

Requirements for opening an account

This information sheet contains information about the details and documents which must be submitted when opening an account in the Dutch section of the CO₂ registry for emissions trading.

In (EU) Regulation No. 389/2013 the European Commission has laid down the requirements which must be met by all organisations and persons wanting access to the CO₂ registry for emissions trading. In this information sheet we will first outline the background to these requirements. You can then read an explanation of the information and documents which the Dutch Emissions Authority will ask you for if you want to open an account in the registry.

Background

Over the last few years the emissions trading scheme has encountered various forms of fraud, such as VAT fraud, money laundering, identity fraud and allowance theft. Measures have been taken to prevent this in the future. One of these measures is tightened 'door security'. All organisations and persons wanting access to the registry must submit certain information and documents to show that they are acting in good faith. This information is checked when an account is applied for or changed, and again once every three years for each account holder. The Dutch Emissions Authority also uses these procedures to get to know its account holders better and further customise its services.

Requirements

The requirements which an organisation that wishes to become an account holder must meet depend on the type of account applied for. In addition, all persons who are actually to be given access to the account must provide certain information and documents. The requirements are summarised below.

Please note!

When your organisation applies for an account, we will inform you personally of the information and documents that we require from you specifically. We may already have certain information, in which case your organisation will not need to meet all the requirements again, or we may be able to find certain information in public registers. It is also possible that we will ask you for information that is not specified here. No rights can therefore be derived from this information sheet.

Information about the organisation applying for the account

- The signed form

During the application procedure you will be asked to complete a form online. In this form you will provide information about your organisation, the persons who will have access to the account, the Ultimate Beneficial Owners of your organisation, and your activities in the field of emissions trading.

- An extract from a trade register or a notarised declaration

This extract provides the NEa with basic information about your organisation. It must also show which persons are authorised to represent the organisation. If there is information missing from the extract, a notarised declaration is required which does include this information.

- A copy of a valid ID document belonging to the person who has been authorised to represent the business and has signed the form.

This must be a colour copy of a passport or ID card. An ID card must give at least the name, date of birth, place of birth and nationality of its holder.

- Proof of VAT registration
- Proof of a current bank account in the European Economic Area*
- A list with the names of all the directors of your organisation*
- A Certificate of Good Behaviour (VOG) or equivalent foreign document for the director who is responsible for the activities in the field of emissions trading*
- A copy of the annual report or of the most recent audited financial statements of the organisation*

*In principle, this document is required only if you are applying for a person holding account, trading account or Kyoto account. Businesses or aircraft operators that are obliged to take part in emissions trading will not be required to submit this document.

Information about the persons who will have access to the account

- A copy of a valid ID document

This must be a colour copy of a passport or ID card. An ID card must give at least the name, date of birth, place of birth and nationality of its holder. We will use the identification, among other things, to check whether the person is at least 18 years old.

- Proof of the home address

In some countries the ID document shows the address of the permanent residence of its holder, in which case this is sufficient proof. A document that has been issued by a public authority and which includes the address of the permanent residence (for example, an extract from a population register) will also be accepted.

- A Certificate of Good Behaviour or equivalent foreign document

Certification and legalisation

All copies of documents that you send must be certified copies of the original. Every country has its own authorities where you can get your copies certified. Generally this can be done by a civil-law notary or by the local council.

If the document or certified copy comes from outside the Netherlands, it must be legalised. Legalisation serves to assure the NEa that the original foreign documents you have submitted are genuine or that the stamp on the copy is genuine.

Original foreign documents, therefore, can immediately be legalised. Copies of foreign documents must first be certified.

More information

You will find more information on our website about the different types of accounts and the application and modification procedures. Go to www.emissionsauthority.nl > topics > Accounts ETS.

If you have any questions about opening or modifying an account or about the relevant procedure, please contact the NEa Helpdesk. You can reach the Helpdesk by telephone (070 456 8050) on weekdays between 9:00 and 12:00 and 15:00 and 17:00 or by email at info@emissieautoriteit.nl.