



# **Procedure 0.1**

## **Registration of Account Holder**

**Dissemination level: public**

**Last update: 2019-03-11**

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## Status of this document

This document, CertifHy-SD Procedure 0.1 Registration of Account Holder, is a subsidiary document to the ‘CertifHy Scheme’ of CertifHy.

In the event of conflict between the text of the CertifHy Scheme and the text of this document, the CertifHy Scheme shall always take precedence.

The CertifHy-SD Procedure 0.1 Registration of Production Device document was formally approved by the CertifHy Steering Group on 11 March 2019.

The effective date of this CertifHy Scheme subsidiary document is 26 March 2019.

## Change history

Version	Date	Description
0.1	2018-02-08	Initial draft
0.2	2018-02-26	First working draft
0.3	2018-05-15	Working draft
0.4	2018-06-12	Webinar feedback WG1 on Annex 2
0.5	2019-01-29	Update Issuing Body decision
0.6	2019-02-18	Wording sequence in Account Holder update
0.7	2019-02-21	Logo, doc status, dissemination level
0.8	2019-02-27	Clarifications (WG 1 feedback from webinar)
0.9	2019-03-04	CertifHy WG1 endorsed
1.0	2019-03-11	CertifHy Steering Group endorsed

# 1 Introduction

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## 1.1 General

CertifHy's mission is to advance and facilitate the production, procurement, and use of hydrogen fulfilling ambitious environmental criteria in order to protect the climate and improve the living conditions of humankind.

CertifHy wants to contribute to and promote an environmentally, socially and economically sustainable production of hydrogen in all uses including energy, mobility, chemical conversion, etc.

## 1.2 CertifHy Scheme

CertifHy is a European Certification Scheme for hydrogen fulfilling specific criteria that sets out statements and principles regarding the operation of the scheme. It covers the entire upstream supply chain to the production device exit gate at defined quality. The scheme is continuously reviewed and improved by means of a multi-stakeholder dialogue.

The core features of the scheme are openness, reliability, integrity, quality and transparency. Those values are the fundamentals of CertifHy's relationship with its Stakeholders.

The scheme is complemented by Procedure Documents (P), which further provide detailed descriptions of the procedures.

## 1.3 Purpose

The purpose of this document is to specify the procedure for the Registration of Account Holders in the CertifHy Registry.

This Procedure document "P0.1 Registration of Account Holder" is a subsidiary document to the CertifHy Scheme.

## 2 Definitions

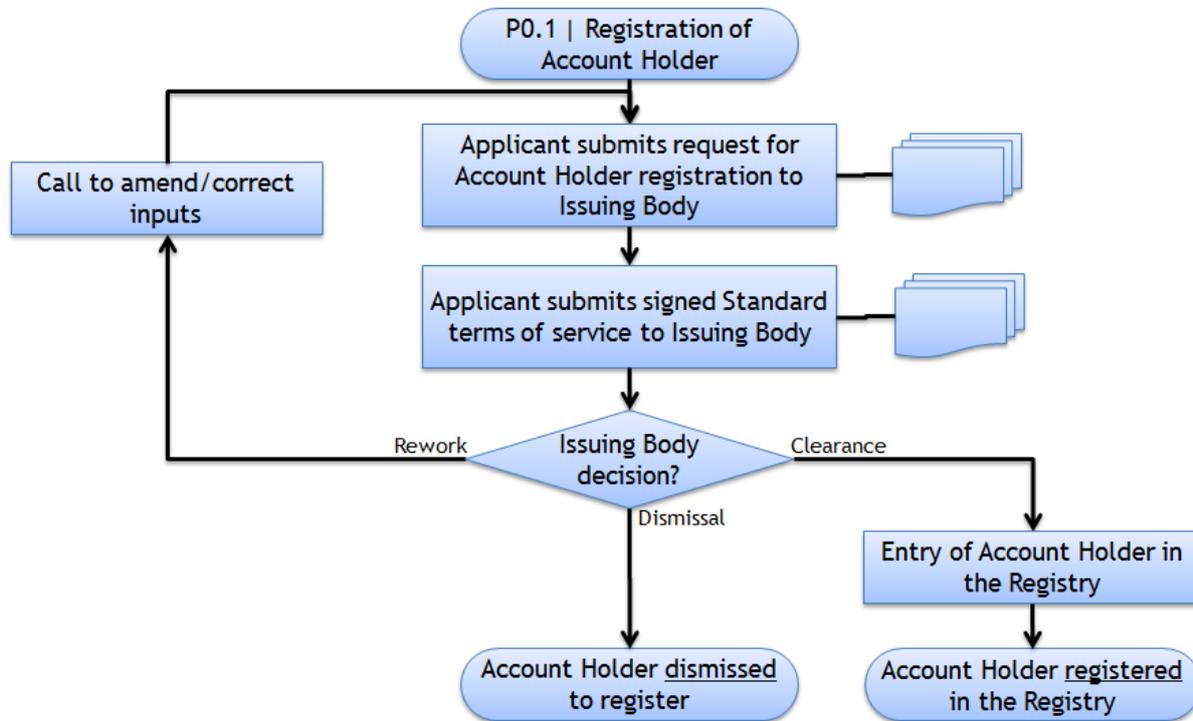
For a common understanding of the terminology used in the CertifHy documents, definitions and terms are outlined and explained in the CertifHy Scheme section 5.

In case this document uses further terminologies not specified in section 5 of the CertifHy Scheme, they are explained in the table below.

Term	Definition

### 3 Procedure description

#### Process overview



To make use of the scheme, organisations and individuals are required to register with CertifHy. A Guarantee of Origin can only be issued within an Account on the CertifHy Registry and thus, a successful registration of Account Holders is compulsory.

Account Holders are required to submit their application including complementary documents and evidence to the Issuing Body. Based on the completeness and accuracy of the submitted application documents the Issuing Body will either give clearance or ask the applicant to rework the application documents or dismisses the registration of the applicant to become an Account Holder in the CertifHy Registry.

After successful application and registration into the Registry, the Account Holder can start using the account.

A detailed guideline of the procedure steps to complete the application and to register successfully as an Account Holder is provided in this document.

## 4 Procedure steps

### Process trigger

The applicant, requesting for entry in the CertifHy Registry must be a legal entity, e.g. a private individual or an organisation. The identity of the legal entity is subject to proof for review by the Issuing Body.

### Request for Account Holder registration

The registration form for the application can be accessed and downloaded on the CertifHy homepage. An excerpt of the registration application form can also be found in Annex 1.

In order to become eligible as an Account Holder the applicant must provide information outlined in the registration form and identity proof. For detailed information about the proof, see Annex 1 and following.

The application shall be completed preferably in English or in a common EU language such as German, French and Spanish. Required documents in any other language must be submitted as officially certified translation.

The registration form - including complementary proof as stipulated in the registration form - shall be submitted to the Issuing Body.

Additional information and supporting evidence might be requested from the Issuing Body.

### Issuing Body review and verification

The Issuing Body reviews the documents of the applicant and is the body in charge of clearing the registration into the Registry of CertifHy.

The Issuing Body is required to review the application based on the

- (a) accuracy and consistent completion of the registration form (see Annex 1);
- (b) correct and legal identity of the Applicant;
- (c) completeness and plausibility of complementary documents (see Annex 2 and following).

If further clarification is required, the Issuing Body shall request supporting evidence and additional information from the applicant to verify the eligibility of the application.

### Issuing Body decision

Once the Issuing Body completed the verification process and satisfied itself of the eligibility of the applicant the Issuing Body will either

- (a) give clearance for entry of the Account Holder in the CertifHy Registry upon which the particulars of the Account Holder will be included in the Registry and the Account Holder will receive login details to access the CertifHy Registry; or

- (b) claim rework of the application documents, including information about missing input to be provided to the Issuing Body - registration is then subject to accurate modifications of the application; or
- (c) dismiss the registration for entry into the CertifHy Registry.

The Account Holder shall verify on an annual basis that the Account Holder information in the Registry are up-to-date. The Issuing Body may - triggered by instances such as statistics, corrections, complaints or sanctions - perform ad-hoc checks and may demand substantiating information from the Account Holder in order to assure that CertifHy Registry is accurate at any time. The Issuing Body may put the Account on hold until information has been substantiated by the Account Holder, and may withdraw Account Holder registration in case of continued non-conformance with CertifHy principles.

### Registered Account Holder

The registered Account Holder in the CertifHy Registry is authorised to

- (a) produce, supply and use Hydrogen;
- (b) request for GO issuing through his Account;
- (c) transfer and cancel GOs in his Account.

In order to comply with Section 2.1 “Uniqueness” of the CertifHy scheme the legal entity is only permitted to have one Account in its name on the CertifHy Registry.

# Annex

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## Annex 1: Registration form

Example (the latest version will be made available through the CertifHy website):

### **CertifHy Account Opening Application**

#### **Applicant**

Company name:
Company address:
Business ID:

#### **Contact person for contractual and business matters**

Name	
Title	
Address line 1	
Address line 2	
City	
Postal code	
Country	
Email address	
Mobile phone number	

#### **Authorized Person**

An administrative user account will be created in the registry system for the Authorized Person and sent to him/her via email and SMS message.

Same as the contact person for contractual matters

Other:

Name	
Title	
Address line 1	
Address line 2	

City	
Postal code	
Country	
Email address	
Mobile phone number	

Please include a copy of passport or other internationally recognized ID document of the authorized person.

**Invoicing Information**

VAT ID (only for companies registered for VAT in the European Union):

\_\_\_\_\_

Invoicing address:

- Same as the contact person for contractual matters
- Same as Authorized Person

Other:

Name	
Title	
Address line 1	
Address line 2	
City	
Postal code	
Country	
Email address	
Mobile phone number	

By signing this application, we certify and acknowledge that:

- The information above is accurate to the best of our knowledge, information and belief. We agree to inform Grexel Systems Ltd. of any changes to the information provided during our account opening process.
- We hereby expressly authorize the disclosure of our account or other relevant information to Grexel Systems Ltd. in order to conduct the necessary account opening and approval processes and that the information is stored by Grexel Systems Ltd.
- We have read and understand the current CertifHy Standard Terms and Conditions and agree to be bound by the same.
- We also agree that Grexel Systems may make changes to the Standard Terms and Conditions at any time unless otherwise required by law.

**Signature of the Applicant**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**Application approved by:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**Appendices**

- CertifHy Standard Terms and Conditions
- Filled and signed CertifHy Know-Your-Customer form
- Trade registry extract or similar official document proving that the company is validly existing and founded under the laws of the mother country, business ID of the company, and names of signatories.
- VAT registration certificate
- Copy of passport of the Signatory
- Copy of passport of the Authorized Person
- \_\_\_\_\_

## Annex 2: “Know your customer” questionnaire

The following questionnaire’s template was developed by the Association of Issuing Bodies (AIB) based on lessons-learnt from double counting and VAT carousel fraud cases in the field of CO<sub>2</sub>, biofuel and electricity certificates. The template was adapted by Grexel for H<sub>2</sub> GO use with CertifHy. The company information demanded therein provide the basis to ascertain company identity and monitor business integrity.



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### “KNOW YOUR CUSTOMER” (KYC) QUESTIONNAIRE

Document Reference	KYC_CertifHy
Version number	1
Date of Issue	28 <sup>th</sup> March 2018

# grexel

Your company wishes to hold an account with CMO.grexel. In order to complete our appraisal concerning your application, we kindly ask you to answer the following questions about your company. Please note that Grexel Systems Oy can decide not to proceed with the admission process depending on the answers given in this questionnaire.

Corporate name (according to national company register)	
Organisation number on national company register	
VAT ID	
Trading name(s) (if trading under a different name to corporate name)	
Address of registration	
Phone (switchboard)	
Web site	

## 1. SUPPORTING DOCUMENTS

1.1. Please provide a copy of your audited annual report for the last 3 years (original document and a translation in English).

## 2. IDENTITY

2.1. What is your company type?

- Credit institution (please provide a copy of your licence document)
- Investment firm (please provide a copy of your licence document)
- Other authorised or regulated financial institution (please provide a copy of your licence document)
- Commercial firm (Utilities, industry)
- Municipal or regional supplier
- Broker

2.2. When was your company founded?

# grexel

2.3. Where was your company established?

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2.4. Please indicate the number of employees that work for your company?

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2.5. Please indicate in which countries your company is active.

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2.6. Has the equity capital of the company been totally paid? If not, please indicate the uncalled capital.

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Equities of your company amount to, or are more than, 2 million euros (equity capital + provisions and reserves + net profit + retained earnings).

Yes  No

The total of the balance sheet of your company amounts to, or is more than, 20 million euros.

Yes  No

The turnover after taxes of your company amounts to, or is more than, 40 million euros.

Yes  No

2.7. Please describe the main business of your company.

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2.8. Please give an overview of your shareholder structure (indicate their respective shares if >10%).

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2.9. Please give an overview of the changes of your shareholder structure over the past 3 years.

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2.10. Who is your Independent Auditor? Please give us a contact and his/her details (phone, email)?

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2.11. Is your company member of one or several professional associations relevant to certificates trading? If yes, indicate the name and contact details of these associations. Since when are you member?

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# grexel

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2.12. Please indicate name and domicile of your commercial bank.

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### 3. YOUR MOTIVATIONS

3.1. Why does your company want to be a member of our market?

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3.2. Will your activity on CMO.grexel be occasional, seasonal or permanent?

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3.3. Is your company active in any other energy, commodities or financial markets? If yes, which ones? Since when?

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3.4. Is your company active on other certificate markets? If yes, please list where.

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3.5. Is your company active on any other certificate registry? Which registries? (list)

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3.6. Please indicate:

- Your expertise in certificates (regulation, retail, production, trading)
- Your assets in certificates (customers, certificate based energy supply contracts etc.)

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3.7. Do you trade for your own account or third party as well? If you trade for third party, please indicate their official (legal) name and registered company number or, if a natural person, then their address.

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3.8. What do you expect your Hydrogen GO trading volumes to be?

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### 4. YOUR CAPABILITY TO INTERVENE

4.1. Do you have professional traders working for your company?

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# grexel

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4.2. Are these traders qualified or certified by a professional organisation?

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4.3. Will your traders have a partial or full-time activity with your company?

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4.4. Are your traders employed by another firm?

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4.5. Do you have facilities dedicated to trading?

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5. OTHER

5.1. Please make any other comments that you feel to be relevant to your application.

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# grexel

I recognise that Grexel Systems Oy is bound to comply with Anti-Money Laundering Regulations and "Know your Customer" regulations and requirements.

I declare in good faith that all information, answers and documents provided with this questionnaire are exact and authentic. I have omitted no important information that could have impact on the judgment made by Grexel Systems Oy on this demand.

I agree to answer any other questions that Grexel Systems Oy might have in the future to comply with its legal obligations.

I also agree that Grexel Systems stores this information for five years for the purposes mentioned above.

Place

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Date

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Name and signature of the legal representative of the company:

### Annex 3: Standard Terms and Conditions

The latest version will be made available through the CertifHy website.

## Annex 4: Declaration of Honour

Example (CertifHy version to be defined):

[https://ec.europa.eu/research/participants/data/ref/h2020/other/legal/templ/h2020\\_tmpl-decl-honour-gga\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/legal/templ/h2020_tmpl-decl-honour-gga_en.pdf)

## Annex 5: Privacy Statement

Example (CertifHy version to be defined; may become part of the CertifHy Standard Terms and Conditions):

[https://ec.europa.eu/info/legal-notice\\_en](https://ec.europa.eu/info/legal-notice_en)