Voluntary provision of supplementary information for carbon estimation area publication

under *Carbon Credits (Carbon Farming Initiative) Act 2011*

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| FORM |
| CER-ERF-AS001 |
| v1.1 29/01/2024 |

# Purpose of this form

This form is used by the project proponent(s) of an eligible offsets project to:

* supply the Clean Energy Regulator (CER) with additional information, as set out in the attachment to this form, regarding the carbon estimation area(s) (CEA) of an area-based offsets project (the ‘project’) in the ‘Emissions Reduction Fund Register’ (the Register) for the Australian Carbon Credit Unit (ACCU) Scheme (formerly known as the Emissions Reduction Fund)
* to request the CER to publish the attachment to this form alongside the record for the project in the Register.

Under section 168(1)(b)(ii) of the *Carbon Credits (Carbon Farming Initiative) Act 2011* (the CFI Act), the CER is required to publish CEAs for most area-based offsets projects on the Register.

Some project proponents may wish to provide additional information to supplement or provide context about the CEA data published on the Register under section 168(1)(b)(ii).

The CER does not have the power of its own volition to release this information as it is protected under the *Clean Energy Regulator Act 2011*. This means the information is subject to strict secrecy requirements. The CER can only publish additional information in its possession relating to the affairs of a person in certain circumstances, including where the person gives consent to the publication (section 51 of the *Clean Energy Regulator Act 2011*).

If proponents wish the CER to publish this additional information they must give consent. The information must be submitted as an attachment to this form in PDF format. Each project can have one attachment, which will be published alongside the relevant project record in the Register. The provision of this additional information supplements publication of CEAs on the Register in accordance with section 168(1)(b)(ii) of the CFI Act.

The provision of such additional information for publication is voluntary and optional. For projects with more than one project proponent, each project proponent must complete Part B of this form.

If your attachment includes information about the affairs of any other person, other than the project proponent(s), you must obtain their written informed consent for their information to be published on the Register.

For the first tranche of CEA data being published, the additional information must be submitted to the CER by 19 May if it is to accompany the release of the CEA data. However, the completed form may be supplied to the CER at any time. The attachment to this form will be published on the Register as soon as practicable after its submission. The CEA publication will not be delayed if the attachment is not published. This form can also be used to provide an updated attachment, to replace the previous attachment supplied in a former submission of this form and published on a previous version of the Register.

The information presented by the project proponent(s) through this process and for the purpose of publication on the Register will not be independently checked or verified for accuracy or sufficiency by the CER against protected information previously provided. Proponents are responsible for the contents of the form and the PDF rather than the CER.

# Instructions for completing this form

Please read each part of the application carefully, fully answer all the questions, sign where indicated, and attach the required documentation.

You must complete and submit:

* **Part A: Project details**
* **Part B: Declaration**
* **Application checklist**

You can choose to complete this form by:

* printing the form and filling it in by hand
* saving the form and filling in an electronic copy.

Note that if you choose the second option, there may be times when you will need to print certain sections in order to sign them or in order to complete multiple entries for a single set of questions. These sections may be scanned back into the computer and submitted electronically with the rest of the form.

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| --- | --- |
| Pen colours | Please use a **black** or **blue** pen to write on the form. |
| Check boxes | Mark boxes like this □ with a ✔ or ✘. When an instruction asks you to ‘tick’ the box, you can still use either ✔ or ✘. |
| Go to | Where you see an instruction like this - **□** Go to **question 5** - mark the relevant box with a ✔ or ✘and then skip to the question number shown. You do not need to answer the question(s) in between.Where an instruction has a black double arrow (⏩), go to the next indicated part/section. Where an instruction has a black single arrow (⏵), go to the next question. Where an instruction has a black single arrow pointing down (⏷), fill in the field(s) directly below. |
| Mandatory questions | If all fields in a question are mandatory and must be completed, **(required)** is added to the end of the question label text. If a field in a question is mandatory only IF a condition is met, **(required if any)** is added to the end of the question label text. |
| ⏵ | This symbol indicates an instruction on what to do next. |
| 🛈 | This symbol indicates additional useful guidance to filling in the adjacent field or section. |
| 🗐 | This symbol advises that more than one entry may be required for the section and therefore you may need to photocopy or print the section or fill in a duplicate section. |
| 🖈 | This symbol advises that additional documentation to support a claim may need to be attached to the application. |
| Duplex printing | This form is designed to be duplex printed to save on paper. All new sections start on the right-hand side of a page spread. |

Help filling in this form

If you require assistance or have any questions regarding this application process, please contact the Clean Energy Regulator general enquiries line on **1300 553 542** or email enquiries@cer.gov.au.

Submitting this form

A signed copy of this form should be kept for your records.

### By post

Post your completed application with any accompanying documentation to:

ACCU Scheme
Clean Energy Regulator
GPO Box 621
Canberra ACT 2601

### By email

Email your completed application to the Clean Energy Regulator at ERF-Transformation-Analytics@cer.gov.au.

If the email and its attachments (the application and supporting documents) are larger than 10MB, they must be sent using multiple emails that are clearly marked by including an identifier in the subject line (for example, '1 of 3', '2 of 3', '3 of 3'). The signed application form must be saved as a single scanned file and not split into parts. Files may be zipped to reduce their size.

If you submit your application by email, you do not need to send the original hardcopy of the application by post.

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| Office use: |  |

1. Project details

You must supply the details of the project for which you are providing additional information.

1. **Project details (required)**

|  |  |
| --- | --- |
| Project identification number |        |
| Project name |        |

1. **Attach additional information for the project’s carbon estimation area(s) to be published in the Register alongside the project’s record.**

ë *Attach one PDF document to this application.*

 *You are only permitted to supply one document for each project.*

 *The document must be in PDF format.*

 *The additional information must relate to the project identified in Part A only.*

 *The document must have a blank white space of 180mm width x 30mm height at the bottom of each page of the attachment for the CER to use to insert its disclaimer.*

1. Declaration

This part must be signed by the project proponent(s) of the project identified in Part A or on their behalf by a person duly authorised to bind them.

i *If the project identified in Part A has more than one project proponent, then a copy of Part B must be completed and signed by each project proponent.*

1. **Project proponent details** (required)

|  |  |
| --- | --- |
| Project proponent name |        |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Date of birth (individual only) |    |    |      |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation identifier(organisation only) | ABN | [ ]  | ACN | [ ]  | ARBN | [ ]  | ICN | [ ]  |
|        |

Under the *Criminal Code* it is an offence for a person to give information or documentation to a Commonwealth entity if the person providing the information or documentation knows that the information or documentation is false or misleading.

1. **Project proponent’s declaration** (required)

 Complete and sign the declaration.

By signing below, the signatory declares that they have legal capacity and authority to bind the project proponent on whose behalf the signatory has signed this declaration, in respect of matters contained in this application, and declares and acknowledges, for and on behalf of that project proponent, that:

* all information provided in, or in relation to, this application (including attachments to this application and any other supporting information) is, having made all reasonable enquiries, complete, true and correct and not misleading by inclusion or omission and is not in breach of any law(s)
* all information provided in, or in relation to, this application (including attachments to this application and any other supporting information) relates to the project identified in Part A only
* all the necessary legal rights, including any relevant consents (including informed consents to publication by the CER of the attachment from any person(s) to whose affairs the information contained in the attachment relates), permissions, authority, copyright and other intellectual property rights, to supply this information to the CER for publication on the Register have been obtained or are satisfied
* the provision of false or misleading information is a serious offence and carries penalties under the *Criminal Code* and may have consequences under the *Carbon Credits (Carbon Farming Initiative) Act 2011* and other laws
* the project proponent consents to the CER publishing the document attached to this application on the Register on the CER’s website, where it will be made publicly available for unrestricted download and use
* the CER will not check or verify the information contained in the document attached to this application for accuracy or sufficiency before publishing it on the Register
* there is a blank white space of 180mm width x 30mm height at the bottom of each page of the attachment for the CER to use to insert its disclaimer

#### Signed by or for and on behalf of:

|  |  |
| --- | --- |
| Project proponent name |        |

#### By:

|  |  |
| --- | --- |
| Signatory Name |        |
| Signature |        |
| Position |        |
| Phone number |        |
| Email address |        |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Signature date |    |    |      |

# Application checklist

* Have you completed the following? Tick the box when you've completed the task beside it.

|  |  |
| --- | --- |
| [ ]  | Completed all required fields. |
| [ ]  | Attached all necessary documents and supporting evidence, where applicable. |
| [ ]  | Completed and signed the declaration(s). |
| [ ]  | Where a signatory is signing on behalf of a project proponent, attached evidence of the authority of the signatory to sign the declaration on behalf of the project proponent |

# Additional information

About the ACCU Scheme

The ACCU Scheme (formerly known as the Emissions Reduction Fund) is a voluntary carbon offsets scheme that provides new economic opportunities for a wide range of project proponents who take steps to reduce carbon pollution or increase carbon storage on the land.

Eligible offsets projects generate Australian carbon credit units that can be sold to other individuals and businesses wanting to offset their own greenhouse gas emissions.

Seeking legal advice

The CER provides guidance for general information purposes only. The information in this form and supplied by the CER should not be interpreted as independent professional advice. You should not rely solely on this information and should get professional legal advice relevant to your individual circumstances.

Protection of information

The CER is bound by the secrecy provisions of Part 3 of the *Clean Energy Regulator Act 2011* for the information it collects in relation to this application and also by the *Privacy Act 1988* in regard to personal information it collects.

Privacy statement

'Personal information' is defined in the *Privacy Act 1988* to mean information or an opinion about an identified individual, or an individual who is reasonably identifiable:

1. whether the information or opinion is true or not
2. whether the information or opinion is recorded in a material form or not.

The collection of personal information relating to this application is authorised by the *Australian National Registry of Emissions Units Act 2011*, the Australian National Registry of Emissions Units Regulations 2011, the *Carbon Credits (Carbon Farming Initiative) Act 2011* and any legislative rules made under the *Carbon Credits (Carbon Farming Initiative) Act 2011*.

Personal information collected in relation to this application will be used for the purposes of assessing the application, auditing compliance, enforcement of relevant laws, regulations and legislative rule, the performance of our statutory functions and for related purposes. We will also use the personal information which you provide for our administrative purposes, for example, to pre-populate other CER forms which you wish to fill out online in the future, and for improving our service delivery to you.

The CER’s Privacy Policy contains information about the agency’s procedures for handling personal information including how a person can access their personal information held by the agency, and how to seek correction of such information. The Privacy Policy also contains information about how to complain about a breach of the Australian Privacy Principles. The CER’s Privacy Policy can be found on the [CER website](http://www.cleanenergyregulator.gov.au/).

Disclosure of information

The CER is only able to disclose information relating to this application (including personal information) in accordance with the CER Act, the *Privacy Act 1988* or as otherwise required by law.

The circumstances in which such information may be disclosed include:

* disclosure with consent
* disclosure to other agencies, persons or organisations to enable the verification of information contained in the application
* disclosure to the Secretary or authorised officer of a Department for the purpose of administering a program or collecting statistics relating to greenhouse gas emissions, energy consumption or energy production
* disclosure to certain agencies, bodies or persons where the CER is satisfied that disclosure will enable or assist those agencies, bodies or persons to perform or exercise their functions or powers, including the Australian Securities and Investments Commission, the Australian Competition and Consumer Commission and the Commissioner of Taxation
* disclosure for the purposes of law enforcement
* disclosure for the purposes of a climate change law or for the purposes of the performance of our functions under a climate change law.

Accessibility disclaimer

The CER has worked to ensure this document is accessible. However, please contact us to obtain an alternative version if you are having difficulty or you have specific accessibility needs.

Please call **1300 553 542** or email the name of the form and your needs to enquiries@cer.gov.au.