

Request to Add a New Facility or Change Facility Information

Instructions

This form is to be used by account representatives in Nova Scotia's Cap-and-Trade Program, created under Nova Scotia's *Environment Act 1994-95* (the "Act") and the Cap-and-Trade Program Regulations (the "Regulations"), to request approval of the following actions in the Compliance Instrument Tracking System Service (CITSS):

- adding a new facility that has never been entered in CITSS; or
- correcting or updating information of an existing facility.

If you are proposing changes to more than one facility, or are adding more than one facility in CITSS, please ensure you provide a separate completed form for each individual facility.

Instructions for Changing Information of an Existing Facility Requiring Approval

1. The account representative proposes the information change in CITSS by selecting the "Edit Facility" button at the bottom of the Facility Information page.
2. Complete and submit this form. Additional documentation may be requested to accompany your submission.

Note: only change(s) to the following information require approval before they are accepted in CITSS. Otherwise, the proposed change(s) will be accepted once they are submitted in CITSS.

- GHGID (Nova Scotia GHG Identification Number)
- Legal Name
- Operating Name
- North American Industry Classification System (NAICS) Code

Instructions for Adding a New Facility in CITSS

1. The account representative proposes to add the new facility under a participant's account in CITSS by selecting the "Add a facility" button at the bottom of the Facilities tab.
2. Complete and submit this form. Additional documentation may be requested to accompany your submission.

Note: if the facility is already in CITSS and you are requesting to add the facility as a result of a change in ownership, please complete and submit the Change of Ownership Form - do not complete this form.

Mail the completed form with original signatures and any required documents to:

**Cap-and-Trade Program Nova Scotia Environment
1903 Barrington Street
2nd Floor, Suite 2085
Halifax, Nova Scotia B3J 3L7**

The Registrar will review each submitted form for completeness and may request additional information before accepting a submission as complete.

For any questions regarding this form, please contact Nova Scotia Environment at capandtradehelp@novascotia.ca.

Fields marked with an asterisk (*) are mandatory.

1. Participant identification

Please ensure this information is consistent with what has already been entered into CITSS.

CITSS entity ID*	Entity legal name*
Entity operating name*	

Please indicate the purpose of this submission*

Change information of an existing facility in CITSS (complete 2A)

Add a new facility in CITSS (complete 2B)

2A. Change Existing Facility Information Requiring Approval

Facility information currently in CITSS.

CITSS entity ID*	Entity legal name*
Entity operating name*	

Please check all information requested to be changed and indicate the changes in the following table.

Change Requested	Facility Information	Current information in CITSS	Proposed Change
	GHGID		
	Legal Name		
	Operating Name		
	NAICS Code		

2B. Add New Facility

Facility Information

CITSS entity ID*	Entity legal name*
Entity operating name*	NAICS Code*

Physical Address

Unit number*	Street number and name*		
City/Town*	Province/State*	Country*	Postal code*
Telephone number*	Email address*		

Mailing Address

Same as physical address

Unit number*	Street number and name*		
City/Town*	Province/State*	Country*	Postal code*

GHG Reporter Contact

First name	Last name
Position title	
Telephone number	Email address

3. Attestations

An active account representative of the participant identified in Section 1 of this form must attest to the following: I certify that:

1. I have been designated to act as an account representative on behalf of the participant for the purpose of Nova Scotia's Cap-and-Trade Program Regulations;
2. I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments;
3. I certify that the statements and information submitted to Nova Scotia Environment are true, accurate, and complete; and
4. I am aware that it is an offence under the *Environment Act 1994-95* and Nova Scotia's Cap-and-Trade Program Regulations to submit false statements and information or to omit mandatory statements and information.

Please indicate whether you have been designated as the PAR or an AAR of the Program Participant:

PAR AAR

CITSS user reference code*	
First name*	Last name*
Signature*	Date (yyyy/mm/dd)*

Attestation of an Officer / Director OR a Resolution of the Board of Directors

Please provide either:

- a) The name and signature of an officer or director of the participant in the space below attesting to the following terms; or
- b) A resolution of the board of directors to the same effect.

I certify that:

1. I am an Officer or Director of the participant;
2. I attest that the individual listed on this form has been designated to act on behalf of the participant as an account representative;
3. I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments;
4. Based on answers provided by the individual with primary responsibility for obtaining the information, I certify that the statements and information submitted are true, accurate, and complete; and
5. I am aware that it is an offence under the *Environment Act 1994-95* and the Cap-and-Trade Program Regulations to submit false statements and information or to omit mandatory statements and information.

Position*	
First name*	Last name*
Signature*	Date (yyyy/mm/dd)*