Evident I-REC Code for Electricity

SF-02: Production Facility Registration

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I-REC

An Xpansiv® Registry
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Document Control

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1. Introduction

The following multi-part form included within this document is to be used by all Registrants wishing to register Production Facilities. Evident reserves the right to request further information in addition to that requested in this form where, in its reasonable opinion, such information is required to establish the eligibility, configuration, operation, ownership, or attribute rights of the Production Facility.

The completed form should be attached to a Production Facility registration within the Xpansiv I-REC Registry. Where an online system is available for Production Facility registration within the Xpansiv I-REC Registry that system may, at the sole discretion of the responsible Issuer, be used to replace the requirement to submit form *SF-02: Production Facility Registration* through the Xpansiv I-REC Registry.

Form *SF-02A: Registrant's Declaration* shall be submitted with all registrations.

Form *SF-02B: Production Group Template* shall be submitted only for registrations of Production Groups.

Form *SF*-02C: Owner's Declaration shall be submitted for every registration where the Registrant is not the Facility Owner.

Issuers may, at their discretion, require completion of this form, or a translation, in another language **in addition to English.**

This document is correct at the date of issue, however Evident may change the information requirements without notice where necessary for compliance with national legislation or to preserve the integrity for the I-REC(E) market.

THIS FORM MUST BE SUBMITTED THROUGH THE XPANSIV REGISTRY

1.1 SF-02: Production Facility Registration

Complete all fields.		
Date		DD/MM/YYYY
Request type *(please select)*		New / Change of details / Renewal / Transfer
Submitter status *(please confirm and, if yes, provide evidence and completed SF-02C: Owner's Declaration with your submission)*	Is the Registrant also the owner of the Production Facility?	Yes/No

1.2 Registrant Contact Details

Complete all fields.	
Organisation ID/code *(as displayed in the Xpansiv I-REC Registry)*	
Organisation name	
Contact person	
Business address *(including postal or zip code)*	
Country	
E-mail	
Telephone	
Additional Contact(s) *If applicable – please provide details of any other person(s) we may contact*	

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1.3 Production Details

Complete all fields.	
Facility name	
Facility address *(including postal or zip code)*	
Country	
Latitude *(±n.nnnnnn)*	
Longitude *(±n.nnnnnn)*	
Installed capacity	**MWh** *Up to 6 decimal places*
Meter or Measurement ID(s) *(Serial number of the meter which measures generation/export by the production facility)*	
Number of generating units *(E.g., number of inverters for solar facility, number of wind turbine generators for wind facility, etc.)*	
Commissioning date	DD/MM/YYYY
Owner of the network to which the Production Device is connected and the voltage of that connection	
If the Production Device is not connected directly to the grid, specify the circumstances, and additional relevant meter registration numbers	
Expected form of volume evidence *(if other please specify)*	Metering data / Contract sales invoice / Other
Is there an on-site (captive) consumer present? *(if yes please provide details)*	Yes/No
Auxiliary/standby energy sources present? *(if yes please provide details)*	Yes/No
Please give details of how the site can import electricity by means other than through the meter(s) specified above	

Requested effective date of registration: *(in line with the Residual Mix Deadline and no earlier than the commissioning date)*	DD/MM/YYYY

1.4 Energy Sources

Complete all fields – please refer to SD 02: Technologies and Fuels.		
Fuel *(please list all possible fuels if Production Facility is a multi-fuel generator)*	**Code(s)**	**Description(s)**
Technology	**Code**	**Description**

1.5 Business Details

Complete all required fields.	
Please give details (including registration id) of any carbon offset or energy tracking scheme for which the Production Facility is registered. State 'None' if that is the case	
Please identify any Labelling Scheme(s) for which the Production Facility is accredited	
Has the Production Facility ever received public (government) funding (e.g. Feed in Tariff)?	No / Investment / Production
(if public (government) funding has been received when did/will it finish?)	DD/MM/YYYY

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1.6 Verification Agent

Complete if required.	
Name of proposed Verification Agent *(if not the Issuer)*	

1.7 Additional Information

Please use this field to provide any further information you feel relevant to this registration.

1.8 Confirmation Signature

Complete all fields.	
By submitting this form I confirm acceptance of Xpansiv's Privacy Policy, as published on https://www.xpansiv.com/privacy-policy and any such policies as published by the responsible Issuer. I acknowledge and agree that the information provided will be used by Xpansiv for the purpose of providing services relating to I-REC Electricity certificates and that Xpansiv may share this information with other organisations as may be necessary for the provision of these services.	
Signature	
Name (BLOCK CAPITALS)	
Date	DD/MM/YYYY

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1.9 SF-02A: Registrant's Declaration

If not submitted with SF-02: Production Facility Registration, for example if all registration data is submitted via an online form, this Registrant's Declaration should be copied onto the Registrant's headed paper, completed and signed by an authorised representative of the Registrant. It can be scanned and submitted electronically to the Issuer. An Issuer may accept a company stamp as an alternative to an authorised representative's signature. *Text within [square brackets] should be replaced with the appropriate content.*
On behalf of the Registrant, [*insert Registrant organisation name here*], I agree to be subject to the I-REC Code for Electricity and warrant that the information contained in this application is truthful and exhaustive. Any planned changes concerning the information given in this form will be announced in advance to the Facility Verifier (if any) and the Issuer. Any unplanned changes will be reported to the Facility Verifier (if any) and the Issuer at the first possible occasion. The Production Facility Owner and the Registrant as their agent accept the possibility of unannounced control and auditing visits to their own premises and/or the premises of the Production Facility, as prescribed in the I-REC Code for Electricity. I confirm that all necessary permissions of the Production Facility Owner have been granted to the Registrant and we therefore undertake that, for the same units of electrical energy, our organisation will not receive or apply for any certificates or other instruments representing the associated renewable or carbon attributes or the calculated displacement ('offset') of these attributes from the electricity production. We also, to the best of our knowledge, have the right to separate renewable attributes from the associated physical electricity generation and are not required by legislation or contract to retain these attributes for any reason.

Signature	
Name (BLOCK CAPITALS)	
Date	DD/MM/YYYY

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1.10 SF-02B: Production Group Template

Complete all fields.							
The information in this form must be provided in Microsoft Excel format. Note that Issuers are not required to support registration of Production Groups and that additional information may be required.							
Production Group name *(same as Facility name in Production Facility Details section)*							
The columns in the below table should be completed and provided in Microsoft Excel format.							
ID	**Installation name**	**Full address**	**Latitude**	**Longitude**	**Installed capacity** *(MW)*	**Meter ID**	**Meter Type**
n			*±n.nnnnnn*	*±n.nnnnnn*	*n.nnnnnn*		*Interval / Scalar*

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1.11 SF-02C: Owner's Declaration

The Production Facility Owner shall, if not the Registrant, be required to submit a declaration confirming that the Registrant has been assigned the rights to register the Production Facility. The following approved text should be copied onto the Production Facility Owner's headed paper, completed and signed by an officer of the Production Facility Owner. It can be scanned and submitted electronically to the Issuer. An Issuer may accept a company stamp as an alternative to an authorised representative's signature.

Text within [square brackets] should be replaced with the appropriate content.

To: Evident
400 Springvale Road
Sheffield
S10 1LP
United Kingdom

Date: [*insert date here*]

Declaration of Attribute Generation and Ownership

Please accept this letter as granting [*insert Registrant organisation name here*] the exclusive right to act in respect of trading all renewable energy attributes (representing the environmental, economic, and social benefits associated with the generation of electricity) including all associated carbon attributes with [*insert Production Facility name here*] from [*insert Effective Registration Date here*] until [further notice/[*insert end date here*]]. The rights to these attributes are in our exclusive ownership at the time of signing.

We understand that the attributes associated with renewable electricity generation are different and distinct from instruments that may be granted under an emissions reduction scheme that have been calculated as displacement ('offset') against a business as usual case.

In granting this permission we accept that the ownership of the associated renewable and carbon attributes from the generation of electricity may be passed to [insert Registrant company name here] in the form of I-REC(E)s as defined in the I-REC Code for Electricity. We have received, or will receive, valuable consideration for the delivery of these attributes. We therefore undertake that, for the same units of electrical energy, our organisation will not receive or apply for any certificates or other instruments representing the associated renewable or carbon attributes or the calculated displacement ('offset') of these attributes from the electricity production. We also, to the best of our knowledge, have the right to separate renewable attributes from the associated physical electricity generation and are not required by legislation or contract to retain these attributes for any reason.

Yours sincerely,

On behalf of [*insert owner name here*]

THIS FORM MUST BE SUBMITTED THROUGH THE XPANSIV I-REC REGISTRY