



HOW TO REGISTER FOR A MARKET ROLE IN THE FINNISH GAS MARKET

On-boarding Gas Market – Gasgrid Finland Oy
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Gasgrid's role in the Gas Market

- Gasgrid manages and maintains the market participant register for Finland's gas markets. All market participants must register in the market participant register to operate in the Finnish gas markets. The same participant can also register as a market participant in multiple market roles. To be able to register as a market participant, your company must have a role-specific framework agreement with us.
- You can find the framework agreements on our website [Agreements - Gasgrid](#)
- In addition to the role-specific framework agreement, a Connection Agreement to the natural gas transmission network is required if you are an end-user of the transmission network or a biogas grid injector (requires a physical connection, connection offers can be requested by contacting customerservice@gasgrid.fi)
- The distribution system operator must conclude a DSO-TSO cooperation agreement with Gasgrid and provide Gasgrid with the distribution system operator's permit
- Information about market roles can be found at the following link [Market roles - Gasgrid](#)

Registration for a market role



Send registration form

Fill and send the electronic registration form



Provide the necessary attachments



KYC-check

Gasgrid will send KYC-questionnaire



Teams-meeting with Gasgrid



Sign the Framework Agreement



Provide a bank guarantee

If you are a shipper or trader, provide a bank guarantee if necessary



Ready to operate in the Gas Market

- Additionally, data exchange with Gasgrid can be tested if necessary
- The market participant must add the required information to Gasgrid's Portal system, such as delivery relationships and balance group, depending on the market role
- In the Teams meeting, the required information and the system will be reviewed on a case-by-case basis

Registration for a market role

- The registration process can be initiated by submitting an electronic registration form to Gasgrid. Submitting the registration form does not bind the party to anything.
- You can find the form on our website or at the following link: [Registration form](#)
- On the registration form, you can select one or more market roles you wish to register for. Gasgrid will contact the person mentioned on the registration form within a few business days and provide further instructions for registration.

* I want to register to the market as

Shipper Trader Biogas Injector Transmission Network End User Retailer

Registration for a market role

- After submitting the registration form, the required attachments must be sent to customerservice@gasgrid.fi
 - Extract from the Trade Register (no older than 3 months)
 - The most recent financial statement
 - Confirmation of whether the party's information can be published on Gasgrid's website in the voluntary market participant list
- Gasgrid will send a KYC questionnaire to the registrant or, in the case of a domestic party, will automatically conduct the KYC questionnaire.
- Gasgrid will arrange a Teams meeting with the party.
- After reviewing the information, Gasgrid will send a pre-filled framework agreement for signing either manually or, if agreed, directly for electronic signature.

Notes on party identifiers

Retailer

- The retailer must have a GLN number (Global Location Number) at the registration stage.
- If the retailer does not have a GLN number, it can be ordered from GS1 Finland Ltd's website.

Shipper / Trader

- The shipper/trader must have an EIC-X code (Electrical Identification Code).
- If the code is not available during registration, it can be requested from Gasgrid, which acts as the Local Issuing Officer.
- In this case, please first contact customerservice@gasgrid.fi and request the EIC-X code.

After registration

Gasgrid grants access to the Portal system for market participants, where commercial actions and delivery relationship information are managed.

A user guide for the portal can be found as a link within the system.

Shipper / Trader:

- The participant must add a balance group to the Gasgrid Portal or establish their own balance group.
- A shipper intending to reserve capacity must provide collateral according to the framework agreement.
- A balance-responsible trader / balance-responsible shipper (who does not reserve capacity) does not need collateral if the cumulative accrued imbalance charge remains below €50,000.

End user of the transmission network / distribution system operator:

- The participant must provide collateral against excise taxes if the distribution network has not registered as a taxpayer or if the end user of the transmission network has not registered as a user whose all delivery points are tax-exempt.
- Delivery points must have shipper information set in the Gasgrid Portal.

Obligations of the Registered Party

- The market participant must inform about changes in the company's owners, beneficiaries, billing information, contact person changes, the tax status of sites, etc. to Gasgrid at customerservice@gasgrid.fi
- The market participant must notify if they no longer intend to operate in the market role according to the framework agreement and submit a signed notice of termination of the framework agreement to Gasgrid.
- The market participant must remove users who are no longer employed by the company from the systems or request removal from Gasgrid.

Guarantees

- The system operator of the transmission system accepts as collateral on-demand guarantee commitments from an A-rated (Moody's or Standard & Poor's) financial institution registered in an EU country, as well as the shipper's or trader's bank deposits to a bank account designated by the system operator of the transmission system (customer escrow account or pledged account).
- The collateral should be delivered to the address below and to customerservice@gasgrid.fi:

Gasgrid Finland Oy

Niina Simola

Kiehuvantie 189

45100 KOUVOLA

- The transmission system operator records the collateral information in the Gasgrid Portal.

Reliability shipper or balance responsible shipper/trader

- The shipper must meet the creditworthiness requirements set by the system operator of the transmission network holder in accordance with the Transmission Service Terms approved by the Energy Authority in order to reserve capacity and obtain capacity rights.
- The balance-responsible shipper and balance-responsible trader must also meet the creditworthiness requirements set by the system operator of the transmission network holder in accordance with the Balance Management Terms approved by the Energy Authority in order to act as balance responsible parties.
- A collateral must be provided to the system operator of the transmission network holder, the value of which at any given time is **the amount of the largest monthly capacity invoice realized in the last 12 months multiplied by 1.5**.
- Additionally, a balance-responsible shipper or balance-responsible trader is required to have a collateral value covering the balance responsible party's outstanding invoices for imbalance fees at any given time and the estimated imbalance fees not yet invoiced from the balance-responsible party, including a 10% safety margin for monthly variation in imbalance fees.

Collateral: transfer network end user or distribution network operator

- No collateral is required from the end user of the transmission network if they have registered as a user with the Tax Administration. The end user of the transmission network must prove their status as a registered user to the system operator of the transmission network operator and notify if their status as a registered user with the Tax Administration ends or changes.
- No collateral is required from the distribution network operator if they have registered themselves as a taxpayer, i.e., as a tax-exempt network, with the Tax Administration.
- A collateral must be provided to the system operator of the transmission network operator, which is valued at the amount of the largest monthly invoice for natural gas and biogas taxes and security of supply fees invoiced by the system operator of the transmission network operator through pass-through billing during the past 12 months.

Important links and addresses

- Gasgrid Portal for wholesale market customers' commercial operations: <https://gasgridportal.fi/>
- Gas data hub for centralized information exchange for the retail market: <https://katso.azurewebsites.net/>
- Customer service, here you can reach all our experts: customerservice@gasgrid.fi
- Contracts [Agreements - Gasgrid](#)
- Market roles [Market roles - Gasgrid](#)
- Procedure and information exchange instructions (only in Finnish) [Procedure and Information Exchange Instructions](#)



OFF-BOARDING GAS MARKET GASGRID FINLAND OY

For Gas Market Customers

Removal from the Gas Market Participant Register

- When a market participant is considering deregistration from the gas market participant register and ceasing operations in the Finnish gas market, they must first contact Gasgrid's customer service at customerservice@gasgrid.fi.
- Gasgrid's Markets and Customers team will arrange an exit discussion with the market participant to review the customer's situation and conduct a feedback discussion. A memo of the meeting will be recorded and signed by both parties.
- The meeting will cover the actions required to terminate the operations.

Checklist for determining market role

- Arrange a meeting with Gasgrid's Markets & Customers team for an initial discussion by contacting customerservice@gasgrid.fi
- Submit a written termination notice to Gasgrid in accordance with the framework agreement for all market roles affected by the termination to customerservice@gasgrid.fi
- Terminate supply relationships in the systems
- End the balancing group on the official termination date
- Pay any outstanding invoices and other possible payment obligations to Gasgrid
- Notify whether the EIC-X code will be discontinued
- Remove user accounts from users or request Gasgrid to remove them (Gasgrid can provide a list of the accounts)
- Agree with Gasgrid on the possible release of the bank guarantee

Gasgrid has the right to charge the market participant for any payment obligations arising after the termination of market role activities (CORR1 and CORR2 invoicing, neutralization fees)

Status of the framework agreement

- Gasgrid categorizes framework agreements by market roles into active and inactive
- Active framework agreements are those that have fulfilled all required obligations and are capable of operating in the market role
- Inactive framework agreements are those that are unable to operate in the market role but do not wish to terminate the agreement:
 - Transmission network end-user without a shipper
 - Shipper or trader without a balance responsible party

Data storage

- Gasgrid Finland Oy retains in the register the information essential for the customer relationship until there is no longer a basis for retaining the data. The retention period is based on the validity of our processing purpose and its legal grounds or the fulfillment of a statutory obligation.
- We regularly review the validity of our processing purpose and its legal grounds and delete personal data for which the processing purpose or legal basis has ended. The responsibility for deleting user data lies with the customer and the company where the person works.

Important Links and Contacts

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