ICAO ENVIRONMENT

CORSIA CENTRAL REGISTRY

General Guidance

GENERAL GUIDANCE PRIOR TO USING THE CCR

Before you start using the CORSIA Central Registry (CCR), make sure that:

- You have an account on the CCR, and you remember your username and password:
  - ✓ If you have forgotten your password, follow the instructions in the CCR Troubleshooting Guide* to create a new one
  - ✓ If you have forgotten your username, contact ICAO at ccr@icao.int
- You have copies of the template (CSV format) for each reporting area of the CCR*
- You have the list with the official names of all ICAO Member States (see Annex A to CCR User Manual*)

**CCR materials website (supporting documents for CCR users):*
https://www.icao.int/environmental-protection/CORSIA/Pages/ccr-materials.aspx

Before you start uploading data on the CCR, make sure that:

- The year report has been created in the corresponding reporting area
  - ✓ Only the CORSIA Focal Point of your State can create a new year report
- You have all the mandatory information and data for a reporting area (see flipside)
- *For bulk upload:* You have correctly filled in the CSV file with all mandatory information for the reporting area
  - ✓ Instructions on how to fill-in the CSV files correctly are provided in the CCR User Manual

Deadlines to Submit Information and Data to ICAO for a Specific Year (year 'Y')

- **Aeroplane Operators and Verification Bodies:**
  - ✓ **30 November** (year 'Y'); for example, submit the 2024 list of aeroplane operators by 30 Nov 2024
- **CO_2 Emissions:**
  - ✓ **31 July** (year 'Y'+1); for example, submit the 2024 CO_2 emissions by 31 July 2025
  - ✓ *You must submit the list of aeroplane operators before you upload information on CO_2 emissions*
- **CORSIA Eligible Fuels (CEF):**
  - ✓ For annual reporting: **31 July** (year 'Y'+1); for example, submit the 2024 CEF data by 31 July 2025
  - ✓ For triennial reporting: **31 July** of the year following the last year of the three-year compliance cycle; for example, submit the CEF data for the first phase (2024-2026) by 31 July 2027

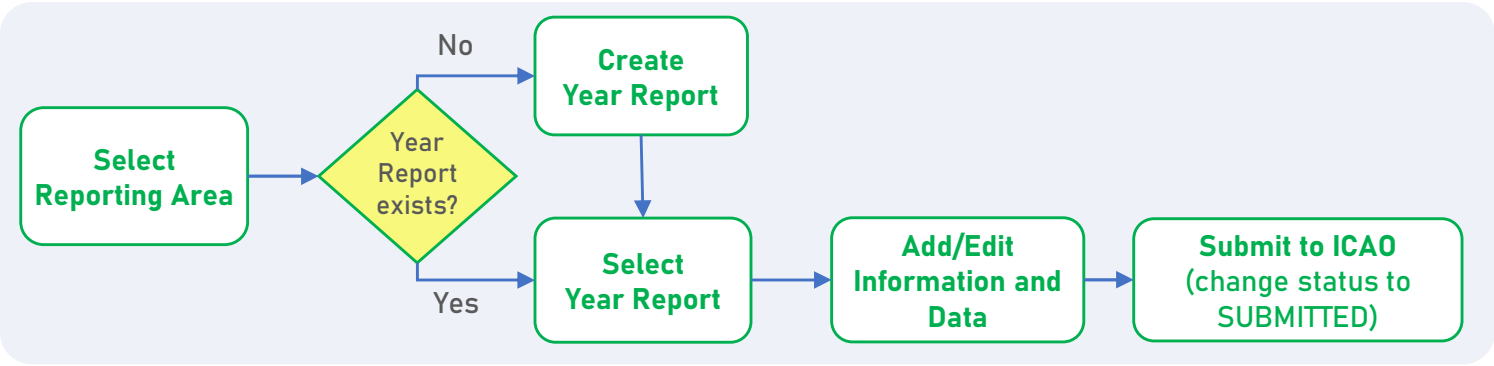
REPORTING SEQUENCE

30 November (year Y)
- ✓ Report Aeroplane Operators (year Y)
- ✓ Report Verification Bodies, if applicable (year Y)

⇨

31 July (year Y+1)
- ✓ Report CO_2 Emissions (year Y)
- ✓ Report CORSIA Eligible Fuels, if applicable (year Y)

CCR REPORTING PROCESS AND MANDATORY INFORMATION



Mandatory Information for Aeroplane Operators Attributed to your State

For each aeroplane operator:

- ✓ Name of aeroplane operator
- ✓ Attribution method
- ✓ Identifier *(depends on attribution method)*
- ✓ Address (street name and number)
- ✓ City
- ✓ Postal code
- ✓ Country

Mandatory Information for Verification Bodies Accredited in your State

For each verification body:

- ✓ Name of verification body
- ✓ Accreditation certificate number
- ✓ State of verification body registration
- ✓ Copy of accreditation certificate (PDF file) or weblink to online certificate
- ✓ Link to main national accreditation body website

Mandatory Information for CO_2 Emissions

For each State pair:

- ✓ From *(Departing State)*
- ✓ To *(Arrival State)*
- ✓ CO_2 emissions*

For each aeroplane operator (from 2021 onwards):

- ✓ Total CO_2 emissions subject to offsetting requirements
- ✓ Total CO_2 emissions not subject to offsetting requirements

** The CCR automatically determines if emissions on a specific State pair are subject to offsetting requirements based on the CORSIA participation for each State and a specific year*

Mandatory Information for CORSIA Eligible Fuels

For each batch of CEF claimed:

- ✓ Batch number
- ✓ Production year*
- ✓ Producer**
- ✓ Address (street name and number)***
- ✓ City***
- ✓ Postcode***
- ✓ Country***
- ✓ Total mass of neat fuel produced
- ✓ Fuel type*
- ✓ Feedstock*
- ✓ Conversion process*
- ✓ Default or Actual Life Cycle Emissions Value
- ✓ Total mass of neat fuel claimed
- ✓ Total emissions reductions claimed

** Options available in a drop-down list*
*** Unique name available in a drop-down list, but can be created if it does not exist*
**** Full address of the fuel production location*