



Guidance Notes- Update Operator/Organisation Details Application

This document does not purport to be and should not be considered a legal interpretation of the provisions and requirements of the Directive 2003/87/EC of the European Parliament and of the Council.

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GUIDANCE NOTES ON UPDATE OPERATOR/ORGANISATION DETAILS APPLICATION

These Guidance Notes have been prepared to assist Operators/Organisations in submitting an application form to the EPA for updating the Operator/Organisation Details. They outline the information required to allow the EPA to process an Update Operator/Organisation Details Application Form (IRL ETS 014-01).

These Guidance Notes do not purport to be a legal interpretation of the GHG Emissions Trading Regulations 2004 to 2005. Operators/Organisations may consider it prudent to seek advice from their legal advisers on this matter.

OVERVIEW

The application form has been designed in MS Excel to allow it to be filled out electronically. Once completed, it should be submitted by email and as two signed and stamped paper copies to the address listed in Section 8 of the Application Form.

Note that the spreadsheet should be saved as an MS Excel file and together with all electronic attachments should be **no larger than 2MB**. If the completed application form and related documents are larger than 2MB please include attachments on a separate email referenced accordingly.

Changes in operator/organisation details will not be processed until all sections of this form are completed in sufficient detail and to a satisfactory standard with all relevant attachments submitted.

All attachments should be clearly numbered, titled and paginated and referenced in the application form in Section 6 Additional Information

We can accept **additional information** in the following formats **only**:

- Microsoft Word
- Microsoft Excel
- Adobe Acrobat PDF

Further Guidance

If, having read the *Update Operator/Organisation Details Application Form (IRL ETS 014-01)* and this accompanying Guidance Note (IRL ETS 015-01), you feel you have special circumstances which are not catered for in the application or you are unclear as to how to complete this form please contact us by email at GHGpermit@epa.ie

PROCEDURES

An application for changes to Operator Details or Organisation Details (change of name and /or change of registered office/address) must be submitted on the appropriate electronic form (*IRL ETS 014-01*) together with all relevant supporting documentation as attachments.

Wherever possible all answers, information, etc., must be given in the spaces provided in the form (unless directed otherwise), with supporting information only forming the attachments.

Attachments should be clearly numbered, titled and paginated and must contain the required information as set out in the application form.

Confidential Information:

The application form and all supporting documentation will be made available to the public on request. Should the applicant consider certain information to be confidential, that information should be submitted in a separate sealed enclosure bearing the legend “ In the event that this information is deemed not to be held as confidential, it must be returned to....”. In the event that the EPA decides to withhold information from the public the nature of the information withheld and the reason why it is considered confidential will be available for public inspection.

GUIDANCE ON APPLICATION FORM

Section 1 Details of GHG Emissions Permit Operator

Sections 1.1 and 1.2

Please provide the GHG emission permit number and the details of the Operator as listed in the GHG emission permit.

Section 1.3

Please write in the space provided, the Registered Company Number of the Operator. This is available from the website of the Companies Registration Office (www.cro.ie)

Section 2 Changes Requested to Operator Details

Please indicate what changes are requested to the Operator’s details:

Section 2.1 Change of Operator Name

Where the Operator has changed name, the Operator must provide a copy of the *Certificate of Incorporation on Change of Name* from the Company’s Registration Office (CRO). This is a mandatory attachment which the EPA must receive before it can determine the application.

This *Certificate of Incorporation on Change of Name* from the CRO will certify that the name of the Operator has changed to a new name.

The Registered Company Number on this *Certificate of Incorporation on Change of Name* **must be the same** as appeared upon the *Certificate of Incorporation* that was provided to the EPA when applying for the GHG emissions permit, or for those GHG permit holders that have valid IPPC licences, that was provided as part of the IPPC licence application process.

The same Registered Company Number upon the *Certificate of Incorporation on Change of Name* shows that the Operator listed in the GHG emissions permit remains the same legal person, albeit called by a different name.

Section 2.2 Change of Registered Office/Address of Operator

Where the Operator has changed its registered office/address, the Operator must provide the particulars of same, as advised to the Companies Registration Office, in the space provided.

The EPA must receive this information before it can determine the application.

Please note that this relates solely to change in the Operator address, not to changes in the site address or installation address, as listed in the GHG emissions permit.

Section 2.3 Change in Installation Name

Changes to the Operator Name and/or Registered Address may result in knock-on changes to the Installation Name. Where this is the case, please provide the updated details of the installation name, so that this may also be reflected in the GHG emissions permit.

Section 2.4 Changes to Address for Correspondence

Changes to the Operator Name and/or Registered Address may result in knock-on changes to the address for correspondence. Where this is the case, please provide the updated details of same, so that correspondence pertaining to the GHG emission permit may reach the appropriate personnel in an efficient and effective manner.



Section 2.5 Changes to Authorised Site Contact Details

Changes to the Operator name and registered office/address, may result in knock-on changes to the details of the Authorised Site Contact.

If the details of the Authorised Site Contact have changed, please provide the updated information in the space provided.

Section 3 Details of Person/Organisation Holding Account

Holders of a Person/Organisation Holding Account (a trading account) in the Registry must provide the relevant information as detailed in the National Emissions Trading Registry.

Section 3.1 Organisation ID

Please provide the relevant Organisation ID number as listed in the National Emissions Trading Registry.

Section 3.2 Account Number/s

Please list the relevant account number/s associated with the Organisation.

Section 3.2 Organisation Name

Please provide the existing name of the Organisation as listed in the National Emissions Trading Registry.

Section 3.4 Organisation Address

Please provide the existing address of the Organisation as listed in the National Emissions Trading Registry.

Section 4 Changes Requested to Organisation Details

Section 4.1 Change of Organisation Name

Where the Organisation has changed name, the Organisation must provide a certified copy of the *Certificate of Incorporation on Change of Name* from the Company's Registration Office (CRO). This is a mandatory attachment which the EPA must receive before it can determine the application.

This *Certificate of Incorporation on Change of Name* from the CRO will certify that the name of the Organisation has changed to a new name.

The Registered Company Number on this *Certificate of Incorporation on Change of Name* **must be the same** as appeared upon the *Certificate of Incorporation* that was provided to the EPA when initially applying for the Person/Organisation Holding Account in the Registry. The same Registered Company Number upon the *Certificate of Incorporation on Change of Name* shows that the Organisation listed in the Registry remains the same legal person, albeit called by a different name.

Section 4.2 Change of Registered Office/Address of Organisation

Where the Organisation has changed its registered office/address, the Organisation must provide the particulars of same, as advised to the Companies Registration Office, in the space provided.

The EPA must receive this information before it can determine the application.

Section 5 Changes to Emissions Trading Registry Details

Changes to the Operator or Organisation name and registered office/address, may also result in knock-on changes to details within the National Emissions Trading Registry.

Changes to the **contact details** (e.g. email address, postal address, telephone and fax numbers) of the Primary Registry Contact and Authorised Account Representatives may be provided in the space provided.

Please note that only changes to the **contact details** of these persons can be accommodated on this application form.

Where the Primary Registry Contact and Authorised Account Representatives on the Registry are to be replaced by NEW persons, these changes can only be accommodated through the making of specific applications to the National Emissions Trading Registry. All such Application Forms and Guidance Notes are available from ETRAAdmin@epa.ie

Section 6 Attachments and Additional Information

Attachment 6.1 must be provided where changes to these details have been indicated by the Operator in Section 2.1 or by the Organisation in Section 4.1.

All further attachments/additional information should be clearly numbered, titled and paginated and referenced below. Please provide this information in an electronic format wherever possible. You can provide information as Microsoft Word, Excel, and Adobe Acrobat formats.

Please avoid supplying non-relevant information as it can slow down the processing of your application.

Attachment 6.1	<i>Certificate of Incorporation on Change of Name</i>

Section 7 Operator Declaration

Section 7.1 Operator Declaration

The Operator/Organisation must complete this section, sign and seal with the company stamp. This declaration should be signed by the Company Secretary or other Senior Officer of the Company.

The EPA will not process any application in the absence of a completed declaration.

Section 8 Application Instructions

Please submit two hard copies of the completed application, one of which must **be a signed and stamped original**, plus an electronic copy. The electronic copy should **not exceed 2MB** in size when forwarded to the EPA by e-mail.

Email: GHGPermit@epa.ie

By Post: **Permit Applications,
Emissions Trading Unit,
Environmental Protection Agency,
Regional Inspectorate,
McCumisey House,
Richview,
Clonskeagh Road,
Dublin 14.**

Upon receipt of the **Update Operator/Organisation Details Application Form** and the supporting documentation, the EPA will verify the information provided.

If the information provided is satisfactory, the EPA will update the GHG emissions permit to reflect the new name and/or new address of the Operator. The Operator, albeit with a different name or at a different address, remains responsible for all legal obligations as required under the GHG emissions permit.

Consequential changes required to the details in the National Emissions Trading Registry will also be effected.