

## Documentary and contractual procedures

**Applies to:** Owners / Developers





Section 8 of the Cercarbono Procedures Document describes the process and requirements for project migration.





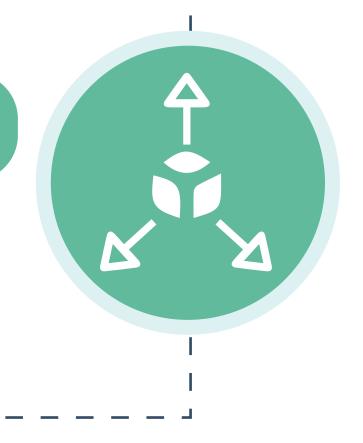
### **1. Preliminary evaluation**

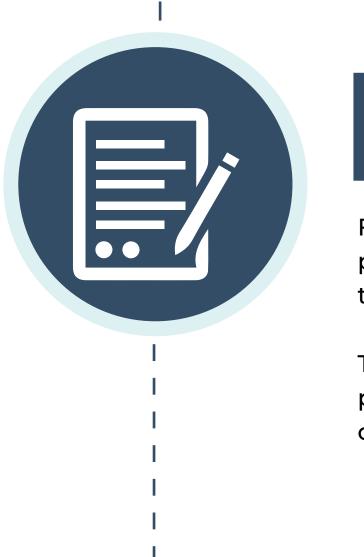
Verify that the project activity is included in the sectoral scopes established by Cercarbono and that the methodology is among those approved by the standard.

Check that the projects meet the requirements of the verification events established in the Cercarbono protocol..

## 2. Deregistration of the programme from which it originates

The project must present evidence of withdrawal or deregistration from the standard or certification programme from which it originates and must be publicly visible.





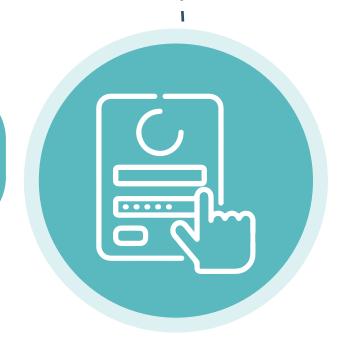
# **3. Filling out the migration form**

Fill in the Migration Declaration form, which is publicly available on the Cercarbono website in the Documentation section.

This form must be uploaded to the registration platform once the project registration process is completed.

### 4.Initiation of the contractual and registration process under Cercarbono

The project should continue with the process of registration and establishment of contractual relationship.









# Registry

Initial contractual and registration process under Cercarbono.

Applies to projects that are not migrated.



The project owner or developer must conduct a preliminary review of compliance with the guidelines set out in the Cercarbono Protocol.

#### The guidelines to be assessed include:

- Project start date: Protocol Section 6.2
- Additionality: Protocol Section 6.3.1
- Eligibility: Protocol Section 6.3.2
- Crediting Period: Protocol Section 6.7
- Timing of verification events: Protocol Section 8.4.18

EcoRegistry account creation

The developer or the project owner requests the creation of an account on the registration platform.

Follow this link **www.ecoregistry.io/login** It is very important to choose the right type of account according to the functions.

## **3** KYC Process

Once the account creation is requested, Cercarbono sends an email requesting the necessary documentation to carry out the KYC process.

#### The documentation requested is as follows:

- Certificate of incorporation or legal creation of the company, otherwise it can be the tax identification number of the company.

- Certificate of shareholder of the company (must include the identification number of each shareholder, either passport, foreigner's identity card or DNI).

Account activation

If the above evaluation ends with a positive result, the account is activated on the registration platform.

5 Contractual relationship The process of defining the contractual relationship between Cercarbono and the project owner or developer begins.

The structure of the contractual relationship consists of a "Framework Contract" with the general rules that will govern the relationship between the parties and, when the certification of a specific new project is requested, it is done through a service order, taking into account that the registration of projects can take place at different times.



Projects are registered on the platform from the account created.

# **O** Duration

#### **Project Migration**

Stage, process, status	Duration	Responsible
Preliminary evaluation	Depends on the project	
Deregistration of the programme from which it originates	Depends on the original programme	Owners or Developers
Filling out the migration form	Depends on the project	

**Contractual relationship and registration** 

Stage, process, status

**Duration** 

Responsible

Preliminary evaluation	Depends on the project	
EcoRegistry account creation	1 business day	Owners or Developers
KYC Process	Depends on the project	
Account activation	4 business day	Cercarbono
Contractual relationship	Cercarbono sends the contract. The time depends on the signature of the contract	
Project registration	Depends on the project	Owners or Developers



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