1. Account Opening and Management

1.1 For New Account Holders

Applying for an account

The first step in obtaining access to the Registry is to submit the account application request. The user will need to submit the online account application request using the form available <u>here</u>) wherein the user is required to complete the following information.

Where the account holder is not registered at Companies House or not registered for VAT, then the user should type N/A:

Organization Details

- Registered Name
- Trading Name
- Classification
- Tax/VAT/Other No
- Address 1
- Address 2
- City
- Zip/Postcode
- State/Province
- Country
- Website
- <u>Main Contact</u> (The main contact is the person with overall responsibility for the account within the company. They can appoint other account managers. This could be the same person as the account manager)
 - Name
 - Email
 - Phone
- Billing Contact
 - Name
 - Email
 - Phone
- <u>Account Manager</u> (The account manager is the person who will be contacted on a day-to-day basis during the account setup/registry operations and the person for whom a user-ID will be setup within the registry. This could be the same person as the account manager)
 - Name
 - Email
 - Phone
 - Address 1 (required if Account Manager is external to the main offices)
 - Address 2
 - City
 - Zip/Postcode
 - State/Province
 - Country

Identification

- Company (or Charity) Registration Number (Type N/A) if not registered
- Country of Incorporation
- Type

Preferences

 Standards (Choose UK Woodland Carbon Code or Peatland Code from the dropdown menu)

Declaration

Review and accept Terms and Conditions and Privacy Policy

IHS Markit'

To request a new account please provide the following details.

Request a New Account	
Organization Details	
Registered Name *	Trading Name *
Classification *	Tax/VAT/Other No *
Choose One 🗸	
Address 1 *	State/Province *
Address 2	Country *
	Choose One
City * Zip/Postcode *	Website *
Main Contact	
Name *	Email *
Phone *	
Billing Contact	
Name *	Email *
Phone	
Account Manager	
Name *	Email *
Phone	
NOTE: Complete the following address details only if Account	Manager is external to the main offices.

Note that the applicant will need to choose the relevant standard name (i.e. UK Peatland Code or UK Woodland Carbon Code) as shown in the screenshot below.

Address 1	State/Province	
	and the second sec	Verified Carbon Standard (VCS)
Address 2	Country	Gold Standard (GS)
()	Choose One	Verified Carbon Standard ISO 14064 - 2
City Zip/Postcode		Plan Vivo CarbonFix ACRE Carbon Standard Vivo Zochod Paragent East Cick Initiation
Identification		NZ Projects to Reduce Emissions (Pre 2008)
Company Registration Number *	Type *	No Established Standard Swiss Charter Standard
Country of Incorporation *	Consideration of the	UK Woodland Carbon Code The Rainforest Standard TM
Choose One.		Peru REDD+ Program
Preferences		UK Peatiand Code
Standards * Select an initial standard which applies to your busines application is received.	s. Additional standards way be applied after your	Choose One. Verified Carbon Standard (VCS) Gold Standard (GS)
Choose One.	<	ISO 14064 - 2
Privacy		Plan Vivo
Account Visibility Make Public Holdings Visibility Retirements Visibility Make Public	CarbonFix ACRE Carbon Standard New Zealand Permanent Forest Sink Initiative NZ Projects to Reduce Emissions (Pre 2008)	
NOTE: If you do not wish your account holder details to be pu details to be visible by contacting the Registry team.	iblicly visible you may still opt to have your project and issue	ance No Established Standard Swiss Charter Standard Pacific Carbon Standard
Declaration		The Rainforest Standard [™]
I have read and accept the Marikt Environmental Registry Ter	ns & Condition and Privacy Policy	Peru REDD+ Program Global Carbon Council UK Peatland Code
Submit	Application	

Documents Required for KYC (Know-Your-Customer) Checks

Upon submission of the account application, the user will receive an automated email notification asking for the submission of the following documents:

- A copy of the organizational certificate, such as the Articles of Incorporation or Company Certificate. This certificate must include the organization registration number, registered office address, and a list of the names of all directors.
- If the registry Account Manager is not named as a company officer in the organizational certificate, a company officer of the applicant organization is required to submit a letter (on company letterhead) stating that the person nominated as the registry Account Manager has been duly appointed and is authorized to accept the Registry Terms of Use and any modification on behalf of the applicant organization.

See sample email below -



IHS Markit Environmental Registry Account Request Notification

Dear Project Developer .

Thank you for applying for an account on IHS Markit Environmental Registry.

All accounts are subject to approval. As part of our due diligence procedures, all registry account applicants must provide the following documentation:

A copy of the organizational certificate, such as the Articles of Incorporation or Company Certificate. This
certificate must include the organization registration number, registered office address, and a list of the names of
all directors.

- If the registry Account Manager is not named as a company officer in the organizational certificate, a company officer of the applicant organization is required to submit a letter (on company letterhead) stating that the person nominated as the registry Account Manager has been duly appointed and is authorized to accept the Registry Terms of Use and any modification on behalf of the applicant organization.

IMPORTANT: Your application is not complete and cannot be processed until this documentation is received.

The following is a copy of the information we have received on your application:

Application Approval Process

Once your account application is submitted it will be reviewed by the regulators (SF or IUCN) and Markit Operations

Activating a User on Your Account

Upon Activation of the account, Markit Operations will create a username for the nominated account manager during which the account manager will receive two emails:

 The first email, sent from <u>MK-EnvironmentalRegistry@ihsmarkit.com</u> will have the subject: "Pending User Notification – Request for Identification Documents". This email will provide instructions for initial login and upload of photo identification

Email Notifcation:



- The second email, sent from <u>support@ihsmarkit.com</u>, will have the subject "Welcome to the IHS Markit Environmental Registry". This email will identify the user's username and provide instructions for setting a password.
- Once the account manager submits the photo ID, it will be reviewed by Markit Operations team and upon approval, the manager will have complete access to the Registry account.
- If the ID is not valid or not acceptable, Markit Operations will reject it and the user will need to upload the valid/acceptable ID again in order to gain access to the Registry account.
- As part of IHS Markit's due diligence procedures, all users of the Registry are required to submit a
 government-issued photo ID to establish their identity. All users are also subject to IHS Markit Registry
 Terms & Conditions available <u>here</u>.

How to Upload and Submit Photo ID

The sections below will provide complete step-by-step instructions on how to log into the Registry and upload and submit the identification document. Please read these carefully before contacting IHS Markit Operations at <u>MK-EnvironmentalRegistry@ihsmarkit.com</u>.

The IHS Markit Environmental Registry is accessible when a user is logged into the IHS Markit website.

- Enter https://ihsmarkit.com/index.html in your web browser. The company home page will appear.
- Select the green **LOGIN** button in the upper right and corner of the page:



- The first time you login, select the All Customer Logins button and search for the Environmental Registry
- Enter your unique username and password in the designated fields shown below.

Su	bmit
Remember me	
Enter password	
Enter email	
Financial Services	IHS Markit

 The first time a user logs into ihsmarkit.com, the default IHS Markit product will need to be identified. This is done on the upper right-hand corner of the page. Hold your cursor over the current product name and a dropdown list will appear. Scroll down the list until the name Registry appears and select it. If the name Registry is not in the list, contact <u>support@ihsmarkit.com.</u> Once you have done this, you will always be directed to the Registry login page when you return to IHS Markit login page UK Woodland Carbon Code and UK Peatland Code User Guide

Financial Services	IHS Mari	kit				Registry	Welcome, Alexa Schatzma
Accounts (19) Protects (1)	Unside Participantes	MANAGE MY UNITS	MY PHOLECTE AND REDANCES	107 LINER ADMIN	MEPORTS - ACTIVITY	Counterparty Mana	ger filmen
O New D Com					<u>ي</u>	P PMI	of Assaults
Bading Neme +		Classification	Main Contact	Country	Modified	Registry	
and Amine Desses		Party 111 and an Palacen	In the second second	Paula	1.0 kine bitte	Pridle Co	

• The IHS Markit Environmental Registry has two layers of login security. The first time a user logs into the Registry, the user will be presented with the following page:

Financial Services	iHS Markit						
MY ACCOUNT SUMMARY Authorization Code	MANAGE MI UNITS	WY PROJECTS AND ISSUANCES	RPI	AUCTIONS	USER ADMIN	REPORTS >	ALTIVITY LOG
		Your session has either expired account Generate session code.	l or not been	set. Please press	Generate Session o	ode button in ord	er to access your

 The registry will send a Session Code to the user's email address. Please refer to the following example:

Email Notifcation:



NOTE: The user will only need to validate their browser through the session code process when the browser's cookies have been cleared. If the user accesses the Registry from the same location/IP address, the session code will not need to be generated during every sign on.

Steps to follow to upload Personal Identification Documents

Step 1 - My Account Summary

Once you have logged into the Registry successfully, the **My Account Summary** page will be displayed.

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Garrent Steer	Codd Surney						
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O the Data	A UC feature Cost	10	75.060.000	14.201.000 14.301.000			
Accord 1	r)						
Class - Class B. R.R. Pastant Cale Aco. Victor Acourt Lota			rial secure	108.021.008	86.000	11.000	

• Click on the Username in the upper left-hand corner of the page and the User Details window will be displayed:

🚨 User Details		? @ X					
First Name*:	Alexa						
Last Name*:	Last Name*: Test						
Username*:	mer.test22@ihsmarkit.com						
Email*:	alexa.schatzmann@ihsmarkit.com						
Mobile Phone:							
Role*:	Enhanced User	~					
Preferred Language*:	English	~					
WhiteLabel Permission:	Choose One	~					
Browser cookie authentication:	Use email instead of text messages						
Status:	Pending Review (Markit)						
Document Upload:	Documents						
Accounts							
Modify							
Trading Name							
alexa-test							
Master Account Active							

Step 2 – Upload Documents

Click on the Documents button to upload a photo ID

Click on the **Add Document** button to browse for the file containing your photo ID, then click Upload, and Save.

				(?)(@)()
Document	Document Tag	Status	Comments	Timestamp
There are no items avai	lable for display			
				Save

Select File X	1				? 🔤 🗙
Photo ID upload2.pn Browse	Document	Document Tag	Status	Comments	Timestamp
	Photo_ID_upload2	.p Government Issued Photo ID			
Upload 🛛 🗙 Cancel					
	-				
					Add Document
					Save X Cancel

<u>Step 3 – Submit Documents</u>

• Finally click the Submit button to alert IHS Markit Operations that the ID has been uploaded.

Step 4- Markit Approval

- Once IHS Markit Operations has reviewed the ID, they will activate the username.
- The user will receive the following email, and all menus will be available when the user logs into the application again.



1.2 For Existing Account Holders

Below are the steps to create a new account for existing account holders on the Markit Registry. A Forest Agent can create a new account for their organization or for their client, small project developer they are providing consultation to. Also, a Registered Entity/Broker/Retailer (as an agent) can create a sub-account for their individual clients.

Creating a new Account

Step 1

- Navigate to the My Account Summary tab.
- Click the **New** button under the Accounts heading.



• The Account Details window will appear.

	Account Details							? @ X		
Т	Trading Name *: Peatland Test Account			Registered Name *:	Peatland Test Account					
А	ccount ID:	10300	0000042284			Master Account:		~		
S	tatus:	Draft				SAP Account ID:				
	Main Details Con	ntacts	Indicated Standards	Identification U	Jsers	s Sub Accounts				
	—Organization Deta	ils —				Preferences				
	Classification *:	В	ank		~	Account Visibility:	🛃 Make Public			
	Tax/VAT/Other No	*:				Holdings Visibility:	🗌 Make Public			
	Address 1 *:					Retirements Visibilit	ty: 🗹 Make Public			
	Address 2:									
	City *:									
	State/Province *:									
	ZIP/Postcode *:									
	Country *:	С	hoose One		~					
	Website *:									
						Comments / Rema	arks			
	✓ I agree to Markit Environmental Registry Terms & Conditions and Privacy Policy									
							Submit Save as Dra	ft X Cancel		

Field	Definition
Classification	Classification of the organization based on our account types
Tax/VAT No	Tax or VAT number required for invoicing
Account Visibility	Check to allow the account name to be publicly visible
Holdings Visibility	Check to allow the account's active holdings to be publicly visible
Retirements Visibility	Check to allow the account's retired credits to be publicly visible
Master Account	• Field that is used to connect a sub-account to a master account
Comments/Remarks	Any comments or remarks for the IHS Markit Operations Team

<u>Step 2</u>

• Navigate to the <u>Contacts tab</u> of the Account Details window and complete all required fields.

Account Details							? @ X
Trading Name *:					Registered Name *:		
Account ID:					Master Account:	This account is a Master Account	~
Status:	Draft				SAP Account ID:		
Main Details Con	tacts	Indicated Standards	Identification L	lsers	Sub Accounts		
- Main Contact -					- Account Manager		
Contact *:					Contact *:		
Phone *:					Phone:		
Email *:					Email *:		
					Address 1:		
					Address 2:		
					City:		
Billing Details				_	State/Province:		
Contact *:					ZIP/Postcode:		
Phone:					Country:	Choose One	~
Email *:							
	- .		a a tu tu				
I agree to Markit	Environ	mental Registry Ferms	& Conditions and I	rivac	y Policy		
						Submit Save as Draft	Cancel
Billing Details Contact *: Phone: Email *:	Environ	mental Registry Terms	& Conditions and I	Privac	Address 2: City: State/Province: ZIP/Postcode: Country:	Choose One	Cancel

- Navigate to the *Indicated Standards* tab of the Account Details window.
 - Only add a standard if the account will be solely used for that standard. Otherwise, the account will be permissioned to use all available standards.
- If assigning a standard to the account, click the Modify button to open the Standard Picker

 window.

Account Details					? © ×
Trading Name *:				ered Name *:	
Account ID:		N	laste	Account:	This account is a Master Account
Standard Picker					×
All Standards			Sele	cted Standards	
Search			Pres	s 'Ok' to select the	e Standardson this list
Click to select 🔺				Click to remove	2 🔺
Peru REDD+ Program		•			
Plan Vivo	4				
Programme CO2 genevois	4				
Swiss Charter Standard					
The Rainforest Standard™	\Rightarrow				
UK Peatland Code	4				
UK Woodland Carbon Code					
Verified Carbon Standard					
Verified Carbon Standard (VCS)					
Environmental Category: Carbon, Health and RECs					
Gold Standard for Global Goals	⇒,	-			
					VOK Cancel
I agree to Markit Environmental Registry Terms & Conditions	and Priv	acy	Polic	y	
					Submit Save as Draft X Cancel

• Select a standard. The name of the standard will move to the right-hand side of the window. Then click **OK**.

- Navigate to the *Identification tab* of the **Account Details** window.
- Add the company's registration number and upload any identification documents (optional at this stage).

	6								114
Trading Name *:				8 Apr	tared Same "				
Account Star				Not	a Accore	The area	et a a Nosler Ar	out -	
Ristes:	0.4	Ū		540	Account ID:				
Han Setah 1	(etada	located thurbers	Mentification	lites 1	d tooms				
Campiany Régistr	ration IA	etern (
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There get no here	e nobeli	n for Buyese		d Ricara Fil	Calendar	amet (D)		3-	- Dame

- To upload a document:
 - o Click Add Document, Upload Document, then Browse.
- Edit all other fields then click Upload.

Account	Details	319		0.14002					7 @ X
Trading Nan	në "t			Regist	ered Name "				
Account ID:				Maste	Accounti	This accou	nt la Alaster A	lecount	~
Status:		Draft		SAP A	count ID:				
Main Cista	nila Contac	te 📋 Indicated Stand	anda Identification	Unice 50	b Assounts				
Company	Registration	i Number *:							
Type ~1			Choose One		~				
Countr	2 Document	tUpload	Vetra en	i@I×	1*				
	Allowed Files				1				
0	Current	Document				Modified	Approved?	Required	Public
🗉 Gene	File:	undefined							
	Type:	Additional Certific	ation Validation Report			26 Mar 2019		NO	1 1 1
	IN:	General Documer	ntation		epart	26 Mar 2019		NO	19
	Status:	() Under Review	,						
	Replace	With							
	File:		Bro	W/80					
	Type:	Additional Certifi	cation Validation Report	~	Add Di	cumunt C	emova Documen	au 🕞 Liptor	Decument
Tan	IN:	General Docume	ntation	~					
	Status:	Status: 💿 Not Reviewed							
						122		non an Draft	X Gancel
			Boolat (2)	Cancel					

• When the document has been uploaded, it will appear in blue.

<u>Step 5</u>

- Navigate to the <u>Users tab</u> of the Account <u>Details</u> window.
- To add users to this account, click the to the right-hand side of the window. Then click **OK**.

- Navigate to the <u>Sub Accounts</u> tab of the Account Details window.
- To add sub accounts, click the Modify button.

• Select a sub-account. The account name will move to the right-hand side of the window. Then

Trading Name *:	CON-Mar	Had	stered Name *)	li.		17.140.5%
Account ID:	Pulate-	Maar	ter Account:	This account is a Mante	r Account	100
bigin Details Curris	the Industed Standards Identification	Users	di accounta			
THE MONTH						
Colombia Seller Email: MK-Environ	Role Ermancad User mental Registry Texters Broak Loam	Utan/may) Wel/test27	e F@marsit.com	Modified Date 36 Mar 2019	Status & Astive	
	Uner Picker					
	All Uners		Selected Use			
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• Click OK.

All	count 20.		Added addresses		
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A VALUE AND A VALU	and it then	Starts	Press Chi in added in	and an other state of the state	
	a success	Clobate select -	Cick to version	* (11. 90)	

Click the

🛃 Save

button to save all changes that have been made to the account.

Click the Team.

• When the account is approved, it will appear in the Accounts tab as "Active".

Creating a new Sub-Account

Sub-accounts may be opened in the name of legal entities that are wholly-owned subsidiaries of the Account Holder, or institutional clients on whose behalf the Account Holder has documented contractual authority to act. Prior to any such sub-accounts being opened or the Account Holder commencing any activity on behalf of a third party, the Account Holder must supply all documentation required by Markit and the request must be approved by Markit.

The Project Developer can create sub-account(s) for their buyer(s). The Sub Account feature is not available for Retail Aggregators.

<u>Step 1</u>

• Navigate to the My Account Summary tab.

Under the Accounts heading, click on the Master Account to which the sub-account will be connected.



• The Account Details window will appear allowing the user to populate all fields with the new

	Account Details	5					? 🐵 🤉	<
Т	rading Name *:					Registered Name *:		
Α	ccount ID:					Master Account:	Test2019	•
s	tatus:	Dra	ft			SAP Account ID:		
	Main Details	Contacts	Indicated Standards	Identification U	Jsers	s Sub Accounts		
	Organization [Details –				Preferences		
	Classification:		Choose One		~	Account Visibility:	Make Public	
	Tax/VAT No:					Holdings Visibility:	Make Public	
	Address 1:					Retirements Visibility	/: 🕑 Make Public	
	Address 2:					Subsidiary:	Master Account Subsidiary	
	City:							
	State/Province:							
	ZIP/Postcode:							
	Country:		Choose One		~			
	Website:							
						Comments / Reman	rks	
	I agree to Mar	kit Enviro	onmental Registry Terms	& Conditions and F	Priva	cy Policy		
							Submit Save as Draft X Cancel	

Field	Definition
Classification	Classification of the organization based on our account types
Tax/VAT No	Tax or VAT number required for invoicing
Visibility	Check to allow the account name to be publicly visible
Holdings	Check to allow the account's active holdings to be publicly visible
Retirements	Check to allow the account's retired credits to be publicly visible
Master Account	Field that is used to connect a sub-account to a master account
Comments/Remarks	Any comments or remarks for the IHS Markit Operations Team

account's information. The Master Account field will be automatically populated.

- Navigate to the Users tab of the Account Details window.
- To add users to this account, click the Modify button.
- Select a user. The user's name will move to the right-hand side of the window. Then click OK.
- Click the button to save all changes that have been made to the account.
- Click the Team.
 button to submit the account for review by the IHS Markit Operations

Account Details						17 -0-1 H
Trading Name *1 Accison ID:		Ragozaran Master Ac	t Paarina *** count:	The account is a Male	- Arrest	
Polan Debala Carrie	Draft Los [] Instant Standards [] Instanticat	GAP Area	anti ID:			
and blackly						
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	All Users	1 See	and been the	20		
	Search	Pite	an (Ob' for the	test the Deervor the lief		
	Click to select +		Click to a	embye		
	MER MOR22 TEST USER	9 9	Colombia	Seller		
						M Carpet 1
				- Ch	X Cancal	

• When the account has been approved, it will appear in the Accounts tab as Active.

Adding new users to your account

The User Admin page displays all user information for your account(s). From this page, you can view user information and request a new user.

Fin	ancial Services 🛛 🍈 IHS Mar	kit			Registry
MY	ACCOUNT SUMMARY MANAGE MY UN	TS MY PROJECTS AND ISSUANCES	RR AUCTIONS USER ADMIN I	REPORTS + ACTIVITY LOG	
User	r A Imin Op n 📑 Request New User 🗿 Export to Excel	Export to PDF	havene	Testana	Sea
	None -	Role	Username	Modified Date	Status
8	Gautam Pruthi Emaik gautampruthi@ihsmarkt.com	BC Entranced User	gastam.pruth/727@ihanarkit.com	22 Sep 2017	✓ Active
8	Gautan Pruthi Emaik gautan pruthi@ihsmarkit.com	GS Registry Administrator	gautan pruthi73382322748@hsmarkt.com	16 Nov 2017	X Oscarded

- Click on Request New User button and complete the form as shown below in screenshot
- Click the Submit button to submit the user's information to the IHS Markit Operations Team for review. The new user will be required to upload a copy of their personal ID as detailed in Please refer to section <u>How to Upload and Submit Photo ID</u>

Notification Det	tails		? @ X
From:			
TO:	Markit Operations		
Date:	22 Mar 2019 11:53		
Title:	New User Request		
PLEASE FILL IN FO	DLLOWING DETAILS		
First Name: Last Name:			
Username/Email: Mobile Phone: Read Only User: Account ID: Contact Name:			
Accounts to assign	i user:		
1			+
		Submit 🗙	Cancel