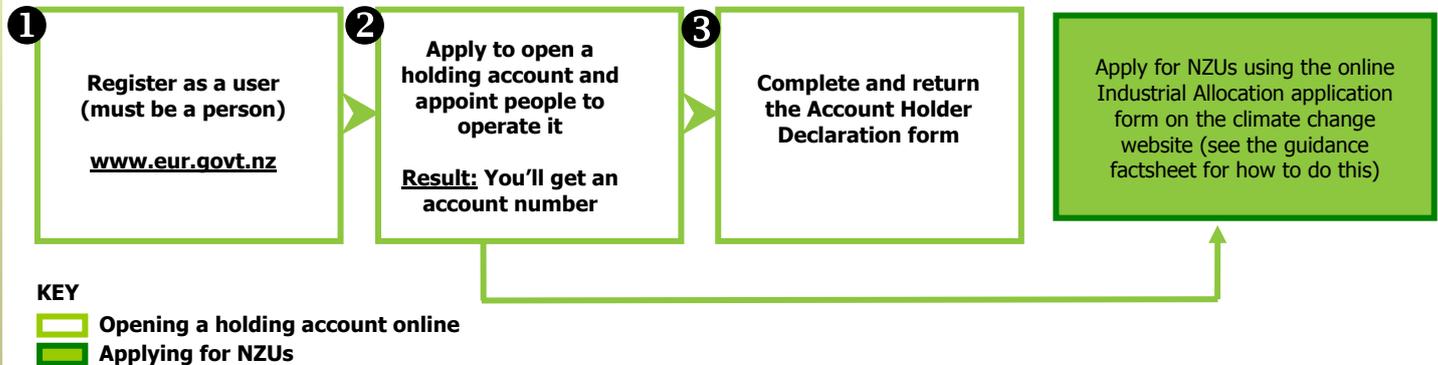


Growers' guide to opening an Online Holding Account

This guide tells you how to open an Emission Unit Register holding account online at www.eur.govt.nz. You must open an online holding account if you wish to receive an allocation of **New Zealand Units (NZUs)** under the Industrial Allocation provisions of the Emissions Trading Scheme (ETS).



IMPORTANT!

Once you have your EUR account number you can apply for NZUs. To do this you must complete the online application form on the Climate Change website:

www.climatechange.govt.nz/apps/industrial-allocation/

Refer to the guidance factsheet included in this pack to apply for NZUs.

STEP 1 Register as a user.

You need to register as a user to get a user name and password. To do this, go to www.eur.govt.nz and select the **Join Now** option.

You must supply a unique email address to register as a user. If you do not have an email address of your own, you may be able to use the email address of a person who you trust to receive emails on your behalf. This person will be sent emails regarding any transactions involving your holding account. You won't be able to use someone's email address if it is already being used by another user.

You will need the following information:

- a valid (and unique) email address
- your full legal name and street address
- your telephone number.

You will also need to:

- provide your reason for requesting a user log on (enter "To apply for an allocation of NZUs under the Industrial Allocation Plan" in the box)
- read and accept the terms and conditions to complete the registration process.

STEP 2 Apply to open a holding account and appoint people to operate it.

Account Holders who are individuals may nominate themselves to operate their own account. If the account is owned by a company, or by more than one person, then the account owner/s will need to decide who will be able to operate the account. These persons are known as Primary Representatives.

The person who applies to open the account will automatically be a Primary Representative and each account can have up to five Primary Representatives.

Primary Representatives who are appointed to operate your account will be able to buy, sell and authorise the transfer of units on the Account Holders' behalf. Each of the people appointed to operate your holding account will need to register as a user (see Step 1).

To apply to open a holding account:

1. Log on to the registry (www.eur.govt.nz) using the user name and password that you created in Step 1. (A list of the information you will need before you start the holding account application process is in the yellow box on page 2.)
2. Select "Accounts".
3. Choose "Open an account" from the list on the left-hand side of the screen.
4. **Name the account:** Enter the name that you want the account to be known by.
5. **Enter Account Holder information:** Enter information about each account holder. The account holder is the person (or company) who is eligible to receive the allocation of NZUs.

6. **Enter Primary Representative information:**
Enter the names of up to four more people who will be authorised to operate the holding account on the account holder's behalf.

You will see a confirmation screen (eg, NZ-1234) that shows you your holding account number. Write this number down as you will need it when you complete your online Industrial Allocation Application Form.

STEP 3 Complete and return the Account Holder Declaration Form.

You must complete this step to be able to receive your allocation of NZUs. An Account Holder Declaration Form will be emailed to you when you have completed your request to open an account.

When you receive the form:

1. Print it and fill in the necessary pages. The form contains instructions on how to complete it, and explains who must sign the form on behalf of the Account Holder.
2. Attach a photocopy of identification documents for each individual Account Holder. Suitable identification includes a current New Zealand drivers licence or a passport.
3. **Check your Declaration Form carefully before you send it.** If it has not been signed by every Account Holder, or if identification is missing, then the account cannot be opened by the Registrar.
4. To submit your completed form, either:
 - Post to: New Zealand Emission Unit Register
PO Box 1473, Wellington
 - Fax to: +64 4 978 3661
 - Scan and email to climatechange@med.govt.nz

The Registrar will email you when your account has been opened. **Your account must be open before you can receive your allocation of NZUs.**

Information requirements for companies

To open an account for a company you will need:

- a contact email address for the account
- the full legal name of the organisation
- the street address of the company (including its postcode)
- a contact telephone number for the company
- the company number from the Companies Office records
- the mailing address (if it is not the same as the company's street address).

Information requirements for trusts and partnerships

To open an account for a trust or partnership you will need the following information:

- a contact email address for the account
- the full name of the trust or partnership
- the street address for service of the trust or partnership (including its postcode)
- a contact telephone number for the trust or partnership
- the mailing address for correspondence (if it is not the same as the street address).

You will also need to supply the information listed in the "information requirements for individuals" section for every trustee or partner who will hold the NZUs allocated on behalf of the trust or partnership (see above).

Information requirements for individuals

To open an account in your own name you will need:

- an email address (forms and other information you will need to complete the process will be sent to this address)
- your full name, street address (including your postcode) and a contact telephone number
- your mailing address (if it is not the same as your street address).

If the account will be owned by two or more people then you will need the same information for each person.

Information requirements for incorporated societies, Māori incorporations and incorporated trusts

To open an account for an incorporated society, Māori incorporation or an incorporated trust you will need:

- a contact email address for the account
- the full legal name of the organisation
- the street address of the organisation (including its postcode)
- a contact telephone number for the organisation
- the registration number of the incorporated society or incorporated trust
- the mailing address (if it is not the same as the organisation's street address).

NEED HELP?

**Call 0800 CLIMATE
(0800 254 628)**