

Explanations to Form O

I. Reporting scope and reporting period

1. The form should be completed by companies trading in electricity that hold a license issued by the President of the Energy Regulatory Office for trading in electricity (hereinafter referred to as "Trading Company").
2. When completing the form the Trading Company shall take into account its subordinate companies or companies in which the parent company holds a majority interest, as long as they are active in electricity trading. To the extent so defined, Form O is a consolidated form to be prepared in accordance with the rules following from the Accounting Act of 29 September 1994 (Journal of Laws 2018, Item 395, as amended).
3. Trading Companies terminating or suspending their electricity trading license business shall file Form O with the data as at the date of termination.
4. The reporting scope pertains to the concluded contracts for the purchase of electricity by the Trading Company (**applies to new and renegotiated contracts**).
5. For renegotiated contracts, in the *Remarks* column enter the number of the renegotiated contract and the date it was executed.
6. Each concluded contract should be reported in a separate line. If the Trading Company enters into several contracts with a single counterparty, then each contract should be presented separately.
7. It is permissible to aggregate in one line information about the performance in a given month of all contracts entered into for less than 28 days with the same entity.
8. If the Trading Company has concluded a master agreement, under which transaction agreements are concluded that determine the volumes and prices of electricity for a certain period of time, the data following from the provisions of each transaction agreement (as separate contracts) shall be provided.
9. The information should be presented monthly, cumulative from the beginning of the calendar year to which the information relates. The information relates to contracts entered into and in force during the reporting period.
10. Form O must be submitted even if no contract has been entered into during the month.

II. Deadlines and method of submitting Form O

1. Form O should be submitted as an Excel file by email to: kontrakty@ure.gov.pl by the 5th calendar day after the end of the reporting month.
2. In the title of the email and the name of the attached file with the completed Form O, enter the abbreviated name of the Trading Company and the month and year that the form covers (e.g.: abbreviated company name_01_2020).
3. Do not attach to the e-mail files in formats other than Excel files (i.e., with extensions such as .pdf, .jpg, .doc). Do not email a scan of a completed Form O submitted by mail.
4. In addition to the electronic form, Form O should also be sent in hardcopy to the following address: Energy Regulatory Office, Market Development and Consumer Affairs Department, Al. Jerozolimskie 181, 02-222 Warsaw, by the 5th calendar day after the end of the reporting month. The completed Form O should be signed by the person(s) authorized to represent the Trading Company. There is no need to attach a cover letter to the completed Form O.
5. If the Trading Company discovers errors in the data submitted to ERO, the form should be corrected and sent to ERO immediately, marking the data that has changed.

III. Data presentation in Form O

1. Price and value data included in Form O should be shown in net values (without VAT).
2. Values in Form O should be rounded off to two decimal points. Decimal points should be separated by a comma, not a period.
3. Dates should be entered in the yyyy-mm-dd format, i.e., year-month-day (separated by a dash, not a period, with no spaces).

IV. How to fill in individual items of Form O

1. In the Form O details, enter the period for which the information is submitted, e.g. for the month of April: enter the period from 1 January 2020 through 30 April 2020, for the month of July: enter the period from 1 January 2020 through 31 July 2020, etc. Information should be submitted monthly, cumulative from the beginning of the calendar year.
2. In column 2 *Counterparty name* enter the name of the company with which the Trading Company concluded an agreement for the purchase of electricity in the reporting period.
3. In column 3 *Counterparty type* enter the symbol indicating the type of the counterparty with which the electricity purchase agreement has been concluded, i.e.: O - trading company, P - transmission or distribution company, W - generator, K - end customer.
4. In column 4, enter the contract number.

5. In column 5, enter the date of the contract (in the format: yyyy-mm-dd, without spaces).
6. In columns 6-7 enter the period of the electricity supply covered by the contract (in the format: yyyy-mm-dd, without spaces).
7. In column 8 *Sales profile* enter the following symbols: Ps (band) - if the agreement provides for a fixed volume of supplies during a day, Sz (peak) - if the agreement provides for electricity supplies during peak demand hours, Ps+Sz - if the agreement provides for the supply of a specified amount of energy in the band and an additional fixed amount during the peak, I (other) - in other cases.
8. In column 9 *Contracted Power* enter the contracted power in each contract hour if the contract specifies it at a fixed level. Otherwise, leave this item blank.
9. In column 10, *Volume of contracted electricity* enter the volume specified in the contract for the entire delivery period.
10. In column 11, *Unit price for the sale of electricity under the contract (excluding VAT)* enter the price resulting from the provisions of the contract (transaction agreement). If the contract only specifies a formula for calculating the price depending on changes in various factors (e.g. market indices), the setting of which at a specific level does not require the conclusion of a transaction agreement or an annex to the contract, this column should contain the forecast sales price for the volume specified in column 10. In such case, the price formula with explanations from the provisions of the contract (transaction agreement) according to which the selling price is calculated should be provided in column 13 *Remarks*.
11. Column 12 *Contract value (excluding VAT)* should equal the product of the data in columns 10 and 11.
12. Column 13 *Remarks* provides information that allows for correct interpretation of the data provided in the remaining columns in the event that the above guidelines could not be directly applied to Form O due to the nature of the contract.
13. If the Trading Company believes that the data provided in the report is sensitive, a clause should be inserted into Form O: "The information is a trade secret and its dissemination in any form without the written consent of the owner is prohibited".