



**The Swedish Emissions Registry Team (EU ETS)**

Swedish Energy Agency

Tel. +46 16 544 23 00, Monday and Wednesday 9.00-12.00 CEST

euets@swedishenergyagency.se

# Guide for Surrendering Emission Allowances in the Union Registry

## Introduction

This guide describes how you, as an authorised representative in the Union Registry, surrenders emission allowances in the Union Registry.

Surrendering has to be done from an operator holding account for stationary installations, maritime or aircraft operators.

Allowances corresponding to the previous year’s emissions must be surrendered no later than 30 September each year. Operators who fail to surrender on time risk having to pay a penalty of 100 euros per tonne of CO<sub>2</sub> missing from their compliance.

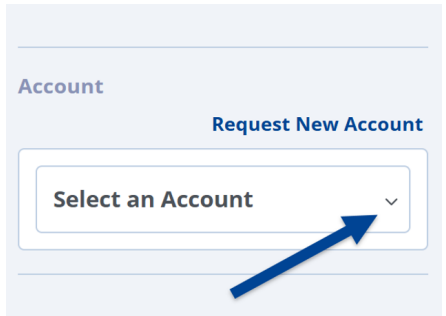
## More Information


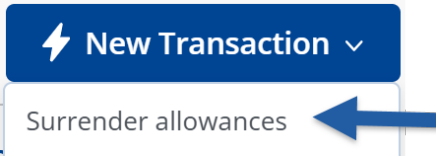
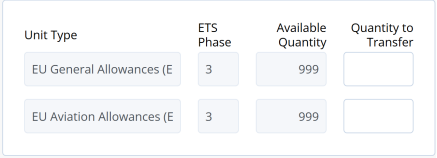


To view additional user manuals or watch instructional videos, go to the [Union Registry help page](#).

Visit our website for more information about deadlines and dates for obligations under the EU ETS and ETS2: [Compliance for operators](#), or visit our [help page](#) where you can find instructional videos and additional guides.

If you experience login issues or other problems related to the EU Login app, you can also check the [EU Login user manual](#).

## Surrendering Emission Allowances

Step	Action	Interface
1	Log in to the <a href="#">Union Registry</a> and select the account you want to work with. Select an account in one of the following ways: <ul style="list-style-type: none"> <li>• By clicking the account on the start page;</li> <li>• By selecting the account in the dropdown menu on the left</li> <li>• By clicking the three dots on the account card and selecting <b>View account</b>.</li> </ul>	

Step	Action	Interface
2	Select <b>Balance &amp; Transactions</b> in the left-side menu.	
3	Expand the dropdown menu for <b>New Transaction</b> by clicking the arrow next to it. Select <b>Surrender Allowances</b> .  There may also be a button in the upper right corner of the page called <b>Surrender Allowances</b> .	
4	Choose a Enter the number of allowances in the <b>Quantity to be transferred</b> field and then click <b>Propose</b> .  The <b>Surrender Confirmation</b> dialog box opens. Click <b>Propose</b> again to confirm the surrender.	
5	You now need to sign the transaction.  <u>On your computer:</u> Enter your Union Registry password.  <u>On your phone:</u> Open the EU Login app on your mobile device. Select <b>Scan QR code</b> and scan the QR code displayed on your computer screen.  Then click <b>Continue</b> .	
6	<u>On your phone:</u> A one-time code will appear in the app.  <u>On your computer:</u> Enter the one-time code in the field shown at the bottom of your browser. Then click <b>Sign</b> .	
7	Your transfer is now registered and has been assigned a transaction ID.  <b>Note:</b> <i>Your transaction may need to be approved by a second authorised representative via the <b>Tasks</b> page requiring dual approval (the so-called four-eyes principle).</i>  Once the second representative has approved the transaction, it is executed immediately without delay.  The representative who proposed the transaction can also reject it by going to the <b>Tasks</b> page, opening the task, and clicking <b>Reject</b> .  All of our guides for the Union Registry and instructional videos can be found on our <a href="#">help page</a> .	