



Tupu-ake User Guide

Forestry ETS online services



Prepared for the Ministry for Primary Industries

Updated: 16/04/2024

Supporting Tupu-ake release 4.0 (March 2024)

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This publication is available on the Ministry for Primary Industries (MPI) website:

www.mpi.govt.nz/dmsdocument/13495-Emissions-Trading-Scheme-ETS-system-user-guide

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1.0 Welcome to Tupu-ake

Tupu-ake is the online system for forestry in the Emissions Trading Scheme (ETS).

You can use Tupu-ake to:

- set up an account to manage participating in the ETS
- nominate people or organisations to manage ETS tasks for you (representatives)
- submit applications for forestry in the ETS
- notify us about changes when you are required to
- contact us to ask questions about what you need to do.

Tupu-ake is designed so that you can allow multiple users to access and manage one party account, each with their own log in. Find out more about this in the *Creating a party or account* section of this guide.

If you think there has been suspicious activity in your account, contact us immediately.

1.1 About this user guide

This user guide shows:

- the services that are available in Tupu-ake
- how to access these services
- the basic steps for completing actions in Tupu-ake, including what you'll see on screen.

We update this guide regularly as we add more services into Tupu-ake. Make sure you use the most up-to-date version of this user guide.

Find the latest version of the user guide on the MPI website:

www.mpi.govt.nz/dmsdocument/13495

All screenshots (images of what you'll see on the screen) include example data.

1.2 Searching this guide

If you want to find things quickly, you can either:

- see if it's in the list of contents above
- open the guide on your computer (if you open it from the link on the MPI website, it will usually open in a web browser) – the keyboard shortcut [Ctrl + F] should display the 'Find' box, and you can search for key words there.

Some of the images in this guide are small and detailed. When you open the guide, there's usually a magnifying function to let you zoom in and see the detail in images.

Example of document zoom controls



1.3 Accessing Tupu-ake

You can access Tupu-ake from the Ministry for Primary Industries (MPI) website:

www.mpi.govt.nz/ets-online-system/

1.4 Supporting information

We have published additional material about Tupu-ake and the ETS that can be used alongside this guide. You'll find information about this – and the different ways you can contact us – in the section below in this guide: *Finding support*.

1.5 Technical requirements

To use Tupu-ake, make sure your computer's operating system, browser software, screen size and internet connection meet the following requirements.

Operating systems	<ul style="list-style-type: none"> • Windows OS 11 and 10 • Macintosh OS 12 and 13 • Android 12 and 13
Browsers supported	<ul style="list-style-type: none"> • Microsoft Edge Chromium Version 107.0.1418.62 or later • Google Chrome Version 108.0.5359.71 or later
Browsers not supported	<ul style="list-style-type: none"> • Microsoft browsers that are not based on Chrome (for example, Internet Explorer or pre-2020 releases of Edge) • Firefox • Safari <p>If you have issues displaying pages you may want to check the cookie settings on your browser.</p>
Screen size	Desktop and laptop computers with screens 12 inches and larger are supported. Tablets and mobile devices are not currently supported due to scaling limitations for the mapping tool in Tupu-ake.
Internet connection	You'll need high-speed internet connection or broadband to render and view the maps in the mapping tool.

2.0 Log in and set up your user account

Anybody can log into Tupu-ake and create a user account. You'll need to do this if you are going to use Tupu-ake as:

- someone who will participate in the ETS as an individual, with others, or as part of an organisation
- a representative who is authorised to complete ETS tasks for another party
- a person who's approved to complete administrative tasks in Tupu-ake.

There are two types of account in Tupu-ake.

- User accounts are for individuals to allow them to log into the system.
- Party accounts are created by people with user accounts. A party is a person, group of people, organisation or entity that is participating in the ETS. Party accounts can be accessed by one or more approved users. Party accounts are used to request services in Tupu-ake (for example, apply to register in the ETS or notify us about deforestation of ETS land). Party accounts also hold record of participants' activities in the ETS, including maps of their forest land in the scheme.

If you think there has been suspicious activity in your account, contact us immediately.

In this section, we'll show you how to:

- log into Tupu-ake and set up your user account
- find your unique user ID.

We'll explain how to open a party account in section 3.0.

2.1 Logging in and setting up your user account

This YouTube video shows what happens when you log in for the first time:

www.youtu.be/FvaksP8HsMc

Log in and set up a new user account in Tupu-ake

1. From the MPI website, click the link at the top of the web page that says 'Log in to Tupu-ake':

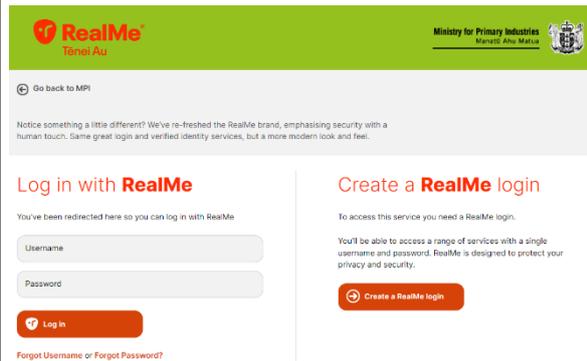
www.mpi.govt.nz/etsonline/



2. You'll be asked to log in with your RealMe username and password. RealMe is a secure log-in service that lets you access Government online services with a single username and password.
3. Enter your RealMe username and password and click **Log in with RealMe**.
4. If you haven't previously signed up for a RealMe account, click on **Create a RealMe login** to set one up. Once you've done this, log into Tupu-ake with your new RealMe login.

For more information about RealMe and securely accessing Government online services, see:

www.realme.govt.nz



5. Once you've logged in with your RealMe username and password, enter your email address in the next screen.
6. Click **Send verification code**.



Log in and set up a new user account in Tupu-ake

7. Enter the code that's emailed to you.
8. Click **Verify code**.

The screenshot shows the verification code screen in the Tupu-ake app. At the top, there is a back arrow and the text "Cancel". Below that is the logo for the Ministry for Primary Industries (Manatū Ahu Matua). The text reads: "Verification code has been sent to your inbox. Please copy it to the input box below." There is an email address field containing "nikau.neera@" and a verification code field containing "362193". Below the code field are two buttons: "Verify code" (highlighted with a red dashed box) and "Send new code". At the bottom is a "Create" button.

9. If verified, a message will appear on the screen saying "E-mail address verified. You can now continue."
10. Click **Create**.

The screenshot shows the confirmation screen in the Tupu-ake app. At the top, there is a back arrow and the text "Cancel". Below that is the logo for the Ministry for Primary Industries (Manatū Ahu Matua). The text reads: "E-mail address verified. You can now continue." Below this is an email address field containing "nikau.neera@". There are two buttons: "Change e-mail" and "Create" (highlighted with a red dashed box).

11. Enter a display name, given name (or first name) and surname (or last name).

Tupu-ake will use your display name for onscreen comments and communications to you.
12. Click **Create**.

The screenshot shows the name entry screen in the Tupu-ake app. At the top, there is a back arrow and the text "Cancel". Below that is the logo for the Ministry for Primary Industries (Manatū Ahu Matua). There are three input fields: "Display Name" (with a cursor), "Given Name", and "Surname". Below the fields is a "Create" button (highlighted with a red dashed box).

Log in and set up a new user account in Tupu-ake

13. Read the terms of use. These are also available on the MPI website:

www.mpi.govt.nz/dmsdocument/19358

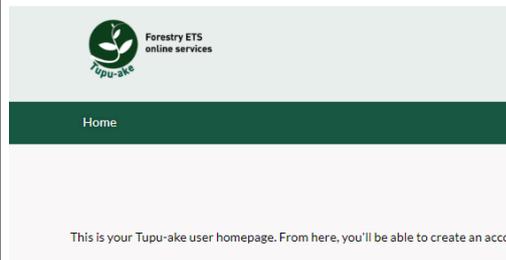
14. Click **Next**.

Terms of use

Use of this system is subject to the [terms and conditions](#) and [privacy policy](#) for the Ministry of Primary Industries' online systems.

Next

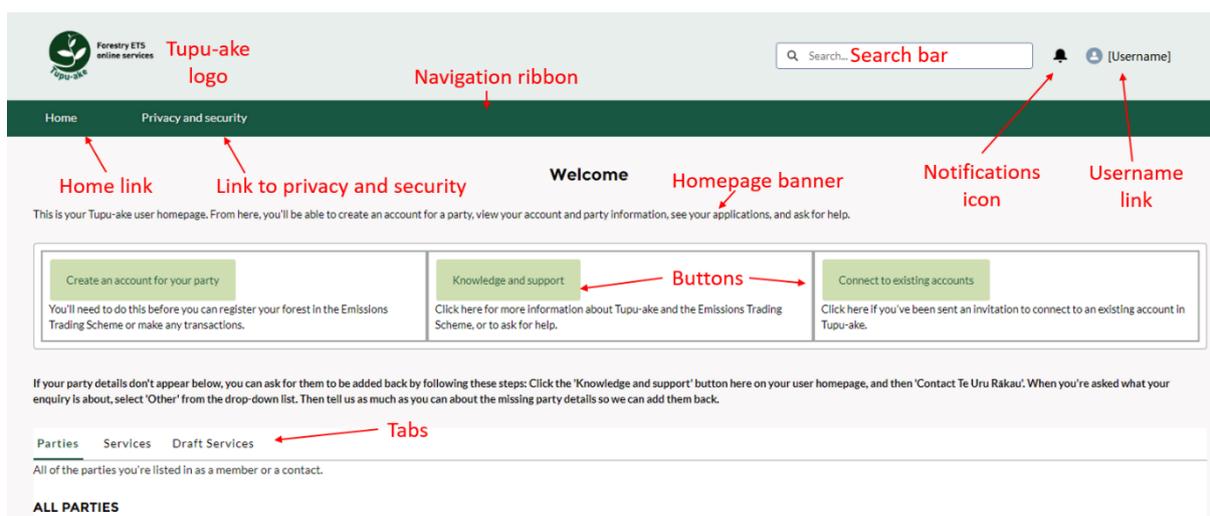
15. Your user home page is displayed.



2.2 Navigating your user home page

Once you've logged in for the first time and created your user account, this is the first screen you'll see whenever you log into Tupu-ake – it's your user home page.

This is also the screen you'll come back to whenever you click the 'Home' link or the Tupu-ake logo.



Element	Purpose
---------	---------

Tupu-ake logo	Click the logo to return to your user home page.
Home link	This will also take you back to your user home page.
Privacy and security	This will take you to privacy and security information on the website.
Navigation ribbon	You'll see this on other screens as you start to use the system. Other links may be displayed here, depending on where you are in Tupu-ake.
Search bar	Use this to search within Tupu-ake. We'll explain more about searches in a later section <i>Using the search function</i> .
Notification	Click the bell icon to see notifications about things that need your attention.
Username link	Click to see your user details or log out of Tupu-ake.
Buttons	Click on these to perform specific actions: <ul style="list-style-type: none"> • Create an account for your party: We'll explain more about this in section 3. • Knowledge and support: This will take you to a collection of articles with more information about the ETS and how to do things in Tupu-ake. You'll also be able to ask for help via a Contact Te Uru Rākau button. • Connect to existing accounts: Click here if you've been sent an invitation to connect to a party account in Tupu-ake.
Home page tabs	Click on these to show a list of items related to each tab: <ul style="list-style-type: none"> • Parties shows a list of the parties you're a member of or allowed to perform tasks for. • Services shows a list of all the service requests you've completed in Tupu-ake. • Draft Services shows a list of the services you've started to apply for but haven't finished.

2.3 Locating your unique ID

Once you create a user account in Tupu-ake, you will be assigned a unique ID. Every Tupu-ake user has one. You'll need this if you:

- create a party account in Tupu-ake (a party is a person or entity that will participate in the ETS) (see section *Create and set up a party account*)

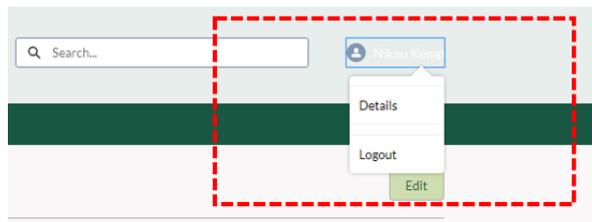
- add one or more contacts, and their details, to this party (see section *Adding more contacts to your party*)
- assign representatives to support this party (representatives are people or entities that you can authorise to perform tasks for a party) (see section *Appointing a representative*).

Locating your user ID (unique ID)

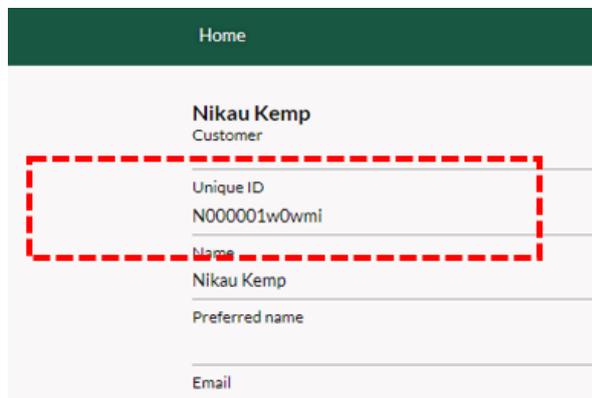
1. Locate your username at the top right corner of the screen.



2. Click on your username and select **Details** from the dropdown menu.



3. This displays the unique ID.



3.0 Create and set up a party account

A party is a person or entity that will apply for ETS services or participate in the ETS.

When you create an account for a party in Tupu-ake, you'll provide information about:

- the party structure (incorporated body, unincorporated body, or individual/joint)
- the party details
- party roles, meaning who can access the party account and what they can do (this is not required for individual parties), and
- the New Zealand Emissions Trading Register (NZETR) holding account number.

For more help, watch this YouTube video showing someone creating an account for a party:

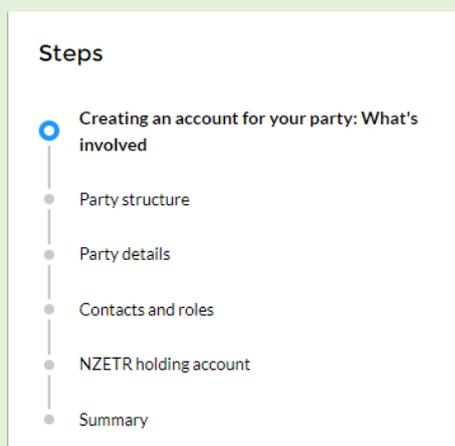
www.youtube.com/watch?v=fjXZQHvTM3M

Find out more about setting up an NZETR holding account on the MPI website:

www.mpi.govt.nz/registering-in-the-ets-with-post-1989-forest-land/#preparing-application

Creating a party account – navigation buttons

When you create a party account, you'll need to add information into Tupu-ake in steps over several screens.



You can navigate through the screens using the **Back** and **Save and continue** buttons. After the first couple of steps, you can also click **Save and exit**, so you can come back to it later to finish creating the party. (Take note of the service ID or case number to find it again.)

Save and exit

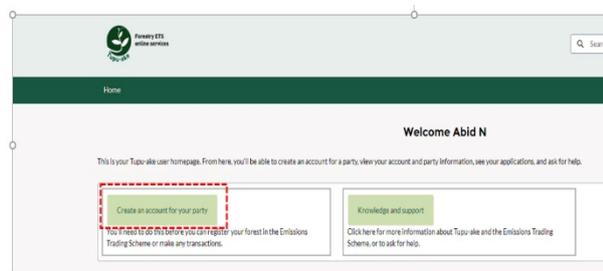
Back

Save and continue

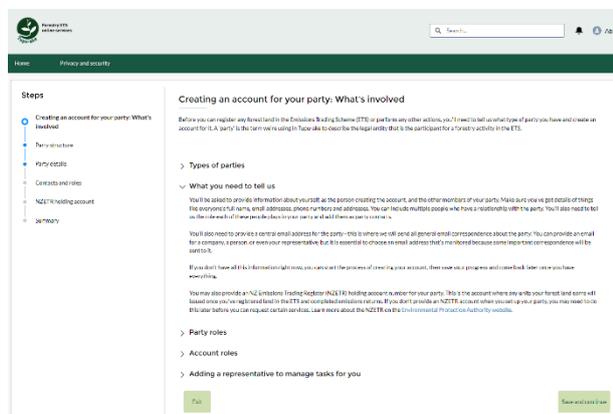
3.1 Create account and choose structure for the party

Set up a party – part 1: Create an account and choose party structure

1. Log in to Tupu-ake.
2. From your user home page, click the **Create an account for your party** button.



3. Tupu-ake will display the page for the first step: **Creating an account for your party: What's involved.**
4. On the left, you can see the steps you'll need to complete. These will change colour as you complete them.
5. There's a lot of information on this page. You can come back to it at any stage by clicking on the step: **Creating an account for your party: What's involved.**



6. Use this information to:
 - work out if the party is an incorporate body, unincorporated body or individual
 - learn more about what you'll need to tell us
 - find out how to assign people to roles in the party, if applicable
 - decide how to assign (administrative) account roles to look after the party account.

Remember, you can come back to this page at any time.

7. Click **Save and continue** to go to the next step.

Set up a party – part 1: Create an account and choose party structure

8. The next page is **Party structure**. Select the legal structure of the party.
9. Options for the party type will appear. Select the party type that applies to the party.
10. Click **Save and Continue**.

Steps

- Creating an account for your party: What's involved
- Party structure**
- Party details
- Contacts and roles
- NZETR holding account
- Summary

Party structure

* Select the legal structure of your party:

- Incorporated body
- Unincorporated body
- Individual

* Select type:

- Sole trustee
- Incorporated body

11. The next page is **Party details**.
12. Either:
 - click **Save and continue** and you'll be taken to the next page, **Party details**
 - click **Save and Exit** to save and come back to it later (take note of the service ID number so that you can search and find it later).
13. See the next section for adding the **Party details**.

Party details

Party Draft

You are currently setting up your party

Service ID: 00011339 Service Type: Create party account

Creating a party account – start editing again

If you clicked **Save and exit** while creating a party account, to start editing again:

- Go to your user home page.
- Click on the **Draft Services** tab.
- Click on the case number.
- In the Additional Information box, click **Continue**.

Additional Information

Subject	Description	Action
Create party account - ETS application		Continue
	Fee Excluding GST	\$0
	Fee Including GST	\$0

3.2 Adding the party details

The information that you'll add to the **Party details** page depends on whether the party is an:

- incorporated body
- unincorporated body
- individual/joint applicant account.

We'll explain what you need to add for each of these party structures next.

3.2.1 Add party details for an incorporated body

Set up a party – part 2: Add party details for an incorporated body

Before you begin:

- complete the steps in section 3.1: *Create account and choose structure for the party*
- make sure you have the incorporated body's New Zealand Business Number (NZBN), Overseas registration ID, or New Zealand company registration number.

1. In the **Party Details** page, go to the Business registration number section.
2. Select the type of business registration you are going to enter.
3. If you select NZBN, enter the number and click **Update**. The party contact details will be retrieved and displayed automatically.

If you select one of the other registration numbers, you'll need to add the contact details manually.

If you enter a New Zealand Business Number (NZBN):

- if this information is incorrect, you'll need to visit the NZBN website to update your details
- if you are sure that your NZBN is correct and nothing happens when you click update, check there are no extra spaces after you enter the number.

Business registration number

* Select your business registration number, if you have one:

- New Zealand business number (NZBN)
 Overseas registration ID
 New Zealand company registration number

* New Zealand business number (NZBN)

Update

Set up a party – part 2: Add party details for an incorporated body

<p>4. Select the Māori Interest(s) check box if you're a Māori individual or organisation, or you represent one, and the land or forest you're registering has a Māori interest.</p>	<p>Māori interest(s) ⓘ</p> <p><input type="checkbox"/> Check this box if you're a Māori individual or organisation, or you represent one, and the land or forest you're registering has a Māori interest</p>
<p>5. Either:</p> <ul style="list-style-type: none"> click Save and continue and you'll be taken to the next page, Contact details click Save and Exit to save and come back to it later (take note of the service ID number so that you can search and find it later). 	<p>Save and exit Back Save and continue</p>

3.2.2 Add party details for an unincorporated body

Set up a party – part 2: Add party details for an unincorporated body

Before you begin:

- complete the steps in section 3.1: *Create account and choose structure for the party*
- have the contact details ready.

<p>1. In the Party Details page, complete the party details.</p>	<p>▼ Party details</p> <p>* Unincorporated body name ⓘ</p> <p>_____</p> <p>* Unincorporated body email address</p> <p>_____</p> <p>Business registration number (optional) ⓘ</p> <p>_____</p> <p>Māori interest(s) ⓘ</p>
<p>2. Select the Māori interest(s) check box if you're a Māori individual or organisation, or you represent one, and the land or forest you're registering has a Māori interest.</p>	<p>Māori interest(s) ⓘ</p> <p><input type="checkbox"/> Check this box if you're a Māori individual or organisation, or you represent one, and the land or forest you're registering has a Māori interest</p>

Set up a party – part 2: Add party details for an unincorporated body

3. Enter the physical address, postal address (if different), and phone numbers.

Address
 Physical address
 Start typing physical address

 * Street and Suburb

 * Town/City

 * Region/State * Postcode
 * Country

Postal address (if different from above)
 Same as above
 Start typing postal address

 * Street and Suburb

 * Town/City

 * Region/State * Postcode
 * Country

Phone numbers
 * Phone Number

 Alternative Phone Number (optional)

4. Either:
- click **Save and continue** and you'll be taken to the next page, **Contact details**, or
 - click **Save and Exit** to save and come back to it later (take note of the service ID number so that you can search and find it later).

3.2.3 Add party details for an individual

Set up a party – part 2: Add party details for an individual

Before you begin:

- complete the steps in section 3.1: *Create account and choose structure for the party*
- have the party contact details ready.

Set up a party – part 2: Add party details for an individual

<p>1. In the Party Details page, enter the party details.</p>	<p>▼ Party details</p> <p><small>The full legal name needs to match the name on the NZ Emissions Trading Register holding account and the relevant land titles or registered forest rights/leases.</small></p> <p>* Full legal name <input type="text"/></p> <p>* Party email address <input type="text"/></p> <p>Business registration number (optional) <input type="text"/></p> <p>Māori interest(s) <input type="checkbox"/></p> <p><small>Check this box if you're a Māori individual or organisation, or you represent one, and the land or forest you're registering has a Māori interest</small></p>
<p>2. Select the Māori interest(s) check box if applicable.</p>	<p>Māori interest(s) <input type="checkbox"/></p> <p><small>Check this box if you're a Māori individual or organisation, or you represent one, and the land or forest you're registering has a Māori interest</small></p>
<p>3. Add a physical address, postal address (if different) and phone numbers.</p>	<p>▼ Address</p> <p>Physical address</p> <p>Start typing physical address <input type="text"/></p> <p>* Street and Suburb <input type="text"/></p> <p>* Town/City <input type="text"/></p> <p>* Region/State <input type="text"/> * Postcode <input type="text"/></p> <p>* Country <input type="text"/></p> <p>New Zealand <input type="text"/></p> <p>Postal address (if different from above)</p> <p><input type="checkbox"/> Same as above</p> <p>Start typing postal address <input type="text"/></p> <p>* Street and Suburb <input type="text"/></p> <p>* Town/City <input type="text"/></p> <p>* Region/State <input type="text"/> * Postcode <input type="text"/></p> <p>* Country <input type="text"/></p> <p>New Zealand <input type="text"/></p> <p>▼ Phone numbers</p> <p>* Phone Number <input type="text"/></p> <p>Alternative Phone Number (optional) <input type="text"/></p>
<p>4. Either:</p> <ul style="list-style-type: none"> click Save and continue and you'll be taken to the next page, Contact details, or click Save and Exit to save and come back to it later (take note of the service ID number so that you can search and find it later). 	<p>Save and exit <input type="button"/> Back <input type="button"/> Save and continue <input type="button"/></p>

Creating a party account – start editing again

If you clicked **Save and exit** while creating a party account, to start editing again:

- Go to your user home page.
- Click on the **Draft Services** tab.
- Click on the case number.
- In the Additional Information box, click **Continue**.

▼ Additional Information	
Subject	Action
Create party account - ETS application	Continue
Description	Fee Excluding GST
	\$0
	Fee Including GST
	\$0

3.3 Adding contacts and roles in the new party

The information that you'll add to the **Contacts and roles** page depends on whether the party is an:

- incorporated body
- unincorporated body
- individual/joint applicant account.

We'll explain what you need to add for each of these party structures next.

3.3.1 Add the contacts and roles for an incorporated body

Set up a party – part 3: Add contact and roles for an incorporated body

Before you begin:

- complete the steps in sections 3.1: *Create account and choose structure for the party* and 3.2: *Adding the party details*
- if you are adding other contacts besides yourself, you'll need their contact details.

Set up a party – part 3: Add contact and roles for an incorporated body

1. Go to the **Contacts and roles** page.
2. If you added an NZBN to the party, the contacts will be added automatically to this page. Review these and if they are correct, click the **I confirm that these details are correct** check box.
3. Click **Next**.

Director
Peter
PIE
5 Example
Street
Christchurch

Director
Grant
LADDER
10 Example
Street
Auckland

I confirm that these details are correct.

Save for later Previous Next

4. Complete the **Account Creator Details**.

This section is for your details as the user who is creating the account. As the account creator, you may or may not be a member of the party (this allows other people representing you to create an account).

Account Creator Details

User ID

First name
Abid

Last name
N

Preferred name

* Email address
abidn@

* Phone Number

Alternative Phone Number (optional)

* Party role

* Account role
Primary account operator

5. Select the **Party role** for the account creator. Select a party role that best reflects the relationship between the account creator and the party.

The party role options are:

- Administrator
- Director
- Person authorised for service
- Sole trader
- Partner
- Trustee
- Officer

Alternative Phone Number (optional)

* Party role
Administrator

Person authorised for service

Sole trader
Partner
Trustee
Officer

Ian
ORMISTON
Director

Set up a party – part 3: Add contact and roles for an incorporated body

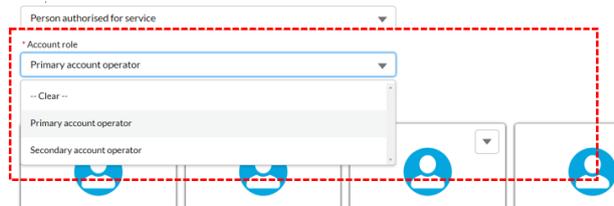
If you set up the incorrect party type you will need to contact Te Uru Rākau – New Zealand Forest Service.

6. Select **Account role** for the account creator. The account role gives the account creator permissions for undertaking actions for the party.

The account role options are:

- **Primary account operator** – every party requires one contact be made the primary account operator. The person will have the full range of permissions and notifications and will be the person to receive notices.
- **Secondary account operator** – this role has the same permissions as the primary account operator. An account can have multiple secondary account operators.
- **Representative** – this role will have full access to the account. They can manage the account, add contacts, update details, and submit service requests in the system such as emissions returns. This is used when you have approved someone to perform tasks for you in the ETS. We'll explain more about this later in this guide.

By default, the account creator will be assigned the role of primary account operator if this is not assigned elsewhere.

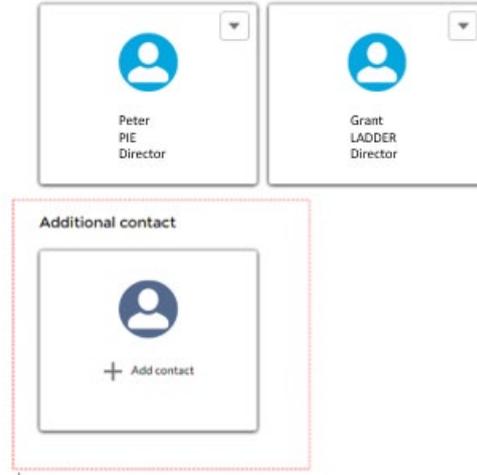


The screenshot shows a web form with a dropdown menu for 'Account role'. The dropdown is open, showing two options: 'Primary account operator' and 'Secondary account operator'. A red dashed box highlights the dropdown menu and the 'Primary account operator' option. Below the dropdown, there are four blue circular icons representing user profiles, each with a white person icon inside. The first icon is highlighted with a red dashed box.

Set up a party – part 3: Add contact and roles for an incorporated body

7. To add additional contacts, click **+ Add contact**.

If there are no additional contacts, go to step 20.



8. From the **Add a contact** menu, select either **New Tupu-ake user** or **Existing Tupu-ake user**.



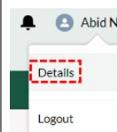
9. For each new Tupu-ake user added you will need to enter the additional contact information and select their account and party role.

Notes:

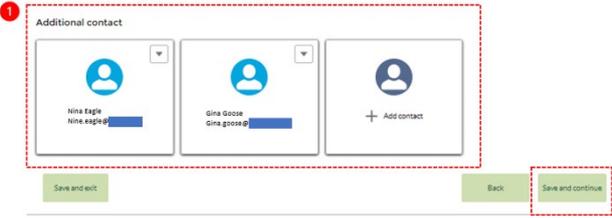
- Once you create additional contacts, you can reassign the primary account operator to any contact.
- The system will send an invitation to the new Tupu-ake user.

10. For an existing Tupu-ake user, enter their **User ID** and assign a party role and account role for them.

11. For instructions on finding your user ID, see the *Locating your unique user ID* section of this guide.



Set up a party – part 3: Add contact and roles for an incorporated body

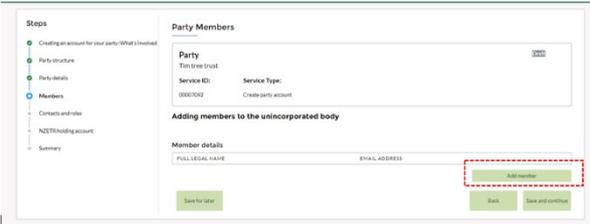
	
<p>12. Check Additional contacts.</p> <p>13. Either:</p> <ul style="list-style-type: none"> click Save and continue and you'll be taken to the next page, Contact details. click Save and Exit to save and come back to it later. Take note of the service ID number so that you can search and find it later. 	

3.3.2 Add the contacts and roles for an unincorporated body

Set up a party – part 3: Add contact and roles for an unincorporated body

Before you begin:

- complete the steps in sections 3.1: *Create account and choose structure for the party* and 3.2: *Adding the party details*
- you'll need the contact details of other members of the party.

<ol style="list-style-type: none"> Go to the Contacts and roles page Click Add member to add each member of your party. <p>The names of all unincorporated body members need to match the names on the New Zealand Emissions Trading Register (NZETR) holding account and the relevant land titles or registered forestry rights/leases.</p>	
--	--

Set up a party – part 3: Add contact and roles for an unincorporated body

3. Add the required details to the member details form.
4. Click **Save**.

Member details

* Select the legal structure of the member's party:

Incorporated body

Individual

i The names of all unincorporated body members need to match the names on the NZ Emissions Trading Register holding account and the relevant land titles or registered forest rights/leases.

* Full legal name

* Email address

New Zealand business registration number (optional)

1. Once all members are added, click **Save and continue**.

Note: Click the down arrow beside each member to update or delete the member records.



Party Members

Party Delete

Tim tree trust

Service ID: 00007092 Service Type: Create party account

Adding members to the unincorporated body

Member details	EMAIL ADDRESS
<input type="text" value="FULL LEGAL NAME"/>	<input type="text" value="EMAIL ADDRESS"/>
<input type="text" value="FULL LEGAL NAME"/>	<input type="text" value="EMAIL ADDRESS"/>

2. Complete the **Account Creator Details**.

* Preferred name

* Email address

* Phone Number

3. Select the **Account role** for the account creator. The account role gives the account creator permissions for undertaking actions for the party.

The account role options are:

- **Primary account operator** – every party requires one contact be made the primary account operator. The person will have the full range of permissions and

* Account role

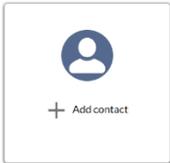
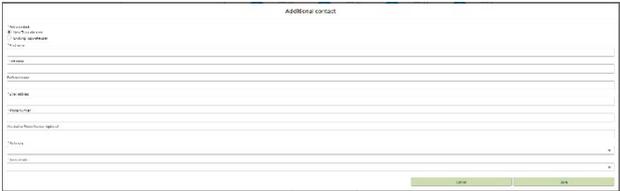
Primary account operator

-- Clear --

Primary account operator

Secondary account operator

Set up a party – part 3: Add contact and roles for an unincorporated body

<p>notifications and will be the person to receive notices.</p> <ul style="list-style-type: none"> • Secondary account operator – this role has the same permissions as the primary account operator. An account can have multiple secondary account operators. • Representative – this role will have full access to the account. They can manage the account, add contacts, update details, and submit service requests in the system such as emissions returns. <p>4. By default, the account creator will be assigned the role of Primary account operator if this is not assigned elsewhere.</p>	
<p>5. To add additional contacts, click the + Add contact box.</p> <p>If there are no additional contacts, go to step 15.</p>	<p>Additional contact</p> 
<p>6. From the Add a contact menu, select either New Tupu-ake user or Existing Tupu-ake user.</p>	
<p>7. For each new Tupu-ake user added, you will need to complete the additional contact information and enter their account role.</p> <p>8. Add the details for the new Tupu-ake user and click Save.</p> <p>Note: Once you've created additional contacts, you can reassign the primary account operator to any contact.</p>	

Set up a party – part 3: Add contact and roles for an unincorporated body

9. For an existing Tupu-ake user, type in their **User ID** and assign a party role and account role for them.
10. For instructions on finding your user ID, see the *Locating your unique user ID* section of this guide.

11. Check **Additional contacts**.
12. Either:
 - click **Save and continue** and you'll be taken to the next page, **Contact details**, or
 - click **Save and Exit** to save and come back to it later. Take note of the service ID number so that you can search and find it later.



3.3.3 Add the contacts and roles for an individual

Set up a party – part 3: Add contact and roles for an individual

Before you begin:

- complete the steps in sections 3.1: *Create account and choose structure for the party* and 3.2: *Adding the party details*
- you'll need the contact details of other members of the party.

Set up a party – part 3: Add contact and roles for an individual

1. Go to the **Contacts and roles** page. Check the account creator details.
2. If this party is for a joint applicant, add the other person's contact details. If they already have a user account in Tupu-ake, select Existing Tupu-ake user and include their unique user ID. See section 2.3 *Locating your unique ID* above to find the user ID.
3. Assign a party role and account role to the joint applicant. For more information about this, click on **Creating an account for your party: What's involved** in the list of steps on the left of the screen.

▼ Joint application contact details

* Add a contact:

New Tupu-ake user

Existing Tupu-ake user

* First name

* Last name

Preferred name

* Email address

* Phone Number

Alternative Phone Number (optional)

Party role 

Joint Applicant

* Account role

Secondary account operator ▼

4. Either:
 - click **Save and continue** and you'll be taken to the next page, **Contact details**
 - click **Save and Exit** to save and come back to it later (take note of the service ID number so that you can search and find it later).

Save and exit Back Save and continue

Creating a party account – start editing again

If you clicked **Save and exit** while creating a party account, to start editing again:

- Go to your user home page.
- Click on the **Draft Services** tab.
- Click on the case number.
- In the Additional Information box, click on **Continue**.

▼ Additional Information	
Subject	Action
Create party account - ETS application	Continue
Description	Fee Excluding GST
	\$0
	Fee Including GST
	\$0

3.4 Add an NZETR holding account and submit application to create party

This step applies to all types of party: incorporated body, unincorporated body and individual.

Set up a party – part 4: Add NZETR holding account number and submit application to create party

Before you begin:

- complete the steps in sections 3.1: *Create account and choose structure for the party*, 3.2: *Adding the party details* and 3.3 *Adding contacts and roles in the new party*
- you must first open a holding account in the New Zealand Emissions Trading Register (NZETR) and have the NZETR holding account number ready.

Find out more about setting up an NZETR holding account on the MPI website:

www.mpi.govt.nz/registering-in-the-ets-with-post-1989-forest-land/#preparing-application

Set up a party – part 4: Add NZETR holding account number and submit application to create party

1. On the **NZETR holding account** page, enter your NZETR holding account number (format: NZ-12345). You can add multiple holding account numbers.
2. Click **Save and continue**.

3. On the **Summary** page, check the details and select the checkbox if the statement is true for you.
4. Click **Save and continue**.

5. Click **View Party Details** to see the details of the party.

Notes:

- The party status is displayed as **Draft** until we verify it.
- You can see this status under the **Case records** section of your party home page.

4.0 Viewing and managing parties

4.1 Opening a party home page

From your user home page, click on the **Parties** tab. This will list the parties you're a part of. For example, if you're a forestry professional who is representing forest owners in the ETS, you'll see their parties listed under that tab. If you're a forest owner and managing your own ETS affairs, you'll likely see just the one party listed.

Click the account name of the party you want to view.

Forestry ETS online services

Search...

[Username]

Home

Welcome

This is your Tupu-ake user homepage. From here, you'll be able to create an account for a party, view your account and party information, see your applications, and ask for help.

Create an account for your party
You'll need to do this before you can register your forest in the Emissions Trading Scheme or make any transactions.

Knowledge and support
Click here for more information about Tupu-ake and the Emissions Trading Scheme, or to ask for help.

Connect to existing accounts
Click here if you've been sent an invitation to connect to an existing account in Tupu-ake.

If your party details don't appear below, you can ask for them to be added back by following these steps: Click the 'Knowledge and support' button here on your user homepage, and then 'Contact Te Uru Rākau'. When you're asked what your enquiry is about, select 'Other' from the drop-down list. Then tell us as much as you can about the missing party details so we can add them back.

Parties Services Draft Services

All of the parties you're listed in as a member or a contact.

ALL PARTIES	
Account Name	Party type
Tim Trees	Unincorporated body

4.2 Navigating a party home page

The example below shows the party home page for the *Tim Trees* account, which is a made-up unincorporated body.

You can see details of names, contact information, whether any representatives are listed, NZETR holding accounts, payment history, and sections with records of all cases, applications, transaction and ETS forestry activity groups associated with that party.

Each of the elements on your screen has a specific purpose:

Term	Definition
Tupu-ake logo	Click the logo to return to your user home page
Home link	This will also take you back to your user home page
Account name	The account you are viewing
Navigation ribbon	Other links may be displayed here
Search bar	Enter a term in here to search for it within Tupu-ake
Notifications	Notifications that need your attention
Username link	Click to see a pop-up box that will bring up your name
Service buttons	Click these to perform a specific action:
	<ul style="list-style-type: none"> • Update party details: Takes you to an edit screen where you can update party details
	<ul style="list-style-type: none"> • Services: Access a range of Tupu-ake services

	<ul style="list-style-type: none"> • Contact Te Uru Rākau: Display an enquiry box so you can contact us
Tabs	Click these to show a list of items related to each tab:
	<ul style="list-style-type: none"> • Details: Party account details
	<ul style="list-style-type: none"> • Contacts: Contacts associated with your account and displays members for an unincorporated body party type
	<ul style="list-style-type: none"> • Representative Contacts: Any representatives you have appointed to manage tasks on your behalf
	<ul style="list-style-type: none"> • NZETR Holding Accounts: Any New Zealand Emissions Trading Register (NZETR) holding account records
	<ul style="list-style-type: none"> • Payment History: Payments associated with the account
Sections	Where specific record types are displayed:
	<ul style="list-style-type: none"> • FMA user tasks: Displays tasks if you are a field measurement approach (FMA) user
	<ul style="list-style-type: none"> • ETS Forestry Activity Group records: List of forestry activity types and links to the holding account
	<ul style="list-style-type: none"> • Service records: Any service requests you make will be here
	<ul style="list-style-type: none"> • Enquiry records: Any enquires you make will be here
	<ul style="list-style-type: none"> • Application records: Any emissions return applications
	<ul style="list-style-type: none"> • Transaction records: Any changes to spatial records <p>Individual records are listed under each section. Each record has its own hyperlinked number or ID that you can click on to open and see the details of the record, as shown in the following image.</p>

ETS Forestry Activity Group records (1)			
	Activity Group ID	Activity Group	NZETR Holding Account Number
1	AG-001526	P89	

Service request records (1)				
	Case Number	Status	Service Request Type	Created Date
1	00011591	Submitted	Add, update or reconfigure ...	2023-07-06T04:25:51...

Enquiry records (1)				
	Case Number	Status	My enquiry is ab...	Created Date
1	00011592	Submitted	Other	2023-07-06T04:28:11.000+...

Application records (1)				
	Application ID	Service Request Subtype	Status	Created Date
1	APP-0005527	Apply to register post-1989 ...	In Progress	2023-07-06T04:28:54...

Transaction records (1)				
	Transaction Num...	Party	Type	Created Date
1	TXN-007609	0019D00000W7PndQAF	MapLand	2023-05-30T02:03-

If you're a field measurement approach (FMA) user, you may also see a table of tasks on your party home page:

This is your list of tasks related to forest measurement approach obligations, and the status for each task.

Subject	Status
Classify Forest	Requested
Plot Generation	Approved
Carbon Stock Table(s)	Completed
FMA Requirements Extension	Open
Waiver(s)	Open

ETS Forestry Activity Group records (1)

	Activity Group ID	Activity Group	NZETR holding account
1	AG-001134	P89	NZ-1234

4.3 Updating party contact details

Follow this process to update your party details by clicking the **Contact Te Uru Rākau** button on your party home page and telling us what you need updated. You are unable to edit these fields yourself.

Details | Contacts | Representative Contacts | NZETR Holding Accounts | Payment History

These fields can't be updated without our help. Click the 'Contact Te Uru Rākau' button and quote your party ID.

<p>Account Name Tim Tree ✎</p> <hr/> <p>Preferred Name</p> <hr/> <p>Legal Name Tim Tree</p> <hr/> <p>Trust Name</p> <hr/> <p>Registration Number Type</p> <hr/>	<p>Māori Interest(s) 🗨️ ✎</p> <p><input type="checkbox"/></p> <hr/> <p>Party Type Individual</p> <hr/> <p>Type Individual</p> <hr/> <p>Party Status Active</p> <hr/> <p>FMA User</p> <hr/> <p>Registration Number</p> <hr/>
---	---

▼ **Party Contact Details**

<p>Physical Address 159 RIVERSIDE DRIVE, WAIWHETU LOWER HUTT, Wellington New Zealand 5010</p> <hr/> <p>Email Address timtreetrust@gmail.com</p> <hr/>	<p>Postal Address 159 RIVERSIDE DRIVE, WAIWHETU LOWER HUTT, Wellington New Zealand 5010</p> <hr/> <p>Phone Number 0212121</p> <hr/> <p>Alternate Phone Number (optional)</p> <hr/>
---	--

Update party details

1. From your party home page, click **Contact Te Uru Rākau**.



Update party details Services **Contact Te Uru Rākau**

2. Complete the required fields noting what changes you'd like to be made to the party details and click **Next**.

Make sure you include your party ID number (p-xxxxxx).

Contact Te Uru Rākau

Tell us how we can help.

* My enquiry is about:

Other

* Subject

Update party details

* Description

Hi - for Tim Trees P-12071 I'd like to change the address to 156 Riverside drive, Waipohatu, Lower Hutt.

Next

3. Click **Upload Files** to upload any supporting documentation, if needed.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Upload Files Or drop files

4. Click **Submit**.

Note: Once submitted, the status of the case changes from **Draft** to **Submitted**.

You will not be able to upload additional documents. If you need to upload additional documents, contact us from your party home page.

Submit

Cancel

5. You will receive an email confirming your party details are updated.

4.4 Adding more contacts to your party

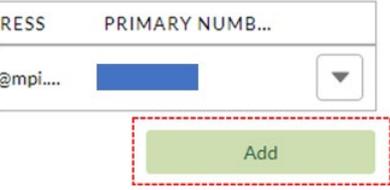
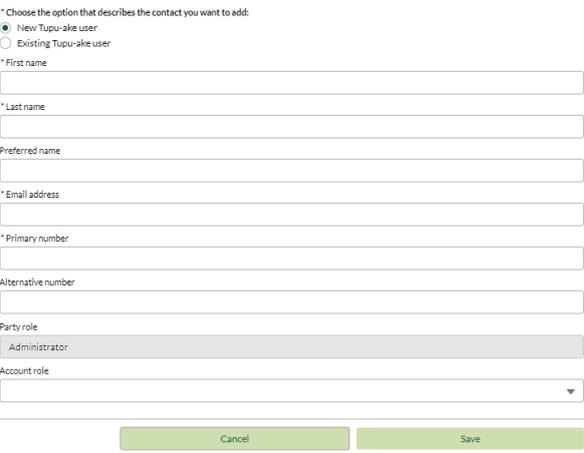
Follow these steps to add more contacts within Tupu-ake. You can add contacts who:

- have not yet joined Tupu-ake, and
- who already have user accounts in Tupu-ake.

If your party structure is 'joint applicants', you must add the other joint applicant as a contact.

Representatives are not added as contacts. See the *Adding representative(s)* section of this guide for information about adding a representative.

4.4.1 Add a contact – a new Tupu-ake user

Add a contact – a new Tupu-ake user	
1. Click the Contacts tab.	 <p>The screenshot shows the 'Account Tim Trees' interface. At the top, there's a header with the account name and a logo. Below that, a table lists account details: Party ID (P-007277), Party type (Unincorporated body), Type, Party Status (Active), and FMA User (Yes). At the bottom, there are several tabs: 'Details', 'Contacts', 'Representative Contacts', 'NZETR Holding Accounts', and 'Payment History'. The 'Contacts' tab is highlighted with a red dashed box.</p>
2. Click Add .	 <p>The screenshot shows a form with two input fields: 'RESS' and 'PRIMARY NUMB...'. Below these is an email field starting with '@mpi...' and a dropdown menu. At the bottom, there is a green 'Add' button highlighted with a red dashed box.</p>
3. Enter the details for the new Tupu-ake user and click Save and continue .	 <p>The screenshot shows the 'Add contact' form. It starts with a radio button selection: 'New Tupu-ake user' (selected) and 'Existing Tupu-ake user'. Below are input fields for 'First name', 'Last name', 'Preferred name', 'Email address', 'Primary number', and 'Alternative number'. There are also dropdown menus for 'Party role' (set to 'Administrator') and 'Account role'. At the bottom, there are 'Cancel' and 'Save' buttons.</p>

4.4.2 Add a contact – an existing Tupu-ake user

Representatives should use *Adding one or more representatives to a party*.

Add a contact – an existing Tupu-ake user

1. Click the **Contacts** tab.

Account
Tim Trees

Party ID	Party type	Type	Party Status	FMA User
P-007277	Unincorporated body		Active	Yes

Details **Contacts** Representative Contacts NZETR Holding Accounts Payment History

2. Click **Add**.

RESS PRIMARY NUMB...

@mpi... [input field] [dropdown arrow]

Add

3. For an existing Tupu-ake user, enter their user ID and then select it from the grey box.

For instructions on finding your user ID, see the *Locating your unique user ID* section of this guide.

* Choose the option that describes the contact you want to add:

New Tupu-ake user

Existing Tupu-ake user

Type user id if known

[input field]

[input field]

Abid N

Details

Logout

Home

Abid N
Customer

Unique ID [input field]

Name
Abid N

Preferred name

Email
abidnc@...

4. Complete any required fields.

5. Click **Save and continue**.

* Add a contact:

New Tupu-ake user

Existing Tupu-ake user

User ID [input field]

First name [input field]

Last name [input field]

Richard

Richard

Preferred name [input field]

* Email address [input field]

richard.g@timtrees.co.nz

Phone number [input field]

Error: Phone number is required

Alternative Phone Number (optional) [input field]

Party role Joint Applicant

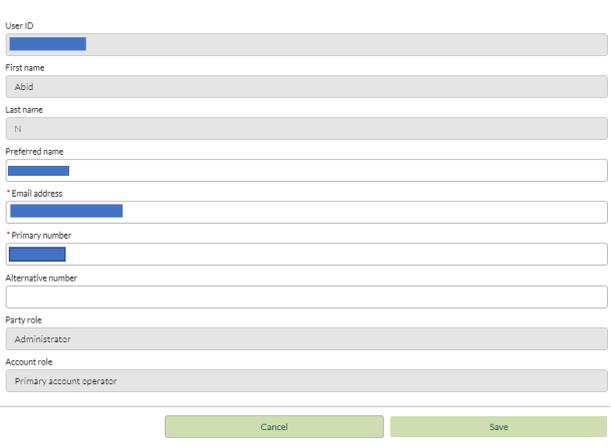
Account role [input field]

Secondary account operator [input field]

Save and exit Back **Save and continue**

4.4.3 Updating contact details

Use these steps to edit party contacts' details already in Tupu-ake. If you need to edit the user ID, first name, party role, or account role, you will need to click the **Contact Te Uru Rākau** button on your home page and submit an enquiry detailing your changes.

Update contact details	
<p>1. Click the Contacts tab.</p>	 <p>The screenshot shows the 'Account Tim Trees' interface. At the top, there's a header with the account name. Below it, a table lists account details: Party ID (P-007277), Party type (Unincorporated body), Type, Party Status (Active), and FMA User (Yes). A navigation bar at the bottom contains several tabs: 'Details', 'Contacts', 'Representative Contacts', 'NZETR Holding Accounts', and 'Payment History'. The 'Contacts' tab is highlighted with a red dashed rectangular box.</p>
<p>2. Click the downward arrow and select Update.</p>	 <p>The screenshot shows a table of contacts with columns for 'DRESS' and 'PRIMARY NUMB...'. Two rows are visible: one with an email address and phone number, and another with a phone number. A red dashed box highlights a downward arrow icon in the first row and an 'Update' button in the second row. Below the table is a green 'Add' button.</p>
<p>3. Make your updates.</p> <p>4. Click Save.</p>	 <p>The screenshot shows a form for updating contact details. Fields include: User ID, First name (Abid), Last name (N), Preferred name, *Email address, *Primary number, Alternative number, Party role (Administrator), and Account role (Primary account operator). At the bottom, there are two green buttons: 'Cancel' and 'Save'.</p>

5.0 Finding support

There are other resources available to support you, including this user guide.

- [Appointing a representative to complete ETS tasks on your behalf](#)
- [Videos on YouTube explaining how to complete certain tasks in Tupu-ake](#)
- [Information about the ETS on the MPI website](#)
- [Search function within Tupu-ake and Tupu-ake knowledge articles](#)
- Read the *Contacting us* section of the document
- Email ForestryETS@mpi.govt.nz
- Phone 0800 CLIMATE (0800 25 46 28) and select option 1

5.1 Appointing a representative

When you join the ETS, there are some tasks you will need to complete. Some of these tasks can be complex. For example, you will need to map your forest land to meet a certain set of rules and complete emissions returns.

You can appoint someone as a representative to complete certain ETS tasks on your behalf. This person or company is also sometimes known as an 'authorised representative'. They can help you make sure that you meet your ETS obligations.

Learn more about appointing a representative and what they can and cannot do on the MPI website:

www.mpi.govt.nz/appointing-a-representative-to-manage-your-ets-tasks/

5.2 Videos on YouTube

There's a set of short videos on YouTube that show you how to complete certain tasks in Tupu-ake:

www.youtube.com/playlist?list=PLbyyF3O99cQ3xJvkb9DM73lwwneDgULxD

5.3 Information about the ETS on the MPI website

If you are looking for general information about forestry and the ETS, the MPI website provides information about:

- how the ETS works, and what to consider if you're thinking about joining
- the rules for forestry covered by the ETS
- what you can apply for, how to apply, what information to include, and how much it costs
- your responsibilities and when penalties apply.

Read the latest information about forestry in the ETS on the MPI website:

www.mpi.govt.nz/forestry-in-the-emissions-trading-scheme/

5.4 Searching Tupu-ake

Tupu-ake has a search function. You can use this to:

- find your information in Tupu-ake (such as user or party details, or applications you've submitted)
- search knowledge articles on topics to help you complete tasks and understand what you need to do.

Tupu-ake contains a set of knowledge articles with information on how to complete certain tasks and about the rules for the ETS. There are also articles that link through to relevant web pages. We'll explain how to search and find these.

5.4.1 Using the search function

The search bar is located on the top right of your screen in Tupu-ake.

You can search for application number, case number, party name, party ID, NZETR number, or knowledge.

Search bar in Tupu-ake



Type your search terms into the search bar and press [enter].

Tupu-ake will display the relevant results for your search. The results are displayed by category:

- All
- Accounts
- Applications
- Cases
- Knowledge
- NZETRs

5.4.2 Finding knowledge articles

Knowledge articles are short pieces of guidance that have been loaded into Tupu-ake. You can access these from the search results or from your user home page.

For example, a search for **mapping forest** returns knowledge articles related to both **mapping** and **forest**.

Search function results

Knowledge

5+ Results • Sorted by Relevance ▼

[Mapping forest land for the ETS](#)
000001302
There's a specific way to **map forest** land and **forest** clearing in the Emissions Trading Scheme

[Choosing and mapping carbon accounting areas in the ETS](#)
000001256
When you apply to add **forest** land into the ETS, you'll be asked for a digital **map**, known as a

[Reading mapping information downloaded from Tupu-ake \(XML files\)](#)
000001289
use this guidance at your own risk. When we provide **mapping** information Sometimes we provide

[Errors and warning messages when updating forest details](#)
000001243
updating your **forest** details in our **mapping** application to include areas of clearing or planting, your

[How to open and view 'shapefile' maps in Google Earth Pro](#)
000001281
mapping information that's held in Tupu-ake. We might do this if you've asked for a copy, or after

Clicking on a blue hyperlink takes you directly into the knowledge article.

You can refine the search by using quotation marks.

For example: searching “**shapefile**” brings up results that only meet the complete phrase.

Refined search

Knowledge

5+ Results • Sorted by Relevance ▼

[Shapefile schema for updating details about clearing and planting for emissions return calculations](#)
000001259
: using our in-system mapping tool, or uploading a [shapefile](#). Download guidance about the [shapefile](#)

[How to open and view shapefile maps in Google Earth Pro](#)
000001281
these digital maps ([shapefiles](#)) on your computer. This guide is for people who are not familiar

[Shapefile schema for post-1989 forest land entering the ETS \(registration and adding more land later\)](#)
000001292
([shapefiles](#)) of your land. These [shapefiles](#) need to contain specific information, otherwise you won't be

[Errors and warning messages when applying to register or add land into the ETS while uploading shapefiles](#)
000001291
the ETS) , you'll need to upload a [shapefile](#) showing the area covered in your application. This

[Errors and warning messages when updating forest details](#)
000001243
relates to clearing, planting, historic clearing, and/or loading [shapefiles](#). The tables below lists

You can refine your search by using the bar to the left-hand side of the screen.

Search Results

- All
- Accounts
- Applications
- Cases
- Knowledge
- NZETRs
- [Collapse List](#)

5.5 Contacting us

5.5.1 From your user home page

You can access knowledge from your user home page by clicking on the **Knowledge and support** button shown below.

Knowledge and support button

Knowledge and support

Click here for more information about Tupu-ake and the Emissions Trading Scheme, or to ask for help.

Here you are presented with tiles where you can click to get more information. We plan to add more knowledge articles over time. In addition, you can contact us from this page if you cannot find what you are looking for. Click the **Contact Te Uru Rākau** button and fill out the following form.

5.5.2 Contact us from your party home page

Contact us from your party home page	
1. From the party home page, click Contact Te Uru Rākau .	
2. Select from the dropdown menu.	<p style="text-align: center;">Contact Te Uru Rākau</p> <hr/> <p style="text-align: center;"><small>Tell us how we can help.</small></p> <div data-bbox="879 1330 1485 1420" style="border: 1px solid red; padding: 2px;"><p><small>* My enquiry is about:</small> --None--</p></div> <p><small>* Subject</small> <input type="text"/></p> <p><small>* Description</small> <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Next"/></p>

Contact us from your party home page

3. Complete the **Subject** field.

Contact Te Uru Rākau

Tell us how we can help.

* My enquiry is about:

--None--

* Subject

Description

Next

4. Complete the **Description** field.

Contact Te Uru Rākau

Tell us how we can help.

* My enquiry is about:

--None--

* Subject

* Description

Next

5. Click **Next**.

Contact Te Uru Rākau

Tell us how we can help.

* My enquiry is about:

--None--

* Subject

* Description

Next

6.0 Adding one or more representatives to a party

You can appoint one or more representatives to manage ETS tasks on your behalf.

Learn more about appointing a representative and what they can and cannot do on the MPI website:

www.mpi.govt.nz/appointing-a-representative-to-manage-your-ets-tasks/

Any representatives added to your party will be assigned an 'representative' party role and the 'representative' account role. Representatives who already have access to an account can add additional representatives if you allow them to.

If you accidentally delete a representative, contact us from your party home page by clicking the **Contact Te Uru Rākau** button and request they be activated again.

If you are a representative and want to be added to an account, you can contact us from your user home page by clicking **Knowledge and support** and then **Contact Te Uru Rākau**. You must attach your completed form to appoint a representative.

Watch a video of someone adding a representative on YouTube:

www.youtube.com/watch?v=vk-UydatFww

6.1 Adding a representative

Adding a representative

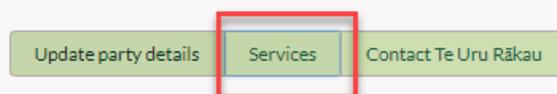
Before you begin:

- complete the 'Appoint a representative' form
- get your representative's user ID code – they will need to be a registered user in Tupu-ake.

Download the form to appoint a representative from the MPI website:

www.mpi.govt.nz/dmsdocument/13239

1. From the party home page, click **Services**.



Adding a representative

2. Select **Other** and then **Add a representative**.

Services

Select the type of request you want to submit

* Service type

Post-1989 forest land

Pre-1990 forest land

Other

Service request type

Add a representative

Apply for a ruling

[Next](#)

3. Enter your representative's user ID.
4. Click **Next**.

Note: A Tupu-ake user's unique ID is displayed on their user details from the user home page. See the section of this guide called *Locating your unique user ID*.

Services

Add a Representative

* Representative's User ID

[Next](#)

5. Complete all mandatory and any optional fields.
6. Click **Next**.

Services

First Name
Angus

Last Name
Wiggins

Preferred Name (optional)

* Email Address

* Phone Number

Alternative Phone Number (optional)

Representative Company Name (optional)

Party Role
Administrator

Account Role
Representative

[Previous](#) [Next](#)

7. Click **Upload Files**. Upload your completed 'Appoint a representative' form.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

[Upload Files](#) Or drop files

Adding a representative

- Click **Submit**. The status of the case changes from **Draft** to **Submitted**.

Note: From this point, you will not be able to upload additional documents. If you need to upload additional documents, contact us from your party home page.



- Once added, you can view the representative contacts from your party home page by clicking on the **Representative Contacts** tab.



- You will receive an email from us once the representative has been updated.

The status of the case will change from **Submitted** to **Closed**.

An email will also be sent to the representative noting they have been added to your party account.



6.2 Removing representative(s)

You can remove a representative's access to your account at any time.

Watch a video of someone removing a representative on YouTube:

www.youtube.com/watch?v=vk-UydatFww

Removing a representative

- From your party home page, click **Representative Contacts**.



Removing a representative

2. Find the representative you want to remove, click the down arrow on the far right-hand side and **Delete**.

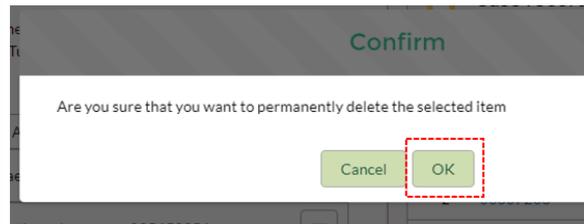
USER ID	NAME	EMAIL ADDRESS	PHONE NUMBER	
[REDACTED]	Nikau Kemp	etschanges@mpi.g...	021 111 2222	▼

Update
Delete

3. Click **OK**.
4. You will receive an email from us when the action has been completed.

The representative will be sent an email notifying them they have been removed from your party account.

Note: Under the **Representative Contacts** tab the representative will no longer be visible.



7.0 Mapping and spatial data in Tupu-ake

You'll need to upload maps (shapefiles) for many services in Tupu-ake. This means you need to have shapefiles ready to upload at the correct step. You cannot map areas directly in Tupu-ake, except when updating areas of planting and clearing on land that is already registered.

Shapefiles must meet specific requirements. You may want to hire a forestry or GIS consultant to create these for you.

More information about mapping forest land is available on the MPI website:

www.mpi.govt.nz/mapping-ets-forest-land/

Registered areas in Tupu-ake

When you enter land into the ETS, the shapefile of your forest land registered in the ETS is stored in Tupu-ake. This is known as the registration polygon. You can't change the size and shape of the registration polygon yourself, but you can edit the attributes associated with the polygon.

Any changes to the size and shape of the polygon need to be submitted as applications to register more land or remove forest land.

We can provide mapped information from Tupu-ake

Tupu-ake does not support the download of shapefiles, but we can provide them on request. Contact us from your party home page to ask for shapefiles of your registered post-1989 forest land.

Land status reports are not available through us. You or a lawyer can check the land title for notices of status of forest land through Land Information New Zealand.

7.1 The interface between Tupu-ake and the GIS mapping tool

Each time you open the mapping tool¹ in Tupu-ake (such as when updating forest details), a transaction opens between Tupu-ake and the GIS mapping tool. It remains open until you either submit your mapping changes or discard your mapping changes. If you close the map down without doing either of those things, the transaction stays open. This means the carbon accounting areas (CAAs) are still being 'used' by the GIS mapping tool and this will make them unavailable for other transactions such as submitting emission returns.

Each transaction needs to be finalised to release the CAA from the GIS mapping tool.

¹ If you are having issues displaying the map you may want to check the cookie settings on your browser. If cookies are blocked, the map may not load.

Finalising in-progress transactions

- Click the blue hyperlink with the in progress transaction number, for example **TXN-007988**.

This will take you back to the map window and allow you to either complete or discard the transaction.

Carbon Accounting Area
CAA8

Details Related

CAA Number	8	Accounting Method	Stock change
CAA Name	CAA8	Constitution Date	1/01/2005
Activity Group	PE9	Establishment Date	1/01/2005
Activity Type		Constitution Method	
CAA Status	Active	CAA End Date	
CAA Units Balance	0		
Eligible For Averaging			
Grant-Funded Forest			
Grant-Funded Forest Expiry Date			
Grant-Funded Forest Multiple Expiry Date			
Total Hectares			
In Progress Transaction ID	a7CF9D0000008pnV	In Progress Transaction	TXN-007988
In Progress Transaction User			
Activity Group ID	AG-000043	Party	Pete Pine Foresters

- Click **Resume Transaction**.

Note: You will need do this for each individual CAA involved in transactions and either discard or submit mapping changes.

Transaction TXN-007988

Resume transaction

CAA Name	CAA Number	Activity Group	Party	CAA Status
CAA1	7	PE9	Pete Pine Foresters	Active
CAA8	8	PE9	Pete Pine Foresters	Active

- A map of New Zealand displays. Let the map load completely before you continue.

- Select the CAA you want to update and click **Confirm**.

Select CAA (1)

Select CAA

Confirm

- Decide whether you want to discard or submit your mapping changes.

If you select **Discard Mapping Changes**, no changes will be saved.

Save Draft

Check for Errors

Discard Mapping Changes

Submit Mapping Changes

I want to

1000 km
600 mi

8.0 Updating forest details

Reporting the changes to your forest over time through harvesting (and other clearing) and planting is known as updating your forest details. To report on clearing and planting on the land before it was registered you can create historic clearing polygon(s).

To update your forest details, you can:

- upload shapefiles, or
- use the mapping tool provided in Tupu-ake to map clearing and planting, delete polygons and split polygons.

The mapping tool in Tupu-ake allows you to record where and when harvesting and planting has occurred, and record and change the relevant forest details, for example species/forest type.

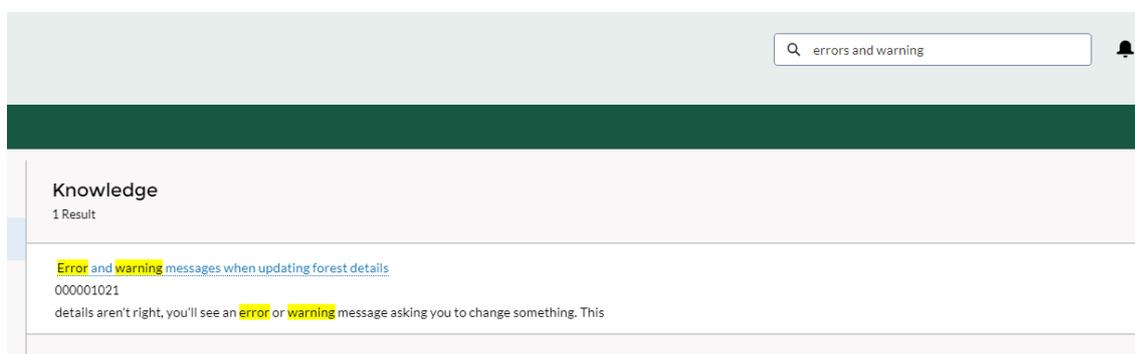
The start and end dates of each polygon need to be within the same calendar year. For example, if you harvested forest across multiple years, you need to create separate polygons for the harvesting that happened in each year. You also can't have polygons overlapping the beginning and the end of the emissions return period. If you have harvesting activity that began before the emissions return period and continued into the emissions return period, then create two separate polygons.

Watch a video on YouTube about how to use the mapping tool in Tupu-ake:

www.youtube.com/watch?v=-IEjbFzb53c&list=PLbyyF3O99cQ3xJvkb9DM73lwwneDgULxD&index=3

8.1 Finding information about validation errors and how to fix them

Type **error and warning** into the search bar to bring up a knowledge article giving details of the validation errors and how to resolve them.



8.2 The mapping tools

Key to the mapping buttons:

Button	Function
	Zoom in
	Zoom out
	Zoom to the initial map extent (the map view you see when you first load the map viewer)
	Zoom to the previous map extent
	Enter full screen mode
	Undo an edit (such as create, edit, delete, split, upload shapefile) Clicking the down arrow shows the list of edits you can undo.
	Redo an edit

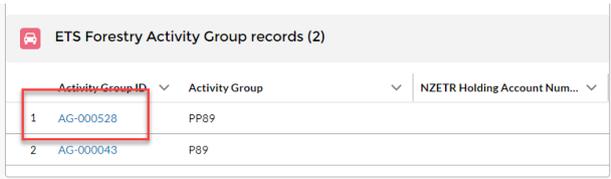
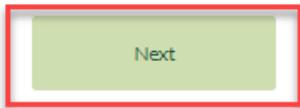
	<p>Change the base map (the background image of the map)</p>
	<p>View or hide a layer of the map</p>
	<p>Shows a list of all map layers on the map (also shows the legend of the data, and you can toggle the visibility of each layer, move layer up/down the list and change its opacity)</p>
	<p>Add layers to the map (imagery and non-imagery)</p> <p>Ticking Filter by Map View will give you only the layers that are available in your current map extent.</p>
	<p>Edit ETS data:</p> <ul style="list-style-type: none"> • Edit polygons or details to edit attributes and/or shape or delete an existing polygon • Create polygons and details to add a new polygon (planting, clearing or historic clearing)
	<p>Measure a length or an area when you draw a line or a polygon on the map</p>
	<p>View two different map layers side by side</p> <p>After selecting the layers, you can slide the slider (towards left or right) in the map to change the coverage of the layers.</p> 

	<p>View a summary of land being uploaded when registering post-1989 as standard or permanent forestry.</p>
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8.2.1 Aerial imagery

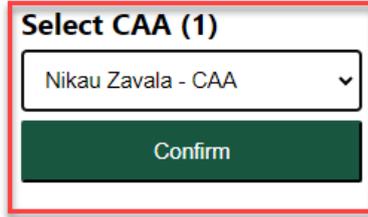
When you are updating your forest details or registering land you can view aerial imagery.

Once you have finished viewing the imagery, you can use the **I want to** menu to either discard or submit the transaction.

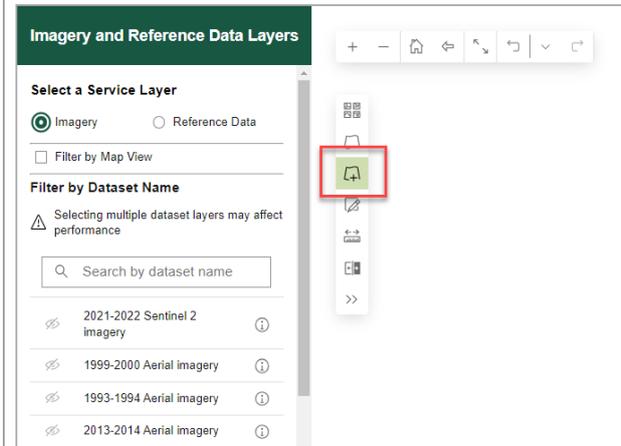
Viewing aerial imagery	
<ol style="list-style-type: none"> From your party home page, select ETS Forestry Activity Group records. 	
<ol style="list-style-type: none"> Select the carbon accounting areas (CAAs) you want to edit by clicking the checkbox on the left-hand side of the list. Click Update forest details. 	
<ol style="list-style-type: none"> Read the information displayed. Click Next. 	
<ol style="list-style-type: none"> Wait for the map of New Zealand to load before you continue. 	

Viewing aerial imagery

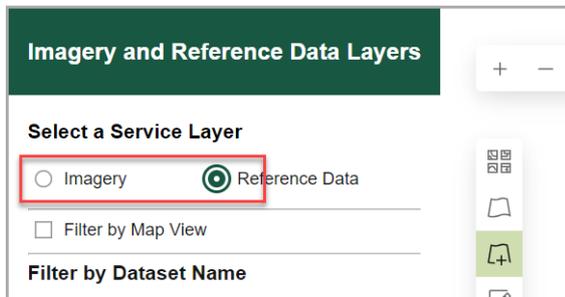
7. Select the CAA and click **Confirm**.



8. Click **Imagery and Reference Data Layers**.

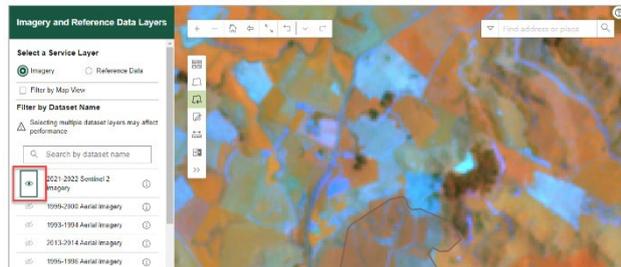


9. Select either **Imagery** or **Reference Data**.

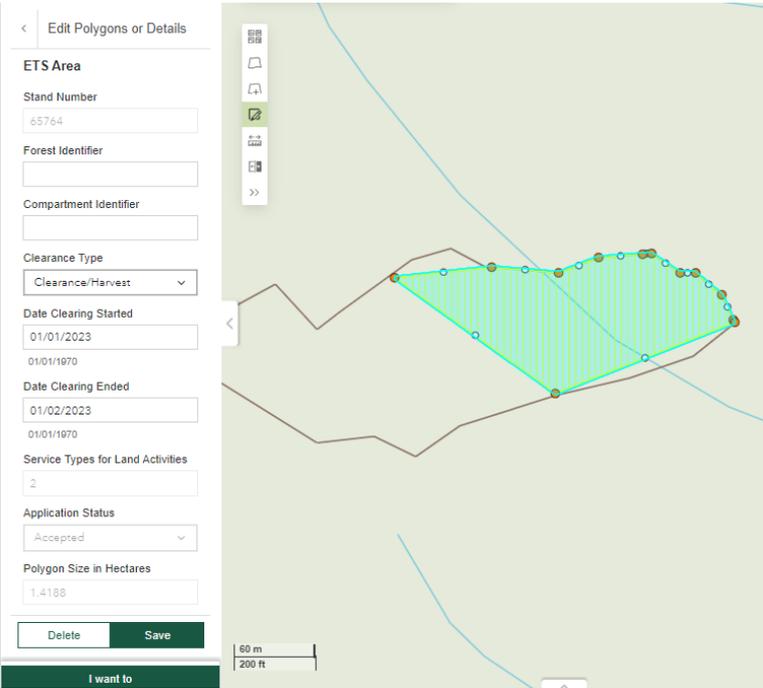
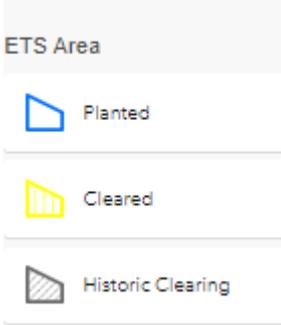


10. Toggle layers on and off clicking the 'view' icon next to each layer.

Note: Loading imagery and reference layers requires high-speed internet connection or broadband to render the maps.



8.2.2 Mapping functionality

Name	Function
<p>Edit Polygons or Details</p>	<p>Enables the selection of a map layer. When you click on a layer it will display attributes.</p> <p>For example:</p> 
<p>Create Polygons and Details</p>	<p>Enables selection of a feature template. This is where you would create planting, clearing or historic clearing polygons.</p> 
<p>Split Polygons</p>	<p>Use this tool to split a polygon.</p>
<p>Upload Shapefile</p>	<p>Use this tool to upload a shapefile.</p>
<p>Snap settings</p>	<p>Snapping is a common GIS process used during data creation and editing. Snapping is the process of aligning or adjusting the position of a feature based on the positions of other features. This ensures that features are correctly</p>

	<p>placed relative to one another and helps maintain the spatial accuracy and consistency of the data.</p> <p>For example, you might want to snap a newly created vertex of a polygon to an existing vertex of another polygon. This ensures the edges of the polygons line up and don't overlap or leave gaps.</p> <p>Enable Geometry Guides to see helpful visualisations of perpendicular and parallel lines when editing features.</p> <p>Enable Feature to Feature to allow snapping to other features in the same layer.</p>
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8.2.3 Uploading shapefiles

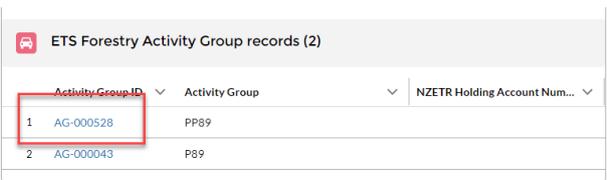
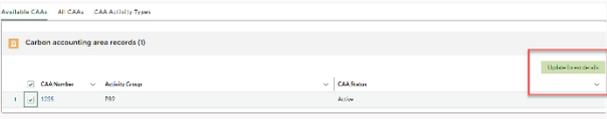
The section explains how to upload shapefiles when you update forest details. Shapefiles must meet specific schema requirements. If the shapefiles do not meet the schema, you will not be able to upload them to the system.

If you haven't worked with shapefiles before, we recommend you hire a forestry or GIS consultant to create these for you.

The schema requirements for shapefiles uploaded to Tupu-ake is available on the MPI website:

www.mpi.govt.nz/dmsdocument/54613

You can upload a shapefile that contains more than one carbon accounting area. You can include clearing and planting information in the same shapefile.

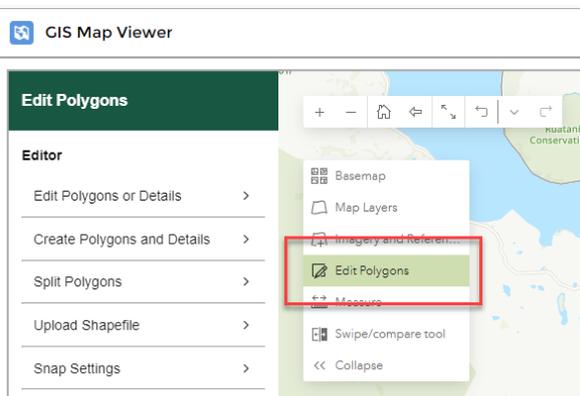
Uploading shapefiles	
<ol style="list-style-type: none"> From your party home page, select ETS Forestry Activity Group records. 	
<ol style="list-style-type: none"> Select the carbon accounting areas (CAAs) you wish to edit by clicking the checkbox on left-hand side of the list. Click Update forest details. 	
<ol style="list-style-type: none"> Read the information displayed. Click Next. 	

Uploading shapefiles

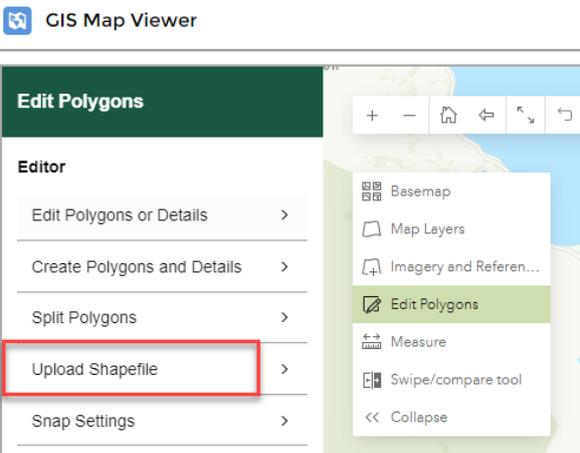
6. In the **Select CAA** dropdown menu – select a CAA and click **Confirm**.



7. Select **Edit Polygons** from the menu.

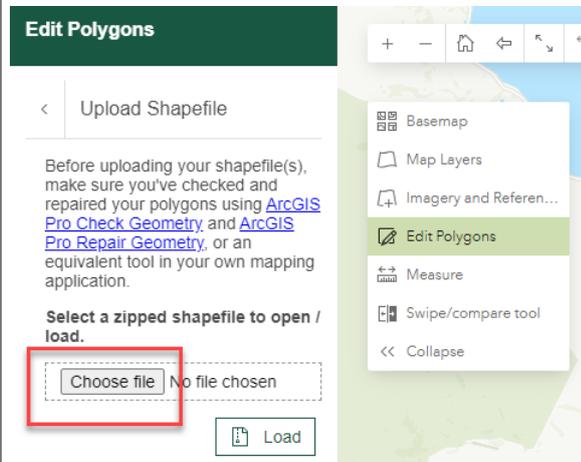


8. Select **Upload Shapefile**.



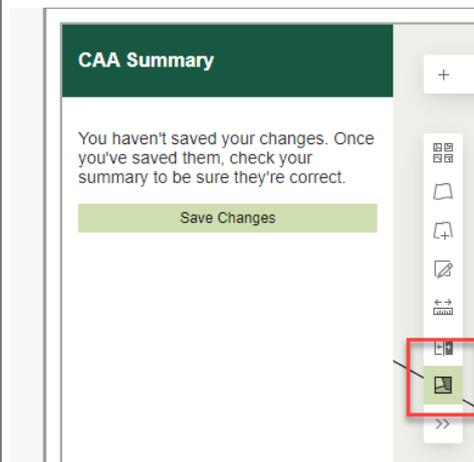
Uploading shapefiles

9. Select **Choose file** and locate the file you want to upload. Click **Load**.

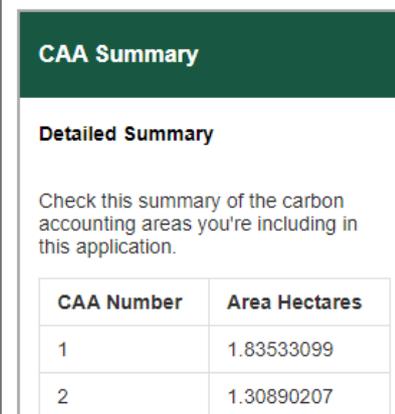


10. To view a CAA summary prior to completing the mapping click **Summary**.

If you haven't saved changes you will be prompted to before the CAA summary will display.



11. A CAA summary will display.



Uploading shapefiles

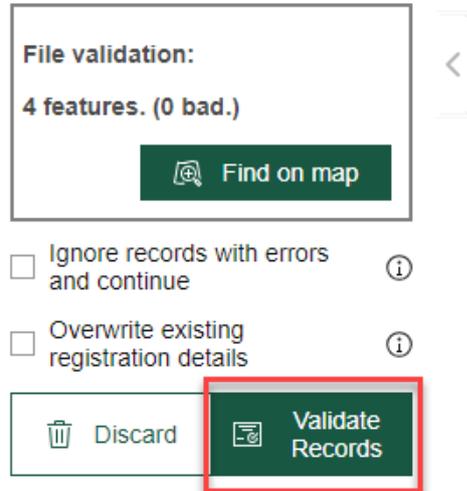
12. Click **Validate Records**. You may select the following options before you validate:

- **Ignore records with errors and continue**

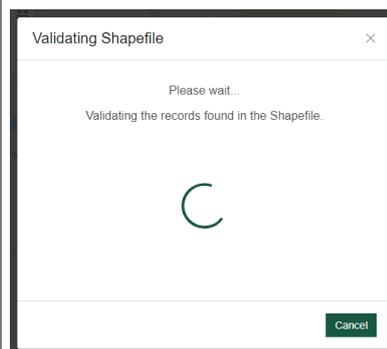
If you check this box, we'll ignore any errors in your shapefile and continue to load it. This also means that we won't load any information about carbon accounting areas that are affected by errors. If you leave this box unchecked, the file loading process will stop once the first error is found. You'll need to correct those errors in your own application before you can try loading the file again.

- **Overwrite existing forest details**

If you check this box, we will overwrite any clearing, planting or historic clearing polygons that are already in Tupu-ake. If you don't check the box and you have polygons in their shapefile that are already in Tupu-ake, we will ignore those polygons in your shapefile.



13. Tupu-ake validates the records.

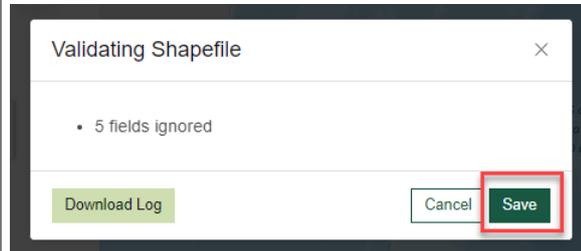


Uploading shapefiles

14. Click **Save**.

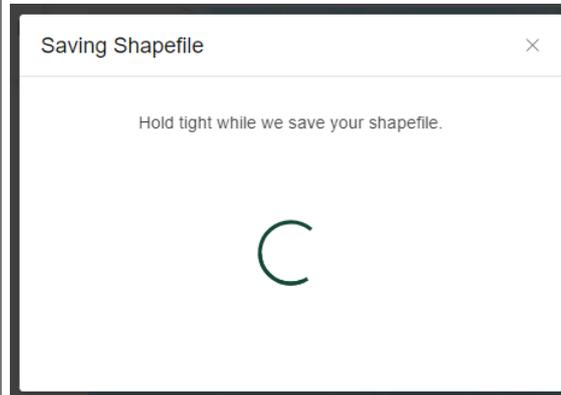
If you see a message containing the word “pass”, you will get **Save** as an option. This means your shapefile has passed the validation checks.

If your shapefile does not pass the validation checks, you can select **Download Log** to locate and help you fix the errors in your own mapping system before you try and load your shapefile again.



15. Your shapefile is saving in Tupu-ake. Once this is complete, Tupu-ake will check for issues. If any issues are found, you will be shown what they are and what actions you can take to fix them.

You cannot submit your mapping changes until all validation errors have been fixed. If there are a lot of issues, you may want to fix them in your own mapping system and try uploading the shapefile again.



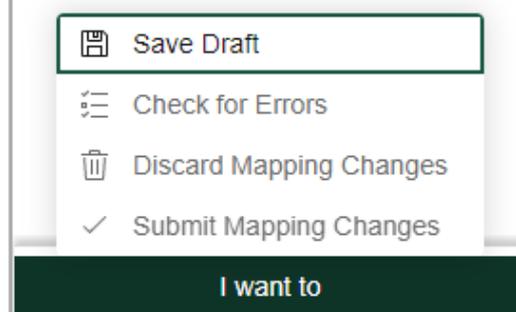
16. From the **I want to** menu in the bottom left of your screen, you can choose from the following options:

- **Save Draft**

You may wish to save your mapping changes as a draft and come back to make more changes later before submitting your final changes. Saving as a draft can be useful if you have validation errors to fix that you need to revisit, or you want to make more changes to the map.

- **Check for Errors**

Here you can run a final check that you have no further validation errors.



Uploading shapefiles

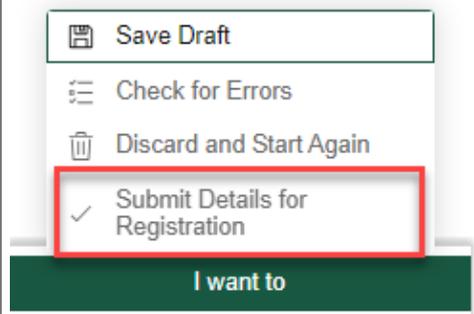
- **Discard Mapping Changes**

If you encountered validation issues and decided to fix these in your own system before trying to upload the shapefile again, you may wish to select **Discard Mapping Changes** here, which will mean nothing is saved into the Tupu-ake map yet.

- **Submit Mapping Changes**

Use this once you have completed all of your mapping changes and addressed any errors.

17. From the I want to menu, click **Submit Mapping Changes**.



18. Click **Yes, I'm sure**.

19. Click **Submit Changes**.

Are you sure you want to submit your mapping changes?

Once your changes are submitted, you'll need to create a new application to make further changes.

Yes, I'm sure.

Don't Submit

Submit Changes

20. Tupu-ake will save.

Submitting Mapping Changes

Do not refresh the screen or close the browser



8.2.4 Map a harvested area (create a clearing or historic clearing polygon)

This section explains how to map a harvested area or clearing by creating a clearing polygon. This polygon can either be a historic clearing or a clearing polygon.

Historic clearing is clearing that was completed before the land was registered in the ETS.

Mapped areas must be at least a hectare in size.

Map a harvested area (create a clearing polygon)

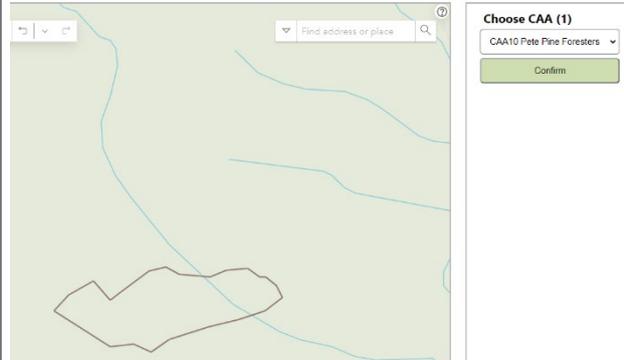
Before you begin:

- make sure you understand what changes you want to make to the forest
- check the dates the clearing started and finished.

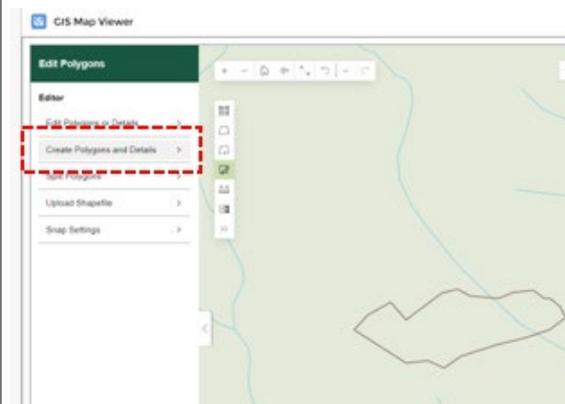
<p>1. From your party home page, select ETS Forestry Activity Group records.</p>	
<p>2. Select the carbon accounting areas (CAAs) you wish to edit by clicking first the checkbox on the left-hand side of the list and then Update forest details.</p>	
<p>3. Read the information displayed.</p> <p>4. Click Next.</p>	
<p>5. A map of New Zealand displays. Let the map load completely before you continue.</p> <p>6. Select the CAA you want to update and click Confirm.</p>	

Map a harvested area (create a clearing polygon)

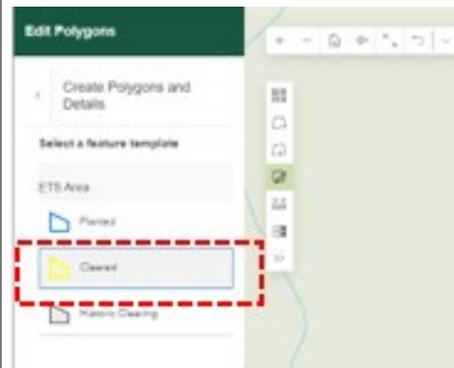
7. Once the CAA has fully loaded, you will be able to edit it.



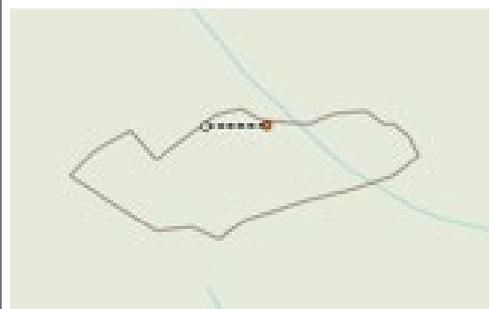
8. From the **Edit Polygons** menu, click **Create Polygons and Details**.



9. From the **Select a feature template** list, select **Cleared**.

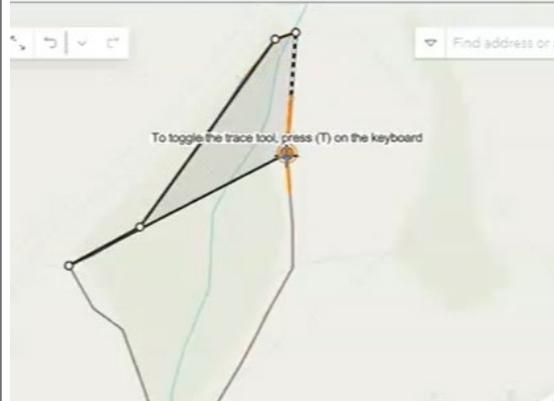


10. Click on the map to get started.



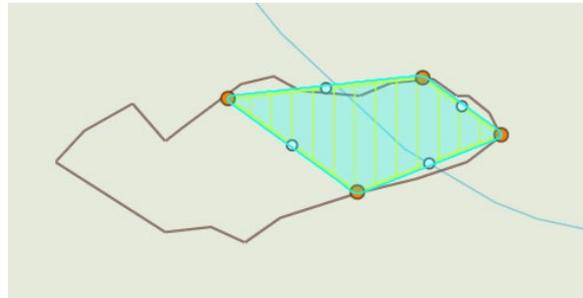
Map a harvested area (create a clearing polygon)

11. Draw the area that you want to map.



12. Double click to finish.

Once you have created an entire polygon you will be able to save. If you don't double click to close the polygon shape, you won't be able to save it.



13. In the **ETS Area** section, enter the forest details:

- **Stand number** (populates automatically)
- **Forest identifier** (optional)
- **Compartment Identifier** (optional)
- **Clearance Type** (select Clearance/ Harvest)
- **Date Clearing Started** (enter the date clearing started, format DD/MM/YYYY)
- **Date Clearing Ended** (enter the date clearing ended, format DD/MM/YYYY)

The start and end dates of each polygon need to be within the same calendar year and can't overlap with the start and end dates of the emissions return period.

Stand Number

Forest Identifier

Compartment Identifier

Clearance Type

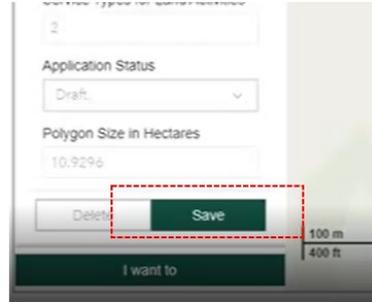
Date Clearing Started

Date Clearing Ended

Service Types for Land Activities

Map a harvested area (create a clearing polygon)

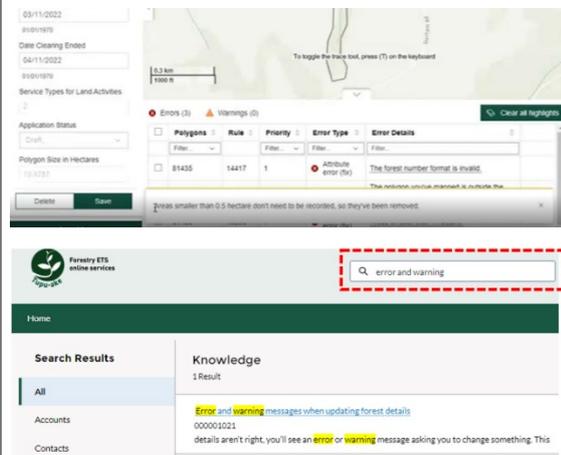
14. Click **Save**.



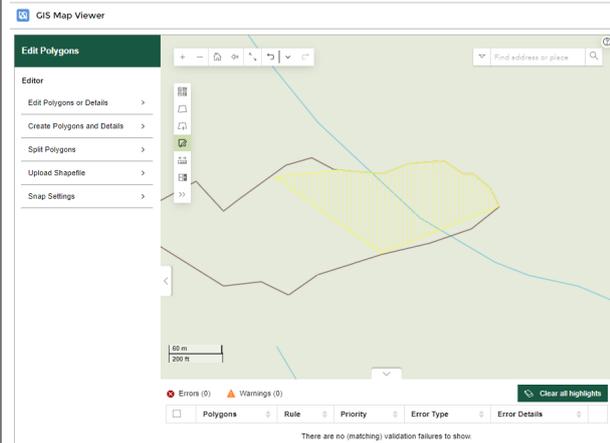
15. Resolve any errors.

Error messages are displayed below the mapping window. You must resolve these before you can progress.

To find more information on errors type **error and warning** into the search bar to bring up a knowledge article giving details of the errors and how to resolve them.



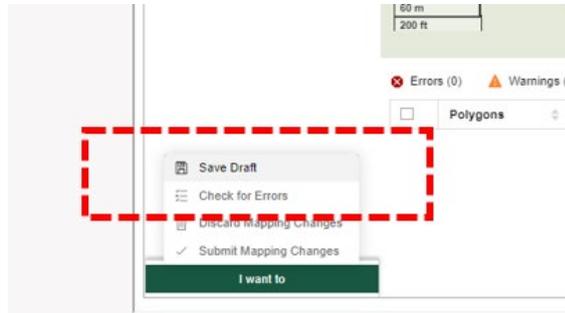
16. Cleared areas are shown as yellow on the map.



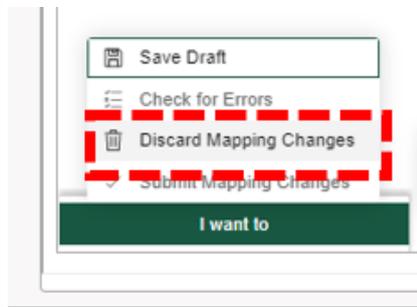
Map a harvested area (create a clearing polygon)

17. From the **I want to** menu, click **Save Draft**.

This will save the changes you have made in this session only. To submit changes to alter the spatial records you need to proceed to submitting the mapping changes.

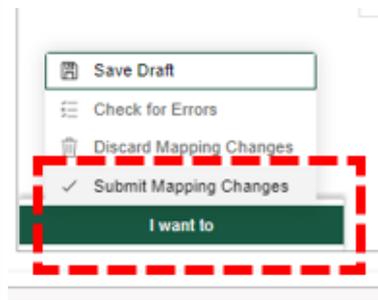


18. If want to discard the changes you've made, click **Discard Mapping Changes**. This means any mapping done in this session will not be saved in the Tupu-ake map.

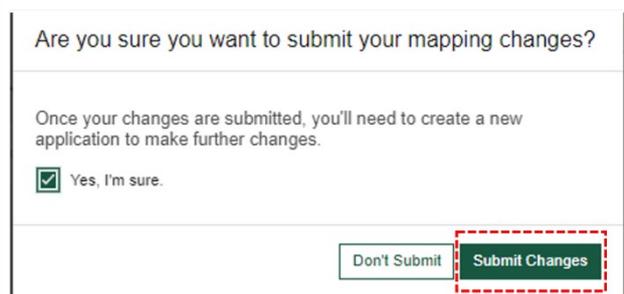


19. From the **I want to** menu, click **Submit mapping changes**.

Once mapping changes are submitted they become part of the mapping records held by Tupu-ake.

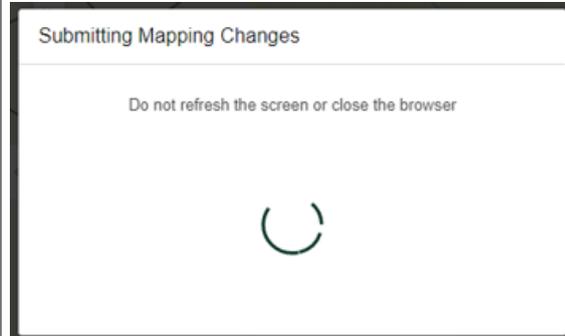


20. **Submit Changes**. Tick **Yes, I'm sure** and click **Submit Changes**.

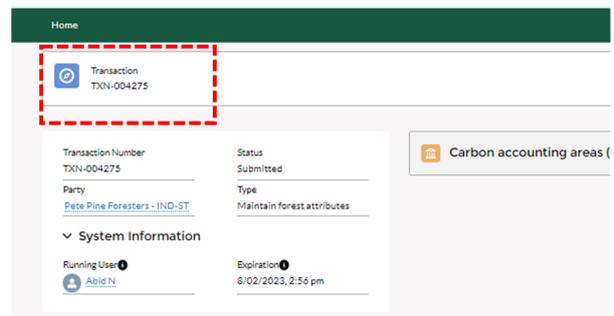


Map a harvested area (create a clearing polygon)

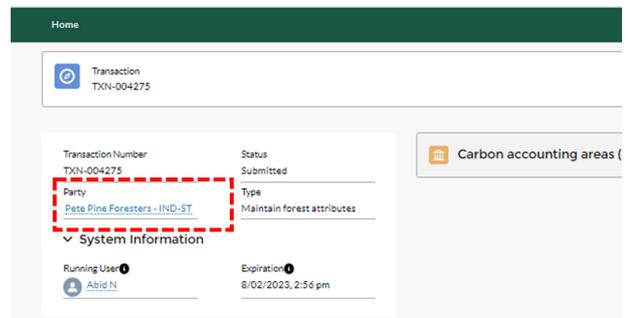
21. Mapping changes are submitted.



22. You will return to a transaction screen that shows a transaction number referring to the mapping completed.



23. To return to your party home page, click the hyperlink of your party name.



8.2.5 Map a replanted area of forest (creating a planting polygon)

This section explains how to map an area of land that has been planted. You can only map planting on areas that you've previously updated as cleared.

Map a replanted area of forest (create a planting polygon)

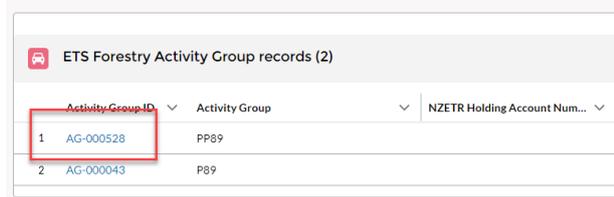
Before you begin:

- make sure you know the area that has been planted, as well as the forest species and stocking levels

Map a replanted area of forest (create a planting polygon)

- check the dates planting started and ended.

1. From your party home page, select **ETS Forestry Activity Group records**.



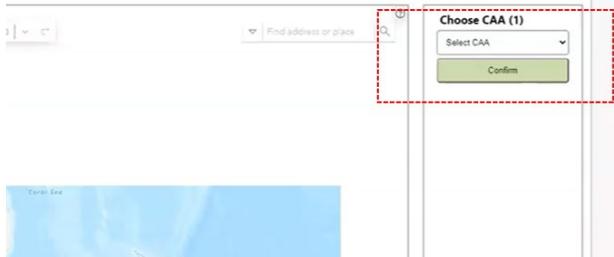
2. Select the carbon accounting areas (CAAs) you wish to edit by clicking the checkbox on left-hand side of the list, then **Update forest details**.



3. Read the information displayed.
4. Click **Next**.



5. A map of the New Zealand displays. Let the map load completely before you continue.
6. Select the CAA you want to update and click **Confirm**.

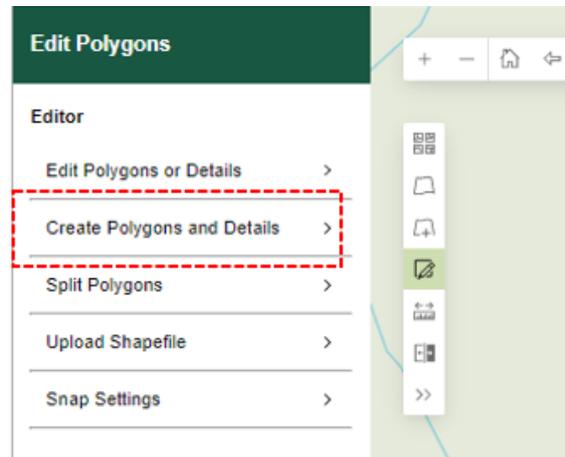


7. Once the CAA has fully loaded, you will be able to edit it.

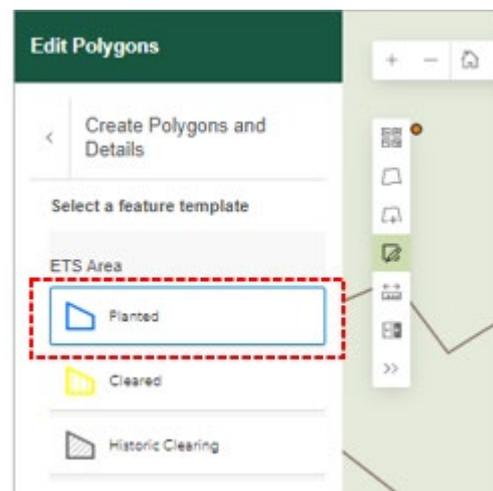


Map a replanted area of forest (create a planting polygon)

- From the **Edit Polygons** menu, click **Create Polygons and Details**.



- From the **Select a feature template** list, select **Planted**.



- Draw the area that you wish to map.

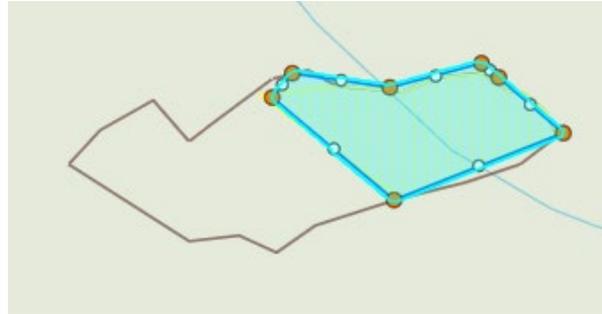
You can draw directly over the cleared polygon by following the on-screen instructions (as shown above the mapped area).



Map a replanted area of forest (create a planting polygon)

11. Double click to finish.

Tupu-ake will auto-trim the polygon to the registered land boundary if your mapping has gone over it.



12. In the **ETS Area** section, enter the forest details:

- **Stand number** (optional)
- **Forest identifier** (optional)
- **Compartment Identifier** (optional)
- **Clearance Type** (select Clearance/ Harvest)
- **Date Clearing Started** (Enter the date clearing started, format DD/MM/YYYY)
- **Date Clearing Ended** (Enter the date clearing ended, format DD/MM/YYYY)
- **Current Rotation Establishment Method**
- **Forest Type**
- **Main Species**
- **Tree Species Name**
- **Main Species – Other**
- **Potential Tree Weed Species**
- **Tree Species – Other**
- **Number of Trees**

Date Planting Started

01/01/1970

Date Planting Ended

01/01/1970

Current Rotation
Establishment Method

Forest Type

Main Species

Tree Species Name

Main Species - Other

Potential Tree Weed Species

Tree Species - Other

Number of Trees

Trees per Hectare

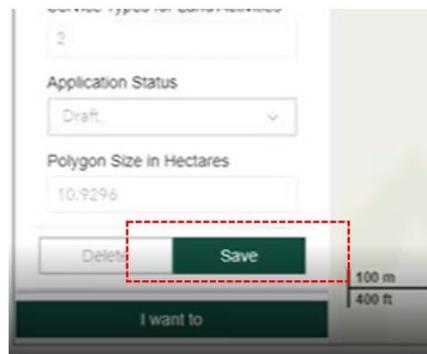
Map a replanted area of forest (create a planting polygon)

- **Trees per Hectare** (automatically populates when you enter **Number of Trees**)

The start and end dates of each polygon need to be within the same calendar year and can't overlap with the start and end dates of the emissions return period.

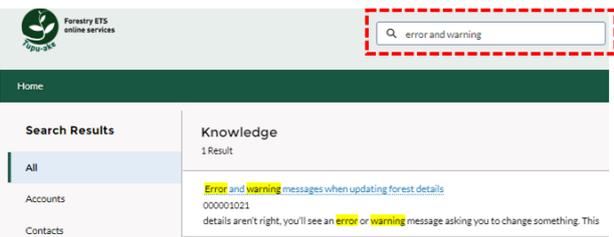
Onscreen prompts will give recommended values.

13. Click **Save**.



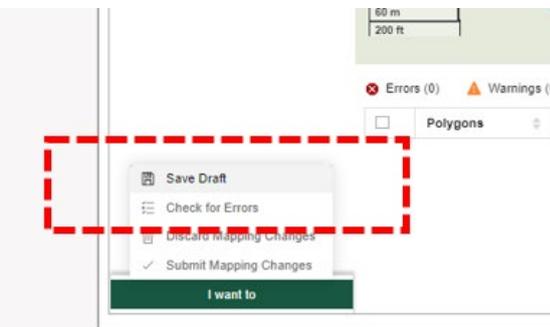
14. Resolve any validation errors. These are listed below the map.

Note: Type **error and warning** into the search bar to bring up a knowledge article giving details of the validation errors and how to resolve them.



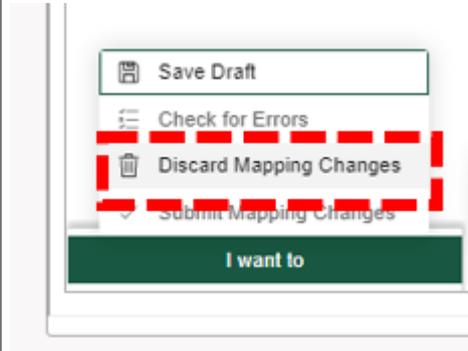
15. From the **I want to** menu, click **Save Draft**.

This will save the changes you have made in this session only. To submit changes to alter the spatial records you need to proceed to submitting the mapping changes.



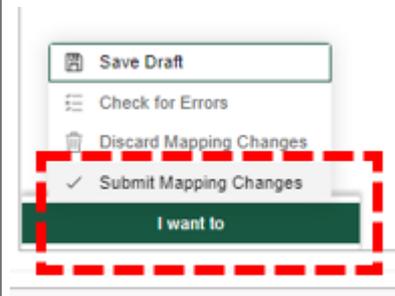
Map a replanted area of forest (create a planting polygon)

16. If you want to discard your changes, click **Discard Mapping Changes**.

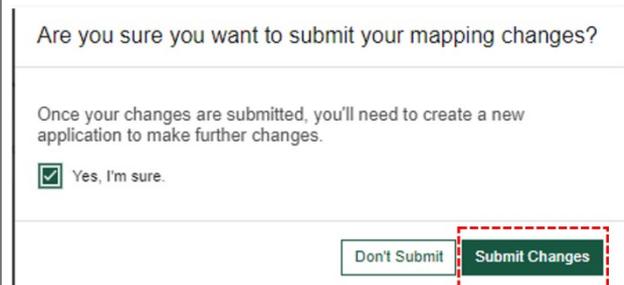


17. From the **I want to** menu, click **Submit mapping changes**.

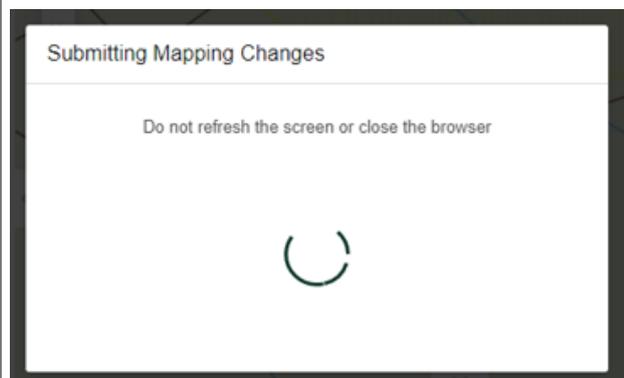
Once mapping changes are submitted they become part of the mapping records held by Tupu-ake.



18. Tick **Yes, I'm sure** and click **Submit Changes**.

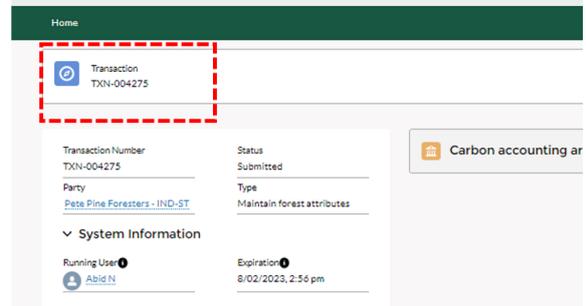


19. Mapping changes are submitted.

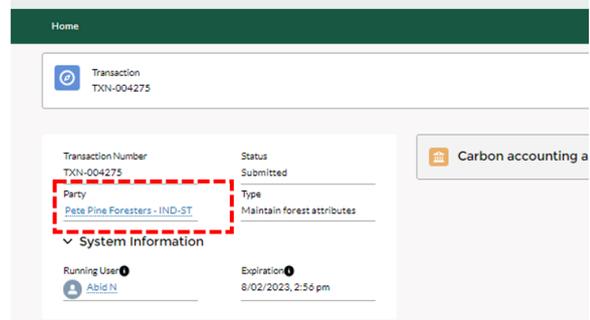


Map a replanted area of forest (create a planting polygon)

20. You will return to a transaction screen that shows the transaction number referring to the mapping completed.



21. Click the hyperlink of your party name to return to your party home page.



8.2.6 Delete a polygon

You can delete any polygons within the stack except for registration polygons.

If you want to remove registered land from the ETS, you must use the service *Apply to remove whole carbon accounting areas* or *Apply to remove parts of carbon accounting areas*.

You can't delete a polygon that has another polygon on top of it.

Delete a polygon

1. From your party home page, select **ETS Forestry Activity Group records**.

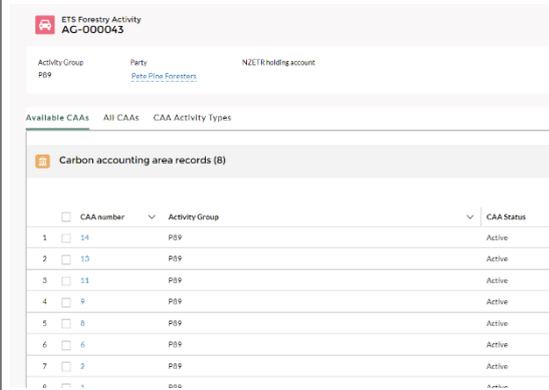
The screenshot shows a table titled 'ETS Forestry Activity Group records (2)'. The table has three columns: 'Activity Group ID', 'Activity Group', and 'NZETR Holding Account Num...'. The first row is highlighted with a red dashed box. The second row is also visible.

	Activity Group ID	Activity Group	NZETR Holding Account Num...
1	AG-000528	PP89	
2	AG-000043	P89	

Delete a polygon

2. Select the carbon accounting areas (CAAs) you want to edit by clicking the checkbox on the left-hand side of the list.

You can select multiple CAAs at this point but you can only edit one CAA at a time.



ETS Forestry Activity
AG-000043

Activity Group: P59 Party: NZETS holding account: Pukekohe Foresters

Available CAAs All CAAs CAA Activity Types

Carbon accounting area records (8)

	<input type="checkbox"/> CAA number	Activity Group	CAA Status
1	<input type="checkbox"/> 14	P59	Active
2	<input type="checkbox"/> 13	P59	Active
3	<input type="checkbox"/> 11	P59	Active
4	<input type="checkbox"/> 9	P59	Active
5	<input type="checkbox"/> 8	P59	Active
6	<input type="checkbox"/> 6	P59	Active
7	<input type="checkbox"/> 2	P59	Active
8	<input type="checkbox"/> 1	000	Active

3. Click **Update forest details**.



4. Read the information displayed.
5. Click **Next**.

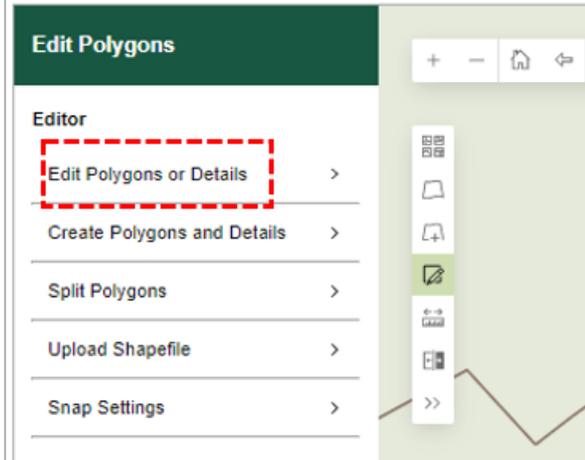


6. A map of New Zealand displays. Let the map load completely before you continue.
7. Select the CAA you want to update and click **Confirm**.

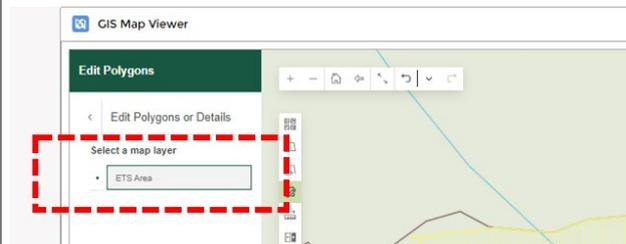


Delete a polygon

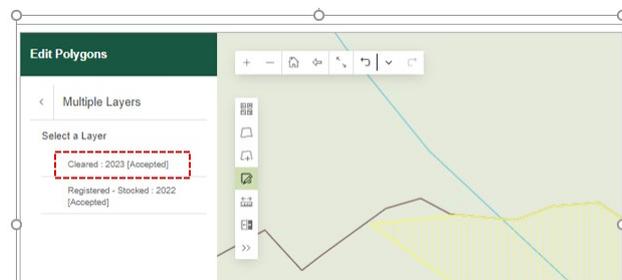
- From the **Edit Polygons** menu, click **Edit Polygons or Details**.



- Click on **ETS Area**.

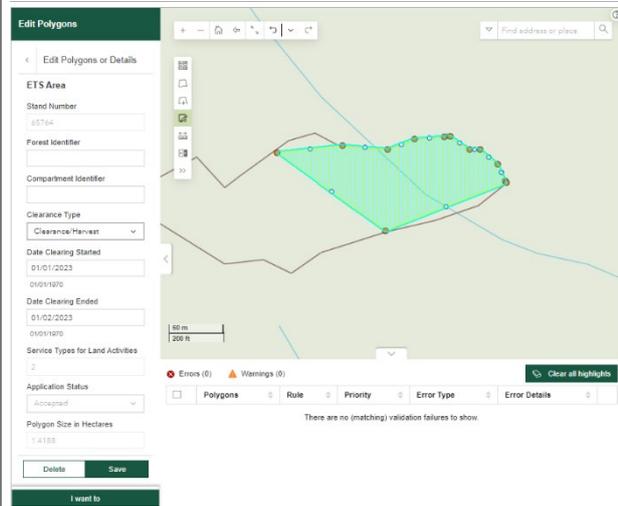


- Select the layer.

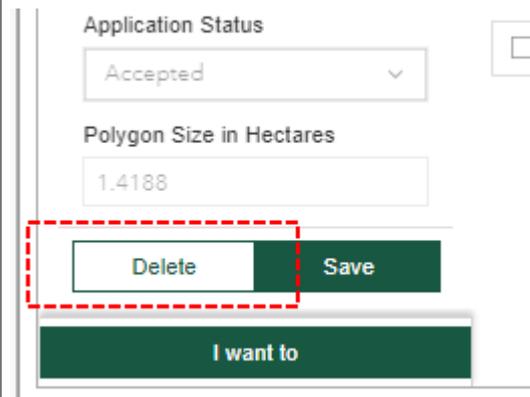


Delete a polygon

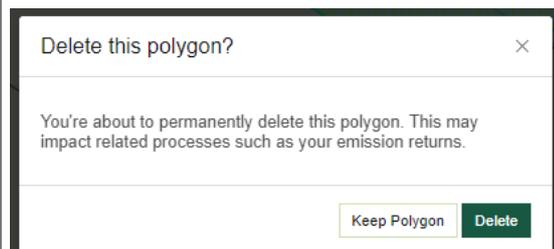
11. Selecting the layer will highlight the polygon.



12. Click **Delete**.



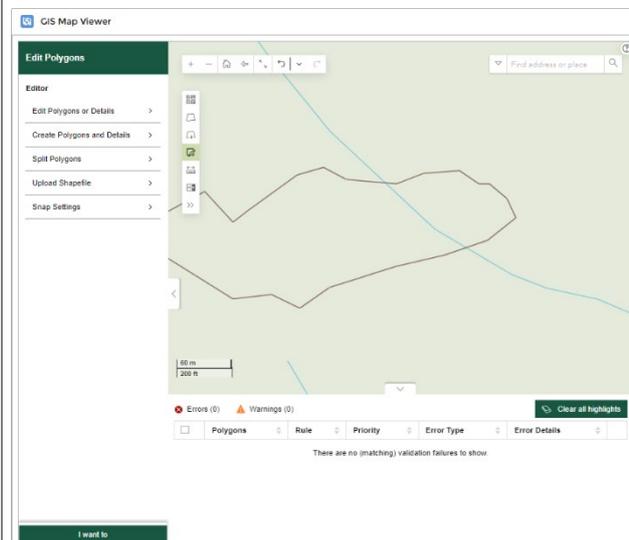
13. Read the text and click **Delete**.



Delete a polygon

14. Polygon is deleted.

Note: You can click undo to reverse this process, but only while you remain in the session. If you exit the GIS Map viewer this function will not be available.



8.2.7 Splitting polygons

You can split any type of polygon. There are tool options available to split polygons – you can either draw a line or a shape.

If carbon accounting areas contain trees of different ages and types, you can split the polygons to accurately reflect the forest type and year the trees were planted.

Split polygons must be at least one hectare in size. You cannot split polygons by uploading a shapefile.

Splitting a registration polygon

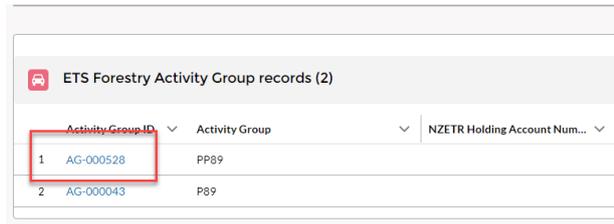
- Registration polygons can be split in the Tupu-ake map.
- If you want to split the registration polygon you will first need to delete all other layers in the stack until only the registration polygon remains. You can then redraw the clearing, planting or historic clearing polygons (you can add your forest details polygons via loading a shapefile or in the Tupu-ake map).
- Registration polygons cannot be deleted.

Splitting a planting, clearing, or historic clearing polygon

- Polygons used to update forest details can be split in the Tupu-ake map.
- You do not need to remove any of the other polygons in the stack first.

Splitting polygons

- From your party home page, select **ETS Forestry Activity Group records**.



- Select the carbon accounting areas (CAAs) you want to edit by clicking first the checkbox on the left-hand side of the list, then **Update forest details**.



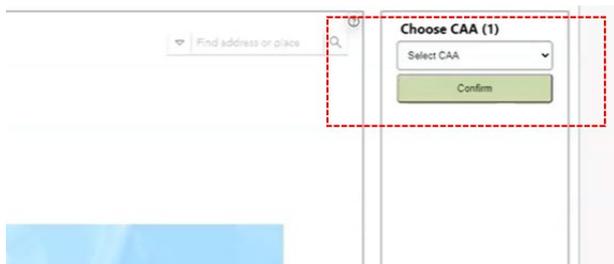
- Click **Update forest details**.



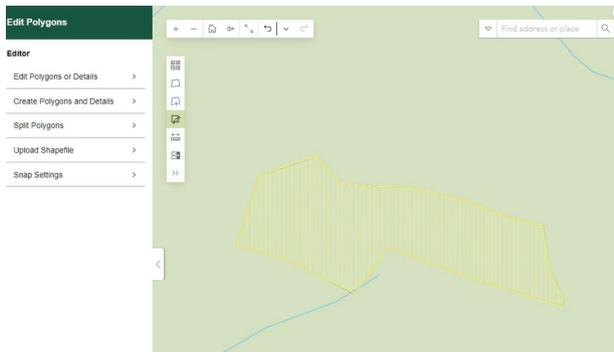
- Read the information displayed.
- Click **Next**.



- A map of New Zealand displays. Let the map load completely before you continue.
- Select the CAA you want to update and click **Confirm**.

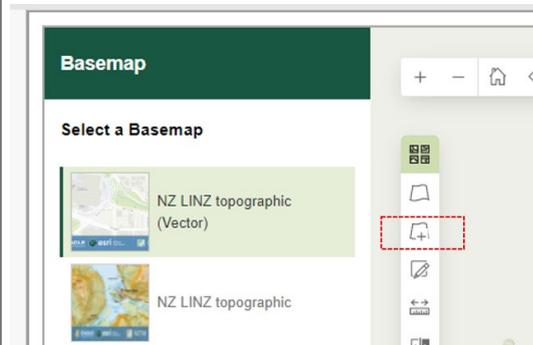


- Once the CAA has fully loaded, you will be able to edit it.

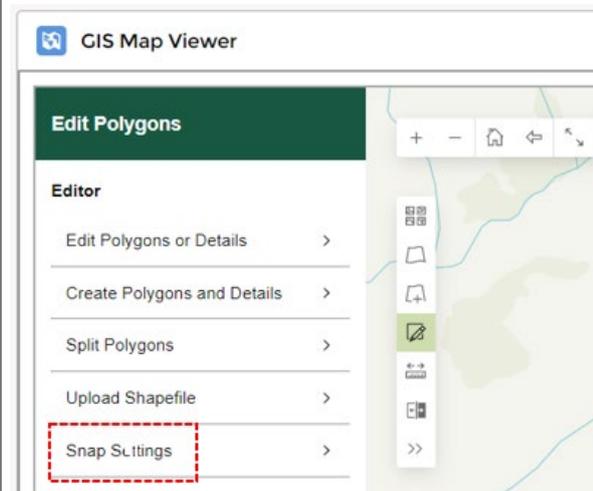


Splitting polygons

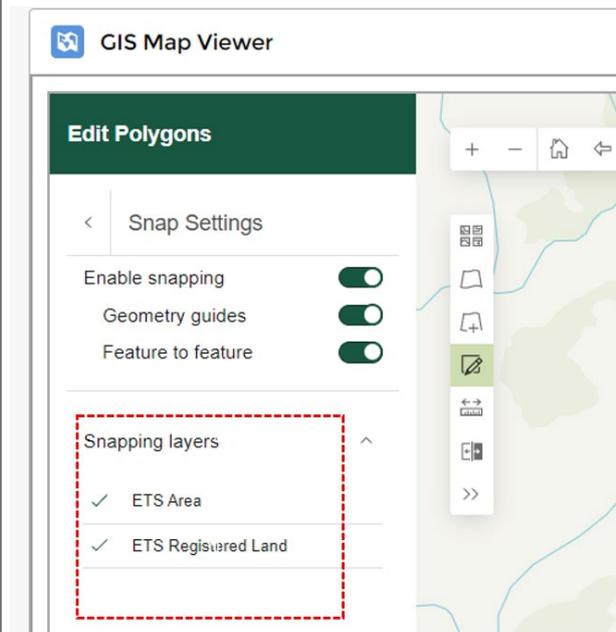
9. Select the icon to edit polygons.



10. Click **Snap Settings**.

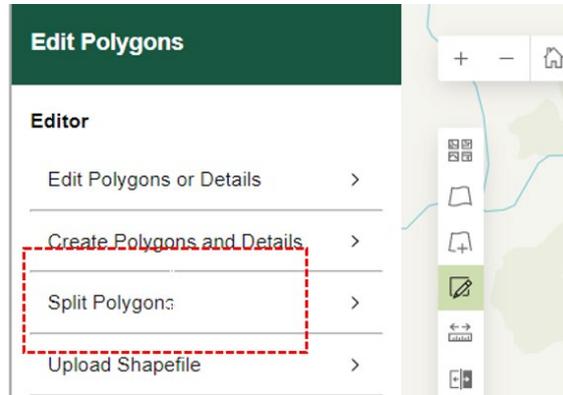


11. Make sure both **ETS Area** and **ETS Registered Land** are ticked and click the arrow to take you back to the previous menu.

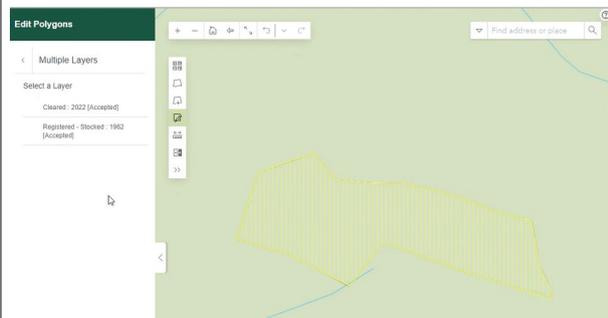


Splitting polygons

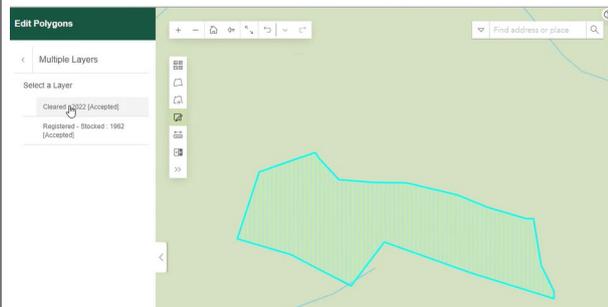
12. Select **Split Polygons**.



13. Click on the mapped area.

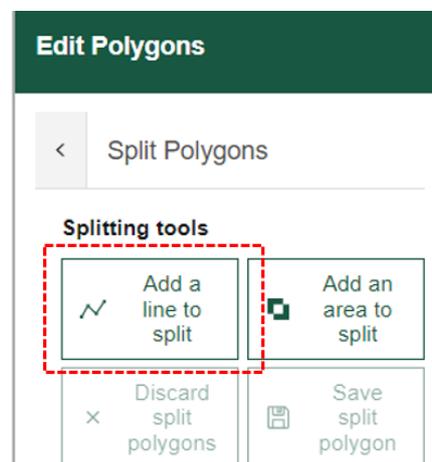


14. Select the polygon you want to split.



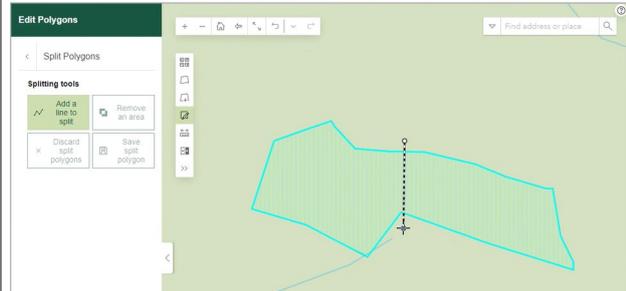
15. Click **Add a line to split**.

(Selecting **Add an area to split** instead will allow you to draw a shape resulting in the split of the polygons.)



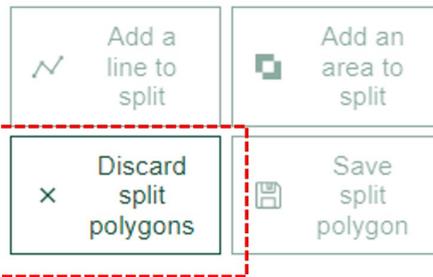
Splitting polygons

16. Click to start and draw the line where you want to split the polygon. Double click to finish.

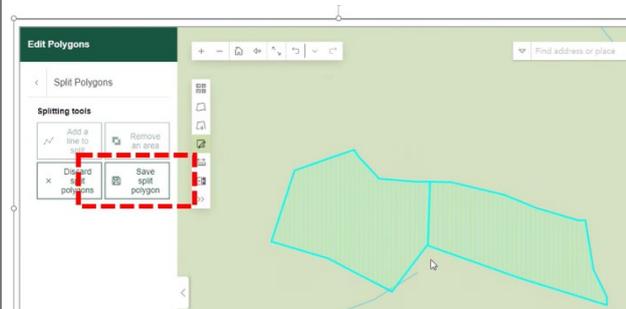


17. If you want to discard your changes, click **Discard split polygons**.

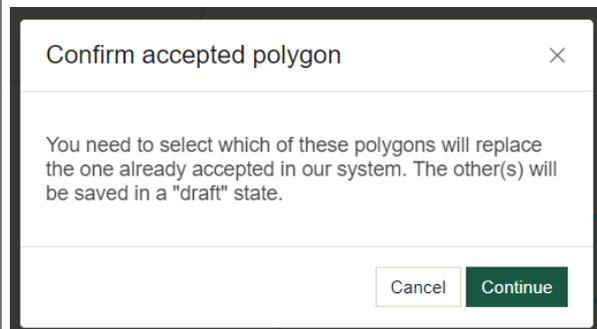
Splitting tools



18. Click **Save split polygon**.



19. Click **Continue**.



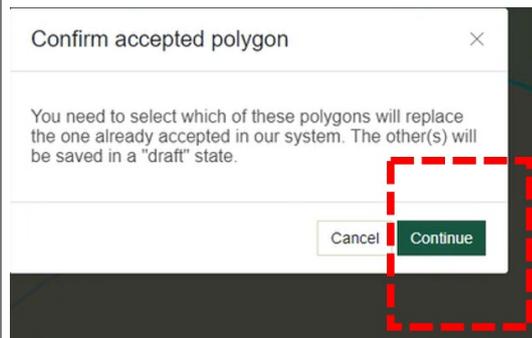
Splitting polygons

20. You will be asked to select the accepted polygon. You can do this by selecting either of the polygons.

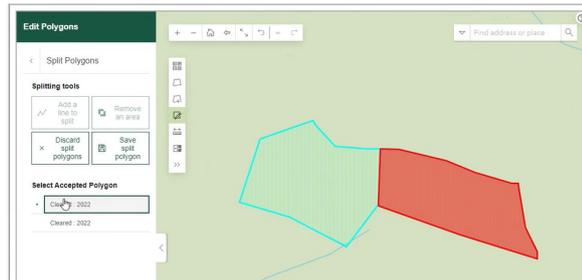
21. The selected polygon will be highlighted red.



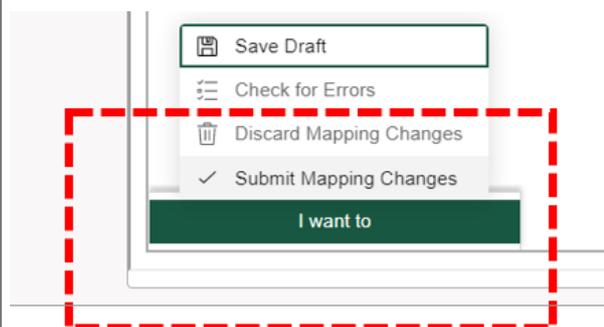
22. Click **Continue**.



23. Accepted polygon will be highlighted.

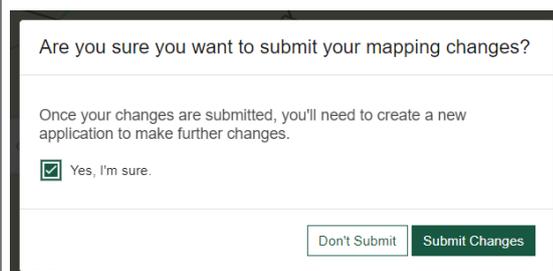


24. Click **I want to** and **Submit Mapping Changes**.



25. Click **Yes I'm sure** and **Submit Changes**.

26. The changes will be saved. You will return to your party home page.



9.0 Getting started in the ETS

9.1 Apply for a ruling

An emissions ruling is a formal decision on how ETS rules apply. It is a conclusive answer for a specific situation.

For more information about emissions rulings, read the guidance on the MPI website:

www.mpi.govt.nz/apply-for-a-formal-decision-about-a-forestry-related-matter-in-the-ets-emissions-ruling/

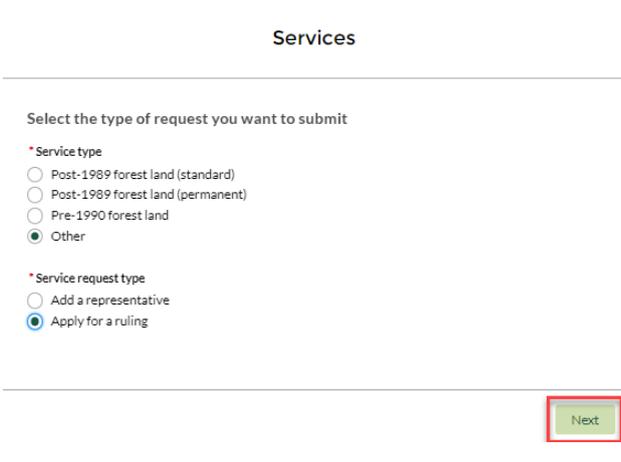
Apply for a ruling

Before you begin:

- complete the application form
- prepare your supporting information ready to upload.

Download the emissions ruling application form from the MPI website:

www.mpi.govt.nz/dmsdocument/47608

<p>1. From the party home page, click Services.</p>	
<p>2. Select Other and Apply for a ruling .</p> <p>3. Click Next.</p>	

Apply for a ruling

4. Read the information displayed.
5. Click **Next**.

Next, check you have the required information and documents.

your forest details are up to date and there are no transactions and involved. For more information on this type of request, visit [our](#)

Previous

Next

6. Click **Upload Files** to upload the completed application form and any supporting documentation.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Upload Files Or drop files

Upload Files 25MB or more

Name	Added By	Date Added
------	----------	------------

7. Click **Make Payment**.

Once you've paid, the case status will change from **Draft** to **Submitted**.

Note the case number of your application. You will need this to refer to if you contact us or want to check back on progress.

The screenshot shows a web interface for a case. At the top right, there is a green button labeled 'Case Payment' which is highlighted with a red dashed box. Below it, there is a 'Documents' section with a table of uploaded files.

Name	Added By	Date Added	Hide
1 Forestry Emissions Ruling - ABEN	ABEN	14/11/2022	
2 Forestry Emissions Template - ABEN	ABEN	14/11/2022	
3 Forestry Emissions Template - ABEN	ABEN	14/11/2022	
4 Forestry Emissions Template - ABEN	ABEN	14/11/2022	
5 Forestry Emissions Template - ABEN	ABEN	14/11/2022	

8. You will receive an email from us showing your request has been processed.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme
 Te Uru Rākau - New Zealand Forest Service
 Ministry for Primary Industries - Manatū Ahu Matua
 Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand

Te Uru Rākau  **New Zealand Forest Service**

9.2 Apply to register post-1989 forest land as standard or permanent forestry (initial registration and adding more land)

You can apply to register post-1989 land as standard forestry or permanent forestry. Follow this service for initial registration or adding more land to an existing registration.

If you are unsure whether your land is eligible to register in the ETS, you may consider applying for an emissions ruling prior to applying to register forest land. See the *Applying for a ruling* section of this guide for information about emissions rulings.

Find out what makes forest land eligible to enter the ETS on the MPI website:

www.mpi.govt.nz/how-forest-land-is-defined-in-the-ets/

Providing digital maps of your land

When applying to register land, you must provide digital maps (known as shapefiles) of the land. Tupu-ake's mapping tool is limited and is only available to modify shapefiles or upload new shapefiles, rather than to create shapefiles. Read the *Mapping and spatial data in Tupu-ake* section of this guide for information about the mapping functions in Tupu-ake.

Shapefiles must meet specific schema requirements. If the shapefiles do not meet the schema, you will receive error messages and it won't upload into the system. The schema requirements are available within Tupu-ake. Search for 'schema' or 'shapefile' in the search bar to find the relevant knowledge article.

If you haven't worked with shapefiles before, we recommend you hire a forestry or GIS consultant to create these for you.

Application fees and the annual charge

There is a fee for applying to register post-1989 forest land in the ETS. The amount of this fee depends on the size of the area of land in your application.

You will also need to pay an annual charge for every year you are registered in the ETS with post-1989 forest land. This is \$30.25 per hectare of post-1989 forest land you have in the ETS. If you have carbon accounting areas that contain only native (indigenous) forest younger than 6 years old, these areas can be exempt from the annual charge. To find out how to get carbon accounting areas excluded from the annual charge, see section 11.3.5: *Exclude carbon accounting areas from the annual charge*.

Find out more about ETS fees and charges on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

More information about applying to register land is available on the MPI website:

www.mpi.govt.nz/registering-in-the-ets-with-post-1989-forest-land/

For more help, watch this YouTube video showing someone registering post-1989 forest land:

www.youtube.com/watch?v=EofPDbx4nZE&list=PLbbyF3O99cQ3xJvkb9DM73lwvneDgULxD&index=9

Apply to register post-1989 forest land as standard or permanent forestry

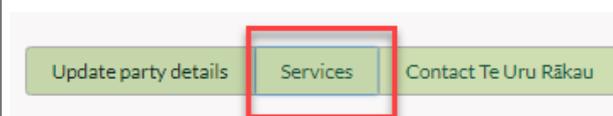
Before you begin:

- have your New Zealand Emissions Trading Register (NZETR) holding account number ready
- decide how many carbon accounting areas (CAAs) you want to create
- prepare a digital map (shapefile) of the land
- prepare the relevant consents, if required
- prepare your supporting information to show the land is post-1989 forest land.

Download the application form from the MPI website:

www.mpi.govt.nz/dmsdocument/13212

1. From the party home page, click **Services**.



2. For initial registrations, select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Apply to join or leave the ETS**, then **Apply to register post-1989 forest land**.

or

For adding additional land, select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Add, update or reconfigure forest land**, then **Apply to register more forest land**.

3. Click **Next**.

Services

Select the type of request you want to submit

*Service type

Post-1989 forest land (standard)

Post-1989 forest land (permanent)

Pre-1990 forest land

Other

*Service request type

Submit an emissions return

Apply to join or leave the ETS

Add, update or reconfigure forest land

Tell us about a change to ownership, rights or leases

Measure the forest

*Service request subtype

Update forest details

Apply to register more forest land

Apply to reconfigure forest areas

Apply to remove whole carbon accounting areas

Apply to remove parts of carbon accounting areas

Apply to change registered activity

Apply to offset forest land

Next

Services

Select the type of request you want to submit

*Service type

Post-1989 forest land (standard)

Post-1989 forest land (permanent)

Pre-1990 forest land

Other

*Service request type

Submit an emissions return

Apply to join or leave the ETS

Add, update or reconfigure forest land

Tell us about a change to ownership, rights or leases

Measure the forest

*Service request subtype

Apply to register post-1989 forest land

Apply to deregister

Next

Apply to register post-1989 forest land as standard or permanent forestry

4. Read the information displayed.
5. Click **Next**.

Services

Applying to register post-1989 forest land (standard forestry)

Before you submit an application to register forest land in the ETS, make sure you understand what's involved.

[Registering in the ETS with post-1989 forest land](#)

If you're sure you'd like to join the ETS, the first step is to make sure you've got the right information to support your application. For the registration of post-1989 forest land, this includes:

- A New Zealand Emissions Trading Register (NZETR) holding account number

All transactions involving units are made through the NZETR, another government agency that's managed by the Environmental Protection Authority (EPA). Before you can register in the ETS, you must open an NZETR holding account.

[Open a holding account in the NZETR](#)

Previous **Next**

6. Click **Map Land**.

Note: After clicking **Map Land** your session will not save permanently to the Tupu-ake record until you have submitted your mapping in the **I want to** menu.

This means if it gets interrupted in any way you will need to start back at **Map Land** and reupload your shapefile. You cannot resume the transaction through the **Resume transaction** button available under the **Transaction record**.

The screenshot shows a navigation bar with 'Home' and 'Privacy and security'. Below it, there's a table with columns for Application (APP-0004848), Action (Draft Application), and Direction (No Direction). The 'Map Land' button is highlighted with a red dashed box. Below the table, there's a progress bar with steps: Draft Application, Map Land, Complete Declaration, Make Payment, and Submitted. The 'Map Land' step is currently active.

7. Read the text displayed and click **Next**.

Map Land

When you apply to register post-1989 forest land in the ETS, you must map the land into carbon accounting areas (CAAs). A CAA is an area of forest land that is used for calculating carbon gains and losses. You earn and pay New Zealand Units (NZUs or units) based on changes in the amount of carbon in each CAA.

On the next screen you'll be taken to our mapping application, where you can create new CAAs, select ones you've previously created, and upload shapefiles. A shapefile is an electronic file that includes information on land features, location and details, and map specifications.

The 'Create CAA' button will let you create up to 100 new CAAs at a time. You won't be able to upload your shapefile until you've created your CAA. Every polygon in your shapefile must be associated with a CAA number. This CAA number must align to the CAAs you create before you upload your shapefile. If they don't align, your shapefile won't be accepted. To fix this, you'll need to correctly associate your polygons with CAA numbers in your own mapping system and try loading your shapefile again.

There's a particular way to map forest land in the ETS, and to supply this information to us. Your mapping information must meet the requirements set out in the Geospatial Mapping Information Standard. We can't register your eligible land in the ETS if these requirements aren't met.

[Find out how to map forest land in the ETS](#)
[Find out more about choosing carbon accounting areas](#)
[Geospatial Mapping Information Standard](#)

If you're ready to start mapping your forest land, click **Next**:

Next

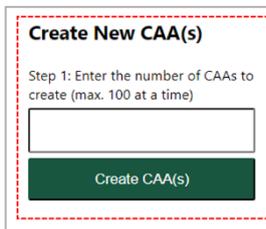
Apply to register post-1989 forest land as standard or permanent forestry

8. Wait for the map of New Zealand to load fully before you continue.

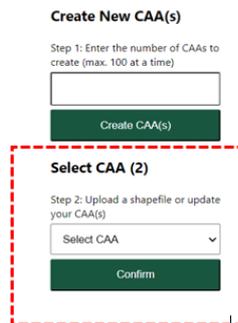


9. Enter the number of CAAs that you want to create and click **Create CAA(S)**.

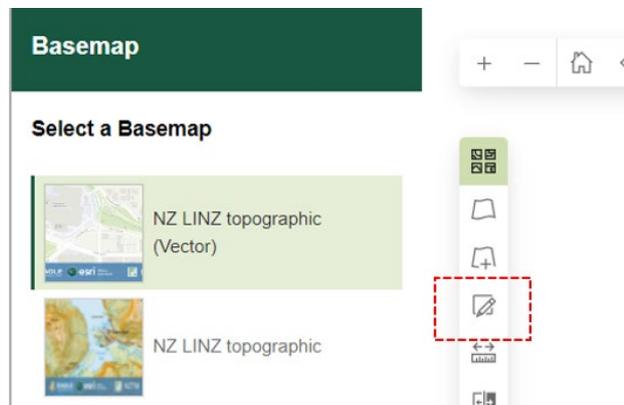
Note: This must match the number of CAA(s) in your shapefile. If you create more CAAs than you need, once you have completed your mapping the CAAs you don't use will be deleted. You can do max 100 at a time using this button. If you have more than 100, just repeat this step.



10. A box will appear below the **Create New CAA(s)** field with the newly created CAAs.

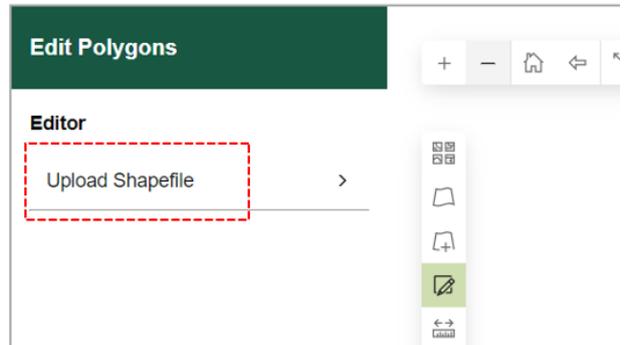


11. Click the symbol with an image of a pen and paper to edit polygons.

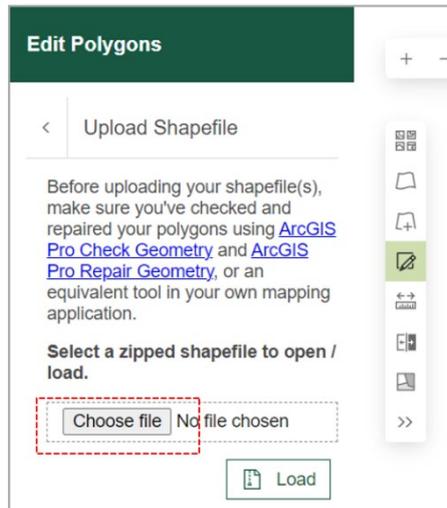


Apply to register post-1989 forest land as standard or permanent forestry

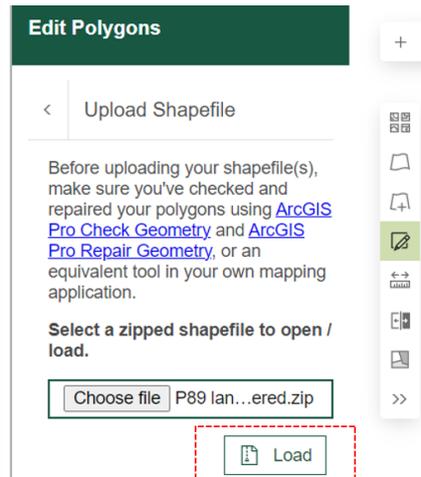
12. Click **Upload Shapefile**.



13. Click **Choose file**. Select your shapefile and upload it.



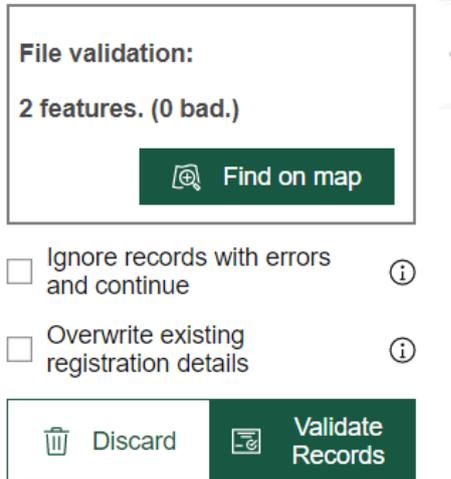
14. Click **Load**.



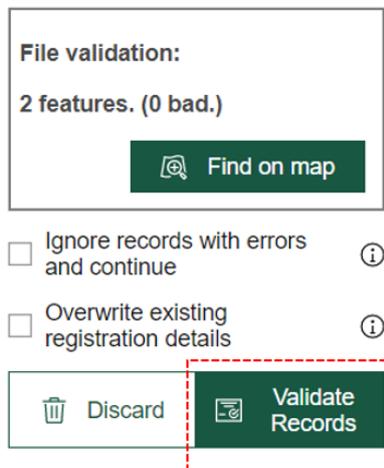
Apply to register post-1989 forest land as standard or permanent forestry

15. The following fields will appear:

- **Find on map** – Will display CAAs in map viewer
- **Ignore records with errors and continue** – We validate certain fields in your shapefile as we upload it. If you select this option, any field that has an error will be ignored and not uploaded into Tupu-ake.
- **Overwrite existing registration details** – If you uploaded a shapefile and save it as a draft, then exit the map, we will overwrite any draft polygons you've already uploaded. If you don't select this option, we will ignore any draft polygons that you've already uploaded.



16. Click **Validate Records**.

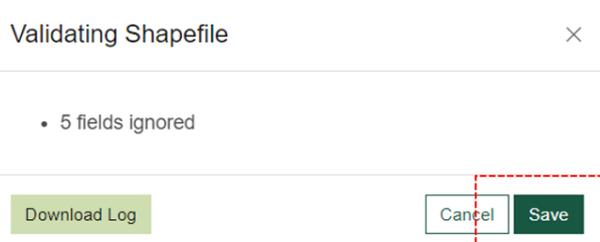


17. A dialogue box will display. Click **Save**.

Tupu-ake will save the shapefile and check for errors.

You can download a log of the errors by clicking the **Download Log** button to the left of the save button.

Tupu-ake will ignore any fields that do not match the shapefile schema.



Apply to register post-1989 forest land as standard or permanent forestry

18. Tupu-ake will show a list of errors, warnings, and supporting information you need to upload. These are based on the mapping information you've provided. If you hover your cursor over the **Error Details** message, more information will show on the screen.

Errors need to be fixed outside of the system and the shapefile reuploaded.

Warnings need to be acknowledged with the "I want to" button.

Information – no action needed.

Click **Download** to download a copy of everything in the table.

Polygons	Rule	Priority	Error Type	Error Details
137888	15001	1	Information (read)	Upload a copy of your grant-funded forest agreement/contract.
137888	14409	1	Information (read)	Recently-established forest area requires supporting information.
137889	15001	1	Information (read)	Upload a copy of your grant-funded forest agreement/contract.

19. For each item in the list, click on the **I want to** button.

Note: For more information on errors and warnings, type **error and warning** in the search bar to bring up a knowledge article giving details of the validation errors and how to resolve them.

Information (read)	Error Details	Action
Information (read)	Upload a copy of your grant-funded forest agreement/contract.	I want to...
Information (read)	Recently-established forest area requires supporting information.	
Information (read)	Upload a copy of your grant-funded forest agreement/contract.	
Information (read)	Recently-established forest area requires supporting information.	

20. The following menu options will appear:

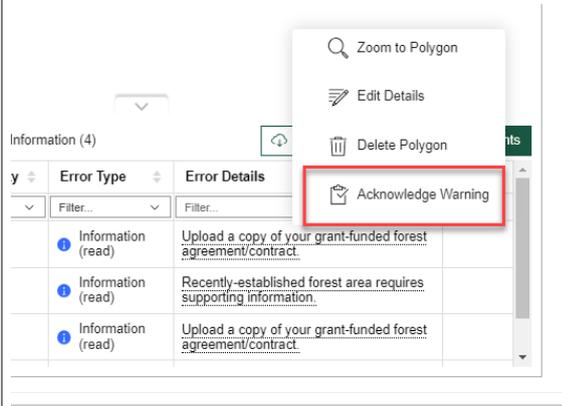
- Zoom to polygon
- Edit details
- Delete Polygon
- Acknowledge Warning

Information (read)	Error Details	Action
Information (read)	Upload a copy of your grant-funded forest agreement/contract.	I want to...
Information (read)	Recently-established forest area requires supporting information.	
Information (read)	Upload a copy of your grant-funded forest agreement/contract.	
Information (read)	Recently-established forest area requires supporting information.	

Apply to register post-1989 forest land as standard or permanent forestry

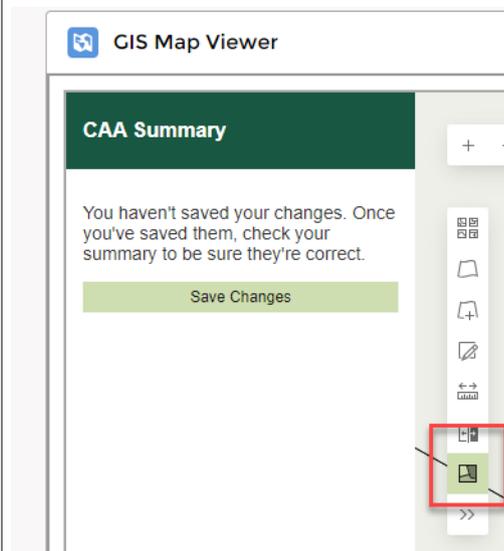
21. Click **Acknowledge Warning** for each warning message.

You must acknowledge warnings before you can continue. You aren't required to acknowledge items listed as **Information (read)**, but you should read them.

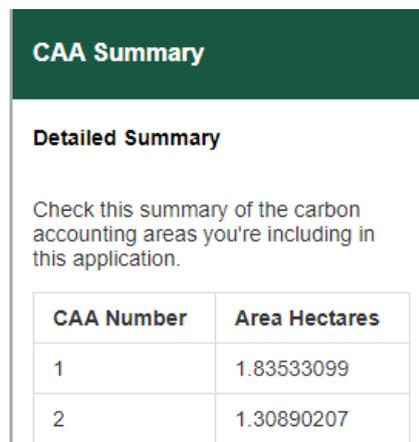


22. To view a CAA summary prior to completing the mapping click **Summary**

If you haven't saved your changes, you will be prompted to before the CAA summary will display.



23. A CAA summary will display.



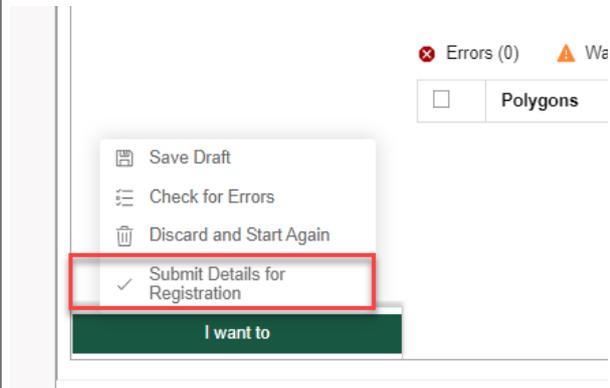
Apply to register post-1989 forest land as standard or permanent forestry

24. Click **I want to** at the left of your screen and **Submit Details for Registration**.

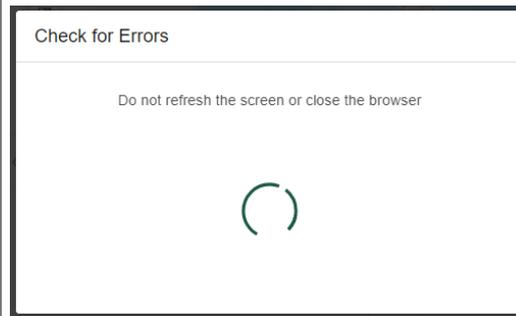
The following menu options will appear:

- Save Draft
- Check for Errors
- Discard and Start Again
- Submit Details for Registration

25. Select **Submit Details for Registration**.

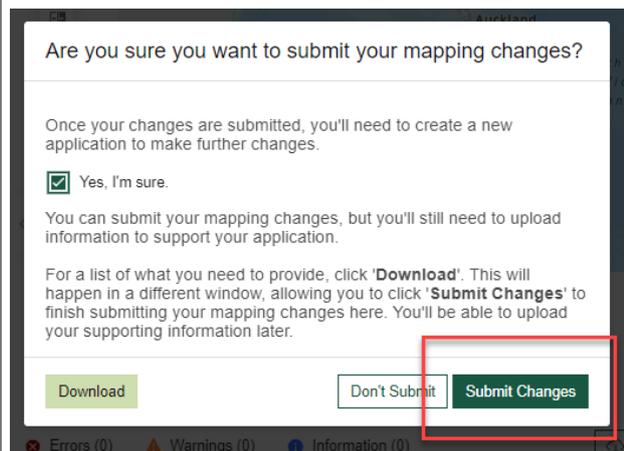


26. The system will check for errors.



27. Tick **Yes, I'm sure**. Click **Submit Changes**

You will be returned to the application page. Once you have submitted your mapping details, you cannot get back into the map until you have received an outcome for your application.



Apply to register post-1989 forest land as standard or permanent forestry

28. The status of the mapping in the application details will show as submitted. The next step is uploading files before completing the declaration.

Application APP-0005516 Action Complete Declaration Direction No Direction

Declaration Cancel

You can view your confirmed carbon accounting areas (CAAs) in the 'Application Details' section below. If you want to make any changes, you'll need to cancel your app. You need to provide information to support your application to register in the ETS. The kind of information you give us will depend on the details of your forest. Find out what kind of information to provide with your application.

Complete Declaration Make Payment Submitted

RELATED DETAILS

Application Details (2)
2 Items • Sorted by Total Hectares Ineligible • Updated 2 minutes ago

	Application D...	CAA Name	Carbon Acco...	Accounting ...	Activity Type	Status	Total Hectares Submitte
1	AA-0049032	1		Averaging	Landowner	Submitted	1.83533099
2	AA-0049033	2		Averaging	Landowner	Submitted	1.30890207

29. Click **Upload Files** to upload your application form and any supporting documentation.

For more information about uploading files, see the *Uploading files* section of this guide.

Make sure you upload all your files at this step. You won't be able to upload additional files once you have submitted the application.

Documents

Upload Files Or drop files

Upload Files 25MB or more

Name	Added By	Date Added
------	----------	------------

30. Click **Declaration**.

Application APP-0005124 Action Complete Declaration

Declaration Cancel

You can view your confirmed carbon accounting areas (CAAs) in the 'Application Details' section below. You need to provide information to support your application to register in the ETS. The kind of information you give us will depend on the details of your forest. Find out what kind of information to provide with your application.

31. Tick the box and click **Done**.

Declaration

Read the following statements, then tick the box at the end to confirm you understand and accept them:

- Since 1 January 2020, I have complied with the provisions of the Resource Management Act 1991 (including any plan under that Act) or the Forests Act 1949 in respect of the forest land in this application (including the removal of any existing vegetation before planting forests).
- If the post-1989 forest land in this application is subject to a pest management plan under the Biosecurity Act 1993 (that imposes requirements in respect of any forest species on the land), then I have either complied with those requirements, or confirmed that any other person required to comply with those requirements has done so.
- I have completed this form accurately to the best of my knowledge. I understand that providing incorrect, incomplete, or misleading information is an offence under section 132 of the Climate Change Response Act 2002 and may be punishable by a fine of up to \$25,000 for individuals and \$50,000 for bodies corporate.
- I am authorised to submit this application on behalf of the party.

I confirm that I understand and accept the above declarations.

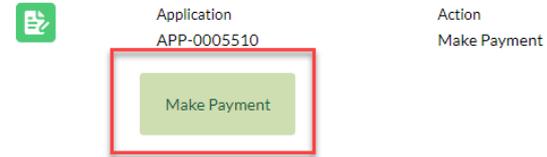
Done

Apply to register post-1989 forest land as standard or permanent forestry

32. Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/



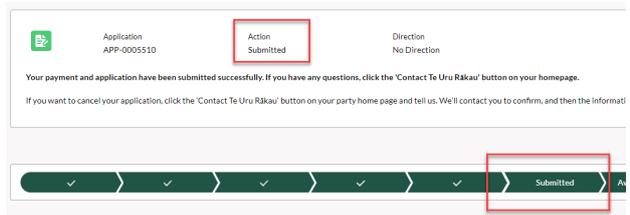
You need to provide information to support your application to register in the ETS. **Tr**
Find out what kind of information to provide with your application

33. Once payment is made, your application is submitted.

You cannot make changes to the application after you submit it.

The status bar tells you what stage the application is at:

- **Submitted** – ready for processing
- **Awaiting Approval** – the application has been assessed
- **Awaiting Completion** – approval is complete, and we are updating the records
- **Completed** – application processed, and associated records completed



34. We will send you an email when we have assessed your application.

Note: The status of your application will change to **Awaiting Completion**. Your application is processed, but we are still finalising the records associated with your account.



35. You can now view your **Application details**.

Status	Total Hectares Submitted	Total Hectares Eligible	Total Hectares Ineligible ↑
Approved	1.30890000	0.00000000	1.30890000
Approved	1.83533000	0.00000000	1.83533000

Apply to register post-1989 forest land as standard or permanent forestry

36. Your records are ready when the application progress bar shifts to **Complete**.

This includes the ETS Forestry Activity Group, shapefiles, carbon accounting areas and carbon accounting records.



37. You can now view your carbon accounting area records and complete other transactions.

Available CAAs All CAAs CAA Activity Types

Carbon accounting area records (4)

	<input type="checkbox"/> CAA Number	Activity Group	<input type="checkbox"/> CAA Status
1	<input type="checkbox"/> 4	P89	Active
2	<input type="checkbox"/> 3	P89	Active
3	<input type="checkbox"/> 2	P89	Active
4	<input type="checkbox"/> 1	P89	Active

10.0 Manage your forest

You can remove post-1989 forest land registered as standard forestry from the ETS at any time. If your land is no longer eligible to be in the ETS, for example, if it's been deforested, you must remove it.

You can remove:

- whole carbon accounting areas
- parts of carbon accounting areas.

Requests to remove whole carbon accounting areas and parts of carbon accounting areas must be submitted separately.

Land can only be removed from permanent forestry in special circumstances.

Find out more about removing forest land from the ETS on the MPI website:

www.mpi.govt.nz/removing-post-1989-forest-land-from-the-ets/

If you want to remove all your carbon accounting areas, you can apply to deregister from the ETS.

10.1.1 Apply to remove whole carbon accounting areas

Apply to remove whole carbon accounting areas

Before you begin, download the application form from the MPI website and complete it:

www.mpi.govt.nz/dmsdocument/13215

1. From the party home page, click **Services**.

Update party details

Services

Contact Te Uru Rākau

Apply to remove whole carbon accounting areas

- Select **Post-1989 forest land (standard)**, then **Add, update or reconfigure forest land**, then **Apply to remove whole carbon accounting areas**.
- Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Submit an emissions return
- Apply to join or leave the ETS
- Add, update or reconfigure forest land
- Tell us about a change to ownership, rights or leases
- Measure the forest

* Service request subtype

- Update forest details
- Apply to register more forest land
- Apply to reconfigure forest areas
- Apply to remove whole carbon accounting areas
- Apply to remove parts of carbon accounting areas
- Apply to change registered activity
- Apply to offset forest land

Next

- Read the information displayed.
- Click **Next**.

Next, check you have the required information and documents.

Make sure your forest details are up to date and there are no transactions pending and involved. For more information on this type of request, visit [our](#)

Previous

Next

- Click **Upload Files** to upload the completed form and any supporting documentation.

See the *Uploading files* section of this guide for information about uploading files.

Documents

Upload Files Or drop files

Upload Files 25MB or more

Name	Added By	Date Added

- Click **Make Payment** and complete the payment process.

Once you have paid, the status of your case will change from **Draft** to **Submitted**. Note the case number in the top left of your screen. You will

Make Payment

Cancel

You can upload your supporting document(s) in the Files tab

Apply to remove whole carbon accounting areas

need this to refer to if you contact us or want to check back on progress.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

- 8. You will receive an email when your service request has been processed.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have



Nāku noa, nā

Forestry Emissions Trading Scheme
 Te Urū Rākau - New Zealand Forest Service
 Ministry for Primary Industries - Manatū Ahu Matua
 Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



- 9. Check changes to your carbon accounting areas by going to the **ETS Forestry Activity Group records** section of your party home page.
- 10. From the list, click an **Activity Group ID** link to see the carbon accounting areas (CAAs) listed in the group.

Activity Group ID	Activity Group	NZETR Holding Account Num...
1 AG-000528	PP89	
2 AG-000043	P89	

- 11. From the **Available CAAs** list, click a **CAA number** link to see the details of the CAA.

ETS Forestry Activity AG-000043

Activity Group: P89 | Party: [Pete Pine Foresters](#)

Available CAAs | All CAAs | CAA Activity

Carbon accounting area records

	CAA number	Activity Gr
1	13	P89
2	11	P89
3	9	P89

Apply to remove whole carbon accounting areas

12. The details of the CAA are displayed.

Carbon accounting area CAA9 Pete Pine Foresters - IND-ST	
CAA number	9
CAA name	CAA9 Pete Pine Foresters - IND-ST
Activity Group	P89
Activity Type	Landowner
CAA Status	Active
CAA Unit Balance	0
Accounting method	Stock change
Constitution date	1/01/2017
Establishment Date	1/01/2017
Constitution Method	New Land Registration
CAA end date	

10.1.2 Apply to remove parts of carbon accounting areas

This service is for users to remove a part or parts of a carbon accounting area.

You will need a shapefile ready to upload to show the remaining carbon accounting area. A shapefile cannot be prepared in Tupu-ake. If you haven't worked with shapefiles before, it is advisable to hire a forestry or GIS consultant to create these for you.

Once your request for removal of part of a carbon accounting area is complete, we will prepare an emissions return for you to complete. The emissions return will be prepared based on your selection on the form you submitted to remove parts of carbon accounting areas.

For more help, watch this YouTube video showing someone remove parts of a carbon accounting area:

www.youtube.com/watch?v=EofPDbx4nZE&list=PLbyyF3O99cQ3xJvkb9DM73IwvneDgULxD&index=8

Apply to remove parts of carbon accounting areas

Before you begin:

- complete the application form
- prepare a digital map (shapefiles) of the land remaining in the carbon accounting area.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/13218

1. From the party home page, click **Services**.



Apply to remove parts of carbon accounting areas

2. Select **Post-1989 forest land (standard)**, then **Add, update or reconfigure forest land**, then **Apply to remove parts of carbon accounting areas**.
3. Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Submit an emissions return
- Apply to join or leave the ETS
- Add, update or reconfigure forest land
- Tell us about a change to ownership, rights or leases
- Measure the forest

* Service request subtype

- Update forest details
- Apply to register more forest land
- Apply to reconfigure forest areas
- Apply to remove whole carbon accounting areas
- Apply to remove parts of carbon accounting areas
- Apply to change registered activity
- Apply to offset forest land

Next

4. Read the information displayed.
5. Click **Next**.

Services

Before you continue, you may want to visit our website to check what kind of information and documents you'll need to provide.

Depending on the service you're requesting, you may also need to check your forest details are up to date and there are no transactions outstanding for the forest land involved.

Read more about [forestry in the Emissions Trading Scheme](#) | NZ Government ([mpi.govt.nz](#))

Previous

Next

6. Click **Upload Files** to upload the completed form, your shapefile, and any supporting documentation.

See the *Uploading files* section of this guide for information about uploading files.

Documents

 Upload Files Or drop files

Upload Files 25MB or more

Name

Added By

Date Added

7. Click **Make Payment** and complete the payment process.

Once you have paid, the status of your case will change from **Draft** to **Submitted**.

Make Payment

Cancel

You can upload your supporting document(s) in the Files tab

Apply to remove parts of carbon accounting areas

Note the case number in the top left of your screen. You will need this to refer to if you contact us or want to check back on progress.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

8. Confirmation your request has been submitted will show on the screen.

Case Number
00014461

Service	Status	Account	Contact
Apply to remove parts of carbon accounting areas	Submitted	Tyler Jones Individual Party	Nikau Giles

Your payment and request have been submitted successfully.

9. Once we receive your request to remove part of a carbon accounting area, we will email you to let you know that your emissions return is ready.

We will create either a system-generated emissions return, or a manual emissions return for you to complete. This depends on the option you selected in the form for removing part of a carbon accounting area.

The instructions given here are for a system-generated emissions return.

Ensure your forest details are up to date prior to starting your emissions return.

[Tēnā koe](#)

Your emissions return is ready for you to finalise

You notified Te Uru Rākau – New Zealand Forest Service of a transmission of interest 00008521 on 1 March 2023, this date.

It is your responsibility to finalise this return by

EXAMPLE

To complete this action search for APP-2656 reference under Applications tab on your Party home page.

If you have any questions, please contact us. |

Nāku noa, nā

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Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



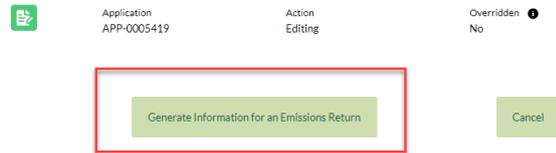
10. Under application records, locate and open the application ID in the email you received. Click the hyperlink to open the application.

Application records (4)

Application ID	Service Request Su...	Status	Created Date
1 APP-0005419	System-generated emiss...	Confirmed	2023-06-19T20:47:18.00...

Apply to remove parts of carbon accounting areas

11. Click **Generate Information for an Emissions Return**.

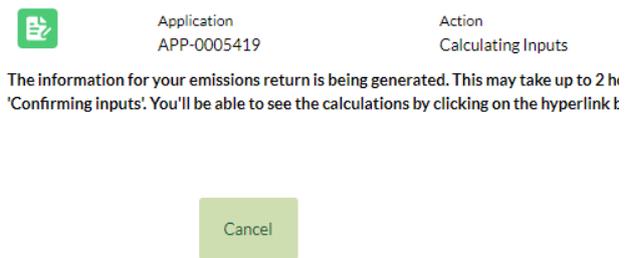


12. Your data is being prepared. This may take up to 2 hours, or longer during peak filing periods.

You'll need to check back here to see if your calculations are ready – the status will have changed to “Confirming inputs”. You may need to refresh your browser.

You'll be able to see the calculations by clicking on the hyperlink below in **Application Details** and going into each carbon accounting area (CAA).

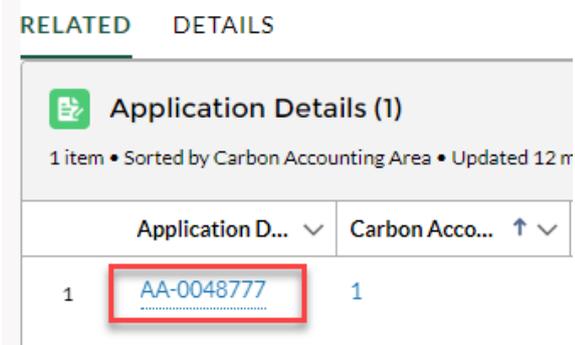
Only click **Cancel** if you want to cancel the whole transaction.



13. Click **Calculate** to generate a new unit balance report and total outcome for your emissions return.



14. For more details, go to the **Related** tab and select the application ID.



Apply to remove parts of carbon accounting areas

15. Fields specific to this emissions return are:

- Hectares of CAA 1 removed: The area in hectares that is being removed
- Hectares of CAA 1 to Become CAA 2: The area in hectares from the original CAA that is remaining in the ETS, based on the shapefile you submitted.
- Notional CAA2: The unit balance for the part of the original CAA that was removed.
- Remainder CAA2: The unit balance for the area of the original CAA that is remaining.

Application Details
AA-0048777

DETAILS RELATED

Carbon Accounting Area: 1

Accounting Method: Stock change

Start Date: 1/01/2023

End Date: 20/06/2023

Total Hectares: 2,053,990.00

Hectares of CAA 1 Removed: 1,000,000.00

Hectares of CAA 1 to Become CAA 2: 1,053,990.00

Notional CAA 1: 49

Remainder CAA 1: 51

Current Net Units: 200

Calculation Value: 90

Carbon Stock at the Start of the Period: 50,000

Carbon Stock at the End of the Period: 100,000

Carbon Stock at Expiry of GFF: 0.000

Grant Funded Forest Calculation Value: [blank]

Carbon Stock Change (Tonnes): 100

GFF Carbon Stock Change (Tonnes): [blank]

Net CAA Carbon Stock Change: 100

Difference (Units): -100

Carbon Accounting Area Unit Outcome: -100

Grant Funded Forest: [blank]

Grant Funded Forest Expiry Date: [blank]

Grant Funded Forest Multiple Expiry Date: [blank]

Surrender Cap:

CAA Direction Type:

Equipment: [blank]

16. Go to the details tab and scroll down to see the application outcomes.

RELATED DETAILS

Application Details (1)

1 item • Sorted by Carbon Accounting Area • Updated

	Application D...	Carbon Acco...
1	AA-0048777	1

Apply to remove parts of carbon accounting areas

17. View Application outcomes:

- Entitlement Sum, Surrender Sum, and Repayment Sum: Result of emissions return before the land removal is taken into account
- Sum of CAA1s: This is the total New Zealand Units (NZUs or units) of all Carbon Accounting Area Unit Outcomes found in each application detail. CAA1s refers to the original CAAs that have had land removed from them.
- Sum of CAA2s: This is the total units of all Notional CAA2s (the area that has been removed from each CAA) found in each applicant detail.

Application outcomes

Entitlement Sum
0

Surrender Sum
0

Repayment Sum
-100

Sum of CAA 1s ⓘ
-100

Sum of CAA 2s ⓘ
49

18. To return to the application page click on the application ID.

Carbon Stock at the Start of the Period
50,000

Carbon Stock at the End of the Period
100,000

Carbon Stock at Expiry of GFF
0,000

Gross Pundit Forest Calculation Value

Gross Calculation Value
50

Net Calculation Value
50

Waiver ID

System Information

Application Detail
AA-0040777

ETS Forestry Activity
AG-001447

Application
APP-0005419

Salesforce ID
a7P9D0000009mlqJAA

19. Check the **Net Outcome** field and either:

- **Net Outcome.** This is the result of Sum of CAA 1s minus Sum of CAA 2s.
- click **Declaration** to proceed with the net outcome result
- click **Return to edit** to override the calculation (you'll be prompted to upload a file showing your emissions return workings), or
- click **Cancel** to cancel your application.

Application APP-0005419 Action Confirming Calculation Net Outcome (Units) 149

The calculations and the calculated amounts are based on the inputs and forest details that you have confirmed as part of this process.

Download the document that constitutes notice under section 194A of the Climate Change Response Act ("the Act") by clicking the 'Download' along with the data, information, and other matters on which the calculations are based.

You can also view this information below, by clicking the hyperlinked items listed in the 'Application Detail' column and 'Details' tab in your application.

You may choose to include these calculations and calculated amounts in your emissions return. However, Te Uru Rākau (acting under the delegated calculations it has made in good faith).

These calculations and notice do not affect any of the participant's obligations under the Act, including the obligation to submit an accurate emissions return. By submitting these calculations and calculated amounts you are providing us with a new unit balance report as required under sections 185 and 186 of the Act. By clicking 'Declaration' and going through the process that follows, you are choosing to use this information in your emissions return, whether it is included in your return or not.

If you're satisfied with the calculations, click 'Declaration' to submit your return. Otherwise, click 'Return to edit' to make changes.

Declaration Return to edit Cancel

Apply to remove parts of carbon accounting areas

20. Click **Declaration**.

Application APP-0005419 Action Confirming Calculation Net Outcome (Units) 174 Direction Surrender

The calculations and the calculated amounts are based on the Inputs and forest details that you have confirmed as part of this process.

Download the document that constitutes notice under section 194A of the Climate Change Response Act ("the Act") by clicking the 'Download Notice' button along with the data, information, and other matters on which the calculations are based.

You can also view this information below, by clicking the hyperlinked items listed in the 'Application Details' column and 'Details' tab in your application.

You may choose to include these calculations and calculated amounts in your emissions return. However, Te Uru Rākau (acting under the delegated authority calculations it has made in good faith.

These calculations and notice do not affect any of the participant's obligations under the Act, including the obligation to submit an accurate emissions return.

By submitting these calculations and calculated amounts you are providing us with a new unit balance report as required under sections 185 and 187 of the Act.

By clicking 'Declaration' and going through the process that follows, you are choosing to use this information in your emissions return, whether these calculations are included or not.

If you're satisfied with the calculations, click 'Declaration' to submit your return. Otherwise, click 'Return to edit' to make changes.

Declaration Return to edit Cancel

21. Read the declaration statements and tick the checkbox if you agree. Click **Done**

Declaration

Net Outcome 174 Direction Type Surrender

Read the following statements, then tick the box at the end to confirm you understand and accept them:

- I have completed this application accurately to the best of my knowledge. I understand that providing false, incomplete, or misleading information is an offence under section 132 of the Climate Change Response Act 2002 and may be punishable by a fine of up to \$25,000 for individuals and \$50,000 for bodies corporate.
- I am authorised to submit this application on behalf of the party. If I am a joint applicant, this means I have uploaded the 'Joint Applicant Consent' form.

I confirm that I understand and accept the above declarations.

Done

22. Click **Make payment** and complete the payment process.

For information about fees, see the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

Application APP-0005419 Action Making Payment

Make payment Cancel

23. Your emissions return application will be submitted.

Application APP-0005419 Action Submitted Net Outcome (Units) 149 Direction Surrender

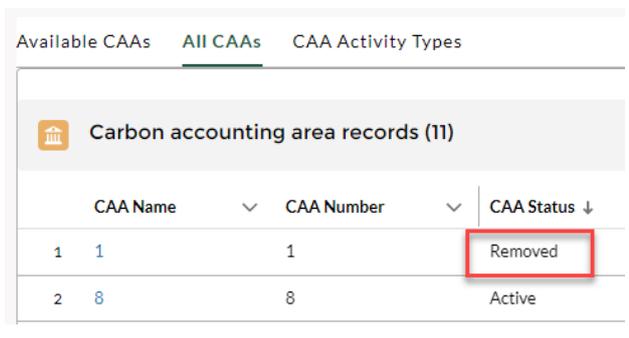
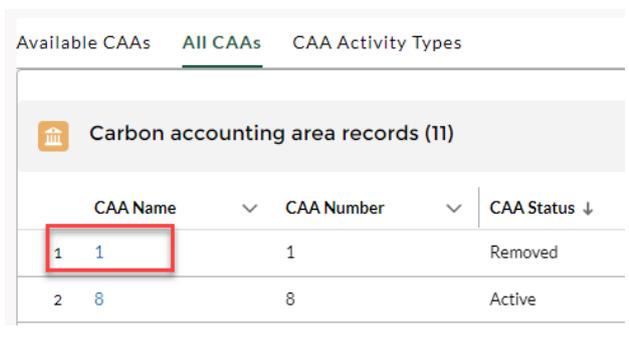
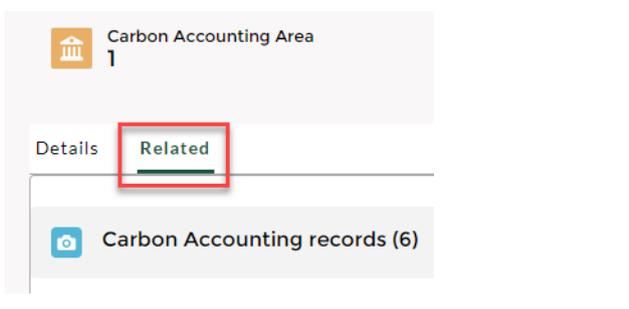
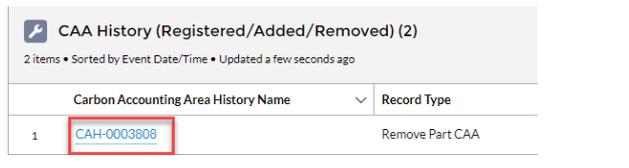
Your application has been successfully submitted. If you have any questions, click the 'Contact Te Uru Rākau' button on your homepage.

24. Notify us once you have completed your emissions return by clicking **Contact Te Uru Rākau** from your party home page.

This is so we can finalise the associated spatial records with the remaining carbon accounting area(s).

Update party details Services **Contact Te Uru Rākau**

To view changes to carbon accounting area(s) and associated records:

<p>1. From your party home page click on the activity group ID under ETS Activity group records.</p>	 <p>ETS Forestry Activity Group records</p> <table border="1"> <thead> <tr> <th>Activity Group ID</th> <th>Activity Group</th> </tr> </thead> <tbody> <tr> <td>1 AG-001447</td> <td>P89</td> </tr> </tbody> </table>	Activity Group ID	Activity Group	1 AG-001447	P89					
Activity Group ID	Activity Group									
1 AG-001447	P89									
<p>2. In the All CAAs tab view your carbon accounting area records to see the status of each carbon accounting area.</p>	 <p>Available CAAs All CAAs CAA Activity Types</p> <p>Carbon accounting area records (11)</p> <table border="1"> <thead> <tr> <th>CAA Name</th> <th>CAA Number</th> <th>CAA Status</th> </tr> </thead> <tbody> <tr> <td>1 1</td> <td>1</td> <td>Removed</td> </tr> <tr> <td>2 8</td> <td>8</td> <td>Active</td> </tr> </tbody> </table>	CAA Name	CAA Number	CAA Status	1 1	1	Removed	2 8	8	Active
CAA Name	CAA Number	CAA Status								
1 1	1	Removed								
2 8	8	Active								
<p>3. To see the changes to the carbon accounting record, click on the value in the CAA Name column.</p>	 <p>Available CAAs All CAAs CAA Activity Types</p> <p>Carbon accounting area records (11)</p> <table border="1"> <thead> <tr> <th>CAA Name</th> <th>CAA Number</th> <th>CAA Status</th> </tr> </thead> <tbody> <tr> <td>1 1</td> <td>1</td> <td>Removed</td> </tr> <tr> <td>2 8</td> <td>8</td> <td>Active</td> </tr> </tbody> </table>	CAA Name	CAA Number	CAA Status	1 1	1	Removed	2 8	8	Active
CAA Name	CAA Number	CAA Status								
1 1	1	Removed								
2 8	8	Active								
<p>4. Go to the related tab.</p>	 <p>Carbon Accounting Area 1</p> <p>Details Related</p> <p>Carbon Accounting records (6)</p>									
<p>5. Under CAA History (Registered/Added/Removed), select the carbon accounting area history name.</p>	 <p>CAA History (Registered/Added/Removed) (2)</p> <p>2 items • Sorted by Event Date/Time • Updated a few seconds ago</p> <table border="1"> <thead> <tr> <th>Carbon Accounting Area History Name</th> <th>Record Type</th> </tr> </thead> <tbody> <tr> <td>1 CAH-0003808</td> <td>Remove Part CAA</td> </tr> </tbody> </table>	Carbon Accounting Area History Name	Record Type	1 CAH-0003808	Remove Part CAA					
Carbon Accounting Area History Name	Record Type									
1 CAH-0003808	Remove Part CAA									

6. This screen shows the original CAA number and the number of the new CAA that it has been created as.

Carbon Accounting Area History CAH-0003808	
Originating CAA 3	CAA Moved To 5
Party Moved From Ntba and (pdf demo)	Party Moved To Ntba and (pdf demo)
Application APP-0005413	Application Subtype System generated emissions return (Part 1 remove carbon accounting area)

10.1.3 Apply to reconfigure forest area(s)

You can reconfigure (split or merge) your carbon accounting areas. Follow the instructions below to apply to split your carbon accounting areas. If you want to merge carbon accounting areas, contact us at forestryets@mpi.govt.nz

You will need a digital map (shapefile) of your new carbon accounting areas. A shapefile cannot be prepared in Tupu-ake. If you haven't worked with shapefiles before, we recommend you hire a forestry or GIS consultant to create these for you.

Once your request to reconfigure a CAA is complete, we will prepare an emissions return for you to complete. The emissions return will be prepared based on the form you submitted to reconfigure a CAA.

Note: Once we begin processing your request the carbon accounting areas being reconfigured will be locked. This means they are unavailable for further changes or services until processing is complete.

Apply to reconfigure forest area(s)

Before you begin:

- complete the form to apply to reconfigure forest land
- prepare a digital map (shapefile) of the new carbon accounting area(s).

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/56494

1. From the party home page, click **Services**.



Apply to reconfigure forest area(s)

2. Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Add, update or reconfigure forest land**, then **Apply to reconfigure forest areas**.
3. Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Submit an emissions return
- Apply to join or leave the ETS
- Add, update or reconfigure forest land
- Tell us about a change to ownership, rights or leases
- Measure the forest

* Service request subtype

- Update forest details
- Apply to register more forest land
- Apply to reconfigure forest areas
- Apply to remove whole carbon accounting areas
- Apply to remove parts of carbon accounting areas
- Apply to change registered activity
- Apply to offset forest land

Next

4. Read the information displayed.
5. Click **Next**.

uest, check you have the required information and documents.

your forest details are up to date and there are no transactions and involved. For more information on this type of request, visit [our](#)

Previous

Next

6. Click **Upload files** to upload your completed form and shapefiles.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Upload Files Or drop files

Upload Files 25MB or more

Name

Added By

Date Added

7. Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

Make Payment

Cancel

You can upload your supporting document(s) in the Files tab

Apply to reconfigure forest area(s)

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

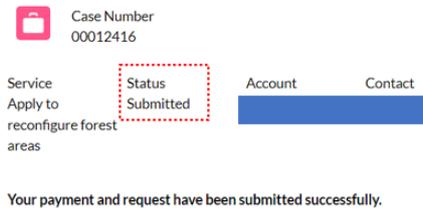
8. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

9. Note the case number. You will need this to refer to if you contact us or want to check back on progress.



10. Confirmation your request has been submitted will show on the screen.



11. After you submit your request to reconfigure a carbon accounting area, we will email you to notify you that your emissions return is ready.

We will create either a system-generated emissions return or manual emissions return for you to complete. This depends on the option you selected in the form for reconfiguring a CAA.

The instructions given here are for a system-generated emissions return.

Ensure your forest details are up to date prior to starting your emissions return.

Tēnā koe

Your service request has been processed

Thank you for submitt... request. We have



Nāku noa, nā

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Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
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12. Under **Application records**, locate and click the **Application ID** (this will be in the email you received).

Application records (5)			
Application ID	Service Reque...	Status	Created Date
1 APP-0008970	System generated emi...	In Progress	2024-03-10T23:58:46.0...
2 APP-0008971	System generated emi...	In Progress	2024-03-11T00:03:26.0...

Apply to reconfigure forest area(s)

13. Click **Related**, then click the **Application Detail** link.

DETAILS **RELATED**



Application Details (1)

1 item • Sorted by Application Detail • Updated a few seconds ago

Application Detail ↑

1

[AA-0057188](#)

14. In the **Application Detail Outcomes** section, click the pen icon (top, right-hand corner of the section) to enter a value for **Hectares of new CAA (1)** (this will be in the email you received).

Click **Save**.

Repeat steps 13 and 14 for each **Application Detail** row, if you are reconfiguring more than one CAA.

Application Detail Outcomes

Net CAA Carbon Stock Change ⓘ

Carbon Accounting Area Unit Outcome ⓘ

CAA Direction Type



* Hectares of New CAA (1) ⓘ

5.26100000

New CAA Unit Balance (1)

Hectares of New CAA (2) ⓘ

2.82851715

This field is calculated upon save

New CAA Unit Balance (2)

Surrender Cap

This field is calculated upon save

Grant-Funded Forest Multiple Expiry Date

Cancel

Save

15. To return to the **Application** page, click on the **Application** hyperlink in the **System Information** section at the bottom of the screen.

System Information

Application

[APP-0123449](#)

ETS Forestry Activity

[AG-066389](#)

Apply to reconfigure forest area(s)

16. Click the **Generate Information for an Emissions Return** button from the **Application** page.

Application: APP-0009777 | Action: Editing | Application Type: System generated emissions return (reconfig accounting area(s))

Click the 'Update Forest Details' button if you need to update any information about the forest land that your calculations will be based on. If you change the start date, you need to make sure the start date for each carbon accounting area isn't before the earliest date that forest was established.

Click the 'Generate Information for an Emissions Return' button if your forest details are up to date and you're ready to let our system generate calculations for you. If you don't want our system to generate any calculations for you, click 'Cancel'.

Buttons: Update Forest Details, **Generate Information for an Emissions Return** (highlighted), Cancel

Large green button: **Generate Information for an Emissions Return**

17. Your data is being prepared. This may take up to 2 hours, or longer during peak filing periods.

You'll need to check back here to see if your calculations are ready – the Action will have changed to "Confirming inputs". You may need to refresh your browser.

You'll be able to see the calculations by clicking on the hyperlink below in **Application Details** and going into each carbon accounting area (CAA).

Only click **Cancel** if you want to cancel the whole transaction.

Application: APP-0123449 | Action: Confirming Inputs | Application Type: System generated emissions return (reconfig accounting area(s))

The information for your emissions return is ready. You can now continue working on it. If you don't want our system to generate any calculations for you, click 'Cancel'.

Buttons: Calculate (highlighted), Cancel

18. Click **Calculate** to generate a new unit balance report and total outcome for your emissions return.

Application: APP-0005419 | Action: Confirming Inputs | Overridden: No | Deregistration: No

Click 'Calculate' to generate a new unit balance report and total outcome for your emissions return.

Buttons: **Calculate** (highlighted), Cancel

Apply to reconfigure forest area(s)

19. Go to the **Details** tab to review the application outcomes.

- **Entitlement Sum:** the sum of the CAA unit outcomes for all the CAAs in the reconfiguration application that have a CAA direction of 'entitlement'.
- **Surrender Sum:** the sum of the CAA unit outcomes for all the CAAs in the reconfiguration application that have a CAA direction of 'surrender'.
- **Repayment Sum:** the sum of the CAA unit outcomes for all the CAAs in the reconfiguration application that have a CAA direction of 'repayment'. This means units have been overclaimed in the past and must be repaid.

DETAILS	RELATED
<p>Information</p> <p>Service Type Post-1989 forest land (standard)</p> <p>Service Request Type Submit an emissions return</p> <p>Service Request Subtype System generated emissions return (reconfigure carbon accounting areas)</p>	
<p>Application Dates</p> <p>Reporting Period</p> <p>Return Start Date 1/01/2023</p>	
<p>Payments</p> <p>Fee Excluding GST \$0.10</p> <p>Fee Including GST \$0.15</p>	
<p>Application outcomes</p> <p>Entitlement Sum 1,562</p> <p>Surrender Sum 0</p> <p>Repayment Sum 0</p>	

20. To view the new individual CAA values, go to the **Related** tab and click the **Application Details** hyperlink.

RELATED	DETAILS
<p>Application Details (1)</p> <p>1 item • Sorted by Carbon Accounting Area • Updated 12 m</p>	
<p>Application D... ▾ Carbon Acco... ↑ ▾</p>	
1	<p>AA-0048777</p>
	1

21. In the **Application Detail Outcomes** section, you will see values for:

- Hectares of New CAA (1): The area for one of the new split CAAs
- New Unit Balance CAA (1): The unit balance the new split CAA will have
- Hectares of New CAA (2): The area for one of the new split CAAs

Hectares of New CAA (1)	20.00000000
New CAA Unit Balance (1)	2,001
Hectares of New CAA (2)	37.28207800
New CAA Unit Balance (2)	3,729

Apply to reconfigure forest area(s)

- New Unit Balance CAA (2): The unit balance the new split CAA will have.

22. To return to the **Application** page, click on the **Application** hyperlink in the **System Information** section at the bottom of the screen.

System Information

Application

APP-0123449

ETS Forestry Activity

AG-066389

23. Check the **Net Outcome (Units)**. This is the result of emissions return in units. You can either:

- click **Declaration** to proceed with the net outcome result
- click **Return to edit** to override the calculation (you'll be prompted to upload a file showing your emissions return workings), or
- click **Cancel** to cancel your application.

Application	Action	Net Outcome (Units)
APP-0005419	Confirming Calculation	149

The calculations and the calculated amounts are based on the inputs and forest details that you have confirmed as part of this process.

Download the document that constitutes notice under section 194A of the Climate Change Response Act ("the Act") by clicking the 'Download Notice' button along with the data, information, and other matters on which the calculations are based.

You can also view this information below, by clicking the hyperlinked items listed in the 'Application Details' column and 'Details' tab in your application.

You may choose to include these calculations and calculated amounts in your emissions return. However, Te Uru Rākau (acting under the delegated authority) has made in good faith.

These calculations and notice do not affect any of the participant's obligations under the Act, including the obligation to submit an accurate emissions return.

By submitting these calculations and calculated amounts you are providing us with a new unit balance report as required under sections 185 and 187 of the Act.

By clicking 'Declaration' and going through the process that follows, you are choosing to use this information in your emissions return, whether these calculations are accurate or not.

If you're satisfied with the calculations, click 'Declaration' to submit your return. Otherwise, click 'Return to edit' to make changes.

Declaration Return to edit Cancel

24. Click **Declaration**.

Application	Action	Net Outcome (Units)	Direction
APP-0005419	Confirming Calculation	174	Surrender

The calculations and the calculated amounts are based on the inputs and forest details that you have confirmed as part of this process.

Download the document that constitutes notice under section 194A of the Climate Change Response Act ("the Act") by clicking the 'Download Notice' button along with the data, information, and other matters on which the calculations are based.

You can also view this information below, by clicking the hyperlinked items listed in the 'Application Details' column and 'Details' tab in your application.

You may choose to include these calculations and calculated amounts in your emissions return. However, Te Uru Rākau (acting under the delegated authority) has made in good faith.

These calculations and notice do not affect any of the participant's obligations under the Act, including the obligation to submit an accurate emissions return.

By submitting these calculations and calculated amounts you are providing us with a new unit balance report as required under sections 185 and 187 of the Act.

By clicking 'Declaration' and going through the process that follows, you are choosing to use this information in your emissions return, whether these calculations are accurate or not.

If you're satisfied with the calculations, click 'Declaration' to submit your return. Otherwise, click 'Return to edit' to make changes.

Declaration Return to edit Cancel

25. Read the **Declaration** statements and tick the checkbox if you agree. Click **Done**

Declaration

Net Outcome	Direction Type
174	Surrender

Read the following statements, then tick the box at the end to confirm you understand and accept them:

- I have completed this application accurately to the best of my knowledge. I understand that providing altered, false, incomplete, or misleading information is an offence under section 132 of the Climate Change Response Act 2002 and may be punishable by a fine of up to \$25,000 for individuals and \$50,000 for bodies corporate.
- I am authorised to submit this application on behalf of the party. If I am a joint applicant, this means I have uploaded the 'Joint Applicant Consent' form.

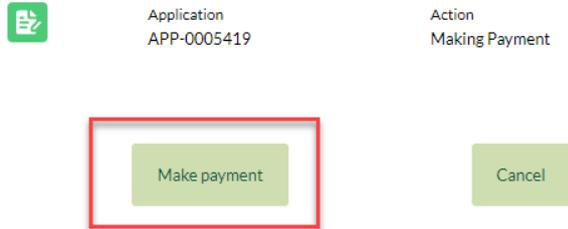
I confirm that I understand and accept the above declarations.

Done

Apply to reconfigure forest area(s)

26. Click **Make payment** and complete the payment process.

The payment for this transaction is 15 cents. If you wish to have the 15 cents refunded by Te Uru Rākau, notify us by clicking **Contact Te Uru Rākau** from your party home page.



27. Your emissions return application will be submitted.



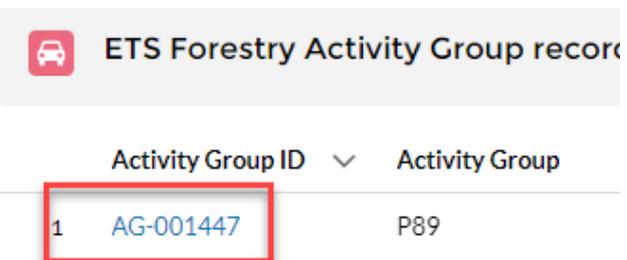
28. Notify us once you have completed your emissions return by clicking **Contact Te Uru Rākau** from your party home page.

This is so we can finalise the associated spatial records.



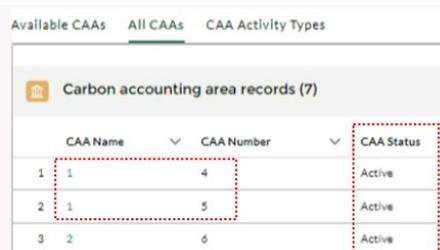
To view changes to carbon accounting area(s) and associated records:

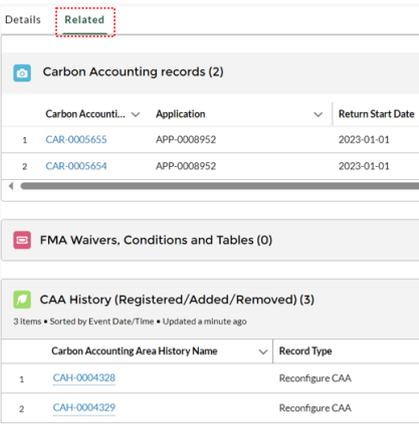
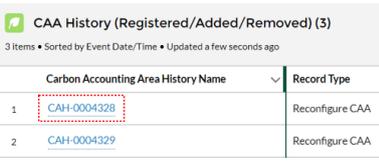
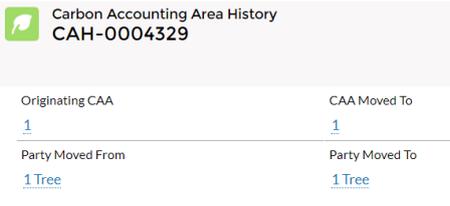
1. From your party home page click on the **Activity Group ID** hyperlink under **ETS Activity group records**.



2. In the **All CAAs** tab view your carbon accounting area records to see the status of each carbon accounting area.

Note: when forest land is first registered, a number is entered into the **CAA Name** field. You can change this at any time. If you have **not** renamed the CAA, then when a reconfiguration occurs, the **CAA Number** (renumbered sequentially when the CAA is split into two), will no



<p>longer match the original CAA Name number.</p>	
<p>3. To see the changes to the carbon accounting record, click CAA Name hyperlink.</p>	
<p>4. Go to the Related tab.</p>	
<p>5. In the CAA History (Registered/Added/Removed) section, select the Carbon Accounting Area History Name hyperlink.</p>	
<p>6. This screen shows the original CAA number and the name of the new CAA that it has been created as.</p>	

10.1.4 Apply to change registered activity group

Standard post-1989 forest land can be moved to permanent post-1989 forest land. This may change the accounting method you will use for future emissions returns if your forest land was using the averaging accounting method.

If you apply to change your forest land, you must complete an emissions return. Land that is registered as permanent forest land must remain as permanent forest land for 50 years.

Find out more about ETS obligations for permanent forest land on the MPI website:

[Permanent forestry in the ETS | NZ Government \(mpi.govt.nz\)](https://www.mpi.govt.nz/permanent-forestry-in-the-ets/)

Once your request to change a CAA is complete, we will prepare an emissions return for you to complete. The emissions return will be prepared based on the form you submitted to change the registered activity group of a CAA.

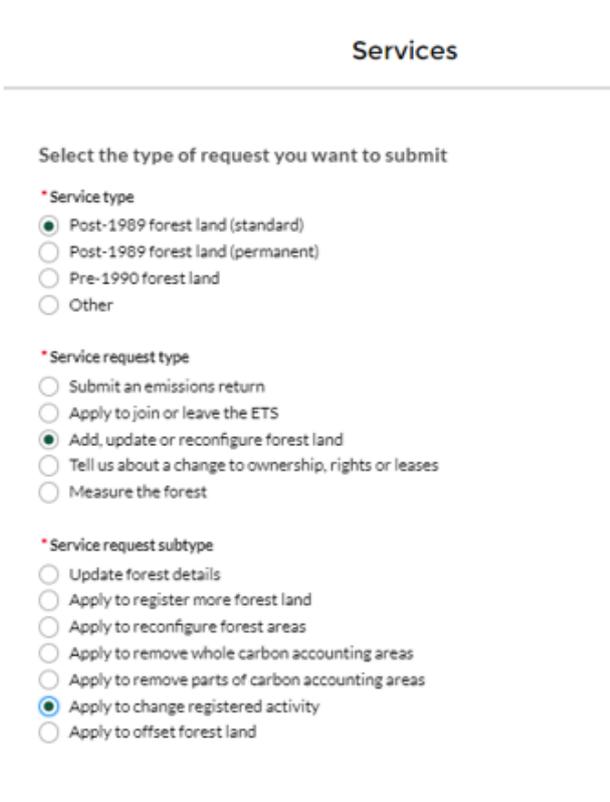
Apply to change registered activity

Before you begin:

- complete the form to apply to change the registered activity of your forest land

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/54856

<p>1. From the party home page, click Services.</p>	
<p>2. Select Post-1989 forest land (standard), then Add, update or reconfigure forest land, then Apply to change registered activity.</p> <p>3. Click Next.</p>	 <p style="text-align: center;">Services</p> <p>Select the type of request you want to submit</p> <p>* Service type</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Post-1989 forest land (standard) <input type="radio"/> Post-1989 forest land (permanent) <input type="radio"/> Pre-1990 forest land <input type="radio"/> Other <p>* Service request type</p> <ul style="list-style-type: none"> <input type="radio"/> Submit an emissions return <input type="radio"/> Apply to join or leave the ETS <input checked="" type="radio"/> Add, update or reconfigure forest land <input type="radio"/> Tell us about a change to ownership, rights or leases <input type="radio"/> Measure the forest <p>* Service request subtype</p> <ul style="list-style-type: none"> <input type="radio"/> Update forest details <input type="radio"/> Apply to register more forest land <input type="radio"/> Apply to reconfigure forest areas <input type="radio"/> Apply to remove whole carbon accounting areas <input type="radio"/> Apply to remove parts of carbon accounting areas <input checked="" type="radio"/> Apply to change registered activity <input type="radio"/> Apply to offset forest land

Apply to change registered activity

4. Read the information displayed.
5. Click **Next**.

Services

Before you continue, you may want to visit our website to check what kind of information and documents you'll need to provide.

Depending on the service you're requesting, you may also need to check your forest details are up to date and there are no transactions outstanding for the forest land involved.

Read more about [forestry in the Emissions Trading Scheme](#) | [NZ Government \(mpi.govt.nz\)](#)

Previous **Next**

6. Click **Upload files** to upload your completed form and shapefiles.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

 Upload Files Or drop files

Upload Files 25MB or more

Name	Added By	Date Added
------	----------	------------

7. Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

Make Payment

Cancel

You can upload your supporting document(s) in the Files tab

8. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

9. Note the case number. You will need this to refer to if you contact us or want to check back on progress.

Submit

Cancel

10. Confirmation your request has been submitted will show on the screen.

 Case Number
00012415

Service
Apply to change
registered activity

Status
Submitted

Account

Contact

Your payment and request have been submitted successfully.

Apply to change registered activity

11. After you submit your request to change the activity group of your forest land, we will email you to notify you that your emissions return is ready.

We will create either a system-generated emissions return or manual emissions return for you to complete. This depends on the option you selected in the form for changing the activity group.

The instructions given here are for a system-generated emissions return.

Ensure your forest details are up to date before starting your emissions return.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme

Te Uru Rākau - New Zealand Forest Service

Ministry for Primary Industries - Manatū Ahu Matua

Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



12. If you are using the **averaging accounting** method for the CAA(s), complete steps 12 – 14 for each CAA.

Under **Application records**, locate and click the **Application ID** (this will be in the email you received).

Application records (5)			
Application ID	Service Reque...	Status	Created Date
1 APP-0008970	System generated emi...	In Progress	2024-03-10T23:58:46.0...
2 APP-0008971	System generated emi...	In Progress	2024-03-11T00:03:26.0...
3 APP-0008972	System generated emi...	In Progress	2024-03-11T00:05:57.0...

13. Click **Related**, then click the **Application Detail** link.

Application Details (1)	
1 Item • Sorted by Application Detail • Updated a few seconds ago	
Application Detail ↑	
1	AA-0057188

14. In the **Application Detail Outcomes** section, click the pen icon to enter a value for **Units to Surrender – Change to Permanent**.

Note: There must be a value in this field, even if the value is zero (0).

Click **Save**.

Note: To calculate this amount, follow the instructions in this knowledge article:

<https://ets.mpi.govt.nz/s/article/how-to-calculate-the-units-to-pay-when->

Application Detail Outcomes

Carbon Stock Change (Tonnes)

GFF Carbon Stock Change (Tonnes)

Net CAA Carbon Stock Change

Units to Surrender - Change to Permanent

Application Detail Outcomes

Carbon Stock Change (Tonnes)

GFF Carbon Stock Change (Tonnes)

Net CAA Carbon Stock Change

This field is calculated upon save

Units to Surrender - Change to Permanent

10

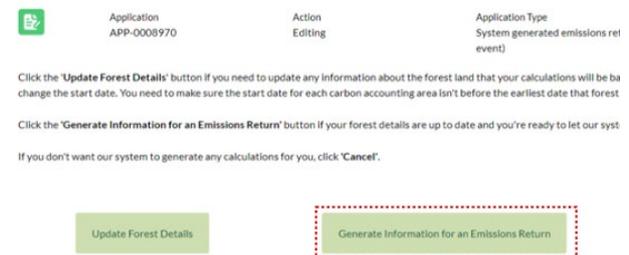
Apply to change registered activity

[changing-standard-averaging-to-permanent](#)

15. To return to the **Application** page, click on the **Application** hyperlink in the **System Information** section at the bottom of the screen.



16. Click **Generate Information for an Emissions Return**.

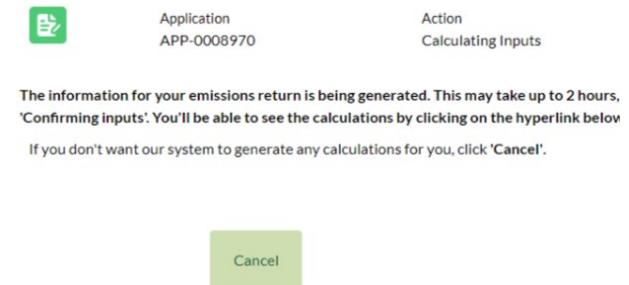


17. Your data is being prepared. This may take up to 2 hours, or longer during peak filing periods.

You'll need to check back here to see if your calculations are ready – the Action will have changed to "Confirming inputs". You may need to refresh your browser.

You'll be able to see the calculations by clicking on the hyperlink below in **Application Details** and going into each carbon accounting area (CAA).

Only click **Cancel** if you want to cancel the whole transaction.



18. Click **Calculate** to generate a new unit balance report and total outcome for your emissions return.



Apply to change registered activity

19. Go to the **Details** tab to review the application outcomes.

- **Entitlement Sum:** the sum of the CAA unit outcomes for all the CAAs in the reconfiguration application that have a CAA direction of 'entitlement'.
- **Surrender Sum:** the sum of the CAA unit outcomes for all the CAAs in the reconfiguration application that have a CAA direction of 'surrender'.
- **Repayment Sum:** the sum of the CAA unit outcomes for all the CAAs in the reconfiguration application that have a CAA direction of 'repayment'. This means units have been overclaimed in the past and must be repaid.

Application outcomes

Entitlement Sum
1,726

Surrender Sum
0

Repayment Sum
0

20. To view the new individual CAA values, go to the **Related** tab and click the **Application Details** hyperlink.

RELATED DETAILS

Application Details (1)

1 item • Sorted by Carbon Accounting Area • Updated 12 m

Application D... ▾

Carbon Acco... ↑ ▾

1

AA-0048777

1

21. In the **Application Detail Outcomes** section, you will see the value for **Units to Surrender – Change to Permanent**.

You can also see what your new CAAs Unit Balance will be (**Unit Balance Outcome**).

Application Detail Outcomes

Carbon Stock Change (Tonnes) ●	1,226	Carbon Accounting Area Unit Outcome	1,216
GPP Carbon Stock Change (Tonnes)		CAA Direction Type	Entitlement
Net CAA Carbon Stock Change ●	1,226	Calculation Value ●	1,226
Units to Surrender - Change to Permanent ●	10	Surrender Cap	
		Unit Balance Outcome	1,829

22. To return to the **Application** page, click on the **Application** hyperlink in the **System Information** section at the bottom of the screen.

System Information

Application
APP-0123449

ETS Forestry Activity
AG-096389

Apply to change registered activity

23. Check the **Net Outcome (Units)**. This is the result of emissions return in units. You can either:

- click **Declaration** to proceed with the net outcome result
- click **Return to edit** to override the calculation (you'll be prompted to upload a file showing your emissions return workings), or
- click **Cancel** to cancel your application.

Application APP-0005419 Action Confirming Calculation Net Outcome (Units) 149

The calculations and the calculated amounts are based on the inputs and forest details that you have confirmed as part of this process.

Download the document that constitutes notice under section 194A of the Climate Change Response Act ("the Act") by clicking the 'Download Notice' button along with the data, information, and other matters on which the calculations are based.

You can also view this information below, by clicking the hyperlinked items listed in the 'Application Detail' column and 'Details' tab in your application.

You may choose to include these calculations and calculated amounts in your emissions return. However, Te Uru Rākau (acting under the delegated authority) has made in good faith.

These calculations and notice do not affect any of the participant's obligations under the Act, including the obligation to submit an accurate emissions return.

By submitting these calculations and calculated amounts you are providing us with a new unit balance report as required under sections 185 and 187 of the Climate Change Response Act 2002 and may be punishable by a fine of up to \$25,000 for individuals and \$50,000 for bodies corporate.

By clicking 'Declaration' and going through the process that follows, you are choosing to use this information in your emissions return, whether these calculations it has made in good faith.

If you're satisfied with the calculations, click 'Declaration' to submit your return. Otherwise, click 'Return to edit' to make changes.

Declaration Return to edit Cancel

24. Click **Declaration**.

Application APP-0005419 Action Confirming Calculation Net Outcome (Units) 174 Direction Surrender

The calculations and the calculated amounts are based on the inputs and forest details that you have confirmed as part of this process.

Download the document that constitutes notice under section 194A of the Climate Change Response Act ("the Act") by clicking the 'Download Notice' button along with the data, information, and other matters on which the calculations are based.

You can also view this information below, by clicking the hyperlinked items listed in the 'Application Detail' column and 'Details' tab in your application.

You may choose to include these calculations and calculated amounts in your emissions return. However, Te Uru Rākau (acting under the delegated authority) has made in good faith.

These calculations and notice do not affect any of the participant's obligations under the Act, including the obligation to submit an accurate emissions return.

By submitting these calculations and calculated amounts you are providing us with a new unit balance report as required under sections 185 and 187 of the Climate Change Response Act 2002 and may be punishable by a fine of up to \$25,000 for individuals and \$50,000 for bodies corporate.

By clicking 'Declaration' and going through the process that follows, you are choosing to use this information in your emissions return, whether these calculations it has made in good faith.

If you're satisfied with the calculations, click 'Declaration' to submit your return. Otherwise, click 'Return to edit' to make changes.

Declaration Return to edit Cancel

25. Read the Declaration statements and tick the checkbox if you agree. Click **Done**

Declaration

Net Outcome 174 Direction Type Surrender

Read the following statements, then tick the box at the end to confirm you understand and accept them:

- I have completed this application accurately to the best of my knowledge, I understand that providing altered, false, incomplete, or misleading information is an offence under section 132 of the Climate Change Response Act 2002 and may be punishable by a fine of up to \$25,000 for individuals and \$50,000 for bodies corporate.
- I am authorised to submit this application on behalf of the party. If I am a joint applicant, this means I have uploaded the 'Joint Applicant Consent' form.

I confirm that I understand and accept the above declarations.

Done

26. Click **Make payment** and complete the payment process.

The payment for this transaction is 15 cents. If you wish to have the 15 cents refunded by Te Uru Rākau, notify us by clicking **Contact Te Uru Rākau** from your party home page.

Application APP-0005419 Action Making Payment

Make payment Cancel

Apply to change registered activity

27. Your emissions return application will be submitted.



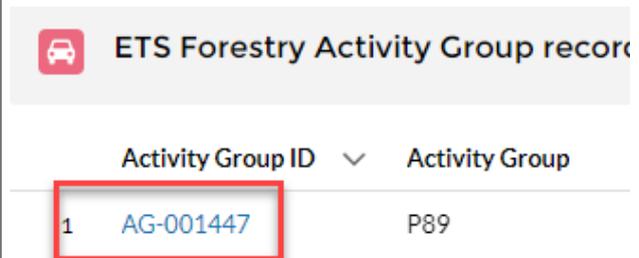
28. Notify us once you have completed your emissions return by clicking **Contact Te Uru Rākau** from your party home page.

This is so we can finalise the associated spatial records.



To view changes to carbon accounting area(s) and associated records:

1. From your party home page click on the **Activity Group ID** hyperlink under **ETS Activity group records**.



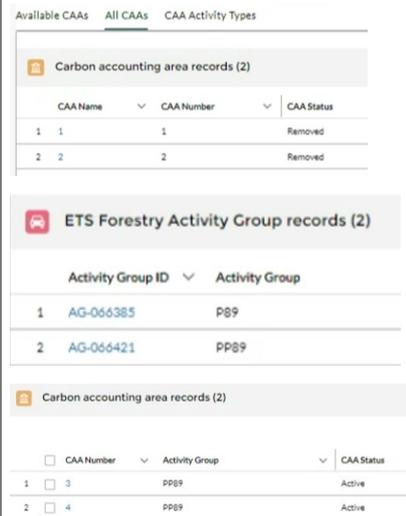
	Activity Group ID	Activity Group
1	AG-001447	P89

1. Click the **All CAAs** tab view your carbon accounting area records to see the status of each carbon accounting area.

- The **Activity Group** for post-1989 forest land (standard) is **P89**.
- The **Activity Group** for post-1989 forest land (permanent) is **PP89**.

You will see the carbon accounting areas have been removed from the **P89 Activity Group**.

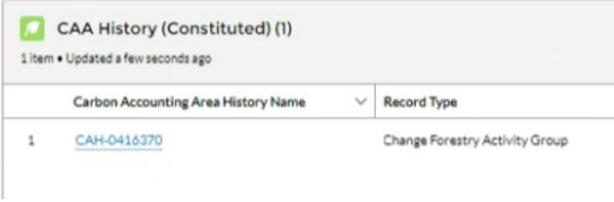
If you go back to the party home page and click the **PP89 Activity Group ID** hyperlink, you will see the CAAs have been added to the **PP89 Activity Group**.



CAA Name	CAA Number	CAA Status
1	1	Removed
2	2	Removed

	Activity Group ID	Activity Group
1	AG-066385	P89
2	AG-066421	PP89

	CAA Number	Activity Group	CAA Status	
1	<input type="checkbox"/>	3	PP89	Active
2	<input type="checkbox"/>	4	PP89	Active

<p>2. To see the changes to the carbon accounting record, click CAA Name hyperlink.</p>	
<p>3. Go to the Related tab. In the CAA History (Constituted) section, select the Carbon Accounting Area History Name hyperlink.</p>	
<p>4. This screen shows the original CAA number and the name of the new CAA that it has been created as.</p>	

10.1.5 Apply to offset the removal of post-1989 forest land by planting another forest

When you remove post-1989 forest land from the ETS, you need to pay New Zealand Units (NZUs or units). If your post-1989 forest land uses averaging accounting, you can apply to offset its removal by planting another forest somewhere else. If your offsetting application is successful, you can remove the initial land without paying units.

The forest you plant to offset your post-1989 land will be subject to ETS rules.

Find out more about offsetting post-1989 forest land on the MPI website:

www.mpi.govt.nz/applying-to-plant-forest-to-offset-emissions-when-removing-post-1989-forest-land-from-the-ets/

Apply to offset the removal of post-1989 forest land by planting another forest

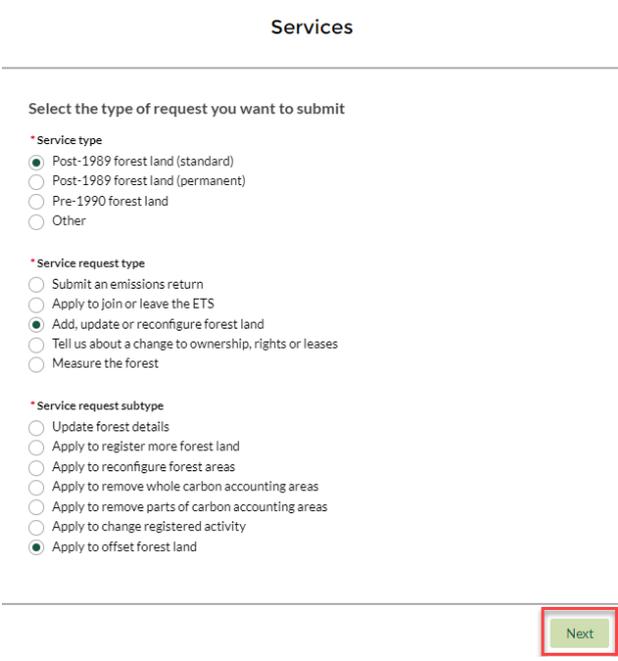
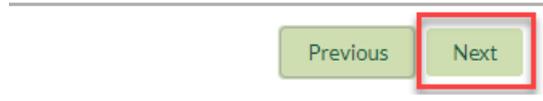
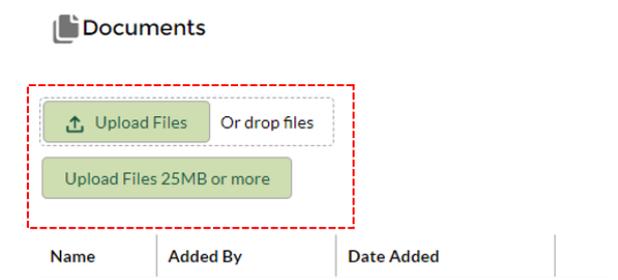
Before you begin:

- complete the form to apply to offset post-1989 forest land
- prepare a digital map (shapefile) of the land you're applying to use as offsetting land.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/57403

Apply to offset the removal of post-1989 forest land by planting another forest

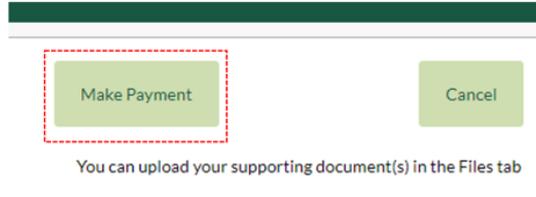
<p>1. From the party home page, click Services.</p>	
<p>2. Select Post-1989 forest land (standard), then Add, update or reconfigure forest land, then Apply to offset forest land.</p> <p>3. Click Next.</p>	
<p>4. Read the information displayed.</p> <p>5. Click Next.</p>	<p>our website to check what kind of information and</p> <p>you may also need to check your forest details are standing for the forest land involved.</p> <p>Planting Scheme NZ Government (mpi.govt.nz)</p> 
<p>6. Click Upload files to upload your completed form and shapefiles.</p> <p>See the <i>Uploading files</i> section of this guide for more information about uploading files.</p>	

Apply to offset the removal of post-1989 forest land by planting another forest

- 7. Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/



- 8. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

- 9. Note the case number. You will need this to refer to if you contact us or want to check back on progress.



- 10. You will receive an email from us when your service request has been processed.

Tēnā koe

Your service request has been processed

Thank you for submit

quest. We have



Nāku noa, nā

Forestry Emissions Trading Scheme

Te Uru Rākau - New Zealand Forest Service

Ministry for Primary Industries - Manatū Ahu Matua

Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



10.2 Tell us about a change to ownership, rights, or leases

This is also known as a transfer of participation.

Forest land in the Emissions Trading Scheme (ETS) comes with certain legal responsibilities. These vary depending on the kind of forest land it is. When the land changes ownership or land agreements change, these responsibilities may transfer to someone else. In some cases, there are tasks you must complete when these changes happen.

Find out more about what happens when land ownership or agreements change on the MPI website:

www.mpi.govt.nz/when-forest-land-ownership-or-land-agreements-change/

Watch a video on YouTube of someone notifying us of a change in land ownership:

www.youtube.com/watch?v=vz9UsZbf7uo

There are five service subtypes in Tupu-ake for changes to land ownership and agreements.

Subtype	Description
Tell us the members of an unincorporated body have changed	For use when more than 40% of the members of an unincorporated body change in a single transaction. This causes a transfer of ETS responsibilities.
Tell us the landowner has changed	For use when land in the ETS changes hands, for example by sale.
Tell us a forestry right or lease has been registered	For use when a forestry right or lease is being registered on the land and both parties have agreed for ETS responsibilities to transfer to the right or lease holder. This service also has an additional step of providing consent for the responsibilities to transfer.
Tell us about agreed changes to forestry right or lease holders	For use when agreed changes between registered forestry right or lease holders cause ETS responsibilities to transfer to another party.
Tell us a registered forestry right or lease has expired or been terminated	For when a forestry right or lease is terminated or expires, causing ETS responsibilities to transfer to the landowner.

If you need to notify us of a transfer of ETS responsibilities due to succession, we recommend you contact us first to understand the steps you need to take. Select **Contact Te Uru Rākau** on your party home page in Tupu-ake or email us at forestryets@mpi.govt.nz

You must notify us about a transfer of ETS responsibilities within 20 working days of the transfer date (except in circumstances of succession).

10.2.1 Tell us the members of an unincorporated body have changed

This service is for notifying us of a change of more than 40% of the members of an unincorporated body (for example, a trust). This triggers a transfer of ETS participation.

You must tell us about these changes within 20 working days. You also need to complete an emissions return.

For more information about when ETS responsibilities transfer, see the MPI website:

www.mpi.govt.nz/when-post-1989-forest-land-changes-ownership-or-agreements/

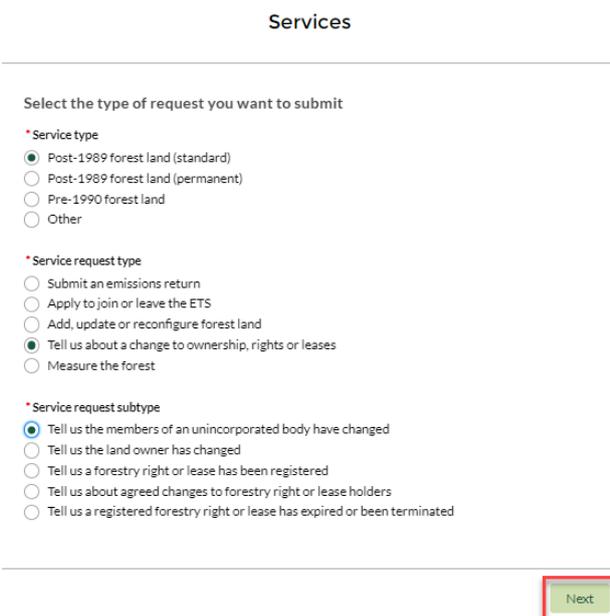
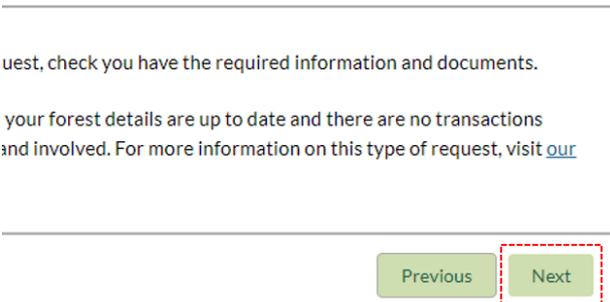
Tell us the members of an unincorporated body have changed

Before you begin:

- complete the form to tell us the members of an unincorporated body have changed.

Download the form from the MPI website:

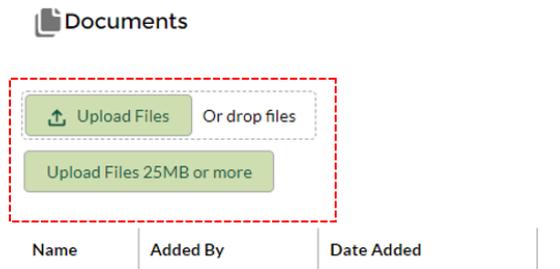
www.mpi.govt.nz/dmsdocument/54850

<p>1. From the party home page, select Services.</p>	
<p>2. Select Post-1989 forest land (standard) or Post-1989 forest land (permanent), then Tell us about a change to ownership, rights or leases, then Tell us the members of an unincorporated body have changed.</p> <p>3. Click Next.</p>	
<p>4. Read the information displayed.</p> <p>5. Click Next.</p>	

Tell us the members of an unincorporated body have changed

6. Click **Upload Files** to upload the completed form and any additional information.

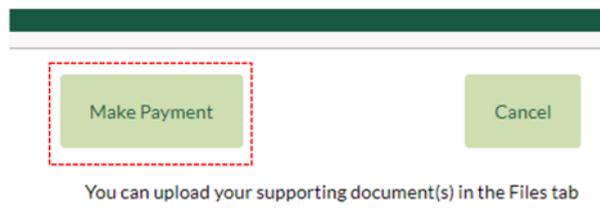
See the *Uploading files* section of this guide for more information about uploading files.



7. Click **Make Payment** and complete the payment process.

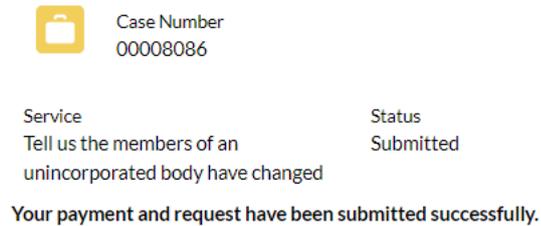
Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/



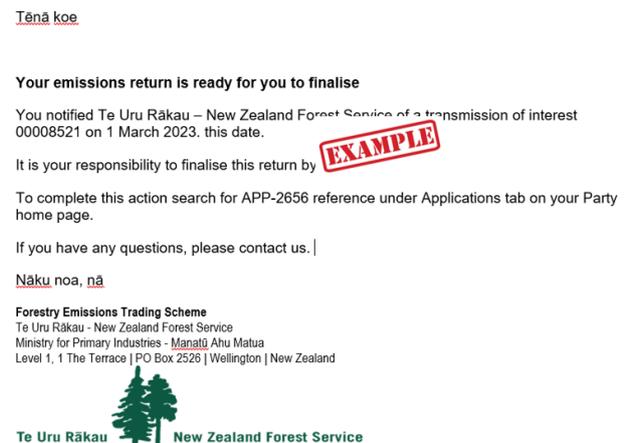
8. Once you have paid, the status of your case will change from **Draft** to **Submitted**.

Note the case number in the top left of your screen. You will need this to refer to if you contact us or want to check back on progress.



9. We will email you with an emissions return application to complete.

See the *Emissions return (system-generated) following a transfer of participation or Emissions return (manual) following a transfer of participation* section of this guide for instructions on how to complete your emissions return.



10.2.2 Tell us the landowner has changed

This is a type of transfer of participation. This applies when the landowner has changed due to a land sale or inheritance.

You must tell us about these changes within 20 working days.

The party transferring the ETS responsibilities must complete an emissions return.

For more information buying, selling, or inheriting forest land, see the MPI website:

www.mpi.govt.nz/buying-selling-inheriting-forest-land-in-ets/

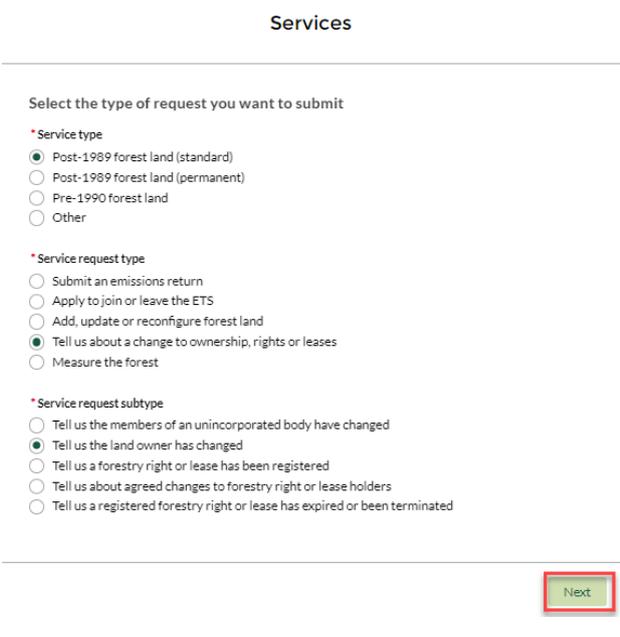
Tell us the landowner has changed

Before you begin:

- complete the form to tell us about a transfer of ETS responsibilities
- prepare shapefiles of the area being transferred and the area remaining, if you are transferring any partial carbon accounting areas.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/13224

<p>1. From the party home page, select Services.</p>	
<p>2. Select Post-1989 forest land (standard) or Post-1989 forest land (permanent), then Tell us about a change to ownership, rights or leases, then Tell us the landowner has changed.</p> <p>3. Click Next.</p>	

Tell us the landowner has changed

4. Read the information displayed.
5. Click **Next**.

Next, check you have the required information and documents.

Ensure your forest details are up to date and there are no transactions and involved. For more information on this type of request, visit [our](#)

Previous

Next

6. Click **Upload Files** to upload the completed form and any additional information.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Upload Files Or drop files

Upload Files 25MB or more

Name

Added By

Date Added

7. Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

Make Payment

Cancel

You can upload your supporting document(s) in the Files tab

8. Once you have paid, the status of your case will change from **Draft** to **Submitted**.
9. Note the case number in the top left of your screen. You will need this to refer to if you contact us or want to check back on progress.



Case Number
00008087

Service

Tell us the land owner has changed

Status

Submitted

Your payment and request have been submitted successfully.

Tell us the landowner has changed

10. We will email you with an emissions return application for you to complete.

Once you receive this notification proceed to the section *Emissions return (system-generated) following a transfer of participation* or *Emissions return (manual) following a transfer of participation* for information about submitting your emissions return.

[Tēnā koe](#)

Your emissions return is ready for you to finalise

You notified Te Uru Rākau – New Zealand Forest Service of a transmission of interest 00008521 on 1 March 2023, this date.

It is your responsibility to finalise this return by

EXAMPLE

To complete this action search for APP-2656 reference under Applications tab on your Party home page.

If you have any questions, please contact us. |

[Nāku noa, nā](#)

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - [Manatū Ahu Matua](#)
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



10.2.3 Notify us of consent for ETS responsibilities to transfer when a forestry right or lease is registered

If you are granting a registered forestry right or lease and you want ETS responsibilities to transfer to the forestry right or lease holder, you must send us proof of consent before the forestry right or lease is registered.

For more information about forestry rights and leases in the ETS, see the MPI website:

www.mpi.govt.nz/forestry-rights-leases-ets/

Notify us of consent for ETS responsibilities to transfer when a forestry right or lease is registered

Before you begin, complete the form or prepare your own document to give proof of consent.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/44248

1. From your party home page, click **Contact Te Uru Rākau**.

Update party details

Services

Contact Te Uru Rākau

Notify us of consent for ETS responsibilities to transfer when a forestry right or lease is registered

2. Select Changes to ownership, rights or leases from the dropdown menu under **My enquiry is about**.
3. Write **opt-in consent** as the subject and tell us the title reference of the land in the description.
4. Click **Next**.

Contact Te Uru Rākau

Tell us how we can help.

* My enquiry is about:

* Subject

* Description

Next

5. Click **Upload Files** to upload the completed application form.

Documents

Upload Files Or drop files

Upload Files 25MB or more

Name	Added By	Date Added
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6. Click **Submit**.
7. Note the case number. You will need this to refer to if you contact us or want to check back on progress.
8. Once the forestry right or lease has been registered, you must also submit a form to tell us about the transfer. See the *Tell us a forestry right or lease has been registered* section of this guide for instructions.

Submit **Cancel**

You can upload your supporting document(s) in the Files tab

Documents

10.2.4 Tell us a forestry right or lease has been registered

This service is to let us know a forestry right or lease has been registered on land in the ETS.

For ETS responsibilities to transfer to the right or lease holder, you need to have already provided proof of consent. See the *Notify us of consent for ETS responsibilities to transfer when a forestry right or lease is registered* section if you have not completed this step.

You must notify us within 20 working days of the transfer date. This is the date the forestry right or lease is registered on the land title.

The party transferring the ETS responsibilities must complete an emissions return.

For more information about forestry rights and leases in the ETS, see the MPI website:

www.mpi.govt.nz/forestry-rights-leases-ets/

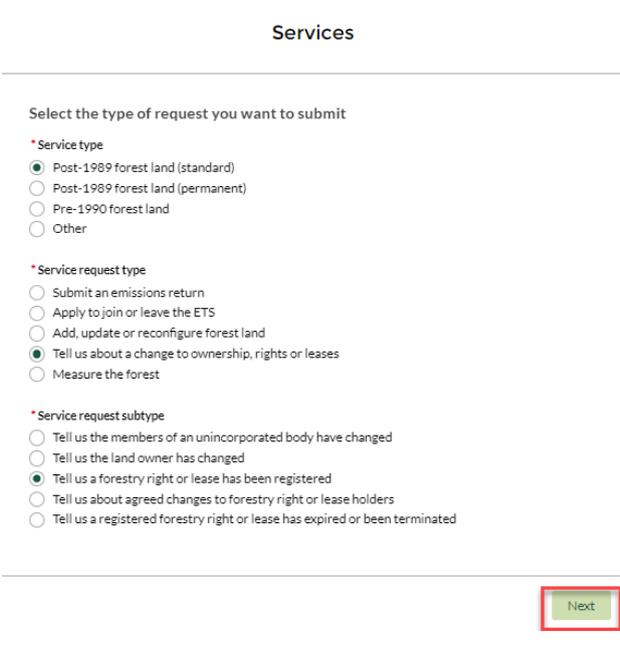
Tell us a forestry right or lease has been registered

Before you begin:

- complete the form to tell us about a transfer of ETS responsibilities
- prepare shapefiles of the area being transferred and the area remaining, if you are transferring any partial carbon accounting areas.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/13224

<p>1. From the party home page, select Services.</p>	
<p>2. Select Post-1989 forest land (standard) or Post-1989 forest land (permanent), then Tell us about a change to ownership, rights or leases, then Tell us a forestry right or lease has been registered.</p> <p>3. Click Next.</p>	

Tell us a forestry right or lease has been registered

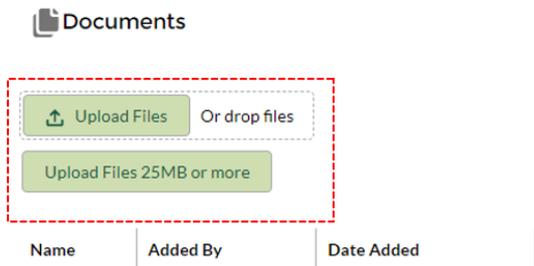
- 4. Read the information displayed.
- 5. Click **Next**.

uest, check you have the required information and documents.
 your forest details are up to date and there are no transactions
 and involved. For more information on this type of request, visit [our](#)



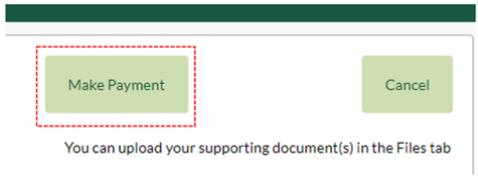
- 6. Click **Upload Files** to upload the completed form and any additional information.

 See the *Uploading files* section of this guide for more information about uploading files.

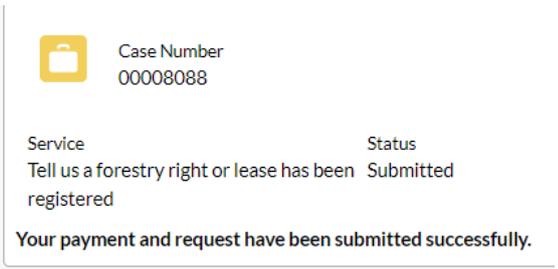


- 7. Click **Make Payment** and complete the payment process.

 Information about service fees is available on the MPI website:
www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/



- 8. Once you have paid, the status of your case will change from **Draft** to **Submitted**.
- 9. Note the case number in the top left of your screen. You will need this to refer to if you contact us or want to check back on progress.



Tell us a forestry right or lease has been registered

10. We will email you with an emissions return application for you to complete.

Once you receive this notification proceed to the section *Emissions return (system-generated) following a transfer of participation* or *Emissions return (manual) following a transfer of participation* for information about submitting your emissions return.

[Tēnā koe](#)

Your emissions return is ready for you to finalise

You notified Te Uru Rākau – New Zealand Forest Service of a transmission of interest 00008521 on 1 March 2023, this date.

It is your responsibility to finalise this return by

EXAMPLE

To complete this action search for APP-2656 reference under Applications tab on your Party home page.

If you have any questions, please contact us. |

[Nāku noa, nā](#)

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - [Manatū Ahu Matua](#)
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



10.2.5 Tell us about agreed changes to forestry right or lease holders

ETS responsibilities can transfer from one party to another when registered forestry right or lease holders change.

You must notify us within 20 working days of the transfer date. This is the date the forestry right or lease is registered on the land title.

The party transferring the ETS responsibilities must complete an emissions return.

For more information about forestry rights and leases in the ETS, see the MPI website:

www.mpi.govt.nz/forestry-rights-leases-ets/

Tell us about agreed changes to forestry right or lease holders

Before you begin:

- complete the form to tell us about a transfer of ETS responsibilities
- prepare shapefiles of the area being transferred and the area remaining, if you are transferring any partial carbon accounting areas.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/13224

1. From the party home page, select **Services**.

Update party details

Services

Contact Te Uru Rākau

Tell us about agreed changes to forestry right or lease holders

2. Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Tell us about a change to ownership, rights or leases**, then **Tell us about agreed changes to forestry right or lease holders**.
3. Click **Next**.

Services

Select the type of request you want to submit

- *Service type
 - Post-1989 forest land (standard)
 - Post-1989 forest land (permanent)
 - Pre-1990 forest land
 - Other
- *Service request type
 - Submit an emissions return
 - Apply to join or leave the ETS
 - Add, update or reconfigure forest land
 - Tell us about a change to ownership, rights or leases
 - Measure the forest
- *Service request subtype
 - Tell us the members of an unincorporated body have changed
 - Tell us the land owner has changed
 - Tell us a forestry right or lease has been registered
 - Tell us about agreed changes to forestry right or lease holders
 - Tell us a registered forestry right or lease has expired or been terminated

Next

4. Read the information displayed.
5. Click **Next**.

...uest, check you have the required information and documents.
 ...your forest details are up to date and there are no transactions
 ...and involved. For more information on this type of request, visit [our](#)

Previous Next

6. Click **Upload Files** to upload the completed form and any additional information.

 See the *Uploading files* section of this guide for more information about uploading files.

Documents

Or drop files

Name	Added By	Date Added

7. Click **Make Payment** and complete the payment process.

 Information about service fees is available on the MPI website:

You can upload your supporting document(s) in the Files tab

Tell us about agreed changes to forestry right or lease holders

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

8. Once you have paid, the status of your case will change from **Draft** to **Submitted**.

Note the case number in the top left of your screen. You will need this to refer to if you contact us or want to check back on progress.



Case Number
00008089

Service	Status
Tell us about agreed changes to forestry right or lease holders	Submitted

Your payment and request have been submitted successfully.

9. We will email you with an emissions return application for you to complete.

Once you receive this notification proceed to the section *Emissions return (system-generated) following a transfer of participation* or *Emissions return (manual) following a transfer of participation* for information about submitting your emissions return.

[Tēnā koe](#)

Your emissions return is ready for you to finalise

You notified Te Uru Rākau – New Zealand Forest Service of a transmission of interest 00008521 on 1 March 2023, this date.

It is your responsibility to finalise this return by **EXAMPLE**

To complete this action search for APP-2656 reference under Applications tab on your Party home page.

If you have any questions, please contact us. |

[Nāku noa, nā](#)

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - [Manatū Ahu Matua](#)
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



[Te Uru Rākau](#) [New Zealand Forest Service](#)

10.2.6 Tell us a registered forestry right or lease has expired or been terminated

Use this service when you want to let us know that a forestry right or lease has expired or terminated. As a forestry right or leaseholder, you must tell us when:

- you are the registered party for the relevant post-1989 forest land in the ETS, and
- the forestry right or lease expires or is terminated.

When this happens, the landowner will become responsible for participation in the ETS.

Both parties must complete the relevant sections in a transfer of participation (expiry/termination) form. This form must be submitted within 20 working days of the forestry right or lease ending.

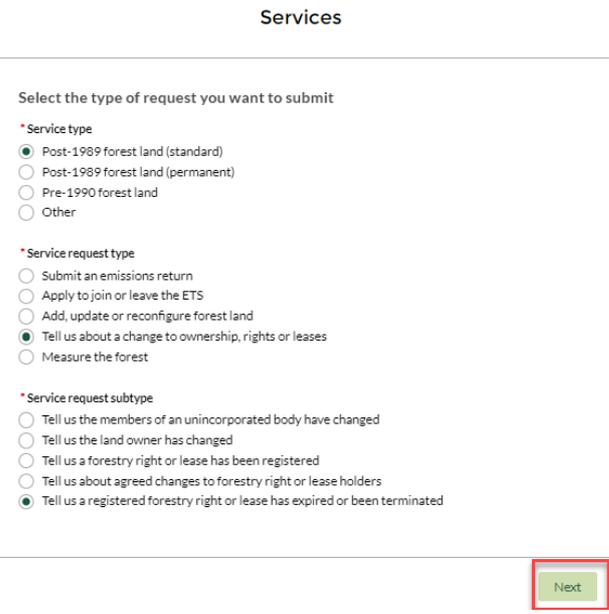
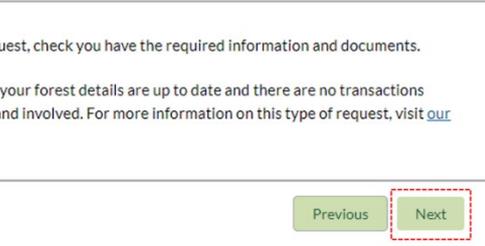
Tell us a registered forestry right or lease has expired or been terminated

Before you begin:

- prepare the form
- prepare shapefiles of the area being transferred and the area remaining, if you are transferring any partial carbon accounting areas.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/13221

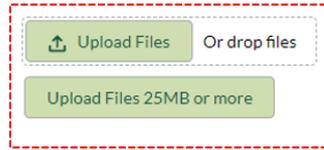
<p>1. From the party home page, select Services.</p>	
<p>2. Select Post-1989 forest land (standard) or Post-1989 forest land (permanent), then Tell us about a change to ownership, rights and leases then Tell us a registered forestry right or lease has expired or been terminated.</p> <p>3. Click Next.</p>	
<p>4. Read the information displayed.</p> <p>5. Click Next.</p>	

Tell us a registered forestry right or lease has expired or been terminated

- Click **Upload Files** to upload the completed application form and any supporting documentation.

See the *Uploading files* section of this guide for more information about uploading files.

Documents



Name	Added By	Date Added
------	----------	------------

- Click **Make Payment**.

Information about service fees is available on the MPI website:
www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

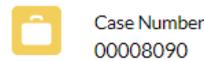


You can upload your supporting document(s) in the Files tab

- You will see your payment has been successful and your case has been submitted.

The status of your case will change from **Draft** to **Submitted**.

Note the case number. You will need this to refer to if you contact us or want to check back on progress



Service	Status
Tell us a registered forestry right or lease	Submitted
has expired or been terminated	

Your payment and request have been submitted successfully.

- We will email you with an emissions return application for you to complete.

Once you receive this notification proceed to the section *Emissions return (system-generated) following a transfer of participation* or *Emissions return (manual) following a transfer of participation* for information about submitting your emissions return.

Tēnā koe

Your emissions return is ready for you to finalise

You notified Te Urū Rākau – New Zealand Forest Service of a transmission of interest 00008521 on 1 March 2023, this date.

It is your responsibility to finalise this return by



To complete this action search for APP-2656 reference under Applications tab on your Party home page.

If you have any questions, please contact us. |

Nāku noa, nā

Forestry Emissions Trading Scheme
 Te Urū Rākau - New Zealand Forest Service
 Ministry for Primary Industries - Māraurū Ahu Matua
 Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



10.2.7 Emissions return (system-generated) following a transfer of participation

After you remove part of a carbon accounting area (CAA) or transfer ETS responsibilities to another party, you must submit an emissions return.

We will prepare your emissions return application after we process your request to remove land or notification of a transfer. When you submitted the form, you will have selected an option to tell us how you want to submit your emissions return. You can either:

- submit a system-generated emissions return, where Tupu-ake calculates the values for you, or
- submit a manual emissions return, where you need to do the calculations yourself.

More information about emissions return is available on the MPI website:

www.mpi.govt.nz/submitting-emissions-returns-when-certain-situations-change/

Emissions return (system-generated) following a transfer of participation

1. We will email you with an emissions return application for you to complete.

Tēnā koe

Your emissions return is ready for you to finalise

You notified Te Uru Rākau – New Zealand Forest Service of a transmission of interest 00008521 on 1 March 2023.

It is your responsibility to finalise this return by

EXAMPLE

To complete this action search for APP-000547 reference under Applications tab on your Party home page.

If you have any questions, please contact us.

Nāku noa, nā

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



2. From your party home page, find and open the application reference supplied in the email to begin completing your emissions return.

Application records (10)				
3	APP-0003312	System-generated emi...	In Progress	2023-04-17T01:13:31.0...
4	APP-0003938	Manual emissions retu...	In Progress	2023-04-24T00:19:42.0...
5	APP-0004084	Apply to register post...	Cancelled	2023-04-27T21:29:22.0...
6	APP-0004148	Apply to register post...	Submitted	2023-04-28T04:01:54.0...
7	APP-0005141	Apply to register more...	Submitted	2023-05-30T22:29:38.0...
8	APP-0005412	System-generated emi...	Cancelled	2023-06-19T01:52:58.0...
9	APP-0005414	Manual emissions retu...	Confirmed	2023-06-19T03:14:51.0...
10	APP-000547	System-generated emi...	In Progress	2023-07-11T02:34:26.0...

3. Click **Update Forest Details** to update the spatial data before you starting the emissions return.

See the *Updating forest details* section of this guide for more information.

Application: APP-000547
Action: Updating Forest Details
Overridden: No
Activity Types: No

You need to complete the emissions return below before we can finalise your transfer of participation request. If you need more information, visit our website: <https://www.nzta.govt.nz/forestry-land-ownership/land-agreements-change/buying-selling-inheriting-forest-land-in-ets/>

Click the 'Update Forest Details' button if you need to update any information about the forest land that your calculations will be based on. If you have forest land that was your carbon accounting areas to make sure they aren't before the earliest date that forest was established there.

Click the 'Generate Information for an Emissions Return' button if your forest details are up to date and you're ready to let our system generate calculations for you to use!

If you don't want our system to generate any calculations for you, click 'Cancel'.



Emissions return (system-generated) following a transfer of participation

4. Click **Generate Information for an Emissions Return**.

Application: APP-0005547
Action: Updating Forest Details
Overridden: No
Activity Types: No

You need to complete the emissions return below before we can finalise your transfer of participation request. If you need more information, visit our website: <https://www.govt.nz/scheme/when-forest-land-ownership-or-land-agreements-change/buying-selling-inheriting-forest-land-in-ets/>

Click the 'Update Forest Details' button if you need to update any information about the forest land that your calculations will be based on. If you have forest land that was your carbon accounting areas to make sure they aren't before the earliest date that forest was established there.

Click the 'Generate Information for an Emissions Return' button if your forest details are up to date and you're ready to let our system generate calculations for you to use!

If you don't want our system to generate any calculations for you, click 'Cancel'.

Buttons: Update Forest Details, **Generate Information for an Emissions Return**, Cancel

5. Your data is being prepared. This may take up to 2 hours or longer during peak filing periods.

You'll need to check back here to see if your calculations are ready – the **Action** status will have changed to **Confirming inputs**.

You'll be able to see the calculations by clicking on the hyperlink below in **Application Details** and then going into each carbon accounting area (CAA).

Only click **Cancel** if you want to cancel the whole transaction.

Application: APP-0005547
Action: Confirming Inputs
Overridden: No
Activity Types: No

The information for your emissions return is ready. You can now continue working on it.

If you're ready for our system to generate the calculations for you to use in your emissions return, click 'Calculate'. To see the information the column below and in the 'Details' tab.

If you don't want our system to generate any calculations for you, click 'Cancel'.

Buttons: **Calculate**, Cancel

6. Check the values in the **Net Outcome** field and the **Carbon Accounting Area Carbon Stock Change** field. If these are not correct click **Return to edit** to make changes.

If you edit your emissions return values you will need to upload a copy of your working.

Application: APP-0005547
Action: Confirming Calculation
Overridden: No
Activity Types: No
Direction: Establishment

The calculations and the calculated amounts are based on the inputs and forest details that you have confirmed as part of this process.

Download the document that constitutes notice under section 194A of the Climate Change Response Act ("the Act") by clicking the 'Download Notice' button below. This document includes the outcome of the system calculations, along with the data, information, and other matters on which the calculations are based.

You can also view this information below, by clicking the hyperlinked items listed in the 'Application Detail' column and 'Details' tab in your application.

You may choose to include these calculations and calculated amounts in your emissions return. However, Te Uru Rākau (acting under the delegated authority of the Environmental Protection Authority) is not liable for the calculations it has made in good faith.

These calculations and notices do not affect any of the participant's obligations under the Act, including the obligation to submit an accurate emissions return.

By submitting these calculations and calculated amounts you are providing us with a new unit balance report as required under sections 185 and 187 of the Act.

By clicking 'Declaration' and going through the process that follows, you are choosing to use this information in your emissions return, whether these calculations were ones generated by our system or ones you've yourself.

Click 'Return to edit' to override the calculations our system has provided and use your own instead. You'll need to upload a file (or files) that show how you calculated the information you've chosen to use.

If you don't want our system to generate any calculations for you, click 'Cancel'.

Buttons: Declaration, Download Notice, **Return to edit**, Cancel

7. Click on the application detail for more information

RELATED DETAILS

Application Details (1)

Learn More | Refresh Details | Updated 4/10/2022 4:00pm

Application D...	Carbon Acco...	Accounting...	Start Date	End Date	Previous...	Current...	Carbon L...	Differe...	Carbon A...
APP-0005547	UN2	Stock Change	1/1/2022	15/1/2022	300	0	187	187	187

Emissions return (system-generated) following a transfer of participation

8. View application details.

DETAILS	RELATED
Carbon Accounting Area	
CAA2	
Start Date	1/01/2023
End Date	11/07/2023
Previous Unit Balance	350
Carbon Stock at the Start of the Period	38,200
Carbon Stock at the End of the Period	224,730
Carbon Stock at Expiry of GP	0,000
Grant-Funded Forest Calculation Value	
Gross Calculation Value	187
Net Calculation Value	187
Waiver ID	
Percentage of CAA Being Transferred	100.00
Unit Balance To Be Transferred	537
Unit Balance Remaining	0
CAA Name	

9. Click **Related** to view sub-area records

DETAILS	RELATED		
SUB-AREAS (2)			
Sub-area Number	Calculation Method	Area's Historic	Forest Type
SA-000010	Stock Change	0.5	Pinus Radiata
SA-000011	Stock Change	0.5	Pinus Radiata

10. Click the sub-area numbers to view individual sub-area records (not shown here).

DETAILS	RELATED		
Sub-areas (2)			
Sub-area Number	Calculation Method	Area's Historic	Forest Type
SA-000010	Stock Change	0.5	Pinus Radiata
SA-000011	Stock Change	0.5	Pinus Radiata

11. Click **Declaration**.

Application: APP-000547
 Action: Confirming Calculation
 Net Outcome (Unit): 187
 Direction: Entitlement
 Calculation: No
 Declaration: No

The calculation and the calculated amounts are based on the inputs and forest details that you have confirmed as part of this process.

Download the document that confirms notices under section 134A of the Climate Change Response Act (the Act) by clicking the **Download Notice** button below. This document includes the outcome of the system-generated calculations, along with the data, information, and other matters on which the calculations are based.

You can view this information below, by clicking the hyperlinked items listed in the Application Detail column and Details tab in your application.

You may choose to tick the radio buttons and calculated amounts for your emissions return. However, to this extent, acting under the delegated authority of the Environmental Protection Authority, it will be liable for anything that you does from the calculator if it has made a good faith.

These calculations and notices do not afford any of the participant's obligations under the Act, including the obligation to submit an accurate emissions return.

By submitting these calculations and calculated amounts you are providing us with a new unit balance report as required under sections 185 and 187 of the Act.

By clicking **Declaration** and going through the process that follows, you are choosing to use this information in your emissions return, whether these calculations were once generated by our system or entered via spreadsheet and into your self.

Click **Notice to edit** to override the calculations our system has provided and use your own instead. You'll need to upload a file (or files) that show how you calculated the information you've chosen to use.

If you don't want our system to generate any calculations for you, click **Cancel**.

Declaration | Download Notice | Return to edit | Cancel

12. Read the declarations and tick the check box if you agree. Click **Done**.

Declaration

Net Outcome: 187 | Direction Type: Entitlement

Read the following statements, then tick the box at the end to confirm you understand and accept them:

- I have completed this emissions return accurately to the best of my knowledge. I understand that providing altered, false, incomplete, or misleading information is an offence under section 132 of the Climate Change Response Act 2002 and may be punishable by a fine up to \$25,000 for individuals and \$50,000 for bodies corporate.
- Information from this application may be shared with the Invercargill agency or the register of the NZEIT to carry out their functions under the Climate Change Response Act 2002.
- I understand that ticking this box will serve in place as my electronic signature to confirm the information I am providing.
- I confirm that I have permission to submit this application on behalf of the party.

I confirm that I understand and accept the above declarations.

Done

Emissions return (system-generated) following a transfer of participation

13. Click **Make payment** and complete the payment process.

Application: APP-0005547
Action: Making Payment
Net Outcome (Units): 187
Direction: Entitlement
Overridden: No

Click 'Return to edit' to override the calculations our system has provided and use your own instead. You'll need to upload a file (or files) that show how you calculated the information you've chosen to use.
If you don't want our system to generate any calculations for you, click 'Cancel'.

Buttons: Make payment, Return to edit, Cancel

14. Click **Download Notice**.

Application: APP-0005547
Action: Te Uru Rākau Review
Net Outcome (Units): 187
Direction: Entitlement

Your application has been successfully submitted. If you have any questions, click the 'Contact Te Uru Rākau' button on your homepage.

Button: Download Notice

ELATED DETAILS

Application Details (1)
1 item • Sorted by Difference (Units) • Updated a few seconds ago

Application D...	Carbon Acco...	Accounting...	Start Date	End Date	Previous ...	Current ...	Carbon S...
1 AA-0049054	CAA2	Stock change	1/01/2023	11/07/2023	350	0	187

15. Under the documents tab click the arrow and select download. The document will appear in your downloaded items as a PDF.

Note: We have 20 working days to process your emissions return, unless we require more information.

Documents

Name

s_194A_Notice_1.pdf

Download icon highlighted in red box.

16. Confirmation that your emissions return has been submitted will be displayed.

Application: APP-0005547
Action: Te Uru Rākau Review
Net Outcome (Units): 187
Direction: Entitlement

Your application has been successfully submitted. If you have any questions, click the 'Contact Te Uru Rākau' button on your homepage.

Button: Download Notice

ELATED DETAILS

Application Details (1)
1 item • Sorted by Difference (Units) • Updated a few seconds ago

Application D...	Carbon Acco...	Accounting...	Start Date	End Date	Previous ...	Current ...	Carbon S...
1 AA-0049054	CAA2	Stock change	1/01/2023	11/07/2023	350	0	187

Emissions return (system-generated) following a transfer of participation

17. Click **Details**. The carbon accounting area(s) removed will display as removed.

Carbon Accounting Area
CAA2

Details Related

CAA Number
2

CAA Name
CAA2

Activity Group
P89

Activity Type
Landowner

CAA Status
Removed

CAA Unit Balance

18. Click **Related** to see the updated carbon accounting records.

Carbon Accounting Area
CAA2

Details Related

Carbon Accounting records (3)

Carbon Account	Application	Return Start Date	Return End Date	Change Effective from	Value of 134k Ch.	Current Balance	Status
CAH-000568	APP-000547	2023-01-01	2023-07-11	2023-07-11	537	0	Fail
CAH-000567	APP-000547	2022-01-01	2022-01-11	2022-01-11	101	201	None
CAH-000566	APP-000547	2021-01-01	2021-01-11	2021-01-11	200	200	None

19. Scroll down to view **CAA History**.

CAA History (Registered/Added/Removed) (1)

Carbon Accounting Area History Name	Record Type	Application	Event Date/Time
CAH-000382	Transfer of Participation	APP-000547	11:07:0023, 4:10 pm

20. Click on the carbon accounting area history name link to view each record.

CAA History (Registered/Added/Removed) (1)

Carbon Accounting Area History Name	Record Type	Application	Event Date/Time
CAH-000382	Transfer of Participation	APP-000547	11:07:0023, 4:10 pm

Note: Records will only be visible for the parties you have access to.

Carbon Accounting Area History
CAH-000382

Originating CAA
CAA2

Party Moved From
Pete Pine Foresters

Application
APP-000547

Event Date/Time
11:07:0023, 4:10 pm

CAA Moved To
J

Party Moved To
Ash and Spruce

Application Subtype
System-generated emissions return transfer of participation

Record Type
Transfer of Participation

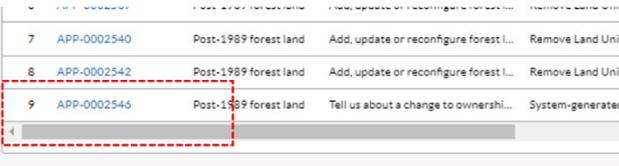
10.2.8 Emissions return (manual) following a transfer of participation

If you submit a manual emissions return, you must calculate the changes in carbon yourself.

Emissions return (manual) following a transfer of participation

Before you begin:

- calculate the values for your emissions return
- prepare a document of your emissions return calculations ready to upload.

<p>1. We will email you with an emissions return application for you to complete.</p>	<p>Tēnā koe</p> <p>Your emissions return is ready for you to finalise</p> <p>You notified Te Uru Rākau – New Zealand Forest Service of a transmission of interest 00008521 on 1 March 2023, this date.</p> <p>It is your responsibility to finalise this return by EXAMPLE</p> <p>To complete this action search for APP-2656 reference under Applications tab on your Party home page.</p> <p>If you have any questions, please contact us. </p> <p>Nāku noa, nā</p> <p>Forestry Emissions Trading Scheme Te Uru Rākau - New Zealand Forest Service Ministry for Primary Industries - Manatū Ahu Matua Level 1, 1 The Terrace PO Box 2526 Wellington New Zealand</p>  <p>Te Uru Rākau New Zealand Forest Service</p>																				
<p>2. From your party home page, find and open the application reference supplied in the email to begin completing your emissions return.</p>	 <table border="1"> <thead> <tr> <th>ID</th> <th>APP-0002540</th> <th>Post-1989 forest land</th> <th>Add, update or reconfigure forest L...</th> <th>Remove Land Uni</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>APP-0002540</td> <td>Post-1989 forest land</td> <td>Add, update or reconfigure forest L...</td> <td>Remove Land Uni</td> </tr> <tr> <td>8</td> <td>APP-0002542</td> <td>Post-1989 forest land</td> <td>Add, update or reconfigure forest L...</td> <td>Remove Land Uni</td> </tr> <tr> <td>9</td> <td>APP-0002545</td> <td>Post-1989 forest land</td> <td>Tell us about a change to ownershi...</td> <td>System-generat...</td> </tr> </tbody> </table>	ID	APP-0002540	Post-1989 forest land	Add, update or reconfigure forest L...	Remove Land Uni	7	APP-0002540	Post-1989 forest land	Add, update or reconfigure forest L...	Remove Land Uni	8	APP-0002542	Post-1989 forest land	Add, update or reconfigure forest L...	Remove Land Uni	9	APP-0002545	Post-1989 forest land	Tell us about a change to ownershi...	System-generat...
ID	APP-0002540	Post-1989 forest land	Add, update or reconfigure forest L...	Remove Land Uni																	
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8	APP-0002542	Post-1989 forest land	Add, update or reconfigure forest L...	Remove Land Uni																	
9	APP-0002545	Post-1989 forest land	Tell us about a change to ownershi...	System-generat...																	
<p>3. The emissions return application will show on the screen.</p>	 <p>Home</p> <p>Application APP0002545 Action Edit</p> <p>You need to complete the calculation screen below before we can finalise your transfer of participation request. If you need more information visit our website https://www.nzta.govt.nz/forestry/forestry to the emissions trading scheme rules for land ownership or land appointment change/forest logging/forest land in use.</p> <p>Calculate Cancel</p> <p>RELATED DETAILS</p> <p>Application Details (1)</p> <table border="1"> <thead> <tr> <th>Application Detail</th> <th>Carbon Accounting Area</th> <th>Accounting Method</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>AA-0007062</td> <td>1</td> <td>Accounting</td> <td>1/01/2022</td> </tr> </tbody> </table>	Application Detail	Carbon Accounting Area	Accounting Method	Start Date	AA-0007062	1	Accounting	1/01/2022												
Application Detail	Carbon Accounting Area	Accounting Method	Start Date																		
AA-0007062	1	Accounting	1/01/2022																		
<p>4. Click the hyperlink under Application Details to enter the values for the carbon accounting area.</p>	<p>RELATED DETAILS</p> <p>Application Details (1)</p> <table border="1"> <thead> <tr> <th>Application Detail</th> <th>Carbon Accounting Area</th> </tr> </thead> <tbody> <tr> <td>AA-0007062</td> <td>3</td> </tr> </tbody> </table>	Application Detail	Carbon Accounting Area	AA-0007062	3																
Application Detail	Carbon Accounting Area																				
AA-0007062	3																				

Emissions return (manual) following a transfer of participation

5. Check the **Start date**. This needs to reflect the beginning of the period that this emissions return covers.
6. Enter your calculated value in the **Carbon Stock Change (Tonnes)** field.
7. If you have a grant contract for the land that specifies a stand-down period, and the stand-down period overlaps the period of this emissions return, you must calculate any increase in carbon stock during that overlap. Enter this value in the **GFF Carbon Stock Change (Tonnes)** field.

Edit AA-0007062

Carbon Accounting Area 3	Carbon Stock Change (Tonnes) <input type="text"/>
Start Date 9/03/2022	GFF Carbon Stock Change (Tonnes) <input type="text"/>
End Date 31/03/2023	Net-GFA Carbon Stock Change <input type="text"/>
Previous Unit Balance 1.306	Difference (Units)
Carbon Stock at the Start of the Period 0.000	Carbon Accounting Area Unit Outcome <input type="text"/>
Carbon Stock at the End of the Period 0.000	Current Net Units 0
Carbon Stock at Expiry of GFF 0.000	CAA Direction Type
Grant-Funded Forest Calculation Value	Surrender Cap <input type="checkbox"/>
Gross Calculation Value 0	Grant-Funded Forest
Net Calculation Value 0	Grant-Funded Forest Expiry Date

8. Click **Save**.

ed Forest

ed Forest Expiry Date

9. Click **Calculate**.

 Application APP-0002656 Action Editing

You need to complete the emissions return below before we can finalise your transfer of participation when forest land ownership or land agreements change/buying-selling-inheriting

10. Check the result in the **Net Outcome** field.

 Application APP-000647 Action Confirming Calculation Net Outcome (Units) 3000

Activity Types Deregistration No

By submitting these calculations and calculated amounts you are providing us with a new unit balance report as required under sections 1

By clicking 'Declaration' and going through the process that follows, you are choosing to use this information in your emissions return, wh yourself.

11. If the result is incorrect, you can click the **Return to edit** button to edit the values you

 Application APP-000647 Action Making Payment Net Outcome 270 Direction Entitlement

Emissions return (manual) following a transfer of participation

entered for each CAA and recalculate the net outcome. Otherwise, go to the next step.

12. Click **Upload Files** to upload your workings for the emissions return.

See the *Uploading files* section of this guide for more information about uploading files.

Documents



Name	Added By	Date Added
------	----------	------------

13. Click **Declaration**.

	Application APP-0002656	Action Confirming Calculations
--	----------------------------	-----------------------------------

By submitting these calculations and calculated amounts you are providing us

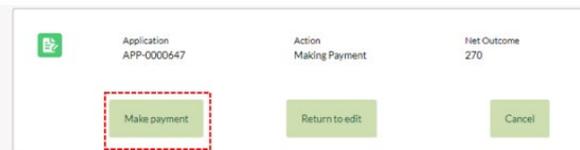
By clicking 'Declaration' and going through the process that follows, you are certifying the information for yourself.



14. Click **Make payment** and complete the payment process.

For information about fees, see the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

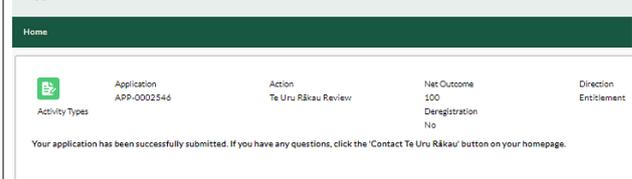


RELATED DETAILS

Application Details (2)

15. Confirmation that your emissions return has been successfully submitted will be displayed.

If you need to contact us or check the progress of your emissions return, you will need to refer to the application number on the screen.



Emissions return (manual) following a transfer of participation

16. You will receive an email when your emissions return has been processed.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand

Te Uru Rākau  **New Zealand Forest Service**

10.3 Submit an emissions return

If you are registered in the Emissions Trading Scheme (ETS) with post-1989 forest land, you must submit an emissions return at the end of every mandatory emissions return period. An emissions return is how you report of the changes in carbon in your forest land.

You can choose to submit additional emissions returns once a year during a mandatory emissions return period. These are called “provisional emissions returns”.

If you have land registered in both standard forestry and permanent forestry, you must submit emissions returns for these separately.

Find out more about emissions returns and mandatory emissions return periods on the MPI website:

www.mpi.govt.nz/emissions-returns-and-mandatory-emissions-return-periods-in-the-ets/

Manual and system-generated emissions returns

When you submit an emissions return for post-1989 forest land, you can calculate the values manually or use Tupu-ake to generate the values.

When you use Tupu-ake to generate your emissions return it uses the spatial information we hold in Tupu-ake to calculate the carbon values. You need to make sure this information is up to date and correct **before** you click calculate in the emissions return process.

This includes:

- the emissions return period start and end date for each carbon accounting area (CAA and associated polygons²)
- clearing and harvesting information
- any grant contract terms that affect when you can earn New Zealand Units (NZUs or units).

If you plan to submit a manual emissions return, Tupu-ake will not be relying on the spatial data to make the calculation. However, it is just as important the information you submit is correct. This means you need to carefully check the return period dates for each CAA before you submit the return.

Regardless of whether you use a system-generated or a manual return, if you edit CAAs after you have clicked calculate your emissions return could be incorrect. Therefore, you must update all of the forest information before you start the emissions return process.

Watch a video on YouTube of how to submit a manual or system-generated emissions return:

www.youtube.com/watch?v=iThICWFGhIQ

Tupu-ake options for emissions return are as follows:

Your situation	Service selection
You have carbon accounting area(s) in stock change accounting, and you want to prepare your own emissions return at the end of a mandatory emissions return period	Submit a manual emissions return
You have carbon accounting area(s) in stock change accounting, and you want Tupu-ake to prepare your emissions return for you at the end of a mandatory emissions return period	Submit a system-generated emissions return
You have carbon accounting area(s) in averaging accounting, and you want to prepare your own emissions return at the end of a mandatory emissions return period	Submit a manual emissions return
You have carbon accounting area(s) in stock change accounting, and you want Tupu-ake to	Submit a system-generated emissions return

² When creating each clearing, harvesting, or planting polygons the start and end dates of these polygons need to be within the same calendar year and can't overlap with the start and end dates of the emissions return period for an emissions return that includes the polygons.

Your situation	Service selection
prepare your emissions return for you at the end of a mandatory emissions return period	
You want to prepare your own provisional emissions return	Submit a manual provisional emissions return
You want Tupu-ake to prepare your provisional emissions return for you	Use our system to calculate a provisional emissions return

If you select a system-generated emissions return, you will be asked to check the value(s) calculated by the system. At this point, you have the option to override the system calculation and enter a manual calculation.

Below is an example of the **Related** tab in an emissions return that has been submitted to us for processing.

Application Detail
AA-0006584

DETAILS
RELATED

Carbon Accounting Area
[Test12345](#)

Accounting Method
Stock change

Start Date ⓘ
28/11/2022

End Date
6/12/2022

Unit Balance
200

Carbon Stock Change ⓘ
-200

Difference
-200

Carbon Accounting Area Unit Outcome
-200

CAA Direction Type
Surrender

Surrender Cap

Override CAA Unit Direction

Grant-Funded Forest

Grant-Funded Forest Expiry Date

Grant-Funded Forest Multiple Expiry Date

Here's an explanation of what each of these fields shows:

Field	Description
Carbon Accounting Area	This is a link to the carbon accounting area (CAA) related to this emissions return.
Accounting Method	There are two ways to account for carbon in the ETS – stock change accounting and averaging accounting. This field shows which one is being used for your emissions return.

Start Date	An emissions return covers a specific period of time called an “emissions return period”. Your emissions return reports on changes in carbon in the forest land from the start of the emissions return period to the end of the emissions return period. This is the start date of the emissions return period for this carbon accounting area. You need make sure all dates are correct prior to starting the emissions return process to ensure you get the correct units.
End Date	This is the end date of the emissions return period for this carbon accounting area.
Unit Balance	This provides the current unit balance for this carbon accounting area when this emissions return was created. The unit balance is the net units earned for this carbon accounting area since it was registered in the ETS.
Current Net Units	This shows the sum of changes to your carbon accounting area’s unit balance from any provisional emissions returns submitted during this period.
Carbon Stock Change	If this number is positive, the change reflects the removal of that many tonnes of carbon from the atmosphere. If this number is negative, the change reflects the emission of that many tonnes of carbon into the atmosphere.
Difference	This amount is difference between the carbon stock change over the whole period (as shown in the Carbon Stock Change field) and the sum of any provisional emissions returns you submitted during that period. If you didn’t submit any provisional returns, the ‘Difference’ field will be blank. (This field does not apply if you are submitting a provisional emissions return.)
Carbon Accounting Area Unit Outcome	This outcome shows difference in carbon over the period considering your unit balance and your accounting type. It considers the carbon stock change, current net units, and what your starting unit balance was.
CAA Direction Type	This says whether you're entitled to receive units, or you need to surrender them to the Environmental Protection Authority (EPA). This is only for this carbon accounting area – the final direction may be different once all your carbon accounting areas have been taken into account for this emissions return.
Surrender Cap	If you need to surrender units for the carbon accounting area and the number of units owed is more than the unit balance for the carbon accounting area, a surrender cap applies. This means we cap the number of units you need to pay at the amount of the unit balance. This box will be checked automatically if a surrender cap has been applied.
Override CAA Unit Direction	This box will be checked if we need to override the unit direction.
Grant-funded Forest	This is checked automatically if you’ve told us earlier that you’ve received funding to plant or grow trees in this carbon accounting area, and your grant contract includes a stand-down period during which you cannot earn units for the land. This will be considered when the system calculates how many units you’re entitled to.
Grant-Funded Forest Expiry Date	This is the date on which your grant funding stand-down period expires, if applicable. After this date, you can start earning carbon credits for this carbon accounting area.
Grant-Funded Forest Multiple Expiry Date(s)	This will show whether this carbon accounting area is subject to multiple grant funding stand-down periods with different dates.

10.3.1 Grant-funded forestry and emissions returns

If you received a grant to establish forest, your grant contract may specify a stand-down period during which you can't enter the land in the ETS or earn New Zealand Units (NZUs or units) for it. If you're submitting an emissions return for a period that overlaps this stand-down period, you need to take this into account for your emissions return calculations.

Find out more about grant-funded forests and the ETS on the MPI website:

www.mpi.govt.nz/the-ets-and-forests-funded-by-crown-grants/

If this applies to your emissions return and you want to use the system to generate your emissions return, you must enter this information for each carbon accounting area before you start your emissions return.

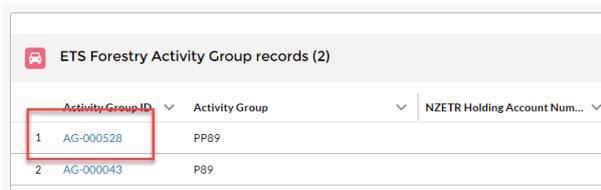
The following instructions are for starting a system-generated emissions return when a grant stand-down period applies. If you calculate your emissions return manually, you must apply the changes to the calculations yourself.

Enter your grant funding information and start your emissions return

Before you begin:

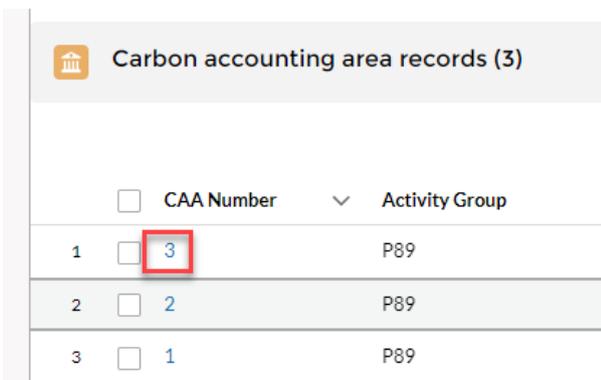
- check the terms of your grant contract to find out whether a stand-down period applies for the land in the emissions return, during the emissions return period
- prepare digital maps (shapefiles) of any relevant areas that make up part of a carbon accounting area only.

1. From your party home page, select **ETS Forestry Activity Group records**.



	Activity Group ID	Activity Group	NZETR Holding Account Num...
1	AG-000528	PP89	
2	AG-000043	P89	

2. For each carbon accounting area subject to a grant funding stand-down period, click the **CAA Number** to edit the details.



	CAA Number	Activity Group
1	3	P89
2	2	P89
3	1	P89

Enter your grant funding information and start your emissions return

- Edit the following information for the carbon accounting area:
 - **Grant-Funded Forest** – select **Full** if the whole carbon accounting area is subject to the grant contract stand-down period and **Partial** if only part of it is.
 - **Grant-Funded Forestry Expiry Date** – enter the expiry date of the grant contract stand-down period that applies to the CAA.
 - **Grant-Funded Forest Multiple Expiry Date** – select Yes if multiple grant contract stand-down periods apply to land in the carbon accounting area and they have different expiry dates. Select No if only one expiry date applies.
3. Begin your emissions return and follow the system-generated emissions return steps.

Note: Make sure your forest details are up to date before you start your system-generated emissions return.


Carbon Accounting Area
GFF3

Details
Related

CAA Number	3
CAA Name	GFF3 ✎
Activity Group	P89
Activity Type	Landowner
CAA Status	Active
CAA Unit Balance	0
Eligible For Averaging	No
Grant-Funded Forest	Full ✎
Grant-Funded Forest Expiry Date	9/05/2023 ✎
Grant-Funded Forest Multiple Expiry Date	No ✎
Total hectares	
In Progress Transaction ID	
In Progress Transaction User	

4. Continue to the next step if you click **Calculate** and see the error message 'We can't calculate the outcome of your emissions return because there are no sub-areas linked to it. To find out how to fix this, contact Te Uru Rākau via the button on your homepage, you need to supply shapefiles for the parts of your carbon accounting area(s) that are subject to grant funding stand-down periods and/or all expiry dates for those periods.'

If you do not receive this error message, you do not need to provide shapefiles of your grant-funded forest areas.

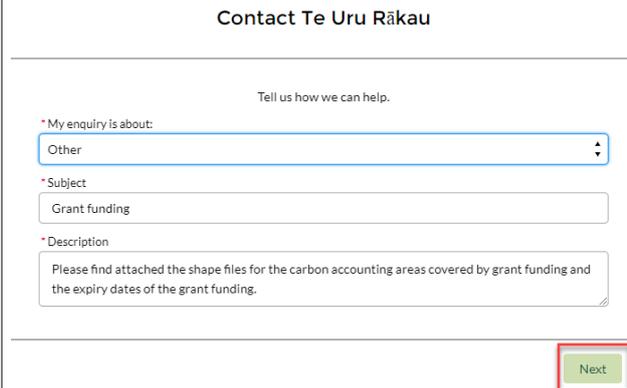
We can't calculate the outcome of your emissions return because there are no sub-areas linked to it. To find out how to fix this, contact Te Uru Rākau via the button on your homepage.

Enter your grant funding information and start your emissions return

5. Click **Contact Te Uru Rākau**.



6. Attach shapefiles for the partial areas covered by grant funding and the relevant expiry dates for the grant funding.

A screenshot of the 'Contact Te Uru Rākau' form. The form title is 'Contact Te Uru Rākau'. Below the title is the text 'Tell us how we can help.' followed by three input fields: '* My enquiry is about:' with a dropdown menu showing 'Other', '* Subject' with a text input field containing 'Grant funding', and '* Description' with a text area containing 'Please find attached the shape files for the carbon accounting areas covered by grant funding and the expiry dates of the grant funding.' At the bottom right of the form, there is a 'Next' button highlighted with a red rectangular box.

10.3.2 Submit an emissions return with your own calculations

Follow these instructions to submit an emissions return with values you have calculated yourself. This applies to provisional emissions returns and emissions returns for the end of a mandatory emissions return period.

If you submit a manual emissions return, Tupu-ake will not be relying on the spatial data to do the calculations. However, it is just as important the information you submit is correct. This means you need to check the return period dates for each CAA before you start the return.

See the MPI website for information about how to calculate changes in carbon for your emissions return:

www.mpi.govt.nz/calculating-the-amount-of-carbon-in-your-forest-land/

Watch a video on YouTube of how to submit a manual or system-generated emissions return:

www.youtube.com/watch?v=iThICWFGhIQ

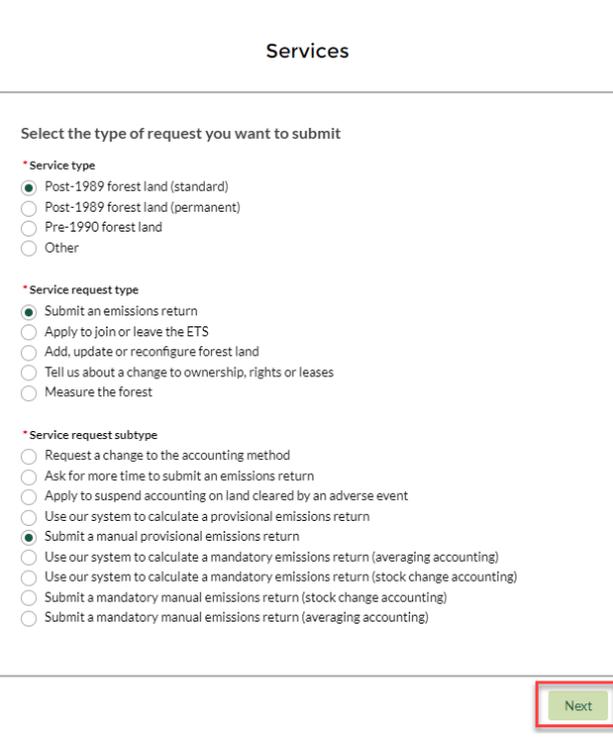
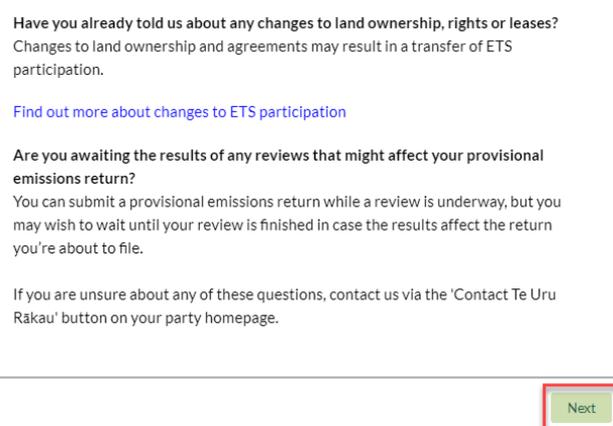
Submit a manual emissions return

Before you begin:

- prepare your emission return calculations ready to upload

Submit a manual emissions return

- if you've received grant funding to plant forest on the land in the emissions return, check whether they include a period in which you cannot earn New Zealand Units (NZUs or units).

<p>1. From the party home page, click Services.</p>	
<p>2. Select Post-1989 forest land (standard) or Post-1989 forest land (permanent).</p> <p>3. Select Submit an emissions return.</p> <p>4. Select either Submit a manual provisional emissions return, Submit a mandatory manual emissions return (stock change accounting), or Submit a mandatory manual emissions return (averaging accounting).</p> <p>5. Click Next.</p>	
<p>6. Read the information displayed.</p> <p>7. Click Next.</p>	

Submit a manual emissions return

8. Click **Yes** if:

- you received grant funding for any of the forest land in the emissions return, and
- the grant specifies a stand-period in which you can't earn units for the land or enter it in the ETS, and
- the stand-down period overlaps with the emissions return period.

If you have multiple grants with different specified periods, **Contact Te Uru Rākau** from your party home page. We will need to prepare the data for your emissions return.

9. Click **Next**.

Services

* Did you receive grant funding for any part(s) of your forest?

- Yes
 No

Previous **Next**

10. If you are submitting a provisional emissions return, you need to choose the CAAs you want to include. **Click the Add/Remove CAA(s) button.**

Note: If you are submitting an emissions return for the end of a mandatory emissions return period, skip to step 12.

Application APP-0007554 Action Editing Application Type Submit a manual provisional emissions

To add or remove carbon accounting areas to the emissions return, select 'Add/Remove CAAs' to Application.

Before you continue, you need to upload a file that shows your calculation workings.

If you don't want our system to generate any calculations for you, click 'Cancel'.

Add/Remove CAA(s)

Cancel

11. Your CAAs for standard or permanent forestry (depending on which service type you selected) will appear in a list. Click the check box to the left of the heading **CAA Number** to select all, or select the CAAs you want to add individually.

You can enter CAA numbers into the search box to find specific CAAs.

Click **Save** when you're finished.

Note: If your forest land has been damaged by a natural or accidental event, you can apply to pause your carbon accounting liabilities for the land (also known as a temporary

Select the carbon accounting area(s) to include in the application. Below is a list of carbon accounting areas for you to choose from. For parties with a large number of these, use the search box in the top right of the table.

If you have an outstanding application you won't be able to see the carbon accounting areas in that application in this list. If you have submitted an application to pause carbon accounting for damaged land, do not include those carbon accounting areas in your provisional emissions return.

Showing 13 of 13 items • 5 items selected

Search this list...

CAA Number	Constitution Date	CAA Status
<input type="checkbox"/>	6 1/01/2005	Active
<input checked="" type="checkbox"/>	7 1/01/2005	Active
<input type="checkbox"/>	8 1/01/2005	Active
<input type="checkbox"/>	9 1/01/2005	Active
<input checked="" type="checkbox"/>	11 1/01/2005	Active
<input checked="" type="checkbox"/>	13 1/01/2005	Active
<input checked="" type="checkbox"/>	14 1/01/2005	Active
<input type="checkbox"/>	15 4/01/2012	Active
<input checked="" type="checkbox"/>	16 4/01/2012	Active
<input type="checkbox"/>	17 4/01/2012	Active

Save

Submit a manual emissions return

adverse event suspension). You must submit your application to pause accounting before you include those CAAs in an emissions return. Otherwise, your CAAs will not be eligible for a pause in carbon accounting.

If you have any transactions in progress for a CAA (for example, if you've started an application to remove land from it or submitted a transfer of participation), you won't be able to see those CAAs in the list. This is because you can't start a provisional emissions return for CAAs that have transactions in progress. If you want to include those CAAs in your provisional emissions return, you need to wait until the transaction is completed.

12. The CAAs included in this emissions return will appear. Click **View All** (below the down arrows) to see the full list.

13. For each CAA, click the down arrow on the right-hand side of a CAA row.

14. Click **Edit**.

Submit a manual emissions return

15. Enter the net change in carbon stock for the carbon accounting area in the **Carbon Stock Change** field.
16. Click **Save**.

The screenshot shows the 'Edit AA-0001229' form. The 'Carbon Stock Change' field is highlighted with a red dashed box. The 'Save' button at the bottom right is also highlighted with a red dashed box. The form includes fields for Carbon Accounting Area, Accounting Method, Stock change, Start Date, End Date, Unit Balance, Current Net Units, Waiver Id, Net CAA Carbon Stock Change, Difference, Carbon Accounting Area Unit Outcome, CAA Direction Type, Surrender Cap, Grant-Funded Forest, Grant-Funded Forest Expiry Date, Grant-Funded Forest Multiple Expiry Date, System Information, Application Detail, and ETS Forestry Activity.

17. Once you've entered the values for all of your CAAs, click **Calculate**.

The screenshot shows the application overview page. The 'Calculate' button is highlighted with a red dashed box. The page displays the application ID (APP-0000647) and the action (Editing). Below the application details, there are sections for 'ELATED' and 'DETAILS', including 'Application Details (2)' and 'Application Detail' (AA-0001229).

18. Check the net value displayed in the **Net Outcome** field. This is the total units your emissions return shows you have earned or need to pay. The **Direction** field states whether this is an entitlement (units earned) or surrender (units to pay).

The screenshot shows the application overview page. The 'Net Outcome' field is highlighted with a red dashed box. The page displays the application ID (APP-0000647) and the action (Confirming Calculation). The 'Net Outcome' is 270 and the 'Direction' is Entitlement. Below the application details, there are sections for 'RELATED' and 'DETAILS', including 'Declaration', 'Return to edit', and 'Cancel' buttons.

19. If the **Net Outcome** is incorrect, click the **Return to edit** button to edit the values you entered for each CAA and recalculate the net outcome. Otherwise, go to the next step.

Return to edit

Submit a manual emissions return

20. Click **Upload Files** and upload a file that shows your calculations for the emissions return.

See the *Uploading files* section of this guide for more information on uploading files.

Documents

Upload Files Or drop files

Upload Files 25MB or more

Name	Added By	Date Added
------	----------	------------

21. If you are ready to continue, click **Declaration**.

Note: Do not make any changes to your emissions return or CAA dates here. Click **Return to edit** to make any changes.

Home

Application APP-0000647 Action Confirming Calculation Net Outcome 270 Direction Entitlement

Declaration Return to edit Cancel

22. Read the declarations, then click the check box to confirm you understand and accept them.

23. Click **Done**.

Declaration

Net Outcome 270 Direction Type Entitlement

Declaration

Read the following statements, then tick the box at the end to confirm you understand and accept them:

- If information supplied within your emissions return is required by the Investors' agency or 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.
- This form must be completed accurately and truthfully. Providing altered, false, incomplete, or misleading information is an offence under the Climate Change Response Act 2002 and may be punishable by imprisonment or a fine up to \$50,000.
- I understand that ticking this box will serve in place as my electronic signature to confirm the information I am providing.

If you have 200 hectares or more of post-1989 Forest land registered in the ETS, tick to confirm the following:

- I declare that the silvicultural and adverse event information provided for all the sample plots on my registered post-1989 forest land on which the participant-specific carbon tables used for this emissions return were based, remains valid and complete.

I confirm that I understand and accept the above declarations.

Done

24. At this point you can still click the **Return to edit** button to edit the values you entered for each CAA and recalculate the net outcome. If you edit the values you will need to submit the declarations again.

Application APP-0000647 Action Making Payment Net Outcome 270 Direction Entitlement

Make payment Return to edit Cancel

25. Click **Make payment** and complete the payment process.

For information about fees, see the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

Application APP-0000647 Action Making Payment Net Outcome 270 Direction Entitlement

Make payment Return to edit Cancel

RELATED DETAILS

Application Details (2)

Submit a manual emissions return

26. Confirmation that your emissions return has been successfully submitted will be displayed. If you need to contact us or check the progress of your emissions return, you will need to refer to the application number on the screen.

Note: We have 20 working days to process your emissions return unless we require more information.

Application	Action	Net Outcome
APP-0000299	Submitted	4000000

Your application has been successfully submitted. If you have any questions, click the 'Contact Te Uru Rākau' button on your homepage.

10.3.3 Submit a system-generated emissions return

Follow these instructions to submit an emissions return if you want Tupu-ake to calculate your emissions return for you. This applies to provisional emissions returns and emissions returns for the end of a mandatory emissions return period.

When you use Tupu-ake to generate your emissions return it uses the spatial information in Tupu-ake to calculate the values. You must check that this information is correct before you click calculate in the emissions return process.

This includes:

- the emissions return period start and end dates for each CAA and associated polygons
- clearing and harvesting information
- any grant contract terms that affect when you can earn New Zealand Units (NZUs or units).

Once you start the calculation process in Tupu-ake, it will assess the spatial information to calculate how the amount of carbon in your forest has changed over time.

If you edit CAAs after you click calculate, your emissions return could be incorrect.

Find out more about emissions returns on the MPI website:

www.mpi.govt.nz/emissions-returns-and-mandatory-emissions-return-periods-in-the-ets/

Creating sub-areas of land with the same characteristics

Part of the process of calculating an emissions return involves creating 'sub-areas' for each carbon accounting area. Sub-areas are areas of land with the same characteristics, for example, forest type and age. Each of these areas must be at least one hectare.

Tupu-ake will create the sub-areas for you, but if you have any unique areas that are smaller than an area you need to do some work first to decide how to manage these.

For information on changing sub-areas to account for small areas in your emissions returns, see the guidance on the MPI website:

www.mpi.govt.nz/dmsdocument/54961/direct

Watch a video on YouTube of how to submit an emissions returns a manual or system-generated emissions return:

www.youtube.com/watch?v=iThICWFGhIQ

Submitting a system-generated emissions return

Before you begin:

- make sure the spatial data we have about your forest land is up to date by updating your forest details
- if you've received grant funding to plant forest on the land in the emissions return, check whether they include a period in which you cannot earn units.

<p>1. From the party home page, click Services.</p>	
<p>2. Select Post-1989 forest land (standard) or Post-1989 forest land (permanent).</p> <p>3. Select Submit an emissions return.</p> <p>4. Select either Use our system to calculate a provisional emissions return, Use our system to calculate a mandatory emissions return (averaging accounting), or Use our system to calculate a mandatory emissions return (stock change accounting).</p> <p>5. Click Next.</p>	<p style="text-align: center;">Services</p> <hr/> <p>Select the type of request you want to submit</p> <p>* Service type</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Post-1989 forest land (standard) <input type="radio"/> Post-1989 forest land (permanent) <input type="radio"/> Pre-1990 forest land <input type="radio"/> Other <p>* Service request type</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Submit an emissions return <input type="radio"/> Apply to join or leave the ETS <input type="radio"/> Add, update or reconfigure forest land <input type="radio"/> Tell us about a change to ownership, rights or leases <input type="radio"/> Measure the forest <p>* Service request subtype</p> <ul style="list-style-type: none"> <input type="radio"/> Request a change to the accounting method <input type="radio"/> Ask for more time to submit an emissions return <input type="radio"/> Apply to suspend accounting on land cleared by an adverse event <input checked="" type="radio"/> Use our system to calculate a provisional emissions return <input type="radio"/> Submit a manual provisional emissions return <input type="radio"/> Use our system to calculate a mandatory emissions return (averaging accounting) <input type="radio"/> Use our system to calculate a mandatory emissions return (stock change accounting) <input type="radio"/> Submit a mandatory manual emissions return (stock change accounting) <input type="radio"/> Submit a mandatory manual emissions return (averaging accounting) <p style="text-align: right;">Next</p>

Submitting a system-generated emissions return

6. Read the information displayed.
7. Click **Next**.

Have you already told us about any changes to land ownership, rights or leases? Changes to land ownership and agreements may result in a transfer of ETS participation.

[Find out more about changes to ETS participation](#)

Are you awaiting the results of any reviews that might affect your provisional emissions return? You can submit a provisional emissions return while a review is underway, but you may wish to wait until your review is finished in case the results affect the return you're about to file.

If you are unsure about any of these questions, contact us via the 'Contact Te Uru Rākau' button on your party homepage.

Next

8. Click **Yes** if:
 - you received grant funding for any of the forest land in the emissions return, and
 - the grant specifies a stand-period in which you can't earn units for the land or enter it in the ETS, and
 - the stand-down period overlaps with the emissions return period.

If you have multiple grants with different specified periods, **Contact Te Uru Rākau** from your party home page. We will need to prepare the data for your emissions return.

9. Click **Next**.

Services

Did you receive grant funding for any part(s) of your forest?

- Yes
 No

Previous

Next

10. If you are submitting a provisional emissions return, you need to choose the CAAs you want to include. **Click the Add/Remove CAA(s) button.**

Note: If you are submitting an emissions return for the end of a mandatory emissions return period, skip to step 12.

Application APP-0007554 Action Editing Application Type Submit a manual provisional emissions

To add or remove carbon accounting areas to the emissions return, select 'Add/Remove CAAs' to Application.

Before you continue, you need to upload a file that shows your calculation workings.

If you don't want our system to generate any calculations for you, click 'Cancel'.

Add/Remove CAA(s)

Cancel

Submitting a system-generated emissions return

11. Your CAAs for standard or permanent forestry (depending on which service type you selected) will appear in a list. Click the check box to the left of the heading **CAA Number** to select all, or select the CAAs you want to add individually.

You can enter CAA numbers into the search box to find specific CAAs.

Click **Save** when you're finished.

Note: If your forest land has been damaged by a natural or accidental event, you can apply to pause your carbon accounting liabilities for the land (also known as a temporary adverse event suspension). You must submit your application to pause accounting before you include those CAAs in an emissions return. Otherwise, your CAAs will not be eligible for a pause in carbon accounting.

If you have any transactions in progress for a CAA (for example, if you've started an application to remove land from it or submitted a transfer of participation), you won't be able to see those CAAs in the list. This is because you can't start a provisional emissions return for CAAs that have transactions in progress. If you want to include those CAAs in your provisional emissions return, you need to wait until the transaction is completed.

Select the carbon accounting area(s) to include in the application. Below is a list of carbon accounting areas for you to choose from. For parties with a large number of these, use the search box in the top right of the table.

If you have an outstanding application you won't be able to see the carbon accounting areas in that application in this list. If you have submitted an application to pause carbon accounting for damaged land, do not include those carbon accounting areas in your provisional emissions return.

Showing 13 of 13 items • 5 items selected

CAA Number	Constitution Date	CAA Status
<input type="checkbox"/>	6 1/01/2005	Active
<input checked="" type="checkbox"/>	7 1/01/2005	Active
<input type="checkbox"/>	8 1/01/2005	Active
<input type="checkbox"/>	9 1/01/2005	Active
<input checked="" type="checkbox"/>	11 1/01/2005	Active
<input checked="" type="checkbox"/>	13 1/01/2005	Active
<input checked="" type="checkbox"/>	14 1/01/2005	Active
<input type="checkbox"/>	15 4/01/2012	Active
<input checked="" type="checkbox"/>	16 4/01/2012	Active
<input type="checkbox"/>	17 4/01/2012	Active

Save

12. Click **Update Forest Details**.

13. Make sure that the forest details (the spatial information) are up to date. If it is not, your emissions return will be incorrect. This includes the CAA start and end dates.

See the *Updating forest details* section of this guide for more information.



Application
APP-0000299

Click the 'Update Forest Details' button if you want to update your carbon accounting areas to make sure they are correct.

Click the 'Generate Information for an Emissions Return' button if you want to generate an emissions return.

If you don't want our system to generate any carbon accounting areas, click the 'Pause Carbon Accounting' button.



Submitting a system-generated emissions return

14. Click **Generate Information for an Emissions Return**.



15. Read the information displayed.
16. Click **Continue**.



17. Your data is being prepared. This may take up to 2 hours or longer during peak filing periods.

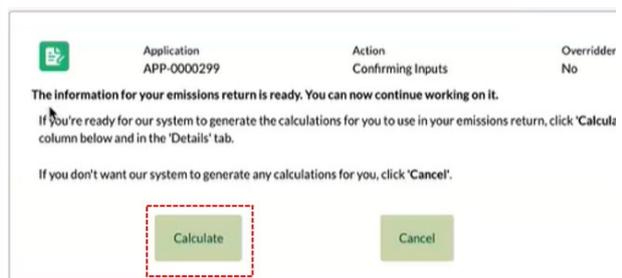
You'll need to check back here to see if your calculations are ready – the **Action** status will have changed to **Confirming inputs**. Refresh the page.

You'll be able to see the calculations by clicking on the hyperlink below in **Application Details** and then going into each carbon accounting area (CAA).

Only click **Cancel** if you want to cancel the whole transaction.



18. Click **Calculate**.



Submitting a system-generated emissions return

19. Click **Download Notice**.

This will allow you to download a document that includes the outcome of the system-generated calculations, along with the data, information, and other matters on which the calculations are based. It constitutes notice under section 194A of the Climate Change Response Act.

Click 'Return to edit' to override the calculations our system has provided and use your own instead. You'll need to upload a file (or files) if you don't want our system to generate any calculations for you, click 'Cancel'.



20. Click **Next**.

Download notice

Click 'Next' to generate your input return notice. It may take a few minutes, but once your notice is generated, you can download it from the 'Documents' section on the next screen.

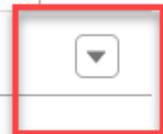


21. Under the document tab, click the arrow and select download. The document will appear in your downloaded items as a PDF.

Documents

Name

s_194A_Notice_1.pdf



22. Check the **Net Outcome** field and either:

- click **Declaration** to proceed with the net outcome result
- click **Return to edit** to override the calculation (you'll be prompted to upload a file showing your emissions return workings), or
- click **Cancel** to cancel your application.

Click 'Return to edit' to override the calculations our system has provided and use your own instead. You'll need to upload a file (or files) that show how you calculate if you don't want our system to generate any calculations for you, click 'Cancel'.

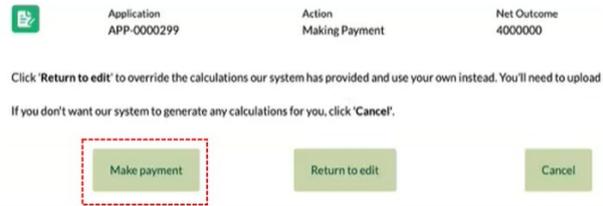


Submitting a system-generated emissions return

23. Click **Make payment** and complete the payment process.

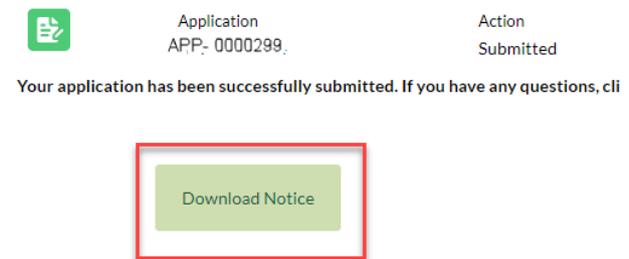
For information about fees, see the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/



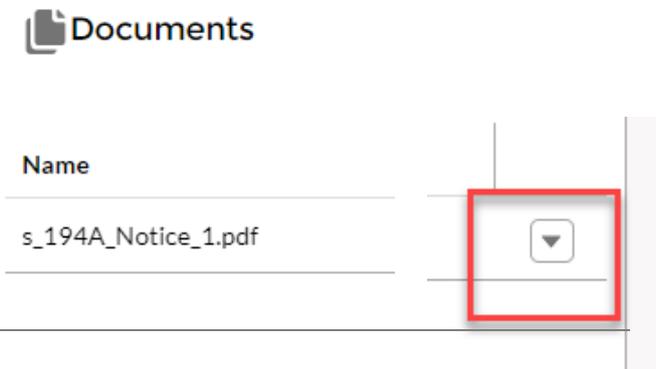
24. Confirmation that your emissions return has been successfully submitted will be displayed. If you need to contact us or check the progress of your emissions return, you will need to refer to the application number on the screen.

25. Click **Download Notice** if you want a copy of what you have submitted.



26. Under the document tab click the arrow and select download. The document will appear in your downloaded items as a PDF.

Note: We have 20 working days to process your emissions return, unless we require more information.



10.3.4 Ask for more time to submit an emissions return

If you cannot submit your emissions return on time, you can ask us for an extension. We can extend the due date by up to 20 working days if:

- you request this before the return is due, and
- you can show to our satisfaction why you are unable to submit the return on time.

For more information about requesting an extension, see the MPI website:

www.mpi.govt.nz/late-or-inaccurate-emissions-returns/

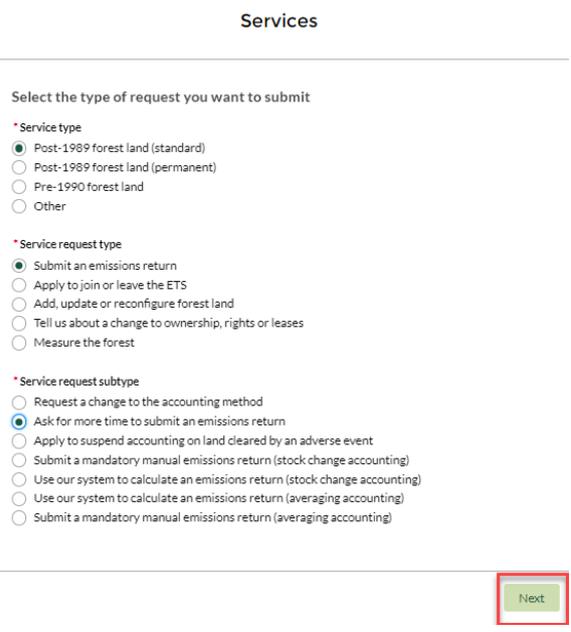
Ask for more time to submit an emissions return

Before you begin:

- complete the application form
- prepare any supporting information.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/54844

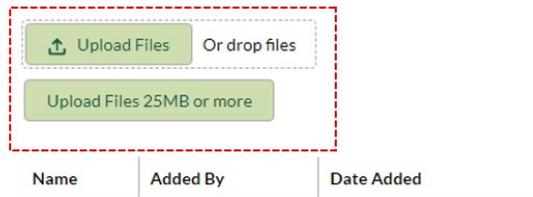
<p>1. From your party home page, click Services.</p>	
<p>2. Select Post-1989 forest land (standard), or Post-1989 forest land (permanent) then Submit an emissions return, then Ask for more time to submit an emissions return.</p> <p>3. Click Next.</p>	
<p>4. Enter 'Ask for more time to submit an emissions return' in the description field. Click Next.</p>	

Ask for more time to submit an emissions return

5. Click **Upload Files** to upload the completed application form.

See the *Uploading files* section of this guide for more information on uploading files.

Documents



Upload Files Or drop files

Upload Files 25MB or more

Name	Added By	Date Added
------	----------	------------

6. Click **Submit**.



Submit Cancel

7. We will email you when we have processed your application.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme
 Te Uru Rākau - New Zealand Forest Service
 Ministry for Primary Industries - Manatū Ahu Matua
 Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



Te Uru Rākau **New Zealand Forest Service**

10.3.5 Apply to suspend accounting on land cleared by an adverse event

Forest land can be cleared by natural and accidental events. If this happens to your post-1989 forest land in the ETS, you can apply to pause carbon accounting obligations while the forest recovers. This is known as a “temporary adverse event suspension”.

Find out more about applying to pause carbon accounting on the MPI website:

www.mpi.govt.nz/applying-to-pause-carbon-accounting-when-your-forest-is-damaged/

If your application to suspend carbon accounting on land cleared by an adverse event is approved, we will prepare an emissions return for you to complete. The emissions return will be prepared based on the form you submitted.

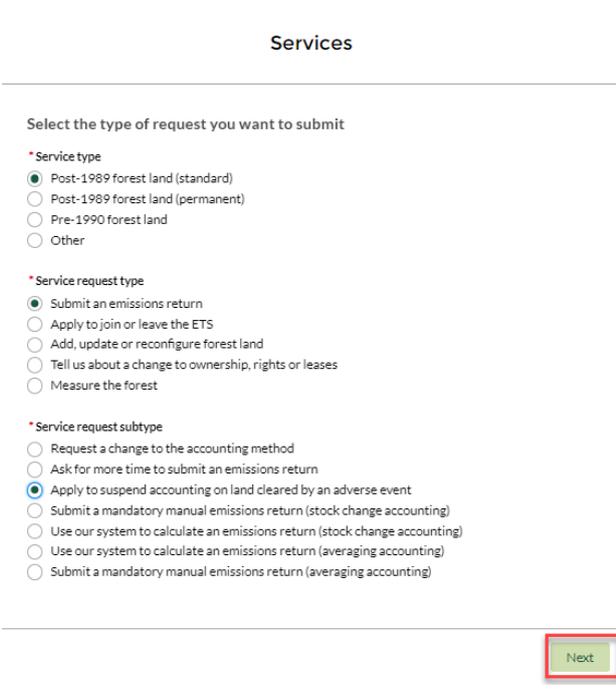
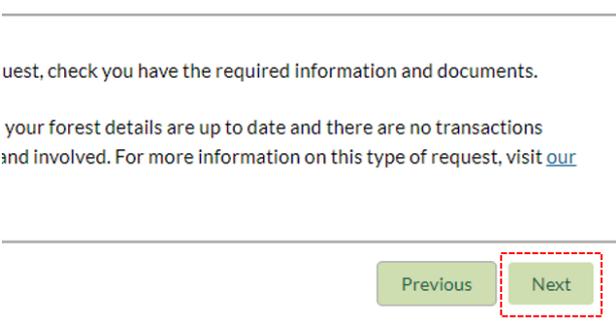
Apply to suspend accounting on land cleared by an adverse event

Before you begin:

- complete the application form
- prepare digital maps (shapefiles) of the damaged areas.

Download the form from the MPI website:

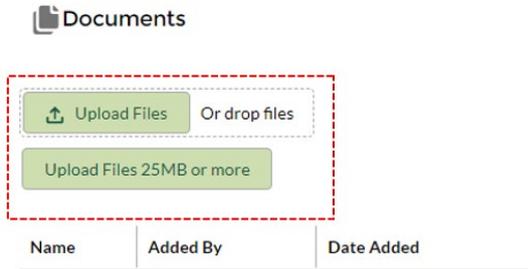
<https://www.mpi.govt.nz/dmsdocument/54859>

<p>1. From the party home page, select Services.</p>	
<p>2. Select Post-1989 forest land (standard), or Post-1989 forest land (permanent), then Submit an emissions return, then Apply to suspend accounting on land cleared by an adverse event.</p> <p>3. Click Next.</p>	
<p>4. Read the information displayed.</p> <p>5. Click Next.</p>	

Apply to suspend accounting on land cleared by an adverse event

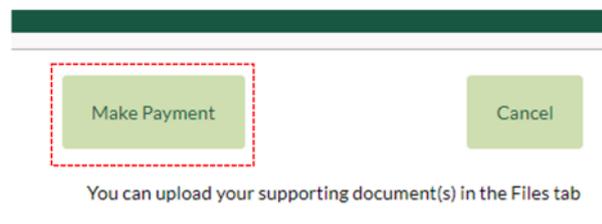
- 6. Click **Upload Files** to upload the completed application form and shapefiles.

See the *Uploading files* section of this guide for more information on uploading files.



- 7. Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:



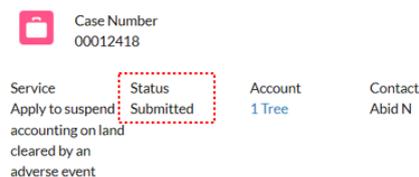
- 8. Click **Submit**.



- 9. We will email you when we have processed your application.



- 10. Confirmation your request has been submitted will show on the screen.



Your payment and request have been submitted successfully.

Apply to suspend accounting on land cleared by an adverse event

11. If your application to suspend accounting on land cleared by an adverse event is approved, we will email you to notify you that your return is ready.

We will create either a system-generated or manual emissions return for you to complete, depending on the option you selected in the form.

The instructions given here are for a system-generated emissions return.

Ensure your forest details are up to date prior to starting your emissions return.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme

Te Uru Rākau - New Zealand Forest Service

Ministry for Primary Industries - Manatū Ahu Matua

Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



12. Under **Application records**, locate and click the **Application ID** (this will be in the email you received).

Application ID	Service Request Subtype	Status
1 APP-0123454	System generated emissions return (temporary ad...	Cancelled
2 APP-0123458	System generated emissions return (temporary ad...	In Progress

13. Click **Related**, then click the **Application Detail** link.

Application Detail	Carbon Accounting Area	Accounting Method
1 AA-1362921	1	Stock change
2 AA-1362922	2	Stock change

14. In the **Application Detail Outcomes** section, click the pen icon to enter a value for **Hectares Affected (New CAA (2))**.

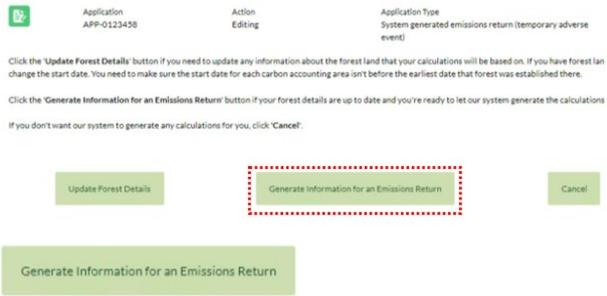
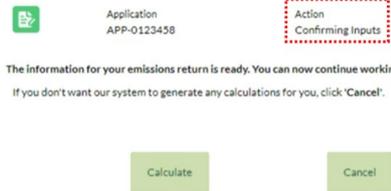
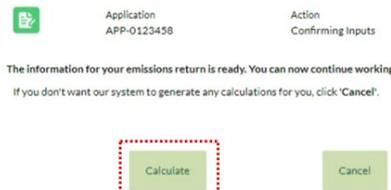
Click **Save**.

Note: Tupu-ake will save the value to 8 decimal places.

Repeat steps 13 and 14 for each **Application Detail** row, if more than one CAA is affected by the adverse event.

Net CAA Carbon Stock Change	Hectares Affected (New CAA (2))
Carbon Accounting Area Unit Outcome	New CAA Unit Balance (2)
CAA Direction Type	Hectares Remaining (New CAA (1))
	New CAA Unit Balance (1)
Hectares Affected (New CAA (2))	
9.00000000	
New CAA Unit Balance (2)	
Hectares Remaining (New CAA (1))	
14.63239573	
<i>This field is calculated upon save</i>	
New CAA Unit Balance (1)	

Apply to suspend accounting on land cleared by an adverse event

<p>15. To return to the Application page, click on the Application hyperlink in the System Information section at the bottom of the screen.</p>	 <p>System Information</p> <p>Application APP-0123458</p> <p>ETS Forestry Activity AG-066386</p>
<p>16. Click Generate Information for an Emissions Return.</p>	 <p>Application APP-0123458 Action Editing Application Type System generated emissions return (temporary adverse event)</p> <p>Click the 'Update Forest Details' button if you need to update any information about the forest land that your calculations will be based on. If you have forest land change the start date. You need to make sure the start date for each carbon accounting area isn't before the earliest date that forest was established there.</p> <p>Click the 'Generate Information for an Emissions Return' button if your forest details are up to date and you're ready to let our system generate the calculations. If you don't want our system to generate any calculations for you, click 'Cancel'.</p> <p>Update Forest Details Generate Information for an Emissions Return Cancel</p> <p>Generate Information for an Emissions Return</p>
<p>17. Your data is being prepared. This may take up to 2 hours, or longer during peak filing periods.</p> <p>You'll need to check back here to see if your calculations are ready – the Action will have changed to "Confirming inputs". You may need to refresh your browser.</p> <p>You'll be able to see the calculations by clicking on the hyperlink below in Application Details and going into each carbon accounting area (CAA).</p> <p>Only click Cancel if you want to cancel the whole transaction.</p>	 <p>Application APP-0123458 Action Confirming Inputs</p> <p>The information for your emissions return is ready. You can now continue working on it.</p> <p>If you don't want our system to generate any calculations for you, click 'Cancel'.</p> <p>Calculate Cancel</p>
<p>18. Click Calculate to generate a new unit balance report and total outcome for your emissions return.</p>	 <p>Application APP-0123458 Action Confirming Inputs</p> <p>The information for your emissions return is ready. You can now continue working on it.</p> <p>If you don't want our system to generate any calculations for you, click 'Cancel'.</p> <p>Calculate Cancel</p>

Apply to suspend accounting on land cleared by an adverse event

19. Go to the **Details** tab to review the application outcomes.

- **Entitlement Sum:** the sum of the CAA unit outcomes for all the CAAs in the reconfiguration application that have a CAA direction of 'entitlement'.
- **Surrender Sum:** the sum of the CAA unit outcomes for all the CAAs in the reconfiguration application that have a CAA direction of 'surrender'.
- **Repayment Sum:** the sum of the CAA unit outcomes for all the CAAs in the reconfiguration application that have a CAA direction of 'repayment'. This means units have been overclaimed in the past and must be repaid.

Application outcomes

Entitlement Sum
1.126

Surrender Sum
0

Repayment Sum
-599

Registration

Deregistration

20. For more details, go to the **Related** tab and select the **Application ID**.

DETAILS RELATED

Application Details (2)
2 Items • Sorted by Application Detail • Updated a few seconds ago

Application Detail	Carbon Accounting Area
1 AA-1362921	1
2 AA-1362922	2

21. In the **Application Detail Outcomes** section, you will see values for:

- Hectares Affected (New CAA (2))
- New CAA Unit Balance (2)
- Hectares Remaining (New CAA (1))
- New CAA Unit Balance (1)

Application Detail Outcomes

Net CAA Carbon Stock Change ●
1.126

Carbon Accounting Area Unit Outcome ●
1.126

CAA Direction Type
Entitlement

Hectares Affected (New CAA (2))
9.00000000

New CAA Unit Balance (2)
754

Hectares Remaining (New CAA (1))
5.63239573

New CAA Unit Balance (1)
472

Surrender Cap

22. To return to the **Application** page, click on the **Application** hyperlink in the **System Information** section at the bottom of the screen.

System Information

Application
[APP-0123458](#)

ET5 Forestry Activity
[AG-066386](#)

Apply to suspend accounting on land cleared by an adverse event

23. Check the **Net Outcome** field and either:

- **Net Outcome.** This is the result of emissions return in units.
- click **Declaration** to proceed with the net outcome result
- click **Return to edit** to override the calculation (you'll be prompted to upload a file showing your emissions return workings), or
- click **Cancel** to cancel your application.

Application: APP-0123458
Action: Confirming Calculation
Application Type: System generated emissions return (temporary adverse event)
Net Outcome (Units): 127

Overridden: No

The calculations and calculated amounts are based on the inputs and forest details that you have confirmed as part of this process.

Download the document that constitutes notice under section 194A of the Climate Change Response Act ("the Act") by clicking the 'Download Notice' button below. This document is along with the data, information, and other matters on which the calculations are based.

You can also view this information below, by clicking the hyperlinked items listed in the Application Details column and 'Details' tab in your application.

You may choose to include these calculations and calculated amounts in your emissions return. However, Te Uru Rākau (acting under the delegated authority of the Environmental Protection Authority) has made in good faith.

These calculations and notice do not affect any of the participant's obligations under the Act, including the obligation to submit an accurate emissions return.

By submitting these calculations and calculated amounts you are providing us with a new unit balance report as required under sections 185 of the Act.

By clicking 'Declaration' and going through the process that follows, you are choosing to use this information in your emissions return, whether these calculations were ones generated yourself.

If you don't want our system to generate any calculations for you, click 'Cancel'.

Buttons: Declaration, Download notice, Return to edit, Cancel

24. Read the **Declaration** statements and tick the checkbox if you agree. Click **Done**.

Declaration

Net Outcome: 127
Declaration Type: Enticement

Read the following statements, then tick the box at the end to confirm you understand and accept them.

- I have completed emissions return accurately to the best of my knowledge. I understand that providing altered, false, incomplete, or misleading information is an offence under section 132 of the Climate Change Response Act 2002 and may be punishable by a fine of up to \$25,000 for individuals and \$50,000 for bodies corporate.
- I am authorised to submit this application on behalf of the party. If I am a joint applicant, this means I have uploaded the 'Joint Applicant Consent' form.

I confirm that I understand and accept the above declarations.

Done

25. Click **Make payment** and complete the payment process.

The payment for this transaction is 15 cents. If you wish to have the 15 cents refunded by Te Uru Rākau, notify us by clicking **Contact Te Uru Rākau** from your party home page.

Buttons: Make payment, Cancel

26. Your emissions return application will be submitted.

Application: APP-0005419
Action: Submitted
Net Outcome (Units): 149
Direction: Surrender

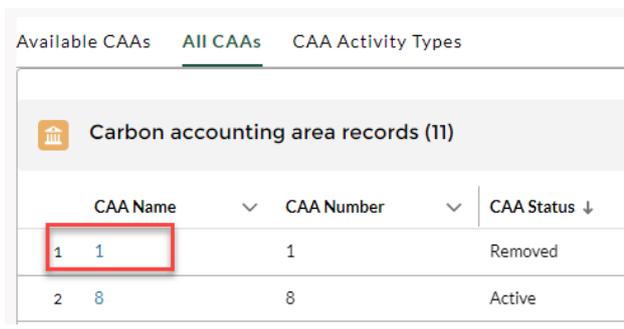
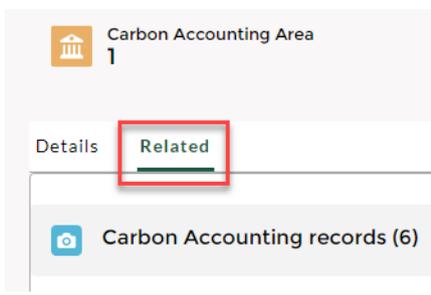
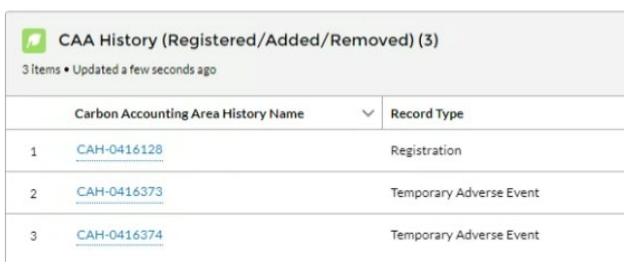
Your application has been successfully submitted. If you have any questions, click the 'Contact Te Uru Rākau' button on your homepage.

27. Notify us once you have completed your emissions return by clicking **Contact Te Uru Rākau** from your party home page.

This is so we can finalise the associated spatial records.

Buttons: Update party details, Services, Contact Te Uru Rākau

To view changes to carbon accounting area(s) and associated records:

<p>1. From your party home page click on the activity group ID under ETS Activity group records.</p>	 <p>ETS Forestry Activity Group records</p> <table border="1"> <thead> <tr> <th>Activity Group ID</th> <th>Activity Group</th> </tr> </thead> <tbody> <tr> <td>1 AG-001447</td> <td>P89</td> </tr> </tbody> </table>	Activity Group ID	Activity Group	1 AG-001447	P89					
Activity Group ID	Activity Group									
1 AG-001447	P89									
<p>2. View your Carbon accounting area records to see the status of each carbon accounting area.</p> <p>To see the changes to the carbon accounting record, click on the value in the CAA Name column.</p>	 <p>Available CAAs All CAAs CAA Activity Types</p> <p>Carbon accounting area records (11)</p> <table border="1"> <thead> <tr> <th>CAA Name</th> <th>CAA Number</th> <th>CAA Status</th> </tr> </thead> <tbody> <tr> <td>1 1</td> <td>1</td> <td>Removed</td> </tr> <tr> <td>2 8</td> <td>8</td> <td>Active</td> </tr> </tbody> </table>	CAA Name	CAA Number	CAA Status	1 1	1	Removed	2 8	8	Active
CAA Name	CAA Number	CAA Status								
1 1	1	Removed								
2 8	8	Active								
<p>3. Go to the Related tab.</p>	 <p>Carbon Accounting Area 1</p> <p>Details Related</p> <p>Carbon Accounting records (6)</p>									
<p>4. Under CAA History (Registered/Added/Removed), select the carbon accounting area history name to view more details.</p>	 <p>CAA History (Registered/Added/Removed) (3)</p> <p>3 Items • Updated a few seconds ago</p> <table border="1"> <thead> <tr> <th>Carbon Accounting Area History Name</th> <th>Record Type</th> </tr> </thead> <tbody> <tr> <td>1 CAH-0416128</td> <td>Registration</td> </tr> <tr> <td>2 CAH-0416373</td> <td>Temporary Adverse Event</td> </tr> <tr> <td>3 CAH-0416374</td> <td>Temporary Adverse Event</td> </tr> </tbody> </table>	Carbon Accounting Area History Name	Record Type	1 CAH-0416128	Registration	2 CAH-0416373	Temporary Adverse Event	3 CAH-0416374	Temporary Adverse Event	
Carbon Accounting Area History Name	Record Type									
1 CAH-0416128	Registration									
2 CAH-0416373	Temporary Adverse Event									
3 CAH-0416374	Temporary Adverse Event									

10.4 Measure the forest

If you have 100 hectares or more of post-1989 forest land registered in the Emissions Trading scheme (ETS), you must complete measurements of your forest at plots we allocate. These measurements are used to create 'participant-specific tables', which you use for emissions returns. This is called the 'field measurement approach' (FMA).

More information is available on the MPI website:

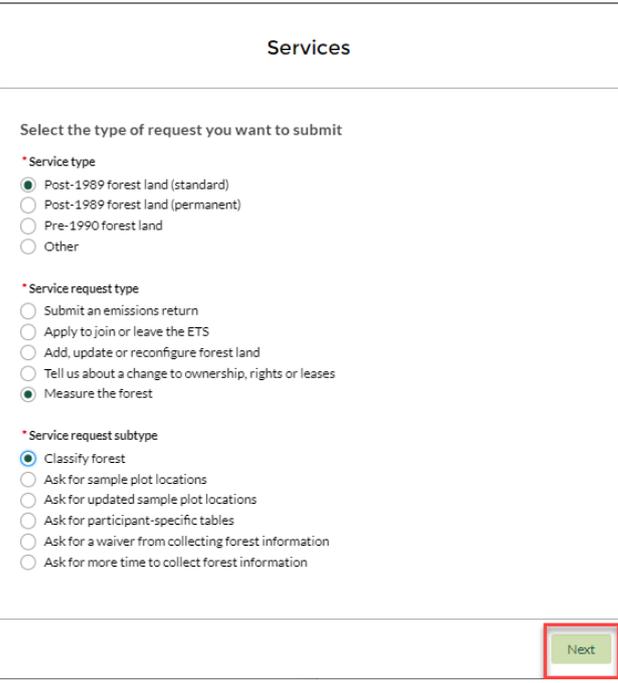
www.mpi.govt.nz/the-field-measurement-approach-fma/

10.4.1 Classify forest

This service allows you to submit the form to classify your forest as indigenous or exotic before requesting sample plot locations.

Forest class is a high-level classification that categorises your forest land as exotic or indigenous forest land. If you assign forest class, you may request a lesser number of sample plots for land in the indigenous forest class. This means you may save time and money when measuring your forest.

It's up to you to decide whether you want to assign forest class or not. If you do not want to assign forest class as exotic or indigenous but prefer to keep it unassigned, you do not need to submit this service request. You can skip straight to section 10.4.2: Ask for sample plot locations (page 185).

Classify forest	
1. From the party home page, select Services .	
1. Select Post-1989 forest land (standard) or Post-1989 forest land (permanent) , then Measure the forest , then Classify forest . 2. Click Next .	

Classify forest

3. Read the information displayed.
4. Click **Next**.

uest, check you have the required information and documents.

your forest details are up to date and there are no transactions and involved. For more information on this type of request, visit [our](#)

Previous Next

5. Click **Upload Files** to upload any supporting documentation.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Upload Files Or drop files

Upload Files 25MB or more

Name	Added By	Date Added
------	----------	------------

6. Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

Make Payment

Cancel

You can upload your supporting document(s) in the Files tab

7. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

Note the case number. You will need this to refer to if you contact us or want to check back check back on progress.

Submit

Cancel

You can upload your supporting document(s) in the Files tab

Documents

Classify forest

8. You will receive an email when your service request has been processed and the form to classify your forest is ready to download. You need to go back into the case in Tupu-ake and download the form.
9. Complete the form to classify your forest. Reply to the email you received in step 8 with the completed form as an attachment.

Tēnā koe

Your service request has been processed

Thank you for submitti

quest. We have

EXAMPLE

Nāku noa, nā

Forestry|Emissions Trading Scheme

Te Uru Rākau - New Zealand Forest Service

Ministry for Primary Industries - Manatū Ahu Matua

Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand

Te Uru Rākau



New Zealand Forest Service

10.4.2 Ask for sample plot locations

This service allows you to request allocated sample plots. This is part of the process to get participant-specific tables for calculating your emissions returns.

If you want to class areas of your forest land as exotic or indigenous, you'll need to complete that step first.

More information is available on the MPI website:

www.mpi.govt.nz/the-field-measurement-approach-fma/

Ask for sample plot locations

1. From the party home page, select **Services**.

Update party details

Services

Contact Te Uru Rākau

Ask for sample plot locations

2. Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Measure the forest**, then **Ask for sample plot locations**.
3. Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Submit an emissions return
- Apply to join or leave the ETS
- Add, update or reconfigure forest land
- Tell us about a change to ownership, rights or leases
- Measure the forest

* Service request subtype

- Classify forest
- Ask for sample plot locations
- Ask for updated sample plot locations
- Ask for participant-specific tables
- Ask for a waiver from collecting forest information
- Ask for more time to collect forest information

Next

4. Read the information displayed.
5. Click **Next**.

uest, check you have the required information and documents.

your forest details are up to date and there are no transactions and involved. For more information on this type of request, visit [our](#)

Previous

Next

6. Click **Upload Files** to upload any supporting documentation.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Or drop files

Name

Added By

Date Added

7. Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

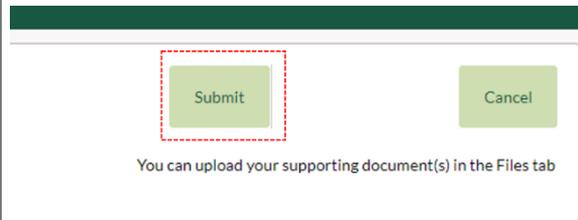
You can upload your supporting document(s) in the Files tab

Ask for sample plot locations

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

8. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.



9. You will receive an email when your service request has been processed and your sample plot request form is ready to download. You need to go back into the case in Tupu-ake and download the form.

10. Complete the sample plot request form. Reply to the email you received in step 9 with the completed form as an attachment.

Tēnā koe

Your service request has been processed

Thank you for submit

EXAMPLE

quest. We have

Nāku noa, nā

Forestry|Emissions Trading Scheme
 Te Uru Rākau - New Zealand Forest Service
 Ministry for Primary Industries - Manatū Ahu Matua
 Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



10.4.3 Ask for updated sample plot locations

This service is for requesting updated sample plot locations. This is part of the process to get participant-specific tables for calculating your emissions returns.

More information is available on the MPI website:

www.mpi.govt.nz/the-field-measurement-approach-fma/

Ask for updated sample plot locations

1. From the party home page, select **Services**.



Ask for updated sample plot locations

2. **Post-1989 forest land (standard) or Post-1989 forest land (permanent), then Measure the forest, then Ask for updated sample plot locations.**
3. Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Submit an emissions return
- Apply to join or leave the ETS
- Add, update or reconfigure forest land
- Tell us about a change to ownership, rights or leases
- Measure the forest

* Service request subtype

- Classify forest
- Ask for sample plot locations
- Ask for updated sample plot locations
- Ask for participant-specific tables
- Ask for a waiver from collecting forest information
- Ask for more time to collect forest information

Next

4. Read the information displayed.
5. Click **Next**.

quest, check you have the required information and documents.

your forest details are up to date and there are no transactions and involved. For more information on this type of request, visit [our](#)

Previous **Next**

6. Click **Upload Files** to upload any supporting documentation.
- See the *Uploading files* section of this guide for more information about uploading files.

Documents

Upload Files Or drop files

Upload Files 25MB or more

Name	Added By	Date Added
------	----------	------------

7. Click **Make Payment** and complete the payment process.
- Information about service fees is available on the MPI website:
- www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

Make Payment **Cancel**

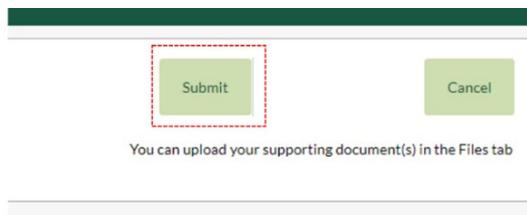
You can upload your supporting document(s) in the Files tab

Ask for updated sample plot locations

8. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

Note the case number. You will need this to refer to if you contact us or want to check back on progress.



9. You will receive an email when your service request has been processed and your sample plot request form is ready to download. You need to go back into the case in Tupu-ake and download the form.

10. Complete the sample plot request form. Reply to the email you received in step 9 with the completed form as an attachment.

Tēnā koe

Your service request has been processed

Thank you for submit

EXAMPLE

quest. We have

Nāku noa, nā

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand

Te Uru Rākau  **New Zealand Forest Service**

10.4.4 Ask for participant-specific tables

This service is to generate participant-specific tables for calculating the amount of carbon in your forest land. You will be required to submit the forest information collected at your sample plots.

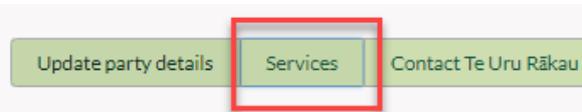
If you are asking for copies of existing participant-specific tables (i.e., not submitting new information), do not use this service. Request copies of your participant-specific tables by clicking contact Te Uru Rākau from your party home page.

More information is available on the MPI website:

www.mpi.govt.nz/the-field-measurement-approach-fma/

Ask for participant-specific tables

- From the party home page, select **Services**.



- Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Measure the forest**, then **Ask for participant-specific tables**.
- Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Submit an emissions return
- Apply to join or leave the ETS
- Add, update or reconfigure forest land
- Tell us about a change to ownership, rights or leases
- Measure the forest

* Service request subtype

- Classify forest
- Ask for sample plot locations
- Ask for updated sample plot locations
- Ask for participant-specific tables
- Ask for a waiver from collecting forest information
- Ask for more time to collect forest information

Next

- Read the information displayed.
- Click **Next**.

Next, check you have the required information and documents.

your forest details are up to date and there are no transactions and involved. For more information on this type of request, visit [our](#)

Previous **Next**

- Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

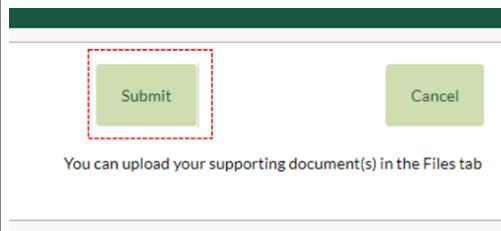
Make Payment **Cancel**

You can upload your supporting document(s) in the Files tab

Ask for participant-specific tables

7. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**. Note the case number. You will need this to refer to if you contact us or want to check back on progress.



Submit Cancel

You can upload your supporting document(s) in the Files tab

8. You will receive an email with a link to access the Climate Change Information System (CCIS). You must enter the forest information collected at your sample plots in CCIS.

After you submit your forest information, we will generate your participant-specific tables and upload them to Tupu-ake. We will notify you by email when this is done.

Tēnā koe

Your service request has been processed

Thank you for submit

quest. We have

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand

 **Te Uru Rākau**  **New Zealand Forest Service**

10.4.5 Ask for a waiver from collecting forest information

In unusual circumstances only, you may be granted a waiver from the requirements related to measuring your forest. You can ask for either a temporary or permanent waiver:

- A permanent waiver removes the requirement to establish an allocated sample plot, and/or to submit forest information for an allocated sample plot.
- A temporary waiver removes the requirement to use definitive participant-specific tables for a specific emissions return.

If you need both a permanent and a temporary waiver, you'll need to apply for both separately.

More information is available on the MPI website:

www.mpi.govt.nz/waivers-and-time-extensions-for-measuring-sample-plots-and-using-carbon-tables/

Ask for a waiver from collecting forest information

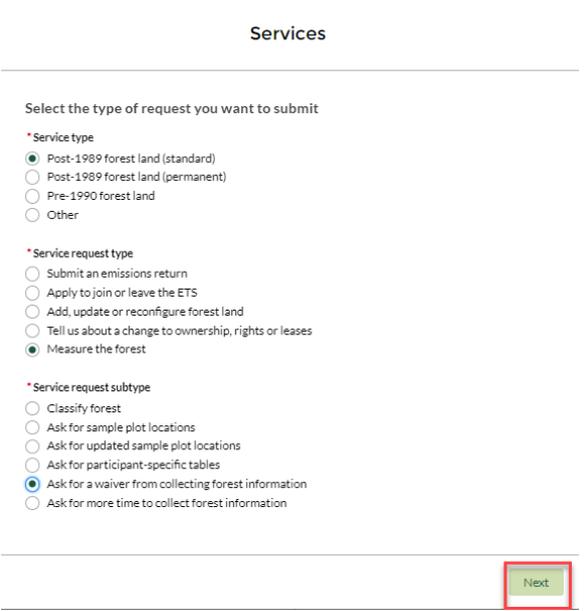
Before you begin:

- complete the relevant application form
- prepare any supporting information.

Download the application form from the MPI website:

Temporary waiver – www.mpi.govt.nz/dmsdocument/13275

Permanent waiver – www.mpi.govt.nz/dmsdocument/13269

<p>1. From the party home page, select Services.</p>	
<p>2. Select Post-1989 forest land (standard) or Post-1989 forest land (permanent), then Measure the forest, then Ask for a waiver from collecting forest information.</p> <p>3. Click Next.</p>	

Ask for a waiver from collecting forest information

- Select either **Temporary waiver** or **Permanent waiver**. In the description field, briefly outline your request.
- Click **Next**.

Services

*Subject

*Description

*Waiver type
 Temporary waiver
 Permanent waiver

For more information on waivers, visit the MPI website: [Using the Field Measurement Approach in the ETS | Te Uru Rākau - New Zealand Forest Service | NZ Government \(mpi.govt.nz\)](#)

Next

- Click **Upload Files** to upload the completed application form and any supporting documentation.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Or drop files

Name	Added By	Date Added

- Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

You can upload your supporting document(s) in the Files tab

- Click **Submit**.

The status of the case will change from **Draft** to **Submitted**.

Note the case number. You will need this to refer to if you contact us or want to check back on progress.

You can upload your supporting document(s) in the Files tab

Documents

Ask for a waiver from collecting forest information

9. We will email you when we've processed your application.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry/Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



10.4.6 Ask for more time to collect forest information

This service allows you to request more time to collect your forest information.

More information is available on the MPI website:

www.mpi.govt.nz/the-field-measurement-approach-fma/

Ask for more time to collect forest information

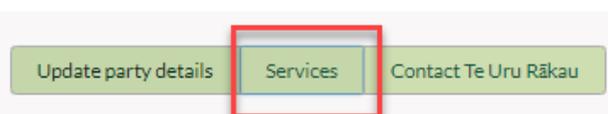
Before you begin:

- complete the application form
- prepare any supporting information.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/53050

1. From the party home page, select **Services**.



Ask for more time to collect forest information

- Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Measure the forest**, then **Ask for more time to collect forest information**.
- Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Submit an emissions return
- Apply to join or leave the ETS
- Add, update or reconfigure forest land
- Tell us about a change to ownership, rights or leases
- Measure the forest

* Service request subtype

- Classify forest
- Ask for sample plot locations
- Ask for updated sample plot locations
- Ask for participant-specific tables
- Ask for a waiver from collecting forest information
- Ask for more time to collect forest information

Next

- Read the information displayed.
- Click **Next**.

uest, check you have the required information and documents.

your forest details are up to date and there are no transactions and involved. For more information on this type of request, visit [our](#)

Previous Next

- Click **Upload Files** to upload the completed application form and any supporting documentation.
- See the *Uploading files* section of this guide for more information about uploading files.

Documents

Upload Files Or drop files

Upload Files 25MB or more

Name	Added By	Date Added

- Click **Make Payment** and complete the payment process.
- Information about service fees is available on the MPI website:

Make Payment
Cancel

You can upload your supporting document(s) in the Files tab

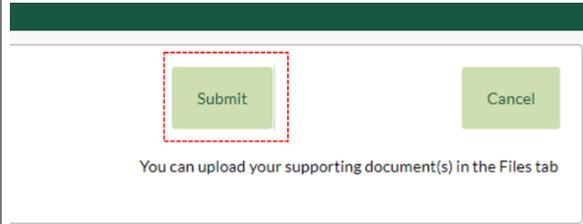
Ask for more time to collect forest information

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

8. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

Note the case number. You will need this to refer to if you contact us or want to check back on progress.



9. We will email you when we've processed your application.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



11.0 Pre-1990 forest land service requests

This is where you will find services that relate to pre-1990 forest land.

11.1 Manage deforestation

Deforestation has a specific meaning in the ETS. Find out how the ETS defines deforestation on the MPI website:

www.mpi.govt.nz/how-the-ets-defines-deforestation/

If you're unsure, you can request an emissions ruling to find out if what's happening on the land would be considered deforesting pre-1990 forest land.

11.1.1 Tell us about deforestation

You must tell us when you deforest pre-1990 forest land. If you deforest pre-1990 forest land without an exemption, you will need to submit an emissions return and pay (surrender) New Zealand Units.

Find out what you need to do when deforesting pre-1990 forest land on the MPI website:

www.mpi.govt.nz/deforesting-forest-land/

Tell us about deforestation

Before you begin:

- complete the form
- make sure you have a holding account in the New Zealand Emissions Trading Register (NZETR).

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/13230

1. From the party home page, select **Services**.

Update party details

Services

Contact Te Uru Rākau

Tell us about deforestation

2. Select **Pre-1990 forest land**, then **Manage deforestation**, then **Tell us about deforestation**.
3. Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Manage deforestation

* Service request subtype

- Tell us about deforestation
- Submit an emissions return
- Tell us deforestation is complete
- Apply to offset deforestation
- Manage an existing application to offset deforestation
- Apply for an exemption

Next

4. Click **Upload Files** to upload the completed application form and any supporting documentation.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Or drop files

Name	Added By	Date Added
------	----------	------------

5. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

Note the case number. You will need this to refer to if you contact us or want to check back on progress.

Submit

Cancel

You can upload your supporting document(s) in the Files tab

Tell us about deforestation

6. You will receive an email when your service request has been processed.

Tēnā koe

Your service request has been processed

Thank you for submitt

quest. We have

EXAMPLE

Nāku noa, nā

Forestry/Emissions Trading Scheme

Te Uru Rākau - New Zealand Forest Service

Ministry for Primary Industries - Manatū Ahu Matua

Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



11.1.2 Submit an emissions return

You must submit an emissions return to us between 1 January and 31 March in the year after you deforest pre-1990 forest land. This emissions return shows how many New Zealand Units you owe for emissions from the deforestation.

You are required to submit a digital map (known as a shapefile) of the area of deforested pre-1990 forest land with your return.

If you are deforesting over many years, you must submit an emissions return for the deforestation in each calendar year.

Find out what you need to do when deforesting pre-1990 forest land on the MPI website:

www.mpi.govt.nz/deforesting-forest-land/

Submit an emissions return

Before you begin:

- complete the emissions return form
- prepare digital maps (shapefiles) showing the area of land deforested.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/13263

Submit an emissions return

- From the party home page, select **Services**.



- Select **Pre-1990 forest land**, then **Manage deforestation**, then **Submit an emissions return**.
- Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Manage deforestation

* Service request subtype

- Tell us about deforestation
- Submit an emissions return
- Tell us deforestation is complete
- Apply to offset deforestation
- Manage an existing application to offset deforestation
- Apply for an exemption

Next

- Click **Upload Files** to upload the completed form and your shapefile(s).

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Or drop files

Name	Added By	Date Added

- Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

Note the case number. You will need this to refer to if you contact us or want to check back on progress.

You can upload your supporting document(s) in the Files tab

Documents

Submit an emissions return

6. You will receive an email when your emissions return has been processed.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry/Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand

Te Uru Rākau  **New Zealand Forest Service**

11.1.3 Ask for more time to submit an emissions return

If you cannot submit your emissions return on time, you can ask us for an extension. We can extend the due date by up to 20 working days if:

- you request this before the return is due, and
- you can show to our satisfaction why you are unable to submit the return on time.

More information about requesting an extension for an emissions return is available on the MPI website:

www.mpi.govt.nz/late-or-inaccurate-emissions-returns/

Ask for more time to submit an emissions return

Before you begin:

- complete the form
- prepare any supporting information.

Download the application form from the MPI website:

www.mpi.govt.nz/dmsdocument/54844

1. From the party home page, select **Services**.

Update party details

Services

Contact Te Uru Rākau

Ask for more time to submit an emissions return

2. Select **Pre-1990 forest land**, then **Manage deforestation**, then **Submit an emissions return**.
3. Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land
- Pre-1990 forest land
- Other

Service request type

- Manage deforestation

Service request subtype

- Tell us about deforestation
- Submit an emissions return
- Tell us deforestation is complete
- Apply to offset deforestation
- Manage an existing application to offset deforestation
- Apply for an exemption

Next

4. Click **Upload Files** to upload the completed application form and any supporting documentation.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Or drop files

Name	Added By	Date Added

5. Click **Submit**.
- The status of your case will change from **Draft** to **Submitted**.
6. Note the case number. You will need this to refer to if you contact us or want to check back on progress.

You can upload your supporting document(s) in the Files tab

Documents

Ask for more time to submit an emissions return

7. We will send you an email when we have processed your application.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



11.1.4 Tell us deforestation is complete

Use this service if:

- you are currently registered in the ETS as undertaking deforestation of pre-1990 forest land, and
- you have finished deforesting or will stop deforesting for the remainder of the year and the whole of the following year.

You will need to download and complete the following form from the MPI website:

www.mpi.govt.nz/dmsdocument/13260

Find out more about deforesting pre-1990 forest land on the MPI website:

www.mpi.govt.nz/deforesting-forest-land/

Tell us deforestation is complete

1. From the party home page, select **Services**.

Update party details

Services

Contact Te Uru Rākau

Tell us deforestation is complete

2. Select **Pre-1990 forest land**, then **Manage deforestation**, then **Tell us deforestation is complete**.
3. Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Manage deforestation

* Service request subtype

- Tell us about deforestation
- Submit an emissions return
- Tell us deforestation is complete
- Apply to offset deforestation
- Manage an existing application to offset deforestation
- Apply for an exemption

Next

4. Click **Upload Files** to upload the completed application form and any supporting documentation.
- See the *Uploading files* section of this guide for more information about uploading files.

Documents

Or drop files

Name	Added By	Date Added

5. Click **Submit**.
- The status of your case will change from **Draft** to **Submitted**.
6. Note the case number. You will need this to refer to if you contact us or want to check back on progress.

Submit

Cancel

You can upload your supporting document(s) in the Files tab

Documents

Tell us deforestation is complete

7. You will receive an email when your service request has been processed.

Tēnā koe

Your service request has been processed

Thank you for submit

EXAMPLE

quest. We have

Nāku noa, nā

Forestry Emissions Trading Scheme

Te Uru Rākau - New Zealand Forest Service

Ministry for Primary Industries - Manatū Ahu Matua

Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



Te Uru Rākau

New Zealand Forest Service

11.1.5 Apply to offset deforestation

You can apply to plant another forest to offset the emissions from deforesting pre-1990 forest land. If you're successful, you can deforest your land without paying New Zealand Units.

More information about offsetting the deforestation of pre-1990 forest land is available on the MPI website:

www.mpi.govt.nz/planting-forest-to-offset-pre-1990-deforestation/

Apply to offset deforestation

Before you begin:

- complete the application form
- prepare digital maps (known as shapefiles) of your pre-1990 forest land and the land you want to use as offsetting land.

Download the application form from the MPI website:

www.mpi.govt.nz/dmsdocument/13233

1. From the party home page, select **Services**.

Update party details

Services

Contact Te Uru Rākau

Apply to offset deforestation

2. Select **Pre-1990 forest land**, then **Manage deforestation**, then **Apply to offset deforestation**.
3. Click **Next**.

Services

Select the type of request you want to submit

*Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

*Service request type

- Manage deforestation

*Service request subtype

- Tell us about deforestation
- Submit an emissions return
- Tell us deforestation is complete
- Apply to offset deforestation
- Manage an existing application to offset deforestation
- Apply for an exemption

Next

4. Click **Upload Files** to upload the completed application form, your shapefiles, and any supporting documentation.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Or drop files

Name	Added By	Date Added

5. Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

You can upload your supporting document(s) in the Files tab

6. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

7. Note the case number. You will need this to refer to if you contact us or want to check back on progress.

You can upload your supporting document(s) in the Files tab

Documents

Apply to offset deforestation

8. We will email you when we've processed your application.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand

Te Uru Rākau  **New Zealand Forest Service**

11.1.6 Manage an existing application to offset deforestation

If you have successfully applied to offset the deforestation of pre-1990 forest land, you must submit a pre-1990 offsetting notice. This is due within 60 working days of the “offset date”. This date is the earliest of:

- four years after the date your application is approved, or
- four years from when you start clearing.

More information about offsetting the deforestation of pre-1990 forest land is available on the MPI website:

www.mpi.govt.nz/your-responsibilities-when-planting-forest-to-offset-emissions-from-deforesting-pre-1990-forest-land/

Manage an existing application to offset deforestation

Before you begin:

- complete the pre-1990 offsetting notice form
- prepare shapefiles of the land you've deforested and planted.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/18554

Manage an existing application to offset deforestation

1. From the party home page, select **Services**.



2. Select **Pre-1990 forest land**, then **Manage deforestation**, then **Manage an existing application to offset deforestation**.
3. Click **Next**.

Services

Select the type of request you want to submit

* Service type

- Post-1989 forest land (standard)
- Post-1989 forest land (permanent)
- Pre-1990 forest land
- Other

* Service request type

- Manage deforestation

* Service request subtype

- Tell us about deforestation
- Submit an emissions return
- Tell us deforestation is complete
- Apply to offset deforestation
- Manage an existing application to offset deforestation
- Apply for an exemption

Next

4. Click **Upload Files** to upload the completed form and your shapefiles.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

Or drop files

Name	Added By	Date Added
------	----------	------------

5. Click **Make Payment** and complete the payment process.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

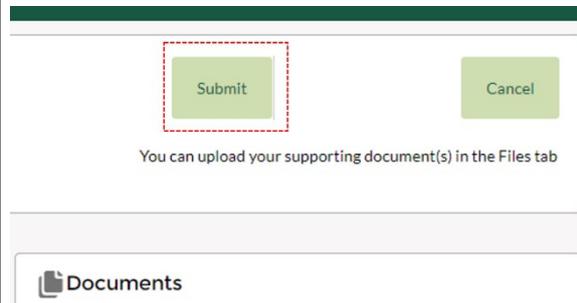
You can upload your supporting document(s) in the Files tab

Manage an existing application to offset deforestation

6. Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

7. Note the case number. You will need this to refer to if you contact us or want to check back on progress.



8. You will receive an email when your service request has been processed.

Tēnā koe

Your service request has been processed

Thank you for submit

EXAMPLE

quest. We have

Nāku noa, nā

Forestry|Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
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Te Uru Rākau  **New Zealand Forest Service**

11.1.7 Apply for an exemption

When you deforest pre-1990 forest land, you must usually pay (surrender) New Zealand Units (NZUs or units). In certain circumstances, you may be able to apply for an exemption. If the land has an exemption, you can deforest it without paying units.

Exemptions may be available for:

- landholdings of less than 50 hectares of pre-1990 forest land
- tree weeds that are pre-1990 forest land that contains mostly tree weeds
- Māori land or land owned by 10 or more people.

To find out if your land is eligible for an exemption, see the MPI website:

www.mpi.govt.nz/deforesting-pre-1990-forest-land-without-having-to-pay-units/

Apply for an exemption

Before you begin:

- download the relevant application form from the MPI website and fill it out
- prepare a digital map (known as a shapefile) of the land you are applying to be made exempt.

Application form for an exemption for tree weeds:

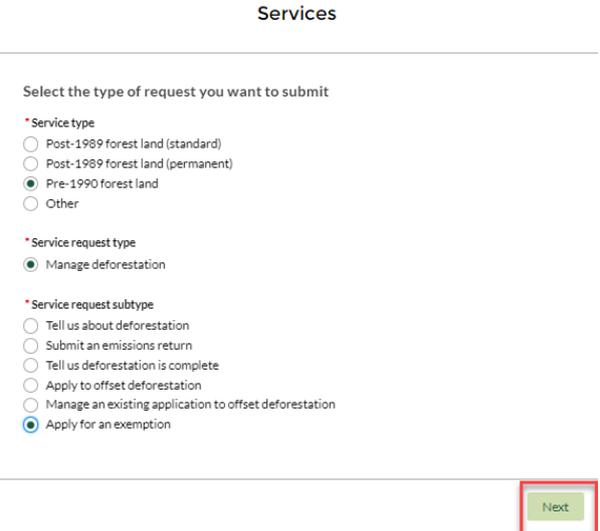
www.mpi.govt.nz/dmsdocument/13236

Application form for an exemption for Māori land or land with more than 10 owners:

www.mpi.govt.nz/dmsdocument/48874

Application form for an exemption for landholdings less than 50 hectares:

www.mpi.govt.nz/dmsdocument/13726

<p>1. From the party home page, select Services.</p>	
<p>2. Select Pre-1990 forest land, then Manage deforestation, then Apply for an exemption.</p> <p>3. Click Next.</p>	

Apply for an exemption

- Click **Upload Files** to upload the completed form and your shapefiles.

See the *Uploading files* section of this guide for more information about uploading files.

Documents

The screenshot shows a 'Documents' section with two buttons: 'Upload Files' (with an upload icon) and 'Or drop files'. Below these is a larger button labeled 'Upload Files 25MB or more'. A red dashed box highlights the first two buttons.

Name	Added By	Date Added
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- Click **Submit**.

The status of your case will change from **Draft** to **Submitted**.

Note the case number. You will need this to refer to if you contact us or want to check back on progress.

Submit

Cancel

You can upload your supporting document(s) in the Files tab

Documents

- If you apply for an exemption for a landholding of less than 50 hectares, there is a fee associated with this application. You will be invoiced for this fee after you submit your application in Tupu-ake.

Information about service fees is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

- We will email you when we've processed your application.

Tēnā koe

Your service request has been processed

Thank you for submitt... juest. We hav

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme
 Te Uru Rākau - New Zealand Forest Service
 Ministry for Primary Industries - Manatū Ahu Matua
 Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



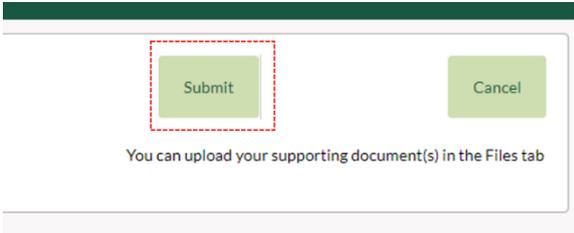
12.0 Other service requests

12.1 Request a carbon accounting record

You can request a record of the New Zealand Units earned and owed for a carbon accounting area.

Watch a video on YouTube of someone requesting a carbon accounting record:

www.youtube.com/watch?v=6RZYLaGZnaA

Request a carbon accounting record	
<ol style="list-style-type: none">From your party home page, click Contact Te Uru Rākau.	
<ol style="list-style-type: none">From the 'My enquiry is about' dropdown menu, select 'A service I requested'.Enter 'Request a carbon accounting record' in the subject line.In the description field, tell us start and end dates for the carbon accounting record you want to request.Click Next.	
<ol style="list-style-type: none">Click Submit. <p>The status of your case will change from Draft to Submitted.</p> <p>Note the case number. You will need this to refer to if you contact us or want to check back on progress.</p>	

Request a carbon accounting record

7. You will receive an email when your carbon accounting record is ready.

Tēnā koe

Your service request has been processed

Thank you for submitting your request. We have

EXAMPLE

Nāku noa, nā

Forestry Emissions Trading Scheme
Te Uru Rākau - New Zealand Forest Service
Ministry for Primary Industries - Manatū Ahu Matua
Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand

 **Te Uru Rākau** **New Zealand Forest Service**

12.2 Request a review of a decision

If you are dissatisfied with the outcome of a decision we make, you may ask us to review our decision. This is a formal process under section 144 of the Climate Change Response Act 2002.

When we review the decision, we may ask you for more information (other than any information already supplied). We can also use any other relevant information that we hold, as long as we give you notice about this. You will be given a chance to comment or object to our information. We will consider any relevant information that you provide to us.

For more information about requesting a review of a decision, see the MPI website:

www.mpi.govt.nz/requesting-reviews-and-appealing-decisions-about-forestry-and-the-ets/

Request a review of a decision

1. From your party home page, click **Contact Te Uru Rākau**.

Update party details

Services

Contact Te Uru Rākau

Request a review of a decision

- From the 'My enquiry is about' dropdown menu, select Reviewing a decision.
- Enter **Review of a decision** in the subject line.
- In the description field, enter I want to request a review of the [insert recent decision].
- Click **Next**.

Contact Te Uru Rākau

Tell us how we can help.

* My enquiry is about:

* Subject

* Description

- Click **Upload Files** to upload any supporting documentation.

 See the *Uploading files* section of this guide for more information about uploading files.

Documents

Or drop files

Name	Added By	Date Added
------	----------	------------

- Click **Submit**.

 The status of your case will change from **Draft** to **Submitted**.

 Note the case number. You will need this to refer to if you contact us or want to check back on progress.

You can upload your supporting document(s) in the Files tab

Documents

- We will email you with the result of our review.

Tēnā koe

Your service request has been processed

Thank you for submitt quest. We have

Nāku noa, nā

Forestry/Emissions Trading Scheme
 Te Uru Rākau - New Zealand Forest Service
 Ministry for Primary Industries - Manatū Ahu Matua
 Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand

Te Uru Rākau **New Zealand Forest Service**

12.3 Fees, payments and invoices

Some of the services for forestry in the ETS have fees. The preferred method of fee payment is debit or credit card payment.

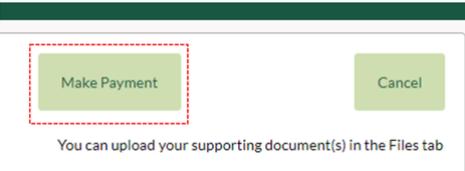
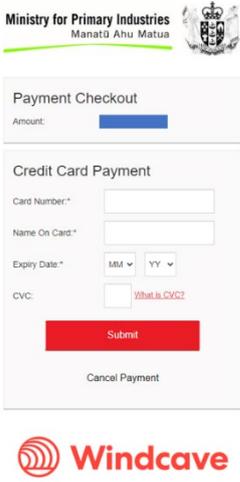
If you cannot pay with a debit or credit card, contact us from your party home page to arrange other payment options (see below). You will not be able to progress your service request until payment is made.

The only exception is where the service has no fee or has a variable application fee. For an application with a variable fee, we will generate an invoice and send it to you by email.

For more information about service fees for forestry in the ETS, see the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

12.3.1 Pay by credit or debit card

Pay by credit or debit card	
<ol style="list-style-type: none"> In the application or case, click Make Payment. 	
<ol style="list-style-type: none"> Read the information. Click Enter card details. 	
<ol style="list-style-type: none"> Enter your debit or credit card details. Click Submit. <p>Note: Two-factor authentication may be required while completing the credit card payment.</p>	

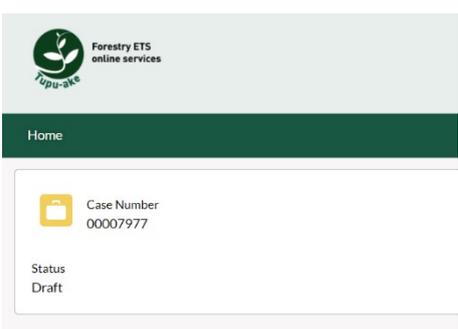
12.3.2 Arrange other payment options

This process explains how to arrange other payment options if you are unable to pay with a credit or debit card.

Arrange other payment options

Before you begin:

- start the application in Tupu-ake for the service you want to request
- note the case reference number.

<p>1. From your party home page, click Contact Te Uru Rākau.</p>	
<p>2. From the My enquiry is about list, select Other.</p> <p>3. In the Subject field, type <<Payment>> and add a description.</p> <p>4. In the Description field, add a description of your enquiry.</p> <p>5. Click Next.</p>	
<p>6. A case is created.</p>	
<p>7. Click Submit.</p>	

Arrange other payment options

8. From the party home page, you can click on the **Case records** section to see the case.

Case records (3)		
	Case Number	Status
1	00007977	Submitted

9. We will send you an email with instructions for payment.

Tēnā koe
 Thank you for your application.
 We will begin processing information, or we have **EXAMPLE** be back in touch if we need more application.
 Please contact us if you
 Nāku noa, nā
 Forestry Emissions Trading Scheme
 Te Uru Rākau - New Zealand Forest Service
 Ministry for Primary Industries - Manatū Ahu Matua
 Level 1, 1 The Terrace | PO Box 2526 | Wellington | New Zealand



Te Uru Rākau **New Zealand Forest Service**

12.3.3 What happens if I pay, and it doesn't show up in Tupu-ake

If you have completed a successful payment but your application has stayed in draft it may be because Tupu-ake has not recognised that you have paid. This may happen if you close the browser or lose internet connection in the middle of the payment (for example). You can verify that you have paid by checking your bank account records. Tupu-ake will show your application and the payment record in draft status until the payment is confirmed.

From your party page in the **Payment History records** you will see a draft payment record. Contact us from your party home page to let us know that you have paid.

Payment History records (36)				
29	PH-000460	Submit a mandatory m...	2022-10-25T22:25:23...	Successful
30	PH-000462	Submit a mandatory m...	2022-10-26T00:58:57...	Successful
31	PH-000464	Use our system to calc...	2022-10-26T01:41:20...	Successful
32	PH-000467	Use our system to calc...	2022-10-26T02:50:51...	Successful
33	PH-000468	Manual emissions retu...	2022-10-26T03:16:10...	Successful
34	PH-000469	System-generated emi...	2022-10-26T03:46:14...	Successful
35	PH-001326	Manual emissions retu...	2023-05-25T06:33:37...	Successful
36	PH-001336	Manual emissions retu...	2023-05-26T02:14:36...	Draft

12.3.4 Exclude carbon accounting areas from the annual charge

From 19 October 2023, there is an annual charge to pay for being registered in the ETS with post-1989 forest land.

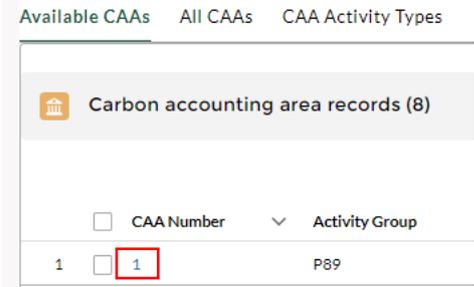
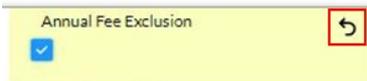
More information about the annual charge is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

If you have carbon accounting areas that contain only native (indigenous) forest species younger than 6 years old, these can be excluded from your annual charge. This section explains how to notify us that a carbon accounting area meets these criteria.

More information about the annual charge is available on the MPI website:

www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

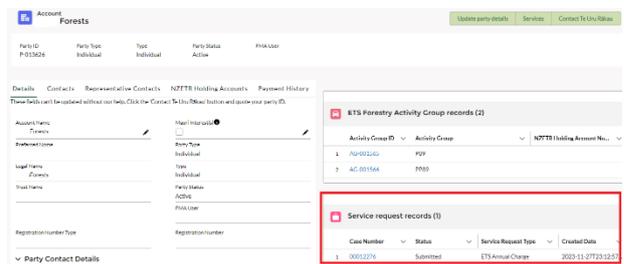
Exclude carbon accounting areas from the annual charge	
<p>1. From your party home page, click on the Activity Group ID hyperlink containing the carbon accounting areas that are eligible to be excluded from the annual charge.</p>	
<p>2. Click on the link for the relevant carbon accounting area to view the details.</p>	
<p>3. Click the pencil icon to edit the Annual Fee Exclusion field. Tick the checkbox.</p>	
<p>4. Click the back arrow to return to the carbon accounting area details.</p>	

12.3.5 Download the invoice for your post-1989 forest land annual charge

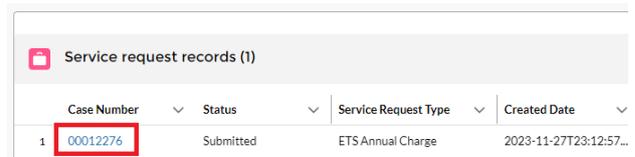
You will receive an email when we have generated and uploaded your invoice. This section tells you where to find your invoice.

Download the invoice for your post-1989 forest land annual charge

1. On your party home page, find the 'Service request records' section.



2. Find the row where the service request type says 'ETS Annual Charge'. This is the case your invoice is attached to. Click on the link in the case number column.



3. The case will open. In the documents section on the right hand side of the screen, right click on the file and click 'Download'. Your invoice will be downloaded to your computer.

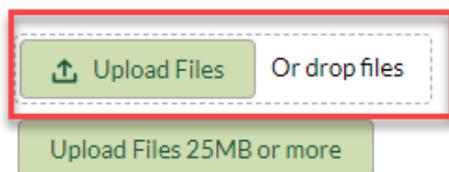


12.4 Upload files and documents

This section explains in more detail how to upload files or documents. Each service has a step where you can upload files. For many services, you need to upload a completed form and mapping information.

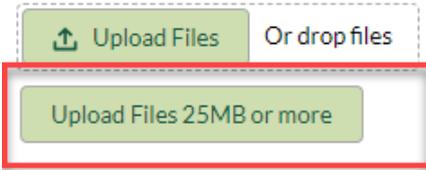
You can upload up to 10 files or 25MB by using the **Upload file** button or dragging and dropping.

Documents

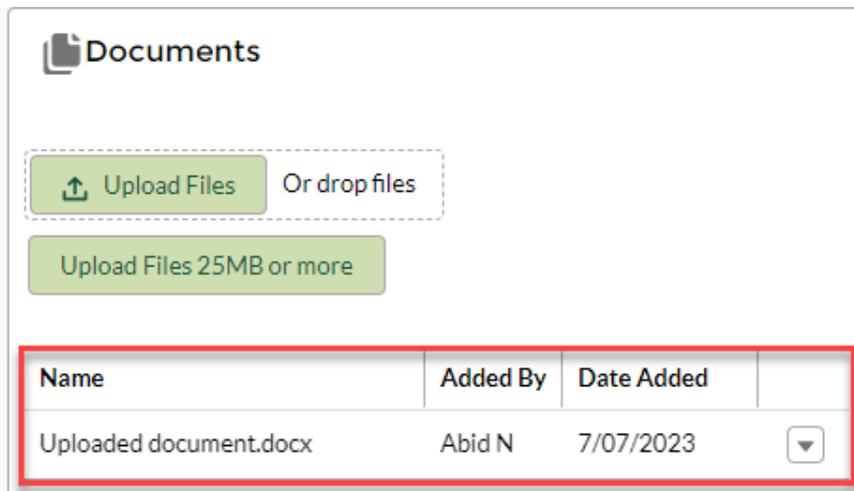


If you are uploading more than 10 documents or they reach more than 25 MB in size, you need to use the 'Upload Files 25MB or more' button.

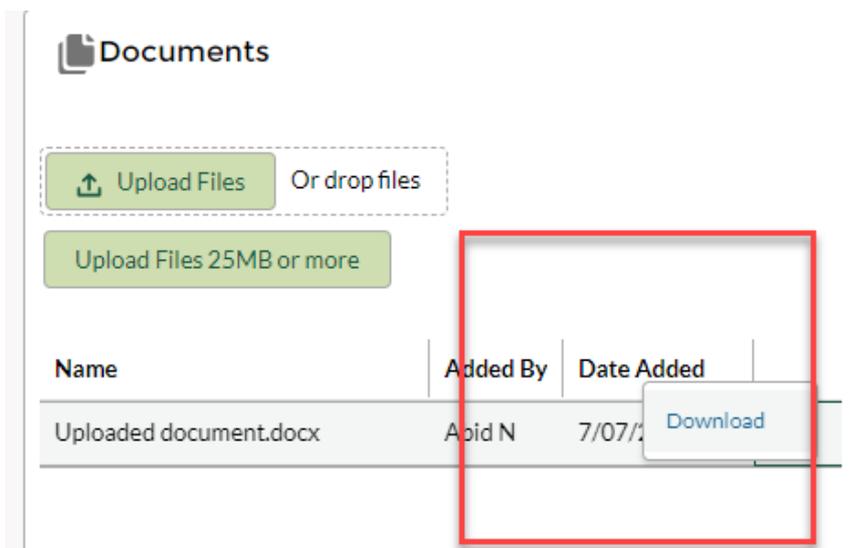
Documents



Once you have loaded your documents, they will display below in the tab.



You can download documents by right clicking on them and selecting download.



Once documents are uploaded you cannot edit or delete them. In addition, once you have submitted your application or enquiry or service, you will be unable to add additional files.