



# S00

## SEMOpX - Registration Guide

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**DO NOT SEND BACK**

**Date:** 17/05/2017

**Document;** S00

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## S00 SEMOpx - Registration Guide

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*This document outlines the application requirements for registering with SEMOpx to trade in the Day Ahead and Intraday Markets.*

*DO NOT send back this document with your application. It is provided only as a reference.*

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### 1. Introduction

For a company to participate in the I-SEM Day Ahead and Intraday Markets, the company must:

- 1) Register as a member with SEMOpx.
- 2) Register with ECC as a Non-Clearing Member (NCM) or Direct Clearing Participant (DCP).

This document, "S00 SEMOpx – Registration Guide" provides details of what is needed to complete the SEMOpx application, it also provides details on the registration process for ECC.

The general process is:

1. Obtain the relevant application forms from the SEMO website/ECC website, or by contacting the SEMOpx helpdesk.
2. Prepare the relevant application forms and supporting information with assistance from the SEMOpx/ECC helpdesk.
3. Submit the application forms and supporting information to SEMOpx/ECC.
4. SEMOpx will then co-ordinate the membership request with the relevant stakeholders (including ECC).
5. SEMO will issue a draft accession deed for signing by the applicant.
6. Once the signed accession deed is returned to SEMOpx and confirmed as valid, the applicant will be a party to the SEMOpx Rules.
7. Once all requirements have been met an effective date for trading in the Day Ahead and Intraday Markets will be agreed and the membership made effective.

Further details on the Day Ahead and Intraday Market registration process can be found in the SEMOpx Rules and SEMOpx Operating Procedures document available from the SEMO website.

Please note, in order to trade in the SEM Day Ahead and Intraday Markets a member must have either registered the Units with the Balancing Market, or signed the relevant agreements to trade against a 3<sup>rd</sup> party unit in the Balancing Market Unit.

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## 2. Contact Details

### 2 (a) SEMOpx Contact Details

*The following are the official contact details that should be used for submission of the SEMOpx application documents.*

**Postal Correspondence:**

SEMOpx  
The Oval  
160 Shelbourne Road,  
Ballsbridge  
Dublin 4  
D04 FW28  
IRELAND

**Email Correspondence:**

[i-semregistration@sem-o.com](mailto:i-semregistration@sem-o.com)

**Phone Correspondence:**

If you have any questions on the application process or details please contact:  
1800 726772 (ROI) or 0800 0726772 (NI)  
+353 (1) 2370584 (International)

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### 2 (b) ECC Contact Details

*The following are the official contact details that should be used for submission of the ECC application documents.*

**Postal Correspondence:**

European Commodity Clearing AG  
Member Readiness  
Augustusplatz 9  
04109 Leipzig  
GERMANY

**Email Correspondence:**

[MemberReadiness@ecc.de](mailto:MemberReadiness@ecc.de)

**Phone Correspondence:**

If you have any questions on the ECC application process or details please contact:  
+ 49 341 24680 261

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### 3. SEMOPx Application Checklist

A checklist of the forms or supporting information required for a membership application is provided below.

Not all forms or supporting information may be relevant to all membership applications. Details of the relevancy of documentation are provided in the checklist below and further details are provided in Section 7.

Please use this checklist to confirm you have submitted all the required documentation with your membership application.

Document ID	Document Name	Relevance	Submission Format	
S01	SEMOPx - Member Application	Mandatory	Signed, scanned copy emailed to SEMOPx	<input type="checkbox"/>
S02	SEMOPx - Unit Application	Mandatory	Signed, scanned copy emailed to SEMOPx	<input type="checkbox"/>
S06	SEMOPx - User Access	Mandatory, for at least one user	Signed, scanned copy emailed to SEMOPx	<input type="checkbox"/>
S07	SEMOPx - Trader Registration	Mandatory, for at least one trader	Signed, scanned copy emailed to SEMOPx	<input type="checkbox"/>
S08	SEMOPx – REMIT Reporting Agreement	Optional [Agreement not yet available, to be confirmed in line with SEMOPx Rules approval]	Signed, scanned copy emailed to SEMOPx plus 1x original sent by registered post to SEMOPx	<input type="checkbox"/>

Supporting Documents	Relevance	Submission Format	
Proof of Company Register	Mandatory – requirement dependent on jurisdiction of company	Signed, scanned copy emailed to SEMO	<input type="checkbox"/>

## 4. ECC Application Checklist

In addition to registering with SEMOPX, there is a requirement to register with European Commodity Clearing (ECC) as either a Non-Clearing Member or Direct Clearing Participant. This allows the clearing and settlement of trades completed in the Day Ahead and Intraday Markets.

Not all forms or supporting information may be relevant to all membership applications. Details of the relevancy of documentation are provided in the checklist below and further details are provided in Section 5.

ECC's application forms can be found on the ECC website [NCM/DCP](#), or by contacting ECC or SEMOPX directly.

### 4 (a) Non-Clearing Member Checklists

The forms requiring completion as a **Non-Clearing Member (NCM)** are:

Document ID	Document Name	Relevance	Submission Format	
KYC	<b>"Know your Customer" Questionnaire</b>	Mandatory	Signed, scanned copy emailed to ECC	<input type="checkbox"/>
NCM01	<b>Application for Admission as Non Clearing Member</b>	Mandatory	Signed 1x original via ECC via registered post	<input type="checkbox"/>
NCM02	<b>Non-Clearing Member Agreement</b>	Mandatory	Signed triplicate (3x) originals to ECC via registered post	<input type="checkbox"/>
TP_SEMOPX_01a, or TP_SEMOPX_01b	<b>Trading Participant in the Power Spot - Own Agreement, or - 3rd Party Agreement</b>	Mandatory (at least one of TP01a or TP01b)	Signed, scanned copy emailed to ECC	<input type="checkbox"/>
TP07	<b>VAT Details</b>	Mandatory	Signed, scanned copy emailed to ECC	<input type="checkbox"/>
TP10	<b>Setup of User IDs</b>	Optional	Signed, scanned copy emailed to ECC	<input type="checkbox"/>
<b>Supporting Information</b>	<b>Examples include:</b> <ul style="list-style-type: none"> <li>• Certificate of Company Register</li> <li>• Proof of Signatures</li> <li>• Last 3 Annual Reports/Business Plan</li> <li>• If member of VAT group: proof of VAT group</li> <li>• Shareholder Structure</li> </ul>	As specified in the above applications forms	Scanned copies emailed to ECC	<input type="checkbox"/>

**4 (b) Direct Clearing Participant Checklists**

The forms requiring completion as a **Direct Clearing Participant (DCP)** are:

Document ID	Document Name	Relevance	Submission Format	
KYC	“Know your Customer” Questionnaire	Mandatory	Signed, scanned copy emailed to ECC	<input type="checkbox"/>
DCP01	Application for admission as a Direct Clearing Participant	Mandatory	Signed 1x original to ECC via registered post.	<input type="checkbox"/>
CM02	Clearing Agreement	Mandatory	Signed duplicate (2x) originals to ECC via registered post	<input type="checkbox"/>
TP_SEMOPx_01a, or TP_SEMOPx_01b	Trading Participant in the Power Spot - Own Agreement, or - 3rd Party Agreement	Mandatory (at least one of TP01a or TP01b)	Signed 1x original to ECC via registered post	<input type="checkbox"/>
TP07	VAT Details	Mandatory	Signed, scanned copy emailed to ECC	<input type="checkbox"/>
TP10	Setup of User IDs	Optional	Signed, scanned copy emailed to ECC	<input type="checkbox"/>
O09	Limit Adjustment Form	Mandatory but provided by ECC later, not as part of initial application	Signed, scanned copy emailed to ECC	<input type="checkbox"/>
O10	Cash Collateral Form	Mandatory but provided by ECC later, not as part of initial application	Signed, scanned copy emailed to ECC	<input type="checkbox"/>
SWIFT Agreement	SWIFT Agreement	Mandatory but provided by ECC later, not as part of initial application	Signed, 1x original to ECC via registered post.	<input type="checkbox"/>

Supporting Documents	Relevance	Submission Format	
<p><b>Examples include:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Company Register</li> <li>• Proof of Signatures</li> <li>• Last 3 Annual Reports/Business Plan</li> <li>• If member of VAT group: proof of VAT group</li> <li>• Shareholder Structure</li> </ul>	As specified in the above applications forms	Scanned copies emailed to ECC	<input type="checkbox"/>

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## 5. SEMOpx Application Document Explanations

*Further information is provided in this section about each SEMOpx application document and its relevance.*

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### 5 (a) S01 SEMOpx – Member Application

The member application form is required to register the member with the trading exchange, SEMOpx.

The form includes general information on the company, VAT, invoicing information and key trading contacts for the company.

The form also includes a confirmation section to ensure the application has been approved and signed by a lawfully appointed director of the company.

The application form is **mandatory** for all SEMOpx membership applications.

A **signed, scanned copy** of the form must be **emailed** to SEMOpx.

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### 5 (b) S02 SEMOpx – Unit Application

The unit application form is used by a SEMOpx member to register a Unit - that is already set up in the Balancing Market - for use in trading in the Day Ahead and Intra Day Markets.

The form includes information on the Units being registered with a SEMOpx member and a confirmation section to ensure the application has been approved and signed by a lawfully appointed director of the company.

The application form is **mandatory** for all SEMOpx membership applications.

A **signed, scanned copy** of the form must be **emailed** to SEMOpx.

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### 5 (c) S06 SEMOpx – User Access

The User Setup form allows a member to request user logins for both the Day Ahead and Intraday Auction System (ETS) and the Continuous Trading System (M7).

User logins are not linked to an individual authorised Trader. SEMOpx will allow up to two user logins to be created per Member for ETS and one for M7. Requests for further users will be considered but may incur further charges.

Please note that user logins have access to all Units/Portfolios that are active for a Member.

This form is **mandatory** and must be signed and submitted by a lawfully appointed director of the company.

A **signed, scanned copy** of the user access form must be **emailed** to SEMOpx.

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**5 (d) S07 SEMOpx - Trader Registration**

This form sets out the details of each person that a Member authorises as a Trader in the Day Ahead and Intraday Markets.

Please note that Traders may be required to pass an online Trader Exam before being allowed to trade with SEMOpx.

This form is **mandatory** and must be signed and submitted by a lawfully appointed director of the company.

A **signed, scanned copy** of the Trader Registration form must be **emailed** to SEMOpx.

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**5 (e) S08 SEMOpx - REMIT Reporting Agreement**

[The S08 SEMOpx – REMIT Reporting Agreement is currently under drafting. The agreement is expected to be confirmed in line with SEMOpx Rules approval.]

Members have obligations under the Regulations on Energy Market Integrity and Transparency REMIT to report certain trading information to the European Agency for the Cooperation of Energy Regulators (ACER).

SEMOpx provide a service as an Organised Market Place to report on behalf of the Member to ACER.

Parties must request this service from SEMOpx via form “S08 SEMOpx - REMIT Reporting Agreement”.

The REMIT Reporting Agreement is **optional**, and may be entered into at a later point (with 15 working days notice).

Please ensure that an ACER Code has been obtained in advance of submitting this form.

A **signed, scanned copy** of the REMIT Reporting Agreement must be **emailed** to SEMOpx. In addition, **1x original, signed copy** of the REMIT Agreement must be sent via **registered post** to SEMOpx.

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## 6. Supporting Documents

### 6 (a) Proof of Company Register

Applicants are required to submit proof of company registration. The requirements are different based on the jurisdiction of the company.

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For **Republic of Ireland and United Kingdom** companies the following must be provided at the time of the submission of the **S01 SEMOpx – Member Application**:

*Republic of Ireland (ROI)* - Companies registering from the Republic of Ireland are required to provide certified copies of the **Memorandum & Articles of Association/Constitution**, the **Certificate of Incorporation** and an up-to-date **CRO - Company Printout**.

*United Kingdom (UK)* - Companies registering from the United Kingdom are required to provide certified copies of the **Constitution**, a copy of the **Certificate of Incorporation** and an up-to-date **Companies House - Company Report**.

Note that a “certified copy” of a document means that a director or company secretary of the applicant company has certified each document as a true and accurate copy of the original, by writing on each document (by way of example): “I, [insert name], as [director / company secretary] of [insert company name] certify that this document is a true and accurate copy of the original, [insert date]”.

Where the company is registered in a **different jurisdiction to the Republic of Ireland or United Kingdom**, the following is required on submission of the **Accession Deed**:

*Other* – If you are registering a company outside of the Republic of Ireland and the United Kingdom then you are required to provide *written confirmation from the applicant’s legal counsel of the following*:-

- a) his/her qualification as a lawyer in the relevant country;
- b) that the accession deed has been executed on behalf of the Applicant company in accordance with the Articles of Association (or equivalent) of the company; and (if applicable); and
- c) that any/all papers submitted in respect of authorised signatories are sufficient to meet the legal requirements under the governance of the applicant company and the laws of the relevant country for the appointment of authorised signatories.

**A signed, scanned copy** must be **emailed** to SEMO with the Accession Deed.

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## 7. ECC Application Document Explanations

Further information is provided in this section about each ECC application document and its relevance.

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### 7 (a) KYC – Know Your Customer Questionnaire

ECC are required under regulatory requirements to implement measures against money laundering, financing of terrorist activities and fraud (e.g. VAT tax fraud). A key element of these measures is ECC having an understanding of companies it takes on-board. To fulfil this obligation ECC uses the KYC questionnaire and supporting information (including financial statements, organisational charts, company register extracts etc.) to understand and assess a company prior to admission.

This form is **mandatory**.

A **signed, scanned copy** should be **emailed** to ECC.

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### 7 (b) NCM01 – Admission as Non-Clearing Member (NCM)

Applicants must complete this form to apply for Admission as a Non-Clearing Member at European Commodity Clearing AG (ECC) according to the Clearing Conditions of ECC.

Further information on Non-Clearing Membership is provided on the ECC website [here](#)

This form captures information about the company wishing to join as a NCM, details of the Clearing Member the NCM has partnered with to allow financial settlement with ECC, declarations and a checklist of supporting information is required.

Further details regarding the legal relationship between the parties are provided in the Clearing Conditions of ECC.

This form is **mandatory for NCM membership**.

A **signed 1x original** must be sent via **registered post** to ECC.

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### 7 (c) NCM02 – Non-Clearing Member (NCM) Agreement

The NCM Agreement defines the legal relationship between the Non-Clearing Member (NCM), the Clearing Member (CM) and ECC.

The NCM will need to have partnered with a Clearing Member registered with ECC. A list of institutions acting as Clearing Members at ECC is available on the ECC website [here](#).

This agreement is **mandatory for NCM membership**.

**Triplicate (3x) signed originals** must be sent via **registered post** to ECC.

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### 7 (d) DCP01 – Admission as Direct Clearing Participant (DCP)

Applicants must complete this form to apply for Admission as a Direct Clearing Participant at European Commodity Clearing AG (ECC) according to the Clearing Conditions of ECC.

Further information on applying for admission as a Direct Clearing Participant is provided on the ECC website [here](#).

The form captures information about the company wishing to join as a DCP, details of the Settlement Bank the DCP has partnered with to allow financial settlement with ECC, declarations and a checklist of supporting information that is required.

Further details regarding the legal relationship between the parties are provided in the Clearing Conditions of ECC.

This form is **mandatory for DCP membership**.

A **signed 1x original** must be sent via **registered post** to ECC.

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#### 7 (e) CM02 – Clearing Agreement

The Clearing Agreement represents the contractual basis between the DCP and ECC.

The NCM will need to have partnered with a Settlement Bank registered with ECC. A list of institutions acting as Settlement Banks at ECC is available from the ECC website [here](#).

This agreement is **mandatory for DCP membership**.

**Duplicate (2x) signed originals** must be sent via **registered post** to ECC.

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#### 7 (f) TP\_SEMOpx\_01a or TP\_SEMOpx\_01ab

[Form not yet available, to be published by end of April 2017]

For the I-SEM, all trades in the Day Ahead and Intraday Markets must be linked to Units in the Balancing Market for physical settlement and Imbalance Settlement purposes. Therefore, members must ensure they have the appropriate agreements in place to associate trades in the Day Ahead and Intraday Markets with Units in the Balancing Market.

There are two forms of agreement.

- 1) **TP\_SEMOpx\_01a – Own Agreement:** where the member has their own Units registered in the I-SEM Balancing Market.
- 2) **TP\_SEMOpx\_01b – 3<sup>rd</sup> Party Agreement:** where the member wishes to use the Units of another company which has Units registered in the I-SEM Balancing Market.

At least one of these agreements is **mandatory, for both NCM and DCP members**.

A **signed, scanned copy** must be **emailed** to ECC.

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#### 7 (g) TP07 – VAT Details

This form requests information in order to confirm the classification of the member for Value Added Tax (VAT) purposes as part of invoicing.

This form is **mandatory for both NCM and DCP members**.

A **signed, scanned copy** should be **emailed** to ECC.

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**7 (h) T10 – Setup of User IDs**

This form should be completed when a member wishes to have **additional** access to the Spot Market System (SMSS) to receive reports or set limits.

Please note that an applicant will get as standard one login to receive invoices according to the information provided in the Invoice Contacts form NCM01/DCP01 (“Invoice Contacts”).

This form is **optional**.

A **signed, scanned copy** should be **emailed** to ECC.

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**7 (i) O09 – Limit Adjustment Form**

This form will be provided by ECC at a later stage in the admission process.

This document is to request a limit for a member’s trading activity. The limit will be checked and confirmed by ECC.

This form **only relates to DCP members** and will be requested at a **later stage** in the admission process **by ECC**.

A **signed, scanned copy** should be **emailed** to ECC

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**7 (j) O10 – Cash Collateral Form**

This form will be provided by ECC at a later stage in the admission process.

This document is to request the collateral a member would like to have in place. The collateral will be checked and confirmed by ECC.

This form **only relates to DCP members**.

A **signed, scanned copy** should be **emailed** to ECC

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**7 (k) SWIFT Agreement**

This form will be provided by ECC at a later stage in the admission process.

This document is required allow ECC to debit and credit the settlement bank account.

This form **only relates to DCP member**.

A **signed 1x original** must be sent via **registered post** to ECC.

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