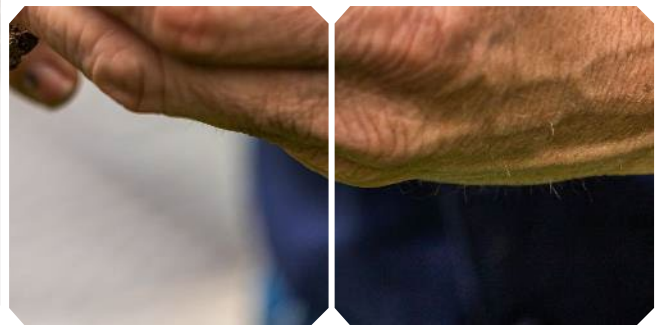




**Australian Government**  
**Clean Energy Regulator**

# How to open an ANREU account

Version 1 September 2023





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## About ANREU

The Australian National Registry of Emissions Units (ANREU) is a secure electronic system that accurately tracks the location and ownership of emissions units issued under the Kyoto Protocol. It also tracks Australian carbon credit units (ACCUs) issued under the *Carbon Credits (Carbon Farming Initiative) Act 2011* (CFI Act).

Participants in the Australian Government's ACCU Scheme need an ANREU account to receive and sell ACCUs generated through their projects. An ANREU account also enables responsible emitters under the Safeguard Mechanism to manage liability obligations. It allows account holders to participate in emissions trading of ACCUs and emissions units issued under the Kyoto Protocol.

## Opening an ANREU Account

You can open an ANREU account in the Clean Energy Regulator's [Online Services](#)<sup>1</sup>. There are 3 steps to opening an ANREU account for organisations and individuals.

### Organisations

To apply for an ANREU account on behalf of an organisation, the account holder must:

1. Complete the *Register an Organisation* form
2. Have each authorised representative complete the *Register an Individual* form
3. Complete the Open an ANREU Account form (which will reference the above forms)

### Individuals

To apply for an ANREU account as an individual, the account holder must:

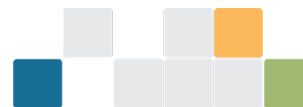
1. Complete the *Register an Individual* form
2. Have each authorised representative complete the *Register an Individual* form (the account holder does not need to complete this again if they are also an authorised representative)
3. Complete the Open an ANREU Account form (which will reference the above forms)

### More information

- All persons must sign-up for a CER [Online Services](#)<sup>1</sup> account to complete a form.
- *Register an Organisation* and *Register an Individual* forms need **only be completed once** for each person, unless any of the information submitted changes, and then they must be re-submitted.
- Where an agent is an individual, the account holder applicant may nominate that individual to act as an authorised representative for their ANREU account.

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<sup>1</sup> <https://onlineservices.cer.gov.au/>



- While an agent may be authorised to act on an account holder's behalf as an authorised representative, an agent cannot open or close an ANREU account. An ANREU account must be opened or closed by the proposed or actual account holder.

## Verifying your identity – Australian citizens or residents

You will be required to verify your identity while completing the *Register an Individual* form. Australian citizens or residents have two options:

- digital identity verification in real-time
- uploading certified copies of original documents.

### Digital identity verification

To verify your identity online, you will be asked to enter the details from three current identity documents into the digital identity verification service. The details you provide will be checked with the Issuer or Official Record Holder to verify your identity. Your identity details are not stored by CER when using this service.

The digital identity verification service supports the following documents.

#### Category A documents

- Australian birth certificate (not extract)
- Australian citizenship certificate
- Australian passport
- Australian visa (foreign passport)

#### Category B documents

- Australian driver's licence
- Medicare card.

## Uploading certified copies of original documents – Australians

You can also verify your identity by uploading certified copies of three current identity documents. You must include at least one document from Category A.

If you have changed your name and have a different name on one of your identity documents, you must provide evidence of this in addition to the 3 identity documents. This can include a certified copy of a government issued marriage certificate, a deed poll, or a certificate issued by a government authority that recognises the change of name.

#### Category A documents

- Australian birth certificate (not extract)
- Commonwealth citizenship certificate
- Commonwealth passport
- Australian visa (foreign passport)



### Category B documents

- Australian driver's licence
- Medicare card
- Utilities or rates notice
- Australian firearms licence
- Student identification card.

## Certifying your documents – within Australia

Documents may be certified by a person prescribed for the purposes of paragraph 8(b) of the *Statutory Declarations Act 1959*.

They should be annotated with the following information and signed by the certifier:

**I certify that this document is a true copy of the original document sighted by me.**

**Signature**

**Name**

**Qualification (e.g., Justice of the Peace)**

**State/Territory in which qualification conferred**

**Date**

For multiple page documents, the certifier should sign or initial each page, number the pages 'page 1 of 40', 'page 2 of 40', and so on and certify the first page as above.

Documents may not be accepted where the certification has been carried out by a person who is not sufficiently independent of the application. Examples include copies that have been certified by a family member, or another person associated with the application, such as an executive officer or employee of the applicant company, or a person nominated to be an authorised representative, or agent.



## Verifying your identity – foreign persons

During the online application process, you will be required to verify your identity on the *Register an Individual* form. Foreign persons must upload certified copies of their identity documents.

### Uploading certified copies of original documents – foreign persons

You will be asked to verify your identity by uploading scanned, certified true copies of 3 current identity documents for each individual who is a foreign person and who is required to provide proof of identity.

You must include at least one document from Category A.

If you have changed your name and have a different name on one of your identity documents, you must provide evidence of this in addition to the 3 identity documents. This can include a certified copy of a government issued marriage certificate, a deed poll, or a certificate issued by a government authority that recognises the change of name.

#### Category A documents

- A **passport** or similar document issued for the purpose of international travel that:
  - » contains a photograph and the signature of the individual in whose name the document is issued, and
  - » is issued by a foreign government, the United Nations, or an agency of the United Nations.
- A **birth certificate** issued by a foreign government, the United Nations, or an agency of the United Nations.
- A **national identity card** issued for the purpose of identification that:
  - » contains a photograph and the signature of the individual in whose name the document issued, and
  - » is issued by a foreign government, the United Nations, or an agency of the United Nations.

#### Category B documents

- A **driver's licence** issued by a foreign government for the purpose of driving a vehicle that contains:
  - » a photograph of the individual in whose name the licence is issued, and
  - » a street address that is the same as the address stated in the application.
- A **marriage certificate** issued by a foreign government.
- A document issued by a foreign government that identifies the individual.



## **Certifying your documents – outside of Australia**

If your documents can be certified within Australia, refer to the section above, *Certifying your documents – within Australia*.

If your documents are to be certified by a witness outside of Australia, they can be certified by an:

- Australian non-honorary consulate,
- Australian embassy,
- Australian High Commission, or
- An Apostille Certificate can be obtained from a Hague Apostille Convention Competent Authority.

If the original document is in a language other than English, a written translation must be provided which is certified as a true and correct copy by an authorised translation service such as an appropriate embassy or a professional translation service accredited by the National Accreditation Authority for Translators and Interpreters.



## Registering organisations

Organisations can register as ACCU Scheme proponents or ANREU account holders using the *Register an Organisation* form. The organisation will need to verify their identity and pass the fit and proper person test.

### Verifying the identity of an organisation

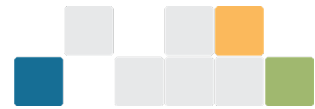
An organisation can streamline their identity verification process by supplying their ABN or ACN.

If an ABN or ACN is not supplied, an organisation must verify their identity by uploading certified copies of the following identification documents issued by the Australian Securities and Investments Commission (ASIC) or a similar governing body. Refer to the guidance above on certifying documents within, or outside of Australia.

Organisation type	Evidence of authority to act
<b>Australian Public/Proprietary Company</b>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation; and</li> <li>• Certificate of Registration with ASIC.</li> </ul>
<b>Foreign Public/Proprietary Company</b>	<ul style="list-style-type: none"> <li>• Certificate of Registration with a registry established under a foreign law.               <ul style="list-style-type: none"> <li>» This document may need to have been apostilled or authenticated to have legal effect in Australia. If written in a foreign language, it must also be accompanied with an English translation by a National Accreditation Authority for Translators and Interpreters (NAATI) practitioner.</li> </ul> </li> </ul>
<b>Corporation Sole, Other Incorporate Entity or Registered Cooperative</b>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation; or</li> <li>• Certificate of Registration with ASIC; and</li> <li>• Documentary evidence of its existence (e.g., annual report, constitution or reference of the legislation that established the organisation).</li> </ul>
<b>Body Politic or Local Governing Body</b>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation; or</li> <li>• Certificate of Registration with ASIC; and</li> <li>• Documentary evidence the entity is a local governing body.</li> </ul>
<b>Indigenous Corporation</b>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation; and</li> <li>• Certificate or Registration with the Office of the Registrar of Indigenous Corporation (ORIC), other state or territory association, or ASIC.</li> </ul>
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Trust deed, or an extract of the deed that identifies the trustees and beneficiaries (or classes of beneficiary); or</li> <li>• A document with similar effect to a trust deed; or</li> <li>• The certificate of registration as a trust (if any).</li> <li>• If a trustee is a body corporate, identity documents must be supplied that correspond to the above organisation type.</li> </ul>

If the above certificate does not exist, provide a copy of a document with similar effect.





## Authority to act on an organisation's behalf

The CER requires evidence that the person signing the application is authorised by the organisation to make the request and has sufficient authority to act on its behalf.

The evidence required for different organisation types can be found in the table below:

Organisation type	Evidence of authority to act
<b>Body Corporate</b>	<p>The application may be signed by an executive officer (a director, chief executive officer, chief financial officer, or company secretary) without any additional documentation.</p> <p>If the person signing the application is not an executive officer, a signed letter or other document from an executive officer stating that the person signing the application has the authority to make the application and to act on behalf of the applicant must be supplied.</p>
<b>Local Government</b>	<p>The mayor, chief executive officer (however described), or chief financial officer may sign the application without additional documentation.</p> <p>In other cases, a signed letter or other document providing evidence that the person signing is authorised and has the authority to act on the council's behalf must be supplied.</p>
<b>Trust</b>	A trustee may sign the application.



## Fit and proper person test

You must pass the fit and proper person test to hold an ANREU account, to access and operate an ANREU account as an authorised representative, or to register an ACCU Scheme project. This requirement is one of many features designed to reduce the risk of fraud, deceptive or unfair conduct and non-compliance.

The CER will consider the type, severity and frequency of any conviction(s) and other events in determining whether an applicant is a fit and proper person. A conviction, or other matter, may not disqualify an applicant. However, failure to disclose relevant matters may be an offence under the *Criminal Code Act 1995* and may adversely impact the assessment of an application, and may have an impact on any subsequent benefits, such as the issuance of ACCUs generated from a registered ACCU Scheme project. It may be appropriate to provide additional information to assist the CER to assess the relevance and seriousness of an offence or other relevant matter.

Foreign applicants must also disclose relevant matters, including convictions against corresponding laws in a foreign jurisdiction.

## National Police Check

The CER requires a National Police Check for all individuals as part of the fit and proper person test. You can either:

- provide an existing National Police Check Certificate issued within the last 12 months
- apply now for a National Police Check Certificate from many providers including the [Australian Federal Police](#)
- provide consent for the CER to apply on your behalf using the National Police Check application form – this option **may take additional time**.

It is highly recommended that you apply for your own National Police Check to avoid delays. If you do require the CER to apply for a National Police Check on your behalf, you will need to complete an Australian Federal Police National Police Check application form available on the [Apply to participate](#) page.

## Criminal history check – foreign persons

If you have never lived in Australia, or have only recently arrived, an Australian National Police Check will not be relevant. In this situation, you must provide us with a criminal history check, no more than 12 months old, from the countries in which you have lived in the last 10 years.

The criminal history check must be obtained from a national government authority in the relevant country. If this is not possible, you must provide a criminal history check issued by a state or provincial authority for each state or province where you have lived over the last 10 years.

If authorities in the relevant country do not provide criminal history checks, you must provide a statutory declaration declaring that you have no criminal history and detailing the attempts you have made to obtain a criminal history check from the relevant authorities. If you are still overseas at the time you lodge your application, the statutory declaration must be notarised and registered at an Australian consulate in the country where you live.

If you are living in Australia at the time the statutory declaration is made, the declaration must be signed and witnessed by a person listed in the *Statutory Declarations Act 1959*.