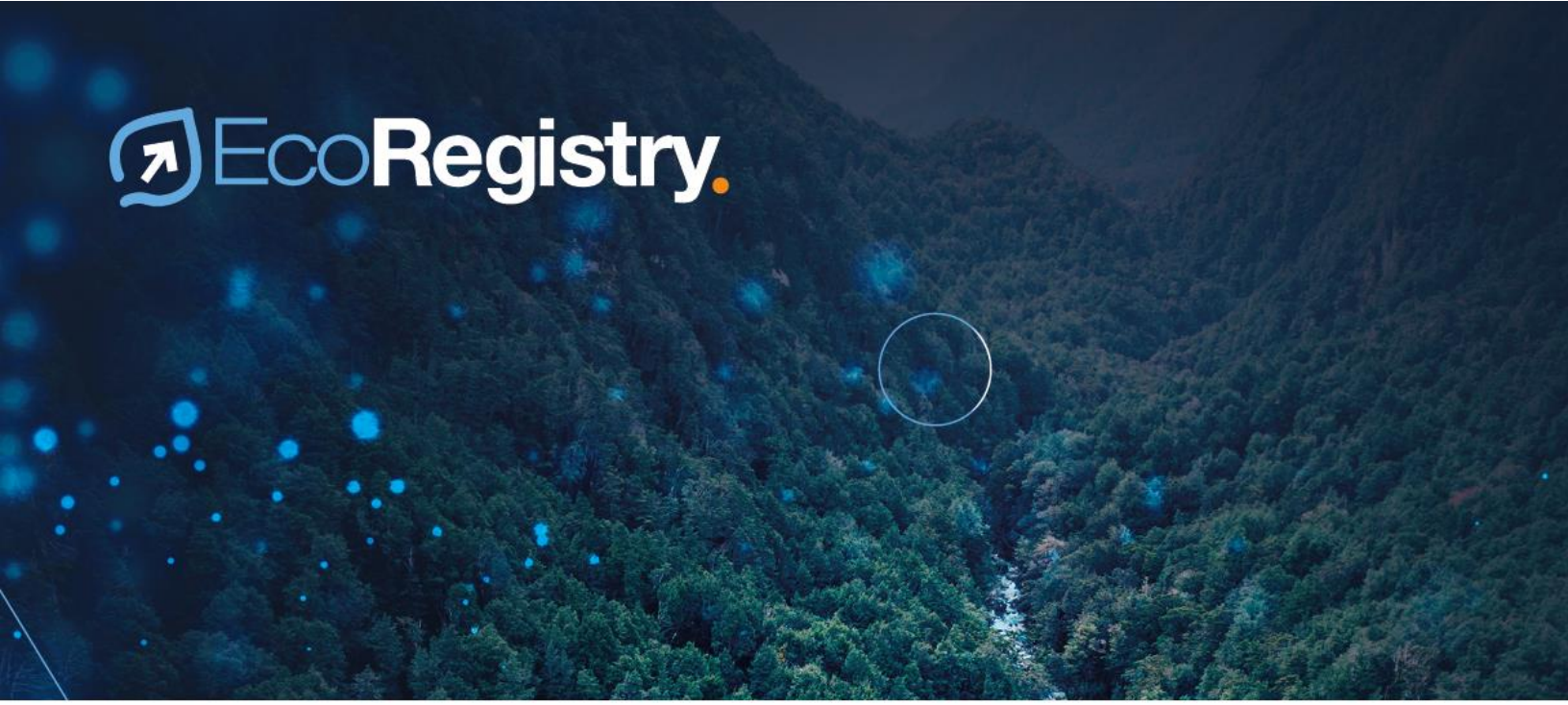
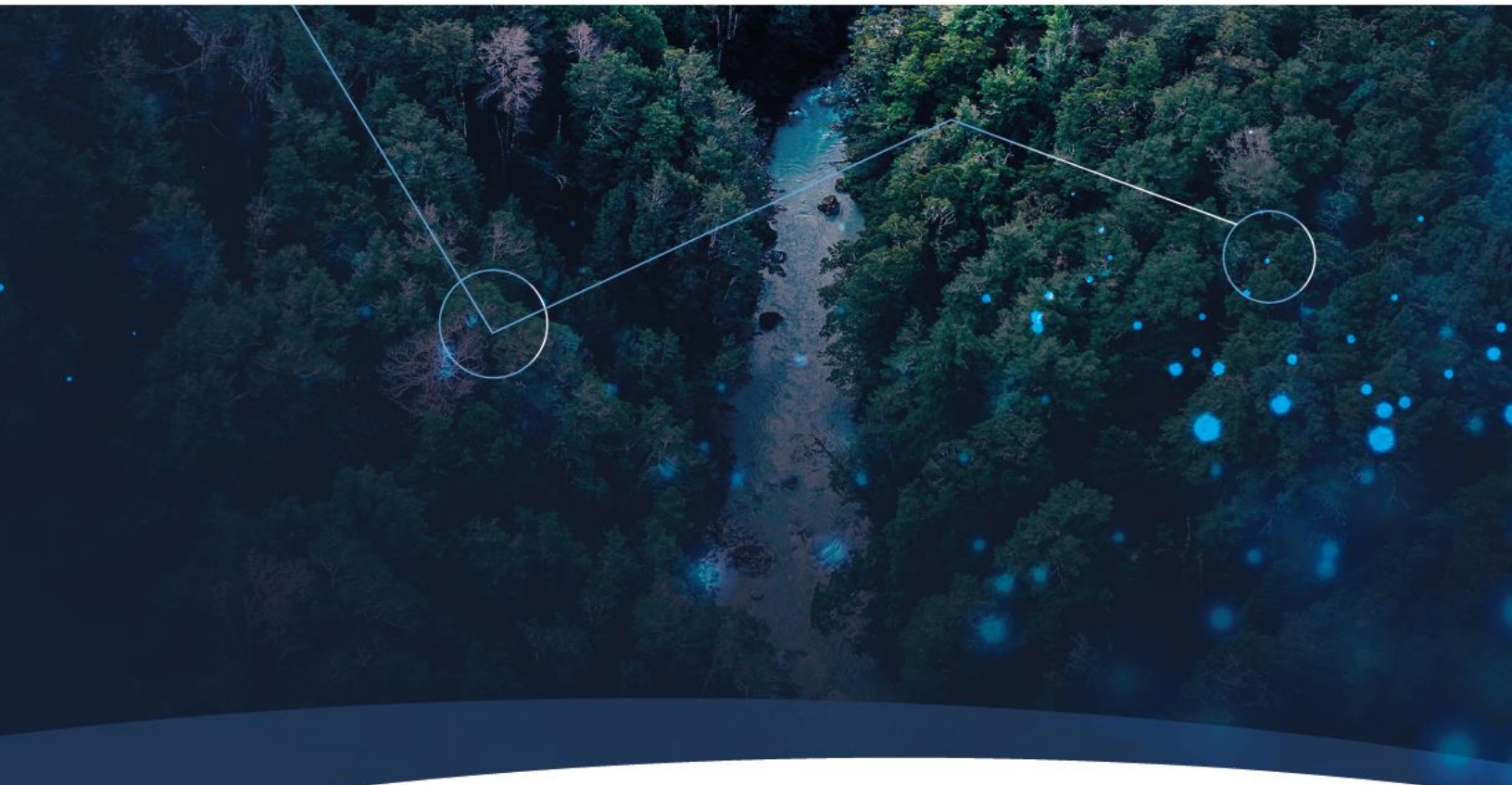


Registry platform user's manual

Version 1.0



An Alliance:

This document is constantly updated. It is supplemented by EcoRegistry's terms and conditions. Please make sure you are consulting the latest versions available at https://www.ecoregistry.io/

For further information, questions or comments, please email us at contacto@ecoregistry.io or call the phone number published on the website.

EcoRegistry
Calle 12 sur # 18 – 168
Medellín, Colombia
https://www.ecoregistry.io/

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Table of content

1. Introduction 5
1.1. About EcoRegistry 5
1.2. Technology and security 5
1.2.1. Blockchain technology 5
1.2.2. Quality standards 6
1.2.3. Two-factor authentication 6
1.2.4. QR code 7
1.3. Idiomas 7
1.4. Soporte y horario de atención 7

2. Account creation and use 8
2.1. Request for account creation 8
2.2. 2.2. Due diligence process 10
2.3. Account activation and usage 11
2.3.1. Access and password change 11
2.3.2. Requesting a change of e-mail and account type 11
2.3.3. Practices of good use and protection of the account 11
2.4. Creating new users 12
2.5. Suspension and closure of the account 12

3. Project creation 13
3.1. CCMP stages 14
3.1.1. Stage selection and evaluation 14
3.2. Information to register 14
3.2.1. Holder information 14
3.2.2. Developer information 15
3.2.3. Conversion from another standard or certification program 15
3.2.4. CCMP basic data 16
3.2.5. Location 16
3.2.6. CCMP Dates and Figures 16
3.2.7. CCMP Image and Documents 17

3.2.8. Save and send for review 18
3.2.9. Project visualization 18
3.2.10. New verification request 19

4. Issuance of carbon offsets 20
4.1. Issuance and serialization 20
4.2. Unit eligibility 20

5. Carbon offsets transfer 22
5.1. Transfers to accounts in EcoRegistry 22
5.2. Transfer history 23
5.3. Trading 23

6. Carbon credits retirement 25
6.1. Retirement process 25
6.2. Downloading retirement information 27
6.3. Request for cancellation or modification of retirements 27

7. Public information and reporting 29
7.1. Public information 29
7.2. Reporting 30

8. History of document 31

1. Introduction

This user manual serves as a reference document for the general use of the EcoRegistry platform. It contains guidelines and information on functionalities that may be edited as the technology tool is updated.

The manual does not detail the legal responsibilities of platform users, nor does it replace the guidelines established by Cercarbono's voluntary carbon certification program, which EcoRegistry serves as a registry platform.

1.1. About EcoRegistry

EcoRegistry is a carbon credit registry platform for Climate Change Mitigation Programme/Project (CCMPs). Based on blockchain technology, it is a pioneering tool in Latin America that ensures transparency in carbon market accounting and security and traceability in the management of information related to mitigation initiatives.

EcoRegistry is a means to energize and strengthen the carbon market, contributing to climate change mitigation and the fulfillment of the Sustainable Development Goals.

As an initiative, EcoRegistry is the result of a partnership between XM and Latin Checkout. XM is a subsidiary of the ISA Group specialized in real-time systems management. In Colombia it is the administrator of the Wholesale Energy Market and coordinator of the National Interconnected System. Latin Checkout is a company specialized in data management and analysis for business services, which includes the storage, custody, processing and generation of information and business strategies.

1.2. Technology and security

EcoRegistry is a registry platform based on 4.0 technology and state-of-the-art tools to ensure data integrity and security.

1.2.1. Blockchain technology

Blockchain technology is a distributed and secure database that facilitates the traceability and registration of information. According to the World Bank and various organizations such as the Climate Chain Coalition and Climate Ledger Initiative, the characteristics of this technology allow transparency and robustness to perform transactions and manage unit accounting. This makes it ideal for supporting the registration and reporting systems of the new generation of climate markets.

EcoRegistry uses blockchain technology to ensure the traceability, integrity and security of the information recorded. Each carbon unit is tokenized, and the stages fulfilled by the CCPMs are electronically signed through the platform. EcoRegistry is certified with the Enterprise Blockchain Security Specification (EBSS) seal, thanks to the high standards and good practices in the use of this technology.

1.2.2. Quality standards

EcoRegistry implements a robust technological architecture that enables secure data transfer over a reliable network. The tool is based on Amazon Web Services and Azure cloud services, implementing the following technologies and quality standards:

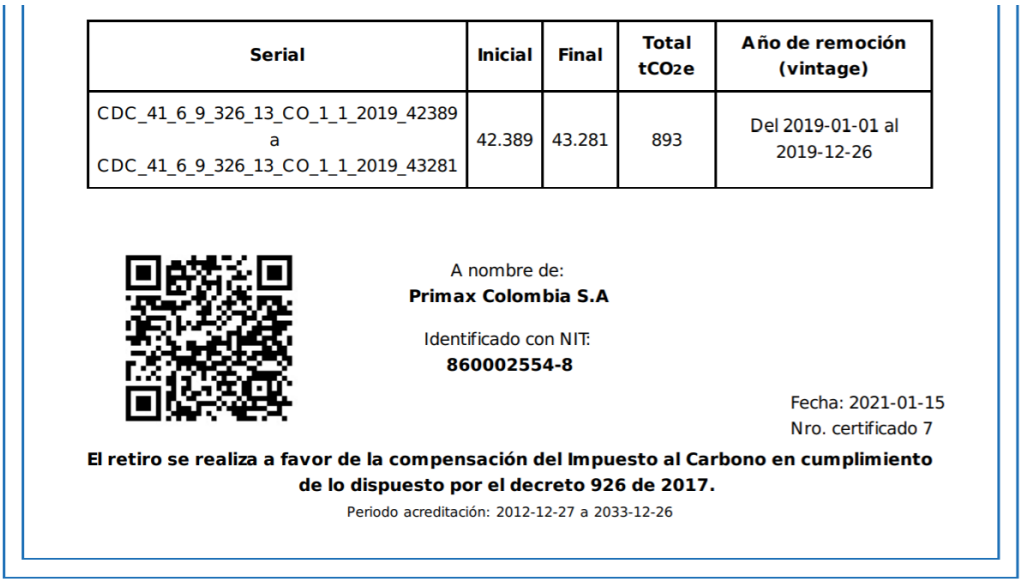
- Cloud services comply with ISO27001, HIPAA, FeRAMP, SOC 1 and SOC 2, IRAP and OWASP standards.
- User authentication is safeguarded by a multi-factor solution from Amazon Cognito, which complies with OAuth 2.0, SAML 2.0, and OpenID Connect standards.
- EcoRegistry provides application programming interfaces (APIs) that feature REST and SOAP web services standards, established through a secure link with SSL encryption for data transit.
- The communication system is implemented under a virtual private network in the cloud that provides additional security to prevent hacking.
- It has a periodic data backup and recovery system.

1.2.3. Two-factor authentication

Other security elements used by EcoRegistry include the use of two-factor authentication codes when performing transactions to avoid phenomena such as fraud, impersonation and phishing.

1.2.4. QR code

The certificates of income issued by EcoRegistry have QR codes, which can be scanned to identify at any time the authenticity of the document and check the veracity of the information against the accounting table published on EcoRegistry's website.



Serial	Inicial	Final	Total tCO2e	Año de remoción (vintage)
CDC_41_6_9_326_13_CO_1_1_2019_42389 a CDC_41_6_9_326_13_CO_1_1_2019_43281	42.389	43.281	893	Del 2019-01-01 al 2019-12-26

A nombre de:
Primax Colombia S.A

Identificado con NIT:
860002554-8

Fecha: 2021-01-15
Nro. certificado 7

El retiro se realiza a favor de la compensación del Impuesto al Carbono en cumplimiento de lo dispuesto por el decreto 926 de 2017.

Periodo acreditación: 2012-12-27 a 2033-12-26

1.2.5. Registry audit and evaluation

EcoRegistry performs annual evaluations of ethical hacking, stress tests and dynamic and static tests to ensure the reliability and tool security.

1.3. Idiomas

EcoRegistry has an environment available in Spanish and English.

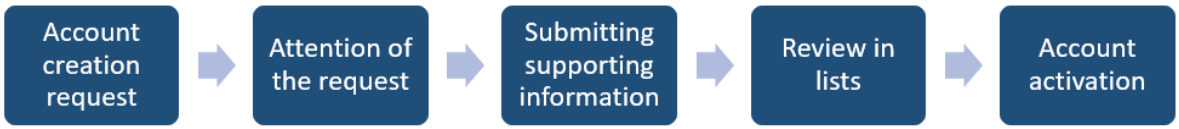
1.4. Soporte y horario de atención

Operation hours are from 8:00 to 17:00 (GMT-5) on business days in the Republic of Colombia. The support team can be contacted at contacto@ecoregistry.io or at the telephone number published on the website.

For more information about EcoRegistry's Service Level Agreements (SLA), please refer to the terms and conditions.

2. Account creation and use

Any organization or individual wishing to participate in the registration system must create an account, which must be approved by the EcoRegistry administrator, with prior approval from Cercarbono. The account opening process is detailed below:



2.1. Request for account creation

Prior to requesting the creation of an EcoRegistry account, potential users are advised to review the requirements established by Cercarbono's voluntary carbon certification program. The service fee is available on the Cercarbono website or upon request by emailing: info@cercarbono.com

EcoRegistry provides its services to Cercarbono as a registration platform for Climate Change Mitigation Programme/Project (CCMP).

Once the previous step is completed, the user must recognize the type of account he/she wants to open according to his/her needs in the registry. This defines the type of interaction the user will have with the system. The account types in EcoRegistry are:

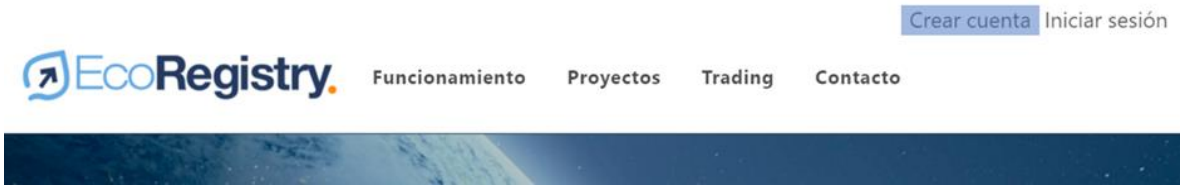
- **Trader:** also known as broker account. This account type is used by the natural or legal person who has permissions to send and receive transfers and to redeem carbon offsets.
- **General account:** The type of account used by the natural or legal person responsible for the registration of the project and the retirement of carbon offsets. This account type also allows sending and receiving carbon credit transfers.
- **Developer:** The type of account used by the natural or legal person designated by the project owner to register the project. Once the credits are issued, they are debited from the project owner's account.
- **Validation and verification body:** represents the independent entities that carry out validation and verification processes. This account type allows approving stage changes in the platform of the registrants.

Table 1. Characteristics of each type of account that can be created in EcoRegistry.

Type of user	Creation of PMCC	PMCC holder	Receipt of issued certificates	Receipt of transfers	Sending of transfers	Withdrawal of transfers
Trader	No	N/A	N/A	Yes	Yes	Yes
General account	Yes	The project holder can be this account or any other selected account	Receive certificates in the account	Yes	Yes	Yes

Type of user	Creation of PMCC	PMCC holder	Receipt of issued certificates	Receipt of transfers	Sending of transfers	Withdrawal of transfers
Developer	Yes	Must select another account to be the project holder	The carbon credits are generated in the account of the owner of the selected project	Yes	Yes	Yes
Validation and verification body	N/A	N/A	N/A	N/A	N/A	N/A

To request the creation of an account, log in to the EcoRegistry home page and click on the **Create Account** tab, which is located at the top right of the screen.



This link will redirect you to a form, which you must complete with the information of the natural or legal person you represent. The data you must enter are:

- Type of account
- Full or comercial name
- Location of the entity that you represent
- Address
- Type of document
- Document number

After entering this information, the form will ask for the contact person's data:

- Name
- E-mail address
- Cell phone number

It is important to mention that the e-mail address entered will be the one to which notifications of PMCC progress, double authentication codes and any other communication issued by EcoRegistry for the account will be sent.

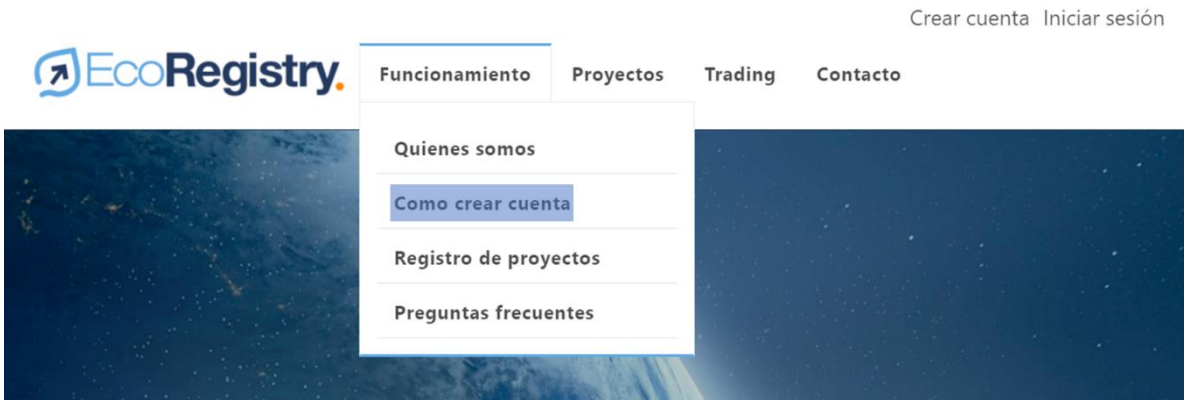
Subsequently, the user must authorize the use of personal data processing and accept the terms and conditions of the platform. Once the information is submitted, the user will automatically receive an email confirming the account creation request and a temporary password. This does not indicate that the account has been activated.

Once the account creation request has been received, the EcoRegistry support team will contact the entity or person concerned to corroborate and understand the specific requirement.

2.2. 2.2. Due diligence process

EcoRegistry has implemented a series of procedures and control measures, preventing it from being used as an instrument for money laundering and terrorist financing. At the same time, it seeks to identify unethical and non-transparent activities.

The entity or person interested in creating an account in EcoRegistry must complete an Excel format and send it to contacto@ecoregistry.io This file can be found by accessing the option **How to create account.** Download the form taking into consideration whether the applicant is based in Colombia or another country.



For the due diligence process, consultations are made on the natural person or requesting organization in binding and restrictive lists, which are national and international databases that collect information, reports and background information from different agencies on individuals and organizations that may present suspicious activities, investigations, proceedings or convictions for money laundering and terrorist financing crimes. The restrictive lists are constantly updated according to national and international regulations on the subject.

An advanced search of information and adverse mentions in the media is also performed to identify activities against the ethics and transparency of the organization or natural person. In case of finding alerts during both processes, EcoRegistry may request more information about what was found.

It should be noted that EcoRegistry adheres to the Code of Ethics and Conduct and the Anti-Corruption and Anti-Bribery Management Guide of the ISA Group and its Subsidiaries, which can be consulted on the following websites:

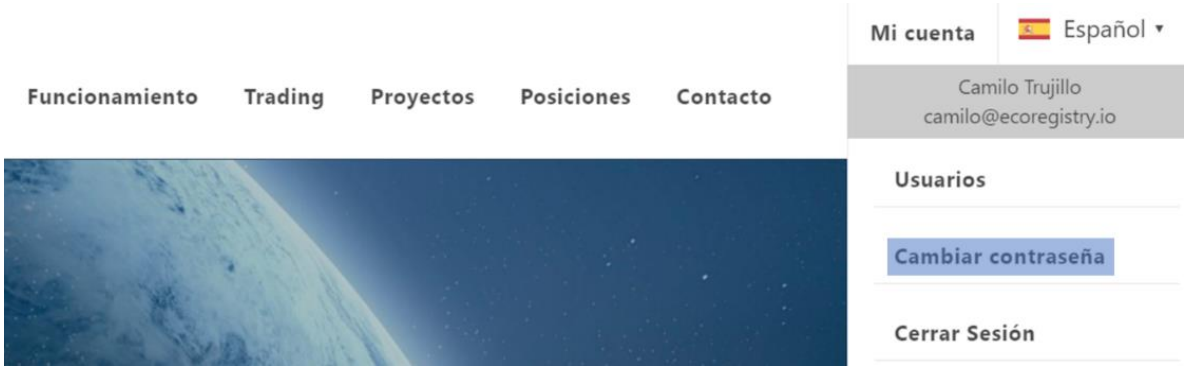
Code of Ethics and Conduct / Anticorruption Code

2.3. Account activation and usage

After the due diligence process, the EcoRegistry administrator will be able to activate or dismiss the account creation. This process may take between 3 to 5 business days for customers located in Colombia or 5 to 8 business days for those located in other countries.

2.3.1. Access and password change

If the account has been activated, the user will be able to access the platform with the registered e-mail address and the random password that was automatically sent by the system at the time of account creation. This password can be changed by the user in the **Change password** option.



The new password must have the following characteristics:

- It must contain at least one uppercase letter, one lowercase letter, one special character and one number.
- It must be at least 8 characters long.

2.3.2. Requesting a change of e-mail and account type

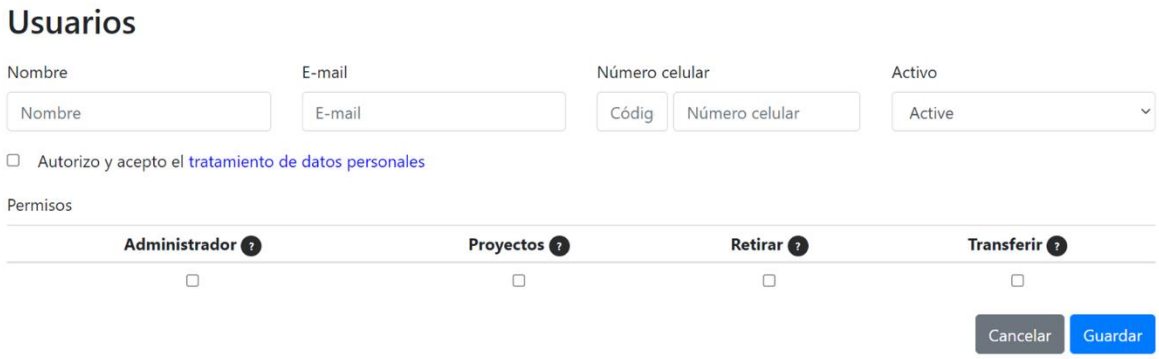
The user can request to change the registration and access email, as well as the account type. To do so, the user should contact the EcoRegistry administrator at contacto@ecoregistry.io with the request. Each case will be evaluated on a case-by-case basis before proceeding with the modification.

2.3.3. Practices of good use and protection of the account

- Use different passwords for different users of the account.
- Do not communicate your password by phone, email or instant messaging.
- Avoid sharing your password.
- Log out when you are done using the platform.
- Avoid logging into your account from public connections where your confidential information can be captured.
- Change your password immediately if it has been compromised

2.4. Creating new users

An EcoRegistry account can have one or more registered users, each with different permissions. The user creating the account can create new users through the **My Account** tab, **Users** option, by clicking on the **Add** button. There you must enter the name, email, cell phone number of the user to register and accept the processing of personal data.



The following is the definition of the permissions that can be granted:

- **Administrator:** allows you to create new users, grant permissions and activate and inactivate users.
- **Projects:** allows creating and modifying projects in the cases of general account and developer. In the case of validation and verification body, it allows validating and verifying projects.
- **Withdraw:** allows carbon certificates to be withdrawn.
- **Transfer:** allows the transfer of carbon certificates to other accounts registered in EcoRegistry

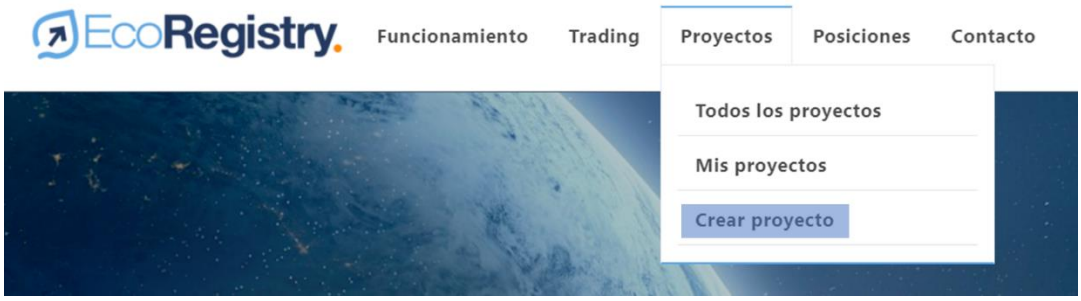
It should be clarified that the trader account does not have permissions to create projects and the validation and verification body account does not have permissions to withdraw and transfer carbon offsets.

2.5. Suspension and closure of the account

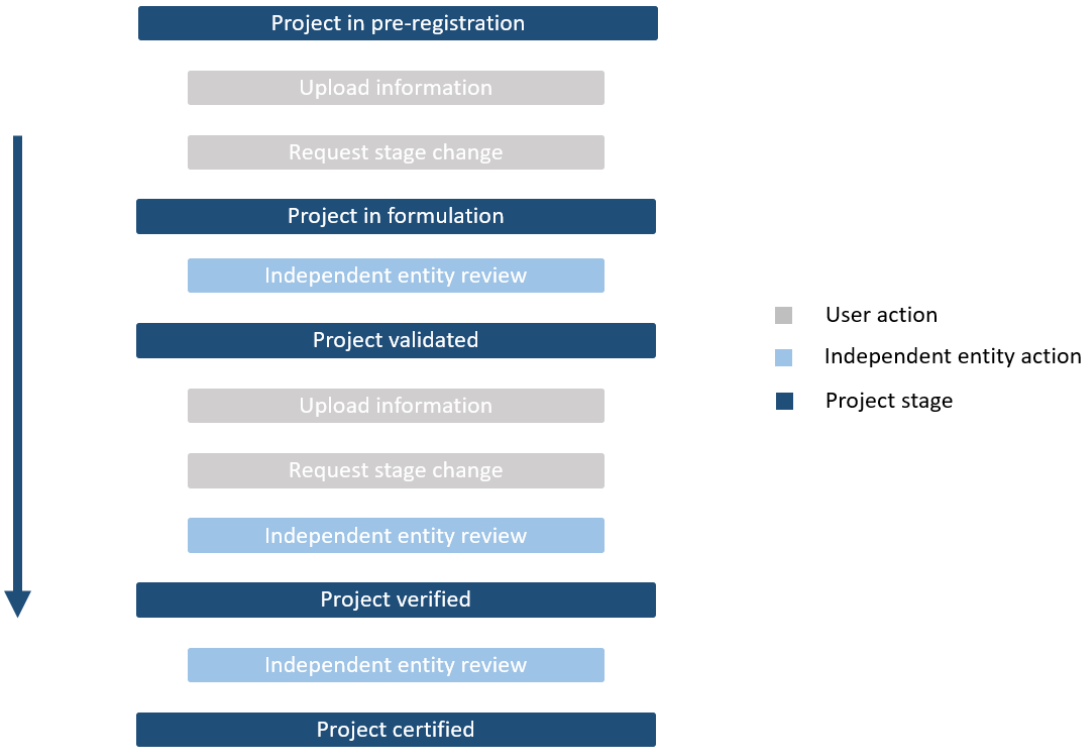
The administrator user can request the closure of the account by writing to contacto@ecoregistry.io Similarly, EcoRegistry may suspend or close the account temporarily or permanently for non-payment of services, misuse of the platform or any other reason as stipulated in the terms and conditions.

3. Project creation

Once the account is activated by the EcoRegistry administrator, the user will be able to make use of the different functionalities of the platform, including the creation of projects. The types of users that have this possibility are General Account and Developer. To do so, the user must go to the **Projects** tab and click on the **Create project** option.



The following is the general flow of the CCMP from creation to certification. It is recommended to review the Cercarbon Voluntary Carbon Certification Program Protocol to complement the understanding of the process according to the type of CCMP.



3.1. CCMP stages

The CCMP has a series of stages to achieve certification and subsequent issuance of carbon units, described as follows:

- **Pre-registration:** the CCMP has been created and the user has applied for formal registration. The CCMP is in the pre-feasibility or formulation stage.
- **Formulation:** the CCMP has been formally registered and approved by Cercarbono.
- **Validated:** The CCMP has been reviewed and the documentation supporting the validation has been checked for completion.
- **Verified:** the CCMP has been reviewed and the documentation supporting the verification has been verified as complete.
- **Certified:** The CCMP has been reviewed and the compliance of the documents that are part of the validation and verification has been certified.

3.1.1. Stage selection and evaluation

When creating the project, the user can choose the stage of the CCMP. In other words, it is not necessary for the CCMP to start its registration in EcoRegistry from the formulation stage.

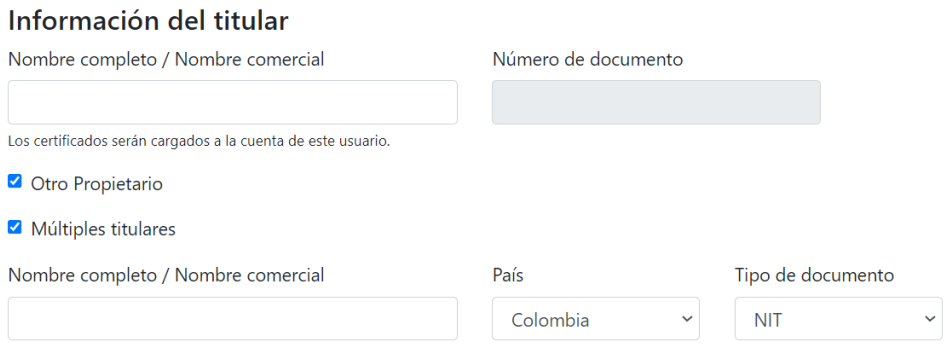
The selected stage will be reviewed by the independent entity in charge of its approval, either the validation and verification body or the certification standard. The entity may raise objections if it finds inconsistencies in the information submitted, which will enable the user to make the necessary modifications.

3.2. Information to register

The registration form has different sections to comprehensively incorporate the information of the CCMP.

3.2.1. Holder information

This section allows recognizing the information of the CCMP holder(s) and the account registered in EcoRegistry that will receive the carbon units or credits once they are issued when the CCMP is certified.



The gray shaded field represents the account that will receive the carbon credits. If logged in from a general account type user, the information for this account will be loaded by default. However, if

the user is not the CCMP owner, he/she can click on the **Other owner** option to associate an account registered in EcoRegistry to receive the credits. To do so, the name or identification document of the account must be entered in the field and selected. In the case of the developer type user, the system will automatically prompt the user to associate an account already registered in the system as the CCMP owner.

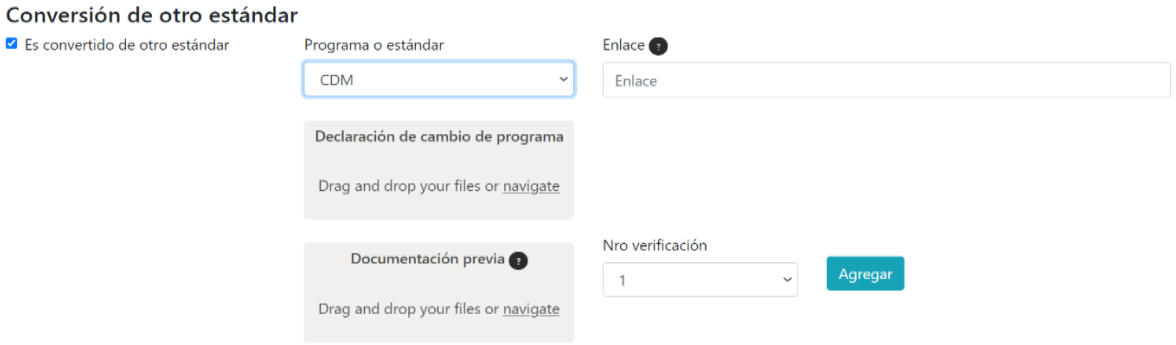
This section also has the option to enter multiple account holders. This will allow identifying the information of the rest of the CCMP owners in the registry and other items such as the retirement certificate.

3.2.2. Developer information

This section allows the CCMP developer information to be filled in. When entering from a general account type user, the information of this account will be marked by default. However, he/she may check the **Other Developer** option in case the CCMP has been developed by a consulting or other services company. If entered with a developer type account, the system will take by default the information of this account and will not allow modifications.

3.2.3. Conversion from another standard or certification program

When required, this section allows the CCMP to declare its origin from another standard or certification program. Once this field is selected, the user must enter the web link containing the CCMP registration in the originating standard or certification program.

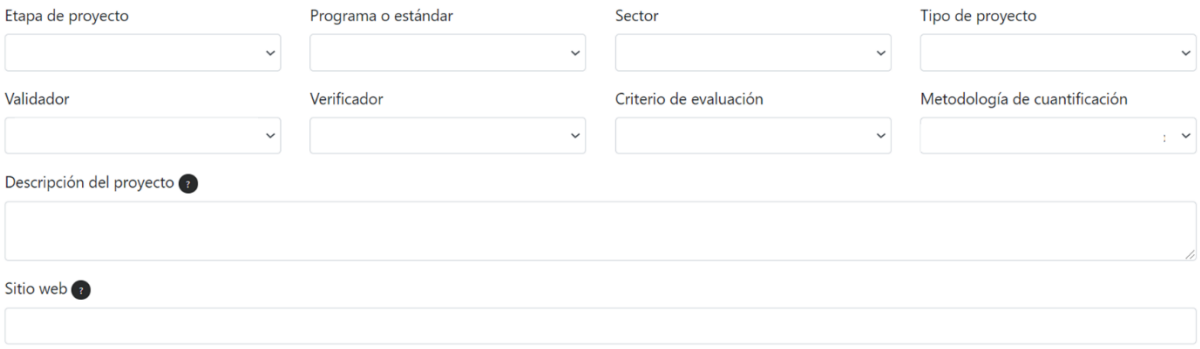


Likewise, the program change declaration must be attached using the format determined by Cercarbon and the previous CCMP documentation related to past validations or verifications carried out in the standard of origin. Once this information is entered, the platform will automatically recognize the new verification period to be registered and certified in EcoRegistry.

3.2.4. CCMP basic data

In this section the user shall enter the basic information of the CCMP such as the name, the stage it is in, the standard or certification program, the verification number to be certified, the sector and type of CCMP, the validation and verification body, the evaluation criteria and the quantification methodology. In case the user has not yet defined the validation or verification body he/she will work with, he/she can choose a momentary option and then it can be modified.

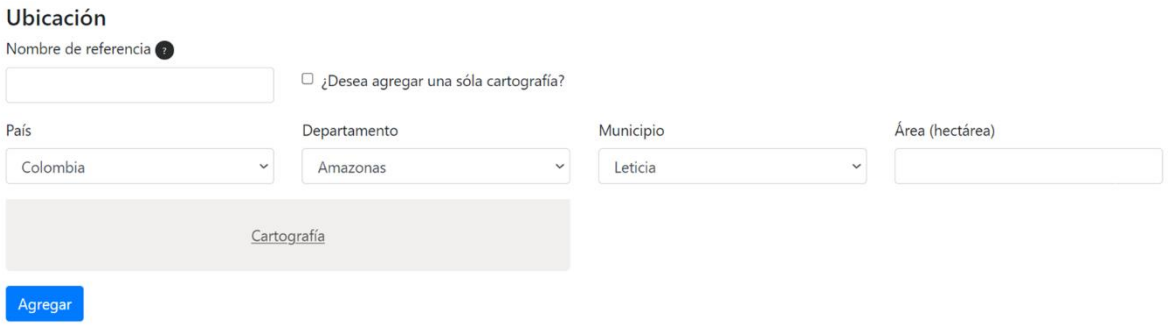
It is recommended to enter an appropriate CCMP description, as it is a relevant item to know about the initiative. In case the CCMP has a web page, you can enter it in the platform. However, this field is not mandatory.



3.2.5. Location

This section allows entering the CCMP location, which will be reflected in the CCMP preview. The user may enter one or several locations. To do so, a reference name associated to each one must be entered. The option to add a single mapping allows the same file to apply to all locations entered.

It should be clarified that it is not mandatory to enter each CCMP location. This is in case you have a presence in a large number of sites. To do so, you may enter the main locations. Once the information has been entered, you must click on the add button for the information to be registered in the system.



3.2.6. CCMP Dates and Figures

This section is divided into crediting period information and verification period information.

- **Crediting period:** requests the start and end date, the estimated tons for the entire crediting period and the average annual removal or reduction (including avoidance, displacement and destruction) of GHG issuances. The platform will also request, when applicable, the "buffer" offset reservation.

- **Verification period:** In addition to entering the dates of the period, this part of the section asks for the total tons for the verification period and the disaggregated tons per year of removal or reduction (including avoidance, displacement and destruction) of GHG issuances to build the vintage of the serials. The disaggregated tons should sum to the same number as the total tons and some figure should be entered for each year covering the verification period, including the 0 number option.

3.2.7. CCMP Image and Documents

This section allows uploading the CCMP documents that support the generation of carbon certificates. Below are the files that must be uploaded according to the CCMP stage, the format and it is clarified whether they are public or not for any user accessing EcoRegistry.

Stage	Documents according to stage	Format	Public document
Pre-registration	Project description document	pdf	X
	Supporting documents	pdf	
	Power of Attorney	pdf	
	Calculations	xlsx	
	Cartography	shape/kml	

Stage	Documents according to stage	Format	Public document
	Image	jpg/png	X
	Program change statement	pdf	X
	Previous documentation	Pdf	X
Formulation	No additional information uploaded	n/a	
Validated	Validation report and attachments	pdf	X
	Validation statement	pdf	X
	Validator conflict of interest statement	pdf	X
	Monitoring report	pdf/xlsx	X
Verified	Verification report and attachments	pdf	X
	Verification statement	pdf	X
	Verifier conflict of interest statement	pdf	X
Certified	Certificate of issuance	pdf	X
	Certification Report	pdf	X
	Project notes	pdf	X
	Retirement certificates	Pdf	X

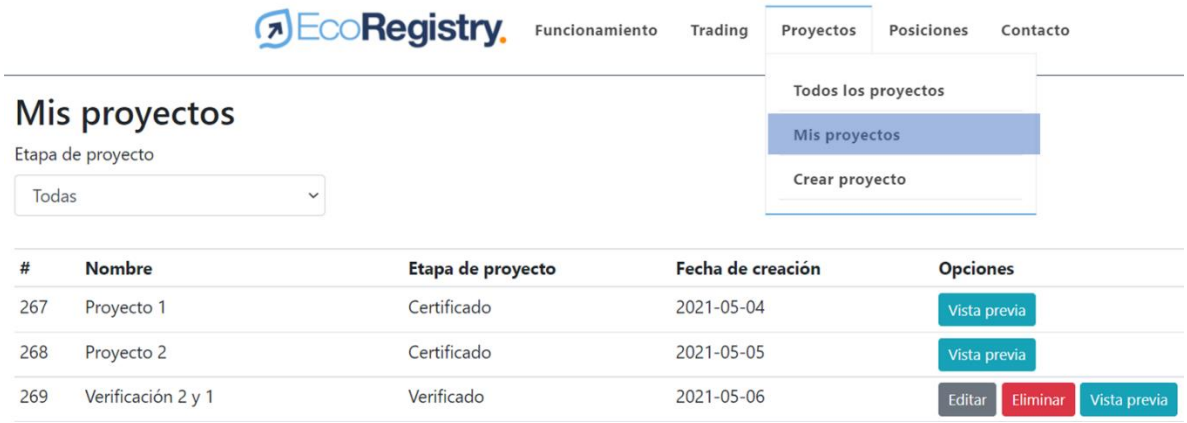
If necessary, it is possible for the user to upload compressed files in the fields to attach a larger volume of information. It is also recommended to upload a good resolution image related to the climate change mitigation initiative.

3.2.8. Save and send for review

As the user enters the CCMP information, he/she can save the information so that it is recorded in the system to avoid its loss. EcoRegistry will automatically assign a unique ID to the initiative in the system. When the CCMP information is completed according to the chosen stage, the user can click the **Submit for Review** button to request the corresponding stage change. Both options are located at the bottom of the screen.

3.2.9. Project visualization

Once the CCMP is created, the user will be able to view and edit it through the My Projects option. However, it will not be public for any type of user accessing EcoRegistry until it is previously reviewed and published by the certification program.



3.2.10. New verification request

In case the CCMP is to register a new verification, contact the EcoRegistry administrator to enable this option. The CCMP will automatically appear as editable from the **My Projects** sub-tab.

4. Issuance of carbon offsets

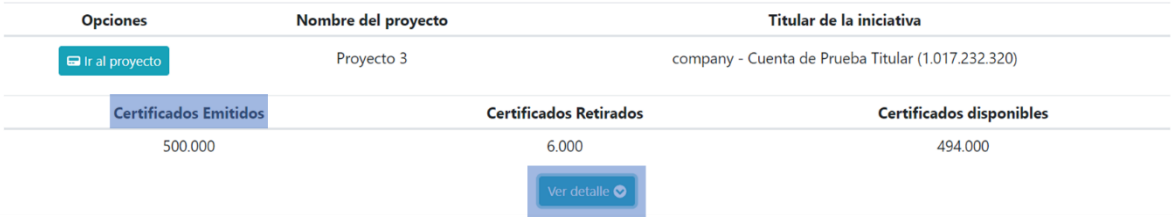
4.1. Issuance and serialization

After the CCMP is certified by the certification program, the amount of certified carbon offsets are issued in the CCMP holder's general account. In order to avoid double counting phenomena, each ton has a unique serial number which is composed of the following parameters, according to the CCMP characteristics.

Position	Parameter description
1.	Project Certification Program
2.	CCMP ID
3.	CCMP Validator
4.	Quantification methodology used by the CCMP
5.	CCMP Verifier
6.	CCMP Sector
7.	CCMP Country of CCMP implementation
8.	CCMP validation number
9.	CCMP verification number
10.	Vintage or year corresponding to the removal or reduction of issuances
11.	Serial start number 1 - 999,999,999,999,999
12.	Final serial number 1 - 999,999,999,999,999

Example: CDC_22_2_8_322_14_CO_1_1_2019_1 a 246831

The total amount of carbon offsets issued can be viewed in the accounting table of each CCMP. By clicking on the View detail option, the amount of offsets issued per vintage can be discriminated:



4.2. Unit eligibility

As part of the evaluation process to issue carbon offsets, the certification program identifies and marks on the platform the eligibility of tons per vintage according to the specificities of each carbon market or scheme. The eligibility of tons is found in the accounting table of each CCMP by clicking on the View Detail button, as shown below:

Opciones	Nombre del proyecto	Titular de la iniciativa
Ir al proyecto	Proyecto 3	company - Cuenta de Prueba Titular (1.017.232.320)

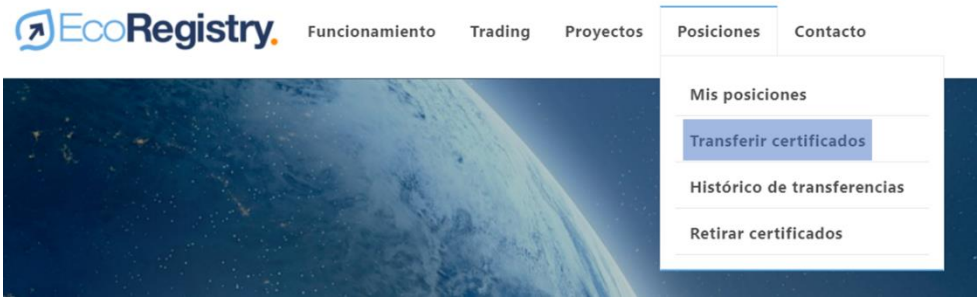
Ocultar detalle

					Elegible	
Vintage	Certificados Emitidos	Certificados Retirados	Retiros anulados	Certificados disponibles	Corsia	Impuesto al Carbono
2015	100.000	0	0	100.000	☐	☐
2016	100.000	2.000	0	98.000	☐	☑
2017	100.000	1.000	1.000	99.000	☑	☑
2018	100.000	1.000	0	99.000	☑	☑
2019	100.000	2.000	0	98.000	☑	☑

5. Carbon offsets transfer

5.1. Transfers to accounts in EcoRegistry

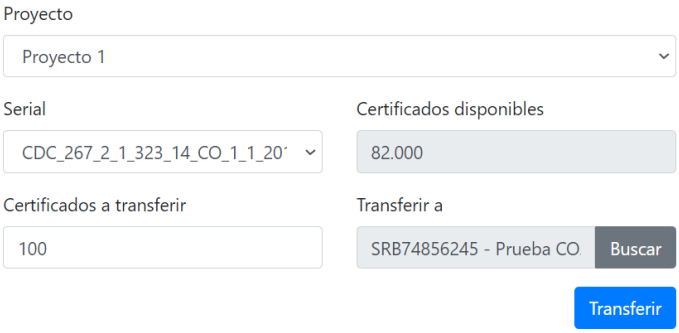
To make transfers to other accounts registered in EcoRegistry, the user must access the **Transfer certificates** option from the **Positions** tab.



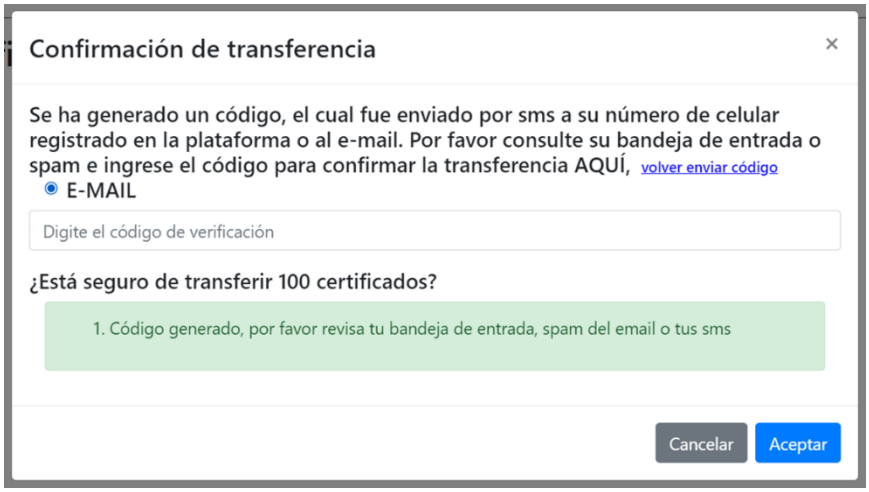
There a panel will be displayed where you must select and enter the following information:

- CCMP from which you are going to make the transfer.
- Serial associated to the vintage from which you are going to make the transfer.
- Number of tons to be transferred

Similarly, you must click on the **Search** option and enter the name or identification number of the entity or person to whom the transfer is to be made, depending on how it is registered in the platform. Subsequently, click on the **Transfer** button**.**



A transfer confirmation box will automatically open. There, you must insert the two-factor authentication, which is a four-digit code sent to the e-mail address registered in the platform, and accept the transfer.



5.2. Transfer history

The history of transfers made and received can be viewed in the **Transfers history** option from the **Positions** tab. There you can check the type of transfer, CCMP, serial number, amount, user and date of transfer.

Histórico de transferencias

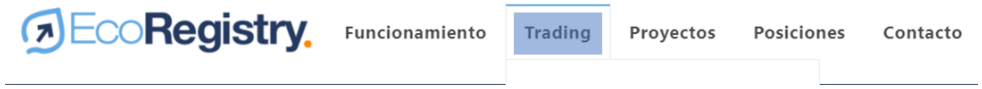
Ingrese para buscar...

Tipo	Proyecto	Serial	Cantidad	Usuario transferencia	Fecha
Recibido	Proyecto 3	CDC_274_1_5_321_1_CO_1_2_2018	100	Prueba CG5	2021-07-14 22:24:53
Enviado	Prueba flujo	CDC_283_1_5_321_1_MULT_1_1_2015	69.900	Juan David General	2021-07-14 15:37:27
Enviado	Prueba flujo	CDC_283_1_5_321_1_MULT_1_1_2015	30.000	Juan David General	2021-07-14 15:20:03
Enviado	Proyecto 1	CDC_267_2_1_323_14_CO_1_1_2015	100	Prueba CO2	2021-06-25 8:35:14

The carbon offset transferred is deducted from the positions of the transferring account and the carbon offsets received are accounted for in the positions of the receiving account.

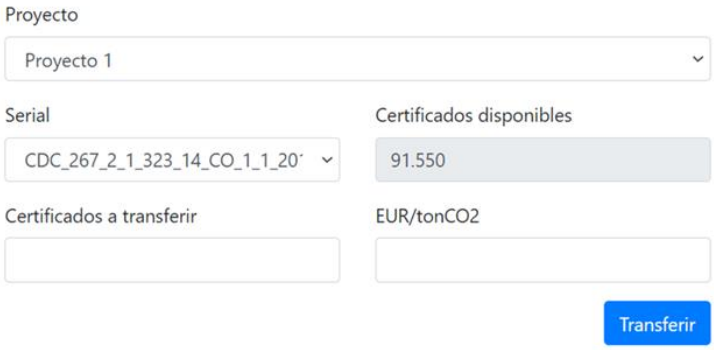
5.3. Trading

Users have the possibility to trade their carbon offsets through buying and selling platforms with which EcoRegistry is interoperable. To do so, click on the **Trading** tab and select the marketplace or exchange through which you wish to offer your offsets.



Before making the first bid, you must create a user on the exchange platform by entering the email registered in EcoRegistry and a password of your choice. The estimated activation time may vary depending on the selected platform.

Once the account is activated, the user will be able to bid his carbon offsets through a panel similar to the transfer panel. In addition to selecting the CCMP, the serial number and inserting the amount of tons to bid, the user must enter the expected price for each carbon offset according to the currency indicated.



Making the bid does not imply that you will lose ownership or custody of the carbon offsets or that they will be blocked in the registry platform. Each tonne will remain available in your EcoRegistry account and can be withdrawn if you have achieved an early sale in another trading medium. The amount of tons offered on the buying and selling platform will be discounted according to the availability of credits in EcoRegistry.

If you have any questions about charges and the billing process, please contact the EcoRegistry administrator at contacto@ecoregistry.io

6. Carbon credits retirement

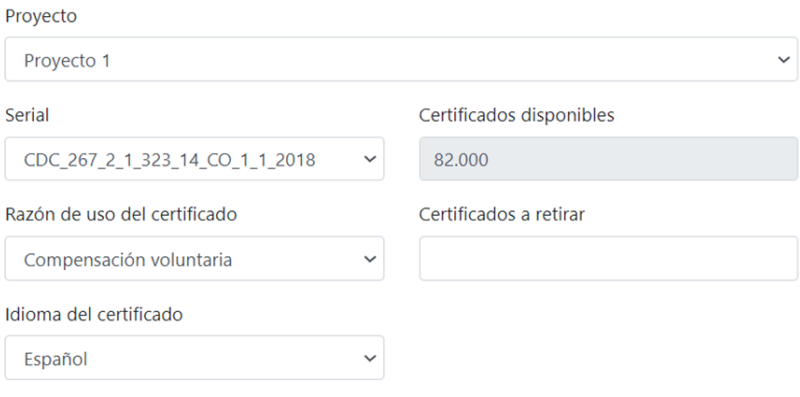
6.1. Retirement process

To withdraw carbon offsets, the user must access the **Withdraw Certificates** option from the **Positions tab**.

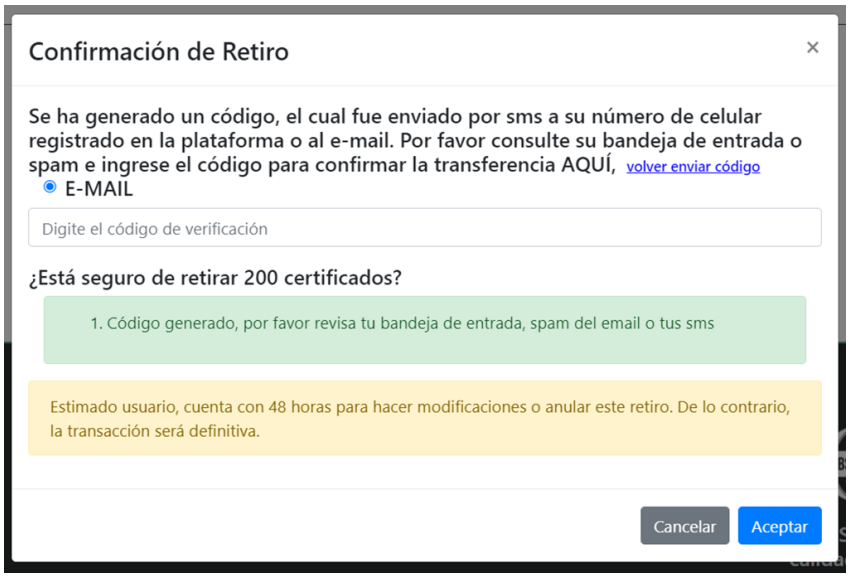
There a panel will be displayed where the following information must be selected and entered:

- CCMP from which the withdrawal is to be made.
- Serial associated to the vintage from which you are going to make the retirement.
- Reason for use of the retirement certificate.
- Quantity of tons to be withdrawn.
- Recall certificate generation language.
- End-user information: country of location, document type and document number.
- Taxpayer information: country of location, document type and document number. This information is only requested for withdrawals applicable to the non-causation of carbon tax in Colombia.

Please note that the platform will only enable the reason for use according to the eligibility marked by the carbon offset certification program. Additionally, you can check the box that enables the end user of the retirement to be public in the CCMP accounting table.



Once the required information is completed, you must click on the Withdraw button. A retirement confirmation box will automatically open. There, you must insert the two-factor authentication, which is a four-digit code sent to the e-mail address registered in the platform, and accept the retirement.



Once the process is completed, the platform will automatically issue the retirement certificate in PDF format. This can be printed or shared without losing its authenticity, since it has a QR code that, when scanned, allows the veracity of the information to be checked against the data registered publicly in EcoRegistry.

The information contained in the withdrawal certificate is presented below:

- Certification Program
- Date of retirement of carbon offsets
- Name and ID of the CCMP
- Name and ID of the CCMP holder
- Serial number of carbon offsets retired
- Number of carbon offsets retired
- Vintage of offsets retired
- Full name and NIT of the taxpayer for carbon tax exemption purposes.
- Full name and NIT of the end user for voluntary offsetting purposes.
- Reason for use of the retirement certificate
- CCMP crediting period.
- Retirement certificate number
- QR code of the retirement certificate

EcoRegistry.

CERTIFICADO DE RETIRO DE CRÉDITOS DE CARBONO

Programa de certificación
CERCARBONO

EcoRegistry certifica que el **2021-07-14** se han retirado **2.027** certificados de carbono del proyecto **Doña Juana Landfill Gas to Energy Project** identificado con el ID **51**, asociado al titular **BIOGAS DOÑA JUANA S.A.S E.S.P.**, identificado con **900.181.508-1. Dichos certificados están asignados al siguiente número serial:**

Serial	Inicial	Final	Total tCO2e	Año de remoción (vintage)
CDC_51_7_9_327_13_CO_1_2_2020_445750 a CDC_51_7_9_327_13_CO_1_2_2020_447776	445.750	447.776	2.027	De 2020-01-01 Al 2020-12-31

A nombre de:
PUMA ENERGY COLOMBIA COMBUSTIBLES S.A.S.

Identificado con NIT:
900.497.906-5

Fecha: 2021-07-14
Nro. certificado: 18

Este retiro cumple con los requerimientos de la no causación del impuesto al carbono en Colombia, de acuerdo con el Decreto 926 de 2017

Período acreditación: 2016-09-22 a 2023-09-21

It is important to note that a carbon offset can be withdrawn only once and will be deducted from the PMCC accounting and positions of the withdrawing account.

6.2. Downloading retirement information

From the PMCC accounting table the withdrawing user may download at any time the following documents: the withdrawal certificate, the issuance certificate, the validation and verification statements and the accreditation of the validating and verifying body. To do so, click on the following button located in the column labeled **Project Documents**:

Ver certificado	# Certificado	Serial	Destinación certificado	Usuario final	Sujeto pasivo	Fecha	Ton entregadas	Documentos del proyecto	Anular/Modificar
	1	CDC_278_2_1_322_14_CO_1_1_2019_1 a CDC_278_2_1_322_14_CO_1_1_2019_100	Impuesto al Carbono	876.545.433-3 - Construcción S.A.	454.354.111-1 - Terpelito SA	2021-06-18 11:20:16	100		

6.3. Request for cancellation or modification of retirements

The user who has made a withdrawal has a period of 48 hours to request its cancellation or modification in case of errors. Otherwise, the retirement will be definitive. To request this process, the user must access the PMCC accounting table and click on the following box located in the **Cancel/Modify** column according to the retirement number:

Ver certificado	# Certificado	Serial	Destinación certificado	Usuario final	Sujeto pasivo	Fecha	Ton entregadas	Documentos del proyecto	Anular/Modificar
	1	CDC_278_2_1_322_14_CO_1_1_2019_1 a CDC_278_2_1_322_14_CO_1_1_2019_100	Impuesto al Carbono	876.545.433-3 - Construcción S.A.	454.354.111-1 - Terpelito SA	2021-06-18 11:20:16	100		

Subsequently, a panel will be displayed in which you will have to:

- Accept the consent on the cancellation or modification of the retirement.
- Insert the double authentication factor that arrives to the e-mail.
- Indicate if it is a cancellation: this option is indicated if there was an error in the amount of tons withdrawn.
- Indicate if it is a modification: this option is indicated to modify the reason for use, the end user's information or the taxpayer's information.
- Depending on the case, upload the retirement cancellation or modification request form signed by the tonnage holder at the time of the retirement and the end user of the retirement.

The EcoRegistry administrator will evaluate each case and may accept or reject the cancellation or modification of the retirement.

The cancelled withdrawal will be traceable in the platform and the tons are reissued to the account that made the cancelled retirement.

Ver certificado	# Certificado	Serial	Destinación certificado	Usuario final	Sujeto pasivo	Fecha	Ton entregadas	Documentos del proyecto	Anular/Modificar
	1	CDC_274_1_5_321_1_CO_1_1_2017_1 a CDC_274_1_5_321_1_CO_1_1_2017_1000	Impuesto al Carbono	421.321.333-5 - Harinera del Valle	546.132.133-5 - Cobusmax SA	2021-05-10 7:18:21	1.000		Certificado anulado

In case of modification, the accounting table will show the traceability of the modified retirement certificate, by clicking on the arrow on the right side of the certificate.

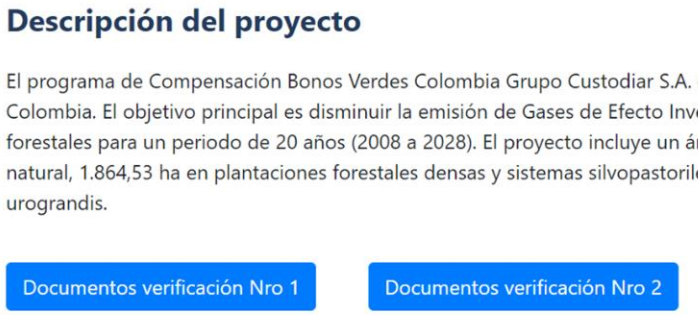
	3	CDC_274_1_5_321_1_CO_1_1_2016_1 a CDC_274_1_5_321_1_CO_1_1_2016_1000	Compensación voluntaria	875.454.444-4 - Trasportes Air	- - -	2021-05-10 7:28:36	1.000		
	3	CDC_274_1_5_321_1_CO_1_1_2016_1 a CDC_274_1_5_321_1_CO_1_1_2016_1000	Impuesto al Carbono	451.313.333-4 - Aguas del Caribe	136.133.333-3 - Combustibles del Oriente	2021-05-10 7:28:36	1.000		

7. Public information and reporting

7.1. Public information

In the interest of transparency, users without an EcoRegistry account can access important public information on the platform. In the Projects tab you can access the initiatives that have been registered and approved to be certified under the selected certification program. The basic information of the CCMPs will be displayed, which can be filtered by different items:

Clicking on the project will provide more information, including the description and documents that support the generation of carbon offsets during the monitoring, reporting and verification process. This information is organized by verification number or event:

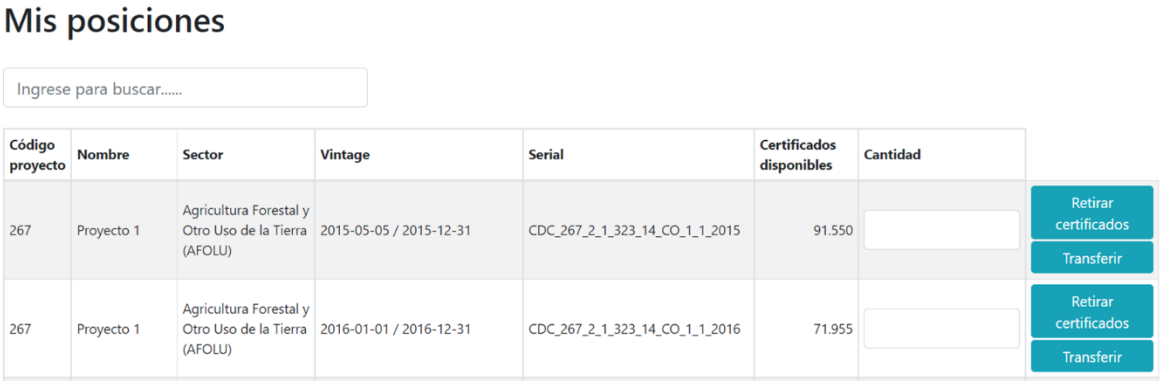


Any public user can also access the PMCC accounting table. To do so, you must enter the option **View Withdrawn Certificates** in the initiative of interest. There you will be able to view the following information:

- Name of the PMCC.
- PMCC holder and ID.
- Total amount of issued, withdrawn and available credits of the PMCC.
- Detail by vintage of issued, withdrawn, cancelled and available credits.
- Eligibility of credits by vintage.
- Information on each PMCC withdrawal

7.2. Reporting

Account types with the option of owning the carbon credit custodian will be able to manage their portfolio from the My Positions option, located in the Positions tab. There you will find the carbon credits currently available in your account, organized by PMCC and vintage. From this option you can request withdrawals and transfers to be redirected to the respective windows.



On the other hand, the EcoRegistry administrator and some accounts that have exclusive permissions for market authorities can track details and historical movements of each carbon credit through customized issuance, transfer and retirement reports. These reports have data search engines, date filters and the option to export data in XLS and CSV format.

If you have any questions regarding the use of the platform, please contact the administrator at contacto@ecoregistry.io

8. History of document

Log		
Version	**Date**	**Comments or changes**
1.0	16/07/2021	Initial version

EcoRegistry.