HANDBOOK AND GOOD PRACTICES

GHG REGISTRY PLATFORM

BIOCARBON CERT ™

Version 5.0 | October 30, 2024

www.biocarbonstandard.com

BIOCARBON CERT . Handbook and good practices of the Registration Platform. Version 5.0. October 30 2024. 51 p. https://www.biocarbonstandard.com

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1. Introduction

The registry platform (hereinafter referred to as "the platform") is the registration system for the GHG projects developed under the GHG Crediting Program of BioCarbon. Through the platform, users can perform the necessary procedures to open an account, certify and register projects, issue Verified Carbon Credits (VCCs), transfer VCCs to other account holders in the registry system and retirements of the VCCs.

The information submitted by users, that is required to be available to the public, are published on the BioCarbon Cert (hereinafter referred to as BioCarbon) website in real time as soon as the processes and entries have been reviewed and approved by the BioCarbon team in accordance with the provisions of the GHG Crediting Program (BCR PROGRAM) and the applicable Standard and methodology(ies).

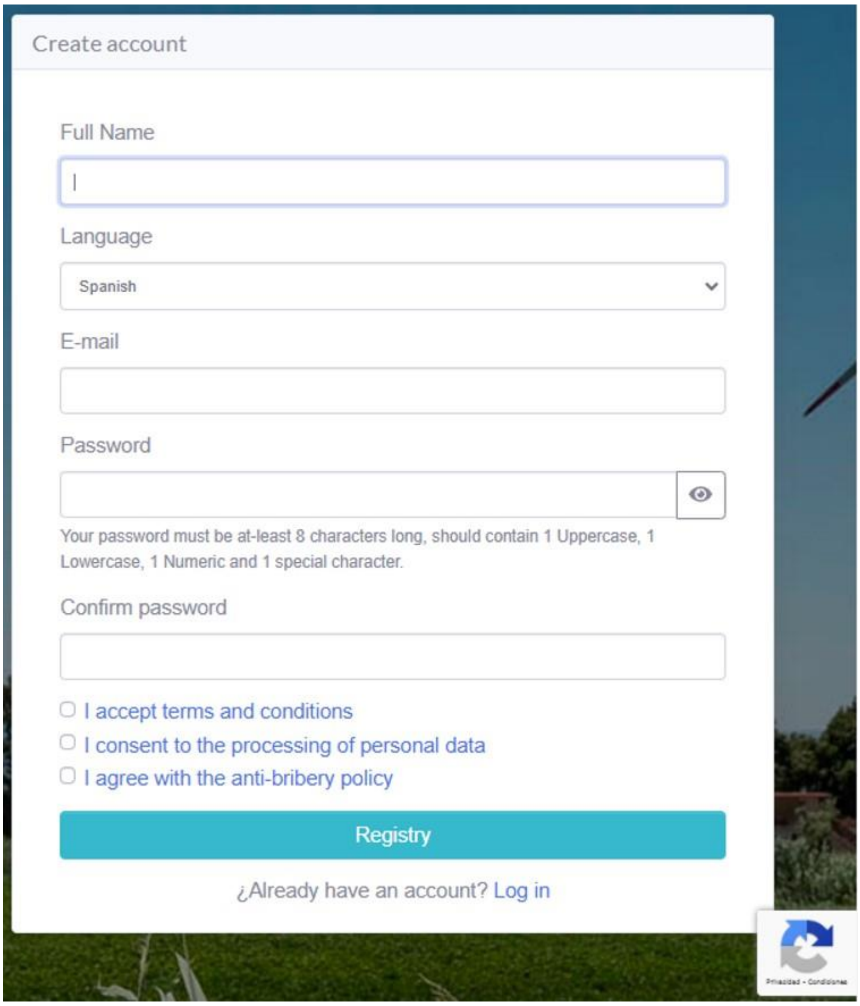
The processes of account opening, project certification and registration, and issuance of Verified Carbon Credits (VCCs), involve interaction between the user of the platform and the Global CarbonTrace Team (hereinafter referred to as "the administrator"). This interaction corresponds to a review and approval process. This process take place after the user has submitted an inquiry, and prior to registration on the platform. The Administrator may approve or reject an application based on the information and documentation submitted regarding compliance with the BCR Standard and other regulatory requirements.

This document describes each of the processes available on the Registry Platform and outlines the rules and best practices to be followed when using the Platform.

2. User registration

To access the services provided by BIOCARBON through the Registration Platform, the user registration process must be carried out. For this, the following steps must be completed:

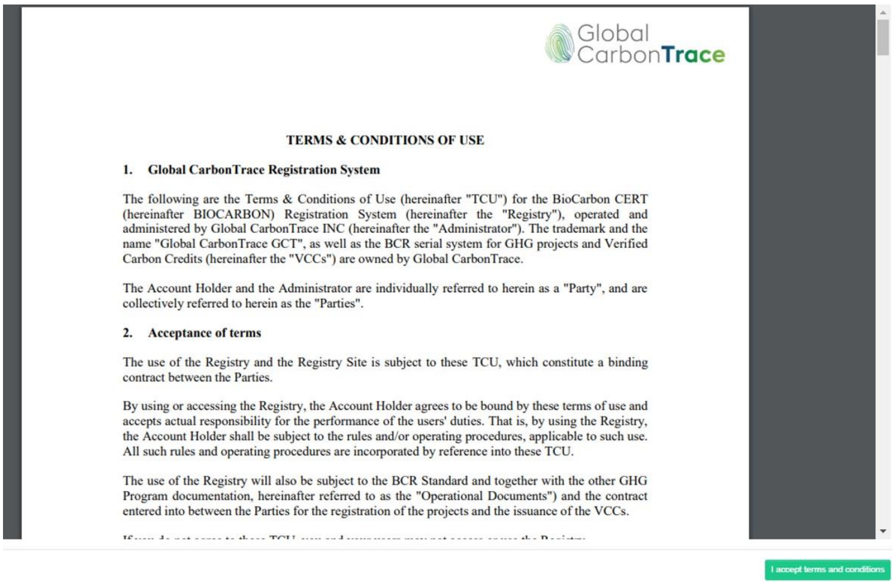
1. Enter https://globalcarbontrace.io/
2. Go to the ***Register*** / ***Register GEI*** section



3. Register an email and password. The registered email address shall match the email address of the person Authorized by the organization, according to the Account Opening and Person Authorization form mentioned in step 8 (below).

4. Accept the **Terms and Conditions** after reading the complete document.

View of the document "Terms and Conditions" after clicking on the link.



TERMS & CONDITIONS OF USE

1. **Global CarbonTrace Registration System**

The following are the Terms & Conditions of Use (hereinafter "TCU") for the BioCarbon CERT (hereinafter BIOCARBON) Registration System (hereinafter the "Registry"), operated and administered by Global CarbonTrace INC (hereinafter the "Administrator"). The trademark and the name "Global CarbonTrace GCT", as well as the BCR serial system for GHG projects and Verified Carbon Credits (hereinafter the "VCCs") are owned by Global CarbonTrace.

The Account Holder and the Administrator are individually referred to herein as a "Party", and are collectively referred to herein as the "Parties".

2. **Acceptance of terms**

The use of the Registry and the Registry Site is subject to these TCU, which constitute a binding contract between the Parties.

By using or accessing the Registry, the Account Holder agrees to be bound by these terms of use and accepts actual responsibility for the performance of the users' duties. That is, by using the Registry, the Account Holder shall be subject to the rules and/or operating procedures, applicable to such use. All such rules and operating procedures are incorporated by reference into these TCU.

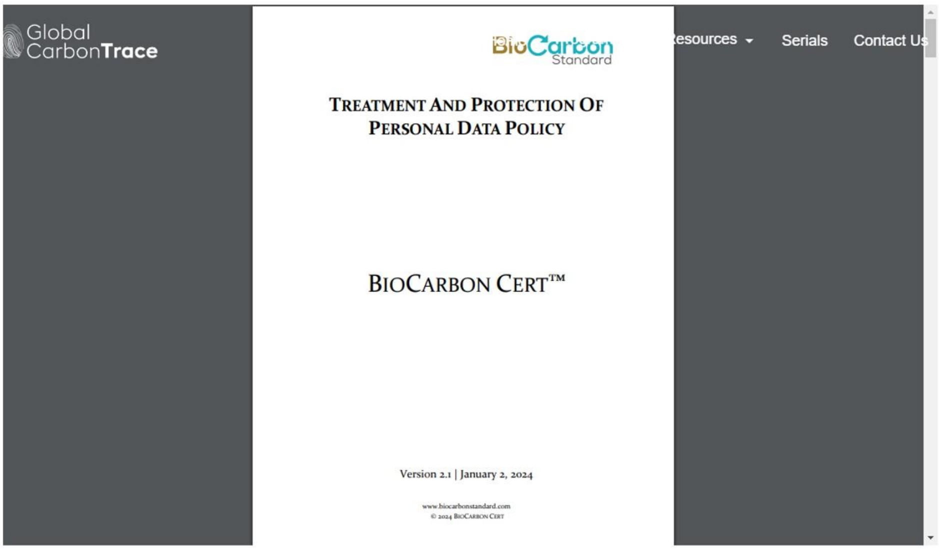
The use of the Registry will also be subject to the BCR Standard and together with the other GHG Program documentation, hereinafter referred to as the "Operational Documents") and the contract entered into between the Parties for the registration of the projects and the issuance of the VCCs.

5. Processing personal data and anti-bribery policy[1]. Processing personal data includes the authorization for Know Your Customer (KYC procedures)[2]. It is worth to mention that findings or risk identify in this step of the process including from KYC procedures are sufficient to deny the request of opening account and user registration.

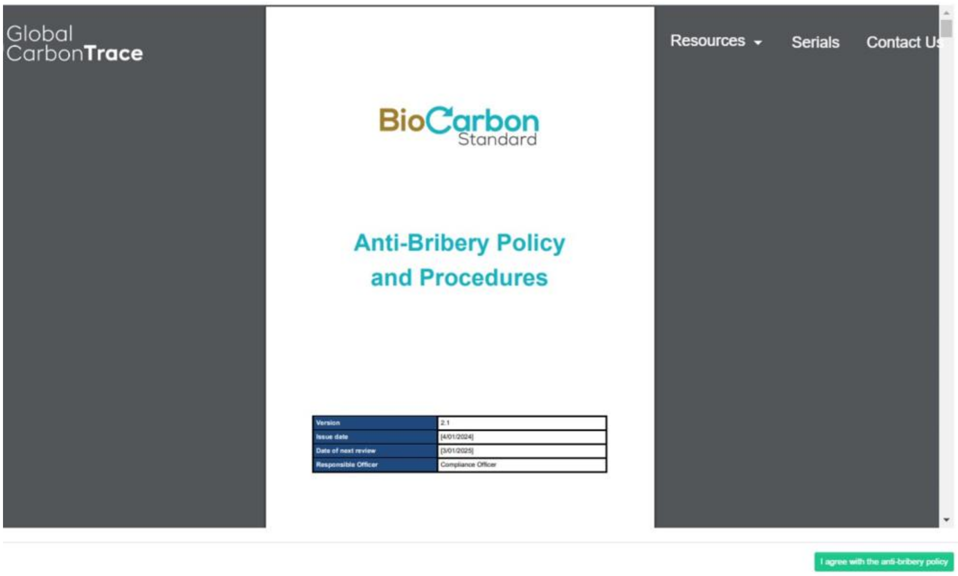
[1] More information regarding anti-bribery policy, code of ethics, and policies for anticorruption can be consulted here: https://biocarbonstandard.com/en/anti-corruption-policy-procedures/

[2] We inform about the use of the data provided by the user to consult global databases (Sanctions List), we will carry out the procedures established for the verification of the identity of the person and the sanctions related to him/her or to the company requesting the opening of the account. This procedure was implemented and designed following the recommendations of the exhaustive analysis during the design of the anti-corruption policy and associated procedures. This procedure is informed to users during the opening account process within the Registry's platform, being necessary for the "consent to the processing of personal data" to proceed with the screening of persons and entities against sanctions lists.

View of the document “Policies of Treatment and Protection of Personal Data” after clicking on the link.



View of the document “anti-bribery policy and procedures” after clicking on the link.



Each selection has a link to the corresponding complete document. In this way, users have full access to BIOCARBON´S guidelines and operating rules and current registration procedures. By clicking on the checkboxes on the left side of the text, the client accepts, consents and agrees to them.

6. The email is confirmed by a verification link. It is advisable to do this immediately to avoid the link expiring.

   From now on, every time the user tries to log in to the account, the system requests a verification code, which is sent to the email address registered in step 2 (above).

   In addition to email verification, the security guidelines for the enrolment system include a strong password, which must contain a minimum of characters, capital letters, numbers, and symbols. There is also the reCAPTCHA v3 from Google to prevent unwanted bots.

7. Register Account Holder: Once the e-mail address is confirmed, the registration space opens automatically and the account holder can be registered. To do this, it is important to select the type of account in the account holder registration form displayed.

   Three account types are available on BIOCARBON platform:

   Project Owner Holder is the owner of the GHG project.

   If you own a project, VCCs can be transferred to other accounts, but they can only be retired on behalf of the project owner.

   General Account Holder This is a user who may be the owner of a project.

   As a general account holder, transfers can be made to other accounts, transfers can be received from other accounts, and withdrawals can be made in the name of the project holder or third parties. You can also create sub-accounts.

   Aggregation Account Holder is a user who cannot register projects. This type of user may only receive transfers from other users and may retire VCCs.

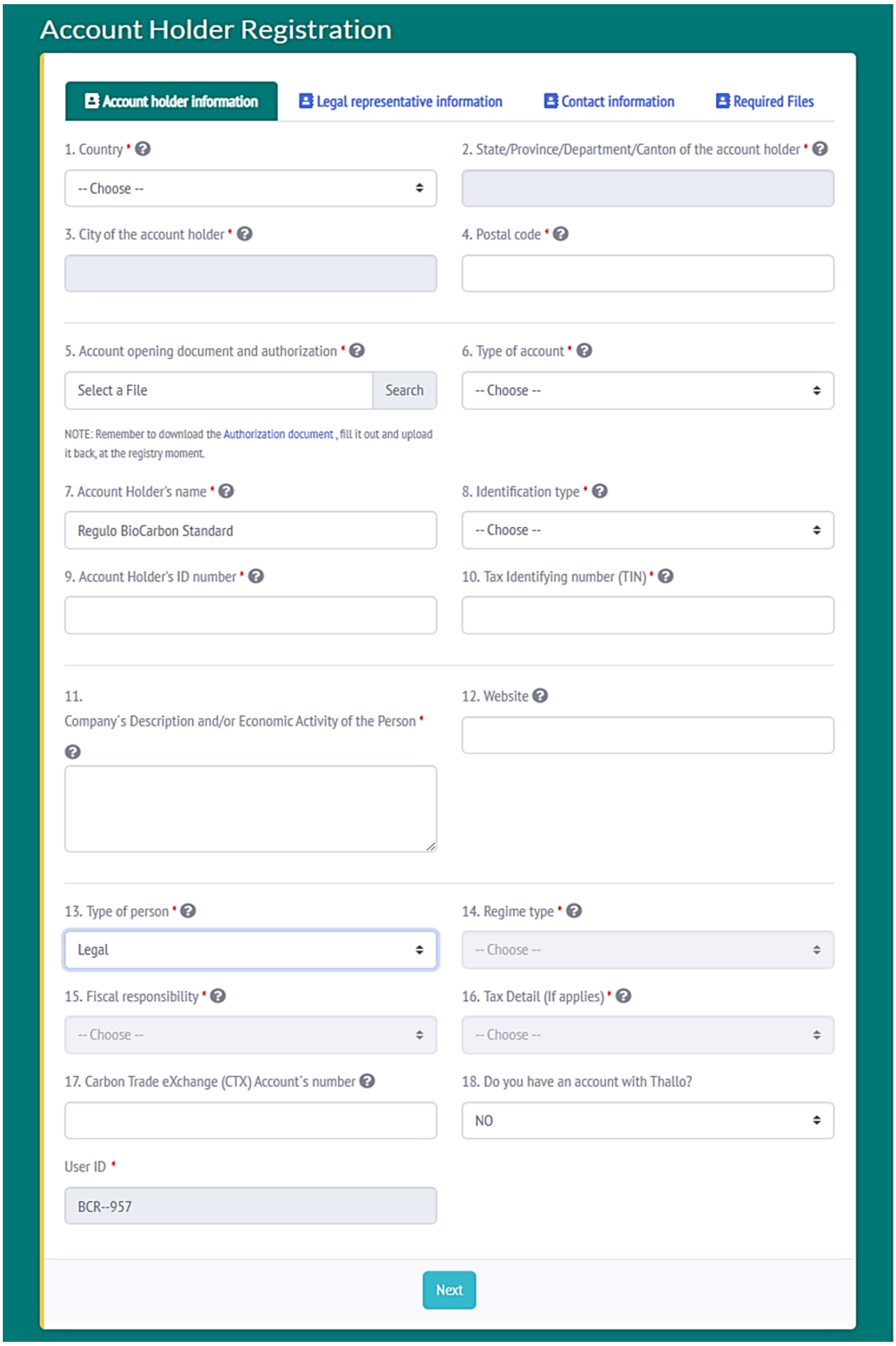
8. To register the account holder, the following is required:
   - Country of Origin of the account holder
   - State/Province/Department/Canton of the account holder

- City of the account holder
- Zip code of the account holder
- Account opening document and Authorization

  (The authorized person is the owner of the email with which the registration was made on the Platform) - (Download, fill out and upload the document)
- Type of Account
- Name of the account holder

  (Name of the company if it is a legal person, and name if it is a natural person)
- ID Type
- Identification number
- Tax or fiscal identification number
- Description of the Company and/or Economic Activity of the Natural Person
- Web Page (Optional)
- Type of Person (Juridical/Legal or Natural)
- Type of regime (Sales Tax or Non-Responsible)
- Fiscal Responsibility (Large Taxpayer, Self-Withholding Agent, VAT Withholding Agent, Simple Taxation Regime or Not Applicable/Others)
- Tax Detail (If applicable) Value Added Tax (VAT), National Consumption Tax (INC) or VAT and INC
- Carbon Trade eXchange (CTX) Account ID (if you have a CTX account) (Optional)
- THALLO Account ID (if you have a THALLO account) (Optional)

Click on “Next” button to continue.



Account Holder Registration

Account holder information | Legal representative information | Contact information | Required Files

1. Country * -- Choose --

2. State/Province/Department/Canton of the account holder *

3. City of the account holder *

4. Postal code *

5. Account opening document and authorization * Select a File | Search

NOTE: Remember to download the Authorization document , fill it out and upload it back, at the registry moment.

6. Type of account * -- Choose --

7. Account Holder's name * Regulo BioCarbon Standard

8. Identification type * -- Choose --

9. Account Holder's ID number *

10. Tax Identifying number (TIN) *

11. Company´s Description and/or Economic Activity of the Person *

12. Website

13. Type of person * Legal

14. Regime type * -- Choose --

15. Fiscal responsibility * -- Choose --

16. Tax Detail (If applies) * -- Choose --

17. Carbon Trade eXchange (CTX) Account´s number

18. Do you have an account with Thallo? NO

User ID * BCR--957

Next

If “Type of Person: Juridical/Legal” is selected, it would advance to Information of the legal representative.

If “Type of Person: Natural” is selected, it would advance to Contact Information.

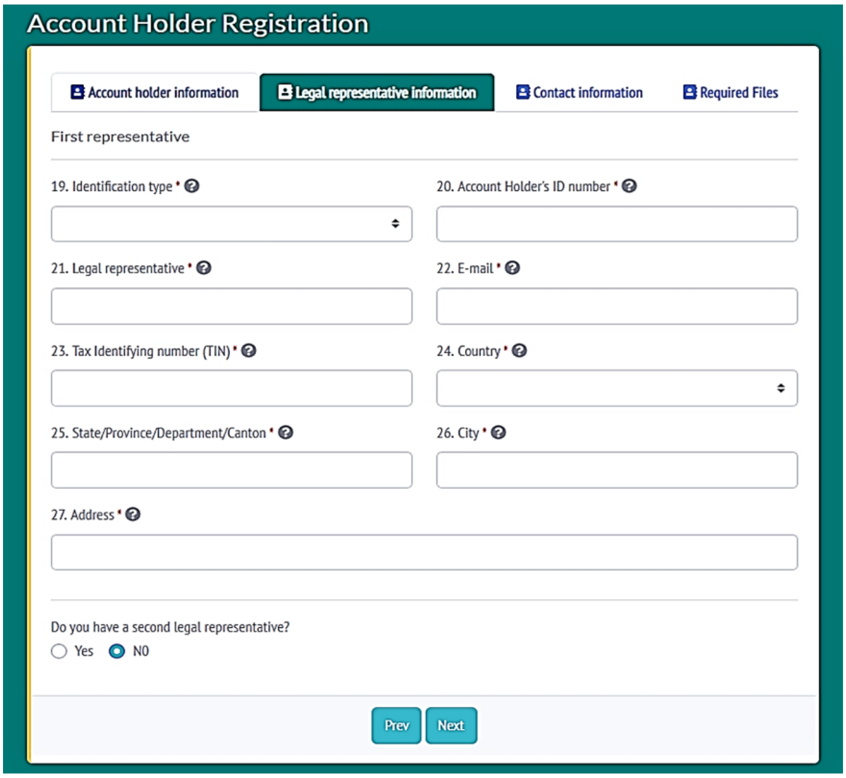
In the Information Section of the legal representative, the following is required:

For the First Representative:

- Identification type
- Identification number of the legal representative
- Name of the legal representative
- Email of the legal representative
- Tax or fiscal identification number of the legal representative
- Country of legal representative
- State/Province/Department/Canton of the legal representative
- City of the legal representative
- Address of the legal representative

Select Yes (Only if you have a second legal representative and fill in the data requested for the Second Representative)

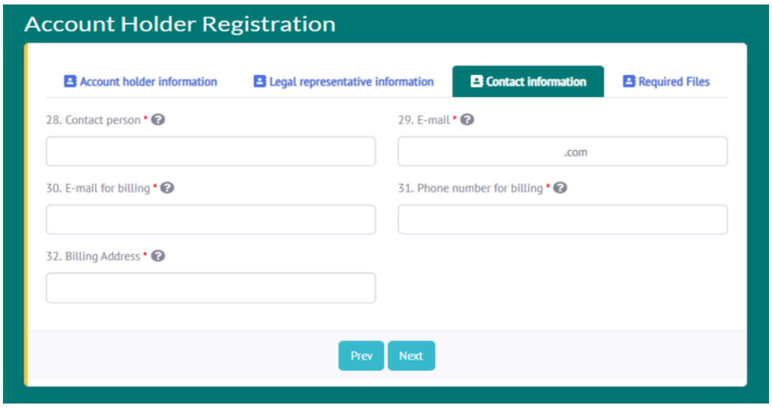
Click on the "**Next**" button to continue.



In the Contact Information Section, the following is required:

- Name of the authorized person
- Email of the contact/authorized person
- Mail to which invoices should be sent
- Phone number for billing
- Billing address

Click on the "**Next**" button to continue.

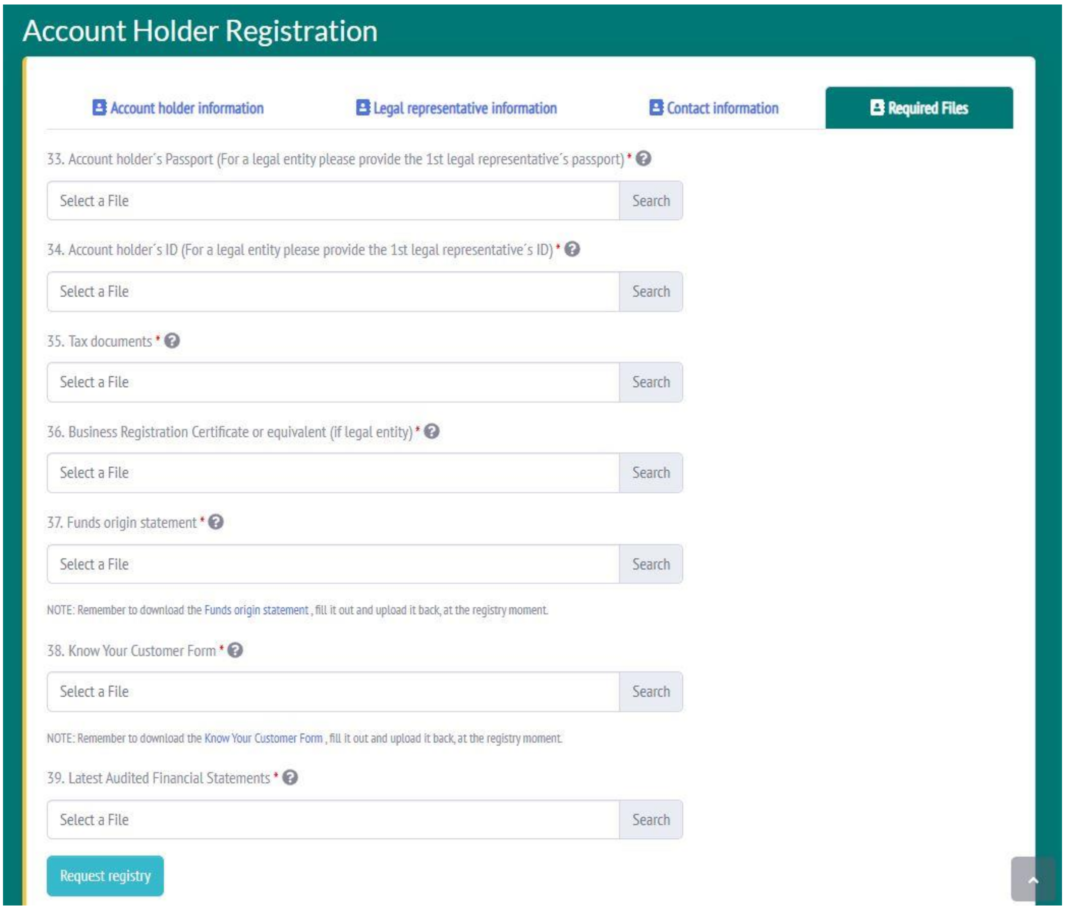


In the last section of the registration, the required Documents are requested (attach):

- Passport of the account holder (or legal representative)
- Identity document of the account holder (or legal representative)
- Tax or Fiscal Identification Document
- Commercial Registry or Equivalent (If you are a natural person, this is not requested)
- Declaration of Origin of Funds (The attached format must be downloaded and completed)
- Know your costumer (KYC)[3] form (The attached format must be downloaded and completed).
- Latest audited financial statements

[3] We inform about the use of the data provided by the user to consult global databases (Sanctions List), we will carry out the procedures established for the verification of the identity of the person and the sanctions related to him/her or to the company requesting the opening of the account.

In case there are two (2) legal representatives, the Passport and Identity Card of the 2nd legal representative must be attached.



Click on the "**Request Registry**" Button.

9. When requiring the user registration application, the Registry Platform administrator review the information provided. When this information is reviewed and approved, the administrator accepts the user's registration. In the event of acceptance, the user receives a framework contract with BIOCARBON and, a purchase order for the opening of an account in the registration system by email.
10. Signature of Framework Agreement: Through VIAFIRMA, the electronic signature service provider of BIOCARBON, the user shall read and sign the Framework Agreement that is established between the Account Holder and BIOCARBON. To access, VIAFIRMA send an email to the contact person with the link to access the signature. For any questions or comments, the user should write an email to registry@biocarbonstandard.com.

Recommendations and best practices - User Registration

- ❖ For registration, please ensure to have all the information and documentation required.
- ❖ When registration is approved, the system automatically generates a unique identification code that corresponds to the holder's identification. It is recommended to know and memorize the user ID (**user ID**) so that you can easily consult the public records presented on the home page. This ID can and, should never be changed.
- ❖ Once the account holder is registered, the data cannot be edited by the user.
- ❖ If it is necessary to edit the owner's data, you must contact registry@biocarbonstandard.com for the editing to be evaluated and performed.
- ❖ Always check your spam and inboxes (main, notifications, networks or whatever applies to you) for BIOCARBON and, VIAFIRMA emails and mark them as safe.

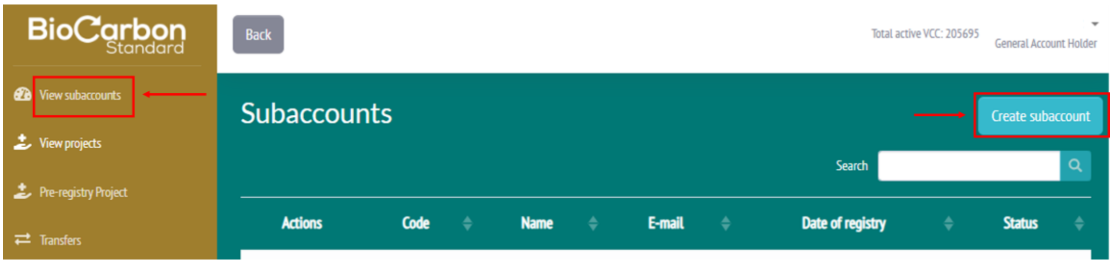
2.1 Sub-Accounts opening

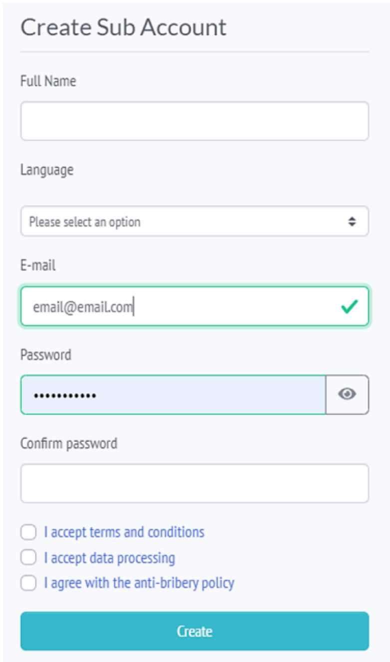
Only a General Account Holder can create sub-accounts. The allowed sub-account type is Aggregator Holder.

To create a Sub-Account, follow these steps:

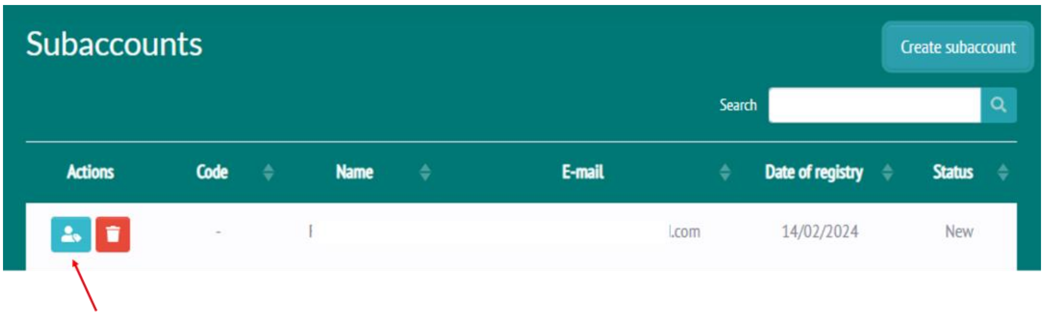
1. Enter the General Account Holder User's space within the platform in **Log in** with their registered email and password during the User Registration[4].
2. Enter **View Sub-Accounts** in the menu displayed on the left side of the User's space.
3. Create the profile by going to **Create subaccount** and complete the form with full name of the subaccount, language, email and password. You must also accept the terms and conditions and data processing, as well as BIOCARBON's anti-corruption policy.

[4] Each time the user tries to log in to the account, the system requests a verification code, which is sent to the registered e-mail address.





4. Once the sub-account profile has been created, click on "Create Account Holder" to complete the Sub-Account Holder Registration form.

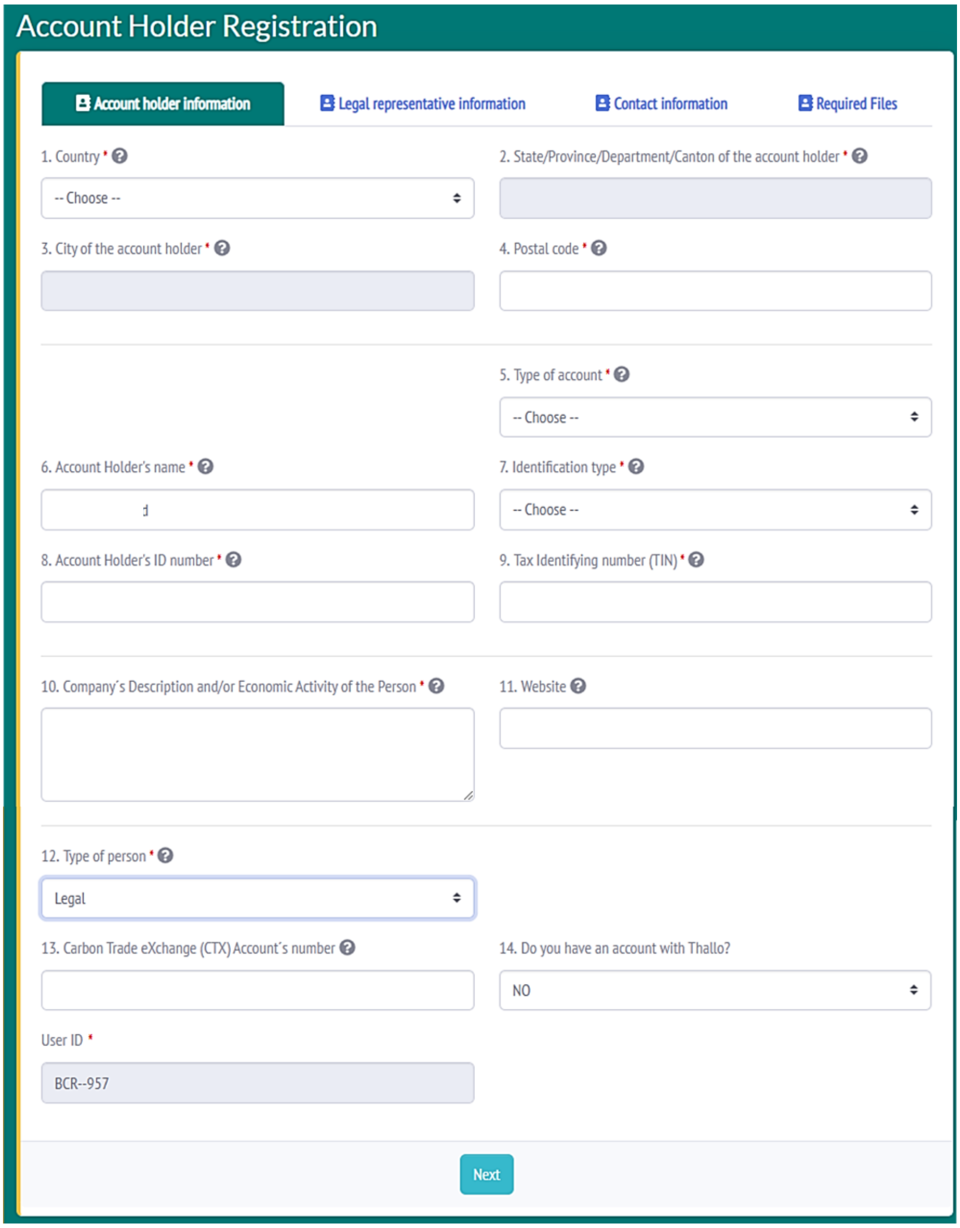


Registration of a sub-account requires review and approval by the administrator, although this does not imply any legal or commercial relationship between BIOCARBON and the natural or legal persons associated with the sub-account. When registering a subaccount, information must be attached that proves the existence of the natural or legal person who will be the owner of the subaccount.

This information includes:

- Country of the account holder
- State/Province/Department/Canton of the account holder
- City of the account holder
- Zip code of the account holder
- Account Type (Project Holder or Aggregator Account Holder)
- Name of the Account Holder
- ID Type
- Identification number
- Tax or fiscal identification number
- Description of the Company and/or Economic Activity of the Natural Person
- Web Page (Optional)
- Type of Person (Juridical/Legal or Natural)
- Carbon Trade eXchange (CTX) Account ID (if you have a CTX account) (Optional)
- THALLO Account ID (if you have a THALLO account) (Optional)

Click on the "**Next**" button to continue.



If "Type of Person: Juridical/Legal" is selected, it would advance to Information of the legal representative.

If "Type of Person: Natural" is selected, it would advance to Contact Information.

In the Information Section of the legal representative, the following is required:

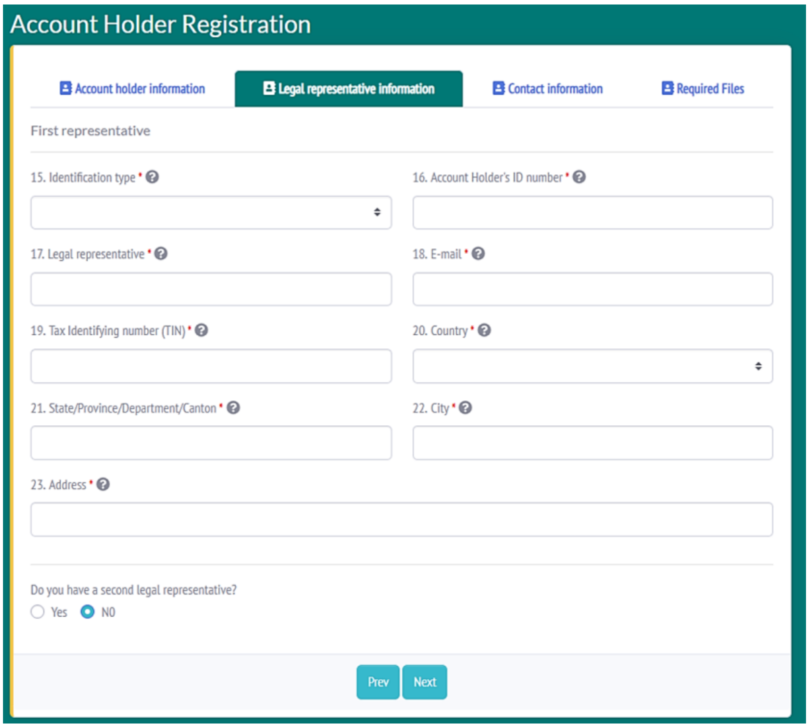
For the First Representative:

- ID Type
- Identification number of the legal representative

- Name of the legal representative
- Email of the legal representative
- Tax or fiscal identification number of the legal representative
- Country of legal representative
- State/Province/Department/Canton of the legal representative
- City of the legal representative
- Address of the legal representative

Select Yes (Only if you have a second legal representative and fill in the data requested for the Second Representative)

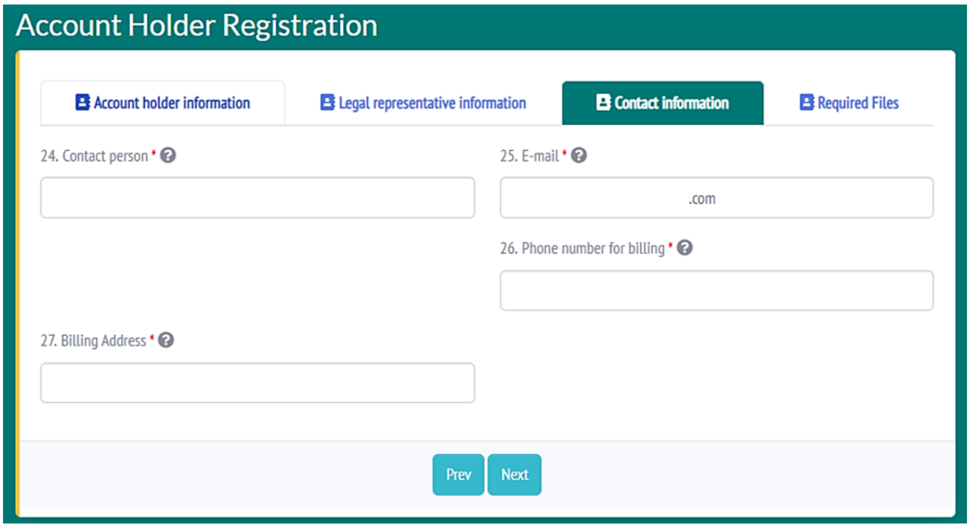
Click on the "**Next**" button to continue.



In the Contact Information Section, the following is required:

- Name of the authorized person
- Email of the contact/authorized person
- Contact Phone number
- Contact address

Click on the "**Next**" button to continue.



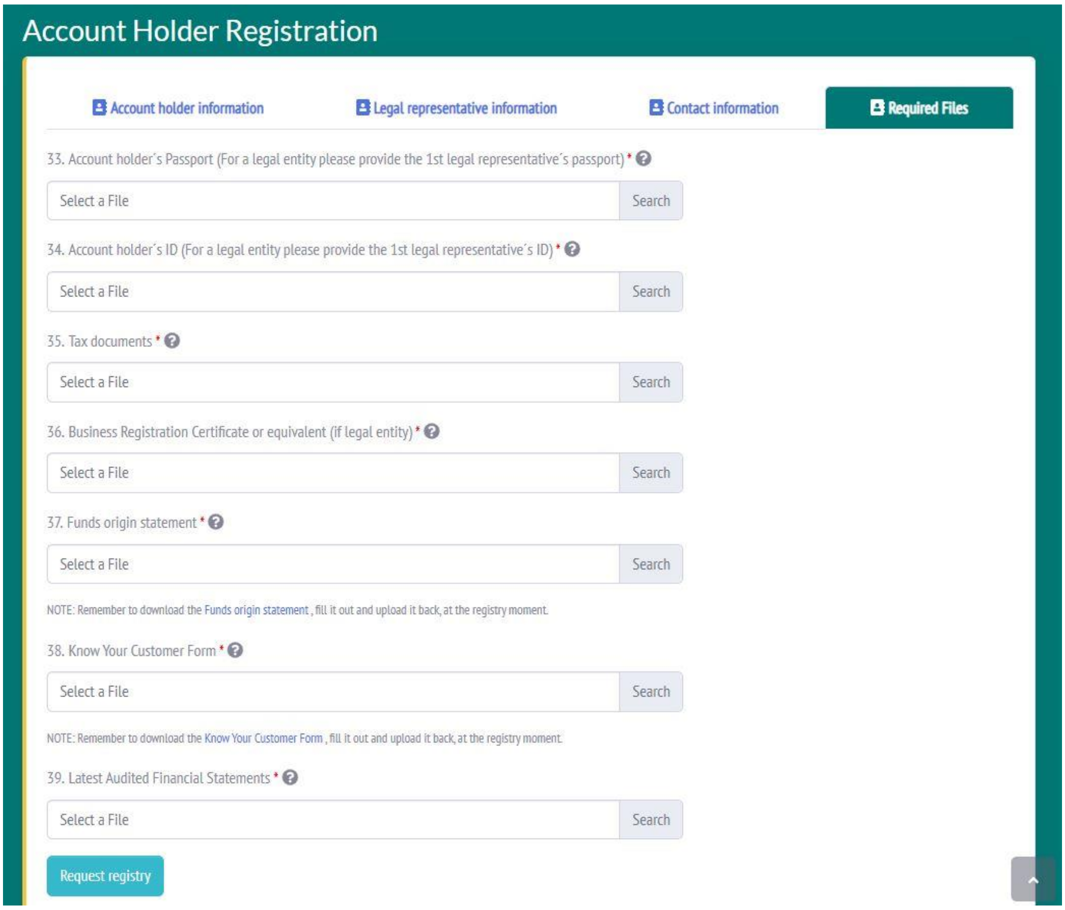
In the last section of the registration, the required Documents are requested (attach):

- Passport of the account holder (or legal representative)
- Identity document of the account holder (or legal representative)
- Tax or Fiscal Identification Document
- Commercial Registry or Equivalent (If you are a natural person, this is not requested)
- Declaration of Origin of Funds (The attached form must be downloaded and completed)
- Customer knowledge form[5] (The attached form must be downloaded and completed)
- Latest audited financial statements

In the event that there are two (2) legal representatives, the Passport and the Identity Document of the 2nd legal representative must be attached.

Click on the "**Request Registry**" Button

[5]Information is provided on the use of the data provided by the user to consult global databases (Sanctions List). The established procedures will be carried out to verify the identity of the person and the sanctions linked to him or her or to the company requesting the opening of an account.



- A General Account Holder may create as many sub-accounts as required.
- The system generates a unique identification code corresponding to the identification of the sub-account holder. It is recommended that you know and remember your User ID so that you can easily consult the public records presented on the home page. This ID cannot be modified.

3. Inscription and project registration

Follow the next steps to register and register your project:

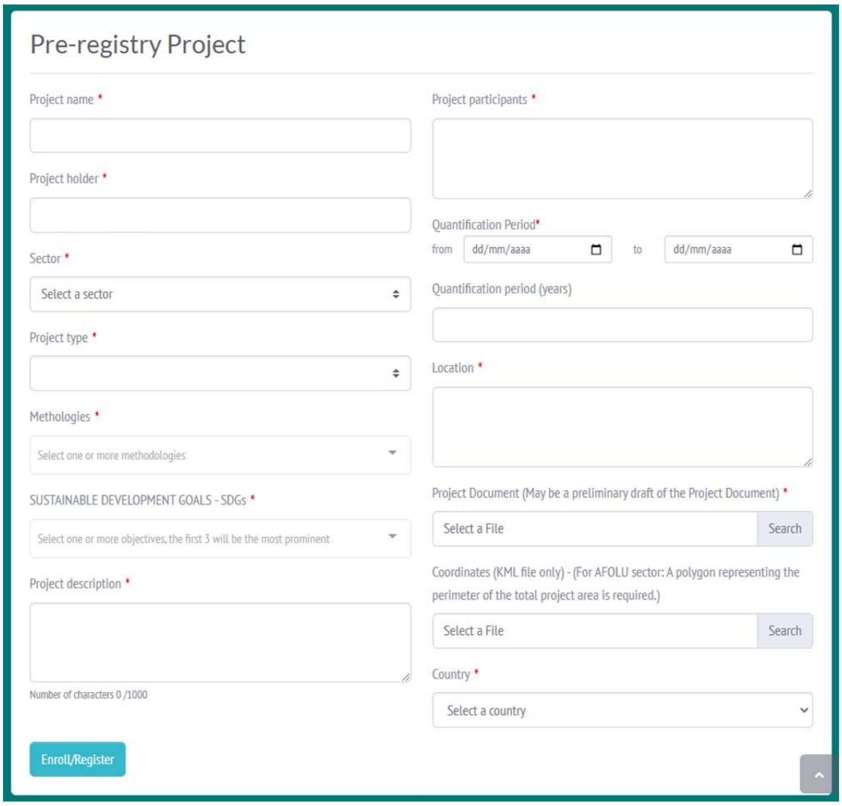
1. Log in to the User's space in **Login** with your registered email and password.[6]

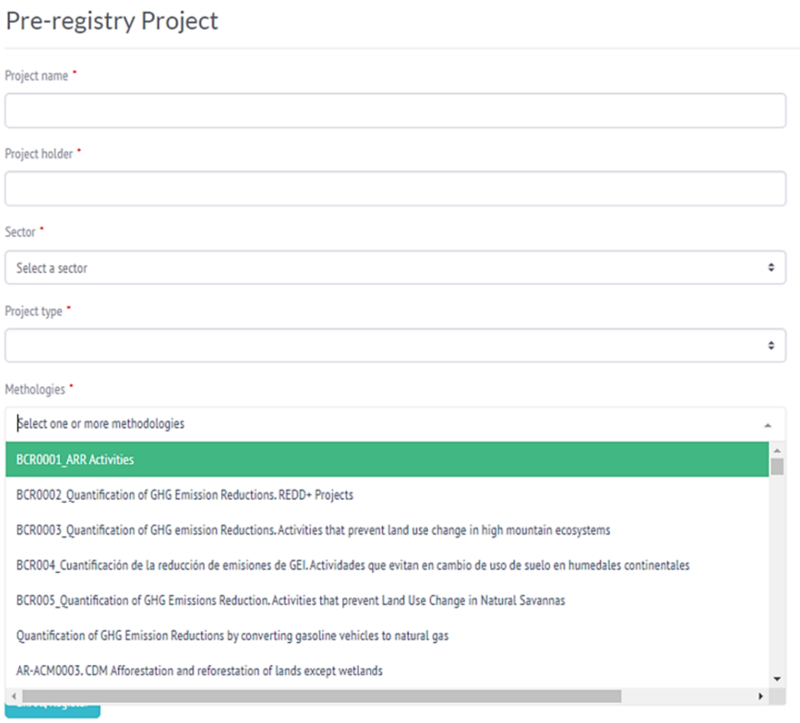
[6] Each time the user attempts to log in, the system requests a verification code, which is sent to the registered email address.

2. Log in to **Enroll/Register Project**[7] in the menu displayed on the left side of the User's space.
3. To pre-registry the project, the form must be filled in and attach the requested documentation[8], as described below:
    - Project name
    - Project Holder
    - Sector
    - Project type
    - Methodologies (in the picklist the system shows only the methodologies developed by the program (AFOLU) and the list of CDM methodologies eligible for the other sectors).
    - Sustainable Development Goals (SDG)
    - Project description (in English)
    - Project participants
    - Quantification period (choose the dates from and to)
    - Quantification period (years)
    - Location
    - Project Document (can be a preliminary draft of the Project Document) – Enclose
    - Coordinates (KML/ZIP file) – (For AFOLU sector: A polygon representing the perimeter of the total project area is required)- Attach
    - Country

[7] This option is available only if the account type allows it. Only the General Account Holder and Project Holder account types can register projects.

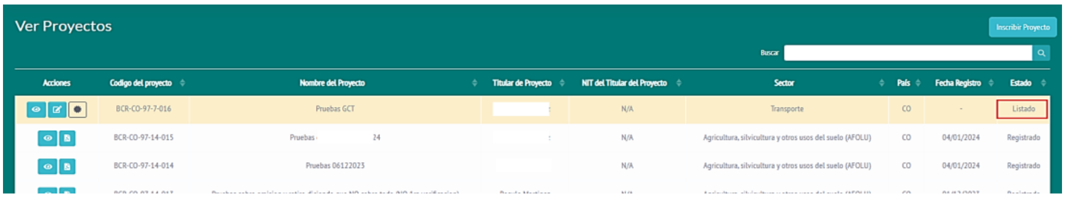
[8] It is not mandatory to attach the project documents (validation report or validation statement)





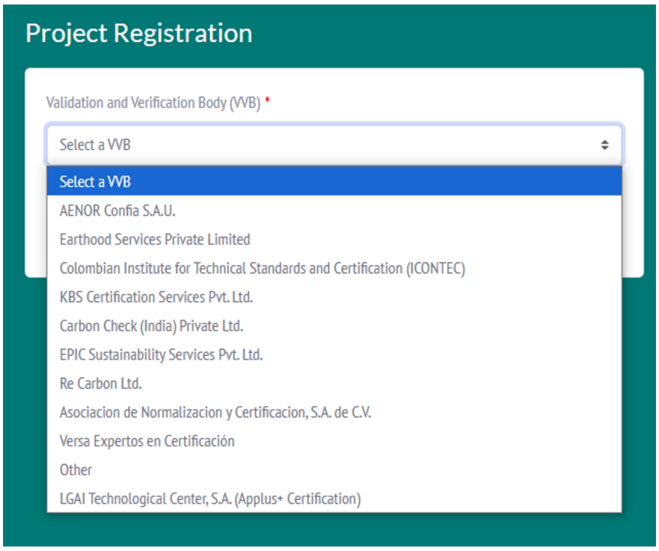
This process allows the project to appear in the public registry list as a project "Listed".

4. By clicking on Enroll/Register, the project will be listed in the View Projects list as "Listed" and will also appear on the public page[9]. The user receives an email with the Order of Service for the management of the project in the registration system, one with the request for electronic signature of the Service Order, and another with the Purchase Order for the registration of the project. The user must read and sign the Service Order[10] through Viafirma, BioCarbon 's electronic signature service provider.



5. To register the Project, the user must click on the "Request registration" action button and enter the following information, attaching the required documents:

   - Validation and Verification Body (VVB) (select from the list, this action will display the rest of the form)



[9] The project will be in public consultation for 30 days, after this period the registration can be requested.

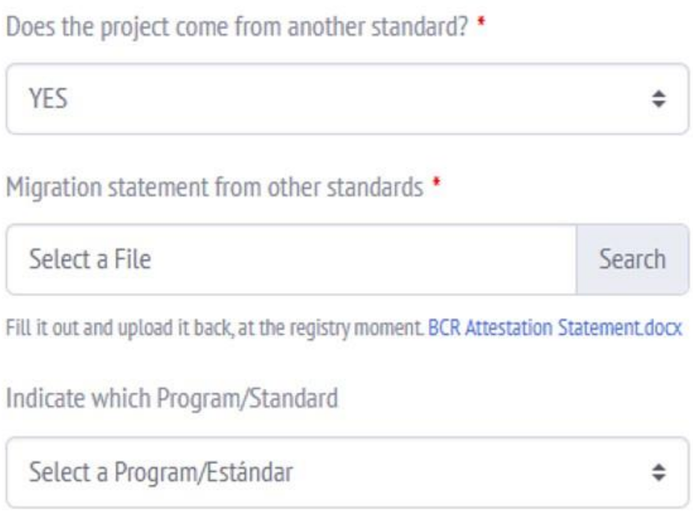
[10] It is mandatory to electronically sign the service order in order to continue with the registration request.

- Attestation Host Country (Please download the attached document and request the signature from the competent national authority in your country) (This document refers to the Host Country Authorization (HCA) letter, which is required for the use of CCVs issued by the project under the CORSIA scheme. The Host Country Authorization must have been uploaded by the project holder prior to transfer or withdrawal by ICAO/CORSIA participants.)[11]
- Recognition and acceptance of risks (download the attached document, fill it out and upload it back at the time of registration)
- Project Name (comes from project registration)
- Project holder (comes from project registration)
- Sector (comes from project registration)
- Project Type (comes from project registration)
- Methodologies (from project registration)
- Sustainable Development Goals – SDG (from project registration)
- Special Categories (optional)
- Project description in English (from project registration)
- Estimated amount of GHG reductions/removals (tons of CO_2e), during the quantification period
- Validation and first verification? (YES or NO)
    - By answering YES, the option opens to enter: Estimated amount of GHG reductions/removals (tons of CO_2e), during the monitoring period to be verified (First Period)
    - If, on the other hand, you answer NO, the option opens to enter: Estimated amount of GHG reductions/removals (tons of CO_2e), during the first year
- Statement No Conflict of Interest of the CAB (One Statement by each participant in the process) (This document must be attached from the VVB account)
- BCR Review Report (This document must be attached from the VVB account)
- CAB Accreditations (This document must be attached from the VVB account)
- Contract between CAB and Project Holder
- Project Document
- Monitoring Report (if you previously selected to carry out the first verification)

[11] More information can be found in the Avoiding Double Counting tool: https://biocarbonstandard.com/wp-content/uploads/BCR_avoiding-double-counting.pdf

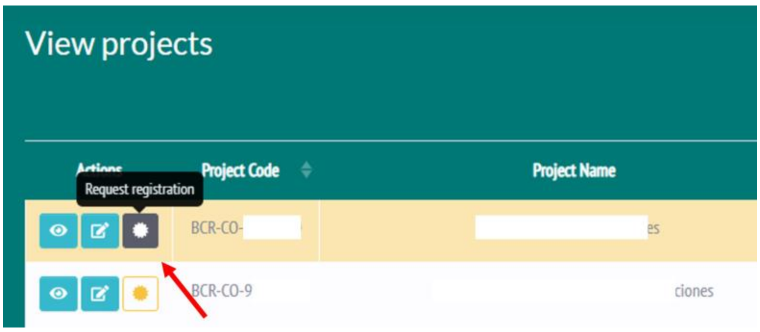
- Verification Report (if you previously selected to carry out the first verification) (This document must be attached from the VVB account)
- Date of the verification report (if you previously selected that it carries out the first verification) (This item must be completed from the VVB account)
- Verification Statement (if you previously selected that you will carry out the first verification) (This document must be attached from the VVB account)
- SDG Tool (download the attached document, fill it out and upload it back when registering)
- Sustainable Development Safeguards Tool (Annex A) (download the attached document, fill it out and upload it back at the time of registration)
- Validation Report (This document must be attached from the VVB account)
- Validation Statement (This document must be attached from the VVB account)
- Validation Statement Date (Final Version) (This item must be completed from the VVB account)
- Agreements between project participants
- Certification of indigenous peoples or local communities (applicable / not applicable) (select "applicable" if indigenous peoples or local communities are involved in the project and attach documents certifying that the person signing the agreements with the project owner is authorized)
- Quantification period (comes from project registration)
- Quantification period (years) (comes from project registration)
- Is the project coming from (migrated) another standard? (YES or NO)[12]

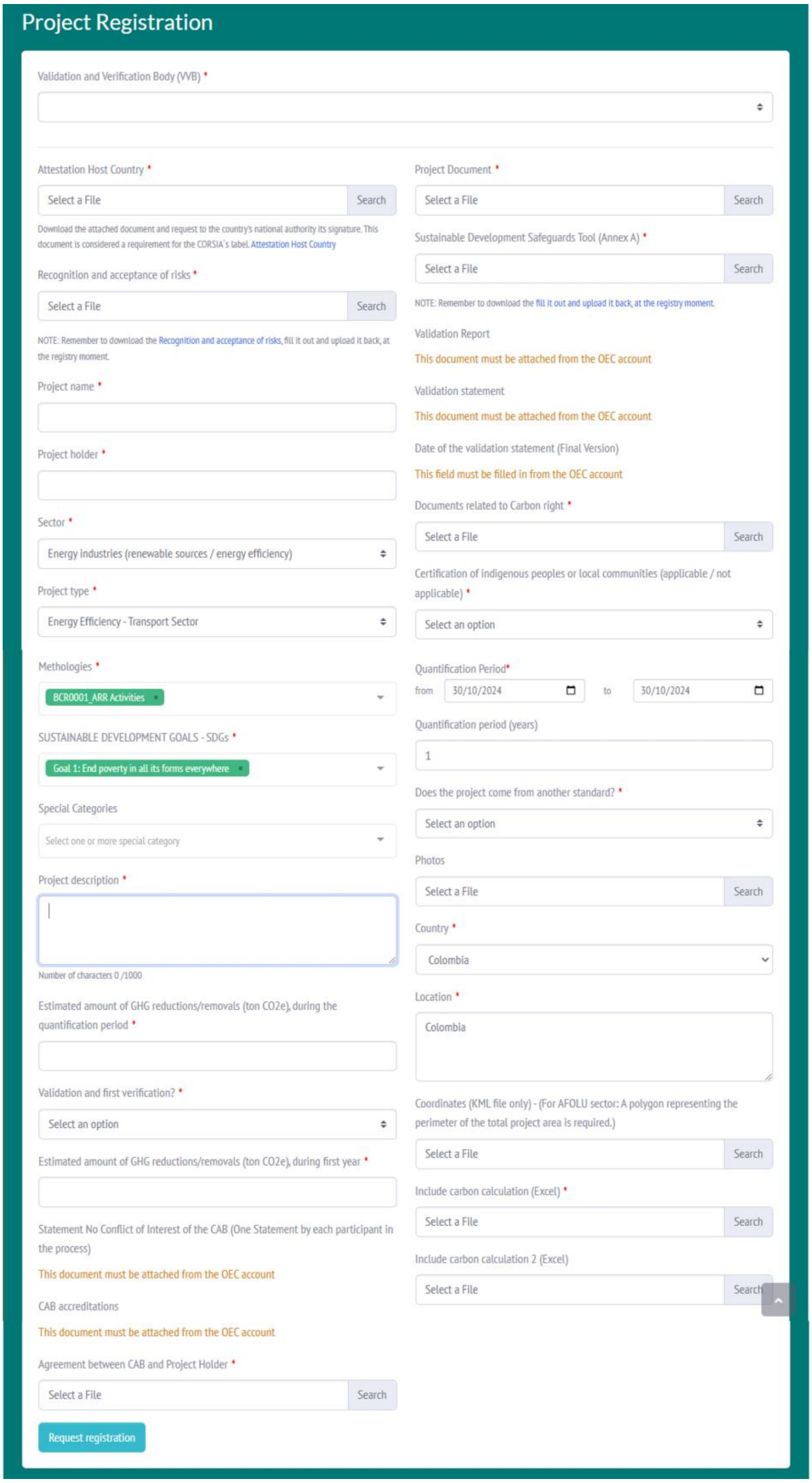
[12] This is part of the registry's functionalities that make operational the provisions described in the Avoiding Double Counting tool, specifically with regard to avoiding double issuance. More information about the tool at: https://biocarbonstandard.com/wp-content/uploads/BCR_avoiding-double-counting.pdf



- By answering YES, the option to attach a Declaration of migration from another standard opens (download the attached document, fill it out and upload it again when registering) and the option to Indicate which Program/Standard it comes from. It is important to mention that without this declaration it is not possible to continue with the following registration steps.
- If you answer NO, go to the next item.

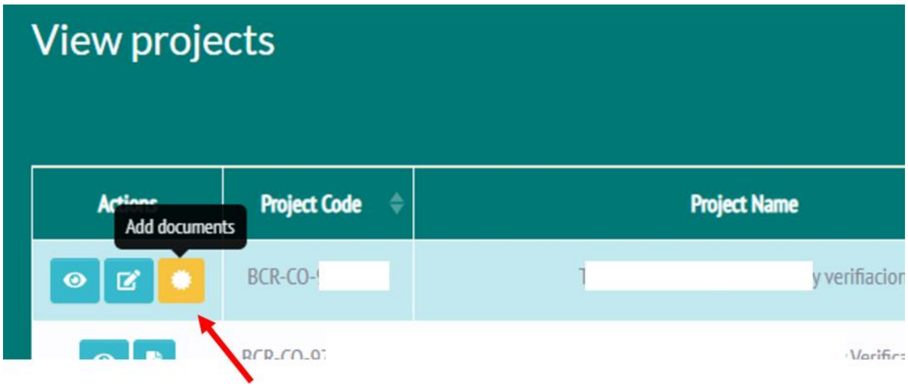
- Photographs (optional)
- Country (comes from the project registration)
- Project location
- Coordinates (KML/ZIP file) - (For AFOLU sector: A polygon representing the perimeter of the total project area is required) (comes from the project registration)
- Include carbon calculation (Excel)
- Include carbon calculation 2 (Excel)





Project Registration
Validation and Verification Body (VVB) *
Attestation Host Country *
Select a File
Search
Download the attached document and request to the country's national authority its signature. This document is considered a requirement for the CORSIA's label. Attestation Host Country
Recognition and acceptance of risks *
Select a File
Search
NOTE: Remember to download the Recognition and acceptance of risks, fill it out and upload it back, at the registry moment.
Project name *
Project holder *
Sector *
Energy industries (renewable sources / energy efficiency)
Project type *
Energy Efficiency - Transport Sector
Methologies *
BCR0001_ARR Activities
SUSTAINABLE DEVELOPMENT GOALS - SDGs *
Goal 1: End poverty in all its forms everywhere
Special Categories
Select one or more special category
Project description *
Number of characters 0 /1000
Estimated amount of GHG reductions/removals (ton CO2e), during the quantification period *
Validation and first verification? *
Select an option
Estimated amount of GHG reductions/removals (ton CO2e), during first year *
Statement No Conflict of Interest of the CAB (One Statement by each participant in the process)
This document must be attached from the OEC account
CAB accreditations
This document must be attached from the OEC account
Agreement between CAB and Project Holder *
Select a File
Search
Request registration
Project Document *
Select a File
Search
Sustainable Development Safeguards Tool (Annex A) *
Select a File
Search
NOTE: Remember to download the fill it out and upload it back, at the registry moment.
Validation Report
This document must be attached from the OEC account
Validation statement
This document must be attached from the OEC account
Date of the validation statement (Final Version)
This field must be filled in from the OEC account
Documents related to Carbon right *
Select a File
Search
Certification of indigenous peoples or local communities (applicable / not applicable) *
Select an option
Quantification Period*
from 30/10/2024 to 30/10/2024
Quantification period (years)
1
Does the project come from another standard? *
Select an option
Photos
Select a File
Search
Country *
Colombia
Location *
Colombia
Coordinates (KML file only) - (For AFOLU sector: A polygon representing the perimeter of the total project area is required.)
Select a File
Search
Include carbon calculation (Excel) *
Select a File
Search
Include carbon calculation 2 (Excel)
Select a File
Search

6. By clicking on the “Request registration" button, the user receives an email with the Purchase Order for the Project Registration.
7. As long as the project registration has not been approved, the user has the option to add new documents to the project by clicking on the "Add documents" action button.



8. When submitting the project registration request, attaching all the documents (including those that the CAB must attach), the Platform administrator reviews the information provided. When this information has been reviewed and approved, the administrator approves the project registration. The User receives an informative email stating “Project registration approved” and the GHG Project Registration Declaration document.
9. After approval of the Project registration, information regarding the Project Document, monitoring report and verification report will be visible along with the initial information provided on the project page: https://globalcarbontrace.io/projects
10. In the Registration Platform, the project is identified as a “Registered” project.

Recommendations and good practices – Project Registration:

- The service order issued at the time of registering the project must be signed in order to continue with the registration request.
- In BIOCARBON : Energy, Transport, AFOLU and Waste. For detailed information on the types of projects, it is recommended to consult the Standard and the methodologies that apply on the website www.biocarbonstandard.com.
- If at the time of registration, the user and the CAB do not have (or do not provide) all the required information and documentation, the project is registered and classified in the public registry as a “Listed” Project.
- Once the registration has been approved, the system generates a unique identification code that corresponds to the project owner's ID and a complementary serial number that provides information on the number and sector in which the project is classified. It is recommended to know and

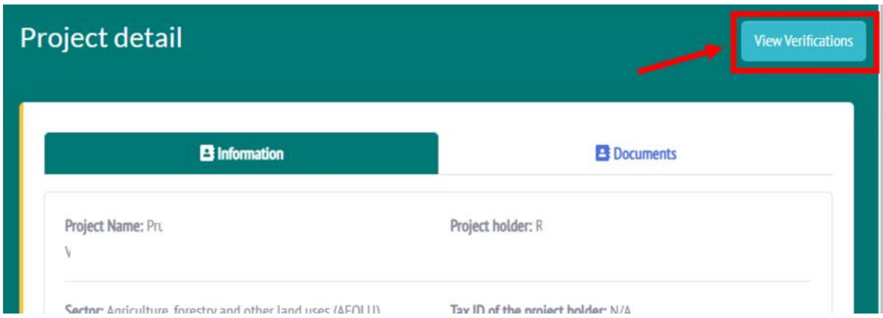
memorize the project identification (project ID) in order to easily consult the public records presented on the home page.

- ❖ Project registration is a separate process from recording a verification period. A project may record more than one verification period depending on the total duration of the project.
- ❖ Once the project registration has been approved, the information cannot be edited by the user. If an edit is necessary, please contact registry@biocarbonstandard.com so that the edit can be evaluated and carried out.
- ❖ The administrator's response time is approximately ninety (90) business days from the project registration request including the requested attachments, therefore, you must wait for the administrator to review the information and approve the registration before registering the verification period and requesting the issuance of the CCVs. Please take the times into account.
- ❖ Both the information related to the Project Owner and the information on the registered project must exactly match the information that was or will be provided in the national registry of GHG emission reductions corresponding to the country of origin of the project, when applicable.

4. Registration and inscription of Verification

To register for a verification period, you must complete the following steps:

1. Enter the User's space in ***Log in*** with their registered email and password registered.
2. Enter ***View Projects*** or Subaccounts in the menu displayed on the left side of the User's space.
3. Enter the project for which you want to register a verification period by double-clicking on the Project name or the ***Details icon***.
4. Go to ***View Verifications*** on the button in the upper right corner of the page.

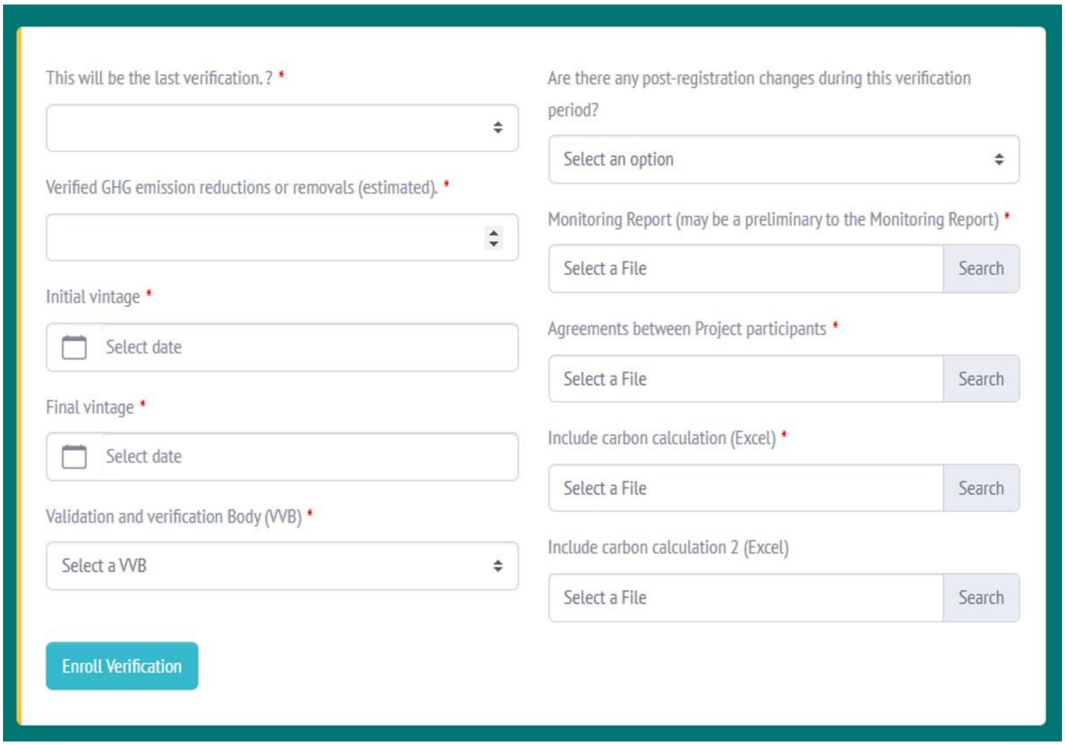


5. Enter to ***Register Verification*** at the button in the upper right corner of the page.

6. Fulfill the form that is displayed from the platform, attaching all the requested documents.

To register for Verification, the following is required:

- Indicate whether this is the last verification or not (if you select YES, you will not be able to record more verifications for this project)
- Estimated GHG emission reductions or removals
- Vintage Initial
- Vintage Final
- Validation and Verification Body (VVB)
- Monitoring Report (may be a preliminary Monitoring Report) – Attach
- Are there any post-registration changes during this verification period ?
    - By selecting YES, you must Attach a new version of the Project Document with change control
- Agreement between project participants
- Include Calculations (Excel)
- Include Calculations 2 (Excel)



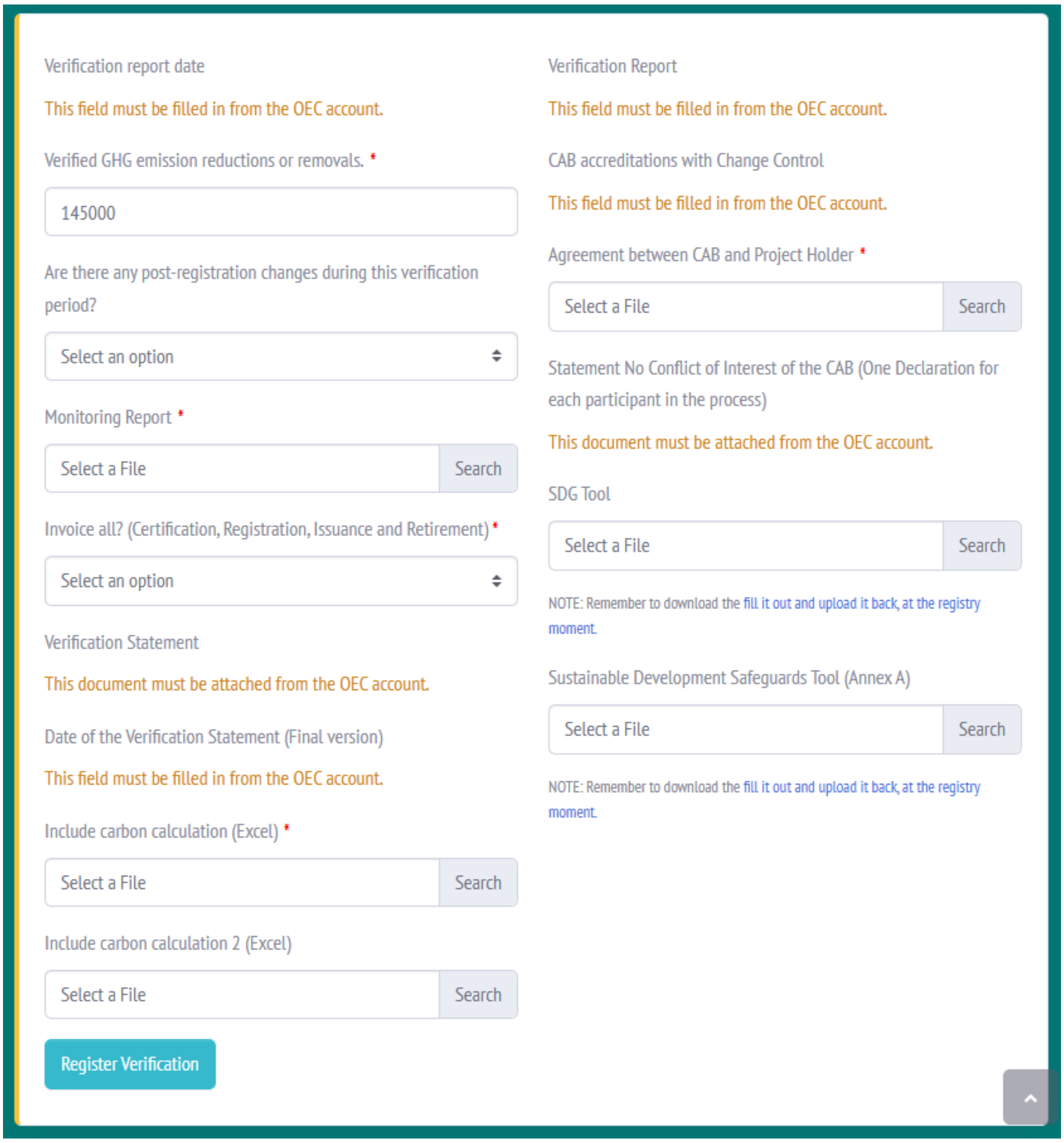
7. By clicking on the “Register Verification” button, the user receives an email with the **Service Order**, one with the request for electronic signature of the Service Order [13], and another with the **Purchase Order** for the Registration of the verification.

8. To register for verification, the user must click on the “Request registration” action button and enter the following information, attaching the required documents:

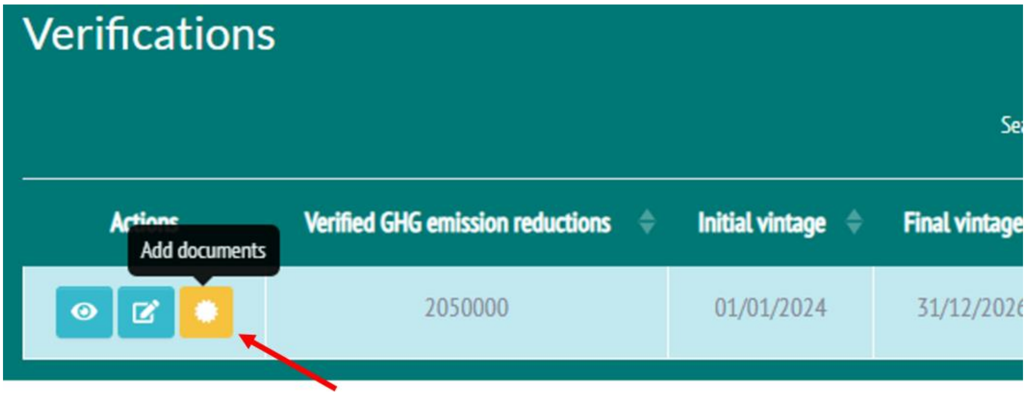
- Verification report date (This item must be completed from the VVB account)
- Verified GHG emission reductions or removals
- Are there any post-registration changes during this verification period ?
    - By selecting YES, you must attach a new version of the Project Document with change control
    - When you select YES, you must also attach a new version of the Project Document without change control
- Monitoring Report

[13] It is mandatory to electronically sign the service order in order to continue with the registration request.

- Bill everything? (Certification, Registration, Issuance and withdrawal) (YES or NO)
- Verification Statement (This document must be attached from the VVB account)
- Verification Statement Date (final version) (This document must be attached from the VVB account)
- Include Calculations (Excel)
- Include Calculations 2 (Excel)
- Verification Report (This document must be attached from the VVB account)
- BCR Review Report (This document must be attached from the VVB account)
- CAB Accreditations (This document must be attached from the VVB account)
- Contract between CAB and project owner
- Declaration of Absence of Conflicts of Interest of the CAB (one declaration for each participant in the process) (This document must be attached from the VVB account)
- SDG Tool (download the attached document, fill it out and upload it back when registering)
- Sustainable Development Safeguards Tool (Annex A) (download the attached document, fill it out and upload it back at the time of registration)



9. By clicking on Register Verification, the user receives an email with the **Purchase Order** for the registration (difference above the amount registered in the registration), and Issuance of Verified Carbon Credits and retirements (If you select to be billed in full).
10. As long as the verification record has not been approved, the user has the option to add new documents to the verification by clicking on the "***Add documents***" action button.



11. Once the verification registration request has been made, the Platform administrator will review the information provided (including that provided by the OVV). When said information has been reviewed and approved, the administrator will accept the verification registration and the user will receive an email informing them of the Approved Verification Registration.
12. Service Order Signature: Through VIAFIRMA, the electronic signature service provider of BIOCARBON, the user must read and sign the Service Order that is entered between the Account Holder and BIOCARBON. To access this, VIAFIRMA send an email to the contact person with the link to access the signature. If you have any questions or comments, please write an email to registry@biocarbonstandard.com

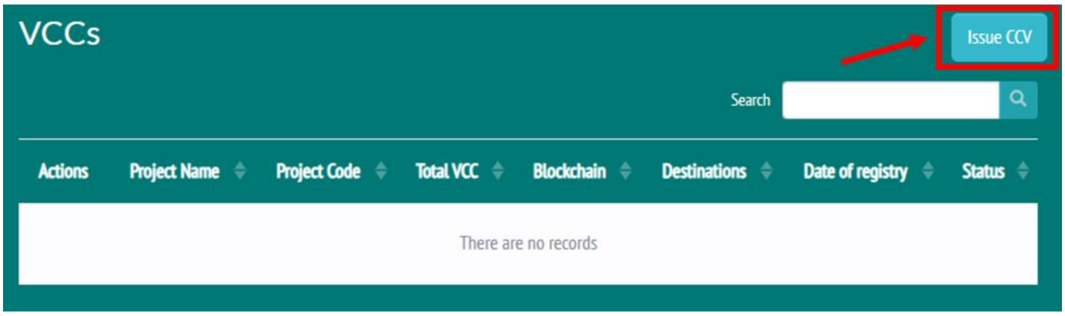
Recommendations and best practices - Verification Registry

- Carefully complete the form provided by the platform and attach all required documents.
- In this form, you must carefully complete all information for the data and documents related to the verification period you are reporting, i.e., the verified GHG emissions or reductions, the start and end vintages, and the methodology used must be consistent with the verification report.
- GHG reductions or removals shall be reported to the nearest whole number that approximates the most conservative amount. GHG reductions or removals shall be reported per year (corresponding to the vintage).
- The administrator's response time is ninety (90) business days from the verification registration request, so you need to wait for the administrator to review the information and approve the registration before proceeding with the issuance of VCCs. Please note the timescales.

5. Verified Carbon Credits (VCC) Issuance

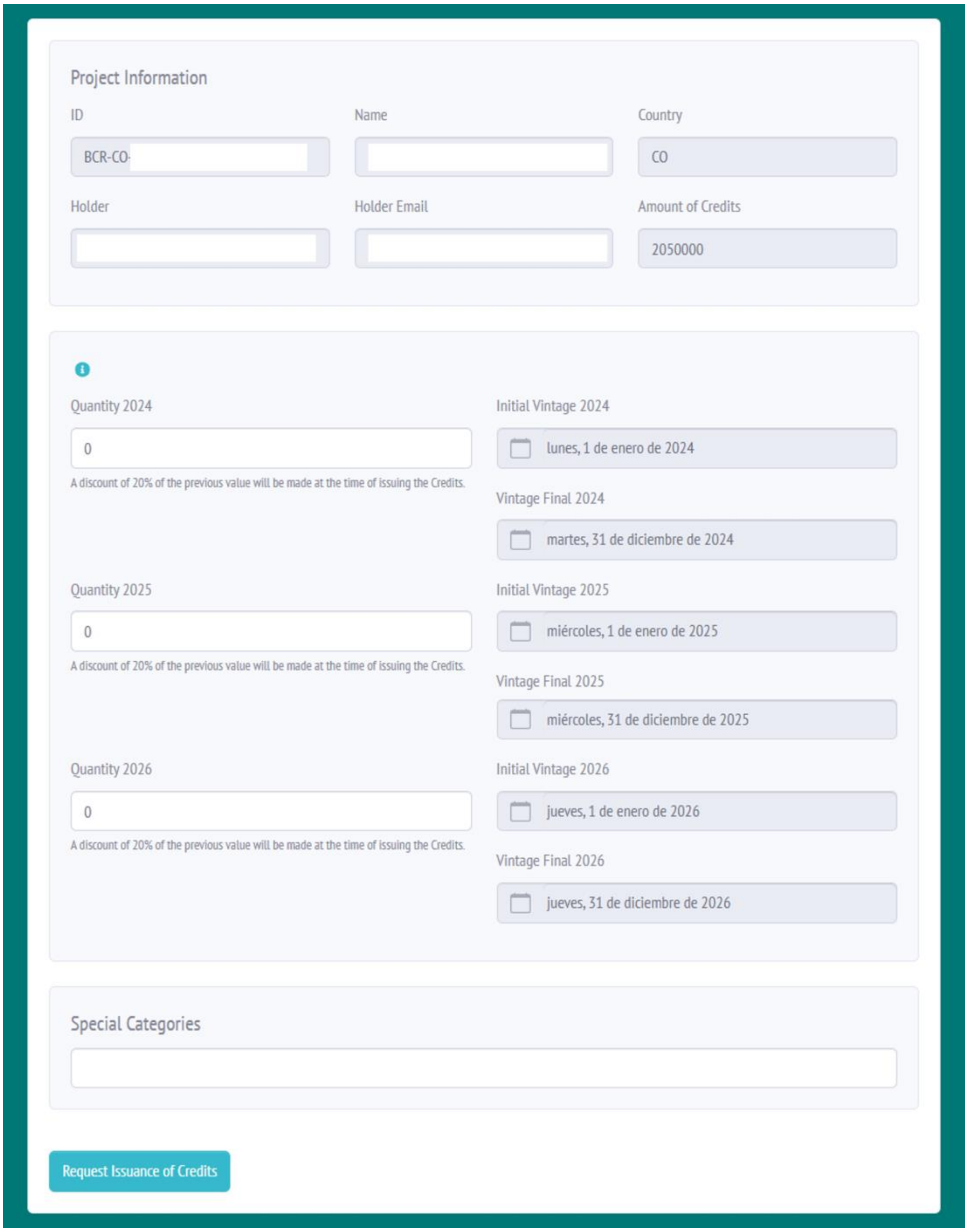
For VCC issuance, you shall complete the following steps:

1. Enter the User's space in ***Login*** with their registered email and password registered.
2. Enter ***View Projects*** in the menu displayed on the left side of the User's space.
3. Enter the project for which you want to issue the VCC by double-clicking on the Project name or the ***Details*** icon.
4. Go to ***View Verifications*** on the button in the top right corner of the page.
5. Enter the verification for which you want to issue the VCC by double-clicking on the Verifications list displayed.
6. Go to ***View VCC*** in the button in the top right-hand corner of the page.
7. Enter ***Issue VCC*** at the button in the upper right corner of the page.



8. A verified carbon credit issuance form is displayed in this section. The data of the project holder is automatically uploaded, so that the VCCs are always traceable from their issuance. This information does not change even though the VCCs are transferred. The year of each VCC serial is also automatically set according to the "Vintage" dates recorded in the Verification period.
9. You shall enter the values for each year reported in the verification report. You shall enter whole numbers, and the total sum shall match the number of verified GHG reductions or removals registered for the verification period. Otherwise, an error is generated, and you are not able to proceed with the issuance process.
10. **NOTE**: For AFOLU sector projects, the system automatically deducts 20% to allocate it to the VCCs assigned per year for the VCC Reserve.

    For other than AFOLU sector, the reserve is 10%.



11. Upon submitting the VCC issuance request, the Platform administrator review the information provided. When this information has been reviewed and approved, the administrator accepts the VCC issuance, and the user receive to the email the **Purchase Order** and, the Service Order corresponding to the issuance VCC issuance. (if invoiced in the verification certification, the Purchase Order will be zero-valued).

12. Once the issuance request has been reviewed and approved, the user receive the **GHG Declaration certificate**. The administrator is enabling the subsequent processes and the user is ready to access the transfer and VCC retirement process.

Recommendations and best practices – VCC Issuances

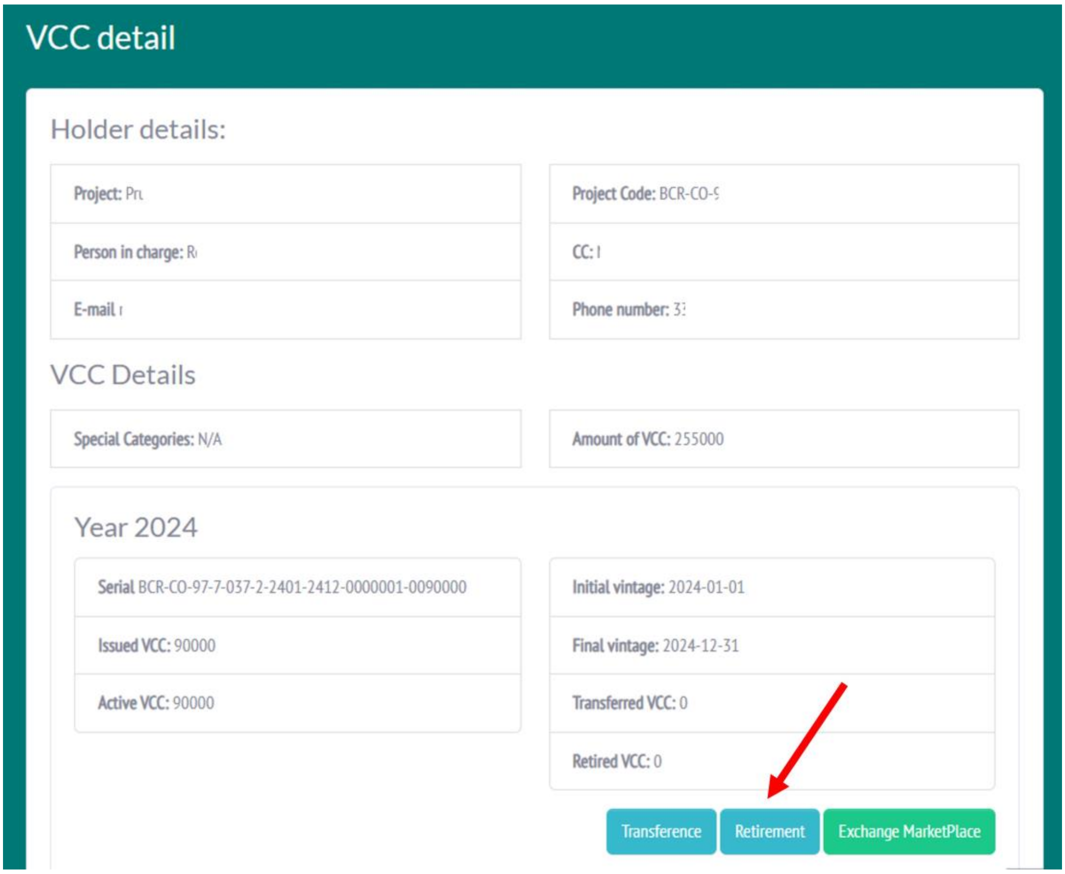
- You shall be precise when filling in the form to avoid duplication.
- GHG reductions or removals should be reported by calendar year (corresponding to the vintage).
- The system generates a unique identification code that corresponds to the project identification generated during project registration and add a code that identifies the reported verification period, destination, and number of VCCs issued. This code cannot be modified. See Section 10-Serial Information.
- Remember that once VCCs have been issued, the information cannot be edited.

6. Retirements and transferences

Each registry user has a password to log into the GCT Registry. During any transaction, such as transfers and retirements, or when there is a change in project state that requires a signature, the GCT Registry will confirm the process, a dynamically created OTP (One Time Password) is sent through email or SMS. This good practice helps to avoid fraud, impersonation, and phishing.

To retirements, the following steps should be completed:

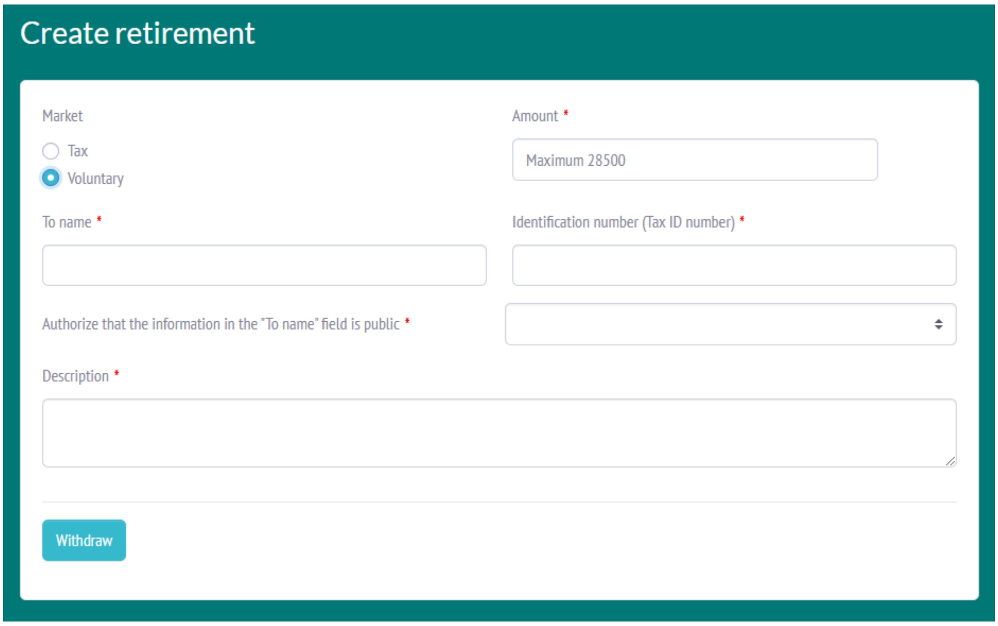
1. Enter the User's space in Log in with their registered email and password registered.
2. Enter ***View Projects*** in the menu displayed on the left side of the User's space.
3. Enter the project for which you want to retire or transfer VCC, by double-clicking on the Project name or the Details icon.
4. Go to ***View Verifications*** on the button in the upper right corner of the page.
5. Enter to the Verification in the list, for which you want to retire or transfer VCC.
6. Enter to ***View VCC*** on the button in the upper right corner of the page.
7. Enter to the group of VCC issued, by double-clicking on the VCC group or the Details icon.
8. Select the VCC Serial on which you want to carry out the transaction (according to the year and destination code) and select the Retire option.

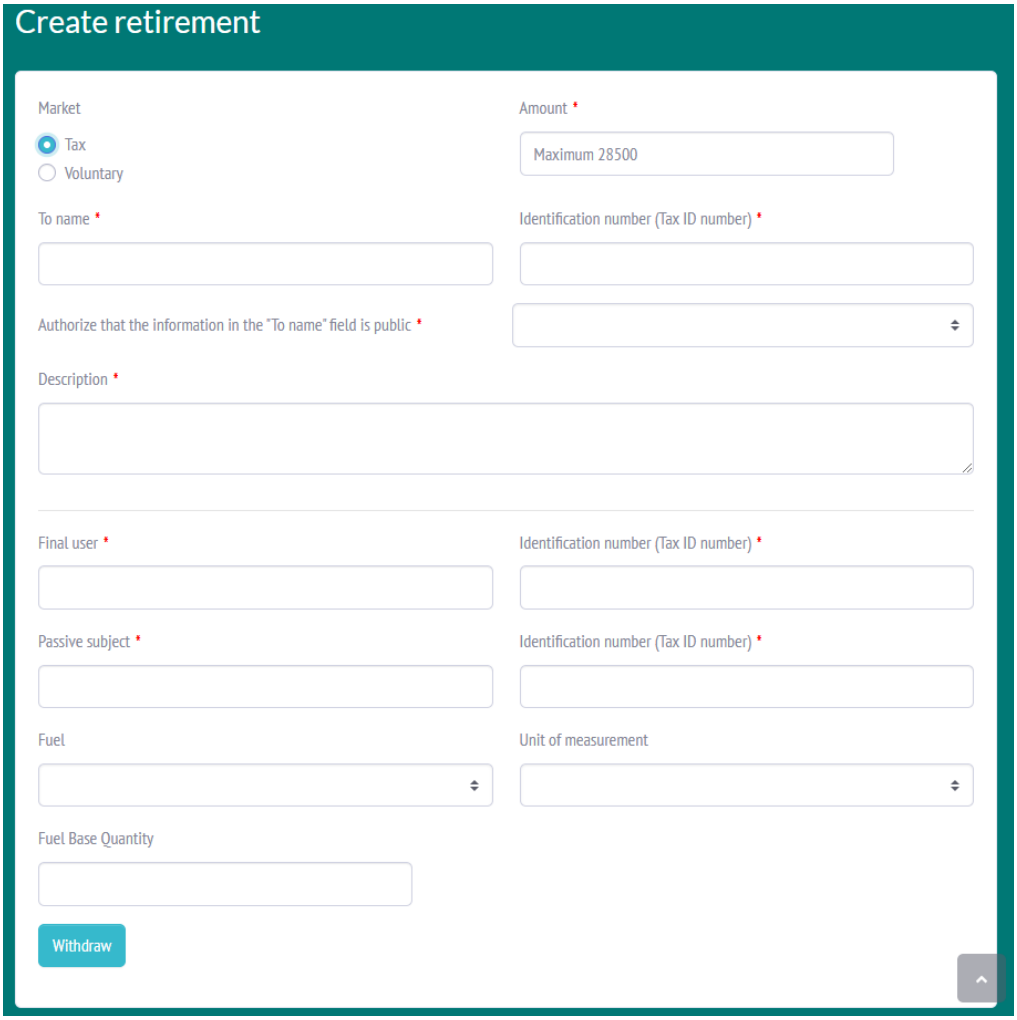


9. A form appears asking you to enter the name of the person whose name is being retired and their identification number and description.
10. Include the quantity to be retired.
11. Select the final destination for which the VCCs will be used.
12. Retirements do not require review and approval by the BioCarbon team.

    Issued VCCs can be retired for voluntary Market (final destination) without any conditions.

    Issued VCCs can be retired for Market (final destination) imposed if the initial vintage (year) is less than five years.


Create retirement
Market
Tax
Voluntary
Amount *
Maximum 28500
To name *
Identification number (Tax ID number) *
Authorize that the information in the "To name" field is public *
Description *
Withdraw


Create retirement
Market
Tax
Voluntary
Amount *
Maximum 28500
To name *
Identification number (Tax ID number) *
Authorize that the information in the "To name" field is public *
Description *
Final user *
Identification number (Tax ID number) *
Passive subject *
Identification number (Tax ID number) *
Fuel
Unit of measurement
Fuel Base Quantity
Withdraw

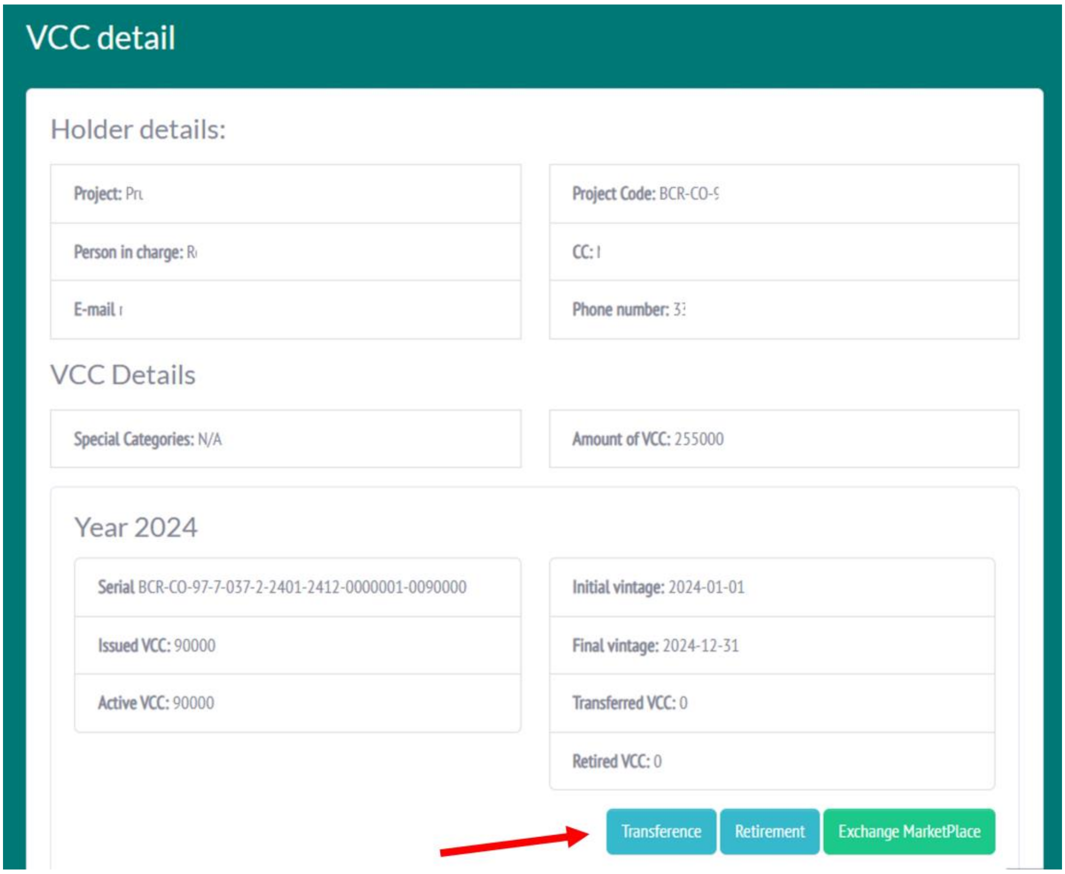
13. Select the ***retirement*** Request button.
14. The user receives the corresponding purchase order and the ***Retirement Declaration*** by e-mail.
15. Remember that once the VCCs are retired, the information cannot be edited.
16. If you are looking to view the retirements you have made, you can view them in the main menu located on the left side of each user's interface in the ***Retirements Account*** section.
17. The system automatically discounts the VCCs retired from the user's account.

Recommendations and best practices – VCC Retirements

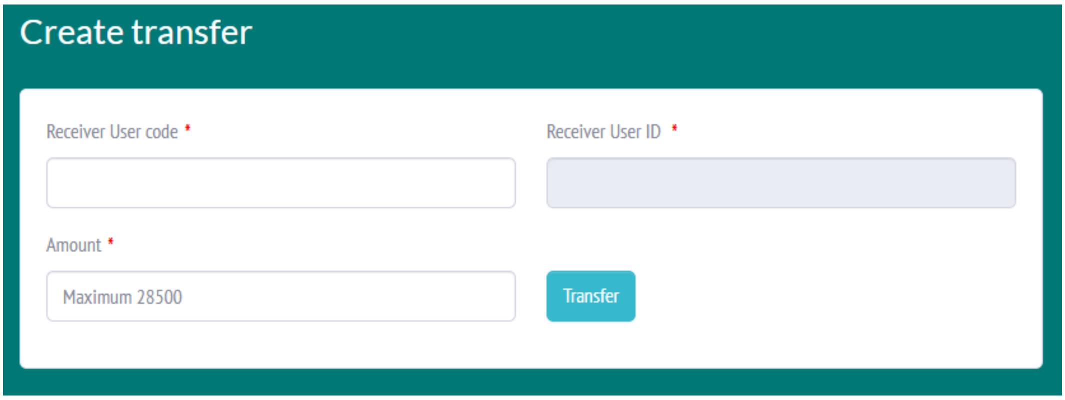
- ❖ The amount to be retired may NOT exceed the number of VCCs available for that serial.
- ❖ VCCs may not be retired from the Reserve Account if the verification following the issuance period of the VCCs to be retired has not been registered.

To perform a transfer, you should complete the following steps:

1. Enter the User's space in ***Login*** with their registered email and password registered.
2. Enter ***View Projects*** in the menu displayed on the left side of the User's space.
3. Enter the project for which you want to transfer VCC by double-clicking on the ***Project name*** or the ***Details*** icon
4. Go to ***View Verifications*** on the button in the upper right corner of the page.
5. Enter the ***Verification*** in the displayed Verifications list, for which you want to transfer your VCCs.
6. Enter ***View VCC*** at the button in the upper right corner of the page.
7. Enter the emitted VCC group by double-clicking on the VCC group or the ***Details*** icon.
8. Choose the VCC serial on which you want to perform the transaction (according to the year and destination code) and select the Transfer option.



9. A form is displayed where you should indicate the Registry user (account holder) to which you want to transfer the VCCs. For this you should know the User ID.
10. Include the quantity to be transfer.

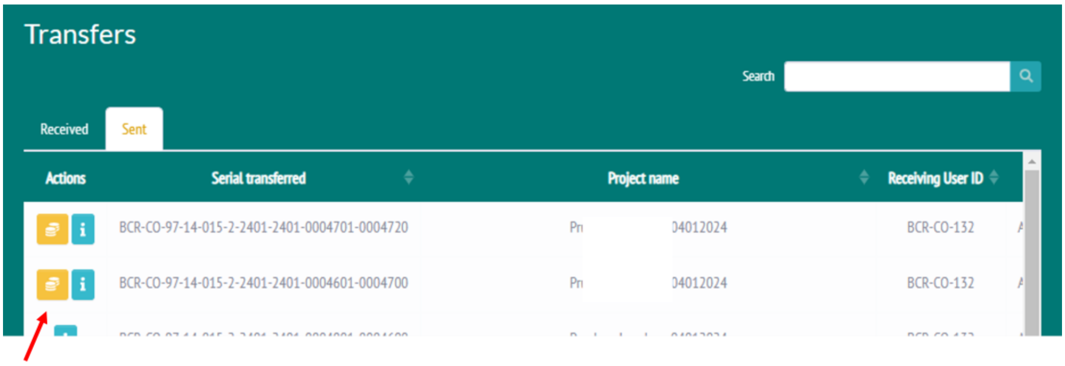


11. Select the ***Transfer*** Request button
12. Once the transfer is accepted by the recipient, an e-mail will be sent to the issuing user with the Transfer Declaration.

Recommendations and best practices – VCC Transfers

- ❖ You must not exceed the number of VCCs available for that serial.
- ❖ The transfer will not be fully effective until the recipient has accepted the VCCs into their account.
- ❖ If you wish to create another transfer for the same serial, you are NOT able to do so until the transfer in progress is approved by the user receiving the VCCs.
- ❖ Transfers between users do not require review and approval by the BIOCARBON team.
- ❖ Each user should check their transfers to see which are in progress and which have been registered. This can be viewed in the main menu to the left of each user's interface in the Transfers section. Both sent and received transfers can be viewed there.

  When the transfer is accepted by the recipient, the sending user can see the corresponding VCCs deducted, and the receiver is able to see them in their Transfers account.



7. VCC Additional characteristics

For projects whose Verified Carbon Credit units have additional criteria (e.g., ICAO/CORSIA aviation eligible units, or other environmental integrity conditions), the project registration platform allows these attributes to be identified by a label to identify such VCCs.

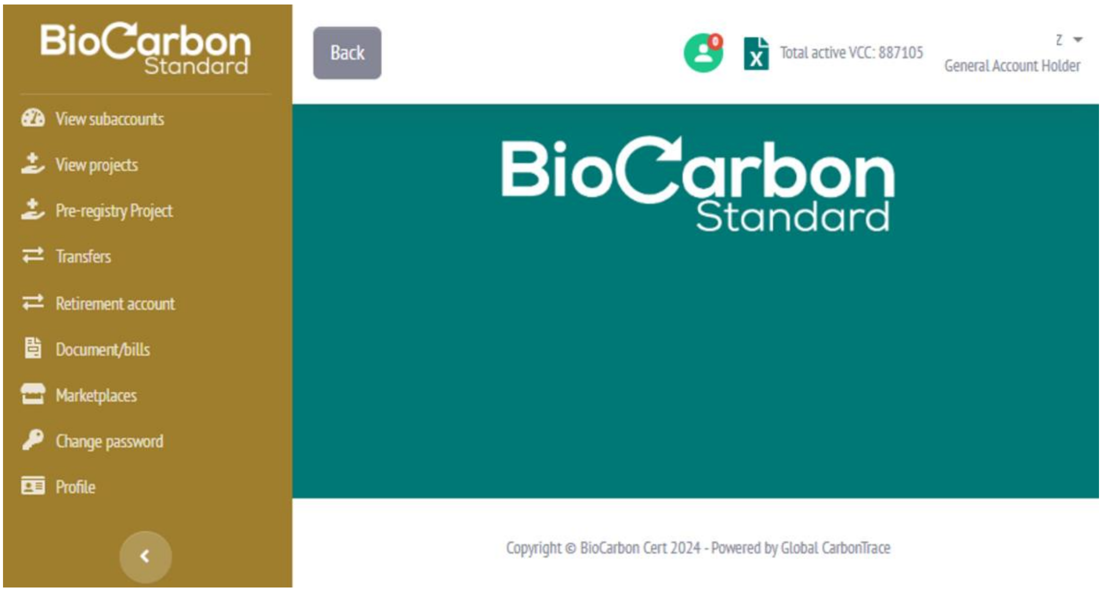
For CORSIA purposes the first label visible on the project website (https://globalcarbontrace.io/projects) is the Host Country Attestation Letter (HCA), which can be identified as a colored symbol for those projects with Authorizations signed by countries effectively upload.

 Activated when the attestation letter by the host country has been uploaded by the project Holder.

In the Carbon Credits page (https://globalcarbontrace.io/carbon-credits) VCC eligible will be identify and specific reference to which compliance period under CORSIA can be used[14].

8. User Interface / Main Menu

The following figure illustrates the interface of the home page and main menu for a General Account Holder of BIOCARBON.



The functionality of each item in the left menu is described as follows.

User´s request and communication to Registry Administrator:

It is important to mention that users any time can request support through the email registry@biocarbonstandard.com. Users should indicate clearly you request and if necessary, attach screenshots or evidence to facilitate the orientation by the registry team. The registry administrator has 24 hours to reply.

8.1 View Sub-Accounts

Allows you to view the list of registered subaccounts.

[14] The set of provisions regarding CORSIA labeling have been set in the test environment and are prepared to be visible on the live platform upon confirmation of endorsement by ICAO. Nevertheless, HCA visibility is a measure already in place in the live version.

Double-clicking on the sub-account or clicking on the Details icon take you to the sub-account information, including the projects registered on behalf of the sub-accounts, the verification periods registered, the VCCs issued and the processes for registering projects for sub-accounts, transfers, and retirements.

8.2 View Project

Allows you to view the list of projects registered in the account holder's name.

By double clicking on the project or clicking on the Details icon, you can access the project information, including the registered verification periods, issued VCCs and the transfer and retirement processes.

8.3 Project Registry

Allows to register projects in the name of the Account Holder, according to section 3.0 of this document.

8.4 Transferences (***Escrow*** account)

Allows you to view the list and details of VCC transfers completed to other account holders on the Registration Platform.

The account that receives the transferred VCCs functions as an escrow account. The VCCs transferred can be retired by the receptor, if the predetermined conditions specified in the purchase agreement are met.

8.5 Retirement Account

View the list and details of VCC retirements completed.

8.6 Documents/Invoices

In this section, the user can access three types of documents:

1. Documents

It includes the Framework Agreement, Service Orders, GHG Statements, and Retirement Statements.

2. Invoices

Corresponds to invoices issued after payments have been registered.

3. Purchase order

Purchase orders generated for each registration process.

You can select the ***search*** option to quickly search for documents by Project ID, or keywords.

8.6.1 Electronic Signature

The Framework Agreement (issued during Holder registration) and the Service Orders (issued during registration of Verification periods) must be signed by the account holder through the link provided by VIAFIRMA to the registered email.

The signed documents can be consulted and downloaded through the Registration Platform.

8.6.2 Documents authenticity

All the documents issued by BIOCARBON contain the authenticated signature seal issued by THOMAS SIGNE. The Authenticated Signature Certificate is encrypted in PDF documents and can be consulted by using the ADOBE PDF program.

The documents issued by BIOCARBON can be consulted and downloaded from the registration platform.

8.7 Marketplace

Allows the user to visualize the transactions performed through the Marketplace platforms with which the Registry has been integrated.

8.8 Change password

Allows the account holder to change the password, considering the security provisions described in section 10.6.

8.9 My profile

In this section the user can see the user code, e-mail and you can modify the name of the account holder.

Additionally, at the top right of the screen (next to the account name), there is an icon to access notifications that have been sent from the registry administrator, an Excel icon to download the account status of the user's CCVs on the platform, and the total number of active CCVs.

9. Public Registry of the Platform

The information registered by users, which is available to the public, is published in real time on the BIOCARBON website. This is done after the registration have been reviewed and approved by the BIOCARBON team in accordance with the provisions of the BCR STANDARD and, the applicable methodology.

To consult the public registry, follow these steps:

1. Enter to the BIOCARBON webpage http://www.biocarbonstandard.com
2. In the initial menu select Registration, this will take you to our registry administrator Global CarbonTrace (www.globalcarbontrace.io).
3. When accessing the Global CarbonTrace page, you can select from the main menu the Programs / GHG Program option and there the three options, each option will present a table with the corresponding registry information:

A. Projects

In this table you can consult all the projects registered and, in the process of registration in the Registry platform. The projects page presents the general information of projects.

By clicking on the Project ID classified as "registered", you can access complementary project information such as project description, photos, geographic location, monitoring report, validation and verification report, Host Country Attestation (HCA)signed by Country´s Focal point[15] among others.

B. Carbon Credits

In this table, you can consult the serial number issues by BIOCARBON. Also, it shows the characteristics of each serial number, the quantities retired, and the ones available.

C. Transactions

In this table you can consult all the retirement transactions and, their characteristics.

[15] The HCA obtained by project holders shall be uploaded to the platform system before the first transfer to ICAO participants. The HCA provided will be visible in the project page.

Additionally, the tables can be organized by date or alphabetical order using the arrows found in the title of each table column.

10. BCR Serial identification

The serial design of BioCarbon ensures a unique serial ID. Through its code it is possible to trace the origin of the serial. The following figure describes the information provided by a VCC serial issued by BIOCARBON.

The serial is available in this link: https://globalcarbontrace.io/serials

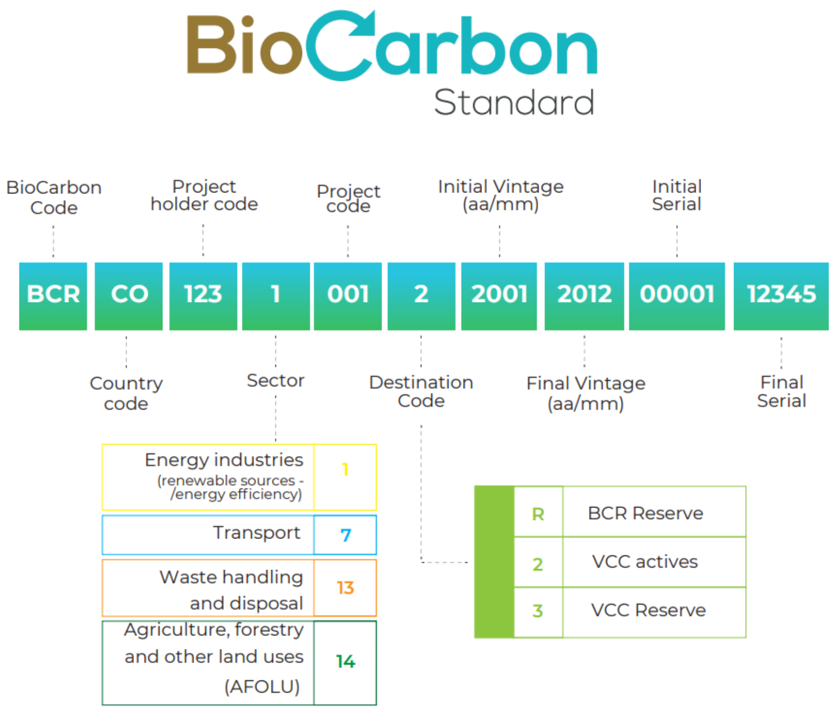


Figure 1: BCR serial identification

11. Security of the Registry Platform

The Web application for BIOCARBON has been developed considering the policies of secure code and, a software that considers security, by means of the mechanisms described below (among others).

11.1 BlockChain Technology

The security protection provided by BlockChain technology ensures the immutability of the valuable information contained in the Registry Platform.

The registries are based on Hyperledger Fabric technology, which includes all the security mechanisms that guarantee the integrity of the data stored in the BlockChain.

The Stamping.io link is one of the BlockChain entities whose nodes are deployed on top of LACChain. LACChain is a global partnership led by the Inter-American Development Bank Group's Innovation Lab (IDB Lab) for the development of the BlockChain ecosystem in Latin America and, the Caribbean.

All processes carried out on the Platform are processed on the BlockChain and, users can download BlockChain certificates, also in real time.

Information about BCR on the BIDLAb BlockChain can be found at the following link: https://www.lacchain.net/projects/BioCarbon-Registry

11.2 SSL Certificate

The BIOCARBON website is SSL certified. Thus, the information is encrypted and, protected (Secure Sockets Layer). The certificate is a digital title that authenticates the identity of a website and encrypts with SSL technology the information sent to the server.

11.3 Google ReCAPTCHA

For user registration, Google ReCAPTCHA protects the site from spam and, abuse, identifying human patterns, ruling out the possibility of a robot logging into the Platform.

11.4 Identity validation

The registration platform performs identity validation through e-mail verification for user registration.

11.5 Login verification code (PIN)

The system generates a verification code so that only the authorized person can enter the Platform. The dynamic verification PIN is sent to the registered e-mail address each time the user needs to enter the Platform.

11.6 Secure password

User authentication is carried out on the server side, using privacy rules to manage the data that users have access to. Personal or sensitive data can only be accessed by the owner therefore and only when logged in. When the titular users are registered, the type of account must be chosen, the registration system guarantees that each type of account has the specific permissions and access to information and functions unique to each type. Additionally, the system administrator can restrict permissions to users. Any data that does not include confidential or personal data can be accessed publicly.

Multi-factor authentication requiring the user to create a secure password that cannot be detected by outsiders (greater than 8 characters, numbers, and symbols).

11.7 Control of login attempts

Functionality to block users after 3 unsuccessful attempts to enter the BIOCARBON Software. The user only can try again after 1 hour.

11.8 Record of last login

Functionality to make visible to the BIOCARBON Software user when was the last login. This way the user can see if someone is accessing his account without authorization.

11.9 Automatic Back Up

Programming of 3 daily automatic database backup.

11.10 Software development

Development based on secure code and, policy OWASP: latest stable and, verified version of the Laravel framework for development based on programming.

11.11 Cyber threat control

The application uses the *CloudFlare* interface as a *Firewall* and, protective shield for the Web and, the registration platform.

The preventive and, corrective maintenance of cyber threats include (among others): prevention of unauthorized entry to the website as plugins and code (hacking), elimination of recurrent hacking, prevention of modification of site content. Maintenance also includes review of the operating system configurations, Apache and PHP, scanning of vulnerabilities, analysis of security into all sites (Blackbox, Greybox, Whitebox), detection and identification of malware present on the server, implementation of recommendations and server configuration settings, and site remediation.

Our records are based on Hyperledger Fabric technology, ensuring that all data is encrypted (both at rest and in motion), using security technologies such as SSL, 256-bit asymmetric key encryption, and HTTPS/TLS/SFTP protocols. Industry standard technologies such as JavaScript Object Notation (JSON) are used for data exchange via the Application Programming Interface (API).

Additionally, and, to guarantee the security of the information contained in the web assets, we have the Acunetix vulnerability scanning application taking place at least once per month, which use Interactive Application Security Tests (IAST) through technologies such as: DeepScan, SmartScan, AcuMonitor and AcuSensor, and continuous integration systems: Teamcity, Bamboo, Azure DevOps and GitLab.

In the rare event of a data breach, the registry administrator, Global CarbonTrace, is authorized to temporarily block any account deemed at risk until the registry security team evaluates the situation and takes necessary actions. This includes assessing the level of risk to other users within the system and implementing precautionary measures, including CORSIA participants.

The Registration Platform administrator will promptly notify BioCarbon and inform of any required actions and details of the incident. Additionally, Global CarbonTrace provides a help-line to address doubts and concerns of users of the registration platform.

12. Consultations on the use of the Platform

If you have any specific questions about the applicability and use of the Platform, please contact BIOCARBON by e-mail at registry@biocarbonstandard.com or registry@globalcarbontrace.io.