
AIB MEMBERSHIP USE OF HUB QUESTIONNAIRE

Dear Applicant,

Thank you for your interest in joining our association, as a first step towards Scheme membership.

On [this link](#) you may find all the necessary information about your application as a member of the Association of Issuing Bodies.

Please read the information carefully and provide us with the completed and signed application form and the requested documents.

The following documents are important for you membership application:

- i. [Articles of Association](#)
- ii. [EECS Rules](#).

To be admissible, the application must include the following information:

- i. Information on the applicant and its representative(s)
- ii. Completed Use of Hub Questionnaire

Please submit your application to the Secretary General of the Association. The Secretary General will assess the admissibility, inform the members, and submit the application to the Board. The Board shall decide on the application according to the Articles of Association. The decision of the Board is subject to formal validation by the General Meeting.

The Secretary General shall also calculate the Annual Membership Fees based on the amounts and criteria decided by the General Meeting and Scheme Groups in accordance with the provisions set out in the Articles of Association and shall request payment by sending an invoice to each Member. An overview of the membership fees can be found in the brochure "How to join?"

The full explanation about the membership is under Article 4 of the Articles of Association.

Your sincerely,

Liesbeth Switten

Secretary General

TABEL OF CONTENTS

- 1 Applicant’s Data - 3 -
 - 1.1 Representative(s) - 3 -
 - 1.2 General Information..... - 4 -
 - 1.3 Financial Information - 4 -
 - 1.3.1 Bank Details..... - 4 -
 - 1.3.2 Contact Accounting Department..... - 4 -
 - 1.4 Future Changes..... - 5 -
- 2 Use of HUB Questionnaire - 6 -
 - 2.1 Scope - 6 -
 - 2.2 Legal Framework - 7 -
 - 2.3 Registry software and service - 13 -
 - 2.4 Operational matters - 14 -
- 3 Confidentiality, Privacy Policy & Personal Information..... - 23 -

1 APPLICANT'S DATA

_____ [the applicant] wishes to apply for Membership of the Association of Issuing Bodies (the AIB). For that purpose, the applicant confirms that it:

- i. has been appointed and wishes to support the Domain of _____ [country] and the **[Gas | Electricity]** [Delete as appropriate] Scheme, in accordance with Section F of the EECS Rules.
- ii. intends to and is competent to comply with the quality standards set up by the Association.
- iii. acknowledges receipt of a copy of the EECS Rules ([link](#)) and, where applying for Membership, approves it and agrees to be bound by its terms.
- iv. has a legal personality according to the laws of the country of _____.
- v. is an Issuing Body, being the body responsible for administering certificates within a voluntary or obligatory scheme.
- vi. commits to pay the yearly Membership fee.
- vii. will support the purpose of the AIB.
- viii. 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
- ix. commits itself to further the objectives set out in section A ("Core Principles") of the EECS Rules.

1.1 Representative(s)

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

Full Name	
Organisation	
Position	
Phone number	
E-mail Address	

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

Full Name	
Organisation	
Position	
Phone number	
E-mail Address	

1.2 General Information

Company Registration Number	
Registered Name	
Registered Address	
Postal address (if different from registered address)	
Visit address (if different from registered and postal address)	
E-mail Address	

1.3 Financial Information

VAT Registration Number	
-------------------------	--

Does AIB need to mention your Purchase Order Number on the invoice of the membership fee? **Yes** | **No**

1.3.1 Bank Details

Bank	
BIC / Swift code	
Account Name	
Account Number	

1.3.2 Contact Accounting Department

Full Name	
Position	
Phone number	
E-mail Address	

1.4 Future Changes

Any change in the legal identity of an Issuing Body shall be notified to the Secretary General.

Yours faithfully, Signed (electronically or manually)	
Date	
Name	
Position	
Organisation	

2 USE OF HUB QUESTIONNAIRE

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

In order to guide you through the questionnaire, to each question an ideal response and/or extra information is added.

2.1 Scope

N°	Question	Ideal Response	Information	Applicants' response
1	Scope of application (Certificate Product Type: ICS, GO, ...) and energy carrier (gas, electricity)?		<i>Certificate type</i>	
2	What geographic domain is the applicant applying for?		<i>Your domain</i>	

N°	Question	Ideal Response	Information	Applicants' response
3	Is this applicant applying for membership of AIB?	Yes		

2.2 Legal Framework

N°	Question	Ideal Response	Information	Applicants' response
1	Is the national legal framework for supporting these certificates (e.g., GOs) in place?	Yes		

N°	Question	Ideal Response	Information	Applicants' response
1.1	If the legal framework for governing certificates is in place, please list the laws and regulations?		<i>Reference and description</i>	
2	On whose authority has the applicant been appointed to issue certificates for this product?	<i>Governmental body</i>		
2.1	Where relevant, please provide proof of appointment to issue these certificates as the "competent authority" under law.		<i>Reference or formal letter of appointment</i>	Please attach the requested documentation.

N°	Question	Ideal Response	Information	Applicants' response
3	Type of organisation		<i>(e.g. private company, government department, energy regulator, TSO, market operator, ...)</i>	
3.1	Ownership of the organisation (structure + name of owner(s) + shares)			
3.2	Is the applicant independent of any other market party?	<i>Yes</i>		
4	Does the applicant participate in any non-AIB certificate systems?	<i>No or only in non-conflicting systems</i>		

N°	Question	Ideal Response	Information	Applicants' response
4.1	If the applicant participates in any non-AIB certificate systems, which systems and what is their purpose? (e.g., support, consumer information)		<i>System and purpose</i>	
4.2	If the applicant participates in any non-AIB certificate systems, what is its goal with participation in both systems and how does it see the systems (of AIB and the other) optimally co-exist/evolve?			
5	Which disclosure laws and procedures are in place in the applicant's Domain?		<i>Reference and description</i>	

N°	Question	Ideal Response	Information	Applicants' response
5.1	How is electricity/gas of unknown origin disclosed?		<i>Describe</i>	
5.2	How does the applicant calculate the residual mix?		<i>Written formula</i>	
6	Does the applicant treat national and foreign GOs / certificates differently? If so, how?		<i>Describe</i>	

N°	Question	Ideal Response	Information	Applicants' response
7	Describe the regulations for the expiry and validity of certificates as stated in article 19.3 of Directive 2018/2001/EC.		<i>Specify</i>	
8	What type(s) of public support scheme(s) are in place?		<i>Describe</i>	
9	How do these support and disclosure schemes inter-relate?		<i>Describe (e.g., how supported electricity is disclosed)</i>	

2.3 Registry software and service

N°	Question	Ideal Response	Information	Applicants' response
1	Does the applicant have an electronic registry?	<i>Yes</i>		
1.1	If the applicant has an electronic registry, who developed and operates it?		<i>Identity of developer and operator</i>	
1.2	What technology is used (e.g., database, spreadsheet, DLT, ...)?	<i>Database</i>		

2.4 Operational matters

N°	Question	Ideal Response	Information	Applicants' response
1	Is the applicant willing to comply with the EECS Rules?	Yes		
1.1	Does (or might) the applicants' domain deviate from the EECS Rules / Hub customer compliance protocol?	<i>Not in any way that prejudices the operation of EECS</i>	<i>Specify</i>	
2	Does the applicant have a written procedure for operating its certificate systems?	Yes		

N°	Question	Ideal Response	Information	Applicants' response
2.1	Is the applicant willing to develop and provide these?	Yes	<i>Preferable as a Domain Protocol</i>	
3	What measures has the applicant taken - or would be prepared to take - to limit financial risk to other issuing bodies as a result of (e.g.) trading disputes?	<i>Standard Terms and Conditions for Account Holders, based on AIB Standard Terms and Conditions, signing the AIB Hub Participant Agreement</i>		
4	What measures has the applicant taken - or would be prepared to take - to limit fraudulent behaviour? (e.g., multiple issuing, transfer, and cancellation – for example, inspection of plant)			

N°	Question	Ideal Response	Information	Applicants' response
5	Would the applicant allow its operations to be audited for compliance with the EECS Rules?	<i>Yes</i>		
6	Which parts of the applicants' operations are (or might be) outsourced, and to whom?		<i>Specify</i>	
7	Does the applicant (plan to) have separate domestic and international GOs/Certificates?	<i>No</i>		

N°	Question	Ideal Response	Information	Applicants' response
7.1	If the applicant plans to have or has separate domestic and international GOs/certificates, how are these related?		<i>Specify</i>	
8	Can certificates be altered once they have been issued?	<i>No</i>		
8.1	If certificates can be altered once issued, how, and in what circumstances?		<i>Specify</i>	

N°	Question	Ideal Response	Information	Applicants' response
9	Does the applicant issues certificates for nett or gross output?	<i>Nett or Gross and cancellation of auxiliary demand etc.</i>		
9.1	If the applicant issues for gross output, how do you handle onsite demand, pumped storage, and auxiliaries?		<i>Describe</i>	
10	Are cancelled or expired certificates transferrable?	<i>No</i>		

N°	Question	Ideal Response	Information	Applicants' response
11	What measures are taken in the applicants' domain to ensure that cancelled certificates are not used more than once?		<i>Specify</i>	
12	Within the applicants' domain, do certificates always expire within 12 months of the end of the production period? Does this expiry relate to the period the certificates can be traded and/or to the period during which the certificates can be cancelled/validated?	<i>Yes</i>		
12.1	If certificates don't expire within 12 months of the end of the production period, when do they expire?		<i>Specify</i>	

N°	Question	Ideal Response	Information	Applicants' response
13	What are the measurements and issuing periods for production devices in the applicants' domain?		<i>Specify</i>	
13.1	Does the applicant issue certificates on any basis other than official measurement readings?	<i>No</i>	<i>Describe if "yes"</i>	
14	How are production device registrations verified in the applicants' domain?		<i>Specify</i>	

N°	Question	Ideal Response	Information	Applicants' response
15	What is the frequency with which production devices are inspected in the applicants' domain?	<i>As recommended in EECS</i>		
16	Is the applicant willing to report monthly certificate activity per energy source/technology?	<i>Yes</i>		
17	For which certification purposes does the applicant issue certificates?		<i>Disclosure / Support / Target Accounting</i>	
18	Over the value chain, what correlation do the certificates issued by the applicant have with the energy they represent?		<i>Book-and-claim / Mass Balancing / Bundled sale of energy with certificates</i>	

Ref: AIB-2022-SEC AIB Membership and Use of Hub Questionnaire
Date: Tuesday, 26 April 2022

Yours faithfully, Signed (electronically or manually)	
Date	
Name	
Position	
Organisation	

3 CONFIDENTIALITY, PRIVACY POLICY & PERSONAL INFORMATION

The applicant is reminded of the confidentiality provisions they agreed to in Art.4 of the Scheme Observer Agreement:

4.1. The Parties acknowledge that within the framework of this Agreement and the EECS Rules they may obtain confidential information in relation to the business of the AIB, of the Scheme Observer and of other Hub users and third parties, such as transaction data, the technical and operational structure of the Hub, financial, strategic and economic information and documentation, in any form, that must be deemed “confidential” in accordance with the common business ethics, exchanged in oral, written or any other permanent form, whether marked confidential or not (“Confidential Information”). The content of the present Agreement must be considered Confidential Information. Statistical information regarding Certificates is not regarded as confidential, although the AIB will take reasonable steps to prevent the details of individual trades and the commercial position of EECS Market Participants from being made public.

4.2 During the term of this Agreement and 5 years after its termination, the Parties shall take care, at least in accordance with the care taken to protect their own confidential information, to treat as confidential and not disclose to any third party, all Confidential Information relating to the business of the other Party, as well as the content of the Agreement, except the existence of the Agreement. The AIB shall promptly notify the Scheme Observer if it becomes aware of any breach of confidence and vice versa. If either Party, is responsible for the breach it shall take prompt action to terminate and cure the breach. In any event the Parties will provide reasonable co-operation to resolve any such breach of confidence.

4.3 Each Party’s obligations of confidentiality shall not apply to information which was previously or becomes public knowledge other than by this Party, or is disclosed to the Party by a third party not under any obligation of confidentiality. The obligation of confidentiality will not apply insofar the recipient of Confidential Information is required to disclose such information by law, including by any instruction, direction or request of a public authority which it is reasonable to treat as having the force of law. Without limiting the generality of the foregoing, the money laundering regulations may require the AIB to report suspect transactions.

4.4 The Parties are liable for their employees, their representatives, Registry operator and their duly authorized service providers, as to respect this confidentiality undertaking.

The AIB has a strict privacy policy, meaning we do not sell or rent your personal information to others.

To ensure that membership records are accurate and up to date, the AIB collects information from the representatives of its members. 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:

-
- i. The Belgian authorities, including for example the publication in the official gazette of details of the officials of the AIB
 - ii. The details of speakers at conferences and events supported by the AIB
 - iii. The details of contributors to articles published in periodicals
 - iv. 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 secretariat.

AIB retains information regarding AIB members' representatives indefinitely.