

Compliance Cycle 2020 Checklist – account representative

Update account and user details

- The details of your organisation and account representatives on your account are up to date. It is advisable to check this each year in January or February. If your details are not up to date, please submit a [change request](#).
- Request the (new) account setting for surrender transactions with 1 person. You have the ability to choose the two-eyes or four-eyes principle for transactions to the trusted account. Surrender transactions and voluntary cancellation transactions will also fall under this setting. The default setting will be four-eyes principle. This setting can be requested for by the account holder by submitting a [change request](#).
- If this setting is not applied you need to have at least two active [users](#) on your account which are able to log in to complete the surrender transaction. You need at least:
 - One user with (at least) permission to initiate transactions
 - Another user with (at least) permission to approve transactions

Enter emissions data in registry

- You have [entered](#) the emissions data for 2020 in the registry no later than 31 March 2021.
- Please be aware that you need to enter the domestic and non-domestic emissions of your aircraft operator in the registry. The domestic emissions can be found in field J13 of the tab 'Emissions Data' in the emissions report. The non-domestic emissions can be found in field J14.
- Please be aware that this year for the first time you need to enter the domestic and non-domestic emissions of your aircraft operator for flights falling under the Swiss ETS in the registry. The domestic emissions can be found in field J132 of the tab 'Emissions Data' in the emissions report. The non-domestic emissions can be found in field J133.

Please check page 19 of the CO₂ Registry manual on how to enter emissions. Please note that this manual is not publicly available, but can be downloaded in the registry (via the 'Help' button).

Verifier needs to verify emissions data

- Your verifier needs to verify the emissions data in the CO₂ Registry.
Please note: this is not relevant for small emitters that use the emissions report of the Eurocontrol ETS Support Facility. In this case verification is not required and the Dutch national administrator will mark the emissions data as verified in the CO₂ Registry.

Surrender allowances

- You have surrendered sufficient allowances for both the EU-ETS and CH-ETS no later than 30 April 2021 to cover the 2020 emissions. It is possible to surrender (phase 3) [EUAs, AEUAs, and \(phase 2\) CHUs and CHUAs](#). We advise surrendering the allowances immediately following verification.
- Please check page 21 of the CO₂ Registry manual or this video for an instruction on how to surrender allowances.

Attention: If you do not have sufficient allowances on your account to cover the verified emissions of 2020 you need to obtain additional allowances. Please keep in mind that a transfer of allowances to your account can take a considerable amount of time, due to security mechanisms in the registry. Depending on the specific situation it can take [up to 10 days to receive allowances](#) on your account. It is therefore very important to start the process of obtaining additional allowances at an early stage. Information on the processing of transaction can be found on the [website of the NEa](#).

Exchange CERs and/or ERUs (optional)

- You have exchanged eligible CERs and/or ERUs for AEUAs. Information about the exchange of CERs and/or ERUs can be found on the [website of the NEa](#).
- Please note: in phase 4 of the EU ETS, it will no longer be permitted to use CERs* in the EU



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ETS. Up to 1 May 2021 at the latest, you can exchange CERs for phase 3 emission allowances (EUA/AEUA) in the CO₂ registry.

Please check page 43 of the CO₂ Registry manual for an instruction on how to exchange credits.