



# New Zealand I-REC(E) Customer Registration Pack

Thanks for expressing your interest in our services. We are pleased to provide a registration pack to guide you through your registration with the New Zealand I-REC(E) program. This document provides an overview of the contents included in the registration pack and provides instructions for returning the necessary documents for registration.

Please review the contents of this pack and familiarise yourself with the requirements and expectations.

For any questions or concerns you may encounter during the registration process, we encourage you to refer to the following resources:

- The EMS website: [www.ems.co.nz/services/renewable-energy-certificates](http://www.ems.co.nz/services/renewable-energy-certificates)
- The I-TRACK global organization: [I-TRACK • The International Tracking Standard Foundation](#)
- The Evident platform: [www.evident.app](http://www.evident.app)

Additionally, our dedicated team is available to assist you with any inquiries or support you may require. Please do not hesitate to contact us at [recs@ems.co.nz](mailto:recs@ems.co.nz), and we will be happy to provide prompt assistance.

## Registration pack

The table below sets out an overview of the contents of this pack and outlines the steps necessary for returning these documents to us for registration.

#	Document	Description
01	I-REC(E) Product code	This document is the code for which the I-REC(E) product is operated under and defines the roles and responsibilities of the Customer, Evident (the owner of the code) and EMS.
02	Evident SF-01 Form	This is the signup form for the I-REC(E) product delivered by Evident, this form enables: <ul style="list-style-type: none"><li>• Evident to deliver KYC/AML checks to certify requester</li><li>• Permission to access the Evident Web Portal</li><li>• Identification of what role(s) you wish to participate with IREC - Registrant and/or Participant</li></ul> <b>Complete all sections and sign.</b>



#	Document	Description
03	<b>Evident STC Participant Contract (IREC STC-EVIDENT-P2023)</b>	<p>If you have ticked 'Participant' on the SF-01 form, then please refer to the attached STC-Evident 2023 document. This is the contract between you and Evident for services based on the applicable I-REC(E) roles as defined in the I-REC(E) Product code.</p> <p>We suggest you also review the 'Participant' section within the I-REC(E) product code to understand the details of this role.</p> <p>Fees are at the base of the document.</p> <p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>• <b>Section 1: Agreement - Enter Company Name</b></li> <li>• <b>Section 11: Invoicing - Enter suitable Email Address</b></li> <li>• <b>Section 14: Notices - Enter contact details</b></li> <li>• <b>Section 28: Acceptance - Complete participant section</b></li> <li>• <b>Sign and return to EMS</b></li> </ul>
04	<b>FN-01 Fees document</b>	<p>This is an informational document that allows you to see who is delivering the Issuer role around the world under IREC and what they charge.</p>
05	<b>EMS Registrant Agreement (EMS-REGISTRANT-2023)</b>	<p>If you have ticked 'Registrant' on the SF-01 form, then please refer to the attached STC-EMS Registrant document. This is the contract between you and EMS for services based on the applicable I-REC(E) roles as defined in the I-REC(E) Product code.</p> <p>We suggest you also review the 'Registrant' section within the I-REC(E) product code to understand the details of this role.</p> <p><b>Complete</b></p> <ul style="list-style-type: none"> <li>• <b>Section 1: Agreement - Enter Company Name and Address</b></li> <li>• <b>Section 27: Acceptance - Complete participant section</b></li> <li>• <b>Section 27: Acceptance, Part (a) – Communications – Enter Contact details</b></li> <li>• <b>Sign if you are a generator and want to request I-REC(E) certificates.</b></li> </ul>



#	Document	Description
06	<b>EMS I-REC(E) Additional Information Form</b>	This is our 'Registrant Registration' form to sign up to EMS for I-REC(E) services. Main deliverables are – Copy of your Company extract from the Companies office and photo ID of Director or Controlling Shareholder.  <b>Complete and sign.</b>

Before sending your completed registration package to us, please verify that you have compiled the following components:

- **Evident SF-01 Form:** Ensure this form is fully completed and duly signed in accordance with the provided guidelines.
- One or both of the following:
  - **Evident STC Participant Contract (IREC STC-EVIDENT-P2023):** This contract should be accurately completed and signed, adhering to the specified requirements.
  - **EMS Registrant Agreement (EMS-REGISTRANT-2023):** Similarly, complete and sign this contract in compliance with the stipulated terms.
- **EMS I-REC(E) Additional Information Form:** Complete all sections of this form and provide your signature to validate the information contained within.
- **Companies Register Extract (PDF):** Include a PDF version of your companies register extract to substantiate the provided details. – see [companiesoffice.govt.nz](https://companiesoffice.govt.nz)
- **Photo ID:** A clear and legible photocopy of your director's or controlling shareholder's photo identification should be enclosed for identity verification purposes.

We recognise that your engagement with the New Zealand I-REC(E) program is an important step towards environmental sustainability. We are committed to ensuring your registration process is as straightforward and efficient as possible, and we appreciate your collaboration in this endeavour.

Thank you for considering our program, and we look forward to a productive and environmentally responsible partnership.