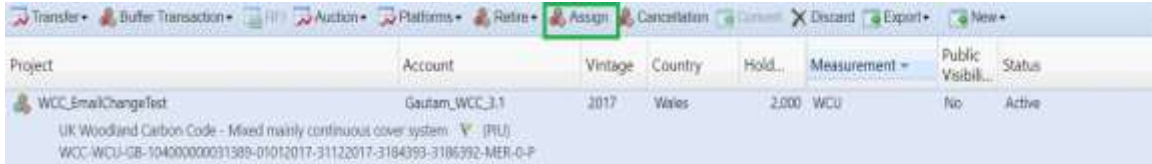


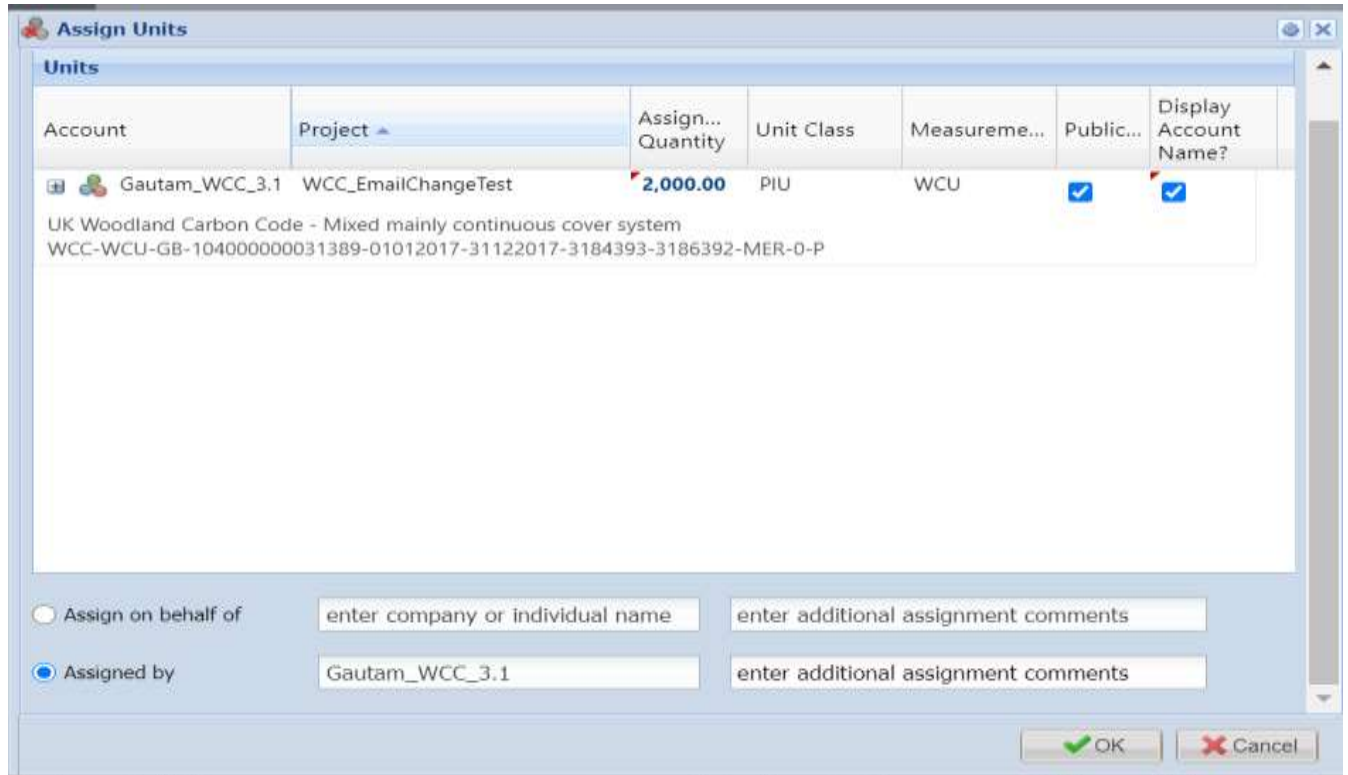
## 2.5 Assignments

There are two ways to demonstrate a sale of PIUs. Units can either be transferred to a corporate buyer's account or they can be assigned on behalf of an individual or corporate buyer. This takes the unit out of circulation, and adds a 'tag' with the buyer's name.

- Navigate the Manage My Units tab
- Select the credits you would like to assign from the list of credits displayed



- Click on the Assign Tab on the top



The user will have the ability to edit the assignment quantity if only a proportion of the 'block' of credits are to be assigned.

- The user will also have the option to update the Assignment remarks by clicking on the button and inserting appropriate comments as text on options as shown here.
- Assignments are shown on the 'Assignments' page of the public view. Click [here](#) to view. Note: This link will display the Woodland Carbon Code 'Assignments' page. To view the 'Assignments' page for Peatland or other tabs, select 'UK Peatland Code' from the program drop-down list at the top of the page.

## 2.6 Transfers

### Project Developers – Transferring to a buyer

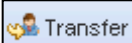
Where a sale is made and the buyer has an account, PIUs or WCU/PCs can be transferred from the sellers' account to the buyers' account.

#### Step 1

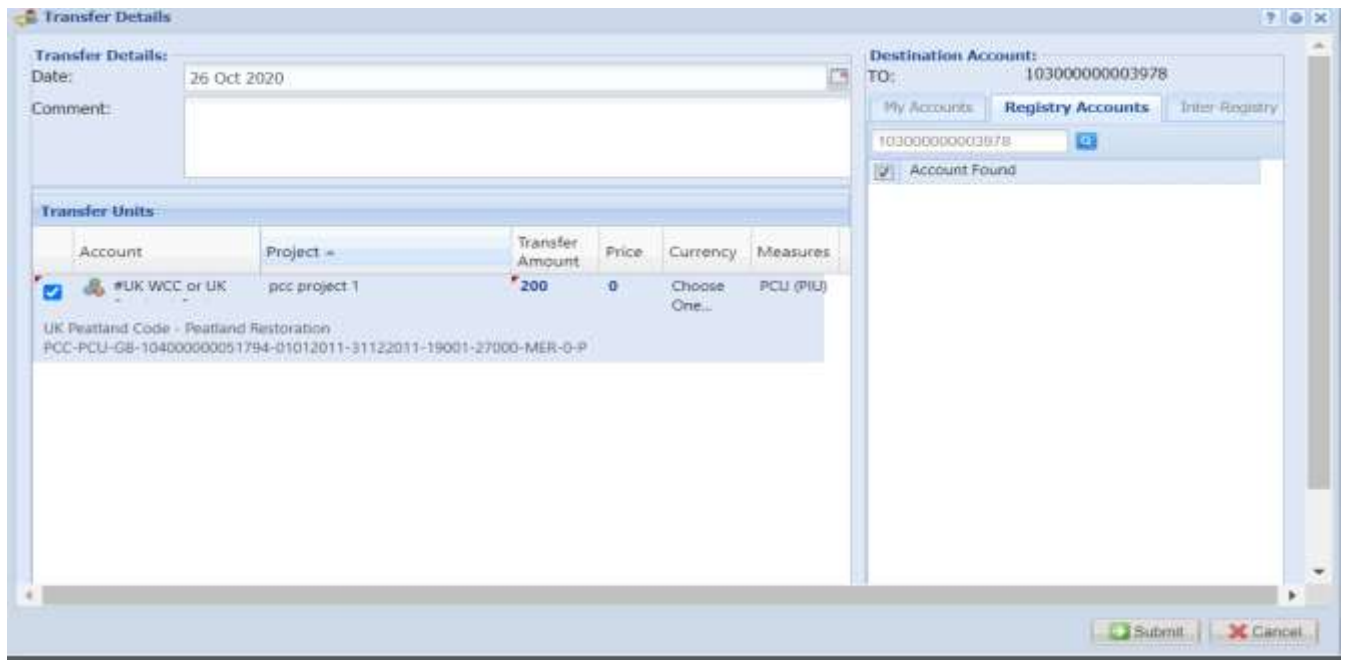
- Navigate to the Manage My Units tab.
- Select the credits you would like to transfer from the list of credits displayed



#### Step 2

- Click the  Transfer button to open the Transfer Details window.

**NOTE:** You can also right click on a block of credits and select **Transfer** from the available actions list.




#### Step 3

- Click the blue number under Transfer Amount heading to edit the number of units to be transferred.

- To transfer units to a different account listed on the IHS Markit Environmental Registry, use the Registry Accounts tab on the right-hand side.

#### **Step 4**

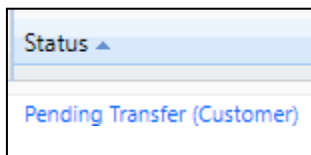
- Enter the destination account's Account ID and click . The account number should be confirmed by the buyer prior to the transfer on the Registry
- Check the Account Found box once the ID has been entered then click Submit
- The status of the unit block will change from Active to "Pending Transfer". A transfer has to be approved by the Regulator and Markit Operations before being accepted into the buyer's account. The status will show as Pending Transfer (3<sup>rd</sup> Party), Pending Transfer (Markit) and Pending Transfer (Customer) at each stage respectively.
  - Status of "Pending Transfer (Customer)" if the transfer is awaiting client confirmation.
  - Status of "Pending Transfer (3<sup>rd</sup> Party)" if the transfer is awaiting regulator confirmation.

Status of "Pending Transfer (Markit)" if the transfer is awaiting IHS Markit Operations confirmation

### Buyers – Accepting an incoming Transfer

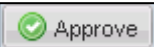
#### **Step 1**

- Navigate to the Manage My Units tab.
- Select the credits you would like to accept by clicking the blue Pending Transfer (Customer) status.



- The **Transfer Details** window will appear. Review the information then

#### **Step 2**

- Click  to accept the transfer. Units will immediately be deposited in your account and the status of the credits will change from Pending Transfer to Active.

### Requesting in internal transfer (if you manage more than one account)

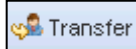
If you have more than one account (for example if you manage a project developer and a buyer's account), you can select from the 'My Accounts' list rather than entering the registry account number.

#### **Step 1**

- Navigate to the Manage My Units tab.
- Select the credits you would like to transfer from the list of credits displayed

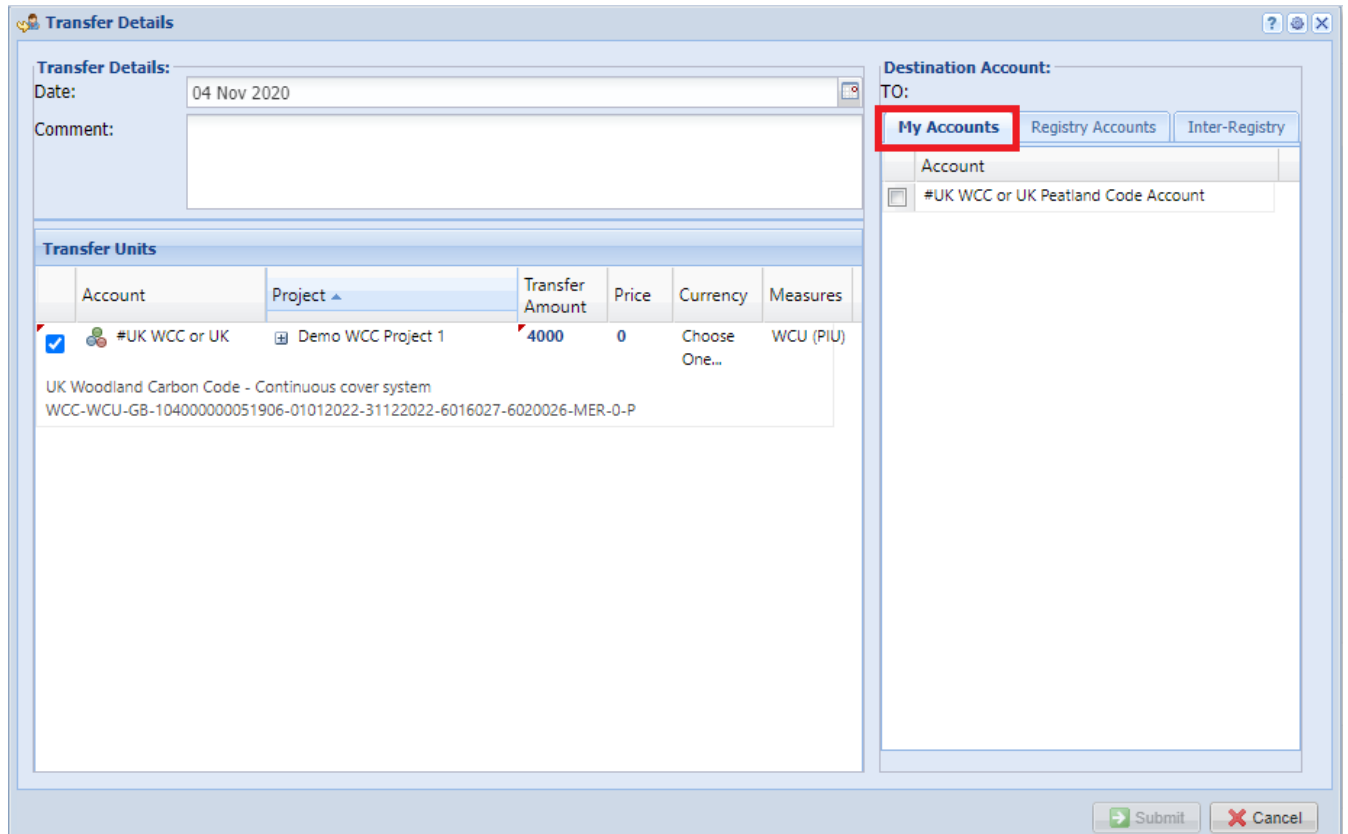


**Step 2**



Click the **Transfer** button to open the **Transfer Details** window.

**NOTE:** You can also right click on a block of credits and select **Transfer** from the available actions list.



**Step 3**

- Click the blue number under Transfer Amount heading to edit the number of units to be transferred.
- Select one of your accounts or sub-accounts by using the My Accounts tab on the right-hand side.

**Step 4**

- Click **Submit** to immediately transfer the units to one of your accounts.