

CHECKLIST
FOR NEW ADMISSION /
CLEARING MEMBERS
26. 01. 2026

This checklist will assist you with completing the admission to KELER CCP as a Clearing member. Please submit the below documents which are required for admission approval.

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, **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 documents)
- **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.hu²

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

² 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.

CHECKLIST		
FORMS	FORMAL REQUIREMENTS	NUMBER OF COPIES
Gas market clearing membership agreement DOWNLOAD	<p>IN CASE OF A DOMESTIC CLIENT</p> <ul style="list-style-type: none"> signed on every pages a duly signed original <p>IN CASE OF FOREIGN CLIENT</p> <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 <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 	Single
KYC contact person 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
Completed KYC questionnaire (PDF) <i>which includes the audited report as well as a document presenting the ownership structure and the organizational chart</i>	<i>The KYC questionnaire will be shared at a later stage, upon the KYC contact person form returned back by the client has been successfully processed by KELER CCP.</i>	
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

FORMS	FORMAL REQUIREMENTS	NUMBER OF COPIES
Declaration on the beneficial owner 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
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
Company Extract	<p>IN CASE OF A DOMESTIC CLIENT</p> <ul style="list-style-type: none"> not older than 30 days prior to the submission of the admission for clearing membership an original countersigned by a court of registration or; a certified (notarized) copy of the company extract countersigned by a court of registration <p>IN CASE OF FOREIGN CLIENT</p> <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 	Single

FORMS	FORMAL REQUIREMENTS	NUMBER OF COPIES
<p>Declaration of authorization</p> <p>Only in case a third person is appointed with signatory right/ for BAU representation</p> <p>A. a power of attorney (POA) duly signed by the clearing member(s) (in case of signatory right assignment and/or for communication) or</p> <p>B. a contract, provided that the scope of the delegation is clear (only in case of communication)</p>	<p>IN CASE OF DOMESTIC CLIENT</p> <ul style="list-style-type: none"> private document with full probative force or notarial document original a notarized copy <p>IN CASE OF FOREIGN CLIENT</p> <ul style="list-style-type: none"> private document with full probative force or notarial document 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 	Single
<p>Proof of registered tax number (in case tax number is not indicated in the Company Extract or company is not EU resident)</p>	<p>IN CASE OF FOREIGN CLIENT</p> <ul style="list-style-type: none"> 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 	Single

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Signature specimen of the representative(s) authorized to sign (not required in case of electronic signature)	<ul style="list-style-type: none"> The right of (individual/jointly) shall be clarified representation authenticated by a notary public <p>IN CASE OF A DOMESTIC CLIENT</p> <ul style="list-style-type: none"> an original countersigned by a notary or; a certified (notarized) copy of the specimen countersigned by a notary <p>IN CASE OF FOREIGN CLIENT</p> <ul style="list-style-type: none"> an original countersigned by a foreign notary, if in a foreign language, an official Hungarian / English translation must also be attached or; a notarized copy of the specimen countersigned by a foreign notary (with an Apostille - unless otherwise provided by a bilateral agreement), if in foreign language, an official Hungarian / English translation of the certified copy must also be attached 	Single
Copies of the ID cards / passports for the Client's authorized representatives, proxies, other representatives	<p>IN CASE OF A HUNGARIAN CITIZEN</p> <ul style="list-style-type: none"> a copy of an identity card and address card or; a copy of a driver's license and address card or; a copy of passport and address card <p>IN CASE OF A FOREIGN -NON-HUNGARIAN CITIZEN</p> <ul style="list-style-type: none"> copy of passport or; copy of identity card (accepted for EU citizens) 	Single
Triparty agreement (Settlement bank->Client ->KELER CCP which shall be posted by the Settlement Bank to KELER CCP	Shall be sent by the chosen Settlement Bank.	Triplicate

Trade Reporting I KELER Ltd. services (optional)

FORM NAME	FORMAL REQUIREMENTS	NUMBER OF COPIES
<p>Contract on forwarding data determined by article 9 of EMIR to trade repositories</p> <p>DOWNLOAD</p>	<p>IN CASE OF A DOMESTIC CLIENT</p> <ul style="list-style-type: none"> signed on every pages a duly signed original <p>IN CASE OF FOREIGN CLIENT</p> <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 <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 	Single
<p>Contract on forwarding data determined by article 8 of REMIT to the energy market agency</p> <p>DOWNLOAD</p>	<p>IN CASE OF A DOMESTIC CLIENT</p> <ul style="list-style-type: none"> signed on every pages a duly signed original <p>IN CASE OF FOREIGN CLIENT</p> <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 <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 	Single

