EMISSION TRADING SCHEME

UNION REGISTRY

ACCOUNT REQUEST

Quick start user guide

Content

Request an account creation

Introduction

Any enrolled user can request the opening of an account.

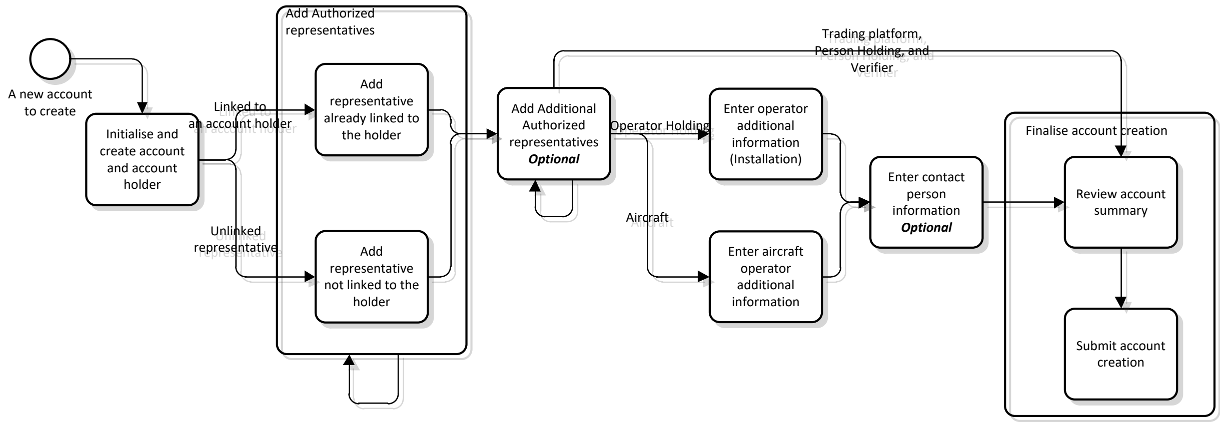
The account opening request must then be approved by a National Administrator.

The procedure might be different based on the requested account type.

The different steps

Based on the type of account, you will have to pass through different steps to enter the required information.

The schema below identifies the different steps of the creation and indicates the differences between the types of account:



Step by step

The different steps of the account creation are described in separate topics.

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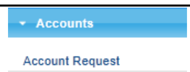
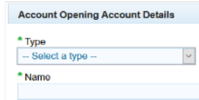
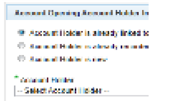
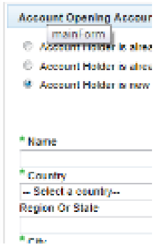
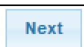
Initialise the account creation and create account holder

Introduction

This is the first step for requesting the creation of an account.

Step by step

To initialise the procedure and create the account, execute the following steps from the home page.

<table>
<tr><th>Step</th><th>Action</th><th>Interface</th></tr>
<tr><td>1</td><td>Select Account Request from the “Account” section of the left menu.</td><td>
</td></tr>
<tr><td>2</td><td>The “Account Opening Account Details” page opens.
Select the type corresponding to the account you want to create and enter the name of the account.</td><td>
</td></tr>
<tr><td>3</td><td>Click Next to continue.</td><td>
</td></tr>
<tr><td>4</td><td colspan="2">The “Account Opening Account Holder Information” page opens.
Indicate the Account holder.
<table>
<tr><th>If</th><th>Then</th><th></th></tr>
<tr><td>You are already linked to the account holder</td><td>1. Select option Account Holder is already linked to the user.
2. Select the account holder from the drop down list box.</td><td></td></tr>
<tr><td>The account holder does not exist</td><td>1. Select option Account Holder is new.
2. Enter all the required information.</td><td>
</td></tr>
</table></td></tr>
<tr><td>5</td><td>For ETS accounts, you can select whether the phone and email information should or not be available publicly in the EUTL Public website. Tick the radio buttons accordingly.</td><td>
</td></tr>
<tr><td>6</td><td>Click Next to continue.
The page “Define Trusted Account List preferences at account opening” opens.</td><td>
</td></tr>
</table>

Define Trusted Account List preferences at account opening

Introduction

Upon opening of your holding account, you can define a set of preferences that will impact how you can propose transactions.

By default, accounts can only initiate transactions towards account saved in its trusted account list. Furthermore, transaction proposal must be, by default, approved by a second user. This is a security measure referred to as 4-eyes principle.

This topic describes how you can select the trusted account list preferences for your account at account opening.

Step by step

To define your account's trusted account list preferences, execute the following steps:

Step	Action	Interface
1	Tick the corresponding select box to define if you allow or not transfers to accounts on the Trusted Account List without requiring the approval of a second Authorised Representative (i.e. 2-eyes principle).	○ Yes ◉ No
2	Tick the corresponding select box to define if you allow or not transfers to accounts not present on the Trusted Account List. This preference is not shown to Trading accounts since they already have, by default, the possibility of transferring towards non-trusted accounts.	○ Yes ◉ No
3	Click **Next** to continue.	Next

Add a representative already linked to the account holder

Introduction

This topic is a step of the account request procedure. It describes how you can appoint to your account authorized representatives that are already linked to the account holder of your account or already linked to you if you are already appointed in accounts.

About account representatives

The Authorised Representatives are the main actors on accounts. They are responsible for managing the account, entering emissions, initiating transactions and complying with the yearly obligations on behalf of the account holder.

There are the four types of representatives:

- Process Initiator Only: They can propose transactions and processes
- Process Approver Only: They can approve actions initiated by others.
- Process Initiator and Approver: They can propose and/or approve actions initiated by others.
- Read-Only: They cannot propose or approve any action

In order to be fully operational, an ETS holding account (holding account with EU prefix) needs, at least, two Authorised Representatives: one that can initiate transactions and processes and one that can approve transactions and processes initiated by another Authorised Representative.

Step by step

To appoint authorized representatives, execute the following steps after Initialising and creating an account and the account holder.

Step	Action	Interface
1	Select **Representative is already related to the Account Holder**.	Representative is already related t
2	Select the authorized representative from the list.	* Representative -- Select Authorized Representative --
3	Select the Authorised Representative role	* Authorized Representative Role -- Select Authorized Representative --
4	Click on the **Add** button.	Add
5	The Authorised representative is added to the list. Repeat Step 2 to 4 for each supplementary Authorised Representative.	Account Opening - Authorised Representatives Linked to Creation Request Role: Authorized Representative - Process Initiator and Approver URID: EU506641050536
6	Click **Next** to continue.	Next
7	Depending on the account type, you will be requested to enter additional information.	

If you are creating	See topic
An operator holding account	See topic “Enter operator holding account

		additional information" on page 9.
	An aircraft operator holding account	See topic "Enter Aircraft operator holding account additional information" on page 10.
	Another account	See topic "Finalise the account creation" on page 11.

Add a representative not linked to an existing account holder

Introduction

This topic is a step of the account request procedure. It describes how you can appoint to your account authorized representatives that are not already linked to the account holder of your account.

About account representatives

The Authorised Representatives are the main actors on accounts. They are responsible for managing the account, entering emissions, initiating transactions and complying with the yearly obligations on behalf of the account holder.

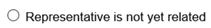
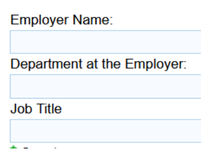
There are the four types of representatives:

- Process Initiator Only: They can propose transactions and processes
- Process Approver Only: They can approve actions initiated by others.
- Process Initiator and Approver: They can propose and/or approve actions initiated by others.
- Read-Only: They cannot propose or approve any action

In order to be fully operational, an ETS holding account (holding account with EU prefix) needs, at least, two Authorised Representatives: one that can initiate transactions and processes and one that can approve transactions and processes initiated by another Authorised Representative.

Step by step

To create new authorized representatives, execute the following steps after initialising and creating an account and the account holder.

Step	Action	Interface
1	Select **Representative is not yet related to the account holder**.	
2	Fill in the form with the user details and select the Authorised Representative role.	
3	Click on the **Add** button.	
4	The Authorised representative is added to the list. Repeat Step 2 to 4 for each supplementary Authorised Representative.	
3	Click **Next** to continue.	
7	Depending on the account type, you will be requested to enter additional	

information.

If you are creating	See topic
An operator holding account	See topic “Enter operator holding account additional information” on page 9.
An aircraft operator holding account	See topic “Enter Aircraft operator holding account additional information” on page 10.
Another account	See topic “Finalise the account creation” on page 11.

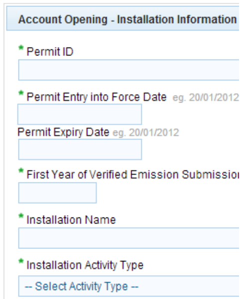
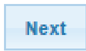
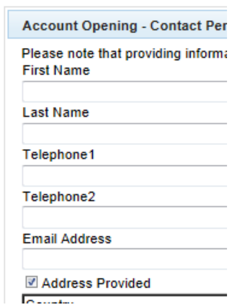
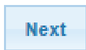
Enter operator holding account additional information

Introduction

This topic is a step of the account request procedure. It describes how you can add the information required when creating an operator holding account.

Step by step

To add additional information, execute the following steps after defining representatives.

Step	Action	Interface
1	Enter the Operator holding information.	
2	Click **Next** to continue.	
3	The “Account Opening – Contact Person Information” page opens. Enter the contact information. This step is optional.	
4	Click **Next** to continue.	
5	The “Account Opening – Summary” page opens. See topic “Finalise the account creation” on page 11.	

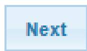
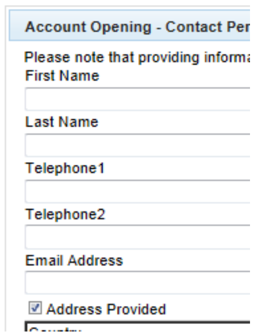
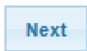
Enter Aircraft operator holding account additional information

Introduction

This topic is a step of the account request procedure. It describes how you can add the information required when creating an Aircraft operator holding account.

Step by step

To add additional information, execute the following steps after defining representatives.

Step	Action	Interface
1	Enter the Aircraft operator information.	
2	Click Next to continue.	
3	The “Account Opening – Contact Person Information” page opens. Enter the contact information. This step is optional.	
4	Click Next to continue.	
5	The “Account Opening – Summary” page opens. See topic “Finalise the account creation” on page 11.	

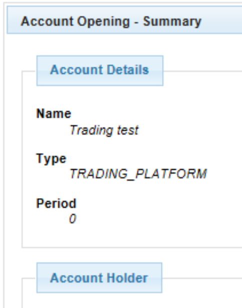
Finalise the account creation

Introduction

This topic is a step of the account request procedure. It describes how you can review the entered information and submit your request.

Step by step

To add additional information, execute the following steps after defining representatives or providing additional information for operator holding or aircraft operator holding.

Step	Action	Interface
1	The “Account Opening – Summary” page opens. Review the information.	
2	Click **Submit** to confirm the account opening. Click **Back** if you want to review some part of your request.	
3	The “Account Opening – Confirmation” page opens. It indicates that the request is recorded. It is now waiting for the approval of a national administrator.