

Auction Checklist

Pre-registration

- ☐ Notify your intent to participate in auctions by logging into the emissions register (the Register) and completing the appropriate workflow (Manage Account Operator or Manage Account Holder User). Contact the Environmental Protection Authority (EPA) for more info
- ☐ Check that your register account details are up-to-date and correct. The details must match the statutory declaration form completed during registration

Registration

You will need:

- ☐ EPA Unique ID from the Register (confidential invite code in the 'My details' section of the Register)
- ☐ EPA Registry account number (the account holder must be the registering Participant). This is where purchased units will be transferred to after the auction is complete
- ☐ A valid RealMe account (this should be the same as the one used in the Register)
- ☐ A completed statutory declaration form. This is available from the auction website on the registration page
- ☐ A proof of bank account (the name on this account must be the registering Participant or the registering Participant's trading name). A deposit slip is acceptable
- ☐ If you intend to invite new users and assign roles then you will need their details too

Five business days before the auction

- ☐ Eligible collateral needs to be received at least 5 business days before an auction

Cash

Bank Account Name: ETS Auction Collateral Account

Bank Account Number: 03-0049-0003202-021

Reference: your EPA registry account number

Negotiable Instruments (LoC)

Must meet Ministry requirements and be payable on demand to:

Bank Account Number: 03-0049-0003202-022

Swift Code: WPACNZ2W

- ☐ The Account Holder or Admin may instruct that cash collateral is used to pay the invoice in the Participant Details screen in ETS Auctions. Remember to update this well before the Auction as changes between Auction day to 5 business days after, may not be reflected.

Warm up: 24 hours before the auction

Login to to check your connection to the ETS Auction and familiarise yourself with the system (you will need the bidder role to do this)

Auction

- ☐ Login to access the ETS auction (you will need the bidder role to do this)
- ☐ Select 'Bid in auction' under upcoming auctions
- ☐ Place your bids

Post auction

Check to see how many NZUs you won and the final clearing price. You'll be able to view your auction results on your Participant page under 'Past auctions' when they have been made available

- ☐ Pay your invoice before 12:00pm (NZ Time) **four business days** after the auction

Bank Account Name: ETS Auction Settlement Account

Bank Account Number: 03-0049-0003202-022

Reference: your EPA registry account number

- ☐ Receive NZUs into your appointed Registry account. You will receive an email notification from the Register

Contact us for more information

email: auctions@nzx.com or phone: (+64) 4 470 9768

