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

User Manual – Volume 4
ACCOUNT MANAGEMENT

CITSS
Compliance Instrument Tracking System Service

December 2018

Québec
TABLE OF CONTENTS

1. INTRODUCTION......................................................................................................................... 1
   1.1 Access to CITSS ...................................................................................................................... 1

2. ACCOUNT MANAGEMENT ........................................................................................................... 3
   2.1 Home page ............................................................................................................................ 3
   2.2 Display an account .................................................................................................................. 4
   2.3 Details of the account ............................................................................................................. 5

3. CONSULTATION AND MODIFICATION OF ACCOUNT INFORMATION ...................... 6
   3.1 General information .............................................................................................................. 6
      3.1.1 Change of legal name ..................................................................................................... 8
      3.1.2 Change of Québec enterprise number (NEQ) ............................................................... 8
   3.2 Contact information ............................................................................................................ 8
      3.2.1 Change of contact information ...................................................................................... 8
   3.3 Representatives................................................................................................................... 9
      3.3.1 Propose the addition of an AR ..................................................................................... 10
      3.3.2 Remove an AR ............................................................................................................... 10
      3.3.3 Propose a change of PAR ............................................................................................ 10
   3.4 Account Viewing Agents .................................................................................................... 12
      3.4.1 Propose the addition of an AVA .................................................................................. 13
      3.4.2 Remove an AVA .......................................................................................................... 13
   3.5 Holding Limits .................................................................................................................... 14
      3.5.1 Current Year Holding Limit .......................................................................................... 15
      3.5.2 Future Year Holding Limits .......................................................................................... 16
   3.6 Corporate Association ....................................................................................................... 17
      3.6.1 Changes to Corporate Association .............................................................................. 18
   3.7 Auctions .............................................................................................................................. 19
      3.7.1 Auction and Reserve Sale Information ......................................................................... 19
      3.7.2 Initiate Event Participation ............................................................................................ 20
      3.7.3 Current and Future Vintage Purchase Limit Percentage ............................................. 20
   3.8 Emitter’s Facilities .............................................................................................................. 22
      3.8.1 Add a facility ............................................................................................................... 22
      3.8.2 Modify the information on a facility ............................................................................. 24
      3.8.3 Change of operator of an emitter’s facility ................................................................. 26

4. PROCESSING OF CHANGES TO ACCOUNT INFORMATION ............................................. 28
   4.1 Approval by the registrar ..................................................................................................... 28
   4.2 Confirmation by the user ...................................................................................................... 28

5. CITSS SUPPORT SERVICES ................................................................................................. 30
FIGURES

Figure 1: User home page ........................................................................................................ 4
Figure 2: Page presenting information on the emitter or the participant .............................. 5
Figure 3: Modification of general information ........................................................................ 7
Figure 4: Change of contact information ................................................................................ 9
Figure 5: Modification of the account representatives .............................................................. 12
Figure 6: Modification of the account viewing agents .............................................................. 13
Figure 7: “Holding Limits” tab ............................................................................................... 14
Figure 8: Current year holding limit ...................................................................................... 16
Figure 9: Future year holding limits ...................................................................................... 16
Figure 10: “Corporate Associates” tab .................................................................................. 18
Figure 11: “Auction” tab ........................................................................................................ 20
Figure 12: Current and Future Vintage Purchase Limit Percentage ...................................... 21
Figure 13: “Facilities” tab ...................................................................................................... 22
Figure 14: Add a facility (details) .......................................................................................... 23
Figure 15: Modify a facility .................................................................................................... 25
Figure 16: Changes that require confirmation by the registrar .............................................. 28
Figure 17: Changes that require confirmation by the user ..................................................... 29
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVA</td>
<td>Account viewing agent</td>
</tr>
<tr>
<td>Emitter</td>
<td>Any person covered by section 2 or section 2.1 of the <em>Regulation respecting a cap-and-trade system for greenhouse gas emission allowances</em></td>
</tr>
<tr>
<td>GHG</td>
<td>Greenhouse gas</td>
</tr>
<tr>
<td>MELCC/Ministry</td>
<td>Ministère de l’Environnement et de la Lutte contre les changements climatiques</td>
</tr>
<tr>
<td>NEQ</td>
<td>Numéro d’entreprise du Québec</td>
</tr>
<tr>
<td>Participant</td>
<td>A participating natural person or legal entity</td>
</tr>
<tr>
<td>AR</td>
<td>Account representative</td>
</tr>
<tr>
<td>PAR</td>
<td>Primary account representative (resource person)</td>
</tr>
<tr>
<td>Regulation</td>
<td><em>Regulation respecting a cap-and-trade system for greenhouse gas emission allowances</em></td>
</tr>
<tr>
<td>NAICS</td>
<td>North American Industry Classification System</td>
</tr>
<tr>
<td>C&amp;T system</td>
<td>GHG emission cap-and-trade system</td>
</tr>
<tr>
<td>CITSS</td>
<td>Compliance Instrument Tracking System Service</td>
</tr>
<tr>
<td>WCI, Inc.</td>
<td>Western Climate Initiative, Inc.</td>
</tr>
</tbody>
</table>
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. Account management

Once the C&T system registrar has approved the account application, the individuals designated as account representatives can modify or update the emitter’s or the participant’s profile and carry out emission allowance transfers in CITSS. Volume 5 of the CITSS User Manual describes the transfer functions.

An account representative who wishes to modify online the information in an account may have to submit new forms depending on the nature of the changes to be made. In some circumstances, it is impossible to change the data online. An account representative must fill out new forms or submit the updated information in a letter or a form provided for this purpose. What is more, the account representatives must be aware of the regulatory requirements pertaining to the updating of information and that the changes made can affect the emitter’s or the participant’s ability to participate in a government sale. To avoid compromising possible participation in a government sale, all updated information in CITSS or on the Structure and Business Relationship Disclosure Form must be sent to the registrar at least 10 days prior to the closing of the registration period of the sale, that is, 40 days before the date of such a sale.

2.1 Home page

To execute an operation in CITSS, the account representative must first open a session using his user ID and password.

The home page displays the following items:

- The “Reminders” box displays all reminders concerning compliance with the Regulation respecting a cap-and-trade system for greenhouse gas emission allowances. Volume 6 of the CITSS User Manual describes the box.

- The “My Accounts” box displays the account(s) of which the user is the PAR, the AR or the AVA. There are two types of accounts for emitters: the general account and the compliance account.

- The “Account Applications” box displays all current or pending requests to open an account. Volume 3 of the CITSS User Manual describes the box.

- The “Pending Transfers” box displays all requests for emission allowance transfers awaiting processing. Volume 5 of the CITSS User Manual describes the box.
Note: The boxes may be empty or not visible depending on the actions carried out in CITSS, for example, if no reminder has been made, no account application has been made or if no transfer has been proposed.

2.2 Display an account

The user home page (Figure 1) provides a list of accounts with which the user is associated as PAR, AR or AVA. If the user is a PAR or an AR, he can access the accounts from this page in order to update them.

In the example in Figure 1, the user is the account representative of an emitter, for which a general account and a compliance account are displayed (Tremblay et Associés Inc.), and the account representative of a participating natural person (Registration in Progress), for which only one general account is displayed (Michael Côté).
STEP 1  Click on the highlighted name of the entity to access an account.

The user will be directed to a page that presents information on the emitter or the participant that was provided when the account was opened (Figure 2). The title of the page is the name of the emitter or the participant that owns the account(s).

2.3 Details of the account

The page that presents information on the emitter or the participant includes buttons to access the general account and, in the case of an emitter, the compliance account. In the example in Figure 2, there is a general account and a compliance account since the account owner is an emitter. Under the access buttons, a table presents the following tabs:

- General
- Contact Information
- Representatives
- Account Viewing Agents
- Holding Limits
- Corporate Associates (emitters and participants that are members of a group of related entities only)
- Auction
- Facilities (emitters only)

Certain tabs lead to a page where changes or updates can be made. When a proposed change is awaiting approval, a ninth tab (“Proposed Data Changes”) displays. Section 3 presents instructions on changing such information.

Figure 2: Page presenting information on the emitter or the participant
3. Consultation and modification of account information

This section describes the changes to the account information that can be made.

Once the user clicks on the name of the entity on the user home page, he will be directed to a page that presents information on the emitter or the participant that was provided during the account opening process. The title of the page is the name of the emitter or the participant that owns the account(s) and includes buttons to access them. Under the buttons to access each account, a table presents a series of tabs, including the following ones that allow for modifications:

- General
- Contact Information
- Representatives
- Account Viewing Agents
- Holding Limits
- Corporate Associates (emitters and participants that are members of a group of related entities only)
- Auction
- Facilities (emitters only)

The changes concerning the structure and business relationships of an emitter or a participant must be carried out using the Structure and Business Relationship Disclosure Form.

3.1 General information

The “General” tab presents information on the emitter or the participant that was entered during the account opening process. The information on the account status, the CITSS user that submitted the account application and the dates of the creation of the account and the latest update appear at the bottom of the page.

The PAR or the AR can modify the general information by clicking on the “Edit Information” button at the bottom of the “General” tab (Figure 3). An exclamation point (!) indicates the changes that the C&T system registrar must approve before they come into force. Changes to names, the Québec enterprise number (NEQ) and the date of incorporation require such approval. The registrar can request the submission of new documents that justify such changes.
STEP 1  Click on the “Edit Information” button at the bottom of the page. The “Edit Entity” screen appears.

STEP 2  Move the cursor to the field to be changed and enter the new information. Several changes can be made at the same time.

STEP 3  Click on the “Submit Changes” button.
3.1.1 Change of legal name
If an emitter or participating legal entity changes its legal name, for example in conjunction with a restructuring, a merger or a change of ownership, but maintains its Québec enterprise number (NEQ), it is deemed to be the same emitter or participating legal entity.

The PAR or the AR must fill out and send by mail to the C&T system registrar the updated Structure and Business Relationships Disclosure Form with the new name and any other change in the structure or the business relationships.

If the account representatives must be replaced, refer to the section 3.3 in this guide.

3.1.2 Change of Québec enterprise number (NEQ)
If an emitter or a participating legal entity changes its legal name and operates under a new Québec enterprise number (NEQ), it is deemed to be a new emitter or a new participating legal entity. The latter must therefore open an account. It should be noted that exceptions may apply, especially as regards certain company mergers. To obtain information on the procedure to be followed, please call the CITSS support service.

3.2 Contact Information
The “Contact Information” tab indicates the contact information of the emitter or the participant registered when the accounts were opened (Figure 4).

3.2.1 Change of contact information
The PAR or an AR can modify the contact information by clicking on the “Edit Information” button under the “Contact Information” tab (Figure 4). Changes to contact information do not require the approval of the C&T system registrar and therefore take effect immediately.
STEP 1  Click on the “Edit Information” button at the bottom of the page. The “Edit Entity” screen appears.

STEP 2  Move the cursor to the field to be changed and enter the new information. Several changes can be made at the same time.

STEP 3  Click on the “Submit Changes” button.

3.3 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 reserve sale platform. However, the account representative can update information on the emitter or the participating legal entity, propose additions to or changes in the account representatives and the account viewing agents and can propose, approve and accept emission allowance transfers. He can also participate in government carbon emission allowance sales.

The “Representatives” tab allows users to access information concerning the current representatives and to add to or change the representatives (Figure 5).
An AR or a PAR can add or remove an AR and propose a change of PAR. To do so, the change must first be proposed directly in CITSS using the “Representatives” tab (Figure 5). The attestation of verification of identity and designation must subsequently be completed and sent by mail to the C&T system registrar if the attestation was not submitted when the user registered for this emitter or participating legal entity. The document confirms the designation of the person to act on behalf of the organization. It is accessible on the MELCC website:


3.3.1 Propose the addition of an AR

STEP 1 To propose the addition of an AR, enter the 12-character User Reference Code of the designated user in the appropriate field at the bottom of the page and click on the “Add” button.

STEP 2 If necessary, complete and send to the C&T system registrar the attestation of verification of identity and designation form.

The new AR then appears under the “Representatives” tab with “Pending” status. Access to the accounts will be granted to the new AR once the C&T system registrar has received and processed the attestation of verification of identity and designation form and approved the request to add an AR to CITSS. The status of the new AR will then change to “Active.”

3.3.2 Remove an AR

STEP 1 To remove an AR, click on the “Remove” button in the “Actions” column to the right of the AR to be removed.

The “Remove” option will not be available if the total number of representatives (AR and PAR) is two. In this case, the C&T system registrar must first approve the addition of a new AR before the AR can be removed (see the preceding section). Moreover, the “Remove” option is not available for the PAR. To remove the PAR, the latter must first be replaced (see the next section).

The removal of an AR does not require approval and takes effect immediately. The representatives removed will no longer have access to the accounts and their status will change to “Retired.”

3.3.3 Propose a change of PAR

The PAR can be replaced by a user who is not already an AR or an AVA or by an active AR or AVA of the emitter or the participating legal entity.

If the PAR is replaced by an active AR or AVA of the emitter or the participating legal entity appearing in the lists of representatives or account viewing agents, use the “Swap with PAR” function.

STEP 1 Click on the “Swap with PAR” button in the “Actions” column to the right of the AR who will become the PAR.
STEP 2  If the new PAR was the AR, no form is necessary. **However, the new PAR must confirm by email that he accepts the mandates assigned to him in his capacity as the primary account representative.** If the new PAR was the AVA, **he must complete the attestation of verification of identity and designation and indicate his new role and send it by mail to the C&T system registrar.**

Once the C&T system registrar has processed and approved the request, the AR or the AVA will become the PAR and PAR will become the AR or the AVA.

If the new PAR is a new user who possesses a valid user ID and is neither an active AR nor the AVA of the emitter or the participating legal entity, use the “Change” function available for the PAR.

STEP 1  Click on the “Change” button in the “Actions” column to the right of the PAR to be replaced.

STEP 2  Enter the 12-character User Reference Code of the designated user in the appropriate field at the bottom of the page and click on the “Change Representative” button.

STEP 3  If necessary, complete and send by mail to the C&T system registrar the attestation of verification of identity and designation for the new PAR.

The new PAR then appears under the “Representatives” tab with “Pending” status. Access to the accounts will be granted to the new PAR once the C&T system registrar has analyzed and approved the request to add an AR to CITSS. The status of the new PAR will then change to “Active.”
3.4 Account Viewing Agents

Account viewing agents (AVA) are users authorized to view the account data of an emitter or a participating legal entity in CITSS. They can display 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 cannot participate in government carbon emission allowance sales.

The “Account Viewing Agent” tab allows users to access information concerning the current AVAs and to add to or change the AVAs once they have been added (Figure 6).

A PAR or an AR can add or remove an AVA. To do so, the change must first be proposed directly in CITSS using the “Account Viewing Agent” tab (Figure 6). The attestation of verification of identity and designation must subsequently be completed and sent by mail to the C&T system registrar if the attestation was not submitted when the user registered for this emitter or participating legal entity. The document confirms the authorization of the person to observe the transactions in the organization’s accounts. The form is available on the MELCC website:
3.4.1 Propose the addition of an AVA

STEP 1 To propose the addition of an AVA, enter the 12-character User Reference Code of the authorized user in the appropriate field at the bottom of the page and click on the “Add” button.

STEP 2 If necessary, complete and send to the C&T system registrar the attestation of verification of identity and designation.

The new AVA then appears under the “Account Viewing Agent” tab with “Pending” status. Access to the accounts will be granted to the new AVA once the C&T system registrar has analyzed and approved the request to add an AVA to CITSS.

3.4.2 Remove an AVA

STEP 1 To remove an AVA, click on the “Remove” button in the “Actions” column to the right of the AVA to be removed.

The removal does not require approval and takes effect immediately. The AVAs removed will no longer have access to data in the account(s) of the emitter or the participating legal entity and their status will change to “Retired.”

Figure 6: Modification of the account viewing agents
3.5 Holding Limits

The “Holding Limits” tab (Figure 7) comprises two sections:

- Current Year Holding Limit
- Future Year Holding Limits

The limits are calculated according to the annual cap on GHG emissions set by Order in Council. They cannot be changed.

Figure 7: “Holding Limits” tab
3.5.1 Current Year Holding Limit

This section enables the account representatives of an emitter or a participant to ascertain the holding limit applicable to emission units (emission units of current and previous vintages, as well as reserve emission units) and to early reduction credits. The limit corresponds to the maximum number of emission units and early reduction credits that an emitter or a participant can possess in its account(s).

Information concerning the limit is presented in the form of charts (Figure 8).

- The “Entity Holding Limit” field corresponds to the holding limit of emission units and early reduction credits calculated according to the equation stipulated in the Regulation.

- The “Balance” field indicates the number of emission units and early reduction credits held in the general account and, where applicable, the emitter’s or the participant’s compliance account at that time, without taking into account pending transfers.

- The “Available” field indicates the number of emission units and early reduction credits that the entity can still obtain before reaching the applicable holding limit.

An emitter can benefit from a limited exemption. Accordingly, part of the emitter’s emission units and early reduction credits are not counted in its holding limit. The value of the exemption granted to an emitter corresponds to the best estimate of GHG emissions that it will have to cover the current year and previous years. The exemption applies to the emission units and the early reduction credits registered in the compliance account. The emission allowances recorded in the compliance account are reserved for compliance and cannot be withdrawn from it by the account representatives.

- The “Limited Exemption” field corresponds to the potential exemption, granted according to estimated GHG emissions for the current year and the emitter’s previous years.

- The “Balance” field refers to the number of emission units and early reduction credits held in the emitter’s compliance account that can actually be exempted from the holding limit.

- The “Available” field indicates the number of emission units and early reduction credits that can be exempted at that time from the calculation of the applicable holding limit if they are placed in the compliance account, that is, the “Limited Exemption” value less the “Balance” value.
3.5.2 Future Year Holding Limits

This section presents the limits in table form (Figure 9). The limits apply independently to each of the future vintages. The balance of emission units corresponds to the number of emission units of a given vintage that the emitter or the participant now holds, without taking into account pending transfers. The “Available” field corresponds to the number of emission units for each vintage that an entity can acquire without exceeding its holding limit.

Figure 9: Future year holding limits
### 3.6 Corporate Association

Pursuant to the Regulation, all emitters or participants in respect of which business relationships exceed 50%, which are subsidiaries of each other, which belong to the same group or which have a common account representative who is an employee of one of the two emitters or participants are deemed to be related entities. In this instance, the emitters and the participants must apportion among themselves as a percentage the holding limits and the purchase limits on auction sales.

The table in the “Corporate Associates” tab (Figure 10) presents, where applicable, the entities registered in CITSS with which the emitter or the participant is related. The table presents for each one of them the percentage breakdown of the holding limit and purchase limit and the percentages of the effective purchase limits, that is, the purchase limits that will be applied at the time of an auction sale to each of the entities.

<table>
<thead>
<tr>
<th>Effective purchase limit of previous and current vintages (%)</th>
<th>Purchase limit of the group (4% if participants only; 25% if there is at least one emitter)</th>
<th>x Share of the purchase limit (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective purchase limit of the future vintage (%)</td>
<td>Purchase limit of the group (4% if participants only; 25% if there is at least one emitter)</td>
<td>x Share of the purchase limit (%)</td>
</tr>
</tbody>
</table>
3.6.1 Changes to Corporate Association

The C&T system registrar enters information on business relationships in CITSS using information provided in the Structure and Business Relationships Disclosure Form. Any updates or changes to the business relationships must be reported by submitting a new form to the C&T system registrar. To obtain additional information on the procedure to follow to modify the business relationships, please contact the CITSS support service.

Structure and Business Relationships Disclosure Form:

3.7 Auctions

The “Auction” tab comprises three sections:

- Auction and Reserve Sale Information
- Initiate Event Participation
- Current and Future Vintage Purchase Limit Percentage

3.7.1 Auction and Reserve Sale Information

This section (Figure 11) allows the account representatives of an emitter or a participant to indicate by checking the appropriate box whether the emitter or the participating legal entity that he represents wishes to share the information on the entity and its account representatives with the Auction Administrator and the Financial Services Administrator. By giving his consent, the account representative agrees, on his own behalf and on behalf of the emitter or the participating legal entity that he represents, that the name, contact information and CITSS account numbers of the emitter or the participating legal entity be transferred to the Auction Administrator and to the Financial Services Administrator mandated by the government. He also agrees that the name of the account representatives, their telephone numbers and email addresses be transferred to the Auction Administrator and to the Financial Services Administrator to facilitate their participation in government carbon emission allowance sales. All of the account representatives can thus participate in the auction sales or sales by mutual agreement of the Minister on behalf of the emitter or the participating legal entity that they represent. Agreeing to share the information does not oblige the representatives to participate in a sale and does not constitute registration for a sale.

This selection can be modified at any time but must be activated no later than 31 days prior to the subsequent sale in order for the emitter or the participant to participate in it. To do so, the PAR or one of the ARs must activate the “Auction and Reserve Sale Information” box.

The PAR or one of the ARs can also disable the “Auction and Reserve Sale Information” box if the emitter or the participant wishes to withdraw its consent. This selection can be modified at any time but must be disabled at least 61 days prior to the date of the next sale, failing which his information will be sent automatically to the Auction Administrator and to the Financial Services Administrator.
Figure 11: “Auction” tab

<table>
<thead>
<tr>
<th>General</th>
<th>Contact Information</th>
<th>Representatives</th>
<th>Account Viewing Agents</th>
<th>Holding Limits</th>
<th>Corporate Associates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction</td>
<td>Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Auction and Reserve Sale Information**

By selecting the "Auction and Reserve Sale Information" box below, you are agreeing to have your entity name, entity contact information, account numbers, representative names, representative phone numbers, and representative email addresses transferred to the Auction and Reserve Sale Administrator and Financial Services Administrator for the purpose of facilitating your entity's participation in any upcoming auction or reserve sale. You may disable the "Auction and Reserve Sale Information" option if you wish to stop sharing your entity's information with the Auction and Reserve Sale Administrator and Financial Services Administrator. Information will continue to be shared with the Auction and Reserve Sale Administrator and Financial Services Administrator if an application to participate in an auction or reserve sale is submitted.

NOTE: Only covered and opt-in entities are eligible to participate in reserve sales.

**STEP 1** Indicate the emitter’s or the participant’s consent to share information by checking the “Auction and Reserve Sale Information” box.

**STEP 2** Click on the “Submit” button. The action takes effect immediately. The name of the account representative who entered the request and the date and time of their submission will appear below the check box.

### 3.7.2 Initiate Event Participation

This section gives access to the government carbon emission allowance sales registration page and the active registration consultation page. To find out more about registration for events, please consult Volume 7 of the CITSS User Manual, entitled “Registration for Government Sales.”

### 3.7.3 Current and Future Vintage Purchase Limit Percentage

This section enables an emitter’s or a participant’s account representatives and account viewing agents to ascertain the purchase limits on GHG emissions units at auction sales (Figure 12). This is the percentage of GHG emissions units for sale that can be purchased by a given emitter or participant at an auction if the emitter or the participant is not part of a group of related entities. (If the emitter or the participant is part of a group of related entities, consult the “Corporate Association” tab in section 3.6 to determine the effective purchase limits.)

The purchase limit for emission units of previous vintages and the current vintage corresponds to a percentage of the emission units auctioned at each sale. The percentage varies according to the type of participant. It is 25% for emitters and 4% for participating legal entities and natural persons. In the example presented in Figure 12, if
1 000 000 units of the current vintage are auctioned and the percentage of the purchase limit for the emission units of previous vintages and the current vintage of that company (an emitter) is 25%, this means that this company may submit offers up to a maximum of 250 000 emission units in this category of vintages.

The purchase limit for the emission units of the future vintage varies in the same way according to the type of participant (25% for emitters and 4% for participants). In the example in Figure 12, the purchase limit on emission units of future vintages that the company can purchase at an auction sale is also 25% of the emission units auctioned, that is, 250 000 emission units if 1 000 000 units of the future vintage are auctioned.

Figure 12: Current and Future Vintage Purchase Limit Percentage
3.8 Emitter’s Facilities

The “Facilities” tab (Figure 13) presents information on an emitter’s facilities that are subject to the account opening process or that are added subsequently.

Figure 13: “Facilities” tab

An AR or a PAR can add a facility or modify information on an existing facility. To do so, the change must first be proposed directly in CITSS using the “Facilities” tab.

3.8.1 Add a facility

**STEP 1** Click on the “Add Facility” button (Figure 13).

**STEP 2** Enter the requisite information in the fields (Figure 14).

**STEP 3** Verify the information entered, then click on the “Submit” button.

The C&T system registrar must approve all additions of facilities.
Figure 14: Add a facility (details)
3.8.2 Modify the information on a facility

STEP 1  Click on the name of the facility to access the page that provides information on it.

STEP 2  Next, click on the “Edit Facility” button at the bottom of the page.

STEP 3  Enter the new information in the fields to be modified (Figure 15).

STEP 4  Verify the information entered, then click on the “Submit” button.

An exclamation point (!) indicates the changes that the C&T system registrar must approve before they come into force. Such approval is required, in particular, for changes in names and the NAICS code. The registrar can request the submission of documents that justify such changes.
Figure 15: Modify a facility

<table>
<thead>
<tr>
<th>Entity Information</th>
<th>Quebec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction</td>
<td>Quebec</td>
</tr>
<tr>
<td>Entity Type</td>
<td>Covered Entity, Covered Source, or Opt-in Entity</td>
</tr>
<tr>
<td>Legal Name</td>
<td>Quebec Power Corp.</td>
</tr>
<tr>
<td>Operating Name</td>
<td>Quebec Power Corp. Operating Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Information for Facility Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Operating Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1</td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State/Province</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
<tr>
<td>Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the mailing address the same as the physical address?</td>
</tr>
<tr>
<td>Address Line 1</td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State/Province</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
<tr>
<td>Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAICS Code</td>
</tr>
<tr>
<td>GHG Emissions Reporting ID</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility GHG Reporter Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact First Name</td>
</tr>
<tr>
<td>Contact Last Name</td>
</tr>
<tr>
<td>Contact Job Title</td>
</tr>
<tr>
<td>Contact Phone Number</td>
</tr>
<tr>
<td>Contact Mobile Phone Number</td>
</tr>
<tr>
<td>Contact Email Address</td>
</tr>
</tbody>
</table>

[Submit] [Cancel]
3.8.3 Change of operator of an emitter’s facility

When a facility subject to the C&T system changes operator, the former operator must promptly inform the Minister accordingly. The former and new operators can subsequently perform specific actions.

**Former operator**

If the former operator possesses facilities other than the facility subject to the change:

**STEP 1** Notify the registrar by letter of the change of operator. The letter must indicate the former operator’s legal name and account number, the name of the facility affected by the change of operator, the name of the new operator, the date on which the change came into force and a brief explanation of the change of operator, for example, sale, merger, restructuring, and so on.

If the former operator does not possess other facilities:

**STEP 1** Notify the registrar by letter of the change of operator. The letter must indicate the former operator’s legal name and account number, the name of the facility affected by the change of operator, the name of the new operator, the date on which the change came into force and a brief explanation of the change of operator, for example, sale, merger, restructuring, and so on.

**STEP 2** Transfer the emission allowances if necessary. The registrar will close the former operator’s compliance account after having transferred any remaining emission allowances to the general account.

**STEP 3** If the organization wishes to continue to participate in the C&T system as a participant, please contact the C&T system registrar.

**New operator**

If the new operator does not already hold a general account and a compliance account in CITSS:

**STEP 1** Submit an account application within 30 days of the change of operator (if need be, refer to Volume 3 of the CITSS User Manual, entitled “Opening an Account”).

**STEP 2** When submitting the account application, indicate that the facility already exists in CITSS. The registrar will transfer the facility from the former operator to the new operator in CITSS.

**STEP 3** Once the account has been opened and the registrar has linked the facility to it, update the information on the facility in CITSS since such information corresponds to that entered by the former operator.
If the new operator already possesses a general account and a compliance account in CITSS:

**STEP 1** Once the registrar has linked the facility to the new operator in CITSS, an account representative must update the information on the facility since such information will correspond to that entered by the former operator.

Should you have questions concerning the change of operator of a facility, please contact the CITSS support service.
4. Processing of changes to account information

4.1 Approval by the registrar

When a change that requires approval is proposed, the changes requested will be presented in the “Proposed Data Changes” tab on the page containing information on the emitter or the participant. It should be noted that, in the example in Figure 16, there are now nine tabs below the access buttons to each account, including the “Proposed Data Changes” tab. This tab displays until the registrar has approved or rejected all of the proposed changes. When there are no other proposed changes, the “Proposed Data Changes” tab disappears.

Figure 16: Changes that require confirmation by the registrar

4.2 Confirmation by the user

When a change of information on the emitter or the participant takes effect immediately and does not require the registrar’s approval, the “Confirmation required” window (Figure 17) displays and asks the user to confirm the action proposed. Actions that require confirmation by the user are irreversible. For example, if an account has more than two account representatives, the removal of one account representative is an immediate, irreversible action, unless the addition of a new user as account representative is proposed, which requires the registrar’s approval. As Figure 17 shows, the confirmation window issues a WARNING to indicate that the action cannot be changed once it has been confirmed.
Figure 17: Changes that require confirmation by the user
5. 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/MAJ-CITSS-en.htm#account

You can also contact the CITSS 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).