it/area-operatori/anagrafica-operatori) of the ARERA website.

After entering Section 1, click the "**Next**" button to go to Section 2.

Codes Validation :

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

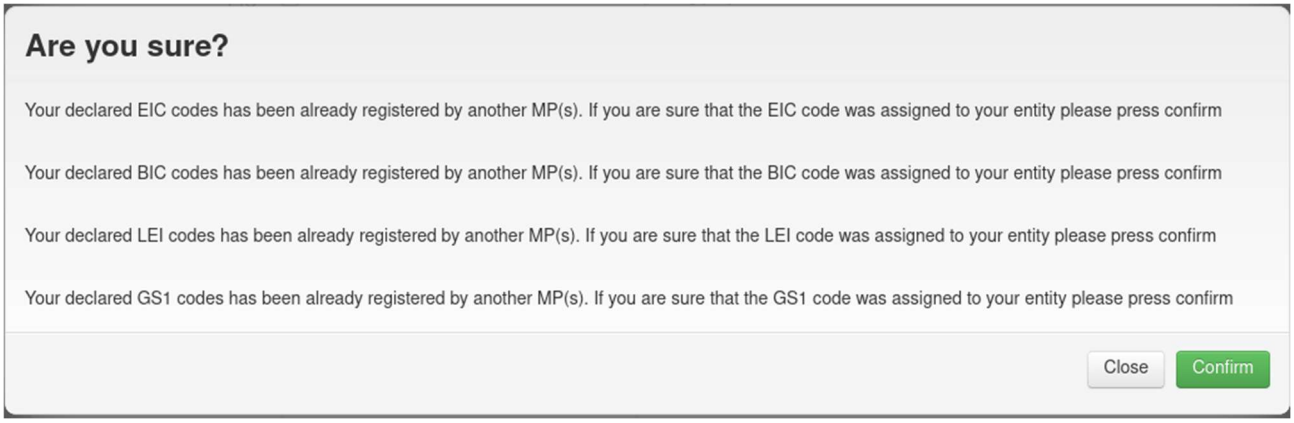


Figure 18 – Error in codes validation

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

VAT Validation :

If the entered VAT code prefix does not match the selected country, the following popup message will be displayed:



Figure 19 – Error in VAT code validation

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

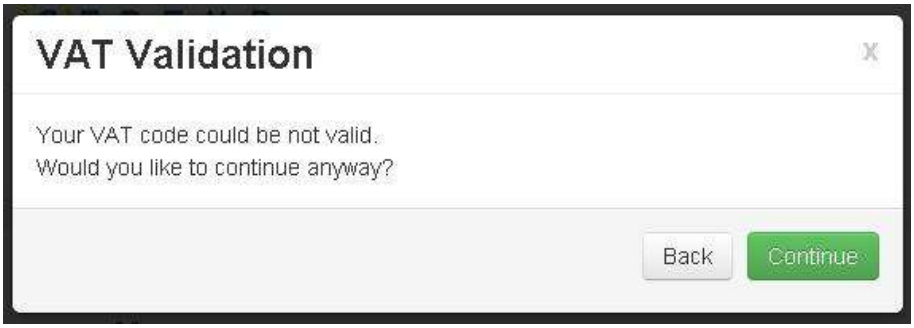


Figure 20 – Invalid VAT code

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

2.2.1.2 Step 2: Related Person (Section 2)

Section2: Data Related to Natural Person linked to Market Participant.

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

- **Responsible for trading decisions:** the natural person that has the senior management role responsible for the market 'participants' trading functions.
- **Responsible for operational decisions:** the natural person that has the senior management role responsible for the market participant's operations e.g. Head of generation or Head of physical operations.
- **Contact for communications:** the natural person that acts as the day-to-day point of contact for REMIT related issues with ACER and/or the relevant NRA for that market participant. For example, this could be the relevant member of the regulation or compliance team.



Figure 21 – Related People

By clicking one of the available positions, a new window will be displayed and you will have to enter the following information.

The scroll bar on the right will allow you to navigate through the fields to be entered.

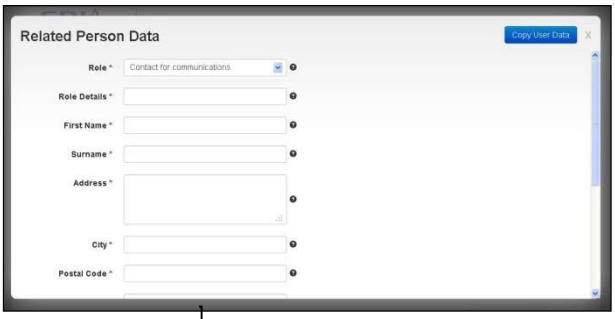




Figure 22 – Related Person Data

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

2.2.1.3 Step 3: Ultimate Controller (Section 3)

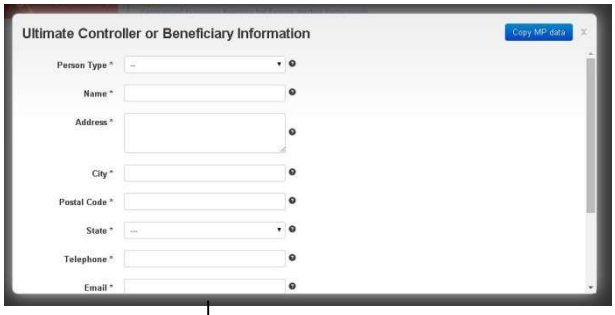
Section 3: Data related to the Ultimate Controller or Beneficiary of the Market Participant.

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



Figure 23 – Ultimate Controller or Beneficiary

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



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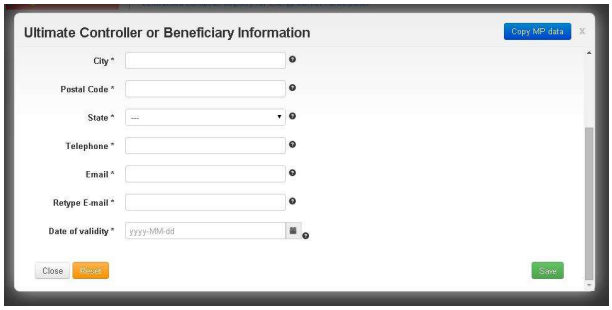


Figure 24 – Section 3 Ultimate Controller or Beneficiary Information

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

Notion of Ultimate controller

For the purposes of registration, the ultimate controller should be regarded as the legal or natural person that exercises significant influence over the management of the market participant through a controlling interesting or voting power in that market participant or its parent, irrespective of whether the control is interposed directly or through a combination of other companies[3]. More specifically, for REMIT purposes a legal or natural person is regarded as an ultimate controller of a market participant if:

- It holds 10 % or more of the shares in the market participant or its parent OR
- It is able to exercise significant influence over the management of the market participant through a controlling interest in the market participant or its parent OR
- It is entitled to control or exercise control of 10 % or more of the voting power in the market participant or its parent OR
- It is able to exercise significant influence over the management of the market participant through their voting power in the market participant or its parent.

Such an ultimate controller is not necessarily a market participant for the purposes of REMIT and the ultimate controller must not be a subsidiary or branch of any other company. An ultimate controller might also be a municipal authority or sovereign state.

Where ownership of all class A shares in a market participant is beneficially held by individuals it is unlikely that the market participant will have an ultimate controller and therefore the company itself will be its own ultimate controller.

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

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

2.2.1.4 Step 4: Corporate Relationships (Section 4)

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

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



Figure 25 – Add Corporate Relationship

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

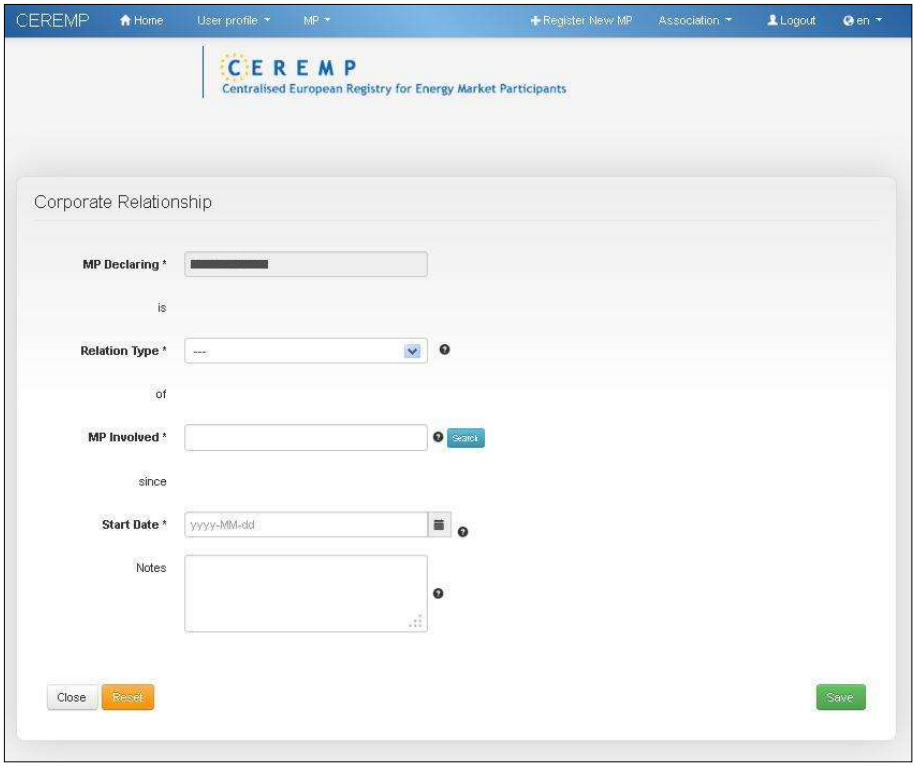


Figure 26 – Add Corporate Relationship information (personal information was blackened)

The following information must be specified:

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

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



Figure 27 – MP involved selection

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

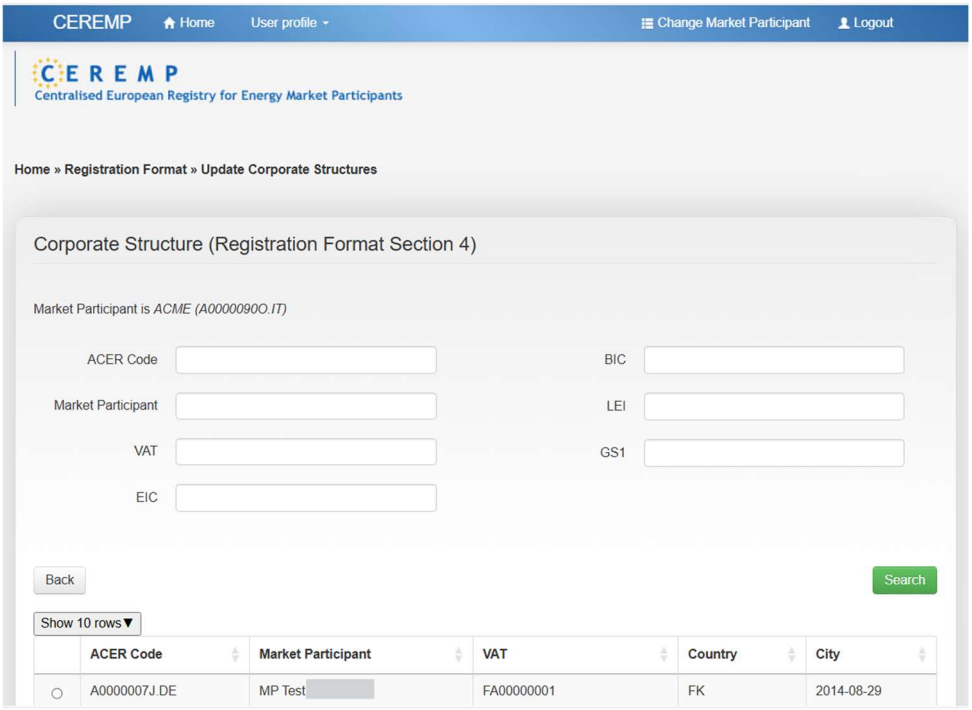


Figure 28 – Market Participant list

Select one MP and click the "**Select This Acer code**" button. The selected MP will be displayed in the relevant MP field.

After clicking the "**Save**" button, the corporate relationship is added to the MP Registration Format.

Click the "**Next**" button to go to the final step (Section 5: Data related to delegated parties for reporting on behalf of the Market Participant).

2.2.1.5 Adding corporate relationships to Section 4 for an already registered and validated MP

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

You can add one or more corporate relationships by clicking the "**Add Corporate Relationship**" button and following the procedure described above.

2.2.1.6 Remove corporate relationships to Section 4 for an already registered and validated MP

Select Registration Format → Update Corporate Structure

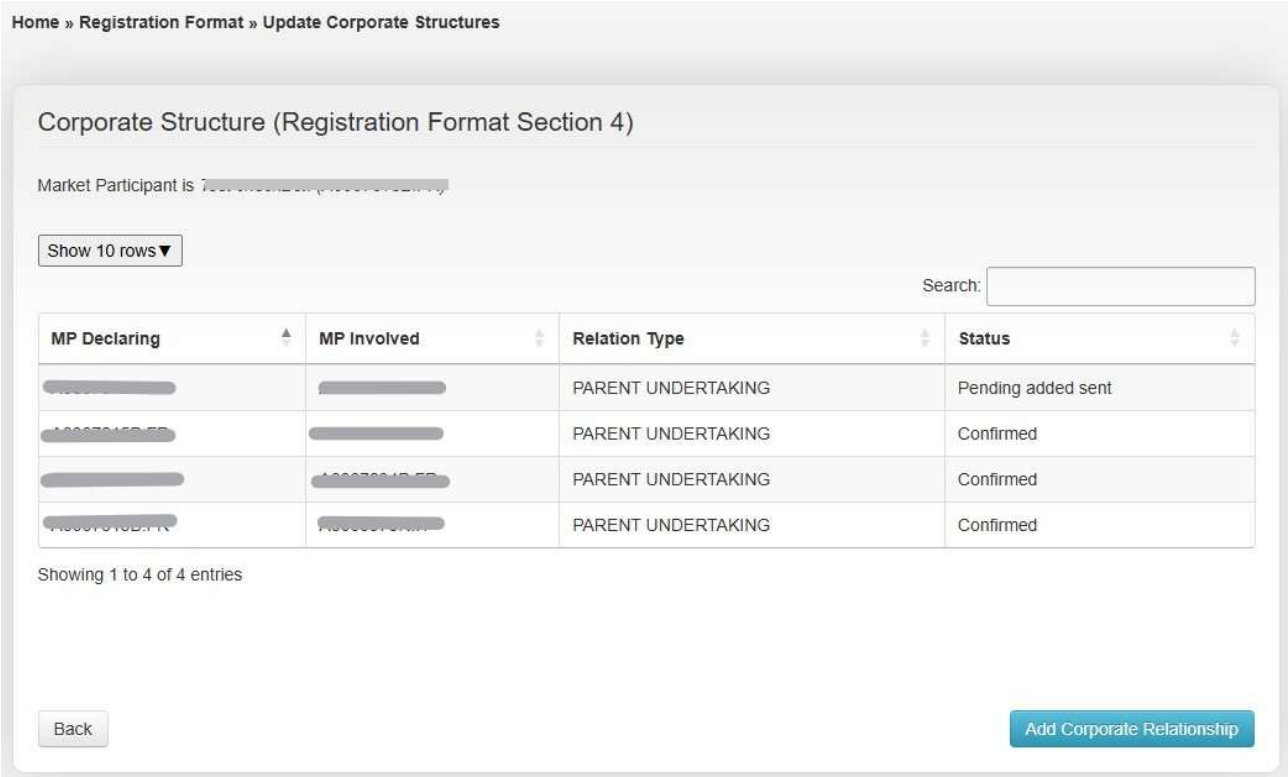


Figure 29 – Update corporate structure

Select a Corporate Structure in status “Confirmed”.

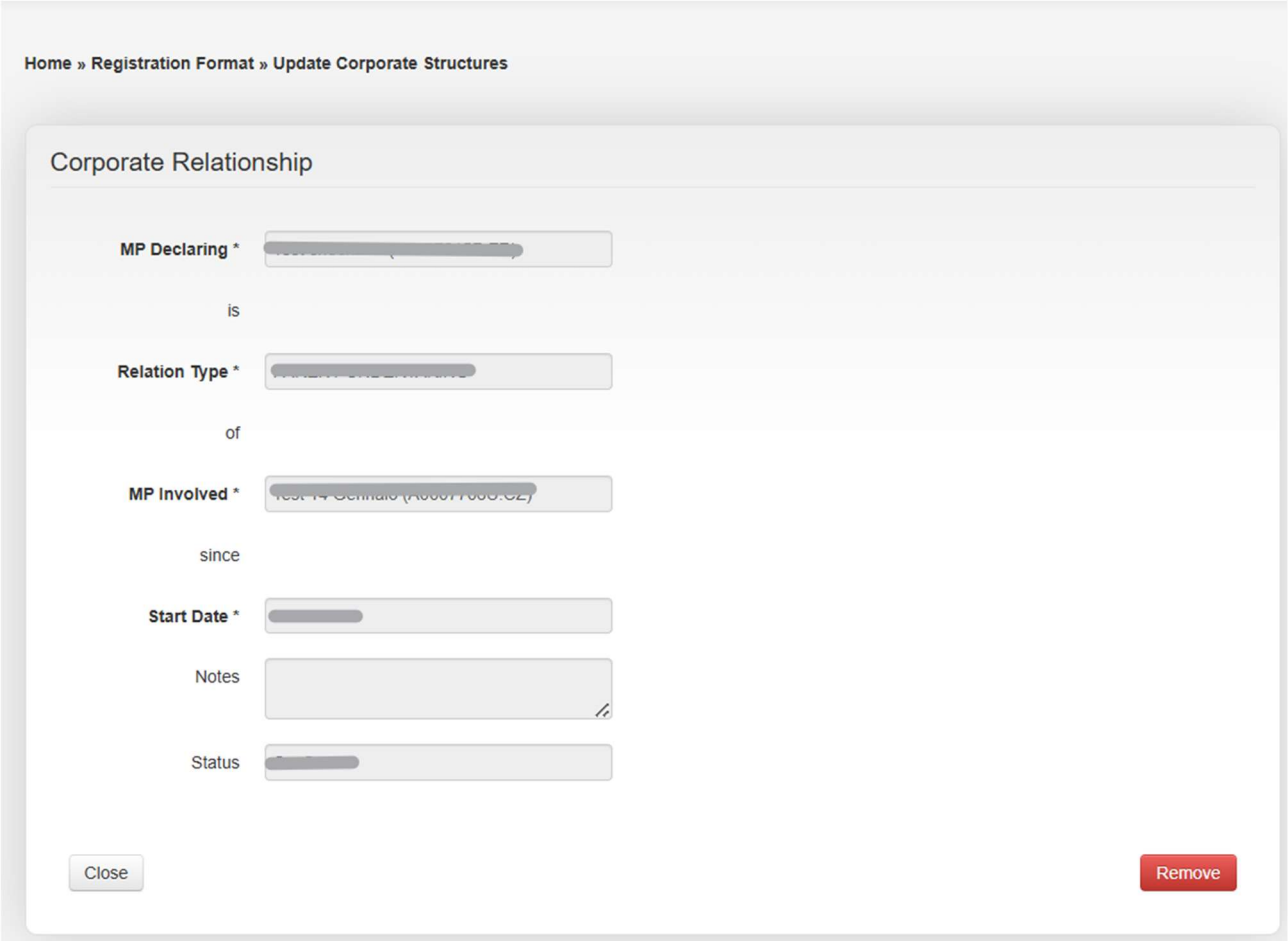


Figure 30 – Remove corporate relationship

Click on Remove Button.

Remove button is present only for validated corporate structure e for Mp declaring coincident with Mp Registered.

Your Market Participant will be automatically updated and, after submitting the update application, the following message will be displayed.



Figure 31 – Update request

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

Dear *123456*,

The data related to the following market participant was changed.

A00001366.EU

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

CEREMP Information System

Figure 32 – Email message

In any case, Section 4 will be put in “read only” mode, waiting for a decision from the involved MP.

After adding a Corporate Relationship, email notifications will be sent to:

- ARERA
- MP user of the declaring Market Participant
- MP user of the involved Market Participant
- MP users linked to the declaring Market Participant
- MP users linked to the involved Market Participant
- The contact for communications of the declaring Market Participant
- The contact for communications of the involved Market Participant

2.2.1.7 Step 5: Delegated Parties (Section 5)

Section 5: Data related to delegated parties for reporting on behalf of the Market Participant.

In the last step of the registration process, you can enter delegated parties information as shown below

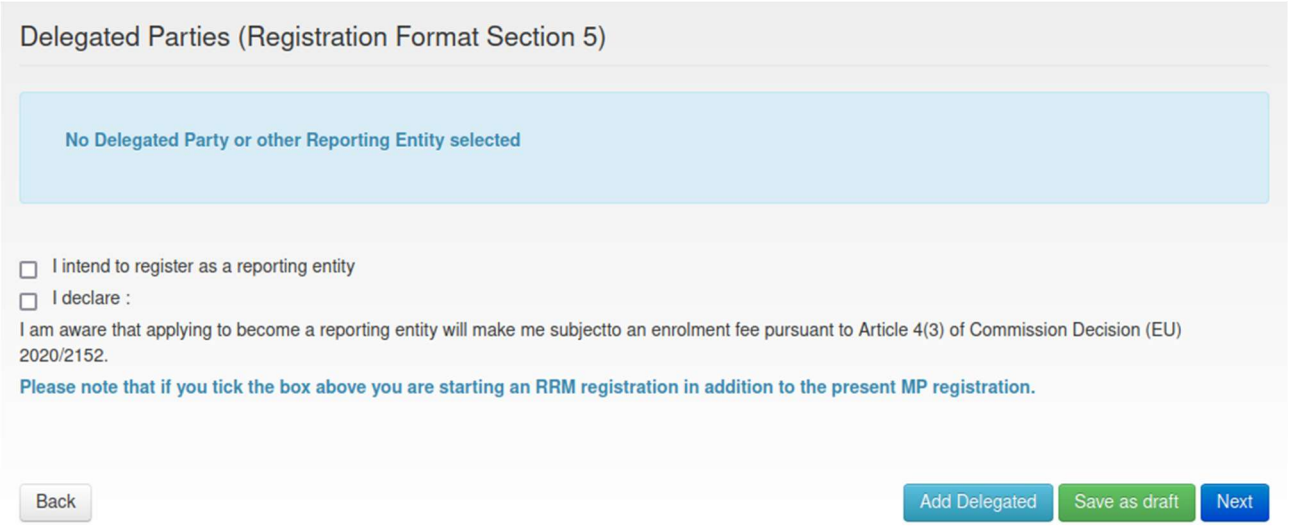


Figure 33 – Add Delegated Parties

Clicking the “**Add Delegated**” button a new page will be displayed for entering delegated party information

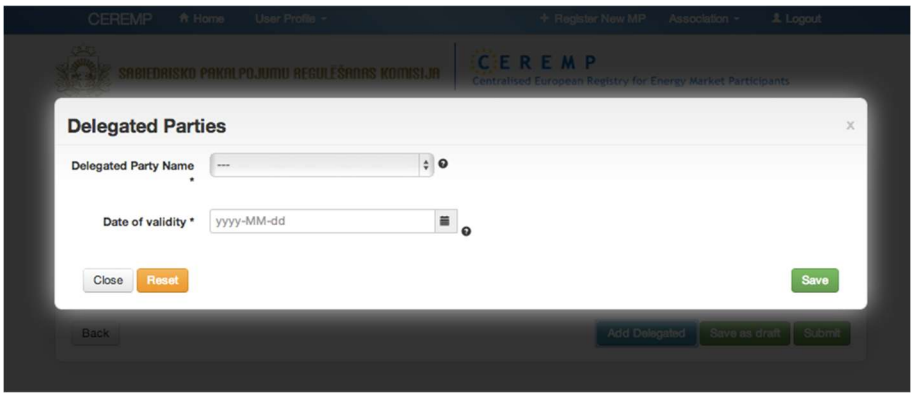


Figure 34 – Delegated Parties

The following mandatory fields should be filled in:

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

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

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

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

2.2.1.8 Saving draft

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

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

2.2.1.9 Submitting (confirmation email, ACER code)

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

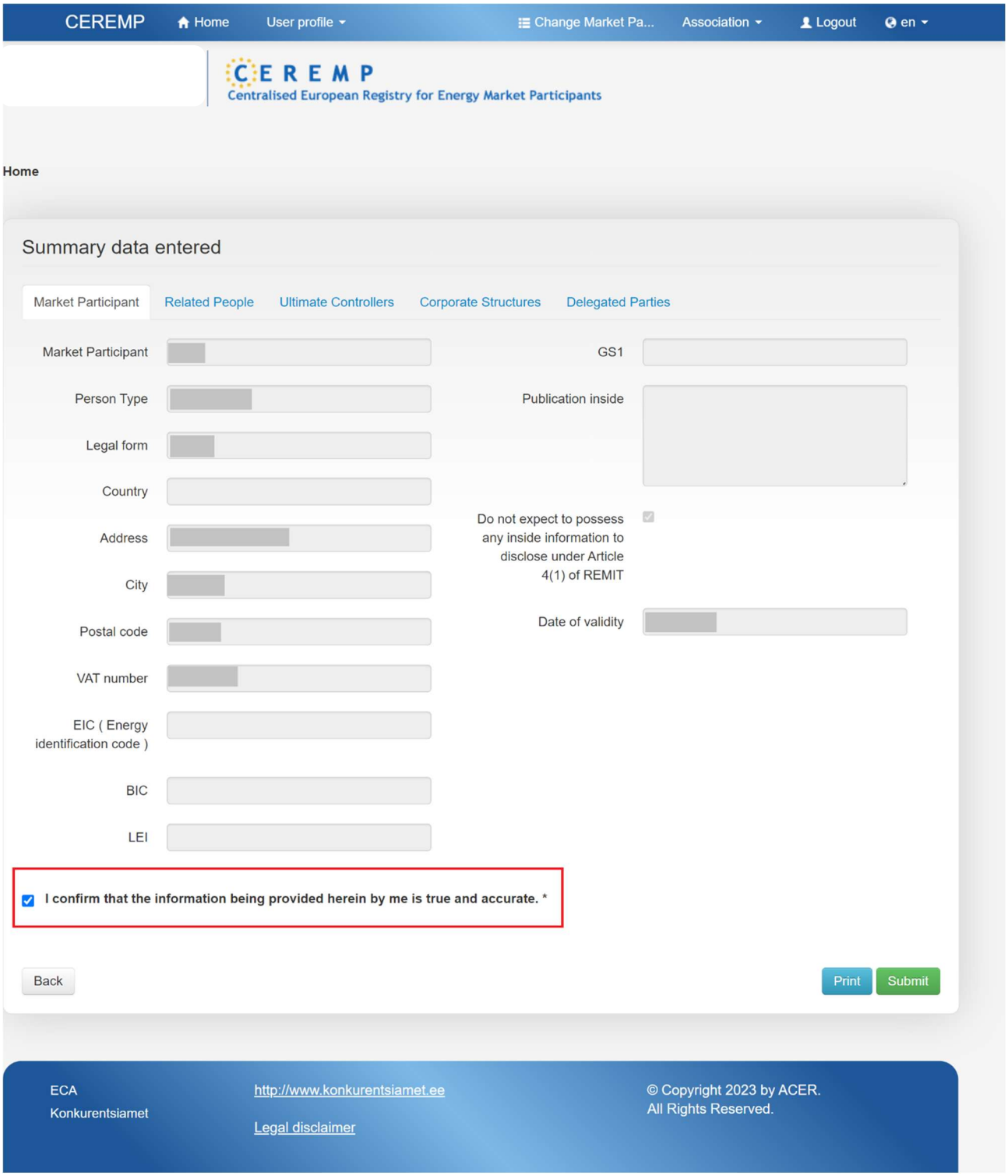


Figure 35 – Summary of the entered data (personal information was blackened)

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

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

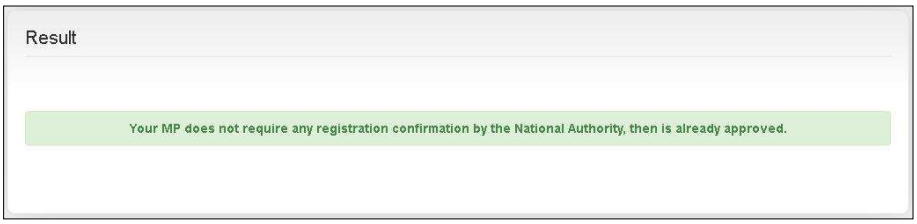


Figure 36 – Registration request

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

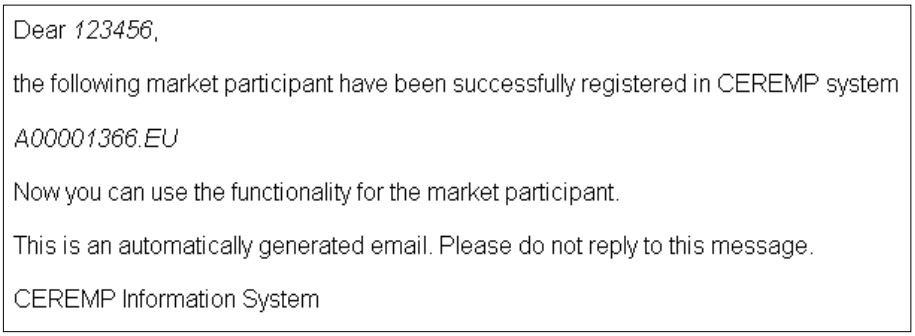


Figure 37 – Email message

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

2.3 Registering additional Market Participants

You can register additional Market Participants at any time by starting a new registration process. To begin a new registration you should click the button "**Register New MP**" available on the top navigation bar.

If you register more than one Market Participant, after logging into CEREMP application, you will be presented with a list of available Market Participants to choose from:

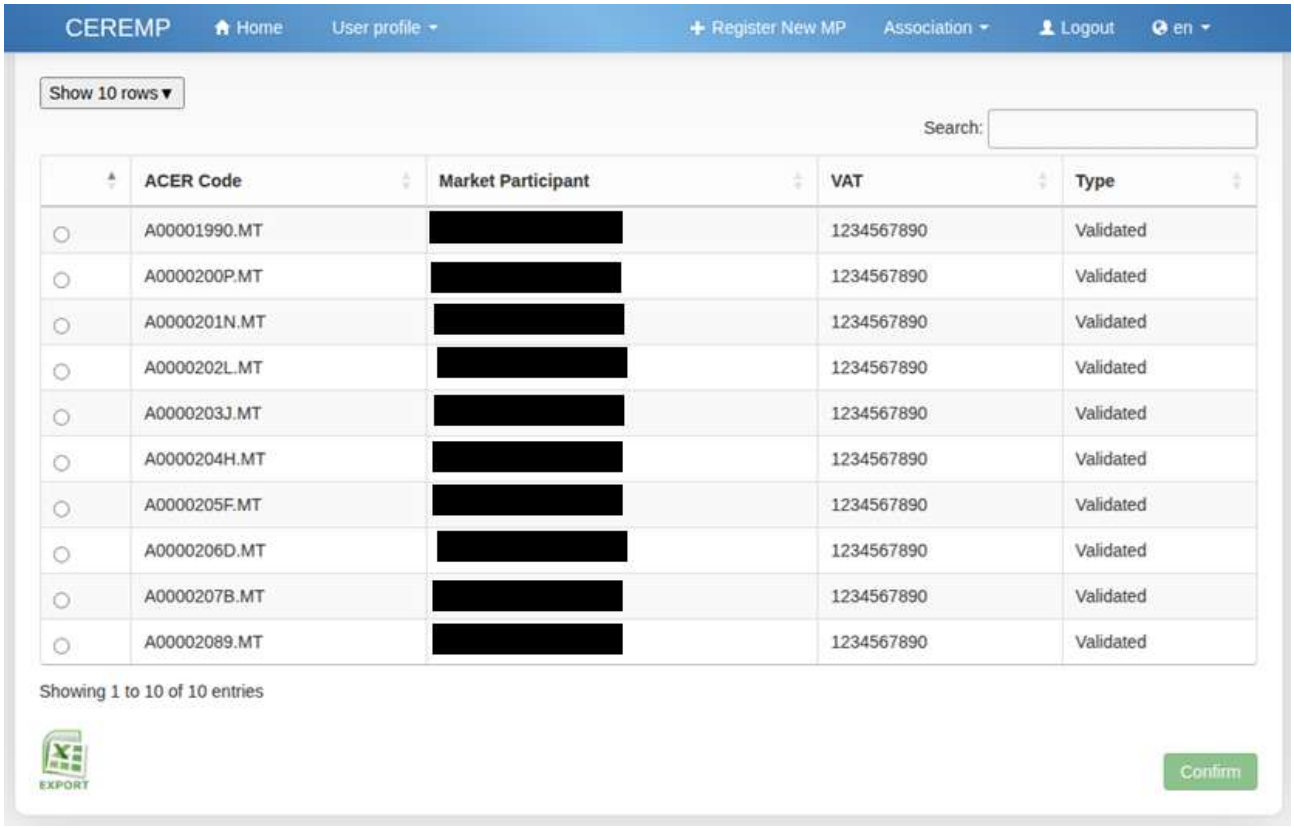


Figure 38 – Selection of Market Participant

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

Click Export button to start Excel export of all Market Participants associated to the current user.

2.4 Associating to already registered Market Participants

2.4.1 How to be associated to already registered Market Participants

You can ask at any time to be associated to one or more already registered Market Participants. 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). The search form page will be displayed as in Figure:



Figure 39 – New MP Association



Figure 40 – Market Participants to associate

Insert your search criteria and click on "**Search**".

Select, from the displayed list, the MPs you want to be associated with and press the "**Send Request**" button to register your association request.

- 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, when logging into CEREMP, you will be able to select the relevant Market Participant.

2.4.2 How to evaluate association requests made by other users

At any time you may receive notifications about association requests, made by other users, to be associated with your Market Participants.

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

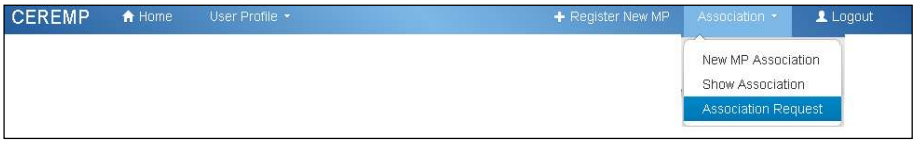


Figure 41 – Association Requests selection

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

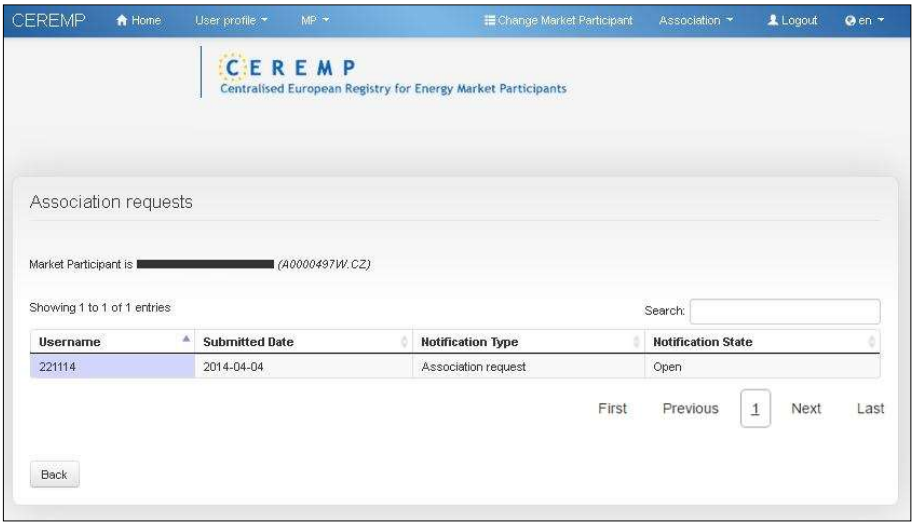


Figure 42 – Pending Association Requests(personal information was blackened)

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



Figure 43 – Pending Association Requests details

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

2.5 Other functionalities

2.5.1 Viewing, Updating or amending Market Participant details

At any time you can view and edit the five sections (one section at a time) of the MP Registration Format details by clicking on the one of the following menu items:

- "**MP**" ->"**Registration Format**" ->"**Update Market Participant**" (Section 1)
- "**MP**" ->"**Registration Format**" ->"**Update Related Person**" (Section 2)
- "**MP**" ->"**Registration Format**" ->"**Update Ultimate Controller**" (Section 3)
- "**MP**" ->"**Registration Format**" ->"**Update Corporate Structures**" (Section 4)
- "**MP**" ->"**Registration Format**" ->"**Update Delegated Party**" (Section 5)

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

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

Your Market Participant will be automatically updated and, after submitting the update application, the following message will be displayed.



Figure 44 – Update request

The following e-mail will be sent:

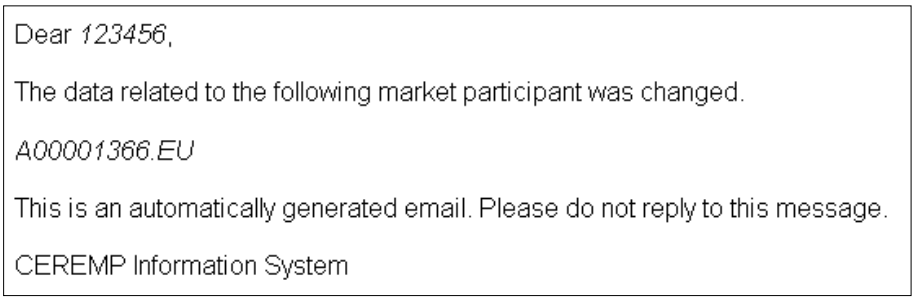


Figure 45 – Email message

2.5.2 Changing Member State

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

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

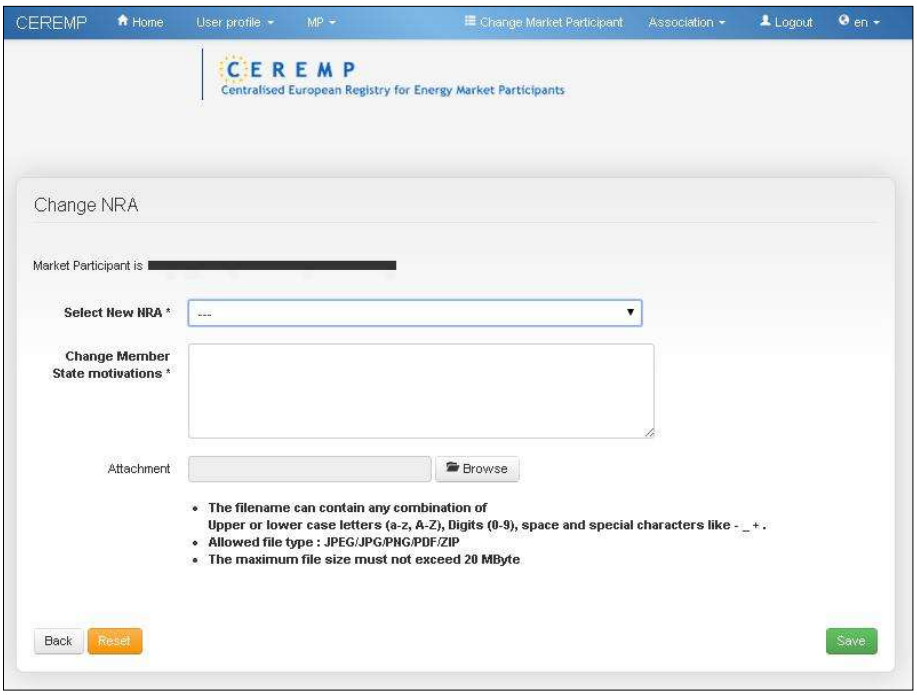


Figure 46 – Change NRA request form

Upon receiving the request to change member state, ARERA can:

- Approve the request
- Reject the request

In case of approval, the current MP will be terminated (ACER code will be dismissed) in Italy and a new registration (with a new ACER code) for the new NRA will be necessary.

Since you requested to change member state for the MP, you will receive an email with details on how to register the MP under the new NRA:

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

2.5.3 Deleting Market Participant

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

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

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

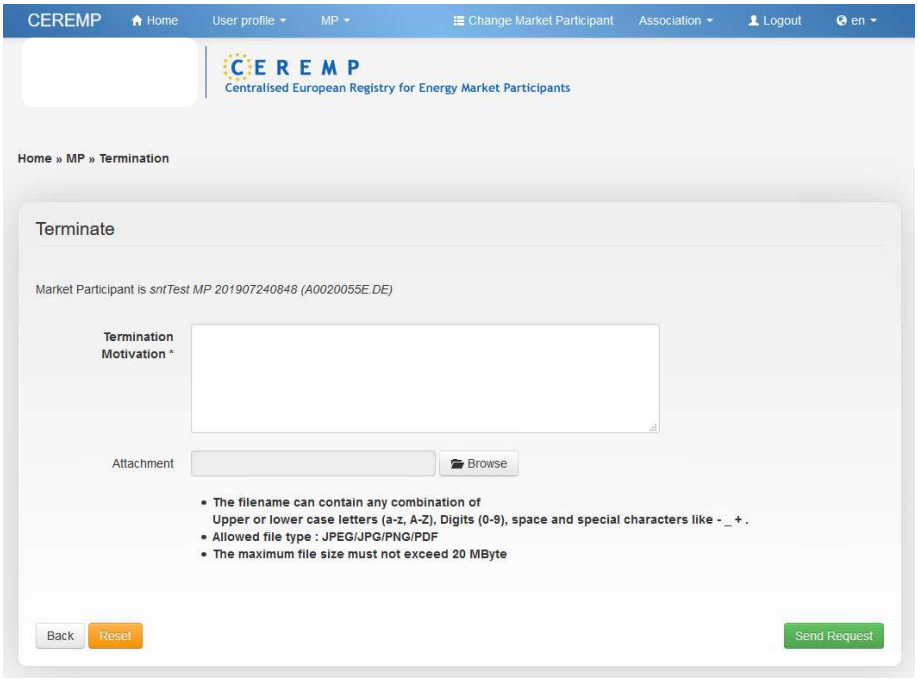


Figure 47 – Terminate Form

Upon receiving the request for termination, ARERA can:

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

In any case, you will be informed accordingly.

2.5.4 Viewing historical changes

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

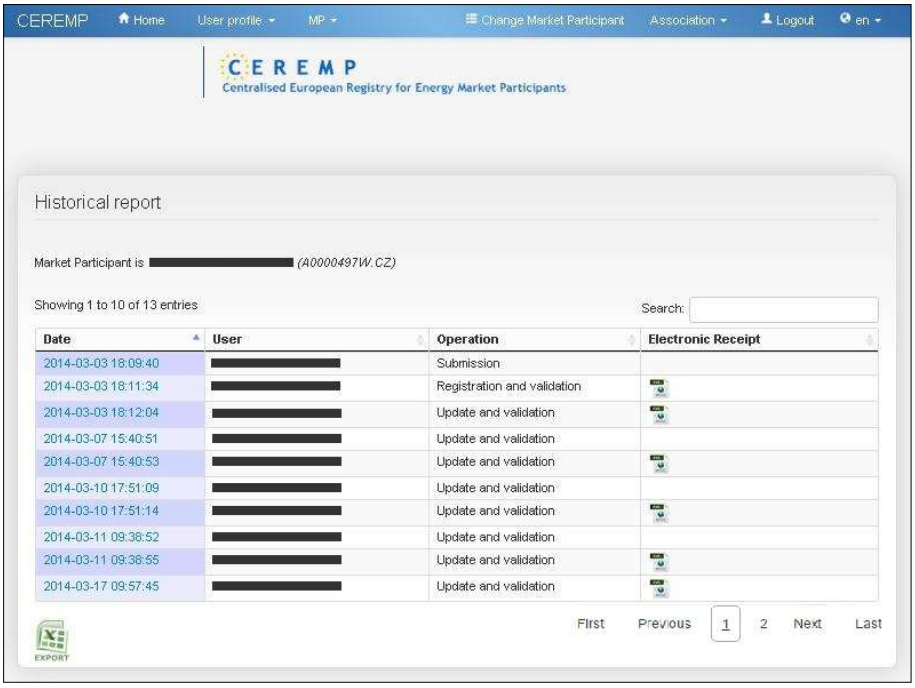


Figure 48 – MP History

You can download the entire list as an excel file.

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

2.5.5 Correction Request

At any time ARERA can ask you to amend the 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:

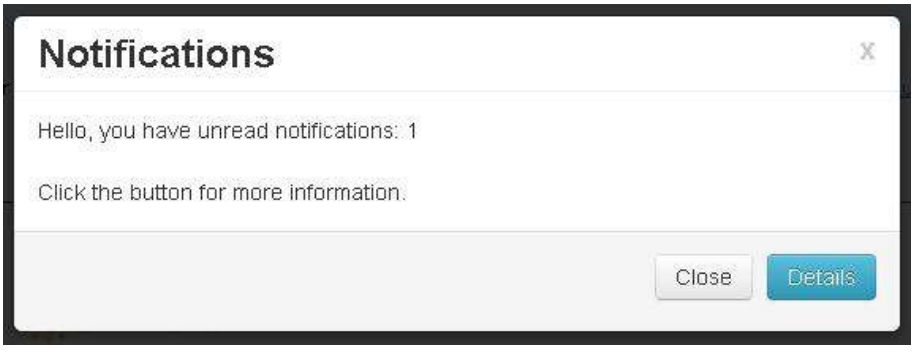


Figure 49 – Notification page

To open the correction request sent by ARERA, you should click on “**Details**”.

The following page will be displayed:

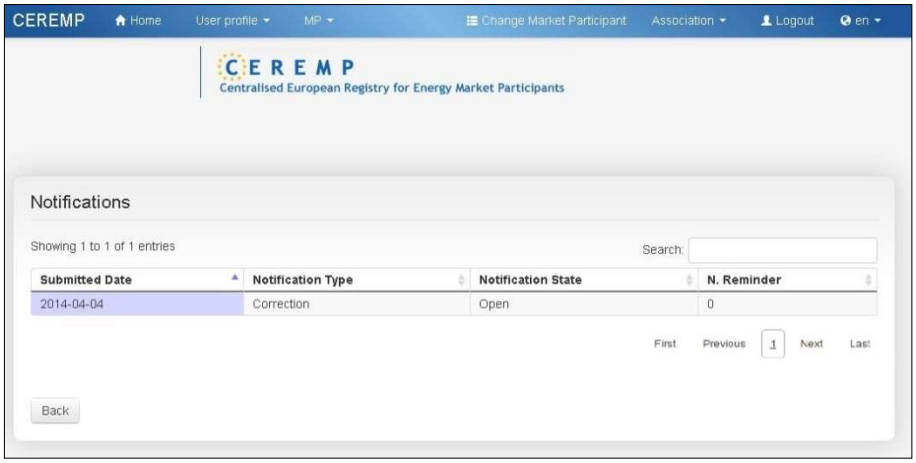


Figure 50 – Notifications list

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

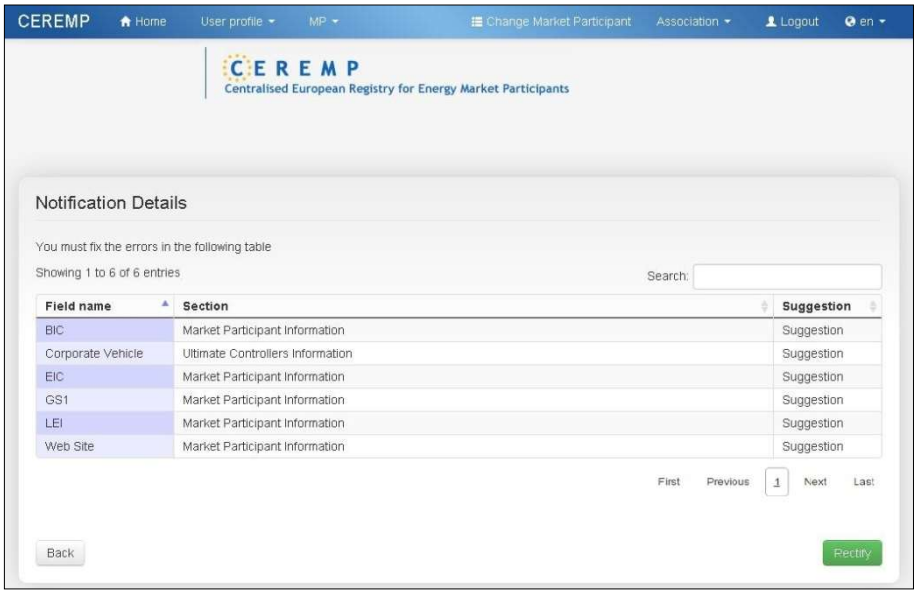


Figure 51 – Notification Details

To proceed with the corrections request you should click the "**Rectify**" button.

Each Section (1, 2, 3, 4 and 5) of the MP Registration Format will be displayed and you will be able to amend the information according to the requests made by ARERA.

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

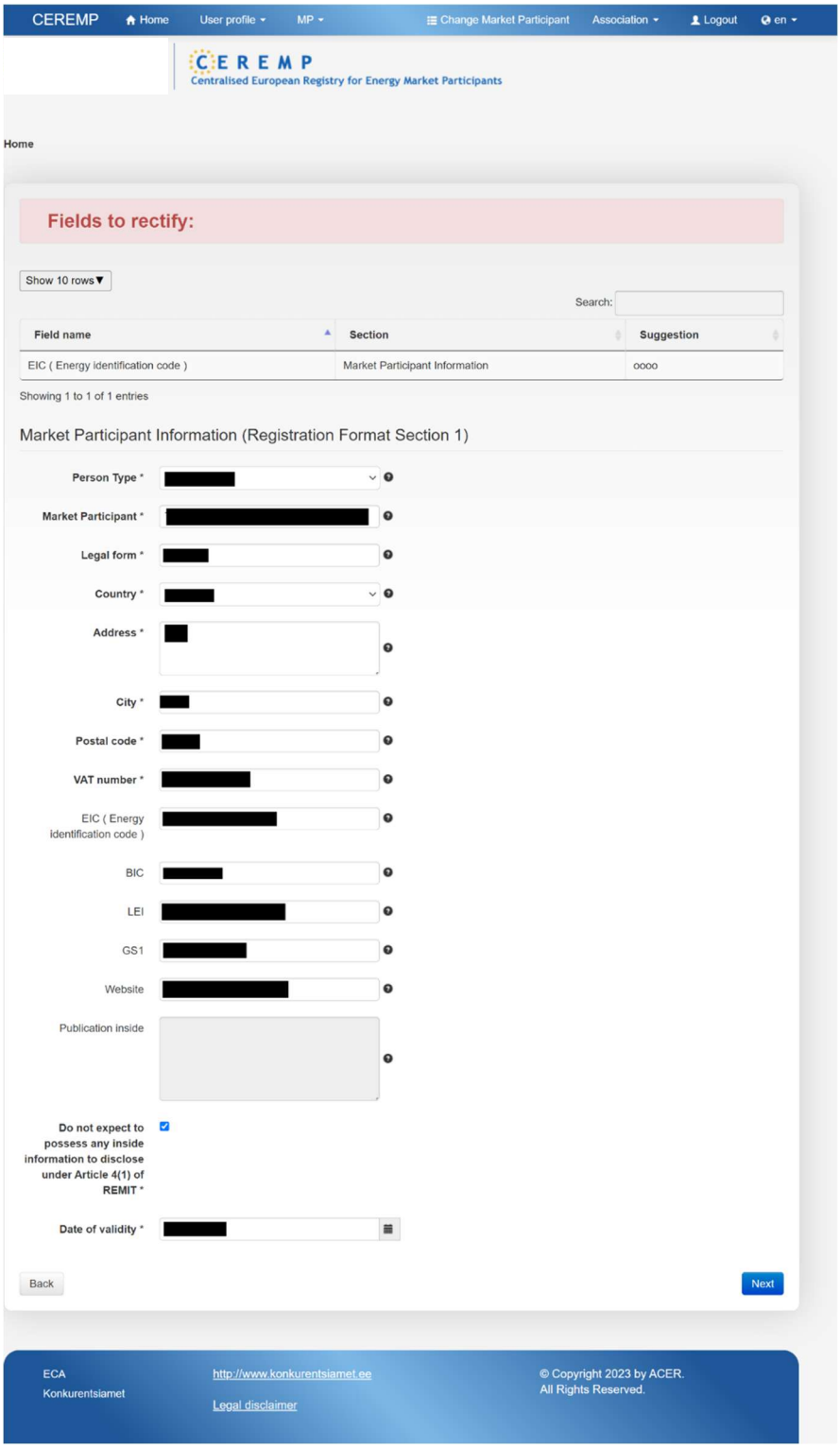


Figure 52 – Section 1 Correction Requests

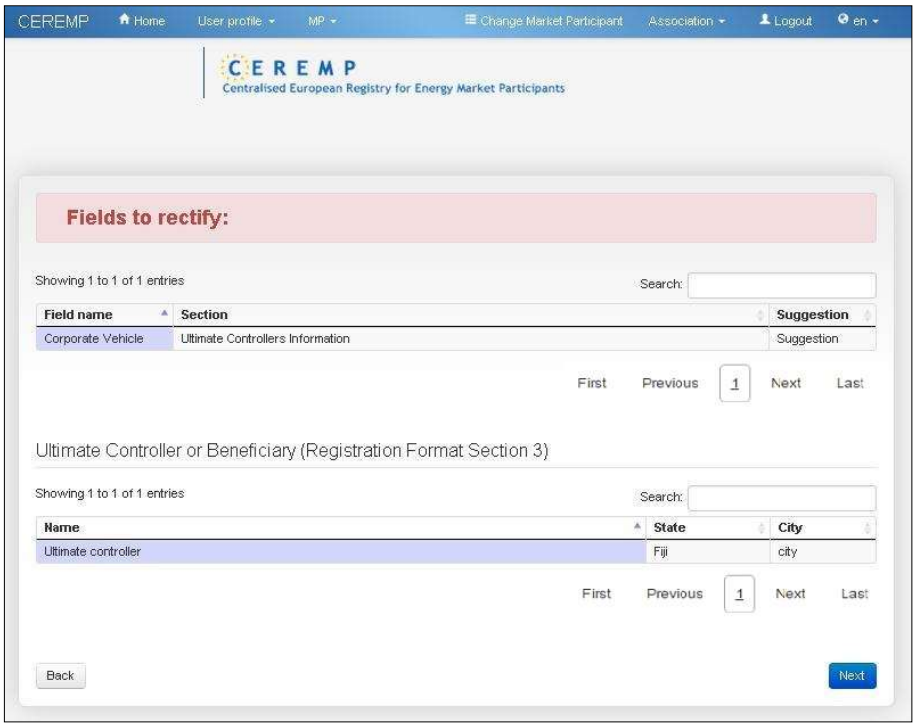


Figure 53 – Section 3 Correction Requests

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

2.5.6 Important Notice on the "Back" Buttons

The HTTP protocol does not allow the use of the back button that browsers and keyboards provide without resubmitting the request or the information contained in the form; thus, using these buttons is not recommended. The back buttons incorporated in CEREMP, on the other hand, are designed to manage it accordingly and thus are the recommended way to go back to a previous page.

Annex I: Data field description and format

Section 1: Data related to Market Participant

Field name	Description	Format	Notes
Market participant	Full name of the market participant (either company name if legal person or full name if natural person)	Free Text, alpha-numerical	Mandatory
Person Type	Type of person according to Art. 2(8) of Regulation (EU) No 1227/2011: Natural person Legal person	Selection from the list of admitted values: 0: natural person 1: legal person	Mandatory
Legal Form	Legal form of the market participant (only for legal entities)	Free Text, alpha-numerical	Mandatory if Person type = Legal Person
Birth Date	Date of birth (only for natural persons)	YYYY-MM-DD	Mandatory if Person type = Natural person
Birth City	City of birth (only for natural persons)	Free Text, alpha-numerical	Mandatory if Person type = Natural person
Birth State	State of birth (only for natural persons)	Selection from the list of admitted values; refer to country ISO numeric codes http://en.wikipedia.org/wiki/ISO_3166-1	Mandatory if Person type = Natural person
State	Member State or Country where the market participant is resident	Selection from the list of admitted values; refer to country ISO numeric codes http://en.wikipedia.org/wiki/ISO_3166-1	Mandatory
Address	Full address where the market participant is resident (headquarters for legal entities)	Free Text, alpha-numerical	Mandatory
City	City where the market participant is resident	Free Text, alpha-numerical	Mandatory
Postal code	Postal code of the market participant	Free Text, alpha-numerical	Mandatory
VAT number	Value added tax code of the market participant	Free Text including the Country prefix	Mandatory
EIC	Energy identification code of the market participant	Free Text	Optional
BIC	Bank identifier code of the market participant	Free Text	Optional
LEI	Legal Entity identifier of the market participant	Free Text	Optional
GS1	Global Location Number (GLN) of the market participant (within the GS1 coding scheme)	Free Text	Optional
Interoperability national code	Code to be defined by NRAs for country-specific interoperability	Free Text, alpha-numerical chars	Optional

Field name	Description	Format	Notes
Trade register	Registration number in a national or local trade register and indication of the register	Free Text, alpha-numerical chars	Optional
Website	URL of the home page of the website of the market participant	Free Text, alpha-numerical chars	Mandatory if the Market Participant has a web site
Publication inside information	Place of publication of insider information if different from the website of the market participant	Free Text, alpha-numerical chars	Mandatory if different from website
Date of validity	Date of validity of the information collected in this section	YYYY-MM-DD	Mandatory; a new date is necessary at any update

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

Field name	Description	Format	Notes
Role	Possible values are: responsible of trading decision responsible of operat. Decision contact for communications	Selection from the list of roles (one value only)	Mandatory
Role Details	Organisational position of the person within the market participant	Free Text, alpha-numerical	Mandatory
Family Name/Surname	Family name/surname of the person	Free Text, alpha-numerical	Mandatory
Name/Given name	Name/given name of the person	Free Text, alpha-numerical	Mandatory
Address	Full address of the normal site of work of the person	Free Text, alpha-numerical	Mandatory
City	City of the normal site of work of the person	Free Text, alpha-numerical	Mandatory
Postal code	Postal code of the normal site of work of the person	Free Text, alpha-numerical, max length 15 characters	Mandatory
Email	Full email address of the person	Free Text, alpha-numerical	Mandatory
Telephone	Telephone number (including international and national codes) of the person	Free Text, alpha-numerical	Mandatory
Fax	Fax number (including international and national codes)	Free Text, alpha-numerical	Optional
Date of validity	Date of validity of the information collected in this section	YYYY-MM-DD	A new date is necessary at any update

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

Field name	Description	Format	Notes
Type	Type of ultimate controller or beneficiary: - natural person - legal person	Selection from a list of codified options (one value only) Admitted values: 0 (meaning “natural person”) 1 (meaning “legal person”)	Mandatory
Name	Full name of the ultimate controller or beneficiary: - family name/surname and name/given name for natural person - company name and legal form for legal entities	Free Text, alpha-numerical	Mandatory
Address	Full address where the ultimate controller or beneficiary is resident	Free Text, alpha-numerical	Mandatory
City	City where the ultimate controller or beneficiary is resident	Free Text, alpha-numerical	Mandatory
Postal code	Postal code of the ultimate controller or beneficiary	Free Text, alpha-numerical	Mandatory
State	State of the ultimate controller or beneficiary	Selection from the list of admitted values	Mandatory
Birth Date	Date of birth of the ultimate controller or beneficiary	YYYY-MM-DD	Mandatory if Type = natural person
Birth City	City of birth of the ultimate controller or beneficiary	Free Text, alpha-numerical	Mandatory if Type = natural person
Birth State	State of birth of the ultimate controller or beneficiary	Selection from the list of admitted values	Mandatory if Type = natural person
E-mail	Full e-mail address of the ultimate controller or beneficiary	Free Text, alpha-numerical	Mandatory
Telephone	Telephone number (including international and national codes)	Free Text, alpha-numerical	Mandatory
Personal Data Type	Type of personal data collected for the ultimate controller of beneficiary in case of natural person	Free Text, alpha-numerical	Mandatory if Type = natural person
Personal Data	Value of Fiscal code or Personal Security number or ID card number or passport number	Free Text, alpha-numerical	Mandatory if Type = natural person
Capacity	Role of the ultimate controller in case of natural person	Free Text, alpha-numerical	Mandatory if Type = natural person
VAT	VAT number of the ultimate controller or beneficiary in case of a legal entity	Free Text, 14 alpha-numerical chars (including the Country prefix)	Mandatory if Type = legal person

Field name	Description	Format	Notes
Corporate Vehicle	Type of the ultimate controller or beneficiary in case of legal entity	Free Text, alpha-numerical	Mandatory if Type = legal person
Date of validity	Date of validity of the information collected in this section	YYYY-MM-DD	A new date is necessary at any update

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

Field name	Description	Format	Notes
Unique Code of the related undertaking	ACER code of the related undertaking	12 alpha-numerical chars	Mandatory
Type of Relationship	Type of relationship between the market participant and the related undertaking according to the 7th Council Directive 83/349/EEC of 13 June 1983: parent undertaking subsidiary (controlled undertaking) other related undertaking having "unitary direction"	Selection from a list of codified options (one value only) Admitted values: 0 (meaning "other related undertaking"); 1 (meaning "parent undertaking"); 2 (meaning "controlled undertaking").	Mandatory
Notes	Additional information provided by the market participant	Free Text, alpha-numerical	Optional
Date of validity	Date of validity of the information collected in this section	YYYY-MM-DD	A new date is necessary at any update

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

Field name	Description	Format	Notes
Unique Code of Delegated party	Code of delegated third party for reporting on behalf of the market participant	12 alpha-numerical chars	Mandatory if this section is filled in
Date of validity	Date of validity of the information collected in this section	YYYY-MM-DD	Mandatory; a new date is necessary at any update

Additional information related to the intention of the MP to be reporting entity.

Intention to report	MP can declare to report as reporting entity Admitted values: 0 (meaning “No”); 1 (meaning “Yes”)	Boolean	Mandatory