

## Surrender of allowances to be compliant

### Surrender of allowances – propose a transaction by Authorised Representative

#### Introduction

The allowances equal to emissions produced from installation in the previous calendar year must be surrendered between **1 January and 30 September of the current calendar year**, but the system allows you to do it at any time.

The “surrender of allowances” is the transaction type used to compensate the verified emissions and calculate the account’s compliance status for a year.

Only the Authorised Representatives of the following account types may perform this type of transaction:

- Operator holding account
- Aircraft operator holding account

The surrender of allowances can be performed any time and in any situation of the account (e.g. blocked accounts can still surrender, and you can execute a surrender transaction in a public holiday or after working hours).

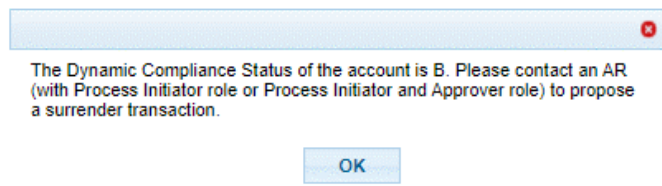
However, depending on the execution date, a surrender transaction will be accounted for one compliance year or another. The yearly compliance figure is calculated at the end of September, when the system verifies if your account surrendered enough allowances to compensate for the amount of verified emissions during the calculated phase.

Any surrender transaction executed after 30<sup>th</sup> September will be accounted for the following compliance year.

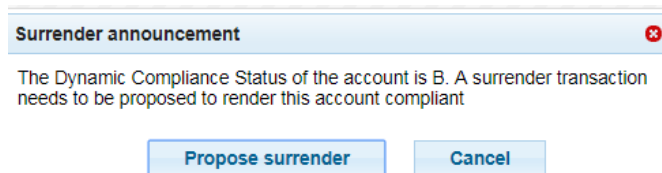
#### Surrender announcement

Every year, during the month of September, a notification is displayed when accessing accounts needing to surrender in order to be compliant.

To Authorised Representatives with an approver role:



To Authorised Representatives with initiator role:



If you see this message and click the “Propose surrender” button, you will be redirected to the “Surrender of allowances” page, where you can verify the transaction suggested by the system before submitting it.

### Allowances to surrender

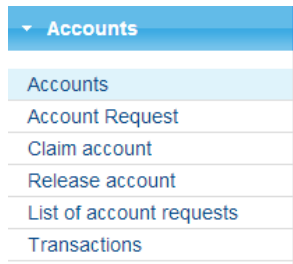

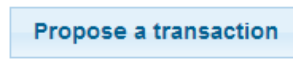
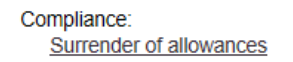
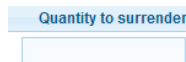

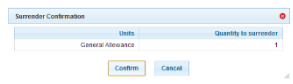
You can surrender different types of allowances depending on the account type and phase:

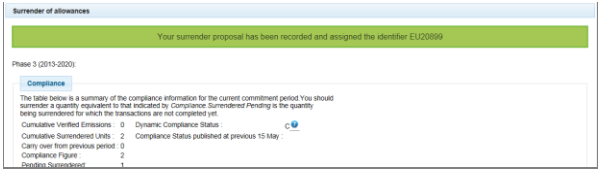
Phase	Account Type	Allowances to surrender
Phase 3	Operator Holding Account	- Phase 3 General Allowances
Phase 3	Aircraft Operator Holding Account	- Phase 3 General Allowances - Phase 3 Aviation Allowances
Phase 4	Operator Holding Account	- Phase 3 General Allowances - Phase 3 Aviation Allowances - Phase 4 General Allowances - Phase 4 Aviation Allowances
Phase 4	Aircraft Operator Holding Account	- Phase 3 General Allowances - Phase 3 Aviation Allowances - Phase 4 General Allowances - Phase 4 Aviation Allowances

You can use EU or Swiss allowances indistinctly.

### Step by step

The following interface elements are used to execute this task:

Step	Action	Interface
1	As an Authorised Representative with initiator or initiator and approver rights, please login to the Union Registry from this address: <a href="http://www.povolenky.cz">www.povolenky.cz</a> Choose <b>Menu</b> and then <b>Accounts</b> . Then choose a relevant account for surrendering.	
2	Click the balance of your account. The "Holdings" tab of the "Account details" page opens.	
3	Click on <b>Propose a transaction</b> .	
4	Click on <b>Surrender of allowances</b> to select this type of transaction. The "Surrender of allowances" page opens.	
5	Indicate the <b>number</b> of units in the field Quantity to surrender.	
6	Click <b>Submit</b> to continue. The "Surrender Confirmation" dialog box open.	
7	Click <b>Confirm</b> to confirm your transaction.	

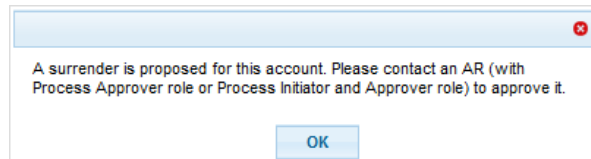
8	<p>Sign your transaction via SMS code. Or go to step No. 10 to sign the transaction via EU Login Mobile App. Enter your password and your mobile phone number and click on <b>Sign</b>.</p>	<p>Requested by CSEUR</p> <p>Description: Transaction Signature</p> <p>Reason: Please, sign the transaction with your strong password</p> <p>Password <input type="password"/></p> <p>Mobile phone <input type="text"/></p> <p>International format including country code, e.g. for Belgium: +32 123 45 67 89</p> <p><b>Sign</b></p>																
9	<p>A challenge code is sent to your mobile phone Enter the code you received and click on <b>Sign</b>. Go to step 12.</p>	<p>SMS text challenge</p> <p><input type="text"/> - <input type="text"/></p> <p><b>Sign</b></p>																
10	<p>Sign your action in EU Login. Enter your password and scan the QR code with your EU Login Mobile app, enter the information displayed on the EU Login signature page and tap <b>Continue</b>.</p>	<p><b>Password</b></p> <p><input type="password"/></p>																
11	<p>Enter the “Code generated by your app” and click <b>Sign</b>.</p>	<p>Code generated by your app</p> <p><input type="text"/> - <input type="text"/></p>																
12	<p>The “Surrender of allowances” page opens again indicating that your transfer is recorded and giving a transaction id.</p> <div data-bbox="721 981 1321 1149" data-label="Image">  <p>The screenshot shows a green confirmation bar: "Your surrender proposal has been recorded and assigned the identifier EU20890". Below it, a table titled "Compliance" provides the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Phase 3 (2015-2020)</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Compliance</b></td> </tr> <tr> <td colspan="2">The table below is a summary of the compliance information for the current commitment period. You should surrender a quantity equivalent to that indicated by Compliance Surrendered Pending in the quantity being surrendered for which the transactions are not completed yet.</td> </tr> <tr> <td>Cumulative Verified Emissions</td> <td>0</td> </tr> <tr> <td>Cumulative Surrendered Units</td> <td>2</td> </tr> <tr> <td>Carry over from previous period</td> <td>0</td> </tr> <tr> <td>Compliance Figure</td> <td>2</td> </tr> <tr> <td>Pending Surrendered</td> <td>1</td> </tr> </tbody> </table> </div> <p><b>Once signed, your transaction might need to be approved by another representative (depending on your trusted account list preferences).</b></p> <p>This transaction type has no delay in its execution and it is not affected by the Union Registry business hours window.</p>		Phase 3 (2015-2020)		<b>Compliance</b>		The table below is a summary of the compliance information for the current commitment period. You should surrender a quantity equivalent to that indicated by Compliance Surrendered Pending in the quantity being surrendered for which the transactions are not completed yet.		Cumulative Verified Emissions	0	Cumulative Surrendered Units	2	Carry over from previous period	0	Compliance Figure	2	Pending Surrendered	1
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## Approve of transaction by another Authorised Representative

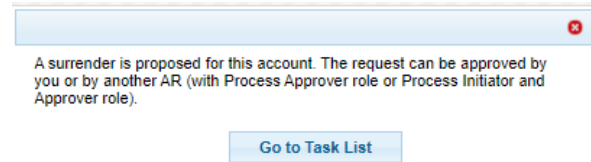
**Introduction** Once signed, your transaction might need to be approved by another representative (depending on your trusted account list preferences).

**Surrender pending** If a surrender transaction is pending for approval during the month of September, a notification is displayed when accessing the account.

To the initiator of the surrender:



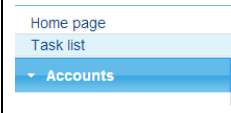
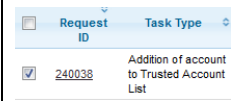

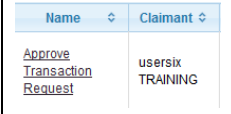

To another account representative, able to act upon the surrender request:


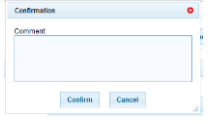


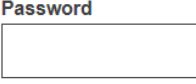




If you see this message and click the “Go to Task List” button, you will be redirected to the Task List, where you will be able to verify the surrender submitted before approving it.

**Step by step**

As an Authorised Representative (with approver or initiator and approver rights), please login to the Union Registry from the address [www.povolenky.cz](http://www.povolenky.cz). To approve the transaction please follow these steps:

Step	Action	Interface
1	In Menu choose <b>Task List</b> .  The “ <b>Task List</b> ” page opens where all the transactions to be approved are listed.	
2	Search for the transaction you want to approve.	
3	Click the check box related to the transaction you want to claim.	
4	Click <b>Claim task</b> to reserve the task to you and indicate to other users that you are working on this transaction.	
5	<b>Your name appears</b> in the “Claimant” column.	
6	Click the task ID to view the specific content of the task to be approved.	

7	Check all data in the transaction. If you want to approve a transaction click to <b>Approve</b> your approval.	
8	A confirmation dialog box opens Enter a comment and click <b>Confirm</b> to confirm your approval.	
9	Sign your transaction via SMS code. Or go to step No. 11 to sign the transaction via EU Login Mobile App. Enter your password and your mobile phone number and click on <b>Sign</b> .	
10	A challenge code is sent to your mobile phone Enter the code you received and click on <b>Sign</b> . Go to step 13.	
11	Sign your action in EU Login. Enter your password and scan the QR code with your EU Login Mobile app, enter the information displayed on the EU Login signature page and tap <b>Continue</b> .	
12	Enter the “Code generated by your app” and click <b>Sign</b> .	
13	The task is completed and a green confirmation message is displayed.	

**More information** The transaction is immediately completed without having to wait for any delay.