



Schedule D
GHG CleanProjects® Registry
Notice of Registry Account Instructions

The **GHG CleanProjects® Registry** is a project based registry for the listing and delisting of Projects and related Verified Emission Reductions-Removals (VERRs).

The following Notice of Registry Account Instructions sets out the Project Proponent's or Authorized Project Contact's detailed Account Statement instructions, which may require completion and submission multiple times as the status of the documentation, the Project and/or the VERRs changes.

Project Related Instructions for

Please check all boxes that apply.

By completing and submitting Schedule D you are indicating to GHG Registries what is to be displayed on the publicly accessible portion of the Registry:

| | | |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | Step 1 \$200.00 | File a completed Application (including all applicable Schedules) and activate a GHG CleanProjects® Registry project account for the Service Recipient. (\$200.00 for the duration of the Project). |
| <input type="checkbox"/> | Step 2 \$250.00 | Display preliminary project information on the publicly accessible portion of the Registry in accordance with Subsection 2.5(d) of this Agreement. (\$250.00) [only applicable, if at the time of submitting the Application form no GHG Report or Validation Report was provided.] |

178 Rexdale Blvd., Toronto, ON M9W 1R3
Tel.: (416) 747 - 2339 Fax: (416) 401-6779

CSA Group
GHG Registries

8501 E. Pleasant Valley Road, Independence, OH USA 44131-5575
Tel: (216) 524-4990 Fax: (216) 520-8979

E-mail: ghgregistries@csagroup.org
www.ghgregistries.ca/cleanprojects

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|-------------------------------------|---|---|--|
| <input type="checkbox"/> | and/or Step 2 \$250.00 | A validation report is not required to be submitted if a GHG report is submitted. The validation report must meet the follow the ISO 14064-3. Display the Validation Report on the publicly accessible portion of the Registry. Update the Account. (\$250.00) | A GHG report must be submitted, even if you submit a validation report, as it should openly and transparently provide the complete project description, associated GHG Assertion, and related GHG emission reduction/removals. |
| <input type="checkbox"/> | and/or Step 2 \$250.00 | <u>and/or</u> GHG report must meet the minimum requirements, but not limited to, to those stated in 14064-2 section 5.13b. Display the GHG Report on the publicly accessible portion of the Registry. Update the Account. (\$250.00) | |
| <input checked="" type="checkbox"/> | Additional \$250.00 | Display the Verification Report on the publicly accessible portion of the Registry. Update the Account without requesting serialization. (\$250.00) | |
| <input type="checkbox"/> | Additional \$250.00 | Display a new or updated GHG Report or Validation Report. Update the Account. (\$250.00) | |
| <input checked="" type="checkbox"/> | Additional \$250.00 | Change the Account Statement relating to the ownership or status of the Project, the Project Proponent, the Authorized Project Contact, or other parameter. (\$250) | |
| <input checked="" type="checkbox"/> | Additional (fee to be negotiated by the Parties) | List additional documents, GHG assertions, and reports as agreed upon by the Parties. (fee to be negotiated by the Parties) | |
| <input checked="" type="checkbox"/> | Additional \$250.00 | Delist the Project and provide Project-related communications and notices outlined in the detailed delisting instructions set out below. (\$250*) | |

* Communications and notices will be provided to one Person/entity. Further VERR-related communications to additional Persons/entities shall be charged a fee to be negotiated by the Parties on a per communication basis.
 GHG CleanProjects® Registry
 Schedule D - Notice of Registry Account Instructions
 Version 5.3, November 2020
 Replaces
 Version 5.2, January 2017

VERR Related Services

NOTE: ALL OF THE FOLLOWING VERR RELATED SERVICES CANNOT BE PERFORMED IN ISOLATION AND MUST BE PRECEDED BY THE SERVICE RECIPIENT LISTING THE PROJECT ON THE REGISTRY.

The third step is to submit a third-party Verification Report in order to have the appropriate verified emission reductions/removals (VERRs) from the GHG emission reduction/removal project serialized and displayed. **GHG CleanProjects® Registry** does not serialize *ex ante* or future emission reductions or removals. Serialization will only occur for verified emission reductions or removals that have already occurred and with a verification report that follows the reporting requirements of ISO 14064-3.

| | | |
|--------------------------|-------------------------|---|
| <input type="checkbox"/> | Step 3 (\$0.05/VERR) | Serialize and display VERRs, list the corresponding Verification Report(s) and update Account Statement (\$0.05/VERR) |
| | | Project title: |
| | | Year (tonnes CO₂ e) |
| | | Year (tonnes CO₂ e) |
| | | Year (tonnes CO₂ e) |
| | | Year (tonnes CO₂ e) |
| | | Year (tonnes CO₂ e) |
| | | Year (tonnes CO₂ e) |

By signing below, we hereby authorize you to amend the listing on the **GHG CleanProjects® Registry** in accordance with the duly authorized instructions of the Project Proponent (and all other required stakeholders) set out in the above Notice of Registry Account Instructions.

Also, the below signed hereby agrees to promptly pay the **GHG CleanProjects® Registry** for such services as calculated in accordance with the Schedule of Services and Fees included in the **GHG CleanProjects® Registry** Service Agreement. All actions and payments pursuant to this Notice shall be governed by, and in accordance with, the **GHG CleanProjects® Registry** Service Agreement between the Registry and the Project Proponent (and the Authorized Project Contact, if applicable) **and the Parties acknowledge that no instructions will be processed until payment has been received by the Registry.**

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| _____ [required when it is the <u>initial</u> application. Subsequent notices do not require Proponent's signature, if Schedule C – Designation of Authorized Project Contact has been completed and submitted] | if applicable, the |
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| | |
| | |
| Name: | Name: |
| Title: | Title: |
| Date: | Date: |
| Having the authority to bind the company. | Having the authority to bind the company. |

| | |
|--|---|
| <input type="checkbox"/> For the purposes of invoicing and receipts, please submit to the Project Proponent. | <input type="checkbox"/> For the purposes of invoicing and receipts, please submit to the Authorized Project Contact. |
|--|---|

Invoices with payment instructions will be sent electronically and no instructions will be processed until payment has been received by the Registry.

All fees are:

- (a) to be paid in Canadian or US dollars;
- (b) non-refundable, and
- (c) subject to local taxes where applicable.

For Canadian based companies, fees are to be remitted in Canadian dollars. For US based companies, fees are to be remitted in US dollars. Either currency is acceptable for internationally based companies.

Notice: The Registry is a listing and delisting service for Projects and Verified Emission Reductions-Removals (VERRs) only. It was created to allow entities to register and showcase Projects and serialize VERRs. The GHG CleanProjects® Registry provides no services and undertakes no activities whatsoever in relation to facilitating the trading of VERRs and associated contracts and products. It does not constitute an exchange, a clearinghouse, a dealer, an advisor, a trader or any other form of market participants related to such transactions. The GHG CleanProjects® Registry has no commercial interest in the delivery, transfer or use of VERRs by the Project Proponents, responsible parties and intended users other than the listing and delisting of the projects and VERRs in accordance with the instructions of the Project Proponent or its Authorized Project Contact and the terms and conditions of the GHG CleanProjects® Service Agreement.

The GHG CleanProjects® Registry (the "Registry") and Canadian Standards Association ("CSA") are not responsible for the content of any of the information which is posted on the Registry. Neither the Registry nor CSA bears any responsibility for the accuracy, completeness and currency of such information and for the use of or reliance on such information by any party.

- Scanned or faxed, completed schedules received by the GHG CleanProjects® Registry office are accepted as originals.

When required, the fourth step is to delist and/or retire the specified VERR quantities and relevant serial numbers to another entity or registry, according to your instructions as per this Schedule.

| | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|----------------------------|--|----------------|----------------------------|---|--|----------------------------|---|--|----------------------------|---|--|----------------------------|---|--|----------------------------|---|------|----------------------------|---|--|----------------------------|--|
| <input type="checkbox"/> | Step 4 | <p>Delist the serialized VERRs to the name of the new recipient company name and for the vintage years as per below:(included in the fee for Listing and serializing VERRs)</p> <table border="1" data-bbox="339 365 1487 1073"> <tr> <td data-bbox="339 365 667 432">Project title:</td> <td colspan="2" data-bbox="667 365 1487 432"></td> </tr> <tr> <td data-bbox="339 432 667 541"></td> <td data-bbox="667 432 1141 541" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="1141 432 1487 541"></td> </tr> <tr> <td data-bbox="339 541 667 648"></td> <td data-bbox="667 541 1141 648" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="1141 541 1487 648"></td> </tr> <tr> <td data-bbox="339 648 667 756"></td> <td data-bbox="667 648 1141 756" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="1141 648 1487 756"></td> </tr> <tr> <td data-bbox="339 756 667 863"></td> <td data-bbox="667 756 1141 863" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="1141 756 1487 863"></td> </tr> <tr> <td data-bbox="339 863 667 970"></td> <td data-bbox="667 863 1141 970" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="1141 863 1487 970"></td> </tr> <tr> <td data-bbox="339 970 667 1073"></td> <td data-bbox="667 970 1141 1073" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="1141 970 1487 1073"></td> </tr> </table> | Project title: | | | | (tonnes CO ₂ e) | | | (tonnes CO ₂ e) | | | (tonnes CO ₂ e) | | | (tonnes CO ₂ e) | | | (tonnes CO ₂ e) | | | (tonnes CO ₂ e) | |
| Project title: | | | | | | | | | | | | | | | | | | | | | | | |
| | (tonnes CO ₂ e) | | | | | | | | | | | | | | | | | | | | | | |
| | (tonnes CO ₂ e) | | | | | | | | | | | | | | | | | | | | | | |
| | (tonnes CO ₂ e) | | | | | | | | | | | | | | | | | | | | | | |
| | (tonnes CO ₂ e) | | | | | | | | | | | | | | | | | | | | | | |
| | (tonnes CO ₂ e) | | | | | | | | | | | | | | | | | | | | | | |
| | (tonnes CO ₂ e) | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | and/or Step 4 | <p>Retire the serialized VERRs to the name of the new recipient company name and for the vintage years as per below:(included in the fee for Listing and serializing VERRs)</p> <table border="1" data-bbox="339 1190 1487 1837"> <tr> <td data-bbox="339 1190 581 1297"></td> <td data-bbox="581 1190 987 1297" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="987 1190 1487 1297" style="text-align: center;"><input type="checkbox"/> display as retired</td> </tr> <tr> <td data-bbox="339 1297 581 1404"></td> <td data-bbox="581 1297 987 1404" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="987 1297 1487 1404" style="text-align: center;"><input type="checkbox"/> display as retired</td> </tr> <tr> <td data-bbox="339 1404 581 1512"></td> <td data-bbox="581 1404 987 1512" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="987 1404 1487 1512" style="text-align: center;"><input type="checkbox"/> display as retired</td> </tr> <tr> <td data-bbox="339 1512 581 1619"></td> <td data-bbox="581 1512 987 1619" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="987 1512 1487 1619" style="text-align: center;"><input type="checkbox"/> display as retired</td> </tr> <tr> <td data-bbox="339 1619 581 1726"></td> <td data-bbox="581 1619 987 1726" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="987 1619 1487 1726" style="text-align: center;"><input type="checkbox"/> display as retired</td> </tr> <tr> <td data-bbox="339 1726 581 1837">Year</td> <td data-bbox="581 1726 987 1837" style="text-align: center;">(tonnes CO₂ e)</td> <td data-bbox="987 1726 1487 1837" style="text-align: center;"><input type="checkbox"/> display as retired</td> </tr> </table> | | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | Year | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | | | |
| | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | | | | | | | | | | | | | | | | | | | | | |
| | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | | | | | | | | | | | | | | | | | | | | | |
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| | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | | | | | | | | | | | | | | | | | | | | | |
| | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | | | | | | | | | | | | | | | | | | | | | |
| Year | (tonnes CO ₂ e) | <input type="checkbox"/> display as retired | | | | | | | | | | | | | | | | | | | | | |

We hereby authorize you to display the recipient(s) of the delisted and/or retired VERRs. We warrant that as of the date of this Notice, the party(ies) listed above is/are the recipient(s) of the VERRs, and that we have obtained their permission to be listed on the Registry.

If the new recipient company of delisted VERRs is not registered on the GHG CleanProjects® Registry, the Schedule A must be submitted together with the Schedule D.

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| Name: |
| Title: |
| Date: |
| Having the authority to bind the company. |

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| |
| Name: |
| Title: |
| Organization: |
| Address: |
| City: |
| Province/State: |
| Postal/Zip code: |
| Telephone number: |
| Fax number: |
| Email: |
| Date: |
| Having the authority to bind the company. |

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| <input type="checkbox"/> For the purposes of confirmations and tracking, please send the tracking invoice to the Project Proponent. | <input type="checkbox"/> For the purposes of confirmations and tracking, please send the tracking invoice to the New Recipient Contact. |
|---|---|

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**GHG CleanProjects® Registry
Verified Emission Reductions/Removals (VERRs) Update Section**

If VERRs have changed ownership, or are retired, the following section can be completed to update the VERRs listing details. CSA reserves the right to request supporting documentation at any time.

Update VERR information relating to the recipient and/or current holder of the serialized VERRs for the vintage years as per below.

| | | | | |
|---------------------------------|---------------------------|--|--|---|
| Project proponent title: | | | | |
| Description: | | | | |
| | | | | <input type="checkbox"/> display as retired |
| | tonnes CO ₂ e) | | | <input type="checkbox"/> display as retired |
| | tonnes CO ₂ e) | | | <input type="checkbox"/> display as retired |
| | tonnes CO ₂ e) | | | <input type="checkbox"/> display as retired |
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|--|---------------------------|--|---|
| | tonnes CO ₂ e) | | <input type="checkbox"/> display as retired |
|--|---------------------------|--|---|

By signing below, we warrant that as of the date of this Notice, we are the party identified above as the listed current recipient and the new recipient of the VERRs, and have appropriate supporting documentation to substantiate the above requested VERR update. CSA may request copies of such supporting documentation at any time.

If the new recipient company of delisted VERRs is not registered on the GHG CleanProjects® Registry, the Schedule A must be submitted together with the Schedule D.

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|--|--|
| | |
| Per: | Per: |
| Name: | Name: |
| Title: | Title: |
| Date: Having the authority to bind the company. | Address: City: Province/State: Postal/Zip code: Telephone number: Fax number: Email: Date: Having the authority to bind the company. |

| | |
|---|---|
| <input type="checkbox"/> For the purposes of confirmations and tracking, please send the tracking invoice to the Current Recipient Contact. | <input type="checkbox"/> For the purposes of confirmations and tracking, please send the tracking invoice to the New Recipient Contact. |
|---|---|

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