

PROCEDURE N. 8

Aircraft operator account opening

Each aircraft operator falling within the scope of Directive 2003/87/EC is required to open an holding account for emissions allowances in the Union Registry. The account type that should be opened is “**Aircraft operator**” and the company operating the flights is the **ACCOUNT HOLDER** for that account.

In order to open an account the appointment of at least two natural persons who will manage the account is needed: their role is defined “authorized representative” but not necessarily they are the legal representatives of the company, rather they are the ones who will be operational on the account.

There are three types of account representatives with different tasks. Each holding account shall have at least 2 and up to 6 authorized representatives (**AR**), while it is possible to appoint up to 10 additional authorized representatives (**AAR**). It is also possible to add **view only users** to an account: these users can view all the information concerning the account but cannot perform any operation.

The role of the AAR is to check the operation proposed by an AR: the AAR cannot start any operation but he has to approve or reject those initiated by one of the ARs. It is **not** mandatory to appoint an AAR for an holding account since transfers from this account type are only possible to accounts previously included in its trusted list, thus ensuring a good level of security even without the 4-eyes principle. Of course it is possible to maintain this second level of control by appointing one (or more) AAR to the account: in such case all transfers and the addition to the trusted account list will need the AAR’s approval (for information on transfers please refer to *Procedura 20*)

IMPORTANT!

While requesting the account opening you may choose the account representatives amongst users *already registered* in the Italian section of the Union Registry and linked to the same or another account holder, or you need to *create them* by means of **Procedure 1**, or both cases.

In any way, **to proceed with your request, all users who will be appointed as representatives for your account should be created in advance in the Italian section of the Union Registry.** Once registered, each user has an identification code (**URID**) that must be entered in **Form 8**.

For the newly registered users the URID will be displayed at the end of Procedure 1 (step 3.8) while for already registered users the UIRD can be found on top of the left menu under the name, after accessing the system.

In order to open an **AIRCRAFT OPERATOR** account you should:

- complete the **on-line request**
- send the required **documentation** to the national administrator

IMPORTANT: the on-line procedure and the documents are different depending on:

the account holder^(*) requesting the account is **already registered** Procedure **8/a** (page 3)

the account holder^(*) requesting the account is **new in the registry** Procedure **8/b** (page 12)

^(*) for “account holder” definition please see page above


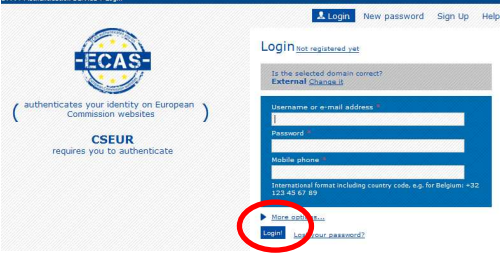
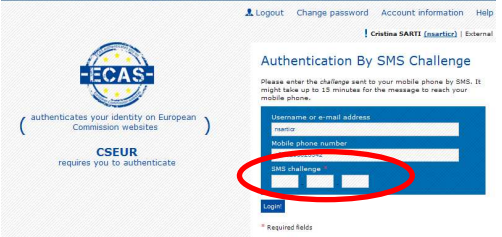
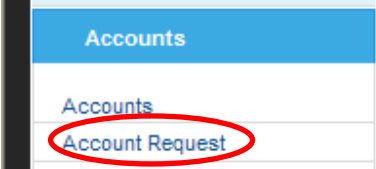
If the documentation is correct and complete, the national administrator will approve the account opening request within 20 working days from the date of receipt

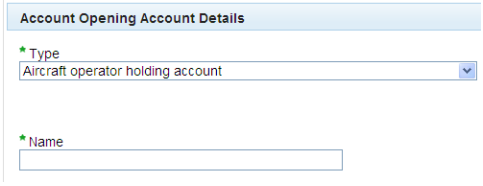
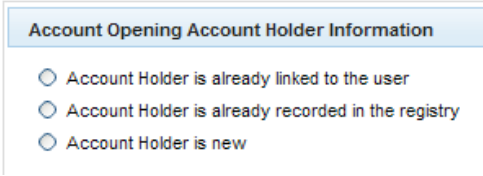
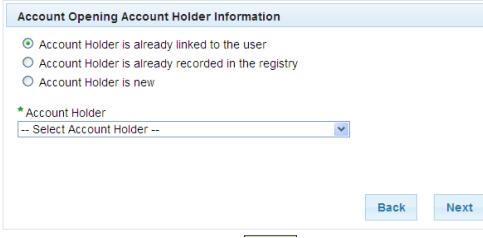
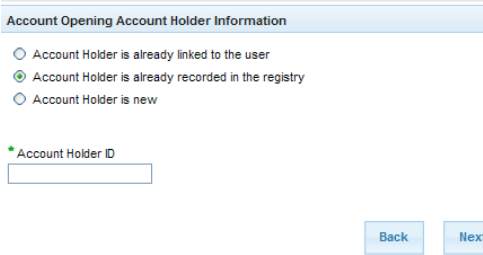
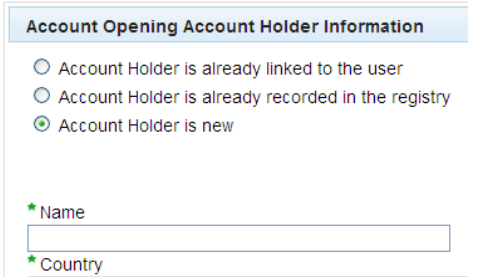
For any question or support, please write to info.registro-et@isprambiente.it

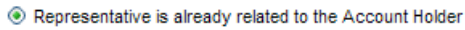

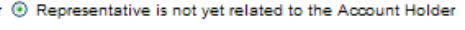
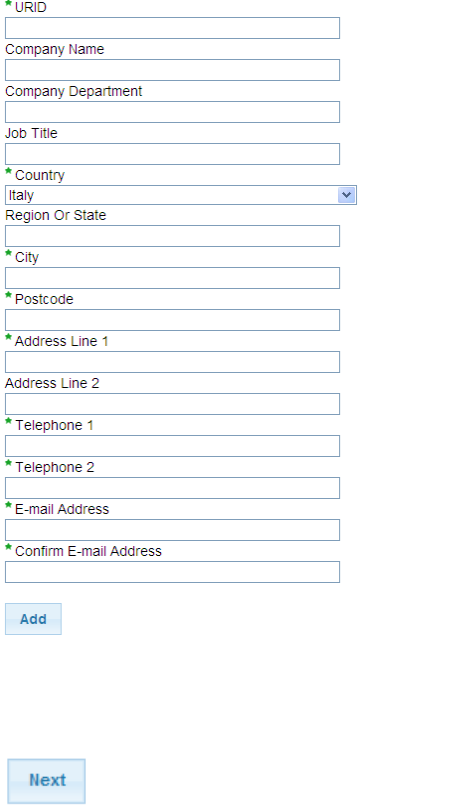
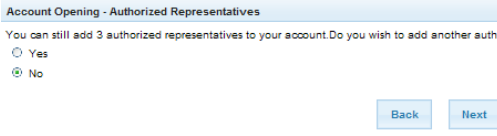
Procedure 8/a – account holder already registered

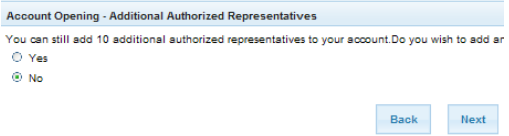
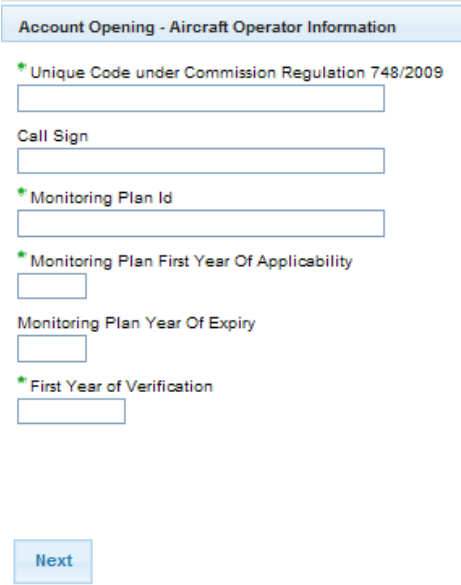
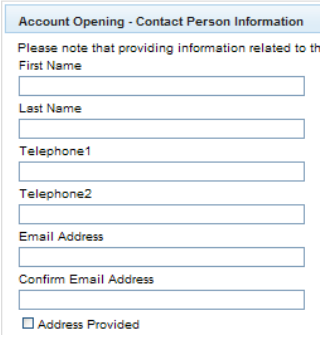
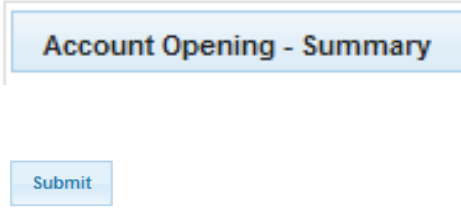
Below you may find guidance to proceed with your on-line request of an AIRCRAFT OPERATOR account belonging to an account holder already registered in the Italian section of the Union Registry. Information on the documents to submit and the way to send them is also provided.

On-line request for an Aircraft operator account opening

Procedure 8/a: THE ACCOUNT HOLDER IS ALREADY REGISTERED		
Step	Action	Interface
1	Open the Registry website, in the Italian domain, through the link https://ets-registry.webgate.ec.europa.eu/euregistry/IT/index.xhtml	
2	Click Login on the left side of the page	
3	Enter your username or e-mail address, the password and the mobile phone number you specified Click on Login!	
4	Enter the code (challenge) received via SMS Click on Login!	
5	Select Account request from the Account section of the left menu	

6	<p>Select the account type “Aircraft operator holding account” and enter the name of the account</p> <p>Click Next to continue</p>	
7	<p>The system shows different options referring to the relationship between the user who performs the on-line request and the holder of the account that has to be opened</p>	
(7a)	<p>Select the option Account holder is already linked to the user if the person is requesting an account on behalf of an account holder she’s already linked to</p> <p>Select the account holder from the drop down list box</p> <p>Click Next to continue</p>	
(7b)	<p>Select the option Account holder is already recorded in the registry if the person is requesting an account on behalf of an account holder who is already active in the registry but <u>not</u> linked to her</p> <p>Indicate the account holder ID</p> <p>(the account holder ID is visible for its enrolled representatives through the function “View Details” of any of the already open accounts. By selecting the “Account main” tag ,the account holder ID is displayed in the “Account Holder” box under “Identifier”)</p> <p>Click Next to continue</p>	
(7c)	<p>If you select the option Account holder is new from this point on you may refer to Procedure 8/b starting from step 5</p>	
<p>At this stage you need to indicate the several representatives appointed for this account (from 2 to 6 authorized representative AR and up to 10 additional authorized representative AAR)</p> <p>IMPORTANT: the procedure is <u>different</u> depending on the representative to be appointed being already linked to the account holder (since she’s a representative – AR or AAR – for other accounts) or a new user not linked yet to the account holder</p>		

<i>already linked user</i>	8	If the representative to be appointed is already linked to the account holder, select the relevant option	
	9	<p>Select the first representative's name from the menu and click Add</p> <p>The representative's details will be displayed above</p> <p><u>Repeat</u> the same action for the other ARs (at least 2 and maximum 6) and, when all ARs have been defined, click on Next</p>	
<i>user not linked yet</i>	8	If the representative to be appointed is a new user not yet linked to the account holder, select the relevant option	
	9	<p>The system requires you to enter the user's details and URID</p> <p>(Important: the URID is provided by the system at the end of creation of a new user – Procedure 1 – or, for a user already registered under another account holder, it can be found after access on top of the left menu, under the user's name)</p> <p>Enter the information required (mandatory field are indicated by the green star) providing it is the SAME INFORMATION sent along with the documents for the account opening request</p> <p>ANY DISCREPANCY IN THE DATA PROVIDED WILL BLOCK THE PROCESS OF ACCOUNT OPENING AT A LATER STAGE</p> <p>Click on Add</p> <p><u>Repeat</u> the same action for the other ARs (at least 2 and maximum 6) and, when all ARs have been defined, click on Next</p>	
10	<p>If you specified less ARs than the maximum number (6) the system asks if you wish to add more</p> <p>Select the option you prefer and click on Next</p>		

11	<p>After specifying all the ARs you wish the system allows for the addition of up to 10 AARs</p> <p>Select the option you prefer and click on Next</p> <p>Click on Add for each AAR you wish to appoint for the account and eventually click on Next</p>	
12	<p>After all account representatives (ARs and AARs) have been defined, you should enter the information on the aircraft operator</p> <p>Fill in the different fields (mandatory field are indicated by the green star)</p> <p style="text-align: center;">IMPORTANT</p> <p>Please refer to Annex A of deliberation 10/2012 (at the end of this document) for the Monitoring Plan ID</p> <p>the First year of verification is 2012</p> <p>Click Next to continue</p>	
13	<p>At the very end the system allows to specify a contact person, if needed</p> <p>You are free to enter this information or not. In any case, click Next to continue</p>	
	<p>When the account request is completed the “Account Opening – Summary” page opens</p> <p>Review the information and if everything is correct click Submit to confirm the account opening.</p> <p>An ID number is assigned to the request indicating that it’s been recorded and waiting for the approval of a national administrator</p>	
<p>If the documents you provided are accurate and complete, the National administrator will approve your request and will send the enrolment key via post or SMS to those representatives <u>who registered for the first time</u>. This key is meant to activate the user and it has to be entered just once on the first access, following the instructions provided in Procedure 2</p>		

Documentation required

If you are requesting the opening of an aircraft operator account for an account holder already registered in the Italian section of the Union Registry, you may have two cases:

- all authorized representatives to be appointed for this account are already linked to the account holder as they may be representatives for other active accounts of the same account holder;
- one or more new authorized representative (not linked to the account holder yet) have to be appointed for this account.

In case **ALL** authorized representatives appointed for this account are **already linked** to the account holder, the documents required are only the following:

- 1) A signed **statement** by the legal representative of the account holder indicating that it wishes to nominate a particular person as authorized representative or additional authorized representative, confirming that the authorized representative has the right to initiate, or that additional authorized representative has the right to approve, transactions on behalf of the account holder. A template for such statement is provided below (page 10) and it can be adapted according to the number of representatives and to the necessity of performing transfers before May 2013.
- 2) A legalized **extract from Chamber of Commerce** (or similar organization in the country concerned. For information on similar institutions in other countries, please visit www.worldchambers.com). The extract must prove the existence of the organization and show the Company's legal representatives and their roles and responsibilities.
- 3) **Form 8** filled in following the indication provided at the bottom of this document (page 20). **IMPORTANT:** the application should report the same information about the authorized representatives that has been entered during user registration (Procedure 1) and the on-line request (Procedure 8/a).

In case one or more than one authorized representative appointed for the account is **NOT** already linked to the account holder, the following **ADDITIONAL** documents are required:

- 4) Evidence to support the **identity** of the appointed representatives (*not linked to the account holder yet*), which may be a copy of one of the following:
 - (a) an identity card issued by a State that is a member of the European Economic Area or the Organisation for Economic Cooperation and Development;
 - (b) a passport.

The copy must be **signed** by the representative and report the following statement: “I hereby accept being appointed representative and the information provided (identity, age of legal majority, residence and criminal records) being checked. Place, date, signature”

- 5) Evidence to support the address of the permanent **residence** of the appointed representatives (*not linked to the account holder yet*), which may be a copy of one of the following:
 - (a) the identity document submitted under point 3), if it contains the address of the permanent residence;
 - (b) any other government-issued identity document that contains the address of permanent residence;
 - (c) if the country of permanent residence does not issue identity documents that contain the address of permanent residence, a statement from the local authorities confirming the nominee’s permanent residence;
- 6) **Criminal records** of the appointed representatives (*not linked to the account holder yet*).

Documents at 4) 5) e 6) are not required for users already active in the Registry as representative for other accounts (enrolled users)

IMPORTANT

Any copy of a document submitted as evidence must be certified as a true copy by a notary public. Particularly, evidence must be given of the identity and role of the person who sign the declaration required at point 2.

Regarding documents issued outside the Member State requesting a copy, the copy must be legalised (*).

The date of the certification or legalisation must not be more than **three months** prior to the date of application.

Contact details of the notary public/legalisation office shall show on the copy or be attached.

Copies of documents submitted as evidence shall be in Italian or English. If the original is in another language it shall be accompanied by an authorised translation to Italian or English.

(*) Documents certified with a conformant *apostille* are accepted for legal use in all the nations that have signed the 1961 The Hague Convention. The documents required, with the apostille of the Foreign Office of the Country of the requester, have to be legalised by a Chancellery of Italian Consulate or Embassy.

EXPLANATORY NOTE on the content of the statement to be made for unblocking the account after its opening

Until May 2013, in order to have the account active for emissions trading, each aircraft operator account opening request shall contain a statement signed by the account holder.

This statement is prepared to implement Articles 16(4) of Regulation No 920/2010 and 15(4) of Regulation No 1193/2011 (the Registry Regulations)¹ and the relevant elements of the Data Exchange and Technical Specifications foreseen by Article 71 and 79 of the above-mentioned Regulations.

The statement, along with any further documentation required by the national administrator, shall constitute a request for the activation of an aircraft operator holding account for trading **in advance of the entry of verified emissions** pursuant to Article 29 of Regulation No 920/2010 or Article 32(1) to (5) of Regulation No 1193/2011 and a compliance status figure greater than or equal to 0 calculated pursuant to Article 31(1) of Regulation No 920/2010 or Article 34(1) of Regulation No 1193/2011 as referred to in Articles 16(4) and 15(4) mentioned above.

This request for activation is only relevant in case aircraft operators want to transfer allowances or international credits out of their accounts **before they have surrendered allowances or international credits for the first time**. After the full activation of the Union Registry and in advance of first surrender of allowances or credits, and without submitting this request, all operators can acquire allowances and international credits in their accounts, and can surrender these. They can also make contracts for future delivery of allowances, but the actual transfer out of allowances and international credits from the accounts can only be done once the account is activated.

¹ Commission Regulation (EU) No 920/2010 of 7 October 2010 establishing a Union Registry for the periods ending 31 December 2012 of the Union emissions trading scheme pursuant to Directive 2003/87/EC of the European Parliament and of the Council and Decision 280/2004/EC of the European Parliament and of the Council, OJ L 270 of 14.10.2010, p. 1 and Commission Regulation (EU) No 1193/2011 of 18 November 2011 establishing a Union Registry for the trading period commencing on 1 January 2013, and subsequent trading periods, of the Union emissions trading scheme pursuant to Directive 2003/87/EC of the European Parliament and of the Council and Decision No 280/2004/EC of the European Parliament and of the Council and amending Commission Regulations (EC) No 2216/2004 and (EU) No 920/2010, OJ L 315 of 29.11.2011, p. 1.

Template for the statement

I < INSERT THE NAME OF THE LEGAL REPRESENTATIVE > undersigned, as legal representative and on behalf of < INSERT THE NAME OF THE ACCOUNT HOLDER > holder of the account <INSERT THE NAME OF THE ACCOUNT ENTERED DURING THE ON-LINE APPLICATION> which is an aircraft operator in the meaning of the ETS Directive² with identification code <INSERT THE ID ACCORDING TO REGULATION 2009/748/EC>

declare

that < INSERT THE NAME OF THE ACCOUNT HOLDER > will comply with the requirements of Directive 2003/87/EC as amended and measures adopted for its implementation. These requirements include, in particular, those related to compliance such as the monitoring and provision of verified reports on emissions from aviation activities listed in Annex I to the Directive operated for each calendar year and the surrendering by 30 April each year of a number of allowances or international credits equal to the total emissions during the preceding calendar year from aviation activities listed in Annex I to the Directive;

authorizes

< INSERT THE NAME OF THE FIRST AUTHORIZED REPRESENTATIVE > and < INSERT NAME OF THE SECOND AUTHORIZED REPRESENTATIVE > to operate on the Union Registry, in the Italian section, as Authorized Representatives of the account, in accordance with Regulation EC 920/2010 as amended by EC Regulation 1193/2011, with the right to initiate transactions on behalf of < INSERT THE NAME OF THE AIRCRAFT OPERATOR >;

authorizes as well

<INSERT THE NAME OF ADDITIONAL AUTHORIZED REPRESENTATIVE> to operate on the Union Registry, in the Italian section, as Additional Authorized Representative of the account, in accordance with Regulation EC 920/2010 as amended by EC Regulation 1193/2011, with the right to approve transactions on behalf of < INSERT THE NAME OF THE AIRCRAFT OPERATOR >.

Place, date

signature

(1) Directive 2003/87/EC of the European Parliament and of the Council of 13 October 2003 establishing a scheme for greenhouse gas emission allowance trading within the Community and amending Council Directive 96/61/EC, *OJ L 275, 25.10.2003, p. 32–46*

How to send the documentation

To complete the account opening request, the documentation must be sent following the indications below:

- 1) copy all documents **in electronic format** (the xls form and the scanned paper documents) into a folder that you should name after the Company name
- 2) zip the folder (in format like “.zip”, “.rar”, “.7”)
- 3) **DIGITALLY SIGN** the zipped folder (on the website <http://www.digitpa.gov.it/firma-digitale/certificatori-accreditati> you'll find the list of persons authorised for the provision of digital signature)
- 4) Send to: protocollo.ispra@ispra.legalmail.it

IMPORTANT!!!!

To ensure documentation is delivered to the Registry Unit, you must write the subject of the e-mail as following:

REGISTRO ETS – Apertura conto OPERATORE AEREO (titolare già registrato)

In order to make our work easier, also report in the text of the e-mail the **REQUEST ID** which is displayed by the system at the end of the on-line application

PLEASE NOTE THAT IF YOU HAVE TROUBLES IN ACQUIRING THE DIGITAL SIGNATURE, YOU MAY SEND ALL DOCUMENTS AND THE APPLICATION FORM **IN PAPER** (PROVIDING THAT YOU ALSO INCLUDE IN THE MAIL THE SAME DOCUMENTATION IN ELECTRONIC FORMAT ON CD) TO THE FOLLOWING ADDRESS:

ISPRA – Ufficio del Registro


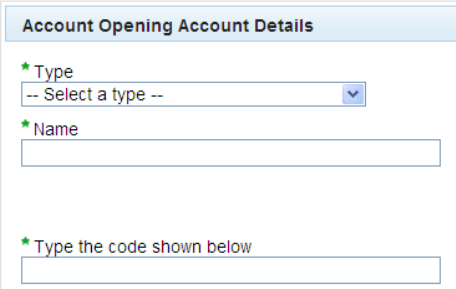
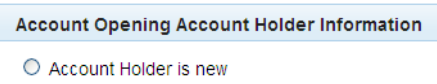
Via Vitaliano Brancati, 48

00144 – ROMA

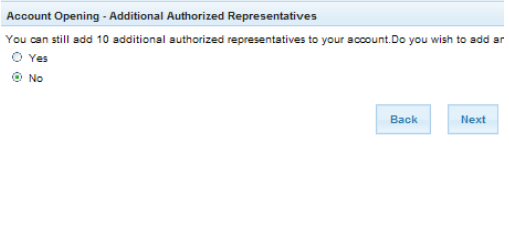
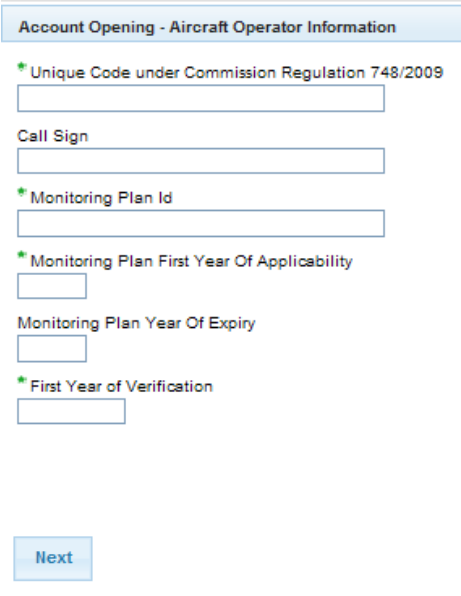
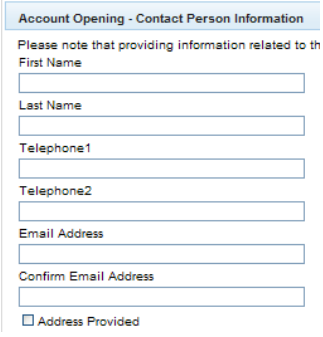
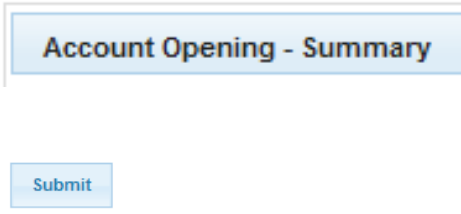
Procedure 8/b – NEW account holder

Below you may find guidance to proceed with your on-line request of an AIRCRAFT OPERATOR account belonging to an account holder NOT yet registered in the Italian section of the Union Registry. Information on the documents to submit and the way to send them is also provided.

On-line request for an Aircraft operator account opening

Procedure 8/b: THE ACCOUNT HOLDER IS NEW		
Step	Action	Interface
1	Open the Registry website, in the Italian domain, through the link https://ets-registry.webgate.ec.europa.eu/euregistry/IT/index.xhtml	
2	Select Account request from the Account section of the left menu	
3	Select the account type “ Aircraft operator holding account ” and enter the name of the account You will be asked to recognize a “captcha” code for security check. Enter the code (if it is not clearly readable it can be changed) Click Next to continue	
4	Select the option Account holder is new	

<p>5</p>	<p>The data requested on the account holder are different depending on the account holder being a natural person or a company</p> <p>Select Company</p> <p>Enter the information required (mandatory field are indicated by the green star) providing it is the SAME INFORMATION sent along with the documents for the account opening request</p> <p>ANY DISCREPANCY IN THE DATA PROVIDED WILL BLOCK THE PROCESS OF ACCOUNT OPENING AT A LATER STAGE</p> <p>Click Next to continue</p>	
<p>6</p>	<p>The system requires you to enter the details and URID of each representative who is appointed for this account</p> <p>(Important: the URID is provided by the system at the end of creation of a new user – Procedure 1 – or, for a user already registered under another account holder, it can be found after access on top of the left menu, under the user’s name)</p> <p>Enter the information required (mandatory field are indicated by the green star) providing it I the SAME INFORMATION sent along with the documents for the account opening request</p> <p>ANY DISCREPANCY IN THE DATA PROVIDED WILL BLOCK THE PROCESS OF ACCOUNT OPENING AT A LATER STAGE</p> <p>Click on Add for the first AR to be appointed</p> <p><u>Repeat</u> the same action for the other ARs (at least 2 and maximum 6) and, when all ARs have been defined, click on Next</p>	
<p>7</p>	<p>If you specified less ARs than the maximum number (6) the system asks if you wish to add more</p> <p>Select the option you prefer and click on Next</p>	

8	<p>After specifying all the ARs you wish the system allows for the addition of up to 10 AARs</p> <p>Select the option you prefer and click on Next</p> <p>Click on Add for each AAR you wish to appoint for the account and eventually click on Next</p>	
9	<p>After all account representatives (ARs and AARs) have been defined, you should enter the information on the aircraft operator</p> <p>Fill in the different fields (mandatory field are indicated by the green star)</p> <p style="text-align: center;">IMPORTANT</p> <p>Please refer to Annex A of deliberation 10/2012 (at the end of this document) for the Monitoring Plan ID</p> <p>the First year of verification is 2012</p> <p>Click Next to continue</p>	
10	<p>At the very end the system allows to specify a contact person, if needed</p> <p>You are free to enter this information or not. In any case, click Next to continue</p>	
11	<p>When the account request is completed the “Account Opening – Summary” page opens</p> <p>Review the information and if everything is correct click Submit to confirm the account opening.</p> <p>An ID number is assigned to the request indicating that it’s been recorded and waiting for the approval of a national administrator</p>	
<p>If the documents you provided are accurate and complete, the National administrator will approve your request and will send the enrolment key via post or SMS to those representatives who registered for the first time. This key is meant to activate the user and it has to be entered just once on the first access, following the instructions provided in Procedure 2</p>		

Documentation required

According to the requirements of Regulation EC 1193/2011, in order to open an account the aircraft operator must provide the following documentation:

- 1) A signed **statement** by the legal representative of the account holder indicating that it wishes to nominate a particular person as authorized representative or additional authorized representative, confirming that the authorized representative has the right to initiate, or that additional authorized representative has the right to approve, transactions on behalf of the account holder. A template for such statement is provided below (page 18) and it can be adapted according to the number of representatives and to the necessity of performing transfers before May 2013.
- 2) A legalized **extract from Chamber of Commerce** (or similar organization in the country concerned. For information on similar institutions in other countries, please visit www.worldchambers.com). The extract must proof the existence of the organization and show the Company's legal representatives and their roles and responsibilities.
- 3) **Form 8** filled in following the indication provided at the bottom of this document (page 20). **IMPORTANT:** the application should report the same information about the authorized representatives that has been entered during user registration (Procedure 1) and the on-line request (Procedure 8/b).
- 4) Evidence to support the **identity** of the appointed representatives, which may be a copy of one of the following:
 - (a) an identity card issued by a State that is a member of the European Economic Area or the Organisation for Economic Cooperation and Development;
 - (b) a passport.

The copy must be **signed** by the representative and report the following statement: "I hereby accept being appointed representative and the information provided (identity, age of legal majority, residence and criminal records) being checked. Place, date, signature"
- 5) Evidence to support the address of the permanent **residence** of the appointed representatives, which may be a copy of one of the following:
 - (a) the identity document submitted under point 3), if it contains the address of the permanent residence;
 - (b) any other government-issued identity document that contains the address of permanent residence;
 - (c) if the country of permanent residence does not issue identity documents that contain the address of permanent residence, a statement from the local authorities confirming the nominee's permanent residence;
- 6) **Criminal records** of the appointed representatives.

Documents at 4) 5) e 6) are not required for users already active in the Registry as representatives for other accounts (*enrolled users*)

IMPORTANT

Any copy of a document submitted as evidence must be certified as a true copy by a notary public. Particularly, evidence must be given of the identity and role of the person who sign the declaration required at point 2.

Regarding documents issued outside the Member State requesting a copy, the copy must be legalised (*).

The date of the certification or legalisation must not be more than **three months** prior to the date of application.

Contact details of the notary public/legalisation office shall show on the copy or be attached.

Copies of documents submitted as evidence shall be in Italian or English. If the original is in another language it shall be accompanied by an authorised translation to Italian or English.

(*) Documents certified with a conformant *apostille* are accepted for legal use in all the nations that have signed the 1961 The Hague Convention. The documents required, with the apostille of the Foreign Office of the Country of the requester, have to be legalised by a Chancellery of Italian Consulate or Embassy.

EXPLANATORY NOTE on the content of the statement to be made for unblocking the account after its opening

Until May 2013, in order to have the account active for emissions trading, each aircraft operator account opening request shall contain a statement signed by the account holder.

This statement is prepared to implement Articles 16(4) of Regulation No 920/2010 and 15(4) of Regulation No 1193/2011 (the Registry Regulations)³ and the relevant elements of the Data Exchange and Technical Specifications foreseen by Article 71 and 79 of the above-mentioned Regulations.

The statement, along with any further documentation required by the national administrator, shall constitute a request for the activation of an aircraft operator holding account for trading **in advance of the entry of verified emissions** pursuant to Article 29 of Regulation No 920/2010 or Article 32(1) to (5) of Regulation No 1193/2011 and a compliance status figure greater than or equal to 0 calculated pursuant to Article 31(1) of Regulation No 920/2010 or Article 34(1) of Regulation No 1193/2011 as referred to in Articles 16(4) and 15(4) mentioned above.

This request for activation is only relevant in case aircraft operators want to transfer allowances or international credits out of their accounts **before they have surrendered allowances or international credits for the first time**. After the full activation of the Union Registry and in advance of first surrender of allowances or credits, and without submitting this request, all operators can acquire allowances and international credits in their accounts, and can surrender these. They can also make contracts for future delivery of allowances, but the actual transfer out of allowances and international credits from the accounts can only be done once the account is activated.

³ Commission Regulation (EU) No 920/2010 of 7 October 2010 establishing a Union Registry for the periods ending 31 December 2012 of the Union emissions trading scheme pursuant to Directive 2003/87/EC of the European Parliament and of the Council and Decision 280/2004/EC of the European Parliament and of the Council, OJ L 270 of 14.10.2010, p. 1 and Commission Regulation (EU) No 1193/2011 of 18 November 2011 establishing a Union Registry for the trading period commencing on 1 January 2013, and subsequent trading periods, of the Union emissions trading scheme pursuant to Directive 2003/87/EC of the European Parliament and of the Council and Decision No 280/2004/EC of the European Parliament and of the Council and amending Commission Regulations (EC) No 2216/2004 and (EU) No 920/2010, OJ L 315 of 29.11.2011, p. 1.

Template for the statement

I < INSERT THE NAME OF THE LEGAL REPRESENTATIVE > undersigned, as legal representative and on behalf of < INSERT THE NAME OF THE ACCOUNT HOLDER > holder of the account <INSERT THE NAME OF THE ACCOUNT ENTERED DURING THE ON-LINE APPLICATION> which is an aircraft operator in the meaning of the ETS Directive⁴ with identification code <INSERT THE ID ACCORDING TO REGULATION 2009/748/EC>

declare

that < INSERT THE NAME OF THE ACCOUNT HOLDER > will comply with the requirements of Directive 2003/87/EC as amended and measures adopted for its implementation. These requirements include, in particular, those related to compliance such as the monitoring and provision of verified reports on emissions from aviation activities listed in Annex I to the Directive operated for each calendar year and the surrendering by 30 April each year of a number of allowances or international credits equal to the total emissions during the preceding calendar year from aviation activities listed in Annex I to the Directive;

authorizes

< INSERT THE NAME OF THE FIRST AUTHORIZED REPRESENTATIVE > and < INSERT NAME OF THE SECOND AUTHORIZED REPRESENTATIVE > to operate on the Union Registry, in the Italian section, as Authorized Representatives of the account, in accordance with Regulation EC 920/2010 as amended by EC Regulation 1193/2011, with the right to initiate transactions on behalf of < INSERT THE NAME OF THE AIRCRAFT OPERATOR >;

authorizes as well

<INSERT THE NAME OF ADDITIONAL AUTHORIZED REPRESENTATIVE> to operate on the Union Registry, in the Italian section, as Additional Authorized Representative of the account, in accordance with Regulation EC 920/2010 as amended by EC Regulation 1193/2011, with the right to approve transactions on behalf of < INSERT THE NAME OF THE AIRCRAFT OPERATOR >.

Place, date

signature

(1) Directive 2003/87/EC of the European Parliament and of the Council of 13 October 2003 establishing a scheme for greenhouse gas emission allowance trading within the Community and amending Council Directive 96/61/EC, *OJ L 275, 25.10.2003, p. 32–46*

How to send the documentation

To complete the account opening request, the documentation must be sent following the indications below:

- 1) copy all documents **in electronic format** (the xls form and the scanned paper documents) into a folder that you should name after the Company name
- 2) zip the folder (in format like “.zip”, “.rar”, “.7”)
- 3) **DIGITALLY SIGN** the zipped folder (on the website <http://www.digitpa.gov.it/firma-digitale/certificatori-accreditati> you'll find the list of persons authorised for the provision of digital signature)
- 4) Send to: protocollo.ispra@ispra.legalmail.it

IMPORTANT!!!!

To ensure documentation is delivered to the Registry Unit, you must write the subject of the e-mail as following:

REGISTRO ETS – Apertura conto OPERATORE AEREO (nuovo titolare)

In order to make our work easier, also report in the text of the e-mail the **REQUEST ID** which is displayed by the system at the end of the on-line application

PLEASE NOTE THAT IF YOU HAVE TROUBLES IN ACQUIRING THE DIGITAL SIGNATURE, YOU MAY SEND ALL DOCUMENTS AND THE APPLICATION FORM **IN PAPER** (PROVIDING THAT YOU ALSO INCLUDE IN THE MAIL THE SAME DOCUMENTATION IN ELECTRONIC FORMAT ON CD) TO THE FOLLOWING ADDRESS:

ISPRA – Ufficio del Registro

Via Vitaliano Brancati, 48

00144 – ROMA

Instructions to fill in Form 8

The application form has **mandatory fields** (in light yellow) and optional fields (in white). Once filled in, the mandatory fields change colour from yellow to white.

When ready, the form **MUST NOT HAVE ANY YELLOW FIELD** (= empty mandatory field)

Below you may find instructions to fill in the different sheets of the form.

Account holder	
Data	Notes
Company Name	The name of the account holder must be the same as the name in the monitoring plan. If the name in the monitoring plan is no longer valid, the name in the trade register or the name used by Eurocontrol should be used instead.
Company Registration Number	
VAT Number	
Address	Enter the account holder address
Post Code	
City	
Region	
Country	
Telephone Number 1	Including international code
Telephone Number 2	Including international code. A second number is mandatory (it can be a fax number or an operator number)
E-mail Address	
Account Name	Enter the name you wish to give to the holding account

Aircraft operator	
Data	Notes
Unique code under Commission Regulation 748/2009	Enter identification code according to Commission Regulation 2009/748/EC
Monitoring Plan ID	Enter the code assigned to the Monitoring Plan as specified in Annex A of deliberation 10/2012 (attached at the end of this document)
Monitoring Plan first year of applicability (yyyy)	
First year of verification (yyyy)	Enter the first year for verifying emissions according to Directive (for ALL operators included in regulation 748/2009/CE the first year is 2012)
Contact person information	Enter first name, last name, telephone numbers, e-mail address of the contact person if one has been specified during account opening

Authorized representatives	
Data	Notes
URID	Enter the identification code ITxxxxxxxxxxxx provided during registration. For the newly registered users the URID will be displayed at the end of Procedure 1 (step 3.8) while for already registered users the UIRD can be found on top of the left menu under the name, after accessing the system
First Name	
Last Name	
Title	Scroll down the menu to select an option
Birth Date (yyyy/mm/dd)	

Birth Place	
Birth Country	
Credentials ID	
Credentials Type	Scroll down the menu to select an option
Other (specify)	You may use this field if no option matches your type of credentials
Credentials Expiry Date (aaaa/mm/gg)	
Company Name	The name of the company you work for
Company Department	The name of the company department you work for
Job Title	Your professional role
Address	Your business address
Post Code	
City	
Region	
Country	
Telephone Number 1	Including international code
Telephone Number 2	Including international code. A second number is mandatory (it can be a fax number or an operator number)
E-mail Address	Attention: this information is mandatory and MUST BE a PERSONAL (not generic) address since it'll be used for user authentication by the European Commission. Please note that this address should be the same as the one used to request the ECAS account
Mobile Phone 1	Attention: you must provide AT LEAST ONE and PERSONAL mobile phone number since this will be used for authentication and for logging into the Union Registry Please note that this number should be the one added to your

	ECAS account
Mobile Phone 2	
Mobile Phone 3	
Preferred Language for communication	Scroll down the menu to select the language to exchange information with the Helpdesk
Secret Question	Enter any question you wish to be used for identity checks
Secret Answer	Enter the answer to the secret question you specified (question and answer should be personal to be effective)

Codici identificativi dei piani di monitoraggio

(allegato A della deliberazione 10/2012 del Comitato per la gestione della Direttiva 2003/87/CE)

Allegato A

Piani di monitoraggio delle emissioni annuali degli operatori aerei amministrati dall'Italia
e relativi codici identificativi

Codice identificativo	Nome operatore aereo	Stato di appartenenza	Piano di monitoraggio delle emissioni annuali	Codice piano
37425	ABBERTON LTD	UNITED ARAB EMIRATES	ABBERTON LTD_AE_APPROVED.xls	AV001
22368	AGUSTA WESTLAND SPA	ITALY	AGUSTA_AE_APPROVED.xls	AV002
29450	AIC CANADA	CANADA	6-28-10 ITALY AIC Global Holding MONITORING PLAN_APPROVED.xls	AV003
11479	AIR DOLOMITI	ITALY	AIRDOLOMITI_AE_3_APPROVED.xls	AV004
32715	AIR FOUR S.P.A.	ITALY	MP_em_gfta-IT_APPROVED.xls	AV005
30965	AIR ITALY	ITALY	AIR ITALY_AE_APPROVATO.xls	AV006
23557	AIR MEMPHIS	EGYPT	AIR MEMPHIS_AE_APPROVED_Reservation.xls	AV007
31884	AIR PRESTIGIO	UNITED STATES	AIR PRESTIGIO_AE_APPROVED.XLS	AV008
f10307	AirBar LLC	UNITED STATES	AirBar LLC Monitoring plan_APPROVED.xls	AV009
23132	ALBANIAN AIRLINE	ALBANIA	ALBANIAN AIRLINE_AE_APPROVED.xls	AV010
f10022	Alcoa, Inc.	UNITED STATES	EU ETS Alcoa 6 10 initial draft2_APPROVED.xlsx	AV011
34831	ALITALIA C.A.I. SPA	ITALY	1. Gruppo Alitalia_CAI_MP_AEm_COM_en rev.4_APPROVED.xls	AV012
28123	AMRASH	UNITED STATES	AMRASH_AE_APPROVED.xls	AV013
29878	BALMORAL AIR PTY	AUSTRALIA	MP_AEm_COM_en_APPROVED.xls	AV014
20198	BELAVIA AIRLINES	BELARUS	BELAVIA_AE_APPROVED.xls	AV015
31421	BELLE AIR	ALBANIA	BELLE AIR_AE_APPROVED.xls	AV016
36730	BELLE AIR EUROPE SRL	ITALY	BELLE AIR EUROPE_AE_APPROVED.xls	AV017
f10086	Black Diamond Aviation	UNITED STATES	BLACK DIAMOND AVIATION_AE_APPROVED.xls	AV018
26015	BLUE PANORAMA LI	ITALY	BLU PANORAMA_AE_APPROVED.xls	AV019
f11338	BLUE STAR MANAGEMENT SERVICES CORP	UNITED STATES	BLUE STAR MSC_APPROVED.xls	AV020
36408	BLUEBAIR JET	SWITZERLAND	BLUEBAIR JET_AE_APPROVED.xlsx	AV021
32566	BRENZIL PTY	AUSTRALIA	Brenzil Pty Ltd_AE_APPROVED.xls	AV022
f10100	C. Cary Patterson	UNITED STATES	C. CARY PATTERSON_AE_APPROVED.xls	AV023
19019	CABLEAIR	UNITED STATES	CableAir_AE_APPROVED.xls	AV024
31766	CARGOITALIA	ITALY	Cargoitalia_AE_2_APPROVED	AV025
35318	CARGOLUX ITALIA	ITALY	CARGOLUX_AE_APPROVED.xls	AV026
26954	CARNIVAL CORP	UNITED STATES	CARNIVAL_CORP_AE_APPROVED.xls	AV027

Allegato A

Piani di monitoraggio delle emissioni annuali degli operatori aerei amministrati dall'Italia e relativi codici identificativi

36770	CHEMPLASTICA	UNITED KINGDOM	M-LRJT AEm Monitor Plan_APPROVED.xls	AV028
24759	CNH America LLC	UNITED STATES	CNH AMERICA_900AE_v2_APPROVED.xls	AV029
30812	CONSOLIDATED INVESTM	UNITED STATES	CIG Italian ETS_APPROVED.xls	AV030
32598	DELIA A/S	DENMARK	DELIA AS_AE_APPROVED.xls	AV031
36591	DELMAR SYSTEMS INC.	UNITED STATES	DELMAR_AE_APPROVED.xls	AV032
29468	Dillard's Inc.	UNITED STATES	U.S. ALPHA_AE_APPROVED.xls	AV033
18428	DOLE FOODS	UNITED STATES	DOLE FOODS_AE_APPROVED.xls	AV034
9322	DOMUS	ITALY	DOMUS_AE_APPROVED.xls	AV035
30245	DRAX GROUP	UNITED STATES	DRAX GROUP_AE_APPROVED.XLS	AV036
23676	DUDMASTON LTD	SWITZERLAND	DUDMASTON LTD_AE_APPROVED.xls	AV037
33586	E+A AVIATION	SWITZERLAND	E + A AVIATION_AE_APPROVED.xls	AV038
f12669	Elk Mountain Consulting LLC	UNITED STATES	Elk Mountain_AE_APPROVED.xls	AV039
f11891	Encanto Investment Inc	UNITED STATES	ENCANTO_AE_APPROVED.xls	AV040
1039	ETHIOPIAN AIRLINES	ETHIOPIA	ETHIOPIAN AIRLINES_AE_2_APPROVED.xls	AV041
5051	EUROFLY SERVICE	ITALY	EUROFLY SERVICE_AE_APPROVED.xls	AV042
f12110	EUROJET HOLDINGS LTD	BERMUDA	EUROJET HOLDINGS_APPROVED.xls	AV043
f10871	Fort Calumet Company	UNITED STATES	FORT CALUMET COMPANY_AE_APPROVED.xls	AV044
f12234	Full Hill Limited Hong Kong	HONG KONG SAR	Full Hill Limited Hong Kong_AE_APPROVED.xls	AV045
32161	G350 LEASING LLC	UNITED STATES	G350 Leasing_AE_APPROVED.xls	AV046
37037	GAMAY ENTERPRISES LT	BRAZIL	GAMAY ENTERPRISES LT_APPROVED.xls	AV047
35213	GEDEAM TOURISM S.A.	LUXEMBOURG	GEDEAM TOURISM_AE_VER_2_APPROVED.xls	AV048
33783	GLOBUS LLC	RUSSIAN FEDERATION	GLOBUS LLC_AE_APPROVED.xls	AV049
f10228	Golden Gaming	UNITED STATES	GOLDEN GAMING_APPROVED.xls	AV050
32887	GP AVIATION SVCS	UNITED STATES	GP AVIATION SVCS_AE_APPROVED.xls	AV051
32263	GUTMEN INC.	BRAZIL	GUTMEN INC_AE_APPROVED.xls	AV052
f10239	Hawker Aviation LLC	UNITED STATES	HAWKER AVIATION LLC_AE_APPROVED.xls	AV053
f10248	HGA, LLC	UNITED STATES	HGA LCC_AE_APPROVED.xls	AV054
16284	ITALI AIRLINES SPA	ITALY	ITALI AIRLINES SPA_AE_APPROVED.xls	AV055
f10283	JSM at FALCON, LLC	UNITED STATES	JSM at FALCON, LLC_APPROVED.xls	AV056
29205	KND AIRCRAFT LEASING	UNITED KINGDOM	MP AEm_COM_en N184BK.xls	AV057
f10999	LatAm LLC	UNITED STATES	LatAm_APPROVED.xls	AV058

**Piani di monitoraggio delle emissioni annuali degli operatori aerei amministrati dall'Italia
e relativi codici identificativi**

32713	LAUTHER-PHILLIPS	UNITED STATES	<i>EU-ETS Monitoring Plan (MJ Gould) APPROVED.xlsx</i>	AV059
31451	LENNAR	UNITED STATES	<i>LENNAR_AE_APPROVED.xls</i>	AV060
29351	LIVINGSTON SPA	ITALY	<i>LIVINGSTONE_AE_APPROVED.xls</i>	AV061
f10781	Lucky Fives LLC	UNITED STATES	<i>EU AETS f1 0781 MPV01 101210 APPROVED.xlsx</i>	AV062
36491	MANAGEMENT SERVICES	UNITED STATES	<i>MANAGEMENT_AE_APPROVED.xls</i>	AV063
f10828	Marnell Corrao Associates	UNITED STATES	<i>Final UV-Edit-MCA - MP AEm_COM_en APPROVED.xls</i>	AV064
27891	MASS MUTUAL LIFE	UNITED STATES	<i>MASS MUTUAL LIFE_AE_APPROVED.xls</i>	AV065
32051	MERIDIAN AIRCOMPANY	UKRAINE	<i>MERIDIAN_AE_2_APPROVED.xls</i>	AV066
11698	MERIDIANA FLY	ITALY	<i>MERIDIANA FLY_AE_3_APPROVED.xls</i>	AV067
8487	MISTRAL AIR ROMA	ITALY	<i>Mistral_AE_2_APPROVED.xls</i>	AV068
31311	MSC AVIATION	SWITZERLAND	<i>MSC AVIATION_AE_APPROVED.xls</i>	AV069
28484	NEOS	ITALY	<i>Neos MP AE_2_APPROVED.xls</i>	AV070
26030	NEXT CENTURY AVTN	UNITED STATES	<i>NEXT CENTURY_AE_APPROVED.xls</i>	AV071
f10633	Northwestern Mutual Life Ins. Co.	UNITED STATES	<i>NORTHWESTERN MUTUAL LIFE INS. CO_AE_APPROVED.xls</i>	AV072
27302	OAK MANAGEMENT	UNITED STATES	<i>OAK MANAGEMENT_AE_APPROVED.xls</i>	AV073
32710	PENN NATIONAL GAMING	UNITED STATES	<i>Penn National Gaming_AE_APPROVED.xls</i>	AV074
31232	PETROFF AIR	RUSSIAN FEDERATION	<i>PETROFF AIR_AE_APPROVED.xls</i>	AV075
28946	PITTCO	UNITED STATES	<i>PITTCO_AE_APPROVED.xls</i>	AV076
f10372	R.O.P. Aviation, Inc.	UNITED STATES	<i>R.O.P. AVIATION INC_AE_APPROVED.xls</i>	AV077
f11465	RAMSEY ASSET MANAGEMENT LLC	UNITED STATES	<i>RAMSEY ASSET MANAGEMENT LLC_APPROVED.xlsm</i>	AV078
f10373	Raptor Group Holdings LP	UNITED STATES	<i>RAPTOR_AE_APPROVED.xls</i>	AV079
22653	RENCO USA	UNITED STATES	<i>EUAETS22653MPtkmV02101210_2_APPROVED.xls</i>	AV080
f10390	Rochester Aviation, Inc.	UNITED STATES	<i>ROCHESTER AVIATION, INC_AE_APPROVED.xls</i>	AV081
32661	ROONEY HOLDINGS INC	UNITED STATES	<i>ROONEY HOLDINGS_AE_4_APPROVED.xls</i>	AV082
f10399	Sentry Insurance a Mutual Company DBA Sentry Aviation Services LLC	UNITED STATES	<i>SENTRY AVIATION SERVICES LLC_AE_APPROVED</i>	AV083
f10400	Servicios Aereos Sudamericanos S.A.	ARGENTINA	<i>SERVICIOS AEREOS SUDAMERICANOS S.A_AE_APPROVED</i>	AV084

**Piani di monitoraggio delle emissioni annuali degli operatori aerei amministrati dall'Italia
e relativi codici identificativi**

23243	SERVIS AIR HAVA	TURKEY	REVISED TEMPL. SERVISAIR_APPROVED.xls	AV085
8484	SIRIO	ITALY	SIRIO_AE_v3_APPROVED.xls	AV086
10748	SKYSERVICE AIRLINES	CANADA	Skyservice_Airlines_AE_APPROVED.xls	AV087
25237	SOREM S.R.L.	ITALY	SOREM_AE_APPROVED.xls	AV088
29126	Star Aircraft Leasing S.A.	UNITED STATES	STAR ACFT LEASING_AE_APPROVED.xls	AV089
f10414	State Farm Mutual Automobile Insurance Co.	UNITED STATES	STATEFARME_AE_APPROVED.XLS	AV090
f10435	SYMAX LLC	UNITED STATES	SYMAX LLC_AE_APPROVED.xls	AV091
22663	TAVISTOCK AVTN	BAHAMAS	TRAVISTOCK AVTN_AE_APPROVED.xls	AV092
36364	Time Warner Cable Inc.	UNITED STATES	Time Warner Cable Inc_APPROVED.xls	AV093
f12493	Titlemax Aviation, Inc.	UNITED STATES	TITLEMAX_AE_APPROVED.xls	AV094
f11186	Trinity Broadcasting of FL, Inc.	UNITED STATES	Trinity_AE_APPROVED.xls	AV095
33685	TRT AERONAUTICAL INC	UNITED STATES	TRT AERONAUTICAL INC_AE_APPROVED.xls	AV096
f12469	UPMC	UNITED STATES	UPMC_AE_APPROVED.xls	AV097
f12001	V1 Aviation Inc.	UNITED STATES	V1 AVIATION_AE_APPROVED.xls	AV098
32561	VK AVIATION USA	UNITED STATES	VK AVIATION USA_AE_APPROVED.xls	AV099
f10568	Westbury Group Ltd.	BERMUDA (UK)	WESTBURY GROUP LTD. AE_APPROVED.xls	AV100
f10872	Westwind Aquisition	UNITED STATES	707BC_N807BC_ETS--Nov 28_APPROVED.xls	AV101
8586	WHIRLPOOL	UNITED STATES	WHIRLPOOL_AE_APPROVED.xls	AV102
26545	WIDEWORLD SRVCS	ARGENTINA	WIDEWORLD SRVCS_AE_APPROVED.xls	AV103
29423	WIND JET SPA	ITALY	WIND JET SPA_AE_4_APPROVED.xls	AV104
33364	WINDROSE AVIATION UK	UKRAINE	WINDROSE AVIATION UK_AE_APPROVED.xls	AV105
f12167	251 Finance Inc	UNITED STATES	251 FINANCE_AE_APPROVED.xls	AV106