

Compliance Cycle 2021 Checklist – account representative

Update account and user details

- The details of your organization and account representatives on your account in the EU ETS Registry 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](#).
- Make sure the active account representatives use the log in method with QR codes. Logging in with SMS is no longer possible since January 7, 2022. Please find the manual for switching to QR on our [website](#).
- 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 trusted accounts. Surrender transactions and voluntary cancellation transactions will also fall under this setting. The default setting will be the four-eyes principle. This setting can be requested 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 the registry

- You have to [enter](#) the emissions data for 2021 in the registry no later than 31 March 2022. The following 4 figures need to be entered in the registry:
 - The domestic and non-domestic emissions of your aircraft operator in **the EU ETS**. 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.
 - The domestic and non-domestic emissions of your aircraft operator for flights falling under **the Swiss ETS**. 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 make sure to enter a zero (0), when this applies to one or more of the 4 figures, to prevent your account from being blocked.

Please check the EU ETS Registry manual if you need help entering emissions. Please note that this manual is not publicly available, but can be downloaded in the EU ETS Registry (via the 'Help' button).

Verifier needs to verify emissions data

- Your verifier needs to verify the emissions data in the EU ETS 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 EU ETS Registry.

Surrender allowances

- You have to surrender sufficient allowances for both the EU ETS and CH ETS no later than 30 April 2022 to cover the 2021 emissions. It is possible to surrender phase 3 and 4 [EUAs, AEUAs, and phase 2 and 3 CHUs and CHUAs](#). We advise surrendering the allowances immediately following verification.
- Please check the EU ETS 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 2021 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 7 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 transactions can be found on the [website](#) of the NEa.