

**ANNEX B: 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 Bhutan's Authorisation of Mitigation Outcomes generated by the authorised Mitigation Activities, pursuant to Article 4 (Joint Authorisation of Mitigation Activities and Host Country Authorisation of Mitigation Outcomes); and
 - (b) the issuance of 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) "HC Registry" means the registry that is referenced in Step C5 of the table at Annex B-II;
 - (b) "Project Application" means the application submitted by the Project Applicant pursuant to the procedure set out in Step A1 of the table at Annex B-II;
 - (c) "Letter of Intent" means the letter that is issued by the Government of Bhutan pursuant to the procedure set out in Step A3 of the table at Annex B-II;
 - (d) "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 B-II;
 - (e) "Letter of Authorisation" means the letter that is issued by each Party pursuant to the procedure set out in Step B3 of the table at Annex B-II; and
 - (f) "Request for Authorisation" means the request submitted by the Project Applicant pursuant to the procedure set out in Step B1 of the table at Annex B-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 or Project Participant, the

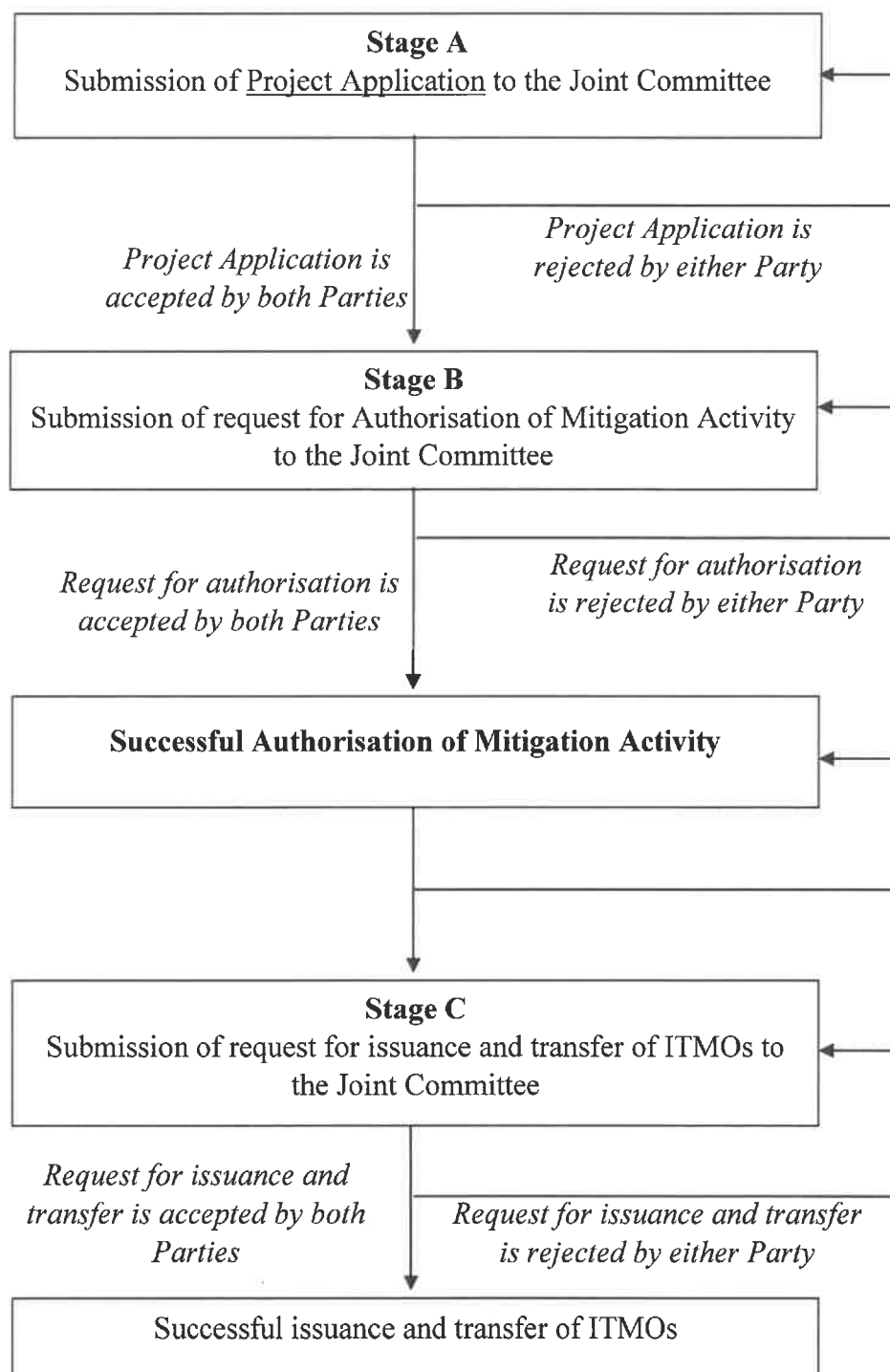
Joint Committee, Bhutan and Singapore respectively, indicative timelines for such actions, and the required documents to be submitted.

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

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

- (a) For Singapore:
National Environment Agency
- (b) For Bhutan:
Department of Environment and Climate Change
- (c) For the Joint Committee:
Singapore – National Environment Agency
Bhutan – Department of Environment and Climate Change

Annex B-I: Flow-chart



Annex B-II: Table

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

Step no.	Action by Project Applicant	Action by Joint Committee	Action by Bhutan	Action by Singapore
		<i>(Within three working days from step A1)</i>		
A3			<p>Bhutan shall assess if the Project Application meets the requirements under:</p> <ol style="list-style-type: none"> Annex A of this Agreement; the applicable domestic laws, regulations and administrative framework of Bhutan, taking into consideration the unique national circumstances in Bhutan. <p>If Bhutan 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 Bhutan assesses that the Project Application does not meet the said requirements, it</p>	<p>Singapore shall assess if the Project Application meets the requirements under:</p> <ol style="list-style-type: none"> Annex A of this Agreement; the criteria for Project Applicants as published by Singapore; and the applicable domestic laws, regulations and administrative framework of Singapore.¹ <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 meet the said requirements, it</p>

¹ 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 Bhutan	Action by Singapore
			<p>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>	<p>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"> a. upon receipt of the Letter of Intent and the Letter of Support, forward the same to the Project Applicant; or 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. <p><i>(Within three working days from step A3)</i></p>		

Step no.	Action by Project Applicant	Action by Joint Committee	Action by Bhutan	Action by Singapore
Stage B: Submission and processing of request for Authorisation of Mitigation Activity				
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 “Request for Authorisation”) to the Joint Committee:</p> <ul style="list-style-type: none"> a. a validation report in accordance with requirements of the carbon crediting programme specified in the Project Application; b. a completed Singapore-Bhutan Authorisation Application Form; and c. any other supporting documents as required by either Party and published in accordance with Article 12 (Transparency). 			

Step no.	Action by Project Applicant	Action by Joint Committee	Action by Bhutan	Action by Singapore
B2		<p>Upon receipt of the Request for Authorisation, the Joint Committee shall forward the Request for Authorisation to the Parties.</p> <p><i>(Within three working days from step B1)</i></p>		
B3			<p>Bhutan shall assess if the Request for Authorisation meets the requirements under:</p> <ul style="list-style-type: none"> a. the Letter of Intent; and b. the applicable domestic laws, regulations and administrative framework of Bhutan. <p>If Bhutan assesses that the Request for Authorisation meets the said requirements, it shall issue a Letter of Authorisation and forward the same to the Joint Committee.</p>	<p>Singapore shall assess if the Request for Authorisation meets the requirements under:</p> <ul style="list-style-type: none"> a. the Letter of Support; and b. the applicable domestic laws, regulations and administrative framework of Singapore.² <p>If Singapore assesses that the Request for Authorisation meets the said requirements, it shall issue a Letter of Authorisation and forward the same to the Joint Committee.</p>

² 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 Bhutan	Action by Singapore
			<p>If Bhutan assesses that the Request for 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 from step B2)</i></p>	<p>If Singapore assesses that the Request for 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 from step B2)</i></p>
B4		<p>Upon receipt of the Letters of Authorisation from both Parties, the Joint Committee shall:</p> <ul style="list-style-type: none"> a. forward the said Letters to the Project Applicant; b. enter the Mitigation Activity into the register of Mitigation Activities which have been authorised under this Agreement; c. submit the Initial Report(s) in accordance with Article 11 (Reporting); and 		

Step no.	Action by Project Applicant	Action by Joint Committee	Action by Bhutan	Action by Singapore
		<p>d. upon submission of the Initial Report(s) in accordance with Article 11 (Reporting), the Joint Committee shall issue a Joint Statement of Authorisation to the project participant and publish the same in line with Article 12 (Transparency).</p> <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 three working days from step B3)</i></p>		

Step no.	Action by Project Applicant	Action by Joint Committee	Action by Bhutan	Action by Singapore
B5	Once the Mitigation Activity has been authorised by the Joint Committee, the Project Applicant (now a “ project participant ”) may proceed with registration of the Mitigation Activity with the carbon crediting programme specified in the Letters of Authorisation and a copy of the Joint Statement of Authorisation.			
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.			

Step no.	Action by Project Applicant	Action by Joint Committee	Action by Bhutan	Action by Singapore
B7		<p>The Joint Committee shall inform Singapore and Bhutan of the successful registration of the Mitigation Activity under the relevant offset programme.</p> <p><i>(Within three working days from step B6)</i></p>		

Step no.	Action by project participant	Action by Joint Committee	Action by Bhutan	Action by Singapore
Stage D: ITMOs issuance and Corresponding Adjustments				
C1	<p>The project participant shall submit the following documents (collectively referred to as the “ITMO Issuance Application”) to the Joint Committee:</p> <ul style="list-style-type: none"> a. proof of issuance of the Mitigation Outcomes from the relevant carbon crediting programme; b. the completed Singapore-Bhutan Issuance Application Form; and c. any other supporting documents as required by either Party and published in accordance with Article 12 (Transparency). 			
C2		<p>Upon receipt of the ITMO Issuance Application, the Joint Committee shall forward the ITMO Issuance Application to the Parties.</p>		

Step no.	Action by project participant	Action by Joint Committee	Action by Bhutan	Action by Singapore
		<i>(Within three working days from step C1)</i>		
C3				<p>Singapore shall assess if the ITMO Issuance Application meets the requirements under:</p> <ul style="list-style-type: none"> a. Singapore's Letter of Authorisation; and b. the applicable domestic laws, regulations and administrative framework of Singapore.³ <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 Issuance Application does not meet the said requirements, it shall notify the Joint Committee of its negative</p>

³ 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 Bhutan	Action by Singapore
				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"> a. upon being notified of a positive assessment by Singapore, inform Bhutan of the positive assessment; or b. upon being notified of a negative assessment by Singapore, inform the project participant of the negative assessment and remedial steps to be taken in order to re-submit the ITMO Issuance Application in line with step D1. <p><i>(Within three working days from step C3)</i></p>		
C5			Upon being informed of Singapore's positive assessment by the Joint Committee, Bhutan	

Step no.	Action by project participant	Action by Joint Committee	Action by Bhutan	Action by Singapore
			<p>shall assess if the ITMO Issuance Application meets the requirements under:</p> <ul style="list-style-type: none"> a. Bhutan's Letter of Authorisation; and b. the applicable domestic laws, regulations and administrative framework of Bhutan. <p>If Bhutan assesses that the ITMO Issuance Application meets the said requirements, it shall:</p> <ul style="list-style-type: none"> a. list the Mitigation Outcomes in its Registry established under Article 7 (Registry) of this Agreement (the “HC Registry”); b. authorise, and apply Corresponding Adjustments for, the Mitigation Outcomes listed on the HC Registry, which shall constitute the First Transfer; and c. issue a Letter of Positive Examination specifying 	

Step no.	Action by project participant	Action by Joint Committee	Action by Bhutan	Action by Singapore
			<p>the issuance of ITMOs, and forward the same to the Joint Committee.</p> <p>If Bhutan assesses that the ITMO Issuance 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><i>(Within ten working days from step C4)</i></p>	
C6		<p>The Joint Committee shall:</p> <ol style="list-style-type: none"> upon receipt of the Letter of Positive Examination, forward the same to the project participant; and upon being notified of a negative assessment by Bhutan, inform the project participant of the negative assessment and any remedial steps to be taken in order to re-submit the ITMO Issuance 		

Step no.	Action by project participant	Action by Joint Committee	Action by Bhutan	Action by Singapore
		Application in line with step C1. <i>(Within three working days from step C5)</i>		