The Québec Cap-and-Trade System for Greenhouse Gas Emission Allowances

User Manual – Volume 3

OPENING AN ACCOUNT

CITSS
Compliance Instrument Tracking System Service

December 2018

Québec

HISTORICAL BACKGROUND OF NEW FEATURES

Date	Section	Changes
December 2018	Section 3.4	Text updated to reflect changes made to the Account Application with Attestation Form and the Structure and Business Relationships Disclosure Form
December 2018	Section 3.4	Changed the page titled “Account Application: Auction Participation“ to “Account Application: Auction and Reserve Sale Information” and adjusted the text
December 2018	All	Adjustment of various sections of the text
December 2018	All	Updating of the contact information and email address of CITSS support service
December 2018	All	Updating of the figures
December 2018	All	Reorganization of the manual’s sections

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FIGURES

ACRONYMS AND INITIALISMS

AVA	Account viewing agent
Emitter	Any person covered by section 2 or section 2.1 of the *Regulation respecting a cap-and-trade system for greenhouse gas emission allowances*
GHG	Greenhouse gas
MELCC/ Ministry	Ministère de l’Environnement et de la Lutte contre les changements climatiques
NEQ	Numéro d’entreprise du Québec
Participant	A participating natural person or legal entity
AR	Account representative
PAR	Primary account representative (resource person)
Regulation	*Regulation respecting a cap-and-trade system for greenhouse gas emission allowances*
NAICS	North American Industry Classification System
C&T system	GHG emission cap-and-trade system
CITSS	Compliance Instrument Tracking System Service
WCI, Inc.	Western Climate Initiative, Inc.

1. Introduction

The *CITSS User Manual* has been elaborated to support the users of the Compliance Instrument Tracking System Service (CITSS) who must carry out various actions under the Québec government's GHG emission cap-and-trade (C&T) system.

The system's numerous functions include the issuance by the government of emission allowances, recording the ownership of emission allowances and account information, performing and recording emission allowance transfers, and facilitating the verification of compliance.

The *CITSS User Manual* is divided into volumes elaborated specifically according to the types of operations that users will have to perform in the system. Seven volumes have been elaborated:

Volume 1 User Registration

Volume 2 User Profile Management

Volume 3 Opening an Account

Volume 4 Account Management

Volume 5 Emission Allowance Transfers

Volume 6 Compliance Management

Volume 7 Registration for Government Sales

Additional volumes and updated versions will be published where warranted.

1.1 Access to CITSS

You can directly access CITSS at https://www.wci-citss.org.

The CITSS home page is the point of entry to carry out any operation in the system. To have access to user profiles, open an account and access accounts linked to the users, the latter must, if they already possess a valid user ID, click on "Login" in the left-hand menu and enter their personal access information (user ID and password). To obtain a user ID, please refer to Volume 1 of the *CITSS User Manual.*

General guidelines

- CITSS is compatible with the main web browsers but certain functions differ slightly from one browser to the next. The CITSS website home page indicates the compatible browsers.
- As a security precaution, it is recommended to erase the browsing history if several people use the computer on which a profile has been created or on which a user navigates in CITSS. It is also recommended that you clear the browser's cache upon completion of each CITSS session.
- CITSS is accessible 24 hours a day, seven days a week (except during periodic maintenance).

2. Summary of C&T system registration

To participate in the Québec government's C&T system, an emitter or a participant must have one or a set of CITSS accounts that allow for the acquisition, possession, transfer and withdrawal of emission allowances. To open one or a set of accounts in CITSS, the emitter or the participant must follow a two-stage process, that is, user registration and the opening of accounts.

To obtain a CITSS user ID, the user must complete the online registration form directly in CITSS and submit the requisite paper documents. The user registration procedure is described in Volume 1 of the *CITSS User Manual*.

When the registration applications of at least two users are accepted, one user may request the opening of accounts on behalf of the emitter or the participant that is a participating legal entity who designated the user (only one user is required when a participating natural person applies to open an account). This manual describes the procedure for opening an account.

1.2 Roles in the accounts

Users whose registration applications have been accepted can play different roles in CITSS. The possible roles are indicated below.

Primary account representative and account representatives

An account representative is a user designated to act on behalf of an emitter or a participating legal entity pursuant to the Regulation, in particular to carry out on its behalf operations in CITSS and on the MELCC's auction and sale by mutual agreement platform. An account representative can:

- update information on the emitter or the participating legal entity;
- propose additions to or changes in the account representatives or the account viewing agents;
- propose, approve and accept emission allowance transfers;
- register for government allowance sales;
- participate in such sales.

Except for accounts established by participating natural persons, each account must have at least two representatives, that is, a primary account representative (PAR), who will act as the resource person and contact, and another account representative (AR). The accounts can have up to four ARs. **It is recommended that at least two ARs be proposed, in addition to the PAR, to ensure at all times a sufficient number of ARs in the event of absence.** Accounts established by participating natural persons only require a PAR. The PAR and the AR of a given account must be different users and have an active user ID. The PAR and at least one AR must be designated when accounts are opened and representatives can be added, removed or modified after the application to open accounts is approved.

Account viewing agents

Account viewing agents (AVA) are users authorized to view an emitter's account data or that of the account of a participating legal entity in CITSS. They can access the data relating to the emitter's or the participating legal entity's registration, the assets of the account(s) and information pertaining to emission allowance transfers in CITSS. However, the AVAs cannot update information on the emitter or the participating legal entity, propose additions to or changes in the account representatives or the account viewing agents, nor play an active role in emission allowance transfers. They can't participate in government allowance sales. Each account, except for those of participating natural persons, can have up to five AVAs. The AVAs are only added once the opening of the accounts has been approved.

A user cannot be assigned several roles in a given account, although he can play different roles in different accounts. For example, a user can be the PAR of an emitter or a participant and the AVA of another emitter or participating legal entity.

3. Account Application

Users with an active CITSS User ID can apply for an emissions allowance account in their own name or on behalf of an emitter or a participating legal entity that has authorized them to do so.

To open one or more accounts in CITSS, the authorized user must submit information on the emitter or the participant through the online interface. Hard copy documentation must also be submitted by mail.

General data input guidelines

- CITSS ends the session after 10 minutes of inactivity.
- The use of the browser's BACK command may terminate the secure session and/or result in loss of data. Use the CITSS commands.
- Within CITSS, switching between English and French will cause the application to return to the home screen and any information entered during that session may be lost.
- Clicking on the WCI, Inc. tabs redirects the user to the official WCI, Inc. website. Any step that has not be saved may then be lost.

Account opening requirements

- The account application must be filled out by someone with an active CITSS User ID.
- With the exception of natural person applications, which only require a PAR, any account application must include a PAR and at least one AR.
- With the exception of accounts created by natural persons, each account must have at least two representatives, a Primary Account Representative (PAR) and another Account Representative (AR). These accounts can have up to four ARs.
- Once the account(s) is opened, an account representative can add up to five AVAs who will be authorized to access the information in the account(s).
- In order to be designated a PAR, AR, or AVA, the person must hold an active CITSS User ID.

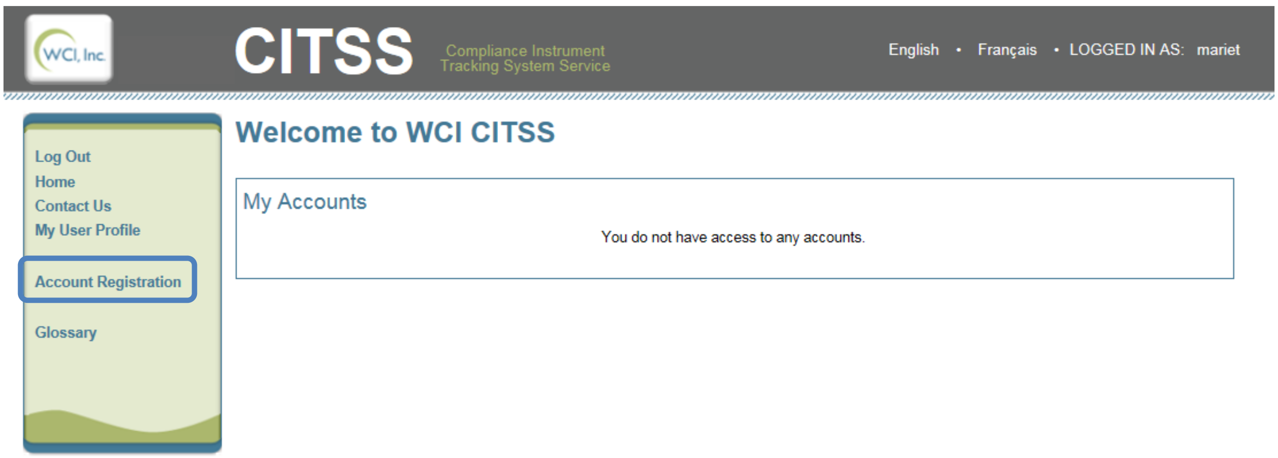
3.1 Entering Electronic Data

After logging in, the user can access the Account Registration section (Figure 1).

CITSS users can apply for accounts in their own names or on behalf of entities that have authorized them to do so. In the case of an emitter or a participating legal entity, the user applying for the account does not necessarily have to be the PAR or AR. If a user submits an application without being an account representative, the interface will show the application as pending; once the application is approved, the account(s) will only be visible on the representatives' home pages.

STEP 1 **In the left navigation menu, click on "Account Registration"** to go to the first page of the Account Application.

Figure 1: User Home Page



3.1.1 Jurisdiction and Account Type

Account Application: Jurisdiction and Account Type (Figure 2) is the first page to be completed.

The first step is to select the entity type corresponding to the type of participant for whom the user is opening the account. The entity type is determined by the nature of the entity's participation in the C&T system. The entity type determines what type of account will be opened.

<u>Emitter</u>

Only an emitter, including opt-in emitter, covered by the Regulation or an entity that has opted in to the C&T system should select "Covered Entity, Covered Source, or Opt-in Entity." Once the application is approved, a general account and a compliance account will be opened in the emitter's name, allowing it to fulfill its compliance obligation.

<u>Participant – Natural person</u>

An individual who wants to participate voluntarily in the C&T system to purchase, hold, sell, or retire emissions allowances should select "General Market Participant – Individual." A general account will be opened in their name.

Participant – Legal entity

Any legal entity that wants to participate voluntarily in the C&T system to purchase, hold, sell, or retire emissions allowances should select “General Market Participant – Organization.” A general account will be opened in their name.

A municipality must register as a legal entity unless it is considered an emitter because it owns a facility covered by the C&T system.

Step 1 **Select “Québec” in the drop-down Jurisdiction menu.** Emitters covered by the Regulation and participants in Québec's C&T system must choose Québec as their jurisdiction even if they are located in another province or territory in Canada.

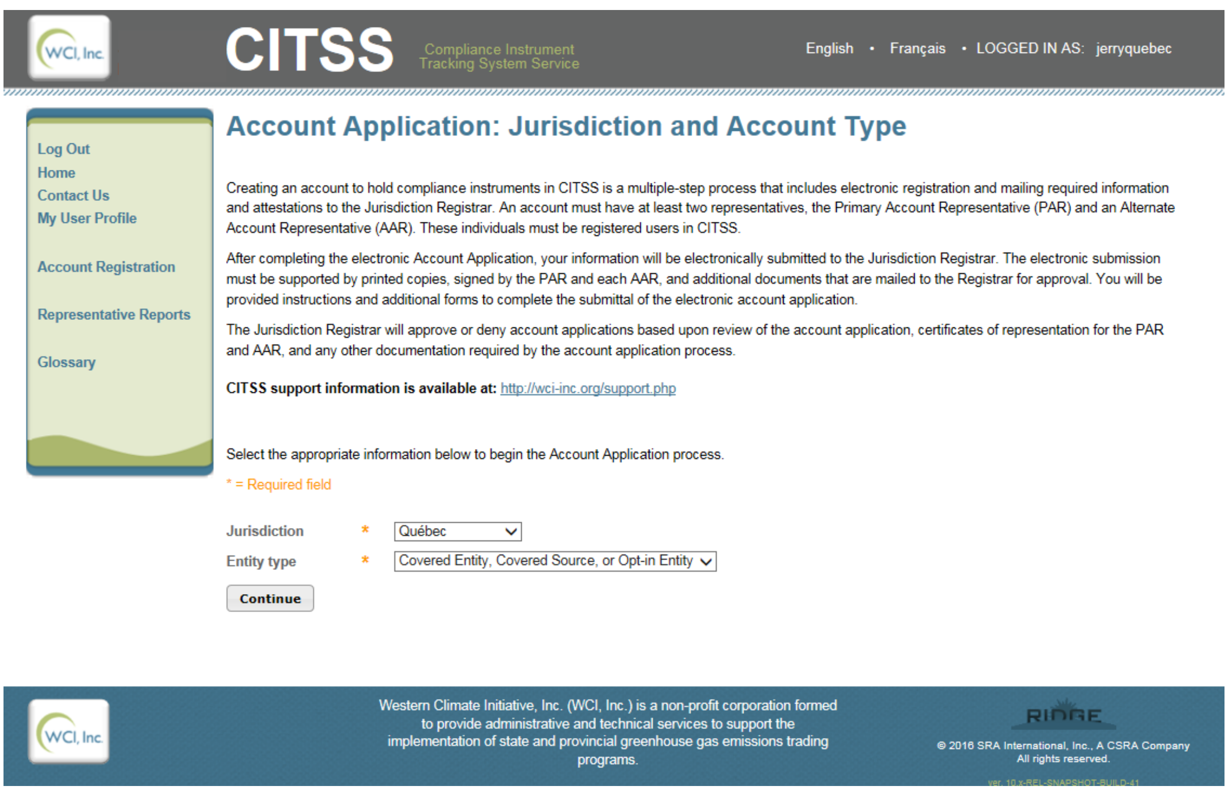
STEP 2 **Select the entity type in the drop-down menu.**

STEP 3 **Click on “Continue.”**

Please go to the **appropriate section of this guide** for instructions on filling out the electronic portion of the account application for your specific entity type:

- **Section 3.2** Account Application for an Emitter
- **Section 3.3** Account Application for a Participating Natural Person
- **Section 3.4** Account Application for a Participating Legal Entity

Figure 2: Jurisdiction and Account Type



3.2 Account Application for an Emitter

This section explains how to apply for an account for an emitter. If you are completing an account application on behalf of a participant, please skip this section and proceed to Section 3.3 for an individual and Section 3.4 for an organization.

3.2.1 Jurisdiction and Account Type

See Section 3.1.1.

3.2.2 Entity Information

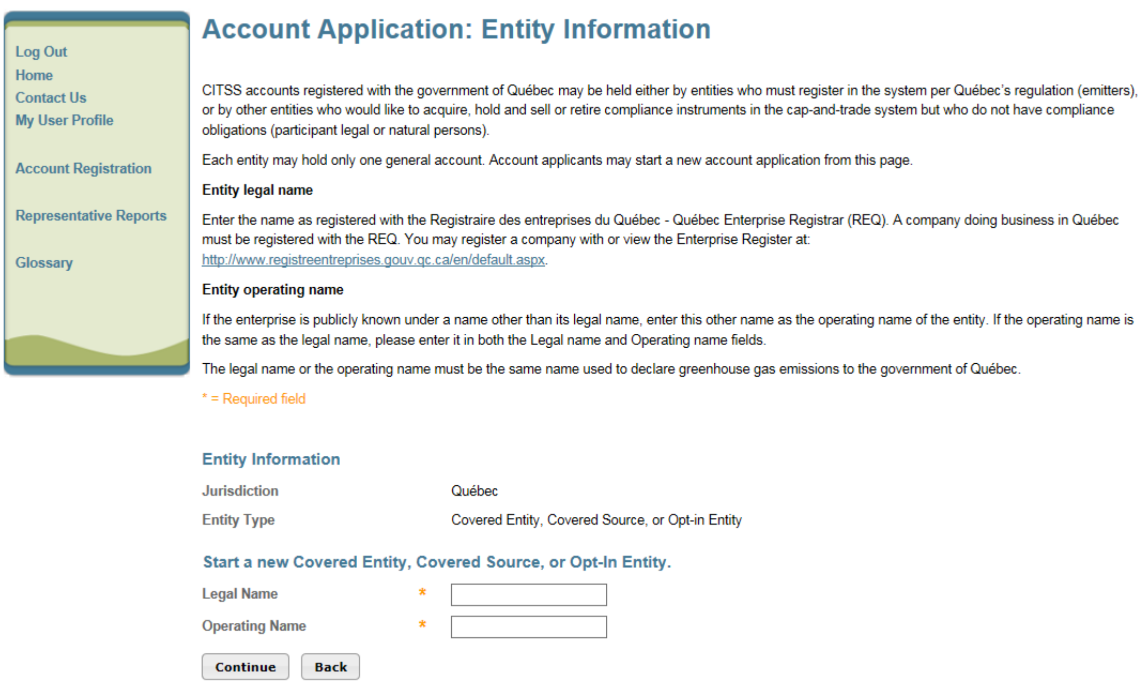
On the “Account Application: Entity Information” page (Figure 3) the legal name and the operating name of the entity applying for an account should be entered.

STEP 1 **Enter the entity's legal name and operating name.** Enter the legal name that appears on the registration filed with Registraire des entreprises du Québec.

If necessary, check the registry at www.registreentreprises.gouv.qc.ca. Enter the emitter's operating name as well. Fill out both fields even if the legal name and the operating name are identical.

STEP 2 **Click on the “Continue” button.**

Figure 3: Entity Information



3.2.3 Identifiers

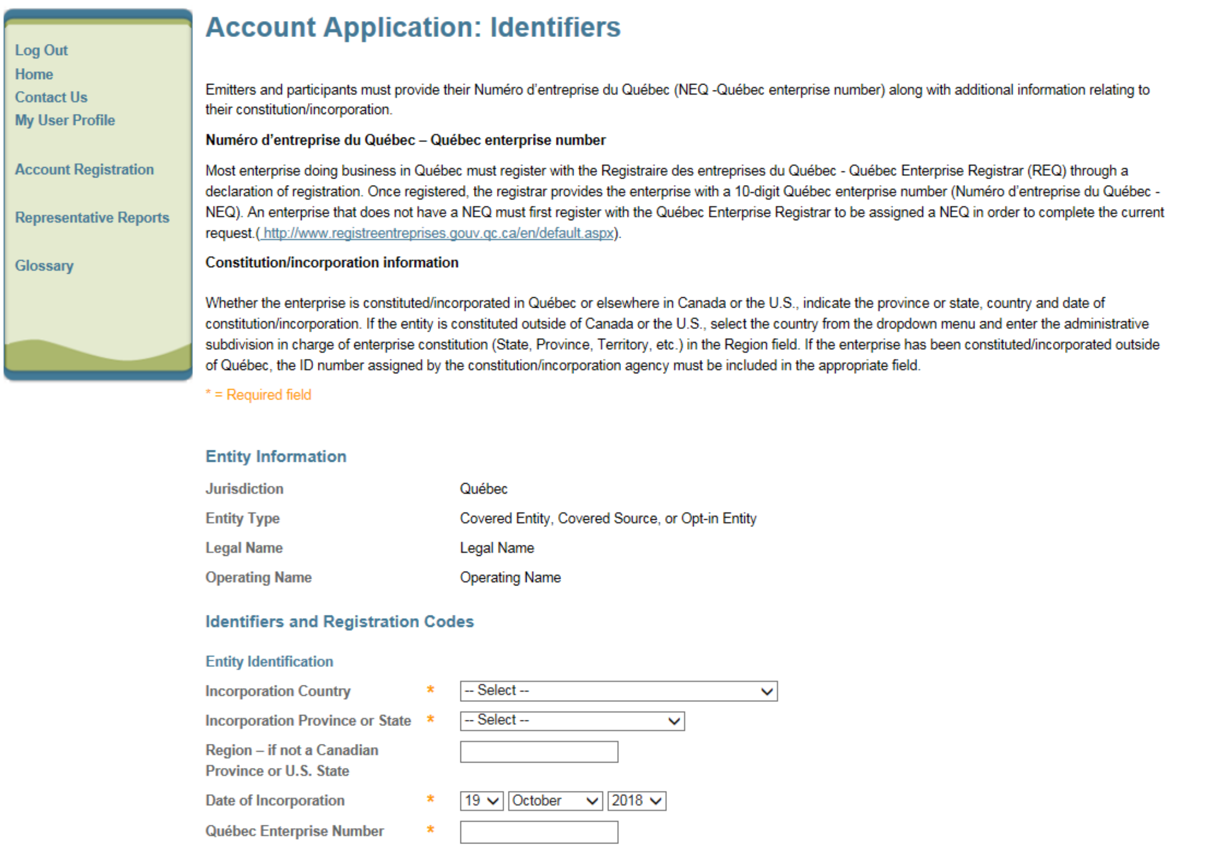
On the “Account Application: Identifiers” page (Figure 4), the user must provide information to identify the emitter. Fields marked with an asterisk are required (Country, Province/State, Date of Incorporation, and Québec Enterprise Number). The other information relates to requirements set by other jurisdictions and are not required.

STEP 1 **Indicate the emitter's incorporation date and location** in the appropriate fields.

STEP 2 **Enter the Québec Enterprise Number (NEQ).** The NEQ can be checked at www.registreentreprises.gouv.qc.ca. If the participant is a public entity, enter “0” in the field.

STEP 3 **Click on the “Continue” button.**

Figure 4: Identifiers



3.2.4 Contact Information

On the “Account Application: Contact Information” page (Figure 5), the user should enter the emitter's contact information, including the physical address, mailing address, and any additional contact information for the entity. Fields marked with an asterisk are required.

STEP 1 **Verify the information entered in the previous step for the emitter.** If anything is incorrect, click on the “Back” button to correct it.

STEP 2 **Enter the emitter's physical address.**

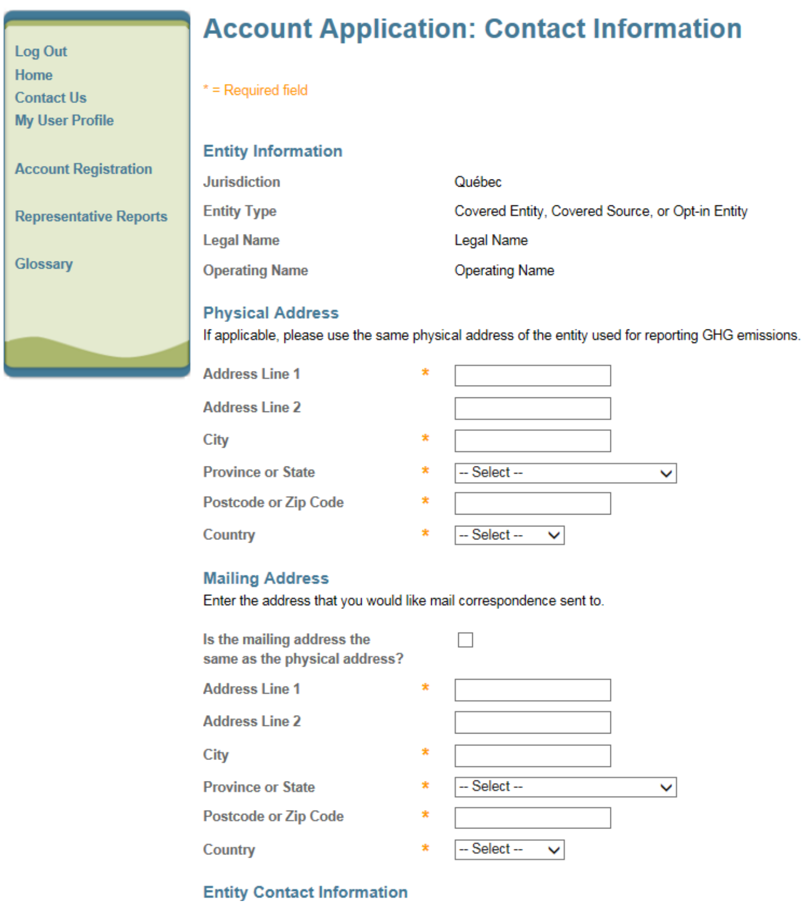
STEP 3 **Enter the emitter's mailing address.** If applicable, the physical address can be used for the mailing address by ticking the box “Is the mailing address the same as the physical address?”

STEP 4 **Enter the phone number for the contact person or department.** Enter only digits, no spaces or dashes.

STEP 5 **Enter an email address for general communications about CITSS.** Official notices about account operations WILL NOT BE SENT to this email address, unless it is also the address of one of the emitter's account representatives.

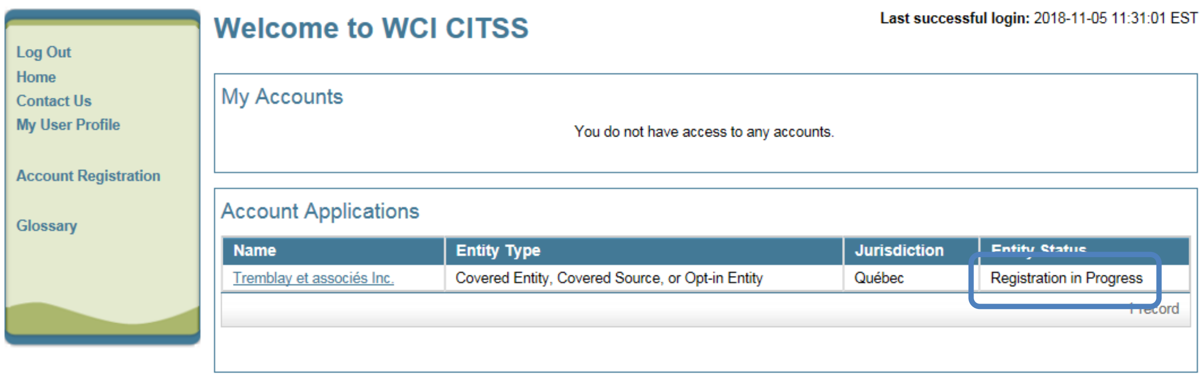
STEP 6 **Click on the “Continue” button.**

Figure 5: Contact Information



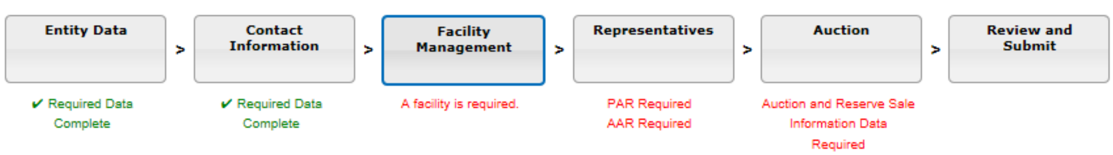
At this point the data entered will be saved. You can go back to prior pages without losing any data. You can also change or add new information as needed. If you exit the application or are inactive for more than ten minutes, the session will close but the information entered will be saved and you can return later. Any account applications that have not been completed will show in the home page of the individual CITSS user who entered the data into the application under the “Account Applications” section as a “registration in progress” (Figure 6).

Figure 6: User Home Page: Account Application



On the “Account Application: Facility Management” page (Figure 7) are six navigation buttons: “Entity Data,” “Contact Information,” “Facility Management,” “Representatives,” “Auction,” and “Review and Submit.” The green text below the buttons shows the steps that have been completed, and the red text indicates steps that still require additional information. The first five buttons can be used to move between pages to review, complete, or change information. The sixth button is used to review and submit the application.

Figure 7: Navigation Buttons



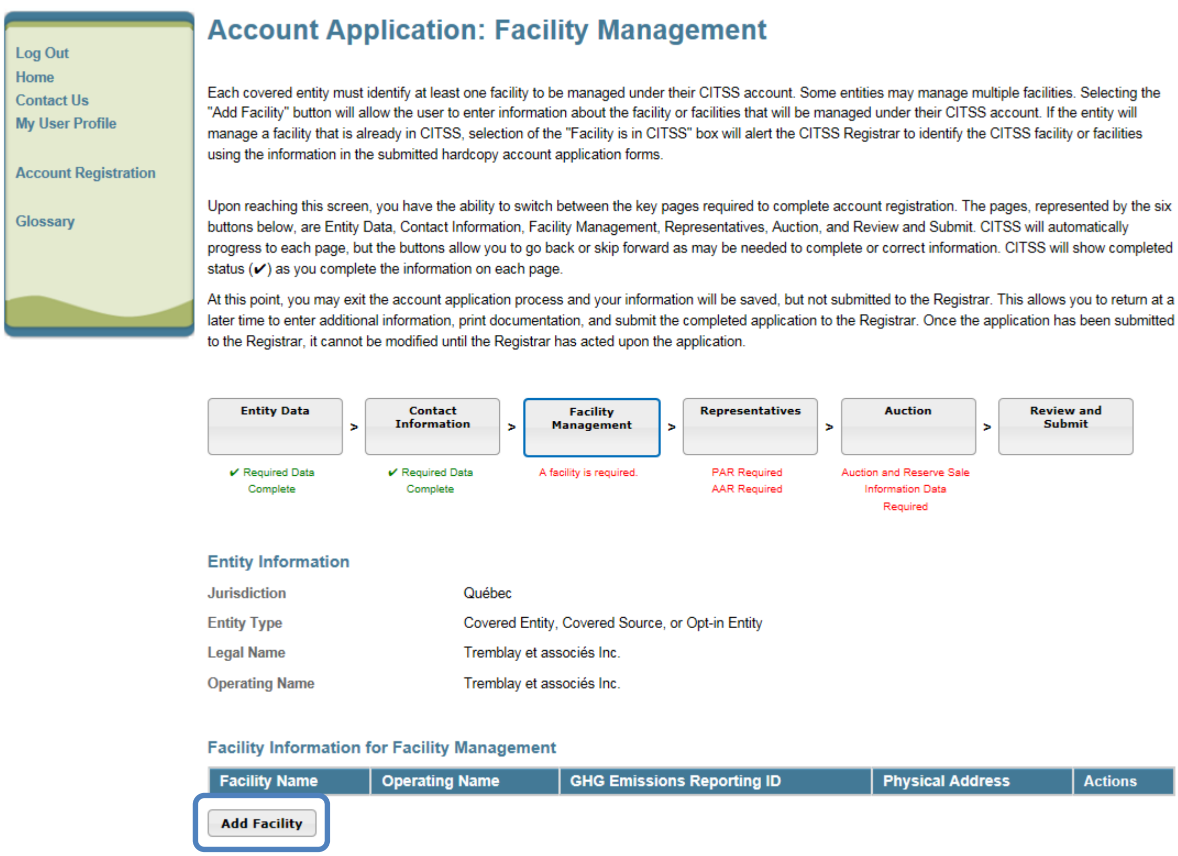
3.2.5 Facility Management

On the "Account Application: Facility Management" page (Figure 8), **enter the information about each facility** operated by the emitter. Each emitter must be associated with at least facility in its CITSS accounts.

> **Note 1:** If a facility was previously registered in CITSS by its former operator, the facility will be reassigned to the new operator's account when the account application is approved by the registrar. Do not enter the facility at this point and check the box that says "Facility is in CITSS" (see bottom of Figure 8).
>
> **Note 2:** In the case of a fuel distributor, the facility is the covered entity. Enter the facility information with the organization's data as described in Step 2.

STEP 1 **Click on the "Add Facility" button.** Repeat this step for each facility that needs to be added.

Figure 8: Facility Management



The "Account Application: Facility Information" page (Figure 9) is used for information on facilities that will be added to the facility list.

STEP 2 **Enter the name and operating name of the facility.** Make sure you enter the name exactly as it is used in the facility's GHG reporting. If the name and operating name are the same, both fields must still be completed. The "Use Entity Data" button auto-populates the emitter's name, physical address, and mailing address if they are the same as the facility's. Once the fields have been populated, the data can be changed if it is not exactly identical. For a fuel distributor, the facility name is the emitter's name.

STEP 3 **Enter the facility's physical address if it is different than the emitter's physical address.** For a fuel distributor, the facility address is the company's address.

STEP 4 **Enter the facility's mailing address.** You can use the facility's physical address as its mailing address by ticking the box "Is the mailing address the same as the physical address?"

STEP 5 **Enter the facility's NAICS Canada code.** NAICS is the North American Industry Classification System and the code indicates in what industry the facility mainly operates. The complete list of NAICS Canada codes is available at:
https://www.statcan.gc.ca/eng/subjects/standard/naics/2012/index

STEP 6 **Enter the facility's GHG emissions reporting ID.** For facilities covered by the *Regulation respecting mandatory reporting of certain emissions of contaminants into the atmosphere* (Mandatory Reporting Regulation), this is the facility's 8-digit IQÉA ID number. If the facility does not have a number, it must be registered in the IQÉA system to obtain one. For fuel distributors, use the company's GHG emissions reporting ID.
http://www.environnement.gouv.qc.ca/air/declar_contaminants/index-en.htm

STEP 7 **Click on the "Save" button.**

STEP 8 **CITSS returns to the "Account Application: Facility Management" page** and shows in green that the facility management process has been completed (Figure 10). The facility that was added appears in the facility list at the bottom of the page.

If you need to add other facilities, click on the "Add Facility" button as many times as needed. When finished, click on the "Continue" button.

Figure 9: Facility Information

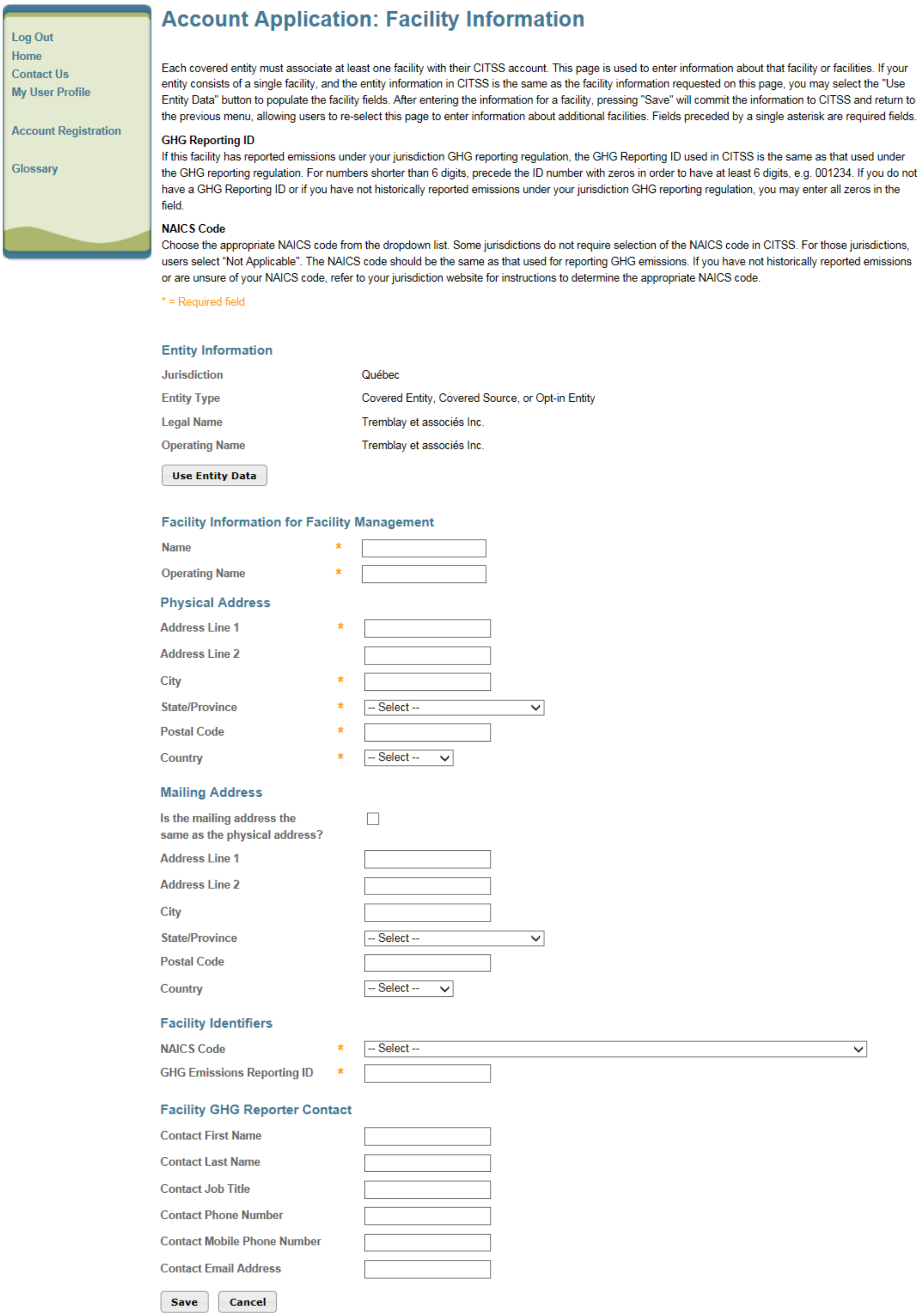
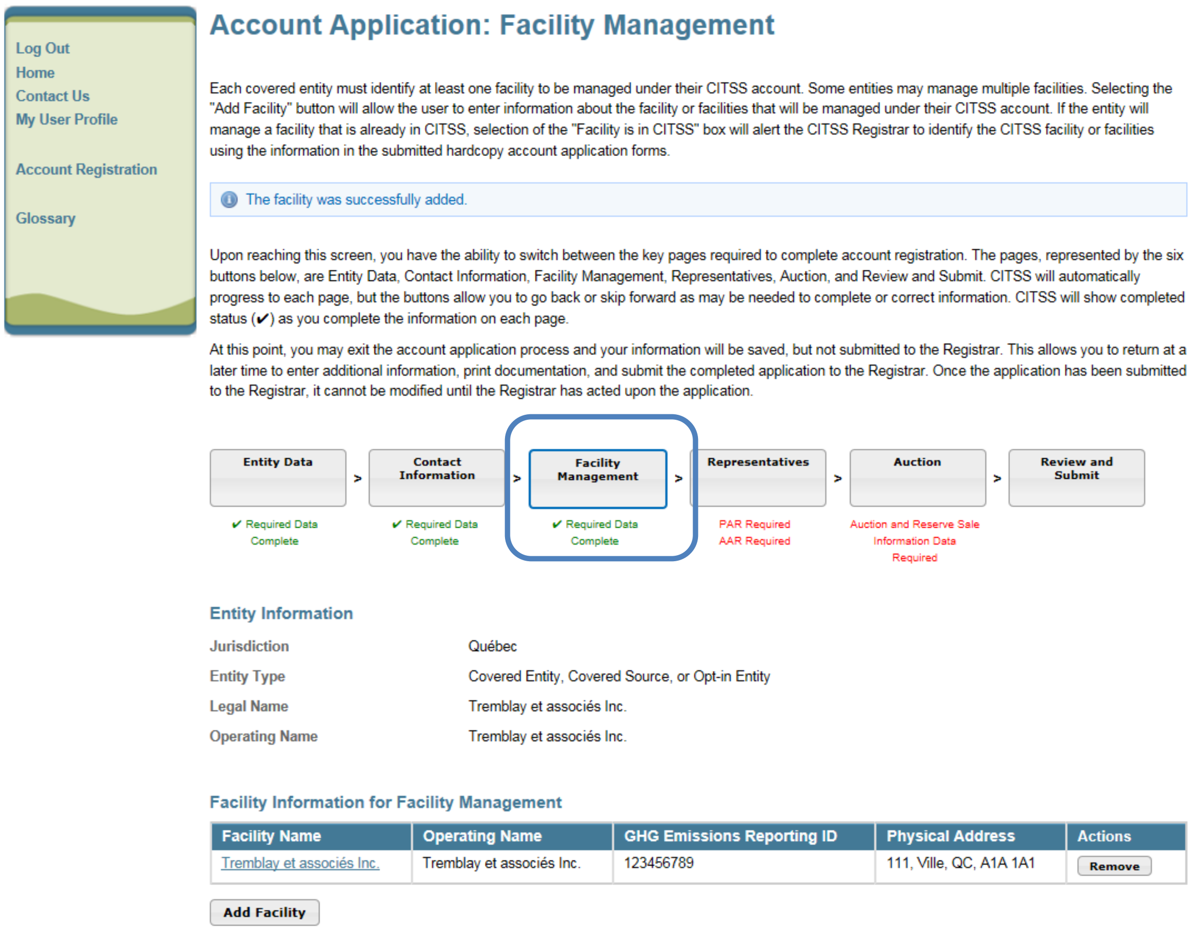


Figure 10: Facility Management



3.2.6 Account Representatives and Alternate Contact Person

The “Account Application: Account Representatives” page provides an overview of the information entered since the beginning of the process as well as a section to fill in with information about the emitter's account representatives (Figure 11 and Figure 12).

Figure 11 shows the upper portion of the “Account Application: Account Representatives” page. At this point in the account application the “Representatives” button has red text below it indicating “PAR Required” and “AAR Required.”

Every emitter must have at least two representatives, a Primary Account Representative (PAR) and another Account Representative (“AAR” in CITSS, “AR” in Québec). Up to four ARs can be designated.

NOTE: It is strongly recommended to have three account representatives at all times. If there are only two account representatives, it is impossible to delete one until a third has completed the CITSS registration process, but if there are more than two, deleting one account representative is effective immediately. In addition, since any emissions allowance transfer requires the participation of two representatives, if a representative is absent, reassigned, or resigns you may need to have a third representative available.

Figure 11: Account Representatives (upper portion)

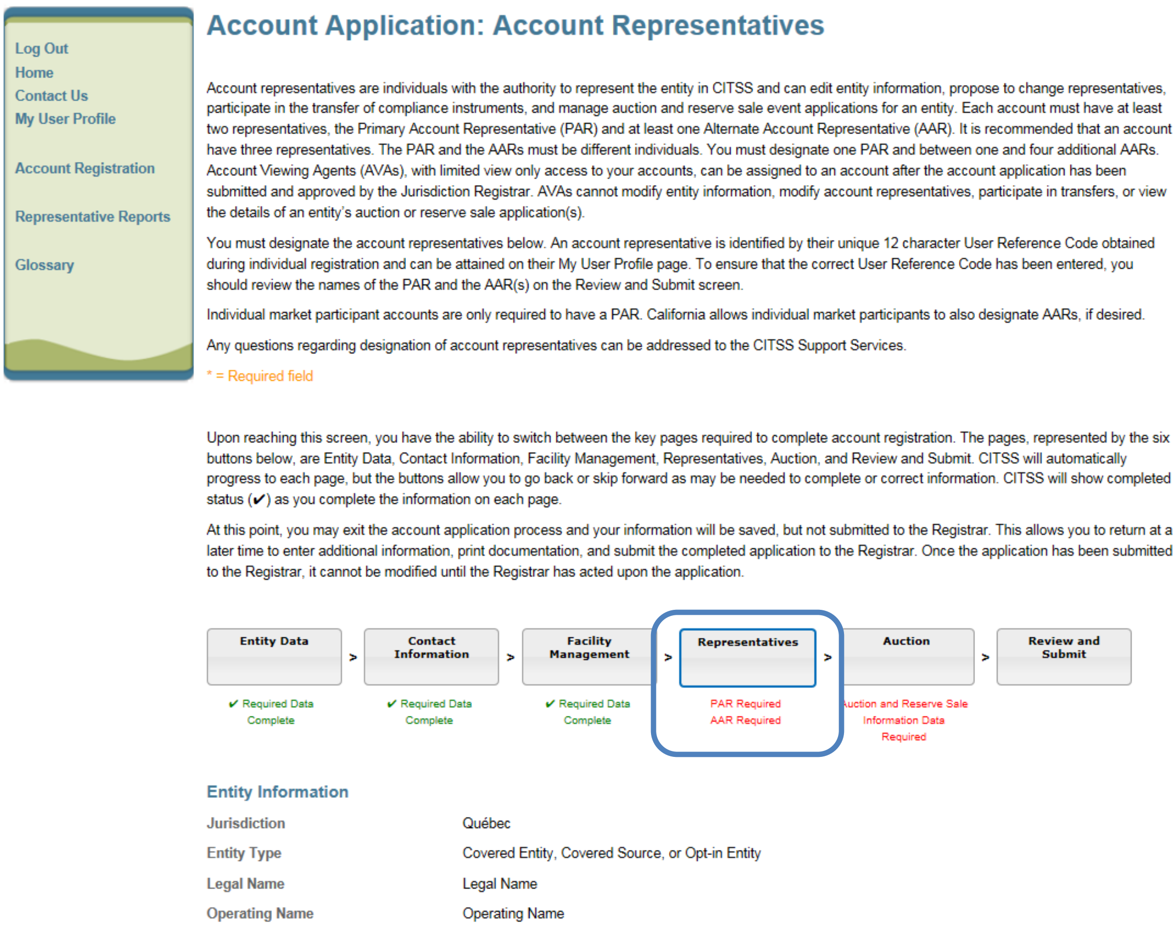


Figure 12 shows the lower portion of the "Account Application: Account Representatives" page where you can designate the PAR and one or more ARs. All designated account representatives must have an active CITSS User ID. To enter the information for representatives, the person entering data in CITSS will need the User Reference Code for each representative. This is a 12-digit code issued to each user when they registered with CITSS. It can be found in a user's "My User Profile" section in CITSS.

At this point, an additional point of contact that is not one of the account representatives can be designated. These are not required fields, but it may be helpful to have another individual to contact in the event that there is a question or issue and CITSS staff is unable to reach the official account representatives. No confidential information will be conveyed to the alternate contact, and no emails related to compliance instruments transactions will be sent to this email address.

STEP 1 **Designate the PAR.** If the person completing the application is the PAR, select "I am the Primary Account Representative (PAR)." To name another user, select "Select a different registered user as the Primary Account Representative (PAR)" and enter the person's 12-digit User Reference Code in the appropriate field.

STEP 2 **Designate the AR(s).** If you are not designated as the PAR you can name yourself as the AR by selecting "I am one of the Alternate Account Representatives (AAR)." If designating a different registered CITSS user as the AR, select the second button and enter the 12-digit User Reference Code in the appropriate field. To designate one or more other users as ARs, select "I have indicated additional Alternate Account Representatives below" and enter the 12-digit User Reference Codes for each user in the appropriate field.

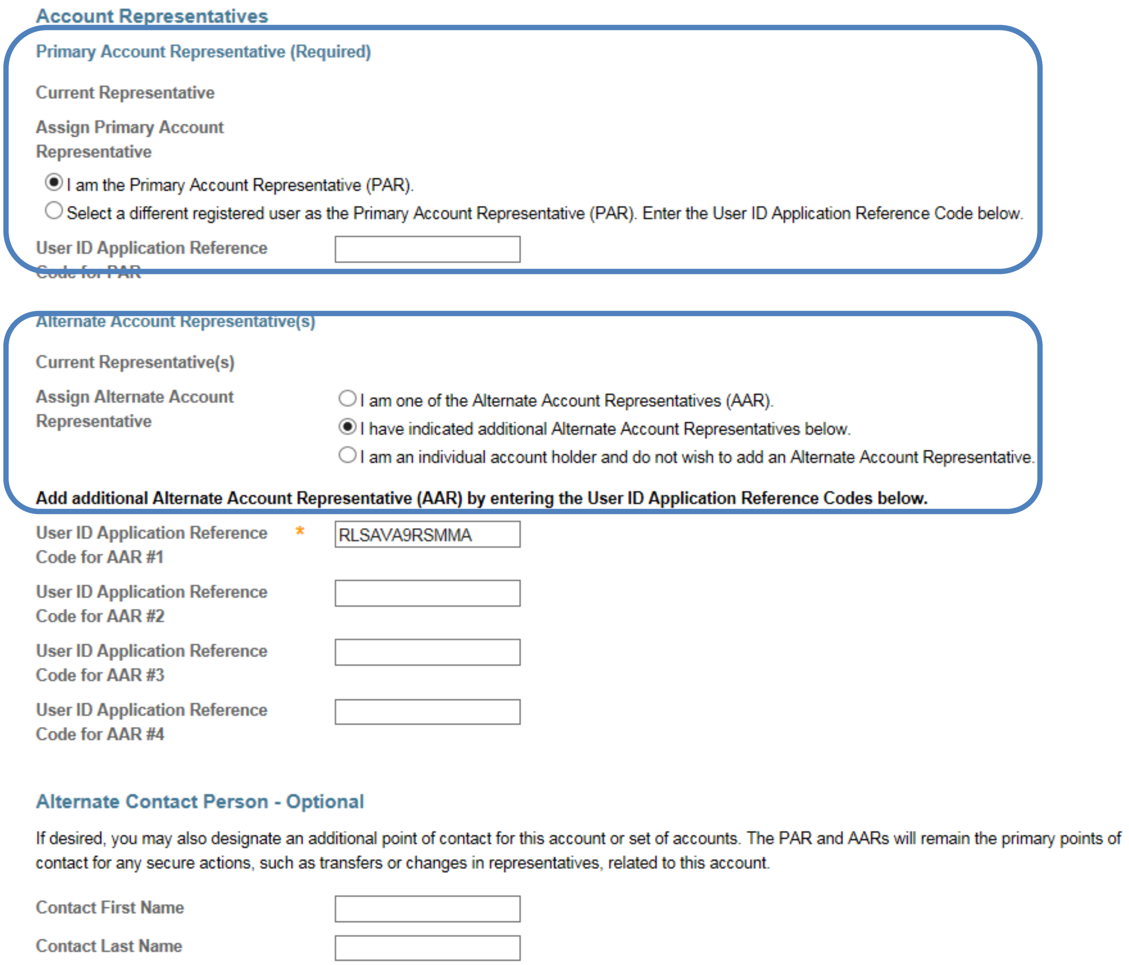
STEP 3 **Enter the name and contact information for the alternate contact person** in the appropriate fields (optional).

STEP 4 **Click on "Continue."**

Once the account representatives have been selected, the text under the "Representatives" button will turn green. If an error message indicates that one of the User Reference Codes is invalid, the user's registration may still be pending in CITSS or the 12-digit code may have been entered incorrectly. For any issues or questions regarding the designation of account representatives, call the CITSS Support Services.

NOTE: An emitter may add or change account representatives and authorize up to five AVAs once the application is approved.

Figure 12: Account Representatives (lower portion)



Account Representatives

Primary Account Representative (Required)

Current Representative

Assign Primary Account Representative

I am the Primary Account Representative (PAR).

Select a different registered user as the Primary Account Representative (PAR). Enter the User ID Application Reference Code below.

User ID Application Reference Code for PAR

Alternate Account Representative(s)

Current Representative(s)

Assign Alternate Account Representative

I am one of the Alternate Account Representatives (AAR).

I have indicated additional Alternate Account Representatives below.

I am an individual account holder and do not wish to add an Alternate Account Representative.

Add additional Alternate Account Representative (AAR) by entering the User ID Application Reference Codes below.

User ID Application Reference Code for AAR #1 * RLSAVA9RSMMA

User ID Application Reference Code for AAR #2

User ID Application Reference Code for AAR #3

User ID Application Reference Code for AAR #4

Alternate Contact Person - Optional

If desired, you may also designate an additional point of contact for this account or set of accounts. The PAR and AARs will remain the primary points of contact for any secure actions, such as transfers or changes in representatives, related to this account.

Contact First Name

Contact Last Name

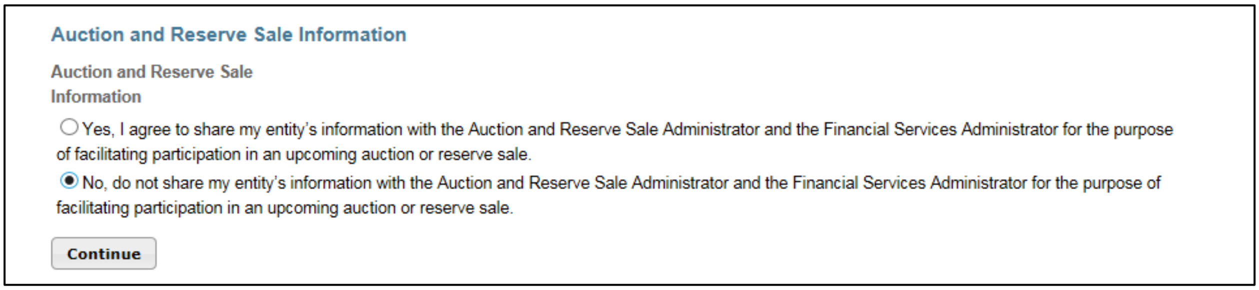
3.2.7 Auction and Reserve Sale Information

The “Account Application: Auction and Reserve Sale Information” page (Figure 13) allows the user to indicate whether or not the entity wishes to share its information and its representatives' information with the Auction and Reserve Sale Administrator and Financial Services Administrator by ticking the appropriate box. Providing this consent does not oblige the entity to participate in an auction or reserve sale, it only transfers the entity's information to the auction platform. The entity can change its selection at a later time if it wishes to withdraw its consent (see Section 3.7.1 of Volume 4 of the CITSS User Manual).

STEP 1 Choose the appropriate option.

STEP 2 Click on the “Continue” button.

Figure 13: Auction and Reserve Sale Information



3.2.8 Review and Submit

The "Account Application: Review and Submit" page provides an overview of the information submitted in the entity's account application. Verify that the information is accurate. The first five navigation buttons can be used to make any changes to the information submitted earlier, as needed (Figure 14). The sixth button is used to review and submit the application.

This page also indicates the CITSS Entity ID number assigned to the account application. This unique Entity ID number can be used to identify the application while in progress and will be associated with the organization's account following approval.

STEP 1 **Review the data.** If there is a need to make any edits, select the appropriate navigation buttons ("Entity Data," "Contact Information," "Facility Management," "Representatives," or "Auction") to correct the information.

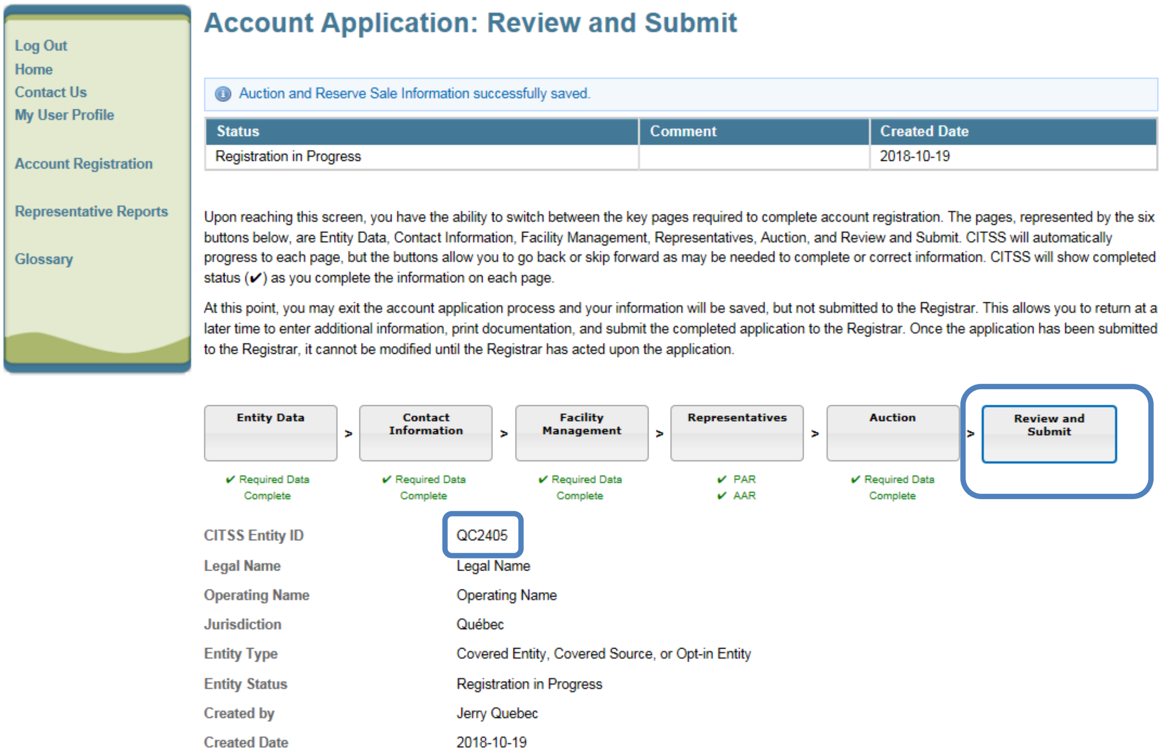
Note: If you have navigated to another page and made any changes, you will need to click on "Continue" at the bottom of the page where you have entered changes for those changes to be saved.

STEP 2 **When all data has been reviewed, return to the "Account Application: Review and Submit"** page by either clicking "Continue" on all prior pages or clicking on the "Review and Submit" button at the top of any page.

STEP 3 **Click the "Submit Application" button at the bottom of the page.**

Figure 14 shows an example of an "Account Application: Review and Submit" page displaying the CITSS Entity ID that has been assigned and the navigation buttons. The green text under these buttons shows that all the required information for the account application has been provided.

Figure 14: Review and Submit



3.2.9 Terms and Conditions

The “Account Application: Terms and Conditions” page contains the Terms and Conditions that must be accepted prior to submitting the electronic portion of the account application (Figure 15).

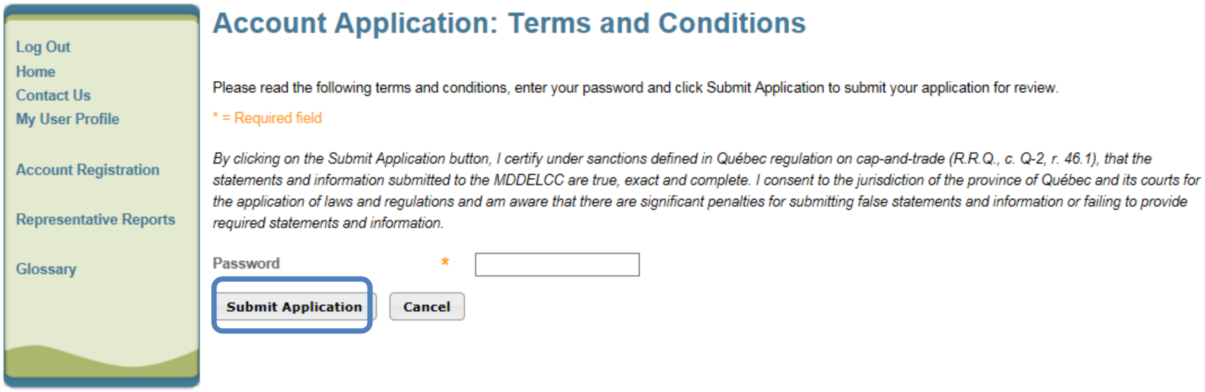
STEP 1 **Read the Terms and Conditions statement on this page.**

STEP 2 To accept the Terms and Conditions, **re-enter your password in the appropriate field.** This entry is required, and you will not be able to submit the application without accepting the CITSS Terms and Conditions and re-entering your password.

STEP 3 **Click the “Submit Application” button.**

At this point, the online submittal of information for an emitter account application has been completed (Figure 15).

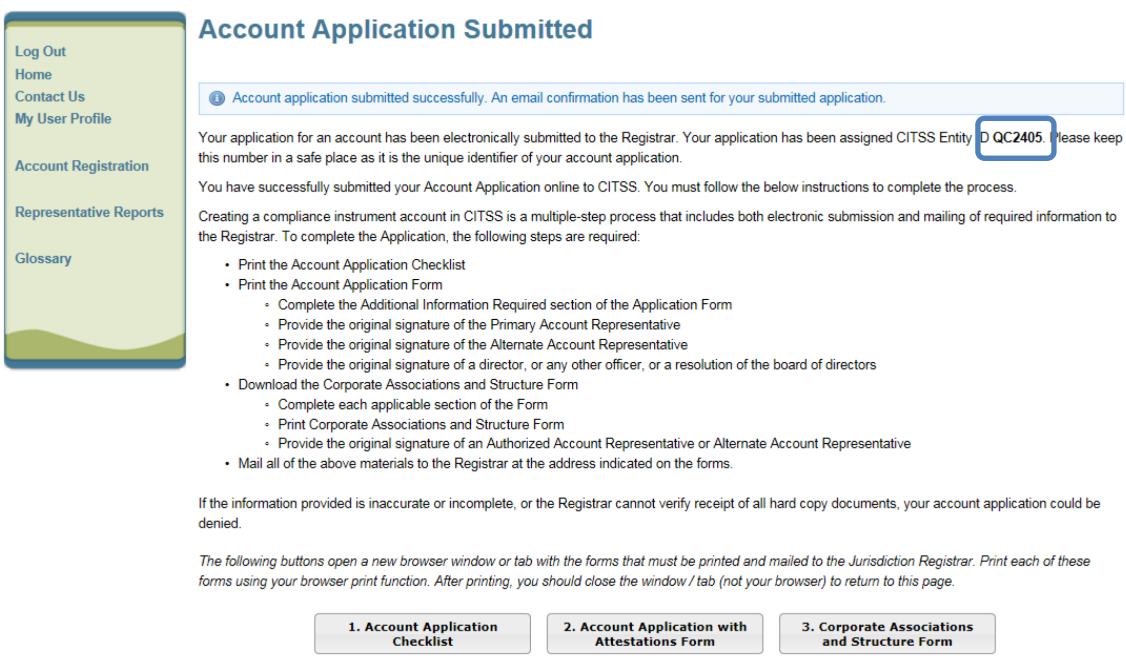
Figure 15: Terms and Conditions



The "Account Application Submitted" page indicates that the electronic data entry portion of your account application has been submitted to the C&T system registrar. This page contains the unique six-digit CITSS Entity ID number assigned to the application (e.g., QC2405). It is circled in Figure 16.

Email – An email confirmation will be sent to the user indicating that the account application was successfully submitted.

Figure 16: Account Application Submitted



3.2.10 Account Application Forms

See Section 3.5.

The following sections of this manual (Section 3.3 et Section 3.4) are for individuals and organizations participating as part of the general market.

3.3 Account Application for a Participating Natural Person

This section describes how to apply for an account as an individual participant. Users who want to apply for an account on behalf of an emitter should go to Section 3.2 and those who want to apply for an account on behalf of a participating legal entity in the general market should go to Section 3.4.

3.3.1 Jurisdiction and Account Type

See Section 3.1.1.

3.3.2 Additional Information

On the "Account Application: Additional Information" page (Figure 17), indicate the purpose of creating the account and the user category to which you belong.

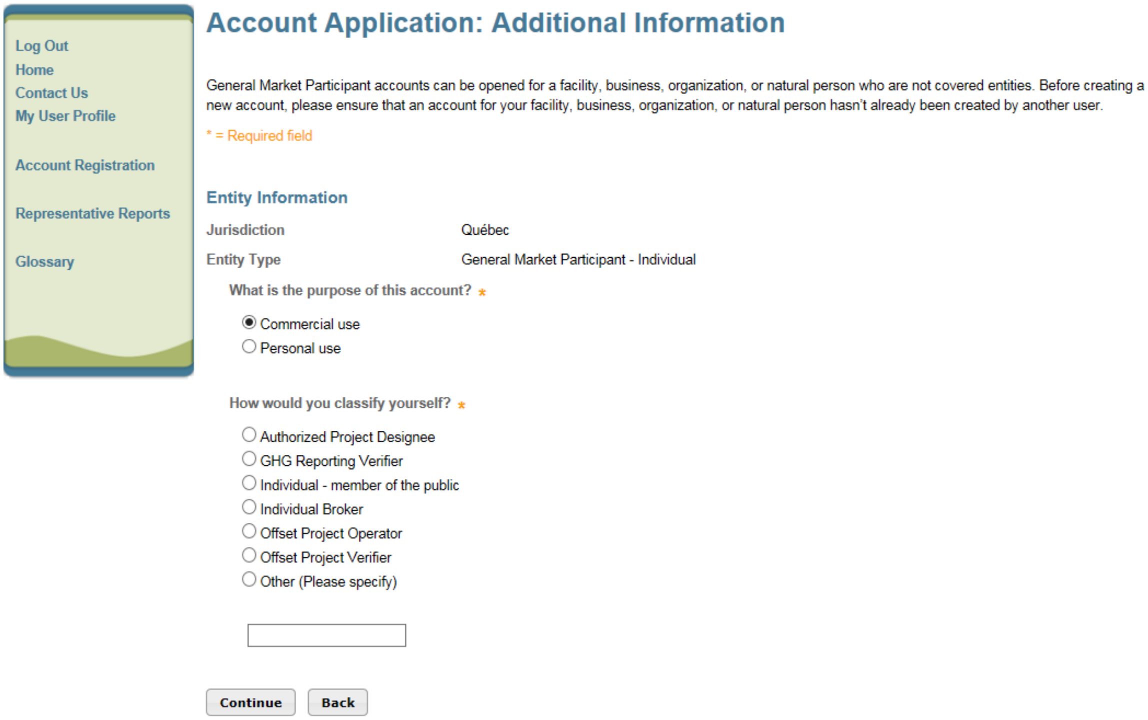
STEP 1 **Select the appropriate option to indicate the purpose of the emissions allowance account.** Select "Commercial use" if the account will be used in the course of business activities, such as activity conducted by an independent broker. Select "Personal use" if the account is for your own personal use.

STEP 2 **Select a classification for yourself from the available options.** The classification should be related to the purpose for the allowance accounts for which you are applying.

STEP 3 **If you select "Other," you must enter more detail** in the data field below the button.

STEP 4 **Click on "Continue."**

Figure 17: Additional Information



3.3.3 Contact Information

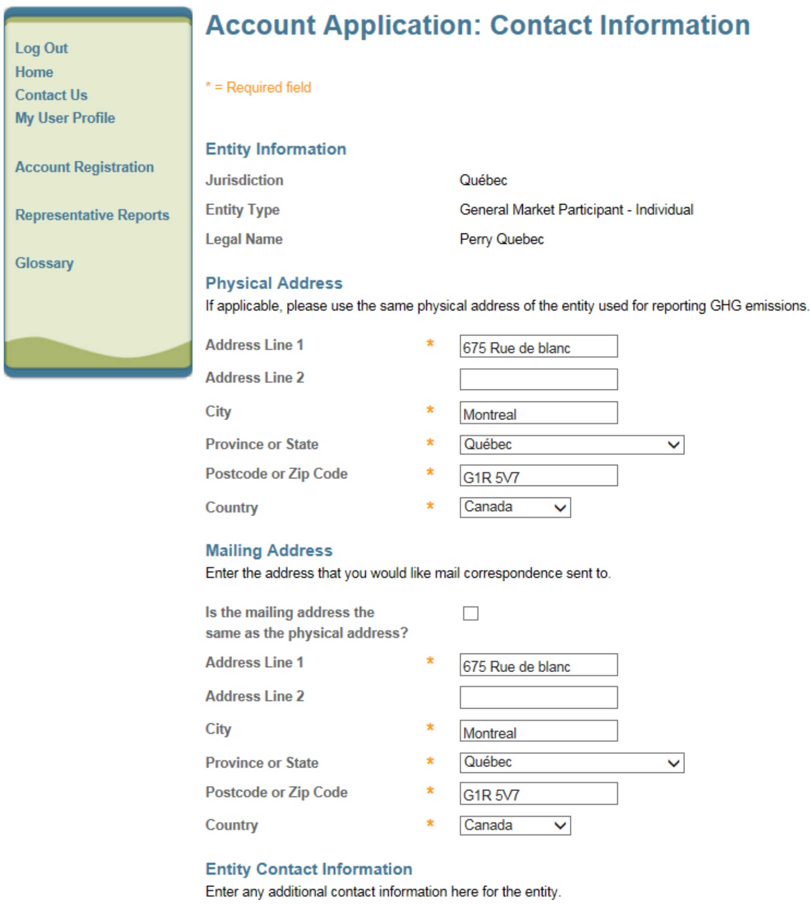
The "Account Application: Contact Information" page will be pre-populated with the information provided during User Registration (Figure 18).

STEP 2 **Review the information in the fields.** These fields were filled automatically with the information provided by the user during the CITSS user registration process. If any are incorrect, you can correct them directly on the screen. That information will have to be changed later in the User Profile since it was pulled from there.

STEP 2 **Enter any changes necessary.**

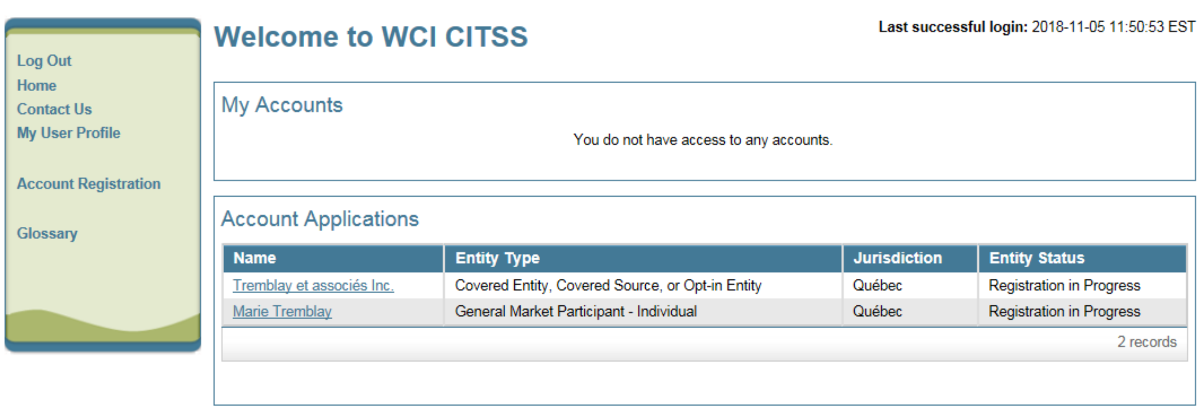
STEP 3 **Click "Continue."**

Figure 18: Contact Information



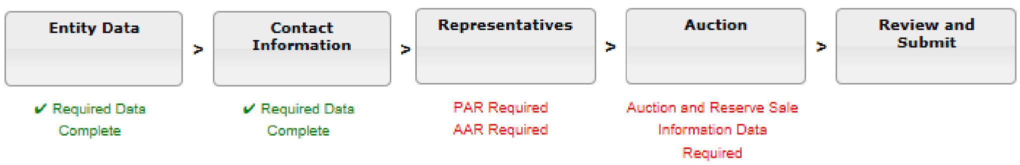
At this point the data entered will be saved. You can go back to prior pages without losing any data. You can also change or add new information as needed. If you exit the application or are inactive for more than ten minutes, the session will close but the information entered will be saved and you can return later. Any account applications that have not been completed will show in the home page of the individual CITSS user who entered the data into the application under the "Account Applications" section as a "registration in progress" (Figure 19).

Figure 19: User Home Page: Account Application



On the “Account Application: Account Representatives” page are four navigation buttons: “Entity Data,” “Contact Information,” “Representatives,” and “Review and Submit” (Figure 20). The green text below the buttons shows the steps that have been completed, and the red text indicates steps that still require additional information. The first four buttons can be used to move between pages to review, complete, or change information. The fifth button is used to review and submit the application.

Figure 20: Navigation Buttons



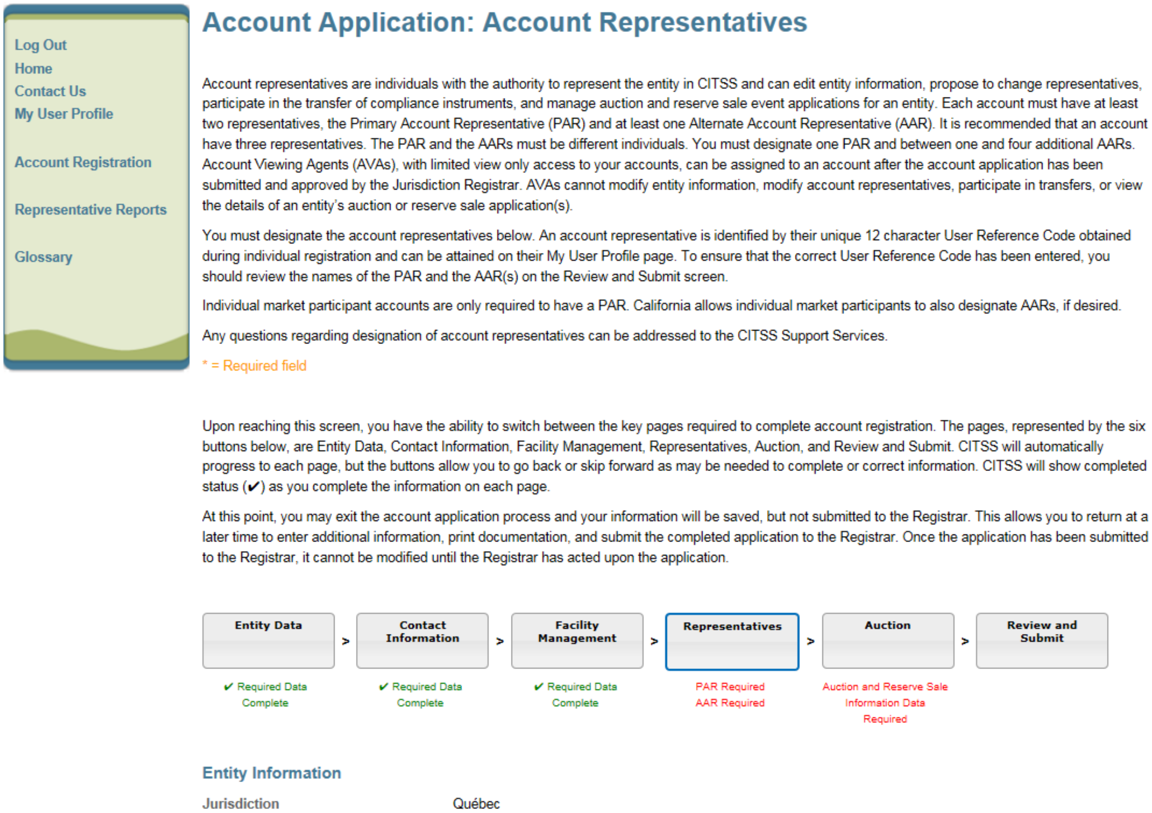
3.3.4 Account Representatives

The “Account Application: Account Representatives” page provides an overview of the information entered since the beginning of the process as well as a section to fill in with information about the account representatives (Figure 21 and Figure 22).

Figure 21 shows the upper portion of the “Account Application: Account Representatives” page. At this point in the account application the “Representatives” button has red text below it indicating “PAR Required” and “AAR Required.”

In Québec, users applying for an account as a participating natural person must designate themselves as the Primary Account Representative (PAR). They must designate themselves as the **sole** account representative. The PAR will have the power to propose and approve allowance transfer requests, accept transfers, and manage the account.

Figure 21: Account Representatives (upper portion)



STEP 1 **Designate the PAR.** You must designate yourself as the PAR in this application by ticking "I am the Primary Account Representative (PAR)." NO OTHER USER can be designated as the PAR.

STEP 2 **Designate the AR(s).** This step does not apply to Québec users applying for an account as a participating natural person. Make sure the option "I am an individual account holder and do not wish to add an Alternate Account Representative" is selected. This option is selected by default when the "Account Application: Account Representatives" window opens.

STEP 3 **If necessary, designate an alternate contact person who is not the participating natural person.** These are not required fields, but it may be helpful to have another individual to contact in the event that there is a question or issue and the CITSS staff is unable to reach the PAR. No confidential information will be conveyed to the alternate contact, and no emails related to compliance instruments transactions will be sent to this email address.

STEP 4 **Click on the "Continue" button.**

When this step is completed, the text under the "Representatives" button will turn green.

Figure 22 shows the lower portion of the "Account Application: Account Representatives" page where you designate yourself as the PAR.

Figure 22: Account Representatives (lower portion)

Account Representatives

Primary Account Representative (Required)

Current Representative: Perry Quebec, Quebec Power Corp.

Assign Primary Account Representative

- (•) I am the Primary Account Representative (PAR).
- ( ) Select a different registered user as the Primary Account Representative (PAR). Enter the User ID Application Reference Code below.

User ID Application Reference Code for PAR: [ ]

Alternate Account Representative(s)

Current Representative(s)

Assign Alternate Account Representative

- ( ) I am one of the Alternate Account Representatives (AAR).
- ( ) I have indicated additional Alternate Account Representatives below.
- (•) I am an individual account holder and do not wish to add an Alternate Account Representative.

Add additional Alternate Account Representative (AAR) by entering the User ID Application Reference Codes below.

User ID Application Reference Code for AAR #1: [ ]

User ID Application Reference Code for AAR #2: [ ]

User ID Application Reference Code for AAR #3: [ ]

User ID Application Reference Code for AAR #4: [ ]

Alternate Contact Person - Optional

If desired, you may also designate an additional point of contact for this account or set of accounts. The PAR and AARs will remain the primary points of contact for any secure actions, such as transfers or changes in representatives, related to this account.

Contact First Name: [ ]

Contact Last Name: [ ]

Contact Position: [ ]

Contact Telephone: [ ]

Contact Mobile Number: [ ]

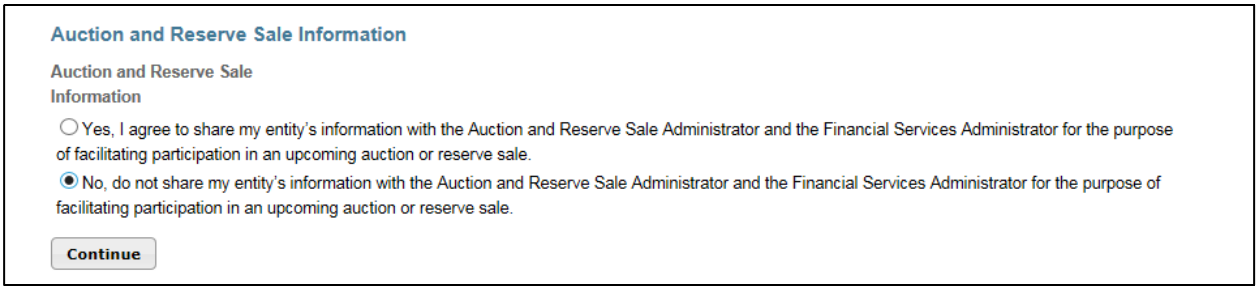
3.3.5 Auction and Reserve Sale Information

The “Account Application: Auction and Reserve Sale Information” page (Figure 23) allows the user to indicate whether or not they wish their information to be shared with the Auction and Reserve Sale Administrator and Financial Services Administrator by ticking the appropriate box. Providing this consent does not oblige the user to participate in an auction or reserve sale; it only transfers the user's information to the auction platform. The user can change this selection at a later time if they decide to withdraw their consent (see Section 3.7.1 of Volume 4 of the CITSS User Manual).

STEP 1 Choose the appropriate option.

STEP 2 Click on the “Continue” button.

Figure 23: Auction and Reserve Sale Information



3.3.6 Review and Submit

The “Account Application: Review and Submit” page provides an overview of the information submitted in the participating natural person's account application. Verify that the information is accurate. The first four navigation buttons can be used to make any changes to the information submitted earlier, as needed (Figure 24). The fifth button is used to review and submit the application.

This page also indicates the CITSS Entity ID number assigned to the account application. This unique Entity ID number can be used to identify the application while in progress and will be associated with the participating natural person's account following approval.

STEP 1 **Review the data.** If there is a need to make any edits, select the appropriate navigation buttons (“Entity Data,” “Contact Information,” “Representatives,” or “Auction”) to correct the information.

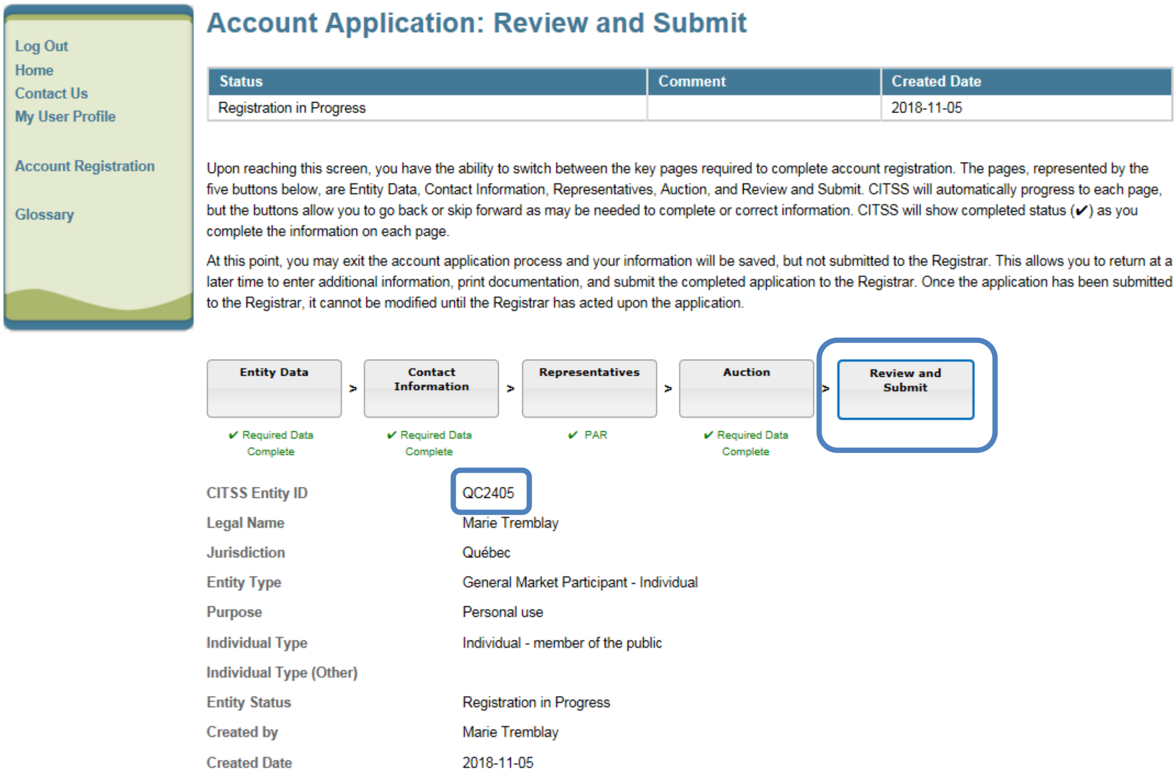
Note: If you have navigated to another page and made any changes you will need to click on “Continue” at the bottom of the page where you have entered changes for those changes to be saved.

STEP 2 **When all data has been reviewed, return to the “Account Application: Review and Submit”** page by either clicking “Continue” on all prior pages or clicking on the “Review and Submit” button at the top of any page.

STEP 3 **Click the “Submit Application” button at the bottom of the page.**

Figure 24 shows an example of an "Account Application: Review and Submit" page displaying the CITSS Entity ID that has been assigned and the navigation buttons. The green text under these buttons shows that all the required information for the account application has been provided.

Figure 24: Review and Submit



3.3.7 Terms and Conditions

The "Account Application: Terms and Conditions" page contains the Terms and Conditions that must be accepted prior to submitting the electronic portion of the account application (Figure 25).

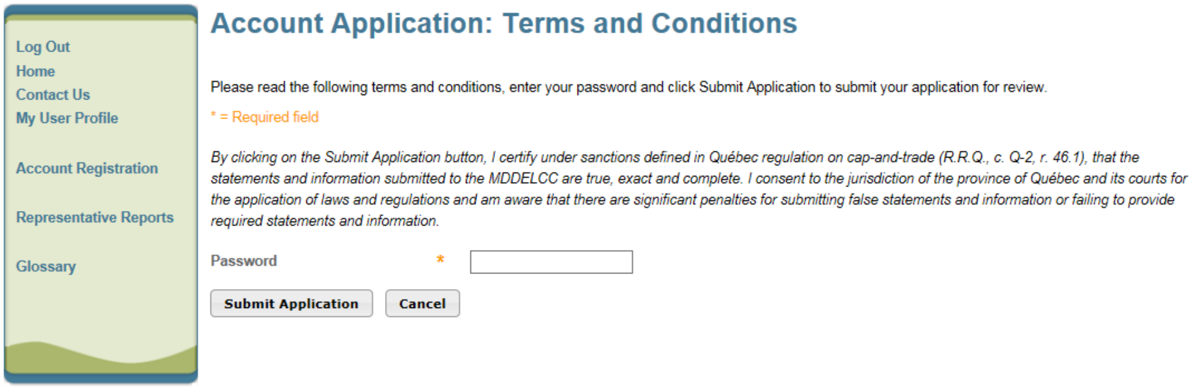
STEP 1 **Read the Terms and Conditions statement on this page.**

STEP 2 To accept the Terms and Conditions, **re-enter your password in the appropriate field.** This entry is required, and you will not be able to submit the application without accepting the CITSS Terms and Conditions and re-entering your password.

STEP 3 **Click the "Submit Application" button.**

At this point, the online submittal of information for a participanting natural person account application has been completed (Figure 25).

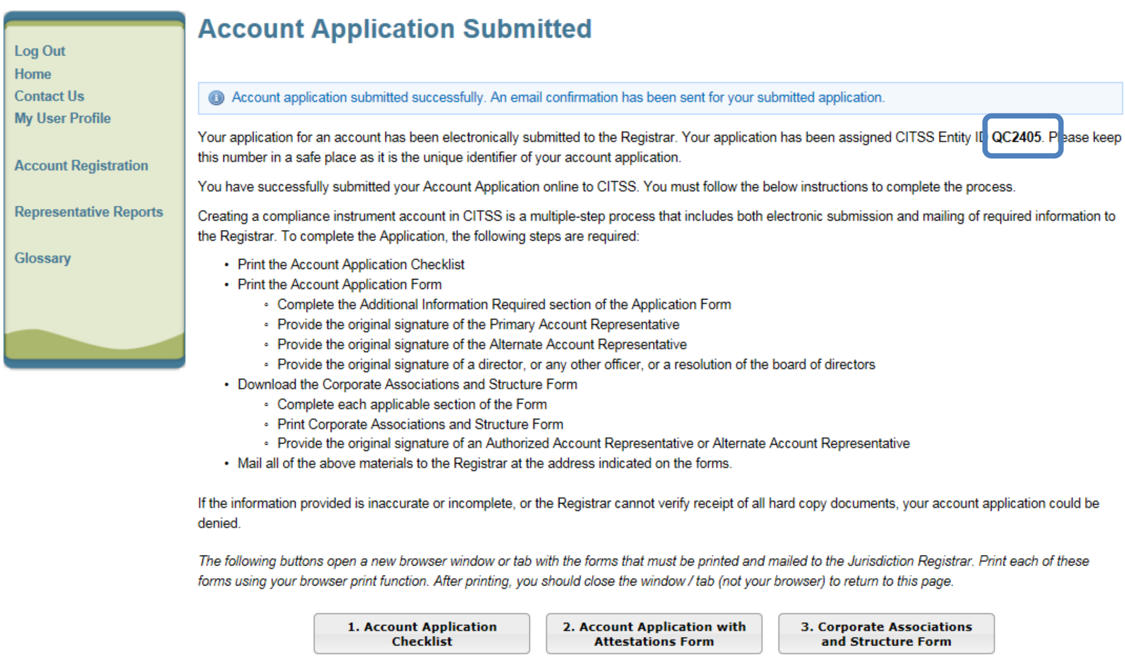
Figure 25: Terms and Conditions



The “Account Application Submitted” page indicates that the electronic data entry portion of your account application has been submitted to the C&T system registrar. This page contains the unique six-digit CITSS Entity ID number assigned to the application (e.g., QC2405). It is circled in Figure 26.

> **<u>Email</u>** – An email confirmation will be sent to the user indicating that the account application was successfully submitted.

Figure 26: Account Application Submitted



3.3.8 Account Application Forms

See Section 3.5.

The following section (3.4) of the guide applies to participating legal entities.

3.4 Account Application for a Participating Legal Entity

This section explains how to apply for an account for a participant that is a legal entity, including municipalities. Users who want to apply for an account on behalf of an emitter should go to Section 3.2, and those who want to apply for an account on behalf of a natural person should go to Section 3.3.

3.4.1 Jurisdiction and Account Type

See Section 3.1.1.

3.4.2 Additional Information

On the “Account Application: Additional Information” page (Figure 27), the legal name, the operating name, and the type of the organization applying for an account should be entered.

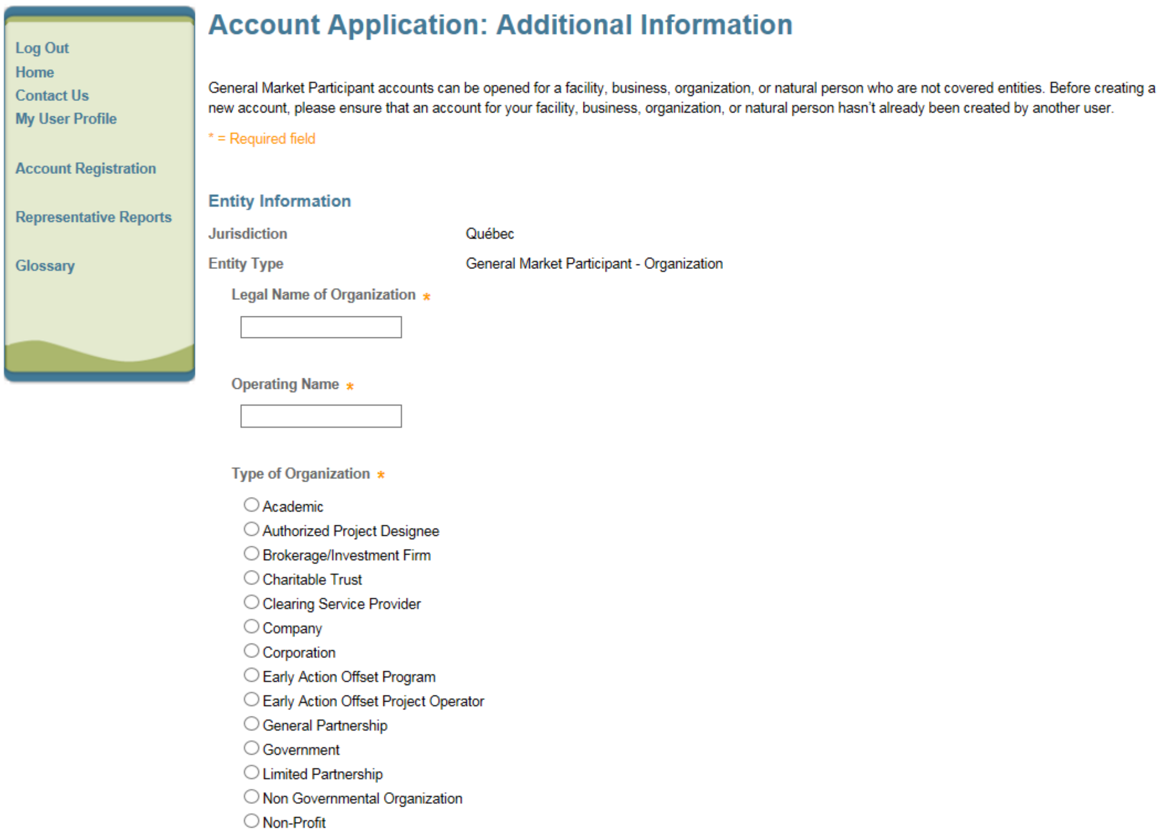
STEP 2 **Enter the organization's legal name.** Enter the legal name that appears on the registration filed with Registraire des entreprises du Québec.

If necessary, check the registry at www.registreentreprises.gouv.qc.ca. Enter the organization's operating name as well. Fill out both fields even if the legal name and the operating name are identical.

STEP 2 **Select the appropriate button to identify the type of organization.** Multiple entries are not allowed. If more than one entry describes your organization, choose the most descriptive. If you select “Other,” you must enter more detail in the data field below the button. For a municipality, select “Other” and write “Municipality” in the field below the button.

STEP 3 **Click “Continue.”**

Figure 27 Additional Information



3.4.3 Identifiers

On the “Account Application: Identifiers” page (Figure 28), the user must provide information to identify the participating legal entity. Fields marked with an asterisk are required (Country, Province/State, Date of Incorporation, and Québec Enterprise Number). The other information relates to requirements set by other jurisdictions and are not required.

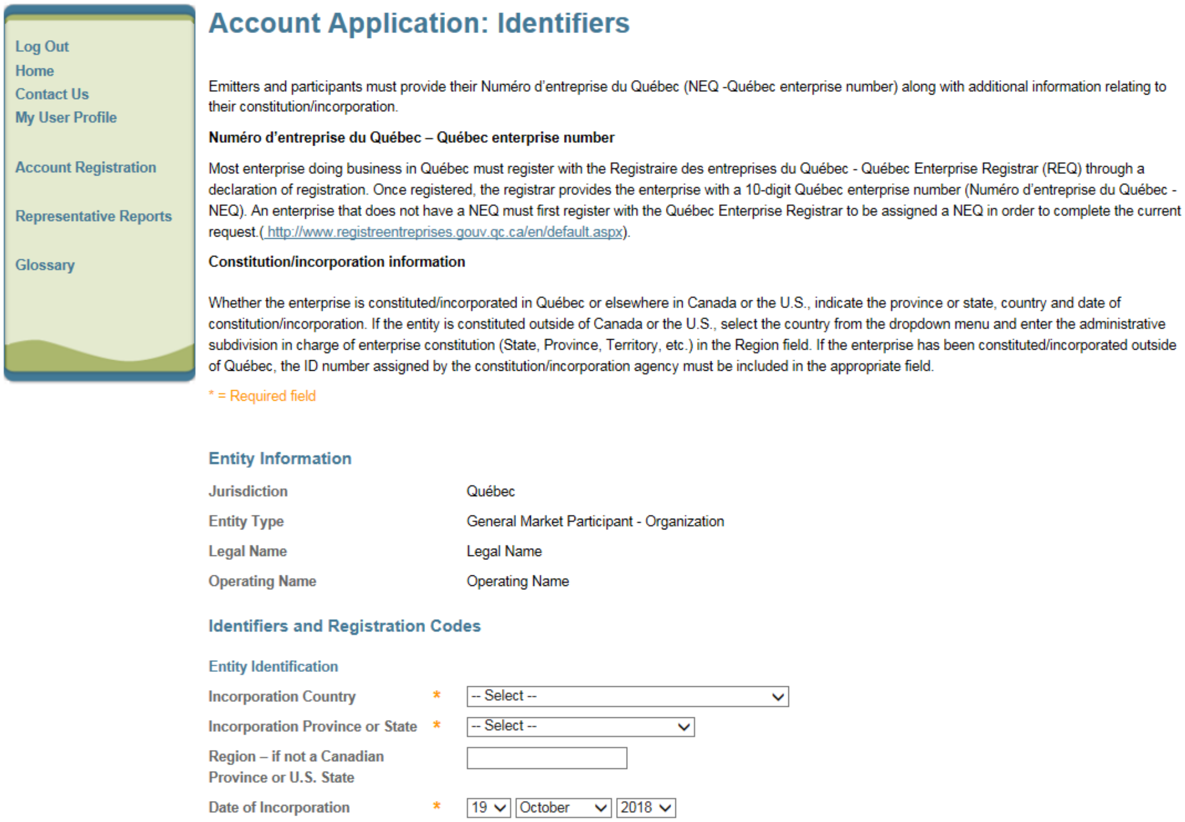
STEP 1 **Indicate the participating legal entity's incorporation date and location** in the appropriate fields.

STEP 2 **Enter the Québec Enterprise Number (NEQ).** The NEQ can be checked at www.registreentreprises.gouv.qc.ca. If the participant is a public entity, enter “0” in the field.

STEP 3 **Click on the “Continue” button.**

For a municipality, the required fields (marked by an asterisk) must be completed as follows: enter “0” (zero) in the “Québec Enterprise Number” field, “Québec” in the “Incorporation Province or State” field, “Canada” in the “Incorporation Country” field, and the date as it appears on the screen.

Figure 28: Identifiers



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Glossary

Account Application: Identifiers

Emitters and participants must provide their Numéro d'entreprise du Québec (NEQ -Québec enterprise number) along with additional information relating to their constitution/incorporation.

Numéro d'entreprise du Québec – Québec enterprise number

Most enterprise doing business in Québec must register with the Registraire des entreprises du Québec - Québec Enterprise Registrar (REQ) through a declaration of registration. Once registered, the registrar provides the enterprise with a 10-digit Québec enterprise number (Numéro d'entreprise du Québec - NEQ). An enterprise that does not have a NEQ must first register with the Québec Enterprise Registrar to be assigned a NEQ in order to complete the current request.(http://www.registreentreprises.gouv.qc.ca/en/default.aspx).

Constitution/incorporation information

Whether the enterprise is constituted/incorporated in Québec or elsewhere in Canada or the U.S., indicate the province or state, country and date of constitution/incorporation. If the entity is constituted outside of Canada or the U.S., select the country from the dropdown menu and enter the administrative subdivision in charge of enterprise constitution (State, Province, Territory, etc.) in the Region field. If the enterprise has been constituted/incorporated outside of Québec, the ID number assigned by the constitution/incorporation agency must be included in the appropriate field.

* = Required field

Entity Information

Jurisdiction	Québec
Entity Type	General Market Participant - Organization
Legal Name	Legal Name
Operating Name	Operating Name

Identifiers and Registration Codes

Entity Identification

Incorporation Country	*	-- Select --
Incorporation Province or State	*	-- Select --
Region – if not a Canadian Province or U.S. State		
Date of Incorporation	*	19 / October / 2018

3.4.4 Contact Information

On the "Account Application: Contact Information" page (Figure 29), the user should enter the participating legal entity's contact information, including the physical address, mailing address, and any additional contact information for the entity. Fields marked with an asterisk are required.

STEP 1 **Verify the information entered in the previous step for the** participating legal entity**.** If anything is incorrect, click on the "Back" button to correct it.

STEP 2 **Enter the participating legal entity's physical address.**

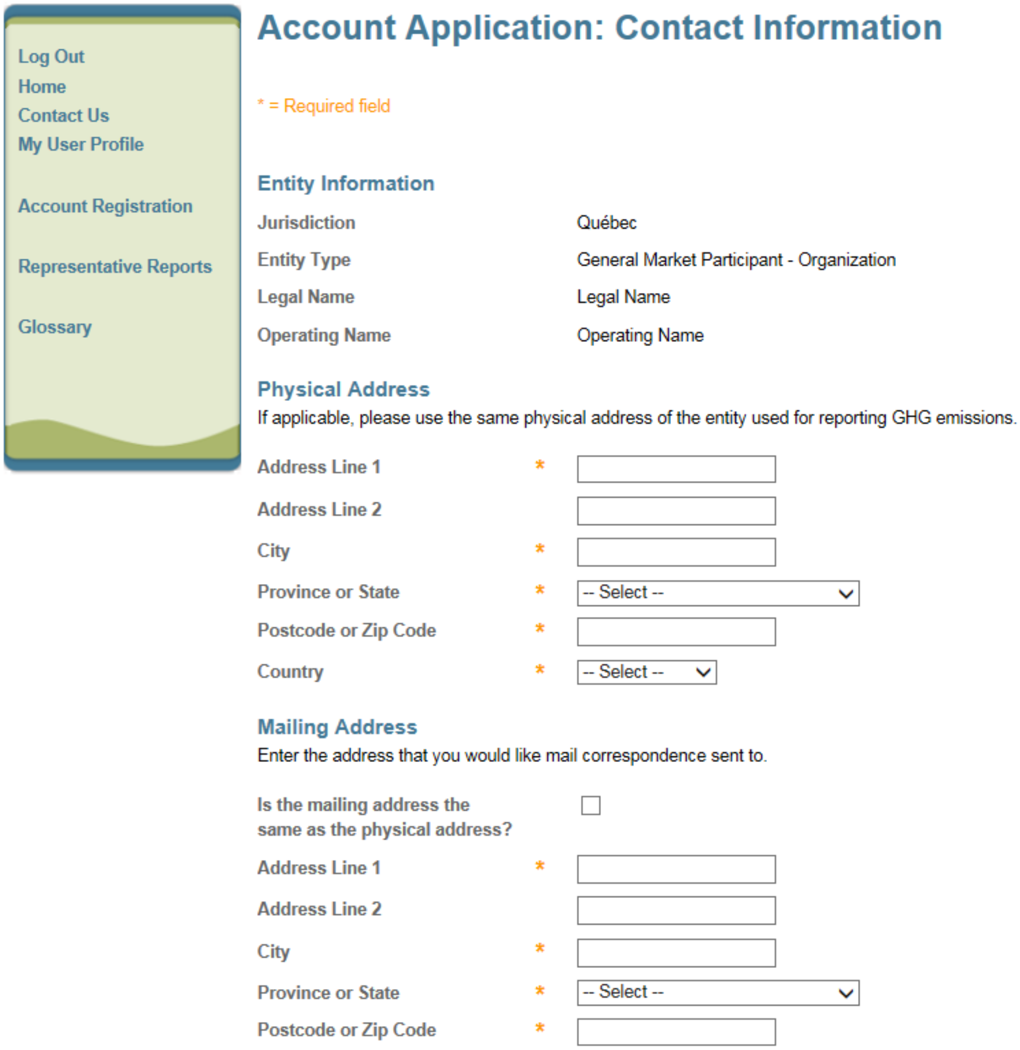
STEP 3 **Enter the participating legal entity's mailing address.** If applicable, the physical address can be used for the mailing address by ticking the box "Is the mailing address the same as the physical address?"

STEP 4 **Enter the phone number for the contact person or department.** Enter only digits, no spaces or dashes.

STEP 5 **Enter an email address for general communications about CITSS.** Official notices about account operations WILL NOT BE SENT to this email address, unless it is also the address of one of the emitter's account representatives.

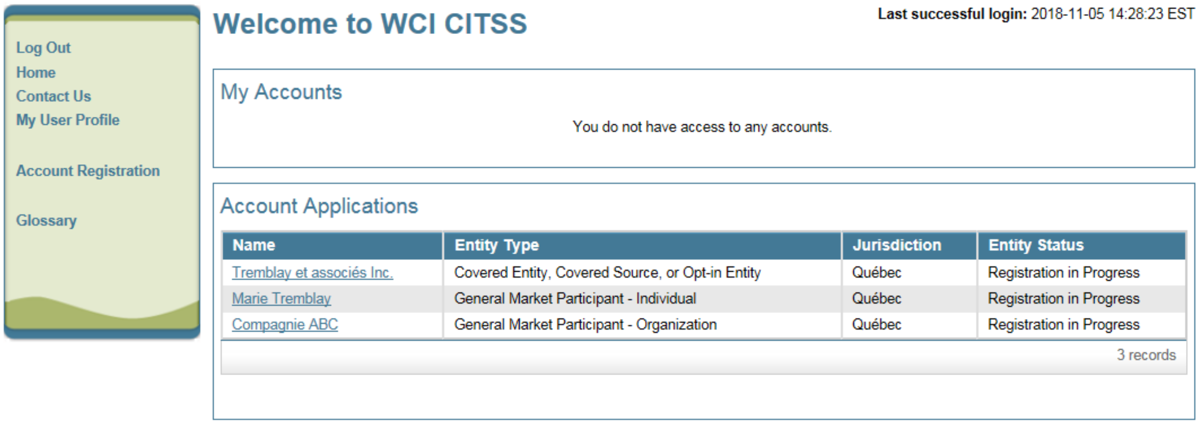
STEP 6 **Click on the "Continue" button.**

Figure 29: Contact Information



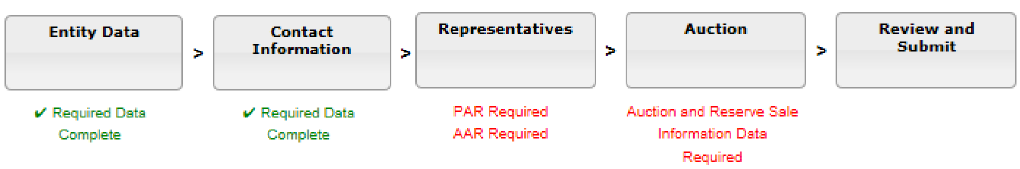
At this point the data entered will be saved. You can go back to prior pages without losing any data. You can also change or add new information as needed. If you exit the application or are inactive for more than ten minutes, the session will close but the information entered will be saved and you can return later. Any account applications that have not been completed will show in the home page of the individual CITSS user who entered the data into the application under the “Account Applications” section as a “registration in progress” (Figure 30).

Figure 30: User Home Page: Account Applications



On the “Account Application: Account Representatives” page are four navigation buttons: “Entity Data,” “Contact Information,” “Representatives,” and “Review and Submit” (Figure 31). The green text below the buttons shows the steps that have been completed, and the red text indicates steps that still require additional information. The first four buttons can be used to move between pages to review, complete, or change information. The fifth button is used to review and submit the application.

Figure 31: Navigation Buttons



3.4.5 Account Representatives and Alternate Contact Person

The “Account Application: Account Representatives” page provides an overview of the information entered since the beginning of the process as well as a section to fill in with information about the participating legal entity's account representatives (Figure 32 and

Figure 33).

Figure 32 shows the upper portion of the “Account Application: Account Representatives” page. At this point in the account application the “Representatives” button has red text below it indicating “PAR Required” and “AAR Required.”

Every participating legal entity must have at least two representatives, a Primary Account Representative (PAR) and another Account Representative (“AAR” in CITSS, “AR” in Québec). Up to four ARs can be designated.

NOTE: It is strongly recommended to have three account representatives at all times. If there are only two account representatives, it is impossible to delete one until a third has completed the CITSS registration process, but if there are more than two, deleting one account representative is effective immediately. In addition, since any emissions allowance transfer requires the participation of two representatives, if a representative is absent, reassigned, or resigns you may need to have a third representative available.

Figure 32: Account Representatives (upper portion)

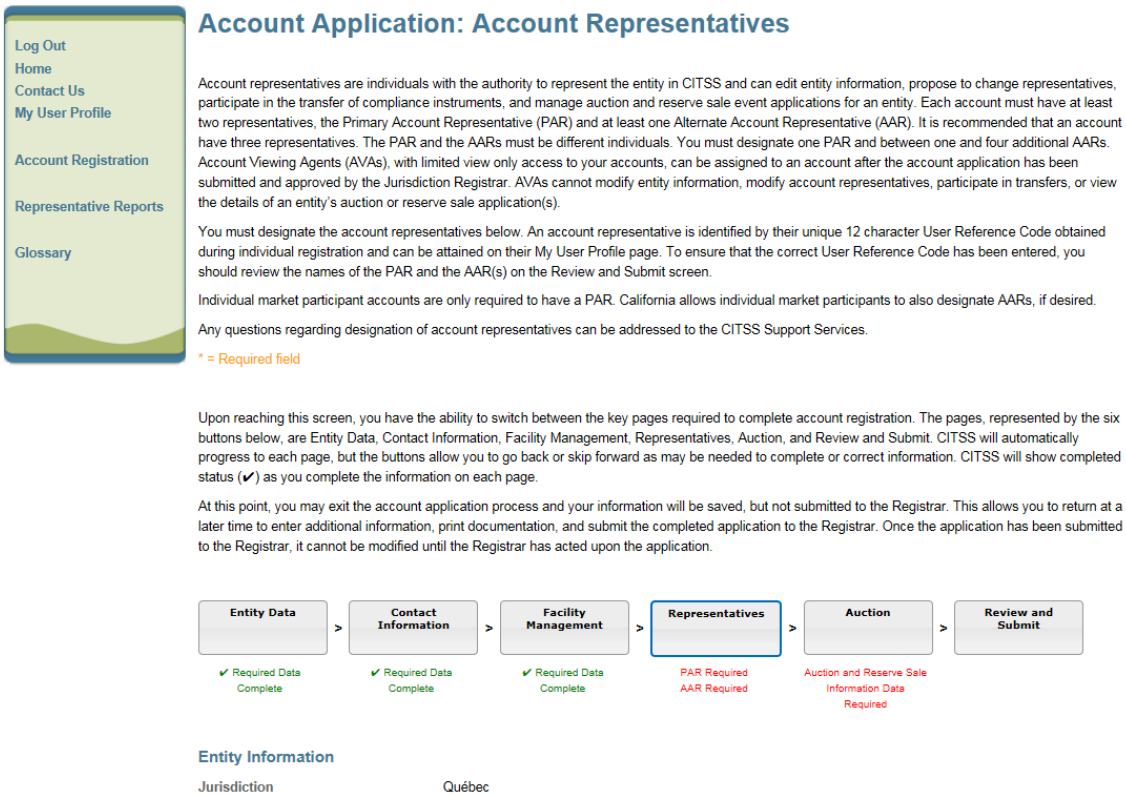


Figure 33 shows the lower portion of the “Account Application: Account Representatives” page where you can designate the PAR and one or more ARs. All designated account representatives must have an active CITSS User ID. To enter the information for representatives, the person entering data in CITSS will need the User Reference Code for each representative. This is a 12-digit code issued to each user when they registered with CITSS. It can be found in a user's “My User Profile” section in CITSS.

At this point, an additional point of contact that is not one of the account representatives can be designated. These are not required fields, but it may be helpful to have another individual to contact in the event that there is a question or issue and CITSS staff is unable to reach the official account representatives. No confidential information will be conveyed to the alternate contact, and no emails related to compliance instruments transactions will be sent to this email address.

STEP 1 **Designate the PAR.** If the person completing the application is the PAR, select “I am the Primary Account Representative (PAR).” To name another user, select “Select a different registered user as the Primary Account Representative (PAR)” and enter the person's 12-digit User Reference Code in the appropriate field.

STEP 2 **Designate the AR(s).** If you are not designated as the PAR you can name yourself as the AR by selecting “I am one of the Alternate Account Representatives (AAR).” If designating a different registered CITSS user as the AR, select the second button and enter the 12-digit User Reference Code in the appropriate field. To designate one or more other users as ARs, select “I have indicated additional Alternate Account Representatives below” and enter the 12-digit User Reference Codes for each user in the appropriate field.

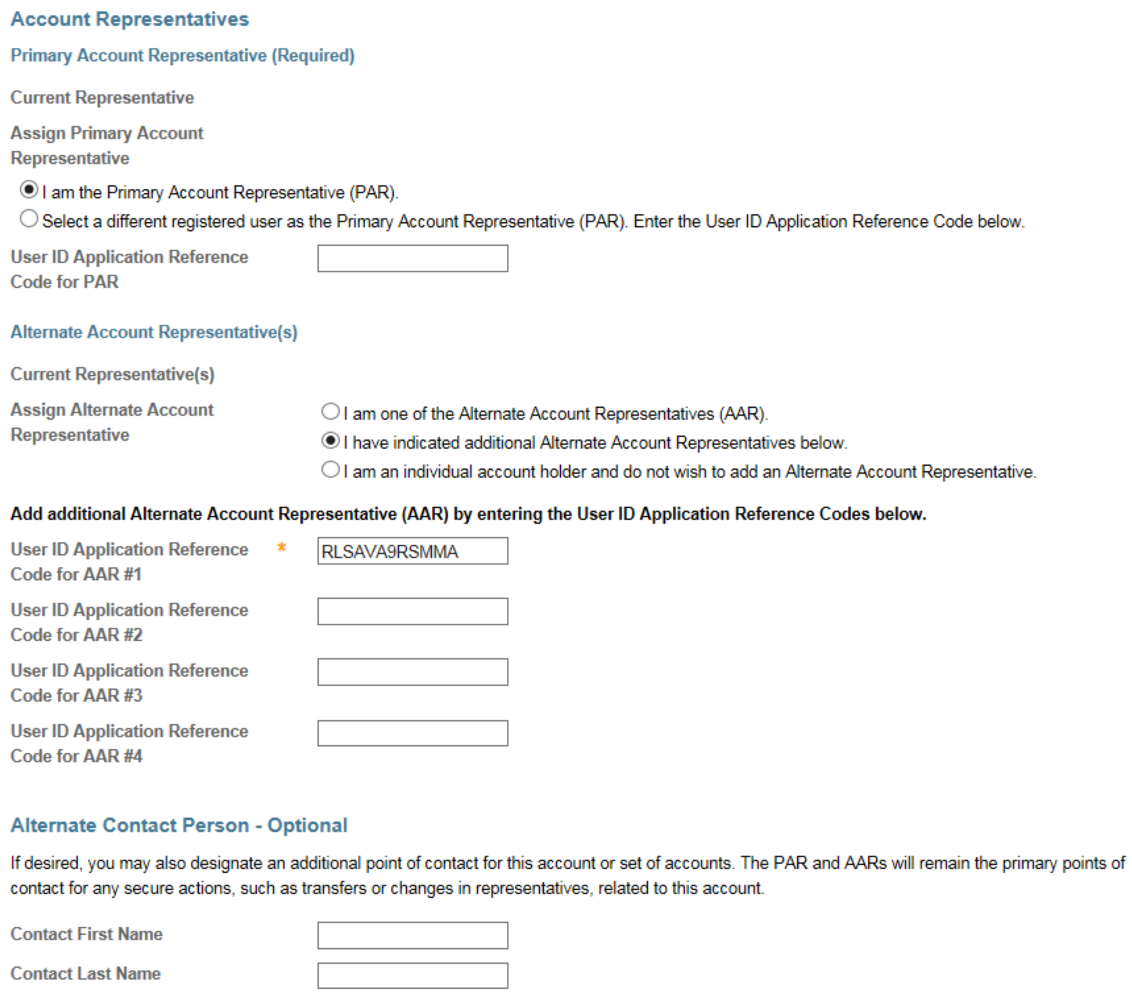
STEP 3 **Enter the name and contact information for the alternate contact person** in the appropriate fields (optional).

STEP 4 **Click on “Continue.”**

Once the account representatives have been selected, the text under the “Representatives” button will turn green. If an error message indicates that one of the User Reference Codes is invalid, the user's registration may still be pending in CITSS or the 12-digit code may have been entered incorrectly. For any issues or questions regarding the designation of account representatives, call the CITSS Support Services.

NOTE: A participant may add or change account representatives and authorize up to five AVAs once the application is approved.

Figure 33: Account Representatives (lower portion)



Account Representatives

Primary Account Representative (Required)

Current Representative

Assign Primary Account Representative

◉ I am the Primary Account Representative (PAR).

○ Select a different registered user as the Primary Account Representative (PAR). Enter the User ID Application Reference Code below.

User ID Application Reference Code for PAR

Alternate Account Representative(s)

Current Representative(s)

Assign Alternate Account Representative

○ I am one of the Alternate Account Representatives (AAR).

◉ I have indicated additional Alternate Account Representatives below.

○ I am an individual account holder and do not wish to add an Alternate Account Representative.

Add additional Alternate Account Representative (AAR) by entering the User ID Application Reference Codes below.

User ID Application Reference Code for AAR #1 * RLSAVA9RSMMA

User ID Application Reference Code for AAR #2

User ID Application Reference Code for AAR #3

User ID Application Reference Code for AAR #4

Alternate Contact Person - Optional

If desired, you may also designate an additional point of contact for this account or set of accounts. The PAR and AARs will remain the primary points of contact for any secure actions, such as transfers or changes in representatives, related to this account.

Contact First Name

Contact Last Name

3.4.6 Auction and Reserve Sale Information

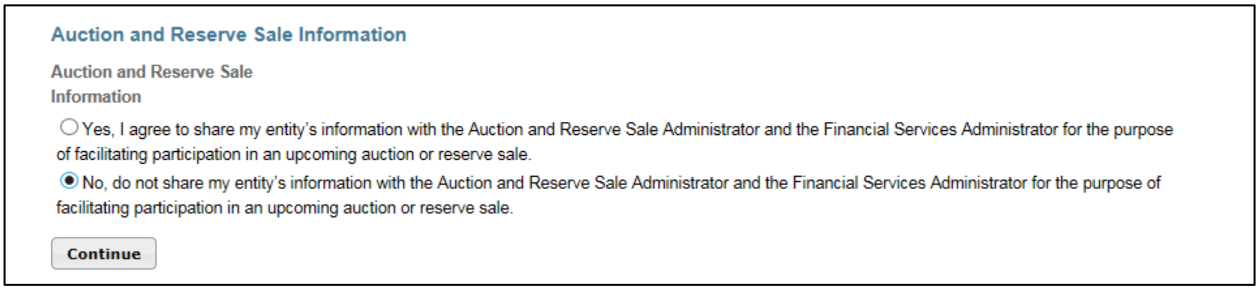
The “Account Application: Auction and Reserve Sale Information” page (

Figure 34) allows the user to indicate whether or not the entity wishes to share its information and its representatives' information with the Auction and Reserve Sale Administrator and Financial Services Administrator by ticking the appropriate box. Providing this consent does not oblige the entity to participate in an auction or reserve sale, it only transfers the entity's information to the auction platform. The entity can change its selection at a later time if it wishes to withdraw its consent (see Section 3.7.1 of Volume 4 of the CITSS User Manual).

STEP 1 Choose the appropriate option.

STEP 2 Click on the “Continue” button.

Figure 34: Auction and Reserve Sale Information


Auction and Reserve Sale Information

Auction and Reserve Sale Information

○ Yes, I agree to share my entity’s information with the Auction and Reserve Sale Administrator and the Financial Services Administrator for the purpose of facilitating participation in an upcoming auction or reserve sale.

◉ No, do not share my entity’s information with the Auction and Reserve Sale Administrator and the Financial Services Administrator for the purpose of facilitating participation in an upcoming auction or reserve sale.

Continue

3.4.7 Review and Submit

The “Account Application: Review and Submit” page provides an overview of the information submitted in the participating legal entity's account application. Verify that the information is accurate. The first four navigation buttons can be used to make any changes to the information submitted earlier, as needed (

Figure 35). The fifth button is used to review and submit the application.

This page also indicates the CITSS Entity ID number assigned to the account application. This unique Entity ID number can be used to identify the application while in progress and will be associated with the participating legal entity's account following approval.

STEP 1 **Review the data.** If there is a need to make any edits, select the appropriate navigation buttons (“Entity Data,” “Contact Information,” “Representatives,” or “Auction”) to correct the information.

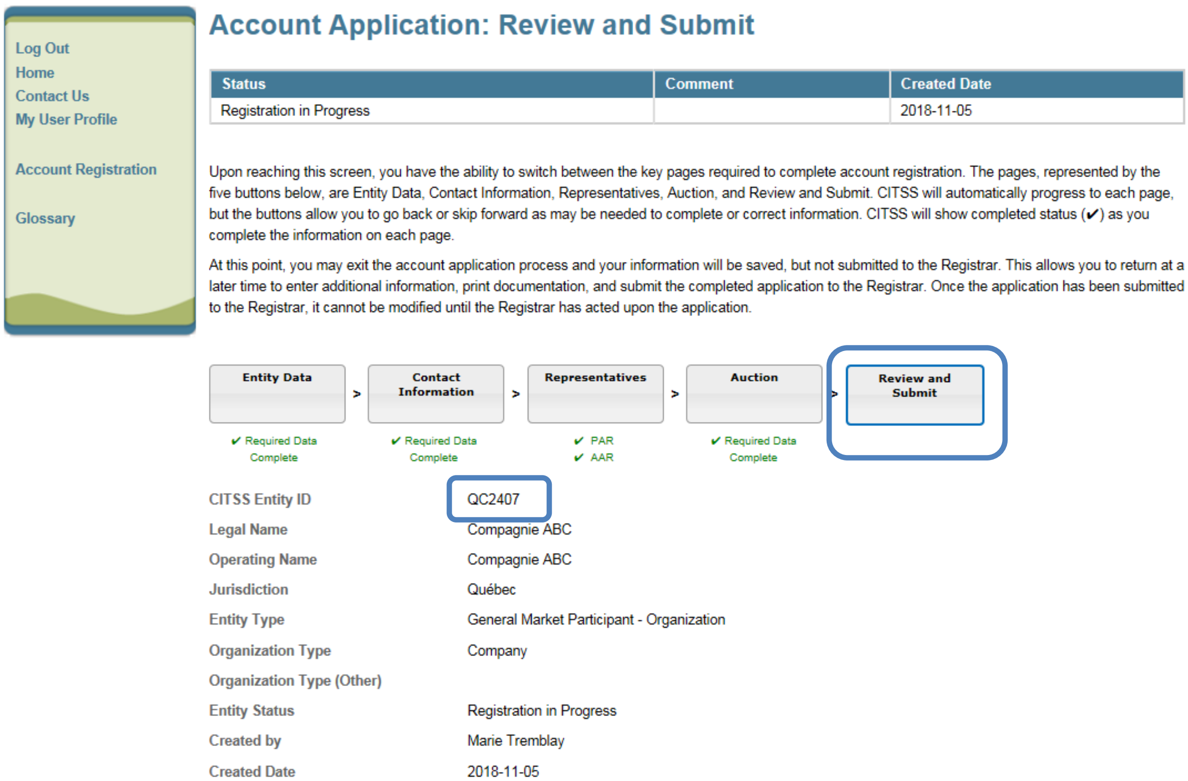
Note: If you have navigated to another page and made any changes you will need to click on “Continue” at the bottom of the page where you have entered changes for those changes to be saved.

STEP 2 **When all data has been reviewed, return to the “Account Application: Review and Submit”** page by either clicking “Continue” on all prior pages or clicking on the “Review and Submit” button at the top of any page.

STEP 3 **Click the “Submit Application” button at the bottom of the page.**

Figure 35 shows an example of an “Account Application: Review and Submit” page displaying the CITSS Entity ID that has been assigned and the navigation buttons. The green text under these buttons shows that all the required information for the account application has been provided.

Figure 35: Review and Submit



3.4.8 Terms and Conditions

The "Account Application: Terms and Conditions" page contains the Terms and Conditions that must be accepted prior to submitting the electronic portion of the account application (Figure 36).

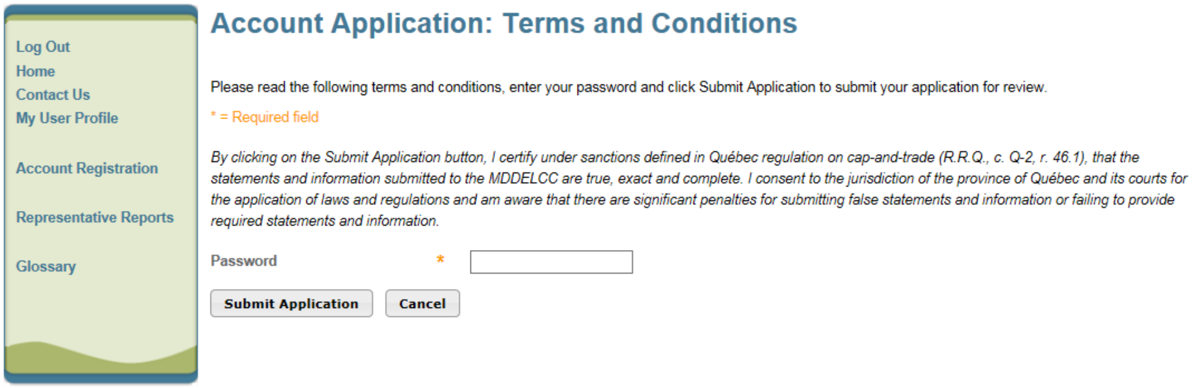
STEP 1 **Read the Terms and Conditions statement on this page.**

STEP 2 To accept the Terms and Conditions, **re-enter your password in the appropriate field.** This entry is required, and you will not be able to submit the application without accepting the CITSS Terms and Conditions and re-entering your password.

STEP 3 **Click the "Submit Application" button.**

At this point, the online submittal of information for a participating legal entityaccount application has been completed (Figure 36).

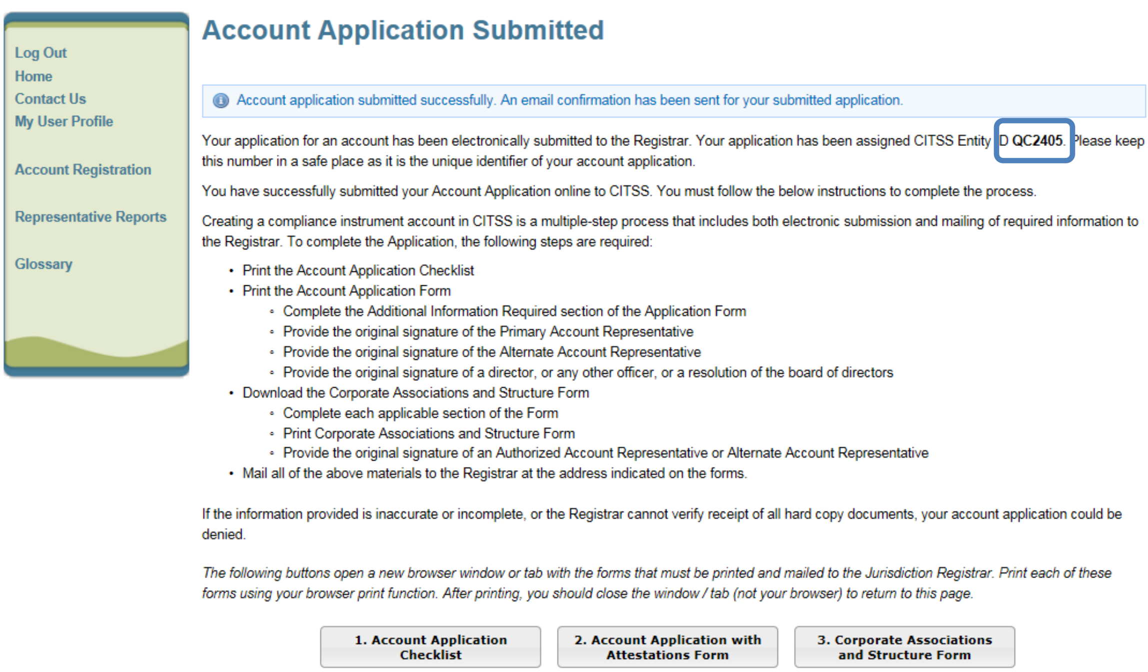
Figure 36: Terms and Conditions



The “Account Application Submitted” page indicates that the electronic data entry portion of your account application has been submitted to the C&T system registrar. This page contains the unique six-digit CITSS Entity ID number assigned to the application (e.g., QC2405). It is circled in Figure 37.

Email – An email confirmation will be sent to the user indicating that the account application was successfully submitted.

Figure 37: Account Application Submitted



3.5 Account Application Forms

When an account application is submitted electronically, CITSS generates the following documents:

1. Account Application Checklist (Figure 38)
2. Account Application with Attestation Form (Figure 39)
3. Structure and Business Relationships Disclosure Form (Figure 40).

REMEMBER: After completing the electronic portion of the account application, you can exit CITSS and return later to access and print these forms.

STEP 1 **Click on the button with the form's name on it to access it.** Each form opens in a new window or browser tab.

STEP 2 **Save or print the Account Application Checklist for future reference**.

STEP 3 **Print the Account Application with Attestation Form and have it signed**.

STEP 4 **Fill out the Structure and Business Relationships Disclosure Form** (use the “Corporate Associations and Structure Form” button). The form can be sent electronically through the secure file sharing platform (to access the platform, contact the CITSS Support Services).

Figure 38: Account Application Checklist

1. ACCOUNT APPLICATION CHECKLIST

Print this form (page) using your browser's print function. After printing, close this window/tab (but not your browser) to return to the CITSS application where you can select the print windows for the Account Application Checklist, Account Application Form, and Corporate Structure and Associations Form.

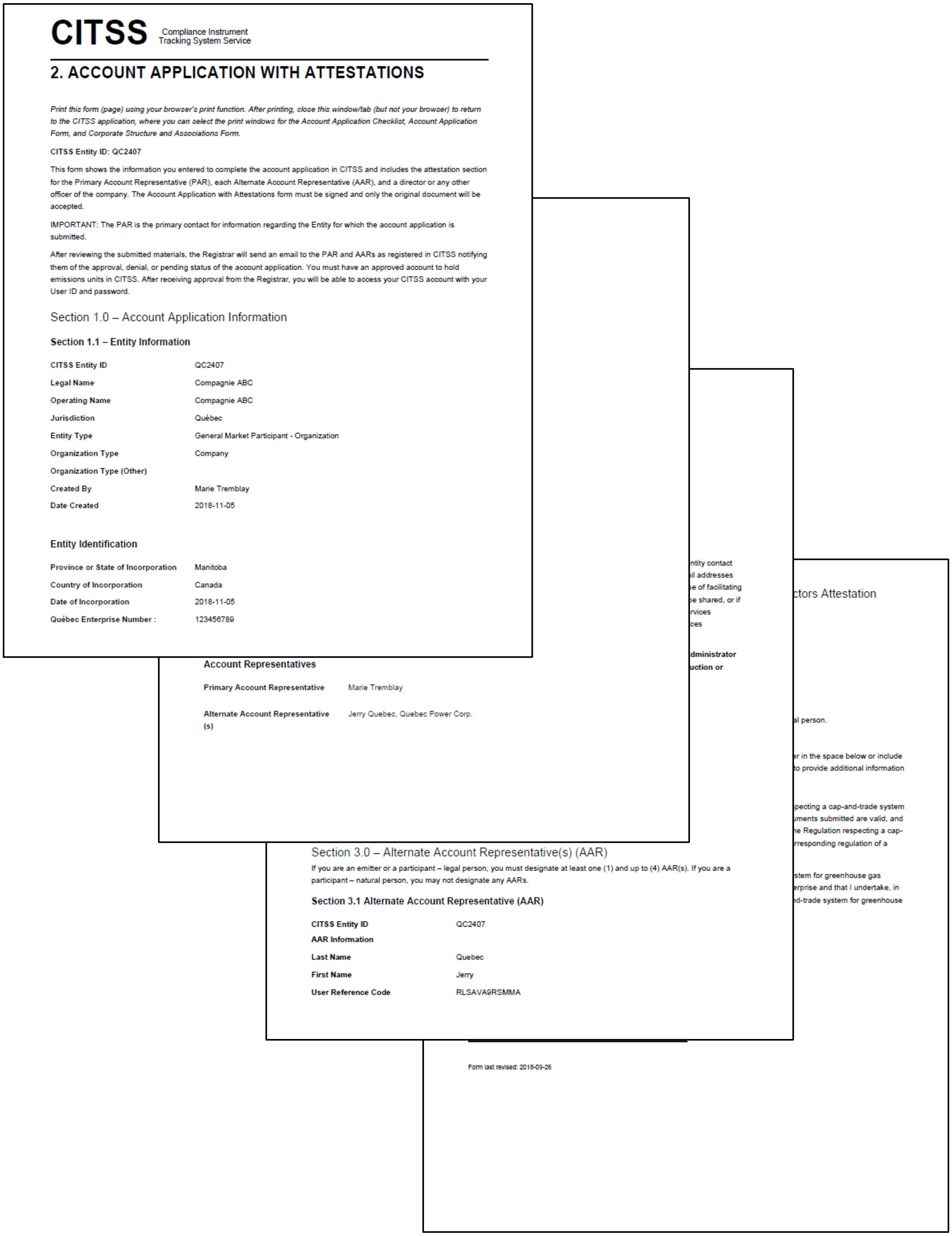
CITSS Entity ID: QC2406

To finalize the account application, complete the following steps:

- ❏ To obtain the mailing address of the Carbon Market Division and for further instructions on how to submit documents through the Carbon Market Division secure platform for electronic transmission of personal or confidential information, please visit the "User Support" Web page: http://www.mddelcc.gouv.qc.ca/changements/carbone/Soutiens-utilisateurs-en.htm#sending
- ❏ Print the Account Application with Attestations Form
  - ❏ Review its content
  - ❏ Provide the original signature of a director, or any other officer, or a resolution from the board of directors
  - ❏ Mail the form to the Carbon Market Division address (the complete address is available on the "User support" web page)
- ❏ Download and save the Corporate Association and Structure Form
  - ❏ Complete each applicable section of the Form
  - ❏ Save the duly completed Form
  - ❏ Print the Form and if you intend to send it by postal mail, provide the original signature of an account representative of the Entity
- ❏ Mail the Corporate Association and Structure Form to the address indicated on the last page or submit the Form through the Carbon Market Division secure platform for electronic transmission of personal or confidential information.

Form last revised: 2018-09-26

Figure 39: Account Application with Attestation Form



CITSS Compliance Instrument Tracking System Service

2. ACCOUNT APPLICATION WITH ATTESTATIONS

Print this form (page) using your browser's print function. After printing, close this window/tab (but not your browser) to return to the CITSS application, where you can select the print windows for the Account Application Checklist, Account Application Form, and Corporate Structure and Associations Form.

CITSS Entity ID: QC2407

This form shows the information you entered to complete the account application in CITSS and includes the attestation section for the Primary Account Representative (PAR), each Alternate Account Representative (AAR), and a director or any other officer of the company. The Account Application with Attestations form must be signed and only the original document will be accepted.

IMPORTANT: The PAR is the primary contact for information regarding the Entity for which the account application is submitted.

After reviewing the submitted materials, the Registrar will send an email to the PAR and AARs as registered in CITSS notifying them of the approval, denial, or pending status of the account application. You must have an approved account to hold emissions units in CITSS. After receiving approval from the Registrar, you will be able to access your CITSS account with your User ID and password.

Section 1.0 – Account Application Information

Section 1.1 – Entity Information

CITSS Entity ID	QC2407
Legal Name	Compagnie ABC
Operating Name	Compagnie ABC
Jurisdiction	Québec
Entity Type	General Market Participant - Organization
Organization Type	Company
Organization Type (Other)	
Created By	Marie Tremblay
Date Created	2018-11-05

Entity Identification

Province or State of Incorporation	Manitoba
Country of Incorporation	Canada
Date of Incorporation	2018-11-05
Québec Enterprise Number :	123456789

Account Representatives

Primary Account Representative	Marie Tremblay
Alternate Account Representative (s)	Jerry Quebec, Quebec Power Corp.

Section 3.0 – Alternate Account Representative(s) (AAR)

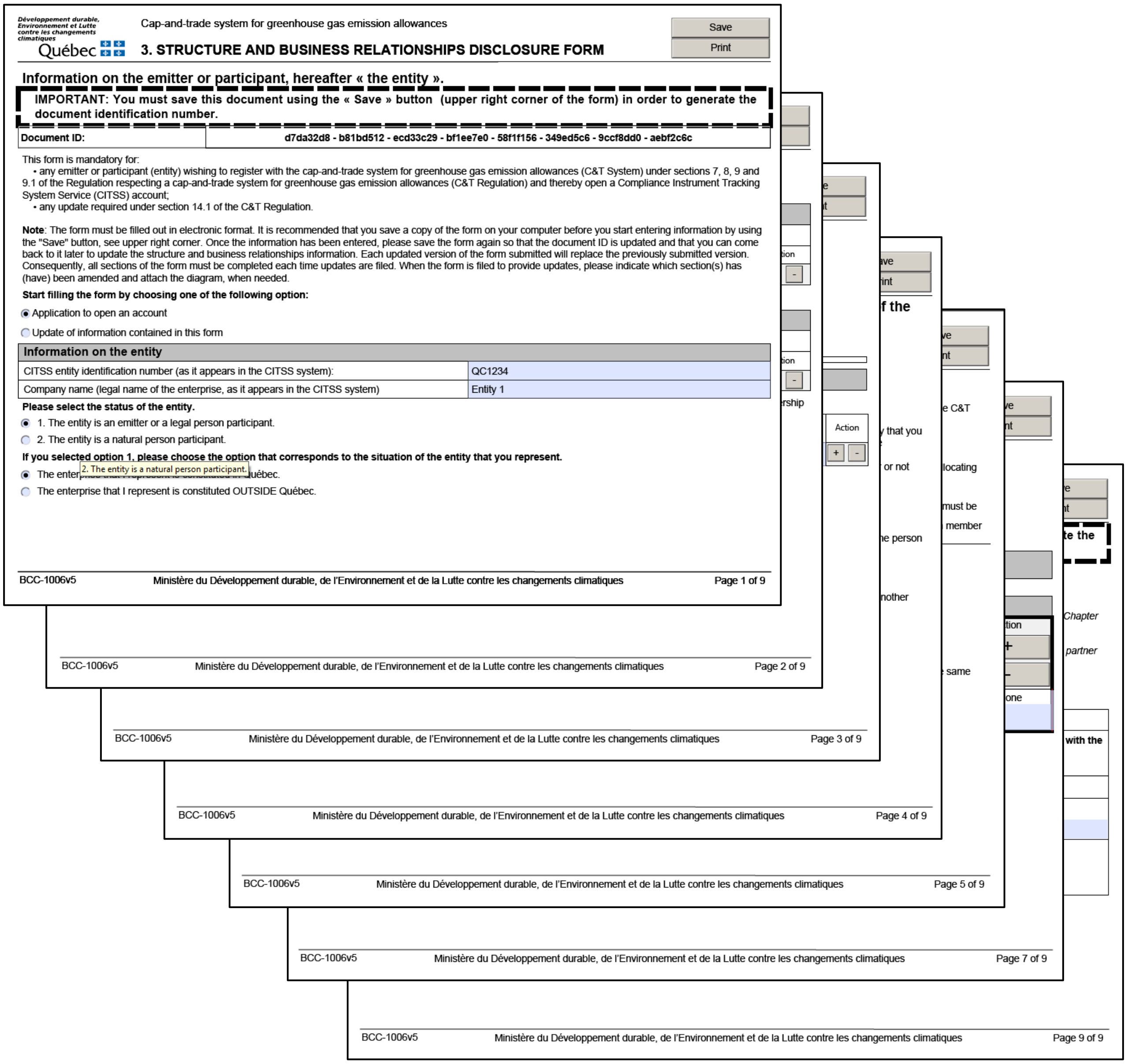
If you are an emitter or a participant – legal person, you must designate at least one (1) and up to (4) AAR(s). If you are a participant – natural person, you may not designate any AARs.

Section 3.1 Alternate Account Representative (AAR)

CITSS Entity ID	QC2407
AAR Information	
Last Name	Quebec
First Name	Jerry
User Reference Code	RLSAVA9RSMMA

Form last revised: 2018-09-26

Figure 40: Structure and Business Relationships Disclosure Form



Développement durable, Environnement et Lutte contre les changements climatiques
Québec

Cap-and-trade system for greenhouse gas emission allowances

3. STRUCTURE AND BUSINESS RELATIONSHIPS DISCLOSURE FORM

Save
Print

Information on the emitter or participant, hereafter « the entity ».

IMPORTANT: You must save this document using the « Save » button (upper right corner of the form) in order to generate the document identification number.

Document ID:	**d7da32d8 - b81bd512 - ecd33c29 - bf1ee7e0 - 58f1f156 - 349ed5c6 - 9ccf8dd0 - aebf2c6c**

This form is mandatory for:
- any emitter or participant (entity) wishing to register with the cap-and-trade system for greenhouse gas emission allowances (C&T System) under sections 7, 8, 9 and 9.1 of the Regulation respecting a cap-and-trade system for greenhouse gas emission allowances (C&T Regulation) and thereby open a Compliance Instrument Tracking System Service (CITSS) account;
- any update required under section 14.1 of the C&T Regulation.

Note: The form must be filled out in electronic format. It is recommended that you save a copy of the form on your computer before you start entering information by using the "Save" button, see upper right corner. Once the information has been entered, please save the form again so that the document ID is updated and that you can come back to it later to update the structure and business relationships information. Each updated version of the form submitted will replace the previously submitted version. Consequently, all sections of the form must be completed each time updates are filed. When the form is filed to provide updates, please indicate which section(s) has (have) been amended and attach the diagram, when needed.

Start filling the form by choosing one of the following option:

- (●) Application to open an account
- ( ) Update of information contained in this form

Information on the entity	
CITSS entity identification number (as it appears in the CITSS system):	QC1234
Company name (legal name of the enterprise, as it appears in the CITSS system)	Entity 1

Please select the status of the entity.

- (●) 1. The entity is an emitter or a legal person participant.
- ( ) 2. The entity is a natural person participant.

If you selected option 1, please choose the option that corresponds to the situation of the entity that you represent.

- (●) The enterprise that I represent is constituted IN Québec.
- ( ) The enterprise that I represent is constituted OUTSIDE Québec.

2. The entity is a natural person participant.

BCC-1006v5 Ministère du Développement durable, de l'Environnement et de la Lutte contre les changements climatiques Page 1 of 9

The C&T system registrar will examine the account application when all the required documentation has been received:

1. **Account Application with Attestation Form**

   This form includes the information entered into CITSS and the CITSS Entity ID issued during the account application process. In the case of an emitter or a participating legal entity, it must be signed by one of the organization's directors or officers. Alternatively, a resolution by the organization's board of directors can be provided. In the case of a participating natural person, it must be signed by the individual.

   Once the form is signed it must be mailed to the C&T registrar.

2. **Structure and Business Relationships Disclosure Form**

   This form allows the emitter or participant to share information about their business relationships, any professionals they have hired to advise them on the Regulation, and the entities which have received such advisory services.

   Once completed, this form can be printed and mailed to the C&T system registrar or it can be sent electronically through the secure file sharing platform. To access the platform, call the CITSS Support Services.

3.6 Account Application Approval

At this point the account application has been submitted online and the hard copy forms have been completed with the required information and sent to the C&T system registrar. The amount of time it takes to review an account application and then approve it, deny it, or ask for modifications varies depending on the complexity of the application and the volume of applications received. Incomplete information or documentation will delay the application process. The registrar will notify the person who submitted the application in such a case.

Once the account application is approved, the relevant account(s) will be created and will appear on the User Home Pages of the users designated as the PAR and ARs in CITSS.

For help with the account application process, contact the CITSS Support Services.

4. CITSS Support Services

For questions concerning the GHG emission cap-and-trade system (C&T system) or to obtain assistance regarding CITSS or user registration, you can consult the carbon market section of the Ministère de l'Environnement et de la Lutte contre les changements climatiques website devoted to the system:

http://www.environnement.gouv.qc.ca/changements/carbone/inscription-spede-en.htm#opening.

You can also contact the CITSS user support service at 418-521-3868, ext. 7074, toll-free at 1-800-561-1616, ext. 7074, or by email (registraireqc-spede@environnement.gouv.qc.ca).