



European Union Registry

EU Emissions Trading System (EU ETS)

**Instructions on Applying for Aircraft Operator
Holding Accounts**

Editorial information

Publisher

German Emissions Trading Authority (DEHSt)
at the German Environment Agency

City Campus

Building 3, Entrance 3A

Buchholzweg 8

D-13627 Berlin

Phone: +49 (0) 30 89 03-50 50

Fax: +49 (0) 30 89 03-50 10

emissionstrading@dehst.de

Internet: www.dehst.de/English

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Introduction

The purpose of this guide is to help you make an application for an aircraft operator holding account in the German managed part of the Union Registry. Aircraft operator holding accounts can hold and transfer EUA allowances and allowances of linked systems, such as Switzerland's (CHU, Swiss allowances and CHUA, Swiss aviation allowances).

Aircraft operators who participate in the European emissions trading scheme (EU ETS) need an aircraft operator holding account. Evidence that the aircraft operator meets the obligations of the EU ETS is provided via this account.

1 Filling in the Online Form

Only those aircraft operators (AO) who are assigned to Germany within the administering Member States list may apply for an aircraft operator holding account (AOHA) in the German managed part of the Union Registry. An online form is available under the following link:

<https://ets-registry.webgate.ec.europa.eu/euregistry/DE/index.xhtml>

The online form consists of several pages. Before leaving each page, it will be automatically checked whether all mandatory fields have been completed in accordance with the format specifications. The mandatory fields are listed in Section 10 to give you the opportunity to collect the necessary data in advance and check them for completeness. Partially completed forms cannot be saved during online entry. After completion, the application is automatically sent to the nominated authorised representatives as a PDF file by email. Please send this application to the DEHSt's registry administration as described in item 6.

2 Account Holder and Authorised Representatives

The account holder may be a legal or a natural person. The account holder can name at least two authorised representatives. Only authorised representatives can get access to the account and work with the DEHSt on behalf of the account holder. The designated authorised representative must be different natural persons who must be at least 18 years old. If the account holder is a natural person, he may choose to establish himself as an authorised representative.

3 Proof of Identity of the account holder

The following documentation has to be submitted together with the application:

1. If the account holder is part of a group, it shall provide a document clearly identifying the structure of the group.
2. In the case of legal persons or sole traders, a recent extract from the public register (e. g. trade registry) or an equivalent document (not older than three months) which shows the name and address, the rules of representation and the authorised representatives of your company.
3. Evidence to support the identity of the natural person requesting the account opening, which may be a copy of one of the following:
 - a) an identity card issued by a state that is a member of the European Economic Area or the Organisation for Economic Co-operation and Development;
 - b) a passport.
4. If the account holder is a natural person evidence to support the address of the permanent residence of the account holder, which may be a copy of one of the following:
 - a) the identity document submitted, if it contains the address of the permanent residence;
 - b) any other government-issued identity document that contains the address of permanent residence;
 - c) if the country of permanent residence does not issue identity documents that contain the address of permanent residence, a statement from the local authorities confirming the nominee's permanent residence.

Documentation must be submitted to the DEHSt in certified form, with certification dating back no further than three months. If the relevant documents have not been issued in German or English, a certified translation into German or English must also be submitted.

4 Proof of Identity of the Authorised Representatives

1. Evidence to support the identity of the account representative, which may be a copy of one of the following:
 - a) an identity card issued by a state that is a member of the European Economic Area or the Organisation for Economic Co-operation and Development;
 - b) a passport.
2. Evidence to support the address of the permanent residence of the account representative, which may be a copy of one of the following:
 - a) the identity document submitted, if it contains the address of the permanent residence;
 - b) any other government-issued identity document that contains the address of permanent residence;
 - c) if the country of permanent residence does not issue identity documents that contain the address of permanent residence, a statement from the local authorities confirming the nominee's permanent residence;
3. The criminal record of the of the nominated authorised representatives. If the representative's country does not issue criminal records certificates or equivalent documentation a statutory declaration of the representative will be sufficient.

Documentation must be submitted to the DEHSt in certified form, with certification dating back no further than three months. If the relevant documents have not been issued in German or English, a certified translation into German or English must also be submitted.

5 Contact Information

All contact information refers to the respective business addresses. Therefore, please use the fields “Company Name” and “Company Department” in the online form to specify the addresses as exactly as possible. This information will be used by DEHSt to send sensitive information (such as an enrolment key for authorised representatives) by mail.

Furthermore, please provide the email addresses personalised to the account representatives because important information will be sent by email.

By filling in your contact information (company, department) and providing your personalised e-mail addresses, you can ensure that the information reaches the competent bodies or persons.

6 Submission of the Application and Supporting Documents to DEHSt

There are two different ways to submit the completed application and additional documentation (see Items 3 and 4) to DEHSt’s registry administration:

- a) Via the DEHSt Virtual Post Office (VPS): The VPS ensures secure electronic communication between the account holder and DEHSt. In order to use the VPS, the account holder or his authorised representative needs a signature card with a verified electronic signature. For detailed information about VPS, please visit www.dehst.de/Virtual-post-office-in-EU-ETS.
If the signature card holder for the account holder is not an authorised signatory, or not the sole authorised signatory, the registry administration requires a written power of attorney with which the account owner authorises the signature card holder to make legally binding declarations in connection with the establishment and maintenance of accounts in the Union Registry. This power of attorney shall be signed by the authorised representatives of the account holder, with the names of all signatories shown in block capitals. If the application is sent via the VPS, it does not need to be signed by hand. The use of the signature card, if necessary in connection with the power of attorney, renders the electronically transmitted documents as legally executed.
- b) By mail: Please print the application PDF file received by you via email and send it by post together with the other documentation to the DEHSt registry administration. If the applicant is a legal person or a retail salesman, the application should be signed by the authorised representative – applications from natural persons need to be signed by the applicant.

7 Fees

No fee will be charged for aircraft operator holding accounts.

8 Data Protection

Storage of personal data is subject to the provisions of the Federal Data Protection Act and the EU Registry Regulation. Some data are also to be made available on the public part of the Union Registry. Account holders may also request in writing to publish certain account-related or personal data.

9 Queries regarding the Opening of an Account and further Queries

For any queries on opening an account and on emissions trading in general please contact our hotline (Phone: +49 (0) 30 89 03-50 50, Fax: +49 (0) 30 89 03-50 10), or send your query to emissionstrading@dehst.de

Further information on emissions trading can be found at www.dehst.de/English

10 Account Information to be entered

Please find below a list of all data to be entered into the application form when requesting a trading holding account, as well as some hints on how to fill in the form. We recommend that you have the relevant data at hand before you proceed, as the online form cannot be saved half-way through the process.

Account Opening – Account Details

* Required field.

Account type*	Go to the website https://ets-registry.webgate.ec.europa.eu/euregistry/DE/index.xhtml log in and select the account type “Aircraft operator holding account” under the left menu item “Account request”.
Account name*	Enter a name of your choice. Names of at least 10 and a maximum of 50 alphanumeric characters (letters, digits and special symbols such as a hyphen or slash) are possible, for instance “Trading account of XYZ Company”. The account name should not be confused with the account identifier (or account number) that is assigned automatically by the Union Registry.
Group	For aircraft operator holding accounts, leave this field blank.

Account Opening – Account Holder Information

Please choose from the following.

Account holder is already linked to the user	This option is available if the user is logged on to the Union Registry while filling out the online form and has already been associated with an account holder. Select the account holder from the drop down list.
Account holder is already recorded in the registry	This option should be selected if the account holder already has an account and thus an identifier in the Union Registry. In this case the account holder’s identifier previously assigned by the Union Registry must be entered additionally. It can be found in the account application (PDF).
Account holder is new	Select this option if the account holder is not yet known to the Union Registry and therefore has no identifier. In this case, the following Account holder information (“Account opening – account holder information”) should be entered. This selection is the only one offered if the person filling out the online form is not logged in.

* Required field

¹ Additional required field for natural persons

² Additional required field for legal entities

Name*	Enter the name of account holder. For a natural person, first and surname to be entered (first name first and then the surname in capital letters; e. g. First name SURNAME). For legal persons, the name must be entered exactly as noted in the public registry (e. g. commercial registry or similar).
Legal Entity Identifier (LEI)	Only for legal persons. More information can be found on www.gleif.org/en
Open accounts in other MS	Indication of other MS in which accounts of the same account holder are open and the associated consent for the registry administrations of these MS to exchange information and documents relating to the opening of the account.
Country*	
Region or Federal State	
Post code* and City*	
Address line 1*	Street and house number or PO Box.
Address line 2	You can add additional address information, e. g. department name.
Phone 1*	Only numbers and a plus sign can be entered. Space, slash or hyphens are not possible. It can be selected whether this field should be published on the EUTL website.
Phone 2*	See notes for Phone 1.
Email address*	If possible, enter a personalised email address. Important emails will be sent to this address by the Registry administration. It can be selected whether this field should be published on the EUTL website.
Selection box*	If the account holder is a natural person choose “Person” and “Company” if he is a legal entity. For a natural person , first name, surname, date of birth, place and country of birth are required fields. For legal entities , these fields must remain empty. If the account holder is a legal entity, please enter the name as it appears in the public register (e. g. register of companies).
National Registration Number	Only if the account holder is a natural person.
Date of birth¹	Required field for natural persons. Please enter in DD/MM/YYYY format, e. g. 05/09/1963.
Place of birth¹	Required field for natural persons.
Country of birth¹	Required field for natural persons.
ID No.¹	Required field for natural persons. Number of identity document. For national German ID cards (Personalausweis), the number to be entered is on the upper right.
Company Registration No.²	Required field for legal persons. Company registration number (or similar) must be provided in its entirety, incl. the name of commercial registry, department and actual number [e. g. District Court München HRB 1234567].
VAT Registration Number with Country Code²	Necessary if the account holder is a legal entity. Two letter Country Code as listed in ISO 3166-1 (for example www.iso.org/iso-3166-country-codes.html). For example DE 123456789 (with a space after the Country code).

Trusted Account List Preferences

Transactions to trusted accounts

Selection field: Yes/No – Transactions to trusted accounts without confirmation of a second authorised representative (2-eye-principle).

Transactions to non-trust accounts as well as the addition of new trust accounts must always be carried out in accordance with the 4-eye-principle, irrespective of whether the 2-eye-principle has been chosen for transactions to trusted accounts

Transactions to non-trust accounts

Explanation: Yes/No checkbox – Allow transactions to accounts that are not on the trusted account list.

Transactions to non-trust accounts as well as the addition of new trust accounts must always be carried out in the 4-eyes principle, regardless of whether the 2-eyes principle has been selected for transactions to trusted accounts.

Account Opening – Authorised Representatives

* Required field.

URID*	<p>Each authorised representative in the German part of the Union Registry requires a URID (for more information see the separate document “Establishing an EU Login Access and Register at the Union Registry”).</p> <p>If the authorised representative is already assigned to the account holder, then it can be selected at this point. No further information on this person is then necessary. The person making the request must be assigned to the account holder and logged in.</p>
Authorised Representative Role	<p>Authorised Representatives Roles:</p> <p>Read Only This Representative can only view the account but does not have the right to either initiate or approve transactions and processes.</p> <p>Process Initiator Only This Representative can only initiate transactions and processes but cannot approve them.</p> <p>Process Approver Only This Representative can only approve transactions and processes initiated by another Representative.</p> <p>Process Initiator/Approver This Representative can both initiate and approve transactions and processes but can only approve transactions and processes initiated by another Representative.</p> <p>Note: At account opening, the account must have at least one Representative that can initiate transactions and processes and one that can approve transactions and processes initiated by another Representative.</p> <p>Possible combinations are: Process Initiator Only + Process Approver Only; Process Initiator Only + Process Initiator and Approver; Process Initiator and Approver + Process Initiator and Approver; Process Initiator Only + Process Initiator and Approver.</p>
Company name	<p>Here you can enter additional address information, such as a company name for business addresses. This field is optionally used as an address component, together with department, address line 1 and 2.</p>
Company department	<p>You can enter further address information, such as the name of a department in a business addresses. This field is optionally used as an address component together with the company name, and address lines 1 and 2.</p>
Job title	<p>Optional, e. g. Department head.</p>
Country*	
Region or Federal State	
Post code* and City*	
Address line 1*	<p>Street and house number or PO Box. If you specify a business address, please use the fields “Address line 2”, “Company name or institution” and “Department” to indicate the address as precisely as possible. Union Registry account access data will be sent to this address.</p>
Address line 2	<p>If you specify a business address, you may also use the fields “Company name or institution” and “Department” to indicate the address as precisely as possible. Union Registry account access data will be sent to this address.</p>
Phone 1*	<p>Only numbers and a plus sign possible. Space, slash or hyphens are not possible.</p>
Phone 2*	<p>See notes for the Phone 1 field.</p>
Email address*	<p>If possible enter a personalised email address for each authorised representative. All important emails will be sent to this address by the registry administration. The email address referenced here may differ from the one specified in EU Login.</p>

Contact person

The designation of a contact person is optional.

First name and surname

Phone 1 and 2

Only numbers and a plus sign can be entered. Space, slash or hyphens are not possible. The telephone number given here may differ from the one in ECAS.

Email address

Country

Region or Federal State

Post code, City and Address

Account Opening – Aircraft Operator Information

* Required field.

Unique code under Commission Regulation (EC) No. 748/2009*

Identification of the aircraft operator on the administrator Member States list of the European Commission, available: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:039:0001:0132:EN:PDF>

Call sign (ICAO) (*)

Code of the aircraft operator of International Civil Aviation Organization (ICAO). Required field, if available.

Monitoring plan ID*

Please indicate your reference at DEHSt, e. g. 19550-1234. You will find it in your allocation notification.

Monitoring plan – first year of applicability*

First year from which the emission monitoring plan is used.

First year of verification*

The first year for which the aircraft operator must provide an emission report and a verified emissions entry.
