

ACER

Notification Platform

Public User Guide

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1. Introduction

1.1 Purpose and Audience of this Guide

- (1) This document is intended for all Notification Platform (NP) users, as it is a comprehensive user manual describing the most frequent user needs, such as how to access and use the tool.

1.2 What is REMIT?

- (2) REMIT stands for Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency. It was published in the Official Journal of the European Union on 8 December 2011 and entered into force 20 days following its publication, i.e. on 28 December 2011. REMIT introduces, for the first time, a consistent EU-wide framework:
- defining market abuse, in the form of market manipulation, attempted market manipulation and insider trading, in wholesale energy markets;
 - introducing the explicit prohibition of market manipulation, attempted market manipulation and insider trading in wholesale energy markets;
 - establishing a new framework for the monitoring of wholesale energy markets to detect and deter market manipulation and insider trading; and
 - providing the enforcement of the above prohibitions and the sanctioning of breaches of market abuse rules at national level.

1.3 REMIT and the Notification Platform

- (3) The Notification Platform is an application/tool that allows any user to transmit information to NRAs and the Agency for the Cooperation of Energy Regulators (the Agency or ACER). It can be used by persons professionally arranging transactions (PPATs) and Market Participants (MPs) in order to inform about the situations described by the following articles of REMIT. It can also be used by stakeholders to report a potential REMIT breach. Furthermore, it allows NRAs to fulfil their notification obligation to the Agency.
- (4) The table below illustrates the types of notifications, the notifying parties and notified parties that can use the NP.

According to the article of REMIT:	What to notify	Who notifies √	WHO is notified >	
			ACER	NRAs
Art 3(4)b	Coverage of an immediate physical loss.	market participant	YES	YES
Art 4(2)	Delayed disclosure of inside information.	market participant	YES	YES
Art 15	Potential insider trading & market manipulation.	PPAT	in copy *	YES
Other STR	Any potential REMIT breach.	all stakeholders	in copy *	YES
Art 16 (2)	Situations described in the relevant articles.	NRA	YES	-
Art 16 (3)a		NRA	YES	-
Art 16 (3)d		NRA	YES	-

* The obligation is towards the NRA. ACER receives it for information.

1.3.1 Article 3(4)(b) of REMIT (for market participants)

- (5) *Pursuant to Article 3(4)(b) of REMIT, the prohibitions of insider trading in Article 3 shall not apply to transactions entered into by electricity and natural gas producers, (...) the sole purpose of which is to cover the immediate physical loss resulting from unplanned outages, where not to do so would result in the market participant not being able to meet existing contractual obligations (...). In such a situation, the relevant information relating to the transactions shall be reported to the Agency and the NRA.*

1.3.2 Article 4(2) of REMIT (for market participants)

- (6) *Pursuant to Article 4(2) of REMIT, a market participant may exceptionally delay the public disclosure of inside information. In this case, the market participant shall without delay provide that information, together with a justification for the delay of the public disclosure, to the Agency and the relevant NRA having regard to Article 8(5) of REMIT.*
- (7) By submitting a notification pursuant to Article 3(4)(b) and 4(2) of REMIT via the NP, a market participant simultaneously notifies both the relevant NRA and the Agency.
- (8) Notification Platform also allows NRAs to inform the Agency, as required by the following Articles of REMIT.

1.3.3 Article 15 of REMIT (for PPATs)

- (9) *Any PPAT in wholesale energy products who reasonably suspects that a transaction might breach Article 3 or 5 of REMIT shall notify the relevant NRA without further delay.*
- (10) By submitting a Suspicious Transaction Report (STR) via the NP, a PPAT simultaneously notifies the relevant NRA(s) and informs the Agency about the suspicious event.

1.3.4 Other Suspicious Transaction Reports (for all stakeholders)

- (11) The NP also includes a general option to notify suspicious transactions by any other party and offers the possibility to do so anonymously.

1.3.5 Article 16(2) of REMIT (for energy regulators)

- (12) *NRAs shall without delay inform the Agency in as specific a manner as possible where they have reasonable grounds to suspect that acts in breach of REMIT are being, or have been, carried out either in that Member State or in another Member State.*

1.3.6 Article 16(3)(a) of REMIT (for energy regulators)

- (13) *NRAs shall inform the competent financial authority of their Member State and the Agency where they have reasonable grounds to suspect that acts are being, or have been, carried out on wholesale energy markets which constitute market abuse within the meaning of Directive 2003/6/EC and which affect financial instruments subject to Article 9 of that Directive; for these purposes, NRAs may establish appropriate forms of cooperation with the competent financial authority in their Member State*

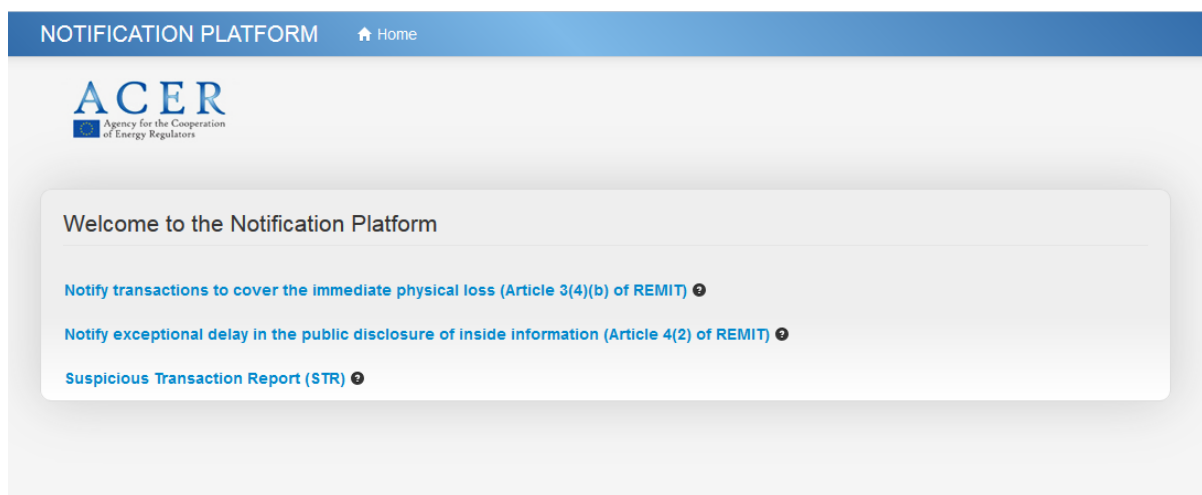
1.3.7 Article 16(3)(d) of REMIT (for energy regulators)


- (14) *NRAs shall inform the national competition authority of their Member State, the Commission and the Agency where they have reasonable grounds to suspect that acts are being, or have been, carried out on wholesale energy market which are likely to constitute a breach of competition law.*
- (15) **Please note that by submitting a notification pursuant to Article 16(3)(a) and 16(3)(d) of REMIT via the NP, NRAs only inform the Agency. Any other notification obligations under these Articles should be fulfilled separately.**

2. Submitting a notification

- (16) To access the Notification Platform, please use the following link: <https://www.acer-remit.eu/np/home>. On the welcome page, please select the type of notification you wish to submit.

Figure 1: Notification Platform Welcome Page



- (17) **TIP: The sign  appears next to each field throughout the NP. Move your cursor over the sign to get additional information on the corresponding field, including the type of information that needs to be provided.**

2.1 Notification according to Article 3(4)(b) of REMIT

- (18) To submit a new Notification according to Article 3(4)(b) of REMIT, you will need to provide mandatory (see Figure 2) information on¹:
- a. Details of the notifying party (Name of Market participant);
 - b. Contact person (Surname, Name, E-mail, Address, Phone/Fax);
 - c. Type of market participant entering into transactions (according to the types listed in the Article 3(4)(b));
 - d. Competent Authority (National Regulatory Authority);
 - e. Identification of the inside information concerned (Name of the facility, Dates of the unplanned outage);
 - f. Identification of the transactions concerned (Other Details).
- (19) Once you have completed the form, have read ACER's data protection privacy statement and agreed with the personal data processing activities related to the use of the NP, click on the **"Submit"** button at the bottom right corner of your screen. Your notification will be sent and registered. Click on the **"Cancel"** button if you wish to discontinue your submission.



- (20) **TIP: The "Submit" button is inactive (coloured light green and cannot be clicked) by default. It only becomes active once ACER's personal data processing activities have been accepted. If you do not accept them and wish to discontinue your submission, click on the "Cancel" or close your browser.**

¹ A list of all fields and expected information is available in Annex 2.

Figure 2: Submission form for Notifications according to Article 3(4)(b) of REMIT

Notify transactions to cover the immediate physical loss (Article 3(4)(b) of REMIT)
Restricted+

Details of the notifying party

Name of the market participant *

ACER Code

Contact person

Surname, forename *

E-Mail *

Reply E-mail *

Address *

Phone/Fax *

Type of Market Participant entering into transaction

Type of market participant entering into transaction *

Competent Authority

National Regulatory Authority *
Autoritate pentru Energie Electrica si Gaz cald si sisteme termice
 Agencia de energia
 Autoritatea Nationala de Reglementari in domeniul Energiei

Other information on for the National Regulatory Authority

Identification of the inside information concerned

Name of the facility *

Installed capacity of the facility

Unavailable capacity

Dates of the unplanned outage *

Other details

Identification of the transaction concerned

Contract ID

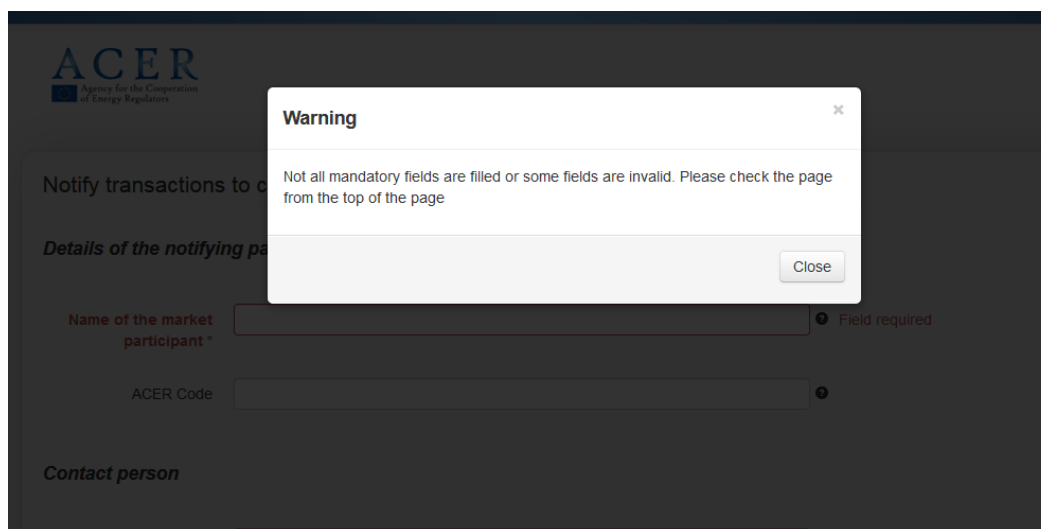
Transaction ID

Other Details *

I have read the [data protection Privacy Statement](#) and I am aware of ACER's personal data processing activities related to the use of the Notification Platform.

Note: You have to complete all mandatory fields on the form (marked with **bold text** and an asterisk *), and accept the personal data processing activities in order to be able to submit a new notification. If you try to submit the notification without completing the mandatory fields, you will be shown a warning message and will be asked to fill in the missing information. Relevant fields with missing information will be marked with the message "Field required" in red. After filling in these fields, you will be able to proceed with the submission. **Please expand all collapsed fields to verify that all mandatory fields have been filled in.**

Figure 3: “Mandatory fields” reminder




2.2 Notification according to Article 4(2) of REMIT

- (21) To submit a new Notification according to Article 4(2) of REMIT, you will need to provide mandatory (see [Figure 4](#)) information on²:
- a. Details of notifying party (Name of the Market participant);
 - b. Contact person (Surname, Name, E-mail, Address, Phone/Fax);
 - c. Competent Authority (National Regulatory Authority);
 - d. Identification of the inside information concerned;
 - e. Publication (Justification for delayed publication).
- (22) The submission of this type of notification requires filling in all mandatory fields, reading ACER's data protection privacy statement, and agreeing with the personal data processing activities related to the use of the NP.

² A list of all fields and expected information is available in Annex 3.

Figure 4: Submission form for Notifications according to Article 4(2) of REMIT

NOTIFICATION PLATFORM
Home



ACER
Agency for the Cooperation
of Energy Regulators

Notify exceptional delay in the public disclosure of inside information (Article 4(2) of REMIT)

Details of the notifying party

Name of the market participant *

ACER Code

Contact person

Surname, forename *

E-Mail *

Retype E-mail *

Address *

Phone/Fax *

Competent Authority

National Regulatory Authority *

- ACM (NL)
- AEEGSI (IT)
- AGEN-RS (SI)
- ANRE (RO)

Provide other information for the National Regulatory Authority

Identification of the inside information concerned

Installed capacity of the facility

Unavailable capacity

Identification of the inside information *

Date and time of the event concerned

Other details/Related transactions

Publication

Justification for delayed publication *

When and where the inside information will be published

Time of public disclosure

Place/Address

Additional information

Additional information

I have read the Data Protection [Privacy statement](#) and I am aware of ACER's personal data processing activities related to the use of the Notification Platform.

2.3 Suspicious Transaction Report – (STR)³

- (23) Notifications according to Articles 15, 16 (2), 16 (3)(a), 16 (3)(d) of REMIT and Other Suspicious Transaction Reports are grouped together under the heading “Suspicious Transaction Report (STR)”, which appears on the welcome page (see Figure 1). Click on “**Suspicious Transaction Report (STR)**” on the welcome page, and fill in the fields “Notifying party” and “Type of Notification” on the following page in order to access the relevant notification form. Click on “**Next**” to proceed or “**Cancel**” to go back to the welcome page (see Figure 5).
- (24) If you wish to submit an STR but it does not belong to any type of entity listed under “Notifying Party”, please select the value “Others”. You can also submit an anonymous notification under this selection (Figure 7).

Figure 5: Selecting a Notifying Party and Type of notification

- (25) The following pages request information regarding the potential REMIT breach you are reporting, including i) Basic information; ii) Notifying party details; iii) Parties involved in the potential breach; iv) Description of the potential breach; and finally, v) Attachments and submission.
- (26) Each page requires filling in all mandatory fields before proceeding to the next one. Mandatory fields are marked with an asterisk (*) and bold text. Once you have filled in all mandatory fields, you can proceed by clicking “Next” at the bottom of the page. Should you wish to return to a section you have already filled in, click on the “Back” button (or “Cancel” button on the “Basic Information” page) on the left-hand side of the page (see Figure 6).

2.3.1 Basic information

- (27) Under the basic information heading you will be required to fill in information, such as the category of a potential REMIT breach, Potential MAR breaches (if you select “Art. 3” or “Art. 4”), the responsible NRA (the NRA to which you wish to report), and Commodity (see Figure 6). Once you fill in the fields, click on “Next” to proceed.

³ A list of all fields and expected information is available in Annex 4.

Figure 6: Example: Basic Information tab for an STR (Notification according to Article 15 of REMIT)

Notification according to Article 15 of REMIT
Restricted+

Basic Information 🔗

Notifying parties 🔗

Parties involved in the potential breach 🔗

Description of the potential breach 🔗

Attachments and submission 🔗

Legend

This field is required *

Click the icon for help on the item 🔗

The page has been validated successfully ✔

The page is incomplete 🔗

Category of REMIT breach *

Insider Trading (Art. 3)
 Market Manipulation (Art. 5)
Data Reporting obligation (Art. 8)
 Disclosure of inside information obligation (Art. 4)

Sub-category of REMIT breach

Nothing selected

Member State affected

Belgium
 Bulgaria
 Czech Republic
 Denmark

Responsible NRA *

ACM (NL)
 AEEGSI (IT)
 AGEN-RS (SI)
 ANRE (RO)

Commodity *

Electricity
 Gas
 Capacity Electricity
 Capacity Gas

Cancel

Save as draft

Next

2.3.2 Notifying parties

- (28) This page requires you to fill in your details as a notifying party (such as name and organisation).
- (29) The logo of the NRA(s) you wish to notify (selected in the field “Responsible NRA” under Basic information) will be displayed next to ACER’s logo from this page onwards. This allows you to verify that your selection of the NRA(s) you wish to notify is correct (Figure 7).

Figure 7: Example – Notifying parties tab for an STR (Other Suspicious Transaction Report)

Other Suspicious Transaction Report (STR) Restricted+

Basic Information ✓

Notifying parties ✖

Parties involved in the potential breach ✖

Description of the potential breach ✖

Attachments and submission ✖

Legend

This field is required *

Click the icon for help on the item ⓘ

The page has been validated successfully ✓

The page is incomplete ✖

I wish to remain anonymous ⓘ

Name of the person submitting the notification * ⓘ

Job title ⓘ

Organisation of the person submitting the notification * ⓘ

Business Address * ⓘ

Business Phone * ⓘ

Business E-mail * ⓘ



(30) **TIP: The field “I wish to remain anonymous” is only available for Other Suspicious Transaction Report type of notifications.**

(31) Once you have filled in your details, you can proceed to the next page by clicking “Next” at the bottom of the page.

2.3.3 Parties involved in the potential breach

(32) This page requires you to provide information on the parties involved in the potential REMIT breach. You can choose a market participant involved in the potential REMIT breach by searching in the Centralised European Register of Energy Market Participants (CEREMP).

(33) In order to use the search function in CEREMP, click on the “Search” button next to the field “Name of the legal/natural person(s) involved in the potential breach” or “Code of the legal/natural person(s) involved in the potential breach” (see Figure 8). After you click on “Search”, a pop-up window appears, showing you the list of available MPs.

Figure 8: Example: Parties involved in the potential breach (Other Suspicious Transaction Report)

NOTIFICATION PLATFORM Home

ACER Agency for the Cooperation of Energy Regulators

Javna agencija RS za energiju

Other Suspicious Transaction Report (STR)

Basic Information ✓

Notifying parties ✓

Parties involved in the potential breach ☒

Description of the potential breach ☒

Attachments and submission ☒

Legend

This field is required *

Click the icon for help on the item ⓘ

The page has been validated successfully ✓

The page is incomplete ☒

Name of the legal/natural person(s) involved in the potential breach Search ⓘ

Code of the legal/natural person(s) involved in the potential breach Search ⓘ

Name of any other legal/natural person(s) associated to the potential breach ⓘ

Other details of the legal/natural person(s) involved in the potential breach ⓘ

Back Save as draft Next

- (34) The window allows you to search for a Market Participant by Name or by ACER code (see Figure 9). To perform a search, type the relevant information into the appropriate fields provided on top of the page and click **“Search”**. Partial inputs are allowed. If the search results contain the item(s) you were searching for, select (them) and press **“Select this ACER Code”**.
- (35) Alternatively, it is possible to select one or more items by ticking the check box directly in the list. Please note that the list contains multiple pages and that it is possible to view more items by clicking on **“Next”** in the navigation bar (see Figure 10).

Figure 9: Search CEREMP functionality

Market Participant Restricted+

ACER Code MP Name

Search

ACERCode selected: A000077K.AT,

Showing 1 to 3 of 3 entries

ACER Code	MP Name
<input checked="" type="checkbox"/> A000077K.AT	MP20161121
<input type="checkbox"/> A0000078LAT	MP20161121
<input type="checkbox"/> A0000079G.AT	MP20161121

← Previous 1 Next →

Close Select this ACERCode

Figure 10: Selecting MP(s) from CEREMP to link to your notification

Market Participant Restricted+

ACER Code MP Name Search

ACERCode selected: A0000077K.AT,

Showing 1 to 10 of 224 entries

ACER Code	MP Name
<input type="checkbox"/> A0000021.AT	Alessandra.MP.Austria1
<input type="checkbox"/> A0000024N.DE	MP_DE_test-2
<input type="checkbox"/> A0000042X.FR	mp_28720/2
<input checked="" type="checkbox"/> A0000077K.AT	MP20161121
<input type="checkbox"/> A0000076LAT	MP20161121
<input type="checkbox"/> A0000079G.AT	MP20161121
<input type="checkbox"/> A0000080X.AT	MP20161121
<input type="checkbox"/> A0000083R.AT	MP20161121
<input type="checkbox"/> A0000085N.AT	MP20161121
<input type="checkbox"/> A0000087J.AT	MP20161121

← Previous 1 2 3 4 5 Next →

Select this ACERCode

Close

- (36) After selecting the name of the MP, click on “Select this ACER Code” to proceed (see Figure 10). The page will be closed and the relevant fields in your submission form will be updated with the name and the ACER code of the MP(s) (see Figure 11). Click on “Next” to proceed to the following section.

Figure 11: Updated submission form including the MP(s) identified

NOTIFICATION PLATFORM [Home](#)

ACER Agency for the Cooperation of Energy Regulators

Javna agencija RS za energije

Other Suspicious Transaction Report (STR)

Basic Information ✓

Notifying parties ✓

Parties involved in the potential breach ✓

Description of the potential breach

Attachments and submission

Legend

This field is required *

Click the icon for help on the item ?

The page has been validated successfully ✓

The page is incomplete ✗

Name of the legal/natural person(s) involved in the potential breach Search

Code of the legal/natural person(s) involved in the potential breach Search

Name of any other legal/natural person(s) associated to the potential breach

Other details of the legal/natural person(s) involved in the potential breach

Back Save as draft Next

2.3.4 Description of the potential breach

(37) This page is dedicated to the description of the potential REMIT breach. You are required to provide information regarding the type of product(s) involved, as well as the reasons for suspecting the events might constitute a REMIT breach.

(38) Please note that in order to fill in the product information, you need to select “Number of product(s) involved” and then click on the corresponding text fields labelled “**Product**” (see Figure 12).



(39) **TIP: Depending on the possible type of REMIT breach you identified in section Basic information, you might also be asked to fill in details regarding public disclosure of information. In this case, additional fields will become available to you.**



(40) **TIP: If the potential breach involves several time-frames, e.g. intraday and day-ahead, please select the number “2” for the field “Number of products”, even if the breach involves multiple hours/days. The time element can be indicated in the field “Period of infringement”. The concrete contracts can be listed in the field: “Contract ID”.**

Figure 12: Example - Description of the potential breach

(41) Once you click on the relevant product number, additional fields will be displayed for you to input further product details (see Figure 13).

(42) The field “Number of products involved” is editable once selected, i.e. even if you initially select 2 products, you can afterwards select 4 (or vice versa) without losing any of the information you have provided.

Figure 13: Example – Input for product information

Notification according to Article 15 of REMIT
Restricted+

Basic Information ✓

Notifying parties ✓

Parties involved in the potential breach ✓

Description of the potential breach ✗

Attachments and submission ✗

Legend

* This field is required

🔗 Click the icon for help on the item

✓ The page has been validated successfully

✗ The page is incomplete

Inside information disclosed publicly? *

Number of product(s) involved *

Product 1 (Select to expand)

Product *
Day-ahead (FW)
 Two-days ahead (FW)
 Month ahead (FW)

Product delivery location *
Bulgaria
 Czech Republic
 Denmark

Product delivery date - Start

Product delivery date -End

Period of infringement

Load Type

Contracts ID(s)

Transactions ID(s)

Transactions/Orders Details

PPAT category
Broker
 Cross border capacity exchange/platform
 TSO organising gas trades,energy balancing,capacity trading

PPAT name

PPA other details

Reasons for suspecting that the events may constitute a REMIT breach *

Back
Save as draft Next



- (43) **TIP: If you have not filled in all mandatory fields, you will not be able to proceed. Please note that even if the fields are not visible to you at the time you click “Next” (e.g. if you missed selecting a value in the field “Product” for Product 1, but are currently reviewing Product 2), you will still be provided with a “Missing fields” reminder. Please return to the product information section for each product and ensure you have filled in all mandatory fields.**

2.3.5 Attachments and submission

- (44) The final section of the STR submission form allows you to provide further comments and attach any relevant files (see Figure 14). Please note that the accepted file formats and filename restrictions are outlined on the page. Documents that do not correspond to the labelling and format requirements will be rejected.

Figure 14: Example – Attachments and submission page

The screenshot shows the 'Other Suspicious Transaction Report (STR)' form on the ACER Notification Platform. The page title is 'NOTIFICATION PLATFORM' with a 'Home' link. The form is titled 'Other Suspicious Transaction Report (STR)' and is marked as 'Restricted+'.

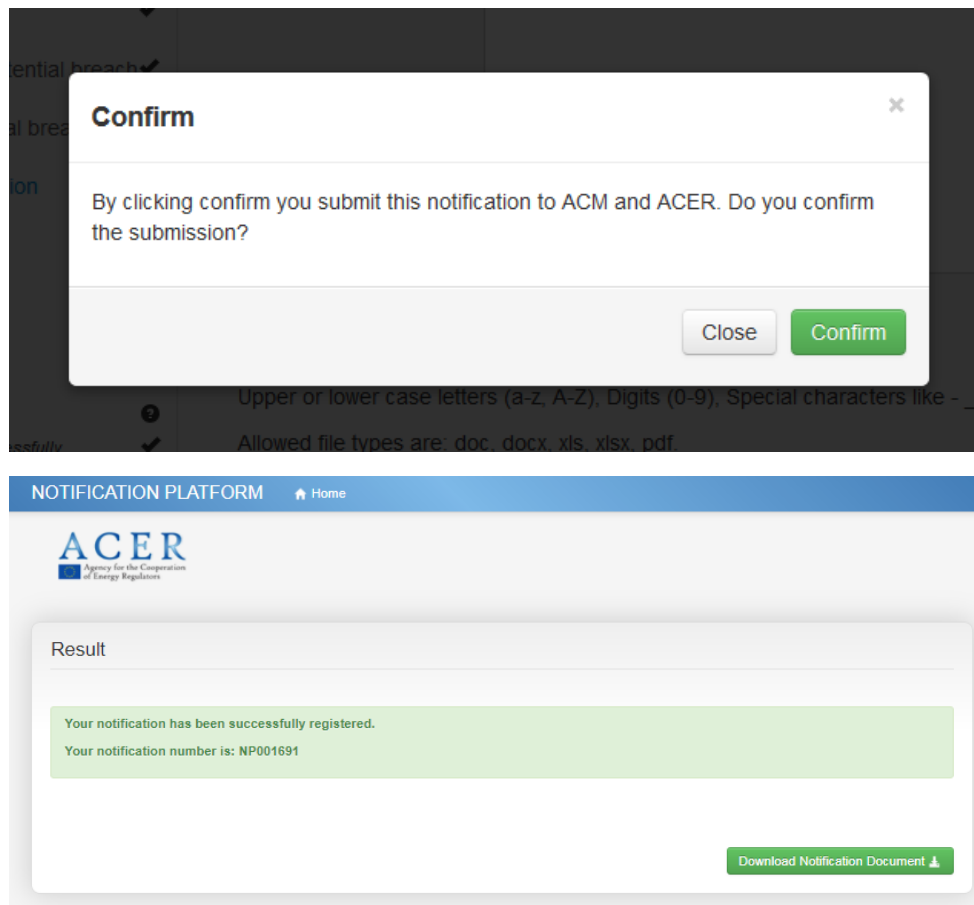
On the left, a progress indicator shows the following sections: 'Basic Information' (checked), 'Notifying parties' (checked), 'Parties involved in the potential breach' (checked), 'Description of the potential breach' (checked), and 'Attachments and submission' (incomplete, indicated by a checkmark with a slash). Below this is a 'Legend' section with icons for required fields, help, validation, and incompleteness.

The main content area includes a text box for 'Any other comments'. Below it, filename restrictions are listed: 'The filename can contain any combination of: Upper or lower case letters (a-z, A-Z), Digits (0-9), blank space. Special characters like % # & \$ £ § ° @ [] () - _ + . Allowed file types are: doc, docx, xls, xlsx, pdf. The maximum filename size is 60 characters. The maximum file size is 5MB'. There are two columns of file upload buttons, each with three 'Browse...' buttons.

At the bottom, there are two checkboxes: 'I have read the Data Protection Privacy statement and I am aware of ACER's personal data processing activities related to the use of the Notification Platform.' and 'By clicking submit the selected authority or authorities and ACER will be informed about this notification and the provided information in a secure and confidential manner.' A red note states: 'You will be able to download a .pdf version of the information you have provided after the submission.' At the bottom left is a 'Back' button, and at the bottom right are 'Save as draft' and 'Submit' buttons.

- (45) Once you have completed the form, have read ACER's data protection privacy statement and agreed with the personal data processing activities related to the use of the NP, click “**Submit**” at the bottom right corner of your screen (see Figure 14). A pop-up window appears, asking you to confirm the submission of the notification to the chosen NRA and to ACER (see Figure 5). After your notification is sent, you will be able to download a PDF version of your submission by clicking on the “**Download Notification Document**” (see Figure 15).

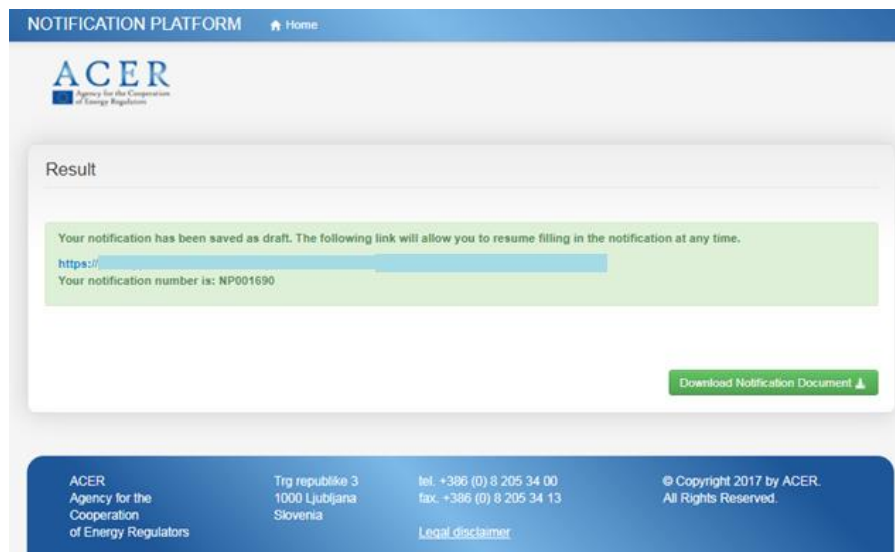
Figure 15: Confirmation of submission and receipt




2.3.6 Saving as a draft

- (46) At any point in time, you can save your notification as a draft by clicking on the **“Save as draft”** button. The system will generate and display a link to your submission form where the information you have already provided will be stored (see Figure 16).

Figure 16: Link to continue working on your submission



-  (47) **Make sure you save the link to the submission form.** The links are unique and cannot be recovered. If you lose your link but still wish to submit your notification, you will have to re-fill the information you have submitted.

2.4 Work offline – available to PPATs


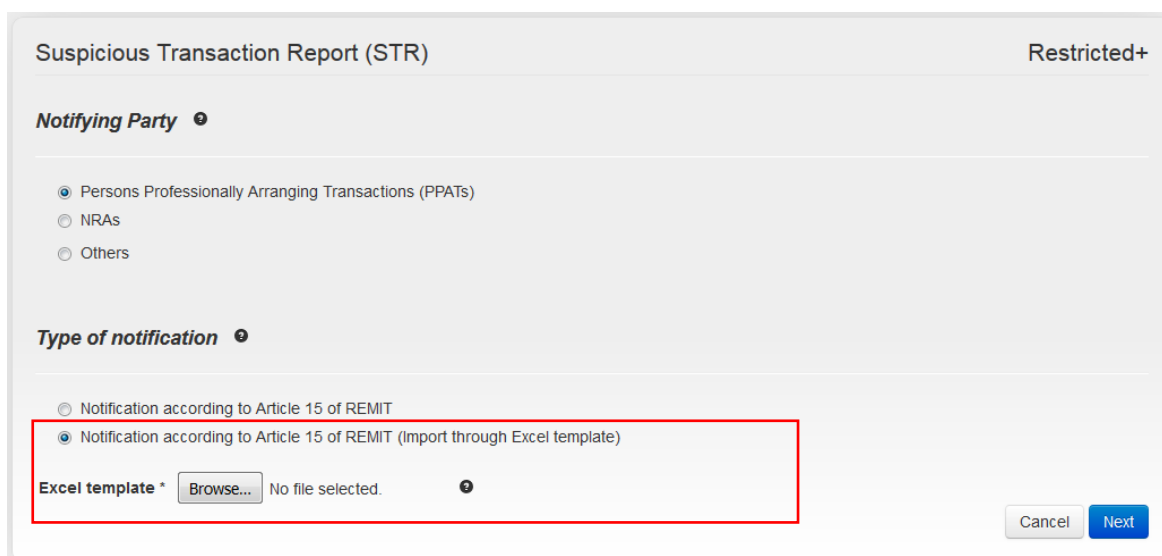

-  (48) **This functionality is only available to PPATs due to their legal obligation to report STRs to the relevant NRA(s).**
- (49) The functionality provides the option to work offline. The required information is gathered in a template, which is uploaded once it is filled in.
- (50) The template is a protected Excel file, which is provided to the NRAs by the Agency. PPATs may request it from the NRA of the EU member state that they are located in. It aggregates all the information requested by the online tool, as detailed in the previous sections of this guide.
- (51) The template is an .xlsm document; the user must fill in the Excel sheet(s) according to the instructions provided in the template. After filling in the document, .xlsm document must be saved using the “Save as” functionality by choosing “Excel version: 97-2003” (.xls extension).
- (52) Once you have filled in the template, you will be able to upload it in the system by submitting an Article 15 of REMIT notification and selecting “Import through Excel template” as Type of Notification (see Figure 17).


Figure 17: Import Excel template




Suspicious Transaction Report (STR) Restricted+

Notifying Party 

Persons Professionally Arranging Transactions (PPATs)
 NRAs
 Others

Type of notification 

Notification according to Article 15 of REMIT
 Notification according to Article 15 of REMIT (Import through Excel template)

Excel template * No file selected. 

- (53) **Uploading an altered template or a different Excel file will result in a failed import.** The tool only accepts information presented according to the template. For NP fields with drop-down value selection, your input must match the pre-set values. You can find individual instructions for each field under the “Description” column for each worksheet. For the list of accepted values in particular fields, refer to the “values” worksheet.
- (54) Once the file is uploaded to the system, a draft notification will be generated. The submission procedure from this point on will be the same as described in section 2.3.6 Saving as a draft. This allows you to attach documents to your submission, as well as to verify that the information was transmitted accurately.

3. Other features

3.1 Legal Disclaimer and Cookie Disclaimer

3.1.1 LEGAL DISCLAIMER

- (55) In the lower part (footer) of every page of the Notification Platform, you can find a link named **“Legal disclaimer”** (see Figure 18). The link contains information with a disclaimer, a copyright notice and rules related to personal data protection and information transmission.

Figure 18: Legal disclaimer link



3.1.2 COOKIE DISCLAIMER

- (56) The Notification Platform uses cookies in order to offer a better browsing experience. Once you log into the Notification Platform, you will see a warning notice (see Figure 19).

Figure 19: Cookie Notice



- (57) Clicking on **“I accept cookies”** will make this notice disappear. Clicking on the link **“how we use cookies and how you can change your settings”**, will redirect you to **“Cookie Disclaimer”**, a web page containing information on what cookies are, why they are used and how the Notification Platform uses them.

3.2 Important Notice on the “Reload” and “Back” Buttons



- (58) The HTTP protocol does not allow to use the **“Reload”** and **“Back”** button that browsers and keyboards provide without resubmitting the request or the information contained in the form; thus, using these buttons is not recommended. On the other hand, the **“Back”** buttons incorporated in the Notification Platform are designed to manage the command appropriately and are therefore the recommended way to go to a previous page.

3.3 User manual access


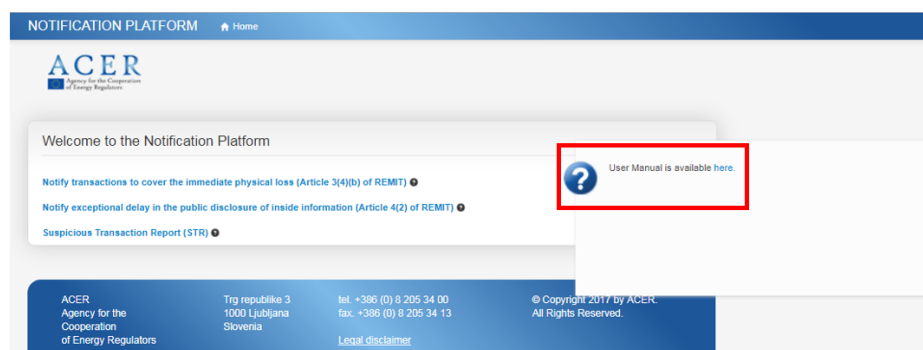
You can always access the user manual by clicking on the question mark sign  on the right-hand side of your screen (see Figure 20).

Figure 20: User manual access



Annex 1: Definition of document-specific terms

This document makes extensive use of some acronyms and abbreviations in order to enhance its readability and overall quality. The following table is alphabetically ordered.

Table 1: Terms and definitions

Term	Term definition
ACER	Agency for the Cooperation of Energy Regulators
ARIS	The Agency's REMIT Information System
CEREMP	Centralised European Register of Energy Market Participants
FTP	File Transfer Protocol
MAR	Regulation (EU) no 596/2014 of the European Parliament and of the Council of 16 April 2014 on market abuse (market abuse regulation)
MP	Market Participant
NP	Notification Platform
NRA	National Regulatory Authority
PFX	Personal Information Exchange
PPAT	Person professionally arranging transactions
REMIT	Regulation (EU) No 1227/2011 of the European Parliament and the Council on wholesale energy market integrity and transparency
SFTP	Secure File Transfer Protocol
SOAP	Simple Object Access Protocol
WSDL	Web Service Description Language

Annex 2: Notification according to Article 3(4)(b) of REMIT – field descriptions

The following table lists all the fields contained in the form that need to be filled in when submitting a notification according to Article 3(4)(b) of REMIT. For each field, a brief description of the required information is provided.

Table 2: List of fields related to the Article 3(4)(b) notification form and the required information

Section	Fieldname	Expected input
Details of the notifying party	Name of the market participant	Name of the Market Participant (either company name if legal person or full name if natural person).
Details of the notifying party	ACER Code	Unique code of the Market Participant using the ACER registration code received while registering under REMIT (e.g. A0000603S.SI). Size: 12 characters.
Contact person	Surname, Name	Surname, Name of the person submitting the notification.
Contact person	E-Mail (to which you will receive the E-Mail Receipt)	E-mail address of the person submitting the notification.
Contact person	Address	Business address of the organisation of the person submitting the notification.
Contact person	Retype E-mail	E-mail address of the person submitting the notification.
Contact person	Phone/Fax	Phone/fax number of the person submitting the notification.
Type of Market Participant entering into transaction	Type of market participant entering into transaction	Type of market participant entering into transaction.
Competent Authority	National Regulatory Authority	Select from a list of NRAs to choose which NRA(s) to notify. Please note that the selected will receive your notification under Article 3 (4) (b) of REMIT. To choose multiple NRAs, press and hold down the Ctrl key then click on each NRA that you want to notify.
Competent Authority	Other information for the National Regulatory Authority	Any other relevant information regarding the selected NRA(s).
Identification of the inside information concerned	Name of the facility	The name must relate to a specific facility.
Identification of the inside information concerned	Installed capacity of the facility	Capacity expressed in units of energy.
Identification of the inside	Unavailable capacity	Capacity expressed in units of energy.

Section	Fieldname	Expected input
information concerned		
Identification of the inside information concerned	Dates of the unplanned outage	Start and end dates of the outage.
Identification of the inside information concerned	Other details	Any other relevant information regarding the facility or the outage.
Identification of the transaction concerned	Contract ID	ID of the contract using a unique code identifier provided by the market place or counterparties.
Identification of the transaction concerned	Transaction ID	ID of the transaction as assigned by the organised market place of execution, or by the two market participants in the case of bilateral contracts.
Identification of the transaction concerned	Other Details	The information reported shall include the precise identification of the wholesale energy products bought and sold, the price and quantity agreed, the dates and times of execution, the parties to the transaction and the beneficiaries of the transaction, and any other relevant information.
Identification of the transaction concerned	I have read the data protection Privacy Statement and I am aware of ACER's personal data processing activities related to the use of the Notification Platform.	Read the Statement (link) and tick the box to proceed with the submission.
Identification of the transaction concerned	Captcha	Type characters below.

Annex 3: Notification according to Article 4(2) of REMIT – field descriptions

The following table lists all the fields contained in the form that need to be filled in when submitting a notification according to Article 4(2) of REMIT. For each field, a brief description of the required information is provided.

Table 3: List of fields related to the Article 4(2) notification form and the required information

Section	Field name	Expected input
Details of the notifying party	Name of the market participant	Name of the Market Participant (either company name if legal person or full name if natural person).
Details of the notifying party	ACER Code	Unique code of the Market Participant using the ACER registration code received while registering under REMIT (e.g. A0000603S.SI). Size: 12 characters
Contact person	Surname, Name	Surname, name of the person filling the notification.
Contact person	E-Mail (to which you will receive the E-Mail Receipt)	E-mail address of the person submitting the notification.
Contact person	Address	Business address of the organisation of the person submitting the notification.
Contact person	Retype E-mail	E-mail address of the person submitting the notification.
Contact person	Phone/Fax	Phone/fax number of the person submitting the notification.
Type of Market Participant entering into transaction	Type of market participant entering into transaction	Type of market participant entering into transaction.
Competent Authority	National Regulatory Authority	Select from a list of NRAs to choose which NRA(s) to notify. Please note that the selected will receive your notification under Article 3 (4) (b) of REMIT. To choose multiple NRAs, press and hold down the Ctrl key then click on each NRA that you want to notify.
Competent Authority	Other information for the National Regulatory Authority	Any other relevant information regarding the selected NRA(s).
Identification of the inside information concerned	Identification of the inside information	Identification of the inside information concerned, including name of the facility if applicable.
Identification of the inside information concerned	Installed capacity of the facility	Capacity expressed in units of energy.
Identification of the inside information concerned	Unavailable capacity	Capacity expressed in units of energy.
Identification of the inside	Date and time of the event concerned	Date and time (including hours) of the unavailability or limitation.

Section	Field name	Expected input
information concerned		
Identification of the inside information concerned	Other details/Related transactions	Any other relevant information regarding the transaction. In particular, does the MP intend to trade based on this insider information?
Publication	Justification for delayed publication	Any relevant information justifying the delay.
When and where the inside information will be published	Time of public disclosure	When the inside information will be published.
When and where the inside information will be published	Place/Address	Where the inside information will be published. Please provide the link or the name of the platform where the inside information will be published.
Additional information	Additional information	Any other relevant information regarding the facility or the outage.
Additional information	I have read the data protection Privacy Statement and I am aware of ACER's personal data processing activities related to the use of the Notification Platform.	Read the Statement (link) and tick the box to proceed with the submission.
Additional information	Captcha	Type characters below.

Annex 4: STR according to Articles 15 and 16 of REMIT – field descriptions

The following table lists all the fields contained in the form that need to be filled in when submitting a STR. For each field, a brief description of the required information is provided.

Table 4: list of fields related to the STR form and the required information

Section	Field name	Expected input
Suspicious Transaction Report (STR)	Notifying Party	Identify the type of entity that you are part of.
Suspicious Transaction Report (STR)	Type of notification	Select the type of notification you want to report.
Basic information	Category of REMIT breach	Select the article(s) of REMIT that the suspected behaviour might violate.
Basic information	Sub-category of REMIT breach	Select the specific type of abusive behaviour.
Basic information	Potential MAR breaches	Select the article(s) of MAR that the suspected behaviour might violate.
Basic information	Responsible NRA	Select from a list of NRAs to choose which NRA(s) to notify. Please note that NRAs selected will receive your notification. To choose multiple NRAs press and hold down the Ctrl key then click each NRA that you want to notify.
Basic information	Other involved NRA	Select the NRA(s) that may perform relevant supervisory tasks related to the case.
Basic information	Commodity	Select the commodity type of the wholesale energy product involved.
Notifying parties	I wish to remain anonymous	By ticking the box you will not be prompted to provide any personal information. Please ensure that you remove any personal information from your submission, including from all documents you choose to attach.
Notifying parties	Name of the person submitting the notification	Name of the person filling the notification.
Notifying parties	Job title	Professional role of the person filling the notification.
Notifying parties	Organisation of the person submitting the notification	Organisation of the person submitting the notification.
Notifying parties	Transmitting authority	Select a competent authority or ESMA.
Notifying parties	Business Address	Business address of the organisation of the person submitting the notification.
Notifying parties	Business Phone	Phone number of the person submitting the notification.
Notifying parties	Business E-mail	E-mail address of the person submitting the notification.
Parties involved in the potential breach	Name of the legal/natural person(s) involved in the potential breach	Name of the legal person engaged in the suspicious behaviour.

Section	Field name	Expected input
Parties involved in the potential breach	Code of the legal/natural person(s) involved in the potential breach	Insert the unique identification code.
Parties involved in the potential breach	Name of any other legal/natural person(s) associated to the potential breach	Name of any other natural/legal person(s) that may be indirectly related to the anomalous events.
Parties involved in the potential breach	Other details of the legal/natural person(s) involved in the potential breach	Insert any further detail about the legal/natural person(s) involved in the possible breach that may be relevant to the case.
Description of the potential breach	Inside information disclosed publicly?	Select 'yes' or 'partially' if inside information was published in any way.
Description of the potential breach	Date of disclosure of Inside Information	The date and time when the message was made available to the public.
Description of the potential breach	Asset Concerned	The official name of the affected asset.
Description of the potential breach	Start Date and Time	Estimated/actual starting time and date of the relevant incident.
Description of the potential breach	End Date and Time	Estimated/actual ending time of the relevant incident.
Description of the potential breach	Remarks on the inside information disclosure	Any other information necessary for the reader to understand the events that are disclosed in the UMM.
Description of the potential breach	Number of product(s) involved	Number of wholesale energy products involved in the suspicious behaviour.
Description of the potential breach	Product	Name of the wholesale energy product involved in the suspicious behaviour.
Description of the potential breach	Product delivery location	Indicate the market where the suspicious order was delivered.
Description of the potential breach	Product delivery date - Start	Delivery start date of the wholesale energy product involved in the suspicious behaviour.
Description of the potential breach	Product delivery date -End	Delivery end date of the wholesale energy product involved in the suspicious behaviour.
Description of the potential breach	Period of infringement	Date and time of the original order's entry/period in which reporting didn't occur.
Description of the potential breach	Load Type	Identification of the delivery profile.
Description of the potential breach	Contracts ID(s)	The contract shall be identified by using a unique code identifier provided by the market place or counterparties.

Section	Field name	Expected input
Description of the potential breach	Transactions ID(s)	Unique identifier for a transaction as assigned by the organised market place of execution, or by the two market participants in the case of bilateral contracts to match the two sides of a transaction.
Description of the potential breach	Transactions/Orders Details	Any other information on the transaction that may be relevant to understand the suspicious behaviour.
Description of the potential breach	PPAT category	Select the type of the 'person professionally arranging transaction' involved.
Description of the potential breach	PPAT name	Insert the name of the 'person professionally arranging transaction' involved.
Description of the potential breach	PPA other details	Any other information on the PPAT that may be relevant to understand the suspicious behaviour.
Description of the potential breach	Reasons for suspecting that the events may constitute a REMIT breach	A short description of why the events may constitute a REMIT breach, including non-compliance with the Regulation, Implementing Regulation, ACER Manuals or the Guidance.