

## Surrender of allowances to be compliant

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

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#### Introduction

The allowances equal to emissions produced from installation during 2018 must be surrendered between **1 January 2019 and 30 April 2019 as the latest**, but the system allows you to do it at any time.

After that procedure, the system will recalculate and evaluate whether the surrendered allowances comply with the reported emissions or not.

This transaction type needs to be proposed by the Authorised Representatives of the account and submitted by the Additional Authorised Representative. If an Additional Authorised Representative is not nominated on the account, the transaction has to be submitted by another Authorised Representative.

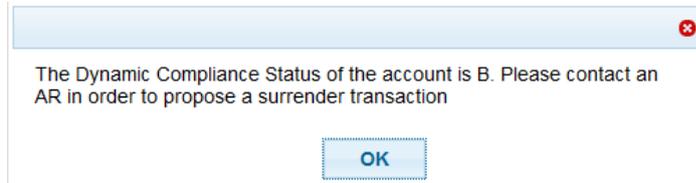
**Transaction type Surrender will always performs 2 representatives.**

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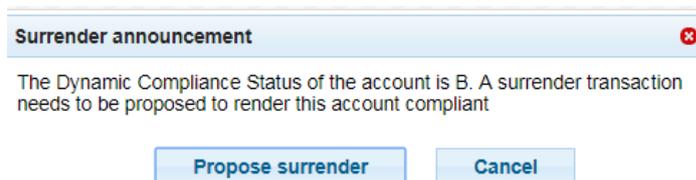
#### Surrender announcement

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

To Additional Authorised Representatives:



To Authorised Representatives:

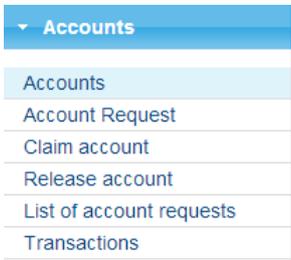
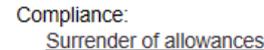
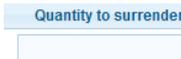
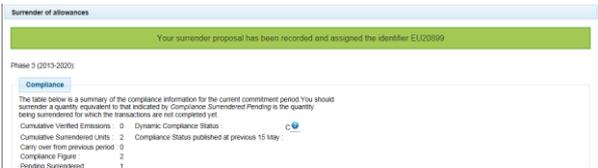


If you see this message and click the “Propose surrender” button, you will be redirected to the “Surrender of allowances” page, where you can verify the transaction suggested by the system before submitting it.

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**Step by step**

The following interface elements are used to execute this task:

Step	Action	Interface
1	As an Authorised Representative, 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	Sign your transaction. Enter your password and your mobile phone number and click on <b>Sign</b> .	
9	A challenge code is sent to your mobile phone Enter the code you received and click on <b>Sign</b> .	
10	The "Surrender of allowances" page opens again indicating that your transfer is recorded and giving a transaction id.	 <p><b>This transaction type needs to be proposed by the Authorised Representatives of the account and approved by the Additional Authorised Representative. If an Additional Authorised Representative is not nominated on the account, the transaction has to be submitted by another Authorised Representative.</b></p>

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**More information** The allowances reserved for the transaction will be indicated in the account details until the transaction is achieved. You can check it in „Holdings“ then “Reserved for transaction.”

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## Approve of transaction by Additional Authorised Representative or another Authorised Representative

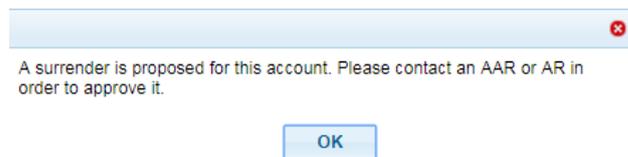
**Introduction** This transaction type needs to be proposed by the Authorised Representatives of the account and approved by the Additional Authorised Representative. If an Additional Authorised Representative is not nominated on the account, the transaction has to be submitted by another Authorised Representative.

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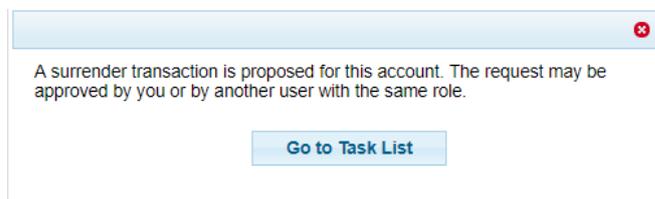
**Surrender pending** The surrender transaction needs to be approved by an Additional Authorised Representative or, if none has been appointed to your account, by another Authorised Representative.

If a surrender transaction is pending for approval during the month of April, 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:



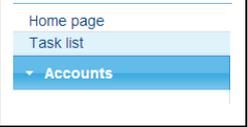
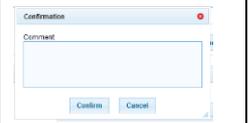
If you see this message and click the “Go to Task list” button, you will be redirected to the Task List, where you will be able to verify the surrender submitted before approving it.

Once approved, the surrender transaction is immediately completed without having to wait for any delay.

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**Step by step** As an Authorised Representative or Additional Authorised Representative (see above), 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	When the task to approve is a transaction, you are requested to sign. 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> .	
11	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.