Project Crediting Procedures

Version ~~1.1~~2.0

Current as at: ~~18 November 2020~~## 2021

Version Control

Reef Credit Project Crediting Procedures

Version ~~1.1~~2.0

Last updated ~~18 November 2020~~### 2021

Version Number	Author	Change	Date	Date Approved
1.1	Secretariat	Revisions to detail process where Project Proponent retires Reef Credits on behalf of a Buyer	18 November 2020	2 March 2021
2.0	Review panel	Beta phase review	##	##

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Acknowledgement

A review of existing national and international standards and supporting procedures was conducted ~~in~~to inform the development of~~ing~~ these procedures to ensure consistency with current good practice. We gratefully acknowledge the contribution of existing standards and initiatives to the development of these procedures. This document may be cited as the Reef Credit Project Crediting Procedures Version ~~1.1~~2.0.

Purpose

The purpose of this document is to describe in detail the procedure to follow when a Reef Credit Project is submitted for approval and crediting under the Reef Credit Standard.

Application and audience

This procedure applies to all Reef Credit Projects.

This procedure is for use by Project Proponents, Buyers, the Reef Credit Secretariat (***Secretariat***), Technical Advisory Committee (***TAC***) and Board, Verifiers, and any other parties involved during the Project lifecycle. This document will be updated from time to time by the Secretariat.

Procedure

This procedure elaborates on each ~~of the~~ step~~s~~ involved in the Reef Credit Project crediting process as set out in the Reef Credit Standard (***Standard***) and Reef Credit Guide (***Guide***). This document provides further requirements and guidance for specific elements within the process, and attaches associated forms, templates and checklists (***Related Documents***). Many of the forms and templates are integrated into the Registry and must be completed online within the Registry. The Related Documents referred to throughout this document are listed at the end of this document. Terms used in this document are defined in the ~~Standard at Schedule 1 – Definitions, unless otherwise defined at the end of this document (***Definitions***).~~Reef Credit Definitions. All communication with the Secretariat regarding the steps in these procedures should be via email to: secretariat@eco-markets.org.au

The following steps outline the process that a Project Proponent ~~would~~must follow to generate, register, and sell Reef Credits from a Reef Credit Project (***Project***).

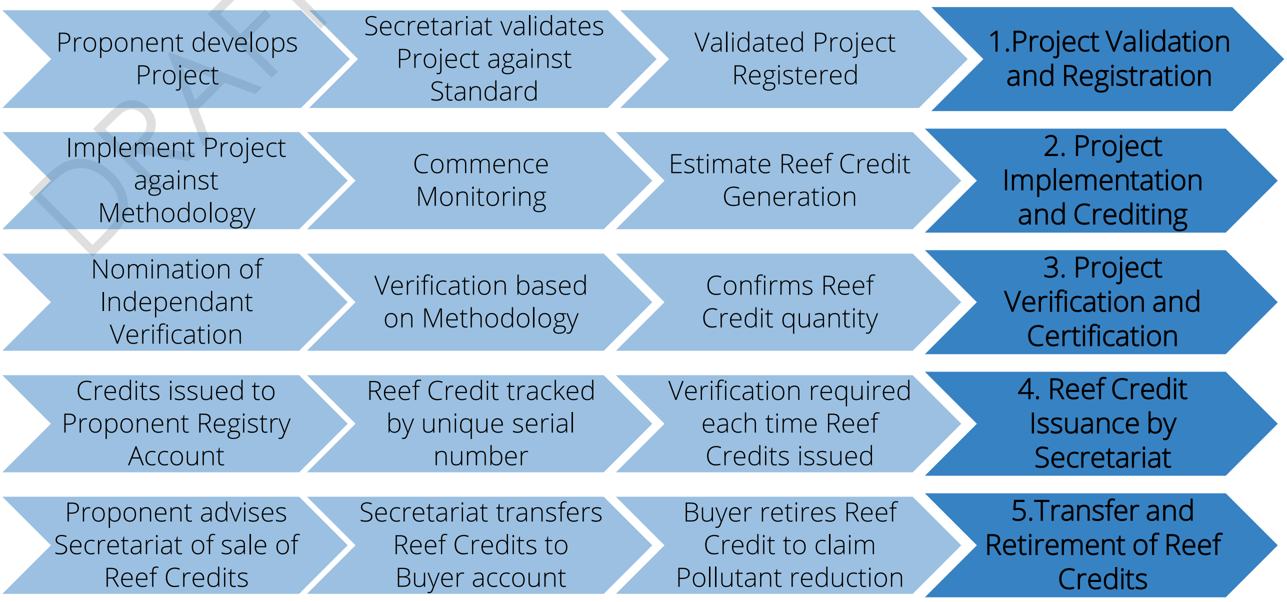

Figure 1: Summary of the Reef Credit Process (extracted from Reef Credit Guide v2~~1~~.0)

1. Project Validation and Registration

Once a Project Proponent has identified an appropriate site ~~on which~~ to ~~undertake~~implement a Reef Credit Project ~~(***Project***)~~, ~~has~~ selected an appropriate Reef Credit Methodology ~~(***Methodology***)~~, and is satisfied that they meet all necessary rules and criteria of the Standard, they may apply to open a Registry Account and register the Project with the Secretariat.

1.1 Opening a Registry Account

To open a Registry Account, the Project Proponent ~~shall~~ must submit to the Secretariat a completed **Application to Open a Registry Account** (***Attachment 1***) and pay the Secretariat the **Registry Account Opening Fee** as detailed in the **Fee Schedule** ~~(***Attachment 10***).~~ A Project Proponent can register ~~After establishing the Registry Account,~~ any number of Projects ~~can be registered~~ under the same Registry Account.

1.2 Submitting a Project Application

To apply to register a Project the Project Proponent ~~shall~~ must submit to the Secretariat a completed **Project Application** form including the **Project Description** and other associated annexures, using the template in ***Attachment 2***.

The Secretariat ~~shall~~ will acknowledge receipt of the Project Application via email to the Project Proponent and issue an invoice for payment of the **Project Lodgement Fee** set out in the **Fee Schedule** ~~***(Attachment 10)***. The Secretariat shall conduct a Validation assessment after the Project Lodgement Fee has been paid.~~

1.3 Validation Assessment

~~By submitting a Project Application, the Project Proponent applies to the Secretariat for Validation of the proposed Project.~~

The Secretariat will complete a Validation assessment [within 3-5 business days] after the Project Lodgement Fee has been paid.

~~The~~To complete the Validation assessment the Secretariat will ~~conduct an assessment of~~assess the Project Application ~~including the Project Description~~ and ~~other~~ associated annexures~~,~~ and make a determination ~~as to~~ whether the Project ~~will~~ meets the eligibility requirements of the Reef Credit Scheme described in the Guide and Standard~~,~~ and the applicable Methodology. The Secretariat will review the Project Application to ensure that:

a. it is complete; and
b. the requisite format has been followed and completed.

For each of the eligibility criteria outlined in the Standard and applicable Methodology, the Project Application requires credible evidence in the form of analysis, documentation and/or third-party expert reports.

The Secretariat will complete the 'Validation Checklist' section of the Project Application form to confirm it is either:

a. compliant;
b. not compliant, or

c. further information or supporting evidence is required.

The Secretariat's assessment is based on information provided by the Project Proponent in the Project Application and its attachments~~ to the Project Application~~. The Secretariat is not responsible for errors therein and is not liable if a proposed Project fails to meet eligibility requirements.

If the Project is found to be compliant with the Standard and applicable Methodology eligibility criteria, the Secretariat will issue a **Notice of Validation** to the Project Proponent using the template in ***Attachment 3***, and the Project will be listed in the Reef Credit Registry (***Registry***). All information and documentation provided in Validation will be further reviewed during Verification.

If the Project is found not to be compliant with the Standard and/or applicable Methodology eligibility criteria, the Secretariat will notify the Project Proponent that the Project has failed to meet validation requirements. The Secretariat will provide the Project Proponent with a copy of the Project Application with the completed Validation Checklist indicating which eligibility criteria the Project has failed to meet. The Project Proponent may revise and resubmit their Project Application, however, resubmission of such Project Applications will be treated as a new ~~original~~ submission~~s~~ that~~and~~ requires payment of a Project Lodgement Fee.

If further information or supporting evidence is required by the Secretariat~~ in order~~ to complete its assessment of the Project, the Secretariat will provide the Project Proponent with a copy of the Project Application with the completed Validation Checklist indicating which eligibility criteria require further information or supporting evidence. The Project Proponent may revise and resubmit their Project Application, however, the Project Proponent is only permitted to revise and resubmit their Project Application two (2) times before the resubmission of such Project Application ~~shall~~ must be treated as a new submission and require payment of a new Project Lodgement Fee.

1.4 Project Registration

Once the Project is Validated, the Secretariat ~~shall~~ must register the Project by listing it in the Reef Credit Registry. All registered Projects will be listed on the public view version of the Registry on the Reef Credit website (www.eco-markets.org.au) and available for the public to search. Summary information including details of the Project Proponent, Project location (sub-catchment level), date of registration, and applicable Methodology will be published on the Reef Credit website. The Project Proponent may request that certain information be treated as confidential. If agreed by the Secretariat, such information will not be included in the Reef Credit Registry.

2. Project ~~Implementation and~~ Reporting

~~2.1 Implementation and Monitoring~~

~~Once the Project has been validated and registered, Project Proponents must begin to implement the Project activities and commence monitoring of the Project in accordance with the relevant approved Methodology.~~

~~2.2 Project Reporting~~

The Project Proponent must monitor and measure Pollutant reductions in accordance with the Reef Credit Standard and ~~relevant~~applicable Methodology~~ to estimate Reef Credit generation under the Baseline scenario and the Project scenario, as described in the Project Description~~. ~~All information for a given monitoring period including estimated credit~~

~~generation, calculated as the difference between the Baseline scenario and Project scenario, must be documented in a Monitoring Report.~~

~~The Monitoring Report, which is subsequently verified by an approved Verifier (see step 3, below) must be submitted along with the Verification Report and all associated annexures with the **Application for Certification and Issuance** (see step 4 below, ***Attachment 4*).**~~ The Monitoring Report must contain all the information and data required by the Methodology to ~~for the~~ monitor~~ing of~~ the pollutant reductions and ~~in accordance with the relevant Methodology~~ include~~ing~~ without limitation~~;~~:

a. ~~t~~The calculation of Pollutant reductions and any Reversals that have occurred within the Monitoring Period~~,~~
b. Monitoring Period dates, including if the Monitoring Period corresponds to a Crediting Period and/or Permanence Period
c. ~~, t~~Any leakage or Risk of Reversal Buffer estimates (if applicable) and total net Pollutant reductions during the Monitoring Period
d. If any Reversals have occurred, information on the cause of the Reversal and any mitigation actions taken to address the Reversal~~,~~
e. Project activities, and methods used to generate data.

~~The Monitoring Report, which is subsequently verified (see step 3, below) must be submitted along with the Verification Report and all associated annexures with the **Application for Certification and Issuance** (see step 4 below, ***Attachment 4*).**~~

3. Project Verification

~~A Project that has been registered as a Reef Credit Project may apply to the Secretariat for Verification of a Monitoring Report and issuance of Reef Credits at the end of each Reef Credit Project Monitoring Period. This is a two-step process, Step 1- Verification and then Step 2-Issuance.**3.1 Verification**~~

To provide assurance that Pollutant reductions are real and correctly estimated, all Projects must undergo independent Verification by ~~accredited~~ an approved Verifier~~s~~. This process confirms Project eligibility, Baseline and Project scenario Pollutant reduction calculations, Reef Credit quantity and that the Project was implemented to meet the Standard and applicable Methodology.

An independent and qualified Verifier ~~shall~~ must review the Project and Monitoring Report to assess Pollutant reduction claims against those realised during the Monitoring Period.

The Project Proponent must choose a Verifier accredited either by:

a. The Clean Energy Regulator as a Category 2 (Team Leader) Greenhouse and Energy Auditor; or
b. An organisation accredited by the Joint Accreditation System of Australia and New Zealand Environment Scheme.

The Reef Credit Secretariat ~~shall~~ will maintain a list of approved Verifiers on its website.~~refer Project Proponents to the above organisations to confirm that the Verifier nominated is currently named on one or both lists of accredited Verifiers.~~

Prior to verification services commencing, the Project Proponent must complete and submit the **Verifier Nomination Form** (***Attachment 4***) indicating which Verifier and subject matter expert/s the Project Proponent proposes to use ~~in relation~~to Verify the Project. Verifiers must ensure that they select subject matter experts with sufficient expertise relevant to the applicable Methodology and must attest to the suitability of the subject matter expert/s selected in the Verification Report. The minimum requirements for subject matter experts will be dependent on the applicable Methodology.

The Secretariat will determine whether or not to approve the choice of Verifier and subject matter expert/s. The Secretariat may request that the TAC assess the appropriateness of the choice of Verifier and subject matter expert/s and provide a recommendation to the Secretariat regarding approval or non-approval of the choice of Verifier and subject matter expert/s.

~~In considering~~To assess the suitability of a proposed Verifier and/subject matter expert/s, the TAC will ~~have regard to~~ consider the following criteria:

a. ~~a.~~ the Verifier's and/or subject matter expert/s expertise and experience in an area relevant to the Project; and ~~b.~~

~~a.~~b. the Verifier's ability to provide objective and impartial advice.

If the Verifier and/subject matter expert/s proposed by the Project Proponent does not meet the suitability criteria, the TAC may request that the Project Proponent propose an alternative Verifier and/or subject matter expert/s. In this instance, the Secretariat will contact the Project Proponent and request an alternative nominee/s for the verification. The TAC retains the right to recommend to the Secretariat another Verifier and/or subject matter expert if it is not satisfied with the options provided by the Project Proponent.

Once approved by the Secretariat, the Project Proponent will enter into a contract directly with the Verifier for their verification services, and the Project Proponent will pay for the costs of verification. Current rates/typical fees may be detailed on the Reef Credit website.

Once successful verification is complete, the Verifier will prepare and submit their Verification Report to the Project Proponent.

The Verifier will confirm whether:

a. the Reef Credit Standard and applicable Reef Credit Methodology has been followed accurately and completely;
b. appropriate documentation and recording keeping including Monitoring Reports is in place;
c. the amount of Reef Credits estimated for a Project since the last Verification is accurate;
d. the Risk of Reversal assessment and Risk of Reversal Buffer have~~s~~ been conducted correctly (if applicable); and
e. If this is the first Monitoring Report for the first Monitoring Period, then the Verifier must also assess all documentation required as part of the Validation process.

~~a. a. the Standard and Methodology has been followed accurately and completely;~~
~~b. b. appropriate documentation is in place;~~
~~c. c. the number of Reef Credits estimated for a Project is accurate;~~
~~d. d. the Risk of Reversal assessment has been conducted correctly; and~~
~~e. e. if this is the first Monitoring Report for the first Monitoring Period, then the Verifier must also assess all documentation required as part of the Validation process.~~

The Verifier will also provide a declaration that no conflict of interest exists in relation to the verification services. ~~Verifiers must ensure that they select subject matter experts with~~

~~sufficient expertise relevant to the applicable Methodology and must attest to the suitability of the subject matter expert/s selected in the Verification Report. The minimum requirements for subject matter experts will be dependent on the applicable Methodology.~~

The Project Proponent must submit the Verification Report to the Secretariat as part of the **Application for Certification and Issuance** (***Attachment 5***).

4. Certification and Reef Credit Issuance by Secretariat

The Project Proponent may request Reef Credit issuance after v~~V~~erification and certification are complete.

4.1 Submitting an Application for Certification and Issuance

To apply for Reef Credit issuance the Project Proponent must submit to the Secretariat:

a. an **Application for Certification and Issuance** (***Attachment 5***);

b. one or more~~a~~ Monitoring Reports covering the period over which Reef Credits are requested to be issued; and

c. a Verification Report provided by a ~~qualified and independent third-party~~approved Verifier ~~approved by the Secretariat~~that covers all Monitoring Reports since the last Verification, or the Project Start Date for the first Verification.

4.2 Certification

Subject to payment by the Project Proponent of the **Certification Review Fee** set out in the **Fee Schedule**, the Secretariat will complete a final review of verified Reef Credit estimates and all Project documentation submitted with the **Application for Certification and Issuance**, and if satisfied that all relevant requirements are met, will certify the number of Reef Credits for the Monitoring Period.

The Secretariat will notify the Project Proponent of the details when certification is complete and will issue a **Notice of Verification and Certification** using the template in ***Attachment 6***.

4.3 Issuance of Reef Credits

Once the **Notice of Verification and Certification** has been issued, the Secretariat will issue Reef Credits into the Registry Account nominated in the ~~if the Project Proponent has nominated on the~~ **Application for Certification and Issuance** form~~that they wish to receive issuance of Reef Credits into their Registry Account, the Secretariat will issue Reef Credits into the nominated account~~.

The Application for Certification and Issuance will include a description of how the Risk of Reversal Assessment Tool~~ in Schedule 4 of the Reef Credit Standard~~ was applied to calculate the number of credits ~~withheld~~to be transferred to the Buffer Account (if applicable). ~~The Risk of Reversal Buffer shall be reflected as a percentage discount applied to the Net Pollutant Reduction Number in accordance with a risk rating of low, medium or high for an eligible Reef Credit Project.~~

The Secretariat ~~shall withhold the Risk of Reversal Buffer contribution in relation to the Project. The~~ will transfer the Risk of Reversal Buffer contribution ~~shall be held in~~ to ~~a~~the separate Buffer ~~a~~Account maintained ~~by the Secretariat~~ in the Registry~~ and used to mitigate against future Reversals across the Reef Credit Scheme~~.

The Secretariat will charge a fee to cover administration costs for each Reef Credit issued into a Registry Account as set out in the **Fee Schedule**. The verified Reef Credits ~~shall~~ must be issued upon payment of the **Issuance Fee**. Issuance fees will not be charged to credits issued into the Buffer Account.

~~**4.4 Registration of Reef Credits**~~

All Reef Credits issued on the Registry (including the Buffer Account) will be assigned unique serial numbers, so they can be tracked.

5. ~~Sale~~Transfer and Retirement of Reef Credits

5.1 ~~Sale or t~~Transfer of Reef Credits between Registry Accounts

~~The transfer of~~ Reef Credits can be transferred ~~is a direct transaction~~ between ~~the~~ a Project Proponent and Buyer, or between any other seller and buyer with a Registry Account. Any eligible person can open a Registry Account by submitting an **Application to Open a Registry Account** (***Attachment 1***) and paying the **Registry Account Opening Fee** as detailed in the **Fee Schedule**.

~~A Project Proponent can~~To initiate a transfer of Reef Credits to another Registry Account Holder ~~on the Registry~~the seller must complete an online transfer form that requires the seller to select the specific Reef Credits to be transferred and input information on the receiving account. Once the transfer request has been completed and payment of the Trasnfer Fee has been made, ~~. The Project Proponent must generate a request for the transfer and~~ the buyer will be notified of an incoming transfer request by email. Upon receipt of the transfer request, the Buyer can accept the Reef Credits transfer, and the Reef Credits will be automatically ~~moved~~ transferred into their Registry Account.

The Registry will maintain logs of all transfers.

~~The Secretariat receives a report of a sale from the Project Proponent after a transaction is made and transfers the Reef Credits from the Project Proponent's Registry Account to the Buyer's Registry Account.~~

~~The Project Proponent must submit a completed **Notification of Sale Form** (***Attachment 7***) to the Secretariat after a transaction is made. Upon receipt of the completed form, and payment of the **Transfer Fee** set out in the **Fee Schedule**, the Secretariat will transfer the Reef Credits from the Project Proponent's Registry Account to the Buyer's Registry Account.~~

~~The transfer of the Reef Credits is entered in the Registry and on the Reef Credit website. The sale or transfer of each Reef Credit is tracked on the Registry, though the terms or payments of any sales are external to the Registry or Secretariat process.~~

~~To set up an account with the Registry, the Buyer must pay the Secretariat the **Registry Account Opening Fee** as detailed in the **Fee Schedule**. The Buyer must also complete and submit an **Application to Open a Registry Account** (***Attachment 1***).~~

5.2 Retirement and expiration

A Registry Account holder may retire Reef Credits for their own benefit or on behalf of a third party.

To retire Reef Credits, an account holder ~~In the case where the Project Proponent will be retiring the Reef Credits on behalf of the Buyer, the Project Proponent can~~ selects a quantity of Reef Credits in their Registry Account and nominates them for retirement. The account holder can enter details regarding the purpose of the retirement.

A Retirement Fee is due for each Reef Credit that is retired and the Registry will retire the requested credits upon payment of the Retirement Fee invoice.

~~ing the details of the Buyer retiring the credits. Upon request for retirement, the Project Proponent must pay the Secretariat the Reef Credit Retirement Fee as detailed in the Fee Schedule.~~

~~Upon request for retirement on the Buyer's behalf and receipt of payment of the Retirement Fee, the Registry wil reitre the Reef Credits for the benefit of the Buyer.~~

~~The Buyer may then download a~~A Certificate of Reef Credit Retirement that contains details regarding the retirement can be downloaded once the retirement is complete.

~~In the case where the Buyer will be retiring the Reef Credits on its own behalf, the Buyer can select a quantity of Reef Credits in their Registry Account to be retired. Upon receipt of request to retire credits and receipt of the Retirement Fee as detailed in the Fee Schedule, the Registry will retire the requested credits. Buyer must advise the Secretariat when the Pollutant reduction claim is made using the **Notification of Retirement** form in** *Attachment 9*.**~~
Once Reef Credits are retired, the Registry will move the retired Reef Credits into a retirement account that can be reported on but not accessed for further transfer.

[A Reef Credit will remain valid for three (3) years after the date of the Verification Report for which the Reef Credit was issued, after which the Reef Credit is automatically retired.]

5.3 Reporting against Water Quality Improvement Targets

The Queensland and Federal governments' Reef 2050 Water Quality Improvement Plan (2017)[1] set water quality targets. The targets to be achieved by 2025 are to reduce the Great Barrier Reef anthropogenic end of catchment loads of dissolved inorganic nitrogen by 60%, fine sediments by 25% and particulate nutrients by 20%. The pesticide target is to protect at least 99% of aquatic species at the end of the catchments.

To enable the Queensland and Federal governments to measure improvements against these targets resulting from the Reef Credit Scheme, the Secretariat will provide the Queensland Government's Paddock to Reef program team with a report each year setting out all the information contained in the Paddock to Reef program reporting template including geographic boundary information, practice change data, Pollutant reduction and the total number of Reef Credits issued for each Pollutant.

The information provided will be de-identified to protect the privacy and confidentiality of participants in the Reef Credit Scheme.

Definitions

Terms used in this document are defined in the *Reef Credit* *Definitions* ~~Standard Version 1.0 Schedule 1 – Definitions, unless defined below.~~

[1] https://www.reefplan.qld.gov.au/

~~**Authorised Representative** means the individual nominated by the holder of the Registry Account who is authorised to act on behalf of the holder of the Registry Account in all dealings with the Secretariat in relation to the Project, including operating its Registry Account.~~

~~**Registry Account** means an account in the Reef Credit Registry administered by the Reef Credit Secretariat.~~

Related Documents

Requirement Documents

Reef Credit Standard Version 2.0~~1.1~~

Reef Credit Guide Version 2~~1~~.0

Reef Credit ~~Secretariat~~ Fee Schedule ~~Version 1.0~~

Reef Credit Definitions Version 2.0

Templates, Forms and Policies

Attachment 1 - Application to Open a Registry Account

Attachment 2 - Project Application – including Project Description

Attachment 3 - Notice of Validation

Attachment 4 – Verifier Nomination Form

Attachment 5 - Application for Certification and Issuance

Attachment 6 - Notice of Verification and Certification

Attachment 7 - Notification of Sale or Transfer

Attachment 8 – Notification of Sale and Retirement

Attachment 9 - Notification of Retirement

~~Attachment 10 - Fee Schedule~~

Attachment 1 – Application to Open a Registry Account

Instructions: This form is to be completed by Project Proponents and Buyers of Reef Credits in order to open a Registry Account. The application form requires, among other things, the Project Proponent to provide proof of identity and to nominate an individual who is authorised to act on behalf of the Project Proponent in all dealings with the Secretariat in relation to the Project, including operating its Registry Account (Authorised Representative). The completed form must be submitted to the Secretariat together with the Registry Account Opening Fee. The form must be completed in full and required attachments provided. Certified copies are required.

Please fill out the below questions as completely and accurately as possible. The Secretariat's role is to receive and process forms, not to provide advice or assistance to applicants in completing forms. Additional processing fees may be incurred if incomplete or inaccurate forms are submitted.

<table>
<tr><th colspan="3">Application to Open a Registry Account</th></tr>
<tr><td rowspan="11">SOLE PROPRIETOR (Individual or Sole Trader)

☐ Project Proponent

☐ Buyer

Please tick appropriate box</td><td>This section must be COMPLETED by an applicant who is an INDIVIDUAL or SOLE TRADER</td><td rowspan="11">ATTACHMENTS

Documents required to establish applicant's identity and Australian resident status.

Please attach documents as an annexure. Certified copies are required.

Documents, of a kind set out in the List of Identification Sources at the end of this document that identify the individual. Documents may include either; two items from the category A list, or; at least one item from the category A list and two items from the category B list, for the individual, with an Australian address.</td></tr>
<tr><td>[Applicant's full name]</td></tr>
<tr><td>[Applicant's business address (if sole trader)]</td></tr>
<tr><td>[Applicant's email address]</td></tr>
<tr><td>[Applicant's phone number]</td></tr>
<tr><td>[ABN, ARBN or GST registration number]</td></tr>
<tr><td>[Applicant's date of birth]</td></tr>
<tr><td>[Applicant's residential address]</td></tr>
<tr><td>[Any other name by which the applicant is known]</td></tr>
<tr><td>[Citizenship/residency status]
Australian citizen ☐
Individual ordinarily resident in Australia ☐</td></tr>
<tr><td>[Each jurisdiction in which the applicant operates as a sole trader]</td></tr>
<tr><td colspan="3">OR</td></tr>
<tr><td rowspan="9">OTHER LEGAL ENTITY

☐ Project Proponent

☐ Buyer

Please tick appropriate box</td><td>This section must be COMPLETED by an applicant which is a LEGAL ENTITY other than a Sole Proprietor</td><td rowspan="9">ATTACHMENTS

Documents required to establish applicant's identity and Australian legal entity status.

Please attach documents as an annexure. Certified copies are required.

The following:
The certificate of the body's registration with the Australian</td></tr>
<tr><td>[Applicant entity's name]</td></tr>
<tr><td>[Applicant entity's registered address or principal place of business]</td></tr>
<tr><td>[Contact person name]</td></tr>
<tr><td>[Contact person email]</td></tr>
<tr><td>[Contact person phone]</td></tr>
<tr><td>[Applicant entity's ACN/ABN]</td></tr>
<tr><td>[Full name and date of birth of each executive officer/director]</td></tr>
<tr><td>[A description of the type of entity]</td></tr>
</table>

	[Each jurisdiction in which the entity operates]	*Securities Investment Commission, with an Australian address.*
AND		
Authorised Representative	**This section must be COMPLETED by ALL APPLICANTS**	*Documents required to establish Authorised Representative's identity. Authorised Representatives are subject to the same proof of identity requirements as individuals.* *Please attach documents as an annexure. Certified copies are required.* *Documents, of a kind set out in the List of Identification Sources at the end of this document that identify the individual. Documentation may include either; two items from the category A list, or; at least one item from the category A list and two items from the category B list.* *Documents required to establish Authorised Representative's authority to act on behalf of the company. A letter from the company secretary or managing director nominating an Authorised Representative to act on behalf of the company.* *Other sources outside the Document Verification Service (DVS) will be used to verify company information such as the Australian Security and Investment Commission (ASIC)'s company data base.*
	The applicant gives the Authorised Representative authority to act on behalf of the company.	
	[Authorised Representative's full name]	
	[Business address]	
	[Phone]	
	[Email]	
	[DOB]	
	[Residential address]	
	[Any other name by which the person is known]	
	[Deleted]	

Declaration

By signing and submitting this Application to Open a Registry Account, the applicant agrees to pay the Secretariat the non-refundable Registry Account opening fee, the rate of which is set out in the Reef Credit Fee Schedule. The applicant also acknowledges and agrees that the information included in this application, and any document accompanying the application, is accurate and meets the requirements of the Reef Credit Standard and Guide, and that the acceptance or non-acceptance of the application to open a Registry account shall be at the sole discretion of the Secretariat.

The applicant confirms that it:

(a) is an Australian resident or body corporate;

(b) complies with any applicable legislation, regulation or codes of conduct; and

(c) passes the fit and proper person test. To be a fit and proper person means that the relevant person (individual, body corporate and executive officers of body corporate) has not been convicted of an offence against a law of the Commonwealth, State or Territory, where the offence relates to: (i) dishonest conduct; (ii) the conduct of a business; (iii) the environment or the protection of the environment; or (iv) work health and safety).

The applicant hereby gives the Authorised Representative authority to act on behalf of the company. The Authorised Representative confirms that it passes the fit and proper person test.

Signed for and on behalf of:

Name of Project Proponent/Buyer organization/individual:	Click or tap here to enter text.
Signature of Authorised Representative:	
Name of Authorised Representative signatory:	Click or tap here to enter text.
Date:	Click or tap here to enter text.
Name of witness:	
Signature of witness:	
Date:	
Signature of Executive Officer/ Director:	
Name of Executive Officer signatory:	
Date:	
Signature of witness:	
Date:	
Signature of Executive Officer/ Director:	
Name of Executive Officer signatory:	
Date:	
Signature of witness:	
Date:	
Signature of Executive Officer/ Director:	
Name of Executive Officer signatory:	
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Signature of witness:	
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Signature of Executive Officer/ Director:	
Name of Executive Officer signatory:	
Date:	
Signature of witness:	
Date:	
Signature of Executive Officer/ Director:	
Name of Executive Officer signatory:	
Date:	
Signature of witness:	
Date:	
Signature of Executive Officer/ Director:	
Name of Executive Officer signatory:	
Date:	
Signature of witness:	
Date:	

Annexure A: List of Identification Sources

Category A	Category B
Australian driver licence (all states and territories)	Medicare card
Australian Passport	Marriage certificate
Birth Certificate	Bill from local government/utilities

Attachment 2 – Project Application Template

Instructions: The Project Proponent ~~shall~~ must use the Project Application template when applying to the Secretariat for validation and registration of a Reef Credit Project. The Project Application – including Project Description template must be followed, completed in full, and required attachments provided. The Project Description ~~shall~~ must include all the requirements set out in sections 3.1 and 3.2 of the Reef Credit Standard and all the eligibility requirements set out in the applicable Reef Credit Methodology. Among other things, the Project Description defines the Project's Pollutant reduction activities and the expected Pollutant reduction. Credible evidence in the form of analysis, documentation and/or third-party expert reports must be provided.

All information in the Project Application ~~shall~~ must normally be available to the public, though certain information may be protected where the Reef Credit Secretariat is satisfied that such information is commercially sensitive. The Project Proponent is responsible for requesting the protection of such information.

Please fill out the below questions as completely and accurately as possible. The Secretariat's role is to receive and process forms, not to provide advice or assistance to Project Proponent's in completing forms. Additional processing fees may be incurred if incomplete or inaccurate forms are submitted.

Project Applicant Details		
Validation Checklist [OFFICE USE ONLY] ☐*Compliant* ☐*Not Compliant* ☐*Further information required*	**Project title**	PROJECT NAME
☐*Compliant* ☐*Not Compliant* ☐*Further information required*	**Document contact person** Note: the nominated contact person will be contacted in regard to information provided in this form	CONTACT NAME
☐*Compliant* ☐*Not Compliant* ☐*Further information required*	**Date submitted**	XX/XX/XXXX
☐*Compliant* ☐*Not Compliant* ☐*Further information required*	**Sectoral scope** Example: Land management practice change	SCOPE
☐*Compliant* ☐*Not Compliant*	**Project documentation identification number** **Note:** Project application package will include all	DOCUMENT ID *This will be a code name for a project application package, made up of a 6 digit code, followed by the document/package name and reverse date.*

☐ *Further information required*	documents (project description, ~~land management plan~~Reef Credit Project Plan and eligibility report, as appendices). Shapefiles, excel and other spreadsheets should be attached separately.	*e.g. 8000XX_PROJECTAPPLICATIONPACKAGE_20200306*
☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Project Proponent**	NAME – Project Proponent
☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Authorised Representative**	NAME – Authorised Representative
☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Registry Account User Name**	USER NAME

Project Description

Validation Checklist *[OFFICE USE ONLY]*	**Compliance Item** *The Secretariat will assess application responses against each of the below compliance items using the Validation Checklist embeded within this form*	**Details** *Please provide details of how the project meets the requirement of each compliance item using text and examples provided*	**Supporting documentation** *Please list supporting documentation/ credible evidence, examples include but are not limited to; ~~Land Management Plan~~Reef Credit Project Plan, Eligibility Report, Paddock to Reef Water Quality Risk Framework Questionnaire/other relevant Risk Frameworks, Statutory Declaration, excel worksheets, Project area shapefiles, spatial files, land title searches, contractual agreements, additionality tool assessment, Nutrient Management Plans, Project Pollutant reduction accounts worksheet, etc*

☐Compliant ☐Not Compliant ☐Further information required	**Project Summary** Provide a brief description of the project that will be published on the Reef Credit Registry, include project name, location, objective, pollutant reduction activities	The *PROJECT NAME* is located within the boundary of the *CATCHMENT NAME* Great Barrier Reef Catchment and aims to generate Reef Credits under the *METHOD NAME* via the implementation of the following pollutant reduction project activities; • *action 1* • *action 2* • *action 3* *ADDITIONAL INFORMATION…*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. ~~Land Management Plan~~Reef Credit Project Plan, Eligibility Report, Statutory Declaration, Paddock to Reef Water Quality Risk Framework Questionnaire, Project area shapefiles)*
☐Compliant ☐Not Compliant ☐Further information required	**Standard**	*STANDARD NAME* *(e.g. Reef Credit Standard Version 1.1 Current as at March 2020)*	N/A
☐Compliant ☐Not Compliant ☐Further information required	**Methodology**	*METHOD NAME* *(e.g. Methodology for Accounting Reduction in Nutrient Run-Off Through Managed Fertiliser Application Version 1.0)* *Note: Approved Reef Credit methodology must be used, including any tools or modules required under the methodology*	N/A
☐Compliant ☐Not Compliant ☐Further information required	**General Eligibility Requirements** Demonstrate how the project has complied with the General Eligibility Requirements (s3.1) of the relevant standard.	The Project will be carried out according to the approved *METHOD NAME* Reef Credit Methodology. The eligible activity from the Positive List (Standard – schedule 3) for the *PROJECT NAME* is *ELIGIBLE ACTIVITY*. Project management activities as outlined in the ~~Land Management Plan~~Reef Credit Project Plan are *NOT* associated with items listed on the Negative List (Standard – schedule 3). *ADDITIONAL INFORMATION…*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. ~~Land Management Plan~~Reef Credit Project Plan, Eligibility Report, Statutory Declaration, Paddock to Reef Water Quality Risk Framework Questionnaire)*

☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Reef Credit Project Requirements – Project Start Date** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.1) of the relevant standard.	The *PROJECT NAME* start date is *D MONTH YEAR*. *ADDITIONAL INFORMATION…* *Note: Start Date of pilot project is post 1 July 2017* *Start Date for all other projects is post project application date*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. Eligibility Report)*
☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Reef Credit Project Requirements – Crediting Period** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.2) of the relevant standard.	The crediting period for the *PROJECT NAME* Reef Credit Project is *XX* years. Project Crediting Period dates are: Start Date: *DD/MM/YYYY* End Date: *DD/MM/YYYY* Crediting period in PD matches that under the applied methodology	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. Eligibility Report)*
☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Reef Credit Project Requirements – Project Location and Project Site** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.3) of the relevant standard.	The *PROJECT NAME* is within the boundary of the *CATCHMENT NAME* Great Barrier Reef Catchment as described in the Reef 2050 Water Quality Improvement Plan 2018. Please refer to attached Appendix X – Project area shapefiles	*Appendix X – Project area shapefiles*
☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Reef Credit Project Requirements – Legal Right** Demonstrate how the project has complied with the Reef	*PROVIDE INFORMATION* *Proof of right to carry out project:* *(e.g. The land manager has been the rights holder over the below land titles since (see Appendix X for land title*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3*

	Credit Project Requirements (s3.2.5) of the relevant standard.	*details) and as such, has had legal right to carry out Project activities since Project Start.* *Land Title 1* *Land Title 2* *Land Title 3)* *Proof of rights to credits:* *(e.g. x Pty Ltd and the land managers have voluntarily entered into a Project Development Agreement (please see Appendix X – PDA excerpt). As the Project Proponent, x Pty Ltd has the ongoing lawful and exclusive right to be issues all Reef Credits that may be created as a result of the Project.*	*(e.g. Eligibility Report, Land title details, PDA excerpt, Statutory Declaration)*
☐Compliant *☐Not Compliant* *☐Further info required*	**Reef Credit Project Requirements - Consents** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.5.2) of the relevant standard.	*(e.g. No additional consents are required to carry out project activities as described in the Project's ~~Land Management Plan~~Reef Credit Project Plan)* ADDITIONAL INFORMATION…	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. Eligibility Report)* *Signed declaration and certified copies of any consents attached*
☐Compliant *☐Not Compliant* *☐Further info required*	**Reef Credit Project Requirements - Regulatory approvals** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.5.2) of the relevant standard.	*(e.g. No additional regulatory approvals are required to carry out project activities as described in the Project's ~~Land Management Plan~~Reef Credit Project Plan)* *ADDITIONAL INFORMATION…*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. Eligibility Report)*
☐Compliant *☐Not Compliant*	**Reef Credit Project Requirements –**	The pollution reduction claimed under the *PROJECT NAME* is NOT being accounted for under any	*Document/evidence 1* *Document/evidence 2*

☐ *Further information required*	**Other Environmental Credits** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.6) of the relevant standard.	other environmental crediting scheme. *ADDITIONAL INFORMATION…*	*Document/evidence 3* *(e.g. Eligibility Report, Statutory Declaration*
☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Reef Credit Project Requirements – Multiple Activities** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.7) of the relevant standard.	The *PROJECT NAME* will implement project activities as outlined in the Project's ~~Land Management Plan~~Reef Credit Project Plan, these activities are categorised under the Positive List (Standard Schedule 3) activity of *ACTIVITY NAME* *ADDITIONAL INFORMATION…*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. Eligibility Report)*
☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Reef Credit Project Requirements – Additionality** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.8) of the relevant standard. *When a methodology references a tool such as the VCS AFOLU additionality tool to identify the baseline scenario and demonstrate additionality, the Secretariat*	*PROJECT NAME*'s pollutant reduction activities have been demonstrated to be Additional by meeting the following requirements. 1. Pollutant reductions are *NOT* required to be carried out by or under a law of the Commonwealth or Queensland government.; and 2. The project activities outlined in the Project's ~~Land Management Plan~~Reef Credit Project Plan are categorised as *ACTIVITY NAME* which is on the 'Positive List' outlined in Schedule 3 of the Standard Credit; and 3. The project activities outlined in the Project's ~~Land Management Plan~~Reef	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. ~~Land Management Plan~~Reef Credit Project Plan, Eligibility Report, Statutory Declaration, Additionality tool assessment)*

	needs to assess additionality in accordance with the tool.	Credit Project Plan are *NOT* on the 'Negative List' outlined in Schedule 3 of the Standard. 4. The project proponent has run the project through the *Tool for the Demonstration and Assessment of Additionality in ~~VCS Agriculture, Forestry and Other Land Use (AFOLU) Project Activities VT0001 version 3.0[2].~~Reef Credit Projects* 5. *NO* public funding dedicated to conservation was used to fund any portion of the credit-generating activity. *(e.g. Project activities are additional to requirements under the Agricultural ERA standard for sugarcane cultivation, Prescribed methodology for sugarcane cultivation and Six Easy Steps. See Appendix X - Additionality tool assessment.)* *ADDITIONAL INFORMATION…*	
☐Compliant *☐Not Compliant* *☐Further information required*	**Reef Credit Project Requirements – Safeguards** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.9) of the relevant standard.	*PROVIDE INFORMATION* *(e.g. Provide an assessment of net positive community and environmental impacts, and a mitigation plan for any foreseen negative community or environmental impacts.)*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. ~~Land Management Plan~~Reef Credit Project Plan, Eligibility Report, Statutory Declaration)*

~~[2] https://verra.org/methodology/vt0001-tool-for-the-demonstration-and-assessment-of-additionality-in-vcs-agriculture-forestry-and-other-land-use-afolu-project-activities-v3-0/~~

☐ *Compliant* ☐ *Not Compliant* ☐ *Further info required*	**Reef Credit Project Requirements - Local stakeholder consultations** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.9) of the relevant standard.	PROVIDE INFORMATION *(e.g. x Pty Ltd has consulted with the following local stakeholders complying the principles of Free Prior and Informed Consent regarding the impact of Project activities and have utilised the feedback provided in the development of the Project's ~~Land Management Plan~~Reef Credit Project Plan.* - *Local stakeholder 1* - *Local stakeholder 2* *< insert brief description of relevant outcomes from stakeholder consultations and mechanisms for ongoing communication>)*	*Eligibility Report* *Appendix X - Statutory Declaration*
☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Reef Credit Project Requirements – Permanence** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.10) of the relevant standard.	The *PROJECT NAME* pollutant reduction has been accounted for under the *METHOD NAME* The pollutant reduction activities under the Method are *NOT* 'reversible' thus the Project is *NOT* subject to a permanence period and therefore the Risk of Reversal buffer as calculated in the Risk of Reversal Assessment Tool (Schedule 4 of the Standard) is 0%. *ADDITIONAL INFORMATION REQUIRED IF THE ACTIVITIES ARE REVERSIBLE…*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. Eligibility Report)*
☐ *Compliant* ☐ *Not Compliant* ☐ *Further information required*	**Reef Credit Project Requirements – Leakage** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.11) of the relevant standard.	*PROVIDE INFORMATION ON IDENTIFICATION AND ASSESSMENT OF POTENTIAL SOURCES OF LEAKAGE IN ACCORDANCE WITH THE RELEVANT METHOD*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. Eligibility Report, Statutory Declaration)*

☐Compliant ☐Not Compliant ☐Further information required	**Baseline Scenario** Demonstrate how the project has complied with the Baseline Scenario Requirements (s3.3) of the relevant standard.	The *PROJECT NAME* baseline period is *D MONTH YEAR to D MONTH YEAR.* The estimated baseline scenario as calculated in accordance with the relevant method is *XXXX UNITS of POLLUNTANT.* *ADDITIONAL INFORMATION…*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3*
☐Compliant ☐Not Compliant ☐Further information required	**Expected Pollutant Reduction** Demonstrate how the project has complied with the Reef Credit Project Requirements (s3.2.4) and Calculation of Pollutant Reductions requirements (s3.4) of the relevant standard. Note: If the project has been backdated please provide details of the pollutant reductions achieved prior to project application.	The end of catchment pollutant reduction for Monitoring Period D MONTH YEAR to D MONTH YEAR is *XXXX UNITS of POLLUNTANT.* The end of catchment pollutant reduction for Monitoring Period D MONTH YEAR to D MONTH YEAR is *XXXX UNITS of POLLUNTANT.* The estimated end of catchment pollutant reduction for each remaining Monitoring Period of the crediting period is *XXXX UNITS of POLLUNTANT.*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. ~~Land Management Plan~~Reef Credit Project Plan, Paddock to Reef Water Quality Risk Framework Questionnaire, Nutrient Management Plans, Project DIN reduction accounts worksheet, Statutory Declaration)*
☐Compliant ☐Not Compliant ☐Further information required	**Monitoring** Demonstrate how the proponent intends to satisfactorily comply with the monitoring requirements (s3.5) of the	*PROVIDE INFORMATION*	*Document/evidence 1* *Document/evidence 2* *Document/evidence 3* *(e.g. ~~Land Management Plan~~Reef Credit Project Plan)*

	relevant standard.		
☐Compliant *☐Not Compliant* *☐Further information required*	**Attachments** Provide details of each of the annexed and attached material supplied with this Project Application.	*PROVIDE INFORMATION* *Document/evidence 1* *Document/evidence 2* *Document/evidence 3* e.g. Accompanying documentation to this Project Description; 1. ~~Land Management Plan~~Reef Credit Project Plan 2. Eligibility Report 3. Shared Appendix Package A. Statutory Declaration/s B. PDA excerpt C. Project DIN reduction accounts worksheet D. Nutrient Management Plans E. Paddock to Reef Water Quality Risk Framework Questionnaire F. Additionality tool assessment G. Project area shapefiles H. Land title details	
☐Compliant *☐Not Compliant* *☐Further information required*	**Commercially sensitive information**	*PROVIDE INFORMATION* *Note: Information provided in this Project Description form will be publicly available upon project validation, however all attached/supporting documentation will be regarded as commercially sensitive and will be withheld as commercial in confidence.*	

Declaration

By signing and submitting this project application, the Project Proponent agrees to pay the Secretariat the non-refundable project application fee, the rate of which is set out in the Reef Credit Fee Schedule. The Project Proponent also acknowledges and agrees that the information included in this application, and any document accompanying the application, is accurate and meets the requirements of the Reef Credit Standard and Guide, and that the acceptance or non-acceptance of the project application shall be at the sole discretion of the Secretariat.

Signed for and on behalf of:

Name of Project Proponent	<INSERT>Pty Limited
Signature of Authorised Representative:	<INSERT>
Name of Authorised Representative signatory:	<INSERT>
Date:	DD/MM/YYYY

Attachment 3 – Notice of Validation

Instructions: The Notice of Validation issued by the Secretariat is a statement that the Project will be eligible to generate credits if all information provided is accurate and complete. It is not confirmation of the quantity of credits issued. All information and documentation provided in Validation will be further reviewed during Verification. This Notice of Validation is to be completed by the Secretariat and provided to the Project Proponent upon completion of its review of the Project application.

Notice of Validation

Project title	*Name of project*
Project proponent	*Name of project proponent*
Project ID	*Project identification number issued by Secretariat on validation and registration*
Project location	*Sub-catchment*
Date submitted	*Yr/mm/dd*
Sectoral scope	*e.g. land management practice change*
Project documentation	*Document id [6 digit project ID_project name_validation notice_yrmmdd]*
Crediting period	*Yr/mm/dd [x years from date of notice]*
Permanence period	*[e.g. 50 years]*
Standard	*Reef Credit Standard Version 1.1*
Methodology	*e.g. DIN reduction method Version 1.0*
Validation date	*Yr/mm/dd*

The Reef Credit Secretariat has reviewed the Project Application, including Project Description and associated annexures, to ensure that:

a. it is complete; and

b. the requisite format has been followed and completed,

and has made a preliminary determination that the Project meets Reef Credit Scheme eligibility requirements, as described in the Reef Credit Guide and Standard and applicable Methodology. On that basis, the Secretariat confirms that the Project has met Validation requirements and the Project is registered as a Reef Credit Project.

The Secretariat's assessment is based on information provided by the Project Proponent in the Project Description and attached documents. The Secretariat is not responsible for errors therein and is not liable if a proposed Project fails to meet eligibility requirements.

The Secretariat's review and Validation of the Project at this stage is only a preliminary determination of the Project's eligibility to generate credits. The quantity and final approval of credits (if any) are confirmed in later phases, notably at the Verification stage of the process.

Signed for and on behalf of:

Eco-Markets Australia Limited:	

ABN/ACN:	Click or tap here to enter text.
Signature of delegate:	
Name of delegate:	Click or tap here to enter text.
Position of delegate:	Click or tap here to enter text.
Date:	Click or tap here to enter text.

Attachment 4 – Verifier Nomination Form

Instructions: Prior to verification services commencing, the Project Proponent must complete and submit this form to the Secretariat indicating which Verifier and subject matter expert/s the Project Proponent proposes to use in relation the Project. The Secretariat may request that the Technical Advisory Committee assess the appropriateness of the choice of Verifier and subject matter expert/s, and will provide a recommendation to the Secretariat regarding approval or non-approval of the choice of Verifier and subject matter expert/s. The Secretariat will determine whether or not to approve the choice of Verifier.

Verifier Nomination Form	
Project title	*Name of project*
Project proponent	*Name of project proponent*
Project ID	*Project identification number issued by Secretariat on validation and registration*
Proposed Verifier	*Name, address, contact person, title, phone, email*
Scope of services	*List the approved Methodology/ies in relation to which the Verifier will provide its services.*
Verification experience	*List Verifier's experience conducting verification activities. Verifiers must have experience and qualifications commensurate with the technical, integrity, independence and operational requirements of Australian environmental markets. Experience relevant to the mechanism would include 5 years or more of audit team leadership in existing or previous environmental market mechanisms in carbon, biodiversity or water quality including UNFCCC CDM, VCS, CCBA, NGER audits, CFI/ERF audits, NSW GGAS or equivalent mechanisms regulated by state, territory and federal departments.*
Current accreditations	*List any industry or professional accreditations the Verifier currently holds. Verifiers must be accredited either by:* *a. The Clean Energy Regulator as a Category 2 (Team Leader) Greenhouse and Energy Auditor.* *b. An organisation accredited by the Joint Accreditation System of Australia and New Zealand Environment Scheme.*
Accreditation number	*List the Verifier's accreditation number*
Educational requirements	*List relevant post graduate degree or undergraduate degree with work experience*
Insurance	*Verifiers are required to maintain professional indemnity insurance and public liability insurance in the amount of $5M each. Please attach copies of the Verifier's insurance policies.*
Verification team	*List the leader of the verification team, including relevant experience, qualifications, and professional licences. Attach additional pages if necessary.*
Subject matter experts	*List the subject matter experts, including relevant experience, qualifications, and professional licences. Attach additional pages if necessary.*
	Name
	Title
	Role
	Status (employee/contractor)

	Phone
	Email
	Professional licences/certifications
	Name
	Title
	Role
	Status (employee/contractor)
	Phone
	Email
	Professional licences/certifications
	Name
	Title
	Role
	Status (employee/contractor)
	Phone
	Email
	Professional licences/certifications
	Name
	Title
	Role
	Status (employee/contractor)
	Phone
	Email
	Professional licences/certifications
Attachments	*Please ensure the following are included with your application form:* ☐ *CVs for each of the verification team members* ☐ *Copy of the Verifier's insurance policies (professional indemnity and public liability insurance)*

Declaration:
By signing and submitting this declaration, the Project Proponent and Verifier acknowledges and agrees that:
a. no perceived or actual conflict of interest exists in relation to the proposed verification services, except as disclosed below;

Click or tap here to enter text.

b. it will inform the Secretariat immediately, should their circumstances change in any way that effects this declaration; and
c. the approval or non-approval of the verification services shall be at the sole discretion of the Secretariat.

Signed for and on behalf of:

Name of Project Proponent:	Click or tap here to enter text.
Signature:	
Name of signatory:	Click or tap here to enter text.
Date:	Click or tap here to enter text.
Name of Verifier:	Click or tap here to enter text.
Signature:	
Name of signatory:	Click or tap here to enter text.
Date:	Click or tap here to enter text.

Attachment 5 – Application for Certification and Issuance

Instructions: This application is to be completed by the Project Proponent and submitted to the Secretariat at secretariat@eco-markets.org.au together with the Certification and Issuance Fees set out in the Fee Schedule. The monitoring report and any supporting documentation for the relevant Monitoring Period must be annexed to this application.

Please fill out the below questions as completely and accurately as possible. The Secretariat's role is to receive and process forms, not to provide advice or assistance to Project Proponents in completing forms. Additional processing fees may be incurred if incomplete or inaccurate forms are submitted.

Application for Certification and Issuance of Reef Credits	
Project title	*Name of project*
Project proponent	*Name of project proponent*
Project ID	*Project identification number issued by Secretariat on validation and registration*
Project location	*Sub-catchment*
Verifier	*Name of Verifier*
Monitoring Start date	*Monitoring start date*
Monitoring End date	*Monitoring end date*
Total credits to be verified and certified	*Insert number of credits applied to be verified and certified*
Total credits to be issued	*Insert number of credits requested to be issued into Registry Account*
Reserve credits to be withheld	*Describe how the Risk of Reversal Assessment Tool in Schedule 4 of the Reef Credit Standard was used to calculate the number of credits withheld.*
Monitoring Report, Verification Report and supporting documentation	*Provide details of the monitoring report and other supporting documentation annexed and/or attached to this application.*

Application

The Project Proponent requests the issuance of the Reef Credits indicated above into the Project Proponent's Registry Account.

☐ Yes

☐ No

Signed for and on behalf of:

Name of Project Proponent	<INSERT>Pty Limited
Signature of Authorised Representative:	<INSERT>
Name of Authorised Representative signatory:	<INSERT>
Date:	DD/MM/YYYY

Attachment 6 – Notice of Verification and Certification

Instructions: This Notice is to be completed by the Secretariat and provided to the Project Proponent on completion of the Verification and certification process. The Project Proponent may request Reef Credit issuance after Verification and certification are complete.

Notice of Verification and Certification	
Project title	*Name of project*
Project proponent	*Name of project proponent*
Project ID	*Project identification number issued by Secretariat on validation and registration*
Date submitted	*Dd/mm/yr*
Sectoral scope	*e.g. land management practice change*
Project documentation	*Document id [6 digit project ID_project name_validation notice_yrmmdd]*
Monitoring Period	*Start date* *End date*
Verified credits	*Insert number*
Reserve credits withheld	*Insert number of credits withheld to buffer account as insurance against reversals.*
Total certified credits	*Insert number*
Approval date	*Insert date approved by the Secretariat*
Certified	☐ *Y* ☐ *N*

The Reef Credit Secretariat has completed a final review of verified Reef Credit estimates and all Project documentation, including the Monitoring Report and Verification Report, and **[is/is not]** satisfied that relevant requirements are met. Accordingly, the Secretariat confirms that the above credits have **[been verified and certified/declined to be verified and certified].**

The Secretariat's assessment is based on information provided by the Project Proponent and Verifier. The Secretariat is not responsible for errors therein and is not liable if a Project fails to meet certification requirements.

Signed for and on behalf of:

Eco-Markets Australia Limited:	Click or tap here to enter text.
Signature of delegate:	
Name of delegate:	Click or tap here to enter text.
Position of delegate:	Click or tap here to enter text.
Date:	Click or tap here to enter text.

Attachment 7 – Notification of ~~Sale or~~ Transfer

Instructions: The Project Proponent completes this notification of ~~sale or~~ transfer and provides it to the Secretariat on the sale or transfer of credits to a Buyer or on claiming the benefit of the credits through relinquishment.

Please fill out the below questions as completely and accurately as possible. The Secretariat's role is to receive and process forms, not to provide advice or assistance to Project Proponents in completing forms. Additional processing fees may be incurred if incomplete or inaccurate forms are submitted.

Notification of Sale	
Title of Project	*Name of project*
Project Proponent	*Name of project proponent*
Project ID	*Project identification number issued by Secretariat on validation and registration*
Project Location	*Sub-catchment*
Verifier	*Name of Verifier*
Credit Buyer	*Name of purchaser of credits*
Buyer Registry Account Number	*Insert Buyer Registry Account Number*
Start Date	*Project start date*
End Date	*Project end date*
Credits Verified	*Total number of credits verified*
Verification Date	*Date of verification of credits*
Credits Sold	*Insert serial numbers of credits sold*

Notice

This notice confirms the sale of the Reef Credits indicated above from the Project Proponent to the Buyer.

Signed for and on behalf of:

Name of Project Proponent:	
Signature:	
Name of signatory:	
Date:	

Attachment 8 – Notification of ~~Sale and~~ Retirement

Instructions: The Project Proponent completes this notification of sale and retirement form and provides it to the Secretariat on the sale and retirement of credits <u>on behalf of a Buyer</u>.

Please fill out the below questions as completely and accurately as possible. The Secretariat's role is to receive and process forms, not to provide advice or assistance to Project Proponents in completing forms. Additional processing fees may be incurred if incomplete or inaccurate forms are submitted.

Notification of Sale and Retirement	
Title of Project	*Name of project*
Project Proponent	*Name of project proponent*
Project ID	*Project identification number issued by Secretariat on validation and registration*
Project Location	*Sub-catchment*
Verifier	*Name of Verifier*
Credit Buyer	*Name of purchaser of credits*
Start Date	*Project start date*
End Date	*Project end date*
Credits Verified	*Total number of credits verified*
Verification Date	*Date of verification of credits*
Credits Sold and Retired	*Insert serial numbers of credits sold and retired*
Retirement Reason	*On behalf of Buyer*
Retirement Date	*Please nominate a retirement date.*

Notice

This notice confirms the sale or transfer of the Reef Credits indicated above from the Project Proponent to the Buyer and the retirement of those Reef Credits by the Project Proponent on behalf of the Buyer. The Project Proponent confirms that the Buyer has requested the Project Proponent retire the Reef Credits on its behalf.

Signed for and on behalf of:

Name of Project Proponent:	
Signature:	
Name of signatory:	
Date:	

Attachment 9 – Notification of Retirement

Instructions: The Buyer completes this notification of retirement form and provides it to the Secretariat to claim the benefit of the Reef Credits and to direct the Secretariat to retire the credits in the Registry. If a Notice of Sale and Retirement Form (Attachment 8) is submitted, it is not necessary for this form to be completed and submitted.

Notification of Retirement	
Title of Project	*Name of project*
Project Proponent	*Project proponent*
Project ID	*Project identification number issued by Secretariat on validation and registration*
Project Location	*Sub-catchment*
Start Date	*Insert project start date*
End Date	*Insert project end date*
Verifier	*Name of Verifier*
Credits Verified	*Number of credits verified*
Verification Date	*Date of verification*
Issuance Date	*Please enter the date the Reef Credits were issued to the Project Proponent*
Credit Buyer	*Name of purchaser of credits*
Buyer Registry Account Number	*Insert Buyer's Registry Account number*
Credits Retired	*Insert serial numbers of credits retired*
Retirement Reason	*e.g. Retired for Environmental Benefit*
Retirement Date	*Please nominate a retirement date. If a date is not nominated, credits will automatically be retired after a period of 12 months from the date of issue.*

Notice

This notice confirms the retirement of the Reef Credits indicated above from the Buyer's Registry Account.

Signed for and on behalf of:

Name of Buyer:	Click or tap here to enter text.
Signature:	
Name of signatory:	Click or tap here to enter text.
Date:	Click or tap here to enter text.

~~Attachment 10 – Fee Schedule~~

~~Current as at November 2020~~

~~This document sets out the fees payable by project proponents and/or buyers to the Secretariat under the Reef Credit Scheme in relation to the project crediting process.~~

~~All applicable fees must be paid before any processing will commence.~~

~~The Reef Credit Scheme operates on a not-for-profit basis and fees are designed to cover costs only.~~

~~The fees may be revised from time to time.~~

~~All fees are quoted in Australian dollars (AUD).~~

~~Fee Schedule~~	
~~Fee~~	**~~Rate (AUD)~~**
~~Registry account opening fee~~	~~TBD~~
~~Registry account monthly fee (per month)~~	~~TBD~~
~~Project lodgement fee~~	~~TBD~~
~~Certification review fee~~	~~TBD~~
~~Issuance fee (per credit)~~	~~TBD~~
~~Transfer fee (per credit)~~	~~TBD~~