



# How to upload a signed Account Holder declaration into the Emissions Trading Register

February 2019

If you made a change to an Account Holder or their account in the Emissions Trading Register, you may need to show that the Account Holder authorises this change by uploading a signed Account Holder Declaration. This is a legal requirement. Find out more in this guide.

## Changes that need Account Holder authorisation

A signed Account Holder declaration is needed in the following situations:

- setting up a new Account Holder and their account in the Register
- assigning new people to roles for the Account Holder – such as an Account Holder User, Account Operators, ETS Reporters, an Authorised Person
- changing Account Holder legal names and contact details (unless you are changing their address only)
- adding new parties to an existing Account Holder, or removing parties
- adding or changing (non-forestry) greenhouse gas activities you are registered for
- adding a security interest to the account

**Important:** This guide covers the process for existing Account Holders only. If you wish to upload a signed declaration for a new Account Holder that has only just been created, please follow the steps in our companion guide: *How to open an account for a new Account Holder in the Emissions Trading Scheme*

## Who can sign the Account Holder Declaration

The person or people that can sign the declaration depends on the type of Account Holder. Table 1 explains who will sign.

Table 1 Who can sign the declaration

The Account Holder type <sup>1</sup>	Who signs the declaration	Who else can sign the declaration?
An individual who is 18 years or older	The person who is the Account Holder	If already set up for the Account Holder in the Register: <ul style="list-style-type: none"> <li>• A Power of Attorney acting for an individual or organisation in the Account Holder</li> <li>• An Authorised Person can sign in some situations: for changes of Account Operators and ETS Reporters, and changing activities.</li> </ul>
A single organisation	An authorised representative of the organisation, such as a director, or equivalent, or delegated authority	
More than one person, organisation or a combination of both	Each person and representative of each organisation in the Account Holder group	

**Note:** If the Account Holder is made up of multiple parties in different locations, it is fine for them to sign multiple copies of the declaration and to upload more than one partially-signed declaration into the Register, as long as every person or organisation representative in the Account Holder group signs unless there is an authorised person signing on behalf of the Account Holder (see table 1).

## Who can download and upload the declaration

Table 2 Who can download and upload the declaration, and which part of this guide to follow

If you have these roles set up to manage the Account Holder and account	The Account Holder type <sup>1</sup>	Who makes the changes in the Register	Who downloads the declaration to be signed	Who uploads the signed declaration
Account Operator/s No Account Holder User No Authorised Person May or may not have ETS Reporters	All types: individual, one organisation or multiple parties	Account Operator or ETS Reporter	The person that made the changes to the Account Holder  <b>Follow part 1 of this guide</b>	The person that made the changes to the Account Holder  <b>Follow part 2 of this guide</b>
Account Holder User No Authorised Person May or may not have an Account Operator May or may not have ETS Reporters	Individual or one organisation	Account Holder User, Account Operator or ETS Reporters	The Account Holder User only  <b>Follow part 1 of this guide</b>	The Account Holder User only  <b>Follow part 3 of this guide</b>
1 or more Account Holder User No Authorised Person May or may not have an Account Operator May or may not have ETS Reporters	Multiple parties	Account Holder User, Account Operator or ETS Reporters	The person that made the changes to the Account Holder  <b>Follow part 1 of this guide</b>	Whoever made the changes  <b>Follow part 1 of this guide</b> Next, the Account Holder User only  <b>Follow part 3 of this guide</b>
Authorised Person Account Operator No Account Holder User May or may not have ETS Reporters	All types: individual, one organisation or multiple parties	Authorised Person, Account Operator or ETS Reporters	The Authorised person only  <b>Follow part 1 of this guide</b>	The Authorised Person only  <b>Follow part 3 of this guide</b>

**Important:** This guide covers the process for existing Account Holders only. If you wish to upload a signed declaration for a new Account Holder that has only just been created, please follow the steps in our companion guide: *How to open an account for a new Account Holder in the Emissions Trading Scheme*

Please contact us if you need help or have any questions. Our contact details are at the end of this guide.

## Part 1 Download the declaration

- Log into the Register. You will either:
  - be taken straight to the *My tasks* page (below) if your log in is only linked to one Account Holder, or
  - you will see the name of all Account Holders on the right hand side of your screen, if your log in is linked to more than one Account Holder. Click on the Account Holder name for which you wish to upload a signed declaration and their *My tasks* page will display. Note, the number of outstanding tasks is displayed next to the Account Holder name
- Click on the task that you will be uploading the signed declaration for. You will see a screen similar to the one below (depending on the name of the task – in this example, making changes to the Account Operators ho look after this Account Holder).

New Zealand Emissions Trading Register  
For managing our units and climate change response activities

Home  
Macdonalds Farm  
Users and Account Holders  
Accounts and transactions  
ETS activities

### My tasks

Select the task you want to work on or select a menu item from the left hand menu.

Priority	Workflow	Task description
	Manage Account Operators	<a href="#">Complete application</a> Open the PDF file to review the declaration prior to signing and uploading

First Previous Page 1 of 1 Next Last

- Click on the link 'Account Holder Declaration (PDF ...KB) (shown by arrow below) – an option to save or open it will appear at the bottom of your computer screen. If you have only just completed the changes, this link may take a few minutes to appear.
- Save or print a copy of the declaration for signing. Arrange for all of the members of the Account Holder, or their authorised representative (see table 1), to sign. If there are many people or organisations in the Account Holder, they can sign separate copies of the declaration, as long as everyone has signed.

New Zealand Emissions Trading Register  
For managing our units and climate change response activities

Home  
Macdonalds Farm  
Accounts and transactions  
NZ-29  
Account Operators  
CHU30075-5

### Manage Account Operators

I.D.: CHU30075-5  
Current status: Draft

Declaration to be signed  
[Account Holder declaration \(PDF 603KB\)](#)  
Task: Complete application  
Open the PDF file to review the declaration prior to signing and uploading

History  
30 Jan 2019 Workflow started by: John Smith

Date	User	Description	Form	Attachments
30 Jan 2019	John Smith	Submitted for review	Form (PDF 485KB)	N/A

## Part 2 Upload the signed declaration/s to the Register

- Make sure that in your role for the Account Holder, you are able to upload the signed declaration – see table 2.
- Log into the Register, as in the previous section, navigate to the *My Tasks* page and click on the task for which you are uploading the declaration. In this example, new Account Operators are being added, so the *Manage Account Operators* screen appears. Whichever task, the screen will look similar (as below).

**New Zealand Emissions Trading Register**  
For managing our units and climate change response activities

**Manage Account Operators**

I.D.: CHU30075-4

Current status: **Draft**

Declaration to be signed

[Account Holder declaration \(PDF 603KB\)](#)

Task: Complete application  
Open the PDF file to review the declaration prior to signing and uploading

[Upload declaration](#) [Edit application](#)

History  
16 Jan 2019 Workflow started by: John Smith

Date	User	Description	Form	Attachments
16 Jan 2019	John Smith	Submitted for review	<a href="#">Form (PDF 484KB)</a>	N/A

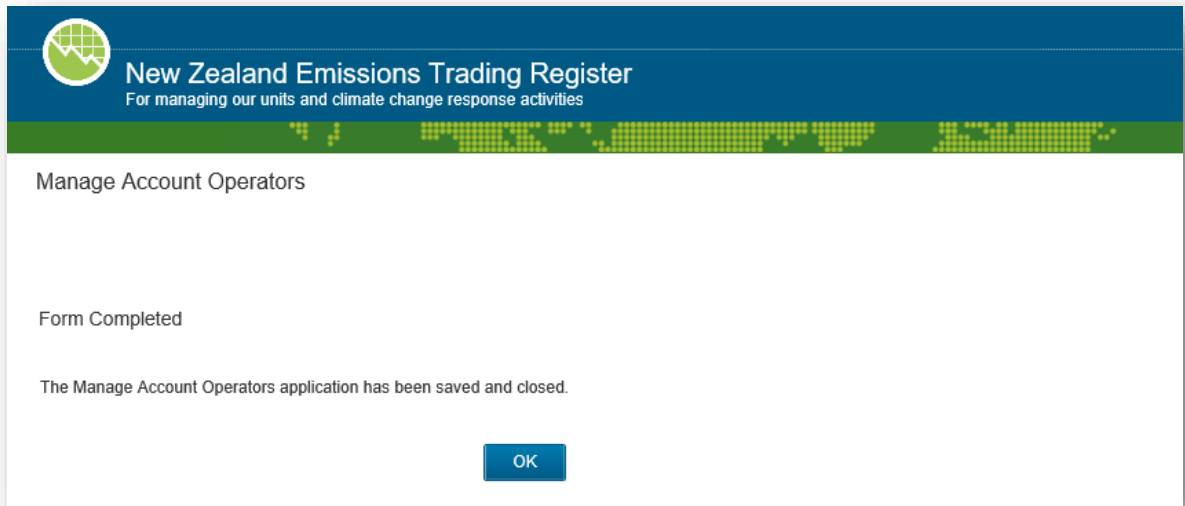
- Click on the blue Account Holder declaration link and the two blue buttons in the centre of the screen will appear. Click the 'Upload declaration' button in the centre of the screen when you are ready to upload the signed and scanned copy/copies of the declaration<sup>1</sup>.

<sup>1</sup> You can still choose to edit the details at this point (by choosing 'Edit application') but please be aware that you will need to download a new version of your Account Holder declaration for signing again (**reflecting all edits**).

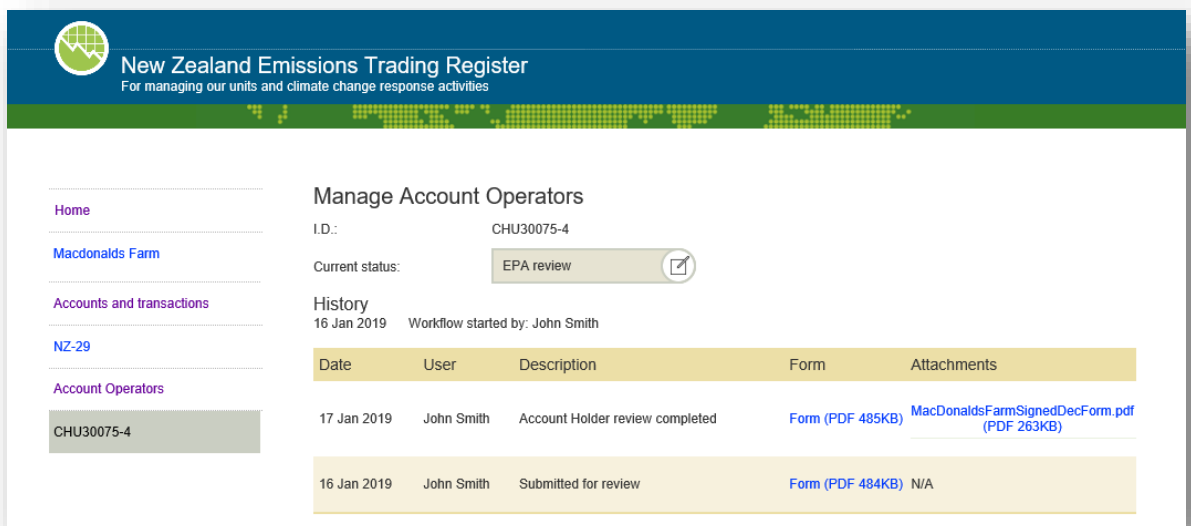
- When you click 'Upload declaration' you will be taken to the *Declarations* page and then click 'Add declaration'.

- Ensure all the people/organisations in the Account Holder that have signed the copy that you are uploading are showing, then click 'Attach' to upload your document (screen below). Click on the 'Browse' button that appears to find the scan you would like to upload (file must be saved in PDF format and smaller than 20 MB). Click 'OK' to confirm that you want to upload it. Indicate whether anyone is signing as a power of attorney and Click 'Add & Close' to completely upload the document.
- The view will change to show your uploaded file and the chance to view or delete it.
- If you wish to add more documents (if more than one copy of the declaration was signed, or a trust deed if applicable, or other any supporting information), do this by clicking 'Add' and again select all the people or organisation in the Account Holder that have signed the declaration you are uploading at the time.
- Select 'Add & Close' when you have finished uploading the declaration and supporting information and you will return to the *Declaration* screen.

- In the menu on the left-hand side of the screen, click 'Submission'. (Otherwise, you can get to the same place by clicking 'Next' through several screens until you reach the Submission page.) Click on the 'Submit' button. This will send the application and the signed declaration/other documents to us at the EPA for review. A message should appear, as below.



- You will know you are successful if you see that the status on the task screen has changed to 'EPA Review', and a link to your uploaded, signed declaration and other information will appear under 'Attachments'.



**Note:**

If the Account Holder has an **Account Holder User**, they must complete part 3 before we at the EPA can review the changes.

## Part 3 Account Holder User or Authorised Person approval of uploaded declaration/s

If you are an appointed Account Holder User or an Authorised Person, you must approve the uploaded declaration before we at the EPA can receive and review the application.

### Note:

If you are an **Account Holder User**, and the Account Holder has more than one party in it, another person may have completed the steps in parts 1 and 2 of this guide, and you will just complete part 3.

If you are an **Authorised Person**, you must complete part 1 yourself, and you will be automatically taken to part 3 - note you will need to 'claim the task' by pressing the blue button of this name.

- Log into the Register, navigate to the *My Tasks* page and click 'Complete application' for the task for which you intend to approve the Declaration.
- A screen will appear, similar to the one below; its name will relate to the change being approved. Click on the link indicated by the arrow below and the 'Upload declaration' button will appear in the centre of the screen. Click the button 'Upload declaration'.

**New Zealand Emissions Trading Register**  
For managing our units and climate change response activities

Home  
The abc pie partnership  
Accounts and transactions  
NZ-125  
Account Operators  
CHU30291-1

### Manage Account Operators

I.D.: CHU30291-1

Current status: Draft

Declaration to be signed  
[Account Holder declaration \(PDF 603KB\)](#)

Task: Complete application  
Open the PDF file to review the declaration prior to signing and uploading

Upload declaration

History  
29 Jan 2019 Workflow started by: Name1 Surname1

Date	User	Description	Form	Attachments
29 Jan 2019	Name1 Surname1	Account Holder review completed	<a href="#">Form (PDF 486KB)</a>	<a href="#">Account Holder declaration.pdf (PDF 603KB)</a>



- The *Declarations* screen will appear (as below). You can choose to approve or decline the change by selecting from the dropdown menu in the centre of the screen.
- If you agree, select 'Approve' from the dropdown menu: an 'Attach' button will appear which will allow you to either upload the signed declaration with your signature on it, or just a copy of your electronic signature is adequate.
- If you wish to decline these changes or wish to edit the changes that are being made to the Account Holder, select 'Disagree' from the dropdown list. You must enter a comment if you decline the changes.
- In the menu on the left-hand side of the screen, click 'Submission'. (Otherwise, you can get to the same place by clicking 'Next' through several screens until you reach the *Submission* page.) Click on 'Submit'. This will send the application and the signed declaration to us at the EPA for review. This may take a few days.

**Note:** We, the EPA, cannot receive or be process the changes until the Account Holder User or Authorised Person completes this step.

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## For more information

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For a link to related guides, see: [www.emissionsregister.govt.nz](http://www.emissionsregister.govt.nz)  
For more information, see our website: [www.epa.govt.nz/ETS](http://www.epa.govt.nz/ETS)

Administered  
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