Ministry for Primary Industries
Manatū Ahu Matua

Tupu-ake User Guide

Forestry ETS online services

Prepared for the Ministry for Primary Industries

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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	• Windows OS 11 and 10 • MacIntosh OS 12 and 13 • Android 12 and 13
Browsers supported	• Microsoft Edge Chromium Version 107.0.1418.62 or later • Google Chrome Version 108.0.5359.71 or later
Browsers not supported	• Microsoft browsers that are not based on Chrome (for example, Internet Explorer or pre-2020 releases of Edge) • Firefox • Safari If you have issues displaying pages you may want to check the cookie settings on your browser.
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:

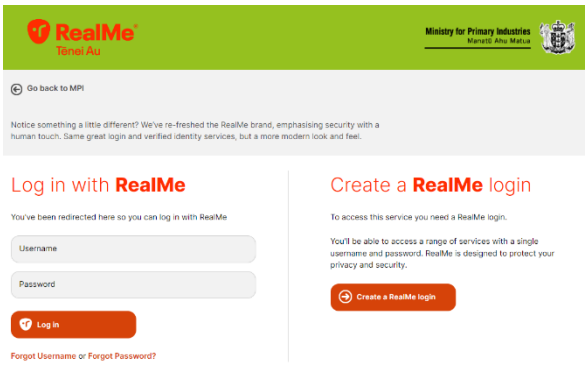
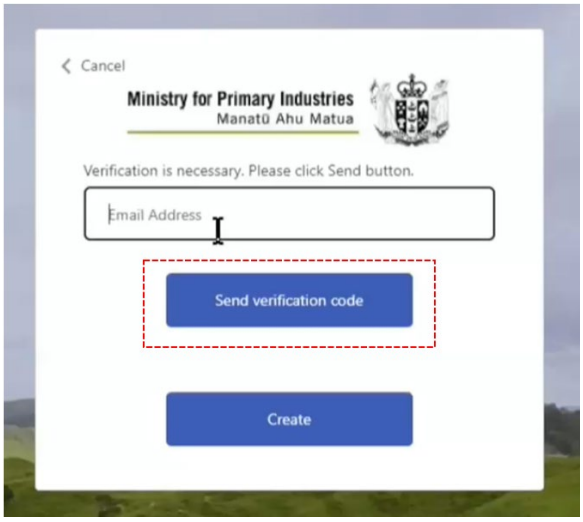
- log into Tupu-ake and set up your user account
- find your unique user ID.

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**.	

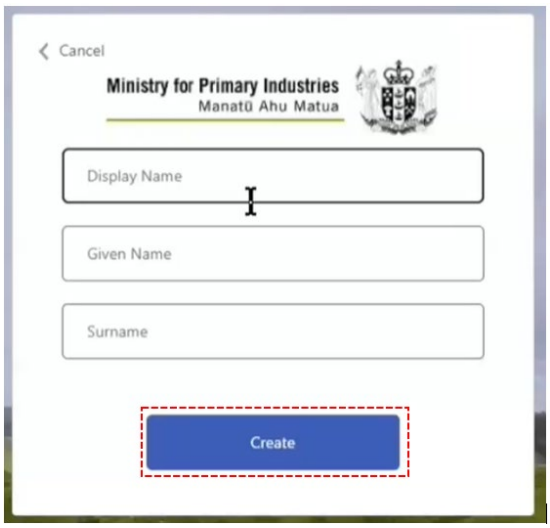
7. Enter the code that's emailed to you.
8. Click **Verify code**.

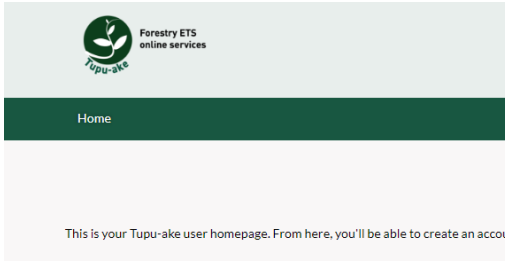
9. If verified, a message will appear on the screen saying "E-mail address verified. You can now continue."
10. Click **Create**.

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**.

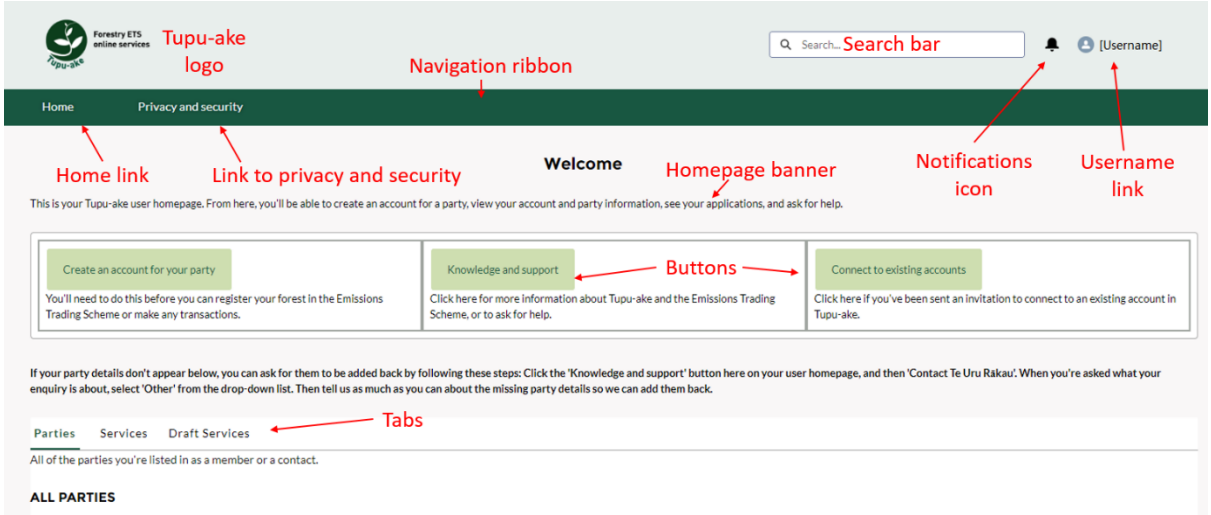


Log in and set up a new user account in Tupu-ake	
13. Read the terms of use. These are also available on the MPI website: www.mpi.govt.nz/dmsdocument/19358 14. Click **Next**.	
15. Your user home page is displayed.	

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

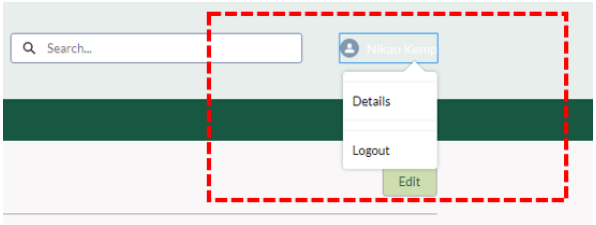
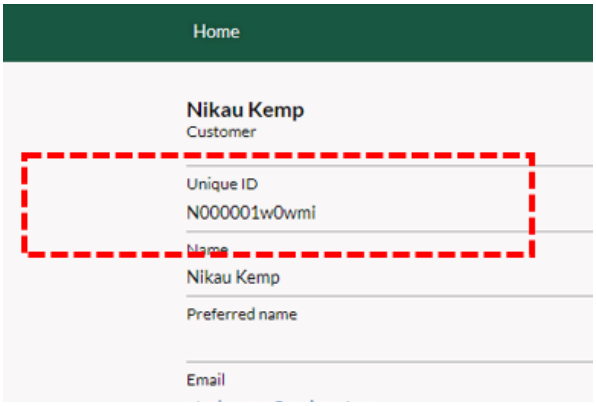
Tupu-ake logo	Click the logo to return to your user home page.
Home link	This will also take you back to your user home page.
Privacy and security	This will take you to privacy and security information on the website.
Navigation ribbon	You'll see this on other screens as you start to use the system. 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 *Using the search function*.
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: • **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: • **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:

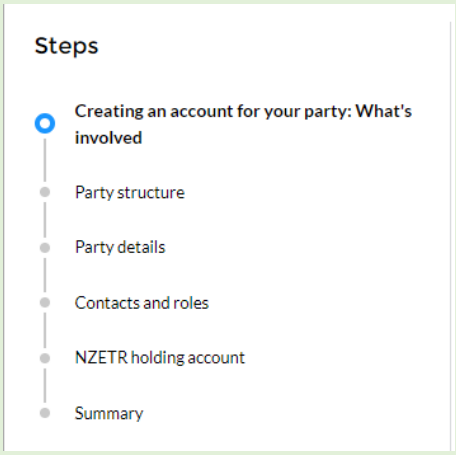
www.youtube.com/watch?v=fjXZQHvTM3M

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.

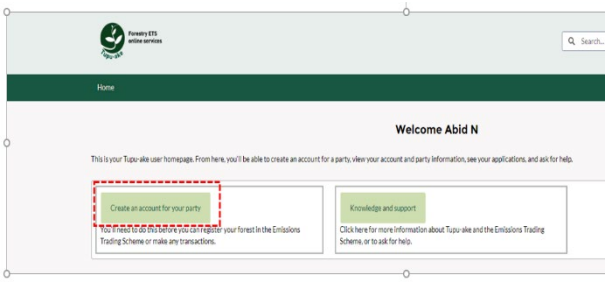


You can navigate through the screens using the **Back** and **Save and continue** buttons. After the first couple of steps, you can also click **Save and exit**, so you can come back to it later to finish creating the party. (Take note of the service ID or case number to find it again.)

3.1 Create account and choose structure for the party

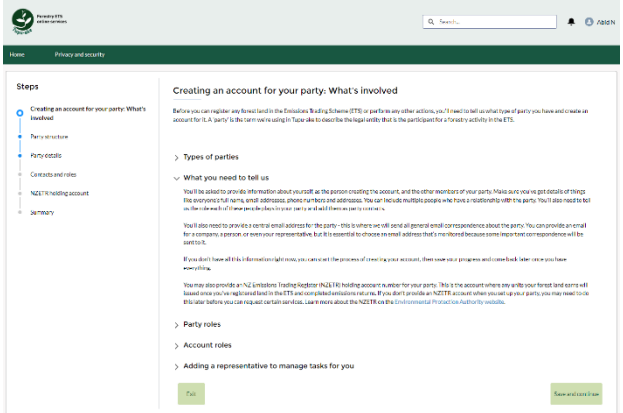
Set up a party – part 1: Create an account and choose party structure

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.



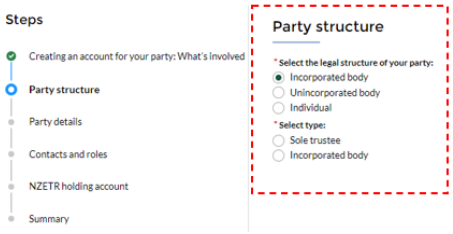
Te Uru Rākau New Zealand Forest Service

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**.

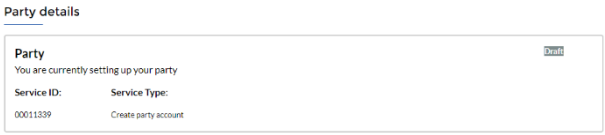


11. The next page is **Party details.**

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).

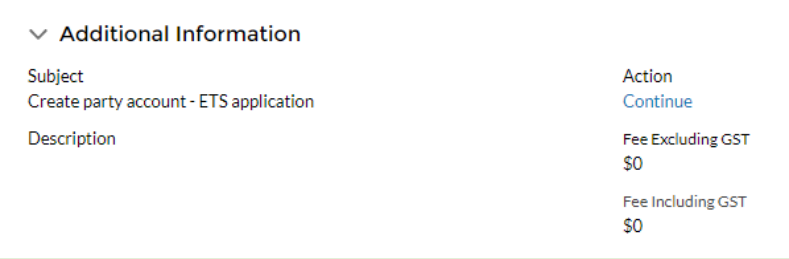
13. See the next section for adding the **Party details**.



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**.



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:

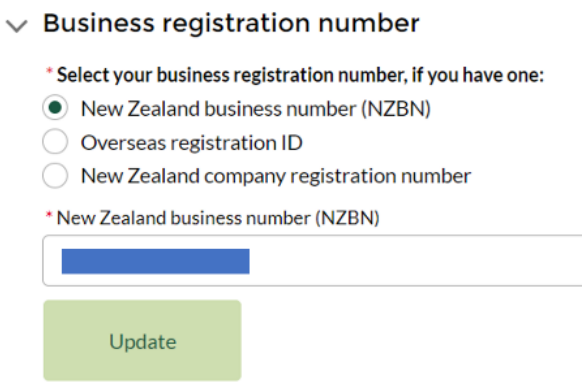
- complete the steps in section 3.1: *Create account and choose structure for the party*
- make sure you have the incorporated body's New Zealand Business Number (NZBN), Overseas registration ID, or New Zealand company registration number.

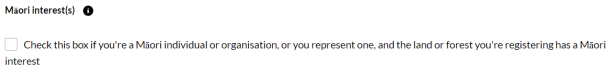
1. In the **Party Details** page, go to the Business registration number section.
2. Select the type of business registration you are going to enter.
3. If you select NZBN, enter the number and click **Update**. The party contact details will be retrieved and displayed automatically.

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

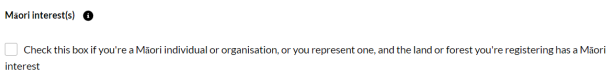
   If you enter a New Zealand Business Number (NZBN):

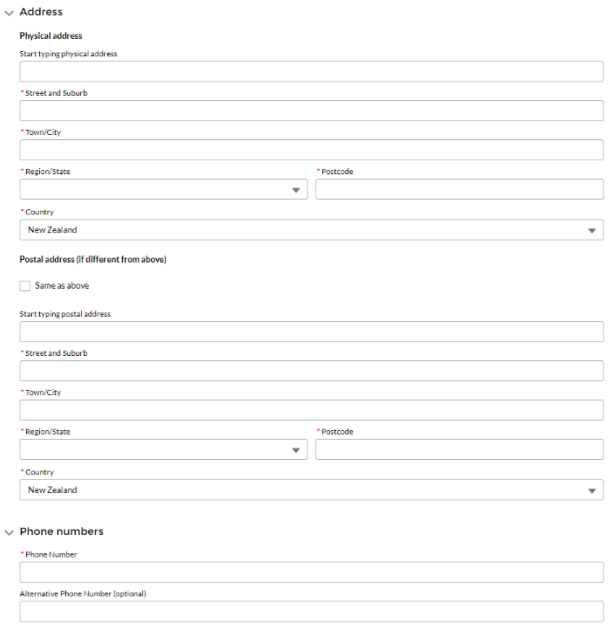
   - if this information is incorrect, you'll need to visit the NZBN website to update your details
   - if you are sure that your NZBN is correct and nothing happens when you click update, check there are no extra spaces after you enter the number.



Set up a party – part 2: Add party details for an incorporated body	
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.	
5. 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).	

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.	
1. In the **Party Details** page, complete the party details.	
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.	

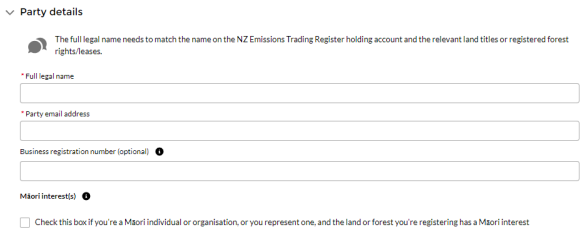
Set up a party – part 2: Add party details for an unincorporated body	
3. Enter the physical address, postal address (if different), and phone numbers.	
4. Either: • click **Save and continue** and you'll be taken to the next page, **Contact details**, or • click **Save and Exit** to save and come back 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

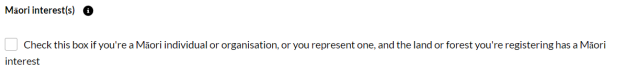
Set up a party – part 2: Add party details for an individual
Before you begin: • complete the steps in section 3.1: *Create account and choose structure for the party* • have the party contact details ready.

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

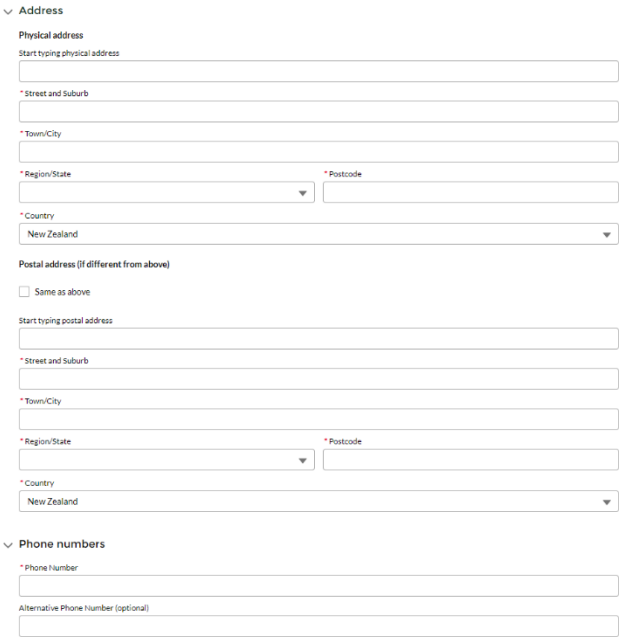
1. In the **Party Details** page, enter the party details.



2. Select the **Māori interest(s)** check box if applicable.



3. Add a physical address, postal address (if different) and phone numbers.



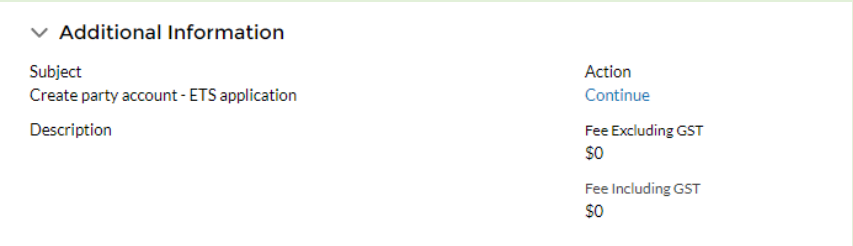
4. Either:

- 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).

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**.



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

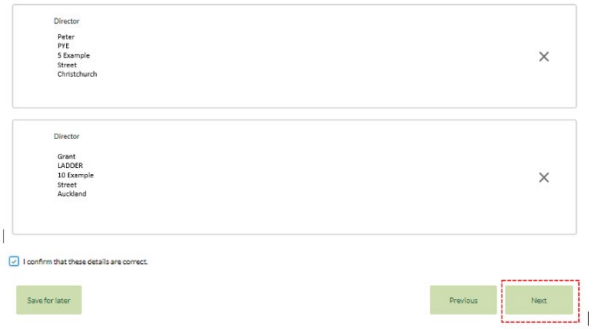
Set up a party – part 3: Add contact and roles for an incorporated body

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.

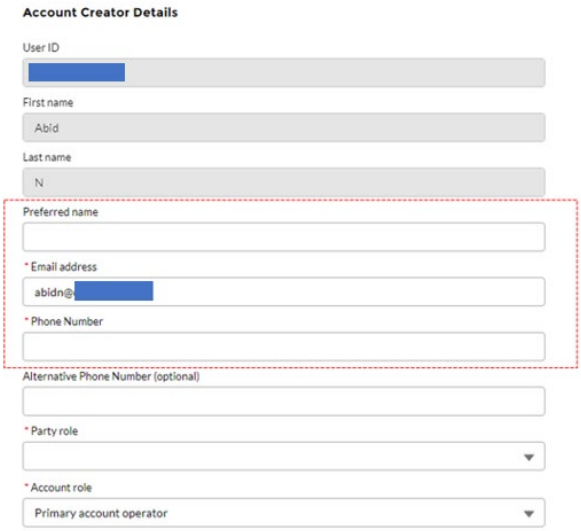
Set up a party – part 3: Add contact and roles for an incorporated body

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**.



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

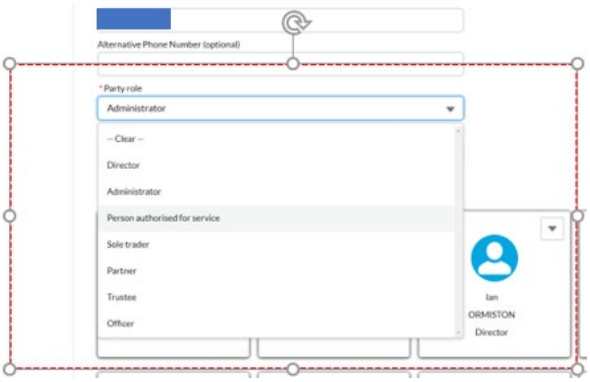
   This section is for your details as the user who is creating the account. As the account creator, you may or may not be a member of the party (this allows other people represnting you to create an account.



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



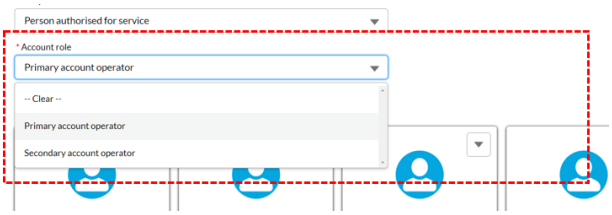
If you set up the incorrect party type you will need to contact Te Uru Rākau – New Zealand Forest Service.

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.

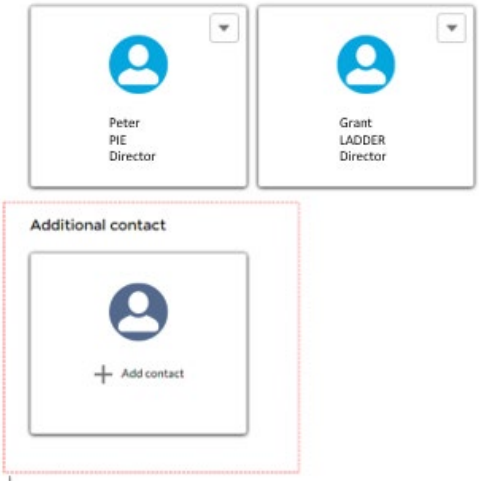
By default, the account creator will be assigned the role of primary account operator if this is not assigned elsewhere.



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**.

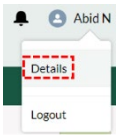
9. For each new Tupu-ake user added you will need to enter the additional contact information and select their account and party role.

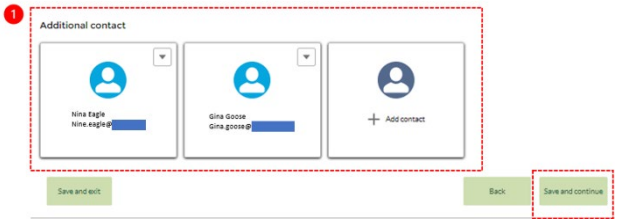
Notes:

- 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.



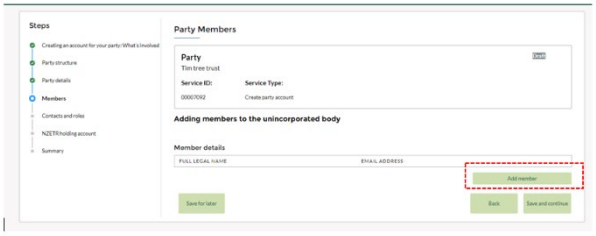
Set up a party – part 3: Add contact and roles for an incorporated body	
12. Check **Additional contacts.** 13. Either: • click **Save and continue** and you'll be taken to the next page, **Contact details**. • click **Save and Exit** to save and come back to it later. Take note of the service ID number so that you can search and find it later.	

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:

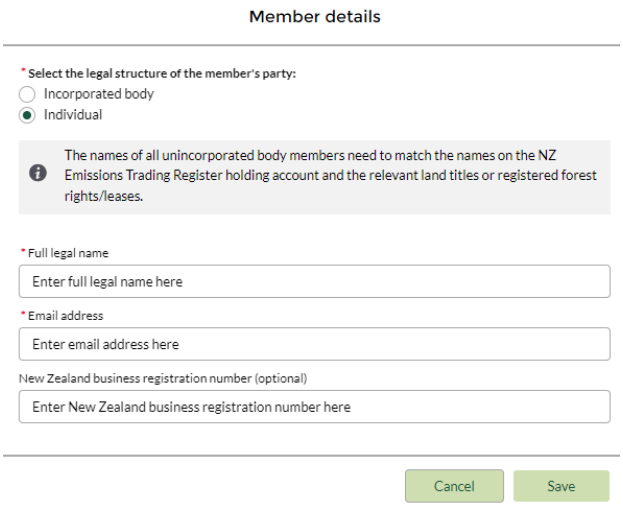
- complete the steps in sections 3.1: *Create account and choose structure for the party* and 3.2: *Adding the party details*
- you'll need the contact details of other members of the party.

1. Go to the **Contacts and roles** page 2. Click **Add member** to add each member of your party. 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.	

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

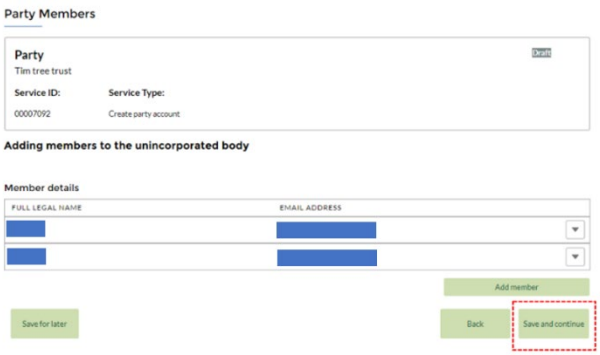
3. Add the required details to the member details form.

4. Click **Save**.



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.

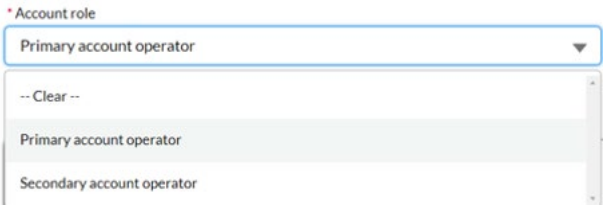


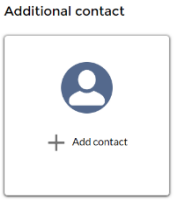
2. Complete the **Account Creator Details**.

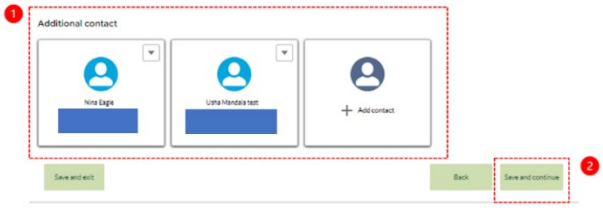
3. Select the **Account role** for the account creator. The account role gives the account creator permissions for undertaking actions for the party.

   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



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. 4. By default, the account creator will be assigned the role of **Primary account operator** if this is not assigned elsewhere.	
5. To add additional contacts, click the **+ Add contact** box. If there are no additional contacts, go to step 15.	
6. From the **Add a contact** menu, select either **New Tupu-ake user** or **Existing Tupu-ake user**.	
7. For each new Tupu-ake user added, you will need to complete the additional contact information and enter their account role. 8. Add the details for the new Tupu-ake user and click **Save**. Note: Once you've created additional contacts, you can reassign the primary account operator to any contact.	

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

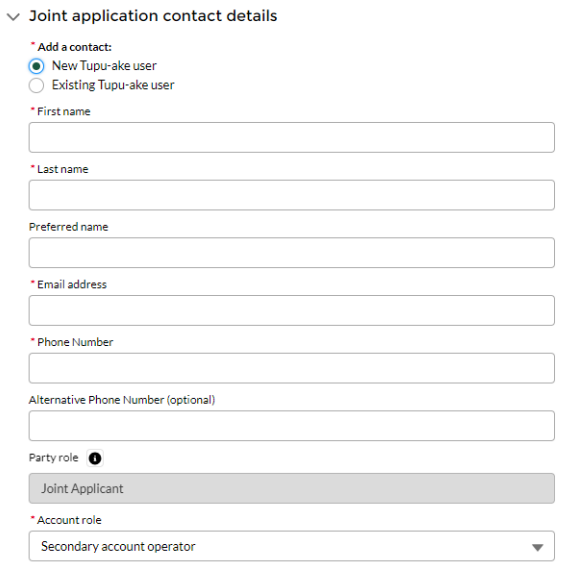
Set up a party – part 3: Add contact and roles for an individual
Before you begin: • complete the steps in sections 3.1: *Create account and choose structure for the party* and 3.2: *Adding the party details* • you'll need the contact details of other members of the party.

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.



4. Either:

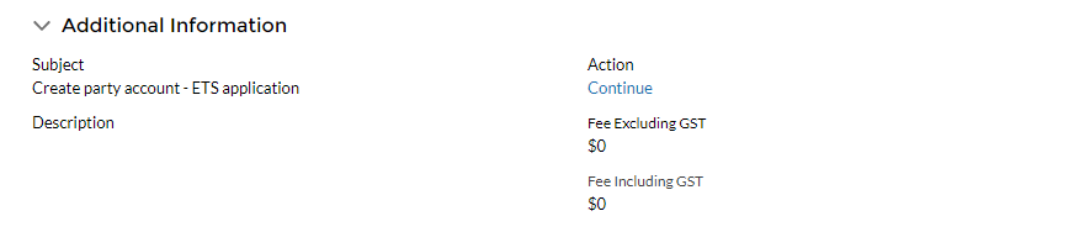
- click **Save and continue** and you'll be taken to the next page, **Contact details**

- 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).

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**.



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.

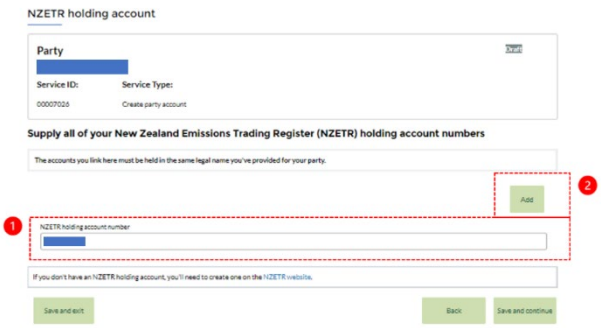
Find out more about setting up an NZETR holding account on the MPI website:

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

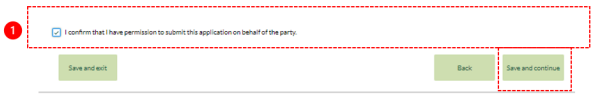
1. On the **NZETR holding account** page, enter your NZETR holding account number (format: NZ-12345). You can add multiple holding account numbers.

2. Click **Save and continue**.

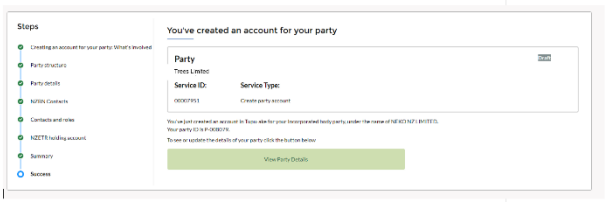


3. On the **Summary** page, check the details and select the checkbox if the statement is true for you.

4. Click **Save and continue**.

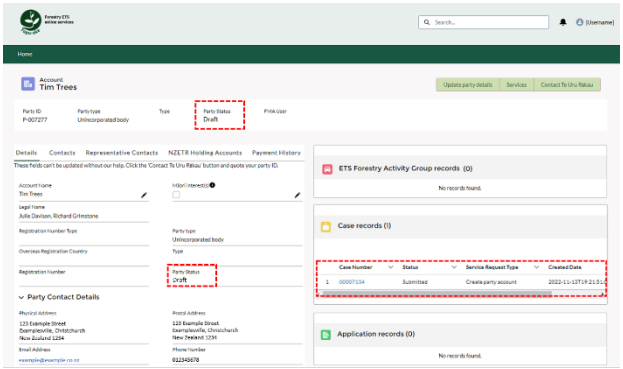


5. Click **View Party Details** to see the details of the party.



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.



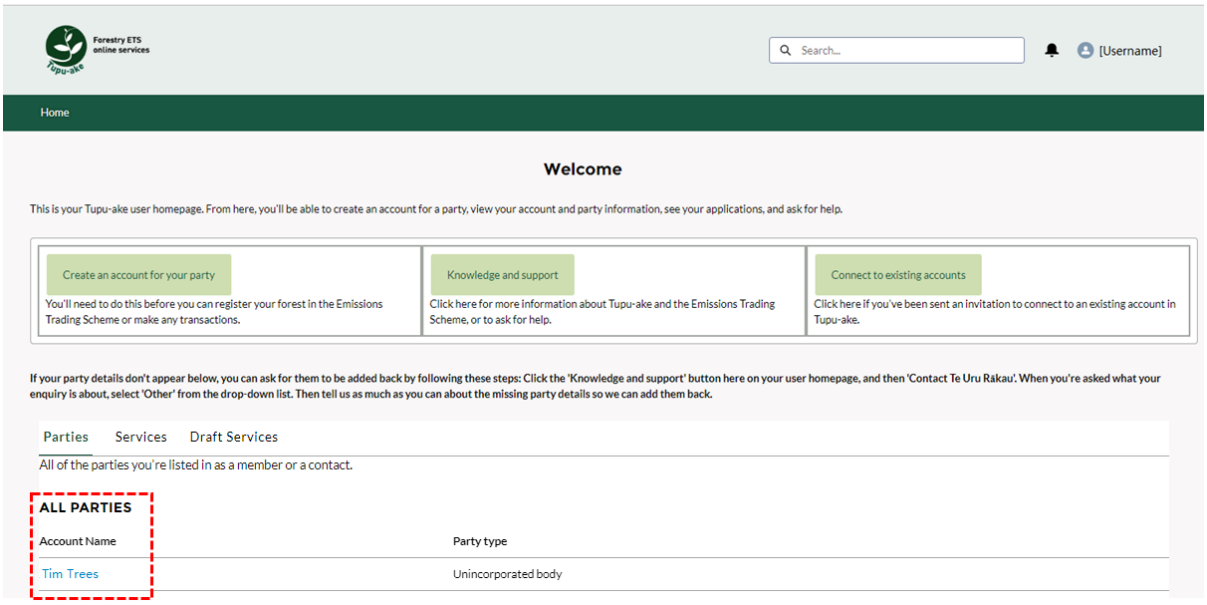
Te Uru Rākau New Zealand Forest Service

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.

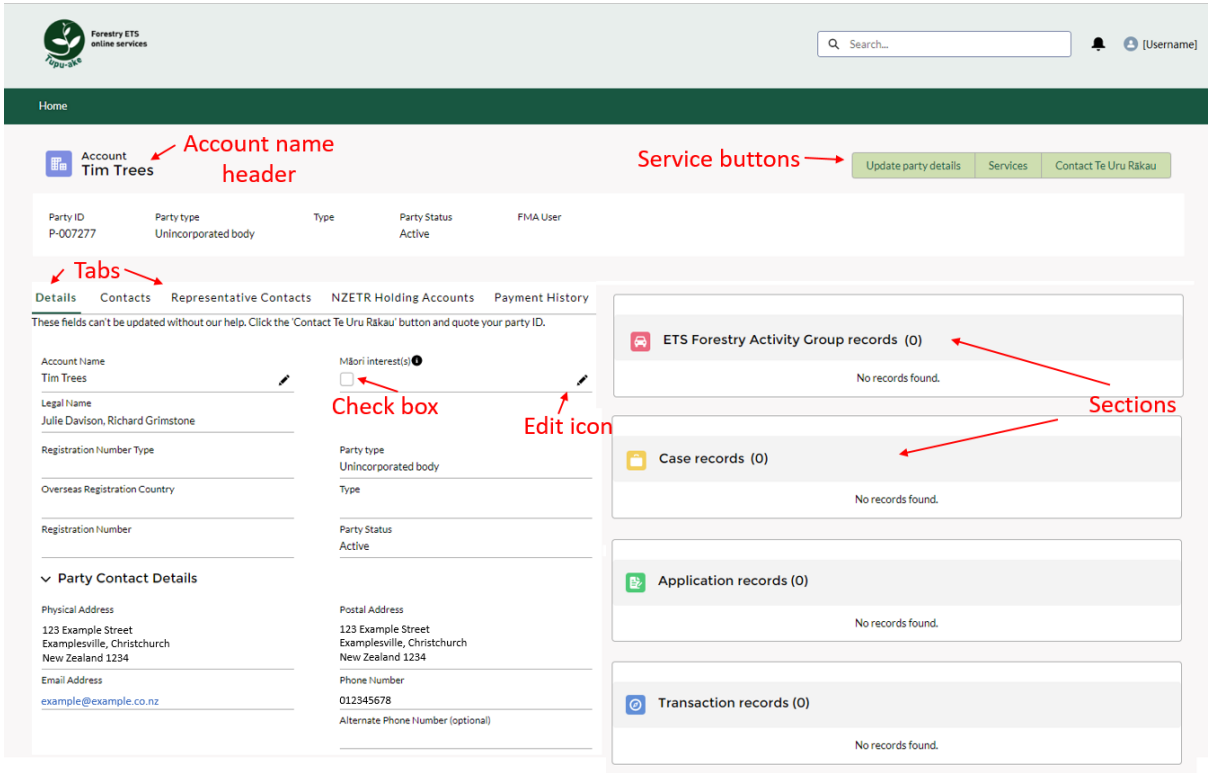
Click the account name of the party you want to view.



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.

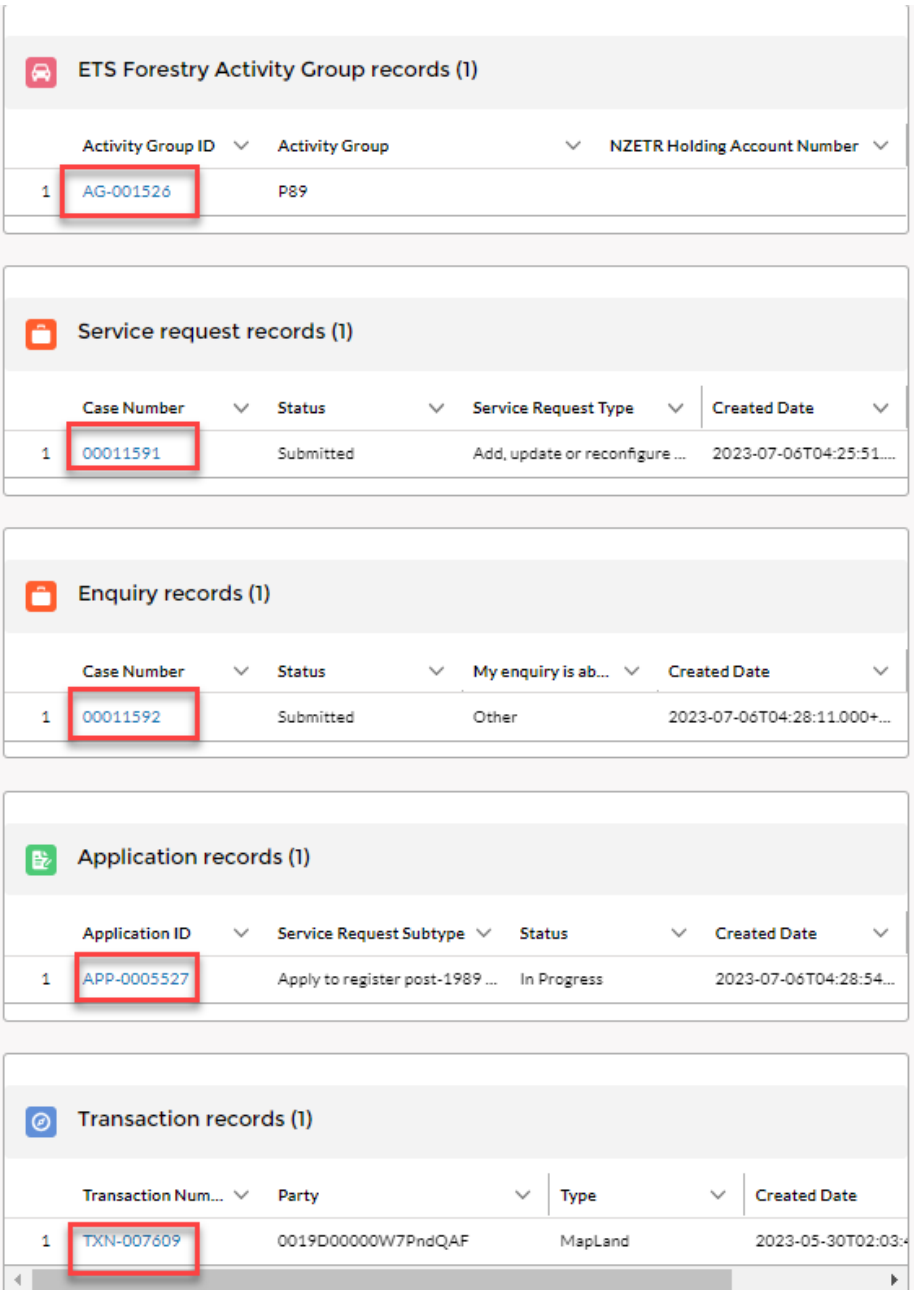
You can see details of names, contact information, whether any representatives are listed, NZETR holding accounts, payment history, and sections with records of all cases, applications, transaction and ETS forestry activity groups associated with that party.



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:
	• **Update party details**: Takes you to an edit screen where you can update party details
	• **Services**: Access a range of Tupu-ake services

	• **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:
	• **Details**: Party account details
	• **Contacts**: Contacts associated with your account and displays members for an unincorporated body party type
	• **Representative Contacts**: Any representatives you have appointed to manage tasks on your behalf
	• **NZETR Holding Accounts**: Any New Zealand Emissions Trading Register (NZETR) holding account records
	• **Payment History**: Payments associated with the account
Sections	Where specific record types are displayed:
	• **FMA user tasks:** Displays tasks if you are a field measurement approach (FMA) user
	• **ETS Forestry Activity Group records**: List of forestry activity types and links to the holding account
	• **Service records**: Any service requests you make will be here
	• **Enquiry records**: Any enquires you make will be here
	• **Application records**: Any emissions return applications
	• **Transaction records**: Any changes to spatial records 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.



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+...

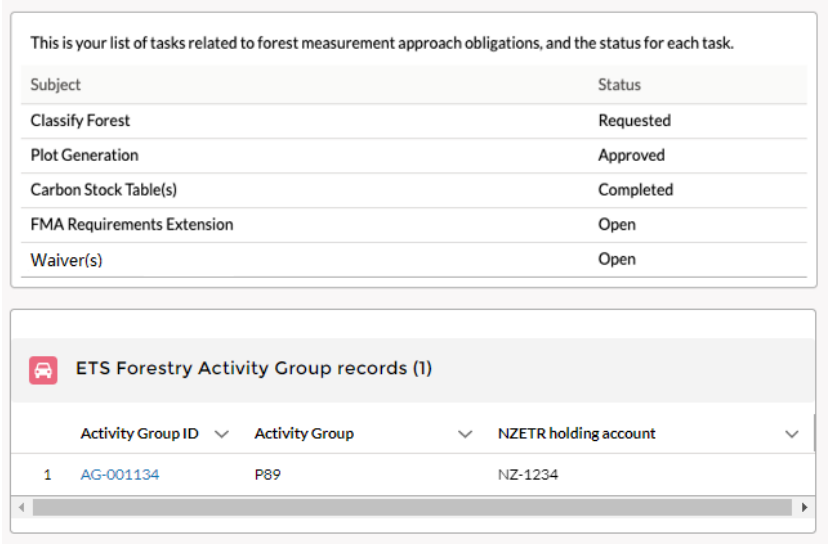
Application records (1)

	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	2023-05-30T02:03:4

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.

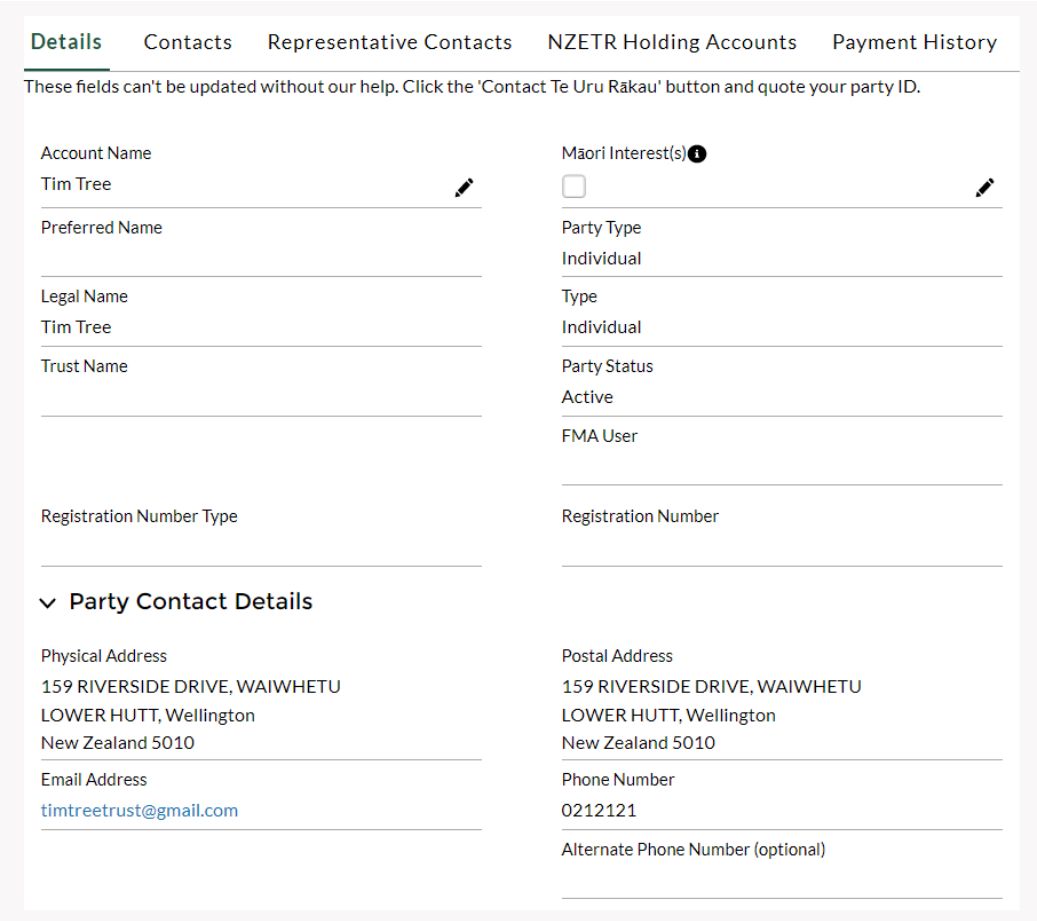
Subject	Status
Classify Forest	Requested
Plot Generation	Approved
Carbon Stock Table(s)	Completed
FMA Requirements Extension	Open
Waiver(s)	Open

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.

Account Name
Tim Tree

Māori Interest(s)

Preferred Name

Party Type
Individual

Legal Name
Tim Tree

Type
Individual

Trust Name

Party Status
Active

FMA User

Registration Number Type

Registration Number

Party Contact Details

Physical Address
159 RIVERSIDE DRIVE, WAIWHETU
LOWER HUTT, Wellington
New Zealand 5010

Postal Address
159 RIVERSIDE DRIVE, WAIWHETU
LOWER HUTT, Wellington
New Zealand 5010

Email Address
timtreetrust@gmail.com

Phone Number
0212121

Alternate Phone Number (optional)

Update party details

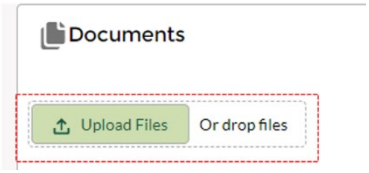
1. From your party home page, click **Contact Te Uru Rākau**.

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).

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.



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.

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

4.4 Adding more contacts to your party

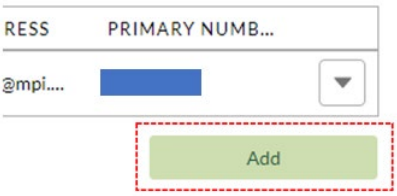
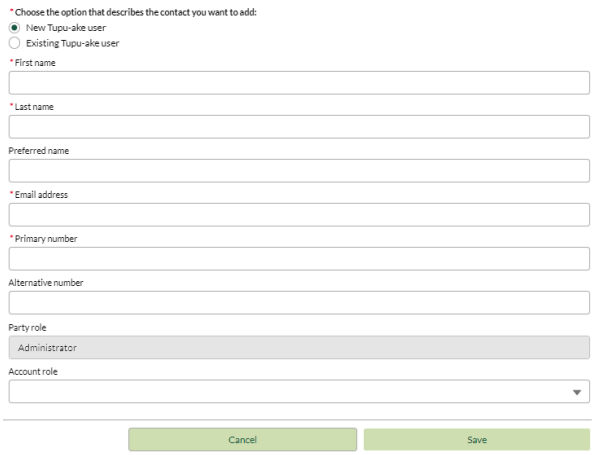
Follow these steps to add more contacts within Tupu-ake. You can add contacts who:

- 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.

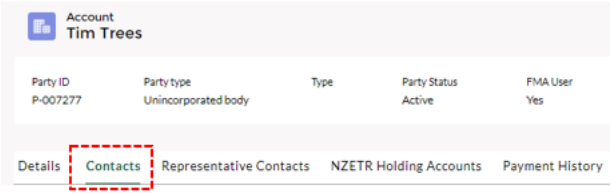
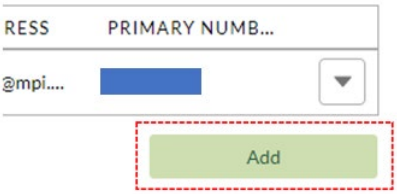
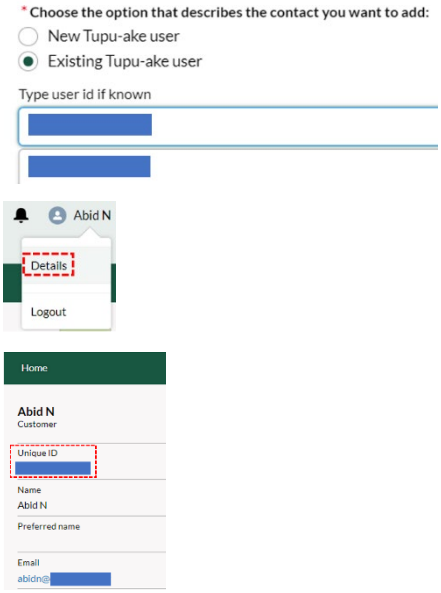
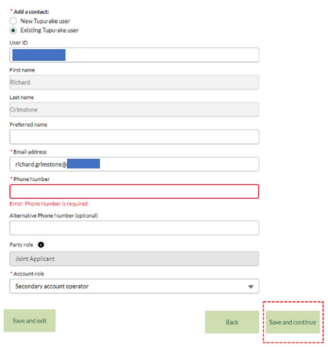
Representatives are not added as contacts. See the *Adding representative(s)* section of this guide for information about adding a representative.

4.4.1 Add a contact – a new Tupu-ake user

Add a contact – a new Tupu-ake user	
1. Click the **Contacts** tab.	
2. Click **Add**.	
3. Enter the details for the new Tupu-ake user and click **Save and continue**.	

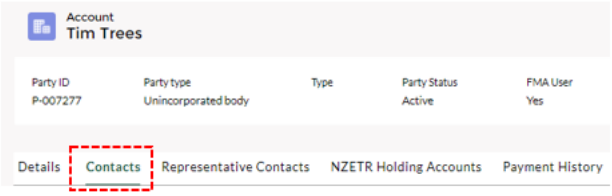
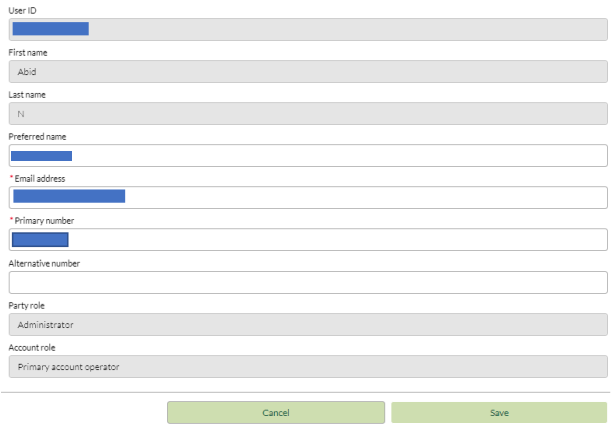
4.4.2 Add a contact – an existing Tupu-ake user

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

Add a contact – an existing Tupu-ake user	
1. Click the **Contacts** tab.	
2. Click **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.	
4. Complete any required fields. 5. Click **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	
1. Click the **Contacts** tab.	
2. Click the downward arrow and select **Update**.	
3. Make your updates. 4. Click **Save**.	

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=PLbyyF3O99cQ3xJvkb9DM73IwvneDgULxD

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:

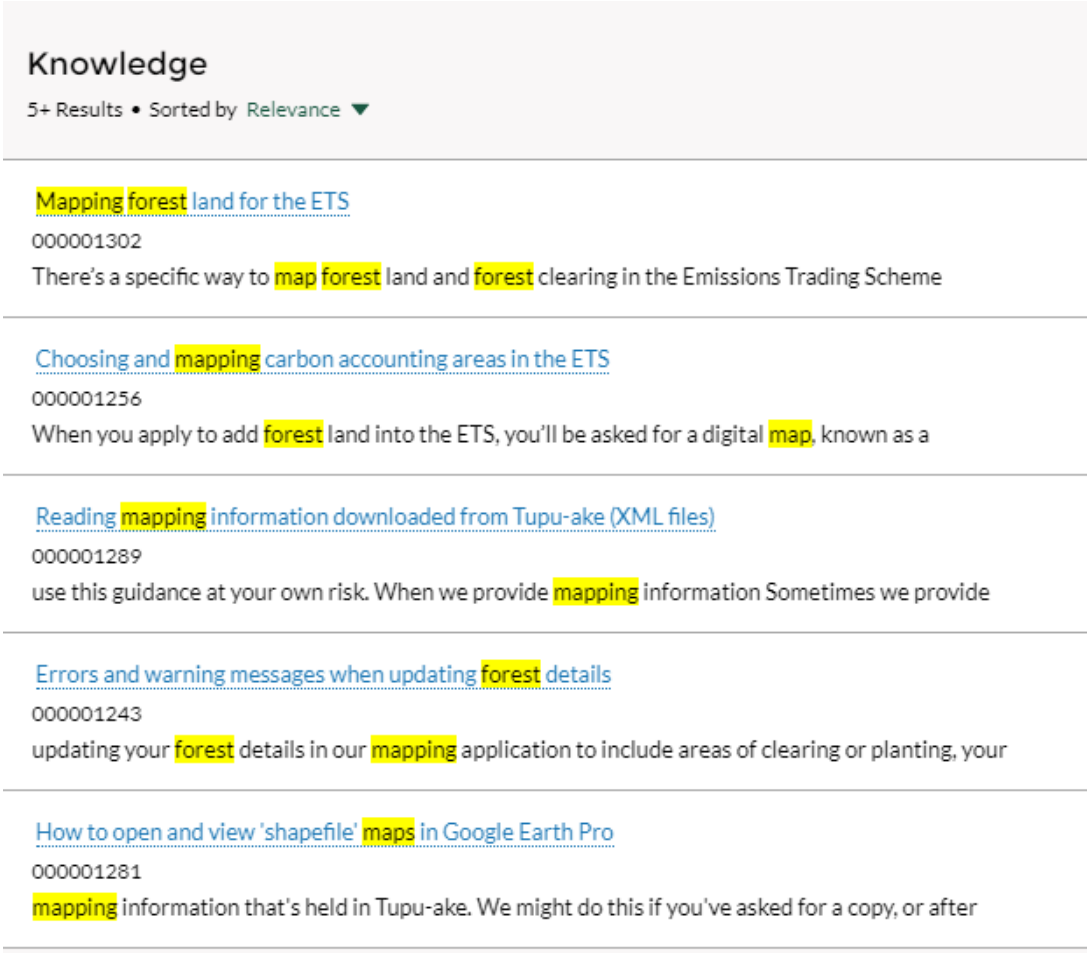
- All
- Accounts
- Applications
- Cases
- Knowledge
- NZETRs

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

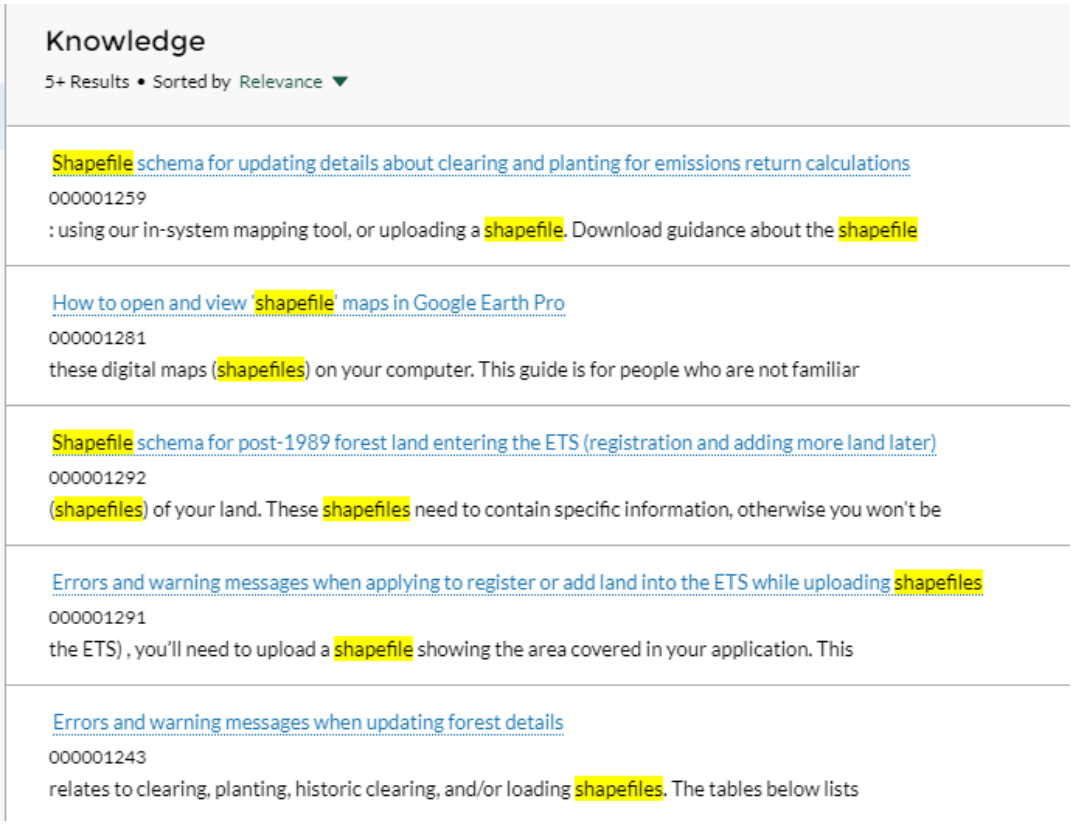


Clicking on a blue hyperlink takes you directly into the knowledge article.

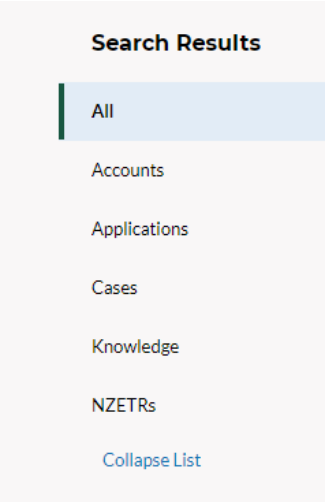
You can refine the search by using quotation marks.

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

Refined search



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

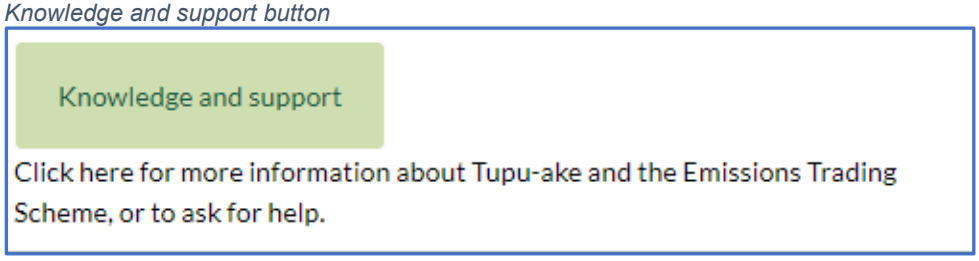


5.5 Contacting us

5.5.1 From your user home page

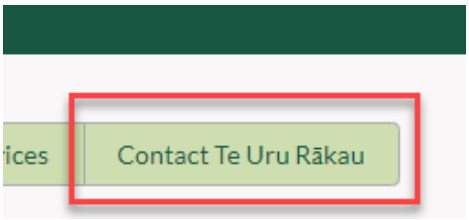
You can access knowledge from your user home page by clicking on the **Knowledge and support** button shown below.

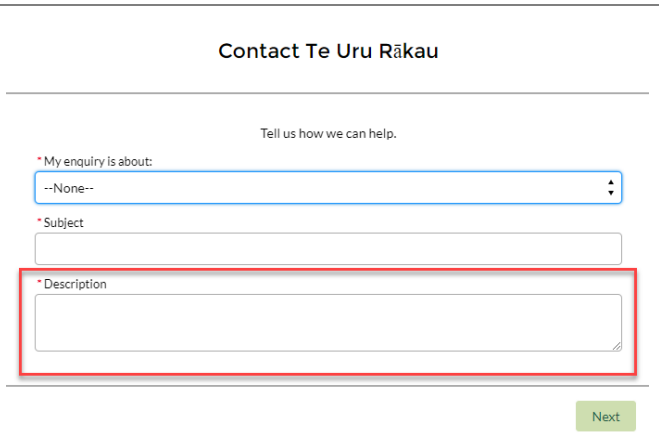
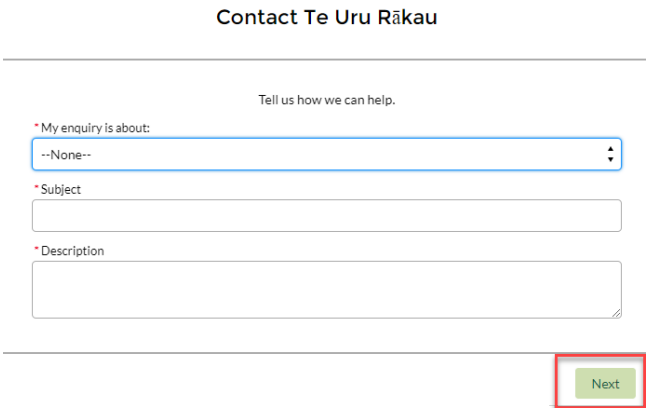
Knowledge and support button



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.	

Contact us from your party home page	
3. Complete the **Subject** field.	
4. Complete the **Description** field.	
5. Click **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.

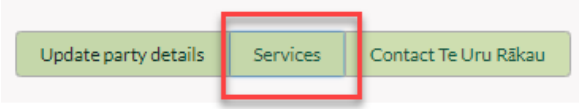
If you accidentally delete a representative, contact us from your party home page by clicking the **Contact Te Uru Rākau** button and request they be activated again.

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:

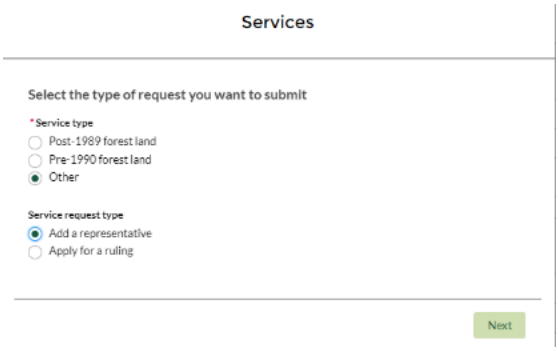
www.youtube.com/watch?v=vk-UydatFww

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**.



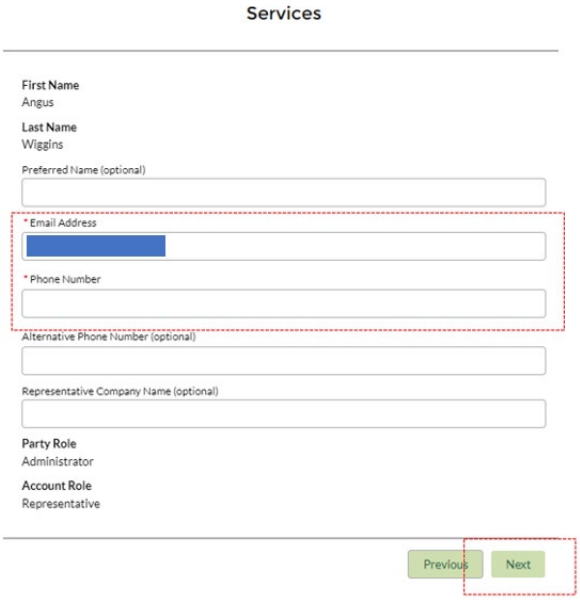
3. Enter your representative's user ID.

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.*

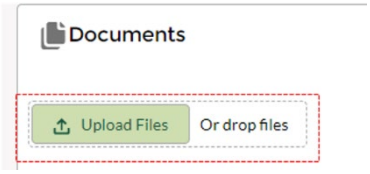
5. Complete all mandatory and any optional fields.

6. Click **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.



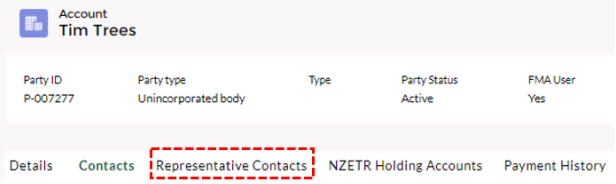
Adding a representative	
8. Click **Submit**. The status of the case changes from **Draft** to **Submitted**. Note: From this point, you will not be able to upload additional documents. If you need to upload additional documents, contact us from your party home page.	
9. Once added, you can view the representative contacts from your party home page by clicking on the **Representative Contacts** tab.	
10. 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.	

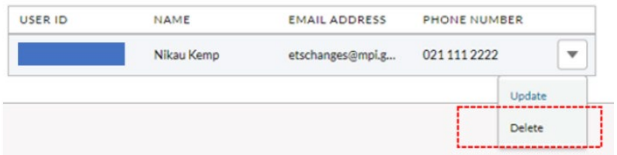
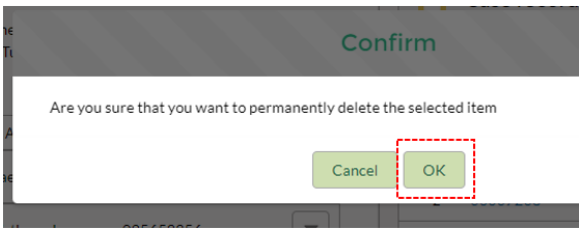
6.2 Removing representative(s)

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	
1. 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**.	
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

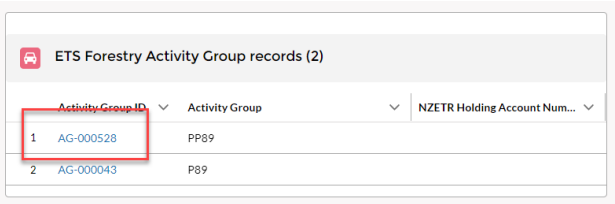
Each time you open the mapping tool[1] in Tupu-ake (such as when updating forest details), a transaction opens between Tupu-ake and the GIS mapping tool. It remains open until you either submit your mapping changes or discard your mapping changes. If you close the map down without doing either of those 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.

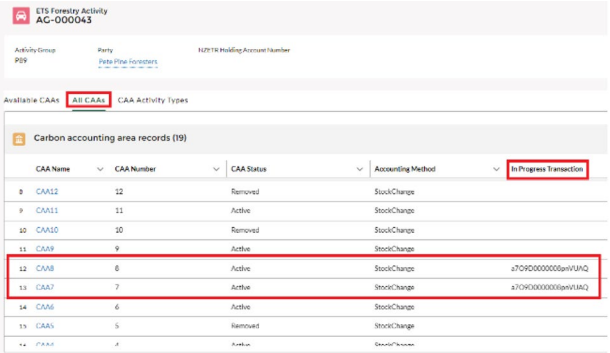
Finalising in-progress transactions

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

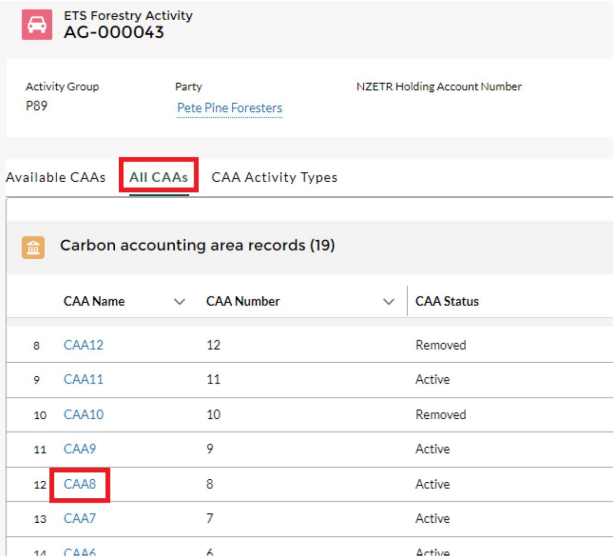


2. View All CAAs.

   Note: In this example, you can see that CAAs 7 and 8 have transactions in progress.



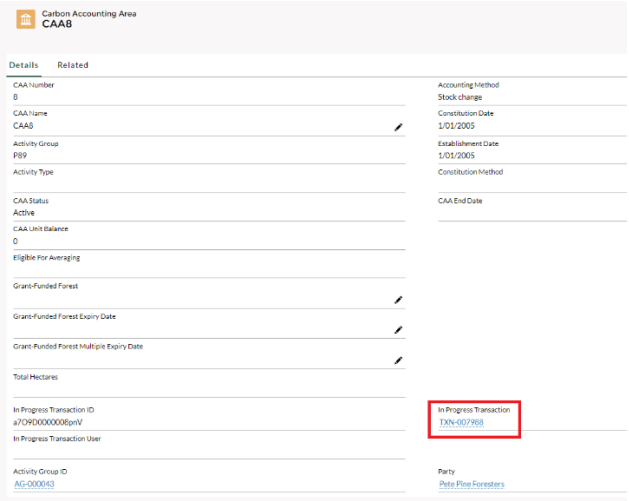
3. Select the CAA with a transaction in progress from the **All CAA**s views.



Finalising in-progress transactions

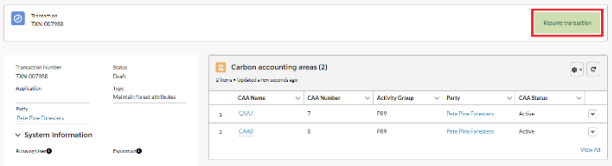
4. Click the blue hyperlink with the in progress transaction number, for example **TXN-007988.**

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



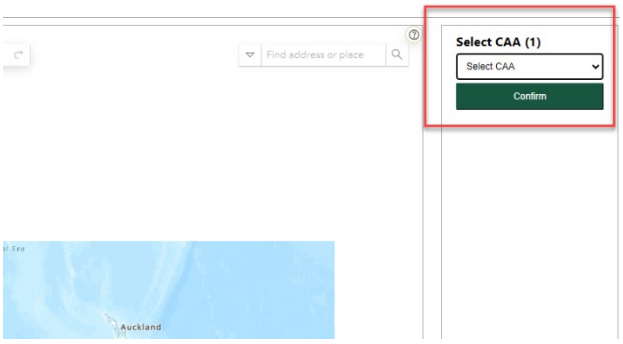
5. Click **Resume Transaction**.

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



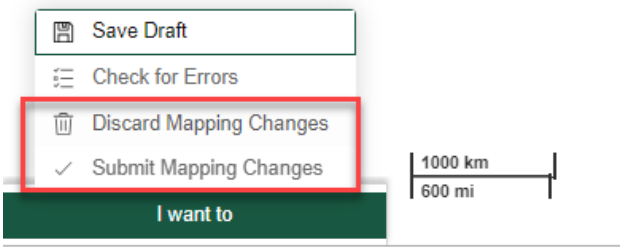
6. A map of New Zealand displays. Let the map load completely before you continue.

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



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

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



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.

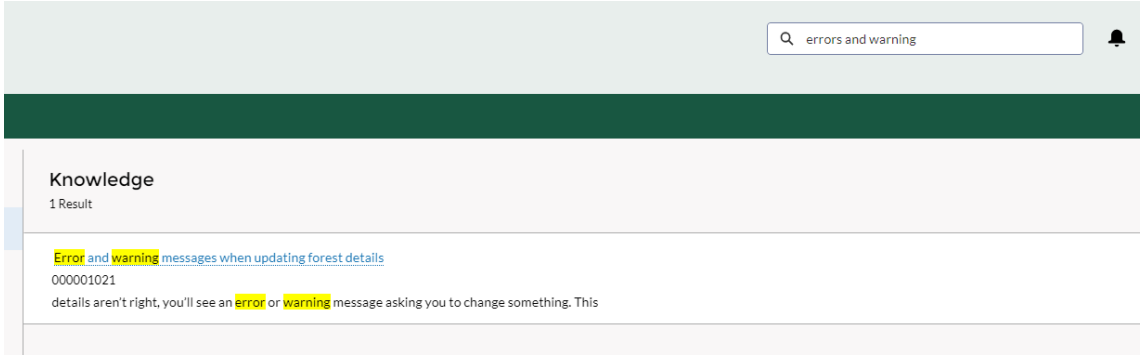
The start and end dates of each polygon need to be within the same calendar year. For example, if you harvested forest across multiple years, you need to create separate polygons for the harvesting that happened in each year. You also can't have polygons overlapping the beginning and the end of the emissions 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=PLbyyF3O99cQ3xJvkb9DM73IwvneDgULxD&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

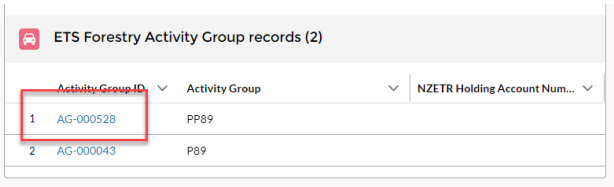
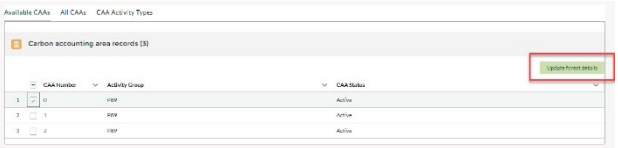
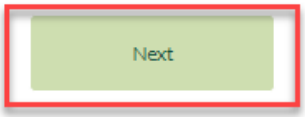
	Change the base map (the background image of the map)
	View or hide a layer of the map
	Shows a list of all map layers on the map (also shows the legend of the data, and you can toggle the visibility of each layer, move layer up/down the list and change its opacity)
	Add layers to the map (imagery and non-imagery) Ticking **Filter by Map View** will give you only the layers that are available in your current map extent.
	Edit ETS data: • 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)
	Measure a length or an area when you draw a line or a polygon on the map
	View two different map layers side by side After selecting the layers, you can slide the slider (towards left or right) in the map to change the coverage of the layers.

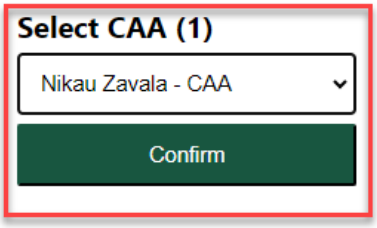
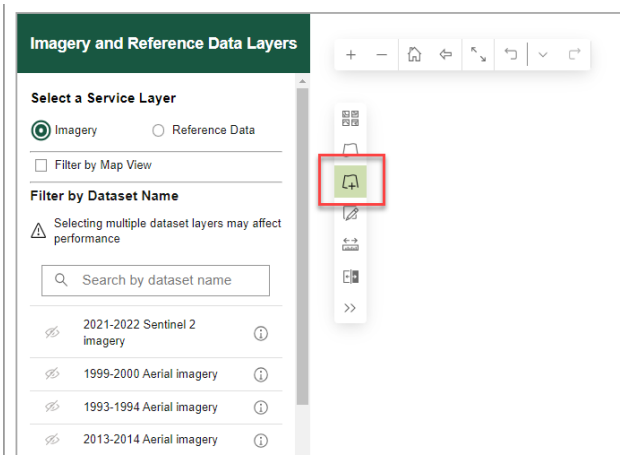
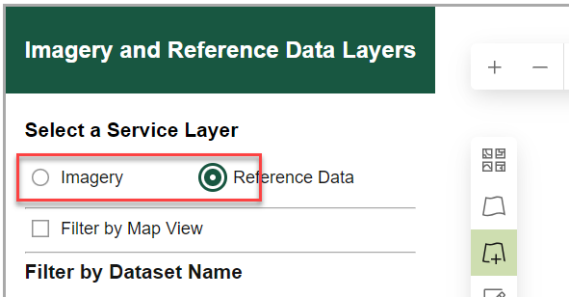
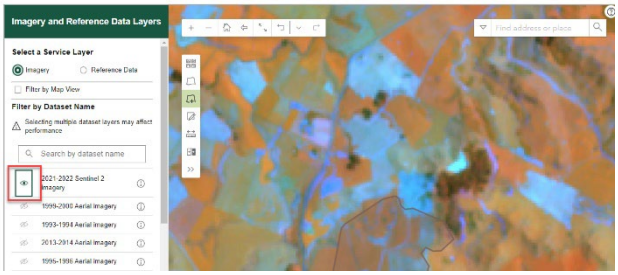
	View a summary of land being uploaded when registering post-1989 as standard or permanent forestry.

8.2.1 Aerial imagery

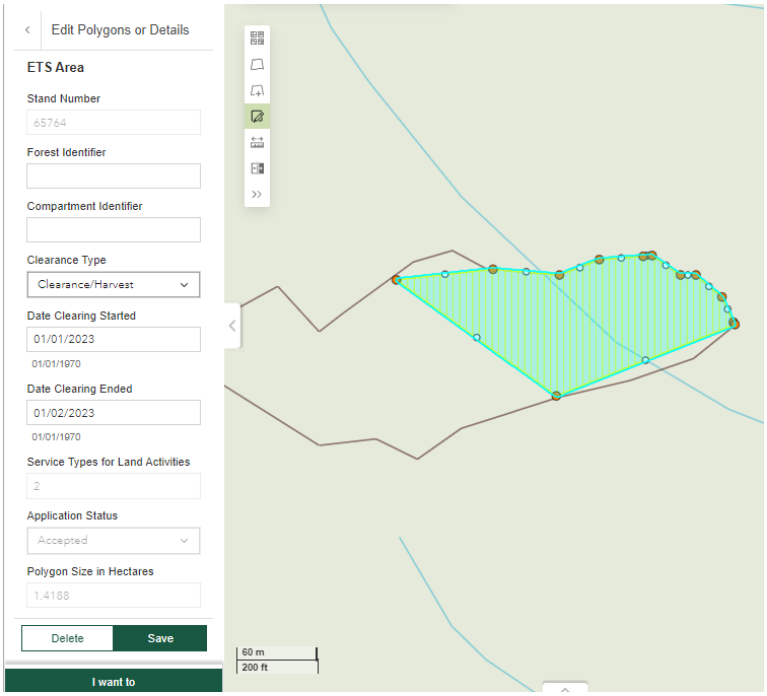
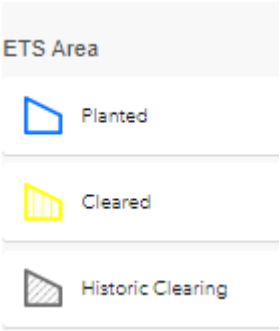
When you are updating your forest details or registering land you can view aerial imagery.

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	
1. From your party home page, select **ETS Forestry Activity Group records**.	
2. Select the carbon accounting areas (CAAs) you want to edit by clicking the checkbox on the left-hand side of the list. 3. Click **Update forest details**.	
4. Read the information displayed. 5. Click **Next**.	
6. 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
Edit Polygons or Details	Enables the selection of a map layer. When you click on a layer it will display attributes. For example: 
Create Polygons and Details	Enables selection of a feature template. This is where you would create planting, clearing or historic clearing polygons. 
Split Polygons	Use this tool to split a polygon.
Upload Shapefile	Use this tool to upload a shapefile.
Snap settings	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

	placed relative to one another and helps maintain the spatial accuracy and consistency of the data. 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. Enable Geometry Guides to see helpful visualisations of perpendicular and parallel lines when editing features. Enable Feature to Feature to allow snapping to other features in the same layer.

8.2.3 Uploading shapefiles

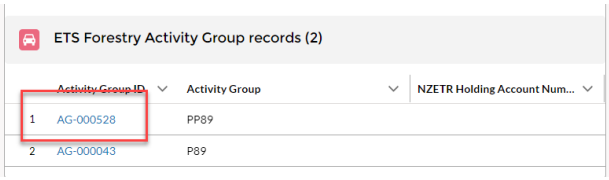
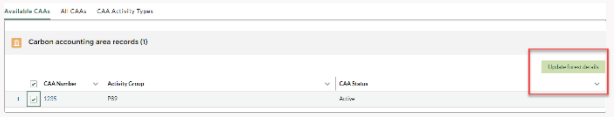
The section explains how to upload shapefiles when you update forest details. Shapefiles must meet specific schema requirements. If the shapefiles do not meet the schema, you will not be able to upload them to the system.

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:

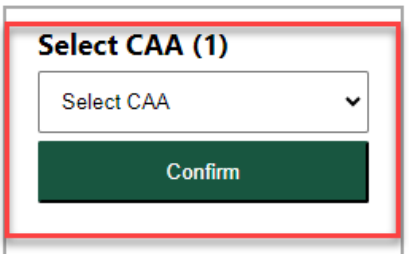
www.mpi.govt.nz/dmsdocument/54613

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

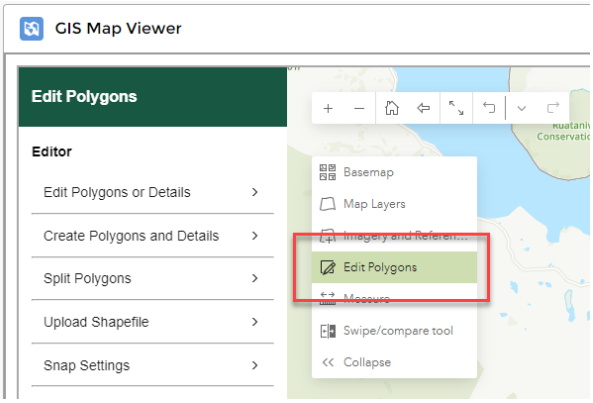
Uploading shapefiles	
1. From your party home page, select **ETS Forestry Activity Group records**.	
2. Select the carbon accounting areas (CAAs) you wish to edit by clicking the checkbox on left-hand side of the list. 3. Click **Update forest details**.	
4. Read the information displayed. 5. Click **Next**.	

Uploading shapefiles

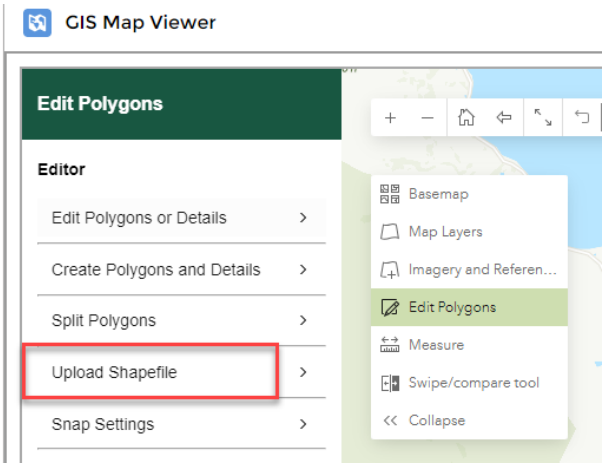
6. In the **Select CAA** dropdown menu – select a CAA and click **Confirm.**



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

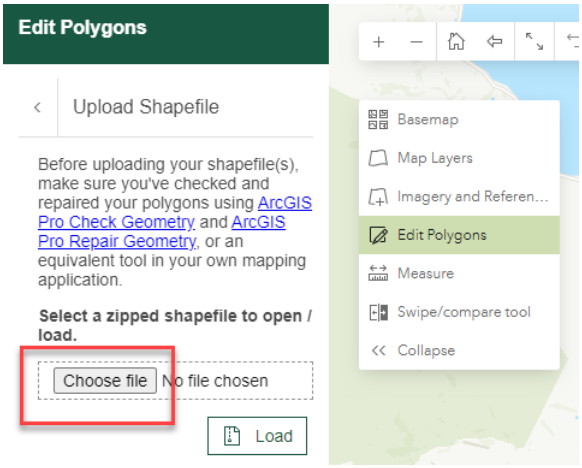


8. Select **Upload Shapefile**.



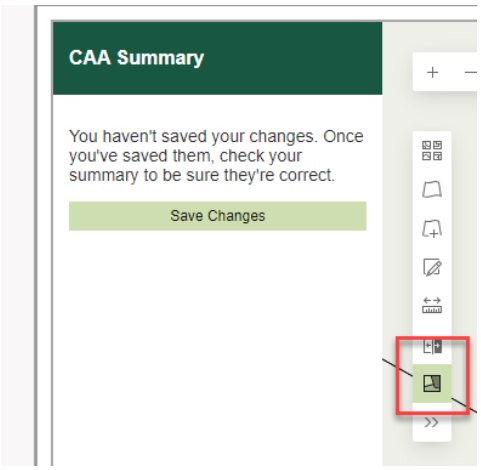
Uploading shapefiles

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

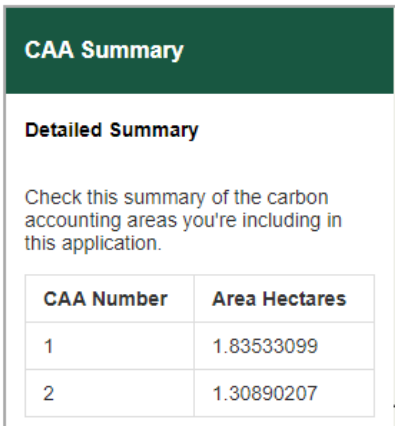


10. To view a CAA summary prior to completing the mapping click **Summary.**

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



11. A CAA summary will display.



CAA Number	Area Hectares
1	1.83533099
2	1.30890207

Uploading shapefiles

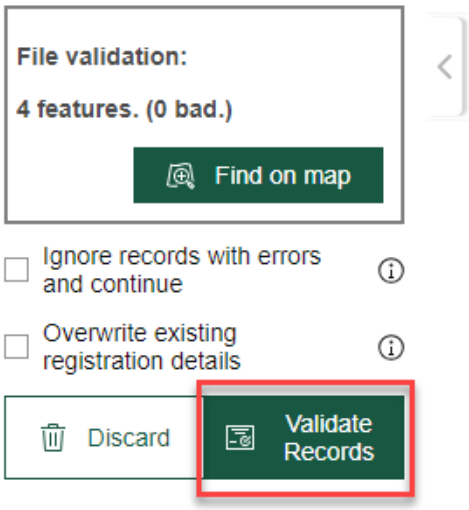
12. Click **Validate Records.** You may select the following options before you validate:

- **Ignore records with errors and continue**

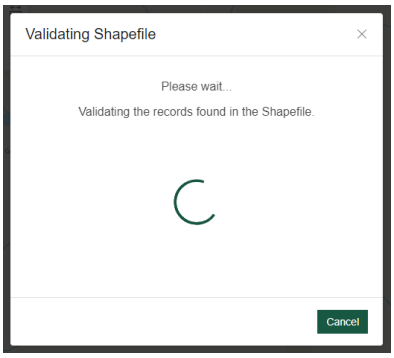
  If you check this box, we'll ignore any errors in your shapefile and continue to load it. This also means that we won't load any information about carbon accounting areas that are affected by errors. If you leave this box unchecked, the file loading process will stop once the first error is found. You'll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

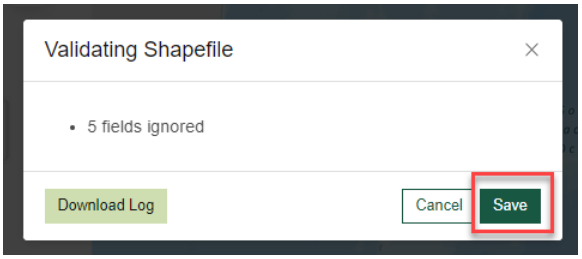


Uploading shapefiles

14. Click **Save**.

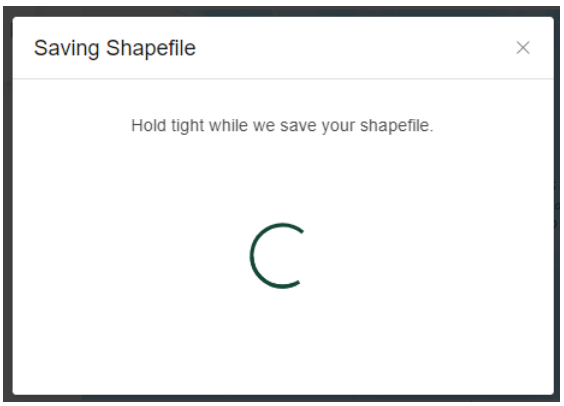
    If you see a message containing the word “pass”, you will get **Save** as an option. This means your shapefile has passed the validation checks.

    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.



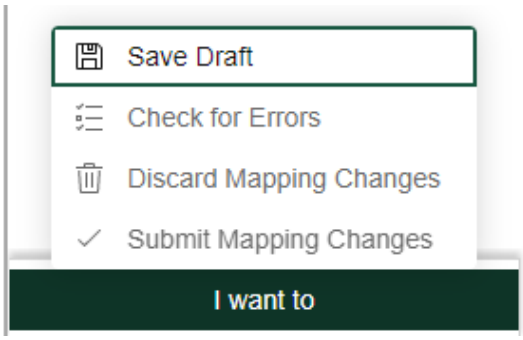
16. From the **I want to** menu in the bottom left of your screen, you can choose from the following options:

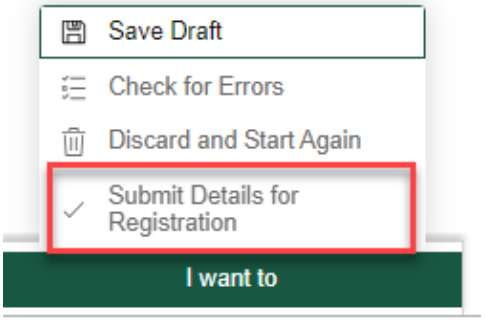
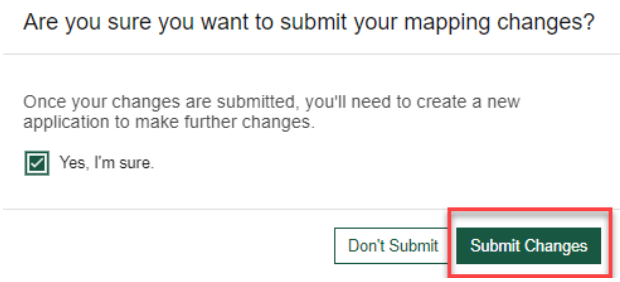
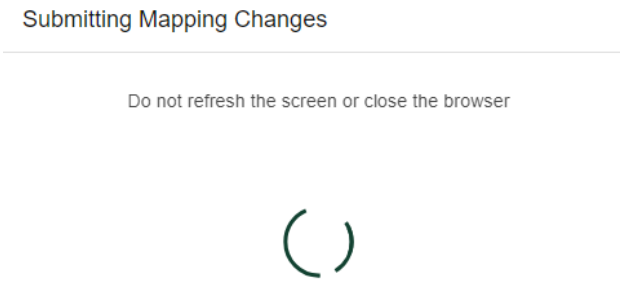
- **Save Draft**

  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.



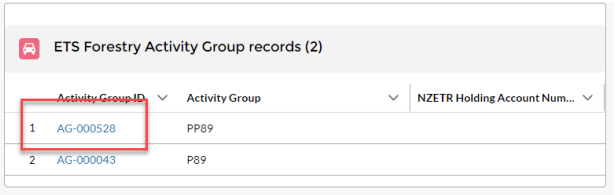
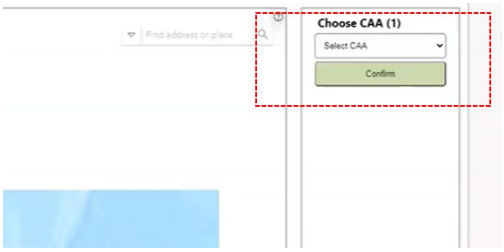
Uploading shapefiles	
• **Discard Mapping Changes** If you encountered validation issues and decided to fix these in your own system before trying to upload the shapefile again, you may wish to select **Discard Mapping Changes** here, which will mean nothing is saved into the Tupu-ake map yet. • **Submit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

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.

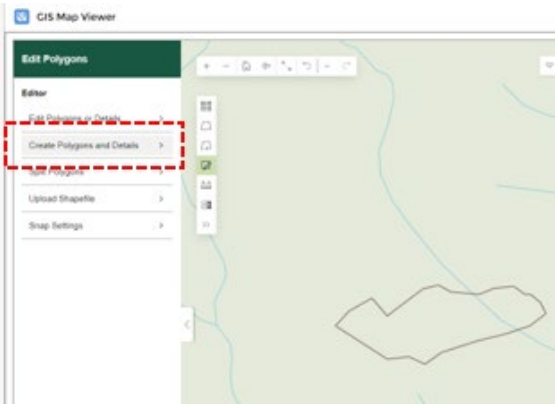
Mapped areas must be at least a hectare in size.

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.	
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 first the checkbox on the left-hand side of the list and then **Update forest details.**	
3. Read the information displayed. 4. Click **Next**.	
5. A map of New Zealand displays. Let the map load completely before you continue. 6. Select the CAA you want to update and click **Confirm**.	

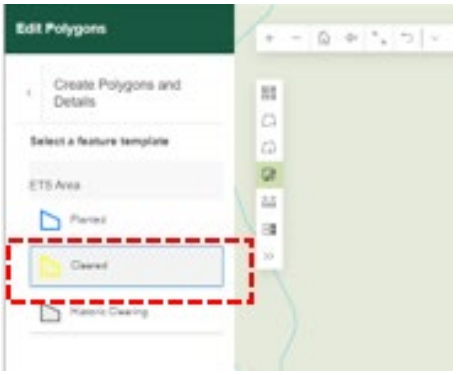
Map a harvested area (create a clearing polygon)

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.

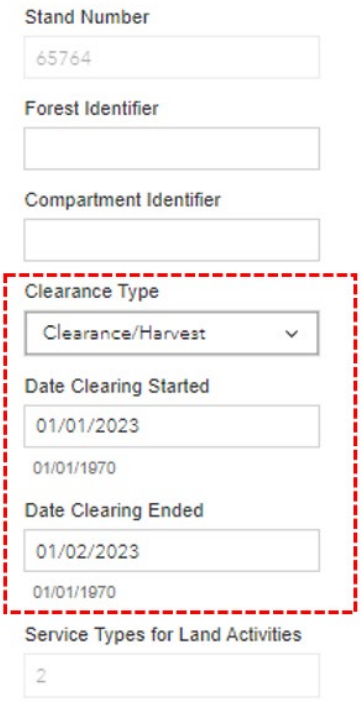
12. Double click to finish.

    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:

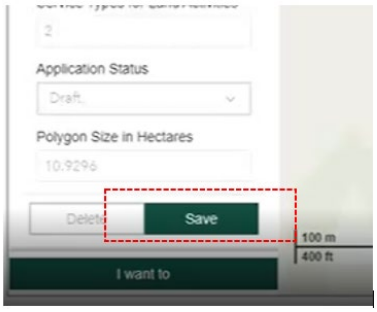
- **Stand number** (populates automatically)
- **Forest identifer** (optional)
- **Compartment Identifier** (optional)
- **Clearance Type** (select Clearance/ Harvest)
- **Date Clearing Started** (enter the date clearing started, format DD/MM/YYYY)
- **Date Clearing Ended** (enter the date clearing ended,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



Map a harvested area (create a clearing polygon)

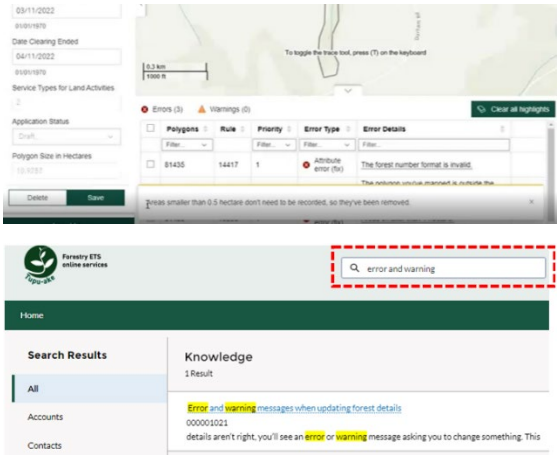
14. Click **Save**.



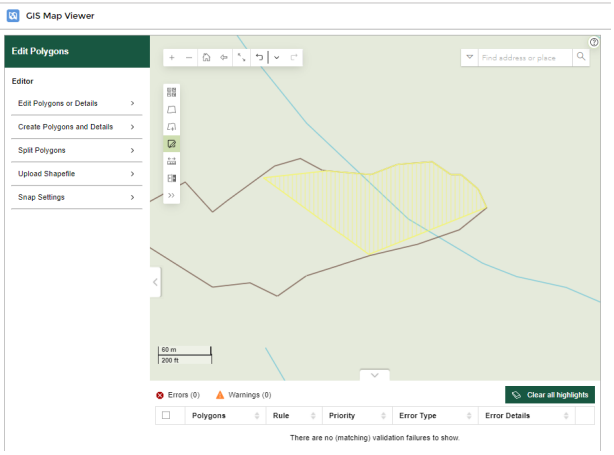
15. Resolve any errors.

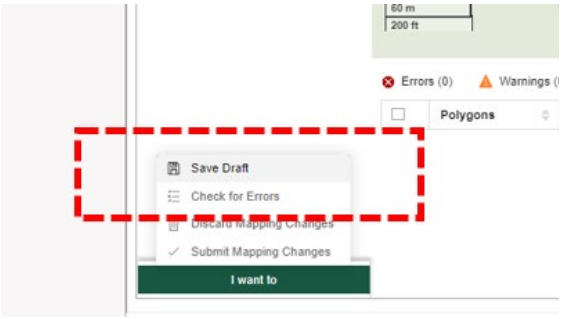
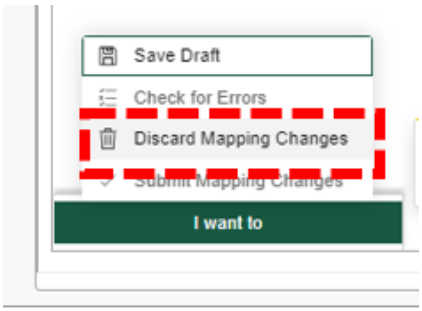
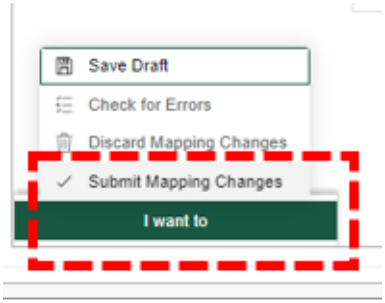
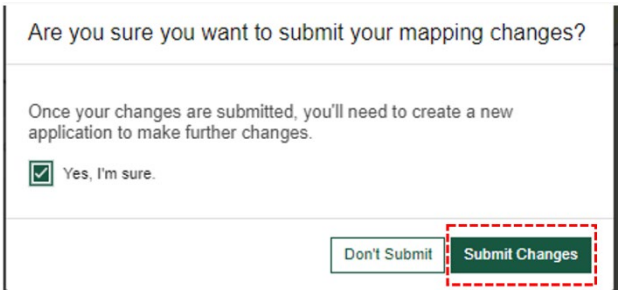
    Error messages are displayed below the mapping window. You must resolve these before you can progress.

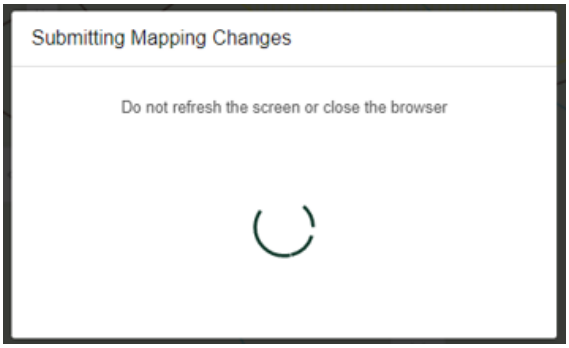
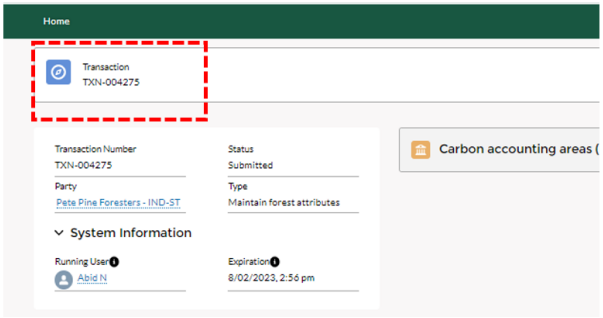
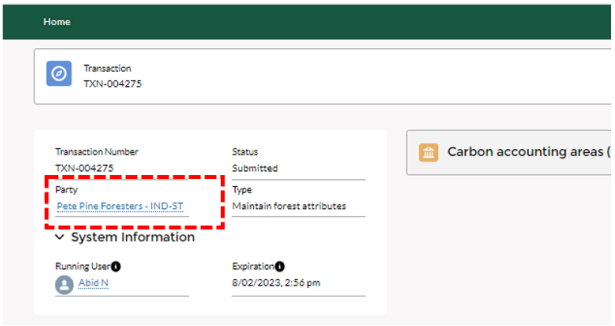
    To find more information on errors type **error and warning** into the search bar to bring up a knowledge article giving details of the errors and how to resolve them.



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 submited 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.	

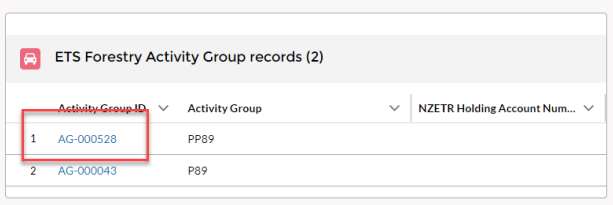
8.2.5 Map a replanted area of forest (creating a planting polygon)

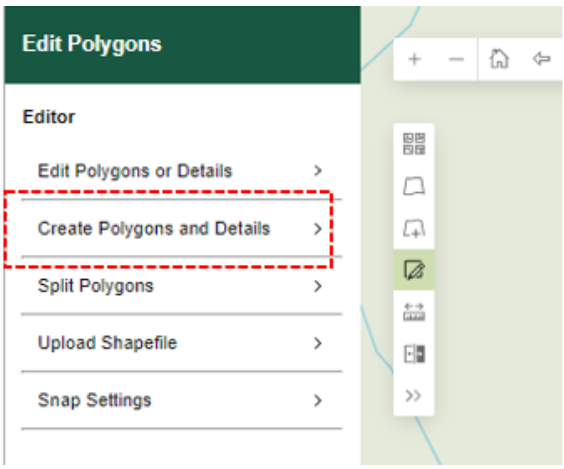
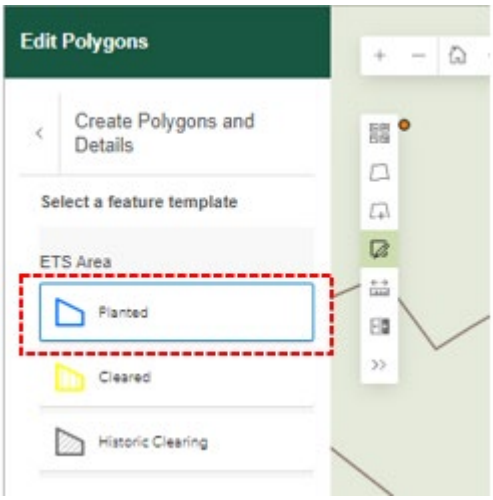
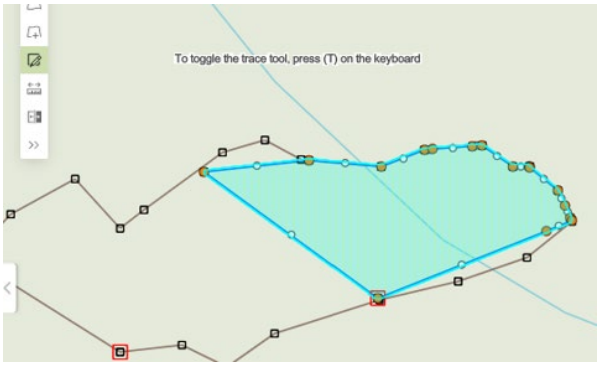
This section explains how to map an area of land that has been planted. You can only map planting on areas that you've previously updated as cleared.

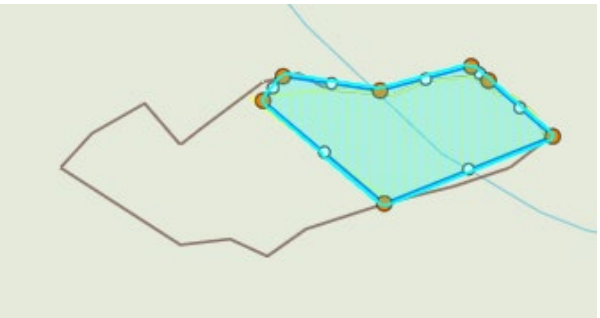
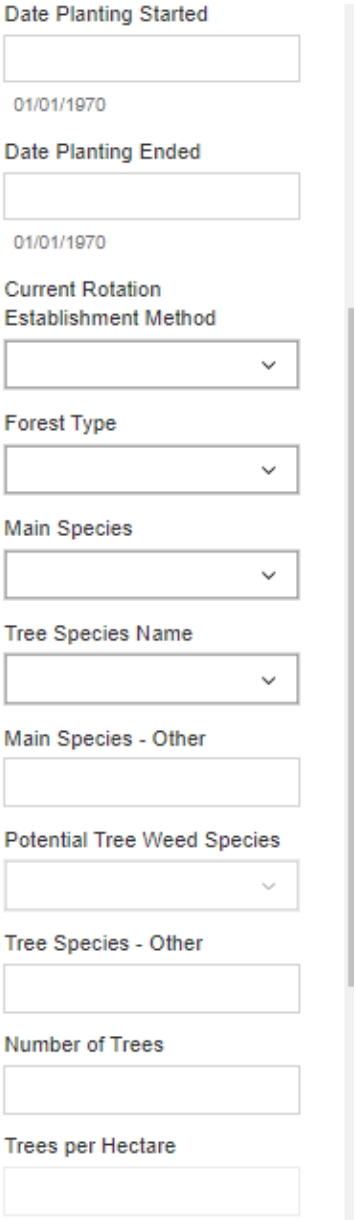
Map a replanted area of forest (create a planting polygon)
Before you begin: • make sure you know the area that has been planted, as well as the forest species and stocking levels

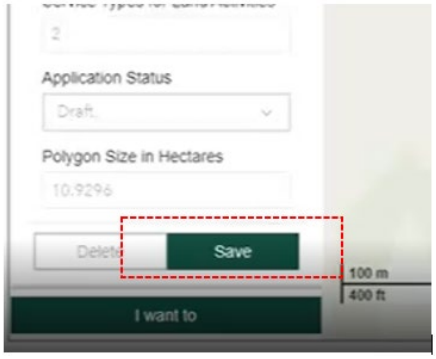
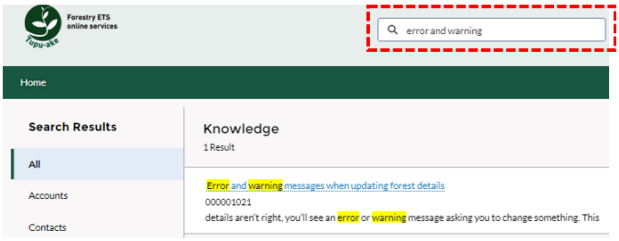
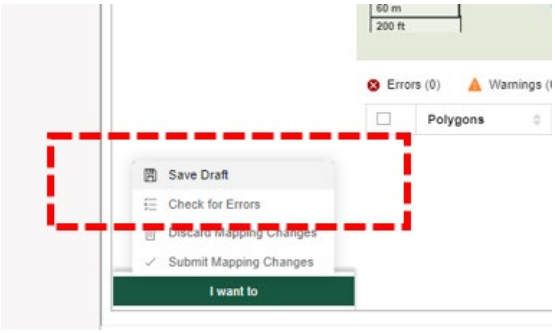
Map a replanted area of forest (create a planting polygon)

- check the dates planting started and ended.

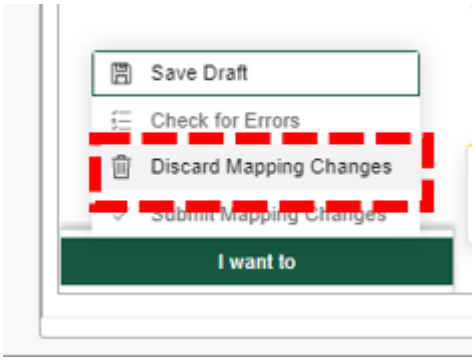
1. From your party home page, select **ETS Forestry Activity Group records**.	
2. Select the carbon accounting areas (CAAs) you wish to edit by clicking the checkbox on left-hand side of the list, then **Update forest details.**	
3. Read the information displayed. 4. Click **Next**.	
5. A map of the 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)	
8. From the **Edit Polygons** menu, click **Create Polygons and Details**.	
9. From the **Select a feature template** list, select **Planted**.	
10. 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 identifer** (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**	

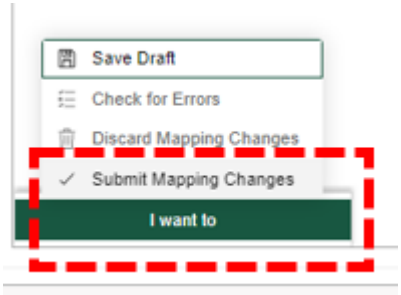
Map a replanted area of forest (create a planting polygon)	
• **Trees per Hectare** (automatically populates when you enter **Number of Trees**) The start and end dates of each polygon need to be within the same calendar year and can't overlap with the start and end dates of the emissions return period. 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.	

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

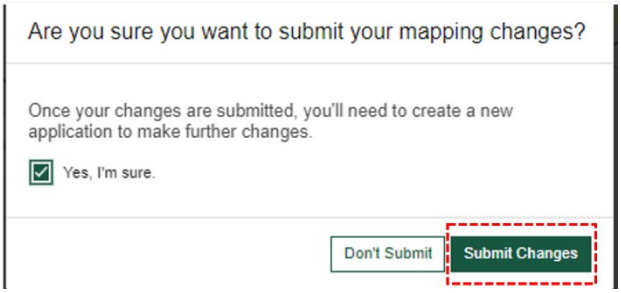


17. From the **I want to** menu, click **Submit mapping changes.**

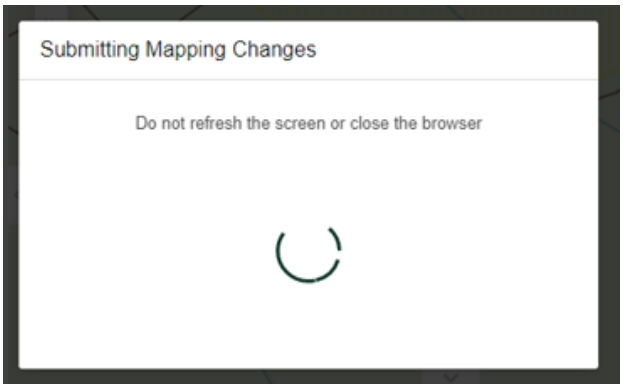
    Once mapping changes are submitted they become part of the mapping records held by Tupu-ake.

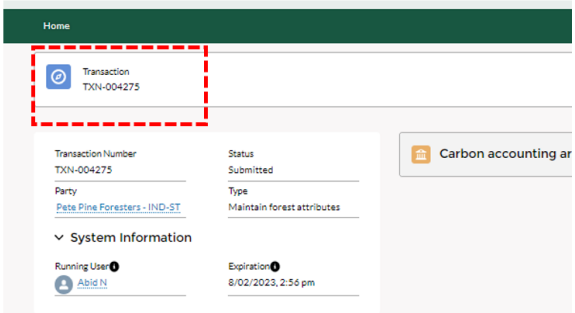
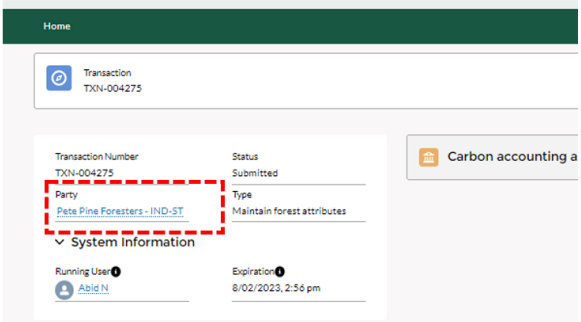


18. Tick **Yes, I'm sure** and click **Submit Changes**.



19. Mapping changes are submitted.



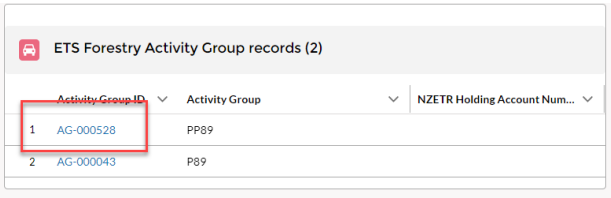
Map a replanted area of forest (create a planting polygon)	
20. You will return to a transaction screen that shows the transaction number referring to the mapping completed.	
21. Click the hyperlink of your party name to return to your party home page.	

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*.

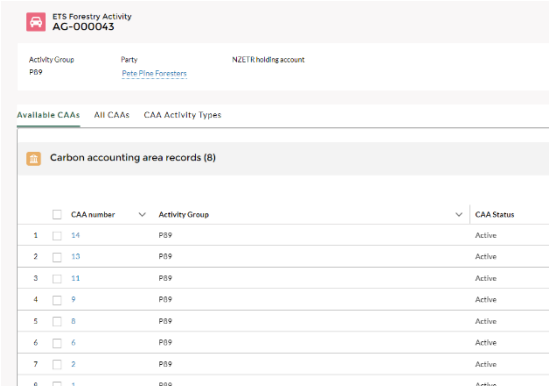
You can't delete a polygon that has another polygon on top of it.

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

Delete a polygon

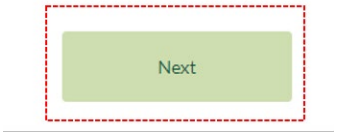
2. Select the carbon accounting areas (CAAs) you want to edit by clicking the checkbox on the left-hand side of the list.

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

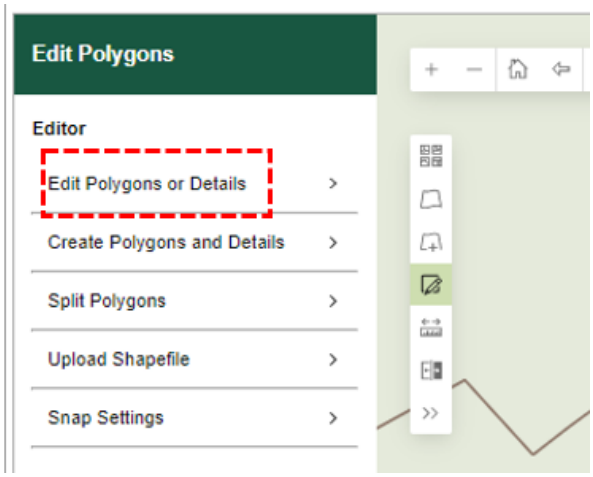
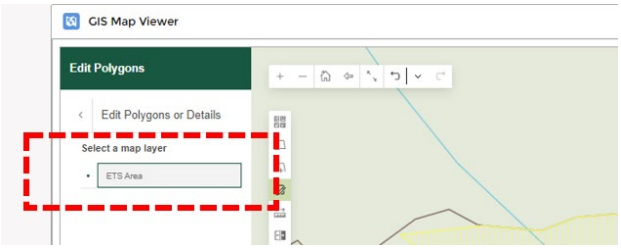
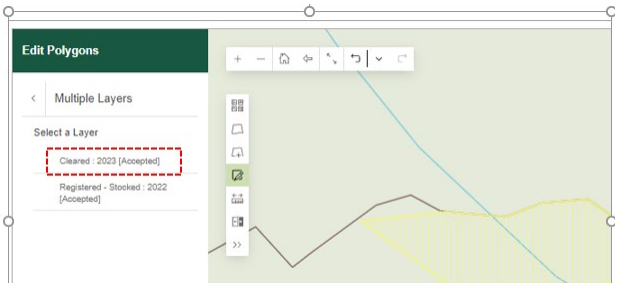


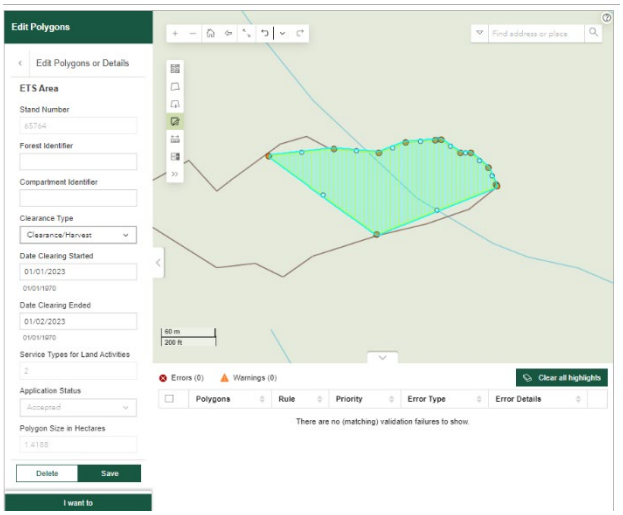
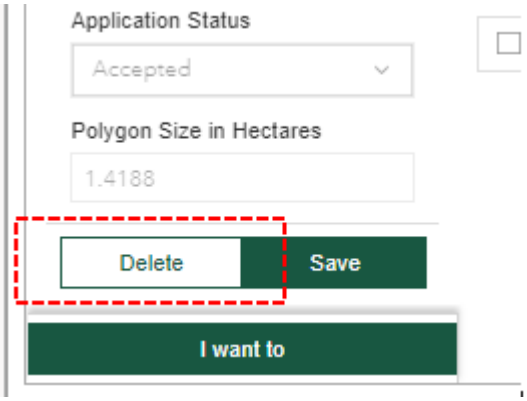
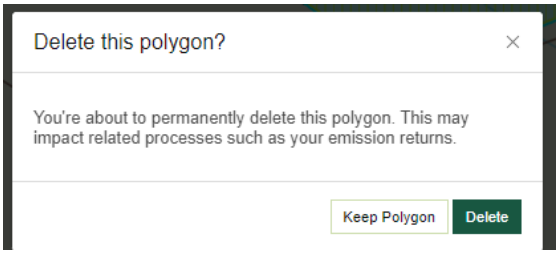
3. Click **Update forest details**.

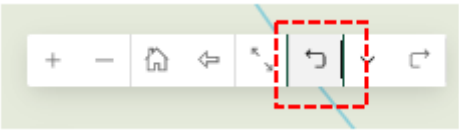
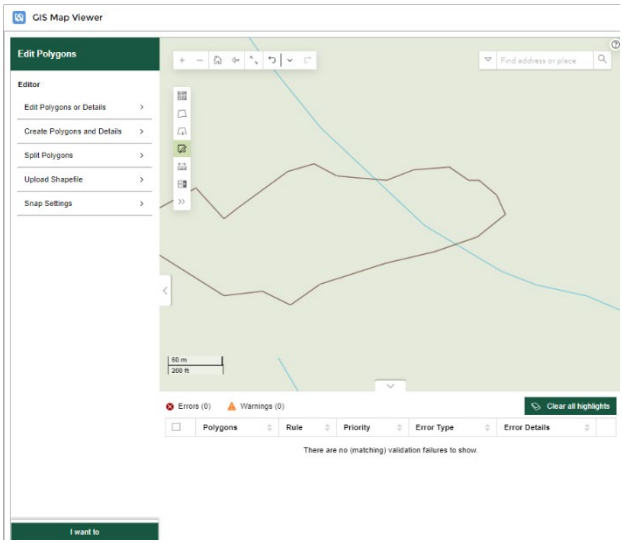
4. Read the information displayed.
5. Click **Next**.



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	
8. From the **Edit Polygons** menu, click **Edit Polygons or Details**.	
9. Click on **ETS Area**.	
10. 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

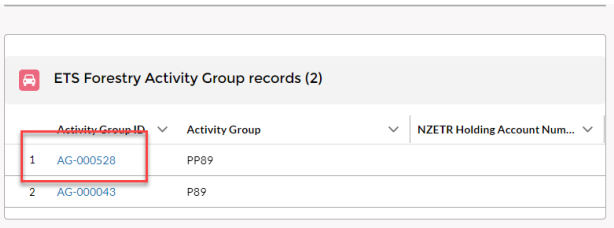
- Registration polygons can be split in the Tupu-ake map.
- If you want to split the registration polygon you will first need to delete all other layers in the stack until only the registration polygon remains. You can then redraw the clearing, planting or historic clearing polygons (you can add your 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

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

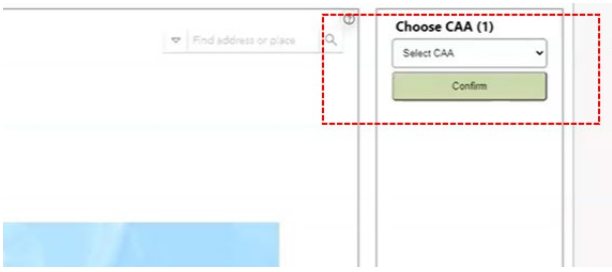


2. Select the carbon accounting areas (CAAs) you want to edit by clicking first the checkbox on the left-hand side of the list, then **Update forest details.**

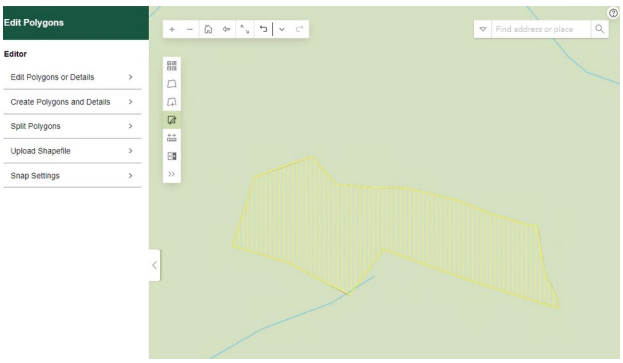
3. Click **Update forest details**.

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**.

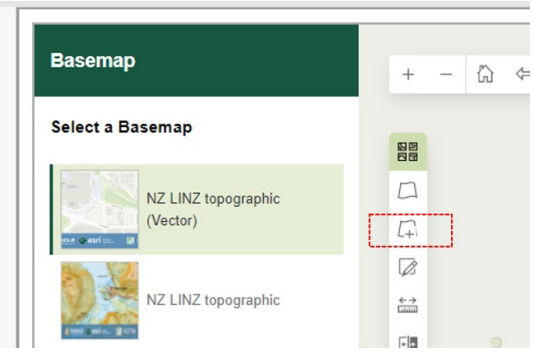


8. Once the CAA has fully loaded, you will be able to edit it.

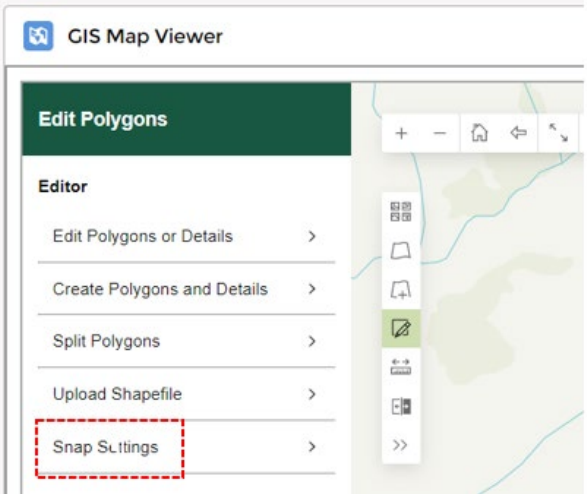


Splitting polygons

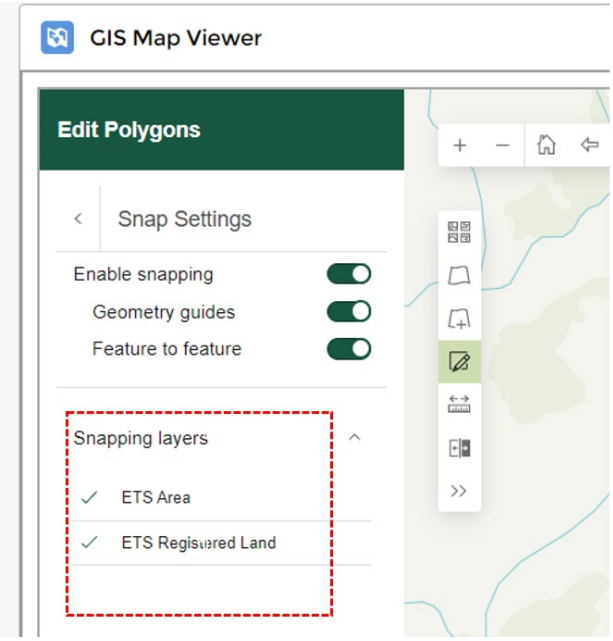
9. Select the icon to edit polygons.



10. Click **Snap Settings**.

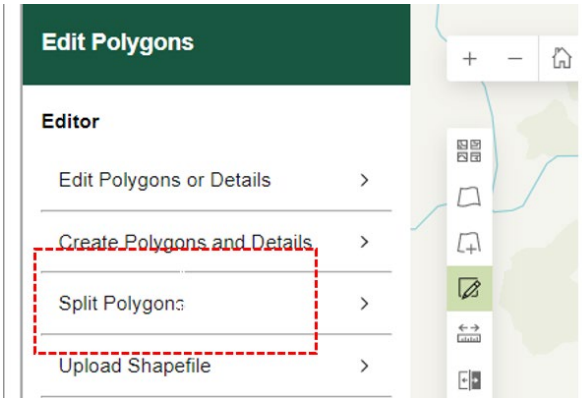


11. Make sure both **ETS Area** and **ETS Registered Land** are ticked and click the arrow to take you back to the previous menu.

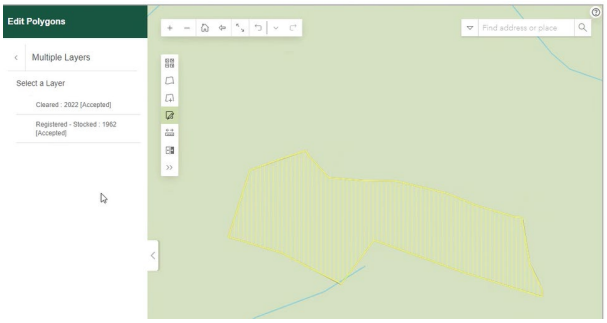


Splitting polygons

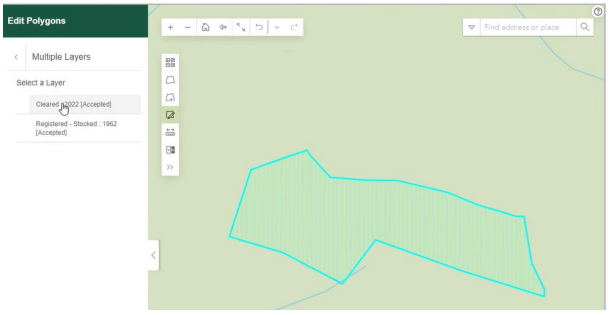
12. Select **Split Polygons**.



13. Click on the mapped area.

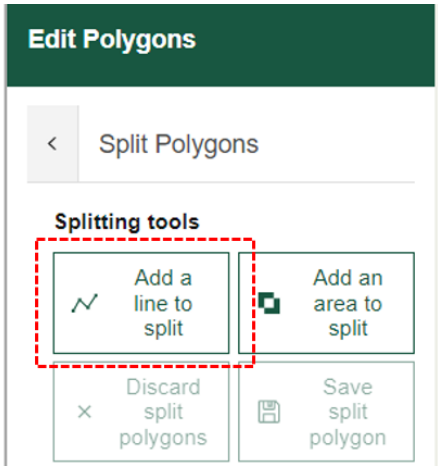


14. Select the polygon you want to split.



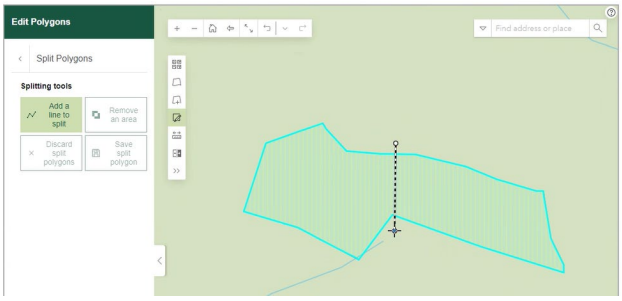
15. Click **Add a line to split**.

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

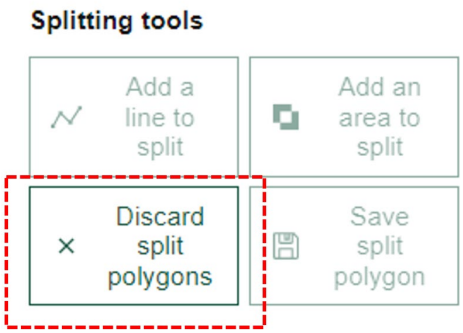


Splitting polygons

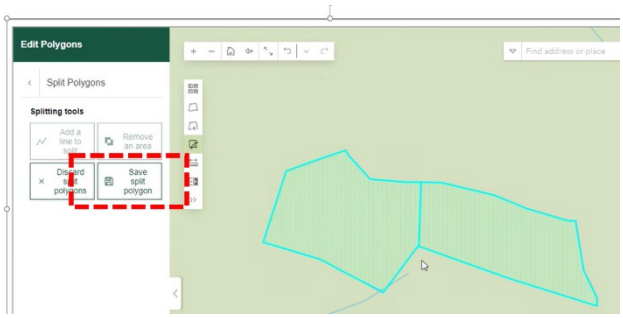
16. Click to start and draw the line where you want to split the polygon. Double click to finish.



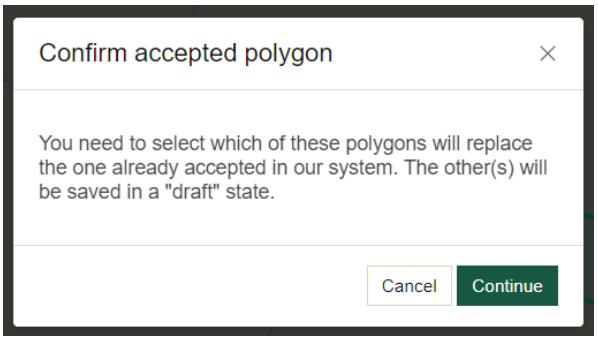
17. If you want to discard your changes, click **Discard split polygons.**



18. Click **Save split polygon**.



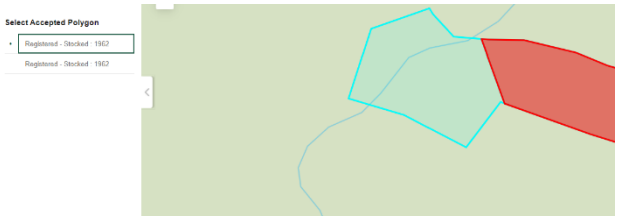
19. Click **Continue**.



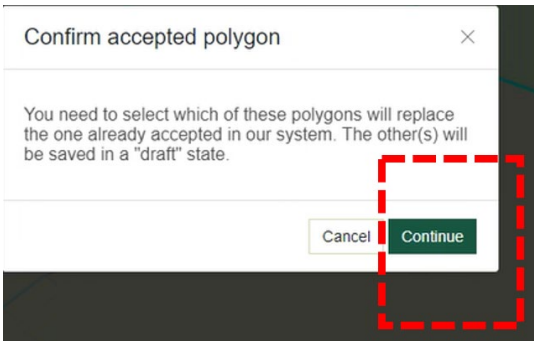
Splitting polygons

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

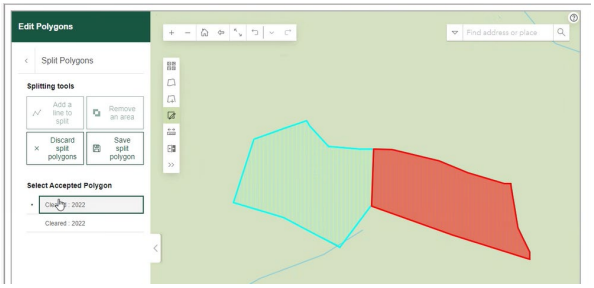
21. The selected polygon will be highlighted red.



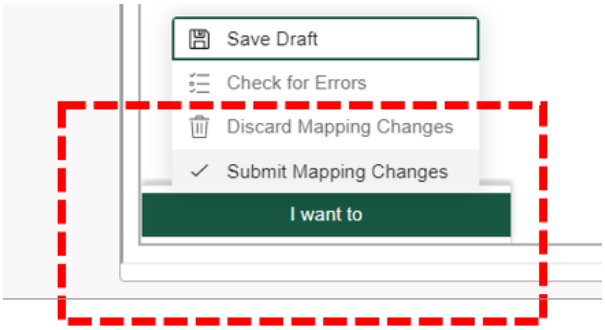
22. Click **Continue**.



23. Accepted polygon will be highlighted.

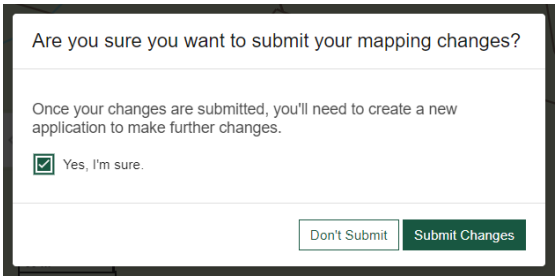


24. Click **I want to** and **Submit Mapping Changes**.



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

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



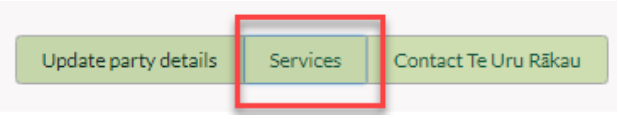
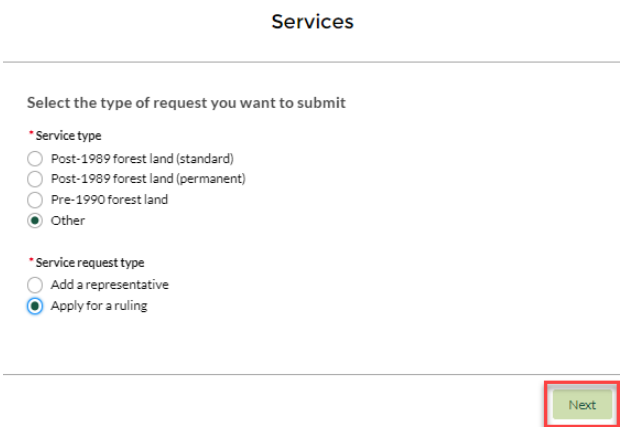
9.0 Getting started in the ETS

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.

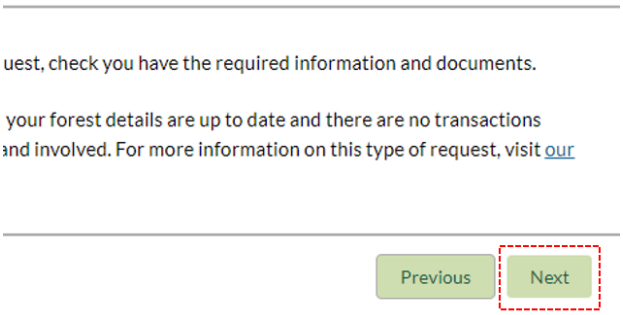
For more information about emissions rulings, read the guidance on the MPI website:

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

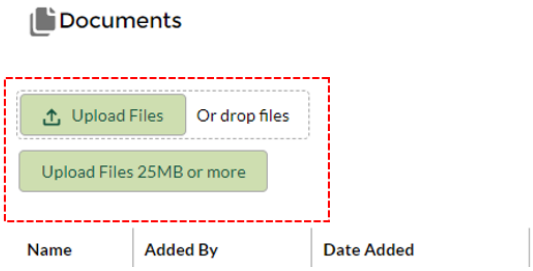
Apply for a ruling

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



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

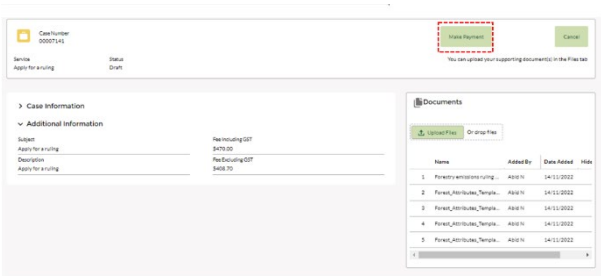
   See the *Uploading files* section of this guide for more information about uploading files.



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.



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

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=PLbyyF3O99cQ3xJvkb9DM73IwvneDgULxD&index=9

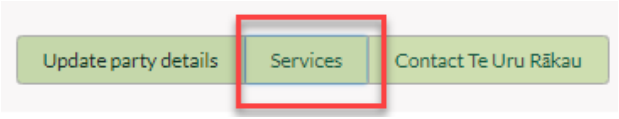
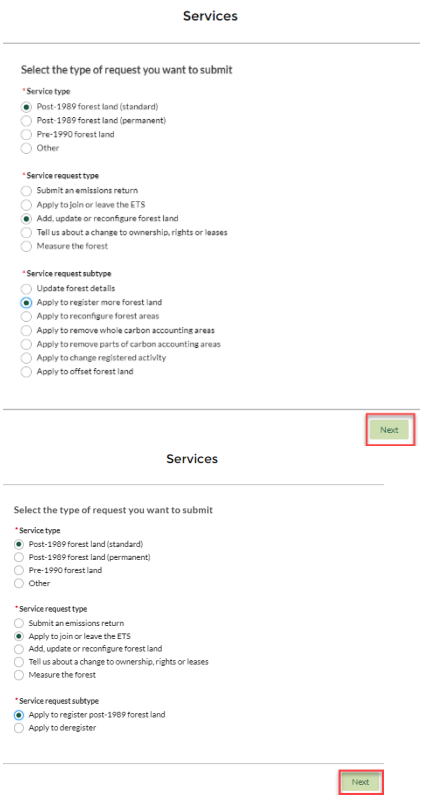
Apply to register post-1989 forest land as standard or permanent forestry

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.

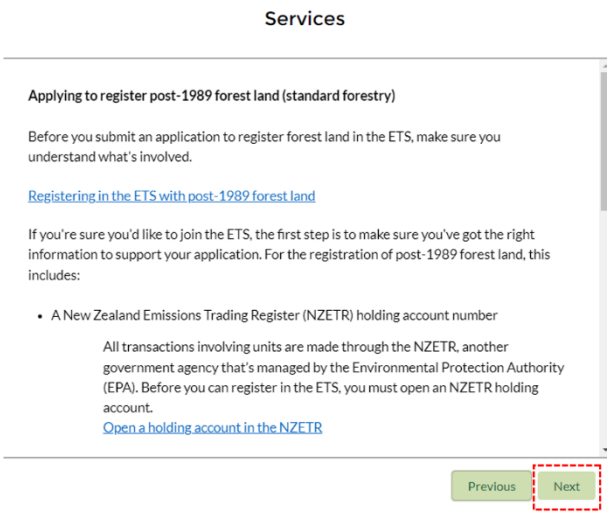
Download the application form from the MPI website:

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.**	

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

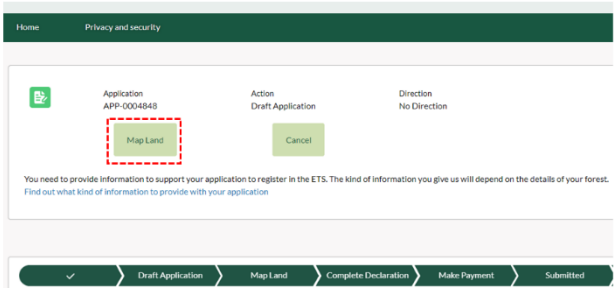
4. Read the information displayed.
5. Click **Next**.



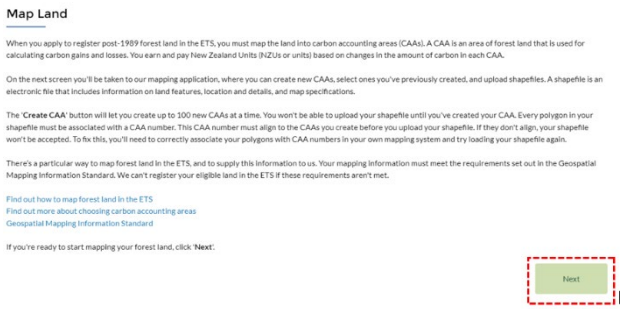
6. Click **Map Land.**

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**.



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

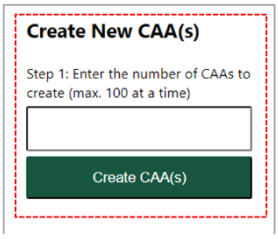


Apply to register post-1989 forest land as standard or permanent forestry

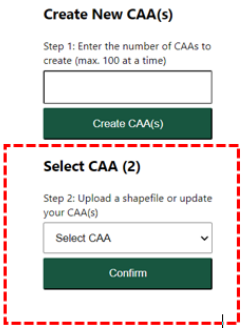
8. Wait for the map of New Zealand to load fully before you continue.

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

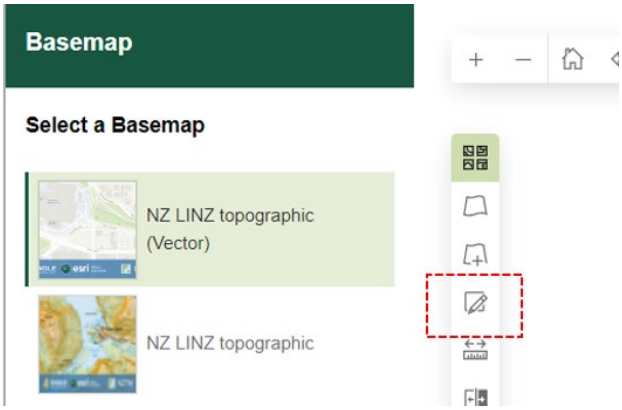
Note: This must match the number of CAA(s) in your shapefile. If you create more CAAs than you need, once you have completed your mapping the CAAs you don't use will be deleted. You can do max 100 at a time using this button. If you have more than 100, just repeat this step.



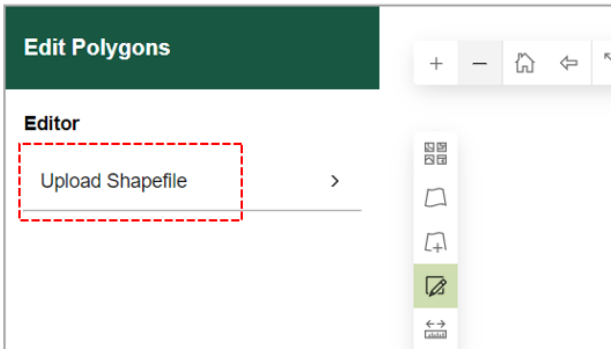
10. A box will appear below the **Create New CAA(s)** field with the newly created CAAs.



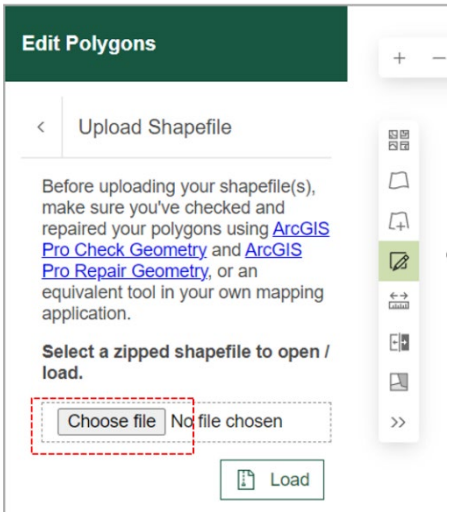
11. Click the symbol with an image of a pen and paper to edit polygons.



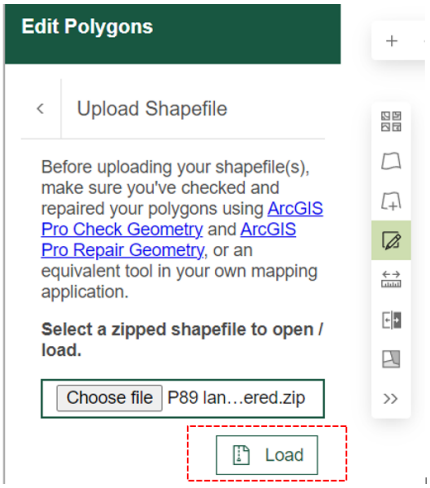
12. Click **Upload Shapefile.**



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

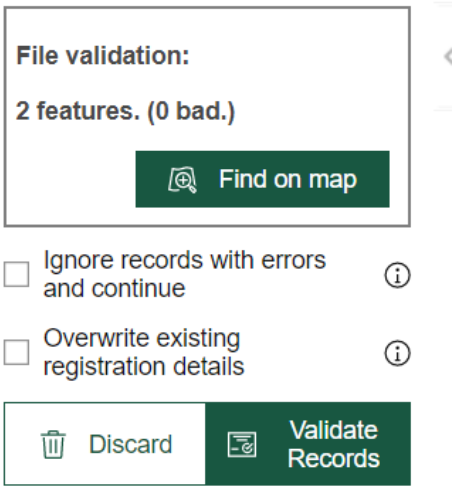


14. Click **Load.**

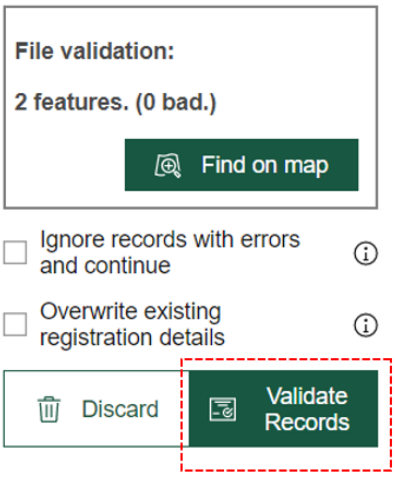


15. The following fields will appear:

- **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.**

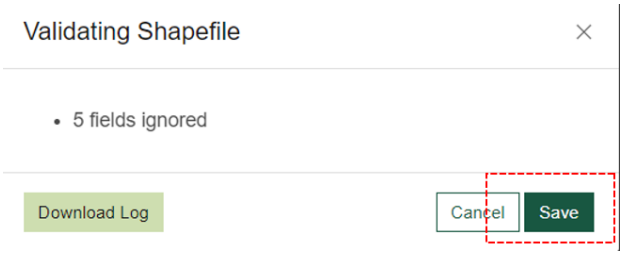


17. A dialogue box will display. Click **Save.**

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

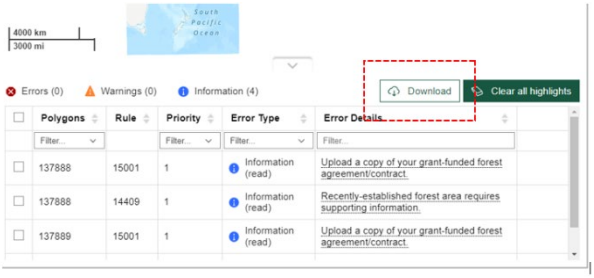
18. Tupu-ake will show a list of errors, warnings, and supporting information you need to upload. These are based on the mapping information you've provided. If you hover your cursor over the **Error Details** message, more information will show on the screen.

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

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

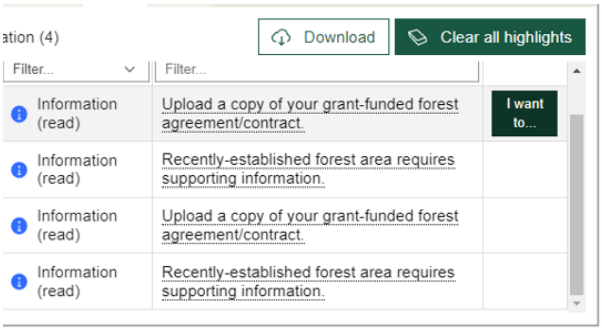
    Information – no action needed.

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



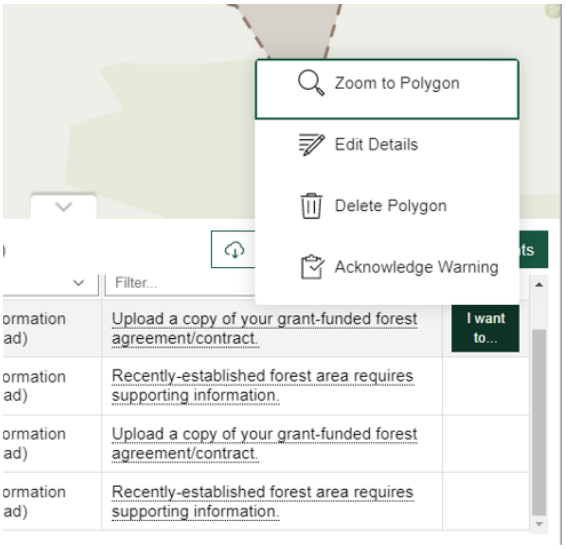
19. For each item in the list, click on the **I want to** button.

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.



20. The following menu options will appear:

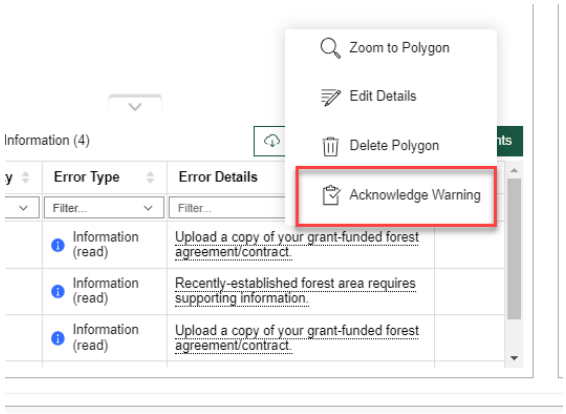
- Zoom to polygon
- Edit details
- Delete Polygon
- Acknowledge Warning



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

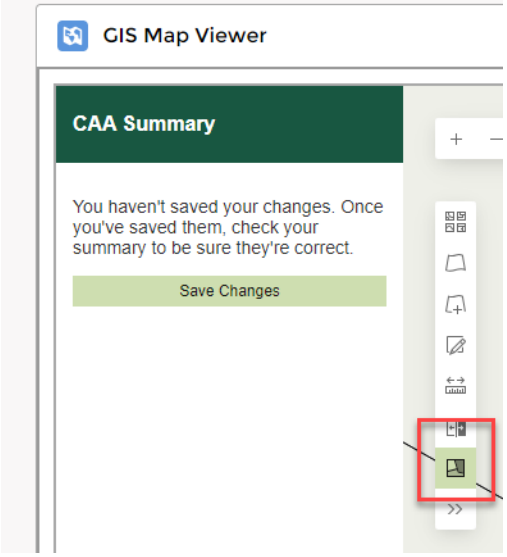
21. Click **Acknowledge Warning** for each warning message.

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

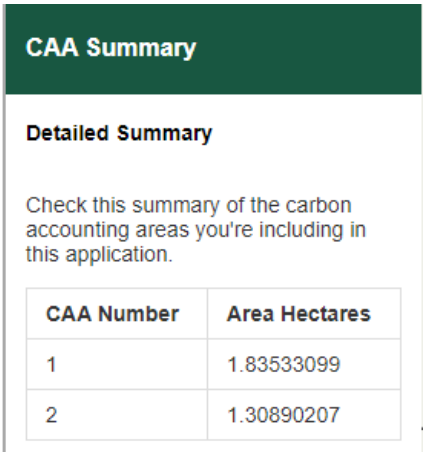


22. To view a CAA summary prior to completing the mapping click **Summary**

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



23. A CAA summary will display.



CAA Number	Area Hectares
1	1.83533099
2	1.30890207

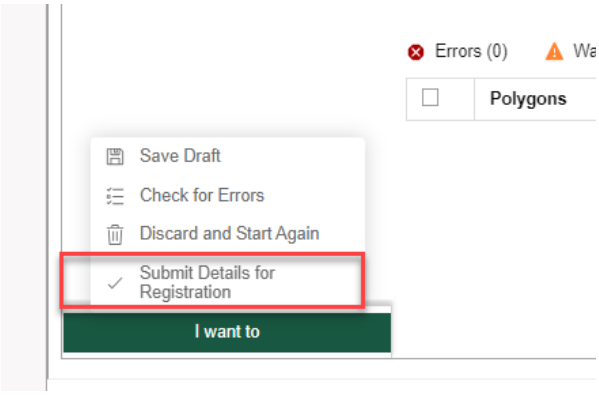
Apply to register post-1989 forest land as standard or permanent forestry

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

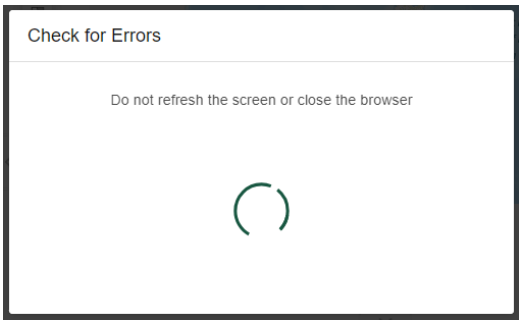
The following menu options will appear:

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

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

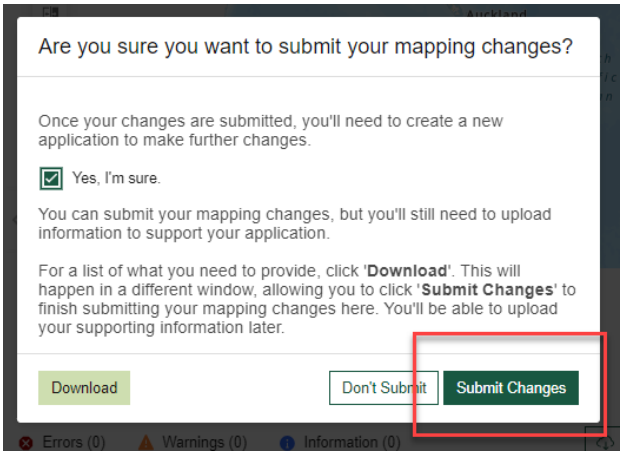


26. The system will check for errors.



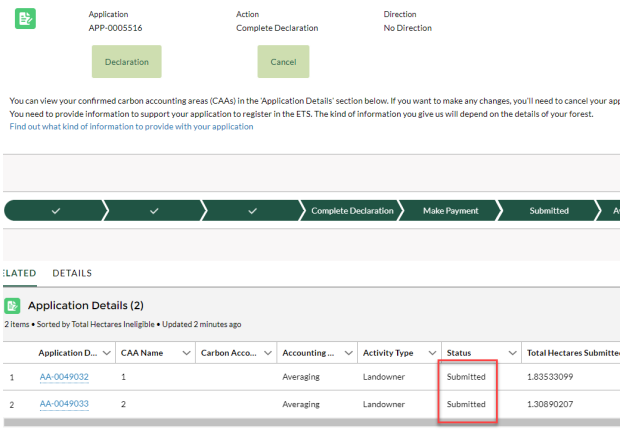
27. Tick **Yes, I'm sure.** Click **Submit Changes**

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

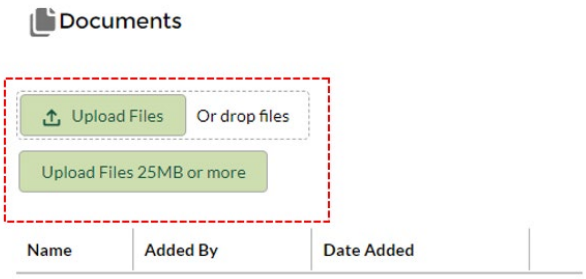
28. The status of the mapping in the application details will show as submitted. The next step is uploading files before completing the declaration.



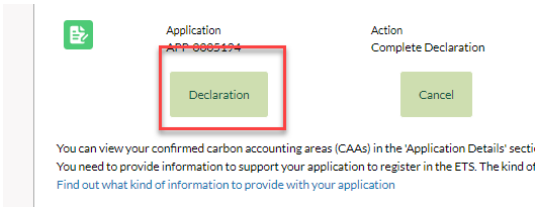
29. Click **Upload Files** to upload your application form and any supporting documentation.

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

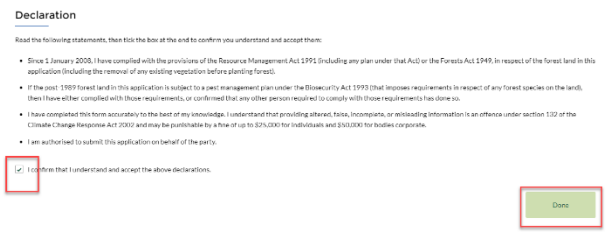
    Make sure you upload all your files at this step. You won't be able to upload additional files once you have submitted the application.



30. Click **Declaration.**



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

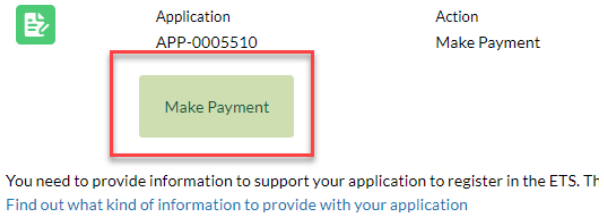


Apply to register post-1989 forest land as standard or permanent forestry

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/

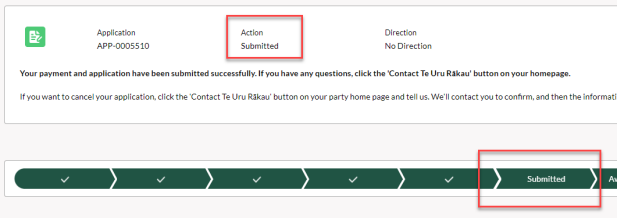


33. Once payment is made, your application is submitted.

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

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

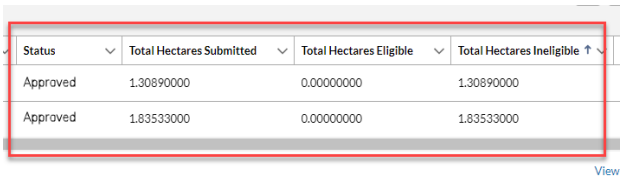
- **Submitted** – ready for processing
- **Awaiting Approval** – the application has been assessed
- **Awaiting Completion** – approval is complete, and we are updating the records
- **Completed** – application processed, and associated records completed



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

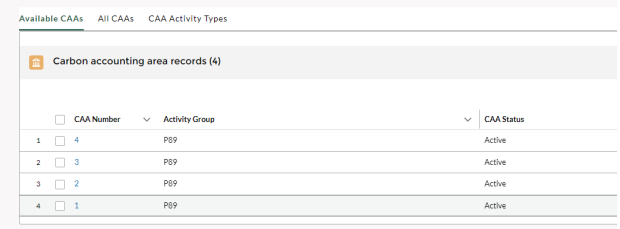
    Note: The status of your application will change to **Awaiting Completion**. Your application is processed, but we are still finalising the records associated with your account.

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

View

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.	

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.

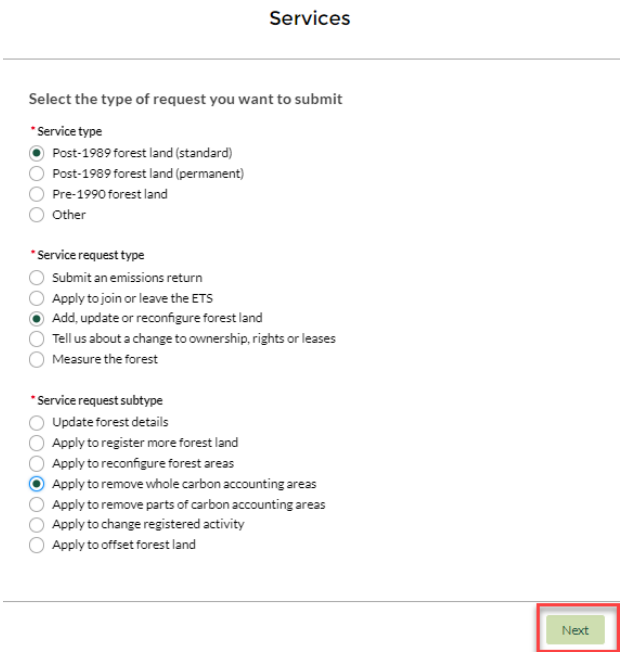
10.1.1 Apply to remove whole carbon accounting areas

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**.	

Apply to remove whole carbon accounting areas

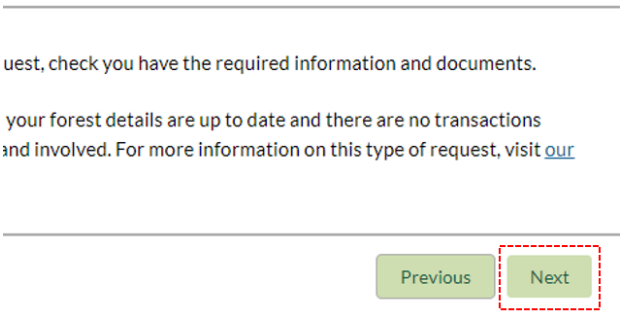
2. Select **Post-1989 forest land (standard)**, then **Add, update or reconfigure forest land**, then **Apply to remove whole carbon accounting areas**.

3. Click **Next**.



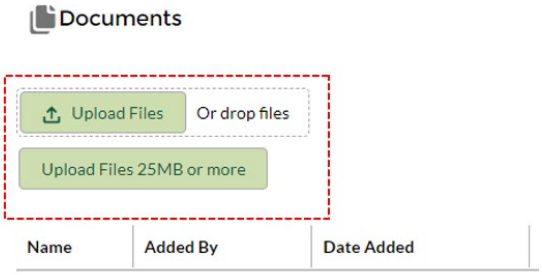
4. Read the information displayed.

5. Click **Next**.



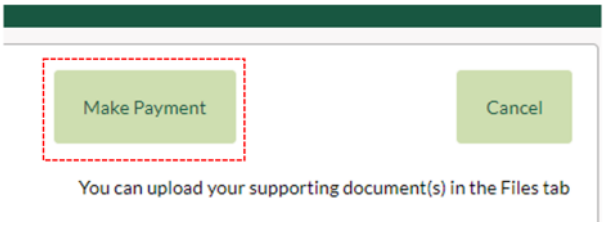
6. Click **Upload Files** to upload the completed form and any supporting documentation.

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



7. 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



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

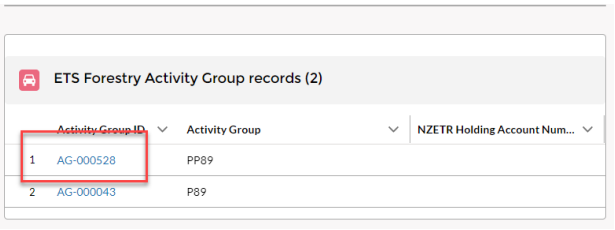
Information about service fees is available on the MPI website:

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

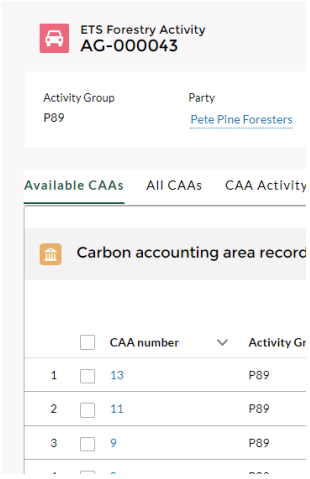
8. You will receive an email when your service request has been processed.

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.



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



Apply to remove whole carbon accounting areas	
12. The details of the CAA are displayed.	

10.1.2 **Apply to remove parts of carbon accounting areas**

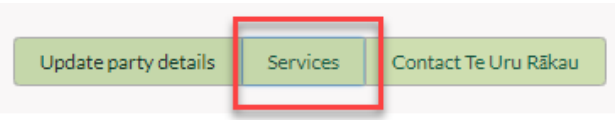
This service is for users to remove a part or parts of a carbon accounting area.

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:

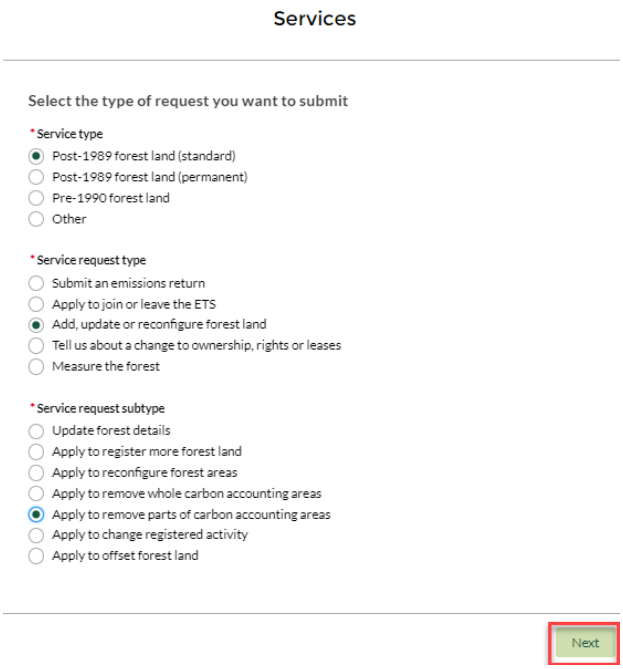
www.youtube.com/watch?v=EofPDbx4nZE&list=PLbyyF3O99cQ3xJvkb9DM73IwvneDgULxD&index=8

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

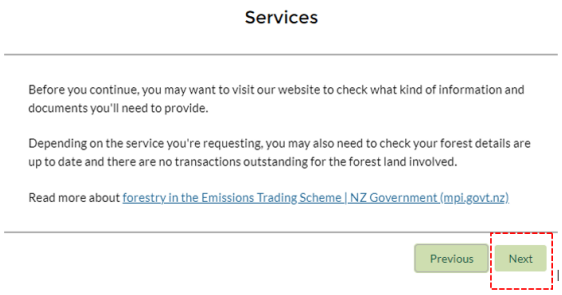
2. Select **Post-1989 forest land (standard)**, then **Add, update or reconfigure forest land**, then **Apply to remove parts of carbon accounting areas**.

3. Click **Next**.



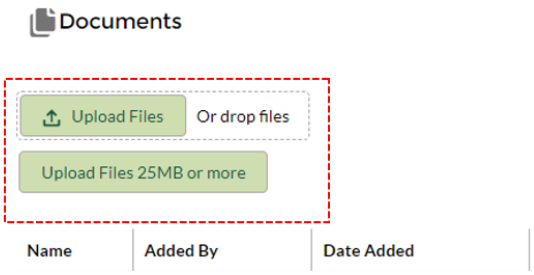
4. Read the information displayed.

5. Click **Next**.



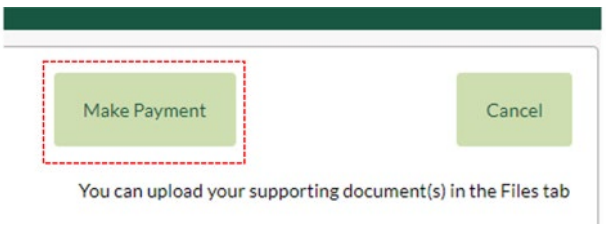
6. Click **Upload Files** to upload the completed form, your shapefile, and any supporting documentation.

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



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

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



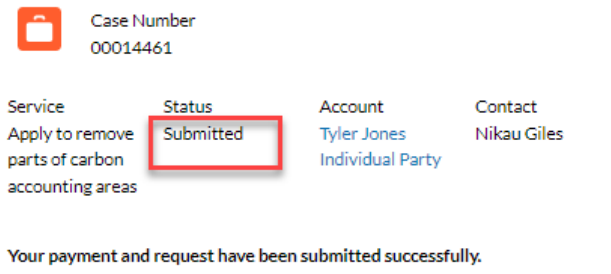
Apply to remove parts of carbon accounting areas

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.

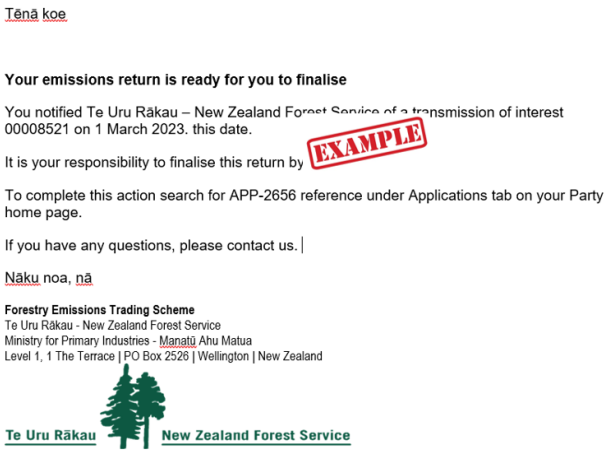


9. Once we receive your request to remove part of a carbon accounting area, we will email you to let you know that your emissions return is ready.

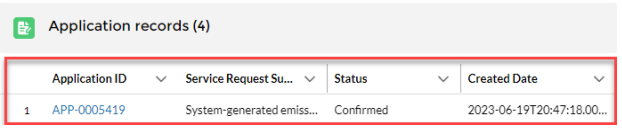
   We will create either a system-generated emissions return, or a manual emissions return for you to complete. This depends on the option you selected in the form for removing part of a carbon accounting area.

   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.

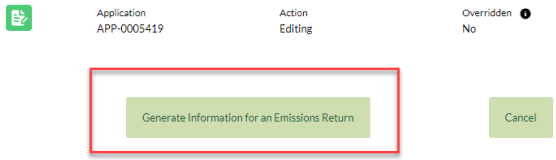


10. Under application records, locate and open the application ID in the email you received. Click the hyperlink to open the application.



Apply to remove parts of carbon accounting areas

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

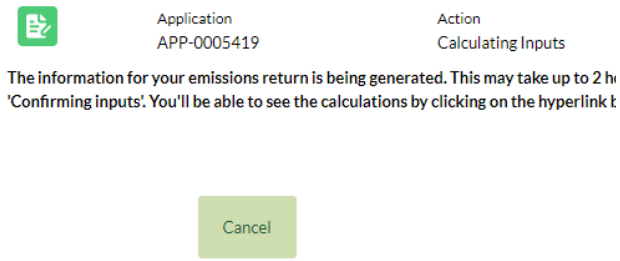


12. Your data is being prepared. This may take up to 2 hours, or longer during peak filing periods.

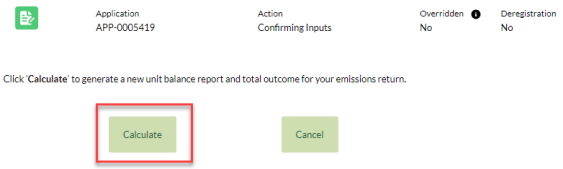
    You'll need to check back here to see if your calculations are ready – the status will have changed to "Confirming inputs". You may need to refresh your browser.

    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).

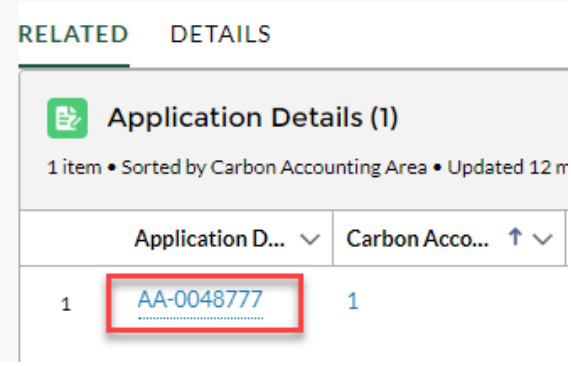
    Only click **Cancel** if you want to cancel the whole transaction.



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



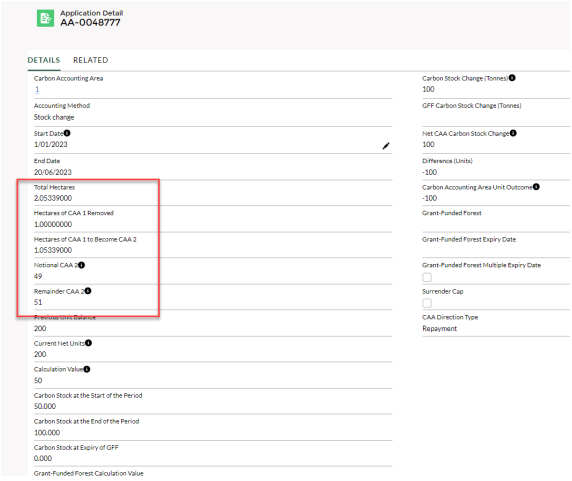
14. For more details, go to the **Related** tab and select the application ID.



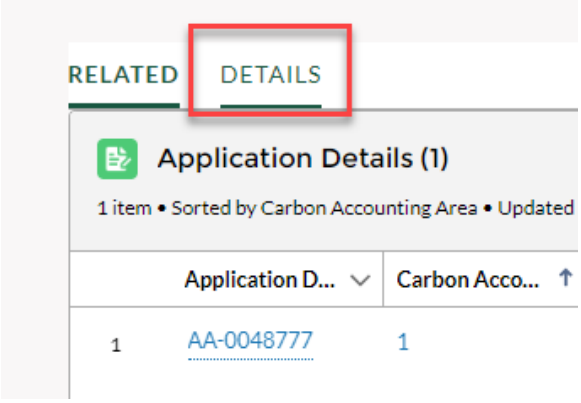
Apply to remove parts of carbon accounting areas

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.



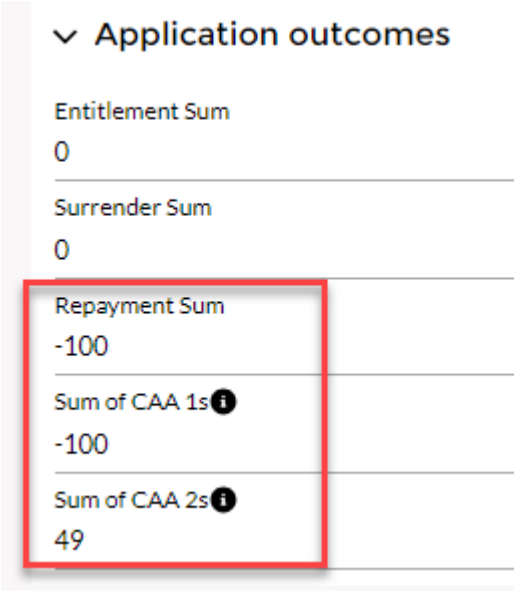
16. Go to the details tab and scroll down to see the application outcomes.



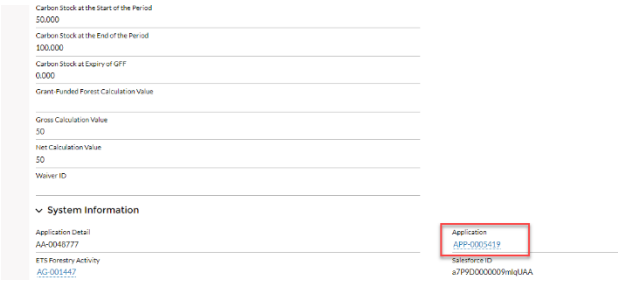
Apply to remove parts of carbon accounting areas

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.

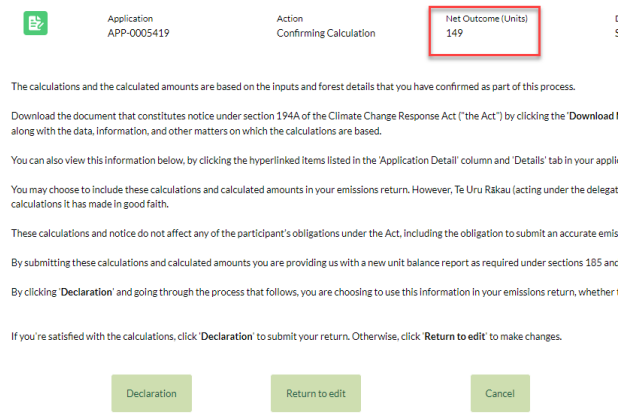


18. To return to the application page click on the application ID.



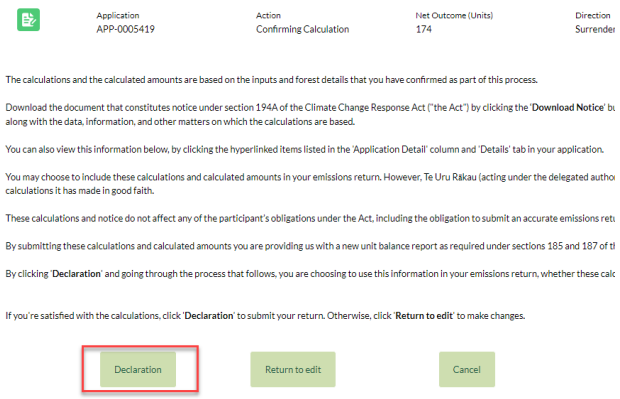
19. Check the **Net Outcome** field and either:

- 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.

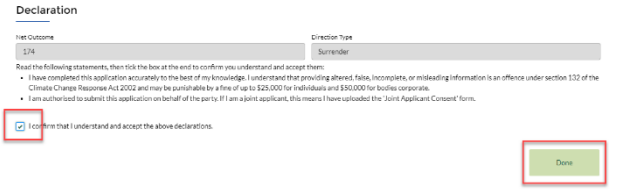


Apply to remove parts of carbon accounting areas

20. Click **Declaration.**



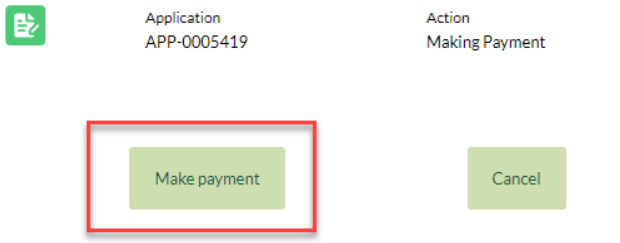
21. Read the declaration statements and tick the checkbox if you agree. Click **Done**



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

    For information about fees, see the MPI website:

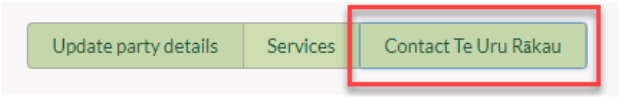
    www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/



23. Your emissions return application will be submitted.

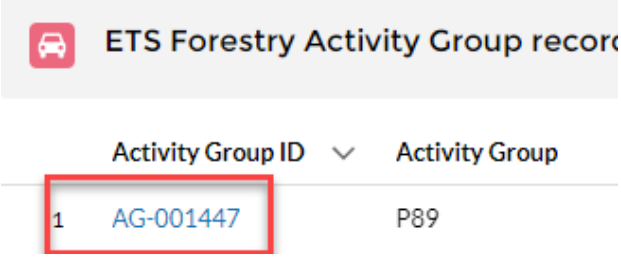
24. Notify us once you have completed your emissions return by clicking **Contact Te Uru Rākau** from your party home page.

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

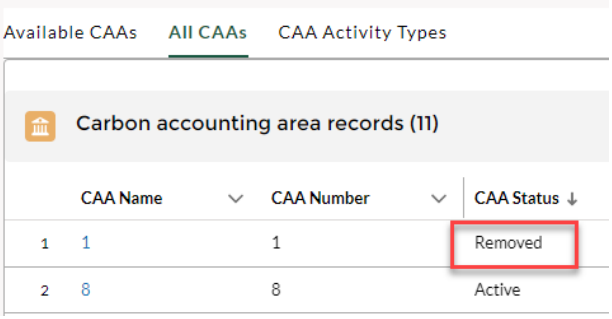


To view changes to carbon accounting area(s) and associated records:

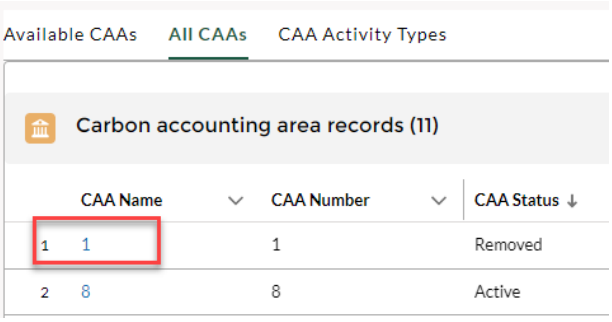
1. From your party home page click on the activity group ID under **ETS Activity group records.**



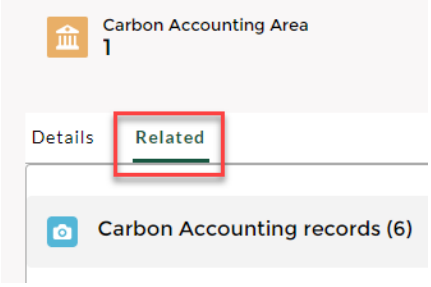
2. In the **All CAAs** tab view your carbon accounting area records to see the status of each carbon accounting area.



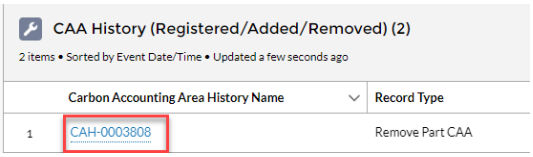
3. To see the changes to the carbon accounting record, click on the value in the CAA Name column.



4. Go to the related tab.



5. Under CAA History (Registered/Added/Removed), select the carbon acounting area history name.



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

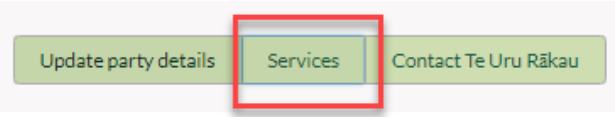
10.1.3 **Apply to reconfigure forest area(s)**

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.

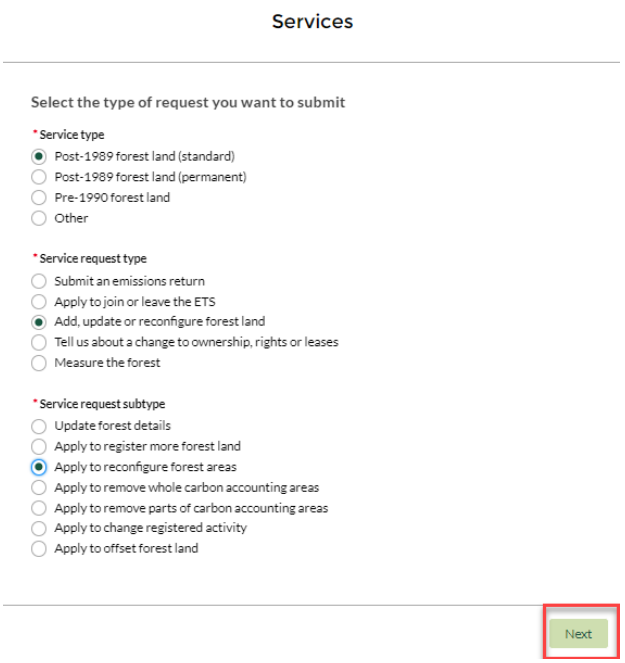
Note: Once we begin processing your request the carbon accounting areas being reconfigured will be locked. This means they are unavailable for further changes or services until processing is complete.

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)

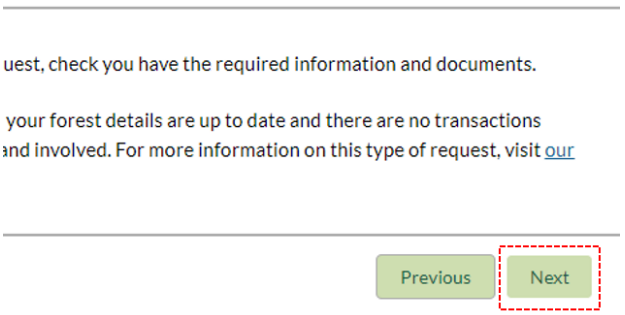
2. Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Add, update or reconfigure forest land**, then **Apply to reconfigure forest areas**.

3. Click **Next**.



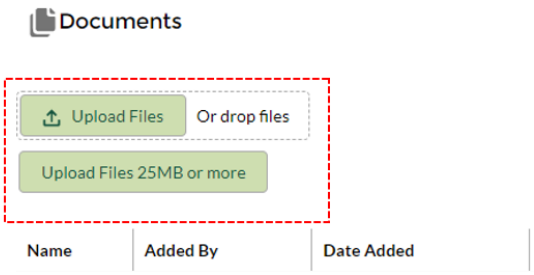
4. Read the information displayed.

5. Click **Next**.



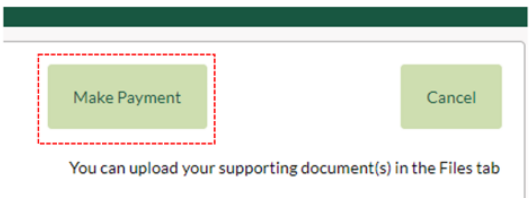
6. Click **Upload files** to upload your completed form and shapefiles.

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



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

   Information about service fees is available on the MPI website:



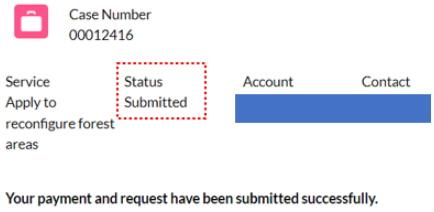
www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/

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



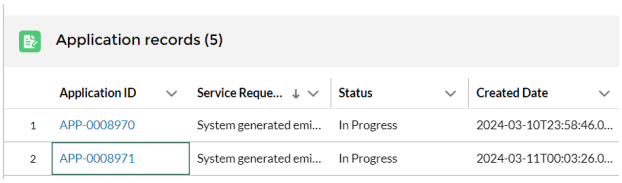
11. After you submit your request to reconfigure a carbon accounting area, we will email you to notify you that your emissions return is ready.

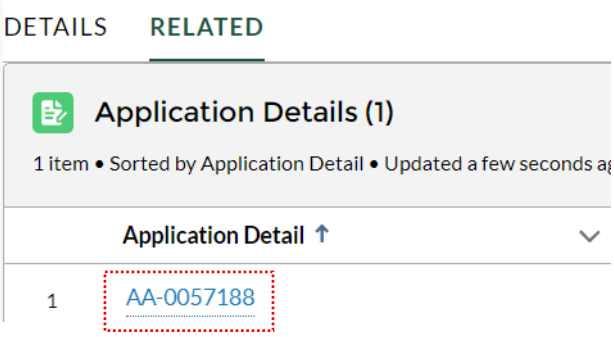
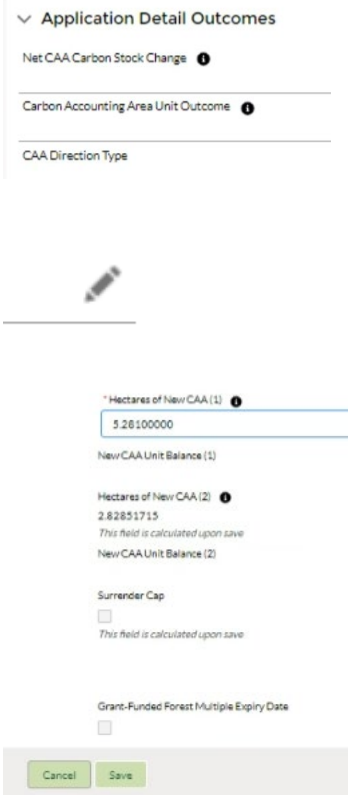
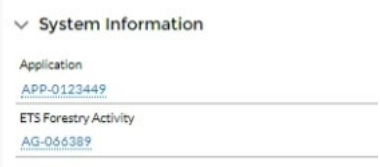
    We will create either a system-generated emissions return or manual emissions return for you to complete. This depends on the option you selected in the form for reconfiguring a CAA.

    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.

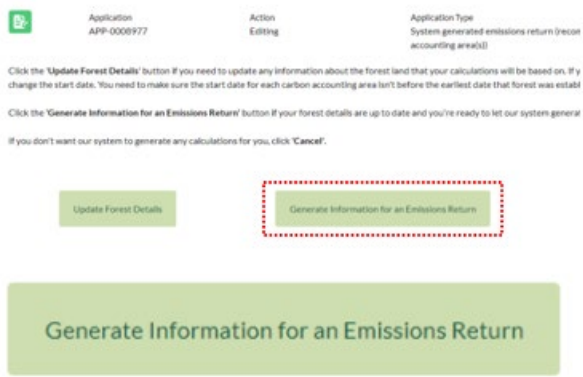
12. Under **Application records**, locate and click the **Application ID** (this will be in the email you received).



Apply to reconfigure forest area(s)	
13. Click **Related**, then click the **Application Detail** link.	
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.	
15. To return to the **Application** page, click on the **Application** hyperlink in the **System Information** section at the bottom of the screen.	

Apply to reconfigure forest area(s)

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

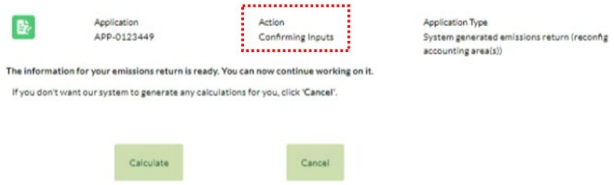


17. Your data is being prepared. This may take up to 2 hours, or longer during peak filing periods.

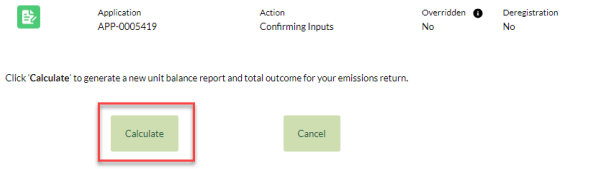
    You'll need to check back here to see if your calculations are ready – the Action will have changed to "Confirming inputs". You may need to refresh your browser.

    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.



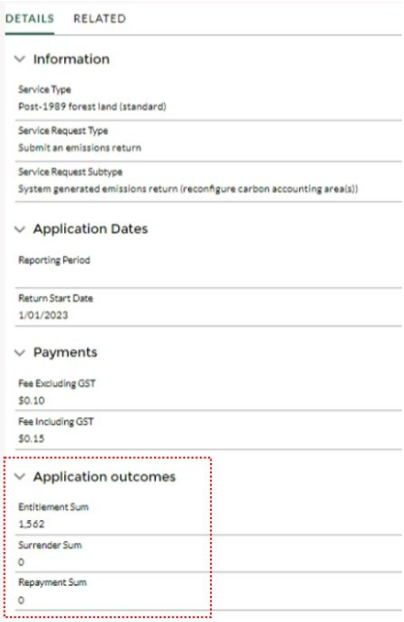
18. Click **Calculate** to generate a new unit balance report and total outcome for your emissions return.



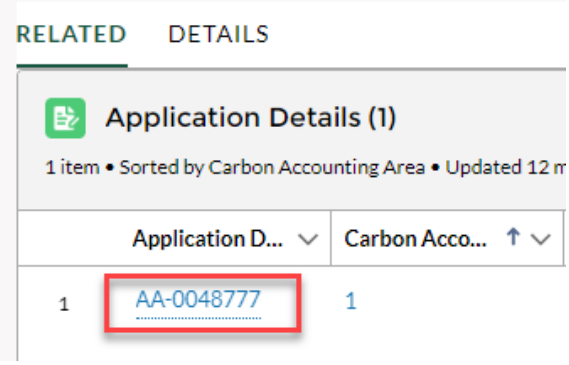
Apply to reconfigure forest area(s)

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.

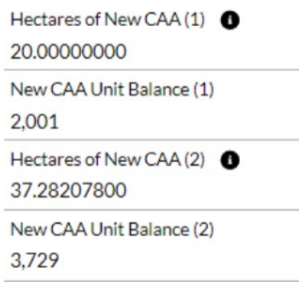


20. To view the new individual CAA values, go to the **Related** tab and click the **Application Details** hyperlink.



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

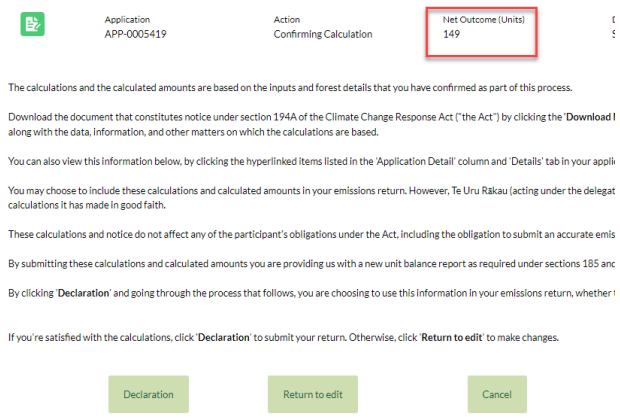


- New Unit Balance CAA (2): The unit balance the new split CAA will have.

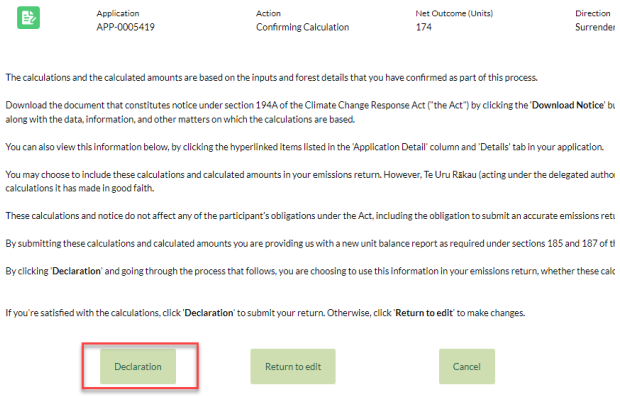
22. To return to the **Application** page, click on the **Application** hyperlink in the **System Information** section at the bottom of the screen.

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

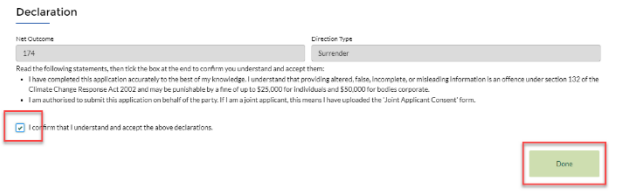
- click **Declaration** to proceed with the net outcome result
- click **Return to edit** to override the calculation (you'll be prompted to upload a file showing your emissions return workings), or
- click **Cancel** to cancel your application.

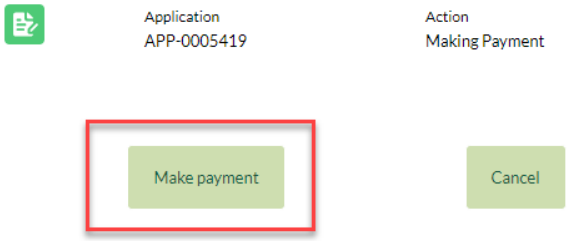
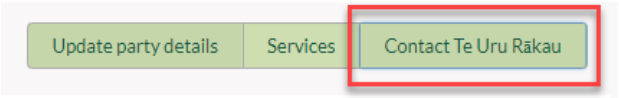


24. Click **Declaration.**

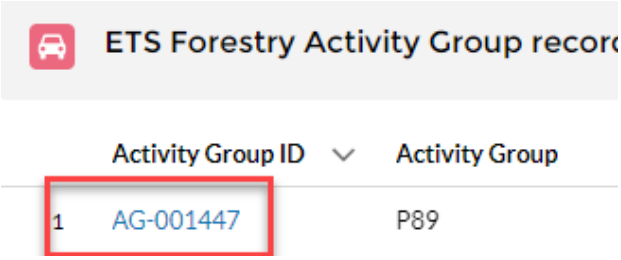
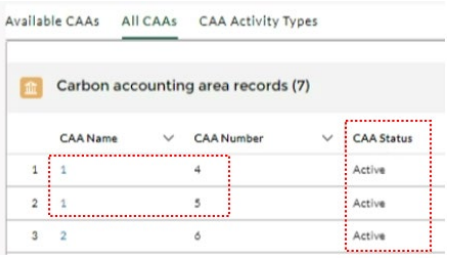


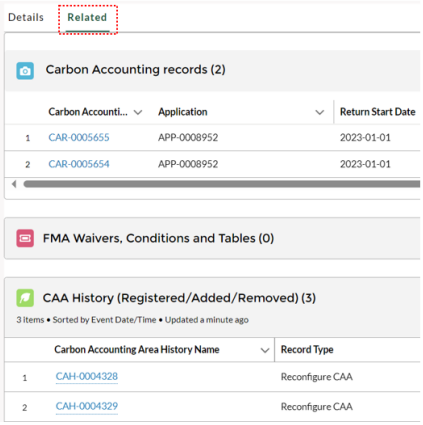
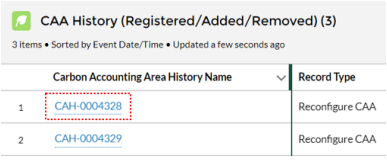
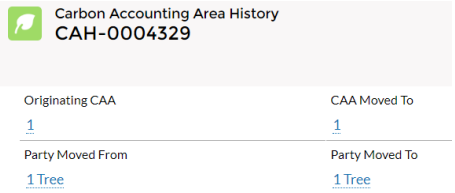
25. Read the **Declaration** statements and tick the checkbox if you agree. Click **Done**



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	

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

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)]

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.

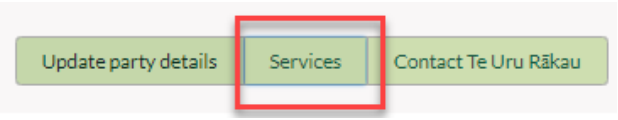
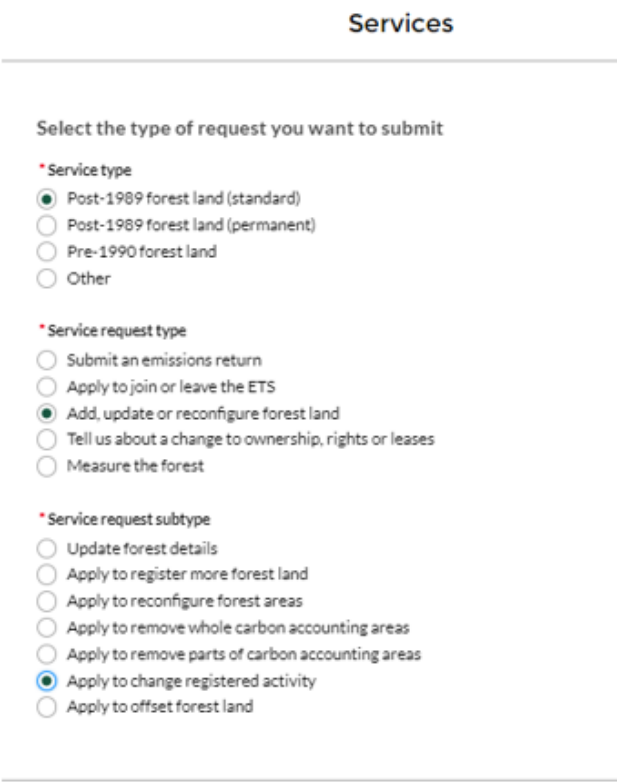
Apply to change registered activity

Before you begin:

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

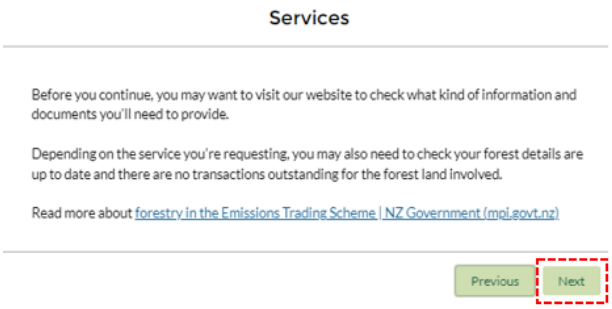
Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/54856

1. From the party home page, click **Services**.	
2. Select **Post-1989 forest land (standard),** then **Add, update or reconfigure forest land**, then **Apply to change registered activity**. 3. Click **Next**.	

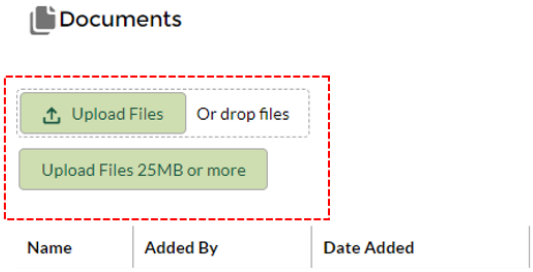
Apply to change registered activity

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



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

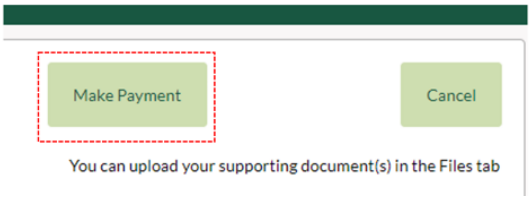
   See the *Uploading files* section of this guide for more information about uploading files.



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/

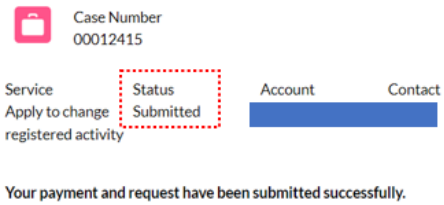


8. Click **Submit**.

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



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 submitt uest. We have

EXAMPLE

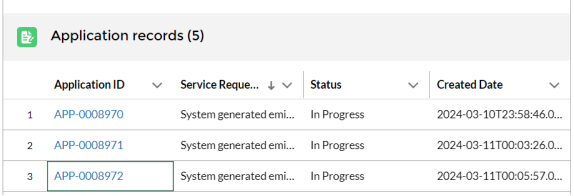
Nāku noa, nā

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

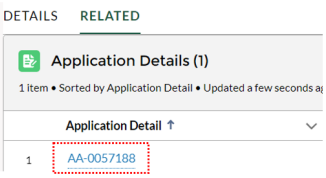
12. If you are using the **averaging accounting** method for the CAA(s), complete steps 12 – 14 for each CAA.

    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.


DETAILS RELATED

Application Details (1)

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

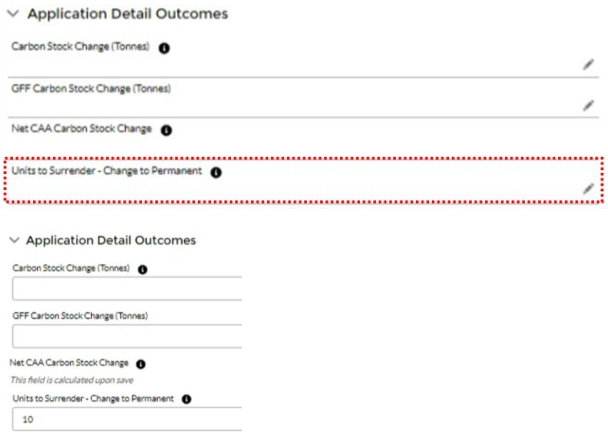
	Application Detail
1	AA-0057188

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)

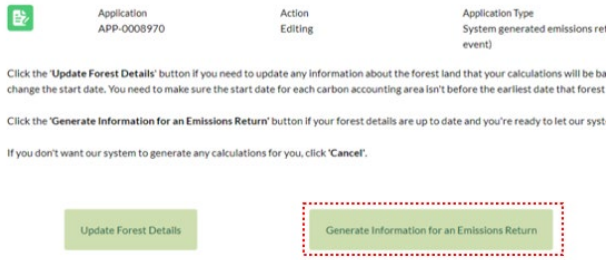
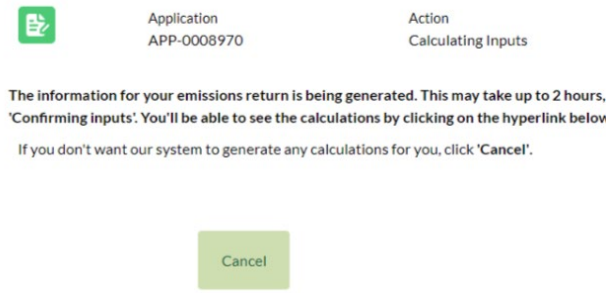
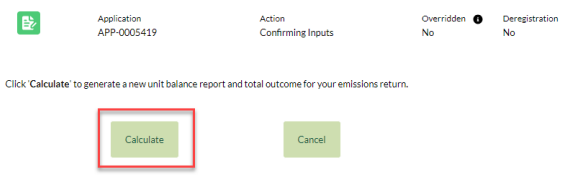
GFF Carbon Stock Change (Tonnes)

Net CAA Carbon Stock Change

This field is calculated upon save

Units to Surrender - Change to Permanent

10

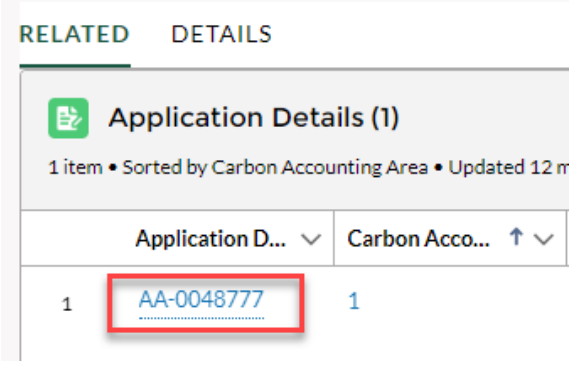
[changing-standard-averaging-to-permanent](#)	
15. To return to the **Application** page, click on the **Application** hyperlink in the **System Information** section at the bottom of the screen.	
16. Click **Generate Information for an Emissions Return.**	
17. Your data is being prepared. This may take 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.

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



21. In the **Application Detail Outcomes** section, you will see the value for **Units to Surrender – Change to Permanent**.

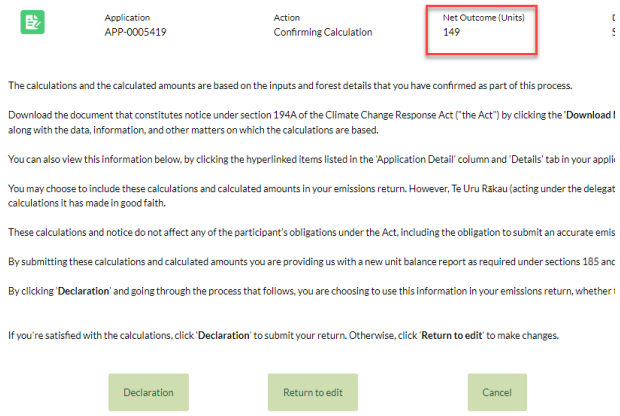
    You can also see what your new CAAs Unit Balance will be (**Unit Balance Outcome**).

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

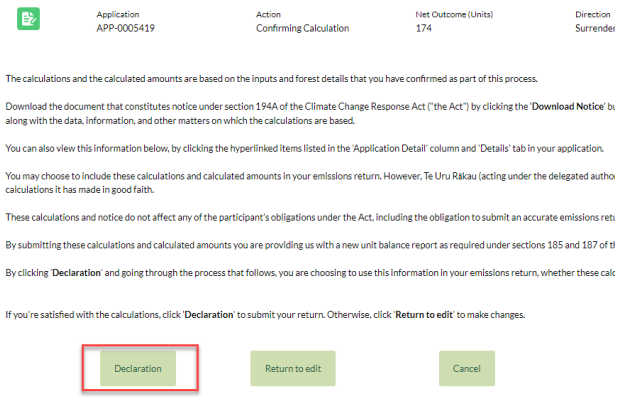
Apply to change registered activity

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

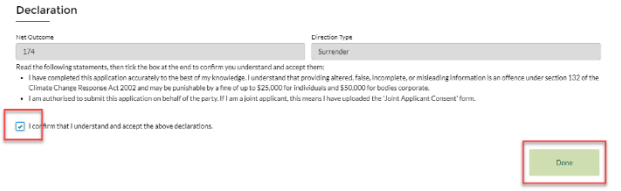
- click **Declaration** to proceed with the net outcome result
- click **Return to edit** to override the calculation (you'll be prompted to upload a file showing your emissions return workings), or
- click **Cancel** to cancel your application.



24. Click **Declaration.**

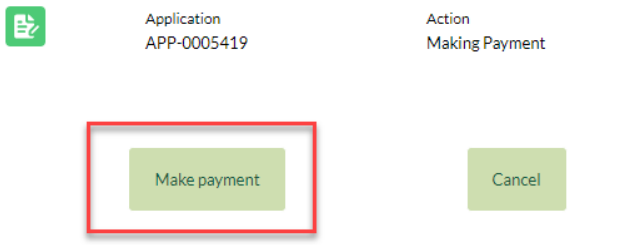


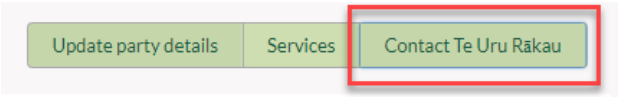
25. Read the Declaration statements and tick the checkbox if you agree. Click **Done**



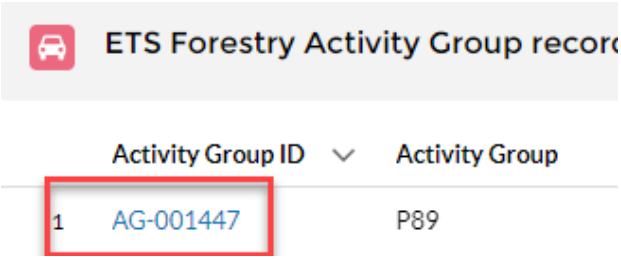
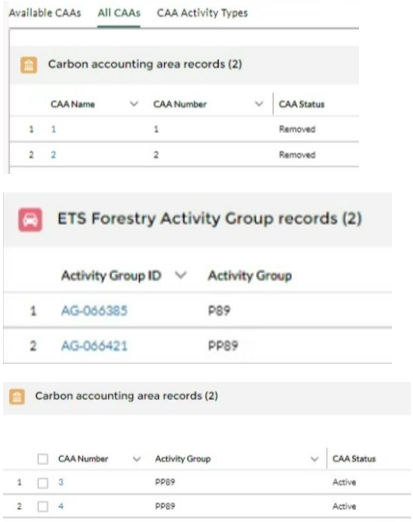
26. Click **Make payment** and complete the payment process.

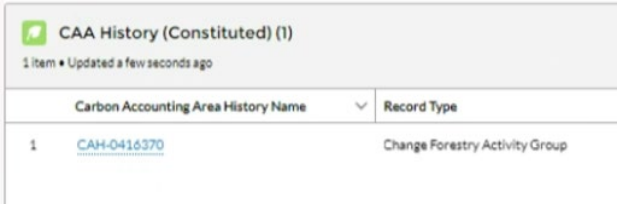
    The payment for this transaction is 15 cents. If you wish to have the 15 cents refunded by Te Uru Rākau, notify us by clicking **Contact Te Uru Rākau** from your party home page.



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.**	
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**.	

2. To see the changes to the carbon accounting record, click **CAA Name** hyperlink.	
3. Go to the **Related** tab. In the **CAA History (Constituted)** section, select the **Carbon Accounting Area History Name** hyperlink.	
4. This screen shows the original CAA number and the **name** of the new CAA that it has been created as.	

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:

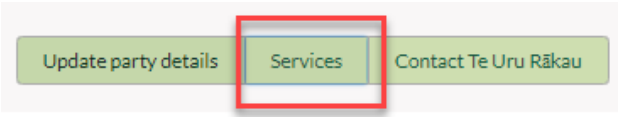
- complete the form to apply to offset post-1989 forest land
- prepare a digital map (shapefile) of the land you're applying to use as offsetting land.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/57403

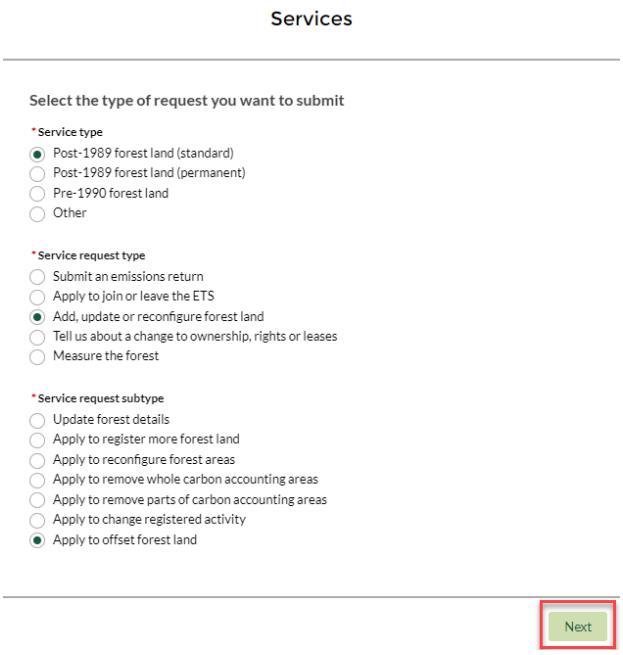
Apply to offset the removal of post-1989 forest land by planting another forest

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



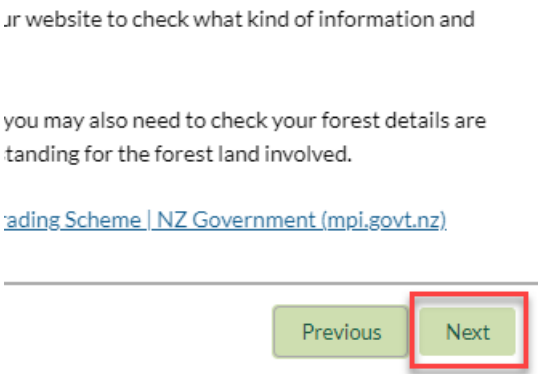
2. Select **Post-1989 forest land (standard)**, then **Add, update or reconfigure forest land**, then **Apply to offset forest land**.

3. Click **Next**.



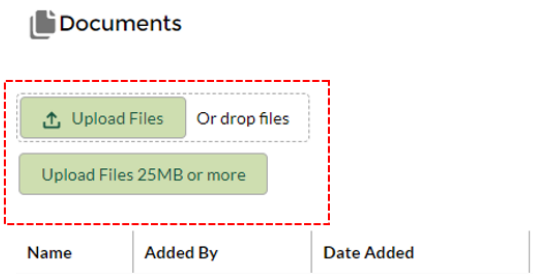
4. Read the information displayed.

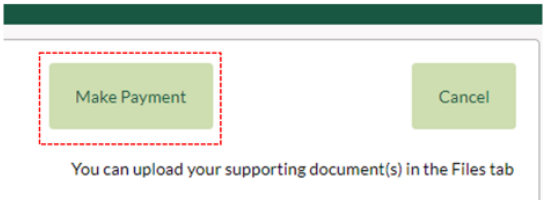
5. Click **Next**.



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.



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.	

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/

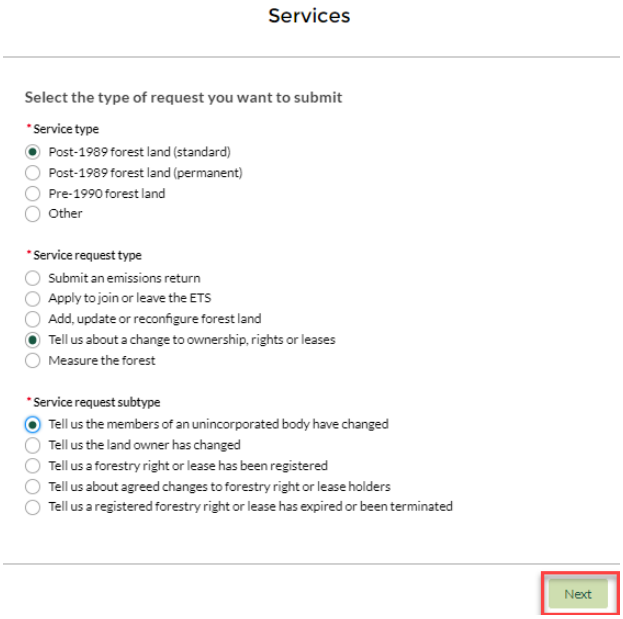
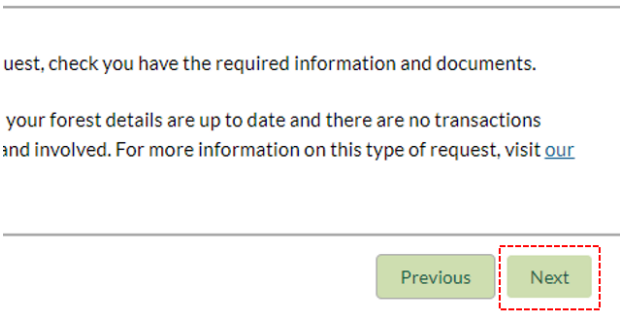
Tell us the members of an unincorporated body have changed

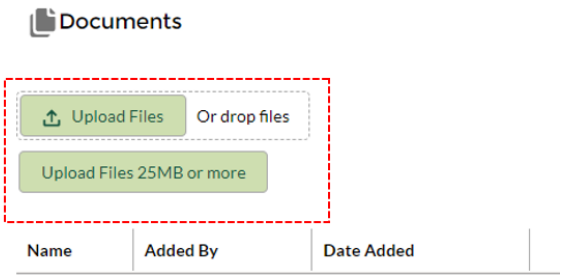
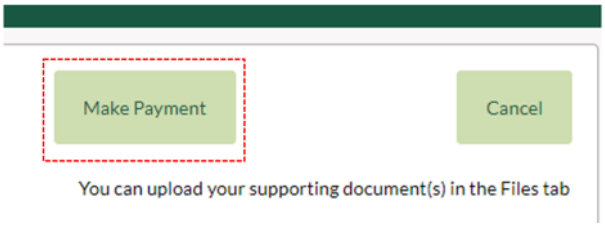
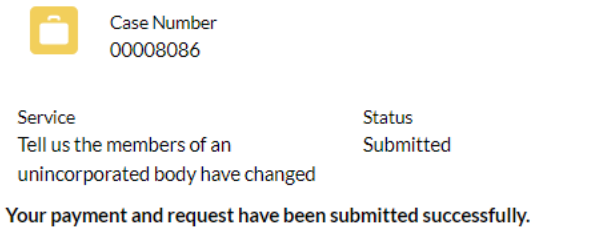
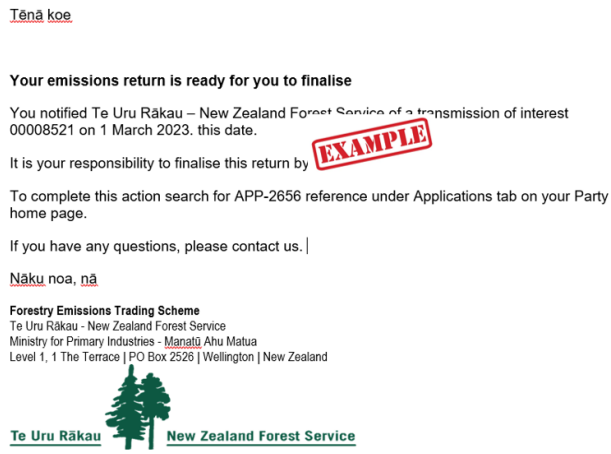
Before you begin:

- 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

1. From the party home page, select **Services**.	
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**. 3. Click **Next**.	
4. Read the information displayed. 5. Click **Next**.	

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/

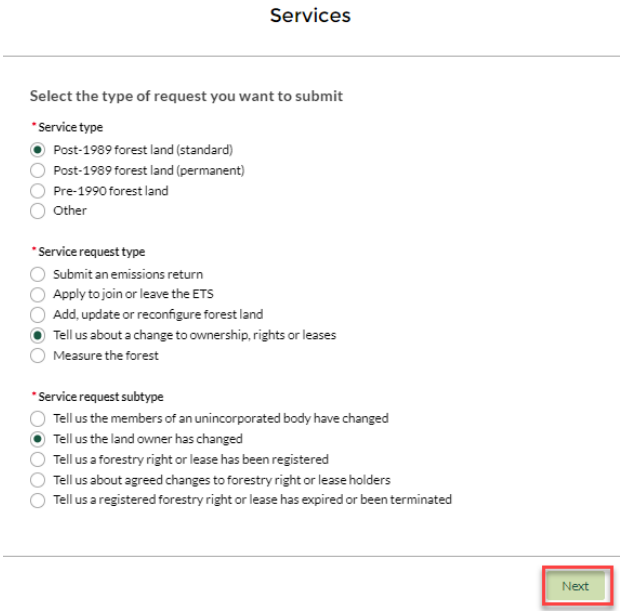
Tell us the landowner has changed

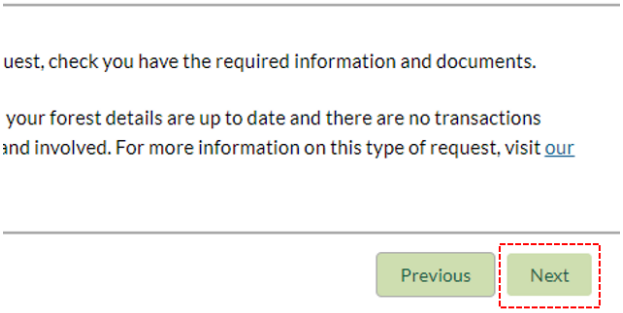
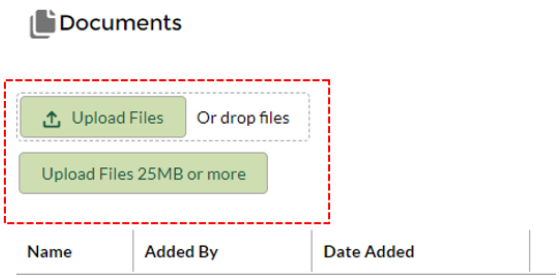
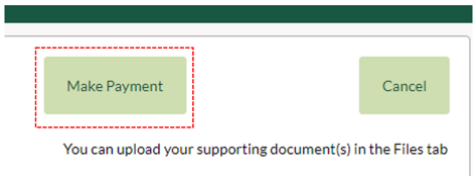
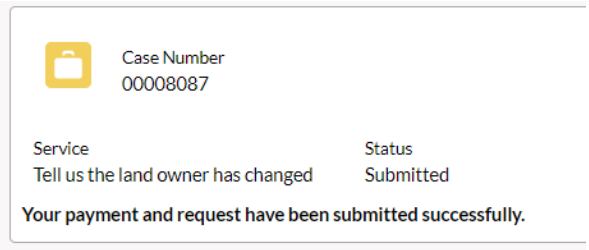
Before you begin:

- 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

1. From the party home page, select **Services**.	
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**. 3. Click **Next**.	

Tell us the landowner has changed	
4. Read the information displayed. 5. Click **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.	
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 the landowner has changed	
10. We will email you with an emissions return application for you to complete. Once you receive this notifcation 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

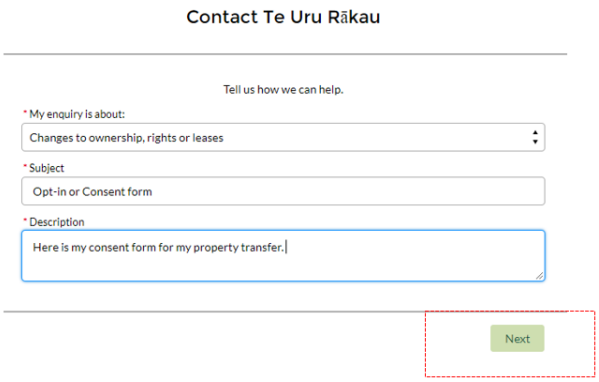
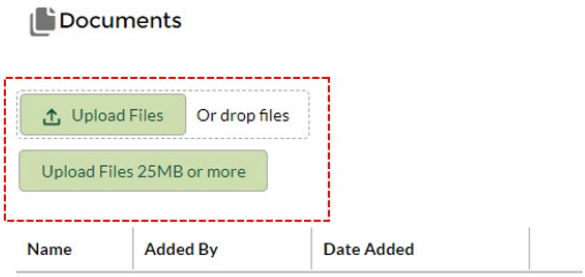
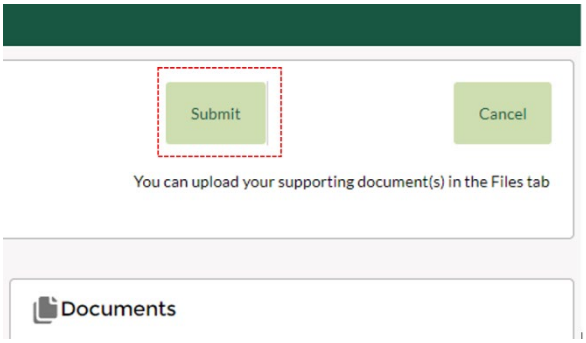
10.2.3 Notify us of consent for ETS responsibilities to transfer when a forestry right or lease is registered

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**.	

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**.	
5. Click **Upload Files** to upload the completed application form.	
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.	

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/

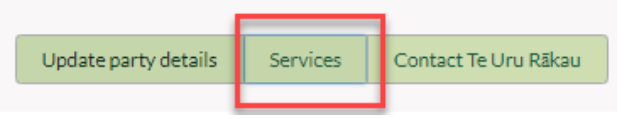
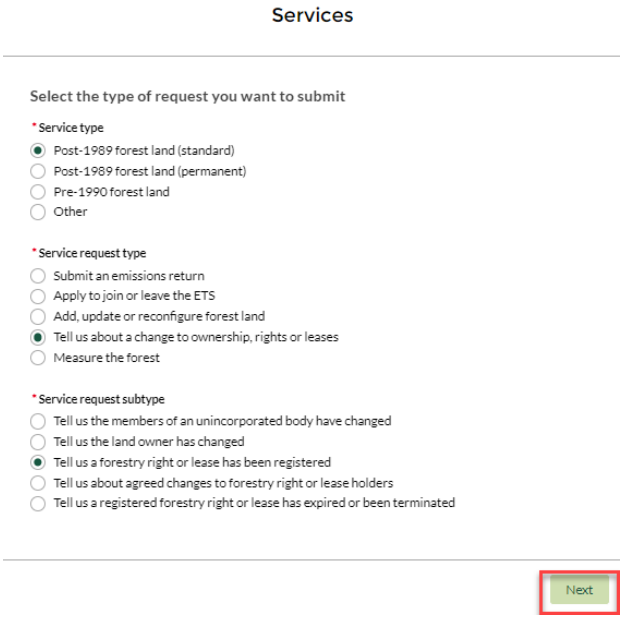
Tell us a forestry right or lease has been registered

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.

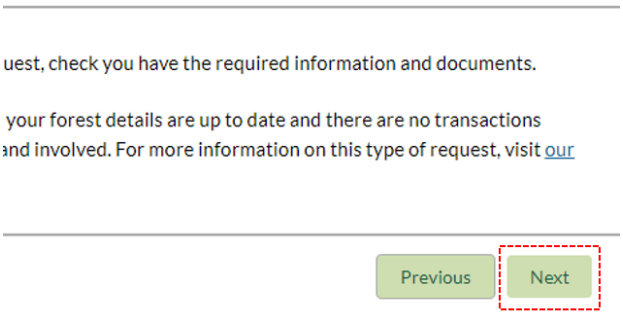
Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/13224

1. From the party home page, select **Services**.	
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**. 3. Click **Next**.	

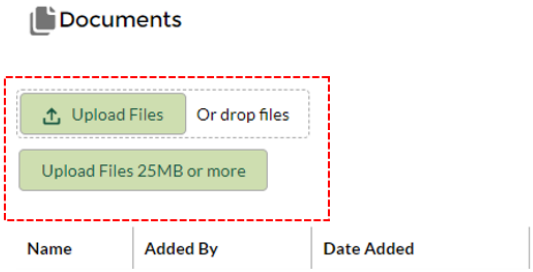
Tell us a forestry right or lease has been registered

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



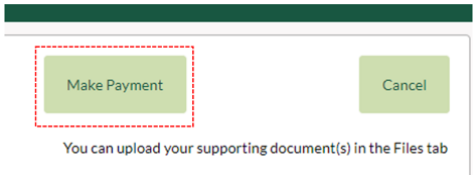
6. Click **Upload Files** to upload the completed form and any additional information.

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

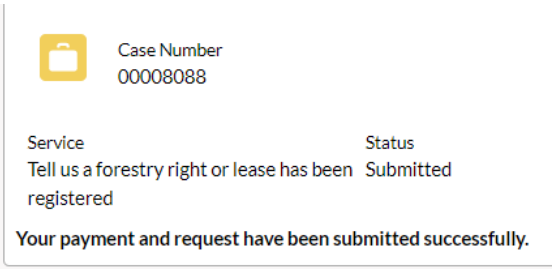


7. Click **Make Payment** and complete the payment process.

   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

Te Uru Rākau New Zealand Forest Service

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:

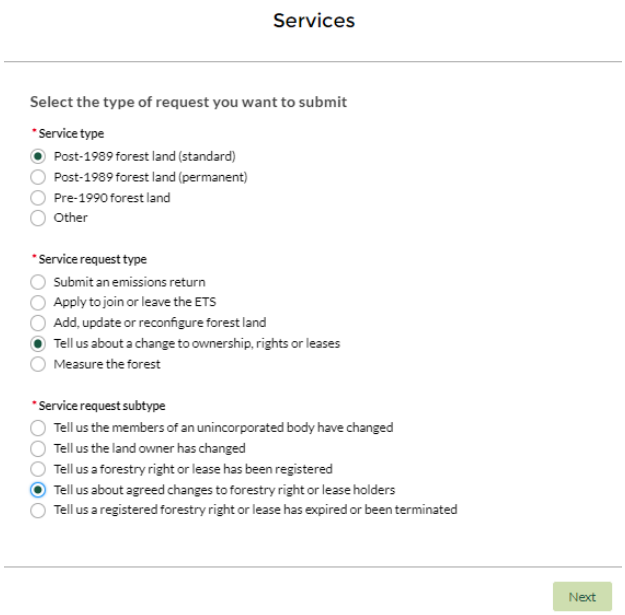
www.mpi.govt.nz/forestry-rights-leases-ets/

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**.	

Tell us about agreed changes to forestry right or lease holders

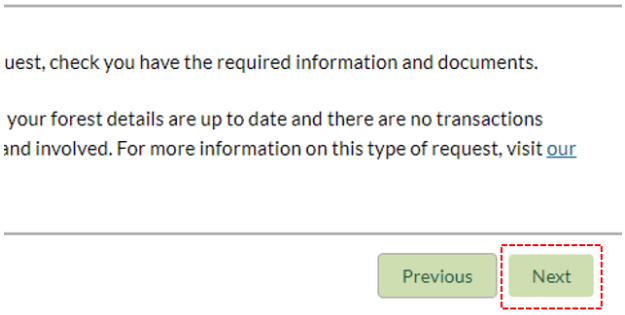
2. Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Tell us about a change to ownership, rights or leases**, then **Tell us about agreed changes to forestry right or lease holders**.

3. Click **Next**.



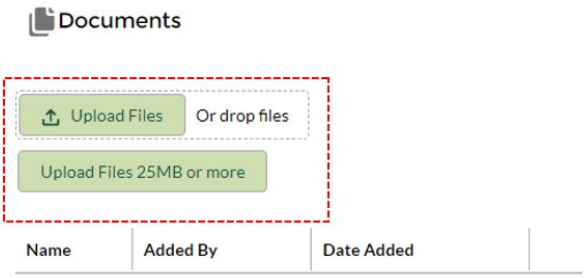
4. Read the information displayed.

5. Click **Next**.



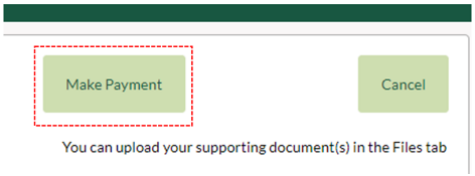
6. Click **Upload Files** to upload the completed form and any additional information.

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



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

   Information about service fees is available on the MPI website:



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: Tell us about agreed changes to forestry right or lease holders Status: 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.

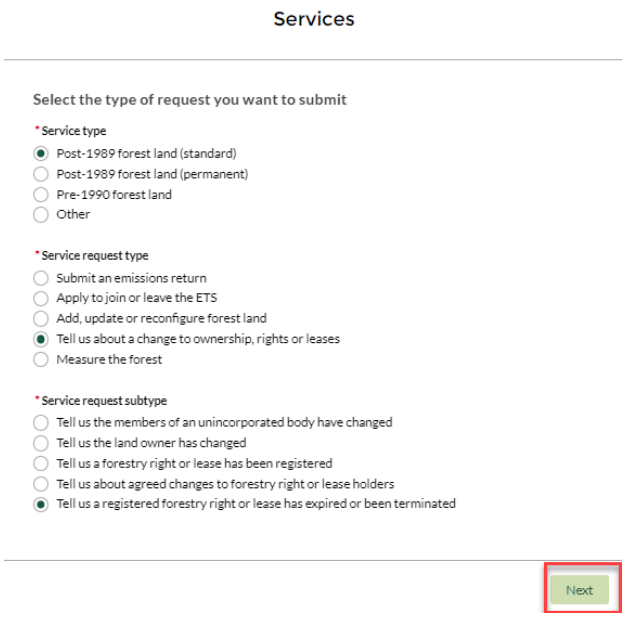
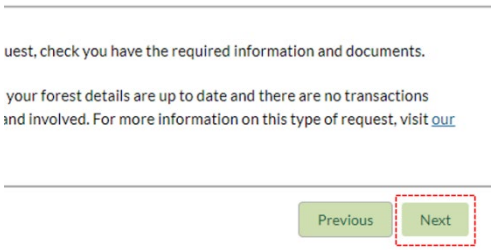
Tell us a registered forestry right or lease has expired or been terminated

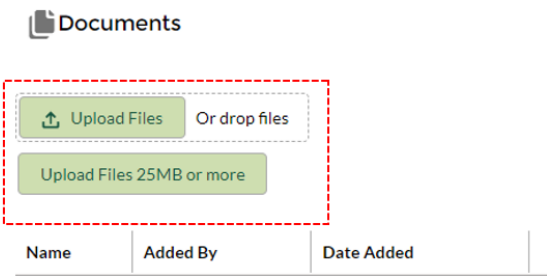
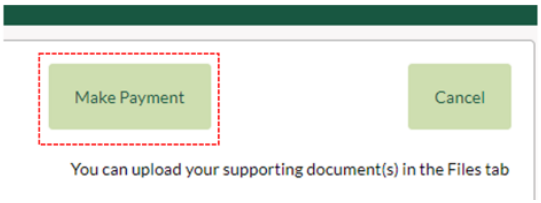
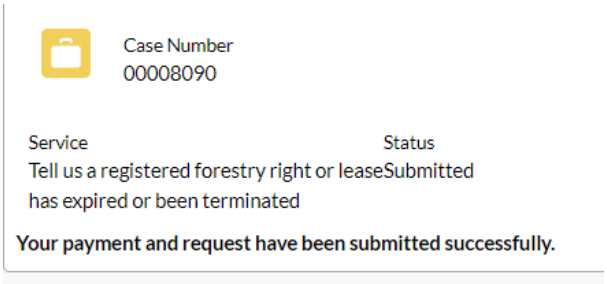
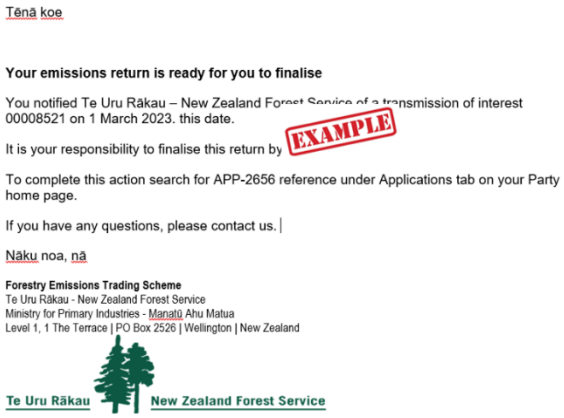
Before you begin:

- 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

1. From the party home page, select **Services**.	
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**. 3. Click **Next.**	
4. Read the information displayed. 5. Click **Next**.	

Tell us a registered forestry right or lease has expired or been terminated	
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.	
7. Click **Make Payment**. Information about service fees is available on the MPI website: www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/	
8. 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	
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.	

10.2.7 Emissions return (system-generated) following a transfer of participation

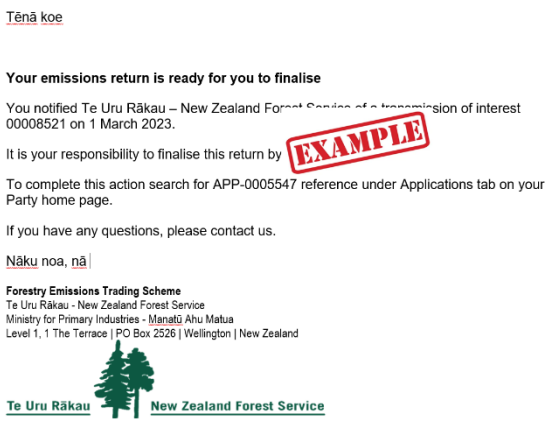
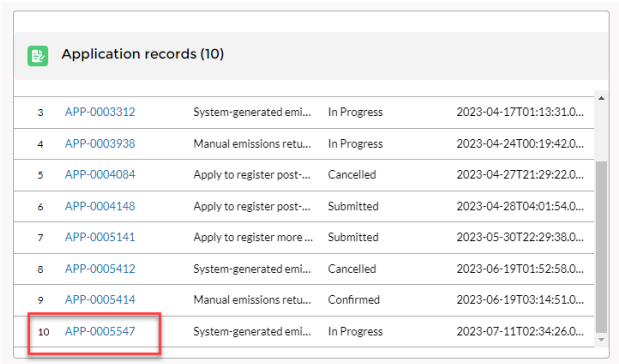
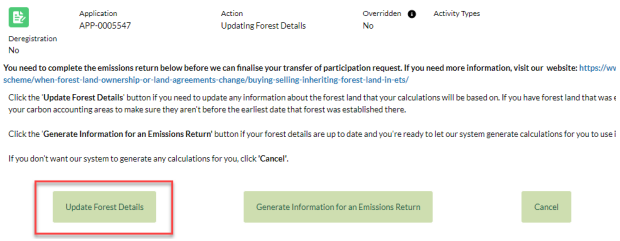
After you remove part of a carbon accounting area (CAA) or transfer ETS responsibilities to another party, you must submit an emissions return.

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:

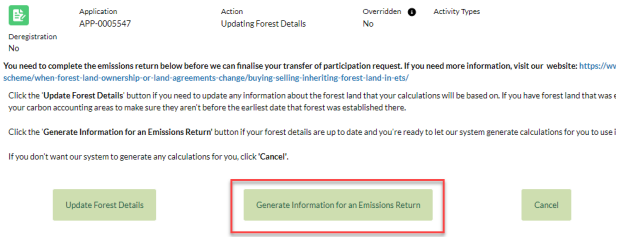
www.mpi.govt.nz/submitting-emissions-returns-when-certain-situations-change/

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-0005547 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
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-0005547 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-0005547 Action Updating Forest Details Overridden No Activity Types Deregistration 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://ww 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 i If you don't want our system to generate any calculations for you, click '**Cancel**'. Update Forest Details Generate Information for an Emissions Return Cancel

Te Uru Rākau New Zealand Forest Service

Emissions return (system-generated) following a transfer of participation

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

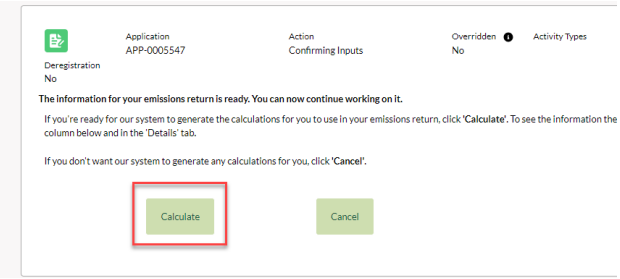


5. Your data is being prepared. This may take up to 2 hours or longer during peak filing periods.

   You'll need to check back here to see if your calculations are ready – the **Action** status will have changed to **Confirming inputs**.

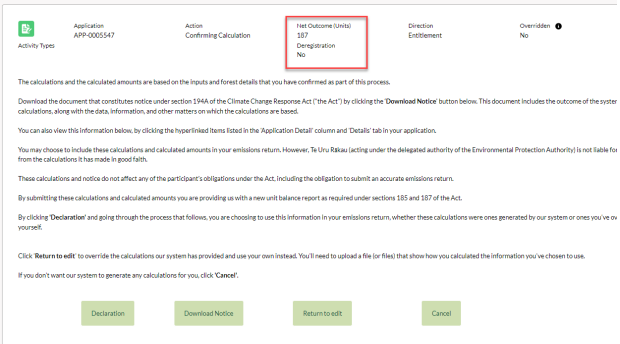
   You'll be able to see the calculations by clicking on the hyperlink below in **Application Details** and then going into each carbon accounting area (CAA).

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

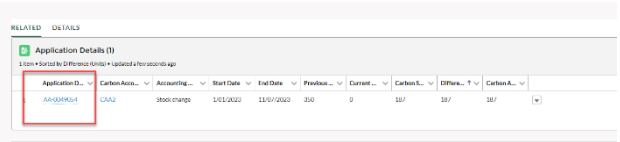


6. Check the values in the **Net Outcome** field and the **Carbon Accounting Area Carbon Stock Change** field. If these are not correct click **Return to edit** to make changes.

   If you edit your emissions return values you will need to upload a copy of your working.

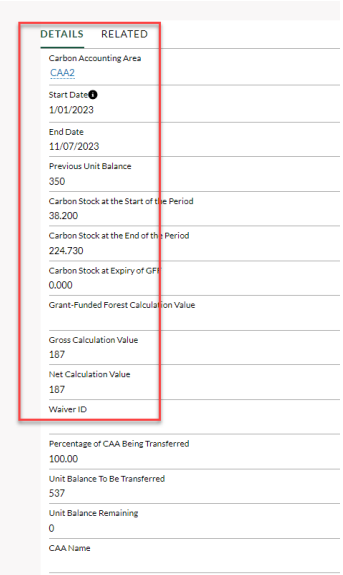


7. Click on the application detail for more information



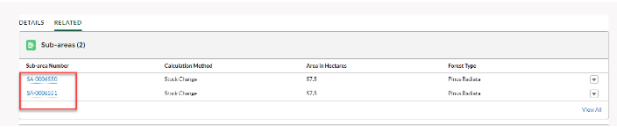
Emissions return (system-generated) following a transfer of participation

8. View application details.

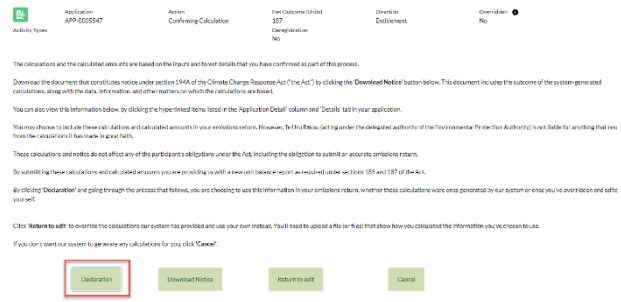


9. Click **Related** to view sub-area records

10. Click the sub-area numbers to view individual sub-area records (not shown here).



11. Click **Declaration.**

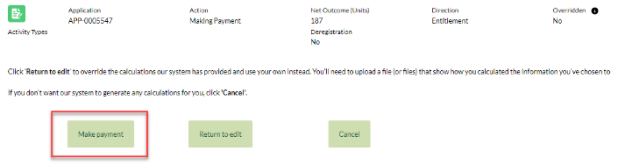


12. Read the declarations and tick the check box if you agree. Click **Done.**

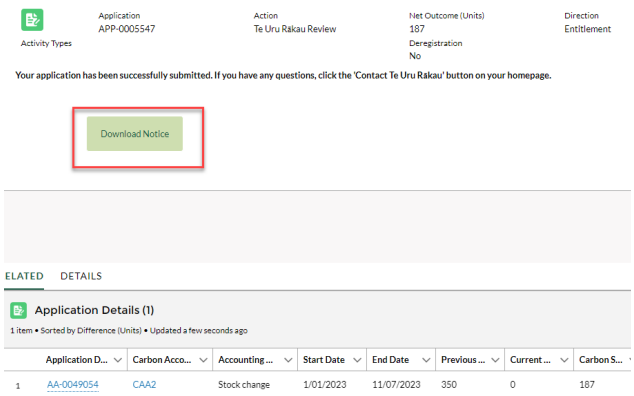
Te Uru Rākau New Zealand Forest Service

Emissions return (system-generated) following a transfer of participation

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

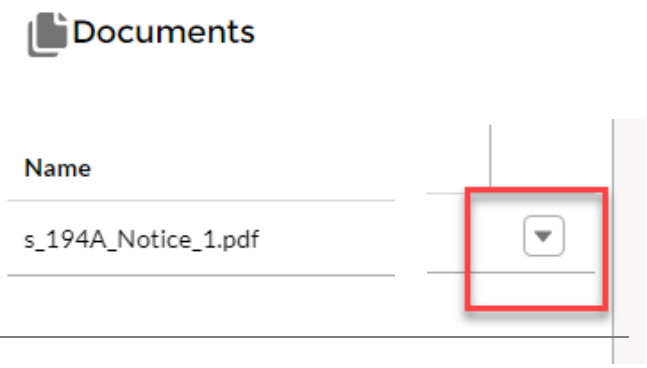


14. Click **Download Notice.**

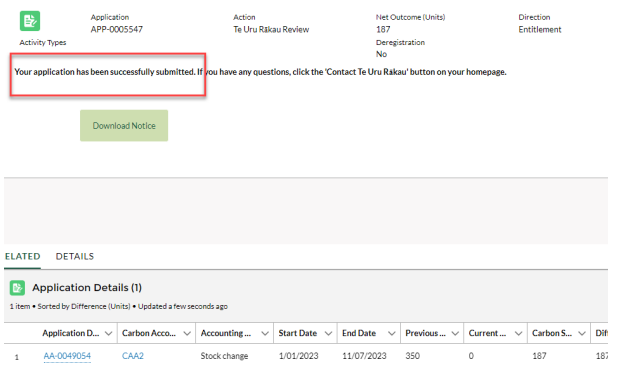


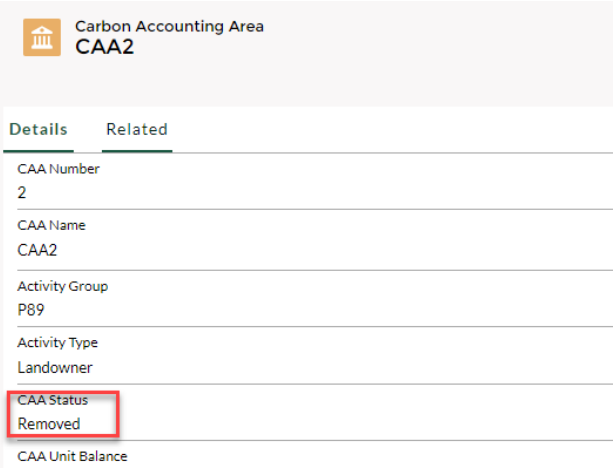
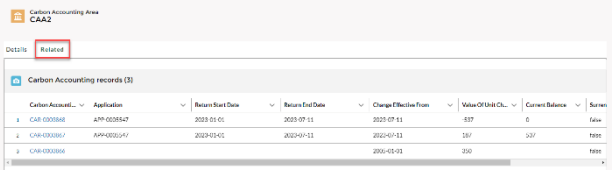
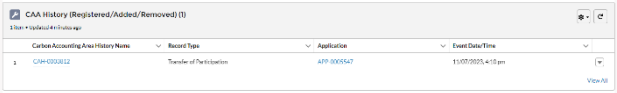
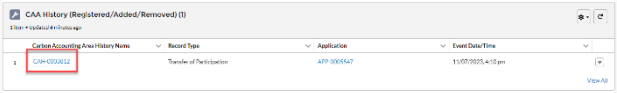
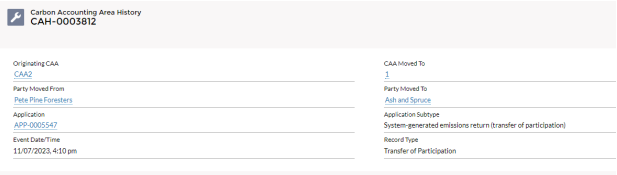
15. Under the documents tab click the arrow and select download. The document will appear in your downloaded items as a PDF.

Note: We have 20 working days to process your emissions return, unless we require more information.



16. Confirmation that your emissions return has been submitted will be displayed.



Emissions return (system-generated) following a transfer of participation	
17. Click **Details**. The carbon accounting area(s) removed will display as removed.	
18. Click **Related** to see the updated carbon accounting records.	
19. Scroll down to view **CAA History.**	
20. Click on the carbon accounting area history name link to view each record.	
Note: Records will only be visible for the parties you have access to.	

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.

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. 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.

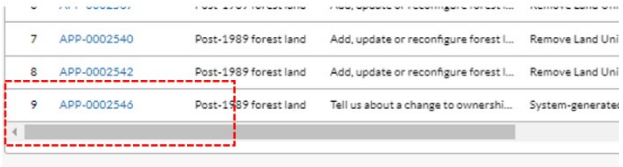
If you have any questions, please contact us.

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

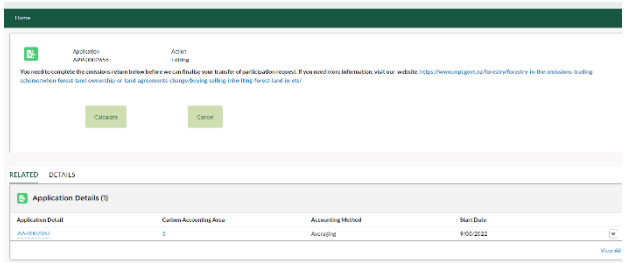
Te Uru Rākau New Zealand Forest Service

2. From your party home page, find and open the application reference supplied in the email to begin completing your emissions return.



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-0002546	Post-1989 forest land	Tell us about a change to ownershi...	System-generate

3. The emissions return application will show on the screen.



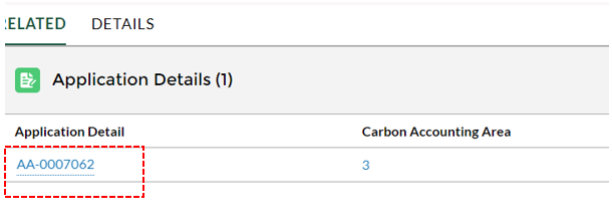
RELATED DETAILS

Application Details (1)

Application Detail	Carbon Accounting Area	Accounting Method	Start Date
AA-0007062	3	Accrualing	9/03/2022

View All

4. Click the hyperlink under **Application Details** to enter the values for the carbon accounting area.



RELATED DETAILS

Application Details (1)

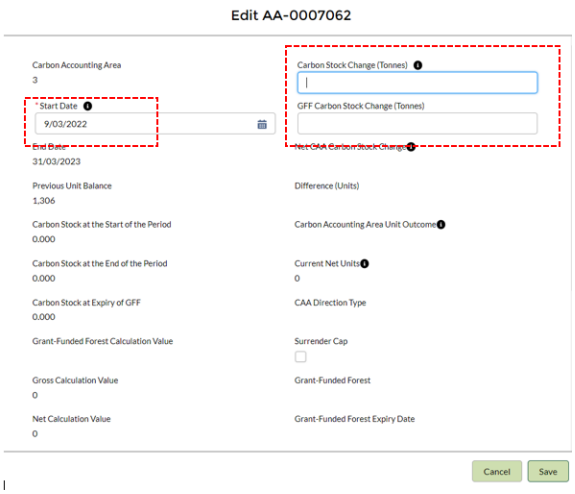
Application Detail	Carbon Accounting Area
AA-0007062	3

Emissions return (manual) following a transfer of participation

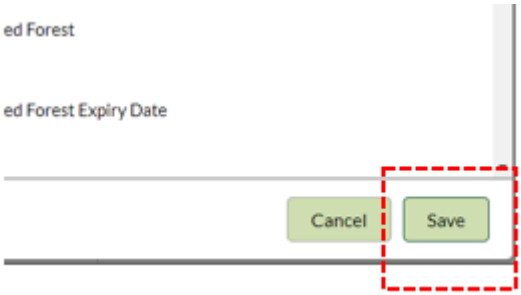
5. Check the **Start date.** This needs to reflect the beginning of the period that this emissions return covers.

6. Enter your calculated value in the **Carbon Stock Change (Tonnes)** field.

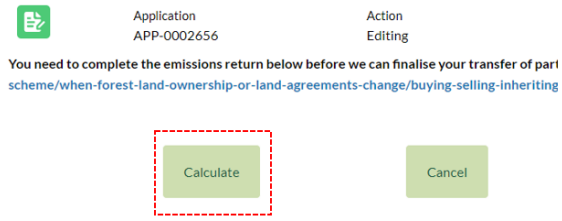
7. If you have a grant contract for the land that specifies a stand-down period, and the stand-down period overlaps the period of this emissions return, you must calculate any increase in carbon stock during that overlap. Enter this value in the **GFF Carbon Stock Change (Tonnes) field.**



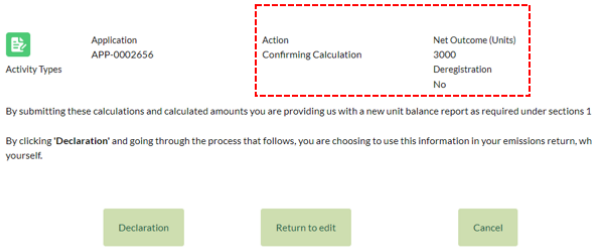
8. Click **Save.**



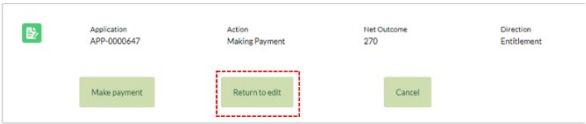
9. Click **Calculate**.



10. Check the result in the **Net Outcome** field.



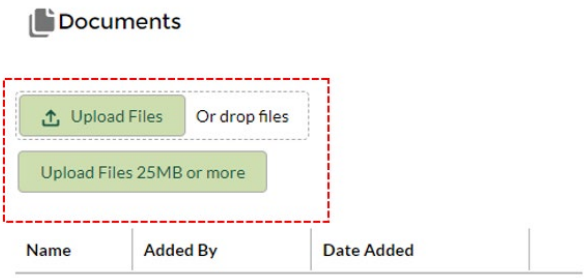
11. If the result is incorrect, you can click the **Return to edit** button to edit the values you



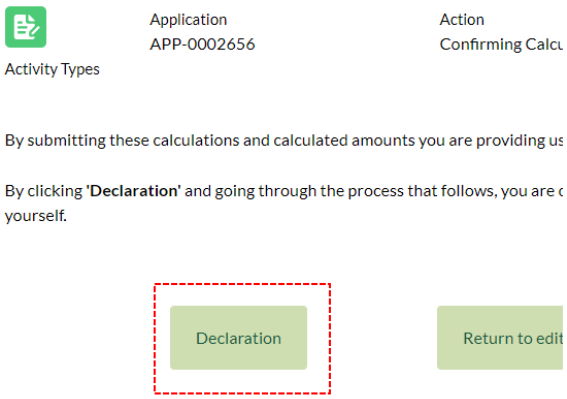
entered for each CAA and recalculate the net outcome. Otherwise, go to the next step.

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.



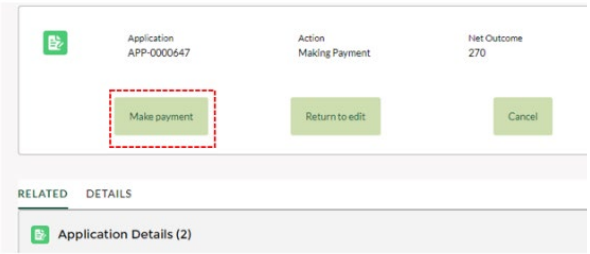
13. Click **Declaration**.



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

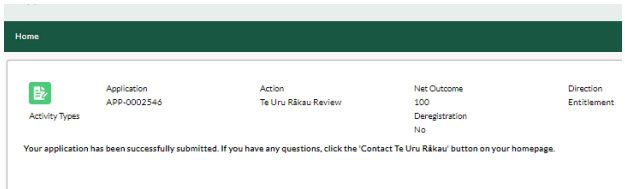
    For information about fees, see the MPI website:

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



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 submitt uest. 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 polygons[2]
- 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=iThlCWFGhIQ

Tupu-ake options for emissions return are as follows:

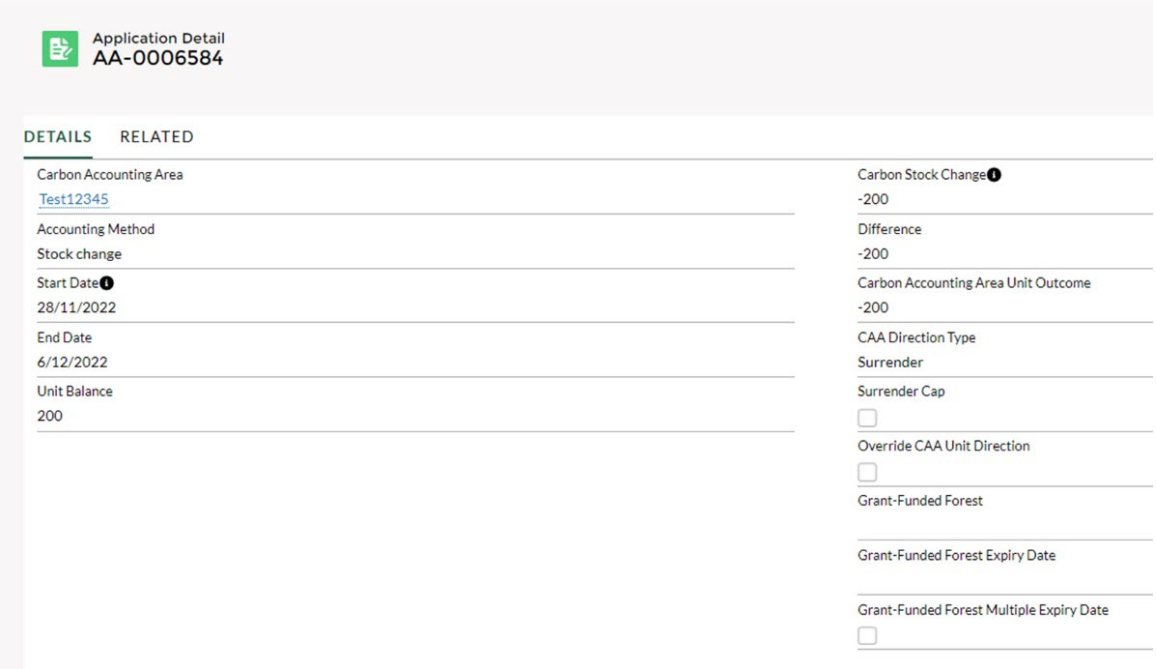
Your situation	Service selection
You have carbon accounting area(s) in stock change accounting, and you want to prepare your own emissions return at the end of a mandatory emissions return period	Submit a manual emissions return
You have carbon accounting area(s) in stock change accounting, and you want 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.



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/

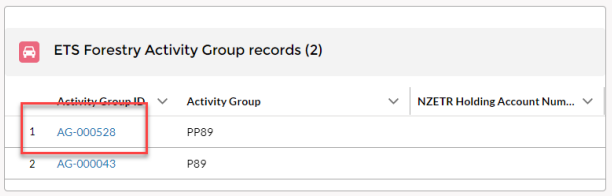
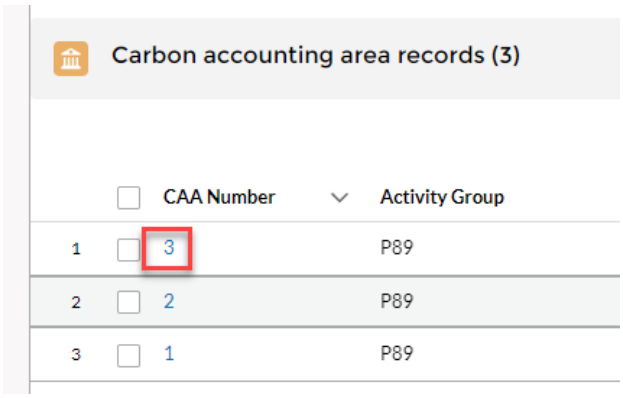
If this applies to your emissions return and you want to use the system to generate your emissions return, you must enter this information for each carbon accounting area before you start your emissions return.

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.

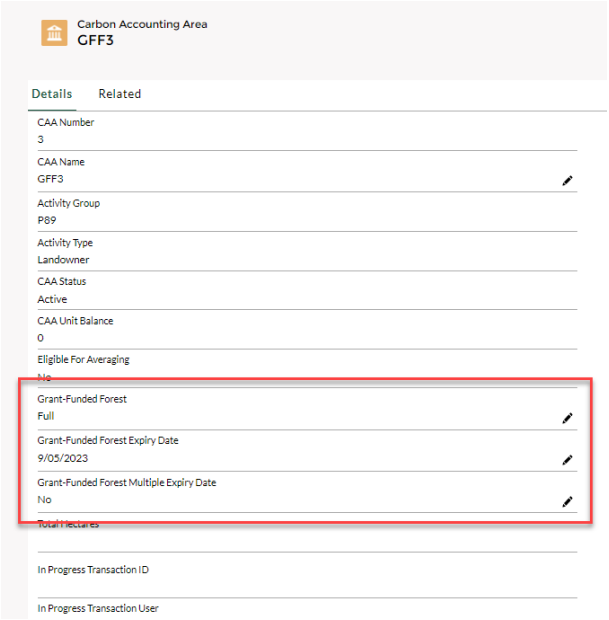
1. From your party home page, select **ETS Forestry Activity Group records**.	
2. For each carbon accounting area subject to a grant funding stand-down period, click the **CAA Number** to edit the details.	

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.

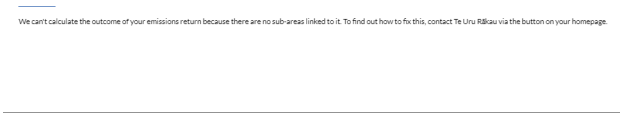
3. Begin your emissions return and follow the system-generated emissions return steps.

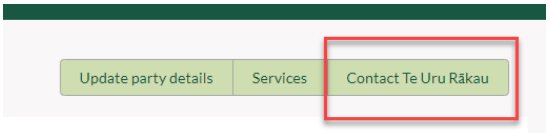
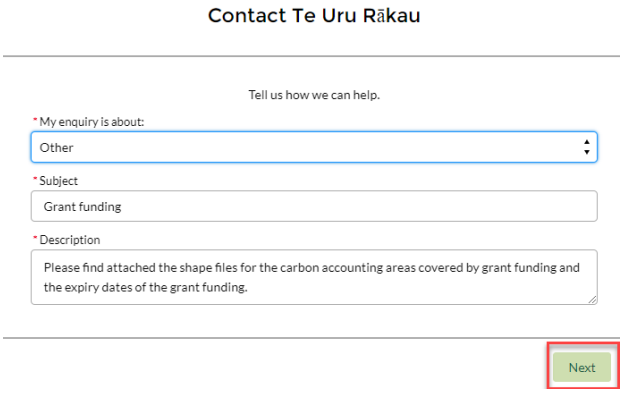
Note: Make sure your forest details are up to date before you start your system-generated emissions return.



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.



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.	

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:

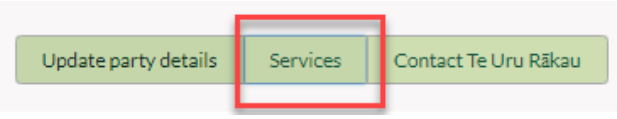
www.youtube.com/watch?v=iThlCWFGhIQ

Submit a manual emissions return
Before you begin: • prepare your emission return calculations ready to upload

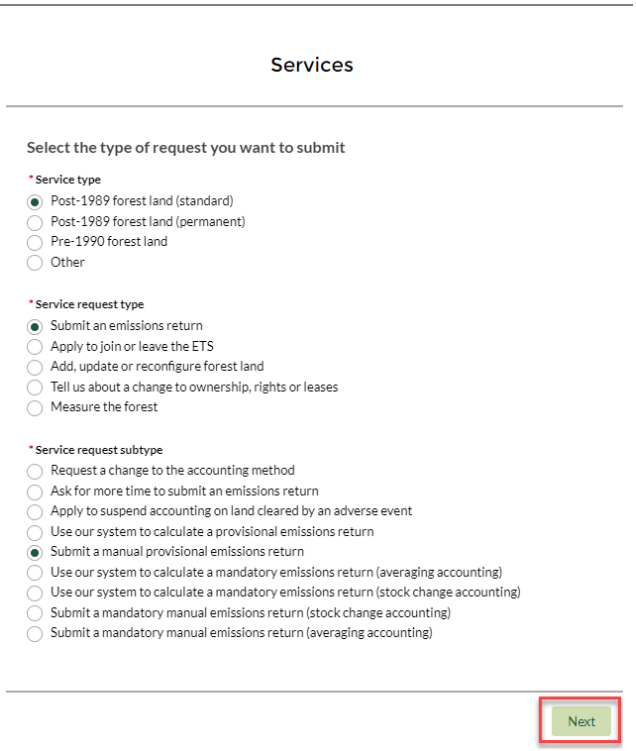
Submit a manual emissions return

- 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).

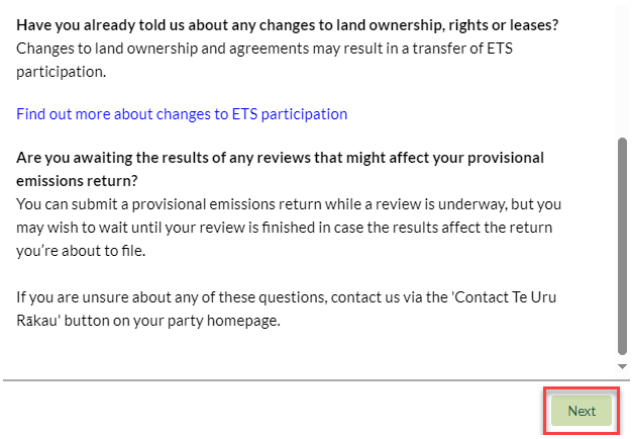
1. From the party home page, click **Services**.



2. Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**.
3. Select **Submit an emissions return.**
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)**.
5. Click **Next**.



6. Read the information displayed.
7. Click **Next**.



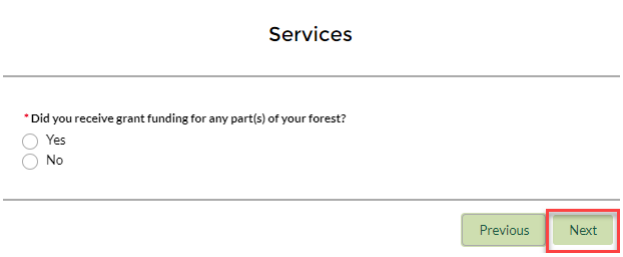
Submit a manual emissions return

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.

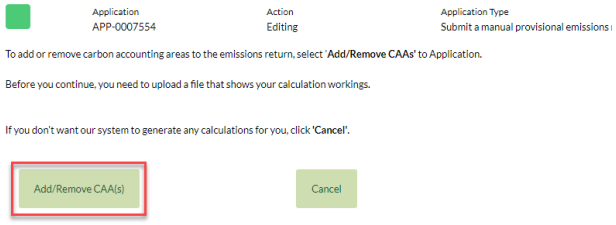
If you have multiple grants with different specified periods, **Contact Te Uru Rākau** from your party home page. We will need to prepare the data for your emissions return.

9. Click **Next.**



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.

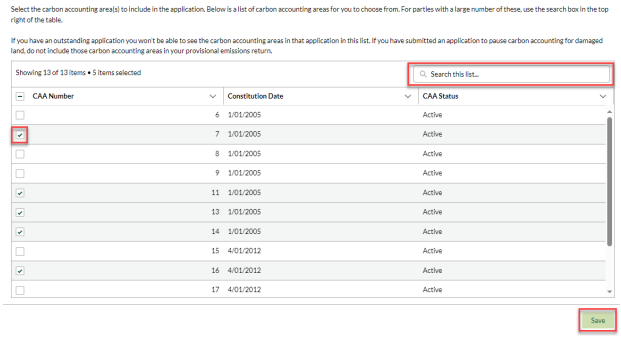


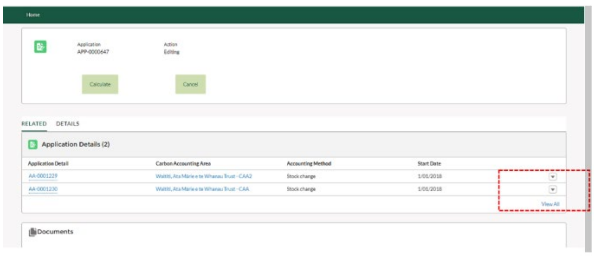
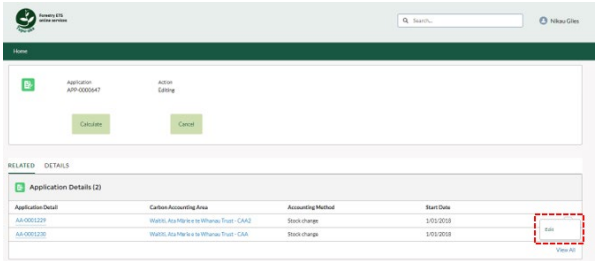
11. Your CAAs for standard or permanent forestry (depending on which service type you selected) will appear in a list. Click the check box to the left of the heading **CAA Number** to select all, or select the CAAs you want to add individually.

    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

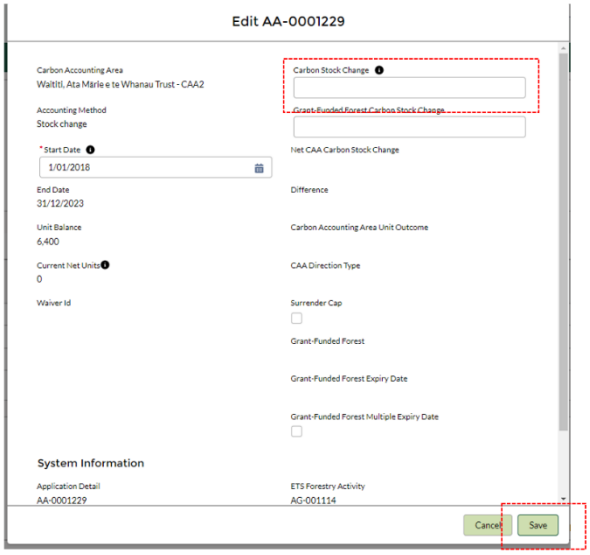


adverse event suspension). You must submit your application to pause accounting before you include those CAAs in an emissions return. Otherwise, your CAAs will not be eligible for a pause in carbon accounting. If you have any transactions in progress for a CAA (for example, if you've started an application 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.	
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**.	

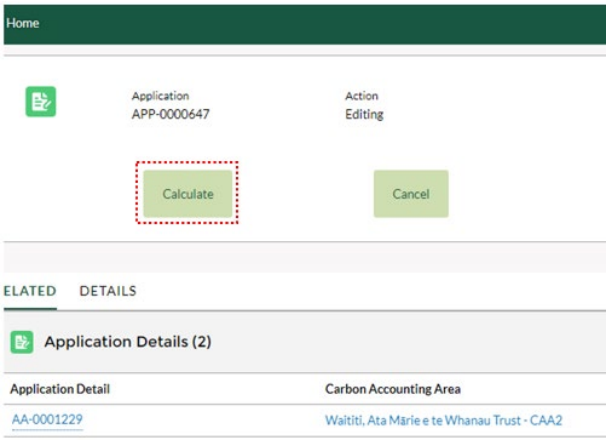
Submit a manual emissions return

15. Enter the net change in carbon stock for the carbon accounting area in the **Carbon Stock Change** field.

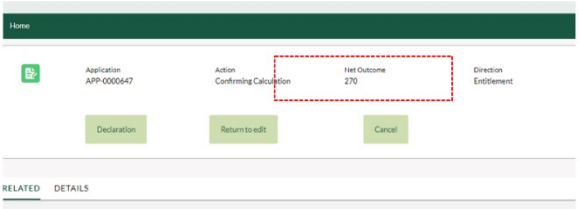
16. Click **Save.**



17. Once you've entered the values for all of your CAAs, click **Calculate**.



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).

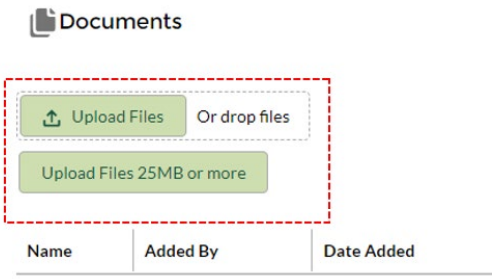


19. If the **Net Outcome** is incorrect, click the **Return to edit** button to edit the values you entered for each CAA and recalculate the net outcome. Otherwise, go to the next step.

Submit a manual emissions return

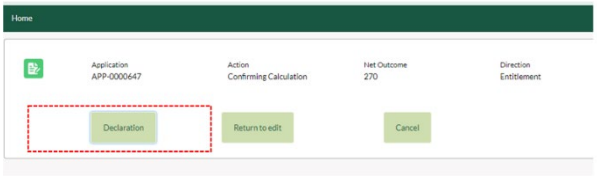
20. Click **Upload Files** and upload a file that shows your calculations for the emissions return.

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



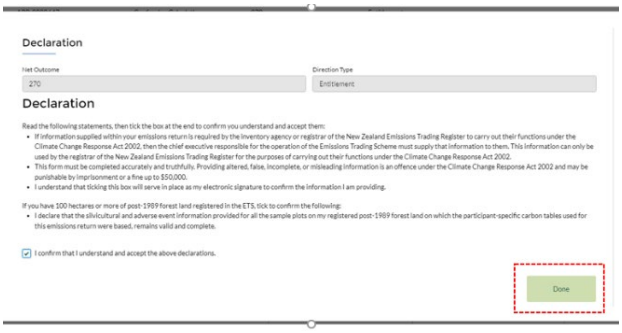
21. If you are ready to continue, click **Declaration.**

    Note: Do not make any changes to your emissions return or CAA dates here. Click **Return to edit** to make any changes.

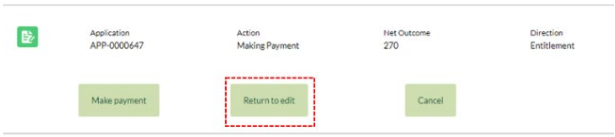


22. Read the declarations, then click the check box to confirm you understand and accept them.

23. Click **Done**.



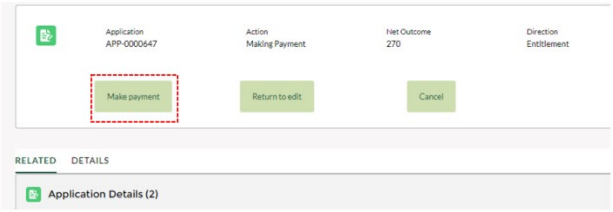
24. At this point you can still click the **Return to edit** button to edit the values you entered for each CAA and recalculate the net outcome. If you edit the values you will need to submit the declarations again.

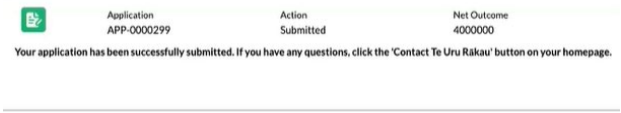


25. Click **Make payment** and complete the payment process.

    For information about fees, see the MPI website:

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



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.	

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=iThlCWFGhIQ

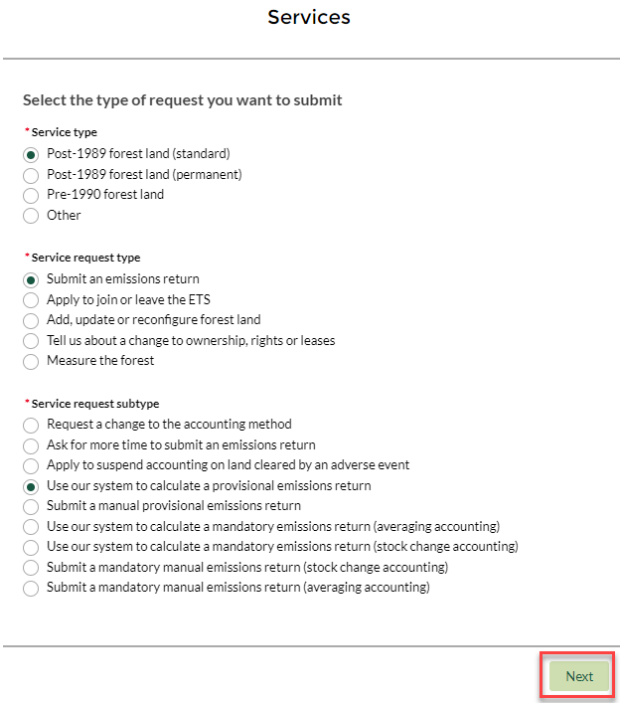
Submitting a system-generated emissions return

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.

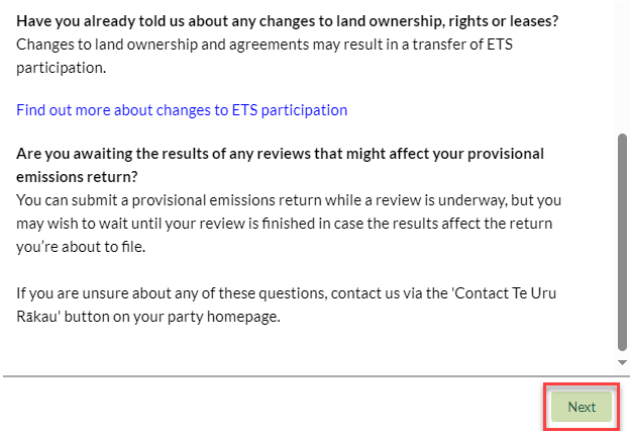
1. From the party home page, click **Services**.

2. Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**.
3. Select **Submit an emissions return.**
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)**.
5. Click **Next**.



Submitting a system-generated emissions return

6. Read the information displayed.
7. Click **Next**.



8. Click **Yes** if:

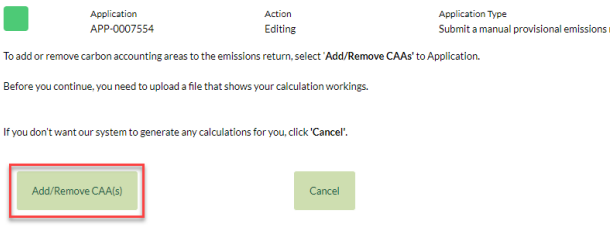
- you received grant funding for any of the forest land in the emissions return, and
- the grant specifies a stand-period in which you can't earn units for the land or enter it in the ETS, and
- the stand-down period overlaps with the emissions return period.

  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.**

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.



Submitting a system-generated emissions return

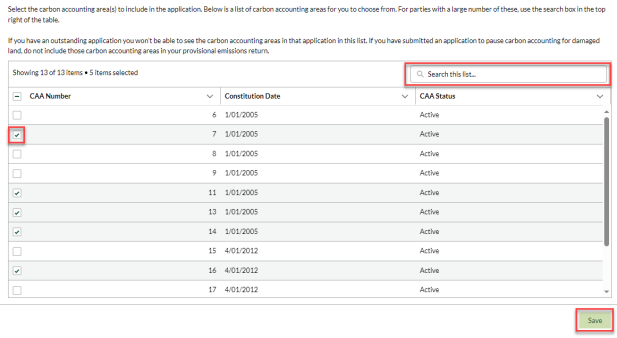
11. Your CAAs for standard or permanent forestry (depending on which service type you selected) will appear in a list. Click the check box to the left of the heading **CAA Number** to select all, or select the CAAs you want to add individually.

    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.

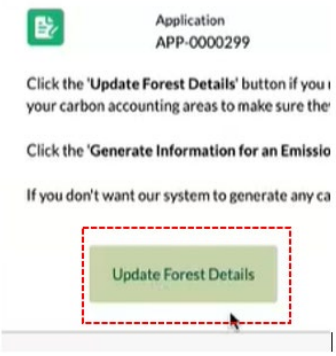
    If you have any transactions in progress for a CAA (for example, if you've started an application to remove land from it or submitted a transfer of participation), you won't be able to see those CAAs in the list. This is because you can't start a provisional emissions return for CAAs that have transactions in progress. If you want to include those CAAs in your provisional emissions return, you need to wait until the transaction is completed.

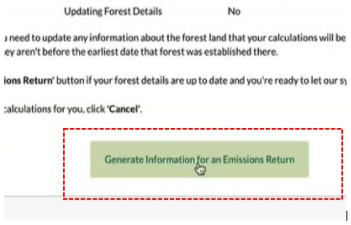
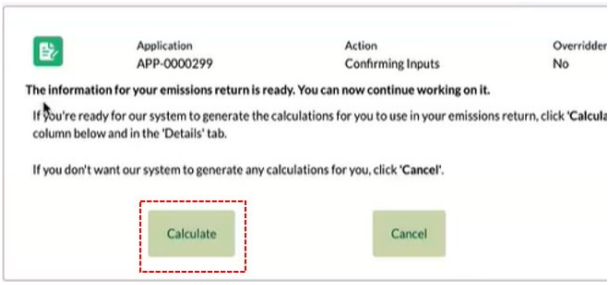


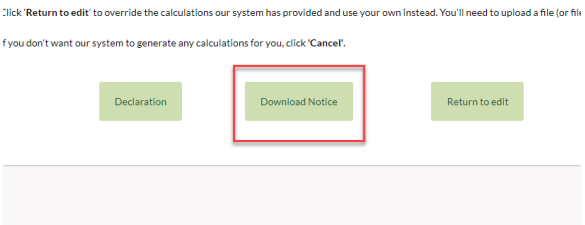
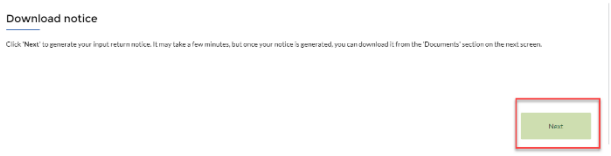
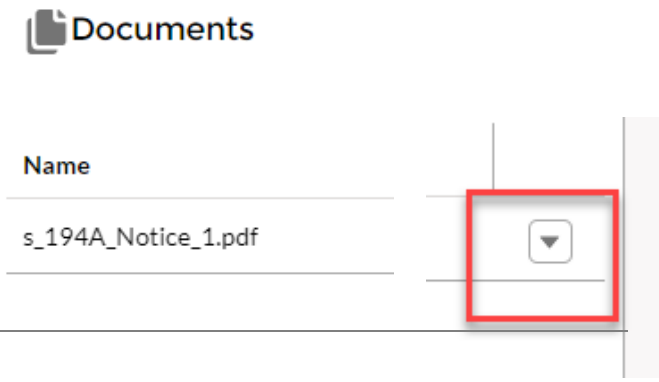
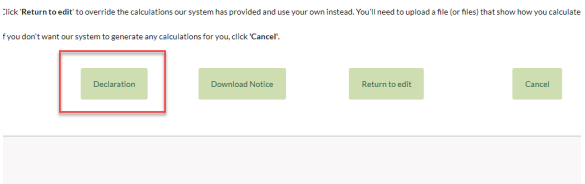
12. Click **Update Forest Details**.

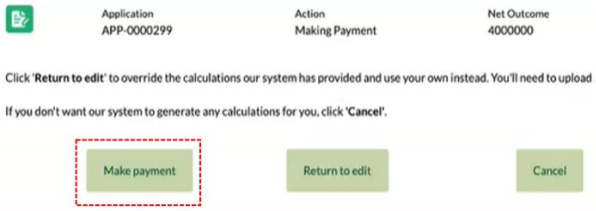
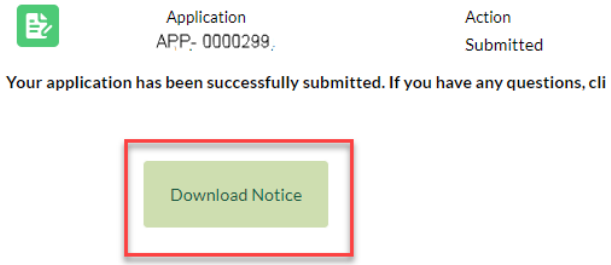
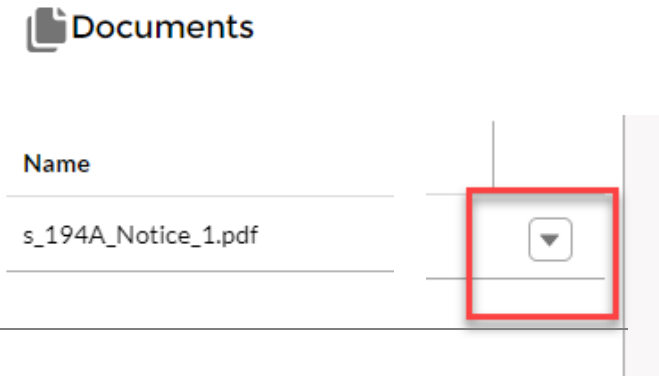
13. Make sure that the forest details (the spatial information) are up to date. If it is not, your emissions return will be incorrect. This includes the CAA start and end dates.

    See the *Updating forest details* section of this guide for more information.



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.	
20. Click **Next.**	
21. Under the document tab, click the arrow and select download. The document will appear in your downloaded items as a 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.	

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/

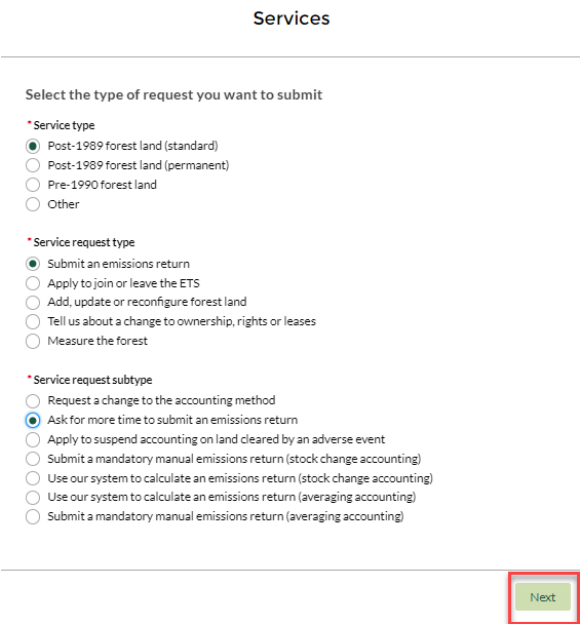
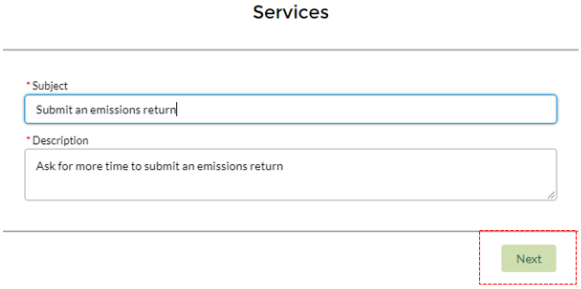
Ask for more time to submit an emissions return

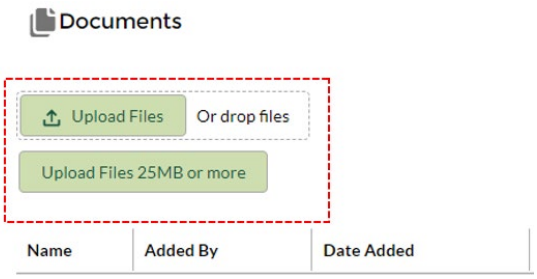
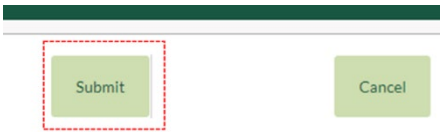
Before you begin:

- complete the application form
- prepare any supporting information.

Download the form from the MPI website:

www.mpi.govt.nz/dmsdocument/54844

1. From your party home page, click **Services**.	
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**. 3. Click **Next**.	
4. Enter 'Ask for more time to submit an emissions return' in the description field. Click **Next**.	

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.	
6. Click **Submit**.	
7. We will email you when we have processed your application.	

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

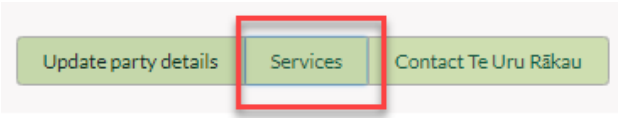
Before you begin:

- complete the application form
- prepare digital maps (shapefiles) of the damaged areas.

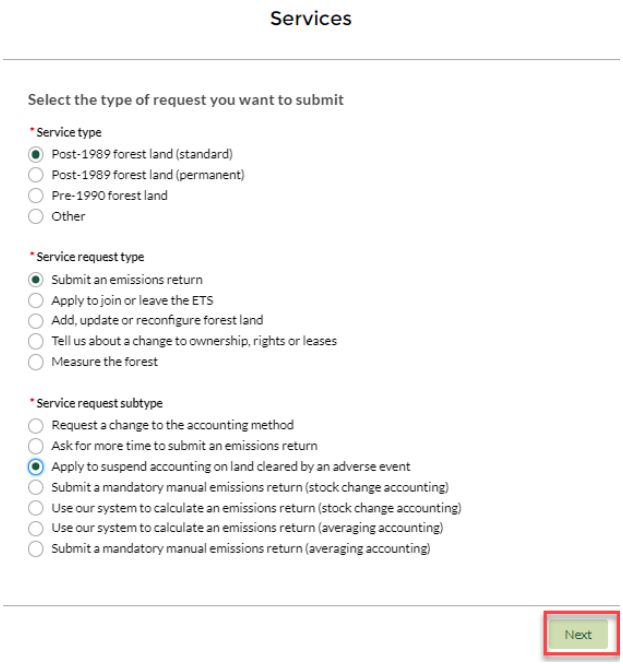
Download the form from the MPI website:

https://www.mpi.govt.nz/dmsdocument/54859

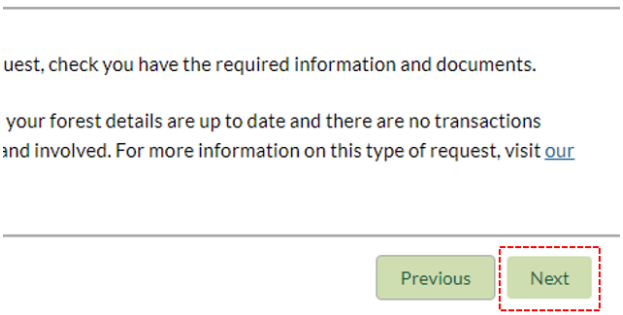
1. From the party home page, select **Services**.



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**.
3. Click **Next**.

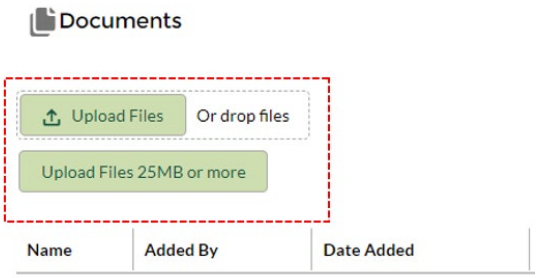


4. Read the information displayed.
5. Click **Next**.



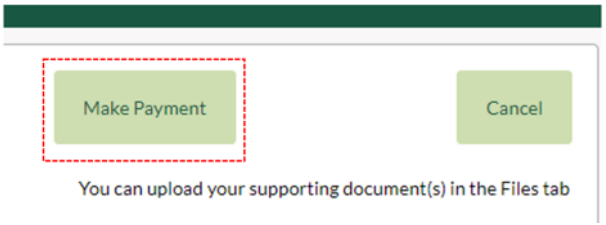
6. Click **Upload Files** to upload the completed application form and shapefiles.

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

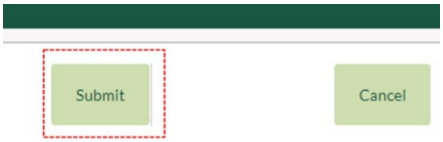


7. Click **Make Payment** and complete the payment process.

   Information about service fees is available on the MPI website:

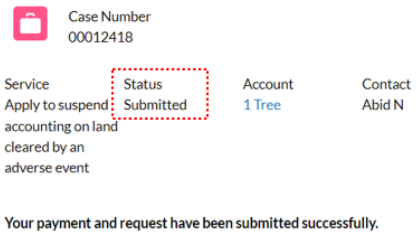


8. Click **Submit**.



9. We will email you when we have processed your application.

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



Apply to suspend accounting on land cleared by an adverse event

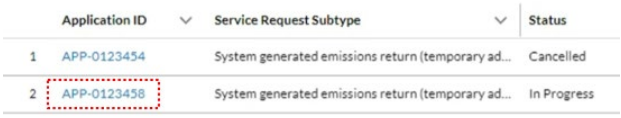
11. If your application to suspend accounting on land cleared by an adverse event is approved, we will email you to notify you that your return is ready.

    We will create either a system-generated or manual emissions return for you to complete, depending on the option you selected in the form.

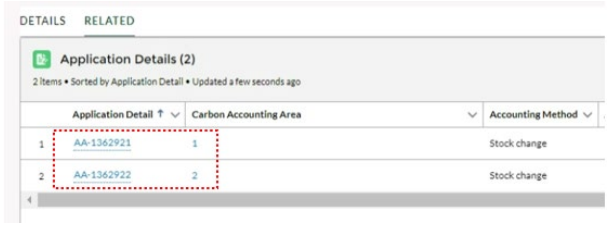
    The instructions given here are for a system-generated emissions return.

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

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



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

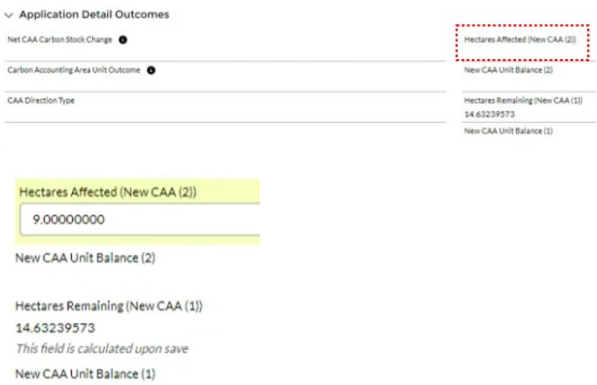


14. In the **Application Detail Outcomes** section, click the pen icon to enter a value for **Hectares Affected (New CAA (2)**.

    Click **Save**.

    Note: Tupu-ake will save the value to 8 decimal places.

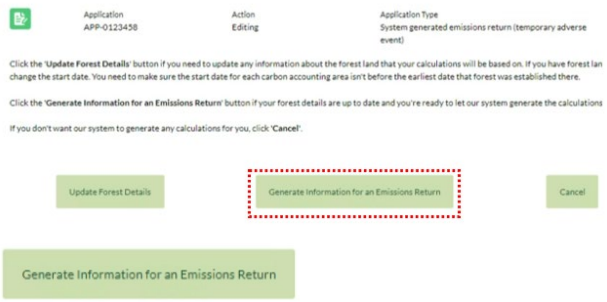
    Repeat steps 13 and 14 for each **Application Detail** row, if more than one CAA is affected by the adverse event.



Apply to suspend accounting on land cleared by an adverse event

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.**

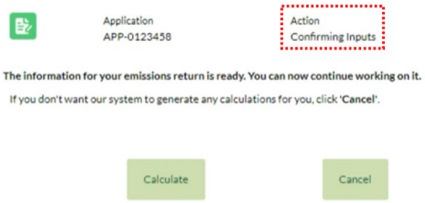


17. Your data is being prepared. This may take up to 2 hours, or longer during peak filing periods.

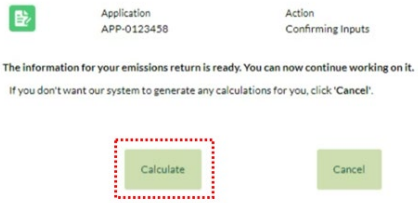
    You'll need to check back here to see if your calculations are ready – the Action will have changed to "Confirming inputs". You may need to refresh your browser.

    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.

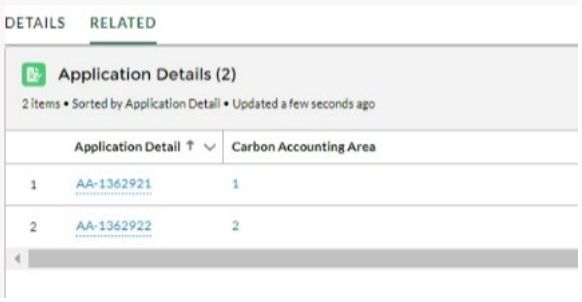


Apply to suspend accounting on land cleared by an adverse event

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.

20. For more details, go to the **Related** tab and select the **Application ID**.



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

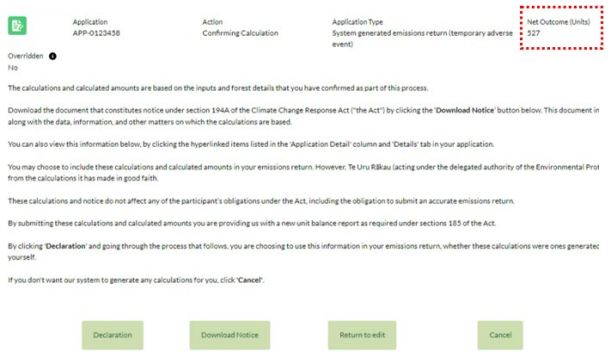
- Hectares Affected (New CAA (2))
- New CAA Unit Balance (2)
- Hectares Remaining (New CAA (1))
- New CAA Unit Balance (1)

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

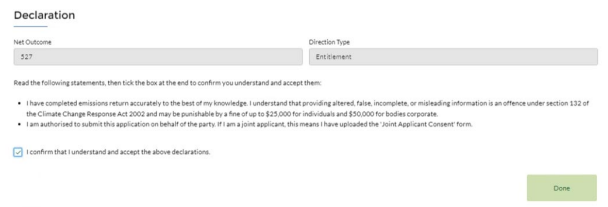
Apply to suspend accounting on land cleared by an adverse event

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.



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



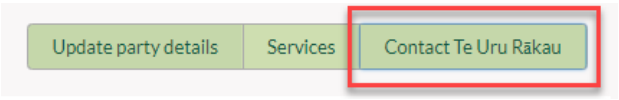
25. Click **Make payment** and complete the payment process.

    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.

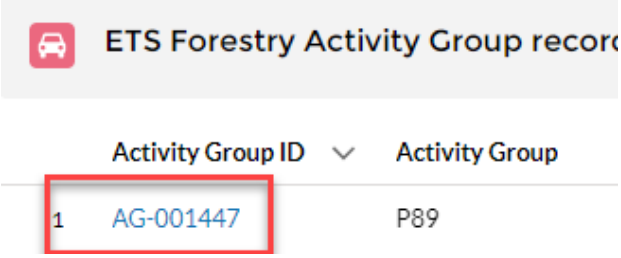
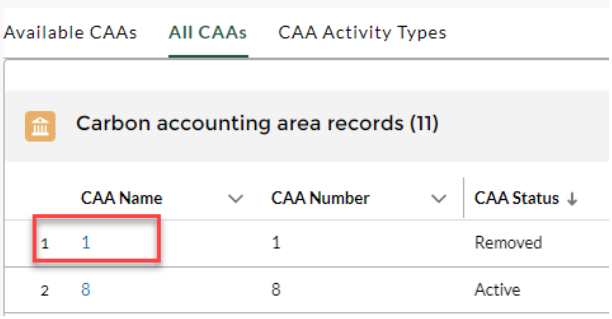
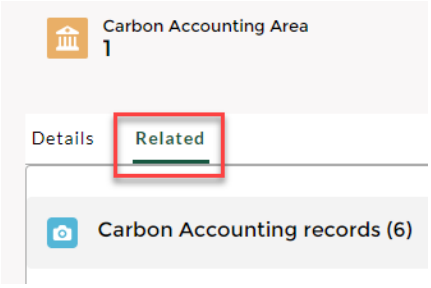
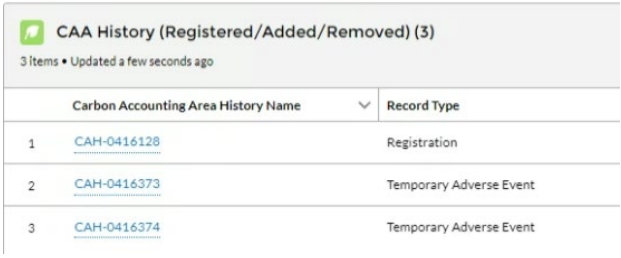
26. Your emissions return application will be submitted.

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.



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

1. From your party home page click on the activity group ID under **ETS Activity group records.**	
2. View your **Carbon accounting area records** to see the status of each carbon accounting area. To see the changes to the carbon accounting record, click on the value in the CAA Name column.	
3. Go to the **Related** tab.	
4. Under **CAA History (Registered/Added/Removed)**, select the carbon acounting area history name to view more details.	

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:

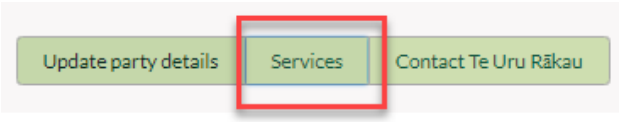
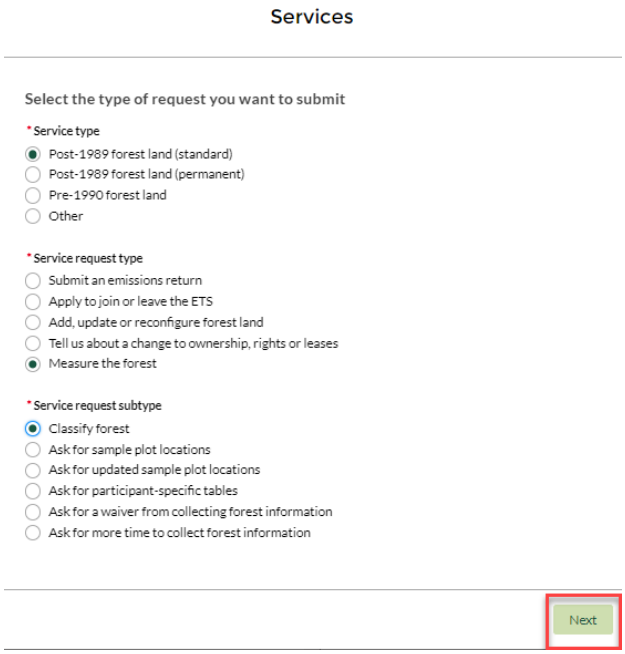
www.mpi.govt.nz/the-field-measurement-approach-fma/

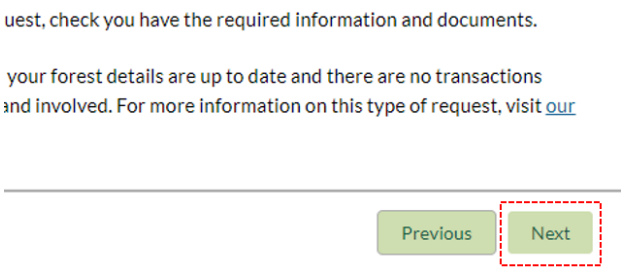
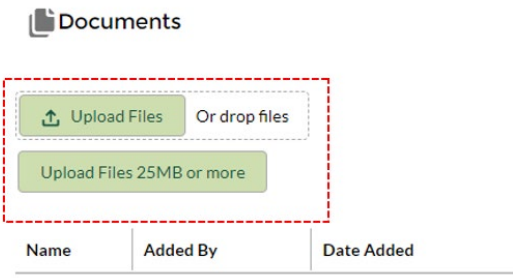
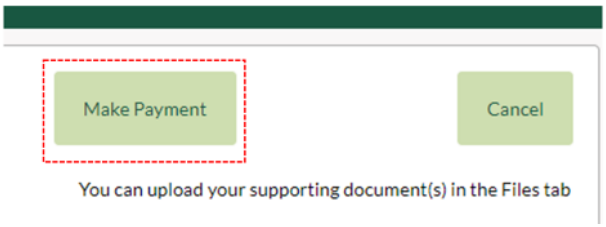
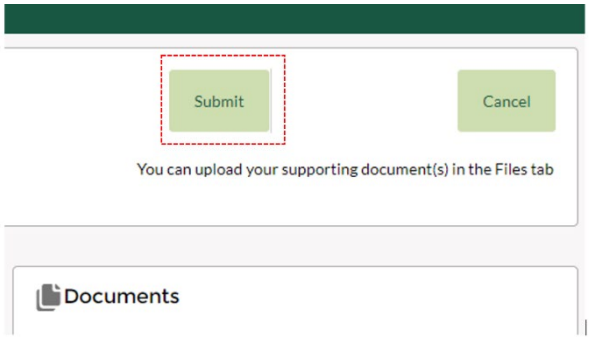
10.4.1 **Classify forest**

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**.	
5. Click **Upload Files** to upload any supporting documentation. See the *Uploading files* section of this guide for more information about uploading files.	
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/	
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.	

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 submitt uest. 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:

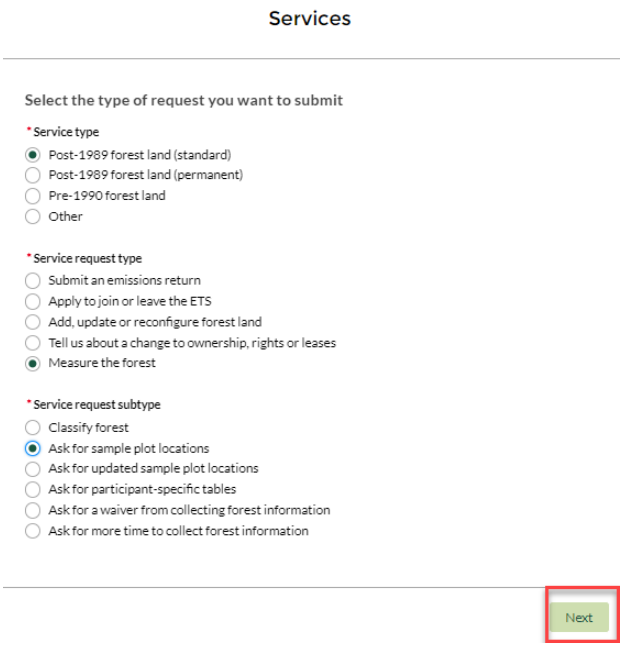
www.mpi.govt.nz/the-field-measurement-approach-fma/

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

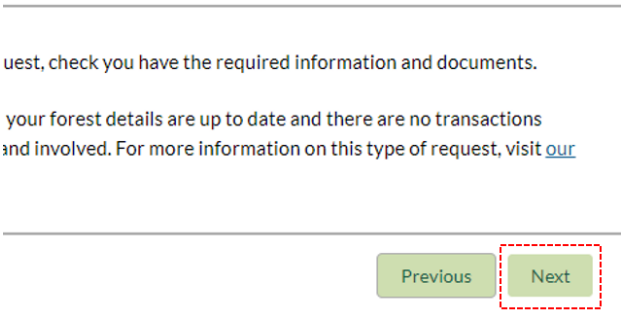
2. Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Measure the forest,** then **Ask for sample plot locations**.

3. Click **Next**.



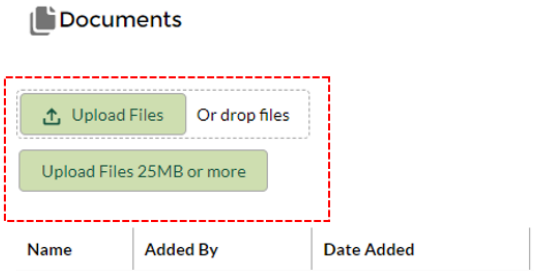
4. Read the information displayed.

5. Click **Next**.



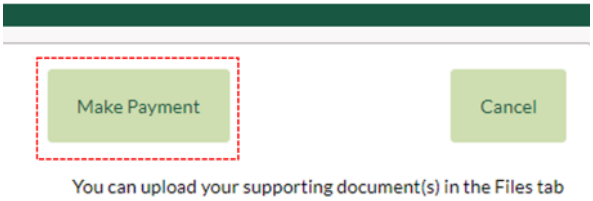
6. Click **Upload Files** to upload any supporting documentation.

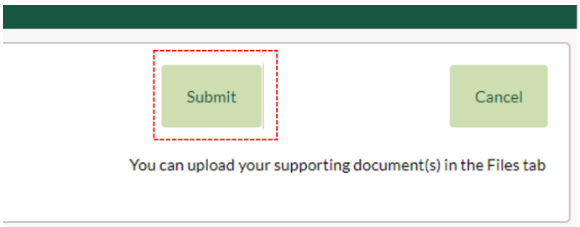
   See the *Uploading files* section of this guide for more information about uploading files.



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

   Information about service fees is available on the MPI website:



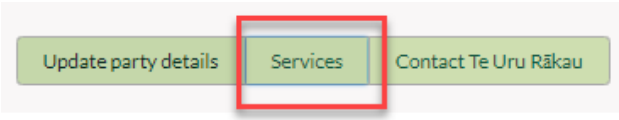
Ask for sample plot locations	
www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/	
8. Click **Submit**. The status of your case will change from **Draft** to **Submitted**.	
9. You will receive an email when your service request has been processed and your sample plot request form is ready to download. 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.	

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:

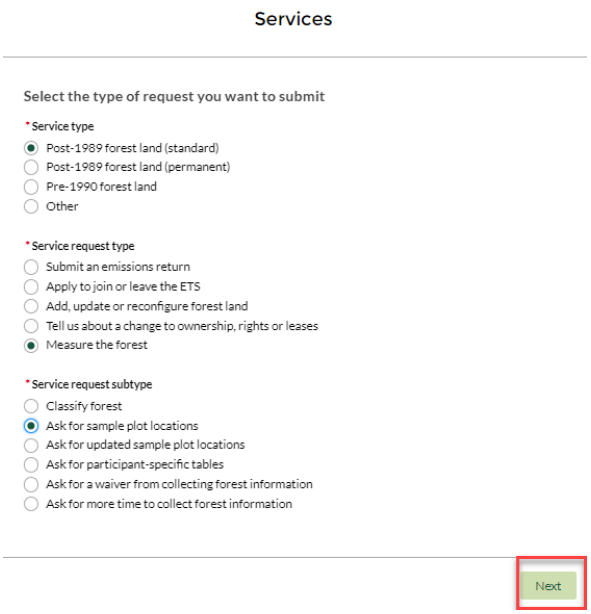
www.mpi.govt.nz/the-field-measurement-approach-fma/

Ask for updated sample plot locations	
1. From the party home page, select **Services**.	

Ask for updated sample plot locations

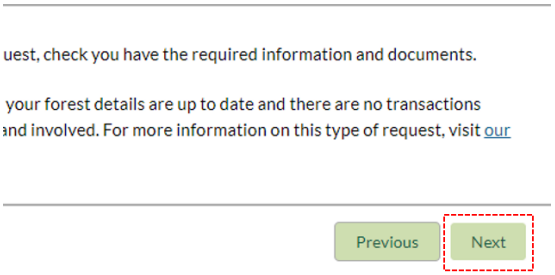
2. **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Measure the forest,** then **Ask for updated sample plot locations**.

3. Click **Next**.



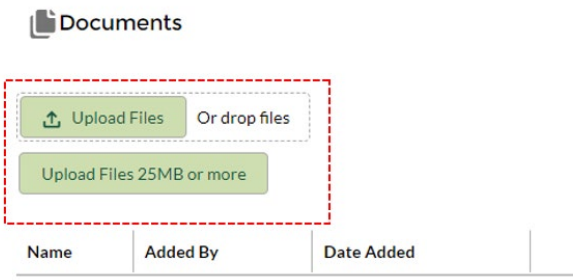
4. Read the information displayed.

5. Click **Next**.



6. Click **Upload Files** to upload any supporting documentation.

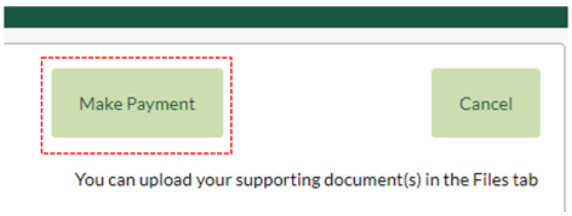
   See the *Uploading files* section of this guide for more information about uploading files.

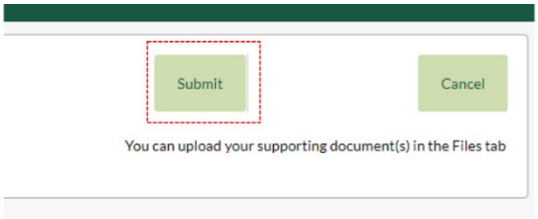


7. Click **Make Payment** and complete the payment process.

   Information about service fees is available on the MPI website:

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



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.	

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:

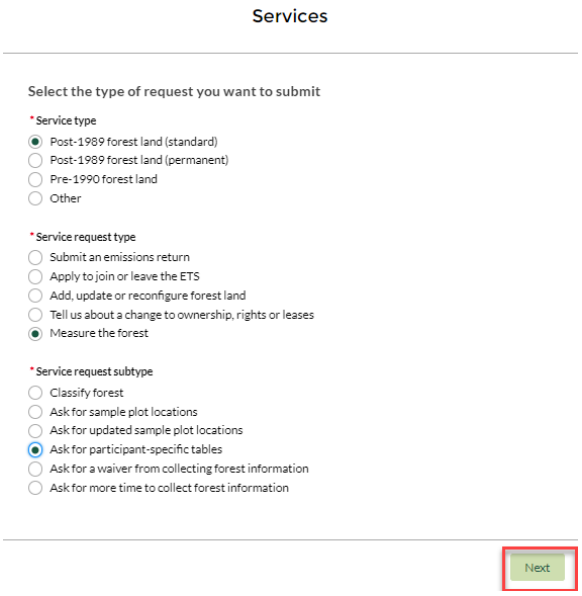
www.mpi.govt.nz/the-field-measurement-approach-fma/

Ask for participant-specific tables

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

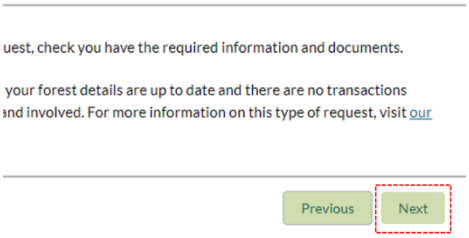
2. Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Measure the forest,** then **Ask for participant-specific tables**.

3. Click **Next**.



4. Read the information displayed.

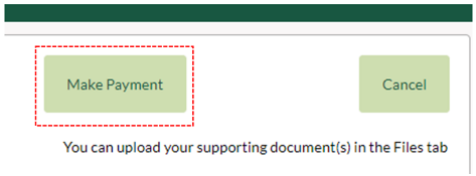
5. Click **Next**.

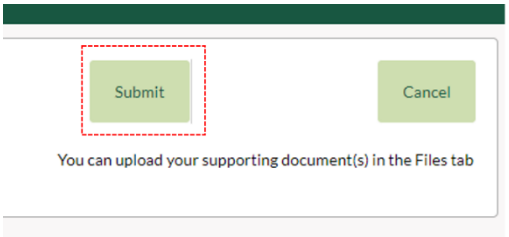


6. Click **Make Payment** and complete the payment process.

   Information about service fees is available on the MPI website:

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



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.	
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.	

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

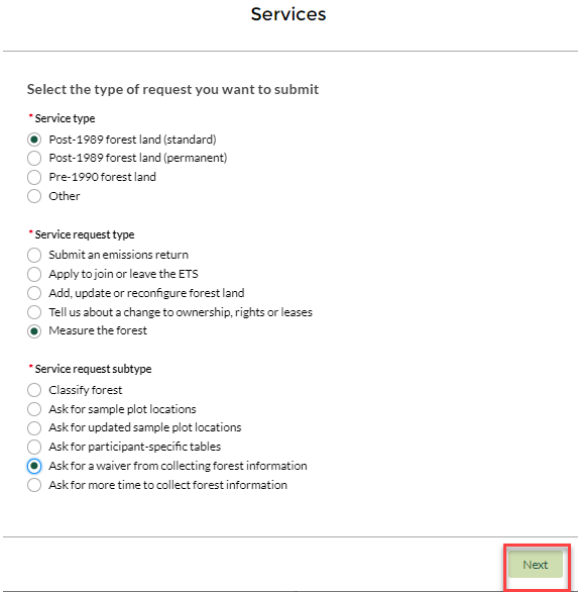
Before you begin:

- 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

1. From the party home page, select **Services**.	
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**. 3. Click **Next**.	

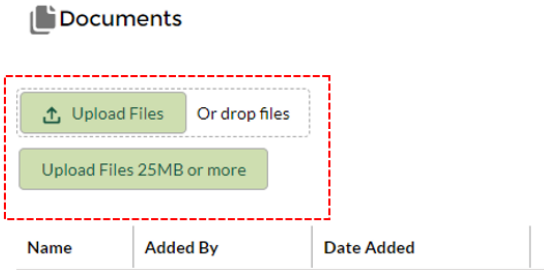
Ask for a waiver from collecting forest information

4. Select either **Temporary waiver** or **Permanent waiver.** In the description field, briefly outline your request.

5. Click **Next**.

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

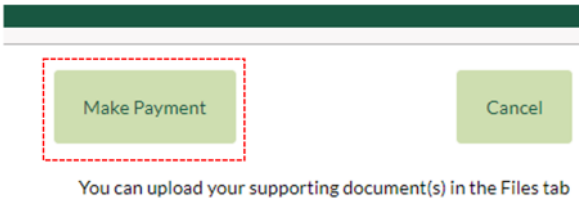
   See the *Uploading files* section of this guide for more information about uploading files.



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

   Information about service fees is available on the MPI website:

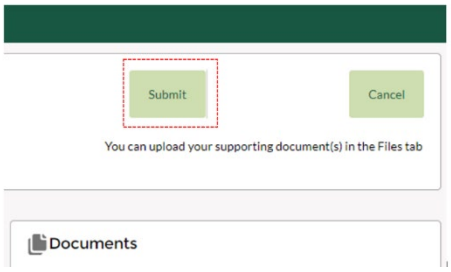
   www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/



8. Click **Submit**.

   The status of 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.



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 submitt uest. 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

10.4.6 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:

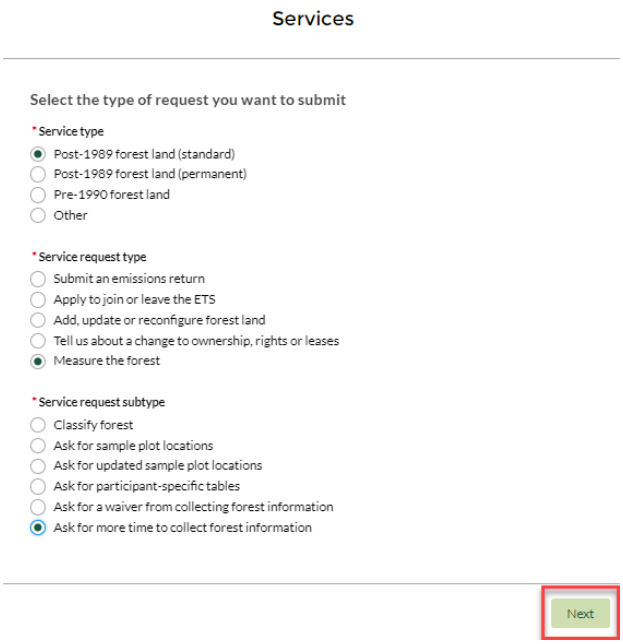
www.mpi.govt.nz/the-field-measurement-approach-fma/

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

Ask for more time to collect forest information

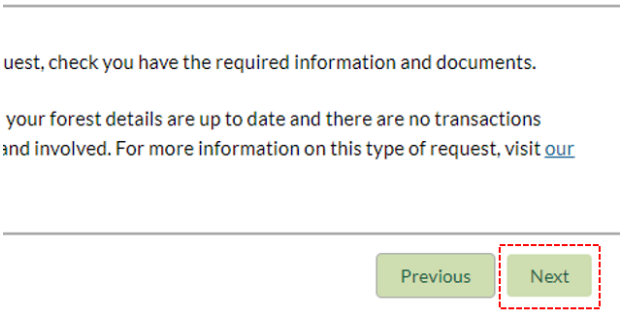
2. Select **Post-1989 forest land (standard)** or **Post-1989 forest land (permanent)**, then **Measure the forest,** then **Ask for more time to collect forest information**.

3. Click **Next**.



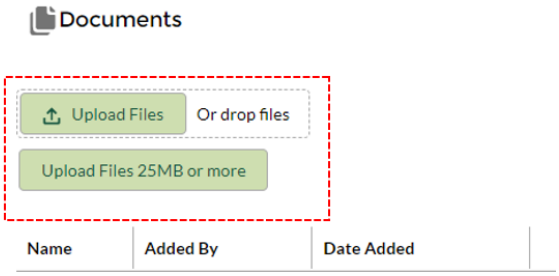
4. Read the information displayed.

5. Click **Next**.



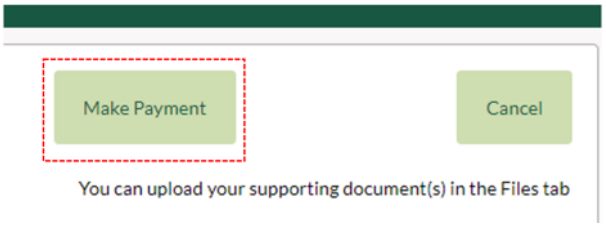
6. Click **Upload Files** to upload the completed application form and any supporting documentation.

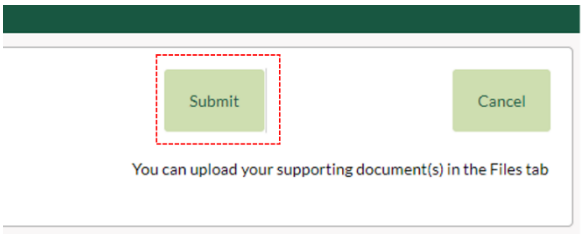
   See the *Uploading files* section of this guide for more information about uploading files.



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

   Information about service fees is available on the MPI website:



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.	

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/

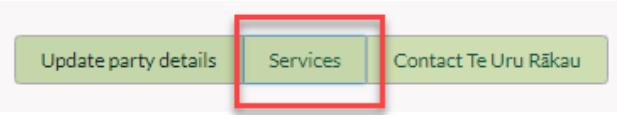
If you're unsure, you can request an emissions ruling to find out if what's happening on the land would be considered deforesting pre-1990 forest land.

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:

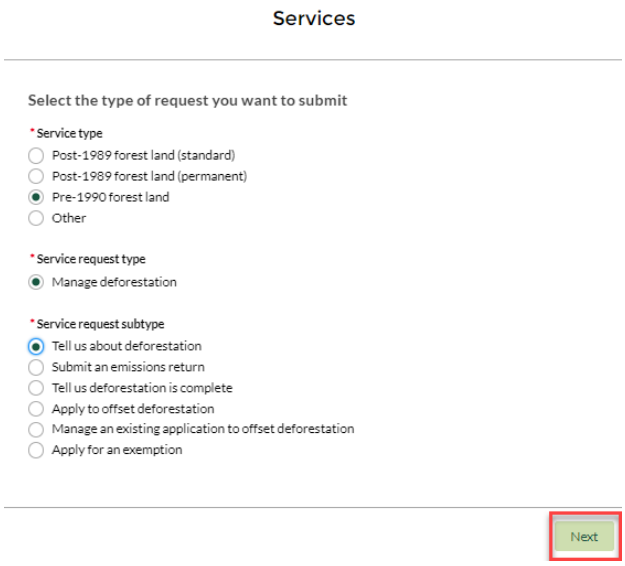
www.mpi.govt.nz/deforesting-forest-land/

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**.	

Tell us about deforestation

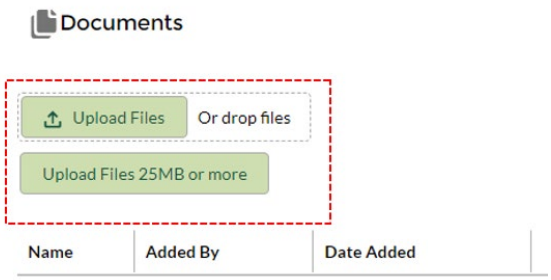
2. Select **Pre-1990 forest land**, then **Manage deforestation,** then **Tell us about deforestation**.

3. Click **Next**.



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

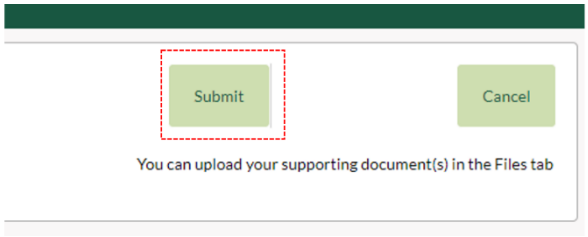
   See the *Uploading files* section of this guide for more information about uploading files.



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.



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 uest. 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

11.1.2 **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.

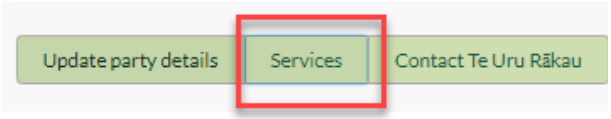
Find out what you need to do when deforesting pre-1990 forest land on the MPI website:

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

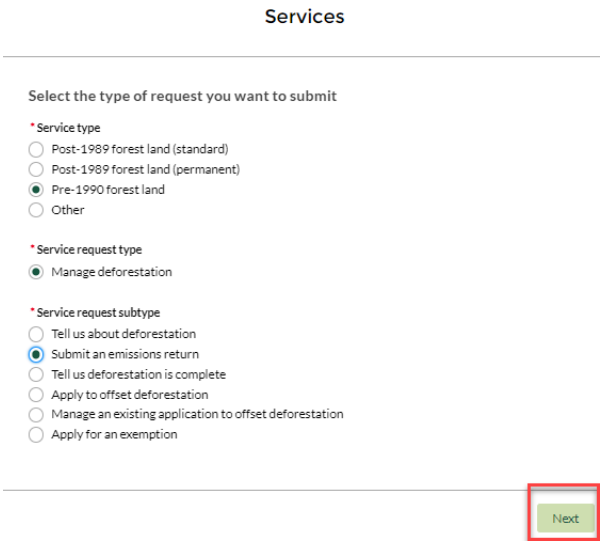
Submit an emissions return

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



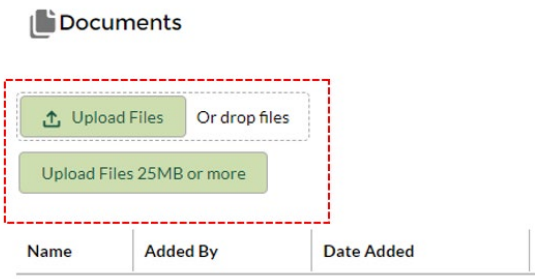
2. Select **Pre-1990 forest land**, then **Manage deforestation,** then **Submit an emissions return**.

3. Click **Next**.



4. Click **Upload Files** to upload the completed form and your shapefile(s).

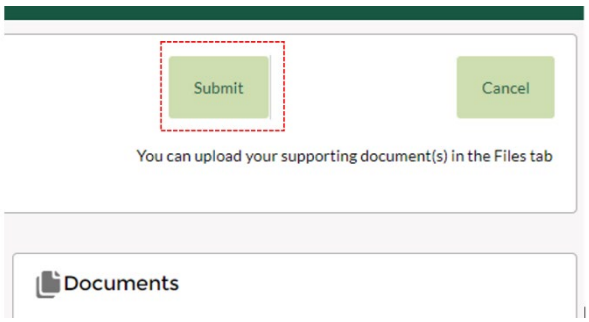
   See the *Uploading files* section of this guide for more information about uploading files.



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 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 submitt uest. 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:

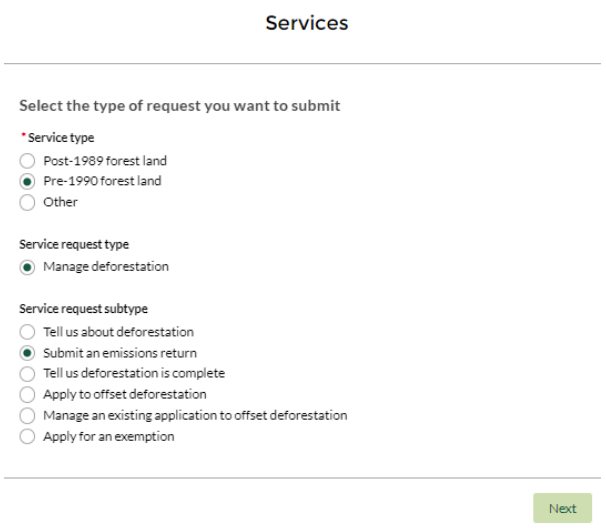
www.mpi.govt.nz/late-or-inaccurate-emissions-returns/

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

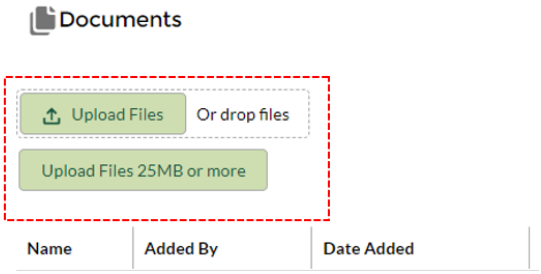
2. Select **Pre-1990 forest land**, then **Manage deforestation,** then **Submit an emissions return**.

3. Click **Next**.



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

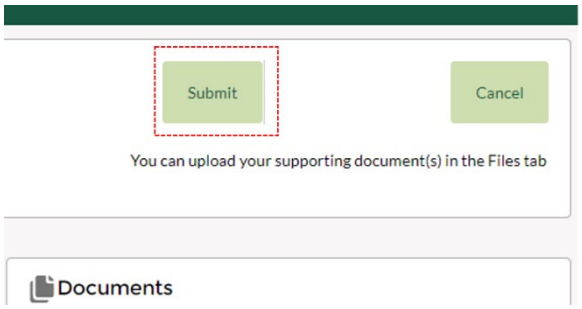
   See the *Uploading files* section of this guide for more information about uploading files.



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.



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 submitt uest. 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

11.1.4 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:

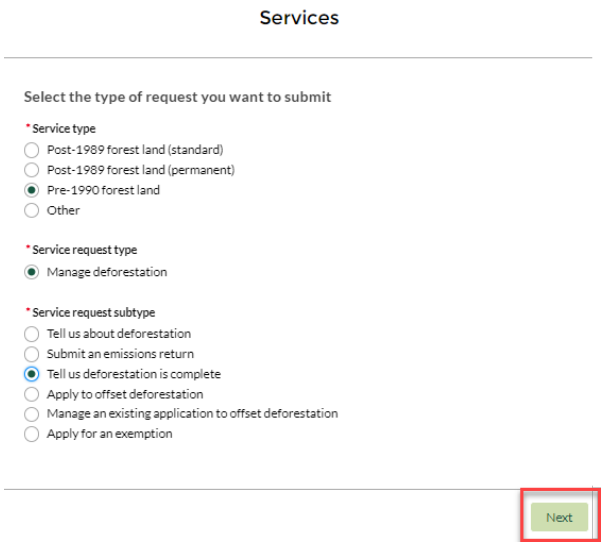
www.mpi.govt.nz/deforesting-forest-land/

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

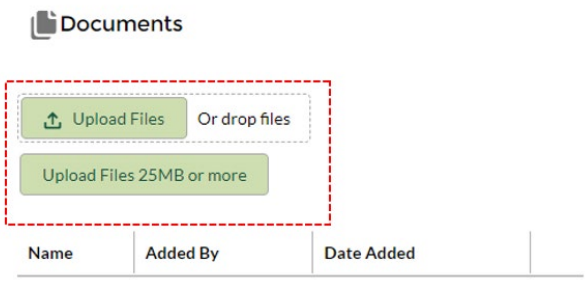
2. Select **Pre-1990 forest land**, then **Manage deforestation,** then **Tell us deforestation is complete**.

3. Click **Next**.



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

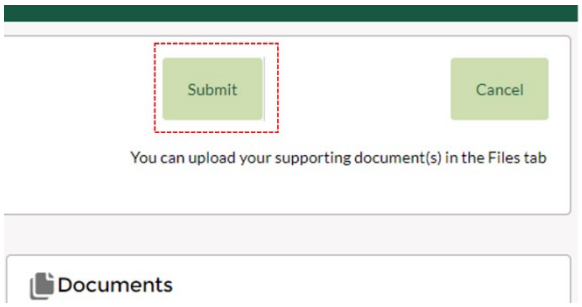
   See the *Uploading files* section of this guide for more information about uploading files.



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.



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 submitt uest. 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

11.1.5 **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:

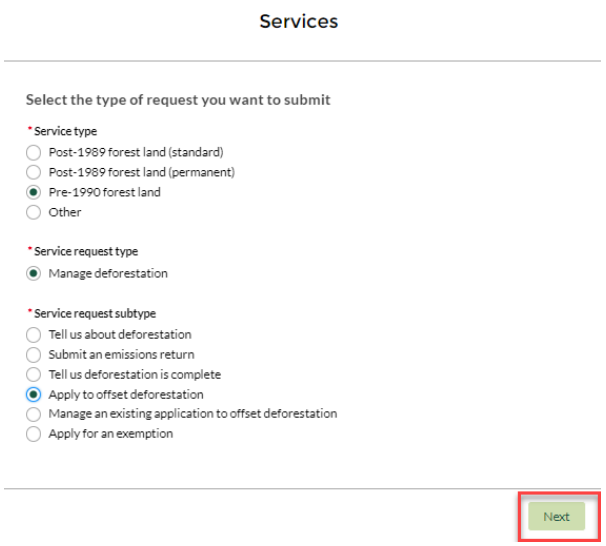
www.mpi.govt.nz/planting-forest-to-offset-pre-1990-deforestation/

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

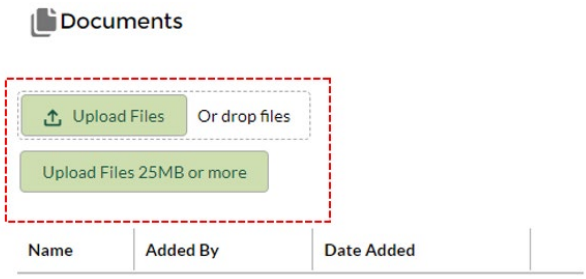
2. Select **Pre-1990 forest land**, then **Manage deforestation,** then **Apply to offset deforestation**.

3. Click **Next**.



4. Click **Upload Files** to upload the completed application form, your shapefiles, and any supporting documentation.

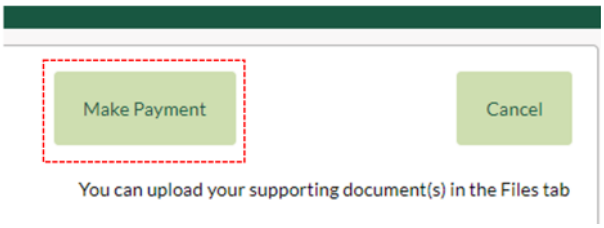
   See the *Uploading files* section of this guide for more information about uploading files.



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

   Information about service fees is available on the MPI website:

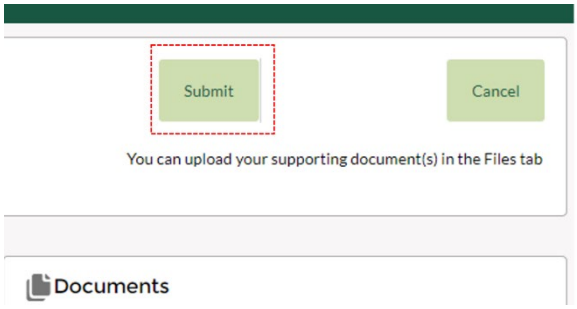
   www.mpi.govt.nz/service-fees-for-forestry-in-the-ets/



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.



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 submitt uest. 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.

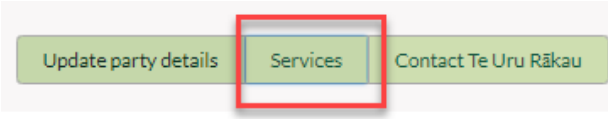
More information about offsetting the deforestation of pre-1990 forest land is available on the MPI website:

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

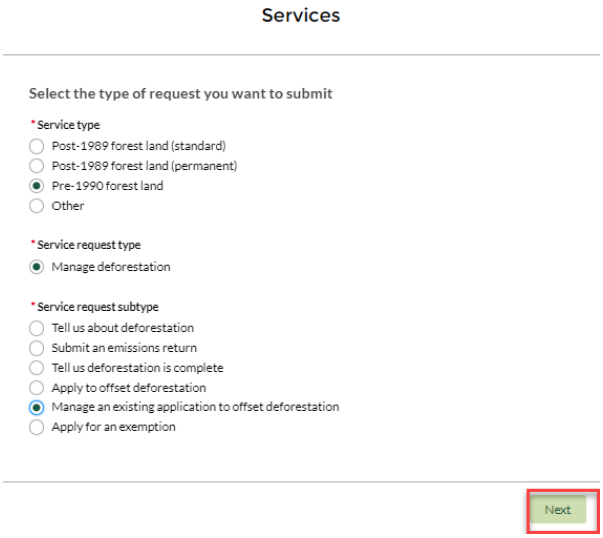
Manage an existing application to offset deforestation

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



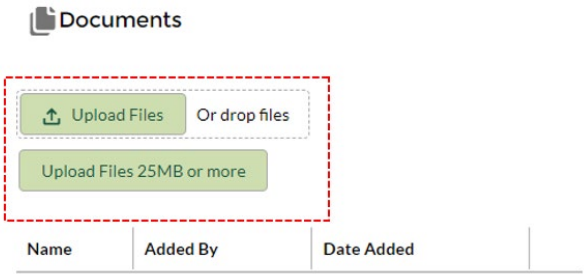
2. Select **Pre-1990 forest land**, then **Manage deforestation,** then **Manage an existing application to offset deforestation**.

3. Click **Next**.



4. Click **Upload Files** to upload the completed form and your shapefiles.

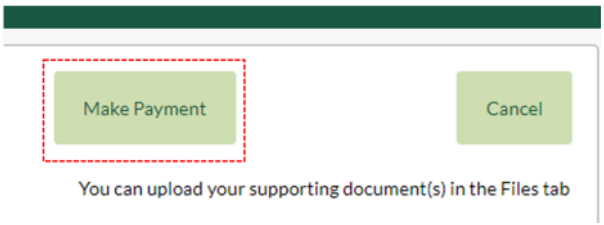
   See the *Uploading files* section of this guide for more information about uploading files.

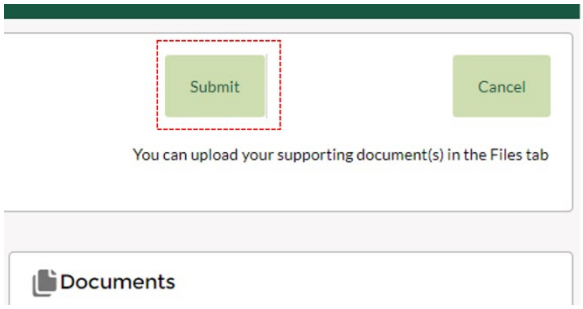


5. Click **Make Payment** and complete the payment process.

   Information about service fees is available on the MPI website:

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



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.	

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:

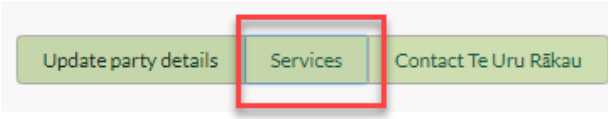
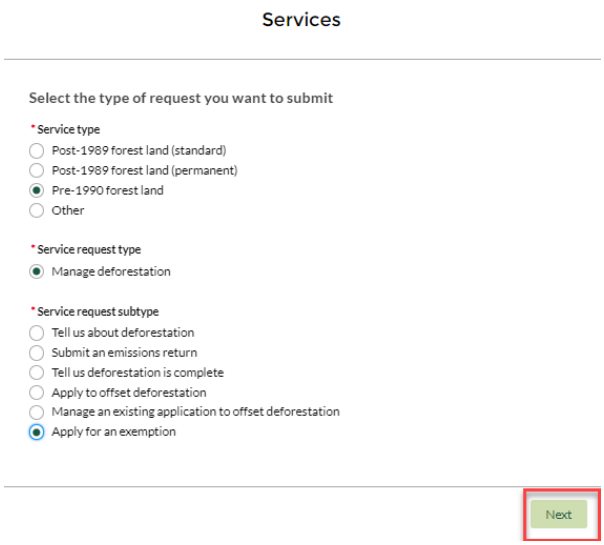
www.mpi.govt.nz/dmsdocument/13236

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:

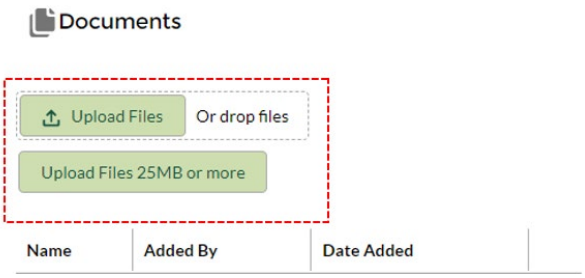
www.mpi.govt.nz/dmsdocument/13726

1. From the party home page, select **Services**.	
2. Select **Pre-1990 forest land**, then **Manage deforestation,** then **Apply for an exemption**. 3. Click **Next**.	

Apply for an exemption

4. Click **Upload Files** to upload the completed form and your shapefiles.

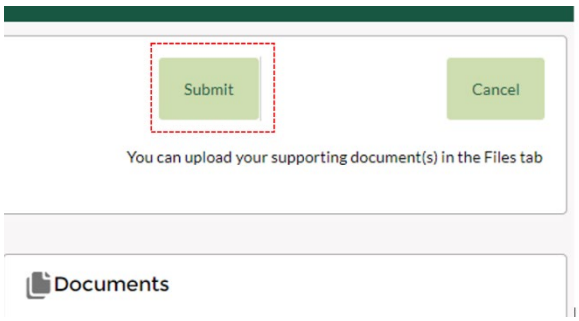
   See the *Uploading files* section of this guide for more information about uploading files.



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.



6. 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/

7. We will email you when we've processed your application.

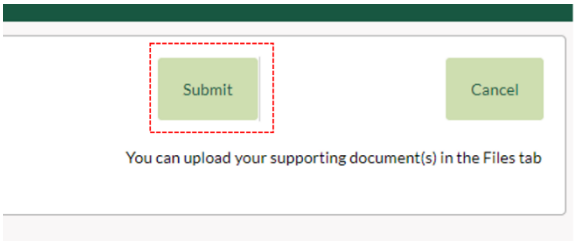
12.0 Other service requests

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	
1. From your party home page, click **Contact Te Uru Rākau**.	
2. From the 'My enquiry is about' dropdown menu, select 'A service I requested'. 3. Enter 'Request a carbon accounting record' in the subject line. 4. In the description field, tell us start and end dates for the carbon accounting record you want to request. 5. Click **Next.**	
6. 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.	

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 submitt uest. 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.

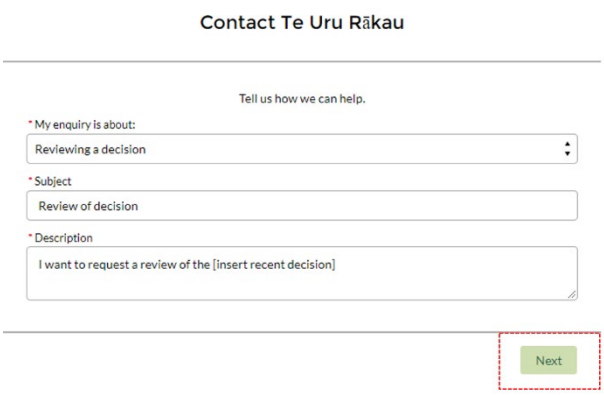
For more information about requesting a review of a decision, see the MPI website:

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

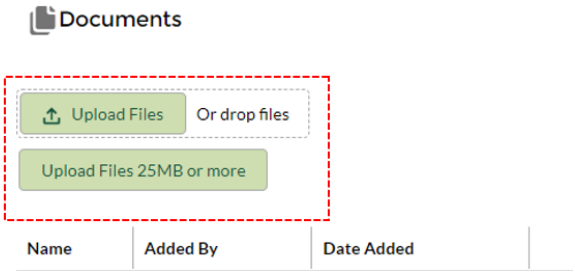
Request a review of a decision

2. From the 'My enquiry is about' dropdown menu, select Reviewing a decision.
3. Enter **Review of a decision** in the subject line.
4. In the description field, enter I want to request a review of the [insert recent decision].
5. Click **Next**.



6. Click **Upload Files** to upload any supporting documentation.

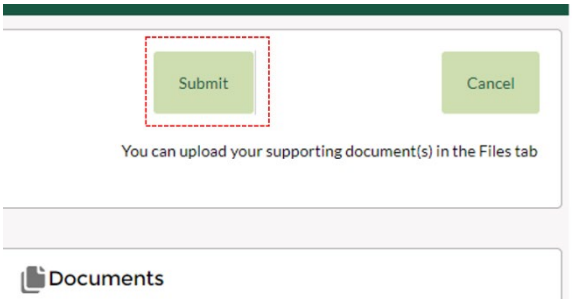
   See the *Uploading files* section of this guide for more information about uploading files.



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.



8. We will email you with the result of our review.

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.

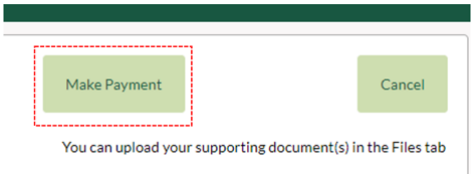
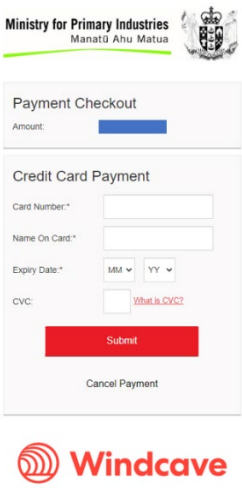
If you cannot pay with a debit or credit card, contact us from your party home page to arrange other payment options (see below). You will not be able to progress your service request until payment is made.

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	
1. In the application or case, click **Make Payment**.	
2. Read the information. 3. Click **Enter card details**.	
4. Enter your debit or credit card details. 5. Click **Submit**. Note: Two-factor authentication may be required while completing the credit card payment.	

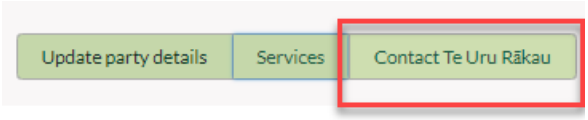
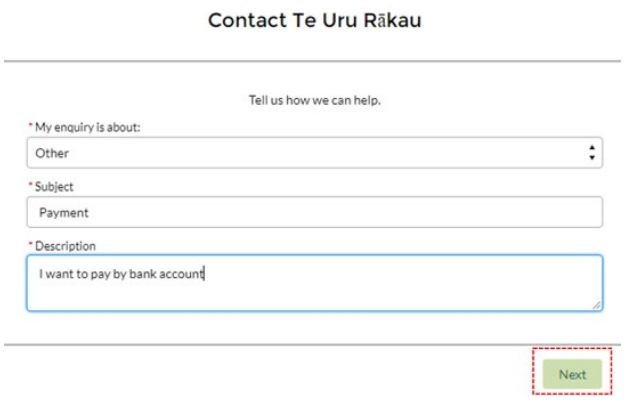
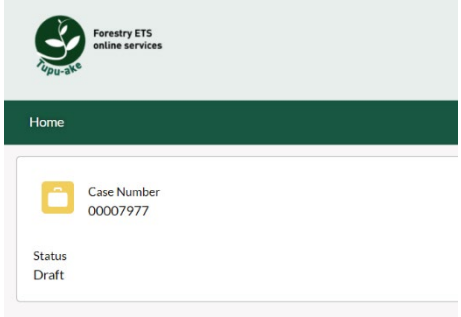
12.3.2 **Arrange other payment options**

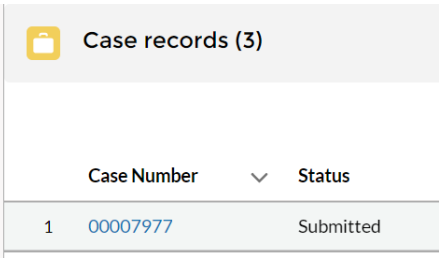
This process explains how to arrange other payment options if you are unable to pay with a credit or debit card.

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.

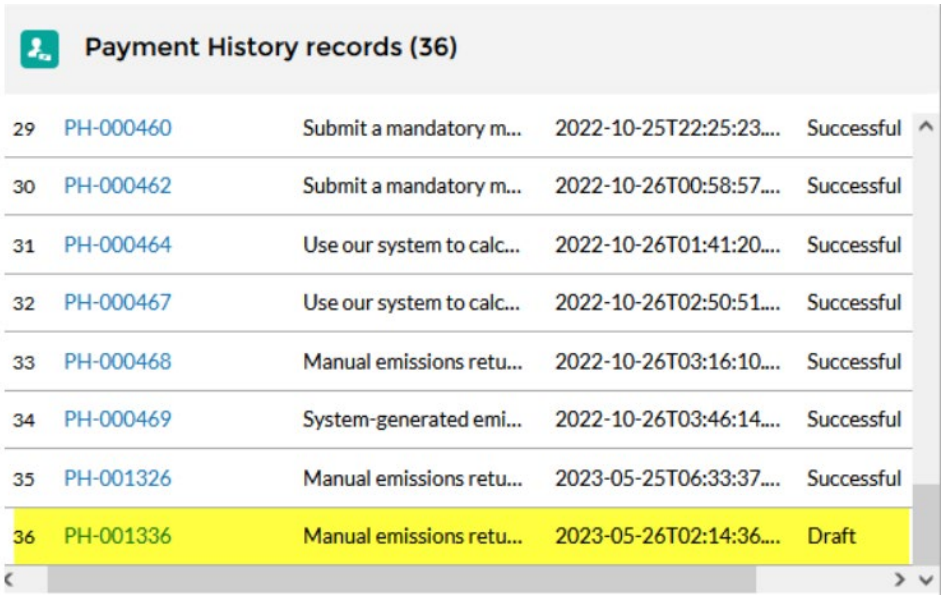
1. From your party home page, click **Contact Te Uru Rākau**.	
2. From the **My enquiry is about** list, select **Other**. 3. In the **Subject** field, type <<*Payment*>> and add a description. 4. In the **Description** field, add a description of your enquiry. 5. Click **Next**.	
6. A case is created.	
7. Click **Submit**.	

Arrange other payment options	
8. From the party home page, you can click on the **Case records** section to see the case.	
9. We will send you an email with instructions for payment.	

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.

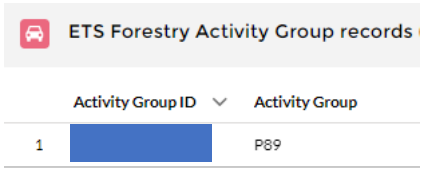
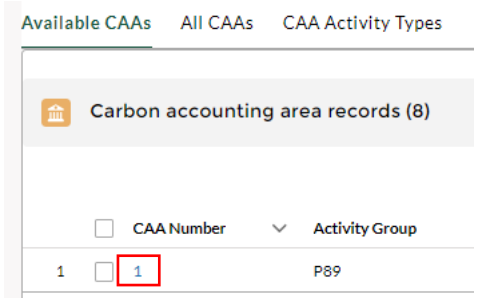
More information about the annual charge is available on the MPI website:

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.

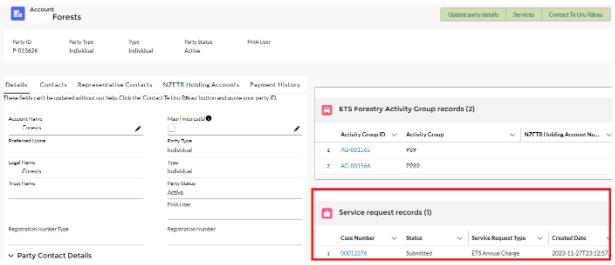
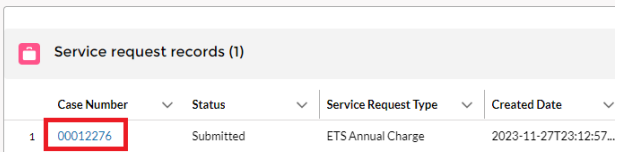
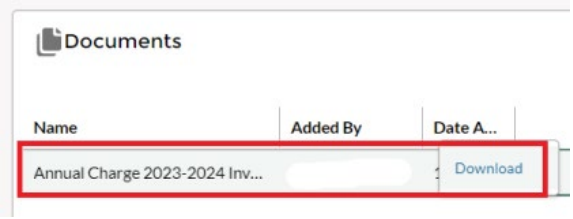
More information about the annual charge is available on the MPI website:

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

Exclude carbon accounting areas from the annual charge	
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.	
2. Click on the link for the relevant carbon accounting area to view the details.	
3. Click the pencil icon to edit the **Annual Fee Exclusion** field. Tick the checkbox.	
4. Click the back arrow to return to the carbon accounting area details.	

12.3.5 **Download the invoice for your post-1989 forest land annual charge**

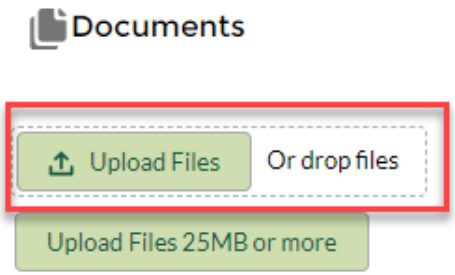
You will receive an email when we have generated and uploaded your invoice. This section tells you where to find your invoice.

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.	

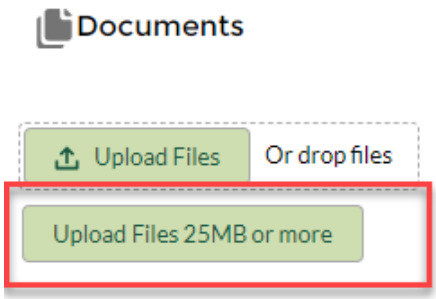
12.4 Upload files and documents

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.

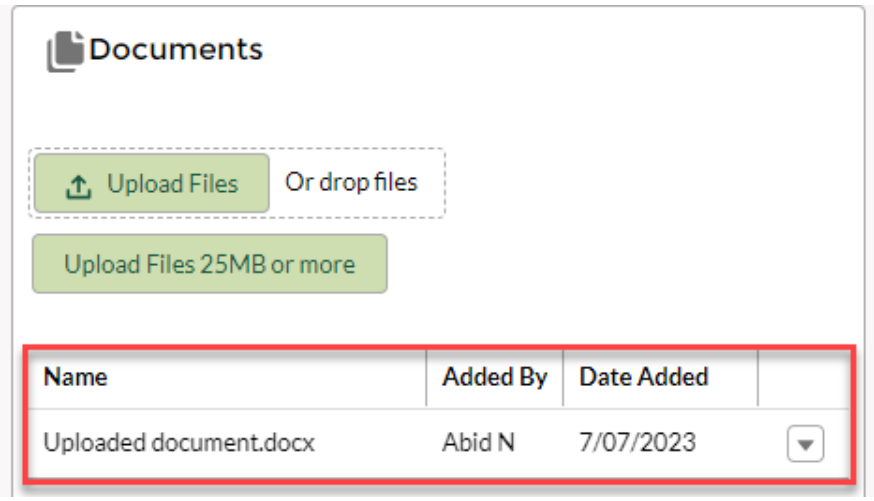
You can upload up to 10 files or 25MB by using the **Upload file** button or dragging and dropping.



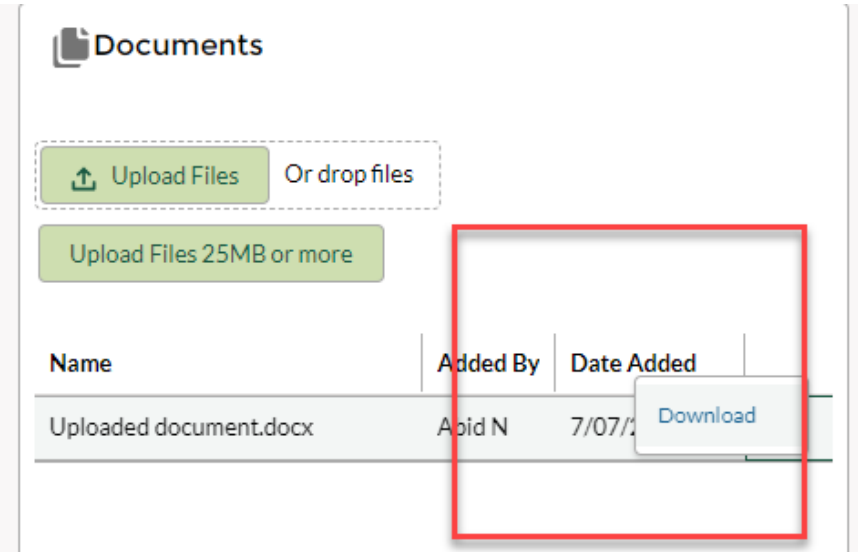
If you are uploading more than 10 documents or they reach more than 25 MB in size, you need to use the '*Upload Files 25MB or more*' button.



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.