

ADD OR UPDATE FACILITY INFORMATION FORM

ISD/CCPEB 144 (REV. 07/2020) PAGE 1 OF 3

DOCUMENTATION

Your entity is responsible for managing the cap-and-trade compliance obligations for the facility or facilities associated with your entity account in the Compliance Instrument Tracking System Service (CITSS). This form may be used to document changes in existing facility information, or a new facility entered into CITSS.

This form may be used to:

- Document information updates for a facility that is already in CITSS, or
- Document the addition of a facility into CITSS that has never been registered to CITSS.

An entity's Primary Account Representative (PAR) or Alternate Account Representative (AAR) must submit these changes in CITSS for Jurisdiction Registrar approval. This completed form, along with completed attestations and signatures, may be submitted to the California Air Resources Board (CARB) Registrar at CACITSSRegistrar@arb.ca.gov for approval before the proposed changes in CITSS can become effective. You may also choose to include the completed facility information page from CITSS and attach the attestations page from this form. If you are entering information for more than one facility, provide a completed Facility Information page for each facility.

The last page of this form provides the required attestations that must be signed by an entity's representative (PAR or AAR) and an authorized Director or Officer who has been disclosed to CARB.

EXISTING REGISTERED CITSS FACILITY

An account representative (PAR or AAR) can revise information about a facility already associated with the entity account by selecting the "Edit Facility" button at the bottom of the Facility Information page in CITSS. Most changes to facility information do not require documentation for Registrar approval. For example, changes to the Facility Legal Name or Operating Name requires Registrar approval and submission of a signed attestation from an active CITSS account representative pursuant to section 95832(d) of the Cap-and-Trade Regulation (Regulation; title 17, California Code of Regulations, sections 95800 et seq.).

ADDITION OF A NEW FACILITY

A new facility is a covered facility or emissions source that is assigned a Greenhouse Gas Reporting ID Number from CARB's Mandatory Reporting Program, and is already owned or operated by a registered entity but has never been registered in CITSS. The request to add a new facility in CITSS will require the authorization of an authorized director or officer already disclosed pursuant to section 95830(c) of the Regulation.

NOTE: Do not use this form if your entity has purchased a covered facility or covered emissions source. Instead, refer to the [Change of Ownership Form](#) provided by CARB. Changes in facility ownership require coordination between the selling and purchasing entities, requesting administrative transfer of compliance instruments between entity accounts, and disclosing updates to changes in corporate associations and structure. This form does not provide adequate documentation of a facility change in ownership as described pursuant to section 95835 of the Regulation.

If your entity has purchased a covered facility, refer to the [Change of Ownership Form](#) provided by CARB. Changes in facility ownership require coordination between the selling and purchasing entities, requesting administrative transfer of compliance instruments between entity accounts, and disclosing updates to changes in corporate associations and structure. This form does not provide adequate documentation of a facility change in ownership as described pursuant to section 95835 of the Regulation.

ADD OR UPDATE FACILITY INFORMATION FORM

ISD/CCPEB 144 (REV. 07/2020) PAGE 2 OF 3

If there is a confirmed new covered facility or emissions source subject to a compliance obligation for the Cap-and-Trade Program, an active CITSS account representative (PAR or AAR) can propose the information to add a new facility to an entity's CITSS account. The page to enter a new facility is accessed by selecting the "Add a Facility" button at the bottom of the Facilities tab in CITSS.

FACILITY INFORMATION PAGE

Complete the information below and provide the updated information for the facility that you are requesting to update or add to the entity's account.

ENTITY INFORMATION

| | |
|------------------|-------------|
| CITSS Entity ID: | Legal Name: |
| Operating Name: | |

FACILITY INFORMATION

| | |
|-----------------------------|--------------------------|
| CITSS Entity ID: | |
| Facility Legal Name: | Facility Operating Name: |
| GHG Emissions Reporting ID: | |

FACILITY PHYSICAL ADDRESS

| | |
|----------------------|-----------------|
| Address Line 1: | Address Line 2: |
| City/State/Zip Code: | Country: |

FACILITY MAILING ADDRESS:

| | |
|----------------------|-----------------|
| Address Line 1: | Address Line 2: |
| City/State/Zip Code: | Country: |

FACILITY GHG REPORTER CONTACT

| | |
|------------------------------|---------------------------|
| Contact First Name: | Contact Last Name: |
| Contact Job Title: | Contact Telephone Number: |
| Contact Mobile Phone Number: | Contact Email Address: |

ADD OR UPDATE FACILITY INFORMATION FORM

ATTESTATIONS

The following attestations must be completed and submitted with the facility information pages. Handwritten and electronic signatures are acceptable. If using an electronic signature, this should be done by copying and pasting a scanned version of your signature. A “type-in” name in lieu of an electronic signature cannot be accepted. Your entity will be responsible for managing the cap-and-trade compliance obligations for any facility listed previously.

PAR OR AAR ATTESTATIONS TO UPDATE FACILITY INFORMATION

I certify under penalty of perjury under the laws of the State of California that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. I certify under penalty of perjury of the laws of the State of California that the statement of information submitted to CARB is true, accurate, and complete. I consent to the jurisdiction of California and its courts for purposes of enforcement of the laws, rules and regulations pertaining to title 17, article 5, sections 95800 et seq., and I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

I certify under penalty of perjury under the laws of the State of California that I was selected as the primary account representative or the alternate account representative, as applicable, by an agreement that is binding on all persons who have an ownership interest with respect to compliance instruments held in the account. I certify that I have all the necessary authority to carry out the duties and responsibilities contained in title 17, article 5, sections 95800 et seq. on behalf of such persons and that each such person shall be fully bound by representations, actions, inactions, or submissions and by any order or decision issued to me by the accounts administrator or a court regarding the account.

| | |
|----------------|--------|
| Print Name: | Date: |
| Employer Name: | Title: |
| Signature: | |

ENTITY DIRECTOR OR OFFICER ATTESTATION TO ADD A NEW CITSS FACILITY

(This attestation is required to add a new facility to an entity’s CITSS account. This attestation is not required to change the information of an existing registered CITSS facility that is already associated with the entity).

I certify under penalty of perjury under the laws of the State of California that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. I certify under penalty of perjury of the laws of the State of California that the statement of information submitted to CARB is true, accurate, and complete.

| | |
|---------------------------------|--------|
| Print Director or Officer Name: | Date: |
| Employer Name: | Title: |
| Signature: | |