

Application Concerning the National Kyoto Protocol registry

Opening a person holding account in the national KP registry (*please fill out Sections 1, 2, 4, 6 and 7 only*)

Adding a representative to an account (*please fill out Sections 1, 3, 4 and 7 only*)

Deleting a representative from an account (*please fill out Sections 1, 3, 5 and 7 only*)

Closing an account (*please fill out Sections 1, 3 and 7 only*)

Please enter all the information requested in each Section.

The account holder and the representatives named for the account must meet the set requirements (see <https://energiavirasto.fi/en/emissions-trading-registry> -> Instructions and Forms -> Requirements on owners and representatives of holding accounts). Whenever possible, the Energy Authority verifies compliance with the requirements from electronic systems, but regarding specific requirements, the account holder must submit a separate document as an appendix to this form.

The Energy Authority collects, processes and retains personal information in connection with applications regarding the union registry. The personal data processed may be for example the name, date of birth, place of birth, contact information, social security number, the number of the identity document such as a passport or an identity card, the date until the identity document is valid and a criminal record.

The personal data is collected from the data subjects, the account holders and in part from other public authorities such as the Digital and Population Data Services Agency and the Legal Register Centre. The personal data is deleted after five years from the closure of the account or the removal of an authorized representative from the account. All criminal record information is deleted without delay after being reviewed.

Further information on the processing of personal data is available on the Energy Authority's website: <https://energiavirasto.fi/en/data-protection> and in the privacy policy for the REKA system: <https://energiavirasto.fi/tietosuoja>.

1. Account holder information

Name	
Country	
Town/city	
Postal code	
Address	
Telephone I	
Telephone II	
E-mail	
<u>If the account holder is an organisation:</u>	
Registration number (such as business ID)	

2. Name of the holding account

Account name	
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3. Number of the holding account

<p>Please enter the full account number (such as FI-120-1234-0-22).</p> <p>If a single application (such as an application for adding a representative) applies to several accounts, you can enter several account numbers.</p>	
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4. Information of the representative to be added to the account

Please note that when you as the account holder name a person as an authorised representative, you give the person authorisation to act independently without your consent in all issues pertaining to the Union Registry. In addition, please note that your authorised representative will be able to delete themselves, another authorised representative, an additional authorised representative or a viewer from the account.

An additional authorised representative has the right to confirm those transfers which an authorised representative has initiated. Appointing an additional authorised representative is optional. However, an additional authorised representative is needed to confirm transfers from a trading account to an account which is not in the trusted accounts list. If there are additional authorised representatives on the account, transfers always require the approval of an additional authorised representative.

If additional authorised representatives are appointed to the account, transactions will only take place after the approval of an additional authorised representative.

A viewer has merely a viewing right to an account. Appointing a viewer is optional.

If you want to add several representatives for an account, please fill out and print several copies of the table below. Each account shall have at least minimum number is two (2) authorised representatives. The maximum number of authorised representatives is 20 per account.

In order to appoint a person as a representative, she/he must their personal URID -number in the Union Registry, for example F1123456789012. In order to get the URID -number one must register at the Union Registry (see <https://energiavirasto.fi/en/emissions-trading-registry> -> Instructions and Forms -> New user guide). Users that have already registered can check their URID by logging in to the Union Registry.

If you want to change the role of a person for an account (such as change a viewer into an additional authorised representative), you must submit a separate application for deleting the old role (to do this, please select "Deleting representatives from a holding account" on the first page of this form). Furthermore, if you are naming a person to replace a current representative, you must submit an application for deleting the old representative in the same manner. You may submit the applications simultaneously using a single copy of this form.

Type of the representative to be added	Authorised representative Additional authorised representative Viewer
The new representative permanently lives in Finland	Yes, the new representative's permanent residence is in Finland. No, the new representative's permanent residence is not in Finland.
First name	
Last name	
Social security number	
The person's URID in the Union Registry	
Country	
Town/city	
Postal code	
Address	
Telephone I (mobile)	
Telephone II	
E-mail	

5. Information of the representative to be deleted from the account

There is enough space to add several representatives to be deleted from the account. If you want to delete even more representatives, you may print and fill out several copies of this page. Please fill out one section per one representative to be deleted.

The Energy Authority urges you to note that an authorised representative of an account may also delete representatives using this application form. An authorised representative is not able to add representatives, however.

Type of the representative to be deleted	Authorised representative Additional authorised representative Viewer
First name	
Last name	
Date of birth	
The person's URID in the Union Registry	

Type of the representative to be deleted	Authorised representative Additional authorised representative Viewer
First name	
Last name	
Date of birth	
The person's URID in the Union Registry	

Type of the representative to be deleted	Authorised representative Additional authorised representative Viewer
First name	
Last name	
Date of birth	
The person's URID in the Union Registry	

6. Invoicing information

<u>Information for e-invoice:</u>	
OVT code	
Forwarder ID	
E-invoice address	
<u>Information for paper invoice:</u>	
Paper invoice address (if not the same as the company's registered address)	
<u>Information concerning both:</u>	
Reference (optional)	

7. Signatures

Please sign the form before submitting it (Part a **or** Part b).

As a general rule, the account holder must sign the application in compliance with the authority to sign the organisation's name (Part a). In such a case, Part b must be left blank. However, in the case of the deletion of a representative by an authorised representative, only Part b of the Signatures section is to be filled out. An authorised representative may not request any other actions apart from the deletion of a representative (authorised representative, additional authorised representative or viewer).

a. Account holder's signatures

By signing this form, the account holder gives their consent to the action specified in this form and confirms that the representatives of the holding account named in this application are entitled to act on behalf of the account holder in the tasks specified in this application form in compliance with European Commission Regulation (EU) No 389/2013, and the account holder commits to following the terms and conditions of the Registry found on the Energy Authority's webpage (see <https://energiavirasto.fi/en/emissions-trading-registry> -> Instructions and Forms -> Requirements on owners and representatives of holding accounts).

<hr/> Place	<hr/> Date	<hr/> Signature <hr/> Printed name <hr/> Signature <hr/> Printed name
<p><i>The application shall be signed by persons authorised to represent the applicant by the corporate by-laws or equivalent rules. If the account holder is a private person, they must personally sign the form.</i></p>		

b. Authorised representative's signature

With this form an authorised representative may only delete an authorised representative, an additional authorised representative or a viewer. By signing this form, the authorised representative confirms deletion of the authorised representative, the additional authorised representative or the viewer named in this form and confirms that they have the account holder's consent for deleting the person.

<hr/> Place	<hr/> Date	<hr/> Signature <hr/> Printed name <hr/> Union Registry URID of the authorised representative who submits this application
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This form and any appendices to it may be submitted to the Energy Authority in one of the following ways:

- By regular mail (to Energy Authority, Lintulahdenkuja 2 A, FI-00530 Helsinki, Finland)
- In person (in which case an appointment for the delivery date and time must be made in advance with the person in charge of the Emissions Trading Registry at the Energy Authority by sending e-mail to rekisteri@energiavirasto.fi or calling +358 (0)29 5050 100.

The application form and the report on beneficial owners may also be submitted in electronic format. However, the original appendices cannot be submitted in electronic format.

For additional information, please contact: rekisteri@energiavirasto.fi, tel. +358 (0)29 5050 100 (on weekdays from 12 pm to 2 pm Finnish time)

In all matters concerning the Union Registry, the Energy Authority will communicate primarily with the authorised representatives either by phone or via e-mail.