

Request to Change / Add Account Representatives / Account Viewing Agents

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):

- changing the primary account representative (PAR) of the participant's account;
- adding a new alternate account representative(s) (AAR) or switching an existing AVA to an AAR;
- adding a new account viewing agent(s) (AVA) or switching an existing AAR to an AVA;

The following actions to **do not require** approval and will be accepted once they are submitted in CITSS:

- removing an existing AAR; or
- removing an existing AVA.

Note: only individuals recognized as an account representative in CITSS pursuant to the Regulations may be designated as an PAR, AAR, or AVA. These individuals are approved CITSS users.

Auction Eligibility: Any account representative change(s) must be submitted to the Registrar at least 40 days preceding an auction in order for the participant to be eligible to participate in that auction.

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

**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 by email at capandtradehelp@novascotia.ca

Notice of Collection of Personal Information

Personal information collected in this form is collected under the authority of Nova Scotia's *Environment Act 1994-95* for the purposes of the administration of Nova Scotia's Cap-and-Trade Program.

The information will be used to evaluate your designation as an account representative or an account viewing agent pursuant to the Cap-and-Trade Program Regulations.

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 (check all that apply)*

- Changing the primary account representative (PAR)
- Adding a new alternate account representative (AAR)
- Adding a new account viewing agent (AVA)
- Switching an existing AVA to AAR
- Switching an existing AAR to AVA

2. Authorization for changes

An active PAR or AAR 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 each of the individual(s) listed on this form have been designated to act on behalf of the participant as an account representative or an account viewing agent;
- 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 individuals 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)*

Appendix A: Account representative or account viewing agent attestation

Current account role*

PAR AAR AVA N/A

New account role*

PAR AAR AVA

I certify that:

1. I have been designated to act as an account representative, or account viewing agent 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.

Are you currently, or are you in the process of becoming designated by any other participant as an account representative or account viewing agent for the purpose of Nova Scotia’s Cap-and-Trade Program Regulations?

Yes No

If you checked yes, please identify the other participant(s) below:

CITSS entity ID*	
Entity legal name*	Entity operating name*
Telephone number*	Email address*

Note: If you need additional space, please include an attachment.

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