





Membership Guide for EnExGroup

Instructions for Participants & Clearing Members
on Natural Gas Trading Platform

Introduction

- ❑ Towards the launch of Natural Gas Trading Platform, **EnExGroup** has set out this **Membership Guide** for Candidate Participants and Clearing Members, in order to acquire Membership in:
 -  Natural Gas Trading Platform (NGasTP)
 -  Clearing on HEnEx's Natural Gas Trading Platform
- ❑ A candidate must follow a certain procedure and complete relevant documentation as described in this presentation. The entire procedure is supported by a single contact point:

EnEx Member Support



E-mail: EnEx-Member-Support@enexgroup.gr

Tel : (+30) 210 33 66 845, (+30) 210 33 66 952

Fax: (+30) 210 33 66 951

110 Athinon Avenue, Athens
104 42, Greece

HEnEx's Membership Guide

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

Contents

HEnEx's Membership Guide

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- Access to the NG Trading Platform
- Energy Trader Certificate – Gas ETCg
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Participant capacity | Eligibility

Who is eligible to become Participant?

- **Transmission Users**
- **DESFA**

- ✓ The Participant capacity is acquired after authorization by HEnEx, in accordance with the terms of the Rulebook.
- ✓ Participants may act as Liquidity Providers after authorization by HEnEx. The Participant capacity and Liquidity Provider status are non-transferable.
- ✓ Participants may act as Direct Clearing Members or assign the clearing of their transactions to a General Clearing Member

Participant capacity | General Requirements

Organizational and financial liability

According to its financial statements and KYC process:

- ✓ reliability, economic capacity
- ✓ financial requirements
- ✓ organizational requirements/ operational structure

Professional reliability and Qualification

The applicant shall have at least one Certified Energy Trader for Gas :

- ✓ who meets HEnEx's professional qualifications requirement
- ✓ has a certification obtained after successful completion of the relevant HEnEx's exam

Acquiring suitable technical infrastructure

The applicant ensures the orderly interaction of its systems with the HEnEx's Trading Platform:

- ✓ the applicant has to execute a set of test scenarios and the appropriate connectivity tests in order to prove its readiness

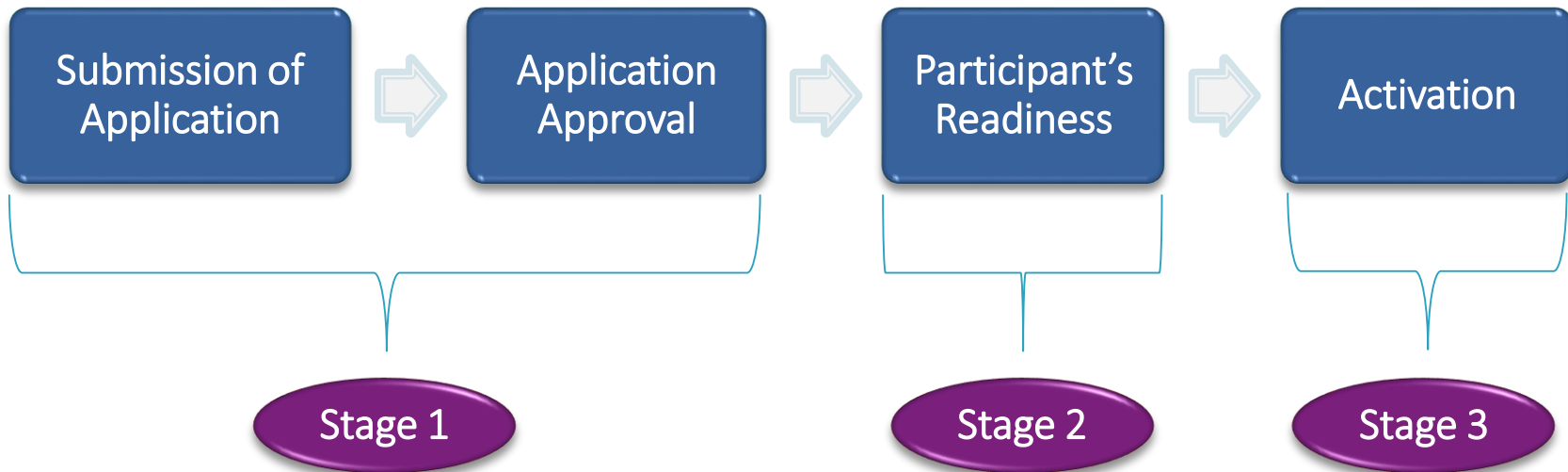
Become a Clearing Member or arrangement with a GCM

If the applicant is not a Clearing Member, it needs to have an arrangement with a General Clearing Member (GCM):

- ✓ Clearing Member is responsible for credit limits in order to execute trades.

Membership Process

The Participant admission process is completed in three (3) stages:



Note: The Membership requirements are defined in the Rulebook for the Natural Gas Trading Platform of the Energy Exchange and Decision 1 "Procedure for acquiring the Participant capacity, Participant resignation and other issues regarding Participants in the Natural Gas Trading Platform of HEnEx".

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



The Candidate Participant shall submit the form F1-1 “Candidate Membership Form” along with the following three types of Documents (A), (B) and (C):

A) Legal Documentation

1. Candidate type (a): Natural Person
2. Candidate type (b): Legal Entity

» Please check ANNEX A to find the relevant Legal Documentation depending on your business type.

***Note:** Candidates who are already registered with HEnEx or with EnExClear are not required to resubmit the legal documents except in cases where submission of updated documents is required*

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

B. HEnEx Forms:

- i. **Candidate Membership Form (F1-1):** Application Form to assign in HEnEx Markets and declaration to be active either as a Direct Clearing Member or as a Non-Clearing Member.
- ii. **Joint Statement between Participant & General Clearing Member (F1-1a):** Joint statement of the candidate Participant with the General Clearing Member who cooperates with the latter in clearing its transactions – required only by candidate Participants, which will be Non-Clearing Members.
- iii. **KYC Form (F1-2):** Know your Client form.

C. Additional Documentation

- i. **REMIT Package Documentation** – more information in slide 18
or Declaration where the candidate Participant states that it does not intend to conclude a reference service contract with HEnEx.
- ii. Candidate Participant's financial statements of the last 2 years
- iii. Proof of payment of the relevant Application Fee
- iv. Certification by DESFA for a Standard Framework Agreement- SFA in force

Stage 1: Application Approval



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

In the course of evaluating the application, HEnEx may request other additional or supplementary documents 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 HEnEx, EnEx Member Support informs the Participant about the next steps for their activation process and provides the **"Participant Registration Certificate"**.

***Note:** HEnEx 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 Participant Activation



The Participant shall:

1. set-up the required technological infrastructure for successful connection to the Gas Trading Platform
2. have a sufficient number of Certified Energy Traders

»» Please check Slides [16](#), [17](#), for the Certification Process

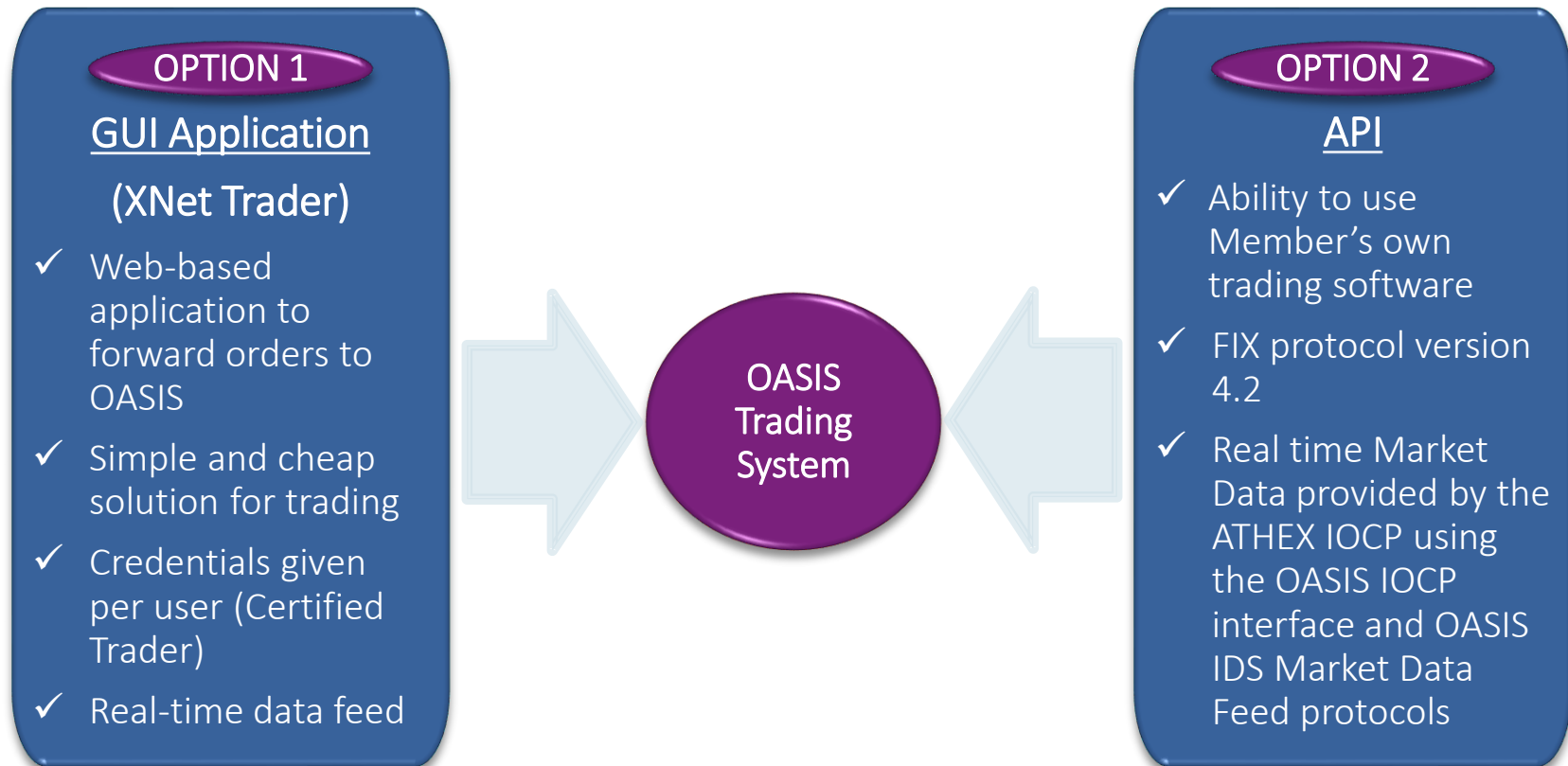
3. ensure its Certified Energy Traders readiness, given that HEnEx may organize Mock Sessions or other simulation scenarios under actual trading conditions.
4. in case the Participant wants to clear its transactions as a Direct Clearing Member, the registration certificate from EnEx Clearing House S.A. shall be submitted.
4. proceed with the payment of the Initial Registration Fee and the applicable Annual Subscription.

Stage 2: Access to Gas Trading Platform - OASIS

OASIS Trading System

Order routing to the OASIS Matching Engine

The Participant has the following options to access the OASIS Trading System:



Stage 2: Access to Gas Trading Platform– XNetTrader

In order to access the XNetTrader Application follow the steps below:

a) Get the Client Authentication Certificate

The Certificate is provided by [ATHEX - Digital Certificates Services \(PKI-CA\)](#) and it is required for accessing the XNetTrader Application. Submit the relevant 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 \(PKI-CA\)](#).

- Persons who have already acquired a Certificate Client Authentication for OASIS Trading Systems (HEnEx's Derivatives Market) will use the same certificate without any further action.
- Persons who have already acquired a Certificate Client Authentication for ETSS Trading Systems (HEnEx's Spot Market), they should amend the "EnEx_Client_Auth_Subscriber Agreement" by selecting OASIS System on Section 1.

b) Install the Client Authentication Certificate.

It should be copied to the path that the XNet Trader has been installed, in the folder "certs", (e.g. C:\Program Files (x86)\XNetTrader-ATHEX\certs).

c) Use the Credentials which has been allocated to the users declared in form G1-5 "Connection to the GAS Trading System Form".

Stage 2: Access to Gas Trading Platform– API

Access to ENEX Natural Gas Markets for trading can also be provided via a FIX gateway.

- The FIX protocol version used is 4.2. The Rules of Engagement document will be available soon.
- For general information regarding the FIX protocol, visit the FixTrading.org website
<https://www.fixtrading.org/>
- Specifically for FIX version 4.2
<https://www.fixtrading.org/standards/fix-4-2/>
- Real time Market Data for the ENEX Natural Gas Markets are provided by the ATHEX IOCP information dissemination infrastructure using the OASIS IOCP interface and OASIS IDS Market Data Feed protocols. Please contact with EnEx-Member-Support team for the protocol specifications.
- Market Data for ENEX Gas Markets can also be provided by Market Data Vendors on a commercial basis.

Stage 3: Activation of the Participant



The participant shall submit the following HEnEx Forms electronically or Certified Hardcopies in order to finalize their activation to the Market:

- ✓ Membership Activation form - (F1-3): Activation date request for each Market.
- ✓ Participant's/Members profile form - (F1-4): Contact responsible persons form.
- ✓ Connection to the GAS Trading System Form - (G1-5): Connectivity issues & users.
- ✓ Participants who want to participate through Algorithmic Trading should also submit:
 - i. Algorithmic Trading Declaration - (G1-7): details on Algo Trading
- ✓ Participants who want to become Liquidity Providers should also submit:
 - i. Liquidity Provider Application - (G3-1): details on Liquidity Provider request

Note: The above actions must be completed within four (4) calendar weeks of the completion of the previous stage and SFA should be in force.

Stage 3: Access to other HEnEx Systems

► Website Member's Area:

- **Reference Data files:** Provide the initial data of the trading session to every market participant every morning
- **Transaction files:** Provide the transactions (trades, orders) that a Member has concluded during the trading session. These files are available through the post trade procedures
- **Alarms for Liquidity Providers:** This file contains the violation of **Liquidity Providers** obligations that has been done.
- Other related market useful information

► EnEx JIRA Service Desk

EnEx Service Desk is a Ticketing System for accepting and processing the participants 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 HEnEx 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 related to GAS Platform, the user can open a ticket and create a relevant Jira Request.

Energy Trader Certificate – Gas ETC_G

Participants' traders shall be certified by HEnEx in order to participate in the Trading Platform

► Requirements for certification. The candidate:

1) Should be at least 18 years old

2a) Has passed the ETC_G examinations, or

2b) Meets the conditions for exemption from such examinations Decision 3 Par 2.5 and

☐ The candidate:

✓ holds a certificate equivalent to Energy Trader Certificate for gas (ETC_G), or

✓ has 2 years of **working experience** in a member of a regulated gas market, or

✓ holds the certificates for Spot and Derivatives Electricity Market (ETC_E/ EDTC) from HEnEx.

☐ Participation in **HEnEx's Trader Seminar** is required

☐ The candidate states jointly with the Participant that she/he is aware of the trading regulatory framework of the Trading Platform

3) The candidate has not been convicted for offences according to Decision 3

4) Has paid the relevant certification fee

► **Trader Seminar will be organized before the exams** Focus on the regulatory framework of the Trading Platform

► Submit HEnEx Form G2_1

Energy Trader Certificate – Gas ETC_G

How to apply for HEnEx's Exams and Seminars



HEnEx's Exams Participation

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



HEnEx's Seminars Participation

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

REMIT Reporting

HEnEx has been approved as a Registered Reporting Mechanism (RRM) by ACER since May 2020

- ✓ Since October 2020, HEnEx has been reporting MPs' transactions (bilateral or concluded in HEnEx 's Electricity markets)
- ✓ HEnEx, during the onboarding process, will offer a data reporting service through the dedicated platform RRM@ENEX to MPs for Natural Gas Market contracts covering:

- orders to trade ✓
- transactions ✓

For both:

- Continuous trading ✓
- Auctions ✓

Except for transactions in Organised Market Places, HEnEx offers also services for:

- ✓ Reporting of bilateral contracts (standard and non-standard contracts)
- ✓ Reporting of orders to trade and trades concluded in other Organized Market Places than HEnEx

Market Participants that have already signed “REMIT Reporting Service Agreement” with HEnEx will only have to submit “HEnEx REMIT Services Application Form (F1-5)”

HEnEx Fees

HEnEx fees are defined in the *Rulebook for the Natural Gas Trading Platform of the Energy Exchange* and described in detail at Decision 6 ["Participants' Charges of the Natural Gas Trading Platform of HEnEx"](#)

HEnEx Fees

Annual Fees

- ✓ Participant Capacity Fee

Liquidity provision trading fees

- ✓ Daily Product (Day Ahead & Within Day Contracts)

Transaction Cancellation Fees

Trading Support Fees

- ✓ Charge for use of Shared Access Point
- ✓ On Behalf of Trader – OBOT Service

Regular Trading Fees

- ✓ Daily Product (Day Ahead & Within Day Contracts)

Market Making Alarms Fees

- ✓ Charges for the total monthly number of alarms activated per series

Technology Services Fees

- ✓ XNetTrader license

Remit Reporting Fees

EnExClear's Membership Guide

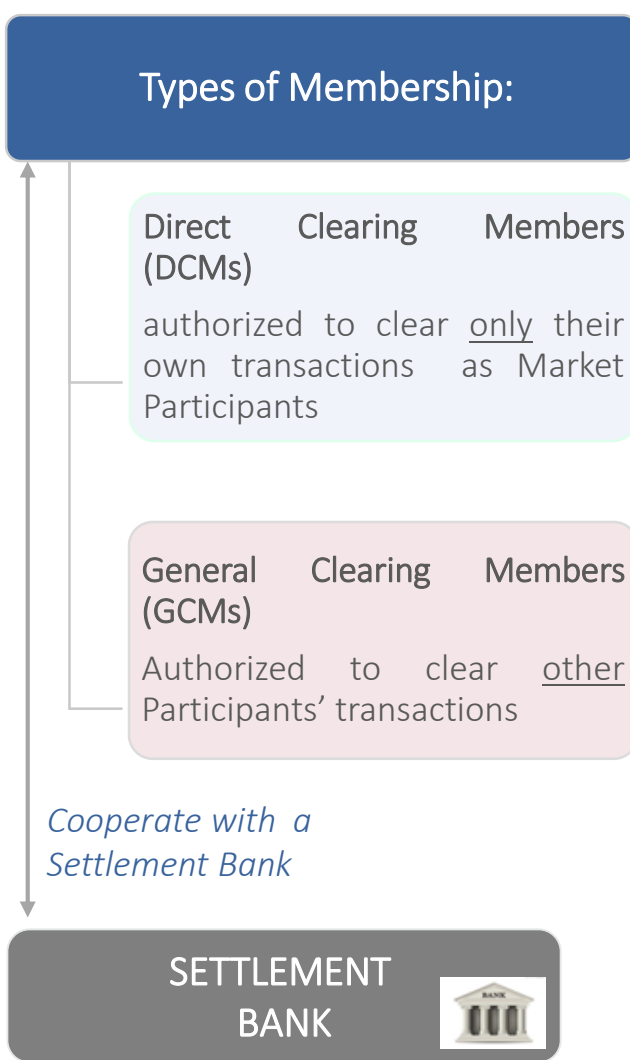
Eligibility, Admission & Certification Process, Access to EMCS, Fees

Contents

EnExClear's Membership Guide

- Eligible Clearing Members
- Membership Process
- Access to Energy Markets Clearing System – EMCS
- Energy Clearer Certificate - ECC
- EnExClear Fees
- ANNEX B & C – Legal Documentation for EnExClear's Candidates
- Members Support Contact

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):

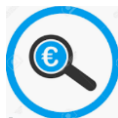
- ✓ Credit Institutions *(local or foreign)*
- ✓ Investment firms *(local or foreign)*

- ❑ 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)

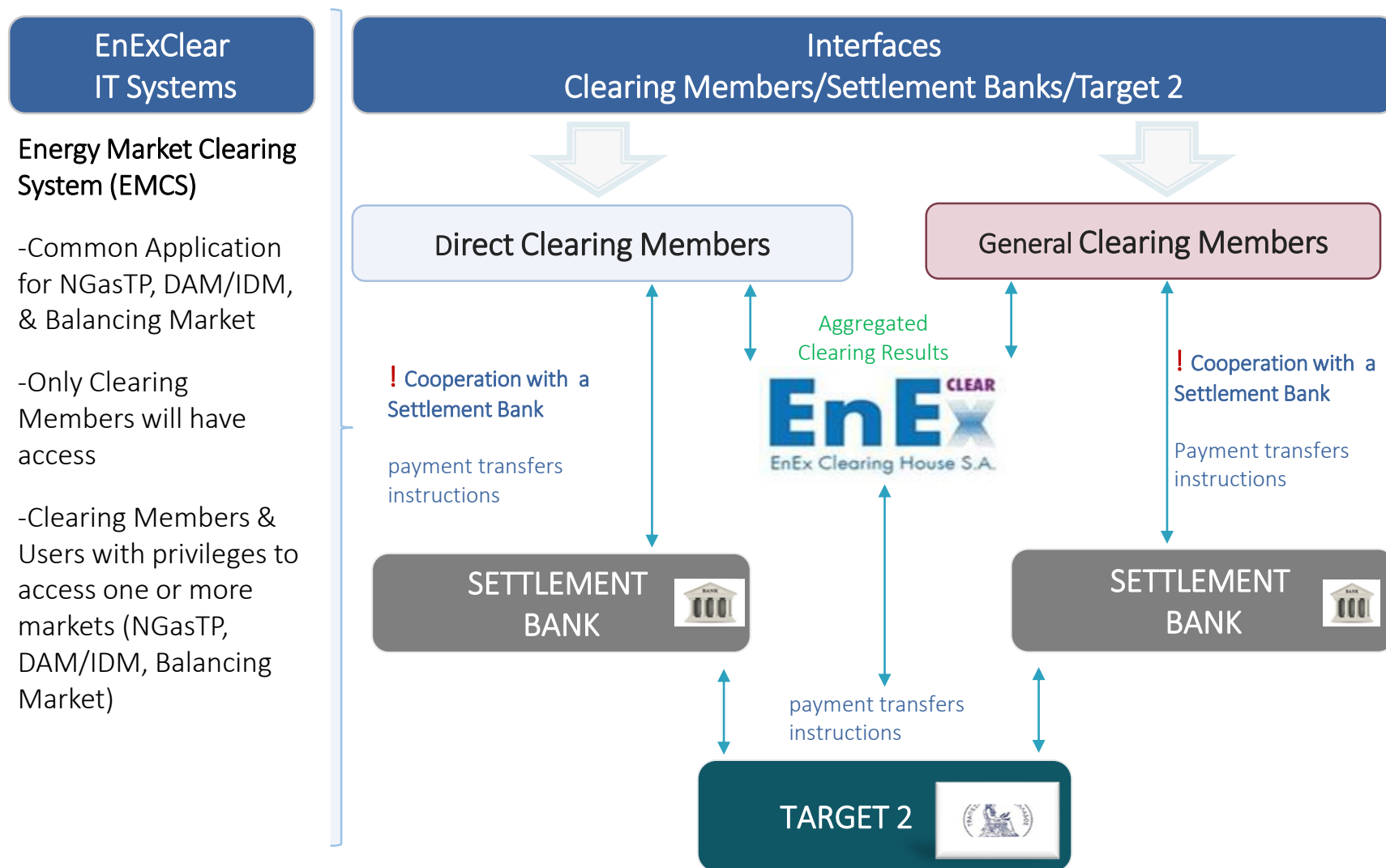


Candidate's Minimum*:

Own Funds / Contribution to Default Fund

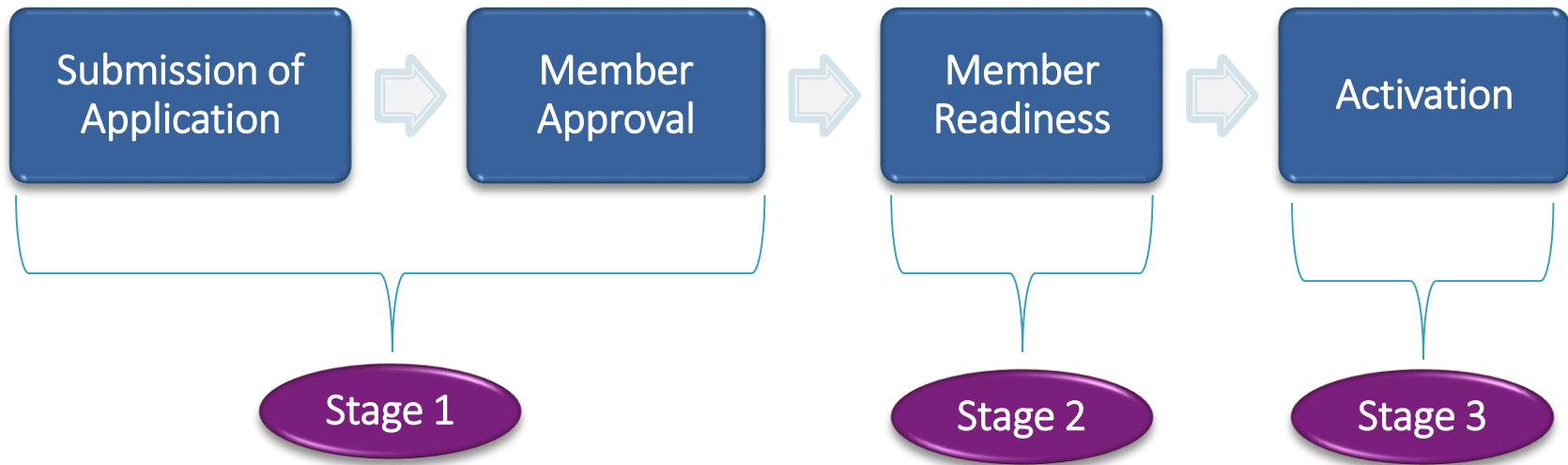
Clearing of Natural Gas Trading Platform	Minimum Own Funds	Minimum Contribution to Default Fund
Direct CM	500.000€	15.000€
General CM	3.000.000€	250.000€

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)



The 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 business type.

***Note:** Candidates who are already registered with HEnEx or with EnExClear are not required to resubmit the legal documents except in cases where submission of updated documents is required*

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

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



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



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*

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)



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) per 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)



Persons who have already 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:**

1) Should be at least 18 years old

2a) Has passed the ECC examinations, or

2b) Meets 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">• Direct Clearing Members: €4.800,00 (plus VAT).• General Clearing Members: €9.600,00 (plus VAT).
Clearing Fees	€ 0,01 / MWh plus VAT
Charges for the Maintenance of Clearing Account (CA)	Fixed fee per month, <ul style="list-style-type: none">• €100,00 (plus VAT)
Charges for the Management of Letters of Guarantee (LoG)	Fixed fee for each deposit or replacement of LoG, <ul style="list-style-type: none">• €50,00 (plus VAT)

EnExClear's Member's Area – Ticketing System

▶ 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

- Candidate type (a): Natural Person

- i. Copy of identity card
- ii. Certificate for the commencement of professional activity and/or modification of the same for electricity production
- 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.

- 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 if it is a candidate based out of Greece, to the relevant Registry of Companies and the provision of relevant information for its online search (link).
- ii. Announcement of the latest codified Articles of Association or the relevant corporate agreement, as appropriate, to the General Electronic Commercial Registry or if it is a candidate based out of Greece, to the relevant Registry of Companies and the provision of relevant information for its online search (link).
- iii. If the above online search is not possible 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.
- iv. 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.
- v. Legal Persons 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 a branch may not be a Participant in the NG Platform; the Participant will be the legal person, acting however through the Greek branch.

ANNEX B– Legal Documentation for EnExClear’s Candidates

- 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 if it is a candidate based out of Greece, to the relevant Registry of Companies and the provision of relevant information for its online search (link).
- ii. Announcement of the latest codified Articles of Association or the relevant corporate agreement, as appropriate, to the General Electronic Commercial Registry or if it is a candidate based out of Greece, to the relevant Registry of Companies and the provision of relevant information for its online search (link).
- iii. If the above online search is not possible 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.
- iv. 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.
- v. Legal persons 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 a branch may not be a Clearing Member; the Clearing Member will be the legal person, 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

- i. 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.
- ii. 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).
- iii. 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.
- iv. 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.
- v. 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).
- vi. Additionally to the 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

- A sole prerequisite of legal due diligence set by EnEx Group

- ❑ The legal representative (-s) against 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

- ✓ Questions related to the Membership Process shall be addressed to EnEx Member Support Department.
- ✓ **Hardcopies** of the original documents with no Electronic signatures which have been already submitted via e-mail to EnEx Member Support, shall be sent to EnExGroup headquarters.
- ✓ EnEx Members Support Contact details :
 - Phone : +30 210 33 66 845
 - FAX : +30 210 33 66 852
 - Email : EnEx-Member-Support@enexgroup.gr
- ✓ For ATHEX - Digital Certificates Services (PKI-CA):
 - Email : PKICA-Services@athexgroup.gr