



Assidium Registry Operating Procedures

May 2025

Contents

Assidium Registry Operating Procedures	1
Glossary	4
Chapter 1: Introduction	3
1.1 About the Assidium Registry	3
1.2 Purpose of these Operating Procedures	3
1.3 Overview of the Registry	3
Chapter 2: Registry Account Establishment and Maintenance	5
2.1 Participation in the Registry	5
2.2 Project CVB Account opening requirements	5
2.3 Public or Private Accounts	6
2.4 Permissions	6
2.5 Changes to Account Details and Account Profile	6
2.6 Administrator Access to Accounts	6
Chapter 3: User Access	7
3.1 New Account Logins	7
3.2 Levels of Account Access and Login Permissions	7
3.3 Activation and Inactivation of Logins	7
Chapter 4: Project Listing and Registration	8
4.1 Project Phases and Registration Process	8
4.2 Project Listing	9
4.2.1.1 Assignment of Validator/Verifier	10
4.2.1.2 Issuance Data Entry	10
Chapter 5: Carbon Credit Issuance	11
5.1 Carbon Credit Attributes	11
5.2 Carbon Credit Serialization	11
5.3 Frequency of Credit Issuance	12
5.4 Buffer Pools	12
5.5 Credit Cancellation	12
Chapter 6: Account Structure	14
6.1 Deposits into Active Accounts	14
6.2 Retirement of credits	14

Chapter 7: Carbon Credit Activation, Transfer, Cancellation and Retirement	15
7.1 Activation of Carbon Credits	15
7.2 Transfer of Carbon Credits	15
7.3 Cancellation of Carbon Credits.....	15
7.4 Reversals and Buffer Pools.....	16
7.5 Retirement of Carbon Credits	16
7.6 Retirement of Carbon Credits on Behalf of Indirect Owners.....	16
7.7 Record of Retirement	17
7.8 Status Flags for Carbon and environmental Credits.....	17
Chapter 8: Public and Account Holder Information.....	18
8.1 Public Information.....	18
8.2 Account Holder information	19
Chapter 9: Fees, Invoices and Payments.....	20
9.1 Invoice Timing for Registry Fees.....	20
9.2 Payment of Registry Fees	20
Appendix A	21
Assidium Registry transaction request form.	21

Glossary

Terms not defined in these Assidium Registry Operating Procedures have the meanings as such terms are defined in the Assidium Registry Terms of Use, Assidium Registry Standard, or applicable compliance offset program regulation.

Account Opening fee: An account opening fee will be charged in accordance with the Assidium Registry fee schedule.

Account Manager: When the Assidium Registry (AR) opens an account on the registry for a participating entity, the contact person there defined denotes the applicant organization's agreement to the legally binding Assidium Registry Terms of Engagement at the time of account opening. Upon approval of the account, the Account Manager may request additional logins as needed for other users from the organization. Only the Account Manager can request additional logins, or account profile changes; and only they can agree to any updated Terms of Use.

Issuance Fee: Carbon credits will be considered "inactive" and not able to be transacted, retired, or cancelled until activated. Upon request of carbon credit activation by the Account Holder, a one-time issuance fee will be assessed in accordance with the Assidium Registry Fee Schedule. Upon receipt of payment, carbon credits will be activated and can be transacted, retired, or cancelled. Payment of fees may be delayed by negotiation.

Active Credit: An active carbon credit is a carbon credit that has not yet been retired or cancelled. Active carbon credits may be transferred to another registry, or to another active account. Active carbon credits may be retired, cancelled or suspended and are then no longer active. The Assidium Registry may under certain circumstances need to suspend an Active credit.

Administrator: The manager of the Assidium Registry (AR)

Annual Account Fee: This fee is to be paid by Account holders of all types upon their account approval and each year on the anniversary of the account approval date. See the Assidium Registry Fee Schedule for ruling fee schedule.

Cancellation Fee: Cancellation fees are assessed in accordance with the Assidium Registry Fee Schedule.

Cancelled (Project Status): The project has had carbon credits issued but the project will not complete its crediting period or be issued additional carbon credits. For projects with a risk of reversal, requirements for compensating for reversals may apply.

Credit Transfer Fee: Transfer fees are the responsibility of the party receiving the carbon credit transfer (transferee) and are calculated in accordance with the Assidium Registry Fee Schedule.

CORSIA Eligible (Unit Designation): A CORSIA Eligible carbon credit is a tag on a carbon credit to designate it as fully eligible for use by aviation operators for CORSIA. The designation is the same for all vintages.

CVB: Carbon Validation or Verification Body

Escrowed (Credit Status): An escrowed carbon credit is a reserved status for an active carbon credit. The “Escrowed” label indicates that the carbon credit is held in a Custodial account for the purpose of being offered on an External Marketplace, either directly or in a derivative form.

Project ID: When a project has been listed or registered, the Administrator creates a unique Project ID, such as AMR00003.CBN

Registered (Credit Status): Once credits have been processed through the Assidium Registry three-step authorization process, they are set to ‘Registered’ at the back end. Only credits with a registered status are available for activation, and then trade, transfer or retirement.

Retirement Fee: Retirement fees are assessed in accordance with the Assidium Registry Fee Schedule.

Chapter 1: Introduction

1.1 About the Assidium Registry

The Assidium Registry is open for the use of all carbon verification and validation bodies (CVBs) and does not prescribe to its own carbon programme. It is therefore able to accept, record, and retire credits from any approved issuer or market participant as it sees fit.

The Assidium Registry (AR) collaborates with approved CVBs, who validate a project, and manage it all the way through to credit issuance. Once authorised by the CVB, and having ensured third party validation, the Assidium Registry will record carbon credits – from pre-verification status through verification, transfer and retirement. Regular project audits are required, and are recorded in the public domain.

The Assidium Registry is built within a forty-year-old fund management software system, used in the financial markets since the early 80's. The registry relies on this mature platform for its operational rigour.

As trades are entered into the system, scrip certificates are allocated and tracked. Existing scrip certificate identifiers (from external registries) are recognised before adding a second, internally originated SHA 256-encrypted token to each certificate.

For added security a third-party authorisation layer locks both trade and scrip for any future editing. Scrip cannot be sold without this third-party key. Assidium tracks scrip movements through the entire life of the certificate, updating the corresponding allocations accordingly.

The registry sits behind Microsoft Azure's secure firewalls, and access requires dual factor authentication.

The Assidium Registry is wholly owned by the Assidium Group Limited.

1.2 Purpose of these Operating Procedures

This document is intended to provide administrative details and practical steps for Project Developers, CVBs, and Account Holders to facilitate their use of the Registry. This document does not have the force of law. It must be referenced together with the Terms of Engagement as well as the Assidium Registry Terms and Conditions.

1.3 Overview of the Registry

The Registry serves as the book of record for tracking project listing, verification; and the issuance, transfer, retirement, and/or cancellation of carbon credits for verified emissions reductions or removals.

The Assidium Registry Administrator (Administrator) will issue one serialized carbon credit for each metric ton of CO₂e emissions reductions or removals from verified projects. The Registry will only issue and track credits originating from projects that have been validated and verified by an Assidium Registry - approved CVB, or one approved by the relevant regulatory or governing body of the compliance offset program.

Any entity choosing to participate in the Registry must establish a Registry Account. The Registry provides the Administrator, Account Holders, and the public with reports on activity within the system. The Assidium Registry public information is available [here](#).

Across all elements of the Assidium Registry, one carbon credit represents one tonne unit of verified CO₂ or GHG equivalent removed from the atmosphere. For Renewable Energy Certificates, one REC is equal to one megawatt-hour (MWh) of energy for all REC assets on the AR.

Chapter 2: Registry Account Establishment and Maintenance

2.1 Participation in the Registry

Any party, including traders, marketers, and end-use customers wishing to hold, transfer, retire, or cancel nature-based credits must establish an account in the Registry and undergo appropriate KYC requirements. Project Developers seeking listing and registration of projects are required to have an account in the Registry in order to receive carbon credits verified and issued by their selected Carbon Verifying Body (CVB). Such CVB must be an approved verifier by the Assidium Registry, and also requires an account on the Registry. The Generator or issuer account is the only account type that can submit projects for registration and carbon credit issuance, and this must be done via an approved CVB. Corporate mandated accounts are for entities whose primary objective is to purchase and retire carbon credits against their greenhouse gas (GHG) footprint, or to trade them on in the interests of market liquidity.

All Account Holders must agree to follow the rules and operating procedures described in this document and in the Assidium Registry Terms of Engagement and our Ts and C's. No account will be opened until all KYC and onboarding requirements have been met. An account in the Registry will remain active until terminated. Termination can be initiated either by the Account Holder by notifying the Administrator once all fees and responsibilities have been settled or by the Administrator directly, as per the Assidium Registry Ts and C's.

2.2 Project CVB Account opening requirements

Verifiers for Assidium Registry projects must undergo the Assidium Registry onboarding and approval process and complete the relevant KYC checks, unless this has already been processed by an approved CVB. Verifiers of compliance offset projects that are accredited by the relevant regulatory or governing bodies of the compliance offset program do not have to undergo a separate Assidium Registry approval.

Assidium Registry approval for non ICVCM-approved CVB's requires the signature and acceptance of each of the following documents:

1. Onboarding a Carbon Verifying Body
2. Methodology confirmation for non-ICVCM-approved CVB
3. No Double counting requirements
4. Sustainable Development Benefits and Safeguards
5. ICVCM requirements for non-approved CVB

The Registry holds all CVB's reporting on carbon credit status updates and all other relevant documentation. Project validation and verification documents and issuance requests are available on the Registry in the public domain.

2.3 Public or Private Accounts

In exceptional circumstances, if the Account Manager requests that an account be kept private, no identifiable company/entity account information will be shared with the public or other Account Holders. Only the Administrator will have the ability to view any identifiable account information for a Private account.

Public account information is listed on the Assidium Registry public access website. Such information will include Company Name, Account Holder Type, and Company Country, and Company Website, if provided.

2.4 Permissions

Per the Assidium Registry Terms of Use, only under certain specific circumstances can an Account holder retire credits on behalf of a third party. This is to avoid double-counting and it improves transparency.

2.5 Changes to Account Details and Account Profile

The Account Manager can contact the Assidium Registry directly for any required changes in account details. Written requests will be needed.

2.6 Administrator Access to Accounts

The Assidium Administrator has full access to all Registry accounts, including the ability to view, modify, create, and delete data. Actions taken by the Administrator in an account are tracked in the system's Audit Trail so that the Account Holder has a complete record of the Administrator actions. Additionally, email notifications are sent to the Account Manager when the Administrator makes certain changes to account or carbon credit data.

In the event of a data security issue or breach, the Administrator has the ability and right to take the Registry offline. The Administrator may endeavor, but is not required, to notify Account Holder in advance of taking such action. To prevent irreparable harm, the Registry is subject to regular backups, which may be used in conjunction with activity and event logs as a remedy to restore the Registry to an earlier state prior to a service disruption or breach.

Chapter 3: User Access

3.1 New Account Logins

Clients can access the Registry via the Client Portal on the Assidium Registry website home page to view the status of their credits.

NOTE: The Assidium Registry Terms of Engagement agreed to by each Account Manager applies to all individuals, being internal or external to the Account Holder organization, accessing the Registry via a login ID associated with the Registry account.

3.2 Levels of Account Access and Login Permissions

When an Account Manager requests additional logins for additional users, Assidium may assign the logins specific and limited rights to certain accounts at its discretion. The Assidium Registry partitions the central registry to enable user experiences of limited accounts as well as different branding ID's.

3.3 Activation and Inactivation of Logins

Only active logins may be used to access the Registry. Any change requests must be emailed to the Assidium Registry, accompanied by a telephonic second-tier authentication. The Administrator is privy to information regarding date, time and device of user log-in and log-out.

Chapter 4: Project Listing and Registration

One or more projects may be associated with a single Registry account. Projects with multiple owners or interests must privately appoint a single party, the Account Holder, to act as the single point of contact.

To ensure that double-counting does not occur, projects registered in the Registry must have 100% of the generated carbon credits for a specific reporting period issued and tracked by the Registry. The dates of reporting periods are decided by the CVB, consistent with the Assidium Registry Standard or the applicable protocol, regulation, rule, and/or publicly available guidance of the relevant regulatory or governing body of the compliance offset program.

The Account Holder may not list the credits on other registries simultaneously, and specifically may not submit credits to multiple compliance protocols at the same time.

Project entities and issuing CVB's are required to sign the 'No Double Counting Requirements' acknowledgement.

4.1 Project Phases and Registration Process

The registry records high-level steps through the verification, issuance and audit process. The Verifying Body will inform the registry by emailing a signed letterhead pdf requesting the required status updates.

Table 1– Project Phases and Registration Process

STATUS	PHASE	NEXT STEP	PARTY TO TAKE NEXT ACTION	COMMENTS
Listed	CVB Selection	Review CVB Selection	Administrator	The Administrator will approve and update the registry, or reject, or request a resubmittal. Upon approval, an Account will be opened.

Listed	CVB Approved	Submit Project Data and Reporting to CVB	CVB to notify AR	Submit necessary data reports and notify the registry of a new Issuance Record. Project is listed on the AR
Pending	Ready for Verification	Review Data and Submit Opinion	CVB to notify AR	CVB after completing the verification, submit verification documentation.
Registered	Credits are issued		CVB to notify AR	Administrator updates the status of the credits on the registry. Credits are issued upon instruction from the CVB. They are active and held in the account of the Credit owner. All relevant documentation is uploaded to the Public Registry. Credits are available for transfer or retirement. Credits can be made available on certain trading platforms for exchange. Such credits will be set in Escrow for the duration.

4.2 Project Listing

To submit a new project, project developer together with the appropriate CVB must submit all documentation to the Assidium Registry Administrator. These include but are not limited to:

- Next Verification/auditing Date
- Estimated Average Annual Credits
- Total Estimated Credits to be issued over Crediting Period
- Project Website
- Project Mailing Address
- Project Contact Name
- Project Contact E-mail(s)
- Project Developer Area Notes
- Project Design Document
- Provide information related to the characteristics of the project, depending on the project type and methodology/protocol by email.

Requests for changing project information should be submitted via email to info@assidium.com, and include

any necessary supporting documentation. All information must be up-to-date and reference the most recent available appropriate methodology. It must match the project and verification documentation before the Administrator can issue carbon credits. Data links will be made available direct from the Registry as well as from within the Assidium Registry back-end system.

4.2.1.1 Assignment of Validator/ Verifier

Projects and relevant credits that are listed on the Assidium Registry require validation and third-party verification by a CVB that has been approved by Assidium Registry Limited. Where projects are for credits destined for compliance markets, the CVB must be accredited by the relevant regulatory or governing body of the compliance offset program.

Before any CVB is approved by Assidium Registry, they must submit documentation in which they evidence their experience in greenhouse gas accounting and indicate their sectoral experience in a list based on IAF Mandatory Document 14.

Expectations for the accreditation and qualification of CVBs must include but may not be limited to the following:

- Accreditation from an International Accreditation Forum member against ISO 14065 or other relevant ISO standard, including, but not limited to ISO 14034, ISO 17020, ISO 17029; or
- Accreditation from a relevant governmental or intergovernmental regulatory body, valid throughout the Validation and Verification process, as well as during the submission of the final audit report,
- Where the CVB has not got previous approval, or has lost its approved status, the documentation listed in Clause 2.2 must be completed.

4.2.1.2 Issuance Data Entry

For each reporting period, the Administrator will enter issuance data into the Registry on behalf of the CVB. Such information will be provided by the CVB. Required issuance data includes:

- methodology/protocol version
- the reporting period start and end dates
- the estimated quantity of carbon credits to be issued (split between emission reductions and removals, if applicable) and, for projects with a buffer contribution, the quantity of carbon credits required for the buffer account and the quantity of current reporting period (or vintage assignment period) carbon credits to be deposited into the buffer account.
- planned audit dates

Chapter 5: Carbon Credit Issuance

A carbon credit represents one metric ton of CO₂ equivalent GHG emission reduction or removal. Once agreed and issued by the CVB, the Administrator will load the credits onto the Registry, as well as any Buffer Pool amounts where such is required. Carbon credits and Renewable Energy Certificates are issued in whole numbers only and no partial issuances are allowed. The CVB will advise on the required denomination of the certificates, after consultation with the Account Holder. Any downstream splitting of certificate blocks will be concluded at the discretion of the Administrator and, if concluded, they will be charged for according to the Assidium Registry Fee Schedule.

The Account Holder will advise by written and telephonic request whether to transfer, retire, or cancel the carbon credits as they see fit. This will be done after the relevant fees have been settled.

5.1 Carbon Credit Attributes

Each carbon credit has a single owner at any one time. The Registry tracks the history of ownership through all previous transactions in that credit.

Credit attributes may include:

- Unique Serial Certificate Number
- A specific SHA-256 encrypted token which remains on the registry
- An equivalent checksum
- Issuance Date
- Issuing Project
- Expiry date
- Country of Removal
- Ownership history, including the current Owner (the Owner who is retiring the Credit) and all previous Owners and Transfer Dates
- Retirement Date
- Reason for Retirement
- Retirement Beneficiary
- Credit Status
- Status Pending/Status Registered against a specific ticket/trade number which records and informs the ownership of credits in the Registry
- REC generation date

5.2 Carbon Credit Serialization

Where the Assidium Registry issues the credits, each carbon credit certificate has a unique serial number which contains codes embedded in the number that may include the project ID, and the geographic location of the

project.

5.3 Frequency of Credit Issuance

The Administrator will record new issues of carbon credits periodically when the CVB confirms that the new issue is valid, and upon written confirmation of such.

5.4 Buffer Pools

Assidium Registry, in consultation with the relevant CVB, may maintain a Buffer Pool of credits in accounts specific to each project from which credits will be canceled in the case of a reversal.

Credits in a Buffer Pool cannot be transferred, or used to make deliveries during the Crediting Period or after the Crediting Period has ended, as they are held to accommodate for as long as there is a risk of reversal from a project. Exceptions may occur when uncertainty decreases and thus Buffer Pool size is amended for a project, in which case extra Buffer Pool credits may be used to make deliveries.

In the case that there are insufficient credits in a project's Buffer Pool to compensate for any triggered reversals, all further credits issued from removals conducted by the CVB (whether from the same project, or other projects run by the same Issuer) will be assigned to their Buffer Pool and canceled, until all such reversals have been fully compensated. Cases where projects cease operations will be addressed on an individual basis. The Assidium Registry will not be held liable for cases where projects fail and related buffer pools hold insufficient credits. In such instances the project, CVB, and credit buyer will negotiate the appropriate and fair way to proceed.

The Buffer Pool Size will be determined by the Risk of Reversal of a given approach, as outlined below. The Risk of Reversal is defined in the relevant Methodology. Projects with a higher Risk of Reversal have a correspondingly larger Buffer Pool. Uncertainty risks must be aggregated rather than averaged. Note that the Buffer Pool is applied in addition to the Conservative approach taken in the quantification of net CO₂e Removal, whereby uncertainty is factored into the Credited Removal. The following Buffer Pool sizes may be subject to change in the future.

RISK OF REVERSAL	BUFFER POOL SIZE
Very low	2%
Low	5%
Medium	10%
High	20%

5.5 Credit Cancellation

Assidium Registry, in consultation with the relevant CVB or Project entity, reserves the right to Cancel credits

or set their status to Pending if there are any inconsistencies in documentation and reporting or potential risk of duplication, fraud or other risks that imply an erroneous issue, or if the good standing of the credit issuance is in question, in the opinion of the Assidium Registry. Assidium Registry Limited will not be held liable for any costs, inconveniences or risks that such a status reversal might incur. Remedial measures will be implemented according to our Erroneous Issue Protocols.

Upon identification, all extant credits will be frozen and status set to Cancelled or Pending. Assidium Registry may, upon investigation, remove such credits. If the error has been identified after credits have already been transferred or retired, then these credits will be cancelled. This will be displayed on the registry, with accompanying explanation. Assuming the user, whose credits were cancelled, was not at fault, then compensatory credits will be issued from the same project to the equivalent amount, once these become available. The supplier is liable for providing these credits. If no such credits are available, then the affected user and the Carbon Verifying Body must agree what compensation would be deemed appropriate (whether in other available credits from another source, or financial compensation). Such compensation will be due from the supplier to the buyer where relevant, and the Assidium Registry will not be held liable for such cancellations.

Chapter 6: Account Structure

Ordinary Managed accounts, Generator/Issuer accounts, Suspense accounts and Verification accounts are opened by the Administrator to manage environmental credits on the Assidium Registry. Accounts will be created by the Administrator after consultation with the Client to best accommodate their requirements.

6.1 Deposits into Active Accounts

There are two ways that carbon credits are deposited into active sub-accounts:

1. Upon written confirmation of verified issuance by an approved CVB, Assidium Registry will issue carbon credits accordingly.
2. Account Holder can accept a transfer of verified carbon credits from another Registry Account Holder in the AR; or under certain conditions from an external registry into the AR.

6.2 Retirement of credits

When carbon credits are retired, their status is set to 'Retired' in the registry and they cannot be traded, transferred, suspended or cancelled. They are no longer transferable to another party and the public record serves as proof of retirement.

Requests for retirement or transfer must be submitted in writing on a signed company letterhead as well as accompanied by a telephone call confirming same. Reason for retirement must accompany such notification. See Appendix A for required details.

Chapter 7: Carbon Credit Activation, Transfer, Cancellation and Retirement

7.1 Activation of Carbon Credits

Carbon Credits will be issued with their status set to 'Pending'.

Upon notification of verification and issuance by the project manager and the third party CVB, a one-time activation fee will be charged in accordance with the [Assidium Registry Fee Schedule](#). Upon receipt of all substantive documentation and of payment, carbon credits will be activated and can be transacted, retired, or cancelled. AR may telephonically confirm such receipt.

7.2 Transfer of Carbon Credits

Account Holders can transfer verified active carbon credits between their own accounts or to other Assidium Registry Account Holders or to other external registries at any time (unless their status has been set (or reset) to 'Pending', 'Cancelled', or 'Retired' or similar by the registry administrator).

Clients must email all requests for transfer, cancellation, retirement or suspension of carbon credits by sending a signed request on a company letterhead.

7.3 Cancellation of Carbon Credits

Cancellation of carbon credits can occur for the purpose of converting one type of credit into another type of credit, for example ROCs to compliance offset credits. The Assidium Registry Administrator will also cancel carbon credits to compensate for reversals as necessary. All cancellations are final. Therefore when requesting this action, the Account Holder should be confident they intend to permanently and irreversibly remove the carbon credit(s) from circulation as a transactable unit. Account Holders may request the cancellation of carbon credits at any using the relevant form.

After the cancellation has been requested, the Assidium Registry Administrator will proceed to confirm the cancellation and submit a cancellation report to the appropriate compliance offset program, if applicable. A cancellation fee will be assessed in accordance with the Assidium Registry Fee Schedule.

Upon request of carbon credit activation and cancellation by the Account Holder, one-time fees for activation and cancellation will be charged in accordance with the Assidium Registry Fee Schedule. Upon receipt of

payment, the Assidium Registry Administrator is notified of the cancellation request and will proceed to confirm the cancellation and submit a cancellation report to the appropriate compliance offset program, if applicable.

7.4 Reversals and Buffer Pools

A reversal is when an ongoing project is no longer deemed to be able to produce as many credits as had previously been calculated, for whatever reason. CVB's must monitor for Reversals during audits and as often as possible, and promptly report Reversals to the Assidium Registry if identified. Such a report should be made within one to three business days of having been identified.

When a Reversal is identified, credits will be canceled from the Issuer's Buffer Pool to compensate for the Reversal. The number of credits to be canceled must equal the size of the Reversal.

7.5 Retirement of Carbon Credits

Retirement of carbon credits is done to claim the emission reduction or removal toward an environmental objective, commonly as an offset toward an emission reduction target. Any retirement of carbon credits must be initiated by the Account Holder in possession of the carbon credits. All retirements are final so, when performing this action, the Account Holder should be confident they intend to permanently and irreversibly remove the carbon credit(s) from circulation as a transactable unit. Account Holders can retire active carbon credits at any time (except for certain carbon credits with a 'pending' status). However, Assidium Registry requires prompt retirement of carbon credits on the Registry since only carbon credits retired on the Registry – not simply in the internal books of an Account Holder – are truly retired (and therefore not subject to double counting or double selling). A retirement fee will be assessed in accordance with the Assidium Registry Fee Schedule and previous fees charged.

To retire a carbon credit or block of carbon credits, the retiring Account Holder needs to notify the Assidium Registry of intent to do same by completing the relevant form (see Appendix A) and an accompanying telephone confirmation.

7.6 Retirement of Carbon Credits on Behalf of Indirect Owners

This can only occur under specific circumstances, and requires further confirmations by all parties so as to minimise any risk of fraud or double counting.

7.7 Record of Retirement

The email notification and Certificate of Retirement sent by the Registry at the time of the retirement serves as full and final confirmation of the credit retirement. Anyone may view this retirement (and records of all Assidium Registry Offset Credits that have been retired) on the publicly available registry site.

7.8 Status Flags for Carbon and environmental Credits

As a safeguard against double selling and double claiming, carbon credits offered for sale outside of the Registry on an External Marketplace must be held in that marketplace's registry account, or kept on the Assidium Registry with status 'trading, reserved, or escrowed', or other such flag, or placed in an Assidium Registry escrow account for that purpose.

Other status flags may also be deployed under certain circumstances.

Chapter 8: Public and Account Holder Information

8.1 Public Information

The [public pages](#) of the Assidium Registry are accessible via the homepage of the Registry. This discloses broad information for every project and displays details about the PDD, methodology, issuance, retirement, transfer and cancellation of all carbon and environmental credits on the Registry.

The public information from the Registry includes:

❓ **Participating Companies/Projects.** Includes general Account Holder information, including the Account Holder name, account type, company location, and website. Only Account Holders who choose to be listed publicly will appear here.

❓ **Project name.** Clicking on the Project name (e.g. AMR0002.CBN) itemizes the following:

- Country
- Currency
- Project issue amount
- Maturity date of carbon credit
- Carbon Verifying body (CVB)
- Issue date (Vintage)
- Maturity date
- Verified By Includes links to the CVB website
- Methodology code According to the CZV-Assidium Methodology classification system, based on that of Berkeley University
- Project status Awaiting verification/Mid-verification/Verified/Pending/Retired etc.
- Issued amount, issue date, expiry date, latest audit
- Buffer Pool Account Balance Where relevant
- Verification and Methodology links Includes PDD, verification comments and permissions.

Requests related to missing information or documentation may be sent via email to info@assidium.com

Upon request, the Administrator will provide certain reports, including a Retirement and Cancelled Report. This report lists all carbon credits cancelled within the Registry.

8.2 Account Holder information

Account Holders can log in through the Assidium Registry Client Portal and access information specific to their own account and only accessible by the Account Manager and or those users approved for appropriate access by the Account Manager. Information displayed may include:

Client details.

My Trades: Complete transaction history for each account showing

- Currency
- Carbon credit code
- Settlement date
- Buy/Sell
- Quantity
- Average price of the transaction
- Total value of the transaction
- Carbon credit maturity date
- Option and future details where relevant

My Holdings: All trades are rolled up into positions to show total holdings by carbon credit.:

Scrip register: All scrip details are reported by certificate in this screen, including:

- Certificate number
- Issuer
- Quantity
- Security/carbon credit code
- Account
- Status Y/N against ticket number
- Pending Y/N against ticket number
- Authorised Y/N
- Registered Y/N against ticket number
- Issue date
- Expiry date

Chapter 9: Fees, Invoices and Payments

Fee rates are available in the Terms and Conditions document on the Assidium Registry website and are updated from time to time. Invoices are emailed to the Account holder.

9.1 Invoice Timing for Registry Fees

- Invoices for Account Opening Fees are generated upon account approval.
- Invoices for Annual Account Fees are generated on the anniversary of the account approval date.
- Invoices for Issuance Fees must be paid prior to carbon credits being made active, unless other arrangements have been agreed.
- Invoices for Activation + Cancellation Fees must be paid prior to the Administrator confirming the cancellation.
- Invoices for Transfer, Cancellation, and Retirement Fees of active carbon credits are generated upon transaction request and must be paid before the action is completed in the Registry.

9.2 Payment of Registry Fees

Payment instructions are included at the bottom of each invoice. Payments for Registry fees shall be made by EFT.

Appendix A

Assidium Registry transaction request form.

1. Project
2. Vintage
3. Certificate serial number range
 - a. Checksum for each certificate number
4. Transaction request type:
 - a. Retirement
 - Purpose of retirement
 - Environmental Benefit: Account Holders will select this option when retiring carbon credits toward their own environmental objective such as an emission reduction target.
 - Please include the emission offset year of the retiring company
 - Internationally Transferred Mitigation Outcomes
 - Other International Mitigation Purposes
 - Other: Account Holders will select this option only if the above options do not apply.
 - b. Transfer to
 - Registry details and acceptance confirmation
 - Other documentation as required
 - c. Transfer from
 - Certificate serial numbers and all documentation so as to ensure the Methodology and verification details are valid, acceptable and up to date
 - Registry details and transfer confirmation
 - Other documentation as required