

Swedish Energy Agency
Union Registry
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Guide to surrendering allowances

Introduction

This guide describes how an authorised representative surrenders allowances and finalises compliance for an installation.

A surrender transaction must be carried out from the operator holding account associated to a specific installation.

The allowances must be surrendered no later than 30 April during the year following the emission year, otherwise the operator risks a penalty fee of 100 Euro/tonne CO₂ missing in the compliance figure.

In the registry's default settings for accounts, double approval for transaction approval is set. This means that one representative proposes a transaction, and a second representative must approve it. The approval is a task available in the "Task list".

The account holder can, through an application to the Swedish Energy Agency, change the settings so that transactions can be completed by one representative only, removing the approval by a second representative.

Step by step


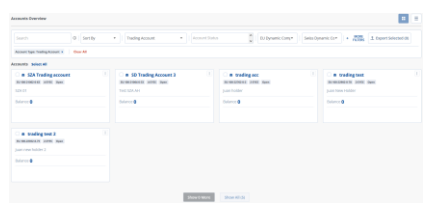

Execute the following steps from the Union Registry home page:

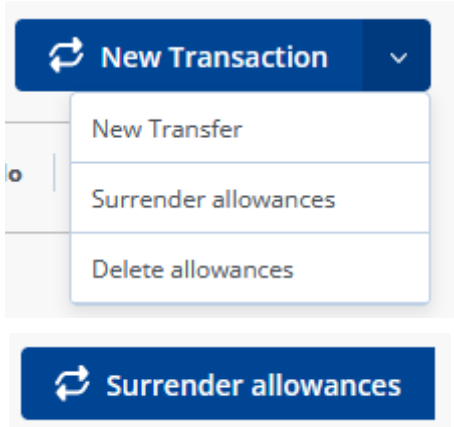
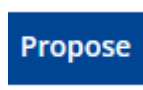
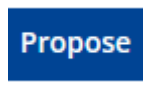

<https://union-registry.ec.europa.eu/ar/#/>

More information



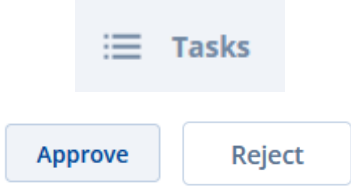
For the entire user manual or to watch instructional videos, go to:

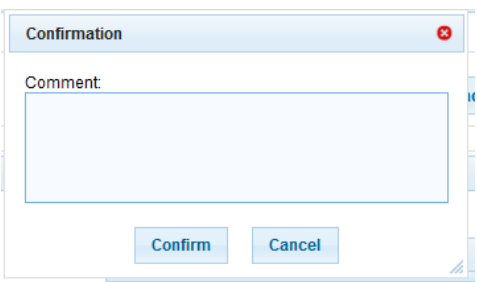
http://ec.europa.eu/clima/sites/registry/index_en.htm

Step	Action	Interface
1	An existing representative logs on to the Union Registry by clicking Login .	
2	You can now view all the accounts for which you have a responsibility. If the accounts are not shown, select the Accounts tab on the left menu. Click the account tile to access an account.	
3	Select Balance & Transactions from the left vertical menu.	

4	<p>Expand the “New Transaction” dropdown list and select Surrender allowances.</p> <p>Remark: If the account is already non-compliant, the button is named "Surrender allowances".</p>	
5	<p>Enter the amount in Quantity to Transfer.</p> <p>You can use EU or Swiss allowances¹ to surrender indistinctly. However, you might need to surrender specific allowances depending on the compliance year and allowances issuance phase.</p>	<p>Quantity to Transfer</p> <input type="text" value="0"/>
6	Click Propose .	
7	<p>The “Surrender Confirmation” dialog box open. Click Propose to confirm the surrender.</p>	
8	<p>Sign your transaction.</p> <p>Enter your password and scan the QR code with your EU Login mobile app. Enter the information displayed on the computer screen and continue on your mobile device</p> <ul style="list-style-type: none"> • <u>On your computer:</u> Enter your Union Registry password. • <u>On your Android or iOS device:</u> Start the EU Login app, tap “Scan QR code”. Scan the QR code displayed on your computer screen. 	

¹ You might not be able to surrender Swiss allowances when the Swiss Linking Article 4(1) is suspended and the surrender of Swiss allowances is not allowed.

9	<p><u>On your Android or iOS device:</u> Once you have scanned the QR code, you must enter the acquiring account number and total quantity to be transferred. Use the numbers displayed on your computer screen, as shown to the right.</p> <p>Then approve by tapping the check mark in the upper right, corner, or alternatively on the Approve button if there is one. This may vary depending on your phone model.</p> <p>The app will then generate a code which you must enter in the computer browser to finalise the transaction.</p>	<p>Welcome Juan SECOND-USER to the EU Login Signature page. This page allows you to perform a digital signature using your EU Login password and mobile app.</p> <p>EUCR Signature Process for UNIONREGISTRY</p> <p>Description: Transaction Signature Reason: Please, sign the transaction with your strong password</p> <p>Password <input type="password"/></p> <div>  <ol style="list-style-type: none"> 1. Start the EU Login mobile app on your Android or iOS device. 2. Tap on the "Scan QR Code" menu item and scan the QR code on the left. 3. For Acquiring Account EU-230-301-1-69 enter: 9000000301 4. For Total quantity enter: 10 5. Once all fields have been completed in the app, tap the top-right button. Enter the result in the field below to continue. </div> <p>Code generated by your app <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>Sign</p> <p>Printer-friendly Version See the complete transaction</p> 
10	<p><u>On your Android or iOS device:</u> A code will be generated and displayed in the EU Login app.</p> <p><u>On your computer:</u> Enter the code in the text box displayed at the bottom of the browser. Then click Sign.</p>	<p>Code generated by your app <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>Sign</p>
11	<p>The "Surrender of allowances" page opens again indicating that your transfer is recorded and given a transaction id.</p> <p>If the double approval principle is set by the account holder, your transaction must be approved by another account representative in their "Task list".</p> <p>Following approval, the transaction will be carried out immediately.</p>	
12	<p>The representative who proposed the transaction can also reject the same transaction by opening the "Task list", claiming the task and clicking Reject.</p> <p>Read more about tasks in a separate guide: "Guide to completing tasks and transactions".</p>	

13	Enter a comment (mandatory) and click Confirm to confirm your approval or rejection.	 A screenshot of a 'Confirmation' dialog box. It has a title bar with a red close button. Below the title bar is a label 'Comment:' followed by a large text input area. At the bottom are two buttons: 'Confirm' and 'Cancel'.
14	For more information on how to verify compliance, read "Guide to verifying compliance".	
