



How to become a KDPW EMIR Trade Repository participant?



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If you have read the KDPW Trade Repository's offer and regulations and want to use our service, please follow the instructions below to become a EMIR Trade Repository participant.

Instructions for applicants for GUR, ZUR, IUR or PUR

Step 1. File an application

First, to become a EMIR Trade Repository participant, you need to submit a declaration to the effect that you intend to sign the relevant agreement by filing an application with KDPW.

The application shall specify:

- the participation type which the applicant is seeking;
- the applicant's LEI;
- the tax identification number of the applicant and, where there is no such number, the REGON;
- a declaration to the effect that the applicant is familiar with the information presented on the KDPW website concerning the mode of access to data of contracts and correcting of contract

reports and, where the application concerns participation types GUR, ZUR or IUR, also the mode of reporting to the trade repository and the required scope of data provided in a derivative contract report, and that it undertakes to act in accordance with the content of such information;

- a declaration concerning the place of establishment or the fixed establishment, for which the participation agreement is concluded,
- a declaration about reporting to another Repository.

The following shall be appended to the application:

- valid copy or extract from the relevant register and, where the applicant is not required to be entered into a relevant register, a copy of entry in the register of businesses or other document which identifies the applicant*;
- copies of powers of attorney and a card of sample signatures of duly authorised representatives of the applicant - where the authority to represent the applicant is not entered in the document referred to in point 1.*

**The documents shall be submitted by the applicant in the original or a duly authenticated copy. A duly authenticated copy of a document shall be understood to mean a copy authenticated by an official or notary public as a true copy or a copy authenticated as a true copy by a legal counsel or lawyer or by email to an email address specified by KDPW. In that case, the applicant shall provide KDPW with a declaration naming the person authorised to submit such documents as well as that person's email address.

Additionally each EMIR Trade Repository participant is required to send a declaration on feedback status messages and optionally can send a declaration authorising the use of electronic invoices.

DECLARATION TEMPLATES FOR GUR ZUR IUR PUR

Step 2. Sign an agreement

The agreement is signed within 10 business days after filing the application together with all required documents, pursuant to a Resolution of the Management Board of KDPW S.A.

If the filed application or attached documents have to be amended or supplemented, KDPW will request the applicant within 10 business days after filing the application to provide necessary amendments or additional documents. The target agreement date runs as of the date when the applicant submits all required documents which are correct. The participant is configured in the EMIR Trade Repository system pursuant to the aforementioned Resolution of the KDPW Management Board.

Step 3. Single sign-on access to the EMIR Trade Repository

Access to the EMIR Trade Repository application <https://online.kdpw.pl/>

[Each environment PRD, EDU and TST- has a separate link](#)

[How to get access to KDPW Trade Repository \(EMIR and SFTR\) application – User Manual](#)

Instructions for applicants for KUR

Step 1. File an application

The application shall specify:

- valid copy or extract from the relevant register and, where the applicant is not required to be entered into a relevant register, a copy of entry in the register of businesses or other document which identifies the applicant*;
- copies of powers of attorney and signatures of duly authorised representatives of the applicant authenticated by a notary public where the authority to represent the applicant is not entered in the document specified above*;
- declaration of the trade repository participant authorising the applicant to access information of derivative contracts to which the participant is a counterparty.

*The documents shall be submitted by the applicant in the original or a duly authenticated copy. A duly authenticated copy of a document shall be understood to mean a copy authenticated by an official or notary public as a true copy or a copy authenticated as a true copy by a legal counsel or lawyer or by email

to an email address specified by KDPW. In that case, the applicant shall provide KDPW with a declaration naming the person authorised to submit such documents as well as that person's email address.

Step 2. Sign an agreement

Following verification of the application and the attached documents, KDPW provides the KUR applicant with an initialled agreement concerning access to derivative contract details and non-disclosure. By signing the agreement, the entity becomes a KUR.

Step 3. Details regarding access to the EMIR Trade Repository application

Details regarding access to the EMIR Trade Repository application are described above - step 3 in the instructions for GUR, ZUR, IUR and PUR.

[DECLARATION TEMPLATES FOR KUR](#)