

## ANNEX AI - GUIDANCE DOCUMENT FOR THE GOLD STANDARD COVER LETTER

The purpose of this document to provide an explanation of certain sections of the The Gold Standard Cover Letter. Not all sections of the Cover Letter are addressed by this document.

### Section 1 – Project Details

Please input the name of the project, the GS identification number (ex: GS1234) and indicate whether it is a voluntary project or a CDM project.

### Section 2 – Communication and Contract Details

#### List of Project Participants

It is important for the Cover Letter to identify all of the entities that are involved with the project. These entities, when referred to collectively, are called the “Project Participants.” Each entity must be separately identified by name and contact details. In addition, each entity must indicate its level of involvement (or “Role”) in the project. Please identify the entity’s Role as one of the following:

- Project Owner. The legal owners of the project.
- Project Developer. The entity that has been retained by the Project Owner to lead project through The Gold Standard project cycle.
- Project Consultant. The entity that has been retained by either the Project Owner or the Project Developer to assist with the development of the project.
- Other. Please indicate if an entity has a Role other than Project Owner, Project Developer or Project Consultant and provide a description of the entity’s Role.

Finally, please indicate whether each entity should be copied on communications related to the project.

If there are more than three Project Participants, please add additional boxes as necessary.

#### Project Representative

The Project Representative is the primary focal point for the project. In the case of a Programme of Activities, the Coordinating and Managing Entity is the Project Representative. Please provide the Project Representative’s name, contact details and indicate the Project Representative’s Role in the project. For example, the Project Representative may be the Project Developer, Project Consultant or an agent of the Project Owner.

There may be more than one Project Representative for a project. In that case, please add boxes as necessary and indicate whether the Project Representative will have Sole or Joint authority for (1) instructing the Secretariat and communicating with The Gold Standard; (2) requesting the addition of Project Participants, communicating any voluntary withdrawal of Project Participants and updating the contact details of Project Participants; and (3) communicating with the Secretariat and The Gold Standard on any general matter related to the project. For the purposes of this section, the following definitions apply:

- **Sole Authority.** A signature of an authorized signatory of ONLY the entity listed below is required for communication related to the corresponding scope of authority.
- **Joint Authority.** A signature of an authorized signatory of ALL entities listed below are required for communication related to the corresponding scope of authority.

The Project Representative will be copied on all communication regarding the project.

### **Section 3 – Credit Issuance**

The Cover Letter is a legal document that instructs The Gold Standard to whom the credits or labels should be issued

### **Section 4 – Ownership and Legal Title**

The Cover Letter is a legal document that defines the ownership and legal title to the resulting Gold Standard-certified carbon credits

### **Section 5 – Fee Structure**

Please refer to Annex L for the fee structure that applies to your project. For Version 2.2, project participants may choose between the Cash Per Credit Fee Structure and the Share of Proceeds Fee Structure.

For projects that are subject to or elect the Share of Proceeds Fee Structure, please select how The Gold Standard will receive its Share of Proceeds credits. Under the Share of Proceeds Fee Structure, The Gold Standard receives 2% of all VERs issued and 1.5% of the net CERs (the remaining credits after the CDM deducts 1.5% of the issued CERs for the Adaptation Fund) that are labeled with the Gold Standard high quality label.

There are two ways for The Gold Standard to collect the Share of Proceeds credits. First, The Gold Standard can automatically deduct the credits from the issuance or labeling. Second, the legal owner of the credits can provide substitute credits from another, similar Gold Standard project.

In Section 5, please instruct The Gold Standard as to how it can receive its Share of Proceeds credits.

### **Section 6 – Do No Harm Declaration**

The signatory must declare that the project complies with the Do No Harm Principles. Please refer to the Toolkit for further explanation of the Do No Harm Principles.

### **Section 7 – Declaration of Compliance with Local Laws**

The signatory must declare that the project complies with all local laws, including, but not limited to, any legislation, statute, decree, regulation or other law that governs the project.

### **Section 8 – Representations and Warranties**

All Project Participants must read the following documents, which are incorporated by reference:

- The Gold Standard Requirements;
- The Gold Standard Toolkit
- The Gold Standard Annexes;
- The Gold Standard Registry Terms of Use;
- The Gold Standard Brand Rules; and
- The Gold Standard Terms and Conditions.

Together, this documentation constitutes “The Gold Standard Documentation.” Each Project Participant must declare to The Gold Standard that it has read The Gold Standard Documentation and understands the terms that govern the relationship between the Project Participant and The Gold Standard.

Each Project Participant must also sign The Gold Standard Terms and Conditions. Please return a copy of the signed Terms and Conditions for each Project Participant with the signed Cover Letter.

The Cover Letter can only be amended in writing with the consent of all Project Participants. If any provision of the Cover Letter needs to be revised, please send the Amended Cover Letter to The Gold Standard.

## **Section 11 – Signatures**

Each Project Participant must sign the Cover Letter. The Project Owner and Project Representative should sign in the spaces provided. All other Project Participants should sign under “Project Participant.”