



UK Land Carbon Registry User Guide

November 2020

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Introduction

The UK Land Carbon Registry (the "Registry") system is a secure, robust, transparent and real-time, web-based carbon registry that will support projects and carbon units from Scottish Forestry's UK Woodland Carbon Code ("WCC") and IUCN's UK Peatland Code ("PC"). The Registry offers services across the life cycle of the units issued under WCC and Peatland. From issuance and allocation of a unique identifier, to transfer, assignment and retirement, the registry allows account holders to manage all their credits – verified units and pending issuance units – in one place. For project developers, the entry of credits onto the Registry gives users a unique identifier and converts a verified carbon reduction into a saleable emission unit. The system then enables the transfer of credits between sellers and buyers (traders, retailers, corporates, etc.). Finally, at end point, customers can retire their credits allowing an account holder to illustrate that the necessary credits have been purchased and removed from circulation. At any time, customers can obtain reports, statements, and transactional movements of their accounts.

About This User Guide

This document provides the necessary user-oriented information for you to use the UK Land Carbon Registry through <u>https://ihsmarkit.com/index.html</u>. It is not an exhaustive guide to the system, nor the data presented on ihsmarkit.com. Other user and technical documentation and information on how to find or obtain this documentation is provided throughout this guide. Online support is available through the IHSMarkit.com Help option and via email to <u>support@ihsmarkit.com</u>.

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 V | | | |
| 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 se | Choose One 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 New Zealand Permanent Forest Sink Initiative |
| Identification | | NZ Projects to Reduce Emissions (Pre 2008) |
| Company Registration Number * | Type * | No Established Standard Swiss Charter Standard Pacific Carbon Standard |
| Country of Incorporation * | Consider alle | UK Woodland Carbon Code The Rainforest Standard TM |
| Choose One. | | Peru REDD+ Program Global Carbon Council |
| Proferences | | UK Peatiand Code |
| Standards * Select an initial standard which applies to your busines application is received. | | Choose One Verified Carbon Standard (VCS) Gold Standard (GS) Verified Carbon Standard |
| 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 p details to be visible by contacting the Registry team. | ublicly visible you may still opt to have your project and issue | ance No Established Standard Swiss Charter Standard Pacific Carbon Standard ULK Woodland Carbon Code |
| Declaration | | The Rainforest Standard TM |
| I have read and accept the Markit Environmental Registry Ter | 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

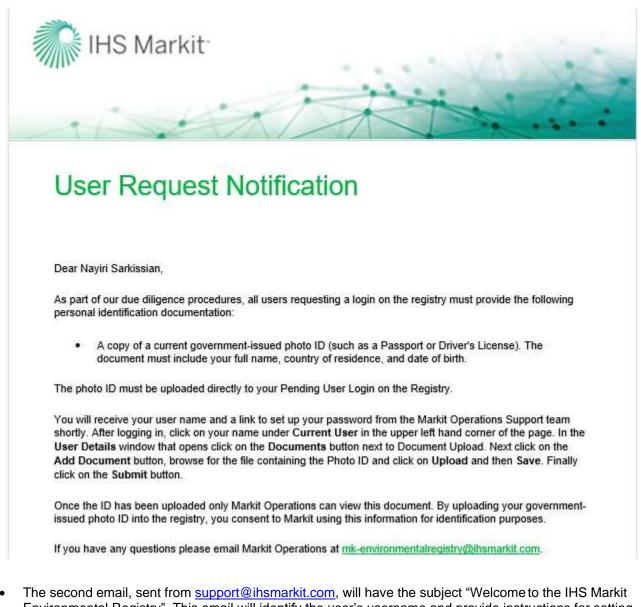
Once your account application is submitted it will be reviewed by the regulators (SF or IUCN) and Markit Operations

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:



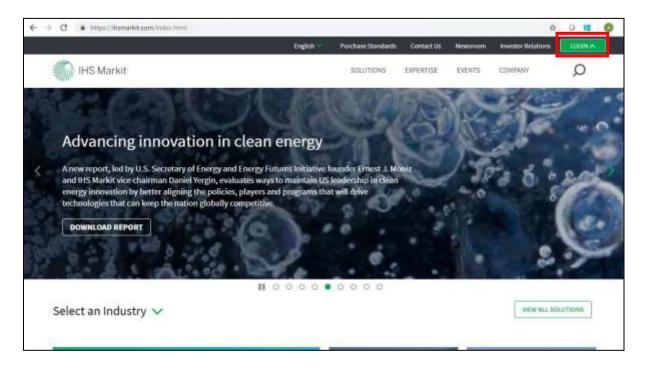
- The second email, sent from <u>support@ihsmarkit.com</u>, will have the subject "Welcome to the IHS Markit Environmental Registry". This email will identify the user's username and provide instructions for setting a password.
- Once the account manager submits the photo ID, it will be reviewed by Markit 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.

| Ste | 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 Mark | it: | | | | | | Registry | 7 | Welcome, A | exa Schalzmi |
|----------------------------|--|-------------------------|----------------------------|-----|------------|-----------|-------------------|-----------|-----------|------------|--------------|
| Accounts (19) Protects (1) | CONTRACTOR OF A DATE | MANAGE MY UNITS | MY PHILSECTE AND IMPLANCES | 107 | LEER ACMIN | MEPORTI - | ACTIVITY | Counterpa | rty Manag | ar) | |
| O New | | | | | | | | PMI | | | ch Azonania |
| Bading Neme + | | Classification | Main Contact | | Country | | Modified | Reputy | | | |
| all Amint Desses | | Party 111 and an Palace | the second | | Pipele | | And Adapt Printed | | | | _ |

• 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 | s API | AUCTIONS | USER ADMIN | REPORTS > | ACTIVITY LOG |
| | | | | | | | |
| | | | | | | | |
| | | Your session has either expire | 2100024000 | | 52000 C 1200000 | | |
| | | Your session has either expire account Generate session code. | d or not beer | 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.

| Sitt Market Error | içlə Sérvices | | | | | | |
|---|---|-----------------------------|---------------------|--------------------------|--------------|-----------|------|
| And a state of the second s | er wateraal van de kennen v | elatife dan wilawakin 🚥 🗰 🗰 | MARTIN ACCOUNTS AND | | | | |
| Garrent Steer | Codd Surney | | | | | | |
| 2400 mm values and | Service | Neesures | 100-01100 | nativy. | Patienteria: | Samarined | Test |
| ALL NELLET TAX OUT | il Account: PUK Postland Linde Account (3 Yawi) | | | | | | |
| O the Data | A UC featured Doals | 10 | 75.060.000 | 14.201.000 14.301.000 | | | |
| Accord 1 | e. | | | | | | |
| Cheer - Cherrow B RK Partiant Cally Area. Uptor Accurt Artis. | | | 148.000.000 | 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*: | 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.

| ?01 | | | | | | |
|-------------------------|-------------------|--------|----------|-----------|--|--|
| Document | Document Tag | Status | Comments | Timestamp | | |
| There are no items avai | lable for display | | | | | |
| | | | | Save | | |

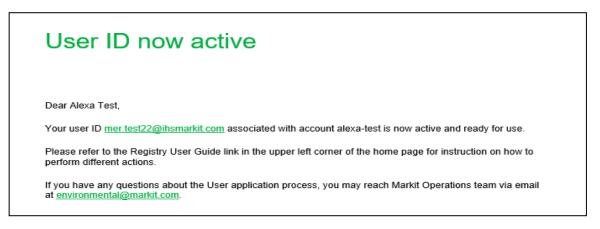
| Select File X | | | | | ? @ X |
|----------------------------|------------------|-------------------------------|--------|----------|---------------|
| Photo ID upload2.pn Browse | Document | Document Tag | Status | Comments | Timestamp |
| | Photo_ID_upload2 | .p Government Issued Photo ID | | | |
| 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.

| ø | Account Details | | | | ? © × | |
|----|-----------------------|--|-------|------------------------|-----------------------------|---|
| Tr | ading Name *: | Peatland Test Account | | Registered Name *: | Peatland Test Account | |
| Ac | count ID: | 10300000042284 | | Master Account: | × | |
| St | atus: | Draft | | SAP Account ID: | | |
| ſ | Main Details Con | tacts Indicated Standards Identification U | Jser | s Sub Accounts | | |
| | —Organization Deta | ils | | Preferences | | ł |
| | Classification *: | Bank | ~ | Account Visibility: | ✓ Make Public | |
| | Tax/VAT/Other No | *: | | Holdings Visibility: | Make Public | |
| | Address 1 *: | | | Retirements Visibility | /: 🗹 Make Public | H |
| | Address 2: | | | | | |
| | City *: | | | | | H |
| | State/Province *: | | | | | ł |
| | ZIP/Postcode *: | | | | | |
| | Country *: | Choose One | ~ | | | |
| | Website *: | | | | | |
| | | | | Comments / Remar | rks | |
| | | | | | | |
| | | | | | | |
| | | | | | | ł |
| | 🖊 I agree to Markit E | nvironmental Registry Terms & Conditions and F | Priva | acy Policy | | ŀ |
| | | | | | Submit Save as Draft 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 Co | ontacts | Indicated Standards | Identification U | sers | Sub Accounts | | |
| Main Contact | | | | | - Account Manager | | |
| Contact *: | | | | | Contact *: | | |
| Phone *: | Ĩ | | | | Phone: | | |
| Email *: | | | | | Email *: | | |
| | | | | | Address 1: | | |
| | | | | | Address 2: | | |
| | | | | | City: | | |
| Billing Details | | | | _ | State/Province: | | |
| Contact *: | | | | | ZIP/Postcode: | | |
| Phone: | | | | | Country: | Choose One | ~ |
| Email *: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| . Taanaa ka Maadai | t Fastings | | o conduine and r | | . Deline | | |
| I agree to Marki | CETIVITON | mental Registry Terms | a conditions and i | nvac | y Policy | | |
| | | | | | | 🕞 Submit 🛛 🛃 Save as Draft | 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 *: | | R | legist | ered Name *: | |
| Account ID: | | | laster | 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 | ۰ 🗘 | • | | | |
| Plan Vivo | 4 | | | | |
| Programme CO2 genevois | 4 | | | | |
| Swiss Charter Standard | 4 | | | | |
| The Rainforest Standard™ | 4 | | | | |
| UK Peatland Code | - | | | | |
| UK Woodland Carbon Code | ⇒ | | | | |
| Verified Carbon Standard | 4 | | | | |
| Verified Carbon Standard (VCS) | | | | | |
| Environmental Category: Carbon, Health and RECs | | | | | |
| Gold Standard for Global Goals | ⇒, | | | | |
| P | | | | | |
| | | | | | VOK Cancel |
| I agree to Markit Environmental Registry Terms & Conditions | s and Priv | асу | Polic | / | |
| | | | | | 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).

| | | | | | | | | 114 |
|---------------------|-----------|--------------------|----------------|--------|-----------------|-------------|------------------------|-------------|
| Trailing Name *: | | | | 8. | quitered Name * | | | |
| Account Star | | | | 14 | ADD ACCOUNT NOW | This arises | et is a Nasler Account | |
| States: | Dat | | | 54 | P Account ID: | | | |
| Hal-Details D | etsch | income the design | Mentification | lites | No. Accounts | | | |
| Campion/Registr | stor live | ntern - | | | | | | |
| 7(p4 *: | | | hour (mi | | (M) | | | |
| Courtery of Discord | esten * | 6 B | long Dek . | | 3 | | | |
| | | | | | | | | |
| Devriet | | | Tipe . | | | Volified | approved Requir | ed Public |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | Ce Hez Dr | servet (2) | milant, Da | and beauty |
| C Tapes to Mark | it Swine | nuntal Reports Ter | n k (sidhin an | Read I | | anet Di | miliant 3 | inel Dramet |

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

| () Account | Details | 223 | 12. Street Street | | | | | | 7 @ X |
|-------------|----------------|---------------------|---------------------------|------------|----------------------------------|-------------|---------------|--------------|------------|
| Trading Nan | në "t | | | Regist | ered Name " | | | | |
| Account ID: | Account ID: | | Maste | Account: | This account is a Master Account | | ~ | | |
| Status: | | Draft | | SAP A | ccount ID: | | | | |
| Main Cista | alla Contac | ts 📋 Indicated Stan | darda Identification | Uners So | b Accounts | | | | |
| Company | Registration | Number *: | | | | | | | |
| Type ~1 | | | Choose One | | ~ | | | | |
| Countr | Document | Upload | let er | i@IX | 1 | | | | |
| | Allowed Fi | | | | 1 | | | | |
| 0 | Current | Document | | | | Modified | Approved? | Required | Public |
| 🗉 Gene | File: | undefined | | | | | | | |
| | Type: | Additional Certifi | cation Validation Report | | 1000 | 26 Mar 2019 | | NO | 2 |
| | IN: | General Docume | ntation | | eport | 26 Mar 2019 | | NO | 121 |
| | Status: | 🍈 Under Review | v | | | | | | |
| | Replace \ | With | | | | | | | |
| | File: | | Bro | W/80 | | | | | |
| | Type: | Additional Certifi | ication Validation Report | ~ | Add Di | cument OR | emova Documen | m] [] Liptor | d Decument |
| Tatr | IN: | General Docume | ntation | ~ | - | | | | |
| | Status: | Not Reviewe | d | | | | | | |
| | | | | | | (2) | Summi | No an Draft | X Gancel |
| | | | C: Unicad | 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 1 | | Hun | istered Name ** | 1 | | 17.146.794 |
|--|--|-----------------------|-------------------|------------------------------|--------------------|------------|
| Account ID: | Draft: | Maar | ter Account: | This account is a Mants | er Account | 17 |
| A THE REPORT OF A DESCRIPTION OF A DESCR | trait | | Account ID: | | | |
| Tatal Ministry | | | | | | |
| Colonstia Seller | Role Entanced User menta Registry/Textan Brimarkit.com | Unarrany Polytest2 | e P@matslt.com | Modified Date 36 Mar 2019 | Status 🖉 Active | |
| | Unor Picker | | | | 126 | |
| | All Uners | | Selected Use | - | | |
| | Search. | | Press 'Ok' to se | dent BurUserson Bus Bat | | |
| | Click to select - | | Click to | | | |
| | MER MOP22 TEST USER | oþ | de Colombi | | | |
| 1 agree to Markit Er | ÷. | | 101 | | | K Gamel |
| | 171 | | | - OK | × Cancel | |

• Click OK.

| Accessed 201 | | PARAMA ALCONOM | | |
|---------------|---|--------------------------|--|--|
| Collari. | Var Picker | | (#) | |
| Plan Streets | All Users | Selected Users | ALC: NOT THE OWNER OF THE OWNER | |
| and in cases. | Start | Press 'OF is assort in | the name of the last | |
| A view rate | Cititate seller - | Dick to remo | | |
| - Augoriania | el Bastatomical Registra Vision & Lando | no. And Private Vision V | A second a second secon | |

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 / Remar | rks | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | I agree to Mar | kit Enviro | onmental Registry Terms | & Conditions and P | riva | 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

| CT Account Details | | | | | | TP WIN |
|---------------------------------------|---|--------------------------|--------------|------------------------------|----------|------------|
| Trading mame *1 Accisiont IDI | | Magazer Master A | ed Norme *** | The account is a Plain | e Arrest | |
| | Draft acts [] Indicated Standards [] Identificat | GAP Are | | | | |
| and blastly | | | | | | |
| Same Coorna Serei Anan Un Grone | Role Entranced User | Username mei teit27@n | white and | Modified Date 26 Mar 2019 | atabet | |
| | User Picker | | | | (H) | |
| | All Users | | elected time | 40 | | |
| | Seatth. | | | int the Jacour. Here list | | |
| | Click to select + | | Click.to | TRITTICKE | | |
| | MER MORES TEST USER | | Colombi | i Seller | | |
| C. 1 agree to Market I | Ener. | | | | | M Carves) |
| | | | | ✓ Ob | 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.

| Financial Services | 💮 IHS Markit | | | Registry |
|--|---------------------------------|---------------------------------|---------------------------|------------|
| MY ACCOUNT SUMMARY | MANAGE MY UNITS MY PROJECTS AND | USSUANCES RFI AUCTIONS USER ADM | MN REPORTS (ACTIVITY LOG | |
| User A <mark>dmin</mark> 🗍 Opter 📑 Request New User | Export to Excel | | | Sea |
| Neme | Role | Username | Modified Date | Status |
| Gauten Pruthi Emaik gautam,pruthi@ihsma | BC Enhanced User | gastan prothil 727@ihanakit.com | n 22 Sep 2017 | 🗸 Active |
| Gautan Pruthi Enaik gautan pruthi@ihsna | GS Registry Administrator | gautan.pruth/73382322748@hom | arkit.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 | ails | | ? @ 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 | user: | | |
| 1 | | | - |
| | | | |
| | | Submit 🛛 | Cancel |

2. Registry Functions

The UK Land Registry provides account holders a wide variety of functions enabling them to manage their projects and associated credits throughout their lifecycle. This section covers those features in detail.

2.1 Project Registration

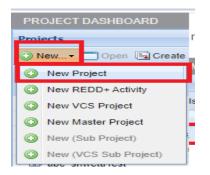
Projects for both WCC and PC can be registered as individual projects or as group projects. This section explains the step by step process for how to register the individual as well as grouped project. The user will need to login to the registry and follow the steps below. Note that fields marked with a red asterisk * are mandatory and have to be completed before you can submit a project.

Individual Project

- Navigate to My Projects and Issuance tab
- On the new screen that comes up, select the account name found on the left side.

| 🎧 IHS Markit 🕴 Fins | ancial Services | | | | | stepisty 🤟 🌘 |
|-----------------------------|--------------------|-------------------|---|--------|---|--------------|
| PROVED TO ADDRESS AND | MY ASSOUNT SUMMARY | MULLICE MY 10072 | SAV PROJECTS AND DESUMACES | ERAMIN | ACTIVITY COR | |
| Prepada | | | - Insurance | | | |
| Office a California | TRAMIT? | Search Projects . | Oliver, • Chine | | | |
| Garna a l | Date | | flate - | | Wontoring Start Data Monitoring End Data Status | |
| EIF WUK WOO or UK Peakend C | one Account Action | | 1 m AUX WCD is UK Peakand Cette Loosant | | Adle . | |

• Click on the New button and choose the option "New Project" from the dropdown menu



- The Project Details form will appear on the screen. Complete the following fields:
- Project Name
- Project Description

| Project Details | | | | | | ? @ × |
|--------------------|---------------------------------|--------------------------|-------------------------------|------------|----------------------|-----------------------|
| Account Name*: | #UK WCC or UK Peatland Co | de Accour 👻 Proje | ect Description*: | | | |
| Project Name*: | | | | | | |
| Project Status: | Draft | | | | | |
| Project ID: | | | | | | |
| Project Activities | | | | | | |
| | | | | (1 | Additional Info 🚺 Si | ite Detail 📑 Document |
| Category* | Standard* | Project Type* | Additional Certification | Validator* | Start Date* | End Date* |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | Add Activity | Remove Activity |
| Visibility: | make project visible to the put | blic once entered into t | the Markit Environmental Regi | stry | | |
| | | | | | Save a | as Draft 🔀 Cancel |

- Click on Add Activity button and then complete the following:
 - Category (choose Carbon)
 - Standard (choose UK Woodland Carbon Code or UK Peatland Code)
 - Project Type (choose the relevant option from the dropdown)
 - Additional Certification (None Not using at present)
 - Validator (None)
 - Project Implementation Date
 - Project Start Date
 - Project End Date

| ccount Name": | #UK WCC or UK Peat | fland Code Accou | Project Description": | Peatland Test 5 | | | |
|---------------------|------------------------------------|----------------------|-----------------------|-------------------------------|---------------------------|------------------|--------------------|
| oject Name": | Peatland Test 5 | R | | | | | |
| oject Status: | Pending Review - Uno (Customer) | der Development | Comment: | document is incorrect - recti | fied | | _ |
| oject ID: | 10400000051979 | | | | | | |
| | | Project Type* | Additional | Validator | Project Implementation | Project Start | Project End |
| | | Denigent Turna? | | Validator | | | End |
| Category* | Standard" | Lodare Sha | Certification | | Date" | Date | Date |
| Category* Carbon | Standard" UK Pestiand Code | Peatiand Restoration | | Organic Farmers & Gro | Date" | | |
| - W.T.A.T. | | | | | Date" | Date | |
| | | | | | Date" | Date | Date 19 Nov 205 |

Click on Additional Info button and complete the following fields:

For WCC

- Total Area (ha)
 Conifer (>80%)
 Mixed Predominantly Conifer (50-80%)
 Broadleaved (>80%)
 Mixed Predominantly Broadleaved (50-80%)
- Project duration (years)
- Total predicted carbon sequestration over project lifetime (tCO2e)
- Predicted claimable carbon sequestration over project lifetime (tCO2e)
- Predicted contribution to buffer over project lifetime (tCO2e)

| dditional Info | 7 0 1 |
|--|-------|
| Total Area (ha)": | 20 |
| Conifer (>80%)": | 10 |
| Mixed Predominantly Conifer (50- 80%)*: | 10 |
| Broadleaved (>80%)*: | 0 |
| Mixed Predominantly Broadleaved (50- 80%)*: | 0 |
| Project duration (years)*: | 100 |
| Total predicted carbon sequestration over project lifetime (tCO2e)": | 100 |
| Predicted claimable carbon sequestration over project lifetime (tCO2e) ^{III} : | 20 |
| Predicted contribution to buffer over project lifetime (tCO2e)": | 80 |

For Peatland

- Total Area (ha)
 - Actively Eroding Blanket Bog (hagg/gully) Actively Eroding Blanket Bog (flat/bare) Drained Blanket Bog (artificial) Drained Blanket Bog (hagg/gully) Modified Blanket Bog Near Natural Blanket Bog Actively Eroding Raised Bog (hagg/gully) Actively Eroding Raised Bog (flat/bare) Drained Raised Bog (artificial) Drained Raised Bog (hagg/gully) Modified Raised Bog Near Natural Raised Bog
- Project duration (years)
- Total predicted emission reductions over project lifetime (tCO2e)
- Predicted claimable emission reductions over project lifetime (tCO2e)
- Predicted contribution to buffer over project lifetime (tCO2e)

UK Woodland Carbon Code and UK Peatland Code User Guide

| Additional Info | ? 💩 🗙 |
|--|---------------|
| Total Area (ha)*: | |
| Actively Eroding Blanket Bog (hagg/gully)*: | |
| Actively Eroding Blanket Bog (flat/bare)*: | |
| Drained Blanket Bog (artificial)*: | |
| Drained Blanket Bog (hagg/gully)*: | |
| Modified Blanket Bog*: | |
| Near Natural Blanket Bog*: | |
| Actively Eroding Raised Bog (hagg/gully)*: | |
| Actively Eroding Raised Bog (flat/bare)*: | |
| Drained Raised Bog (artificial)*: | |
| Drained Raised Bog (hagg/gully)*: | |
| Modified Raised Bog*: | |
| Near Natural Raised Bog*: | |
| Project duration (years)*: | 100 |
| Total predicted emission reductions over project lifetime (tCO2e)*: | |
| Predicted claimable emission reductions over project lifetime (tCO2e)*: | |
| Predicted contribution to buffer over project lifetime (tCO2e)*: | |
| | Save X Cancel |

Click on Site Details button and input the following fields as shown in the picture below:

- Country (England, Scotland, Wales, Northern Ireland)
- State/Province/County
- Zip/Postal Code
- Latitude (not mandatory)
- Longitude (not mandatory)
- Address (not mandatory)
- Nearest Town
- Grid Reference

| Site Detail | ? @ × |
|-----------------------------|-------------------|
| Country*: | England 💙 |
| State / Province / County*: | NY |
| Zip / Postal Code: | 10075 |
| Latitude (Ex: 20.125): | |
| Longitude (Ex: -20.125): | |
| Address: | 345 e 77th Street |
| Nearest Town*: | New York |
| Grid Reference*: | 21 |
| | |
| | |
| | Save X Cancel |

Click on Save button

| Project Name*: Project #2 Project Status: Draft Project ID: 10400000051844 Comment: | |
|---|-----------------|
| | |
| Project ID: 10400000051844 Comment: | |
| | |
| Category" Standard" Project Tune" Additional Validator Implementation Stat | ect Project |
| Category" Standard" Project Type" Additional Certification Validator Project Project Start | |
| Date* Date | |
| Carbon UK Woodland Carbon Code Continuous cover s None test test 14 Oct 2020 28 S | ep 20 28 Sep 20 |

Upload Documents

- Click on Documents button and upload the following documents:
 - Map of Site (user can add comments in the Comments column)
 - Carbon Calculations (user can add comments in the Comments column)
- Click on Save button in the 'Upload Documents' screen, then on save again in the 'Project Details' screen. Your project is now in a draft status and you can come back to it at a later date if you need to revise or amend details.
- When you are happy with all the details and documents entered, click 'Under Development' and your project is sent for review by the regulator and Markit operations.

| UK Woodland | Carbon | Code and | UK F | Peatland | Code | User Guide |
|-------------|--------|----------|------|----------|------|------------|
|-------------|--------|----------|------|----------|------|------------|

| | #UK WCC or UK Peatla | nd Code Acc 👻 🛛 Proj | ect Description*: | Drev | w Project # | 2 | | |
|--|------------------------|-------------------------|-----------------------------|--------|-------------|---------------------------|---------------------------------|----------------|
| ject Name*: | Project #2 | | | | | | | |
| ject Status: | Droft | | | | | | | |
| - | Upload Documents | | | | | | ? 🥹 | × |
| ject ID: | | - | | _ | - | | | |
| | Document | Document Tag | | | Status | Comments | Timestamp | |
| | Choose a file | Additionality | | No | | | | |
| ject Activities | Choose a file | Carbon Calculations | | Yes | | | | |
| Jeermeentes | Choose a file | Communications Agree | ment | NO | | | | |
| | Choose a file | Group Agreement | | No | | | | il 🖬 Doc |
| | Choose a file | Map of Site | | Yes | | | | Projec |
| Category* | Choose a file | Other | | No | | | | End Date |
| Carbon | Choose a file | Photos (aerial and on-t | | Yes | | | | 28 Sep |
| | Choose a file | Project Design Docume | | Yes | | | | • |
| | Choose a file | Droiart Droorass Danor | • | Var | | | | |
| | | | | | | Add Document | /e Documents | |
| | | | | | | Save | X Cancel | |
| | | | | | | Jave | A Cancer | |
| Discard | | | | | | O Under Developme | ent 🛛 🛃 Sa | ve 🛛 🗙 Ca |
| | | | | | | | | |
| oject Details | | | | | | | | ? @ > |
| count Name*: | #UK WCC or UK Peatland | I Code Acc 👻 Project | Description*: D | rew Pr | oject #2 | | | |
| ject Name*: | Project #2 | | | | | | | |
| | | | | | | | | |
| siget Chature | | | | | | | | 1 |
| an annound chart | Draft | Comme | pot: | | | | | |
| 29 Marcol 100 Color | 10400000051844 | Comme | ent: | | | | | |
| ject ID: | | Commi | ent: | | | | | |
| iject ID: | | Comm | ent: | | | (1) Additional Info | Site Detail | Document |
| ject ID: oject Activities | | Comme Project Type* | Additional Certification | v | alidator | Project Implementation | Project Start | Project End |
| oject Status: oject ID: roject Activities Category* Carbon | 10400000051844 | | Additional Certification | | alidator | Project | Project Start Date | Project |

Upon submission, the status of the project changes to Pending Review - Under Development (3rd Party)

| Project Name*: Project Status: | Drew Project #2 Pending Review - Under | Development | | | | | |
|-----------------------------------|---|-----------------------|-----------------------------|-----------|---|--|--|
| Project Status: | | Development | | | | | |
| | (3rd Party) | | Comment: | | | | |
| Project ID: | 10400000051844 | | | | | | |
| Category* | Standard* | Project Type* | Additional Certification | Validator | Additional Project Implementation Date* | Info ① Site De Project Start Date | tail 💽 Docun Project End Date |
| Carbon | LIK Woodland Carbon C | Mixed mainly clearfel | None | Acoura | | | 28 Sep 2020 |
| Carbon | UK Woodland Carbon C | Mixed mainly clearfel | None | Acoura | 22 Oct 2020 | 28 Sep 2020 | |

UK Woodland Carbon Code and UK Peatland Code User Guide

An automated email will be sent to the user confirming that the project has been submitted for review as Under Development as shown below.

Email Notifcation:

| IHS Markit |
|--|
| Action Item Completion Notification |
| Dear MER27 TEST USER (PD), Please note that the following project was submitted for 'Under Development' in IHS Markit Registry. |
| Project details: |
| Project ID: 10400000051844 Project Name: Drew Project #2 Project Status: Pending Review - Under Development (3rd Party) |

The project is now being reviewed by the Regulator. Upon review, the Regulator will take either of the following actions:

• Approve – Upon Approval, the status of the project is changed from "Pending Review – Under Development (3rd Party)" to "Pending Review – Under Development (Markit)"

| Project Name*: Drew Project #2 Project Status: Pending Review - Under Development (Markit) Project ID: 104000000051844 Project Activities | |
|--|---------------------------------|
| (Markit) Comment: roject ID: 104000000051844 | |
| | |
| roject Activities | |
| Category" Standard" Project Type" Additional Certification Validator Implementation Start | etail 💽 Docur Project End |
| Cerdication Date* Date | Date |
| Carbon UK Woodland Carbon C Mixed mainly clearfell None Acoura 22 Oct 2020 28 Sep 20 | 28 Sep 202 |

- Reject If rejected, the regulator will mention the reason of rejection in the comments box of the Project Details form, or by separate email if necessary.
 - At this time, the status of the project is changed from "Pending Review Under Development (3rd Party)" to "Pending Review – Under Development (Customer)" as shown below.
 - An automated email will be sent to the user informing about the rejection with the comments.
 - The user will need to make the required changes (e.g. upload the revised carbon calculation document by clicking on the Document button, and remove any older versions) and Submit the project again
 - Upon submission, the status of the project changes back to "Pending Review Under Development (3rd Party)".

| UK Woodland Carbon Code | and UK Peatland (| Code User Guide |
|-------------------------|-------------------|-----------------|
|-------------------------|-------------------|-----------------|

| | | FOR WCC OF ON FEBLION | d Code Accour 🎽 🛛 Pro | oject Description*: Di | ew Project #2 | | | | |
|------|-------------|--|-----------------------|-----------------------------|---------------|------------------------------------|-------------|------------------------|--|
| rnia | ect Name": | Drew Project #2 | | | | | | | |
| roje | ect Status: | Pending Review - Under I (Customer) | Development | | | | | | |
| roje | ect ID: | 10400000051844 | | | | | | | |
| c | ategory" | Standard" | Project Type" | Additional Certification | Validator | Project Implementation Date* | | Project End Date | |
| | | Chan dou de | Designed Toward | Additional | WEARA | Project | Project | Project | |
| 1 0 | arbon | UK Woodland Carbon C | Mixed mainly clearfel | Noné | Acoura | 22 Oct 2020 | 28 Sep 2020 | 28 Sep 2020 | |
| | | | | | | | | | |

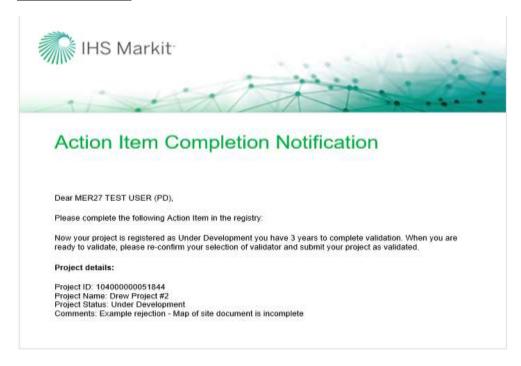
Once the project is **approved** by the Regulator, it is then routed to Markit for review. Once Markit Approves the project, the status of the project is changed from "Pending Review – Under Development (Markit)" to "Under Development".

• The user will receive an automated email notification confirming that the project is registered as Under Development and informing them about the timeline for the completion of validation of the project.

UK Woodland Carbon Code and UK Peatland Code User Guide

| | - | ew Project #2 | | | Drew Project #2 | | | |
|---|------|-------------------|----------------------|-----------------------------|-----------------|------------------------------------|--------------------------|------------------------|
| | Und | | | | | | | |
| | OTTO | der Development | | | | | | |
| | 104 | 4000000051844 | <u> </u> | Comment: | | | | |
| | | | | | | | | |
| • | | | | | | (1) Additional | info 🕕 Site De | tall 💽 Docu |
| | Sta | andard" | Project Type* | Additional Certification | Validator | Project Implementation Date* | Project Start Date | Project End Date |
| | UK | Woodland Carbon C | Mixed mainly clearfe | el None | Acoura | 22 Oct 2020 | 28 Sep 2020 | 28 Sep 202 |
| | | | | Certification | | Implementation Date* | Start Date | Er |

Email Notifcation:



Email Notifcation:



Action Item Completion Notification

Dear MER27 TEST USER (PD),

Please complete the following Action Item in the registry:

Now your project is registered as Under Development you have 3 years to complete validation. When you are ready to validate, please re-confirm your selection of validator and submit your project as validated.

Project details:

Project ID: 10400000051844 Project Name: Drew Project#2 Project Status: Under Development

2.2 Project Validation

The user has three years from the date the project is registered as Under Development to complete the validation of the project. The next step in the process is to submit the project for Validation. As soon as the project is approved for Under Development by the Markit operations team, the user will be assigned a "To Do" that requires user to take the next action (i.e. Select Validator). The user will need to navigate to the **Project Dashboard** tab after login. The Project Dashboard tab is very informative wherein the user can check the "Current To Do Item", "Approaching Milestone" and "Approaching Milestone Date" as shown below.

| HP (Last Page) | | HEREIGNES REPORTS ACTIVITY (19) | Eas Aleres | E |
|---|---|--|---|---|
| ana: Under Development Leigned to: Project Developer | Current TS 30' Ben Select Validator Project Develo | | Approximation Carls 23-Oct-2023 | |
| | Brapehet Chromos Assumption | Project ID: | Project Description: | |
| | Dren Project #2 Status: Under Development | 104000000911844 Project Type: Mood mainly charitel | Draw Proyect #2 Total Ama (Naji | - |
| | | Predicted claimable emission reductions over project interes | Predicted contribution to tadfler over project tiletime (COQe): | |
| | Total predicted emission reductions over project inferime (CO24): | (#CO2w): | | |
| | Total predicted emission reductions over project bilitime (CDDe) Project Start Delo: 2010-09-29 | | Preast duration (years) 100 | |
| | Press Start Date | HCD2NE Proport End Dame | Project duration (print) | |

Clicking on Edit button will open the Project Details form. The project developer now can select the correct Validator from the dropdown.

| UK Woodland Carbon Code and UK Peatland Code User Gui | ide |
|---|-----|
|---|-----|

| Project Details | | | | | | | ? © × |
|--------------------|----------------------|----------------------|-----------------------------|-------------------------|------------------------------|--------------------------|------------------------|
| Account Name*: | #UK WCC or UK Peatla | nd Code Accoui 🍸 | Project Description*: | Peatland Test 4 | | | |
| Project Name*: | Peatland Test 4 | | | | | | |
| Project Status: | Under Development | | | | | | |
| Project ID: | 10400000051978 | | Comment: | | | | |
| Project Activities | | | | | | | |
| | | | | | (Additional | l Info 🚺 Site D | etail 📑 Document |
| Category* | Standard* | Project Type* | Additional Certification | Validator Ir | oject plementation te* | Project Start Date | Project End Date |
| Carbon | UK Peatland Code | Peatland Restoration | n None | Organic Farmers & Gro 1 | Nov 2020 | 19 Nov 2020 | 19 Nov 2040 |
| | | | | | | Add Activity | Remove Activity |
| X Discard | | | | 0 | Validated / Verifi | ed 🛃 Save | X Cancel |

Click on the Document button to remove any draft documents and upload any necessary documents (for example a Communications Agreement or Proof of Right to the carbon units).

| Account Name [®] : | 1 | FUK WCC or UK Peatlan | d Code Accoui 🐃 | Project Description" | | Drew Project | #2 | | | |
|--------------------------------|-----|-----------------------------------|---|---|-----|--------------|--------------|------------------|---------|--------------|
| Project Name*: | t | Drew Project #2 | | | | | | | | |
| Project Status: Project ID: | | inder Development id Documents | | | | | | ? @ > | 1 | |
| | | Document | Document Tag | | P | Status | Comments | Timestamp | | |
| | 172 | Choose a file | Other | | No | db | | | | |
| Project Activities | | Choose a file | Photos (aeria) and | on-the-ground) | Yes | | | | | |
| Project Activities | 17 | PROJ_DESC_PL1884_0 | and the second se | and the second se | Yes | | | | | |
| | | Choose a file | Project Progress Re | LEUNIDOC | Yes | 69 | | | ite De | tall 📆 Docum |
| 1 23 2 | E D | Choose a file | Proof of Right | | No | | | | | Project |
| Category" | E | Choose a file | Validation Stateme | nt | Yes | 0 | | | | End Date |
| / Carbon | 1 | VERIF_REP_173_01AP | Carbon Calculation | 5 | Yes | | | 23 Oct 202. | 1020 | 28 Sep 2020 |
| | 1 | VERIF_REP_171_01OC | Map of Site | | Yes | | | 23 Oct 202. 🚽 | 10000 | |
| | | | | | | | Add Document | Remove Documents | | |
| | | | | | | | | Save 🛛 🗙 Cancel | | |
| | - | | | | | | _ | | 7 | |
| | | | | | | | | Add Act | atty) (| Remove Activ |

Click on Save button and then Validated/Verified

| Account Name*: | #UK WCC or UK Peatland Code Accour | | Project Description*: | Drew Project #2 | | | | |
|-----------------|------------------------------------|--------------------------------|-----------------------|--|----------------------------------|-------------------------------------|----------------|--|
| Project Name": | Drew Project #2 | An associated and an and an an | | 1.32 | | | | |
| Project Status: | Under Development | | | | | | | |
| Project ID: | 10400000051844 | | Comment: | Example rejection - Map of site document is incomplete | | | | |
| Category* | Standard" | Project Type* | Additional | Validator | Additional Start Date of | Info () Site De Project Start | Project End | |
| | | | Additional | | Start | Project | Project | |
| Category" | Standard" | Project Type* | Certification | Validator | Date of Implementa | Start Date | End Date | |
| Carbon | UK Woodland Carbon C | Mixed mainly clearfel | I None | Acoura | 22 Oct 2020 | 28 Sep 2020 | 28 Sep 2020 | |
| 11 | | | | | | | | |
| | | | | | | | | |

Upon submission, the status of the project changes from Under Development to Pending Review – Validation (Validator)

| tail 💽 Docu Project |
|------------------------|
| Project End |
| Date |
| 28 Sep 202 |
| De |

An automated email will be sent to the user confirming that the project has been submitted for Under Validation as shown below.

Email Notifcation:



The project is now being reviewed by the Validator. Upon review, the Validator will add your final validation documents (Map of site, Carbon Calculations, Project Design Document) as well as your Validation Statement. The validator will then take either of the following actions –

 Approve – Upon Approval, the status of the project is changed from Pending Review – Validation (Validator) to Pending Review – Validation (3rd Party)

| ccount Name*: | #UK WCC or UK Peatland Code Account | | Project Description*: | Peatland Test 5 | | | |
|--------------------|-------------------------------------|----------------------|-----------------------------|------------------------|------------------------------------|--------------------------|------------------------|
| roject Name": | Peatland Test 5 | | | | | | |
| roject Status: | Pending Review - Val | lidation (3rd Party) | | | | | |
| roject ID: | 10400000051979 | | Comment: | | | | |
| Project Activities | | | | | (1) Additional | Info (Î) Site D | etail 🗔 Docu |
| Category* | Standard* | Project Type* | Additional Certification | | Project Implementation Date* | Project Start Date | Project End Date |
| Carbon | UK Peatland Code | Peatiand Restoration | None | Organic Farmers & Gro. | . 19 Nov 2020 | 19 Nov 2020 | 19 Nov 2050 |
| | | | | | | | |

Email Notifcation:



- Reject if rejected, the validator will mention the reason of rejection in the comments box of the Project Details form.
 - At this time, the status of the project is changed from Pending Review Validation (Validator) to Pending Review Validation (customer) as shown below.
 - An automated email will be sent to the user informing about the rejection with the comments.
 - The user will need to check the project details and Submit the project again.
 - Upon submission, the status of the project changes back to Pending Review Validation (Validator).

| Account Name": | #UK WCC or UK Pea | tland Code Account | Project Description*: | Peatland Test 5 | | | | | | |
|--------------------------------|--|--|-----------------------------|------------------------------|------------------------------------|--------------------------|------------------------|--|--|--|
| Protect Name": | Peatland Test 5 | 1201 NO. 100 | | | | | | | | |
| Project Status: Project ID: | Pending Review - Va 104000000051979 | A DESCRIPTION AND A DESCRIPTION OF THE REPORT OF THE REPOR | Comment: | Rejected Reason: wrong dates | | | | | | |
| Project Activities | | | | | | | | | | |
| | | | | | (1) Additional | into 🕕 Site De | tal 📑 Docum | | | |
| Category" | Standard* | Project Type" | Additional Certification | Validator | Project Implementation Date" | Project Start Date | Project End Date | | | |
| Carbon | UK Peatland Code | Peatiand Restoration | None | Organic Farmers & Gro | 19 Nov 2020 | 19 Nov 2020 | 19 Nov 2050 | | | |
| | | | | | | | | | | |

Email Notification:



Once the project is approved by the Validator, it is then routed to the Regulator and then Markit Operations for review.

| Project Details | | | | | | | ? @ X |
|----------------------------------|--|---------------------|-----------------------------|----------------------|------------------------------------|--------------------------|------------------------|
| Account Name*: Project Name*: | #UK WCC or UK Peatlar Peatland Test 5 | nd Code Account | Project Description*: | Peatland Test 5 | | | |
| Project Status: | Pending Review - Valida | tion (Markit) | | | | | |
| Project ID: | 10400000051979 | | Comment: | | | | |
| | | | | | | | |
| Project Activities | | | | | | | |
| | | | | (i) Mi | estones 🚺 Additiona | l Info 🕕 Site D | etail 📑 Document |
| Category* | Standard* | Project Type* | Additional Certification | Validator | Project Implementation Date* | Project Start Date | Project End Date |
| Carbon | UK Peatland Code | Peatland Restoratio | n None | Organic Farmers & Gr | o 19 Nov 2020 | 19 Nov 2020 | 19 Nov 2050 |
| | | | | | | Add Activity | Remove Activity |
| | | | | | Mark as Not Deliver | ed 🛛 🛃 Save | Cancel |

After the project is approved by the Regulator, it is then reviewed by Markit Operations who will take either of the following actions –

- Approve Upon Approval, the status of the project is changed from Pending Review Validation (Markit) to Validated (Pending Payment).
 - Markit Operations will send the invoice for PIU issuance to the project developer within 1 business day.
 - Upon payment, Markit operations will approve the project and the status of the project changes to Validated.

| Project Details | | | | | | | | ? @ × |
|--------------------|-------------------------|---------------------|-----------------------------|--------|-------------------------|------------------------------------|--------------------------|------------------------|
| Account Name*: | #UK WCC or UK Peatlar | nd Code Accoui 💌 | Project Descriptior | 1*: Pe | atland Test 5 | | | |
| Project Name*: | Peatland Test 5 | | | | | | | |
| Project Status: | Validated (pending payn | nent) | | | | | | |
| Project ID: | 10400000051979 | | Comment: | | | | | |
| Project Activities | | | | | | | | |
| | | | | | (i) Milesto | ones (i) Additional | Info 🚺 Site De | etail 🙀 Document |
| Category* | Standard* | Project Type* | Additional Certification | | Validator | Project Implementation Date* | Project Start Date | Project End Date |
| Carbon | UK Peatland Code | Peatland Restoratio | n None | | Organic Farmers & Gro | 19 Nov 2020 | 19 Nov 2020 | 19 Nov 2050 |
| | | | | | | | | Remove Activity |
| X Discard | | | | | 🛇 Mark as Not Delivered | 🗸 Confirm Payme | nt 🛛 🛃 Save | X Cancel |

| | #UK WCC or UK Peat | land Code Accoui 👻 | Project Description*: | Peatiand Test 5 | | | |
|--------------------|--------------------|----------------------|-----------------------------|-----------------------|---|---------------------------------|------------------------|
| Project Name*1 | Peatland Test 5 | | | | | | |
| Project Status: | Validated | | | | | | |
| Project ID: | 10400000051979 | | Comment: | | | | |
| | | | | | | | |
| | | | | | | | |
| Project Activities | | | | (B.1 | ones (I) Additional | tota (E) mite ma | |
| | | | | (1) without | and the second | all dates and the second second | out was made to the |
| Category* | Standard* | Project Type* | Additional Certification | Validator | Project Implementation Date* | Project Start Date | Project End Date |
| Carbon | UK Peatiand Code | Peatland Restoration | None | Organic Farmers & Gro | 19 Nov 2020 | 19 Nov 2020 | 19 Nov 2050 |
| Carbon | UK Peatland Code | Peatland Restoration | None | Organic Farmers & Gro | 19 Nov 2020 | 19 Nov 2020 | 19 Nov 2 |
| | | | | | | | |
| | | | | | | | |

Email Notifcation:



2.3 Restoration Validation – (PC Projects Only)

For Peatland projects, the validation is due to be completed within 3 years after the project is registered as Under Development on the Registry. Unlike WCC project, Peatland projects are required to achieve "Restoration Validation" which is due within one year of the Project Start Date (which is the date that all restoration works are finished).

At this stage, after restoration has been completed, the Restoration is independently validated, a Restoration Validation Statement is available from the VVB, and the restoration documents are final.

In order for this milestone to be achieved, the Restoration Validation milestone date must be updated manually by the Regulator or the Registry Administrator.

This check will be conducted twice. Once for the Project Validation and again for the Restoration Validation.

Upon completion of the second validation, IUCN UK Peatland Programme will manually mark the milestone as "Achieved" so that the status can move into the Verification stage.

| Project Details | | | | | | | ? @ X |
|--------------------|------------------|---|------------------|------------------|------------------------------|--------------------------|------------------------|
| Account Name*: | #UK WCC or UK F | Peatland Code Accour 💌 Proje | ct Description*: | Peatland Test 5 | | | |
| Project Name*: | Peatland Test 5 | Project Milestone Information | | ? 🥹 | × | | |
| Project Status: | Validated | Project Validation Due: (Milestone Achieved) | 20 Nov 2020 | | | | |
| Project ID: | 1040000005197 | Restoration Validation Due: | 20 Nov 2020 | | | | |
| | Γ | (Wilestone Achieved) Verification - 1 Due: | 19 Nov 2025 | Mark as achieved | | | |
| Project Activities | | Verification - 2 Due: | 19 Nov 2035 | | | | |
| | | Verification - 3 Due: | 19 Nov 2045 | | Additiona | l Info 🚺 Site D | etail 📑 Document |
| Category* | Standard* | Verification - 4 Due: | 19 Nov 2050 | • | oject plementation te* | Project Start Date | Project End Date |
| Carbon | UK Peatland Code | | | | Nov 2020 | 19 Nov 2020 | 19 Nov 2050 |
| | | | | Save Cancel | | Add Activity | Remove Activity |
| X Discard | | | | Mark as Verified | /lark as Not Deliver | ed Save | X Cancel |

Once done, an Alert notification is sent the Regulators and Markit Operations

Email Notifcation:

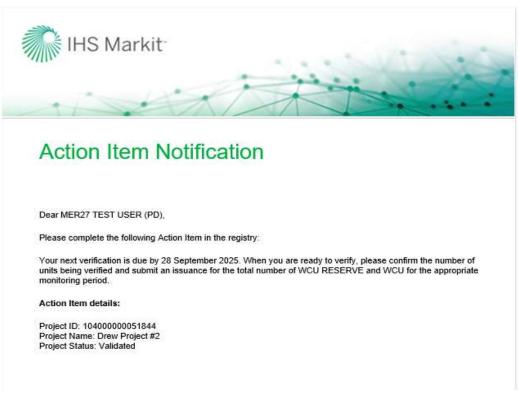
| IHS Markit |
|--|
| Alert Notification |
| Dear IHS Markit Operations, We are writing to inform you that the milestone "Restoration Validation Due" for project "104000000051979: Peatland Test 5" was updated to "20 November 2020". The original projected date was "19 November 2021". |
| ALERT DETAILS |
| Account ID: 10300000042257 Account Name: #UK WCC or UK Peatland Code Account Contact Name: Peatland Admin Contact Email: testaccount@test.com |
| Project ID: 10400000051979 Project Name: Peatland Test 5 Project Status: Validated |

After the project is registered as Validated, Markit Operations team will set up the issuance for Pending Issuance Units (PIUs). Upon issuing PIUs, the account holder receives an automated email notification informing about the due date of the Verification which is five years from the project start date.

2.4 PIU Conversion to Verified Credits

An automated email will provide instructions to the account holder to confirm the number of units being verified and submit an issuance for the total number of WCU RESERVES (WCC) or PCU RESERVES (PC) and WCUs (WCC) or PCUs (PC) for the appropriate monitoring period.

Email Notifcation:



The account holder will follow the steps below to submit the issuance:

Login to the registry and navigate to My Projects and Issuances tab

On the new screen that comes up, double click on your account name found on the right side and select the project under it.

Click on New button and choose New Issuance from the dropdown as shown below.

| Companyation I wanted data | | | | | | |
|-------------------------------------|------------|-----------------|---|---------------------------|------------------------|--|
| INDUCT EACHDOARD INV ACCIDA | NEEDEMMANT | WWWAGE MY JOHTS | MENDALICITS AND ISSUANCES IN USER ADMIN | REPORTS + ACTIVITY LOG | | |
| vejeda | | | Tanaarea | | | |
| Nen | | Real Provide. | Other - Clover | | | |
| 14778 e | Status . | | Nata | Monitoring Start Data Mon | toring End Data Status | |
| RUR WOC or UR Peatrane Date Account | Active | | | | Active | |
| | | | # Desc Proact #2 | | Volcated | |
| | | | 1 (@ New Oute - 10/25/09/20 | | Adive | |
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| New Issuance | | | | | | |
| V New Issuance | | | | | | |
| | | and Code Acco | | | | |
| New VCU Issuar | nce | | | | | |
| Drew Proje | ct #2 | | | | | |
| | 01 m2 | | | | | |

The Issuance Details form will appear.

Input the Start Date and End of the Monitoring Period and then click on Add Monitoring Period button (This is your vintage start and end date as specified on your Verification Statement).

| 🔄 Issuance Details | | | | ? @ X |
|---------------------------------------|-------------------------------------|----------------|-----------------|-------|
| Account Name*: | #UK WCC or UK Peatland Code Account | Project Name": | Drew Project #2 | ~ |
| Issuance requested Date: | 23 Oct 2020 | Status: | New | |
| Issuance Date: | | Comment: | | |
| | | | | |
| Monitoring Period Start Date: 01 J | an 2016 🔄 End Date: 31 D | ec 2016 | Nitoring Period | |

Clicking on Add Monitoring Period button will open a new form under the Issuance details form as shown below –

| Account Name*: Issuance requested Date: Issuance Date: | #18: WCC or UK Ps 23: Oct 2020 | atland Code Account | S | roject Name*: tatus: onchent: | | Draw Project # Now | 13 | | T (0) |
|--|-----------------------------------|---------------------|-------------|-------------------------------------|----------|-----------------------|---------|--------------|------------|
| | | End Date: | 31 Dec 2016 | ja ja | And Man | turnig Petitol | | | |
| 01/01/2016-31/12/2014 | | | | | | | | | € Document |
| | | | | | | | | | |
| Project Activity | Vint | ige Start" V | intage End* | Quantity* | Verfier* | | Cass * | Measurement" | Add |
| Project Activity | Vint | ege Start" V | intage End" | Quantity* | Verfier* | | Class * | Measurement* | Add |

Click on Add Issuance button on the bottom right side of the issuance form Clicking on the Add Issuance button will add a new row in the form created in the previous step

| 🔄 Issuance Details | | | | | | | | | 7 @ × |
|--|------------------------------|------------------------|--------------|----------------------------|-----------|-----------------|------------|----------------|---------------|
| Account Name": Issuance requested Date: | #UK WCC or Uk 23 Oct 2020 | CPeatland Code Account | ~ | Project Name**: Status: | | Drew Project #2 | | | ~ |
| Issuance Date: | 25 011 2020 | | | Comment: | | | | | |
| A Monitoring Period | | | | | | | | | |
| | Jan 2016 | End Date: | 31 Dec | 2016 | Add Moni | itoring Period | | | |
| 01/01/2016-31/12/2016 | | | | | | | | | |
| | | | | | | | | | Document |
| Project Activity | 1 | Vintage Start* | Vintage End* | Quantity | Verifier* | | Class * | Measurement* | Additi |
| Choose One. | | 01 Jan 2016 | 31 Dec 2016 | | N/A | | Choose One | Choose One | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| • | | | | | | | Add Iss | uance 🥥 Remove | ► Issuance |
| | | | | | | | Submit | Save as Draft | Cancel |

The user will need to complete the following details as they appear in the form above, most of which come from your verification statement –

- Project Activity
- Vintage Start Date
- Vintage End Date
- Quantity
- Verifier
- Class (this will be UNIT For claimable units and RESERVE for buffer units)
- Measurement (this will be WCU/WCU RESERVE or PCU/PCU RESERVE)

| S Issuance Details | | | | | | | | | | (9)(d) (8 |
|---------------------------|---------------|------------|---------------|--------------|----------------|-----------|------------------|----------|-------------------|------------|
| Account Name*: | #UK WCC or | UK Peatlan | d Code Accour | t 🛩 | Project Name*: | | #Peatland test | 2 | | ~ |
| Issuance requested Date: | 11 Nov 2020 | | | | Status | | Verified | | | |
| Issuance Date: | 11 Nov 2020 | | | | Comment: | | 11 | | | |
| · Monitoring Period | | | | | | | | | | |
| Start Date: | | C3 | End Date: | | (03) | And Mrs | nitoring Perint | | | |
| 11/11/2020 - 11/11/2021 | (18) | | | | | | | | | |
| | | | | | | | | | (1) Milestones [] | Document |
| Project Activity | | Vintage 1 | Start" | Vintage End* | Quantity* | Verifier* | | Class * | Measurement* | Addit |
| UK Peatland Code, Peatlan | | 11 Nov 2 | 020 | 11 Nov 2021 | 20 | Organic # | farmers & Grower | RESERVE | PCU | |
| UK Peatland Code, Peatlan | d Restoration | 11 Nov 2 | 020 | 11 Nov 2021 | 200 | Organic ! | farmers & Grower | UNIT | PCU | |
| | | | | | | | | | | |
| 4 | | | | | | | | Add | lasuance 😂 Ramov | e tesuance |
| × Discard | | | | | | | | -53.500m | La Saue | 🗙 Cancel |

Click on Save as Draft button, then click on the Submit button. Your request for converting PIU to WCU/PCU will be sent to the verifier, who will upload your documents, then to the Regulator and Markit Operations for review.

Click on the Save button and then Submit

The Status of the issuance changes to Pending Review (Verifier) and your request will be sent to the Regulator and Markit to review before converting your PIUs to WCU/PCU.

| 📑 Issuance Details | | | | | | | | | ? @ X |
|---|--|----------------|--------------|--|------------|----------------|---------|--------------|----------|
| Account Name*: Issuance requested Date: Issuance Date: | #UK WCC or UK Peatland Code Account 19 Nov 2020 | | | Project Name*: Peatland Test : Status: Pending Review Comment: | | | | | |
| Monitoring Period Start Date: 19/11/2020 - 19/11/2021 | | End Date: | | | Add Moni | toring Period | | | |
| | | | | | | | | | Document |
| Project Activity | | Vintage Start* | Vintage End* | Quantity* | Verifier* | | Class * | Measurement* | Additi |
| UK Peatland Code, Peatland | Restoration | 19 Nov 2020 | 19 Nov 2021 | 20 | Organic Fa | rmers & Grower | RESERVE | PCU | |
| UK Peatland Code, Peatland | Restoration | 19 Nov 2020 | 19 Nov 2021 | 200 | Organic Fa | rmers & Grower | UNIT | PCU | |
| 4 | | | _ | | | | | | Þ |
| | | | | | | | Submit | Save 🔀 | Cancel |

The user will also receive an automated email notification confirming the submission of the issuance

Email Notifcation:

| IHS Markit |
|--|
| 1 |
| Action Item Completion Notification |
| Dear MER27 TEST USER (PD), |
| Project Peatland Test 5 has selected the following verifier Organic Farmers & Growers C.I.C. in IHS Markit Registry |
| Project details: |
| Project ID: 10400000051979 Project Name: Peatland Test 5 Project Status: Validated |
| |

At this time the issuance is now being reviewed by the Verifier during which the verifier will take either of the following actions –

 Approve – The Verifier uploads the Project Progress Report, Monitoring Report and Verification Statement before approving the issuance. Upon Approval, the request for WCU/PCUs is sent to the verifier and the status of the issuance is changed from Pending Review (Verifier) to Pending Review (3rd Party).

| Issuance Details | | | | | | | | 7 0 |
|----------------------------|-------------|----------------------|--------------|----------------|---------------------------|---------------|--------------|---------|
| Account Name*: | #UK WCC or | UK Peatland Code Acc | ount | Project Name*: | Peatland Test | 5 | | |
| Issuance requested Date: | 19 Nov 2020 | | | Status: | Pending Revie | w (3rd Party) | | |
| Issuance Date: | | | | Comment: | | | | |
| Monitoring Period | | | | | | | | |
| Start Date: | | End Date: | j. | | Add.Minihiring Pariod | | | |
| 19/11/2020 - 19/11/2021 | | | | | | | | |
| | | | | | | | | Documer |
| Project Activity | | Vintage Start* | Vintage End* | Quantity* | Verifier" | Class * | Measurement* | Add |
| UK Peatiand Code, Peatiand | | 19 Nov 2020 | 19 Nov 2021 | 20 | Organic Farmers & Grower. | | PCU | |
| UK Peatiand Code, Peatland | Restoration | 19 Nov 2020 | 19 Nov 2021 | 200 | Organic Farmers & Grower. | . UNIT | PCU | |
| | | | | | | | | |
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| H | | | | | | | | |
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Email Notifcation:



- Reject the Verifier will mention the reason of rejection in the comments box of the Issuance Details form.
 - At this time, the status of the Issuance is changed from Pending Review Verifier to Pending Review (Customer) as shown below.
 - The customer will also receive an automated email notification informing them about the rejection of the issuance

UK Woodland Carbon Code and UK Peatland Code User Guide

| ccount Name": | #UK WCC or | UK Peatland Code Ac | count | Project Name": | Peatland Test 5 | | | |
|---------------------------|---------------|---------------------|--------------|----------------|--------------------------|------------|------------------|----------|
| ssuance requested Date: | 19 Nov 2020 | | | Status: | Pending Review | (Customer) | | |
| ssuance Date: | | | į. | Comment: | incorrect numbe | | serve | |
| Monitoring Period | | End Date: | | | Add Monitoring Period | | | |
| 19/11/2020 - 19/11/2021 | | | 1 | | | | | |
| | | | | | | | 🕐 Milestones 📷 I | Document |
| Project Activity | | Vintage Start" | Vintage End* | Quantity* | Verifier* | Class * | Measurement* | Addi |
| UK Peatland Code, Peatlan | d Restoration | 19 Nov 2020 | 19 Nov 2021 | 20 | Organic Farmers & Grower | RESERVE | PCU | |
| UK Peatland Code, Peatlan | d Restoration | 19 Nov 2020 | 19 Nov 2021 | 200 | Organic Farmers & Grower | UNIT | PCU | |
| | | | | | | | | |
| | | | 1 | | | | | 3 |

• An automated email will be sent to the user informing about the rejection with the comments.

Email Notifcation:

| IHS Markit |
|--|
| Action Item Notification |
| Dear MER27 TEST USER (PD), Please complete the following Action Item in the registry: |
| Please review verifier request as this was rejected by the verifier. |
| Action Item details: Project ID: 104000000051979 Project Name: Peatland Test 5 |
| Project Status: Validated Comments: incorrect number of WCU reserve Monitoring Period: 19/11/2020 - 19/11/2021 |
| Vintage 2020 - 2021 ; Quantity 20 PCU Vintage 2020 - 2021 ; Quantity 200 PCU |
| |

- The user will need to check/ update the incorrect information fields and Submit the Issuance again.
- Upon submission, the status of the Issuance changes back to Pending Review (Verifier).

UK Woodland Carbon Code and UK Peatland Code User Guide

| Sisuance Details | | | | | | | | | ? @ > |
|----------------------------|--------------|------------------------|--------------|----------------|------------|-----------------|------------|--------------|----------|
| Account Name*: | #UK WCC or l | JK Peatland Code Accou | nt | Project Name*: | | Peatland Test 5 | | | |
| Issuance requested Date: | 19 Nov 2020 | | | Status: | | Pending Review | (Verifier) | | |
| Issuance Date: | | | | Comment: | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Monitoring Period | | | | | | | | | |
| Start Date: | | End Date: | | | Add Moni | toring Period | | | |
| | _ | | | | | | | | |
| 19/11/2020 - 19/11/2021 | | | | | | | | | |
| | | | | | | | | | Document |
| Project Activity | | Vintage Start* | Vintage End* | Quantity* | Verifier* | | Class * | Measurement* | Additi |
| UK Peatland Code, Peatland | Restoration | 19 Nov 2020 | 19 Nov 2021 | 20 | Organic Fa | rmers & Grower | RESERVE | PCU | |
| UK Peatland Code, Peatland | Restoration | 19 Nov 2020 | 19 Nov 2021 | 200 | Organic Fa | rmers & Grower | UNIT | PCU | |
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| | | | | | | | | | |
| | | | | | | | Submit | Save | X Cancel |

Once the issuance is approved by the Verifier, it is then routed to the Regulator and Markit, who will review and approve the issuance.

| Issuance Details | | | | | | | | | ? @ X |
|----------------------------|---------------|---------------------|--------------|----------------|------------|-----------------|----------|----------------|----------|
| Account Name*: | #UK WCC or U | JK Peatland Code Ac | count | Project Name*: | | Peatland Test 5 | | | |
| Issuance requested Date: | 19 Nov 2020 | | | Status: | | Pending Review | (Markit) | | |
| Issuance Date: | | | | Comment: | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Monitoring Period | | | | | | | | | |
| Start Date: | | End Date | : | | Add Moni | toring Period | | | |
| | _ | | | | | | | | |
| 19/11/2020 - 19/11/2021 | | | | | | | | | |
| | | | | | | | | (1) Milestones | Document |
| Project Activity | | Vintage Start* | Vintage End* | Quantity* | Verifier* | | Class * | Measurement* | Additi |
| UK Peatland Code, Peatland | | 19 Nov 2020 | 19 Nov 2021 | 20 | - | rmers & Grower | | PCU | |
| UK Peatland Code, Peatland | I Restoration | 19 Nov 2020 | 19 Nov 2021 | 200 | Organic Fa | rmers & Grower | UNIT | PCU | |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | Submit | Save | 🗙 Cancel |

After the issuance is approved by the Regulator, Markit Operations will send the invoice to the project developer within 1 business day and upon payment, Markit Operations will convert the PIUs to WCUs or PCUs.

In the event that the verification of a project results in the quantity of verified units being less than the quantity of PIUs originally listed, Markit Operations will convert the equivalent amount of PIUs to the verified units (WCUs or PCUs) and will cancel the remaining PIUs for that vintage. If the project has delivered more units than predicted, these will be represented as extra WCU's as indicated in the issuance request.

2.5 Assignments

There are two ways to demonstrate a sale of PIUs. Units can either be transferred to a corporate buyer's account or they can be assigned on behalf of an individual or corporate buyer. This takes the unit out of circulation, and adds a 'tag' with the buyer's name.

- Navigate the Manage My Units tab
- Select the credits you would like to assign from the list of credits displayed

| Project | Account | Vintage | Country | Hold | Measurement = | Public Visibili | Status |
|---|---------|---------|---------|-------|---------------|--------------------|--------|
| WCC_EnalChargeTest UK Woodland Carbon Code - Mixed mainly continuous os WCC_WCU-UB-10400000001589-01012017-31122017-3 | | 2017 | Wales | 2,000 | WEU | No | Active |

Click on the Assign Tab on the top

| | Account Project Quantity Onit Class Measureme Public Account III & Gautam_WCC_3.1 WCC_EmailChangeTest 2,000.00 PIU WCU Image: Count Image: Count UK Woodland Carbon Code - Mixed mainly continuous cover system Image: Count Image: Count Image: Count Image: Count | Account Quantity Unit Class Measureme Public Account Name? Quantity Unit Class Measureme Public Account Name? I & Gautam_WCC_3.1 WCC_EmailChangeTest 2,000.00 PIU WCU I IIII JK Woodland Carbon Code - Mixed mainly continuous cover system NCC-WCU-GB-104000000031389-01012017-31122017-3184393-3186392-MER-D-P | Inits | | | | | | | |
|---|---|--|---------------------|--------------------------------|---------------|----------------|-------------------|--------|---------|--|
| Gautam_WCC_3.1 WCC_EmailChangeTest 2,000.00 PIU WCU | Gautam_WCC_3.1 WCC_EmailChangeTest WCC_Wcu WCC-Wcu-GB-104000000031389-01012017-31122017-3184393-3186392-MER-0-P | Assign on behalf of enter company or individual name | secount | Project 🔺 | | Unit Class | Measureme | Public | Account | |
| | WCC-WCU-GB-10400000031389-01012017-31122017-3184393-3186392-MER-0-P | Assign on behalf of enter company or individual name enter additional assignment comments | a 🔏 Gautam_WCC_3. | 1 WCC_EmailChangeTest | 2,000.00 | PIU | WCU | | 2 | |
| WCC-WCU-GB-10400000031389-01012017-31122017-3184393-3186392-MER-0-P | | Assign on behalf of enter company or individual name enter additional assignment comments | | | | 1022023 | | | | |
| | Assign on behalf of enter company or individual name enter additional assignment comments | | VCC-WCU-GB-1040000 | 00031389-01012017-31122017-318 | 4393-3186392- | -MER-0-P | | | | |
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| | Assign on behalf of enter company or individual name enter additional assignment comments | | | | | | | | | |
| Assign on behalf of enter company or individual name enter additional assignment comments | | Assigned by Gautam WCC 3.1 enter additional assignment comments | | | | | | | | |
| enter company or internation name | | Assigned by Gautam WCC 3.1 enter additional assignment comments | Assign on behalf of | enter company or individual | I name | enter addition | al assignment cor | nments | | |
| enter company or marvidia name | Assigned by Gautam WCC 3.1 enter additional assignment comments | | Assign on behalf of | enter company or individual | I name | enter addition | al assignment cor | nments | | |
| | | | | | | | | | | |
| enter doctorior dasgiment comments | | Assigned by Gautam WCC 3.1 enter additional assignment comments | Assign on behalf of | enter company or individual | I name | enter addition | al assignment cor | nments | | |

The user will have the ability to edit the assignment quantity if only a proportion of the 'block' of credits are to be assigned.

- The user will also have the option to update the Assignment remarks by clicking on the button and inserting appropriate comments as text on options as shown here.
- Assignments are shown on the 'Assignments' page of the public view. Click <u>here</u> to view. Note: This link will display the Woodland Carbon Code 'Assignments' page. To view the 'Assignments' page for Peatland or other tabs, select 'UK Peatland Code' from the program drop-down list at the top of the page.

2.6 Transfers

Project Developers – Transferring to a buyer

Where a sale is made and the buyer has an account, PIUs or WCU/PCs can be transferred from the sellers' account to the buyers' account.

<u>Step 1</u>

- Navigate to the Manage My Units tab.
- Select the credits you would like to transfer from the list of credits displayed

| Transfer - R Buffer Transaction - | Autor - Autor | atoms• 🦺 Reire+ 👗 Amin 🛔 Car | celaton 🗍 | X mail | lacard (Expo | R= NEW+ | | |
|--|-----------------|----------------------------------|-----------|---------|---------------|--------------|--------------------|--------|
| 🛃 Transfer 🛃 Transfer To Compliance Account | | Account | Vintage | Country | Holdi | Menurement + | Public Visibili | Status |
| A TIND Transfer | THEOR Y PLA | #UK WCC or UK Pearland Code A. | 2013 | England | 9,981 | PCU | 16 | Agre |
| PCC-PCU-CB-10400000051794 pcc project 1 UK Pretland Code - Pestland Res PCC-PCU-CB-10400000051794 | toration 👻 (PM) | #UK WCC or UK Reatiand Code A | 2012 | Bigland | 9,000 | P()/ | 765 | Active |
| pcc project 1 UK Postland Code - Pestland Res PCC-PCU-CB ISol00000051794 | | FUK WICT or UK Peatland Code A., | 2011 | England | 8.000 | ACU | 15 | Attve |

<u>Step 2</u>

Click the Stransfer button to open the Transfer Details window.

NOTE: You can also right click on a block of credits and select Transfer from the available actions list.

| te: | ails: 26 Oct | 2020 | | | | 103 | Destination Ac TO: | count: 1030 | 00000003978 | |
|------------|-----------------|-------------------------|--------------------|-------|----------|-----------|-----------------------|----------------|-------------|----------------|
| mment: | | | | | | | 19y Accounts | Regist | y Accounts | Inter-Registry |
| | | | | | | | 103000000003 | 978 | | |
| | | | | | | | W Account Fo | rund | | |
| ransfer Un | its | | | | | | | | | |
| Accoun | t | Project = | Transfer Amount | Price | Currency | Measures | | | | |
| - A +U | K WCC or UK | pcc project 1 | 200 | 0 | Choose | PCU (P(U) | | | | |
| | Code - Peatland | | | | One | | | | | |
| CC-PCU-G8 | -104000000051 | /94-01012011-31122011-1 | 9001-27000-MER-0-P | | | | | | | |
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Step 3

 Click the blue number under Transfer Amount heading to edit the number of units to be transferred. • To transfer units to a different account listed on the IHS Markit Environmental Registry, use the Registry Accounts tab on the right-hand side.

Step 4

- Enter the destination account's Account ID and click . The account number should be confirmed by the buyer prior to the transfer on the Registry
- Check the Account Found box once the ID has been entered then click Submit
- The status of the unit block will change from Active to "Pending Transfer". A transfer has to be approved by the Regulator and Markit Operations before being accepted into the buyer's account. The status will show as Pending Transfer (3rd Party), Pending Transfer (Markit) and Pending Transfer (Customer) at each stage respectively.
 - Status of "Pending Transfer (Customer)" if the transfer is awaiting client confirmation.
 - Status of "Pending Transfer (3rd Party)" if the transfer is awaiting regulator confirmation.

Status of "Pending Transfer (Markit)" if the transfer is awaiting IHS Markit Operations confirmation

Buyers – Accepting an incoming Transfer

<u>Step 1</u>

- Navigate to the Manage My Units tab.
- Select the credits you would like to accept by clicking the blue Pending Transfer (Customer) status.

| Status 🔺 |
|-----------------------------|
| Pending Transfer (Customer) |

• The Transfer Details window will appear. Review the information then

<u>Step 2</u>

- Click Click to accept the transfer. Units will immediately be deposited in your account and the status of the credits will change from Pending Transfer to Active.

Requesting in internal transfer (if you manage more than one account)

If you have more than one account (for example if you manage a project developer and a buyer's account), you can select from the 'My Accounts' list rather than entering the registry account number.

<u>Step 1</u>

- Navigate to the Manage My Units tab.
- Select the credits you would like to transfer from the list of credits displayed

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|---|---|--|---------|-----------------|----------|----------|--------------------|-----------|
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| ned cult set. | Bens Repairs Project 1 of Permanent Class, Person Restauries PCC PERS ARE INFORMATION OF CONTRACT CONTRACT, INVENTIONAL ARE ANY | Wat will an un Pernend Code Account | 1011 | i,coture | Luc | жü | - 14 | |
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Step 2

Click the

🥵 Transfer

button to open the Transfer Details window.

NOTE: You can also right click on a block of credits and select Transfer from the available actions list.

| 🖏 Tr | ansfer Details | | | | | | | | | | ? | @ X |
|------------|------------------------|-------------|---|--------------------|------------|---------------|-----------|-------------|---------------|----------------------|----------------|-----|
| Tra Dat | nsfer Details: – e: | 04 Nov 2 | 020 | | | | | Dest TO: | tination Acco | ount: | | |
| Con | nment: | | | | | | | | Accounts | Registry Accounts | Inter-Registry | |
| Tr | ansfer Units | | | | | | | | #UK WCC or | UK Peatland Code Acc | tount | |
| | Account | | Project 🔺 | Transfer Amount | Price | Currency | Measures | | | | | |
| | - (Woodland Carbo | on Code - C | ■ Demo WCC Project 1 Continuous cover system 206-01012022-31122022-6016 | 4000 | 0 2-0-P | Choose One | WCU (PIU) | | | | | |
| | | | | | | | | | | | nit | |

<u>Step 3</u>

- Click the blue number under Transfer Amount heading to edit the number of units to be transferred.
- Select one of your accounts or sub-accounts by using the My Accounts tab on the right-hand side.

Step 4

Click Submit to immediately transfer the units to one of your accounts.

2.7 Retirements

WCU/PCUs can be retired when the user wishes to use them in a GHG report to come to a net emissions figure. They can either be retired by a project developer/ retail aggregator on behalf of their clients, or they can be retired by a buyer who has their own account.

- Navigate to the Manage My Units tab.
- Select the credits you would like to retire from the list of credits displayed.
 - o To retire multiple blocks, hold the CTRL button and select each block.
- Click the Retire button.

NOTE: You can also right click on a block of credits and select Retire from the available actions list.

| ASHBOARD > MY ACCOUNT SUMMARY MA | NAGE MY UNITS | | RFI AL | CTIONS 1 | ISERADMIN | REPORTS + | ACTIVITY LOG |
|--|------------------------------------|--------------|------------|---------------|---------------|--------------------|--------------|
| 💭 Transfer + 🚜 Buffer Transaction + 🛄 💷 🗔 Auctio | an• 💢 Platforms 🔹 Retre• 🚓 Annah 🏨 | Cancellation | Current ×0 | lecard 🚰 Expo | t+ 📷 New+ | | |
| Project | A Retire | ane | Country | Holdi | Measurement + | Public Visibili | Status |
| UK Woodland Carbon Code - No thinning or clearfe WCC-WCU-GB-104000000011689-21062019-21062 | A Y (PHU_RESERVE) | nplate | | | | | |
| WCC Upgrade1 project UK Woodland Carbon Code - No thinning or dewfe WCC-WCU-GB-10400000011689-21062019-21062 | | 2019 | England | 4,600 | WOJ | 714 | Decarded |
| WCC Upgrade1 project UK Woodland Carbon Code - No thinning or clearly WCC-WCU-GB-10400000011689-21862019-21862 | | 2019 | England | 100 | WCU | Yes | Active |

• The Retire Units window will appear.

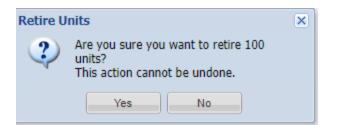
UK Woodland Carbon Code and UK Peatland Code User Guide

| Retire Units | | | | | | @ X |
|---|--|--------------------|------------------|---------------------|-----------------------------|--------------------------------------|
| Total Quantity: 100 | | | | | | |
| Units | | | | | | |
| Account 🔺 | Project | Retireme Amount | Measures | Publicly Visible | Display Account Name? | Receive retirement certificate |
| 🕀 🐣 #UK WCC or UK | Drew Project #2 | 100.00 | WCU | ~ | Z | |
| UK Woodland Carbon Code WCC-WCU-GB-104000000 | e - Mixed mainly clearfell 051844-29102020-30102020-6004927 | 7-6005026-MB | ER-0-P | | | |
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| | | | | | | |
| Retire on behalf of | enter company or individual na | me ent | er additional re | tirement o | omments | |
| | | | | | | |
| Retired By | #UK WCC or UK Peatland Code | Accc ent | er additional re | tirement o | comments | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | (| ✔ОК | X Cancel |

- Click the blue number under Retirement Amount heading to edit the number of units to be retired. Enter information regarding the name of the company or individual claiming the sequestration/emissions reduction and any further retirement comments.
- Check the Retirement Certificate box to receive a *hard copy* of the certificate. Note that there is a fee for a hard copy certificate.
- Click the button to submit the retirement.

Electronic Retirement Certificate

Users can download an electronic retirement certificate immediately after the retirement is executed. The retirement certificate will be generated in .PDF format.



Press "Yes".

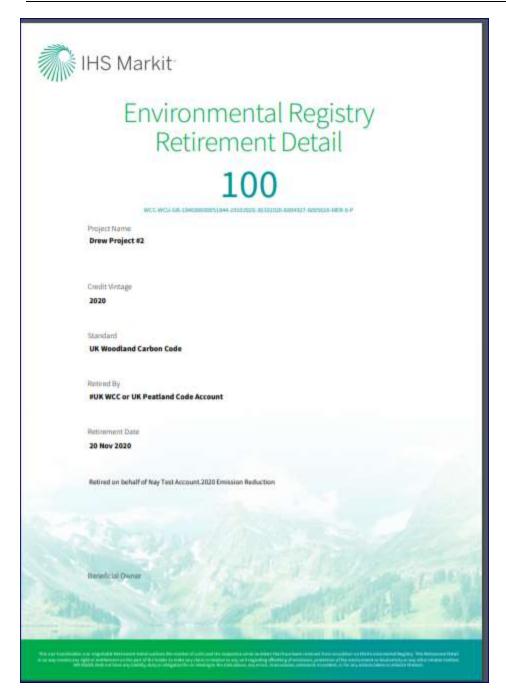
• In the Manage My Units tab, double-click the retirement that was executed.

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|--|---|-------------------------------------|--------|---------|--|---------|---------------------|
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| | Institution | ATTC VA SHARESHIELD | 100 | lane - | 10.000 | | |

- A **Mixed Unit Details window** will appear. Select "Retirements" on the left-hand side of the **Mixed Unit Details** window.
- Click Generate Retirement Certificate.

UK Woodland Carbon Code and UK Peatland Code User Guide

| 🙈 Mixed Unit Details | | | | ? © × |
|--|--|-----------------------|---|--|
| Project: Standard: Status: Project Start Date: Project End Date: Public Visibility: | Drew Project #2 UK Woodland Carbo Retired 01 Jan 2016 31 Dec 2019 Yes | n Code | Account: Project Type: | #UK WCC or UK Peatland Code Account Mixed mainly clearfell |
| Holdings Additional Info Site details Documents Retirements | Date Retired: Remarks: | 20 Nov 2 Retired o | 0.0000000000000000000000000000000000000 | Account.2020 Emission Reduction |
| | Certificate: | | to download a retiren | nent certificate |



2.8 Self-Assessment (WCC projects only)

WCC will enable projects to be "Self-Assessed" by project developers during the lifetime of the project following initial Verification (i.e. after the 5-year verification and once the project is in "Verified" status). The Self-Assessed status and workflow will not apply for Peatland.

When a project developer completes a self-assessment, they are required to submit documentation to demonstrate that the project is on track. The self-assessment will be completed instead of a third-party verification and requires the project developer to complete a Project Progress Report and to provide site-based and aerial imagery. The process for initiating and completing a Self-Assessment will be as follows:

- Step 1: The project developer submits the project using "Submit for Self-Assessment" button. The project status changes to "Pending Review – Self Assessment (3rd Party)" and the user will have to submit a Project Progress Report and site-based and aerial imagery before submitting the project for Self-Assessment.
- Step 2: Regulator Reviews the Project
- Step 2a: In case of Approval, the Project status changes to "Pending Review Self Assessment (Markit)"
- Step 2b: In case of Rejection, the Project status changes to "Pending Review Self Assessment (Customer)". User can again submit the project after reviewing the comments received from the regulator
- Step 3: Markit Operations Reviews the Project
- Step 3a: In case of Approval, the Project status changes to "Self-Assessed"
- Step 3b: In case of Rejection, the Project status changes to "Pending Review Self Assessment (3rd Party)". Regulator can again review the project after going through the comments received.

| Project Details | | | | | | | 1 | 10 |
|--------------------|----------------------|-----------------|-----------------------------|---------------------------|---|--------------------------|----------------------------------|-----|
| Account Name*: | #UK WCC or UK Peatla | nd Code Accor 💌 | Project Description*: | UK WCC TEST 2 | | | | 111 |
| Project Name*: | UK WCC TEST 2 | | | | | | | |
| Project Status: | Verified | | | | | | | |
| Project ID: | 10400000051881 | | Comment: | | | | | |
| Project Activities | Standard* | Project Type* | Additional Certification | () Miestones Validator | C Additional Start Date of Implementa. | Project Start Date | roject Project End Date | ra. |
| Carbon | UK Woodland Carbon | Clearfell only | None | Gautam_ValidatorAcco | 28 Oct 2020 | 28 Oct 2020 | 28 Oct 2022 | 1 |
| | | | | | | | | |

Select a project that is currently verified

• The user will be required to upload the Project progress report and site-based and aerial

imagery and then click on the

• For document uploads, please refer to section 2.1 Project Registration here

• The project will then be approved by the Regulator and Markit operations, before being approved. The project will have the status Pending Review (3rd party), Pending Review (Markit) and Self-Assessed at each stage respectively. Once approved by the Regulator and Markit Operations the status of the project becomes "Self Assessed"

| Master Project | Project | Account + | Country | Status |
|----------------|---------------|-------------------------------------|---------|---------------|
| | pcc project 1 | FUK WCC or UK Reatland Code Account | England | Self Assessed |

| Account Name*: | #UK WCC or UK Peat | land Code Accoun 🗶 | Project Description*: | pcc project 1 description | | | |
|---------------------|--------------------|----------------------|-----------------------------|---------------------------|--------------------------------|--------------------------|------------------------|
| roject Name*; | pcc project 1 | | | | | | |
| Project Status: | Self Assessed | | | - | | | |
| roject ID: | 10400000051794 | | Comment: | | | | |
| | | | | | | | |
| | | | | | | | |
| Project Activities | | | | | | | |
| | | | | (T) Milestone | es (T) Additional | into (1) Site D | etall 🕞 Docur |
| | Standard* | Project Type" | Additional Certification | Validator | Start Date of implementa | Project Start Date | Project End Date |
| Category" | Standard | | | | | | |
| | UK Peatland Code | Peatland Restoration | None | Soil Association Certific | | 10 Jul 2020 | 10 Juli 2020 |
| | | Peatland Restoration | i None | Soil Association Certific | | 10 Jul 2020 | 10 Jul 2020 |
| 1.1.1 | | Peatland Restoration | 1 None | Soil Association Certific | | 10 Jul 2020 | 10 Jul 2020 |
| Category" Carbon | | Peatland Restoration | n None | Soil Association Certific | | 10 Jul 2020 | 10 Jul 2020 |

Note:

At the next verification, when units are converted, the project status will change automatically from "Self-Assessed" to "Verified" as soon as any unit issuance is converted or approved.

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

3. Registry Pages/ Tables and Navigating them

Users can navigate or perform functions within the registry via the buttons available on the tables or by sorting the columns from tables.

While each of the Registry's pages involve different functions, the navigation functionality is similar throughout the Registry's sections.

3.1 Table navigation

Navigation within a widow can be done through an array of buttons found surrounding any window. These buttons increase the registry's efficiency by allowing you to quickly navigate through your projects and holdings.

| Button | Action |
|----------------|---|
| and 📔 | Skip to first or skip to final page of table |
| and | Move forward or back one page in table |
| Page 1 of 1705 | Skip to a certain page of the table |
| <i>®</i> | Refresh table/screen |
| E Less Details | Hides additional details (e.g. project serial number, standard or project status) |
| E More Details | Displays additional details |
| and and | Hides or displays a table |

The IHS Markit Environmental Registry consists of eight tabs that provide users with different data and functionality.

1) My Account Summary:

The **My Account Summary** page is the IHS Markit Environmental Registry landing page used for viewing notifications, and account settings and credit summary of the user's portfolio.

2) Manage My Units:

The **Manage My Units** page lists all credit issuances, holdings, and retirements. It is the portfolio management screen from which all transactions are initiated.

3) My Projects and Issuances:

The **My Projects and Issuances** page lists the status and details of all projects and issuances initiated by the account.

4) RFI (Request For Information):

The RFI page is the Request for Information Platform that connects buyers and sellers on the

IHS Markit Environmental Registry.

- User Admin: The User Admin page displays account user information.
- 6) Reports:

The **Reports** page displays lists of activities by transaction type over any timeframe.

7) Activity Log:

The **Activity Log** page displays a log of all transactions and changes of statuses of credits and projects in an account.

3.2 My Account Summary

Account login brings users to the Registry home page. This page displays account information, holdings and notifications.

| Financial Services | 🞧 IHS Markit 🔰 Registry 👗 Weisume, mertes |
|--|--|
| MY ACCOUNT BUNMARY | MUNAGE MY UNITS MY PROJECTS AND INTUMACES (IV) AUCTIONS USER ADMIN REPORTS & ACTIVITY LOD |
| Corrent User | Credit Summary |
| Argunt flow that the Lasts | Standard - Measure Issuances Holdings Ratireme. Canceled Pending Issue Pending Tor In Webschare Cattor Case executed WCU T 485.000 6.640.000 104,000.000 1 |
| 🖂 Public View (2 Public View (2003) | |
| Accounts Q Nex. + D Open | a |
| Agene alex-ted Moder Account Active | * |

Credit Summary

The Credit Summary box in the center of the page displays account information. This information is sorted vertically by standard and account holder and horizontally by credit status: issuances, holdings, and retirements as well as displaying pending issuances and pending transfers.

| Field | Definition |
|------------------|---|
| Standard | The standard of the project activities. |
| Measure | Unit of measurement of credits (e.g. VER (tCO2e), PVC (tCO2e), etc.) |
| Issuances | Total amount of credits issued into the account |
| Holdings | Total amount of credits currently held in the account |
| Retirements | Total amount of credits retired in the account |
| Pending Issuance | Total amount of credits in the process of being issued into the account |
| Pending Transfer | Total amount of credits in the process of being transferred into or out of the account |

Accounts

This field allows users to view all accounts for which they are permissioned. Clicking on an individual account displays the account's credit information in the **Credit Summary** box. Credit summaries for multiple accounts can be viewed by holding down the Control button and clicking on all desired accounts.

NOTE: Accounts and sub-accounts can be created by clicking the New button.

| Account Detail | • | | 7.0.8 | Accounts |
|--|--|------------------------------------|-----------------------------------|---|
| Trading Name *: | alesa-test | Registered Name 11 | alexa-test | New 🗂 Open |
| Account ID: Status: Main Details | Attas Attas Contacts Deducted Devices Mertification De | Master Account: SAP Account ID: | This account is a Master Account. | TEST ACCOUNT 100 Master Account |
| Organization | | Preferences | | Active TEST ACCOUNT 5 Mar Account Actions |
| | | | | TF O New |
| | | | | A OPEN TE New (Sub Account) M D Expert to Excel |
| | | | | Request Advice |

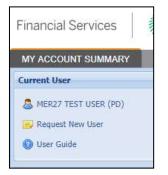
To view your Account ID, simply select your account and push the **Open** button and • view the Account ID field in the Account Details window.

\$3

**

Current User

This field displays current user information and allows for requesting new users.



- Click on the blue username link to open a User Details window that displays all user • information as currently stored in the Registry.
- Click on the **Request New User** button to access the new user application form. •

Quarterly Account Statement

- Account Statements are created to provide a concise summary of activity (issuances, transfers, etc.) in your account for the most recent calendar quarter. Users will be notified via email when the new Statement in PDF format is available for download.
- Double click on the account name located on the left panel under My Account Summary to view and download the Account Statement.

| 🗊 Ac | count Deta | nils | | | | | | | | | ? | |
|--------|------------|------------|-------------------------|---------------------|-----------------|---------------|----------------------------------|------------------|-------|-------------|---------|---|
| Tradir | ng Name *: | Te | st Account Limited | | Register | ed Name *: | | Test Account Lir | nited | | | |
| Accou | nt ID: | 10 | 000000000710 | | Master Account: | | This account is a Master Account | | | | | ~ |
| Status | 5: | Ac | tive | | SAP Acc | ount ID: | | | | | | |
| Ma | in Details | Contacts | Indicated Standards | Regulated Standards | Identifica | tion Usen | s | Sub Accounts | RFI | Account Sta | atement | |
| | Documen | t | | | 🔻 Туре | | | Period | | Year 👻 | | |
| - | Account_S | tatement_2 | 018-01-01_2018-03-31.pd | f | Accou | nt Statement | t | JAN-MAR | | 2018 | | |
| - | Account_S | tatement_2 | 018-04-12_2018-05-11.pd | f | Accou | nt Statement | t | MAY | | 2018 | | |
| | Account_S | tatement_2 | 018-05-12_2018-06-11.pd | f | Accou | nt Statement | t | JUN | | 2018 | | |
| - | Account_S | tatement_2 | 018-06-12_2018-07-11.pd | f | Accou | int Statement | t | JUL | | 2018 | | |
| | Account_S | tatement_2 | 018-07-12_2018-08-11.pd | f | Accou | nt Statement | t | AUG | | 2018 | | |

3.3 Manage My Units

The "Manage My Units" page is the credit portfolio-management page of the Registry. In this section of the registry the client will be able to manage the credits by assigning, transferring, retiring, or listing credits in our RFI platform. The main window displays all credits held or retired in accounts permissioned to the user.

| MY ACCOUNT SUMMARY MANAGE | MY UNITS MY PROJECTS AND INTRAMOS | THE ADDITION | THEFT ADMIN | REPORTS | ACTIV | 174 100 | | |
|-------------------------------------|--|--|------------------|---------------|-------|----------------------|-------------------|---------|
| Find Units By | Transfer - 🔂 🗤 🖓 Auction - 🚓 Retre + 🛔 | inner Skinner Xinner [| aflaport. Tatier | a+ | 19 | Swarch try serial re | ú | |
| 🖬 More Options. • 🍂 Etraw All Unite | Project = | Account | Vintege | Country | Hel. | Measurement | Public Visibil | Status |
| Propert Account Facult | Stat-2018Project ISO 14084 - 2 - Agriculture ISO-VER-US-104/00000028180-01012028-311 | 5es12018 22008-4978849-4978846-MER-0-P | 2028 | United States | 100 | VER (ICO2#) | NO | Active. |
| Name GeutemTest1 | Test-3019Phoject. (SD 14064 - 2 - Apriluiture (SO, VER-US, 10400000026190-01012027-31) | Ten2019 20027 -4918949 -4619148-MER-D-P | 2027 | United States | 100 | VER (1003e) | 10 | Active |
| Stand for Trees 7 Tees2018 | Text-2019Project ISO 14084 - 2 - Agrikulture ISO VER-US-IN4400000028190-01012025-311 | Test2019 22026-4979149-4979448-MER-0-P | 2026 | United States | 300 | VER (10026) | NO | Active |
| | Tett-2019Froject ISO 14084 - 2 - Apriluidure ISO-VER-US-TO40000000011496-01012025-311 | Ten2019 22025-4979449-4979048-MER-3-P | 2025 | United States | 400 | VER (90026) | NO | Attive |

WCC holdings

| Project | Account | Vintage | Country | Hold | Measurement + | Public Visibili | Status |
|---|--|---------|---------|------|---------------|--------------------|---------|
| WCC Demo Project UK Woodland Carbon Code - Mixed m WCC-WCU-GB-104000000012491-010 | 72014-30062015-2182810-2183800-MER-0-P | | England | 991 | WCU | No | Retired |
| 歳 WCC Demo Project | WCC Demo Account | 2014 | England | 200 | WCU RESERVE | Ves | Active |
| UK Woodland Carbon Code - Mixed m | ainly clearfell 🦞 (RESERVE) | | | | | | |

Peatland Holdings

😥 Transfer 🔹 Buffer Transaction + 🔡 🖃 😥 Auction + 😳 Platforms + 💰 Retra + 👗 Augus 🐇 Canualianua 📑 Contact 🗙 Danael

| Troject | Account | Vintage | Country | Hold | Measurement + | Public Visibili | Status |
|--|--|---------|---------|-------|---------------|--------------------|--------|
| bcc project 1 UK Peatland Code - Peatland Restoration Y (PIU) PCC-PCU-GB-104000000051794-01012013-31122013-20- | #UK Peatland Code Account 10000-MER-0-P | 2013 | England | 9,981 | | Ves | Active |
| pcc project 1 UK Pealland Code - Peatland Restoration (PIU) PCC-PCU-GB-10400000051794-01012012-31122012-100 | #UK Peatland Code Account. 01-19000-MER-0-P | 2012 | England | 9,000 | PCU | Yes | Active |

Credit Window

Credit information in the credit window (the main right-hand part of the 'Manage my units' page) is displayed with Project Title, Account, Vintage, Origin, Holdings, Measurement, Status and Additional Certification.

NOTE: Credit status can be displayed as one of the following: Active (ie WCU or PCU), Pending Issuance (ie PIU), Pending Transfer, Retired, RFI Listed.

The credit window has a menu of buttons across the top (eg to transfer, assign, or retire). These buttons are activated when a unit block or credits is selected. The buttons and fields enable the user to assign, transfer, retire credits, or place them on the RFI platform.

| Financial Services | IHS | Markit - | | | | | | R | gistry | & Welco |
|--------------------|--------------|-------------|--|----------------------|---------------|---------------|--------|--------------------|-------------------|---------|
| MY ACCOUNT SUMMARY | MANAGE | MY UNITS | MY PROJECTS AND ISSUANCES | RFI AUCTIONS | USH W ADMIN | HERORIS - | AC:11V | TTLOG | | |
| Finil Units By | | Transfer- | BPFI Dautan- & Reter- 2. | and Calcinet X Court | Tation - Take | | 1 | Search by variat A | 8 | |
| | ov Alt Units | Project - | | Azzdurt | Vintage | Country | Hol_ | Masurement | Public Visibil | Status |
| Project Account | | - Tett-2018 | Project 264 - 2 - Apriculture | P 0004 | 3228 | United States | 71 | VER (COQH | 140 | Active |
| | | | 30 (HURH 1 2 - April 1997) 50 - Y25 - U25 (1997) 1997 - 1712 (1225) - 1712 (1225) - 497(1874 - 487(1840 - 498)) - 3-9 | | | | | | | |

| 🗸 Transfor - 🌡 Butter Transaction - 📑 RF1 🔀 Auction - | 😞 Platforms = 🦂 Roten = 🚕 A | icagn 💑 i | Cancellation 13 | X uno | Discard 💽 Export+ | New | |
|---|-----------------------------|-----------|-----------------|-------|-------------------|--------------------|--------|
| hojed. | Account | Vintage | Country | Hold | Measurement + | Public Visibili | Status |
| Brynnhyg UK Woodland Carbon Code - No thinning or dearfull - Y | The Green Insurance Compa | | | | WCU | Yes: | Active |

| Button/Field | Action | | | | | |
|----------------------|--|--|--|--|--|--|
| Transfer | Opens a window prompting the user to input details for transferring units to another account | | | | | |
| RFI | Opens a window prompting the user to input details for listing credits on the RFI Platform | | | | | |
| Auction | Opens a window prompting the user to input details for listing bids on an auction | | | | | |
| Retire | Opens a window prompting the user to input details for retiring units within the account | | | | | |
| Assign | An activity in which a holder of Validated Units commits to retire those Units upon verification. Assignment is irreversible, and an Assigned Unit will be retired immediately upon verification. | | | | | |
| Convert | Not an active button for Registry users | | | | | |
| Discard | Not an active button for Registry users | | | | | |
| Export | Opens the reporting options menu | | | | | |
| Export to Excel | Exports listings in window to an Excel spreadsheet | | | | | |
| Export to PDF | Exports listings in window to an Adobe PDF document | | | | | |
| New | Opens a menu for creating new projects and issuances | | | | | |
| Search by serial no… | A search field for serial numbers. The functionality searches for serial numbers beginning with the characters typed into the field. | | | | | |

• Right-click any of the unit blocks to display **Unit Details**. All actions and transaction options are listed that are enabled for those credits.

UK Woodland Carbon Code and UK Peatland Code User Guide

| Bittanter 🔚 Datation Diftattante & Batan & | Kanne Baud- | There - | | | | III Desid | h fay merial tax. |
|--|--|---|--------|---------|----------------------|-----------|--|
| त्युक्तो + | Acces | | Vetepe | Country | Holdings Measurement | Public | Stense |
| Dest Project 42 (or Westman Gamer Gamer Gamer Hanny meeting, V. 2010) WIZ West-GR-Commission New Architecture Transmission Action 43 (2017) 1997 August 2017 (2017) 1998 (2017) 1997 (2 | | CC or UK Restand Code Account | 2219 | Brgant | 100 WCU | 191 | Active |
| Des Pajaci Ki (K Westerd Deten Teter - Mascinenty can/k) V 753 WE with the completion of the complete and a second can be a web with with the completion of the complete and the complete and the second can be a second complete and the complete and the second can be a second complete and the complete and the second can be a second complete and the complete and the second can be a second complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the second complete and the complete and the complete and the complete and the second complete and the complete and the complete and the complete and the second complete and the complete and the complete and the complete and the second complete and the co | | CC or UK Restand Code Account | 204 | bquri | 100. WCU | - | Activ |
| & Des Kyact *C UK Woodand Caterr Erzs - Maac marky claimer Y FRU WCC WCu CB 10400000001844.01912017.01122017-000541-0000000.0051-0.7 | 400.W | till av uik Peatranit Core Account | data, | E-quera | THE WED | - 14 | ACH |
| Shee Francescoll or Manufactor Carlon Carlon Mand markly from the web structure in monitorial and and the and and a set of a definition of the analysis of the analysis of the analysis of Manufactor Carlon Carlon Mangimenty (set Will web structure in marking on any structure in any the analysis of a set of Manufactor Carlon Carlon Carlon Manufactor in any the analysis web structure in any structure in any structure in any the analysis of a set of the analysis of the any structure in any structure in any the analysis of a set of the analysis of the any structure in any structure in any the analysis of the angle of the of the angle of | di, UNIT Detatta | C + (Orted Iss Road | EH. | Capital | WE WED | . 64 | Norma |
| | Deen Project #2 manifesta 30 Tables 46 Patrice | Earli(Cheland Case Ascant) | ,8216 | England | NU WED | | Nation |
| Construction of Carbon Carbon Carbon Meeting country country (of Weedment Carbon Carbon Head, 20100000, processo 4004827-4000028 Meth0.7 WCC WCL 4GA 1060000000017844.20100000, processo 4004827-4000028 Meth0.7 | di sona e Constanti Anuestation | Transfer Cardle Terretor 10 Surgements Interact Terretor 10 Surgements Interact Terretor (IP) Terretor (Interact) Terretor (Interact) | | in and | Leef (neds) (| | . And the second s |

• Double-click on any credit to display all **Mixed Unit Details** including Unit, Project and Issuance Details like Vintage Period, Serial Number, and project documents.

| 🖧 Mixed Unit Details | | | ? @ × |
|--|---|---|--|
| Standard: U Status: F Project Start Date: 0 Project End Date: 3 | Drew Project #2 JK Woodland Carbon (Retired D1 Jan 2016 B1 Dec 2019 Yes | Account: Code Project Type: | #UK WCC or UK Peatland Code Account Mixed mainly clearfell |
| Holdings | Vintage Start: | 01 Jan 2016 | |
| Additional Info | Vintage End: | 31 Dec 2016 | |
| Site details | Holding Quantity: | 90 | |
| Documents | Issued Quantity: | 100 | |
| | Class : | UNIT | ~ |
| Retirements | Measurement: | WCU | ~ |
| | Serial No: | WCC-WCU-GB-104000000051844 6003840-MER-0-P | 4-01012016-31122016-6003751- |
| | | | |
| | | | |
| 📀 Make Private | | | VOK Cancel |

Find Units By

The **Find Units By** heading enables users to select units. The tab defaults to allow users to select by Project, Account, Standard, Project Type, Country, Unit Measurement, Unit Class, Environmental Category, and Status.

| Fir | nancial Services 🛛 👫 IH |
|------|-------------------------------|
| M | Y ACCOUNT SUMMARY MANAG |
| Fin | d Units By |
| Q | More Options 🔏 Show All Units |
| Proj | ject |
| Acc | ount |
| Sea | arch. |
| | Name |
| | GautamTest1 |
| | Stand for Trees |
| | Test2019 |

• The Show All Units button clears the selection and displays all units.

3.4 My Projects and Issuances

This tab displays all projects and issuances created in the user's account(s). It is divided into two windows: Projects and Issuances. In this tab you will be able to create new projects (left) and issuances (right).

| Financial Services | IHS Markit | | (Registry) 💄 Wetcame market |
|-------------------------|--------------------------|---------------------------------------|--|
| MY ADCOUNT SUMMARY | WANAGE MY UNITED MY FROM | CTS AND ESUANCES 101 AUCTIONS USER AD | Men REPORTS ACTIVITY LOD |
| Projects | | + Issues | |
| Q Hen. + [] - Scoute | hundeter - | and Projects . Quines + Channel | Search Insuran |
| Name - | Status | Name a | Monitoring Start Date Monitoring End Date St |
| F III III Teatton Jan | Adhye | - > 🛃 Hritestätts Jan | Adve |
| Ing Test Marks Acs 2019 | Active | h 🞒 Ng Taul Markil Acc 2019 | Adva |
| 1 TICHIR_Saltan_Form | Active | I 🗐 HChile_Sohare_Form | Action Action |
| 1 1105 2619 | Active | + 📁 HOS 2019 | Adve |

Projects

This window displays all projects created within your account(s). This window is used to create new projects and to view the status of projects submitted for registration. Below is a summary of project statuses and what each status means to the user.

Project Status

| Project Status | Definition |
|---|--|
| Draft | Project has been saved, but not submitted by user for review by IHS Markit Operations |
| Pending Review – Under Development (Markit) | Project has been submitted to IHS Markit and is being reviewed by IHS Markit Operations |
| Pending Review – Under Development (3 rd Party) | Project has been submitted to a third party or Regulator for review |
| Pending Review – Under Development (Customer) | Project has been reviewed by IHS Markit Operations or the Regulator and requires action by Customer |
| Active | Project registered and listed on Registry |
| Discarded | Project entry cancelled and no longer listed on Registry |
| Pending Review – Validation (Validator) | Project has been submitted to the Validator for review |
| Pending Review – Validation (3 rd Party) | Project has been approved by the validator and is now submitted to a third party or Regulator for review |
| Pending Review – Validation (Markit) | Project has been approved by the third party or Regulator and is now being reviewed by Markit |
| Pending Review – Validation (Customer) | Project has been rejected by the Validator and requires action by Customer |
| Validated (Pending Payment) | Invoice payment is required |

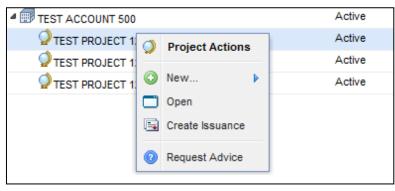
| Validated | Project is registered as validated |
|---|---|
| Verified | Verified units are issued |
| Self-Assessed | Project developer chooses to self-assess the project. No formal verification takes place. |
| Pending Review – Self Assessment (3rd Party) | Project developer submits the project for self-assessment to the third party of regulator |
| Pending Review – Self Assessment (Customer) | Third party or regulator reviews the project and sends the project back to the project developer for more information |
| Pending Review – Self Assessment (Markit) | Third party or regulator reviews the project and approves the project for Markit Ops to review |

Click on the arrow next to an account to see the projects registered within the account:

| ▲ 🗊 TEST ACCOUNT 500 | Active |
|----------------------|--------|
| TEST PROJECT 1218 03 | Active |
| TEST PROJECT 1218 05 | Active |
| DEST PROJECT 1218 06 | Active |
| | |

• Right-click on a project to view project actions:

Double-click on a project to view all project details:



| Project Details | | | | | | | ? @) |
|--------------------|----------------------|----------------------|-----------------------------|-----------------------|------------------------------------|--------------------------|------------------------|
| Account Name*: | #UK WCC or UK Peatla | nd Code Account | Project Description*: | #Peatland test 1 | | | |
| Project Name*: | #Peatland test 1 | | | | | | |
| Project Status: | Verified | | | | | | |
| Project ID: | 10400000051964 | | Comment: | | | | |
| | | | | | | | |
| | | | | | | | |
| Project Activities | | | | | | | |
| | | | | | (1) Additional | Info 🕕 Site De | etail 📪 Document |
| Category* | Standard* | Project Type* | Additional Certification | Validator | Project Implementation Date* | Project Start Date | Project End Date |
| Carbon | UK Peatland Code | Peatland Restoration | n None | Organic Farmers & Gro | 10 Nov 2020 | 10 Nov 2020 | 10 Nov 2021 |
| | | | | | | Add Activity | Remove Activity |
| | | | | | | | X Cancel |

Issuances

This window displays all issuances created within the user's account(s). This window is used to create issuances and view the status of credits submitted for issuance. Below is the summary of project statuses and what each status means to the users.

Issuances Status

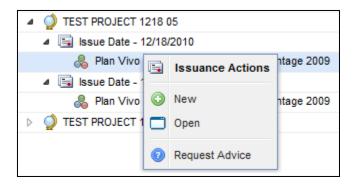
| Issuance Status | Definition |
|----------------------------|--|
| Draft | Issuance has been saved, but not submitted by user for review by IHS Markit Operations |
| Pending Review (Markit) | Issuance has been submitted to IHS Markit and is being reviewed by IHS Markit Operations |
| Pending Review (Customer) | Issuance has been reviewed by IHS Markit Operations and requires action by Customer |
| Pending Review (3rd Party) | Issuance has been submitted to a third party or regulator for review |
| Active | Issuance completed and credits listed on Registry |
| Discarded | Issuance cancelled and no longer listed on Registry |
| Pending Review (Verifier) | Issuance has been submitted to the Verifier |
| Verified | Verified Units are activated |
| Pending Payment | Issuance requires payment before it is approved |

• Click on the arrow next to an account to see the projects registered within the account. Click on

an arrow next to a project to view the project's issuances:

| ▲ 🗊 TEST ACCOUNT 500 | | | Active |
|--|------------|------------|--------|
| V DEST PROJECT 1218 03 | | | Active |
| IEST PROJECT 1218 05 | | | Active |
| ▲ 🕞 Issue Date - 12/18/2010 | | | Active |
| 🖧 Plan Vivo - 300000 PVC (CO2e) for vintage 2009 | 2009-01-01 | 2009-12-31 | Issued |
| ▲ 📑 Issue Date - 12/18/2010 | | | Active |
| 🖧 Plan Vivo - 400000 PVC (CO2e) for vintage 2009 | 2009-01-01 | 2009-12-31 | Issued |

• Right click on an issuance to view issuance details and options:



• Double-click on an issuance to view all issuance details:

| J Issuance Details | | | | | | | | | | 7 | |
|-----------------------------------|---------------------|--------|-----------|--------------|----------------|----------|------------------------|----------|-------------------|---------|---|
| Account Name*: | Test_Regression3.11 | | | | Project Name*: | | Test_PV_regression3.11 | | | * | |
| Issuance requested Date: | 08 Apr 2019 | | | Status: | | Active | | | | | |
| Issuance Date: | 08 Apr 2019 | | | | | | | | | | |
| Monitoring Period Start Date: | | 103 | End Date: | | 8 | (Anto) | Auntoring Parload | | | | |
| 01/01/2019 - 31/12/2019 | 9 A | | | | | | | | | | |
| Project Activity | | Vinteg | e Start" | Vintage End* | Quantity* | Verifier | e : | Class* | Measurement' | A | |
| Plan Vivo, Metal Productio | 10 | 01 Jan | | 31 Dec 2019 | 10,000 | N/A | | UNIT | PVC (1CD24) | | 1 |
| | | | | | | | | | | | |
| | | | | | | | | a Add in | suance 🤤 Remove I | | |
| X Discard | | | | | | | | | | X Cario | |

3.5 RFI (Request For Information)

The IHS Markit RFI Platform is an anonymous online platform for the over the counter (OTC) voluntary carbon market that displays credits available for sale or purchase including indicative quantities and price. These credits are searchable and viewable by registered sellers and buyers.

• Upon interest in any credits, the sellers or buyers can send an "Expression of Interest" to the counterparty, whereby the counterparty can permission the interaction. Introduction through the IHS Markit RFI platform then enables the two parties to discuss the terms of a potential bilateral transaction

| | HSMa | nat Finan | rcial Services | i. | | | | | | | | Reg | stry 🗸 |
|-----|-------------|-------------|---|---------------------------------------|----------------------------------|-----------|-------------------------|------------|------------|------------------------|---|----------|-------------|
| NO | ettaa | RIDONIO F | IV ACCOUNT N | UNIVATIV WAAKENT | UNITS MIT | KARETI N | o truwceż 🛛 🗤 | USER ADAIN | IEFORTS | Xetti | TYLOG A | DMN + | |
| ot | en (Sell) | an (ba) | the star fail | | | | | | | | | | |
| 0fv | rs (Sell) | | | | | | | | | | | | |
| 413 | Ipedants | | | M. Seath File | | | | | | | | | |
| 0 | | unter Plant | di tunine anti Environnental Constory | ine Ole dell 🗐 Equito E Standard + | nal 🛃 Equatio R Additional C. | | Project Type | Country | Vintage | Seler Qi. | Vessionent | UnitCall | Seler Price |
| 3 | UTH: SHI | 10000001 | Laten | UK Woodlahd Larsof Loca | | Phys. | Na huning a cestal | Sottand | 199-11- | 9,487 | WCU | en - | u. |
| 1 | Offer (Sell | 1000000001- | Cation | UK Woodland Eartion Code | | 34 Aug 33 | No thinning or clearbil | Scotland | 2059 - 20. | 24,815 | WCU | PU . | <u>,u</u> |
| 1 | Offer Sall | 10203308001 | Cirbon | UK Woodland Carbon Code | | 34 Aug 30 | Nethining of peerful | Scotland | 3039-10. | 38,669 | WC0. | PLU: | .9 |
| 1 | Offer Sell | 1000000001 | Carbert | UK Moodland Carton Code | | 54 Aug 20 | No triming or cearles | Scotland | 2549 - 20. | \$4,595 | WOU | RU | 12 |
| - | Offer Self | 1000000007 | Carbon | UK Woodland Carbon Code | | (4 Aug 33 | Ne triming or pearle) | Scotland | 3079 - 20. | 2,651 | WCJ | FU | ù |
| | | CT001.00.01 | 12.1 | Contraction of the second second | | 1000 | | | Child Law | Contract of the second | 11 million in the second se | | |

• To navigate to the RFI page select the RFI tab.

Project Developers – Listing to the RFI (if you're looking to sell credits)

- Navigate to the Manage My Units tab.
- Select the credits you would like to list on the RFI Platform from the list of credits displayed.
 The Request for Information window will appear.

| Request for Inform | ation | | | ? @ X |
|-----------------------|--------------------|--------|--------------|--------|
| Date Listed: | 04 Nov 2020 | | | |
| Price/unit: | | 10 | US Dollar | ~ |
| Quantity: | | | | |
| Status: | New | | | |
| | | | | |
| Unit Details | | | | |
| Country / Year | | Amount | Measures | |
| 🖧 England - 201 | 1 | 8000 | PCU (PIU) | |
| UK Peatland Code - Pe | atland Restoration | | | |
| | | | | |
| | | | | |
| | | | | |
| O Total: 8000 | Units | | | |
| | | | 🔊 Submit 🛛 🗙 | Cancel |

- Enter the indicative quantity and price of the credits to be listed.
- Click the Submit button to complete the RFI listing.
- The status of the credits will change from Active to
 RFI Listed
- Note that whilst your credits are listed on the RFI, they are not available within your account for any other action. You need to remove them from the RFI if you wish to assign or transfer them to a buyer.

If you no longer wish to advertise your credits on the RFI platform, or you have found a buyer and want to transfer/assign/retire the credits to a buyer, then you need to 'delist' it from the RFI platform first, before you can assign/transfer/retire the credits to the buyer.

- Navigate to the Manage My Units tab to delist credits on the RFI Platform.
- Select the unit block with the status "RFI Listed".
- In the **Request for Information** window, click the **Unlist** button.

UK Woodland Carbon Code and UK Peatland Code User Guide

| Request for Inforn | nation | | | ? © X | | | | |
|--------------------------------|---|--------|--------------|--------|--|--|--|--|
| Date Listed: | 04 Aug 2016 | | | | | | | |
| Price/unit: | 12 British Pound | | | | | | | |
| Quantity: | | | | | | | | |
| Status: | New | | | | | | | |
| Unit Details Country / Year | | Amount | Measures | | | | | |
| Scotland - 206 | 59 - 2079 Code - No thinning or clearfel | 13451 | WCU (PIU) | | | | | |
| Total: 13451 | Units | | | | | | | |
| | ransfer | | 🔁 Submit 🛛 🗙 | Cancel | | | | |

Buyers - Responding to RFI listing

The **RFI** tab displays all listings on the RFI Platform. All listings are anonymously displayed and can be browsed by sorting the columns. If a buyer is interested in a listing, the buyer can submit an expression of interest by sending a message to the seller via the platform.

| FRONFETON | | IN ACCOUNT S | MART | Manhoyene Maria | LINTE MYP | SORGTON | en mallikkense | RFL | LIDER ADMIN | nemonen | ST NOTIV | ITT109 8 | OMIN 1 |
|---------------|-------------|---------------------|----------------------------|--------------------|--------------------|--|----------------------------------|---------|---------------------|---------|----------------------|--------------------|-----------------|
| Offers (Sell) | Bids (Boy) | menantalise Total | | | | | | | | | | | |
| Offers (Sell) | | | | | | | | | | | | | _ |
| All Standards | | | | W. Tearth Ritts | | | | | | | | | |
| + Location b | etwenselve. | | | | | | | | | | | | |
| • Location I | | all Trensfer (2) | Leter Citter (De | 1. (1) toorf in to | os 🔁 Equation P | UF | | | | | | | |
| | | California Category | ofer Offer (Se Standard | n () toorin to | Additional C | i an | Project Type | | Country | Vintage | Seler Qu. | Measurement | Unit Cla |
| | Units D | Environmental | Standard | el 🕐 Experie in Ex | Contraction of the | Linted Dat. | Project Type No thinking an o | earteit | Country Scotland | 0.000 | Seler Qu., 13,451 | Measurement WCJ | Unit Cla PiU |

• Double-click a unit block to learn more about that offering or click the Open button.

| Request for Infor | nation | | | ? @ | | | | |
|--------------------|----------------------------------|--------|-----------|-----|--|--|--|--|
| Date Listed: | 04 Aug 2016 | | | | | | | |
| Price/unit: | 12 British Pound | | | | | | | |
| Quantity: | | 13,451 | | | | | | |
| Status: | New | | | | | | | |
| Country / Year | 69 2079 | Amount | Measures | | | | | |
| Unit Details | | A | Manager | | | | | |
| Scotland - 20 | | 13451 | WCU (PIU) | | | | | |
| ok woodland carbor | n Code - No thinning or clearfel | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total: 1345 | 1 Units | | | | | | | |
| | | | | | | | | |

• Click the Respond button to send a message of interest to the seller. Then Submit.

| Financial Services | IHS Mar | kit | | | | | | | Registry | L Welcos |
|--------------------|--------------|------------------------------|----------------|---------------|-------|-------------|------------------|---------------|----------|----------|
| MY ACCOUNT SUMMARY | CASHEG/ARD > | WANAGE MY UNITS | MY PROJECTS AN | DISSUANCES | RFI | USER ADMIN | REPORTS # | ACTIVITY LOG | ALMIN # | |
| Find Units By | | naler • 💰 Eutler Transaction | RFI DPuttor | a • 🍰 Relve • | 4,100 | Constant (1 | Cannot X Discard | i 📑 Export+ 📑 | New- | |

UK Woodland Carbon Code and UK Peatland Code User Guide

| Notification D | etails | ? | | | |
|----------------|----------------------------------|-------------|--|--|--|
| From: | ufe.test7@markit.com | | | | |
| To: | (Unknown Account) | | | | |
| Date: | 09 Sep 2010 15:13 | | | | |
| Title: | Response to RFI #100000000010020 | | | | |
| Attachment: | BFI (10000000010020) | | | | |
| | | | | | |
| | | | | | |
| | Subm | it X Cancel | | | |

Buyers – Submitting an RFI Bid (if you are looking to buy credits)

As a buyer, if you are looking to buy carbon credits at a certain price you can 'submit a bid' on the RFI platform so project developers know how many credits you are looking for, at what price.

Navigate to the RFI tab and click
 Enter Bid (Buy)

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| Some standard and shares | Spins the Days Course to Sume Property | P197 | | | | | | | | | |
| | egory bandent | Addressed Cardlen, Listed Data - | Project Type | County | Virtuge | Buyer Guert. | biasconet | Aret Class | Bye Frie | - | |
| Sector Concentration | ner ut time and fame fame | Address Cartery 38 Var 2018 | Continued form system | 4955 | 3991 | 18 | 44 | 1947 | 110 | 100 | |

• Click the Add Bid (Buy) button then enter all applicable information in the Enter Bid (Buy) window and Submit.

| 10 | nter Bid (Buy) | | | | | | | | | | | 3.0 |
|------|----------------|-------------|-----------------------------|---|--------------|------|---------|-----------|---------|-------------|------------|-------------|
| Acco | unt Name": | Chnose One. | | | | | | | | | | ~ |
| n | Category" | Standard | Additional Certification | Additional Information (Potential Ancillary Ben., | Project Type | Coun | Vintage | Quantity" | Measure | Class* | Price* | Curre. |
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| | | | | | | | | | | | | |
| | | | | | | | | | 6.40 | d Bid (Bu | Bernau | e Bid (Buy |
| | | | | | | | | | aa aa | id Eid (Bu) | () 🤤 Remov | e Bid (Buy) |

• The bid listing will be displayed on the RFI page.

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| | | | Nac. Efficient in tradi Efficient in Standard 18 Manders Carlier Cole | Address/Carph. | Lined Dets | Project Type Contract open system | Doumity Signal | Trips (III) | Burger Garen- | Vacurant an | Vert Case | Not the | Cty 187 | |

UK Woodland Carbon Code and UK Peatland Code User Guide

| Request for Inform | nation | | | ? © × |
|--------------------|--------------------------------|--------|---------------|--------|
| Date Listed: | 04 Aug 2016 | | | |
| Price/unit: | | 12 | British Pound | |
| Quantity: | | 13,451 | | |
| Status: | New | | | |
| | | | | |
| Unit Details | | | | |
| Country / Year | | Amount | Measures | |
| 🖧 Scotland - 206 | | 13451 | WCU (PIU) | |
| UK Woodland Carbon | Code - No thinning or clearfel | I | | |
| | | | | |
| | | | | |
| | | | | |
| Total: 13451 | Units | | | |
| 🙀 Unlist 😪 T | ransfer | | Submit | Cancel |

3.6 Reports

The Reports page is a reporting page for viewing lists of specific activities within an account.

- To use the reports page, select the tab for the activity which you wish to view (i.e. Projects, Issuances, Current Holdings, Retirements, Incoming Transfers, Outgoing Transfers, or Consolidated Report).
- Input dates into the "Start" and "End" fields.
 - o Note: 01-Jan-2011 is the earliest 'Start' date available on the Reports tab.
 - When running a report for 'Current Holdings', start and end dates are not required. All current holdings will be displayed.
- Pressing the **Submit** button will display the account activity from the chosen start date to end date.

| My account summary | MANAGE MY LOUTS | WY PROJECTS AND ISSUANCES - RIT | ALCTICKS LINES ADAM | REPORTS- | ACTIMITY LOG | |
|------------------------|------------------------------|---|---|----------|------------------------------|--|
| | and Marian and Marian Marian | Incoming Transfers Cutgoing Transfers Can | and the second se | | Contraction of the | |
| Start 01-62-2013 📑 End | 🖸 🖸 54 | unit (@Equite | | | | |
| Account Name | Project Name | Project Status Standard | Project Start Da. | Country | Achieved On - Public Visita- | |

3.7 Activity Log

The activity log page is a reporting page for viewing all activity within an account.

- To use the Activity Log, enter dates into the "Start" and "End" fields.
- Press the **Submit** button to display the account activity from the chosen start to end date.

| Financial Services | 💮 IHS Markit | | | | | Registry | & Weicome |
|-------------------------------------|-----------------|---------------------------|--------------|-----------------------|--------------|----------|-----------|
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| Activity Logs | | | | | | | |
| Start 01-02-2019 📑 End | C Q 94 | HIGH BOOK | | | | | |
| Activity Type | Date + | Account Name | Pipject Name | Standard | Quentity | Vintage | Details |
| There are no iteres would be for do | italiey | | | | | | |

Additional Information

This section provides information about additional help and how to contact IHS Markit Support and Sales.

FAQs for Accessing the IHS Markit Registry

1. What if I can't login?

- (i) First clear cookies and cache from the history of the browser, close the session and then try logging in again.
- (ii) If you still cannot login, then reset your password by clicking on "Forgot Your Password" to reset your password.
- (iii) If the issue persists, contact support@ihsmarkit.com for further help.

2. What if I can login, but don't see the Registry in the list of products?

Look in the upper right-hand corner of the screen for an IHS Markit product name (e.g. Registry, Commentary, Indices, Support). If this is not set to Registry, hover the cursor over product name and select Registry from the dropdown list. Note that the list is scrollable so that Registry may not appear until you scroll down. If Registry is not in the list, contact support@ihsmarkit.com and notify them that the login works, but that it is not pointing to the Registry or Registry is not appearing as one of the products.

3. What if I can login, but don't receive session codes?

Contact MK-EnvironmentalRegistry@ihsmarkit.com and verify that your email address is correct.

4. What if I can login and receive repeated session codes, but still cannot access the Registry?

Clear cookies and cache from the history of the browser, close the session and then try logging in again. If that fails, contact <u>MK-EnvironmentalRegistry@ihsmarkit.com</u>

5. What if I can login and receive session codes, but do not see tabs other than My Account Summary?

Contact <u>MK-EnvironmentalRegistry@ihsmarkit.com</u> saying that you can log in, but the tabs are not available other than My Account Summary.

Contact Support

For questions not answered in this guide, please contact the IHS Markit Environmental Solutions Team:

- Email: MK-EnvironmentalRegistry@ihsmarkit.com
- Phone: +1 917-441-6668

For 24-hour support, call the IHS Markit Support Team:

| Americas | +1 800 447 2273 |
|--------------------|---------------------|
| Europe/Middle East | +44(0) 134 432 8300 |
| APAC | +604 291 3600 |
| Japan | +81 3 6262 188 |

For questions regarding other IHS Markit products, please contact the IHS Markit Sales Team:

+1 212 931 4910 +1 303-858-6060