



## Registry Operational Guidelines

Last update: 11 September 2015

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Influence. Innovate. Inspire.

## What we will cover...

1. Creating an Account
2. Adding a project
3. Uploading documents
4. Email Notifications
5. Selecting an Auditor
6. Requesting Issuance
7. Transferring / Assigning credits
8. Registry Public View




markit<sup>®</sup>

# 1. Creating an Account

### Applying for an Account

1. Fill in online form at: <http://mer.markit.com/br-reg/public/gs-customer-registration.jsp>
2. Enter data (required data is denoted by an asterisk\*)
3. Press the Red 'Submit Application' button at the bottom of the form



The Gold Standard<sup>®</sup>  
Premium quality carbon credits

To request a new account please provide the following details.

#### Request a New Account

##### Organization Details

Registered Name *	Trading Name *	
<input type="text"/>	<input type="text"/>	
Classification *	Tax/VAT 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"/>

##### Account Manager

Name *	Email *
<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>

<input type="text" value="Brendan Monaghan"/>	<input type="text" value="happy.pd@goldstandard.org"/>
Phone	
<input type="text"/>	

#### Identification

Company Registration Number *	Type *
<input type="text" value="8765309"/>	<input type="text" value="Certificate of Incorporation"/>
Country of Incorporation *	
<input type="text" value="United States"/>	

#### Preferences

Privacy

Account Visibility	<input checked="" type="checkbox"/> Make Public
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#### Declaration

☒ I have read and accept the Gold Standard Environmental Registry Terms & Conditions and Privacy Policy

**Submit Application**



### Automated Email

1. Immediately upon submission, you will receive an email confirmation
2. Please send the requested documentation to [registry@goldstandard.org](mailto:registry@goldstandard.org)
3. Upon satisfactory review of the documentation, the account will be approved

## Gold Standard Registry Account Request Notification

Dear Brendan Monaghan ,

Thank you for applying for a Gold Standard account on the Gold Standard Environmental Registry. All accounts are subject to approval. As part of our due diligence procedures, all registry account applicants must provide the following documentation:

- A certified copy of your organisation's Certificate of Incorporation together with the Memorandum and Articles of Association. Where the original documents are not in English, a certified translation should be provided.
- Your company or organisation's registration number, registered office address, names of all directors (preferably an official extract from the registry) and your organisation's website URL.
- A bank statement less than 90 days old from your organisation's bank showing the address of the organisation.
- A letter on your organisation's letterhead stating that the proposed account manager has been duly appointed and is authorised, on behalf of your organisation, to accept The Gold Standard Foundation's Terms of Use and any modification. There must be satisfactory evidence that the individual who has signed the letter is authorised to do so on behalf of your organisation (e.g. director or other senior officer).
- A statement setting out the nature of your organisation's business, your reason for applying for a Gold Standard registry account and how you intend to use the account.

All required documentation must be submitted electronically, via email, to [registry@cdmgoldstandard.org](mailto:registry@cdmgoldstandard.org). Follow up information requests can include items such as individual utility bills or bank statements.

If you have any questions about the registry account application process, you may reach the Gold Standard Registry Administrator via email at [registry@cdmgoldstandard.org](mailto:registry@cdmgoldstandard.org) or by phoning [+44 131 208 3457](tel:+441312083457) between the hours of 09.00 and 17.00 GMT (Monday to Friday).

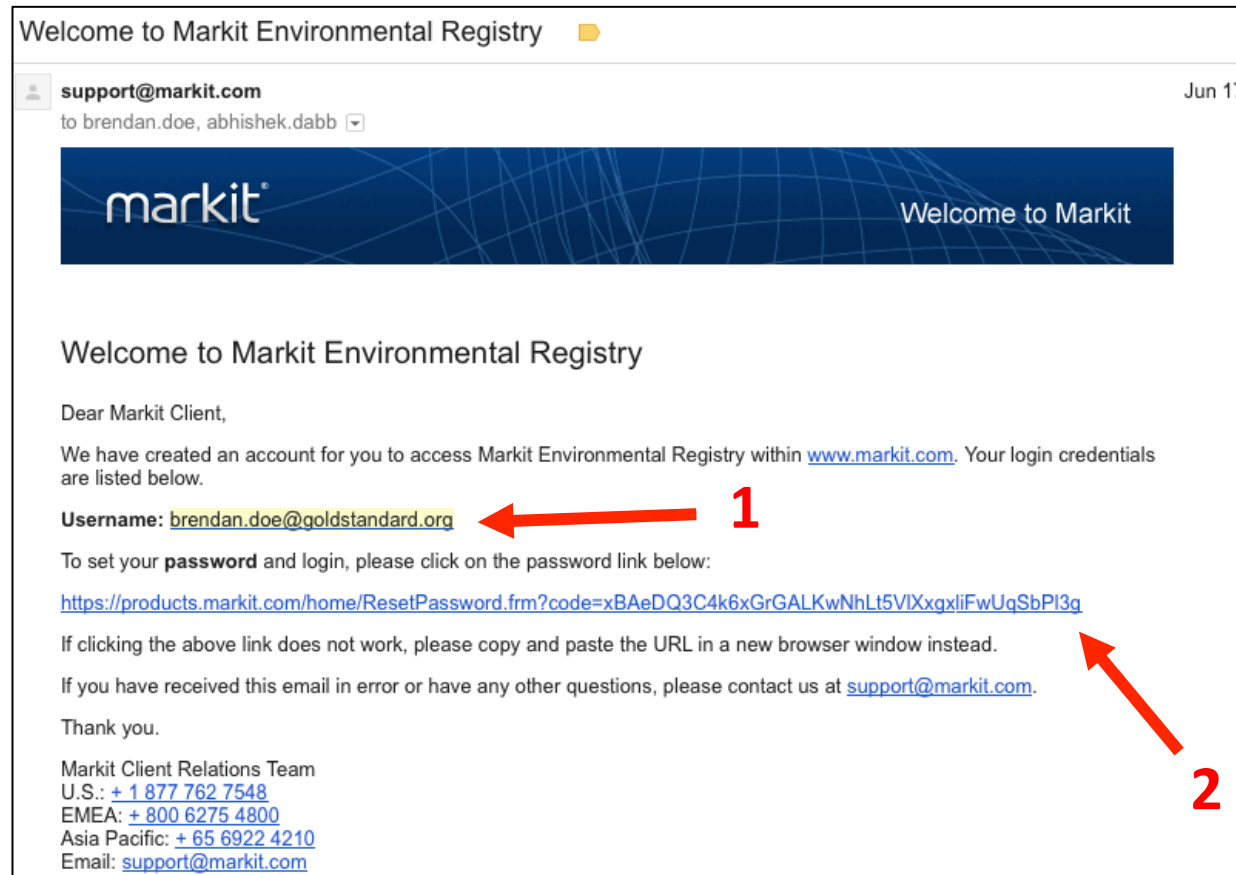
Kind regards,

### Required Documentation

1. Certificate of Incorporation in English
  - An excerpt from the local municipality where the company was registered, translated into English by a certified translator
2. Company Registration Number Document
  - For example, a VAT certificate
3. Bank Statement less than 90 days old
  - The statement should show the company name and address as shown in the registration document
4. Letter authorizing account manager
  - If the account manager is not a company director, then we will require a letter from a company director authorizing this person to be the registry account manager
5. Statement of Intent
  - A short letter outlining why the organization is applying for a registry account

### Automated Email

1. We will review the documentation for your account within 10 days of receipt
2. Upon approval, you will receive two emails: one email asking you to upload a copy of ID and another email confirming your username **1** (which is your email address)
3. Click on the link to set your password for the first time **2**

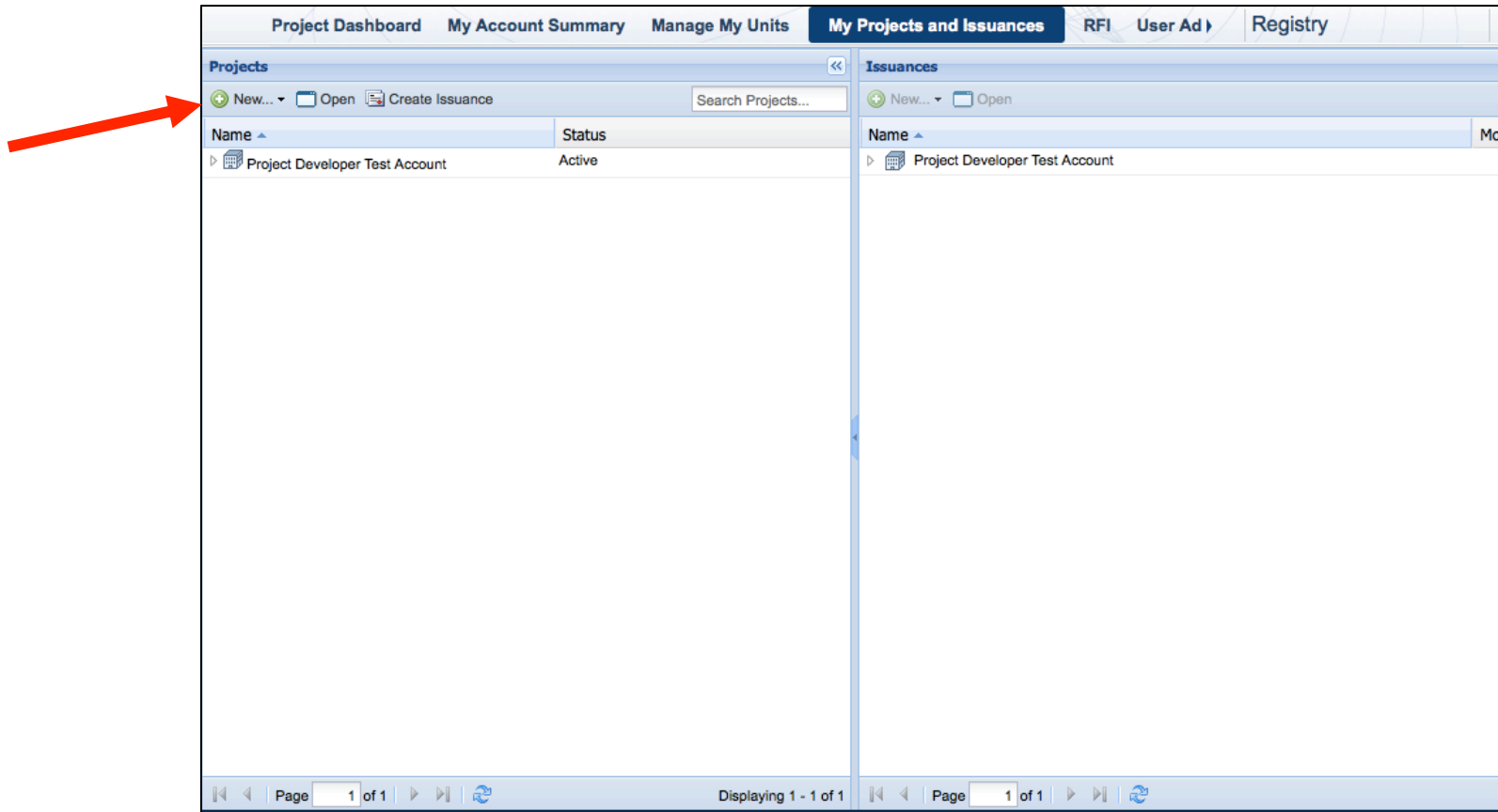




## 2. Adding a Project

### My Projects and Issuances Tab

1. The main tab for managing projects
2. Projects (left): For managing projects up to Registration
3. Issuances (right): For managing projects from Registration to Issuance
4. To add a new project, click 'New' on the left menu bar



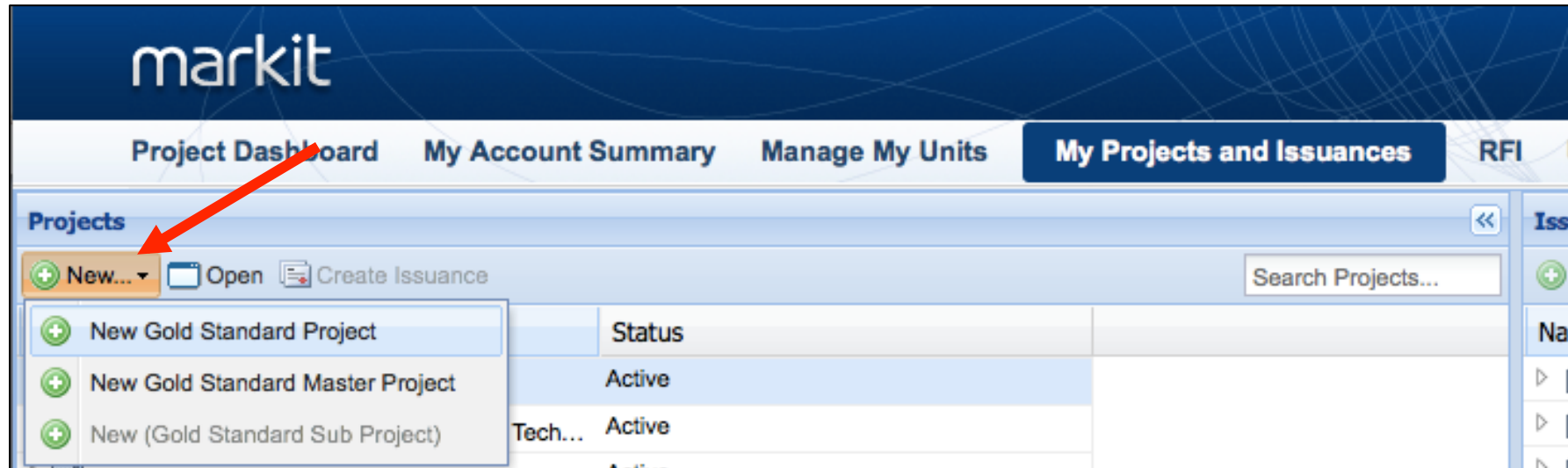
The screenshot shows the 'My Projects and Issuances' tab selected in the top navigation bar. The interface is divided into two main sections: 'Projects' on the left and 'Issuances' on the right. A red arrow points to the 'New...' button in the Projects section. Both sections contain a table with one entry: 'Project Developer Test Account'.

Name	Status
Project Developer Test Account	Active

Name	Mon
Project Developer Test Account	

### To Add a New Project

5. Select New Gold Standard Project

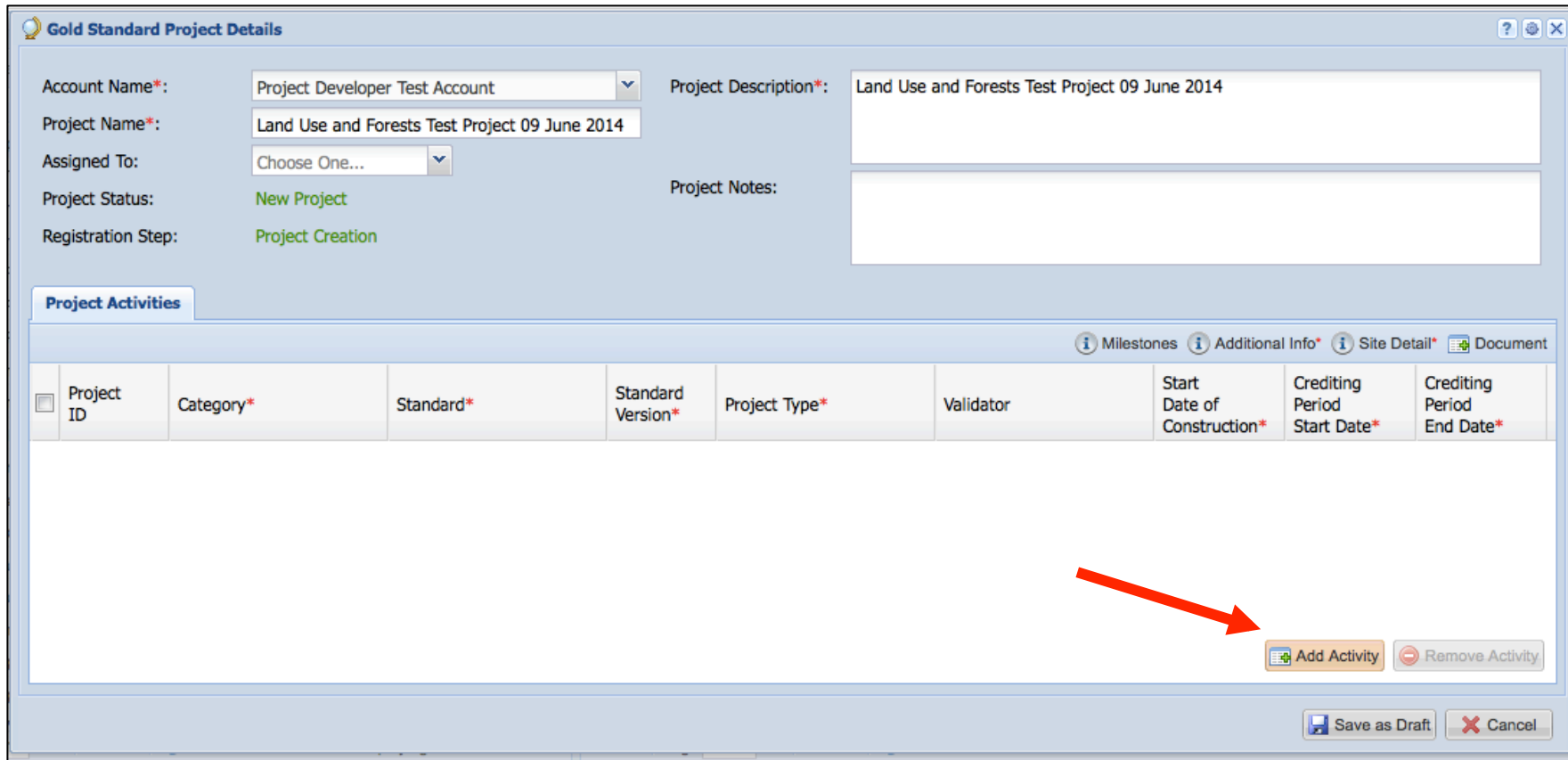


The screenshot shows the Markit Project Dashboard. The top navigation bar includes 'Project Dashboard', 'My Account Summary', 'Manage My Units', 'My Projects and Issuances' (highlighted), and 'RFI'. Below the navigation bar, the 'Projects' section is visible. A red arrow points to the 'New...' button, which has a dropdown menu open. The dropdown menu contains three options: 'New Gold Standard Project', 'New Gold Standard Master Project', and 'New (Gold Standard Sub Project)'. The 'New Gold Standard Project' option is highlighted. To the right of the dropdown menu, there are buttons for 'Open' and 'Create Issuance', and a search bar labeled 'Search Projects...'. Below the dropdown menu, a table is partially visible with columns for 'Status' and 'Active'.

Status
Active
Tech... Active

This is the screen that appears when you click 'New Gold Standard Project'

1. Ensure 'Project Name' and 'Project Description'\* fields are filled in on the main screen
2. 'Account Name' will already be filled in
3. Ignore 'Assigned To' field
4. Click 'Add Activity' (highlighted in Orange on the bottom right)

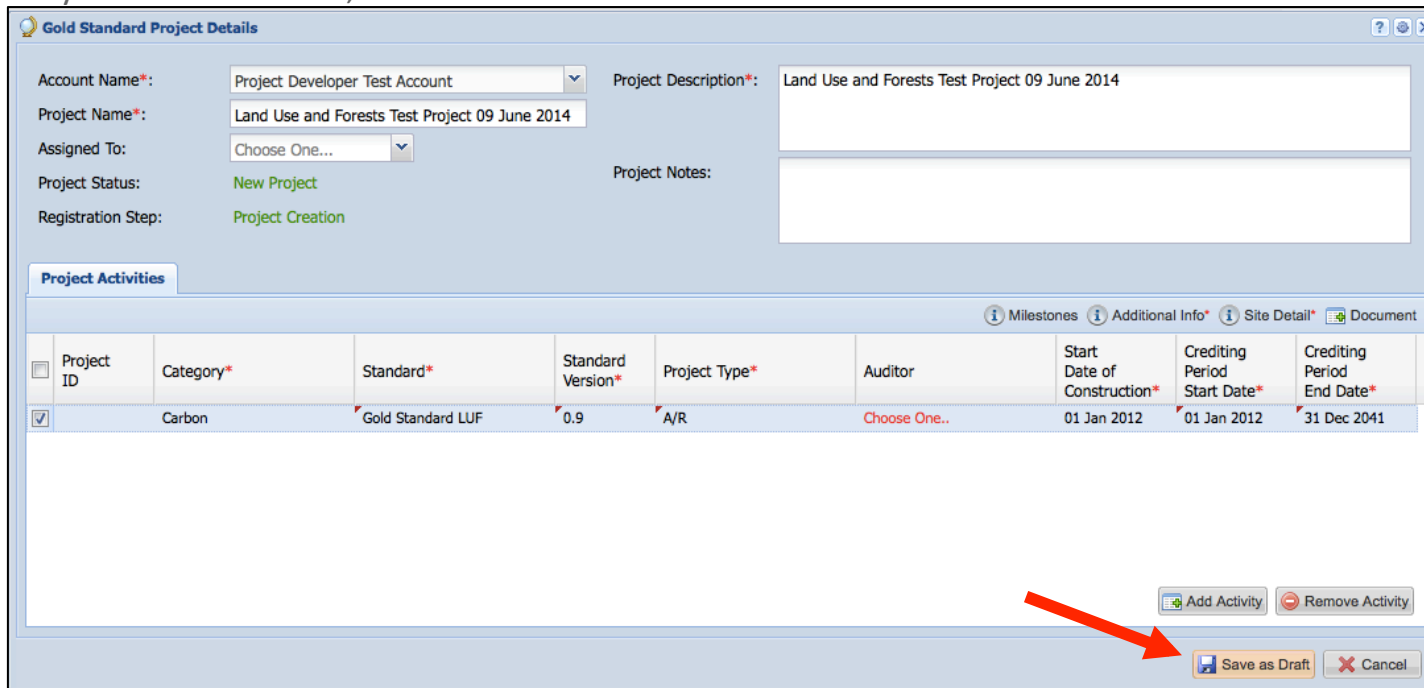


The screenshot shows the 'Gold Standard Project Details' window. The 'Account Name\*' is 'Project Developer Test Account'. The 'Project Name\*' is 'Land Use and Forests Test Project 09 June 2014'. The 'Project Description\*' is 'Land Use and Forests Test Project 09 June 2014'. The 'Assigned To' is 'Choose One...'. The 'Project Status' is 'New Project' and the 'Registration Step' is 'Project Creation'. The 'Project Notes' field is empty. Below the form is a 'Project Activities' section with a table. The table has columns: Project ID, Category\*, Standard\*, Standard Version\*, Project Type\*, Validator, Start Date of Construction\*, Crediting Period Start Date\*, and Crediting Period End Date\*. The table is currently empty. At the bottom right of the table, there are two buttons: 'Add Activity' (highlighted in orange) and 'Remove Activity'. A red arrow points to the 'Add Activity' button. At the bottom of the window, there are buttons for 'Save as Draft' and 'Cancel'.

Project ID	Category*	Standard*	Standard Version*	Project Type*	Validator	Start Date of Construction*	Crediting Period Start Date*	Crediting Period End Date*
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When you click 'Add Activity', the below columns shown in the screenshot will appear

1. Obligatory fields are denoted by a red asterisk \*
2. Under 'Standard', select Gold Standard LUF for Land Use and Forests projects and Gold Standard for Energy and Waste projects
3. Under 'Project Type', select the relevant project type
4. If you already know the 'Auditor', or DOE, you may select them from the dropdown menu
5. Enter the date the planting started under 'Start Date of Construction'
6. Enter the 'Crediting Period Start' and 'End' dates
7. When you have done this, click the 'Save as Draft' button on the bottom left

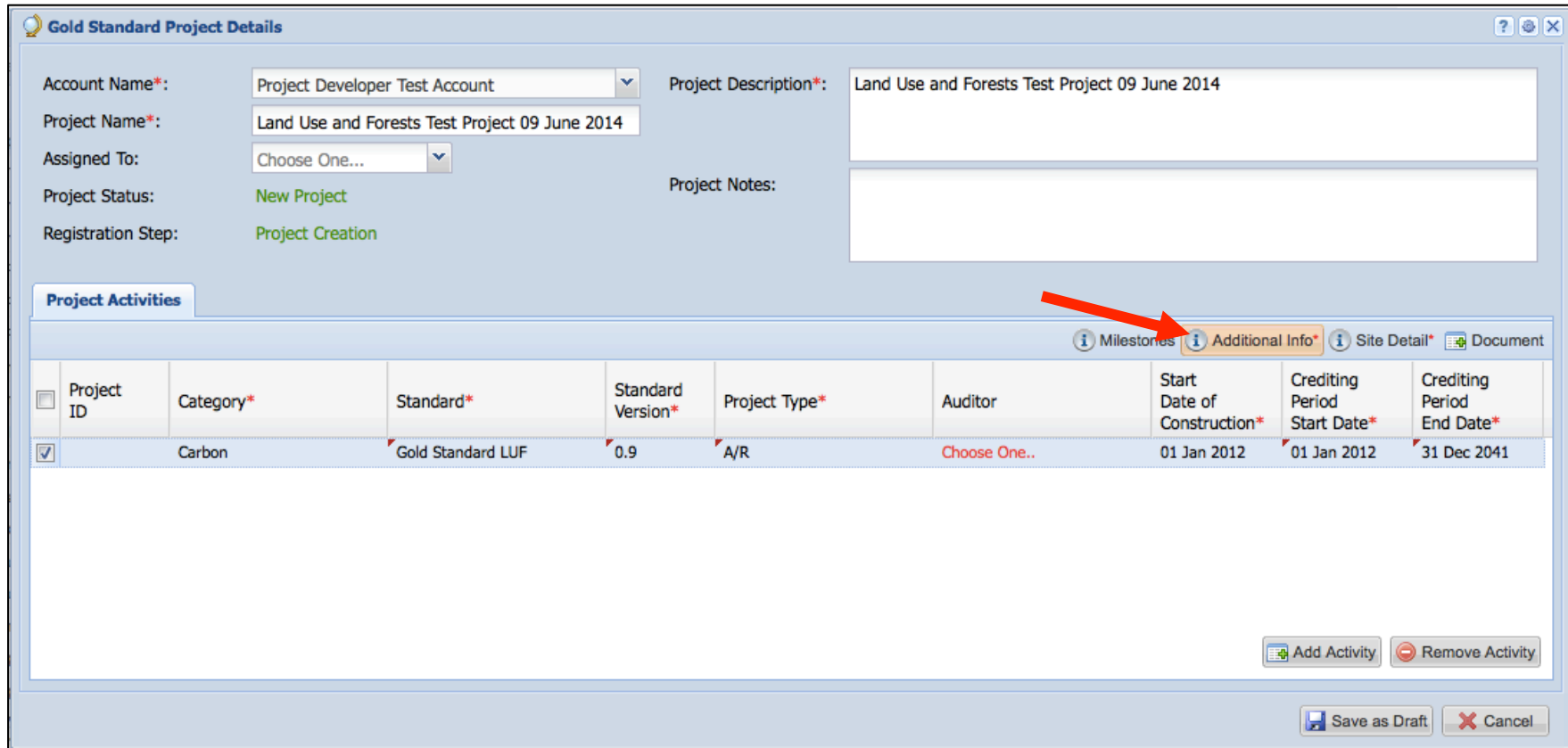


The screenshot shows the 'Gold Standard Project Details' form. The top section contains fields for Account Name (Project Developer Test Account), Project Name (Land Use and Forests Test Project 09 June 2014), Assigned To (Choose One...), Project Status (New Project), Registration Step (Project Creation), Project Description (Land Use and Forests Test Project 09 June 2014), and Project Notes. Below this is the 'Project Activities' section, which includes a table with columns: Project ID, Category\*, Standard\*, Standard Version\*, Project Type\*, Auditor, Start Date of Construction\*, Crediting Period Start Date\*, and Crediting Period End Date\*. The table contains one row with the following data: [checked], Carbon, Gold Standard LUF, 0.9, A/R, Choose One.., 01 Jan 2012, 01 Jan 2012, 31 Dec 2041. At the bottom right of the form, there are buttons for 'Add Activity', 'Remove Activity', 'Save as Draft', and 'Cancel'. A red arrow points to the 'Save as Draft' button.



### Adding a Project

1. Click 'Additional Info' button (highlighted in orange on the middle right)



**Gold Standard Project Details**

Account Name\*: Project Developer Test Account

Project Name\*: Land Use and Forests Test Project 09 June 2014

Assigned To: Choose One...

Project Status: New Project

Registration Step: Project Creation

Project Description\*: Land Use and Forests Test Project 09 June 2014

Project Notes:

**Project Activities**

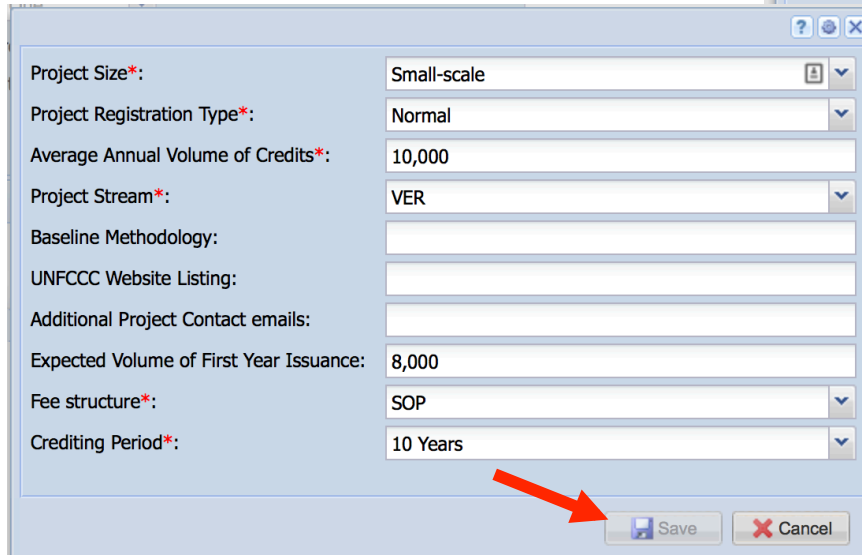
Project ID	Category*	Standard*	Standard Version*	Project Type*	Auditor	Start Date of Construction*	Crediting Period Start Date*	Crediting Period End Date*
<input checked="" type="checkbox"/>	Carbon	Gold Standard LUF	0.9	A/R	Choose One...	01 Jan 2012	01 Jan 2012	31 Dec 2041

Buttons: Add Activity, Remove Activity, Save as Draft, Cancel

### Adding a Project

1. Ensure the relevant values are entered for the various fields that are mandatory\*
2. Click 'Save'

Energy and Waste:



Project Size\*: Small-scale

Project Registration Type\*: Normal

Average Annual Volume of Credits\*: 10,000

Project Stream\*: VER

Baseline Methodology:

UNFCCC Website Listing:

Additional Project Contact emails:

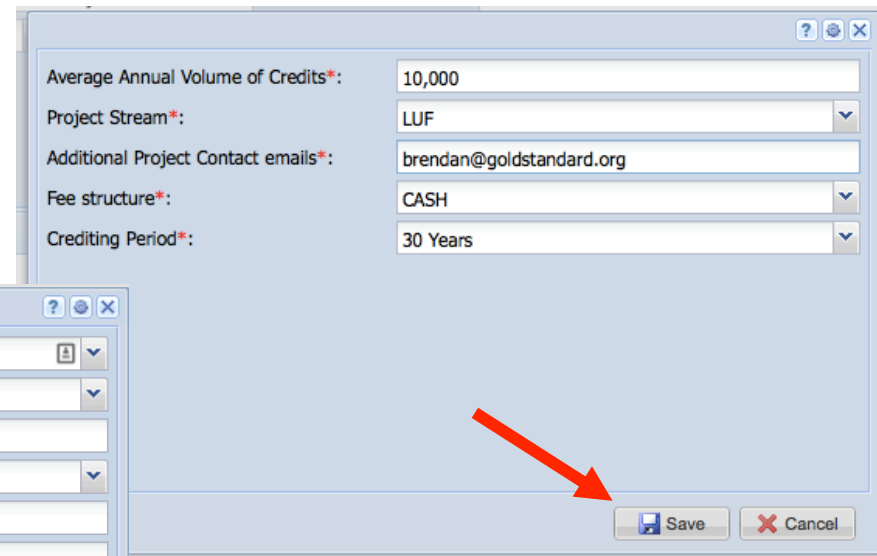
Expected Volume of First Year Issuance: 8,000

Fee structure\*: SOP

Crediting Period\*: 10 Years

Save Cancel

LUF:



Average Annual Volume of Credits\*: 10,000

Project Stream\*: LUF

Additional Project Contact emails\*: brendan@goldstandard.org

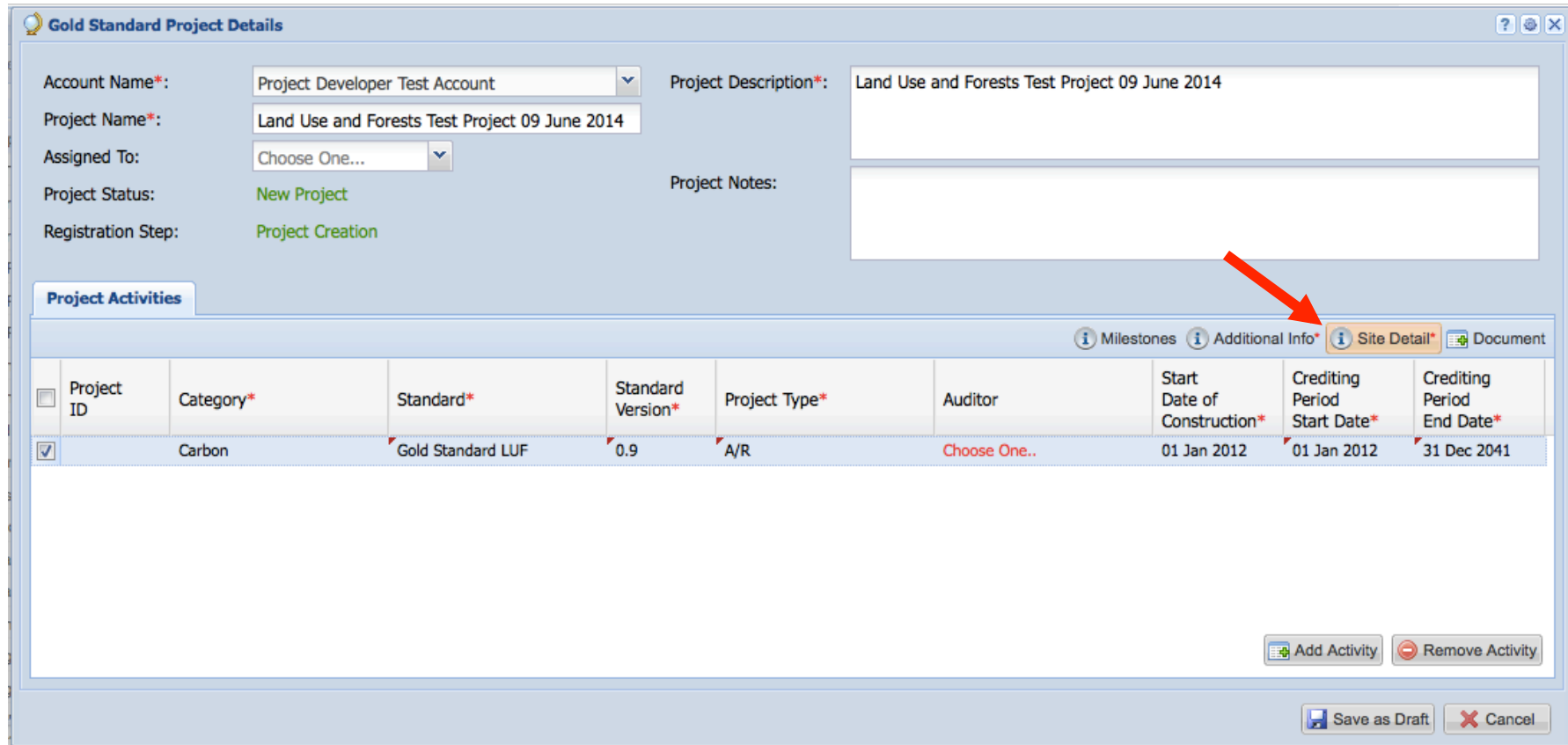
Fee structure\*: CASH

Crediting Period\*: 30 Years

Save Cancel

### Adding a Project

1. Click 'Site Detail' button (highlighted in orange on the middle right)



**Gold Standard Project Details**

Account Name\*: Project Developer Test Account  
 Project Name\*: Land Use and Forests Test Project 09 June 2014  
 Assigned To: Choose One...  
 Project Status: New Project  
 Registration Step: Project Creation

Project Description\*: Land Use and Forests Test Project 09 June 2014  
 Project Notes:

**Project Activities**

Milestones Additional Info\* **Site Detail\*** Document

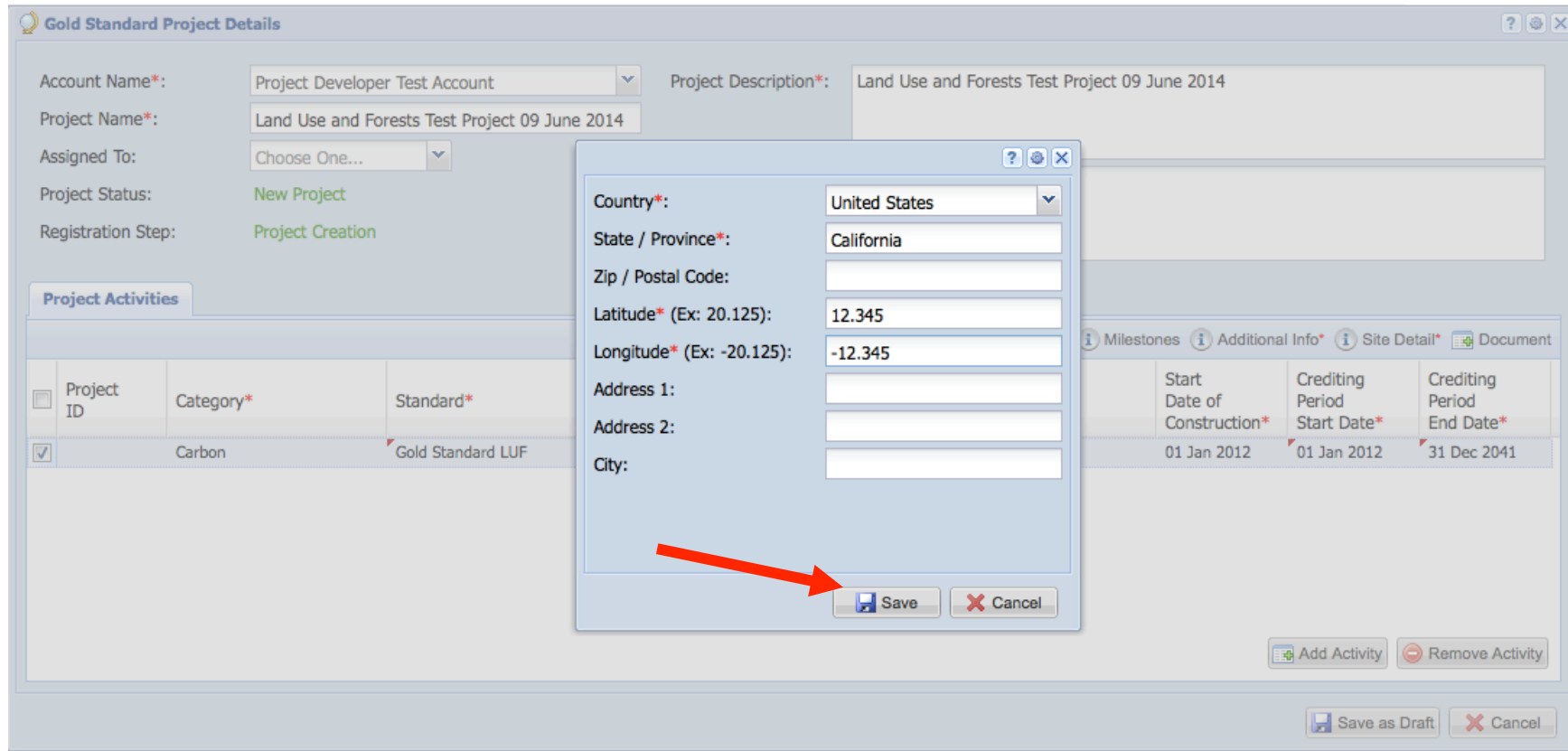
<input type="checkbox"/>	Project ID	Category*	Standard*	Standard Version*	Project Type*	Auditor	Start Date of Construction*	Crediting Period Start Date*	Crediting Period End Date*
<input checked="" type="checkbox"/>		Carbon	Gold Standard LUF	0.9	A/R	Choose One..	01 Jan 2012	01 Jan 2012	31 Dec 2041

Add Activity Remove Activity

Save as Draft Cancel

### Adding a Project

1. Ensure that all obligatory fields, as denoted by a red asterisk\*, are filled in
2. Click 'Save'



The screenshot shows the 'Gold Standard Project Details' form. A modal dialog is open for location details. A red arrow points to the 'Save' button in the modal.

**Gold Standard Project Details**

Account Name\*: Project Developer Test Account  
 Project Name\*: Land Use and Forests Test Project 09 June 2014  
 Assigned To: Choose One...  
 Project Status: New Project  
 Registration Step: Project Creation

Project Description\*: Land Use and Forests Test Project 09 June 2014

**Project Activities**

Project ID	Category*	Standard*
<input checked="" type="checkbox"/>	Carbon	Gold Standard LUF

**Modal Dialog:**

Country\*: United States  
 State / Province\*: California  
 Zip / Postal Code:  
 Latitude\* (Ex: 20.125): 12.345  
 Longitude\* (Ex: -20.125): -12.345  
 Address 1:  
 Address 2:  
 City:

**Buttons:** Save, Cancel

**Bottom Bar:** Add Activity, Remove Activity, Save as Draft, Cancel

### Adding a Project

1. Click 'Save as Draft' (highlighted in orange on the bottom right), followed by "Submit" when you are ready to submit your project to The Gold Standard Foundation

**Gold Standard Project Details**

Account Name\*: Project Developer Test Account

Project Name\*: Land Use and Forests Test Project 09 June 2014

Assigned To: Choose One...

Project Status: New Project

Registration Step: Project Creation

Project Description\*: Land Use and Forests Test Project 09 June 2014

Project Notes:

**Project Activities**

Milestones Additional Info Site Detail Document

<input type="checkbox"/>	Project ID	Category*	Standard*	Standard Version*	Project Type*	Auditor	Start Date of Construction*	Crediting Period Start Date*	Crediting Period End Date*
<input checked="" type="checkbox"/>		Carbon	Gold Standard LUF	0.9	A/R	Choose One...	01 Jan 2012	01 Jan 2012	31 Dec 2041

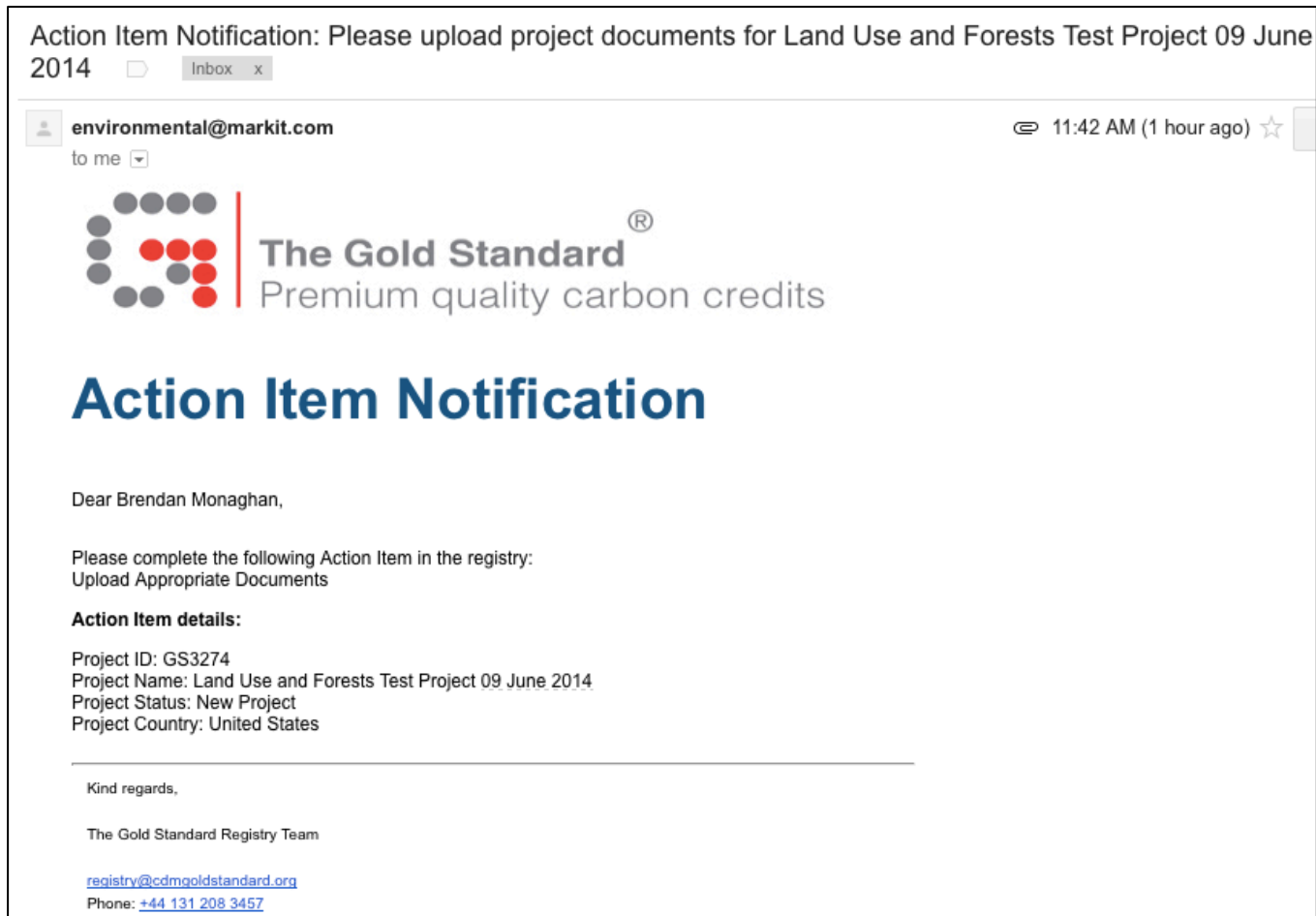
Add Activity Remove Activity

Save as Draft Cancel

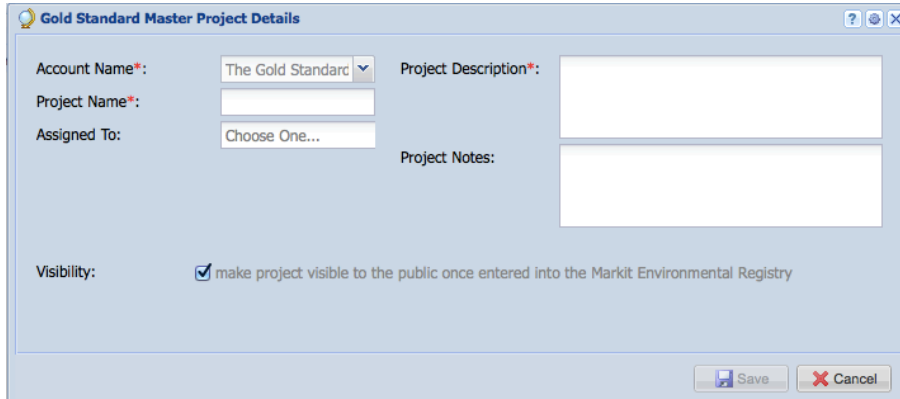


### Automated Registry Emails (sent to all account contacts)

1. Upon saving project, you may start receiving emails from [environmental@markit.com](mailto:environmental@markit.com)
2. Emails will contain information relevant to the project



- Please note, to create a PoA you should click 'New Gold Standard Master Project' and complete the master project form



**Gold Standard Master Project Details**

Account Name\*: The Gold Standard

Project Name\*:

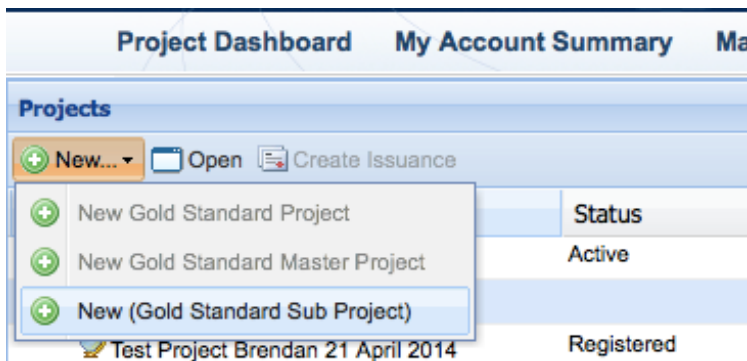
Assigned To: Choose One...

Project Description\*:

Project Notes:

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

- You should then create a 'sub-project' for the PoA itself and each VPA/CPA



**Project Dashboard** **My Account Summary** **Ma**

**Projects**

+ New... Open Create Issuance

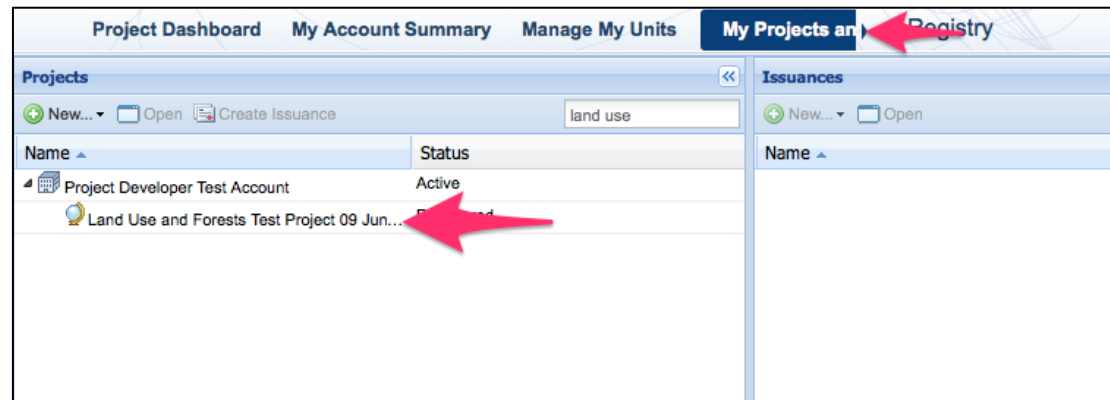
	Status
+ New Gold Standard Project	Active
+ New Gold Standard Master Project	
+ New (Gold Standard Sub Project)	
Test Project Brendan 21 April 2014	Registered

### 3. Uploading Documents

#### Uploading Documents

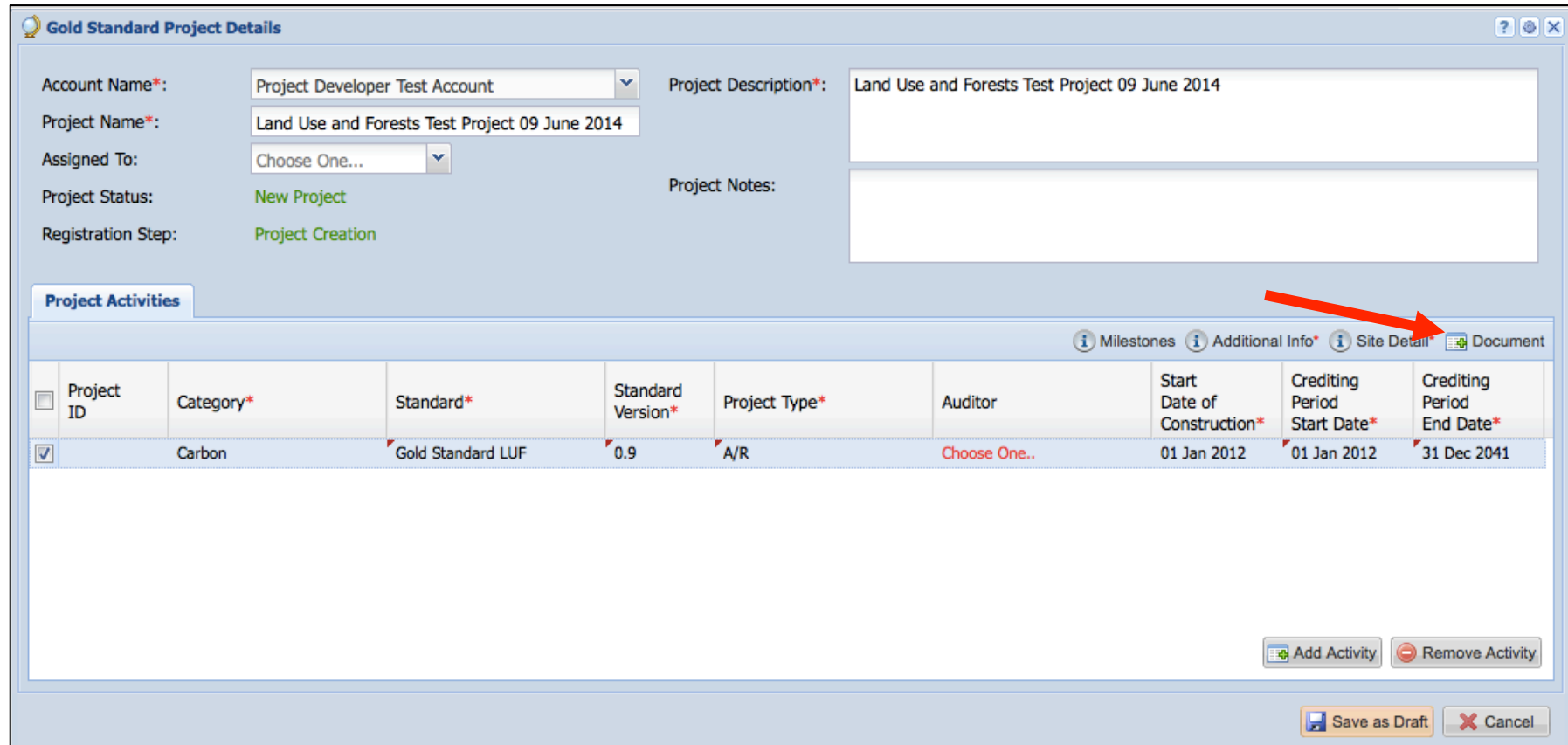
The following information is for Energy and Waste projects, who have to submit all project documentation to the registry. Land Use & Forests projects should submit their project documentation to the relevant Google Drive folder that shall be communicated to them by the LUF Certification team.

1. Log into the registry
2. Click on 'My Projects and Issuances' tab on the top menu bar
3. Double click on your organisation name, double click on the project name



## Uploading Documents

1. Click on 'Document' (on the middle right)



**Gold Standard Project Details**

Account Name\*: Project Developer Test Account  
 Project Name\*: Land Use and Forests Test Project 09 June 2014  
 Assigned To: Choose One...  
 Project Status: New Project  
 Registration Step: Project Creation

Project Description\*: Land Use and Forests Test Project 09 June 2014  
 Project Notes:

**Project Activities**

Milestones Additional Info\* Site Detail\* **Document**

Project ID	Category*	Standard*	Standard Version*	Project Type*	Auditor	Start Date of Construction*	Crediting Period Start Date*	Crediting Period End Date*
<input checked="" type="checkbox"/>	Carbon	Gold Standard LUF	0.9	A/R	Choose One...	01 Jan 2012	01 Jan 2012	31 Dec 2041

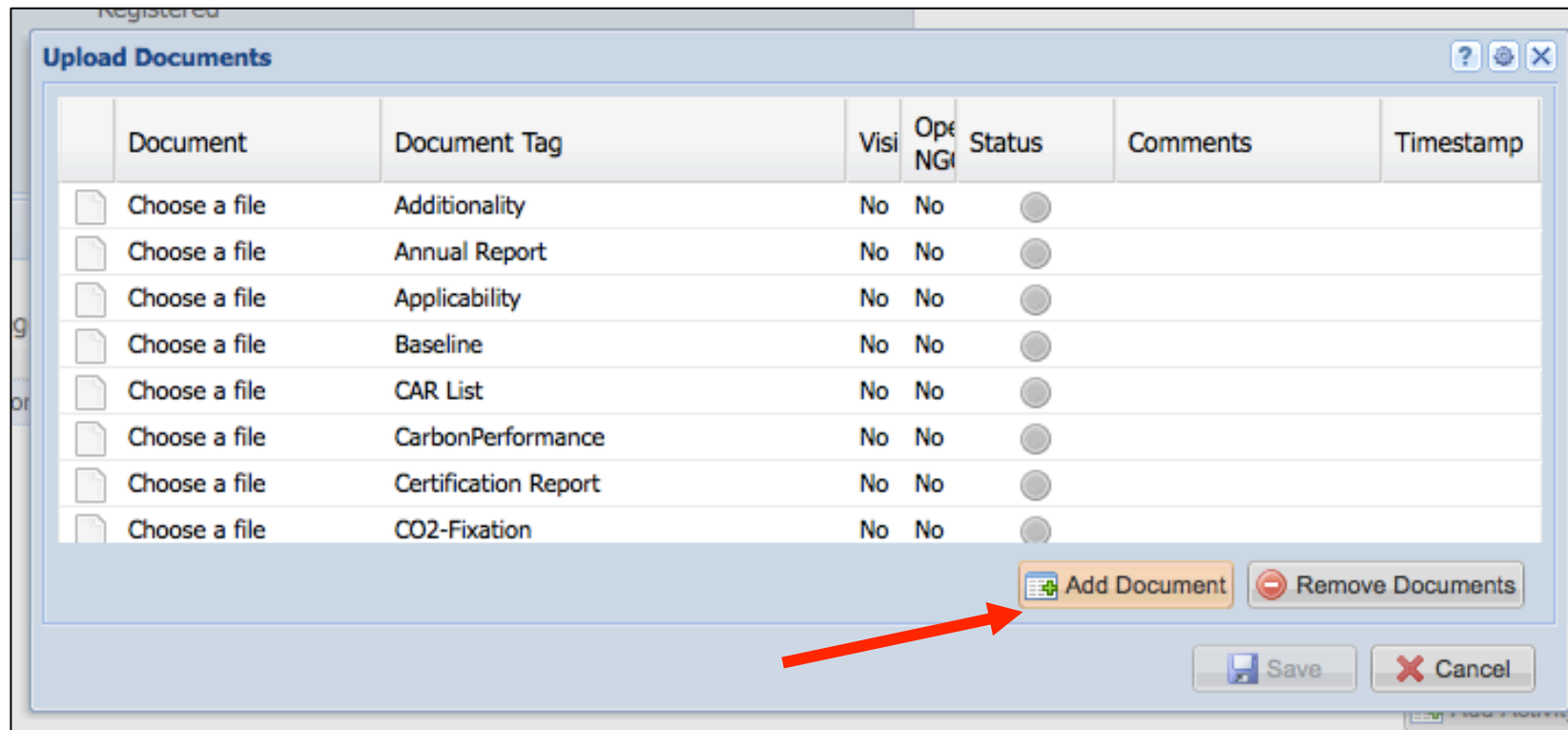
Add Activity Remove Activity

Save as Draft Cancel



#### Uploading Documents

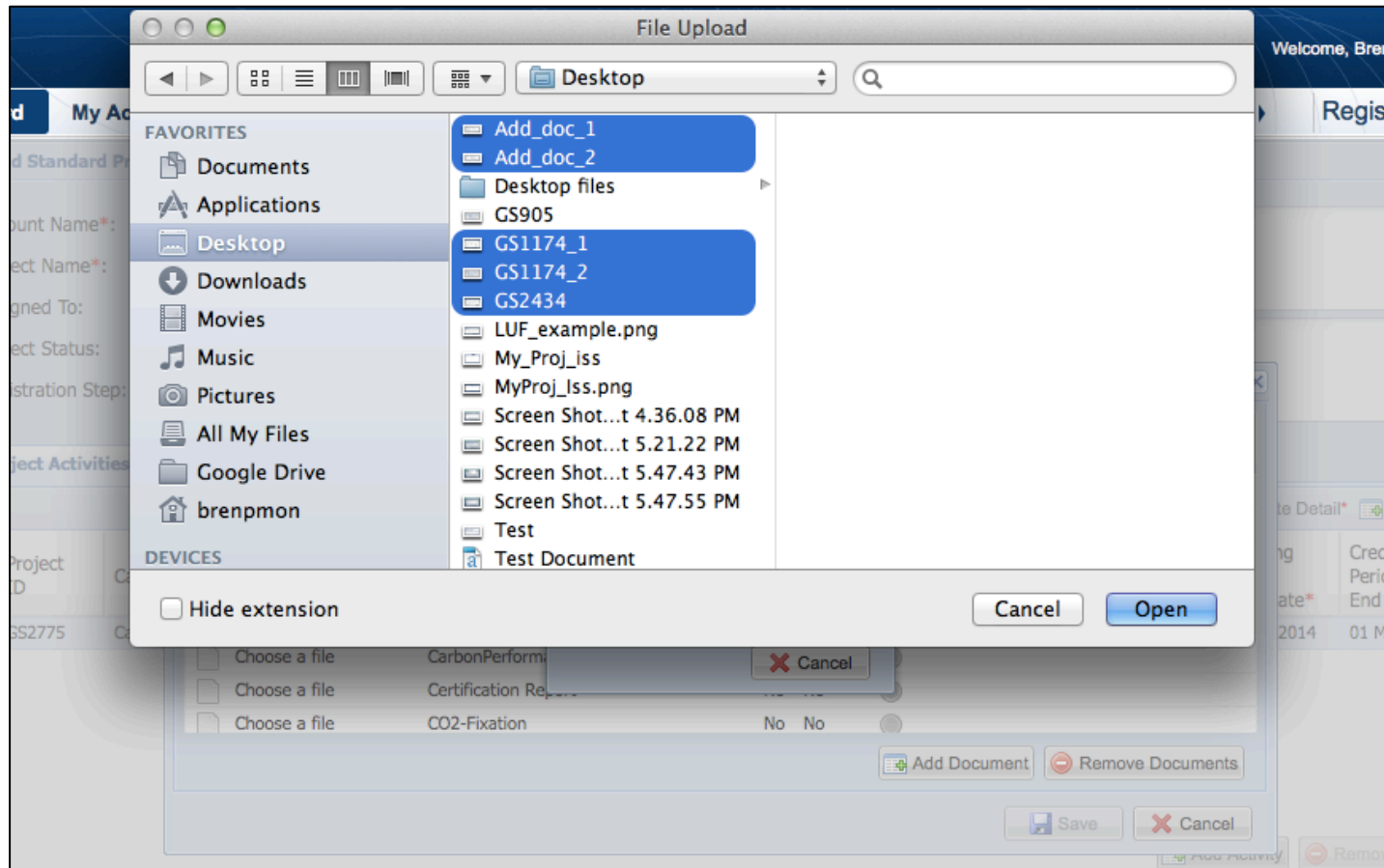
1. Click 'Add Document' and select document to upload



	Document	Document Tag	Visi	Open	Status	Comments	Timestamp
	Choose a file	Additionality	No	No	<input type="radio"/>		
	Choose a file	Annual Report	No	No	<input type="radio"/>		
	Choose a file	Applicability	No	No	<input type="radio"/>		
	Choose a file	Baseline	No	No	<input type="radio"/>		
	Choose a file	CAR List	No	No	<input type="radio"/>		
	Choose a file	CarbonPerformance	No	No	<input type="radio"/>		
	Choose a file	Certification Report	No	No	<input type="radio"/>		
	Choose a file	CO2-Fixation	No	No	<input type="radio"/>		

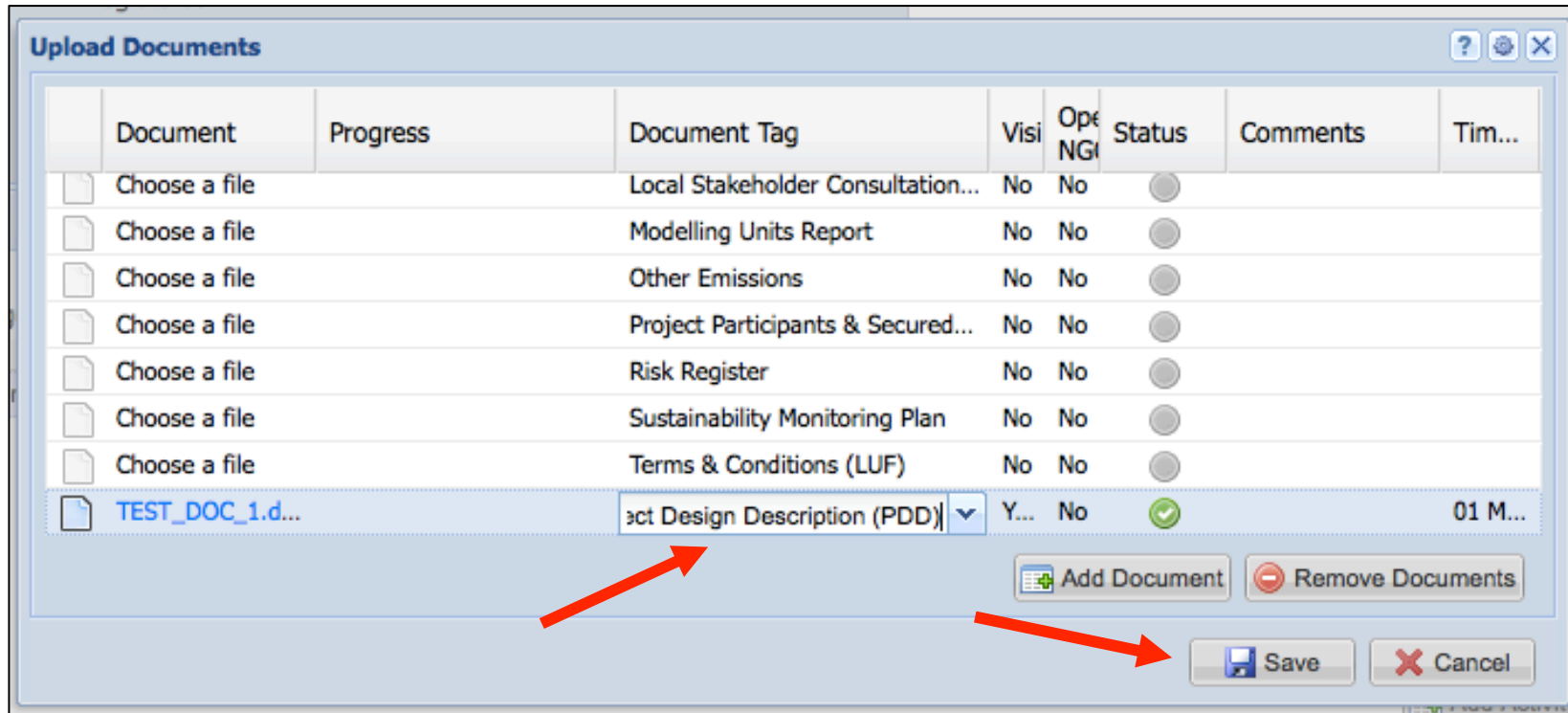
#### Uploading Documents

1. You may select multiple documents by keeping the 'Control' key pressed and selecting documents
2. We suggest giving your documents clear, concise names that include the GS ID number



#### Uploading Documents

1. Be sure to select correct Document tag in the dropdown menu (i.e. PDD)
2. Click 'Save' in the Documents window



The screenshot shows the 'Upload Documents' window with a table of documents. The table has columns: Document, Progress, Document Tag, Visi, Op NG, Status, Comments, and Tim... The first seven rows show documents with 'Choose a file' in the Document column and various tags in the Document Tag column. The eighth row is highlighted and shows 'TEST\_DOC\_1.d...' in the Document column, 'act Design Description (PDD)' in the Document Tag column, 'Y...' in the Visi column, 'No' in the Op NG column, a green checkmark in the Status column, and '01 M...' in the Tim... column. Below the table are buttons for 'Add Document', 'Remove Documents', 'Save', and 'Cancel'. Two red arrows point from the instructions to the 'act Design Description (PDD)' dropdown menu and the 'Save' button.

Document	Progress	Document Tag	Visi	Op NG	Status	Comments	Tim...
Choose a file		Local Stakeholder Consultation...	No	No			
Choose a file		Modelling Units Report	No	No			
Choose a file		Other Emissions	No	No			
Choose a file		Project Participants & Secured...	No	No			
Choose a file		Risk Register	No	No			
Choose a file		Sustainability Monitoring Plan	No	No			
Choose a file		Terms & Conditions (LUF)	No	No			
TEST_DOC_1.d...		act Design Description (PDD)	Y...	No	✓		01 M...

Buttons: Add Document, Remove Documents, Save, Cancel

## Uploading Documents

1. Also click on the 'Save' button after closing the documents window.

**Gold Standard Project Details**

Account Name\*: Gold Standard Foundation  
 Project Name\*: Test KB 16 Feb 2015  
 Assigned To: Choose One...  
 Project Status: Registered  
 Registration Step: Registration Complete

Project Description\*: test descrip.  
 Project Notes:

**Project Activities**

Milestones Additional Info\* Site Detail\* Document

<input type="checkbox"/>	Project ID	Category*	Standard*	Standard Version*	Project Type*	Validator	Start Date of Construction*	Crediting Period Start Date*	Crediting Period End Date*
<input checked="" type="checkbox"/>	GS3960	Carbon	Gold Standard	2.2	Wind	Brendan Test DOE	16 Feb 2015	16 Feb 2015	16 Feb 2015

Add Activity Remove Activity

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

Admin Reject Discard Save Cancel

#### Note about Accepted Document Types

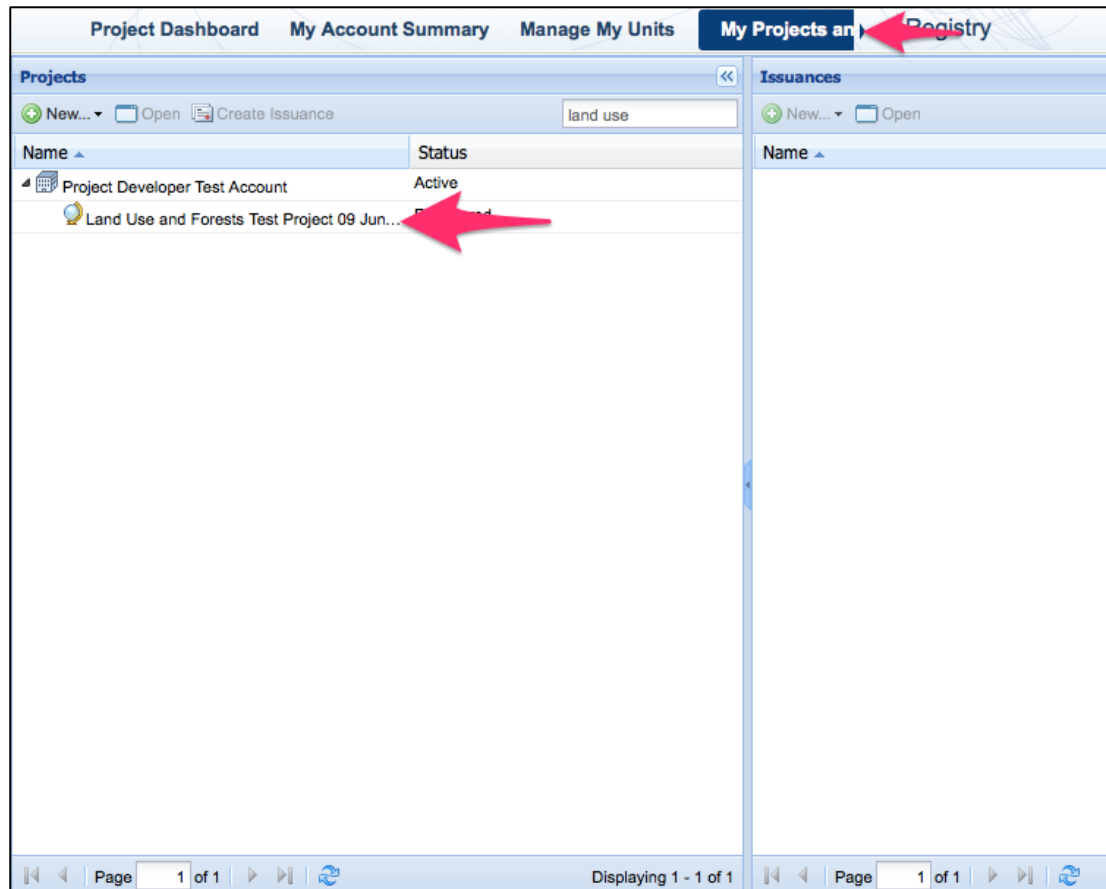
- The registry can accommodate the following file types: PDF, DOCX, DOC, TXT, RTF, XLS, XLSX, XLSB, SHP, DBF, SHX, PRJ, BNA, CSV, DGN, DXF, GXT, GML, JPG, GIF, BMP, PNG, TIFF
- The maximum file size is 20 MB
- PDF file sizes can often be reduced using Acrobat Pro or Preview. Excel files can often be reduced by saving as .xlsb
- Please email [registry@goldstandard.org](mailto:registry@goldstandard.org) if you have any issues uploading documents.



## 4. Auditor / DOE Selection

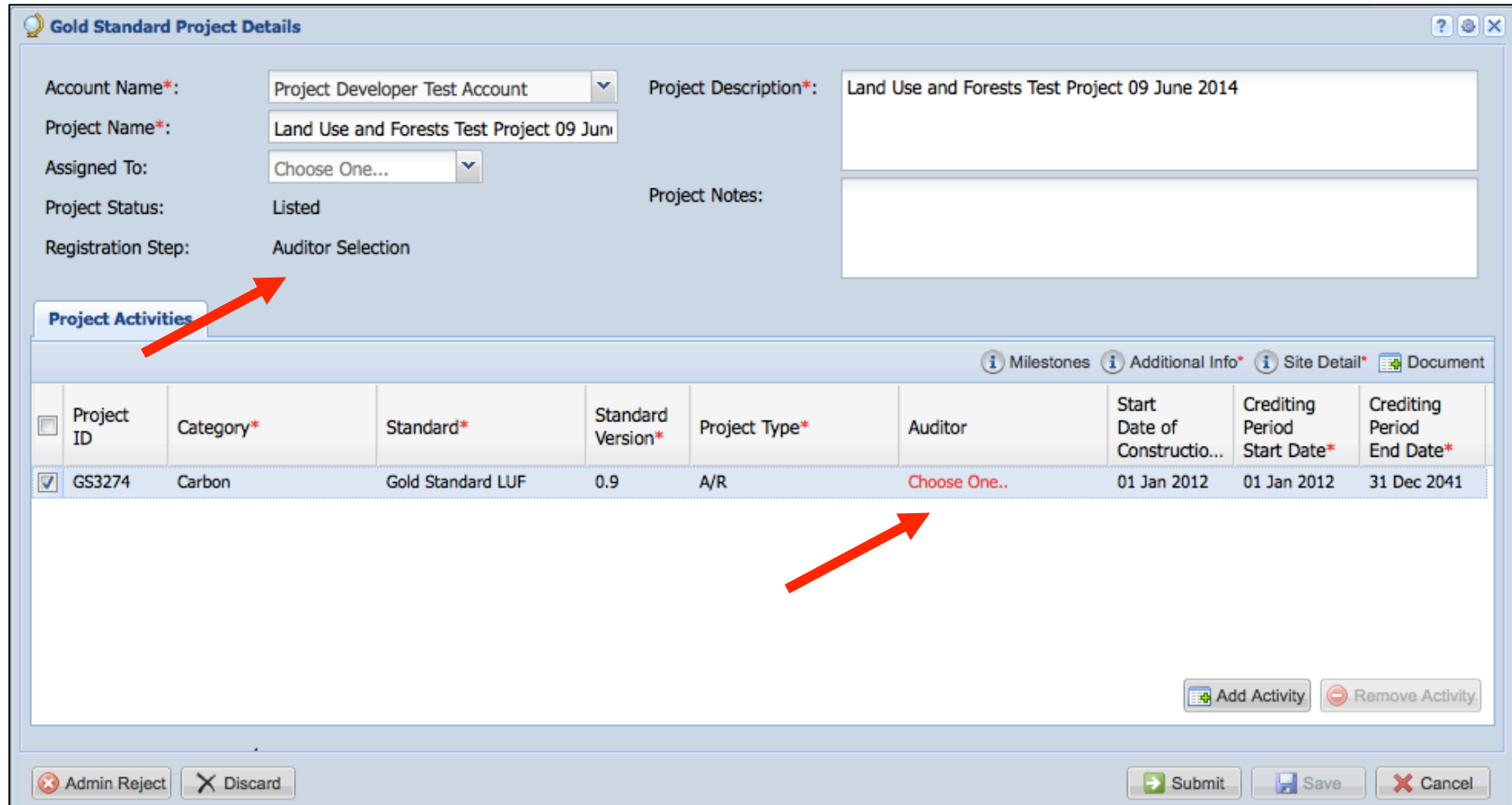
## Auditor Selection

1. Log into the registry
2. Click on 'My Projects and Issuances' tab on the top menu bar
3. Double click on your organisation name, double click on the project name



## Auditor Selection

1. In the main project screen of the registry, in the 'Auditor' column, click 'Choose One'. For 'Energy' projects this shall read "Validator"



**Gold Standard Project Details**

Account Name\*: Project Developer Test Account  
 Project Name\*: Land Use and Forests Test Project 09 June 2014  
 Assigned To: Choose One...  
 Project Status: Listed  
 Registration Step: Auditor Selection

Project Description\*: Land Use and Forests Test Project 09 June 2014  
 Project Notes:

**Project Activities**

Milestones Additional Info\* Site Detail\* Document

<input type="checkbox"/>	Project ID	Category*	Standard*	Standard Version*	Project Type*	Auditor	Start Date of Construction...	Crediting Period Start Date*	Crediting Period End Date*
<input checked="" type="checkbox"/>	GS3274	Carbon	Gold Standard LUF	0.9	A/R	Choose One..	01 Jan 2012	01 Jan 2012	31 Dec 2041

Add Activity Remove Activity

Admin Reject Discard Submit Save Cancel

## Auditor Selection

1. Select an auditor from the list
2. Click 'Save'

**Gold Standard Project Details**

Account Name\*: Project Developer Test Account  
 Project Name\*: Land Use and Forests Test Project 09 Jun  
 Assigned To: Choose One...  
 Project Status: Listed  
 Registration Step: Auditor Selection

Project Description\*: Land U  
 Project Notes:

**Project Activities**

<input type="checkbox"/>	Project ID	Category*	Standard*	Standard Version*	Project Type*
<input checked="" type="checkbox"/>	GS3274	Carbon	Gold Standard LUF	0.9	A/R

Korea Environment Corporation  
 AENOR  
 Bureau Veritas Certification Holding SAS  
 Carbon Check (Pty) Ltd  
 CEPREI Certification Body  
 China Classification Society Certification Company  
 China Environmental United Certification Center Co  
 China Quality Certification Center  
 Conestoga-Rovers & Associates Limited  
 DNV Climate Change Services AS  
 ERM Certification and Verification Services Ltd  
 FID-MASCI  
 Germanischer Lloyd Certification GmbH

Document  
 Crediting Period  
 End Date\*

01 Jan 2012 01 Jan 2012 31 Dec 2041

Add Activity Remove Activity

Admin Reject Discard Submit Save Cancel

## Auditor Selection

1. Click on the 'Submit' button !!!



**Gold Standard Project Details**

Account Name\*: The Gold Standard Foundation  
 Project Name\*: Test Project Brendan 21 April 2014  
 Assigned To: Choose One...  
 Project Status: New Project  
 Registration Step: Project Creation

Project Description\*: Test Project Brendan 21 April 2014  
 Project Notes:

**Project Activities**

Milestones Additional Info\* Site Detail\* Document

<input type="checkbox"/>	Project ID	Category*	Standard*	Standard Version*	Project Type*	Validator	Start Date of Construction*	Crediting Period Start Date*	Crediting Period End Date*
<input checked="" type="checkbox"/>	GS3076	Carbon	Gold Standard	2.2	Biofuel – Transportation	Brendan Test DOE	01 Jan 2014	01 Jan 2014	31 Dec 2020

Add Activity Remove Activity

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

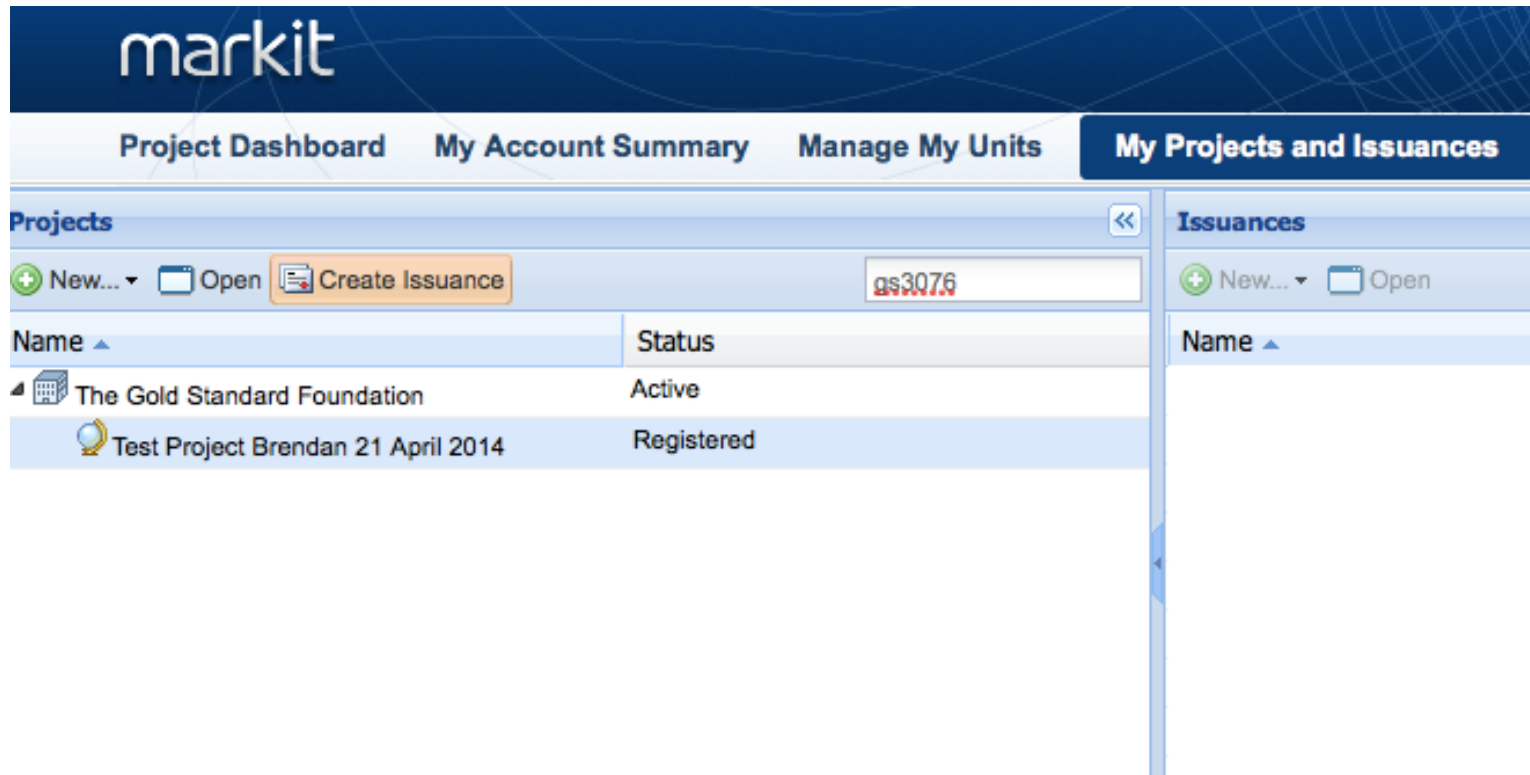
Admin Reject Discard Submit Save as Draft Cancel



## 5. Issuance

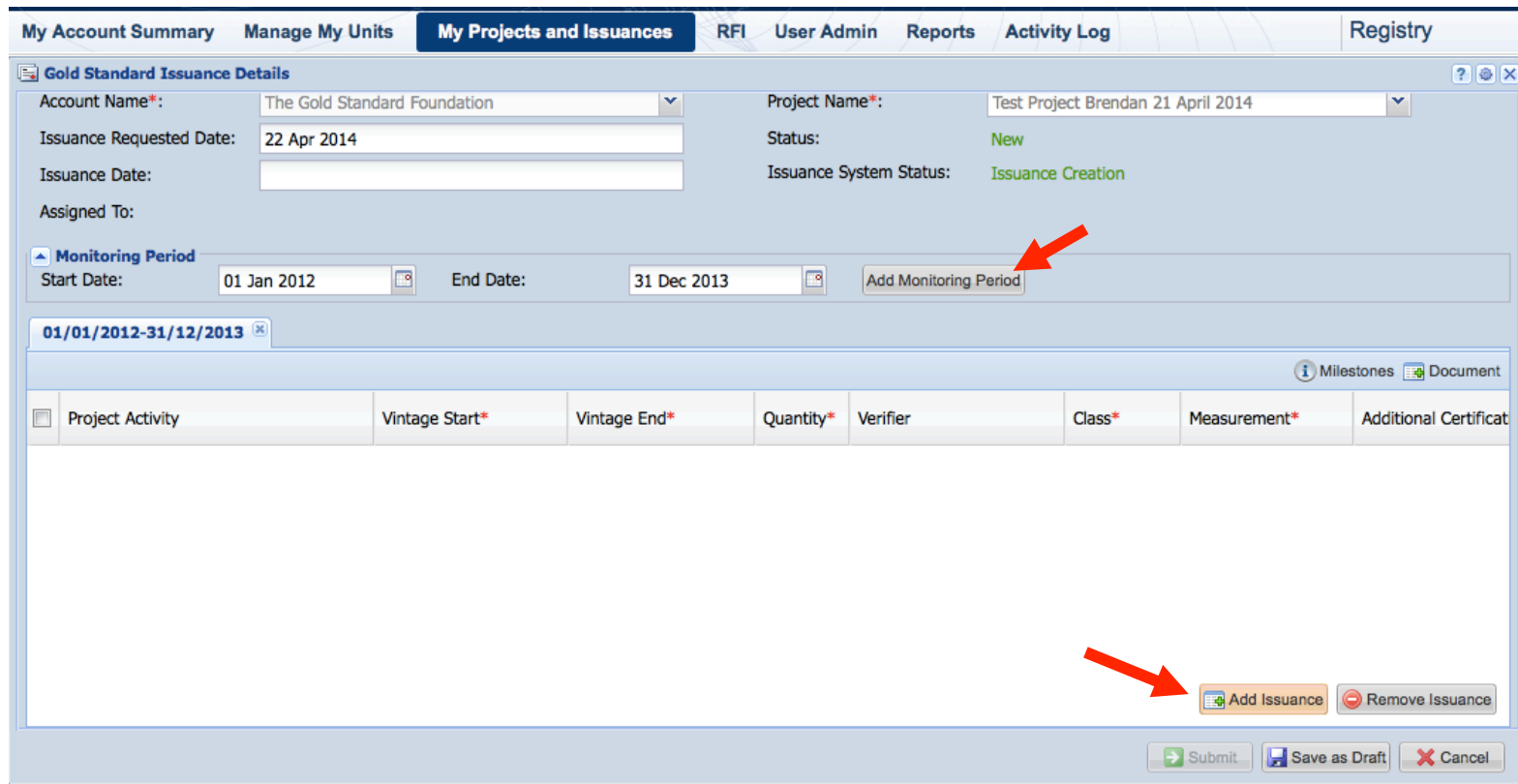
## Issuance

- For Energy and Waste projects, once the project reaches the status of 'Registered', you must create the Issuance in the registry. For LUF projects, this shall be done by the Gold Standard.
- Go to the 'My Projects and Issuances' page, highlight the project name and click 'Create Issuance'



The screenshot shows the Markit web application interface. At the top, the 'markit' logo is on the left, and navigation tabs are on the right: 'Project Dashboard', 'My Account Summary', 'Manage My Units', and 'My Projects and Issuances' (which is selected). Below the tabs, there are two main panels: 'Projects' on the left and 'Issuances' on the right. The 'Projects' panel has a header with 'New...' (with a plus icon), 'Open' (with a folder icon), and 'Create Issuance' (with a document icon). Below this is a table with two columns: 'Name' and 'Status'. The table contains two rows: 'The Gold Standard Foundation' with status 'Active', and 'Test Project Brendan 21 April 2014' with status 'Registered'. A search bar with the text 'gs3076' is located to the right of the table. The 'Issuances' panel is currently empty and has a similar header with 'New...' and 'Open' options.

- Enter the start and end dates of the Monitoring Period, then click 'Add Monitoring Period' followed by 'Add Issuance' (at the bottom right)
- You need to click 'Add Issuance' for each vintage year for the issuance and then correct the vintage start and end dates.
- Ensure that obligatory fields\* are filled in accurately.
- Save as Draft and then submit the issuance.



My Account Summary   Manage My Units   **My Projects and Issuances**   RFI   User Admin   Reports   Activity Log   Registry

**Gold Standard Issuance Details**

Account Name\*: The Gold Standard Foundation   Project Name\*: Test Project Brendan 21 April 2014

Issuance Requested Date: 22 Apr 2014   Status: New

Issuance Date:   Issuance System Status: Issuance Creation

Assigned To:

**Monitoring Period**

Start Date: 01 Jan 2012   End Date: 31 Dec 2013   Add Monitoring Period

01/01/2012-31/12/2013

Milestones   Document

<input type="checkbox"/>	Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier	Class*	Measurement*	Additional Certificat

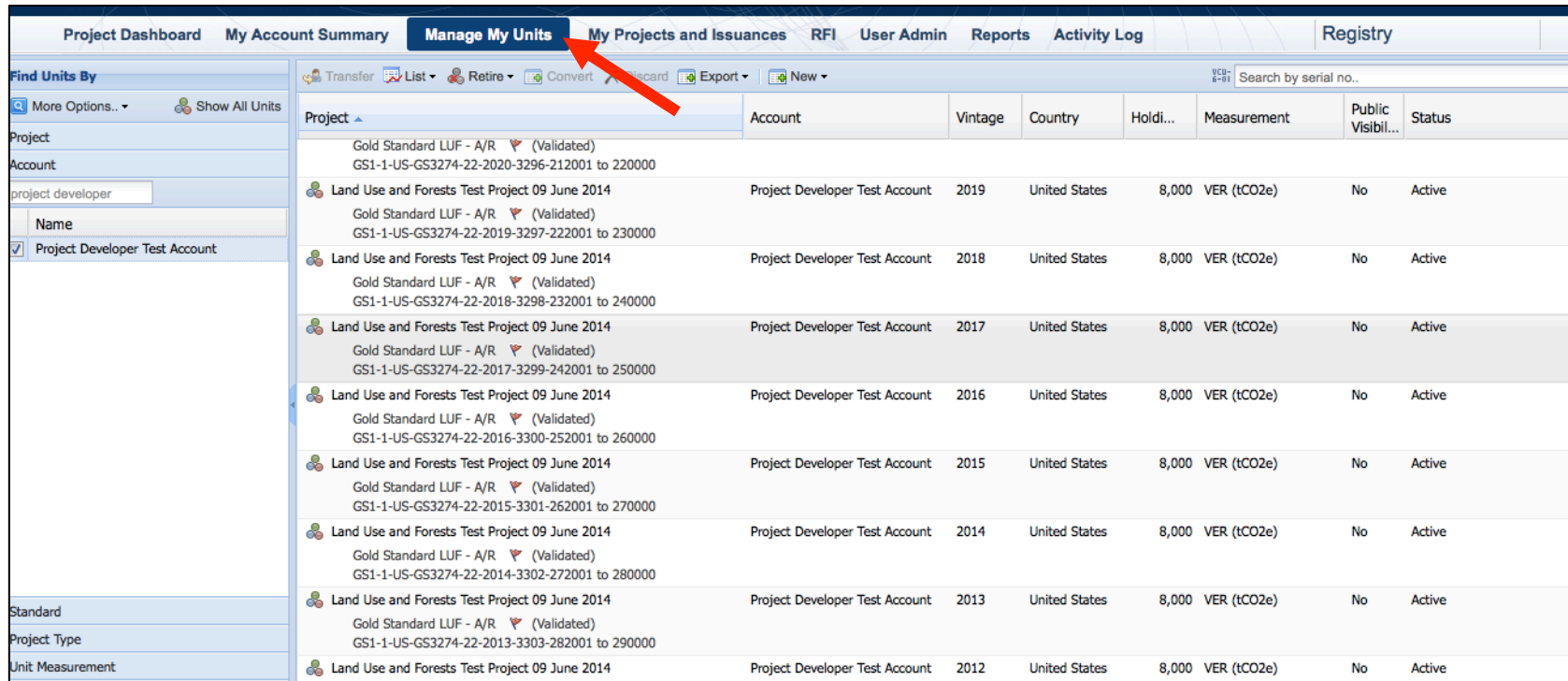
Add Issuance   Remove Issuance

Submit   Save as Draft   Cancel

## 6. Transferring and Assigning/Retiring Credits

## Manage My Units tab

- Credits can be transferred to other accounts or may be retired/assigned on the “Manage My Units” page

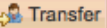















Project	Account	Vintage	Country	Holdi...	Measurement	Public Visibl...	Status
Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2020-3296-212001 to 220000							
Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2019-3297-222001 to 230000	Project Developer Test Account	2019	United States	8,000	VER (tCO2e)	No	Active
Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2018-3298-232001 to 240000	Project Developer Test Account	2018	United States	8,000	VER (tCO2e)	No	Active
Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2017-3299-242001 to 250000	Project Developer Test Account	2017	United States	8,000	VER (tCO2e)	No	Active
Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2016-3300-252001 to 260000	Project Developer Test Account	2016	United States	8,000	VER (tCO2e)	No	Active
Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2015-3301-262001 to 270000	Project Developer Test Account	2015	United States	8,000	VER (tCO2e)	No	Active
Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2014-3302-272001 to 280000	Project Developer Test Account	2014	United States	8,000	VER (tCO2e)	No	Active
Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2013-3303-282001 to 290000	Project Developer Test Account	2013	United States	8,000	VER (tCO2e)	No	Active
Land Use and Forests Test Project 09 June 2014	Project Developer Test Account	2012	United States	8,000	VER (tCO2e)	No	Active



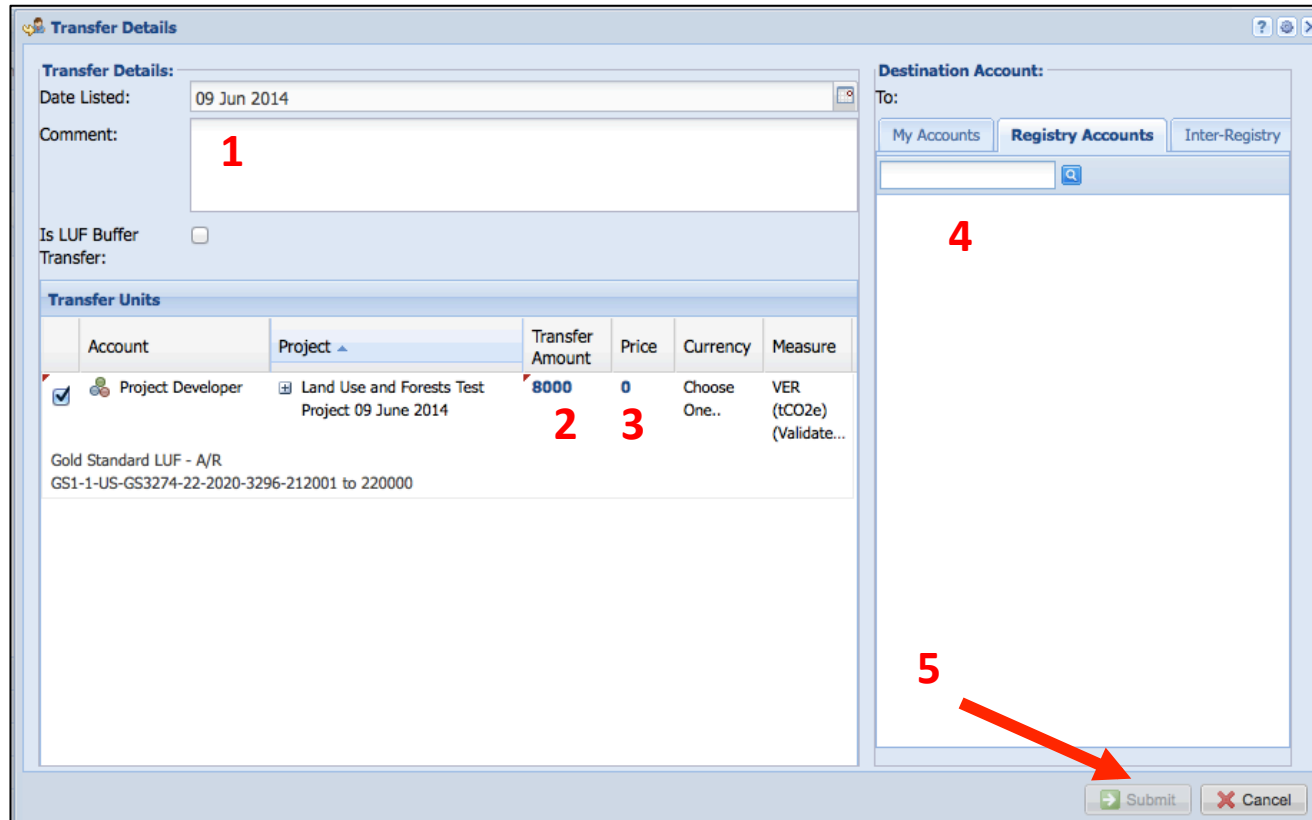
## Transferring credits

1. To Transfer Credits to another account, highlight credits you would like to transfer (highlighted in blue)
2. Click on the 'Transfer' button, above left (highlighted in orange)

<div>        </div> <div> <div>VCU-8-01</div> <input type="text" value="Search by serial no.."/> </div>							
Project	Account	Vintage	Country	Holdi...	Measurement	Public Visibil...	Status
 Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2020-3296-212001 to 220000	Project Developer Test Account	2020	United States	8,000	VER (tCO2e)	No	Active
 Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2019-3297-222001 to 230000	Project Developer Test Account	2019	United States	8,000	VER (tCO2e)	No	Active
 Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2018-3298-232001 to 240000	Project Developer Test Account	2018	United States	8,000	VER (tCO2e)	No	Active
 Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2017-3299-242001 to 250000	Project Developer Test Account	2017	United States	8,000	VER (tCO2e)	No	Active
 Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2016-3300-252001 to 260000	Project Developer Test Account	2016	United States	8,000	VER (tCO2e)	No	Active
 Land Use and Forests Test Project 09 June 2014 Gold Standard LUF - A/R (Validated) GS1-1-US-GS3274-22-2015-3301-262001 to 270000	Project Developer Test Account	2015	United States	8,000	VER (tCO2e)	No	Active
 Land Use and Forests Test Project 09 June 2014	Project Developer Test Account	2014	United States	8,000	VER (tCO2e)	No	Active

## Transferring credits

1. You may add a comment if you wish, this will only remain visible to you
2. Ensure that the volume in the 'Transfer Amount' column corresponds to the volume you wish to transfer
3. 'Price' and 'Currency' can be entered, although this is not obligatory
4. Enter the GS Registry Account Number of the Destination Account in the 'Registry Accounts' tab and click search. Select the account.
5. Click 'Submit' on the bottom right



**Transfer Details:**

Date Listed: 09 Jun 2014

Comment: **1**

Is LUF Buffer Transfer: ☐

**Transfer Units**

Account	Project	Transfer Amount	Price	Currency	Measure
<input checked="" type="checkbox"/> Project Developer	Land Use and Forests Test Project 09 June 2014	<b>8000</b> <b>2</b>	<b>0</b> <b>3</b>	Choose One..	VER (tCO <sub>2</sub> e) (Validate...)

Gold Standard LUF - A/R  
GS1-1-US-GS3274-22-2020-3296-212001 to 220000

**Destination Account:**

To:

My Accounts Registry Accounts Inter-Registry

**4**

**5**

Submit Cancel

## Transferring credits

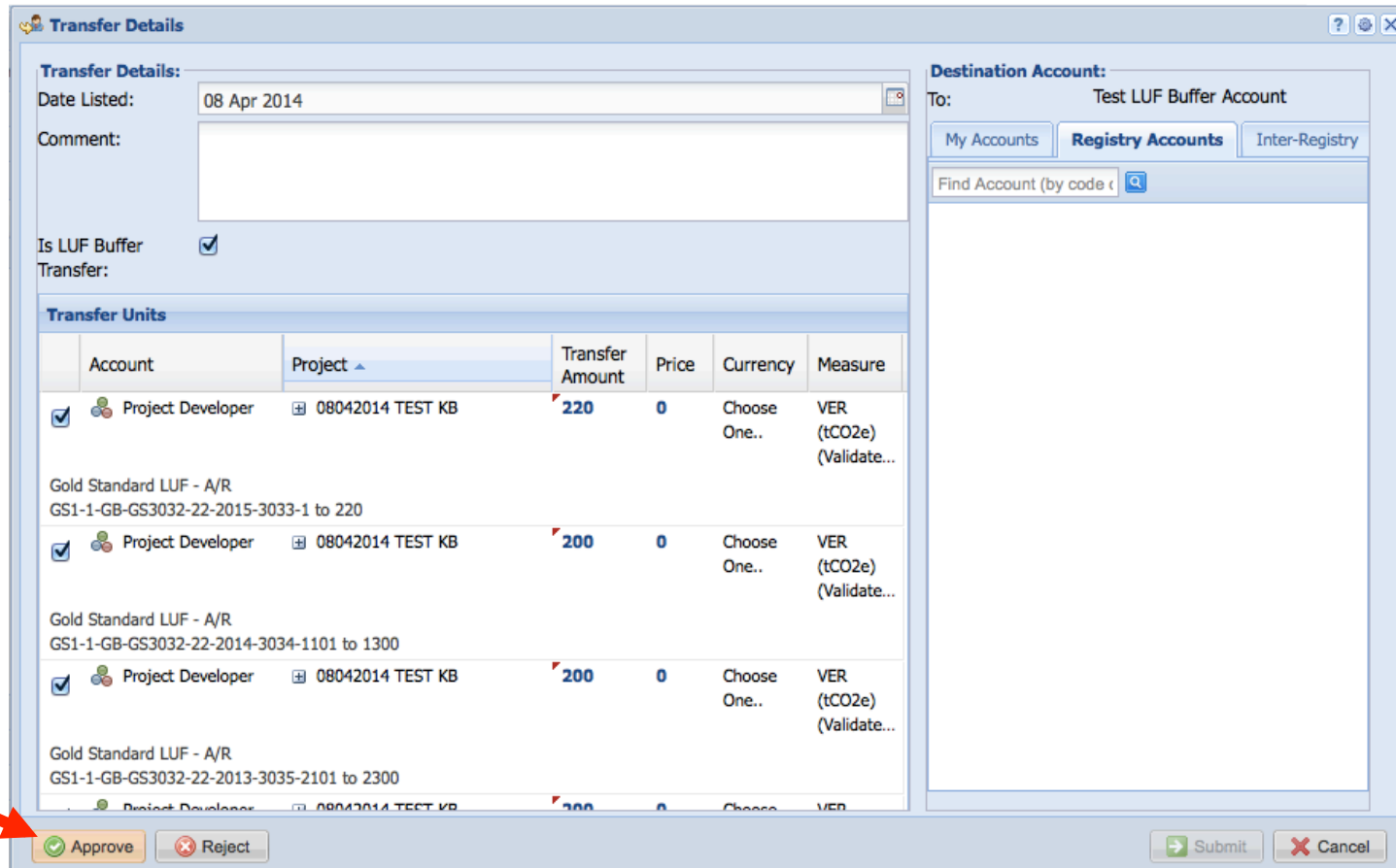
1. A transfer is finalised when the destination account holder approves it
2. To approve a Pending Transfer, click on where it says 'Pending Transfer'

Account Summary <b>Manage My Units</b> My Projects and Issuances   RFI   User Admin   Reports   Activity Log   Registry							
<div>  Transfer    List    Retire    Convert    Discard    Export    New </div> <div> VCD-6-01   Search by serial no.. </div>							
Units	Project	Account	Vintage	Country	Hold...	Measurement	Status
	08042014 TEST KB Gold Standard LUF - A/R (Validated) GS1-1-GB-GS3032-22-2015-3033-1 to 220	Project Developer Test Account	2015	Scotland	220	VER (tCO2e)	Yes <a href="#">Pending Transfer (Customer)</a>
	08042014 TEST KB Gold Standard LUF - A/R (Validated) GS1-1-GB-GS3032-22-2014-3034-1101 to 1300	Project Developer Test Account	2014	Scotland	200	VER (tCO2e)	Yes <a href="#">Pending Transfer (Customer)</a>
	08042014 TEST KB Gold Standard LUF - A/R (Validated) GS1-1-GB-GS3032-22-2013-3035-2101 to 2300	Project Developer Test Account	2013	Scotland	200	VER (tCO2e)	Yes <a href="#">Pending Transfer (Customer)</a>



## Transferring credits

1. Ensure all details are correct
2. Click 'Approve' on the bottom left (highlighted in orange)
3. At this point the transfer is finalised and the credits will appear in your account



**Transfer Details:**

Date Listed: 08 Apr 2014

Comment:

Is LUF Buffer Transfer: ☒

**Transfer Units**

Account	Project	Transfer Amount	Price	Currency	Measure
<input checked="" type="checkbox"/> Project Developer	08042014 TEST KB	220	0	Choose One..	VER (tCO2e) (Validate...
Gold Standard LUF - A/R GS1-1-GB-GS3032-22-2015-3033-1 to 220					
<input checked="" type="checkbox"/> Project Developer	08042014 TEST KB	200	0	Choose One..	VER (tCO2e) (Validate...
Gold Standard LUF - A/R GS1-1-GB-GS3032-22-2014-3034-1101 to 1300					
<input checked="" type="checkbox"/> Project Developer	08042014 TEST KB	200	0	Choose One..	VER (tCO2e) (Validate...
Gold Standard LUF - A/R GS1-1-GB-GS3032-22-2013-3035-2101 to 2300					
<input checked="" type="checkbox"/> Project Developer	08042014 TEST KB	200	0	Choose One..	VER (tCO2e) (Validate...

**Destination Account:**

To: Test LUF Buffer Account

My Accounts Registry Accounts Inter-Registry

Find Account (by code)



## Assigning or retiring credits

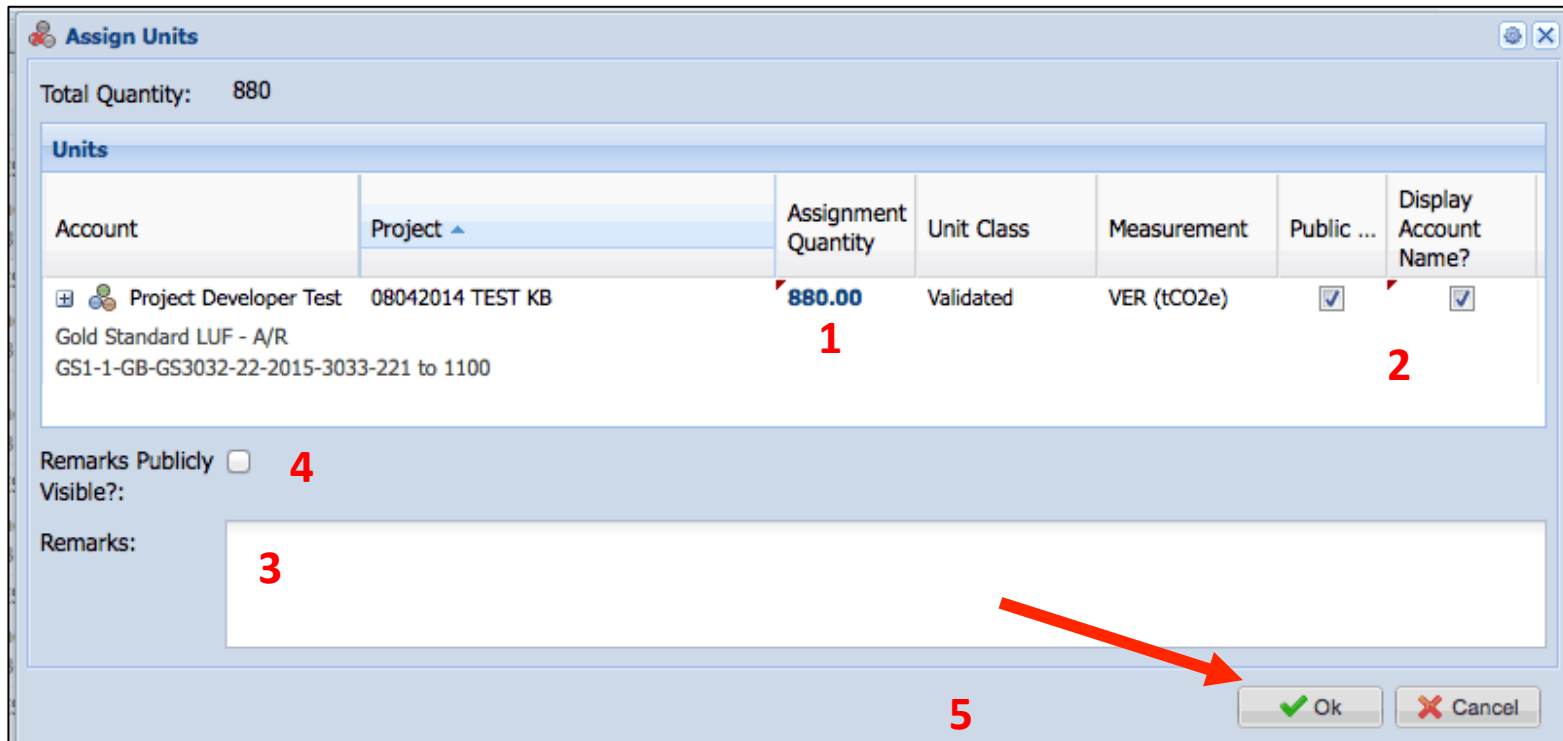
1. Select the credits you would like to Assign/Retire (highlighted in blue)
2. Click on the 'Assign' or 'Retire' button, above left (highlighted in orange)

Unit Summary <b>Manage My Units</b> My Projects and Issuances RFI User Admin Reports Activity Log Registry								
Transfer  List  Retire <b>Assign</b> Convert  Discard  Export  New <span>VCU-6-01</span> Search by serial no..								
Project	Account	Vintage	Country	Hol...	Measurement	Public Visibil...	Status	
08042014 TEST KB Gold Standard LUF - A/R (Validated) GS1-1-GB-GS3032-22-2015-3033-221 to 1100	Project Developer Test Acc...	2015	Scotland	880	VER (tCO2e)	No	Active	
08042014 TEST KB Gold Standard LUF - A/R (Validated) GS1-1-GB-GS3032-22-2014-3034-1311 to 2100	Project Developer Test Acc...	2014	Scotland	790	VER (tCO2e)	No	Active	
08042014 TEST KB Gold Standard LUF - A/R (Validated) GS1-1-GB-GS3032-22-2013-3035-2301 to 3100	Project Developer Test Acc...	2013	Scotland	800	VER (tCO2e)	No	Active	
08042014 TEST KB Gold Standard LUF - A/R (Validated) GS1-1-GB-GS3032-22-2012-3036-3301 to 4100	Project Developer Test Acc...	2012	Scotland	800	VER (tCO2e)	No	Active	
08042014 TEST KB Gold Standard LUF - A/R (Validated) GS1-1-GB-GS3032-22-2011-3037-4301 to 5100	Project Developer Test Acc...	2011	Scotland	800	VER (tCO2e)	No	Active	
08042014 TEST KB	Project Developer Test Acc...	2010	Scotland	800	VER (tCO2e)	No	Active	



### Assigning credits

1. Ensure that volume corresponds to the volume you wish to Assign or Retire
2. Choose whether you wish the account name to be shown on the Public View
3. Enter any remarks you would like associated with the Retirement or Assignment
4. Tick 'Remarks Publicly Visible' if you would like the remarks to be visible on the public view
5. Click 'OK'



The screenshot shows the 'Assign Units' dialog box. At the top, it displays 'Total Quantity: 880'. Below this is a table with the following columns: Account, Project, Assignment Quantity, Unit Class, Measurement, Public ..., and Display Account Name?. The first row of data shows 'Project Developer Test' under Account, '08042014 TEST KB' under Project, '880.00' under Assignment Quantity (annotated with a red '1'), 'Validated' under Unit Class, 'VER (tCO2e)' under Measurement, and checked boxes for 'Public ...' and 'Display Account Name?' (annotated with a red '2'). Below the table, there is a section for 'Remarks Publicly Visible?' with an unchecked checkbox (annotated with a red '4'). Below that is a text area for 'Remarks:' (annotated with a red '3'). At the bottom right, there are 'Ok' and 'Cancel' buttons, with a red arrow pointing to the 'Ok' button (annotated with a red '5').

Account	Project	Assignment Quantity	Unit Class	Measurement	Public ...	Display Account Name?
Project Developer Test Gold Standard LUF - A/R GS1-1-GB-GS3032-22-2015-3033-221 to 1100	08042014 TEST KB	880.00	Validated	VER (tCO2e)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

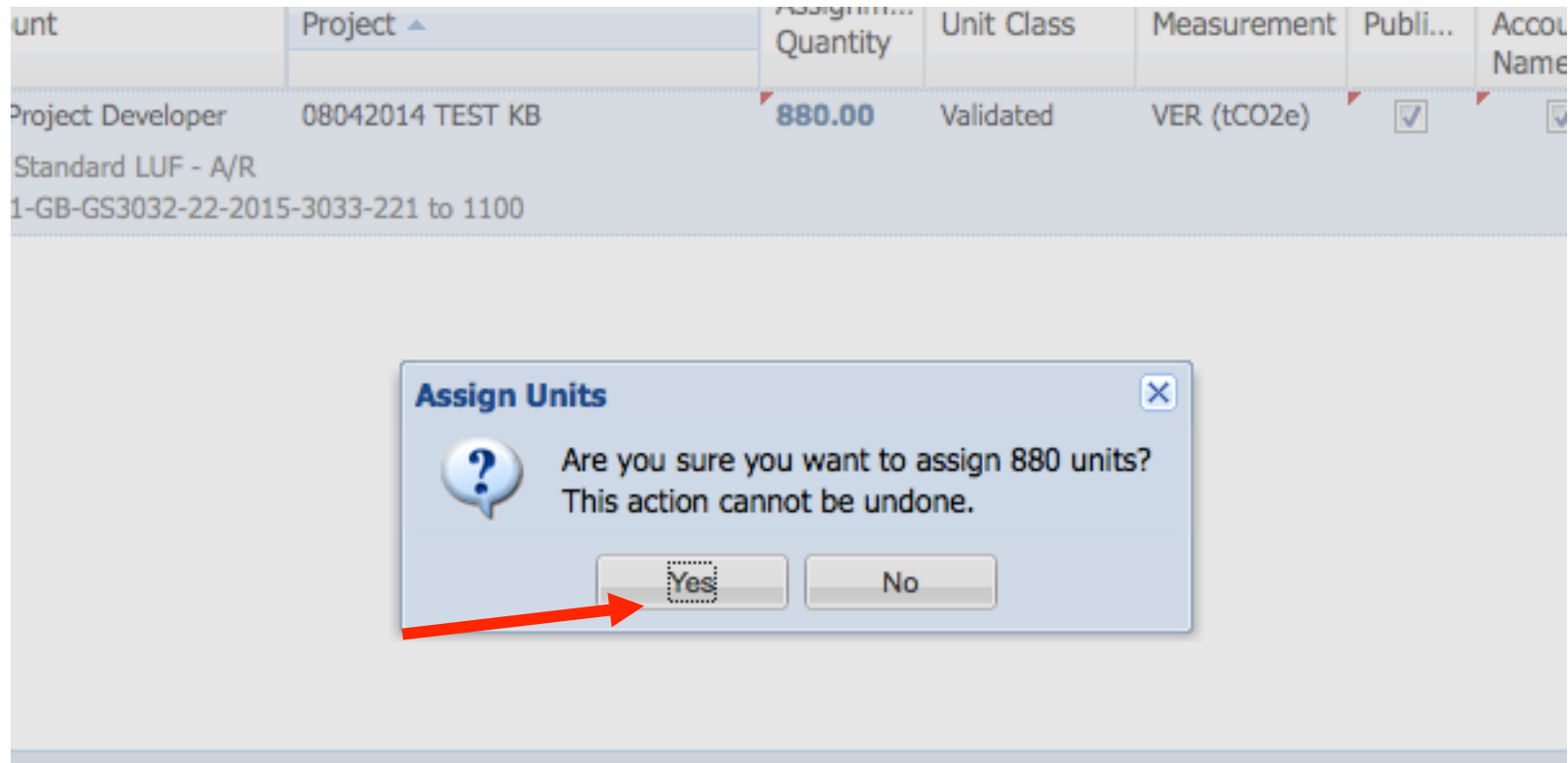
Remarks Publicly Visible? ☐

Remarks:

Ok Cancel

### Assigning credits

1. Click 'Yes' to confirm the assignment or retirement
2. Please note: Assignments and Retirements are irreversible, so please check the data thoroughly



## 7. Registry Public View

**Public View:**

<http://www.markit.com/sites/en/products/environmental/markit-environmental-registry-public-view.page>

1. Projects
2. Retired Credits
3. Issuances / Listings

**Public View**

This unique online view of the Markit Environmental Registry enables viewers to see account holders, registered projects, credit listings and retired credits.

Click on the view below that represents the information you wish to access from the Markit Environmental Registry.

Please note that this information is available with the consent of the Registry account holders on the Markit Environmental Registry. Some Registry account holders have requested that their registry information remain confidential and therefore that information will not appear in the publicly available information accessible through the links below.

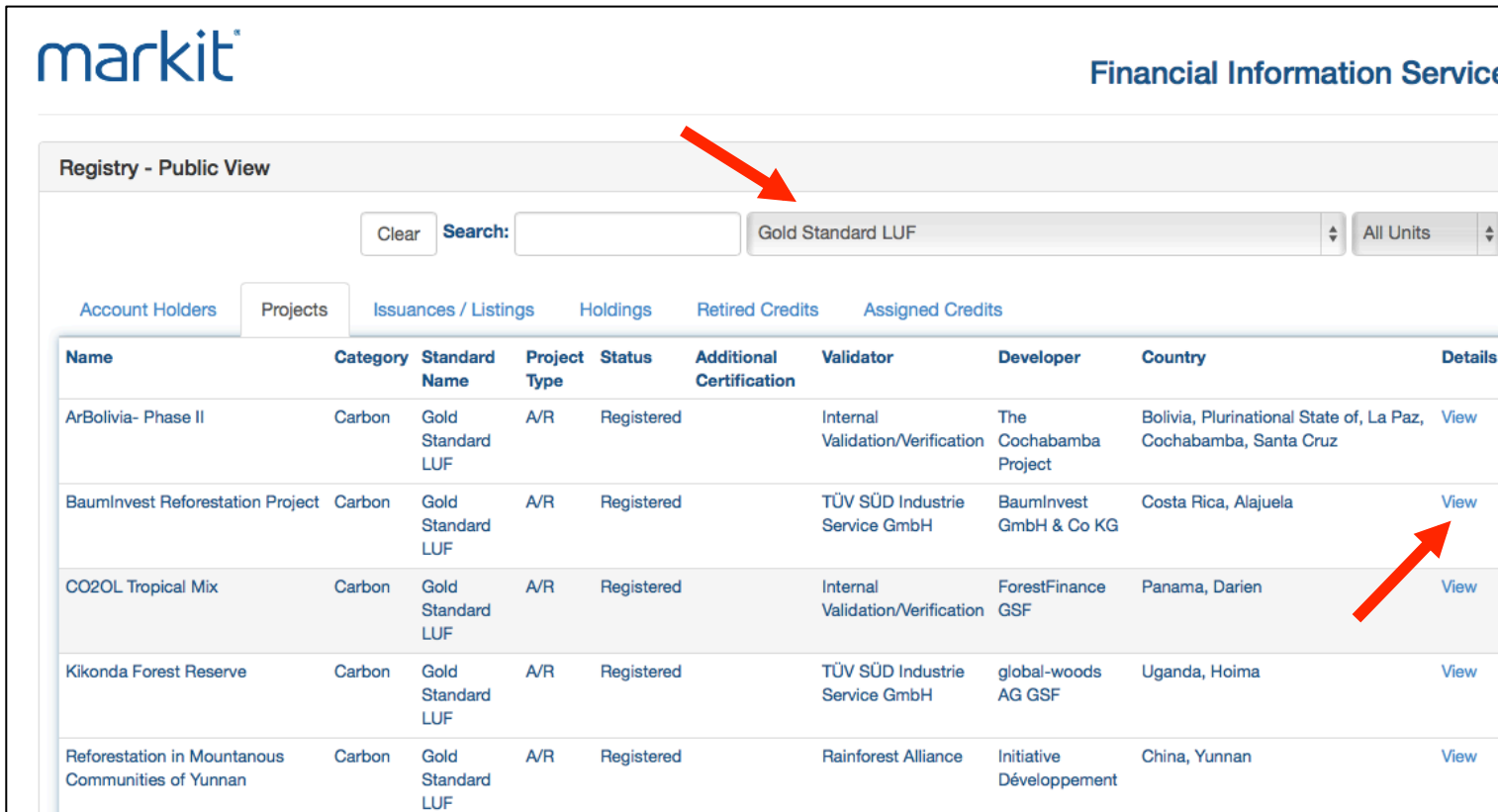
**Markit Environmental Registry - Public View**

- Account Holders
- Registered Projects
- Retired Credits
- Issuances/Listings
- Holdings

## Public View: Projects

<http://www.markit.com/sites/en/products/environmental/markit-environmental-registry-public-view.page>

1. Select Gold Standard to view Energy and Waste projects and Gold Standard LUF to view Land Use and Forests Projects
2. Click 'View' to view publicly available Issuance-related documents
3. Issuances and Assignments / Retirements can also be viewed by clicking on the relevant tab



markit® Financial Information Service

Registry - Public View

Clear Search:  Gold Standard LUF All Units

Account Holders Projects Issuances / Listings Holdings Retired Credits Assigned Credits

Name	Category	Standard Name	Project Type	Status	Additional Certification	Validator	Developer	Country	Details
ArBolivia- Phase II	Carbon	Gold Standard LUF	A/R	Registered		Internal Validation/Verification	The Cochabamba Project	Bolivia, Plurinational State of, La Paz, Cochabamba, Santa Cruz	<a href="#">View</a>
BaumInvest Reforestation Project	Carbon	Gold Standard LUF	A/R	Registered		TÜV SÜD Industrie Service GmbH	BaumInvest GmbH & Co KG	Costa Rica, Alajuela	<a href="#">View</a>
CO2OL Tropical Mix	Carbon	Gold Standard LUF	A/R	Registered		Internal Validation/Verification	ForestFinance GSF	Panama, Darien	<a href="#">View</a>
Kikonda Forest Reserve	Carbon	Gold Standard LUF	A/R	Registered		TÜV SÜD Industrie Service GmbH	global-woods AG GSF	Uganda, Hoima	<a href="#">View</a>
Reforestation in Mountainous Communities of Yunnan	Carbon	Gold Standard LUF	A/R	Registered		Rainforest Alliance	Initiative Développement	China, Yunnan	<a href="#">View</a>



# The Gold Standard Foundation

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[www.goldstandard.org](http://www.goldstandard.org)