Evident

MiQ

MiQ Registry User Guide
01– Organisation and User Onboarding

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Contents

1 Introduction

The MiQ Service for Methane Emissions Performance is a global environmental attribute tracking system that combines several Standard elements – (1) a calculated Methane Intensity, (2) Producer policies and procedures focused on Methane Emissions prevention, detection, and abatement (Company Practices), and (3) detection and mitigation of Methane Emissions through Monitoring Technology Deployment – to provide a robust and reliable method to certify natural gas production according to its Methane Emissions performance. It allows all natural gas users to make a conscious and evidence-based choice for natural gas production.

2 Registration

To become an Account Holder, Registrant or Certification Body on the MiQ Registry, it is first necessary to fill the registration form on the MiQ Registry.

Due diligence checks are performed to satisfy Know Your Customer and Anti Money Laundering regulations as part of the process of providing access to the Registry. This process can take an extended period and you will be required to provide documentation to support your application.

Accessing the Registry at https://miqregistry.org will take you to the landing page Figure 1 MiQ Registry landing pageFigure 1 below. Click on "Register now" to proceed.

Figure 1 MiQ Registry landing page

2.1   Primary User details

The first section is Primary User details as shown in Figure 2.

Figure 2 Primary User details

Organisations need to create a Primary User who will have access to the main Web User. The Primary User will be able to create additional Web Users to access the MiQ Registry once the initial application is successful.

1. **Title**. – The Primary User's title (Mr, Mrs, Miss, Ms etc…)
2. **First Name** – The first name of the Primary User
3. **Last Name** – The first and second (if applicable) last name of the Primary User
4. *Telephone* – A telephone number for the Primary User, this could be his/her institutional telephone or personal telephone. Please include the country code at the beginning of the number. *For example, the UK is (+44)*
5. **Email** – An email address for the Primary User, this could be his/her institutional email or a personal email. This will be the login email address. An email address can only be used once across all Evident Services (for example existing I-REC Registry account holders).
6. **Password** – The password you will use to log in. It must be at least six characters, and contain at least one number, one upper-case letter, one lower-case letter and one special character (*+-=!?&%$#).
7. **Confirm Password** – Confirm your password.
   After filling in all the information, continue to Organisation Details.

2.2   Organisation Details

This section refers to the details of the organisation to be on-boarded on the MiQ Registry. An organisation is a legal entity that wishes to interact with the MiQ Registry. An organisation will generally be a private or governmentally owned company.

One organisation can have multiple single Web Users associated to it with different levels of permissions (read-only, read and write, administrator…). This is to allow different people to interact with the registry on behalf of the same organisation. The Primary User defined above is in charge of setting up Web Users' permissions.

2.2.1   Organisation Role(s)

Figure 3 shows the section relating to organisation roles. Select the role which your Organisation wishes to fulfil as part of the MiQ Program from the dropdown box. The roles are as follows:

- **Account Holder** – An account holder can hold MiQ certificates, transfer and retire them.
- **Registrant** – A Registrant can register Facilities and make Issue Requests for MiQ certificates in relation to those Facilities. (A Registrant can be a Facility owner or someone contracted by the Facility owner)
- **Certification Body** – A Certification Body audits Facilities that have been registered.

Please note, the same Organisation can be both a Registrant and an Account Holder. In this case, select both 'Registrant' and 'Account Holder' in the multi-select dropdown box. Organisations applying as a Certification Body CANNOT hold another role in the MiQ Programme.

Please note, if Certification Body is selected, there will be four additional fields to fill as shown in Figure 5.

Organisation Details

Organisation roles

The organisation must select which role it wishes to take as part of the MiQ Program.

Account Holder
An Account Holder holds Trading Accounts and Retirement Accounts within the Registry. An Account Holder can hold MiQ Certificates, transfer them to other Account Holders' Trading Accounts, and retire them.

Registrant
A Registrant is, or is contracted to, the owner of a Facility. Registrants register Facilities and make Issue Requests for MiQ Certificates in relation to a Facility.

Certification Body
Certification Bodies audit Facilities that have been registered.

Please note
The same organisation can elect to be both Registrant and Account Holder. If this is the case, please select both 'Account Holder' and 'Registrant' in the dropdown box below.
An organisation applying as a Certification Body **cannot** have any other role in the MiQ Program (i.e., cannot also be a Registrant or Account Holder).

Organisation role

Please select…   ▾

Select the role your organisation will hold.

Figure 3 Organisation roles

2.2.2   General Information

Fill in general information in relation to your organisation.

Figure 4 General information about your organisation

1. **Name** – The full name of the legal entity being registered. This cannot be the same name as an organisation already registered in the MiQ Registry.
   If an organisation with the same name is already registered, an error will show and you may be asked to contact support@miqregistry.org. When your organisation is already registered on the MiQ Registry, you will be able to login directly through the login page, using a Web User associated to the organisation.
2. **Address** – The registered address of the legal entity being registered.
3. **Postcode** – The postcode, zip code or equivalent of the legal entity.
4. **Country**. – The country where the legal entity is registered.
5. **Website** – The Corporate website address.
6. **Registration number** – The company registration number of the legal entity being registered, or equivalent. The company registration number is a unique combination of numbers and, in some cases, letters.
7. **VAT number** – The VAT number (if applicable) of the legal entity. This is a unique number that identifies a taxable person (business) or non-taxable legal entity that is registered for VAT.
8. **Year of Registration** – The year of the legal entity's registration.
9. **Legal Status** – The legal status of the entity. E.g., Limited Company, LLC, SA or equivalent.

2.2.3 Supplementary information

The final part of the page is supplementary information of the organisation Figure 5. This information will be used to confirm that your organisation meets the eligibility criteria to operate on the MiQ Registry. The information will **only be used** for Know Your Customer checks.

Figure 5 Supplementary Information

1. **Number of Employees** – The number of people working in your organisation.
2. **Name of chief executive officer** – The full name of the chief executive officer.
3. **Main shareholders** – A list, separated by commas, of all the main shareholders of the organisation (those owning more than 10% of the organisation). If names are not available, please provide a description of the shareholding structure.

4. **Partner Auditors** – *(This section is only visible if you choose Certification Body)* A list of the organisations with which you collaborate to audit different aspects/elements of the MiQ standard. These organisations will not receive Certification Body status through this application. To distinguish one auditor from another use commas between the names.

5. **Audit countries** – *(This section is only visible if you choose Certification Body)* The countries where your organisation operates and where you wish to obtain accreditation to perform audits under the MiQ program. Click a country name to add it.

6. **Countries of activity** – The countries where you organisation operates. Click a country name to add it.

7. **Standard accreditation** - *(This section is only visible if you choose Certification Body)* Provide accreditations for relevant national or international standards. These accreditations can be linked to quality assurance, environmental management, health and safety or others (e.g. ISO, BCorp, OSHAS) and/or government recognition your organisation received. To distinguish one accreditation from another please use commas between the names.

8. **Supply Chain Segment** - *(This section is only visible if you Certification Body)* Select the Supply Chain Segment for which your Organisation is seeking accreditation.

After completing all the relevant fields, please click the **'Register'** button.

2.3   Next Steps

2.3.1   Confirmation

An email will be sent to the email address provided in the application which will detail the necessary steps to complete the application process. Should you not receive an email, please contact the MiQ Helpdesk: support@miqregistry.org.

2.3.2   Additional Information

Our team will commence the Know Your Customer checks with the information you have provided. You will be contacted to provide supporting documents related to your application. This will include, as a minimum:

- **Proof of identity** - such as proof of company registration number.
- **Financial accounts of the organisation** - for the latest financial year available, which must include a balance sheet, and profit and loss statement, as submitted to the relevant authority.

2.3.3   Contracts

To become an Account Holder, Registrant or Certification Body on the MiQ Registry, a contract (User Agreement) must be signed with the MiQ Registry Operator. A pre-filled version of the User Agreement will be sent to you by the Registry Operator upon completion of the due diligence checks.

2.3.4   Registry Access

Your organisation will be added to the Registry and an initial Web User will be created for you only when you have satisfied the due diligence requirements and signed the User Agreement with the Registry Operator.

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Please watch out for an automated email containing an authentication link which you will need to activate to access the Registry. Should the link have expired, please contact the MiQ Helpdesk at: support@miqregistry.org.