



## **Regulation on the Procedure of Electricity Market Registration**

### **Chapter I In General**

#### **ARTICLE 1**

These provisions are drafted implementing the Temporary Rules of the Albanian Electricity Market, Chapter III, point *III.1.2*, approved with ERE Board Decision no.139, of date 15.08.2016, as amended.

#### **ARTICLE 2**

This regulation, defines the registration procedure in the electricity market for any natural or legal person, foreign or domestic one, equipped with a License by Energy Regulator Authority in conformity with article 37 of Law no. 43/2015 “On Power Sector”, who requires to participate in the Electricity Market organized by TSO Market Operator.

### **Chapter II Application**

#### **ARTICLE 3**

The applicant that requires to be registered for participation in the Albanian electricity market shall complete the attached A1 form approved by TSO company.

This form is withdrawn at TSO-MO or on TSO company website.

The applicant for participating in the Albanian electricity market completes the attached A1 form approved by TSO company

This form is withdrawn at TSO-MO or on TSO company website.

#### **ARTICLE 4**

The attached form and documentation are send by post to TSO-MO accompanied with a formal request.

The original of this form and the documents attached to it, are sent by mail at 2 Registration Procedure TSO MO, along with a formal letter, in accordance with the form A1 / 1, attached these provisions, approved by ERE by the Decision No. .... dated.....

#### **ARTICLE 5**

The applicant shall attach to the A1 form registration form the following documents:

- Technical information, approved by TSO;
- The License, notarized copy;

- Documents issued by TSO company and/or DSO which issues access to the Transmission and/or Distribution Network in Transition cases;
- Noterized copy of the last annual balance sheet deposited to tax authorities;
- Description of the communication means, original declaration of the applicant;
- Information on the details and the communication way.

#### ARTICLE 6

Any applicant / licensed party wishing to participate in the Albanian electricity market shall submit at TSO – MO the financial guarantees for all the services ensured by TSO company, in conformity with the “Procedures for calculating the guarantee and deposit control” prepared by TSO-MO and approved by ERE .

#### ARTICLE 7

Within 10 working days after from receiving the registration documents, TSO-MO shall verify the application data and the attached documents. Not later than three working days shall send to the applicant the decision for the registration in the electricity market, in conformity with A2 Form approved by TSO company.

### **Chapter III Accepting the Application**

#### ARTICLE 8

The applicant that has received the notification for accepting the application of registration in the electricity market or that are recommended the guidelines and obligatory conditions for regulating the possible errors in the application forms and the attached documentation shall give a response for the completion of the requirements provided in this form, by TSO-MO, within 10 working days after receiving the notification.

#### ARTICLE 9

After implementing all the above mentioned registration requirements, TSO-MO shall register the participants in the parties register and sign the Agreement for Market Participants approved by ERE.

#### ARTICLE 10

After signing the Market Participation Agreement from the authorized representative of the applicant, the registration as a new participant of the market becomes effective on its implementation date.

#### ARTICLE 11

TSO-MO shall publish on its website a list of the registered parties with the information on their name, identification number, registration date and its status.

#### ARTICLE 12

Each party is obliged to send information to the market operator for the change of the given information for registration, within 6 working days from the change.

#### ARTICLE 13

TSO-MO shall officially register all market participants in the electricity market by

evidencing in a special register.

## **Chapter IV Refusing the Application and the Registration Dispute**

### ARTICLE 14

TSO – MO may refuse the registration in electricity market in these cases:

- a) Mistakes in the registration form and the attached documents that are not corrected within 10 working days except the notification for observing these mistakes
- b) Obligations to the Transmission Grid Operator of TSO company that are not liquidated

TSO-MO shall not register a party in case of failure to meet the conditions within the terms defined in this regulation and in the Albanian Electricity Market Rules.

### ARTICLE 15

In case of registration refusal, the applicant has the right to object the refusal with a letter addressed to ERE within 10 working days after receiving it.

### ARTICLE 16

ERE shall verify whether the reasons for refusal are justified and shall take the decision within 15 working days from receiving it.

### ARTICLE 17

In case of registration refusal by TSO-MO, the applicant shall begin a new registration procedure in the electricity market 1 month after the date of refusal from TSO-MO.

Refusing the given registration by TSO-MO becomes effective on the next day after being informed with ERE decision that let effective this refusal.

On the contrary the registration refusal becomes effective after the end of the complaining procedure at ERE, of 10 working days.

### ARTICLE 18

In case that ERE decision confirms that the Market Operator has unjustifiably refused the registration in the electricity market, TSO-MO is obliged that within 5 working days from receiving ERE decision to send to the applicant a notification for acceptance of the electricity market registration form.

## **Chapter V Request for Withdrawal, Suspension and the Finalisation of the Market Participation**

### ARTICLE 19

A Market Participant may withdraw from the electricity market on its own initiative, based on a written notice, signed by an authorized representative of this participant, in accordance with A3 Form approved by TSO company. The notification must be submitted at least 3 months before the cancellation date of the market participant registration. After receiving this notification, TSO-MO will immediately inform all other market participants.

#### ARTICLE 20

If the participant may not meet all the terms of the Market Rules, then the Participant or TSO-MO shall inform ERE within 10 working days.

#### ARTICLE 21

1- TSO-MO shall suspend the market participant agreement of the participant if one of the following conditions is completed:

- a) The market participant does not complete one or more necessary conditions for market participant registration (as defined in these Provisions)
- b) The market participant does not meet the requirements regarding the financial guarantee or does not make other payments (foreseen on these Provisions)

#### ARTICLE 22

If the market participant may not estimate that he has avoided the cause (Causes) for his suspension, during the period specified on the suspension notice, then TSO-MO shall proceed with the termination of Market Participant Agreement.

If this TSO-MO decision is rejected by the participant, then after submitting the complaint, ERE will verify, if the reasons for the trading activities suspension, are justified and it will give its Decision within 15 working days from receiving the complaint.

#### ARTICLE 23

If the participant registration is suspended than all the suspending bids (new ones) of the market participant shall be automatically cancelled for all the suspension period.

#### ARTICLE 24

TSO –MO has the right to terminate the Market Participant Agreement of a market participant, in each of these cases:

- If the market participant does not respect the Market Participation Agreement.
- If the Market Participant continuously violates the market rules and the effective condes for the Albanian electricity market.

#### ARTICLE 25

TSO-MO immediately abrogates the Market Participation Agreement, when ERE removes the relevant license to the Market Participant. All the market bids of this Participant are automatically canceled from the date declared in the notice.

#### ARTICLE 26

The Market Participant whose Market Participation Agreement has terminated, is responsible for all legal obligations that he has to TSO-MO.

#### ARTICLE 27

These provisions become effective upon approval by the ERE.

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Applicant Logo

## A1 FORM

### Application for Electricity Market Participation

No \_\_\_\_\_ of date \_\_\_\_\_

- Applicant: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone number: \_\_\_\_\_, fax: \_\_\_\_\_, e-mail \_\_\_\_\_
- Identification Number at the National Business Center: NUIS \_\_\_\_\_
- Licensed by ERE with Decision No. \_\_\_\_\_ of date \_\_\_\_\_
- Bank Account \_\_\_\_\_  
Account Number \_\_\_\_\_, code \_\_\_\_\_
- Used/generated electricity in one year, before the application date is \_\_\_\_\_ MWh
- Attached the following documentation:
  1. The License (for the licensed activity - notarized copy document)
  2. Technical information (Standard Form approved by TSO – original document)
  3. Document issued by the TSO and/or DSO issuing access to the grid (if available, for the transit cases in the Transmission and/or Distribution grid – copy of the document)
  4. Annual statement, submitted to tax bodies (for the last calendar year – notarized copy of the document)
  5. Description of the communication means (Standard Form approved by TSO – original document)
  6. Information on the details of the communication means (Standard Form approved by TSO – original document)
  7. Financial Guarantee of the Market Registration (issued by the Bank, supporting on the Standard Form approved by the TSO – original document)

Licensed Company: \_\_\_\_\_

Administrator  
(signature and seal)

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TSO Logo

## A2 FORM

Protocol No. \_\_\_\_\_, of date \_\_\_\_\_

### Notification on the Application for Electricity Market Participation

Addressed:

- The Applicant: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone number: \_\_\_\_\_, fax: \_\_\_\_\_, e-mail \_\_\_\_\_
- Identification Number at the National Business Center: NUIS \_\_\_\_\_

On the response to your application, No. \_\_\_\_\_ of date \_\_\_\_\_ for registration on the Albanian Electricity Market and implementing the "Regulation on Electricity Market Registration Procedure", we are informing that:

A. Your registration application is accepted, because it is completed and

it is accurate.

B. Your application is refused, because it is not complete and accurate:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

Completing and/or correction of the application shall be within 10 working days from the date of receiving this notification.

Market Operator

Note: This notification is completed only in one version: A or B



Licensed Company Logo

## Information

### On the details and the communication way in the electricity market

Data of the licensed company

Name of the Licensed Company: \_\_\_\_\_ According to the Specification in the License  
Address: \_\_\_\_\_ Headquarter's address of the Licensee  
Identification number at the National Business Center: NUIS \_  
\_\_\_\_\_  
Phone. \_\_\_\_\_ Fax. \_\_\_\_\_ e-mail: \_\_\_\_\_

After the registration in the Albanian Electricity Market, to perform the licensed activity:

- I authorize the send and the confirmation of the documents related to the operational work in the electricity market, the person/ persons:

1. \_\_\_\_\_ Phone number. \_\_\_\_\_ Fax. \_\_\_\_\_ e-mail \_\_\_\_  
2. \_\_\_\_\_ Phone number. \_\_\_\_\_ Fax. \_\_\_\_\_ e-mail \_\_\_\_  
3.

- I authorize, to sign the contracts and invoices, related to electricity market activity, the person / persons:

1. \_\_\_\_\_ Phone number. \_\_\_\_\_ Fax. \_\_\_\_\_ e-mail \_\_\_\_  
2. \_\_\_\_\_ Phone number. \_\_\_\_\_ Fax. \_\_\_\_\_ e-mail \_\_\_\_  
3.

Licensed Company: \_\_\_\_\_

Administrator  
(signature and seal)



Licensed Company Logo

## Technical Information Supplier

Data of the licensed company for the Electricity Supply

Name	Specifications	Notes
Name of the licensed company		According to the License specification
Residence		Address of the Licensee headquarters
License	No ___ of date _____	According to the License specification
Term of the License		According to the definition in the License
Licensed Activity		According to the definition in the License
Licensed Authority		Name, resident state of the licensed authority
EIC Code		
Financial data	Bank, address, bank account, bank code	
Transactions Volume	_____ MWh	Volume of the last calendar year

Licensed Company: \_\_\_\_\_

Administrator  
(signature and seal)





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## Technical Informacion Electricity Producers

Data for the licensed company for Electricity Production

Name	Specification	Notes
Name of the Plant		According to the License or the project
Ownership	Public/Private or Concession	
Total Capacity of the Plant	_____ MW	
Number of the generating units	_____ units	
Capacity of the generating units	_____ M $\ddot{E}$	
Raw material	Coal, gas, water or PV, etc	
Type of the plant	Cogeneration, run of river, solar radiation, etc	
Production efficiency	Kg /kwh ose m <sup>3</sup> /kwh, ose m <sup>2</sup> /kw, etc	On the last calendar year or according to the project
Annual average production	Kwh/ year	On the last calendar year or according to the project
Year for setting into usage		Year for setting into use the first unit
Connection point	TSO or OSHEE, etc	Name of the company that manages the grid
Voltage at the connection point	220 KV or 110 KV or 35 KV, etc	Voltage grid at the connection point
Metering Point / Points	Psh ana 6 kv e Tr T1, etc	Specifications on the metering point/points
Code of the Metering point/points		According to the Metering Management System of the grid operator

Licensed Company: \_\_\_\_\_

Administrator  
(signature and seal)

Note: This Form is completed separately for each plant included in the Licensee License

## Technical Information Distribution System Operation

Data of the licensed company for Electricity Distribution

Name	Specification	Notes
Name of the Licensed company		According to the specification in the License
Residence		Address of the Licensee headquarters
License	No ___ of date _____	According to the specification in the License
Term of the License		According to the definition in the License
Licensed Activity		According to the definition in the License
EIC Code		
Financial data	Bank, address, bank account, bank code	
Distribution operation area	Geographic borders of the area	According to the License specification
Station connection Point/Points		Line/ lines and / or busbar/ connection busbars with the TSO
Code of the Metering point/points with the station		According to te TSO Metering Management System
Connection Point/Points with the DS		Line/ lines and/ connection busbar/busbars with the Distribution Public Operator
Code of the metering point/points with the DS		According to the Metering Management System of the Distribution Public Operator
Data on the distribution area	Area production (MWh/year), area consumption (MWh/ year), no. of the tariff customers and of non tariff customers.	According to the assessments submitted from the licensee in the application for License

Licensed Company: \_\_\_\_\_

Administrator  
(signature and seal)



Licensed Company Logo

## Technical Information Trader

Data according to the licensed company

Name	Specification	Notes
Name of the licensed company		According to the specification in the License
Residence		Address of the main residence of the Licensee
License	no___ date _____	According to the specification in the License
Term of the License		According to the definition in the License
Licensed Activity		According to the definition in the License
Licensing Authority		Name, resident state of the licensing authority
EIC Code		
Financial data	Bank, address, bank account, bank code	
Transactions Volume	_____ MWh	Volume in the last calendar year

Licensed Company:

\_\_\_\_\_

Administrator  
(signature and seal)

Protocol No. \_\_\_\_\_

of date \_\_\_\_\_

**To: Mr. \_\_\_\_\_**

**TSO company Administrator**

**Subject: Request for registration in the Electricity Market Operator**

**Honoured Mr. \_\_\_\_\_,**

Implementing the "Market Rules ", approved with ERE Board decision No \_\_\_\_\_ of date \_\_\_\_\_, I am addressing with the registration request, to be a Party in the Albanian Electricity Market, in conformity with the respective procedure approved by ERE.

Attached you will find the completed application for registration and the necessary accompanying documentation.

To follow the registration procedure in the Market Operator:

I Authorize Mr. \_\_\_\_\_,

Address: \_\_\_\_\_,

Phone number: \_\_\_\_\_, Fax: \_\_\_\_\_, e-mail: \_\_\_\_\_

Licensed Company: \_\_\_\_\_

Adminsitrator  
(signature and seal)

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Licensed Company Logo

## Description

### On the communication means in the electricity market

Name of the Licensee subject: \_\_\_\_\_ *According to the specification in the License*

Address \_\_\_\_\_ *Address of the main residence of the Licensee*

Identification Number at National Registration Center: *NUIS* \_\_\_\_\_

Phone number. \_\_\_\_\_ Fax. \_\_\_\_\_ e-mail: \_\_\_\_\_

To perform the licensed activity in the electricity market of Albania, shall be communicated with the Market Operator, in conformity with the respective communication procedures, defined on the “Market Rules” and other acts regulating the Electricity Market in Albania through:

- \_\_\_\_\_ electronic communication, whose addresses are declared at the “Information on communication details”
- \_\_\_\_\_ Fax, on the respective number declared at the “Information on communication details”
- \_\_\_\_\_ through phone number and the respective authorized persons, which are declared at the “Information on communication details”
- \_\_\_\_\_ by post service, on the address declared at the “Information on communication details”

For any amendment on the data declared for communication, regarding the electricity market operation, the Market Operator shall be informed through the change of the declarations at the “Information on the communication details”, for the defined terms on the “Market Rules”.

The Market Operator shall inform the authorized persons at the “Information on the communication details”, after signing the “Market Participation Agreement”, for the addresses and the necessary communication codes to perform the transactions in the market.

Licensed Company: \_\_\_\_\_

*Administrator  
(signature and seal)*

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Applicant Logo

## A 3 FORM

### Request for Electricity Market Withdrawal

No. \_\_\_\_\_ of date \_\_\_\_\_

- Applicant: \_\_\_\_\_

- Address: \_\_\_\_\_

- phone \_\_\_\_\_, fax \_\_\_\_\_, e-mail  
:

\_\_\_\_\_

- Identification number at National Business Center: NUIS \_\_\_\_\_

- Licensed from ERE with Decision \_\_\_\_\_ of date \_\_\_\_\_  
No.

Implementing the "Market Rules", approved by ERE with decision No. \_\_\_\_\_ of date \_\_\_\_\_, we are addressing with the request for withdrawal from the Electricity Market, in conformity with the respective procedure approved by ERE.

To act on my name, to follow the de-registration procedure at the Market Operator: I

Authorize Mr. \_\_\_\_\_,

Address: \_\_\_\_\_,

Phone number: \_\_\_\_\_, Fax: \_\_\_\_\_, e-mail: \_\_\_\_\_

Licensed Company: \_\_\_\_\_

*Administrator  
(signature and seal)*