



**APPROVED
GENERAL MANAGER,
Vasile CÂRSTEA**

Procedure regarding access to UGS

CHAPTER I

Scope

Art. 1. The „Procedure regarding access UGS”, hereinafter referred to as the Procedure, sets out objective, transparent and non-discriminatory criteria for ensuring access to UGS, hereinafter referred to as storage facilities.

CHAPTER II

Application domain

Art. 2. The Procedure applies to SNGN ROMGAZ SA – Natural Gas Storage Subsidiary DEPOGAZ Ploiesti SRL, hereinafter referred to as DEPOGAZ, and to applicants which request access to UGS, and which may be:

- The NTS operator;
- natural gas suppliers;
- natural gas producers;
- natural gas traders;
- Other.

CHAPTER III

General stipulations

SECTION 1

The main role and responsibilities of DEPOGAZ

Art. 3. (1) DEPOGAZ carries out its activity within objective, transparent and non-discriminatory conditions.

(2) In order to ensure access to UGS, DEPOGAZ has the following obligations:

a) to ensure that, when concluding new storage contracts for the remaining storage capacities at the end of the withdrawal cycle, competition is not hindered and neither is the development of the natural gas market;

b) To calculate the technical and available capacities of the UGS under the conditions of transparency specified in Section 2;

- c) To operate, maintain and develop the facilities related to the underground storage of natural gas systems, in conditions of safety, continuity and economic efficiency;
 - d) To provide services in accordance with the technical characteristics of each infrastructure, ensuring the efficient use of the technical capacity of the storages;
 - e) To provide services based on market requirements, non-discriminatory and to allow efficient and competitive access;
 - f) To provide access services to storages under the same contractual conditions;
 - g) To provide the necessary information to applicants and users, meeting the transparency requirements set out in Section 2;
 - h) To allow a minimum capacity to be reserved in order to ensure access for small clients.
- (3) DEPOGAZ must ensure the confidentiality of commercially sensitive information and behave in a non-discriminatory manner in relation to all applicants for access to UGS.

SECTION 2

General transparency requirements

Art. 4. In order to ensure the access of the applicants to the storage facilities, DEPOGAZ fulfills the following transparency requirements:

- a) Publishes the necessary information for the applicants/ users of the UGS, in due time, in Romanian and English, on the company's web page, www.depogazploiesti.ro;
- b) Provides to the applicants/ users, free of charge, information related to the TPA access and development of the storage contracts;
- c) Publishes daily, monthly, quarterly and annually the following operational information:
 - technical and available storage capacity for each UGS;
 - the quantities injected and, respectively, withdrawn in / from storage;
- d) Publishes on the website www.depogazploiesti.ro:
 - the program of revision and repairs, in order to avoid disturbances on the natural gas market;
 - the requirements on the quality of the natural gas to be injected;
 - natural gas inventory program for stored quantities of natural gas.

Art. 5. DEPOGAZ will register the requests for access to UGS of all applicants, in a register/inventory, according to model provided in Appendix no. 2.

SECTION 3

The main role and responsibilities of UGS users

Art. 6. To ensure access to UGS is provided accordingly, user of storage services have the following obligations:

- a) to communicate to the storage operator the nominations / renominations for the quantities injected in /withdrawn from the UGS, in accordance with the contractual provisions and the provisions of the Network Code for the National Transmission System approved by ANRE Order no. 16/2013, with subsequent amendments and completions;
- b) To communicate all data requested by transmission operator in connection with the transmission of natural gas for the natural gas injection / withdrawal cycle into / from UGS.

CHAPTER IV

Conditions for access to Storage

Art. 7. Granting access to UGS entitles applicants to reserve a storage capacity and to benefit from storage services.

Art. 8. The request for access is made on the basis of a written request, addressed to DEPOGAZ, accompanied by the supporting documents, according to methodology included in this procedure.

Art. 9. DEPOGAZ grants UGS access to any applicant, as long as the following cumulative conditions are fulfilled:

- a) Available storage capacity exists;
- b) The natural gas storage activity can be carried out in compliance with technical conditions of flow and pressure, natural gas quality, safety and efficiency of the UGS.

Art. 10. DEPOGAZ refuses the access to UGS of the applicants, when at least one of the conditions provided in Art. 9 is not fulfilled.

Art. 11. The allocation of capacities is made by DEPOGAZ, based on the methodology presented in Chapter V.

Art. 12. DEPOGAZ grants access to applicants, according to the following criteria:

a) order of priority:

1. to the NTS operator – for the quantities of natural gas necessary for the operation and permanent balancing of the NTS;
2. natural gas suppliers;
3. natural gas producers;
4. natural gas traders;
5. other applicants.

b) „**first come – first served**“: within each priority level referred to in point a), DEPOGAZ will perform capacity allocation in the order of registration of requests of applications.

Art. 13. (1) The access to allocated capacity is materialized by concluding a storage contract;

- (2) All storage contracts must be concluded before March 31st.

CHAPTER V

Methodology for allocating storage capacities per UGS

SECTION 1

Requesting Access

Art. 14. The request for access to UGS consists of a written request, according to the model presented in Appendix no 1, and is accompanied by the supporting documents specified in Art. 15.

Art. 15. The documents required to request access to UGS are:

- a) Unique registration code in legalized copy;
- b) ANRE license;
- c) Document which states the source and quantity of natural gas meant to be stored, in original or legalized copy (or statement on one's own responsibility regarding the source of natural gas intended for storage);
- d) Document which proves the NTS operator has agreed to transport the gas quantities, in original or legalized copy.

Art. 16. DEPOGAZ will publish, no later than February 1st, the available capacities, respectively the „Initial list of available capacities for natural gas storage” (LICD), drawn up according to the model presented in Appendix no 3. This information will be published on company's own web page www.depogazploiesti.ro.

Art. 17. 1) The requests for access to UGS, accompanied by the documents provided in Art. 15, in scan, will be sent by email to the address serviciul.comercial@depogazploiesti.ro. Requests will be registered according to the „Date and time of receipt of the email“.

(2) The first day for submitting applications is February 4th (08:00 am) or the first working day after that (if February 4th is a non-working day).

(3) The requests, accompanied by the documents provided in Art. 15, in original, shall be sent later by courier, within maximum 5 days from the date of the email including request, to the headquarters of SNGN ROMGAZ SA – Natural Gas Storage Subsidiary DEPOGAZ Ploiesti SRL, 184, Ghe. Grigore Cantacuzino Str., Ploiești, 100492, Prahova.

(4) The deadline for submitting applications by email, accompanied by the documents provided in Art. 15, is February 11th.

SECTION 2

Allocation of storage capacity

Art. 18. By February 18th, DEPOGAZ analyzes the applications and, based on the criteria provided in this procedure, performs the allocation of capacities per UGS, prepares and publishes the „Initial List of Storage Capacities Allocation“ (LIACD), according to the model presented in Appendix no 4.

Art. 19. Applicants can send appeals regarding the capacity allocation, scanned by email to serviciul.comercial@depogazploiesti.ro, until February 23rd.

Art. 20. (1) DEPOGAZ analyzes and responds to the appeals submitted, until February 26th.

(2) If DEPOGAZ does not respond within the term provided in paragraph (1), the appeals are considered accepted.

Art. 21. By March 3rd, DEPOGAZ will publish the „Final list of storage capacity allocation“ (LFACD), according to the model presented in Appendix no 5.

Art. 22. DEPOGAZ and the applicants from the LFACD list provided in art. 21 will conclude the storage contracts, according to the allocations, until March 31st.

SECTION 3

Reallocation of remaining available storage capacity

Art. 23. No later than March 5th, DEPOGAZ will make public the available capacities for reallocation, per UGS, respectively „List of available capacities for reallocation“ (LCRDRA), according to the model presented in Appendix no 6.

Art. 24. (1) The applicants will send their requests for access to UGS for the remaining available capacities, in scan, by email, to serviciul.comercial@depogazploiesti.ro, following the same procedure specified in art. 17 paragraph (1).

(2) The first day for submitting applications is March 8th or the first working day after March 8th (if March 8th is a non-working day).

(3) The deadline for submitting applications is March 10th.

(4) If an applicant does not modify the supporting documents that were attached to the application initially submitted under Art. 17, he will give a statement on his own responsibility, confirming that the documents remain valid for the analysis of the request for reallocation of available storage capacity.

(5) The requests, in original, will be sent later by courier, within maximum 5 days from the date of the email, to the headquarters of SNGN ROMGAZ SA – Natural Gas Storage Subsidiary DEPOGAZ Ploiesti SRL, 184, Ghe. Grigore Cantacuzino Str., Ploiești, 100492, Prahova.

Art. 25. (1) Before March 12th , DEPOGAZ analyzes the applications and, based on criteria contained in this procedure, realizes the reallocation of capacities of UGS, draws up and publishes the “Initial List of storage capacity reallocation” (LlrACD), according to the model presented in Appendix no 7.

Art. 26. The applicants may send appeals regarding the reallocation of capacities through an email addressed to serviciul.comercial@depogazploiesti.ro, before March 16th.

Art. 27. 1) DEPOGAZ analyses and responds to appeals before March 19th.

(2) Should DEPOGAZ fail to respond within the term provided in paragraph (1), the appeals are considered accepted by the company.

Art. 28. Before March 23rd, DEPOGAZ will make available the „Final list of storage capacity reallocation” (LFrACD), according to model in Appendix no 8.

Art. 29. (1) DEPOGAZ and its applicants mentioned in the list on Art. 28 will sign the storage contracts, according to reallocation, until March 31st.

(2) The remaining available capacity due to failure of an applicant to sign the contract on the date established under the conditions of paragraph (1), will be allocated to the other applicants, accordingly. The order of allocation is provided in the “Final list of storage capacity reallocation” (LFrACD).

CHAPTER VI

Final dispositions

Art. 30. The natural gas injection / withdrawal cycle in / from the UGS is carried out according to the provisions of the “Regulation for scheduling, operating and dispatching of underground storages of natural gas” and according to the gas storage contracts.

Art. 31. Should capacity be available during the injection cycle, DEPOGAZ will allocate this capacity in compliance with the criteria provided in Art. 12.

Art. 32. The publication of the lists provided in this procedure is done by internal posting at the registered office of DEPOGAZ and also on the company’s website www.depogazploiesti.ro .

Art. 33. The calendar of actions regarding the access to the natural gas UGS is presented in Appendix no. 9.

Art. 34. In case one of the dates referred to by this procedure is a non-working day, the deadline will be considered to on the first working day following the specified date.

Art. 35. Definition of terms of procedure can be found in Appendix no 10.

Art. 36. Appendix no 1-10 are an integral part of this procedure.

COMMERCIAL MANAGER
Paul GALEA

HEAD OF COMMERCIAL DEPT.
Adrian LECA

**REQUEST
for access to UGS facilities**

Company name _____, headquartered in
_____, street name _____ no. _____, floor
_____, district _____, postal code _____, phone no. _____, fax
_____, e-mail: _____, fiscal code _____, registered at the Trade
Register Office under no. _____, having account no. _____,
opened at _____, legally represented by General Manager (Administrator)
_____ and Financial Director
_____, requests access to underground natural gas storage facilities for:

- Storage cycle (injection – withdrawal): _____;
- The purpose for requesting access to the underground gas storage facilities:
 - To maintain the minimum working parameters and security of the NTS (National Transmission System);
 - For own consumption of consumers in the portfolio;
 - other purposes _____
- Requested capacity per injection/ withdrawal cycle _____ MWh,

We hereby attach the following documents:

1. Unique registration code in legalized copy;
2. ANRE license;
3. Document which states the source and quantity of natural gas meant to be stored, in original or legalized copy (or statement on your own responsibility regarding the source of natural gas intended for storage);
4. Document which proves the NTS operator has agreed to transport the gas quantities, in original or legalized copy.

General Manager / Administrator

THE INITIAL LIST
 OF AVAILABLE CAPACITY FOR STORAGE OF NATURAL GAS INJECTION CYCLE _____

Nr.crt	Name of natural gas underground storage deposit	Available capacity for the storage deposit (MWh)	Monthly distribution of available capacity per injection cycle (MWh/month)	Storage price (LEI/MWh)*	Notes Average PCS (kWh/mc)
1	BALACEANCA			*	
	April				
	May				
	June				
	July				
	August				
	September				
	October				
2	BILCIURESTI			*	
	April				
	May				
	June				
	July				
	August				
	September				
	October				
3	GHERCESTI			*	
	April				
	May				
	June				
	July				
	August				
	September				
	October				
4	SARMASEL			*	
	April				
	May				
	June				
	July				
	August				
	September				
	October				
5	URZICENI			*	
	April				
	May				
	June				
	July				
	August				
	September				
	October				
	TOTAL	0		*	
	April		0		
	May		0		
	June		0		
	July		0		
	August		0		
	September		0		
	October		0		

GENERAL MANAGER ,

**INITIAL LIST OF STORAGE CAPACITY ALLOCATION
 FOR _____ STORAGE CYCLE**

Crt. Nr.	Solicitant	Allocated capacity MWh	Monthly distribution of capacity per injection/extraction cycle MWh/month	Storage deposit name for the allocated capacity (location)	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
TOTAL		0.000			

NOTE: 1.The injection capacities (per month and per storage deposits) will be allocated through proration on operating storage deposits depending on final storage level at the end of extraction cycle _____ and on the monthly capacity of storage deposits

AVAILABLE CAPACITIES AFTER THE INITIAL ALLOCATION

Crt. Nr.	Name of natural gas underground storage deposit	Remaining available capacity MWh	Monthly distribution of capacity per injection/extraction cycle MWh/month	Notes
1	Balaceanca			
2	Bilciuresti			
3	Ghercesti			
4	Sarmasel			
5	Urziceni			
TOTAL		0.000		

GENERAL MANAGER,

Societatea Națională de Gaze Naturale Romgaz SA

Filiala de Înmagazinare Gaze Naturale DEPOGAZ Ploiești SRL

APPENDIX No. 5

**FINAL LIST OF STORAGE CAPACITY ALLOCATION
FOR _____ STORAGE CYCLE**

Crt. Nr.	Solicitant	Allocated capacity MWh	Monthly distribution of capacity per injection/extraction cycle MWh/month	Storage deposit name for the allocated capacity (location)	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
	TOTAL	0.000			

NOTE: 1.The injection capacities (per month and per storage deposits) will be allocated through proration on operating storage deposits depending on final storage level at the end of extraction cycle _____ and on the monthly capacity of storage deposits

AVAILABLE CAPACITIES AFTER THE FINAL ALLOCATION

Crt. Nr.	Name of natural gas underground storage deposit	Remaining available capacity MWh	Monthly distribution of capacity per injection/extraction cycle MWh/month	Notes
1	Balaceanca	0.000		
2	Bilciuresti	0.000		
3	Ghercesti	0.000		
4	Sarmasel	0.000		
5	Urziceni	0.000		
	TOTAL	0.000		

Societatea Națională de Gaze Naturale Romgaz SA				
Filiala de Înmagazinare Gaze Naturale DEPOGAZ Ploiești SRL				
				APPENDIX No. 6

**THE LIST OF AVAILABLE CAPACITIES FOR REALLOCATION
FOR _____ STORAGE CYCLE**

Crt. No	Name of natural gas underground storage deposit	Available capacity for the storage deposit	Monthly distribution of capacity per injection/extraction cycle	Storage price	Notes
		(MWh)	(MWh/month)	(LEI/MWh)	
1	Balaceanca	0.000			
2	Bilciuresti	0.000			
3	Ghercesti	0.000			
4	Sarmasel	0.000			
5	Urziceni	0.000			
	TOTAL	0.000			

GENERAL MANAGER,

Societatea Națională de Gaze Naturale Romgaz SA			
Filiala de Înmagazinare Gaze Naturale DEPOGAZ Ploiești SRL			
			APPENDIX No.7

**INITIAL LIST OF STORAGE CAPACITY REALLOCATION (LirACD)
FOR _____ STORAGE CYCLE**

Crt.No	Name of solicitant	Allocated capacity	Monthly distribution of capacity per injection/extraction cycle	Storage deposit name for the allocated capacity (location)	Obs.
		MWh.	MWh/month		
	TOTAL	0.000			

NOTA: 1.The injection capacities (per month and per storage deposits) will pe allocated through proration on operating storage deposits depending on final storage level at the end of extraction cycle _____ and on the monthly capacity of storage deposits

AVAILABLE CAPACITIES AFTER THE INITIAL REALLOCATION

Crt.No	Name of natural gas underground storage deposit	Remaining available capacity	Monthly distribution of capacity per injection/extraction cycle	Obs.
		MWh.	MWh/month	
1	Balaceanca	0.000		
2	Bilciuresti	0.000		
3	Ghercesti	0.000		
4	Sarmasel	0.000		
5	Urziceni	0.000		
	TOTAL	0.000		

GENERAL MANAGER,

Societatea Națională de Gaze Naturale Romgaz SA			
Filiala de Înmagazinare Gaze Naturale DEPOGAZ Ploiești SRL			
			APPENDIX No.8

**FINAL LIST OF STORAGE CAPACITY REALLOCATION (LFrACD)
FOR _____ STORAGE CYCLE**

Crt.No	Solicitant	Allocated capacity	Monthly distribution of capacity per injection/extraction cycle	Storage deposit name for the allocated capacity (location)	Obs.
		MWh.	MWh/month		
	TOTAL	0.000			

NOTA: 1.The injection capacities (per month and per storage deposits) will be allocated through proration on operating storage deposits depending on final storage level at the end of extraction cycle _____ and on the monthly capacity of storage deposits

AVAILABLE CAPACITIES AFTER THE FINAL REALLOCATION

Crt.No	Name of natural gas underground storage deposit	Remaining available capacity	Monthly distribution of capacity per injection/extraction cycle	Obs.
		MWh.	MWh/month	
1	Balaceanca	0.000		
2	Bilciuresti	0.000		
3	Ghercesti	0.000		
4	Sarmasel	0.000		
5	Urziceni	0.000		
	TOTAL	0.000		

GENERAL MANAGER,

CALENDAR OF ACTIONS REGARDING ACCESS TO UGS FACILITIES

Pos.	Action deadline	Action	Appendix No
1	February 1 st	LICD publication	3
2	February 4 th	First day to submit applications	1
3	February 11 th	Deadline for submitting access requests	
4	February 18 th	Requests analysis and LIACD publication	4
5	February 23 rd	Filing appeals	
6	February 26 th	Settlement of appeals	
7	March 3 rd	LFACD publication	5
8	March 5 th	LCDrA publication	6
9	March 8 th	First day for submitting access applications	
10	March 10 th	Deadline for submitting access applications	
11	March 12 th	Requests analysis and LlrACD publication	7
12	March 16 th	Filing appeals	
13	March 19 th	Settlement of appeals	
14	March 23 rd	LFrACD publication	8
15	March 31 st	Contract signing	

TERMS DEFINITIONS

- authorization/license - the individual administrative act issued by ANRE (local NRA), granted to a natural or legal person, for the exercise of a right and the execution of certain obligations;
- underground gas storage – inventory/space in the earth's crust having natural or acquired qualities as a result of previous oil operations or mining activities, suitable for the injection, storage and withdrawal of volumes of natural gas;
- contracted capacity – the capacity that the transmission system operator has allocated to a user by a contract;
- reserved storage capacity – part of the total usable storage capacity which the contractor (SSO) undertakes by contract to maintain at all times at the disposal of the beneficiary; it is expressed in MWh / complete storage cycle;
- complete storage cycle – continuous calendar period, which successively covers the injection and the withdrawal cycle of natural gas in an underground gas storage;
- injection cycle – calendar period stipulated for gas injection into underground storage;
- withdrawal cycle – calendar period stipulated for gas withdrawal from an underground storage;
- available capacity – part of the technical capacity that hasn't been allocated and is still available;
- supplier - natural or legal person carrying out the activity of natural gas supply;
- commercially sensitive information - Information that, if disclosed, could restrict, impede or distort competition in the natural gas market and / or lead to injury to market participants;
- natural gas storage - all activities and operations carried out by the storage operator for or in connection with the reservation of storage capacity in underground storage facilities and for the injection, storage and withdrawal into/from these capacities of certain quantities of natural gas;
- storage operator - natural or legal person who carries out the storage activity and is responsible for the operation of the natural gas storage facilities;
- transmission system - gas pipeline system and associated installations and equipment for the transmission of natural gas, according to specific technical regulations, which ensure the takeover of natural gas extracted from natural gas fields or the takeover of import gas and the delivery to distributors, to direct customers, to storage and to beneficiaries in various countries;
- National transmission system (NTS) – transmission system on the territory of Romania and that is in state ownership.