

Registry user guide

Energy Savings Scheme

Greenhouse Gas Reduction Scheme

February 2014

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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.

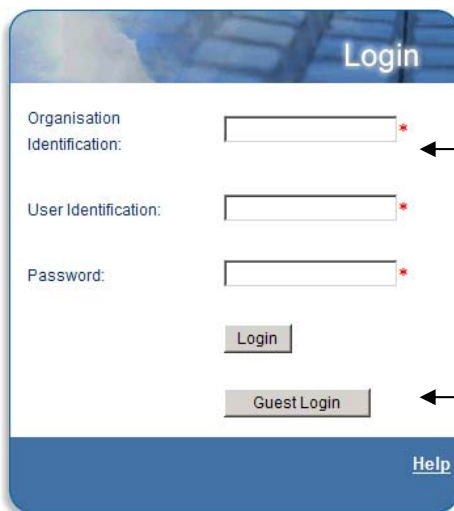
GGAS closure

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

1. Open a web browser and go to <https://www.ggas-registry.nsw.gov.au>.
2. Select **Enter Registry**.
3. Enter your organisation id, user id and password. Select **Login**.



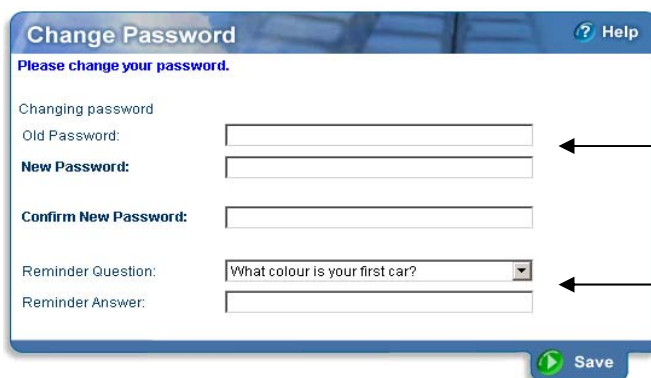
The screenshot shows a 'Login' form with three input fields: 'Organisation Identification', 'User Identification', and 'Password'. Each field has a red asterisk to its right. Below the fields are two buttons: 'Login' and 'Guest Login'. A 'Help' link is located at the bottom right of the form.

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.



The screenshot shows a 'Change Password' form. It includes a 'Help' link in the top right. The form has the following fields: 'Old Password', 'New Password', 'Confirm New Password', 'Reminder Question' (a dropdown menu with 'What colour is your first car?' selected), and 'Reminder Answer'. A 'Save' button is at the bottom right.

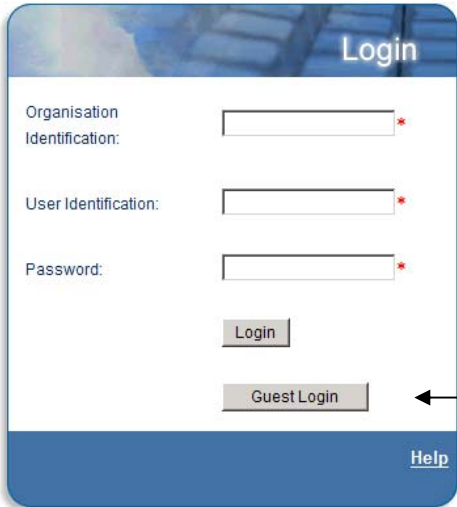
Passwords must contain a minimum of eight characters, including at least two numeric digits and one alphabetic character.

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:

1. Open a web browser and go to <https://www.ggas-Registry.nsw.gov.au>.
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.



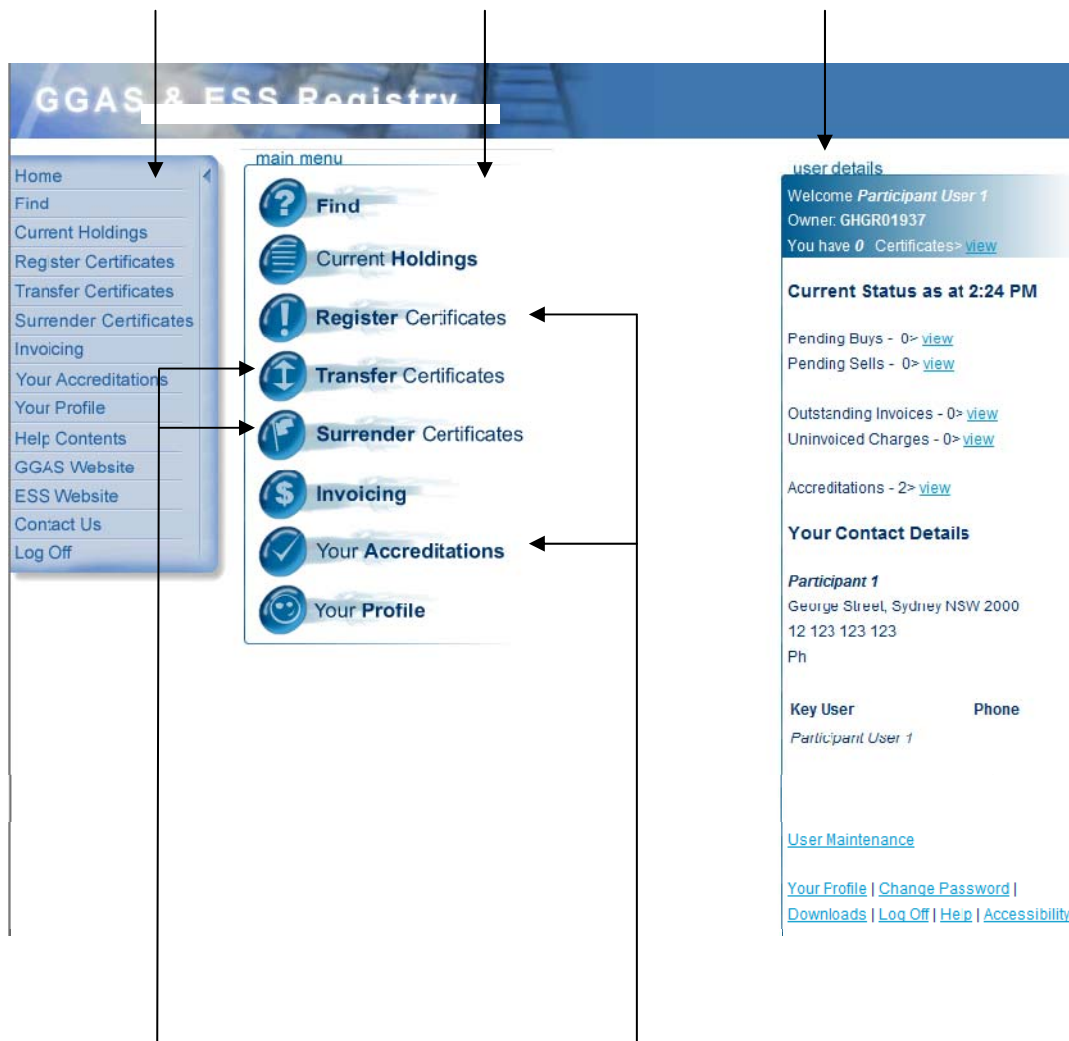
The screenshot shows a login form titled "Login" with a blue header. It contains three input fields: "Organisation Identification:", "User Identification:", and "Password:", each with a red asterisk to its right. Below the fields are two buttons: "Login" and "Guest Login". An arrow points from the text "Select Guest Login." to the "Guest Login" button. A "Help" link is visible in the bottom right corner of the form area.

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**.

The screenshot shows the 'User Maintenance' interface. At the top, there is a 'User Maintenance' header with a 'Help' icon. Below this is the 'Owner Data' section, which contains a table with the following information:

Owner Name:	Participant 1	Owner ID:	GHGR01937
Date Added:	20-Feb-2014	Owner Type:	
Organisation ID:	participant1	Modify Owner Detail	

Below the 'Owner Data' section is the 'User Data' section. It features a checkbox labeled 'Include Revoked Users (Shown as shaded)'. Below the checkbox is a table with the following columns: 'Id', 'LoginID', 'Name', 'Position', 'Location', and 'Revoked'. The table contains one row of data:

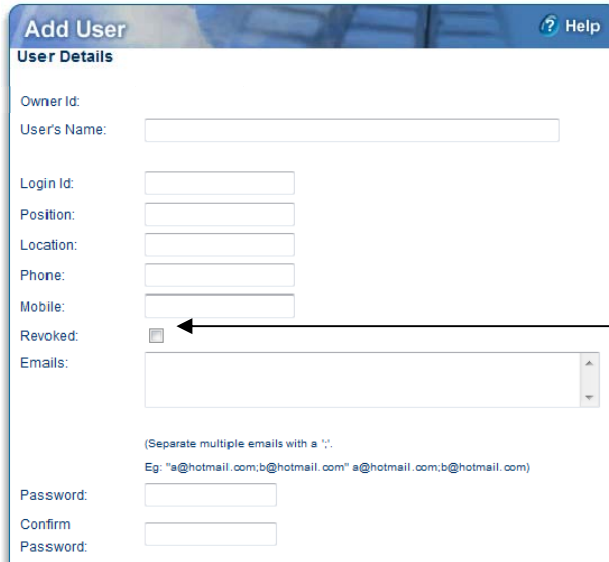
Id	LoginID	Name	Position	Location	Revoked
20	ParticipantUser1	Participant User 1	Manager	Sydney	

At the bottom of the interface, there are two buttons: 'Add Users' and 'Show Users'. A 'View/Modify' link is also present in the first column of the 'User Data' table.

Select this checkbox to view revoked users.

Select **View/Modify** to edit a user account or **Add Users** to create a new user account.

4. Enter or change information as required.



To revoke a user account select the **Revoked** checkbox.

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**.

Modify Owner ? Help	
After modifying details, click on the Save button to save your changes.	
Id:	
Name:	Participant 1
OrgId:	participant1
ABN:	12 123 123 123
Added to Registry:	20-Feb-2014
Street Address:	George Street, Sydney NSW 2000
Postal Address:	
Phone:	
Discard Changes 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:

- ▼ www.ess.nsw.gov.au/Registry
- ▼ www.ipart.nsw.gov.au/Home/Industries/Electricity/Greenhouse_Gas_Reduction_Scheme.

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

Request Access to GGAS & ESS Registry Help

Complete the form below to request Access

Select your option: Register as a Company Representative
 Register as an Individual

Your Organisation

Full Business Name:
(The use of 'Ltd' is preferred over 'Limited' in your company name)

Short Business Name:
(This will be used to login so keep it short)

ABN:

Phone:
(include area code)

Street Address:

Postal Address:

Your Details

Your Name:

Job Title:

User/Login ID:

Work Location:
(if different to Street Address above)

Your Phone Number:
(If different to Business Phone)

Your Mobile:

Email Address:

Reminder Question:

Reminder Answer:

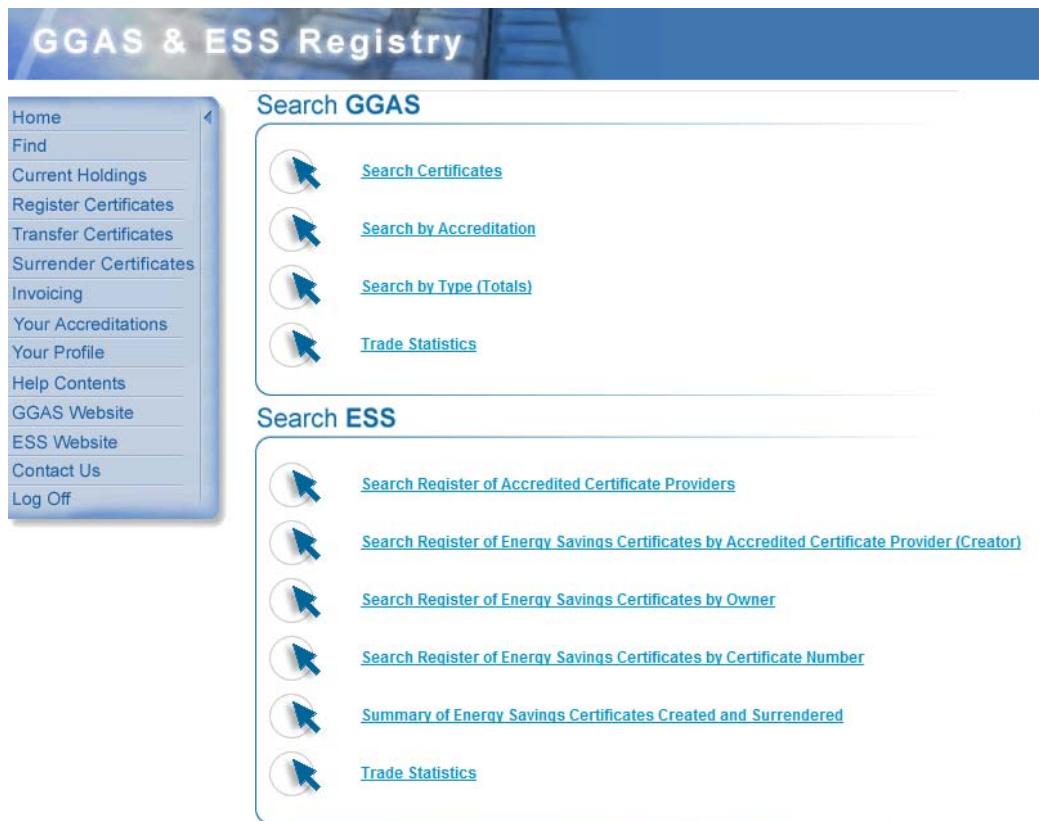
Password: Confirm Password:

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 that 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**.

View Accreditations & Projects Help

Below is a list of accreditations and projects for: Participant 1

Owner's Data:

Owner Name:	Participant 1	Owner ID:	
Date Added:	20-Feb-2014	Owner Type:	OTHER
Date Approved:	20-Feb-2014	Phone No.:	
Org ID:	participant1	ABN:	12 123 123 123
Street Address:	George Street, Sydney NSW 2000		
Postal Address:			

[Click here to Show Creation Information for the following Accreditations and Projects](#)
[Click here to Show Forfeit Information for the following Accreditations and Projects](#)

Accreditation and Project Details:

Accreditation: RESA 1
Rule: Energy Savings Scheme

Project Name	Added	Region	Project Type	End Date
RESA 1	20-Feb-2014	NSW	HVAC/Chiller - Industrial	

Accreditation: RESA 2
Rule: Energy Savings Scheme

Project Name	Added	Region	Project Type	End Date
RESA 2	20-Feb-2014	NSW	Lighting (CLF) - Commercial	

View Details

Tip: Click here to view certificate creation and forfeit history.

Select **View Details** to view details of your accreditations and projects.

- 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.

View Accreditations & Projects
[? Help](#)

Select the accreditations/project you would like to view .

Owner Details:

Owner Name:	Participant 1	Owner ID:	
Date Added:	20-Feb-2014	Owner Type:	OTHER
Date Approved:	20-Feb-2014	Phone No:	
Org ID:	participant1	ABN:	12 123 123 123
Street Address:	George Street, Sydney NSW 2000		
Postal Address:			

Select an Accreditation:

Select a Project:

[View Info](#)

Project Details

Project ID: Accreditation ID:

Date Added: 20-Feb-2014 End Date:

Project Name:

Region:

Calc Method:

Project Type:

REC Baseline:

Other Info:

	Vintage 2014	Vintage 2013
Certs Created:	<input type="text" value="0"/>	<input type="text" value="0"/>
Certs Forfeited:	<input type="text" value="0"/>	<input type="text" value="0"/>
Certs Created Net:	<input type="text" value="0"/>	<input type="text" value="0"/>
Yes REC Responses:	<input type="text" value="0"/>	<input type="text" value="0"/>

[Back](#)

Accreditations and projects are listed in these drop lists.

Depending on your selections above, accreditation or project information will be displayed.

Certificates created for the project selected will be displayed.

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**.

Accreditation and Project Selection

ESS Scheme

Are you authorised to register certificates?

No
 Yes

Please select an Accreditation:

RESA 1
RESA 2

Please select a corresponding Project:

RESA 1

Continue

Only authorised users can register certificates.

Select the accreditation.

Select the project.

Click Continue.

3. Select the certificate vintage¹, 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.

¹ The calendar year in which energy savings activities occurred, or were deemed to have occurred.

Enter the vintage, quantity and lodgement number. The lodgement number is your own internal reference.

Additional information can also be entered for reference.

4. A summary of your certificate registration will be displayed. Select **Confirm** to register the certificates.

Check that the details entered are correct.

Note that 5% of the 2,000 certificates registered will be placed on admin hold. In practice, the set aside percentage may be greater or less than 5%.

Select **Confirm** to register

5. An acknowledgement screen will be displayed detailing certificate numbers and registration fee (see page 19).

Select **Issue Invoice** if required at this stage (refer Step 6 below) otherwise, select **Home**.

- 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.

The screenshot shows a 'Tax Invoice' form with the following details:

Independent Pricing and Regulatory Tribunal of NSW
 GGAS & ESS
 Level 8
 1 Market Street
 Sydney NSW 2000
 ABN: 49 202 280 878

Owner Name: Participant 1
 Owner Address: George Street, Sydney NSW 2000
 Owner ID: participant1
 Owner ABN: 12 123 123 123

Invoice Number: GGAR0074226
 Invoice Date: 28-Feb-2014
 Item Count: 1
 Invoice Amt.: \$1,400.00

Transaction Date	Transaction Type	Reference	Amount	GST	Total
28-Feb-2014	Registration	ESRReg3153	\$1,400.00	\$0.00	\$1,400.00

NOTE: All items exempt from GST

Payment Methods Payment should be made directly to the following Bank Account:
 Bank: Westpac Banking Corporation BSB: 032-001 Account Number: 205717
 Please include your Invoice Number: GGAR0074226 with your payment.

Details of Charges in this invoice:
 Name of Accreditation: RESA 2
 Name of Project: RESA 2
 Set Aside Percentage: 5
 Vintage: 2014
 Quantity of Certificates: 2000
 Lodgement No.: YourReference
 Reference No.: ESRReg3153
 Certificate Type: Energy Savings Scheme
 Certificate Range: 2014-152548509 -> 2014-152548508

Select **Print** to print a copy of the invoice for your records.

- 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.

Outstanding And Past Invoices					Help
Recent Invoices: You have 1 recent invoice.					
Invoice #	Invoice Date	Amount	Still Owing		
GGAR0074180	21-Feb-2014	\$1,400.00	\$1,400.00	View Invoice Details	
Uninvoiced/Unpaid Charges: You have 2 uninvoiced or unpaid charges.					
Fee Date	Fee Type	Ref #	Invoice #	Amount	Still Owing
21-Feb-2014	Registration	ESRRReg3147	GGAR0074180	\$1,400.00	\$1,400.00
21-Feb-2014	Registration	ESRRReg3148	No Invoice	\$350.00	\$350.00
Recent Payments: You have no recent payments.					
Only Paid Invoices and Payments within the last 90 days are shown.					
Reload Uninvoiced charges		Issue Invoice			

Check if invoices have been generated for any outstanding charges. If an invoice has been generated, an Invoice # will be displayed in the invoice # column.

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.

Owner Id	Name	ABN	
	Participant 2	12 123 123 124	select

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**.

Type	Accreditation	Project	Vintage	Can Surrender	Available Quantity (by certificate bundle)	Enter Number of Certificates to Transfer
Energy Savings Scheme	RESA 1	RESA 1	2014	No	1,900	<input type="text"/>
Energy Savings Scheme	RESA 1	RESA 1	2014	No	100	Hold (Admin)
Energy Savings Scheme	RESA 1	RESA 1	2014	No	100	Hold (FEE, Admin)
Energy Savings Scheme	RESA 1	RESA 1	2014	No	1,900	Registration Hold (Tax No: ESRReg3149)
Energy Savings Scheme	RESA 2	RESA 2	2013	Yes	500	<input type="text"/>

Enter the number of certificates to be transferred.

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.

Type	Accreditation	Project	Vintage	Can Surrender	Quantity to be Transferred
Energy Savings Scheme	RESA 1	RESA 1	2014	No	100

Do you give your consent to this transfer?

If this option is not selected, the seller will need to confirm the transfer after the buyer has accepted the transfer. Select **Confirm** to transfer certificates.

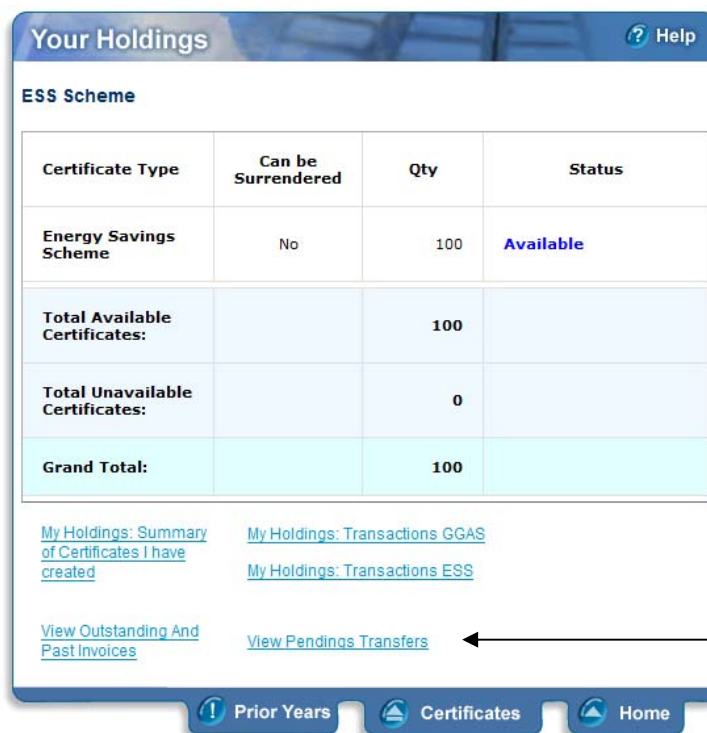
- An acknowledgement screen will be displayed confirming the transfer. Certificates for transfer will remain "On Hold" until the transfer has been finalised. Select **Pending Transfers** to view and accept pending transfers.



Select Pending Transfers

Accept the transfer of certificates (buyer)

- From the home page select **Current Holdings**.
- A summary of your holdings will be displayed. To view pending transfers, select **View Pending Transfers**.



Select View Pending Transfers

- A summary of pending transfers will be displayed. Select **See Details** to view information on the selected transfer.

Date	Transfer From	Reference No	Quantity	Reason
21-Feb-2014 08:28	Participant 1	ACXfer9879	200	BUYER See Details

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

This transfer is pending approval by the buyer.

Date	Transfer From	Reference No	Quantity	Reason
21-Feb-2014 08:32	Participant 1	ACXfer9880	500	BUYER, SELLER See Details

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).

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

Date	Type	Accreditation	Project	Vintage	Can Surrender	Quantity
21-Feb-2014 08:34	Energy Savings Scheme	RESA 1	RESA 1	2014	No	200

Select **Accept** to accept transfer of the certificates.

- 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.

The screenshot shows an 'Acknowledgement' window with a table containing one row of data. Below the table, a message states: 'All holds on this transaction have been removed. Transfer has been completed.' An arrow points from this message to the right. A 'Back' button is visible at the bottom right.

Date	Type	Accreditation	Project	Vintage	Can Surrender	Quantity
21-Feb-2014 08:34	Energy Savings Scheme	RESA 1	RESA 1	2014	No	200

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

The screenshot shows an 'Acknowledgement' window with a table containing one row of data. Below the table, a message states: 'You have successfully consented to this transaction. However some other holds remain, so the transfer has not been completed. (SELLER)' An arrow points from this message to the right. A 'Back' button is visible at the bottom right.

Date	Type	Accreditation	Project	Vintage	Can Surrender	Quantity
21-Feb-2014 08:32	Energy Savings Scheme	RESA 1	RESA 1	2014	No	500

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.

- 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**.

Your Holdings ? Help

GGAS Scheme

Certificate Type	Can be Surrendered	Qty	Status
Generation	Yes	100	Available
Total Available Certificates:		100	
Total Unavailable Certificates:		0	
Grand Total:		100	

ESS Scheme

Certificate Type	Can be Surrendered	Qty	Status
Energy Savings Scheme	No	200	Available
Energy Savings Scheme	Yes	200	Available
Energy Savings Scheme	No	100	Pending Sell (Txn No: ACXfer9883)
Total Available Certificates:		400	
Total Unavailable Certificates:		100	
Grand Total:		500	

[My Holdings: Summary of Certificates I have created](#) [My Holdings: Transactions GGAS](#)
[My Holdings: Transactions ESS](#)
[View Outstanding And Past Invoices](#) [View Pending Transfers](#)

Prior Years Certificates Home

Pending transfers are displayed in red.

Select **View Pending Transfers**.

3. A summary of pending transfers will be displayed. Select **See Details** to view information and accept transfer of certificates.



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.



Select **Accept** to confirm transfer of the certificates.

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.



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**.

Certificate Type	Quantity
Energy Savings Scheme	
Available for surrender	300
Available for un-surrender	0
TOTAL	
Available for surrender	300
Available for un-surrender	0

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**.

Certificate Type	Quantity Available	Enter Amount
Energy Savings Scheme	300	<input type="text"/>

Enter the number of certificates.

Select **Continue**.

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

Certificate Type	Selected Amount
Energy Savings Scheme	300

Select **Confirm** to surrender 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.

Owner Name	Compliance Regulator	Date of Surrender	Certificate Type	Quantity	Transaction Number	Status
Participant 1	ESS NSW	21/02/2014 1:22 PM	Energy Savings Scheme	300	Sur1300013	Success

Print the acknowledgement for 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:

- ▼ www.ipart.nsw.gov.au/Home/Industries/Electricity/Greenhouse_Gas_Reduction_Scheme
 - ▼ www.ess.nsw.gov.au/Registry/Surrendering_certificates
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 Help

Please select the applicable Compliance Regulator:

GGAS Scheme Administrator
 ESS Scheme Administrator

Your Registry account is currently holding both NGACs (Greenhouse Gas Abatement certificates) and ESC (Energy Savings Scheme certificates). To view your NGAC surrender history or to voluntarily surrender NGACs select GGAS, alternatively select ESS to view your ESC surrender history or voluntarily surrender ESCs.

Confirm

- Your current holdings and surrender history for the relevant Scheme Administrator will be displayed. To surrender certificates, select **Surrender**.

Surrender Certificates Help

Compliance Regulator GGAS NSW

Your Surrender Credits:

Balance Carried Forward from 2008	0
Certificates Offered for Surrender for 2009	3,170
Total Credits	3,170

Balance:

Carry Forward Balance	3,170
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Current Holdings available to offer for surrender or un-surrender:

Certificate Type	Quantity
Carbon Sequestration	
Available for surrender	25
Available for un-surrender	470
Generation	
Available for surrender	24
Available for un-surrender	2,700
TOTAL	
Available for surrender	49
Available for un-surrender	3,170

Please click **Surrender** to select the certificates you wish to offer for surrender.
 Click **Un-Surrender** to select the certificates you wish to un-surrender.
 Click **Home** to return to the main menu.

NOTE: Certificates available for surrender exclude any certificates that are on 'Hold'. Certificates available for un-surrender are only those certificates surrendered since 1-Jul-2009.

Surrender **Un-Surrender** **Home**

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**.

- 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 Help

Compliance Regulator GGAS Scheme Administrator

Please click **Continue** to proceed to the following screen and confirm your surrender.

Certificate Type	Quantity Available	Enter Amount
Carbon Sequestration	500	<input type="text"/>
Generation	2,729	<input type="text"/>

Continue

Enter the number of certificates to surrender.

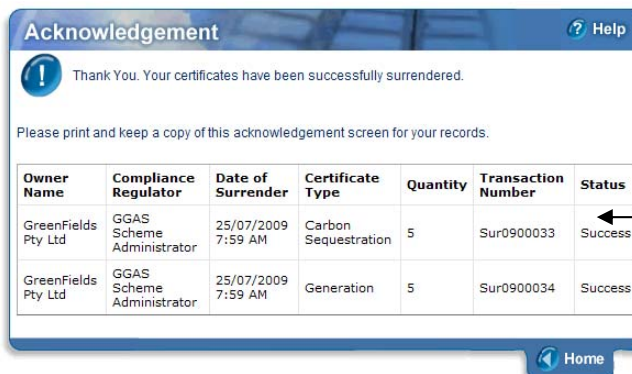
Select **Continue**.

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



Select **Confirm** to surrender certificates.

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



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.

- 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).
- 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**.

View Accreditations & Projects Help

Below is a list of accreditations and projects for Participant 1

Owner's Data:

Owner Name:	Participant 1	Owner ID:	
Date Added:	20 Feb 2014	Owner Type:	BP
Date Approved:	21-Feb-2014	Phone No:	
Org ID:	participant1	ABN:	12 123 123 123
Street Address:	George Street, Sydney NSW 2000		
Postal Address:			

[Click here to Show Creation information for the following Accreditations and Projects](#)

[Click here to Show Forfeit Information for the following Accreditations and Projects](#)

Accreditation and Project Details:

Accreditation: RESA 1
Rule: Energy Savings Scheme

Project Name	Added	Region	Project Type	End Date
RESA 1	20-Feb-2014	NSW	IRVAC/Chiller - Industrial	

Accreditation: RESA 2
Rule: Energy Savings Scheme

Project Name	Added	Region	Project Type	End Date
RESA 2	20-Feb-2014	NSW	Lighting (CLF) - Commercial	

[View Details](#)

Click here to view forfeit history.

3. Forfeit history is displayed.

Forfeit Orders for owner: Participant 1

Accreditation Name	Project Name	Order Date	Forfeit Vintage	Quantity	Refund Fee
RESA 1	RESA 1	21-Feb-2014	2014	5	\$0.00

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.

The screenshot shows the 'Your Holdings' page with a blue header and a 'Help' icon. It is divided into two sections: 'GGAS Scheme' and 'ESS Scheme'. Each section contains a table with columns for 'Certificate Type', 'Can be Surrendered', 'Qty', and 'Status'. Below each table is a summary table with rows for 'Total Available Certificates', 'Total Unavailable Certificates', and 'Grand Total'. At the bottom of the page, there are four links: 'My Holdings: Summary of Certificates I have created', 'My Holdings: Transactions GGAS', 'My Holdings: Transactions ESS', and 'View Pending Transfers'. A navigation bar at the very bottom has buttons for 'Prior Years', 'Certificates', and 'Home'.

Certificate Type	Can be Surrendered	Qty	Status
Generation	Yes	100	Available
Total Available Certificates:		100	
Total Unavailable Certificates:		0	
Grand Total:		100	

Certificate Type	Can be Surrendered	Qty	Status
Energy Savings Scheme	No	200	Available
Energy Savings Scheme	Yes	200	Available
Energy Savings Scheme	Yes	50	Hold (FEE, Admin)
Energy Savings Scheme	Yes	450	Registration Hold (Txn No: ESRRReg3150)
Total Available Certificates:		400	
Total Unavailable Certificates:		500	
Grand Total:		900	

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**.

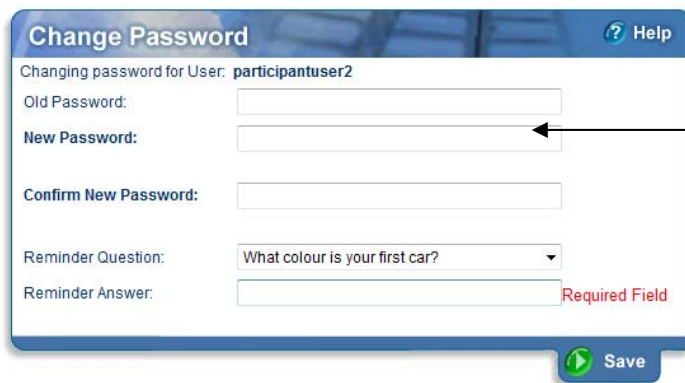
Click here to view, accept or reject **pending transfers**.

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**.



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:

Website: www.ess.nsw.gov.au

Email: ess@ipart.nsw.gov.au

GGAS:

Website: www.ipart.nsw.gov.au/Home/Industries/Electricity/Greenhouse_Gas_Reduction_Scheme

Email: ess@ipart.nsw.gov.au