

## Change of Authorised Representative

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### Introduction

This topic describes how you can add or replace an Authorised Representative (AR) on your account. The new AR may or may not be connected with the Account Holder.

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### About account representatives

The Authorised Representatives are the main actors on accounts. They are responsible for managing the account, entering emissions, initiating transactions and complying with the yearly obligations on behalf of the account holder.

There are the four types of representatives:

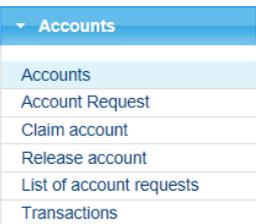
- Process Initiator Only: They can propose transactions and processes
- Process Approver Only: They can approve actions initiated by others.
- Process Initiator and Approver: They can propose and/or approve actions initiated by others.
- Read-Only: They cannot propose or approve any action

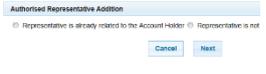
In order to be fully operational, an ETS holding account (holding account with EU prefix) needs, at least, two Authorised Representatives: one that can initiate transactions and processes and one that can approve transactions and processes initiated by another Authorised Representative.

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### Step by step

If you wish to make a change of the Authorised Representative, after logging into the Union Registry, execute the following steps:

Step	Action	Interface
1	Select <b>Accounts</b> from the Account section of the left Menu. Select the Account for which you need to change an Authorised Representative.	
2	Click on the account number.	
3	Then select the tab Authorised Representatives.	
4	According to your request (add/replace) select: <ul style="list-style-type: none"> <li>• <b>Add AR</b> on the top of the screen to add a new Representative</li> <li>• <b>Replace</b> below the Representative to be replaced by a new one.</li> </ul>	

5	<p>According to the status, select an option:</p> <ul style="list-style-type: none"> <li>• <b>Representative is already related to the Account Holder</b>, if the new Representative is already nominated to another Account of the same Account Holder,</li> <li>• <b>Representative is not yet related to the Account Holder</b>, if the Representative is completely new.</li> </ul>	
6	Click <b>Next</b> to continue.	
7	<p>If the representative is already related to the account holder, select it from the dropdown list and select the role to assign.</p> <p>Otherwise fill in the business details of the Representative (including URID) that is not yet related to the Account Holder.</p>	
8	Then click <b>Submit</b> to finish.	
9	Your request is waiting for an approval by the Registry Administrator.	