



FORM

CER-CFI-COE

v3.0 26/05/2014

Carbon Farming Initiative

Certificate of Entitlement Application Including Offsets Report

under the *Carbon Credits (Carbon Farming Initiative) Act 2011*

Purpose of this form

This form is used to provide the Clean Energy Regulator (CER) with information about the integrity of an eligible offsets project and its abatement during the nominated reporting period. It is also used to apply for a certificate of entitlement under section 12 of the *Carbon Credits (Carbon Farming Initiative) Act 2011* (CFI Act). The CER will use this information and the reports submitted with this form to assess whether an eligible offsets project has been conducted in accordance with the CFI Act and the applicable methodology determination and to decide whether to issue Australian carbon credit units.

Instructions for completing this form

Please read each part of the application carefully, provide complete answers to all the questions, sign where indicated, and attach the required documentation.





Applicant must complete and submit:

- Part A: Applicant details
- Part B: Project details
- Part C: Project eligibility and abatement claimed
- Part D: Other prescribed non-CFI carbon offsets schemes
- Part E: Audit
- Part F: Application for certificate of entitlement
- Part G: Attachments and document checklist
- Part H: Declaration

As the project proponent, the nominee of multiple project proponents, or their authorised representative, you must submit this form **as your offsets report**. Please make sure that you attach any information or documents requested in the applicable methodology determination to this form, including your **prescribed audit report**. The prescribed audit report must be completed by a registered greenhouse and energy auditor for your project for the nominated reporting period.

To learn more about the steps involved in participating in the [Carbon Farming Initiative](#)¹, including your obligations under this initiative, please visit the Clean Energy Regulator website.

¹ <http://www.cleanenergyregulator.gov.au/Carbon-Farming-Initiative/Pages/default.aspx>

Pen colours	When writing on the form please use a black or blue pen.
Check boxes	Mark relevant boxes like this <input type="checkbox"/> with a ✓ or ✗. When an instruction indicates ‘tick’, either ✓ or ✗ is acceptable.
Go to	Where you see an instruction like this – <input type="checkbox"/> Go to question 5 – mark the box with a ✓ or ✗ and then go to the question number shown. You need not answer the question(s) in between. Where an instruction has a double arrow (▶▶), go to the next indicated part/section. Where an instruction has a single arrow (▶), go to the next question. Where an instruction has a single arrow pointing down (▼), fill in the field(s) directly below.
Mandatory questions	If all fields in a question are mandatory and must be completed, the word in brackets (Required) is added to the end of the question label text. If a field in a question is mandatory only if a condition is met, the words in brackets (If applicable) are added to the end of the question label text.
Mandatory fields	* This symbol indicates individual mandatory fields that are required to be completed.
	This symbol indicates an instruction on what to do next.
	This symbol indicates additional useful guidance to filling in the adjacent field or section.
	This symbol advises that more than one entry may be required for the section and therefore you may need to photocopy this section.
	This symbol advises that additional documentation to support a claim may need to be attached to the application.
Further guidance	Further and separate guidance on completing this form will be made available on the Clean Energy Regulator website. Keep a copy of the completed form and attachments for your records.

Help filling in this form

If you require assistance filling in the form or have any questions regarding this application process please contact the Clean Energy Regulator general enquiries line on **1300 553 542** or email cfi@cleanenergyregulator.gov.au.

Part A: Applicant details

The applicant must be the project proponent, the agent of the project proponent acting on behalf of the project proponent, or the person nominated by multiple project proponents to be their nominee in relation to the project.

A project proponent is the person who is responsible for carrying out the eligible offsets project and has the legal right to carry out the project. If the project is a sequestration project, the proponent must also hold the applicable carbon sequestration right in relation to the project area(s). A proponent can be an individual, a body corporate, a trust, a corporation sole, a body politic (such as a state or territory) or a local governing body. An agent is a person authorised to act on behalf of the project proponent.

1. Project proponent's eligible offsets project (EOP) number and project title (Required)

 You must supply the EOP number and project title associated with the project you are submitting a COE application for.

- ▶ Provide the EOP number **and** project title.

EOP number and project title	
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2. Are you a project proponent, nominated nominee for multiple proponent projects or the agent of a project proponent? (Required)

 For the definition of an Agent, see definitions on page 21.

- ▶ Tick the appropriate response.

<input type="checkbox"/>	Project proponent
<input type="checkbox"/>	Nominated nominee
<input type="checkbox"/>	Agent

3. Name of the project proponent, nominated nominee or agent (Required)

 Individuals and sole traders should complete question 3a.

 Non-individuals should complete question 3b.

3a) Proponent's, nominated nominee's or agent's details – individuals including sole traders (Required)

- ▶ Tick appropriate title, or add other title in the space provided.

Title*	<input type="checkbox"/>	Mr
	<input type="checkbox"/>	Mrs
	<input type="checkbox"/>	Miss
	<input type="checkbox"/>	Ms
Other		

- ▶ Add full name details below.

Given name *	
Middle name(s)	
Family name *	

- ▶ For sole traders. (if applicable).

Trading name	
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▶ Provide the contact details of the project proponent, nominated nominee or agent.

Phone number			
Email address			

▶ Provide the mailing address of the project proponent, nominated nominee or agent.

Address*			
Suburb/City*		State*	
Country*		Postcode*	

3b) Proponent’s, nominated nominee’s or agent’s details – non-individual (If applicable)

▶ Name of the body corporate, trust, corporation sole, body politic or local governing body.

Name *			
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ⓘ You must provide one of the following: ABN, ACN or ARBN.

ABN			
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ⓘ If the eligible person does not have an ABN, please provide the eligible person’s ACN.

ACN			
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ⓘ If the eligible person does not have an ABN or an ACN, please provide the eligible person’s ARBN.

ARBN			
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4. Name of the contact person for the organisation stated in question 3b (If applicable)

▶ Tick appropriate title, or add other title in the space provided.

Title*	<input type="checkbox"/>	Mr
	<input type="checkbox"/>	Mrs
	<input type="checkbox"/>	Miss
	<input type="checkbox"/>	Ms
Other		

▶ Add full name details below.

Given name *			
Middle name(s)			
Family name *			

▶ Provide the contact details of the project proponent, nominated nominee or agent.

Phone number			
Email address			

▶ Provide the mailing address of the project proponent, nominated nominee or agent.

Address*			
Suburb/City*		State*	
Country*		Postcode*	

Part B: Project details

5. If you have split your project, provide additional project name(s) and number(s) (If applicable)

- i** Where an application for an offsets project has been 'split' into two or more eligible offsets projects by the CER, and the attached reports cover both projects, provide both project names and both project numbers. The project number is specified on the declaration for the eligible offsets project.

- ▶ Provide the EOP number **and** project title.

EOP number and project title	
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- ▶ Provide the EOP number **and** project title.

EOP number and project title	
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6. Has an offsets report been submitted previously for the project? (Required)

- ▶ Tick the appropriate response.

No Go to question 7 ▼.

Yes Provide details below ▼.

	Day (dd)	Month (mm)	Year (yyyy)
End date of the most recent reporting period*			

7. Provide the start and end dates of the reporting period to which this application relates (Required)

- i** Under the CFI Act, you can choose when it is most cost effective to report, provided that you report between 12 months and 5 years from the date the project is declared eligible. Your offsets report must be submitted to the CER within 3 months after the end of the reporting period.

- ▶ Provide the start and end dates for the reporting period.

	Day (dd)	Month (mm)	Year (yyyy)
Start date for relevant reporting period *			

	Day (dd)	Month (mm)	Year (yyyy)
End date for relevant reporting period *			

8. Nominate an indicative date to submit your next offsets report (Required)

- i** Project proponents can choose when to report on the project, provided that the reporting period is not shorter than 12 months or longer than 5 years. Each subsequent reporting period begins immediately after the previous reporting period and must be within a crediting period. You may alter the duration of a reporting period within the above limits at any time by notifying the CER. In most cases you will need to nominate periods that ensure you submit your final offsets report within 3 months after the end of the crediting period for the project.

- ▶ Provide a date to submit your next offsets report.

	Day (dd)	Month (mm)	Year (yyyy)
Date for the next offsets report *			

9. **Is the project area covered by a regional natural resource management (NRM) plan?** (Required)

▶ Tick the appropriate response.

No Go to question Part C ▶▶.

Yes

10. **Is the project area consistent with the relevant NRM plan?** (If applicable)




▶ Tick the appropriate response.

No

Yes

Part C: Project eligibility and abatement claimed


11. Have any circumstances relating to the project or proponent changed that you have not already notified the CER about?

-  *Project proponents are required to notify the CER when their circumstances have changed. Failure to notify may attract a civil penalty. A recognised offsets entity is also required to notify the CER, in the approved form, of any change to the recognised offsets' entity name, business name or trading name; the recognised offsets entity's contact details or a criteria for recognition as an offsets entity mentioned in subsection 64(3) of the CFI Act.*
-  *If circumstances relating to the project or project proponent have changed, you must also provide written notification of the change in circumstances to the CER. If written notification has not yet been provided, it must be attached to this form.*
-  *If insufficient space, attach a separate sheet with the details. Clearly identify the nature of any additional documentation or information that you are supplying to support your answer to this question.*


▶ Tick the appropriate response.

No Go to question 12 ▶ .


Yes Indicate below which circumstance(s) apply ▼ .

Project proponent has changed or died	<input type="checkbox"/>	 <i>Please specify below other change that may affect the proponent's status or affect abatement or stored carbon ▼ .</i>
A natural disturbance has occurred that has or is likely to cause a significant removal or reversal of stored carbon	<input type="checkbox"/>	
Reversal of sequestration due to your conduct, or the conduct of another person	<input type="checkbox"/>	
Project has become inconsistent with natural resource management plan	<input type="checkbox"/>	
Methodology determination requires project proponent to notify a matter	<input type="checkbox"/>	
Other change that may affect the proponent's status or affect abatement or stored carbon	<input type="checkbox"/>	
Details		

12. Does your project continue to meet the eligibility criteria of an eligible offsets project? (Required)

-  *For example, do you still have the legal right to undertake the project? The legal right to carry out the project may require ownership of the site of the project or an agreement to use the site. It may also involve permission to carry out that kind of activity on the site. In the case of a sequestration project the legal right will include a right to manage the relevant carbon pool.*

▶ Tick the appropriate response.

No  *Information on the circumstances of the project not meeting eligibility criteria must be attached (this may determine if ACCUs can be issued).*

Yes

13. What was the net abatement during the reporting period for your project? (Required)

 *Net abatement should always be expressed in tonnes of CO2 equivalent (tCO2-e).*

 *This figure should be the same as in the accompanying supplementary information.*

- ▶ If the project is not a native forest protection project, provide the net abatement for the project for the current reporting period in tCO2-e.

Net abatement

- ▶ If your project is a native forest protection project, provide the net sequestration amount, in tCO2-e, for the crediting period of the project.

Net sequestration

Part D: Other prescribed non-CFI carbon offsets schemes

In this part you are asked to identify whether your project is, or has been, wholly or partly covered by a prescribed non-CFI offsets scheme. If your project is or was part of a prescribed non-CFI scheme you must provide certain details relating to that.

If your project was or is likely to be issued with a number of carbon credits or have abatement otherwise accounted for under a prescribed non-CFI offsets scheme during the reporting period of the attached CFI offsets report, the CER will reduce the number of Australian carbon credit units that may be issued for this reporting period. This is to avoid double counting of carbon credits and/or abatement and to preserve the integrity of the Carbon Farming Initiative.

14. Is your project, or has your project been, wholly or partly covered by a prescribed non-CFI offsets scheme? (Required)

i If you tick yes, please specify in the space given below which prescribed non-CFI offsets scheme(s) affect(s) your project. For example;

- the Commonwealth Government's Greenhouse Friendly™ initiative
- the New South Wales Government's Greenhouse Gas Reduction Scheme
- the Australian Capital Territory Government's Greenhouse Gas Abatement Scheme
- the Verified Carbon Standard

i If you tick yes, please specify in the space given below if the project is wholly or partly covered by a prescribed non-CFI offsets scheme.

i If insufficient space, attach a separate sheet with the details. Clearly identify the nature of any additional documentation or information that you are supplying to support your answer to this question.

▶ Tick the appropriate response.

No Go to question 19 ▶▶.

Yes Provide details below ▼.

▶ Provide details about which prescribed non-CFI offsets scheme(s) affect(s) the project and if the scheme is wholly or partly covering the project area.

Details	
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15. Has your project been issued or registered with credits under a prescribed non-CFI offsets scheme with respect to the reporting period for this offsets report? (If applicable)

▶ Tick the appropriate response.


No Go to question 17 ▶▶.


Yes

16. Provide the details of credits issued under the prescribed non-CFI offsets scheme(s) (If applicable)

 In the description of the details include:

- name of prescribed non-CFI offsets scheme
- your project name or reference number under the prescribed non-CFI offsets scheme
- date period for which credits were issued
- number of credits issued (including serial numbers if applicable)

 You must provide every document you have or have been given documenting the amount of abatement that has been issued under the other scheme(s) for this project. The CER will take this into account when calculating eligible crediting levels under the CFI Act to ensure that abatement is not double-counted.

 If insufficient space, attach a separate sheet with the details. Clearly identify the nature of any additional documentation or information that you are supplying to support your answer to this question.

▶ Provide details.

Details	
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17. Has the abatement generated by your project during the reporting period for the offsets report been credited, sold or accounted for in another way, for example by forward selling? (If applicable)

▶ Tick the appropriate response.


No Go to question 19 ▶▶.


Yes

18. Provide details of how this abatement has been accounted for (If applicable)

 In the description of the details include:

- name of prescribed non-CFI offsets scheme
- your project name or reference number under the prescribed non-CFI offsets scheme
- date for the period in which the abatement has been accounted for
- total abatement accounted for (under prescribed non-CFI offsets scheme for this reporting period)
- how this abatement was accounted for?

 You must provide every document you have or have been given documenting the abatement that had been credited, sold or accounted for in another way under the other scheme(s) for this project. The CER will take this into account when calculating eligible crediting levels under the CFI Act to ensure that abatement is not double-counted.

 If insufficient space, attach a separate sheet with the details. Clearly identify the nature of any additional documentation or information that you are supplying to support your answer to this question.

▶ Provide details

Details	
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19. Is the eligible offsets project a sequestration offsets project (other than a native forest protection project)? (Required)

▶ Tick the appropriate response.

No Go to Part E ▶▶.


Yes

20. If your eligible offsets project is a sequestration project, how many Australian carbon credit units (ACCUs) (if any) have been issued for the project into an account in the Australian National Registry of Emissions Units (ANREU)? (If applicable)

▶ Provide details below.

Details

21. If your eligible offsets project is a sequestration project, please provide the notional CFI credits for your project (If applicable)

 *Notional CFI credits means the number of ACCUs that would have been issued for the project under section 11 of the Act, from the beginning of the project until the beginning of the reporting period, if the project had been, from its beginning, an eligible offsets project wholly covered by a methodology determination under the CFI Act.*

▶ Provide notional CFI credits.


Details

Part E: Audit

In this part you are asked to confirm that you have attached an audit report for the project by a registered greenhouse and energy auditor for the relevant reporting period. You are also asked to identify whether you think you are exempt from the requirement to submit an audit report.


 Exemptions do not apply in a project's first reporting period.

22. Do you think you are exempt from the requirement to submit an audit report? (Required)


 To be exempt from submitting an audit report the CER must be satisfied that your project meets all three of the following conditions:

- under the applicable methodology determination for the reporting period, the total abatement for the project and any entity-related projects is likely to be, on average for the reporting period, less than 2,500 tonnes of carbon dioxide equivalent abatement annually; **and**
- the project is an eligible non-Kyoto project; **and**
- a prescribed audit report has already been submitted for the project's reporting period.

▶ Tick the appropriate response.


- No  An offsets report must be accompanied by a prescribed audit report for the reporting period prepared by a registered greenhouse and energy auditor, unless you meet the exemption criteria above.
-
- Yes Go to Part F ▶▶.

23. Does the audit report provide a reasonable assurance conclusion (or a qualified reasonable assurance conclusion) for the project for the reporting period?

 Where an audit report is required, that report must cover the following :

- whether the project is in accordance with:
 - the section 27 declaration that is in operation for the project; **and**
 - the applicable methodology determination; **and**
 - the requirements of the CFI Act;
- the reporting period in relation to which the Australian carbon credit units are being sought; **and**
- whether the project proponent meets the specified requirements under the applicable methodology determination for their project for the reporting period.

▶ Tick the appropriate response.

- No  If reasonable assurance or qualified reasonable assurance has not been provided in the audit report, the CER will be unable to issue credits.
-
- Yes

Part F: Application for certificate of entitlement

If you wish to receive credits (Australian carbon credit units) for this project for this reporting period you must apply for a certificate of entitlement. You can do this now by completing this part.

24. **Do you want to apply for a certificate of entitlement for this project for the reporting period outlined in the attached offsets report?** (Required)

▶ Tick the appropriate response.

No Go to Part G ▶▶.

Yes

25. **Provide details of your Australian National Registry of Emissions Units (ANREU) account that should be specified in the certificate of entitlement** (If applicable)

i The project proponent must have an ANREU account held in their name into which the CER can issue Australian carbon credit units (ACCUs). If there is no such account, the CER is unable to issue ACCUs. If you need to open a ANREU account or require further information in regards to the Registry please see the [Clean Energy Regulator website](#)².

i If the nominated ANREU account is not held in name of the applicants, the CER will not issue credits into another account.

▶ Provide the ANREU account name and number.

Account Name	
Account Number	

26. **Is the eligible offsets project subject to the voluntary automatic unit cancellation regime?** (If applicable)

i This regime allows project proponents that have already sold the potential carbon store from their sequestration projects to participate in the CFI, without receiving double credit for their abatement.

▶ Tick the appropriate response.

No

Yes

27. **If the eligible offsets project declaration was subject to the condition that all regulatory approvals must be obtained for the project before the end of the first reporting period for the project, has this requirement been met?** (If applicable)

▶ Tick the appropriate response.

N/A

No

i Please advise below, when you expect to obtain the regulatory approvals ▼.

i ACCUs cannot be issued until all regulatory approvals have been obtained and the CER has been notified.

Yes

i If you have not already provided the CER with a certified copy of the regulatory approvals you needed to obtain, please attach a certified copy of the relevant document or documents to this form.

	Day (dd)	Month (mm)	Year (yyyy)
Date when you expect to obtain regulatory approvals			

² <http://www.cleanenergyregulator.gov.au/Pages/default.aspx>

28. **Types of credits being sought in this application** (If applicable)

▶ Tick the appropriate response.

<input type="checkbox"/>	Kyoto Australian carbon credit units
<input type="checkbox"/>	Non-Kyoto Australian carbon credit units
<input type="checkbox"/>	Kyoto and non-Kyoto Australian carbon credit units

29. **Provide the start and end dates of the crediting period for this project** (If applicable)

i The CER may only issue a certificate of entitlement for Australian carbon credit units for an eligible offsets project if the reporting period is within a crediting period for the project. If this is a prescribed native forest protection project, this application must be for the first reporting period for this project.

i These dates will appear on your project declaration.


▶ Provide the start and end dates for the crediting period.

	Day (dd)	Month (mm)	Year (yyyy)
Start date for the crediting period *			

	Day (dd)	Month (mm)	Year (yyyy)
End date for the crediting period *			

Part G: Attachments and document checklist


30. You must attach a document to this form which includes, as a minimum, the following information:

 All of the documents / information listed below should clearly support the calculated figure of net abatement and demonstrate how the project has been implemented in accordance with all requirements of the applicable methodology determination. Any additional information required to be provided by the applicable methodology determination must be included with the information above.

a. Activity

 A description of the activities, technologies or management practices implemented by the eligible offsets project.


b. Conditions

 A description of the climatic or other environmental conditions, such as land or soil types, under which activities are undertaken, where these are required by the applicable methodology determination.


c. Baseline

 Specify the greenhouse gas assessment baseline for your project.

d. Project emissions and removals


 Include all calculations that demonstrate how you derived the net abatement number for the reporting period (formulas are provided in the applicable methodology determination).

e. Relevant information and documentation

 Where the applicable methodology determination requires the project proponent to submit particular information and/or documents to the CER as part of an offsets report, provide the specified information and documentation relevant to the reporting period.


Additional documentation for sequestration projects


f. Stratification

 For sequestration projects where the estimation of greenhouse gas emissions and removals is based on a unit of land area (for example bio-sequestration projects), specify how areas are stratified (e.g. to distinguish between areas planted with different tree species).

31. Attachment confirmation checklist

In addition to the documentation stated in question 30, the following documents and information **must** be provided with this application (where relevant).

 The Clean Energy Regulator **will not** accept original documents.

 Tick that the appropriate documents have been attached (where relevant).

Question 11 – if your circumstances relating to the project or proponent have changed and you have not notified the CER.	<input type="checkbox"/>	Written notification of the change in circumstances (unless already submitted to the CER).
Question 11 – if you needed more space to describe details	<input type="checkbox"/> <input type="checkbox"/>	Additional description of the proposed project (if applicable). Additional documents to support your application (if applicable).
Question 12 – if your project no longer meets the eligibility criteria of an eligible offsets project	<input type="checkbox"/>	Information on the circumstances of the project not meeting eligibility criteria.
Question 14 – if you needed more space to describe details	<input type="checkbox"/> <input type="checkbox"/>	Additional description of the proposed project (if applicable). Additional documents to support your application (if applicable).
Question 16 – if your project has been issued or registered with credits under a prescribed non-CFI offsets scheme with respect to the reporting period for this offsets report	<input type="checkbox"/>	Evidence with respect to credits issued under a prescribed non-CFI carbon offsets scheme.
Question 16 – if you needed more space to describe the details of credits issued under the prescribed non-CFI offsets scheme(s)	<input type="checkbox"/> <input type="checkbox"/>	Additional description of the proposed project (if applicable) Additional documents to support your application (if applicable)
Question 18 – if your project has generated abatement under a prescribed non-CFI offsets scheme with respect to the reporting period for this offsets report	<input type="checkbox"/>	Evidence with respect to abatement otherwise accounted for under a prescribed non-CFI carbon offsets scheme.
Question 18 – if you needed more space to describe the details of abatement generated under the prescribed non-CFI offsets scheme(s)	<input type="checkbox"/> <input type="checkbox"/>	Additional description of the proposed project (if applicable) Additional documents to support your application (if applicable)
Question 22 – audit report must be attached unless exempt	<input type="checkbox"/>	Audit report prepared by a registered greenhouse gas and energy auditor for the relevant offsets report.
Question 27 – if you answered no and have not provided the CER with a copy of the regulatory approvals	<input type="checkbox"/>	Relevant certified document(s) of regulatory approvals to this form.
Question 30 – must be attached in all cases	<input type="checkbox"/>	Supplementary information for the relevant reporting period including information and documentation specified for inclusion in the offsets report in the applicable methodology determination.

Part H: Declaration

Part 7.4 of the *Criminal Code Act 1995* makes it an offence for a person to give information or documentation to a Commonwealth entity if the person providing the information or documentation knows that the information or documentation is false or misleading. The maximum penalty for such an offence is imprisonment up to 12 months.

32. Applicant's declaration (Required)

 If you are also applying for a certificate of entitlement at Part F, you must also complete question 33.

- ▶ Complete and sign the declaration.

By signing this request, the signatory declares that he/she has the legal capacity and authority to make this application on behalf of the project proponent named in this form, and declares and acknowledges for and on behalf of the project proponent, that:

all information provided in, or in relation to, this application (including attachments and any other supporting information) is, on the basis of reasonable inquiries, complete, true, and correct and not misleading by inclusion or omission.

the project still meets all eligibility requirements under the *Carbon Credits (Carbon Farming Initiative) Act 2011* (the CFI Act), in particular subsection 27(4), and the *Carbon Credits (Carbon Farming Initiative) Regulations 2011* (CFI Regulations).

the provision of false or misleading information is a serious offence under the *Criminal Code Act 1995* and may have consequences under the CFI Act and other laws.

the project proponent authorises the Clean Energy Regulator to copy, record, use or disclose any of the information provided in relation to this application for the purpose of assessing and making a decision on the application, auditing compliance, enforcement of relevant laws and regulations and for related purposes subject to the requirements of relevant laws, in particular *the Privacy Act 1988* and Part 3 of the *Clean Energy Regulator Act 2011*.

the project proponent acknowledges that the CER may request clarification or additional documentation to verify the information supplied in this offsets report and that the CER may during the approval process, consult with other government agencies about the project proponent's claims and may also enlist external technical advisers to advise on information provided in the offsets report.

the project proponent authorises the Clean Energy Regulator to seek advice and information from the relevant regulatory authority(ies) on any regulatory approvals pertaining to the project.

the project proponent continues to hold (or held) the power and authority to fulfill the requirements of an eligible offsets project for the nominated reporting period.

the project proponent understands and accepts the responsibilities of project proponent in relation to the submission of the offsets report (project proponent is strongly encouraged to read the 'Carbon Farming Initiative Guidance' and applicable methodology guidance available at the [Clean Energy Regulator website](#)³).

if the project is, or has been, covered wholly or partly by a prescribed non-CFI offsets scheme, the project proponent authorises the CER to seek information from the administrator of the scheme (or, if the scheme is no longer in operation, the government agency that had oversight of the scheme) in relation to the following matters:

- the carbon dioxide equivalent net abatement amount generated by the project under the prescribed non-CFI scheme;
- if carbon offsets credits have been issued or registered for abatement under the scheme—details of the circumstances in which the carbon offsets credits were issued or registered;
- if abatement was accounted for under the scheme—details of the circumstances in which the abatement was accounted for.

Signatory (Required)

Name *			
Signature *			
	Day (dd)	Month (mm)	Year (yyyy)
Signature date *			
Position in applicant organisation			

³ <http://www.cleanenergyregulator.gov.au/Carbon-Farming-Initiative/Fact-sheets-FAQs-and-guidelines/Regulatory-Guidance/Pages/default.aspx>

33. Applicant's declaration for certificate of entitlement (If applicable)

- ▶ Complete and sign the declaration.

The following declaration must also be completed if you are applying for a certificate of entitlement at Part F of this form.

The Signatory also states as follows:

that the offsets report, submitted with the application, meets the requirements of subsection 76(4) of the CFI Act; and

that the information contained in the application and accompanying the application meets the requirements mentioned in paragraphs 15(2)(a) to (h) of the CFI Act, as relevant to the project; meets the requirements under regulation 2.1 of the CFI Regulations; and is accurate.

Signatory (If applicable)

Name *			
Signature *			
Signature date *	Day (dd)	Month (mm)	Year (yyyy)
Position in applicant organisation			

Additional information

Crediting

The CER will not automatically issue credits after an offsets report is received. You may use this form to apply for a certificate of entitlement for ACCUs to be issued. The CER will then apply the crediting rules set out in the applicable methodology determination and the CFI Act to determine how many credits should be issued. There are different crediting rules for emissions reduction projects, sequestration projects and native forest protection projects. There are also provisions to ensure that abatement that has been accounted for under another scheme is not double-counted under the CFI.

The CER will only issue a certificate of entitlement if it is satisfied that a number of conditions are met, including that:

1. the applicant is still a recognised offsets entity;
2. the applicant is the project proponent identified in the project declaration;
3. the reporting period is within a crediting period;
A crediting period is the period during which the methodology determination and the risk of reversal buffer cannot be changed without the consent of the project proponent. The project is also unaffected by changes to the positive list for the duration of the crediting period. Crediting periods of 20, 15 and 7 years have been established for native forest protection, reforestation and all other offsets projects, respectively.
4. the project proponent is not required to pay any penalties and does not have an outstanding obligation to relinquish credits;
5. the application is not for the issue of ACCUs for greenhouse gas abatement that has been issued, registered or otherwise accounted for under a prescribed non-CFI offsets scheme.

The CER may require further information from you. If the information is not provided as requested, the CER may refuse to consider or take further action on your report, including to not issue some or all ACCUs.

About offsets reports under the CFI

Under the CFI Act, your project is given a crediting period (20 years for native forest protection projects, 15 years for afforestation or reforestation projects and 7 years for all other projects). Within this crediting period you can choose when it is most advantageous to report, provided that you first report between 12 months and 5 years from the date the project is declared eligible and then every 1 to 5 years after that.

For example, if you have a sequestration project, you may submit an offsets report in Years 4 or 5 to align with the maximum growth phase of your project. Each subsequent reporting period begins immediately after the previous reporting period and must be within the crediting period for the project.

You must submit your offsets report to the CER within 3 months after the end of the nominated reporting period. You may alter your proposed reporting period end date at any time by notifying the CER, so long as it remains within the 1 to 5 year timeframe. In most cases you will need to nominate periods that ensure you submit your final offsets report within 3 months after the end of the crediting period.

Part G outlines the information that must be provided in your offsets report. Where the applicable methodology determination contains specific reporting requirements, this information must also be included in your offsets report.

The CER may split an application for an eligible offsets project, for example by splitting an application for a sequestration project into a project comprising an area that will generate Kyoto Australian carbon credit units and a project comprising an area that will generate non-Kyoto Australian carbon credit units. In such circumstances you may submit offsets reports covering both of the projects, provided the project proponent for each eligible offsets project is the same.

Failure to provide an offsets report or taking action to avoid submitting an offsets report to the CER may attract a civil penalty.

Audit Reports

An offsets report must be accompanied by a prescribed audit report prepared by a registered greenhouse and energy auditor, unless your project is exempt from audit report requirements under the Carbon Credits (Carbon Farming Initiative) Regulations 2011 (CFI Regulations). The audit report must provide a reasonable assurance (or qualified reasonable assurance) conclusion of the project's conformance with the CFI Act, the CFI Regulations and the applicable methodology determination for the reporting period. In particular, the audit must cover whether the project is in accordance with:

- (a) (i) the section 27 declaration that is in operation for the project; and
 - (ii) the applicable methodology determination; and
 - (iii) the requirements of the CFI Act;
 for the reporting period in relation to which the Australian carbon credit units are being sought; and
- (b) whether the project proponent meets the requirements under the applicable methodology determination, mentioned in the CFI Act, for that reporting period.

The audit must:

- (a) be conducted in accordance with the relevant requirements for reasonable assurance engagements under the National Greenhouse and Energy Reporting (Audit) Determination 2009; and
- (b) have an audit team leader who is registered as a Category 2 auditor or a Category 3 auditor under sub regulation 6.25(3) of the National Greenhouse and Energy Reporting Regulations 2008; and
- (c) be otherwise in accordance with subsection 75(1) of the *National Greenhouse and Energy Reporting Act 2007*.

Calculating the estimated relinquishment of Australian carbon credit units

If the removal of a sequestration project area contains a carbon estimation area, applicants may be required to relinquish the Australian carbon credit units (ACCUs) accumulated by the area that is to be removed. To calculate the estimated number of ACCUs required to be relinquished you must use the [Reforestation Mapping Tool](#)⁴ recalculate the number of ACCUs accumulated by the proposed carbon estimation area and subtract the number of ACCUs accumulated by the current carbon estimation area.

Backdating and crediting periods

In circumstances where a project is underway, applicants for a project to be declared eligible can request that eligibility be backdated. Projects cannot be backdated to a day earlier than 1 July 2010. If you do not nominate a start date, the date the project declaration is made will be the project start date for Carbon Farming Initiative purposes. Projects can only be backdated if the application for the methodology was submitted to the Domestic Offsets Integrity Committee before 1 July 2012 and was finalised as a methodology determination under legislation by 30 June 2013.

For a project declaration to be backdated, the Clean Energy Regulator must be satisfied that the proposed project meets all the eligibility requirements of the CFI Act, CFI Regulations and the applicable methodology determination in the period between 1 July 2010 (or other proposed start date) and the date that the declaration is made. If the Clean Energy Regulator is not satisfied that these eligibility requirements were met in this period, the declaration could still be made with prospective operation only.

If the project is assessed as eligible, the project declaration will set out the date from which the crediting period begins. The crediting period is the timeframe during which a project proponent can apply for Australian carbon credit units for the project. Credits are calculated according to the rules set out in the chosen methodology determination, and for sequestration projects, the reserve buffer in place at the time the project was declared eligible. For those sequestration projects affected by a prescribed non-CFI offsets scheme, unit entitlement is worked out using the formula set out in the CFI Regulations.

Before claiming credits, the proponent must submit an offsets report and an audit report for the project for the reporting period in accordance with the requirements of the CFI Act and regulations. To be eligible for Australian carbon credit units the prescribed audit report that you submit for a reporting period must provide either a reasonable assurance conclusion (clean) or a qualified reasonable assurance conclusion (qualified) for each of the matters audited.

⁴ <http://ncat.climatechange.gov.au/cfirefor/>

Definitions

Person

A 'person' means any of the following:

- an individual
- a body corporate
- a trust
- a corporation sole
- a body politic
- a local governing body, or

Project proponent

The 'project proponent' is the person who is responsible for carrying out the offsets project, and has the legal right to carry out the project.

If the project is a sequestration project the proponent must hold the applicable carbon sequestration right.

Multiple project proponents

If the project has multiple proponents (for example, a partnership) a 'nominee' should be nominated to receive information relating to the project and make decisions on behalf of the multiple project proponents. A nominee acts on behalf of all the project proponents for a project. A nominee must be appointed to open and manage the Australian National Registry of Emissions Unit account into which Australian carbon credit units from the project would be issued. No Australian carbon credit units can be issued in respect of a project unless a nomination is in force. This nomination should be provided by completing a Multiple Proponent Nomination of Nominees form, available on the [Carbon Farming Initiative forms](#)⁵ page of the Clean Energy Regulator website. A nomination can be revoked at any time by giving notice to the Clean Energy Regulator. You will need consent from all of the proponents to act on their behalf as their nominee.

Agents

A project proponent may elect to authorise another person or organisation to act on their behalf, as an agent, in relation to Carbon Farming Initiative. An agent can make or withdraw Carbon Farming Initiative applications, provide information in relation to an application or request and give notices or submissions with respect to the offsets project. An agent does not need to be a Recognised Offsets Entity or hold an account in the Registry and would not receive the Australian carbon credit units.

An agent is required to provide evidence of their authorisation. The Clean Energy Regulator must be satisfied that the agent has been authorised by the recognised offsets entity/project proponent and may request further information in this regard.

Seeking legal advice

The Clean Energy Regulator provides guidance for general information purposes only. The information in this form and supplied by the Clean Energy Regulator should not be interpreted as independent professional advice. You should not rely solely on this information and should get professional legal advice relevant to your individual circumstances.

Protection of information

The Clean Energy Regulator is bound by the secrecy provisions of Part 3 of the *Clean Energy Regulator Act 2011* (CER Act) in regard to information it collects in relation to this application and also by the *Privacy Act 1988* in regard to personal information it collects.

⁵ <http://www.cleanenergyregulator.gov.au/Carbon-Farming-Initiative/Forms-and-calculators/Pages/default.aspx>

Privacy notice

'Personal information' is defined in the *Privacy Act 1988* to mean information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

The collection of personal information relating to this application is authorised by the *Carbon Credits (Carbon Farming Initiative) Act 2011* (CFI Act) and the *Carbon Credits (Carbon Farming Initiative) Regulations 2011*.

Personal information collected in relation to this application will be used for the purposes of assessing the application, auditing compliance, enforcement of relevant laws and regulations and for related purposes. We cannot process the application if we do not collect relevant personal information.

The Clean Energy Regulator's Privacy Policy contains information about the agency's procedures for handling personal information including how a person can access their personal information held by the agency, and how to seek correction of such information. The Privacy Policy also contains information about how to complain about a breach of the Australian Privacy Principles.

The Clean Energy Regulator's Privacy Policy can be found at www.cleanenergyregulator.gov.au.

Accessibility disclaimer

Whilst the Clean Energy Regulator has worked to ensure this document is accessible, please contact us to obtain an alternative version if you are having difficulty, or you have specific accessibility needs.

Please call **1300 553 542** or email the name of the form and your needs to enquiries@cleanenergyregulator.gov.au

Disclosure of Information

The Clean Energy Regulator is only able to disclose information relating to this application (including personal information) in accordance with the CER Act, the CFI Act, the *Privacy Act 1988* or as otherwise required by law.

The circumstances in which such information may be disclosed include:

- Disclosure to other agencies, persons or organisations to enable the verification of information contained in the application;
- Disclosure to the Secretary or authorised officer of a Department for the purpose of administering a program or collecting statistics relating to greenhouse gas emissions, energy consumption or energy production;
- Disclosure to certain agencies, bodies or persons where the Regulator is satisfied that disclosure will enable or assist those agencies, bodies or persons to perform or exercise their functions or powers, including the Australian Securities and Investments Commission, the Australian Competition and Consumer Commission and the Commissioner of Taxation; and
- Disclosure for the purposes of law enforcement.

Submitting this form

Post your completed application with any accompanying documentation to:

**Carbon Farming Initiative
Clean Energy Regulator
GPO Box 621
Canberra ACT 2601**

Alternatively, email your scanned completed application to the Clean Energy Regulator at:
cfi@cleanenergyregulator.gov.au.

If the email and its attachments (the application and supporting documents) are larger than 10MB, they must be sent using multiple emails that are clearly marked (i.e. by including an identifier: "1 of 3", "2 of 3", "3 of 3" in the subject/title). The signed application form must be saved as a single scanned file and not split into parts. Files may be zipped to reduce their size.

If submission occurs by email, the applicant is not required to send the original hardcopy of the application by post.

You may also submit your completed application by fax on (02) 6159 3112, marked to the attention of the Clean Energy Regulator, Carbon Farming Initiative.