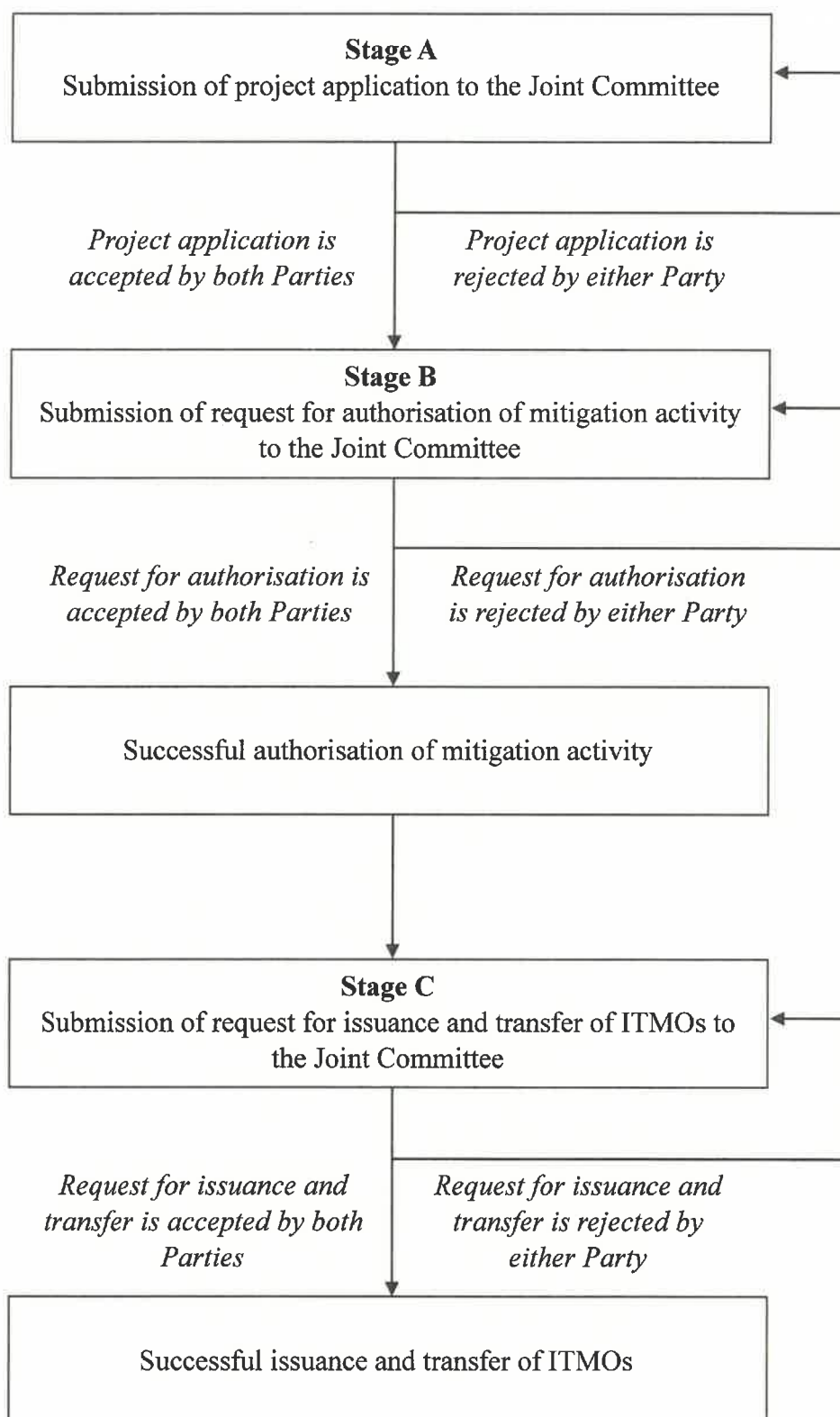


**ANNEX B: PROCESSES FOR THE AUTHORISATION OF MITIGATION  
ACTIVITIES, AND THE ISSUANCE AND TRANSFER OF ITMOs**

1. This Annex sets out the processes relating to:
  - (a) the authorisation of mitigation activities and Viet Nam's authorisation of mitigation outcomes generated by the authorised mitigation activities, pursuant to Article 4 (Joint Authorisation of Mitigation Activities and Host Country Authorisation of Mitigation Outcomes); and
  - (b) the issuance of mitigation outcomes from authorised mitigation activities and the transfer of the ITMOs, pursuant to Article 8 (Issuance and Transfer of ITMOs).
2. The flow-chart in this Annex outlines the relevant processes. The table below sets out the detailed actions to be taken by the project applicant, the Joint Committee, Singapore and Viet Nam respectively, indicative timelines for such actions, and the required documents to be submitted.
3. The Parties shall publish the relevant forms and templates in accordance with Article 12 (Transparency).
4. The Parties have designated the following contact points for all communication concerning the processes under this Annex:
  - (a) For Singapore:  
National Environment Agency
  - (b) For Viet Nam:  
Ministry of Agriculture and Environment
  - (c) For the Joint Committee:  
Singapore – National Environment Agency  
Viet Nam – Ministry of Agriculture and Environment

**Annex B-I: Flow-chart**



**Annex B-II: Table**

Step no.	Action by project applicant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
<b>Stage A: Submission and processing of project application</b>				
A1	<p>The project applicant shall submit the following documents (collectively referred to as the “<b>Project Application</b>”) to the Joint Committee:</p> <ul style="list-style-type: none"> <li>a. a completed Singapore-Viet Nam Mitigation Activity Note of Intent; and</li> <li>b. any other supporting documents as required by either Party and published in accordance with Article 12 (Transparency).</li> </ul>			
A2		<p>The Joint Committee shall:</p> <ul style="list-style-type: none"> <li>a. issue the project applicant with a unique registration number for the Project Application; and</li> <li>b. forward the Project Application to the Competent Authorities.</li> </ul> <p><i>(Within three (3) working days from step A1)</i></p>		

Step no.	Action by project applicant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
A3			<p>Viet Nam shall assess if the Project Application meets the requirements under:</p> <ol style="list-style-type: none"> <li>Annex A of this Agreement;</li> <li>the applicable domestic laws, regulations and administrative framework of Viet Nam.</li> </ol> <p>If Viet Nam assesses that the Project Application meets the said requirements, it shall issue a Letter of Support and forward the same to the Joint Committee.</p> <p>If Viet Nam assesses that the Project Application does not meet the said requirements, it shall notify the Joint Committee of its negative assessment and the reasons for its assessment.</p> <p><i>(Within twenty (20) working days from step A2)</i></p>	<p>Singapore shall assess if the Project Application meets the requirements under:</p> <ol style="list-style-type: none"> <li>Annex A of this Agreement;</li> <li>the criteria for project applicants as published by Singapore; and</li> <li>the applicable domestic laws, regulations and administrative framework of Singapore.<sup>1</sup></li> </ol> <p>If Singapore assesses that the Project Application meets the said requirements, it shall issue a Letter of Support and forward the same to the Joint Committee.</p> <p>If Singapore assesses that the Project Application does not meet the said requirements, it shall notify the Joint Committee of its negative assessment and the reasons for its assessment.</p>

<sup>1</sup> Singapore's assessment that the Project Application meets Singapore's requirements does not mean that Singapore will accept the surrender of carbon credits issued in relation to the mitigation activity, in lieu of carbon tax. There are further requirements under Singapore law for the surrender of carbon credits in lieu of carbon tax.

Step no.	Action by project applicant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
				<i>(Within twenty (20) working days from step A2)</i>
A4		<p>The Joint Committee shall:</p> <ul style="list-style-type: none"> <li>a. upon receipt of the Letters of Support, forward the same to the project applicant; or</li> <li>b. upon being notified of a negative assessment by either Party, inform the project applicant of the negative assessment and any remedial steps to be taken in order to re-submit the Project Application in line with step A1.</li> </ul> <p><i>(Within three (3) working days from step A3)</i></p>		

Step no.	Action by project applicant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
<b>Stage B: Submission and processing of request for authorisation of mitigation activity</b>				
B1	<p>Upon obtaining validation of the project in accordance with the requirements of the carbon crediting programme as specified in the Project Application, the project applicant shall submit the following documents (collectively referred to as the <b>"Request for Authorisation"</b>) to the Joint Committee:</p> <ul style="list-style-type: none"> <li>a. a project design document in accordance with requirements of the carbon crediting programme specified in the Project Application;</li> <li>b. a validation report in accordance with requirements of the carbon crediting programme specified in the Project Application;</li> <li>c. a completed Singapore-Viet Nam Authorisation Application Form; and</li> </ul>			

Step no.	Action by project applicant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
	d. any other supporting documents as required by either Party and published in accordance with Article 12 (Transparency).			
B2		<p>Upon receipt of the Request for Authorisation, the Joint Committee shall forward the Request for Authorisation to the Competent Authorities.</p> <p><i>(Within three (3) working days from step B1)</i></p>		
B3			<p>Viet Nam shall assess if the Request for Authorisation meets the requirements under:</p> <ul style="list-style-type: none"> <li>a. the Letter of Support; and</li> <li>b. the applicable domestic laws, regulations and administrative framework of Viet Nam.</li> </ul> <p>If Viet Nam assesses that the Request for Authorisation meets the said requirements, it</p>	<p>Singapore shall assess if the Request for Authorisation meets the requirements under:</p> <ul style="list-style-type: none"> <li>a. the Letter of Support; and</li> <li>b. the applicable domestic laws, regulations and administrative framework of Singapore.<sup>2</sup></li> </ul> <p>If Singapore assesses that the Request for Authorisation meets the said requirements, it</p>

<sup>2</sup> Singapore's assessment that the Request for Authorisation meets Singapore's requirements does not mean that Singapore will accept the surrender of carbon credits issued in relation to the mitigation activity, in lieu of carbon tax. There are further requirements under Singapore law for the surrender of carbon credits in lieu of carbon tax.

Step no.	Action by project applicant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
			<p>shall issue a Letter of Authorisation of mitigation activity and forward the same to the Joint Committee.</p> <p>If Viet Nam assesses that the Request for Authorisation does not meet the said requirements, it shall notify the Joint Committee of its negative assessment and the reasons for its assessment.</p> <p><i>(Within twenty (20) working days from step B2)</i></p>	<p>shall issue a Letter of Authorisation of mitigation activity and forward the same to the Joint Committee.</p> <p>If Singapore assesses that the Request for Authorisation does not meet the said requirements, it shall notify the Joint Committee of its negative assessment and the reasons for its assessment.</p> <p><i>(Within twenty (20) working days from step B2)</i></p>
B4		<p>Upon receipt of the Letters of Authorisation of mitigation activity from both Parties, the Joint Committee shall:</p> <ol style="list-style-type: none"> <li>forward the said Letters to the project applicant; and</li> <li>enter the mitigation activity into the register of mitigation activities which have been authorised under this Agreement.</li> </ol>		



Step no.	Action by project applicant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
		<p>Upon being notified of a negative assessment by either Party, the Joint Committee shall inform the project applicant of the negative assessment and the remedial steps to be taken in order to re-submit the Request for Authorisation in line with step B1.</p> <p><i>(Within three (3) working days from step B3)</i></p>		
B5	<p>Once the Joint Committee has informed the project applicant (now a “<b>project participant</b>”) of the authorisation of the mitigation activity, the project participant may proceed with registration of the mitigation activity with the carbon crediting programme specified in the Letters of Authorisation of mitigation activity.</p>		<p>Once the authorisation of the mitigation activity has been notified by the Joint Committee, Viet Nam shall submit the Initial Report(s) in accordance with Article 11 (Reporting).</p> <p>Upon submission of the Initial Reports, Viet Nam and Singapore, via the Joint Committee, shall notify the project participant of the said submissions.</p> <p><i>(Within six (6) months from Step B4)</i></p>	<p>Once the authorisation of the mitigation activity has been notified by the Joint Committee, Singapore shall submit the Initial Report(s) in accordance with Article 11 (Reporting).</p> <p>Upon submission of the Initial Reports, Viet Nam and Singapore, via the Joint Committee, shall notify the project participant of the said submissions .</p> <p><i>(Within six (6) months from Step B4)</i></p>

<b>Step no.</b>	<b>Action by project applicant</b>	<b>Action by Joint Committee</b>	<b>Action by Viet Nam</b>	<b>Action by Singapore</b>
B6	Once the mitigation activity has been successfully registered under the relevant carbon crediting programme, the project participant shall inform the Joint Committee of this registration, and may proceed with the implementation of the mitigation activity.			
B7		<p>The Joint Committee shall inform Singapore and Viet Nam of the successful registration of the mitigation activity under the relevant offset programme.</p> <p><i>(Within three (3) working days from step B6)</i></p>		

Step no.	Action by project participant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
<b>Stage C: ITMOs issuance and corresponding adjustment</b>				
C1	<p>The project participant shall submit the following documents (collectively referred to as the “<b>ITMO Issuance Application</b>”) to the Joint Committee:</p> <ul style="list-style-type: none"> <li>c. proof of issuance of the mitigation outcomes from the relevant carbon crediting programme;</li> <li>d. the completed Singapore-Viet Nam Issuance Application Form; and</li> <li>e. any other supporting documents as required by either Party and published in accordance with Article 12 (Transparency).</li> </ul>			

Step no.	Action by project participant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
C2		<p>Upon receipt of the ITMO Issuance Application, the Joint Committee shall forward the ITMO Issuance Application to the Competent Authorities.</p> <p><i>(Within three (3) working days from step C1)</i></p>		

Step no.	Action by project participant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
C3				<p>Singapore shall assess if the ITMO Issuance Application meets the requirements under:</p> <ul style="list-style-type: none"> <li>a. Singapore's Letter of Authorisation; and</li> <li>b. the applicable domestic laws, regulations and administrative framework of Singapore.<sup>3</sup></li> </ul> <p>If Singapore assesses that the ITMO Issuance Application meets the said requirements, it shall inform the Joint Committee of its positive assessment.</p> <p>If Singapore assesses that the ITMO Issuance Application does not meet the said requirements, it shall notify the Joint Committee of its negative assessment and the reasons for its assessment.</p> <p><i>(Within ten (10) working days from step C2)</i></p>

Step no.	Action by project participant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
C4		<p>The Joint Committee shall:</p> <ul style="list-style-type: none"> <li>a. upon being notified of a positive assessment by Singapore, inform Viet Nam's Competent Authorities of the positive assessment; or</li> <li>b. upon being notified of a negative assessment by Singapore, inform the project participant of the negative assessment and remedial steps to be taken in order to re-submit the ITMO Issuance Application in line with step C1.</li> </ul> <p><i>(Within three (3) working days from step C3)</i></p>		

<sup>3</sup> Singapore's assessment that the ITMO Issuance Application meets Singapore's requirements does not mean that Singapore will accept the surrender of carbon credits issued in relation to the mitigation activity, in lieu of carbon tax. There are further requirements under Singapore law for the surrender of carbon credits in lieu of carbon tax.

C5			<p>Upon being informed of Singapore's positive assessment, Viet Nam shall assess if the ITMO Issuance Application meets the requirements under:</p> <ul style="list-style-type: none"> <li>a. Viet Nam's Letter of Authorisation of mitigation activity; and</li> <li>b. the applicable domestic laws, regulations and administrative framework of Viet Nam.</li> </ul> <p>If Viet Nam assesses that the ITMO Issuance Application meets the said requirements, it shall:</p> <ul style="list-style-type: none"> <li>a. list the mitigation outcomes in its registry under Article 7 (Registry) of this Agreement (the "<b>HC Registry</b>");</li> <li>b. authorise, and apply corresponding adjustments for, the mitigation outcomes listed on the HC Registry, which shall constitute the first transfer;</li> <li>c. issue a Letter of Authorisation of ITMOs,</li> </ul>	
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Step no.	Action by project participant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
			<p>and forward the same to the Joint Committee.</p> <p>If Viet Nam assesses that the ITMO Issuance Application does not meet the said requirements, it shall notify the Joint Committee of its negative assessment and the reasons for its assessment.</p> <p><i>(Within twenty (20) working days from step C4)</i></p>	



Step no.	Action by project participant	Action by Joint Committee	Action by Viet Nam	Action by Singapore
C6		<p>The Joint Committee shall:</p> <ul style="list-style-type: none"> <li>a. upon receipt of the Letter of Authorisation of ITMOs, forward the same to the project participant; and</li> <li>b. upon being notified of a negative assessment by Viet Nam, inform the project participant of the negative assessment and any remedial steps to be taken in order to re-submit the ITMO Issuance Application in line with step C1.</li> </ul> <p><i>(Within three (3) working days from step C5)</i></p>		