

**REQUEST TO CHANGE ACCOUNT REPRESENTATIVES/ACCOUNT VIEWING AGENTS FORM**

This form can be used to request a change to current account representatives and viewing agents on an entity's account. Replacement of the Primary Account Representative (PAR), or the addition of a new Alternate Account Representative (AAR) or Account Viewing Agent (AVA) entered in CITSS will not become effective until this form or equivalent information authorizing the proposed change(s) is approved by the California Registrar.

If using this form to comply with Section 95832 of the Cap-and-Trade Regulation, an active representative, current director or officer, and all proposed new representatives must sign and date the attestations provided below. Handwritten and electronic signatures are accepted. 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. This form may be e-mailed to [CACITSSRegistrar@arb.ca.gov](mailto:CACITSSRegistrar@arb.ca.gov), or mailed to the California Air Resources Board at the following address: Attn: California Air Resources Board, CITSS Entity Account Management, 1001 I Street, 6<sup>th</sup> Floor, Sacramento, CA 95814.

**SECTION 1: AUTHORIZATION FOR CHANGES**

This form authorizes replacement of the PAR, including swapping of the current PAR with a current AAR or AVA, and/or the addition of new AARs or AVAs. These changes must have already been entered in CITSS and be pending Registrar approval.

**Entity Account Information**

CITSS Entity ID Number:
Legal Name:
Operating Name:

**Attestation by the active PAR or an active AAR**

The attestation language below is provided pursuant to Section 95832(d).

I certify under penalty of perjury under the laws of the State of California that I am authorized to make this submission on behalf of the entity that owns the compliance instruments held in account. 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. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify under penalty of perjury under the laws of the State of California that the statements and information submitted to CARB are 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.

Print Name:	User Reference Code:
Employer Name:	Title:
Signature:	Date:

**REQUEST TO CHANGE ACCOUNT REPRESENTATIVES/ACCOUNT VIEWING AGENTS FORM**

**Director or Officer Verification** (must be an individual provided in the most recent disclosures of the list of the Entity's Directors and Officers pursuant to title 17, article 5, sections 95800 et seq., who is responsible for the conduct of the PAR, AAR, and AVAs)

The attestation language below is provided pursuant to Sections 95832(a)(4) and 95832(a)(6).

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 Name:	Number of Attached Attestation Pages:
Employer Name:	Title:
Signature:	Date:

**SECTION 2.0: PROPOSED CHANGES**

The following three tables are used to identify requested changes to the PAR, AARs, and AVAs respectively. Multiple changes may be indicated within each table. An account held by an individual market participant must have a PAR, but is not required to have an AAR as a second representative. All other entity accounts must have a PAR and at least one AAR. All accounts may designate up to four AARs and five AVAs.

Entity accounts must have a PAR at all times. When the user who is the current PAR is proposed to be retired or changed to another role, another user must be designated to replace the current PAR. For convenience, CITSS allows users to be swapped between the PAR role and the AAR or AVA roles in a single action. **The information in this form is not required to swap a PAR and AAR role if the entity meets the requirements of Section 95832(f)(3).**

Complete only those table(s) in this form within which changes are proposed, i.e. replacement of a PAR, swapping the current PAR with a current AAR or AVA, or adding new AARs and/or AVAs. Complete each table in its entirety where changes are proposed by listing the names of all current representatives or agents. It is only necessary to provide the 12-digit CITSS User Reference Code for individuals that are being added or changing roles.

**TABLE 1: PRIMARY ACCOUNT REPRESENTATIVE (PAR)**

Complete this table if the current PAR is being changed. The current PAR may be retired (not designated to another role) or designated as an AAR or AVA. The registered user that will replace the current PAR must be one of the following:

- A user who is not already an AAR or AVA and must be added (indicate in Table 1).
- An AAR swapping roles with the PAR, if the entity does not meet the requirements of Section 95832(f)(3) (indicate in Table 1 and Table 2).
- An AAR being changed to the PAR and the PAR retiring (indicate in Table 1 and Table 2).
- An AVA being changed to the PAR (indicate in Table 3).

**REQUEST TO CHANGE ACCOUNT REPRESENTATIVES/ACCOUNT VIEWING AGENTS FORM**

Name	User Reference Code	Retire	Change to AAR	Change to AVA
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Designate a user who is not already an AAR or AVA as the new PAR  Add

Name:	User Reference Code:
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**TABLE 2: ALTERNATE ACCOUNT REPRESENTATIVES (AARs)**

Complete this table to add a new AAR or swap a current AAR with the current PAR. All current AARs, including the addition of new AARs, and/or the swapping of a current AAR with the current PAR should be listed in the table below. This table does not need to be filled out if the entity is swapping a current AAR with the current PAR and the entity meets the requirements of Section 95832(f)(3).

Name	User Reference Code	Current (No Change)	New (add)	Change to PAR
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TABLE 3: ACCOUNT VIEWING AGENTS (AVAs)**

Complete this table to add a new AVA or swap a current AVA with the current PAR. All current AVAs, including the addition of new AVAs, and/or the swapping of a current AVA with the current PAR should be listed in the table below.

Name	User Reference Code	Current (No Change)	New (add)	Change to PAR
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REQUEST TO CHANGE ACCOUNT REPRESENTATIVES/ACCOUNT VIEWING AGENTS FORM**  
ISD/CCPEB-142 (REV. 01/2021) PAGE 4 OF 9

**SECTION 3.0: ADDITIONAL REQUIRED INFORMATION (IF APPLICABLE)**

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If none of the account representatives have a primary residence address in California, you must have an Agent for Service of Process located in California. The agent may be an individual who resides in California, or a corporation, that has previously filed a certificate pursuant to California Corporations Code section 1505. If needed, identify an Agent for Service of Process.

Name of Agent for Service of Process:
Agent Address:
Agent City, State, Zip:

**ADDITIONAL ATTACHED ATTESTATIONS (IF APPLICABLE)**

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The following attestation page(s) must be completed by users who are being added to an account as a PAR or AAR. New account representatives must submit attestations as described in Section 95832(a)(3) and pursuant to Section 95832(f)(1)– (f)(2). Attestations may be submitted with handwritten or electronic signatures.

This form provides a total of five Attestation Pages that may be attached to this form, however, in most cases, not all five of the attestations will be required. In Section 1 of this form, the Director or Officer verifying the content of this form must confirm the number of Attestation Pages that are attached to the back of this form.

**REQUEST TO CHANGE ACCOUNT REPRESENTATIVES/ACCOUNT VIEWING AGENTS FORM**

**ATTACHED ATTESTATION PAGE 1**

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 my representations, actions, inactions, or submissions and by any order or decision issued to me by the accounts administrator or a court regarding the account.

New Role (Choose One): <input type="checkbox"/> PAR <input type="checkbox"/> AAR	
Print Name:	User Reference Code:
Employer Name:	Title:
Signature:	Date:

**REQUEST TO CHANGE ACCOUNT REPRESENTATIVES/ACCOUNT VIEWING AGENTS FORM**

**ATTACHED ATTESTATION PAGE 2**

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 my representations, actions, inactions, or submissions and by any order or decision issued to me by the accounts administrator or a court regarding the account.

New Role (Choose One): <input type="checkbox"/> PAR <input type="checkbox"/> AAR	
Print Name:	User Reference Code:
Employer Name:	Title:
Signature:	Date:

**REQUEST TO CHANGE ACCOUNT REPRESENTATIVES/ACCOUNT VIEWING AGENTS FORM**  
ISD/CCPEB-142 (REV. 01/2021) PAGE 7 OF 9

**ATTACHED ATTESTATION PAGE 3**

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 my representations, actions, inactions, or submissions and by any order or decision issued to me by the accounts administrator or a court regarding the account.

New Role (Choose One): <input type="checkbox"/> PAR <input type="checkbox"/> AAR	
Print Name:	User Reference Code:
Employer Name:	Title:
Signature:	Date:

**REQUEST TO CHANGE ACCOUNT REPRESENTATIVES/ACCOUNT VIEWING AGENTS FORM**  
ISD/CCPEB-142 (REV. 01/2021) PAGE 8 OF 9

**ATTACHED ATTESTATION PAGE 4**

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 my representations, actions, inactions, or submissions and by any order or decision issued to me by the accounts administrator or a court regarding the account.

New Role (Choose One): <input type="checkbox"/> PAR <input type="checkbox"/> AAR	
Print Name:	User Reference Code:
Employer Name:	Title:
Signature:	Date:



**REQUEST TO CHANGE ACCOUNT REPRESENTATIVES/ACCOUNT VIEWING AGENTS FORM**

**ATTACHED ATTESTATION PAGE 5**

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 my representations, actions, inactions, or submissions and by any order or decision issued to me by the accounts administrator or a court regarding the account.

New Role (Choose One): <input type="checkbox"/> PAR <input type="checkbox"/> AAR	
Print Name:	User Reference Code:
Employer Name:	Title:
Signature:	Date: