

# Document requirements for market participants

Document description	Required hard copies		Communication channel		
	Handwritten signature	Qualified digital signature*	Ordinary post only for hard copies	JAO Service desk <a href="https://servicedesk.jao.eu">https://servicedesk.jao.eu</a>	
				Scan (with handwritten signature)	Qualified digital signature*
Participation Agreement	2	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Financial Agreement	2	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of the commercial extract of the business register and any other legal document, evidencing signatory powers within the company	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Beneficial Owner structure information (duly dated and signed) with a government issued identification document of the ultimate beneficial owner(s) or the Managing Director(s) (if applicable)	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Certificate of bank account details (including the IBAN code, SWIFT code, account holder and the registered address of the account holder that is provided by the financial institution of the market participant)	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Certified English translation of any document not provided in English	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Registration</b>					
Amendment to the Participation Agreement	2	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Modification request form to the Participation Agreement	2	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Termination request form to the Participation Agreement	1	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Change of bank details request form with a certificate of the new bank account details	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Modifications</b>					
Bank Guarantee	1	<b>Not accepted</b>	<input checked="" type="checkbox"/>	<b>Not accepted</b>	
Power of Attorney for funds transfer with signature card and a government issued identification document	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Funds transfer request form	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ING Inside Business user access form with a government issued identification document	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ING Inside Business user termination form	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Collaterals</b>					
Power of Attorney for user account with signature card	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
User account form	No hard copy required		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Auction tool</b>					

\*Only accepted with a qualified certificate issued by a Certificate Authority on the trusted list of the European Commission