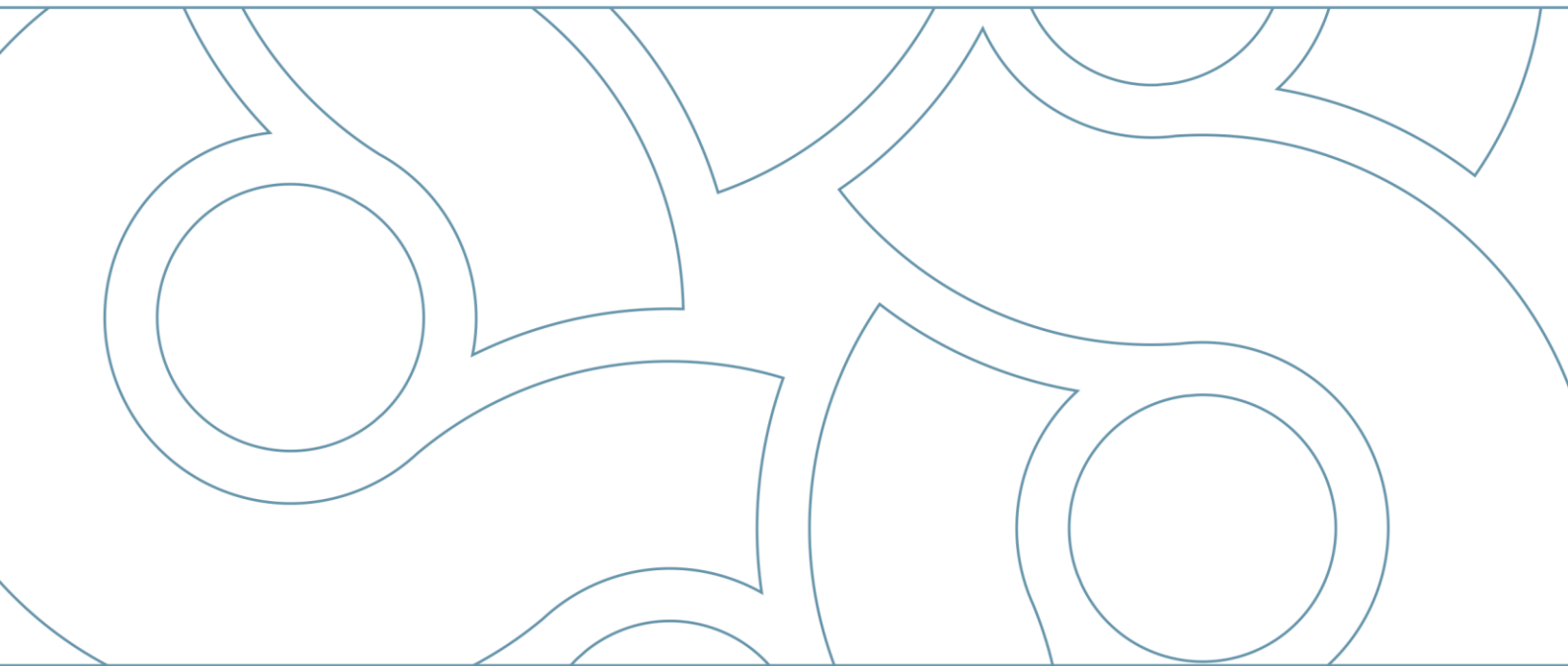


I-REC Code Subsidiary Document 01

Registrant & Participant Application



Contents

| | |
|---|----------|
| 1. Introduction | 4 |
| 1.1 The I-REC Service | 4 |
| 1.2 The I-REC Code | 4 |
| 1.3 This Document | 4 |
| 2. Definitions | 4 |
| 3. Process description | 4 |
| 3.1 Context | 4 |
| 3.2 The Procedure | 4 |
| 4. Initiating the Process | 5 |
| 4.1 The Applicant | 5 |
| 4.2 The Application | 5 |
| 5. Verification | 5 |
| 5.1 Identity Check | 5 |
| 6. Enabling I-REC Registry Access | 5 |
| 7. Creation of Accounts | 5 |
| Appendix 1 – I-REC Registry Application Form | 6 |
| Appendix 1 – I-REC Registry Hierarchy | 8 |

Document Control

| Version | Originator | Approval | Date |
|----------------|-------------------|-----------------|-------------|
| 1.0 | C Pooley | I-REC Services | 26.03.2014 |
| 1.1 | C Pooley | I-REC Services | 23.05.2019 |

Change History

| Version | Description |
|----------------|---|
| 1.0 | Initial issue version |
| 1.1 | Housekeeping changes for registry software upgrade (CP 2019-03) |

1. Introduction

1.1 The I-REC Service

The I-REC Service is a global electricity environmental attribute tracking system. It is designed to facilitate reliable Scope 2 carbon accounting consistent with various international accounting standards. I-RECs allow all electricity users to make a conscious and evidence-based choice for renewable electricity, in any country around the world.

1.2 The I-REC Code

The I-REC Code is a statement of principles and a description of how the I-REC Service operates at high level. Detailed descriptions of procedures are contained in Code Subsidiary Documents such as this document.

1.3 This Document

This document sets out the process for opening an Account on the I-REC Registry.

2. Definitions

Unless specified in the table below, all capitalised terms shall have the meaning ascribed to them in the I-REC Code.

| Term | Definition |
|------|------------|
| | |
| | |

3. Process description

3.1 Context

Organisations and private individuals must register with I-REC Services in order to access the I-REC Registry beyond the public areas. Production Devices must be registered by a Registrant. An I-REC can only exist within an Account on the I-REC Registry. An organisation or individual wishing to hold I-RECs and participate in the market must become an I-REC Participant. A Registrant can also be an I-REC Participant. I-REC service providers are not permitted to trade in I-RECs except to fulfil their own carbon disclosure requirements. An outline of the hierarchy is shown in Appendix 2 – I-REC Registry Hierarchy.

Through an Account, the I-REC Participant can transfer I-RECs to other I-REC Participants. He can also redeem I-RECs in order to establish a carbon report for his organisation. An I-REC Participant may hold multiple Accounts and may, for example, use a separate Account for each country/business unit/site. A user guide is provided on completion of registration.

3.2 The Procedure

A person or organisation wishing to have access to the I-REC Registry, either as a Registrant or an I-REC Participant, initiates the procedure by completing the application form. In addition, the standard terms of service must be accepted. The application form will identify a lead user for the I-REC Registry. The lead user can create other users with access to those parts of the I-REC Registry applicable to the applicant's role. Once the application documentation is complete to the satisfaction of I-REC Services, it will create the relevant entries on the I-REC Registry.

4. Initiating the Process

4.1 The Applicant

The applicant must be a legal entity ie. a private individual or a corporate body. Proof of identity will be required.

4.2 The Application

The applicant should complete the application process on the registry. Alternatively, the standard I-REC application form can be downloaded from the I-REC website. A sample of the form can be found in Appendix 1 – I-REC Registry Application Form. Input details must be completed in English and appropriate supporting evidence provided where requested.

The form should be submitted to I-REC Services. I-REC Services can request additional information in order to complete registration.

5. Verification

5.1 Identity Check

The application will be reviewed by the relevant Issuer in the case of Registrants, or I-REC Services in the case of Participants. The reviewer must satisfy itself of the legal identity of the applicant. In the interests of an orderly and transparent market, the reviewer may consult national and international anti-fraud and money laundering authorities as part of the review. A list of Registrants and I-REC Participants will be published on the I-REC website.

Where the application involves an existing registered organisation (e.g. from the creation of a new holding company), I-REC Services will validate that the new parent subsidiary relationship is legally recognised.

6. Enabling I-REC Registry Access

Once the review is complete and satisfactory, the reviewer will accept the details of the applicant on to the I-REC Registry.

Confirmation that registration has been completed will be sent to the applicant. I-REC Services will also advise the lead user of his userid and initial (time limited) password for gaining access to the I-REC Registry.

I-REC Services will provide a user guide showing how to access and manage the relevant I-REC Registry functions and how to create and manage other users within the organisation.

7. Creation of Accounts

An organisation enabled on the I-REC Registry as an I-REC Participant has the ability to create and operate Accounts within the I-REC Registry. Accounts are required to hold or Redeem I-RECs. Each Account is registered against a specified country, which may be the country of business of the I-REC Participant or any other country. An I-REC Participant may hold multiple Accounts.

Appendix 1 – I-REC Registry Application Form

| | | | |
|--|--|---|--|
| New Application / Declaration of Changes* | | Date | |
| Role(s) requested under this application (please tick box) | | I-REC Participant <input type="checkbox"/> | Registrant <input type="checkbox"/> |
| Applicant Details | | | |
| Applicant Legal Name: | | Website URL: | |
| Registered address line 1: | | Main business (e.g. food retailer): | |
| Registered address line 2: | | Year of registration: | |
| Registered address line 3: | | Approximate number of employees: | |
| Postal (ZIP) code: | | Name of the Chief Executive Officer/General Manager: | |
| Country: | | Chief Executive Officer/General Manager passport number: | |
| Legal Status | Registered incorporated body/ Public sector entity/ Private individual/ Other (please state)* | Please state in which countries the organisation is active: | |
| Country of company registration/private residence: | | Please list the main (>10%) shareholders : | |
| Corporate registration number/passport number: | | Balance sheet total for last financial year (in USD): | |
| Primary Contact Details (where different from the registered details) | | | |
| Organisation Name | | Contact person: | |
| Address line 1: | | e-mail: | |
| Address line 2: | | Telephone: | |
| Address line 3: | | Fax: | |
| Postal code: | | | |
| Country: | | | |
| Existing I-REC Registry organisation(s) to become subsidiary: | | | |
| Lead User Details | | | |
| Family Name (surname) | | | |
| Other (Given) Names | | | |
| Title | Dr/Mr/Mrs/Ms/Other (please specify)* | | |
| e-mail: | | | |
| Telephone: | | | |
| Fax: | | | |

*Delete as appropriate

On behalf of the applicant, I warrant that the information contained in this application is truthful and exhaustive.

Any planned changes concerning the information given in this form will be announced in advance to I-REC Services. Any unplanned changes will be reported to I-REC Services at the first possible occasion.

| | |
|---|--|
| Signature | |
| Print name and role of signatory (must be a principal or officer of the company or the person named as the applicant above) | |

Appendix 1 – I-REC Registry Hierarchy

