

**REGISTRATION REQUIREMENTS for NATURAL persons requesting the opening  
of a TRADING ACCOUNT  
in the Austrian part of the Union Registry**

**Documents to be provided for the NATURAL PERSON applying for an account as a  
future account holder:**

1. **Specimen signatures** of authorised signatories **certified by a notary**
2. **Criminal record certificate for future account holder for the last 5 years** (either the original or an electronic document carrying the official signature or a copy certified by a notary public)
3. **Proof of identity of future account holder** (copy of a valid passport, identity card or identification document recognized under national law certified by a notary public)
4. **Evidence to support the address of the permanent residence of the future account holder** (confirmation of residence registration: either the original or an electronic document carrying the official signature or a copy certified by a notary public) \*
5. **Proof that at least one authorised representative is a permanent resident in Austria** (either the original or an electronic confirmation of residence carrying the official signature or a copy certified by a notary public) \*
6. **Proof that the future account holder has an open bank account in a Member State of the EEA** (original or a copy certified by a notary public)

If you are **an applicant from a non-EEA country**, you have to pay a **one-off processing fee of € 2.000** in the course of the opening of an account.

**Documents to be provided for ALL AUTHORISED REPRESENTATIVES:**

1. **Proof of identity** (copy of a valid passport, valid identity card or a valid identification document recognized under national law certified by a notary public. For documents without an expiry date, the date of issue of the document must not be more than 10 years ago.)
2. **Evidence to support the address of the permanent residence** (confirmation of residence registration: either the original or an electronic document carrying the official signature or a copy certified by a notary public) \*
3. **Criminal record certificate for the last 5 years** (either the original or an electronic document carrying the official signature or a copy certified by a notary public)

## **General information about the formal requirements for documents:**

- The **issue date of the documents and the date of the certification or legalisation** of the notarised copy of the identity document must **not be more than three months** prior to the date of application. In case of the proof of identity without an expiry date, documents that were issued more than 10 years ago cannot be accepted.
- **Certifications or legalisations** have to be carried out by a **notary public** or another person **with a similar function** (for example a court).
- You have to **send the original documents** or notarised copies **by post** to the Austrian Emissions Trading Registry.
- **Electronic documents with official signatures**, as well as documents for which the certification note is made by means of an electronic notarial certification signature, have to **be sent by e-mail**. Only **qualified electronic signatures in accordance with regulation (EU) 910/2014 (as amended)**, when transmitted by e-mail, are accepted on electronically signed documents and applications.
- Documents that have not been issued in Austria but in other countries that are members of the Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents require an **apostille certificate**.

If a bilateral agreement on the mutual recognition of documents between Austria and the issuing country exists, no apostille is required.

Personal documents issued in EU Member States do not require the apostille or any other form of legalisation according to Regulation (EU) 2016/1191 (as amended).

Documents issued in countries that are not members of the Hague Convention have to be legalised by the competent Austrian authority in the issuing country in the correct manner (note of legalisation).

- **Documents that have been prepared in a language other than German or English** have to be accompanied by a **certified German or English translation**. The translation has to be carried out by a translator sworn to a national court or administrative body (for example the Ministry of Justice) and publicly appointed by them as an officially recognised translator.

If the document has been issued by an EU Member State, no translation is required if that document is accompanied by a standard form that has been completed and attached by the issuing authority in accordance with the Annexes to Regulation (EU) 2016/1191 (as amended).

- \*The Austrian Emissions Trading Registry has access to the publicly accessible Austrian residence registration register. Confirmations of registration from the residence registration register are therefore available to the Emissions Trading Registry. These documents do not have to be submitted if they are available in the register mentioned. Documents not issued in Austria must be submitted.

### Note:

The applicable EU Regulations, in particular (EU) 2019/1122 (as amended) and, where appropriate, the Emissions Allowances Act 2011 (as amended) shall apply.