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

18 December 2019 [shall come into force on 1 January 2020];

27 May 2021 [shall come into force on 1 June 2021];

13 October 2022 [shall come into force on 18 October 2022].

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. 1/42 of the Board of the Public Utilities Commission**

Adopted 21 December 2017

**General Regulations for the Submission of Information**

*Issued pursuant to*

*Section 25, Paragraph one of the law On Regulators of Public Utilities*

**I. General Provisions**

1. The general regulations for the submission of information (hereinafter – the Regulation) shall prescribe:

1.1. the general procedures by which a provider of public utilities, public electricity trader and electricity system owner (hereinafter collectively – the Merchant) shall submit to the Public Utilities Commission (hereinafter – the Regulator) the information required by the Regulator for the performance of the functions laid down in the law On Regulators of Public Utilities (hereinafter – the Law) and the special laws and regulations of regulated industries;

1.2. the procedures by which the Merchant shall submit information regarding the calculation of the State fee for the regulation of public utilities (hereinafter – the State fee) to the Regulator.

2. The Regulator shall hold the Merchant liable in accordance with the procedures laid down in laws and regulations for the failure to provide information at the disposal of the Merchant in accordance with the procedures or time period specified by the Regulator, and also for the provision of false information to the Regulator.

3. The Regulator shall determine the status of restricted information received from the Merchant or any part thereof if the Merchant has fulfilled the requirements laid down in Section 45 of the Law.

**II. General Procedures for the Submission of Information**

4. The Merchant shall submit the information to the Regulator in electronic form by using the System for Input and Processing of Merchant’s Information (hereinafter – the SIPI) under the supervision of the Regulator.

5. If the technical capabilities of the Regulator or the Merchant do not allow the use of SIPI, the Merchant may submit the information to the Regulator in one of the following ways:

5.1. by submitting it to the Regulator in person;

5.2. by sending it to the Regulator by post;

5.3. by submitting it to the Regulator with the intermediation of the electronic post sprk@sprk.gov.lv as an electronic document with a secure electronic signature and time stamp.

6. The Merchant shall submit the information to the Regulator about a change of data included in the notification on registration within 30 days from the day when the relevant changes have been made.

7. In addition to the information specified in the Regulation, in accordance with the procedures, extent and time period laid down in laws and regulations or by the Regulator, the Merchant shall also submit to the Regulator other information which is necessary for the Regulator for the performance of the functions laid down in the Law or the special laws and regulations of regulated industries.

**III. Submission of the Information Necessary for the Calculation of the State Fee**

8. The provider of public utilities shall submit information regarding the State fee calculated in accordance with the procedures laid down in the Law to the Regulator in the amount specified in Annex 1 to this Regulation.

9. The provider of public utilities shall submit the information about the calculated State fee to the Regulator within the following time periods:

9.1. in the first calendar year of operation – within a period of 30 days after receipt of the licence laid down in laws and regulations, after the sending of the notification on registration or after the registration of the Merchant in the relevant register;

9.2. in the second calendar year of operation:

9.2.1. until 30 January of the relevant calendar year for the calculated State fee for the relevant calendar year;

9.2.2. until 15 July of the relevant calendar year:

9.2.2.1. for the calculated State fee for the subsequent calendar year;

9.2.2.2. if necessary, updated information about the calculated State fee in the first and second calendar year of the operation;

9.3. in the third and subsequent calendar years of operation – until 15 July of the relevant calendar year for the calculated State fee for the subsequent calendar year.

[*27 May 2021*]

10. The public electricity trader shall submit the information about the State fee calculated in accordance with the procedures laid down in the Electricity Market Law and the Law to the Regulator in the amount specified in Annex 2 to the Regulation.

11. The public electricity trader shall submit the information about the calculated State fee to the Regulator within the following time periods:

11.1. until 30 January of the relevant calendar year – in conformity with the forecasts of the public electricity trader about payments made by end-users in the previous calendar year which compensate the costs laid down in the Electricity Market Law (hereinafter – the Payments) for the public electricity trader;

11.2. until 15 July of the relevant calendar year – in conformity with the actual amount of the Payments in the previous calendar year.

[*27 May 2021*]

12. [27 May 2021]

13. [27 May 2021]

13.1 The deposit system operator shall submit information to the Regulator about the State fee calculated in accordance with the procedures laid down in the Packaging Law and the Law in the amount specified in Annex 4 to this Regulation.

[*27 May 2021*]

13.2 The deposit system operator shall submit information about the calculated State fee to the Regulator within the following time periods:

13.21. within 30 days of the registration of the Merchant in the relevant register – in conformity with the amount of the deposit fee received during the first calendar year of the provision of public utilities for the planned amount;

13.2 2. in the second and subsequent calendar years of the provision of public utilities:

13.2 2.1. until 30 January of the relevant calendar year – in conformity with the forecasts for the amount of deposit fees received in the previous calendar year;

13.2 2.2. until 15 July of the relevant calendar year – in conformity with the actual amount of the deposit fee received in the previous calendar year if the information about the calculated State fee differs from the information submitted to the Regulator in accordance with Sub-paragraph 13.2 2.1 of this Regulation.

[*27 May 2021*]

**IV. Closing Provisions**

14. In 2018 the provider of public utilities:

14.1. shall submit information about the calculated State fee for 2018 to the Regulator until 30 January 2018 in conformity with the actual net turnover in 2016;

14.2. shall submit information about the calculated State fee for 2019 to the Regulator not later than until 15 August 2018 in conformity with the actual net turnover in 2017.

15. A provider of public utilities who has received a licence in 2017 or 2018 in accordance with the procedures laid down in laws and regulations, has sent a notification on registration or has been registered in the relevant register shall submit the information about the calculated State fee for 2018 to the Regulator in accordance with the procedures laid down in Paragraphs 8 and 9 of the Regulation.

15.1 A deposit system operator registered in the Regulator’s register of deposit system operators ensuring the provision of deposit system services until 1 February 2022 shall submit the information on the calculated State fee to the Regulator until 1 March 2022.

[*27 May 2021*]

16. Public Utilities Commission Decision No. 1/5 of 11 November 2009, Regulations Regarding Information to be Submitted to the Public Utilities Commission (*Latvijas Vēstnesis*2009, No. 183; 2010, No. 177, 2011, No. 169, 2012, No. 92, 2013, No.241, 2015, No. 5, 2015, No. 250, 2016, No. 169, 2016, No. 187, 2017, No. 74), is repealed.

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

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

**Annex 1**

Decision No. 1/42 of the Public Utilities Commission of 21 December 2017

[*18 December 2019; 27 May 2021; 13 October 2022*]

**Calculation of the State Fee of the Provider of Public Utilities for the Regulation of Public Utilities for the Year**

|  |  |
| --- | --- |
| **Name of the provider of public utilities** |  |
| **Unified registration number** |  |
| **Restricted access information (mark as appropriate)** |  |
| **Grounds of the provider of public utilities for determining the status of restricted access** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | 2. | 3. | | 4. | | 5. | |
|  | **Type of public utility of a regulated sector** |  | **Net turnover**  (mark as appropriate) | | **Rate of the State fee for the regulation of public utilities** (%) | | **Calculated State fee for the regulation of public utilities** (EUR) | |
|  | Planned net turnover in the **first** calendar year of operation | |
|  | Actual net turnover in the **first** calendar year of operation | |
|  | Actual net turnover in the **year before that** calendar year | |
| 1. | **Electricity supply in total, including:** |  | | 0.2 | |  | |
| 1.1. | production of electricity in generating installations, the installed electric capacity of which is more than one megawatt |  | | 0.2 | |  | |
| 1.2. | production of electricity in cogeneration where the total installed electric capacity of cogeneration equipment in the cogeneration plant is greater than one megawatt |  | | 0.2 | |  | |
| 1.3. | electricity transmission if the voltage is 110 kilovolts and higher |  | | 0.2 | |  | |
| 1.4. | electricity distribution if the voltage is higher than one kilovolt and does not exceed 110 kilovolts |  | | 0.2 | |  | |
| 1.5. | trade of electricity to any energy users |  | | 0.2 | |  | |
| 1.6. | demand reactions in the utility |  | | 0.2 | |  | |
| 2. | **Supply of thermal energy in total, including:** |  | | 0.2 | |  | |
| 2.1. | the production of thermal energy (including cogeneration) in installations with a total installed thermal capacity, which is greater than one megawatt, if the amount of thermal energy transferred to the centralised thermal energy system exceeds 5 000 megawatt hours per year |  | | 0.2 | |  | |
| 2.2. | in the transmission and distribution of thermal energy to end-users if there are household users among them and if the total amount of transmitted and distributed thermal energy exceeds 5 000 megawatt hours per year, except where the thermal energy produced by the autonomous producer or independent producer is supplied to the thermal networks of the regulated heating systems operator |  | | 0.2 | |  | |
| 2.3. | in the trade of thermal energy to energy users if the traded thermal energy is supplied by the thermal networks of the regulated heating systems operator |  | | 0.2 | |  | |
| 3. | **Supply of natural gas in total, including:** |  | | 0.2 | |  | |
| 3.1. | the transmission of natural gas through pipelines |  | | 0.2 | |  | |
| 3.2. | the storage of natural gas intended for trade in containers or storage sites |  | | 0.2 | |  | |
| 3.3. | the distribution of natural gas |  | | 0.2 | |  | |
| 3.4. | the trade of natural gas to any energy users, except the trade of natural gas in gas filling compression stations for vehicles |  | | 0.2 | |  | |
| 3.5. | in the distillation of natural gas or the receipt, unloading, storage and conversion of liquefied natural gas to a gaseous state for subsequent supply to the natural gas transmission system |  | | 0.2 | |  | |
| 4. | **In the electronic communications sector in total, including:** |  | | 0.2 | |  | |
| 4.1. | voice communication services |  | | 0.2 | |  | |
| 4.2. | short message services |  | | 0.2 | |  | |
| 4.3. | Internet access services |  | | 0.2 | |  | |
| 4.4. | data transmission services |  | | 0.2 | |  | |
| 4.5. | radio programmes distribution services |  | | 0.2 | |  | |
| 4.6. | television programmes distribution services |  | | 0.2 | |  | |
| 4.7. | access |  | | 0.2 | |  | |
| 4.8. | interconnection |  | | 0.2 | |  | |
| 4.9. | leased line services |  | | 0.2 | |  | |
| 5. | **In the postal sector in total, including:** |  | | 0.2 | |  | |
| 5.1. | traditional postal services |  | | 0.2 | |  | |
| 5.2. | courier services |  | | 0.2 | |  | |
| 5.3. | express mail services |  | | 0.2 | |  | |
| 5.4. | deliveries of subscribed press publications and services related thereto |  | | 0.2 | |  | |
| 6. | **In the sector of water management in total, including:** |  | | 0.2 | |  | |
| 6.1. | the abstraction, accumulation and preparation of water for use up to the delivery to the centralised water supply network |  | | 0.2 | |  | |
| 6.2. | supply of water from the supply point in the centralised water supply network up to the proprietary border |  | | 0.2 | |  | |
| 6.3. | wastewater collection in the centralised sewerage systems and drainage up to wastewater treatment facilities |  | | 0.2 | |  | |
| 6.4. | wastewater treatment and drainage in the environment, including in surface waterbodies |  | | 0.2 | |  | |
| 7. | **In the sector of municipal waste management in disposal of household waste at landfill sites** |  | | 0.2 | |  | |
| 8. | **Total net turnover of public utilities provided by the Merchant in the respective calendar year /total calculated State fee for the regulation of public utilities (1 +2 +3 +4 +5 +6 +7 but not less than EUR 200)** |  | |  | |  | |
| 9. | **Total net turnover of the Merchant in the relevant calendar year (including total net turnover of the public utilities provided by the Merchant in the relevant calendar year)** |  | |  | |  | |

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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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\* Note. The details of the document “date” and “signature” need not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

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

**Annex 2**

Decision No. 1/42 of the Public Utilities Commission of 21 December 2017

[*27 May 2021*]

**Calculation of the State Fee of the Public Electricity Trader for the Regulation of Public Utilities for the Year**

|  |  |
| --- | --- |
| **Name of public electricity trader** |  |
| **Unified registration number** |  |
| **Restricted access information (mark as appropriate)** |  |
| **Grounds of the public electricity trader for determining the status of restricted access** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | 2. | | 3. | 4. |
| **Object of the State fee for the regulation of public utilities** |  | **Payments received by the public electricity trader** (mark as appropriate) | **Rate of State fee for the regulation of public utilities**  (%) | **Calculated State fee for the regulation of public utilities** (EUR) |
|  | Forecast payments in the **previous** calendar year |
|  | Actual payments in the **previous** calendar year |
| End-user payments received by the public electricity trader in the previous calendar year which compensate the public trader for the costs specified in Section 28, Paragraph five, Section 28.1, Paragraph four, Section 30, Paragraph three, Section 30.2, Paragraph three and Paragraph 53 of the Transitional Provisions of the Electricity Market Law |  | | **0.2** |  |

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| Date |  | | . |  | . |  | . | |
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| 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 |  |  | | | | | |  |

\* Note. The details of the document “date” and “signature” need not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

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

**Annex 3**

Decision No. 1/42 of the Public Utilities Commission of 21 December 2017

**Calculation of the State Fee of the Electricity System Owner for the Regulation of Public Utilities for the Year**

[27 May 2021]

**Annex 4**

Decision No. 1/42 of the Public Utilities Commission of 21 December 2017

[*27 May 2021*]

**Calculation of the State Fee of the Deposit System Operator for the Regulation of Public Utilities for the Year**

|  |  |
| --- | --- |
| **Name of the deposit system operator** |  |
| **Unified registration number** |  |
| **Restricted access information (mark as appropriate)** |  |
| **Grounds of the deposit system operator for determining the status of restricted access** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | 2. | | 3. | 4. |
| **Object of the State fee for the regulation of public utilities** |  | **Amount of deposit payment received by the deposit system operator**  (mark as appropriate) | **Rate of State fee for the regulation of public utilities**  (%) | **Calculated State fee for the regulation of public utilities** (EUR) |
|  | Planned amount of deposit fee received in the **first** calendar year of the provision of public utilities |
|  | Forecast amount of the deposit fee received in the **previous** calendar year |
|  | Actual amount of the deposit fee received in the **previous** calendar year |
| **Deposit fee received by the deposit system operator in the previous calendar year** |  | | **0.2** |  |

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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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