

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

Account Opening Request

To request the opening of an account as installation operator, aircraft operator, trading account or verifier account in the Portuguese Registry integrated in the Registry of the Union (RPLE-RU), please proceed as follows:

- 1- Access RPLE-RU via the following link:
 - <https://ets-registry.webgate.ec.europa.eu/euregistry/PT/index.xhtml>
- 2- Future users of the account will need to have a valid EU-login provided by the European Commission's Authentication Service (EU-login). First time users can create an EU Login account by clicking on "First time user" and following the instructions provided.
- 3- Access RPLE-RU and make a request to open an account by filling out the form and submitting it for approval of the National Administrator, the Portuguese Environment Agency¹ (APA). This request remains pending until the APA has received and reviewed all required documents.

After completing and submitting the form 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 on the remaining pages by the members of corporate bodies empowered to compel the company.

¹ The RPLE-RU's National Administrator is the Portuguese Environment Agency (APA. I.P.), as follow the Decree-Law No 56/2012 of 12th of March with changes imposed by the Decree-Law No 55/2016 of 26 of August..

Account opening request form	Fixed Installation operator account	Aircraft Operator account	Trading account	Verifier account
Account holder	Name of the Operator as it appears in the TEGEE ²	Name of the Operator as it appears in the PM ³	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 the TEGEE	Not applicable	Not applicable	Not applicable
Number of TEGEE/PM	TEGEE number as contained in the 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.			
Account representatives (account users)	At least 2 Authorized Representatives, appointed by a board of directors or company board meeting, who will access and perform the operation in the account on behalf of the account holder. It is advisable to appoint 2 Authorized Representatives (RA).			
Proof of accreditation	Not applicable			The holder of this type of account must be an accredited entity within the scope of the ETS verification

The following set of documents should be sent by registered mail to the APA to complete the account opening request:

A. Account holder documents:

1. List of members of the corporate bodies with power to compel the company and who sign the Application: names and administration positions, in accordance to the information provided in the commercial register.
2. Certified 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.
3. Certified copy of a document proving the registration of the legal entity: certificate of registration and all registrations in force issued by the Commercial Registry Office, to confirm that the person who signs the account opening request has the effective powers to compel the company.
Alternatively, only for Portuguese companies, the access code to the permanent certificate can be displayed. In any case, the certificate must be within its validity period.

² Greenhouse Gases Permit (TEGEE).

³ Monitoring Plan (PM).

B. Authorized Representatives:

1. Certified copy of the minutes of the board or company management meeting appointing the account representatives.

Note 1: when the account has more than one representative, all representatives must be different persons with different phone numbers and different emails.

Note 2: only the verifier account can have one single account Representative.

2. Certified copy of the identity document of the RA appointed.
3. Certified copy of proof of the permanent residence address of the RA appointed.
4. Certified copy of the Criminal Register of the RA appointed (record of possible criminal offenses for which the identified person has been punished).
5. Pursuant to paragraph 9th of article 20th of Commission Delegated Regulation (EU) 2019/1122 of the Commission of 12 March 2019, at least one of the Authorized Representatives must have permanent residence in Portugal, as well as a Portuguese VAT number, unless it is a verifier register.

C. In the case of an account opening request for a trading account:

1. Proof that the legal person requesting the opening of the account has an open bank account in a Member State of the European Economic Area (EEA);
2. Data of the bank account of the legal person;
3. Copy of the instruments establishing the legal entity;
4. Copy of the Criminal Register of the holders of the corporate bodies with powers to compel the company and that sign the agreement;
5. Copy of the most recent annual report or audited financial statements;
6. 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.

D. In case of an account opening request for a Verifier's Account:

1. Proof that the company is accredited for ETS verification.
 - Please note that verifier accounts only need to have one Authorized Representative.
 - Representatives of verifier accounts do not need to have permanent residence in the Member State (Article 23 (7) of Regulation No 389/2013).

Notes:

- a) To access legal information, please consult the following link:
 - <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32013R0389&from=EN>
- b) All copies of documents submitted must be certified by a public notary, lawyer or similar 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 must be included in the certified copies or be attached

to them. The certification or authentication date must not be older than three months before the date of the account opening request.

- c) Documents submitted in a language other than Portuguese must be accompanied by a certified translation.
- d) The authorized representatives and the additional authorized representative(s) must be individuals over 18 years of age.
- e) An authorized representative or additional authorized representative cannot transfer that status to another person.
- f) All authorized representatives and all additional authorized representatives of the same account must be different persons.
- g) All mobile phone numbers and e-mail addresses of all authorized representatives and the additional authorized representative must be different.

The package with all required documents, including a letter requesting the opening of an account in RPLE-RU and the signed application to open an account, should be sent to the following address of the National Administrator (APA):

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

Only upon receipt and validation of the aforementioned documents will the account opening request be confirmed.