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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 $CO_2$ 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:
More information	https://union-registry.ec.europa.eu/ar/#/ For the entire user manual or to watch instructional videos, go to:
	http://ec.europa.eu/clima/sites/registry/index_en.htm

Step	Action	Interface
1	An existing representative logs on to the Union Registry by clicking <b>Login</b> .	Website a graduate the second
2	You can now view all the accounts for which you have a responsibility. If the accounts are not shown, select the <b>Accounts</b> tab on the left menu. Click the account tile to access an account.	
3	Select <b>Balance &amp; Transactions</b> from the left vertical menu.	Balance & Transactions



4	Expand the "New Transaction" dropdown list and select <b>Surrender allowances</b> . Remark: If the account is already non-compliant, the button is named "Surrender allowances".	<ul> <li>New Transaction</li> <li>New Transfer</li> <li>Surrender allowances</li> <li>Delete allowances</li> <li>Surrender allowances</li> </ul>
5	Enter the amount in <b>Quantity to Transfer</b> . You can use EU or Swiss allowances <sup>1</sup> to surrender indistinctly. However, you might need to surrender specific allowances depending on the compliance year and allowances issuance phase.	Quantity to Transfer
6	Click <b>Propose</b> .	Propose
7	The "Surrender Confirmation" dialog box open. Click <b>Propose</b> to confirm the surrender.	Propose
8	<ul> <li>Sign your transaction.</li> <li>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 <ul> <li><u>On your computer:</u> Enter your Union Registry password.</li> </ul> </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>	<text><text><section-header><section-header></section-header></section-header></text></text>

<sup>&</sup>lt;sup>1</sup> You might not be able to surrender Swiss allowances when the Swiss Linking Article 4(1) is suspended and the surrender of Swiss allowances is not allowed.



9	On your Android or iOS device: 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. 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. The app will then generate a code which you must enter in the computer browser to finalise the transaction.	<section-header><section-header></section-header></section-header>	
10	On your Android or iOS device: A code will be generated and displayed in the EU Login app. On your computer: Enter the code in the text box displayed at the bottom of the browser. Then click <b>Sign</b> .	Code generated by your app	
11	The "Surrender of allowances" page opens again indicating that your transfer is recorded and given a transaction id.  If the double approval principle is set by the account holder, your transaction must be approved by another account representative in their "Task list".  Following approval, the transaction will be carried out immediately.		
12	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> . Read more about tasks in a separate guide: "Guide to completing tasks and transactions".	Image: Tasks     Approve     Reject	



13	Enter a comment (mandatory) and click <b>Confirm</b> to confirm your approval or rejection.	Confirmation Comment:	
14	For more information on how to verify compliance, re	ead "Guide to verifying compliance".	