

part of eex group



Admission Guideline nEHS

30.11.2022
Leipzig

Ref V001e

Agenda

1.	Decision in principle	3
2.	Opening of an nEHS registry account at DEHSt	3
3.	Indirect participation in sales via an intermediary	5
4.	Direct participation via own admission at EEX/ECC	7
4.1.	Registration and log-in to the admission portal	7
4.2.	Selection of the admission option	11
4.2.1.	I am already admitted to EEX and ECC and only want to trade nEHS additionally	11
4.2.2.	I am already admitted to the ECC and only want to trade nEHS additionally	12
4.2.3.	Register as trading participant on EEX and ECC for nEHS and other exchanges/markets/products	13
4.2.4.	Register as DCP-nEHS member (access to nEHS trading only)	14
4.3.	Further admission process	15
5.	Further information	16

1. Decision in principle

There are two ways to acquire nEHS certificates.¹ Before you start the accreditation process, you should make a basic decision about which option you want to use:

- A. Indirect participation via an intermediary* or
- B. Direct participation via own admission at EEX / ECC

*You can also participate indirectly in the sale without your own admission to EEX by using the services of intermediaries.

On the EEX website (<https://www.eex.com/en/markets/environmental-markets/nehs>) you will find many intermediaries offering different services, from individual building blocks in the sale process to complete settlement (including support in opening the registry account).

Important:

1. Admission to the EEX/ECC will take some time, so does the opening of an nEHS registry account at the German Emissions Trading Authority (DEHSt). Therefore, it is essential to take care of the necessary steps early on. If you prefer direct participation in the nEHS sale through own admission at EEX / ECC, we strongly encourage you to submit your complete admission with all required documents well in advance to allow for timely admission before the envisaged nEHS sales session in which you would like to participate for the first time. The last nEHS sales session of a year will typically be scheduled for early December. Due to the usual duration of the admission process in which also after submission of complete documents questions may arise that need to be clarified with the customer, the processing of an admission may take several weeks. The submission of incomplete documents will result in a longer processing time. A quick response time in case of further questions regarding the admission will speed up the admission process.
2. If you decide to use an intermediary for now, you can always switch to direct participation in the sale at a later date.

2. Opening of an nEHS registry account at DEHSt

Every participant in the nEHS needs an nEHS registry account at DEHSt. The account opening procedure takes place directly via the website of the nEHS registry (<https://nehs-register.dehst.de/>).

Further information can be found on the DEHSt website, please note in particular the information documents on registering and opening an account in the nEHS Registry, which are available on the

¹ Notice: The "nEHS certificates" are identified on EEX by the abbreviation "nEZ" for "national emissions certificates".

website (https://www.dehst.de/DE/Nationaler-Emissionshandel/nEHS-Register/nEHS-register_node.html).

3. Indirect participation in sales via an intermediary

Currently, 31 companies are listed as intermediaries for nEHS (alphabetical order):

- ACT Financial Solutions B.V.
- Advantag Services GmbH
- Badenova AG & Co. KG
- BELEKTRON EKOTRADING d.o.o.
- BKW Energie AG
- DeESA GmbH
- EEG Energie- Einkaufs- und Service GmbH
- Emissionshändler.com
- Emissionshandelsgesellschaft Michael Pohlmann GmbH & Co. KG
- Energie Quader GmbH
- envia Mitteldeutsche Energie AG
- E.ON Energie Deutschland GmbH
- E.ON Portfolio Solutions GmbH
- EWE Trading GmbH
- FutureCamp Climate GmbH
- GasVersorgung Süddeutschland GmbH (/EnBW AG)
- KES Kommunale Energiedienstleistungsgesellschaft Südsachsen mbH
- KlimaInvest Green Concepts GmbH
- NetzWerkStadt GmbH & Co. KG
- optimization engineers GmbH
- Pfalzwerke Aktiengesellschaft
- Quantum GmbH
- RWE Supply & Trading GmbH
- Sachsen Energie AG
- Südwestdeutsche Stromhandels GmbH
- Syneco Trading GmbH
- Trianel GmbH
- Uniper Global Commodities
- Vattenfall Energy Trading GmbH
- Vertis Environmental Finance Ltd.
- VNG Handel & Vertrieb GmbH

This list is regularly updated on the website <https://www.eex.com/en/markets/environmental-markets/nehs>. There you will find information on:

- Contact data and person, if applicable
- Services under the nEHS (link or brief description)
- nEHS minimum quantity (e.g. 1 nEHS certificate)
- preferred customer groups and fee structure, if applicable

Please contact one or more intermediaries that come into question for you and find a contractual basis bilaterally.

4. Direct participation via own admission at EEX/ECC

4.1. Registration and log-in to the admission portal

First, all direct participants in the sale (existing customers as well as new customers and intermediaries as well as individual buyers) register via the nEHS admission portal:

<https://www.nehs-zulassung.com/>

In the first step, select "Register" (see Figure 1).

The screenshot shows the nEHS admission portal interface. At the top left is the EEX logo and a 'Privacy Notice' link. At the top right is a 'Log in' dropdown menu. A light blue banner contains a cookie notice and an 'OK' button, with a link to the 'Privacy Statement'. Below this is a grey box with the title 'Admission to the national emissions trading system (nEHS)'. Underneath is another light blue banner with instructions to click a link for more information. The main content is a white box titled 'Log in' containing two input fields for 'Email' and 'Password', a dark grey 'Log in' button, and a grey 'Register' button. A red arrow points to the 'Register' button. At the bottom of the box are links for 'Forgot your password?' and 'Resend email confirmation'.

Figure 1

Then please fill in the required fields (see figure 2). The password requirements are:

- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 number
- At least 1 non-alphanumeric character
- At least 8 characters

Register

First Name

Surname

Company Name

Estimated Certificates Per Year

Telephone Number

Email

Password

Confirm password

Register

[Log In | Password Requirements](#)

Figure 2

You will then see the following view (see figure 3):

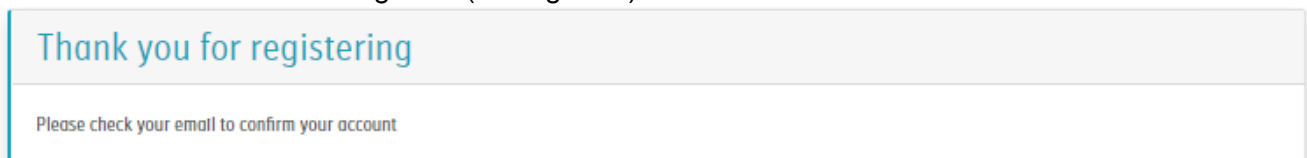


Figure 3

You will then receive an email from nehs@nehs-zulassung.com with the subject: "Confirm your account" and a code (Two-factor authentication). Please also check your spam folder if necessary.

You will need to fill in the code in order to confirm your account (see figure 4).

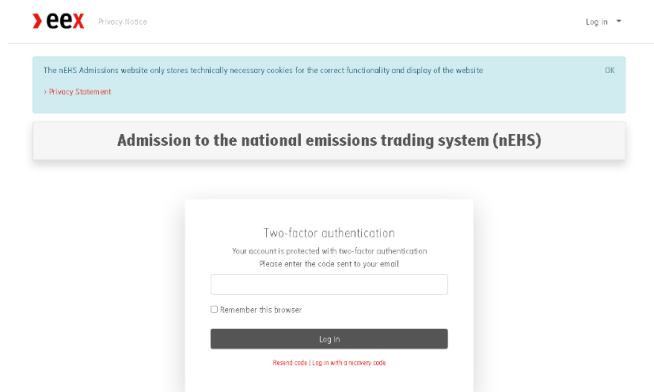


Figure 4

You will then see the following view in the admission system (see figure 5):

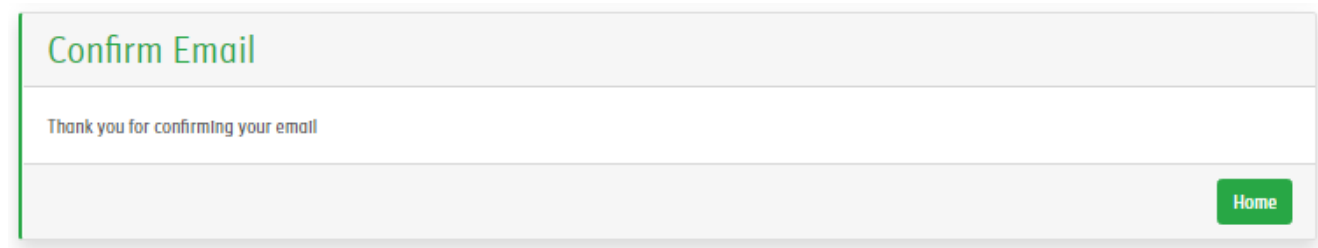


Figure 5

Now your registration will be checked by an administrator.

In order to be able to act on behalf of your company at EEX, if you are not an authorised signatory yet, you will need to provide a **power of attorney**.

The application for admission may be submitted by:

- an authorized representative who will furthermore complete the Videoident process provided by EEX and ECC. If this person is not authorized to represent the company solely, the second authorized representative's consent that the representative submitting the application may act solely please needs to be provided by email to nehs-admission@eex.com.
- any person who is not authorized to represent the company by law but who will complete the Videoident process and provides the authorized representative(s)' consent provided by email to nehs-admission@eex.com, that the person submitting the application may act solely.

If there are any questions, you will be contacted via your email. Normally, your registration will be confirmed by an administrator within 24 hours and you will receive an email from nehs@nehs-zulassung.com with the subject: "Your nEHS application account has been approved". Please also check your spam folder if necessary.

By clicking on one of the two links (see figure 6) you can now edit your approval.

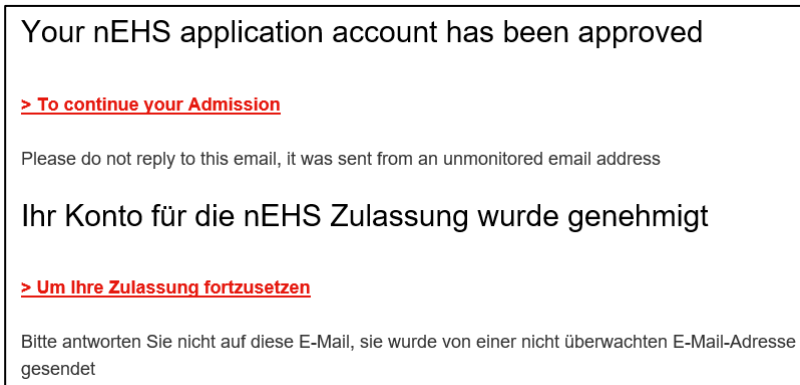


Figure 6

You can now log in with your e-mail address and the password you chose earlier (Figure 7).

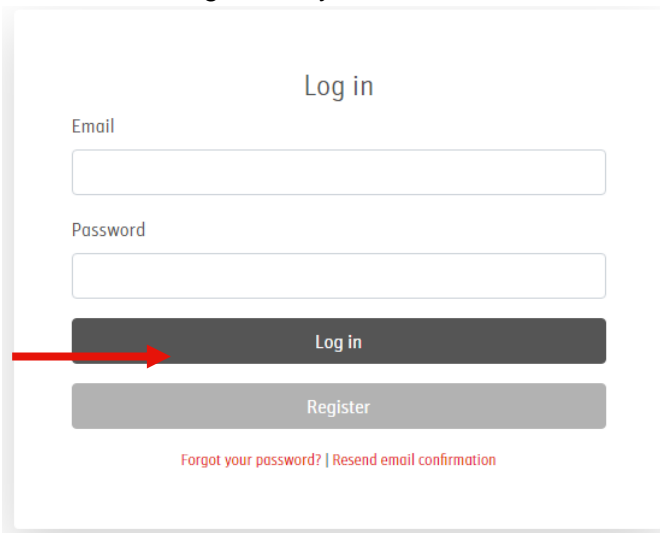


Figure 7

You will then be prompted to set up two-factor authentication to increase security (Figure 8). You can either use an authentication app or a confirmation code via email.

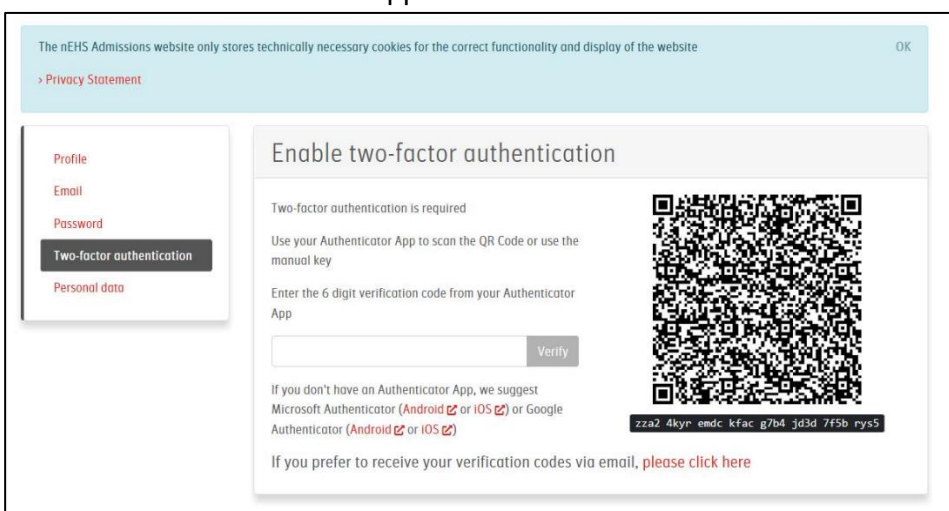


Figure 8

4.2. Selection of the admission option

After you have successfully registered and logged in to the admission portal (see section 4.1), you can now start the admission process. You will now be offered six options (Figure 9). The first two options are extensions of the admission for existing customers, the third and fourth options are for new customers and the last two options offer an indirect access route (see also section 3. Indirect participation in sell-off via an intermediary) as well as further information on nEHS trading.

Figure 9

4.2.1. I am already admitted to EEX and ECC and only want to trade nEHS additionally

If you are already a member of EEX and ECC and would like to add the nEHS product to your existing membership, please select this option (Figure 10).

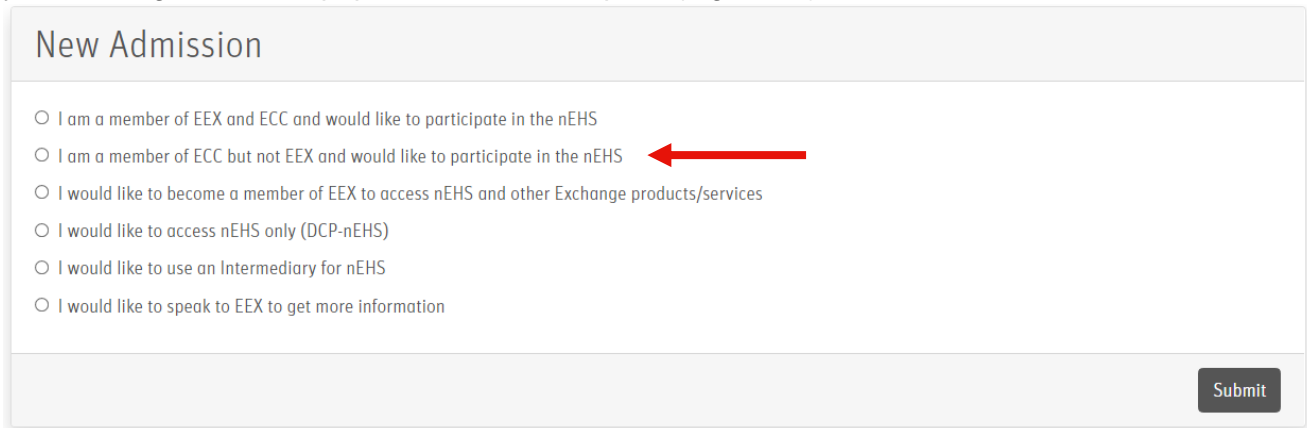
Figure 10

Please complete the (simplified) admission form and then submit it (Figure 11).

Figure 11

4.2.2. I am already admitted to the ECC and only want to trade nEHS additionally

If you are already a member of ECC (but not yet of EEX) and would like to add the nEHS product to your existing membership, please select this option (Figure 12).



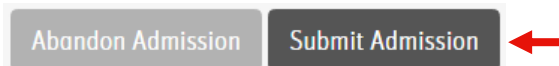
New Admission

- I am a member of EEX and ECC and would like to participate in the nEHS
- I am a member of ECC but not EEX and would like to participate in the nEHS
- I would like to become a member of EEX to access nEHS and other Exchange products/services
- I would like to access nEHS only (DCP-nEHS)
- I would like to use an Intermediary for nEHS
- I would like to speak to EEX to get more information

Submit

Figure 12

Please complete the (simplified) admission form and then submit it (Figure 13).



Abandon Admission Submit Admission

Figure 13

Additionally only relevant for Non-Clearing Members: In order to extend your membership to EEX, we require 3 original copies of the NCM02a (signed by you and your Clearing Member).

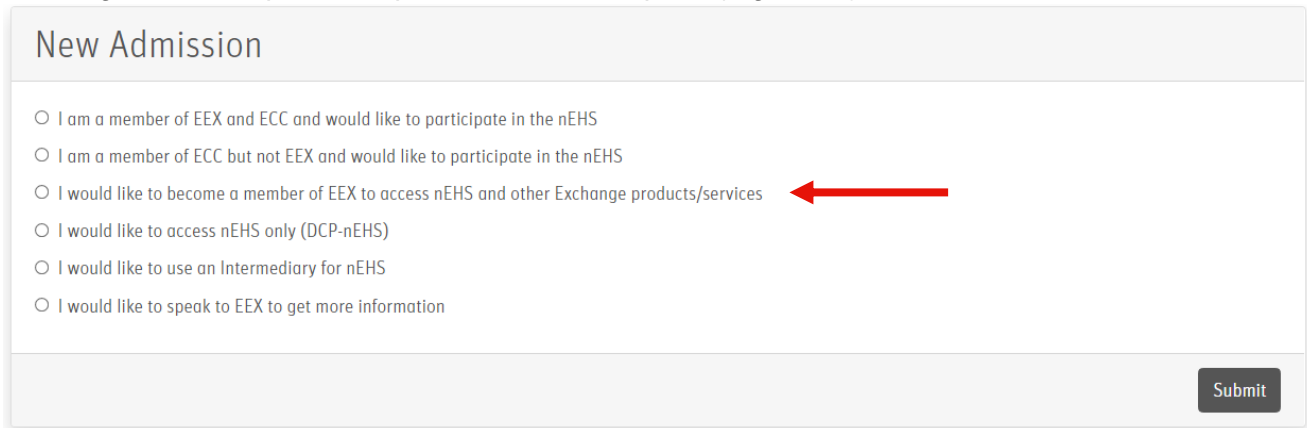
You can find the form under the following link: <https://www.ecc.de/en/access/admission-forms>

Please send the signed documents to the following address:

European Commodity Clearing AG
 Member Readiness
 Augustusplatz 9
 04109 Leipzig

4.2.3. Register as trading participant on EEX and ECC for nEHS and other exchanges/markets/products

If you are not yet a member of EEX and ECC and would like to be eligible for nEHS and other exchanges/markets/products, please select this option (Figure 14).



New Admission

- I am a member of EEX and ECC and would like to participate in the nEHS
- I am a member of ECC but not EEX and would like to participate in the nEHS
- I would like to become a member of EEX to access nEHS and other Exchange products/services
- I would like to access nEHS only (DCP-nEHS)
- I would like to use an Intermediary for nEHS
- I would like to speak to EEX to get more information

Submit

Figure 14

Please contact membership@powernext.com with the information on which products/markets you would like to be admitted to. You are also welcome to ask for advice beforehand.

You will then go through the regular approval process at EEX and ECC and can then add the nEHS product.

4.2.4. Register as DCP-nEHS member (access to nEHS trading only)

If you are not yet a member of EEX and ECC and only want to register for nEHS, please select this option (Figure 15).

New Admission

- I am a member of EEX and ECC and would like to participate in the nEHS
- I am a member of ECC but not EEX and would like to participate in the nEHS
- I would like to become a member of EEX to access nEHS and other Exchange products/services
- I would like to access nEHS only (DCP-nEHS) ←
- I would like to use an Intermediary for nEHS
- I would like to speak to EEX to get more information

Figure 15

Please fill in the admission form as well as the know-your-customer form. Also upload the required supporting documents (Figure 16).

Document	More Info	Status	Actions
Proof of at least EUR 25,000 equity or alternatively a bank guarantee	Admission Form - Section 3.5	Not Uploaded	▼
Latest Commercial Registry extract (not older than 3 months)	KYC Form - Mandatory Supporting Documents	Not Uploaded	▼
Financial statements or business plan	KYC Form - Mandatory Supporting Documents	Not Uploaded	▼
EEX Group Signature Schedule or Power of Attorney	KYC Form - Mandatory Supporting Documents	Not Uploaded	▼
Shareholder/ownership structure of the company	KYC Form - Section 3.2.1	Not Uploaded	▼
Wolfsberg Financial Crimes Compliance Questionnaire	KYC Form - Section 5.1	Not Uploaded	▼

Valid File Types: .pdf .doc .docx .xls .xlsx .jpg .jpeg .png

Figure 16

Once you have completed all pages of the forms and uploaded the supporting documents, you can submit the admission (Figure 17).

←

Figure 17

4.3. Further admission process

After you have sent your admission in the admission portal (see section 4.2 Selection of the admission option), your admission will be checked.

First by the EEX Customer Care Team (**first check**) and then by the EEX / ECC Member Readiness Team (**second check**).

Finally, you will be informed whether your admission has been **accepted** or whether your admission has been **rejected** (with reasons).

All status changes (**First Check, Second Check, Admission Accepted**) will be communicated to you by e-mail.

If the admission has been accepted, you will receive your initial login data for the sales platform www.nehs-eex.com/ by e-mail. You can then participate in the next sales appointment.

5. Further information

- nEHS website: <https://www.eex.com/en/markets/environmental-markets/nehs>
→ there you will also find the list of intermediaries
- nEHS FAQ: <https://www.eex.com/en/faq>
- nEHS approval mailbox: nehs-admission@eex.com
(for all admission-related questions)
- nEHS Admissions Hotline: 00 49 69 211 15566
(Languages: German, English and French) (for all admission-related questions)
- nEHS mailbox: nehs@eex.com
(for all non-admission related questions)
- Registration for the Environmental Newsletter:
Email to website@eex.com with subject: Registration "Environmental Newsletter"