

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

User Manual – Volume 5

EMISSION ALLOWANCE TRANSFERS

CITSS
Compliance Instrument Tracking System Service

January 2019

Québec 

TABLE OF CONTENTS

1. INTRODUCTION	1
1.1 Access to CITSS	1
2. GENERAL TRANSFER PROCESS	3
2.1 Transfer Process Steps	3
2.2 Transfer Time Limits	3
2.3 Naming Conventions	5
2.4 Transfer Statuses	5
3. TRANSFER PROPOSALS	7
3.1 Selecting Emission Allowances to be Transferred	7
3.2 Selecting the Transfer Type	8
3.3 Information Entry	9
3.3.1 Over-the-Counter (OTC) Agreement with delivery in no more than 3 days	9
3.3.2 Over-the-Counter (OTC) Agreement with delivery more than 3 days or involving multiple transfers or combining compliance instruments with other products	14
3.3.3 Exchange Agreement (not to an Exchange Clearing Service Provider)	20
3.3.4 Transfer To Compliance Account	24
3.3.5 Exchange Agreement to a Clearing House	27
3.3.6 Voluntary Retirement	32
4. TRANSFER APPROVAL	35
5. TRANSFER ACCEPTANCE	39
6. TRANSFER HISTORY	43
6.1 Access to Transfer History for All Accounts	43
6.2 Access to Transfer History for one Account	45
6.3 Obtain Transfer Details	47
7. PRESENTATION OF EMISSION ALLOWANCE ACCOUNTS	49
7.1 Emitter and Participant Accounts	49
7.2 Clearing House Account	49
7.3 Account Statuses	49
8. LOCATION OF THE ENTITY'S ACCOUNT NUMBER AND REFERENCE CODE	51
9. CITSS SUPPORT SERVICES	53

FIGURES

Figure 1: Access the transferring entity's general account	7
Figure 2: Select emission allowances to transfer.....	8
Figure 3: Select Type of Transfer	9
Figure 4: Entering transfer information: Over-the-Counter (OTC) Agreement with delivery in no more than 3 days	10
Figure 5: Compliance Instrument Transfer Detail - Over-the-Counter (OTC) Agreement with delivery in no more than 3 days	13
Figure 6: Entering transfer information: Over-the-Counter (OTC) Agreement with delivery more than 3 days (upper part)	15
Figure 7: Entering transfer information: Over-the-Counter (OTC) Agreement with delivery more than 3 days (lower part).....	18
Figure 8: Compliance Instrument Transfer Detail - Over-the-Counter (OTC) Agreement with delivery more than 3 days	19
Figure 9: Entering Transfer Information - Exchange Agreement	21
Figure 10: Compliance Instrument Transfer Detail - Exchange Agreement.....	23
Figure 11: Entering Transfer Information in a Compliance Account	25
Figure 12: Compliance Instrument Transfer Detail - To Compliance Account	26
Figure 13: Entering Transfer Information - Exchange Agreement to a Clearing House.	28
Figure 14: Compliance Instrument Transfer Detail - Exchange Agreement to a Clearing House	31
Figure 15: Entering Voluntary Retirement Information.....	33
Figure 16: Compliance Instrument Transfer Detail - Voluntary Retirement.....	34
Figure 17: CITSS system user homepage.....	36
Figure 18: Compliance Instrument Transfer Detail	37
Figure 19: General Account page of the CITSS system	38
Figure 20: CITSS system user homepage.....	40
Figure 21: Emission Allowance Transfer Details	41
Figure 22: General Account page of the CITSS system	42
Figure 23: Transfer and Balance Reports.....	44
Figure 24: Transfer History for All Accounts	45
Figure 25: CITSS system user homepage.....	46
Figure 26: General Account Page (transfer tab)	47
Figure 27: Compliance Instrument Transfer Detail Page.....	48
Figure 28: CITSS user homepage with account numbers	51
Figure 29: Account Detail page of the CITSS system containing the entity reference code	52

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>
MELCC	Ministère de l'Environnement et de la Lutte contre les changements climatiques
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>
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 homepage 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

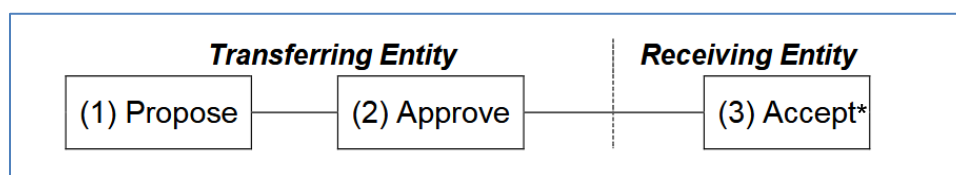
- CITSS is compatible with the main web browsers but certain functions differ slightly from one browser to the next. The CITSS website homepage indicates the compatible browsers.
- As a security precaution, it is recommended to erase the browsing history if several people use the computer on which a 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. General Transfer Process

2.1 Transfer Process Steps

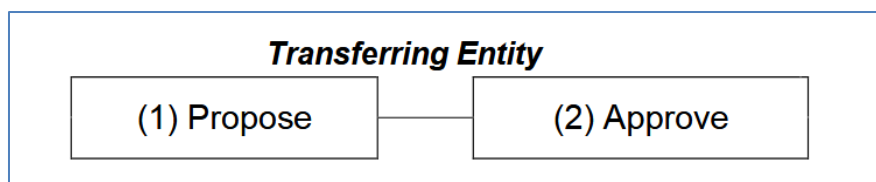
The CITSS system's emission allowance transfer process involves two or three steps: Propose, Approve, and Accept (if required). The transfer process between emitters and participants is depicted in Table 1. The transfer process from an emitter's compliance account or via a clearing house is depicted in Table 2. The acceptance step is not required for general account transfers to an emitter's compliance account nor for transfers to and from a clearing house account.

Table 1: Transfer process between entities and to the minister's retirement account



* For transfers to the minister's retirement account, a jurisdiction administrator has to accept the transfer.

Table 2: Transfer process to a compliance account or to and from a clearing house account



2.2 Transfer Time Limits

Transferring emission allowances in the CITSS system is a three-step process that must be completed within specific timeframes. Therefore:

- All transfers must be **proposed** by an account representative (PAR or AR) of the transferring entity,
- then **approved** by another AR or PAR of the transferring entity **within two days of the transfer proposal**,
- and finally **accepted** by an AR or PAR of the receiving entity **within three days of the transfer proposal**.

Table 3 depicts the process.

If the above deadlines are not met, the transfer process expires, which permanently cancels the transfer in the CITSS system. Should the transfer expire, the emission allowances are not transferred. An AR/PAR must propose a new transfer if it still needs to be made.

Table 3: Transfer Process

Friday	Saturday	Sunday	Monday
Transfer Request Proposed	Day 1	Day 2	Day 3
<p>A representative of the transferring entity Proposes a transfer request.</p> <p>The three-day period begins at midnight (12 a.m.) ET of the day following Proposal of the transfer request.</p>	<p>A second representative of the transferring entity must Approve the Proposed transfer request no <u>later than two days</u> after it is proposed, i.e., by 11:59 p.m. of Day 2.</p>	<p>If the transfer request is not Approved by the end of Day 2, the CITSS automatically expires the transfer request.</p>	<p>When applicable, a representative of the receiving entity must Accept the transfer request within three days, i.e., not later than 11:59 p.m. on Day 3.</p> <p>If the transfer request is not Accepted by the end of Day 3, the CITSS automatically expires the transfer request.</p>
The transfer status is PROPOSED	The transfer status changes to APPROVED		The transfer status changes to COMPLETE

During the transfer process, the emission allowances being transferred remain the property of the transferring entity and are only collected at the end of the process. They are, however, subtracted from the available balance in the transferring entity's account to indicate that they are awaiting transfer. That way, the available balance corresponds to the balance of the account from which the emission allowances are deducted.

All scheduling within the CITSS is based on prevailing Eastern Time (ET), i.e., Eastern Time with seasonal adjustments for daylight savings. A "day" begins at midnight (12:00 a.m.) and lasts until 11:59 p.m. the next evening. Each requirement period begins at midnight (12:00 a.m.) ET, i.e., Day 1 is the first 24 hour day following the Settlement Date or following the day that the transfer request is proposed.

There are no requirements to prevent the shortest possible completion of the transfer process, i.e., all three steps (Propose, Approve, and Accept) could be completed on the same day.

2.3 Naming Conventions

The following terms are used to describe the transfer process:

Transferring Entity

The source of the emission allowances, i.e. the account from which the emission allowances are deducted. Emission allowances are transferred from the transferring entity's account to the receiving entity's account.

Receiving Entity

The account into which emission allowances are transferred, i.e., the beneficiary of the transfer. Emission allowances are transferred from the transferring entity's account to the receiving entity's account.

Agreement Date

The date when a contract or agreement to transfer emission allowances is accepted by the parties. It's the date a written contract or agreement is signed to assign present or future emission allowances, for example under a futures contract. The agreement date and the transaction date may be different. Regardless of the contract's transaction date, the transfer takes effect as soon as the status of the transfer changes to "Completed" in the CITSS system.

Transaction Date

The expected date when the accepted terms of the agreement will be completed. This is usually the date of transfer and payment.

Contract Expiration Date

For transfers involving a stock exchange, clearing house, or other transaction service, the contract expiration date is the date the contract expires. It is the same date when the price for emission allowance transfers is established.

2.4 Transfer Statuses

Proposed

The transfer request has been proposed by a PAR or AAR and is awaiting approval from another account representative of the transferring entity. If this is a transfer between entities, the transfer request is not yet viewable by the representatives of the receiving entity while it is in this status.

Approved

The transfer request has been approved by a second account representative (PAR or AAR) of the transferring entity. If this is a two-step transfer (transfer between accounts of the same entity, or to or from an exchange clearing account), the transfer is now complete. If the transfer is between entities, the representatives of the receiving entity have been notified of the transfer request and the transfer is viewable as a pending transfer on the homepage of the account representatives of the receiving entity. An account representative of the receiving entity must now either accept or decline the transfer request.

Complete

The transfer is complete and the emission allowances have been transferred from the transferring entity's account to the receiving entity's account. The transfer of emission allowances is complete when the transfer is accepted by the AR/PAR of the receiving entity. For transfers that do not require acceptance, i.e., those made to a compliance account or to or from a clearing house account, emission allowances are transferred as soon as the transfer is approved by the transferring entity's AR/PAR.

Cancelled

A transfer request was cancelled by the account representative of the transferring entity that initially proposed the transfer. Only the representative that entered the initial proposal can cancel the proposed transfer. If the proposed transfer was to another entity, the representatives of the receiving entity were not notified of the proposed transfer or cancellation. The compliance instruments have not been transferred.

Denied

The transfer request was denied by a second account representative of the transferring entity (following proposal). The representatives of the transferring entity were notified that the proposed transfer was denied. If the proposed transfer was to another entity, the representatives of the receiving entity were not notified of the proposed transfer or the subsequent denial. The compliance instruments have not been transferred.

Declined

The transfer request was declined by an account representative of the receiving entity. The representatives of both the transferring and acquiring entities were notified of the action by email. The compliance instruments have not been transferred.

Expired

Either the transfer request was not approved before midnight (Eastern Time) of the second calendar day following proposal or the transfer request or was not accepted before midnight (Eastern Time) of the third calendar day following proposal of the transfer request. The compliance instruments have not been transferred. If the transfer still needs to be recorded, a new transfer proposal must be entered by a representative of the transferring entity.

3. Transfer Proposals

3.1 Selecting Emission Allowances to be Transferred

The **My Accounts** box lists the accounts with a PAR, AR, or AVA user. This section contains information on each account, including the legal and business names of the emitter or participant, the type of account, its number, its status, and the participating government.

STEP 1 Access the general account of the receiving entity by clicking on the “View” button to the right of the account (Figure 1).

STEP 2 Select the emission allowances to be transferred by clicking on the “Initiate Transfer” button on the same line as the allowance to transfer (Figure 2).

The General Account page, shown in Figure 2, provides information about the selected account. There are two tabs: Holdings and Transfers.

The Holdings tab provides a detailed list of the emission allowances in the account, organized by Vintage, Jurisdiction, Type, Sub-Type, Offset Type, Project ID, and Quantity. Note that some of these columns (Sub-Type, Offset Type, and Project ID) apply only to offset credits and will remain empty for the listed emission units.

The Transfers tab provides a transfer history that the AR/PAR can also view by clicking on the “Transfer History” link on the Reports page in the menu on the left of the screen.

Figure 1: Access the transferring entity’s general account

Welcome to WCI CITSS

Last successful login: 2018-11-21 16:09:32 EST
Last failed login: 2015-11-26 16:10:45 EST

My Accounts

Name	Operating Name	Account Type	Account Number	Jurisdiction	Account Status	Actions
Entreprise QC01124	Dénomination commerciale QC01124	General	QC01124-41655	Québec	Active	View
Entreprise QC01124	Dénomination commerciale QC01124	Compliance	QC01124-61654	Québec	Active	View

2 records

Pending Transfers

Transfer ID	Transferring Account Name	Transferring Account Type	Receiving Account Name	Receiving Account Type	Status	Last Updated
114818	Entreprise QC01124 (QC01124-41655)	General	Entreprise QC01010 (QC01010-41028)	General	Proposed	2018-11-21

1 record

Figure 2: Select emission allowances to transfer

[Log Out](#)
[Home](#)
[Contact Us](#)
[My User Profile](#)

[Account Registration](#)

[Representative Reports](#)

[Glossary](#)

Enterprise QC01124 General Account (QC01124-41655)

Your account information is provided below. Select "Account Detail" to view or change entity and account representative information. To initiate a compliance instrument transfer from this account, select "Initiate Transfer" from the Holdings tab. To view the transfer history for this account, select the Transfers tab.

Account Number	QC01124-41655
Account Type	General
Account Status	Active
Account Balance	214,649
Available Account Balance	214,649

[Account Detail](#)

[Holdings](#)
[Transfers](#)

Vintage	Jurisdiction	Type	Sub-Type	Offset Type	Offset Project ID	Quantity	Initiate Transfer
2014		Allowance				5,620	Initiate Transfer
2015		Allowance				66,933	Initiate Transfer
2016		Allowance				142,096	Initiate Transfer

[CSV](#)
[Excel](#)
3 Records

3.2 Selecting the Transfer Type

After selecting the emission allowances to transfer, you are taken to the Select Type of Transfer page and asked to choose the type of transfer (Figure 3).

STEP 1 Select the appropriate type of transfer from among six possible options.

Skip to the section of the guide that discusses the transfer type you selected, as shown in Table 4.

Table 4: Guide sections for different transfer types

Over-the-Counter (OTC) Agreement with delivery in no more than 3 days	→	Section 3.3.1
Over-the-Counter (OTC) Agreement with delivery more than 3 days or involving multiple transfers or combining compliance instruments with other products	→	Section 3.3.2
Exchange Agreement (not to an Exchange Clearing Service Provider)	→	Section 3.3.3
To Compliance Account	→	Section 3.3.4
Exchange Agreement to a Clearing House	→	Section 3.3.5
Voluntary Retirement	→	Section 3.3.6

Figure 3: Select Type of Transfer

Select Type of Transfer

To propose a transfer of compliance instruments, select the type of transfer that describes what you would like to do.

Note: Over-the-Counter (OTC) refers to a trade of compliance instruments not executed through an exchange. An Exchange Clearing Service Provider is a specific type of entity in CITSS and is not to be confused with an exchange.

* = Required field

Type of Transfer *

Transfer to another entity's General Holding Account:

- ☐ Over-the-Counter (OTC) Agreement with delivery in no more than 3 days ?
- ☐ Over-the-Counter (OTC) Agreement with delivery more than 3 days or involving multiple transfers or combining compliance instruments with other products ?
- ☐ Exchange Agreement - not to an Exchange Clearing Service Provider ?

Other Transfer Type:

- ☐ To my Compliance Account ?
- ☐ Exchange Agreement - to an Exchange Clearing Service Provider's Exchange Clearing Holding Account ?
- ☐ Voluntary Retirement ?

[Back](#) [Submit](#)



Hover over the question mark (?) following the name of each transfer type for a definition.

3.3 Information Entry

3.3.1 Over-the-Counter (OTC) Agreement with delivery in no more than 3 days

This transfer type allows users to transfer emission allowances to the general account of **another entity** as part of a mutual agreement under **which the transaction is expected to take place no more than three days after entering into the agreement**.

Transfer Proposal

- STEP 1** Fill out all fields marked with an asterisk (*) to propose a transfer (Figure 4).
- STEP 2** Make sure the information about the transfer is accurate and complete **by entering the password** in the field below the certificate.
- STEP 3** Click on the “**Submit**” button at the bottom of the screen to submit the transfer proposal.



Section 8 describes how to obtain the receiving entity's general account number and the entity reference code.

Figure 4: Entering transfer information: Over-the-Counter (OTC) Agreement with delivery in no more than 3 days

Log Out
Home
Contact Us
My User Profile

Account Registration

Representative Reports

Glossary

Transfer to General Account-OTC with Delivery in No More Than 3 Days

You may use this page to propose a transfer of compliance instruments to another entity's General Holding Account for an over-the-counter (OTC) agreement for which delivery will take place no more than three days from the date the parties enter into the transaction agreement. Compliance instruments will not be transferred in CITSS until the following steps have been completed:

Step 1: A PAR or AAR from the transferring entity proposes the transfer request in CITSS. After selecting Submit, Step 1 will be completed and the transfer request will be proposed. The account representatives for the transferring entity will be notified via email.

Step 2: A PAR or AAR from the transferring account approves the transfer request in CITSS. Except for individual account holders, the approving representative must be different than the PAR or AAR who proposes the transfer request. The transfer request must be approved by midnight (Eastern Time) of the second calendar day following proposal of the transfer request. After selecting Process Transfer, Step 2 will be completed and the transfer request will be approved. The account representatives for the transferring and receiving entity will be notified via email.

Step 3: A PAR or AAR from the receiving entity accepts the transfer request in CITSS. The transfer request must be accepted by midnight (Eastern Time) of the third calendar day following proposal of the transfer request. After selecting Process Transfer, Step 3 will be completed and the transfer request will be accepted. The account representatives for the transferring and receiving entity will be notified via email.

Entities may enter a price of zero if the transaction agreement does not contain a price for compliance instruments and the proposed transfer:

- is between entities with a direct corporate association.
- is part of a transaction agreement that combines compliance instruments and other products without pricing information.
- by a California entity meets the criteria stipulated in the California Cap-and-Trade regulation. Refer to the Regulation for guidance before entering \$0 as the price.

Refer to the Regulation for specific requirements.

Transferring Account Detail

Account Number	QC01124-41655
Account Type	General
Legal Name	Entreprise QC01124
Operating Name	Dénomination commerciale QC01124
Compliance Instrument	2014 Allowance
Account Balance	5,620
Available Account Balance	5,620

Receiving Account and Transfer Information

Account Number *

Entity Reference Code *

Quantity *

Agreement Date *

Expected Termination Date

Expected Termination Date Not Specified ☐

Price \$ *

?

?

?

21

November

2018

?

?

?

If the price is \$0.00, transfer:

-- Select --

?

Currency

-- Select --

?

Comment

By clicking on the Submit button, I certify under sanctions defined in Québec regulation on cap-and-trade (R.R.Q., c. Q-2, r. 46.1), that I am authorized to make this request on behalf of the entity that owns the compliance instruments held in this account. I certify that I have personally examined, and I am familiar with, the statements and information submitted in this page, and that they are true, accurate, and complete.

Password *

••••••••

Cancel

Submit

CITSS User Manual – Emission Allowance Transfers

Page 10

Transferring Entity Account Information

The CITSS system automatically enters the transferring entity's account data based on previous selections.

Receiving Entity Account and Transfer Information

The AR/PAR must enter the transfer data in the following corresponding fields:

Account Number

This is the receiving entity's account number. Contact one of the receiving entity's AR/PARs to obtain the account number. The account number consists of a two-letter abbreviation for the participating government (for example, "QC" for Québec) followed by two series of four digits separated by a hyphen (for example, QC1234-1234).

Entity Reference Code

This is the receiving entity's reference code. Contact one of the receiving entity's AR/PARs to obtain the entity reference code. The entity reference code is made up of eight numbers. It is part of the general information provided on the entity's Account Detail page.

Quantity

The amount of emission allowances to be transferred. The quantity may not exceed the available balance in the account that is displayed in the transferring account details (Figure 4). Enter a whole number in the "Quantity" field.

Agreement Date

The agreement date is the date a contract or agreement is accepted by the parties for the present or future transfer of emission allowances, for example under a futures contract. The agreement date and the transaction date may be different.

Expected Termination Date

The transaction date is the date when the accepted terms of the agreement are completed. This is usually the date of transfer and payment.

Expected Termination Date Not Specified

Check this box only if the transaction date is not specified in the agreement.

Price

The average price, in dollars and cents separated by a period, for each emission allowance (not the total price of the transaction). The average price is required for transfers to another entity registered in the CITSS system. The price may be zero if the agreement does not contain a price for emission allowances and the proposed transfer is between entities that are part of the same corporate association group or the agreement provides for a tie-in sale that includes products other than emission allowances without specifying the price.

If the price is \$0.00, transfer

Choose one of the two possible options from the drop-down menu only if the price entered is zero. The price may be zero if the agreement does not contain a price for emission allowances and if the proposed transfer:

- Is between entities that are part of the same corporate association group
- Is a tie-in sale agreement that includes products other than emission allowances without specifying the price

Currency

You must specify the currency when entering a price. USD is the United States dollar. CAD is the Canadian dollar.

Viewing the Transfer Request

Users are taken to the Compliance Instrument Transfer Detail page, shown in Figure 5, after they submit a transfer proposal.

The transfer history table at the bottom of the screen shows the date and time each proposal was submitted and the name of the AR/PAR that submitted it. A transfer proposal may be cancelled at any time by the AR/PAR that submitted it, until it has been approved and the status says "Proposed."

Approval of the Transfer Request

When a transfer has been proposed by a transferring entity's AR/PAR, another AR/PAR of the transferring entity must approve the transfer proposal. See section 4.

Figure 5: Compliance Instrument Transfer Detail - Over-the-Counter (OTC) Agreement with delivery in no more than 3 days

Compliance Instrument Transfer Detail

Detailed transfer information for this transfer, identified by the unique Transfer ID, is provided below. The status of this transfer request (Proposed, Approved, Accepted) is dependent on which steps in the transfer process have been completed by the account representatives for the transferring and receiving entities. The transfer request must be Approved by midnight (Eastern Time) of the second calendar day following the transfer proposal. The request can only be Approved by a different account representative than the individual that proposed the transfer request. The transfer request must be Accepted by an account representative of the receiving entity by midnight (Eastern Time) of the third calendar day following the transfer proposal.

Account Number	QC01124-41655
Account Type	General
Transfer ID	114818
Type	General - OTC <= 3 Days
Compliance Instrument	2014 Allowance
Transfer Status	Proposed ?
Agreement Date	2018-11-21
Expected Termination Date	
Expected Termination Date Not Specified	Yes
Price	\$16.00
Currency	USD
If the price is \$0.00, transfer	
Quantity	1,000

Accounts

	Transferring Account	Receiving Account
Legal Name	Entreprise QC01124	Entreprise QC01010
Operating Name	Dénomination commerciale QC01124	Dénomination commerciale QC01010
Account Number	QC01124-41655	QC01010-41028
Account Type	General	General

Transfer Event History

Event	Event Date	Comment	Action By
Proposal	2018-11-21 16:16:36 EST		Prénom61451 Nom61451

[Back](#)

[Cancel Proposed Transfer](#)

3.3.2 Over-the-Counter (OTC) Agreement with delivery more than 3 days or involving multiple transfers or combining compliance instruments with other products

This transfer type allows users to transfer emission allowances to the general account of **another entity** as part of a mutual agreement under **which the transaction is expected to take place more than three days after entering into the agreement**, or if it involves the transfer of several allowances, or if the allowances are tied to other products being purchased or sold.

Transfer Proposal

- STEP 1** Fill out all fields marked with an asterisk (*) to propose a transfer (Figure 6 and Figure 7).
- STEP 2** Make sure the information about the transfer is accurate and complete **by entering the password** in the field below the certificate.
- STEP 3** Click on the “**Submit**” button at the bottom of the screen to submit the transfer proposal.



Section 8 describes how to obtain the receiving entity's general account number and the entity reference code.

- Log Out
- Home
- Contact Us
- My User Profile
- Account Registration
- Representative Reports
- Glossary

You may use this page to propose a transfer of compliance instruments to another entity's General Holding Account for an over-the-counter (OTC) agreement for which delivery is to take place more than three days from the date of the transaction agreement or that involves multiple transfers of instruments over time or combines instrument requirements with other product sales or purchases. Compliance instruments will not be transferred in CITSS until the following steps have been completed:

Step 2: A PAR or AAR from the transferring account approves the transfer request in CITSS. Except for individual account holders, the approving representative must be different than the PAR or AAR who proposes the transfer request. The transfer request must be approved by midnight (Eastern Time) of the second calendar day following proposal of the transfer request. After selecting Process Transfer, Step 2 will be completed and the transfer request will be approved. The account representatives for the transferring and receiving entity will be notified via email.

Entities may enter a price of zero if the transaction agreement does not contain a price for compliance instruments and the proposed transfer:

- Refer to the Regulation for specific requirements.

Account Number	QC01124-41655
Account Type	General
Legal Name	Entreprise QC01124
Operating Name	Dénomination commerciale QC01124
Compliance Instrument	2015 Allowance
Account Balance	66,933
Available Account Balance	66,933

Account Number	*	<input type="text"/>	?
Entity Reference Code	*	<input type="text"/>	?
Quantity	*	<input type="text"/>	?
Agreement Date	*	<input type="text" value="21"/> <input type="text" value="November"/> <input type="text" value="2018"/>	?
Expected Termination Date		<input type="text"/> <input type="text"/> <input type="text"/>	?
Expected Termination Date Not Specified		<input type="checkbox"/>	?
Does the agreement provide for further transfers after this one?	*	-- Select --	?
Does the agreement provide for transfers of other products?	*	-- Select --	?

The CITSS system automatically enters the transferring entity's account data based on previous selections.

Receiving Entity Account and Transfer Information

The AR/PAR must enter the transfer data in the following corresponding fields:

Account number

This is the receiving entity's account number. Contact one of the receiving entity's AR/PARs to obtain the account number. The account number consists of a two-letter abbreviation for the participating government (for example, "QC" for Québec) followed by two series of four digits separated by a hyphen (for example, QC1234-1234).

Entity Reference Code

This is the receiving entity's reference code. Contact one of the receiving entity's AR/PARs to obtain the entity reference code. The entity reference code is made up of eight numbers.

Quantity

The amount of emission allowances to be transferred. This quantity may not exceed the available balance in the account that is displayed in the transferring account details (Figure 6). Enter a whole number in the "Quantity" field.

Agreement Date

The agreement date is the date a contract or agreement is accepted by the parties for the present or future transfer of emission allowances, for example under a futures contract. The agreement date and the transaction date may be different.

Transaction Date

The transaction date is the date when the accepted terms of the agreement are completed. This is usually the date of transfer and payment.

Expected Transaction Date Not Specified

Check this box only if the transaction date is not specified in the agreement.

Does the agreement provide for further transfers after this one?

If the agreement provides for further emission allowance transfers after this one, select "Yes." If the agreement does not provide for further emission allowance transfers after this one, select "No."

Does the agreement provide for transfers of other products?

If the agreement provides for transfers of other products with the emission allowances, select "Yes." If the agreement only provides for the transfer of emission allowances, select "No."

Pricing information

Complete one of the following price information options (see Figure 7):

1. Fixed Price

Fixed Price \$

If the agreement provides for a fixed average price per emission allowance, enter the average price, in dollars and cents separated by a period, for each emission allowance

(not the total transaction price). The average price is required for transfers to other entities. The price may be zero if the agreement does not contain a price for emission allowances and the proposed transfer is between entities that are part of the same corporate association group or the agreement provides for a tie-in sale that includes products other than emission allowances without specifying the price.

If the price is \$0.00, transfer:

Choose one of the two possible options from the drop-down menu only if the price entered is zero. The price may be zero if the agreement does not contain a price for emission allowances and if the proposed transfer:

- Is between entities that are part of the same corporate association group
- Is a tie-in sale agreement that includes products other than emission allowances without specifying the price.

2. Cost Base + Margin

Cost Base \$

If the agreement provides for a base price and a margin, enter the average base price here (not the total transaction price) in dollars and cents, separated by a period.

Margin \$

If the agreement provides for a base price and a margin, enter the average margin here (not the total margin for the transaction) in dollars and cents, separated by a period.

Currency

You must specify the currency when entering a price. USD is the United States dollar. CAD is the Canadian dollar.

3. Other Pricing Method

Pricing Method Description

If the agreement does not specify a fixed price or a base price and a margin, enter a brief description of the pricing method here.

Figure 7: Entering transfer information: Over-the-Counter (OTC) Agreement with delivery more than 3 days (lower part)

Pricing Information (enter data for one of the following): *

1) Fixed Price

Fixed Price \$?

If the price is \$0.00, transfer: ?

Currency ?

2) Cost Base + Margin

Cost Base \$?

Margin \$?

Currency ?

3) Other Pricing Method

Pricing Method Description ?

Comment

By clicking on the Submit button, I certify under sanctions defined in Québec regulation on cap-and-trade (R.R.Q., c. Q-2, r. 46.1), that I am authorized to make this request on behalf of the entity that owns the compliance instruments held in this account. I certify that I have personally examined, and I am familiar with, the statements and information submitted in this page, and that they are true, accurate, and complete.

Password *

Viewing the Transfer Request

Users are taken to the Emission Allowance Transfer Details page, shown in Figure 8, after they submit a transfer proposal.

The transfer history table at the bottom of the screen shows the date and time each proposal was submitted and the name of the AR/PAR that submitted it. A transfer proposal may be cancelled at any time by the AR/PAR that submitted it, as long as the status says "Proposed."

Approval of the Transfer Request

When a transfer has been proposed by a transferring entity's AR/PAR, another AR/PAR of the transferring entity must approve the transfer proposal. See section 4.

Figure 8: Compliance Instrument Transfer Detail - Over-the-Counter (OTC) Agreement with delivery more than 3 days

Log Out

Home

Contact Us

My User Profile

Account Registration

Representative Reports

Glossary

Compliance Instrument Transfer Detail

Detailed transfer information for this transfer, identified by the unique Transfer ID, is provided below. The status of this transfer request (Proposed, Approved, Accepted) is dependent on which steps in the transfer process have been completed by the account representatives for the transferring and receiving entities. The transfer request must be Approved by midnight (Eastern Time) of the second calendar day following the transfer proposal. The request can only be Approved by a different account representative than the individual that proposed the transfer request. The transfer request must be Accepted by an account representative of the receiving entity by midnight (Eastern Time) of the third calendar day following the transfer proposal.

Account Number	QC01124-41655
Account Type	General
Transfer ID	114818
Type	General - OTC > 3 Days/Multiple/Combined
Compliance Instrument	2015 Allowance
Transfer Status	Proposed ?
Agreement Date	2018-11-15
Expected Termination Date	
Expected Termination Date Not Specified	Yes
Does the agreement provide for further transfers after this one?	No
Does the agreement provide for transfers of other products?	No
Fixed Price	\$22.00
Currency	CAD
If the price is \$0.00, transfer	
Cost Base	
Margin	
Pricing Method Description	
Quantity	5,000

Accounts

	Transferring Account	Receiving Account
Legal Name	Entreprise QC01124	Entreprise QC01010
Operating Name	Dénomination commerciale QC01124	Dénomination commerciale QC01010
Account Number	QC01124-41655	QC01010-41028
Account Type	General	General

Transfer Event History

Event	Event Date	Comment	Action By
Proposal	2018-11-26 11:17:41 EST		Prénom61451 Nom61451

Back
Cancel Proposed Transfer

3.3.3 Exchange Agreement (not to an Exchange Clearing Service Provider)

This transfer type allows users to transfer emission allowances to the general account of another **entity** as part of an agreement **involving a stock exchange or other transaction service**.

NOTE: Do not choose this option to make a transfer to a clearing house.

Transfer Proposal

- STEP 1** Fill out all fields marked with an asterisk (*) to propose a transfer (Figure 9).
- STEP 2** Make sure the information about the transfer is accurate and complete **by entering the password** in the field below the certificate.
- STEP 3** Click on the “**Submit**” button at the bottom of the screen to submit the transfer proposal.



Section 8 describes how to obtain the receiving entity's general account number and the entity reference code.

Figure 9: Entering Transfer Information - Exchange Agreement

Log Out

Home

Contact Us

My User Profile

Account Registration

Representative Reports

Glossary

Exchange Agreement Transfer to General Account - not to an ECSP

You may use this page to propose a transfer of compliance instruments to another entity's General Holding Account as part of an Exchange Agreement. Do not use this page to initiate a transfer of compliance instruments to an Exchange Clearing Service Provider (ECSP). Compliance instruments will not be transferred in CITSS until the following steps have been completed:

Step 1: A PAR or AAR from the transferring entity proposes the transfer request in CITSS. After selecting Submit, Step 1 will be completed and the transfer request will be proposed. The account representatives for the transferring entity will be notified via email.

Step 2: A PAR or AAR from the transferring account approves the transfer request in CITSS. Except for individual account holders, the approving representative must be different than the PAR or AAR who proposes the transfer request. The transfer request must be approved by midnight (Eastern Time) of the second calendar day following proposal of the transfer request. After selecting Process Transfer, Step 2 will be completed and the transfer request will be approved. The account representatives for the transferring and receiving entity will be notified via email.

Step 3: A PAR or AAR from the receiving entity accepts the transfer request in CITSS. The transfer request must be accepted by midnight (Eastern Time) of the third calendar day following proposal of the transfer request. After selecting Process Transfer, Step 3 will be completed and the transfer request will be accepted. The account representatives for the transferring and receiving entity will be notified via email.

Transferring Account Detail

Account Number	QC01124-41655
Account Type	General
Legal Name	Entreprise QC01124
Operating Name	Dénomination commerciale QC01124
Compliance Instrument	2016 Allowance
Account Balance	142,096
Available Account Balance	142,096

Receiving Account and Transfer Information

Account Number

?

Entity Reference Code

?

Quantity

?

Exchange and Contract Description Code

?

Exchange and Contract Description Code is not available above

☐ ?

Other Exchange

?

Other Contract Description Code

?

Date of Close of Trading for the Contract

?

Price at Close of Trading for the Contract

?

Currency

?

Comment

By clicking on the Submit button, I certify under sanctions defined in Québec regulation on cap-and-trade (R.R.Q., c. Q-2, r. 46.1), that I am authorized to make this request on behalf of the entity that owns the compliance instruments held in this account. I certify that I have personally examined, and I am familiar with, the statements and information submitted in this page, and that they are true, accurate, and complete.

Password

Transferring Entity Account Information

The CITSS system automatically enters the transferring entity's account data based on previous selections.

Receiving Entity Account and Transfer Information

The AR/PAR must enter the transfer data in the following corresponding fields:

Account number

This is the receiving entity's account number. Contact one of the receiving entity's AR/PARs to obtain this number. The account number consists of a two-letter abbreviation for the participating government (for example, "QC" for Québec) followed by two series of four digits separated by a hyphen (for example, QC1234-1234).

Entity Reference Code

This is the receiving entity's reference code. Contact one of the receiving entity's AR/PARs to obtain the reference code. The entity reference code is made up of eight numbers.

Quantity

The amount of emission allowances to be transferred. The quantity may not exceed the available balance in the account that is displayed in the transferring account details (Figure 9). Enter a whole number in the "Quantity" field.

Exchange and Contract Description Code

Choose the exchange code used to trade the transaction's emission allowances, as well as the code that the stock exchange has assigned to the contract. If the exchange code and the contract code do not appear in the list of options, see the following field.

Exchange and Contract Description Code is not available above

Check this box only if the exchange and contract description codes are not available in the drop-down menu above. If you check this box, enter the required information in the "Other Exchange" and "Other Contract Description Code" fields below.

Other Exchange

Enter the other exchange only if you have checked the "Exchange and Contract Description Code is not available above" box.

Other Contract Description code

Enter the other contract description code only if you have checked the "Exchange and Contract Description Code is not available above" box.

Date of Close of Trading for the Contract

The date of close of trading for the contract is the date when the contract expires. It is also the date when the price for the transfer of emission allowances is established.

Price at Close of Trading for the Contract

The price at close of trading for the contract is the price of emission allowances for the contract code established when the stock exchange closes the day the contract expires.

Currency

You must specify the currency when entering a price. USD is the United States dollar. CAD is the Canadian dollar.

Viewing the Transfer Request

Users are taken to the Emission Allowance Transfer Details page, shown in Figure 10, after they submit a transfer proposal.

The transfer history table at the bottom of the screen shows the date and time each proposal was submitted and the name of the AR/PAR that submitted it. A transfer proposal may be cancelled at any time by the AR/PAR that submitted it, as long as the status says “Proposed.”

Approval of the Transfer Request

When a transfer has been proposed by a transferring entity’s AR/PAR, another AR/PAR of the transferring entity must approve the transfer proposal. See section 4.

Figure 10: Compliance Instrument Transfer Detail - Exchange Agreement

[Log Out](#)
[Home](#)
[Contact Us](#)
[My User Profile](#)

[Account Registration](#)

[Representative Reports](#)

[Glossary](#)

Compliance Instrument Transfer Detail

Detailed transfer information for this transfer, identified by the unique Transfer ID, is provided below. The status of this transfer request (Proposed, Approved, Accepted) is dependent on which steps in the transfer process have been completed by the account representatives for the transferring and receiving entities. The transfer request must be Approved by midnight (Eastern Time) of the second calendar day following the transfer proposal. The request can only be Approved by a different account representative than the individual that proposed the transfer request. The transfer request must be Accepted by an account representative of the receiving entity by midnight (Eastern Time) of the third calendar day following the transfer proposal.

Account Number	QC01124-41655
Account Type	General
Transfer ID	114819
Type	General - Exchange
Compliance Instrument	2016 Allowance
Transfer Status	Proposed ?
Exchange and Contract Description Code	ICE - CAX
Date of Close of Trading for the Contract	2018-11-26
Price at Close of Trading for the Contract	\$19.00
Currency	USD
Quantity	5,000

Accounts

	Transferring Account	Receiving Account
Legal Name	Entreprise QC01124	Entreprise QC01010
Operating Name	Dénomination commerciale QC01124	Dénomination commerciale QC01010
Account Number	QC01124-41655	QC01010-41028
Account Type	General	General

Transfer Event History

Event	Event Date	Comment	Action By
Proposal	2018-11-26 11:32:20 EST		Prénom61451 Nom61451

[Back](#) [Cancel Proposed Transfer](#)

3.3.4 Transfer To Compliance Account

This transfer type allows users to transfer emission allowances from an emitter's general account to their compliance account.

Each emitter has a compliance account to cover their emissions at the end of each compliance period. Transfers to a compliance account are **irreversible** and emission allowances transferred there **can no longer be transferred by the emitter. Emission allowances may not be transferred to the compliance account of another emitter.**

Transfer Proposal

- STEP 1** Fill out all fields marked with an asterisk (*) to propose a transfer (Figure 11).
- STEP 2** Make sure the information about the transfer is accurate and complete **by entering the password** in the field below the certificate.
- STEP 3** Click on the “**Submit**” button at the bottom of the screen to submit the transfer proposal.



Section 8 describes how to obtain the receiving entity's general account number and the entity reference code.

Figure 11: Entering Transfer Information in a Compliance Account

Propose Transfer from: General Account

You may use this screen to transfer compliance instruments from your General Holding Account to your Compliance Account. **Transferring compliance instruments to your Compliance Account is a permanent action.** Compliance instruments will not be transferred to your Compliance Account until the following steps have been completed:

Step 1: A PAR or AAR from the transferring account proposes the transfer request in CITSS. After selecting Submit, Step 1 will be completed and the transfer request will be proposed in CITSS and the account representatives for the transferring account will be notified via email.

Step 2: A PAR or AAR from the transferring account approves the transfer request in CITSS. Except for individual account holders, the representative that approves a transfer request must be different than the representative that proposed the transfer request. The transfer request must be approved by midnight (Eastern Time) of the second calendar day following the date the transfer was initially proposed.

A transfer request to the Compliance Account DOES NOT require Acceptance, and is completed upon Approval by the second representative.

Transferring Account Detail	
Account Number	QC01124-41655
Account Type	General
Legal Name	Entreprise QC01124
Operating Name	Dénomination commerciale QC01124
Compliance Instrument	2016 Allowance
Account Balance	142,096
Available Account Balance	137,096

Receiving Account and Transfer Information

Account Number: QC01124-61654
Account Name: Entreprise QC01124
Account Type: Compliance
Quantity: ?
Comment:

By clicking on the Submit button, I certify under sanctions defined in Québec regulation on cap-and-trade (R.R.Q., c. Q-2, r. 46.1), that I am authorized to make this request on behalf of the entity that owns the compliance instruments held in this account. I certify that I have personally examined, and I am familiar with, the statements and information submitted in this page, and that they are true, accurate, and complete.

Password:

Transferring Entity Account Information

The CITSS system automatically enters the transferring entity's account data based on previous selections.

Receiving Entity Account and Transfer Information

The AR/PAR must enter the transfer data in the following corresponding field:

Quantity of Emission Allowances to Transfer

Enter the amount of emission allowances to be transferred. This quantity may not exceed the available balance in the account that is displayed in the transferring account details (Figure 11). The number entered must be a whole number.

Viewing the Transfer Request

Users are taken to the Emission Allowance Transfer Details page, shown in Figure 12, after they submit a transfer proposal.

The transfer history table at the bottom of the screen shows the date and time each proposal was submitted and the name of the AR/PAR that submitted it. A transfer proposal may be cancelled at any time by the AR/PAR that submitted it, as long as the status says “Proposed.”

Approval of the Transfer Request

When a transfer has been proposed by a transferring entity’s AR/PAR, another AR/PAR of the transferring entity must approve the transfer proposal. See section 4.

Figure 12: Compliance Instrument Transfer Detail - To Compliance Account

Log Out

Home

Contact Us

My User Profile

Account Registration

Representative Reports

Glossary

Compliance Instrument Transfer Detail

Detailed transfer information for this Transfer ID is provided below. The status of this transfer request is dependent on which steps in the transfer process have been completed by the account representatives. One account representative must Propose the transfer request. For the compliance instruments to be transferred to the compliance account, the transfer request must be Approved by a transferring account representative other than the initiating representative by midnight (Eastern Time) of the second calendar day following the initial transfer proposal.

A transfer request to the Compliance Account DOES NOT require Acceptance, and is completed upon Approval by the second representative.

Account Number	QC01124-41655
Account Type	General
Transfer ID	114820
Type	Compliance
Compliance Instrument	2016 Allowance
Transfer Status	Proposed ?
Quantity	20,000

Accounts

	Transferring Account	Receiving Account
Legal Name	Entreprise QC01124	Entreprise QC01124
Operating Name	Dénomination commerciale QC01124	Dénomination commerciale QC01124
Account Number	QC01124-41655	QC01124-61654
Account Type	General	Compliance

Transfer Event History

Event	Event Date	Comment	Action By
Proposal	2018-11-26 11:40:02 EST		Prénom61451 Nom61451

Back
Cancel Proposed Transfer

3.3.5 Exchange Agreement to a Clearing House

This transfer type allows users to transfer emission allowances from an emitter's general account to a clearing house.

Transfer Proposal

- STEP 1** Fill out all fields marked with an asterisk (*) to propose a transfer (Figure 13).
- STEP 2** Make sure the information about the transfer is accurate and complete **by entering the password** in the field below the certificate.
- STEP 3** Click on the “**Submit**” button at the bottom of the screen to submit the transfer proposal.



Section 8 describes how to obtain the receiving entity's general account number and the entity reference code.

Exchange Agreement Transfer to an ECSP

Transferring Entity Account Information

CITSS User Manual – Emission Allowance Transfers

Receiving Entity Account and Transfer Information

The AR/PAR must enter the transfer data in the following corresponding fields:

Account Number

This is the receiving entity's account number. Contact one of the receiving entity's AR/PARs to obtain the account number. The account number consists of a two-letter abbreviation for the participating government (for example, "QC" for Québec) followed by two series of four digits separated by a hyphen (for example, QC1234-1234).

Entity Reference Code

This is the receiving entity's reference code. Contact one of the receiving entity's AR/PARs to obtain the entity reference code. The entity reference code is made up of eight numbers.

Quantity

The amount of emission allowances to be transferred. This quantity may not exceed the available balance in the account that is displayed in the transferring account details (Figure 13). Enter a whole number in the "Quantity" field.

Exchange and Contract Description Code

Choose the exchange code used to trade the transaction's emission allowances, as well as the code that the stock exchange has assigned to the contract. If the exchange code and the contract code do not appear in the list of options, see the following field.

Exchange and Contract Description Code is not available above Check this box only if the exchange and contract description codes are not available in the drop-down menu above. If you check this box, enter the required information in the "Other Exchange" and "Other Contract Description Code" fields below.

Other Exchange

Enter the other exchange only if you have checked the "Exchange and Contract Description Code is not available above" box.

Other Contract Description Code

Enter the other contract description code only if you have checked the "Exchange and Contract Description Code is not available above" box.

Date of Close of trading for the Contract

The date of close of trading for the contract is the date when the contract expires. It is also the date when the price for the transfer of emission allowances is established.

Price at Close of Trading for the Contract

The price at close of trading for the contract is the price of emission allowances for the contract code established when the stock exchange closes the day the contract expires.

Currency

You must specify the currency when entering a price. USD is the United States dollar. CAD is the Canadian dollar.

Viewing the Transfer Request

Users are taken to the Emission Allowance Transfer Details page, shown in Figure 14, after they submit a transfer proposal.

The transfer history table at the bottom of the screen shows the date and time each proposal was submitted and the name of the AR/PAR that submitted it. A transfer proposal may be cancelled at any time by the AR/PAR that submitted it, as long as the status says “Proposed.”

Approval of the Transfer Request

When a transfer has been proposed by a transferring entity’s AR/PAR, another AR/PAR of the transferring entity must approve the transfer proposal. See section 4.

Figure 14: Compliance Instrument Transfer Detail - Exchange Agreement to a Clearing House

[Log Out](#)
[Home](#)
[Contact Us](#)
[My User Profile](#)

[Account Registration](#)

[Representative Reports](#)

[Glossary](#)

Compliance Instrument Transfer Detail

Detailed transfer information for this Transfer ID is provided below. The status of this transfer request is dependent on which steps in the transfer process have been completed by the account representatives. One account representative must Propose the transfer request to the exchange clearing entity. For the allowances to be transferred to the exchange clearing entity, the transfer request must be Approved by a transferring account representative other than the initiating representative by the end of the second calendar day following the initial transfer proposal. A transfer request to an exchange clearing service provider DOES NOT require Acceptance, and is completed upon Approval by the second representative.

Account Number	QC01124-41655
Account Type	General
Transfer ID	114821
Type	To Clearing Provider
Compliance Instrument	2016 Allowance
Transfer Status	Proposed ?
Exchange and Contract Description Code	ICE - CAL
Date of Close of Trading for the Contract	2018-11-26
Price at Close of Trading for the Contract	\$20.00
Currency	CAD
Quantity	75,000

Accounts

	Transferring Account	Receiving Account
Legal Name	Entreprise QC01124	Victoriaville Org.
Operating Name	Dénomination commerciale QC01124	Quebec Org Account 2
Account Number	QC01124-41655	QC990-990
Account Type	General	Exchange Clearing Holding

Transfer Event History

Event	Event Date	Comment	Action By
Proposal	2018-11-26 13:55:57 EST		Prénom61451 Nom61451

[Back](#)
[Cancel Proposed Transfer](#)

3.3.6 Voluntary Retirement

This transfer type allows users to transfer emission allowances to the ministry's retirement account.

The voluntary retirement of emission allowances is a **permanent act** and **does not meet the emitter's regulatory compliance obligations** with respect to its greenhouse gas emissions.

Transfer Proposal

- STEP 1** Fill out all fields marked with an asterisk (*) to propose a transfer (Figure 15).
- STEP 2** Make sure the information about the transfer is accurate and complete **by entering the password** in the field below the certificate.
- STEP 3** Click on the “**Submit**” button at the bottom of the screen to submit the transfer proposal.



Section 8 describes how to obtain the receiving entity's general account number and the entity reference code.

Figure 15: Entering Voluntary Retirement Information

Voluntary Retirement

You may use this screen to voluntarily retire/transfer compliance instruments from your general holding account to your Jurisdiction's Retirement Account. **Voluntary retirement of compliance instruments is a permanent action and does NOT fulfill any compliance obligations your entity may have for GHG emissions.** Compliance instruments will not be transferred in CITSS until the following steps have been completed:

Step 1: A PAR or AAR from the transferring account proposes the transfer request in CITSS. After selecting Submit, Step 1 will be completed and the transfer request will be proposed in CITSS and the account representatives from the transferring entity will be notified via email.

Step 2: A PAR or AAR from the transferring account approves the transfer request in CITSS. Except for individual account holders, the representative that approves a transfer request must be different than the representative that proposed the transfer request. The transfer request must be approved by midnight (Eastern Time) of the second calendar day following the initial transfer proposal. After selecting Process Transfer, Step 2 will be completed and the transfer request will be approved. The account representatives for the transferring and receiving entity will be notified via email.

Step 3: A Voluntary Retirement transfer request to the Jurisdiction Retirement Account is completed upon acceptance by the Jurisdiction.

Transferring Account Detail

Account Number	QC01124-41655
Account Type	General
Legal Name	Entreprise QC01124
Operating Name	Dénomination commerciale QC01124
Compliance Instrument	2016 Allowance
Account Balance	142,096
Available Account Balance	117,096

Receiving Account and Transfer Information

Account Number	QCJ994-986
Account Name	Government of Québec
Account Type	Retirement
Quantity	<input type="text" value="qcuser61451"/>
Comment	<input type="text"/>

By clicking on the Submit button, I certify under sanctions defined in Québec regulation on cap-and-trade (R.R.Q., c. Q-2, r. 46.1), that I am authorized to make this request on behalf of the entity that owns the compliance instruments held in this account. I certify that I have personally examined, and I am familiar with, the statements and information submitted in this page, and that they are true, accurate, and complete.

Password

Transferring Entity Account Information

The CITSS system automatically enters the transferring entity's account data based on previous selections.

Receiving Entity Account and Transfer Information

The AR/PAR must enter the transfer data in the following corresponding field:

Quantity

The amount of emission allowances to be transferred. The quantity may not exceed the available balance in the account that is displayed in the transferring account details (Figure 15). Enter a whole number in the "Quantity" field.

Viewing the Transfer Request

Users are taken to the Emission Allowance Transfer Details page, shown in Figure 16, after they submit a transfer proposal.

The transfer history table at the bottom of the screen shows the date and time each proposal was submitted and the name of the AR/PAR that submitted it. A transfer proposal may be cancelled at any time by the AR/PAR that submitted it, as long as the status says “Proposed.”

Approval of the Transfer Request

When a transfer has been proposed by a transferring entity’s AR/PAR, another AR/PAR of the transferring entity must approve the transfer proposal. See section 4.

Figure 16: Compliance Instrument Transfer Detail - Voluntary Retirement

[Log Out](#)
[Home](#)
[Contact Us](#)
[My User Profile](#)
[Account Registration](#)
[Representative Reports](#)
[Glossary](#)

Compliance Instrument Transfer Detail

Detailed transfer information for this Transfer ID is provided below. The status of this transfer request is dependent on which steps in the transfer process have been completed by the account representatives. For the compliance instruments to be transferred to the Jurisdiction Retirement Account, the transfer request must be approved by midnight (Eastern Time) of the second calendar day following the initial transfer proposal. The representative that approves the transfer request must be a different representative than the individual that proposed the transfer request. A Voluntary Retirement transfer request to the Jurisdiction Retirement Account does not expire and is completed upon acceptance by the Jurisdiction.

Account Number	QC01124-41655
Account Type	General
Transfer ID	114822
Type	Voluntary Retirement
Compliance Instrument	2016 Allowance
Transfer Status	Proposed ?
Quantity	25,000

Accounts

	Transferring Account	Receiving Account
Legal Name	Entreprise QC01124	Government of Québec
Operating Name	Dénomination commerciale QC01124	
Account Number	QC01124-41655	QCJ994-986
Account Type	General	Retirement

Transfer Event History

Event	Event Date	Comment	Action By
Proposal	2018-11-26 14:08:18 EST		Prénom61451 Nom61451

[Back](#)
[Cancel Proposed Transfer](#)

4. Transfer Approval

When an AR/PAR submits a transfer proposal, the status is listed as “Proposed” in the Pending Transfers table on the homepage for all the transferring entity’s AR/PARs. AR/PARs are also notified via email that a transfer proposal is awaiting approval.

A different AR/PAR **of the transferring entity than the one that proposed the transfer** must approve the transfer proposal. A participant who is a natural person and therefore the sole representative of their account may propose transfers they wish to make themselves.

The user’s homepage has two boxes (My Accounts and Pending Transfers) that contain key information.

The **Pending Transfers** box lists transfers that are not completed and involve accounts for which the user is the PAR, AR, or AVA. Pending transfers will have the status “Proposed” or “Approved.”

Transfers with the status “Proposed” are awaiting approval from one of the transferring entity’s AR/PARs.

STEP 1 **Select the transfer you would like to approve.** Each transfer in the Pending Transfers box has an ID number. To approve a transfer, click on the number of the transfer you would like to approve (see the transfer numbers in Figure 17). The Compliance Instrument Transfer Detail page will appear (Figure 18).

STEP 2 **Verify the transfer proposal.** The Compliance Instrument Transfer Detail page, shown in Figure 18, displays the data for the selected transfer.

The Transfer Event History table at the bottom of the screen shows the date and time each transfer proposal was submitted and the name of the AR/PAR that submitted it. A transfer proposal may be cancelled at any time by the AR/PAR that submitted it, as long as the status says “Proposed.”

STEP 3 **Approve the transfer proposal.** To approve a transfer proposal, check the “Approve” box at the bottom of the page in the Approve/Deny Transfer table. You can also deny the transfer proposal by clicking on the “Deny” box.

STEP 4 **Add comments, if needed.** In this field you can add a comment to justify the choice you made. All PAR/ARs and AVAs of the transferring entity and the receiving entity can see the comments. **A comment must be added if the transfer is denied.** The PAR/AR and AVAs of the receiving entity cannot see the comments and will not be notified that the transfer was denied.

STEP 5 Make sure the information about the transfer is accurate and complete **by entering the password** in the field below the certificate.

STEP 6 **Approve the transfer proposal** by clicking on the “Process Transfer” button at the bottom of the screen.

Figure 17: CITSS system user homepage

Log Out

Home

Contact Us

My User Profile

Account Registration

Representative Reports

Glossary

Welcome to WCI CITSS

Last successful login: 2018-11-26 11:51:01 EST

Last failed login: 2015-11-26 16:10:45 EST

My Accounts

Name	Operating Name	Account Type	Account Number	Jurisdiction	Account Status	Actions
Entreprise QC01124	Dénomination commerciale QC01124	General	QC01124-41655	Québec	Active	View
Entreprise QC01124	Dénomination commerciale QC01124	Compliance	QC01124-61654	Québec	Active	View

2 records

Pending Transfers

Transfer ID	Transferring Account Name	Transferring Account Type	Receiving Account Name	Receiving Account Type	Status	Last Updated
114818	Entreprise QC01124 (QC01124-41655)	General	Entreprise QC01010 (QC01010-41028)	General	Proposed	2018-11-26
114819	Entreprise QC01124 (QC01124-41655)	General	Entreprise QC01010 (QC01010-41028)	General	Proposed	2018-11-26
114820	Entreprise QC01124 (QC01124-41655)	General	Entreprise QC01124 (QC01124-61654)	Compliance	Proposed	2018-11-26
114822	Entreprise QC01124 (QC01124-41655)	General	Government of Québec (QCJ994-986)	Retirement	Proposed	2018-11-26

4 records

Figure 18: Compliance Instrument Transfer Detail

[Log Out](#)
[Home](#)
[Contact Us](#)
[My User Profile](#)

[Account Registration](#)

[Representative Reports](#)

[Glossary](#)

Compliance Instrument Transfer Detail

Detailed transfer information for this transfer, identified by the unique Transfer ID, is provided below. The status of this transfer request (Proposed, Approved, Accepted) is dependent on which steps in the transfer process have been completed by the account representatives for the transferring and receiving entities. The transfer request must be Approved by midnight (Eastern Time) of the second calendar day following the transfer proposal. The request can only be Approved by a different account representative than the individual that proposed the transfer request. The transfer request must be Accepted by an account representative of the receiving entity by midnight (Eastern Time) of the third calendar day following the transfer proposal.

Account Number	QC01124-41655
Account Type	General
Transfer ID	114818
Type	General - OTC > 3 Days/Multiple/Combined
Compliance Instrument	2015 Allowance
Transfer Status	Proposed ?
Agreement Date	2018-11-15
Expected Termination Date	
Expected Termination Date Not Specified	Yes
Does the agreement provide for further transfers after this one?	No
Does the agreement provide for transfers of other products?	No
Fixed Price	\$22.00
Currency	CAD
If the price is \$0.00, transfer	
Cost Base	
Margin	
Pricing Method Description	
Quantity	5,000

Accounts

	Transferring Account	Receiving Account
Legal Name	Entreprise QC01124	Entreprise QC01010
Operating Name	Dénomination commerciale QC01124	Dénomination commerciale QC01010
Account Number	QC01124-41655	QC01010-41028
Account Type	General	General

Transfer Event History

Event	Event Date	Comment	Action By
Proposal	2018-11-26 11:17:41 EST		Prénom61451 Nom61451

Approve/Deny Transfer

A transfer to another general holding account in CITSS has been proposed. You must either approve or deny this transfer request by midnight (Eastern Time) of the second calendar day following the proposal of the transfer request. If you approve this transfer request, the receiving entity account representatives will be notified via email of your approval. An account representative from the receiving entity will need to accept or decline this transfer for the transfer to be completed.

* = Required field

Decision

☐ Approve
☐ Deny

Comment

By clicking on the Submit button, I certify under sanctions defined in Québec regulation on cap-and-trade (R.R.Q., c. Q-2, r. 46.1), that I am authorized to make this request on behalf of the entity that owns the compliance instruments held in this account. I certify that I have personally examined, and I am familiar with, the statements and information submitted in this page, and that they are true, accurate, and complete.

Password

Process Transfer

Back

Once the transfer proposal is approved, the CITSS system redirects the AR/PAR to the transferring entity's account page (Figure 19). In the example, the message "The transfer has been approved" is displayed. The CITSS system saves the changes made and the status of the transfer changes to "Approved."

Figure 19: General Account page of the CITSS system

Enterprise QC01124 General Account (QC01124-41655)

The transfer has been approved.

Your account information is provided below. Select "Account Detail" to view or change entity and account representative information. To initiate a compliance instrument transfer from this account, select "Initiate Transfer" from the Holdings tab. To view the transfer history for this account, select the Transfers tab.

Account Number: QC01124-41655
 Account Type: General
 Account Status: Active
 Account Balance: 214,649
 Available Account Balance: 159,649

[Account Detail](#)

Holdings **Transfers**

Vintage	Jurisdiction	Type	Sub-Type	Offset Type	Offset Project ID	Quantity	Initiate Transfer
2014		Allowance				5,620	Initiate Transfer
2015		Allowance				66,933	Initiate Transfer
2016		Allowance				142,096	Initiate Transfer

[CSV](#) [Excel](#) 3 records

If a PAR/AR of the receiving entity does not need to accept the transfer (depending on the type of transfer), the system saves the approval data and transfers the emission allowances, and the status of the transfer changes to "Complete."

5. Transfer Acceptance

Once the transfer is approved, it must be accepted by an PAR/AR of the **receiving entity**.

Transfers between an emitter's accounts (from their general account to their compliance account) and transfers to a clearing house account are marked **Complete** as soon as they are approved by the second AR/PAR of the transferring entity.

The **Pending Transfers** box on the homepage lists transfers that are not completed on accounts where the user is the PAR, AR, or AVA. Pending transfers will have the status "Proposed" or "Approved."

Transfers with the status "Approved" are awaiting acceptance from one of the receiving entity's AR/PARs.

STEP 1 **Select the transfer you would like to accept.** Each of the transfers listed under "Pending Transfers" has an ID number. To accept a transfer, click on the number of the transfer you would like to accept (see the transfer numbers in Figure 20). The Compliance Instrument Transfer Detail page will appear (Figure 21).

STEP 2 **Verify the transfer.** The Compliance Instrument Transfer Detail page, shown in Figure 21, displays the data for the selected transfer.

The Transfer Event History table at the bottom of the screen shows the date and time each transfer was proposed and approved and the names of the AR/PARs that completed each step of the process.

STEP 3 **Accept the transfer.** To accept a transfer, check the "Accepted" box at the bottom of the page in the Accept/Decline Transfer table. You can also decline the transfer by checking the "Declined" box.

STEP 4 **Add comments, if needed.** In this field you can add a comment to justify the choice you made. All PAR/ARs and AVAs of the transferring entity and the receiving entity can see the comments. **You must add a comment if the transfer is declined.**

STEP 5 Make sure the information about the transfer is accurate and complete **by entering the password** in the field below the certificate.

STEP 6 **Confirm the transfer is accepted.** To confirm that you accept the transfer, click on the "**Process Transfer**" button at the bottom of the screen.

Figure 20: CITSS system user homepage

Log Out

Home

Contact Us

My User Profile

Account Registration

Representative Reports

Glossary

Welcome to WCI CITSS

Last successful login: 2018-11-27 15:44:04 EST

My Accounts

Name	Operating Name	Account Type	Account Number	Jurisdiction	Account Status	Actions
Entreprise QC01010	Dénomination commerciale QC01010	General	QC01010-41028	Québec	Active	View
Entreprise QC01010	Dénomination commerciale QC01010	Compliance	QC01010-91027	Québec	Active	View

2 records

Pending Transfers

Transfer ID	Transferring Account Name	Transferring Account Type	Receiving Account Name	Receiving Account Type	Status	Last Updated
114818	Entreprise QC01124 (QC01124-41655)	General	Entreprise QC01010 (QC01010-41028)	General	Approved	2018-11-26

1 record




Figure 21: Emission Allowance Transfer Details

[Log Out](#)
[Home](#)
[Contact Us](#)
[My User Profile](#)

[Account Registration](#)

[Representative Reports](#)

[Glossary](#)

Compliance Instrument Transfer Detail

Detailed transfer information for this transfer, identified by the unique Transfer ID, is provided below. The status of this transfer request (Proposed, Approved, Accepted) is dependent on which steps in the transfer process have been completed by the account representatives for the transferring and receiving entities. The transfer request must be Approved by midnight (Eastern Time) of the second calendar day following the transfer proposal. The request can only be Approved by a different account representative than the individual that proposed the transfer request. The transfer request must be Accepted by an account representative of the receiving entity by midnight (Eastern Time) of the third calendar day following the transfer proposal.

Account Number	QC01010-41028
Account Type	General
Transfer ID	114818
Type	General - OTC > 3 Days/Multiple/Combined
Compliance Instrument	2015 Allowance
Transfer Status	Approved [?]
Agreement Date	2018-11-15
Expected Termination Date	
Expected Termination Date Not Specified	Yes
Does the agreement provide for further transfers after this one?	No
Does the agreement provide for transfers of other products?	No
Fixed Price	\$22.00
Currency	CAD
If the price is \$0.00, transfer	
Cost Base	
Margin	
Pricing Method Description	
Quantity	5,000

Accounts

	Transferring Account	Receiving Account
Legal Name	Entreprise QC01124	Entreprise QC01010
Operating Name	Dénomination commerciale QC01124	Dénomination commerciale QC01010
Account Number	QC01124-41655	QC01010-41028
Account Type	General	General

Transfer Event History

Event	Event Date	Comment	Action By
Proposal	2018-11-26 11:17:41 EST		
Approval	2018-11-26 14:16:56 EST		

Accept/Decline Transfer

An entity has proposed to transfer compliance instruments to your account. As the receiving account representative, you may use this screen to review the transfer request. You must either accept or decline this transfer request by midnight (Eastern Time) of the third calendar day following the proposal of the transfer request in CITSS. When you accept or decline this transfer request, the PAR and the AARs of the transferring account and the receiving account will be notified via email of your decision. Compliance instruments will not be transferred in CITSS until you, or another PAR or AAR from your entity, accept this transfer request in CITSS.

* = Required field

Decision * ☒ Accepted ☐ Declined

Comment

By clicking on the Submit button, I certify under sanctions defined in Québec regulation on cap-and-trade (R.R.Q., c. Q-2, r. 46.1), that I am authorized to make this request on behalf of the entity that owns the compliance instruments held in this account. I certify that I have personally examined, and I am familiar with, the statements and information submitted in this page, and that they are true, accurate, and complete.

Password *

Once the transfer is accepted, the CITSS system redirects the AR/PAR to the transferring entity's account page. In this example, the response provided reads "The transfer has been accepted and the compliance instruments transferred to your account" (Figure 22). The CITSS system saves the action and the transfer is marked "Complete."

Figure 22: General Account page of the CITSS system

[Log Out](#)
[Home](#)
[Contact Us](#)
[My User Profile](#)
[Account Registration](#)
[Representative Reports](#)
[Glossary](#)

Enterprise QC01010 General Account (QC01010-41028)

The transfer has been accepted and the compliance instruments transferred to your account

Your account information is provided below. Select "Account Detail" to view or change entity and account representative information. To initiate a compliance instrument transfer from this account, select "Initiate Transfer" from the Holdings tab. To view the transfer history for this account, select the Transfers tab.

Account Number	QC01010-41028
Account Type	General
Account Status	Active
Account Balance	5,000
Available Account Balance	5,000

Account Detail

Holdings

Transfers

Vintage	Jurisdiction	Type	Sub-Type	Offset Type	Offset Project ID	Quantity	Initiate Transfer
2015		Allowance				5,000	<div>Initiate Transfer</div>

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

6. Transfer History

PARs, ARs, and AVAs have two options to access the transfer history of the accounts they are associated with, depending on the nature of the information they would like to consult. The first option is to consult the full list of transfers for all the accounts they are associated with (section 6.1). The second option is to consult only the transfers related to a specific account (section 6.2). To obtain the details of a specific transfer, users must click on the ID number (section 6.3).

6.1 Access to Transfer History for All Accounts

STEP 1 **Select “Representative Reports” in the menu on the left of the** user homepage. The Representative Reports page will appear. Click on the **“Continue”** button that corresponds to the Transfer History in the Action column of the Transfer and Balance Reports box (Figure 23).

On the Transfer History for All Accounts page (Figure 24), the user can generate personalized transfer histories using the search function. Transfers can be located by status, type, name, number, and account type.

Once you have selected the desired criteria, click “Search” to start the search.

The transfer list is displayed at the bottom of the screen. It provides the following key information about each transfer:

- Transfer ID
- Status
- Transfer Type
- Transferring Account Name
- Transferring Account Type
- Receiving Account Name
- Receiving Account Type
- Last Updated Date

Click “Clear” to erase all the selected criteria and start a new search. If you do not fill in any of the fields, all the transfers related to the emitter or participant accounts they represent will be displayed.

The list can be extracted in Excel or CSV format by clicking on the links under the table on the right.

Figure 23: Transfer and Balance Reports

Log Out

Home

Contact Us

My User Profile

Account Registration

Representative Reports

Glossary

Representative Reports

This page allows a user to view or download Representative Reports. Representative Reports provide information to support user management of CITSS accounts. Most Representative Reports are configurable, allowing users to select criteria for custom reports. The Transfer History lists compliance instrument transfers. The Transfer Event Audit Report lists more detailed information about each transfer. The Entity Account Balance Report lists account balances. The Entity Monthly Statement provides a statement of account balances and transfers. The Emissions Report presents facility emissions. The True-Up Quantity Report lists the true-up quantity assigned by year. The Compliance Obligations Report allows access to detailed information and status for current or past compliance obligations. The Compliance Obligation (Data Export) Report presents approved compliance obligations. The Eligible Instruments for Retirement Report provides a list of compliance instruments that can be used during a selected obligation period. The Notifications Report provides information about current or past notifications. To prepare a Representative Report, select the "Continue" button in the Action column on the right. CITSS will open a report screen to select criteria for the selected report.

Transfer and Balance Reports

Report Name	Action
Transfer History	Continue
Transfer Event Audit Report	Continue
Entity Account Balance Report	Continue
Entity Monthly Statement	Continue

Compliance Reports

Report Name	Action
Emissions	Continue
True-Up Quantity	Continue
Compliance Obligations	Continue
Compliance Obligations (Data Export)	Continue
Eligible Instruments for Retirement	Continue
Notifications	Continue

Figure 24: Transfer History for All Accounts

[Log Out](#)
[Home](#)
[Contact Us](#)
[My User Profile](#)

[Account Registration](#)

[Representative Reports](#)

[Glossary](#)

Transfer History for All Accounts

This page lists all compliance instrument transfers for your accounts. Select the Transfer ID number to view more details on the individual compliance instrument transfer. Compliance instruments are not transferred in CITSS until the transfer status is listed as "Complete."

Transfer ID

Status

Approved

Cancelled

Complete

Transfer Type

Administrative

Compliance

Consignment

Transferring Account Name

Transferring Account Number

Transferring Account Type

(c) Annual Allocation Holding

(g) Annual Allocation Holding

Allocation

Receiving Account Name

Receiving Account Number

Receiving Account Type

(c) Annual Allocation Holding

(g) Annual Allocation Holding

Allocation

Last Updated Date From

Last Updated Date To

Results per page
10

Search

Clear

Transfer ID	Last Updated	Status	Transfer Type	Transferring Account Name	Transferring Account Type	Receiving Account Name	Receiving Account Type	Quantity
114818	2018-11-27 15:55:33 EST	Complete	General - OTC > 3 Days/Multiple /Combined	Enterprise QC01124 (QC01124-41655)	General	Enterprise QC01010 (QC01010-41028)	General	5,000

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

6.2 Access to Transfer History for one Account

In this example, the user wants to see the transfer history for the general account.

STEP 1 **Select the desired account.** Click the "View" button that corresponds to the desired account in the Action column of the My Accounts box on the homepage (Figure 25).

In the example shown in Figure 26, the user has access to general account QC01010-41028 of Enterprise QC01010. At the bottom of the page are the Holdings and Transfers tabs. The Holdings tab is displayed by default.

Figure 25: CITSS system user homepage

Welcome to WCI CITSS

Last successful login: 2018-11-26 11:51:01 EST
Last failed login: 2015-11-26 16:10:45 EST

My Accounts

Name	Operating Name	Account Type	Account Number	Jurisdiction	Account Status	Actions
Entreprise QC01124	Dénomination commerciale QC01124	General	QC01124-41655	Québec	Active	View
Entreprise QC01124	Dénomination commerciale QC01124	Compliance	QC01124-61654	Québec	Active	View

2 records

Pending Transfers

Transfer ID	Transferring Account Name	Transferring Account Type	Receiving Account Name	Receiving Account Type	Status	Last Updated
114818	Entreprise QC01124 (QC01124-41655)	General	Entreprise QC01010 (QC01010-41028)	General	Proposed	2018-11-26
114819	Entreprise QC01124 (QC01124-41655)	General	Entreprise QC01010 (QC01010-41028)	General	Proposed	2018-11-26
114820	Entreprise QC01124 (QC01124-41655)	General	Entreprise QC01124 (QC01124-61654)	Compliance	Proposed	2018-11-26
114822	Entreprise QC01124 (QC01124-41655)	General	Government of Québec (QCJ994-986)	Retirement	Proposed	2018-11-26

4 records

STEP 2 **Select the Transfers tab.** Click on the Transfers tab to see the account's transfer history.

The account's transfer list is displayed at the bottom of the screen. It provides the following key information about each transfer:

- Transfer ID
- Last Updated
- Status
- Transferring Account Name
- Receiving Account Name
- Quantity Proposed
- Quantity Transferred

The list can be extracted in Excel or CSV format by clicking on the links under the table on the right.

Figure 26: General Account Page (transfer tab)

The screenshot displays the 'Enterprise QC01010 General Account (QC01010-41028)' page. On the left is a navigation menu with links: Log Out, Home, Contact Us, My User Profile, Account Registration, Representative Reports, and Glossary. The main content area shows account information: Account Number (QC01010-41028), Account Type (General), Account Status (Active), Account Balance (5,000), and Available Account Balance (5,000). Below this is an 'Account Detail' button. The 'Transfers' tab is selected, showing a table with one transfer record. The table has columns: Transfer ID, Last Updated, Status, Transferring Account Name, Receiving Account Name, Quantity Proposed, and Quantity Transferred. The record shows a transfer of 5,000 units from 'Enterprise QC01124 (QC01124-41655)' to 'Enterprise QC01010 (QC01010-41028)' on 2018-11-27, with a status of 'Complete'. At the bottom right of the table are links for 'CSV', 'Excel', and '1 record'.

Transfer ID	Last Updated	Status	Transferring Account Name	Receiving Account Name	Quantity Proposed	Quantity Transferred
114818	2018-11-27	Complete	Enterprise QC01124 (QC01124-41655)	Enterprise QC01010 (QC01010-41028)	5,000	5,000

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

6.3 Obtain Transfer Details

To obtain full details on a transfer, click on the transfer ID number in the left column of the transfer history, available on the Transfer History for All Accounts page (section 6.1) or on the page of a specific account (section 6.2).

As shown in Figure 27, the Transfer Event History table on the Compliance Instrument Transfer Detail page lists each event, the date and time of the transfer, any associated comments, and the author.

The Event column lists different steps of the transfer process: proposal, approval, acceptance, and a fourth step, completion, which corresponds to the date the transfer is completed. The date and time of events are in Eastern Time (ET), in standard or daylight savings time depending on the season.

All AR/PAR and AVA accounts of the transferring and receiving entities can view comments made during the various events. However, the names of the AR/PARs involved in various events will not be disclosed to the AR, PAR, and AVA on other accounts, unless they are users that are authorized to act on both accounts. As a result, the name of the transferring entity's AR/PAR involved in the proposal and approval steps of the transfer will not be accessible to the receiving entity's PAR, AR, and AVA. The name of the account representative who accepts the transfer on behalf of the receiving entity will also not be disclosed to the transferring entity's PAR, AR, and AVA.

Figure 27: Compliance Instrument Transfer Detail Page

[Log Out](#)
[Home](#)
[Contact Us](#)
[My User Profile](#)

[Account Registration](#)

[Representative Reports](#)

[Glossary](#)

Compliance Instrument Transfer Detail

Detailed transfer information for this transfer, identified by the unique Transfer ID, is provided below. The status of this transfer request (Proposed, Approved, Accepted) is dependent on which steps in the transfer process have been completed by the account representatives for the transferring and receiving entities. The transfer request must be Approved by midnight (Eastern Time) of the second calendar day following the transfer proposal. The request can only be Approved by a different account representative than the individual that proposed the transfer request. The transfer request must be Accepted by an account representative of the receiving entity by midnight (Eastern Time) of the third calendar day following the transfer proposal.

Account Number	QC01124-41655
Account Type	General
Transfer ID	114818
Type	General - OTC > 3 Days/Multiple/Combined
Compliance Instrument	2015 Allowance
Transfer Status	Complete ?
Agreement Date	2018-11-15
Expected Termination Date	
Expected Termination Date Not Specified	Yes
Does the agreement provide for further transfers after this one?	No
Does the agreement provide for transfers of other products?	No
Fixed Price	\$22.00
Currency	CAD
If the price is \$0.00, transfer	
Cost Base	
Margin	
Pricing Method Description	
Quantity	5,000

Accounts

	Transferring Account	Receiving Account
Legal Name	Entreprise QC01124	Entreprise QC01010
Operating Name	Dénomination commerciale QC01124	Dénomination commerciale QC01010
Account Number	QC01124-41655	QC01010-41028
Account Type	General	General

Transfer Event History

Event	Event Date	Comment	Action By
Proposal	2018-11-26 11:17:41 EST		Prénom61451 Nom61451
Approval	2018-11-26 14:16:56 EST		Prénom61448 Nom61448
Acceptance	2018-11-27 15:55:32 EST		
Completion	2018-11-27 15:55:33 EST		

[Back](#)

7. Presentation of Emission Allowance Accounts

The CITSS system lets users register emission allowance ownership and account information. It also lets users register emission allowances and transfer them between emitters, participants, and the ministry. Each emitter or participant in the CITSS system has accounts and the type of account depends on the type of entity. In addition, the ministry has several accounts to manage the issuance, allocation, sale, and retirement of emission allowances in the CITSS system.

7.1 Emitter and Participant Accounts

In Québec, the CITSS system includes two types of accounts, the general account and the compliance account, that are assigned according to the type of entity.

General Account

Each emitter and participant in the CITSS system has a general account for their emission allowances. Emission allowances are currently transferred (purchased/sold) between the general accounts of emitters and participants.

Compliance Account

Only emitters have compliance accounts. The compliance account allows emitters to remit the emission allowances necessary to cover their GHG emissions under the requirements of the Regulation.

7.2 Clearing House Account

Clearing houses registered in the CITSS system have a clearing house account, allowing them to temporarily hold emission allowances, in order to clear transactions on a multilateral basis as a central counterparty.

7.3 Account Statuses

The status of an account determines whether or not emission allowances can be transferred from that account. The status also determines whether the CITSS system sends information to the administrator of the ministry's auction and private sale as part of the auction registration process. The C&T system registrar can assign seven different statuses to the accounts.

- **Active**
The regular status of an account. Accounts with this status can transfer and receive emission allowances.
- **Restricted: cannot transfer**
Emission allowances can be received, but not transferred.
- **Restricted: cannot receive**
Emission allowances can be transferred, but not received.

- **Restricted: cannot transfer or receive**

Accounts with this status cannot transfer or receive emission allowances.

- **Suspended**

Accounts with this status cannot transfer or receive emission allowances. Additional regulatory requirements and restrictions apply to suspended accounts.

- **Inactive**

Accounts with this status cannot transfer or receive emission allowances. This status does not appear automatically after a period of inactivity; it must be manually selected by the C&T system registrar. The account must also be manually reactivated by the C&T system registrar to become active again.

- **Closed**

Accounts with this status cannot transfer or receive emission allowances. This status must be manually selected by the C&T system registrar.

NOTE: If an emitter's or participant's account status is active, restricted – cannot transfer, restricted – cannot receive, or restricted – cannot transfer or receive and the emitter or participant has consented to share information on the CITSS Government sales notification page, its general information and that of its account representatives **will be transferred** to the government sales administrator and the government mandated financial services administrator. If an emitter or participant account status is suspended, inactive, or closed and the emitter or participant has consented to share information on the CITSS Government sales notification page, its general information and that of its account representatives **WILL NOT BE TRANSFERRED** to the government sales administrator and the government mandated financial services administrator.

8. Location of the entity's account number and reference code

When transferring to another emitter or participant, the transferring entity's AR/PAR must provide the account number and reference code of the entity of the emitter, participant, or clearing house it represents to the transferring entity's AR/PAR.

The account number is located on the CITSS user's homepage, as shown in the blue box on the Figure 28.

The entity reference code can be found on the Account Detail page for each account. To access it, the AR/PAR must select the entity from the user's homepage by clicking on its name in the Name column (see the blue arrow on Figure 28).

Figure 28: CITSS user homepage with account numbers

The screenshot displays the CITSS user interface. On the left is a navigation menu with links: Log Out, Home, Contact Us, My User Profile, Account Registration, Representative Reports, and Glossary. The main header reads 'Welcome to WCI CITSS' and shows login history: 'Last successful login: 2018-11-28 14:40:21 EST' and 'Last failed login: 2016-03-04 14:22:08 EST'. The 'My Accounts' section contains a table with two accounts. A blue box highlights the 'Account Number' column, and a blue arrow points to the 'Name' column. The 'Pending Transfers' section below shows a table of two proposed transfers.

Name	Operating Name	Account Type	Account Number	Jurisdiction	Account Status	Actions
Entreprise QC01124	Dénomination commerciale QC01124	General	QC01124-41655	Québec	Active	View
Entreprise QC01124	Dénomination commerciale QC01124	Compliance	QC01124-61654	Québec	Active	View

2 records

Transfer ID	Transferring Account Name	Transferring Account Type	Receiving Account Name	Receiving Account Type	Status	Last Updated
114819	Entreprise QC01124 (QC01124-41655)	General	Entreprise QC01010 (QC01010-41028)	General	Proposed	2018-11-26
114822	Entreprise QC01124 (QC01124-41655)	General	Government of Québec (QCJ994-986)	Retirement	Proposed	2018-11-26

2 records

The AR/PAR is then directed to the entity's detail page. The entity reference code can be found on the Account Detail page shown in Figure 29, under the General tab, which is displayed by default.

Figure 29: Account Detail page of the CITSS system containing the entity reference code

Entreprise QC01124

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**

General **Contact Information** **Representatives** **Account Viewing Agents** **Holding Limits** **Auction** **Facilities**

General Identification

CITSS Entity ID	QC01124
Legal Name	Entreprise QC01124
Operating Name	Dénomination commerciale QC01124
Entity Reference Code	75405206
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	2010-12-31

Entity Identification

Québec Enterprise Number	7981603
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9. 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/transferts-droits-en.htm>

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).