



Quarterly purchase/sale of natural gas (wholesale traders)

Legal basis: [Guidelines for completion of Reporting Form No. 4-NEURC-gas-monitoring \(quarterly\) "Report on Wholesale Prices for Natural Gas"](#)

Convenience translation

GUIDELINES for completion of Reporting Form No. 4-NEURC-gas-monitoring (quarterly) "Report on Wholesale Prices for Natural Gas"

I. General Provisions

1. These Guidelines shall apply to natural gas market entities engaged in natural gas wholesale trade (hereinafter referred to as the wholesale trader). The Guidelines shall not cover operators of gas transportation systems, gas distribution systems, and gas storage facilities. These Guidelines determine the procedure for completion of reporting form No. 4-NEURC-gas-monitoring (quarterly) (hereinafter referred to as Form No. 4) and the term of its submission to the NEURC.

2. These Guidelines were prepared in accordance with the Laws of Ukraine "On the Natural Gas Market," "On the National Energy and Utilities Regulatory Commission," "On Information," and "On Access to Public Information."

{Clause 2 of Section I as restated by Resolution No. 17 of the National Energy and Utilities Regulatory Commission, dated January 9, 2018}

II. Procedure and term of information provision

1. Form No. 4 shall be drawn up as of the last day of the reporting period and submitted by the wholesale trader to the NEURC no later than the 20th day of the month following the reporting quarter. The date of submission of Form No. 4 shall be the date of its registration with the NEURC.

2. The reporting period shall be the quarter.

3. Form No. 4 shall be forwarded by the wholesale trader to the NEURC in hard copy to the following address: 19 Smolenska Str., 03057, Kyiv, and in electronic form (Excel file according to the form prepared by



the NEURC) by e-mail to the following address: m4gas@nerc.gov.ua or via the online service for submitting reports to the NEURC on the Unified State Administrative Services Portal.

{Paragraph one of Clause 3 of Section II as restated by Resolution No. 1233 of the National Energy and Utilities Regulatory Commission, dated October 18, 2018}

If Form No. 4 contains confidential information and/or data which constitutes commercial secret, then, in order to ensure protection by the NEURC of confidential information, the wholesale trader shall prepare a list of such information, conditions of and procedure for its dissemination by the NEURC, and submit such list together with Form No. 4 in the manner set out in this Section, subject to provisions of the Laws of Ukraine "On Information," "On Access to Public Information," and other legislative acts.

{New paragraph two was added to Clause 3 of Section II pursuant to Resolution No. 17 of the National Energy and Utilities Regulatory Commission, dated January 9, 2018}

Restriction of access shall apply to the information but not to Form No. 4 in general.

{New paragraph three was added to Clause 3 of Section II pursuant to Resolution No. 17 of the National Energy and Utilities Regulatory Commission, dated January 9, 2018}

The NEURC shall not be obliged to consider the information and/or data provided by the wholesale trader as confidential and/or constituting commercial secret unless the wholesale trader stated this when submitting Form No. 4 to the NEURC in hard copy and in electronic form.

{New paragraph four was added to Clause 3 of Section II pursuant to Resolution No. 17 of the National Energy and Utilities Regulatory Commission, dated January 9, 2018}

{Clause 3 of Section II as amended by Resolution No. 17 of the National Energy and Utilities Regulatory Commission, dated January 9, 2018}

4. Form No. 4 is to be signed by director of the business entity or an authorized person and chief accountant. The report form shall contain the initials and surname of the person who signed the report, surname of the person who prepared it, electronic address and contact phone number.

If Form No. 4 contains confidential information and/or data which constitutes commercial secret, then the list of such information, terms and procedure of its dissemination shall be sent to the NEURC with an accompanying letter attached to Form No. 4 and signed by the business entity's director or authorized person.

{A new paragraph was added to Clause 4 of Section II pursuant to Resolution No. 17 of the National Energy and Utilities Regulatory Commission, dated January 9, 2018}

{Clause 4 of Section II as amended by Resolution No. 17 of the National Energy and Utilities Regulatory Commission, dated January 9, 2018}

5. All data in the report shall be given in the units of measurement specified in the approved reporting form.

6. If no activity (wholesale purchase/ bulk sale of natural gas) was conducted in the reporting quarter, the business entity shall submit reports on the report forms, where the indicator value in the reporting month shall be "0".

7. The business entity shall not have the right to make changes to the approved model report form.

III. Explanation for completion of reporting form No. 4–NEURC-gas-monitoring (quarterly)

1. Form No. 4 covers wholesale traders' reports on the volumes/ quantities and weighted average price for natural gas purchased from gas producing enterprises, wholesale traders in the Ukrainian market and abroad, volumes/ quantities and weighted average price for natural gas sold to wholesale purchasers, suppliers, operators of gas transportation systems, gas distribution systems, and gas storage facilities.

2. Column 1 "Natural gas volume/ quantity (actual)" shall contain information about the actual volume/ quantity of natural gas purchased and sold.

3. Column 2 "Natural Gas Wholesale Price Excluding VAT" shall contain actual data regarding the average weighted wholesale price for natural gas purchased from gas producing enterprises, wholesale traders in the Ukrainian market and abroad, the weighted average price for natural gas sold to wholesale purchasers, suppliers, operators of gas transportation systems, gas distribution systems, and operators of gas storage facilities in accordance with natural gas sale and purchase agreements for the reporting period, excluding Value Added Tax.

4. Column 3 "Natural Gas Wholesale Price Including VAT" shall contain actual data regarding the average weighted wholesale price for natural gas purchased from gas producing enterprises, wholesale traders in the Ukrainian market and abroad, the weighted average price for natural gas sold to wholesale purchasers, suppliers, operators of gas transportation systems, gas distribution systems, and operators of gas storage facilities in accordance with natural gas sale and purchase agreements for the reporting period, including Value Added Tax.

5. Line 1 "Natural Gas Production, Total" shall contain information about the actual volume/ quantity of marketable domestically produced natural gas if the wholesale trader is a gas producing enterprise.

6. Line 2 "Natural Gas Wholesale Purchase, Total, Including:" shall contain information about the actual volume/ quantity of natural gas purchased from gas producing enterprises, wholesale traders in the Ukrainian market and abroad, which is made up of the sum of indicators shown in lines 2.1, 2.2 and 2.3, and the average weighted wholesale price for natural gas purchased from gas producing enterprises, wholesale traders in the Ukrainian market and abroad, calculated as an average weighted value of indicators shown in lines 2.1, 2.2 and 2.3, specified in the relevant columns.

7. Line 2.1 "from gas producing enterprises (to be broken down in Annex 1)" shall contain information about the actual volume/ quantity of natural gas and the average weighted wholesale price for natural gas purchased from gas producing enterprises under natural gas sale and purchase agreements taking into account the tariff for natural gas transportation at the point of entry to the gas transportation system of Ukraine, which shall be broken down in Annex 1 "Breakdown of Natural Gas Wholesale Purchase from Gas Producing Enterprises" (Form No. 4-NEURC-gas-monitoring (quarterly)).

8. Line 2.2 "from wholesale traders in the Ukrainian market (to be broken down in Annex 2)" shall contain information about the actual volume/ quantity of natural gas and the average weighted wholesale price for natural gas purchased from wholesale traders in the Ukrainian market under natural gas sale and purchase agreements taking into account the tariff for natural gas transportation at the point of entry to the gas transportation system of Ukraine, which shall be broken down in Annex 2 "Breakdown of Natural Gas Wholesale Purchase from Wholesale Traders in the Ukrainian Market" (Form No. 4-NEURC-gas-monitoring (quarterly)).

9. Line 2.3 "from wholesale traders abroad (gas import) (to be broken down in Annex 3)" shall contain information about the actual volume/ quantity of natural gas and the average weighted wholesale price for natural gas purchased from wholesale traders abroad (gas import) under natural gas sale and purchase agreements (taking into account the costs of storage (injection, withdrawal) and natural gas transportation to the Ukrainian border, the tariff for natural gas transportation at the point of entry to the gas transportation system of Ukraine), which shall be broken down in Annex 3 "Breakdown of Natural Gas Wholesale Purchase from Wholesale Traders Abroad (Gas Import)" (Form No. 4-NEURC-gas-monitoring (quarterly)).

10. Line 3 "Natural Gas Wholesale Sales, Total, Including:" shall contain information about the actual volume/ quantity of natural gas sold to wholesale purchasers, suppliers, operators of gas transportation

systems, gas distribution systems, operators of gas storage facilities, and operators of LNG unit, which is made up of the sum of indicators shown in lines 3.1, 3.2, 3.3, 3.4 and 3.5, and the weighted average price for natural gas sold to wholesale purchasers, suppliers, operators of gas transportation systems, gas distribution systems, operators of gas storage facilities, calculated as an average weighted value of the indicators shown in lines 3.1, 3.2, 3.3, 3.4 and 3.5, specified in the relevant columns.

11. Line 3.1 "to wholesale purchasers (to be broken down in Annex 4)" shall contain information about the actual volume/ quantity of natural gas and the average weighted wholesale price for natural gas sold to wholesale purchasers under natural gas sale and purchase agreements, which shall be broken down in Annex 4 "Breakdown of Natural Gas Bulk Sale to Wholesale Purchasers" (Form No. 4-NEURC-gas-monitoring (quarterly)).

12. Line 3.2 "to suppliers (to be broken down in Annex 5)" shall contain information about the actual volume/ quantity of natural gas and the average weighted wholesale price for natural gas sold to suppliers under natural gas sale and purchase agreements, which shall be broken down in Annex 5 "Breakdown of Natural Gas Bulk Sale to Natural Gas Suppliers" (Form No. 4-NEURC-gas-monitoring (quarterly)).

13. Line 3.3 "to operators of gas transportation systems (to be broken down in Annex 6)" shall contain information about the actual volume/ quantity of natural gas and the average weighted wholesale price for natural gas sold to operators of gas transportation systems under natural gas sale and purchase agreements, which shall be broken down in Annex 6 "Breakdown of Natural Gas Bulk Sale to Operators of Gas Transportation Systems" (Form No. 4-NEURC-gas-monitoring (quarterly)).

14. Line 3.4 "to operators of gas distribution systems (to be broken down in Annex 7)" shall contain information about the actual volume/ quantity of natural gas and the average weighted wholesale price for natural gas sold to operators of gas distribution systems under natural gas sale and purchase agreements, which shall be broken down in Annex 7 "Breakdown of Natural Gas Bulk Sale to Operators of Gas Distribution Systems" (Form No. 4-NEURC-gas-monitoring (quarterly)).

15. Line 3.5 "to operators of gas storage facilities (to be broken down in Annex 8)" shall contain information about the actual volume/ quantity of natural gas and the average weighted wholesale price for natural gas sold to operators of gas storage facilities under natural gas sale and purchase agreements, which shall be broken down in Annex 8 "Breakdown of Natural Gas Bulk Sale to Operators of Gas Storage Facilities" (Form No. 4-NEURC-gas-monitoring (quarterly)).

IV. Reported data correction procedure

1. Upon detection of inaccurate reported data in Form No. 4, such data shall be corrected in reports for the period (quarter) in which the errors were made.

2. Form No. 4 data so corrected shall be sent by the natural gas wholesale trader in a separate letter containing relevant notes and explanations as to reasons of such corrections.