



Membership Guide for EnExGroup

Instructions for Participants
on Natural Gas Trading Platform

Version 2.3

HEnEx's Membership Guide

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

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HEnEx's Membership Guide

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Participant capacity | Eligibility

Who is eligible to become Participant?

- Transmission Users, who are included in LEPTP which is kept by DESFA
- DESFA

- ✓ The Participant capacity is acquired after approval by HEnEx, in accordance with the terms of the Rulebook.
- ✓ Participants may act as Liquidity Providers after approval 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
- ✓ who 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

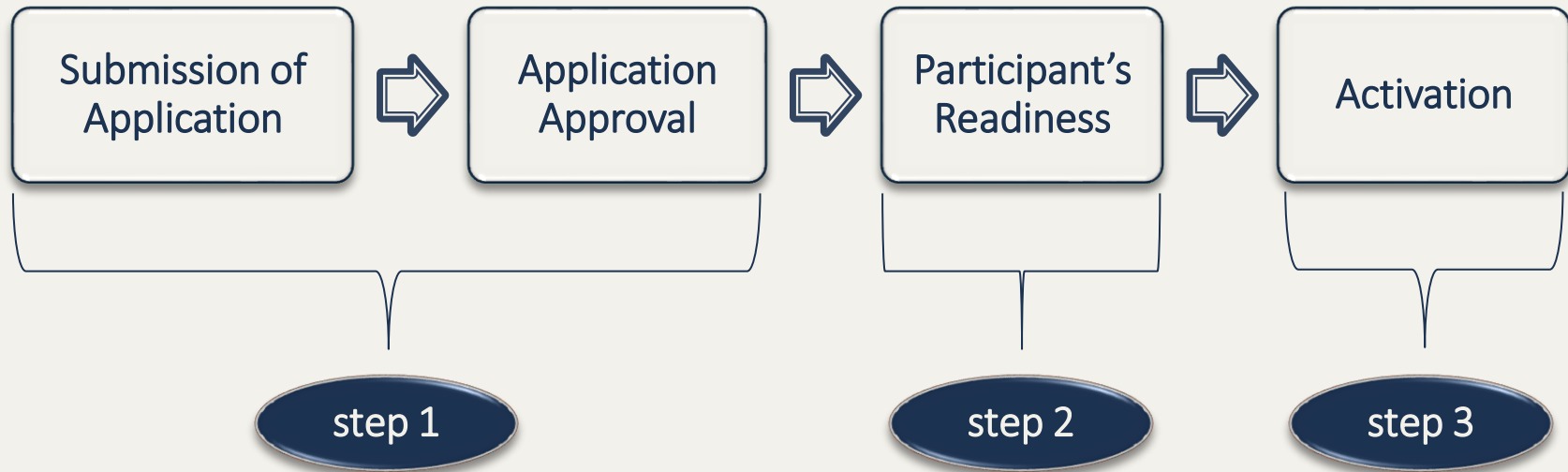
Become a Clearing Member or arrangement with a GCM

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) steps :



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 Documentation (A), (B) and (C):

A) Legal Documentation

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

»» Please check ANNEX A & slide 20 to find the relevant Legal Documentation depending on your 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)

B. HEnEx Forms:

- i. **Candidate Membership Form (F1-1):** Application Form to become a Participant 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 of EnExClear who cooperates with the latter in clearing its transactions – required only by candidate Participants who 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. Application Fee is set to zero (No proof of payment is required)
- 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 EnExGroup headquarters, **except from the digitally signed documents (with a properly certified digital signature, issued by a qualified trust service provider), which are to 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, Admission Service 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 must bear company's stamp with a valid digital signature of the Legal Representative, or a handwritten signature certified as authentic, in accordance with the rules of the State where the applicant legal entity is established. The authenticity of the signature may also be certified by Hague Apostille, where applicable.*

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** according to par. 3.3.4 of Rulebook.

»» Please check Slides 15, 16 , for the Certification Process

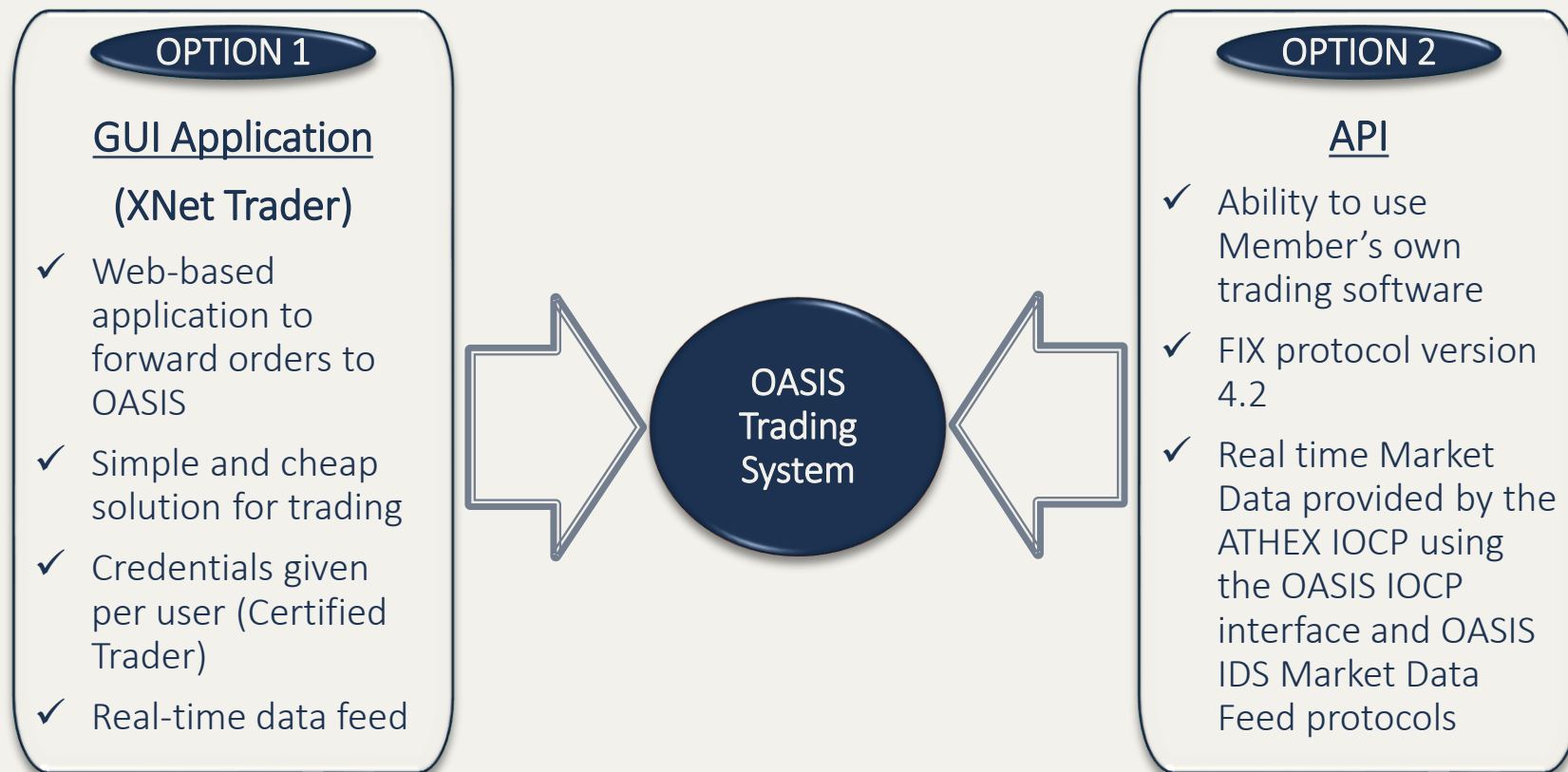
3. ensure its Certified Energy Traders readiness, given that HEnEx may organize **Mock Sessions** or other simulation scenarios under actual trading conditions.
4. in case the Participant wants to clear its transactions as a **Direct Clearing Member**, the registration certificate from EnEx Clearing House S.A. shall be submitted.
4. proceed with the **payment** of the applicable Annual Subscription. Initial registration fee is set to zero according to Decision 6.

Stage 2: Access to Gas Trading Platform – OASIS (1/3)

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 – OASIS (2/3)

Access FIX GW following the steps below:

Declare your interest for FIX GW

- ✓ Submit the HEnEx form F1-5 "Connection to the Natural Gas Trading System Form" selecting option 2

Prepare to establish a site-to-site IPSec virtual private network (VPN)

- ✓ Market Support will provide you technical specifications and a supportive form including all relevant information about FIX Protocol and the relevant supported encryption settings.

Establish and test VPN connection and get Access to API

- ✓ Our NOC Dpt will contact the Participant's NOC to establish VPN Connection
- ✓ Access API

More Information regarding the FIX protocol Version 4.2 can be found at:
<https://www.fixtrading.org/standards/fix-4-2/>

Stage 2: Access to Gas Trading Platform – OASIS (3/3)

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

a) Get the Client Authentication Certificate

The Category A Certificate, which is required for access to the Energy Trading System for Gas (ETSG), is provided by Euronext Athens. It is issued without any charges and renewed automatically every year. It may be used from multiple workstations and multiple users of the same Participant. The Certificate will be distributed to the Participant's Certificate Administrator declared in form F1-7 "Declaration of Client Authentication Certificate Administrator".

b) Install the Client Authentication Certificate.

The Certificate details and PIN will be sent to the Participant's Certificate Administrator following the distribution of the Certificate. The installation guidelines for the Certificate will be sent to each ETSG user during their activation process.

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):** Key persons form.
- **Connection to the Trading Systems Form- (F1-5):** Connectivity issues & users.
- Participants who want to participate through Algorithmic Trading should also submit:
 - ✓ *Algorithmic Trading Declaration - (G1-7): details on Algo Trading*
- Participants who want to become Liquidity Providers should also submit:
 - ✓ *Liquidity Provider Application - (G2-1): 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.

Energy Trader Certificate – Gas ETCG

Traders shall be certified by HEnEx in order to participate in the Trading Platform

Requirements for Certification, as Defined in HEnEx's Decision 3 "Participants' professional competence in the Natural Gas Trading Platform of HEnEx":

The candidate must:

1) be at least 18 years old

2a) Have passed the ETCG examinations, **or**

2b) Meet the conditions for exemption* from such examinations, Decision 3 Par. 2.4

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

4) Has paid the relevant certification fee (training material & exams)

**Conditions for exception:*

- ☐ *The candidate:*
 - ✓ *holds a certificate equivalent to Energy Trader Certificate for gas (ETCG), **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 (ETCE / ETCG) from HEnEx*
- ☐ *Has attended the relevant seminar organized by HEnEx **or** he/she has been trained via HEnEX's electronic platform*
- ☐ *The candidate states jointly with the Participant that she/he is aware of the trading regulatory framework of the Trading Platform*

How to apply for the Certificate or participate in Seminar

Option 2a Participate in HEnEx's exams

- **EnEx Training Service** announces the examination's dates (follow the [Certification Program](#) for regular exams). Ad-hoc examinations are also available in coordination with the EnEx Training service.

✓ Fill-in form F2-1* and pay the relevant fee

✓ Register online (link in the invitation)

Both
required!

- The Training Service will provide the applicant credentials to access the training and practice material in HEnEx's electronic platform.

Participate in HEnEx's seminar (optional)

- **EnEx Training Service** announces the seminar's dates (follow the [Seminar Program](#) for regular seminars). Ad-hoc seminars are also available in coordination with the EnEx Training service.

✓ Register online (link in the invitation) and pay the relevant fee

Option 2b Apply for an exemption from HEnEx's exams

- Please consult the conditions for exception in the previous page

✓ Fill-in form F2-1* and pay the relevant fee

✓ Get trained (details below)

Both
required!

- How to get trained (either of the two options):

✓ Participate in HEnEx's seminar (details below), or

✓ Get trained via HEnEx's electronic platform

The Training Service will provide the applicant credentials to access the training material.

A minimum study period is required to complete the training course.

**The F2-1 form available [here](#) must be digitally signed (digital sign by gov.gr is also acceptable where applicable) or handwritten signed (accompanied by identity verification issued by a Citizen Service Centre (KEP) for Greek candidates or apostiled by foreign candidates).*

For any clarifications, please contact EnEx Training Service at training@enexgroup.gr or +210 33 66 845

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 Organized 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 (F1-6)”

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”](#)



Annual Fees

- ✓ Participant Capacity Fee

Transaction Cancellation Fees

Remit Reporting Fees
according to relevant HEnEx
Decision [here](#)

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



HEnEx's Member's Area – Ticketing System

❑ 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
- 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. Persons with access to the Service Desk are those who have been declared in the “F1-4, Members Profile Form” and all users that have access to trading systems. 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 the user can open a ticket and create a relevant Jira Request

Legal Prerequisites Set

- 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.

ANNEX A – Legal Documentation for HEnEx Candidates

- 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.

Contacts for Candidate Members

- ✓ Questions related to Becoming a Member shall be addressed to **EnEx Sales Team**:
 - Phone : +30 210 33 66 782
 - Email : sales.team@enexgroup.gr
- ✓ Questions related to the Admission Process shall be addressed to **EnEx Admission Service**:
 - Phone : +30 210 33 66 548
 - Email : admission@enexgroup.gr
- ✓ Questions related to Certification of Energy Traders shall be addressed to **EnEx Training Service**:
 - Phone : +30 210 33 66 845
 - Email : training@enexgroup.gr

Note: *Hardcopies of the original documents should be sent to EnExGroup headquarter (also properly certified with Apostille Stamp where applicable), **except** from the digitally signed documents (with a properly certified digital signature, issued by a qualified trust service provider), which are to be sent electronically via email .*