

# AIB MEMBERSHIP / USE OF HUB APPLICATION FORM

AIB  
association of issuing bodies



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## Proforma Membership / use of Hub application

Association of Issuing Bodies  
21/23 Station Road  
Gerrards Cross  
Bucks  
SL9 8ES  
United Kingdom

Date: \_\_\_\_\_

For the attention of the President, AIB

cc: the Secretary General, AIB

### Membership / use of Hub application

Dear Sirs,

\_\_\_\_\_ (the applicant) wishes to apply

for Membership of the Association of Issuing Bodies (the AIB) | to use the AIB Hub<sup>1</sup>. For that purpose, I confirm that the Applicant:

- has been appointed and wishes to support the domain of \_\_\_\_\_ and the electricity scheme, in accordance with Section F of the Principles and Rules of Operation of the European Energy Certificate System adopted by the General Meeting of the 17<sup>th</sup> June 2011 as amended (the EECS Rules);
- intends to and is competent to comply with the quality standards set up by the Association;
- acknowledges receipt of a copy of the EECS Rules and, where applying for Membership, approves it and agrees to be bound by its terms;
- has a legal personality according to the laws of the country of \_\_\_\_\_
- is an Issuing Body, being the body responsible for administering certificates within a voluntary or obligatory scheme;
- commits to pay the yearly Membership / use of Hub basic fee and the activity-based fee;
- will support the purpose of the AIB;
- where applying for Membership, commits itself to contributing to the purpose of the Association in general and complying with the provisions laid down in the EECS Rules, both in accordance with its responsibilities and in conformity with the procedural requirements as laid down in the Articles of Association; and
- commits itself to further the objectives set out in section A ("Core Principles") of the EECS Rules.

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<sup>1</sup> Delete as appropriate

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The AIB has a strict privacy policy that means we do not sell or rent your personal information to others. The AIB collects information from representatives of its members to ensure that AIB membership records are accurate and up-to-date. This information includes: name, gender, date of birth, organization/affiliation, title, postal address (including street, city, state or province, country), phone number(s), fax number, email address(es), website address, profession/occupation, education/experience.

Personal information may be used for internal purposes by authorised AIB staff. Personal information will not be released to third parties except as noted below:

1. The Belgian authorities, including for example the publication in the official gazette of details of the officials of the AIB
2. The details of speakers at conferences and events supported by the AIB
3. The details of contributors to articles published in periodicals
4. Stakeholders in the guarantee of origin market.

At the present time, we are aware of no other circumstances under which AIB will provide personal information to third parties.

AIB encourages members' representatives to update and correct their personal information online. Alternatively, members may send updated information to the AIB administrative offices.

AIB retains information regarding AIB members' representatives indefinitely.

The person with responsibility for representing the wishes of the Applicant in dealings with the AIB (the Representative) will be:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Should the Representative be unavailable, then the following person (the Alternate) will replace him:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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The visit address of the Applicant is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The postal address of the Applicant is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The financial details of the Applicant are as follows.

Company Registration Number: \_\_\_\_\_

Registered name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VAT registration number: \_\_\_\_\_

Accounts contact: Name: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Bank details: Bank: \_\_\_\_\_

BIC/Swift code \_\_\_\_\_

Account name: \_\_\_\_\_

Account number: \_\_\_\_\_

As required, I attach a completed copy of the AIB Membership / Use of Hub questionnaire.

Yours faithfully,

Signed:

\_\_\_\_\_  
Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Responses to questions asked on this questionnaire are for the information of AIB and its members, and will not necessarily prevent membership.

Please feel free to continue your response on a separate sheet of paper.

Topic / Question	Ideal response	Applicant response
<b>Scope</b>		
1) Scope of application (ICS, GO ...)?	<i>Certificate type</i>	
2) What geographic domain are you applying for?	<i>Your domain</i>	
3) Are you applying for membership of AIB, or to use the Hub?	<i>Membership or Use of Hub</i>	

Topic / Question	Ideal response	Applicant response
<b>Legal framework</b>		
1) Is the national legal framework for supporting these certificates (e.g. GOs) in place?	<b>Yes</b>	
a. <i>If so, what are the laws and regulations?</i>		<i>Reference and description</i>
2) On whose authority have you been appointed to issue certificates for this product?	<b>Governmental body</b>	
a. <i>Where relevant, please provide proof of appointment to issue these certificates as the "competent authority" under law</i>		<i>Reference or formal letter of appointment</i>

Topic / Question	Ideal response	Information	Applicant response
3) Ownership and type of organisation (e.g. private company, government department, energy regulator, TSO ...)		<i>Owner &amp; type</i>	
a. <i>Is it independent of any other market party?</i>	<b>Yes</b>		
4) Does the applicant participate in any non-AIB certificate systems?	<b>No, or Only in non-conflicting systems</b>		
a. <i>If so, which systems, and what is their purpose? (e.g. support; consumer information)</i>		<i>System and purpose</i>	

Topic / Question	Ideal response	Applicant response
5) Disclosure legislation		
a. Which disclosure laws and procedures are in place?	<i>Reference and description</i>	
b. How is electricity of unknown origin disclosed?	<i>Describe</i>	
c. How do you calculate the residual mix?	<i>Written formula</i>	

Topic / Question	Ideal response	Applicant response
<p>d. Do you treat national and foreign GOs differently – if so, how?</p>	<p><i>Describe</i></p>	
<p>6) Describe the regulations for the expiry and “use” of certificates as stated in article 15(3) of the RES Directive 2009/28/EC</p>	<p><i>Specify</i></p>	
<p>7) What type(s) of support scheme(s) are in place?</p>	<p><i>Describe</i></p>	
<p>8) How do these support and disclosure schemes inter-relate?</p>	<p><i>Describe (e.g. how supported electricity is disclosed)</i></p>	



Registry software / service		
1) Do you have an electronic registry?	<b>Yes</b>	
a. If so, who developed & operates it?	<i>Identity of developer and operator</i>	
b. What technology (e.g. database, spreadsheet ...)?	<b>Database</b>	



## AIB MEMBERSHIP / USE OF HUB QUESTIONNAIRE



Operational matters		
1) Are you willing to comply with the EECS Rules?	<b>Yes or</b> <b>Those that apply to members or Hub users as appropriate</b>	
a. Does (or might) your domain deviate from the EECS Rules / Hub customer compliance protocol?	<b>Not in any way that prejudices the operation of EECS</b> <i>Specify</i>	
2) Do you have written procedures for operating your certificate systems?	<b>Yes</b>	
a. Are you willing to (develop and) provide these?	<b>Yes</b> <i>Preferably as a DP</i>	

<p>3) What measures have you taken (or would you be prepared to take):</p>		
<p><i>a. to limit financial risk to other issuing bodies as a result of (e.g.) trading disputes?</i></p>	<p><b>STC based on AIB STC, and/or Hub user contract</b></p>	
<p><i>b. to limit fraudulent behaviour? (e.g. multiple issuing, transfer and cancellation – for example, inspection of plant)</i></p>		
<p>4) Would you allow your operations to be audited for compliance with the EECS Rules?</p>	<p><b>Yes</b></p>	
<p>5) Which parts of your operations are (or might be) outsourced, and to whom?</p>	<p><i>Specify</i></p>	

<p>6) Do you (plan to) have separate domestic and international GOs?</p>	<p><b>No</b></p>	
<p><i>a. If so, how are these related?</i></p>	<p><i>Specify</i></p>	
<p>7) Can certificates be altered once they have been issued? If yes, how, and in what circumstances?</p>	<p><b>No</b></p>	
<p>8) Do you issue certificates for nett or gross output?</p>	<p><b>Nett, or Gross and cancellation of auxiliary demand etc.</b></p>	
<p><i>a. If you issue for gross output, how do you handle onsite demand, pumped storage and auxiliaries?</i></p>	<p><i>Describe</i></p>	

<p>9) Are cancelled or expired certificates transferrable?</p>	<p><b>No</b></p>	
<p>10) What measures are taken in your domain to ensure that cancelled certificates are not used more than once?</p>	<p><i>Specify</i></p>	
<p>11) Within your domain, do certificates always expire within 12 months of the end of the production period?</p>	<p><b>Yes</b></p>	
<p>a. <i>If not, when do they expire?</i></p>	<p><i>Specify</i></p>	
<p>12) What are the measurement and issuing periods for production devices in your domain?</p>	<p><i>Specify</i></p>	

<p>b. Do you issue on any basis other than official measurement readings?</p>	<p><b>No</b> Describe (if "yes")</p>	
<p>13) How are production device registrations verified in your domain?</p>	<p>Specify</p>	
<p>14) What is the frequency with which production devices are inspected in your domain?</p>	<p><b>As recommended in EECS</b></p>	
<p>15) Are you willing to report monthly certificate activity per energy source/technology?</p>	<p><b>Yes</b></p>	