

## 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.

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### 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.