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Overview

IPART maintains an online Registry to support the Energy Savings Scheme (ESS) and the Greenhouse Gas Reduction Scheme (GGAS). The Registry is a web-based database which manages records of certificate providers and certificates. All participants and members of the public may access the Registry.

The basic functions of the Registry include:

- lists details of accreditations and projects in both ESS and GGAS
- facilitates registration and transfer of certificates
- lists details and tracks ownership of certificates
- facilitates the surrender of certificates to meet mandatory obligations or personal offset schemes.

This document outlines how to use the Registry as a participant or member of the public.

Public information

The following information is available to all members of the public:

- details of certificate providers
- details of certificates registered – by creator and owner
- a summary of the number of certificates in the Registry
- a summary of transfer activity undertaken in any month, giving the total number of transfers that month and the total number of certificates involved.

GGAS closure

When GGAS closed on 30 June 2012, a small number of certificate providers remained accredited and there were around 11 million un-surrendered certificates that represent tonnes of CO2-e of abated greenhouse emissions. The remaining certificates can be used to participate in voluntary offset schemes. IPART continues to maintain the GGAS Registry in its current form (that is, allowing the transfer and surrender of NGACs) as long as it is practical and feasible to do so.
Accessing the Registry

Logging on as a registered user

2. Select Enter Registry.
3. Enter your organisation id, user id and password. Select Login.

Enter your organisation id, user id and password.

If you have forgotten your login ids or password, contact the Help desk (see page 37) for assistance.

Or select Guest Login.

4. If you are logging in for the first time or logging in after a password reset, you will be prompted for a reminder question/answer. This needs to be completed for each user so the Help Desk can verify identify if assistance is needed. You may also be prompted to change your password.

Passwords must contain a minimum of eight characters, including at least two numeric digits and one alphabetic character.

Select your reminder question from the drop list and enter the answer in the reminder answer field.
Logging on as a guest user

If you do not have an account in the Registry, you can login as a guest:

2. Select Enter Registry.
3. Select Guest Login.
4. Read the Terms & Conditions and click I agree or I disagree as appropriate. Click Next to access the Registry as a guest user.
Navigating the Registry

The left hand navigation menu is constant for all pages in the Registry – it may be contracted or expanded by clicking on the arrow beside the Home button.

The main menu selection is available on the home page.

The right hand status summary provides a snapshot of your position at the current time and provides useful links and information.

All owners of certificates may transfer and surrender certificates.

Only accredited certificate providers have the ability to register certificates and view accreditation details.
User and account maintenance

Multiple users can be setup for each owner (ie company or individual account) in the Registry. Each Registry account has at least one key user who is responsible for maintaining user accounts in the Registry.

The key user is responsible for:
- controlling the level of access of their users (ie user privileges and email filters)
- adding and disabling user accounts
- changing passwords.

User maintenance

1. Select User Maintenance from the home page. This link is located at the bottom of the right hand panel.

2. Select Show Users to view all users for that account (to view Revoked users, select Include Revoked Users).

3. To view or modify details of a user account, select View/Modify. To add a user select Add Users.
4. Enter or change information as required.

5. Select **User Privileges** and **Email Filters** as appropriate (note that all options will be selected as a default). When all details are added, select **Save**.

The selected privileges for a user will determine the functions the user can see on their home page.

**Tip:** A user that can register certificates should also be able to see invoicing (these options are applicable to certificate providers only).

Email filters will determine which emails the user will receive from the Registry.

To receive all announcements from IPART as Scheme Administrator tick **Receive Bulk/Mass emails**.
Account maintenance

A key user can update or modify account information such as addresses and telephone numbers.

1. Select User Maintenance from the home page. This link is located at the bottom of the right hand panel.

2. Select Modify Owner Detail.

3. Change details as required and select Save Changes.

Changes to addresses and telephone can be modified as required.

Click Save Changes when all changes have been completed.
Becoming registered

Members of the public can create their own accounts in the Registry and own certificates. Self registration allows maximum ownership of 1,000 certificates. If you wish to transfer or surrender more than 1,000 certificates, you must satisfy certain identification requirements. Further information is available on the ESS and IPART websites:


1. Login as a guest user (see page 6).
2. Click **Become Registered**.
3. Enter your details and select **Request Access**.

Members of the public can self register as a company or as an individual.

Note certain fields on this form are mandatory.
Searching

There are various search options available to all users and members of the public. To access search functionality, click **Find** on the left hand navigation menu and use the search options for the relevant scheme.

### Search GGAS

4. Click **Search Certificates** to search for certificates by certificate number. Information displayed includes current status of the certificate, current and previous owners of the certificate and the dates it has been traded.

5. Click **Search by Accreditation** to search for accreditations and projects in the Registry. Information displayed includes company name and contact details for the company, accreditation and project information, including certificate creation totals, start and end dates, rule group, project type.

6. Select **Search by Type (Totals)** to view total certificates created. Information displayed includes total certificates created by vintage and rule group.

7. Select **Trade Statistics** to search for transfers that have occurred in the Registry. Information displayed includes the total certificates and number of trades for each month.
**Search ESS**

1. Click *Search Register of Accredited Certificate Providers* to search for accreditations and projects in the Registry. Information displayed includes company name and contact details for the company, accreditation and project information, including certificate creation totals, start and end dates, rule group, project type.

2. Click *Search Register of Energy Savings Certificates by Accredited Certificate Provider (Creator)* to view certificates created.

3. Click *Search Register of Energy Savings Certificates by Owner* to view certificates created.

4. Click *Search Register of Energy Savings Certificates by Certificate Number* to search for certificates by certificate number. Information displayed includes current status of the certificate, current and previous owners of the certificate and the dates that it has been traded.

5. Select *Summary of Energy Savings Certificates Created and Surrendered* to view total certificates created. Information displayed includes total certificates created by vintage and rule group.

6. Select *Trade Statistics* to search for transfers that have occurred in the Registry. Information displayed includes the total certificates and number of trades for each month.
Viewing accreditations and projects

Certificate providers can view details of their accreditations and projects within the Registry. When an accreditation has been approved by the Tribunal, the accreditation will be added to the Registry. Details of accreditations and projects is maintained by the IPART.

1. Select **Your Accreditations** from the home page.

2. Company information, accreditation and project information will be displayed. To view details on your accreditations and projects select **View Details**.
3. All your accreditations and projects will be listed in the drop lists. Select an Accreditation/Project as required and select **View Info** to view details.
Registering certificates

Certificate providers are able to register certificates in accordance with their accreditation. Certificate registration is the start of the life-cycle of a certificate. Certificates must be registered by 30 June for energy savings activity undertaken in the previous calendar year.

1. Select **Register Certificates** from the home page.

2. Select the accreditation and project and select **Continue**.

3. Select the certificate vintage\(^1\), enter the quantity of certificates and lodgement number as required. The lodgement number is your internal reference for the certificate registration. Select **Continue**.

Some ACPs are subject to a Deed agreement to set aside a portion of ESCs registered from trade. In this case the “set aside percentage” will be greater than zero and when ESCs are registered a portion of ESCs equal to the set aside percentage will be placed on “admin” hold.

If the set aside percentage is zero, there will be no effect on the ESCs created.

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\(^1\) The calendar year in which energy savings activities occurred, or were deemed to have occurred.
4. A summary of your certificate registration will be displayed. Select Confirm to register the certificates.

5. An acknowledgement screen will be displayed detailing certificate numbers and registration fee (see page 19).
6. At this stage, you can issue an invoice for payment of the certificates you have just registered. Invoices can be issued at any time so it is not necessary to do so at this stage. To issue the invoice, select **Issue Invoice** at the acknowledgement screen (Step 6 above).

Your tax invoice will be displayed detailing transaction information and total amount owing. Payment methods are also supplied on the invoice.

7. Registered certificates will remain on “FEE” hold and cannot be transferred or surrendered until the registration fee has been paid. Certificates will be released by close of business on the day following receipt of payments. If your set aside percentage is greater than zero, a (set aside) percentage of certificates will be placed on “admin” hold.
Registration fee

There is a charge imposed on the registration of each certificate at the time of registration, payable prior to the certificate being available for transfer or surrender. This charge (section 104(2) of the Electricity Supply (General) Regulation) is to cover the cost of establishing, operating and maintaining the Registry as well as to partially fund some of the activities of IPART.

The cost of certificate registration under ESS is $0.70 per certificate.

Certificates must be paid for within 60 days of registration otherwise they will be forfeited. Payment details are supplied on the invoice.

No fee applies for the transfer or surrender of a certificate at this time.
Invoicing

A registration fee (see page 19) is payable on all certificate registration and must be paid within 60 days of certificate registration. All certificate registrations must have a tax invoice generated to facilitate payment. Invoices can be generated at any time or during the certificate registration process.

During certificate registration

Invoices can be generated when registering certificates, see Step 7 on page 17 for details.

After certificate registration

Invoices can be generated at any time, this is useful if several certificate registrations are being carried out.

1. On the home page, select Invoicing.
2. Details of outstanding and past invoices will be displayed. Note whether any outstanding registrations remain uninvoiced.

3. If invoices need to be generated, select Issue Invoice.
4. Your tax invoice will be displayed detailing transaction information and total amount owing (see Step 7 on page 17 for details).
Transferring certificates

The Registry is not a trading platform as trading of certificates is expected to occur outside of the Registry. However, when such a trade occurs the change in ownership of those certificates is recorded on the Registry.

On all transfers, the seller initiates the transfer and the buyer accepts the transfer. The process of a transfer requires approval by both parties and must be completed within 60 days. A transfer can be cancelled by either party prior to completion.

There is no Registry fee or stamp duty charged for transferring certificates.

Transfer certificates to another owner (seller)

1. From the home page, select Transfer Certificates.

2. Find the counterparty to transfer certificates to by entering part of their name or owner id into the appropriate fields and select Go.

Search results will be displayed. Click Select for the owner to transfer certificates to.

Search for the counterparty and select Go.

Click Select to transfer certificates to the selected owner.
3. Enter the number of certificates to be transferred as appropriate and select Continue.

"Hold (Admin)" means that the ESCs cannot be transferred until the hold has been removed. This is relevant for ACPs subject to a Deed agreement to set aside a portion of ESCs from trade.

"Hold (FEE, Admin)" means that the registration fee must be paid and the Admin hold removed before the ESCs can be transferred.

"Registration Hold" means that the registration fee must be paid before the ESCs can be transferred.

4. A confirmation screen will be displayed. On this screen is a check box to give consent to the transfer. If this option is selected, the certificates will be transferred upon acceptance by the buyer. If this option is not selected, the seller will need to confirm the transfer after the buyer has accepted the transfer. Select Confirm to initiate the transfer of certificates.
5. An acknowledgement screen will be displayed confirming the transfer. Certificates for transfer will remain “On Hold” until the transfer has been finalised. Select **Pending Transfers** to view and accept pending transfers.

Accept the transfer of certificates (buyer)
1. From the home page select **Current Holdings**.
2. A summary of your holdings will be displayed. To view pending transfers, select **View Pending Transfers**.
3. A summary of pending transfers will be displayed. Select **See Details** to view information on the selected transfer.

   ![Pending Transfers Screen](image1)

The **Reason** column indicates pending actions to complete the transfer.

This transfer is pending approval by the buyer.

This transfer is pending approval by the buyer and seller. The seller did not give consent to an immediate transfer (see Step 4 on page 22).

4. Details of certificates and totals will be displayed. Select **Accept** to confirm the transfer.

   ![Accept Transfer Screen](image2)

Select **Accept** to accept transfer of the certificates.
5. An acknowledgement screen will be displayed. The certificates will be transferred immediately if the seller gave consent to the transfer initially. If the seller did not give consent to the transfer, the certificates will remain on hold pending final confirmation from the seller.

If the seller gave consent when initiating the transfer, certificates will be transferred immediately.

If consent was not given by the seller (see Step 4 on page 21), certificates will remain “on hold” pending final approval by the seller.

**Confirm the transfer of certificates (seller)**

If the option “Do you give your consent to this transfer?” was not selected when the transfer was initiated, the transfer of certificates will need to be accepted by the seller after the buyer has accepted the transfer.

1. From the home page select **Current Holdings**.
2. A summary of current holdings will be displayed, including pending transfers. To accept pending transfers, select View Pending Transfers.
3. A summary of pending transfers will be displayed. Select **See Details** to view information and accept transfer of certificates.

4. Details of certificates and totals will be displayed. Select **Accept** to confirm the transfer.

5. An acknowledgement screen will be displayed and certificates will be transferred immediately.

**Cancel a transfer**

A transfer can be cancelled by either party during any stage of the transfer process.

1. Follow steps 1 to 3 above.
2. Select **Reject** to cancel the transfer of certificates.
Surrendering certificates

All owners of certificates may surrender certificates. Most certificates are surrendered to the Compliance Regulator by ESS Scheme Participants to meet their mandatory obligations. However, certificate providers and other voluntary participants may surrender certificates to the Scheme Administrator in personal offset schemes, known as voluntary surrender.

Surrendering certificates as an ESS Scheme Participant

1. From the home page select **Surrender Certificates**. If you do not have the option to surrender certificates contact the key user in your organisation (key user details are available on your home page).

2. Your current holdings and surrender history will be displayed. To surrender certificates, select **Surrender**.

![Image of surrendering certificates interface](image.png)

- Your current surrender details are displayed.
- This section details shortfalls from the previous compliance year, if any.
- Current holdings available for surrender are displayed.
- To surrender certificates, select **Surrender**.
3. Enter the number of certificates to surrender and select **Continue**.

4. A confirmation screen will be displayed, select **Confirm** to surrender the certificates.

5. An acknowledgement screen will be displayed. Print and keep a copy of this screen and transaction number for each surrender as this information is required as part of your annual energy savings statement.

Certificates can be un-surrendered while the surrender window is open. Refer to Un-surrendering certificates for further detail.
If surrendered certificates are not accepted by the compliance regulator, the certificates will automatically be un-surrendered and return to live status in your current holdings on 30 June.

**Surrendering certificates as a voluntary participant**

IPART manages all voluntary surrenders. Any member of the public can own certificates and offset emissions through the surrender of certificates. Further information is available on the IPART and ESS websites:


1. From the home page select *Surrender Certificates*.
2. If you own both NGACs and ESCs you will be prompted to select the Scheme Administrator to surrender to.

![Surrender Certificates](image-url)
3. Your current holdings and surrender history for the relevant Scheme Administrator will be displayed. To surrender certificates, select **Surrender**.

![Surrender Certificates](image)

Your surrender credits are displayed.

The carry forward balance is relevant only to ESS Scheme participants.

Current holdings available for surrender are displayed.

To surrender certificates, select **Surrender**.

4. Multiple certificates may be surrendered in the same transaction. Enter the number of certificates to surrender into the appropriate fields and select **Continue**.

![Select Certificates to Surrender](image)

Enter the number of certificates to surrender.

Select **Continue**.
5. A confirmation screen will be displayed, select **Confirm** to surrender the certificates.

   ![Confirm Certificates to Surrender](image)

   Select **Confirm** to surrender certificates.

6. An acknowledgement screen will be displayed. Print and keep a copy of this screen for your records.

   ![Acknowledgement](image)

   Print and keep a copy of this screen for your records.

   Certificates can be un-surrendered while the surrender window is open. Refer to Un-surrendering certificates for further detail.

**Un-surrendering certificates**

Surrendered certificates may be un-surrendered while the surrender window is open. Un-surrendered certificates will be restored to the owner’s current holdings.

1. From the home page select **Surrender Certificates**. If you do not have the option to surrender certificates contact the key user in your organisation (key user details are available on your home page).

2. Your current holdings and un-surrender history will be displayed. To un-surrender certificates, select **Un-Surrender**.
3. Enter the number of certificates to un-surrender into the appropriate fields and select **Continue**.

4. A confirmation screen will be displayed, select **Confirm** to un-surrender the certificates.

5. An acknowledgement screen will be displayed. Print and keep a copy of this screen for your records.
Forfeiting certificates

At certain times, a certificate provider may be asked to voluntarily forfeit certificates they have created. This might occur as a result of an audit showing that some certificates were invalid, or simply that the provider made a mistake during the registration process.

IPART processes all forfeiture requests on the Registry. Forfeited certificates will be removed from the certificate provider’s current holdings.

Forfeit history

Certificate providers may view details of all previous forfeits.

1. Select Your Accreditations from the home page.

2. Company information and accreditation details will be displayed. To view details of past forfeits select Click here to show forfeit information for the following Accreditations and Projects.

3. Forfeit history is displayed.
Current holdings

All users can view their current holdings at any time by selecting Current Holdings from the home page.

The current holdings page

Your certificates are displayed by scheme and certificate type.

Click here to view your history of certificate creations.

Click here to view outstanding and past invoices.

(These options are relevant to certificate providers only.)

Click here to view a list of all previous transactions.

Click here to view, accept or reject pending transfers.
Your profile

All users can view their profile and change their passwords. It is recommended that passwords are changed on a regular basis.

Changing your password

1. Select Change Password from the home page. This link is located at the bottom of the right hand panel.

2. The change password screen will be displayed. Enter your old and new password and click Save.

Viewing your profile

1. Select Your Profile from the home page.

2. Your profile will be displayed.

3. If any changes need to be made contact the key user in your organisation (key user details are available on the home page).
**Help**

For problems and assistance with the use of the Registry, contact the Registry Help Desk:

Phone: 1800 006 797  
Email: registry@greenhousegas.nsw.gov.au  
The helpdesk is available from 8:30am to 5:30pm, Monday to Friday.

For information and assistance with the operation and Rules of the Energy Savings Scheme or the Greenhouse Gas Reduction Scheme, contact IPART:

ESS:  
Email: ess@ipart.nsw.gov.au

GGAS:  
Email: ess@ipart.nsw.gov.au