



How to transfer emission units from one account to another

August 2019

If you are trading emission units, or managing multiple accounts in the Emissions Trading Register, you may need to transfer units from one account to another. This transaction involves two steps in the Register: a preparation step and an approval step. This guide shows what you need to do.

Before you begin

- To check the current balance of units in an account:** log into the Register. If you are associated with more than one Account Holder in the Register, select the one whose account balance you wish to see. Click on 'Accounts and transactions' from the menu on the left, and the current balance of units will display.
- Make sure that you know the account number that you intend to transfer the units to.
- Only Account Holder Users and Account Operators (full role, or split role: Preparer and Approver) can transfer units from one account to another. (A 'full' Account Operator role means that one person completes the whole transaction. A 'split' role means that two different people complete the task: one person prepares and inputs information and a second person approves and authorises it.)

Note: If you are a split-role Account Operator, and if you are set up to receive authorisation codes from us as a message (SMS) on your mobile phone, the transaction will be completed immediately.

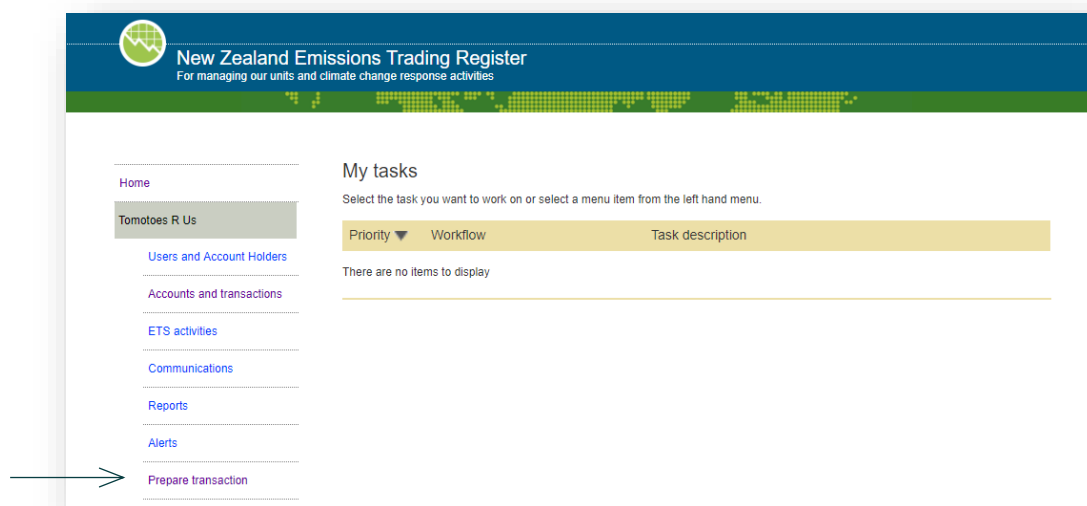
However, if you are an Account Holder User or a full-role Account Operator or who prepared and completed the transaction, and if you receive your authorisation code by email, **your transaction will be completed after 24 hours**. This delay is for security reasons.

You can change how you receive authorisation codes and communications from us. Go to the Home page of the Register, open 'My details' and tick or untick the box to opt into or out of mobile phone (SMS) messages. If you are entering a mobile phone number into the Register for the first time, you will start receiving communications from us via SMS after 24 hours.

Step 1 – tell us how many units will be transferred and where

Note: only certain people can complete this step. If you are the sole Account Operator Approver for the Account Holder, do not complete step 1; ask the Account Operator Preparer to complete this step. A full Account Operator and an Account Holder User can complete both steps.

- Log in to the Register and navigate to the Account Holder of the account from which you wish to transfer the units. Click 'Prepare transaction' on the left hand side (as below).



- The 'Prepare transaction' screen will appear. Select 'Domestic transfer' from the dropdown list.
- Then, select which account you would like to transfer the units from. Double check and type in the number of the destination account that the units will be transferred to. Select 'Confirm'. The Account Holder name for the destination account will appear as a further chance to check that the units are going to the right place.

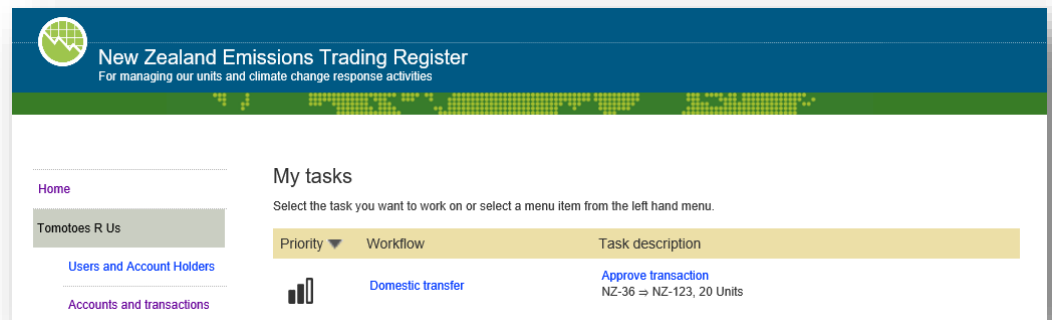
- The 'Unit details' area of the screen will display (not shown). Enter the number of units of each unit type that you would like to transfer. (To see the serial numbers of the units, click on the 'View unit blocks' button).
- When you are ready to make the transfer, click 'Submit'.

Step 2 - Approve the transaction

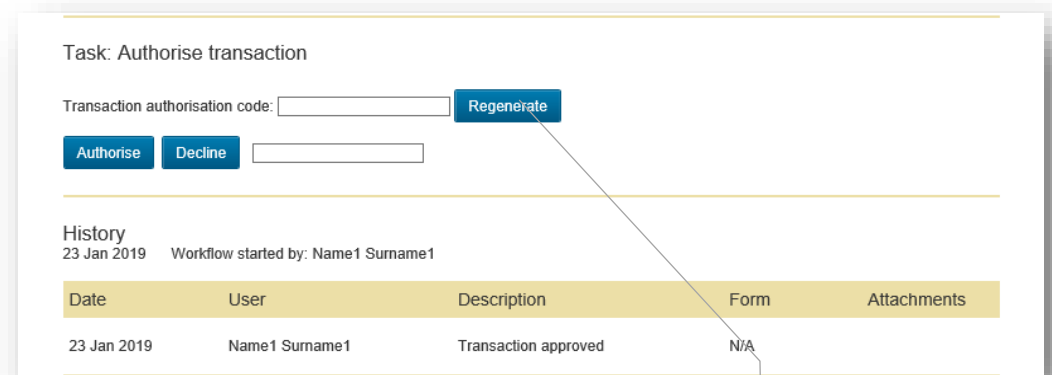
The transfer of units must be approved in a separate step before it will take place. This section will guide you through the approval and authorisation process.

Note: if step 1 was completed by an Account Operator Preparer, then step 2 must be completed by an Account Operator Approver or an Account Holder User. If a full Account Operator (not a split role, preparer or approver) completed step 1, they must complete step 2.

- Return to the 'My tasks' screen, select 'Approve transaction'. You may need to refresh the screen, and if you manage more than one Account Holder, you could click on the Account Holder name from the Home page.
- Click on the 'Approve transactions' task.
- The 'Domestic transfer' screen will display the number of units to be transferred, and their serial numbers. Check the details are correct. If you click 'Approve', you will be sent a transaction code (by email or by text, depending on how you were set up to receive these codes¹).



Once you press 'Approve' the 'Task Authorise transaction' section will then appear at the end of the screen.



Important: Do not press the button 'Regenerate' unless you need a new code. If you click the 'Regenerate' button, you must use the latest code sent to you. If you click this button more than three times, the transaction will be invalidated and you will have to start again.

¹ As above, if you would like to change how you receive communications from us, go to the Home page, open 'My details' and check or uncheck the box to opt into or out of mobile phone (SMS) messages, by clicking on 'Change details' under Transaction signing. Note, there must be a valid mobile number in the mobile field under 'My details' (not under the landline field) and for newly-entered mobile phone numbers you will start receiving communications via SMS from us after 24 hours.

To approve the transfer of units

- If you would like to authorise the transfer, enter your authorisation code in the box next to 'Transaction authorisation code'. If copying and pasting the code from your email or text, check whether an extra space was pasted in after the code, as this sometimes happens – if so, delete the space so that only the code is entered. **If you don't delete the space, the code will not be valid.** If you enter an invalid code three times, the transaction will be invalidated and you will have to start again. Select 'Authorise'.
- If the transaction is not approved within 10 working days it will automatically be cancelled by the system.

To cancel the transfer of units

- If you do not approve of the transfer, you do not need to enter an authorisation code. You must enter a comment about your decision in the box to the right of the 'Authorise' and 'Decline' buttons. Select 'Decline'.

Next steps

In most cases, the transfer of units is now complete. However, if you are a full-role Account Operator or an Account Holder User who completed the transaction, and if you received your authorisation code by email, **your transaction will be completed after 24 hours.**

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