ALPEX Exchange Member’s Profile Form

 **Date**: Click or tap to enter a date.

 **Please choose accordingly:**

[ ]  Albanian Bidding Zone [ ]  Kosovo Bidding Zone

**ALPEX Member Support Albania ALPEX Member Support Kosovo**

Rruga “Liman Kaba”, Rezidenca Olympic Rruga "Ali Pashë Tepelena",

Shkalla 3, Kati 1, Zyra 1, Tiranë, Ndërtesa MP Group, Lokali Nr.7, Prishtinë,

Albania. Kosovo.

**E-mail**: trade@alpex.al **E-mail**: trade@alpex.al

|  |  |  |  |
| --- | --- | --- | --- |
| General Info |  |  |  |
| Exchange Member’s name | :  |  |  |
| ETSS ID | :  | **EMCS Code** | :  |
| Address/Postal Code | :  | **City/Country** | :  |
| Email | :  |  |  |
| Tel. | :  | **FAX** | :  |
| VAT | :  | **Tax Office** | :  |
| EIC Code | :  |  |  |
| BIC | :  |  |  |
| CEO name | :  |  |  |
| Tel. | :  | **Email** | :  |
| Key Persons |
| With this form, the abovementioned Exchange Member dictates its designatedexecutives/contact persons for any communication foreseen by the ALPEX Rules - General Terms and Procedures. |

|  |
| --- |
| Exchange Membership issues*In this area, please fill in persons who have the legal right to sign application forms for your company regarding:* *Exchange Membership issues* |
| Name | :  | Tel. | :  | Action | : …………………. |
| Email | :  | Mob. | :  | Type | : ……………………. |
| Name | :  | Tel. | :  | Action | : …………………….. |
| Email | :  | Mob. | :  | Type | : …………………….. |
| Name | :  | Tel. | :  | Action | : …………………………. |
| Email | :  | Mob. | :  | Type | : …………………………… |
| Name | :  | Tel. | :  | Action | : ………………………….. |
| Email | :  | Mob. | :  | Type | : …………………………… |
| Name | :  | Tel. | :  | Action | : …………………………. |
| Email | :  | Mob. | :  | Type | : ………………………….. |
| Name | :  | Tel. | :  | Action | : …………………………… |
| Email | :  | Mob. | :  | Type | : …………………………… |

# Compliance Officers (If applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position: | …. | Name: | …. | Tel. | …. |
| Action: | …. | Email: | …. | Mob. | …. |
| Position: | …. | Name: | …. | Tel. | …. |
| Action: | …. | Email: | …. | Mob. | …. |
| Position: | …. | Name: | …. | Tel. | …. |
| Action: | …. | Email: | …. | Mob. | …. |
| Position: | …. | Name: | …. | Tel. | …. |
| Action: | …. | Email: | …. | Mob. | …. |

**(PLEASE FILL IN ONLY APPLICABLE FIELDS)**

# DAM & IDM Trading issues

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position: | ……. | Name | ……. | Tel. | ……. |
| Action: | ……. | Email | ……. | Mob. | ……. |
| Position: | ……. | Name | ……. | Tel. | ……. |
| Action: | ……. | Email | ……. | Mob. | ……. |
| Position: | ……. | Name | ……. | Tel. | ……. |
| Action: | ……. | Email | ……. | Mob. | ……. |
| Position: | ……. | Name | ……. | Tel. | ……. |
| Action: | ……. | Email | ……. | Mob. | ……. |
| Position: | ……. | Name | ……. | Tel. | ……. |
| Action: | ……. | Email | ……. | Mob. | ……. |
| Position: | ……. | Name | ……. | Tel. | ……. |
| Action: | ……. | Email | ……. | Mob. | ……. |
| Position: | ……. | Name | ……. | Tel. | ……. |
| Action: | …….…….. | Email | ……. | Mob. | ……. |

# Clearing issues for DAM & IDM Trading Platform

*Only certified clearers are accepted in this area, (applicable only for General or Direct Clearing Exchange Members):*

|  |  |
| --- | --- |
| Market: | [ ] DAM & IDM  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Market: | [ ]  DAM & IDM  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Market: | [ ]  DAM & IDM  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Market: | [ ]  DAM & IDM  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Market: | [ ]  DAM & IDM  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Market: | [ ]  DAM & IDM  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Market: | [ ]  DAM & IDM  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Market: | [ ]  DAM & IDM  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Market: | [ ]  DAM & IDM  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Market: | [ ]  DAM & IDM  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |

# Technical (IT) Dpt

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |

**Accounting Dpt**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |
| Position: |  | Name | :  | Tel. | :  |
| Action: |  | Email | :  | Mob. | :  |

# Notes

*Please provide any additional information you consider relevant.*

The Company undertakes the obligation to inform the respective Members and/or key personnel about the processing of their personal data, by handing to them the information of Appendix I.

For the Company,

(Name of Legal Representative, Position, Signature)

(Company Stamp)

# APPENDIX I

**INFORMATION ON THE PROCESSING OF PERSONAL DATA FROM ALPEX FOR EXCHANGE MEMBER’S KEY PERSONNEL**

**PROVISION OF INFORMATION TO DATA SUBJECTS**

ALPEX, in its capacity as data controller, in accordance with the provisions of the Albanian / Kosovo legislation on the protection of personal data, hereby provides information concerning the personal data processing of the Exchange Member’s general profile information and key personnel (persons who are authorized to sign application forms regarding Exchange Membership issues, compliance officers, traders, clearers, IT responsible persons) (hereinafter “subjects”), in the way described as below.

**What kind of data do we collect?**

1. General info regarding the Exchange Members Profile.
2. Contact details such as e-mail address and fixed and mobile telephone number.

**Where do we collect your data from?**

The aforementioned data are collected directly from the subject or the Exchange Member that the subject is employee.

**Why do we collect your data and how do we process them?**

Personal data collected in the way described above, in accordance with the applicable legal and regulatory framework, are processed for communication purposes with ALPEX.

The legal basis of the processing for this purpose is that the processing is necessary in the exercise of official authority and competences vested in ALPEX.

**Who are the data recipients?**

ALPEX employees who are responsible for ALPEX Exchange Members’ support, who have been duly informed about the secure processing of your personal data.

In addition, recipients of your data are person and legal persons to whom ALPEX entrusts the performance of specific tasks on its behalf, such as, among others, system maintenance and technical support providers, software service providers and information security service providers (e.g., companies that provide the necessary IT platforms and technical support services).

Furthermore, the recipients of your personal data may be, on a case-by-case basis supervisory, auditing, independent, judicial, public and/or other authorities and bodies within the scope of their statutory responsibilities, duties and powers, when the transfer to them is required by law or provided for by law.

**For how long are the data retained?**

The personal data will be stored by ALPEX for the period of 5 years or for the fulfillment of the legal basis and their processing purpose, as well as for the necessary period of time required by the legal and/or regulatory framework in force or for the time required for ALPEX to exercise its claims and defend its rights and legal interests.

**How can the Subjects exercise their rights?**

In order to exercise their rights, the subjects may address ALPEX:

* In writing to: ALPEX Address:

Rruga "Ali Pashë Tepelena", Ndërtesa MP Group, Lokali Nr.7, Prishtinë, Kosovo.

* In writing to: ALPEX Address:

Rruga Liman Kaba, Rezidenca Olympic, Shkalla 3, Kati 1, Zyra 1, Tiranë, Albania.

* Through email to ALPEX: trade@alpex.al

**How are the subjects’ rights protected?**

ALPEX protects them against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access and any other form of unlawful processing.