**Registry Management Requirements**

Enacted Feb. 23, 2023

1. **(Purpose)** The purpose of this requirement is to present standards for managing the registry according to the KCCI Carbon Standard (hereafter “KCS”).
2. **(Establishment of Registry)**
   1. KCCI Center for Carbon Reduction Certification shall establish a registry that includes the following functions for a series of processes, including methodology registration, project registration, and issuance, transfer, and disposal of project certification results, can be electronically recorded, and managed. It shall be managed by assigning serial numbers according to Guidelines 5-1.
      1. Account issuance and management function
      2. Function to record and manage applications for projects, compliance review, registration, monitoring, verification, certification, etc.
      3. Function to record and manage issuance, transfer, disposition, etc. of project certified reduction
      4. Other functions for matters deemed necessary by KCCI Center for Carbon Reduction Certification
3. **(Management and Operation of Registry)**
   1. KCCI Center for Carbon Reduction Certification shall manage the registry to ensure availability and confidentiality, and manage the issuance, transfer, and disposal of project certification results in the form of an electronic database.
   2. Notwithstanding Paragraph 1, KCCI Center for Carbon Reduction Certification may disclose the operation of the registry and the following information registered in the registry to the outside.
      1. Project methodology
      2. List and general information of projects applied for or registered as projects
      3. Project certified reduction
4. **(Registration of Holding Accounts, etc.)**
   1. A person who became a project participant and intends to register a holding account shall submit the following documents to KCCI Center for Carbon Reduction Certification electronically.
      1. Application for registry account creation according to Document No. 5-1
      2. Documents proving the identity (copy of corporate register and business registration certificate or documents equivalent thereto)
      3. Consent for the performance of account management tasks by the account representative and account manager pursuant to Article 6
      4. Consent to provision, etc. of personal information
   2. Those possible to apply for account registration under Paragraph 1 are as follows.
      1. Those aged 18 or older
      2. Corporation
   3. Notwithstanding paragraph 2, a person falling under any of the following subparagraphs may not apply for account registration.
      1. A person under adult guardianship or a person under limited guardianship
      2. A person who has not been reinstated after being declared bankrupt
   4. KCCI Center for Carbon Reduction Certification shall review the application for registration of a project holding account submitted pursuant to Paragraph 1 and, if appropriate, register the account held in the name of the applicant or corporation in the registry.
5. **(Rejection of Registration Application)**
   1. KCCI Center for Carbon Reduction Certification may reject the account registration application if the application for account registration under Article 4 falls under any of the following subparagraphs.
      1. Where the applicant is not eligible for account registration according to Article 4
      2. Where the documents required for application are not submitted
      3. Where the information recorded in the application does not match the evidentiary documents
      4. Where the information recorded in the application does not reflect the latest facts
      5. Where the account registration application is reasonably suspected of being for the purpose of unfair trade or illegal money laundering
   2. If KCCI Center for Carbon Reduction Certification rejects an account registration application pursuant to Paragraph 1, it must notify the applicant in writing by specifying the reason.
   3. An applicant objecting to the rejection of the transaction account registration application pursuant to Paragraph 1 may file an appeal to KCCI Center for Carbon Reduction Certification within 30 days from the date of receipt of the rejection notification.
   4. KCCI Center for Carbon Reduction Certification shall decide on the appeal within 30 days from the date of receipt of the appeal pursuant to paragraph 3 and notify the applicant of the result in writing. However, if it is impossible to decide within the period due to unavoidable circumstances, the period shall be extended within the range of 30 days and the applicant shall be informed of the fact.
6. **(Account Representative and Account Manager)**
   1. The account representative shall be the person in each of the following subparagraphs.
      1. The account holder for individual accounts
      2. The representative of the corporation for corporate accounts
   2. The representative of corporate accounts may designate up to two account managers.
   3. The person who can apply for the transfer of certified reduction of projects in the holding account is limited to the account representative under Paragraph 1 and the account manager under Paragraph 2.
7. **(Account Suspension)**
   1. KCCI Center for Carbon Reduction Certification may suspend the use of related holding accounts ex officio in any of the following cases. However, the project certification results can be transferred to suspended accounts if it necessary for the transactions that occurred before the account suspension, succession of rights and obligations, cancellation of projects and liquidation and payment of certification results.
      1. Where the account is or suspected of being used for criminal purposes such as money laundering, misappropriation of funds for terrorist purposes, tax evasion, or fraud
      2. Where the account has been repeatedly attempted to be used with the wrong ID and password
      3. Where the account representative is vacant
      4. Where the renewal obligation of the account information has been neglected
      5. Where committing or suspected of committing unfair transaction related to project certified reduction trading
      6. Where succession of rights has been applied
      7. Where receiving prior notification of cancellation of approval for projects and certified reduction
   2. KCCI Center for Carbon Reduction Certification shall end account suspension when the reason for suspension of the holding account pursuant to each subparagraph of Paragraph 1 disappears.
8. **(Account Closure)**
   1. KCCI Center for Carbon Reduction Certification shall close the account within 30 days from the date of receipt of the application if the account representative requests to close the account held by the representative.
   2. Upon closing an account pursuant to paragraph 1, KCCI Center for Carbon Reduction Certification shall transfer the project certification results of the holding account to the cancellation account.
9. **(Renewal of account information)**
   1. The account representative shall notify KCCI Center for Carbon Reduction Certification within 10 days in the event of a change in the information registered in the registry in relation to the account held by the representative.
   2. KCCI Center for Carbon Reduction Certification shall verify the facts of the matters notified pursuant to Paragraph 1 and register them in the registry.
   3. KCCI Center for Carbon Reduction Certification shall take necessary measures for all account representatives to periodically check that the information related to the account registered in the registry as their representative is kept up to date.
   4. For confirmation pursuant to Paragraph 3, KCCI Center for Carbon Reduction Certification shall announce that all account representatives to check that the information registered in the registry in relation to the account representing them is kept up to date and notify it by the end of each year.
   5. KCCI Center for Carbon Reduction Certification shall periodically review whether the account information registered in the registry is accurate. At the time, the Center may request the account representative to update the information or may correct it ex officio on discovering inaccurate information.
10. **(Change of Account Representative and Account Manager)**
    1. In case the account representative or account manager is replaced, the new account representative or account manager shall apply for a change to KCCI Center for Carbon Reduction Certification.
    2. Upon receiving an application for change of the account representative or account manager pursuant to Paragraph 1, KCCI Center for Carbon Reduction Certification shall change the account representative or account manager or reject the change application within 10 days from the date of receipt of the application.

**Addendum** (Feb. 23, 2023)

**Article 1 (Enforcement Date)** These requirements shall enter into force from the date its enactment.