



REGISTRATION AND ISSUANCE PROCEDURE

Ver 1.0

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*Carbon Registry - India, **Carving real impacts***

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ABBREVIATIONS

AFOLU: Agriculture, Forestry and Other Land Use

CPA: Component Project Activity CR-I:

Carbon Registry-India

CS: Carbon Standard DE:

Delegate Entity

DPD: Detailed Project Document EP:

External Project

ER: Emissions Reduction FM:

Forest Management

ESC: Extended Stakeholder Consultation

GC: Governing Council GHG:

Greenhouse Gases

IPP: Independent Project Proponent LSC:

Local Stakeholder Consultation MBP:

Minimum Buffer Percentage MCU:

Marketable Carbon Unit

MR: Monitoring Report

NCCF: Network for Certification and Conservation of Forests

PA: Project Activities

PoA: Programme of Activities

PDC: Permanent Design Changes

RAIR: Request for Approval for Initiation of Registration

RCP: Renewal of Crediting

Period REC: Renewable

Energy Certificate RfI:

Request for Issuance

RfR: Request for Registration

RIP: Registration and Issuance Procedure

SCR: Stakeholder Consultation

Report TO: Transactional

Organisation

VaR: Validation

Report VeR:

Verification Report

VVB: Validation and Verification Body

VVS: Validation and Verification Standard

1. Introduction

This document describes the detailed step-by-step procedure for initial submission and registration of projects, verification of net GHG emissions reduction, issuance of MCUs, that form part of the complete project cycle, and other related processes. All projects seeking registration, verification, issuance, Permanent Design Changes (PDC) and Renewal of Crediting Period (RCP) and any other provisions offered by Carbon Registry-India, (hereafter referred to as the registry) shall completely adhere to the procedural steps described below, as applicable.

2. Scope and Applicability

This procedure described in this document shall be applicable to all IPPs, VVBs, TOs, NCCF (and its constituent bodies) and all stakeholders for registration of projects, verification of net GHG emissions reduction, issuance of MCUs, that form part of the complete project cycle, and other related processes allowed under the registry.

3. Terms and Definitions

The definitions of terms applicable under the registry have been made available in the Glossary of Terms. Apart from that, the following definition apply within this document:

- “Shall”: indicates requirements strictly to be followed to conform to the document.
- “Should”: indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required. A certification body can meet these requirements in an equivalent way provided this can be demonstrated and *justified*.
- “May”: indicates a course of action permissible within the limits of the document.

4. Registration of a Proposed Project

Any project aiming registration with the registry, shall completely adhere to the procedure for the purpose. The procedure shall be same, with specific exceptions for External Project (EP) also, provided it qualifies the prescriptions in the Carbon Standard (CS). Steps needed for registration of a project are given in Figure 1 below.

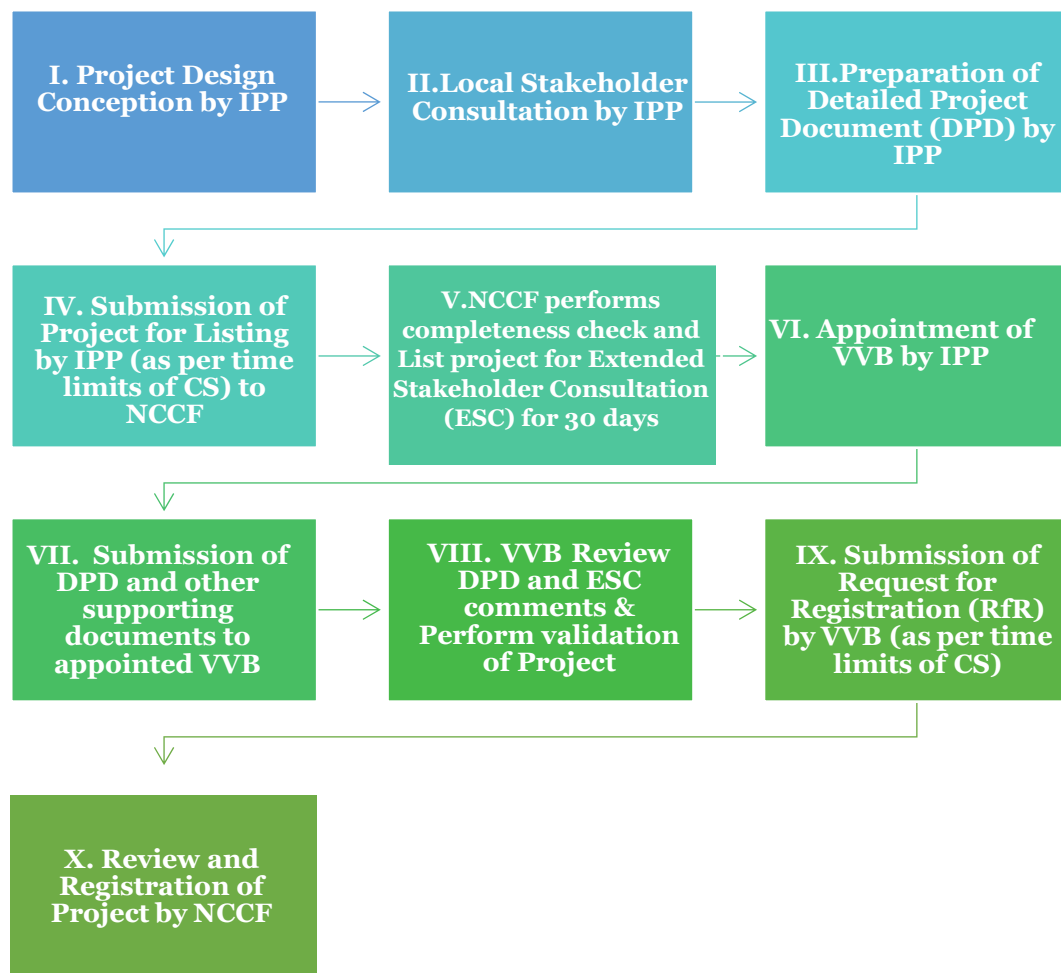


Figure 1: Registration of Proposed Project

4.1 Project Design Conception

4.1.1 As the first step, the Independent Project Proponent (IPP1) shall design a project through adoption and application of appropriate methodology(ies) and further, by strictly adhering to all applicable rules, requirements and procedures prescribed in the applied methodology(ies) and supporting tools, Carbon Standard (CS) and other regulatory documents, as applicable.

4.2 Local Stakeholder Consultation (LSC)

4.2.1 After conceiving the project design, the IPP shall conduct a local stakeholder consultation for engaging all stakeholders through appropriate means by strictly adhering to all applicable rules, requirements and procedures prescribed in the CS.

4.2.2 The primary objectives of the LSC are as follows:

- (i) providing and promoting understanding of the project and its possible impacts; and
- (ii) inviting, gathering and recording of stakeholder comments on different aspects of project, including feedback for addressal of impacts and incorporation of the comments, as appropriate.

4.2.3 The IPP shall describe the entire consultation process and its outcomes by preparing a Stakeholder Consultation Report (SCR) using a valid version of the SCR template available on the registry website.

4.3 Preparation of the initial Detailed Project Document (DPD)

4.3.1 After finishing the project design conception and further conducting and preparation of SCR, the IPP shall prepare an initial DPD using a valid version of DPD template available on the registry website. IPP shall also prepare other documents as required by the project.

4.4 Submission of Application for new project listing

4.4.1 The IPP shall completely fill the form for Project Listing and submit it through the dedicated online interface for listing of a new project and upload the initial DPD and SCR as required attachments.

¹ In a case of multiple IPPs in a project, Delegate Entity (DE) shall be designated as per the rules and requirements of the Carbon Standard. For projects with only one IPP, same entity shall act DE.

- 4.4.2 IPP shall pay the fee as per the CR-I fee schedule through the dedicated online interface.
- 4.4.3 Additionally, for EP, IPP shall fill the Request for Initiation of Registration form (RAIR), attach the required documents and submit it through the dedicated online interface. IPP shall also pay fee for EP as per the CR-I fee schedule.
- 4.4.4 NCCF shall confirm the project upload for listing, being presently in the pipeline, to IPP by sending a confirmatory e-mail to the IPP.
- 4.4.5 Submission of Project for listing shall not be later than 1 year of project start date in case of Non-AFOLU projects, and not later than 2 years of project start date in case of AFOLU projects.

4.5 Initial Review and Extended Stakeholder Consultation (ESC)

- 4.5.1 The NCCF shall perform completeness check on the initial DPD and SCR to confirm consistency of information provided and assess whether each section of the template (as applicable) has been filled appropriately.
- 4.5.2 NCCF shall make DPD and SCR available on a dedicated ESC page on the registry website for facilitating ESC in respect of every project, for a period of 30 days, with the period starting from midnight (IST) subsequent to the day of uploading of the DPD.
- 4.5.3 NCCF shall confirm the project uploading for ESC by sending confirmatory e-mails to both the IPP and the VVB, separately.
- 4.5.4 NCCF shall also conduct initial review and provide its comments (if any) on DPD, SCR and other supporting documents about their completeness and appropriateness based on the rules, requirements of CS and other regulatory documents, as applicable.
- 4.5.5 NCCF shall review the submissions of ESC, and those, which are deemed reasonable and appropriate, shall also be made available to VVB, with copy to IPP, along with comments of NCCF.
- 4.5.6 The DPD and SCR can be uploaded again for ESC, only in anyone, or more of the following cases:
 - (i) Contractual agreements of IPP with the VVB have been replaced.
 - (ii) Change(s) in project design, if deemed to be significant by both the VVB and NCCF.

Addition of new methodology(ies) leading to change(s) in project design and/or end user services, deemed to be significant by both the VVB and NCCF.

4.6 Appointment of VVB for Validation

- 4.6.1 The IPP shall contact and appoint (through suitable means) an appropriate VVB², who shall carry out all the tasks related to validation of the proposed project.
- 4.6.2 IPP shall fill and submit appointment of VVB form through the dedicated online interface.

4.7 Submission of initial DPD and Other supporting documents to appointed VVB

- 4.7.1 After project listing, the IPP shall submit the published DPD, SCR and all relevant supporting documents³ to the appointed VVB for conducting validation, through e-mail (it is advised that complete chain of email communication between the IPP and VVB be recorded and maintained for the entire registration procedure and duration).

4.8 Change in VVB for Validation

- 4.8.1 In case of a change in the VVB for validation, the IPP shall communicate such change to NCCF by sending an email on cri.project@nccf.in including the name of previous and the newly appointed VVBs, any time before the Request for Registration.
- 4.8.2 IPP shall fill and submit the Change of VVB form available on the registry website through online dedicated interface.
- 4.8.3 NCCF shall, through email, obtain confirmation regarding the change of VVB, both from incoming and outgoing VVBs.
- 4.8.4 After receiving confirmation from both the VVBs, NCCF shall make appropriate changes in respect of the DPD and SCR on the dedicated interface on the website.

² The **VVB shall have been accredited** by a reputed accreditation body and empaneled with the registry to perform validation under the applicable sectoral scope(s). Refer to the VVS for further details.

³ **Supporting documents** shall include evidences, *inter alia*, for demonstrating compliance with i) applicable criteria of the applied methodology, ii) appropriate additionality requirements, iii) applicability of appropriate baseline, and evidences for i) conducting local stakeholder consultation ii) implementing projects, and compiling relevant details thereof, iii) experience in computing values of various input parameters used for quantification of emissions reduction/removals enhancement, and iv) preparing supporting documents related to the Monitoring Approach

4.9 Withdrawal of Published DPD

- 4.9.1 The IPP may withdraw the published DPD along other related and supporting documents, any time before submission of Request for Registration (RfR) through the VVB, by submission of a withdrawal of DPD request form available on the registry website to NCCF through dedicated online interface.
- 4.9.2 After thorough review of the submitted form, NCCF shall designate the project as withdrawn and mark it as such on the interface.
- 4.9.3 This process shall not take more than 5 working days.
- 4.9.4 NCCF shall not be liable to refund fee or part thereof in case of withdrawal of DPD.

4.10 Submission of Request for Registration (RfR)

- 4.10.1 The VVB shall perform the validation of the project based on exhaustive, impartial assessment and review of the DPD, SCR and all relevant supporting documents in accordance with the rules, requirements and procedures of CS, Validation and Verification Standard (VVS) and any other regulatory document, as applicable. The VVB shall further prepare a Validation Report (VaR) containing the assessment of each aspect of the proposed project design and description of the findings raised.
- 4.10.2 VVB shall also ensure that IPP has provided adequate response to each comment/feedback received through ESC and from NCCF, by performing either of the following two actions:
 - (i) Adequately demonstrate that specific comment/feedback is either unsuitable, irrelevant or immaterial.
 - (ii) Adequately modify the design of proposed project by addressing, as applicable, each comment/feedback.
- 4.10.3 Upon successful completion of project validation, the VVB shall submit the Request for Registration (RfR) form, and all required documents (DPD, SCR and the VaR) through a dedicated online interface.
- 4.10.4 NCCF shall confirm the submission of project RfR by sending separate confirmatory e-mails to both the IPP and the VVB. The email shall include a unique reference number corresponding to the RfR.
- 4.10.5 IPP shall pay fee as per CR-I fee schedule through dedicated online interface.
- 4.10.6 NCCF, if deemed appropriate, through email (to addresses which were

provided during submission of comments), shall notify the stakeholders, whose comments were received during the ESC and considered appropriate/relevant, about the submission of RfR of the project.

4.10.7 Subsequently, NCCF shall include the project in the list of projects requesting RfR on a dedicated interface on the website.

4.10.8 Submission of RfR shall not be later than 2 years from the project start date in case of Non-AFOLU projects and not later than 5 years from the project start date in case of AFOLU projects.

4.11 Review of Request for Registration (RfR)

4.11.1 Once the project is listed under the list of projects for RfR, NCCF shall begin the task of reviewing the RfR submission to assess consistency, completeness, applicability and appropriateness of the project.

4.11.2 In case of a positive outcome, NCCF shall inform the VVB with copy to IPP *via* email of approval of RfR and subsequently move the project requesting RfR to the category of registered project on the registry website.

4.11.3 In case of a negative outcome, the following possibilities arise:

- (i) The review has yielded that the submitted RfR does not qualify for approval with the registry.
- (ii) Clarification is sought and/or corrections are required which shall lead to the revision in the submitted documents.

4.11.4 In case of occurrence of possibility outlined in 4.11.3 (i), NCCF shall reject the RfR and shall inform the VVB and IPP separately by *via* email.

4.11.5 In case of occurrence of possibility outlined in 4.11.3 (ii), NCCF shall officially provide its review comments to VVB with copy to IPP *via* email and advise VVB to submit within the stipulated timeframe, decided on case to case basis, additional information and/or amended document and/or information.

4.11.6 VVB shall further respond by replying to the email and submitting additional information, and/or amended document within the stipulated time to NCCF for review. This dispensation shall only be allowed once for a project during the process of registration.

4.11.7 If required, VVB may request telephonic/web-based consultation with NCCF to discuss any issue or information relating to response submitted by VVB with reference to the review comments of NCCF, within three working days of officially providing comments. Only one such request shall be allowed during all possible project phases under the registry, *i.e.*, Registration, Permanent Design Change, and Issuance and Renewal of Crediting Period.

- 4.11.8 After receipt of consultation request, NCCF shall fix an appointment date and time and furnish the appointment details to both VVB and IPP by responding to the consultation request email, within three working days of receipt of the request email.
- 4.11.9 If VVB is not able to respond satisfactorily to the comments and issues raised by NCCF during the stipulated timeframe, RfR shall be deemed incomplete and shall be rejected by NCCF. NCCF shall move the project from the list of projects requesting registration to the list of rejected projects on the registry website.
- 4.11.10 If NCCF is satisfied with resubmission of the revised/corrected document and/or information, it shall approve the RfR.
- 4.11.11 If NCCF is not satisfied with the resubmission, it shall reject the RfR and subsequently inform both VVB and IPP separately *via* email.
- 4.11.12 NCCF shall not be liable to refund the fee or part thereof in case of rejection of RfR.
- 4.11.13 After approval of RfR, NCCF shall move the project from list of projects requesting registration to the category of registered project on the registry website.
- 4.11.14 The process of review by NCCF shall not be more than 21 working days, excluding the time taken by the VVB to submit response to the comments provided by NCCF.

4.12 Withdrawal of RfR (if applicable)

- 4.12.1 The IPP, through the VVB, may withdraw the RfR any time before NCCF's final decision on RfR by submission of an RfR withdrawal request form available on the registry website to NCCF *via* dedicated online interface.
- 4.12.2 After successful review of the submitted form for withdrawal, NCCF shall designate the RfR as withdrawn and mark it as such on the interface.
- 4.12.3 Further, NCCF shall move the project from the list of projects requesting registration to list of withdrawn projects.
- 4.12.4 NCCF shall not be liable to refund fee or part thereof in case of withdrawal of RfR.

4.13 Deregistration of a Registered Project (DRP)

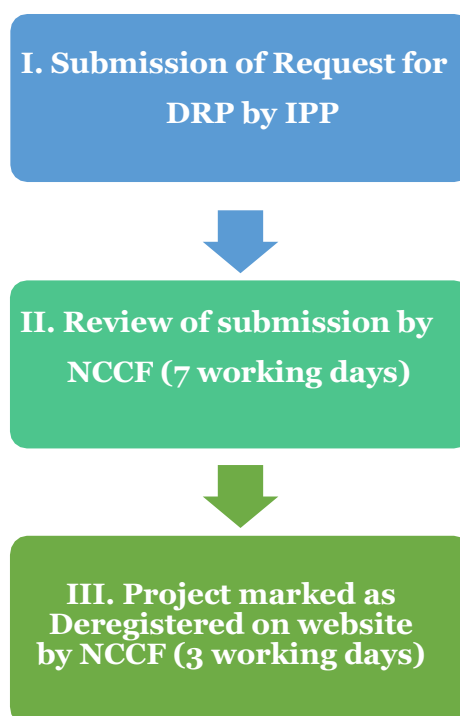


Figure 2: Deregistration of Registered Project

- 4.13.1 The IPP may withdraw a registered project at any point of time citing reasons for the withdrawal and submitting an application to this effect by filling and submitting deregistration of registered project request form through the dedicated online interface.
- 4.13.2 After successful review of the submitted form for deregistration, including clearing of any outstanding dues on part of the IPP in respect of the project for deregistration, NCCF shall designate the registered project as deregistered and mark it as such on the interface. The process of review for deregistration shall not take more than 7 working days.
- 4.13.3 Further, NCCF shall move the project from the list of registered projects to the list of deregistered projects. The process of listing of project under the list of deregistered projects shall not take more than 3 working days from the date of approval of DRP request.
- 4.13.4 Effective date of DRP shall be the date of approval of the request for withdrawal the registered project by the NCCF.

4.14 Withdrawal of Request for DRP

- 4.14.1 Any time before the decision on request for DRP is made by the NCCF, the IPP may withdraw the request for DRP by submission of a withdrawal of DRP request form through dedicated online interface.
- 4.14.2 After successful review of the submitted form for withdrawal and other documents, if applicable, NCCF shall designate the request for DRP as withdrawn and mark it as such on the interface.
- 4.14.3 NCCF shall move the project from the list of projects requesting DRP to the list of registered projects.

5. Request for Permanent Design Changes (PDC)

IPP may propose changes to a registered project at any stage of project implementation in the design of the registered project, known as Permanent Design Changes (PDC). PDC may also be proposed at any stage of the process for approval of issuance, subject to the condition that, IPP and VVB shall completely adhere to the rules, requirements and procedures prescribed in this Section of the document.

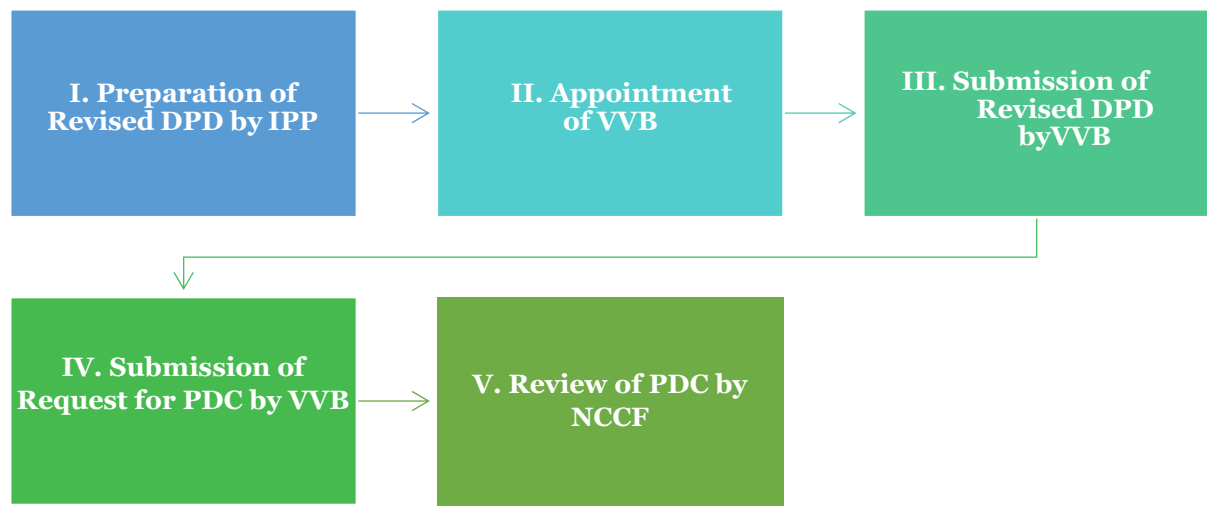


Figure 3: Permanent Design Changes

5.1 Preparation of Revised DPD

5.1.1 In case the IPP intends to permanently change the design of the project, it shall prepare the revised (registered) DPD by describing and further incorporating all of the proposed Permanent Design Changes in the registered project by adhering to the rules, requirements and procedures prescribed in the CS and any other regulatory document, as applicable.

5.2 Appointment of VVB

5.2.1 Subsequently, the IPP shall contact and appoint following a standard procedure in vogue, under intimation to NCCF, an appropriate and empaneled VVB to carry out all the tasks related to validation of the proposed PDC to the project in accordance with the rules and requirements of VVS

- 5.2.2 IPP shall also fill and submit to NCCF, appointment of VVB form through the dedicated online interface.

5.3 Submission of Revised DPD to VVB

- 5.3.1 IPP shall submit to the appointed VVB, revised DPD in both track change and clean version mode, SCR and other supporting documents for validation of PDC.

5.4 Submission of Request for PDC

- 5.4.1 The VVB shall perform the validation of the proposed PDCs to the registered project based on an exhaustive and impartial assessment, and review of the revised (registered) DPD and relevant supporting documents as per the rules, requirements and procedures of VVS and other regulatory documents, as applicable. The VVB shall further prepare a PDC Validation Report (PDC-VaR) containing the assessment of each aspect of the proposed changes to the project and findings reached.
- 5.4.2 Upon successful completion of validation of PDC, the VVB shall submit the Request for PDC form, and all required documents, including revised registered DPD and the PDC-VaR through the dedicated online interface.
- 5.4.3 IPP shall pay fee as per the CR-I fee schedule through the dedicated online interface.
- 5.4.4 NCCF shall confirm the submission of Request for PDC by sending separate confirmatory e-mails to both the IPP and the VVB. The email shall include a unique reference number corresponding to the PDC request.
- 5.4.5 NCCF shall put the project under the list of projects requesting PDC on dedicated interface on the registry website.

5.5 Review of Request for Permanent Design Changes

- 5.5.1 Once the project is listed under the list of projects requesting PDC, NCCF shall begin the task of reviewing the project to assess consistency, completeness, applicability and appropriateness of the project.
- 5.5.2 In case of positive outcome, NCCF shall inform the VVB with copy to IPP *via* email of approval of Request for PDC and subsequently move the project requesting PDC to project approved for PDC on the registry website.

- 5.5.3 In case of negative outcome, the following possibilities arise:
- (i) The review has yielded that the submitted PDC request does not qualify for approval with the registry.
 - (ii) Clarification is sought and/or corrections are required which shall lead to the revision in the submitted DPD and/or supporting documents.
- 5.5.4 In case of occurrence of possibility outlined in 5.5.3 (i), NCCF shall reject the Request for PDC and shall inform the VVB and IPP *via* email separately.
- 5.5.5 In case of occurrence of possibility outlined in 5.5.3 (ii), NCCF shall officially provide its review comments to VVB with copy to IPP *via* email and advise the VVB to submit within the stipulated timeframe, decided on case-to-case basis, additional information and/or amended documentation and/or information.
- 5.5.6 VVB shall further respond by replying to the email and submitting additional information, and/or amended document within the stipulated time to NCCF for review. This dispensation shall be allowed only once during the process of PDC.
- 5.5.7 If required, VVB may request telephonic/web-based consultation meeting with NCCF to explain and deliberate upon any element of information or document(s) submitted by it within three working days of officially providing comments. Only one such request each shall be allowed during all possible project phases under the registry, *i.e.*, Registration, Permanent Design Change, and Issuance and Renewal of Crediting Period.
- 5.5.8 After receipt of consultation request, NCCF shall fix a date and time for the purpose and furnish details of the same to both VVB and IPP by responding to the consultation request email, within three working days of receipt of the request email.
- 5.5.9 If NCCF is satisfied with resubmission of the revised/corrected document and/or information, it shall approve the Request for PDC and subsequently move the project from the list of projects requesting PDC to list of projects approved for PDC.
- 5.5.10 If NCCF is not satisfied with the resubmission, it shall reject the Request for PDC and subsequently inform both VVB and IPP separately *via* email.
- 5.5.11 NCCF shall not be liable to refund the fee or part thereof in case of rejection of Request for PDC.
- 5.5.12 The process of review shall not take more than 21 working days, excluding the time taken by the VVB to submit response to the comments provided by NCCF.

5.6 Withdrawal of PDC

- 5.6.1 The IPP may withdraw the published PDC(s) any time before NCCF's decision on proposed PDC(s), through the VVB by submission of a PDC withdrawal request form to NCCF through the dedicated online interface.
- 5.6.2 After successful review of the submitted form for withdrawal, NCCF shall designate the PDC(s) as withdrawn and mark it as such on the registry website.
- 5.6.3 NCCF shall not be liable to refund fee or part thereof in case of withdrawal of PDC by the IPP.

6. Issuance of MCUs

IPP, as per the monitoring period(s) of the registered project, request through VVB for issuance of MCUs for net GHG emissions reduction achieved. Net GHG emissions reduction achieved shall be subjected to independent and impartial evaluation by a VVB empaneled with the registry for verification under the sectoral scope(s) of the project.

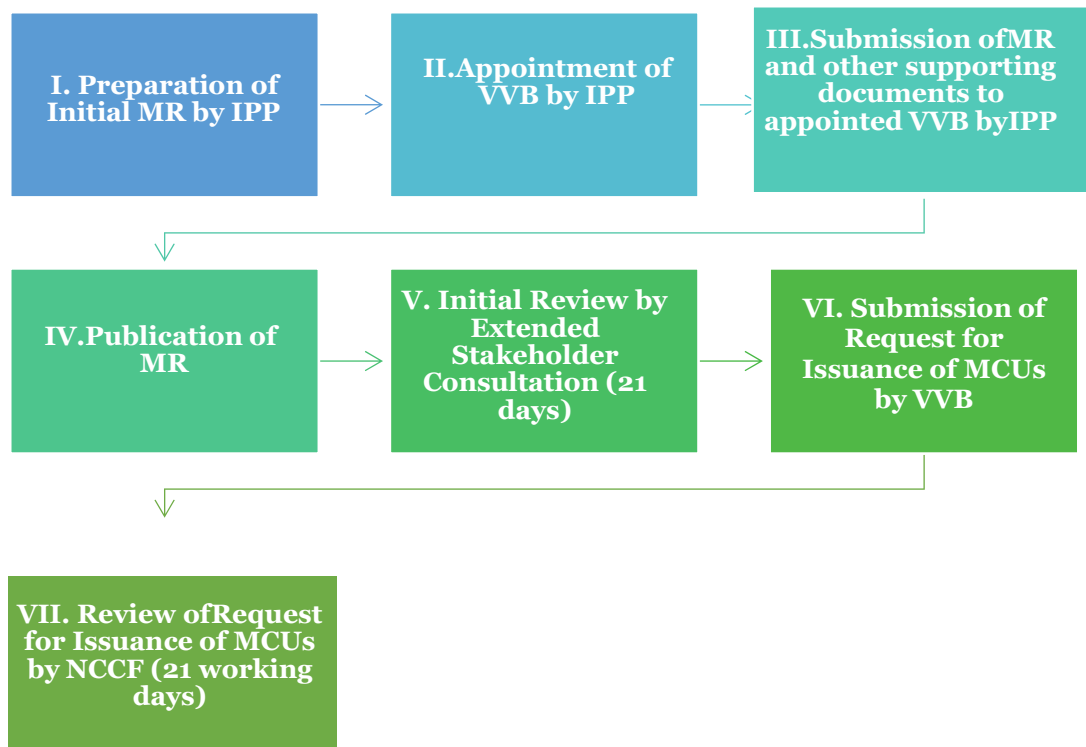


Figure 4: Issuance of MCUs

6.1 Preparation of the initial Monitoring Report (MR)

6.1.1 After implementing and monitoring a registered project for a specific period, the IPP shall prepare a Monitoring Report (MR) using a valid version of MR template, available on the registry website.

6.2 Appointment of VVB for Verification

6.2.1 The IPP shall contact and appoint following a transparent procedure, an appropriate VVB₄ to carry out all the tasks related to verification of the project.

6.2.2 In addition to the criteria listed in footnote 4, the appointed VVB shall comply with all the additional criteria listed below (also known as Rotation of VVBs).

(i) The first three verifications shall not be conducted by a VVB that has performed:

- (a) the validation for registration of the proposed project.
- (b) validation of PDC(s) related to the same project (except when PDC are validated alongside verification).
- (c) validation for renewal of crediting period of the project.

(ii) A VVB shall not perform verification for more than three continuous monitoring periods.

6.2.3 IPP shall fill and submit the appointment of VVB form through the dedicated online interface.

6.3 Submission of MR and other supporting documents to the appointed VVB

6.3.1 The IPP shall submit the completed initial MR and all relevant supporting documents⁵ to the appointed VVB for verification *via* email. It is recommended that both IPP and VVB maintain the complete trail of emails during the process of verification.

6.3.2 The VVB shall perform completeness check on the initial MR to confirm consistency of information provided and assess whether each section of the template form has been filled.

⁴ The VVB shall be accredited by a reputed accreditation body and empaneled with the registry to perform verification under the applicable sectoral scope(s).

⁵ Supporting documents shall include evidences, *inter alia*, for demonstrating compliance with the requirements of the monitoring plan and values of various input/monitored parameters used for quantification of emissions reduction/removal.

6.4 Publication of MR

- 6.4.1 After successfully performing the completeness check, the VVB shall submit the MR and supporting documents to NCCF by filling the submission of MR form through the dedicated online interface.
- 6.4.2 NCCF shall confirm the submission of MR and supporting documents to VVB and IPP.

6.5 Initial Review and Extended Stakeholder Consultation (ESC)

- 6.5.1 NCCF shall make MR available on a dedicated ESC page on the registry website for ESC for a period of 21 days regardless of project scope and scale, with the period starting from midnight (IST) subsequent to the day of upload of the DPD.
- 6.5.2 NCCF shall confirm the MR upload for ESC by sending confirmatory e-mails to both the IPP and the VVB separately.
- 6.5.3 NCCF shall also conduct initial review for completeness of MR and supporting documents as per the rules, requirements of VVS and any other regulatory requirements, as applicable.
- 6.5.4 NCCF shall review the comments of ESC, and those, which are deemed reasonable and appropriate, shall be made available along with comments of NCCF to VVB with copy to IPP.
- 6.5.5 The MR can be uploaded again for ESC only in one, or more of the following cases:
 - (i) Contractual agreements of IPP with the VVB have been replaced.
 - (ii) Change(s) in project design, if deemed significant by both the VVB and NCCF.
 - (iii) Addition of new methodology(ies) leading to change(s) in project design and/or end user services, deemed significant by both the VVB and NCCF.

6.6 Change in VVB for Verification

- 6.6.1 The IPP shall communicate the change in VVB to NCCF by sending an email (cri.project@nccf.in) including the name of previous and the newly appointed VVBs, any time before the Request for Issuance.
- 6.6.2 IPP shall also fill and submit the change of VVB form through the dedicated online interface.

- 6.6.3 NCCF shall, through email, obtain confirmation regarding the change of VVB, both from incoming and outgoing VVBs.
- 6.6.4 After receiving confirmation from both the VVBs, NCCF shall make appropriate changes to this effect on the dedicated interface on the website.

6.7 Withdrawal of MR

- 6.7.1 The IPP, through VVB may withdraw the published MR any time before submission of Request for Issuance through the VVB by submission of a withdrawal of MR request form to NCCF through the dedicated online interface.
- 6.7.2 After thorough review of the submitted form, NCCF shall designate the MR as withdrawn and mark it as such on the interface. This process shall not take more than 5 working days.
- 6.7.3 The IPP, through the same or different VVB, may later submit the MR for verification for the same or a different monitoring period.

6.8 Submission of Request for Issuance (Rfi)

- 6.8.1 The VVB shall perform the verification of the project, based on an exhaustive and impartial assessment, and review of the MR and relevant supporting documents in accordance with the rules, requirements and procedures of VVS and any other regulatory requirements, as applicable. The VVB shall further prepare a Verification Report (VeR), using the VeR template available on the registry website, containing the assessment of each aspect of monitoring of the registered project and description of the findings reached.
- 6.8.2 VVB shall also ensure that IPP has provided adequate response to each comment/feedback received during ESC and provided by NCCF, by performing either of the two actions, as applicable:
- (i) Adequately demonstrate that specific comment/feedback is either unsuitable, irrelevant or immaterial.
 - (ii) Adequately contents of the MR and other supporting documents by responding to and/or addressing, as applicable, the comments/feedback.

- 6.8.3 Upon successful completion of the project verification, the VVB shall submit the Request for Issuance form, and all required documents (MR, VeR and other supporting documents) through the dedicated online interface.
- 6.8.4 NCCF shall confirm the submission of project RfI by sending separate confirmatory e-mails to both the IPP and the VVB. The email shall include a unique reference number corresponding to the RfI.
- 6.8.5 NCCF shall include the project in the list of projects requesting RfI on a dedicated interface on the website.

6.9 Review of Request for Issuance (RfI)

- 6.9.1 Once the project is listed under the list of projects requesting RfI, NCCF shall begin the task of reviewing the project to assess consistency, completeness, applicability and appropriateness.
- 6.9.2 In case of positive outcome, NCCF shall inform the VVB with copy to IPP *via* email of approval of RfI and subsequently move the project requesting RfI to the RfI approved list of projects on the registry website.
- 6.9.3 In case of negative outcome, the following possibilities arise:
 - (i) The review has yielded that the submitted RfI does not qualify for approval with the registry.
 - (ii) Clarification is sought and/or corrections are required which shall lead to the revision in the submitted documents.
- 6.9.4 In case of occurrence of possibility outlined in 6.9.3 (i), NCCF shall reject the RfI and shall inform the VVB and IPP separately by email.
- 6.9.5 In case of occurrence of possibility outlined in 6.9.3 (ii), NCCF shall officially provide its review comments to VVB with copy to IPP *via* email and advise the VVB to submit within the stipulated timeframe, decided on case to case basis, additional information and/or amended documents and/or information.
- 6.9.6 VVB shall respond by replying to the email and submitting additional information, and/or amended document within the stipulated time to NCCF for review. This dispensation shall be allowed only once during the process of issuance.

- 6.9.7 If required, VVB may request telephonic/web-based consultation with NCCF to explain and deliberate upon any element of the information or document submitted by the VVB within three working days of officially providing comments. Only one such request each shall be allowed during all possible project phases under the registry, *i.e.*, Registration, Permanent Design Change, Issuance and Renewal of Crediting Period.
- 6.9.8 After receipt of consultation request, NCCF shall fix a date and time, and furnish details of the same to both VVB and IPP by responding to the consultation request email, within three working days of receipt of the request email.
- 6.9.9 If VVB does not respond to the comments and issues raised by NCCF or the same are not cleared during the stipulated timeframe, RfI shall be deemed incomplete and shall be rejected by NCCF. NCCF shall move the project from the list of projects requesting issuance to the list of projects rejected for issuance on the registry website.
- 6.9.10 If NCCF is satisfied with resubmission of the revised/corrected document and/or information, it shall approve the RfI.
- 6.9.11 If NCCF is not satisfied with the resubmission, it shall reject the RfI and subsequently inform both VVB and IPP separately *via* email. NCCF shall move the projects from the list of projects requesting RfI to projects rejected for RfI.
- 6.9.12 After approval of RfI, NCCF shall move the project from list of projects requesting issuance to list of projects approved for issuance on the registry website.
- 6.9.13 IPP shall pay fee as per the CR-I fee schedule and for MCUs approved through approval of RfI.
- 6.9.14 Post approval of RfI, NCCF shall generate MCUs, issue MCUs, and subsequently transfer the appropriate amount of MCUs in the registry account of the IPP.
- 6.9.15 NCCF shall subsequently email to IPP intimating the amount of MCUs transferred to the IPP's registry account. IPP shall reply to the email confirming the issuance of MCUs.
- 6.9.16 The process of review shall not take more than 21 working days, excluding the time taken by the VVB to submit response to the comments provided by NCCF.

6.9.17 Projects required to contribute MCUs to the CR-I Buffer Pool to mitigate the GHG Reversal shall refer to and adhere to rules, requirements and procedures as prescribed in Section 8 of the document.

6.10 Withdrawal of Rfi

6.10.1 The IPP may withdraw the Rfi any time before NCCF's decision on Rfi, through the VVB by submission of an Rfi withdrawal request form to NCCF through dedicated online interface.

6.10.2 After successful review of the submitted form for withdrawal, NCCF shall designate the Rfi as withdrawn and mark it as such on the interface.

6.10.3 This process shall take more than 7 working days from the day of submission of withdrawal of Rfi request.

7. Retirement and Cancellation of MCUs

7.1 Retirement of MCUs

The registry permits retirement of MCUs available in the account of IPP/TO. IPP/TO shall completely adhere to the rules, requirements and procedures established in Subsection 7.1 for retirement of MCUs. IPP/TO may refer to definition of retirement in Glossary of Terms.

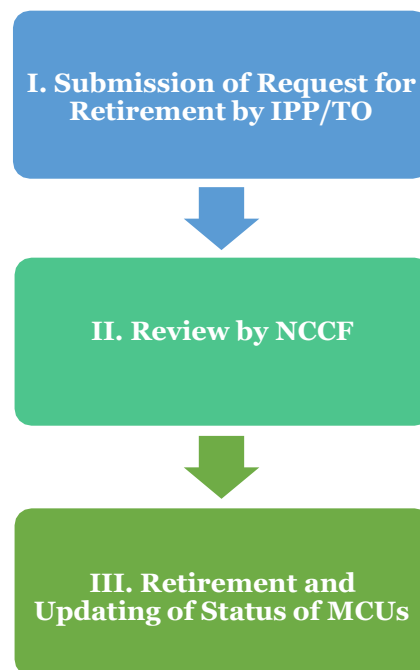


Figure 5: Retirement of MCUs

7.1.1 Submission of Request for Retirement of MCUs

- (i) IPP/TO shall submit the request for retirement of MCUs by submitting the completely filled request for retirement of MCU form through dedicated online interface. IPP/TO shall mention the vintage and number of MCUs to be retired. The request shall be authenticated by the account manager.
- (ii) IPP/TO may request to retire all or part of MCUs available in the account of IPP/TO. Number of MCUs requested to be retired shall be in form of natural number, *i.e.*, positive whole numbers.

- (iii) IPP/TO shall pay fee for retirement of MCUs as per the CR-I Fee schedule.

7.1.2 Review of Request by NCCF

- (i) NCCF shall review the request for retirement of MCUs based on the request for retirement of MCU form, including the vintage and number of MCUs requested to be retired and authenticated by the signature of the account manager.
- (ii) The registry shall execute the retirement of MCUs and update the status of MCUs on the registry website.
- (iii) NCCF shall send confirmation of retirement of MCUs to IPP/TO *via* email.

7.2 Cancellation of MCUs

The registry permits cancellation of MCUs available in the account of IPP/TO. IPP/TO shall completely adhere to the rules, requirements and procedures established in Subsection 7.2 for cancellation of MCUs. IPP/TO may refer to definition of cancellation in Glossary of Terms.

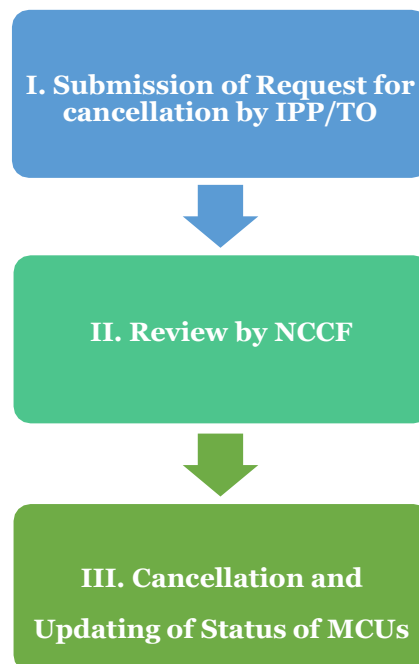


Figure 6: Cancellation of MCUs

7.2.1 Submission of Request for Cancellation of MCUs

- (i) IPP/TO shall submit the request for cancellation of MCUs by submitting the completely filled request for cancellation of MCU form through online interface. IPP/TO shall mention the vintage and number of MCUs to be retired. The request shall be authenticated by the account manager.
- (ii) IPP/TO may request to cancel all or part of MCUs available in the account of IPP/TO. Number of MCUs requested to be cancelled shall be in form of natural number, *i.e.*, positive whole numbers.
- (iii) IPP/TO shall not be liable to pay fee for cancellation of MCUs.

7.2.2 Review of Request by NCCF

- (i) NCCF shall review the request for cancellation of MCUs, based on the request for retirement of MCU form, including vintage and number of MCUs requested to be cancelled and authenticated by signature of the account manager.
- (ii) The registry shall execute the cancellation of MCUs and update the status of MCUs on the registry website.
- (iii) NCCF shall send confirmation of cancellation of MCUs to IPP/TO *via* email.

8. Contribution to CR-I Buffer Pool

All AFOLU projects pertaining to GHG removals enhancement are subjected to determination of GHG reversal risk and determination of Minimum Buffer Percentage (MBP) as a mitigation measure for the reversal risk. IPP shall conform to the rules, requirements and procedures prescribed in this Section for contribution of MCUs to mitigate GHG reversal risks, to CR-I buffer pool.

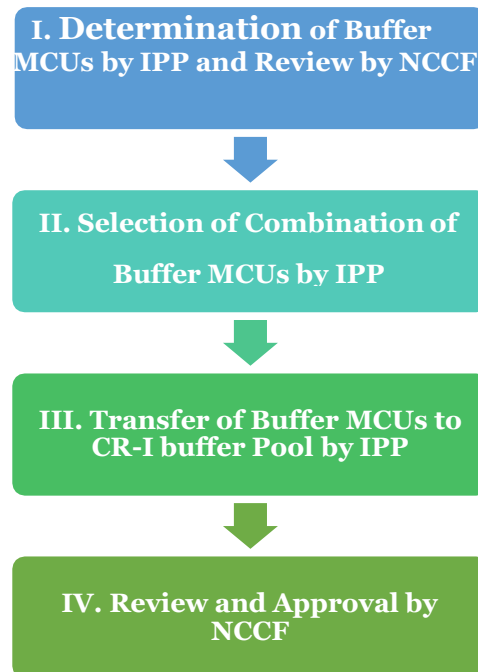


Figure 7: Contribution of CR-I Buffer Pool

8.1 Selection of Combination of Buffer MCUs

8.1.1 IPP shall select and explicitly mention the combination of the choices for contribution of MCUs to the buffer pool in the appropriate section of MR, as per the rules and requirements of CR-I Tool for Determination of GHG Reversal Risks and Buffer Contribution.

8.2 Transfer of Buffer MCUs to CR-I Buffer Pool

- 8.2.1 MCUs, full or part of the buffer pool contribution, opted by IPP to be credited directly from the MCUs generated and issued from the project, shall be directly contributed to the CR-I Buffer Pool. Such MCUs shall neither be charged for issuance fee, nor provided with unique serial numbers.
- 8.2.2 When an option, full or part, opted by IPP for MCUs to be contributed from another project, IPP shall fill and submit the form for transfer of buffer credits through the dedicated online interface. IPP shall have the required number of MCUs in its account. Contribution of CR-I buffer pool may exceed required contribution. Submission of form for Transfer of Buffer Credit shall be within 15 working days of approval of RfI.
- 8.2.3 At any point during the crediting period of the project, IPP may willingly contribute MCUs to CR-I Buffer Pool as per the procedure prescribed in Subsection 8.2.

8.3 Review and Approval by NCCF

- 8.3.1 NCCF shall review the submissions made by IPP. NCCF shall ascertain that total MCUs contributed to CR-I buffer pool are satisfy the GHG reversal risks determined.
- 8.3.2 NCCF shall transfer the MCUs from the account of IPP to the CR-I buffer pool and confirm the transfer to IPP *via* email.

9. Reporting and Compensation of GHG Reversals

In the event of GHG reversals, IPP shall report the GHG reversals which shall be verified by an independent empaneled VVB. NCCF shall compensate, as per the rules and requirements of CR-I Tool for Determination of GHG Reversal Risk and Buffer Contribution, for the GHG reversals based on the verified GHG reversals and buffer contributed by IPP.

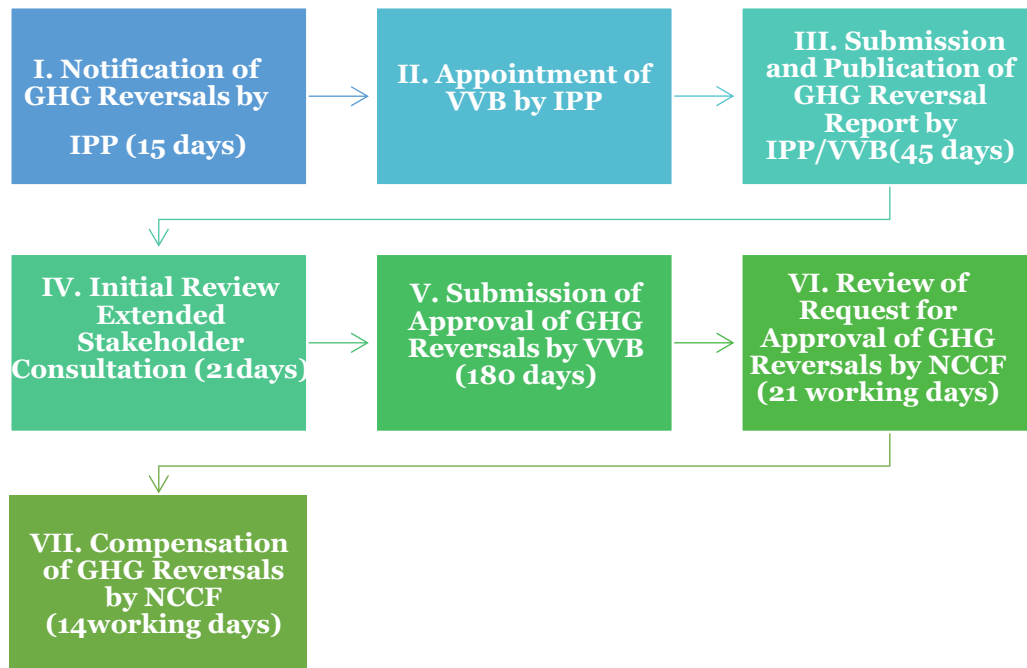


Figure 8: Reporting and Compensation of GHG Reversals

9.1 Notification of GHG Reversals

9.1.1 IPP shall notify NCCF within 15 days of becoming aware, or informed of GHG reversals, *via* email at cri.projects@nccf.in. IPP shall mention the following in the mail:

- Complete tile and unique reference number of the registered project
- Event(s) both natural and/or anthropogenic that have led to GHG reversal
- Actions taken (if any) to reduce the amount of GHG reversals
- Estimated amount of GHG reversals

- 9.1.2 NCCF shall confirm the notification by the IPP, by replying to the email. NCCF shall further mention the occurrence of GHG reversal on the registry website.

9.2 Appointment of VVB

- 9.2.1 The IPP shall contact and appoint following a transparent procedure, an appropriate VVB to carry out all the tasks related to verification of the project.
- 9.2.2 IPP shall fill, appoint VVB and submit the appointment of VVB form through the dedicated online interface. If GHG reversals are being reported parallel to MR, IPP shall select both activities of verification of GHG emissions reduction and GHG reversals in the same appointment of VVB, *i.e.*, same VVB shall conduct both the verification activities.

9.3 Submission and Publication of GHG Reversal Report

- 9.3.1 IPP shall prepare GHG reversal report using GHG reversal template available on the registry website.
- 9.3.2 IPP shall submit GHG reversal report and other supporting documents to VVB.
- 9.3.3 VVB shall conduct completeness check on the GHG reversal report and submit the GHG reversal report using form for Reporting of GHG reversals through the dedicated online interface. The report shall be submitted within 45 days of notification to NCCF or at same time as MR, whichever is earlier.
- 9.3.4 NCCF shall confirm the submission of reversal report to both IPP and VVB *via* email and move the project to the list of projects requesting approval of GHG Reversals.

9.4 Initial Review and Extended Stakeholder Consultation (ESC)

- 9.4.1 NCCF shall make GHG reversal report available on a dedicated ESC page on the registry website for ESC for a period of 21 days regardless of project scope and scale, with the period starting from midnight (IST) subsequent to the day of upload of the GHG reversal report.

- 9.4.2 NCCF shall confirm the upload for ESC by sending confirmatory emails to both the IPP and the VVB separately.
- 9.4.3 NCCF shall also review the GHG reversal report for its completeness as per the rules, requirements and procedures of VVS and any other regulatory document, as applicable
- 9.4.4 NCCF shall review the comments of ESC, and those, which are deemed reasonable and appropriate, shall be made available to VVB along with comments of NCCF with copy to IPP.

9.5 Submission of Request for Approval of GHG Reversals

- 9.5.1 The VVB shall perform the verification of the GHG reversals, based on an exhaustive and impartial assessment, and review of the GHG reversal report and relevant supporting documents in accordance with the rules, requirements and procedures of VVS and any other regulatory document, as applicable. The VVB shall further prepare a GHG Reversal VeR, using the GHG Reversal VeR template available on the registry website, containing the assessment of each aspect of GHG reversal.
- 9.5.2 VVB shall also ensure that IPP has provided adequate response to each comment/feedback received during ESC and from NCCF, by performing either of the two actions, as applicable:
 - (i) Adequately demonstrate that specific comment/feedback is either unsuitable, irrelevant or immaterial.
 - (ii) Adequately modify section of the GHG Reversal Report by responding to and/or addressing, as applicable, the comments/feedback.
- 9.5.3 Upon successful completion of the GHG reversal verification, the VVB shall submit request for approval of GHG reversal, and all required documents (GHG reversal report and the VeR) by submitting form for Approval of GHG reversals through the dedicated online interface.
- 9.5.4 The process of verification and submission of request shall not take more than 180 days from the day of submission of GHG reversal report, excluding the time taken for ESC.

9.6 Review of Request for Approval of GHG Reversals

- 9.6.1 Once the project is listed under the list of projects requesting approval of GHG reversals, NCCF shall begin the task of reviewing the project to assess consistency, completeness, applicability and appropriateness.
- 9.6.2 In case of positive outcome, NCCF shall inform the VVB with copy to IPP *via* email of approval of GHG reversals and subsequently move the project requesting approval of GHG Reversal to the GHG Reversal approved list of projects on the registry website.
- 9.6.3 In case of negative outcome, the following possibilities arise:
- (i) The review has yielded that the submitted GHG Reversal Approval Request does not qualify for approval with the registry.
 - (ii) Clarification is sought and/or corrections are required which shall lead to the revision in the submitted documents.
- 9.6.4 In case of occurrence of possibility outlined in 9.6.3 (i), NCCF shall reject the request for approval of GHG reversals and shall inform the VVB and IPP separately by *via* email.
- 9.6.5 In case of occurrence of possibility outlined in 9.6.3 (ii), NCCF shall officially provide its review comments to VVB *via* email with copy to IPP and advise VVB to submit within the stipulated timeframe, decided on case-to-case basis, the additional information and/or amended documentation and/or information.
- 9.6.6 VVB shall further respond by replying to the email and submitting additional information, and/or amended document and/or documentation within the stipulated time to NCCF for review. This dispensation shall only be allowed once during the process of approval of GHG reversals.
- 9.6.7 If required, VVB may request telephonic/web-based consultation with NCCF to explain and deliberate upon any element of the information or document submitted by the VVB within three working days of officially providing comments. Only one such request each shall be allowed during all possible project phases under the registry
- 9.6.8 After receipt of consultation request, NCCF shall fix a date and time, and furnish details of the same to both VVB and IPP by responding to the consultation request email, within three working days of receipt of the request email.
- 9.6.9 If VVB does not respond to the comments and issues raised by NCCF or the same are not cleared during the stipulated timeframe, request for approval of GHG Reversal shall be deemed incomplete and shall be rejected by NCCF. NCCF shall move the project from the list of projects requesting approval of

GHG Reversal to list of projects rejected for approval of GHG Reversal

- 9.6.10 If NCCF is satisfied with resubmission of the revised/corrected document and/or information, it shall approve the request for approval of GHG Reversal. It shall move the project from the list of projects requesting approval of GHG Reversal to projects approved for GHG Reversal.
- 9.6.11 If NCCF is not satisfied with the resubmission, it shall reject the request for approval of GHG Reversal and subsequently inform both VVB and IPP separately *via* email and move the project from the list of projects requesting approval of GHG Reversal to list of projects rejected for GHG Reversal.
- 9.6.12 The process of review shall not be more than 21 working days, excluding the time taken by the VVB to submit response to the comments provided by NCCF.

9.7 Compensation of Reversals

- 9.7.1 After positive conclusion on request for approval of GHG reversal, NCCF shall compensate GHG reversals by cancelling the MCUs from the CR-I Buffer Pool. Amount of MCUs cancelled by NCCF shall be equal to approved GHG reversals, and in conformance with rules and requirements of CR-I Tool for Determination of GHG Reversal Risk and Buffer Contribution.
- 9.7.2 If contribution of MCUs to CR-I Buffer Pool from IPP is required as per the compensation rules and requirements of CR-I Tool for Determination of GHG Reversal Risk and Buffer Contribution, IPP shall contribute MCUs as per rules, requirements and procedures prescribed in Section 8 of the document within 15 working days of approval of GHG reversals.
- 9.7.3 NCCF shall confirm cancellation of MCUs *in lieu* of GHG reversals to IPP and VVB *via* email.
- 9.7.4 This process shall not take more than 14 working days from the approval of GHG reversals, excluding the time taken by IPP to contribute to CR-I Buffer Pool.

10. Inclusion of Component Project Activity (CPA)

IPP at a later stage, may add CPA to the registered Programme of Activity (PoA). To enable this, the CPA shall completely be in accordance with the rules, requirement and procedures of CS, VVS and any other regulatory document, as applicable. This dispensation shall be allowed during the verification stage of the PoA and shall be duly validated by the VVB conducting verification of the particular monitoring period.

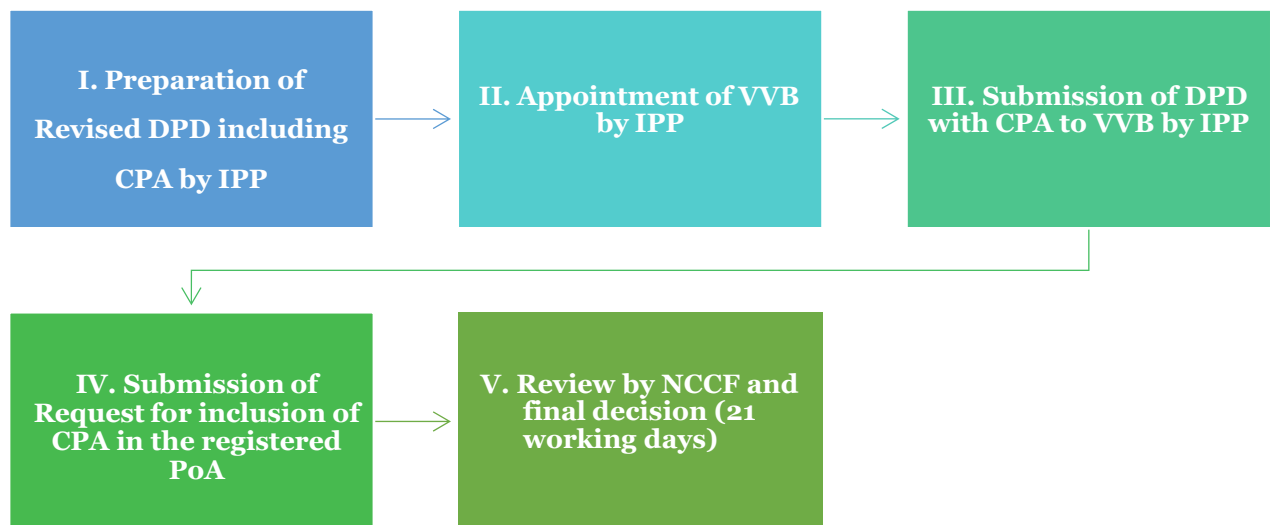


Figure 9: Inclusion of CPA

10.1 Preparation of Revised DPD

10.1.1 IPP shall prepare the revised DPD, including the relevant details of the CPA proposed for addition in the registered PoA. The revised DPD shall be in conformance to rules and requirements of CS and any other regulatory document, as applicable.

10.2 Appointment of VVB

10.2.1 While appointing VVB for verification of the project, IPP shall also select option on validation of Inclusion of CPA in the appointment of VVB form and submit it through the dedicated online interface.

10.3 Submission of DPD to VVB

- 10.3.1 IPP shall submit the revised DPD, both clean and track change versions to VVB along with other relevant and supporting documents. IPP and VVB shall maintain the complete trail of emails.
- 10.3.2 IPP shall also communicate the intention to add CPA in the registered PoA during the verification and issuance stage to NCCF *via* email at cri.project@nccf.in. The communication shall be made any time before the MR is being put for ESC.

10.4 Submission of Request for inclusion of CPA in registered PoA

- 10.4.1 Inclusion of CPA shall not be subjected to initial review by NCCF and ESC in parallel with verification and issuance process.
- 10.4.2 The VVB shall perform the validation for CPA proposed to be included in PoA, based on an exhaustive and impartial assessment, and review of the revised DPD and relevant supporting documents in accordance with the rules, requirements and procedures of VVS and any other regulatory document, as applicable. The VVB shall further prepare a VaR, using the VaR template available on the registry website.
- 10.4.3 Upon successful completion of validation, the VVB shall submit the revised DPD, supporting documents and VaR along with submission of request for inclusion of CPA. VVB shall indicate this through the Request for Inclusion of CPA form submitted through the dedicated online interface.
- 10.4.4 NCCF shall confirm the submission of request for inclusion of CPA along with confirmation of submission of RfI.
- 10.4.5 NCCF shall include the project in the list of PoA requesting inclusion of CPA.

10.5 Review of Request for inclusion of CPA in the registered PoA

- 10.5.1 NCCF shall review the request for inclusion of CPA in the registered project along with the review of RfI submitted by the VVB. NCCF shall review the inclusion and its documentation for consistency, completeness, applicability and appropriateness.

- 10.5.2 In case of positive outcome, NCCF shall inform the VVB with copy to IPP *via* email of approval of inclusion of CPA and subsequently add the CPA to the registered PoA on the registry website.
- 10.5.3 In case of negative outcome, the following possibilities arise:
- i. The review has yielded that the submitted CPA does not qualify for approval with the registry.
 - ii. Clarification is sought and/or corrections are required which shall lead to the revision in the CPA and/or submitted documents.
- 10.5.4 In case of occurrence of possibility outlined in 10.5.3 (i), NCCF shall reject the request to include CPA and shall inform the VVB and IPP separately by *via* email.
- 10.5.5 In case of occurrence of possibility outlined in 6.9.3 (ii), NCCF shall officially provide its review comments to VVB *via* email with a copy to IPP and advise VVB to submit in the stipulated timeframe, as decided on case-to-case basis additional information and/or amended documentation and/or information.
- 10.5.6 VVB shall further respond by replying to the email and submitting additional information, and/or amended document and/or documentation within the stipulated time to NCCF for review. This dispensation shall only be allowed once during the process of CPA inclusion.
- 10.5.7 If required, VVB may request telephonic/web-based consultation meeting with NCCF to discuss prevailing issue within three working days of officially providing comments. Only one such request each shall be allowed during all possible project phases under the registry,
- 10.5.8 After receipt of consultation request, NCCF shall fix an appointment date and furnish the appointment details to both VVB and IPP by responding to the consultation request email, within three working days of receipt of the request email.
- 10.5.9 If VVB does not respond the comments and issues raised by NCCF or issues aren't cleared during the stipulated timeframe, request for inclusion of CPA shall be deemed incomplete and shall be rejected by NCCF. NCCF shall move the project from the list of PoA requesting inclusion of CPA to the list of PoA rejected for CPA inclusion the registry website.
- 10.5.10 If NCCF is satisfied with resubmission of the revised/corrected document and/or information, it shall approve the inclusion of CPA.
- 10.5.11 If NCCF is not satisfied with the resubmission, it shall reject the request to include CPA and subsequently inform both VVB and IPP separately *via* email.

10.5.12 After approval of inclusion of CPA NCCF shall add the CPA to the registered PoA on the registry website.

10.5.13 If eligible (and included in MR) during verification, MCUs generated through the CPA shall be issued during approval of RfI.

10.5.14 The process of review shall not be more than 21 working days, excluding the time taken by the VVB to submit response to the comments provided byNCCF.

11. Request for Renewal of Crediting Period

If the IPP has opted for renewal type crediting period as per the rules and requirements of CS, IPP may renew the crediting period as per the rules and requirements of CS and procedures prescribed in this section of the document. Renewal of Crediting Period (RCP) shall be subjected to validation by independent and impartial VVB empaneled with the registry for the sectoral scope(s) of the project.

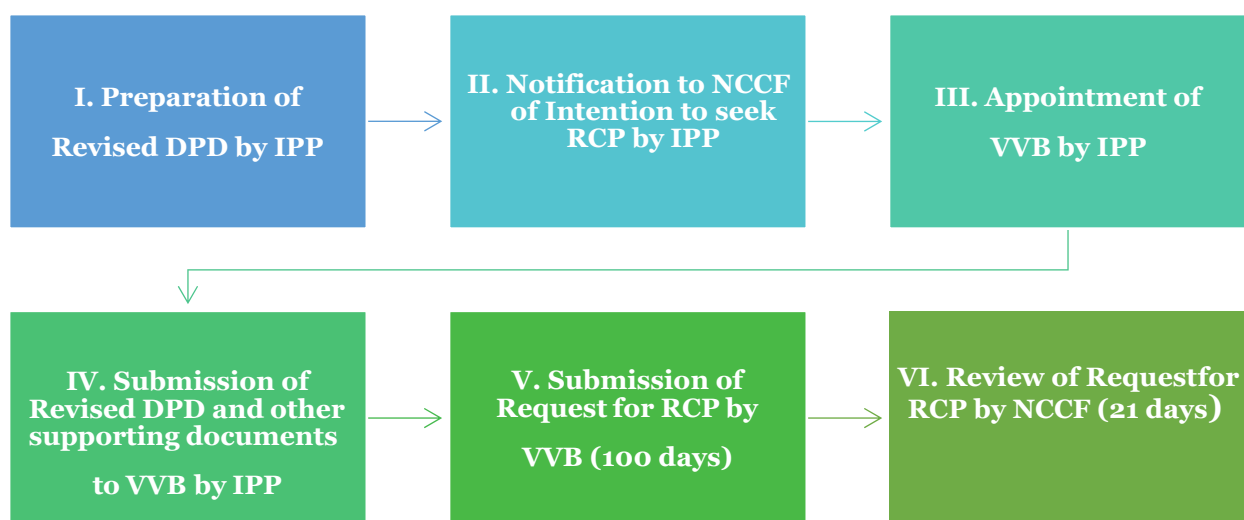


Figure 10: Procedure for RCP

11.1 Preparation of Revised DPD for Renewal of Crediting Period(RCP)

11.1.1 For Renewal of Crediting Period (RCP), The IPP shall prepare the revised DPD using a valid version of DPD form template available on the registry website. The DPD shall be prepared to be in complete adherence to the rules, requirements and procedures of latest version of CS and any other regulatory document, as applicable. Subsequently, DPD shall completely adhere to the document preparation instructions provided therein.

11.2 Notification of Intention to seek RCP

11.2.1 The start date of the new Crediting Period (CP) shall be the date immediately after the end date of the current CP.

- 11.2.2 Project that has not been implemented and undergone at least one verification/certification cycle during the current CP, shall not be eligible for RCP.
- 11.2.3 IPP wishing to renew the CP shall only submit its notification of intention to seek RCP, any time between 270 to 90 working days prior to the date of expiration of the ongoing CP.
- 11.2.4 In order to do so, the IPP shall submit an Intention to seek RCP form through dedicated online interface along with the revised DPD and supporting documents to NCCF for initial review.

11.3 Appointment of VVB for RCP

- 11.3.1 The IPP shall contact and appoint (through suitable means) an appropriate VVB in order to carry out all the tasks related to validation of RCP request for the project.
- 11.3.2 The IPP shall ensure that the appointed VVB had not performed the most recent verification of the project.
- 11.3.3 IPP shall select VVB, and fill and submit the appointment of VVB form through online interface.

11.4 Submission of DPD and other supporting documents to the appointed VVB

- 11.4.1 The IPP shall submit the completed revised DPD and all relevant supporting documents⁶ to the appointed VVB for evaluation and validation of RCP.

11.5 Submission of Request for RCP

- 11.5.1 The VVB shall perform the validation of the RCP request for the project based on an exhaustive and impartial assessment and review of the revised DPD and relevant supporting documents in accordance with the rules, requirements and procedures of Validation and Verification Standard (VVS) and any other regulatory document, as applicable. The VVB shall further prepare an RCP Validation Report (RCP-VaR) using the template, available

⁶ Supporting documents shall include evidences, *inter alia*, i) for demonstrating compliance with applicable criteria of the applied (latest) methodology, ii) demonstrating applicability of appropriate baseline (if required), iii) project details, iv) values of various input parameters used for quantification of emissions reduction/removals enhancement.

on the registry website, containing the assessment of each aspect of the project design and description of the findings.

11.5.2 Upon successful completion of validation of RCP, the VVB shall submit the Request for RCP form along with all required documents, including revised DPD and the RCP-VaR through the dedicated online interface.

11.5.3 IPP shall pay fee as per the CR-I fee schedule.

11.5.4 NCCF shall confirm the submission of project RCP request by sending separate confirmatory e-mails to both the IPP and the VVB. The email shall include a unique reference number corresponding to the RCP request. NCCF shall further include the project in the list of projects requesting RCP.

11.5.4 The process of validation and submission of request for RCP shall not take more than 100 days from the date of appointment of VVB.

11.6 Review of Request for RCP

11.6.1 Once the project is listed under the list of projects requesting RCP, NCCF shall begin the task of reviewing the project to assess its consistency, completeness, applicability and appropriateness.

11.6.2 In case of positive outcome, NCCF shall inform the VVB with copy to IPP *via* email of approval of RCP and subsequently move the project requesting RCP to project approved for RCP on the registry website.

11.6.3 In case of negative outcome, the following possibilities arise:

- i. The review has yielded that the submitted DPD does not qualify for further processing for RCP.
- ii. Clarification is sought and/or corrections are required which shall lead to the revision in the submitted DPD and/or supporting documents.

11.6.4 In case of occurrence of possibility outlined in 11.6.3 (i), NCCF shall reject the Request for RCP and shall inform the VVB and IPP separately *via* email and move the project from the list of projects requesting RCP to the list of projects rejected for RCP.

11.6.5 In case of occurrence of possibility outlined in 11.6.3 (ii), IPP shall officially provide its review comments to VVB with copy to IPP *via* email and advise the VVB to submit within the stipulated timeframe, decided on case to case basis, additional information and/or amended documents and/or information.

- 11.6.6 VVB shall respond by replying to the email and submitting additional information, and/or amended document within the stipulated time to NCCF for review. This dispensation shall be allowed only once during the process of RCP
- 11.6.7 If required, VVB may request telephonic/web-based consultation with NCCF to explain and deliberate upon any element of the information or document submitted by the VVB within three working days of officially providing comments. Only one such request each shall be allowed during all possible project phases under the registry, *i.e.*, Registration, Permanent Design Change, Issuance and Renewal of Crediting Period.
- 11.6.8 After receipt of consultation request, NCCF shall fix a date and time, and furnish details of the same to both VVB and IPP by responding to the consultation request email, within three working days of receipt of the request email.
- 11.6.9 If VVB does not respond to the comments and issues raised by NCCF or the same are not cleared during the stipulated timeframe, request for RCP shall be deemed incomplete and shall be rejected by NCCF. NCCF shall move the project from the list of projects requesting RCP to the list of projects rejected for RCP on the registry website.
- 11.6.10 If NCCF is not satisfied with the resubmission, it shall reject the Request for RCP and subsequently inform both VVB and IPP separately *via* email.
- 11.6.11 This process of review of Request for RCP shall not take more than 21 working days, excluding the time taken by the by IPP to respond to the review comments provided by NCCF.
- 11.6.12 NCCF shall not be liable to refund fee or part thereof in case of rejection of request for RCP.

11.7 Withdrawal of Request for RCP

- 11.7.1 The IPP may withdraw the RCP request any time before NCCF's decision on the same through the VVB by submission of withdrawal of request for RCP form through dedicated online interface.
- 11.7.2 After successful review of the submitted form, NCCF shall designate the RCP request as withdrawn and mark it as such on the interface.
- 11.7.3 NCCF shall not be liable to refund fee or part thereof in case of withdrawal of Request for RCP.

DOCUMENT HISTORY

Version	Date	Description
Ver1.0	16.09.2021	Initial Publication.