Tutorial to operate in the Registry



Voluntary cancellation of Kyoto units

Version 1: 01.12.2023

Italy

Voluntary cancellation of Kyoto units must be **proposed** by an authorized representative and **approved** by another authorized account representative having the right, respectively, to initiate and approve processes.

This type of transaction can be initiated at any time or day of the week, and is **executed immediately** after approval.

When proposing a voluntary cancellation of Kyoto units, the authorized representative will not need to select any **acquiring account** as the system automatically identifies the Kyoto cancellation account, after the proposed transaction.

Follow the instructions in the table to propose the cancellation

	Interface element	Action
1	European Commission Climate Action Energy for a Changing World	Log into the italian section of the Union Registry at https://unionregistry.ec.europa.eu/euregistry/IT Login issue? Follow the instructions shown in the tutorial Log into the Registry in the <u>Tutorial and Guide</u> section of the ARIET website
2	Accounts Accounts	Click Accounts from the Accounts menu. All accounts you are appointed to as representative are displayed.
3	Number \$	Click the account number you want to work with in the Number column
	EU-100-18295-0-27	
4	Holdings	Click on the Holdings tab
5	Propose a transaction	Click Propose a transaction
6	Destruction of Units: Deletion of allowances Voluntary cancellation of AAU, RMU, CER, ERU, ICER and tCER	Click Voluntary cancellation of AAU, RMU, ERU, ICER and tCER
7	Commitment period: Commitment Period 2 ✓ Quantity to transfer	Indicate the <i>Commitment period</i> and the <i>amount</i> of units to cancel Attention! Cancelled Kyoto units do NOT account for surrenders or return of excess allocation



Attention: the proposal **must be approved** by another authorised representative with the right *"approver only"* or *"initiator and approver"*. Follow the instructions reported in the tutorial **Approve an operation** in the <u>Tutorial and Guide</u> section of the ARIET website.

Please note that an account holder may decide not to require the approval of a second authorized representative to execute transactions (this decision may be revoked at any time). The decision, or the revocation of this decision, must be communicated via the ARIET website (please refer to the page <u>Changing the account security levels</u>).