Voluntary provision of supplementary information for publication on the ACCU Scheme Project Register

Under the *Carbon Credits (Carbon Farming Initiative) Act 2011*

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| FORM |
| CER-ACCU-006 |
| v1.0 06/05/2025 |

# Purpose of this form

This form can be used by project proponent(s) of an Australian Carbon Credit Unit (ACCU) Scheme project to supply additional information to be published alongside the project record on the [ACCU Scheme Project Register](https://cer.gov.au/markets/reports-and-data/accu-project-and-contract-register?view=Projects) (the Register).

Under sections 166A and 168 of the *Carbon Credits (Carbon Farming Initiative) Act 2011* (the CFI Act), the Clean Energy Regulator (CER) is required to publish specific types of information about an ACCU Scheme project on the Register.

Some project proponents may wish to provide additional information to supplement or provide context for the project information published on the Register. This supports market transparency and helps to inform market participants about the activities, outcome and benefits of the project.

The CER has limited powers to publish information on the Register, set out in sections 166A and 168 of the CFI Act. All other information held by the CER relating to the affairs of persons who are not CER officials is subject to strict secrecy requirements under the *Clean Energy Regulator Act 2011*.

The CER can only publish additional information about ACCU Scheme projects in certain circumstances, including where:

* the person to whose affairs the information relates gives consent to the publication (section 51 of the *Clean Energy Regulator Act 2011*)
* the information is already publicly available (section 53 of the *Clean Energy Regulator Act 2011*).

To have the CER publish additional information on the Register, project proponents can either:

* provide a single PDF document attached to this form and give the CER the requisite consent(s) to publish additional information, or
* provide a hyperlink to a non-CER website where this information has already been made publicly available.

The provision of additional information for publication is voluntary and optional.

If you provide a PDF attachment that includes information about the affairs of any person other than the project proponent(s), that other person must complete Part C of this form consenting to the PDF being published on the Register.

This completed form may be supplied to the CER at any time. If all requisite consents have been provided, the attachment to this form or the hyperlink provided will be published on the Register as soon as practicable after its submission. This form can also be used to provide an updated attachment or hyperlink to replace information supplied in a former submission of this form and published on a previous version of the Register.

Please note that if you provide additional information, it will not be endorsed or verified by the CER and will be accompanied by a disclaimer stating this. Proponents are responsible for the contents of the information they provide.

# Instructions for completing this form

Please read each part of the application carefully, fully answer all the questions, sign where indicated and attach the required documentation.

You must complete and submit:

* **Part A: Project details**; and
* If providing additional information through a PDF attachment:
	+ **Part B:**  **Declaration for the provision of a PDF attachment**; and
	+ **Part C: Declaration of consent** (if relevant); or
* If providing additional information through a hyperlink:
	+ **Part D: Declaration for the provision of a hyperlink**; and
* **Application checklist**

You can choose to complete this form by:

* printing the form and filling it in by hand
* saving the form and filling in an electronic copy.

Note that if you choose the second option, there may be times when you will need to print certain sections to sign them or to complete multiple entries for a single set of questions. These sections may be scanned back into the computer and submitted electronically with the rest of the form.

|  |  |
| --- | --- |
| Pen colours | Please use a **black** or **blue** pen to write on the form. |
| Check boxes | Mark boxes like this £ with a ✔ or ✘. When an instruction asks you to ‘tick’ the box, you can still use either ✔ or ✘. |
| Go to | Where you see an instruction like this - **£** Go to **question 5** - mark the relevant box with a ✔ or ✘and then skip to the question number shown. You do not need to answer the question(s) in between.Where an instruction has a black double arrow (8), go to the next indicated part/section. Where an instruction has a black single arrow (4), go to the next question. Where an instruction has a black single arrow pointing down (6), fill in the field(s) directly below. |
| Mandatory questions | If all fields in a question are mandatory and must be completed, **(required)** is added to the end of the question label text. If a field in a question is mandatory only IF a condition is met, **(required if any)** is added to the end of the question label text. |
| 4 | This symbol indicates an instruction on what to do next. |
| i | This symbol indicates additional useful guidance to filling in the adjacent field or section. |
| 4 | This symbol advises that more than one entry may be required for the section and therefore you may need to photocopy or print the section or fill in a duplicate section. |
| ë | This symbol advises that additional documentation to support a claim may need to be attached to the application. |

Help filling in this form

If you require assistance or have any questions regarding this application process, please contact the Clean Energy Regulator general enquiries line on **1300 553 542** or email enquiries@cer.gov.au.

Submitting this form

You can choose to complete this form by:

* printing the form and filling it in by hand, or
* saving the form and filling in an electronic copy.

Note that if you choose the second option, there may be times when you will need to print certain sections in order to sign them or to complete multiple entries for a single set of questions. These sections may be scanned back into the computer and submitted electronically with the rest of the form.

A signed copy of this form should be kept for your records.

### Lodging this form with the Clean Energy Regulator

#### Via Online Services

This form can be submitted with an application to register, vary or report on an eligible offsets project in [Online Services](https://onlineservices.cer.gov.au/), in the relevant question group.

#### By email

Email your completed application to the Clean Energy Regulator at ERF-Transformation-Analytics@cer.gov.au.

If the email and its attachments (the application and supporting documents) are larger than 10MB, they must be sent using multiple emails that are clearly marked by including an identifier in the subject line (for example, '1 of 3', '2 of 3', '3 of 3'). The signed application form must be saved as a single scanned file and not split into parts. Files may be zipped to reduce their size.

If you submit your application by email, you do not need to send the original hardcopy of the application by post.

#### By post

Post your completed application with any accompanying documentation to:

ACCU Scheme
Clean Energy Regulator
GPO Box 621
Canberra ACT 2601

|  |  |
| --- | --- |
| Office use: |  |

1. Project details

You must supply the details of the project for which you are providing additional information.

1. Project details (required)

|  |  |
| --- | --- |
| Project identification number |        |
| Project name |        |

1. How is the additional information for publication alongside the Register being provided?
* Tick the appropriate response and answer the relevant sub question.

|  |  |  |
| --- | --- | --- |
| [ ]  | As a PDF attachment to this form for its publication on the ACCU Scheme project register, provided with the consent of each project proponent and each other person to whose affairs the information relates | Answer **a)** only 8 |
| [ ]  | As a hyperlink to an external website where additional information about the project has already been made publicly available | Answer **b)** only 8 |

1. Attach additional information

You are only permitted to supply one document for each project.

The document must be in PDF format.

The additional information must relate to the project identified in Part A only.

The CER will insert a disclaimer to the footer of this document.

Each project proponent must complete Part B of this form.

Each other person to whose affairs the information in the PDF relates must complete Part C of this form.

Is the additional information you are attaching to this form related to the affairs of any person other than the project proponent(s) for the project identified above?

* Tick the appropriate response

|  |  |  |
| --- | --- | --- |
| [ ]  | Yes  | Part C must be completed 8 |
| [ ]  | No | The CER may advise that Part C needs to be completed 8 |

1. Provide a hyperlink.

You are only permitted to supply one hyperlink to an external (non-CER) website for each project.

The hyperlink must lead to a valid and secure destination.

The project proponent, or the nominee on behalf of multiple project proponents, must complete Part D of this form.

|  |  |
| --- | --- |
| Link |        |
| Description text |        |

1. Declaration for the provision of a PDF attachment

This part must be signed by the project proponent(s) of the project identified in Part A or on their behalf by a person duly authorised to bind them, if providing additional information as a PDF attachment to this form for its publication on the ACCU Scheme project register.

* If the project identified in Part A has more than one project proponent, then a copy of Part B must be completed and signed by each project proponent.
* Where a signatory is signing on behalf of a project proponent, evidence of the authority of the signatory to sign the declaration on behalf of the project proponent must be attached to the form at the time of submission.
1. Project proponent details (required)

|  |  |
| --- | --- |
| Project proponent name |        |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Date of birth (individual only) |    |    |      |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation identifier(organisation only) | ABN | [ ]  | ACN | [ ]  | ARBN | [ ]  | ICN | [ ]  |
|        |

Under the *Criminal Code Act 1995* it is an offence for a person to give information or documentation to a Commonwealth entity if the person knows the information or documentation is false or misleading.

1. Project proponent’s declaration (required)
* Complete and sign the declaration.

By signing below, the signatory declares and acknowledges that:

* they are a project proponent for the project, or a signatory with legal capacity and authority to sign this declaration for and on behalf of the project proponent named in 1 above
* all information provided in, and in relation to, this application (including attachments to this application and any other supporting information) is, having made all reasonable enquiries, complete, true and correct and not misleading by inclusion or omission and is not in breach of any law(s)
* all information provided in, and in relation to, this application (including attachments to this application and any other supporting information) relates to the project identified in Part A only
* all the necessary legal rights to permit me to supply this information to the CER for publication on the Register, including any relevant consents (including informed consents to publication by the CER of the attachment from any person(s) to whose affairs the information contained in the attachment relates), permissions, authority, copyright and other intellectual property rights have been obtained or are satisfied
* the provision of false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995* and may have consequences under the *Carbon Credits (Carbon Farming Initiative) Act 2011* and other laws
* the project proponent consents to the CER publishing the document attached to this application on the Register on the CER’s website, where it will be made publicly available for unrestricted download and use
* the CER will not check or verify the information contained in the PDF document attached to this application for accuracy or sufficiency before publishing it on the Register, or keep it updated once it has been published
* the CER will place a disclaimer in the footer of each page of the PDF attachment.

**Signed by or for and on behalf of:**

|  |  |
| --- | --- |
| Project proponent name |        |

**By:**

|  |  |
| --- | --- |
| Signatory Name |        |
| Signature |        |
| Position |        |
| Phone number |        |
| Email address |        |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Signature date |    |    |      |

1. Declaration of consent

This part must be signed if the PDF you provided in Part A contains information relating to the affairs of any person other than the project proponent(s). For the CER to publish the PDF, that other person must complete Part C of this form consenting to the CER publishing the PDF on the Register.

* If the PDF contains information relating to the affairs of more than one person who is not a project proponent, then a copy of Part C must be completed and signed by each such person.
* Where a signatory is signing on behalf of another person, evidence of the authority of the signatory to sign the declaration on behalf of that person must be attached to the form at the time of submission.

Person details (required)

|  |  |
| --- | --- |
| Person’s name (organisation or individual) |       |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Date of birth (individual only) |    |    |      |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation identifier(organisation only) | ABN | [ ]  | ACN | [ ]  | ARBN | [ ]  | ICN | [ ]  |
|        |

Related persons declaration (required)

* Complete and sign the declaration.

By signing below, the signatory declares and acknowledges that:

* the signatory is the person named above, or a signatory with legal capacity and authority to sign this declaration for and on behalf of the person named above
* the provision of false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995* and may have consequences under the *Carbon Credits (Carbon Farming Initiative) Act 2011* and other laws
* the person identified above consents to the CER publishing the PDF document attached to this application on the Register on the CER’s website, where it will be made publicly available for unrestricted download and use, insofar as its content relates to the information and affairs of that person
* the CER will not check or verify the information contained in the PDF document attached to this application for accuracy or sufficiency before publishing it on the Register, or keep it updated once it has been published
* the CER will place a disclaimer in the footer of each page of the PDF attachment.

Signed by

|  |  |
| --- | --- |
| Signatory Name |        |
| Signature |        |
| Position |        |
| Phone number |        |
| Email address |        |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Signature date |    |    |      |

1. Declaration for the provision of a hyperlink

This part must be signed by the project proponent of the project identified in Part A or on their behalf by a person duly authorised to bind them, if the additional information is being provided through a hyperlink to an external website where additional information about the project has already been made publicly available.

* If the project identified in Part A has more than one project proponent, then a copy of Part D must be completed and signed by each project proponent.
* Where a signatory is signing on behalf of a project proponent, evidence of the authority of the signatory to sign the declaration on behalf of the project proponent must be attached to the form at the time of submission.

1. Project proponent details (required)

|  |  |
| --- | --- |
| Project proponent/nominee name |        |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Date of birth (individual only) |    |    |      |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation identifier(organisation only) | ABN | [ ]  | ACN | [ ]  | ARBN | [ ]  | ICN | [ ]  |
|        |

Under the *Criminal Code Act 1995* it is an offence for a person to give information or documentation to a Commonwealth entity if the person knows the information or documentation is false or misleading.

2. Project proponent/nominee’s declaration (required)

* Complete and sign the declaration.

By signing below, the signatory declares and acknowledges that:

* they are a project proponent for the project, or a signatory with legal capacity and authority to sign this declaration for and on behalf of the project proponent named in 1 above
* all information provided in, and in relation to, this application, including the information to which a hyperlink has been provided, is, having made all reasonable enquiries, complete, true and correct and not misleading by inclusion or omission and is not in breach of any law(s)
* the project proponent consents to the CER publishing this hyperlink on the [ACCU Scheme Project Register](https://cer.gov.au/markets/reports-and-data/accu-project-and-contract-register?view=Projects) on the CER’s website, where it will be made publicly available for unrestricted access
* the CER will not check or verify the information contained on the external website for accuracy or sufficiency before publishing it on the [ACCU Scheme Project Register](https://cer.gov.au/markets/reports-and-data/accu-project-and-contract-register?view=Projects)
* the hyperlink provided is a location that is managed by the project proponent, or their agent and is secure
* the provision of false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995* and may have consequences under *the Carbon Credits (Carbon Farming Initiative) Act 2011* and other laws.

**Signed by or for and on behalf of:**

|  |  |
| --- | --- |
| Project proponent/appointed nominee name |        |

**By:**

|  |  |
| --- | --- |
| Signatory Name |       |
| Signature |       |
| Position |       |
| Phone number |       |
| Email address |       |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Signature date |    |    |      |

# Application checklist

* Have you completed the following? Tick the box when you've completed the task beside it.

|  |  |
| --- | --- |
| [ ]  | Completed all required fields. |
| [ ]  | Attached all necessary documents and supporting evidence, where applicable. |
| [ ]  | Completed and signed the declaration(s). |
| [ ]  | Where a signatory is signing on behalf of a project proponent, attached evidence of the authority of the signatory to sign the declaration on behalf of the project proponent |

# Additional information

About the ACCU Scheme

The ACCU Scheme (formerly known as the Emissions Reduction Fund) is a voluntary carbon offsets scheme that provides new economic opportunities for a wide range of project proponents who take steps to reduce carbon pollution or increase carbon storage on the land.

Eligible offsets projects generate Australian carbon credit units that can be sold to other individuals and businesses wanting to offset their own greenhouse gas emissions.

Seeking legal advice

The CER provides guidance for general information purposes only. The information in this form and supplied by the CER should not be interpreted as independent professional advice. You should not rely solely on this information and should get professional legal advice relevant to your individual circumstances.

Protection of information

The CER is bound by the secrecy provisions of Part 3 of the *Clean Energy Regulator Act 2011* for the protected information it collects in relation to this application and by the *Privacy Act 1988* in regard to personal information it collects.

Privacy statement

'Personal information' is defined in the *Privacy Act 1988* to mean information or an opinion about an identified individual, or an individual who is reasonably identifiable:

* whether the information or opinion is true or not
* whether the information or opinion is recorded in a material form or not.

The collection of personal information relating to this application is authorised by the *Carbon Credits (Carbon Farming Initiative) Act 2011* and the Carbon Credits (Carbon Farming Initiative) Rule 2015.

Personal information collected in relation to this application will be used for the purposes of assessing the application, auditing compliance, enforcement of relevant laws, regulations and legislative rule, the performance of our statutory functions and for related purposes. We will also use the personal information which you provide for our administrative purposes, for example, to pre-populate other CER forms which you wish to fill out online in the future, and for improving our service delivery to you.

The CER’s [Privacy Policy](https://cer.gov.au/about-us/our-policies/privacy-policy) contains information about the CER’s procedures for handling personal information including how a person can access their personal information held by the CER, and how to seek correction of such information. The Privacy Policy also contains information about how to complain about a breach of the Australian Privacy Principles.

Disclosure of information

The CER is only able to disclose information relating to this application (including personal information) in accordance with the CER Act, the *Privacy Act 1988* or as otherwise required by law.

The circumstances in which such information may be disclosed include:

* disclosure with consent
* disclosure to other agencies, persons or organisations to enable the verification of information contained in the application
* disclosure to the Secretary or authorised officer of a department for the purpose of administering a program or collecting statistics relating to greenhouse gas emissions, energy consumption or energy production
* disclosure to certain agencies, bodies or persons where the CER is satisfied that disclosure will enable or assist those agencies, bodies or persons to perform or exercise their functions or powers, including the Australian Securities and Investments Commission, the Australian Competition and Consumer Commission and the Commissioner of Taxation
* disclosure for the purposes of law enforcement
* disclosure for the purposes of a climate change law or biodiversity law or for the purposes of the performance of our functions under a climate change law or biodiversity law.

Accessibility disclaimer

The CER has worked to ensure this document is accessible. However, please contact us to obtain an alternative version if you are having difficulty or you have specific accessibility needs.

Please call **1300 553 542** or email the name of the form and your needs to enquiries@cer.gov.au.