



# Voluntary Emissions Return

## Emissions Trading Scheme (Forestry) – Post-1989

**Use this form if you are a registered Participant in respect of Post-1989 forest land:**

- who wishes to file a voluntary annual emissions return - due between 1 January and 30 June (inclusive) for changes in carbon stocks for previous calendar year(s).

**A maximum of one emissions return may be filed per participant in each calendar year.**

To ensure that correct reporting periods and changes in carbon stocks are reported when completing this form, refer to:

- Climate Change (Forestry Sector) Regulations 2008,
- Climate Change Response Act 2002, Part 5, and the
- *A Guide to Look-Up Tables for Forestry in the Emissions Trading* ([www.teururakau.govt.nz/dmsdocument/4762-a-guide-to-look-up-tables-for-forestry-in-the-emissions-trading-scheme](http://www.teururakau.govt.nz/dmsdocument/4762-a-guide-to-look-up-tables-for-forestry-in-the-emissions-trading-scheme))



All information is **MANDATORY** unless indicated as 'optional'.

### 1 Participant name and holding account

Please enter the Participant for whom this Emissions Return is being submitted.

Participant name

Participant's Holding Account Number

NZ –



## 2 Person submitting this emissions return

Please provide contact details for the person submitting this Emissions Return on behalf of the Participant. We will contact this person if we have any questions about the Emissions Return or related fee payment. Where you provide personal information, Te Uru Rākau will hold and use that information in accordance with the Privacy Act 1993. You have the right to access and correct any personal information held by Te Uru Rākau.

Organisation ( <i>optional</i> )	<input type="text"/>		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms		
First Name(s)	<input type="text"/>		
Last Name	<input type="text"/>		
Preferred Telephone Number	Country (+   )	Area Code (   )	Number <input type="text"/>
Alternate Phone Number ( <i>optional</i> )	Country (+   )	Area Code (   )	Number <input type="text"/>
Address (Line 1)	<input type="text"/>		
Address (Line 2) ( <i>optional</i> )	<input type="text"/>		
Suburb	<input type="text"/>		
City	<input type="text"/>		
State ( <i>optional</i> )	<input type="text"/>		
Postcode	<input type="text"/>		
Country	<input type="checkbox"/> New Zealand or <input type="checkbox"/> Other _____		
Email Address	<input type="text"/>		
Fax ( <i>optional</i> )	Country (+   )	Area (   )	Number <input type="text"/>
Preferred Contact Method	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail/Post		



### 3 Calculation of the net changes in carbon stocks

#### Instructions

- ① Enter the number(s) of the Carbon Accounting Areas (CAAs) to be included in this Emissions Return. You do not have to include every CAA registered for the Participant.
- ② Using the tables in the *Climate Change (Forestry Sector) Regulations 2008, Schedule 6* available at [www.legislation.govt.nz](http://www.legislation.govt.nz), or your participant-specific tables, calculate the net change in carbon stocks in units for each CAA. Enter the resulting calculated increase OR decrease in the appropriate column.
- ③ Enter the number of units the Participant is entitled to receive or surrender for each CAA, where one unit equals one whole tonne of carbon dioxide equivalent.
- ④ If you have more CAAs than can fit below, use the supplementary form available at [www.mpi.govt.nz/dmsdocument/13242-additional-carbon-accounting-area-caas-forestry-emissions-trading-scheme-supplementary-form](http://www.mpi.govt.nz/dmsdocument/13242-additional-carbon-accounting-area-caas-forestry-emissions-trading-scheme-supplementary-form). Transfer the total from these pages into ④.
- ⑤ Total the tonnes and units columns.
- ⑥ Calculate the overall net change in carbon stocks. Indicate if this is an increase or decrease.
- ⑦ Calculate the overall net units (optional).

Note: you may provide the same information as below on your own form.

CAA NUMBER ①	RETURN PERIOD		NET CHANGE IN CARBON STOCKS					
			INCREASE		OR	DECREASE		
			Tonnes ②	Units ③		Tonnes ②	Units ③	
<input type="text"/>	From	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>
<input type="text"/>	From	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>
<input type="text"/>	From	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>
<input type="text"/>	From	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>
<input type="text"/>	From	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>
<input type="text"/>	From	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>
④ TOTAL FROM SUPPLEMENTARY FORMS (IF ANY)				<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>
⑤ TOTAL INCREASES ACROSS ALL CAAs				<input type="text"/>	<input type="text"/>			
⑤ TOTAL DECREASES ACROSS ALL CAAs						<input type="text"/>	<input type="text"/>	
⑥ OVERALL NET CHANGE IN CARBON STOCKS (TONNES)				<input type="text"/>	minus	<input type="text"/>	<input type="text"/>	<input type="text"/>
⑦ OVERALL NET UNITS				<input type="text"/>	minus	<input type="text"/>	<input type="text"/>	

Tick if this is an ...  
 Increase, OR  
 Decrease in carbon stocks

Tick here if you do NOT wish to NET your entitlements and liabilities.

You are required to keep sufficient records of how you have assessed your increases or decreases in carbon stock.



## 4

## Acknowledgements

Please tick you understand each of the following statements:

- If information supplied within your Emissions Return is required by the Registrar of the New Zealand Emissions Trading Register to carry out their functions under the Climate Change Response Act 2002, then the Chief Executive responsible for the operation of the Emissions Trading Scheme must supply that information to them. This information can only be used by the Registrar of the New Zealand Emissions Trading Register for the purposes of carrying out their functions under the Climate Change Response Act 2002.*
- It is very important that you have completed this Emissions Return accurately and truthfully. If you provide any altered, false, incomplete or misleading information in or with this Emissions Return you commit an offence under the Climate Change Response Act 2002 and if convicted you may be liable to imprisonment or a fine up to \$50,000.*



**This form will not be processed unless all declarations are ticked, and the form is signed.**

## 5

## Payment

The fee for submitting this emissions return is **\$102.22 (including GST)**. Please note: some Emission Returns may require additional processing outside of the standard processing time covered by this fee. Where additional processing is required, **an additional charge will be made based on a rate of \$132.88 (including GST) per hour** plus actual and reasonable travel costs (if applicable). If additional processing is likely to be required we will first contact you and provide an estimate of the additional charge. A separate invoice will be provided for any charges related to additional checking and processing.

Please indicate the payment method for the application fee (tick one):

- via Internet Banking**

Please pay: **'MPI Emissions Trading Scheme Account'**  
 Account number: **03 0502 0607152 00**  
 (Bank) (Branch) (Account) (Suffix)

Please enter the following details to enable us to identify your payment:

Particulars: (Application number)  
 Code: (Holding account)  
 Reference: (Your surname)

- Cheque attached payable to 'MPI Emissions Trading Scheme' and marked 'Not Transferable'**

- Credit Card** Using the credit card payment link provided at [www.mpi.govt.nz/ets](http://www.mpi.govt.nz/ets) and then sending us this form

Alternatively: ETS transactions can be completed online using the Te Uru Rākau ETS application lodgement system - which can be found at [climatechange.maf.govt.nz](http://climatechange.maf.govt.nz).



## Signatures

Please complete **A** (if applicable) OR **B**.

### **A** Authorised Representative Signature

If you are the Authorised Representative for this Participant, please sign below.

Name (please print clearly)	Signature	Date
_____	_____	_____
Title (if applicable)	Organisation (if applicable)	
_____	_____	

If you have not already done so, please provide an *Authorised Representative* form (available at [www.teururakau.govt.nz/dmsdocument/13239-approval-of-authorized-representative-forestry-emissions-trading-scheme-climate-change-response-act-2002](http://www.teururakau.govt.nz/dmsdocument/13239-approval-of-authorized-representative-forestry-emissions-trading-scheme-climate-change-response-act-2002)), Power of Attorney, or other instrument appointing an agent.

**OR**

### **B** Participant Signature

Every person who constitutes the participant and/or is duly authorised under the authority of the legal structure of the participant (as applicable) must sign this form.

#### Incorporated bodies (e.g. companies, limited partnerships and other incorporated entities)

Organisation	Name (please print clearly)	
_____	_____	
Position (if applicable)	Signature	Date
_____	_____	_____
Organisation	Name (please print clearly)	
_____	_____	
Position (if applicable)	Signature	Date
_____	_____	_____

Where signed by only one director of a company or one general partner of a limited partnership or where signed by another authorised person, signatures must be witnessed.

Name of witness (please print clearly)	Signature
_____	_____
Position /Occupation	Date
_____	_____
Address	
_____	

#### Individuals and unincorporated entities (e.g. sole owners, joint owners, trusts, partnerships)



Name (please print clearly)	Signature	Date
_____	_____	_____
Name (please print clearly)	Signature	Date
_____	_____	_____
Name (please print clearly)	Signature	Date
_____	_____	_____
Name (please print clearly)	Signature	Date
_____	_____	_____
Name (please print clearly)	Signature	Date
_____	_____	_____
Name (please print clearly)	Signature	Date
_____	_____	_____
Name (please print clearly)	Signature	Date
_____	_____	_____
Name (please print clearly)	Signature	Date
_____	_____	_____
Name (please print clearly)	Signature	Date
_____	_____	_____

*If necessary, append additional pages of signatures.*

**What happens next?**

**Please post:**

- this Emissions Return
- any supplementary forms
- cheque (if applicable)

**to:**  
 Emissions Trading Scheme  
 Te Uru Rākau  
 Ministry for Primary Industries  
 PO Box 1127  
 WELLINGTON 6140

**or email to:**  
[climatechange@mpi.govt.nz](mailto:climatechange@mpi.govt.nz)

Office Use Only

We will be in contact regarding the outcome of your emissions return.

