

GUIDE TO TRANSFERRING UNITS WITHIN NZ

Issued May 2011

This guide is for Primary Representatives:

The NZEUR allows account holders to hold and transfer units within the NZEUR. Transfers are undertaken by Primary Representatives who the account holder has authorised to operate the account on their behalf. Transactions are either undertaken by one Primary Representative alone, or where the Account Holder has chosen to assign roles to the account, transactions will be prepared by a preparer and then approved by an approver.

Preconditions

- Access to a computer with internet access so as to navigate to www.eur.govt.nz
- An approved holding account that holds New Zealand Units (NZUs) or Kyoto Units available for transfer (**TRANSFERRING** account) to another account within the NZEUR.
- The account holder name and the holding account number of the account to which the units will be transferred (**ACQUIRING** account)

COMMON QUESTIONS AND ANSWERS

Who can transfer units from a holding account? Only a Primary Representative on an account that contains units can transfer units from that account. Where the account holder has elected to assign roles to Primary Representatives, a preparer can only prepare transactions, and transactions will then be completed when they are approved by an approver.

How long will it take for my transfer to take effect? Transfers within New Zealand will be registered immediately if there are no discrepancies in the proposed transaction.

Do I have to do my transfer online? Yes.

Will transferring units cost me anything? There is no transaction fee for transferring units.

What is a BLOCK of units? Each unit has a unique serial number. A block of units has a sequential set of serial numbers assigned to each unit in block. A block of units can be made up of 1 unit or many units. Transfers involve selecting a unit, a block or several blocks of units to transfer.

What is the difference between TRANSFERRING accounts and ACQUIRING accounts? The transferring account is the holding account **out of which** units are being transferred. The acquiring account is the holding account **into which** the units are being transferred. Holding Accounts must be opened before they will be able to acquire units.

What happens if I make a mistake? It is very important that you do NOT make a mistake when completing the transfer of units between accounts. Once the transaction has been completed and registered in the NZEUR it cannot be cancelled or changed. Should units be mistakenly transferred by you to the wrong account the account holder will have to liaise directly with the acquiring account holder to resolve the transfer error and have the units transferred back to the transferring account.

Can I transfer both NZUs and AAUs in the same transaction? Yes, you can transfer both types of units within the same transaction if transferring to another New Zealand account.

Can I print off a confirmation receipt of my transfer? Yes, the best way is to use the 'Print as PDF' or 'Print as HTML' options offered at the top of the relevant page. Also, each of the Primary Representatives on the account will be sent email confirmation that the transaction has been registered and completed in the NZEUR.

Can I transfer NZUs into an overseas account? No, NZUs are not recognised by the overseas registries – it is New Zealand's domestic unit of trade. You would have to undertake a conversion transaction, which converts the NZUs into Assigned Amount Units (AAUs). The equivalent number of AAUs (type of Kyoto Unit) would then be transferred to the overseas account.

RELATED GUIDES . . .

Guide to Transferring Units Overseas

www.eur.govt.nz

Guide to Kyoto Units and Rules

www.eur.govt.nz

Guide to Managing Primary Representatives

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HOW TO TRANSFER UNITS WITHIN NZ – STEP BY STEP

- 1 Go to the website www.eur.govt.nz and click on the [Logon to NZEUR](#) button on the top left. After entering your approved registry username and password you can click on the [LOGON](#) button.

- 2 After successfully logging on, select the [Transactions](#) link on the left, and you will be presented with a [Transactions](#) page. *Note, any existing transactions against your registry logon will be shown here.*

To start the transfer, click on the [Transfer to NZ Account](#) link on the left.

- 3 The [Transfer Units – Select Transferring Account](#) page will display:

Select the radio button to the left of the account you wish to transfer units out of. If the account holds units you will be able to undertake the transaction. The description of the unit types, serial ranges and quantities of units will appear in the list below.

Click on the [CONTINUE >](#) button.

Transfer Units - Select Transferring Account
Use this function to transfer units between holding accounts in the NZEUR. If you want to transfer units to an account in an overseas register, use the [Transfer to Overseas Account](#) function instead.

To transfer units, select the account from which you want to transfer the units by clicking the radio button next to that account in the **Select Transferring Account** grid, below, then click the [Continue >](#) button below the grid.

For detailed instructions, click the [HELP](#) button at the top right of this page.

Select Transferring Account

	Number	Name	Holder
<input type="radio"/>	NZ-1011	Ace Power Limited Account	Ace Power 3
<input type="radio"/>	NZ-1012	Burnit Limited Account	Burnit Limited
<input type="radio"/>	NZ-1013	Hot Water Limited Account	New Moon Inc.

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Units in Selected Account Available to Transfer

Project	CP/Exportable	Originating Party
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- 4 Now select the [acquiring account](#) - the account where the units are to be transferred to.

You will be presented with a list of accounts in the NZEUR which you can scroll through to locate the account you will transfer the units to, OR use the search criteria on the top left to quickly find the correct account.

When using the search criteria, just enter one of the criteria in the appropriate box and click Search. The easiest search is to use the account number for the account you will transfer the units to.

Search Criteria ▼

Last name

Responsibility

Identifier/Account Number

Name (Account/Organisation/Participant)

Status

On the list of account(s) displayed, select the radio button next to the desired account and click on [CONTINUE >](#) button.

Transfer Units - Select Acquiring Account

Select the account to which you want to transfer the units by clicking the radio button to the left of that account in the Select Acquiring Account grid, below, then click the [Continue >](#) button below the grid.

Transferring Account

Number	NZ-1013
Name	Hot Water Limited Account
Holder	New Moon Inc.

Select Acquiring Account

	Number	Name	Holder
<input type="radio"/>	NZ-1011	Ace Power Limited Account	Ace Power 3
<input type="radio"/>	NZ-1012	Burnit Limited Account	Burnit Limited
<input type="radio"/>	NZ-1014	Steel Refining Limited Account	Steel Refining Limited

5 The 'Transfer Units – Select Units to Transfer' page now displays:

You will be presented with a list of [Units Available to Transfer](#) in the Transferring Account.

Tick one or more tick boxes to the left of a row and enter the [quantity](#) of units you wish to transfer.

The example here shows only two unit serial ranges, but there may be a number of rows in this table if you have received units from various transactions.

You can select as many rows as you need to get the total units you wish to transfer, up to a maximum of 75 rows for a single transfer transaction. The total quantity of units you have selected to transfer will display in the bottom left hand corner.

If you need to select more than 75 rows to reach the quantity you wish to transfer, you will need to complete a number of transfer transactions, ensuring that within each transaction you only select up to 75 rows (unit serial ranges).

Click on the [CONTINUE >](#) button.

Transfer Units - Select Units to Transfer

On the Units Available to Transfer grid below:

- click the check-box to the left of the unit block you want to transfer from
- in the Quantity field, enter the number of units to transfer, then
- click the [Continue >](#) button below the grid.

Transferring Account

Number	NZ-1013
Name	Hot Water Limited Account
Holder	New Moon Inc.

Acquiring Account

Number	NZ-1012
Name	Burnit Limited Account
Holder	Burnit Limited

Units Available to Transfer Select All

	Project	CP/Exportable	Originating Party	Unit Type	Serial Range	Quantity Available	Quantity
<input type="checkbox"/>		1	New Zealand	AAU	4 - 4	1	<input type="text" value="0"/>
<input type="checkbox"/>		Exportable	New Zealand	NZU	50000000002 - 50000000003	2	<input type="text" value="0"/>

Total Quantity 0

6 Check all the details of the transfer are correct on the [Review and Execute Transaction](#) page. As transactions cannot be cancelled or changed once executed, please check the:

Transferring account

- Acquiring account
- Quantity of units
- Type of units

If any details are incorrect use the [BACK](#) button to correct the details. Once satisfied, type your [password](#) (that you logged in with) and click on [EXECUTE](#) to submit the transaction.

Transfer Units - Review and Execute Transaction
 Review and confirm the details of the transferring and acquiring accounts and the quantity of units to be transferred.

Are the details correct?

- If yes, enter your password in the Enter password field, then click the Execute button.
- If no, click the Back button at the bottom of the page to go back to the previous pages to make corrections.

Transferring Account Number NZ-1013 Name Hot Water Limited Account Holder New Moon Inc.	Acquiring Account Number NZ-1012 Name Burnit Limited Account Holder Burnit Limited
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Units to be Transferred					
Project	CP:Exportable	Originating Party	Unit Type	Serial Range	Quantity
1		New Zealand	AAU	4 - 4	1
Exportable		New Zealand	NZU	50000000002 - 50000000002	1
					Total Quantity 2

Comment

By entering my password below I certify that I am authorised by the transferring account holder to make this transaction.

Enter password

***If you have preparer and approver roles on your account go to step 8.**

7 You will be taken to the 'Transfer Units – Transaction complete' page. The transaction will show as 4-Completed which means it has been successful.

Transfer Units - Transaction Complete
 The transaction has been submitted. We suggest you print this page for your records.

Transaction ID	NZ1152
Transaction Status	4 - Completed
Status Date	16/03/2011 11:38:01 963 (NZST) / 15/03/2011 22:38:01 963 (GMT)
Prepared By	John, Bob

Transferring Account Number NZ-1015 Name Windfarms Limited Account Holder Windfarms Limited	Acquiring Account Number NZ-1014 Name Steel Refining Limited Account Holder Steel Refining Limited
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Units					
Project	CP:Exportable	Originating Party	Unit Type	Serial Range	Quantity
	Exportable	New Zealand	NZU	50010016164 - 50010016164	1
					Total Quantity 1

Transaction Status History	
Date	Transaction Status
16/03/2011 11:38:01 963 (NZST)	4 - Completed
15/03/2011 22:38:01 963 (GMT)	

Click [Continue](#) and you will be back at the main [Transactions](#) list page, where you can see the status and details of **all** your transactions, including your most recent. Successful transactions will have a status of 4-Completed.

8 As the Primary Representative **Preparer** on the account you will see the transaction now has a status 'Ready for Review'.

Transfer Units - Transaction Complete

The transaction has been submitted. We suggest you print this page for your records.

Transaction ID NZ1151
Transaction Status 93 - Ready For Review
Status Date 16/03/2011 10:31:30 173 (NZST) / 15/03/2011 21:31:30 173 (GMT)
Prepared By Pincott, Mary

Transferring Account

Number NZ-1013
Name Hot Water Limited Account
Holder New Moon Inc.

Acquiring Account

Number NZ-1012
Name Burnit Limited Account
Holder Burnit Limited

Units

Project	CP:Exportable	Originating Party	Unit Type	Serial Range	Quantity
	1	New Zealand	AAU	4 - 4	1
	Exportable	New Zealand	NZU	50000000002 - 50000000002	1

Total Quantity 2

Transaction Status History

Date	Transaction Status
16/03/2011 10:31:30 173 (NZST)	93 - Ready For Review
15/03/2011 21:31:30 173 (GMT)	

[Continue >](#)

Log off the system

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Log on as the Primary Representative **Approver** on the account.

NEW ZEALAND
EMISSION UNIT REGISTER

Logon to the NZEUR
[Forgot your password?](#)

HOME ABOUT US THE REGISTER HOW TO CONTACT US Search this website: GO

21/09/2010 10:31:54 000 (NZST) / 20/09/2010 22:31:54 000 (GMT)

Search the Register
Ministers' Directions
Logon

Please log on.

Registry user name *

Password *

[Forgot your password?](#)

Forgot your username?
Please e-mail info@nzeur.govt.nz from your registry email address including your full legal name and a contact number.

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After successfully logging on, select the [Authorise Transactions](#) link on the left, and you will be presented with the [Authorise Transactions](#) page. *Note, any prepared transactions that you are able to approve under your registry logon will be shown here.*

Authorise Transactions

This page displays a summary of unit transactions awaiting authorisation in the NZEUR.

To see the details of a transaction, click on its **Transaction ID** in the grid below.

For more information on transactions, click the **HELP** button at the top right of this page.

Search Criteria

Transaction ID

Status Date (GMT)

Account Number

Account Name

Transaction Type

Notification ID

Notification Type

Select Transaction

Transaction ID	Transaction Type	Transferring Account	Acquiring Account	Status Date	Transaction Status	Notif ID
NZ1151	Internal (10)	NZ-1013: Hot Water Limited Account	NZ-1012: Burnit Limited Account	16/03/2011 10:31:30 173 (NZST) 15/03/2011 21:31:30 173 (GMT)	93 - Ready For Review	

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Click on the transaction ID hyperlink (the blue underlined ID e.g. NZ1151) for the transfer of units transaction. You will be presented with the [Unit Transaction Detail page](#).

Unit Transaction Detail

Transaction ID NZ1151
Current Status 93 - Ready For Review
Status Date 16/03/2011 10:31:30 173 (NZST) / 15/03/2011 21:31:30 173 (GMT)
Transaction Type Internal (10)
Prepared By Pincott, Mary

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Transferring Account

Number NZ-1013
Name HotWater Limited Account
Holder New Moon Inc.

Acquiring Account

Number NZ-1012
Name Burnit Limited Account
Holder Burnit Limited

Units

Project	Originating Party	CP:Exportable	Unit Type	Serial Range	Expiry Date	Quantity
	New Zealand	1	AAU	4 - 4		1
	New Zealand	Exportable	NZU	50000000002 - 50000000002		1

Total Quantity: 2

Transaction Status History

Date	Transaction Status
16/03/2011 10:31:30 173 (NZST)	93 - Ready For Review
15/03/2011 21:31:30 173 (GMT)	

Authorise Transaction

Authorisation/Denial Comment

By entering my password below I certify that I am authorised by the transferring account holder to make this transaction.

Enter password '

Authorise or Decline

Check all the details of the transfer are correct on the [Transaction](#) page. As transactions cannot be cancelled or changed once executed, please check the:

- Transferring account
- Acquiring account
- Quantity of units
- Type of units

If any details are incorrect you will need to [DECLINE](#) the transaction and the preparer will have to prepare another transaction with correct details.

If you are satisfied the transaction is correct, type a comment, and your [password](#) (that you logged in with) and click on [AUTHORISE](#) button to submit the transaction.

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You will be back at the main [Unit Transaction Detail](#) page, where you can see the status and details of your completed transaction. Successful transactions will have a status of 4-Completed.

Unit Transaction Detail

Transaction ID NZ1151
Current Status 4 - Completed
Status Date 16/03/2011 11:27:48 640 (NZST) / 15/03/2011 22:27:48 640 (GMT)
Transaction Type Internal (10)
Prepared By Pincott, Mary
Authorised By John, Bob
Authorisation/Denial Comment Transaction approved 17/03/11

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Transferring Account

Number NZ-1013
Name HotWater Limited Account
Holder New Moon Inc.

Acquiring Account

Number NZ-1012
Name Burnit Limited Account
Holder Burnit Limited

Units

Project	Originating Party	CP:Exportable	Unit Type	Serial Range	Expiry Date	Quantity
	New Zealand	1	AAU	4 - 4		1
	New Zealand	Exportable	NZU	50000000002 - 50000000002		1

Total Quantity: 2

Transaction Status History

Date	Transaction Status
16/03/2011 11:27:48 640 (NZST)	4 - Completed
15/03/2011 22:27:48 640 (GMT)	
16/03/2011 10:31:30 173 (NZST)	93 - Ready For Review
15/03/2011 21:31:30 173 (GMT)	