



Account Holders in the Emissions Trading Scheme: how to add or remove parties

February 2019

Accounts in the Emissions Trading Scheme are held either: by one person, one company, or held collectively by a group of people and/or organisations. The parties holding the account are called the 'Account Holder', regardless of whether one or more parties are involved. Over time, the parties holding an account may change. This guide shows you how to use the Emissions Trading Register to add or remove parties for an existing Account Holder.

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'). People assigned to any of these roles for an Account Holder are authorised to add or remove parties:

- Account Holder Users
- Account Operators
- ETS Reporters, and
- Authorised Person

Situations where you can and cannot perform this task yourself

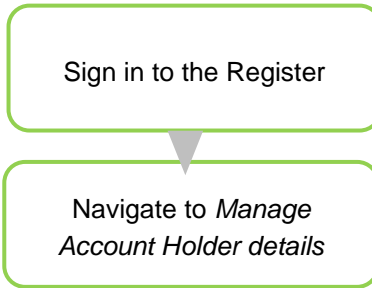
You can only add or remove parties if doing this does not change the type of Account Holder. Otherwise, we will need to do this for you. Use this table to check whether you can use this guide to add or remove parties yourself.

Type of Account Holder	The parties in this type of account	Can I add parties?	Can I remove parties?
Individual	One person	No. Adding a party means there would be more than one party, which would be a different type of Account Holder.	N/A
Incorporated entity	One company or incorporated trust		
Unincorporated trust	An unincorporated organisation of people and entities, such as a trust or partnership.	Yes, you can add parties to the Account Holder yourself.	It depends. You can remove parties if there is more than one party left in the Account Holder after you have finished. Otherwise, please contact us and we will make this change for you.
Other unincorporated entity	Individuals and/or organisations in joint ventures or partnerships		

Overview

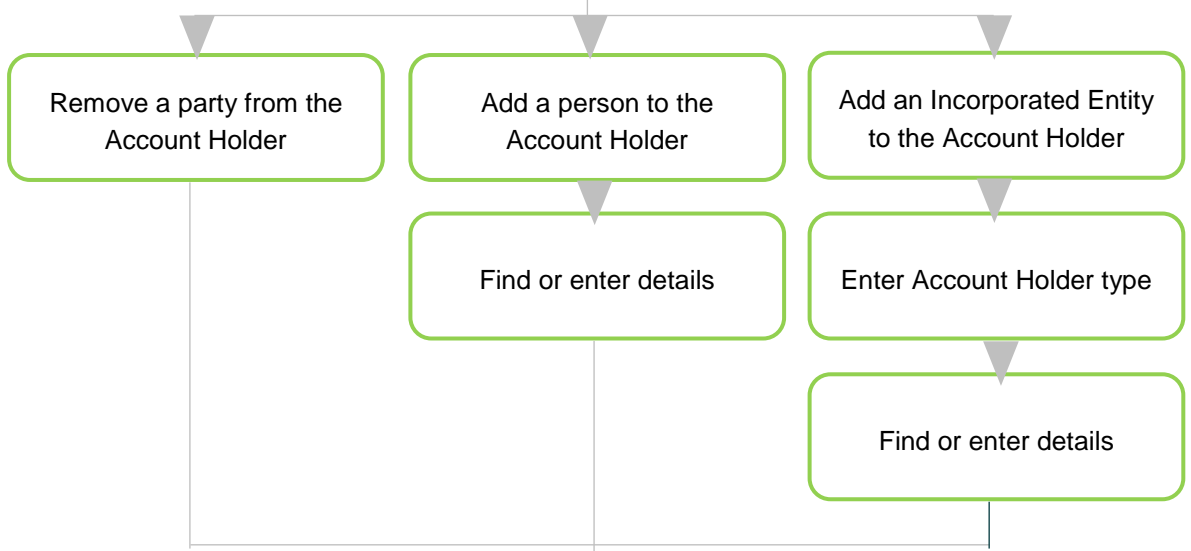
Step 1

Sign in and go to the place where you will be entering the new information



Step 2

Tell us about the changes



Step 3

Upload a signed declaration form (needed for legal purposes)



Note: if the account has a registered Account Holder User, they will receive an email asking them to review, approve and upload the declaration form.

Note: You will be taken through a number of screens in the Register for adding the information. On each screen you will enter your information before clicking 'Next' to go to the next screen. You can stop and save at any stage by click 'Save' and 'Exit', and come back to it later.

Before you begin

- If you need more information about who can be an Account Holder, read our factsheet: *Who can be an Account Holder in the Emissions Trading Register*

- If you are adding a party (person or organisation) to an existing Account Holder, find out whether they are already a part of another Account Holder in the Register.
 - (a) **If they are already an Account Holder**
 - make sure you have their full legal name and phone number (for a person) or legal name and, if applicable, their registration or NZBN number (for an organisation or entity)¹.
 - (b) **If they are not an existing Account Holder**, make sure that you have their correct details:
 - for a person: their full legal name, phone number, physical and postal addresses, and a document showing their identity. If they have a New Zealand drivers licence or passport, we can accept the details without a scanned copy (see table 1). Otherwise, a scanned copy of their drivers licence or passport.
 - for an organisation: their full legal name, registration number, if applicable (NZBN for companies), and their contact details: phone number, physical and postal addresses.

- If you are adding or removing parties from an Account Holder that is a trust, have a scanned copy of the trust deed to hand. You will need to upload a copy of this.

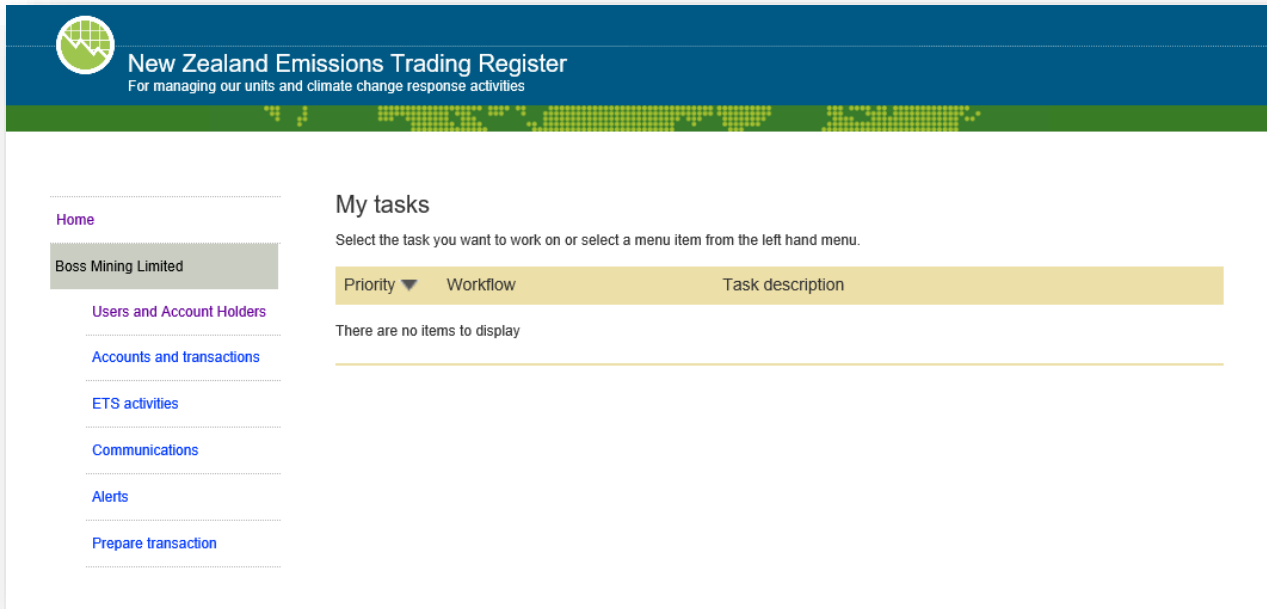
Table 1 – the information we need, if you are entering details of a New Zealand driving licence or passport without sending us a scan of the document

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

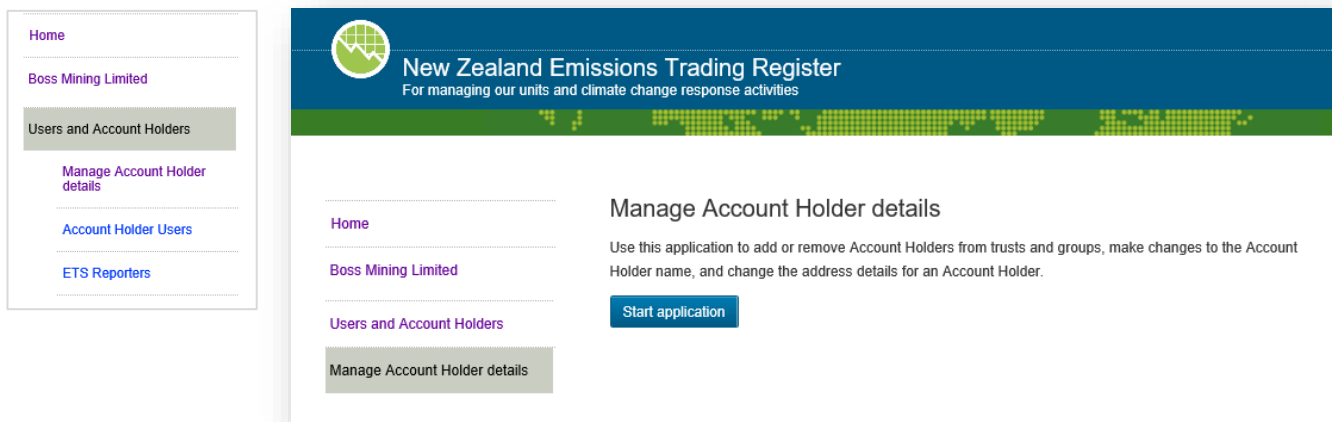
¹ If you are unsure, search the [public list of existing Account Holders](#). You can find this list on the first landing page of the Register before you sign in (emissionsregister.govt.nz) through the link 'Public information and reports'

Step 1 Sign in and navigate to the right place in the Register

- Sign into the Register (<https://emissionsregister.govt.nz/>) and select the Account Holder whose details you would like to update (from the list in the panel on the right-hand side of the screen). Note, if you only manage one Account Holder, you may be taken straight to step 2.
- Click 'Users and Account holders' in the left hand menu (shown below).



- A menu will appear under 'Users and Account Holders'. Click 'Manage Account Holder details' and new screen will appear. Next click the "Start Application" button in the centre of the screen.



- The *Manage details* page will appear (shown below). Click 'no' as you will be changing more than the address details only.
- Click 'next' and you will arrive at the *Manage Account Holder details* page. You will be making the changes to your Account Holder there.

The screenshot shows the 'Manage Account Holder details' page of the New Zealand Emissions Trading Register. The header includes the logo and the text 'New Zealand Emissions Trading Register For managing our units and climate change response activities'. The main content area is titled 'Manage Account Holder details' and features a sidebar with three sections: 'Manage details' (highlighted with a green checkmark), 'Account Holder details' (with a blue checkmark), and 'Submission'. The main content area contains a legend indicating that an asterisk (*) denotes a mandatory field. Below this, a message states that approval is not required if only address details are being changed. A mandatory question follows: 'Are you changing address details only?', with radio button options for 'Yes' and 'No', where 'No' is selected. At the bottom, instructions advise users to click 'Next >>' to proceed and that they can save their application at any time.

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

Manage Account Holder details

Manage details Print Save Exit Next >>

Account Holder details * indicates mandatory field

Submission

If you are only changing the address details of an Account Holder, approval is not required.

* Are you changing address details only? Yes No


Select Next >> to move to the next section of the application.

You can save your application at any time. If you choose to exit, you will be prompted to save.

Step 2 Tell us about the changes to the Account Holder

- On the Account Holders' details page (see below) you can:
 - Remove individuals or organisations in the Account Holder by clicking the 'Delete' button next to their name. You will not need to enter any details.
 - Add organisations to the Account Holder (e.g. a company) using the 'Add Incorporated Entity Account Holder(s)' button.
 - Add a person to the Account Holder using the 'Add Individual Account Holder'.

We will tell you more about adding organisations and people to the Account Holder in the next section.


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Manage Account Holder details

✓ [Manage details](#)

Account Holder details

[Submission](#)

Account Holder details

* indicates mandatory field

Account Holder type:

Group Account Holder details

Select the relevant button below to add each type of Account Holder.

For a trust, partnership or joint Account Holder you need at least two Account Holders. Every trustee, partner or person/entity must be added as a separate Account Holder.

An entity is either a company, limited partnership or incorporated society.

Entity Account Holder details

Account Holder type	Account Holder name	Registration number	Address	Postal address
<div style="background-color: #0056b3; color: white; padding: 2px; display: inline-block; margin-bottom: 5px;">Add Incorporated Entity Account Holder(s)</div>				

Individual Account Holder details

First names	Last name	Email address	Phone number	Mobile phone number country code	Mobile phone number / Licence	Passport	Proof of ID attachment	Address	Postal address	
George	Sunday	thermoman@email.co.nz	0800126456					15 wellington street wellington 7410 New Zealand	15 wellington street wellington 7410 New Zealand	Edit Delete
Janet	Dawkins	janet@email.co.nz	081524630					15 wellington street wellington 150 New Zealand	15 wellington street wellington 150 New Zealand	Edit Delete
Oliver	Sunday	ollie@email.co.nz	89745621					15 Wellington Street Wellington 7010 New Zealand	15 Wellington Street Wellington 7010 New Zealand	Edit Delete
Cassie	Sunday	Cassie@email.co.nz	754120					15 wellington street Wellington 7540 New Zealand	15 wellington street Wellington 7540 New Zealand	Edit Delete

Add Individual Account Holder

[Print](#) [Save](#) [Exit](#) [<< Back](#) [Next >>](#)

Step 2a Adding organisations (Incorporated Entities) to the Account Holder

- Click 'Add Incorporated Entity Account Holder(s)'. You will be taken to another page called *Account Holder type* (not shown).
- You will be prompted to enter the type of Incorporated Entity
 - for a company registered in New Zealand, an overseas company registered in New Zealand or a co-operative company, enter the name of the entity and the NZBN number
 - for any of the other types, enter the full legal name of the entity and the registration number, if applicable.
- Once you have entered these details click 'Find Account Holder'. If they already exist in the Register, the contact details will be automatically populated by the system. If not, you will be prompted to enter the address details.
- To add another organisation, click 'Add'. Otherwise click 'Add & Close' and you will be taken back to the *Account Holder details* page.

Step 2b Adding a person to the Account Holder

- Click 'Add an Individual Account Holder'. You will be taken to another page to enter their details (below).

The screenshot shows the 'Add individual Account Holder' form on the New Zealand Emissions Trading Register website. The header includes the logo and the text 'New Zealand Emissions Trading Register For managing our units and climate change response activities'. The form title is 'Add individual Account Holder' with buttons for 'Add', 'Add & Close', and 'Close'. A legend indicates that an asterisk (*) denotes a mandatory field. Instructions state to use the 'Add' button for each individual and 'Add & Close' for the final one. The form fields include: 'Account Holder first and middle names', 'Account Holder last name', 'Phone number' (with a note that landlines must include an area code and a 'Find Account Holder' button), 'Email address', 'Mobile phone number country code' (set to '+64'), and 'Mobile phone number'. Below these is an 'Identity verification' section with a help icon, explaining the need for verification for security and account safety. It states that users can provide a passport or driver's licence number instead of scanning documents. A consent question asks 'Does the Account Holder consent?' with 'Yes' and 'No' radio buttons. The 'Address' section notes that the physical street address must be in New Zealand and includes fields for 'Floor / Level', 'Building / Property name', 'Street number and name', 'Suburb / RD', 'Town / City', 'Postcode', and 'Country' (set to 'New Zealand'). A final question asks 'Use physical address as postal address?' with 'Yes' and 'No' radio buttons. At the bottom right are buttons for 'Add', 'Add & Close', and 'Close'.

- Fill out the person's legal name and their phone number. Click the 'Find Account Holder' button. If the individual already exists in the Register and the phone number you entered matched that in the Register, the form will populate automatically.
- If the person is new to the Register, you will be prompted to enter their address and to verify their identity.
- To add another person, click 'Add'. Otherwise click 'Add & Close' and you will be taken back to the 'Account Holder details' page.
- The 'Account Holder details' page will now show all of the parties for the Account Holder, including the people or organisations that you just added. Check all of the details are correct and edit if needed.
- Click 'next' when you have finished doing this and the *Submission* page will appear.

Step 3 Submit the application and upload a signed form

- From the *Submission* page, you can choose to click 'Validate' to check there are no issues (this is optional).
- If there are issues, you will be asked to provide more information. Add the information, keep clicking 'Next' through the screens until you get back to the *Submission* page.
- Click 'Submit' and then 'Ok'.

Note: Before we, the EPA, can process your application to open an account for the new Account Holder, you must upload a fully-signed declaration form. It must be signed by all parties that make up the Account Holder. This is a legal requirement.

- You will be taken to the *Manage Account Holder details* page, where link to the Account Holder Declaration will be generated; this can take up to five minutes. (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 details".)

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

Manage Account Holder details

I.D.: MAD30316-5

Current status: **Draft**

Declaration to be signed

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

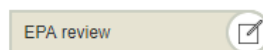
Task: Complete application
Open the PDF file to review the declaration prior to signing and uploading

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

History
04 Sep 2018 Workflow started by: Mary Jane Poppins

Date	User	Description	Form	Attachments
04 Sep 2018	Mary Jane Poppins	Submitted for Account Holder review	Form (PDF 483KB)	N/A

- Download the Account Holder declaration. Ensure all parties in the Account Holder sign the declaration, scan it and upload it.
- Once you have completed this, the status on the 'Manage Account Holder details' status should change to "EPA Review".



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

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For more information

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

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Te Mana Rauhi Taiao