

Australian Government Clean Energy Regulator AUSTRALIAN NATIONAL REGISTRY OF EMISSIONS UNITS

Managing units in the Australian national registry of emissions units

User guide

About this guide

Purpose

This guide provides information to assist clients to use the Australian national registry of emissions units (ANREU) to:

- manage Australian carbon credit units earned under the Emissions Reduction Fund, and
- manage their emissions units, including performing transactions.

This guide outlines general information, step-by-step instructions and screen shots of how to use the ANREU, and should be read in conjunction with information available on the <u>Clean Energy Regulator</u> <u>website</u>.

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Note: this guide does not address the following

- transfer of liability between entities using Obligation Transfer Numbers (OTNs) or Liability Transfer Certificates (LTCs), or
- National Greenhouse and Energy Reporting (NGER) scheme requirements.

For more information on these programs, please see the <u>Clean Energy Regulator</u> <u>website</u>.

1. Introduction

The Clean Energy Regulator has developed this guide to support clients to manage their emission unit holdings and to meet their obligations under the Emissions Reduction Fund (ERF) through the Australian national registry of emissions units (ANREU).

Clients can use ANREU to:

- receive Australian carbon credit units (ACCUs) through the Emissions Reduction Fund
- transfer units, including international units between accounts, and
- manage their account profile, for example checking unit balances, transaction history and historical unit position statements under the CPM.

1.1 The Clean Energy Regulator

The Clean Energy Regulator is responsible for managing the Emissions Reduction Fund which includes the operation of ANREU.

1.2 ANREU accounts

Under the Emissions Reduction Fund, opening an ANREU account is necessary for individuals or organisations that:

- wish or need to hold (own) or transact (transfer, cancel, relinquish) emissions units in Australia or internationally, or
- wish to receive ACCUs as a participant in the Emissions Reduction Fund.

2. What is an emissions unit?

Emission units are often referred to as carbon credits, allowances, or offset credits. An emission unit represents one metric tonne of carbon dioxide itself, or the equivalent of any other greenhouse gas (carbon dioxide equivalent—CO2-e).

There are many different unit types. A variety of emission units are traded in voluntary and compliance schemes throughout the world.

The ANREU currently facilitates the management of the following emissions units:

- AAUs—Assigned Amount Units,
- CERs—Certified Emission Reduction Units,
- tCERs—Temporary Certified Emission Reduction Units,
- ICERs—Long term Certified Emission Reduction Units,
- RMUs—Removal Units,
- ERUs—Emission Reduction Units,
- (K)ACCUs—Kyoto equivalent Australian carbon credit unit
- NKACCUs—Non Kyoto equivalent Australian carbon credit unit

3. Opening an ANREU account

3.1 Account holders

To open an Australian national registry of emissions units (ANREU) account, applicants must complete an application form and supply relevant proof of identity documentation. On receipt of an application, assurance procedures are carried out and if the applicant is determined to be a 'fit and proper person' having regard to legislative criteria, an account in ANREU will be created for them. Account applicants are also required to provide proof of identity documentation for all nominated authorised representatives who will be given ANREU user credentials (authorised representatives perform transactions in ANREU accounts).

A list of the documentation required and step by step instructions for <u>opening an ANREU account</u> can be found on the Clean Energy Regulator website.

3.2 Closing an ANREU account

To voluntarily close an ANREU account please contact the Clean Energy Regulator at <u>registry-contact@cleanenergyregulator.gov.au</u>

Please note that all units must be transferred from an account before the account can be closed.

4. What does an ANREU account look like?

An ANREU account contains three main components—which when created within the system establish the relationships between the legal entity, users (authorised representatives) and holding accounts. These components are:

- an account holder
 - » The account holder is the legal entity who owns or holds the account.
- holding accounts
 - These are associated with the account holder. An account holder can have many holding accounts. Each holding account requires its own each unique number and name.
- authorised representatives
 - » Authorised representatives are the individuals who access the holding accounts on behalf of the account holder.

The following diagram represents this relationship:



5. Authorised representatives

An authorised representative is an individual nominated by an account holder applicant, or an existing account holder, to operate that entity's ANREU account. Authorised representatives have the ability to perform all unit management functions, including transferring eligible units from the holder's account to other ANREU accounts or, if applicable, internationally.

All ANREU accounts require at least one authorised representative. If additional authorised representatives are nominated, one authorised representative must be nominated as a 'primary' representative. The main role of the primary representative is to be the first point of contact for the Clean Energy Regulator for any administrative matters relating to the account.

As part of the anti-fraud and security measures for ANREU, the Clean Energy Regulator recommends that account holders have at least two authorised representatives for their account, and that one authorised representative initiates and the other approves any transaction that requires transferring eligible units from your account to another account (both within the ANREU and internationally).

The recommended process involves an initiator commencing a transaction, which generates an email containing a transaction PIN to all approvers for that account. The transaction can only be completed by having an approver enter the PIN number relevant to that transaction. The PIN applies only to that transaction and is only sent once.

This two-step process provides added security to account holders, as it assists in mitigating risks associated with the misuse or loss of user system access credentials.

Where no secondary authorised representative is nominated the primary authorised representative will perform both the initiate and approve actions.

It is up to the account holder to determine as they see fit how best to delegate responsibility amongst their authorised representatives. For instance, each representative can be assigned as both an approver and initiator of transactions, or as either an approver or an initiator with the account holder's internal procedures setting out how the arrangements should be applied.

In order to add a new authorised representative to your account, you will need to complete a form to vary an authorised representative for an ANREU account which is available on the opening an ANREU account page.

6. Managing your password

All authorised representatives are provided with a unique user-identification (user name) and password by the Clean Energy Regulator. These must be entered when accessing ANREU.

All ANREU passwords expire and must be renewed every 90 days—note the 90 days is from the date of creation, not the date of last use.

Passwords can be reset by an authorised representative using the 'my profile' function within the ANREU, or if you have forgotten your password, then a function is available from the ANREU home page. Please ensure that your new password is at least 9 characters in length, with at least one lower-case character, at least one upper-case character and at least one number. Your new password must be something you have not used previously.

Please note that the manual reset and forgotten password functions only apply if the password has not reached the expiry date.

If your password has expired (exceeded the 90 day limit) you will need to contact the Clean Energy Regulator to have the password reset. Assistance in resetting passwords is available by emailing <u>registry-</u><u>contact@cleanenergyregulator.gov.au</u>. Please provide the following information:

- your full name
- your ANREU user name
- your contact telephone number, and
- your mailing address.

7. Logging in to ANREU

7.1 Logging in to ANREU

The first time you log in to ANREU with your user name and temporary password you will be asked to reset your password and set security questions.

For security purposes, you will be automatically logged out of ANREU after a period of inactivity.

Australian Government Oran Energy Regulator	Australian National Registry of Emissions Units		Lontiket Us Hegisterrea useris Log in
The Australia's commitmer of Australia's commitmer to ensure accurate accor ANREU supports the isa's Emissions Reduction F The Clean Energy Regula and operates as part of th The Clean Energy Regula Renewable Energy Targ Organisations or individu account please follow this	Registry of Emissions Units (ANREU) is administered by this under the Krysto Protocol. The Protocol requires sea ruling of the issuance, holding, transfer, acquisition, car annee, holding, transfer, and acquisition of Australian. Ci unid. toto is an independent statutory authority established by he Environment portfolio. totor administers the National Greenhouse and Energy jet. as that wish to hold Kryoto units in Australia, or ACCUs s link: Get more information on opening an account	I the Clean Energy Regulator ANREU is a system designed to meet on in country with an emission reduction target to establish a national regis cellation, retirement and carry-over of Kyoto units. whon Credit Units (ACCUs) issued under the Australian Government's the Clean Energy Regulator Act 2011 to administer climate change I Reporting System (NGERS), the Emissions Reduction Fund and th are required to have an ANREU account. If you wish to open an ANRE	er be cu
Registered View public	l users may login to ANREU. Icly available reports for the Registry.	Log In Public Reports	Useful Links How do I open an ANREU account? What is the Financiano Reduction Euror?
Contact the	e ANREU Administrator	Contact	How do I participate in the Emissions Reduction Fund? What is the Kyoto Protocol?
Arrassibility Disclaim	er Privacy		© 2016 SRA International

After selecting the log in button the following screen will be displayed. You will be required to enter your user name and password at this point. If your user name or password is invalid an error message will be displayed at the top of the screen.

Australian Antional Registry San Zarge Bagalaw of Emissions Units	
Login to ANREU	
User Name Password Log In	
Eargot your password?	
A Security Reminder	
We ask that our registered users:	
Do NOT provide your user name and password to another person, keep them secure	
Keep your antivirus software and definitions up to date and run regular checks (scans) of your computer	
Stay up to date on new email hoaxes and phishing attacks. Be aware of any exemptions correspondence claiming to be from the Clean Energy Devulator particularly if it relates to	
extracting user names and passwords, or changes to our published bank account details	Participation of the second second
Regularly monitor the SCAMwatch and Money Smart websites for current scams and warnings	
 Refer to the Stay Smart Online website for cyber security information Defer to the Australian Communications and Media Authority to learn about cyber security relation to Snam 	
If you have experienced a subsciencident or suscience anti-the relation to class Ensure Departments of partments	
If you have experienced a cyber-increan or suspicious activity relating to a clean childry regulator administered scheme, please contact the ANREU Administrator via email fraud@cleanenergyregulator.gov.au	
	In you mere ingoverni you see mere or pesentori, of it you require any rechnical assistance, presse contact me ANREU Administrator via email registry-contact@cleanenergyregulator.gov.au

After entering your user name and password you will be presented with the ANREU home page.

7.2 ANREU home page

Important announcements about the operation and availability of ANREU may appear when you log in the ANREU homepage.

The home page of ANREU is displayed below.



The main menu for ANREU is displayed on the left hand side. These items provide access to all the available functions.

Menu item	Description
ANREU home	Clicking the ANREU home button will return you to the ANREU home screen—from anywhere in the ANREU application
Account holders	Clicking the account holders button will take you to a screen which shows which account holders you are authorised to represent. You can access the accounts of these account holders from this screen.
Accounts	Clicking the accounts button will take you to a screen which shows all the accounts you are an authorised representative for. You can access individual accounts from this screen. The account holdings summary report can be extracted from this screen.
Unit position summary	Clicking the unit position summary will allow you to view your historical liability position if the account for which you are an authorised representative had a liability under the former carbon pricing mechanism.
Projects	Clicking the projects tab allows you to view any Emissions Reduction Fund projects if you are an authorised representative for the related account.
Transaction log	Clicking the transaction log button will take you to a screen which shows all the transactions in the accounts for which you are an authorised representative. You can view details of each individual transaction from this screen.
CER notifications	Clicking the CER notifications tab displays all relevant Clean Energy Regulator notifications. To view the full details of a given notification and perform transactions in response to the notification, please click the view details link with the associated notification. By default, only pending notifications are shown. To see other notifications, please use the provided filter criteria.

Public reports	Clicking the public reports button will take you to the public reports page of ANREU.
My profile	Clicking on my profile will take you to a screen which shows all your current details and the accounts for which you are the authorised representative. You can also change your password from the my profile screen.

7.3 Accounts page

The following diagram illustrates the main view account screen. This screen enables you to:

- view your current holdings of emission units
- view the account details
- initiate transactions for that account, and
- view who the authorised representatives are for that account.

						Con	actUs LogOut Help
	Australian Government Crea Earry Replace	Australian National Registry of Emissions Units					CER-TEST
Main							
						Logged in as: testuser0	001 / Industry User
menu	ANREU Home	View Account — Test Account					
	Account Holders	This page displays details of the selected account in	cluding information on current accord	int holdings and account representativ	85.		
	Accounts	Please note that if you wish to communicate a holding	g account number to an account ho	der in a foreign Kyoto registry, you mu	st provide the full Kyoto account numb	er string. For example, if your ANREU holding account numbe	ris AU-XYZ, the full Kyoto
	Unit Position Summary	account number you must communicate to the foreig	n registry is: AU-100-XYZ-0				
	Projects	Account Number	AU-2865				
	CER NotErations	Account Name	Test Account	Accou	int holder		
	Dublic Reports	Account Status	Open 4		anenoidei		
	My Profile	Account Type	Holding Account (100)	info	rmation		
	any rooms	Commitment Period					
		Can Transfer?	Yes				
		Can Acquire?	1005-0017				
		Date Closed	12/03/2017				
		Account Holder	Test Account Holder				
Account em unit hold	nission ings	Account Holdings Party Type CP ERF Project 1 AU KACCU Test23 AU NAACCU Test23	D NGER Facility ID	NGER Facility Name	Kyoto Project # Xin 201	Serial Range 6+37 3.745,164,412 - 3.743,164,511 6+7 3.745,164,413 - 1.743,164,511	Quantity 100
		Tiber .					2 records
		→ Internal (Domentic) Transfer → External (International	Transler Other Transactions	-+ Other			
Transacti	ion bar 🛛 🕂 🚽						
		Account Holdings Summary				T (1) (1)	
		Type KACCU		Q. 10	o antity	l otal quantities	
		NKACCU Tetal		10	·	of Emission Units	
		Total			~	of Emission onits	Export to: 👩 cav 🔑 POF
		Account Representatives	To Window		t and tables of	in Account	
		Primary User, Test	Yes	Yes	tests@testemail.com	1234	
		G View History					
		· · · · · · · · · · · · · · · · · · ·					
	Accessionly Disclaimer	PRODU				c	2010 SHA INSIMISIONAL INC
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		Authoris	sed				
		represent	ativos				
		representa	inves				
		for the acc	ount				

8. Performing transactions

A key function of ANREU is to enable an authorised representative to perform specific transactions on units held within accounts. The transactions available are:

Transaction	Description
Internal (domestic) transfer	This transaction allows you to transfer eligible units from your account to another account within the ANREU. To perform this function you will need to know the acquiring account number or name.
External (international) transfer	This transaction allows you to transfer eligible units from your account to an account held in another country who is a party to the Kyoto Protocol. Please note that only eligible Kyoto Protocol units can be transferred internationally. This transaction requires validation by the UNFCCC.
Other transactions (drop down box) • voluntary cancellation	Select voluntary cancellation from the drop down list and click the other button which appears under the account holdings grid to transfer units held by the account to the appropriate voluntary cancellation account. Kyoto units will be sent to the Kyoto voluntary cancellation account (requires ITL validation), and ACCUs will be transferred to the Australian voluntary cancellation account. This functionality is available to account representatives with initiator permissions. Once this transaction has been approved by the ITL, it cannot be undone.

To commence a transaction:

- 1. after logging in, select the accounts function from the left hand menu
- 2. select the account you wish to perform the transactions from
- 3. select the appropriate transaction from the available options on the transaction bar

8.1 Performing an internal (domestic) transfer

The transfer of units between accounts can be initiated by an authorised representative with initiator permission, and completed by an authorised representative with permission to approve the transaction. For this transaction to occur, units must be available for transfer from the source account.

The step-by-step instructions and system screen shots for a unit transfer transaction are outlined below.

8.1.1 Log in to ANREU and navigate to accounts

After logging in to <u>ANREU</u>, the authorised representative should use the welcome page to navigate to the different parts of ANREU. To access their accounts **select accounts**.

8.1.2 Select the account from which to transfer units

The accounts page lists the accounts to which the account representative has authorised access. If the authorised representative has access to multiple accounts, they must select the required account from the list. On selecting the account, the **view account** screen is displayed.

8.1.3 Select units for internal transfer (domestic)

The transfer transaction is initiated from the account view page, which displays summary information about the selected account and unit holdings. The authorised representative commences the transfer of units from this account by **selecting the internal (domestic) transfer** button.

Andreadian Generationed Chain Energy Regulator	Australian National Re of Emission	gistry Is Units								(Diss		
									Looped	d in an Anniholant	100 C. Installing Lines	-
ANNELU Morea	View Account - Tes	t Account										
conunt Holders			212 Carl 12	5 E.S. W	10.00							
locarette	This page displays details	of the selected account	including externation on a	unent account noodings and	CCOURT Representations.							
est Postine General	Please hote that Pyck vis	t to continuicate a hold	ing account humber to an	account holder in a foreign R	yete Hegestry, you must provi	de the full Kysto account	number string. F	lei example, P	your ANREU holding a	iccount sumble	r is AU-KYZ, the full K	yanı
	account number you must	constanticate to the fine	ign registry is: AU-100-XX	20								
topeda	Account Number		AU-2865									
teneaction Log	Account Name		Test Accessit									
ER Notifications	Account Dates		Onan									
voic Reports	Autoria familia											
Ay Profile	Account type		Holding Account (100	5								
	Consistent Period											
	Can transfer?		784									
	Can Acquire?		Yes									
	Data Openad		12/05/2017									
	Date Closed											
	Account Holder		Test Account Holder									
	Account Building	-										
	Party Jype	1 ERF Project	1D NGER Fac	My 10 NGER Fa	dity Name K	puta Project #	Xinteen.	Eurita	Sectal Range		Quar	101
	AU ARCOU	Section 2					2010-17		1.741.144.413 - 1.7	ND 144,511	100	
	Distant								all seattle state and			
	-+ Internet (Deneratio) Transf	br Diterial (Menally	one Trans	etters • -= Diler								
	Account Holdings Summ	1 7										
	Type				Quantity							
					259							
	RADOV REACTU											
	RADOV NANCEU Total				306							
	RACCU MACCU Tetal				306						Exporte 🗑 ca	11
	excov seacou Total Account Representative Tree	Rame .	2.00 ctra		300	I want Address				a Norsker	Equite # ci	. /
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	ALCOV MARCOU Total Account Representative Type Immany O'Yee Hatey	Name Lim. 201	Solitation No.	App Te	398	E-mail Address Techs (Technolae), con			Photo 1234	e Nosker	Exports 👜 ca	
	RACOV MARCEN Tratel Account Representative Type Provery Verailetary	Rame Liter-Stil	Sulfative No	Aer Ye	Jos Jos	E-sud Address Tech-Parlamet.com			1000 1210	a Noslar	Exportis @ cr	

8.1.4 Select unit blocks to transfer

The next page allows the authorised representative to select the units for transfer. The authorised representative may select units from multiple blocks.

The authorised representative must select the units for transfer and enter the number of units to be transferred in that row by **selecting the add** button. The units will be transferred to the cart. The authorised representative must **select confirm selection** for the transaction to proceed.

										Logged	in as: testusi	er0001 / Industry User	
ANREU Home	Internal Registry Transaction - Select Unit Blocks to Transfer												
Account Holders	The internal transfer trans	artion is	usual to true	adar in	nit blocks from one	holden account in the	ANDELLIN another holds	ins account in the AM	DELL For a	Altional information on this transact	tion plasse	access the help conte	I industry User the help content for this multity to Add Add Add Add Add Add Add Add
Accounts	page	ectedit in	aped or the	and the	in crocks that day	interny account in an		ing account in the rate	1		man, basana	access on mp come	
Unit Position Summary	Transferring Account							Acquiring Account					
Projects	Account AU-2	365						The acquiring account	int has not	been selected yet			
Transaction Log	Account AU-2865 Number Account Name Test Account												
CER Notifications	Account Name Test	Account											
Public Reports	Account Holder Test	Account	Holder										
My Profile	Available Blocks											_	-
	Account	Earty	Ines	<u>CP</u>	ERF Project ID	NGER Facility ID	NGEB Facility Name	Kyolo Project #	Vintage	Serial Range	Quantity	Quantity to Add	Add
	AU-2865 - Test Account	AU	KACCU		Test123				2016-17	3,743,144,412 - 3,743,144,511	300	1	Q ANI
	AU-2865 - Test Account	AU	NKACCU	1	Test123				2016-17	3,743,144,512 - 3,743,144,611	100		Q Add
	- Filter			Т								2 minute	Q Ase As
	In Back to Account	Confirm 5	lelestion										

8.1.5 Select receiving account for transfer of units

The next page shows the existing accounts into which units can be transferred. The authorised representative must identify the account to which units are to be transferred by selecting the associated check box and then **select confirm selection** to proceed with the transaction.

Australian Government Clean Energy Regulator	Austral Nationa of Emis	lian al Registry ssions Units			Cer
					Logged in as: testuser0001 / Industry User
ANREU Home	Internal Reg	istry Transaction			
Account Holders	The internal tran	afer transaction is used to transfer unit block	is from one holding account in the ANREU to an	other holding account in the ANDELL For addition	al information on this transaction, please access the bein content for
Accounts	page.	and construction of an 24 to 118110101 MIN MOVE	a name and making and difficility of Physics of the	and many account of the children of the solution	an another of the network, product doctor and help content for
Unit Position Summary	Available Ac	auliting Accounts			
Projects	Select the Acqui	iring account for this transaction.			
Transaction Log	Select	Account Number	Account Name	Account Holder	Account Type
CER Notifications	0	AU-1012	Accthame13	EntName3	Holding Account (100)
		AU-1013	AcctName14	EntName4	Holding Account (100)
Public Reports	0	AU-1014	AcctName15	EntNameS	Holding Account (100)
My Profile	Q	AU-1015	AcctName16	EntName6	Holding Account (100)
	0	AU-1016	AcctName17	EntName7	Holding Account (100)
	Q	AU-1017	AcctName18	EntName®	Holding Account (100)
	0	AU-1018	AcctName19	EntName9	Holding Account (100)
	Q	AU-1019	AcctName20	EntName10	Holding Account (100)
	0	AU-1020	Accthame21	EntName11	Molding Account (100)
		AU-1021	AcctName22	EntName12	Holding Account (100)
	1 2 3 99 N	ext VFilter			1-10 ef 5
	en Back - Selec	t Unit Blocks 🛛 👄 Confirm Selection			
	BANNEN				a new one of the second

8.1.6 Review and submit the transfer transaction for approval

The next page shows a summary of the transfer transaction to be submitted including the **from** (transferring) and **to** (acquiring) accounts.

The authorised representative must **select submit transaction for approval** for the transaction to proceed.

Australian Government Clean Energy Regulator	Australian National Regi of Emissions	stry Units										CER-TEST	
											Logged in as: testuser0001 /1	indusity User	
ANICEU HOESE	Internal Registry Transa	ction - Re	view Tran	saction	before 0	Committing							
Account Holders	The internal transfer transaction	is used to t	ransfer unit b	kocks from	n one holds	ng account in the ANREU	to another hold	ing account in the A	NREU. For	additional info	mation on this transaction, please acces	is the help content for this	
Accounts	page.												
Unit Position Summary													
Projects	Transferring Account							Acquiring Account	18				
Transaction Log	Account AU-2865							Account	AU-1017				
CER Notifications	Number							Number					
Public Reports	Account Name Test Account								AcctName	18			
My Profile	Account Holder Test Account Holder Account Type Holding Account (100)							Account Holder Account Type	er Enthames Holding Account (100)				
	Soletted Blocks												
	Account	Party	Туре	CP	Project	NGER Facility ID	NGER Fa	cility Name	Expiry	Vintage	Serial Range	Transferring	
	AU-2865 - Test Account	AU	KACCU		Test123					2016-17	3,743,144,412 - 3,743,144,421	10	
	Confirm the Transaction												
	Comment												
	Confirm With Password		77	the America	10	3							
				an Append	92								
Accessibility Disclaimer	Privacy										© 2016	SRA International Inc	

8.1.7 Notification of PIN for approval of transaction

Once the transaction is submitted for approval, a message will appear at the top of the **transaction details** page with instructions on how to access the PIN via email notification.

All approvers listed for the account will receive an email notification of the proposed unit transfer, requesting their approval of the transaction. This email contains a PIN that must be entered by the approver for the transaction to proceed.

8.1.8 Approval of transaction

The approver logs on to the ANREU and **selects transaction log** from the left hand side menu. When the transfer transaction is selected, summary details of the transaction are displayed.

The approver must enter the correct transaction PIN provided and **select approve** or **cancel—not approved** in order to proceed with or cancel the transaction.

Australian Government Chan Eurge Hepsheir	Australian National Registry of Emissions Units								CERI
ANDEU Home Account Holders	Transaction Details							Lagged in as, testuser0001 /	ndystry User
Accounts	managem dealer appear beion								
Init Position Summary	Transaction Approval								
hojecta	The transaction has been submitted for appr	oval. An email includ	ling the transaction PIN requ	red to approve this transaction t	as been sent to all accou	nt representatives in	th transaction appro	wal permissions for the transferring acc	ount. To approve this
hansaction Log	transaction, an authorised approver must log	in to the ANREU and	d provide the transaction Pit	i on the transaction detail page.					1.11
ER Notifications		· · · · · · · · · · · · · · · · · · ·	Energ	y Regulator to perform the acti	on you have requested.	once you have app	roved this transacti	on, it can not be reversed by the Regi	dator.
Aublic Reports	Transaction Instator	Uset, Test							
dy Profile	Transaction PIN								
	Approve O Cancel - Not Approved								
	Transaction ID	AU7801							
	Current Status	Avaiting A	(count Holder Approval (95)						
	Status Date	12/05/2017	7 15:31:11 (AEST) 1 05:31:11 (GMT)						
	Transaction Type	Internal (1)	n an						
	Transaction Initiator	User Test							
	Comment								
	Transferring Account				Acquiring Account				
	Arcount All Milk				lacount	411.2788			
	Number				Number	MUN2108			
	Account Name Test Account				Account Name	Abby			
	Account Holder Test Account Holder				Account Holder	Abby Corp			
	Transaction Discks								
	Party Type Original CP	ERF Project 1D	NGER Facility ID	NGER Facility Name	Kyota Project #	Vintage	Expiry Date	Serial Range	Quantity
	AU KACCU	Yest123				2016-17		3,743,144,412 - 3,743,144,421	10
	Transaction Status History								
	Status Date			Status Code					
	12/05/2017 15-31-31 (AEST) 12/05/2017 05-31-11 (0MT)			Assailing Accou	rit Holder Approval (95)				
Accessibility Disclaimer	Privacy							62014	SRA international, In

Note:

For a transfer to occur, units must be available for transfer from the source account. A transfer of units can be cancelled at any point until it is approved or declined by the account's authorised approver. Once approved, the transfer transaction in the ANREU cannot be reversed.

8.2 Performing an external (international) transfer

The process for performing an external (international) transfer follows the same model as for an internal (domestic) transfer. The differences are:

- Only specific types of units can be transferred internationally—when selecting this transaction only the valid unit types eligible for international transfer will be displayed.
- You will be required to enter the acquiring account in a specific format that complies with the Kyoto Protocol unit transfer data standards (see below).
- The transaction is sent via a secure communications channel to the identified national registry through the UNFCCC International Transaction Log (ITL). The ITL validates the units and the acquiring account information prior to allowing the transaction to proceed.

Note:

The Kyoto account identifier must be in the following format [CA-100-1010-0]

- registry identifier: 2-character country code
- account type: 3 digits
- account identifier: numeric, up to 15 digits
- applicable commitment period: 1 digit (all holding accounts should be 0)

Each part of the account identifier should be separated with a dash (-). Do not include leading zeros. The owner of the acquiring account would be in the best position to advise of these details.

8.3 Transferring units to perform a delivery under a carbon abatement contract

The transfer of units to make a delivery under a carbon abatement contract can be initiated by an authorised representative with initiator permission, and completed by an authorised representative with permission to approve the transaction. For this transaction to occur, units must be available for transfer from the source account.

The step-by-step instructions and system screen shots for a unit transfer delivery transaction are outlined below.

8.3.1 Log in to ANREU

After logging in to <u>ANREU</u>, pending delivery notifications will be displayed on the **welcome to the ANREU** page. Alternatively, pending delivery notifications can be viewed by **selecting the CER notifications** tab from the left hand menu. If the authorised representative has access to multiple accounts, multiple notifications will be displayed.

8.3.2 Select the delivery notification to action

Select the view details tab to display the details of the notification.

Australian Government Clean Energy Regulator	Australian National Registry of Emissions Units		Contact Us Log Out H
ANREU Home			Logged in as: testuser0001 / Industry User
Account Holders	View CER Notification Details		
Accounts	This page displays detailed information abou	the selected notification as well as information on any transactions performed in response to this notification.	
Unit Position Summary	Туре	ACCU Delivery	
Projects	Account Holder(s)	Test Account Holder	
Transaction Log	Due Date	30/06/2017	
CER Notifications	Quantity	50	
Dublic Panorts	Quantity Transacted	0	
No Deallin	Status	Pending	
wy Protec	Created Date	12/05/2017	
	Details	Test Delivery	
Accessibility Disclaimer	Privacy		© 2016 SRA International, In

8.3.3 Select units for transfer (delivery)

The delivery transfer transaction can be initiated by **selecting start transaction** and selecting the unit blocks to transfer from the account by placing them in the **quantity to add** box and then **select the add** button.

		no em	15								1	CERATES
ANREU Home	ACCU Delivery - Se	elect Unit B	locks to Transfer					Logo	ed in as: testu	ser0001 / indusir	y Uber	
Account Holders	The ACCU Delivery tran	saction is used	to deliver ACCUs against	an ERF contract deliv	very milestone. Selected	units from the transferri	ng account a	III be transferred to the ACCU Delive	ry account of	the Clean Ener	gy Regula	note
Accounts	Notification Details										******	
Unit Position Summary	Source ID Ac	count Holder	s) Type	Due	Date Quantit	Quantity Tra	insacted	Quantity Remaining	5	Status	Details	
Projects	Te	at Account Hold	er ACCU De	livery 30/0	6/2017 50	0		50	P	Pending	Test Deliv	ery.
Transaction Log												
CER Notifications	Transaction Details											
Public Reports												
My Profile	Transferring Account		-			Acquiring Acc	ount					
	Available Blocks					Number Account Nam Account Hole	te Comm Reduct der ICN Or	onwealth Emissions Ion Fund Delivery Account g Legal name 07062016				
	Account	Type	ERF.Project ID	NGER Facility ID	NGER Facility Name	Kyoto Project #	Meteor	Serial Range	Quantity	Quantity to	Add	Add
	AU-2065 - Test Account	KACCU	Test Project - Test123				2016-17	3,743,144,422 - 3,743,144,513	90	50		Q Add
	tim Back to CER Notification	on 🛛 👄 Confin	n Selection									

8.3.4 Review and submit the transfer transaction for approval

You may review the number of units you are transferring or confirm your selection by **selecting the confirm selection** button.

Andrelian Gevennent Case Long Regions	Australian National R of Emissio	egistry ns Unit	ts									Contact Us	LogOut	CERTEST
ANREU Hume Account Hutbers Accounts Unit Position Summary	ACCU Delivery - Se The ACCU Delivery tran Notification Details	elect Unit Bi	ocks to Transfer to deliver ACCUs age	enstan ERF contract delive	ry milestone, Selected un	(b from the transfer	ming account wi	l be transferred to	the ACCU Delivery ac	count of the CA	Logged in as test ean Energy Regulat	luiner 1999 1 / Indu	otry User	
	Source ID	Account Holds	r(s)	Type	Due Date	Quantity	Quantity Tru	esacted	Quantity #	entabling	51.4	lars	Details	
Projects		NEW PROPERTY		(House Charley	Jacob Colo				100			······	an partery	
Transaction Log														
CER Nutritications	transaction Details													
Public Reports	Transforming Account.						Accessions here	CALL OF THE OWNER						
	Number Account Name Tes Account Holder Tes	t Account Holds	e V. AU and Senal Ray	pe 3.743, 144 422 - 3.743, 1	44.511) has been added 1	to The cart with a "g	Number Account Nan Account Hole	er of 53	ath Ensistions und Delivery Account at name 07062016					
	Selected Blocks													
	Account	Type	NGER Facility ID	NGER Facility Rame	ERF Propert ID	Ryoto Propert		e Serial Ran	pe .	Available	Transferring	Update		
	AU-2965 - Test Account.	KACOV			Test Project - Test 123		2016-1	7 3,743,144,4	32 - 3.743.344.915	45	80	Oter	ate O fam	-
	O Reset Selected Bracks]										-		
	Available Blocks								A					
	Au-2015 - Test Account	XACO.	Test Project - Tes	ALL IN PACENTY	the sector random		terra societa a	2016-17	3.743.144.422 - 5.	143.144.511	20	(in Cert		And
	- Rock to CER Notification	e Cardres	bieter									Colored.		1.0
Accessibility Contarner	Prindeo											0 2016 58	5A wasmata	rul, Inc.

8.3.5 Update or confirm selection for transfer (delivery)

You may update the number of units you are transferring or confirm your selection by **selecting the confirm selection** button.

8.3.6 Notification of PIN for approval of delivery transaction

Once the delivery transaction is submitted for approval to the account's authorised approver, a message will appear at the top of the **transaction details page** with instructions on how to access the PIN via email notification.

All approvers listed for the account will receive an email notification of the proposed unit transfer, requesting their approval of the transaction. This email contains a PIN that must be entered by the approver for the transaction to proceed.

8.3.7 Approval of transaction

The approver logs on to the ANREU and **selects transaction log** from the left hand side menu. When the delivery transfer transaction is selected, summary details of the transaction are displayed.

The approver must enter the correct transaction PIN provided and **select approve** or **cancel—not approved** in order to proceed with or cancel the transaction.

8.3.8 Viewing completed transactions

Login to ANREU using your user ID and password. If an ANREU announcement is present on login to the ANREU home page you will need to confirm that you have viewed it before progressing.

Select the CER notifications from the left hand menu. Select the filter button. Select complete as the status, and select apply filters. The notifications which have a status of completed will be displayed.

This data can be exported to excel by **selecting the export to excel** button. To view an individual notification **select the view details** hyperlink button.

8.4 Transferring units to perform a relinquishment transaction

The transfer of units to perform a relinquishment transaction can be initiated by an authorised representative with initiator permission, and completed by an authorised representative with permission to approve the transaction. For this transaction to occur, units must be available for transfer from the source account.

The step-by-step instructions and system screen shots for a unit relinquishment transaction are outlined below.

8.4.1 Log in to ANREU

After logging in to <u>ANREU</u>, pending relinquishment notifications will be displayed on the **welcome to the ANREU page**. Alternatively, pending delivery notifications can be viewed by **selecting the CER notifications** tab from the left hand menu. If the authorised representative has access to multiple accounts, multiple notifications will be displayed.

8.4.2 Select the relinquishment notification to action

Select the view details tab to display the details of the notification.

Australian Government	Australian National Registry		Contact Us	Log Out	Help
Clean Energy Regulator	of Emissions Units			CEI	.R-TES
ANREU Home			Logged in as testuser0001 / indu	stry User	
Account Holders	View CER Notification Details				
A	This page displays detailed information about	the selected notification as well as information on any transactions performed in response to this notification.			
Accounts	Type	ACCU Relinguishment			
unit Position Summary	Account Holder(s)	Test Account Holder			
Projects	Due Date	30/06/2017			
Transaction Log	Quantity	50			
CER Notifications	Quantity Transacted	R.			
Public Reports	Statue	Bendina			
My Profile	Granted Date	12/05/2017			
	Details	Test			
Accessibility Proceedings	Reference of the second se			A International	1.162

8.4.3 Select units for transfer (relinquishment)

The relinquishment transfer transaction can be initiated by **selecting start transaction** and **selecting the unit blocks** to transfer from the account by placing them in the **quantity to add** box and then **select the add** button.

Australian Government Clean Energy Regulator	Australia National of Emiss	an Registry sions Unit	ts								CERTE
ANREU Home Account Holders	ACCU Relinqui The ACCU Relinqui	ishment - Select	Unit Blocks to Trans sused to transfer eligible	sfer wits to the specified r	elinquistment account of	The Clean Energy Re	plater to fulfi	Logo a relingúsbruert requirement.	ed in all testin	uerðöð 5 í Industry Giler	
Unit Doubles Kommuny	Notification Details										
One Position statistics y	Source ID	Account Holder(s) Type	2004 - C	Due Date	Quantity Qu	sertity Transi	acted Quantity Remo	pining	Status	Details
Projecte		Test Account mode	ACCU Ken	and the second	30/96/2017	30 0		10		Pending	1894
Transaction Log											
CER Motifications	Transaction Details	•									
Public Reports	Transforming Account					Acquiring for	Terren				
	Available Rocks	count has not been s	eected yet.			Account Number Account Na Account Ho	AU-271 ne Austral Ider ICN Or	is Belingushment Account g Legal name 07562016			
	Account	Type	ERF Project ID	NGER Facility ID	NGER Facility Name	Reato Project #	Vertage	Serial Range	Quantity	Quantity to Add	Add
	AQ-2865 - Test Act	NKACCU	Test Project - Tests23	in the second second	the second second		2016-17	3,743,144,512 - 3,743,344,611	100	[56]	Q ANI
	Au-2065 - Test Acc	count KACCU	Test Project - Test123				2016-17	3,743,144,422 - 3,743,144,511	90		C) All
											1.
	- Reck to CER Not	Roadon -+ Canton	Selector								
		manufactoria and									

8.4.4 Review and submit the relinquishment transaction for approval

You may update the number of units you are transferring or confirm your selection by **selecting the confirm selection** button.

Aastralian Geerrannad One Earry Repher	Australian National Re of Emission	gistry 1s Unit	s										CERTE
											Lappetie as in	man of the standard of the	iwr
ANREU Home	ACCU Relinquishme	ent - Select	Unit Blocks to Tra	nsfer									
Account Holders	The ACCU Relinquistme	nt transaction (is used to transfer eligit	ie units to the specified rel	inguishment account of the	Gean Energy	Regulator to 1	utti a relinguist	tment requirement.				
Accusetts	Notification Details												
Juli Position Summary	Seurce ID A	conset Holder	(*) 7	ibe .	Ove Date	Quantity		untilly Transac	ted (Quaritity Review	ing :	Mature	Oxtada
vojecta		at Account Hold	lar A	OU Relinquishment	3016/2017	70	0		1	N-		Banding	Test
atsaction Log													
ER Notifications	Transaction Details												
able flaports	Sec. 1.												
y Profile	transferring Account						Acquiring Ac	count					
	Account AU-2 Number	845					Account	AU-2786					
	Account Name Victor	Local and					Account Ma	-	Balancistonest				
	ACCOUNT NAME INCOM	Acceum					Account Na	Account	Patinguisnment				
	Account Holder I Hit?	ACCOUNT PRICE					Account Ho	ider ICN Org I	Legal name 07062016				
	O Unit Block Added U	nd Block Party	y AU and Senal Range	3743,144,512 - 3,743,14	4.611) has been added to 1	he cart with a 't	pularity to tran	oter of 53					
	Selected Blocks												_
	Account	Type	NGER Facility ID	NGER Facility Name	ERF Project 3D	Kyota Project	e vie	ege Sertal I	large	Austlable	Transferrag	a tipdata	
	AU-2015 - Test Account	NKACOV			Test Project - Test 523		2014	\$7 3,742.5	44.552 - 2.743.144.613	50	80	Quer	C Famore
	O Read Selected Blacks												
	Available Discks											-	
	Accessed	Taux	LBF. Project.3D	NGER Facility ID	NGER Facility Name	. Kyali	· Project #	Vinteus	Seriel Record		Quantity	Quantity to Add	Add
	Aur (1943 - Test Account)	NARCOV	Test Propert - Testa	14 I				2016-17	3,743,344,812 - 3,743	344.613	519	in dat	
	AU-2012 - Test Account	RACCU	Test Propert - Test L					2016-17	3,743,344,422 - 3,743	344,513	**		Q AM
													1
	- Bark to COR Mathematics	-a Certim	Selector										
	1000												

8.4.5 Notification of PIN for approval of relinquishment transaction

Once the relinquishment transaction is submitted for approval to the account's authorised approver, a message will appear at the top of the **transaction details page** with instructions on how to access the PIN via email notification.

All approvers listed for the account will receive an email notification of the proposed unit transfer, requesting their approval of the transaction. This email contains a PIN that must be entered by the approver for the transaction to proceed.

8.4.6 Approval of transaction

The approver logs on to the ANREU and **selects transaction log** from the left hand side menu. When the relinquishment transfer transaction is selected, summary details of the transaction are displayed.

The approver must enter the correct transaction PIN provided and **select approve** or **cancel—not approved** in order to proceed with or cancel the transaction.

8.4.7 Viewing completed relinquishment transactions

Login to ANREU using your user ID and password. If an ANREU announcement is present on login to the ANREU home page you will need to confirm that you have viewed it before progressing.

Select the CER notifications from the left hand menu. Select the filter button. Select complete as the status, and select apply filters. The notifications which have a status of completed will be displayed.

This data can be exported to excel by **selecting the export to excel** button. To view an individual notification **select the view details** hyperlink button.

8.5 Performing a voluntary cancellation transaction

Voluntary cancellation involves the transfer of unit blocks from a holding account to the relevant voluntary cancellation account for the Kyoto Protocol. Once units have been voluntarily cancelled, they are removed from circulation and are not eligible to be used towards meeting Australia's targets under the Kyoto protocol.

Voluntary cancellation transactions are initiated from the account detail page of the account that intends to voluntarily cancel units, and may be initiated by any authorised representative with initiator permissions. If the transaction involves Kyoto units (AAU, RMU, ERU, CER, tCER, or ICER), the transaction will be submitted to the ITL for validation and the acquiring account will be the Kyoto voluntary cancellation account. If the units involved are ACCUs, there will be no ITL validation and the acquiring account will be the Australian voluntary cancellation account.

8.5.1 Initiating a voluntary cancellation

After logging in **select the accounts** button. You will navigate to a page that displays all the accounts of which you are a representative. **Select an account** from which you would like to cancel units by clicking the account number. This will bring you to the view account page, which has all the information on your account holdings. To initiate the voluntary cancellation process, **select voluntary cancellation** from the drop down list and **click the other** transaction button at the bottom of the account holding table that contains a summary of the units held in the account.

8.5.2 Selecting unit blocks

Upon initiating the voluntary cancellation transaction, you will be navigated to a page that displays the unit blocks available to be cancelled. To find the unit block that you would like to use for the transaction, you can

either browse using the **next** button or use the **filter function**. Once you have found the unit block you wish to cancel, **enter the quantity** of units you want to cancel **in the quantity to add field** then **click the add** button to add the units to be transferred to your cart.

A confirmation message for the addition of the units selected will appear on the screen with the selected block(s) indicated, and a selected block(s) grid will appear showing the units that are in your cart.

If you add a Kyoto unit block to your cart the available block grid will be filtered such that only Kyoto unit blocks can be selected. Similarly, if you first add ACCUs to your cart, the available block grid will be filtered such that only other ACCU blocks can be selected. In both cases, if you clear the units held in your cart, all eligible units will be available for selection. This is because a single voluntary cancellation transaction can include only Kyoto units (in which case the transaction requires ITL validation), or only ACCUs (in which case the transaction does not require ITL validation).

To update the quantity of units in a single block, change the number of units in the transferring field of that line item and **click the update** button. To remove the units of a single block from the transaction, **click the remove** button for that line item. To reset the entire transaction, click the **reset selected blocks** button.

To continue the cancellation process, **click the confirm selection process**. If required data is missing, an alert message will appear.

If you would like to cancel the transaction process, you can either **click the back** button at the bottom of the page or navigate to another page.

8.5.3 Confirmation of voluntary cancellation

There is no need to select an acquiring account for this transaction. The system determines the correct acquiring account based on the applicable commitment period of the units selected, and the transaction type being performed.

If you would like to modify the unit blocks or the number of units for cancellation, you can **click the back-select unit blocks** button at the bottom of the page and you will be taken back. If you would like to cancel the process, you can simply navigate to another page.

To proceed with the transaction, you will be required to enter your password. You will have the opportunity to add a comment in the comment field. If the transaction is being undertaken to correct data reported in a previous year, **click the relevant check box**. Enter your password in the **confirm with password field**, then **click the submit transaction for approval** button. If required data is missing or erroneous data has been entered, an alert message will appear with details describing the error.

Once submitted, the transaction will be proposed. If the transaction involves Kyoto units, it will be sent to the ITL for validation. If the transaction involves ACCUs, it should be completed shortly after successful submission.

9. Project information

Projects registered under the Emissions Reduction Fund that have previously received units can be viewed in the ANREU. As an authorised representative you are able to view the projects details for the accounts you represent.

The step-by-step instructions are outlined below.

9.1 Log in to ANREU and navigate to projects

After logging in to <u>ANREU</u>, the authorised representative should use the **welcome page** to navigate to the different parts of ANREU. Access the project information by **selecting projects**.

9.2 Select the project

The projects tab will display all associated projects, you can **select the relevant project ID** to view project details and details of units issued to the project.

10. Reports within ANREU

There are a number of reports within ANREU that can be downloaded by authorised representatives, as well as a range of public reports that are available to the general public.

10.1 Public reports

As part of Australia's commitment to the Kyoto Protocol it is a requirement that a number of public reports be made available. The requirement for these reports can be found in the Kyoto Protocol decision, specifically decision 13 *Modalities for the accounting of assigned amounts under Article 7, paragraph 4, of the Kyoto Protocol* (paragraphs 44 – 48).

Access to the public reports can be found via:

- the ANREU landing page, access from here does not require a user name or password to be entered, and
- by selecting the public reports option (if you have logged on) on the ANREU main menu.

				Contact Us Registered users: Log In Help
Aastrallan Government Ona Lorg Regimer	Australian National Registry of Emissions Units			CORT
The Australian National Re commitments under the Ky accounting of the issuance	egistry of Emissions Units (ANREU) is administered by the yoto Protocol. The Protocol requires each country with an e, holding, transfer, acquisition, cancellation, retirement an	Clean Energy Regulator. ANREU is a system designed to meet- emission reduction target to establish a national registry to ensu d carry-over of Kyoto units.	one of Australia's ne accurate	and the second
ANREU supports the issua Reduction Fund.	ance, holding, transfer, and acquisition of Australian Carbo	n Credit Units (ACCUs) issued under the Australian Governmen	C Emissions	Contract of the local diversion of the local
The Clean Energy Regular as part of the Environment	for is an independent statutory authority established by the	Clean Energy Regulator Act 2011 to administer climate chan	pe law and operates	- Thilly
The Clean Energy Regular	tor administers the National Greenhouse and Energy Rep	orting System (NGERG), the Emissions Reduction Fund and I	he Renewable	
Organisations or individua	als that wish to hold Kyoto units in Australia, or ACCUs are	required to have an ANREU account. If you wish to open an ANR	IEU account pivase	
			an distanti in secondaria a	and an internet in the second second
Registered	d users may login to ANREU.	Log In	Useful Links	
View public	cly available reports for the Registry.	Public Reports	How do Lopen an ANREU account? What is the Emissions Reduction Fun	d7
Contact the	e ANREU Administrator	Contact	How do I participate in the Emissions What is the Kyoto Protocol?	Reduction Fund?
			L. State of the second s	
Accessibility Disclaimer	r Privacy			© 2016 SRA international, Inc



After accessing the public reports the following screen will be displayed. You are able to select what report you require in either PDF or Excel formats. Clicking on the PDF or Excel symbol will commence the download of that report.

Australian Government Chan Energy Regulator	Australian National Registry of Emissions Units
ANREU Home	Legged in as. Instant6001 / Industry Unar Public Reports Home
Account Holders	Click the appropriate builton under the selected report to download a public report in the displayed output format.
Accounts	Account Information Report, with Unit Block Holdings (Decision 13/CMP.1 Paragraph 45 and 47, a, I)
Unit Position Summary	The Account Information report displays a lat of accounts with oursect information on each account number in the registry, including account representative details, account bialances, and detailed unit block holdings as required by Decision 13/CMP,1 Paragraph 48 and 13/CMP,1 Paragraph 47,
Projecta	mphadabut (s) teq ()
iransaction Log	Custans of 12 January 2015 Carf 👔 🔑
CER Notifications	
Public Reports	Account Information Report, No Unit Block Holdings (Decision 13/CMP.1 Paragraph 45 and 47, a, I)
	The Account Information report Equipys a loss of assocrats with surrent Information on each account number in the registry, rejuding account representative details, and account losiances as required by Decision 13/CMP.1 Paragraph 42 and 13/CMP.1 Paragr
	Authorised Entities Report (Decision 13/CMP.1 Paragraph 48)
	The Authorised Entries report displays a fair of legal entries authorised by Australia to hold ERUs, CERs, AAUs and the registry, as required by Geolain 13/CAP1 Paragraph 48.
	bana na mitananya zani dan 👜 🔎
	Annual Holding and Transaction Summary Report (Decision 13/CMP.1 Paragraph 47, b-k)
	The Annual Holding and Tennaction Summary can be downloaded for each calendar year prior to the current calendar year. The region includes information as required by Decision 13/CMP (Paragraph 47, subpergraph) is intrough is
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	Joint Implementation Project Information Report (Decision 13/CMP.1 Paragraph 46)
	The Joint Implementation Project Report displays a bit of J projects hosted by Australia as implaned by Devicing 13/CMP.1 Paragraph 48.
	Column of the Column 2014 Column 2014 Column
	Personal information of Associal Representatives, including their development, and extenses, employed and fav numbers, is confidential and is not published, in accordance with Declary 1000RT Paragraph 44 of the Confidence of the Parties to the Hypoth Protocol and Republished and is not published, in accordance with Declary of Division 1000RT Paragraph 44 of the Confidence of the Parties to the Hypoth Protocol and Republished and is not published, in accordance with Declary of Division 1000RT Paragraph 44 of the Confidence of the Parties to the Hypoth Parties to the Hypoth Protocol and Republished and is not published, in accordance with Declary of Division 1000RT Paragraph 44 of the Confidence of the Parties to the Hypoth Parties to the H
American Distances	# 2019 876 (managara)

Note:

These public reports are required to ensure compliance with Kyoto Protocol, and as such the information contained in these reports relate to holdings of international units. These reports do not display information of holdings of Australian carbon credit units issued or held as part of the Emissions Reduction Fund.

10.2 Account transaction reports

To assist account holders and authorised representatives to manage their accounts an authorised representative is able to download a copy of the transaction log for a specific account. In addition to the information that is displayed as part of the general transaction screen the downloaded report contains quantity information of units contained within each transaction.

These reports are available in PDF or .CSV file formats.

To access the report you will need to be logged on to ANREU and access is via the transaction log menu item.



10.3 Individual account holding reports

To assist account holders and authorised representatives to manage their accounts an authorised representative is able to download a copy of the current emission unit holdings for a specific account.

These reports are available in PDF or .CSV file formats.

To access the report you will need to be logged on to ANREU and access is via the accounts menu item.

11. Historical unit position statement

As an authorised representative you are able to view your historical liability position if the account for which you are an authorised representative had a liability under the carbon pricing mechanism.

Access to the unit position statement is via a menu item on the main menu located at the left hand side of the ANREU screen.

ANREU Home	Select a Client and Surrender Perio	bd	
Account Holders	Please called an account holder and nurrander period	In view the account of the tail and under any here details	
Accounts	riesse select en accuant render and surrender perior	I U VIEW DIE 852	
Unit Position Summary	ELEMENT OF THE PROPERTY OF THE PLANT		
Transaction Log	Step 1: Select Account Holder	Select an Option	•
Public Reports	Step 7: Select Surrender Period		
My Profile			

After selecting this menu option you will be required to **select the account holder** for which the liability refers to. If you are an authorised representative for more than one account holder the list will display all those account holders you are associated with. ANREU will only display those account holders for whom you are an authorised representative for and you will not be able to see unit position statements for other ANREU account holders.

You will also be required to select the surrender period you wish to view.

After selecting the account holder and the surrender period the unit position statement will be displayed for that account holder/period.

Transaction 10	Transaction Type	Transferring Account	Acquiring Account	Status Date	Current Status	Unit Quantity
The grid below displays surre	ender transactions and fixed price purd	ase transactions against the selected surrender p	veriod.			
Related Transactions						
position statement for furthe	r detail on any pending transactions.	one second of your prover to prove a second war			betaned one to	and a statement (opens in new miss
Projected net unit position r	may include transactions that require fu	ther action on your behalf to avoid shortfall. Con	suit the detailed unit		Detailed Unit Po	inegative value indicates shortfi sition Statement (opens in new wind
Projected Net Unit Position*	5					
Total Credits:					0	
Units pending surrender ag	ainst this period:				0	
Units surrendered against th	his period:				0	
Interim Emissions Number:						Not Availa
-					Credit	De
Summary Unit Position						
True-up Complete?		No				
Period Status		Open				
Landfill?		No				
Client Reference Number		We1854417				
Charles Minana		1 Operior Instance				

The statement displayed is a summary for the period. If you require further information then a detailed unit position statement is available. To view the detailed statement **click the detailed unit position statement** text.

The Australian National Registry of Emissions Units		HE HIDDE
WS Test	Logged in as: Bri	adley / Industry User (10000) (1009)
Legal Disclaimer		
You are responsible for determining your obligations under the law, and for applying the law to your individual orrumstances. While all reasonable care has been taken in the preparation of information on this webpage, neither the loss or damage from any cause (including negligence) whether arising directly, inodentally or as consequential loss, out of or in connection with, any use of information in this webpage. If you believe that information is inaccurate.	Clean Energy Regulator nor the Commonwe please advise the Clean Energy Regulator b	alth of Australia will be liable for any calling 1202 \$\$3\$42.
Unit Position Statement: Financial Year 2013-14 - Surrender period ending 30 December		
Completed Surrender	Credit	Debit
Total Interim Emissions Humber (A):		Not Available
CU's surrendered against this period (8):	0	
ACCU's summedered application bis period (C):	0	
ACCU's taken to be surrandered in the next following eligible period (D):	0	
Total Units Surrendered for the ourrent period (B+C+D):	0	
Net position as of 24/11/2013 14:2012 (AEST) (B+C+D-A):		
		(negative value indicates shortfall)
Pending Surrender		
CU's pending surrender against this period (E):	0	
ACCU's pending summeder against this period (F):	0	
ACCUs pending summeder, to be taken to be summendered in the next following eligible period (G):	0	
Total Units Pending Surrender for the current period (E+F+G)*:	0	
Projected net position (including pending transactions) (S+C+D+E+F+G:A):		0
		(negative value indicates shortfall)
"The projected net wit position includes details for any pending transactions. Common causes for a pending transaction include any transaction which has been included in ARREU but not yet approved, and any purchase and surre bank account. Therefore, you may will be required to undertails further takes pending transactions and avoid a shortfall.	nder transaction where funds have not yet be	sen reconciled in the Commonwealth
		Close Window

To exit the detailed unit position statement screen select the close window option.

12. Further assistance

Further assistance may be obtained in the following ways:

The Clean Energy Regulator website

Clean Energy Regulator GPO Box 621 Canberra ACT 2601

To provide feedback or obtain further assistance or support, contact ANREU:

Phone: 1300 553 542

Email ANREU at: registry-contact@cleanenergyregulator.gov.au

Opening hours: Monday to Friday from 9:00am to 5:00pm Australian Eastern Standard Time (AEST) and Australian Eastern Daylight Savings Time (AEDST).

The account representative can log on to ANREU online.