



# New Zealand I-REC(E) Facility Onboarding Pack

Thanks for registering a new Production Facility with EMS. We are pleased to provide a Facility onboarding 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 organisation: [I-TRACK • The International Tracking Standard Foundation](http://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.

## Facility Onboarding 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	<p>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.</p> <p><b>Refer to Section 7 (Page 33) for details relating to Production Facility registration.</b></p>
02	Evident UG-03 document I-REC Registry User Guide - Registrant	<p>This document is user guide for a Registrant to manage Production Facility requests.</p> <p><b>Use this document to assist in completing the SF-02 form</b></p>

#	Document	Description
03	<b>Evident SF-02 Form Production Facility Registration</b>	<p>This is the Facility Registration signup form for the I-REC(E) product delivered by Evident:</p> <p>When submitting a SF-02 request for a Production Facility the following information is required as per section 7.3 of the Product code:</p> <ul style="list-style-type: none"> <li>• Meter or Measurement ID(s): This is an ID that can be used to identify the for the facility. For example, at a grid connection this might be the market node, for a connection to a distribution network the ICP</li> <li>• Owner of the Network...: If grid connected then 'Transpower' or else the EDB network that the site is connected to</li> <li>• Expected from of Volume evidence: This could be kWh data or invoice information. Note it must be possible to independently verify this information</li> </ul> <p>The supporting evidence must, as a minimum, include:</p> <ul style="list-style-type: none"> <li>• Unedited project photos (ideally with Production Facility location embedded)</li> <li>• Sample metering evidence</li> <li>• A single line electrical diagram using industry standard notation. This must show all existing network entry/exit points and any directly connected consumer supply points</li> <li>• Proof that the Registrant is the owner of the energy attributes</li> </ul> <p><b>Complete all sections and sign. Gather all specified forms and Facility Evidence and upload to the Evident portal</b></p>
04	<b>Evident SD-02 document Fuels and Technology identification</b>	<p>As part of the onboarding of a Facility it must have its appropriate Fuel and Technology ID defined and documented in the SF-02 form.</p> <p><b>Use this document to identify the Facility fuel type when completing the SF-02 form.</b></p>

#	Document	Description
05	<b>EMS I-REC(E) Registrant Contract – Appendix 2 Extract – Directors Certificate</b>	<p>Located in Appendix 2 of the Registrant Contract is a template for a Directors Certificate which must be completed and provided as part of the SF-02 request.</p> <p>The Certificate is used to confirm legal ownership of Facility being registered.</p> <p><b>Complete and sign.</b></p>

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

- **Evident SF-02 Form:** Ensure this form is fully completed and duly signed in accordance with the provided guidelines.
- Unedited project photos
- Sample metering evidence – see appendix for examples
- A single line electrical diagram (SLD) - see appendix for examples
- Proof that the Registrant is the owner of the energy attributes
- Signed Directors Certificate

To assist you with the process of completing the registration refer to the attached UG-03-Registrant guide document. This will show you the process required to raise a Production facility request.

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 Facility registration process is as straightforward and efficient as possible, and we appreciate your collaboration in this endeavour.

Thank you for registering your Facility with I-REC(E), and we look forward to receiving metering data to provide you with required Renewable Energy Certificates (RECS) from this Facility.



## Appendix – Evidence examples

This section provides examples of the required additional evidence EMS needs for Facility registrations.

### Metering Evidence

To register a facility with I-REC(E) in NZ EMS relies on the following metering evidence to assist with validating a facility request

- a) ICP Summary document for Facility meter

ICP summary is available from the EA Registry [Electricity registry | Electricity Authority](#), this detail provides us evidence specific to the facility that we will rely on during other checks and REC claims i.e. Facility Name, Point of connection, ICP and the Loss code information and meter serial number.

- b) Meter installation check sheet\certification

The company that installed the meter for the facility will provide a document that identifies the specifics of the meter installation for the facility in question.

The document identifies installation location, ICP code, serial number and all the tests details that confirm the meter is compliant.

- c) Metering Evidence

Please provide a meter report for the facility that is from your metering system, an example of this is half hourly report that is submitted as part of the reconciliation process.

### SLD

Each Facility requires to have an SLD documentation to provide the following

- a. Generation component
- b. Metering point
- c. Connection to External network
- d. Stamped by the company with appropriate sign off

For items a-c can you please place a box around the item and add relevant details i.e. Generation point name, Meter ICP details etc

See below for an example

