



The Guarantees of Origin Register System Guide

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**Document status:**

The sole purpose of this GOR System Guide is to give an overview of how the GOR application works. It contains information on the rules of use and how the various functionalities of the application work and is intended to ensure safe and transparent use of the application.

The contents of the Guide shall not give rise to any claim against TGE on any legal basis whatsoever relating to or arising out of the contents of the Guide, its interpretation or application on the user's own responsibility, or the operation of the system for the registration, record-keeping or trading of Guarantees of Origin.

The purpose of creating and making the Guide publicly available is purely informative and educational, with the aim of explaining and informing the interested parties about the principles and mechanisms concerning the GOR system operated at TGE.

Regulations relating to the GOR system are set out in the GOR Rules available on the TGE website at: <https://tge.pl/rejestr-gwarancji-pochodzenia>.

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1. Glossary

Register Member: An entity that holds an account in the GOR.

RES guarantee of origin: An instrument which serves for confirming to an End Consumer that a certain amount of electricity was generated in a renewable source. It means a guarantee of origin issued for electricity, heat or cold produced from RES.

CHP guarantee of origin: An instrument which serves for confirming to an End Consumer that a certain amount of electricity was generated in a high-efficiency cogeneration unit.

MWh: Megawatt hour, the basic unit for measuring electricity. Guarantees of origin are issued within the accuracy up to one megawatt hour.

End Consumer: End Consumer, i.e. the consumer buying electricity for their own use.

Redemption: An operation in the GOR carried out in order to confirm to an End Consumer that a certain amount of electricity was generated in a renewable source or in a high-efficiency cogeneration unit.

GOR: The Guarantees of Origin Register maintained by Towarowa Giełda Energii (TGE).

COR: Certificates of Origin Register.

TGE: Towarowa Giełda Energii Spółka Akcyjna, the entity which operates the GOR.

Transaction/sale: An operation in the GOR aimed at transferring a certain number of GOs from the account of one entity to the account of another entity.

ERO: The Energy Regulatory Office, i.e. the authority responsible for processing applications and issuing guarantees which are subsequently entered to the GOR.

User: An individual who has access to the GOR account of a given Member.

Issuance: The transfer of guarantees by the ERO to TGE, which is followed by their uploading to the GOR.

2. How to become a member of the GOR?

The membership in the Guarantees of Origin Register (**GOR**) is free of charge and is obtained as a result of the decision of the Management Board of Towarowa Giełda Energii S.A. (**TGE**) or of an authorised representative of the Management Board, subject to presentation of the required documents. The list of documents is available at:

<https://tge.pl/rejestr-gwarancji-pochodzenia>.

TGE employees assign logins and passwords for access to the IT system to the individuals authorized to represent the applicant in the GOR. The login details are then sent electronically to an e-mail address and mobile phone number or by post, in secure envelopes, to the address indicated in the application. After receiving the login and password, the User may safely log into the GOR.

IMPORTANT!

The membership in the Guarantees of Origin Register is not tantamount to the membership in the Certificates of Origin Register – these are two separate information system for which separate logins and passwords are assigned.

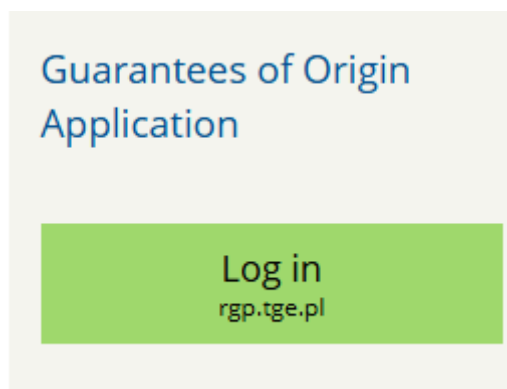
3. Reading in guarantees to an account in the Register

In order to obtain guarantees of origin, the entity shall be required submit the above-mentioned application to TGE, as well as an application for the issuance of guarantees of origin to the Energy Regulatory Office (**ERO**) through the competent electricity system operator. The information on issued guarantees is sent by the ERO directly to TGE and uploaded by TGE to the system on the same day, or on the following business day. Entities may trade the obtained guarantees only after setting up an account in the GOR and logging into the system.

Forms for applications for guarantees of origin from renewable energy sources and cogeneration are available on the ERO website at <https://www.ure.gov.pl/pl>.

4. Logging in

You can log in to the Guarantee of Origin Register via the following website <https://www.rgp.tge.pl/> or through a window on the TGE website. The link to the GOR can be found at <https://tge.pl/rejestr-gwarancji-pochodzenia> and is placed in the right-hand column of the page.



This link takes the User to a welcome screen where you can find the latest information about the GOR, such as current fee rates and planned technical interruptions. Please pay special attention to messages concerning technical interruptions during which access to the GOR will be limited or impossible.

On the right-hand side of the screen you will find this button . After on it the User can enter the login and password received from TGE. After clicking  button, the User will be redirected to the application for the Guarantees of Origin Register. When you logging in for the first time, the User will be asked to change the password (as shown in the graphics below).

A password change is required. Enter your new password: ✕

New Password * 1)	
Re-enter Password *	

1)

- From 10 to 30 characters.
- At least 1 character from 3 of 4 groups:
 - [a-z],
 - [A-Z],
 - [0-9],
 - [!\"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~].
- The password cannot be identical to one of the last 5 passwords.
- The password cannot contain a 3-character string of consecutive login characters.

✓ Save
✕ Cancel

On the GOR home page you can also select the language version of the application by clicking the "EN" button: in the login | [Language/Język](#) ☐ PL ☒ EN

5. Password recovery

In case when a wrong password is entered three times, the account of the User will be blocked for five minutes. If after this time, the User still cannot effectively log in to the GOR, please send a message describing the problem to rejestr@tge.pl.

IMPORTANT!

The logins and passwords are confidential and may only be known to the User. In the event when the login data is lost, this should be immediately reported to TGE. A new password of the User is sent to the telephone number or by mail to the address of the GOR Member.

6. Viewing of the Guarantees of Origin

After logging in, the User is redirected to a page displaying the guarantees of origin held by them. The table on the main screen contains only the basic information but after clicking any single item, full information concerning the guarantee of origin. The column headers contain arrows and text fields which can be used to freely sort and filter the list of

guarantees. Below the table there are links can be used to export data to an Excel spreadsheet and change the number of items displayed on one page.

In the My GP window, the User also has the option to adjust the displayed columns by clicking on the button **Columns** in the bottom right corner of the screen.

The column headings signify:

GO ID: number of the guarantee of origin assigned by the Energy Regulatory Office.

Volume MWh: the amount of electricity, heat or cold produced from renewable sources, corresponding to the guarantee of origin.

Technology: three-letter abbreviation used by the Energy Regulatory Office to designate the source of generated electricity. The table of abbreviations can be found at the end of this manual.

Date of entry to GOR: date on which the guarantee was entered into the Guarantee of Origin Register.

Status: information on the status of the guarantee of origin concerned. A detailed description of each status is presented in the table below.

Status	Meaning
Active	The guarantee is readily available for the User, may be sold or redeemed for an End Consumer.
In trade	The guarantee has been put up for sale (see: <i>Sale</i> below) but the buyer has not yet confirmed the transaction. Upon completion of the transaction, the guarantee will be appear in the account of the buyer with the "Active" status.
Redeemed	The guarantee has been redeemed for an End Consumer and may no longer be subject to any further transactions.
Expired	The eighteen-month validity period in the case of a RES guarantee or the twelve-month validity period in the case of a CHP guarantee passed before its being redeemed for an End Consumer. This means that the guarantee is worthless.
Redemption only	The twelve-month validity period has expired and the guarantee can only be redeemed for an additional six-month period (within up to 18 months from the date of electricity, heat or cold production). Applies only to RES guarantees.

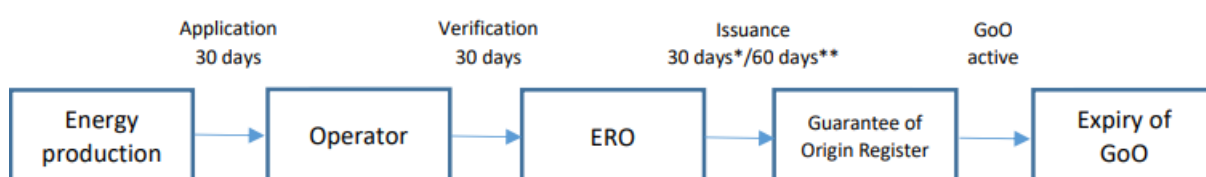
Expiry Date: Date after which the guarantee expires.

A guarantee of origin from renewable energy sources expires twelve months after the end date of generation of electricity, heat or cold during the period of time for which the guarantee is issued. Since the expiry date is counted from the end date of electricity generation rather than from the entry to the system, the period during which the guarantee remains active in the system lasts approx. 9-11 months. Consequently, the time for which the guarantee is active in the Register depends on the lead time between the end date of generation and the issuance of the guarantee by the ERO. The validity of a RES guarantee

is not the same as its expiry, and after the 12-month validity period, it can still be redeemed within 18 months from the date of production of electricity, heat or cold.

A CHP guarantee expires after twelve months of its issuance.

Time periods related to the guarantees of origin



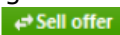
* Guarantees of origin from RES

** Guarantees of origin from CHP

As illustrated in the above diagram, the maximum time period from the end date of generation until uploading the guarantee into the Member's account in the Register is 90 days. In case of a CHP guarantee, this period may take up to 120 days.

Redemption date: In case of guarantees redeemed for End Consumers, the column indicates when the transfer took place. For other guarantees, the field is blank.

Type: Indicates whether the guarantee evidences the origin of electricity from renewable energy sources (RES), heat from RES (HEAT), cold from RES (COLD), or from high-efficiency cogeneration (CHP). The buttons in the column header can be used to display all or just one of the above guarantee types.

Active guarantees can be easily distinguished from others as they are indicated with an active  button on the right-hand side of the table. The button can be used to sell the guarantee of origin to another entity holding an account in the GOR.

IMPORTANT!

Each User who represents a given entity in the Guarantees of Origin Register is allowed to notify a sale transaction or the redemption of a guarantee to an End Consumer. Unlike in the Certificates of Origin Register, in case of the GOR there is no need for transactions to be executed through Brokerage Houses.

7. Operations on guarantees of origin

7.1. Redemption for an End Consumer (O.K.)

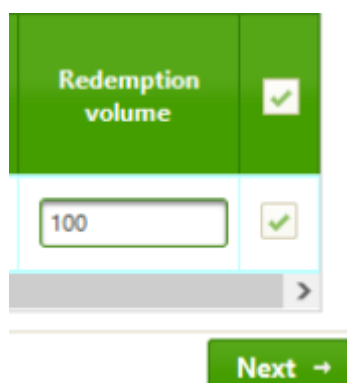
IMPORTANT!

The approval of the redemption of a guarantee of origin for the End Consumer is an irreversible operation! Please take special care when performing this operation.

This is the operation whereby the guarantee of origin is consumed. To redeem a guarantee of origin, go to the "Redemptions" window and click on "Redeem GOs". The redemption operation is carried out in the following steps:

- Selecting guarantees of origin for redemption

First, select the guarantees of origin by ticking the check-boxes in the right-hand corner of the page. It is also possible to specify the volume under a given guarantee to be redeemed with an accuracy of 1 MWh:



Once the guarantee of origin has been selected and the volumes to be redeemed have been determined, click the **Next →** button in the bottom right corner of the screen.

- Select the end consumer from a customised list or select an empty template

If the end consumer details have been defined in the "end users list" window, it is possible to select the end consumer by entering their short name in the search engine. After clicking "Next", the end consumer's details will be automatically completed in the form. When no template is selected, you will be able to proceed to the next step without autocomplete.

Select end user
You can select a blank template instead of a previously saved end-user template.
You can edit end-user templates in the tab REDEMPTIONS -> [END USERS LIST](#).
Press <Next>, to edit redemption data



- Filling in data in the form

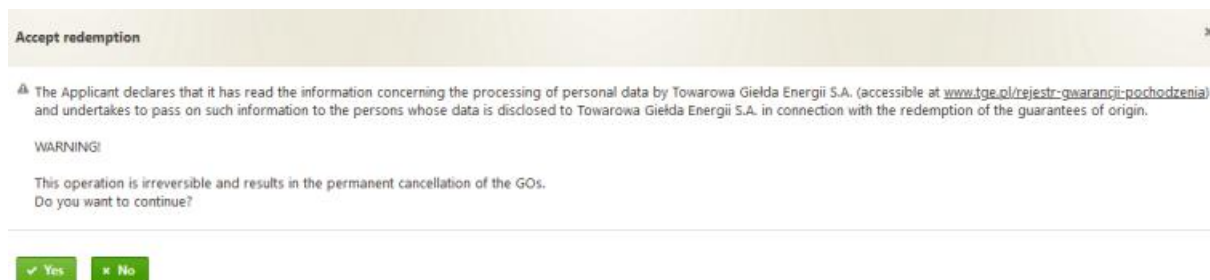
In the next window, there is a form with the details of the final consumer, which are the basis for the execution of the redemption of the guarantee of origin:

End User Name *	
Type *	Choose...
The end user is a natural person *	Choose...
VAT no.	
Court registration number	
Legal form *	Choose...
End user address	
Country of electricity consumption *	Choose...
Energy use period from *	
Energy use period to *	
Redemption to carry out energy conversion	☐
Purpose (Polish)	Ujawnienie źródła energii
Purpose (English)	Energy source disclosure
Applicant's Comment (up to 500 characters in Polish)	
Applicant's Comment (up to 500 characters in English)	

In case when auto-complete data from the template is used, the period of energy consumption must additionally be specified by selecting the relevant dates from the form.

When data is completed from scratch, at least the following items should be indicated: The name of the end consumer, an indication of whether the final customer is a natural person, the country of consumption and the consumption period of electricity, heat or cold. The remaining fields are optional.

Once the data has been completed and the "Next" button clicked, a summary will be displayed with the selected guarantees of origin and the data entered into the form. At each of the stages described, it is possible to go back to an earlier point and make changes. Once you have verified your details in the summary, click the **✓ Redeem** button and then, having read the following clause, click "Yes".



Accept redemption

The Applicant declares that it has read the information concerning the processing of personal data by Towarowa Gielda Energii S.A. (accessible at www.tge.pl/rejestr-gwarancji-pochodzenia) and undertakes to pass on such information to the persons whose data is disclosed to Towarowa Gielda Energii S.A. in connection with the redemption of the guarantees of origin.

WARNING!

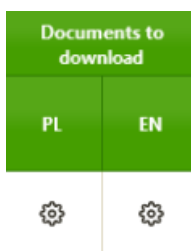
This operation is irreversible and results in the permanent cancellation of the GOs. Do you want to continue?

✓ Yes **✗ No**

Approval of the operation results in the permanent blocking of the selected guarantees of origin. It is no longer possible to return to earlier editing screens at this stage.

- Generating confirmation documents

To generate the documents confirming the redemption of guarantees of origin, go to the "Redemptions" window and then click on "Redemption List". By clicking on the icons below, it is possible to generate a set of documents in the selected language version:

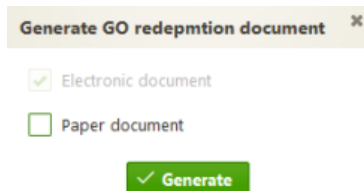


Documents to download

PL **EN**

Clicking on the button displays a new window where you can additionally specify whether the documents should be sent in hardcopy to the client's address. The request to send documents can also be made later after the documents have been generated.



Generate GO redemption document

☒ Electronic document

☐ Paper document

✓ Generate

Once the "Generate" button is clicked, the documents are ready to be downloaded. This can be done by clicking on the icons   on the right-hand side of the screen or by selecting the relevant row and clicking on "Download selected documents".

- Adding a list of end consumers

To define the list of end consumers, go to the "Redemptions" window and then click on the "End Users List" field. Adding a consumer to the list is done by clicking on: **➕ Add End User** and completing the form:

Create End User ✕

Short name: *	
Name: *	
Type:	Choose...
End User is a natural person:	Choose...
VAT no.:	
Court registration no.:	
Legal form	Choose...
Address:	
Purpose (polish):	Ujawnienie źródła energii
Purpose (english):	Energy source disclosure
Domain / Country: *	Choose...

+ Add
✕ Cancel

Once an end consumer has been added, their details can be edited or deleted by clicking on the following icons:



7.2. Sale

Unlike in the case of redemption for an End Consumer, sale requires a joint action of two members of the GOR. There is no option for selling guarantees of origin outside the GOR system. To notify the sale of guarantees, the User must click on the button ↔ Sell offer in the line describing the guarantee of origin that the User intends to sell. Then, a box will pop up where the User inputs the ID of the other party to the transaction, as well as the net price per 1 MWh and transaction volume in MWh.

Create a sell offer

Enter the volume [MWh]

MWh	
Code	
Net price [PLN/MWh]	

*The price does not include VAT.
 Available volume: 2226 MWh.*

✓ OK
✕ Cancel

The IDs of all entities active in the GOR can be found in the *Members List* window. After confirmation in the "My GOs" window, the indicated volume will change status to "In trade", and a new item will be displayed in the "Transactions" window, specifying:

GO ID: as in case of the list of guarantees save for the volume, which includes only the number of MWh that are to be subject to the transaction. When the sale does not concern the entire volume specified in the guarantee, then two items concerning the same item will be displayed in the "My GOs" window, one with "active" status, and another with "in trade" status.

Seller Code: unique company codes assigned by TGE to GOR Members.

IMPORTANT!

In case of companies that are simultaneously members of the GOR, and the Exchange or the Certificates of Origin Register, the ID codes in all the three systems are identical.

Volume MWh: number of MWh under a given guarantee that is subject to sale.

Net Price: price per MWh specified in the transaction notification, exclusive of VAT.

Technology: technology abbreviation assigned by the ERO.

Expiry Date: The date after which the status of the guarantee will be changed to "Expired" or "Redemption only"

Sell offer date: The date of transaction notification.

In addition, the buyer can use two buttons:

 **Accept offer**: after clicking this button and confirmation of the transaction, the guarantees are transferred to the Buyer's account and their status changes into "active". The record disappears from the "Transactions" window.

 **Cancel** which allows the User to cancel the proposed transaction. In such case, the status of guarantees changes to "active" and they reappear on the account of the Member notifying the sale. The transaction is not completed and the record disappears from the "Transactions" window.

The seller has only the  **Cancel** button available.

IMPORTANT!

Transactions in the GOR may be concluded by any Users and at any time, and TGE does not settle the transactions but merely makes available a tool for their conclusion. Once concluded, the transactions cannot be reversed, and any errors but for those resulting from faulty operation of the application, must be clarified between the parties to the transaction.

8. Fees Report window

In this window, the User may verify the fees charged by TGE for operations in respect of guarantees of origin. Similarly as in other windows, also here all the fields can be filtered and sorted based on the headings. The current fee schedule can be found in a document titled **The Current Table of Register Fees** available at <https://tge.pl/rejestr-gwarancji-pochodzenia> in the *Documents* section. The following fees apply in the GOR:

- For the entry of a guarantee of origin to the Register
- For entry of a guarantee of origin recognised by the President of the Energy Regulatory Office (i.e. issued in a country other than Poland)
- For the redemption of a guarantee of origin for an End Consumer.
- For a concluded transaction (applies to the buyer only)
- For processing an application for accounting transfer
- For issuing a document for the End Consumer (for each language version)

The rates of the first five fees depend on the number of MWh being subject to the operation, while the last fee is chargeable for each issued document, regardless of the volume it concerns. Even though it is possible to issue a document concerning multiple guarantees of origin, there is no possibility of issuing a single document to more than one End Consumer.

9. Members list

This window facilitates the contact between two parties to a transaction. ID codes, names and www addresses of Register members are provided.

10.Account info

This section contains the list of data which were sent to TGE by the Member. Each User can view information on themselves and their company but not on other Users signed up by the company. The User is not able to edit their data. In order to update Member or User-related data, relevant information should be sent to the Registers Office of TGE. In case when a new power of attorney is granted, a document in the form of Attachment 3 to the GOR Rules should be filled in and sent by mail to the address of the exchange. The link to the form in .docx format can be found in the *Documents* section at <https://tge.pl/rejestr-gwarancji-pochodzenia>.

In this window, the user can change the password by clicking the button 8 Password change [Password Change] placed on the right-hand side of the screen. To change the password, you need to enter your current password and then enter twice the new one that meets the complexity requirements described above.

Password change
✕

Old password	
New Password ¹⁾	
Re-enter Password	

1)

- From 10 to 30 characters.
- At least 1 character from 3 of 4 groups:
 - [a-z],
 - [A-Z],
 - [0-9],
 - [!\"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~].
- The password cannot be identical to one of the last 5 passwords.
- The password cannot contain a 3-character string of consecutive login characters.

✓ Save
✕ Cancel

**11. List of ERO abbreviations.****Table 1: Renewable Energy Sources**

Letter code	Type of RES
WOA	run-of-river hydroelectric power plant up to 0.3 MW
WOB	run-of-river hydroelectric power plant up to 1 MW
WOC	run-of-river hydroelectric power plant up to 5 MW
WOD	run-of-river hydroelectric power plant up to 10 MW
WOE	run-of-river hydroelectric power plant over 10 MW
WOF	run-of-river hydroelectric power plant with pondage
WIL	onshore wind farm
WIM	offshore wind farm
GEA	geothermal power plant
PVA	solar power plants
BGO	plants producing electricity from biogas from waste-water treatment plants
BGOn	plants producing from biogas from waste-water treatment plants and natural gas
BGR	plants producing from farm biogas
BGS	plants producing from landfill biogas
BGSn	plants producing from landfill biogas and natural gas
BMM	plants producing from mixed biomass
BME	plants producing from biomass from energy plants
BMG	plants producing from biomass originating from forests or agriculture
BMK	plants producing from biomass from solid municipal waste, including waste incineration plants
ITPO	thermal waste treatment installations
BMP	plants producing from biomass from wood-derived and pulp and paper industrial waste
BGM	Plants producing from mixed biogas
WSB	Co-firing plants (fossil fuels and biomass)



WSG	Co-firing plants (fossil fuels and biogas)
WMA	tidal power
WMB	wave power

Table 2: Type of Combined Heat and Power Generation (CHP)

Letter code	Type of CHP unit
TGO	gas turbine with heat recovery steam
TGP	gas system with heat recovery steam
TRM	micro-turbine
TPP	backpressure steam turbine
TPU	steam condensing extraction turbine
SSP	combustion engine
SST	Stirling engine
SPR	steam engine
OPW	fuel cell
OOP	organic Rankine cycle
PTK	other cogeneration technologies