

The Québec Cap-and-Trade System for Greenhouse Gas Emission Allowances

User Manual – Volume 4

ACCOUNT MANAGEMENT

CITSS
Compliance Instrument Tracking System Service



December 2018

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ACRONYMS AND INITIALISMS

AVA	Account viewing agent
Emitter	Any person covered by section 2 or section 2.1 of the <i>Regulation respecting a cap-and-trade system for greenhouse gas emission allowances</i>
GHG	Greenhouse gas
MELCC/ Ministry	Ministère de l'Environnement et de la Lutte contre les changements climatiques
NEQ	Numéro d'entreprise du Québec
Participant	A participating natural person or legal entity
AR	Account representative
PAR	Primary account representative (resource person)
Regulation	<i>Regulation respecting a cap-and-trade system for greenhouse gas emission allowances</i>
NAICS	North American Industry Classification System
C&T system	GHG emission cap-and-trade system
CITSS	Compliance Instrument Tracking System Service
WCI, Inc.	Western Climate Initiative, Inc.

1. Introduction

The *CITSS User Manual* has been elaborated to support the users of the Compliance Instrument Tracking System Service (CITSS) who must carry out various actions under the Québec government's GHG emission cap-and-trade (C&T) system.

The system's numerous functions include the issuance by the government of emission allowances, recording the ownership of emission allowances and account information, performing and recording emission allowance transfers, and facilitating the verification of compliance.

The *CITSS User Manual* is divided into volumes elaborated specifically according to the types of operations that users will have to perform in the system. Seven volumes have been elaborated:

- Volume 1 User Registration
- Volume 2 User Profile Management
- Volume 3 Opening an Account
- Volume 4 Account Management**
- Volume 5 Emission Allowance Transfers
- Volume 6 Compliance Management
- Volume 7 Registration for Government Sales

Additional volumes and updated versions will be published where warranted.

1.1 Access to CITSS

You can directly access CITSS at <https://www.wci-citss.org>.

The CITSS home page is the point of entry to carry out any operation in the system. To have access to user profiles, open an account and access accounts linked to the users, the latter must, if they already possess a valid user ID, click on "Login" in the left-hand menu and enter their personal access information (user ID and password). To obtain a user ID, please refer to Volume 1 of the *CITSS User Manual*.

General guidelines

- CITSS is compatible with the main web browsers but certain functions differ slightly from one browser to the next. The CITSS website home page indicates the compatible browsers.
- As a security precaution, it is recommended to erase the browsing history if several people use the computer on which a profile has been created or on which a user navigates in CITSS. It is also recommended that you clear the browser's cache upon completion of each CITSS session.
- CITSS is accessible 24 hours a day, seven days a week (except during periodic maintenance).

2. Account management

Once the C&T system registrar has approved the account application, the individuals designated as account representatives can modify or update the emitter's or the participant's profile and carry out emission allowance transfers in CITSS. Volume 5 of the CITSS User Manual describes the transfer functions.

An account representative who wishes to modify online the information in an account may have to submit new forms depending on the nature of the changes to be made. In some circumstances, it is impossible to change the data online. An account representative must fill out new forms or submit the updated information in a letter or a form provided for this purpose. What is more, the account representatives must be aware of the regulatory requirements pertaining to the updating of information and that the changes made can affect the emitter's or the participant's ability to participate in a government sale. To avoid compromising possible participation in a government sale, all updated information in CITSS or on the Structure and Business Relationship Disclosure Form must be sent to the registrar at least 10 days prior to the closing of the registration period of the sale, that is, 40 days before the date of such a sale.

2.1 Home page

To execute an operation in CITSS, the account representative must first open a session using his user ID and password.

The home page displays the following items:

- **The “Reminders” box displays all reminders concerning compliance with the *Regulation respecting a cap-and-trade system for greenhouse gas emission allowances*.** Volume 6 of the *CITSS User Manual* describes the box.
- **The “My Accounts” box displays the account(s) of which the user is the PAR, the AR or the AVA.** There are two types of accounts for emitters: the general account and the compliance account.
- **The “Account Applications” box displays all current or pending requests to open an account.** Volume 3 of the *CITSS User Manual* describes the box.
- **The “Pending Transfers” box displays all requests for emission allowance transfers awaiting processing.** Volume 5 of the *CITSS User Manual* describes the box.

Figure 1: User home page

WCI, Inc. **CITSS** Compliance Instrument Tracking System Service English • Français • LOGGED IN AS: mikecote

Welcome to WCI CITSS Last successful login: 2018-10-31 16:14:36 EDT

Reminders

Type	Due Date	Link
Under-Reported Emissions Untimely Surrender - Not Surrendered		Notifications page

1 record

My Accounts

Name	Operating Name	Account Type	Account Number	Jurisdiction	Account Status	Actions
Tremblay et Associés Inc.	Tremblay et Associés Inc.	Compliance	QC01113-01622	Québec	Active	View
Tremblay et Associés Inc.	Tremblay et Associés Inc.	General	QC01113-71623	Québec	Active	View

2 records

Account Applications

Name	Entity Type	Jurisdiction	Entity Status
Michael Côté	General Market Participant - Individual	Québec	Registration In Progress

1 record

Pending Transfers

Transfer ID	Transferring Account Name	Transferring Account Type	Receiving Account Name	Receiving Account type	Status	Last Updated
114898	Tremblay et Associés Inc. (QC01113-71623)	General	Entreprise QC01101 (QC01101-91579)	General	Proposed	2018-10-31

1 record

Western Climate Initiative, Inc. (WCI, Inc.) is a non-profit corporation formed to provide administrative and technical services to support the implementation of state and provincial greenhouse gas emissions trading programs.

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Note: The boxes may be empty or not visible depending on the actions carried out in CITSS, for example, if no reminder has been made, no account application has been made or if no transfer has been proposed.

2.2 Display an account

The user home page (Figure 1) provides a list of accounts with which the user is associated as PAR, AR or AVA. If the user is a PAR or an AR, he can access the accounts from this page in order to update them.

In the example in Figure 1, the user is the account representative of an emitter, for which a general account and a compliance account are displayed (Tremblay et Associés Inc.), and the account representative of a participating natural person (Registration in Progress), for which only one general account is displayed (Michael Côté).

STEP 1 Click on the highlighted name of the entity to access an account.

The user will be directed to a page that presents information on the emitter or the participant that was provided when the account was opened (Figure 2). The title of the page is the name of the emitter or the participant that owns the account(s).

2.3 Details of the account

The page that presents information on the emitter or the participant includes buttons to access the general account and, in the case of an emitter, the compliance account. In the example in Figure 2, there is a general account and a compliance account since the account owner is an emitter. Under the access buttons, a table presents the following tabs:

- General
- Contact Information
- Representatives
- Account Viewing Agents
- Holding Limits
- Corporate Associates (emitters and participants that are members of a group of related entities only)
- Auction
- Facilities (emitters only)

Certain tabs lead to a page where changes or updates can be made. When a proposed change is awaiting approval, a ninth tab (“Proposed Data Changes”) displays. Section 3 presents instructions on changing such information.

Figure 2: Page presenting information on the emitter or the participant

Quebec Power Corp.

This page shows information for your account or set of accounts. You may propose changes to the information listed under the General and Contact Information pages by selecting Edit Information at the bottom of the pages. You can remove or propose changes to Representatives, and Account Viewing Agents under their respective tabs. You can indicate your interest in participating in the next scheduled auction under the Auction Tab.

General Account | **Compliance Account**

Proposed Data Changes | **General** | Contact Information | Representatives | Account Viewing Agents | Holding Limits

Corporate Associates | Auction | Facilities

General Identification

CITSS Entity ID	QC997
Legal Name	Quebec Power Corp.
Operating Name	Quebec Power Corp. Operating Name
Entity Reference Code	QC99999999
Jurisdiction	Québec
Entity Type	Covered Entity, Covered Source, or Opt-in Entity

3. Consultation and modification of account information

This section describes the changes to the account information that can be made.

Once the user clicks on the name of the entity on the user home page, he will be directed to a page that presents information on the emitter or the participant that was provided during the account opening process. The title of the page is the name of the emitter or the participant that owns the account(s) and includes buttons to access them. Under the buttons to access each account, a table presents a series of tabs, including the following ones that allow for modifications:

- General
- Contact Information
- Representatives
- Account Viewing Agents
- Holding Limits
- Corporate Associates (emitters and participants that are members of a group of related entities only)
- Auction
- Facilities (emitters only)

The changes concerning the structure and business relationships of an emitter or a participant must be carried out using the Structure and Business Relationship Disclosure Form.

3.1 General information

The “General” tab presents information on the emitter or the participant that was entered during the account opening process. The information on the account status, the CITSS user that submitted the account application and the dates of the creation of the account and the latest update appear at the bottom of the page.

The PAR or the AR can modify the general information by clicking on the “Edit Information” button at the bottom of the “General” tab (Figure 3). An exclamation point (!) indicates the changes that the C&T system registrar must approve before they come into force. Changes to names, the Québec enterprise number (NEQ) and the date of incorporation require such approval. The registrar can request the submission of new documents that justify such changes.

Figure 3: Modification of general information

General	Contact Information	Representatives	Account Viewing Agents	Holding Limits	Corporate Associates
Auction	Facilities				

General Identification

CITSS Entity ID	QC997
Legal Name	Quebec Power Corp.
Operating Name	Quebec Power Corp. Operating Name
Entity Reference Code	QC99999999
Jurisdiction	Québec
Entity Type	Covered Entity, Covered Source, or Opt-in Entity

Incorporation Information

Incorporation Province or State	Québec
Incorporation Country	Canada
Date of Incorporation	2011-09-20

Entity Identification

Québec Enterprise Number	123456789
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Status

Entity Status can be "Active" or "Closed". When entity status is Active, all functions are available to entity representatives. The entity status is changed to Closed when an entity leaves the program or registers as a different entity type (Covered or GMP). When entity status is Closed, representatives are only able to view entity history. To maintain the same CITSS Entity ID and account numbers, the Closed entity status is changed to Active if an entity rejoins the program as the entity type represented by the closed account.

Entity Status	Active
Created By	John Johnson
Date Created	2012-09-01
Last Updated	2018-10-31

- STEP 1** Click on the "Edit Information" button at the bottom of the page. The "Edit Entity" screen appears.
- STEP 2** Move the cursor to the field to be changed and enter the new information. Several changes can be made at the same time.
- STEP 3** Click on the "Submit Changes" button.

3.1.1 Change of legal name

If an issuer or participating legal entity changes its legal name, for example in conjunction with a restructuring, a merger or a change of ownership, but maintains its Québec enterprise number (NEQ), **it is deemed to be the same issuer or participating legal entity.**

The PAR or the AR must fill out and send by mail to the C&T system registrar the updated Structure and Business Relationships Disclosure Form with the new name and any other change in the structure or the business relationships.

If the account representatives must be replaced, refer to the section 3.3 in this guide.

3.1.2 Change of Québec enterprise number (NEQ)

If an issuer or a participating legal entity changes its legal name and operates under a new Québec enterprise number (NEQ), **it is deemed to be a new issuer or a new participating legal entity.** The latter must therefore open an account. It should be noted that exceptions may apply, especially as regards certain company mergers. To obtain information on the procedure to be followed, please call the CITSS support service.

3.2 Contact Information

The “Contact Information” tab indicates the contact information of the issuer or the participant registered when the accounts were opened (Figure 4).

3.2.1 Change of contact information

The PAR or an AR can modify the contact information by clicking on the “Edit Information” button under the “Contact Information” tab (Figure 4). Changes to contact information do not require the approval of the C&T system registrar and therefore take effect immediately.

Figure 4: Change of contact information

The screenshot shows a web interface with a top navigation bar containing tabs: General, Contact Information (highlighted with a blue box), Representatives, Account Viewing Agents, Holding Limits, and Corporate Associates. Below the navigation bar, there are two sub-tabs: Auction and Facilities. The main content area displays contact information for 'Quebec Power Corp.' with fields for Legal Name, Operating Name, Physical Address, Mailing Address, Telephone, Telephone Extension, Mobile phone, Facsimile Number, Email Address, and Website Address. Below these fields, there are additional fields for Contact First Name, Contact Last Name, Contact Position, Contact Telephone, Contact Mobile Number, and Contact Email Address. At the bottom of the form, there is a button labeled 'Edit Information' which is highlighted with a blue box.

- STEP 1** Click on the “Edit Information” button at the bottom of the page. The “Edit Entity” screen appears.
- STEP 2** Move the cursor to the field to be changed and enter the new information. Several changes can be made at the same time.
- STEP 3** Click on the “Submit Changes” button.

3.3 Representatives

An account representative is a user designated to act on behalf of an emitter or a participating legal entity pursuant to the Regulation, in particular to carry out on its behalf operations in CITSS and on the MELCC’s auction and reserve sale platform. However, the account representative can update information on the emitter or the participating legal entity, propose additions to or changes in the account representatives and the account viewing agents and can propose, approve and accept emission allowance transfers. He can also participate in government carbon emission allowance sales.

The “Representatives” tab allows users to access information concerning the current representatives and to add to or change the representatives (Figure 5).

An AR or a PAR can add or remove an AR and propose a change of PAR. To do so, the change must first be proposed directly in CITSS using the “Representatives” tab (Figure 5). The attestation of verification of identity and designation must subsequently be completed and sent by mail to the C&T system registrar if the attestation was not submitted when the user registered for this emitter or participating legal entity. The document confirms the designation of the person to act on behalf of the organization. It is accessible on the MELCC website:

<http://www.environnement.gouv.qc.ca/changements/carbone/formulaires/Attestation-personne-representant-entite-en.pdf>.

3.3.1 Propose the addition of an AR

STEP 1 To propose the addition of an AR, **enter the 12-character User Reference Code of the designated user in the appropriate field at the bottom of the page** and click on the “Add” button.

STEP 2 If necessary, complete and send to the C&T system registrar the attestation of verification of identity and designation form.

The new AR then appears under the “Representatives” tab with “Pending” status. Access to the accounts will be granted to the new AR once the C&T system registrar has received and processed the attestation of verification of identity and designation form and approved the request to add an AR to CITSS. The status of the new AR will then change to “Active.”

3.3.2 Remove an AR

STEP 1 To remove an AR, **click on the “Remove” button** in the “Actions” column to the right of the AR to be removed.

The “Remove” option will not be available if the total number of representatives (AR and PAR) is two. In this case, the C&T system registrar must first approve the addition of a new AR before the AR can be removed (see the preceding section). Moreover, the “Remove” option is not available for the PAR. To remove the PAR, the latter must first be replaced (see the next section).

The removal of an AR does not require approval and takes effect immediately. The representatives removed will no longer have access to the accounts and their status will change to “Retired.”

3.3.3 Propose a change of PAR

The PAR can be replaced by a user who is not already an AR or an AVA or by an active AR or AVA of the emitter or the participating legal entity.

If the PAR is replaced by an active AR or AVA of the emitter or the participating legal entity appearing in the lists of representatives or account viewing agents, use the “Swap with PAR” function.

STEP 1 **Click on the “Swap with PAR” button** in the “Actions” column to the right of the AR who will become the PAR.

STEP 2 If the new PAR was the AR, no form is necessary. **However, the new PAR must confirm by email that he accepts the mandates assigned to him in his capacity as the primary account representative.** If the new PAR was the AVA, **he must complete the attestation of verification of identity and designation and indicate his new role and send it by mail to the C&T system registrar.**

Once the C&T system registrar has processed and approved the request, the AR or the AVA will become the PAR and PAR will become the AR or the AVA.

If the new PAR is a new user who possesses a valid user ID and is neither an active AR nor the AVA of the emitter or the participating legal entity, use the “Change” function available for the PAR.

STEP 1 Click on the “Change” button in the “Actions” column to the right of the PAR to be replaced.

STEP 2 Enter the 12-character User Reference Code of the designated user in the appropriate field at the bottom of the page and click on the “Change Representative” button.

STEP 3 If necessary, complete and send by mail to the C&T system registrar the attestation of verification of identity and designation for the new PAR.

The new PAR then appears under the “Representatives” tab with “Pending” status. Access to the accounts will be granted to the new PAR once the C&T system registrar has analyzed and approved the request to add an AR to CITSS. The status of the new PAR will then change to “Active.”

Figure 5: Modification of the account representatives

Representative Type	Current Representative	Status	Effective Date	End Date	Actions
Primary Account Representative	Perry Quebec, Quebec Power Corp.	Active	2011-01-01		Change
Alternate Account Representative	Jerry Quebec, Quebec Power Corp.	Active	2011-01-01		Swap with PAR

2 records

Add Alternate Account Representative

Account Representatives are individuals duly designated to act on behalf of the emitter or participant for the purposes of the Regulation respecting a cap-and-trade system for greenhouse gas emission allowances. They can edit entity information, propose to add or change representatives and account viewing agents, participate in the transfer of compliance instruments, or manage auction and reserve sales participation. Each CITSS account must have at least two representatives (three representatives is recommended). In addition to the Primary Account Representative (PAR), each account may have up to four Alternate Account Representatives (AAR). New AARs can be identified by entering the CITSS User ID Reference Code for each individual. Each individual will have to provide their twelve-digit User Reference Code (e.g., J1RG93KP8376) which can be found on their respective "My User Profile" page. AARs can be removed from an account by an AAR or the PAR as long as a minimum of one AAR remains. PARs and AARs with Retired status can no longer access the entity account.

To change an AAR into PAR, click on the « Swap with PAR » button. Selected AAR will become PAR and current PAR will become AAR.

Any change to account representatives requires registrar approval. The registrar will contact any PAR or AAR involved in a change that requires paperwork to be submitted.

User Reference Code *

Add

3.4 Account Viewing Agents

Account viewing agents (AVA) are users authorized to view the account data of an emitter or a participating legal entity in CITSS. They can display the data relating to the emitter's or the participating legal entity's registration, the assets of the account(s) and information pertaining to emission allowance transfers in CITSS. However, the AVAs cannot update information on the emitter or the participating legal entity, propose additions to or changes in the account representatives or the account viewing agents, nor play an active role in emission allowance transfers. They cannot participate in government carbon emission allowance sales.

The "Account Viewing Agent" tab allows users to access information concerning the current AVAs and to add to or change the AVAs once they have been added (Figure 6).

A PAR or an AR can add or remove an AVA. To do so, the change must first be proposed directly in CITSS using the "Account Viewing Agent" tab (Figure 6). The attestation of verification of identity and designation must subsequently be completed and sent by mail to the C&T system registrar if the attestation was not submitted when the user registered for this emitter or participating legal entity. The document confirms the authorization of the person to observe the transactions in the organization's accounts. The form is available on the MELCC website:

<http://www.environnement.gouv.qc.ca/changements/carbone/formulaires/Attestation-personne-representant-entite-en.pdf>.

3.4.1 Propose the addition of an AVA

STEP 1 To propose the addition of an AVA, **enter the 12-character User Reference Code of the authorized user in the appropriate field** at the bottom of the page and click on the “Add” button.

STEP 2 If necessary, complete and send to the C&T system registrar the attestation of verification of identity and designation.

The new AVA then appears under the “Account Viewing Agent” tab with “Pending” status. Access to the accounts will be granted to the new AVA once the C&T system registrar has analyzed and approved the request to add an AVA to CITSS.

3.4.2 Remove an AVA

STEP 1 To remove an AVA, **click on the “Remove” button** in the “Actions” column to the right of the AVA to be removed.

The removal does not require approval and takes effect immediately. The AVAs removed will no longer have access to data in the account(s) of the emitter or the participating legal entity and their status will change to “Retired.”

Figure 6: Modification of the account viewing agents

General Contact Information Representatives **Account Viewing Agents** Holding Limits Corporate Associates

Auction Facilities

Current Account Viewing Agent(s)	Status	Effective Date	End Date	Actions
0 records				

Add Account Viewing Agent

Account Viewing Agents (AVAs) are individuals duly authorized to observe the account operations. AVAs cannot edit entity information, propose to change representatives, participate in the transfer of compliance instruments, or manage auction and reserve sales participation. The PAR or an AAR on an account may identify up to five AVAs by entering the CITSS User ID Reference Code for each individual. Each individual will have to provide their twelve-digit code (e.g., J1RG93KP8376) which can be found on their respective "My User Profile" page. The PAR or an AAR on an account may remove AVAs from an account. "Retired" AVAs no longer can observe the account operations of the entity.

To change an AVA into PAR, click on the « Swap with PAR » button. Selected AVA will become PAR and current PAR will become AVA.

Any change to account representatives requires registrar approval. The registrar will contact any PAR or AVA involved in a change that requires paperwork to be submitted.

User Reference Code *

Add

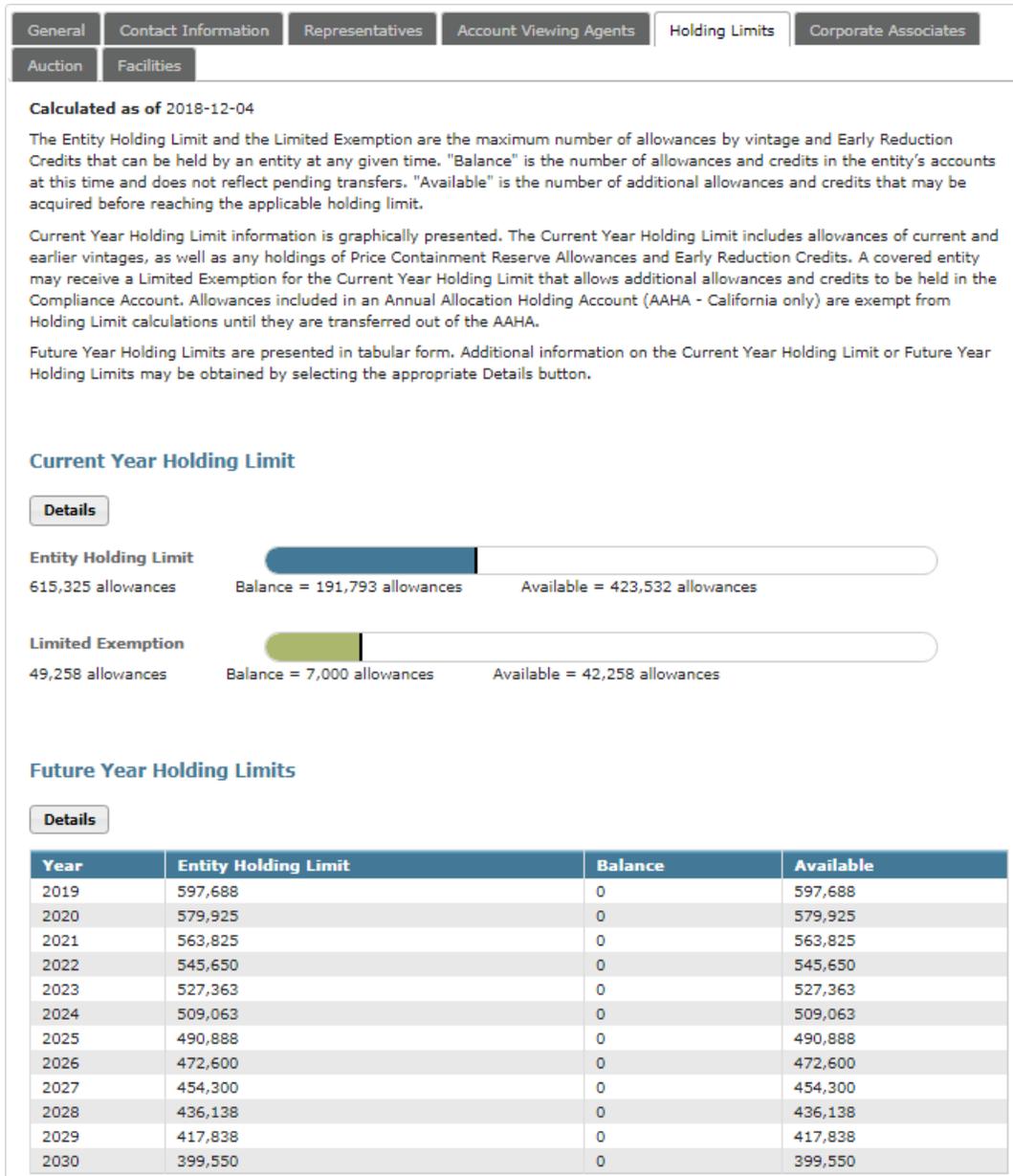
3.5 Holding Limits

The “Holding Limits” tab (Figure 7) comprises two sections:

- Current Year Holding Limit
- Future Year Holding Limits

The limits are calculated according to the annual cap on GHG emissions set by Order in Council. They cannot be changed.

Figure 7: “Holding Limits” tab



3.5.1 Current Year Holding Limit

This section enables the account representatives of an emitter or a participant to ascertain the holding limit applicable to emission units (emission units of current and previous vintages, as well as reserve emission units) and to early reduction credits. The limit corresponds to the maximum number of emission units and early reduction credits that an emitter or a participant can possess in its account(s).

Information concerning the limit is presented in the form of charts (Figure 8).

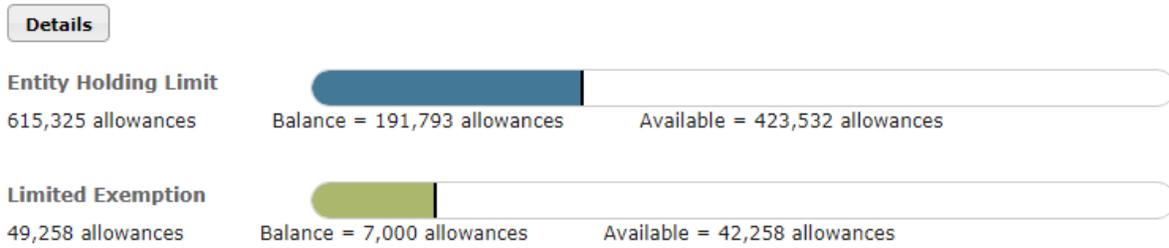
- The “**Entity Holding Limit**” field corresponds to the holding limit of emission units and early reduction credits calculated according to the equation stipulated in the Regulation.
- The “**Balance**” field indicates the number of emission units and early reduction credits held in the general account and, where applicable, the emitter’s or the participant’s compliance account at that time, without taking into account pending transfers.
- The “**Available**” field indicates the number of emission units and early reduction credits that the entity can still obtain before reaching the applicable holding limit.

An **emitter** can benefit from a **limited exemption**. Accordingly, part of the emitter’s emission units and early reduction credits are not counted in its holding limit. The value of the exemption granted to an emitter corresponds to the best estimate of GHG emissions that it will have to cover the current year and previous years. The exemption applies to the emission units and the early reduction credits registered in the compliance account. The emission allowances recorded in the compliance account are reserved for compliance and cannot be withdrawn from it by the account representatives.

- The “**Limited Exemption**” field corresponds to the potential exemption, granted according to estimated GHG emissions for the current year and the emitter’s previous years.
- The “**Balance**” field refers to the number of emission units and early reduction credits held in the emitter’s compliance account that can actually be exempted from the holding limit.
- The “**Available**” field indicates the number of emission units and early reduction credits that can be exempted at that time from the calculation of the applicable holding limit if they are placed in the compliance account, that is, the “Limited Exemption” value less the “Balance” value.

Figure 8: Current year holding limit

Current Year Holding Limit



3.5.2 Future Year Holding Limits

This section presents the limits in table form (Figure 9). The limits apply independently to each of the future vintages. The balance of emission units corresponds to the number of emission units of a given vintage that the emitter or the participant now holds, without taking into account pending transfers. The “Available” field corresponds to the number of emission units for each vintage that an entity can acquire without exceeding its holding limit.

Figure 9: Future year holding limits

Future Year Holding Limits

Details

Year	Entity Holding Limit	Balance	Available
2019	5,976,875	0	5,976,875
2020	5,799,250	18,000	5,781,250
2021	5,638,250	0	5,638,250
2022	5,456,500	0	5,456,500
2023	5,273,625	0	5,273,625
2024	5,090,625	0	5,090,625
2025	4,908,875	0	4,908,875
2026	4,726,000	0	4,726,000
2027	4,543,000	0	4,543,000
2028	4,361,375	0	4,361,375
2029	4,178,375	0	4,178,375
2030	3,995,500	0	3,995,500

3.6 Corporate Association

Pursuant to the Regulation, all emitters or participants in respect of which business relationships exceed 50%, which are subsidiaries of each other, which belong to the same group or which have a common account representative who is an employee of one of the two emitters or participants are deemed to be related entities. In this instance, the emitters and the participants must apportion among themselves as a percentage the holding limits and the purchase limits on auction sales.

The table in the “Corporate Associates” tab (Figure 10) presents, where applicable, the entities registered in CITSS with which the emitter or the participant is related. The table presents for each one of them the percentage breakdown of the holding limit and purchase limit and the percentages of the effective purchase limits, that is, the purchase limits that will be applied at the time of an auction sale to each of the entities.

Effective purchase limit of previous and current vintages (%)	—— ——	Purchase limit of the group (4% if participants only; 25% if there is at least one emitter)	x	Share of the purchase limit (%)
Effective purchase limit of the future vintage (%)	—— ——	Purchase limit of the group (4% if participants only; 25% if there is at least one emitter)	x	Share of the purchase limit (%)

Figure 10 : “Corporate Associates” tab

General	Contact Information	Representatives	Account Viewing Agents	Holding Limits	Corporate Associates
Auction	Facilities				

This table shows the registered CITSS entities that have a Corporate Association with this entity and their respective Holding Limit Share (%), Purchase Limit Share (%), Effective Current Vintage Purchase Limit (%) and Effective Future Vintage Purchase Limit (%). Any updates or changes to Corporate Associations must be reported to the CITSS Jurisdiction Registrar. For guidance on how to change the corporate association information, CITSS support information is available at: <http://wci-inc.org/support.php>

Group Current Vintage Purchase Limit % 25

Group Future Vintage Purchase Limit % 25

Entity ID	Legal Name	Holding Limit Share (%)	Purchase Limit Share (%)	Effective Current Vintage Purchase Limit (%)	Effective Future Vintage Purchase Limit (%)
QC994	Amherst Corp.	50.00	55.00	13.75	13.75
QC993	Laval Corp.	40.00	35.00	8.75	8.75
QC997	Quebec Power Corp.	10.00	10.00	2.50	2.50

3 records

3.6.1 Changes to Corporate Association

The C&T system registrar enters information on business relationships in CITSS using information provided in the Structure and Business Relationships Disclosure Form. Any updates or changes to the business relationships must be reported by submitting a new form to the C&T system registrar. To obtain additional information on the procedure to follow to modify the business relationships, please contact the CITSS support service.

Structure and Business Relationships Disclosure Form:

http://www.environnement.gouv.qc.ca/changements/carbone/formulaires/Formulaire-3_Divulgateion-structure-liens-affaires-en.pdf.

3.7 Auctions

The “Auction” tab comprises three sections:

- Auction and Reserve Sale Information
- Initiate Event Participation
- Current and Future Vintage Purchase Limit Percentage

3.7.1 Auction and Reserve Sale Information

This section (Figure 11) allows the account representatives of an emitter or a participant to indicate by checking the appropriate box whether the emitter or the participating legal entity that he represents wishes to share the information on the entity and its account representatives with the Auction Administrator and the Financial Services Administrator. By giving his consent, the account representative agrees, on his own behalf and on behalf of the emitter or the participating legal entity that he represents, that the name, contact information and CITSS account numbers of the emitter or the participating legal entity be transferred to the Auction Administrator and to the Financial Services Administrator mandated by the government. He also agrees that the name of the account representatives, their telephone numbers and email addresses be transferred to the Auction Administrator and to the Financial Services Administrator to facilitate their participation in government carbon emission allowance sales. All of the account representatives can thus participate in the auction sales or sales by mutual agreement of the Minister on behalf of the emitter or the participating legal entity that they represent. Agreeing to share the information does not oblige the representatives to participate in a sale and does not constitute registration for a sale.

This selection can be modified at any time but must be activated no later than 31 days prior to the subsequent sale in order for the emitter or the participant to participate in it. To do so, the PAR or one of the ARs must activate the “Auction and Reserve Sale Information” box.

The PAR or one of the ARs can also disable the “Auction and Reserve Sale Information” box if the emitter or the participant wishes to withdraw its consent. This selection can be modified at any time but must be disabled at least 61 days prior to the date of the next sale, failing which his information will be sent automatically to the Auction Administrator and to the Financial Services Administrator.

Figure 11 : “Auction” tab

General Contact Information Representatives Account Viewing Agents Holding Limits Corporate Associates

Auction Facilities

Auction and Reserve Sale Information

By selecting the "Auction and Reserve Sale Information" box below, you are agreeing to have your entity name, entity contact information, account numbers, representative names, representative phone numbers, and representative email addresses transferred to the Auction and Reserve Sale Administrator and Financial Services Administrator for the purpose of facilitating your entity's participation in any upcoming auction or reserve sale. You may disable the "Auction and Reserve Sale Information" option if you wish to stop sharing your entity's information with the Auction and Reserve Sale Administrator and Financial Services Administrator. Information will continue to be shared with the Auction and Reserve Sale Administrator and Financial Services Administrator if an application to participate in an auction or reserve sale is submitted.

NOTE: Only covered and opt-in entities are eligible to participate in reserve sales.

Auction and Reserve Sale Information

Updated By

Last Updated

Submit

STEP 1 Indicate the emitter’s or the participant’s consent to share information by checking the “Auction and Reserve Sale Information” box.

STEP2 Click on the “Submit” button. The action takes effect immediately. The name of the account representative who entered the request and the date and time of their submission will appear below the check box.

3.7.2 Initiate Event Participation

This section gives access to the government carbon emission allowance sales registration page and the active registration consultation page. To find out more about registration for events, please consult Volume 7 of the *CITSS User Manual*, entitled “Registration for Government Sales.”

3.7.3 Current and Future Vintage Purchase Limit Percentage

This section enables an emitter’s or a participant’s account representatives and account viewing agents to ascertain the purchase limits on GHG emissions units at auction sales (Figure 12). This is the percentage of GHG emissions units for sale that can be purchased by a given emitter or participant at an auction if the emitter or the participant is not part of a group of related entities. (If the emitter or the participant is part of a group of related entities, consult the “Corporate Association” tab in section 3.6 to determine the effective purchase limits.)

The purchase limit for emission units of previous vintages and the current vintage corresponds to a percentage of the emission units auctioned at each sale. The percentage varies according to the type of participant. It is 25% for emitters and 4% for participating legal entities and natural persons. In the example presented in Figure 12, if

1 000 000 units of the current vintage are auctioned and the percentage of the purchase limit for the emission units of previous vintages and the current vintage of that company (an emitter) is 25%, this means that this company may submit offers up to a maximum of 250 000 emission units in this category of vintages.

The purchase limit for the emission units of the future vintage varies in the same way according to the type of participant (25% for emitters and 4% for participants). In the example in Figure 12, the purchase limit on emission units of future vintages that the company can purchase at an auction sale is also 25% of the emission units auctioned, that is, 250 000 emission units if 1 000 000 units of the future vintage are auctioned.

Figure 12: Current and Future Vintage Purchase Limit Percentage

Current and Future Vintage Purchase Limit %

Each entity in the Cap-and-Trade program is assigned a Current Vintage Purchase Limit percentage and a Future Vintage Purchase Limit percentage (shown below). The number of current vintage allowances that may be purchased at a given auction is the Current Vintage Purchase Limit percentage multiplied by the number of current vintage allowances being offered at the auction. The number of future vintage allowances that may be purchased at a given auction is the Future Vintage Purchase Limit percentage multiplied by the number of future vintage allowances being offered at the auction. These purchase limits do not consider the balances of allowances in an entity's accounts, and consequently the holding limit may be more restrictive than the purchase limit.

If an entity is part of a Corporate Association Group (CAG), the purchase limit percentages assigned to an individual entity may not be applicable because the purchase limits are shared among all members of the CAG according to the shares agreed to by the members of the CAG.

Current Vintage Purchase Limit %	25
Future Vintage Purchase Limit %	25
Updated By	Prénom51165 Nom51165
Last Updated	2015-01-05 11:09:36 EST

3.8 Emitter's Facilities

The “Facilities” tab (Figure 13) presents information on an emitter’s facilities that are subject to the account opening process or that are added subsequently.

Figure 13: “Facilities” tab

The Facilities tab shows the facilities managed by the entity identified at the top of the screen. The entity is responsible for managing compliance instruments and compliance obligations for these facilities. Information about each facility is available by selecting the link in the Facility Name column. Additional facilities may be added by selecting the Add Facility button. Any facility changes must be accompanied with signed forms authorizing the changes. Those forms can be downloaded in French from the Carbon Market section of the MDELCC website. For guidance on how to change facility information, additional CITSS support is available at: <http://wci-inc.org/support.php>

Facility Name	Facility Operating Name	GHG Emissions Reporting ID	Status	Effective Date	Retirement Date	Actions
Quebec Power Corp.	Quebec Power Corp. Facility	999888	Active	2012-12-15		No Action

[CSV](#) [Excel](#) 1 record

Add Facility

An AR or a PAR can add a facility or modify information on an existing facility. To do so, the change must first be proposed directly in CITSS using the “Facilities” tab.

3.8.1 Add a facility

- STEP 1** Click on the “Add Facility” button (Figure 13).
- STEP 2** Enter the requisite information in the fields (Figure 14).
- STEP 3** Verify the information entered, then **click on the “Submit” button.**

The C&T system registrar must approve all additions of facilities.

Figure 14: Add a facility (details)

Entity Information

Jurisdiction Québec
Entity Type Covered Entity, Covered Source, or Opt-in Entity
Legal Name Quebec Power Corp.
Operating Name Quebec Power Corp. Operating Name

Use Entity Data

Facility Information for Facility Management

Name *
Operating Name *

Physical Address

Address Line 1 *
Address Line 2
City *
State/Province * -- Select --
Postal Code *
Country * -- Select --

Mailing Address

Is the mailing address the same as the physical address?
Address Line 1
Address Line 2
City
State/Province -- Select --
Postal Code
Country -- Select --

Facility Identifiers

NAICS Code * -- Select --
GHG Emissions Reporting ID *

Facility GHG Reporter Contact

Contact First Name
Contact Last Name
Contact Job Title
Contact Phone Number
Contact Mobile Phone Number
Contact Email Address

Submit **Cancel**

3.8.2 Modify the information on a facility

- STEP 1** **Click on the name of the facility** to access the page that provides information on it.
- STEP 2** **Next, click on the “Edit Facility” button** at the bottom of the page.
- STEP 3** **Enter the new information** in the fields to be modified (Figure 15).
- STEP 4** Verify the information entered, **then click on the “Submit” button.**

An exclamation point (!) indicates the changes that the C&T system registrar must approve before they come into force. Such approval is required, in particular, for changes in names and the NAICS code. The registrar can request the submission of documents that justify such changes.

Figure 15: Modify a facility

Entity Information

Jurisdiction	Québec
Entity Type	Covered Entity, Covered Source, or Opt-in Entity
Legal Name	Quebec Power Corp.
Operating Name	Quebec Power Corp. Operating Name

Facility Information for Facility Management

Name	! *	Quebec Power Corp.
Operating Name	! *	Quebec Power Corp. Fac

Physical Address

Address Line 1	*	675 Rue de blanc
Address Line 2		
City	*	Montreal
State/Province	*	Québec
Postal Code	*	G1R 5V7
Country	*	Canada

Mailing Address

Is the mailing address the same as the physical address?

Address Line 1	675 Rue de blanc
Address Line 2	
City	Montreal
State/Province	Québec
Postal Code	G1R 5V7
Country	Canada

Facility Identifiers

NAICS Code	! *	332113 Forging
GHG Emissions Reporting ID	! *	999888

Facility GHG Reporter Contact

Contact First Name	
Contact Last Name	
Contact Job Title	
Contact Phone Number	
Contact Mobile Phone Number	
Contact Email Address	

3.8.3 Change of operator of an emitter's facility

When a facility subject to the C&T system changes operator, the former operator must promptly inform the Minister accordingly. The former and new operators can subsequently perform specific actions.

Former operator

If the former operator possesses facilities other than the facility subject to the change:

STEP 1 Notify the registrar by letter of the change of operator. The letter must indicate the former operator's legal name and account number, the name of the facility affected by the change of operator, the name of the new operator, the date on which the change came into force and a brief explanation of the change of operator, for example, sale, merger, restructuring, and so on.

If the former operator does not possess other facilities:

STEP 1 Notify the registrar by letter of the change of operator. The letter must indicate the former operator's legal name and account number, the name of the facility affected by the change of operator, the name of the new operator, the date on which the change came into force and a brief explanation of the change of operator, for example, sale, merge, restructuring, and so on.

STEP 2 Transfer the emission allowances if necessary. The registrar will close the former operator's compliance account after having transferred any remaining emission allowances to the general account.

STEP 3 If the organization wishes to continue to participate in the C&T system as a participant, please contact the C&T system registrar.

New operator

If the new operator does not already holds a general account and a compliance account in CITSS:

STEP 1 Submit an account application within 30 days of the change of operator (if need be, refer to Volume 3 of the *CITSS User Manual*, entitled "Opening an Account").

STEP 2 When submitting the account application, **indicate that the facility already exists in CITSS**. The registrar will transfer the facility from the former operator to the new operator in CITSS.

STEP 3 Once the account has been opened and the registrar has linked the facility to it, update the information on the facility in CITSS since such information corresponds to that entered by the former operator.

If the new operator already possesses a general account and a compliance account in CITSS:

STEP 1 Once the registrar has linked the facility to the new operator in CITSS, an account representative must update the information on the facility since such information will correspond to that entered by the former operator.

Should you have questions concerning the change of operator of a facility, please contact the CITSS support service.

4. Processing of changes to account information

4.1 Approval by the registrar

When a change that requires approval is proposed, the changes requested will be presented in the “Proposed Data Changes” tab on the page containing information on the emitter or the participant. It should be noted that, in the example in Figure 16, there are now nine tabs below the access buttons to each account, including the “Proposed Data Changes” tab. This tab displays until the registrar has approved or rejected all of the proposed changes. When there are no other proposed changes, the “Proposed Data Changes” tab disappears.

Figure 16: Changes that require confirmation by the registrar



4.2 Confirmation by the user

When a change of information on the emitter or the participant takes effect immediately and does not require the registrar’s approval, the “Confirmation required” window (Figure 17) displays and asks the user to confirm the action proposed. Actions that require confirmation by the user are irreversible. For example, if an account has more than two account representatives, the removal of one account representative is an immediate, irreversible action, unless the addition of a new user as account representative is proposed, which requires the registrar’s approval. As Figure 17 shows, the confirmation window issues a WARNING to indicate that the action cannot be changed once it has been confirmed.

Figure 17: Changes that require confirmation by the user

Quebec Power Corp.

This page shows information for your account or set of accounts. You may propose changes to the information listed under the General and Contact Information pages by selecting Edit Information at the bottom of the pages. You can remove or propose changes to Representatives, and Account Viewing Agents under their respective tabs. You can indicate your interest in participating in the next scheduled auction under the Auction Tab.

Representative Type	Confirmation required	Effective Date	End Date	Actions
Primary Account Representative	Confirmation required ✕ WARNING! This action will remove the person from your compliance instrument accounts. They will no longer be able to access your account information. <input type="button" value="Yes"/> <input type="button" value="No"/>	2011-01-01		<input type="button" value="Change"/>
Alternate Account Representative		2011-01-01		<input type="button" value="Swap with PAR"/> <input type="button" value="Remove"/>
Alternate Account Representative		2018-11-01		<input type="button" value="Swap with PAR"/> <input type="button" value="Retire"/>

3 records

Add Alternate Account Representative

Account Representatives are individuals duly designated to act on behalf of the emitter or participant for the purposes of the Regulation respecting a cap-and-trade system for greenhouse gas emission allowances. They can edit entity information, propose to add or change representatives and account viewing agents, participate in the transfer of compliance instruments, or manage auction and reserve sales participation. Each CITSS account must have at least two representatives (three representatives is recommended). In addition to the Primary Account Representative (PAR), each account may have up to four Alternate Account Representatives (AAR). New AARs can be identified by entering the CITSS User ID Reference Code for each individual. Each individual will have to provide their twelve-digit User Reference Code (e.g., J1RG93KP8376) which can be found on their respective "My User Profile" page. AARs can be removed from an account by an AAR or the PAR as long as a minimum of one AAR remains. PARs and AARs with Retired status can no longer access the entity account.

To change an AAR into PAR, click on the « Swap with PAR » button. Selected AAR will become PAR and current PAR will become AAR.

5. CITSS support services

For questions concerning the GHG emission cap-and-trade system (C&T system) or to obtain assistance regarding CITSS or user registration, you can consult the carbon market section of the Ministère de l'Environnement et de la Lutte contre les changements climatiques website devoted to the system:

<http://www.environnement.gouv.qc.ca/changements/carbone/MAJ-CITSS-en.htm#account>

You can also contact the CITSS support service at 418-521-3868, ext. 7074, toll-free at 1-800-561-1616, ext. 7074, or by email (registraireqc-spede@environnement.gouv.qc.ca).