UKCCC Membership Application Form V1

UK Carbon Code of Conduct (UKCCC)

Membership & Registry Application Form

Version 1.0

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1. PURPOSE OF APPLICATION

This application form is to be completed by all organisations and individuals seeking membership, registration, approval, or participation within the UK Carbon Code of Conduct (UKCCC) framework.

The form incorporates the requirements of:

- UKCCC High-Integrity Carbon Credit Standard v4.0
- UKCCC Registry Rules
- UKCCC Uncertainty Discount Factor Protocol
- UKCCC Additionality and Compliance Requirements
- UKCCC Governance, Monitoring, Reporting and Verification Procedures

Applicants may apply under one or more of the following categories:

Membership Category	Tick
Project Developer (PD)	☐
Project Host / Landowner	☐
Validation & Verification Body (VVB)	☐
Carbon Credit Buyer	☐
Registry Account Holder	☐
Delivery Partner / Technical Consultant	☐
Research / Academic Partner	☐
Other, corporate member etc	☐

If Other, please specify:

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2. APPLICANT INFORMATION

2.1 Organisation Details

Item	Information
Organisation / Business Name	
Trading Name	
Company Registration Number	
VAT Number	

Unique Tax Reference (UTR)	
Registered Address	
Country	
Website	
Main Telephone Number	
Main Contact Email	
Nature of Business	
Number of Employees	
Years in Operation	

2.2 Primary Contact Person

Item	Information
Full Name	
Position / Role	
Email Address	
Telephone Number	
Mobile Number	
Authorised Signatory ☐ Yes ☐ No	

2.3 Secondary Contact Person

Item	Information
Full Name	
Position / Role	
Email Address	
Telephone Number	

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3. MEMBERSHIP TYPE REQUIREMENTS

3.1 Project Developer Applicants

Please complete if applying as a Project Developer.

Requirement	Response
Describe experience in carbon project development	
Number of carbon projects completed	
Methodologies previously used	
Regions of operation	
Land use sectors worked in	
MRV experience	
GIS / mapping capability	
Soil carbon experience	

Biodiversity assessment capability
Names of key technical staff
Professional accreditations held

Required Supporting Documents

Please attach:

- Company profile
- CVs of key staff
- Evidence of technical competence
- Insurance certificates
- Quality assurance procedures
- Complaints procedure
- Health & safety policy
- Data protection policy
- Anti-bribery and corruption policy

3.2 Validation & Verification Body (VVB) Applicants

Requirement	Response
Existing accreditation body	
Accreditation number	
Scope of accreditation	
Lead verifier name	
Number of trained auditors	
Carbon verification experience	
Conflict of interest policy	
Quality management procedures	

Required Supporting Documents

- Accreditation certificates
- Verification procedures
- Independence policy
- Auditor competence matrix
- Insurance documentation

3.3 Project Host / Landowner Applicants

Requirement	Response
Farm / Estate / Landholding Name	
Total land area (ha)	

Location
SBI Number (or equivalent)
Current land use activities
Planned carbon project activities
Current environmental schemes
Existing carbon scheme participation
Length of land control
Ownership status

Land Tenure Confirmation

I confirm that:

☐ I have legal control of the project area for the duration of the proposed project.

☐ The land is not double registered under another carbon registry unless disclosed.

☐ All information provided is accurate and complete.

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4. UKCCC REGISTRY ACCOUNT APPLICATION

4.1 Registry Account Information

Item	Information
Requested Registry Account Name	
Requested User Access Levels	
Number of Authorised Users	
Primary Registry Administrator	
Backup Registry Administrator	
Intended Registry Use	

4.2 Registry Activities Requested

Activity	Tick
Credit Issuance	☐
Credit Transfer	☐
Credit Retirement	☐
Credit Holding	☐
Credit Trading	☐
Public Registry Listing	☐

4.3 Registry Security & Compliance

Applicants acknowledge that:

☐ The UKCCC Registry operates ongoing compliance monitoring.

☐ Annual and periodic audits may be undertaken.

☐ Registry transactions are subject to review and investigation.

☐ Retired credits cannot be resold or transferred except where approved by UKCCC.

☐ Suspicious activity may result in account suspension or investigation.

☐ Registry data may be publicly visible unless otherwise approved.

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5. KNOW YOUR CLIENT (KYC) & AML REQUIREMENTS

5.1 Identity Verification

Please provide the following:

Requirement	Attached
Certificate of Incorporation	☐
Proof of Address	☐
Director Identification	☐
Beneficial Ownership Information	☐
Bank Account Confirmation	☐
AML Compliance Information	☐

5.2 Politically Exposed Persons (PEP)

Question	Response
Is any owner, director, or beneficial owner a politically exposed person?	☐ Yes ☐ No
If yes, provide details	

5.3 Sanctions & Legal Compliance

Question	Response
Has the applicant ever been subject to sanctions or regulatory enforcement?	☐ Yes ☐ No
Has the applicant ever been convicted of fraud, corruption, or environmental offences?	☐ Yes ☐ No
Are there any ongoing investigations or disputes?	☐ Yes ☐ No

If yes to any of the above, provide details:

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6. PROJECT ADDITIONALITY & ELIGIBILITY DECLARATION

Applicants seeking carbon project participation must confirm:

Requirement	Yes	No
Carbon finance was considered before implementation of project activities	☐	☐
The project would not proceed without carbon finance support	☐	☐
Accurate baselines have been established	☐	☐
The project is beyond legal requirements	☐	☐
The project avoids double counting	☐	☐
Monitoring and reporting obligations will be fulfilled	☐	☐
Annual monitoring reports will be submitted	☐	☐
The project agrees to verification and audit processes	☐	☐

Supporting Baseline Data

Baseline Requirement	Attached
Soil carbon data	☐
UK Habitat Map	☐
Emissions baseline	☐
Net Zero calculation	☐
Boundary maps	☐
Additionality assessment	☐
Financial additionality analysis	☐

7. UNCERTAINTY DISCOUNT FACTOR & NATIONAL RESERVE

The applicant acknowledges and agrees that:

1. All projects are subject to an Uncertainty Discount Factor.
2. The Uncertainty Discount Factor may vary depending on project risk profile.
3. Discounted credits shall remain held within the UKCCC Registry until release conditions are met.
4. UKCCC may increase or decrease the discount factor during project approval cycles.
5. A permanent National Reserve contribution of 3% applies to all issued verified credits.
6. Credits may be cancelled, suspended, or adjusted if errors, reversals, or non-compliances occur.
7. UKCCC retains authority to undertake remedial actions where erroneous issuance occurs.

Project Risk Information

Risk Category	Low	Medium	High

Reversal Risk	☐	☐	☐
Flood Risk	☐	☐	☐
Fire Risk	☐	☐	☐
Drought Risk	☐	☐	☐
Pest / Disease Risk	☐	☐	☐
Management Risk	☐	☐	☐
Financial Risk	☐	☐	☐
Leakage Risk	☐	☐	☐

Risk Management Measures

Describe measures in place to reduce project risk:

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8. ESG, SAFEGUARDS & SUSTAINABILITY REQUIREMENTS

8.1 Human Rights & Labour Standards

Requirement	Yes	No
Compliance with labour laws	☐	☐
Equal opportunities policy in place	☐	☐
Health & safety policy in place	☐	☐
Child labour prohibited	☐	☐
Anti-discrimination measures implemented	☐	☐
Staff contracts documented	☐	☐

8.2 Environmental Safeguards

Requirement	Yes	No
No unauthorised deforestation	☐	☐
No significant biodiversity harm	☐	☐
No illegal pollution	☐	☐
Responsible fertiliser use	☐	☐
Responsible pesticide use	☐	☐
Protection of water resources	☐	☐
No use of prohibited GMOs	☐	☐

8.3 Social Safeguards

Requirement	Yes	No
No forced displacement	☐	☐
Stakeholder consultation completed	☐	☐

Community impacts assessed	☐	☐
Grievance mechanism available	☐	☐

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9. TRAINING & CONTINUING COMPETENCE

Applicants acknowledge:

☐ UKCCC Project Developers are required to undertake annual training.

☐ UKCCC may require additional competency assessments.

☐ Failure to maintain competency may affect approval status.

Training History

Course / Qualification	Provider	Date

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10. FEES & PAYMENT INFORMATION

Indicative UKCCC fees include:

Fee Type	Amount
Project Developer Approval	£1,500
Annual PD Training	£2,000
Project Developer Annual Subscription	£2,000
VVB Approval	£1,500
Project Cost Per Hectare Per Year	£4.00
Registry Opening Fee	£100
Registry Transaction Fee Per Credit	£0.50

Billing Contact

Item	Information
Billing Contact Name	
Billing Email	
Purchase Order Required	☐ Yes ☐ No
VAT Registered	☐ Yes ☐ No

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11. DATA PROTECTION & CONFIDENTIALITY

The applicant acknowledges that:

☐ UKCCC may publish approved project information via the UKCCC Registry.

☐ Sensitive information may be withheld subject to UKCCC approval.

☐ Data shall be managed in accordance with applicable data protection laws.

☐ UKCCC may conduct audits, reviews, and compliance investigations.

☐ Information may be shared with approved VVBs and regulatory authorities where required.

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12. DECLARATION & SIGNATURE

I hereby declare that:

1. The information provided within this application is true, accurate, and complete.
2. I am authorised to submit this application on behalf of the organisation.
3. The applicant agrees to comply with all UKCCC Standards, Protocols, Methodologies, Registry Rules, and associated guidance.
4. The applicant agrees to ongoing monitoring, audit, verification, and compliance requirements.
5. The applicant understands that approval may be suspended or revoked for non-compliance.
6. The applicant accepts the application of uncertainty discount factors and National Reserve contributions.
7. The applicant agrees that erroneous credit issuance may result in cancellation, replacement obligations, or other remedial measures.

Authorised Signatory

Item	Information
Full Name	
Position	
Organisation	
Signature	
Date	

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13. UKCCC OFFICE USE ONLY

Item	Status
Application Received	
KYC Completed	
AML Completed	
Technical Review Completed	
Registry Account Approved	
Membership Approved	
Conditions Applied	

Approval Date
Renewal Date
Reviewer Name
Reviewer Signature

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14. DOCUMENT CHECKLIST

Document	Attached
Completed Application Form	☐
Company Registration Documents	☐
Insurance Certificates	☐
Policies & Procedures	☐
Technical Competence Evidence	☐
Additionality Assessment	☐
Boundary Maps	☐
Soil Carbon Data	☐
Net Zero Assessment	☐
Monitoring Plan	☐
Identification Documents	☐
Other Supporting Documents	☐