

Notification of changes to the registration form of wholesale energy market participants

In accordance with the Procedure for registration of the wholesale energy market participants, approved by resolution of the NEURC dated 04.10.2023 No. 1812 (hereinafter – the Procedure), participants are obliged to notify the NEURC of any changes to the information (information) specified in the registration form (except for information about the change of the authorized representative), by sending the updated registration form to the NEURC by the authorized representative no later than 10 working days from the date of occurrence of these changes (information on controllers (ultimate beneficiaries) can be provided within 30 calendar days from the date of occurrence of changes). Information about the authorized representative must be provided when submitting the updated registration form.

When submitting an updated registration form, the previously submitted data is saved. The updated information (information) is indicated in the line where the previously provided information (information) has changed in the corresponding columns "Update No..." and "Update No...". Information (information) that has not changed is not indicated in the "Update No..." and "Update No..." columns.

Example of filling out the updated registration form ([download file](#))

We recommend submitting the file name of the registration form to the NEURC in the format: R12345678.xls, where 12345678 is the VAT or Identification code of the legal entity who intends to register as a participant of the wholesale energy market.

In case of discrepancies between the Ukrainian and English texts, the Ukrainian text shall prevail.

The authorized representative is obliged to provide reliable and up-to-date information (information) about the person as of the date of submission of the registration form.

The updated registration form is submitted by:

1) **an authorized representative who is a resident of Ukraine:** in electronic form in xls/xlsx through the official website of the NEURC (submit the Registration Form) or the Portal of electronic services of the Ministry of Economy (<https://my.gov.ua/>) or the Diia Portal "Guide to State Services" (<https://guide.dii.gov.ua/>);

2) **an authorized representative who is a non-resident of Ukraine:** in electronic form in xls/xlsx through the official website of the NEURC **without imposing a qualified electronic signature** (submit the Registration Form) **with simultaneous sending of an original of the completed Registration Form signed by the authorized representative** (signature & name and surname of the signatory are affixed **on each of 5 pages**) **in paper** by mail to the address of the NEURC (03057, Kyiv, 19 Sim'i Brodskikh str.);
OR

in electronic form in the format "xls" or "xlsx" through the Portal of electronic services of the Ministry of Economy (<https://my.gov.ua/>) with the imposition of a qualified electronic signature of an authorized representative according to the ECDSA signature algorithm.

If the authorized representative acts on the basis of a duly executed and legalized Power of Attorney or Order (for employees of the individual), a copy of such Power of Attorney or Order is sent together with the Registration Form.

To verify authorities of an executive (director) of the non-resident company, a respective excerpt form of the trade (judicial) register is sent together with the Registration Form. Peculiarities of issuing a power of attorney for an authorized representative who is not a resident of Ukraine.

The power of attorney of the authorized representative who is not resident of Ukraine, including if the authorized representative is also not a resident of Ukraine, must be legalized (certified by an apostille, if this non-resident is registered in a state that has joined the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (The Hague, 1961).

Meanwhile, such power of attorney must be translated into Ukrainian whereas the accuracy of the translation must be officially certified.

We also draw your attention to the fact that the powers of a representative under a power of attorney who is a not a resident of Ukraine cannot be limited to representing the interests of a non-resident via electronic means only, since the authorized representative who is a not a resident of Ukraine also submits to NEURC a signed original of the filled-out registration form in paper.

If there are any questions related to the notification of changes to the registration form of wholesale energy market participants, in particular, regarding filling up the updated registration form, please call: (044) 204 48 15 or mail to Antonyk@nerc.gov.ua.