

Documentary and contractual procedures

Applies to: Owners / Developers





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



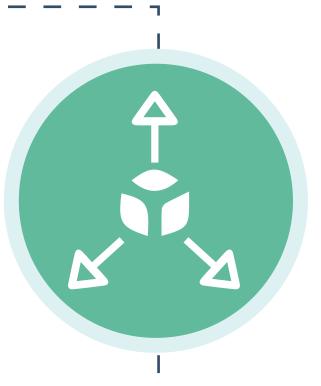
1. Preliminary evaluation

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.





Preliminary evaluation

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

2EcoRegistry
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. In case of doubts, send an email to contacto@ecoregistry.io

KYC Process

At this stage, the owner or developer must enter the platform and upload all the documentation required to carry out the KYC process.

* All the documents required by the platform must be uploaded, otherwise it is not possible to carry out the KYC process.

Account activation

Once the due diligence is finished and the result is positive (no findings), Cercarbono proceeds to activate the account, which is notified to the registered email.

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.

6
Project registration

Projects are registered on the platform from the account created.

(5) Duration

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

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