

Checklist Account Representative EU ETS Registry Aviation

Update account and user details

- The details of your organisation 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. For instructions on the log in method with QR codes, please check our [website](#).
- Request the (new) account setting for surrender transactions with 1 person, if desired. 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 the two-eyes 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 by March 31st 2024

- You have to enter the emissions data for 2023 in the registry no later than 31 March 2024. The following four 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 four 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 by March 31st 2024

- Your verifier needs to verify the emissions data in the EU ETS-Registry no later than 31 March 2024.

Please note: this is not relevant for small emitters that use the emissions report generated by Eurocontrol's small emitters tool. 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 by September 30th 2024

- You have to surrender sufficient allowances for both the EU-ETS and CH-ETS no later than 30 September 2024 to cover the 2023 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. The surrender transaction can be initiated and approved 24/7 and will be processed immediately.
- Please check the EU ETS-Registry manual or this [video](#) for an instruction on how to surrender allowances.
- Via the following [link](#) more information can be found on where to obtain emission allowances.

Attention: If you do not have sufficient allowances on your account to cover the verified emissions of 2023, 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. Please note that you can turn on the ability to make transfers from an aircraft or operator holding account ([A]OHA) to accounts that are not included on the trusted account list. Account holders are able to notify the NEa of this choice by submitting a [change request](#).

Depending on the specific situation it can take up to 5 working 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.