MIBGAS AND MIBGAS DERIVATIVES ACCESS GUIDE

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1 INTRODUCTION

This guide describes the steps to follow to acquire the status of Guarantees Manager User, Agent of the Organised Gas Market (MIBGAS) and Agent of MIBGAS Derivatives.

It also collects the information necessary to become a representative of other Agents, distinguishing those representatives who act both for themselves and for those they represent (Representative Agent) from representatives who act only for those they represent (Representative Entity).

1.1 Guarantees Manager User

The status of **Guarantees Manager User** allows for the formalisation and management of guarantees for imbalance, capacity contracting and Organised Gas Market activities.

To acquire this status, the documentation indicated in section 2 must be sent and the details completed in section 3 of this guide.

The Rules for Managing Guarantees in the Gas System are available on our website, in the Legislation section.

1.2 Organised Gas Market Agent (MIBGAS)

The status of **Organised Gas Market Agent** allows the trading of Intra-day, Daily and Weekend products with delivery in PVB and VTP, and Balance of Month and Following Month with delivery in PVB.

To be an Agent one must be a Guarantees Manager User. Therefore, the documentation indicated in section 2 must be sent and the details in sections 3 and 4 of this document must be completed.

The Rules on the Organised Gas Market are available on our website, in the Legislation[1] section.

1.3 MIBGAS Derivatives Agent

The status of **MIBGAS Derivatives Agent** allows OTC trades to be recorded and the following products to be traded, depending on the contracted segment:

- MIBGAS Derivatives Futures:
  - Trading of natural gas futures products with delivery in PVB (including indexed PVB-LPI and PVB-TTF).
  - Trading of Balance of Month and Monthly LNG products with delivery in TVB.
  - OTC Registration of Daily, Balance of Month, Monthly, Quarterly, Seasonal and Annual natural gas products with delivery in PVB (including indexed PVB-LPI and PVB-TTF products), as well as Daily, Balance of Month and Monthly LNG products with delivery in TVB.

- MIBGAS Derivatives Spot:
  - Trading of Withinday and Daily D+1 LNG products with delivery in TVB.

[1] Formally, there are Rules on the Organised Gas Market for trading in the PVB (Spain) and others for trading in the VTP (Portugal). However, they are two mirror versions, differentiated by references to the regulations of each country.

- Trading of Withinday and Daily D+1 natural gas products with delivery in AVB.
- OTC registration of products Daily D+1 with delivery to PVB and TVB.

- MIBGAS Derivatives Auctions:
  - Auctions held at the request of Agents for products with physical delivery in PVB (including indexed PVB-LPI and PVB-TTF), VTP, TVB or AVB.

To be an Agent in MIBGAS Derivatives it is necessary to be an Agent of the Organised Market. Therefore, the documentation indicated in section 2 must be sent and sections 3, 4 and 5 of this document must be completed.

The Rules of MIBGAS Derivatives and of each of its segments are available on our website, in the Legislation section.

1.4 Representative

The status of Representative allows a legal entity to act on behalf of its clients.

In the case of Agents acting for themselves and also wishing to represent other Agents, in addition to registering as MIBGAS or MIBGAS Derivatives Agents, following the provisions of the previous sections, they will have to register the representation as indicated in section 6.2. of this guide.

If the Representative is only going to act for their clients, they will have to register as a Representative Entity, sending the documentation indicated in section 2 and completing section 6 of this document.

2 SENDING GENERAL INFORMATION AND DOCUMENTATION

2.1 Sending general information through the Public Website

To start the necessary procedures to join the market or only the Guarantees Manager, the registration form ("Request MIBGAS registration") must be completed, which is available on the MIBGAS Public Website.

All fields marked as mandatory on this form must be completed.

These fields are:

Company details

- Company name
- Tax Identification Number:
- EIC code

Representative data

- Name
- First surname
- Second surname (optional)
- ID/Passport
- Phone number
- Mobile phone (optional)
- Contact email

Registration profile

- Market agent
- Guarantees Account User

By selecting the "Market Agent" option, the "Guarantees Account User" option will automatically be selected, as it is a necessary condition for registration as an Agent.

Market activity type, choosing between:

- Self Agent: if the Agent acts on their own behalf and may also represent other Agents.
- Representative Entity: a legal entity that is not an Agent and that will act on behalf of its clients.
- Represented Agent: acting through an entity that is a Representative Entity or another Representative Agent.

Certificate sending information:

- Email for sending the software certificate.
- Email for sending the software certificate PIN.

Once the form has been completed and the data protection policy accepted, the *Submit* button must be pressed and a message will be displayed indicating that the form has been sent successfully. If no message can be seen, you can contact agentes@mibgas.es.

2.2 Sending documentation

Once the form has been completed and sent, the following documentation must be sent to MIBGAS:

- Copy of the **document proving the Tax Identification Number (TIN)** of the entity that wishes to register, issued by the Tax Agency. This copy can be sent in PDF format to the email address agentes@mibgas.es without the need for a hard copy.
- Copy of the **National Identity Document or passport of the person signing the request**, person included in the form as the entity's Representative. This copy can be sent in PDF format to the email address agentes@mibgas.es without the need for a hard copy.
- Simple copy of the **powers of attorney of the Representative of the entity,** who must have sufficient powers to carry out all acts and sign all documents necessary for the complete adhesion of the request, or their clients, to the Guarantees Manager, Organised Gas Market or MIBGAS Derivatives. These powers will be valid if they concern:
  - General and sufficient powers of representation, without limitation of amount and granted on a joint and several basis.
  - Powers in accordance with the form "Notarial act for the granting of powers of attorney to a natural person" contained in the document "Documentation templates for registration in MIBGAS and MIBGAS Derivatives", available in the Registration of users and agents section of the MIBGAS Public Web.

  These powers, although they must be sent as a simple copy, may be sent in advance in PDF format to the email address agentes@mibgas.es for due measure. In the case of powers of attorney of companies not resident in Spain, they must have a Hague Apostille.

  Furthermore, the document "Documentation templates for registration in MIBGAS and MIBGAS Derivatives" includes the form "Notarial act for the granting of powers of attorney from one legal entity to another" which must be sent if acting through representatives.

Once the documentation has been examined and its conformity verified, MIBGAS will generate a personal electronic certificate for access to the platforms, in the name of the representative. This certificate will be delivered in electronic format.

The electronic certificate will be sent together with the elements and information necessary for its use, to the address entered in the form, to the attention of said representative. Alongside the electronic certificate, an email will be sent containing the electronic certificate import key (PIN) to the email address included in the form.

Finally, all the technical information related to the information systems and the requirements for connecting to the platforms can be found on the MIBGAS website > Iberian Gas Market > Information Systems > Access to our systems> Technical documentation

3 ACQUISITION GUARANTEES MANAGER USER STATUS

Once the general information has been sent through the public website (section 2.1) and the required documentation (section 2.2), MIBGAS will send an electronic certificate in the name of the representative for access to its platforms.

On accessing the Guarantees Manager Platform with the electronic certificate, the requested information will be provided and the Document of Acceptance and Adhesion to the Rules for Managing Guarantees in the Gas System will be downloaded for signing.

3.1 Sending detailed information through the Guarantees Manager Platform

In order to provide MIBGAS with all data associated with participation in the Guarantees Manager, the **Guarantees Manager of the Gas System Platform must be used**, which is accessible from the MIBGAS private website.

Access to the private website requires the use of an **electronic certificate with update permission**[2] provided to confirm the identity of the person and allow the secure insertion or modification of the associated data.

Within the Platform, the representative may request the issuance of additional electronic certificates in the name of other persons, in accordance with section 8.4.

In the welcome page window, the "Guarantees Manager of the Gas System" option must be selected.

The information to be entered through the Guarantees Manager of the Gas System Platform is as follows:

- Basic information of the Guarantees Manager User: company name, registered office, ACER code and type of Agent.

  Registry > Modifying reference data > Basic information

- Contact persons, with telephone numbers and contact emails.

[2] Inserting or modifying invoicing and bank data, as well as managing access certificates, require representative rights. MIBGAS will issue certificates with a representative profile, provided that the request for these is accompanied by a power of attorney that meets the requirements for obtaining Guarantees Manager User status.

Registry > Modifying reference data > Contact persons

- Bank account details and tax address.

  Registry > Modifying reference data > Bank details

- Guarantees Account: during the registration process, the Guarantees Manager will generate a Guarantees Account for the User. Through the Guarantees Manager of the Gas System Platform, the User must confirm the association with said account and become its owner.

  Registry > Modifying reference data > Association on account of guarantees: Confirm

- Generation of the Document of Acceptance and Adhesion to the Rules for Managing Guarantees in the Gas System: in order for the User to be able to generate the contract, they must previously have completed the basic information and verified that the data of the representative that appears are up to date.

  Registry > Adhesion contract > Guarantees Manager adhesion contract

  A PDF file containing the Adhesion Document will be generated at that time.

3.2 Sending of the Document of Acceptance and Adhesion to the Rules for Managing Guarantees in the Gas System

The adhesion document must be digitally signed by the representative. This signature must be able to be validated using Valid-e or another official application for certificates issued by certification entities of the European Union.

The digitally signed document will be sent by email to agentes@mibgas.es.

If the representative does not have a digital signature, **a printed copy** of the adhesion document may be sent, signed by the representative and on all its pages. Once signed, it will be sent to MIBGAS at the address indicated in section 8.1. of this document.

Signing the Adhesion Document does not grant the status of Guarantees Account User in itself but is simply one more requirement to be fulfilled within the process of accessing the Guarantees Manager.

3.3 Completion of the registration process

Once all the information received through the electronic forms has been verified, and the aforementioned documentation has been received and verified, MIBGAS will report the completion of the process and the acquisition of Guarantees Account User status.

4 ACQUISITION OF MIBGAS AGENT STATUS

As established by the Rules on the Organised Gas Market, Market Agents must have previously acquired the status of Guarantees Account Users.

The process of registering as a Guarantees Account User is detailed in section 3 of this document.

Participation in MIBGAS PVB delivery products is subjected to the payment of fees, which are detailed in the Market Instruction published in the Legislation section of the website.

4.1 Acquiring the status of an authorised user in the PVB (Spanish) or VTP (Portuguese)

Alongside the initiation of the procedures with the Market Operator, the process of obtaining the status of Authorised User in the Spanish, Portuguese or both gas systems must be initiated with the Technical Manager of the Spanish Gas System (hereinafter "GTS") or the Global Technical Manager of the Portuguese Gas System (hereinafter "GTG").

Agents acquiring the status of Authorised User exclusively in the Spanish or Portuguese gas system may only trade products with delivery in the Spanish or Portuguese system, respectively.

Although the process for obtaining Authorised User status can be carried out in parallel with the procedures required to obtain Agent status, authorisation is an essential requirement to be able to complete the process of registering as an Agent.

- The GTS email address is gts.habilitacionyacceso@enagas.es
- The GTG email address is mercado.gas@ren.pt

4.2 Sending detailed information through the Registry and Queries Platform

From the moment the electronic certificate is sent, and in order to provide MIBGAS with all the data associated with market participation, the Registry and Queries Platform must be used.

In the welcome page window, the "Registry and Queries Platform" option must be selected.

To allow the secure insertion or modification of associated data, access to this system will be necessary **using an electronic certificate with an update profile on said platform**[3].

The information that must be entered through the Registry and Queries Platform is outlined below.

- **Trading Portfolios** with which the operations carried out will be associated. At least one must be registered.

  Participant data > Modification reference data > Trading Portfolio: New

- The Agent may also define **limitations on the submission of orders** to the different products, in order to avoid errors. For each product, the Agent may enter a minimum and/or maximum price, and the maximum quantity allowed in their orders. If no limit is entered, the system default limits will apply, as detailed in the Market Rules.

  Participant data > Modification reference data > Limits to orders: Modify

- **Generation of the Contract of Adhesion to the Rules of the Organised Gas Market**: the Adhesion Contract must be generated (the basic information must be completed beforehand, in accordance with the details in section 3.1, and it must be checked that the representative details that appear are up to date).

  Participant data > Adhesion contract > MIBGAS adhesion contract – ES

  Participant data > Adhesion contract > MIBGAS adhesion contract - PT

  A PDF file containing the Adhesion Contract will be generated at that time, which must be sent following the instructions explained in section 4.3.

- **Generation of the REMIT Data Provision Agreement**: the generation of the REMIT Data Provision Agreement must be requested (the basic information must be completed beforehand and it must be checked that the representative details that appear are up to date).

  Participant data > REMIT > MIBGAS Reporting Service Registration

  After validating the request, a PDF file containing the REMIT Data Provision Agreement will be generated and sent to the email address indicated in the form, following the instructions explained in section 4.3. This service has a cost that is detailed in the Fee Instruction, available in the Legislation section of the MIBGAS public website.

It is also possible to change the information provided from the Guarantees Manager of the Gas System Platform through:

- **Basic Information**: company name, registered office, ACER code and type of Agent.

  Participant data > Modification reference data > Basic information

[3] Inserting or modifying invoicing and bank data, as well as managing access certificates, require representative permissions. MIBGAS will issue certificates with a representative profile, provided that the request for these is accompanied by a power of attorney that meets the requirements to obtain Organised Gas Market Agent status.

- **Contact persons** with the Agent's different departments, with contact telephone numbers and emails.

  Participant data > Modification reference data > Contact persons

- **Invoicing and bank data**.

  Participant data > Modification reference data > Invoicing and ban data > MERGAS

4.3 Sending of the Contract of Adhesion to the Rules on the Organised Gas Market and the REMIT Data Provision Agreement

Contracts must be digitally signed by the representative. This signature must be such that it is able to be validated using Valid-e or another official application for certificates issued by certification entities of the European Union.

Digitally signed contracts will be sent by email to agentes@mibgas.es.

If the representative does not have a digital signature, **two printed copies** of **each contract** may be sent, signed by the representative and on all their pages. Once signed, both copies of each contract will be sent to MIBGAS for signing at the address indicated in section 8.1. of this document. Subsequently, one of the originals of each contract will be returned to the applicant, leaving the others in the possession of MIBGAS.

Signing contracts does not necessarily mean obtaining Agent status but is simply another requirement to be fulfilled in the market access process.

4.4 Declaration of formation of Business Group

The Trading Platform will have an optional mechanism that will prevent the matching of orders sent for trading in the Continuous Market between Agents who declare that they belong to the same Business Group, as defined in Article 42.1 of the Commercial Code. Agents who wish to use this mechanism must submit a Declaration regarding membership of a Business Group provided in the document 'Documentation Templates for registration in MIBGAS and MIBGAS Derivatives', available on the website. The document must be digitally signed by the representative. This signature must be able to be validated using Valid-e or another official application for certificates issued by certification entities of the European Union.

The digitally signed document will be sent by email to agentes@mibgas.es.

If the representative does not have a digital signature, the document may be sent printed and signed to the address indicated in section 8.1. of this document.

4.5 Technical qualification

In **TEMPLATE IV** of the document 'Documentation templates for registration in MIBGAS and MIBGAS Derivatives', available on the website, there is a description of the procedure to follow to obtain the technical qualification, in which it will be verified that the Agent has the necessary knowledge of the Market Platform to participate in it and that their computer systems are correctly configured.

If an Agent is represented by a Representative Entity or a Representative Agent, it will be their Representative who will have to carry out the qualification.

Upon completion of the procedure described for obtaining the technical qualification, the Agent must submit **TEMPLATE IV** from the document 'Documentation Templates for registration in MIBGAS and MIBGAS Derivatives', duly completed (marking all steps as completed) and including the certificate from section 6 digitally signed by the representative person who is carrying out the Agent registration process, to the email address agentes@mibgas.es.

This signature must be able to be validated using Valid-e or another official application for certificates issued by certification entities of the European Union.

If the representative does not have a digital signature, **a printed copy** of the technical qualification may be sent, signed by the representative and on all its pages. Once signed, it will be sent to MIBGAS at the address indicated in section 8.1. of this guide.

4.6 Initial guarantee

An initial guarantee of 20.000 € must be formalised with the Guarantees Manager, which must be assigned to the Gas Market activity. The procedure for the payment and assignment of guarantees is found in the 'Guide for the formalization and assignment of guarantees in MIBGAS and MIBGAS Derivatives', available on the website.

4.7 Registration in OMIClear (only for trading Balance of Month and Month Ahead)

Balance of Month (BoM) and Month Ahead (M+1) products included within the MIBGAS PVB Prompt product group are cleared through OMIClear as the Central Counterparty Entity. Those interested in trading these products must register with OMIClear, the contact details of which are as follows:

- Marketing Department: marketing@omiclear.pt

4.8 Completion of the registration process

Once all the information received through the electronic forms has been verified, and the aforementioned documentation has been received and verified, MIBGAS will report the completion of the process and the acquisition of Agent status.

4.9 Billing

Agents may consult the *MIBGAS and MIBGAS Derivatives Fee Instruction*, for the applicable participation, trading, settlement, and notification fees for products traded on MIBGAS, as well as the fee for issuing and maintaining certificates and the fees for services (REMIT, Trayport, or transaction cancellation) or corresponding penalties.

Information on additional services can be found in section 7 of this document.

5 ACQUISITION OF AGENT STATUS IN MIBGAS DERIVATIVES

Having already obtained Organised Gas Market Agent status (a necessary condition for MIBGAS Derivatives Futures, Spot and Auctions segments), the steps required for he registration process with MIBGAS Derivatives are described below.

Participation in MIBGAS Derivatives products is subjected to the payment of fees, which are detailed in the Market Instruction published in the Legislation section of the website.

5.1 Sending detailed information through the Registry and Queries Platform

It is necessary to enter the following data associated with participation in MIBGAS Derivatives through the Registry and Queries Platform with a certificate with the necessary permissions[4].

- **Invoicing and bank account information** associated with MIBGAS Derivatives. The system allows the copying of the same invoicing address and/or bank account that already exists for MIBGAS or send different values.

  Participant data > Modification reference data > Invoicing and bank data > MDER

- **Contact person** for MIBGAS Derivatives Futures and MIBGAS Derivatives Spot, with contact telephone numbers and email addresses.

  Participant data > Modification reference data > Contact persons > General contact MD Futures

  Participant data > Modification reference data > Contact persons > General contact MD Spot

- **Generation of the Contract of Adhesion to the MIBGAS Derivatives Rules:** Within the Registry and Queries Platform, the Contract of Adhesion to the MIBGAS Derivatives Rules must be generated using the electronic certificate issued by MIBGAS.

  Participant data > Adhesion contract > MIBGAS Derivatives adhesion contract

  A PDF file containing the Adhesion Contract will be generated at that time and must be sent following the instructions in section 5.2. To correctly complete the contract, if the Agent is interested (or will be interested in the future) in trading the products in any of the MIBGAS Derivatives segments (Futures, Spot or Auctions), it must mark it/them in the corresponding section.

  Signing the contract does not necessarily mean obtaining Agent status but is simply another requirement to be fulfilled in the process of access to MIBGAS Derivatives.

[4] Inserting or modifying invoicing and bank data requires representative permissions. MIBGAS will issue certificates with a representative profile, provided that the request for these is accompanied by a power of attorney that meets the requirements to obtain Market Agent status.

- **Generation of the REMIT Data Provision Agreement**: The generation of the REMIT Data Provision Agreement must be requested (the basic information must be completed beforehand and it must be checked that the attorney details that appear are up to date).

  Participant data > REMIT > MDER Reporting Service Registration

  After validating the request, a PDF file containing the REMIT Data Provision Agreement will be generated and sent to the email address indicated in the form, following the instructions explained in section 5.2. This service has a cost that is detailed in the Fee Instruction, available in the Legislation section of the MIBGAS Derivatives public website.

5.2 Sending the Adhesion Contract and the REMIT Contract

Contracts must be digitally signed by the representative. This signature must be such that it is able to be validated using Valid-e or another official application for certificates issued by certification entities of the European Union.

Digitally signed contracts will be sent by email to agentes@mibgas.es.

If the representative does not have a digital signature, **two printed copies** of **each contract** may be sent, signed by the representative and on all their pages. Once signed, both copies of each contract will be sent to the address indicated in section 8.1. of this document for signing. Subsequently, one of the originals of each contract will be returned to the applicant, leaving the others in the possession of MIBGAS Derivatives.

Signing contracts does not necessarily mean obtaining MIBGAS Derivatives Agent status but is simply another requirement to be fulfilled in the market access process.

5.3 Registration in OMIClear (only Futures segment and Auction Service – OTC Clearing))

In the MIBGAS Derivatives Futures segment and in the case of the Auction Service – OTC Clearing in the MIBGAS Derivatives Auctions segment, the invoicing, guarantee, and collection and payment processes related to the economic results of market trades are provided by OMIClear, as the Central Counterparty Entity.

Therefore, in parallel with the procedures with the Market Operator, authorisation must be obtained from OMIClear to trade these MIBGAS Derivatives products. To inform OMIClear of an intention to trade in MIBGAS Derivatives, refer to the following contact:

- Marketing Department: marketing@omiclear.pt

5.4 Formalisation of guarantees with MIBGAS Derivatives (only Spot and Auctions segment)

In the MIBGAS Derivatives Spot segment, the processes of invoicing, guarantee management and credit and payment management related to the economic results of market trades are provided by MIBGAS Derivatives.

As part of the registration process in the Spot segment of MIBGAS Derivatives, formalisation must be completed of the **initial guarantee** of 2.000 € established in Annex 2: Specific rules for MIBGAS

Derivatives Spot. Specific Rules for MIBGAS Derivatives Spot. Likewise, Agents must provide guarantees of sufficient coverage for their operations in the segment.

In turn, the Agents participating in the MIBGAS Derivatives Auctions segment may be required to provide a participation guarantee, as established in Annex 3: Specific rules for MIBGAS Derivatives Auctions Specific Rules for MIBGAS Derivatives Auctions.

In both cases, the guarantees must be formalised with MIBGAS Derivatives, as LNG/US (Underground Storage) Guarantees Manager, in accordance with the MIBGAS Derivatives Rules. The procedure for the formalisation of guarantees is detailed in the Guide for the formalization and assignment of guarantees in MIBGAS and MIBGAS Derivatives', available on the MIBGAS public website.

5.5 Submitting the declaration of authorised brokers (Futures segment only)

All Agents registered in MIBGAS Derivatives Futures will be able to register OTC trades through the Registry and Queries Platform without having to sign any additional document.

If the trade is to be registered through a brokerage agency, the brokers must be selected who are authorised to carry out transactions on your behalf through the platform (using the representative certificate) through:

> *Registry and Queries Platform > Participant data > Registration status > OTC Trades registration (Authorised Brokers)*

Alternatively, brokers can also be authorised by submitting the Authorised Brokers Declaration, identifying those brokers authorised to register OTC transactions on their behalf (**CONTRACT VI** of the document 'Documentation templates for registration in MIBGAS and MIBGAS Derivatives').

The declaration must be digitally signed by the representative. This signature must be such that it is able to be validated using Valid-e or another official application for certificates issued by certification entities of the European Union.

The digitally signed document will be sent by email to agentes@mibgas.es.

If the representative does not have a digital signature, a copy of the declaration may be sent, signed by the representative and on all its pages. Once signed, it will be sent to MIBGAS at the address indicated in section 8.1. of this document.

5.6 Completion of the registration process

Once all the information sent through the electronic forms has been verified, and the aforementioned documentation has been received and verified, MIBGAS Derivatives will report the completion of the process and the acquisition of MIBGAS Derivatives Agent status.

5.7 Billing

As long as the participant is registered, at least one day per month, they must pay the corresponding fees. MIBGAS Derivatives Agents may consult the MIBGAS and MIBGAS Derivatives Fee *Instruction*, the applicable participation, trading, settlement, and notification fees for products traded on MIBGAS Derivatives, as well as the registration, settlement, and notification fees for OTC products settled and notified by MIBGAS Derivatives and the fee for auctions on request. In addition to the fees for services (REMIT or transaction cancellation) or corresponding penalties.

Information on additional services can be found in section 7 of this document.

6 REPRESENTATION

In the Organised Gas Market there are two types of representatives: the Agent who acting both for themselves and for their clients, termed a Representative Agent, and the representative acting only for other Agents, called Representative Entity.

The Representative Agent must register as an Agent in MIBGAS and, where applicable, in MIBGAS Derivatives, following the provisions of the previous sections.

The Representative Entity must register as established in the following section.

In both cases, registration of the representation of Represented Agents must follow section 6.2.

6.1 Acquisition of Representative Entity status

Users wishing to acquire Representative Entity status must complete the access form through the Public Website defined in section 2.1., specifying this option and the required documentation (section 2.2), after which MIBGAS will send an electronic certificate for access to its platforms.

When the Representative Entity receives the electronic certificate, it must complete the following data through the Registry and Queries Platform:

- **Basic entity information**: company name, tax identification code or equivalent document, ACER code and registered office.

  Participant data > Modification reference data > Basic information

- **Contact persons** with the Market Operator's different departments, with contact telephone numbers and emails.

  Participant data > Modification reference data > Contact persons

- **Invoicing and bank data**.

  Participant data > Modification reference data > Invoicing and bank data > MERGAS

- All other information necessary for the proper development of their operations in the market.

The Representative Entity must carry out the **technical qualification**, since they will be the ones who have access to the Trading Platform, for which they must follow the instructions in section 4.5 of this guide.

Once all the information received through the electronic forms has been verified, and the aforementioned documentation has been received and verified, MIBGAS will report the completion of the process and the acquisition of Representative Entity status.

6.2 Accrediting and registering the representation

In order to accredit and register representation, the following requirements must be met:

- The Representative must prove their status by presenting the corresponding power of attorney (**Template II** of the document 'Documentation templates for registration in MIBGAS and MIBGAS Derivatives').
- Likewise, said representation will have to be registered through the Registry and Queries Platform.

  Participant data > Registration status > Delegates: General registration status > Represented (access with the right mouse button).

- The Representative must have previously provided all the documentation that has been required by the Market Operator in order to enable its actions in that capacity.

The party represented will assume full responsibility for all the acts of the Representative in its actions in the market.

7 INFORMATION ON THE SERVICES OFFERED

7.1 Trayport

The integration between the MIBGAS Trading Module and the Trayport Joule system allows any Market Agent to insert, modify and/or cancel orders from both the MIBGAS Trading Module and the Trayport Joule system.

This service is available to MIBGAS Agents and MIBGAS Derivatives Agents, so all products traded on the MIBGAS platform (MIBGAS and MIBGAS Derivatives products) are available from the Trayport platform.

The guide for contracting the MIBGAS trading service from the Trayport Joule system describes the steps that Market Agents who are interested in contracting the MIBGAS trading service using the Trayport Joule system must follow. This guide is available in the Help and Documentation section accessible from the MIBGAS website.

7.2 REMIT

In compliance with Regulation (EU) 2024/1106, of 11 April 2024, amending Regulation 1227/2011 of the European Parliament and Council on wholesale energy market integrity and transparency (hereinafter "REMIT"), participants in these markets are required to periodically report transactions carried out in the energy markets to the Agency for the Cooperation of Energy Regulators (hereinafter "ACER").

In accordance with Article 6 of Commission Implementing Regulation (EU) no. 1348/2014, of 17 December 2014, on the communication of data pursuant to Article 8(2) and (6) of Regulation (EU) no. 1227/2011 of the European Parliament and Council on wholesale energy market integrity and transparency, the organised market on which the wholesale energy product was executed, or on which the order for the wholesale energy product was placed, shall, upon request by the market participant, offer an agreement for the communication of data.

In accordance with the above, MIBGAS, as the entity responsible for managing the Organised Gas Market, provides the communication service under the aforementioned EU Regulation as Registered Reporting Mechanisms (RRM) of ACER. Similarly, MIBGAS Derivatives, as the entity responsible for managing the MIBGAS Derivatives segments, appoints MIBGAS to provide said service.

In order to comply with the aforementioned obligations, the Agent will need to provide MIBGAS/MIBGAS Derivatives with its ACER code (and keep it updated at all times) and sign the REMIT Data Provision Agreement for the daily reporting of all its operations carried out on the Market Platform to ACER, following the steps in sections 4.3 and 5.1.

Compliance with European and national regulations is an essential requirement for access and participation in the Organised Gas Market and in the MIBGAS Derivatives segments. Failure to comply may result in sanctions that will be passed on to the participant as the person ultimately responsible for their activity.

7.3 IIP Platform

Since 1 January 2021, European market participants, including the gas market, have been required to publish all their inside information on an IIP (Inside Information Platform) validated by ACER.

MIBGAS together with OMIE, the Electricity Market Operator in the Iberian Peninsula, has developed an IIP platform in which they offer all Agents a tool with which to fulfil the provisions of Article 4 of Regulation (EU) no. 1227/2011 of the European Parliament and Council on the integrity and transparency of the wholesale energy market, known as REMIT.

The services that both operators offer to participants, both in the gas and electricity sectors, are the following:

- Publication of inside information.
- Centralised and certified dissemination of inside information through web sources.
- Storage of published inside information and the possibility of downloading it.

Access to the information published in the IIP is public and free for all parties, not only for MIBGAS and OMIE Agents, but also for any participant in other wholesale markets, in order to promote transparency and the centralised dissemination of information to the maximum number of users possible. All the information published in the IIP can be consulted through this link.

The inside information publication service (publication of "Urgent Market Messages"/UMM) is offered free only to participants in the gas market managed by MIBGAS and the electricity market managed by OMIE.

Those Agents who wish to register through MIBGAS, must follow the steps through the Registry and Queries Platform:

- **Register a contact person under the "Responsible UMM Messages" type** and complete all required fields:

  Participant data > Modification reference data > Contact persons

- **Generate the Publication of Information Service Access Contract:** the generation of this contract must be requested (having registered the new contact indicated in the previous point).

  Participant data > UMM > Download document to sign

After validating the request, a PDF file will be generated that can be downloaded and must be digitally signed by the representative.

If the representative does not have a digital signature, **three printed copies** of the adhesion document must be sent, signed by the representative and on all their pages. Once signed, it will be sent to MIBGAS at the address indicated in section 8.1. of this document.

- **Request for registration in the UMM service:** the request for registration in the service must be sent, attaching the digitally signed contract:

  Participant data > UMM > Registration request

MIBGAS and OMIE will then digitally sign the contract and upload it to the Registry and Queries Platform. The registration request will then be accepted, and an email will be sent to the Agent, who will be able to consult the request and download the contract through the "Query UMM" menu.

8 ADDITIONAL INFORMATION

8.1 Exchange of information with MIBGAS

In any case, if additional clarifications are needed during the process of joining or completing the forms, MIBGAS can be contacted via email: agentes@mibgas.es

The requested paper documentation must be sent to the following address:

MIBGAS, S.A.
To: Alta de Usuarios/Agentes del mercado (Users/Market Agents Registration)
Calle Fray Luis de León 13
28012 Madrid

8.2 Telephone assistance in trading

The following telephone numbers are available to Agents to resolve issues relating to an ongoing Trading Session:

Main telephone: +34 916598960

Secondary telephone: +34 916598967

If it is not possible to contact the above telephone numbers, or if operating in an emergency as established in the "Emergency System" Rule, the telephone number to request assistance will be:

Emergency mobile: +34 620152304

8.3 Bank accounts

Details of the following bank accounts can be found in the Help and Documentation section accessible from the MIBGAS website:

- Bank account intended for the deposit of cash guarantees in the **Guarantees Manager** (capacity contracting, imbalances and Organised Market).
- Bank account intended for **making payments for trading in the Organised Gas Market**.
- Bank account for payment of **MIBGAS fees, services (REMIT, Trayport and cancellation of trades) and penalties.**
- Bank account for payments of **MIBGAS Derivatives fees and services**.
- Bank account for the **formalisation of guarantees**, as well as the **payments for trading in MIBGAS Derivatives Spot**.

8.4 Process for requesting additional certificates

Additional certificates[5] may be requested to access the Guarantees Manager of the Gas System Platform, the Registry and Queries Platform, and the Trading Module.

To request these certificates, provided that the Power of Attorney template contained in the document "Documentation templates for registration in MIBGAS and MIBGAS Derivatives" has been used, available on the MIBGAS public website, an electronic request will be sufficient for their issuance.

If the powers used to register the Agent in the Organised Gas Market are not those provided in said document, requests for electronic certificates will be subject to a prior review of the aforementioned powers by MIBGAS, informing the Agent whether it is necessary to provide additional documentation.

The request can be made from the Guarantees Manager of the Gas System Platform and from the Registry and Queries Platform:

Guarantees Manager of the Gas System Platform > Registry > Security certificate maintenance > New certificate

Registry and Queries Platform > Participant data > Security certificate maintenance > New certificate

When requesting additional certificates, the following profiles can be distinguished:

Guarantees Manager of the Gas System Platform

- "No access" profile: prevents access to the Guarantees Manager of the Gas System Platform.
- "Update" profile: allows access and modification of the Guarantees Account User information on the Guarantees Manager of the Gas System Platform, except for the bank account and certificates, which can only be managed if the certificate has also representative rights.
- "Read only" profile: allows access to the Guarantee Manager of the Gas System Platform, but not the modification of the Guarantees Account User information.

Registry and Queries Platform:

- "No access" profile: prevents access to the Registry and Queries Platform.
- "Update" profile: allows access and modification of the Agent's information on the Registry and Queries Platform, except for the modification of the bank account, the management of certificates and the authorisation of brokers, which can only be done if the certificate has also representative rights.
- "Read only" profile: allows access to the Registry and Queries Platform, but not the modification of the Agent information.

[5] The issuance of new certificates for agents entails the payment of the issuance fee and, subsequently, the monthly maintenance fee while the certificate remains active. Agents who only trade on VTP are exempt from these fees.

Trading Platform:

- "No access" profile: does not allow access to the Trading Platform.
- "Update" profile: allows access and sending, modifying and cancelling of orders on the Trading Platform.
- "Read only" profile: allows access to the Trading Platform, but does not allow the sending, modification and cancellation of orders.

8.5 Software and Documentation for Access to the Market Agents' Website

On its Public Website, MIBGAS provides the "Workstation setup guide for accessing the MIBGAS platform" which describes the requirements for a client station to access the Market Platform and the steps necessary to configure said station correctly.

The main elements required for the use of the Market Platform, the details and required versions of which are indicated in the Guide, are the following:

- Hardware: Desktop or laptop PC, with sufficient processing power and memory.
- Windows operating system.
- Microsoft Edge browser (32-bit versions) Java Virtual Machine (32-bit).
- Digital certificates.

9 DEREGISTRATION PROCEDURES

9.1 Procedure for deregistering as a Guarantees Account User

To request deregistration from the Guarantees Manager, all formalised guarantees must have previously been withdrawn.

The procedure for deregistering as a Guarantees Manager User is carried out through the Guarantees Manager of the Gas System Platform:

Registry > General registration status > Request cancellation in the Guarantee Manager

9.2 Procedure for deregistration as a Market Agent

The Agent may request to be deregistered as a Market Agent. Before proceeding with the withdrawal, MIBGAS will ensure that the Agent has closed all its positions in the market, met all its collection and payment commitments with the market and has no outstanding service bills.

The cancellation is carried out through the Registry and Queries Platform:

Participant data > Registration status > Request to unregister as a MIBGAS agent

Once the above step has been completed, the Agent must request the release of the initial guarantee:

Participant data > Registration status > Request for the release of the initial guarantee MIBGAS or MIBGAS Derivatives

9.3 Procedure for deregistration from MIBGAS Derivatives

The Agent may ask to be deregistered from one or more segments of MIBGAS Derivatives.

Before proceeding with the withdrawal, MIBGAS Derivatives will ensure that the Agent has met all commitments with said market segment and has no outstanding service bills.

The cancellation for the MIBGAS Derivatives is carried out through the Registry and Queries Platform:

Participant data > Registration status > Request to unregister as a MIBGAS agent

In this case, the Agent will have to choose the segment(s) in which they wish to deregister. Likewise, if they wish to completely unsubscribe from MIBGAS Derivatives, they must select 'Full unregistry in MIBGAS Derivatives'. In the latter case, the Agent will no longer be able to view the trading of these products on the Trading Platform.

Once the above step has been completed, the Agent must request the release of the initial guarantee:

Participant data > Registration status > Request for the release of the initial guarantee MIBGAS or MIBGAS Derivatives

Once the above step has been completed, if the Agent has the initial guarantee committed, they must request its release:

Participant data > Registration status > Request for the release of the initial guarantee MIBGAS or MIBGAS Derivatives