



UK Registry

Primary Contact Appointment and  
Declaration

## Primary Contact Appointment and Declaration - UK Registry

This Declaration must be completed by the Account Holder and the Primary Contact. If the Account Holder is a corporate entity, it must be signed by two people who have day to day control of that corporate entity or have provided satisfactory evidence of their authority to sign on its behalf. All persons signing on behalf of an Account Holder will have to provide any relevant information required by the Registry Administrator of the UK ETS Registry or the National Administrator of the UK KP Registry (referred to collectively in this Declaration as the 'Administrator').

A Primary Contact is an individual, aged at least 18, who is authorised by the Account Holder to give instructions to the Administrator on the Account Holder's behalf in relation to its Registry Account, for example, in relation to account opening requests, transaction rules, Authorised Representative permissions, the nomination and removal of Authorised Representatives.

An Account Holder may also appoint an Alternative Primary Contact, who can give instructions in addition to the Primary Contact, by completing the "Alternative Primary Contact Appointment and Declaration".

Any change to the Primary Contact has to be made by the Account Holder, and will require the completion of a new Declaration.

Given the high level of trust placed in the Primary Contact by both the Account Holder and the Administrator, and the responsible nature of the position, it is important for the Account Holder to take care when selecting the person for this role. The Administrator does not approve or undertake any checks in respect of the Primary Contact, whose appointment is solely a matter for the Account Holder.

An Account Holder must confirm the Registry Accounts in relation to which the Primary Contact is authorised to provide instructions. Where an Account Holder has more than one Registry Account, it must appoint the same Primary Contact in relation to all of them.

Please print this Declaration without modification, complete all the sections relevant to your request, and ensure all necessary persons sign this Declaration; in the case of a corporate entity, two persons with day to day control must appoint the Primary Contact, one of whom may be the Primary Contact.

<b>Account Holder Details</b>	
<b>Account Holder (name of individual or corporate entity)</b>	
<b>Registration number of corporate entity (if applicable)</b>	

I confirm that the Account Holder and its nominated Authorised Representatives will comply with any administrative rules or arrangements, or terms, or terms and conditions that are imposed by the Administrator.

<b>Primary Contact Details</b>			
<b>Full name (block capitals)</b>			
<b>Date of Birth</b>			
<b>Permanent Residential Address (Last 5 Years)*</b>			
<b>Position in Account Holder</b>			
<b>Work Email Address</b>			
<b>Work Phone Number</b>			
<b>Signed</b>		<b>Date</b>	

<b>Registry Accounts of the Account Holder</b>	
Account number(s) of any UK ETS Registry Trading Account or UK KP Registry Person Holding Account of the Account Holder covered by this Declaration	List Registry Account Numbers:
Account number(s) of any Operator Holding Account of the Account Holder covered by this Declaration, together with the respective Permit number.	List OHA Number(s) and the Permit Number(s):
Account number of any Aircraft Operator Holding Account of the Account Holder covered by this Declaration, together with the respective Emissions Monitoring Plan number.	List AOHA Number and the Monitoring Plan Number:

I am/we are nominating the Primary Contact named in this Declaration to give instructions to the Administrator in relation to the Registry Accounts listed above on behalf of the Account Holder.

<b>Signatory 1 (on behalf of the Account Holder)</b>			
<b>Full name (block capitals)</b>			
<b>Date of Birth</b>			
<b>Permanent Residential Address (Last 5 Years)</b>			
<b>Position in Account Holder*</b>			
<b>Work Email Address</b>			
<b>Work Phone Number</b>			
<b>Signed</b>		<b>Date</b>	

<b>Signatory 2 (on behalf of the Account Holder, if it is a corporate entity)</b>			
<b>Full name (block capitals)</b>			
<b>Date of Birth</b>			
<b>Permanent Residential Address (Last 5 Years)</b>			
<b>Position in Company*</b>			
<b>Work Email Address</b>			
<b>Work Phone Number</b>			
<b>Signed</b>		<b>Date</b>	

\* If you are a Primary Contact or a person signing on behalf of an Account Holder and have lived at your current address for less than 5 years, please provide your previous address or addresses for the last 5 years in the Additional Address Information tables below.

**Additional Address Information for Primary Contact**

**Previous Permanent Residential Address during the last 5 Years**

100

**Additional Address Information for Signatory 1**

**Previous Permanent Residential Address during the last 5 Years**

[illegible]

### **Additional Address Information for Signatory 2**

### **Previous Permanent Residential Address during the last 5 Years**

## **Contact us**

If you need any assistance with your application please contact the Registry Team by emailing [etregistryhelp@environment-agency.gov.uk](mailto:etregistryhelp@environment-agency.gov.uk). If known, please include either the Task ID of your application or your Document Request Task in your e-mail.