



PROCESSING FOOD SUSTAINABLY

100 Stone Road West, Suite 205
Guelph, Ontario N1G 5L3
P. 519-822-2042
info@provisioncoalition.com
www.provisioncoalition.com

Ontario Cap and Trade Program Registration and Practice Auction

Date: November 8, 2016

Prepared by: - Provision Coalition with information from the Ontario Ministry of Environment and Climate Change (MOECC)

1) Ontario Cap and Trade Program Registration and Practice Auction

The Ontario Ministry of Environment and Climate Change (MOECC) would like to remind the cap and trade stakeholders that the November 30, 2016, cap and trade registration deadline for **Mandatory Participants** is fast approaching! **This deadline cannot be extended.**

It is **the Mandatory Participant's** responsibility to ensure **that they** are in accordance with this requirement.

Even if you are not a Mandatory Participant, **you must be registered in Ontario's Cap and Trade Program before you can participate in Ontario's first cap and trade auction in March 2017.** Registration is also required if you wish to participate in a practice auction that will be held in January 2017.

Ontario Cap and Trade Program Tip Sheet #1 (attached to end of document) provides some key TIPS to help ensure Part 2 of your cap and trade registration (i.e., you Participant Registration) goes smoothly.

NEW! Auction Training and Web Page

Ontario will host training webinars on December 6th and 8th, 2016 before the practice auction in January 2017. An email invitation for the auction information training webinars was sent the week of October 31st.

Additional auction information has been posted to Ontario's cap and trade website: <https://www.ontario.ca/page/cap-and-trade-auction-allowances>.

Ontario's Cap and Trade Help Desk team is available to answer your registration and auction questions. Contact the help desk by email at CThelp@ontario.ca or toll free at 1-888-217-3326.

Please see below for more information and some useful links:

Auction and Practice Auction

To be eligible to participate in an auction, your CITSS registration must be submitted early enough so that it can be reviewed and approved in time to participate in a scheduled auction. **Register in CITSS as soon as possible to be eligible to participate in the January 2017 practice auction.**

Cap and Trade Program Registration

- Registration takes time to complete.
- Registration is a two-part process. **Part 2 cannot be completed until Part 1 is completed, submitted to, and approved by the Ministry.**
- **The time required to meet some of the requirements of registration, such as the notarization of documents, may be outside of your direct control.** This should be taken into account when you are planning for your registration.
- **Completing the Business Relationship Disclosure Form can be an extensive process.**

Who Should Register and When

You must register your facility in the Compliance Instrument Tracking System Service (CITSS) by **November 30, 2016** if you:

- Are a mandatory participant in the Cap and Trade program, or
- Wish to participate in the practice auction in January 2017, and Ontario's first Cap and Trade auction in March 2017.

If you have applied for emissions allowances, your registration must be complete (including submission of a voluntary participant form, if applicable) before you can receive your allowances.

In all cases, the Ministry **highly** recommends that you complete your registration as early as possible.

The Registration Process

CITSS is a management and tracking system for accounts and compliance instruments issued under the cap and trade program. You will require an account in CITSS in order to participate in Ontario auctions and obtain emission allowances.

Please note that registration is a two-part process and can take some time to complete.

Below is an overview of the two-part CITSS registration process.

1. Part 1 of the CITSS Registration Process – Recognition of Account Agent (RAA) or User Registration

The Recognition as an Account Agent process requires the applicant to electronically submit an application through CITSS and to mail in a hard copy of the application package consisting of forms and supplementary documents to support the verification of his/her identity. Once the hard copy package is received by the Director (Ontario Registrar), the application can be processed for approval.

You must complete Part 1 before you can complete Part 2.

2. Part 2 of the CITSS Registration Process – Participant Registration (PR) or Account Application

An approved account agent with a valid CITSS User ID must submit the Participant Registration (PR) application on behalf of a mandatory, voluntary, or market participant. The PR process requires the applicant to electronically submit an application through CITSS and to mail in a hard copy application package with signed copies of forms and supporting documents to the Director (Ontario Registrar).

TIP: If you are a capped participant (mandatory or voluntary), be sure to choose “Covered Entity, Covered Source, or Opt-in Entity” as your Entity Type in CITSS.

The application requires the designation of Primary and Alternate Account Representatives, the addition of facilities when applicable and the disclosure of business relationships with other entities. Once the hard copy package is received by the Director (Ontario Registrar), the application can be processed for approval.

Additional Information

If you require more information and guidance on CITSS registration please visit the Ontario Cap and Trade website at <https://www.ontario.ca/page/cap-and-trade-register-and-participate-citss>

Alternatively you can also contact Ontario's Cap and Trade Help Desk at:

Cap and Trade Helpdesk at CThelp@ontario.ca / 1-888-217-3326 (toll-free)

Ontario Cap and Trade Program Tip Sheet #1: ***Participant Registration***

Follow these key TIPS for a quicker Cap and Trade registration!

Registration - Overview

Participants in the Ontario cap and trade program are required to register. Registration includes the opening of CITSS accounts. This is a two part procedure:

- Part 1 – Recognition as an Account Agent or RAA (User Registration)
- Part 2 – Participant Registration or PR (Account Application)

This Tip Sheet applies only to Part 2 – Participant Registration

Participants (i.e., entities) must have at least two Account Agents (i.e., individuals) approved in CITSS (Part 1) before applying for Participant Registration (Part 2).

When NOT to register

Entities that are Mandatory GHG Reporters under O.Reg. 452/09, but are exempt from the requirement to register in the Cap and Trade Program by Section 21 of O.Reg. 144/16 (such as owners/operators of some electricity generation facilities) **do not** need to register.

Tips for the CITSS portion of Part 2 – Participant Registration:

1. Choose the right “Entity Type” in CITSS

If you are a **Mandatory Participant** under the Cap and Trade Program Regulation:

- Choose **Covered Entity, Covered Source or Opt-in Entity** in CITSS.

If you are a **Voluntary Participant** under the Cap and Trade Program Regulation:

- Choose **Covered Entity, Covered Source or Opt-in Entity** in CITSS.

If you are a **Market Participant** under the Cap and Trade Program Regulation:

- Choose **General Market Participant – Organization** if you are applying for an entity; **OR**
- Choose **General Market Participant – Individual** if you are applying as an individual.

💡 IMPORTANT: If you select the incorrect “Entity Type” in CITSS you will need to re-start the Participant Registration application process. MOECC cannot process an application with the wrong “Entity Type” selected in CITSS.

2. Choose the right Region of Incorporation

If your entity is incorporated outside of the US or Canada:

- Use the “Region” field to enter the subnational location (e.g. state, province, territory) where the corporation was incorporated.

Ontario Cap and Trade Program Tip Sheet #1:

Participant Registration

Tips for completing the Business Relationship Disclosure (BRD) Form:

1. Make sure your BRD Form has a QR code

 **TIP:** Forms submitted to the Ministry must contain one or more automatically generated QR Codes. Read on to learn what you need to do to make sure the form generates the required code.

A QR Code is a machine-readable code consisting of various black and white squares. In order for the form to generate the required QR code, you must do all the following:

- ***Complete the Business Relationship Disclosure Form electronically***
- Select your Participant type correctly, using the definitions in the Cap and Trade Program Regulation (i.e., mandatory, voluntary, or market)
- Complete all mandatory fields in the Form marked by an asterisk (*)
- Save the BRD Form on your computer using the "Save" button that is embedded at the end of the Form
- Confirm that one or more QR codes have been generated

Only print BRD Forms that include one or more QR codes. Include the printed form with your Participant Registration.

 **TIP:** Saving an electronic copy of the completed BRD Form on your computer will make it easier to update your business relationship disclosure information in the future. When making changes in the future, making changes in the saved form and then re-saving the form will automatically update any associated QR codes in the form. You can then print and submit the updated form to the Ministry.