

Application concerning the Union Registry

Opening an operator holding account *(please fill out Sections 1, 2, 3, 5, 7 and 10 only)*

Opening an aircraft operator holding account *(please fill out Sections 1, 2, 3, 5, 8 and 10 only)*

Opening a trading account *(please fill out Sections 1, 2, 3, 5, 9 and 10 only)*

Registering a verifier *(please fill out Sections 1, 2, 5 and 10 only)*

Adding a representative *(please fill out Sections 1, 4, 5 and 10 only)*

Deleting a representative *(please fill out Sections 1, 4, 6 and 10 only)*

Claiming an operator holding account *(please fill out Sections 1, 2, 3, 4, 5, 7 and 10 only)*

Claiming an aircraft operator holding account *(please fill out Sections 1, 2, 3, 4, 5, 8 and 10 only)*

Claiming a trading account *(please fill out Sections 1, 2, 3, 4, 5 and 10 only)*

Closing an account or removing the registration of a verifier *(please fill out Sections 1, 4 and 10 only)*

Changing the operating rules of an account *(please fill out Sections 1, 3 and 10 only)*

Please enter all the information requested in each Section unless otherwise instructed below.

What is mentioned about account holders and accounts also applies to verifiers unless otherwise specified below.

The account holder and the representatives named for the account must meet the [requirements](#) set for them. 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

If the application concerns the opening of an account, the taking over of an account or the registration of a verifier, all the information in the table below must be filled out. For other types of applications, it is sufficient to provide the name, social security number or company registration number and the legal entity identifier (LEI), if the company has one. Other information is entered in these application types only to the extent that it has changed.

Name	
Country	
Town/city	
Postal code	
Address	
Telephone I	
Telephone II	
E-mail	
We wish that the following information is displayed at the EUTL public website	<p>Only the obligatory information</p> <p>In addition to the obligatory information</p> <p>Telephone I</p> <p>Telephone II</p> <p>E-mail</p>
If the account holder is an organisation:	
Registration number (such as business ID)	
Legal Entity Identifier (LEI), if assigned	
If the account holder is a private person:	
Social security number	
Place of birth	
Country of birth	

2. Name of the holding account (such as the installation's name)

Account name	
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3.Account operating rules

<p>We define the operating rules for the following accounts as stated below.</p> <p><i>In the case of account openings and takeovers, the account operating rules are defined below as the account to be opened / taken over. When applying to open or take over an account, leave the box on the right blank.</i></p>	<p>All EU-accounts All operator holding accounts All aircraft operator holding accounts All trading accounts All the following accounts:</p>
<p>We allow transfers to accounts on the trusted account list without the approval of another authorised representative ("one eye pair" principle).</p> <p><i>Only applicable to trading accounts, aircraft operator holding accounts and operator holding accounts.</i></p> <p><i>If you allow transfers to accounts on the trusted account list without a second approval, this will also apply to returning excess allowances, surrendering allowances and the deletion of allowances.</i></p>	<p>No Yes</p>
<p>We allow transfers from our accounts to accounts that are not on the trusted account list.</p> <p><i>Only applicable to aircraft operator holding accounts and operator holding accounts.</i></p>	<p>No Yes</p>

4.Number of the holding account

<p>Please enter the full account number (such as EU-100-1234-0-11 or 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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5. 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 separate consent in all issues pertaining to the Union Registry. In addition, please note that your authorised representative will be able to delete themselves or another authorised representative from the account.

Authorised representatives are divided into initiators, approvers, initiator-approvers, and viewers. The representative types have the following rights:

- initiators have the right to initiate processes;
- approvers have the right to approve processes;
- initiator-approvers have the right to initiate processes and to approve processes initiated by another authorised representative; and
- viewers have 'read only' access.

When opening an account, each account must have at least two authorised representatives. Each account must have one representative who can at least initiate processes and one representative who can at least approve processes. Verifiers shall have at least one authorised representative who initiates relevant processes on behalf of the verifier. A representative of a verifier may not be representative of any account.

If you want to add several representatives for an account, please fill out and print several copies of the table below. The maximum number of authorised representatives and viewers is 20 per account.

In order to appoint a person as a representative, they must have a personal URID -number in the Union Registry, for example FI123456789012. 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 (the URID number is in the upper left corner).

If you want to change the role of a person for an account (such as change a viewer into an initiator-approver), you must submit a separate application for deleting the old role (to do this, please select "Deleting representatives" 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.

6. Information of the representative to be deleted

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 other representatives using this application form. An authorised representative is not able to add representatives, however.

Type of the representative to be deleted	Initiator Approver Initiator-approver Viewer
First name	
Last name	
Date of birth	
The person's URID in the Union Registry	

Type of the representative to be deleted	Initiator Approver Initiator-approver Viewer
First name	
Last name	
Date of birth	
The person's URID in the Union Registry	

Type of the representative to be deleted	Initiator Approver Initiator-approver Viewer
First name	
Last name	
Date of birth	
The person's URID in the Union Registry	

7. Installation information

If the application concerns the opening of an operator holding account, all the information in the table below must be completed. In applications concerning the claiming of an operator holding account, it is sufficient to provide the emissions permit number and other information only if it has changed.

Emissions permit number	
Emissions permit's entry into force date	
First year for which the installation must report its verified emissions	
Name of the installation	
Activity type of the installation	
Country	
Town/city	
Postal code	
Address	
Telephone I	
Telephone II	
E-mail	

8. Aircraft operator information

Code of the Central Route Charges Office (CRCO) based on European Commission Regulation (EU) No 748/2009	
Monitoring plan ID	
First year of applicability of the monitoring plan	
First emission verification year	

9. Invoicing information

Information for e-invoice:	
OVT code	
Forwarder ID	
E-invoice address	
Information for paper invoice:	
Paper invoice address (if not the same as the company's registered address)	

Information concerning both:	
Reference (optional)	

10. 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.

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 2019/1122, 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> -> Terms of use of the registry).

_____	_____	_____
Place	Date	Signature

		Printed name

		Signature

		Printed name
<p>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.</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 style="width: 80%; margin-left: 0;"/> Place	<hr style="width: 80%; margin-left: 0;"/> Date	<hr style="width: 80%; margin-left: 0;"/> Signature <hr style="width: 80%; margin-left: 0;"/> Printed name <hr style="width: 80%; margin-left: 0;"/> 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.