

The Danish Emission Trading Registry User Manual

October 08

1. THE EMISSION TRADING REGISTRY

Danish Emission Trading Registry Secretariat

Danish Energy Authority

Climate Division

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2. INTRODUCTION

2.1. Purpose with this document

The idea of this User Guide is to ease the use of the Emissions Trading Registry (ETR) system.

The manual

- Describes the most important rules and regulations and the deadlines for operators under the Danish Law on CO₂ allowances.
- Is a guide for the ETR
- Describes the functions in the registry

The part of the manual regarding use of the different functions in the registry shows what the screens look like and how to use each function.

The manual is separated into the same menu options that appear on the screen;

- Opening a new account
- Managing my details
- Administration of accounts
- Compliance
- Administration of users
- Transactions

2.2. The co-operation with other emission trading registries

The Danish Emission Trading Registry is connected to the global emission trading system; ITL subjected the *UN independent transaction log*, which monitors each individual transfer in the registry. All registries approved to participate in the trading system will be able to communicate with each other which make it possible to transfer units between accounts in the countries included.

All units are valid in all countries disregard which country has issued them. However Denmark and EU have decided not to accept some unit types for surrendering, these include credits from nuclear facilities and credits from absorption of carbon trough land use and changes in land use and forestry.

2.3. Brief description of accounts in the registry

Three account types exists in the registry:

- The national accounts (account type DK-100-)
- Operator Holding accounts, one per installation with a permit to emit CO₂ (account type DK-120-)
- Personal Holding Accounts (account type DK-121-)

3. GLOSSARY

AAU

Assigned Amount Units. Tradable units derived from an Annex 1 Party's Assigned Amount. Each AAU is equal to one tonne of carbon dioxide equivalent gases.

Account

Three account types exist in the registry: Operator holding account, Personal holding account and national accounts. Accounts are created by users and can hold EU Allowances and Kyoto units. Operators must also use accounts for compliance purposes. Users can hold multiple accounts.

Allowances or EUA

Also referred to as EU Allowances. These units are specific to the EU emission trading scheme and are equal to one tonne of carbon dioxide equivalent gases.

Cancellation

Units may be cancelled voluntarily. Cancelled units can not be used for the purpose of surrendering, trading etc.

CDM

Clean Development Mechanism. Projects in non-Annex 1 countries under the CDM scheme.

CER

Certified Emission Reductions. Units generated by projects in non-Annex 1 countries under the CDM. They are equal to one ton of carbon dioxide equivalent gases.

Commitment period

A specified period during which an Annex 1 country has to show compliance with its emissions reduction obligations. The first commitment period is from 2008 to 2012. Withing a commitment period all units can without restrictions be carried over from one year to the next.

Compliance

As part of the EU Emissions Trading Scheme, operators are required to comply with the emission caps set by the Member States. Installations are allocated allowances for each commitment period, which can be used for compliance purposes or for trading with other account holders. As part of the compliance process, emissions must be validated by an appointed Verifier and an equal amount of units surrendered.

ERU

Emission Reduction Units. Units generated by projects in Annex 1 Parties under Article 6 of the Kyoto Protocol (Joint Implementation mechanism). Each ERU is equal to one ton of carbon dioxide equivalent gases.

EUA

EU Allowance Unit. See Allowances

External Transfer

An external transfer is a transaction between registries, i.e. from a Danish account to a German account.

Internal Transfer

An internal transfer is a transaction within a national registry for example between two accounts in the Danish registry.

Individual

This is a legal entity, which has accounts that can hold EU Allowances and Kyoto units. These accounts are used for transferring and trading units, and not for compliance purposes.

Installation

An installation is a physical site that emits greenhouse gases. Installations each have their own unique Installation IDs which are generated when the Operator Holding Accounts are created. The ID format is DK-1234

Kyoto Period

2008 onwards - the EU ETS will operate in parallel with and as an integrated part of the emission trading under the Kyoto Protocol. 1st Kyoto period is 2008-2012.

Kyoto Protocol

The climate agreement from the United Nations Framework Convention on Climate Change. The decisions adopted in Kyoto on 11 December 1997 by the UNFCCC.

Kyoto Units

Units issued according to the Kyoto Protocol. They are equal to one ton of carbon dioxide equivalent gases. AAUs, RMUs, ERUs, CERs, tCERS, ICERs are all Kyoto Units.

ICER

Long term CER. Units issued for CDM projects relating to afforestation or reforestation project activity. The units are subject to certain rules and have an expiry date. This unit type cannot be transferred to the Danish ETR.

Legal Entity

Operators, Verifiers, Individuals and Organizations are all legal entities.

NAP Table

National Allocation Plan Table. A table setting the total number of allowances for the specified commitment period and the allocation of those allowances to each installation. The table must correspond to the decision under Article 11 of the Emissions Trading Directive.

Operator

A legal entity which can hold one or more permits for one or more installations.

RMU

Removal Units. Units issued on the basis of removals of greenhouse gases from the atmosphere through LULUCF activities under Articles 3.3 and 3.4 of the Kyoto Protocol. Denmark and the EU have decided not to accept these units for compliance purposes, though. Each RMU is equal to one tonne of carbon dioxide equivalent gases.

Surrendering

Units are surrendered for compliance purposes. An Operator must report the emission of CO₂ from each installation. An equal number of units must be surrendered to ensure that the installation is in compliance.

Termination

Termination is the action taken by a registry to end a proposed transaction which has been determined to be invalid, for which a discrepancy has been identified, or for which the allowable response time (24 h) has lapsed.

Transaction

The term transaction is used to describe the transfer of a unit or blocks of units.

User ID

The User ID is required along with the password in order to log into the registry system. User ID and Password are e-mailed to the account holders.

Verifier

The verifier is responsible for performing and reporting of the verification process, in accordance with the detailed requirements established by the Member State.

JANUARY 2008 UNIT TYPES			
UNIT TYPES	ORIGIN OF THE UNIT TYPES?	USABLE FOR SURRENDERING?	WHO CAN TRADE?
EUA (EU-Allowance)	The Emission Trading Scheme of Europe. The EU memberstates issue and allocate EUAs to operators included in the EU ETS.	Yes	Everyone with an account in the Danish Emission Trading Registry can trade EUAs. Cannot be transferred out of the EU ETS. Valid for the entire commitmentperiod for which it is issued. Automatically renewed when a new commitment period starts
AAU (Assigned Amount Unit)	Parties to the Kyoto Protocol with an obligation to reduce their emission issue AAU equal to the agreed emission for a commitment period	No	Everyone with an account in the Danish Emission Trading Registry can trade AAUs. Must be renewed when a new commitment period starts (no limit for renewal)
RMU (Removal Units)	Units related to removal of CO ₂ . Parties to the Kyoto Protocol with an obligation to reduce their emission issue RMU	No	Everyone with an account in the Danish Emission Trading Registry can trade RMUs. Expire when a new commitment period starts.
ERU (Emission Reduction Units)	Jl-credits from emission reducing projects in countries that are Parties to the Kyoto Protocol with an obligation to reduce their emission.	Yes – up to a limit, this limit has been given to each installation. Surrendering in Denmark demands prior approval from the Danish Energy Agency.	Everyone with an account in the Danish Emission Trading Registry can trade ERUs. Must be renewed when a new commitment period starts. Denmark has a limit of how many ERUs can be renewed.

ERU from RMU (Emission Reduction Units fra Removal Units).	Jl-credits from emission removal projects in countries that are Parties to the Kyoto Protocol with an obligation to reduce their emission. Created from an RMU	No	Everyone with an account in the Danish Emission Trading Registry can trade ERUs from RMUs. Expire when a new commitment period starts.
CER (Certified Emission Reductions)	CDM-credits from emission reducing projects in countries that are Parties to the Kyoto Protocol without an obligation to reduce their emission	Yes – up to a limit, this limit has been given to each installation. Surrendering in Denmark demands prior approval from the Danish Energy Agency	Everyone with an account in the Danish Emission Trading Registry can trade ERUs. Must be renewed when a new commitment period starts. Denmark has a limit of how many ERUs can be renewed.
ICER and tCER (Longtime Certified Emission Reduction and Temporary Certified Emission Reduction).	CDM-credits from emission removal projects in countries that are Parties to the Kyoto Protocol without an obligation to reduce their emission. Issued by the CDM registry	No	Cannot be transferred to an account in the Danish Emission Trading Registry.

Unit id-number

Unit ID-number: Country Identifier-unit type-supplementary unit type-serial number start-serial number end-original commitment period-applicable commitment period-LULUCF activity-project ID nr-track-expirydate

DK-1-1-1005-1008-1-1-0-0-0 = EUA, blok 1005-1008 (=4 stk. kvoter) fra 2008-12

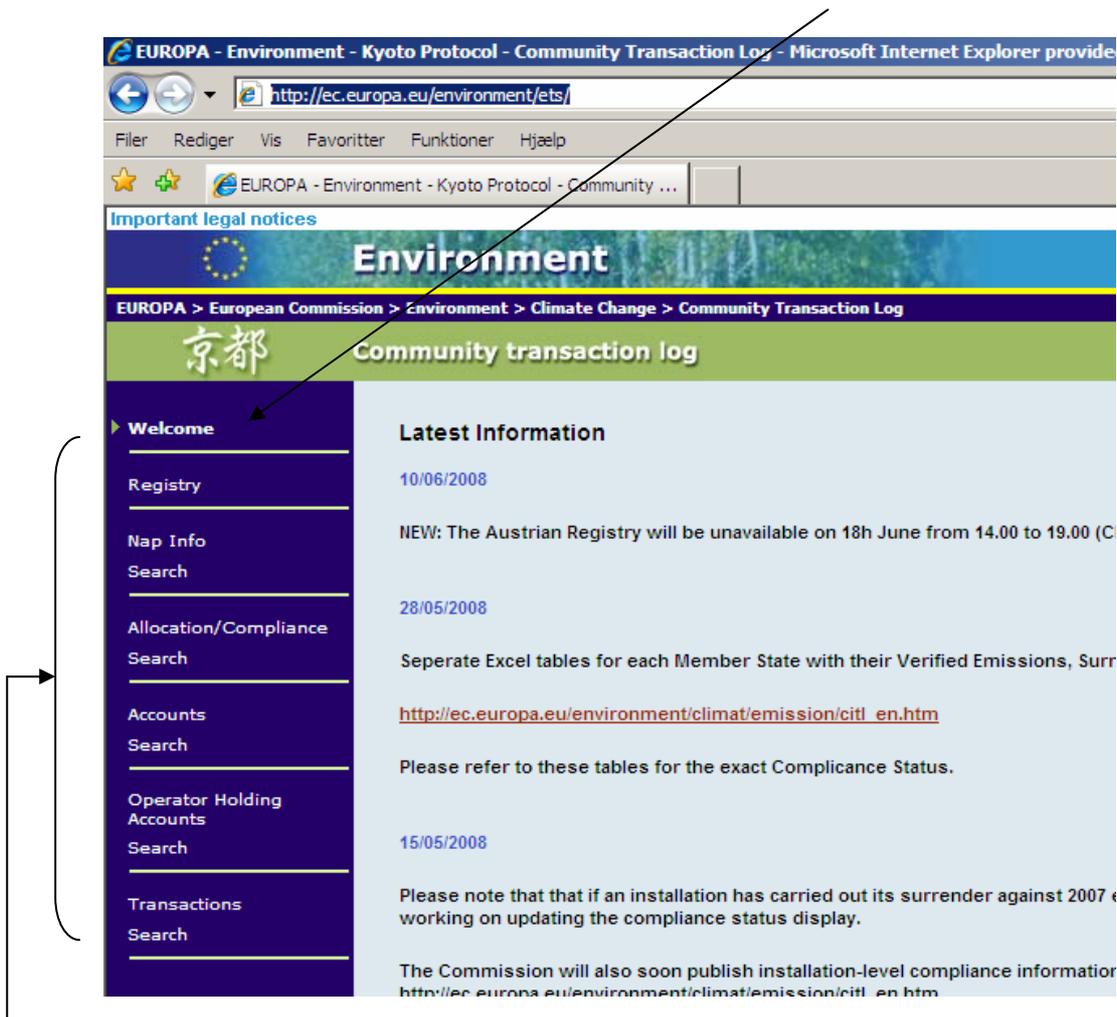
Unit type:	0 = not kyoto-unit	Supp. Unit type:	Blank = Kyoto units
	1 = AAU		1 = EUA from 2008-12
	2 = RMU		2 = EUA from 2005-7
	3 = ERU		3 = force majeure allowance from 2005-7
	4 = ERU from RMU		4 = EUA from 2008-12 from EU-countries without AAU (Malta + Cypres)
	5 = CER		
	6 = tCER		
	7 = ICER		

4. ACCESS TO INFORMATION FROM ALL HOLDING ACCOUNTS IN THE EU ETS

On this homepage the account holder can check information about an account before initiating a transaction. This minimizes the risk of making a transaction to a wrong account. It is possible to see all Operator and Personal Holding Accounts in the European Union.

Following link leads to CITL: <http://ec.europa.eu/environment/ets/>

The front page shows the latest information under the option Welcome.



The following is a review of the options available in the left side of this page.

4.1. Registry

Registry provides access to the official Registry homepage for a specific country.

Registry	Public Site URL	Registry Status
Austria	http://www.emissionshandelsregister.at	Partially Operational
BULGARIA		Not Operating
Belgium	http://www.climateregistry.be	Partially Operational
Cyprus		Partially Operational
Czech Republic	http://www.cze-cr.cz	Partially Operational
Denmark	http://www.ens.dk/sw61389.asp	Partially Operational
Estonia	http://khqregister.envir.ee	Partially Operational
Finland	http://www.paastokaupparekisteri.fi	Partially Operational
France	https://www.seringas.caissedesdepots.fr	Partially Operational
Germany	https://www.register.dehst.de/	Partially Operational
Greece	http://www.ekpa.gr	Partially Operational
Hungary	http://www.hunetr.hu/	Partially Operational
Ireland	http://www.etr.ie/	Partially Operational
Italy	http://www.greta-public.sinanet.apat.it/	Partially Operational
Latvia	http://etriv.lvqma.gov.lv/	Partially Operational
Lithuania	http://etr.am.lt	Partially Operational
Luxembourg	https://www.climateregistry.lu/crweb/public/welcome.do?sessionId=LJ8QpHfmGxLdJJanr2psTRcSBQok9LDi&LGLVW0zXVxsk68m1w6/2	Partially Operational
Malta		Partially Operational
Netherlands	http://www.emissieautoriteit.nl	Partially Operational
Poland	http://www.kashue.pl/index.php?option=com_content&task=view&id=85&Itemid=64&lang=en	Partially Operational

4.2. Nap Info

Nap Info - Search provides access to all the accounts within the European Union and information on the allocated allowances.

4.3. Allocation/compliance -Search

Allocation/compliance -Search shows the compliance status of each installation. It shows the verified emissions and the amount of units surrendered and whether the Account is open or closed.

4.4. Accounts – Search

Accounts -Search provides access to more detailed information on accounts.

The screenshot shows the 'Account - Search' form with the following fields and callouts:

- PAR:** last name, middle name, first name (points to the Account Identifier field)
- Account number** (points to the Account Registry dropdown)
- Account Type:** ex 120 for Operator Holding Account and 121 for Person Holding Account (points to the Account Type dropdown)
- Account holder:** last name, middle name, first name (points to the Account Holder field)

The search results table below the form is as follows:

Registry	Account Alphanumeric Identifier	Account Type	Account Holder	Primary Auth. Rep.	Main Phone Number	Installation Number	Options
Account - Search Result							
List of Accounts							

Example of a search

Searching information of an account → Chose the correct registry and enter the account number
(remember ** (stars) around the account number)

Following account DE-121-1275-0 is searched → Enter Germany under *Account Registry* and
1275 under *Account Identifier*.

Following information will occur:

- Register → Affiliated registry ex. Denmark.
- Account Alphanumeric Identifier → Account id plus account nr. ex. DK2.
- Account Type → ex. 120 is an Operator Holding account.
- Account holder
- Primary Auth. Rep. → PAR
- Main Phone Number
- Installation number
- Options - *details* → Give further detailed information.

4.5. Operator Holding Accounts – Search

Operator Holding Account – Search includes only Operator holding accounts (type 120) and provides the same information as *Accounts search*, though with further detailed information on the installation.

4.6. Transactions - Search

Transactions – Search will be active from 2010 onwards. “In accordance with the annex XVI of the EC regulation (No 2216/2004 of 21 Dec. 2004) the information for each completed transaction relevant for the registries system for year X shall be displayed from 15 January onwards of year X+5”.

5. TERMS OF USE OF THE DANISH EMISSION TRADING REGISTRY (ETR)

The latest version of the ToU can be found at www.ens.dk. The account holder is obliged to keep himself updated of any changes in the ToU.

5.1. Statutory order and regulations for the operation of the registry

Any use of the registry, its design and operation must be in accordance with Registry Regulation no. 2216/2004/EC, the Danish Law on CO2 Allowances no. 348 of 9 May 2008 and Statutory Order no. 118 of 27/02/2008.

5.2. Fees

The present fees for having a account in the Danish registry can be found at www.ens.dk

The fee covers the Danish Energy Authority's administration of the registry and services to the account holders.

5.3. Security

The Danish Energy Authority is in compliance with the EU and UN security requirements for Emission Trading Registries.

All registered users (PARs and SARs) of the registry will receive a user name and a password. The password and username is personal.

Representatives of the accounts must ensure that their user name and password is not revealed to unauthorized persons. If the holder of an account discovers that an unauthorized person has gained access to the account, the holder of the account shall without delay request a change of his password and notify the Registry Administrator of the unauthorized access.

When you use the registry, do not leave your computer unattended and remember log off after use, in order to prevent unauthorized access to the registry. The registry will disconnect automatically when the access has not been used for a while. To use the registry again, you will have to log on, re-entering your user name and password.

The Danish Energy Authority will take cautions to avoid viruses etc. in the registry. However, users are always advised to have an anti-virus programme installed on their own computer.

5.4. Information from the registry to the users

The homepage of the emission trading registry, www.ens.dk, is updated regularly. Important information will be published at the log-on page of the registry.

5.5. The liability of the Danish Energy Authority to pay for damages

The administrator of the registry is not responsible for errors and delays due to system breakdown or any other events beyond the control of the administrator of the registry. Furthermore the common rules of liability for damages in the Danish laws apply.

5.6. Handling of personal data

The Danish Energy Authority is obliged to publish certain information from the registry. No other personal information than the following may be published:

- Name of account holder
- Account number
- Name, address, postal code, town, country, phone, fax and email of the primary and secondary representative
- The holding of allowances and credits for each account five years previously (the holding in 2005 will be published in 2010)
- Name, address, phone, fax and email of the contact person of the installation (only for Operator Holding Accounts)

Please see part 5.2 of the manual for further information on which information will be published.

The information given to the registry when opening an account will be subject to the required data processing in the registry.

5.7. Access to information from the registry

The registry administrator has full access to all information in the registry, but is subject to rules and regulations regarding confidentiality.

In addition, the Minister for Taxation has access to the information required for the performance of his tasks.

5.8. Duty to notify changes

If the information sent to the registry administrator is changed, the account holder must inform the registry administrator no less than ten days after such changes. This can be done by updating the information in the registry, or by sending a notice to co2register@ens.dk.

The registry administrator of the registry must notify the account holder when an account is opened, updated or closed.

5.9. Important dates

Not later than 28 of February every year

Allowances for the actual year are available on the Operator Holding Accounts.

No later than 31 of March every year

Deadline for reporting and verification of emissions in the previous year. If lack of providing the information on the date given, the operator holding account will be blocked until the report is received, the blocking does not apply surrendering of allowances. The blocking is removed when the matter is settled.

30 of April every year.

Deadline for surrendering of units equal to the emissions the previous year. If lack of or insufficient amount of units are surrendered, an excess fee will be demanded of 100 Euro per unit not surrendered.

6. GENERAL INFO

6.1. How to open an account

Installations covered by the Danish Law on CO₂ Allowances

All Danish installations covered by the Danish Law on CO₂ Allowances, must have an Operator Holding Account in the Danish Emission Trading Registry.

The Danish Emission Trading Registry Secretariat will address these installations directly with a view to opening accounts.

Other companies, organizations and private persons

Companies, organizations and private persons can submit an application to the Danish Energy Authority, Emission Trading Registry Secretariat. The Application forms are available on <https://www.kvoteregister.dk> and must be submitted electronically to the Danish Emission Trading Registry. You will be notified by email when the account has been opened. For further information please see section 6.2 of this manual.

Each account must have at least two different authorized representatives, who will have full access to the account. Contact information for both representatives must be filled into the application form.

The processing time may take up to 10 days from the application form is received until the account is opened.

6.2. Public information from the registry

The Danish Energy Agency is obligated to publish certain information from the registry. The following information is published:

All accounts

- Name of the account holder
- Account number
- Name, address, postal code, town, country, phone, fax and email of the primary and secondary holder of the account
- The holding of allowances and credits for each account five years previously (the holding in 2005 will be published in 2010)

Installations

- Name of parent and daughter company, when available
- Name of the operator of the installation
- Name of the installation
- EPER identifier, when available
- Address of the installation
- Geographical position of the installation, when available
- Name, address, phone, fax and email of the contact person of the installation
- Type of activity
- Permit identification code
- Installation identification code
- Allowances allocated to the installation
- Units surrendered in the previous year and whether sufficient units were surrendered.

JJ- projects in Denmark

- Name of the project
- Location of the project
- Years of ERU issuance
- Project reports

Furthermore some general information cf. the Registry Regulation no. 2216/2004/EC, which can not be related to the designated accounts or account holders, will be published.

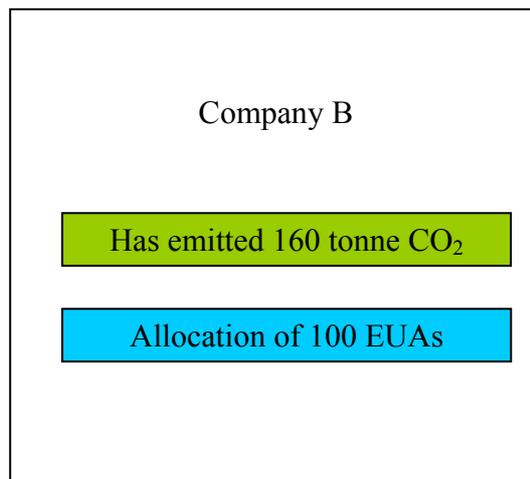
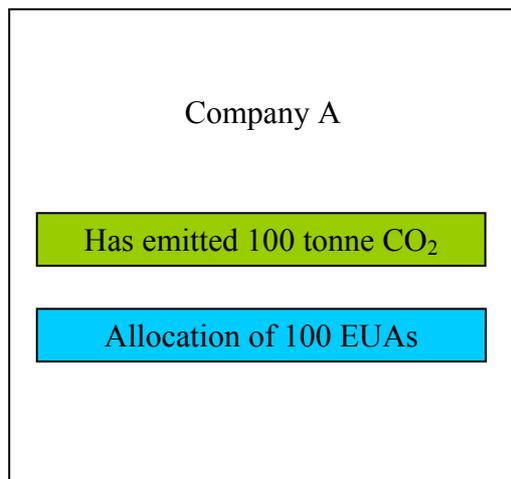
6.3. Trading

The emission trading registry is where trading are registered. The registry will not communicate contact between buyers and sellers and the price of the allowances will not be registered in the registry.

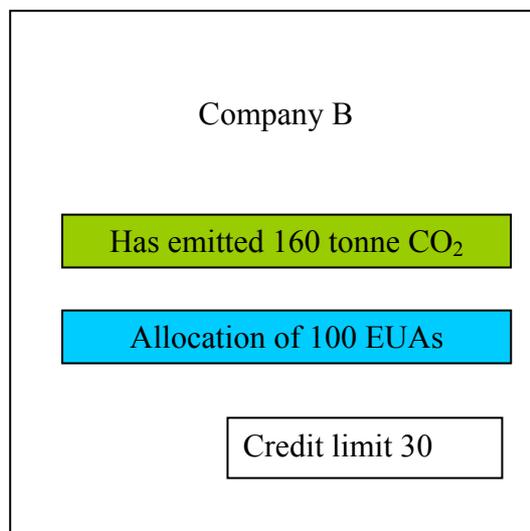
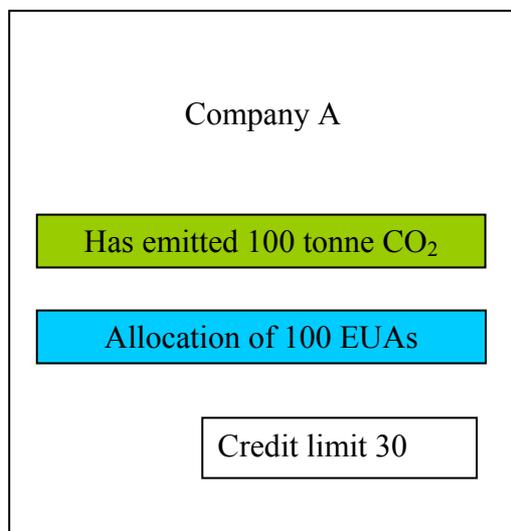
6.4. Transfer of credit limit

JJ and CDM credits can be used for surrendering. Companies can choose to sell this permission if it is of no use to them, but please note that no company can surrender JJ and CDM credits than the Law on CO2 allowances legalizes. The credit limit is individual and linked to the company. The limit is valid for a five year period.

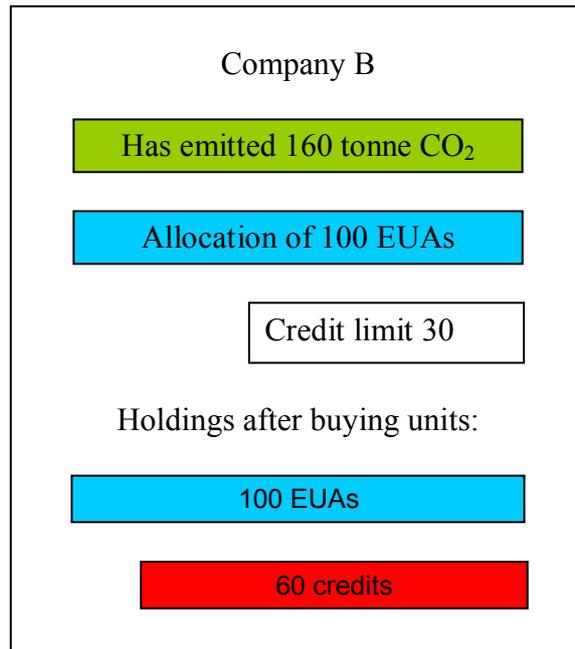
Below is a description of how to transfer the limit to another company.



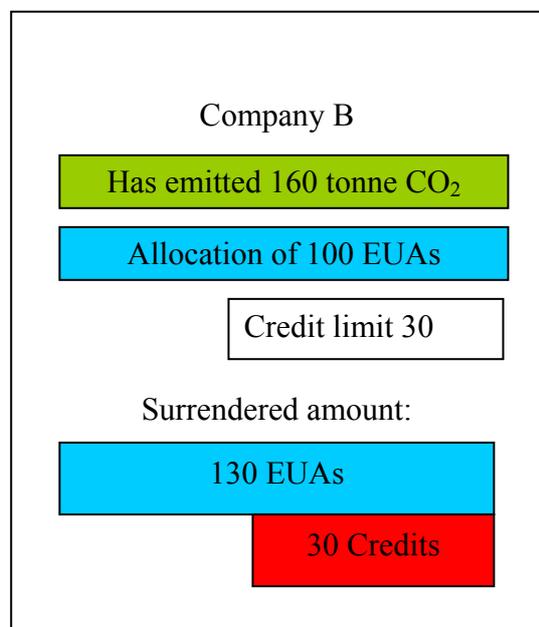
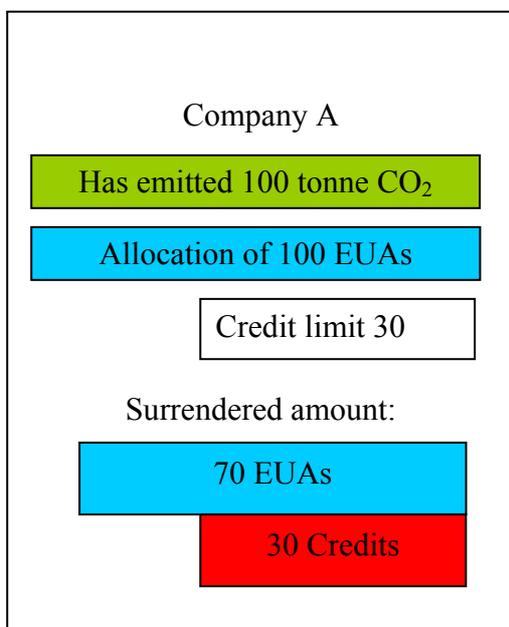
Company A has emitted 100 tonnes, company B 160 tonnes. Both have received 100 EUAs.



Both company A and company B has a credit limit of 30. Company A does not need the limit as they have sufficient EUAs for their compliance. Company B has emitted 60 tonnes more than their EUAs, and has a limit of 30. Company B thus has to buy 30 EUAs and 30 credits.



Company B buys 60 credits, but is only allowed to use 30 for the surrendering. Company B contacts Company A, who doesn't need their limit, to buy their credit limit. Company A agrees with company B on the conditions for selling the limit. Company B transfers 30 credits to the account of company A, and company A transfers 30 EUAs to the account of company B.



Both Company A and B have used their full credit limit for the surrendering.

6.5. What to do, if the registry is down

Every foreseen or planned closure of the registry will be notified to the users of the registry through the homepage, www.ens.dk. Sudden and unforeseen shut downs of the registry will be solved as

fast as possible.

If you cannot get access to the registry in the period just before the deadline for reporting of verified emissions (31 March every year) or the deadline for surrendering (30 April every year), you can send an e-mail to the Danish Emission Trading Registry (co2register@ens.dk) and ask the registry administrator to do the reporting/surrendering on your behalf.

The e-mail must state the account number and exactly what the registry administrator is asked to do (the amount to report or surrender – including unit types to surrender). The registry administrator will then see to, that the reporting/surrendering is done.

Surrendering of units will only take place, if enough units are available at the account.

If, at the 30 April, the Danish Emission Trading Registry has received a request to surrender and the units are available at the account, the surrendering is punctual.

7. TECHNICAL AND CONTACT INFORMATION

7.1. IT-requirements

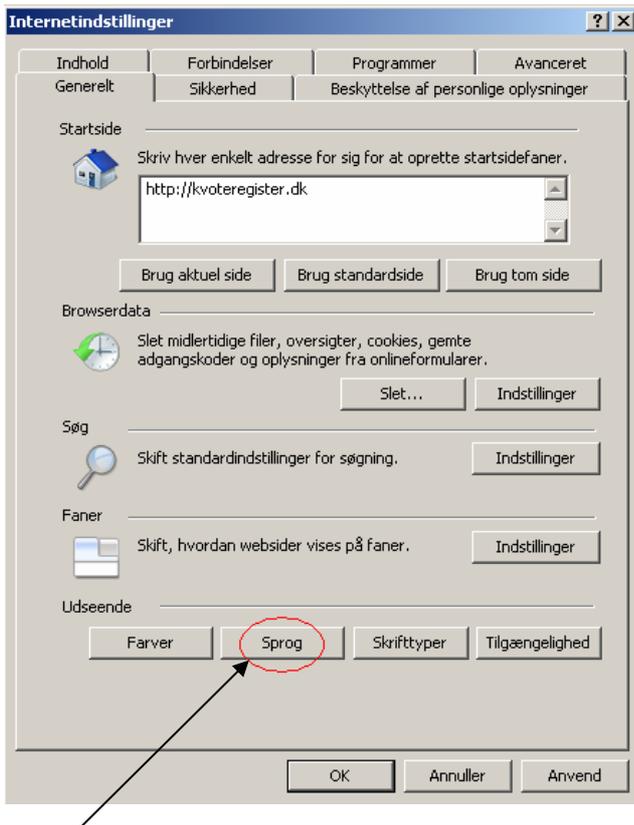
In order to access the Danish Emission Trading Registry, you need to have access to the internet with Internet Explorer v5.5, Netscape v6.1 or higher. You gain access to the registry at <https://www.kvoteregister.dk>.

Homepage: The Danish Emission Trading Registry can be found at www.ens.dk

7.2. Changing the language of the registry

To change the language of the registry from Danish to English, you need to change language of your Internet browser. Choose Funktioner and afterwards Internet settings.





Click on Language and Add. Choose "English (Great Britain) [en-GB]" or Danish [da-DK]. Please remember to delete the unused language from the list.

7.3. Contact

Danish Emission Trading Registry Secretariat
 Danish Energy Authority
 Climate Division
 Amaliegade 44
 DK-1256 København K
 Phone: +45 33 92 75 11
 Email: co2register@ens.dk

Telephone opening hours:
 Weekdays 9.00 – 13.00
 Closed during weekends and holidays

8. FUNCTIONS WITHIN THE REGISTRY

8.1. General

8.1.1. Homepage

The webpage can be found at: <https://www.kvoteregister.dk/>

The screenshot shows the homepage of 'The Danish emission trading registry'. On the left, there is a login form with fields for 'User Name:' and 'Password:', and a 'Login' button. Below the login form are links for 'Welcome', 'Account Creation', and 'Public Reports'. On the right, there is a 'Latest Information' section with two entries dated 09/10/2008, and a 'Next Deadlines' section with the text 'Currently no message'. Two callout boxes are present: one pointing to the login form with the text 'Existing users can gain access here', and another pointing to the 'Account Creation' link with the text 'New users can request an account here'.

8.2. Apply for an account

8.2.1. Request an Operator Holding Account (OHA)

Operators do not need to apply for an account; they will be contacted directly by the registry administrator, when the permit is issued. By the first log in, the operators are asked to control and correct the information held in the registry.

8.2.2. Request a personal holding account (PHA)

If you are not an operator and wants to apply for an account, you must submit this form. When the form is submitted you at the same time accept the terms and conditions. They can be found at the registry website, <https://www.kvoteregister.dk>.

Two persons need to have full access to the account (PAR and SAR). The Account holder might be the name of the Company or equal to the PAR or the SAR. Please note that the PAR and the SAR never can be the same person.

Account Information

Chosen Identifier:

Account Holder

Country Identifier :

Last Name : First Name :

Address :

Postal Code : City :

Country : All

Main Phone Number :

Fax Number :

Primary Authorised Representative

Country Identifier :

Last Name : First Name :

Address :

Postal Code : City :

Country : All

Main Phone Number : Alternate Phone Number :

Fax Number : Email address :

Country identifier for a person is a unique figure following the person, please insert a figure of your own choice.

When the application is submitted, it is at the same time an accept of the Terms of Use for the Registry. The latest version of the ToU can be found at www.ens.dk.

8.3. Administration of the account

8.3.1. User ID and password

Account representatives will receive their user ID and password by e-mail, when the application is approved by the registry administrator.

8.3.2. Forgotten password

If you have forgotten your password or have had too many attempts to log in with a wrong password, you need to contact the registry hotline per mail or telephone in order to get the access reopened.

8.3.3. Update details

Changes of the account holder/ PAR/SAR's details can be made via the webpage. Choose update to change the details.

Account Nr.	Account Balance	Account Id.	Account Type	Account Holder	Installation Number	Options
DK-100-555-0	0	Verdensbanken DCF KEM:DK555	100-Holding Account	Administrator Kvoteregister		Details Transfer Transactions Initiated Update Add Remove People Replace People Closure
DK-100-503-0	0	Salgskonto:DK503	100-Holding Account	Administrator Kvoteregister		Details Transfer Transactions Initiated Update Add Remove People Replace People Closure
DK-100-423-0	3	kontrolkonto:DK423	100-Holding Account	Administrator Kvoteregister		Details Transfer Transactions Initiated Update Add Remove People Replace People Closure

The changes have to be approved by the registry administrator before they enter into force. When the changes are submitted, it automatically gets to the registry administrator for approval.

8.3.4. Change account holder/PAR/SAR

If you need to change the account holder, PAR or SAR, please choose Replace People. Deleting an account holder/PAR/SAR is only possible through replacing him with another person.

Account Information			
Account Identifier :	2	Account alpha-numeric identifier :	Danmarks kvotekonto:DK2
Account Type :	Holding Account	Account Commitment Period :	0-2005-2007

Replace People	
Role :	DK6-Primary authorised represe <input type="button" value="Refresh"/>

Replaced People Information			
Country Identifier :	DK6	First Name :	
Last Name :	Petersen		
Address :	ens		
Postal Code :	2156	City :	København K
Country :	Denmark		
Main Phone Number :	33927511	Alternate Phone Number :	33927511
Fax Number :	33927511	Email address :	spe@ens.dk

Replaced by			
Country Identifier :	<input type="text"/>		
Last Name :	<input type="text"/>	First Name :	<input type="text"/>
Address :	<input type="text"/>		
Postal Code :	<input type="text"/>	City :	<input type="text"/>
Country :	All <input type="button" value="v"/>		
Main Phone Number :	<input type="text"/>	Alternate Phone Number :	<input type="text"/>
Fax Number :	<input type="text"/>	Email address :	<input type="text"/>

Choose which person to change

The changes have to be approved by the registry administrator before they enter into force. When the changes are submitted, it automatically gets to the registry administrator for approval.

8.3.5. Search Account

Under my registry choose My Accounts and press Search. A list of all accessible accounts appears.

Account Nr.	Account Balance	Account Id.	Account Type	Account Holder	Installation Number	Options
DK-100-555-0	0	Verdensbanken DCF KEM:DK555	100-Holding Account	Administrator Kvoteregister		Details Transfer Transactions Initiated Update Add Remove People Replace People Closure
DK-100-503-0	0	Salgskonto:DK503	100-Holding Account	Administrator Kvoteregister		Details Transfer Transactions Initiated Update Add Remove People Replace People Closure
DK-100-423-0	3	kontrolkonto:DK423	100-Holding Account	Administrator Kvoteregister		Details Transfer Transactions Initiated Update Add Remove People Replace People Closure

8.3.6. Show balance

The balance is shown at the list of accounts. If you want to see the amount of each unit type, please choose transfer and a list of each unit type in the account appears.

Unit Type	Applicable CP	Balance	Expiry Date
1-1-Allowance issued for the 2008-2012 period and subsequent five-year periods	1	98529602	
1-0-AAU	1	154338955	

Export options: [CSV](#) | [Excel](#) | [XML](#)

8.3.7. View Account – Transaction Details

Under transactions initiated a list of the transactions can be seen. Further details can be shown for each transaction.

Account Nr.	Account Balance	Account Id.	Account Type	Account Holder	Installation Number	Options
DK-100-555-0	0	Verdensbanken DCF KEM:DK555	100-Holding Account	Administrator Kvoteregister		Details Transfer Transactions Initiated Update Add Remove People Replace People Closure
DK-100-503-0	0	Salgskonto:DK503	100-Holding Account	Administrator Kvoteregister		Details Transfer Transactions Initiated Update Add Remove People Replace People Closure
DK-100-423-0	3	kontrolkonto:DK423	100-Holding Account	Administrator Kvoteregister		Details Transfer Transactions Initiated Update Add Remove People Replace People Closure

It is possible to follow the status of each transaction. The example below is a completed.

Transaction Number	Transaction Date	Transaction Type	Source Registry	Source Account Type	Source Account Number	Destination Registry	Destination Account Type	Destination Account Number	Transaction Status	Units quantity	Options
DK1	Tue, 11 Jan 2005 13:43:06	01-51	DK	100	DK-100-2	DK	100	DK-100-2	4-Completed	100500000	Blocks History Response

8.3.8. Holdings History Report

This report shows a combined list of the the last 500 transactions to and from the account. Please choose My Registry and Holdings History Report. Press search. If you wish to see a specific date please enter Start Date and End Date. Press search. The list only includes completed transactions.

Date	Transaction ID	Initiating Acquiring Account Type	Initiating Acquiring Account ID	Transaction Type	Quantity in TX	Quantity after TX
2008-10-06 14:24:13.302	DK361088	Holding Account	2		-22568	7704
2008-05-08 11:57:33.174	DK354377	Voluntary Cancellation Account (Type 3)	1	10-41-Cancellation and replacement	-45660	30272
2008-04-28 09:32:02.285	DK353391	Holding Account	2		-8433	75932
2008-02-28 20:10:00.531	DK348195	Holding Account	2	10-53-Allowance allocation	22568	84365
2008-02-28 16:27:34.024	DK348195	Holding Account	2	10-53-Allowance allocation	22568	61797
2008-02-28 16:03:19.714	DK348195	Holding Account	2	10-53-Allowance allocation	22568	39229
2008-02-28 15:56:12.325	DK348195	Holding Account	2	10-53-Allowance allocation	22568	16661
2007-08-22 10:59:21.985	DK4777	Holding Account	2		2811	-5907
2007-04-23 12:40:57.902	DK4423	Holding Account	2		-16787	-8718
2007-02-27 10:11:22.606	DK3995	Holding Account	2	10-53-Allowance allocation	27524	8069

Export options: [CSV](#) | [Excel](#) | [XML](#)

8.3.9. Account Reports

All reports, which can be seen in the registry, can be shown in CSV, Excel or XML format too.

8.3.10. Close account

Please choose My accounts, closure for the account that should be closed. Only accounts with a balance at 0 can be closed.

You have to insert a reason. Press request account closure. The request has to be approved by the registry administrator before the account is closed.

Please note: If the account to be closed is an Operator Holding Account, it has to be in compliance before closure.

9. COMPLIANCE

9.1. Propose Emissions

Please remember also to forward the report to The Danish Energy Agency as described in the permit.

Choose submit VE for the account related to the installation

Identifier:
Permit:
EPER Identification:

Commitment Period : 1-2008-2012

Year	Verified Emissions	Approved?
2008	<input type="text"/>	<input type="text"/>
2009	<input type="text"/>	<input type="text"/>
2010	<input type="text"/>	<input type="text"/>
2011	<input type="text"/>	<input type="text"/>
2012	<input type="text"/>	<input type="text"/>

Refresh

Approved? All

Submit Verified Emissions Back

Insert the emission

If the emission is verified by the verifier it will say "yes" here. Only verifier and registry administrator can approve the emission

After entering the emission, please press submit verified emissions.

9.2. Verifying the emissions

When the verifier has submitted the verified emissions report to the Danish Energy Authority, the information will be transferred to the emission trading registry.

9.3. Update Verified Emissions

If the emission must be updated, it can be done as described in 8.1. Please note that the verification disappears if the emission is corrected.

9.4. Surrendering

For an installation to be in compliance a number of units equal to the verified emission for the previous year must be surrendered. The use of JI- or CDM-credits for surrendering may not exceed the limit for the installation.

Please choose my accounts, transfer.

Account Balance				
Unit Type	Applicable CP	Balance	Expiry Date	Options
0-2-Allowance issued for the 2005-2007 period	0	15551		Internal Transfer External Transfer Allowance Cancellation Allowance Surrender

Export options: CSV | Excel | XML

Choose allowance surrender.

Choose the year for which to surrender (typically the previous year)

Account Information

Transferring Account Number: Alphanumeric Identifier:

Destination Account Registry: Destination Account Number:

Surrendering for Year: *

Choose Blocks: Automatically Manually

Transfer Units

Transaction Type/SupType:

Unit Type:	Balance:	Amount To Transfer:
<input type="text" value="1-1-Allowance issued for the 2008-2012 period and subsequent five-year periods"/>	<input type="text" value="13448"/>	<input type="text"/>

Insert the amount of units to surrender and press send

10. TRANSACTION MANAGEMENT

10.1. Propose Transfer

Choose transfer in order to initiate a transaction. In the list of Transactions it is possible to see if a transaction has been completed or if it was terminated/rejected, and why.

A normal transaction will be completed within a minute, but if problems or a queue in the system occur, it might take up to 24 hours for a transaction to complete/reject/terminate.

Transferring Accounts

Account Number: Alphanumeric Identifier:
 Current Commitment Period: Applicable Period:

Voluntary Cancellation.
 For safety reasons this function can not be used without approval from the Danish carbon registry. For voluntary cancellation contact the Danish carbon registry at telephone number: 33 92 75 11 between 9 and 13 on weekdays

2 items found, displaying all items.

1

Unit Type	Applicable CP	Balance	Expiry Date	Options
1-1-Allowance issued for the 2008-2012 period and subsequent five-year periods	1	98529602		Internal Transfer External Transfer Allowance Surrender Cancellation
1-0-AAU	1	154338955		Internal Transfer External Transfer Allowance Surrender Cancellation

Export options: CSV | Excel | XML

If the transaction is to an account within the Danish registry (account number starts with DK-), please choose internal transaction.
 If the account is not to an account within the Danish registry, please choose external transaction

10.1.1. Internal transaction

Account Information

Transferring Account Number: Alphanumeric Identifier:
 Destination Account Registry: Destination Account Number:

Choose Blocks: Automatically Manually

Transfer Units

Transaction Type/SupType:

Unit Type:

Balance: Amount To Transfer:

Insert the destination account unique ID (31 if the account number is DK-120-31-0)

Insert the amount of units to transfer and press send

10.1.2. External transaction

Account Information

Transferring Account Number: Alphanumeric Identifier:
 Destination Account Registry: Destination Account Number:

Destination Account Type:

Choose Blocks: Automatically Manually

Transfer Units

Transaction Type/SupType:

Unit Type:

Balance: Amount To Transfer:

Choose the country (related to the country code in the beginning of the account)

Insert the destination account unique ID (21 if the account number is DE-120-21-0)

Choose the destination account type (related to the first figure of the account number DE-100-31-0)

Insert the amount of units to transfer and press send

10.2. Propose Cancellation

Once units are cancelled, they cannot be transferred out of the account or used for compliance purposes. Cancellation is currently locked in the registry to prevent erroneous cancellations. Please contact the registry administrator to get access to initiate cancellations.

Choose my accounts, transfer, allowance cancellation

Account Information			
Transferring Account Number:	DK-2	Alphanumeric Identifier:	Danmarks kvotekonto
Destination Account Registry:	Danmark	Destination Account Number:	DK-230-1-0 *
Choose Blocks:	<input checked="" type="radio"/> Automatically <input type="radio"/> Manually		
Transfer Units			
Transaction Type/SupType:	10-01-Allowance cancellation (2005-2007)		
Unit Type:		Balance:	Amount To Transfer:
0-2-Allowance issued for the 2005-2007 period		1588008	
<input type="button" value="Reset"/> <input type="button" value="Send"/> <input type="button" value="Back"/>			

Insert the amount of units to cancel and press send