Polskie Sieci Elektroenergetyczne

Portal Uczestnika Rynku Mocy
User Manual

Main certification process

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1 TECHNICAL REQUIREMENTS

In order to use the Capacity Market Participant Portal (PURM) it is necessary to have a computer with Internet access. PURM supports the following internet browsers:

- Microsoft Edge,
- Mozilla Firefox,
- Google Chrome,
- Opera.

PURM requires the installation of Java Runtime Environment software, which is available at https://java.com/pl/.

The installation manual can be found at https://java.com/pl/download/help/ie_online_install.xml.

Access to PURM, allowing for participation in capacity market processes, requires setting up a user account. In order to set up an account, it is necessary to have a certificate and device allowing to sign documents with qualified electronic signature together with software provided by the signature provider.

Additionally, for Mozilla Firefox, Google Chrome and Opera browsers, a dedicated "Szafir SDK Web" extension and the "Szafir Host" application provided by the Krajowa Izba Rozliczeniowa are required. The required software is available at the following addresses:

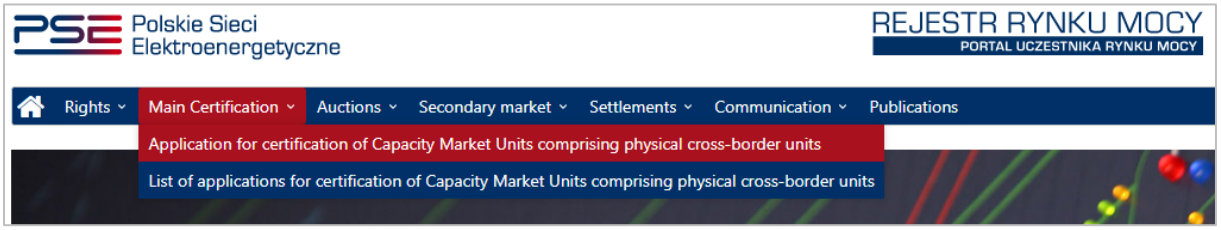
- Installation for Mozilla Firefox – https://www.elektronicznypodpis.pl/download/webmodule/firefox/szafir_sdk_web-0.0.10-anfx.xpi
- Installation for Google Chrome – https://chrome.google.com/webstore/detail/podpis-elektroniczny-szaf/gjalhnomhafafofonpdihihjnbafkipc/

NOTE: Notwithstanding of supporting other Internet browsers, it is recommended to use Google Chrome or Mozilla Firefox.

User account establishment, logging in and managing user account is described in the Portal Uczestnika Rynku Mocy User manual. Pre - auction proces, which is available at www.rynekmocy.pl.

2 APPLICATION FOR CERTIFICATION – GENERAL INFORMATION

To submit an application in the main certification, user shall select "**Main certification**" → "**Application for certification of Capacity Market Unit comprising physical cross-border units**".



Next, user shall confirm that the current terms of Capacity Market Rules have been read, understood and accepted by selecting "**I have read, understood and accepted current terms of the Capacity Market Rules**" checkbox and clicking "**Proceed to the application**". Please note that Capacity Market Rules are executed in Polish language version only. The translation is made for working purposes exclusively and should not be treated as binding or official.

NOTE: Filling all mandatory fields, which are marked with an asterisk " * ", is required. In case of skipping any of these fields, proceeding to the next section is unavailable.

User can find icons ? in selected areas of the application form. After positioning the cursor on the icon, hints for that section will be displayed.

If the information submitted in the application form is confidential, user is able to mark them as confidential by selecting the option "**The information in this section is confidential**".

2.1 Section I – The aim of the application

First section of the application form concerns the aim of the application.

First, from drop-down list marked as "**Accepted pre-auction bid identification number**", user shall select the pre-auction bid for which the application for certification will be submitted. Each of them has its own identification number.

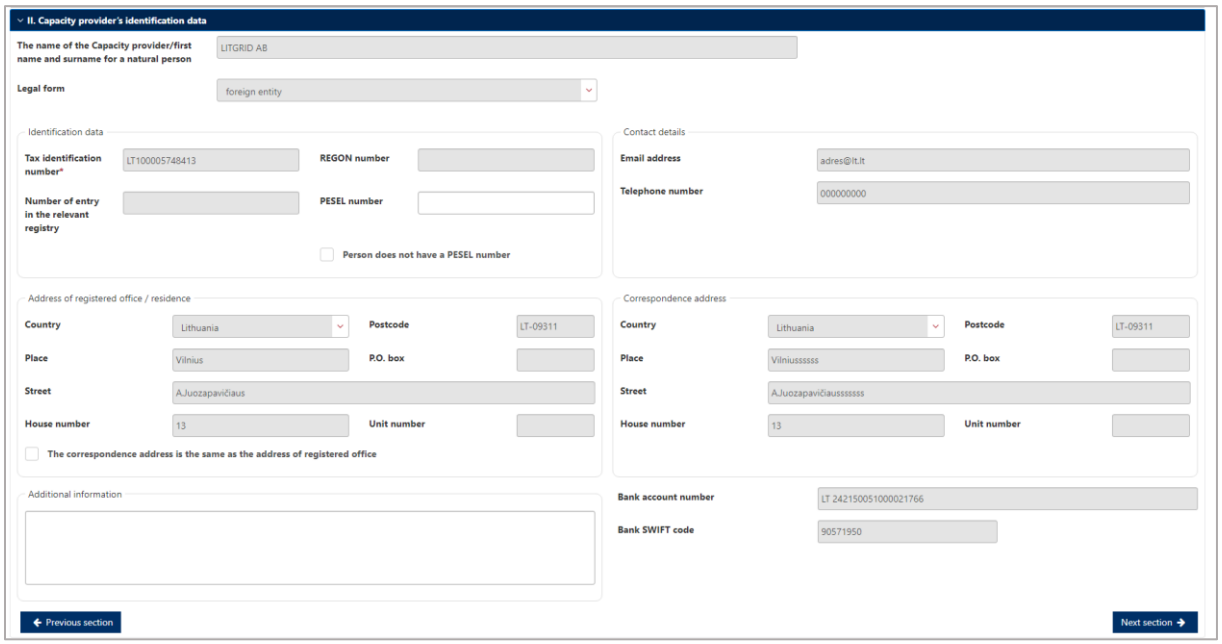
The drop-down list displays only bids which have been accepted or partially accepted during the pre-auction process, submitted by the capacity provider for which user is assigned with bidder or rightholder role.

In section marked as "**Subject matter of the application**", the option "**Establishment of the Capacity Market Unit for the first time**" is automatically selected. User can also mark the option "**Establishment of a Capacity Market Unit based on a previously submitted application"**. When this option is selected, the list of applications that have been approved in previous certifications for the main auction and the user has the appropriate rights to browse them will be activated. In this case, user shall select the application number from the list.

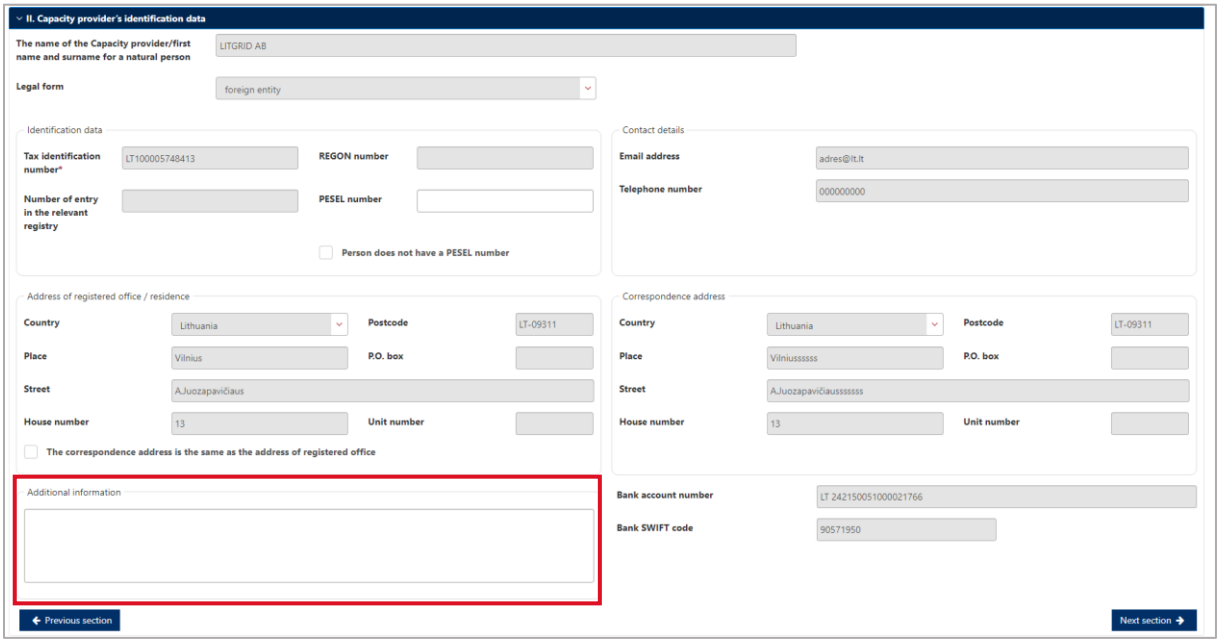
After filling all mandatory fields or selecting the application number from the list, user shall proceed to next section by clicking "**Next section**".

2.2 Section II – Capacity provider's identification data

In this section, user shall fill capacity provider's identification data on behalf of whom application for certification is being submitted. The identification data in this section will be automatically entered into relevant fields, based on the data included in the pre-auction bid selected in **section I**.



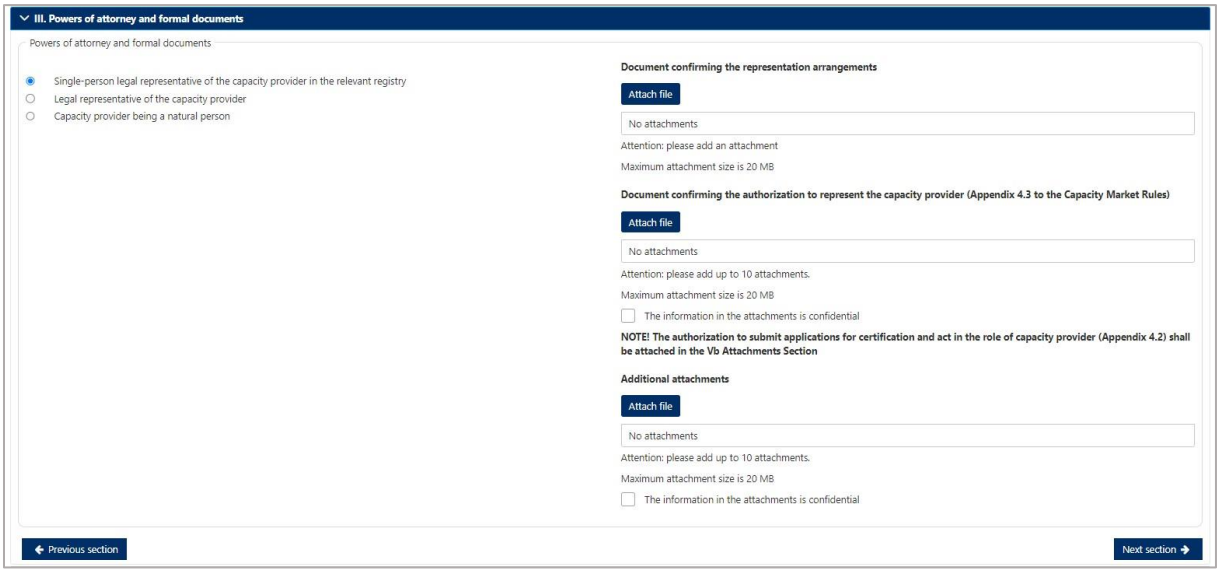
NOTE: There is no possibility to change the capacity provider's identification data at this stage. User has the possibility to enter additional data related to the capacity provider in the "Additional information" field.



Subsequently, user shall proceed to another section by clicking "**Next section**".

2.3 Section III – Powers of attorney and formal documents

In **section III** - "**Powers of attorney and formal documents**", user shall provide documents necessary to be identified as person eligible to submit the application for certification. First, appropriate form of representation shall be chosen by selecting relevant radio button on the left side of the section.



On the right side of the form there are fields to attach relevant documents to the application.

NOTE: All appendixes submitted to PURM shall be in .PDF format and shall be affixed with a qualified electronic signature of the person who submits the application. An exception is a power of attorney signed with a qualified electronic signature of representatives of the entity issuing it. The size limit for a single appendix is 20 MB.

The required attachments shall be variable, depending on the selected form of representation.

NOTE: Authorisation to submit applications for certification and act in the role of capacity provider (appendix 4.2 to Capacity Market Rules) shall be attached in Section Vb, at a subsequent step of filling in the application.

- "**Single-person legal representative of the capacity provider in the relevant registry**"**:** in field marked as "**Document confirming the representation arrangements**" user shall attach:
    - a current extract from a relevant registry regarding capacity provider, confirming the authorization of the person submitting the application for certification.

  It is not required to add appendixes in the other fields.
- "**Legal representative of the capacity provider**"**:** in field marked as "**Document confirming the representation arrangements**" user shall attach:
    - a current extract from a relevant registry regarding capacity provider, confirming the authority of the person signing the power of attorney.

  If user has not demonstrated his power of attorney in the previous capacity market processes, in field marked as "**Document confirming the authorisation to represent the capacity provider**" user shall attach:
    - appendix 4.3 do Capacity Market Rules "**Power of attorney for the register user**" authorising user to submit an application for certification on behalf of the capacity provider.

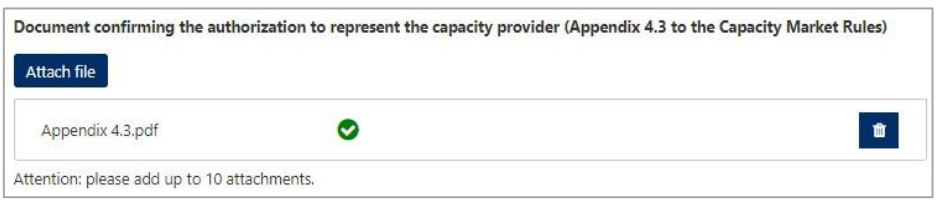
  If user has demonstrated his power of attorney in the previous capacity market processes, attachement of one is not required.
- "**Capacity provider being a natural person**" – appendixes are not required.

NOTE: In the "Additional attachments" field, user may include other appendixes confirming the representation arrangements, helpful in evaluating the application for certification.

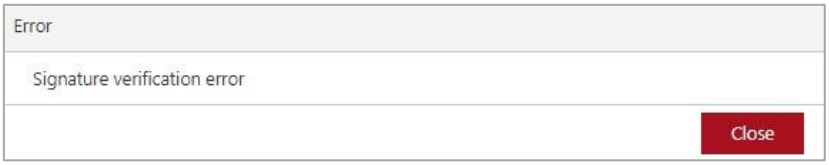
It is possible to mark added appendixes as confidential.

An erroneously added appendix can be deleted with the button. When all required appendixes have been added, clicking "**Next section**" will start the process of uploading them.

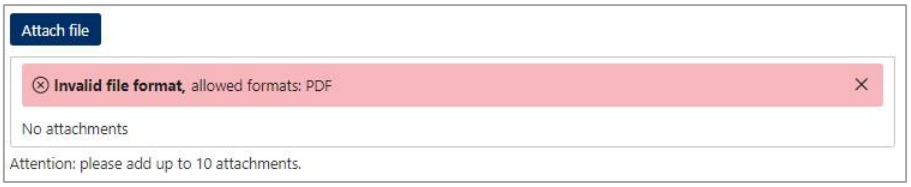
If the appendix is affixed with qualified electronic signature properly and if the process of uploading it succeeded, the appendix will be marked with „✔".



In case the appendix is not affixed with a qualified electronic signature, an error "**Signature verification error**" will be displayed.



It is forbidden to add appendixes in different than .PDF format. In case of uploading a file in other format, an error "**Invalid file format, allowed file formats: PDF**" will be displayed.



After correctly adding the appendixes, user shall proceed to next section by clicking "**Next section**".

NOTE: Each attachment is scanned for viruses and malware. Due to the scanning process, a preview of the submitted application and appendixes may be delayed.

3 APPLICATION FOR CERTIFICATION – CONTENT OF THE APPLICATION

In the main certification process, the capacity market unit comprising physical cross-border units shall be qualified as:

- existing generating capacity market unit or
- unproven demand-side response capacity market unit.

Depending on the type of capacity market unit selected in **section IV**, the content of the application is various. For this reason, the application for certification for both types of units is described separately in the following sub-chapters.

If user selects the option "**Establishment of a Capacity Market Unit based on a previously submitted application**" **sections IV-VII** will be completed with the data from the application submitted in the previous certification for the main auction. The user can edit some of this data. **Section VIII** will not be completed due to necessity of attachement the required documents.

NOTE: If the user changes the type of capacity market unit in Section IV, the data in subsequent sections will not be completed automatically based on the previous certification.

3.1 Existing generating capacity market unit

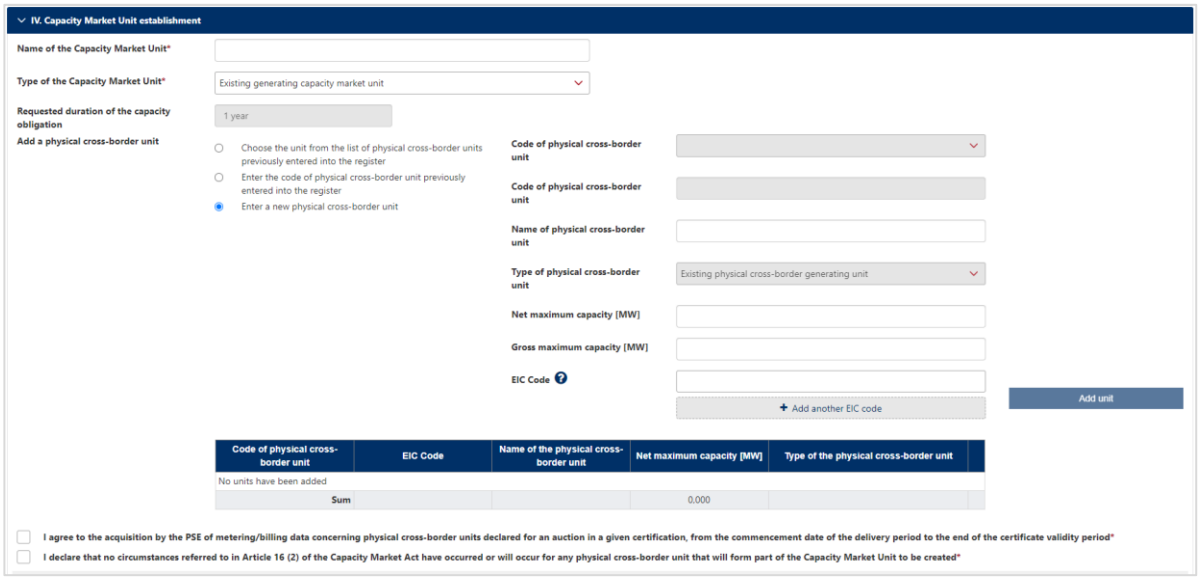
3.1.1 Section IV - Capacity market unit establishment

The completion of **section IV** shall start with name of the capacity market unit in the indicated field:

NOTE: Name of the capacity market unit shall be freely determined by user. It is recommended that its name refers to the content of the capacity market unit, e.g. "ABC Power Station Unit 1".

Subsequently, from the drop-down list of capacity market unit types, user shall choose: "**Existing generating capacity market unit**".

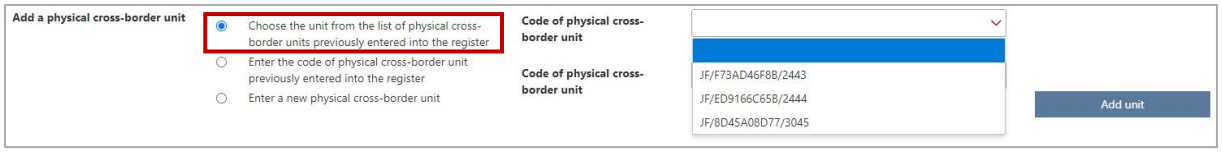
When this type of capacity market unit is selected, the **section IV** appearance is as below:



Next, user shall select the requested duration of the capacity obligation to be offered during the capacity auction. The default duration of the capacity obligation is 1 year. Since foreign units are not allowed to be granted with longer contracts, it is not possible to modify the value of this field.

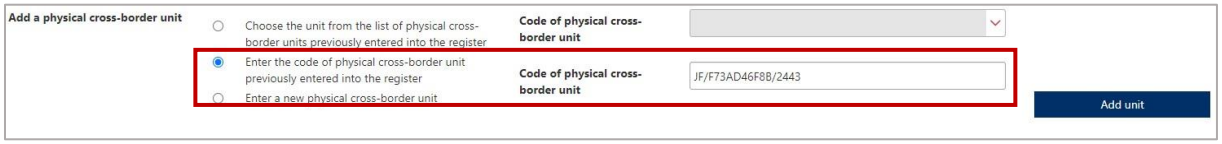
The following step is to add the individual physical cross-border units forming part of capacity market unit to be created. The user can do it in three different ways:

- by checking the box "**Choose the unit from the list of physical cross-border units previously entered into the register**" and selecting a physical cross-border unit from the list of units available to the user,



or

- by checking the box "**Enter the code of physical cross-border unit presiously entered into the register**" and entering the code of the physical cross-border unit in the relevant field (any unit can be indicated in this way),



NOTE: The code of the physical cross-border unit can be found in the .pdf of the application for certification of capacity market unit comprising physical cross-border units in the section "4. Capacity Market Unit establishment ". It is of the form JF/XXXXXXXX/nnnn. Downloading the .pdf file with the application is described in section. 4.1.1.

4. Utworzenie jednostki rynku mocy

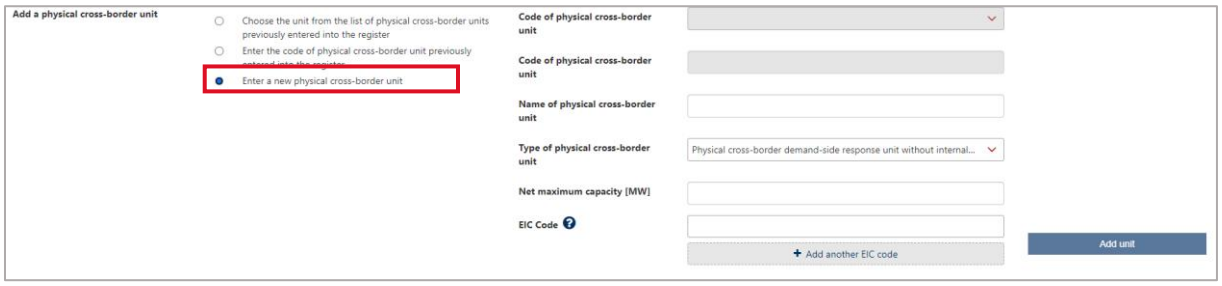
Nazwa jednostki rynku mocy	Block 1_Power Plant
Typ jednostki rynku mocy	istniejąca jednostka rynku mocy wytwórcza
Wnioskowany okres trwania obowiązku mocowego (w latach)	1

Jednostki fizyczne

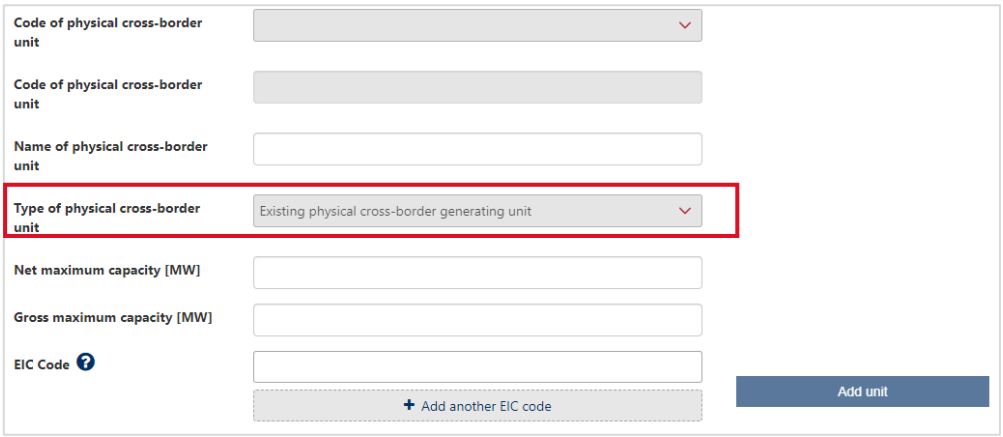
Lp.	Kod jednostki fizycznej	Nazwa jednostki fizycznej	Moc osiągalna brutto [MW]	Moc osiągalna netto [MW]	Dostawca mocy jest właścicielem jednostki
1	JF/144439E46C/9424	Block 1_Power Plant_a	16,0	10,0	☐
2	JF/20F41E435B/9425	Block 1_Power Plant_b	13,0	10,0	☑
Suma			29,0	20,0	

or

- by checking the box "**Enter a new physical cross-border unit**" and entering the required data of the unit. This option is checked by default.



In order to add physical cross-border unit, user shall provide its data such as: "**Name of physical cross-border unit**", "**Net maximum capacity**", "**Gross maximum capacity**" and **"EIC Code"** in relevant fields. "**Type of physical cross-border unit**" is not editable.



NOTE: The code EIC is physical unit code used to identify the physical unit by the TSO in a given country. If EIC codes are not used in a given country, another unique code, which is known to the TSO, should be entered.

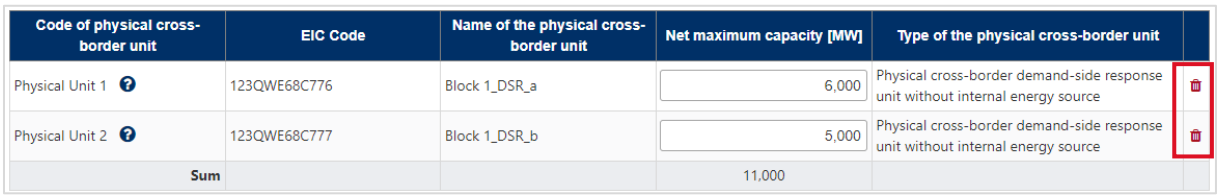
After choosing the physical cross-border unit or filling in the data, "**Add unit**" button is activated. Clicking it adds the physical cross-border unit to the capacity market unit which is indicated by adding new record to the table.

The capacity market unit, in accordance with Article 16(1) of the Capacity Market Act, may comprise more than one physical cross-border unit.

Code of physical cross-border unit	EIC Code	Name of the physical cross-border unit	Net maximum capacity [MW]	Type of the physical cross-border unit	
Physical Unit 1	123QWE68C776	Block 1_DSR_a	6,000	Physical cross-border demand-side response unit without internal energy source	
Physical Unit 2	123QWE68C777	Block 1_DSR_b	5,000	Physical cross-border demand-side response unit without internal energy source	
Sum			11,000		

NOTE: User may edit the net and gross maximum capacity by clicking on the relevant field in the table.

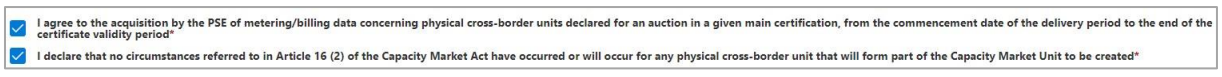
An erroneously added physical cross-border unit can be deleted with the button in the table.



After adding all physical cross-border units to the capacity market unit, in order to proceed with the application, user shall make the following statements:

- "I agree to the acquisition by the PSE of metering/billing data concerning physical cross-border units declared for an auction in a given main certification, from the commencement date of the delivery period to the end of the certificate validity period."
- "I declare that no circumstances referred to in Article 16 (2) of the Capacity Market Act have occurred or will occur for any physical cross-border unit that will form part of the capacity market unit to be created."

by selecting relevant checkboxes below.



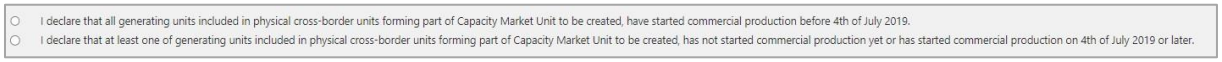
NOTE: Submission of both statements is required to continue submitting the application for certification.

Moreover, certification form requires to submit declarations regarding the commercial production start date and the CO_2 emission limits. First, user shall choose from two possible options regarding the commercial production start date, listed below:

- **Declaration 1.A**: "I declare that all generating units included in physical cross-border units forming part of capacity market unit to be created have started commercial production before 4th of July 2019."

- **Declaration 1.B**: "I declare that at least one of generating units included in physical cross-border units forming part of capacity market unit to be created has not started commercial production yet or has started commercial production on 4th of July 2019 or later."

by selecting relevant radio button.



Subsequent declarations regarding the CO_2 emission limits:

- **Declaration 2.A**: "I declare that none of the generating units included in physical cross-border units forming part of capacity market unit to be created will exceed the emission limit during delivery period which the main certification regards."
- **Declaration 2.B**: "I declare that at least one of generating units included in physical cross-border units forming part of capacity market unit to be created will exceed the emission limit during delivery period which the main certification regards."

It is required to submit one of them by selecting relevant radio button.

NOTE: The names and numbering of the declarations have been entered for the purpose of this manual only.

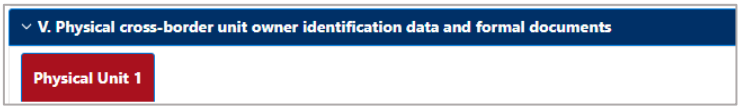
After filling all mandatory fields, user shall proceed to another section by clicking "**Next section**".

In the meantime, system checks if the requirements mentioned in Article 16(1) of the Capacity Market Act are fulfilled. Positive verification enables user to proceed to the next section. Otherwise, a relevant message will be displayed and "**Next section**" button will be disabled until all necessary corrections are entered.

3.1.2 Section V – Physical cross-border unit owner identification data and formal documents

Section V concerns the owner identification data and formal documents of the physical cross-border units forming part of the capacity market unit.

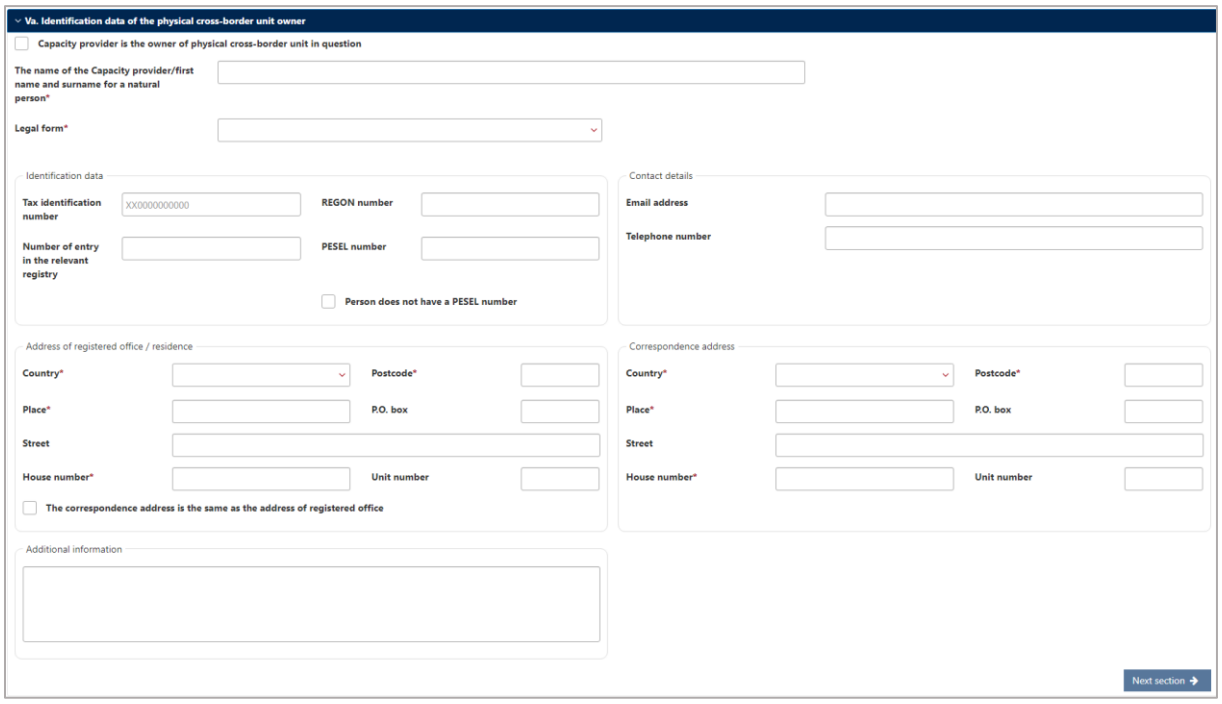
NOTE: If the capacity market unit comprises more than one physical cross-border unit, the owner's identification data and formal documents shall be completed for each physical cross-border unit separately. It is possible to switch between tabs related to individual physical cross-border units by selecting a relevant tab from the panel above.



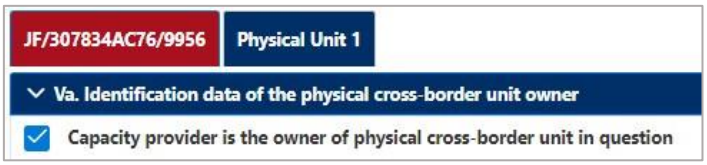
3.1.2.1. Section Va - Physical cross-border unit owner identification data

The following step is to provide identification data of the physical cross-border unit's owner.

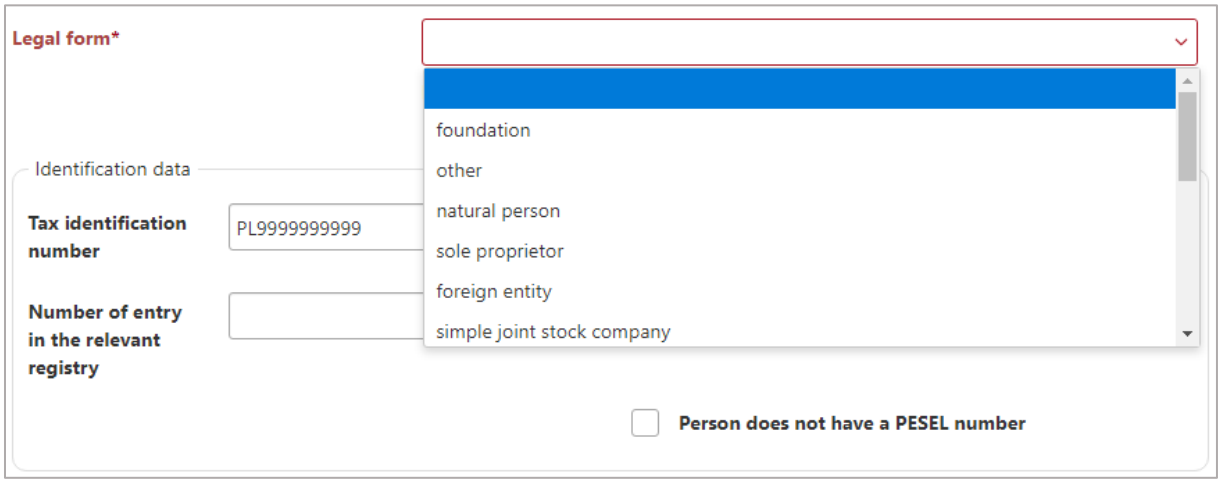
NOTE: In case of addition of a physical cross-border unit in Section IV using the option "Choose the unit from the list of physical cross-border units previously entered into the register", fields in this section will be automatically completed with the data from the register.



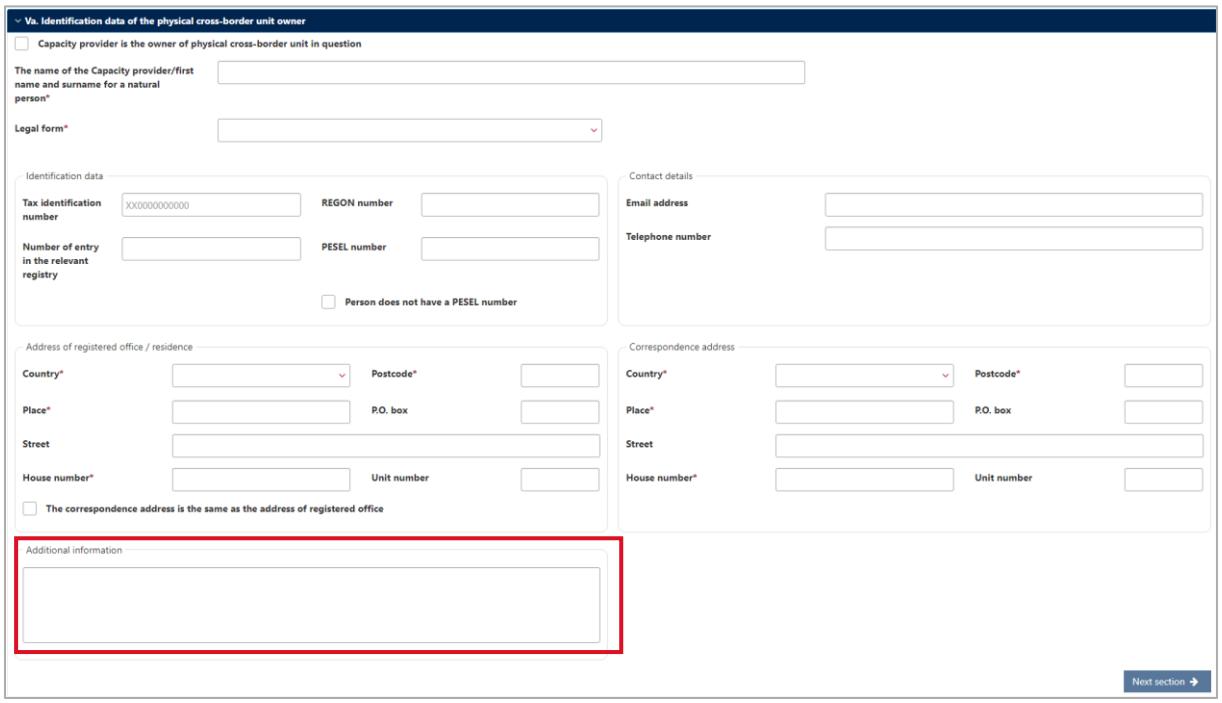
NOTE: After checking "Capacity provider is the owner of physical cross-border unit in question", fields in this section will be automatically filled in with data submitted in section III. Section Vb is omitted.



The completion of this section shall start with name of the physical cross-border unit's owner and its legal form. In case of entities based outside of the Republic of Poland, user shall select "**foreign entity**" from the drop-down list marked as "**Legal form**".



NOTE: If the desired legal form is not on the list, user shall select "other" and indicate that form in the field marked as "Additional Information".



Selected legal form determines the data to be provided in field marked as "**Identification data**".

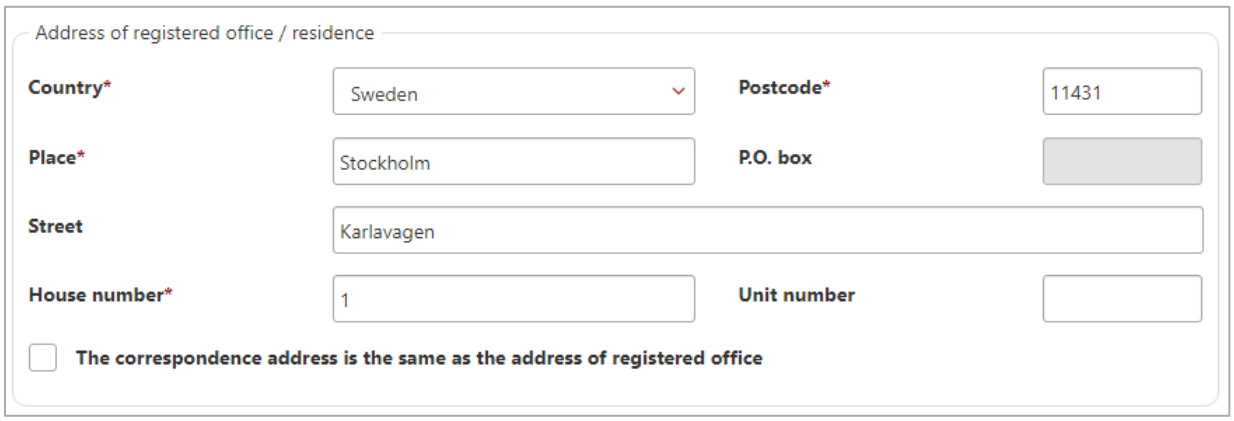
Depending on the requirements, user shall provide: NIP, REGON, KRS or PESEL of the physical cross-border unit owner. If the owner does not have an assigned PESEL number, select the "**Person does not have a PESEL number**", which allows user to enter a passport number instead.

NOTE: In the case of a sole proprietor, select "sole proprietor" in the "Legal form", and further complete the NIP and REGON number. In this case, the PESEL number is not required.

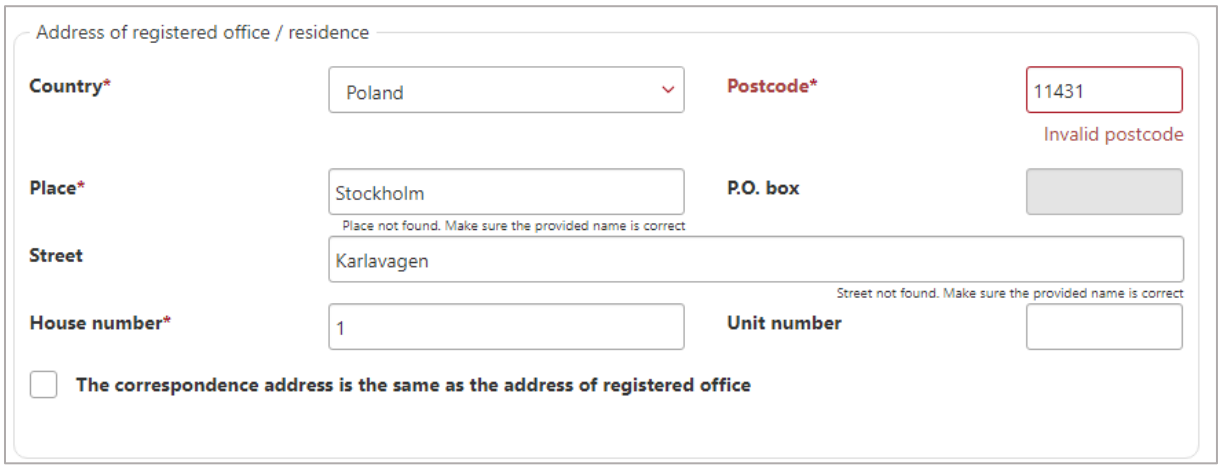
If, under the regulations of the capacity market, more than one NIP, REGON or PESEL number is required (e.g., if it is necessary to provide data of all partners of a civil partnership), they should be entered in the "**Additional information**".

In the next step, user shall enter contact details: "**Telephone number**" and "**E-mail address**". The data are not required but may be useful in communication purposes.

Next, physical cross-border unit owner's address details shall be filled, containing:



If the system does not recognize the place name, street name or postcode entered by user, a note "**Invalid postcode**" will be displayed. However, in the case of the registered office located outside Poland, the system does not forbid user to proceed.

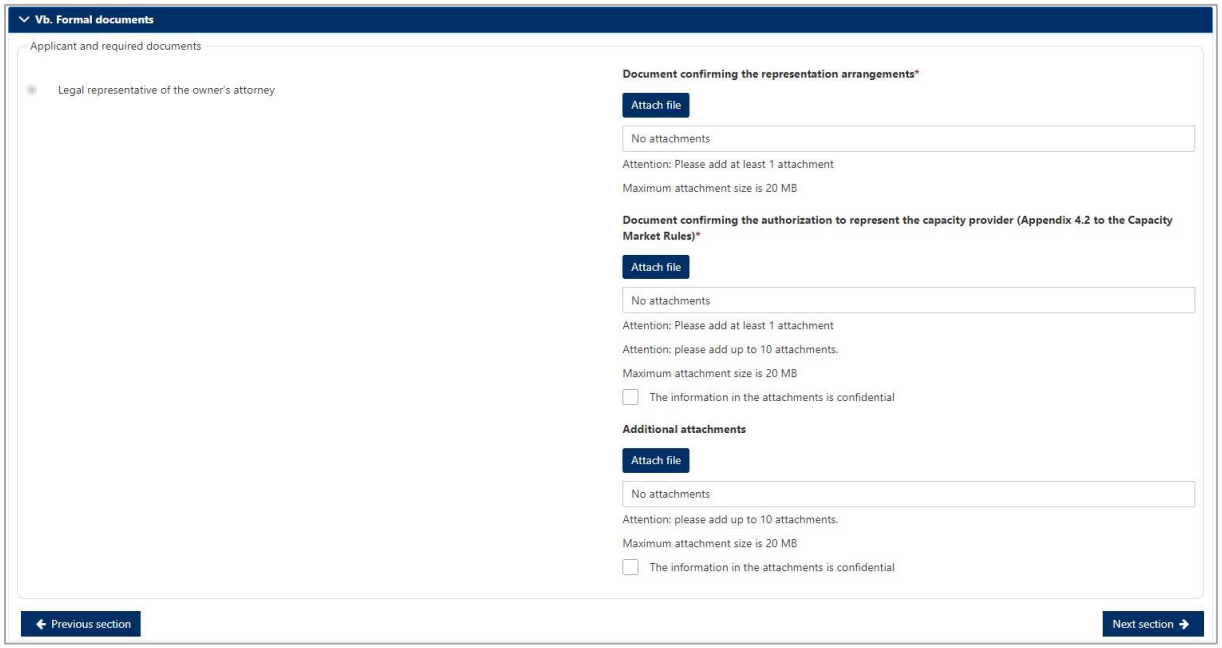


If the correspondence address is identical as the address of registered office or residence, user shall select the option " **The correspondence address is the same as the address of registered office** ":

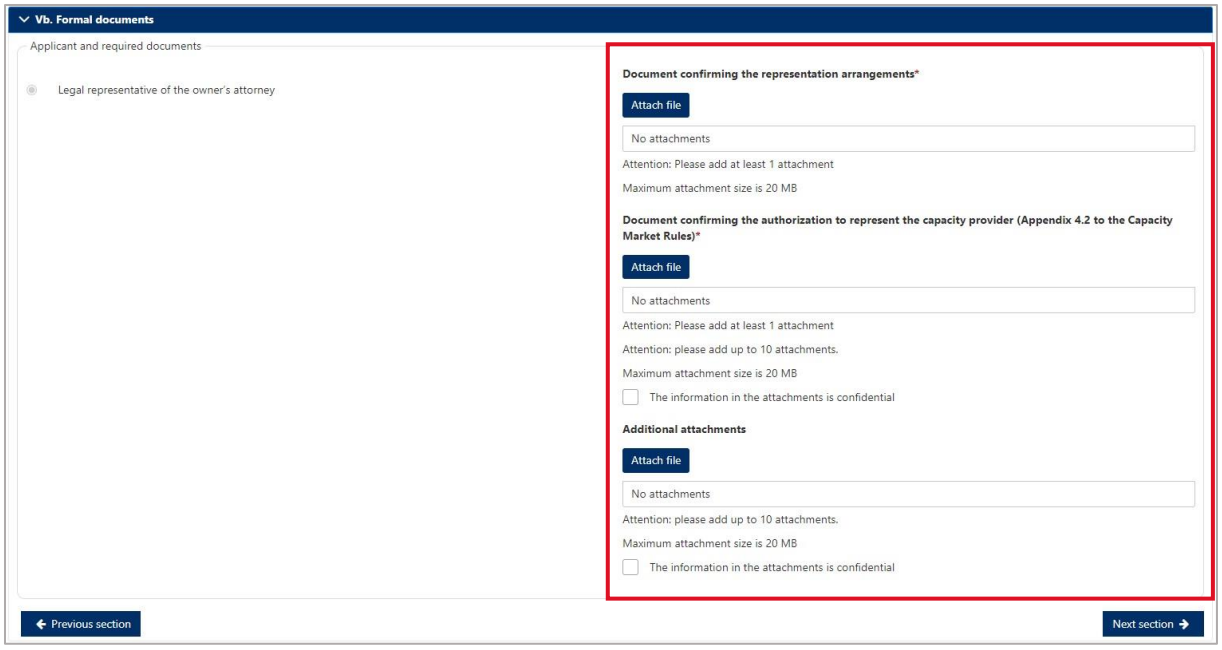
The address details will be copied automatically. After filling all mandatory fields, user shall proceed to another section by clicking "**Next section**".

3.1.2.2. Section Vb – Formal documents

Section Vb is only active if the capacity provider is not the owner of the physical cross-border unit.



On the right side of the form there are fields to attach relevant documents to the application.



NOTE: All appendixes submitted to PURM shall be in .PDF format and shall be affixed with a qualified electronic signature of the person who submits the application. An exception is a power of attorney signed with a qualified electronic signature of representatives of the entity issuing it. The size limit for a single appendix is 20 MB.

In field marked as "**Document confirming the representation arrangements**" user shall attach:

- a current extract from a relevant registry regarding physical cross-border unit's owner, confirming the authority of the person signing the power of attorney.

In field marked as "**Document confirming the authorisation to represent the capacity provider**" user shall attach:

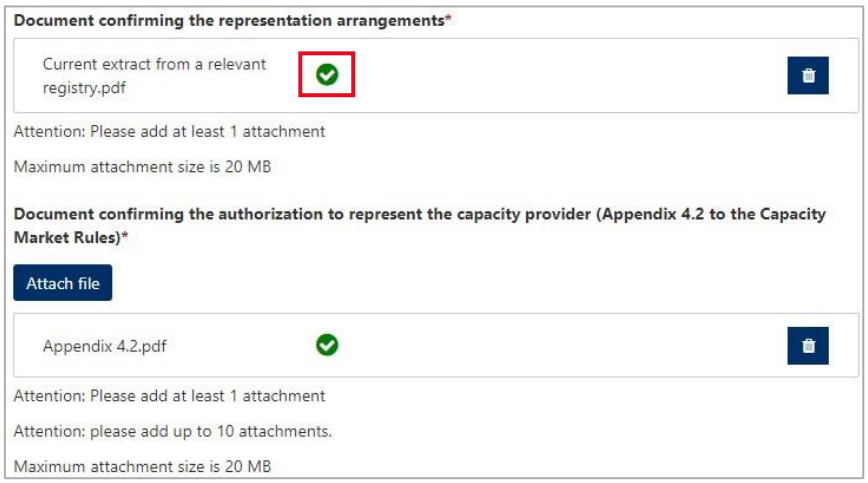
- appendix 4.2 do Capacity Market Rules "**Authorisation to submit applications for certification and act in the role of capacity provider**" authorising user to use given physical cross-border unit in capacity market unit to be created.

It is possible to mark added appendixes as confidential.

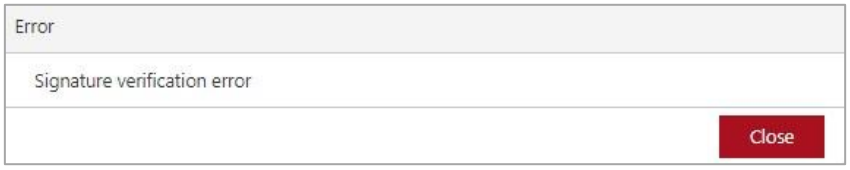
An erroneously added appendix can be deleted with the button.

When all required appendixes have been added, clicking "**Next section**" will start the uploading process.

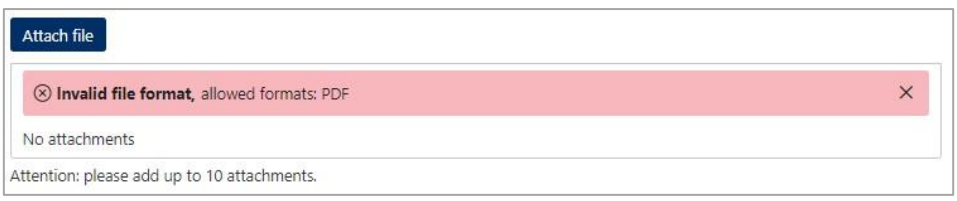
If the appendix is affixed with qualified electronic signature properly and the process of uploading it succeeded, the appendix is marked with „✓".



In case the appendix is not affixed with a qualified electronic signature, an error "**Signature verification error**" will be displayed.



It is forbidden to add appendixes in different than .PDF format. In case of uploading a file in other format, an error "**Invalid file format, allowed file formats: PDF**" will be displayed.



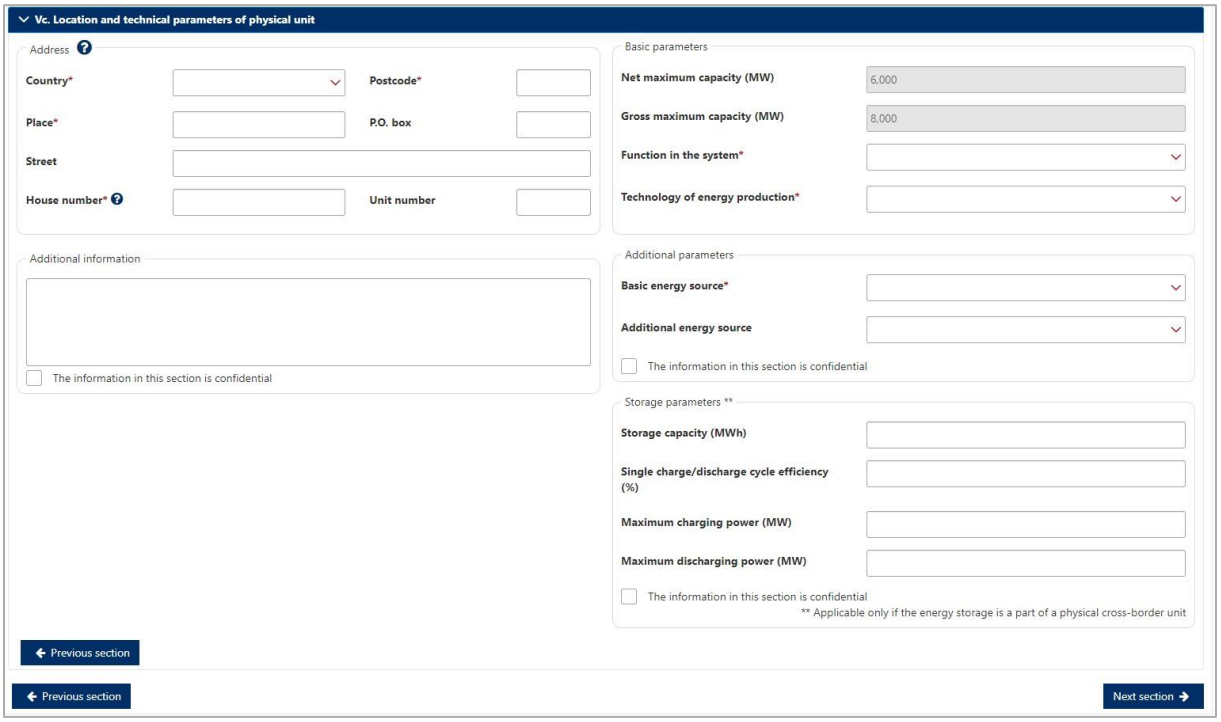
After the appendixes has been added correctly, user shall proceed to next section by clicking "**Next section**".

NOTE: Each attachment is scanned for viruses and malware. Due to the scanning process, a preview of the submitted application and appendixes may be delayed.

3.1.2.3. Section Vc – Location and technical parameters of physical cross-border unit

Section Vc concerns the location and technical parameters of physical cross-border unit forming part of the capacity market unit which is the subject of the application for certification.

NOTE: In case of addition of a physical cross-border unit in Section IV using the option "Choose the unit from the list of physical cross-border units previously entered into the register", fields in this section will automatically be completed with the data from the register.



On the left side of the form, user shall enter the location of the physical cross-border unit. The mandatory fields are:

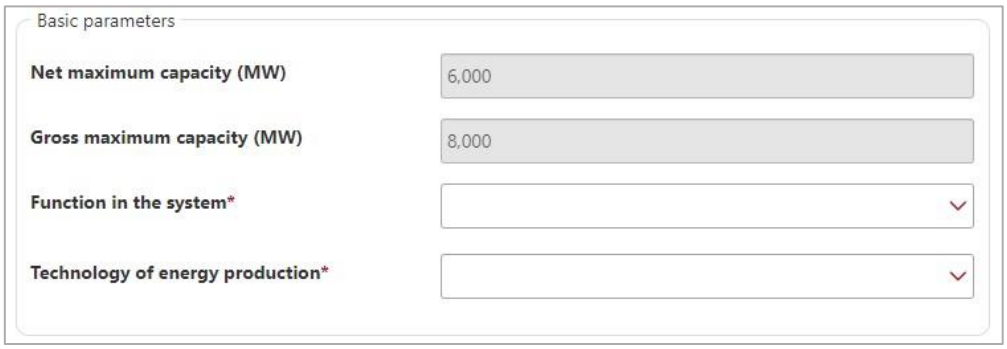
- "**Country**",
- "**Place**",
- "**Postcode**"
- **„House number".**

NOTE: House number means the number of the building or property.

If a physical cross-border unit has not been assigned with a house number, the value "0" shall be entered in the "**House number**" field. Instead, the registration numbers of all the parcels with their respective precincts shall be entered in the "**Additional information**" field. In addition, it is possible to mark the information submitted in this section as confidential.

NOTE: It is also possible to attach a list of the parcels on which the physical cross-border unit is located in the field "Additional information" in Section Vb.

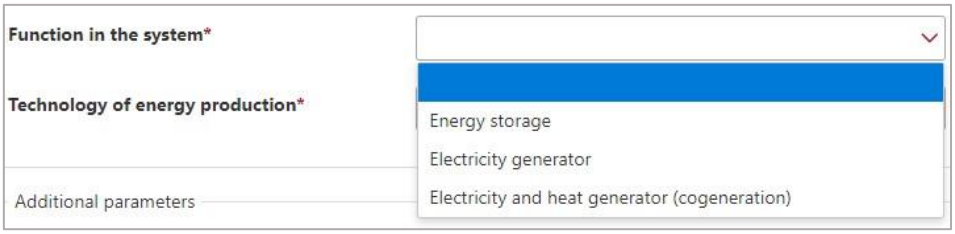
On the right side of the form, user can find section regarding the technical parameters of physical cross-border unit.



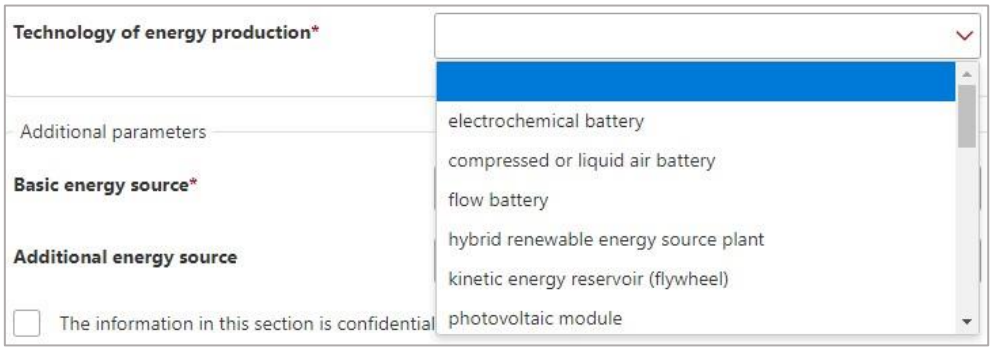
NOTE: The change of the net and gross maximum capacity of a physical cross-border unit is possible in Section IV.

The mandatory fields are:

- "**Function in the system**" – chosen in accordance with the list in section 6.2.2.2 of the Capacity Market Rules.

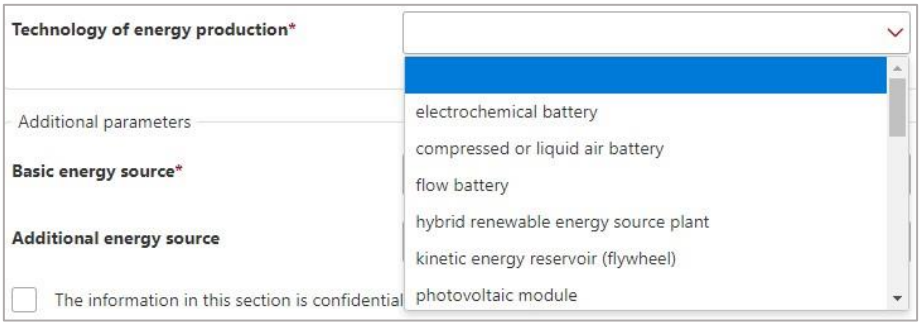


- "**Technology of energy production**" - chosen in accordance with the list in section 6.2.2.3 of the Capacity Market Rules.



NOTE: If the given physical cross-border unit uses an energy production technology not included in the defined list, the option "other" shall be selected and information about the used energy production technology shall be entered in the field "Additional information".

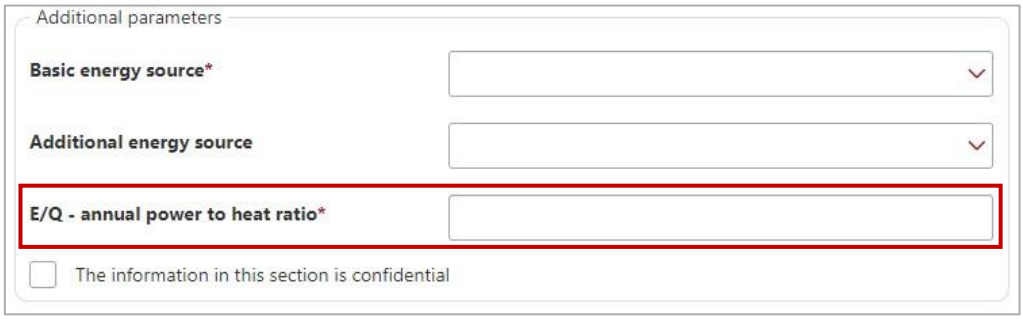
- "**Basic energy source**" - chosen in accordance with the list in section 6.2.2.4 of the Capacity Market Rules.



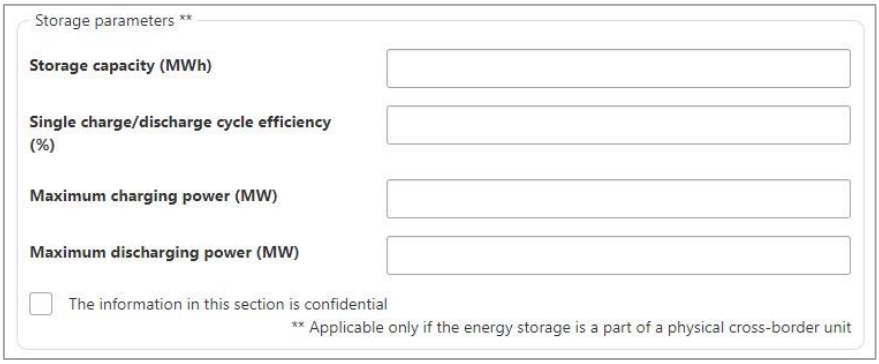
Field "**Additional energy source**" is optional. The rules for determining the energy production technology, basic and additional energy sources are contained in section 6.3.2.1(5) of the Capacity Market Rules. The field "**Additional information**" on the left side of the section serves to submit additional information helpful in the application verification process.

NOTE: If the given physical cross-border unit uses more than 2 energy sources (basic and additional) in the process of electricity generation, information about the rest of additional fuels with share in generation greater than 2% shall be entered in the "Additional information" field.

- "**E/Q – annual power to heat ratio**" – this section is to be filled if in field "**Function in the system**" user has selected "**Electricity and heat generator (cogeneration)**".



If the physical cross-border unit includes energy storage, user shall also provide its parameters in section "**Storage parameters**".



All abovementioned information may be marked as confidential.

After filling all mandatory fields user can proceed to the next section by clicking the "**Next section**" button.

3.1.3. Section VI – Technical parameters

In this section, user shall indicate further parameters of physical cross-border units as well as parameters regarding capacity market unit as a whole.

NOTE: A detailed description in regard to determination the values of technical parameters is presented in the document entitled "Metodyka obliczeń wartości parametrów techniczno-ekonomicznych" available at www.rynekmocy.pl in the section "Certyfikacja do aukcji".

The parameters specific for the physical cross-border unit are:

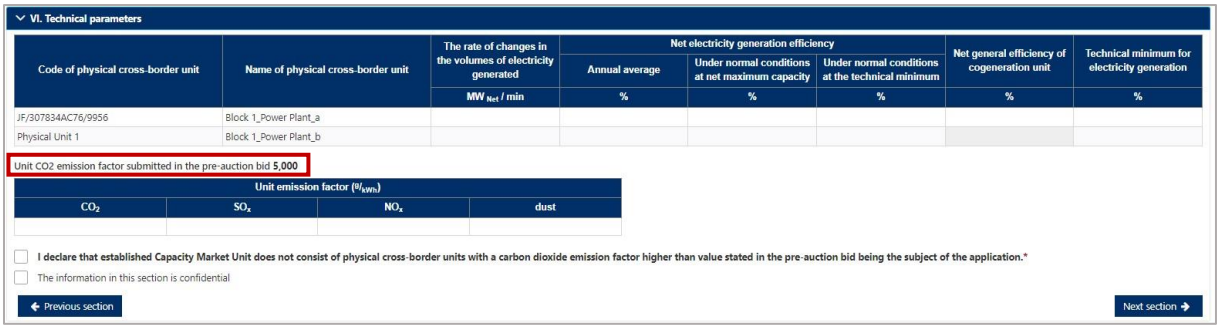
- the rate of changes in the volumes of electricity generated by physical cross-border unit (net MW/minute),
- annual average of the net electricity generation efficiency (%),
- net electricity generation efficiency under normal conditions at net maximum capacity (%),
- net electricity generation efficiency under normal conditions at the technical minimum (%),
- net general efficiency (%) – mandatory for physical cross-border units in regard to which in field "**Function in the system**" user has selected "**Electricity and heat generator (cogeneration)**".
- technical minimum for electricity generation (%).

The parameters specific for the capacity market unit are:

- unit emission factor: CO_2 (g/kWh),
- unit emission factor: SO_x (g/kWh),
- unit emission factor: NO_x (g/kWh),
- unit emission factor: dust (g/kWh).

Values shall be filled into the table below.

According to section 5.2.3.7 of the Capacity Market Rules, capacity market unit's CO_2 unit emission factor shall not exceed value indicated in the pre-auction offer, which is displayed above the table.



NOTE: Providing values in all fields is required to proceed with the application.

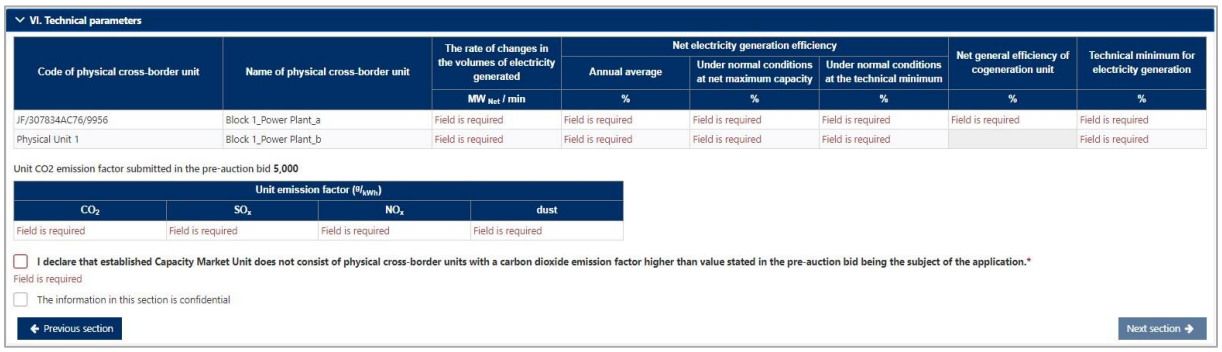
If all parameters have been added, user makes the statement:

- "I declare that established capacity market unit does not consist of physical cross-border units with a carbon dioxide emission factor higher than value stated in the pre-auction bid being the subject of the application."

by selecting relevant checkbox.

If any of the fields is omitted, the message "**Field is required**" will be displayed and the "**Next section**" button will be disabled.

NOTE: If the capacity market unit does not emit a particular type of substance, emission factor shall be filled as "0".



User may mark all added parameters as confidential by selecting the checkbox:

After filling all mandatory fields user can proceed to the next section by clicking the "**Next section**" button.

3.1.4. Section VII – Economic parameters

In this section user shall indicate economic parameters of individual physical cross-border units forming part of capacity market unit.

NOTE: A detailed description of how to determine the values of economic parameters is presented in the document entitled "Metodyka obliczeń wartości parametrów techniczno-ekonomicznych" available at www.rynekmocy.pl in the section "Certyfikacja do aukcji".

User shall provide:

- unit variable costs (PLN/MWh$_{net}$),
- fixed operating costs (PLN),
- net current value of fixed assets forming part of the physical cross-border unit (PLN).

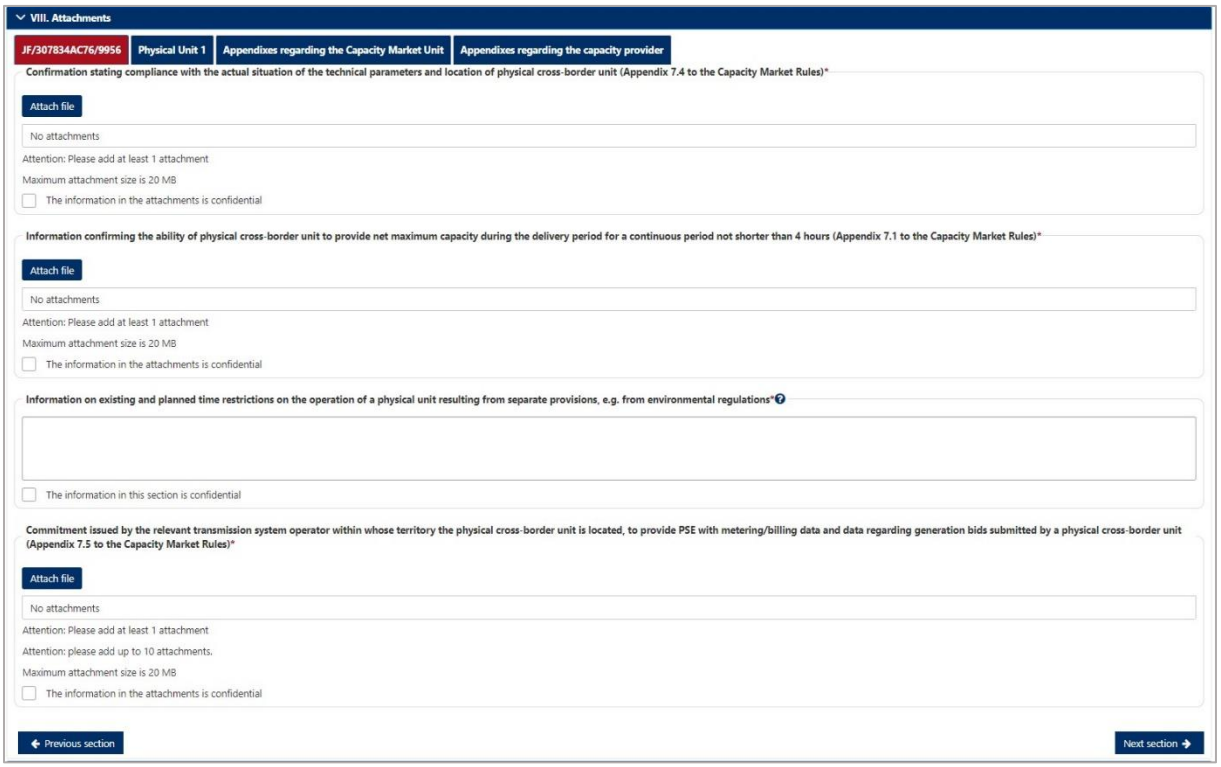
NOTE: Providing values in all fields is required to proceed with the application.

User may mark all added parameters as confidential by selecting checkbox:

After filling all mandatory fields user can proceed to the next section by clicking the "**Next section**" button.

3.1.5. Section VIII – Attachments

In **section VIII** user shall add appendixes relating to the individual physical cross-border units forming part of the capacity market unit, appendixes regarding the capacity market unit itself and appendixes regarding the capacity provider. By default, after entering **section VIII**, the tab concerning the first added physical cross-border unit opens.



It is possible to switch between tabs regarding physical cross-border units, capacity market unit and capacity provider by selecting the appropriate tab from the panel above.

In regard to physical cross-border units, system displays following fields:

- **Confirmation stating compliance with the actual situation of the technical parameters and location of physical cross-border unit** – user shall add the Appendix 7.4 to the Capacity Market Rules, issued by the relevant transmission system operator within whose territory the foreign physical cross-border unit is located. Adding at least one appendix in this field is mandatory. A maximum of 20 appendixes can be added.

- **Information confirming the ability of physical cross-border unit to provide net maximum capacity during the delivery period for a continuous period not shorter than 4 hours** – user shall add the Appendix 7.1 to the Capacity Market Rules. Adding the appendix in this field is mandatory.
- **Information on existing and planned time restrictions on the operation of a physical cross-border unit resulting from separate provisions, e.g. from environmental regulations** – a description of the operating restrictions, including their duration and legal basis, shall be entered in this field. If the physical cross-border does not have such restrictions, user shall enter "None" in this field. Completion of this field is mandatory - a maximum of 1000 characters may be entered.
- **Commitment issued by the relevant transmission system operator within whose territory the physical cross-border unit is located, to provide the PSE with metering/billing data and data regarding generation bids submitted by a physical cross-border unit** – user shall add the Appendix 7.5 to the Capacity Market Rules, issued by the relevant transmission system operator within whose territory the foreign physical cross-border unit is located. Adding at least one appendix in this field is mandatory. A maximum of 10 appendixes can be added.

In section "**Appendixes regarding the Capacity Market Unit**" following appendixes shall be attached:

- **Data necessary to verify the calculation of unit CO_2 emission in regard to generating units** – user shall add the Appendix 7.10 to the Capacity Market Rules. Adding the appendix in this field is mandatory,
- any additional appendixes regarding the capacity market unit.

Last section "**Appendixes regarding the capacity provider**" following appendixes shall be attached:

- **Information provided when applying for state aid other than agricultural or fishing aid, de minimis aid or de minimis aid in agriculture and fishing** - user shall add the form of information, drawn up in accordance with the template forming Attachment 1 to the Regulation of the Council of Ministers of 29 March 2010 (Journal of Laws of 2010, No. 53, item 312) in respect to the scope of provided information by the entity applying for state aid other than agriculture or fishing aid, de minimis aid or de minimis aid in agriculture or fishing. Adding the appendix in this field is mandatory,

NOTE: The form is available at:
https://uokik.gov.pl/wzory_formularzy_pomocy_de_minimis.php

- **Statement on the economic situation of the entity as a group** - user shall add a statement in accordance with the template available at: www.pse.pl/web/pse-eng/areas-of-activity/capacity-market/certification-for-auction. Adding the appendix in this field is mandatory,
- **Financial statements for the last 3 financial years** - financial statements for the past 3 financial years, drawn up in accordance with the relevant laws of the capacity provider's country of domicile or residence. Adding the appendix in this field is mandatory.

NOTE: A detailed description of way of completing the appendixes on state aid is presented in the materials posted on www.pse.pl/web/pse-eng/areas-of-activity/capacity-market/certification-for-auction in the section "Finacial statements".

Each of the appendixes may be marked as confidential by selecting relevant checkbox.

NOTE: All appendixes submitted to PURM shall be in .PDF format and shall be affixed with a qualified electronic signature of the person who submits the application. An exception is a power of attorney signed with a qualified electronic signature of representatives of the entity issuing it. The size limit for a single appendix is 20 MB.

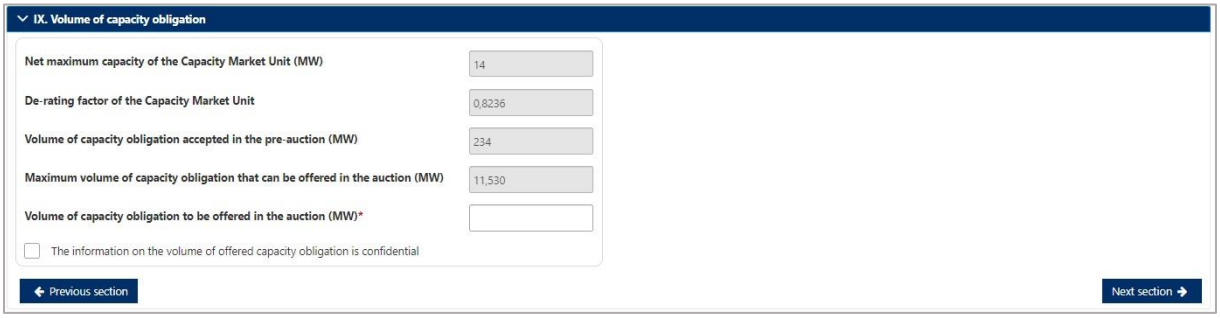
Next, user should start the process of uploading attachments to the application by clicking "**Next section**". If not all of the requirements of this section have been met, e.g. user did not add all required

attachments, the process of filling in the application will be stopped and user will be informed through appropriate icons in the panel for which units the appendixes are missing.

If the appropriate corrections have been made, the "**Next section**" button will be unlocked. Clicking it will add attachments to the form and allows user to proceed to the next section.

3.1.6. Section IX – Volume of capacity obligation

Section IX regards the capacity obligation to be offered during the capacity auction by the capacity market unit.



The values displayed in **section IX** are calculated based on the data entered by user in **sections IV and V**. The section shall contain the following data:

- **Net maximum capacity of the Capacity Market Unit (MW)** – calculated as the sum of net maximum capacities of each physical cross-border unit forming part of the capacity market unit;
- **De-rating factor of the Capacity Market Unit** – in case of capacity market unit comprising multiple physical cross-border units it is cdetermined as the lowest value of de-rating factors assigned to each physical cross-border unit;
- **Volume of capacity obligation accepted in the pre-auction (MW)** – maximum capacity obligation to be offered in the capacity auction taking into account only the capacity obligation accepted during the pre-auction;
- **Maximum volume of capacity obligation that can be offered in auction (MW)** – maximum capacity obligation to be offered in the capacity auction taking into account only net maximum capacity of the capacity market unit and its de-rating factor
- **Volume of capacity obligation to be offered in the auction (MW)** – volume of capacity obligation which will be offered during the capacity auction.

NOTE: In field "Volume of capacity obligation to be offered in the auction (MW)" user may enter a volume of capacity obligation higher or equal to 2 MW and no higher than the maximum capacity obligation to be offered and the capacity obligation accepted during the pre-auction. If the entered value does not meet these conditions, the note is displayed and the possibility to proceed to the next section on is blocked.

It is possible to mark the value of offered capacity obligation as confidential by selecting checkbox:

After filling all mandatory fields user can proceed to the next section by clicking the "**Next section**" button. Further steps, including the process of signing the application, are described in Section 3.3.

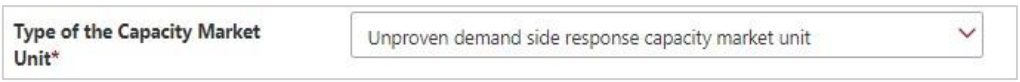
3.2 Unproven demand side response capacity market unit

3.2.1 Section IV - Capacity market unit establishment

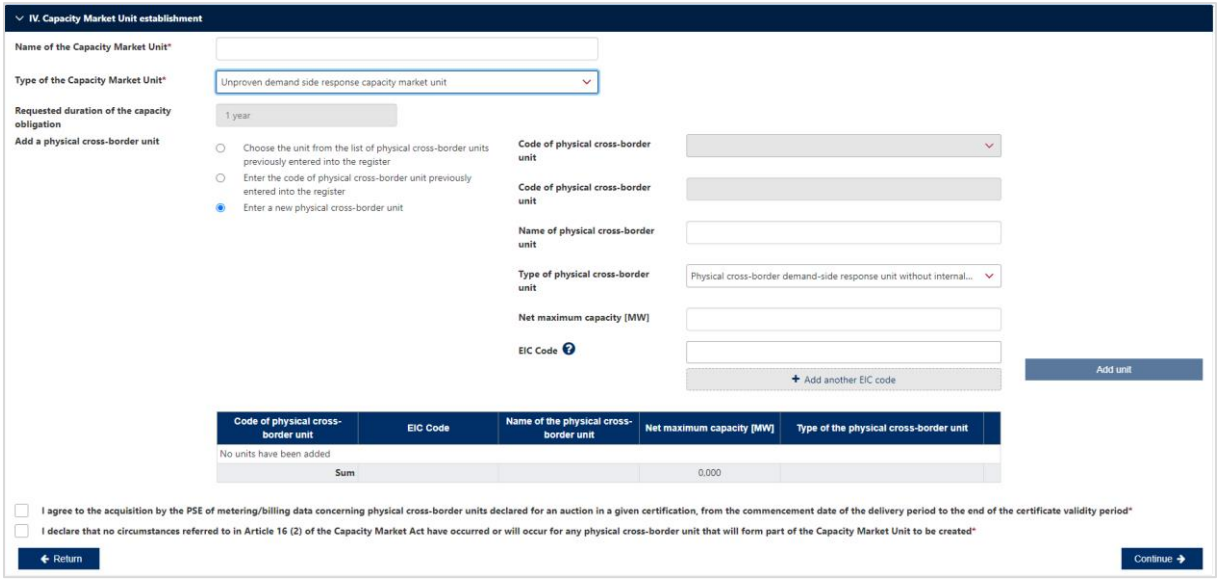
The completion of **section IV** shall start with name of the capacity market unit in the indicated field:

NOTE: Name of the capacity market unit shall be freely determined by user. It is recommended that its name refers to the content of the capacity market unit, e.g. „ABC Power Station Unit 1".

Subsequently, from the drop-down list of capacity market unit types, user shall choose: "**Unproven demand-side response capacity market unit**".



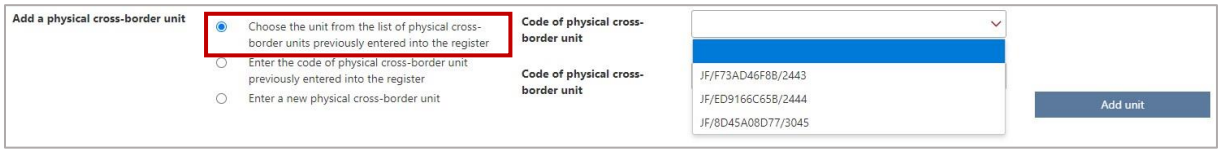
When this type of capacity market unit is selected, the **section IV** appearance is as below:



Next, user shall select the requested duration of the capacity obligation to be offered during the capacity auction. The default duration of the capacity obligation is 1 year. Since foreign units are not allowed to be granted with longer contracts, it is not possible to modify the value of this field.

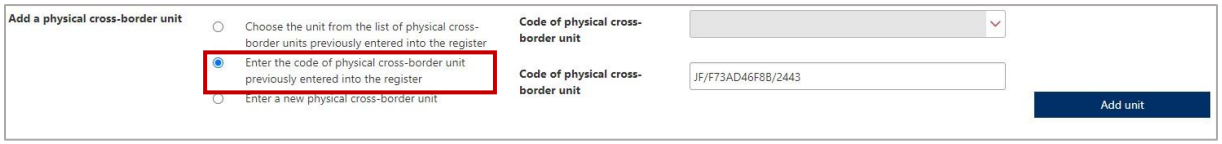
The following step is to add the individual physical cross-border units forming part of capacity market unit to be created. The user can do it in three different ways:

- by checking the box "**Choose the unit from the list of physical cross-border units previously entered into the register**" and selecting a physical cross-border unit from the list of units available to the user,

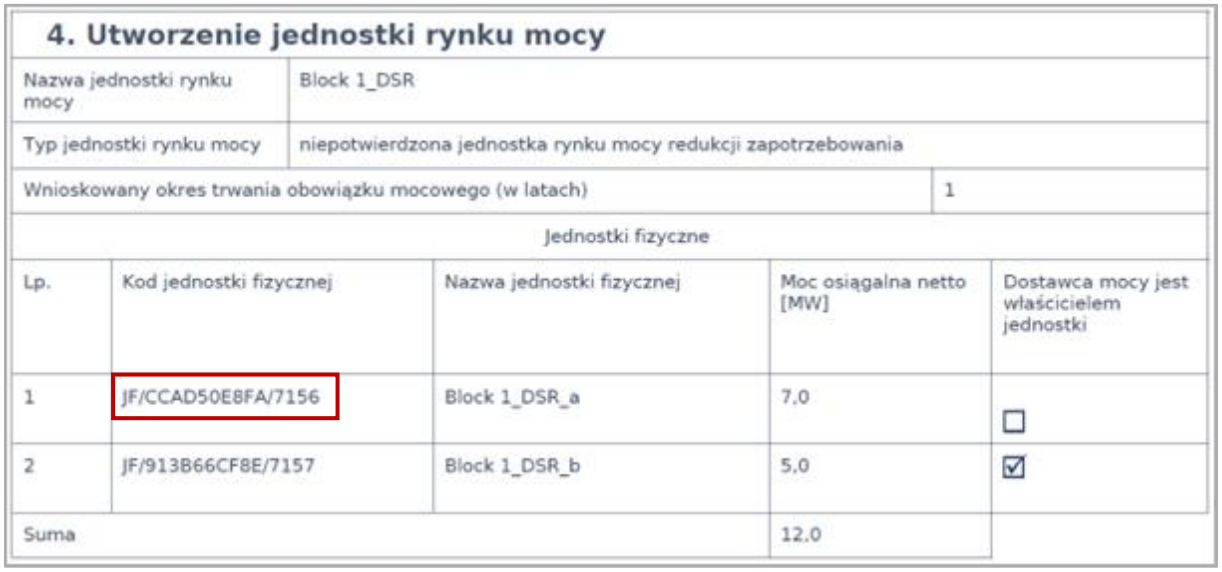


or

- by checking the box "**Enter the code of physical cross-border unit previously entered into the register**" and entering the code of the physical cross-border unit in the relevant field (any unit can be indicated in this way),



NOTE: The code of the physical cross-border unit can be found in the .pdf of the application for certification of capacity market unit comprising physical cross-border units in the section "4. capacity market unit establishment". It is of the form JF/XXXXXXXX/nnnn. Downloading the .pdf file with the application is described in Section 4.1.2.



4. Utworzenie jednostki rynku mocy

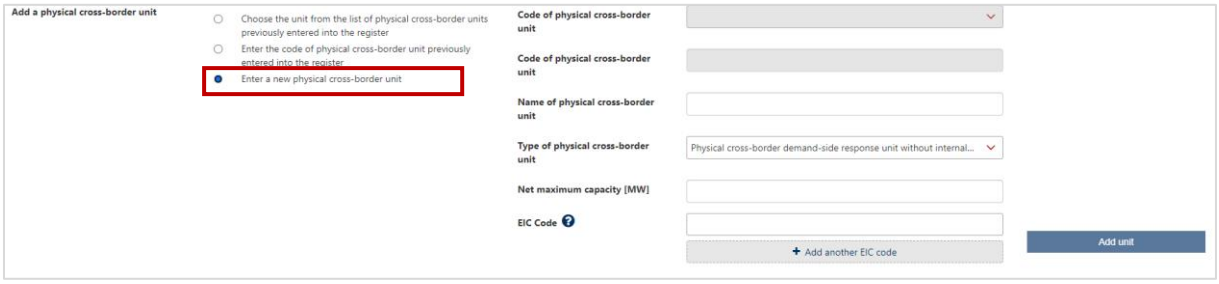
Nazwa jednostki rynku mocy	Block 1_DSR
Typ jednostki rynku mocy	niepotwierdzona jednostka rynku mocy redukcji zapotrzebowania
Wnioskowany okres trwania obowiązku mocowego (w latach)	1

Jednostki fizyczne

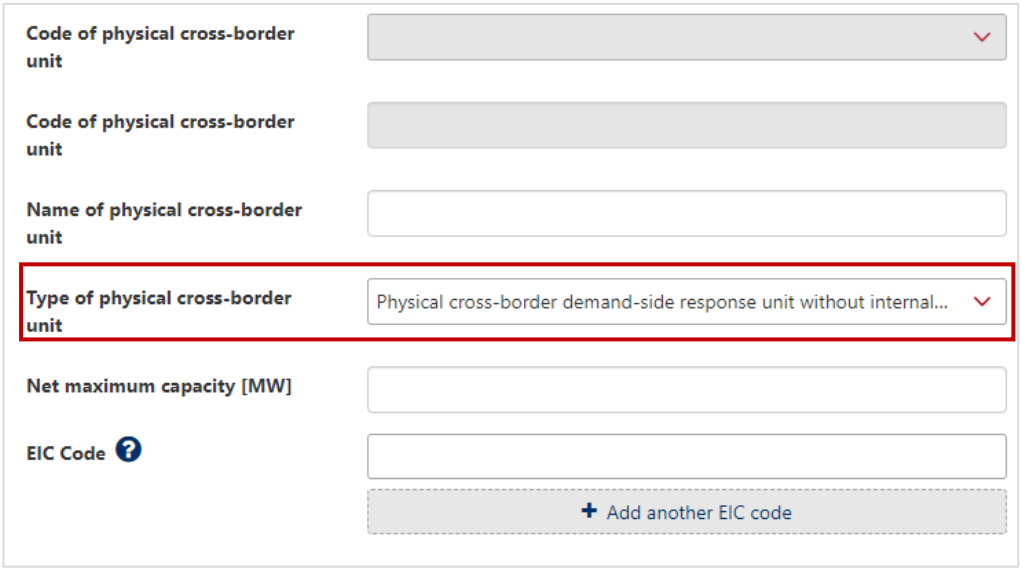
Lp.	Kod jednostki fizycznej	Nazwa jednostki fizycznej	Moc osiągalna netto [MW]	Dostawca mocy jest właścicielem jednostki
1	JF/CCAD50E8FA/7156	Block 1_DSR_a	7,0	☐
2	JF/913B66CF8E/7157	Block 1_DSR_b	5,0	☑
Suma			12,0	

or

- by checking the box "**Enter a new physical cross-bored unit**" and entering the required data of the unit. This option is checked by default.



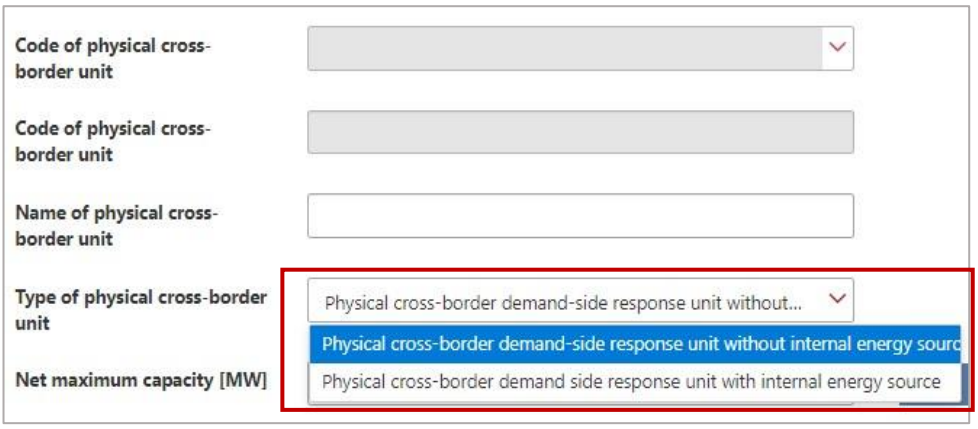
In order to add physical cross-border unit, user shall provide its data such as: "**Name of physical cross-border unit**", "**Net maximum capacity**" and "**EIC Code"** in relevant fields.



NOTE: The code EIC is physical unit code used to identify the physical unit by the TSO in a given country. If EIC codes are not used in a given country, another unique code, which is known to the TSO, should be entered.

Unit type shall be chosen from the drop-down list as:

- Physical cross-border demand-side response unit without internal energy source or
- Physical cross-border demand side response unit with internal energy source.



After choosing the unit from the list or filling in the data, "**Add unit**" button is activated. Clicking it adds the physical cross-border unit to the capacity market unit which is indicated by adding new record to the table.

Code of physical cross-border unit	EIC Code	Name of the physical cross-border unit	Net maximum capacity [MW]	Type of the physical cross-border unit	
Physical Unit 1	123QWE68C776	Block 1_DSR_a	6,000	Physical cross-border demand-side response unit without internal energy source	
Physical Unit 2	123QWE68C777	Block 1_DSR_b	5,000	Physical cross-border demand-side response unit without internal energy source	
Sum			11,000		

The capacity market unit may comprise more than one physical cross-border unit in accordance with Article 16(1) of the Capacity Market Act.

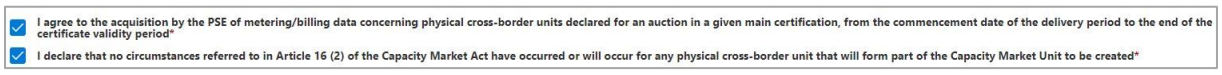
NOTE: User may edit the net maximum capacity by cliking on the relevant field in the table.

An erroneously added physical cross-border unit can be deleted with the button in the table.

After adding all physical cross-border units to the capacity market unit, in order to proceed with the application, user shall make the following statements:

- "I agree to the acquisition by the PSE of metering/billing data concerning physical cross-border units declared for an auction in a given main certification, from the commencement date of the delivery period to the end of the certificate validity period."
- "I declare that no circumstances referred to in Article 16 (2) of the Capacity Market Act have occurred or will occur for any physical cross-border unit that will form part of the capacity market unit to be created."

by selecting relevant checkboxes.

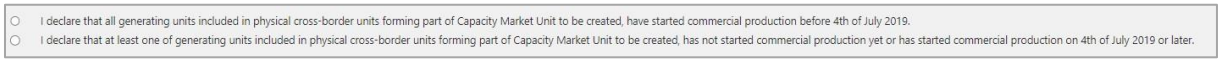


NOTE: Submission of both statements is required to continue submitting the application for certification.

Moreover, in case at least one physical cross-border demand side response unit with internal energy source will form part of the capacity market unit to be created, certification form requires to submit declarations regarding the commercial production start date and the CO_2 emission limits. First, user shall choose from two possible options regarding the commercial production start date, listed below:

- **Declaration 1.A**: "I declare that all generating units included in physical cross-border units forming part of capacity market unit to be created have started commercial production before 4th of July 2019."
- **Declaration 1.B**: "I declare that at least one of generating units included in physical cross-border units forming part of capacity market unit to be created has not started commercial production yet or has started commercial production on 4th of July 2019 or later."

by selecting relevant radio button.



Subsequent declarations regarding the CO_2 emission limits:

- **Declaration 2.A**: "I declare that none of the generating units included in physical cross-border units forming part of capacity market unit to be created will exceed the emission limit during delivery period which the main certification regards."
- **Declaration 2.B**: "I declare that at least one of generating units included in physical cross-border units forming part of capacity market unit to be created will exceed the emission limit during delivery period which the main certification regards."

It is required to submit one of them by selecting relevant radio button.

NOTE: The names and numbering of the declarations have been entered for the purpose of this manual only.

After filling all mandatory fields, user shall proceed to another section by clicking "**Next section**" button.

In the meantime, system checks if the requirements mentioned in Article 16(1) of the Capacity Market Act are fulfilled. Positive verification enables user to proceed to the next section. Otherwise, a relevant message will be displayed and "**Next section**" button will be disabled until all necessary corrections are entered.

3.2.2 Section V – Physical cross-border unit's owner identification data and formal documents

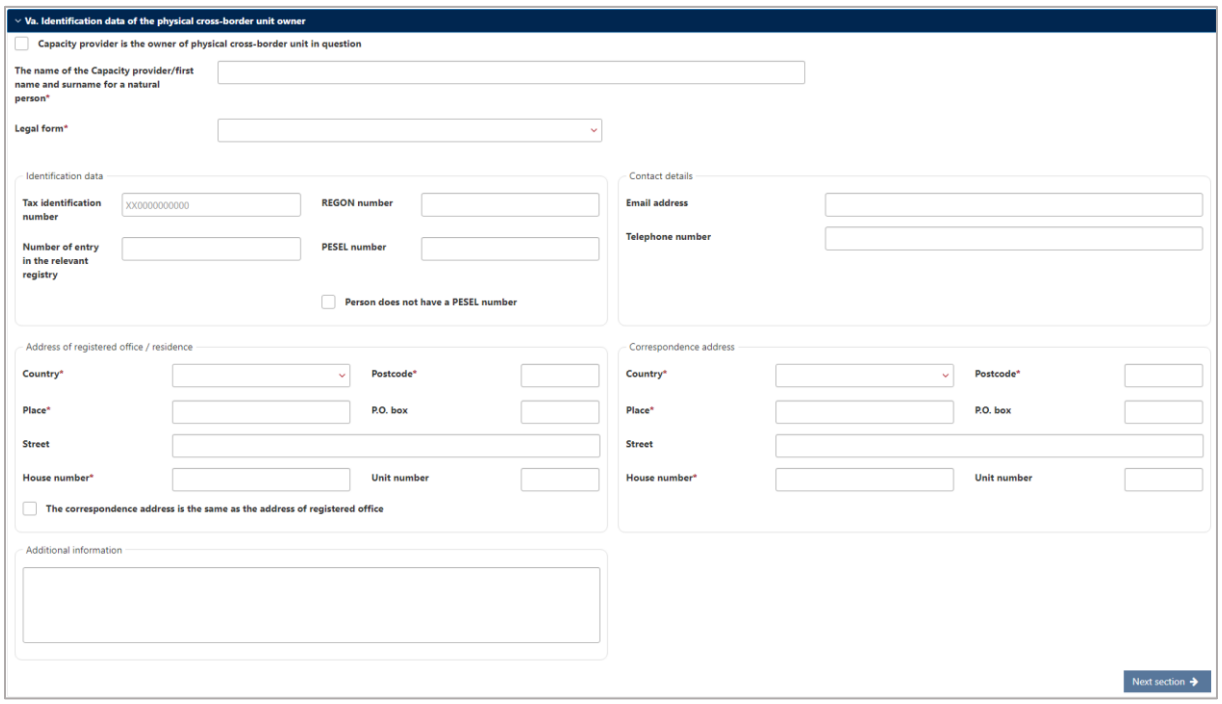
Section V concerns the owner identification data and formal documents of the physical cross-border units forming part of the capacity market unit.

NOTE: If the capacity market unit comprises more than one physical cross-border unit, then the owner's identification data and formal documents shall be completed for each physical cross-border unit. It is possible to switch between tabs related to individual physical cross-border units by selecting a relevant tab from the panel above.

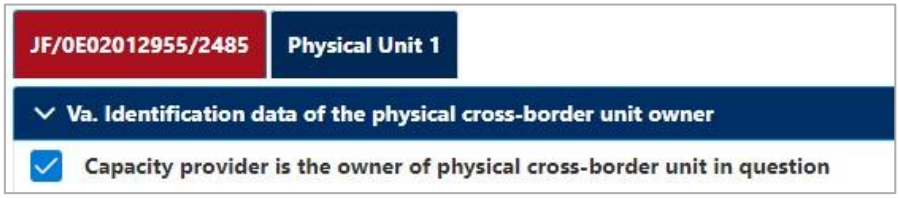
3.2.2.1. Section Va - Physical cross-border unit owner identification data

The following step is to provide identification data of the physical cross-border unit's owner.

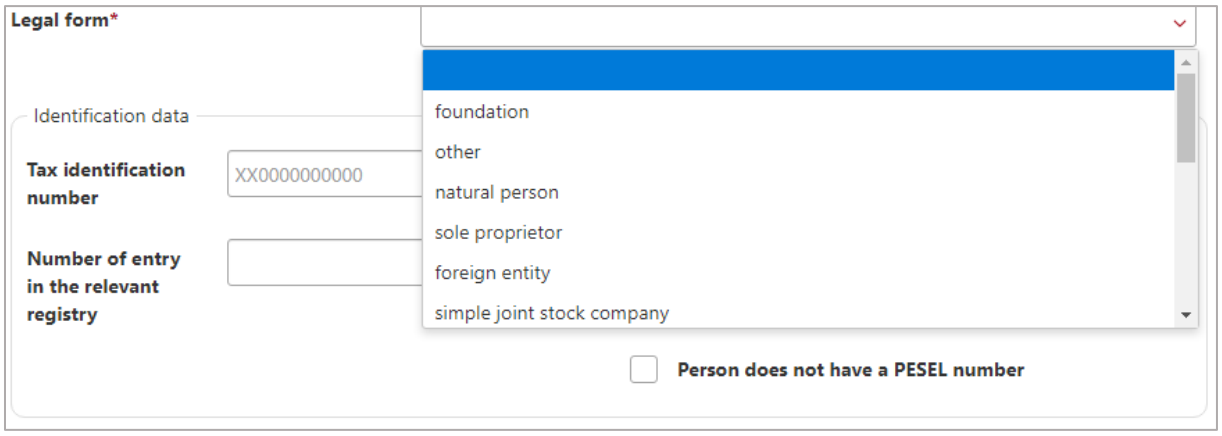
NOTE: In case of addition of a physical cross-border unit in Section IV using the option "Choose the unit from the list of physical cross-border units previously entered into the register", the fields in this section will be automatically completed with the data from the register.



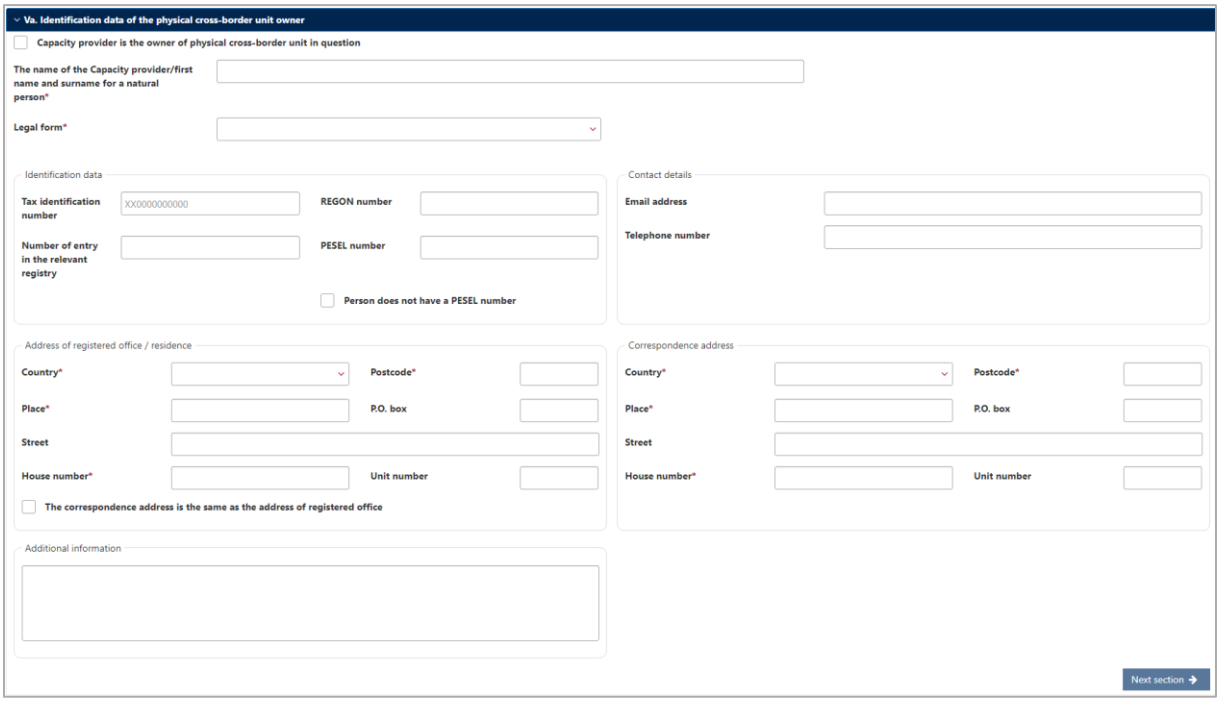
NOTE: After checking "Capacity provider is the owner of physical cross-border unit in question", fields in this section will be automatically filled in with data submitted in section III. Section Vb is omitted.



The completion of this section shall start with name of the physical cross-border unit owner and its legal form. In case of entities based outside of the Republic of Poland, from the drop-down list marked as "**Legal form**" user shall select "**foreign entity**".



NOTE: If the desired legal form is not on the list, user shall select "other" and indicate that form in the field marked as "Additional Information".



Selected legal form determines the data to be provided in field marked as "**Identification data**".

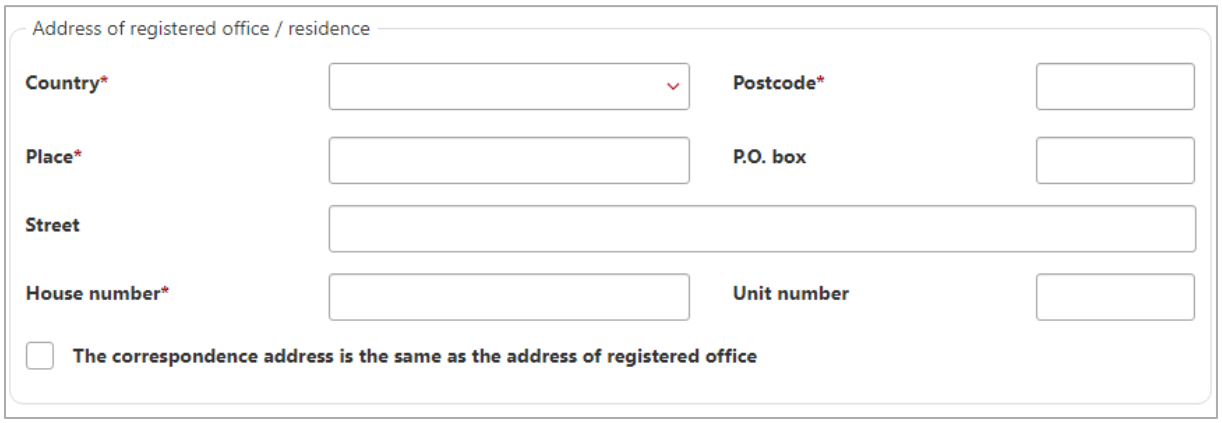
Depending on the requirements, user shall provide: NIP, REGON, KRS or PESEL of the physical cross-border unit owner. If the owner does not have an assigned PESEL number, select the "**Person does not have a PESEL number**", which allows user to enter a passport number instead.

NOTE: In the case of a sole proprietor, select "sole proprietor" in the "Legal form", and further complete the NIP and REGON number. In this case, the PESEL number is not required.

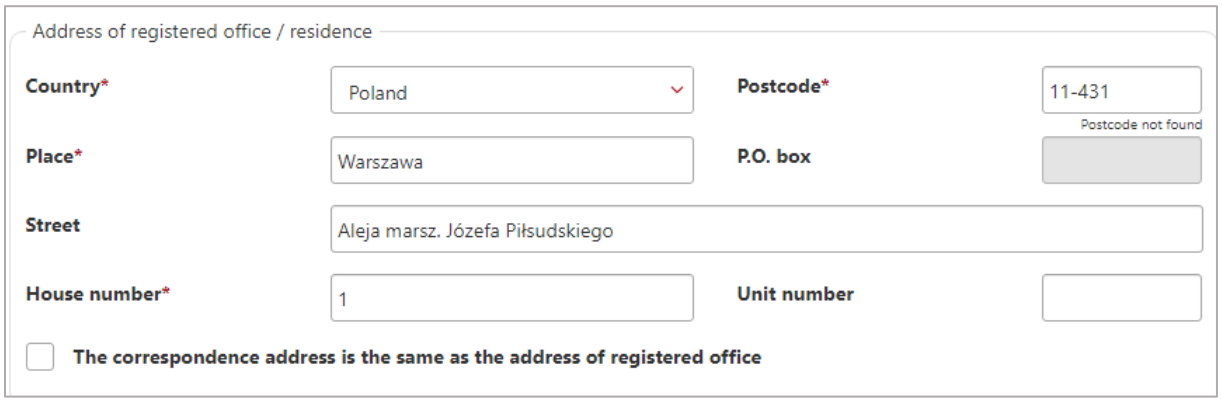
If, under the regulations of the capacity market, more than one NIP, REGON or PESEL number is required (e.g., if it is necessary to provide data of all partners of a civil partnership), they should be entered in the "**Additional information**".

In the next step, user shall enter contact details: "**Telephone number**" and "**E-mail address**". The data are not required, but may be useful in communication purposes.

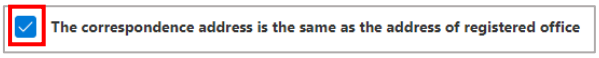
Next, physical cross-border unit owner's address details shall be filled, containing:



If the system does not recognize the place name, street name or postcode entered by user, an error **"Invalid postcode"** will be displayed. However, in the case of the registered office located outside Poland, the system does not forbid user to proceed.



If the correspondence address is identical as the address of registered office or residence, user shall select the option " **The correspondence address is the same as the address of registered office** ":

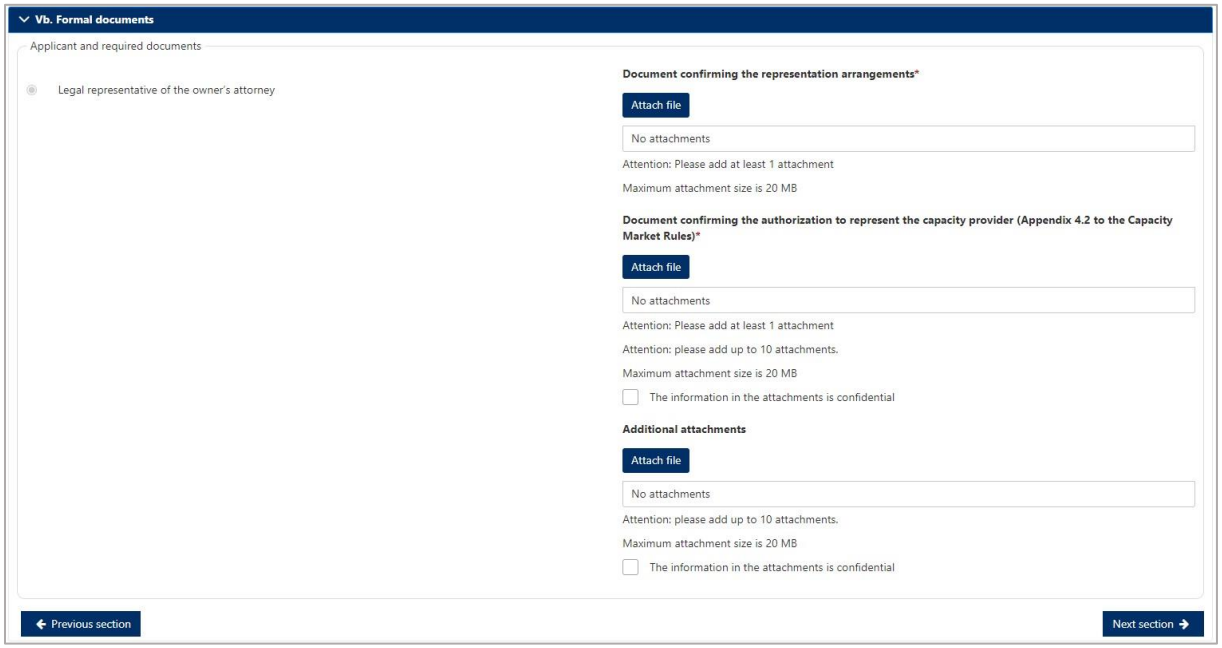


The address details will be copied automatically.

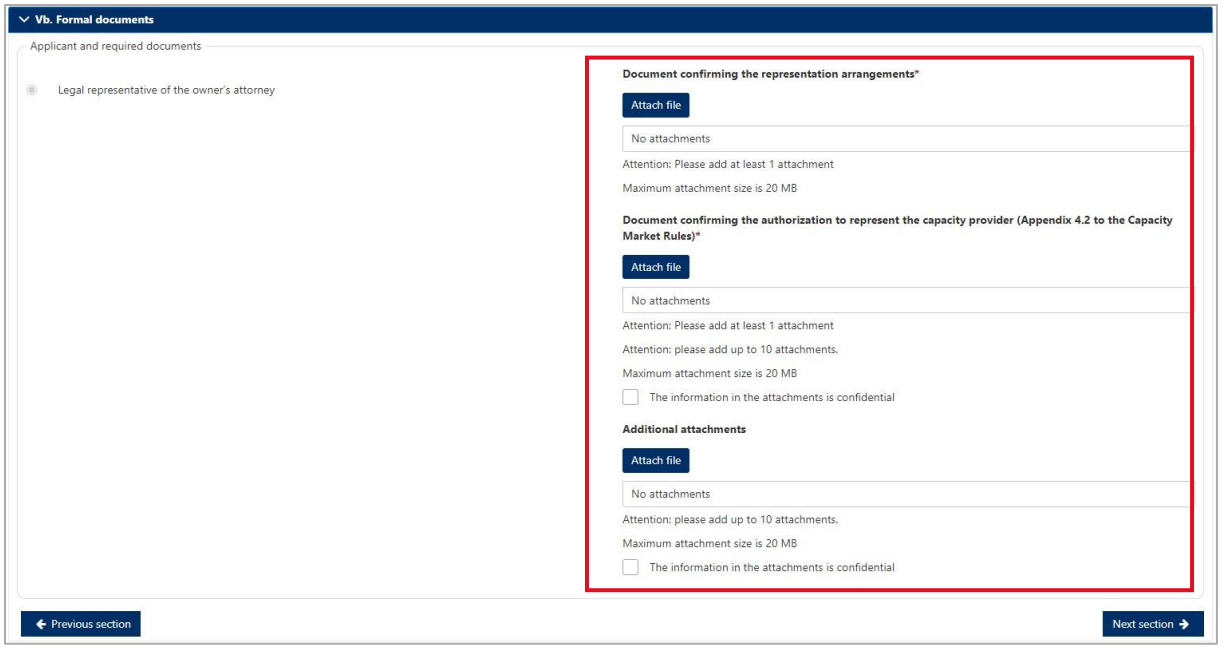
After filling all mandatory fields, user shall proceed to another section by clicking "**Next section**".

3.2.2.2. Section Vb – Formal documents

Section Vb is only active if the capacity provider is not the owner of the physical cross-border unit



On the right side of the form there are fields to attach relevant documents to the application.



NOTE: All appendixes submitted to PURM shall be in .PDF format and shall be affixed with a qualified electronic signature of the person who submits the application. An exception is a power of attorney signed with a qualified electronic signature of representatives of the entity issuing it. The size limit for a single appendix is 20 MB.

In field marked as "**Document confirming the representation arrangements**" user shall attach:

- a current extract from a relevant registry regarding physical cross-border unit's owner, confirming the authority of the person signing the power of attorney.

In field marked as "**Document confirming the authorisation to represent the capacity provider**" user shall attach:

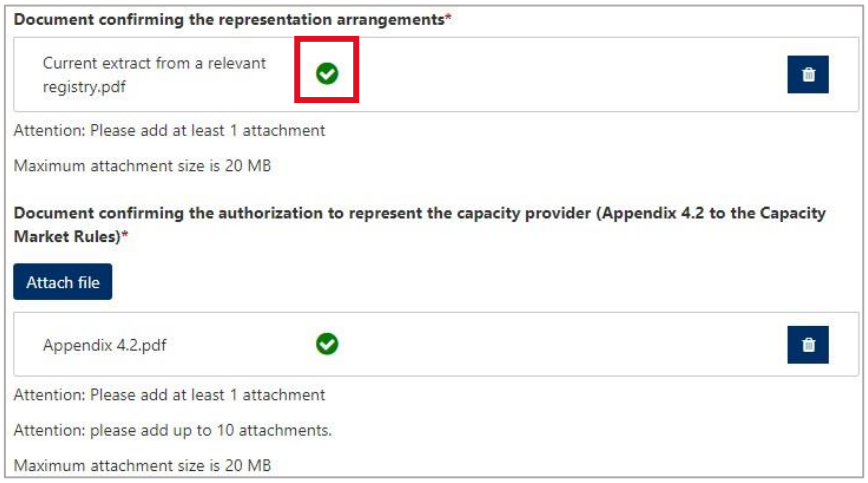
- appendix 4.2 do Capacity Market Rules "**Authorisation to submit applications for certification and act in the role of capacity provider**" authorising user to use given physical cross-border unit in capacity market unit to be created.

It is possible to mark added appendixes as confidential.

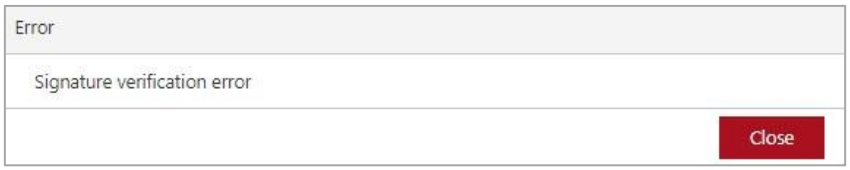
An erroneously added appendix can be deleted with the button.

When all required appendixes have been added, clicking "**Next section**" will start the process of uploading them.

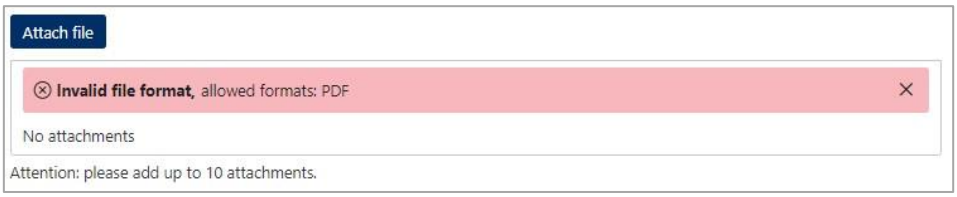
If the appendix is affixed with qualified electronic signature properly and if the process of uploading it succeeded, the appendix will be marked with „✓".



In case the appendix is not affixed with a qualified electronic signature, an error "**Signature verification error**" will be displayed.



It is forbidden to add appendixes in different than.PDF format. In case of uploading a file in other format, an error "**Invalid file format, allowed file formats: PDF**" will be displayed.



After correctly adding the appendixes, user shall proceed to next section by clicking "**Next section**".

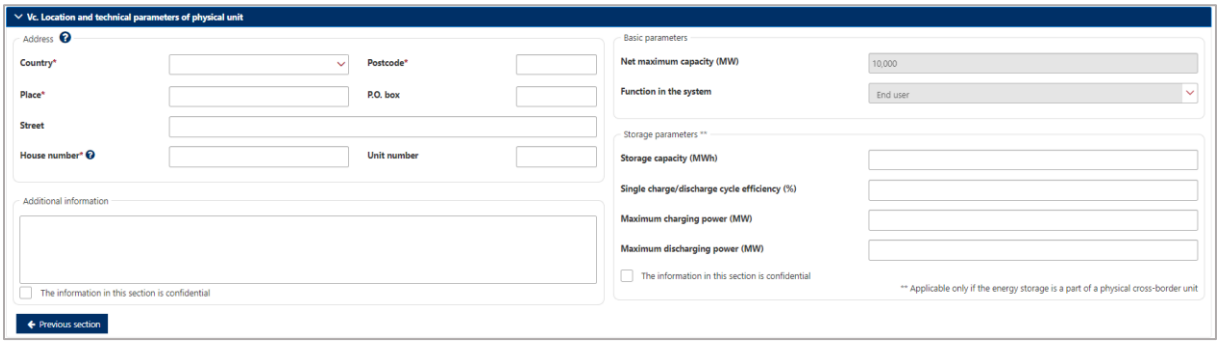
NOTE: Each attachment is scanned for viruses and malware. Due to the scanning process, a preview of the submitted application and appendixes may be delayed.

3.2.2.3. Section Vc – Location and technical parameters of physical cross-border unit

Section Vc concerns the location and technical parameters of physical cross-border unit forming part of the capacity market unit which is the subject of the application for certification. This section will be described separately for the physical cross-border demand side response unit without internal energy source and physical cross-border demand side response unit with internal energy source.

NOTE: In case of addition of a physical cross-border unit in section IV using the option "Choose the unit from the list of physical cross-border units previously entered into the register", the fields in this section will automatically be completed with the data from the register.

a. **Physical cross-border demand-side response unit without internal energy source**



On the left-hand side of the form, user shall enter the location of the physical cross-border unit. The mandatory fields are:

- "**Country**",
- "**Place**",
- "**Postcode**",
- **„House numer".**

NOTE: House number means the number of the building or property.

Where a physical cross-border unit has not been assigned with a house number, the value "0" shall be entered in the "**House number**" field. Instead, the registration numbers of all the parcels with their respective precincts shall be entered in the "**Additional information**" field. In addition, it is possible to mark the information submitted in this section as confidential.

NOTE: It is also possible to attach a list of the parcels on which the physical cross-border unit is located in the field "Additional information" in Section Vb.

On the right side of the form one can find section regarding the technical parameters of physical cross-border unit.

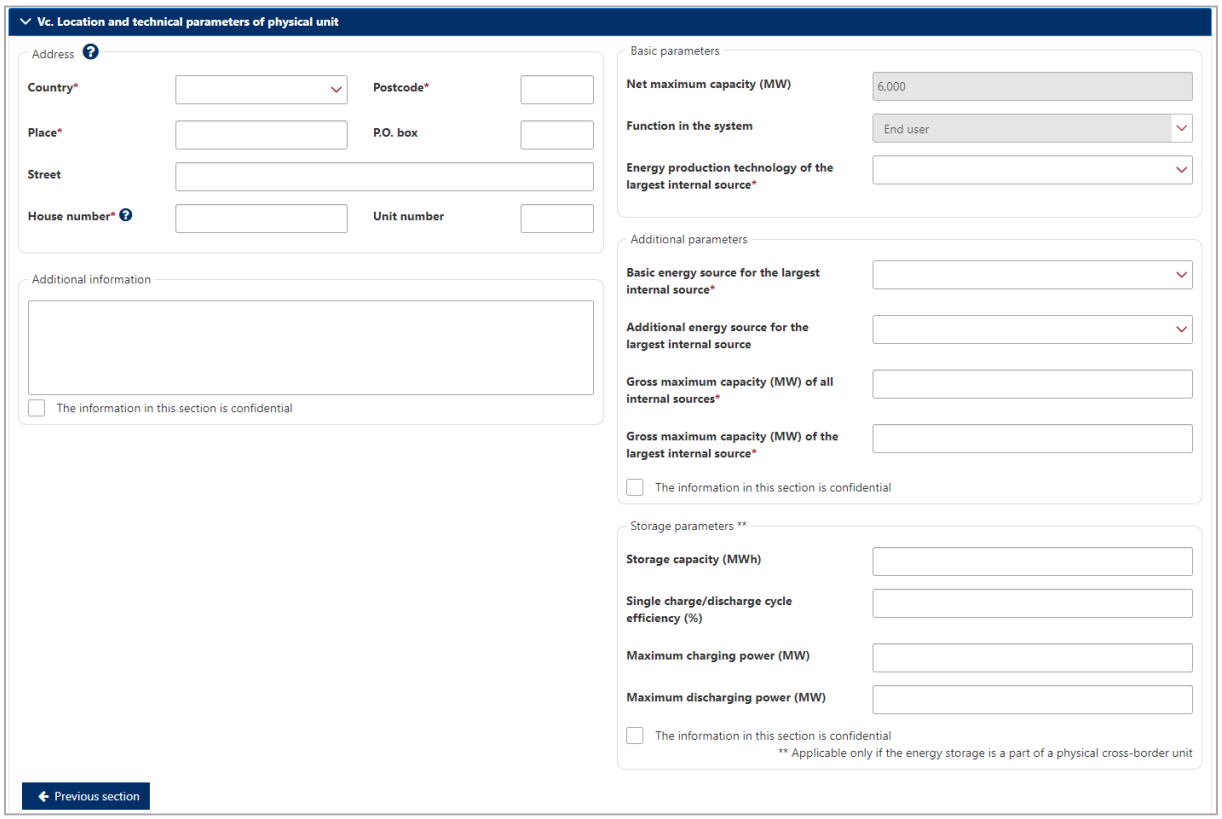
NOTE: The change of the net maximum capacity of a physical cross-border unit is possible in Section IV.

If the physical cross-border unit includes energy storage, user shall also provide its parameters in section "**Storage parameters**".

All abovementioned information may be marked as confidential.

After filling all mandatory fields, user shall proceed to another section by clicking "**Next section**".

b. Physical cross-border demand side response unit with internal energy source



On the left-hand side of the form, user shall enter the location of the physical cross-border unit. The mandatory fields are:

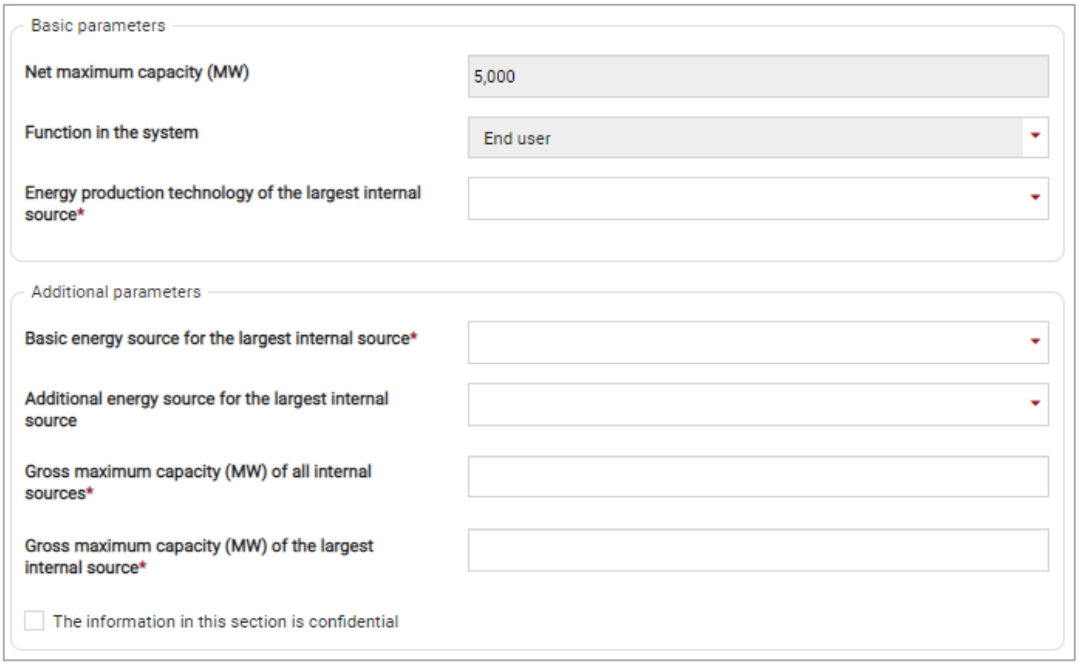
- "**Country**",
- "**Place**",
- "**Postcode**",
- **„House numer”.**

NOTE: House number means the number of the building or property.

Where a physical cross-border unit has not been assigned with a house number, the value "0" shall be entered in the "**House number**" field. Instead, the registration numbers of all the parcels with their respective precincts shall be entered in the "**Additional information**" field. In addition, it is possible to mark the information submitted in this section as confidential.

NOTE: It is also possible to attach a list of the parcels on which the physical cross-border unit is located in the field "Additional information" in Section Vb.

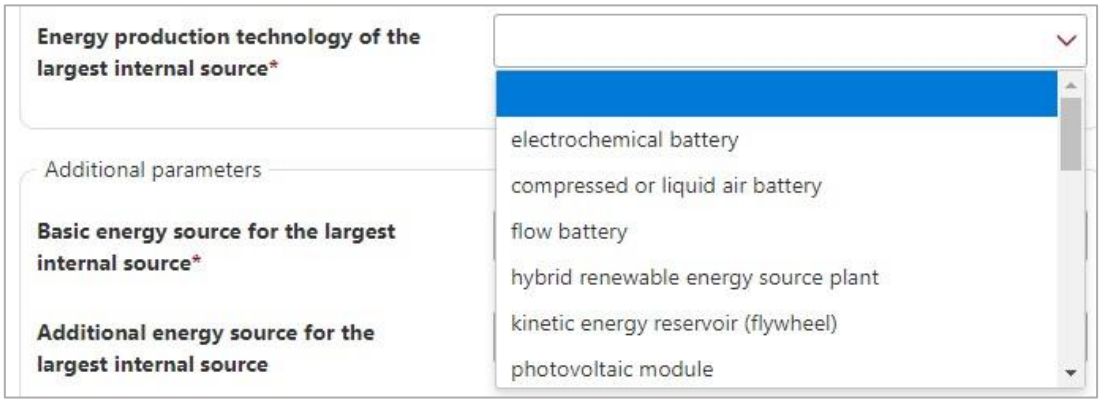
On the right side of the form, user can find section regarding the technical parameters of physical cross-border unit.



NOTE: The change of the net maximum capacity of a physical cross-border unit is possible in Section IV.

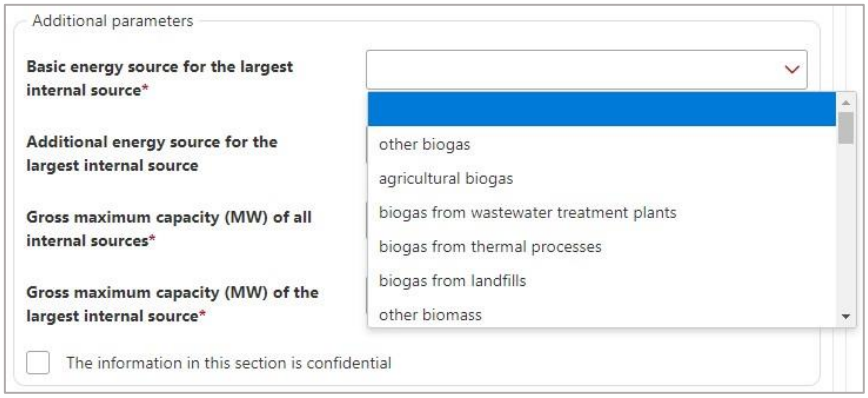
The mandatory fields are:

- "**Energy production technology of the largest internal source**"– chosen in accordance with the list in section 6.2.2.3 of the Capacity Market Rules**,**



NOTE: If given physical cross-border unit uses an energy production technology not included in the defined list, the option "other" shall be selected and information about the used energy production technology shall be entered in the field "Additional information".

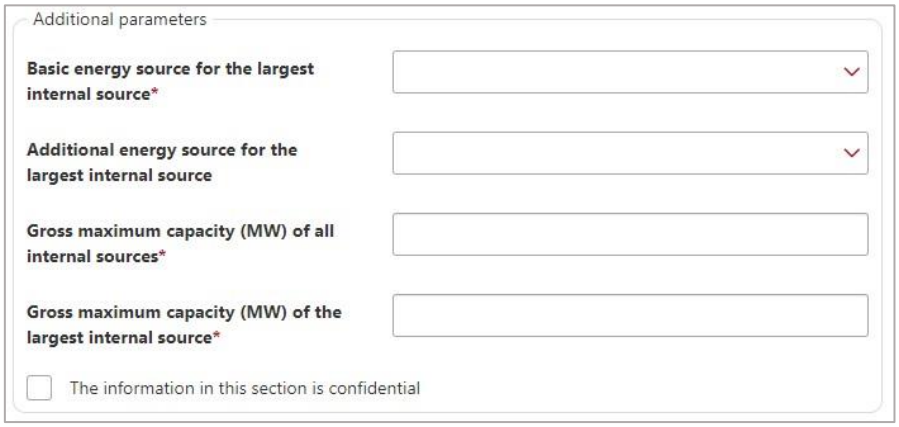
- "**Basic energy source for the largest internal source**" - chosen in accordance with the list in section 6.2.2.4 of the Capacity Market Rules,



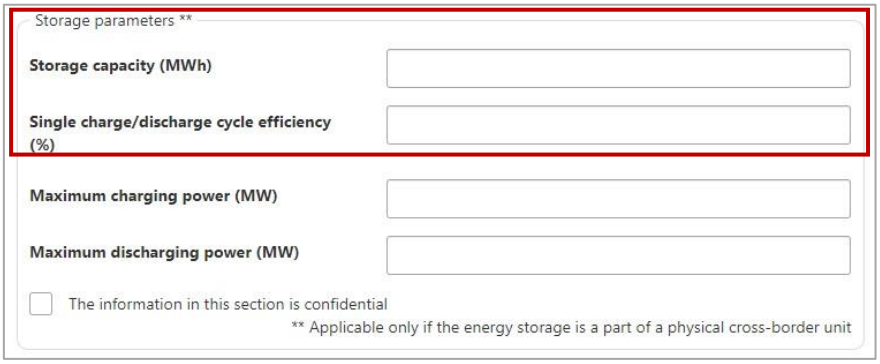
Field "**Additional energy source for the largest internal source**" is optional. The rules for determining the energy production technology, basic and additional energy sources are contained in section 6.3.2.1(5) of the Capacity Market Rules. The field "**Additional information**" on the left side of the section serves to submit additional information helpful in the application verification process.

NOTE: In case given physical cross-border unit uses more than 2 energy sources (basic and additional) in the process of electricity generation, information about the rest of additional fuels with a share in generation greater than 2% shall be entered in the "Additional information" field.

- "**Gross maximum capacity of all internal sources**",
- "**Gross maximum capacity of the largest internal source**".



If the physical cross-border unit includes energy storage, user shall also provide its parameters in section "**Storage parameters**".



All abovementioned information may be marked as confidential.

After filling all mandatory fields, user shall proceed to another section by clicking "**Next section**".

3.2.3 Section VI – Technical parameters

Section VI is displayed and mandatory if at least one physical cross-border demand side response unit with internal energy source will form part of the capacity market unit to be created.

NOTE: A detailed description of how to determine the values of technical parameters is presented in the document entitled "Metodyka obliczeń wartości parametrów techniczno-ekonomicznych" available at www.rynekmocy.pl in the section „Certyfikacja do aukcji".

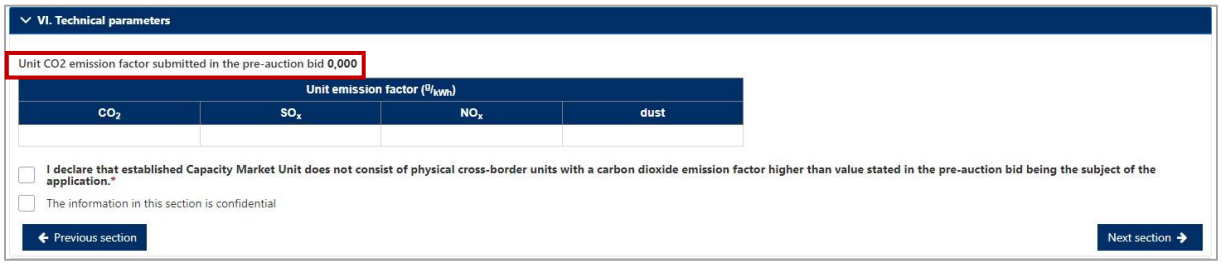
In this section, user shall indicate parameters regarding capacity market unit.

The parameters specific for the capacity market unit are:

- unit emission factor: CO_2 (g/kWh),
- unit emission factor: SO_x (g/kWh),
- unit emission factor: NO_x (g/kWh),
- unit emission factor: dust (g/kWh).

Values shall be filled into the table below.

According to section 5.2.3.7 of the Capacity Market Rules, capacity market unit's CO_2 unit emission factor shall not exceed value indicated in the pre-auction offer, which is displayed above the table.



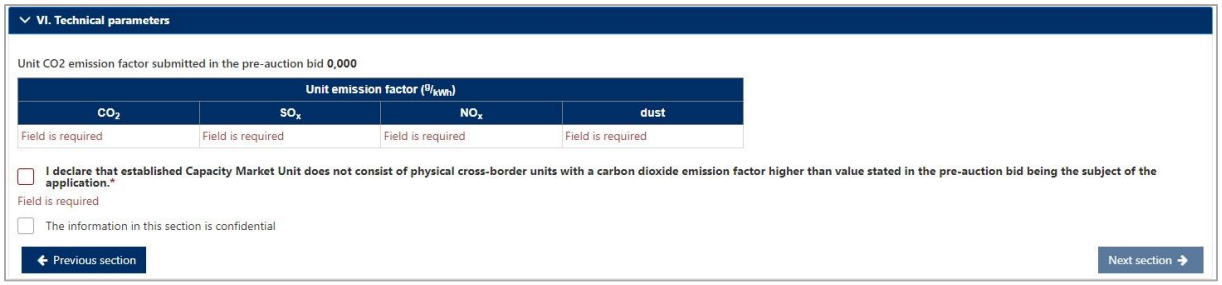
NOTE: Values in all fields are required to continue with the application.

If all parameters have been added, user shall make the following statement:

- "I declare that established capacity market unit does not consist of physical cross-border units with a carbon dioxide emission factor higher than value stated in the pre-auction bid being the subject of the application."

by selecting relevant checkbox.

If any of the fields is omitted, the message "**Field is required**" will be displayed and the "**Next section**" button will be disabled. If the capacity market unit does not emit a particular type of substance, emission factor shall be filled as "0".

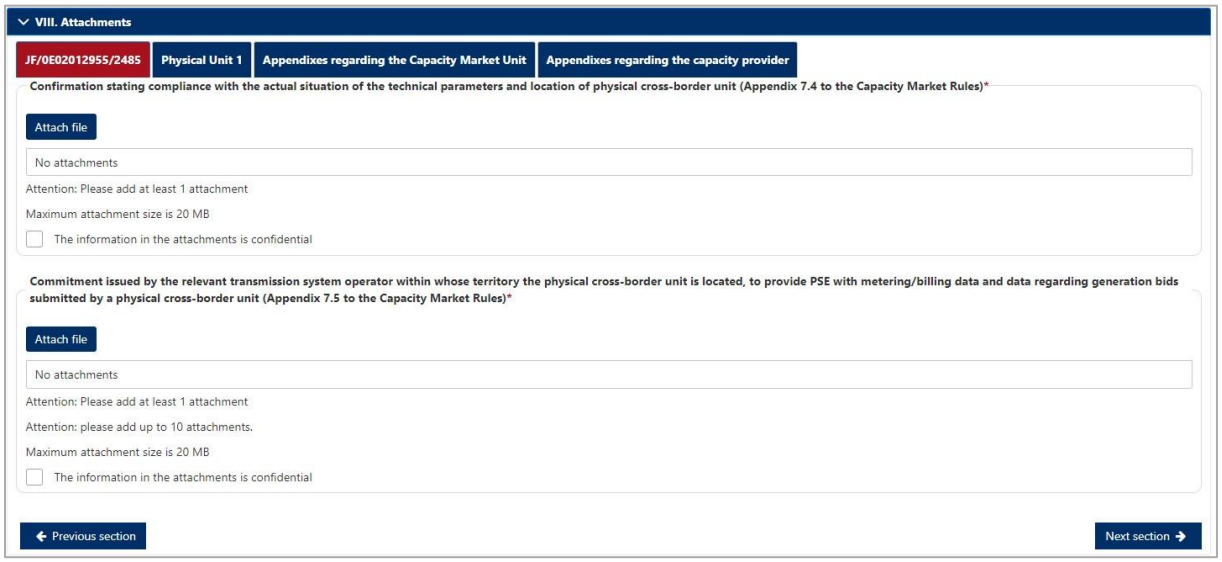


User may mark all added parameters as confidential by selecting relevant checkbox.

After filling all mandatory fields, user shall proceed to another section by clicking "**Next section**".

3.2.4 Section VIII – Attachments

In **section VIII** user shall add appendixes relating to the individual physical cross-border units forming part of the capacity market unit,appendixes regarding the capacity market unit itself and appendixes regarding the capacity provider. By default, after entering **section VIII**, the tab concerning the first added physical cross-border unit opens.



It is possible to switch between tabs regarding physical cross-border units, capacity market unit and capacity provider by selecting the appropriate tab from the panel above.

In regard to physical cross-border units, system displays fields:

- **Confirmation stating compliance with the actual situation of the technical parameters and location of physical cross-border unit** – user shall add the Appendix 7.4 to the Capacity Market Rules, issued by the relevant transmission system operator within whose territory the foreign physical cross-border unit is located. Adding at least one appendix in this field is mandatory. A maximum of 20 appendixes can be added.
- **Commitment issued by the relevant transmission system operator within whose territory the physical cross-border unit is located, to provide PSE with metering/billing data and data regarding generation bids submitted by a physical cross-border unit** – user shall add the Appendix 7.5 to the Capacity Market Rules, issued by the relevant transmission system operator within whose territory the foreign physical cross-border unit is located. Adding at least one appendix in this field is mandatory. A maximum of 10 appendixes can be added.

In section "Appendixes regarding the capacity market unit" following appendixes shall be attached:

- **Data necessary to verify the calculation of unit CO_2 emission factor in regard to generating units** – user shall add the Appendix 7.10 to the Capacity Market Rules. Adding the appendix in this field is mandatory if at least one physical cross-border demand side response unit with internal energy source will form part of the capacity market unit to be created,
- any additional appendixes regarding the capacity market unit.

Moreover, in this section user shall provide:

- **Information on the actions by which reduction of capacity demand from a Capacity Market Unit will be performed** – adding text information in this field is mandatory. Include a brief description of how the capacity reduction will be achieved, such as: turning off facilities, reducing production, etc. A maximum of 3000 characters can be added.

Last section "**Appendixes regarding the capacity provider**" following appendixes shall be attached:

- **Information provided when applying for state aid other than agricultural or fishing aid, de minimis aid or de minimis aid in agriculture and fishing** - user shall add the form of information, drawn up in accordance with the template forming Attachment 1 to the Regulation of the Council of Ministers of 29 March 2010 (Journal of Laws of 2010, No. 53, item 312) in respect to the scope of provided information by the entity applying for state aid other than agriculture or fishing aid, de minimis aid or de minimis aid in agriculture or fishing. Adding the appendix in this field is mandatory,

NOTE: The form is available at:
https://uokik.gov.pl/wzory_formularzy_pomocy_de_minimis.php

- **Statement on the economic situation of the entity as a group** - user shall add a statement in accordance with the template available at: www.pse.pl/web/pse-eng/areas-of-activity/capacity-market/certification-for-auction. Adding the appendix in this field is mandatory,
- **Financial statements for the last 3 financial years** - financial statements for the past 3 financial years, drawn up in accordance with the relevant laws of the capacity provider's country of domicile or residence. Adding the appendix in this field is mandatory.

NOTE: A detailed description of way of completing the appendixes on state aid is presented in the materials posted on www.pse.pl/web/pse-eng/areas-of-activity/capacity-market/certification-for-auction in the section "Finacial statements".

Any of the appendixes may be marked as confidential by selecting relevant checkbox.

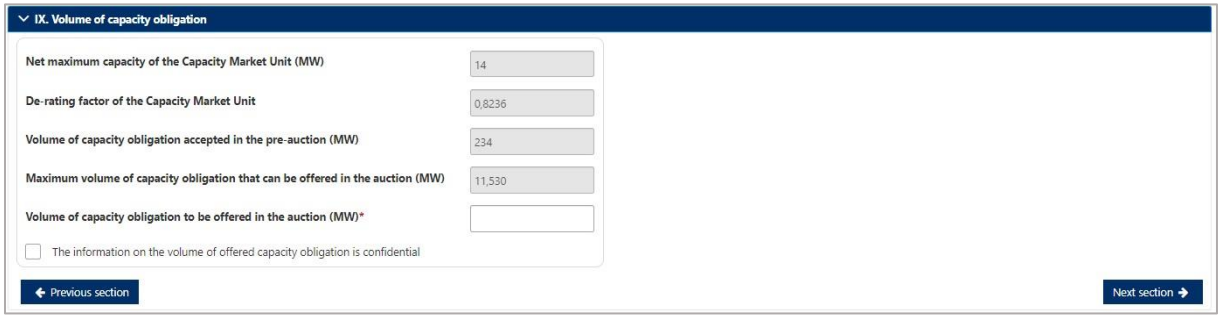
NOTE: All appendixes submitted to PURM shall be in .PDF format and shall be affixed with a qualified electronic signature of the person who submits the application. An exception is a power of attorney signed with a qualified electronic signature of representatives of the entity issuing it. The size limit for a single appendix is 20 MB.

Next, user should start the process of uploading attachments to the application by clicking "**Next section**". If not all of the requirements of this section have been met, e.g. user did not add all required attachments, the process of filling in the application will be stopped and user will be informed through appropriate icons in the panel for which units the appendixes are missing.

If the appropriate corrections have been made, the "**Next section**" button will be unlocked. Clicking it will add attachments to the form and proceed to the next section.

3.2.5 Section IX – Volume of capacity obligation

Section IX regards the capacity obligation to be offered during the capacity auction by the capacity market unit.

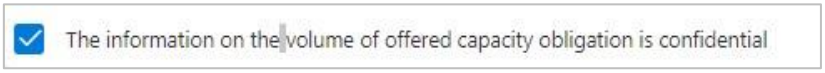


The values displayed in **section IX** are calculated based on the data entered by user in **sections IV and V**. The section shall contain the following data:

- **Net maximum capacity of the Capacity Market Unit (MW)** – calculated as the sum of net maximum capacities of each physical cross-border unit forming part of the capacity market unit;
- **De-rating factor of the Capacity Market Unit** – in case of capacity market unit comprising multiple physical cross-border units it is determined as the lowest value of de-rating factors assigned to each physical cross-border unit;
- **Volume of capacity obligation accepted in the pre-auction (MW)** – maximum capacity obligation to be offered in the capacity auction taking into account only the capacity obligation accepted during the pre-auction;
- **Maximum volume of capacity obligation that can be offered in the auction (MW)** – maximum capacity obligation to be offered in the capacity auction taking into account only net maximum capacity of the capacity market unit and its de-rating factor;
- **Volume of capacity obligation to be offered in the auction (MW)** – volume of capacity obligation which will be offered during the capacity auction.

NOTE: In field "Volume of capacity obligation to be offered in the auction (MW)" user may enter a volume of capacity obligation higher or equal to 2 MW and no higher than the maximum capacity obligation to be offered and the capacity obligation accepted during the pre-auction. If the entered value does not meet these conditions, a note is displayed and the possibility to proceed to the next section on is blocked.

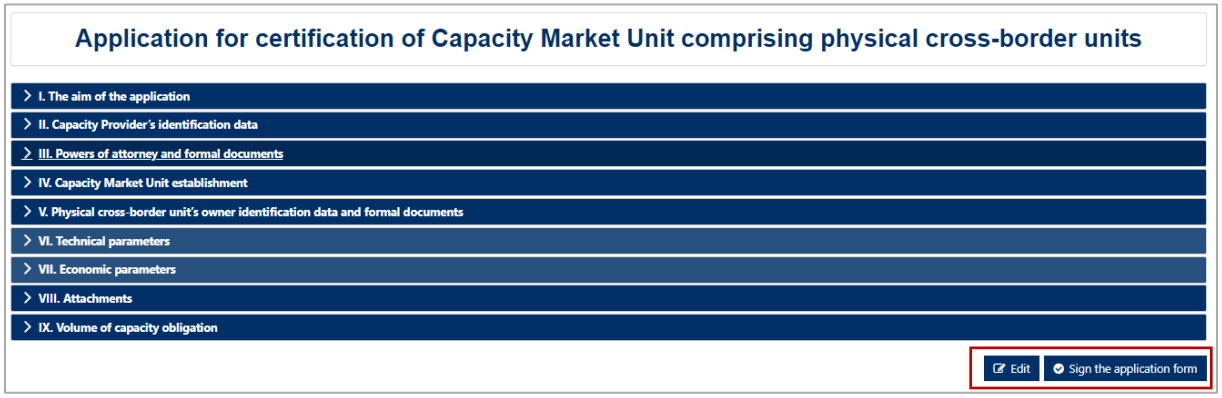
It is possible to mark the value of offered capacity obligation as confidential by selecting relevant checkbox.



After filling all mandatory fields, user shall proceed to another section by clicking "**Next section**".

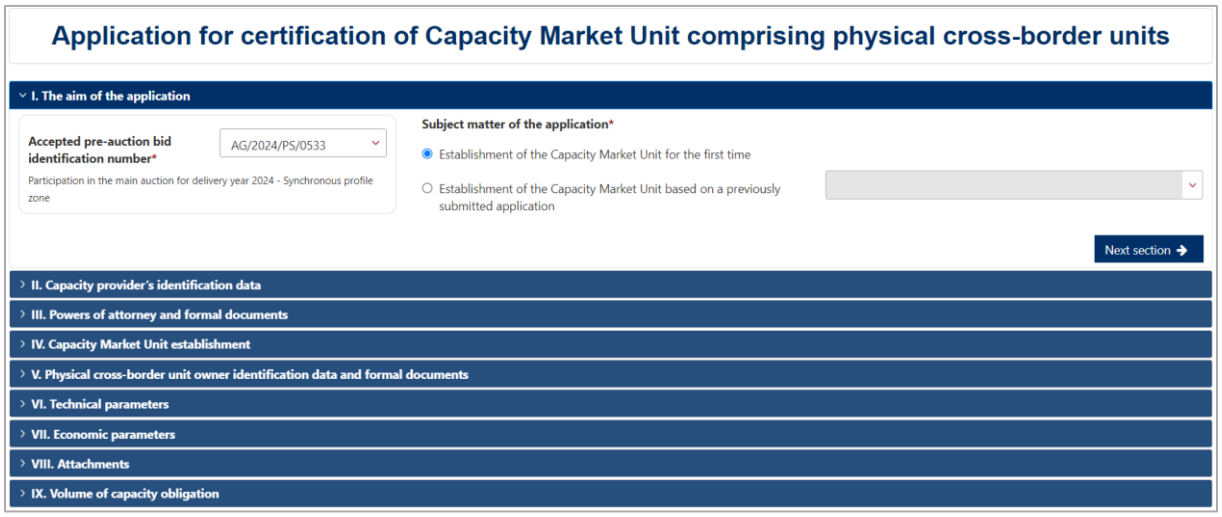
3.3 Reviewing, editing and signing the application

At the final stage of the application for certification user is able to either sign it or edit the application form.

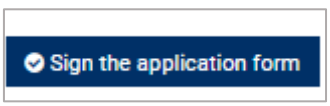


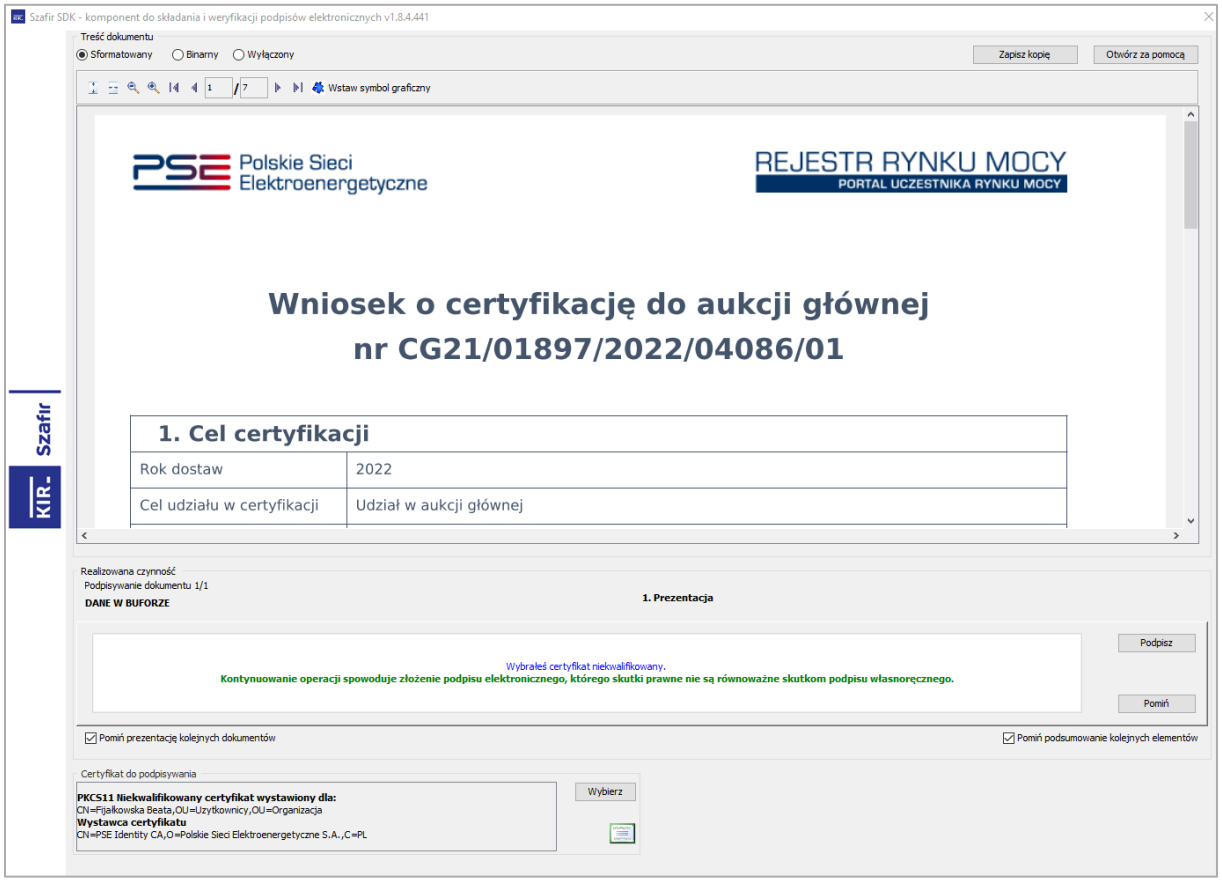
By clicking "**Edit**" user is able to return to previous section of the application form. Then, by clicking "**Previous section**" or "**Next section**", user may navigate through the sections of the application. Moreover, user is able to view each section by selecting the relevant section header (by clicking on the header), however in view mode, it is not possible to edit the data.

NOTE: Editing the application before signing it may result with the deletion of the entered data.

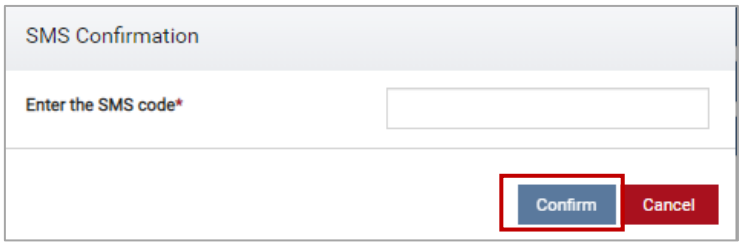


After filling all mandatory fields, the process of submitting the application shall be started by clicking "**Sign the application form**". System shall generate a document with filled data, which has to be signed with user's qualified electronic signature. The process of signing the application for certification with a qualified electronic signature takes place analogously to the process of creating a user account, described in "Portal Uczestnika Rynku Mocy user Manual. Pre-auction process" in chapter 2.



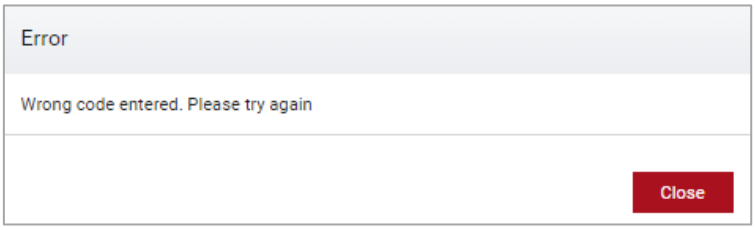


After the application for certification has been properly signed, user shall confirm its submission by SMS code. The SMS code shall be sent to the phone number assigned to user account. In order to confirm submission, the received SMS code shall be entered into the "**SMS code**" field and confirmed by clicking "**Confirm**" button.



NOTE: The SMS code is active only for 20 minutes. After the time SMS code expires and it is necessary to go through the offer signing process again.

If an SMS code is entered incorrectly, the note "**Wrong code entered. Please try again**" is displayed.



NOTE: After 3 unsuccessful input attempts, the code expires and it is necessary to go through the offer signing process again.

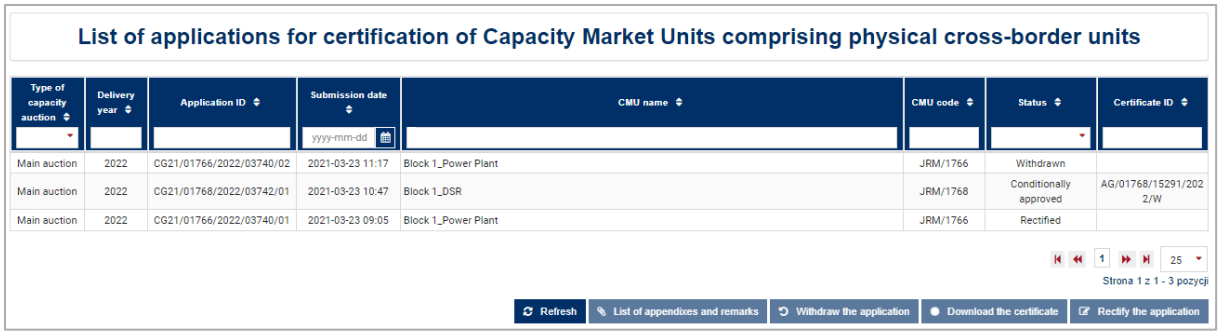
After successful verification of the SMS code, the application is submitted and a confirmation message is sent to user's e-mail address. System proceeds to the window containing list of submitted applications.

NOTE: In order to successfully submit an application for certification, it is necessary to sign it with a qualified electronic signature and enter the SMS code. Failure to complete any of these steps will result in the application not being submitted.

4 BROWSING, WITHDRAWING AND RECTIFYING THE APPLICATIONS

In order to view the submitted applications for certification, user shall select "**Main certification**" → "**List of applications for certification of Capacity Market Units comprising physical cross-border units**" from the main menu.

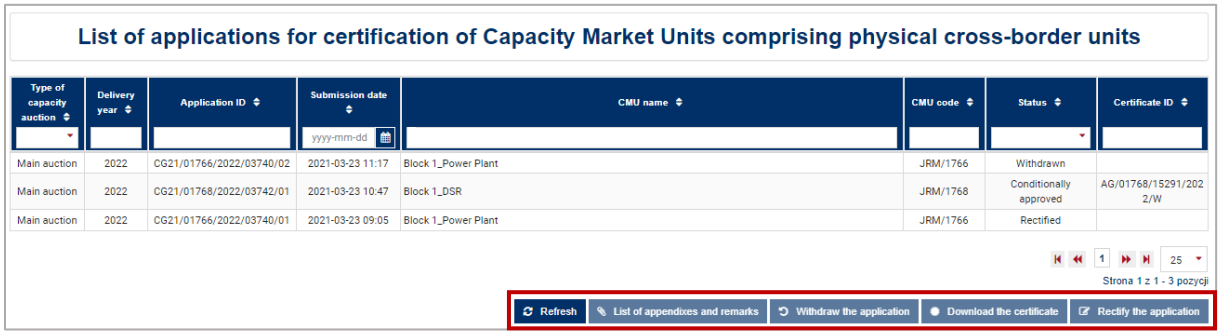
System proceeds to the list of applications for certification submitted by user. Moreover, list also contains applications submitted by other users, in regard to capacity providers for which user is assigned with rights to view the applications. The list may be refreshed by clicking "**Refresh**".



The list contains:

- "**Type of capacity auction**" ,
- " **Delivery year**",
- "**Application ID**",
- "**Submission date**",
- "**CMU name**",
- "**CMU code**",
- "**Status**",
- "**Certificate ID**".

User may sort presented applications by each column and search for a given application by entering the searched phrase in the field under the column name. Selecting the application is possible by clicking on a given row of the table. After selecting the application user is able to go through its details by clicking one of the active buttons below.



4.1. Downloading the application, appendixes to the application and certificates

4.1.1. Generating the certificate

After the PSE has accepted the application, user may generate the certificate issued for the capacity market unit which was the subject of the application.

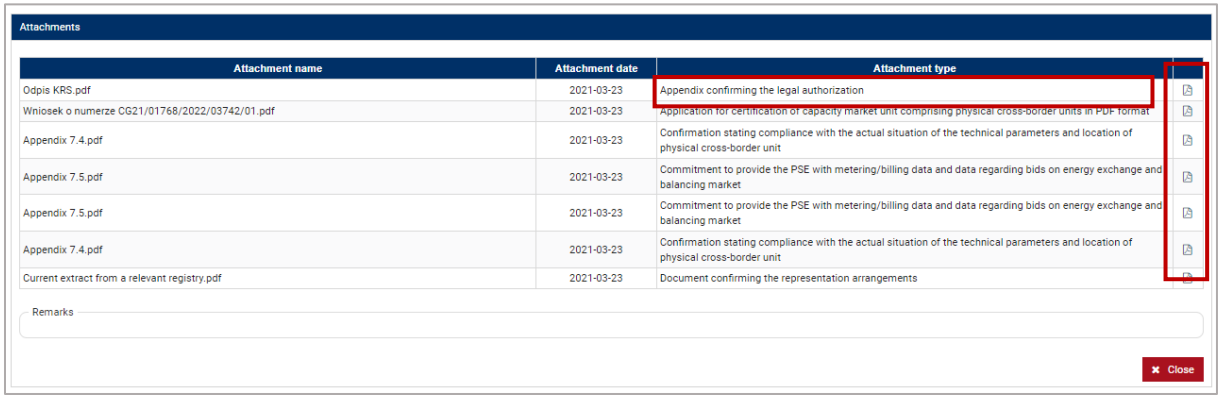
In order to generate the certificate, user shall select the application by clicking on a given row of the table and click "**Download the certificate**". This button is available only in case the application for certification was approved by the PSE.

User is able to generate a certificate in regard to applications assigned with status "**Approved**" or "**Conditionally approved**".

NOTE: Status of the application "Conditionally approved" is assigned to applications, which are accepted by the PSE and concern the unproven demand-side response capacity market units. In order to change its status to "Approved" capacity provider shall establish appropriate financial collateral.

4.1.2. Downloading the application and appendixes to the application

In order to download application form or any of the appendixes, user shall select given application and click "**List of appendixes and remarks**". A table is displayed with a PDF files containing the submitted application and its appendixes. User is able to download them by clicking on the document icon on the right side of the table.

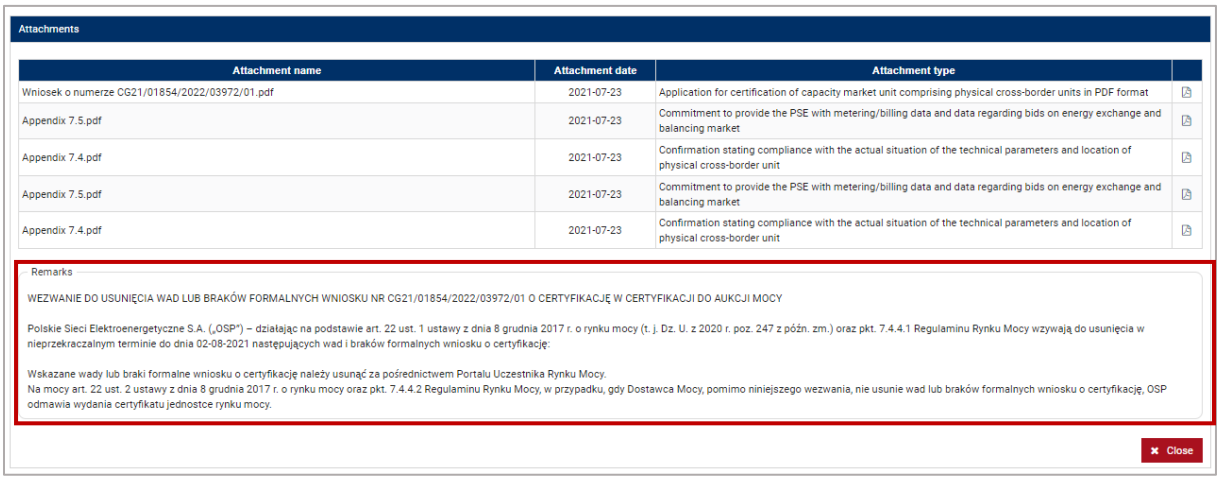


NOTE: Each appendix is scanned for viruses and malware. Due to the scanning process, the preview of the submitted application and appendixes may be available with a delay.

The yellow icon on the right side of the table indicates that the scanning process is in progress and that document shall be available for download after it is completed.

4.2. Browsing remarks to the application

In case the application was found to fail to meet all the requirements, PSE shall request the capacity provider to rectify formal defects or deficiencies of the application, specifying such defects or deficiencies in the request. In order to read the remarks, user shall select given application and click "**List of appendixes and remarks**". The remarks will be displayed below the table containing appendixes.



4.3. Rectifying the application

In order to rectify formal defects or deficiencies of the application, user shall select the application and click "**Rectify the application**". This option is available during the submission period (for applications with status "**Submitted**") or at a later stage in case the application was found to fail to meet all the requirements (the application is then assigned with the status "**Returned for correction**").

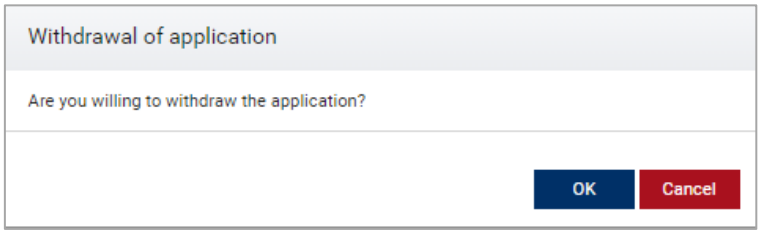
After clicking "**Rectify the application**", a form filled with data from original application opens and user is able to edit it. Rectified application is assigned with the status "**Submitted**" and is marked with another sequence number in the last part of the application number (in the example - number 02). The original application (with number 01) receives the status "**Rectified**".

User is able to correct the application for certification more than once during the submission period. After the submission period has ended, the application may be rectified only upon request of PSE.

4.4. Withdrawing the application

In order to withdraw the application for certification, user shall select given application and click "**Withdraw the application**". User is able to withdraw the application before the deadline for its submission. After this date withdrawal of the application is not possible.

After clicking "**Withdraw the application**", system will ask user to confirm the action.



After confirming the withdrawal with the "**OK**" button, system shall generate the application for withdrawal, which must be signed with user's qualified electronic signature. The process of signing the application for withdrawal with a qualified electronic signature takes place analogously to the process of signing the application in section 3.3.

After signing and approving the application for withdrawal with the SMS code, table with the list of submitted applications for certification is displayed. The application in question has the status "**Withdrawn**".

It is still possible to download the withdrawn application and its attachments, as described in section 4.1.