



Documentary and contractual procedures

Applies to: VVBs

Cercarbono approval

Section 9 of the Cercarbono Procedures Document describes the requirements for VVBs to obtain authorisation to operate under the Cercarbono programme.



Documentary and contractual procedures

VVBs

1. Eligibility verification

If the VVB fulfils at least one of the following conditions it can apply for acceptance under Cercarbono to validate and verify projects:

1. Be accredited by an International Accreditation Forum (IAF) signatory member accreditation body, which has in its service offering the GHG Emissions Validation or Verification Body accreditation programme under the requirements of ISO 14065.
2. Be accredited under the Clean Development Mechanism (CDM) as a Designated Operational Entity (DOE).

2. Request for approval to Cercarbono

Send an email to info@cercarbono.com with subject "Application for approval of a VVB", in which you must attach the following documents:

- Application form for accreditation as a validation and verification body, available at www.cercarbono.com, section: Documentation.
- Documentary evidence referenced in Section B of the form.

3. Review of the information

Cercarbono initiates the review of the documents submitted by the VVB and verifies their completeness. The secretariat reviews the documentation, notifies the VVB if it is incomplete, otherwise suspends the process until the application information is complete.

4. Application assessment

The secretariat verifies that the application documentation is complete in order to send the application for evaluation to the board.

5. EcoRegistry account creation

The VVB requests the creation of an account on the registration platform. Click on this link www.ecoregistry.io/login

6. 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).

7. Account activation

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

8. Contractual relationship

The structure of the relationship between the VVB and Cercarbono is through the signing of a collaboration agreement that covers the general rules that will govern the relationship between the parties.

9. Definition of approval assessment

The VVB is approved once all the above steps have been completed and once the approval of the board of directors is obtained. The Cercarbono secretariat is responsible for notifying the VVB of the response.

Cercarbono-approved VVBs are obliged to update the status of accreditations and contact with the programme in order to have constant open communication between the parties

Duration

Authorisation of VVBs under Cercarbono

Stage, process, status	Duration	Responsible
Eligibility verification	Depends on the VVB	VVB
Request for approval to Cercarbono	1 business day	
Review of the information	3-4 business days from the time the information is complete	Cercarbono
Application assessment	10 business days. As long as no additional requests are made	
EcoRegistry account creation	1 business day	VVB
KYC Process	Depends on the VVB	
Account activation	4 business days	Cercarbono
Contractual relationship	Cercarbono sends the agreement. The time depends on the signing of the agreement	VVB
Definition of approval assessment	2 business days	Cercarbono