



# 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 <https://ihsmarkit.com/index.html>. 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 [support@ihsmarkit.com](mailto:support@ihsmarkit.com).

# 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 [here](#)) 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
- **Main Contact** (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
- **Account Manager** (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



To request a new account please provide the following details.

Request a New Account		
<b>Organization Details</b>		
Registered Name *	Trading Name *	
<input type="text"/>	<input type="text"/>	
Classification *	Tax/VAT/Other No *	
<input type="text" value="Choose One.."/>	<input type="text"/>	
Address 1 *	State/Province *	
<input type="text"/>	<input type="text"/>	
Address 2	Country *	
<input type="text"/>	<input type="text" value="Choose One.."/>	
City *	Zip/Postcode *	Website *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Main Contact</b>		
Name *	Email *	
<input type="text"/>	<input type="text"/>	
Phone *	<input type="text"/>	
<b>Billing Contact</b>		
Name *	Email *	
<input type="text"/>	<input type="text"/>	
Phone	<input type="text"/>	
<b>Account Manager</b>		
Name *	Email *	
<input type="text"/>	<input type="text"/>	
Phone	<input type="text"/>	
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.

The screenshot shows a web form for account application. The form is divided into several sections: Address, Identification, Preferences, Declaration, and a Submit button. The 'Standards' dropdown menu is open, showing a list of carbon standards. Two red arrows point from the 'Standards' dropdown to the 'UK Peatland Code' and 'UK Woodland Carbon Code' options.

**Address Section:**

- Address 1:
- Address 2:
- City:
- Zip/Postcode:
- State/Province:
- Country:

**Identification Section:**

- Company Registration Number \*:
- Type \*:
- Country of Incorporation \*:

**Preferences Section:**

- Standards \*:
- Privacy:
  - Account Visibility: ☐ Make Public
  - Holdings Visibility: ☐ Make Public
  - Retirements Visibility: ☐ Make Public

**Declaration Section:**

- ☐ I have read and accept the Market Environmental Registry Terms & Condition and Privacy Policy.

**Standards List (from dropdown):**

- Choose One...
- Verified Carbon Standard (VCS)
- Gold Standard (GS)
- Verified Carbon Standard
- ISO 14064 - 2
- Plan Vivo
- CarbonFix
- ACRE Carbon Standard
- New Zealand Permanent Forest Sink Initiative
- NZ Projects to Reduce Emissions (Pre 2008)
- No Established Standard
- Swiss Charter Standard
- Pacific Carbon Standard
- UK Woodland Carbon Code
- The Rainforest Standard™
- 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 -



## Application Approval Process

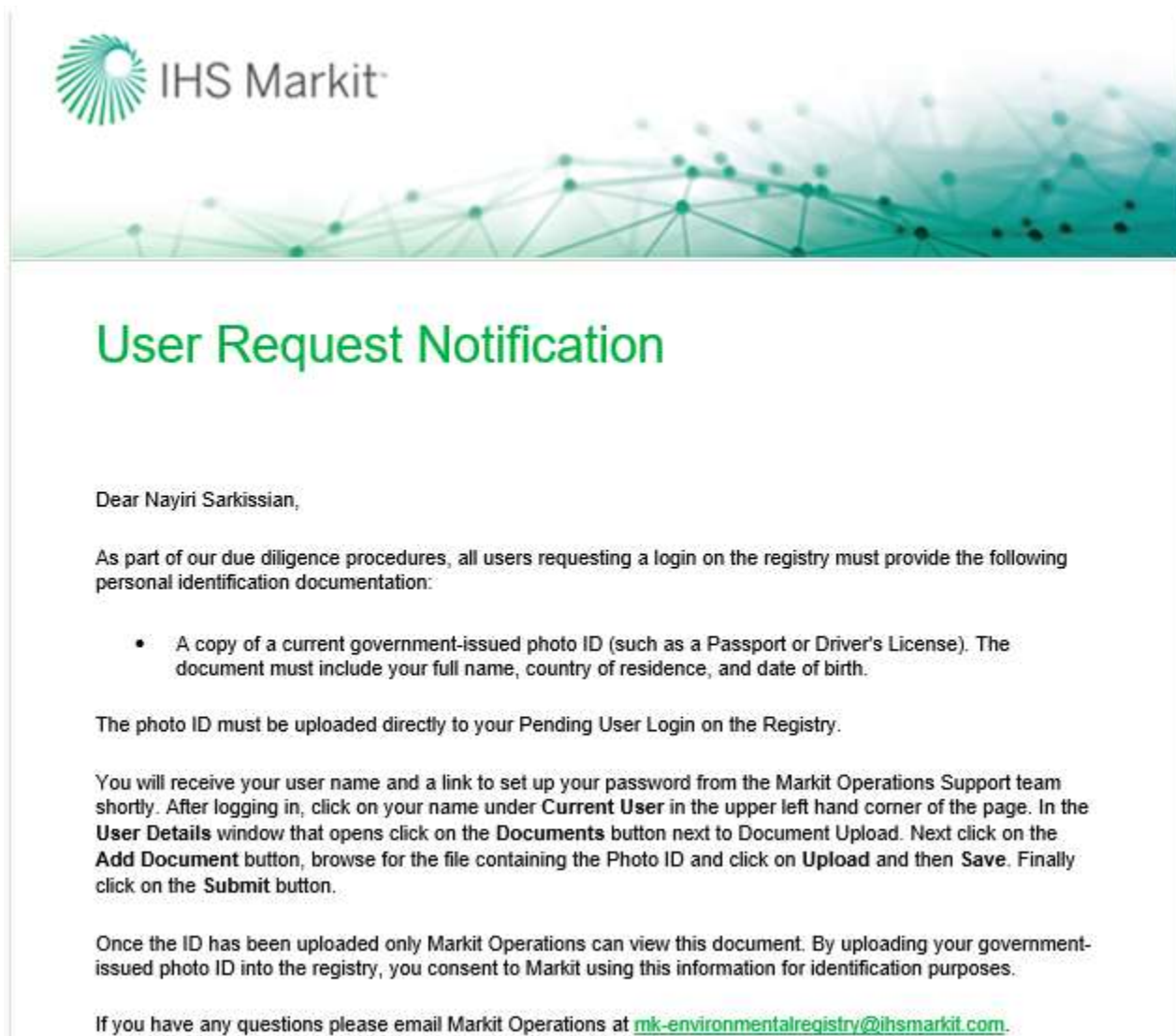
Once your account application is submitted it will be reviewed by the regulators (SF or IUCN) and Markit Operations

## 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 [MK-EnvironmentalRegistry@ihsmarkit.com](mailto:MK-EnvironmentalRegistry@ihsmarkit.com) 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 Notification:



- The second email, sent from [support@ihsmarkit.com](mailto:support@ihsmarkit.com), 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 [here](#).

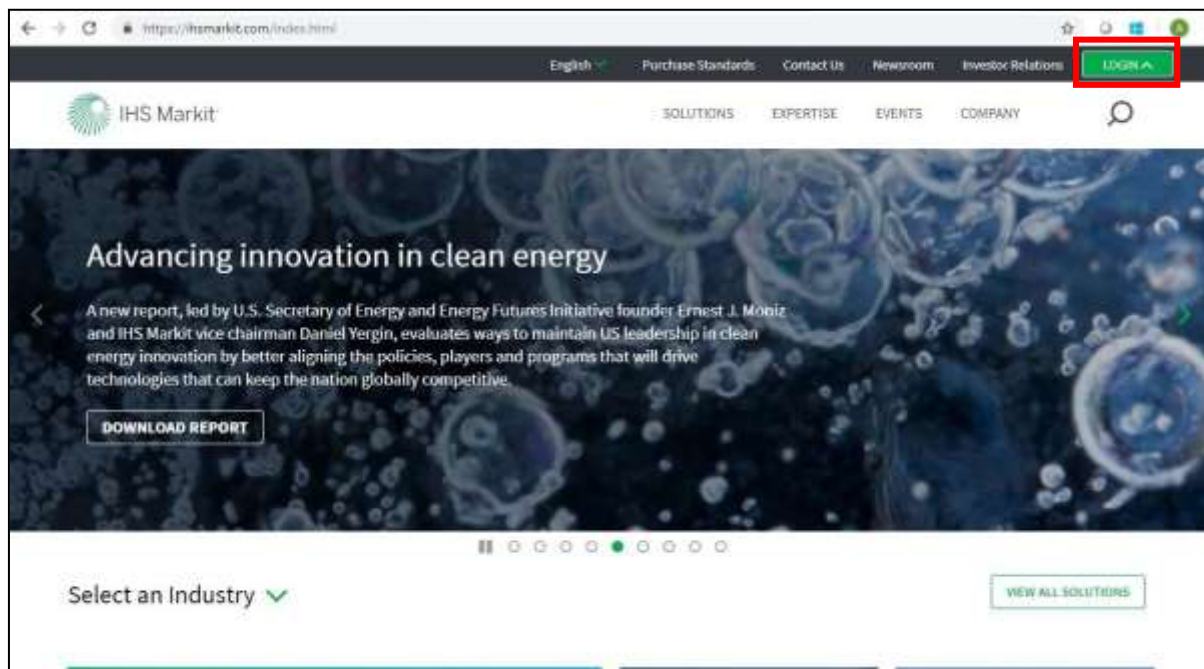
### **How to Upload and Submit Photo ID**

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 [MK-EnvironmentalRegistry@ihsmarkit.com](mailto:MK-EnvironmentalRegistry@ihsmarkit.com).



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:



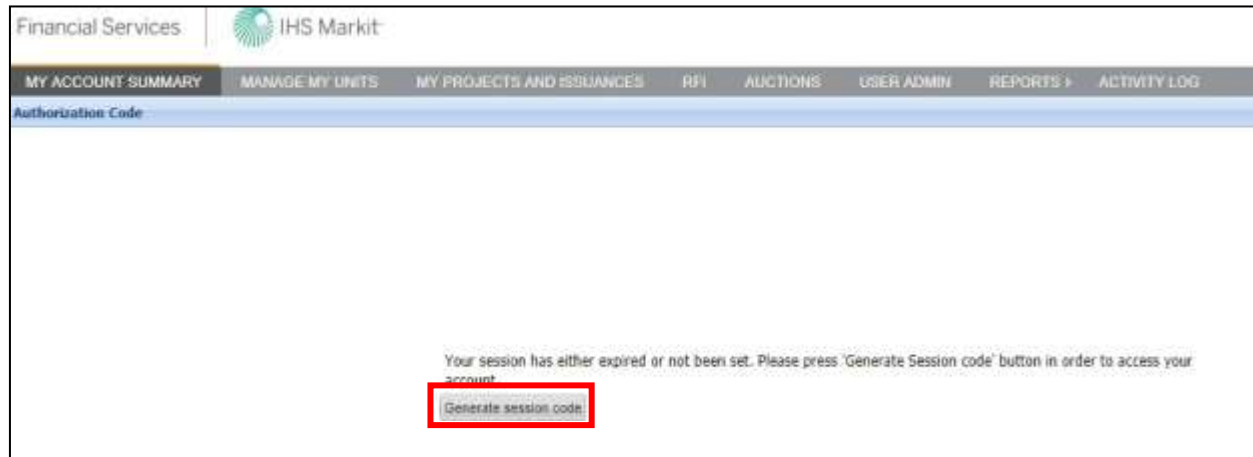
- The first time you login, select the All Customer Logins button and search for the Environmental Registry
- Enter your unique username and password in the designated fields shown below.

A screenshot of the IHS Markit login form. The form is titled 'Financial Services | IHS Markit'. It contains two input fields: 'Enter email' and 'Enter password'. Below these fields is a checkbox labeled 'Remember me' which is checked. A 'Submit' button is located below the checkbox. At the bottom of the form, there are two links: 'Forgot your password?' and 'Register with 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 [support@ihsmarkit.com](mailto:support@ihsmarkit.com). Once you have done this, you will always be directed to the Registry login page when you return to IHS Markit login page



- 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:



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

Email Notification:



**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.

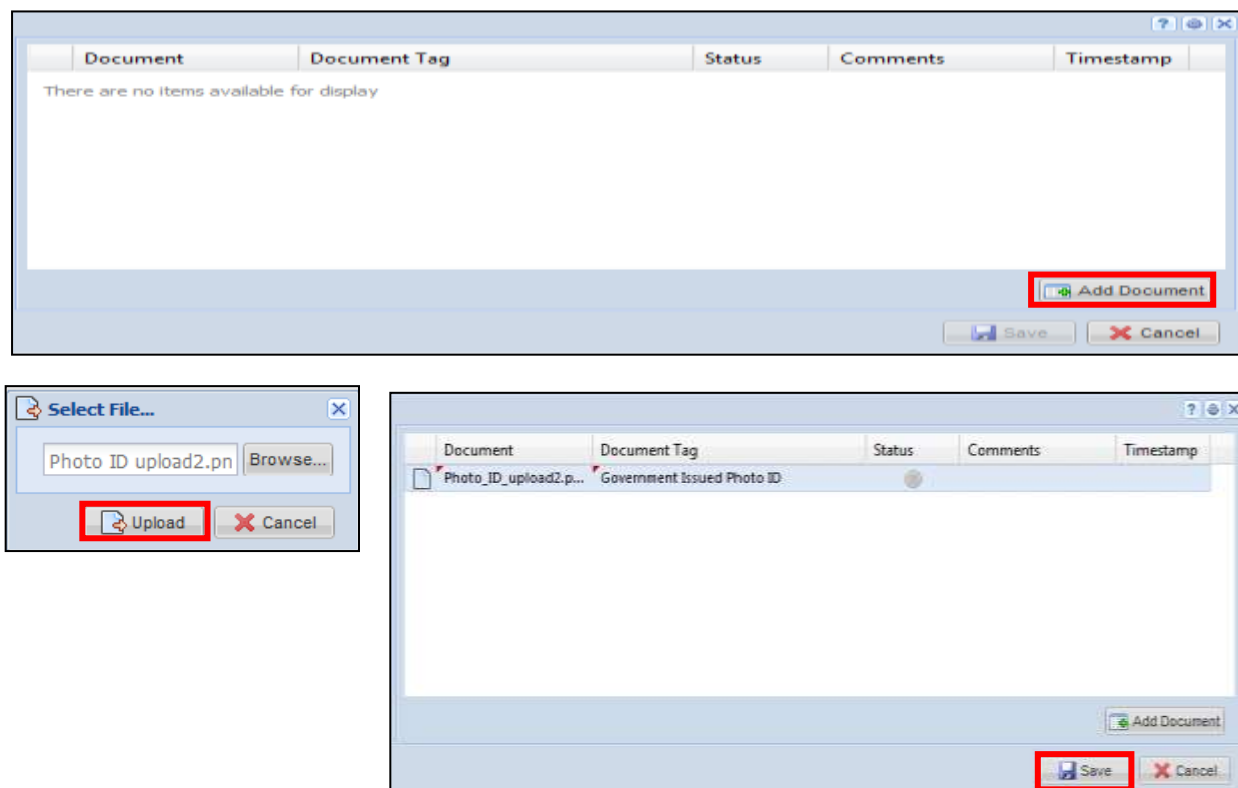


- Click on the Username in the upper left-hand corner of the page and the User Details window will be displayed:

### **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.

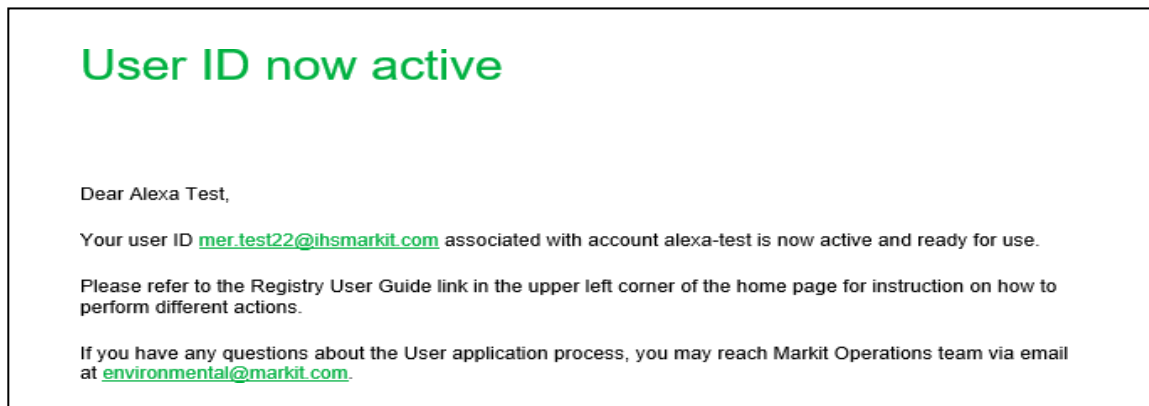


### **Step 3 – Submit Documents**

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

### **Step 4- Markit Approval**

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



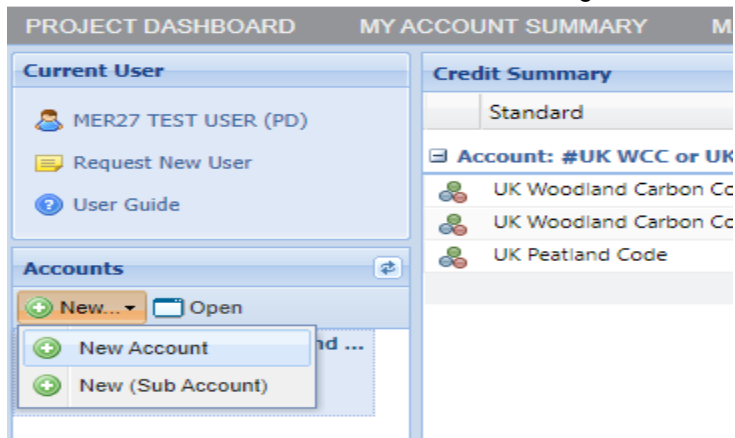
## **1.2 For Existing Account Holders**

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

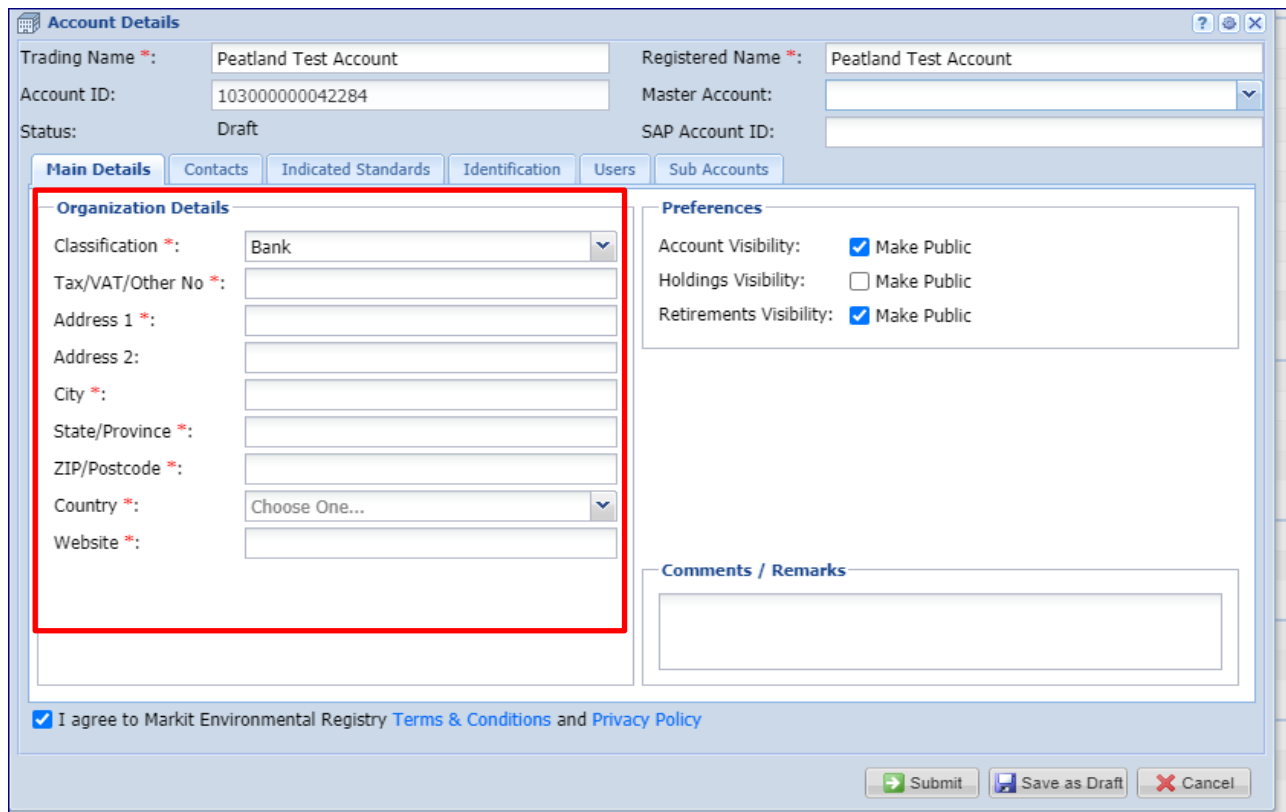
## Creating a new Account

### Step 1

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



- The **Account Details** window will appear.



**Account Details**

Trading Name \*: Peatland Test Account  
Account ID: 103000000042284  
Status: Draft

Registered Name \*: Peatland Test Account  
Master Account:   
SAP Account ID:

**Main Details** | Contacts | Indicated Standards | Identification | Users | Sub Accounts

**Organization Details**

Classification \*: Bank  
Tax/VAT/Other No \*:   
Address 1 \*:   
Address 2:   
City \*:   
State/Province \*:   
ZIP/Postcode \*:   
Country \*: Choose One...  
Website \*:

**Preferences**

Account Visibility: ☒ Make Public  
Holdings Visibility: ☐ Make Public  
Retirements Visibility: ☒ Make Public

**Comments / Remarks**

☒ I agree to Markit Environmental Registry [Terms & Conditions](#) and [Privacy Policy](#)

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

## Step 2

- Navigate to the Contacts tab of the **Account Details** window and complete all required fields.

**Account Details**

Trading Name \*:  Registered Name \*:

Account ID:  Master Account:

Status:  SAP Account ID:

Main Details **Contacts** Indicated Standards Identification Users Sub Accounts

**Main Contact**

Contact \*:

Phone \*:

Email \*:

**Billing Details**

Contact \*:

Phone:

Email \*:

**Account Manager**

Contact \*:

Phone:

Email \*:

Address 1:

Address 2:

City:

State/Province:

ZIP/Postcode:

Country:

☐ I agree to Markit Environmental Registry [Terms & Conditions](#) and [Privacy Policy](#)

## Step 3

- 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.
  - window.

**Account Details**

Trading Name <sup>TM</sup>:  Registered Name <sup>TM</sup>:

Account ID:  Master Account:

**Standard Picker**

**All Standards**

Search..

Click to select ▲

- Peru REDD+ Program
- Plan Vivo
- Programme CO2 genevois
- Swiss Charter Standard
- The Rainforest Standard™
- UK Peatland Code**
- UK Woodland Carbon Code**
- Verified Carbon Standard
- Verified Carbon Standard (VCS)
- Environmental Category: Carbon, Health and RECs**
- Gold Standard for Global Goals

**Selected Standards**

Press 'OK' to select the Standardson this list

Click to remove ▲

OK Cancel

☐ I agree to Markit Environmental Registry [Terms & Conditions](#) and [Privacy Policy](#)

Submit Save as Draft Cancel

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

#### **Step 4**

- 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).

**Account Details**

Trading Name <sup>TM</sup>:  Registered Name <sup>TM</sup>:

Account ID:  Master Account:

Status:  SAP Account ID:

Main Details | Details | Selected Standards | **Identification** | Users | Sub-Accounts

Company Registration Number <sup>TM</sup>:

Type <sup>TM</sup>:

Country of Incorporation <sup>TM</sup>:

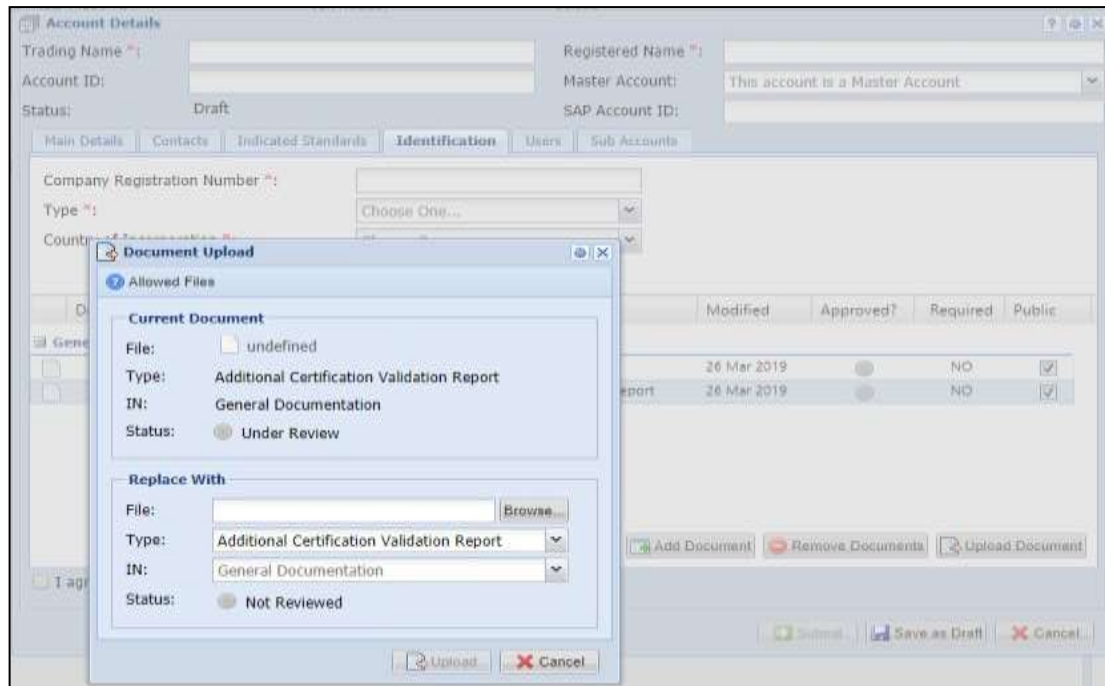
Document	Type	Modified	Approved	Required	Public
There are no items available for display					

Add Document Remove Document Cancel Document

☐ I agree to Markit Environmental Registry Terms & Conditions and Privacy Policy


Submit Save as Draft Cancel

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




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

### **Step 5**

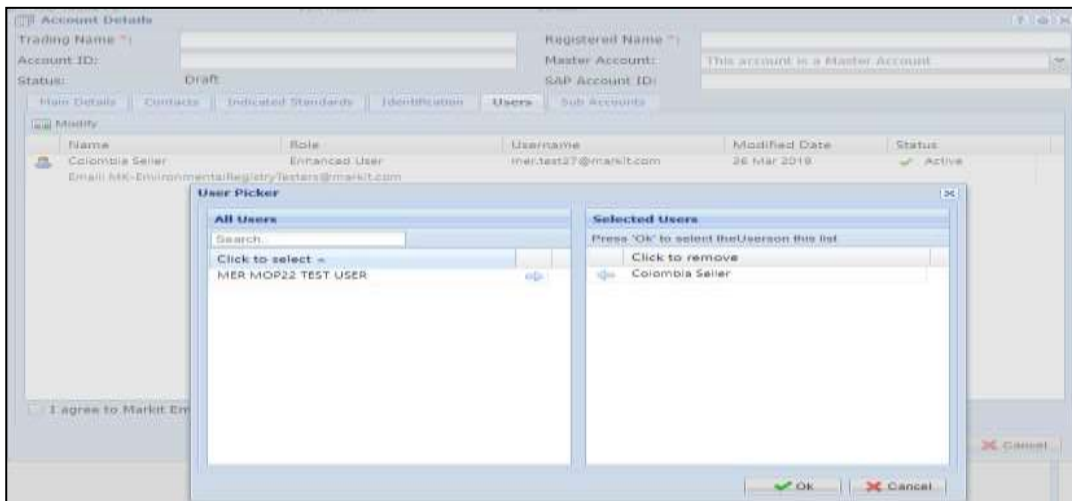
- Navigate to the Users tab of the **Account Details** window.
- To add users to this account, click the  **Modify** button. Select a user. The user's name will move to the right-hand side of the window. Then click **OK**.

### **Step 6**

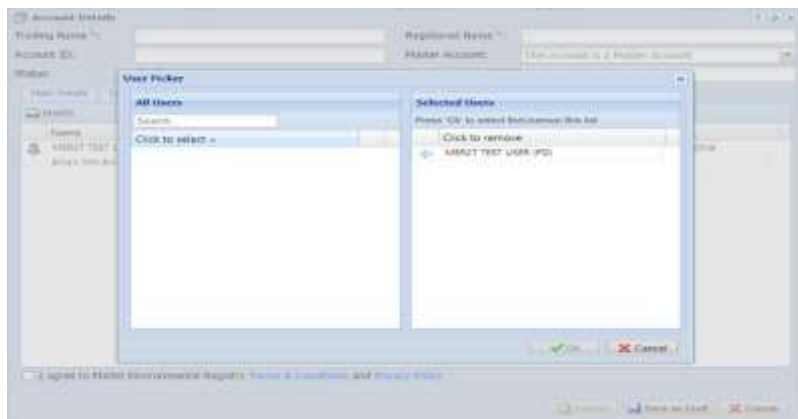
- Navigate to the Sub Accounts tab of the **Account Details** window.
- To add sub accounts, click the  **Modify** button.

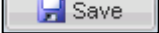
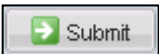


- Select a sub-account. The account name will move to the right-hand side of the window. Then



- Click **OK**.



- Click the  **Save** button to save all changes that have been made to the account.
- Click the  **Submit** button to submit the account for review by the IHS Markit Operations 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.

### Step 1

- 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**

Trading Name \*:  Registered Name \*:

Account ID:  Master Account:

Status:  SAP Account ID:

**Main Details** | Contacts | Indicated Standards | Identification | Users | Sub Accounts

**Organization Details**

Classification:

Tax/VAT No:

Address 1:

Address 2:

City:

State/Province:

ZIP/Postcode:

Country:

Website:

**Preferences**

Account Visibility: ☒ Make Public

Holdings Visibility: ☐ Make Public

Retirements Visibility: ☒ Make Public

Subsidiary: ☐ Master Account Subsidiary



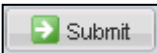
**Comments / Remarks**

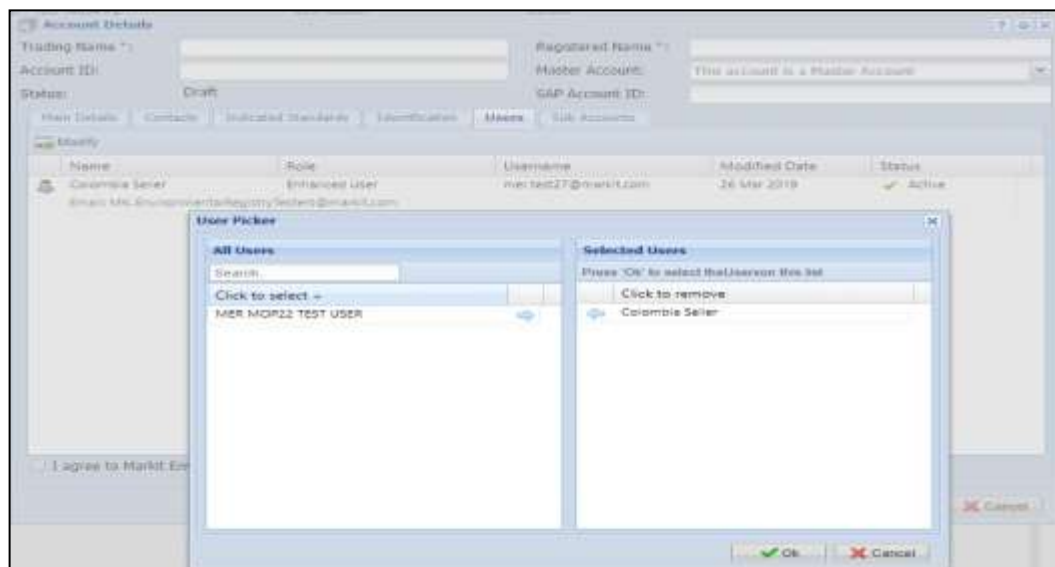
☐ I agree to Markit Environmental Registry [Terms & Conditions](#) and [Privacy Policy](#)

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

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

## **Step 2**

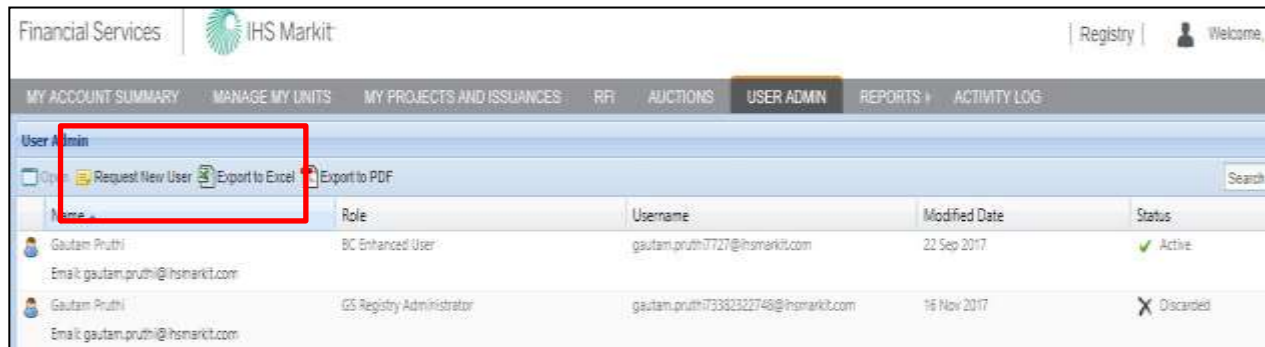
- Navigate to the Users tab of the **Account Details** window.
- To add users to this account, click the  **Modify** button.
- Select a user. The user's name will move to the right-hand side of the window. Then click **OK**.
- Click the  **Save** button to save all changes that have been made to the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



- 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.



- 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 [How to Upload and Submit Photo ID](#)

The screenshot shows a 'Notification Details' window titled 'New User Request'. It contains the following fields: 'From:', 'TO: Markit Operations', 'Date: 22 Mar 2019 11:53', and 'Title: New User Request'. Below these is a section titled 'PLEASE FILL IN FOLLOWING DETAILS' with a scrollable area containing: 'First Name:', 'Last Name:', 'Username/Email:', 'Mobile Phone:', 'Read Only User:', 'Account ID:', 'Contact Name:', and 'Accounts to assign user:'. At the bottom, there are 'Submit' and 'Cancel' buttons.

## 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

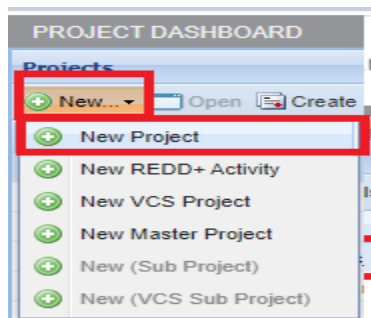
Projects for both WCC and PC can be registered as individual projects or as group projects. This section explains the step by step process for how to register the individual as well as grouped project. The user will need to login to the registry and follow the steps below. Note that fields marked with 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.



- 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 Code Account

Project Name\*:

Project Status: Draft

Project ID:

Project Description\*:

**Project Activities**

Additional Info Site Detail Document

Category*	Standard*	Project Type*	Additional Certification	Validator*	Start Date*	End Date*

Add Activity Remove Activity

Visibility: ☒ make project visible to the public once entered into the Market Environmental Registry

Save 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

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Account

Project Name\*: Peatland Test 5

Project Status: Pending Review - Under Development (Customer)

Project ID: 104000000051979

Project Description\*: Peatland Test 5

Comment: document is incorrect - rectified

**Project Activities**

Additional Info Site Detail Document

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Peatland Code	Peatland Restoration	None	Organic Farmers & Gro...	19 Nov 2020	19 Nov 2020	19 Nov 2050

Add Activity Remove Activity

Discard Submit Save Cancel

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 (tCO<sub>2</sub>e)
- Predicted claimable carbon sequestration over project lifetime (tCO<sub>2</sub>e)
- Predicted contribution to buffer over project lifetime (tCO<sub>2</sub>e)

Field	Value
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 (tCO <sub>2</sub> e):	100
Predicted claimable carbon sequestration over project lifetime (tCO <sub>2</sub> e):	20
Predicted contribution to buffer over project lifetime (tCO <sub>2</sub> e):	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 (tCO<sub>2</sub>e)
- Predicted claimable emission reductions over project lifetime (tCO<sub>2</sub>e)
- Predicted contribution to buffer over project lifetime (tCO<sub>2</sub>e)

**Additional Info** ? ⓘ ✕

Total Area (ha)*:	<input type="text"/>
Actively Eroding Blanket Bog (hagg/gully)*:	<input type="text"/>
Actively Eroding Blanket Bog (flat/bare)*:	<input type="text"/>
Drained Blanket Bog (artificial)*:	<input type="text"/>
Drained Blanket Bog (hagg/gully)*:	<input type="text"/>
Modified Blanket Bog*:	<input type="text"/>
Near Natural Blanket Bog*:	<input type="text"/>
Actively Eroding Raised Bog (hagg/gully)*:	<input type="text"/>
Actively Eroding Raised Bog (flat/bare)*:	<input type="text"/>
Drained Raised Bog (artificial)*:	<input type="text"/>
Drained Raised Bog (hagg/gully)*:	<input type="text"/>
Modified Raised Bog*:	<input type="text"/>
Near Natural Raised Bog*:	<input type="text"/>
Project duration (years)*:	<input type="text" value="100"/>
Total predicted emission reductions over project lifetime (tCO <sub>2</sub> e)*:	<input type="text"/>
Predicted claimable emission reductions over project lifetime (tCO <sub>2</sub> e)*:	<input type="text"/>
Predicted contribution to buffer over project lifetime (tCO <sub>2</sub> e)*:	<input type="text"/>

Save 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*:	<input type="text" value="England"/>
State / Province / County*:	<input type="text" value="NY"/>
Zip / Postal Code:	<input type="text" value="10075"/>
Latitude (Ex: 20.125):	<input type="text"/>
Longitude (Ex: -20.125):	<input type="text"/>
Address:	<input type="text" value="345 e 77th Street"/>
Nearest Town*:	<input type="text" value="New York"/>
Grid Reference*:	<input type="text" value="21"/>

Save Cancel



- Click on Save button

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Acc  
 Project Name\*: Project #2  
 Project Status: Draft  
 Project ID: 104000000051844  
 Project Description\*: Drew Project #2  
 Comment:

**Project Activities**

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
<input checked="" type="checkbox"/> Carbon	UK Woodland Carbon Code	Continuous cover s...	None	test test	14 Oct 2020	28 Sep 20...	28 Sep 20...

Additional Info Site Detail Document

Add Activity Remove Activity

Discard Under Development **Save** Cancel

### 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.

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Acc Project Description\*: Drew Project #2

Project Name\*: Project #2

Project Status: Draft

Project ID:

**Project Activities**

☐ Category\* ☒ Carbon

**Upload Documents**

Document	Document Tag	P...	Status	Comments	Timestamp
<input type="checkbox"/> Choose a file	Additionality	No	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Carbon Calculations	Yes	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Communications Agreement	No	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Group Agreement	No	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Map of Site	Yes	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Other	No	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Photos (aerial and on-the-ground)	Yes	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Project Design Document	Yes	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Project Progress Report	Yes	<input type="radio"/>		

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Acc Project Description\*: Drew Project #2

Project Name\*: Project #2

Project Status: Draft

Project ID: 104000000051844

Comment:

**Project Activities**

☐ Category\* ☒ Carbon

☐ Standard\* UK Woodland Carbon Code

☐ Project Type\* Continuous cover s...

☐ Additional Certification None

☐ Validator test test

☐ Project Implementation Date\* 14 Oct 2020

☐ Project Start Date 28 Sep 20...

☐ Project End Date 28 Sep 20...

**Upon submission, the status of the project changes to Pending Review - Under Development (3<sup>rd</sup> Party)**

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Project Name\*: Drew Project #2  
 Project Status: Pending Review - Under Development (3rd Party)  
 Project ID: 104000000051844

Project Description\*: Drew Project #2  
 Comment:

**Project Activities**

Additional Info Site Detail Document

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	22 Oct 2020	28 Sep 2020	28 Sep 2020

Add Activity Remove Activity

Save Cancel

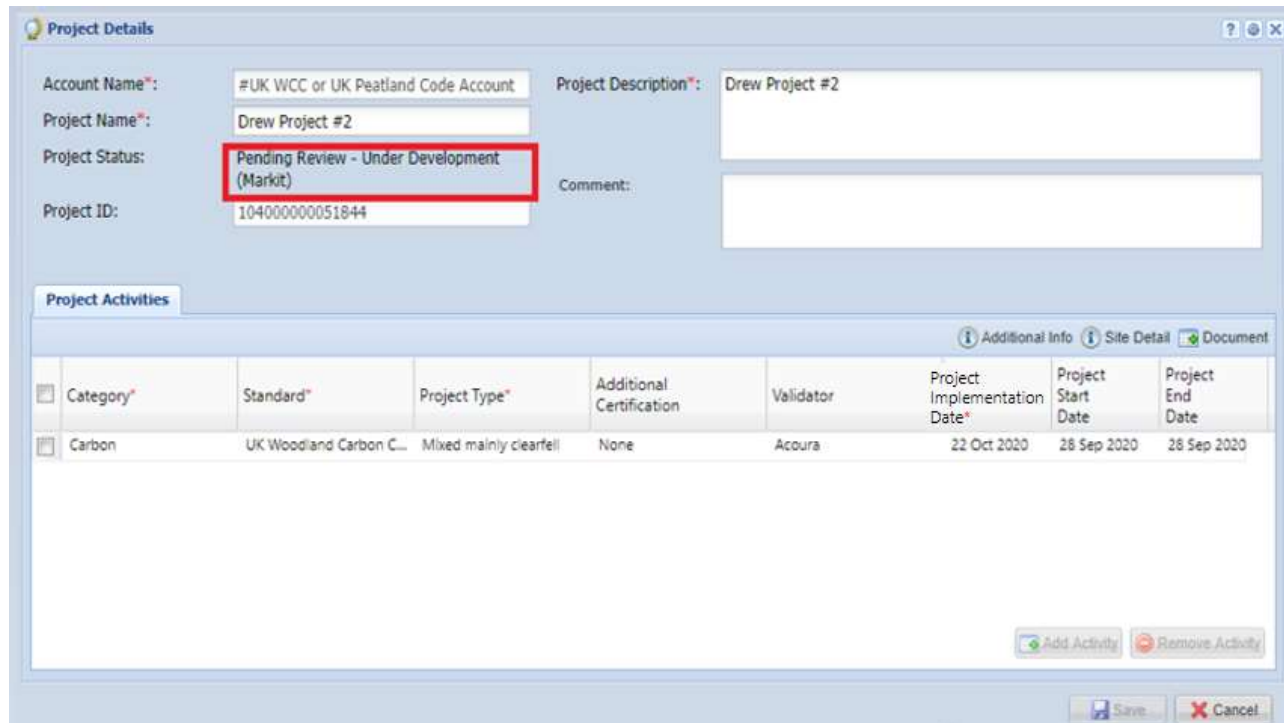
An automated email will be sent to the user confirming that the project has been submitted for review as Under Development as shown below.

### Email Notification:



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 Details**

Account Name\*: #UK WCC or UK Peatland Code Account

Project Name\*: Drew Project #2

Project Status: Pending Review - Under Development (Markit)

Project ID: 10400000051844

Project Description\*: Drew Project #2

Comment:

**Project Activities**

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	22 Oct 2020	28 Sep 2020	28 Sep 2020

Additional Info Site Detail Document

Add Activity Remove Activity

Save Cancel

- 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 (3<sup>rd</sup> 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 (3<sup>rd</sup> Party)”.

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Accou...  
 Project Name\*: Drew Project #2  
 Project Status: Pending Review - Under Development (Customer)  
 Project ID: 10400000051844

Project Description\*: Drew Project #2

Comment:

**Project Activities**

Additional Info Site Detail Document

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	22 Oct 2020	28 Sep 2020	28 Sep 2020

Add Activity Remove Activity

Discard Submit Save Cancel

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.

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Project Name\*: Drew Project #2  
 Project Status\*: **Under Development**  
 Project ID: 104000000051844  
 Project Description\*: Drew Project #2  
 Comment:

**Project Activities**

Additional Info Site Detail Document

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	22 Oct 2020	28 Sep 2020	28 Sep 2020

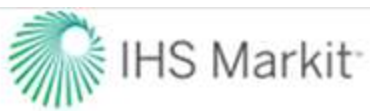
Add Activity Remove Activity

Discard Validated / Verified Save Cancel

Email Notification:



Email Notification:



## 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: 104000000051844

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.

The screenshot shows the 'PROJECT DASHBOARD' for 'Drew Project #2'. The project status is 'Under Development' and it is 'Assigned to Project Developer'. Key information highlighted includes:

- Current To Do Item:** Select Validator
- Current To Do Item Assigned:** Project Developer
- Approaching Milestone:** Project Validation Due
- Approaching Milestone Date:** 23-Oct-2023

The dashboard also features a table with project details:

Snapshot	Document	Milestones	Projections
<b>Project Name:</b> Drew Project #2	<b>Project ID:</b> 104000000051844	<b>Project Description:</b> Drew Project #2	
<b>Status:</b> Under Development	<b>Project Type:</b> Mixed mainly charcoal	<b>Total Area (ha):</b>	
<b>Total predicted emission reductions over project lifetime (tCO2e):</b>	<b>Predicted claimable emission reductions over project lifetime (tCO2e):</b>	<b>Predicted contribution to buffer over project lifetime (tCO2e):</b>	
<b>Project Start Date:</b> 2020-09-28	<b>Project End Date:</b> 2020-09-28	<b>Project duration (years):</b> 100	
<b>Validator:</b> Accura	<b>Country:</b> England	<b>State / Province / County:</b> NY	
<b>Address:</b> 345 e 77th Street	<b>Nearest Town:</b> New York	<b>Latitude / Longitude:</b>	
<b>Grid Reference:</b> 21			

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



**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Project Name\*: Peatland Test 4  
 Project Status: Under Development  
 Project ID: 10400000051978  
 Project Description\*: Peatland Test 4  
 Comment:

**Project Activities**

Additional Info Site Detail Document

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Peatland Code	Peatland Restoration	None	Organic Farmers & Gro...	1 Nov 2020	19 Nov 2020	19 Nov 2040

Add Activity Remove Activity

Discard Validated / Verified Save 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).

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Project Name\*: Drew Project #2  
 Project Status: Under Development  
 Project ID:

Project Description\*: Drew Project #2

**Project Activities**

Category\*  
 Carbon

**Upload Documents**

Document	Document Tag	P...	Status	Comments	Timestamp
Choose a file	Other	No			
Choose a file	Photos (aerial and on-the-ground)	Yes			
PROJ_DESC_PL1684_0...	Project Design Document	Yes			
Choose a file	Project Progress Report	Yes			
Choose a file	Proof of Right	No			
Choose a file	Validation Statement	Yes			
VERIF_REP_173_01AP...	Carbon Calculations	Yes			23 Oct 202...
VERIF_REP_171_01OC...	Map of Site	Yes			23 Oct 202...

Add Document Remove Documents

Save Cancel

Add Activity Remove Activity

Discard Validated / Verified Save Cancel

Click on Save button and then Validated/Verified

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Project Name\*: Drew Project #2  
 Project Status: Under Development  
 Project ID: 10400000051844  
 Project Description\*: Drew Project #2  
 Comment: Example rejection - Map of site document is incomplete

**Project Activities**

Category*	Standard*	Project Type*	Additional Certification	Validator	Start Date of Implementation	Project Start Date	Project End Date
<input checked="" type="checkbox"/> Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	22 Oct 2020	28 Sep 2020	28 Sep 2020

Buttons: Add Activity, Remove Activity, Discard, Validated / Verified, Save, Cancel

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

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Project Name\*: Drew Project #2  
 Project Status: Pending Review - Validation (Validator)  
 Project ID: 10400000051844  
 Project Description\*: Drew Project #2  
 Comment: Example rejection - Map of site document is incomplete

**Project Activities**

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
<input checked="" type="checkbox"/> Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	22 Oct 2020	28 Sep 2020	28 Sep 2020

Buttons: Add Activity, Remove Activity, Save, Cancel

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

Email Notification:



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 (3<sup>rd</sup> Party)

The screenshot shows the "Project Details" form in the IHS Markit system. The form is divided into two main sections: "Project Details" and "Project Activities".

**Project Details:**

- Account Name\*: #UK WCC or UK Peatland Code Account
- Project Name\*: Peatland Test 5
- Project Status\*: Pending Review - Validation (3rd Party) (highlighted with a red box)
- Project ID: 104000000051979
- Project Description\*: Peatland Test 5
- Comment:

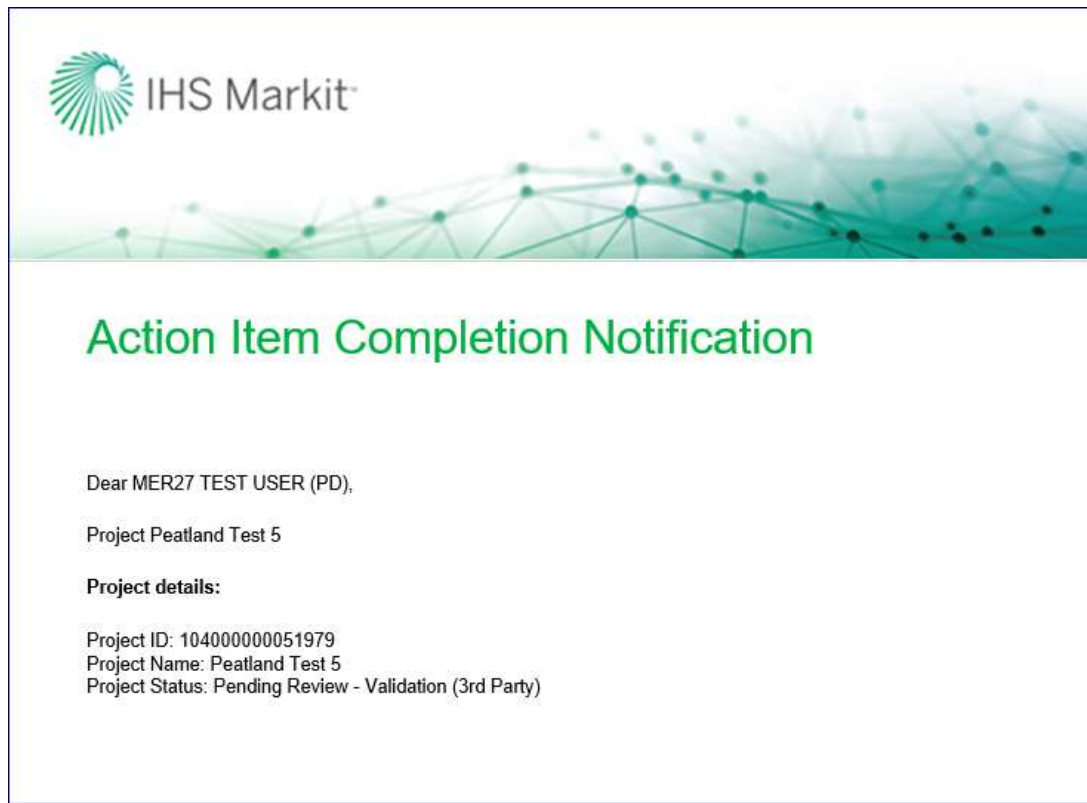
**Project Activities:**

Additional Info Site Detail Document

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Peatland Code	Peatland Restoration	None	Organic Farmers & Gro...	19 Nov 2020	19 Nov 2020	19 Nov 2050

Buttons: Add Activity, Remove Activity, Save, Cancel

Email Notification:



- **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).

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Project Name\*: Peatland Test 5  
 Project Status: Pending Review - Validation (Customer)  
 Project ID: 104000000051979  
 Project Description\*: Peatland Test 5  
 Comment: Rejected Reason: wrong dates

**Project Activities**

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Peatland Code	Peatland Restoration	None	Organic Farmers & Gro...	19 Nov 2020	19 Nov 2020	19 Nov 2050

Additional Info Site Detail Document

Field Activity Rejected Activity

Save Cancel

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

Account Name\*: #UK WCC or UK Peatland Code Account

Project Name\*: Peatland Test 5

Project Status: Pending Review - Validation (Markit)

Project ID: 104000000051979

Project Description\*: Peatland Test 5

Comment:

Project Activities

Milestones

Additional Info

Site Detail

Document

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Peatland Code	Peatland Restoration	None	Organic Farmers & Gro...	19 Nov 2020	19 Nov 2020	19 Nov 2050

Add Activity

Remove Activity

Mark as Not Delivered

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 Peatland Code Account

Project Name\*: Peatland Test 5

Project Status: Validated (pending payment)

Project ID: 104000000051979

Project Description\*: Peatland Test 5

Comment:

Project Activities

Milestones

Additional Info

Site Detail

Document

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Peatland Code	Peatland Restoration	None	Organic Farmers & Gro...	19 Nov 2020	19 Nov 2020	19 Nov 2050

Add Activity

Remove Activity

Discard

Mark as Not Delivered

Confirm Payment

Save

Cancel

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Accou...  
 Project Name\*: Peatland Test 5  
 Project Status: Validated  
 Project ID: 104000000051979  
 Project Description\*: Peatland Test 5  
 Comment:

**Project Activities**


Milestones Additional Info Site Detail Document

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Peatland Code	Peatland Restoration	None	Organic Farmers & Gro...	19 Nov 2020	19 Nov 2020	19 Nov 2050

Add Activity Remove Activity

Discard Mark as Verified Mark as Not Delivered Save Cancel

Email Notification:

 IHS Markit

## Action Item Completion Notification

Dear MER27 TEST USER (PD),

Please note that the following project was validated in IHS Markit Registry.

**Project details:**

Project ID: 104000000051979  
 Project Name: Peatland Test 5  
 Project Status: Validated



## 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.

The screenshot shows the 'Project Details' window with a 'Project Milestone Information' dialog box open. The dialog box contains the following fields:

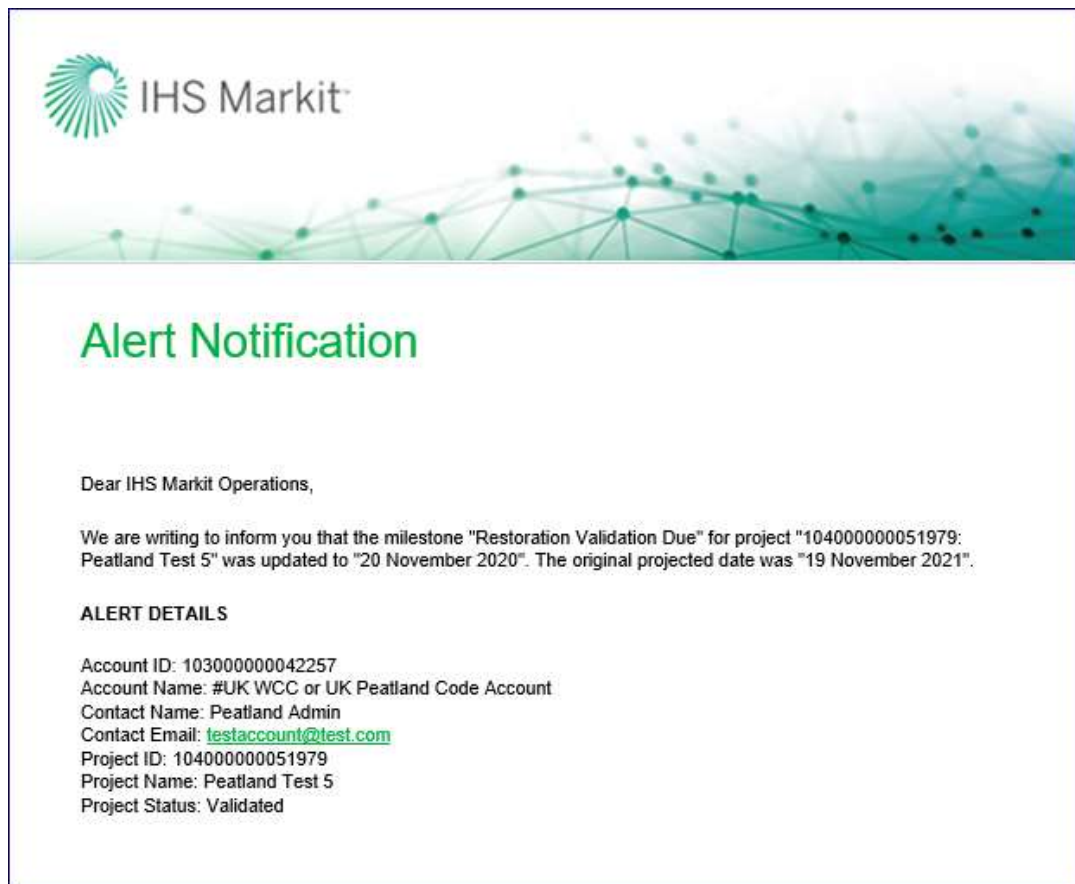
- Project Validation Due: (Milestone Achieved) 20 Nov 2020
- Restoration Validation Due: (Milestone Achieved) 20 Nov 2020
- Verification - 1 Due: 19 Nov 2025 (highlighted with a red box) with a 'Mark as achieved' button
- Verification - 2 Due: 19 Nov 2035
- Verification - 3 Due: 19 Nov 2045
- Verification - 4 Due: 19 Nov 2050

The background window shows project details for 'Peatland Test 5' with a status of 'Validated' and a project ID of '10400000005197'. It also includes a table for project activities and a bottom bar with buttons like 'Discard', 'Mark as Verified', 'Mark as Not Delivered', 'Save', and 'Cancel'.

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



Email Notification:

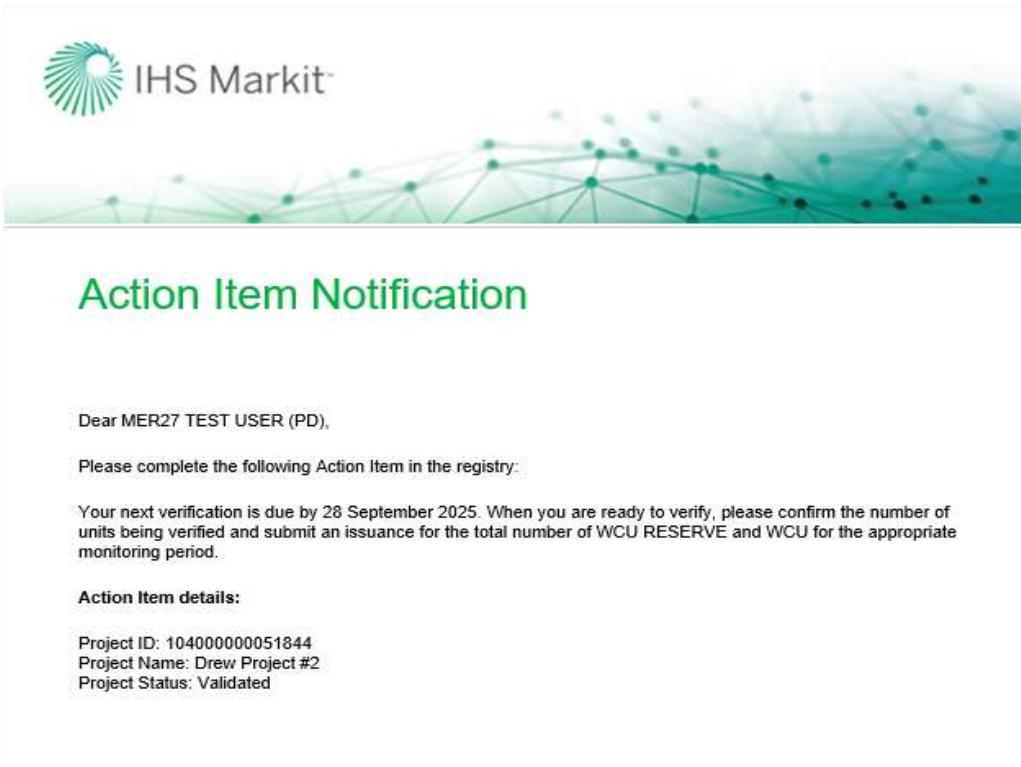


After the project is registered as Validated, Markit Operations team will set up the issuance for Pending Issuance Units (PIUs). Upon issuing PIUs, the account holder receives an automated email notification informing about the due date of the Verification which is five years from the project start date.

## 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 Notification:

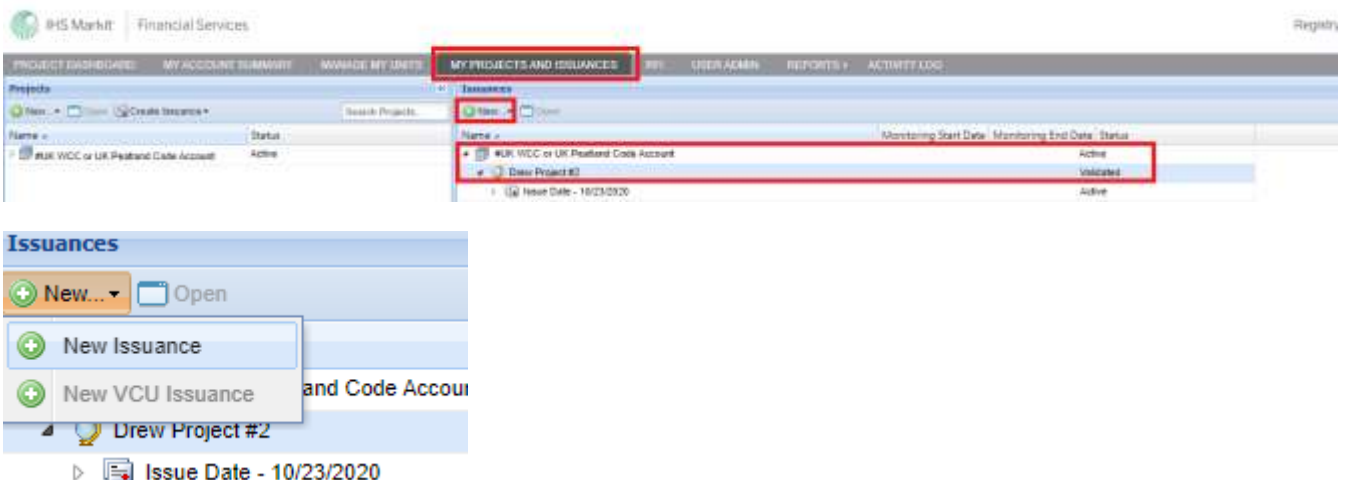


The account holder will follow the steps below to submit the issuance:

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

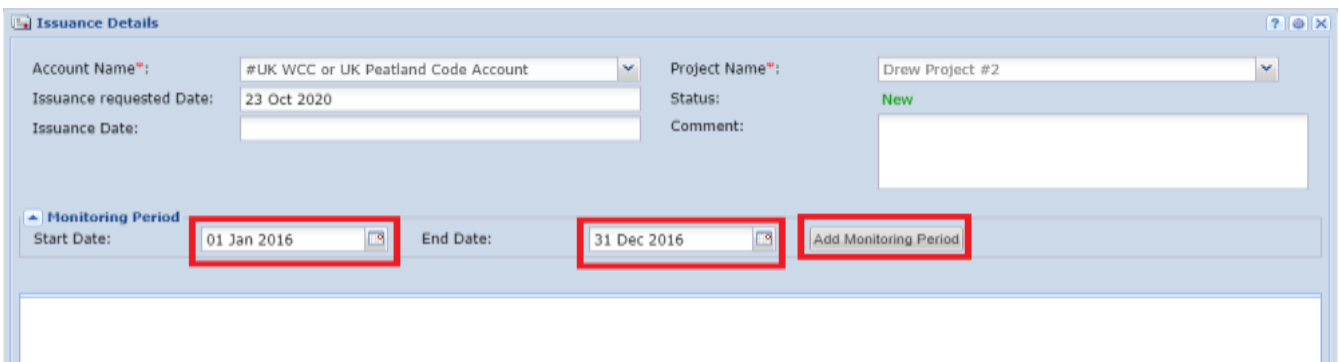
On the new screen that comes up, double click on your account name found on the right side and select the project under it.

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



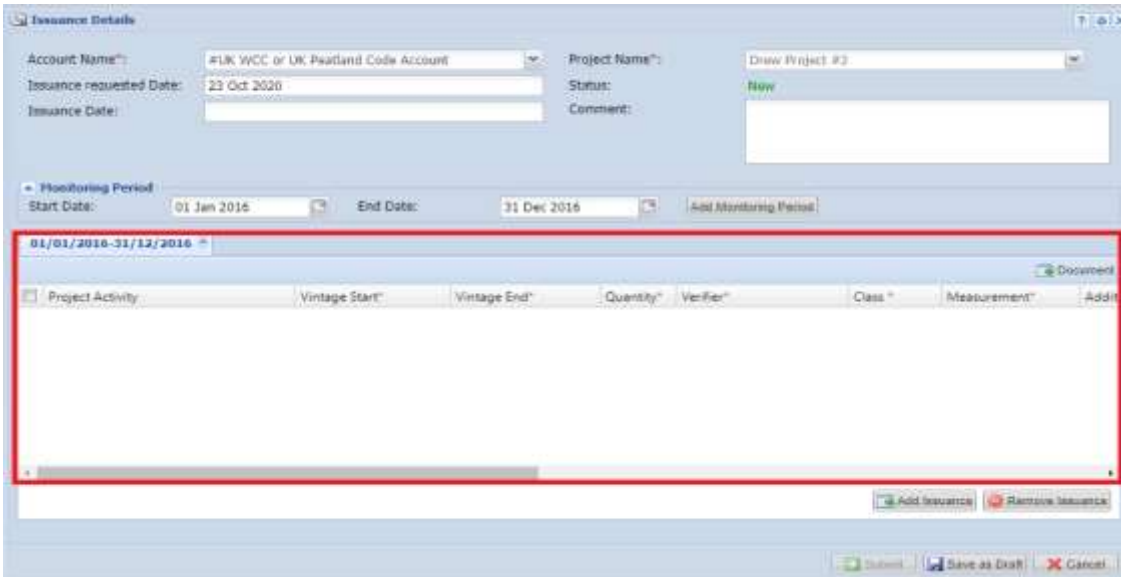
The Issuance Details form will appear.

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).



The screenshot shows the 'Issuance Details' form. The 'Monitoring Period' section is expanded, showing 'Start Date' as '01 Jan 2016' and 'End Date' as '31 Dec 2016'. Both date fields and the 'Add Monitoring Period' button are highlighted with red rectangles. Other fields include 'Account Name' (set to '#UK WCC or UK Peatland Code Account'), 'Project Name' (set to 'Drew Project #2'), 'Issuance requested Date' (set to '23 Oct 2020'), 'Status' (set to 'New'), and 'Issuance Date' (empty).

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



The screenshot shows the 'Issuance Details' form with the 'Monitoring Period' section expanded. A new table is visible, titled '01/01/2016-31/12/2016'. The table has columns: 'Project Activity', 'Vintage Start', 'Vintage End', 'Quantity', 'Verifier', 'Class', 'Measurement', and 'Add'. The table is currently empty. Below the table are buttons for 'Add Issuance' and 'Remove Issuance'. At the bottom of the form are buttons for 'Submit', 'Save as Draft', and 'Cancel'.

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**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Issuance requested Date: 23 Oct 2020  
 Issuance Date:   
 Project Name\*: Drew Project #2  
 Status: New  
 Comment:   
 Add Monitoring Period

Monitoring Period  
 Start Date: 01 Jan 2016 End Date: 31 Dec 2016

01/01/2016-31/12/2016

Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class *	Measurement*	Add
Choose One..	01 Jan 2016	31 Dec 2016		N/A	Choose One..	Choose One..	

Add Issuance 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)

**Issuance Details**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Issuance requested Date: 11 Nov 2020  
 Issuance Date: 11 Nov 2020  
 Project Name\*: #Peatland test 2  
 Status: Verified  
 Comment:   
 Add Monitoring Period

Monitoring Period  
 Start Date: End Date: Add Monitoring Period

11/11/2020 - 11/11/2021

Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class *	Measurement*	Add
UK Peatland Code, Peatland Restoration	11 Nov 2020	11 Nov 2021	20	Organic Farmers & Grower...	RESERVE	PCU	
UK Peatland Code, Peatland Restoration	11 Nov 2020	11 Nov 2021	200	Organic Farmers & Grower...	UNIT	PCU	

Add Issuance Remove Issuance

Discard Submit Save 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**

Account Name\*: #UK WCC or UK Peatland Code Account

Issuance requested Date: 19 Nov 2020

Issuance Date:

**Project Name\*:** Peatland Test 5

**Status:** Pending Review (Verifier)

**Comment:**

**Monitoring Period**

Start Date: End Date: Add Monitoring Period

19/11/2020 - 19/11/2021

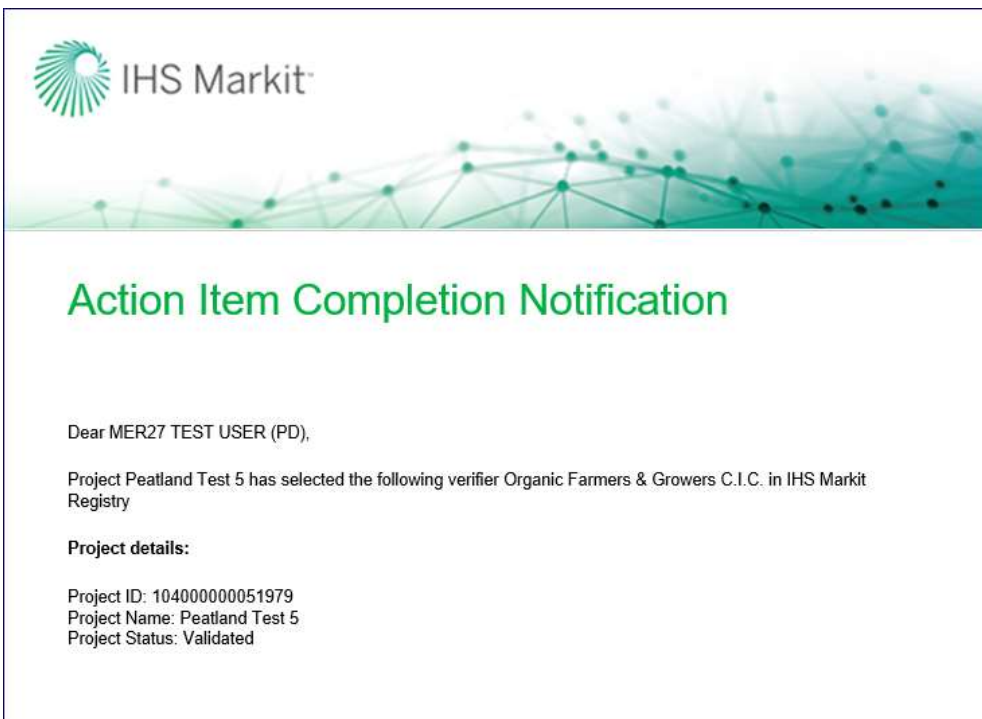
Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class *	Measurement*	Additi
<input type="checkbox"/> UK Peatland Code, Peatland Restoration	19 Nov 2020	19 Nov 2021	20	Organic Farmers & Grower...	RESERVE	PCU	
<input type="checkbox"/> UK Peatland Code, Peatland Restoration	19 Nov 2020	19 Nov 2021	200	Organic Farmers & Grower...	UNIT	PCU	

Submit Save Cancel

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

---

## Email Notification:



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 (3<sup>rd</sup> Party).

**Issuance Details**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Issuance requested Date: 19 Nov 2020  
 Issuance Date:

Project Name\*: Peatland Test 5  
 Status: Pending Review (3rd Party)  
 Comment:

**Monitoring Period**  
 Start Date:  End Date:  [Add Monitoring Period](#)

**19/11/2020 - 19/11/2021**

Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class *	Measurement*	Addit
UK Peatland Code, Peatland Restoration	19 Nov 2020	19 Nov 2021	20	Organic Farmers & Grower...	RESERVE	PCU	
UK Peatland Code, Peatland Restoration	19 Nov 2020	19 Nov 2021	200	Organic Farmers & Grower...	UNIT	PCU	

[Document](#)

[Submit](#) [Save](#) [Cancel](#)

Email Notification:



- **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

**Issuance Details**

Account Name\*: #UK WCC or UK Peatland Code Account

Issuance requested Date: 19 Nov 2020

Issuance Date:

Project Name\*: Peatland Test 5

Status: Pending Review (Customer)

Comment: incorrect number of WCU reserve

Monitoring Period

Start Date: End Date: Add Monitoring Period

19/11/2020 - 19/11/2021

Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class *	Measurement*	Addit
UK Peatland Code, Peatland Restoration	19 Nov 2020	19 Nov 2021	20	Organic Farmers & Grower...	RESERVE	PCU	
UK Peatland Code, Peatland Restoration	19 Nov 2020	19 Nov 2021	200	Organic Farmers & Grower...	UNIT	PCU	

Submit Save Cancel

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

#### Email Notification:



- 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).



Account Name\*:  
Issuance requested Date:  
Issuance Date:

#UK WCC or UK Peatland Code Account  
19 Nov 2020

Project Name\*:  
Status:  
Comment:

Peatland Test 5  
Pending Review (Verifier)

Monitoring Period

Start Date:End Date:

Add Monitoring Period

19/11/2020 - 19/11/2021

Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class *	Measurement*	Addi
<input type="checkbox"/> UK Peatland Code, Peatland Restoration	19 Nov 2020	19 Nov 2021	20	Organic Farmers & Grower...	RESERVE	PCU	
<input type="checkbox"/> UK Peatland Code, Peatland Restoration	19 Nov 2020	19 Nov 2021	200	Organic Farmers & Grower...	UNIT	PCU	

Submit

Save

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.

Account Name\*:  
Issuance requested Date:  
Issuance Date:

#UK WCC or UK Peatland Code Account  
19 Nov 2020

Project Name\*:  
Status:  
Comment:

Peatland Test 5  
Pending Review (Markit)

Monitoring Period

Start Date:End Date:

Add Monitoring Period

19/11/2020 - 19/11/2021

Milestones Document

Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class *	Measurement*	Addi
<input type="checkbox"/> UK Peatland Code, Peatland Restoration	19 Nov 2020	19 Nov 2021	20	Organic Farmers & Grower...	RESERVE	PCU	
<input type="checkbox"/> UK Peatland Code, Peatland Restoration	19 Nov 2020	19 Nov 2021	200	Organic Farmers & Grower...	UNIT	PCU	

Submit

Save

Cancel

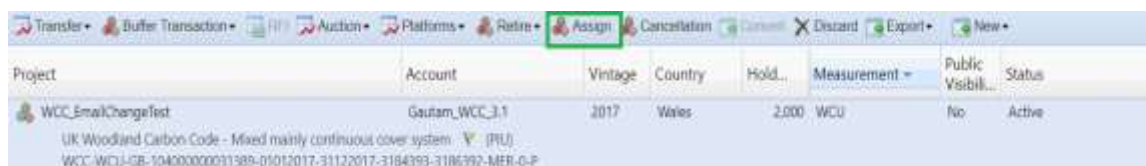
After the issuance is approved by the Regulator, Markit Operations will send the invoice to the project developer within 1 business day and upon payment, Markit Operations will convert the PIUs to WCUs or PCUs.

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.

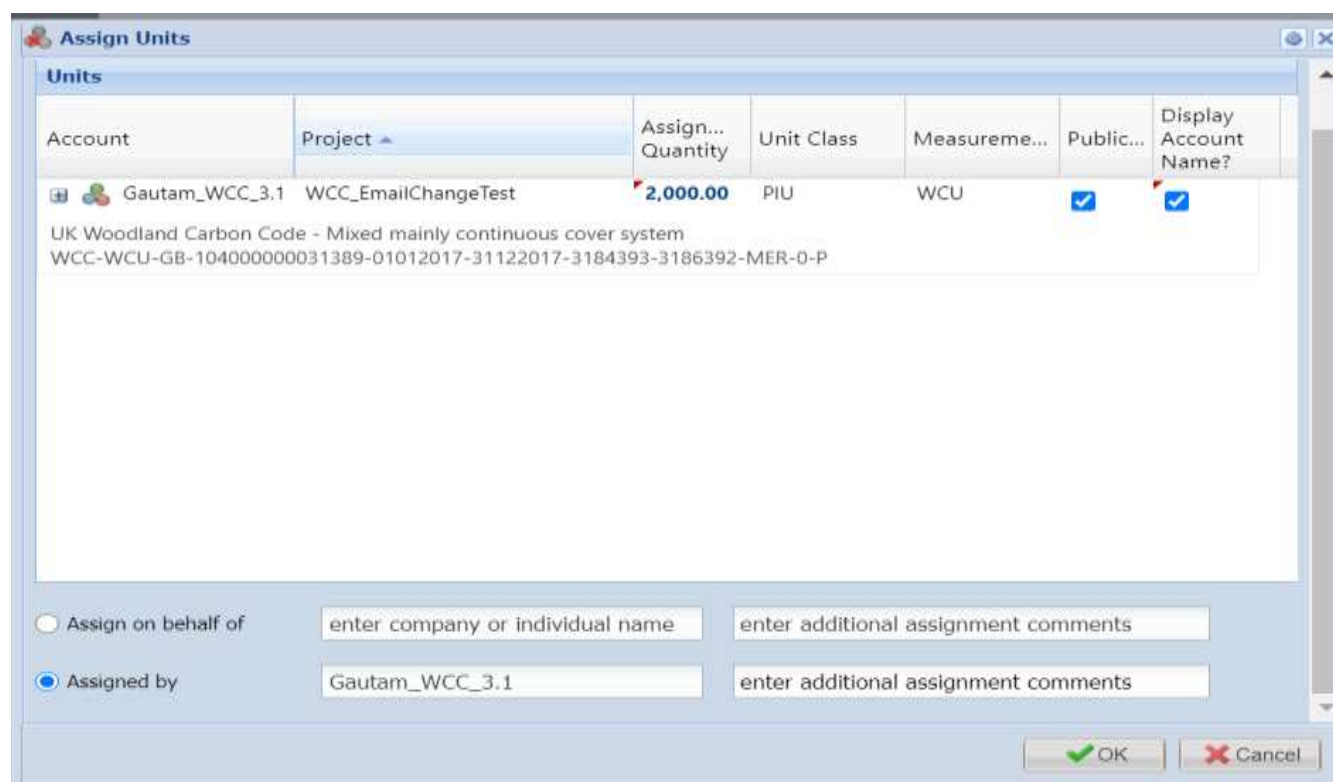
- Navigate the Manage My Units tab
- Select the credits you would like to assign from the list of credits displayed



Project	Account	Vintage	Country	Hold...	Measurement	Public Visibility	Status
WCC_EmailChangeTest	Gautam_WCC_3.1	2017	Wales	2,000	WCU	No	Active

UK Woodland Carbon Code - Mixed mainly continuous cover system - (PIU)  
WCC-WCU-GB-104000000031389-01012017-31122017-3184393-3186392-MER-0-P

- Click on the Assign Tab on the top



Account	Project	Assign... Quantity	Unit Class	Measureme...	Public...	Display Account Name?
Gautam_WCC_3.1	WCC_EmailChangeTest	2,000.00	PIU	WCU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

UK Woodland Carbon Code - Mixed mainly continuous cover system  
WCC-WCU-GB-104000000031389-01012017-31122017-3184393-3186392-MER-0-P

☐ Assign on behalf of    
☒ Assigned by

OK Cancel

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 [here](#) 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

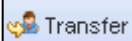
Where a sale is made and the buyer has an account, PIUs or WCU/PCs can be transferred from the sellers' account to the buyers' account.

#### Step 1

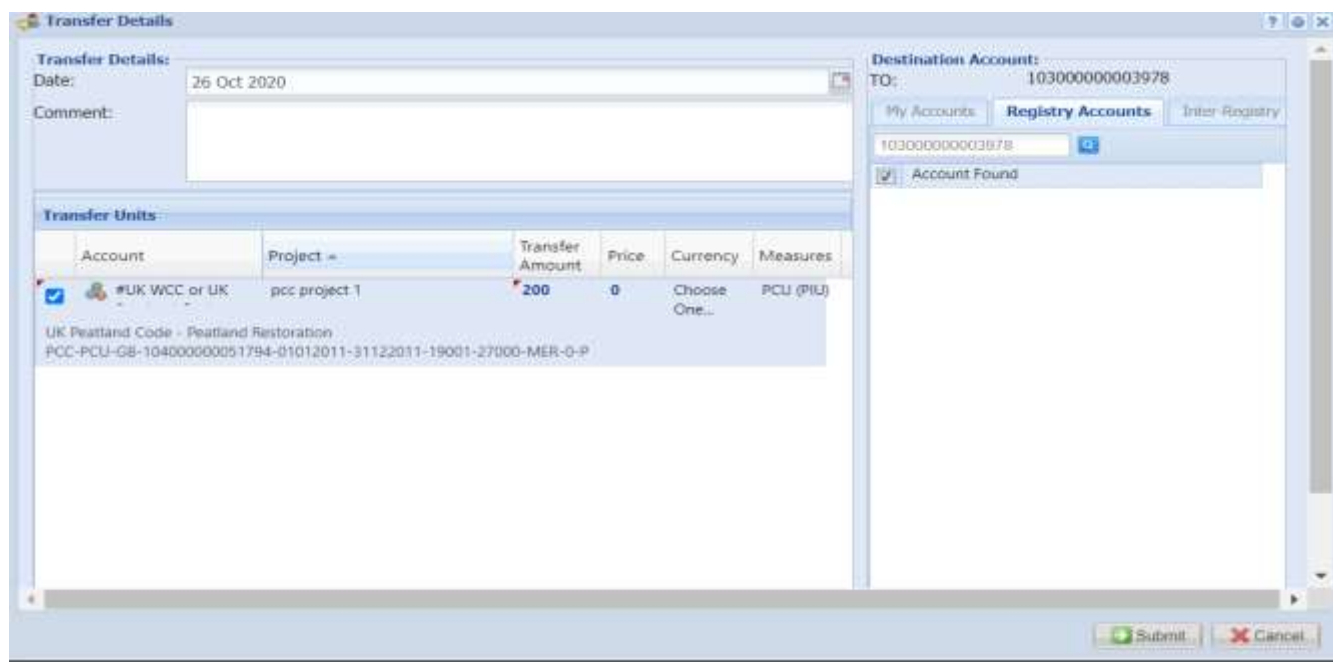
- Navigate to the Manage My Units tab.
- Select the credits you would like to transfer from the list of credits displayed



#### 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.




#### 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**

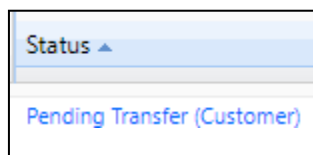
- Enter the destination account's Account ID and click . The account number should be confirmed by the buyer prior to the transfer on the Registry
- Check the Account Found box once the ID has been entered then click Submit
- The status of the unit block will change from Active to "Pending Transfer". 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 (3<sup>rd</sup> 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 (3<sup>rd</sup> 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

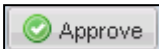
#### **Step 1**

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



- The **Transfer Details** window will appear. Review the information then

#### **Step 2**

- 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 an 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.

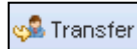
#### **Step 1**

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



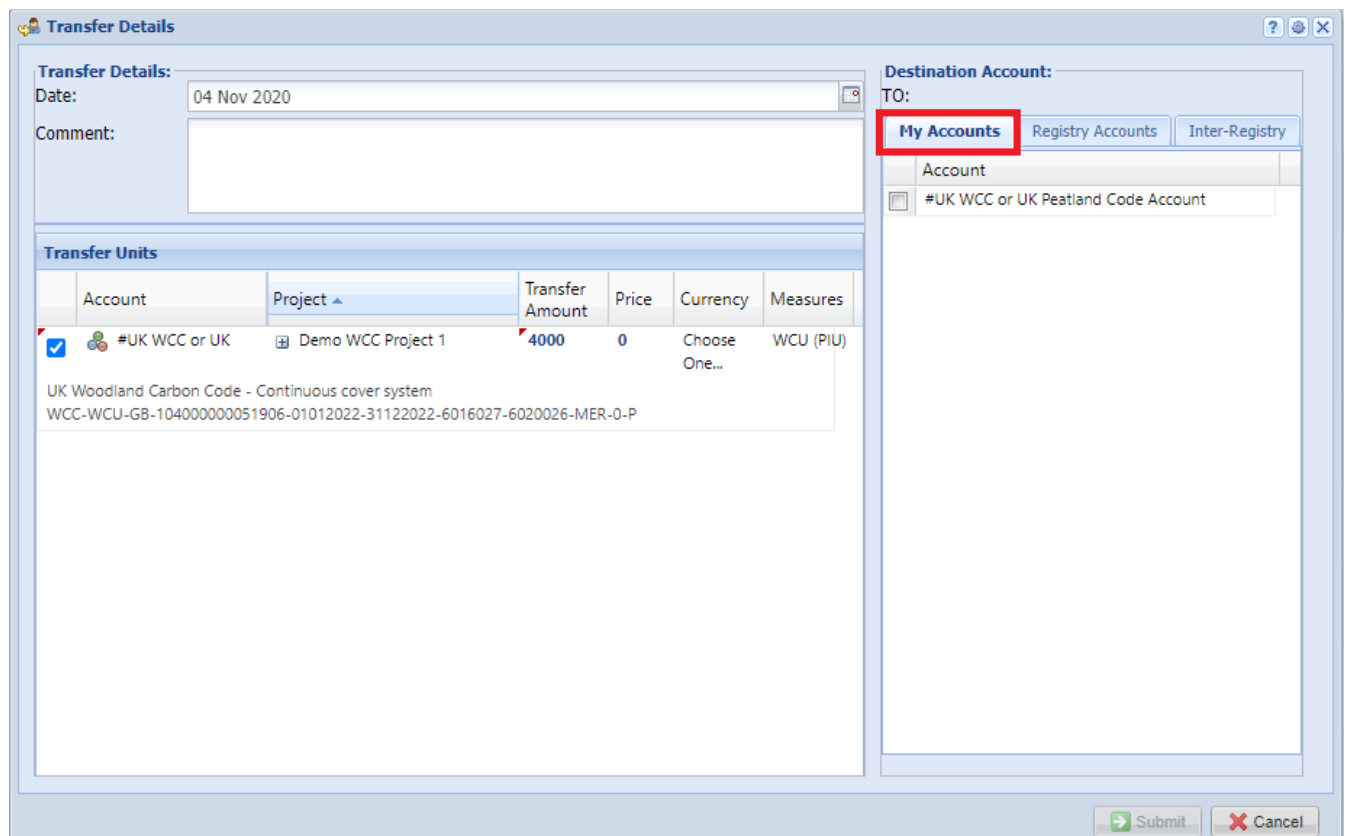
Project	Account	Vintage	Country	Holdings	Measurement	Publicly Verifiable	Status
Demo Peatland Project 1	PUR WCC or UK Peatland Code Account	2021	Scotland	1,000	PIU	Yes	Active
UK Peatland Code - Peatland Restoration - IPH	PUR WCC or UK Peatland Code Account	2021	Scotland	1,000	PIU	Yes	Not Delivered
Demo WCC Project 1	PUR WCC or UK Peatland Code Account	2021	Scotland	4,000	WCU	Yes	Active
UK Woodland Carbon Code - Continuous cover system - IPH	PUR WCC or UK Peatland Code Account	2021	Scotland	4,000	WCU	Yes	Active
Demo Project 2	PUR WCC or UK Peatland Code Account	2021	England	90	WCU	Yes	Active

## 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.



**Transfer Details:**

Date: 04 Nov 2020

Comment:

**Transfer Units**

Account	Project	Transfer Amount	Price	Currency	Measures
<input checked="" type="checkbox"/> #UK WCC or UK	Demo WCC Project 1	4000	0	Choose One...	WCU (PIU)

UK Woodland Carbon Code - Continuous cover system  
WCC-WCU-GB-104000000051906-01012022-31122022-6016027-6020026-MER-0-P

**Destination Account:**

TO:

**My Accounts** Registry Accounts Inter-Registry

Account

☒ #UK WCC or UK Peatland Code Account

**Submit** **Cancel**

## Step 3


- 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

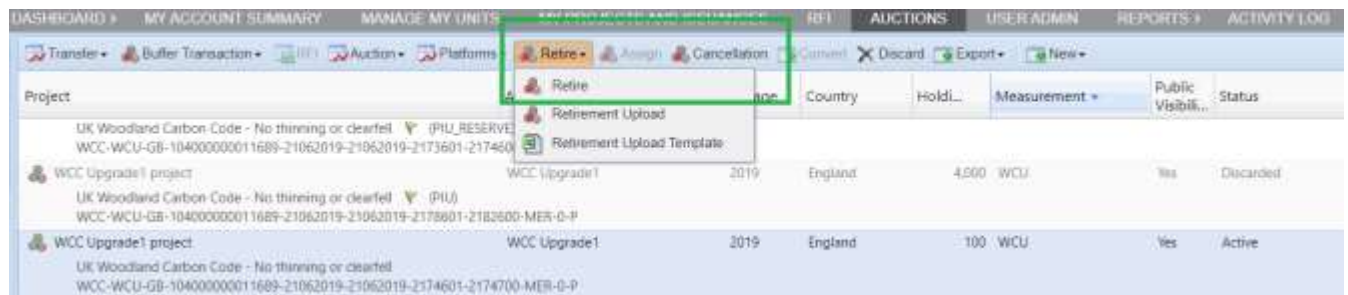
- Click **Submit** to immediately transfer the units to one of your accounts.

## 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.
  - 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.



- The Retire Units window will appear.

**Retire Units**


Total Quantity: 100

Account	Project	Retireme... Amount	Measures	Publicly Visible	Display Account Name?	Receive retirement certificate
#UK WCC or UK	Drew Project #2	100.00	WCU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

UK Woodland Carbon Code - Mixed mainly clearfell  
WCC-WCU-GB-104000000051844-29102020-30102020-6004927-6005026-MER-0-P

☐ Retire on behalf of

☒ Retired By

- 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.



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

[illegible]

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



## Environmental Registry Retirement Detail

100

WCT-WCA-GB-104030000051844-21027025-31102125-0004927-0027025-MEW-B-M

### Drew Project #2

2020

UK Woodland Carbon Code

#UK WCC or UK Peatland Code Account

20 Nov 2020

Beneficial Owner

## 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.

### Select a project that is currently verified

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Accor  
 Project Name\*: UK WCC TEST 2  
 Project Status: Verified  
 Project ID: 10400000051881  
 Project Description\*: UK WCC TEST 2  
 Comment:

**Project Activities**

Category*	Standard*	Project Type*	Additional Certification	Validator	Start Date of Implementation	Project Start Date	Project End Date
Carbon	UK Woodland Carbon ...	Clearfell only	None	Gautam_ValidatorAcco...	28 Oct 2020	28 Oct 2020	28 Oct 2022

Buttons: Discard, **Submit for Self Assessment**, Mark as Not Delivered, Save, Cancel

- The user will be required to upload the Project progress report and site-based and aerial imagery and then click on the **Submit for Self Assessment** button.
  - 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 (3<sup>rd</sup> 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	#UK WCC or UK Peatland Code Account	England	Self Assessed

Project Details

Account Name\*: #UK WCC or UK Peatland Code Account

Project Name\*: pcc project 1

Project Status: Self Assessed

Project ID: 104000000051794

Project Description\*: pcc project 1 description

Comment:

Project Activities

Milestones

Additional Info

Site Detail

Document

Category*	Standard*	Project Type*	Additional Certification	Validator	Start Date of Implementa...	Project Start Date	Project End Date
Carbon	UK Peatland Code	Peatland Restoration	None	Soil Association Certific...		10 Jul 2020	10 Jul 2020

Add Activity

Delete Activity

Discard

Mark as Verified

Mark as Not Delivered

Save

Cancel

### **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 Details

From:

TO: Markit Operations

Date: 22 Mar 2019 11:53

Title: New User Request

PLEASE FILL IN FOLLOWING DETAILS

-----

First Name:

Last Name:

Username/Email:

Mobile Phone:

Read Only User:

Account ID:

Contact Name:

Accounts to assign user:

Submit

Cancel




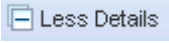


### 3. Registry Pages/ Tables and Navigating them

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 window 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
	Skip to first or skip to final page of table
	Move forward or back one page in table
Page <input type="text" value="1"/> of 1705	Skip to a certain page of the table
	Refresh table/screen
	Hides additional details (e.g. project serial number, standard or project status)
	Displays additional details
	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.

5) 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.

Standard	Measure	Issuances	Holdings	Retireme...	Canceled	Pending Issu...	Pending Trans...
UK Woodland Carbon Code	WCU	1,486,000	6,660,000				
UK Standard for Women's Empowerment	WEM	2,500,000	3,500,000			134,000,000	
UK Woodland Carbon Code	WCU RESER...	1,321,000					

### Credit Summary

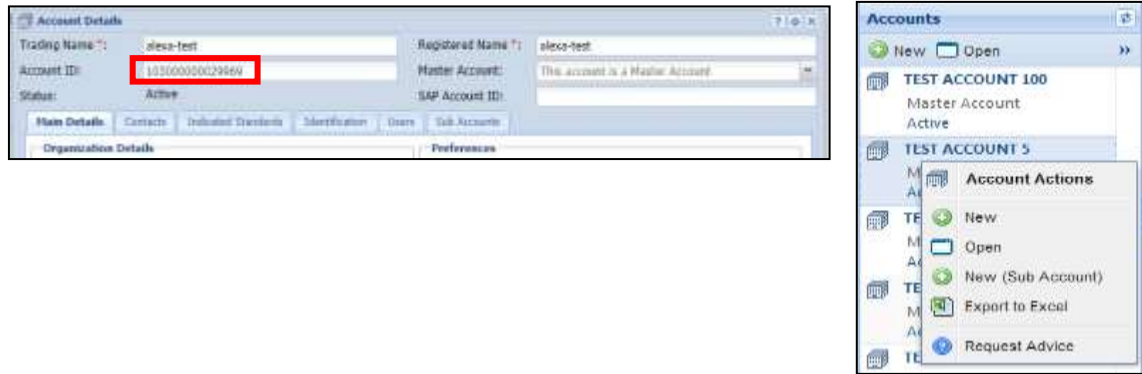
The Credit Summary box in the center of the page displays account information. This information is sorted vertically by standard and account holder and horizontally by credit status: issuances, holdings, and retirements as well as displaying pending issuances and pending transfers.

Field	Definition
Standard	The standard of the project activities.
Measure	Unit of measurement of credits (e.g. VER (tCO <sub>2</sub> e), PVC (tCO <sub>2</sub> e), 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.



- 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.

### **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.

Account Details

Trading Name \*: Test Account Limited

Registered Name \*: Test Account Limited

Account ID: 100000000000710

Master Account: This account is a Master Account

Status: Active

SAP Account ID:

Main Details

Contacts

Indicated Standards

Regulated Standards






Identification

Users

Sub Accounts

RFI

Account Statement

Document	Type	Period	Year
 Account_Statement_2018-01-01_2018-03-31.pdf	Account Statement	JAN-MAR	2018
 Account_Statement_2018-04-12_2018-05-11.pdf	Account Statement	MAY	2018
 Account_Statement_2018-05-12_2018-06-11.pdf	Account Statement	JUN	2018
 Account_Statement_2018-06-12_2018-07-11.pdf	Account Statement	JUL	2018
 Account_Statement_2018-07-12_2018-08-11.pdf	Account Statement	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 permitted to the user.

Project	Account	Vintage	Country	Hold	Measurement	Public Visible	Status
Test-2019Project	Test2019	2028	United States	100	VER (CCO2e)	NO	Active
ISO 14064 - 2 - Agriculture ISO-VER-US-1043000000328190-01012028-31122028-4978649-4978948-MER-Q-P							
Test-2019Project	Test2019	2027	United States	100	VER (CCO2e)	NO	Active
ISO 14064 - 2 - Agriculture ISO-VER-US-1043000000328190-01012027-31122027-4978649-4978948-MER-Q-P							
Test-2019Project	Test2019	2026	United States	300	VER (CCO2e)	NO	Active
ISO 14064 - 2 - Agriculture ISO-VER-US-1043000000328190-01012026-31122026-4978649-4978948-MER-Q-P							
Test-2019Project	Test2019	2025	United States	400	VER (CCO2e)	NO	Active
ISO 14064 - 2 - Agriculture ISO-VER-US-1043000000328190-01012025-31122025-4978649-4978948-MER-Q-P							

#### WCC holdings

Project	Account	Vintage	Country	Hold	Measurement	Public Visible	Status
WCC Demo Project	WCC Demo Account	2014 - ...	England	991	WCU	No	Retired
UK Woodland Carbon Code - Mixed mainly clearfell WCC-WCU-GB-104000000012491-01072014-30062015-2182810-2183800-MER-Q-P							
WCC Demo Project	WCC Demo Account	2014 - ...	England	200	WCU RESERVE	Yes	Active
UK Woodland Carbon Code - Mixed mainly clearfell (RESERVE) WCC-WCU-GB-104000000012491-01072014-30062015-2182601-2182800-MER-Q-P							

#### Peatland Holdings

Project	Account	Vintage	Country	Hold	Measurement	Public Visible	Status
pcc project 1	#UK Peatland Code Account	2013	England	9,981	PCU	Yes	Active
UK Peatland Code - Peatland Restoration (PIU) PCC-PCU-GB-104000000051794-01012013-31122013-10-10000-MER-Q-P							
pcc project 1	#UK Peatland Code Account	2012	England	9,000	PCU	Yes	Active
UK Peatland Code - Peatland Restoration (PIU) PCC-PCU-GB-104000000051794-01012012-31122012-10001-19000-MER-Q-P							

#### 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.



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.

Project #	Account	Vintage	Country	Holdings	Measurement	Public Visibility	Status
Drew Project #2 UK Woodland Carbon Code - Mixed mainly clearfell WCC-WCU-GB-104000000051844-01012016-31122016-6003751-6003840-MER-0-P	UK WCC or UK Peatland Code Account	2016	England	100	WCU	Yes	Active
Drew Project #2 UK Woodland Carbon Code - Mixed mainly clearfell WCC-WCU-GB-104000000051844-01012016-31122016-6003751-6003840-MER-0-P	UK WCC or UK Peatland Code Account	2016	England	100	WCU	Yes	Active
Drew Project #2 UK Woodland Carbon Code - Mixed mainly clearfell WCC-WCU-GB-104000000051844-01012016-31122016-6003751-6003840-MER-0-P	UK WCC or UK Peatland Code Account	2017	England	100	WCU	Yes	Active
Drew Project #2 UK Woodland Carbon Code - Mixed mainly clearfell WCC-WCU-GB-104000000051844-01012016-31122016-6003751-6003840-MER-0-P	UK WCC or UK Peatland Code Account	2016	England	90	WCU	Yes	Retired
Drew Project #2 UK Woodland Carbon Code - Mixed mainly clearfell WCC-WCU-GB-104000000051844-01012016-31122016-6003751-6003840-MER-0-P	UK WCC or UK Peatland Code Account	2016	England	10	WCU	Yes	Retired
Drew Project #2 UK Woodland Carbon Code - Mixed mainly clearfell WCC-WCU-GB-104000000051844-01012016-31122016-6003751-6003840-MER-0-P	UK WCC or UK Peatland Code Account	2016	England	100	WCU	Yes	Retired

- 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

Project:

Drew Project #2

Standard:

UK Woodland Carbon Code

Status:

Retired

Project Start Date:

01 Jan 2016

Project End Date:

31 Dec 2019

Public Visibility:

Yes

Account:

#UK WCC or UK Peatland Code Account

Project Type:

Mixed mainly clearfell

Holdings

Vintage Start:

01 Jan 2016

Vintage End:

31 Dec 2016

Holding Quantity:

90

Issued Quantity:

100

Class :

UNIT

Measurement:

WCU

Serial No:

WCC-WCU-GB-104000000051844-01012016-31122016-6003751-6003840-MER-0-P

Additional Info

Site details

Documents

Retirements

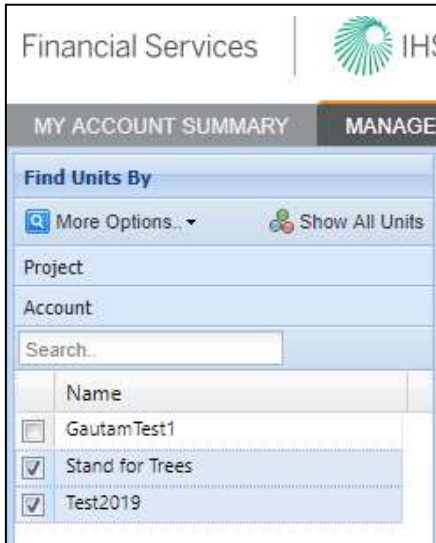
Make Private

OK

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.



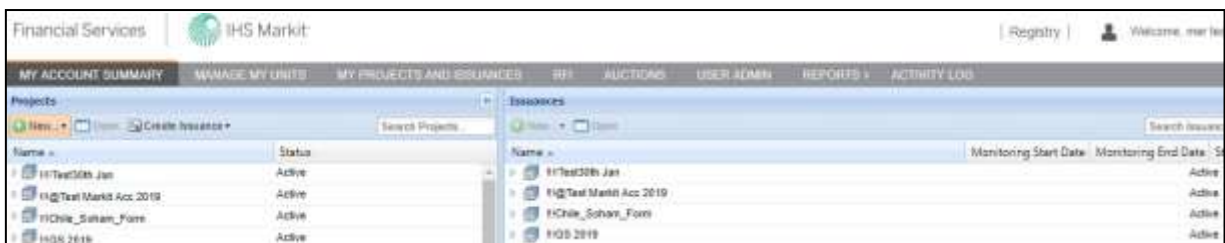
The screenshot shows a web interface for 'Financial Services' with a logo on the right. Below the header, there are two tabs: 'MY ACCOUNT SUMMARY' and 'MANAGE'. The 'Find Units By' section is active, featuring a search bar with a magnifying glass icon and a dropdown menu labeled 'More Options...'. To the right of the search bar is a button labeled 'Show All Units' with a colorful icon. Below the search bar, there are three input fields labeled 'Project', 'Account', and 'Search..'. A table is displayed below the search fields, showing a list of units with checkboxes for selection. The table has a header row with the text 'Name' and three data rows: 'GautamTest1', 'Stand for Trees', and 'Test2019'. The checkboxes for 'Stand for Trees' and 'Test2019' are checked, while the checkbox for 'GautamTest1' is unchecked.

	Name
<input type="checkbox"/>	GautamTest1
<input checked="" type="checkbox"/>	Stand for Trees
<input checked="" type="checkbox"/>	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).



#### 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 <sup>rd</sup> 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 <sup>rd</sup> 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
	TEST PROJECT 1218 06	Active

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

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

	TEST ACCOUNT 500	Active
	TEST PROJECT 1218 03	Active
	TEST PROJECT 1218 05	Active
	TEST PROJECT 1218 06	Active

**Project Actions**

-  New...
-  Open
-  Create Issuance
-  Request Advice

**Project Details**

Account Name\*: #UK WCC or UK Peatland Code Account  
 Project Name\*: #Peatland test 1  
 Project Status: Verified  
 Project ID: 104000000051964  
 Project Description\*: #Peatland test 1  
 Comment:

**Project Activities**

Additional Info Site Detail Document

<input type="checkbox"/>	Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
<input type="checkbox"/>	Carbon	UK Peatland Code	Peatland Restoration	None	Organic Farmers & Gro...	10 Nov 2020	10 Nov 2020	10 Nov 2021

Add Activity Remove Activity

Save 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

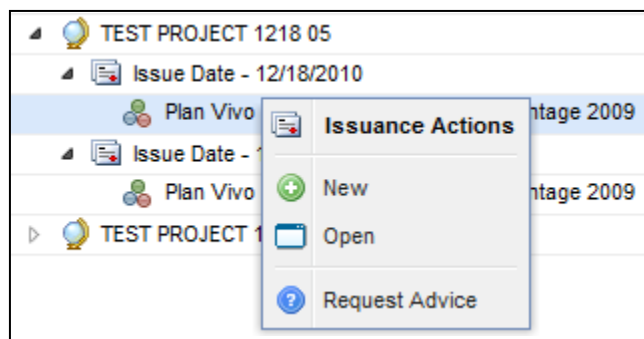
Issuance Status	Definition
Draft	Issuance has been saved, but not submitted by user for review by IHS Markit Operations
Pending Review (Markit)	Issuance has been submitted to IHS Markit and is being reviewed by IHS Markit Operations
Pending Review (Customer)	Issuance has been reviewed by IHS Markit Operations 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
TEST PROJECT 1218 03	Active
TEST 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:

**Issuance Details**

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: End Date: Add Monitoring Period

01/01/2019 - 31/12/2019

Document

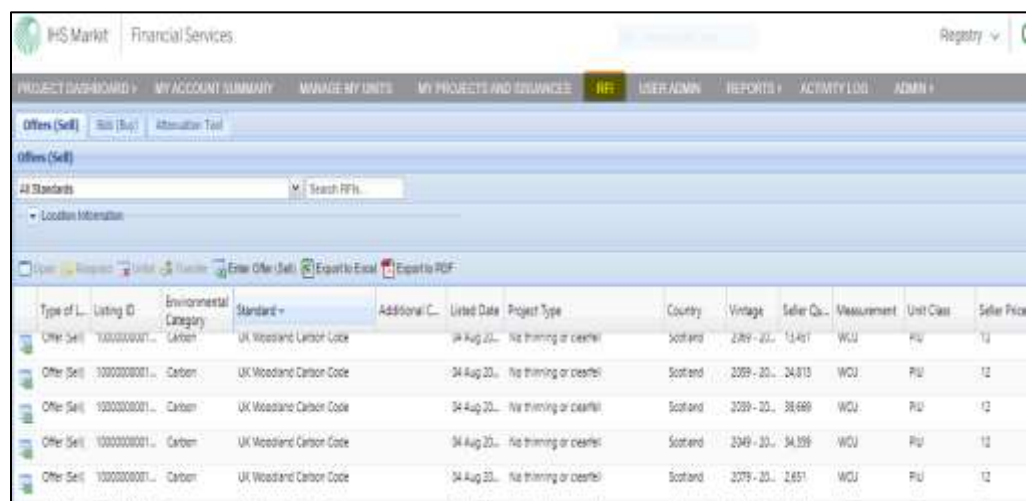
Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class*	Measurement*	Ad
Plan Vivo, Metal Production	01 Jan 2019	31 Dec 2019	10,000	N/A	UNIT	PVC (CO2e)	

Discard Add Issuance Remove Issuance Submit Save Cancel

### 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
- To navigate to the RFI page select the **RFI** tab.



The screenshot shows the IHS Markit RFI platform interface. The top navigation bar includes 'PROJECT DASHBOARD', 'MY ACCOUNT SUMMARY', 'MANAGE MY UNITS', 'MY PROJECTS AND ISSUANCES', 'RFI' (highlighted), 'USER ADMIN', 'REPORTS', 'ACTIVITY LOG', and 'ADMIN'. Below the navigation bar, there are tabs for 'Offers (Sell)', 'Bids (Buy)', and 'Allocation Tool'. The 'Offers (Sell)' tab is active, showing a search bar with 'All Standards' and a 'Search RFI's' button. Below the search bar, there are icons for 'Open', 'Respond', 'Unit', 'Revoke', 'Enter Offer (Sell)', 'Export to Excel', and 'Export to PDF'. The main table displays a list of carbon credits for sale, with columns for 'Type of L...', 'Listing ID', 'Environmental Category', 'Standard', 'Additional C...', 'Listed Date', 'Project Type', 'Country', 'Vintage', 'Seller C...', 'Measurement', 'Unit Class', and 'Seller Price'.

Type of L...	Listing ID	Environmental Category	Standard	Additional C...	Listed Date	Project Type	Country	Vintage	Seller C...	Measurement	Unit Class	Seller Price
Offer (Sell)	1000000001...	Carbon	UK Woodland Carbon Code		04 Aug 20...	No thinning or clearfell	Scotland	2009 - 20...	13,451	WCU	PU	12
Offer (Sell)	1000000001...	Carbon	UK Woodland Carbon Code		04 Aug 20...	No thinning or clearfell	Scotland	2009 - 20...	24,810	WCU	PU	12
Offer (Sell)	1000000001...	Carbon	UK Woodland Carbon Code		04 Aug 20...	No thinning or clearfell	Scotland	2009 - 20...	38,688	WCU	PU	12
Offer (Sell)	1000000001...	Carbon	UK Woodland Carbon Code		04 Aug 20...	No thinning or clearfell	Scotland	2009 - 20...	34,399	WCU	PU	12
Offer (Sell)	1000000001...	Carbon	UK Woodland Carbon Code		04 Aug 20...	No thinning or clearfell	Scotland	2009 - 20...	2,651	WCU	PU	12

## 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 Information**

Date Listed: 04 Nov 2020

Price/unit: 10 US Dollar

Quantity: 8,000

Status: New

**Unit Details**

Country / Year	Amount	Measures
England - 2011	8000	PCU (PIU)

UK Peatland Code - Peatland Restoration

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.

**Request for Information**

Date Listed: 04 Aug 2016

Price/unit: 12 British Pound

Quantity: 13,451

Status: New

**Unit Details**

Country / Year	Amount	Measures
Scotland - 2069 - 2079 UK Woodland Carbon Code - No thinning or clearfell	13451	WCU (PIU)

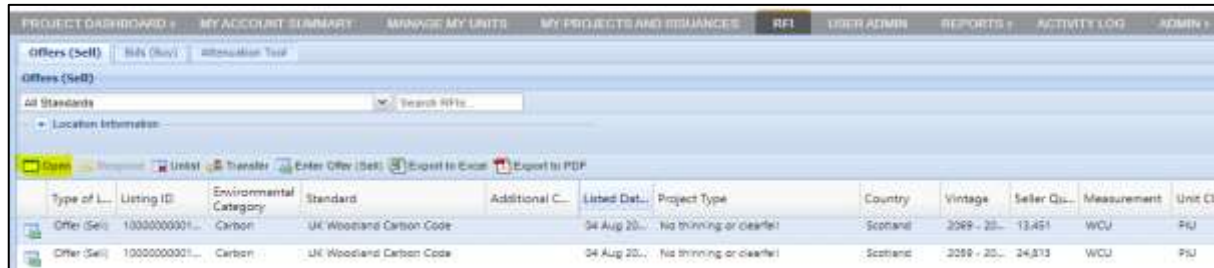
Total: 13451 Units

Unlist
 Transfer

Submit
 Cancel

## Buyers – Responding to RFI listing

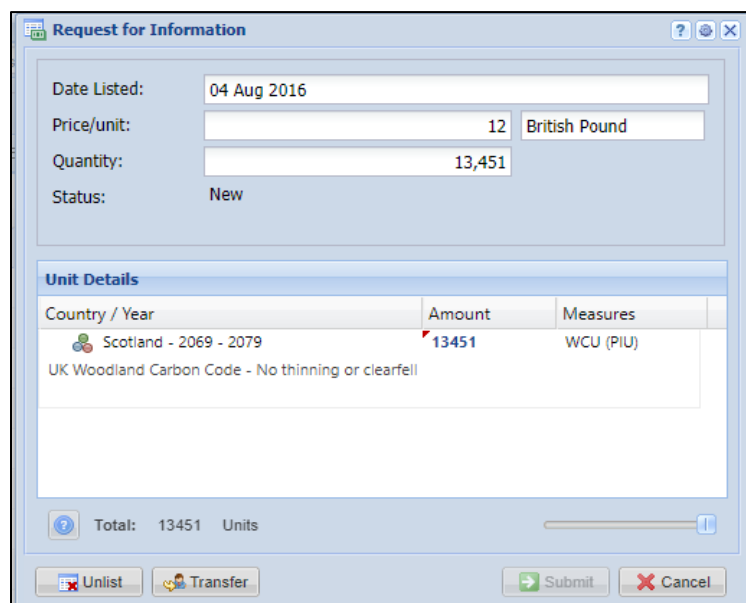
The **RFI** tab displays all listings on the RFI Platform. All listings are anonymously displayed and can be browsed by sorting the columns. If a buyer is interested in a listing, the buyer can submit an expression of interest by sending a message to the seller via the platform.



The screenshot shows the 'RFI' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Offers (Sell)', 'Bids (Buy)', and 'Allocation Tool'. The 'Offers (Sell)' tab is active, showing a search bar and a table of listings. The table has columns: Type of L..., Listing ID, Environmental Category, Standard, Additional C..., Listed Date, Project Type, Country, Vintage, Seller Dis..., Measurement, and Unit Cl... Two listings are visible, both for 'Carbon' under the 'UK Woodland Carbon Code' standard, listed on '04 Aug 20...', with 'No thinning or clearfell' project type, in 'Scotland', vintage '2069 - 20...', and measurement 'WCU'.

Type of L...	Listing ID	Environmental Category	Standard	Additional C...	Listed Date	Project Type	Country	Vintage	Seller Dis...	Measurement	Unit Cl...
Offer (Sell)	1000000000...	Carbon	UK Woodland Carbon Code		04 Aug 20...	No thinning or clearfell	Scotland	2069 - 20...	13,451	WCU	PIU
Offer (Sell)	1000000000...	Carbon	UK Woodland Carbon Code		04 Aug 20...	No thinning or clearfell	Scotland	2069 - 20...	24,513	WCU	PIU

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




The 'Request for Information' dialog box displays details for a specific unit. It includes fields for 'Date Listed' (04 Aug 2016), 'Price/unit' (12 British Pound), 'Quantity' (13,451), and 'Status' (New). Below these is a 'Unit Details' section with a table showing 'Country / Year' (Scotland - 2069 - 2079), 'Amount' (13451), and 'Measures' (WCU (PIU)). The text 'UK Woodland Carbon Code - No thinning or clearfell' is also present. At the bottom, it shows 'Total: 13451 Units' and buttons for 'Unlist', 'Transfer', 'Submit', and 'Cancel'.

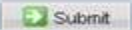

Country / Year	Amount	Measures
Scotland - 2069 - 2079	13451	WCU (PIU)

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



**Notification Details**


From: ufe.test7@markit.com  
To: (Unknown Account)  
Date: 09 Sep 2010 15:13  
Title: Response to RFI #100000000010020  
Attachment:  RFI (100000000010020)

 Submit  Cancel



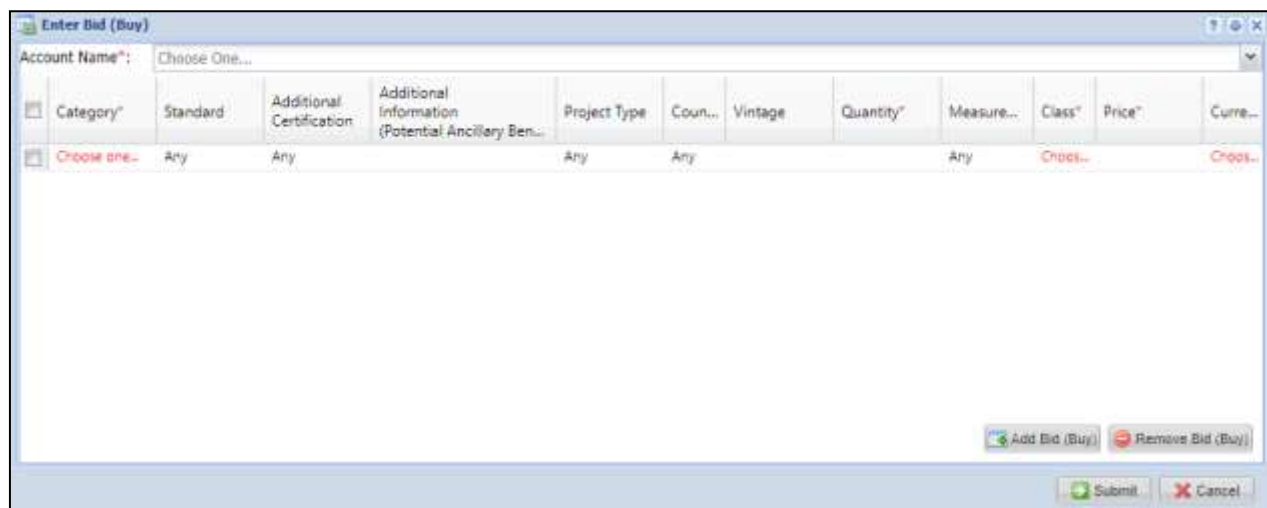
## Buyers – Submitting an RFI Bid (if you are looking to buy credits)

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 .



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



The screenshot shows the 'Enter Bid (Buy)' form. It includes fields for Account Name, Category, Standard, Additional Certification, Additional Information (Potential Ancillary Ben...), Project Type, Coun..., Vintage, Quantity, Measure..., Class, Price, and Curre... The form also has buttons for 'Add Bid (Buy)', 'Remove Bid (Buy)', 'Submit', and 'Cancel'.

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



The screenshot shows the RFI platform interface with the bid listing displayed. The 'Enter Bid (Buy)' button is highlighted with a red box. Below it, there is a table with columns: Type of List, Listing ID, Environmental Category, Standard, Additional Certif., Listed Date, Project Type, Country, Vintage, Buyer Quant., Measurement, Unit Class, Buyer Price, Ccy, and My. The table contains two rows of data.

Type of List	Listing ID	Environmental Category	Standard	Additional Certif.	Listed Date	Project Type	Country	Vintage	Buyer Quant.	Measurement	Unit Class	Buyer Price	Ccy	My
Ref Bid	1000000000000000	Carbon	UK Woodland Carbon Code	Additional Certif.	08 Nov 2019	Continuous cover system	England	2019	100	Any	UNIT	100	GBP	
Ref Bid	1000000000000000	Carbon	UK Peatland Code	Additional Certif.	08 Nov 2020	Any	Any	2019	1000	Any	UNIT	10	GBP	

**Request for Information**

Date Listed: 04 Aug 2016  
Price/unit: 12 British Pound  
Quantity: 13,451  
Status: New

**Unit Details**

Country / Year	Amount	Measures
Scotland - 2069 - 2079 UK Woodland Carbon Code - No thinning or clearfell	13451	WCU (PIU)

Total: 13451 Units

Unlist
 Transfer

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.
  - 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.

### 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.

## 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](mailto: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](mailto: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](mailto: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 [MK-EnvironmentalRegistry@ihsmarkit.com](mailto:MK-EnvironmentalRegistry@ihsmarkit.com)

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

Contact [MK-EnvironmentalRegistry@ihsmarkit.com](mailto:MK-EnvironmentalRegistry@ihsmarkit.com) 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](mailto: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