

Access to the National Natural Gas System

A guide for concluding a Framework Agreement for the

Transmission of Natural Gas

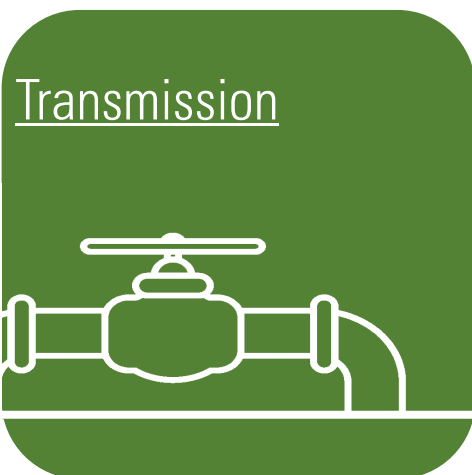
Use of the LNG Facility in Revithoussa

Use of the LNG Facility for Truck Loading

Hellenic Gas Transmission System Operator



Types of Framework Agreements



[Official
Greek](#)

[Unofficial
English](#)



[Official
Greek](#)

[Unofficial
English](#)



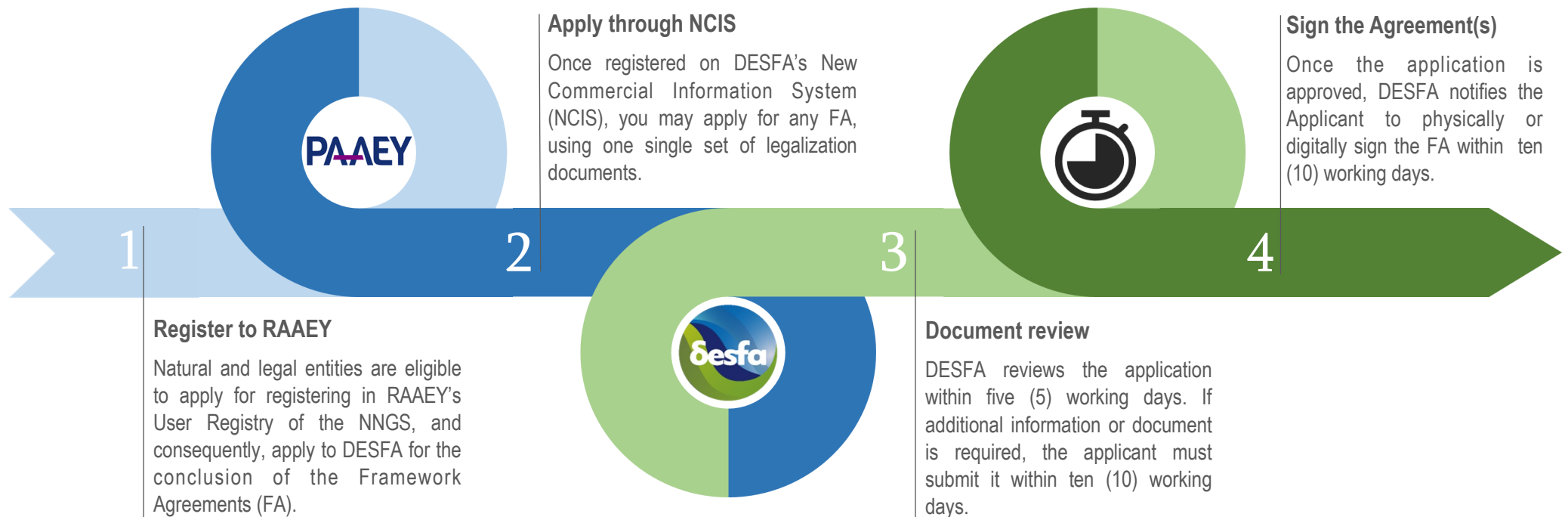
[Official
Greek](#)

[Unofficial
English](#)

You may find the Framework Agreements (Greek and English versions) in the links above.

Only the Greek version is deemed as official and the one that shall be executed.

Signature Process Overview



1 Register to RAAEY's User Registry of the NNGS

As a first step your company must apply to be included in the User Registry of the National Natural Gas System (NNGS) kept by the Regulatory Authority for Energy, Waste & Water (RAAEY), by obtaining the relevant Decision from RAAEY.

For further information, please contact [RAAEY](#). As soon as you have the relevant Decision from RAAEY, you are eligible to apply to DESFA.

2 Register to NCIS and Apply for a Framework Agreement

Second step is to visit DESFA's NCIS and complete the registration in order to be able to (i) enter the data and (ii) upload the supporting documentation necessary for the conclusion of any Framework Agreement (FA).

(i) The following data must be entered into NCIS:

1. **Company information**
2. **Legal Representative/s**
3. **Process Agent** (In case of a foreign company)
4. **Company Administrator/s**

All the above data will be filled in automatically in the FA/s (1-3), Application/s (1-3), and Company Administrator Authorization/s (4) and these pre-filled documents must be downloaded by the Applicant to be duly signed.

(ii) Documents included in Annex 1A of the FAs (see following pages) must be uploaded to NCIS. Documents that do not bear an e-signature must be scanned and uploaded, and then submitted by physical mail to DESFA's headquarters (mail address in step 4).

Once all data, as per (i), are entered into NCIS and all documents, as per (ii) above, are uploaded, the Applicant shall be able to finalize the application process for DESFA's review.

Once the application is approved, the Applicant must download the prefilled FA/s and Company Admin's Authorization to be duly signed and uploaded/submitted to DESFA.

More info for each of the mandatory documents is analyzed in the next pages.

You may access the NCIS Portal in the link below:

NCIS PORTAL

2 Register to NCIS and Apply for Framework Agreement/s (cont'd)

Document Prerequisites

Signatures

The submitted documents may bear an advanced electronic signature from accredited certification service providers from the trusted lists of the European Union [EU Trusted List of Trust Service Providers](#).

Provided that the submitted documents, coming from a foreign country, do not bear an advanced electronic signature of their issuer, they must bear the note of the Hague Convention (Apostille). It is clarified that in case of submission of private foreign documents, the latter are required to bear a certificate of authenticity of the signature of the signatory from a notary, or from another competent administrative or judicial authority, as well as a note of the Hague Convention (Apostille).

The original copies of the documents with physical signatures must be mailed to DESFA headquarters (mailing address in step 4).

Translation

Foreign documents submitted for the conclusion of a Framework Agreement must be officially translated in Greek language. Please note that, under Greek law, an official translation may be provided by the following competent bodies:

- Lawyer, member of a Greek Bar Association
- Greek Foreign Ministry's Department of Translation (and the competent Greek consular authorities)
- Official translators-graduates of the Ionian University

In each of the aforementioned cases the competent body will certify that the translation is a full (e.g. Apostille included) and true translation of the original source copy of the document provided.

2 Register to NCIS and Apply for Framework Agreement/s (cont'd)

List of Documents (Annex 1A of the FAs)

1. Copy of the Articles of Association

Copy of the Articles of Association of the applicant User (with all the amendments after the incorporation or since the last codification), legally certified by the competent supervising authority, and for Greek companies, the General Commercial Registry (G.E.M.H.).

2. Commercial Registry Certificate.

A Certificate issued within 30 days before the submission of the Application, by:

- General Commercial Registry (ΓΕΜΗ), or
- the competent supervising authority, in case the Applicant User's country is foreign based.

by virtue of which the following must be certified:

- A. The current status of the legal entity of the applicant User, i.e. to be certified indicatively and not restrictively:

- i. the legal establishment / operation of the company.
- ii. the fact that it is not under administration, insolvency or bankruptcy.
- iii. the fact that it has no outstanding tax obligations.
- iv. the fact that it has not been subject to a settlement procedure or any other similar situation.

- B. the fact that the submitted version of the Articles of Association of the applicant User has not been further amended;

- C. the changes in the current representation of the applicant User, i.e.:

- i. certification of the current Board of Directors in the case of a société anonyme.
- ii. the current directors in the case of a limited liability company.
- iii. the current legal representatives of the company in the case of another company type.

2 Register to NCIS and Apply for Framework Agreement/s (cont'd)

List of Documents (cont'd)

3. Complementary legalization documents

In case that any of the above data is not certified by the certificate issued by the competent supervising authority of the registered office of the applicant User, the company must also submit the following legalization documents, namely:

- i. Minutes of the General Assembly by virtue of which the current Board of Directors is appointed and minutes of the Board of Directors regarding its constitution into a body in the case of a société anonyme;
- ii. Minutes of the General Assembly by virtue of which the current directors are appointed in the case of a limited liability company;
- iii. The legalization documents proving the legal representative of the applicant User in the case of a company of another company type.

4. Authorization document for the Legal Representative.

Minutes of the Board of Directors or power of attorney or other authorization document of the legal representative(s) of the applicant User for:

- i. the submission of the Application,
- ii. the signing of the Agreement, and
- iii. conducting any actions during the operation of the Agreement, without any restriction as to the amount of financial obligation assumed.

Specific authorization must be provided for each and any of the services requested (Transmission, LNG, LNG Truck Loading).

2 Register to NCIS and Apply for Framework Agreement/s (cont'd)

List of Documents

5. Authorization document for the Company Administrator

A power of attorney or other document of authorization by which authority will be granted to at least one authorized representative to carry out, in the name and on behalf of the User, any acts during the operation of the Agreement, without limitation as to the amount of the financial obligation undertaken, including but not limited to the power:

- i. to accept the Terms and Conditions of Access to the New Commercial Information System (NCIS) (Terms and Conditions of Access to the NCIS) of the Greek Operator (DESFA) in the name and on behalf of the Transmission User,
- ii. to conclude with the Operator (DESFA), in the name and on behalf of the User, any executive Agreement resulting from an Approved Application, by submitting to the Operator, either through the NCIS or in writing, in accordance with the provisions of the Code and the Natural Gas Transmission Agreement, Application for the Provision of a Transmission Service, Daily Declaration, Daily Re-Declaration, notification of assignment or lease of Transmission Capacity Booked for Delivery/Reception or

Bundled Transmission Capacity at an Auction Point, bid in a Repurchase Procedure and Notification of a Transaction, and generally to carry out any transaction and legal act in general within the framework of the Natural Gas Transmission Agreement, without limitation as to its financial object and

- iii. to appoint and revoke other people, as NCIS Operators, to whom he will grant the right and authority to access and use the NCIS in the name and on behalf of the Transmission User for the performance of the same aforementioned acts and transactions, without limitation of their financial object.

A draft of the above power of attorney is attached in the Standard Agreements as Appendix I.

It is clarified that the User may appoint one or more Company Administrators, provided that, if the User maintains more than one Regulated Services Agreement (Transmission, LNG Facility Use, LNG Facility Use for Loading LNG Trucks), each of the appointed Company Administrators shall be authorized to carry out, in the name and on behalf of the User, all relevant acts during the operation of each of these Agreements.

This document is required only at the stage of signature of the FAs and will be pre-filled with the data entered into NCIS by the Applicant. That is, once the application is approved, the Applicant must download the Company Admin's Authorization to be duly signed and uploaded/ submitted to DESFA.

2 Register to NCIS and Apply for Framework Agreement/s (cont'd)

List of Documents

6. RAAEY's Decision.

RAAEY's Decision declaring the company's registration in the NNGS User Register.

7. Solemn Declaration

A solemn declaration in which the Applicant User, as legally represented, declares that:

- i. The data already submitted with the current Application are true. The company is presumed to be responsible for the accuracy of the statements jointly with the Legal Representative.
- ii. In the case of a foreign legal entity, apart from the data already provided as per above, there is no obligation for the submission of further data for the complete legalization of the legal person pursuant to the provisions of the law governing this foreign legal person. The foreign legal person is presumed to be jointly responsible for the accuracy of the declarations with the legal representative.

This document will be pre-filled with the data that you provide in NCIS, and must be downloaded to be duly signed.

Update of legalization documents

If one or more of the legalization documents already submitted have been amended, revoked or are no longer valid, the Contracting Transmission User must immediately submit to the Operator the updated legalization documents. The abovementioned documents produce legal effects for the purposes of this Agreement from the 12th noon hour of the next working day, once they have been duly received and acknowledged by the Operator. Up to the above point in time, the Transmission User shall remain bound by the persons referred to in the previously legally submitted documents even if their revocation, amendment or termination have been legally published in accordance with the provisions in force.

By submitting the updated/new documents, the Transmission User must jointly submit a declaration by its Legal Representative confirming that the rest of the documents already submitted are still valid and have not been amended or revoked.

This process shall be conducted through NCIS.

3 Review of submitted documents

All data and official documentation will be reviewed according to the provisions of the Network Code and provide you with feedback, through NCIS.

The review for the submitted documents will take place

within 5 working days. Any additional information or changes that will be required, DESFA will notify the applicant, who in turn must submit the additional info or document/s within 10 working days).

4 Sign Framework Agreements

Once the review is complete, the Applicant must download the pre-filled Company Admin's Authorization and Framework Agreements to be duly signed and uploaded/submitted to DESFA. The Company Admin's Authorization and Framework Agreement(s) may be signed:

- Digitally, with an advanced electronic signature from an accredited certification service provider that is included in the [EU Trusted List of Trust Service Providers](#), and uploaded in NCIS for our review, or
- Physically in two (2) copies, each bearing the Company's stamp along with the legal representative's signature

(notarized and apostilled if from a foreign country), and mailed to DESFA's headquarters. The mailing address is:

DESFA
357-359 Messogion Ave.
152 31 Halandri
Athens, Greece

in consideration of Commercial Services Division

In case of a physical signature, please upload the scanned copies in NCIS before mailing the hard copies.

Useful information

Access to the New Commercial Information System

After the Agreements are duly signed, the Company Administrators can gain access to the [New Commercial Information System \(NCIS\)](#), the platform via which all daily operations and communication between DESFA and Users are managed.

After accessing the NCIS, the Company Administrator (*authorized by the respective document in page 8*) can appoint or remove

Company Operator/s who will be entitled for accessing the NCIS and undertaking all necessary legal and material actions in the course of the daily operations, i.e. access and use the NCIS in the name and on behalf of the company for the performance of the same aforementioned acts and transactions, without limitation of their financial object.

Validity period and costs

The Framework Agreements are valid for an indefinite period and there are no costs towards DESFA associated with the conclusion of the Agreements as long as there is no activity from your side.

Disclaimer

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Thank you!

For any inquiries contact us at
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