Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

28 February 2019 [shall come into force from 15 March 2019];

27 February  2020 [shall come into force from 16 March 2020].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

**Decision No. 1/36 of the Board of the Public Utilities Commission**

Adopted 21 December 2017

**Regulations Regarding the Submission of Information in the Energy Sector**

*Issued pursuant to*

*Section 25, Paragraph one of the law On Regulators of Public Utilities, Section 8, Paragraph six of the Electricity Market Law, and Section 5, Paragraph five of the Energy Law*

**I. General Provisions**

1. The Regulations Regarding the Submission of Information in the Energy Sector (hereinafter – the Regulation) prescribe the procedures by which an energy supply merchant shall submit information to the Public Utilities Commission (hereinafter – the Regulator), and also the content and amount of the information to be submitted, and the time periods for the submission thereof.

2. An energy supply merchant shall submit information to the Regulator in accordance with the procedures stipulated by it.

3. An energy supply merchant shall submit to the Regulator the information provided for in the licence conditions or provisions of general authorisation within the set time periods.

4. An energy supply merchant shall, once a year within two weeks after the time period laid down in the Law on Annual Statements and Consolidated Annual Statements for the submission of the annual statement to the State Revenue Service, submit a profit or loss account, a balance sheet, and a cash flow statement to the Regulator separately for each type of public utilities in accordance with the accounting system of the energy supply merchant and in compliance with the requirements of the Law on Annual Statements and Consolidated Annual Statements and taking into account the relevant accounting standards.

**II. Submission of Information in the Electricity and Thermal Energy Supply**

5. The energy supply merchant who performs electricity distribution shall submit the following information to the Regulator:

5.1. once a year by 31 March, the investment plan for the subsequent year and the report on the performance of the investment plan in the reporting year specified in Annex 1 to the Regulation shall be submitted by the distribution system operator serving less than 100 000 customers;

5.2. once a year by 31 March, the report specified in Annex 2 to the Regulation on technical and operative indicators and distributed volumes of electricity in the reporting year;

5.3. once a year by 31 March, the report specified in Annex 3 to the Regulation on the quality of the electricity distribution service in the reporting year shall be submitted by the distribution system operator serving more than 100 000 customers;

5.4. [28 February 2019]

5.5. once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, the report by calendar months in a relevant quarter specified in Annex 4.1 to the Regulation, indicating the following: the electricity traders trading electricity to household customers and other customers; the number of customers of each trader (including the provider of the supply of last resort) at the beginning of the month, and the quantity of electricity included in the balance area in the relevant month; the information on the change of the electricity trader;

5.6. once a year by 31 March, the report specified in Annex 5 to the Regulation on the total connection capacities requested by electricity final customers according to the level of voltage and groups of consumption level of electricity customers;

5.7. if the electricity trader delays payments for system services and mandatory procurement and capacity components for more than 15 days from expiry of the payment deadline indicated in the invoice, the report on payment delays of traders specified in Annex 5.1 to the Regulation shall be submitted not later than within five working days from the day when the payment delay of the electricity trader has reached 15 days.

[*28 February 2019; 27 February 2020 / The new wording of Sub-paragraph 5.1 shall come into force on 1 January 2021. See Paragraph 21*]

6. The energy supply merchant who performs electricity transmission shall submit the following information to the Regulator:

6.1. once a year by 31 March, the report specified in Annex 6 to the Regulation on technical and operative indicators and transmitted quantities of electricity in the reporting year;

6.2. once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, the report on balancing market indicators specified in Annex 6.1 to the Regulation.

[*27 February 2020*]

7. The energy supply merchant who trades electricity shall, once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, submit to the Regulator the report by calendar months in a relevant quarter specified in Annex 8 to the Regulation, indicating the quantity of electricity traded per month, the revenue from electricity trade (without system services, excluding value added tax, without mandatory procurement and capacity components), the number of trade contracts by separating the requested information according to the type of contract selected by the customer, and also the number of customers.

[*28 February 2019*]

7.1 The energy supply merchant who provides the demand response service (aggregator) shall, once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, submit to the Regulator the report by calendar months in a relevant quarter specified in Annex 8.4 to the Regulation, indicating the amount of the demand response service provided per month, the revenue from implementation of the demand response service, and the information on the aggregator’s portfolio.

[*27 February 2020*]

8. In addition to that specified in Paragraph 7, the public trader shall submit the following information to the Regulator:

8.1. once a year by 1 February, the report specified in Annex 8.1 to the Regulation on the electric capacities installed in such power plants at the end of the reporting year where the generated electricity is procured by the public trader within the scope of mandatory procurement;

8.2. once a quarter by 20 January, 20 April, 20 July, and 20 October respectively, the report specified in Annex 8.2 to the Regulation on the quantity of electricity procured in the previous quarter by calendar months, the mandatory procurement costs, the average electricity procurement price, and additional expenditure in comparison with the electricity procurement of the same amount in the electricity market, on each producer selling electricity to the public trader within the scope of mandatory procurement by separating producers who generate electricity in cogeneration and who have acquired the right to the mandatory procurement in accordance with Section 28 of the Electricity Market Law and producers who generate electricity in power plants using renewable energy resources and who have acquired the right to the mandatory procurement in accordance with Section 29 of the Electricity Market Law or sell electricity to the public trader in accordance with Paragraph 52 of the Transitional Provisions of the Electricity Market Law;

8.3. once a quarter by 20 January, 20 April, 20 July, and 20 October respectively, the report specified in Annex 8.3 to the Regulation on the producers who receive the guaranteed payment for the electric capacity installed in a cogeneration plant in accordance with Section 28.1 of the Electricity Market Law in the previous quarter by calendar months.

[*28 February 2019*]

9. The energy supply merchant who performs the generation of electricity in a hydroelectric power plant shall, once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, submit to the Regulator the report specified in Annex 9 to the Regulation on the electricity generated in calendar months, electricity self-consumption, loss, electricity sold (transferred to the network), and revenue from the sale of electricity.

[*27 February 2020*]

10. The energy supply merchant who performs the generation of electricity and thermal energy in co-generation where the installed electric capacity of cogeneration units in each separate cogeneration plant exceeds one megawatt shall, once a calendar year by 31 March, submit to the Regulator the report specified in Annex 10 to the Regulation on the amount, costs, technical and operative indicators of the services provided in the reporting year.

11. The energy supply merchant who performs the generation, transmission, distribution, and trade of thermal energy, and also the energy supply merchant who performs the generation of electricity and thermal energy in cogeneration where the installed electric capacity of cogeneration units in each separate cogeneration plant does not exceed one megawatt shall, once a calendar year by 31 March, submit to the Regulator the report specified in Annex 11 to the Regulation on the amount, costs, technical and operative indicators of the services provided in the reporting year.

12. The energy supply merchant who uses natural gas in the generation process and who performs the generation of electricity and thermal energy in cogeneration where the installed electric capacity of cogeneration units in each separate cogeneration plant exceeds one megawatt shall, by the tenth calendar day of the current month or by the day specified in the decision to apply tariffs, submit to the Regulator the report specified in Annex 12 to the Regulation on the actual indicators of the previous month.

[*28 February 2019*]

13. The energy supply merchant who uses natural gas in the generation process and who performs the generation, transmission, distribution, and trade of thermal energy, and also the energy supply merchant who uses natural gas in the generation process and who performs the generation of electricity and thermal energy in cogeneration where the installed electric capacity of cogeneration units in each separate cogeneration plant does not exceed one megawatt shall, by the tenth calendar day of the current month or by the day specified in the decision to apply tariffs, submit to the Regulator the report specified in Annex 13 to the Regulation on the actual indicators of the previous month.

[*28 February 2019*]

13.1 The energy supply merchant who has been registered with the Register of Thermal Energy Producers and who generates thermal energy in boiler equipment or cogeneration or in boiler equipment and cogeneration and uses biomass in the generation process shall submit to the Regulator the report specified in Annex 13.1 to the Regulation on a new contracted fuel supply contract within three working days from the conclusion of the contract or making amendments to the contract, or by the day specified in the Regulator’s decision to allow to set its own tariffs.

[*27 February 2020*]

14. The energy supply merchant who performs the generation of electricity in a wind power plant shall, once a calendar year by 31 March, submit to the Regulator the report specified in Annex 14 to the Regulation on technical and operative indicators of the reporting year.

14.1 The energy supply merchant who performs the generation of electricity and unregulated generation of thermal energy in cogeneration where the installed electric capacity of cogeneration units in each separate cogeneration plant exceeds one megawatt shall, once a calendar year by 31 March, submit to the Regulator the report specified in Annex 14.1 to the Regulation on technical and operative indicators of the reporting year.

[*27 February 2020*]

**III. Submission of Information in the Natural Gas Supply**

15. The energy supply merchant who performs the distribution of natural gas shall submit the following information to the Regulator:

15.1. once a year by 31 March, the investment plan for the following five years and the report on the performance of the investment plan in the reporting year specified in Annex 15 to the Regulation;

15.2. once a year by 31 March, the report specified in Annex 16 to the Regulation on technical and operative indicators and distributed quantities of natural gas in the reporting year;

15.3. once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, the report by calendar months specified in Annex 17 to the Regulation on the quantities of natural gas transferred to users;

15.4. once a year by 31 March, the report specified in Annex 18 to the Regulation on the quality of the natural gas distribution service in the reporting year;

15.5. once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, the report by calendar months in a relevant quarter specified in Annex 18.1 to the Regulation, indicating the number of customers of each natural gas trader (including the public trader and provider of the supply of last resort) at the beginning of month, the quantity of natural gas sold in the relevant month, and the information on the change of the natural gas trader;

15.6. if the natural gas trader delays payments for system services for more than 15 days from expiry of the payment deadline indicated in the invoice, the report on payment delays of traders specified in Annex 18.2 to the Regulation shall be submitted not later than within five working days from the day when the payment delay of the natural gas trader has reached 15 days.

[*28 February 2019; 27 February 2020*]

16. The energy supply merchant who performs natural gas transmission shall submit the following information to the Regulator:

16.1. once a year by 31 March, the investment plan for the following five years and the report on the performance of the investment plan in the reporting year specified in Annex 19 to the Regulation;

16.2. once a year by 31 March, the report specified in Annex 20 to the Regulation on technical and operative indicators of the reporting year;

16.3. once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, the report specified in Annex 21 to the Regulation on the quantity of natural gas transmitted for the needs of Latvian and foreign customers split by months and transmission system users.

[*28 February 2019*]

17. The energy supply merchant who performs natural gas storage shall submit the following information to the Regulator:

17.1. once a year by 31 March, the investment plan for the following five years and the report on the performance of the investment plan in the reporting year specified in Annex 22 to the Regulation;

17.2. once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, the report by calendar months specified in Annex 23 to the Regulation on the stored quantities of natural gas.

18. The energy supply merchant who trades natural gas shall submit the following information to the Regulator:

18.1. once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, the report by calendar months in a relevant quarter specified in Annex 24 to the Regulation, indicating the quantity of natural gas traded per month, the revenue from natural gas trade (without distribution system services, excluding taxes), the number of trade contracts by separating the requested information according to the type of offer selected by the customer, and also the number of customers;

18.2. once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, the report by calendar months in a relevant quarter, indicating the revenue from natural gas trade to captive consumers, the quantity of natural gas traded in a relevant month, the number of such gasified objects at the beginning of the relevant month to which natural gas is supplied for captive consumers, and also the number of captive consumers to whom the natural gas trade has been commenced or suspended in the relevant month (this shall only apply to the public trader);

18.3. once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, information by calendar months in a relevant quarter, indicating the number of customers who use the supply of last resort at the beginning of the relevant month (this shall only apply to the provider of the supply of last resort);

18.4. once a quarter by 1 February, 1 May, 1 August, and 1 November respectively, the report by calendar months in a relevant quarter specified in Annex 25, indicating information on the purchase of natural gas.

[*28 February 2019*]

**IV. Closing Provisions**

[*27 February 2020*]

19. This Regulation shall come into force on 1 January 2018.

20. Amendments to Annex 16 to this Regulation shall come into force on 1 April 2019.

[*28 February 2019*]

21. Amendments to Sub-paragraph 5.1 of and Annex 1 to this Regulation shall come into force on 1 January 2021.

[*27 February 2020*]

Chair of the Board of the Public Utilities Commission R. Irklis

**Annex 1**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020 / The new wording of Annex shall come into force on 1 January 2021. See Paragraph 21 of the Decision*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – electricity distribution**

**Investment Plan for 20\_\_\_ (Year) and Report on Performance of the Investment Plan for \_\_\_\_\_\_ (Year)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of the object or work** | **Unit of measurement** | **Performance in the reporting year** | **Plan for the subsequent year** |
| 1 | 2 | 3 | 4 | 5 |
| **1.** | **Electric lines and transformer points:** | thousand EUR |  |  |
| 1.1. | 6–20 kV lines | km |  |  |
| 1.2. | 0.4 kV lines | km |  |  |
| 1.3. | transformer points | pieces |  |  |
| **2.** | **6–20 kV circuit breakers** | thousand EUR |  |  |
| **3.** | **Capital investment projects upon request of customers** | thousand EUR |  |  |
| 3.1. | incl. co-financing of customers for the projects completed in the period | thousand EUR |  |  |
| **4.** | **110/10 k/V substations to be built for the connection fee** | thousand EUR |  |  |
| **5.** | **Dispatcher control** | thousand EUR |  |  |
| **6.** | **Buildings and manufacturing bases of closed transformers** | thousand EUR |  |  |
| **7.** | **Purchase of fixed assets** | thousand EUR |  |  |
| **8.** | **Smart commercial electricity meters** | thousand EUR |  |  |
| **9.** | **Intangible investments** | thousand EUR |  |  |
|  | **In total:** |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
|  | | | | | |  |
|  | | | | | |  |
| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
|  |  | | | | |  |
| e-mail |  | | | | |  |

**Annex 2**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – electricity distribution**

**Report on Technical and Operative Indicators and Distributed Volumes of Electricity for \_\_\_\_\_\_ (Year)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Reporting year** |
| 1 | 2 | 3 | 4 |
| **1.** | **Territory of operation** | km² |  |
| **2.** | **Electricity transmission lines** |  |  |
| 2.1. | total length of aerial lines | km |  |
| 2.1.1. | on medium voltage | km |  |
| 2.1.2. | on low voltage | km |  |
| 2.2. | total length of cable lines | km |  |
| 2.2.1. | on medium voltage | km |  |
| 2.2.2. | on low voltage | km |  |
| **3.** | **Substations and transformers** |  |  |
| 3.1. | medium voltage / low voltage transformer substations | pieces |  |
| 3.2. | transformers in total | pieces |  |
| 3.3. | transformer capacity in total | MVA |  |
| **4.** | **Electricity customers** |  |  |
| 4.1. | customer connections in total, incl. | pieces |  |
| 4.1.1. | customer connections connected to 6–20 kV busbars of 110/6–20 kV transformers | pieces |  |
| 4.1.2. | customer connections connected to 6–20 kV distribution points, 6–20 kV lines | pieces |  |
| 4.1.3. | customer connections connected to 0.4 kV busbars of 6–20/0.4 kV transformers | pieces |  |
| 4.1.4. | customer connections connected to 0.4 kV lines | pieces |  |
| 4.2. | commercial electricity meters installed for customers in total, incl. | pieces |  |
| 4.2.1. | commercial meters installed for objects of natural persons, incl. | pieces |  |
| 4.2.1.1. | smart commercial electricity meters, incl. | pieces |  |
| 4.2.1.1.1. | with remote data reading | pieces |  |
| 4.2.2. | commercial meters installed for objects of legal persons, incl. | pieces |  |
| 4.2.2.1. | smart commercial electricity meters, incl. | pieces |  |
| 4.2.2.1.1. | with remote data reading | pieces |  |
| **5**. | **Electricity supplied to the distribution system** | MWh |  |
| 5.1. | electricity received from the transmission system operator, minus electricity transferred to the distribution system operator | MWh |  |
| 5.2. | electricity received from other distribution system operators | MWh |  |
| 5.3. | electricity received from producers connected to networks of the distribution system operator, incl. | MWh |  |
| 5.3.1. | electricity received from producers connected to a medium voltage network | MWh |  |
| 5.3.2. | electricity received from producers connected to a low voltage network, incl. | MWh |  |
| 5.3.2.1. | electricity received from household customers (microgenerators) | MWh |  |
| 5.3.2.2. | electricity received from other producers | MWh |  |
| 5.4. | electricity transferred to customers, incl. | MWh |  |
| 5.4.1. | electricity transferred to natural persons | MWh |  |
| 5.4.2. | electricity transferred to legal persons | MWh |  |
| 5.4.3. | electricity transferred to customers from 6–20 kV busbars of 110/6–20 kV transformers | MWh |  |
| 5.4.4. | electricity transferred to customers from 6–20 kV distribution points, 6–20 kV lines | MWh |  |
| 5.4.5. | electricity transferred to customers from 0.4 kV busbars of 6–20/0.4 kV transformers | MWh |  |
| 5.4.6. | electricity transferred to customers from 0.4kV lines | MWh |  |
| 5.5. | planned total electricity loss | MWh |  |
| % |  |
| 5.6. | actual total electricity loss | MWh |  |
| % |  |
| 5.6.1. | - loss in the network and transformers | MWh |  |
| 5.6.2. | - other loss | MWh |  |
| 5.7. | electricity consumption for technological needs | MWh |  |
| **6.** | **Connections of household customers of the net payment system** | pieces |  |
| **7.** | **Total installed capacity of generating devices for household customers of the net payment system** | MW |  |
| **8.** | **Maximum load** | MW |  |
| 8.1. | date of the maximum load |  |  |
| 8.2. | time of the maximum load |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
|  | | | | | |  |
|  | | | | | |  |
| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
|  |  | | | | |  |
| e-mail |  | | | | |  |

**Annex 3**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019; 27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – electricity distribution**

**Report on the Quality of the Electricity Distribution Service in \_\_\_\_\_\_ (Year)**

**1. Commercial quality**

Table 1

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Reporting year** |
| 1 | 2 | 3 | 4 |
| 1. | Number of received complaints and submissions regarding voltage quality | pieces |  |
| 1.1. | incl. verbal | pieces |  |
| 1.2. | number of complaints and submissions regarding voltage quality to which replies have been provided | pieces |  |
| 1.2.1. | incl. written | pieces |  |
| 1.2.2. | incl. verbal | pieces |  |
| 1.2.3. | number of justified complaints and submissions regarding voltage quality to which replies have been provided | pieces |  |
| 1.2.4. | number of unjustified complaints and submissions regarding voltage quality to which replies have been provided | pieces |  |
| 1.3. | number of complaints to which replies have been provided within 15 days | pieces |  |
| 1.4. | number of complaints to which replies have been provided within 16–30 days | pieces |  |
| 1.5. | number of complaints to which replies have been provided within more than 30 days | pieces |  |
| 1.6. | average time for the provision of replies to all complaints referred to in Sub-paragraphs 1.3–1.5 | days |  |
| 2. | Number of received complaints and submissions regarding electricity supply interruptions | pieces |  |
| 2.1. | incl. verbal | pieces |  |
| 2.2. | number of complaints to which replies have been provided within 15 days | pieces |  |
| 2.3. | number of complaints to which replies have been provided within 16–30 days | pieces |  |
| 2.4. | number of complaints to which replies have been provided within more than 30 days | pieces |  |
| 2.5. | average time for the provision of replies to all complaints referred to in Sub-paragraphs 2.2–2.4 | days |  |
| 3. | Number of received complaints and submissions regarding settlement of accounts and payments (except connections) | pieces |  |
| 3.1. | incl. verbal | pieces |  |
| 3.2. | number of complaints to which replies have been provided within 15 days | pieces |  |
| 3.3. | number of complaints to which replies have been provided within 16–30 days | pieces |  |
| 3.4. | number of complaints to which replies have been provided within more than 30 days | pieces |  |
| 3.5. | average time for the provision of replies to all complaints referred to in Sub-paragraphs 3.2–3.4 | days |  |
| 4. | Number of other received complaints and submissions | pieces |  |
| 4.1. | incl. verbal | pieces |  |
| 4.2. | number of complaints to which replies have been provided within 15 days | pieces |  |
| 4.3. | number of complaints to which replies have been provided within 16–30 days | pieces |  |
| 4.4. | number of complaints to which replies have been provided within more than 30 days | pieces |  |
| 4.5. | average time for the provision of replies to all complaints referred to in Sub-paragraphs 4.2–4.4 | days |  |
| 5. | Total number of calls by customers and average waiting time | pieces |  |
| seconds |  |
| 5.1. | incl. informative phone number | pieces |  |
| seconds |  |
| 5.2. | incl. phone number for giving meter readings | pieces |  |
| seconds |  |
| 5.3. | incl. phone number for notification regarding damages | pieces |  |
| seconds |  |
| 5.3.1. | incl. phone number for notification regarding damages in emergency situations | pieces |  |
| seconds |  |
| 6. | Total number of received system connection applications (excluding applications for simple works, for example, change of input protection appliance) | pieces |  |
| 6.1. | number of applications to which replies have been provided within 15 days | pieces |  |
| 6.2. | number of applications to which replies have been provided within 16–30 days | pieces |  |
| 6.3. | number of applications to which replies have been provided within 30 days | pieces |  |
| 6.4. | average time for the provision of replies to all applications referred to in Sub-paragraphs 6.1–6.3 | days |  |
| 7. | Total number of received system connection applications (excluding applications for simple works, for example, change of input protection appliance) | pieces |  |
| 7.1. | number of applications to which replies have been provided within 15 days | pieces |  |
| 7.2. | number of applications to which replies have been provided within 16–30 days | pieces |  |
| 7.3. | number of applications to which replies have been provided within 30 days | pieces |  |
| 7.4. | average time for the provision of replies to all applications referred to in Sub-paragraphs 7.1–7.3 | days |  |
| 8. | Total number and average duration from the time of receipt of the application for installation of new electricity system connection until connection of electric facilities of a customer to the network, connections where works in electrical network are not necessary | pieces |  |
| days |  |
| 8.1. | Time spent by customers to take a decision and fulfil obligations (incl. payment of a connection invoice, submission of a confirmation that the object has been prepared for receiving the voltage) | days |  |
| 9. | Total number and average time for disconnection of voltage upon request of a customer | pieces |  |
| days |  |

**2. Inspections of commercial electricity meters, interruptions of electricity supply and measurements of voltage specifications**

Table 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Indicators** | | **Unit of measurement** | **Reporting year** |
| 1 | 2 | | 3 | 4 |
| 1. | Number of readings of commercial electricity meters on site at the object per year (excluding readings which are taken during installation/replacement/removal of meters or in case no reading is obtained during the visit) | | pieces |  |
| 2. | Average time for rectification of justified damages of commercial electricity meters from the time of notification of the damage until rectification thereof | | days |  |
| 3. | Total number of disconnections and average time from sending of a warning regarding unpaid invoices until disconnection of electric facilities of a customer | | pieces |  |
| days |  |
| 4. | Total number of objects and average time from receipt of the request of electricity trader to disconnect electric facilities of a customer until disconnection of electric facilities of the customer | | pieces |  |
| days |  |
| 5. | Total number of renewals of electricity supply and average time for renewal of electricity supply after receipt of payment if electricity supply has been interrupted due to unpaid invoices | | pieces |  |
| days |  |
| 6. | Total number of objects and average time for renewal of electricity supply upon request of electricity trader | | pieces |  |
| days |  |
| 7. | Number of cases of application of reduced electricity distribution tariff | | in a reporting period (pieces) |  |
| in total (pieces) |  |
| 8. | Number of rectified voltage quality problems and average duration from the time of receipt of a complaint regarding voltage quality until rectification of the problem | | pieces |  |
| days |  |
| 9. | Average time for warning of customers before planned electricity interruptions and total number of warnings | | pieces |  |
| days |  |
| 10. | Number of the planned electricity supply interruptions (SAIFI) (>3 min) per one customer | | times |  |
| 10.1. | incl. in a 6–20 kV network | | times |  |
| 10.2. | incl. in a 0.4 kV network | | times |  |
| 11. | Duration of the planned electricity supply interruptions (SAIDI) (>3 min) per one customer | | min. |  |
| 11.1. | incl. in a 6–20 kV network | | min. |  |
| 11.2. | incl. in a 0.4 kV network | | min. |  |
| 12. | Non-supplied electricity due to planned interruptions (>3 min) (ENS) | | MWh |  |
| 13. | Number of the non-planned electricity supply interruptions (SAIFI) (>3 min) per one customer | under normal working conditions | times |  |
| in other cases | times |  |
| 13.1. | incl. in a 6–20 kV network | under normal working conditions | times |  |
| in other cases | times |  |
| 13.2. | incl. in a 0.4 kV network | under normal working conditions | times |  |
| in other cases | times |  |
| 14. | Duration of the non-planned electricity supply interruptions (SAIDI) (>3 min) per one customer | under normal working conditions | min. |  |
| in other cases | min. |  |
| 14.1. | incl. in a 6–20 kV network | under normal working conditions | min. |  |
| in other cases | min. |  |
| 14.2. | incl. in a 0.4 kV network | under normal working conditions | min. |  |
| in other cases | min. |  |
| 15. | Time for renewal of electricity supply after non-planned interruptions (CAIDI) | under normal working conditions | min. |  |
| in other cases | min. |  |
| 15.1. | incl. in a 6–20 kV network | under normal working conditions | min. |  |
| in other cases | min. |  |
| 15.2. | incl. in a 0.4 kV network | under normal working conditions | min. |  |
| in other cases | min. |  |
| 16. | Non-supplied electricity due to non-planned interruptions (>3 min) per one customer | under normal working conditions | MWh |  |
| in other cases | MWh |  |
| 17. | Number of momentary interruptions (1 s–3 min) in a 6–20 kV network under normal working conditions of the system | times | |  |
| 18. | Momentary Average Interruption Frequency Index (MAIFI) (1 s–3 min) in a 6–20 kV network under normal working conditions of the system | times | |  |
| 19. | Number of measurements of voltage specifications in conformity with LVS EN 50160 standard[1] | Total | pieces |  |
| does not conform with the standard | pieces |  |
| 19.1. | incl. in a 6–20 kV network | Total | pieces |  |
| does not conform with the standard | pieces |  |
| 19.2. | incl. in a 0.4 kV network | Total | pieces |  |
| does not conform with the standard | pieces |  |
| 20. | Number of non-planned electricity supply interruptions exceeding 24 hours | under normal working conditions | pieces |  |
| in other cases | pieces |  |

**3. Installation of electricity system connections**

Table 3

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Reporting year** |
| 1 | 2 | 3 | 4 |
| **1.** | **New connections up to 40 A, 0.4 kV** | | |
| 1.1. | number of applications | pieces |  |
| 1.2. | number of constructed objects | pieces |  |
| 1.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 1.4. | average costs per one connection | EUR |  |
| **2.** | **New connections 40–100 A, 0.4 kV** | | |
| 2.1. | number of applications | pieces |  |
| 2.2. | number of constructed objects | pieces |  |
| 2.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 2.4. | average costs per one connection | EUR |  |
| **3.** | **New connections over 100 A, 0.4 kV** | | |
| 3.1. | number of applications | pieces |  |
| 3.2. | number of constructed objects | pieces |  |
| 3.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 3.4. | average costs per one connection | EUR |  |
| 3.5. | new connections or cases (number) of increase of permitted load in conformity with regulation regarding conditions for use of efficient permitted load[2] | pieces |  |
| **4.** | **New connections 6–20 kV** | | |
| 4.1. | number of applications | pieces |  |
| 4.2. | number of constructed objects | pieces |  |
| 4.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 4.4. | average costs per one connection | EUR |  |
| 4.5. | new connections or cases (number) of increase of permitted load in conformity with regulations regarding conditions for use of efficient permitted load | pieces |  |
| [1] Cabinet Regulation which determines mandatory applicable standard referable to public electricity network voltage.  [2] Customers who, in conformity with the Regulations adopted by the Public Utilities Commission regarding conditions for use of efficient permitted load in a reporting period, have received the applicable coefficient. | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 4**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[28 February 2019]

**Annex 4.1**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – electricity distribution**

**Report of the Distribution System Operator on Traders Operating in the Operator’s Area in Quarter \_\_\_\_\_ of \_\_\_\_\_\_ (Year)**

Table 1

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Trader[1]** | **Month** | | | **Month** | | | **Month** | | |
| **Household customers** | **Other customers** | **Customers in total** | **Household customers** | **Other customers** | **Customers in total** | **Household customers** | **Other customers** | **Customers in total** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |
| Total |  | X | X | X | X | X | X | X | X | X |

Table 2

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Trader[1]** | **Quantity of electricity included in the balance area, kWh** | **Month** | | | **Month** | | | **Month** | | |
| **For household customers** | **For other customers** | **For customers in total** | **For household customers** | **For other customers** | **For customers in total** | **For household customers** | **For other customers** | **For customers in total** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |

Table 3

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Month** | | | **Month** | | | **Month** | | | **Per quarter in total** | | |
| **Household connections** | **Other connections** | **Connections in total** | **Household connections** | **Other connections** | **Connections in total** | **Household connections** | **Other connections** | **Connections in total** | **Household connections** | **Other connections** | **Connections in total** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| Total number of system connections at the beginning of month |  |  |  |  |  |  |  |  |  | X | X | X |
| Number of connections for which the electricity trader has been changed at the beginning of month |  |  |  |  |  |  |  |  |  | X | X | X |

Table 4

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Month** | | | **Month** | | | **Month** | | |
| **Household customers** | **Other customers** | **Customers in total** | **Household customers** | **Other customers** | **Customers in total** | **Household customers** | **Other customers** | **Customers in total** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Revenue of the system operator from electricity sold to final customers (EUR)[2] |  |  |  |  |  |  |  |  |  |

[1] The system operator shall separately list and provide data also on the number of customers in the supply of last resort and the supplied quantity of electricity.

[2] To be filled in by the distribution system operators who have not been registered with the Register of Electricity Traders but who trade electricity to final customers.

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| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 5**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – electricity distribution**

**Report on the Total Connection Capacities Installed by Electricity Final Customers as at 31 December \_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Level of voltage** | **Group of consumption level of customers** | **Total connection capacity requested by final customers**  (MW) |
| **1** | **2** | **3** | **4** |
|  |  | **Households** |  |
| 1. | 0.4 kV lines | Household single-phase connections with the current of the input protection appliance not exceeding 40 A |  |
| 2. | 0.4 kV lines | Household three-phase connections with the current of the input protection appliance not exceeding 16 A (including) |  |
| 3. | 0.4 kV lines | Household three-phase connections with the current of the input protection appliance from 17 A to 63 A (including) |  |
| 4. | 0.4 kV lines | Household three-phase connections with the current of the input protection appliance from 64 A and more |  |
|  |  | **Other customers** |  |
| 5. | 0.4 kV lines | Single-phase connection with the current of the input protection appliance not exceeding 40 A |  |
| 6. | 0.4 kV lines | Three-phase connection with all permitted loads |  |
| 7. | 0.4 kV busbars | Three-phase connection with the current of the input protection appliance not exceeding 200 A (including) |  |
| 8. | 0.4 kV busbars | Three-phase connection with the current of the input protection appliance from 201 A to 800 A (including) |  |
| 9. | 0.4 kV busbars | Three-phase connection with the current of the input protection appliance from 801 A and more |  |
| 10. | 6–20 kV lines | All permitted loads |  |
| 11. | 6–20 kV busbars | All permitted loads |  |

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| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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Chair of the Board of the Public Utilities Commission R. Irklis

**Annex 5.1**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – electricity distribution**

**Report on Electricity Traders Who Delay Payments for System Services and Mandatory Procurement and Capacity Components[1]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of the electricity trader** | **Delayed payment (EUR)** | **Payment deadline** | **Information on the trader’s customers** | |
| **Number of household customers** | **Number of other customers** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. |  |  |  |  |  |
|  |  |  |  |  |  |
| Comment of the system operator on the actions taken and further action plan:  *Indicate the date (actual or planned) of sending the information specified in Paragraph 117 of Cabinet Regulation No. 50[2]to customers. Provide any other information which the system operator considers to be relevant in respect of its further action plan to address the situation, as applicable.* | | | | | |
|  | | | | | |

[1] Provide information on the electricity traders who delay payments for system services and mandatory procurement and capacity components for more than 15 days from expiry of the payment deadline indicated in the invoice.

[2] Cabinet Regulation No. 50 of 21 January 2014, Regulations Regarding the Trade and Use of Electricity.

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| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 6**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – electricity transmission**

**Report on Technical and Operative Indicators and Transmitted Quantities of Electricity for \_\_\_\_\_\_ (Year)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Reporting year** |
| 1 | 2 | 3 | 4 |
| 1. | Territory of operation | km² |  |
|  | **Electricity transmission lines** |  |  |
| 2. | Total length of transmission aerial lines | km |  |
| 2.1. | 330 kV | km |  |
| 2.2. | 110 kV | km |  |
| 3. | Total length of transmission cable lines | km |  |
| 3.1. | 330 kV | km |  |
| 3.2. | 110 kV | km |  |
|  | **Substations and transformers** |  |  |
| 4. | Total number of substations | pieces |  |
| 4.1. | 330/110 kV substations | pieces |  |
| 4.2. | 110/20–6 kV substations | pieces |  |
| 5. | Transformers in total | pieces |  |
| 5.1. | 330/110 kV autotransformers | pieces |  |
| 5.2. | 110/6–20 kV transformers | pieces |  |
| 6. | Transformer capacity in total | MVA |  |
| 6.1. | 330/110 kV autotransformers | MVA |  |
| 6.2. | 110/6–20 kV transformers | MVA |  |
| 7. | Electricity accounting points (for commercial payments) | pieces |  |
| 8. | Number of accounting points of legal points | pieces |  |
| **9.** | **Electricity supplied to the transmission system** | MWh |  |
| 9.1. | electricity received from producers connected to networks of the transmission system operator | MWh |  |
| 9.2. | electricity received from distribution system operators | MWh |  |
| 9.3. | electricity received from neighbouring countries | MWh |  |
| **10.** | **Electricity transmitted to the Latvian customers** | MWh |  |
| 10.1. | electricity transferred to distribution system operators | MWh |  |
| 10.2. | electricity transferred to customers connected to networks of the transmission system operator | MWh |  |
| 10.2.1. | - from lines | MWh |  |
| 10.2.2. | - from busbars | MWh |  |
| 11. | Electricity transferred to neighbouring countries | MWh |  |
| 12. | Amount of electricity transit in network of the transmission system operator | MWh |  |
| 13. | Total planned electricity loss (including transit loss) | MWh |  |
| % |  |
| 14. | Actual total electricity loss in the transmission network (including transit loss) | MWh |  |
| % |  |
| 14.1. | - electricity loss in the transmission network and transformers | MWh |  |
| % |  |
| 14.2. | - transit loss | MWh |  |
| % |  |
| 15. | Electricity consumption in the network of the transmission system operator for technological needs of the transmission system operator | MWh |  |
| 16. | Actual number of damages | cases |  |
| 17. | Average duration of rectification of damages | hours |  |
| 18. | Non-supplied electricity due to electricity interruptions (ENS) | MWh |  |
| 19. | Maximum load | MW |  |
| 19.1. | - date of the maximum load |  |  |
| 19.2. | - time of the maximum load |  |  |
| 20. | Price of the loss of international transit loss mechanism (ITC)[1] in Latvia | EUR/MWh |  |
| 20.1. | - projected price | EUR/MWh |  |
| 20.2. | - actual price | EUR/MWh |  |
| [1] ITC – Inter-Transmission System Operator Compensation Mechanism | | | |

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| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 6.1**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – electricity transmission**

**Report on Balancing Market Indicators in Quarter \_\_\_\_\_ of \_\_\_\_\_\_ (Year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Month** | **Month** | **Month** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| **1.** | **Quantity of regulation electricity sold to regulation service providers:** |  |  |  |  |
| 1.1. | Latvia | MWh |  |  |  |
| 1.2. | Lithuania | MWh |  |  |  |
| 1.3. | Estonia | MWh |  |  |  |
| 1.4. | Finland | MWh |  |  |  |
| 1.5. | Sweden | MWh |  |  |  |
| **2.** | **Quantity of regulation electricity procured from regulation service providers:** |  |  |  |  |
| 2.1. | Latvia | MWh |  |  |  |
| 2.2. | Lithuania | MWh |  |  |  |
| 2.3. | Estonia | MWh |  |  |  |
| 2.4. | Finland | MWh |  |  |  |
| 2.5. | Sweden | MWh |  |  |  |
| **3.** | **Transactions with the open balancing service provider** |  |  |  |  |
| 3.1. | Quantity of the balancing electricity sold | MWh |  |  |  |
| 3.2. | Quantity of the balancing electricity procured | MWh |  |  |  |
| **4.** | **Price for regulation energy** |  |  |  |  |
| 4.1. | Incremental price of normal activation for regulation energy for upward activation | EUR/MWh |  |  |  |
| 4.2. | Incremental price of normal activation for regulation energy for downward activation | EUR/MWh |  |  |  |
| **5.** | **Price for services of the open balancing service provider** |  |  |  |  |
| 5.1. | Price for the procurement of balancing electricity from the open balancing service provider | EUR/MWh |  |  |  |
| 5.2. | Price for the sale of balancing electricity to the open balancing service provider | EUR/MWh |  |  |  |
| **6.** | **Charge for imbalance in Latvia** |  |  |  |  |
| 6.1. | Average charge for imbalance | EUR/MWh |  |  |  |
| 6.2. | Average monthly charge for imbalance against the average monthly electricity price on the following day | Factor |  |  |  |
| **7.** | **Frequency of activation of balancing resources:** |  |  |  |  |
| 7.1. | Share of the imbalance calculation periods, when normal activation is performed, taken from the total number of hours per month | % |  |  |  |
| **8.** | **Sufficiency of regulation resources:** |  |  |  |  |
| 8.1. | The average capacity offered in the total standard product promises in the imbalance calculation period for upward activation (except promises of Finland and Sweden) | MW |  |  |  |
| 8.2. | The average capacity offered in the total standard product promises in the imbalance calculation period for downward activation (except promises of Finland and Sweden) | MW |  |  |  |
| 8.3. | Proportion of imbalance calculation periods when the special product has been used for normal activation | % |  |  |  |

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| /given name, surname of the person who prepared the document/ | |  |
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| e-mail |  |  |

**Annex 7**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[28 February 2019]

**Annex 8**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Registration number of the energy supply merchant** |  |

**Type of activity – electricity trade**

**Report of Electricity Traders in Quarter \_\_\_\_\_ of \_\_\_\_\_\_ (Year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Month** | **Month** | **Month** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| **1.** | **Sold quantity of electricity:** |  |  |  |  |
| 1.1. | to household customers | MWh |  |  |  |
| 1.2. | to other customers | MWh |  |  |  |
| 1.3. | to other traders | MWh |  |  |  |
| **2.** | **Revenue from electricity trade:** |  |  |  |  |
| 2.1. | to household customers | EUR |  |  |  |
| 2.2. | to other customers | EUR |  |  |  |
| 2.3. | to other traders | EUR |  |  |  |
| **3.** | **Number of electricity trade contracts:** |  |  |  |  |
| **3.1.** | **household customers:** |  |  |  |  |
| 3.1.1. | universal service | number at the beginning of month |  |  |  |
| 3.1.2. | fixed price, without a possibility of changing it | number at the beginning of month |  |  |  |
| 3.1.3. | variable price | number at the beginning of month |  |  |  |
| **3.2.** | **other customers:** |  |  |  |  |
| 3.2.1. | fixed price, without a possibility of changing it | number at the beginning of month |  |  |  |
| 3.2.2. | variable price | number at the beginning of month |  |  |  |
| **4.** | **Number of electricity customers:** |  |  |  |  |
| 4.1. | household customers | number at the beginning of month |  |  |  |
| 4.2. | other customers | number at the beginning of month |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
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**Annex 8.1**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Registration number of the energy supply merchant** |  |

**Type of activity – electricity trade**

**Report on Electric Capacities Installed in Such Power Plants where the Generated Electricity is Procured by the Public Trader within the Scope of Mandatory Procurement at the End of \_\_\_\_\_\_ (Year)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name of the producer** | **Address of the power plant** | **Installed electric capacity** |
| **MW** |
| 1 | 2 | 3 | 4 |
| **1.** | **Power plants which generate electricity in cogeneration[1]** | | |
| 1.1. | Biogas cogeneration plants | | |
|  |  |  |  |
|  | Total |  |  |
| 1.2. | Biomass cogeneration plants | | |
|  |  |  |  |
|  | Total |  |  |
| 1.3. | Natural gas cogeneration plants | | |
|  |  |  |  |
|  | Total |  |  |
| **2.** | **Power plants which generate electricity by using renewable energy resources[2]** | | |
| 2.1. | Biogas plants | |  |
|  |  |  |  |
|  | Total |  |  |
| 2.2. | Biomass plants | |  |
|  |  |  |  |
|  | Total |  |  |
| 2.3. | Hydroelectric power plants | |  |
|  |  |  |  |
|  | Total |  |  |
| 2.4. | Wind power plants | |  |
|  |  |  |  |
|  | Total |  |  |
| **3.** | **All plants in total** |  |  |
| [1] and have acquired the right to the mandatory procurement in accordance with Section 28 of the Electricity Market Law;  [2] and have acquired the right to the mandatory procurement in accordance with Section 29 of the Electricity Market Law or sells electricity to the public trader in accordance with Section 52 of the Transitional Provisions of the Electricity Market Law. | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 8.2**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Registration number of the energy supply merchant** |  |

**Type of activity – electricity trade**

**Report on the Quantity of Electricity Procured within the Scope of Mandatory Procurement in**

**Quarter \_\_\_\_\_ of \_\_\_\_\_\_ (Year)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of the producer** | **Month** | | | | **Month** | | | | **Month** | | | |
| **Procured electricity** | **Mandatory procurement costs** | **Average procurement price of electricity** | **Additional expenditure in comparison with the electricity procurement of the same amount in the electricity market** | **Procured electricity** | **Mandatory procurement costs** | **Average procurement price of electricity** | **Additional expenditure in comparison with the electricity procurement of the same amount in the electricity market** | **Procured electricity** | **Mandatory procurement costs** | **Average procurement price of electricity** | **Additional expenditure in comparison with the electricity procurement of the same amount in the electricity market** |
| kWh | EUR | EUR/kWh | EUR | kWh | EUR/kWh | EUR | EUR | kWh | EUR | EUR/kWh | EUR |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| **1.** | **Power plants which generate electricity in cogeneration[1]** | | | | | | | | | | | | |
| 1.1. | Biogas cogeneration plants | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2. | Biomass cogeneration plants | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3. | Natural gas cogeneration plants | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4. | All plants in total |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** | **Power plants which generate electricity by using renewable energy resources[2]** | | | | | | | | | | | | |
| 2.1. | Biogas plants | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2. | Biomass plants | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3. | Hydroelectric power plants | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.4. | Wind power plants | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.5. | All plants in total |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** | **All plants in total (1.4+2.5)** |  |  |  |  |  |  |  |  |  |  |  |  |
| [1] and have acquired the right to the mandatory procurement in accordance with Section 28 of the Electricity Market Law;  [2] and have acquired the right to the mandatory procurement in accordance with Section 29 of the Electricity Market Law or sells electricity to the public trader in accordance with Section 52 of the Transitional Provisions of the Electricity Market Law. | | | | | | | | | | | | | |

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| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 8.3**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Registration number of the energy supply merchant** |  |

**Type of activity – electricity trade**

**Report on Producers who Receive the Guaranteed Payment for the Electric Capacity Installed in a Cogeneration Plant in Accordance with Section 28.1 of the Electricity Market Law in**

**Quarter \_\_\_\_\_ of \_\_\_\_\_\_ (Year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of the producer** |  | **Month** | **Month** | **Month** |
| **Installed electric capacity\*** | **Costs of the guaranteed payment for the electric capacity installed in a cogeneration plant** | **Costs of the guaranteed payment for the electric capacity installed in a cogeneration plant** | **Costs of the guaranteed payment for the electric capacity installed in a cogeneration plant** |
| **MW** | **EUR** | **EUR** | **EUR** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| **1.** | **Natural gas cogeneration plants** | | | |  |
| 1.1. |  |  |  |  |  |
|  | **Natural gas cogeneration plants in total** |  |  |  |  |
|  |  |  |  |  |  |
| **2.** | **Biomass cogeneration plants** | | | | |
| 2.1. |  |  |  |  |  |
|  | **Biomass cogeneration plants in total** |  |  |  |  |
| **3.** | **All plants in total** |  |  |  |  |

|  |  |  |  |  |  |  |
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| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 8.4**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Registration number of the energy supply merchant** |  |

**Type of activity – provision of the demand response service (aggregator)**

**Report on the Demand Response Service Sold per Month, the Revenue from Implementation of the Demand Response Service, and the Aggregator’s Portfolio**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Month** | **Month** | **Month** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| **1.** | **Sold demand response service:** |  |  |  |  |
| 1.1. | electricity consumption reduced on demand | MWh |  |  |  |
| 1.2. | electricity consumption increased on demand | MWh |  |  |  |
| **2.** | **Revenue from the demand response service:** |  |  |  |  |
| 2.1. | revenue from recipient of the demand response service | EUR |  |  |  |
| 2.2. | revenue from customers participating in provision of the demand response service | EUR |  |  |  |
| 2.3. | other revenue | EUR |  |  |  |
| **3.** | **Aggregator’s portfolio:** |  |  |  |  |
| **3.1.** | **household customers:** |  |  |  |  |
| 3.1.1. | electricity customers participating in provision of the demand response service | number at the beginning of month |  |  |  |
| 3.1.2. | maximum capacity for reduction of electricity consumption on demand | MW |  |  |  |
| 3.1.3. | maximum capacity for increase of electricity consumption on demand | MW |  |  |  |
| **3.2.** | **other customers:** |  |  |  |  |
| 3.2.1. | electricity customers participating in provision of the demand response service | number at the beginning of month |  |  |  |
| 3.2.2. | maximum capacity for reduction of electricity consumption on demand | MW |  |  |  |
| 3.2.3. | maximum capacity for increase of electricity consumption on demand | MW |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 9**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Registration number of the energy supply merchant** |  |

**Type of activity – electricity generation in a hydroelectric power plant**

**Report on the Electricity Generated and Sold in Quarter\_\_\_\_\_ of \_\_\_\_\_\_ (Year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Month** | **Month** | **Month** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| **Name of the hydroelectric power plant** | |  | | | |
| 1. | Generated electricity, incl. | MWh |  |  |  |
| 1.1. | electricity self-consumption | MWh |  |  |  |
| 1.2. | electricity loss | MWh |  |  |  |
| 1.3. | electricity sold (transferred to the network) | MWh |  |  |  |
| 2. | Revenue from the sale of electricity | EUR |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 10**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Registration number of the energy supply merchant** |  |
| **Type of activity – generation of electricity and thermal energy in cogeneration** | |
| **Actual address of the cogeneration plant** |  |

**Report on the Amount, Costs, Technical and Operative Indicators of the Services Provided in \_\_\_\_\_\_ (Year) [1]**

**1. Amounts and technical and operative indicators of the services provided**

Table 1

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Reporting year**  Year \_\_\_\_\_\_ |
| 1 | 2 | 3 | 4 |
| 1. | Amount of heat transferred to a customer from cogeneration facilities | MWh |  |
| 2. | Number of hours of use of net heat capacity of cogeneration facilities per year | hours/per year |  |
| 3. | Amount of heat transferred to a customer from hot-water boilers\*\* | MWh |  |
| 4. | Total thermal energy quantity sold to a customer\* | MWh |  |
| 5. | Generated (gross) amount of electricity in total | MWh |  |
| 6. | Amount of electricity generated in cogeneration regimen | MWh |  |
| 7. | Proportion of electricity generated in cogeneration regimen | % |  |
| 8. | Amount of net (traded) electricity generated in cogeneration regimen | MWh |  |
| 9. | Electricity self-consumption for generation of electricity and thermal energy | MWh |  |
| 10. | Electricity self-consumption for generation of thermal energy | MWh |  |
| 11. | Electricity self-consumption for generation of electricity generated in cogeneration | MWh |  |
| 12. | Consumption of fuel in cogeneration equipment in total | MWh |  |
| 12.1. | – for generation of thermal energy | MWh |  |
| 12.2. | – for electricity generated in cogeneration regimen | MWh |  |
| 12.3. | – for generation of electricity self-consumption which is attributable to generation of thermal energy | MWh |  |
| 12.4. | – for generation of electricity self-consumption which is attributable to generation of electricity generated in cogeneration regimen | MWh |  |
| 13. | Actual efficiency factor of fuel use | % |  |
| 14. | Consumption of fuel for electricity generated in condensation regimen | MWh |  |
| 15. | Consumption of fuel in hot water boilers\*\* | MWh |  |
| 16. | Consumption of fuel in cogeneration equipment in total | nat.unit |  |
| 17. | Consumption of fuel in hot water boilers\*\* | nat. unit |  |
| 18. | Installed gross electric capacity | MW |  |
| 19. | Installed gross thermal capacity of cogeneration units | MW |  |
| 20. | Installed gross thermal capacity of hot water boilers\*\* | MW |  |

**2. Costs for provided services**

Table 2

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Unit of measurement** | **Reporting year**  Year \_\_\_\_\_\_ |
| 1 | 2 | 3 | 4 |
| **1.** | **Variable costs** | X | X |
| 1.1. | fuel costs of cogeneration units in total | thousand EUR |  |
| 1.1.1. | for generation of thermal energy | thousand EUR |  |
| 1.1.2. | for cogeneration electricity | thousand EUR |  |
| 1.1.3. | for electricity generated in condensation regimen | thousand EUR |  |
| 1.2. | fuel costs of hot water boilers\*\* | thousand EUR |  |
| 1.3. | fuel costs of generation of thermal energy in total | thousand EUR |  |
| 1.4. | fuel costs of a cogeneration station in total | thousand EUR |  |
| 1.5. | natural resources tax in total | thousand EUR |  |
| 1.5.1. | for generation of thermal energy | thousand EUR |  |
| 1.5.2. | for cogeneration electricity | thousand EUR |  |
| 1.5.3. | for electricity generated in condensation regimen | thousand EUR |  |
| 1.6. | Electricity, water and chemical costs in total | thousand EUR |  |
| 1.6.1. | for generation of thermal energy | thousand EUR |  |
| 1.6.2. | for cogeneration electricity | thousand EUR |  |
| 1.6.3. | for electricity generated in condensation regimen | thousand EUR |  |
| 1.7. | Emission quota costs | thousand EUR |  |
| 1.7.1. | for generation of thermal energy | thousand EUR |  |
| 1.7.2. | for cogeneration electricity | thousand EUR |  |
| 1.7.3. | for electricity generated in condensation regimen | thousand EUR |  |
| **2.** | **Variable costs in total** | **thousand**EUR |  |
| 2.1. | for generation of thermal energy | thousand EUR |  |
| 2.2. | for cogeneration electricity | thousand EUR |  |
| 2.3. | for electricity generated in condensation regimen | thousand EUR |  |
| **3.** | **Fixed production costs** | X | X |
| 3.1. | staff costs | thousand EUR |  |
| 3.2. | administration costs | thousand EUR |  |
| 3.3. | repair and maintenance costs of units | thousand EUR |  |
| 3.4. | insurance | thousand EUR |  |
| 3.5. | other costs | thousand EUR |  |
| **4.** | **Fixed production costs in total** | **thousand**EUR |  |
| 4.1. | fixed production costs attributable to the total heat sold to a customer | thousand EUR |  |
| 4.2. | fixed production costs attributable to cogeneration electricity | thousand EUR |  |
| **5.** | **Depreciation of fixed assets in total** | **thousand**EUR |  |
| 5.1. | depreciation attributable to the total heat sold to a customer | thousand EUR |  |
| 5.2. | depreciation attributable to cogeneration electricity | thousand EUR |  |
| **6.** | **Interest payments in total** | **thousand**EUR |  |
| 6.1. | interest payments attributable to the total heat sold to a customer | thousand EUR |  |
| 6.2. | interest payments attributable to cogeneration electricity | thousand EUR |  |
| **7.** | **Payments of principal part of loan in total** | **thousand**EUR |  |
| 7.1. | payments of principal part attributable to the total heat sold to a customer | thousand EUR |  |
| 7.2. | payments of principal part attributable to cogeneration electricity | thousand EUR |  |
| **8.** | **Immovable property tax (IPT) in total** | **thousand**EUR |  |
| 8.1. | IPT attributable to the total heat sold to a customer | thousand EUR |  |
| 8.2. | IPT attributable to cogeneration electricity | thousand EUR |  |
| **9.** | **Enterprise income tax (EIT) referable to thermal and cogeneration electricity** | **thousand**EUR |  |
| 9.1. | EIT attributable to the total heat sold to a customer | thousand EUR |  |
| 9.2. | EIT attributable to cogeneration electricity | thousand EUR |  |
| 9.3. | fixed costs attributable to the total heat sold to a customer | thousand EUR |  |
| 9.4. | fixed costs attributable to cogeneration electricity | thousand EUR |  |
| **10.** | **Net profit in total** | thousand EUR |  |
| 10.1. | net profit attributable to the total thermal energy sold to a customer | thousand EUR |  |
| 10.2. | net profit attributable to cogeneration electricity | thousand EUR |  |
| 11. | Income from electricity | thousand EUR |  |
| 12. | revenue from thermal energy in total | thousand EUR |  |
| 12.1. | for energy | thousand EUR |  |
| 12.2. | for thermal capacity | thousand EUR |  |
| 13. | Annual average joint capital value referable to thermal energy and cogeneration electricity | thousand EUR |  |
| 14. | Joint capital profitability | % |  |

\* Indicate the name of the merchant to whom thermal energy is sold. If there are several merchants to whom thermal energy is sold, then the amount of sold thermal energy (MWh) shall be indicated for each of the merchants.

\*\* If several types of fuel are used, then data in Paragraphs 3, 15, 17, and 20 of Table 1 and Sub-paragraph 1.2 of Table 2 shall be provided for each type of fuel separately by adding additional rows in the Tables

[1] Information shall be prepared in accordance with the methodology for calculation of cogeneration tariffs issued by the Public Utilities Commission.

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| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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Chair of the Board of the Public Utilities Commission R. Irklis

**Annex 11**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Number of the issued licence or registration number of the energy supply merchant** |  |
| **Type of activity – generation, transmission and distribution, trade of thermal energy** | |
| **Zone of operation for the provision of the service** |  |

**Report on the Amount, Costs, Technical and Operative Indicators of the Services Provided in \_\_\_\_\_\_ (Year) [1] [2]**

**1. Amounts and technical and operative indicators of the services provided**

Table 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Amounts and technical and operative indicators of the services provided** | **Unit of measurement** | **Designation/calculation[3]** | **Reporting year**  **Year \_\_\_\_\_\_** |
| 1 | 2 | 3 | 4 | 5 |
| 1. | Installed thermal capacity | MW | QJuzst |  |
| 2. | Installed electric capacity | MW |  |  |
| 3. | Total requested thermal capacity | MW | QJpiepr |  |
| 4. | Quantity of thermal energy transferred to customers | MWh | Qpiepr |  |
| 5. | Transmission and distribution losses | MWh | Qzud. = Qnet – Qpiepr |  |
| 6. | Purchased thermal energy\*\* | MWh | Qiep |  |
| 7. | Thermal energy transferred to heating networks | MWh | Qneto = Qiep + Qk.m |  |
| 8. | Quantity of thermal energy transferred from boiler room | MWh | Qk.m |  |
| 9. | Heat self-consumption of a boiler room | MWh | Qpašp |  |
| 10. | Quantity of the generated thermal energy\*\*\* | MWh | Qbruto = Qk.m.+Qpašp |  |
| 11. | Generated quantity of electricity\* | MWh | Ebruto |  |
| 12. | Sold quantity of electricity\* | MWh | Eneto |  |
| 13. | Transmission and distribution losses | % | Qzud% = Qzud/Qneto x 100 |  |
| 14. | Number of hours of use of installed capacity | hours/per year | H = Qbruto/QJuzst |  |
| 15. | Efficiency factor of energy generation | % | LK = (Qbruto + Ebruto) /(KP+ KPG) x 100 |  |
| 16. | Fuel consumption in power units\*\*\* | MWh | KP = KPnv x ZSS |  |
| 17. | Natural gas consumption in power units | MWh | KPG= KPnv x ASS |  |
| 18. | Lowest heat of combustion of fuel used\*\*\* | MWh/nat. unit | ZSS |  |
| 19. | Gross calorific value of natural gas | MWh/MWh | ASS |  |
| 20. | Fuel consumption in natural units (thous. normal m3, t, bulk m³, tight m3, etc.)\*\*\* | nat.unit | KPnv |  |
| 21. | Length of heating networks | km |  |  |
| 22. | Number of district heating systems | pieces |  |  |
| 23. | Number of connections |  |  |  |

**2. Costs of thermal energy generation**

Table 2

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Costs of thermal energy generation** | **Unit of measurement** | **Reporting year**  **Year \_\_\_** |
| 1 | 2 | 3 | 4 |
| 1. | **Variable costs** | X | X |
| 1.1. | fuel costs\*\*\* | thousand EUR |  |
| 1.2. | natural resources tax | thousand EUR |  |
| 1.3. | emission quota costs | thousand EUR |  |
| 1.4. | electricity costs | thousand EUR |  |
| 1.5. | costs of water and chemicals | thousand EUR |  |
| 1.6. | costs of procured thermal energy | thousand EUR |  |
| 1.7. | other variable costs | thousand EUR |  |
| 2. | **Variable costs in total** | thousand EUR |  |
| 3. | **Fixed costs** | X | X |
| 3.1. | remuneration with social tax | thousand EUR |  |
| 3.2. | repair and maintenance costs of units | thousand EUR |  |
| 3.3. | depreciation of fixed assets or payment of principal amount of credit in conformity with Paragraph 24 of the Methodology**[4]** | thousand EUR |  |
| 3.4. | insurance | thousand EUR |  |
| 3.5. | interest payments | thousand EUR |  |
| 3.6. | other costs | thousand EUR |  |
| 4. | **Fixed production costs in total** | thousand EUR |  |
| 5. | Revenue from sold electricity\*[6] | thousand EUR |  |
| 6. | Costs referable to generation of thermal energy  Calculate according to positions of Table 2 (6.=2.+4.-5.)\* | thousand EUR |  |

**3. Costs for thermal energy transmission and distribution**

Table 3

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Costs for thermal energy transmission and distribution** | **Unit of measurement** | **Reporting year**  **Year \_\_\_** |
| 1 | 2 | 3 | 4 |
| **1.** | **Variable costs** | X | X |
| 1.1. | costs of thermal energy transmission and distribution loss | thousand EUR |  |
| 1.2. | electricity costs | thousand EUR |  |
| 1.3. | costs of water, chemicals | thousand EUR |  |
| 1.4. | other variable costs | thousand EUR |  |
| **2.** | **Variable costs in total** | thousand EUR |  |
| **3.** | **Fixed costs** | X | X |
| 3.1. | remuneration with social tax | thousand EUR |  |
| 3.2. | repair and maintenance costs of units | thousand EUR |  |
| 3.4. | depreciation of fixed assets**[4]** | thousand EUR |  |
| 3.5. | insurance | thousand EUR |  |
| 3.6. | interest payments | thousand EUR |  |
| 3.7. | other costs | thousand EUR |  |
| **4.** | **Total fixed costs for transmission and distribution** | thousand EUR |  |

**4. Trade costs for thermal energy**

Table 4

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Trade costs for thermal energy** | **Unit of measurement** | **Reporting year**  **Year \_\_\_** |
| 1 | 2 | 3 | 4 |
| **1.** | **Variable costs** | thousand EUR |  |
| **2.** | **Fixed costs** | X | X |
| 2.1. | remuneration with social tax | thousand EUR |  |
| 2.2. | repair and maintenance costs of units | thousand EUR |  |
| 2.3. | depreciation of fixed assets**[4]** | thousand EUR |  |
| 2.4. | insurance | thousand EUR |  |
| 2.5. | interest payments | thousand EUR |  |
| 2.6. | other costs | thousand EUR |  |
| **3.** | **Fixed trade costs in total** | thousand EUR |  |

**5. Total costs, taxes and profit**

Table 5

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Total costs, taxes and profit** | **Unit of measurement** | **Reporting year**  **Year \_\_\_** |
| 1 | 2 | 3 | 4 |
| 1. | Variable costs in total[5] | thousand EUR |  |
| 2. | Fixed costs in total | thousand EUR |  |
| 3. | Profit before taxes | thousand EUR |  |
| 4. | Enterprise income tax | thousand EUR |  |
| 5. | Immovable property tax | thousand EUR |  |
| 6. | Net profit | thousand EUR |  |
| 7. | Average annual joint capital value**[4]** | thousand EUR |  |
| 8. | Joint capital profitability | % |  |
| 9. | Revenue from thermal energy | thousand EUR |  |

\* These columns shall only be completed by the energy merchants who perform the generation of electricity and thermal energy in cogeneration where the installed electric capacity of cogeneration units in each separate cogeneration plant does not exceed one megawatt.

\*\*Indicate the name of the merchant from which thermal energy is procured. If there are several merchants from which thermal energy is procured, then the quantity of procured thermal energy (MWh) shall be indicated for each of the merchants.

\*\*\* If a merchant uses several types of fuel, then data in Paragraphs 10, 16, 17, and 18 of Table 1 and Sub-paragraph 1.1 of Table 2 shall be provided for each type of fuel separately by adding additional rows in the Table.

[1] Information shall be prepared in accordance with the provisions of the methodology issued by the Public Utilities Commission regarding calculation of tariffs for thermal energy supply services.

[2] If a merchant provides thermal energy services with several technically and mutually non-related district heating systems and tariffs for thermal energy supply have been laid down separately for each district heating system, this report shall be submitted separately for each district heating system.

[3] Designations conform to that laid down in the methodology issued by the Public Utilities Commission regarding calculation of tariffs for thermal energy supply services.

[4] The columns shall not include the value of financial support (financial aid) received from a State, local government, foreign country, European Union, international organisation and authority, reducing the joint capital value and depreciation of fixed assets by a relevant amount.

[5] The column shall not include costs of thermal energy transmission and distribution loss.

[6] The column shall indicate electricity revenue in accordance with the provisions of the methodology issued by the Public Utilities Commission regarding calculation of tariffs for thermal energy supply services.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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Chair of the Board of the Public Utilities Commission R. Irklis

**Annex 12**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Type of activity – generation of electricity and thermal energy in cogeneration** | |
| **Actual address of the cogeneration plant** |  |

**Report on the Actual Indicators of Cogeneration Plant in \_\_\_\_\_ (Month) \_\_\_\_\_\_ (Year)**

1. Consumed natural gas\*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of the natural gas supplier | Natural gas product | Natural gas consumed in cogeneration units and hot water boilers | | | | | |
| Quantity of natural gas | | Price of natural gas EUR/MWh | | | |
| thousand nm3 | MWh | Price of natural gas without services | Price of storage facility services | Price of system services | Total |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** | | |  |  | x | x | x | x |

\* cogeneration plants with installed electric capacity above 4 MW shall indicate separately the amount of natural gas for the generation of thermal energy and generation of electricity

Weighted average price of natural gas (EUR/MWh)

Costs of procured natural gas (EUR thousand)

incl. payments for non-fulfilment of contractual obligations (EUR thousand)

Data on the contract for supply of natural gas\*\*:

date of conclusion

supply period

trade margin EUR/MWh

*\*\* indicate for each contract separately*

2. Traded electricity, MWh

3. Price of traded electricity, EUR/MWh

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 13**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Type of activity – generation, transmission and distribution, trade of thermal energy** | |

**Report on the Actual Indicators in \_\_\_\_\_ (Month) \_\_\_\_\_\_ (Year)**

Consumed natural gas

Table 1

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of the natural gas supplier | Natural gas product | Natural gas consumed in hot water boilers and cogeneration units with installed electric capacity below 1 MW | | | | | |
| Quantity of natural gas | | Price of natural gas EUR/MWh | | | |
| thousand nm3 | MWh | Price of natural gas without services | Price of storage facility services | Price of system services | Total |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** | | |  |  | x | x | x | x |

Weighted average price of natural gas (EUR/MWh)

Costs of procured natural gas (EUR thousand)

incl. payments for non-fulfilment of contractual obligations (EUR thousand)

Data on the contract for supply of natural gas\*:

date of conclusion

supply period

trade margin, EUR/MWh

*\* indicate for each contract separately*

**2. Purchased thermal energy**

Table 2

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Thermal energy supplier | Price, EUR/MWh | Capacity, MWh |
| 1 | 2 | 3 | 4 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | | **X** |  |

Weighted average price of procured thermal energy

**3. Traded electricity, MWh\***

**4. Price of traded electricity, EUR/MWh\***

\*to be completed only by those energy supply merchants who perform the generation of electricity and thermal energy in cogeneration where the installed electric capacity of cogeneration units in each separate cogeneration plant does not exceed one megawatt.

**5. Thermal energy transferred to customers, MWh**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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Chair of the Board of the Public Utilities Commission R. Irklis

**Annex 13.1**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |

**Type of activity – generation of thermal energy in boiler equipment or cogeneration or in boiler equipment and cogeneration**

**Report on the Amount and Price of Biomass**

Amount and price of biomass specified in the contract

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Production facility, actual address | Name of the supplier | Type of biomass | In hot water boilers and cogeneration units | | | | | | | |
| Amount of biomass specified in the contract | | | Price of biomass specified in the contract | | | | |
| thousand nm3 | MWh | Changes in amount under the contract | EUR/nat. units | EUR/MWh | EUR/MWh at the meter | Date of conclusion of the contract | Validity period of the contract |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | |  |  |  | x | x | x | x | x |

Weighted average price of biomass (EUR/MWh)\*

*\* indicate for each type of biomass and facility separately*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 14**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Registration number of the energy supply merchant** |  |

**Type of activity – electricity generation in wind power plant**

**Report on Technical and Operative Indicators for \_\_\_\_\_\_ (Year)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Reporting year** |
| 1 | 2 | 3 | 4 |
| 1. | Generated electricity, incl. | MWh |  |
| 1.1. | electricity self-consumption | MWh |  |
| 1.2. | electricity loss | MWh |  |
| 1.3. | electricity traded within the scope of mandatory procurement | MWh |  |
| 1.4. | electricity traded on market | MWh |  |
| 2. | Revenue from the electricity traded within the scope of mandatory procurement | EUR |  |
| 3. | Revenue from the electricity traded on market | EUR |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | | . . . |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 14.1**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Registration number of the energy supply merchant** |  |

**Type of activity – generation of electricity in cogeneration**

**Report on Technical and Operative Indicators for \_\_\_\_\_\_ (Year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **Type of fuel used** | **Installed electric capacity** | **Unit of measurement** | **Reporting year** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Location of the cogeneration plant (actual address or cadastre number) | |  |  | MW |  |
| 1. | Generated electricity, incl. | | | MWh |  |
| 1.1. | electricity self-consumption | | | MWh |  |
| 1.2. | electricity loss | | | MWh |  |
| 1.3. | electricity transferred to the network (sold): | | | MWh |  |
| 1.3.1. | electricity traded within the scope of mandatory procurement | | | MWh |  |
| 1.3.2. | electricity traded on market | | | MWh |  |
| 2. | Revenue from the electricity traded within the scope of mandatory procurement | | | EUR |  |
| 3. | Revenue from the electricity traded on market | | | EUR |  |
| 4. | Generated thermal energy | | | MWh |  |
| 5. | Thermal energy sold to customers | | | MWh |  |
| 6. | Revenue from traded thermal energy | | | EUR |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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**Annex 15**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – natural gas distribution**

**Investment Plan for 20\_\_\_\_ (Year) to 20\_\_\_\_ (Year) and Report on Performance of the Investment Plan for \_\_\_\_\_\_ (Year) (EUR thousand)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **Performance in the reporting year** | **Plan for the subsequent five years** | | | | |
| **20\_\_** | **20\_\_** | **20\_\_** | **20\_\_** | **20\_\_** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| **1.** | **Intangible investments** |  |  |  |  |  |  |
| **2.** | **Land, buildings, structures** |  |  |  |  |  |  |
| 2.1. | land |  |  |  |  |  |  |
| 2.2. | industrial buildings |  |  |  |  |  |  |
| 2.3. | buildings for technological equipment |  |  |  |  |  |  |
| 2.4. | natural gas pipelines |  |  |  |  |  |  |
| 2.5. | engineering networks |  |  |  |  |  |  |
| 2.6. | access roads, areas and guards |  |  |  |  |  |  |
| **3.** | **Technological equipment and devices** |  |  |  |  |  |  |
| 3.1. | gas regulation equipment |  |  |  |  |  |  |
| 3.2. | electrical protection equipment |  |  |  |  |  |  |
| 3.3. | heat engineering equipment, pumps, compressors |  |  |  |  |  |  |
| 3.4. | vehicles |  |  |  |  |  |  |
| 3.5. | machinery |  |  |  |  |  |  |
| 3.4. | specialised technological equipment |  |  |  |  |  |  |
| **4.** | **Other fixed assets and inventory** |  |  |  |  |  |  |
| **IN TOTAL** | |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 16**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019 / The new wording of Annex shall come into force on 1 April 2019. See Paragraph 20 of the Decision*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – natural gas distribution**

**Report on Technical and Operative Indicators and Distributed Quantities of Natural Gas for \_\_\_\_\_\_ (Year)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Indicators** | | **Unit of measurement** | **Reporting year** |
| 1 | 2 | | 3 | 4 |
| **1.** | **Total length of pipelines of the distribution system** | | km |  |
| 1.1. |  | up to 0.05 bar | km |  |
| 1.2. |  | from 0.05 to 4 bar | km |  |
| 1.3. |  | from 4 to 6 bar | km |  |
| 1.4. |  | from 6 to 12 bar | km |  |
| 1.5. |  | from 12 to 16 bar | km |  |
| **2.** | **Gas regulation equipment** | | pieces |  |
| 2.1. |  | gas regulation stations | pieces |  |
| 2.2. |  | gas regulation points | pieces |  |
| 2.3. |  | chest-type gas regulation points | pieces |  |
| 2.4. |  | household regulators | pieces |  |
| 2.5. |  | stabilisers | pieces |  |
| **3.** | **Anti-corrosive protection equipment** | | pieces |  |
| **4.** | **Natural gas users** | | number |  |
| 4.1. | objects of users according to the annual consumption of natural gas, incl. | | number |  |
| 4.1.1. | up to 2 635 kWh | | number |  |
| 4.1.2. | from 2 635.1 to 263 450 kWh | | number |  |
| 4.1.3. | from 263 450.1 to 1 327 788 kWh | | number |  |
| 4.1.4. | from 1 327 788.1 to 13 277 880 kWh | | number |  |
| 4.1.5. | from 13 277 880.1 to 132 778 800 kWh | | number |  |
| 4.1.6. | from 132 277 800.1 to 210 760 000 kWh | | number |  |
| 4.1.7. | from 210 760 000.1 to 1 053 800 000 kWh | | number |  |
| 4.1.8. | above 1 053 800 000 kWh | | number |  |
| 4.2. | number of smart commercial gas meters installed for objects of users, incl. | | pieces |  |
| 4.2.1. | number of smart commercial gas meters installed for objects of natural persons | | pieces |  |
| 4.2.2. | number of smart commercial gas meters installed for objects of legal persons | | pieces |  |
| **5.** | **Natural gas supplied to gas pipelines of the distribution system** | | thousand m3 |  |
| MWh |  |
| 5.1. | natural gas transferred to users | | thousand m3 |  |
| MWh |  |
| 5.2. | planned total natural gas loss | | thousand m3 |  |
| MWh |  |
| % |  |
| 5.3. | actual total natural gas loss | | thousand m3 |  |
| MWh |  |
| % |  |
| 5.3.1. | incl. loss in the distribution system | | MWh |  |
| % |  |
| 5.4. | natural gas consumption for technological needs | | MWh |  |
| % |  |
| **6.** | **Maximum load** | | MW |  |
| 6.1. | date of the maximum load | |  |  |
| 6.2. | time of the maximum load | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
|  | | | | | |  |
|  | | | | | |  |
| /given name, surname of the person who prepared the document/ | | | | | |  |
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**Annex 17**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Number of the issued licence** |  |

**Type of activity – natural gas distribution**

**Report on the Quantities of Natural Gas Transferred to Users in Quarter \_\_\_\_\_\_ of \_\_\_\_\_\_ (Year) (MWh)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Users according to the annual consumption of natural gas | Month | Month | Month |
|  | MWh | MWh | MWh |
| 1 | 2 | 3 | 4 | 5 |
| 1. | up to 2 635 kWh |  |  |  |
| 1.1. | incl. household customers |  |  |  |
| 2. | from 2 635.1 to 263 450 kWh |  |  |  |
| 2.1. | incl. household customers |  |  |  |
| 3. | from 263 450.1 to 1 327 788 kWh |  |  |  |
| 3.1. | incl. household customers |  |  |  |
| 4. | from 1 327 788.1 to 13 277 880 kWh |  |  |  |
| 5. | from 13 277 880.1 to 132 778 800 kWh |  |  |  |
| 6. | from 132 778 800.1 to 210 760 000 kWh |  |  |  |
| 7. | from 210 760 000.1 to 1 053 800 000 kWh |  |  |  |
| 8. | above 1 053 800 000 kWh |  |  |  |
| 9. | **Total** |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
|  | | | | | |  |
|  | | | | | |  |
| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
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| e-mail |  | | | | |  |

**Annex 18**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – natural gas distribution**

**Report on the Quality of the Natural Gas Distribution Service in \_\_\_\_\_\_ (Year)**

**1. Commercial quality**

Table 1

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Reporting year** |
| 1 | 2 | 3 | 4 |
| 1. | Number of received complaints and submissions regarding gas quality | pieces |  |
| 1.1. | incl. verbal | pieces |  |
| 1.2. | number of complaints and submissions regarding gas quality to which replies have been provided | pieces |  |
| 1.2.1. | including written | pieces |  |
| 1.2.2. | incl. verbal | pieces |  |
| 1.2.3. | number of justified complaints and submissions regarding gas quality to which replies have been provided | pieces |  |
| 1.2.4. | number of unjustified complaints and submissions regarding gas quality to which replies have been provided | pieces |  |
| 1.3. | number of complaints to which replies have been provided within 15 days | pieces |  |
| 1.4. | number of complaints to which replies have been provided within 16–30 days | pieces |  |
| 1.5. | number of complaints to which replies have been provided within more than 30 days | pieces |  |
| 1.6. | average time for the provision of replies to all complaints referred to in Sub-paragraphs 1.3–1.5 | days |  |
| 2. | Number of received complaints and submissions regarding gas supply interruptions | pieces |  |
| 2.1. | incl. verbal | pieces |  |
| 2.2. | number of complaints to which replies have been provided within 15 days | pieces |  |
| 2.3. | number of complaints to which replies have been provided within 16–30 days | pieces |  |
| 2.4. | number of complaints to which replies have been provided within more than 30 days | pieces |  |
| 2.5. | average time for the provision of replies to all complaints referred to in Sub-paragraphs 2.2–2.4 | days |  |
| 3. | Number of received complaints and submissions regarding settlement of accounts and payments (except connections) | pieces |  |
| 3.1. | incl. verbal | pieces |  |
| 3.2. | number of complaints to which replies have been provided within 15 days | pieces |  |
| 3.3. | number of complaints to which replies have been provided within 16–30 days | pieces |  |
| 3.4. | number of complaints to which replies have been provided within more than 30 days | pieces |  |
| 3.5. | average time for the provision of replies to all complaints referred to in Sub-paragraphs 3.2–3.4 | days |  |
| 4. | Number of other received complaints and submissions | pieces |  |
| 4.1. | incl. verbal | pieces |  |
| 4.2. | number of complaints to which replies have been provided within 15 days | pieces |  |
| 4.3. | number of complaints to which replies have been provided within 16–30 days | pieces |  |
| 4.4. | number of complaints to which replies have been provided within more than 30 days | pieces |  |
| 4.5. | average time for the provision of replies to all complaints referred to in Sub-paragraphs 4.2–4.4 | days |  |
| 5. | Total number of calls by users and average waiting time | pieces |  |
| min. |  |
| 5.1. | incl. informative phone number | pieces |  |
| min. |  |
| 5.2. | incl. phone number for giving meter readings | pieces |  |
| min. |  |
| 5.3. | incl. phone number for notification regarding damages | pieces |  |
| min. |  |
| 5.4. | incl. phone number for emergency situations | pieces |  |
| 6. | Total number of received applications for system connections | pieces |  |
| 6.1. | number of applications to which replies have been provided within 15 days | pieces |  |
| 6.2. | number of applications to which replies have been provided within 16–30 days | pieces |  |
| 6.3. | number of applications to which replies have been provided within 30 days | pieces |  |
| 6.4. | average time for the provision of replies to all applications referred to in Sub-paragraphs 6.1–6.3 | days |  |
| 7. | Total number and average time from the moment of receiving an application for installation of a new gas system connection until connecting user’s gas appliance to the network | pieces |  |
| days |  |
| 8. | Total number and average time for disconnecting gas upon request of a user | pieces |  |
| days |  |

**2. Technical quality**

**Inspections of commercial gas meters, gas supplies**

Table 2

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Reporting year** |
| 1 | 2 | 3 | 4 |
| 1. | Number of readings of commercial gas meters per year per one user (only records not connected to the remote reading system) | pieces |  |
| 2. | Average time for rectification of justified damages of commercial gas meters from the time of notification of the damage until rectification thereof | days |  |
| 3. | Total number of objects and average time from receiving a request of the gas trader to disconnect gas supply of a user to disconnecting gas supply of the user if it is ensured that the operator has access to the gasified object | pieces |  |
| days |  |
| 4. | Total number of objects and average time for renewal of gas supply upon request of the gas trader | pieces |  |
| days |  |
| 5. | Number of the planned gas supply interruptions | times |  |
| 6. | Number of the planned gas supply interruptions (SAIFI) per one user | times |  |
| 7. | Duration of the planned gas supply interruptions (SAIDI) per one user | min. |  |
| 8. | Number of the non-planned gas supply interruptions | times |  |
| 9. | Number of the non-planned gas supply interruptions (SAIFI) per one user | times |  |
| 10. | Duration of the non-planned gas supply interruptions (SAIDI) per one user | min. |  |
| 11. | Time for renewal of gas supply after non-planned interruptions (CAIDI) | min. |  |
| 12. | Recorded number of gas leakages | number |  |
| 12.1. | incl. in the natural gas distribution system to the proprietary border of the natural gas supply system | number |  |
| 12.1.1. | incl. as a result of damages when carrying out construction and land digging works | number |  |
| 12.1.2. | incl. as a result of damages due to other reasons (floods, storms, vehicles etc.) | number |  |
| 12.2. | incl. a call to the place of gas leakage established by employees of the distribution system operator | number |  |
| 12.2.1. | incl. to the unit of inlet closing device | number |  |
| 12.2.2. | incl. to products forming a gas pipeline | number |  |
| 13. | Number of leakages established in external gas pipelines per total length of distribution gas pipelines | number |  |
| 14. | Number of gas leakages per year per one user | number |  |
| 15. | Number of emergency calls | times |  |
| 16. | Average time of arrival of crew responding to the emergency call | min. |  |
| 17. | Total number of notified users before planned gas interruptions | pieces |  |

**3. Installation of natural gas system connections**

Table 3

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Reporting year** |
| 1 | 2 | 3 | 4 |
| **1.** | **New connections with the permitted load of up to 6 m3/h** | | |
| 1.1. | number of applications | pieces |  |
| 1.2. | number of constructed objects | pieces |  |
| 1.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 1.3.1. | incl. thinking time of users | days |  |
| 1.4. | average costs per one connection | EUR |  |
| **2.** | **New connections with the permitted load from 6.1 to 10 m3/h** | | |
| 2.1. | number of applications | pieces |  |
| 2.2. | number of constructed objects | pieces |  |
| 2.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 2.3.1. | incl. thinking time of users | days |  |
| 2.4. | average costs per one connection | EUR |  |
| **3.** | **New connections with the permitted load from 10.1 to 16 m3/h** | | |
| 3.1. | number of applications | pieces |  |
| 3.2. | number of constructed objects | pieces |  |
| 3.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 3.3.1. | incl. thinking time of users | days |  |
| 3.4. | average costs per one connection | EUR |  |
| **4.** | **New connections with the permitted load from 16.1 to 25 m3/h** | | |
| 4.1. | number of applications | pieces |  |
| 4.2. | number of constructed objects | pieces |  |
| 4.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 4.3.1. | incl. thinking time of users | days |  |
| 4.4. | average costs per one connection | EUR |  |
| **5.** | **New connections with the permitted load from 25.1 to 40 m3/h** | | |
| 5.1. | number of applications | pieces |  |
| 5.2. | number of constructed objects | pieces |  |
| 5.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 5.3.1. | incl. thinking time of users | days |  |
| 5.4. | average costs per one connection | EUR |  |
| **6.** | **New connections with the permitted load from 40.1 to 65 m3/h** | | |
| 6.1. | number of applications | pieces |  |
| 6.2. | number of constructed objects | pieces |  |
| 6.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 6.3.1. | incl. thinking time of users | days |  |
| 6.4. | average costs per one connection | EUR |  |
| **7.** | **New connections with the permitted load above 65 m3/h** | | |
| 7.1. | number of applications | pieces |  |
| 7.2. | number of constructed objects | pieces |  |
| 7.3. | average duration from the day of lodging of the application until commissioning of the object | days |  |
| 7.3.1. | incl. thinking time of users | days |  |
| 7.4. | average costs per one connection | EUR |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
|  | | | | | |  |
|  | | | | | |  |
| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
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| e-mail |  | | | | |  |

**Annex 18.1**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – natural gas distribution**

**Report of the Distribution System Operator on Traders Operating in the Operator’s Area in Quarter \_\_\_\_\_ of \_\_\_\_\_\_ (Year)**

Table 1

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Trader[1]** | **Month** | | **Month** | | **Month** | |
|  |  | **Number of users at the beginning of month** | **Traded quantity of natural gas, kWh** | **Number of users at the beginning of month** | **Traded quantity of natural gas, kWh** | **Number of users at the beginning of month** | **Traded quantity of natural gas, kWh** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

Table 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Month** | | | **Month** | | | **Month** | | | **In quarter in total** | | |
| **Household connections** | **Other connections** | **Connections in total** | **Household connections** | **Other connections** | **Connections in total** | **Household connections** | **Other connections** | **Connections in total** | **Household connections** | **Other connections** | **Connections in total** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| Total number of system connections at the beginning of month |  |  |  |  |  |  |  |  |  | X | X | X |
| Number of connections for which the natural gas trader has been changed at the beginning of month |  |  |  |  |  |  |  |  |  | X | X | X |

[1] The system operator shall separately list and provide information also on the number of users in the supply of last resort and the supplied quantity of natural gas.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
|  | | | | | |  |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
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| e-mail |  | | | | |  |

**Annex 18.2**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – natural gas distribution**

**Report on Natural Gas Traders Who Delay Payments for System Services [1]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of the natural gas trader** | **Delayed payment (EUR)** | **Payment deadline** | **Number of users served by the trader** |
| 1 | 2 | 3 | 4 | 5 |
| 1. |  |  |  |  |
|  |  |  |  |  |
| Comment of the system operator on the actions taken and further action plan:  *Indicate whether the system operator has planned to inform the users served by the trader due to delayed payments. In case of information, indicate the content of the information to be sent. Provide any other information which the system operator considers to be relevant in respect of its further action plan to address the situation, as applicable.* | | | | |
|  | | | | |

[1] Provide information on natural gas traders who delay payments for system services for more than 15 days from expiry of the payment deadline indicated in the invoice.

|  |  |  |  |  |  |  |
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| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
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| e-mail |  | | | | |  |

**Annex 19**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – transmission of natural gas**

**Investment Plan for 20\_\_\_\_ (Year) to 20\_\_\_\_ (Year) and Report on Performance of the Investment Plan for \_\_\_\_\_\_ (Year) (EUR thousand)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **Performance in the reporting year** | **Plan for the subsequent five years** | | | | |
| **20\_\_** | **20\_\_** | **20\_\_** | **20\_\_** | **20\_\_** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| **1.** | **Intangible investments** |  |  |  |  |  |  |
| **2.** | **Land parcels, buildings, structures** |  |  |  |  |  |  |
| 2.1. | land |  |  |  |  |  |  |
| 2.2. | industrial buildings |  |  |  |  |  |  |
| 2.3. | buildings and structures for technological equipment |  |  |  |  |  |  |
| 2.4. | natural gas pipelines |  |  |  |  |  |  |
| 2.5. | external engineering communications |  |  |  |  |  |  |
| 2.6. | access roads, areas, and guards |  |  |  |  |  |  |
| **3.** | **Technological equipment** |  |  |  |  |  |  |
| 3.1. | gas regulation equipment |  |  |  |  |  |  |
| 3.2. | electrical protection equipment |  |  |  |  |  |  |
| 3.3. | power equipment, pumps, compressors |  |  |  |  |  |  |
| 3.4. | vehicles |  |  |  |  |  |  |
| 3.5. | machinery |  |  |  |  |  |  |
| 3.6. | specialised technological equipment |  |  |  |  |  |  |
| **4.** | **Other fixed assets and inventory** |  |  |  |  |  |  |
| **IN TOTAL** | |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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Chair of the Board of the Public Utilities Commission R. Irklis

**Annex 20**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – transmission of natural gas**

**Report on Technical and Operative Indicators for \_\_\_\_\_\_ (Year)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Reporting year** |
| 1 | 2 | 3 | 4 |
| 1. | Territory of operation | km² |  |
| 2. | Total length of transmission pipelines | km |  |
| 3. | Compression stations | pieces |  |
| 4. | Gas regulation stations | pieces |  |
| **5.** | **Natural gas received in the transmission system at entry points, incl.** | MWh |  |
| 5.1. | transmission system interconnection with the storage facility (Inčukalns Underground Gas Storage Facility) | MWh |  |
| 5.2. | GMS Kiemenai | MWh |  |
| 5.3. | GMS Karksi | MWh |  |
| 5.4. | GMS Korneti with records GMS Izborska | MWh |  |
| 5.5. | transmission system interconnection with the system of the system user directly connected to the transmission system | MWh |  |
| **6.** | **Natural gas in the transmission system at exit points, incl.** | MWh |  |
| 6.1. | transmission system interconnection with the storage facility (Inčukalns Underground Gas Storage Facility) | MWh |  |
| 6.2. | GMS Kiemenai | MWh |  |
| 6.3. | GMS Karksi | MWh |  |
| 6.4. | GMS Korneti | MWh |  |
| 6.5. | exit point for the supply of Latvian users | MWh |  |
| 6.6. | transmission system interconnection with the system of the system user directly connected to the transmission system | MWh |  |
| 7. | Planned total natural gas loss | thousand m3 |  |
| MWh |  |
| 8. | Actual total natural gas loss | thousand m3 |  |
| MWh |  |
| 9. | Natural gas consumption for technological needs | thousand m3 |  |
| MWh |  |
| 10. | Number of emergencies | number |  |
| 11. | Number of emergency damages | number |  |
| 12. | Average duration of rectification of damages | hours |  |
| 13. | Maximum load | MW |  |
| 13.1. | date of the maximum load |  |  |
| 13.2. | time of the maximum load |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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|  | | | | | |  |
| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
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**Annex 21**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*28 February 2019*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – transmission of natural gas**

**Quantity of Natural Gas Transmitted for the Needs of Latvian and Foreign Users in Quarter \_\_\_\_ of \_\_\_\_\_\_ (Year) (MWh)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Month** | **Entry/exit point** | **Name of the user** | **Quantity** |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
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**Annex 22**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – storage of natural gas**

**Investment Plan for 20\_\_\_\_ (Year) to 20\_\_\_\_ (Year) and Report on Performance of the Investment Plan for \_\_\_\_\_\_\_ (Year) (EUR thousand)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **Performance in the reporting year** | **Plan for the subsequent five years** | | | | |
| **20\_\_** | **20\_\_** | **20\_\_** | **20\_\_** | **20\_\_** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| **1.** | **Intangible investments** |  |  |  |  |  |  |
| **2.** | **Land parcels, buildings, structures** |  |  |  |  |  |  |
| 2.1. | land |  |  |  |  |  |  |
| 2.2. | industrial buildings |  |  |  |  |  |  |
| 2.3. | buildings and structures for technological equipment |  |  |  |  |  |  |
| 2.4. | natural gas pipelines |  |  |  |  |  |  |
| 2.5. | external engineering communications |  |  |  |  |  |  |
| 2.6. | drills |  |  |  |  |  |  |
| 2.7. | access roads, areas, and guards |  |  |  |  |  |  |
| **3.** | **Technological equipment** |  |  |  |  |  |  |
| 3.1. | gas regulation equipment |  |  |  |  |  |  |
| 3.2. | electrical protection equipment |  |  |  |  |  |  |
| 3.3. | power equipment, pumps, compressors |  |  |  |  |  |  |
| 3.4. | vehicles |  |  |  |  |  |  |
| 3.5. | machinery |  |  |  |  |  |  |
| 3.4. | specialised technological equipment |  |  |  |  |  |  |
| **4.** | **Other fixed assets and inventory** |  |  |  |  |  |  |
| **IN TOTAL** | |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
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| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
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| /given name, surname of the person who prepared the document/ | | | | | |  |
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Chair of the Board of the Public Utilities Commission R. Irklis

**Annex 23**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – storage of natural gas**

**Stored Quantities of Natural Gas in Quarter \_\_\_\_ of \_\_\_\_\_\_ (Year) (MWh)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Indicators | Month | Month | Month |
| 1 | 2 | 3 | 4 | 5 |
| 1. | Quantity of buffer gas at the beginning of month |  |  |  |
| 2. | Quantity of active natural gas as at the beginning of the period – in total, incl.\*: |  |  |  |
| 2.1. |  |  |  |  |
| 2.2. |  |  |  |  |
| 2.3. |  |  |  |  |
| 2.4. |  |  |  |  |
| 3. | Quantity of injected natural gas – in total, incl.\*: |  |  |  |
| 3.1. |  |  |  |  |
| 3.2. |  |  |  |  |
| 3.3. |  |  |  |  |
| 3.4. |  |  |  |  |
| 4. | Technological quantity and loss, incl.: |  |  |  |
| 4.1. | for operation of compressors |  |  |  |
| 4.2. | for other processes |  |  |  |
| 4.3. | loss |  |  |  |
| 5. | Quantity of withdrawn natural gas – in total, incl.\*: |  |  |  |
| 5.1. |  |  |  |  |
| 5.2. |  |  |  |  |
| 5.3. |  |  |  |  |
| 6. | Quantity of active natural gas as at the end of the period – in total, incl.\*: |  |  |  |
| 6.1. |  |  |  |  |
| 6.2. |  |  |  |  |
| 6.3. |  |  |  |  |
| 6.4. |  |  |  |  |

\*Indicate energy supply merchants

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
|  | | | | | |  |
|  | | | | | |  |
| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
|  |  | | | | |  |
| e-mail |  | | | | |  |

Chair of the Board of the Public Utilities Commission R. Irklis

**Annex 24**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Registration number of the energy supply merchant** |  |

**Type of activity – trade of natural gas**

**Report of Natural Gas Traders in Quarter \_\_\_\_ of \_\_\_\_\_\_ (Year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Month** | **Month** | **Month** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| **1.** | **Traded quantity of natural gas:** |  |  |  |  |
| 1.1. | to household customers | MWh |  |  |  |
| 1.2. | to other users | MWh |  |  |  |
| 1.3. | to other traders | MWh |  |  |  |
| 1.4. | on exchange | MWh |  |  |  |
| 1.5. | outside the Republic of Latvia | MWh |  |  |  |
| **2.** | **Revenue from natural gas trade:** |  |  |  |  |
| 2.1. | to household customers | EUR |  |  |  |
| 2.2. | to other users | EUR |  |  |  |
| 2.3. | to other traders | EUR |  |  |  |
| 2.4. | on exchange | EUR |  |  |  |
| 2.5. | outside the Republic of Latvia | EUR |  |  |  |
| **3.** | **Number of natural gas trade contracts:** |  |  |  |  |
| **3.1.** | **household customers:** |  |  |  |  |
| 3.1.1. | fixed price, without a possibility of changing it | number at the beginning of month |  |  |  |
| 3.1.2. | variable price | number at the beginning of month |  |  |  |
| **3.2.** | **other users:** |  |  |  |  |
| 3.2.1. | fixed price, without a possibility of changing it | number at the beginning of month |  |  |  |
| 3.2.2. | variable price | number at the beginning of month |  |  |  |
| **4.** | **Number of contracts of natural gas users:** | number at the beginning of month |  |  |  |
| 4.1. | contracts of household customers | number at the beginning of month |  |  |  |
| 4.2. | contracts of other users | number at the beginning of month |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
|  | | | | | |  |
|  | | | | | |  |
| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
|  |  | | | | |  |
| e-mail |  | | | | |  |

**Annex 25**

Decision No. 1/36 of the Public Utilities Commission

21 December 2017

[*27 February 2020*]

|  |  |
| --- | --- |
| **Name of energy supply merchant** |  |
| **Unified registration number** |  |
| **Issued licence number** |  |

**Type of activity – trade of natural gas**

**Report on Purchase of Natural Gas in Quarter \_\_\_\_ of \_\_\_\_\_\_ (Year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **Unit of measurement** | **Month** | **Month** | **Month** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| **1.** | **Place of purchase of natural gas** (State border, virtual point of sale, storage facility, Klaipėda etc.) |  |  |  |  |
| **2.** | **Place of transaction** (country) |  |  |  |  |
| **3.** | **Trader** (name of the merchant) |  |  |  |  |
| **4.** | **Procurement quantity of natural gas** | MWh |  |  |  |
| **5.** | **Procurement costs of natural gas** | EUR |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | |  |  |  |  |  |
|  | | | | | |  |
| Person entitled to represent the merchant | | | | | |  |
|  | | | | | | /signature and full name thereof/ |
|  | | | | | |  |
|  | | | | | |  |
| /given name, surname of the person who prepared the document/ | | | | | |  |
| telephone |  | | | | |  |
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| e-mail |  | | | | |  |