

CHECKLIST
FOR NEW ADMISSION /
CLEARING MEMBERS
08. 04. 2025

General information on the admission

- KELER CCP's official language is Hungarian and English; therefore all the supporting documents must be completely¹ in **English or Hungarian**. If translation is needed, it has to be conducted by an official translator.
- KELER CCP reserve the right to, in addition to the below documents to request additional documentation or a statement from the Client.
- For contracts signed abroad by wet signature, **Notary public** shall determine that the individual signed the contract(s) with proper authority and has a right to act on behalf of the company. Furthermore it is crucial to **arrange Apostille** OR if the given country is not a member of the Apostille convention, then a **consular endorsement** (unless the given country and Hungary have a bilateral agreement for the authentication and acceptance of documents²).
- **Printed or hard copies of documents** must be sent directly to KELER CCP to the following address

KELER CCP

Client Service

Rákóczi út 70-72.

1074 Budapest,

HUNGARY

- or **digitally signed documents** must be sent to clientservice@keler.hu³

¹ notarisation (verification clause) must be translated as well, in case of foreign language

² Treaty between the People's Republic of Hungary and the People's Republic of Bulgaria on Legal Assistance in Civil, Family and Criminal Matters, signed at Sofia on 16 May 1966
"Article 15

(1) Documents duly formally drawn up or authenticated and bearing an official seal by the authorities of a Contracting Party within their competence shall not require to be authenticated for use in the territory of the other Contracting Party. The same shall apply to signatures on private documents if they have been authenticated in accordance with the law of one of the Contracting Parties.

(2) Documents which are to be considered authentic instruments in the territory of one Contracting Party shall also have the evidentiary effect of authentic instruments in the territory of the other Contracting Party."

³ KELER CCP accepts Qualified e-Signature, „QES”, if the declaration/agreement is sent in a private document with full probative force according to the Hungarian law (ie signed with qualified electronic signature or advanced electronic signature based on a qualified certificate and the certificate issued by a Certificate Authority accepted in the EU in accordance with the provisions of § 325 (1) of the Hungarian Act CXXX of 2016 on the Code of Civil Procedure and eIDAS regulation). Besides (1) the certificate has to contain the company name or email domain. (2) If this is missing, the certificate has to be sent by the contact person indicated on the Basic Information Form.

This checklist will assist you with completing the admission to KELER CCP as a Clearing member. Please enclose the following documents which is required for admission approval

CHECKLIST		
FORMS	FORMAL REQUIREMENTS	NUMBER OF COPIES
Gas market clearing membership agreement DOWNLOAD	<ul style="list-style-type: none"> signed on every pages if <u>there is a bilateral agreement</u> between the country of domicile and Hungary on the mutual acceptance on legalisation of documents (eg. in case of Bulgaria) <ul style="list-style-type: none"> notarized original if <u>there is NO bilateral agreement</u> between the country of domicile and Hungary on the mutual acceptance on legalisation of documents <ul style="list-style-type: none"> if country <u>is under</u> the HCCH 1961 Apostille Convention: <ul style="list-style-type: none"> notarized original Apostille if country <u>is NOT under</u> the HCCH 1961 Apostille Convention: <ul style="list-style-type: none"> notarized original consular endorsement/diplomatic authentication <p>OR</p> <ul style="list-style-type: none"> qualified electronic signature or advanced electronic signature based on qualified certificate 	Duplicate
KYC contact person form (TO BE PUBLISHED SOON)	<ul style="list-style-type: none"> duly signed, original <p>OR</p> <ul style="list-style-type: none"> qualified electronic signature or advanced electronic signature based on qualified certificate 	Single
Completed KYC questionnaire (PDF) which includes the audited financial report as well as a document presenting the ownership structure and the organizational chart	The KYC questionnaire will be shared at a later stage.	
Basic Information form DOWNLOAD	<ul style="list-style-type: none"> duly signed, original <p>OR</p> <ul style="list-style-type: none"> qualified electronic signature or advanced electronic signature based on qualified certificate 	Single
Declaration on the beneficial owner DOWNLOAD	<ul style="list-style-type: none"> duly signed, original <p>OR</p>	Single

	<ul style="list-style-type: none"> qualified electronic signature or advanced electronic signature based on qualified certificate 	
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FORMS	FORMAL REQUIREMENTS	NUMBER OF COPIES
Data Registration Form for the Client's authorized representatives, proxies, other representatives DOWNLOAD	<ul style="list-style-type: none"> duly signed, original OR <ul style="list-style-type: none"> qualified electronic signature or advanced electronic signature based on qualified certificate 	Single
Excerpt from the Trade Registry (preferably include: <ul style="list-style-type: none"> amount of registered capital tax ID names of representatives beneficial owner data) 	<ul style="list-style-type: none"> not older than 30 days prior to the submission English / Hungarian, if in a foreign language, an official Hungarian / English translation must also be attached original OR a notarized copy if <u>there is a bilateral agreement</u> between the country of domicile and Hungary on the mutual acceptance on legalisation of documents (eg. in case of Bulgaria) <ul style="list-style-type: none"> countersigned by a foreign court of registration if <u>there is NO bilateral agreement</u> between the country of domicile and Hungary on the mutual acceptance on legalisation of documents <ul style="list-style-type: none"> if country <u>is under</u> the HCCH 1961 Apostille Convention: <ul style="list-style-type: none"> countersigned by a foreign court of registration Apostille if country <u>is NOT under</u> the HCCH 1961 Apostille Convention: <ul style="list-style-type: none"> countersigned by a foreign court of registration consular endorsement/diplomatic authentication OR <ul style="list-style-type: none"> with qualified electronic signature of the foreign court of registration, if in a foreign language, official Hungarian / English translation must also be attached 	Single
Declaration of authorization In case a third person is appointed with signatory right/representation A. a power of attorney (POA) duly signed by the clearing member(s) (in case of signatory	<ul style="list-style-type: none"> original OR notarized copy if in a foreign language, an official Hungarian / English translation must also be attached if <u>there is a bilateral agreement</u> between the country of domicile and Hungary on the mutual acceptance on legalisation of documents (eg. in case of Bulgaria) <ul style="list-style-type: none"> notarial document if <u>there is NO bilateral agreement</u> between the country of domicile and Hungary on the mutual acceptance on legalisation of documents 	Single

<p>right assignment and/or representation) or</p> <p>B. a contract, provided that the scope of the delegation is clear (only in case of general communication)</p>	<ul style="list-style-type: none"> ▪ if country <u>is under</u> the HCCH 1961 Apostille Convention: <ul style="list-style-type: none"> • notarial document • Apostille ▪ if country <u>is NOT under</u> the HCCH 1961 Apostille Convention: <ul style="list-style-type: none"> • notarial document • consular endorsement/diplomatic authentication 	
FORMS	FORMAL REQUIREMENTS	NUMBER OF COPIES
<p>Proof of registered tax number (in case tax ID is not indicated in the company extract)</p>	<ul style="list-style-type: none"> • original OR notarized copy • if in a foreign language, an official Hungarian / English translation must also be attached • if <u>there is a bilateral agreement</u> between the country of domicile and Hungary on the mutual acceptance on legalisation of documents (eg. in case of Bulgaria) <ul style="list-style-type: none"> • certificate of tax residency • if <u>there is NO bilateral agreement</u> between the country of domicile and Hungary on the mutual acceptance on legalisation of documents <ul style="list-style-type: none"> ▪ if country <u>is under</u> the HCCH 1961 Apostille Convention: <ul style="list-style-type: none"> • certificate of tax residency • Apostille ▪ if country <u>is NOT under</u> the HCCH 1961 Apostille Convention: <ul style="list-style-type: none"> • certificate of tax residency • consular endorsement/diplomatic authentication 	<p>Single</p>
<p>Signature specimen of the representative(s) authorized to sign (sample can be provided upon request)</p>	<ul style="list-style-type: none"> • original OR notarized copy • if in a foreign language, an official Hungarian / English translation must also be attached • if <u>there is a bilateral agreement</u> between the country of domicile and Hungary on the mutual acceptance on legalisation of documents (eg. in case of Bulgaria) <ul style="list-style-type: none"> • notarial document • if <u>there is NO bilateral agreement</u> between the country of domicile and Hungary on the mutual acceptance on legalisation of documents <ul style="list-style-type: none"> ▪ if country is under the HCCH 1961 Apostille Convention: <ul style="list-style-type: none"> • notarial document • Apostille ▪ if country is NOT under the HCCH 1961 Apostille Convention: <ul style="list-style-type: none"> • notarial document • consular endorsement/diplomatic authentication 	<p>Single</p>

FORMS	FORMAL REQUIREMENTS	NUMBER OF COPIES
Copies of the ID cards / passports for the Client's authorized representatives, proxies, other representatives	<ul style="list-style-type: none">• simple copy of passport or;• simple copy of identity card (accepted for EU citizens)	Single

