

Meeting your UK ETS surrender obligation

How to surrender UK allowances (UKAs) in the UK ETS Registry

Follow this 7-step guide to check your cumulative emissions figure and to surrender

Prerequisites :


1. An open operator holding account (OHA) or aircraft operator holding account (AOHA) in the UK ETS Registry
2. At least one approved authorised representative user on the OHA or AOHA

Step 1 – Login

Hyperlink to the UK ETS Registry :

<https://view-emissions-trading-registry.service.gov.uk/>

Please pay attention to the important notifications at the top of the page. Then, click on the “Sign-in” button towards the bottom of the page.

**UK Emissions Trading Registry**

Important
IMPORTANT: Operators and Aircraft Operators must complete the access requirements for the Registry in order to meet UK ETS compliance obligations. Please read the [information below](#) carefully before applying for a Registry account.

UK Emissions Trading Registry

The UK Emissions Trading Registry operates in a similar way to an online bank account. The Registry is a secure web-based application that serves as both the UK Emissions Trading Scheme Registry (UK ETS Registry) and the UK Kyoto Protocol Registry.

UK ETS Registry records include:

- allowances held in Operator Holding Accounts, Aircraft Operator Holding Accounts, Trading Accounts and Government Accounts
- the movement of allowances between accounts and details of verified emissions and allowances surrendered by operators
- matters relating to the free allocation of allowances to Operator Holding Accounts and Aircraft Operator

Related content
[Kyoto Protocol Public Reports](#)
[ETS Public Reports](#)
[Participating in UK ETS](#)

your firm contact details, including phone number and address

Create a Registry sign in

You can apply online for a Registry sign in. You'll need a smartphone that can download a third party application to complete this process.


Create sign in >

I already have a Registry sign in

You'll need your password and two-factor authentication app, for example FreeOTP, to sign in to the Registry.

Sign in >

Login using your credentials



Sign in to the UK Emissions Trading Registry

You must [create a registry sign in](#) to use this service.

Email address

Password

Show

Sign in

Problems signing in ?


[I have forgotten my password](#)

[I have lost access to my authenticator app](#)

[I have forgotten my password and lost access to my authenticator app](#)

[↑ Back to top](#)

[Privacy Notice](#) [Contact us](#) [Accessibility Statement](#)

 All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

© Crown copyright

Followed by your 6-digit 2-factor-authentication (2FA) code using your authenticator app (normally FreeOTP)

Enter the code shown in the authenticator app

Enter the 6-digit code shown in the app.

Sign in

[↑ Back to top](#)


[Privacy Notice](#) [Contact us](#) [Accessibility Statement](#)

OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

© Crown copyright

Step 2 – Find your operator account

Once successfully logged into the UK ETS Registry, note any messages on your homepage. Then, click on the “Accounts” menu in the header.



UK Emissions Trading Registry

My Profile Sign out

[Home](#) [Task](#) [Accounts](#) [Transactions](#) [Reports](#)

BETA This is a new service – your [feedback](#) will help us to improve it.

Important

UK Registry help and advice

Follow the 'Guidance' link at the bottom of the page for guidance on using the Registry.


If you need further advice or information you can [contact the UK Registry helpdesk](#).

Posted 1 April 2021

Welcome User 12345

[Privacy Notice \(opens in new tab\)](#) [Sitemap](#) [Guidance](#) [Contact us \(opens in new tab\)](#) [Accessibility Statement \(opens in new tab\)](#)


OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated


© Crown copyright

Step 3 – Emissions and Surrenders

Check your current surrender status and surrender balance under the Emissions and Surrenders tab

If your cumulative surrenders are less than your cumulative verified emissions you must surrender allowances to meet your surrender obligation



UK Emissions Trading Registry

[Home](#) [Tasks](#) [Accounts](#) [Transactions](#) [Reports](#)

[My Profile](#) [Sign out](#)

BETA

This is a new service – your [feedback](#) will help us to improve it.

[< Back to account list](#)

Account Holder: Company ABCD

[Propose transaction](#)

[OPEN](#)

Account number: UK-100-0-17

Account name: Operator ABCD Ltd

Overview

Account details

Account Holder

Installation details

Allocation status for UK allowances

Authorised representatives

Emissions and Surrenders

History and comments

Holdings

Transactions

Trusted accounts

Emissions and Surrenders

!

You need to surrender allowances.

Cumulative verified emissions	50
Cumulative surrenders	-
Current surrender status	B
Surrender balance	-50

[Help with current surrender status](#)

Reportable emissions during reporting period

[Help with reportable emissions](#)

Step 4 – check your transaction settings

Before performing a surrender, check your transaction settings for surrender transfers

UK Emissions Trading Registry

My Profile
Sign out

Home
Tasks
Accounts
Transactions
Reports

BETA
This is a new service – your [feedback](#) will help us to improve it.

Back to account list

Account Holder: Company ABCD

Propose transaction

OPEN

Account number: UK-100-0-17
Account name: Operator ABCD Ltd

Overview
Account details
Account Holder
Installation details
Allocation status for UK allowances
Authorised representatives
Emissions and Surrenders
History and comments
Holdings
Transactions

Transactions

Rules for transactions

Is the approval of a second authorised representative necessary to execute transfers to accounts on the trusted account list?
Yes

Are transfers to accounts not on the trusted account list allowed?
No

Is the approval of a second AR necessary to execute a surrender transaction or a return of excess allocation?
No

Request update

Transaction †	Units †	From †	To †	Last Updated †	Status †
UK100552	50	UK Surrender	UK-100-	25 Jan 2022	COMPLETED

Step 5 – Perform a surrender

If you are an authorised representative on the account with the initiate role, you will see the “Propose transaction” button at the top of the screen. Click on this button

UK Emissions Trading Registry

My Profile
Sign out

Home
Tasks
Accounts
Transactions
Reports

BETA
This is a new service – your [feedback](#) will help us to improve it.

Back to account list

Account Holder: Company ABCD

Propose transaction

OPEN

Account number: UK-100-0-17
Account name: Operator ABCD Ltd

Then, select the “Surrender allowances” option

BETA This is a new service – your [feedback](#) will help us to improve it.

Account Holder: Company ABCD

▶ OPEN

Account number: UK-100-0-17
Account name: Operator ABCD Ltd

< [Back](#)

Propose transaction

Choose a transaction type

☐

Deletion of allowances

Permanently removes UK ETS allowances from your Registry account. This must not be used to surrender against UK ETS emissions or for trading. Completes immediately after approval from 2 Authorised Representatives.

☒

Surrender allowances

Surrender of UK ETS allowances against emissions to meet a UK ETS compliance obligation. Completes immediately.

☐

Transfer allowances

A transfer of UK ETS allowances from one UK ETS Registry account to another. This is usually used for trading, and is subject to transaction restrictions and delays.

Continue

Enter the number of allowances you wish to surrender

BETA This is a new service – your [feedback](#) will help us to improve it.

Account Holder: Company ABCD

▶ OPEN

Account number: UK-100-0-17
Account name: Operator ABCD Ltd

< [Back](#)

Propose transaction for surrender allowances

Choose the number of units

Unit type	Available quantity	Enter the quantity to transfer
Allowance	200	50

Continue

[Cancel](#)

Finally, check and sign your proposal using your 6-digit 2-factor-authentication (2FA) code with your authenticator app. Click to “Submit” to complete the surrender

Sign proposal

By signing this proposal you confirm that the information above is correct.

Enter the 6-digit code shown in your authenticator app

Submit

[Cancel](#)

[Privacy Notice \(opens in new tab\)](#) [Sitemap](#) [Guidance](#) [Contact us \(opens in new tab\)](#) [Accessibility Statement \(opens in new tab\)](#)

OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



As discussed in step 4, if your account is set up so that the approval of a second authorised representative is not necessary to surrender, you will see a message confirming that the surrender transaction is complete. NOTE – surrender transactions will complete immediately (and are not restricted by the transaction window)



UK Emissions Trading Registry

[My Profile](#) [Sign out](#)

[Home](#) [Tasks](#) [Accounts](#) [Transactions](#) [Reports](#)

BETA This is a new service – your [feedback](#) will help us to improve it.

Account Holder: Company ABCD

▶ **OPEN**

Account number: UK-100[REDACTED]-0-17

Account name: Operator ABCD Ltd

You have approved the proposed transaction

The transaction ID is UK1[REDACTED]

The transaction will complete on 25 Jan 2022, at approximately 6:31pm

What happens next

The transaction should complete at the date and time stated above.
Review the transaction details to check its status.

[Back to account details](#)

Step 6 – (if relevant) Where a second Authorised Representative (AR) must approve the surrender transaction proposal

The second AR must login to the Registry and go to the “Tasks” menu and claim the relevant surrender “Transaction Proposal”. Select the task by placing a tick in the box and click on the “Claim” button, as shown below

GOV.UK UK Emissions Trading Registry [My Profile](#) [Sign out](#)

[Home](#) **Tasks** [Accounts](#) [Transactions](#) [Reports](#)

BETA This is a new service – your [feedback](#) will help us to improve it.

Tasks

[Hide filters](#) [Generate current report](#) [Claim](#) [Assign](#)

Account number Task status Transaction Id

Name of claimant Task type Request Id

[Advanced search](#)

[Search](#) [Clear](#)

<input type="checkbox"/>	Request ID	Task type	Name of initiator	Name of claimant	Account number	Account type	Account Holder	Acquiring account number	Transaction ID	Created on	Task status
<input checked="" type="checkbox"/>	1001557	Transaction Proposal	User 12345		UK-100- [redacted]	ETS - Operator Holding Account	Company XYZ	UK Surrender Account	UK1 [redacted]	25 Jan 2022, 6:39pm	UNCLAIMED

[Previous](#) 1 [Next](#) rows per page Showing 1 to 1 of 1 results


[Claim](#) [Assign](#)

Once the task is claimed, click on the “request ID” hyperlink

<input type="checkbox"/>	Request ID	Task type	Name of initiator	Name of claimant	Account number	Account type	Account Holder	Acquiring account number	Transaction ID	Created on	Task status
<input type="checkbox"/>	1001557	Transaction Proposal	User 12345	User 4567	UK-100- [redacted]	ETS - Operator Holding Account	Company XYZ	UK Surrender Account	UK1 [redacted]	25 Jan 2022, 6:39pm	CLAIMED

[Previous](#) 1 [Next](#) rows per page Showing 1 to 1 of 1 results

Check and review the transaction proposal. If the details are correct, click on the “Approve” button at the top of the screen



UK Emissions Trading Registry

My Profile Sign out

HomeTasksAccountsTransactionsReports

BETA This is a new service – your [feedback](#) will help us to improve it.

[< Back to task list](#)

Transaction Proposal

Request ID: 1001557 [more info](#)

ApproveReject

Check the transaction proposal


[History and comments](#)

Transferring account

Account Holder

Company XYZ

The AR will need to sign the proposal using the 6-digit 2-factor-authentication (2FA) code with their authenticator app. Click to “Complete task” to complete the surrender transaction



UK Emissions Trading Registry

My Profile Sign out

HomeTasksAccountsTransactionsReports

BETA This is a new service – your [feedback](#) will help us to improve it.

Transaction Proposal

Request ID: 1001557 [more info](#)

[< Back](#)

Approve proposal

Explain why you are approving this proposal (optional)

You have 1024 characters remaining

Enter the 6-digit code shown in your authenticator app

Complete task

The surrender transaction is now complete and will be executed immediately

Step 7 – after surrender, check account status

If your cumulative surrenders are equal to or greater than your cumulative verified emissions, then your surrender status will have been updated to “A”.

GOV.UK

UK Emissions Trading Registry

My Profile Sign out

HomeTasksAccountsTransactionsReports

BETA This is a new service – your [feedback](#) will help us to improve it.

[Back to account list](#)

Account Holder: Company ABCD

[Propose transaction](#)

[OPEN](#)

Account number: UK-100-0-17

Account name: Operator ABCD Ltd

Overview

Account details

Account Holder

Installation details

Allocation status for UK allowances

Authorised representatives

Emissions and Surrenders

History and comments

Holdings

Transactions

Trusted accounts

Cumulative verified emissions50

Cumulative surrenders50

Current surrender statusA

[Help with current surrender status](#)

Reportable emissions during reporting period

[Help with reportable emissions](#)

Year	Reportable emissions	Last update
2021	50	10 Jan 2022, 9:59am

If you need any further clarifications on the surrender process, please contact the Registry helpdesk using the following email address:

ETRegistryHELP@environment-agency.gov.uk

<- end of document ->