

Swedish Energy Agency  
Union Registry  
euets@swedishenergyagency.se

## Guide to surrendering allowances

### Introduction

This guide describes how an authorised representative surrenders allowances and finalises compliance for an installation.

A surrender transaction must be carried out from the operator holding account associated to a specific installation.

The allowances must be surrendered no later than 30 April during the year following the emission year, otherwise the operator risks a penalty fee of 100 Euro/tonne CO<sub>2</sub> missing in the compliance figure.

In the registry's default settings for accounts, double approval for transaction approval is set. This means that one representative proposes a transaction, and a second representative must approve it. The approval is a task available in the "Task list".

The account holder can, through an application to the Swedish Energy Agency, change the settings so that transactions can be completed by one representative only, removing the approval by a second representative.

### Step by step

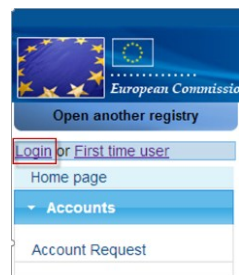
Execute the following steps from the Union Registry home page:

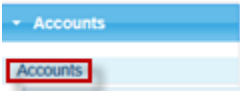
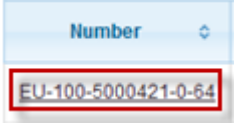


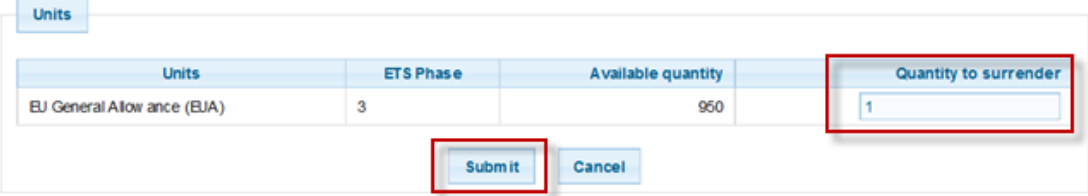

<https://unionregistry.ec.europa.eu/euregistry/SE/index.xhtml>





### More information




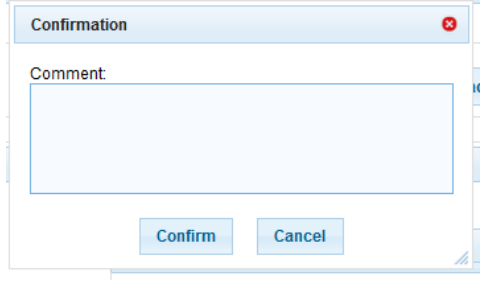
For the entire user manual or to watch instructional videos, go to:

[http://ec.europa.eu/clima/sites/registry/index\\_en.htm](http://ec.europa.eu/clima/sites/registry/index_en.htm)

Step	Action	Interface
1	Log in to the Union Registry.	

2	<p>Click <b>Accounts</b> from the “Accounts” area in the left menu.</p> <p>You can now view all the accounts which you represent.</p>	
3	<p>Select the account you want to work with by clicking the account number displayed in the column on the left in the “Account Search Results” table.</p>	
4	<p>Click the <b>Holdings</b> tab.</p>	
5	<p>Click <b>Propose a transaction</b>.</p> <p>NOTE! If there is no such button, there are no units / allowances available on the selected account.</p>	
6	<p>Click <b>Surrender of allowances</b>.</p>	<p>Compliance: <a href="#">Surrender of allowances</a></p>
7	<p>Indicate the number of allowances to be surrendered in the text box “Quantity to surrender” to the right. Click <b>Submit</b> to continue.</p> <p>If there are units from both ETS phase 3 and 4 available on the account, you can choose which ones you want to use.</p>	
8	<p>Click <b>Confirm</b> to confirm your transaction.</p>	

<p>9</p>	<p>Sign your transaction.</p> <p>Enter your password and scan the QR code with your EU Login mobile app. Enter the information displayed on the computer screen and continue on your mobile device</p> <ul style="list-style-type: none"> <li>• <u>On your computer:</u> Enter your Union Registry password.</li> <li>• <u>On your Android or iOS device:</u> Start the EU Login app, tap "Scan QR code". Scan the QR code displayed on your computer screen.</li> </ul> 	<p>Welcome Juan SECOND-USER to the EU Login Signature page. This page allows you to perform a digital signature using your EU Login password and mobile app.</p> <p><b>EUCR Signature Process for UNIONREGISTRY</b></p> <p>Description: Transaction Signature</p> <p>Reason: Please, sign the transaction with your strong password</p> <p>Password</p> <input type="password"/>  <ol style="list-style-type: none"> <li>1. Start the EU Login mobile app on your Android or iOS device.</li> <li>2. Tap on the "Scan QR Code" menu item and scan the QR code on the left.</li> <li>3. For <b>Acquiring Account EU-230-301-1-69</b> enter: <b>9000000301</b></li> <li>4. For <b>Total quantity</b> 10 enter: 10</li> <li>5. Once all fields have been completed in the app, tap the top-right button. Enter the result in the field below to continue.</li> </ol> <p>Code generated by your app</p> <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> <p><b>Sign</b></p> <p><a href="#">Printer-friendly Version</a>   <a href="#">See the complete transaction</a></p>
<p>10</p>	<p><u>On your Android or iOS device:</u> Once you have scanned the QR code, you must enter the acquiring account number and total quantity to be transferred. Use the numbers displayed on your computer screen, as shown to the right.</p> <p>Then approve by tapping the check mark in the upper right, corner, or alternatively on the Approve button if there is one. This may vary depending on your phone model.</p>  <p>The app will then generate a code which you must enter in the computer browser to finalise the transaction.</p>	<p>Welcome Juan SECOND-USER to the EU Login Signature page. This page allows you to perform a digital signature using your EU Login password and mobile app.</p> <p><b>EUCR Signature Process for UNIONREGISTRY</b></p> <p>Description: Transaction Signature</p> <p>Reason: Please, sign the transaction with your strong password</p> <p>Password</p> <input type="password"/>  <ol style="list-style-type: none"> <li>1. Start the EU Login mobile app on your Android or iOS device.</li> <li>2. Tap on the "Scan QR Code" menu item and scan the QR code on the left.</li> <li>3. For <b>Acquiring Account EU-230-301-1-69</b> enter: <b>9000000301</b></li> <li>4. For <b>Total quantity</b> 10 enter: 10</li> <li>5. Once all fields have been completed in the app, tap the top-right button. Enter the result in the field below to continue.</li> </ol> <p>Code generated by your app</p> <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> <p><b>Sign</b></p> <p><a href="#">Printer-friendly Version</a>   <a href="#">See the complete transaction</a></p>

11	<p><u>On your Android or iOS device:</u> A code will be generated and displayed in the EU Login app.</p> <p><u>On your computer:</u> Enter the code in the text box displayed at the bottom of the browser. Then click <b>Sign</b>.</p>	
12	<p>The Union Registry interface will provide confirmation that the transaction is registered.</p> <p><b>If the double approval principle is set by the account holder, your transaction must be approved by another account representative in his/hers "Task list".</b></p> <p><b>Following approval, the transaction will be carried out immediately.</b></p>	
13	<p>The representative who proposed the transaction can also reject the same transaction by opening the "Task list", claiming the task and clicking <b>Reject</b>.</p> <p>Read more about tasks in a separate guide: "Guide to completing tasks and transactions".</p>	
14	<p>Enter a comment (mandatory) and click <b>Confirm</b> to confirm your approval or rejection.</p>	
15	For more information on how to verify compliance, read "Guide to verifying compliance".	