**Stage 1- List of supporting documents.**

This is a list to assist with completing the admission as an Exchange Member at the Albanian Power Exchange-ALPEX or ALPEX - Branch in Kosovo. Please enclose the following documents and certificates which are required for an admission as Exchange Member. All supporting documents can be submitted in Albanian or English and must contain the company seal, as the case might be. This list of supporting documents is provided by ALPEX to the Applicant and indicates which of the documents must be submitted in copies or original/notarized copies of the original along with further explanations if the case might be.

|  |  |  |
| --- | --- | --- |
|  | **Required Documents** |  **Explanations/ Format** |
|  | Valid extract that he is registered and is active in the National Business Center in Albania or in the Business Registration Agency (ARBK) in Kosovo.  | * Format: **Copy**
 |
|  | License/Act issued by the Energy Regulatory Authority or the Energy Regulatory Office (or any applicable exemptions or derogations to hold any such relevant acts and licenses) for trading in electricity market (where applicable) as required by the Applicable Law. | * Format: **Copy**
 |
|  | Proof that it is the Balance Responsible Party, or that it is part of the Group of the Balance Responsible Party confirmed by OST or KOSTT. | * Format: **Original/Notarized Copy**
 |
|  | Proof that he is registered with the relevant Energy Regulatory Authority or Energy Regulatory Office as per REMIT Rules. | * Format: **Copy**
 |
|  | have, or satisfy ALPEX that it will have, the technical capability to trade on the ALPEX Platforms. | * Format: **Self-declaration**
 |
|  | submit a statement of cooperation with a General Clearing Member of ALPEX or ALPEX – Branch in Kosovo, in respect of the Clearing and Settlement Procedures. | * Format: **Joint Statement Form signed (TR-1-F1a)**
 |
|  | Proof that he paid Administrative Fee, as per ALPEX Fee Schedule, published in ALPEX’s website | * Format: **Copy**
 |
|  |  Statute of the Company | * Format: **Copy**
 |
|  | Proof from the Court and the Prosecution (issued not later than 30 days)**-------------Company--------------**For the bidding zone of Kosovo, only proof from Court is required, according to the above-mentioned conditions, in accordance with the requirements of the Legislation in force. | This document is to prove that the **company** is not undergoing bankruptcy process or any other penal process or has been convicted of the following criminal offences:* fraud according to the provisions of the legislation in force.
* money laundering or financing of terrorism according to the provisions of the legislation in force.
* forgery.
* Format: **Original/Notarized Copy**
 |
|  | Proof from the Court and the Prosecution (issued not later than 30 days) **Company’s CEO/Managing Director**For the bidding zone of Kosovo, only proof from Court is required, according to the above-mentioned conditions, in accordance with the requirements of the Legislation in force. | This document is to prove that the **Company’s CEO/Managing Director** is not undergoing or has convicted of the following criminal offences: * participation in a structured criminal group, criminal organization, armed gang, terrorist organization, according to the provisions of the legislation in force;
* corruption according to the provisions of the legislation in force;
* fraud according to the provisions of the legislation in force;
* money laundering or financing of terrorism according to the provisions of the legislation in force;
* offenses with terrorist intent or criminal offenses related to terrorist activity, according to the provisions of the legislation in force;
* forgery;
* child labor and other forms of human trafficking according to the provisions of the legislation in force.
* Format: **Original/Notarized Copy**
 |
|  | The financial statements of Applicant for the last three (3) years. | If the Applicant has been established within the last 3 years, he must submit all the available financial statements.* Format: **Original/Notarized Copy**
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