



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 record for the reporting year has been created
 - Only the CORSIA Focal Point of your State can create a new year record
- ✓ 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 2022 list of aeroplane operators by 30 November 2022

CO₂ Emissions:

- 31 July (year Y+1); for example, submit the 2022 CO₂ emissions by 31 July 2023
- *You must submit the list of aeroplane operators before you upload information on CO₂ emissions*

CORSIA Eligible Fuels (CEF):

- For annual reporting: 31 July (year Y+1); for example, submit the 2022 CEF data by 31 July 2023
- 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 pilot phase (2021-2023) by 31 July 2024

REPORTING SEQUENCE

30 November (year Y)

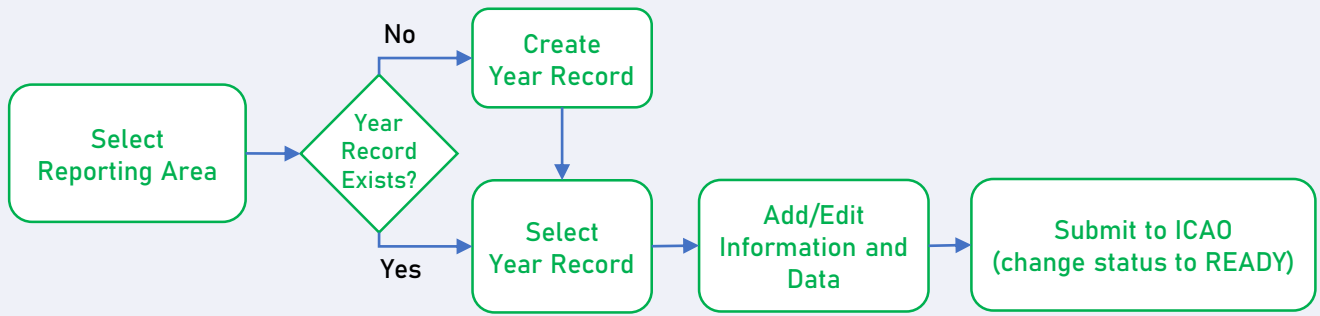
- ✓ Report Aeroplane Operators (year Y)
- ✓ Report Verification Bodies, if applicable (year Y)



31 July (year Y+1)

- ✓ Report CO₂ 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

Mandatory Information for CO₂ Emissions

For each State pair:

- ✓ From (*Departing State*)
- ✓ To (*Arrival State*)
- ✓ CO₂ Emissions*

For each aeroplane operator (from 2021 onwards):

- ✓ Total CO₂ emissions subject to offsetting requirements
- ✓ Total CO₂ 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**
- ✓ Total mass of neat fuel produced
- ✓ Fuel type*
- ✓ Feedstock*
- ✓ Conversion process*
- ✓ 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*