



# Fact sheet: EHR account management

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The helpdesk of the EHR is closed on national holidays.



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## Legend

<b>Abbreviation</b>	<b>Definition</b>
AA	Auction agent
AH	Account holder
AR	Account representative
BV	Bid validator
CH	Switzerland
EEA	European Economic Area
EHR	Emissions Trading Registry
ETS	Emissions Trading System
ID	Identity card
TV	Transaction validator
WW	World-Wide

## 1 General information

This fact sheet serves as an overview of the supporting documents that must be submitted when opening, changing or closing a personal or operator holding account in the Swiss Emissions Trading Registry (referred to below as EHR).

<b>Account type</b>	<b>Description (reference to CO<sub>2</sub> Ordinance)</b>
ETS	Operators of installations within the Swiss ETS (Art. 57 para. 1)
AVIATION	Operators of aircraft within the Swiss ETS (Art. 57 para. 1)
FUEL	Fuel importers with compensation obligations (Art. 57 para. 3)
PERSONAL	Other companies and persons (Art. 57 para. 4)
EU_OPERATOR	Operators of installations within the EU ETS (Art. 57 para. 2)
EU_AVIATION	Operators of aircraft within the EU ETS (Art. 57 para. 2)
EU_TRADING	Other companies authorised to participate in auctions in the EU (Art. 57 para. 2)

## 2 Legal foundations

The documents and information that must be submitted are based on [Article 58](#), [Article 59](#) and [Article 49](#) (for auction agents and bid validators) of the Ordinance on the Reduction of CO<sub>2</sub> Emissions (CO<sub>2</sub> Ordinance<sup>1</sup>).

The FOEN may also require further information at any time if necessary for the secure operation of the EHR ([Art. 62 para. 3](#) CO<sub>2</sub> Ordinance).

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<sup>1</sup> SR [641.711](#)

### 3 Important points to note

- Users cannot be registered as an account representative (AR) and transaction validator (TV) or auction agent (AA) and bid validator (BV) at the same time (dual control principle). However, users can, for example, be an account representative as well as an AA or BV.
- No extract from the Swiss register of convictions need be submitted if it can be proven in the form of confirmation from a notary that there have been no convictions in connection with the offences listed in [Art. 59a para. 1 let. b](#) of the CO<sub>2</sub> Ordinance.
- Companies with headquarters in a country that does not maintain a commercial registry must supply alternative proof confirming their existence and the signatory powers of those individuals authorised to represent the company.
- The date of the documents that are to be submitted, as well as that of the official notarisaton and secondary certification of authenticity may be no more than **three months** prior to the date the request is submitted.
- Persons who have lived in Switzerland for less than 5 years must also submit the extract from the criminal record of their home country (not older than 3 months).
- The following documents may be submitted as proof of residential address (this list is not exhaustive):
  - Official confirmations of place of residence
  - Bills from mobile telephone providers
  - Statements of ancillary rental costs
  - Credit card statements
- If the documents are not issued in German, French, Italian or English, an authenticated translation into German, French, Italian or English must also be submitted.
- **All supporting documents must be authenticated, including contact details of the certifying authority, except for documents that can be independently checked online at official offices (e.g. Swiss criminal records). If the documents are not authenticated in Switzerland, they must bear an additional apostille or relevant secondary certification of authenticity ([list of competent authorities for issuing apostilles per country](#)).**

#### 4 Information required to open an account

The following pages list the information that the FOEN requires to open an EHR account, as well as certain tips on completing the form. We recommend that you collect all of the information you need before you begin, because it is not possible to temporarily save the data entered in the online form.

##### ACCOUNT INFORMATION (\* required field)

Account name\* You can choose any account name, but there may be only one account with that name in the EHR. Names may have a minimum of 10 and a maximum of 50 alphanumeric characters (letters, numbers and certain special characters such as hyphens or diagonal slashes), e.g. 'Personal account XYZ AG'. When you click on 'Next', the account name will be checked to make sure that it does not already exist. If it does already exist, you will be asked to choose a different name. The account name should not be confused with the account number, which is automatically assigned by the system.

##### ACCOUNT HOLDER (\* required field if a participant ID is not entered)

Participant identifier If the account holder already has an account and therefore a participant ID in the system, enter the participant ID. In this case, no other account holder information is required in the online form. If the participant ID of a person already in the system is not entered, this person will receive an additional participant ID.

Account holder\* This must be a natural person or legal entity. Please enter the company's name exactly as it appears in the commercial register.

Building You can enter another line of the address here.

Supplement You can enter another line of the address here.

Street and no.\* or P.O. box

Postal code\*

City\*

Country\*

Phone\* The telephone number must begin with a '+'. Enter the country code (e.g. +41), the area code or the host code without a 0 in front of it (e.g. 31), followed by the actual number (e.g. +41 31 000 00 00).

Email\*

##### Address for service in Switzerland for personal holding accounts

Please note that an address for service in Switzerland is mandatory for account holders of personal holding accounts.

Company name, c/o\* For company addresses, it is compulsory to enter the company's name in this field.

Building, Supplement You can enter additional address information here.

Street and no.\* or P.O. box

Postal code\*

City\*

Country\* (Switzerland must be entered)

## ACCOUNT REPRESENTATIVES & AUCTION AGENTS AND TRANSACTION & BID VALIDATORS

(\* required field if a participant ID is not provided / (\*) required field, where applicable, see explanation)

Participant identifier	If the account holder already has a participant ID in the system, it should be entered. In this case, no other information is required. If the participant ID of a user already in the system is not entered, this person will receive an additional user name and an additional password.
Form of address	Ms., Mr.
Title	Prof., Dr., etc.
First name*	
Surname*	Only natural persons who are at least 18 years old can be appointed as account representatives or as transaction validators.
Type of identity document*	The following options can be selected: passport, identity card, other proof of identity. If 'Other proof' is indicated, a description is mandatory.
Valid until (*)	Required field if the identity document provided includes a validity date. Please enter this date in the DD/MM/YYYY format, e.g. 24.09.2027.
ID no.*	Enter the number of the identity document entered for 'Type of identity document'.
Issuing country*	Issuing country of the identity document entered for 'Type of identity document'.
Description 'Other proof' (*)	If 'Other proof' was entered for 'Type of identity document', the identity document used must be entered here.
Date of birth*	Please enter this date in the DD/MM/YYYY format, e.g. 24.01.1983.
Place of birth*	
Nationality*	

### Address

Company name, c/o (*)	For company addresses, it is compulsory to enter the company's name in this field.
Building, Supplement Street and no.*	You can enter additional address information here or P.O. box
Postal code*	
City*	
Country*	For personal holding accounts only: for authorised representatives and transaction validators, an address for service in Switzerland is mandatory, and for authorised representatives and bid validators, an address for service in Switzerland, the EEA or the United Kingdom is mandatory.

## Contact

Telephone*	The telephone number must begin with a '+'. Enter the country code (e.g. +41), the area code or the host code without a 0 in front of it (e.g. 31), followed by the actual number (e.g. +41 31 000 00 00).
Mobile phone number*	The specified mobile phone number must be able to receive SMS messages, and be private, as the TAN for the system login, etc. are sent to this number by SMS.
Email*	A personal email address must be entered.

## BILLING ADDRESS (\* required field)

Participant identifier	If the person already has a participant ID in the system, it should be entered. One of the two account representatives nominated above, or the transaction validator, may also be selected as the contact person at the billing address. No other contact information is required in either of these cases.
First name*	
Surname*	Only natural persons who are at least 18 years old can be appointed as the contact person at the billing address.
Company name, c/o	For company addresses, the company's name can be entered in this field.
Building, Supplement	You can enter additional address information here.
Street and no.*	or P.O. box
Postal code*	
City*	
Country*	
Telephone*	The telephone number must begin with a '+'. Enter the country code (e.g. +41), the area code or the host code without a 0 in front of it (e.g. 31), followed by the actual number (e.g. +41 31 000 00 00).
Email*	
Mobile phone number	Optionally, you can enter a mobile phone number in this field.
Currency*	Invoices are issued in the selected currency (CHF, EUR, USD). For account holders with registered office or domicile in Switzerland, only in CHF.

## 5 Operators of installations (ETS)

Additional information required to open an operator holding account for operators of installations within the Swiss ETS ([Art. 57 para. 1](#) CO<sub>2</sub> Ordinance):

### ACCOUNT INFORMATION (\* required field)

Permit number\*                      The permit number can be found on the admission decision, or can be requested from the FOEN.

### CONTACT PERSON FOR THE INSTALLATION (for explanations of the required fields, please refer to Section 4)

Participant identifier                If the person already has a participant ID in the system, it should be entered.

### (Optional) AUCTION AGENT AND BID VALIDATOR (For explanations of required fields, please refer to Section 4)

Participant identifier                If the person already has a participant ID in the system, it should be entered.

### INFORMATION ON THE INSTALLATION

The information on the installation is entered by the FOEN.

Supporting documents	Account holder	User (AR/TV)	User (AA/BV)	Authorised signatory
Extract from the commercial register, as well as a list of authorised signatories (if not shown on the extract)	Original, authenticated	-	-	-
Valid proof of identity	-	Authenticated copy	Authenticated copy	Authenticated copy
Extract from the register of convictions, home country	-	Original, authenticated	Original, authenticated	-
Extract from the register of convictions, country of residence <sup>2</sup>	-	Original, authenticated	Original, authenticated	-
Official confirmation of place of residence <sup>2</sup>	-	Authenticated copy	Authenticated copy	-
Bank account CH / EEA <sup>3</sup>	Bank confirmation	-	-	-
<b>Conditions</b>				
Precondition for opening an account	Permit number	-	-	-
Registered office/residence	CH / EEA	-	-	WW
Bank account for auctions	CH / EEA	-	-	-
Address for service	CH	WW	CH / EEA	-
Number of roles	1	min. 1 / max. 4	max. 4	min. 1

<sup>2</sup> If place of residence is outside Switzerland or the EEA

<sup>3</sup> The confirmation of a bank account must be evidenced by a letter from the bank.



## 6 Fuel importers with compensation obligations (FUEL)

Additional information required to open an operator holding account for importers and manufacturers of fossil fuels ([Art. 57 para. 3](#) CO<sub>2</sub> Ordinance):

### ACCOUNT INFORMATION (\* required field)

Permit number\*                      The permit number can be found on the admission decision, or can be requested from the FOEN.

### CONTACT PERSON FOR THE INSTALLATION (for explanations of the required fields, please refer to Section 4)

Participant identifier                If the person already has a participant ID in the system, it should be entered.

### INFORMATION ON THE INSTALLATION

The information on the installation is entered by the FOEN.

Supporting documents	Account holder	User (AR/TV)	Authorised signatory
Extract from the commercial register, as well as a list of authorised signatories (if not shown on the extract)	Original, authenticated	-	-
Valid proof of identity	-	Authenticated copy	Authenticated copy
Extract from the register of convictions, home country	-	Original, authenticated	-
Extract from the register of convictions, country of residence <sup>4</sup>	-	Original, authenticated	-
Official confirmation of place of residence <sup>4</sup>	-	Authenticated copy	-
Bank account CH / EEA <sup>5</sup>	Bank confirmation	-	-
<b>Conditions</b>			
Precondition	Permit number	-	-
Registered office/residence	CH / EEA	-	WW
Address for service	CH	WW	-
Number of roles	1	min. 1 / max. 4	min. 1

<sup>4</sup> If place of residence is outside Switzerland or the EEA

<sup>5</sup> The confirmation of a bank account must be evidenced by a letter from the bank.

## 7 Operators of aircrafts (AVIATION)

Additional information required to open an operator holding account for operators of aircrafts managed from Switzerland ([Art. 57 para. 1](#) CO<sub>2</sub> Ordinance):

### ACCOUNT INFORMATION (\* required field)

Permit number\*                      The permit number can be requested from the FOEN.

### (Optional) AUCTION AGENT AND BID VALIDATOR

(For explanations of required fields, please refer to Section 4)

Participant identifier                      If the person already has a participant ID in the system, it should be entered.

### INFORMATION ON THE AIRCRAFT OPERATOR

The information on the aircraft operator is entered by the FOEN.

Supporting documents	Account holder	User (AR/TV)	User (AA/BV)	Authorised signatory
Extract from the commercial register, as well as a list of authorised signatories (if not shown on the extract)	Original, authenticated	-	-	-
Valid proof of identity	-	Authenticated copy	Authenticated copy	Authenticated copy
Extract from the register of convictions, home country	-	Original, authenticated	Original, authenticated	-
Extract from the register of convictions, country of residence <sup>6</sup>	-	Original, authenticated	Original, authenticated	-
Official confirmation of place of residence <sup>6</sup>	-	Authenticated copy	Authenticated copy	-
Bank account CH / EEA <sup>7</sup>	Bank confirmation	-	-	-
<b>Conditions</b>				
Precondition	Permit number	-	-	-
Registered office/residence	CH / EEA <sup>7</sup>	-	-	WW
Bank account for auctions	CH / EEA	-	-	-
Address for service	CH <sup>7</sup>	WW	CH / EEA	-
Number of roles	1	min. 1 / max. 4	max. 4	min. 1

<sup>6</sup> If place of residence is outside Switzerland or the EEA

<sup>7</sup> The confirmation of a bank account must be evidenced by a letter from the bank. Does not apply to accounts held by aircraft operators outside Switzerland or the EEA.

**8 Personal holding account (PERSONAL)**

<b>Supporting documents</b>	<b>Account holder</b>	<b>User (AR/TV)</b>	<b>Authorised signatory</b>
Extract from the commercial register, as well as a list of authorised signatories (if not shown on the extract)	Original, authenticated	-	-
Valid proof of identity	-	Authenticated copy	Authenticated copy
Extract from the register of convictions, home country	-	Original, authenticated	Original, authenticated
Extract from the register of convictions, country of residence <sup>8</sup>	-	Original, authenticated	Original, authenticated
Official confirmation of place of residence <sup>8</sup>	-	Authenticated copy	Authenticated copy
Bank account CH / EEA <sup>9</sup>	Authenticated bank confirmation	-	-
<b>Conditions</b>			
Registered office/residence	CH / EEA	-	WW
Position limit	1 million emission allowances	-	-
Address for service	CH	CH	-
Number of roles	1	min. 1 / max. 4	min. 1

<sup>8</sup> If place of residence is outside Switzerland or the EEA

<sup>9</sup> The confirmation of a bank account must be evidenced by a letter from the bank. A notarial authentication is not required if the confirmation is addressed and sent directly to us.

## 9 Personal holding account (EU\_OPERATOR & EU\_AVIATION)

Additional information required to open a personal holding account for operators of installations (EU\_OPERATOR) and operators of aircraft (EU\_AVIATION) within the EU ETS, in order to participate in auctions of Swiss emission allowances ([Art. 57 para. 2](#) CO<sub>2</sub> Ordinance):

### ACCOUNT INFORMATION (\* required field)

EU operator account number\* This is where you must enter the number of your operator holding account in the EU (in the following format: EU-100-XXXXXXX-0). The account number will be checked using one of the supporting documents that must be submitted.

Supporting documents	Account holder	User (AR/TV)	User (AA/BV)	Authorised signatory
Extract from the commercial register, as well as a list of authorised signatories (if not shown on the extract)	Original, authenticated	-	-	-
Confirmation of EU operator holding account <sup>10</sup>	Authenticated copy	-	-	-
Valid proof of identity	-	Authenticated copy	Authenticated copy	Authenticated copy
Extract from the register of convictions, home country	-	Original, authenticated	Original, authenticated	Original, authenticated
Extract from the register of convictions, country of residence <sup>11</sup>	-	Original, authenticated	Original, authenticated	Original, authenticated
Official confirmation of place of residence <sup>11</sup>	-	Authenticated copy	Authenticated copy	Authenticated copy
Bank account CH / EEA <sup>12</sup>	Authenticated bank confirmation	-	-	-
<b>Conditions</b>				
Registered office/residence	CH / EEA	-	-	WW
Position limit	1 million emission allowances	-	-	-
Bank account for auctions	CH / EEA	-	-	-
Address for service	CH	CH	CH / EEA	-
Number of roles	1	min. 1 / max. 4	max. 4	min. 1

<sup>10</sup> Proof in the form of a screen shot for example

<sup>11</sup> If place of residence is outside Switzerland or the EEA

<sup>12</sup> The confirmation of a bank account must be evidenced by a letter from the bank. A notarial authentication is not required if the confirmation is addressed and sent directly to us.

**10 Personal holding account (EU\_TRADING)**

Additional information required to open a personal holding account for companies from the EEA authorised to participate in auctions in the EU, in order to participate in auctions of Swiss emission allowances ([Art. 57 para. 2](#) CO2 Ordinance):

**ACCOUNT INFORMATION (\* required field)**

Bidder category\* Please enter your company's bidder category, as described in Art. 18 paras. 1 and 2 of Commission Regulation (EU) No. 1031/2010 of 12 November 2010.

Supporting documents	Account holder	User (AR/TV)	User (AA/BV)	Authorised signatory
Extract from the commercial register, as well as a list of authorised signatories (if not shown on the extract)	Original, authenticated	-	-	-
Confirmation of admission to bid directly in auctions in the EU incl. Spot Market ID <sup>13</sup>	Authenticated copy	-	-	-
Valid proof of identity	-	Authenticated copy	Authenticated copy	Authenticated copy
Extract from the register of convictions, home country	-	Original, authenticated	Original, authenticated	Original, authenticated
Extract from the register of convictions, country of residence <sup>14</sup>	-	Original, authenticated	Original, authenticated	Original, authenticated
Official confirmation of place of residence <sup>14</sup>	-	Authenticated copy	Authenticated copy	Authenticated copy
Bank account CH / EEA <sup>15</sup>	Authenticated bank confirmation	-	-	-
<b>Conditions</b>				
Registered office/residence	CH / EEA	-	-	WW
Position limit	1 million emission allowances	-	-	-
Bank account for auctions	CH / EEA	-	-	-
Address for service	CH	CH	CH / EEA	-
Number of roles	1	min. 1 / max. 4	max. 4	min. 1

<sup>13</sup> Proof in the form of a screenshot for example

<sup>14</sup> If place of residence is outside Switzerland or the EEA

<sup>15</sup> The confirmation of a bank account must be evidenced by a letter from the bank. A notarial authentication is not required if the confirmation is addressed and sent directly to us.

## 11 Fees

The fees for opening an account and for yearly account management are charged by the hour (CHF 140 per hour) in accordance with Art. 4, para. 1 b of the FOEN Ordinance on Fees (FeeO-FOEN<sup>16</sup>). As a rule, the following fees will be charged:

### Operator holding accounts

	Time charged	Costs
Opening an account (once)	2 hours	CHF 280
Account management (yearly)	1 hour	CHF 140

### Personal holding accounts

	Time charged	Costs
Opening an account (once)	4 hours	CHF 560
Account management (yearly)	3 hours	CHF 420

The account that has been requested will be opened as soon as the corresponding fees have been paid.

**As an invoice recipient in the Federal Administration, you have the option of registering to receive PDF invoices via email ([registration form](#)).**

## 12 Data protection

The storage of personal data complies with the provisions of the Federal Act on Data Protection (DPA<sup>17</sup>) and the Ordinance to the Federal Act on Data Protection (DPO<sup>18</sup>). Some of the data will also be available in the public area of the EHR.

<sup>16</sup> SR [814.014](#) (available in German, French or Italian)

<sup>17</sup> SR [235.1](#)

<sup>18</sup> SR [235.11](#)