



How to add or remove an Authorised Person for an Account Holder

March 2019

In some situations, you may wish to delegate the signing authority of an Account Holder in the Emissions Trading Register to a third party. This role is known as an 'Authorised Person'. This guide shows you how to add or remove an Authorised person for an Account Holder in the Register. There are two steps involved: firstly entering the information and then uploading a signed declaration.

Who can use this guide

This guide is for anyone whose role allows them to manage an account in the Emissions Trading Register (the 'Register'). These roles are authorised to add or remove parties:

- Account Holder User
- Account Operator
- ETS Reporter
- Authorised Person

Why add an Authorised Person to an existing Account Holder

Most changes made to an Account Holder in the Register require a signed declaration from all parties in the Account Holder before they can be implemented. This is a legal and security requirement.

If the Account Holder is a group made up of many individuals and/or organisations, obtaining all of the necessary signatures can become a time-consuming administrative task.

It is optional to appoint an Authorised Person. You can appoint more than one, and can also specify how many are required to sign declarations. For example, a single Authorised Person sign declarations on behalf of all parties in an Account Holder, if set up that way.

If you are already an ETS Reporter, but the Account Holder asks you to also become an Authorised Person: please contact us, as the process for an ETS Reporter becoming an Authorised Person is different from that outlined in this guide.

Before you begin

If you are adding an Authorised Person, you will need:

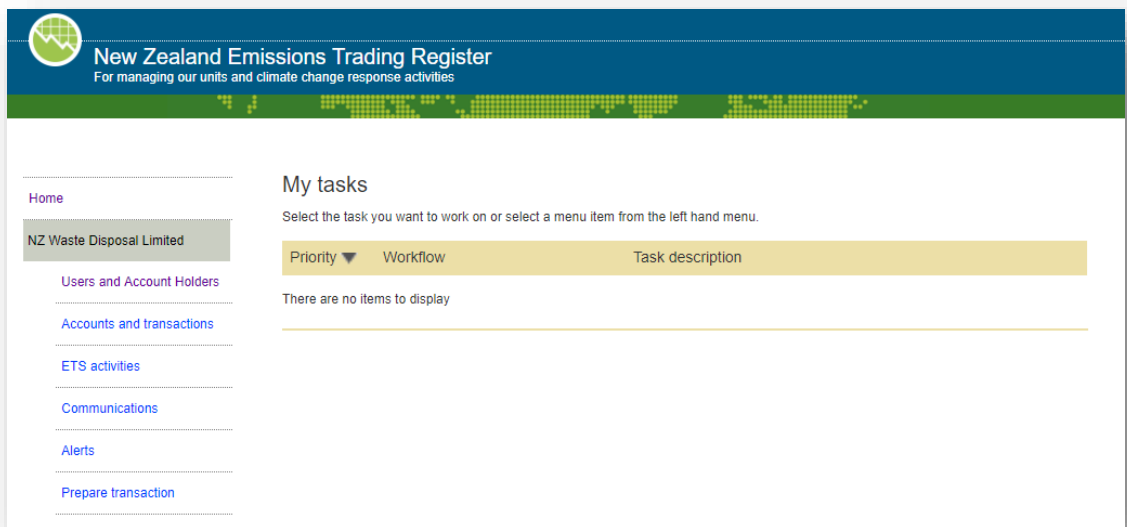
- their Register invite code¹ (if not adding yourself)
- either: a scanned copy of their drivers licence or passport, or if they have a New Zealand drivers licence or passport, we can accept the details without a scanned copy (see table 1 for what you will need)

Table 1 – the information we need if you are entering details of a New Zealand driving licence or passport without sending us a scan of the document

Drivers licence	Passport
<ul style="list-style-type: none"> • Licence number • Version number • Expiry date • Date of birth 	<ul style="list-style-type: none"> • Passport number • Expiry date • Date of birth

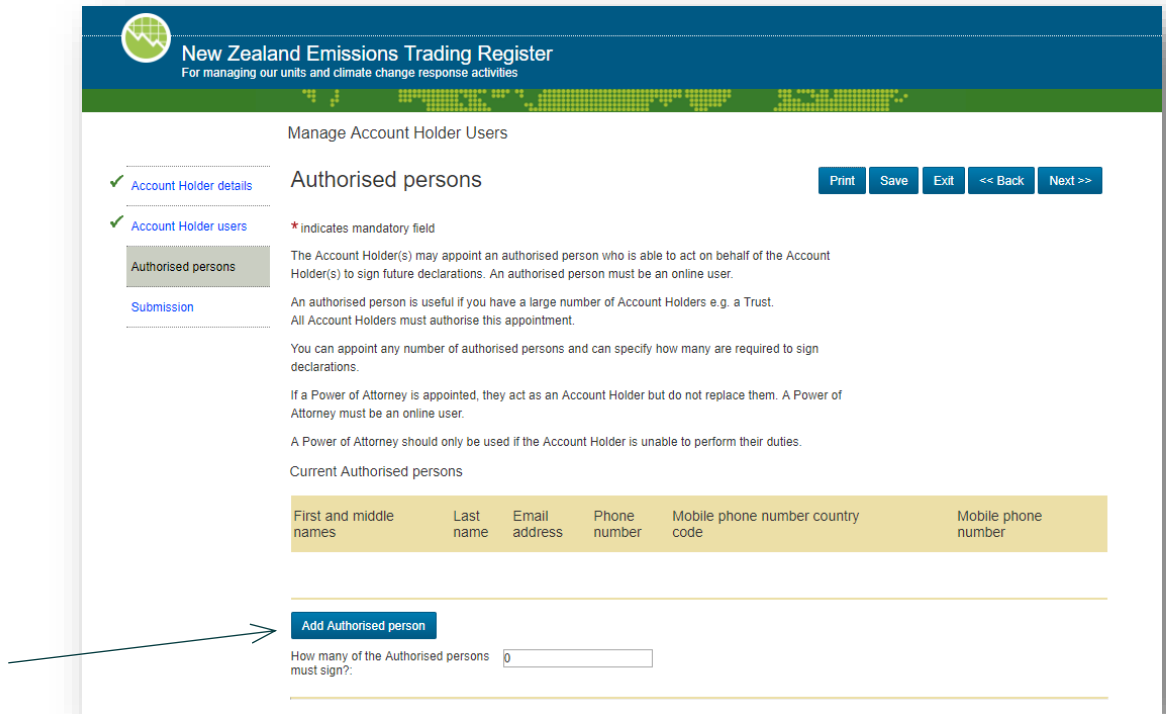
Step 1 – add or remove an Authorised Person

- Log into the Register and select the Account Holder for which an Authorised Person will be appointed. (You may be taken straight to the ‘My tasks’ screen if you are linked to one Account Holder only).
- Once the ‘My tasks’ screen appears, click ‘Users and Account Holders’ on the left hand menu (below). The menu will expand. Select the menu item ‘Account Holder Users’, then ‘Manage Account Holder Users’.

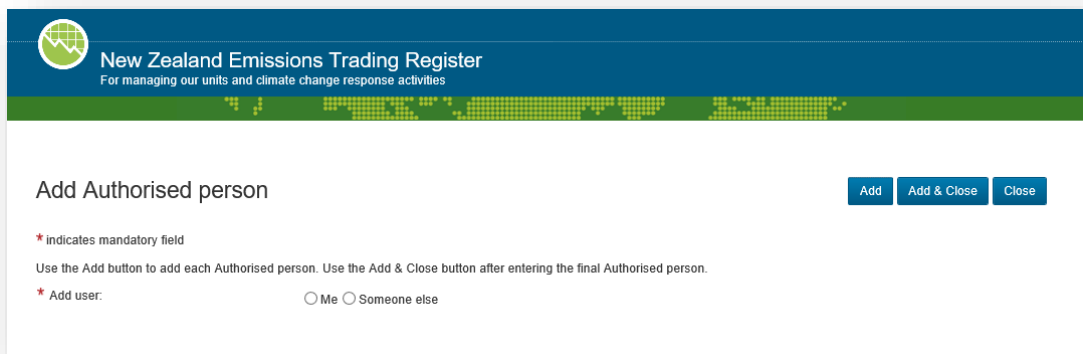


¹ Once a person is registered for the emission trading register they are given a unique ‘invite code’, a code that identifies them as a Register User.. They can find their invite code under the ‘My Details’ link when they sign into the Register.

- The screen 'Manage Account Holder Users' screen will appear (not shown). Click on the blue 'Start application' button.
- The 'Account Holder details' screen will appear. Click 'Next'.
- The 'Account Holder users' screen will appear. Click 'Next'.
- Finally, the 'Authorised persons' screen will appear (screenshot below). This is the where you will add the details of the new Authorised Person.
- Click on the blue 'Add Authorised Person' box in the centre of the screen (shown by the arrow).



- The 'Add Authorised person' screen will appear (as below). You will be prompted to add yourself or someone else.



To add yourself as an Authorised Person

- Click the button for 'Me', then click the blue 'Add me' button that appears and the form will be filled automatically to populate the grey boxes. You will then be prompted to verify your identity.
- If you choose 'Yes' to the question 'Does the Authorised person consent?' you will enter the details of the passport or drivers licence. If you choose 'No', you must upload a scanned copy of the identification document.

To add someone else as an Authorised Person

- Click the button for 'Someone else', enter their invite code and press the blue 'Find user' button. The form should fill automatically with their details². Check that the details are correct. You will then be prompted to verify their identity.
- If you choose 'Yes' to the question 'Does the Authorised person consent?' you will enter the details of the passport or drivers licence. If you choose 'No', you must upload a scanned copy of the identification document.

To add another Authorised Person

- Click the blue 'Add' button in the top right-hand corner of the screen.
- Once you have finished adding people, click the 'Add & Close' button. You will return to the 'Authorised persons' screen.

Once you have assigned the Authorise Person/s

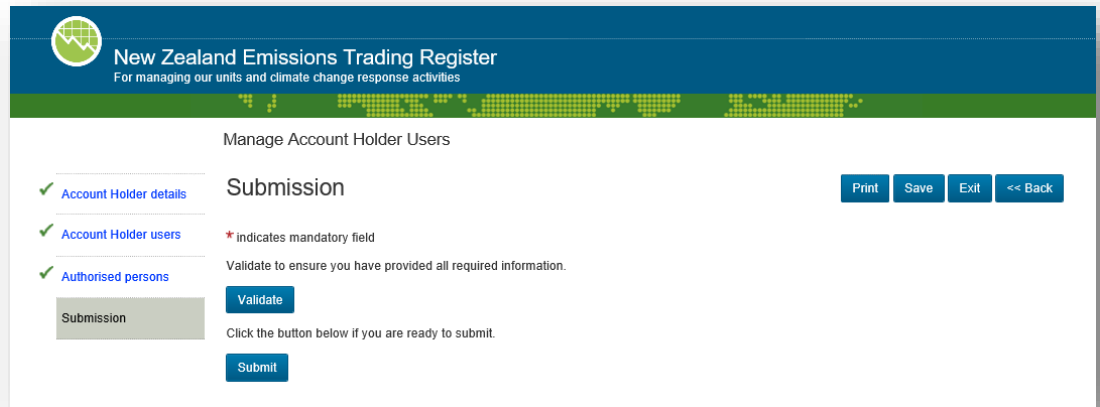
- Select the number of Authorised Person/s that must sign a declaration to authorise changes to the Account Holder, when needed. If you select more than one person, they will need to be signed by that number of authorised people before we can process it and implement the changes.
- If you chose that one Authorised person needs to sign a declaration, but have more than one Authorised Person allocated to the Account Holder, you still only need to have one of these people sign the form for it to be considered and actioned by us at the EPA.

To remove an Authorised Person

- Click the 'Delete' button to the right of their name on the 'Authorised persons' screen. Do not forget to change the number of authorised people who must sign, if needed.

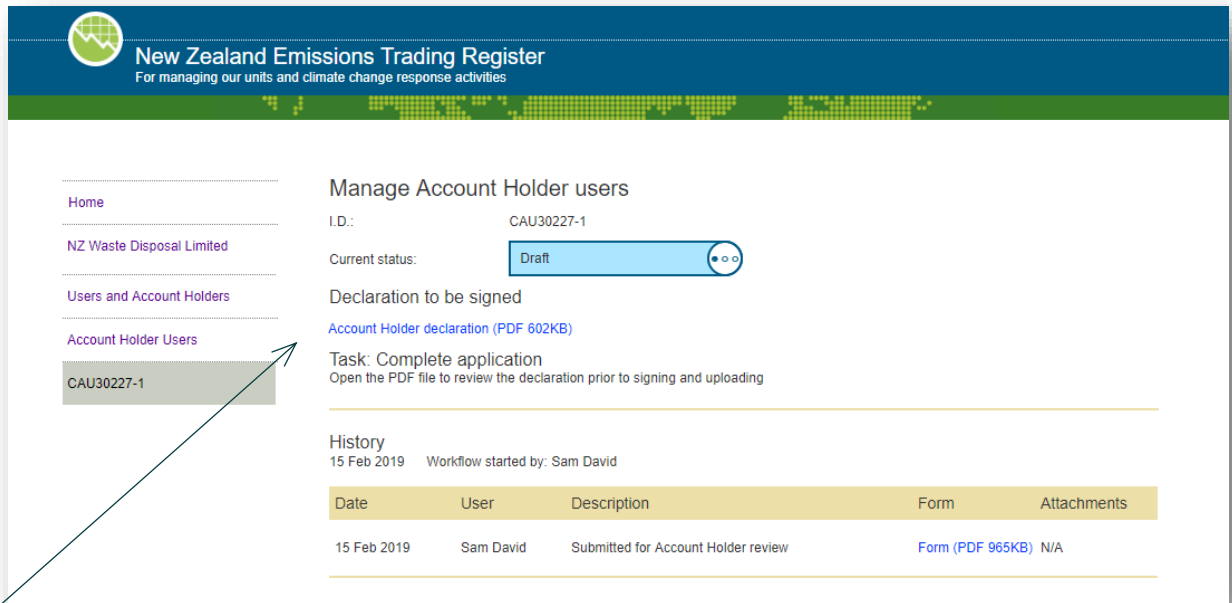
² If an error message appears, check that you have the correct invite code.

- Once you have finished, click 'Next' and the 'Submission page will appear (as below). Click 'Submit'.



Step 2 – upload a signed declaration

- Once you have submitted the changes, you will be taken to the 'Manage Account Holder users' screen (as below), If you have logged off for any reason, you can find this page again through the 'My tasks' page (as above in step 1). Click on the task 'Manage Account Holder Users'.
- A link to the Account Holder declaration will be generated; this can take up to five minutes.



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

Home
NZ Waste Disposal Limited
Users and Account Holders
Account Holder Users
CAU30227-1

Manage Account Holder users
I.D.: CAU30227-1
Current status: **Draft**

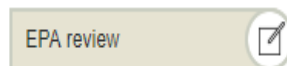
Declaration to be signed
[Account Holder declaration \(PDF 602KB\)](#)

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

History
15 Feb 2019 Workflow started by: Sam David

Date	User	Description	Form	Attachments
15 Feb 2019	Sam David	Submitted for Account Holder review	Form (PDF 965KB)	N/A

- Download the Account Holder declaration (link shown by arrow). Ensure all parties in the Account Holder sign the declaration, scan it and upload it. To upload the signed declaration, click on the link again (see arrow) and the 'Upload declaration' button will appear.
- Once you have completed this step, the status on the 'Manage Account Holder Users screens' should change to "EPA Review".



For help uploading declarations: see our companion guide *Uploading Account Holder Declaration*.

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Administered
by the EPA



Environmental
Protection Authority
Te Mana Rauhi Taiao

Email us:

General enquiries: info@emissionsregister.govt.nz
ETS participants: emissionstrading@epa.govt.nz
Industrial allocations: etsallocations@epa.govt.nz

Call us:

Freephone (within New Zealand): 0800 CLIMATE (0800 254 628)
Phone from overseas: +64 3 962 2708
For a link to related guides, see: www.emissionsregister.govt.nz
For more information, see our website: www.epa.govt.nz/ETS