**HEnEx/EnExClear Member’s Contacts Form**

Date:Click or tap to enter a date.

To: **EnEx Admission Service**

110, Athinon Ave. 104 42 Athens, Greece

Tel: +30 210 33 66 548

 E-mail: admission@enexgroup.gr

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| --- | --- | --- | --- |
| **General Info** |  |  |  |
| Participant’s/Member’s trade name: | Click or tap here to enter text. |  |
| TIN[[1]](#footnote-1): | Click or tap here to enter text. |  |
| **Key Persons** |
| With this form, the abovementioned Participant/Member dictates its designated[[2]](#footnote-2) executives for any communication foreseen by EnExGroup’s companies Rulebooks and Decisions.Please include both existing and new executives (select *“New” for new executives, “Edit” to modify existing executives, “No change” for existing executives without change)*. In case of deactivations please provide the full name(s) in the Notes section on page 2, specifying the need for their deactivation. |
| **Membership issues**  |
| Name | :       | Tel. | :       | Action  | : Choose an item. |
| Email | :       | Mob. | :       | Type  | : Choose an item. |
| Name | :       | Tel. | :       | Action | : Choose an item. |
| Email | :       | Mob. | :       | Type | : Choose an item. |

**Compliance Officers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |

**Trading Floor Contacts**

Please provide trading floor generic contact details in case of emergency or other informative issues.

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| **Market:** | **Power Spot** | Email | :       | Tel.Mob. | :      :       |
| **Market:** | **Derivatives** | Email | :       | Tel.Mob. | :      :       |
| **Market:**  | **Natural Gas** | Email | :       | Tel.Mob. | :      :       |

**(PLEASE FILL IN ONLY APPLICABLE FIELDS ACCORDING TO YOUR MEMBERSHIP IN HEnEx/EnExClear)**

**Power Spot Trading issues**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |

 **Derivatives Market Trading issues**

|  |  |  |  |  |  |
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| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |

**Natural Gas Trading Platform issues**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |

**Clearing issues for Power Spot, or/and IPTO’s Balancing Markets, or/and Natural Gas Trading Platform**

|  |  |
| --- | --- |
| **Market:**  | [ ]  **Power Spot Markets** [ ]  **IPTO’s Balancing Market** [ ] **Natural Gas Trading Platform** |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |
| **Market:**  | [ ]  **Power Spot Markets** [ ]  **IPTO’s Balancing Market** [ ] **Natural Gas Trading Platform** |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |

 **Technical (IT) Dpt**

|  |  |  |  |  |  |
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| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |

**Accounting Dpt**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |

**Notes**

*Please provide any additional information you consider relevant*

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The Company undertakes the obligation to inform the respective natural persons (key personnel) about the processing of their personal data, by handing to them the information of Appendix I.

For the Company,
(Name of Legal Representative, Position, Signature)



 (Company Stamp)

**APPENDIX I**

**INFORMATION ON THE PROCESSING OF PERSONAL DATA FROM ENEX GROUP FOR PARTICIPANT’S KEY PERSONNEL**

A. PROVISION OF INFORMATION TO DATA SUBJECTS

EnEx Group, in its capacity as data controller, in accordance with the Regulation (EU) 2016/679 (GDPR), L. 4624/2019 and the other provisions of the Greek and European legislation on the protection of personal data, hereby provides information concerning the personal data processing of the natural persons in their capacity as participants’ key personnel (persons who have the right to sign application forms regarding membership issues, compliance officers, certified traders, certified clearers, IT responsible persons) (hereinafter “subjects”), in the way described as below.

Ι. What kind of data do we collect?

a) Identification data such as name and current position in the client’s company

b) Contact details such as e-mail address and fixed and mobile telephone number

ΙΙ. Where do we collect your data from?

The aforementioned data are collected directly from the subject or the participant that the subject is employee.

ΙΙΙ. Why do we collect your data and how do we process them?

Personal data collected in the way described above, in accordance with the applicable legal and regulatory framework, are processed for communication purposes with EnEx Group.

The legal basis of the processing for this purpose is that the processing is necessary in the exercise of official authority and competences vested in EnEx Group. and for the performance of the contractual obligation between the participant and EnEx Group which the data subject is party.

IV. Who are the data recipients?

EnEx Group’s employees who are responsible for EnEx Group members’ support, who have been duly informed about the secure processing of your personal data.

In addition, recipients of your data are natural and legal persons to whom EnEx Group entrusts the performance of specific tasks on its behalf, such as, among others, system maintenance and technical support providers, software service providers and information security service providers (e.g., ATHEXGROUP’s companies that provide the necessary IT platforms and technical support services). These persons, acting as processors of personal data, have been informed and committed in advance to respect the confidentiality of your data, are aware of and follow our instructions regarding the processing of personal data and take all appropriate measures to protect them.

Furthermore, the recipients of your personal data may be, on a case-by-case basis supervisory, auditing, independent, judicial, public and/or other authorities and bodies within the scope of their statutory responsibilities, duties and powers, when the transfer to them is required by law or provided for by law.

V. Are the data transferred outside the European Economic Area (E.E.A.) or to international organizations?

EnEx Group does not transfer any personal data to any third country or international organization regarding this matter.

VI. For how long are the data retained?

The personal data will be stored by EnEx Group for the period of time necessary by law or for the fulfillment of the legal basis and their processing purpose, as well as for the necessary period of time required by the legal and/or regulatory framework in force or for the time required for EnEx Group to exercise its claims and defend its rights and legal interests.

VII. What rights do the subjects have for the protection of their data?

According to GDPR, the data subjects have the following rights:

a) To know which personal data, concerning them, are being stored and processed by EnEx Group, as well as their source (right of access).

b) To request for the rectification and/or supplementation of these data, so as to be complete and accurate, by submitting any necessary document which shows the need for supplementation or rectification (right to rectification).

c) To request for the restriction of processing concerning their personal data (right to restriction of processing).

d) To deny and/ or object to any further processing of their personal data retained by EnEx Group (right to object).

e) To request for erasure of their personal data from EnEx Group’s records (right to be forgotten).

f) To request for the transfer of the data they have provided to EnEx Group to another controller (right to data portability).

EnEx Group has, in any case, the right to refuse the request if the processing is necessary for the establishment, exercise or defense of EnEx Group’s rights or the fulfilment of its legal obligations.

VIIΙ. How can the subjects exercise their rights?

In order to exercise their rights, the subjects may address EnEx Group:

* In writing to:

EnEx Group

110 Athinon Avenue, 104 42 Athens

c/o: Data Protection Officer

* Through email to EnEx Group’s Data Protection Officer to: dataprotectionofficer@athexgroup.gr

EnEx Group shall use its best endeavors to address to subjects’ requests within thirty (30) days of its receipt. The abovementioned period may be prolonged for sixty (60) more days, if deemed necessary, taking into account the complexity of the issue and the number of the requests. EnEx Group shall inform the subjects within thirty (30) days after receipt of their request in any case of prolongation of the abovementioned period.

If EnEx Group does not take action in relation to subjects’ request, it shall inform the subject without delay and within thirty (30) days of the receipt of their request at the latest, for the reasons it did not take action and for the possibility of the subject to submit a complaint and open a judicial procedure.

ΙΧ. How are the subjects’ rights protected?

EnEx Group applies an information security management system to ensure the confidentiality and security of the subjects’ data processing procedure and to protect them against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access and any other form of unlawful processing.

Χ. Complaints submission

The subjects have the right to file a complaint with the Personal Data Protection Authority ([www.dpa.gr](http://www.dpa.gr)), which is the competent supervisory authority for the protection of the fundamental rights and freedoms of natural persons with regard to their processing, when they assume that their rights are infringed in any way.

B. CONTANT DETAILS

Ι. Data Controller

EnEx Group S.A.

Address: 110 Athinon Avenue, 104 42 Athens

Contact phone number: +30 210 33 66 800

# ΙΙ. Data Protection Officer

Address: 110 Athinon Avenue, 104 42 Athens

Email: dataprotectionofficer@athexgroup.gr

1. Tax identification number [↑](#footnote-ref-1)
2. Designation of executives by a legal representative with this form does not release the Participant /Member from the obligation to submit relevant proof (such as special BoD Minutes) upon request of EnEx Member Support that the legal representative bears the power of sub delegation. [↑](#footnote-ref-2)