



European Union Registry

EU Emissions Trading System (EU ETS)

Instructions on Applying for Verifier Accounts

Editorial information

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Preliminary Statements

The purpose of this guide is to tell you about the procedure of requesting a verifier account in the Union Registry. Accounts of this type are only used to register or approve/confirm verified emissions of an installation or an aircraft operator. Only accredited verifiers may do so for accounts in the German part of the Union Registry and no later than 31 March each year. No allowances or Kyoto certificates can be held on verifier accounts. Setting up and managing a verifier account is free of charge.

1 Filling in the Online Form

An online form is available to apply for a verifier account in the German managed part of the Union Registry 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, all required fields will be automatically checked to see if they have been completed in accordance with the format specifications. The required fields are listed in Section 9 to give you the opportunity to collect the necessary data in advance and check them for completeness. Partially completed forms cannot be saved. After completion, the application is automatically sent to you 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 entity or a natural person. At least one authorised representatives can be named. Only authorised representatives can get access to the Registry and can enter or approve the verified emissions in operator holding accounts assigned to them. Account representatives 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.

3 Account Holder Documentation

In the case of legal entities or sole proprietor, a recent extract from the public registry (e. g. register of companies) or an equivalent document (not older than three months) is necessary which shows the name and address, the rules of representation and the authorised representatives of the account holder.

Natural persons must present one of the following documents to prove their identity and address of permanent residence. This may be a copy:

- a) An ID card or passport, provided that it shows the permanent residential address;
- b) Any other officially issued identification document which shows the permanent residential address or an explanation from the local authorities, who confirmed the permanent residence of the person named; (registration certificate), if applicable, with an apostille.

Furthermore, a document proving that the person requesting the account opening is accredited as a verifier in accordance with Article 15 of Directive 2003/87/EC.

4 Authorised Representatives Documentation

Authorised representatives must provide identification documents when first appointed. This evidence may be waived provided relevant current evidence is available to DEHSt's Registry Administration.

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

Once the online form has been completed and submitted, the designated authorised representatives will receive the application data in PDF format at their specified email addresses. Please send the legally signed application (PDF), together with the supporting documents via the Virtual Post Office (VPS) to DEHSt.

The VPS provides secure electronic communication between the account holder and DEHSt. To use the VPS, the account holder or the person authorised by him may require a signature card with a qualified electronic signature. For detailed information about the VPS, see www.dehst.de/Virtual-post-office-in-EU-ETS.

7 Data Protection

Storage of personal data is subject to the provisions of the Federal Data Protection Act and the EU Registry Regulation. Account holder data will be made available in the public part of the Union Registry.

8 Account Set-Up Questions and other Information

For questions concerning setting up your account and emissions trading, please contact the DEHSt Customer Service (phone: +49 (0) 30 89 03-50 50, fax: +49 (0) 30 89 03-50 10).

You can direct your questions to the email address emissionstrading@dehst.de. More information of DEHSt on the EU emissions trading can be found at: www.dehst.de/English

9 Account Information

The following pages list the data required by DEHSt for opening a verifier account in the Union Registry and some hints for completing the forms.

Account Opening – Account Details

* mandatory 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 “Verifier Account” under the left menu item “Account request”.
Account Name*	Intended is the account name. You can choose any name for your account. Names must contain at least 10 and at most 50 alphanumeric characters, including special symbols such as hyphens or slashes. Example: Verifier Account XYZ. The account name should not be confused with the account identification code which is assigned to the account holder automatically.
Group	For verifier accounts, leave this field blank.

Account Opening – Account Holder Information

One selection box has to be chosen.

Account Holder is already linked to the user	Choose this selection box if the user currently logged in is already linked to the account holder of the new account. If you choose this selection box a drop down list appears where you can pick up the appropriate account holder from.
Account holder is already recorded in the registry	Choose this selection box if the account holder of the new account has already an identifier in the Union Registry. In this case you have to enter the “Account holder ID”.
Account holder is new	Choose this selection box if the account holder of the new account you are requesting for is new. If you choose this selection box the undermentioned information regarding the account holder has to be entered. This is the only selection box if the current user is not logged in with a URID. This is the normal case for verifier accounts.

* mandatory field

¹ additional mandatory field for legal entities

² additional mandatory field for natural persons

Name*	Enter the name of the account holder. For natural persons also first name, date and place of birth are mandatory (first name and then the surname in capital letters; e.g. First name SURNAME). For account holders, who are legal entities, please enter the name as stated in a public register (e.g. commercial register).
Legal Entity Identifier (LEI)	Only for legal persons. More information can be found on www.gleif.org/en
Open accounts in other Member States	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 State	
Postcode* and City*	
Address Line 1*	In most cases street and number or PO box
Address Line 2	Further space for additional information, such as department in business addresses
Telephone 1*	You can only enter a plus sign and digits but no slashes or spaces. Please enter also the national prefix. Example: +49163123456789 It can be selected whether this field should be published on the EUTL website.
Telephone 2*	See Telephone 1.
E-mail Address*	Personal e-mail address wherever possible. Important e-mails 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 Birth²	Necessary if the account holder is a natural person. Please enter in DD/MM/YYYY format, e.g. 05/09/1963.
Place of Birth²	Necessary if the account holder is a natural person.
Country of Birth²	Necessary if the account holder is a natural person.
ID No²	Necessary if the account holder is a natural person. Enter the identifier of the national ID card, passport or something similar. For German ID cards, the number on the upper right in ID card must be entered.
Identity document expiry date	Necessary if the account holder is a natural person.
Company Registration No.¹	Necessary if the account holder is a legal entity as stated in a public register (e.g. commercial register).
VAT Registration Number with Country Code¹	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/country_names_and_code_elements). For example DE 123456789 (with a space after the Country code).

Authorised Representatives

Account holders have to nominate at least one Authorised Representative up to a maximum of six. If the verifier's authorised representative himself enters the value of the verified emissions, a second authorised representative of the same verifier must approve/confirm the entry. In this case, at least two authorised representatives are required. If an authorised representative of the operator holding account enters the verified emissions, the verifier must only approve/confirm this entry. Verifier accounts do not have additional authorised representatives.

* mandatory

URID*	The individual in question needs to have already a URID with the German Part of the Union Registry. URIDs you can use in the German part always begins with DE e. g. DE598457695481. For more explanations please refer to the separate document "Establishing an EU Logging Access and Register at the Union Registry" on the internet page of the DEHSt.
Role	Authorised representatives can have one of the two roles "Initiator" or "Initiator/Approver". For verifier accounts, these two roles do not differ. Both roles can enter and confirm verified emissions for assigned operator holding accounts, with the restriction that an entered value cannot also be confirmed by the same person.
Company Name	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.
Company Department	You can enter further address information, such as the name of a department for business addresses. This field is optionally used as an address component, together with the company name, and address lines 1 and 2.
Job Titel	
Country*	
Region or State	
Postcode* and City*	
Address Line 1*	Street and house number or PO Box. If you specify a business address, please also use the fields "Address line 2", "Company Name" and "Company Department" to indicate the address as precisely as possible. The enrolment key to access the account will be sent to this address.
Address Line 2	If you specify a business address, you may also use the fields "Company Name" and "Company Department" to indicate the address as precisely as possible. The enrolment key to access the account will be sent to this address.
Telephone 1*	Only a plus sign and digits can be entered but no slashes or spaces. Please enter also the national prefix. Example: +49163123456789.
Telephone 2*	See telephone 1.
E-Mail Address*	Personal e-mail address necessary. Important e-mails will be sent to this address by the Registry administration.

