HANDBOOK AND GOOD PRACTICES

REGISTRATION PLATFORM

GLOBAL CARBONTRACE™

Versión 6.0| June 25 2025

Global CarbonTrace

www.globalcarbontrace.io

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1 Introduction

The Global CarbonTrace Registry Platform (hereinafter referred to as “the Platform”) is a secure, reliable digital system for managing projects developed under various Environmental Asset Certification Programs.

GCT acts solely as the technical provider of the registration system. Therefore, the certification program and its technical governance body are solely responsible for all decisions related to project eligibility, issuance of credits and/or verified units, and approval of standards and protocols.

The GCT Platform enables users to centrally perform the processes of account opening, project registration and certification, issuance of verified units, and complete traceability of transactions.

As an independent technology provider, the Platform is designed to guarantee the integrity, transparency, and availability of information, thereby strengthening trust between certification programs, project developers, and other market participants.

According to the provisions of the Program, certain information must be made publicly accessible. This information is published on the GLOBAL CARBONTRACE website (www.globalcarbontrace.io). The system administrator will proceed with the registration on the Platform only once confirmation has been received from the program regarding approval of the application, in compliance with its regulatory requirements and procedures.

This approach ensures transparency, traceability, and timely access to relevant information on the projects registered in the Platform.

The processes of account opening, project registration, and issuance of verified units—including carbon credits, biodiversity credits, and other environmental assets—require interaction between the Platform user and the Global CarbonTrace team.

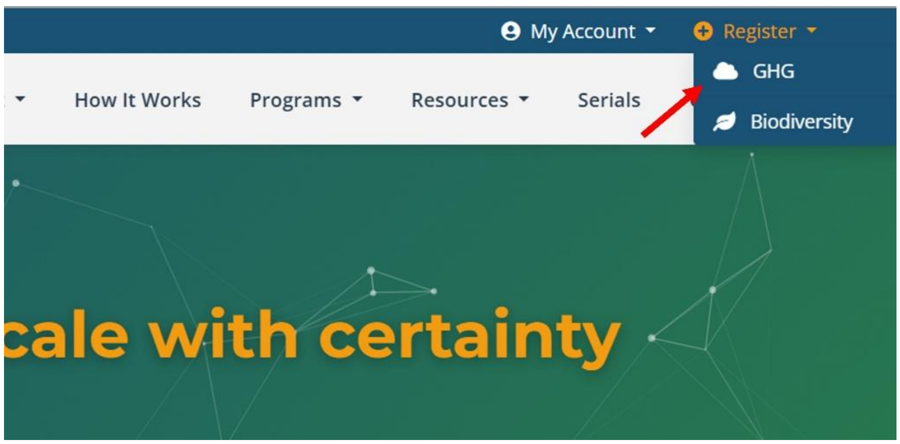
However, this interaction corresponds only to a technical and operational management stage of the application within the system. The review and evaluation of the technical and legal content submitted by the user is the sole responsibility of the corresponding certification program team.

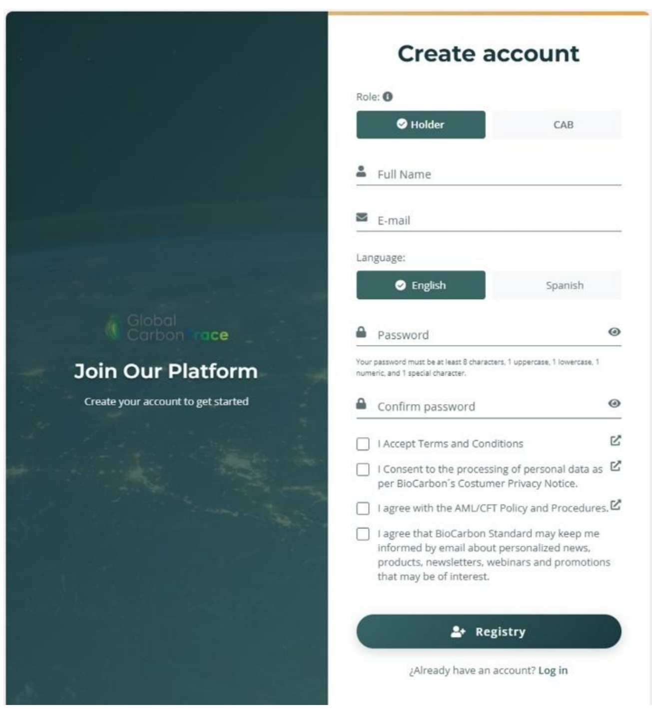
This document presents a detailed description of the processes available on the Registration Platform. It also establishes the rules of use and best practice recommendations to ensure proper, secure, and efficient interaction with the Platform.

2 User Registration

In order to access the services provided by GLOBAL CARBONTRACE through the Registration Platform, the user must complete the registration process. To do so, complete the following steps:

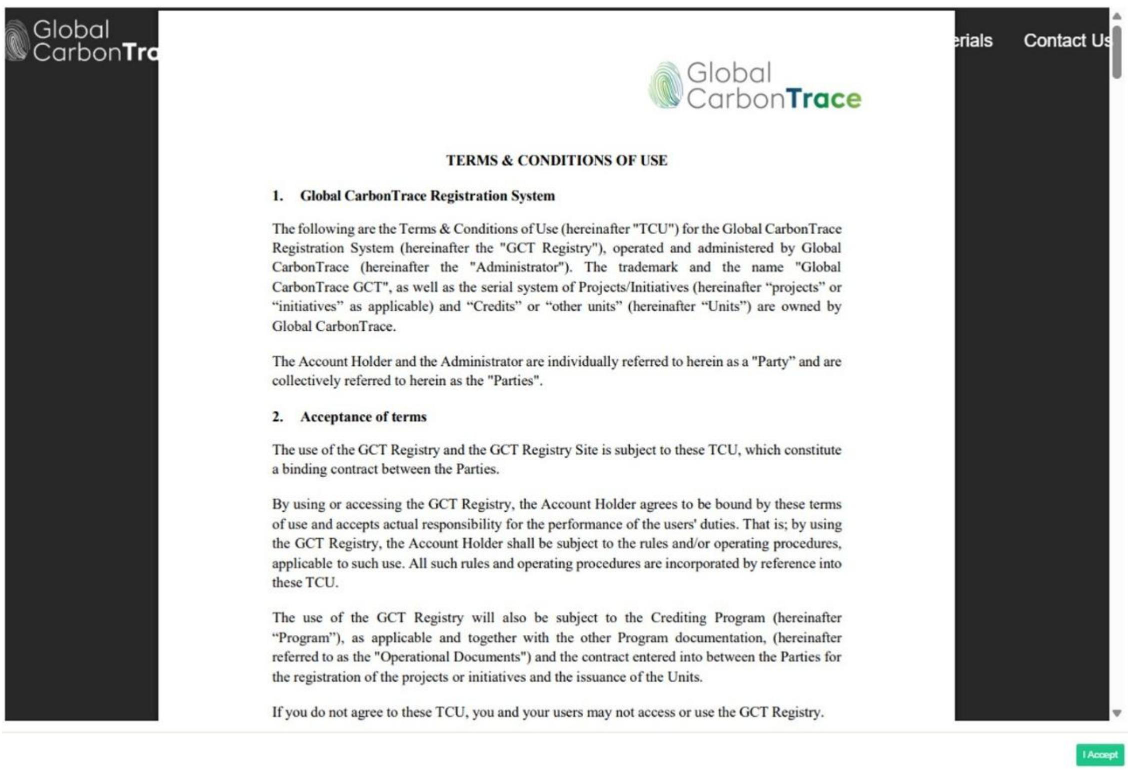
1. Go to https://globalcarbontrace.io/
2. Go to the ***Register*** / ***GHG*** section





3. Register an email address and password. The email address used for registration must match the email address of the person authorized by the organization, as indicated on the Account Opening and Person Authorization form (see Step 11 below).
4. After reading the complete document, accept the **Terms and Conditions of Use**.

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



Global CarbonTrace

TERMS & CONDITIONS OF USE

1. Global CarbonTrace Registration System

The following are the Terms & Conditions of Use (hereinafter "TCU") for the Global CarbonTrace Registration System (hereinafter the "GCT Registry"), operated and administered by Global CarbonTrace (hereinafter the "Administrator"). The trademark and the name "Global CarbonTrace GCT", as well as the serial system of Projects/Initiatives (hereinafter "projects" or "initiatives" as applicable) and "Credits" or "other units" (hereinafter "Units") 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 GCT Registry and the GCT Registry Site is subject to these TCU, which constitute a binding contract between the Parties.

By using or accessing the GCT 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 GCT 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 GCT Registry will also be subject to the Crediting Program (hereinafter "Program"), as applicable and together with the other Program documentation, (hereinafter referred to as the "Operational Documents") and the contract entered into between the Parties for the registration of the projects or initiatives and the issuance of the Units.

If you do not agree to these TCU, you and your users may not access or use the GCT Registry.

5. Accept the processing of personal data and the AML/CFT policy and procedures[1]. BIOCARBON STANDARD will keep you informed via email about personalized news, products, newsletters, webinars, and promotions that may interest you (optional).

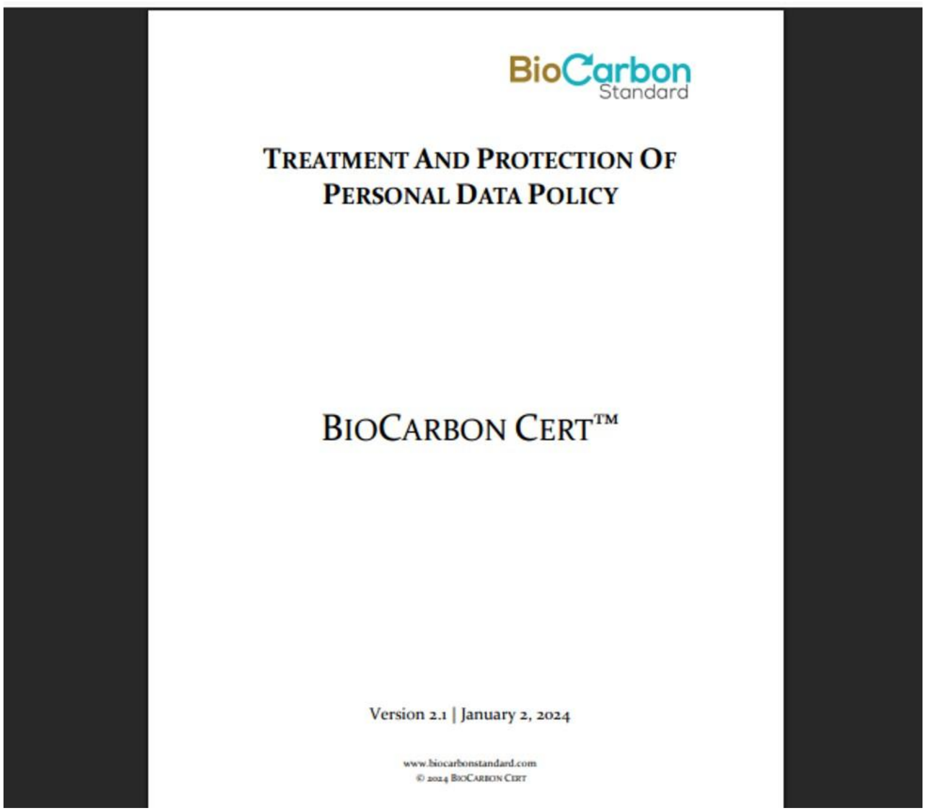
[1] More information regarding the AML/CFT policy and procedures and code of ethics can be consulted here: https://biocarbonstandard.com/en/anti-corruption-policy-procedures/

Processing of personal data includes authorization for Know Your Customer (KYC)[2] procedures.

It is important to note that findings or risks identified at this stage of the process, including those arising from Know Your Customer (KYC) procedures, are sufficient grounds for denying the account opening and user registration requests.

This applies especially in cases where it is determined that the provided information does not comply with the system's and the related certification programs' legal, regulatory, or integrity requirements.

Preview of the document “Processing and Protection of Personal Data Policy” after clicking on the link.



BioCarbon Standard

TREATMENT AND PROTECTION OF PERSONAL DATA POLICY

BIOCARBON CERT™

Version 2.1 | January 2, 2024

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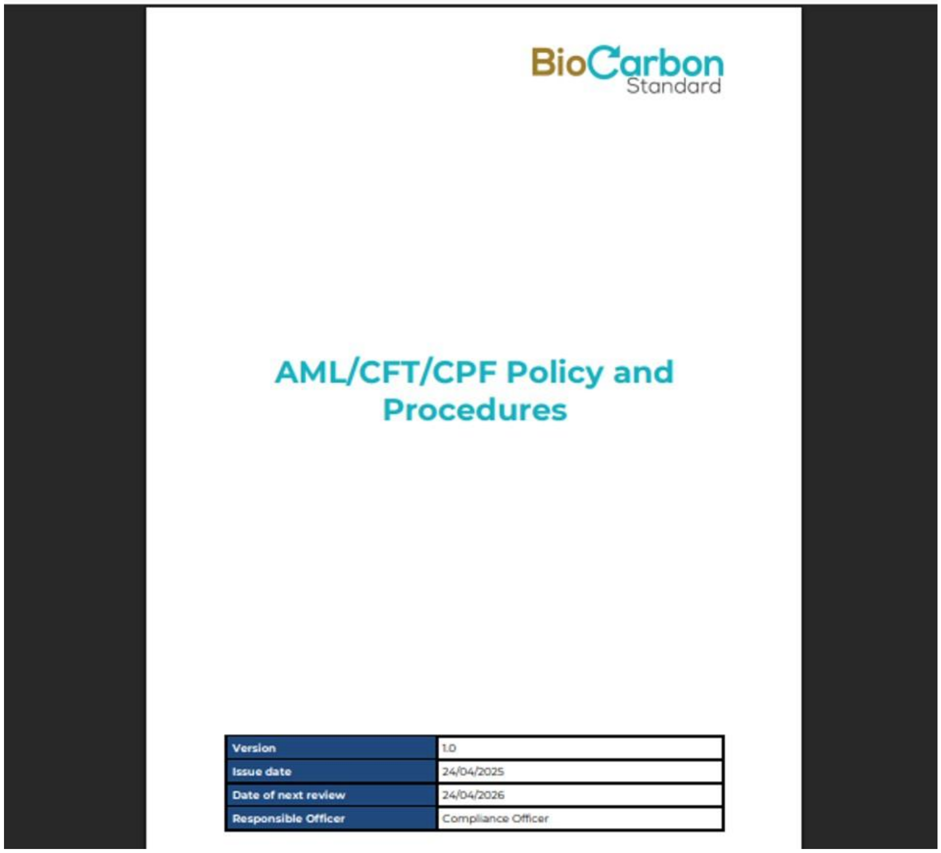
[2] We inform about the use of the data provided by the user to consult global databases (Sanctions List), we will carry out the procedures established for the verification of the identity of the person and the sanctions related to him/her or to the company requesting the opening of the account. This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

Preview of the “AML/CFT Policy and Procedures” document after clicking on the link.


BioCarbon Standard

AML/CFT/CPF Policy and Procedures

Version	1.0
Issue date	24/04/2025
Date of next review	24/04/2026
Responsible Officer	Compliance Officer

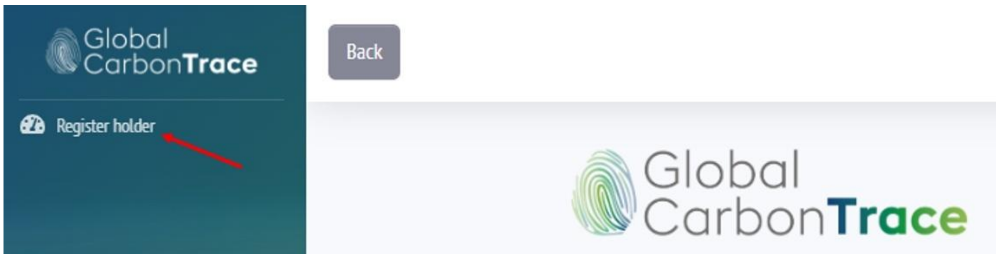
A link to the complete document is available for each field. This gives users full access to the Global CarbonTrace guidelines, operating rules, and registration procedures. By checking the boxes on the left side of the text, customers accept, consent to, and agree to the guidelines, operating rules, and registration procedures.

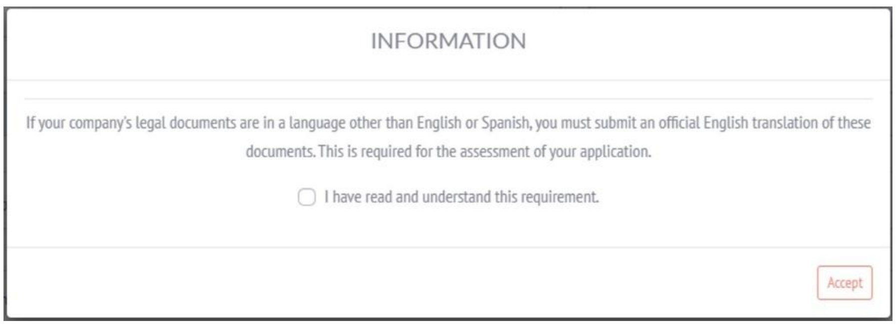
6. Click on the “Register” button
7. Verify the email by clicking the verification link. It is recommended that you do this immediately to avoid the link expiring.

   From now on, the system will request a verification code every time the user tries to log in to the account. The code will be sent to the email address registered in Step 3 above.

   In addition to email verification, the security policies of the registration system include requiring a secure password that includes a minimum number of characters, capital letters, numbers, and symbols. Google's reCAPTCHA is also in place to prevent bots.

8. Register Account Holder: Once the email has been confirmed, automatic access to the registration area will be enabled, which will allow registration of the account holder. Before continuing with the data request form, please confirm that you have read and understood the requirement to attach documents translated into English if the legal documentation is written in a language other than Spanish or English.





9. It is important to select the correct account type when filling out the account holder registration form.

   Three types of accounts have been designed and implemented on the platform.

   Project Holder: As the name suggests, this account is for the holder of GHG projects.

   As a project holder, you can transfer units to other accounts; however, 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 retires can be made in the name of the project holder or third parties. You can also create sub-accounts.

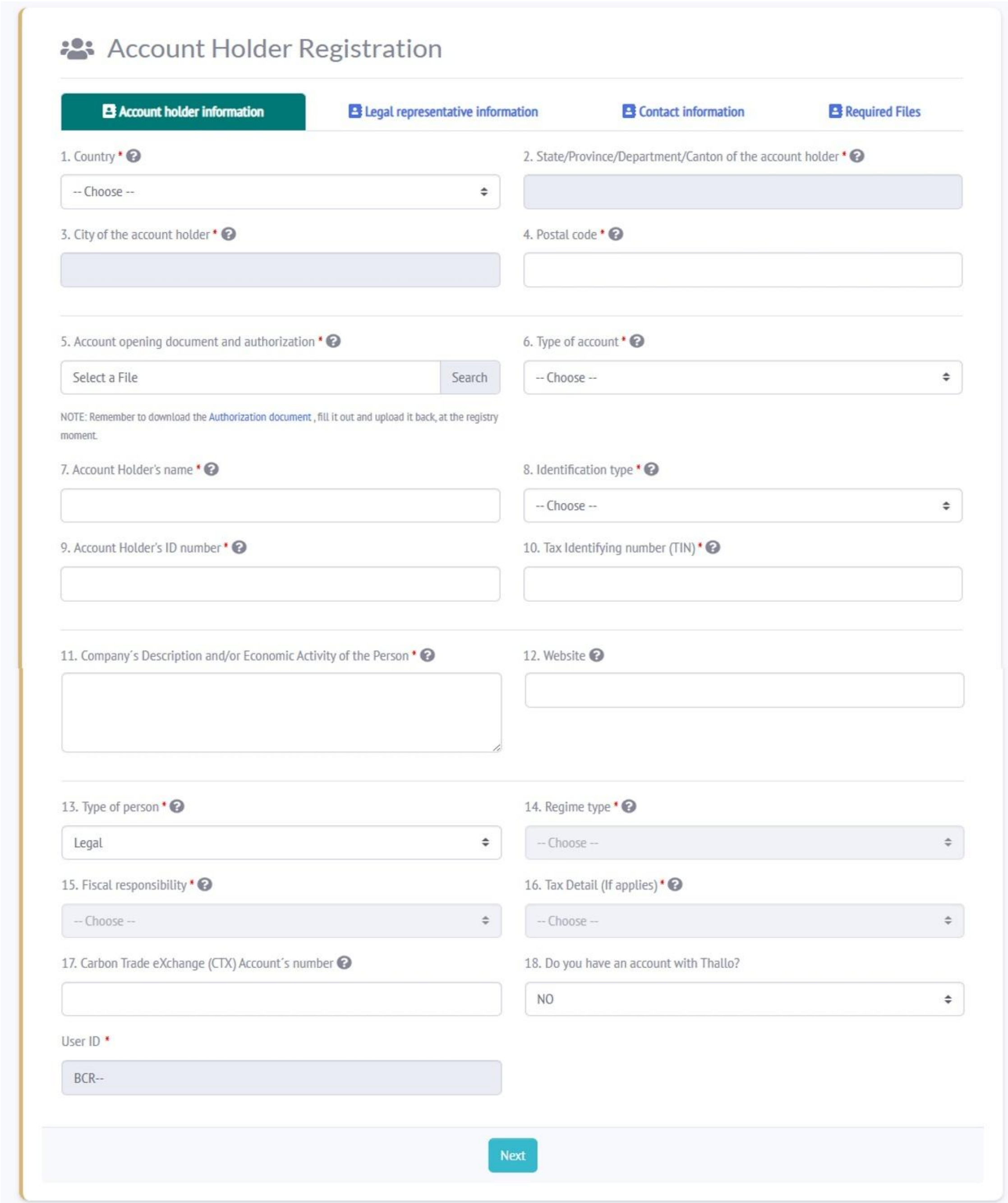
   Aggregator Account Holder: is a user who cannot register projects. This type of user can only receive transfers from other users and retire VCCs.

10. The following are required for account holder registration:

    - Country of origin of the account holder.
    - State/province/department/canton of the account holder

- City of account holder
- Account holder's zip code
- Account opening document and authorization (The authorized person is the holder of the email address used to register on the platform.) Download, fill out, and upload the document.
- Type of account
- Account holder's name (company name, if a legal entity; name, if a natural person)
- Type of Identification
- Identification Number
- Tax or fiscal identification number
- Description of the company and/or economic activity of the natural person
- Website (optional)
- Type of Person (Legal or Natural)
- Type of Regime (Sales Tax or Not Responsible)
- Tax Liability (Large taxpayer, self-withholding, 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 (optional if you have a CTX account)
- THALLO account ID (optional if you have a THALLO account)

Click the "Next" button to continue.



If "Type of Person: Legal" is selected, you will advance to the Legal Representative Information page. Click the "Next" button to proceed.

If "Person Type: Natural" is selected, you will advance to the Contact Information section.

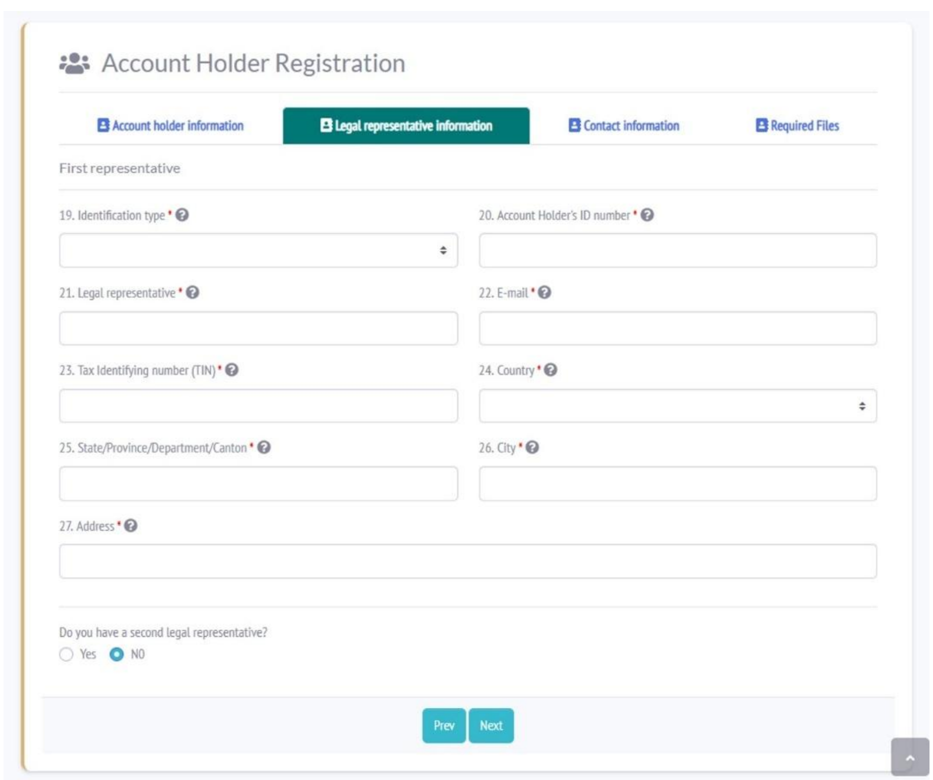
The following is required in the Legal Representative Information section:

For the First Representative:

- Type of Identification
- Identification number of the legal representative
- Name of the legal representative
- Email address 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
- Legal representative's city
- Legal representative's address

Select "Yes" only if there is a second legal representative, and then fill in the requested information for the second representative.

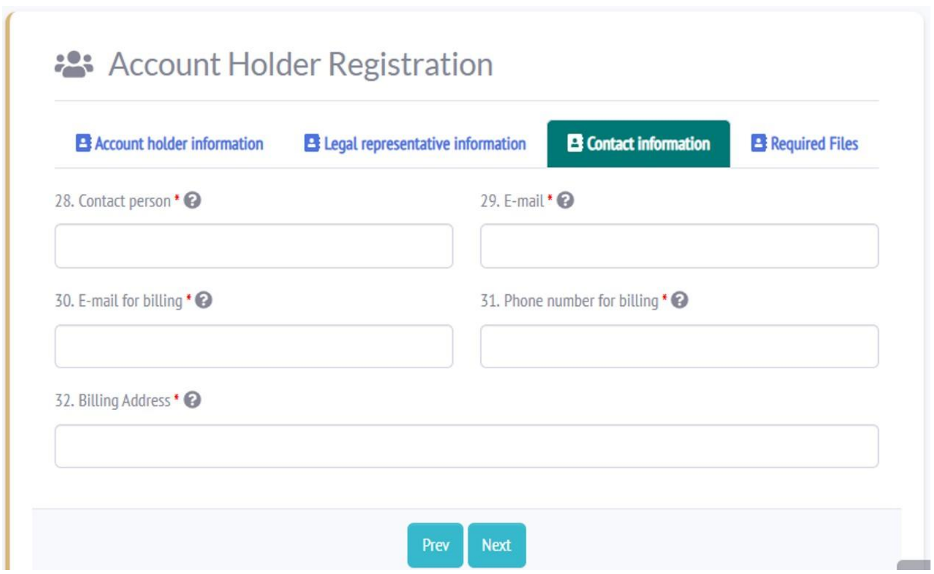
Click the "Next" button to continue.



The following is required in the Contact Information section:

- Name of authorized person
- Mailing address of the contact/authorized person
- Mailing address to which invoices should be sent
- Telephone number for billing
- Billing Address

Click the "Next" button to advance.

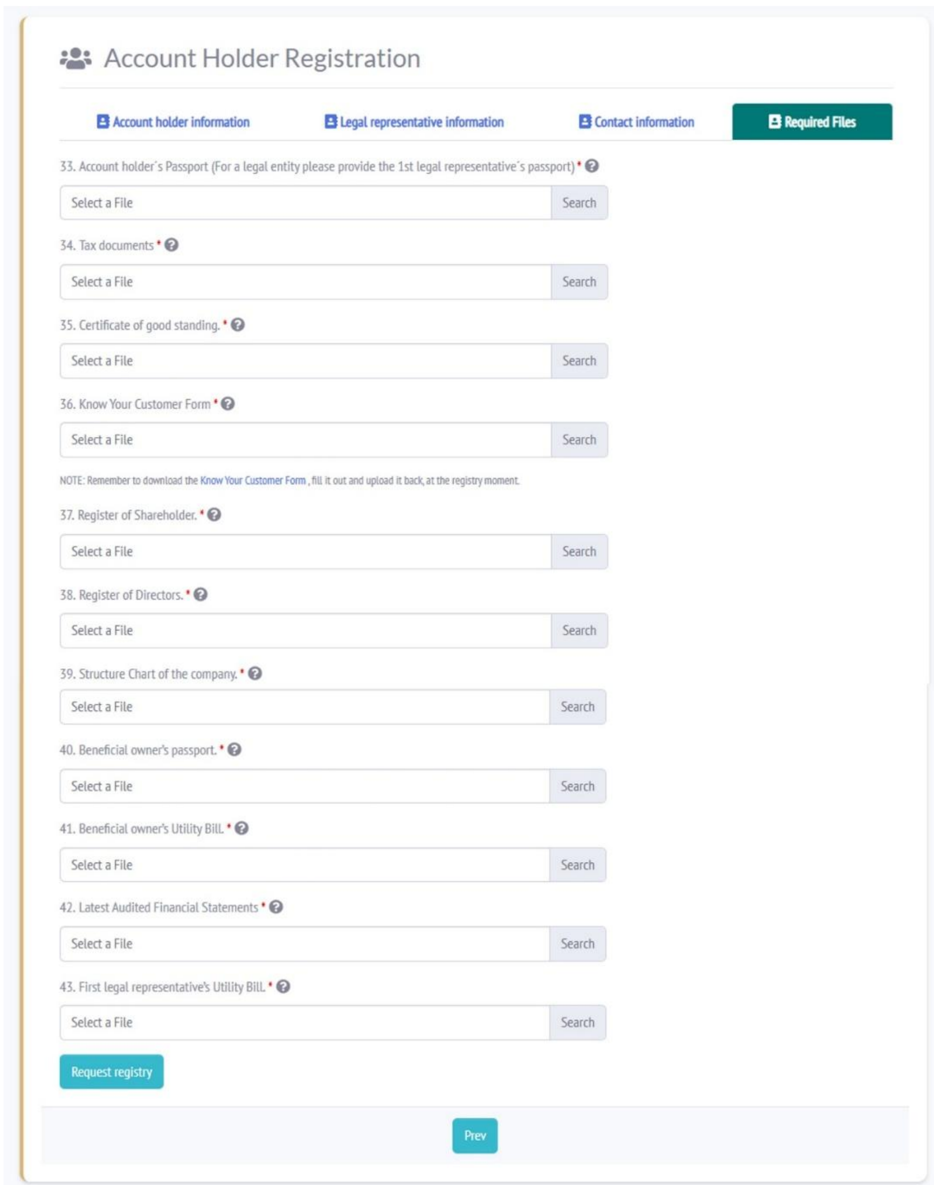


The last section of the registration process will prompt you to attach the required documents.

- Account holder´s Passport (or legal representative).
- Tax or fiscal identification document
- Certificate of good standing. (if a natural person is not required).
- Know Your Customer form (You must download and fill out the attached form.
- Certificate of shareholding composition (if a natural person is not required)
- Register of directors (if a natural person is not required).
- Organizational chart of the company. (If a natural person is not required).
- Beneficial owner's passport. (if a natural person is not required).
- Beneficial owner's Utility Bill. (if a natural person is not required)

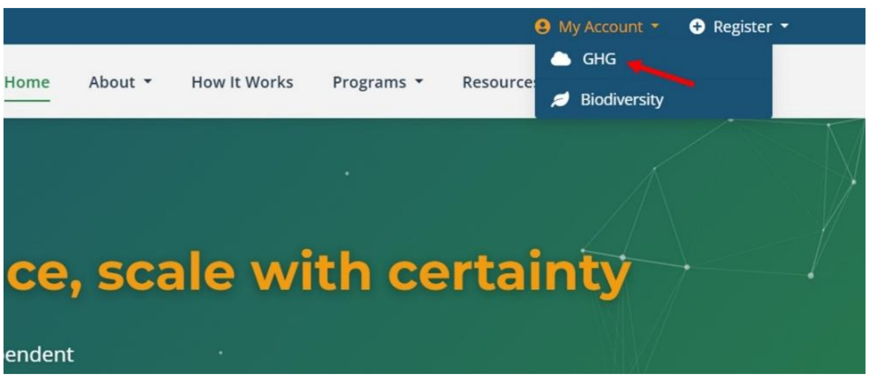
- Latest Audited Financial Statements (or legal representative).
- Proof of the origin of funds (if a natural person).
- First legal representative's Utility Bill.

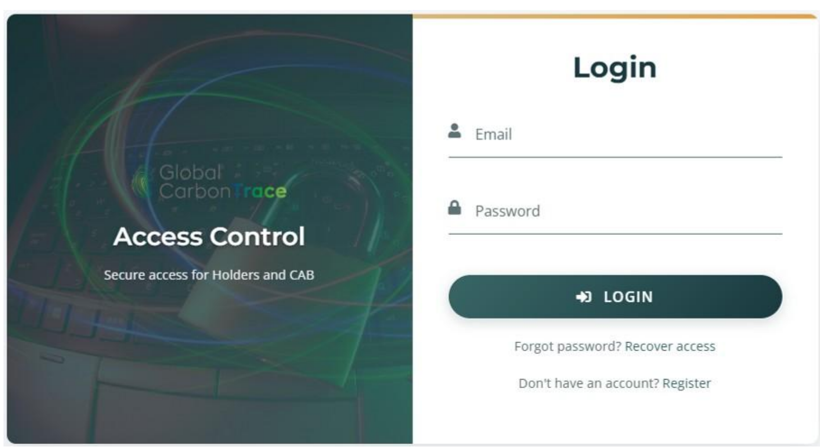
If there are two (2) legal representatives, the passport and utility bill of the second legal representative must be attached.



Click the "**Request Registration**" button.

11. Once the account holder submits their registration request, the registration platform administrator reviews the provided information. Once the information has been reviewed and approved, the administrator will accept the registration. The user then receives an email containing the Framework Agreement with Global CarbonTrace and the Purchase Order for opening an account on the Registration Platform. If the registration is rejected, the user receives an email explaining why and, if applicable, inviting the user to reenter the information and make corrections.
12. Framework Contract Signature: Through the electronic signature service provider, Viafirma, users must read and sign the Framework Contract concluded between the account holder and the program or standard administrator. Viafirma will send an email to the contact person with a link to access the signature. For questions or comments, email registry@globalcarbontrace.io.
13. For future logins to the account, users must access the page at https://globalcarbontrace.io/ through the "My Account / GHG" section.





Recommendations and Best Practices for User Registration:

❖ It is advisable to have all the required information and documentation ready at the time of registration.

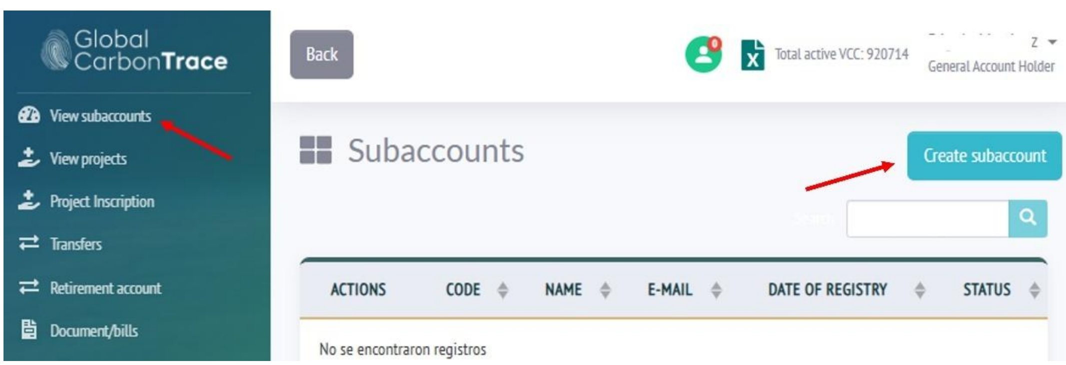
- After registration is approved, the system will automatically generate a unique identification code corresponding to the owner's ID. It is recommended that you memorize the user ID so that you can easily access the public records displayed on the home page. This ID cannot be changed.
- After the account holder has registered, they cannot edit their data.
- If you need to edit a data subject's information, please email registry@globalcarbontrace.io for evaluation and processing.
- Always check your spam and inboxes (main, notifications, social media, etc.) for emails from Global CarbonTrace and Viafirma, and mark them as safe.

2.1 Subaccount Registration

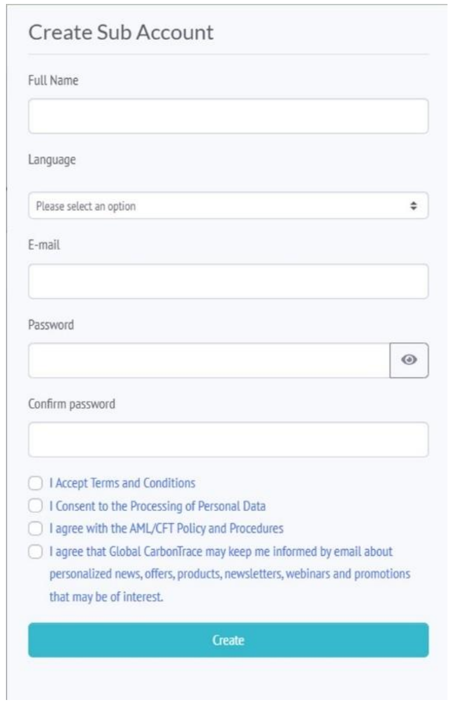
Only General Account Holders can create subaccounts. The only allowed subaccount type is an Aggregator Holder.

These steps must be followed in order to create a subaccount:

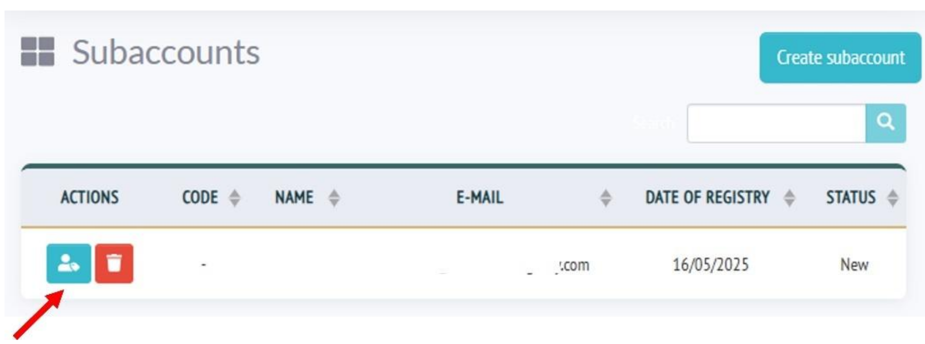
1. Log in to the General Account Holder User space in the My Account/GHG section using your registered email address and password[3].
2. In the drop-down menu on the left side of the User space, select "View Subaccounts."
3. Create your profile by selecting **Create Subaccount** and filling out the form with the subaccount's full name, language, email address, and password. You must also accept the terms and conditions, personal data processing policy, and AML/CFT policy and procedures. You may opt in to receive personalized news, products, newsletters, webinars, and promotions from BioCarbon Standard via email.



[3] 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. After creating the subaccount profile, click "Create Owner" to complete the Subaccount Owner Registration form.



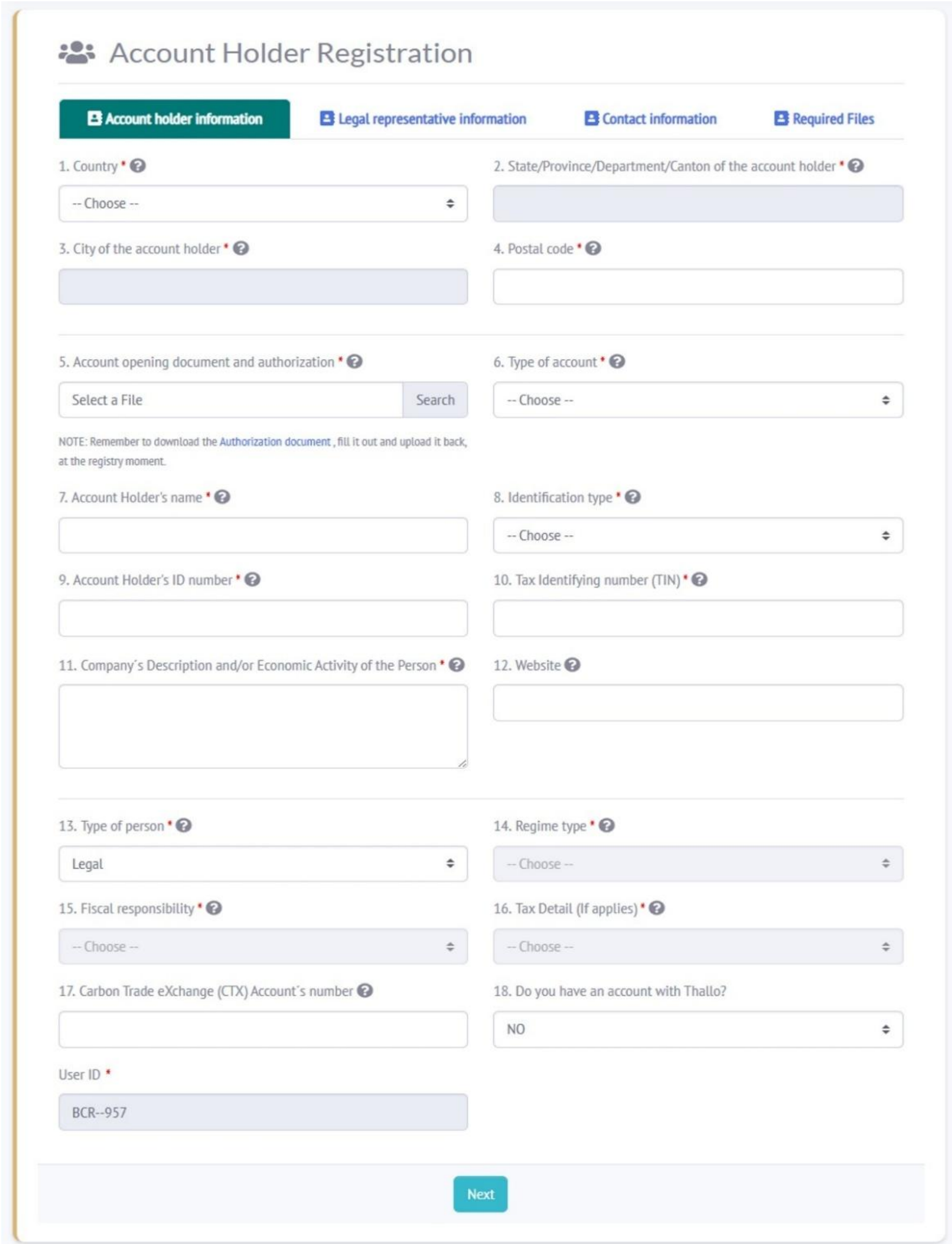
Although registration of a subaccount requires review and approval by the administrator, this does not imply a legal or commercial relationship between GLOBAL CARBONTRACE and the individuals or entities associated with the subaccount. When registering a subaccount, documentation proving the existence of the owner must be provided.

This information includes:

- Country of origin of the account holder.
- State/province/department/canton of the account holder

- City of account holder
- Account holder's zip code
- Account opening document and authorization (The authorized person is the holder of the email address used to register on the platform.) Download, fill out, and upload the document.
- Type of account
- Account holder's name (company name, if a legal entity; name, if a natural person)
- Type of Identification
- Identification Number
- Tax or fiscal identification number
- Description of the company and/or economic activity of the natural person
- Website (optional)
- Type of Person (Legal or Natural)
- Type of Regime (Sales Tax or Not Responsible)
- Tax Liability (Large taxpayer, self-withholding, 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 (optional if you have a CTX account)
- THALLO account ID (optional if you have a THALLO account)

Click the "Next" button to advance.



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 *

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: Legal" is selected, the next step is to provide information about the legal representative.

If "Person Type: Natural" is selected, proceed to the Contact Information section.

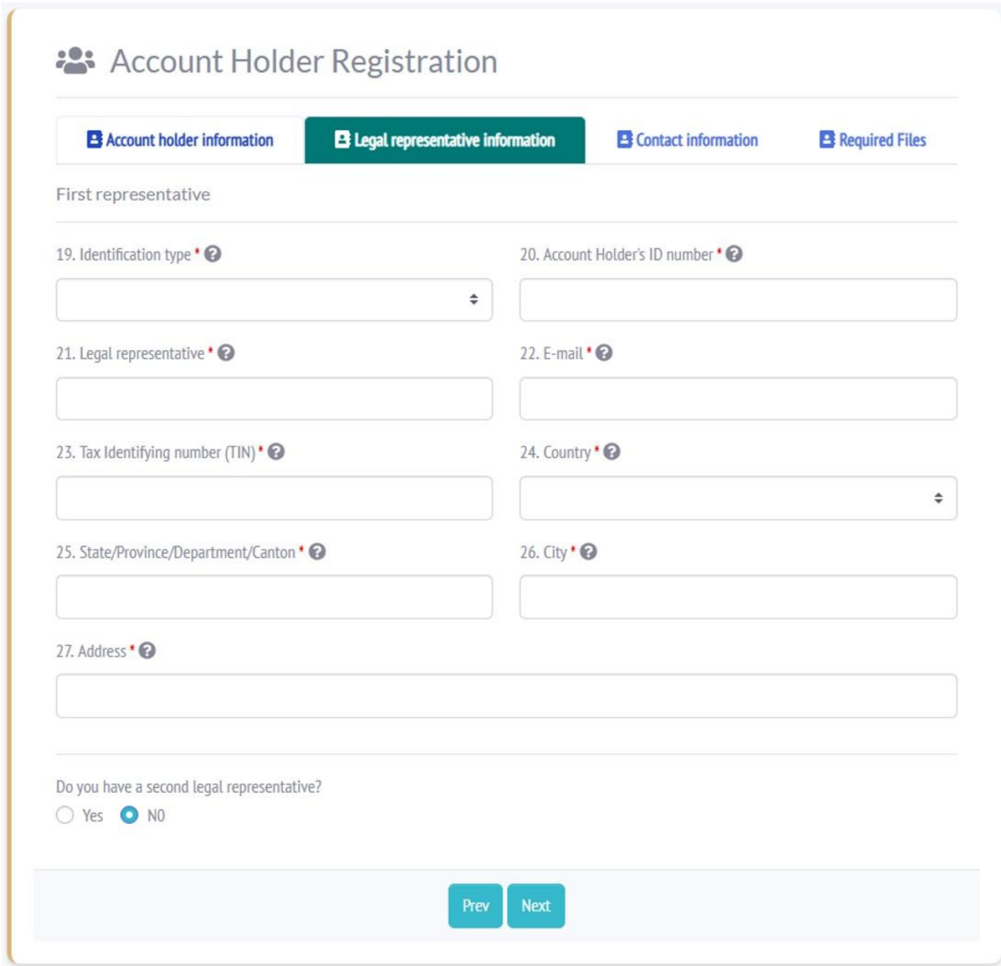
The Legal Representative Information section requires the following:

For the first representative:

- Type of identification
- Legal representative identification number
- Legal representative name
- Legal representative email address
- Legal representative tax identification number
- Legal representative country
- State/Province/Department/Canton of Legal Representative
- City of the legal representative
- Address of the legal representative

Select "Yes" only if there is a second legal representative, and then complete the requested information for the second representative.

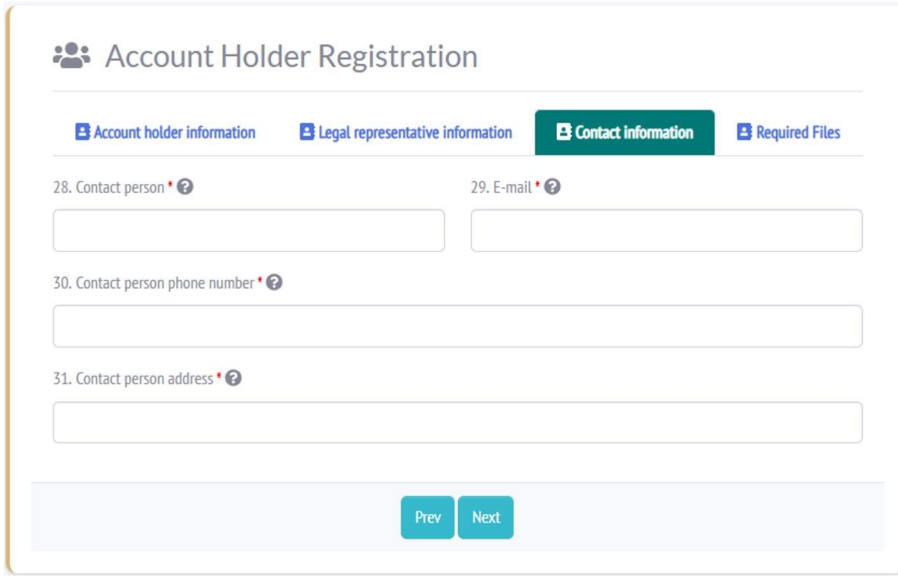
Click the "Next" button to advance.



The Contact Information section requires the following:

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

Click the "Next" button to advance.

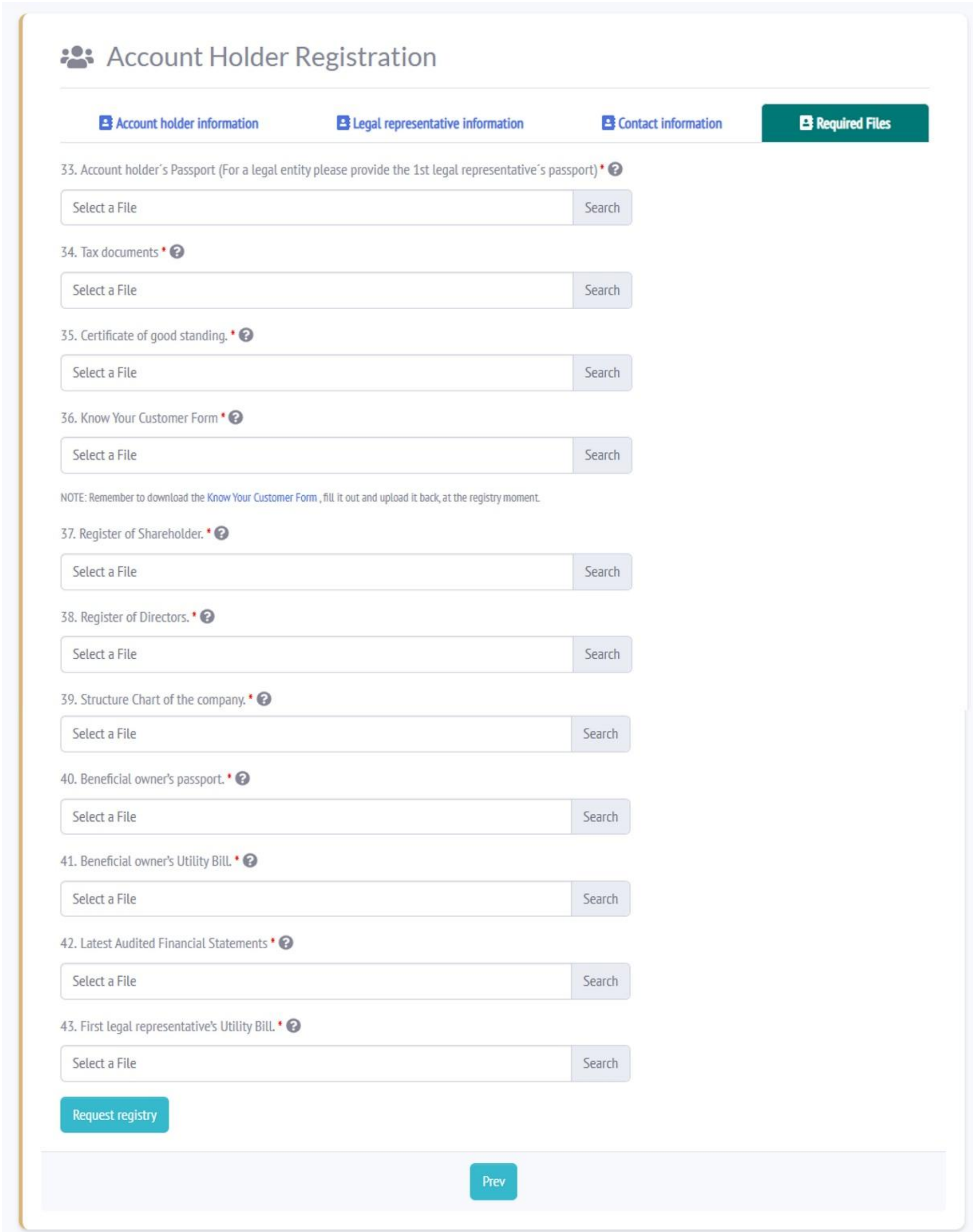


The last section of the registration form will ask you to attach the following documents:

- Account holder´s Passport (or legal representative).
- Tax or fiscal identification document
- Certificate of good standing. (if a natural person is not required).
- Know Your Customer form (You must download and fill out the attached form.
- Certificate of shareholding composition (if a natural person is not required)
- Register of directors (if a natural person is not required).
- Organizational chart of the company. (If a natural person is not required).
- Beneficial owner's passport. (if a natural person is not required).
- Beneficial owner's Utility Bill. (if a natural person is not required)
- Latest Audited Financial Statements (or legal representative).
- Proof of the origin of funds (if a natural person).
- First legal representative's Utility Bill.

If there are two (2) legal representatives, a copy of the second legal representative's passport and utility bill must be attached.

Click the "Request Registration" button.



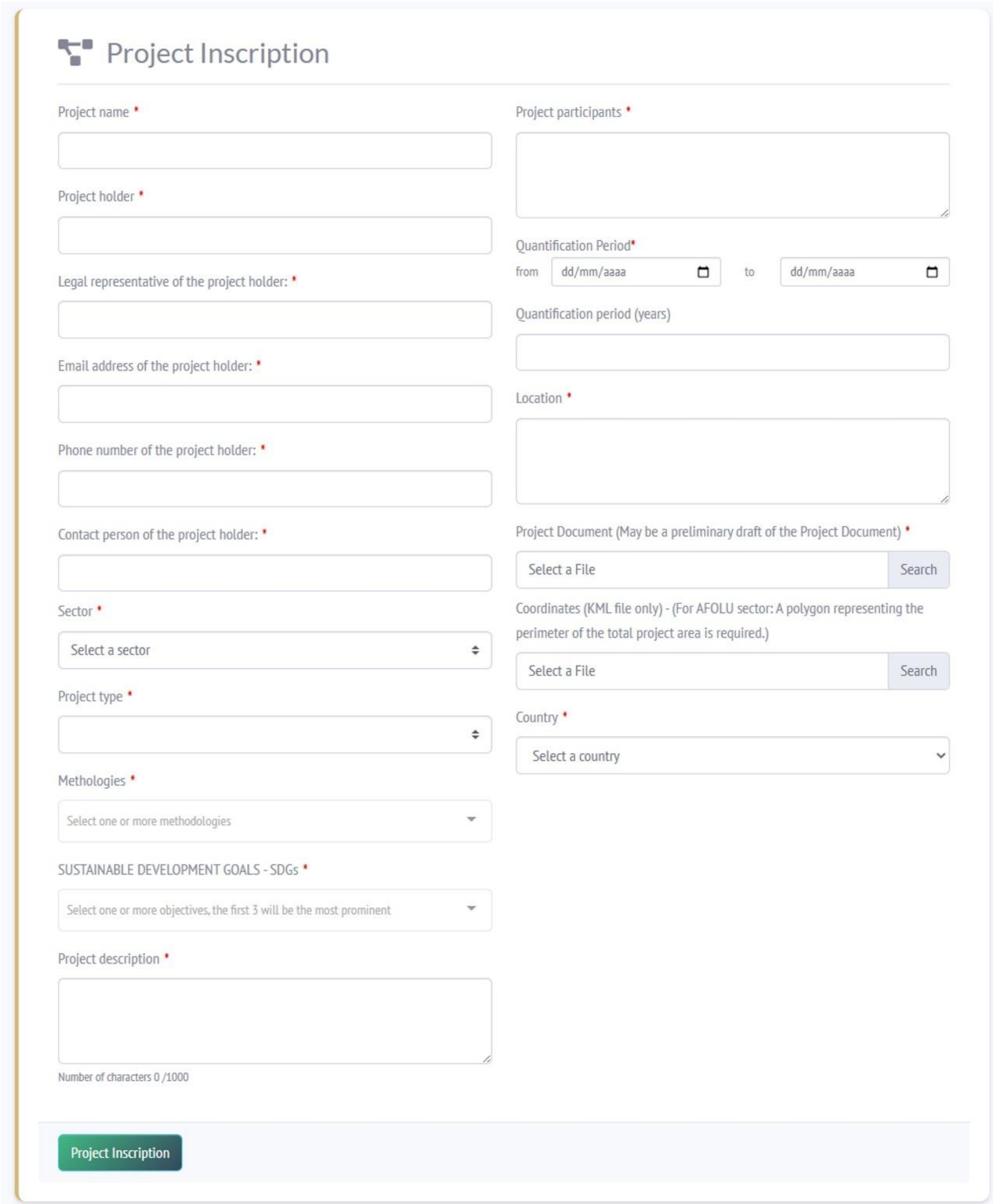
- ❖ A general account holder can create as many subaccounts as needed.
- ❖ The system will generate a unique identification code corresponding to the subaccount holder's identification. For easy access to the public records presented on the home page, it is recommended that you memorize your user ID. This ID cannot be changed.

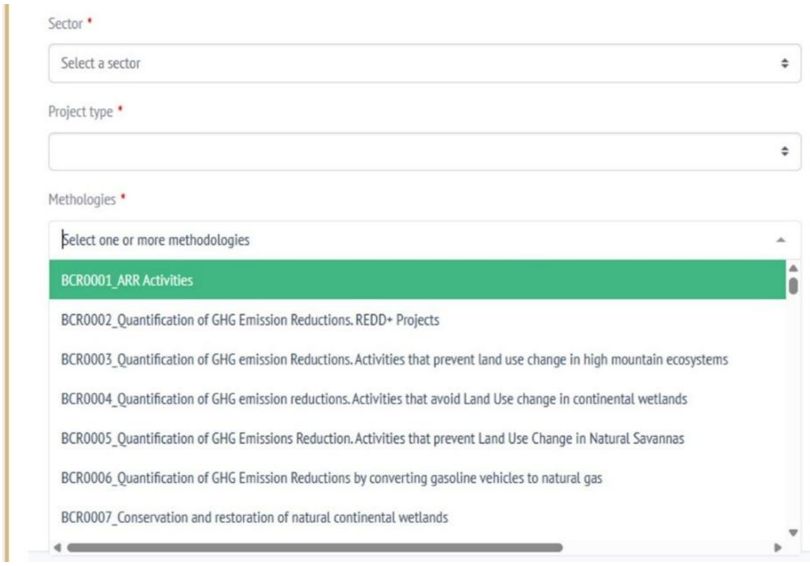
3 Inscription and Project Registration

The following steps must be completed for project registration:

1. Enter the user space in My Account/GHG using your registered email address and password.[4]
2. In the menu displayed on the left side of the user space, enter "Project Inscription."[5]
3. To inscription the project, you must complete the fields in the form and attach the required documentation[6], as described below:
   - Project Name
   - Project Holder
   - Legal Representative of the Project Holder
   - Email address of the project holder
   - Phone number of the project holder
   - Contact person of the project holder
   - Sector
   - Project Type
   - Methodologies (the selection list only shows the methodologies developed by the program and the list of CDM methodologies eligible for other sectors)
   - Sustainable Development Goals (SDGs)
   - Project description in English
   - Project Participants
   - Quantification period (select the start and end dates)
   - Quantification period (years)
   - Location
   - Project document (may be a preliminary version of the project document) – Attach
   - Coordinates (KML file only) - (For the AFOLU sector: A polygon representing the perimeter of the total project area is required) – Attach
   - Country

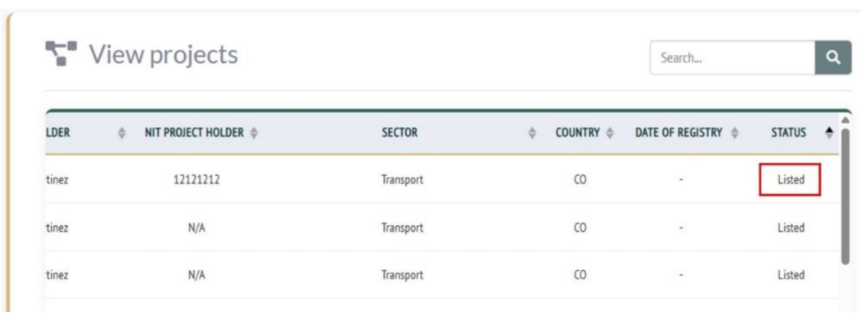
[4] Each time the user attempts to log in, the system requests a verification code, which is sent to the registered email address
[5] This option is available only if the account type allows it. Only the General Account Holder and Project Holder account types can register projects
[6] It is not mandatory to attach the project documents (validation report or validation statement)


Project Inscription
Project name *
Project participants *
Project holder *
Quantification Period*
from dd/mm/aaaa to dd/mm/aaaa
Legal representative of the project holder: *
Quantification period (years)
Email address of the project holder: *
Location *
Phone number of the project holder: *
Project Document (May be a preliminary draft of the Project Document) *
Select a File Search
Contact person of the project holder: *
Coordinates (KML file only) - (For AFOLU sector: A polygon representing the perimeter of the total project area is required.)
Sector *
Select a sector
Select a File Search
Project type *
Country *
Select a country
Methologies *
Select one or more methodologies
SUSTAINABLE DEVELOPMENT GOALS - SDGs *
Select one or more objectives, the first 3 will be the most prominent
Project description *
Number of characters 0 /1000
Project Inscription



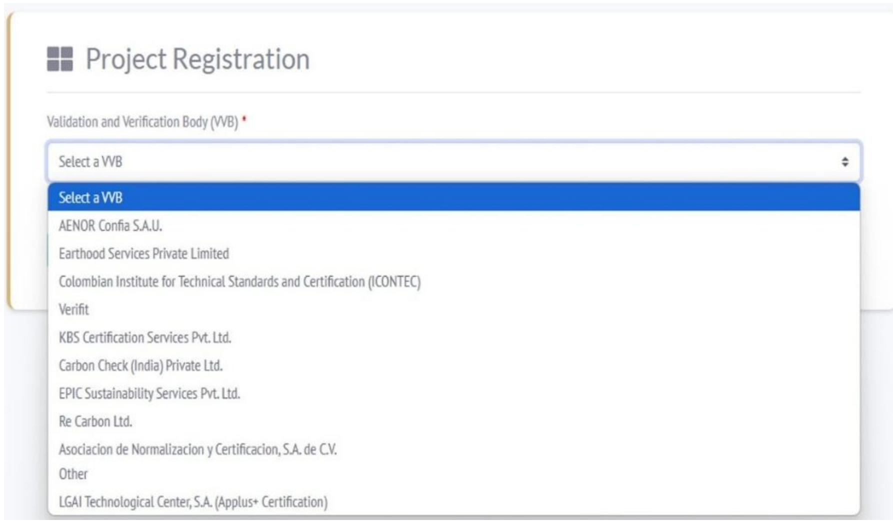
This process enables the project to be listed as "Listed" in the public registry.

4. Once you click on "Project Inscription", the project will appear in the "View Projects" list as "Listed" and will also be visible on the public page[7]. The user will receive an email with the Service Order for managing the project in the registration system, one with the request for electronic signature of the Service Order, and another with the Purchase Order for registering the project. The user must read and sign the Service Order[8] through VIAFIRMA, GCT'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 (OVV) (select from the list; this action will display the rest of the form)

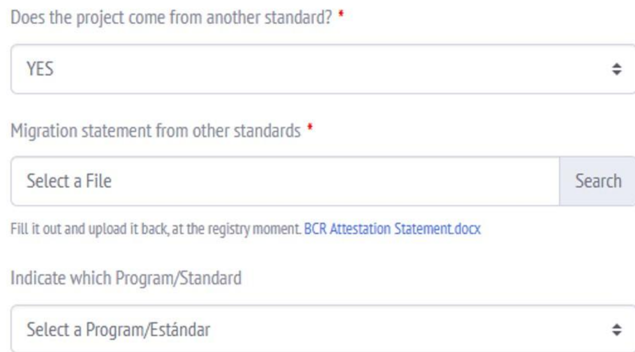
[7] The project will be in public consultation for 30 days, after this period the registration can be requested.
[8] It is mandatory to electronically sign the service order in order to continue with the registration request.



- Host Country Attestation
- Recognition and acceptance of risks (download the document, fill it out, and upload it when registering)
- Project Name (comes from the project inscription)
- Project Holder (comes from the project inscription)
- Sector (comes from the project inscription)
- Project Type (comes from the project inscription)
- Methodologies (comes from the project inscription)
- Sustainable Development Goals – SDGs (comes from the project inscription)
- Special Categories (optional)
- Project description in English (comes from the project inscription)
- Estimated amount of GHG reductions/removals (tonnes CO_2e) during the quantification period
- Validation and first verification? (YES or NO)
    - If YES, the option to enter the following opens: Estimated amount of GHG reductions/removals (tonnes CO_2e) during the monitoring period to be verified (First Period)
    - If you answer NO, the option to enter the following will appear: Estimated amount of GHG reductions/removals (tonnes CO_2e) during the first year

- Statement No Conflict of Interest of the CAB (One Declaration for each participant in the process) (This document must be attached from the CAB account)
- CAB Accreditations (This document must be attached from the CAB account)
- Contract between CAB and Project Owner
- Project Document
- Monitoring Report (if you previously selected that it carries the first verification)
- Verification Report (if you previously selected that you are conducting the first verification, the system will request the joint Validation and Verification report) (This document must be attached from the CAB account)
- Date of the verification report (if you previously selected that you are conducting the first verification) (This item must be completed from the CAB account)
- Verification Statement (if you previously selected the first verification) (This document must be attached from the CAB 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 when registering)
- Validation Report (if you previously selected the first verification, the system will request the joint Validation and Verification report) (This document must be attached from the CAB account)
- Validation Statement (This document must be attached from the CAB account)
- Validation Statement Date (Final Version) (This item must be completed from the CAB account)
- Agreements between project participants
- Certification of indigenous peoples or local communities (applies/does not apply) (select “applies” if indigenous peoples or local communities are participating in the project and attach the documents certifying that the person signing the agreements with the project owner is authorized)
- Quantification period (comes from the project inscription)
- Quantification period (years) (comes from the project inscription)

- Is the project being migrated from another standard? (YES or NO)[9]

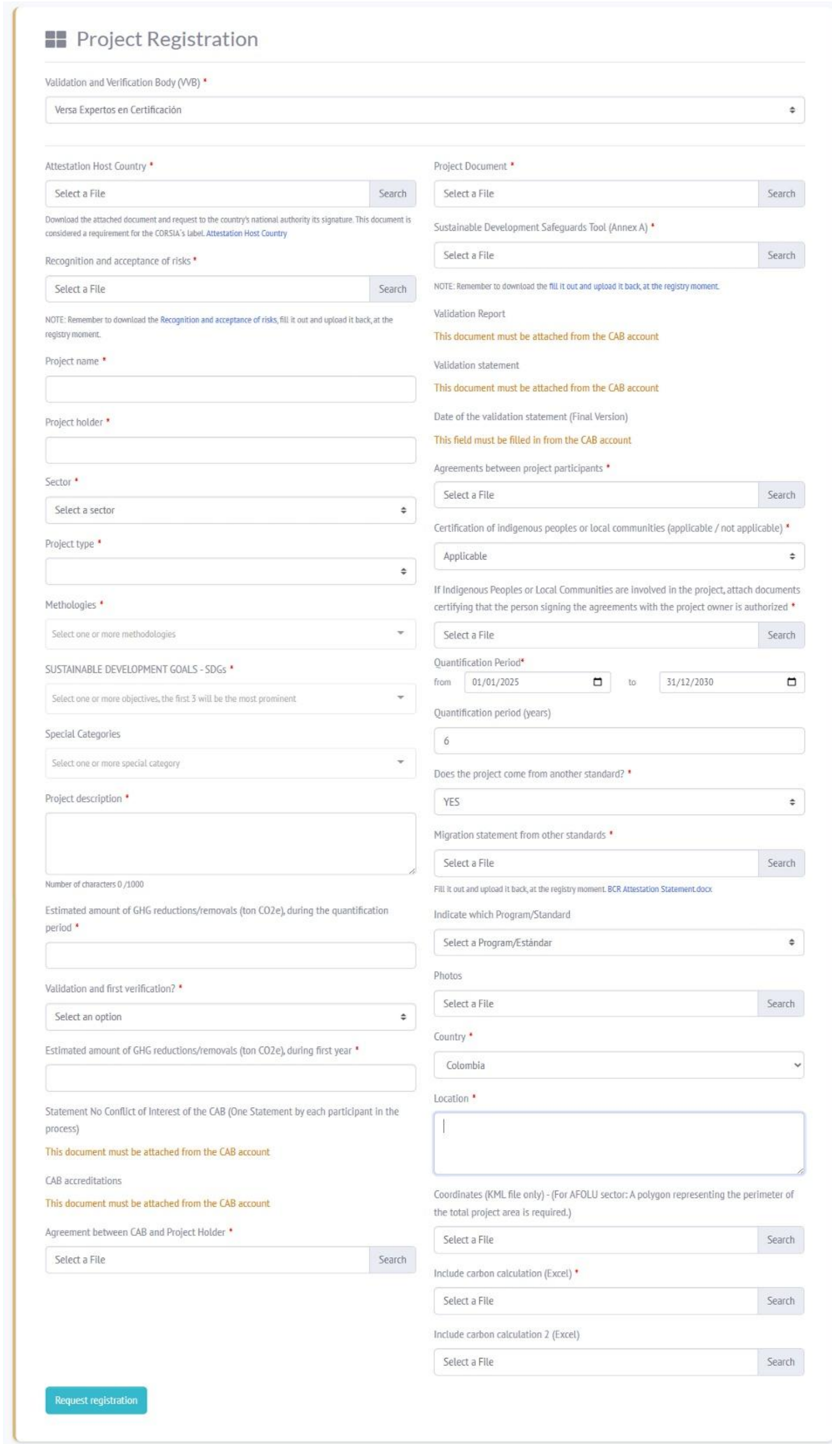


  - If you answer "YES," you will be given the option to attach a Declaration of Migration from Another Standard. To proceed, please download the attached document, fill it out, and upload it again when you register. You will also be asked to indicate which program/standard you are coming from. It is essential to emphasize that without this declaration, the next steps of registration cannot be continued.
  - If the answer is no, please proceed to the next item on the agenda.

- Photographs (optional)
- Country (comes from the project inscription)
- Project location
- Coordinates (KML file only (or within ZIP)) - (For the AFOLU sector: A polygon representing the perimeter of the total project area is required) (comes from the project inscription)
- Include Calculations (Excel)
- Include Calculations 2 (Excel)

---

9 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-doublecounting.pdf



Project Registration

Validation and Verification Body (VVB) *

Versa Expertos en Certificación

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 *

Select a sector

Project type *

Methologies *

Select one or more methodologies

SUSTAINABLE DEVELOPMENT GOALS - SDGs *

Select one or more objectives, the first 3 will be the most prominent

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 CAB account

CAB accreditations

This document must be attached from the CAB account

Agreement between CAB and Project Holder *

Select a File | Search

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 CAB account

Validation statement

This document must be attached from the CAB account

Date of the validation statement (Final Version)

This field must be filled in from the CAB account

Agreements between project participants *

Select a File | Search

Certification of indigenous peoples or local communities (applicable / not applicable) *

Applicable

If Indigenous Peoples or Local Communities are involved in the project, attach documents certifying that the person signing the agreements with the project owner is authorized *

Select a File | Search

Quantification Period*

from 01/01/2025 to 31/12/2030

Quantification period (years)

6

Does the project come from another standard? *

YES

Migration statement from other standards *

Select a File | Search

Fill it out and upload it back, at the registry moment. BCR Attestation Statement.docx

Indicate which Program/Standard

Select a Program/Estándar

Photos

Select a File | Search

Country *

Colombia

Location *

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

Request registration

6. By clicking on the "Request registration" button, the user will receive an email with the purchase order from the Project Registry.

7. While the project registration has not been approved, the user has the option of attaching new documents to the project by clicking on the "Add documents" action button.

8. When submitting the project registration application, please attach all the necessary documents, including those that must be attached by the CAB. The Platform administrator will review the information provided. Once this information has been reviewed and approved, the administrator will approve the project registration. The user will receive an email containing the following information: "Project registration approved," along with the GHG Project Registration Statement document.
9. After registering your project, you will be able to access the project document, monitoring report, and verification report. These will be visible along with the initial information provided on the project page: https://globalcarbontrace.io/projects.
10. Once the project has been approved, it will be designated as a "Registered" project on the registration platform and public website.

Recommendations and good practices – Project Registration:

- ❖ The service order issued at the time of project registration must be signed in order to proceed with the registration application.
- ❖ Projects from various programs can be registered with GLOBAL CARBONTRACE. For detailed information on the types of projects eligible for each program, please refer to the applicable standards and methodologies on each program's website.
- ❖ Once the registration has been approved, the system will generate a unique identification code that corresponds to the project owner's identification. This code will also include a serial number that provides information on the number and sector in which the project is classified. We recommend that you familiarize yourself with and memorize the project identification (project ID) so that you can easily consult the public records presented on the home page.

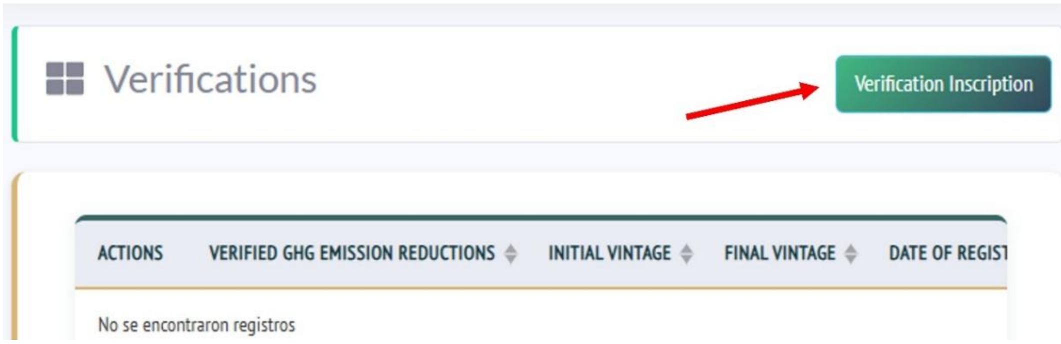
- ❖ Please note that project registration is a separate process from the registration of a verification period. Depending on the total duration of the project, a project can register more than one verification period.
- ❖ Once the project registration has been approved, the information becomes non-editable by the user. If any edits are required, please contact registry@globalcarbontrace.io so that the necessary edits can be made.
- ❖ Once the documentation is complete, the GCT team will respond within 90 business days. Therefore, you must wait for the Program Administrator to review the information and approve the registration before registering the verification period and requesting the issuance of VCCs. Please take these time frames into account.
- ❖ It is imperative that the information related to the Project Owner and the information about the registered project match exactly the information that was provided or will be provided in national registries corresponding to the project's country of origin, when applicable.

4 Inscripción y Registro de Verificación

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

1. Please log in to the User area in ***My Account / GHG*** with your registered email address and password.
2. Enter ***View Projects*** in the menu displayed on the left side of the User space.
3. To register a verification period for a project, double-click on the project name or on the ***Details*** action icon.
4. Enter ***View Verifications*** in the button located in the upper right corner of the page.

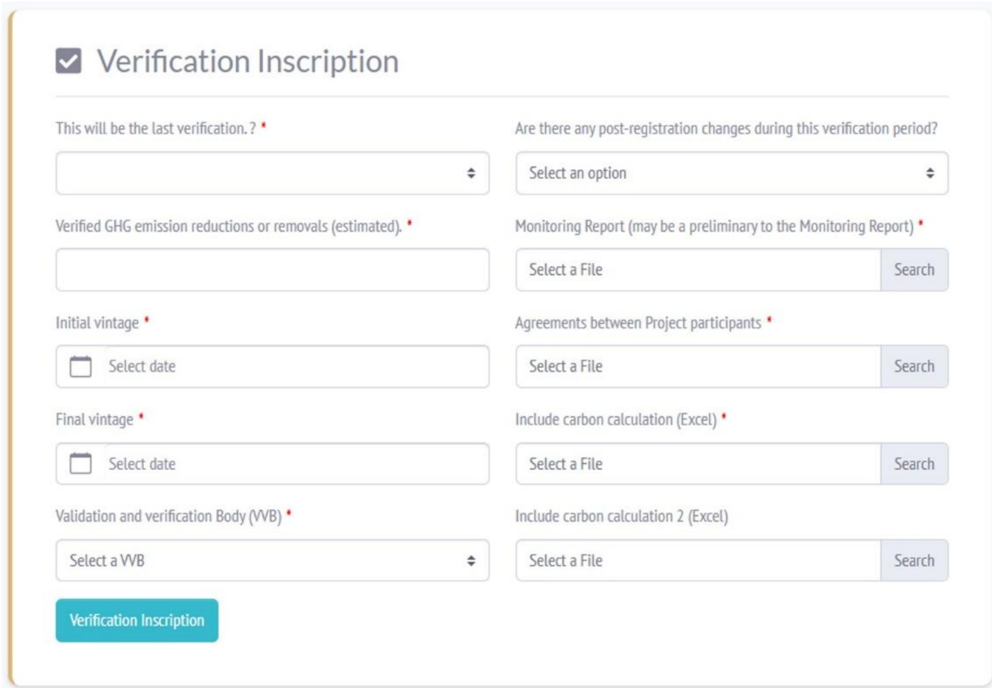
5. Enter ***Verification Inscription*** in the button located in the upper right corner of the page.



6. Complete the form that is displayed completely, attaching all the required documents.

   To register the Verification, you must:

- Indicate whether or not this is the final verification (if YES is selected, no further verifications can be registered for this project)
- GHG emissions reductions or removals (Estimated)
- Initial Vintage
- Final Vintage
- Validation and Verification Body (VVB)
- Are there any post-registration changes in this verification period?
    - If you select YES, you must attach a new version of the project document with change control
- Monitoring report (this can be a preliminary monitoring report)
- Agreement between project participants
- Include calculations (Excel)
- Include calculations 2 (Excel)

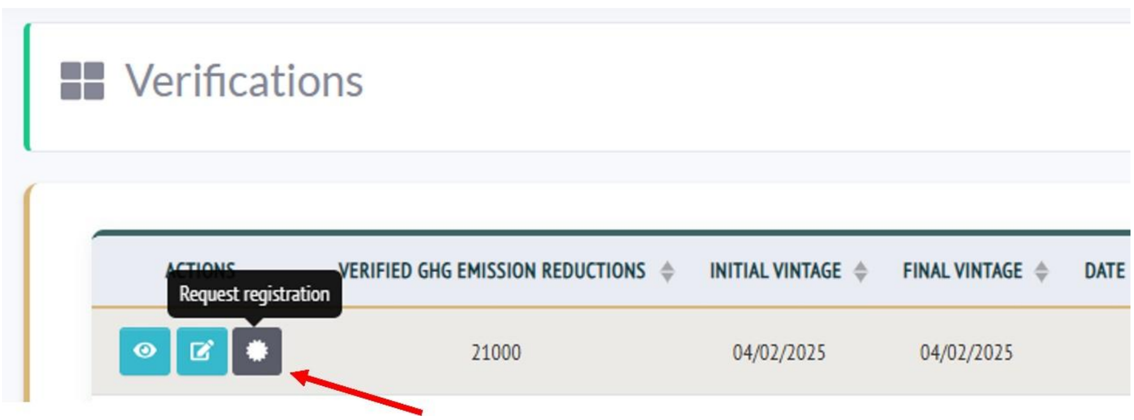


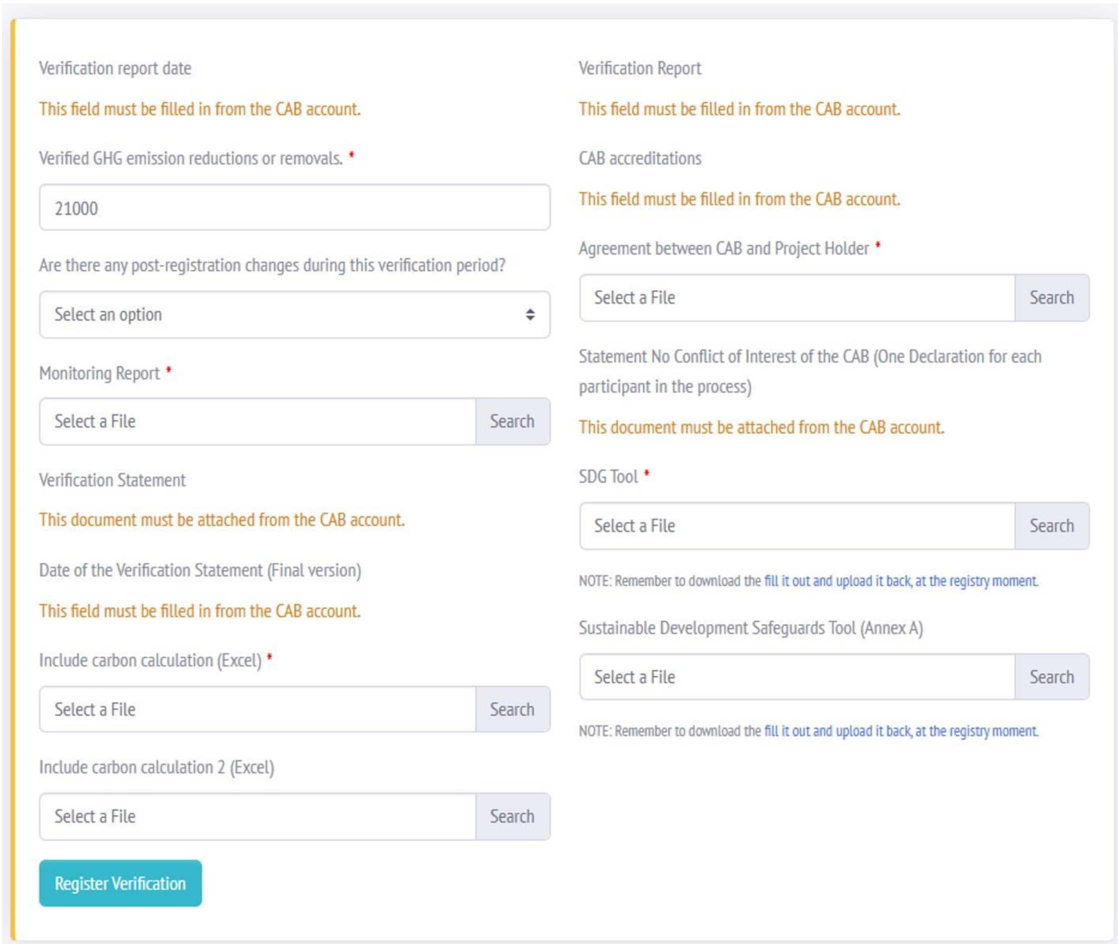
7. By clicking on the "Verification Inscription" button, the user will receive an email with the **Service Order**, one with the request for electronic signature of the Service Order[10], and another with the **Purchase Order** for the Registration of the verification.
8. Once a new verification has been registered, the project will be open to public consultation for a period of 30 calendar days. After this time, you will have the option to request registration of the verification.
9. To register the 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 CAB account)
- Verified GHG emissions reductions or removals
- Are there any post-registration changes in this verification period?
    - If you select YES, you must attach a new version of the Project Document with change control
    - If you select YES, you must also attach a new version of the Project Document without change control
- Monitoring Report
- Verification Statement (This document must be attached from the CAB account)

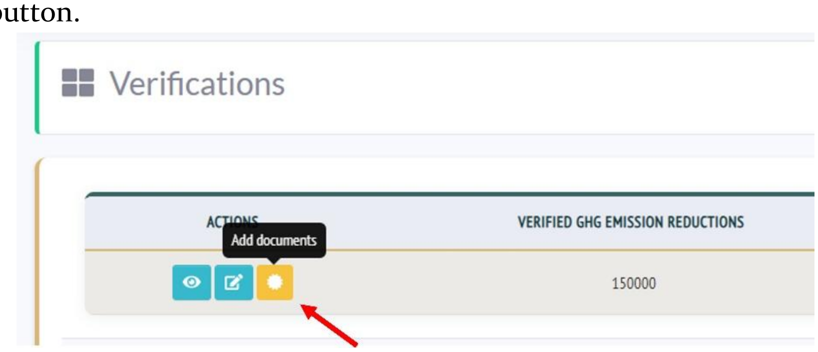
[10] It is mandatory to electronically sign the service order in order to continue with the registration request.

- Date of Verification Statement (final version) (This item must be completed from the CAB account)
- Include Calculations (Excel)
- Include Calculations 2 (Excel)
- Verification Report (This document must be attached from the CAB account)
- CAB Accreditations (This document must be attached from the CAB account)
- Agreement between CAB and project owner
- Statement no Conflict of Interest of the CAB (one declaration for each participant in the process) (This document must be attached from the CAB account)
- SDG Tool (download the attached document, fill it out, and upload it back when registering)
- Sustainable Development Safeguards Tool (Annex A) (download the document, fill it out, and upload it back when registering)





10. By clicking on "Register Verification," the user will receive an email containing the **purchase order** for registration.
11. While the verification record has not been approved, the user has the option of attaching new documents to the verification by clicking on the "**Add documents**" action button.



12. After the verification registration request has been submitted, the Platform Administrator will review the information provided (including that provided by the CAB). Once this information has been reviewed and approved, the verification registration will be approved and the user will receive an email informing them of the approved verification registration.

13. Signing the Service Order: VIAFIRMA, GCT's electronic signature service provider, enables users to review and sign the Service Order entered into between the Account Holder and the Program Administrator. To access it, VIAFIRMA will send an email to the contact person with the link to access the signature. Should you have any questions or comments, please direct them to registry@globalcarbontrace.io.

Recommendations and good practices – Verification Registry:

- ❖ Please complete the form on the Platform in its entirety and include all the necessary documentation.
- ❖ It is imperative that this form be completed with the utmost care, ensuring that all pertinent information related to the specified verification period is accurately entered. This includes the date of issuance of the verification report, the verified greenhouse gas (GHG) emissions or reductions, the initial and final vintage, and the methodology applied. It is essential that the information provided in this form aligns precisely with that of the verification report to ensure the integrity of the data.
- ❖ GHG reductions or removals must be recorded with a whole number, approximating the value to the most conservative amount. These values must correspond to the net value of GHG reductions or removals calculated for the verification period.
- ❖ Once the documentation is complete, the Global CarbonTrace team will respond within 90 business days. Therefore, the Program Administrator must review the information and approve the registration before proceeding with the issuance of VCCs. Please take these timeframes into account.

5 Issue Verified Carbon Credits

To ensure that the system issues VCCs, please follow these steps:

1. Enter the User space in ***My Account*** / ***GHG*** with your registered email and password.
2. Navigate to the ***View Projects*** menu, which is located on the left side of the User space interface.

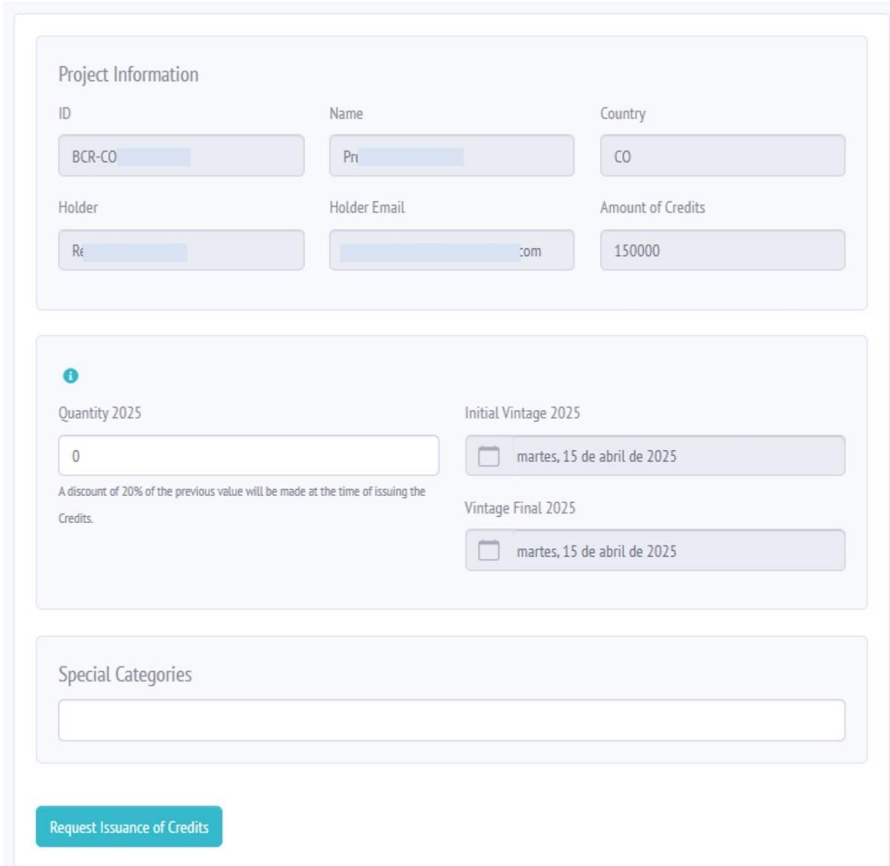
3. Access the project for which you wish to issue the VCC. You can do so by double-clicking on the project name or on the ***Details*** icon.
4. Click on ***View Verifications*** in the upper right corner of the page.
5. Enter the Verification for which you wish to issue your VCCs by selecting it from the list of Verifications displayed.
6. Click on ***View VCC*** in the upper right corner of the page.
7. Click on ***Issue VCC*** in the upper right corner of the page.

8. In this section, you will find a form for issuing verified carbon credits. The project owner's details will be automatically loaded so that the VCCs are always traceable from the moment they are issued. This information will not change even if the VCCs are transferred. Similarly, the year of each VCC serial number will be automatically established according to the "Vintage" dates recorded in the Verification period.

9. You must enter the values for each calendar year reported in the verification and validation report. You must enter whole numbers, and the total sum must match the number of verified GHG reductions or removals recorded for the verification period. Otherwise, an error will be generated and you will not be able to continue with the issuance process.

10. **NOTE:** For AFOLU sector projects, the system will automatically deduct 20% to allocate to the VCCs assigned to the Reserve Accounts.

    For projects in sectors other than AFOLU, the reserve is 10%.



11. When requesting the issuance of VCCs, the user will receive the ***purchase order*** corresponding to the issuance of the VCCs by email.
12. After the credits have been issued, the user will receive the ***Verified Carbon Credits Issuance Statement*** certificate. The system is now prepared to initiate the subsequent processes, including the VCC transfer and retirement process.

Recommendations and best practices – Issuing VCCs

- ❖ To ensure efficiency and prevent duplicate processes, it is essential to complete the form with precision.
- ❖ GHG reductions or removals must be recorded by calendar year (corresponding to the vintage).
- ❖ The system generates a unique identification code corresponding to the project identification generated during project registration. This code includes additional information such as the reported verification period, the destination, and the number

of VCCs issued. This code cannot and should not be changed. For more information, please refer to section 10-Serial Identification.

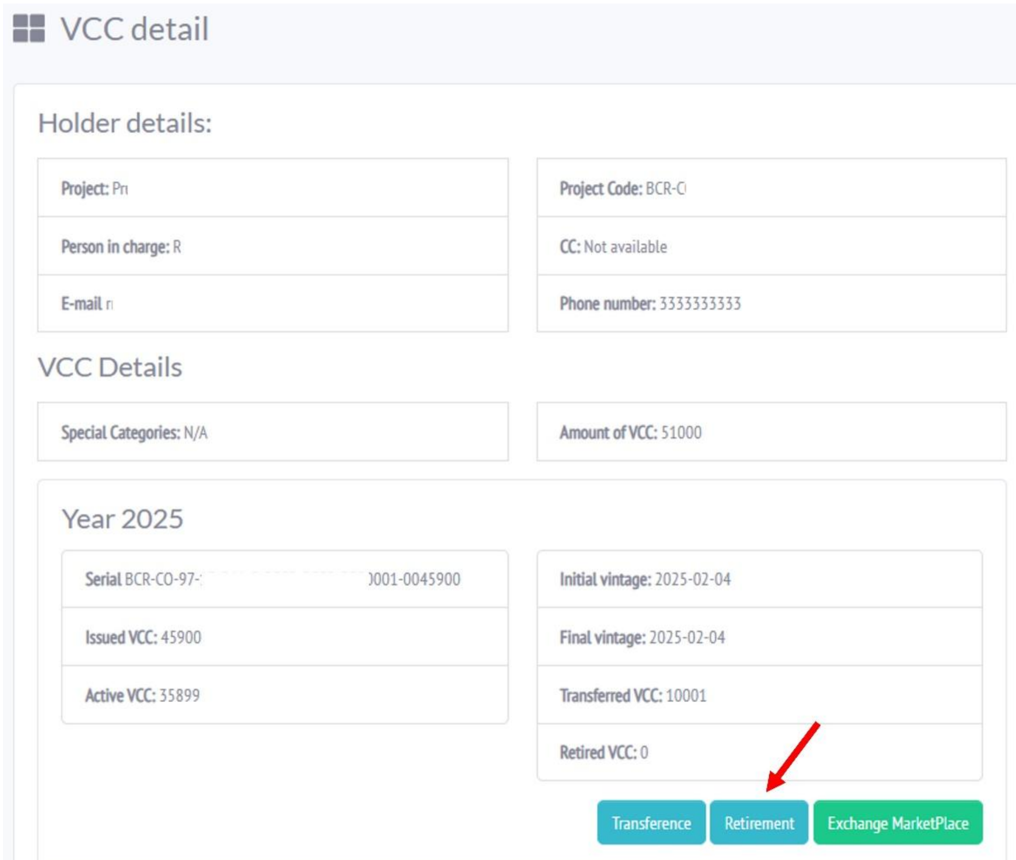
- ❖ Please note that once the VCCs have been issued, the information cannot be edited.

6 Retirements and Transfers

Each Registry user is required to have a password to access the GCT Registry. During any transaction, such as transfers and retirements, or when there is a change in the project status that requires a signature, the GCT Registry will confirm the process by sending a dynamically generated OTP (one-time password) via email or SMS. This best practice is designed to prevent fraud, identity theft, and phishing.

To initiate a retirement from the account that issued the credits, please follow these steps:

1. Please log in to the User area in ***My Account / GHG*** with your registered email and password.
2. Navigate to the ***View Projects*** section within the drop-down menu located on the left-hand side of the User Area interface.
3. To retire or transfer units from a project, double-click on the project name or on the ***Details*** icon.
4. To access the ***View Verifications*** feature, click on the button located in the upper right corner of the page.
5. Go to Verification in the Verifications list, from where you want to retirement VCCs.
6. To access the ***View VCC*** function, click on the button located in the upper right corner of the page.
7. To access the issued VCC group, double-click on the VCC group or on the ***Details*** icon.
8. Choose the VCC serial number on which you would like to perform the transaction (according to the year and destination code) and select the Retirement option.



VCC detail

Holder details:

Project: Pr	Project Code: BCR-C
Person in charge: R	CC: Not available
E-mail r	Phone number: 3333333333

VCC Details

Special Categories: N/A	Amount of VCC: 51000

Year 2025

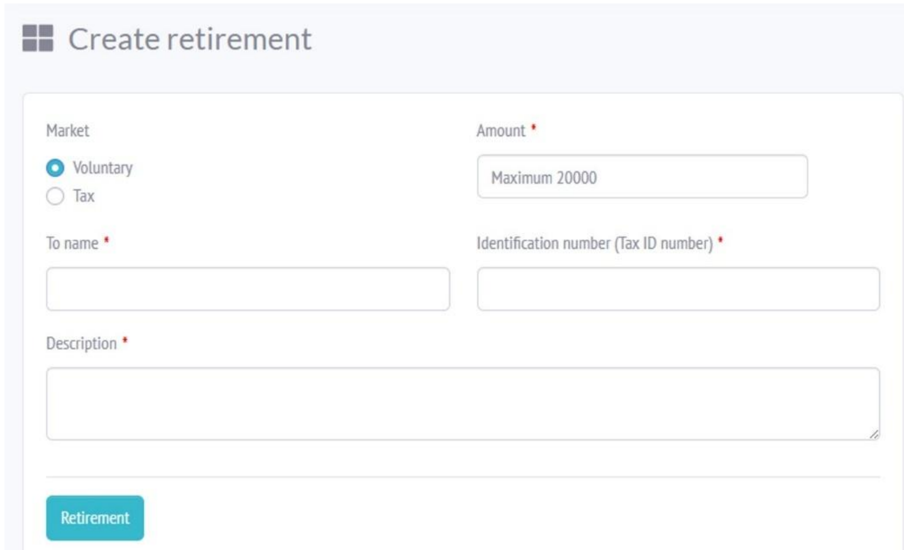
Serial BCR-CO-97-)001-0045900	Initial vintage: 2025-02-04
Issued VCC: 45900	Final vintage: 2025-02-04
Active VCC: 35899	Transferred VCC: 10001
	Retired VCC: 0

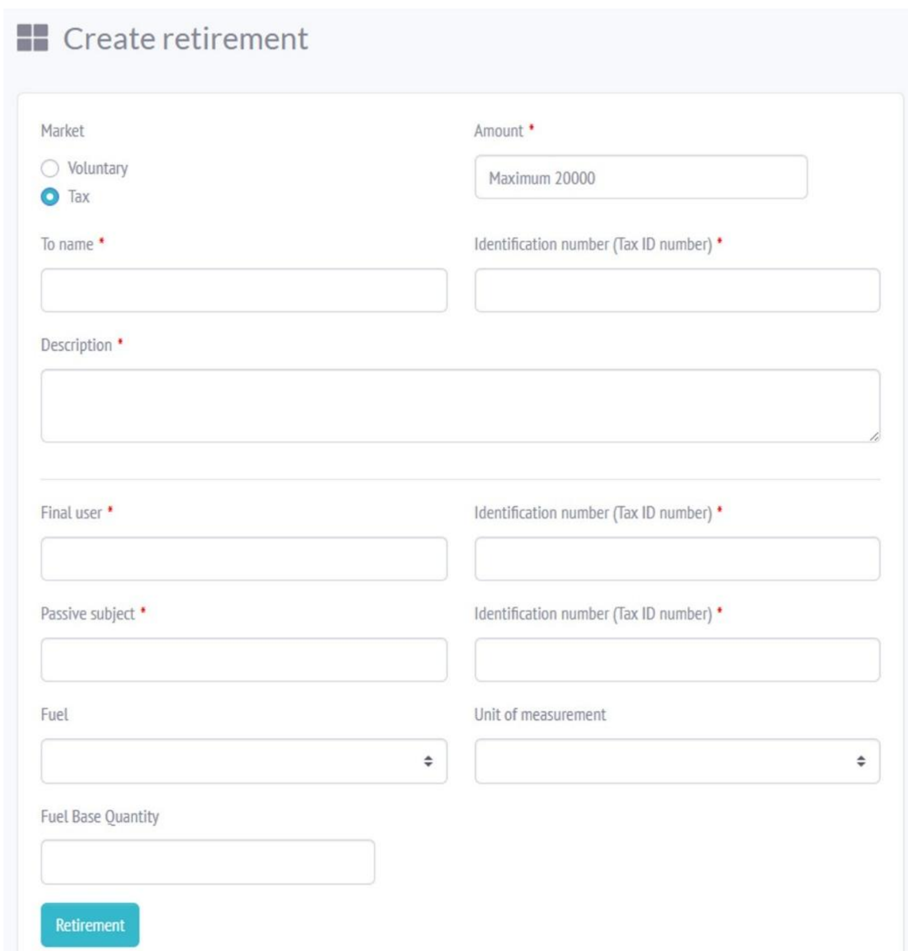
Transference Retirement Exchange MarketPlace

9. A form will be displayed where you must indicate:

- Market Type
  - Issued VCCs can be retirement for voluntary market (final destination) without any conditions.
  - Issued VCCs can be retirement for tax market (final destination) if the initial vintage (year) is less than five years.
- Number of Credits to be retirement
- Name of the person on whose behalf the retirement is being made
- Identification number (Tax ID) of the person on whose behalf the retirement is being made
- Description of the retirement

10. Retirement do not require review and approval by the GLOBAL CARBONTRACE team.

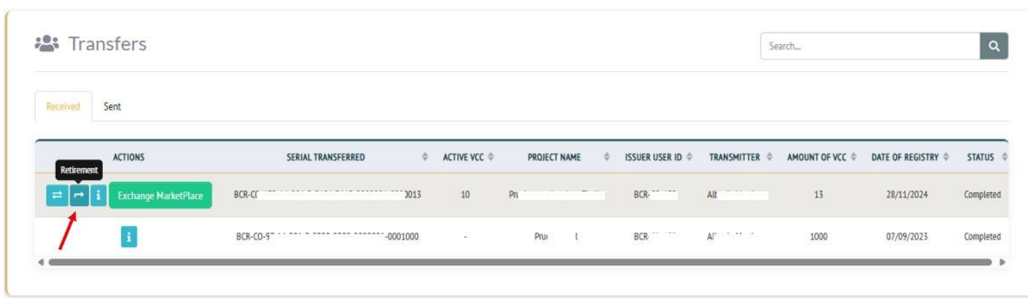

Create retirement
Market
Voluntary
Tax
Amount *
Maximum 20000
To name *
Identification number (Tax ID number) *
Description *
Retirement


Create retirement
Market
Voluntary
Tax
Amount *
Maximum 20000
To name *
Identification number (Tax ID number) *
Description *
Final user *
Identification number (Tax ID number) *
Passive subject *
Identification number (Tax ID number) *
Fuel
Unit of measurement
Fuel Base Quantity
Retirement

11. Select the ***Retirement*** button
12. The user will receive the corresponding ***purchase order*** and ***Retirement Statement*** by email.
13. Remember that once the VCCs have been retired, the information cannot be edited.
14. If you wish to view the withdrawals you have made, you can do so in the main menu located on the left side of each user's interface in the ***Retirement Account*** section.
15. The system automatically discounts the VCCs retired from the user's account

To make retirement from received transfers, the following steps must be completed:

1. Log in to the User area in ***My Account / GHG*** with your registered email address and password.
2. Go to ***Transfers / Received*** in the drop-down menu on the left side of the User area.
3. Identify the transfer from which you wish to make the retirement and click on the ***Retirement*** button.



4. Follow the instructions from steps 9 to 15 described above in this section on retirement.

Recommendations and best practices – VCC Retirements

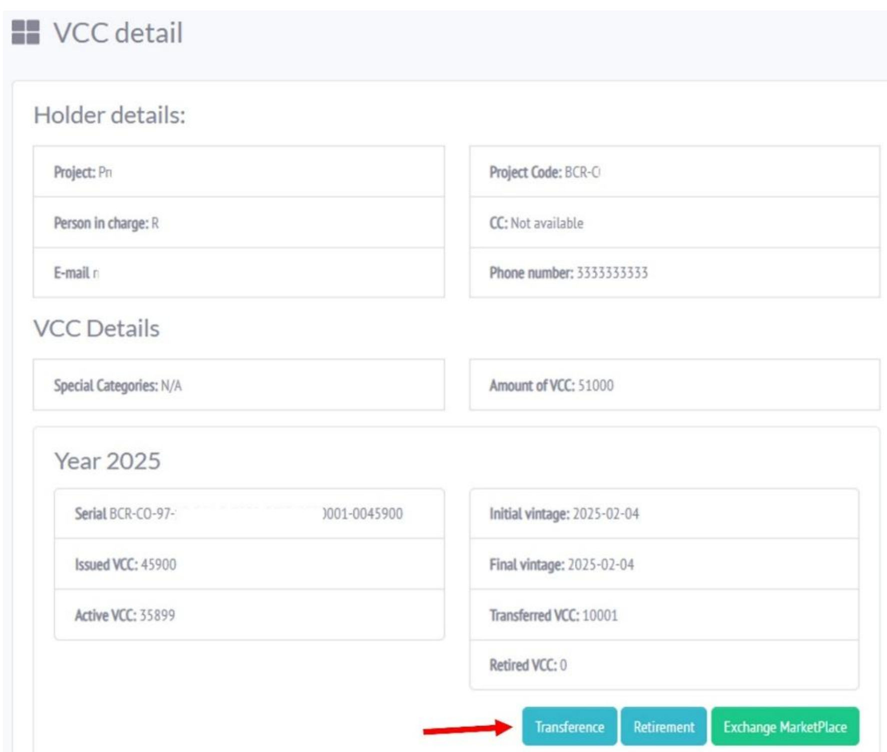
❖ The amount to be retired may not exceed the amount of VCCs available for that serial number.

❖ For the AFOLU sector, VCCs may not be retired from the project's Reserve Account if the verification following the issuance period of the VCCs to be retirement has not been registered.

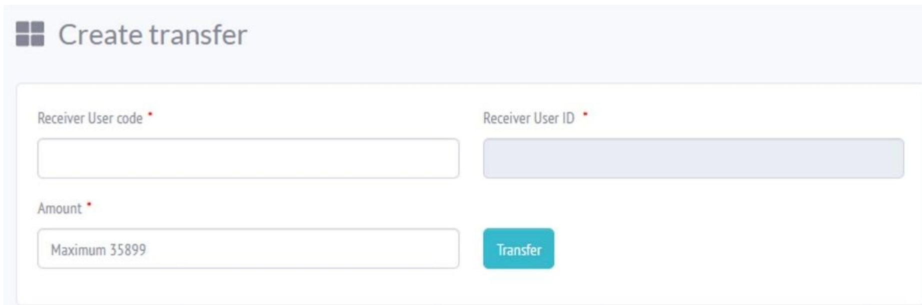
❖ Retirements from transfers received are only permitted once the transfer process has been completed (see the below process for details).

To make transfers from the account that issued the credits, the following steps must be completed:

1. Log in to the User area in ***My Account* / *GHG*** with your registered email address and password.
2. Go to ***View Projects*** in the menu on the left side of the User area.
3. Go to the project for which you want to retirement or transfer VCCs by double-clicking on the project name or on the ***Details*** icon.
4. Go to ***View Verifications*** by clicking on the button in the upper right corner of the page.
5. Go to Verification in the Verifications list, from where you want to transfer VCCs.
6. Go to ***View VCCs*** by clicking on the button in the upper right corner of the page.
7. Enter the issued VCC group by double-clicking on the VCC group or on the ***Details*** icon.
8. Choose the VCC serial number on which you want to perform the transaction (according to the year and destination code) and select the Transfer option.



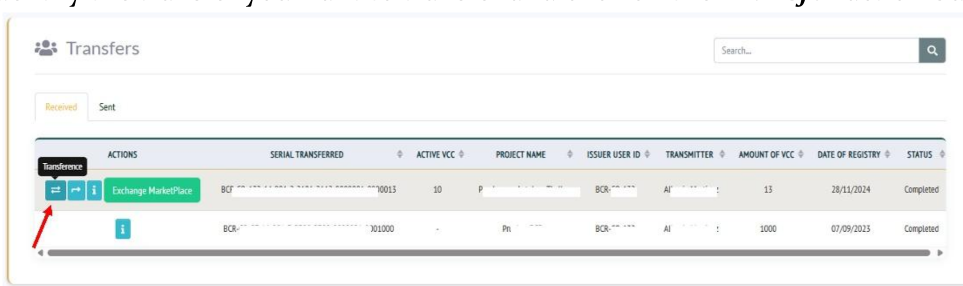
9. A form will be displayed where you must indicate the Registry user (Account Holder) to whom you wish to transfer the VCCs. To do so, you will need the User ID.
10. Enter the amount to be transferred.



11. Select the Transfer button.
12. Once the process is complete, the sender will receive an email with the Transfer Declaration.

To initiate a ***transfer*** from a received transfer, please follow these steps:

1. Log in to the User area in ***My Account*** / ***GHG*** with your registered email address and password.
2. Go to ***Transfers*** / ***Received*** in the drop-down menu on the left side of the User area.
3. Identify the transfer you want to transfer and click on the ***Transfer*** action button.

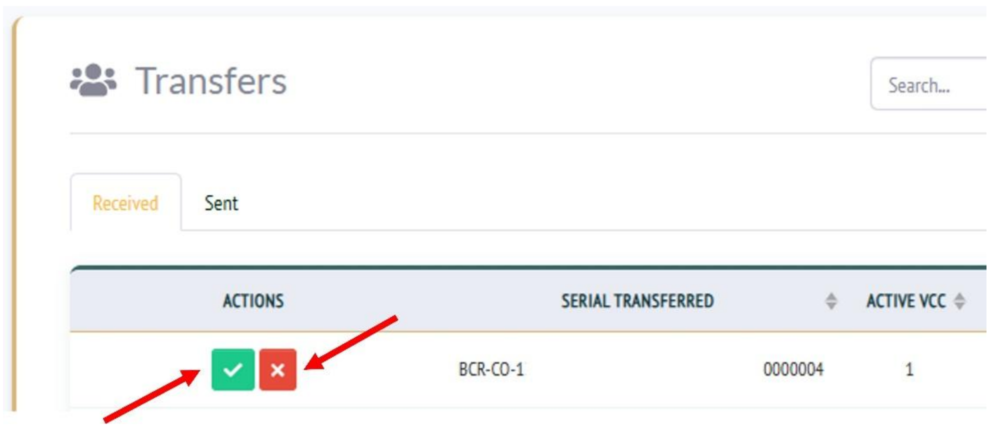


4. Follow the instructions from steps 9 to 12 described above in this section on transfers.

Recommendations and best practices – VCC transfers

- ❖ It may not exceed the number of VCCs available for that serial number.
- ❖ The issuing user may cancel the transfer by clicking on the “delete” button in the ***Transfers/Sent*** section, as long as the recipient has not accepted it.

❖ The recipient may ***accept*** or ***reject*** the transfer received.



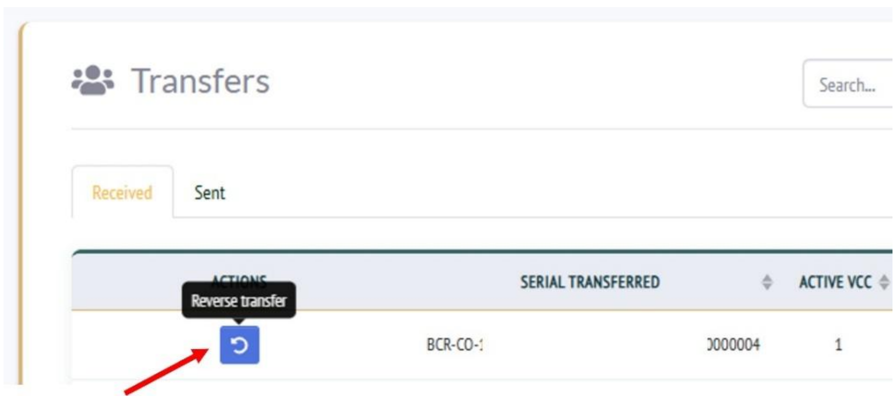
❖ If you wish to make another transfer for the same serial number, you will NOT be able to do so until the transfer in progress is approved by the user receiving the VCC.

❖ Transfers between users do not require review and approval by the GCT team.

❖ Each user must review their transfers to see which ones are pending and which ones have already been registered. This can be viewed in the main menu located on the left side of each user's interface in the Transfers section. There you can see both sent and received transfers.

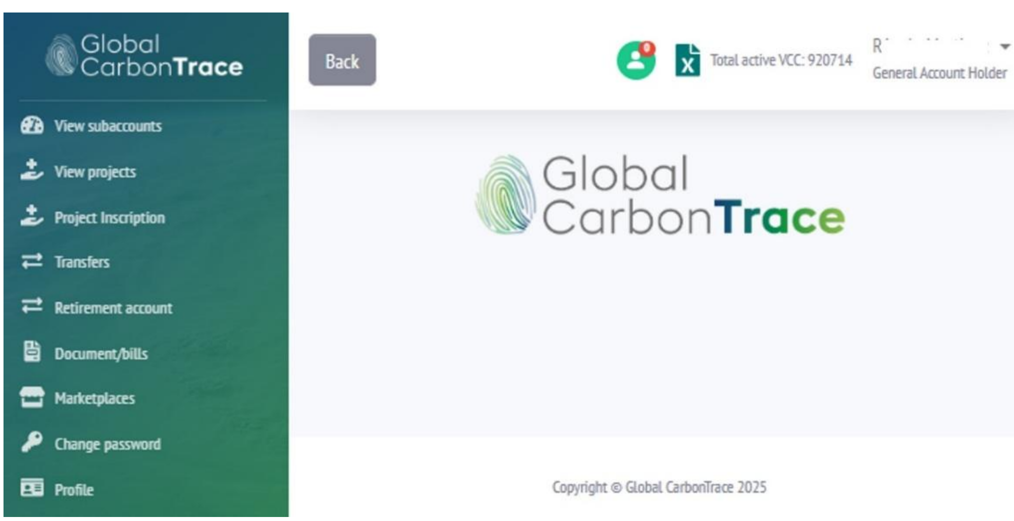
❖ When the transfer is accepted by the recipient, the sending user will see the respective VCCs deducted and must enter Sent Transfers and click on the "Paid" button so that the recipient can see them as active in their Received Transfers account.

❖ As long as the sender does not click on the “Paid” button, the recipient user can reverse the transfer by clicking on the “Reverse transfer” button.



7 User Interface / Main Menu

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



The following is a detailed description of the functions of each item in the menu on the left side of the screen.

User request and communication to the Registry Administrator:

It is important to mention that users can request support at any time by sending an email to support@globalcarbontrace.io. Users must clearly state their request and, if necessary, attach screenshots or evidence to facilitate guidance from the registry team. The registry administrator has 24 hours to respond.

7.1 View Subaccounts

Allows you to view the list of registered subaccounts.

By double-clicking on the subaccount or clicking on the ***Details*** icon, you can access the subaccount information, including the projects registered under the subaccounts, the verification periods recorded, VCCs issued, and the processes for registering projects for subaccounts, transfers, and withdrawals.

7.2 View Projects

Allows you to view the list of projects registered in the name of the Account Holder.

To access project information, including verification periods recorded, VCCs issued, and transfer and withdrawal processes, double-click on the project or click on the ***Details*** icon.

7.3 Project Inscription

Allows projects to be registered and recorded in the name of the Account Holder, in accordance with section 3 of this document.

7.4 Transfers (scrow Account)

Allows you to view the list and details of VCC transfers made to other account holders on the registration platform.

The account that receives the transferred VCCs will serve as an "***scrow***" account. The transferred VCCs can be retirement by the recipient if the predetermined conditions specified in the purchase agreement are met.

7.5 Retirement Account

Allows you to view the list and details of VCC retirements made to end users.

7.6 Documents/Invoices

In this section, users can access three types of documents:

1. Documents

   Includes the Framework Agreement, Service Orders, GHG Statements, and Withdrawal Statements.

2. Purchase Orders

   Purchase orders generated for each registration process.

3. Invoices

   This corresponds to invoices issued once payments have been recorded.

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

7.6.1 Electronic Signature

The Framework Agreement (issued during account registration) and Service Orders (issued during verification periods) must be signed by the account holder via the link provided by VIAFIRMA to the registered email address.

Signed documents can be viewed and downloaded via the Registration Platform.

7.6.2 Authenticity of documents

All documents issued by GCT contain the authenticated signature stamp issued by THOMAS SIGNE. The authenticated signature certificate is encrypted in PDF documents and can be viewed using ADOBE PDF software.

Documents issued by GCT can be viewed and downloaded via the Registration Platform.

7.7 Marketplace

Allows users to view transactions made through Marketplace platforms with which the BCR registry has been integrated.

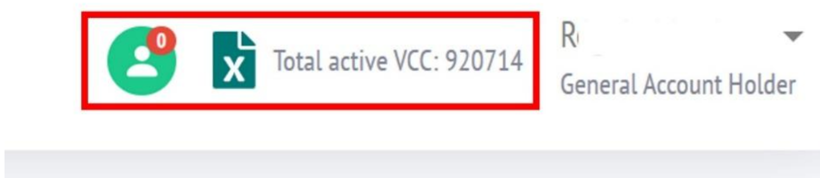
7.8 Change Password

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

7.9 My Profile

In this section, you can view the user code and email address, and you can change the name of the account holder.

Additionally, in the upper right corner of the screen (next to the account name), there is an icon for accessing notifications sent by the registry administrator, an Excel icon for downloading the user's VCC account status on the platform, and the total number of active VCCs.



8 Public Registry of the Registration Platform

The information recorded by users, which is available to the public, is published in real time on the GLOBAL CARBONTRACE homepage once the records have been reviewed and approved by the Program team in accordance with the applicable standards and methodologies.

To consult the public registry, follow these steps:

1. Go to www.globalcarbontrace.io
2. When you access the Global CarbonTrace page, you can select the ***Programs / Crediting*** Program option from the main menu, where you will find three options. Each option will display a table with the corresponding registry information:

A. Projects

This table provides a comprehensive overview of all projects that have been registered and are currently in progress on the platform. The Projects page contains general information about the projects.

By clicking on the ID of the project classified as "registered," you can access additional information about the project, such as a description of the project, photos, geographical location, monitoring report, validation and verification report, among others.

B. VCC Issued

This table provides a comprehensive view of all serial numbers issued by GLOBAL CARBONTRACE, along with the characteristics of each serial number, and the quantities retired and available.

C. Retirement

This table provides a comprehensive view of all retirement transactions, along with their pertinent details.

Tables can also be organized by date or alphabetically using the arrows located in the title of each column.

9 Identification of BCR serials

The BIOCARBON serial number design ensures a unique serial ID. The code can be used to trace the origin of the serial number. The figure below describes the information provided by a VCC serial number issued by BIOCARBON.

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

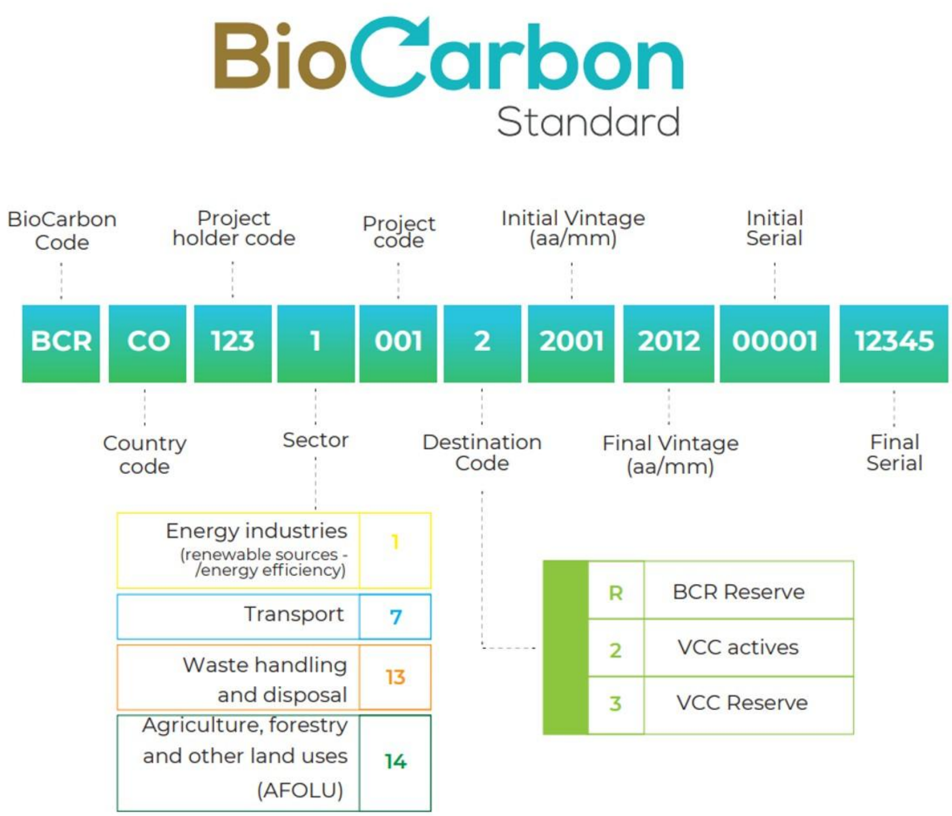


Figure 1: BCR serial identification

10 Security of the registration platform

The web application was developed in accordance with secure coding policies and security-conscious software, using the mechanisms described below (among others).

10.1 Blockchain Technology

Blockchain technology offers a robust solution for ensuring the integrity and security of valuable information on the platform.

The records are based on Hyperledger Fabric technology, including all security mechanisms that guarantee the integrity of the data stored in the blockchain.

The Stamping.io link is one of the BlockChain entities that have nodes deployed on LACChain. LACChain is a global alliance led by the Innovation Lab of the Inter-American Development Bank Group (IDB Lab) for the development of the BlockChain ecosystem in Latin America and the Caribbean.

All processes executed on the Platform are recorded on the BlockChain, and users can access BlockChain certificates in real time.

10.2 SSL Certificate

The GLOBAL CARBONTRACE website has an SSL certificate. This means that information is encrypted and protected (Secure Sockets Layer). The certificate is a digital title that authenticates the identity of a website and encrypts the information sent to the server using SSL technology.

10.3 Google Recaptcha

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

10.4 Identity validation

The registration platform performs identity validation through email verification for user registration.

10.5 Verification PIN for login

The system generates a verification code so that only authorized persons can access the Platform. The dynamic verification PIN is sent to the registered email address each time the user needs to log in to the Platform.

10.6 Secure Password

User authentication is carried out on the server, using privacy rules to manage the data that users have access to. Therefore, only the owner has access to personal or sensitive data, and only when logged in. Users are required to select the type of account when they register. The registration system ensures that each account type has specific permissions and access to information and functions exclusive to that type. Additionally, the system administrator has the capability to restrict permissions for users. Information that does not include confidential or personal data can be made publicly accessible.

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

10.7 Control of attempts to access the application

The platform has been designed to block users after three unsuccessful attempts to log in. They may attempt to do so again after one hour.

10.8 Last login record

The platform must display a function that shows the user's last login date. This feature enables users to monitor and detect any unauthorized access attempts to their accounts.

10.9 Automatic Backups

Scheduling of 3 automatic daily database backups.

10.10 Development

Development based on secure coding and OWASP policies: latest stable and verified version of Laravel Framework for programming-based development.

10.11 Cyber Threat Control

The application utilizes the CloudFlare interface to serve as a firewall and protective shield for the website and registration platform.

Preventive and corrective maintenance against cyber threats includes (among other things): preventing unauthorized access to the website such as plugins and code (hacking), removing recurring hacking, and preventing modification of site content.

Maintenance also includes the following: reviewing operating system, Apache, and PHP configurations; vulnerability scanning; security analysis on all sites (Blackbox, Greybox, Whitebox); detection and identification of malware present on the server; implementation of recommendations and server configuration adjustments; and site remediation.

Our records are based on Hyperledger Fabric technology, which ensures 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).

In addition, to ensure the security of information contained in web assets, we utilize the Acunetix vulnerability scanning application. This is performed at least once a month and employs Interactive Application Security Testing (IAST) through technologies such as: DeepScan, SmartScan, AcuMonitor, and AcuSensor, and continuous integration systems: The following are the primary software tools that will be used: TeamCity, Bamboo, Azure DevOps, and GitLab.

In the rare event of a data breach, the registry administrator is authorized to temporarily block any account deemed at risk until the registry's security team assesses the situation and takes the necessary measures.

The Registration Platform administrator will promptly notify the Program administrator and provide a detailed report of the incident, including the necessary actions. In addition, Global CarbonTrace provides a helpline to address questions and concerns from users of the registration platform.

11 Questions regarding use of the Platform

If you have any specific questions about the applicability and use of the Platform, please contact GLOBAL CARBONTRACE by email at support@globalcarbontrace.io or registry@globalcarbontrace.io.