



# Membership Guide for EnExGroup

Instructions for Clearing Members  
on Natural Gas Trading Platform

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# EnExClear's Membership Guide

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Eligibility, Admission & Certification Process, Access to EMCS, Fees

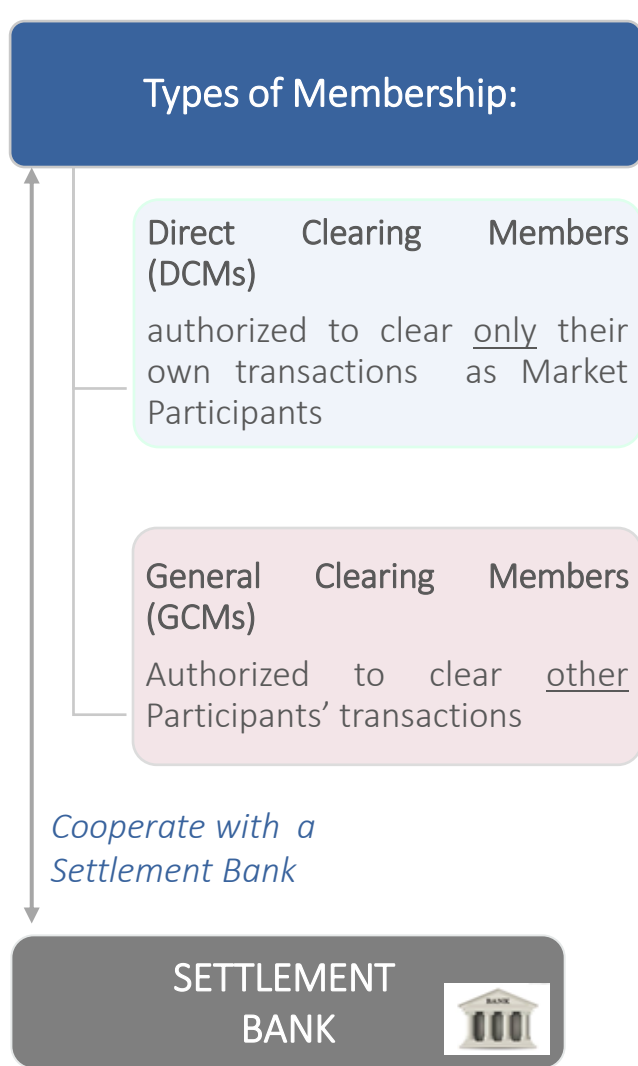
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# Membership in EnExClear (1/3)



## Eligible Entities:

### 1) As Direct Clearing Members (DCM)

*(only entities operating as capital companies):*

- ✓ Market Participants in HEnEx's NGasTP

### 2) As General Clearing Members (GCM):

- ✓ Credit Institutions *(local or foreign)*
- ✓ Investment firms *(local or foreign)*

- ❑ Participants in HEnEx's Natural Gas Trading Platform **must** become DCM of EnExClear **or assign** to a GCM the clearing of their transactions.
- ❑ DCMs & GCMs is mandatory to cooperate with a **Settlement Bank registered in EnExClear's Ancillary system**, for the cash settlement procedures in TARGET2 banking system.
- ❑ **Different** Clearing Membership in DAM/IDM, Balancing Market, NGasTP, although Members may participate in all the above markets acting as DCMs or GCMs

# Membership in EnExClear (2/3)

## EnExClear's Membership Requirements

- ✓ reliability, economic capacity
- ✓ specific financial requirements
- ✓ Risk Management Procedures
- ✓ **Clearer Certification**, a candidate shall have at least one (1) Certified Clearer and in any case an adequate number of Certified Clearers according to its activity
- ✓ **technical readiness** in order to connect with the EnExClear's Clearing System (EMCS)

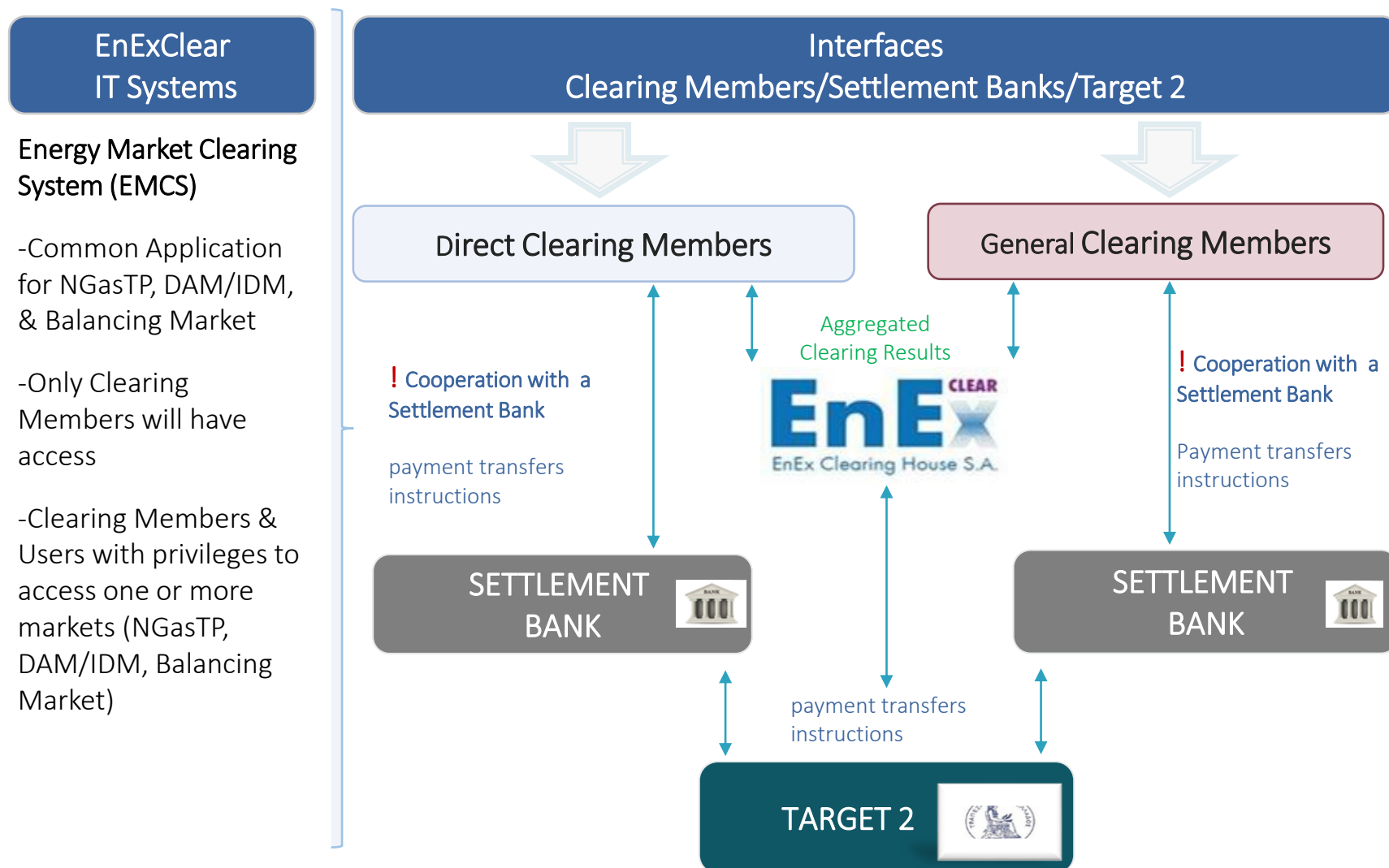


### Candidate's Minimum\*:

#### Own Funds / Contribution to Default Fund

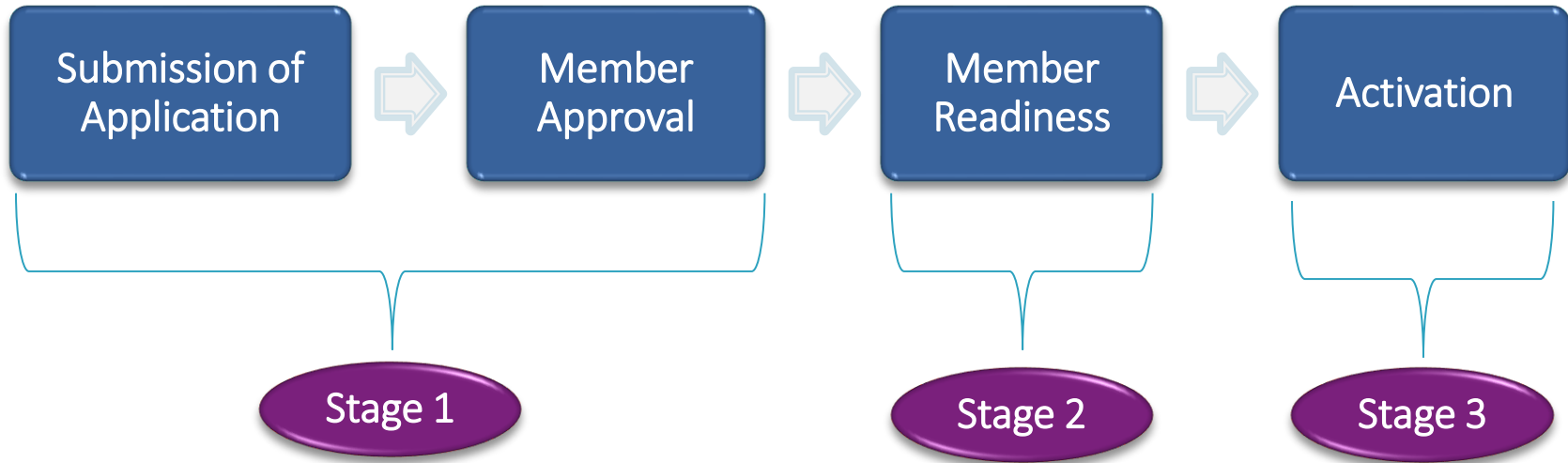
| Clearing of Natural Gas Trading Platform | Minimum Own Funds | Minimum Contribution to Default Fund |
|--|-------------------|--------------------------------------|
| Direct CM                                | 500.000€          | 15.000€                              |
| General CM                               | 3.000.000€        | 250.000€                             |

# Membership in EnExClear (3/3)



# Admission Process for EnExClear's Clearing Members

The Member admission process is completed in three (3) Stages :



Membership for Clearing on HEnEx's NGasTP requirements and the relevant procedure are defined in the:

- Clearing Rulebook for Transactions on HEnEx's Natural Gas Trading Platform and
- Decision 1 "Procedure for acquiring the capacity of Clearing Member, for resigning from the capacity of Clearing Member and other issue".

# Stage 1: Submission of Application & accompanying docs (1/2)



Eligible Entities shall submit the following three types of Documents (A), (B) and (C):

## A) Legal Documentation

1. Candidate type (a): Direct Clearing Members,
2. Candidate type (b) : General Clearing Members



Please check [ANNEX B](#) & [ANNEX C](#) to find the relevant Legal Documentation depending on your legal entity's business type.

***Note:** Candidates already registered (as Participants and/or Members) with HEnEx or with EnExClear are not required to resubmit legal documentation except in cases whereby submission of updated documentation is necessary, due to amendments.*



# Stage 1: Submission of Application & accompanying docs (2/2)

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## B) EnExClear Forms *(common with HEnEx's relevant Forms).*

1. "Candidate Membership Form" (F1 1): Application for Acquiring the Capacity of Clearing Member in EnExClear
2. "KYC Form" (F1 2): Know your client form

## C) Additional Documentation

**Financial statements** or data of the last two (2) years fulfils the financial prerequisites set out in article 2.10.4 of the EnExClear's Clearing Rulebooks or, in the case of a newly established company, financial evidence certifying the above.

# Stage 1: Member Approval

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Hard copies of the Application Form and the Supportive documents shall be sent to EnExClear headquarters, **except from the digital signed documents which can be sent electronically via E-mail.**

In the course of evaluating the application, EnExClear may request other additional or supplementary document or information which it may deem necessary for the purpose of verifying the data submitted.

As long as the candidate's application is approved by EnExClear, EnEx Member Support informs the Clearing Member about the next steps for their activation process and provides the **“Clearing Member Registration Certificate”**.

***Note:** EnExClear forms shall be submitted only in English and the accompanying documents in Greek or English. All documents and forms must be signed by the Legal Representative with the company's stamp, and where applicable, genuity of signature with a Hague Apostille.*

## Stage 2: Preparation for the Clearing Member Activation

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The Clearing Member shall:

1. acquire the **technological infrastructure** for successful connection to the Energy Markets Clearing System (EMCS)
2. ensure its readiness, by participating in **Mock Sessions** organized by HEnEx & EnExClear
3. have at least **one (1)** Certified Energy Clearer



*Please check Slides 35 – 37 for the Certification Process*

## Stage 2: Access to Energy Markets Clearing System (1/2)

- ✓ The **EMCS Client interface** is a web based common application for DAM/IDM, Balancing Market and NGasTP. EnExClear's Users have the following connectivity options\* to get access to EMCS Client interface:
  - A. Via **internet** \*
  - B. Via **Intranet** (*only for GCMs connected in ATHEX NET*)
  - C. Via ATHEXnet (*only for GCMs connected in ATHEX NET*)
- ✓ Option (A) is valid for all Direct and General Clearing Members while,
- ✓ Options (B) & (C) are valid only for General Clearing Members that are already connected to ATHEX NET

*\*In case of choosing to connect via internet it is a prerequisite to get the **Client Authentication Certificate** which is provided by [ATHEX - Digital Certificates Services \(PKI-CA\)](#). Details concerning invoicing and procedure to obtain this Certificate are provided by ATHEX (PKI-CA) Email : [PKICA-Services@athexgroup.gr](mailto:PKICA-Services@athexgroup.gr)*

# Stage 2: Access to Energy Markets Clearing System (2/2)

In order to access the EMCS Client Interface follow the steps below:

- 1) Submit the form “EMCS Users Form “ (CL1\_1 )
  - 2) Submit the form “EnEx\_Client\_Auth\_Subscriber\_Agreement” which must be signed by the Legal Representative and the Natural Person in Organization. Details concerning invoicing and installation procedure are provided by ATHEX - Digital Certificates Services (PKI-CA).
  - 3) Install the suitable **program** (.exe) to your Workstation. If the connection is via internet submit also the PKI CA parameters, as provided by ATHEX - Digital Certificates Services (PKI-CA)
  - 4) Log-in with the EMCS Users’ **credentials** as provided by EnExClear
- please refer to:
- “EMCS- Guidelines for client workstation setup” for installation process
  - “EMCS Client User Guide” for functionalities of EMCS Client interface

Prerequisite  
only for  
Connectivity  
Option (A)-  
[via Internet](#)

## Stage 3: Activation of the Clearing Member (1/3)

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### The Clearing Member shall:

- 1) **Deposit** the initial contribution to the Default Fund, in the amount corresponding to the requested capacity of Direct Clearing Member or General Clearing Member.
- 2) **Pay** all relevant registration fees and any other charges depending on whether it requests the capacity of Direct Clearing Member or General Clearing Member and send copy of the receipt
- 3) **For Direct Clearing Members:** Submit a certificate by HEnEx for the registration of the Candidate Clearing Member as Participant in HEnEx NGasTP.
- 4) **Submit** EnExClear Forms (as described in next Slides) in order to finalize the activation

***Note:** The above actions must be completed within one month of the completion of the previous step.*

## Stage 3: Activation of the Clearing Member (2/3)

### 3) EnExClear Forms Required for a Clearing Member to be activated:

| a/a | Form  | Description   |
|-----|---|---|
| 1   | "Membership Activation Form" (F1_3)             | Activation Date request for each Market   |
| 2   | "EMCS Users Form" (CL1_1)                       | Application for activation of Users in the EMCS System – Note: In case of choosing to connect via Internet issuance of Client Authentication Certificate is a prerequisite. |
| 3   | "Application for Clearing Account Form" (CL1_2) | Application for the activation of an Own Clearing Account (for DCMs) or Participant Clearing Account (for GCMs) <b>per</b> clearing space (CENS/CBSE/CGAS)                  |
| 4   | "Right of Use (Natural Gas)" (CL1_5)            | Confirmation & Terms of Acceptance of EnExClear's right of use in respect of <u>Cash Collateral</u> and contributions in the <u>Default Fund</u>                            |
| 5   | "Participant's_Member's Profile Form" (F1_4):   | Key persons form  |

## Stage 3: Activation of the Clearing Member (3/3)

Also, the following forms are required in order Clearing Members define the details of the **Cash Settlement Accounts** at the Cash Settlement Agents (Settlement Banks/Bank of Greece)

| a/a | Form   | Description  |
|-----|--|--|
| 1   | TARGET2 - 2002   | Bank of Greece (or other EU Central Bank) Form : TARGET2 form for collection of Static Data - Debit mandate for AS settlement                |
| 2   | "Declaration of Settlement Bank (Natural Gas)" CL15_1        | Declaration & Special Terms on the provision of Settlement Bank services to the EnExClear Ancillary System in the framework of TARGET2-GR    |
| 3   | TARGET2 -1014 (Natural Gas)                                  | Bank of Greece (or other EU Central Bank) TARGET2 form for collection of Static Data – Sub Account for dedicated liquidity                   |
| 4   | "Joint Declaration of Settlement Bank & CM (DAM-IDM)" CL15_2 | Joint Declaration of <u>Settlement Bank</u> & <u>Clearing Member</u> regarding the EnExClear Ancillary System in the framework of TARGET2-GR |



# Energy Clearer's Certification (1/3)

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 Persons who have already been granted the Energy Clearer Certificate (ECC):

- are also authorized to participate in the clearing process for Natural Gas Trading Platform, with no further action
- are not required to follow the steps as described in the next slides

# Energy Clearer Certificate – ECC

Clearers shall be certified by EnExClear in order to participate in the EMCS

► **Requirements for certification. The candidate must:**

- 1) be at least 18 years old
- 2a) Have passed the ECC examinations, or
- 2b) Meet the conditions for exemption from such examinations, Decision 2 Par. 3.5 and

☐ The candidate:

- ✓ holds a certificate equivalent to ECC, granted by a clearing house or central counterparty in the energy markets (electricity or/and natural gas) **or**
- ✓ has two years of previous work experience, gained over the five (5) years period prior to the submission of the certification application **at** an energy market member (electricity or/and natural gas) or clearing house or central counterparty in a member state of the EEA

☐ Participation in **EnExClear Clearer Seminar** is required

☐ The candidate states jointly with the Clearing Member that she/he is aware of the clearing regulatory framework of the Clearing Platform

- 3) The candidate has not been convicted for offences according to Decision 2
- 4) Has paid the relevant certification fee

► **Clearer Seminar will be organized before the exams**, focus on the regulatory framework of the Clearing Platform

► **Submit EnExClear Form CL2\_1**

# Energy Clearer's Certification (3/3)

## How to apply for EnExClear's Exams and Seminars



### Participate in EnExClear's Exams

- EnEx Member Support announces the exact **Examination's date**.
- Online Registration for the Persons who are willing to participate in **EnExClear's Exams**.
- The relevant payment of the fee is required, and the proof of payment must be sent back to EnEx Member Support.



### Participate in EnExClear's Seminars

- EnEx Member Support announces the exact **Seminar's date**.
- Online Registration for the Persons who are willing to participate in **"Energy Clearer Seminar"**.
- The relevant payment of the fee is required, and the proof of payment must be sent back to EnEx Member Support.

# EnExClear Fees

EnExClear fees are defined in the Clearing Rulebook : [Clearing Rulebook for Transactions on HEnEx's Natural Gas Trading Platform](#) and described in detail at EnExClear's [Decision 16](#)



## Fees

### Clearing on Natural Gas Trading Platform

|  |  |
|--|--|
| Annual Subscription                                      | Fixed annual fee, <ul style="list-style-type: none"><li>• Direct Clearing Members: <b>€4.800,00</b> (plus VAT).</li><li>• General Clearing Members: <b>€9.600,00</b> (plus VAT).</li></ul> |
| Clearing Fees  | <b>€ 0,01</b> / MWh plus VAT   |
| Charges for the Maintenance of Clearing Account (CA)     | Fixed fee per month, <ul style="list-style-type: none"><li>• <b>€100,00</b> (plus VAT)</li></ul>   |
| Charges for the Management of Letters of Guarantee (LoG) | Fixed fee for each deposit or replacement of LoG, <ul style="list-style-type: none"><li>• <b>€50,00</b> (plus VAT)</li></ul>   |

# EnExClear's Member's Area – Ticketing System

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## ▶ EnExClear's Website Member's Area:

- The Member's Area addresses to the Clearing Members
- Access to important EnExClear's documents.

## ▶ EnEx JIRA Service Desk

EnEx Service Desk is a Ticketing System for accepting and processing the Clearing Members inquiries. Only authorized users can access EnEx Service desk. An authorized user is declared by submitting its contact details in Members Profile Form (F1-4). To access EnEx Service Desk you need to do the following:

- **Step 1 – Log-in**

The user shall be directed in EnExClear's website and log in Members Area [here](#) to access EnEx Service Desk portal.

- **Step 2 – Creation of a new JIRA request**

In case of a technical problem or other business inquiry the user can open a ticket and create a relevant Jira Request.

# ANNEX A – Legal Documentation for HEnEx Candidates

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- Candidate type (a): Natural Person

- i. Copy of identity card
- ii. Certificate of non-bankruptcy issued by the competent First Instance Court (issued not more than 60 days before the submission to HEnEx) or in the case of a foreign candidate an equivalent document.

- Candidate type (b) : Legal Entity

- i. Announcement of the latest codified Articles of Association or the relevant corporate agreement, as appropriate, to the General Electronic Commercial Registry or in case of candidates seated outside of Greece , to the relevant Registry of Companies and the provision of relevant information for its online search (link).
- ii. If the above online search is not feasible based on points (ii) or (iii), a copy of the Articles of Association or the relevant corporate agreement as well as the minutes regarding the legal representation in the books of the Registry of Companies to which the candidate belongs.
- iii. Certificate of non-bankruptcy issued by the competent First Instance Court (issued not more than 60 days before the submission to HEnEx) or in the case of a foreign candidate an equivalent document.

\*Legal entities having a branch or office in Greece shall also submit the announcement of the branch details to the General Electronic Commercial Registry and shall also provide all relevant information for their online search (link). It is clarified that (Greek) branches are not eligible Participants in the NG Trading Platform. It is the respective legal entity that will be the Participant; acting however through the Greek branch.

# ANNEX B– Legal Documentation for EnExClear’s Candidates

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- Candidate type (1): Direct Clearing Members

- i. Announcement of the latest codified Articles of Association or the relevant corporate agreement, as appropriate, to the General Electronic Commercial Registry or or in case of candidates seated outside of Greece , to the relevant Registry of Companies and the provision of relevant information for its online search (link).
- ii. If the above online search is not feasible according to points (ii) or (iii), a copy of the Articles of Association or the relevant corporate agreement as well as the minutes regarding the legal representation in the books of the Registry of Companies to which the candidate belongs.
- iii. Certificate of non-bankruptcy issued by the competent First Instance Court (issued not more than 60 days before the submission to HEnEx) or in the case of a foreign candidate an equivalent document.

\*Legal entities having a branch or office in Greece shall also submit the announcement of the branch details to the General Electronic Commercial Registry and shall also provide all relevant information for their online search (link). It is clarified that (Greek) branches are not eligible Clearing Members in the NG Trading Platform; it is the respective legal entity that will be the Clearing Member; acting however through the Greek branch.

# ANNEX C – Legal Documentation for EnExClear's Candidates

- Candidate type (2) : General Clearing Members, Credit Institution or Investment Firms

- A copy of its license as a credit institution of Law 4261/2014 or as a Investment Firm of Law 4514/2018 with all necessary services in accordance with the Rulebook.
- Announcement of the candidate's latest codified articles of association to the General Commercial Registry and provision of relevant information for its online search (link).
- Announcement of the latest minutes regarding the legal representation of the candidate at the General Electronic Commercial Registry and provision of relevant information for its online search (link) as well as sample signatures of its legal representatives.
- In the case of a credit institution or Investment Firm of an EU Member State outside Greece, written notice of the completion of the notification process of Law 4514/2018 and Directive 2014/65 / EU, where applicable.
- In the event that the applicant has a branch in Greece, the announcement of the details of the branch to the General Commercial Registry and provision of relevant information for their online search (link).
- Additionally, to above, in the case of a credit institution or Investment Firm of a third country having a branch in Greece, a copy of the license of the Bank of Greece or the Hellenic Capital Market Commission, as appropriate, for the operation of the branch.

*Remote  
Candidates  
(outside  
Greece)*



# Legal Prerequisites Set

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- A sole prerequisite of legal due diligence set by EnExGroup

- ❑ The legal representative (-s) before EnEx Group must have representative powers to bind the candidate Participant/Member without any restrictions whatsoever; reference is especially made to monetary restrictions.

# Members Support Contact

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- ✓ Questions related to the Membership Process shall be addressed to EnEx Member Support Department.
- ✓ **Hardcopies** of the original documents shall be sent to EnExGroup headquarters. Digitally signed documents (with a properly certified digital signature, issued by a qualified trust service provider) shall be sent via email.
- ✓ EnEx Members Support Contact details :
  - Phone : +30 210 33 66 845
  - FAX : +30 210 33 66 852
  - Email : [EnEx-Member-Support@enexgroup.gr](mailto:EnEx-Member-Support@enexgroup.gr)
- ✓ For ATHEX - Digital Certificates Services (PKI-CA):
  - Email : [PKICA-Services@athexgroup.gr](mailto:PKICA-Services@athexgroup.gr)