Evident I-REC Code for Electricity

SF-04: Issue Request

Version: 1.2.1

Release Date: 21 November 2025

I-REC

An Xpansiv® Registry
Accredited by I-TRACK Foundation

Document Control

Document ID	EC-IRE-SF04
Document Name	Evident. I-REC Code for Electricity SF-04: Issue Request
Version	1.2.1
Author:	Evident
Owner	Evident Ev Limited
Authoriser	Evident
Release Date	21 November 2025

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1. Introduction

The following multi-part form included within this document is to be used by all Registrants for submitting Issue Requests for I-REC(E). 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, volume of energy produced, ownership, or attribute rights of the Production Facility.

The completed form should be attached to an Issue Request within the Xpansiv I-REC Registry. Where an online system is available for Issue Request submission 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-04: Issue Request* through the Xpansiv I-REC Registry.

Form *SF-04A: Issuing Declaration* shall be submitted with all Issue Requests.

Form *SF-04B: Production Group Statement* shall be submitted only for Issue Requests of Production Groups.

Form *SF-04C: Fuel Consumption Statement* shall be submitted for every Issue Request where the Production Facility uses multiple fuels.

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 I-REC REGISTRY

1.1 SF-04: Issue Request

Complete all fields.	
Date	DD/MM/YYYY
Request type *(please select)*	Normal / Self consumption

1.2 Registrant and Facility Details

Complete all fields. IDs, codes, and names should be as displayed in the Xpansiv I-REC Registry.	
Organisation ID/code	
Organisation name	
Facility ID/code	
Facility name	
Requested Labels *(only Labels recoded against the Facility registration are permitted)*	

1.3 Production Details

Complete all fields.		
Period start date	DD/MM/YYYY	
Period end date	DD/MM/YYYY	
Total production during period	**MWh**	*Up to 6 decimal places*
I-REC(E) applied for *(if blank the above amount will be issued on approval)*	**MWh**	*Up to 6 decimal places*
Unless explicitly confirmed otherwise, I-REC(E) for multi-fuel generators shall only be issued for that portion of electricity production derived from renewable sources.		

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 and also complete SF-04C: Fuel Consumption Statement)*	**Code(s)**	**Description(s)**
Technology	**Code**	**Description**

1.5 Production Auditor

Complete all fields if a Production Auditor has reviewed the information for this Issue Request.	
The undersigned Production Auditor has reviewed this Issue Request and has no material reason to doubt the correctness of the evidence to support the measured volume.	
Organisation name	
Signature	
Name (BLOCK CAPITALS)	
Date	DD/MM/YYYY

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1.6 Receiving Account Details

Complete all fields. IDs, codes, and names should be as displayed in the Xpansiv I-REC Registry.	
Receiving organisation name *(Participant, Platform Operator, or self-consumption)*	
Account ID/code	

1.7 SF-04A: Issuing Declaration

Complete all fields.	
If not submitted as part of SF-04: Issue Request, for example if all Issue Request data is submitted via an online form, this Issuing 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.	
In signing, the Registrant agrees to be subject to the I-REC Code for Electricity and warrants that the energy for which I-REC(E) certificates are being sought has not and will not be submitted for any other energy attribute tracking methodology, emissions reduction certificate, or carbon offset. The Registrant also warrants that, to the best of their knowledge, the production and/or consumption attributes contained within any I-REC(E) certificate issued in association with this request (including all rights to the specific electricity and/or emissions for the reporting of any indirect carbon accounting purposes) are not delivered to any other body (directly or in-directly) without the component I-REC(E) certificate. This includes but is not limited to electricity supply companies or national governments.	
Organisation name	
Signature	
Name (BLOCK CAPITALS)	
Date	DD/MM/YYYY

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1.8 SF-04B: Production Group Statement

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, or Issuing for, Production Groups and that additional information may be required.	
Production Group name *(same as Facility name in Production Details section)*	
Production Group ID *(same as Facility ID recorded in the Xpansiv I-REC Registry)*	
Period start date	DD/MM/YYYY
Period end date	DD/MM/YYYY
Measurement unit *(the same unit of measure must be used for all readings)*	MWh / kWh

The columns in the below table should be completed and provided in Microsoft Excel format. IDs, Installation names, and Meter IDs used must match those provided in the Production Group registration.

ID	Installation name	Meter ID	Opening Read		Closing Read		Volume
			Value	Date	Value	Date	
n							

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1.9 SF-04C: Fuel Consumption Statement

Complete all fields.	
This form is to be used for all Issue Requests relating to multi-fuelled generators unless an alternative method of information provision has been agreed with the responsible Issuer. The information in this form must be provided in Microsoft Excel format. Unless explicitly confirmed otherwise, I-REC(E) for multi-fuel generators shall only be issued for that portion of electricity production derived from renewable sources.	
Facility ID/code	
Facility name	
Period start date	DD/MM/YYYY
Period end date	DD/MM/YYYY

The columns in the below table should be completed and provided in Microsoft Excel format. IDs, Installation names, and Meter IDs used must match those provided in the Production Group registration. Please list all fuels utilised within the reporting period.

Fuel code	**Gross Calorific Value** *(MJ/kg)*	**Stock Balance at Start Date** *(kg)*	**Stock Added during Period** *(kg)*	**Stock Balance at End Date** *(kg)*	**Fuel Consumed** *(kg)*	**Energy from Source**
	a	b	c	d	=b+c-d	=a*(b+c-d)
Renewable energy sources						
Non-renewable energy sources						

1.10 Production Auditor

Complete all fields if a Production Auditor has reviewed the information for this Fuel Consumption Statement.	
The undersigned Production Auditor has reviewed this Fuel Consumption Statement and has no material reason to doubt the correctness of the evidence submitted.	
Organisation name	
Signature	
Name (BLOCK CAPITALS)	
Date	DD/MM/YYYY

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