

Procedure for requesting the opening of an account in the Portuguese Registry integrated in the Union Registry

Account Opening Request

For opening an account of type installation operator, aircraft operator, person holding account, personal account for detention of Kyoto Protocol units (PQ), trading account or verifier account in the Portuguese Registry (RPLE) integrated in the Registry of the Union (RU), should proceed as follows:

- 1- Access RPLE integrated in the RU and enter the European Commission's Authentication Service (EU-login)
Follow the link:
<https://ets-registry.webgate.ec.europa.eu/euregistry/PT/index.xhtml>
- 2- In the EU-login register the future users of the account
- 3- Access RPLE integrated in the RU and make a request to open an account, filling out the form and submitting it for approval of the National Administrator (APA). This request remains pending until APA has received and reviewed all documentation.
- 4- After completing filling in the form and submitting it for approval, the system automatically generates an application to open an account, sent by email, which must be duly completed, signed on the first page and initialled in the rest by the holders of social bodies empowered to compel the company.

Account opening request form	Fixed Installation operator account	Aircraft Operator Account	Personal account/Personal account PQ /Trading account	Verifier account
Account holder	Name of the Operator as it appears in TEGEE	Name of the Operator as it appears in the PM	Name of the company as it appears in the certificate of the commercial register	Name of the company as it appears in the certificate of the commercial register
Installation Name	Name of the installation as it appears in TEGEE	Not applicable	Not applicable	Not applicable
Number of TEGEE/PM	TEGEE number as contained in TEGEE	PM number as contained in the PM	Not applicable	Not applicable

Legal Representative	Any person to whom duly proven powers have been delegated to sign and initiate the Application for account opening on behalf of the account holder and submit it to the national administrator (APA)	
Account representatives (account users)	At least 2 people, appointed by board meeting or company management, who will access and move the account on behalf of the account holder. It is advisable to appoint 2 authorized representatives (RA) and 1 additional authorized representative (RAA).	At least 1 and at most 6 RAs (Authorized Representatives). They are persons appointed by a board of directors or company board meeting, who will access and move the account on behalf of the account holder. This type of account has no RAA (Additional Authorized Representative).
Proof of accreditation	Not applicable	The holder of this type of account must be an entity accredited, within the scope of the ETS verification

5- You must send to APA the set of documents that are indicated in this open Request:

Account holder documents

5.1. List of holders of social bodies with powers to compel the company and who sign the Application: names and respective positions, to effectively confirm their names against the commercial register.

5.2. Copies of documents proving the identity of the members of the corporate bodies empowered to compel the company and who sign the Application, for confirmation of signatures.

5.3. Copy of a document proving the registration of the legal entity: a copy of the Certificate issued by the Commercial Registry Office of registration and all registrations in force, to verify that who signs the application has the effective powers to compel the company. Alternatively, for Portuguese companies, the access code to the permanent certificate can be displayed. In any case, the certificate must be within its validity period.

RA and RAA documents

5.4. Copy of the minutes of the meeting board or company management, appointing the account representatives. Note: when the account has more than one

representative, all representatives must be different people with different phone numbers and different emails. (only the verifier account can have one single account Representative).

5.5. Copy of the identity document of the RA(s) and RAA(s) appointed.

5.6. Copy of proof of the permanent residence address of the RA(s) and RAA(s) appointed.

5.7. Copy of the Criminal Register of the RA(s) and RAA(s) appointed (record of possible criminal offenses for which the identified person has been punished)

- In the case of a request to open an account of the type Personal, PQ personal account, or trading account shall also send to APA the following documents:

5.8. Proof that the legal person requesting the opening of the account has a bank account opened in a Member State of the European Economic Area (EEA);

5.9. Data of the bank account of the legal person;

5.10. Copy of the instruments establishing the legal entity;

5.11. Copy of the Criminal Register of the holders of the social bodies with powers to compel the company and that sign the agreement;

5.12. Copy of the most recent annual report or audited financial statements;

5.13. Information on the beneficial owner of the legal entity, as defined in Law no. 52/2003, of August 22, as amended by Law 25/2008, of June 5.

- In case of a request for the opening of a verifier's account, the following documents must also be sent to APA:

5.14. Proof that the company is accredited for ETS verification.

OBS:

Verifier accounts only need to have one Authorized Representative. Representatives of this type of account don't need to have permanent residence in the Member State (Article 23 (7) of Regulation No 389/2013)

NOTE:

1. All copies of documents submitted must be certified by a public notary or other similar person in accordance with the provisions of paragraph 1 of article 38 of Decree-Law 76-A / 2006 of March 29, 657-B / 2006, of June 29 and of Decree-Law no. 28/2000 13 March. For documents issued outside the Member State requesting a copy, it must be authenticated. The contact details of the certifying or authenticating entity shall be included in the certified / certified copies or be attached to them. The certification or authentication date must not be earlier than the date of the account opening request in more than three months.

2. Documents submitted in a language other than Portuguese should be accompanied by a certified translation.

3. The authorized representatives and the additional authorized representative(s) must be individuals over 18 years of age.
4. An authorized representative or additional authorized representative may not transfer that status to another person.
5. All authorized representatives and all additional authorized representatives of the same account must be different persons.
6. All mobile phone numbers and e-mail addresses of all authorized representatives and the additional authorized representative should be different.

The process consisting of a letter requesting the opening of an account in RPLE/RU + application to open an account signed + Additional documents, should be sent to The National Administrator(APA), to approve the request for account opening previously made to RPLE integrated in the RU:

Address:

Administrador Nacional do Registo de Licenças de Emissão (RPLE/RU) – DCLIMA/DAM
Agência Portuguesa do Ambiente, I.P:
Rua da Murgueira, 9/9A – Zambujal.
Ap. 7585 - 2610-124 Amadora
PORTUGAL