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REMIT Registration

User Guide

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Overview:

This is a guide for anyone intending to register under REMIT.

REMIT is a European regulation designed to improve transparency in wholesale gas and electricity markets. It also prohibits insider trading and market manipulation in these markets.

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

Context

One objective of REMIT is to increase transparency in European wholesale gas and electricity markets by obliging market participants to publicly disclose any inside information that they hold. It also aims to improve the integrity of these markets by prohibiting market abuse in the form of attempted or actual market manipulation or insider trading.

Improved integrity and transparency in wholesale gas and electricity markets will raise confidence in the reliability of these markets and help ensure prices reflect the balance of supply and demand at any given time. Increased confidence and openness will improve competition, and this will benefit consumers of energy in GB and across Europe.

The registration process will provide all registered market participants with a unique identifier called an ACER code. This will be used to identify which companies are trading with one another. It will also give Ofgem, other European regulators and ACER a greater understanding of the relationships between different market participants and let us more effectively monitor and identify unusual behaviour in the markets.

This user guide covers accessing CEREMP, explains the process for registering as a market participant and keeping registration details up to date. Any subsequent updates to this guide will be made available online and will be published at: https://www.ofgem.gov.uk/electricity/wholesale-market/european-market/remit/registering-market-participant-under-remit.

If you wish to be kept up to date with any REMIT news that we publish, please contact REMIT@Ofgem.gov.uk.

Associated documents

GB CEREMP website:
https://www.acer-remit.eu/ceremp/home?nraShortName=27&lang=en_UK

Ofgem REMIT website:
https://www.ofgem.gov.uk/gas/wholesale-market/european-market/remit

Regulation (EU) No 1227/2011 on wholesale energy market integrity and transparency (REMIT):
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:326:0001:0001:EN:PDF

Commission Implementing Regulation (EU) No 1348/2014 (REMIT Implementing Act):
http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=OJ:JOL_2014_363_R_0009&from=EN

ACER Guidance (3rd edition):
http://www.acer.europa.eu/remit/Documents/REMIT%20ACER%20Guidance%203rd%20Edition_FINAL.pdf

ACER Decision 01/2012:
http://www.acer.europa.eu/Official_documents/Acts_of_the_Agency/Directors%20decision/ACER%20Decision%2001-2012.pdf

ACER REMIT Portal: https://www.acer-remit.eu/portal/home

The Electricity and Gas (Market Integrity and Transparency) (Enforcement etc.) Regulations 2013: http://www.legislation.gov.uk/uksi/2013/1389/contents/made

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1. Introduction

1.1. Before we and ACER launched the CEREMP system, we conducted user testing with several market participants. We would like to thank those involved for their helpful feedback.

1.2. We are constantly looking for ways to improve the system. So if you have any comments on your experience or ideas for improvements to the registration process, please email us at REMIT.registration@ofgem.gov.uk.

1.3. This user guide is designed to assist anyone using the CEREMP system to register GB market participants in line with the requirements of REMIT Article 9.

1.4. The guide covers:

- Creating a user account and accessing the CEREMP system
- User account management
- Registering a market participant
- Updating market participant information
- User support.

What is REMIT?

1.5. REMIT is Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency. It entered into force on 28 December 2011. REMIT introduces, for the first time, a consistent EU-wide framework:

- defining market abuse, in the form of market manipulation, attempted market manipulation and insider trading, in wholesale energy markets
- prohibiting market manipulation, attempted market manipulation and insider trading in wholesale energy markets
- establishing a new framework for monitoring wholesale energy markets to detect and deter market manipulation and insider trading
- Providing the enforcement of these prohibitions and the punishment of breaches of market abuse rules at national level.

What is CEREMP?

1.6. The Centralised European Registry of Energy Market Participants (CEREMP) is a way to gather basic information about all market participants trading wholesale European energy products. The establishment of CEREMP is one of the goals of ACER's overall REMIT Information System (ARIS).

1.7. CEREMP will be fed with information from national registers of market participants. These registers are established and managed by national regulatory authorities (NRAs), like Ofgem. NRAs are responsible for regulating the electricity and gas markets in each Member State of the European Union.

1.8. The primary purpose of collecting registration information is to provide a consistent way of identifying market participants that trade wholesale energy products across Europe. Registration information will also improve ACER's and Ofgem's understanding of the connections between different market participants. This will enable ACER and Ofgem to monitor wholesale markets more effectively.

Which market participants have to register?

1.9. According to Article 9 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"

1.10. 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."

1.11. Chapter 3.4 of ACER Guidance (3rd edition) provides further information on ACER's understanding of the notion of market participant.

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

Which market participants should register with Ofgem?

1.13. According to Article 9(1):

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

1.14. This means that market participants that are established or resident in GB should register with us.

1.15. Any market participant that is not established or resident in the European Union and is only active in GB (ie trading products for delivery in GB) should also register with us.

1.16. Any market participant that is not established or resident in the European Union and that is active in several Member States can choose which Member State to register in. If most of its activity is in GB, it should register with us.

What information needs to be provided?

1.17. On 29 June 2012, ACER published ACER Decision No 01/2012[1]. This outlines the registration information market participants must provide. It has five sections:

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

1.18. See Appendix 1 for a complete list of the data to report in each section.

1.19. As well as providing this information, market participants must notify us of any changes to it. They can use CEREMP to update any changes. There's no need to contact us directly about any changes or updates.

When is the deadline for registration information to be submitted?

1.20. REMIT registration in GB opened on 1 December 2014.

1.21. 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)."

1.22. In line with the REMIT implementing acts, transaction reporting begins on:

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

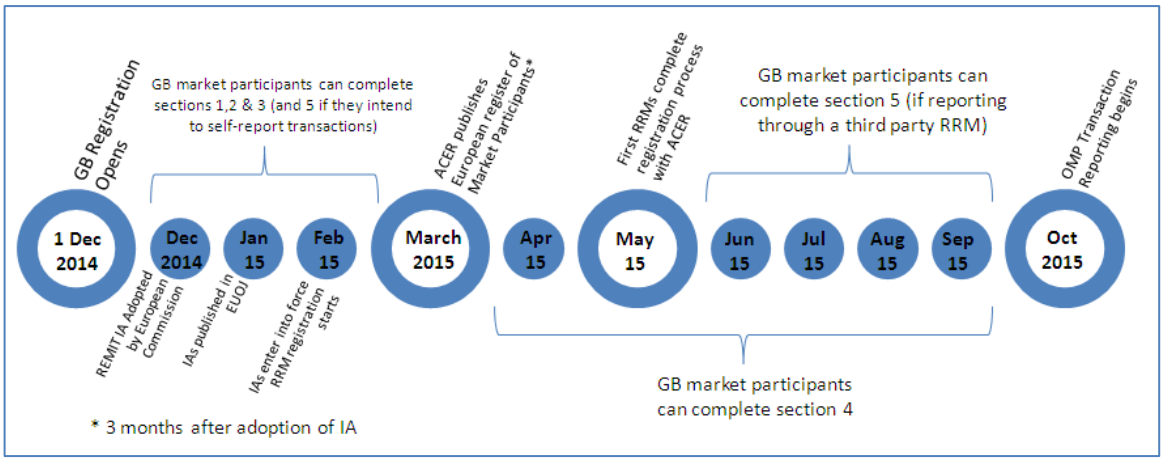
- 7 October 2015 for contracts executed on organised market places
- 7 April 2016 for contracts concluded off organised market places.

1.23. **Market participants must submit the registration form before they start reporting transactions.**

1.24. Once transactions reporting begins, any market participant that enters into a transaction which should be reported under Article 8 of REMIT without having submitted the registration form may be in breach of Article 9 of REMIT.

1.25. **We encourage market participants to start the registration process well in advance of the legal deadline.**

1.26. The estimated timings for registration are shown below. These are subject to change as they depend on a series of external factors. We will update these timescales as necessary.



Importance of providing accurate information

1.27. Market participants are responsible for submitting accurate, timely information. If they don't register in time, or if there is false, inaccurate or out-dated information on CEREMP once transaction reporting begins, we're likely to treat this as a breach of REMIT

1.28. By the time transaction reporting begins, we expect to have powers to act against any market participant that fails to comply with Article 9 of REMIT. This means breaches of REMIT could lead to enforcement action.

System availability

1.29. If CEREMP becomes unavailable for a prolonged period then we may keep paper records until CEREMP is fixed. If we do this, we'll tell all account holders, and put details and advice on our website

Disclaimer

1.30. This is supporting guidance and should be considered alongside other REMIT documents published by ACER and Ofgem.

2. Accessing CEREMP

Chapter summary

How to create a user account and access CEREMP. You need a user account if you want to register market participants.

System requirements

2.1. Please ensure that your computer meets these requirements:

- Minimum screen resolution of 1024 x 768
- Runs one of these supported internet browers:
  - Google Chrome version 25 or later
  - Internet Explorer version 8 or later
  - FireFox version 17 or later
  - Safari version 5 or later
  - Opera version 15 or later

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

Creating a new CEREMP user account

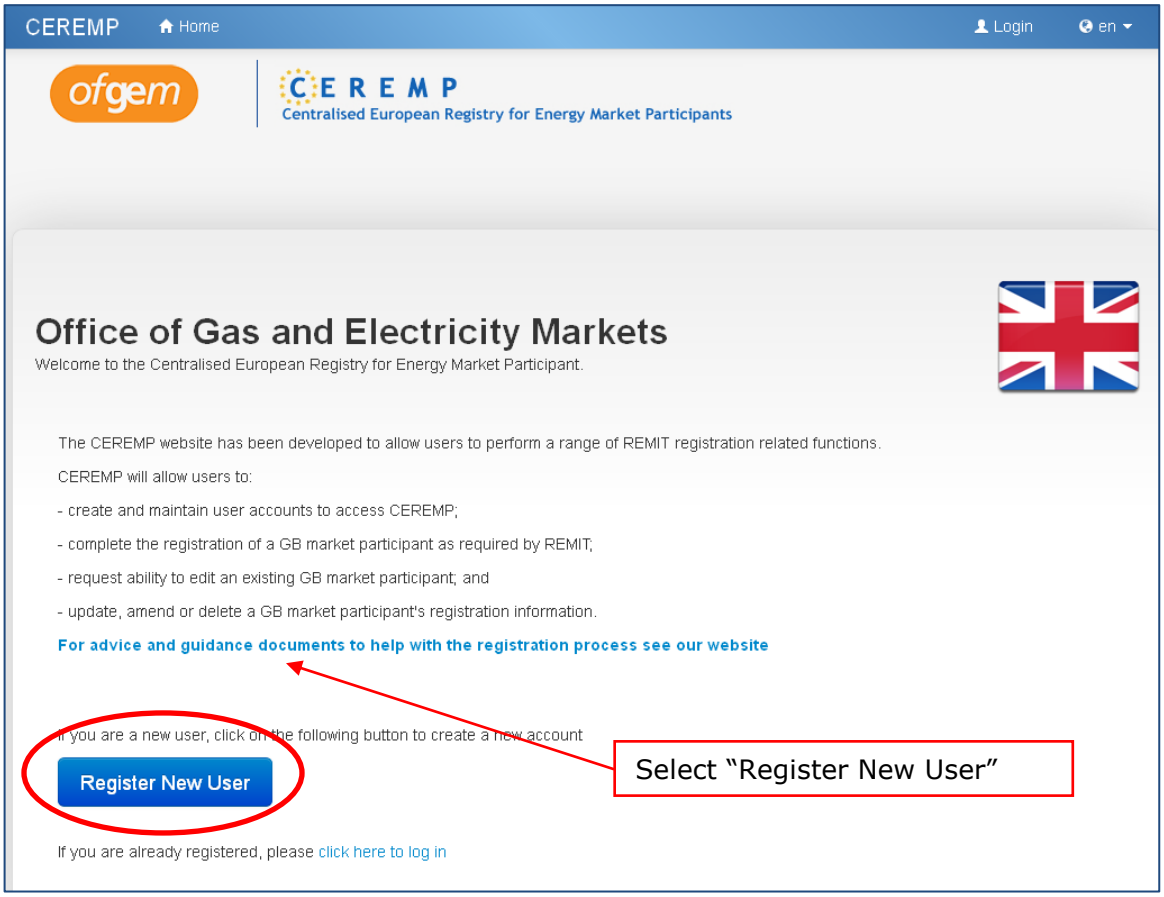
2.3. The CEREMP homepage allows a person to create a new user account to access the system.

2.4. To open the CEREMP homepage for GB, go to https://www.acer-remit.eu/ceremp/home?nraShortName=27&lang=en_UK. This link is also available via our website.

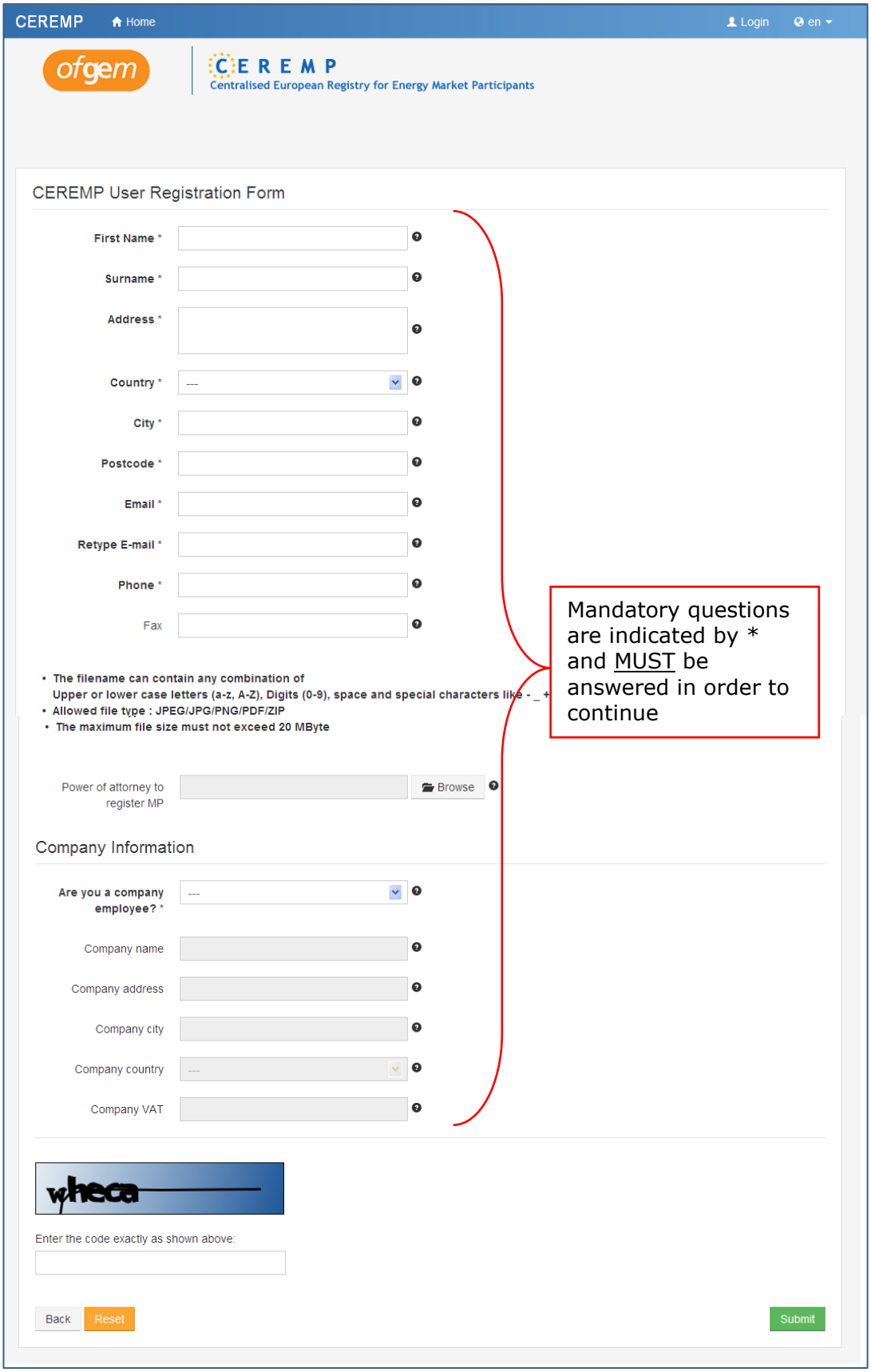
2.5. **This link is only for registering a market participant with Ofgem. To register a market participant in a different country, you need to create a separate user account with the relevant national regulatory authority[2].**

2.6. Select the option to create a new CEREMP account by clicking on "Register New User".

[2] A list of all NRA CEREMP web addresses is available in Annex 3



2.7. You'll now see a CEREMP User Registration Form screen which allows you to add details to register your account.


CEREMP
Home
Login
en
ofgem
CEREMP
Centralised European Registry for Energy Market Participants
CEREMP User Registration Form
First Name *
Surname *
Address *
Country *

City *
Postcode *
Email *
Retype E-mail *
Phone *
Fax
• The filename can contain any combination of
Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special characters like - _ +
• Allowed file type : JPEG/JPG/PNG/PDF/ZIP
• The maximum file size must not exceed 20 MByte
Power of attorney to register MP
Browse
Company Information
Are you a company employee? *

Company name
Company address
Company city
Company country

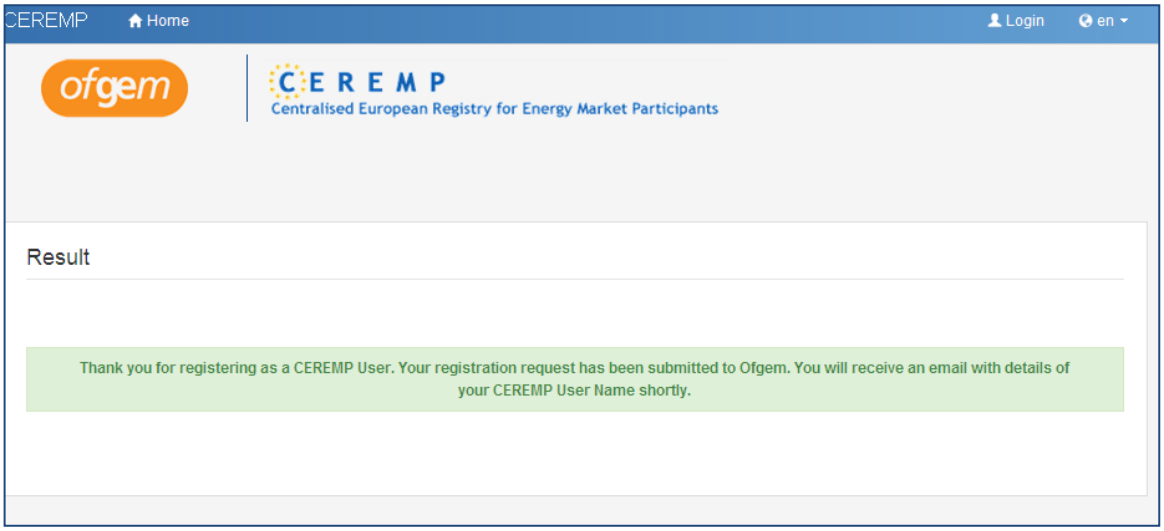
Company VAT
wheca
Enter the code exactly as shown above:
Back
Reset
Submit
Mandatory questions are indicated by * and MUST be answered in order to continue

2.8. Fill in the fields, ensuring that all mandatory boxes are completed.

2.9. If you are a third party (ie not an employee of a market participant you intend to register or an employee of the market participant's wider group) you must also attach a letter (saved as PDF) confirming that you have permission from the market participant(s) that you intend to register. This should be a headed letter signed by a suitable employee of the market participant (eg the head of regulation).

2.10. You must also enter the distorted text shown in the blue box into the box below it. Then click on "Submit".

2.11. You will see a message like the one below.



2.12. Our REMIT team will check to make sure that all details are present. If they are, you will receive an activation email.

2.13. If we find an error in the information provided, we will contact you.

New user account activation

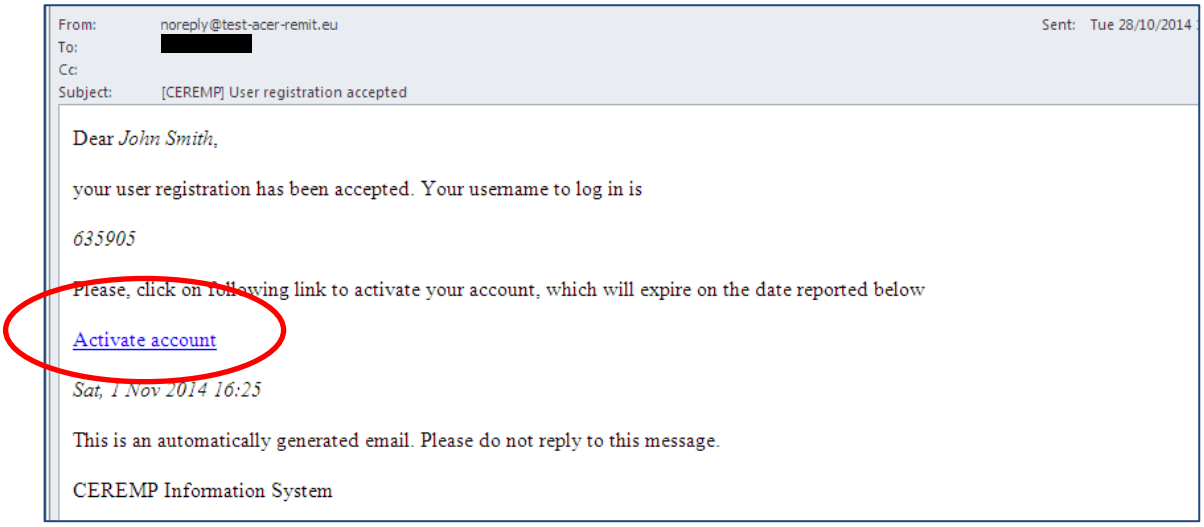
Activation email

2.14. Your activation email will contain your new CEREMP username.

2.15. **Keep a note of this username as there is no way to get an automatic reminder. If you forget your user name, contact REMIT.registration@ofgem.gov.uk.**

2.16. To activate your account click on "activate account" in the registration email that will be sent to the email address specified in your application.

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


From: noreply@test-acer-remit.eu Sent: Tue 28/10/2014
To: [redacted]
Cc:
Subject: [CEREMP] User registration accepted

Dear *John Smith*,

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

635905

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

Activate account

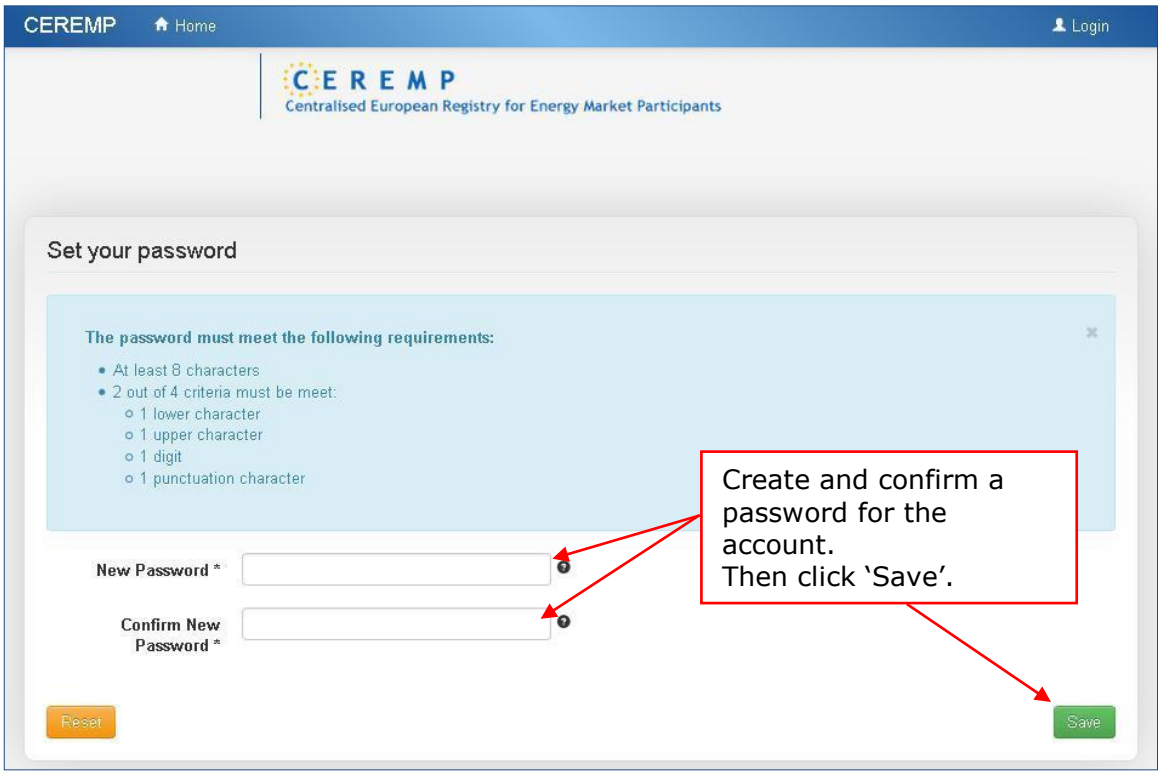
Sat, 1 Nov 2014 16:25

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

CEREMP Information System

Setting your password

2.18. After clicking on the activation link, you will be prompted to create a password.



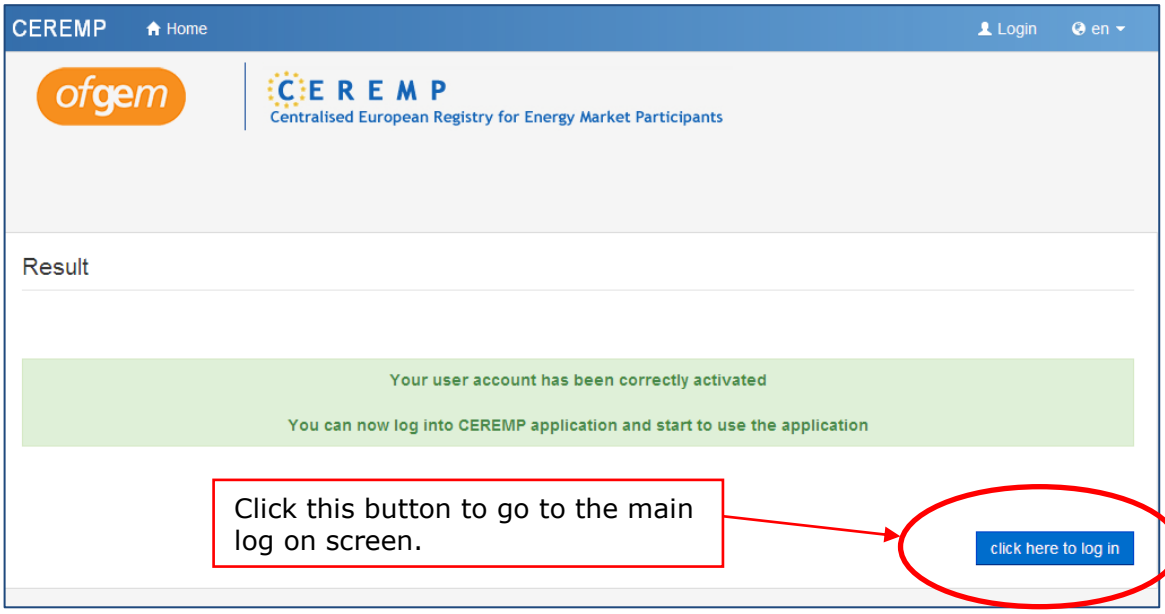
2.19. **Your password must be at least eight characters long and must include at least two of these criteria:**

- **1 lower case character**
- **1 upper case character**
- **1 digit**
- **1 punctuation character.**

2.20. Please note the following password policies:

- When changing your password you cannot use one of the last five passwords
- After five failed login attempts your user account will be locked. You can unlock your account by resetting the password (see Section 3)
- For security reasons we advise you to change your password regularly. If you do not change your password, it will expire after 90 days and your account will be locked. You can unlock your account by resetting the password (see Section 3).

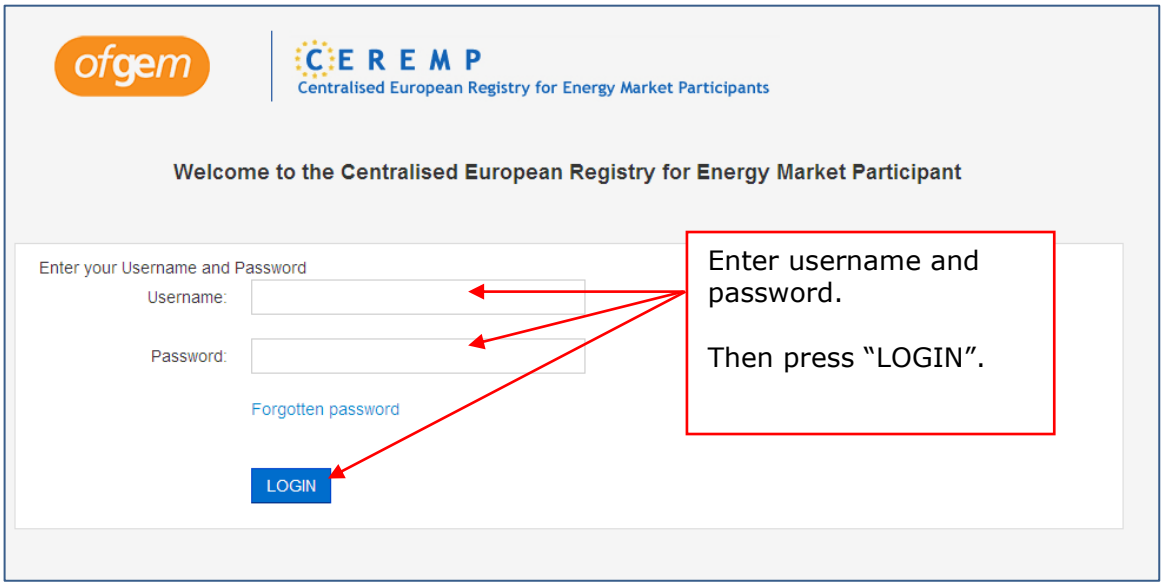
2.21. After you confirm your new password and click on "Save", your account will be activated and the page below will be displayed. To log in for the first time, click on "click here to log in".



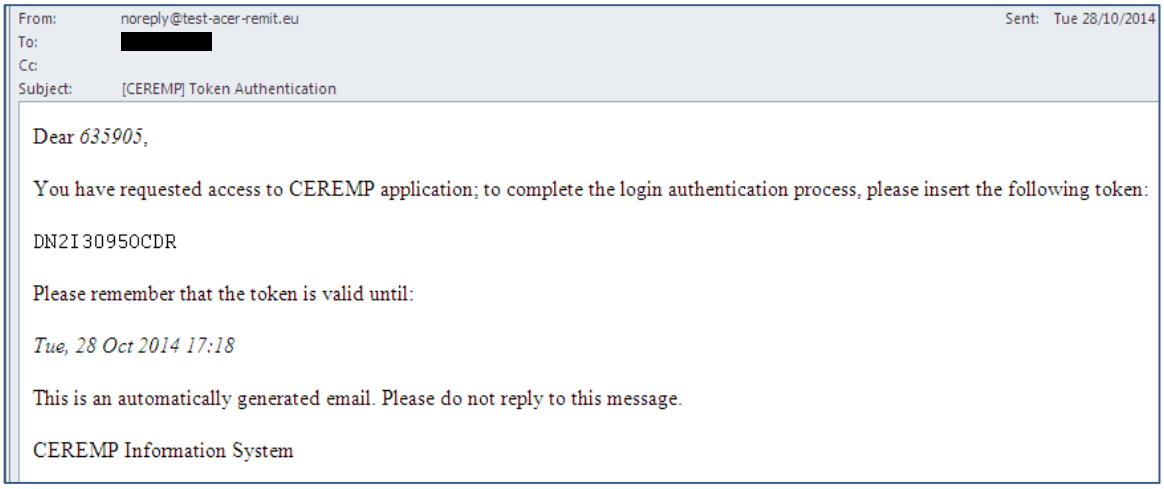
Logging into CEREMP

2.22. You will now see the main CEREMP log in page. For subsequent log-ins, press "login" in the top right hand side of the CEREMP homepage.

2.23. On the CEREMP log in page, enter your username and password and press "LOGIN".



2.24. For security purposes, you will then be asked to provide a token code. You will receive a new token code by email every time you log into the system. Each token code can only be used once.



From: noreply@test-acer-remit.eu Sent: Tue 28/10/2014
To: [redacted]
Cc:
Subject: [CEREMP] Token Authentication

Dear *635905*,

You have requested access to CEREMP application; to complete the login authentication process, please insert the following token:

DN2I30950CDR

Please remember that the token is valid until:

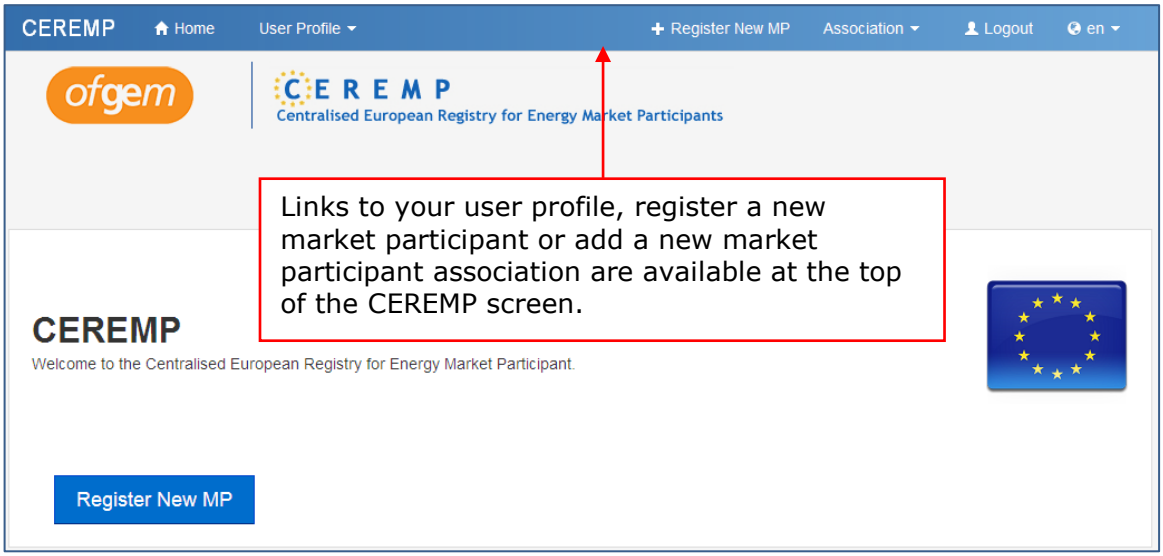
Tue, 28 Oct 2014 17:18

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

CEREMP Information System

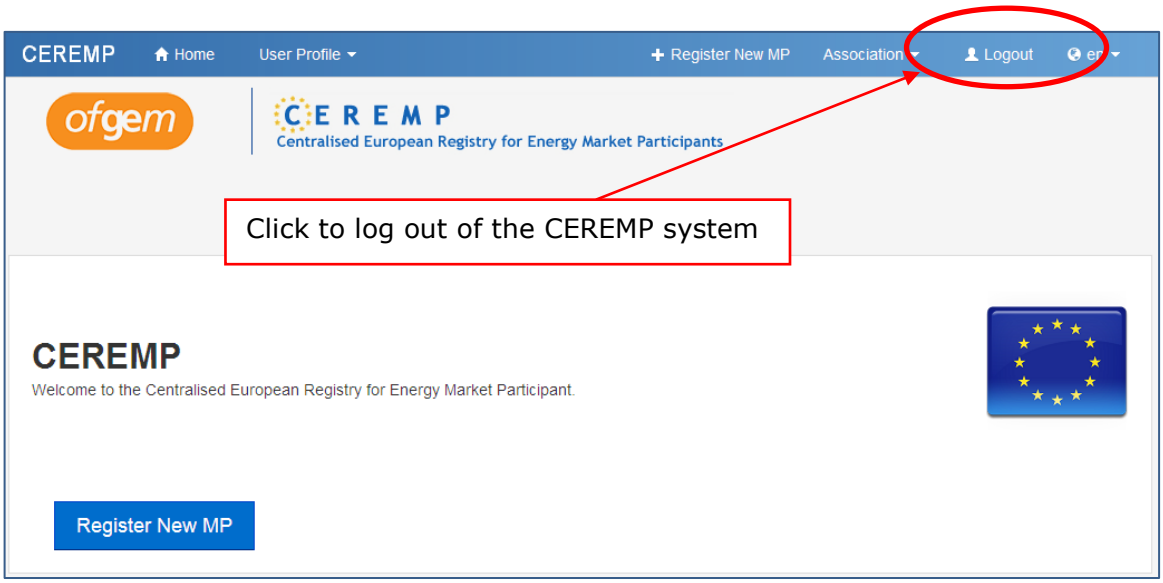
2.25. Enter the token code from the email and then press "Confirm". Ensure that you use the token code before it becomes invalid – the deadline is included in the email.

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



Logging out of CEREMP

2.27. To log out of the the CEREMP system, simply click on the "logout" button in the top right of the homepage.



3. Managing your account

Chapter summary

How to maintain and update details of your CEREMP user account, including:

- What to do if you forget your username.
- What to do if you forget your password.
- How to change your password.
- How to edit your account details.
- Linking your user account to an existing market participant.
- How to accept or reject a request from another user to link their account to a market participant that you have registered.

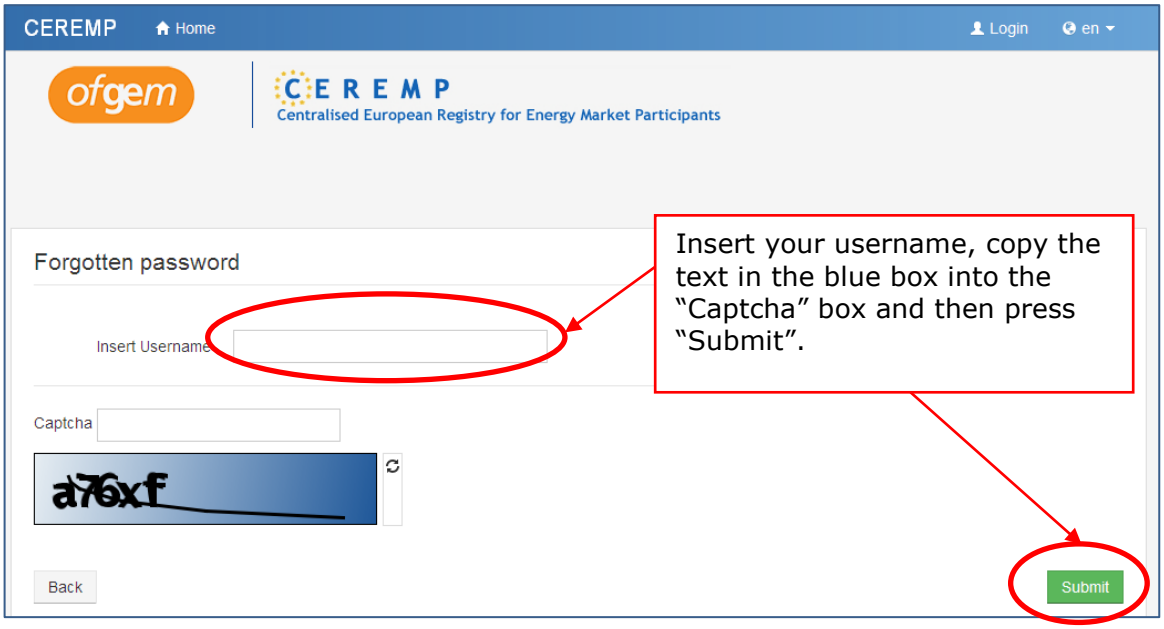
Forgotten username

3.1. If you forget your user name, contact the REMIT team via REMIT.Registration@ofgem.gov.uk.

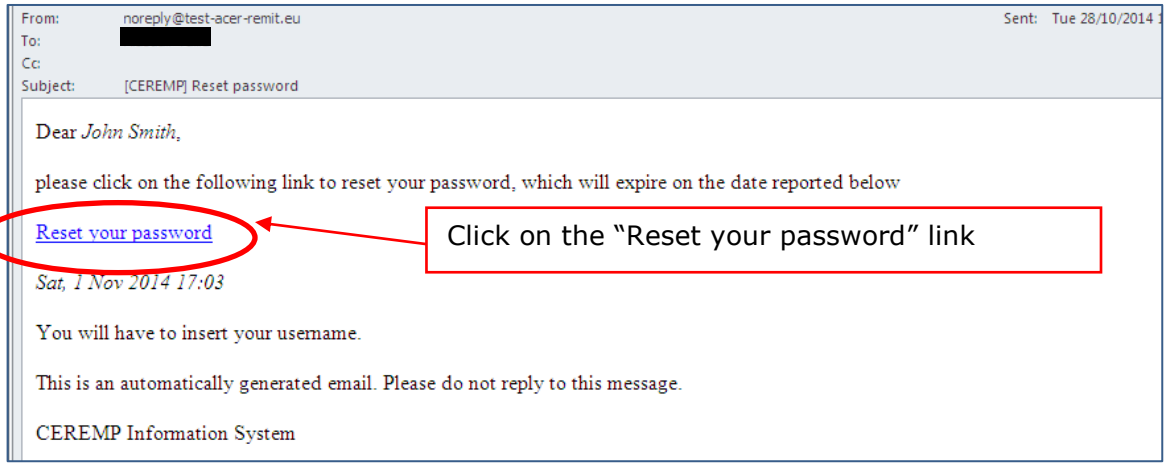
Forgotten password

3.2. If you have forgotten your password, click on "Forgotten password" on the log-in page.

3.3. Now insert your username, type the text in the blue box into the "Captcha" box and press "Submit".

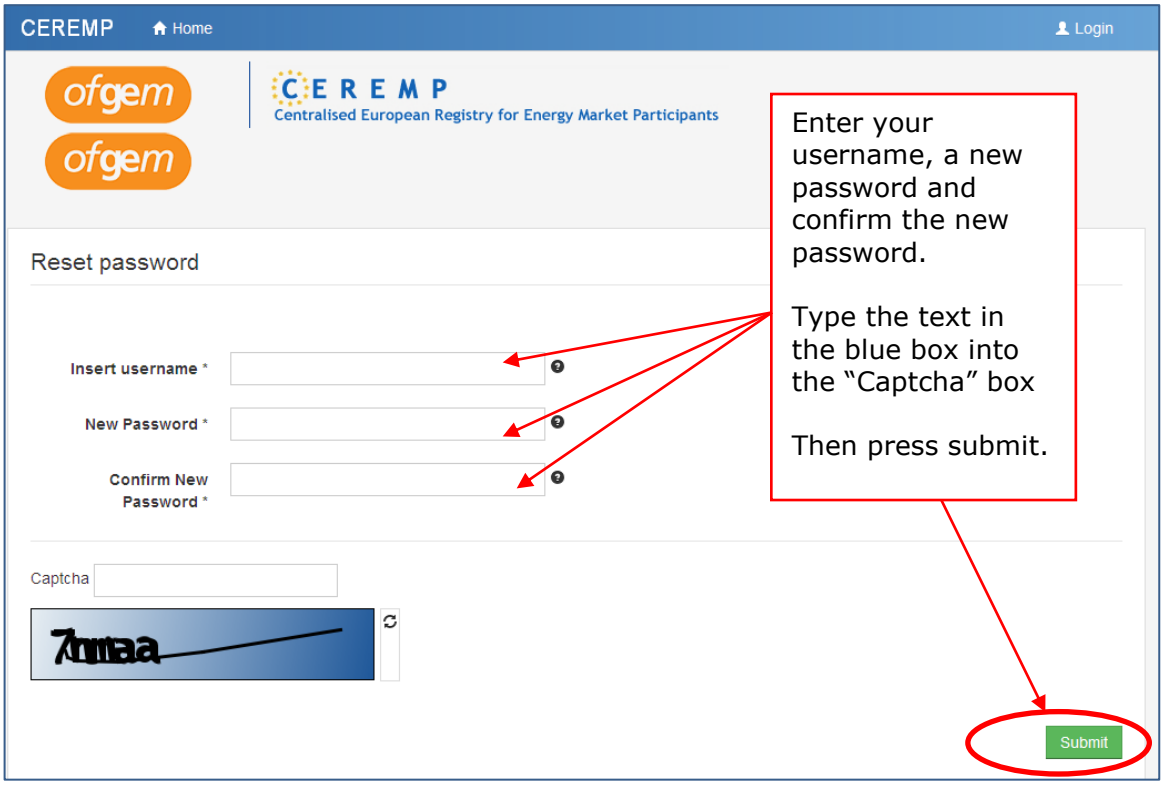


3.4. The system will send you an email like the one below with a link to reset your password.

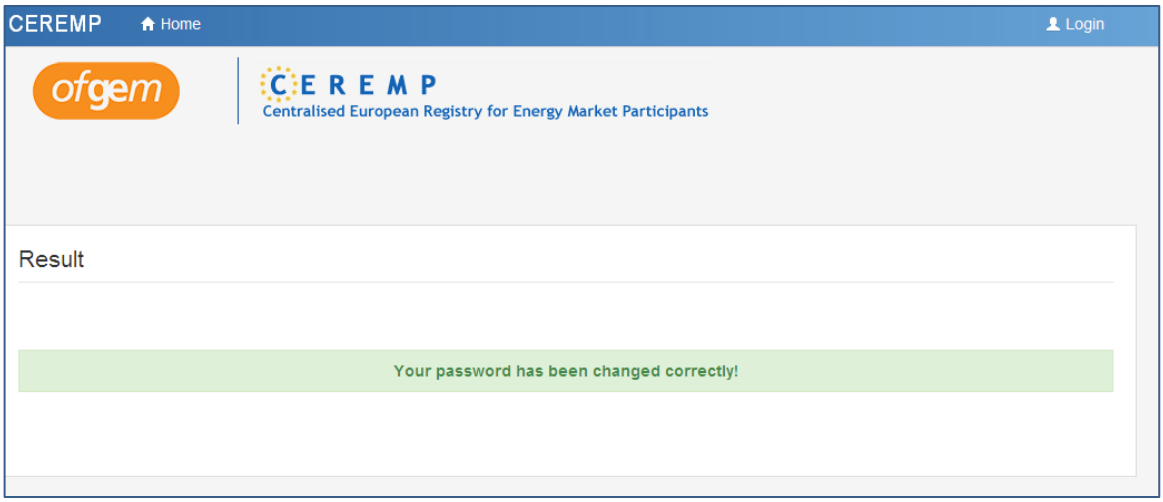


3.5. After clicking the "Reset your password" link, the page shown below will be displayed. You will need to enter your username, enter (and confirm) a new password and then type the text in the blue box into the Captcha box. Please note that the password policy outlined in paragraph 2.18.

3.6. **When you change your password, the system will not accept any of the previous five passwords you have used.**



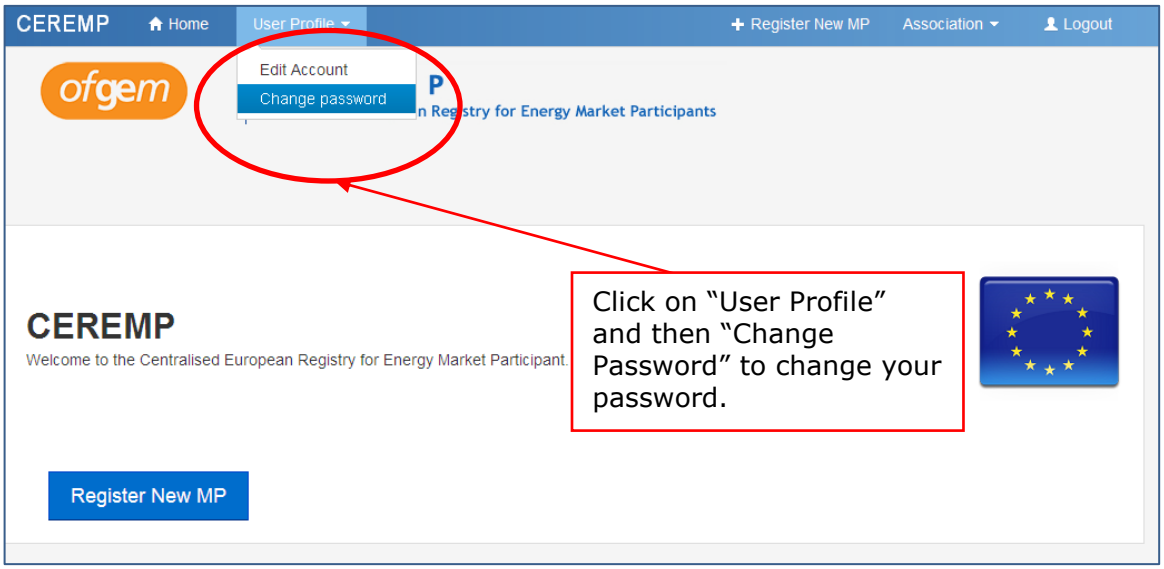
3.7. The page below will be displayed. Next a new token code will be emailed to you.



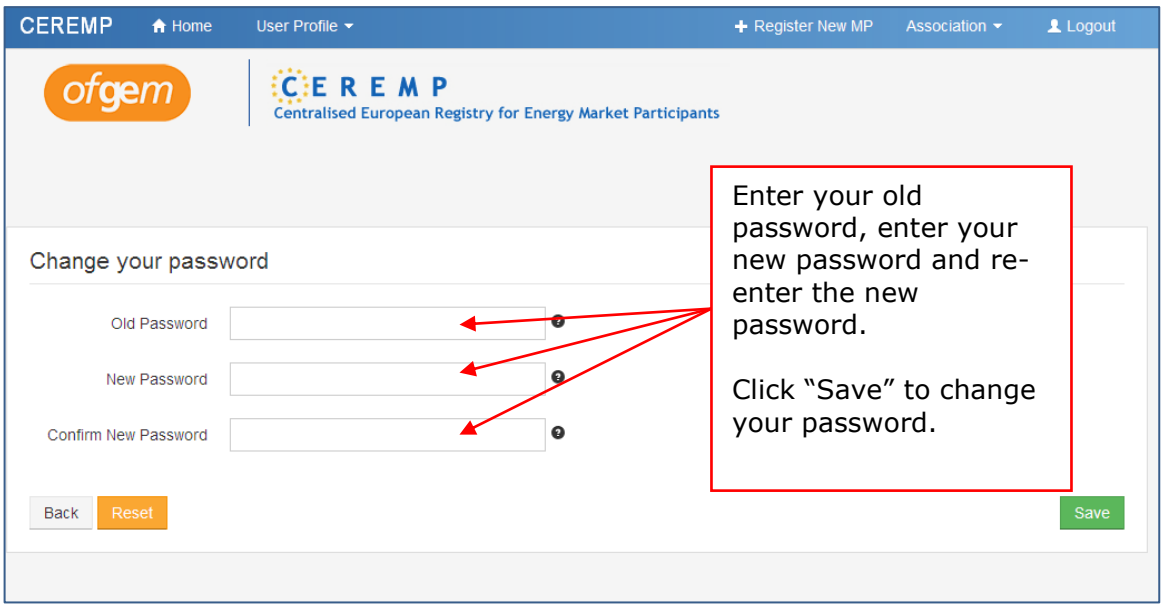
3.8. Once CEREMP confirms that your password has been changed, press "Login" in the top right corner to log into CEREMP using your username, new password and new token code.

Changing your password

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

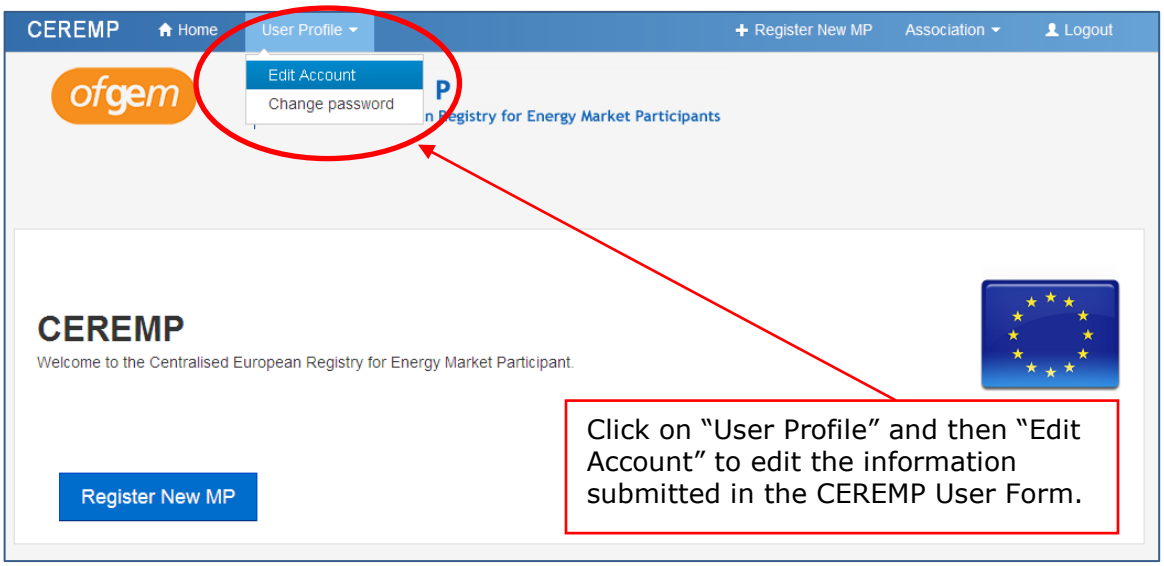


3.10. You must then enter your old password, a new password and confirm your new password. Click "Save" to change your password and return to the homepage.

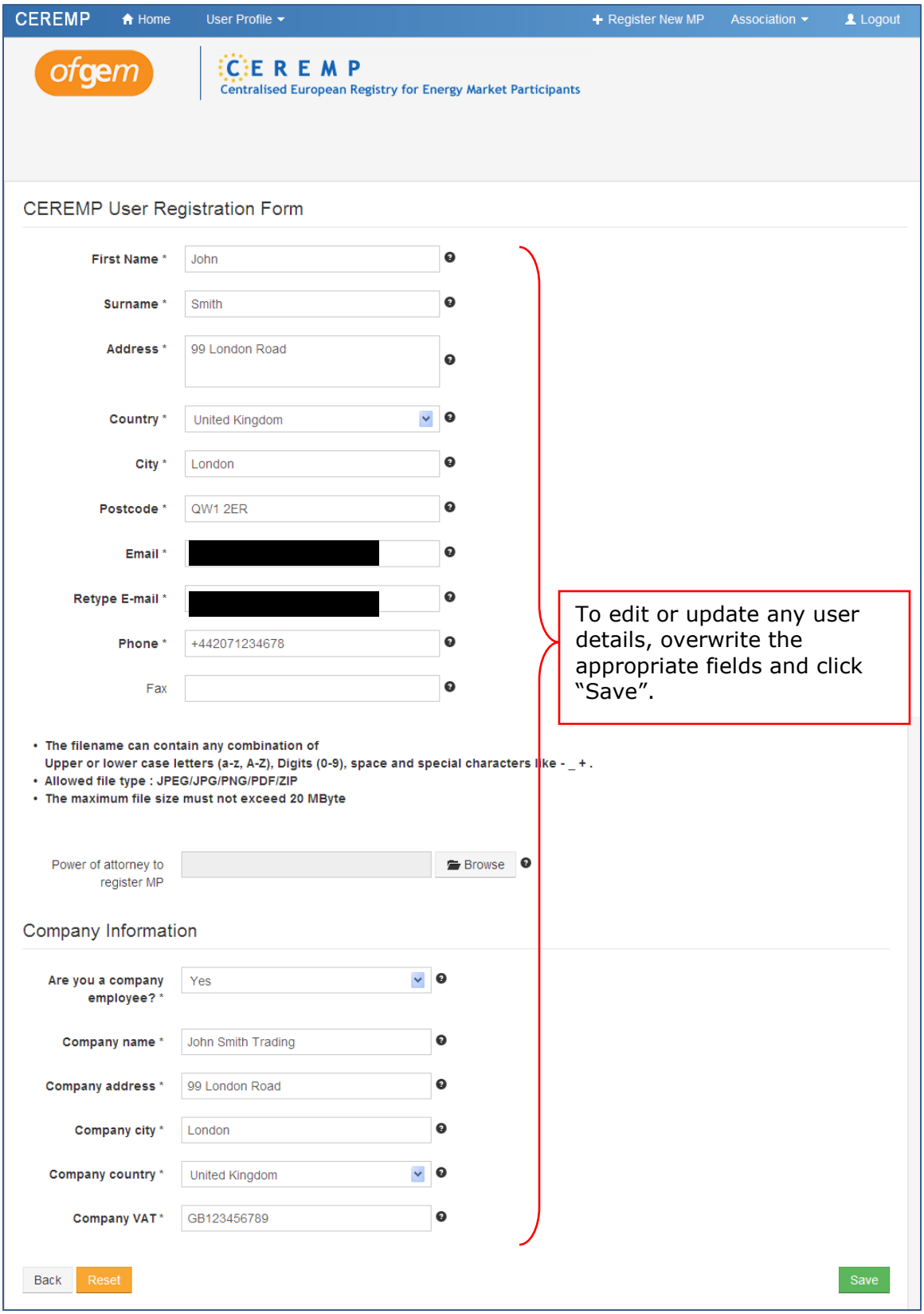


Editing or updating your user account

3.11. To change your user account details, login. From your homepage, click on "User Profile" and then "Edit Account".



3.12. The CEREMP User Form will then be displayed with the latest information that you provided. You can edit any of the fields and, once done, click on the "Save" button to record your changes.


CEREMP
Home
User Profile
Register New MP
Association
Logout
ofgem
CEREMP
Centralised European Registry for Energy Market Participants
CEREMP User Registration Form
First Name *
John
Surname *
Smith
Address *
99 London Road
Country *
United Kingdom
City *
London
Postcode *
QW1 2ER
Email *
Retype E-mail *
Phone *
+442071234678
Fax
The filename can contain any combination of
Upper or lower case letters (a-z, A-Z), Digits (0-9), space and special characters like - _ + .
Allowed file type : JPEG/JPG/PNG/PDF/ZIP
The maximum file size must not exceed 20 MByte
Power of attorney to register MP
Browse
To edit or update any user details, overwrite the appropriate fields and click "Save".
Company Information
Are you a company employee? *
Yes
Company name *
John Smith Trading
Company address *
99 London Road
Company city *
London
Company country *
United Kingdom
Company VAT *
GB123456789
Back
Reset
Save

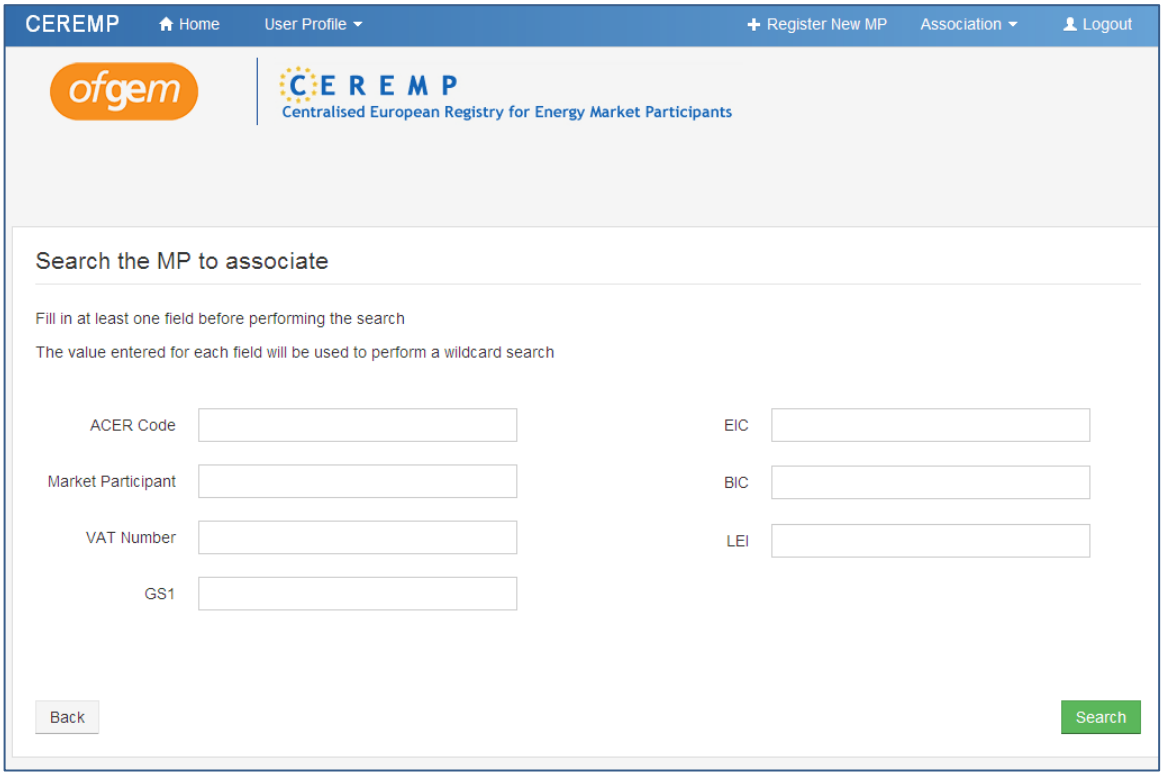
Linking a user account to an existing market participant

3.13. A market participant can link more than one CEREMP user to its registration account. Each user needs their own account. For example, if a market participant wanted to have three people in the company who could amend the registration information, each of those people would need a CEREMP user account.

3.14. The person who originally registered the market participant would already have a CEREMP user account and be automatically linked to that market participant.

3.15. Each additional user will have to link their account to the market participant in question. This is done by logging into CEREMP and clicking on "Association" and then "New MP Association".

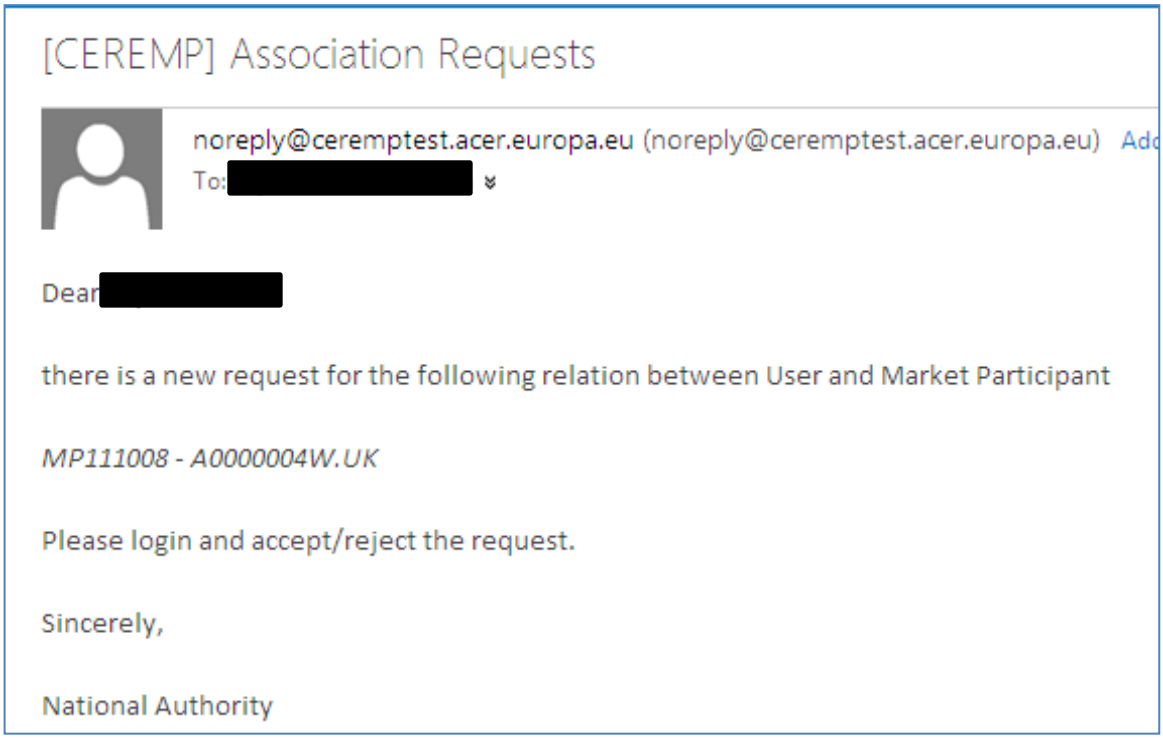
3.16. After clicking on "New market participant Association", a search form (shown below) will be displayed. Enter your search criteria and click on "Search".



3.17. Search results will be displayed. Select the market participants that you want to be associated with and press "Send Request". You will then see a message stating that your association request has been sent to all users linked to the MP.

Accepting or rejecting a request from another CEREMP user to link their user account with your market participant

3.18. The first user receives an email asking them to confirm (or reject) your application to be associated with the market participant that they are already associated with.


[CEREMP] Association Requests

noreply@ceremptest.acer.europa.eu (noreply@ceremptest.acer.europa.eu) Add
To: [redacted]

Dear [redacted]

there is a new request for the following relation between User and Market Participant

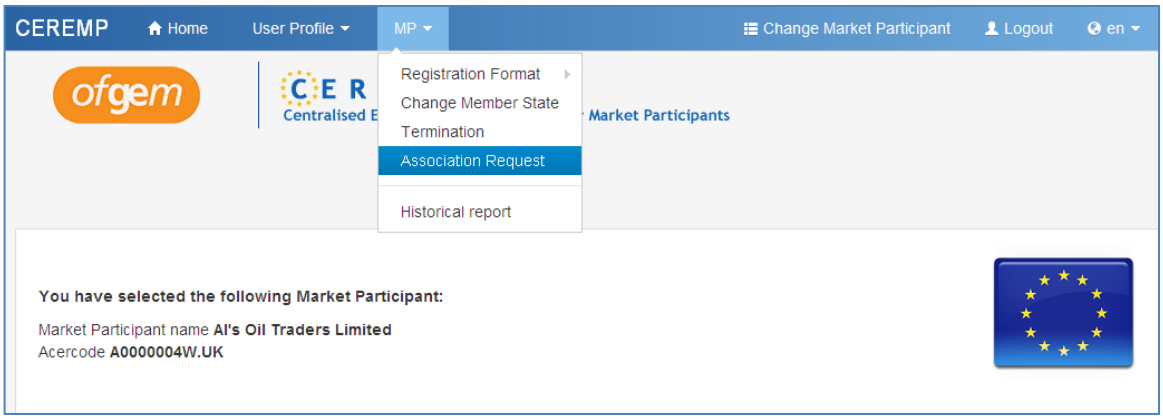
MP111008 - A0000004W.UK

Please login and accept/reject the request.

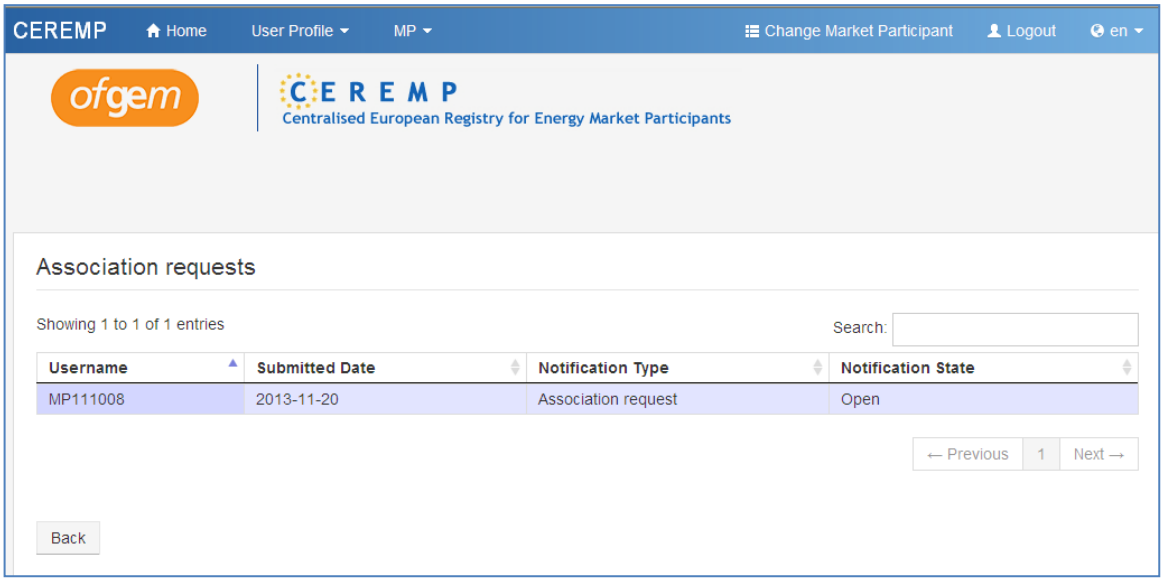
Sincerely,

National Authority

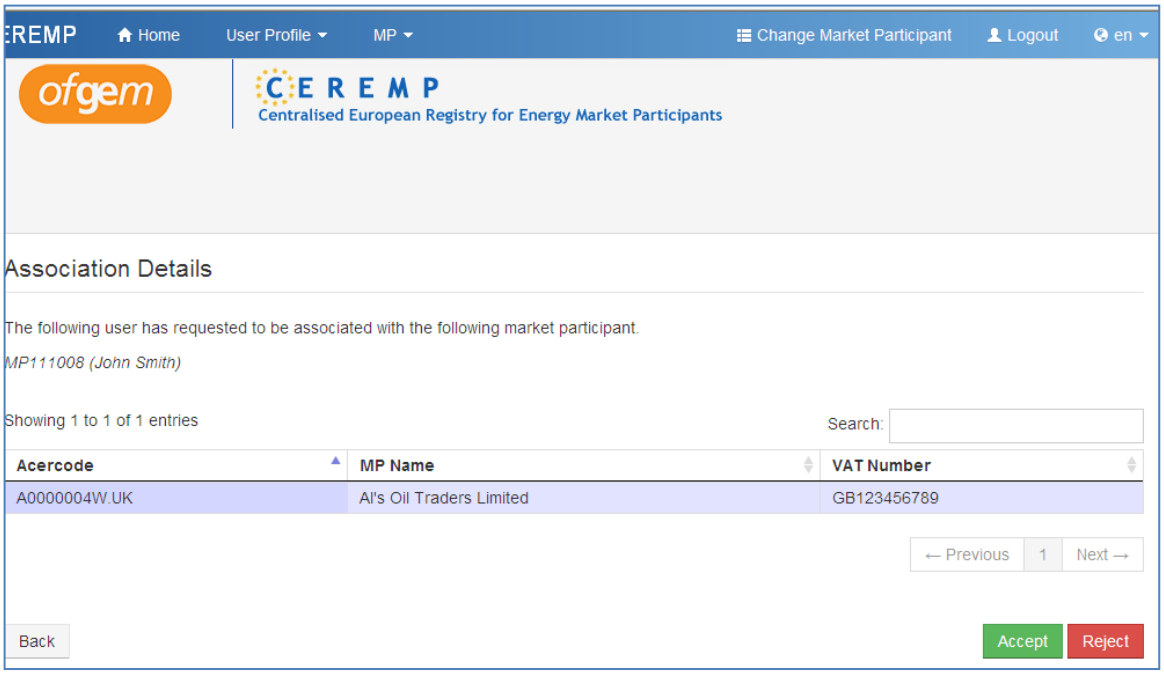
3.19. That user should log into the system, click "MP" and then "Association Request".



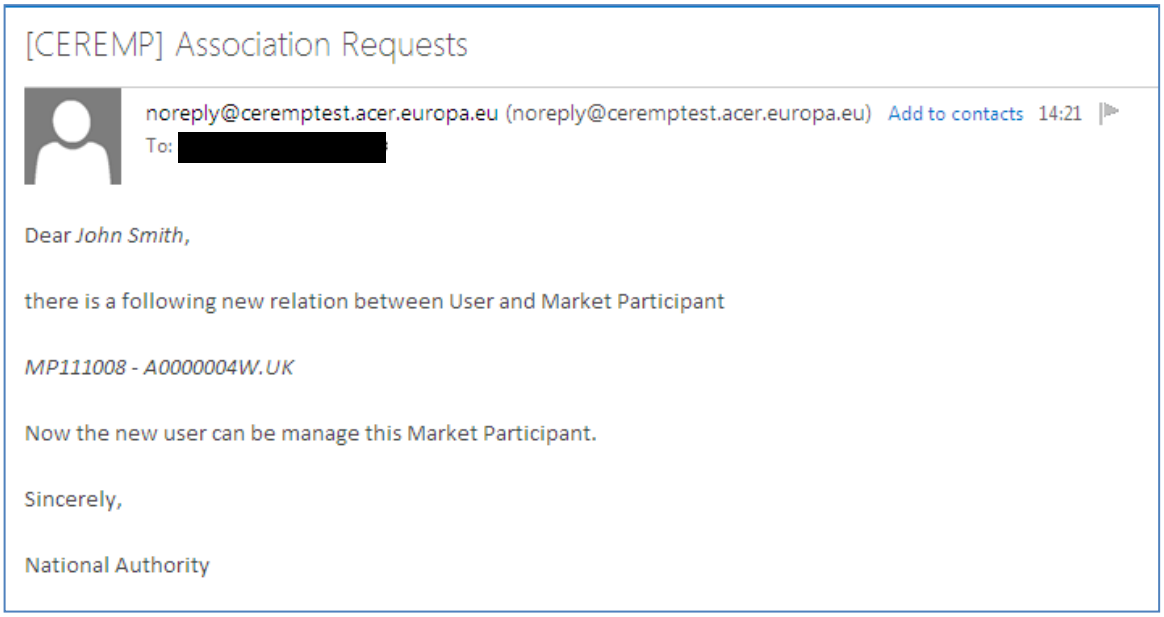
3.20. They will be presented with a list of all association requests.



3.21. They can then click on your request and either accept or reject it.



3.22. If they accept the request, both users will receive an email (shown below). This will confirm that your user ID has now been associated with the relevant market participant's ACER Code.



[CEREMP] Association Requests

noreply@ceremptest.acer.europa.eu (noreply@ceremptest.acer.europa.eu) Add to contacts 14:21

To: [redacted]

Dear *John Smith*,

there is a following new relation between User and Market Participant

MP111008 - A0000004W.UK

Now the new user can be manage this Market Participant.

Sincerely,

National Authority

3.23. From then on, you will be able to log into CEREMP and edit the relevant market participant.

4. Registering a market participant

Chapter summary

How a CEREMP user can register a market participant including:

- What information needs to be provided in each section.
- How to save and complete a draft registration application.
- How to register an additional market participant.

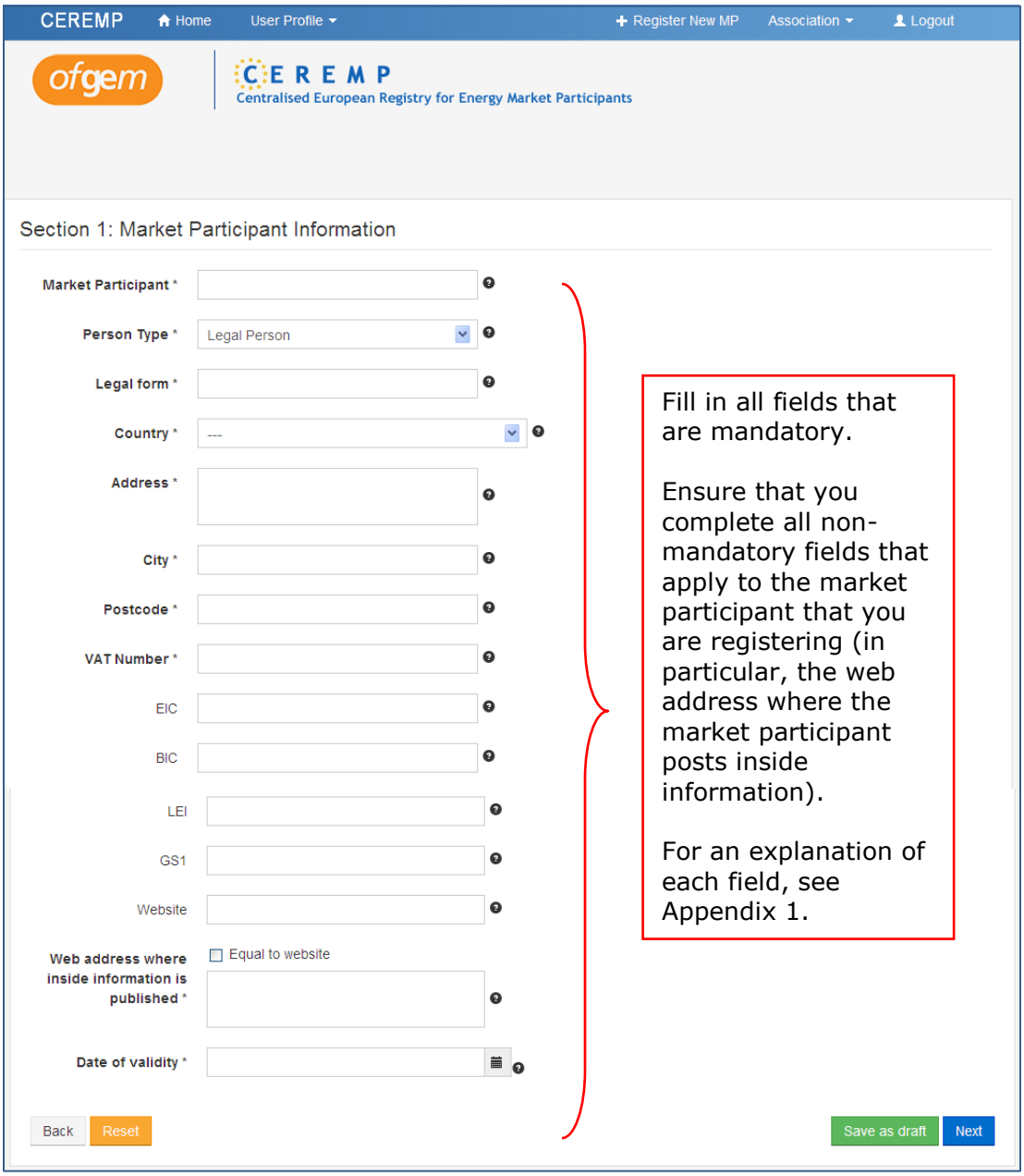
4.1. This chapter explains how to work your way through the 5 sections of the market participant registration process.

4.2. **Appendix 1 explains what information is required in each field. If you are unsure of what information to submit in each field, please consult this Appendix.**

4.3. The first step to registering a market participant is to click on "Register New MP" on the CEREMP homepage.

Section 1: market participant information

4.4. Complete all fields relating to market participant[3] information and then click "Next".

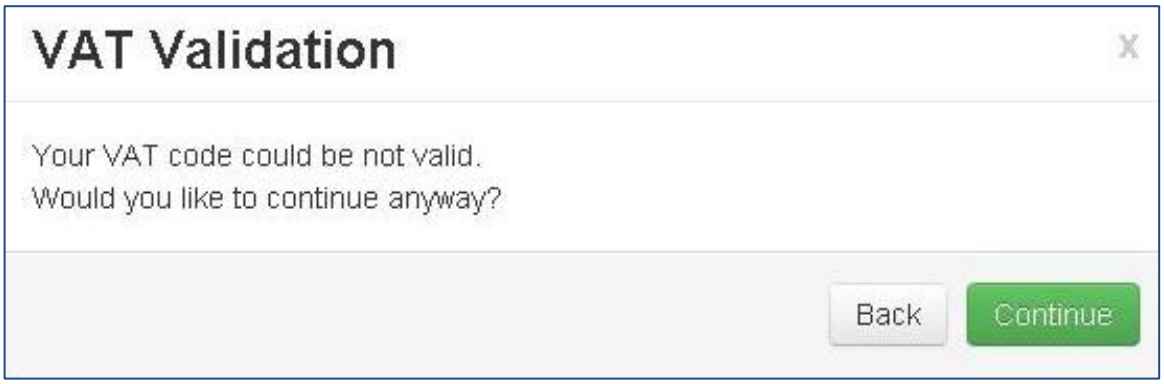


[3] If the market participant you are registering is a natural person, not a legal person, you will have to complete the following fields as well as those shown in the screen shot on the next page:

- Date of birth
- City of birth
- Country of birth.

4.5. The CEREMP system will automatically check the VAT number entered against the European Commission's VAT database. If the VAT code prefix is not a GB one, the following message will be displayed:

4.6. If the entered VAT code is not included in the European Commission's VAT database, the following message will be displayed:



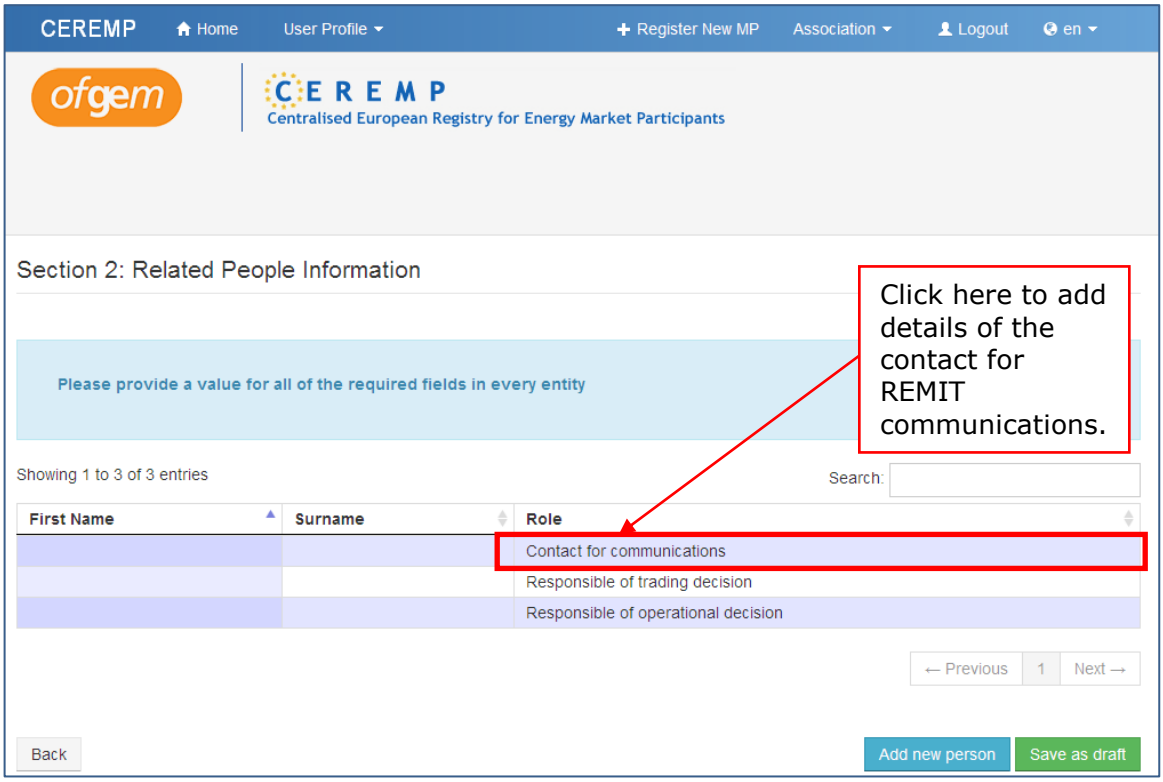
4.7. In either case, please check that the VAT number you have entered is correct. If you are happy with the VAT number you have entered, press continue.

Section 2: related people information

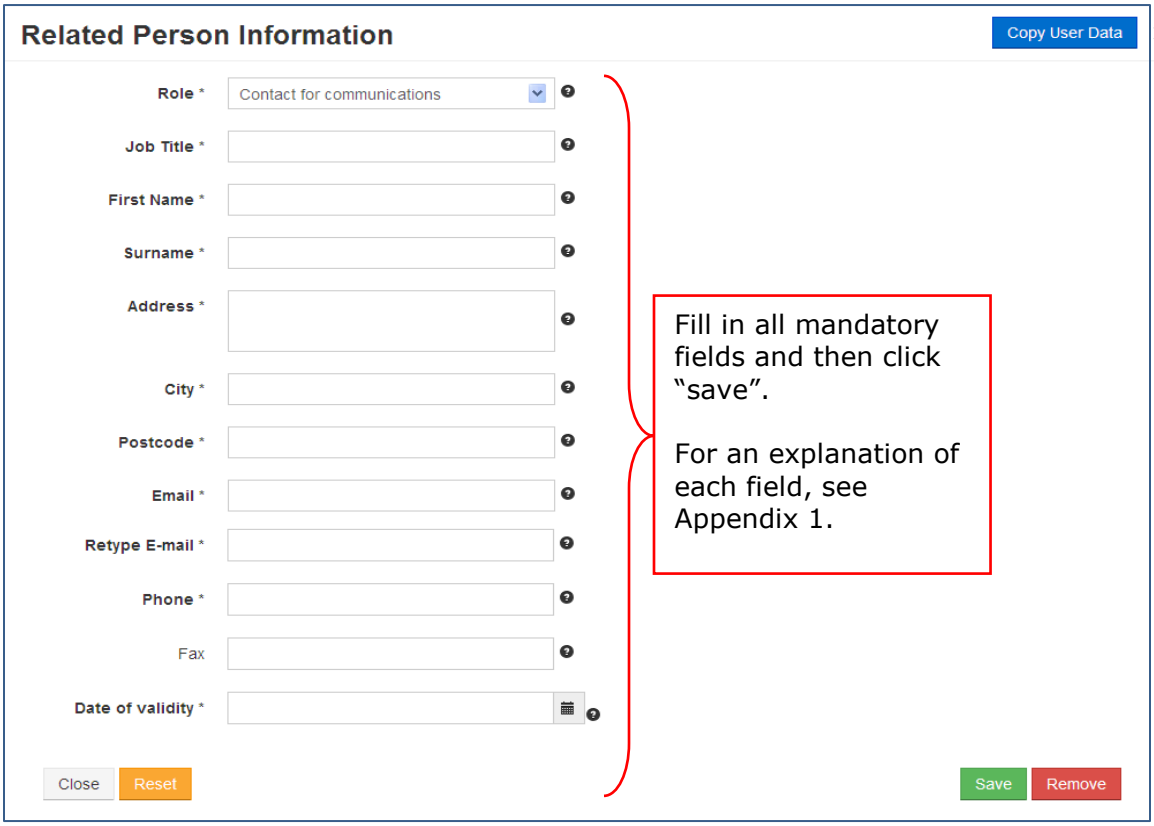
4.8. The second set of information that is required relates to three positions in the market participant organisation:

- Contact for REMIT communications
- Person responsible for trading decisions [*not individual traders*]
- Person responsible for operational decisions.

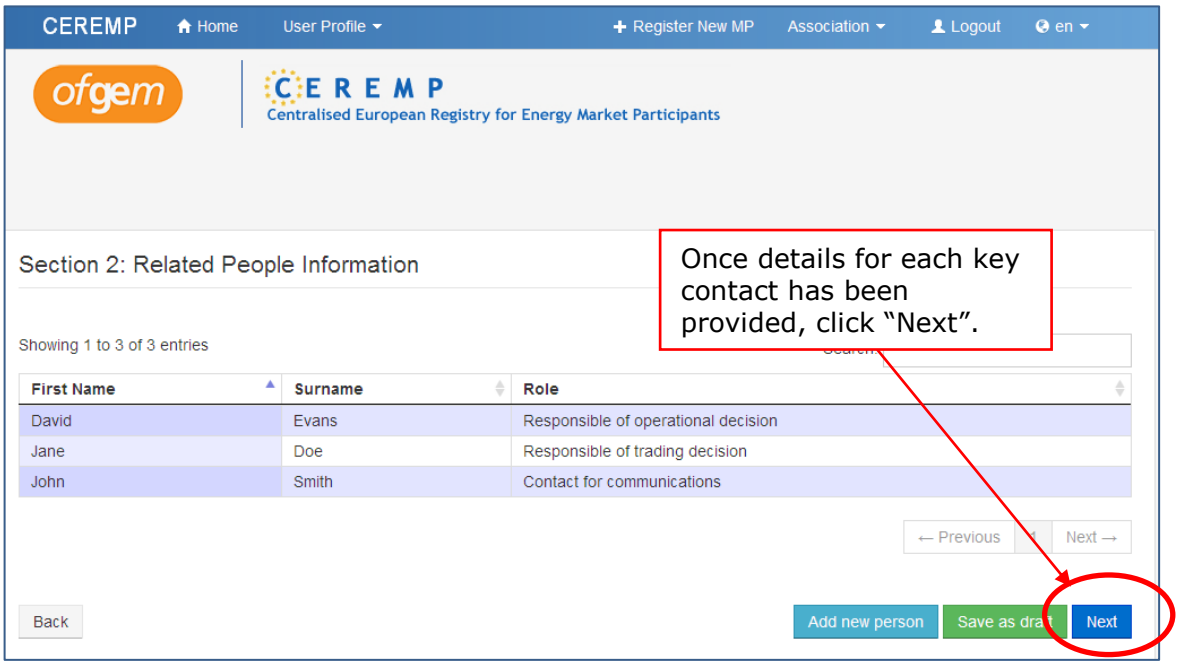
4.9. You must provide details for each of the three positions. The inclusion of these individuals as part of the REMIT registration process does not place any additional legal liability on those persons.



4.10. By clicking on one of the available role titles, the window shown below will appear, asking for contact information for that role.



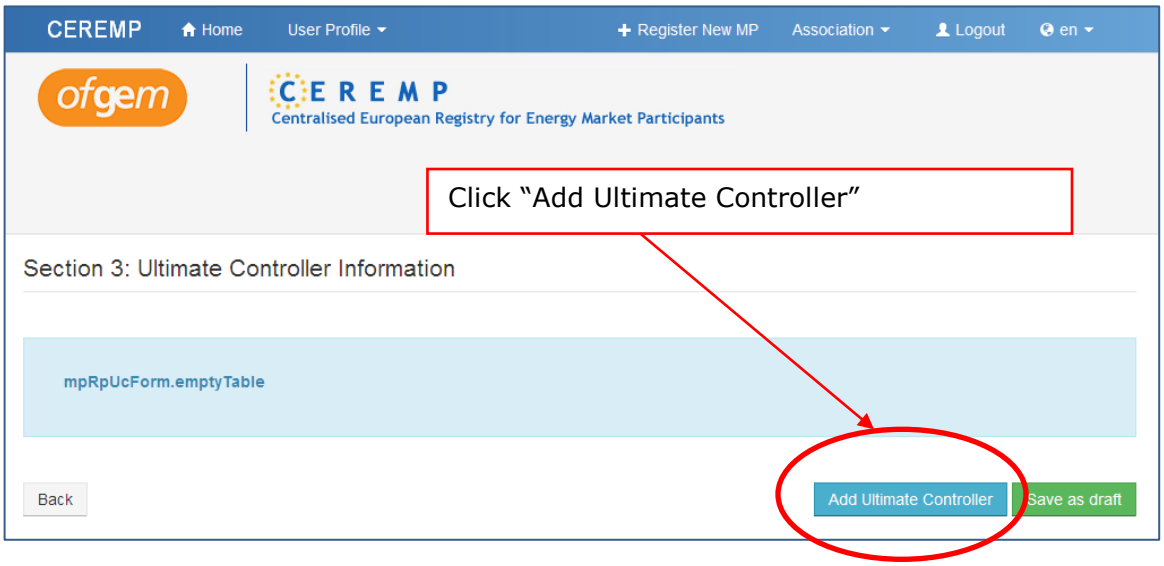
4.11. Repeat this process for each contact. Once you have provided details for each role, the system will summarise the contact information, as shown below. Click on "Next" to move to Section 3.



Section 3: ultimate controller information

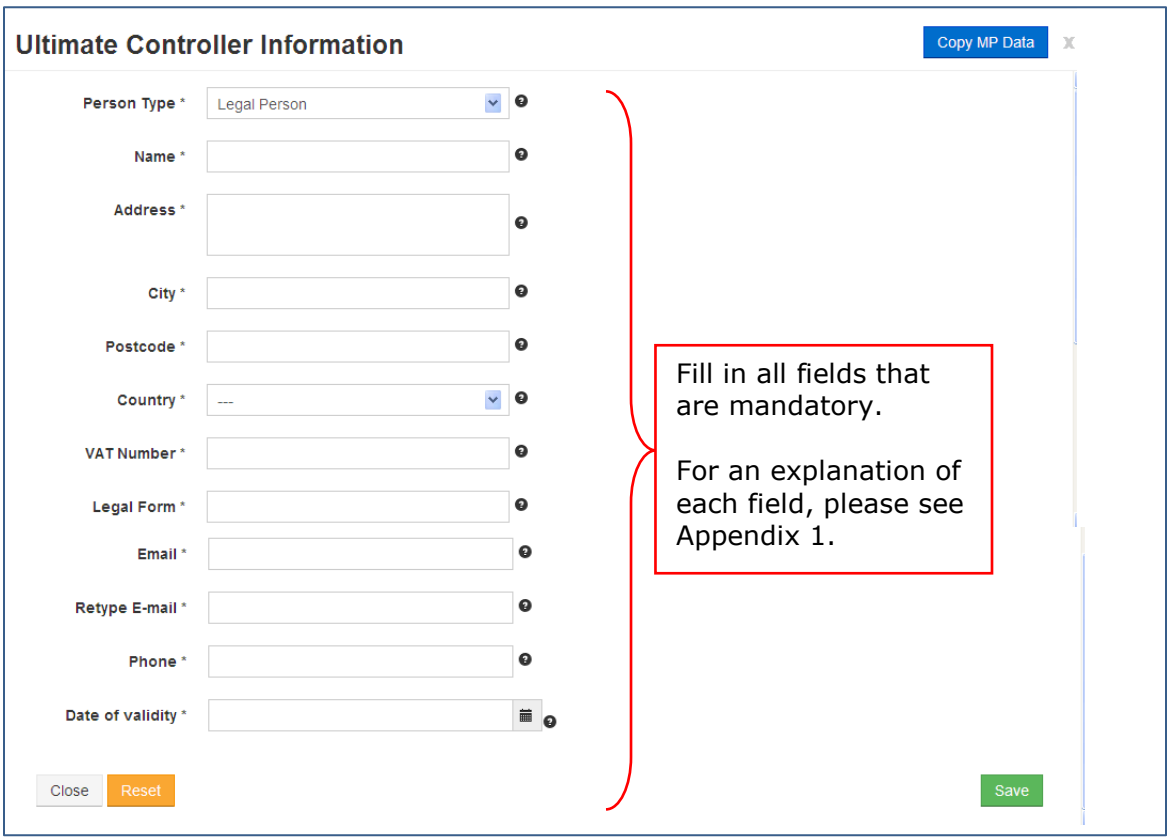
4.12. For each ultimate controller of the market participant, click the "Add Ultimate Controller" button.

4.13. See Appendix 1 for more information on what constitutes an ultimate controller of the market participant.



4.14. An ultimate controller can be a legal or natural person.

4.15. For each (legal person) ultimate controller, the information show below is required. Once the fields are completed, press "Save".



4.16. If the ultimate controller of the market participant is a natural person, slightly different information is required.

4.17. If the market participant is wholly self-owned, the user can simply press the "Copy market participant data" and the page will automatically be filled in with the same information used in Section 1.

4.18. Repeat this process for all ultimate controllers of the market participant. The system will show a summary of all the ultimate controllers that have been listed.

4.19. After completing information for all ultimate controllers, click on "next" to move to Section 4.

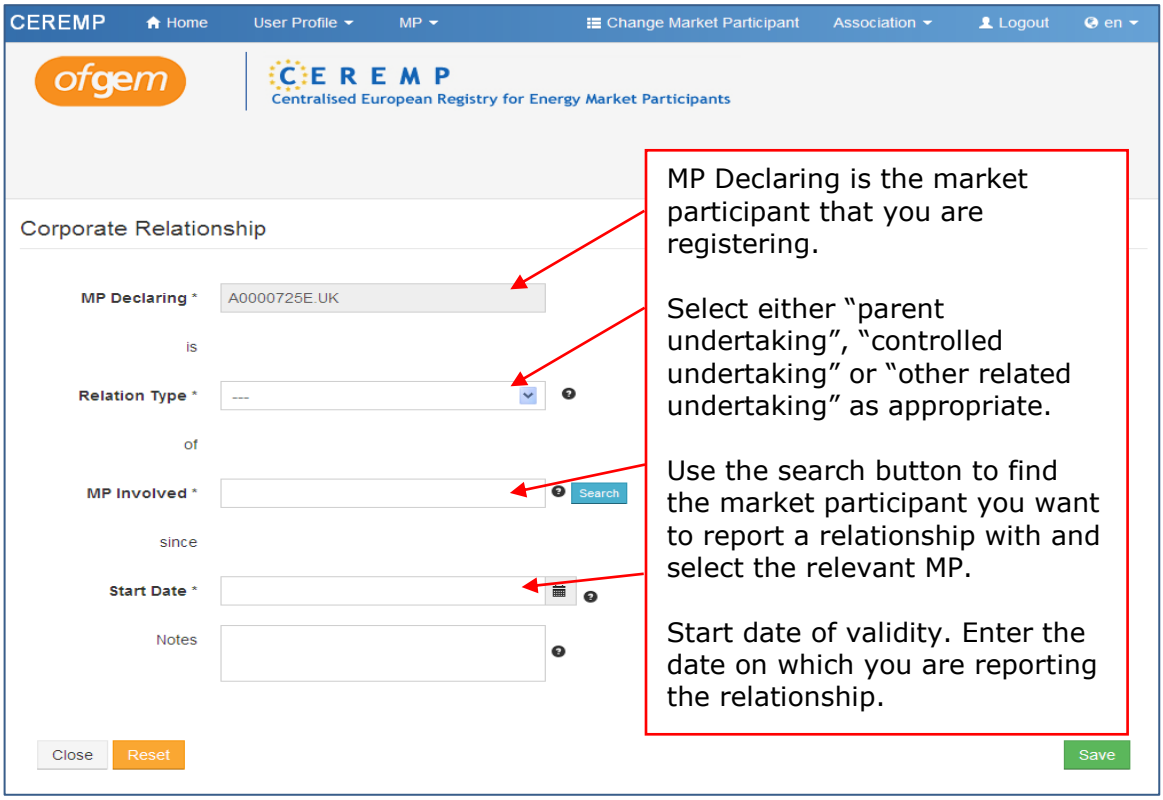
Section 4: corporate relationship information

4.20. On 17 March 2015, ACER published a European register of all market participants that have submitted registration information. ACER will continue to update this register as more market participants register with national regulators.

4.21. From 17 March, ACER also enabled Section 4 of the registration process. This means that from that date, market participants will be able to add corporate relationships between different market participants that are registered in the CEREMP system.

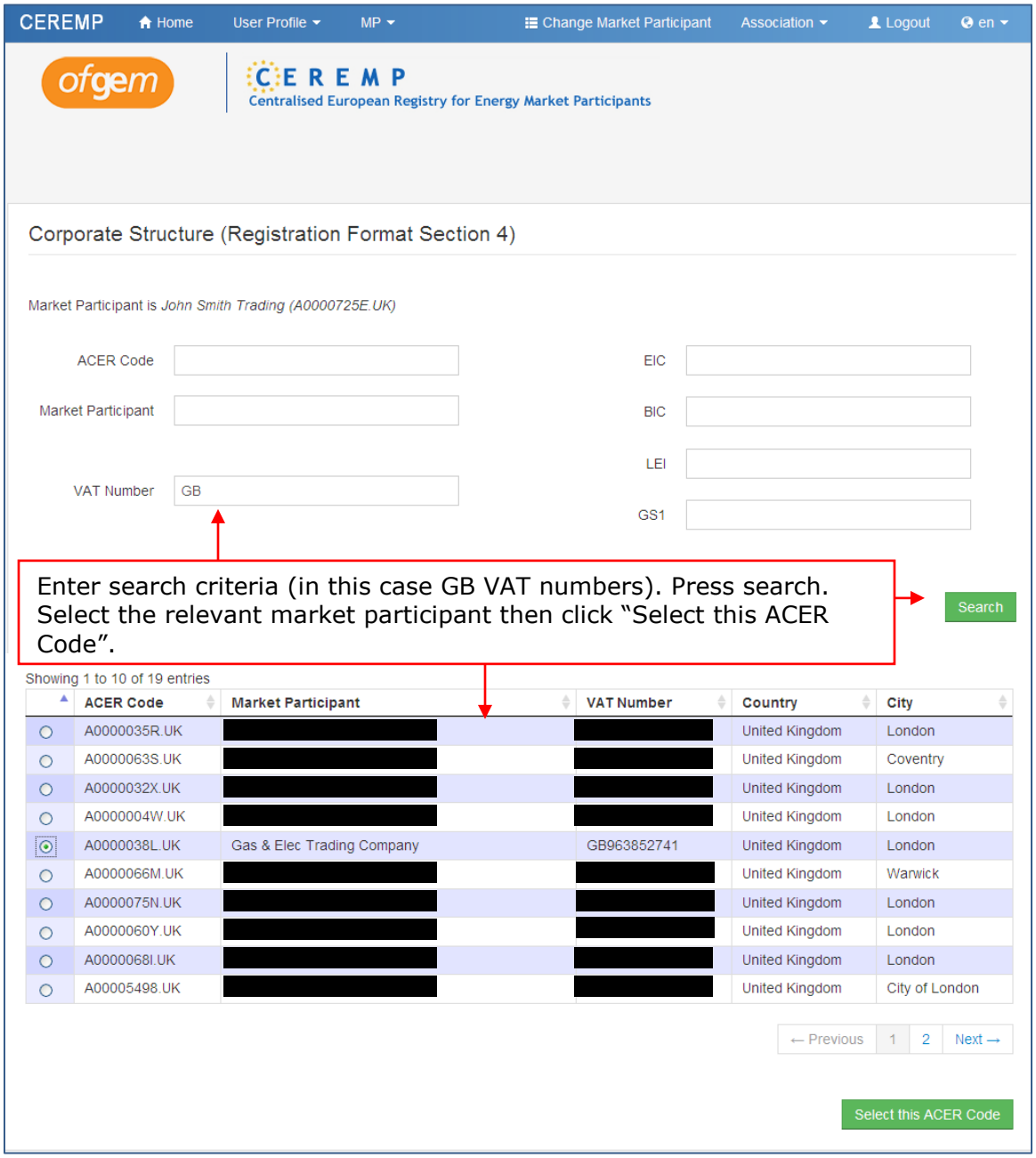
4.22. Click on "Add Corporate Structure" to start.

4.23. You will then see the following page:



4.24. First choose the relationship type; select either "parent undertaking", "controlled undertaking" or "other related undertaking" as appropriate.

4.25. To select the market participant involved click on "**Search**". Insert your search criteria and click on "Search". You will see a list of matching market participants:



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

4.27. Click on "Save" to add a new corporate relationship.

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

4.29. You will also receive an email confirming that the relationship has been submitted.

4.30. In addition, email notifications will be sent to:

- the national regulatory authority of the declaring market Participant
- users linked to the declaring market Participant
- users linked to the involved market Participant
- The contact for communications of the declaring market participant
- The contact for communications of the involved market participant

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

From: ceremp-dev@lutech.it
To: [redacted]
Cc:
Subject: [CEREMP] Corporate Relationship

Dear *John Smith*,

has been accepted the relation with following Market Participant

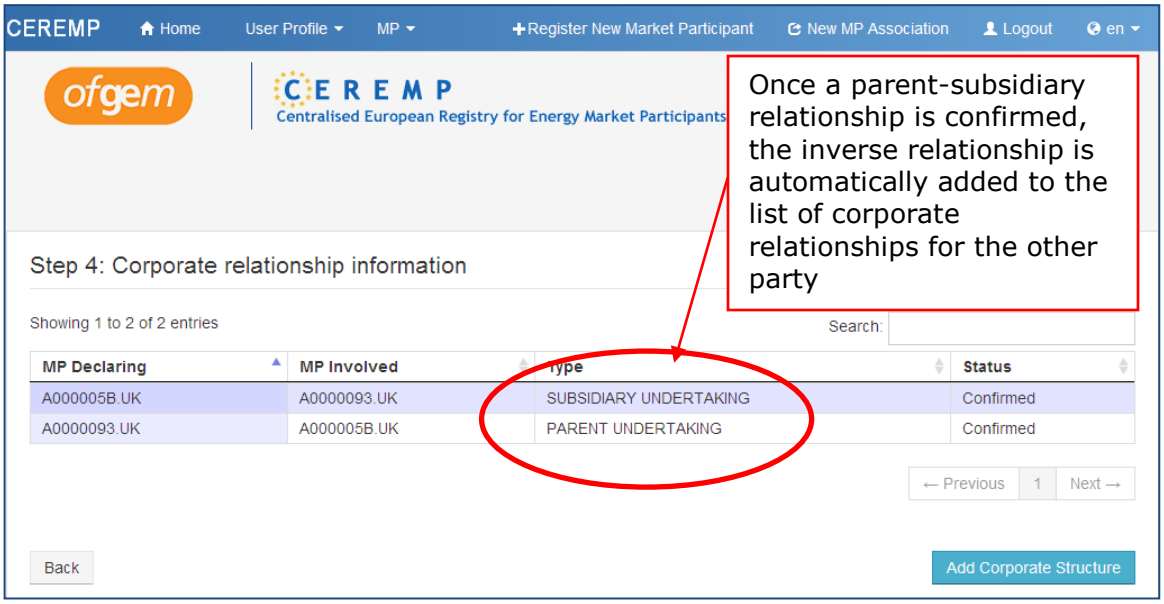
John Smith Trading (A0000725E.UK) - Gas & Elec Trading Company (A0000038L.UK)

Now you are in relation.

Sincerely,

National Authority

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



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

Confirming or rejecting a corporate relationship that has been declared by another market participant

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

[CEREMP] Corporate Relationship

noreply@test-acer-remit.eu Add to contacts 29/10/2014
To: [redacted]

Dear *MP108960*,

A new relationship for the following Market Participants has been submitted

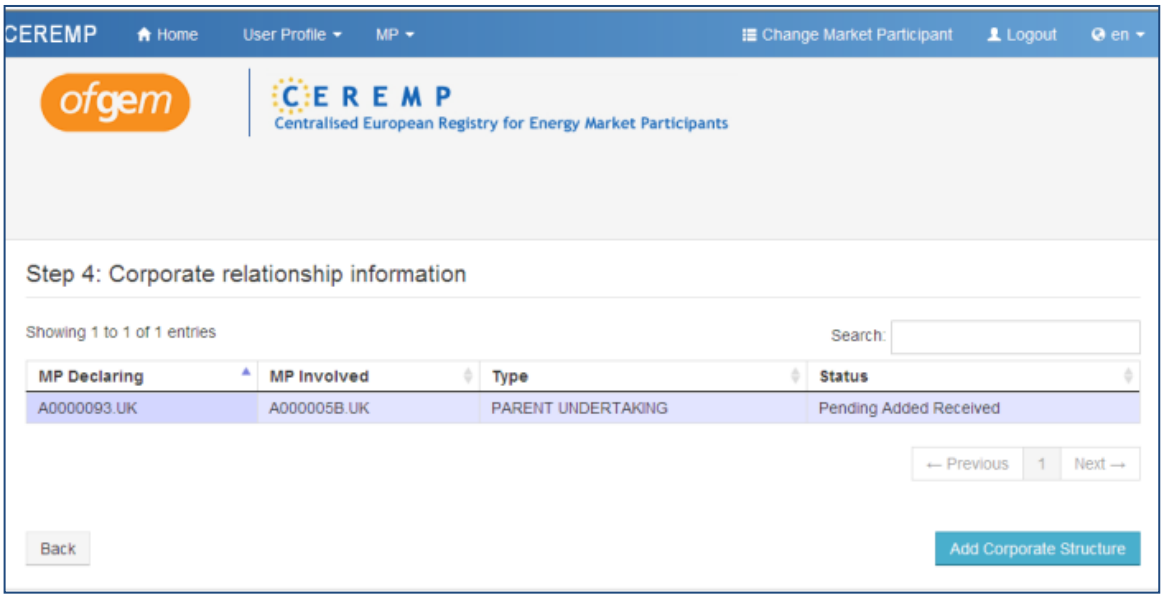
A0000725E.UK - A0000038L.UK

Please check the relationship, then take the appropriate action.

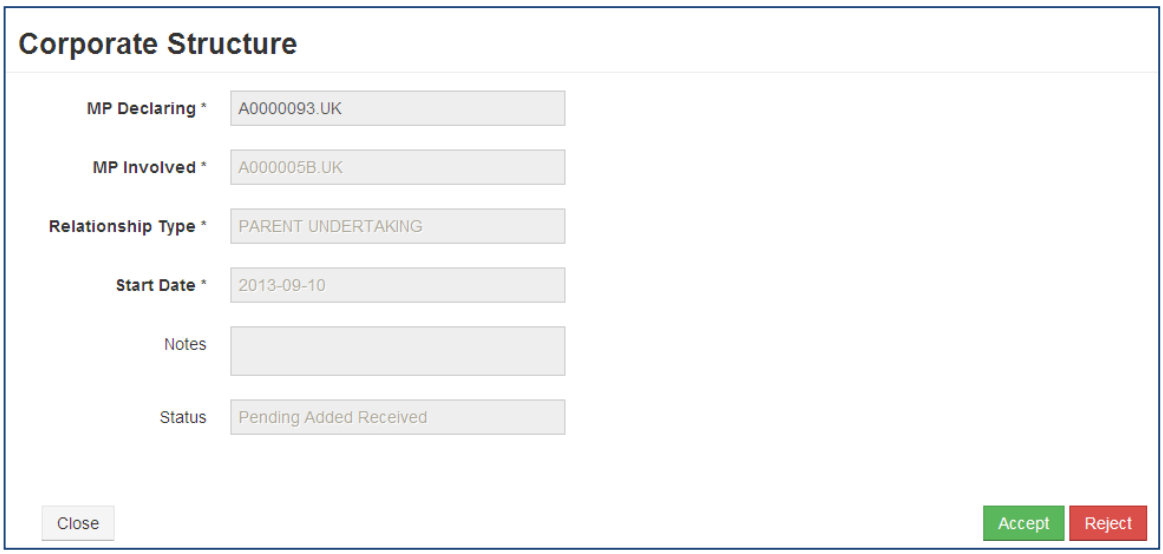
This is an automatically generated email. Please do not reply to this message.

CEREMP Information System

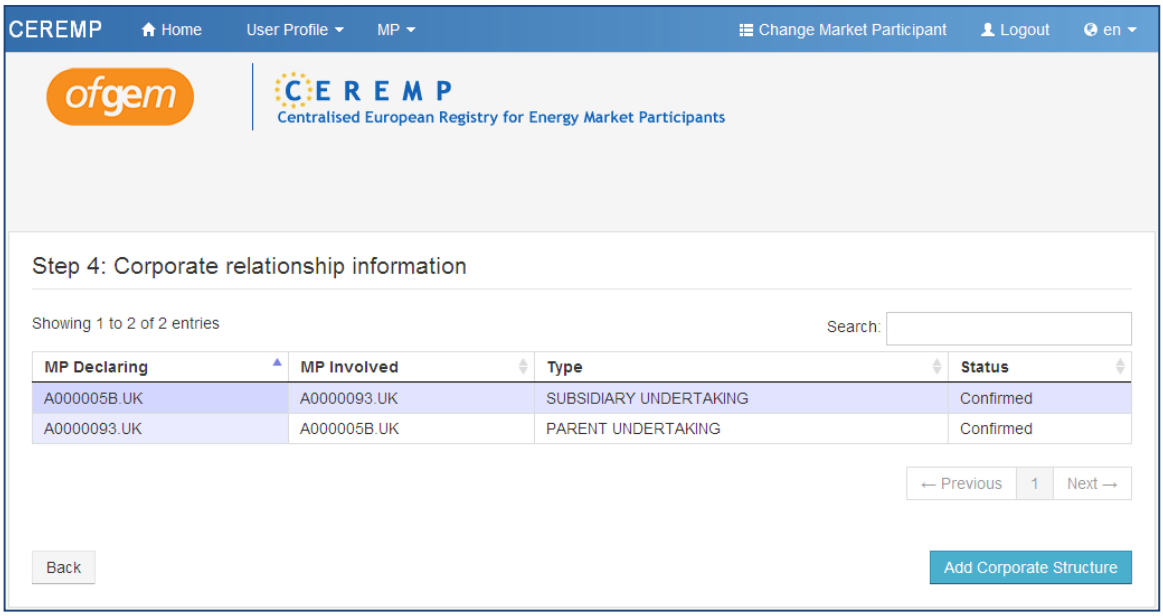
4.35. You will see that there is a new corporate relationship in a "Pending Added Received" status.



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



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



Section 5: delegated parties for reporting information

4.38. The final information required is the delegated parties for reporting information. This is related to how the market participant you are registering intends to report transaction data to ACER.

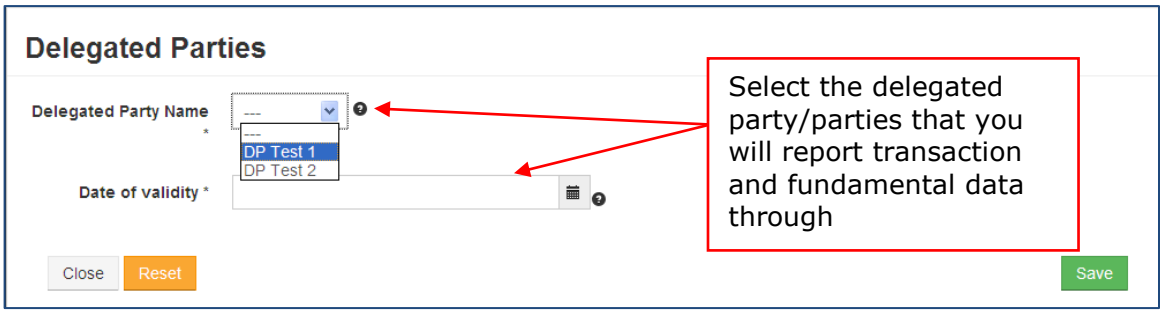
4.39. This section requires you to select whichever registered reporting mechanism(s) (RRMs) you intend to report through. Alternatively you can

indicate that the market participant you are registering intends to self-report by registering as a reporting entity.

4.40. If you intend to report through a third party RRM, click on "Add Delegated". More information on what a delegated party for reporting is can be found in Appendix 1.

4.41. If the RRM you intend to report through has not yet registered as an RRM, please leave this section blank and complete it once the RRM has registered with ACER.

4.42. After you have clicked on "Add Delegated", a new page will be displayed that will allow you to select the RRM that you are using from a drop down menu of RRMs. Select the appropriate delegated party code and enter the date of validity (whatever day you are completing the form). Then click "Save".

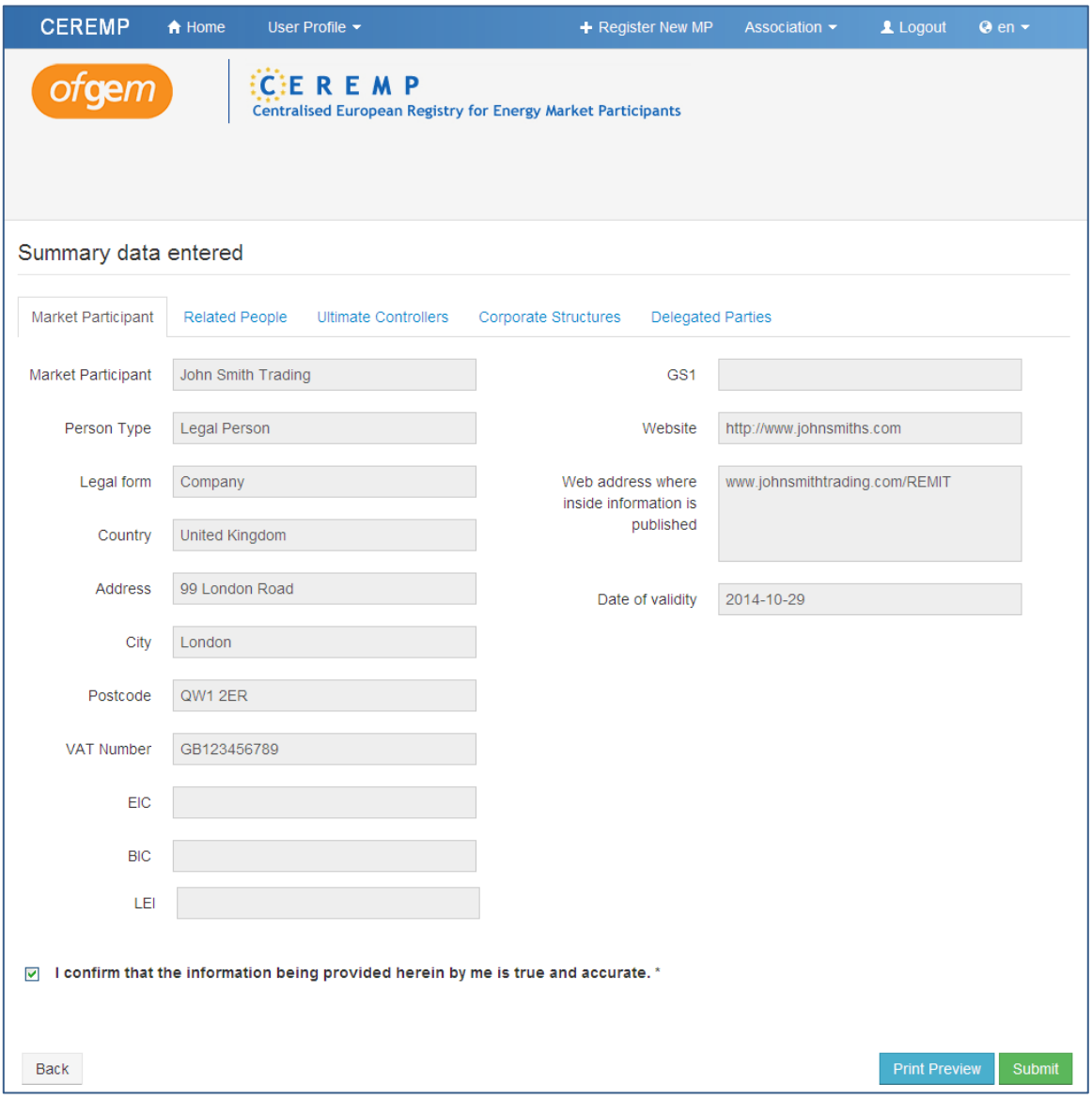


4.43. You can add another delegated party by repeating this step.

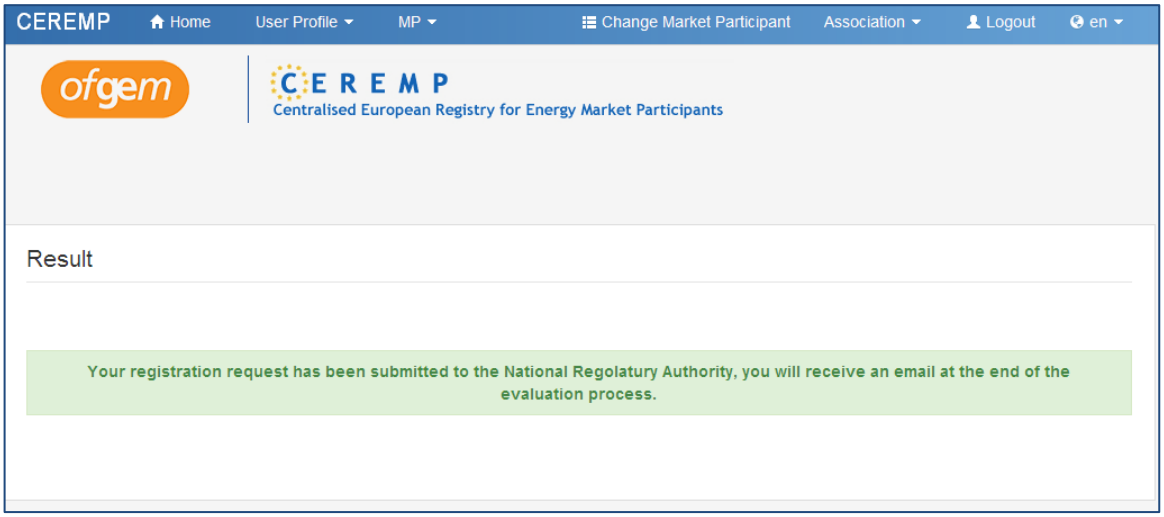
4.44. After filling in all the required fields in Section 5, click "Next".

Summary page

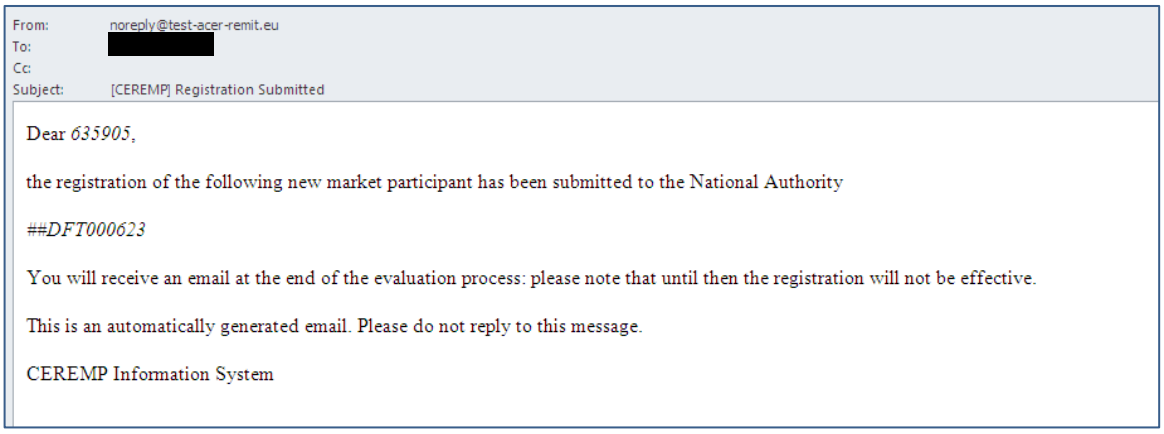
4.45. The summary page shown below will appear. You can click on the tabs at the top to check the data you have entered for each section. If you are happy with the information you have entered, confirm that it is true and accurate by ticking the checkbox at the bottom of the page. Then click "Submit".



4.46. The following message will appear. At this point, our REMIT team will receive a notification that you have submitted registration details for that market participant.



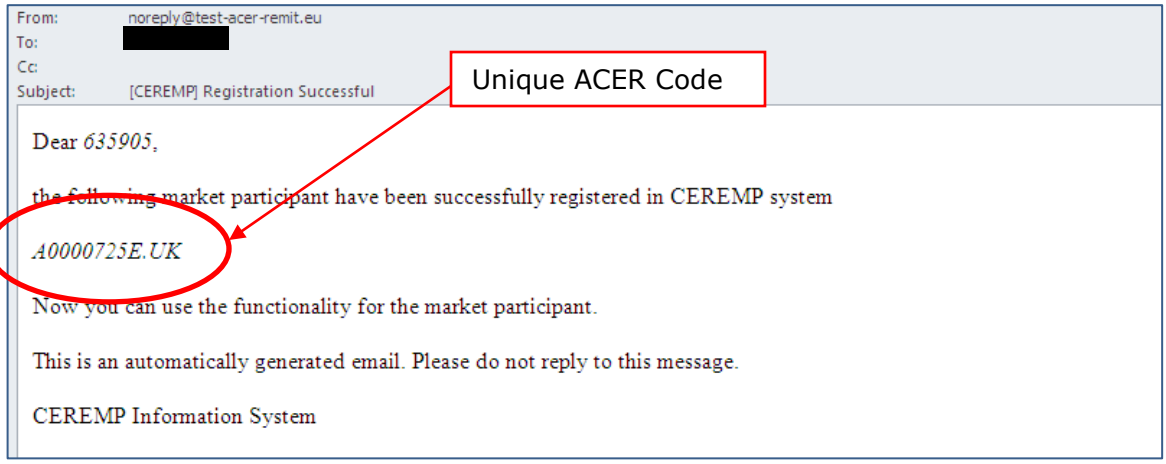
4.47. You will also receive an email confirming that the registration details have been submitted.



4.48. Our REMIT team will check the registration details. If we have no queries, we will forward the information to ACER to add the market participant to the European register of market participants.

4.49. If we ask you to provide more information, the registration will remain as "pending" in CEREMP. You will receive an email asking you to log into CEREMP and address the issue(s) before we forward the information to ACER.

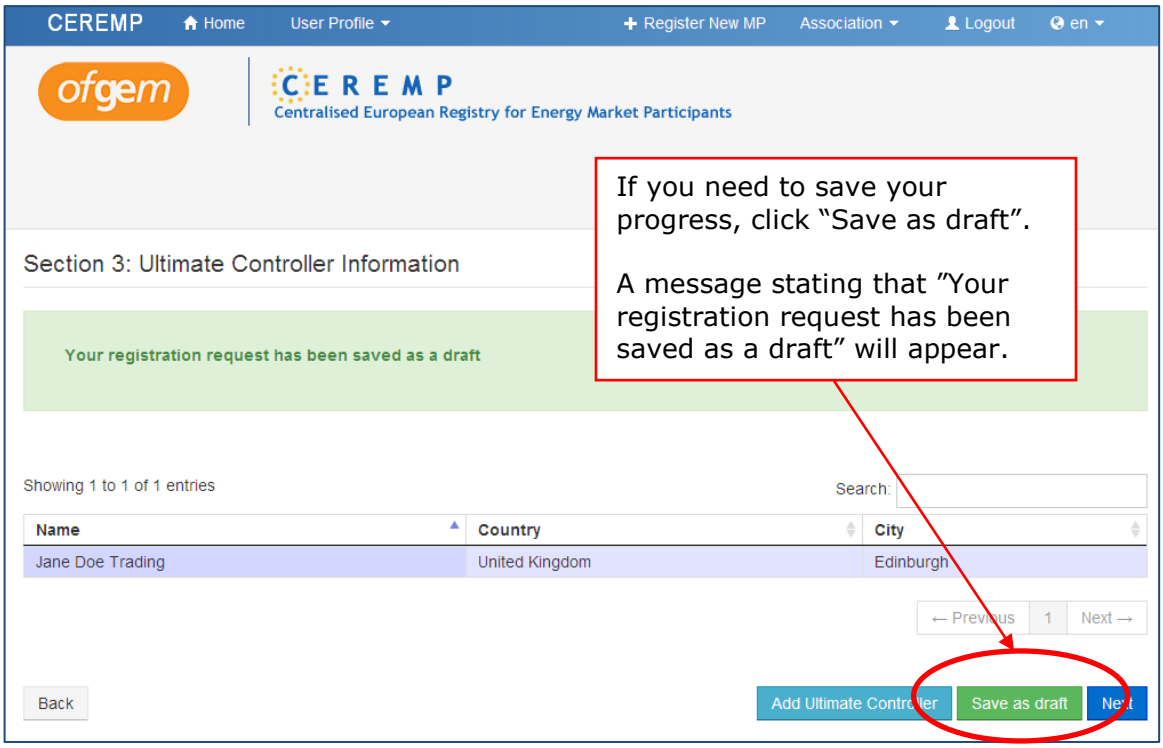
4.50. If there are no issues with the information provided, you will receive an email stating that your registration has been successful. This email will include the unique ACER code for the market participant.



4.51. The contact for communications will also receive an email at this stage confirming that registration information has been successfully submitted.

Saving and completing a draft

4.52. At any step of the registration process you can save a draft and log out. Simply click on "save as draft". An automatic message will confirm that your progress has been saved.



4.53. Whenever you log in again, the saved registration information will be available to continue the registration process from where you were before saving the

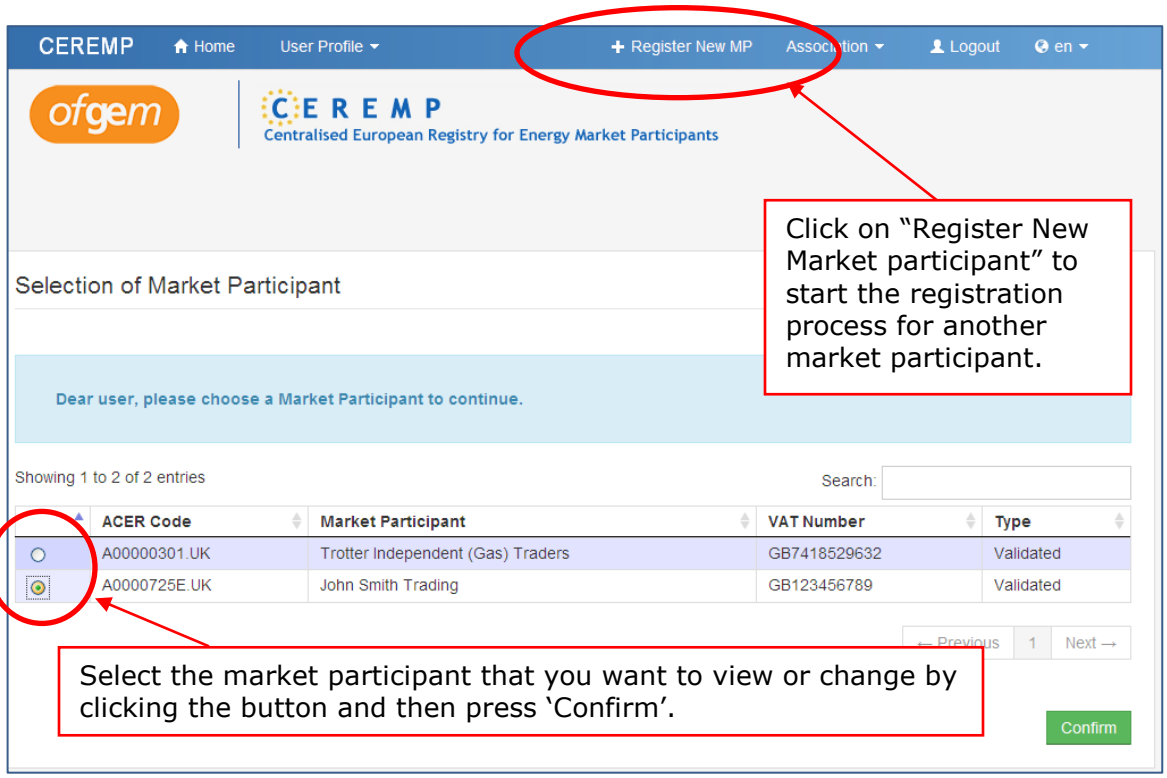
draft. To return to this position, log into CEREMP and click on "continue registration".

Registering additional market participants

4.54. You can register multiple GB market participants with Ofgem. However, a single user cannot register market participants with different national regulatory authorities.

4.55. To register an additional market participant, log into CEREMP and click on "Register New MP". You will then be able to repeat the registration process for another market participant.

4.56. If you register more than one market participant, after logging into CEREMP, you will be presented with a list of available market participants. This screen is shown below.


CEREMP
Home
User Profile
Register New MP
Association
Logout
en
ofgem
CEREMP
Centralised European Registry for Energy Market Participants
Click on "Register New Market participant" to start the registration process for another market participant.
Selection of Market Participant
Dear user, please choose a Market Participant to continue.
Showing 1 to 2 of 2 entries
Search:
ACER Code
Market Participant
VAT Number
Type
A00000301.UK
Trotter Independent (Gas) Traders
GB7418529632
Validated
A0000725E.UK
John Smith Trading
GB123456789
Validated
Previous
1
Next
Select the market participant that you want to view or change by clicking the button and then press 'Confirm'.
Confirm

5. Changing market participant information

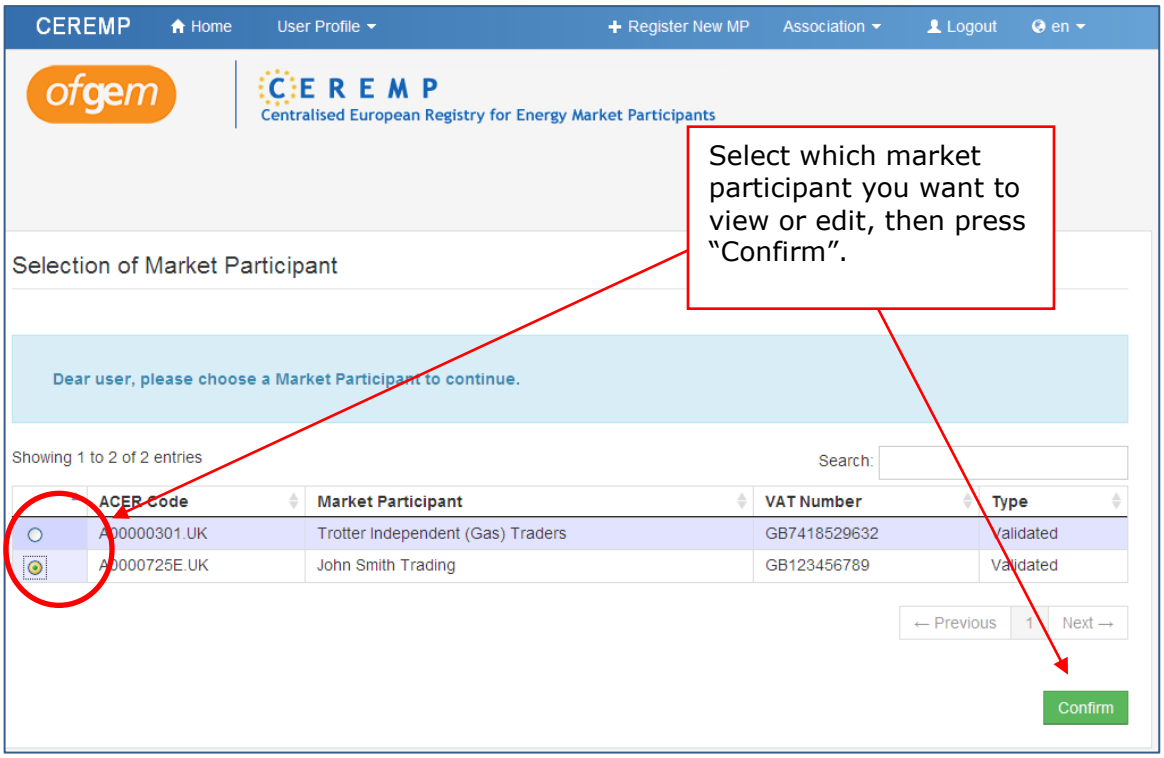
Chapter summary

- Updating information for a registered market participant.
- Viewing historical changes.
- Changing the Member State of a market participant.
- Deleting a market participant from the REMIT database.

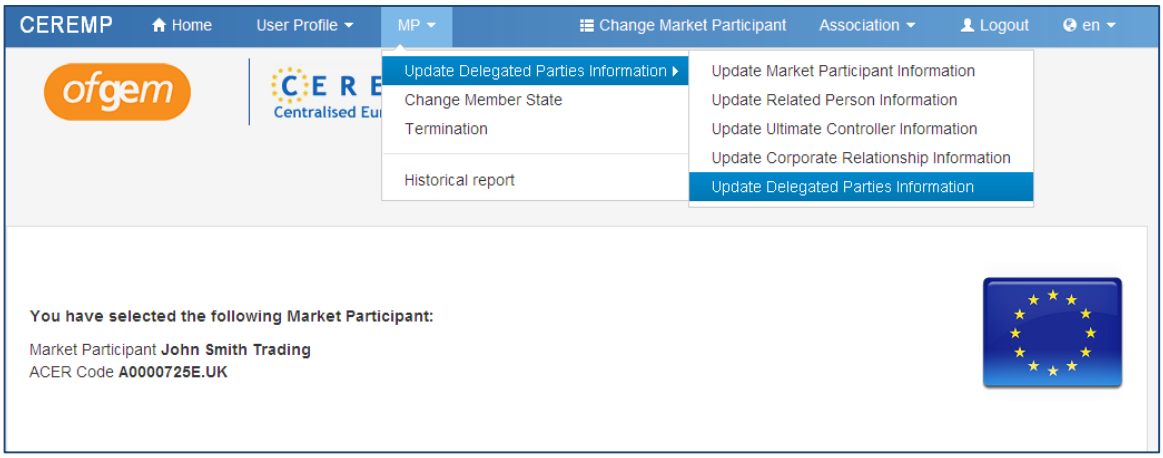
Updating information relating to a registered market participant

5.1. Once a market participant is registered, you can amend or update their details. To do this, log into the system as normal.

5.2. If you have registered more than one market participant, select the relevant one that you want to view or amend then click "Confirm".



5.3. Then click on "MP" then "Registration Format" and choose which section of the registration form you wish to change.



5.4. Once you have selected the part of the registration form you wish to change, you will be able to amend or update any of the fields in that section. Once you are happy with the changes made, click "save". You will receive a message that states *information successfully updated*.

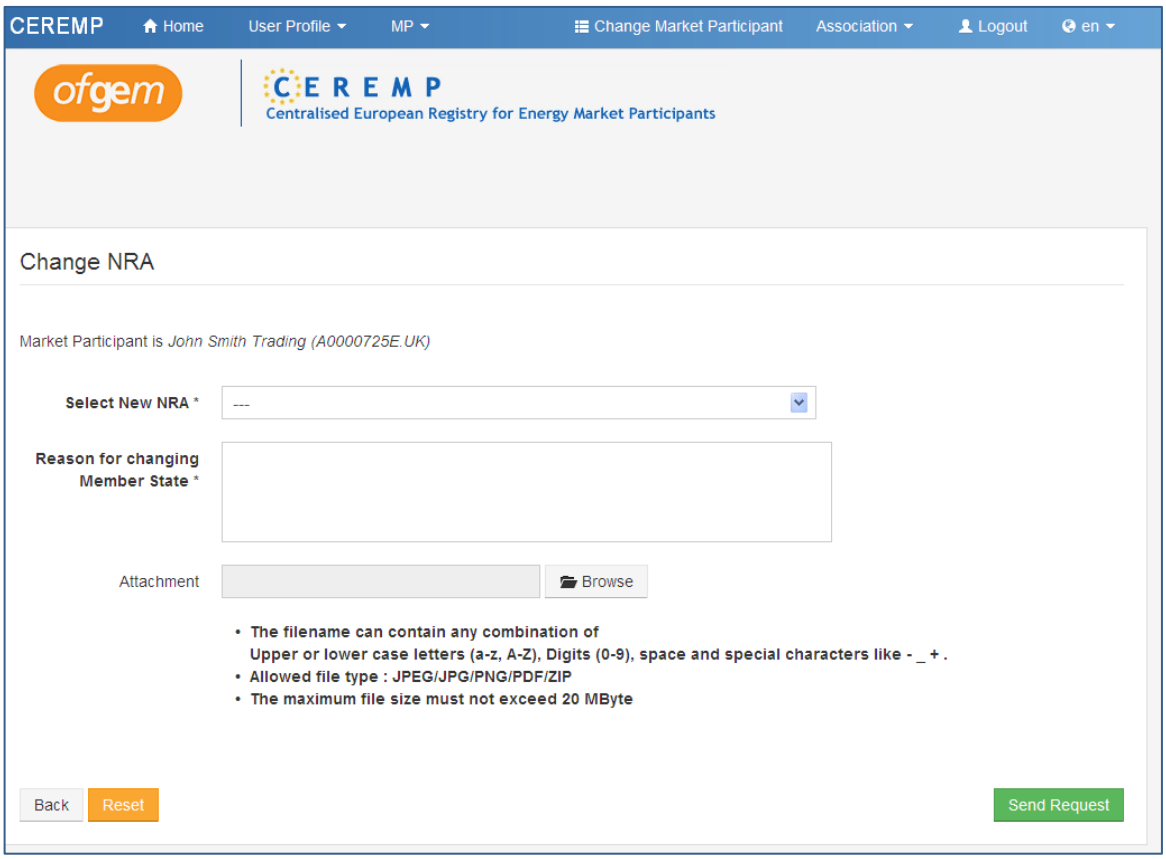
Viewing historical changes

5.5. You can view a list of previous changes to a market participant's registration details. Once logged in and having selected the relevant market participant, go to "MP" and then "Historical Report". You'll see this page:

Changing the Member State of a market participant

5.6. If you need to change the NRA a market participant is registered with (for example, if the market participant's headquarters move to another Member State), you can ask to change the Member State of a market participant by clicking on "MP" and then "Change Member State".

5.7. The "Change NRA" request form screen will appear. Select the new NRA you want to register the market participant with, enter a reason for the change and upload any attachments explaining the reason for the change.



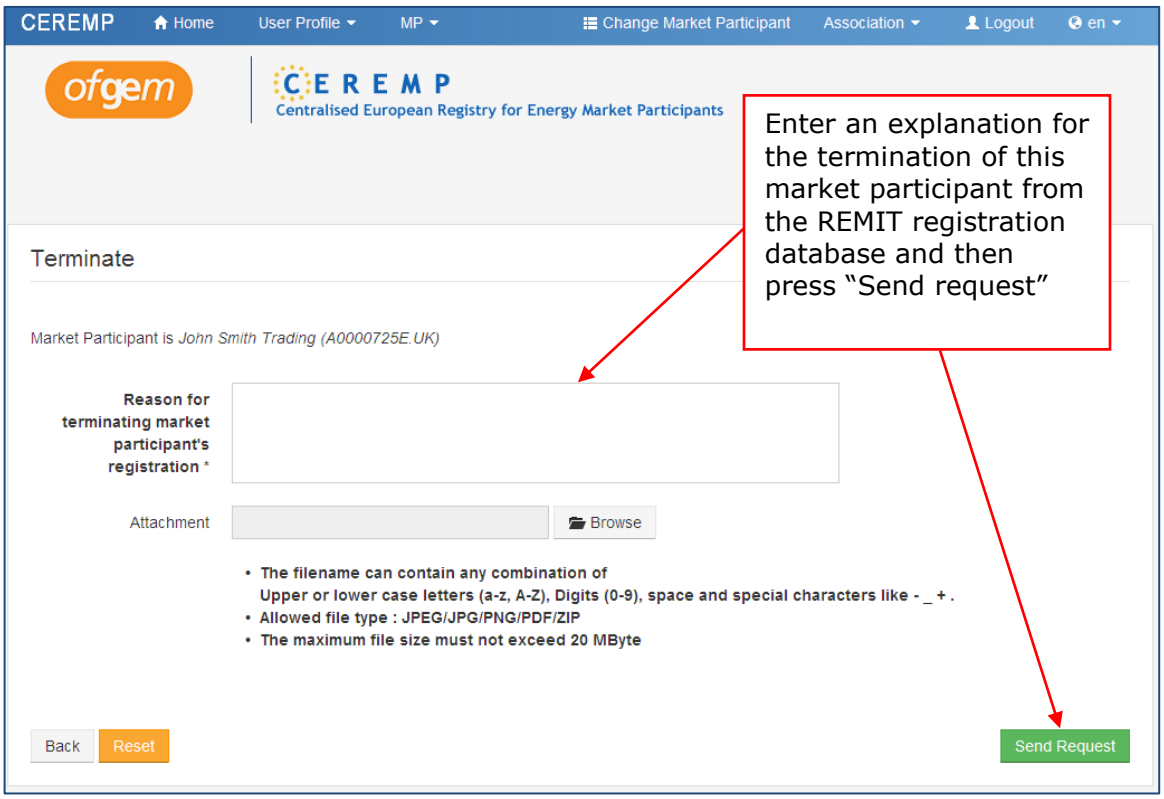
5.8. We will either approve or reject the request.

5.9. If we approve the change, the GB registration will be terminated and the current ACER code will be revoked. A new market participant registration with the relevant NRA is then required. You will also have to create a new CEREMP user account with the relevant NRA.

Deleting a market participant from the REMIT database

5.10. It is possible to delete a market participant. This may be necessary if the market participant has closed, merged or is no longer trading in the products reportable to ACER. To delete a market participant from the register, click on "MP" then "Termination".

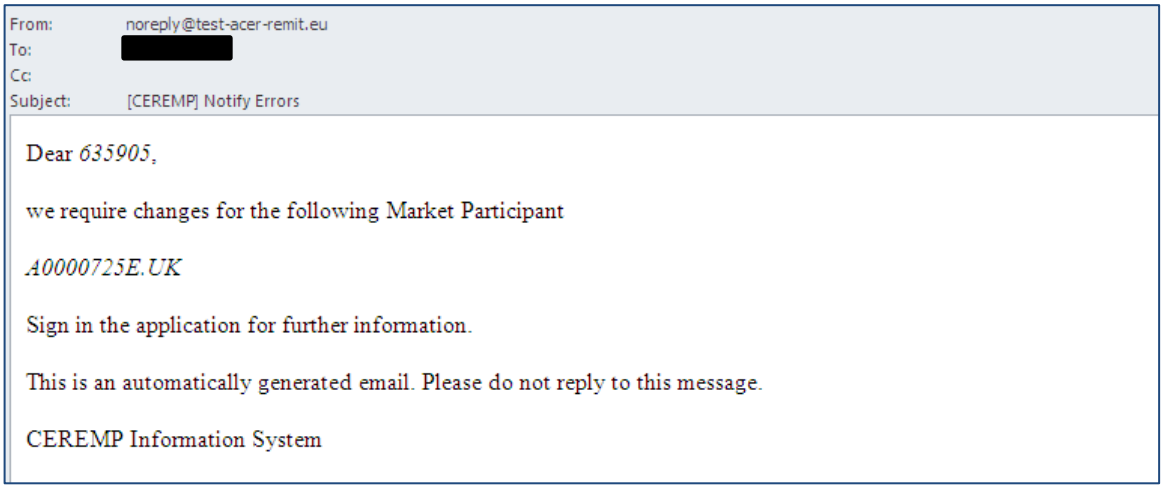
5.11. The "Terminate" screen will then appear. Enter an explanation of why the market participant is being deleted and attach any supporting evidence. Then press "Send Request".



5.12. We will be notified of the request to delete this market participant.

Responding to requests from Ofgem

5.13. We may ask you to correct or update user or market participant details if we find a problem with the information. If this happens, you will receive an email like the one below.



From: noreply@test-acer-remit.eu
To: [redacted]
Cc:
Subject: [CEREMP] Notify Errors

Dear *635905*,

we require changes for the following Market Participant

A0000725E.UK

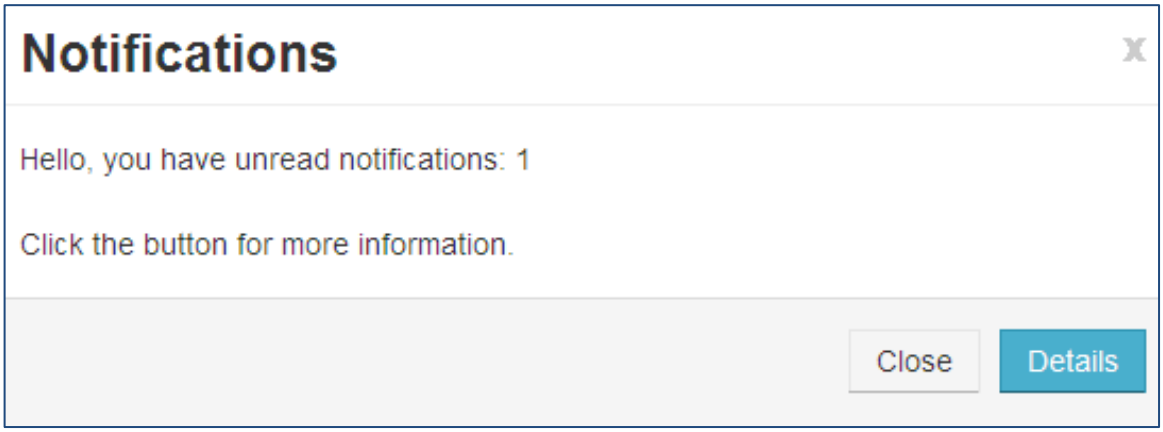
Sign in the application for further information.

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

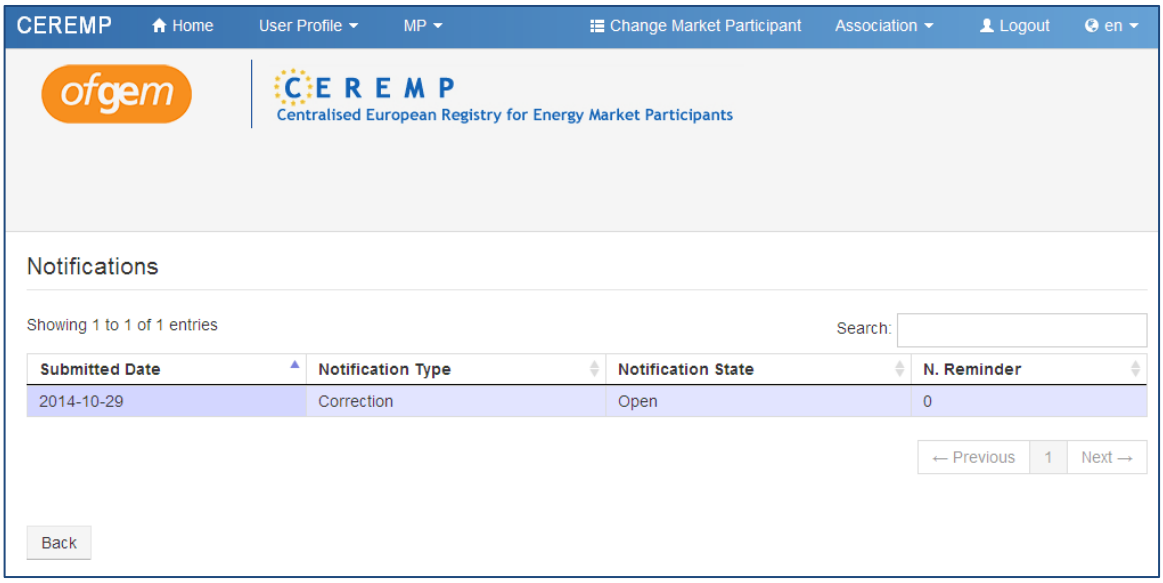
CEREMP Information System

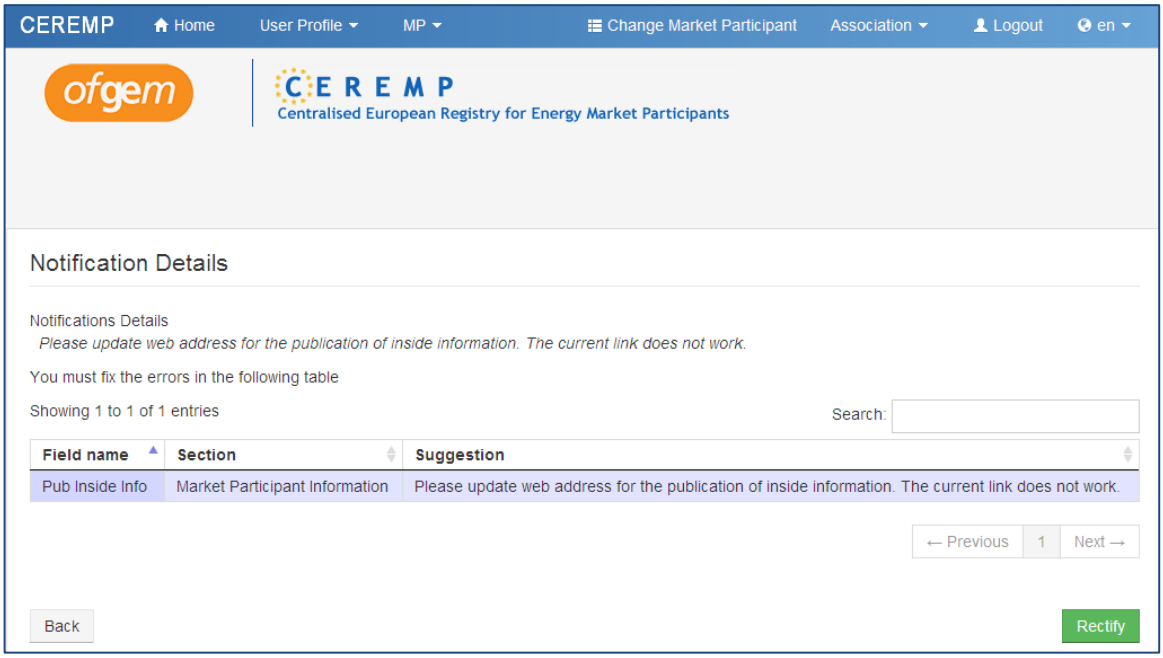
5.14. Once you log into CEREMP, you will see "Amendment request" against the name of the relevant market participant.

5.15. After you select the relevant market participant, a pop-up window will be displayed:

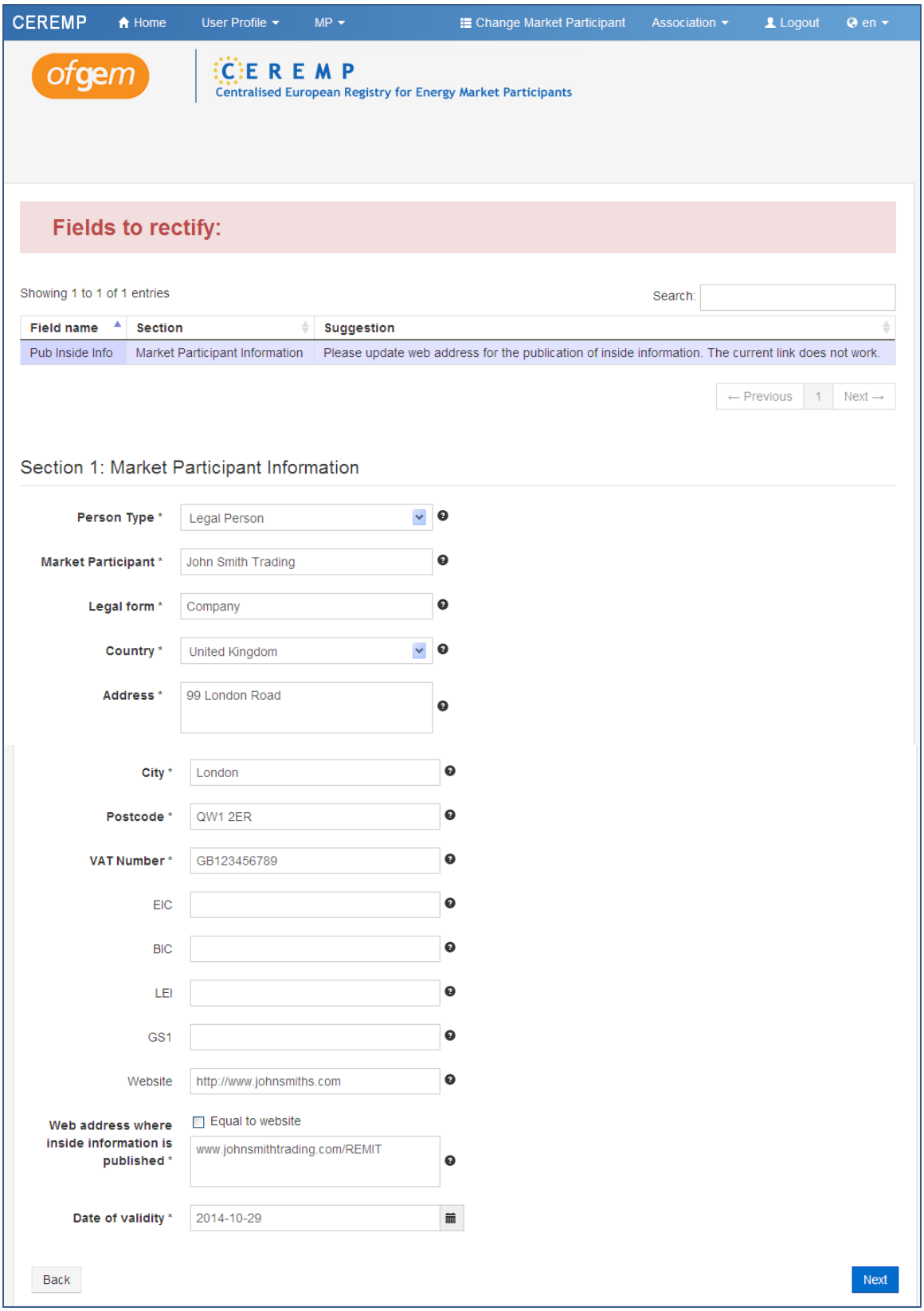


5.16. Clicking on "Details" brings up the notifications page. Click onto the purple notification row to see the page containing the amendment requests.

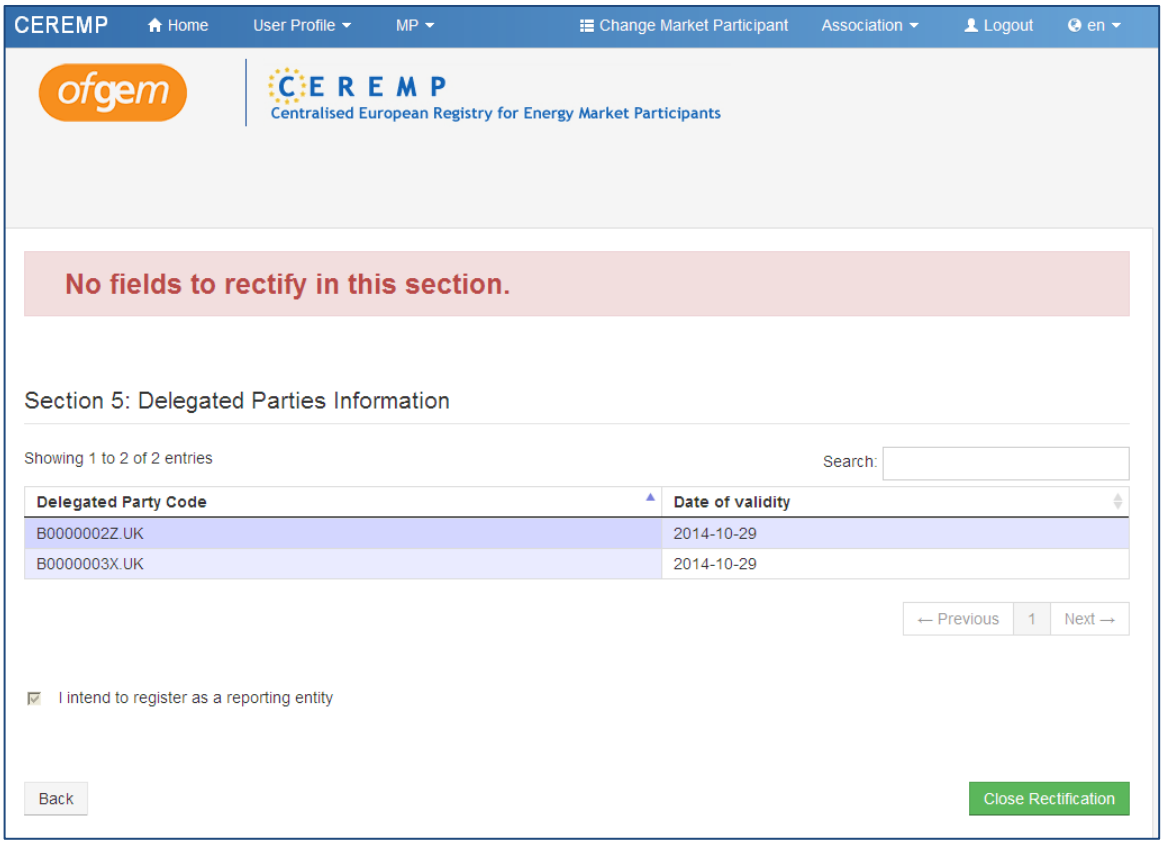




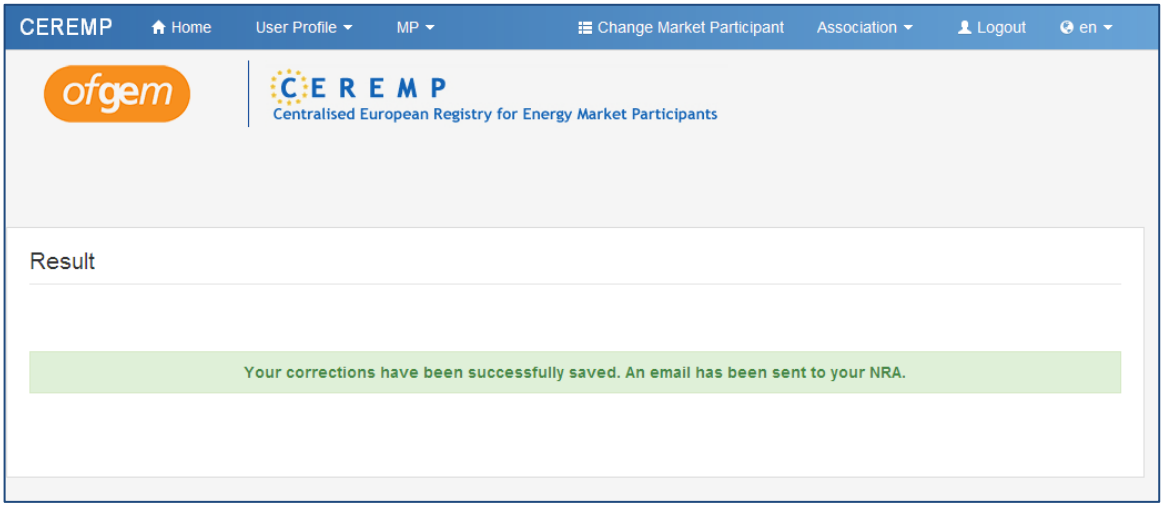
5.17. To address the issue we have highlighted, click on "Rectify". This will take you to the Section 1 of the registration information. Address any rectification requests in each section and click on "Next".


CEREMP
Home
User Profile
MP
Change Market Participant
Association
Logout
en
ofgem
CEREMP
Centralised European Registry for Energy Market Participants
Fields to rectify:
Showing 1 to 1 of 1 entries
Search:
Field name
Section
Suggestion
Pub Inside Info
Market Participant Information
Please update web address for the publication of inside information. The current link does not work.
← Previous
1
Next →
Section 1: Market Participant Information
Person Type *
Legal Person
Market Participant *
John Smith Trading
Legal form *
Company
Country *
United Kingdom
Address *
99 London Road
City *
London
Postcode *
QW1 2ER
VAT Number *
GB123456789
EIC
BIC
LEI
GS1
Website
http://www.johnsmiths.com
Web address where inside information is published *
Equal to website
www.johnsmithtrading.com/REMIT
Date of validity *
2014-10-29
Back
Next

5.18. Once you reach Section 5 and have addressed all the rectification requests, click on "Close Rectification".



5.19. CEREMP will then confirm that the changes you have made have been saved. We will receive an update to let us know you have made these changes.



6. User support

Chapter summary

Provides information on user support for CEREMP including:

- How to access support.
- Telephone number and email address.
- The support offered and information you need to provide.

Access issues and general enquiries

6.1. We will provide operational and technical support by email REMIT.registration@ofgem.gov.uk or by telephone on 0300 003 1514.

6.2. For urgent enquiries or IT problems please phone so we can deal with your query as a priority. For more general queries, please use email.

6.3. Available support includes:

- Account access issues.
- Queries on how to answer a specific question (but please refer to any help text first).
- General enquiries (but please refer to the available guidance documents first).

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

6.5. When contacting us, please have your user account details to hand, plus details of the market participant that you are registering. If your enquiry is complex and we can't resolve it immediately, we may have to call you back. This is because our REMIT team may have to liaise with ACER's technical helpdesk for national regulatory authorities.

Appendices

Appendix	Name of Appendix	Page Number
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2	CEREMP Workflow Diagram	65
3	NRA CEREMP Web addresses	66

Appendix 1 – CEREMP Data Fields

This appendix is our view of the information required for all market participants that are registering under REMIT. It's based on ACER Decision 01/2012 and CEREMP.

The "Ofgem description" column details what should be provided in each field by a CEREMP user completing the registration process.

CEREMP User Registration Form

The following information is requested for each CEREMP User:

Fieldname	Ofgem description
First Name	First name of the CEREMP User
Surname	Surname of the CEREMP User
Address	Work address and postcode of the CEREMP User
Country	
City	
Postcode	
Email	Email of the CEREMP User
Retype Email	Email of the CEREMP User
Phone	Phone number of the CEREMP User
Fax	Fax number of the CEREMP User
Power of attorney to register MP	If you are a third party (ie not an employee of a market participant you intend to register or an employee of the market participant's wider group) you must also attach a letter (saved as PDF) confirming that you have permission from the market participant(s) that you intend to register. This should be a headed letter signed by a suitable employee of the market participant (eg the head of regulation).
Are you a company employee?	Yes/No answer
Company name	Name of Company
Company address	Company Address information
Company country	
Company VAT	VAT code of the company (enter XXXXXXXXXX if the company does not have a VAT code)

Section 1: Data related to Market participant

The following information is requested for each market participant:

Fieldname	Ofgem description
Market participant	Full name of the market participant (company name if legal person or name and surname if natural person)
Person Type	Select either legal person for a business/organisation or natural person if the market participant is an individual
Legal Form	For example: *Limited Company* or *Partnership* (legal persons only)
Date of Birth	Date of birth (natural persons only)
City of Birth	City of birth (natural persons only)
Country of Birth	Country of birth (natural persons only)
Country	Country where the market participant is resident
Address	Full address where the market participant is resident (ie headquarters for legal entities)
City	City where the market participant is resident
Postal code	Postcode of the market participant
VAT number	Value added tax code of the market participant (If market participant is a natural person or does not have a VAT number, please enter XXXXXXXXX)
EIC	Energy identification code of the market participant if relevant
BIC	Bank identifier code of the market participant if relevant. This is applicable if the market participant has its own BIC code, ie if it is a bank. Do not include the BIC code of the financial company that provides banking services to the market participant you are registering.
LEI	Legal Entity identifier of the market participant if relevant
GS1	Global Location Number (GLN) of the market participant (within the GS1 coding scheme) if relevant
Website	Market participants homepage
Publication inside information	Websites that the market participant uses to publically disclose inside information If more than one are used, please include links to all relevant sites. If the market participant does not use any website to publish inside information, please enter N/A.

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

The following information is requested for each natural person having the management roles of responsible of trading decision, responsible of operational decision or being the contact person for communications:

Fieldname	Description
Role: Person responsible for trading	Provide the details of the person who is ultimately responsible for trading (eg the Head of Trading). You are not required to provide the details of individual traders.
Role: Person responsible for operations	Provide the details of the person who is ultimately responsible for operations (eg the Head of Operations). For market participants with physical assets, this should be the person who is responsible for decisions relating to the running of these assets.
Role: Contact for communications	Provide the details of the person within the market participant organisation with responsibility for REMIT related communications ie the person that Ofgem should contact in relation to REMIT related queries.
Job Title	The person's job title within the market participant organisation
Surname	Surname of the person
First Name	First name of the person
Address	Work address, city and postcode of the person
City	
Postal code	
Email	Work email address
Phone	Work telephone number (including international and national codes) of the person
Fax	Work fax number (including international and national codes)

Section 3: Data related to Ultimate Controller

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

More specifically, ACER regards AN Other as a controller of a market participant if:

- AN Other holds 10% or more of the shares in the market participant or its parent; or
- AN Other holds 10% or more of the voting power in the market participant or its parent; or
- AN Other is able to exercise significant influence over the management of the market participant through a controlling interesting in the market participant or its parent; or
- AN Other is able to exercise significant influence over the management of the market participant through their voting power in the market participant or its parent

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

sovereign state. An ultimate controller of a REMIT market participant is not necessarily a market participant.

The following information is requested for each ultimate controller of the MP.

Fieldname	Description
Type	Type of ultimate controller: - legal person (if the Ultimate Controller is a business/organisation) - natural person (if the Ultimate Controller is an individual)
Name	Full name of the ultimate controller: - Company name and legal form for legal entities - First and surname for natural person
Address	Address, City, Postcode and country where the ultimate controller is resident
City	
Postal code	
Country	
Date of birth	Date of birth of the ultimate controller (natural person only)
City of birth	City of birth of the ultimate controller (natural person only)
Country of birth	Country of birth of the ultimate controller (natural person only)
E-mail	Contact e-mail address of the ultimate controller. Please provide the email address of the most appropriate contact person or department.
Phone	Phone number (including international and national codes) Please provide the phone number of the most appropriate contact person or department.
Personal Data Type	Type of personal data collected for the ultimate controller (National Insurance or Passport) (natural person only)
Personal Data	Personal Data number (eg National Insurance number or passport number)(natural person only)
Job Title	Job Title of the ultimate controller (natural person only)
VAT	VAT number of the ultimate controller (legal entity only) (If market participant is a natural person or does not have a VAT number, please enter XXXXXXXXX)
Legal form	For example: *Limited Company* or *Partnership* (legal entity only)

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

The following information is requested for each market participant and for each related undertaking under the 7th Council Directive 83/349/EEC of 13 June 1983 that is a registered market participant.

For registration applications before the publication of the first list of registered market participants, the information of section 4 has to be completed within 3 months from the first publication of the list of registered market participants.

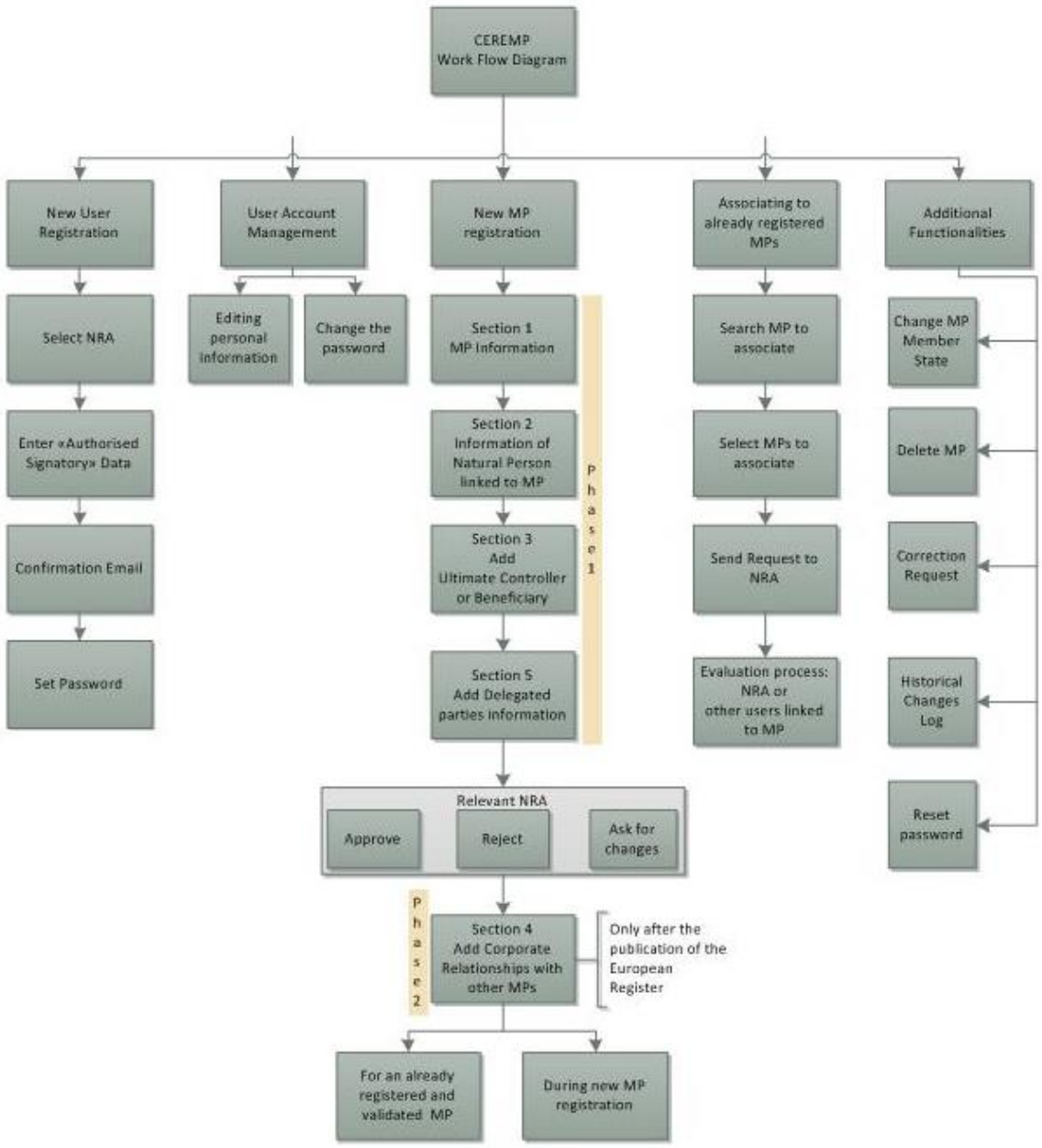
Fieldname	Description
Unique Code of the related undertaking	ACER code of the related undertaking
Type Relationship	Enter one of the following: **Parent undertaking** – if you are the parent of the related undertaking See Articles 1 and 2 of the Seventh Council Directive 83/349/EEC of 13 June 1983 for a full definition of **Subsidiary** – if you are the subsidiary of the related undertaking
Notes	Any additional information that helps to explain this relationship (eg how the two participants are related)
Date of validity	The date from which this relationship started. For example, if the relationship started on 01/01/2005, please enter this date.

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

The following information is requested for each market participant and for each third party delegated to report on behalf of the market participant; this section is mandatory only for market participants that intend to delegate reporting to a third party.

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

Appendix 2 – CEREMP Workflow Diagram



CEREMP MP Work Flow Diagram

Appendix 3 – NRA CEREMP Web addresses

NRA	Country	CEREMP Website
CREG	*Belgium*	*https://www.acer-remit.eu/ceremp/home?nraShortName=2&lang=nl_BE*
DKER	*Bulgaria*	*https://www.acer-remit.eu/ceremp/home?nraShortName=3&lang=bg_BG*
HERA	*Croatia*	*https://www.acer-remit.eu/ceremp/home?nraShortName=29&lang=hr_HR*
CERA	*Cyprus*	*https://www.acer-remit.eu/ceremp/home?nraShortName=4&lang=el_CY*
ERU	*Czech Republic*	*https://www.acer-remit.eu/ceremp/home?nraShortName=5&lang=cs_CZ*
DERA	*Denmark*	*https://www.acer-remit.eu/ceremp/home?nraShortName=6&lang=da_DK*
ECA	*Estonia*	*https://www.acer-remit.eu/ceremp/home?nraShortName=7&lang=et_EE*
EV	*Finland*	*https://www.acer-remit.eu/ceremp/home?nraShortName=8&lang=fi_FI*
CRE	*France*	*https://www.acer-remit.eu/ceremp/home?nraShortName=9&lang=fr_FR*
BNetzA	*Germany*	*https://www.acer-remit.eu/ceremp/home?nraShortName=10&lang=de_DE*
Ofgem	*Great Britain*	*https://www.acer-remit.eu/ceremp/home?nraShortName=27&lang=en_UK*
PAE/RAE	*Greece*	*https://www.acer-remit.eu/ceremp/home?nraShortName=11&lang=el_GR*
MEKH	*Hungary*	*https://www.acer-remit.eu/ceremp/home?nraShortName=12&lang=hu_HU*
CER	*Ireland*	*https://www.acer-remit.eu/ceremp/home?nraShortName=13&lang=en_IE*
PUC	*Latvia*	*https://www.acer-remit.eu/ceremp/home?nraShortName=15&lang=lv_LV*
NCC	*Lithuania*	*https://www.acer-remit.eu/ceremp/home?nraShortName=16&lang=lt_LT*
ILR	*Luxembourg*	*https://www.acer-remit.eu/ceremp/home?nraShortName=17&lang=fr_LU*
MRA	*Malta*	*https://www.acer-remit.eu/ceremp/home?nraShortName=18&lang=mt_MT*
ACM	*Nederland*	*https://www.acer-remit.eu/ceremp/home?nraShortName=19&lang=nl_NL*
NIAUR	*Northern Ireland*	*https://www.acer-remit.eu/ceremp/home?nraShortName=28&lang=en_UK*
URE	*Poland*	*https://www.acer-remit.eu/ceremp/home?nraShortName=20&lang=pl_PL*
ERSE	*Portugal*	*https://www.acer-remit.eu/ceremp/home?nraShortName=21&lang=pt_PT*
ANRE	*Romania*	*https://www.acer-remit.eu/ceremp/home?nraShortName=22&lang=ro_RO*
URSO	*Slovakia*	*https://www.acer-remit.eu/ceremp/home?nraShortName=23&lang=sk_SK*
CNMC	*Spain*	*https://www.acer-remit.eu/ceremp/home?nraShortName=25&lang=es_ES*
EI	*Sweden*	*https://www.acer-remit.eu/ceremp/home?nraShortName=26&lang=sv_SE*