

**ANNEX A: PROCESSES FOR THE AUTHORISATION OF  
MITIGATION ACTIVITIES, AND THE ISSUANCE AND TRANSFER OF  
ITMOs**

1. This Annex sets out the processes relating to:
  - (a) the authorisation of Mitigation Activities and Chile's authorisation of Mitigation Outcomes generated by the authorised Mitigation Activities, pursuant to Article 4 (Joint Authorisation of Mitigation Activities and Chile's Authorisation for Mitigation Outcomes); and
  - (b) the issuance of authorised Mitigation Outcomes from authorised Mitigation Activities and the transfer of the ITMOs, pursuant to Article 8 (Issuance and Transfer of ITMOs).
2. For the purpose of this Annex, the following definitions apply:
  - (a) "Project Application" means the application submitted by the Project Applicant pursuant to the procedure set out in Step A1 of the table at Annex A-II;
  - (b) "Letter of Intent" means the letter that is issued by Chile pursuant to the procedure set out in Step A3 of the table at Annex A-II;
  - (c) "Letter of Support" means the letter that is issued by Singapore pursuant to the procedure set out in Step A3 of the table at Annex A-II;
  - (d) "Letter of Mitigation Activity Authorisation" means the letter that is issued by each Party pursuant to the procedure set out in Step B3 of the table at Annex A-II; and

- (e) “Letter of ITMO Authorisation” means the letter that is issued by each Party pursuant to the procedure set out in Step C3 of the table at Annex A-II.

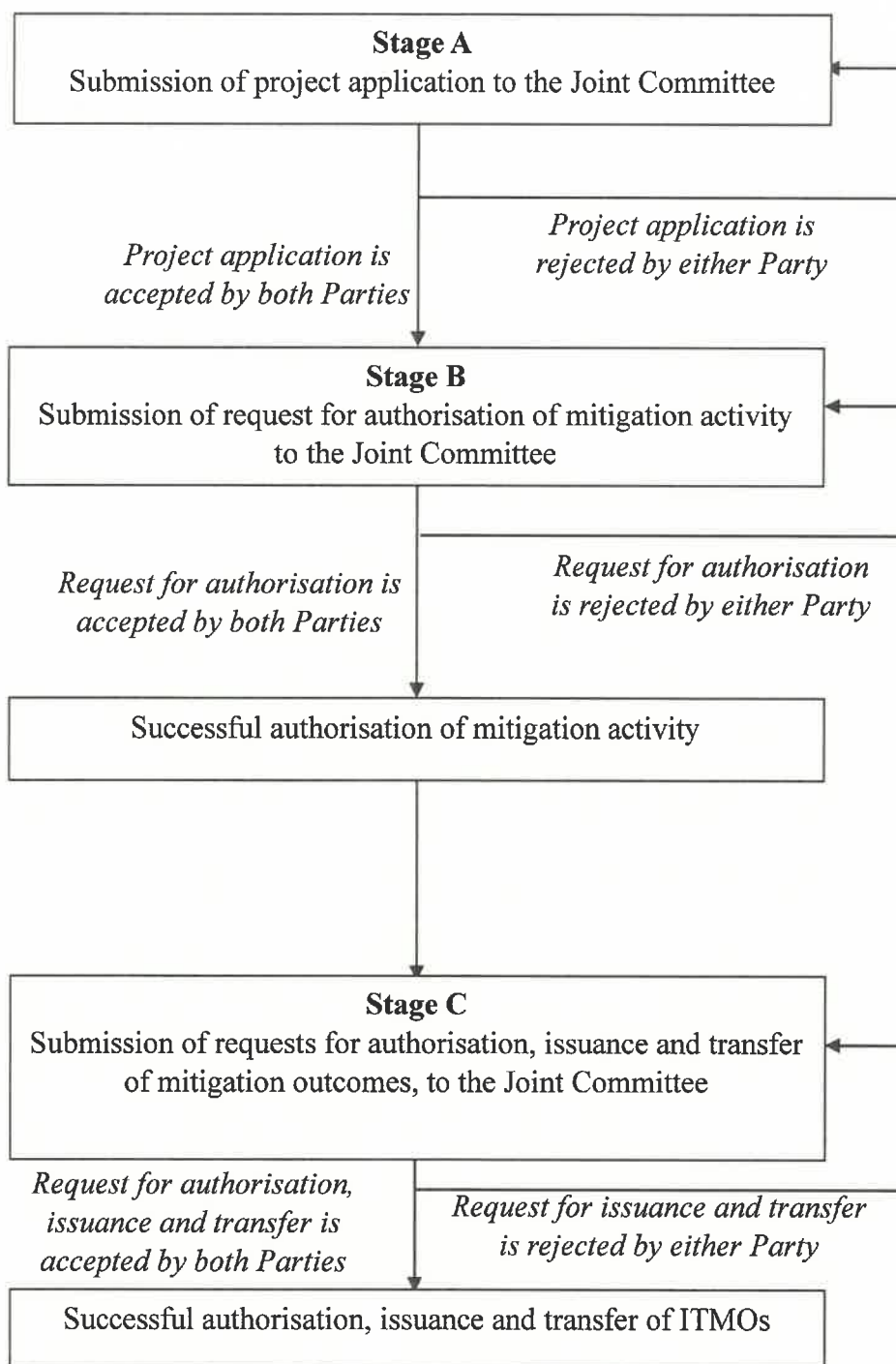
3. The flow-chart in this Annex outlines the relevant processes. The table below sets out the detailed actions to be taken by the Project Applicant, the Joint Committee, Singapore and Chile respectively, indicative timelines for such actions, and the required documents to be submitted.

4. The Parties shall publish the relevant forms and templates in accordance with Article 12 (Transparency).

5. The Parties have designated the following contact points for all communication concerning the processes under this Annex:

- (a) For Singapore:  
National Environment Agency
- (b) For Chile:  
Ministry of Environment
- (c) For the Joint Committee:  
Singapore – National Environment Agency  
Chile – Ministry of Foreign Affairs and Ministry of Environment

### Annex A-I: Flow-chart



**Annex A-II: Table**

Step no.	Action by project applicant	Action by Joint Committee	Action by Chile	Action by Singapore
<b>Stage A: Submission and processing of project application</b>				
A1	<p>The project applicant shall submit the following documents (collectively referred to as the “<b>Project Application</b>”) to the Joint Committee:</p> <ul style="list-style-type: none"> <li>a. a completed Singapore-Chile Mitigation Activity Note of Intent; and</li> <li>b. any other supporting documents as required by either Party and published in accordance with Article 12 (Transparency).</li> </ul>			
A2		<p>The Joint Committee shall:</p> <ul style="list-style-type: none"> <li>a. issue the project applicant with a unique registration number for the Project Application; and</li> <li>b. forward the Project Application to the Parties.</li> </ul> <p><i>(Within ten working days from step A1)</i></p>		

Step no.	Action by project applicant	Action by Joint Committee	Action by Chile	Action by Singapore
A3			<p>Chile shall assess if the Project Application meets the requirements under:</p> <ol style="list-style-type: none"> <li>the pre-approved list of carbon crediting programmes and methodologies maintained by the Joint Committee in accordance with Article 5;</li> <li>the applicable domestic laws, regulations and administrative framework of Chile.</li> </ol> <p>If Chile assesses that the Project Application meets the said requirements, it shall issue a Letter of Intent and forward the same to the Joint Committee.</p> <p>If Chile assesses that the Project Application does not meet the said requirements, it shall notify the Joint Committee</p>	<p>Singapore shall assess if the Project Application meets the requirements under:</p> <ol style="list-style-type: none"> <li>the pre-approved list of carbon crediting programmes and methodologies maintained by the Joint Committee in accordance with Article 5;</li> <li>the criteria for project applicants as published by Singapore; and</li> <li>the applicable domestic laws, regulations and administrative framework of Singapore.<sup>1</sup></li> </ol> <p>If Singapore assesses that the Project Application meets the said requirements, it shall issue a Letter of Support and forward the same to the Joint Committee.</p> <p>If Singapore assesses that the Project Application does not</p>

<sup>1</sup> Singapore's assessment that the Project Application meets Singapore's requirements does not mean that Singapore will accept the surrender of carbon credits issued in relation to the mitigation activity, in lieu of carbon tax. There may be further or different requirements under Singapore law for the surrender of carbon credits in lieu of carbon tax.

Step no.	Action by project applicant	Action by Joint Committee	Action by Chile	Action by Singapore
			<p>of its negative assessment and the reasons for its assessment.</p> <p><i>(Within ten working days from step A2)</i></p>	<p>meet the said requirements, it shall notify the Joint Committee of its negative assessment and the reasons for its assessment.</p> <p><i>(Within ten working days from step A2)</i></p>
A4		<p>The Joint Committee shall:</p> <ul style="list-style-type: none"> <li>a. upon receipt of the Letter of Intent and the Letter of Support, forward the same to the project applicant; or</li> <li>b. upon being notified of a negative assessment by either Party, inform the project applicant of the negative assessment and any remedial steps to be taken in order to re-submit the Project Application in line with step A1.</li> </ul> <p><i>(Within ten working days from step A3)</i></p>		

Step no.	Action by project applicant	Action by Joint Committee	Action by Chile	Action by Singapore
<b>Stage B: Submission and processing of request for authorisation of mitigation activity</b>				
B1	<p>Upon obtaining validation of the project in accordance with the requirements of the carbon crediting programme as specified in the Project Application, the project applicant shall submit the following documents (collectively referred to as the <b>“Request for Mitigation Activity Authorisation”</b>) to the Joint Committee:</p> <ol style="list-style-type: none"> <li>a project design document in accordance with requirements of the carbon crediting programme used;</li> <li>a validation report in accordance with requirements of the carbon crediting programme specified in the Project Application;</li> <li>a completed Singapore-Chile Authorisation Application Form; and</li> <li>any other supporting documents as required by</li> </ol>			

Step no.	Action by project applicant	Action by Joint Committee	Action by Chile	Action by Singapore
	either Party and published in accordance with Article 12 (Transparency).			
B2		<p>Upon receipt of the Request for Mitigation Activity Authorisation, the Joint Committee shall forward the Request for Mitigation Activity Authorisation to the Parties.</p> <p><i>(Within ten working days from step B1)</i></p>		
B3			<p>Chile shall assess if the Request for Mitigation Activity Authorisation meets the requirements under:</p> <ul style="list-style-type: none"> <li>a. the Letter of Intent; and</li> <li>b. the applicable domestic laws, regulations and administrative framework of Chile.</li> </ul> <p>If Chile assesses that the Request for Mitigation Activity</p>	<p>Singapore shall assess if the Request for Mitigation Activity Authorisation meets the requirements under:</p> <ul style="list-style-type: none"> <li>a. the Letter of Support; and</li> <li>b. the applicable domestic laws, regulations and administrative framework of Singapore.<sup>2</sup></li> </ul> <p>If Singapore assesses that the Request for Mitigation Activity</p>

<sup>2</sup> Singapore's assessment that the Request for Authorisation meets Singapore's requirements does not mean that Singapore will accept the surrender of carbon credits issued in relation to the mitigation activity, in lieu of carbon tax. There may be further or different requirements under Singapore law for the surrender of carbon credits in lieu of carbon tax.



Step no.	Action by project applicant	Action by Joint Committee	Action by Chile	Action by Singapore
			<p>Authorisation meets the said requirements, it shall issue a Letter of Mitigation Activity Authorisation and forward the same to the Joint Committee.</p> <p>If Chile assesses that the Request for Mitigation Activity Authorisation does not meet the said requirements, it shall notify the Joint Committee of its negative assessment and the reasons for its assessment.</p> <p><i>(Within sixty working days from step B2)</i></p>	<p>Authorisation meets the said requirements, it shall issue a Letter of Mitigation Activity Authorisation and forward the same to the Joint Committee.</p> <p>If Singapore assesses that the Request for Mitigation Activity Authorisation does not meet the said requirements, it shall notify the Joint Committee of its negative assessment and the reasons for its assessment.</p> <p><i>(Within ten working days of the completion of Chile's assessment from step B2)</i></p>

Step no.	Action by project applicant	Action by Joint Committee	Action by Chile	Action by Singapore
B4		<p>Upon receipt of the Letters of Mitigation Activity Authorisation from both Parties, the Joint Committee shall:</p> <ol style="list-style-type: none"> <li>a. forward the said Letters to the project applicant;</li> <li>b. enter the mitigation activity into the register of mitigation activities which have been authorised under this Agreement;</li> <li>c. request each Party to submit the Initial Report(s) in accordance with Article 11 (Reporting); and</li> <li>d. upon submission of the Initial Report(s) in accordance with Article 11 (Reporting), the Joint Committee shall issue a Joint Statement of Mitigation Activity Authorisation to the project participant and publish the same in line with Article 12 (Transparency).</li> </ol>		

Step no.	Action by project applicant	Action by Joint Committee	Action by Chile	Action by Singapore
		<p>Upon being notified of a negative assessment by either Party, the Joint Committee shall inform the project applicant of the negative assessment and the remedial steps to be taken in order to re-submit the Request for Authorisation in line with step C1.</p> <p><i>(Within ten working days from step B3)</i></p>		
B5	<p>Once the mitigation activity has been authorised by the Joint Committee, the project applicant (now a “<b>project participant</b>”) may proceed with registration of the mitigation activity with the carbon crediting programme specified in the Letters of Mitigation Activity Authorisation and a copy of the Joint Statement of Mitigation Activity Authorisation.</p>			

Step no.	Action by project applicant	Action by Joint Committee	Action by Chile	Action by Singapore
B6	Once the mitigation activity has been successfully registered under the relevant carbon crediting programme, the project participant shall inform the Joint Committee of this registration, and may proceed with the implementation of the mitigation activity.			
B7		<p>The Joint Committee shall inform Singapore and Chile of the successful registration of the mitigation activity under the relevant carbon crediting programme.</p> <p><i>(Within five working days from step B6)</i></p>		

Step no.	Action by project participant	Action by Joint Committee	Action by Chile	Action by Singapore
<b>Stage C: ITMOs authorisation, issuance and corresponding adjustment</b>				
C1	<p>The project participant shall submit the following documents (collectively referred to as the “<b>ITMO Authorisation Application</b>”)</p> <p>to the Joint Committee:</p> <ul style="list-style-type: none"> <li>a. proof of issuance of the mitigation outcomes from the relevant carbon crediting programme;</li> <li>b. the completed Singapore-Chile Verification Application Form; and</li> <li>c. any other supporting documents as required by either Party and published in accordance with Article 12 (Transparency).</li> </ul>			
C2		<p>Upon receipt of the ITMO Authorisation Application, the Joint Committee shall forward the ITMO Authorisation Application to the Parties.</p> <p><i>(Within five working days from step C1)</i></p>		

Step no.	Action by project participant	Action by Joint Committee	Action by Chile	Action by Singapore
C3			<p>Chile shall assess if the ITMO Authorisation Application meets the requirements under:</p> <ul style="list-style-type: none"> <li>a. Chile's Letter of Mitigation Activity Authorisation; and</li> <li>b. the applicable domestic laws, regulations and administrative framework of Chile.</li> </ul> <p>If Chile assesses that the ITMO Authorisation Application meets the said requirements, it shall issue a Letter of ITMO Authorisation and forward the same to the Joint Committee.</p> <p>If Chile assesses that the ITMO Authorisation Application does not meet the said requirements, it shall notify the Joint Committee of its negative assessment and the reasons for its assessment.</p>	<p>Singapore shall assess if the ITMO Authorisation Application meets the requirements under:</p> <ul style="list-style-type: none"> <li>c. Singapore's Letter of Mitigation Activity Authorisation; and</li> <li>d. the applicable domestic laws, regulations and administrative framework of Singapore.<sup>3</sup></li> </ul> <p>If Singapore assesses that the ITMO Issuance Application meets the said requirements, it shall inform the Joint Committee of its positive assessment.</p> <p>If Singapore assesses that the ITMO Authorisation Application does not meet the said requirements, it shall notify the Joint Committee of</p>

<sup>3</sup> Singapore's assessment that the ITMO Issuance Application meets Singapore's requirements does not mean that Singapore will accept the surrender of carbon credits issued in relation to the mitigation activity, in lieu of carbon tax. There may be further or different requirements under Singapore law for the surrender of carbon credits in lieu of carbon tax.

Step no.	Action by project participant	Action by Joint Committee	Action by Chile	Action by Singapore
			<i>(Within ten working days from step C2)</i>	its negative assessment and the reasons for its assessment.  <i>(Within ten working days from step C2)</i>
C4		<p>The Joint Committee shall:</p> <ul style="list-style-type: none"> <li>a. upon receipt of the Letter of ITMO Authorisation from Chile and upon being notified of a positive assessment by Singapore, forward the said Letter to the project participant; or</li> <li>b. upon being notified of a negative assessment by Chile and/or Singapore, inform the project participant of the negative assessment and remedial steps to be taken in order to re-submit the ITMO Authorisation Application in line with step C1.</li> </ul>		

Step no.	Action by project participant	Action by Joint Committee	Action by Chile	Action by Singapore
		<i>(Within ten working days from step C3)</i>		
C5			<p>Upon being informed by the Joint Committee that it has forwarded the Letter of ITMO Authorisation to the project participant, Chile shall:</p> <ol style="list-style-type: none"> <li>enter the mitigation outcomes in its registry established under Article 7 (Registry) of this Agreement (the “<b>HC Registry</b>”); and</li> <li>apply corresponding adjustments for the mitigation outcomes authorised for other international mitigation purposes, listed on the HC Registry;</li> </ol> <p><i>(Within ten working days from step C4)</i></p>	
C6	The project participant shall submit to the Joint Committee a request for the transfer of mitigation outcomes (“ <b>Request</b>			



Step no.	Action by project participant	Action by Joint Committee	Action by Chile	Action by Singapore
	for ITMO Transfer”), with reference to the Letter of ITMO Authorisation;			
C7		<p>Upon receipt of the Request for ITMO Transfer, the Joint Committee shall forward the same to the Parties.</p> <p><i>(Within five working days from step B1)</i></p>		
C8			<p>If mitigation outcomes have been authorised for use toward an NDC, Chile shall:</p> <ul style="list-style-type: none"> <li>a. apply corresponding adjustments for the authorised mitigation outcomes; and</li> <li>b. transfer and cancel the relevant mitigation outcomes on its HC Registry.</li> </ul>	
C9				<p>If mitigation outcomes have been authorised for use toward Singapore’s NDC, Singapore shall apply corresponding adjustments for the authorised mitigation</p>

<b>Step no.</b>	<b>Action by project participant</b>	<b>Action by Joint Committee</b>	<b>Action by Chile</b>	<b>Action by Singapore</b>
				outcomes which it uses towards its NDC.