Trader Registry Account User Guide

Version 1.0







Acknowledgment of Country GreenPower acknowledges the Traditional Owners and Custodians of the many lands on which we live and work and pays respect to Elders past, present and future.

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1. Purpose of this guide

This registry User Guide provides the required information for GreenPower registered renewable gas Traders to access and use the registry platform. This is a step-by-step guide on how to log in, accept/reject Renewable Gas Guarantees of Origin (RGGOs) transfer requests, make RGGO transfers, and make RGGO retirements on behalf of end-use customers.

2. Summary

Using your GreenPower Trader account, you will be able to accept RGGO transfers, make transfers and retire RGGOs in accordance with the Renewable Gas Certification Pilot (the Pilot) <u>Rules</u>. This guidance document will provide Traders with the required information to carry out these processes within the registry platform. All actions within the registry platform must be carried out in accordance with this guidance document and within the Pilot <u>Rules</u> that govern the scheme.

All individuals with access (account operators) to your GreenPower account must be familiar with the details of this guidance document. Account operators should understand the difference between retiring RGGOs, which allocates them to end-use customers, and transferring RGGOs to another GreenPower Trader. Account operators should also understand the significance of naming end-use customers when retiring RGGOs.

Account operators are responsible for keeping the details used to access the Trader account confidential. Account operators are also responsible for the consequences of making and accepting or rejecting Transfer Requests, and also making Retirement Requests.

The Pilot registry accounts are based in a Registration Database operated by Renewable Energy Assurance Ltd in the UK. GreenPower accounts will not interact with the issuing, transfer, and retirement of RGGOs within the Green Gas Certification Scheme (GGCS) which also uses the same registry platform.

Please contact the GreenPower Program at greenpower.gas@dpie.nsw.gov.au if you would like clarification on anything in this document.



3. Logging on

3.1 Before you begin this process, you must have:

- received accreditation from Greenpower as a Producer of an eligible renewable gas project
- received member login credentials to the GGCS registry

3.2 Click through to the member login page:

https://www.greengas.org.uk/greenpower

Group Sites: Renewable Energy Assurant	ce Limited Renewable Energy A	Association Biogas BioFertiliser	Quality Compost			
Crook						
Greer	1905				Search the website	ə Q
CERTIFICATION	N SCHEME				contact privacy	member log in
HOME GREEN GAS	THE SCHEME	JOIN THE SCHEME	GOVERNANCE	CERTIFICATES	NEWS	CONTACT
GreenPower Rene	ewable Gas Ce	ertification Pilot				
GreenPower's renewable gas certified be found at the Greenpower website	cation pilot (the Pilot) is a vol e.	untary certification for renewable g	gases in Australia. Information	about the Pilot such as	the Pilot Rules and Us	ser Guides can
The Pilot is using the UK based Gre (RGGO) certificates. On the registry transfer and retire RGGOs.	enGas Certification Scheme ; Producers will be able to ma	(GGCS) registry for registering Au ake renewable gas production dec	stralian renewable gas project larations to create, sell and tr	ts and tracking the statu: ansfer RGGOs, whilst Tr	s of renewable gas gu aders will be able to p	arantee of origin urchase, sell,
The Australian registry is separate to	UK projects and RGGOs ca	annot be traded between the two s	ections.			
How to use the Reg	jistry					
As a participant in the Pilot, you are	issued a Producer and/or a	Frader account on the registry. Par	ticipation in the Pilot is admin	istered by the GreenPow	ver Program Manager.	
As a GreenPower Gas Producer, yo data before RGGOs are generated. GreenPower Producer User Guide	u hold a <i>Producer</i> account of The RGGOs can be transfer	n the registry. Within this account, red to any GreenPower Trader acc	a Producer can declare how a count. For more information of	nuch renewable gas was n how to use the Produce	s produced. GreenPow er account please read	ver verifies the d the
As a GreenPower Trader, you hold a from Greenpower Producers and oth on behalf of a commercial end-use of	a Trader account on the regis ner Trader accounts when yo customer. For more informati	try where you are able to purchas u purchase RGGOs, transferring F on on how to use your Trader acco	e, sell, transfer and retire RG RGGOs to other GreenPower ount please read the GreenPo	GOs. Trader accounts ha Trader accounts when yo wer Trader Account Use	ave the function of rec ou sell them, as well a r Guide.	eiving RGGOs is retire RGGOs
Use your login credentials to log into	your Producer or Trader act	count at the GGCS member login	page			
For further information or support wi	th the gas declarations or RC	GGO purchasing, transferring, or re	etiring please contact GreenP	ower at greenpower.gas(@dpie.nsw.gov.au	

Select **Account Type – Trader** and use the email you have provided to the GGCS as your primary contact. Enter the password you will have generated or generate a new password via the "Forgotten your password?" link.

Only one email address at a time can be linked to your account. To change that email address, send an email from the address currently linked to your account to <u>greenpower.gas@dpie.nsw.gov.au</u> notifying GreenPower of the new email address you would like to use.



HOME GREEN GAS	THE SCHEME	JOIN THE SCHEME	GOVERNANCE	CERTIFICATE	3 NEWS	CONTACT
Log in to your GG Please use the boxes below to log	GCS Account into your account.				Not a mem	ber yet?
* Account Type	O Producer Trader				must first inform Ren Assurance Ltd. Onc completed the nece provided us with the information and agre	newable Energy e you have ssary forms, required ed to the GGCS
* Email Address	example@example.com				scheme rules, we w the system and give account and form_p;	ill register you on you a secure assword.
* Password	•••••				For more information	n, please contact: uk.
	Log In					
	Forgotten your password?					

3.3 Two Factor Authentication

1) Download an authenticator app/program to your phone or desktop computer. We recommend one of the following, but any standard authenticator app/program should work:

- a. Authy (can be used on your desktop computer)
 - i. Twilio Authy Authenticator Apps on Google Play
 - ii. Twilio Authy on the App Store (apple.com)
- b. Microsoft Authenticator
 - i. Microsoft Authenticator Apps on Google Play
 - ii. Microsoft Authenticator on the App Store (apple.com)

2) Log into your account and select 2-step authentication from the menu at the top right of the home page:

G	CERTIFICATION SCI	O CAS		conta	Search act privacy 2-step	the website verification mem	Q ber log out
НОМЕ	RGGOS FROM PRODUCERS	RGGOS FROM TRADERS	TRANSFER/RETIRE RGGOS	TRANSFERRED RGGOS	RETIRED RGGOS	ACCOUNT	LOG OUT
Welcome to	o your account						



Follow the instructions shown below:

Green CERTIFICATION S	GOOS CHEME				Search the w	rebsite Q member log out
HOME GREEN GAS	THE SCHEME	JOIN THE SCHEME	GOVERNANCE	CERTIFICATES	NEWS	CONTACT
2-step verification						
 If you haven't already, download and which case you don't have to use a set On your phone: open the app, tap th On your desktop: open the Authy ap Afterwards to test things are working The clock icon on the application let If your code is correct, you will see a process again. If you're still having tr 	install Authy here, or the smartphone. he plus icon, tap 'Scan a Q oplication, click 'Add acco g properly, enter the verific is you know how much tin a confirmation message. I rouble and you're using yo	Google Authenticator app from yo QR code' and then point your cam unt', then copy and paste the cod ation code on your mobile device ne is left before the verification coo f your code is incorrect, try deletin uur smartphone, check that the tin	our phone's App Store. Authy era at the QR code below. le below the QR code on this / on the application on your d de expires and a new one is g ng the linked account you've o ne on your mobile is correct.	lets you choose to downloa page into the application. esktop into the Code box b enerated. reated within the authentic	ad it to your comp below, then click "\ ator application, th	uter's desktop, in /erify'. hen go through the
* Co	Manual entry: GVSD	SNJXMQ3DCZRRHFQTIYRXMY4DOY3G	MU4GEMDFG5RGCNJR			

If you're successful, the page below will be displayed:



If you need to reset your 2-step authentication, contact GreenPower on greenpower.gas@dpie.nsw.gov.au



4. Home Page

Your account home page provides an overview of your account.

You will see how much gas (in kWh) is available in your account under the heading 'RGGOs available to transfer or retire'.

The contact details shown include those of participants of the Green Gas Certification Scheme in the UK who have chosen to share their details. Do not select the option to share your contact details. Please also refrain from contacting any of the organisations you see displayed as these may be outside of the GreenPower Pilot (i.e. members of the Green Gas Certification Scheme in the UK).





5. RGGOs from Producers

Click on the 'RGGOs FROM PRODUCERS' tab at the top. This page shows you two tables:

RGGOs being offered to you by GreenPower Producers - if there are any consignments of RGGOs currently being offered to you by GreenPower Producers, that you have not yet accepted, they will be shown in this table. Select **Confirm** to go through to an Accept or Reject page.

RGGOs already transferred to you from GreenPower Producers – this is a history of all consignments of RGGOs you have already accepted from GreenPower producers and have been transferred to your account.

5.1 Further information

Contracts and agreements for RGGOs transfers are arranged outside the scope of the GreenPower Renewable Gas Certification Pilot. When you have reached an agreement your counterparty will log into their GreenPower account to submit a Transfer Request. You will receive an email notification and you can then log into your account and accept the request, at which point the RGGOs are transferred into your account.

If after the RGGOs were offered to you the expiry date has been reached, then you will be able to accept them and they will be transferred to your account; however, they will not be available for you to transfer or retire.

Note that RGGOs can be transferred to you from a Producer account, but <u>you cannot transfer RGGOs back</u> <u>to a Producer account</u>. Once RGGOs have been moved into a Trader account they can only be transferred to other Trader accounts or retired and allocated to end-use customers.

RGGOs are always transferred and retired within the consignments they were issued by, being by Producer, Quarter ending in [Month] [Year], Injection Date to and From, Production Support Label, Sustainability Criteria Label, and Biomass Information label. You may be transferred all or part of a consignment.

The "Gas injected during the quarter ending in" label will always show the month in which the production period ended. Note that renewable gas injections may not match calendar quarters and some producers may choose to register injections shorter than three months in which case this column will only represent the month the injection ended and not a period leading up to that month. You can check the information in the "injection Date to and from" for the details.

Note - The amount of renewable gas shown in the registry is in kWh, calculated based on the higher heating value (HHV). The amount of gas in kWh and GJ will be shown on the retirement statement.



Screenshot of "RGGOs from Producers" page below.

Gre		SCHEME	as			conta	act privac	Search the	website	Q nber log out
IOME RG	GOS FROM ODUCERS	R	GGOS FROM TRADERS	TRANSFER/R RGGOS		NSFERRED RGGOS	RET RG	IRED GOS	ACCOUNT	LOG OUT
RGGOs freed or air RGGOs offered or air The table below show, You must accept offer The "Injection Date Fr plank in the table belo stated on any Retirerr Statements that list th	eady transferred rs you RGGOs th rs before RGGOs rom and To", "Pro two. For those RG nent Statements to uses RGGOs.	ICEIS to you from P at are current are transferre oduction Supp GOs you can that list these	roducers ly being offered to you by P ed into your account. Once ort" and "Sustainability Crit assume that "Production S RGGOs. However where "I	roducers. accepted, they eria" fields were upport" is "Yes" njection Date Fr	cannot be transferred bac added to RGGOs in Aug and the "Sustainability Cr om and To" is blank no in	k to a Producer. ust 2020. For any R iteria" met where th formation is held an	GGOs issu e "Non-dor d this field	ied before that nestic RHI - U will not appea	: date the fields K" criteria. This r on Retiremen	will appear will be t
RGGOs bei	ng offere	d to you	u by Producers:	:					Dow Dow	rnload CSV
Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	Offered (kWh)	Date Offered	Accepted?	Confirm
ebruary 2023	2 Jan 2023 to 2 Mar 2023	Test Plant Aussie Ltd	BioLPG from Hydrogenated Vegetable Oil (HVO)	No	GreenPower Renewable Gas Certification	1 May 2026	444	16 Mar 2023	-	Confirm
anuary 2023	1 Nov 2022 to 1 Dec 2022	Test Plant Aussie Ltd	BioLPG from Hydrogenated Vegetable Oil (HVO)	Yes	GreenPower Renewable Gas Certification	31 Mar 2026	10	21 Mar 2023	-	Confirm
anuary 2023	1 Nov 2022 to 1 Dec 2022	Test Plant Aussie Ltd	BioLPG from Hydrogenated Vegetable Oil (HVO)	Yes	GreenPower Renewable Gas Certification	31 Mar 2028	333323	28 Mar 2023	-	Confirm
eptember 2022	1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	29 Nov 2025	444444	29 Mar 2023	-	Confirm
lugust 2022	1 Jul 2022 to 1 Aug 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	Yes	GreenPower Renewable Gas Certification	29 Oct 2025	555555	29 Mar 2023	-	Confirm
uly 2022	1 Jun 2022 to 1 Jul 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	Yes	GreenPower Renewable Gas Certification	28 Sep 2025	666666	29 Mar 2023	-	Confirm

If any RGGOs are being offered to you by Producers they will be shown in a table at the top of the page (as shown in the screenshot above). To accept or reject the RGGO transfer, click on the green "confirm" button which will take you to a confirmation page (as shown in the screenshot below).



Green	Search the website Q Contact privacy 2-step verification member log out
HOME RGGOS FROM PRODUCERS	RGGOS FROM TRADERS TRANSFER/RETIRE TRANSFERRED RETIRED ACCOUNT LOG OUT RGGOS RGGOS RGGOS OUT OUT
Confirm if you wish to a Accept or reject this transfer of RGGOs to your	ccept this transfer of RGGOs into your account
	Confirm if you wish to accept this transfer of RGGOs into your account
Quarter ending in	September 2022
Producer Name	Test Plant Aussie Ltd
Biomass Information	GreenPower - Waste Water
Injection date range	01/08/2022 to 01/09/2022
Production support received	No
Sustainability oriteria met	GreenPower Renewable Gas Certification
Amount	44444 KWh
* Confirm	Accept Transfer: I have agreed with the counterparty listed above that these RGGOs should be transferred into my account Reject Transfer: I have not agreed with the counterparty listed above that these RGGOs should be transferred into my account Submit Choice or cancel

After you have selected "Submit Choice" you will be asked to confirm that choice.



Green	b as		contact pr	Search the website	Q mber log out
HOME RGGOS FROM PRODUCERS	RGGOS FROM TRADERS	TRANSFER/RETIRE RGGOS	TRANSFERRED F RGGOS	RETIRED ACCOUNT RGGOS	LOG OUT
Confirm if you wish to a Accept or reject this transfer of RGGOs to your	accept this tran	nsfer of RGGOs in	to your account		
	Please Confir 1. Please double chi	m your Choice:	ted you cannot change this		
Quarter ending in	September 2022				
Producer Name	Test Plant Aussie	Ltd			
Biomass Information	GreenPower - Wa	ste Water			
Injection date range	01/08/2022 to 01/	09/2022			
Production support received	No				
Sustainability criteria met	GreenPower Ren	ewable Gas Certification			
Amount	44444 kWh				
Choice	ACCEPT				
	Confirm Choice	or cancel			

When you have confirmed your choice you will be shown a thank you message (see screenshot below)

כ	reen	eas			Search	the website	٩
70	CERTIFICATION SC	HEME	10	cont	act privacy 2-step	ventication mem	ber log ou
ME	RGGOS FROM PRODUCERS	RGGOS FROM TRADERS	TRANSFER/RETIRE RGGOS	TRANSFERRED RGGOS	RETIRED RGGOS	ACCOUNT	LOG
onfin	RGGOS FROM PRODUCERS	RGGOS FROM TRADERS	TRANSFER/RETIRE RGGOS	TRANSFERRED RGGOS	RETIRED RGGOS	ACCOUNT	
ME Confiri	RGGOS FROM PRODUCERS m if you wish to led this transfer of RGGOs to	RGGOS FROM TRADERS	TRANSFER/RETIRE RGGOS	TRANSFERRED RGGOS	RETIRED RGGOS	ACCOUNT	



Below the 'RGGOs being offered to you by Producers' table, is a table titled 'RGGOs already transferred to you from Producers'. This table shows what RGGO offers have been accepted and transferred into your account (see screenshot below).

Note that the "Received minus transferred" column does not represent the number of RGGOs that were originally transferred to you. The number shown is a calculation of the RGGOs transferred, minus any RGGOs you have transferred to other Traders.

For a record of the number of RGGOs that were initially transferred to you, you can refer to the email notifications that the system sent when you accepted the transfer. However, these notifications are not verified data from the Registration Database and you should contact the GreenPower Program Manager to cross-check them against the database if needed.

RGGOs already transferred to you from Producers:						🗎 D	ownload CSV	
Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	Received minus transferred (kWh)	Date Offered
February 2023	1 Jan 2023 to 1 Feb 2023	Test Plant Aussie Ltd	BioLPG from Hydrogenated Vegetable Oil (HVO)	Yes	GreenPower Renewable Gas Certification	1 May 2026	222222	16 Mar 2023
September 2022	1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	29 Nov 2025	200000	29 Mar 2023



6. RGGOs from Traders

Click on the 'RGGOs FROM TRADERS' tab at the top of the page. This page shows you two tables:

RGGOs currently being offered to you – if there are any consignments of RGGOs currently being offered to you by other GreenPower Traders that you have not yet accepted, they will be shown in this table. Select **Confirm** to go through to an Accept or Reject page.

If after the RGGOs were offered to you their expiry date has been reached, then you will be able to accept them and they will be transferred to your account; however, they will not be available for you to transfer or retire.

RGGOs transferred from other Traders – this is a history of all consignments of RGGOs you have already accepted and have been transferred to your account.



Contracts and agreements for RGGOs transfers are arranged outside the scope of the GreenPower Renewable Gas Certification Pilot. When you have reached an agreement with your counterparty Producer or Trader, they will log into their GreenPower account to submit a Transfer Request. The Trader transferee will receive an email notification to log into their account and accept the request, at which point the RGGOs are transferred into the account.

RGGOs are always transferred and retired within the consignments they were issued by, being by Producer, Quarter ending in [Month] [Year], Injection Date to and From, Production Support Label, Sustainability Criteria



Label, and Biomass Information label. You may be transferred all or part of a consignment.

If you select "Confirm" next to a consignment of RGGOs that are being offered to you, you will be taken to a page where you can accept or reject the transfer. When you select Submit Choice you will asked to confirm that choice. Once confirmed you'll receive a confirmation, see screenshots below.

Green	Search the website Q Contact privacy 2-step verification member log out
HOME RGGOS FROM PRODUCERS	RGGOS FROM TRADERS TRANSFER/RETIRE TRANSFERRED RGGOS RETIRED RGGOS ACCOUNT LOG OUT
Confirm if you wish to a Accept or reject the transfer of RGGOS to your	account
	Please Confirm your Choice: 1. Please double check your choice below once submitted you cannot change this
Gas injected during quarter ending in	September 2022
Biomass Information	GreenPower - Waste Water
Producer	Test Biomethane Plant Ltd
Trader Name	Test Account 2020 Ltd
Amount	44444 kWh
Choice	ACCEPT
	Confirm Choice or cancel



Green	Search the website q Contact privacy 2-step verification member log out
HOME RGGOS FROM PRODUCERS	RGGOS FROM TRADERS TRANSFER/RETIRE RGGOS TRANSFERRED RGGOS RETIRED RGGOS ACCOUNT LOG OUT
Confirm if you wish to a Accept or reject the transfer of RGGOS to your	accept this transfer of RGGOs into your account
	Confirm if you wish to accept this transfer of RGGOs into your account
Gas injected during quarter ending in	September 2022
Biomass Information	GreenPower - Waste Water
Producer	Test Biomethane Plant Ltd
Trader Name	Test Account 2020 Ltd
Amount	44444 kWh
° Confirm	Accept Transfer: I have agreed with the counterparty listed above that these RGGOs should be transferred into my account Reject Transfer: I have not agreed with the counterparty listed above that these RGGOs should be transferred into my account

G		Gas	Search the website contact privacy 2-step verification member log					
HOME	RGGOS FROM PRODUCERS	RGGOS FROM TRADERS	TRANSFER/RETIRE RGGOS	TRANSFERRED RGGOS	RETIRED RGGOS	ACCOUNT	LOG OUT	
Confir Accept or re	m if you wish to ject this transfer of RGGOs to y	accept this trai	nsfer of RGGOs ir	nto your accoun	ıt			
✓ TI	hank you							
Return Hon	ne -							



7. Transfer or Retire RGGOs

To begin the process of transferring or retiring RGGOs, click on the 'TRANSFER/RETIRE RGGOs' tab at the top of the page. On this page you can see all the RGGOs, transferred both from Producers and Traders, that are available in your account for you to Transfer or Retire. If RGGOs have expired or you have already been transferred or retired (all of the RGGOs from a single consignment), they will not be shown but will still be recorded in either the 'RGGOs from Producers' or 'RGGOs from Traders' pages depending on who transferred them to you. The 'Transferred RGGOs' and 'Retired RGGOs' pages will show you any transfers or retirements you have made.

RGGOs are always issued by Producer, Quarter ending in [Month] [Year], Injection Date to and From, Production Support Label, Sustainability Criteria Label, and Biomass Information label. You transfer or retire all or part of a consignment of RGGOs.

Gr	ee		Bas				contac	Sea t privacy 2-	rch the website	Q mber log ou
IOME	RGGOS FR PRODUCE	OM RS	RGGOS FROM TRADERS	TRAI	NSFER/RETIRE RGGOS	TRANSF RGG	ERRED OS	RETIRED RGGOS	ACCOUNT	LOG OUT
	or Ret	ire RGC		to end-use oor	nsumers					
his page shows	s you any RGG will be shown i	Os you have n the Retired F	available to Transfer or R RGGOs page where you	etire. Any RGG can download F	iOs you have already Retirement Statement	transferred will be s.	recorded on the	Transferred RG	GOs page. Any RGG	Os you have
elect the Transi Retirement mear ou enter before	fer or Retire bu ns that you are confirming an	utton to initiate allocating the y Retirements	a Transfer or Retirement m to an end-use consum	t. Note that a Tr er or group of e	ansfer means these F end-use consumers w	RGGOs will leave y ho are on a green	our account and gas tariff. Retire	l be transferred i ment is final and	to the account of anot you should be sure o	her Trader. f the details
njection Date F ppear blank in t his will be state etirement State	rom and To", " the table below d on any Retir ements that list	Production Su V. For these Ri ement Statem these RGGO	pport" and "Sustainability GGOs you can assume th ents that list these RGG(s.	r Criteria" are fi nat "Production Ds. However wh	elds that were added Support" was receive here "Injection Date Fi	to RGGOs in Augu d and the "Sustain rom and To" is blar	st 2020. For any ability Criteria" n nk no informatior	r RGGOs issued net where the "N n is held and this	before August 2020 t Ion-domestic RHI - Uł field will not appear o	he fields wi (" criteria, n
RGGOs	available	e to Tra	nsfer or Retire	9:					Do Do	wnload CSV
Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	Transferred from	Date accepted	kWh remaining	
September 2022	1 Aug 2022 to 1 Sep	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas	29 Nov 2025	(Directly from producer)	30 Mar 2023	444444 Trans	fer or Retire

Select the Transfer or Retire button next to a consignment to go through a form where you will provide details of that Transfer or Retirement.

All individuals within your organisation with access to your account must understand the difference between retiring RGGOs, which allocates them to an end-use customer, and Transferring RGGOs to another GreenPower Trader account.



7.1 Transfer RGGOs to another GreenPower Trader

Another Trader is someone who, like you, operates a GreenPower Trader account.

When you opt to transfer RGGOs to another Trader then the RGGOs will be offered to them, and once accepted, will be transferred to their account. The RGGOs remain active and can be used by that Trader in whichever way they require.

You must ensure you use the correct method to fulfil agreements you have made with counterparties who are GreenPower Traders.

If you are unsure if your counterparty requires you to transfer them the RGGOs or to generate a Retirement Statement which allocates them the RGGOs, you should check with the relevant counterparty. **RGGO retirement is not reversible** and you may lose the value of the RGGOs that you held if done incorrectly.

The process to make a transfer to another Trader requires you to enter the amount of gas in kWh, select the 'Transfer RGGOs to another Trader' option, select the Trader name from the dropdown list, and hit the 'Submit Request' button (see screen snap below).

You will then be asked to confirm your transfer. Check the information is correct and if so, click on 'Confirm'.

You will then see a transfer confirmation page.



reene	Search the website.	
CERTIFICATION SCHE	somad privacy 2-dap verification men	nover.
RGGOS FROM PRODUCERS	RGGOS FROM TRANSFERRETIRE TRANSFERRED RCGOS RCGOS ACCOUNT	
nsfer or Retire your	RGGOs	
he details of the RGGDs you wish to The	rister or Redro below	
	Please enter the details of the RGGOs you which to Transfer or Retire	
Name of producer	Test Plant Aussie Ltd (P0007)	
as injected during quarter ending in	September 2022	
Biomass Information	GreenPower - Waste Water	
Injection date range	01/08/2022 to 01/09/2022	
Production support received	No	
Sustainability criteria met	GreenPower Renewable Gas Certification	
* kWh to transfer or retire	24444	
	of 444444 kWh remaining	
	Select below if you would like to transfer RGGOs to another GGCS account or retire RGGOs and allocate them to an end-use consumer. Check with your counterparty and/or the GGCS administrator if you are unsure which option to take.	
hoose what to do with your RGGOs	O Retire RGGOs and allocate to an existing end-use consumer	
	When you retire RSIGOs they will be lated on a Retirement Statement that you can download and provide to your consumer. The retirement process cannot be reversed and the details on the Retirement Statement cannot be changed.	
	 Retire RGGOs and allocate to a new end-use consumer 	
	When you ratine RGGDs they will be listed on a Retirement Statement that you can download and provide to the consumer. The RGGO retirement process cannot be reversed and the details on the Retirement Statement cannot be changed.	
	 Transfer RGGOs to another GGCS trader 	
	Your counterparty will be sent an email notification that you have offered to transfer these ROGOs. They will not be retired and will remain available for further transfera.	
1		
	You have chosen to transfer these RGGOS to another trader	
	Once you have confirmed the details these ROGOs will be offered to the trader named and they will either accept or reject this offer.	
10	Select the name of the trader from the drop down list.	
* Trader	select trader 🗸	



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HOME RGGOS FROM PRODUCERS	RGGOS FROM TRANSFER/RETIRE TRANSFERRED RETIRED A TRADERS RGGOS RGGOS RGGOS	
Transfer or Retire your Enter the details of the RGGOs you wish to Tra	RGGOs ansfer or Retire below	
	Confirm your Transfer or Retirement	
Name of producer	Test Plant Aussie Ltd (P0007)	
Gas injected during quarter ending in	September 2022	
Biomass Information	GreenPower - Waste Water	
Injection date range	01/08/2022 to 01/09/2022	
Production support received	No	
Sustainability criteria met	GreenPower Renewable Gas Certification	
kWh to transfer or retire	24444 kWh	
* Trader	*Trader or customer name	
[Double check the details of the RGGOs you are transferring. Once you have confirmed below these RGGOs will be of the Trader named and they will either accept or reject the Transfer. If you are unsure if you should be transferring or re these RGGOs you should check with the relevant counterparty and you may wish to contact the GGCS administrator. Transfer may not be reversible and you may lose the value of the RGGOs that you held.	lered to tiring Your

G		Gas		conta	Search act privacy 2-ste	the website	Q, iber log out
HOME	RGGOS FROM PRODUCERS	RGGOS FROM TRADERS	TRANSFER/RETIRE RGGOS	TRANSFERRED RGGOS	RETIRED RGGOS	ACCOUNT	LOG OUT
Trans Enter the de	fer or Retire you stalls of the ROGOs you wish t	ur RGGOs a Transfer or Retire below					
✓ Т	hank you						
Transler®	etire more RGGOs						



7.2 Transferred RGGOs

Click on the 'TRANSFERRED RGGOs' tab at the top of the page to view a summary of RGGOs that you have transferred to other Traders.

You can sort the table by column heading and download the data as a CSV file by clicking on the blue 'Download CSV' button.

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HOME	RGGOS FROM PRODUCERS	1	RGGOS FROM TRADERS	TRANSFI	ER/RETIRE GOS	TRANSFERR RGGOS	ED RE	TIRED GGOS	ACCOUNT		G T
Transfe RGGOs you I This page pro "Injection Dat appear blank This will be st Retirement S	erred RGG have transferred to o vides you with a rect e From and To", "Prr in the table below. F ated on any Retirem atements that list th	GOS ther Traders ord of the RGG oduction Suppo or these RGGO enent Statements ese RGGOs.	OS you have transferred rt" and "Sustainability Cr Ds you can assume that s that list these RGGOs.	d to other Traders riteria" are fields I "Production Supj However where"	. To see RGGOs you hat were added to R wort" was received ar Injection Date From	I have retired selec GGOs in August 20 Ind the "Sustainabilit and To" is blank no	t "Retired RGGOs". 120. For any RGGO y Criteria" met whe information is held	s issued befo re the "Non-do and this field	re August 202(omestic RHI - I will not appear) the fields w JK" criteria. r on	vill
Gas injected during quarter ending in	Injection Date From and To \$	DS: Producer	Biomass Information	Production Support	Sustainability Criteria ¢	kWh ¢ ¢	Transferred to	Date of Transfer Offered	Date of Transfer Accepted	Download CSV Stat	v tus ≑
September 20	22 1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	244444	Compliance Test Account Ltd	30/03/2023 06:19:45	-		

7.3 Retiring RGGOs and allocating them to a customer (new or existing)

When you retire RGGOs they will be listed on a Retirement Statement that you can download (as a PDF) and provide to the customer that you retired them on behalf of. **The RGGO retirement process cannot be reversed and the details on the Retirement Statement cannot be changed**. This guidance is designed to help you avoid a situation where you have to retire more RGGOs to correct a mistake.

In accordance with the Pilot <u>Rules</u>, end-use customers must be located within the Commonwealth of Australia and not be residential customers. The Pilot is targeting commercial and industrial customers who have hard-to-electrify processes.

If the end-use customer produces renewable hydrogen through steam methane reforming, the RGGOs used by the hydrogen producer must be from a renewable gas project that injects Biomethane into the same gas network through which the Renewable Hydrogen project is purchasing gas or be directly supplied with biogas or biomethane behind-the-meter.



7.4 Entering the details of the end-use customer you are allocating RGGOs to (when Retiring RGGOs)

As a first step, you should ensure that you understand the distinction between transferring RGGOs to another GreenPower Trader and Retiring RGGOs.

If you have selected **Retire RGGOs and allocate to an existing end-use customer**, then you will be shown a drop-down menu of customers you have previously allocated RGGOs to from which you can select the customer you wish to allocate RGGOs to on this occasion.

If you select **Retire RGGOs and allocate to a new end-use customer**, then you will be asked to enter the details of that customer. These details will be shown in the '*RGGOs allocated to:*' field of the Retirement Statement.

Whichever option you have selected you must be sure that:

- a) the customer is in agreement with the way they have been named. For example, using the correct spelling and naming the correct entity when they are a company with multiple subsidiaries or groups. We recommend that this is directly confirmed to you by the customer. If you do not name the customer correctly then they may not be able to make a valid claim of renewable gas use, and the Retirement Statement may not have any value to them.
- b) that you are naming an entity that meets GreenPower's definition of an end-use customer according to the <u>Rules</u> and <u>Participant Guide</u>.

The process to make an RGGO retirement on behalf of an existing customer, you must enter the amount of gas in kWh, select the 'Retire RGGOs and allocate to an existing end-use consumer' option, select the customer name from the dropdown list and hit the 'Submit Request' button (see screen snap below).

You will then be asked to confirm the retirement. Check the information is correct and if so, click on 'Confirm'.

You will then see a transfer confirmation page.



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HOME RGGOS FROM PRODUCERS	RGGOS FROM TRANSFER/RETIRE TRANSFERRED RGGOS RGGOS	RETIRED ACCOUNT LOG RGGOS OUT
Transfer or Retire your Enter the details of the RGGOs you wish to Tr	RGGOS ansfer or Retire below	
	Please enter the details of the RGGOs you which to Retire	o Transfer or
Name of producer	Test Plant Aussie Ltd (P0007)	
Gas injected during quarter ending in	September 2022	
Biomass Information	GreenPower - Waste Water	
Injection date range	01/08/2022 to 01/09/2022	
Production support received	No	
Sustainability criteria met	GreenPower Renewable Gas Certification	_
* kWh to transfer or retire	200000	
	of 44444 kWh remaining	_
* Choose what to do with your RGGOs	Select below if you would like to transfer RGGOs to another GGCS a RGGOs and allocate them to an end-use consumer. Check with you the GGCS administrator if you are unsure which ontion to take Retire RGGOs and allocate to an existing end-use consumer When you retire RGGOs they will be listed on a Retirement Statement that you can downlo consumer. The retirement process cannot be reversed and the details on the Retirement changed.	account or retire ir counterparty and/or ad and provide to your ent Statement cannot be
	 Retire RGGOs and allocate to a new end-use consumer When you retire RGGOs they will be listed on a Retirement Statement that you can downlo consumer. The RGGO retirement process cannot be reversed and the details on the R be changed. Transfer RGGOs to another GGCS trader Your counterparty will be sent an email notification that you have offered to transfer these R 	ad and provide to the Retirement Statement cannot
* Existing Consumer	and will remain available for further transfers. You have chosen to retire these RGGOs and allo an existing consumer. Once you have confirmed the details of your allocation you will permanently retire the RGGOs Retirement Statement which is a PDF document that you can download and provide to a cons By selecting "Submit Request" below you are confirming that you believe that the Consumer d definition of an End-use Consumer within the GGCS Scheme Rules and have paid due regard consumption and green gas tariffs.	ocate them to and they will be listed on a umer. etailed below meets the to scheme guidance on LNG
	Submit Request or cancel	



Green	Search the website Q Contact privacy 2-step verification member log out
HOME RGGOS FROM PRODUCERS	RGGOS FROM TRADERS TRANSFER/RETIRE RGGOS TRANSFERRED RGGOS RETIRED RGGOS ACCOUNT LOG OUT
Transfer or Retire your Enter the details of the RGGOs you wish to Tra	RGGOs Insfer or Retire below
	Confirm your Transfer or Retirement
Name of producer	Test Plant Aussie Ltd (P0007)
Gas injected during quarter ending in	September 2022
Biomass Information	GreenPower - Waste Water
Injection date range	01/08/2022 to 01/09/2022
Production support received	No
Sustainability criteria met	GreenPower Renewable Gas Certification
kWh to transfer or retire	200000 kWh
* Existing Consumer	*Customer name
	By selecting "Confirm" below you are confirming that you believe that the Consumer detailed above meets the definition of an End-use Consumer within the GGCS Scheme Rules and have paid due regard to scheme guidance on LNG consumption and green gas tariffs
	Once you have selected "Confirm" these RGGOs will be permanently retired and they will be listed on a Retirement Statement (which is a PDF document that you can download and provide to a Consumer).
	Confirm or cancel





The process to make an RGGO retirement on behalf of a new customer, you must enter the amount of gas in kWh, select the 'Retire RGGOs and allocate to a new end-use consumer' option, enter the customer name and hit the 'Submit Request' button (see screen snap below).

You will then be asked to confirm the retirement. Check the information is correct and if so, click on 'Confirm'.

You will then see a transfer confirmation page.

Green		ct privacy	Search the we	ebsite cation memt	Q ber log out
HOME RGGOS FROM PRODUCERS	RGGOS FROM TRANSFERRETIRE TRANSFERRED TRADERS RGGOS RGGOS	RETI RGC	RED A SOS	CCOUNT	LOG OUT
Transfer or Retire your Enter the details of the RGGOs you wish to Tra	RGGOS nsfer or Retire below				
	Please enter the details of the RGGOs you which Retire	to Tra	ansfer or		
Name of producer	Test Plant Aussie Ltd (P0007)				
Gas injected during quarter ending in	September 2022				
Biomass Information	GreenPower - Waste Water				
Injection date range	01/08/2022 to 01/09/2022				
Production support received	No				
Sustainability criteria met	GreenPower Renewable Gas Certification				
* kWh to transfer or retire	200000				
	of 44444 kWh remaining				
* Choose what to do with your RGGOs	Select below if you would like to transfer RGGOs to another GGC RGGOs and allocate them to an end-use consumer. Check with you the GGCS administrator if you are unsure which option to take. O Retire RGGOs and allocate to an existing end-use consumer When you retire RGGOs they will be listed on a Retirement Statement that you can dow consumer. The retirement process cannot be reversed and the details on the Retire changed.	S accou our cour vnload and rement Star	nt or retire nterparty an provide to your tement cannot	d/or be	
	Retire RGGOs and allocate to a new end-use consumer				
	When you retire RGGOs they will be listed on a Retirement Statement that you can dow consumer. The RGGO retirement process cannot be reversed and the details on the be changed.	vnload and ne Retirem	provide to the ent Statement of	cannot	
	 Transfer RGGOs to another GGCS trader 				
	Your counterparty will be sent an email notification that you have offered to transfer the and will remain available for further transfers.	se RGGOs.	They will not be	e retired	
	You have chosen to retire these RGGOs and a new consumer.	Illocat	te them t	t <mark>o a</mark>	
	Retirement Statement which is a PDF document that you can download and provide to a co By selecting "Submit Request" below you are confirming that you believe that the Consume definition of an End-use Consumer within the GGCS Scheme Rules and have paid due reg consumption and green gas tariffs.	onsumer. er detailed f gard to sche	below meets the me guidance or	n LNG	
* New Consumer	Consumer name				
	Submit Request or cancel				



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HOME RGGOS FROM PRODUCERS	RGGOS FROM TRADERS TRANSFER/RETIRE TRANSFERRED RETIRED ACCOUNT LOG OUT
Transfer or Retire your Enter the details of the RGGOs you wish to Tra	RGGOs Insfer or Retire below
	Confirm your Transfer or Retirement
Name of producer	Test Plant Aussie Ltd (P0007)
Gas injected during quarter ending in	September 2022
Biomass Information	GreenPower - Waste Water
Injection date range	01/08/2022 to 01/09/2022
Production support received	No
Sustainability criteria met	GreenPower Renewable Gas Certification
kWh to transfer or retire	200000 kWh
New Consumer	DownUnder Gas Test Customer
	By selecting "Confirm" below you are confirming that you believe that the Consumer detailed above meets the definition of an End-use Consumer within the GGCS Scheme Rules and have paid due regard to scheme guidance on LNG consumption and green gas tariffs
	Once you have selected "Confirm" these RGGOs will be permanently retired and they will be listed on a Retirement Statement (which is a PDF document that you can download and provide to a Consumer).
	Confirm or cancel

G	CERTIFICATION SCHEME Search the website q contact privacy 2-step verification member log out												
HOME	RGGOS FROM PRODUCERS	RGGOS FROM TRADERS	TRANSFER/RETIRE RGGOS	TRANSFERRED RGGOS	RETIRED RGGOS	ACCOUNT	LOG OUT						
Transf Enter the de	er or Retire you	IT RGGOS Transfer or Retire below											
🗸 Tł	nank you												
Download R	etirement Statement Of Trans	sfer/Retire more RGGOs											



7.5 Retired RGGOs

Click on the 'RETIRED RGGOs' tab at the top of the page to view a summary of RGGOs that you have retired and allocated to end-use customers in the last 90 days. To find statements outside this range you can select the customer name from the list at the bottom of the page. You can also download details of every Retirement Statement you have generated via the blue "Download CSV" button.

A Retirement Statement is generated for each allocation, listing the RGGOs that have been retired. You can download a Retirement Statement at any point by clicking on the green 'Download' button.

G			S			Search the contact privacy 2-step ve	website Q
HOME	RGGOS FROM PRODUCERS	RGGOS FR TRADER	S S	TRANSFER/RETIRE RGGOS	TRANSFERRE RGGOS	D RETIRED RGGOS	ACCOUNT LOG OUT
Retired	d RGGOs wnload Retirement Statem	ents you have generate	ed				
This page sh	ows you the Renewable Ga	as Guarantees of Origir	n (RGGOS) you	a have retired and allocated to e	end-use consumers.		
A Retirement	Statement is generated for	r each allocation listing	the RGGOs th	at have been retired.			
You can dow	nload a Retirement Statem	ent at any point by sele	ecting the Dowr	load button.			
The table sho	ows your Retirement Stater	nents generated in the	last 90 days. T	o find statements outside this ra	ange you can select the	consumers name from list at the	bottom of the page.
"Injection Dat appear blank This will be si Retirement S	te From and To", "Production in the table below. For the tated on any Retirement St datements that list these Ro	on Support" and "Susta se RGGOs you can as atements that list these GGOs.	inability Criteria sume that "Pro e RGGOs. How	a" are fields that were added to duction Support" was received : ever where "Injection Date From	RGGOs in August 2021 and the "Sustainability m and To" is blank no ir	 For any RGGOs issued before Criteria" met where the "Non-don formation is held and this field w 	August 2020 the fields will nestic RHI - UK" criteria. ill not appear on
Retiren	nent Statemen	ts generated	in the la	ast 90 days:			Download CSV
Consumer Name	Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	kWh
AGIG itd	September 2022	1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	200000 Download

You can click on the 'Account' tab to view the 'RGGO Retirement Record', which displays the amount of gas in kWh that has been retired each month from your project's gas production.

7.5 Retirement fees

Information on the Retired RGGOs page is used for fee calculations of participants in the GGCS, which calculates fees based on the retired number of RGGOs. These fees do not apply to GreenPower participants. The GreenPower Renewable Gas Certification Pilot's annual accreditation fee includes retirement of RGGOs.

The below screen shot highlights where GGCS fees are explained on the RGGO Retirement Record section.



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HOME RGGOS FROM PRODUCERS	RGGOS FROM TRADERS	TRANSFER/RETIRE RGGOS	TRANSFERRED RGGOS	RETIRED RGGOS	ACCOUNT LOG OUT	
RGGO Retirement Record A record of the kWh of RGGOs you have retired						
On this page:		kWh RGGOs r	kWh RGGOs retired by month:			
The table to the right shows you the number of kWb/RGGOs you have retired each month		Month of RGGO retirement			kWh retired	
If you are participating in the Green Gas Certification Scheme in the UK then a RGGO retirement fee will be due and you will receive an invoice from the Scheme Administrator.		April 2023			4224	
		March 2023			429348	
		December 2022			500000	
GreenPower may charge its own fees to those	se	November 2022			5	
scheme. Those fees will not be determined to	Gas by the	December 2020			1	
information on this page.		August 2019			100	

8. RGGO Expiry

The Pilot <u>Rules</u> state in clause 7.7 that 'A RGGO will expire 1185 days (three years and three months) from the first day of the last month of the production period covered by the relevant Production Declaration, as determined in accordance with the Guidelines. Once a RGGO held by a Participant expires, it can no longer be transferred or retired and will be cancelled in the Participant's Registry Account'.

To implement this clause, the Registration Database counts 1185 days from the 1st of the month shown in the "Gas injected during quarter ending in" column.

If, for example, RGGOs are for "Gas injected in a quarter ending in" April 2024 the system counts 1185 days from 1 April 2024. Those RGGOs would then expire on 28 June 2027 if not already transferred or retired, and would 'be cancelled in the Participant's Registry Account'.

To get value from your RGGOs, you should transfer or retire them before their expiry date. Once retired, the RGGOs are listed on a Retirement Statement and that statement remains in place and can be downloaded from your account at any point in the future. Once listed on the Retirement Statement, any determination of the effect of the 'age' of the RGGOs on their value is based on the opinion of the customer to whom they've been allocated.



9. Withdrawing RGGOs

In certain circumstances, RGGOs in your account, or that you have retired and are listed on Retirement Statements, may be withdrawn by the GreenPower Program Manager. This means that the RGGOs will no longer be in your account or valid for a customer to make a claim of renewable gas use.

GreenPower will take this action if it has become aware that RGGOs have been issued for non-compliant gas production or injections/supply, or that the details of the RGGOs are incorrect (e.g., the wrong Biomass Information label has been applied).

If the affected RGGOs to be withdrawn are still active in your account, you will be required to transfer them to the GreenPower Admin account.

In some cases, no further action will be taken. For example, if the RGGOs were withdrawn because a gas injection was non-compliant because GHG thresholds were exceeded and no replacements will be issued.¹

In other cases, replacement RGGOs will be issued and transferred into your account, for example if RGGOs are withdrawn as they had the wrong Biomass Information labels and replacements with the correct labels can be issued.

If the RGGOs withdrawn have been retired and listed on a Retirement Statement, GreenPower will remove the name of the end-use customer and replace it with "RGGOs withdrawn by the GreenPower Program Manager". You will be required to either assure GreenPower that you:

- do not hold on to or file any copy of the Retirement Statement that you downloaded before the RGGOs were withdrawn and states the name of a customer.
- You have not provided a copy of the Retirement Statement naming the end-use customer to that customer.

If you have already provided a copy of the Retirement Statement to the end-use customer you must contact that customer to inform them that the RGGOs listed have been withdrawn.²

Failure to comply may be classified as an act of fraud and investigated accordingly.

You should be aware that once the name of the end-use customer has been replaced with "RGGOs withdrawn by the GreenPower Program Manager" this will be apparent to the customer when they verify their Retirement Statement (https://www.greengas.org.uk/certificates/validate).

10. Registry fees

Under the GreenPower Renewable Gas Certification Pilot, all participation fees are included in the annual accreditation fee. There are no applicable additional fees for creation, transfer, or retirement of RGGOs.

¹ Your contract with the party who transferred those RGGOs to you may require them to compensate you, but GreenPower cannot compel them to do so.

² Evidence of this communication must be provided to the GreenPower Program Manager.



11. Example Retirement Statement

GreenPower®					
Example C	Certificate – DOES NOT CONTAIN VALID RGGOs				
RGGOs issued on:	05/03/2022 11:06:29				
RGGOs retired on:	05/03/2022 17:05:20				
Retirement Statement	06/06/2022 10:45:13				
downloaded on:					
RGGOs allocated to	Supermarket Ltd				
Renewable Gas	G001MP0000001E0920 to				
Guarantees of Origin	G001MP10395371E0920				
Injection Date:	01/7/2022 to 30/09/2022				
Biomass Information:	GreenPower—Waste Water				
RGGOs issued by:	GreenPower - Australia				
Amount	10 000 000 kWb				
Production Support received	Vee				
Sustainability Criteria Mat	Conser Deven Benerichle Con Contification				
Sustainability Criteria Met.					
Certificate pin number:	kehif975d				
Green Gas producer:	Aussie Biogas Ltd, Sydney, Aus. Green Gas (Biomethane), Process (Anaerobic Digestion), Delivery (Grid Injection), Metering Point (00000012345), Commissioning Date (Dec '17), Capacity (5 MW), Invest- ment Support (No),				
Retirement statement	Example Gas Suppliers Ltd , Brisbane, Aus.				
generated by:					
The amount of gas listed above in kWh i	s equivalent to 36000 GJ.				
The RGGOs listed on this Retirement St	atement have been allocated to the party named and cannot be transferred or allocated to any other party.				
These RGGOs have been issued accord	ing to a calculation of the number of kWh of renewable gas produced.				
For more information, visit - https://www.	greenpower.gov au/about-greenpower irenewable-gas-certification-pilot				
The producer has estimated that the Gr	d verified at the end of each calendar year, and published in the GreenPower annual report				
To verify this Retirement Statement is ge	enuine, visit www.greengas.org.uk/certificates/validate				
About this Certificate Renewable Energy Assurance Ltd 2011. certificates produced by the Renewable counterfet or tamper with this certificate. mation on this certificate, please visit www	'Green Gas' and the Green Gas logo are trademarks of Renewable Energy Assurance Ltd. All rights reserved. Only Energy Assurance Ltd using its proprietary systems are valid. You must not copy for an improper purpose, faisify, It may be an offence to do so, or to knowingly provide a certificate which has been interfered with. For further infor- w greengas org uk/certificate.				