



MiQ Registry User Guide

UG-01 – Organisation Onboarding

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1 Introduction

The MiQ Registry for is a global environmental attribute tracking system that tracks certificates relating to Certified Gas, including MiQ Certificates. MiQ Certificates evidence the certification of natural gas against the MiQ Standard for Methane Emissions Performance, which combines several Standard elements – (1) a calculated methane intensity, (2) producer policies and procedures focused on methane emissions prevention, detection, and abatement (Company Practices), and (3) detection and mitigation of methane emissions through the deployment of monitoring technology – to provide a robust and reliable method to certify natural gas production according to its methane emissions performance. It allows all natural gas users to make a conscious and evidence-based choice for natural gas production.

This is a guide for organisations that wish to take part in the MiQ Registry. This document will guide you through the process of applying for your organisation to use the MiQ Registry.

The following browsers provide the best performance for the MiQ Registry user interface:

- Google Chrome
- Microsoft Edge
- Safari
- Opera

Mozilla Firefox may be used but does not provide the best user experience.

2 Registration

You may apply for your organisation to use the MiQ Registry at <https://miqregistry.org>. To apply, click the “Register now” button on the home page (Figure 1) and complete the registration form as described in more detail in this user guide.

To become an Account Holder or Registrant on the MiQ Registry, it is first necessary to fill the registration form on the MiQ Registry. If you wish to apply for the same entity to be both a Registrant and an Account Holder, then you can select both roles in the ‘Organisation Role’ dropdown on the registration page.

After you’ve submitted the registration information on the registration page, the MiQ Registry Team will perform Know Your Customer onboarding checks. Once these checks have been successfully completed and the organisation has signed the template user agreement that is emailed to them, the organisation will be given access to the MiQ Registry.

Certification Bodies that are auditing under the MiQ Standard are required to complete the registration form as the first step in becoming accredited by the MiQ Foundation. Once completed, the MiQ Registry Team will perform Know Your Customer onboarding checks and then pass your application over to the MiQ Foundation to complete the MiQ accreditation process.



Figure 1 MiQ Registry home page

2.1 Organisation role

You must first select the *role* that your organisation wishes to undertake on the MiQ Registry (Figure 2). There are three roles that an organisation may take:

- **Account Holder** – An account holder can hold accounts within the MiQ Registry and can hold, transfer and retire certificates.
- **Registrant** – A Registrant can register facilities and request the issuance of certificates for those Facilities. A Registrant is typically the owner or operator of the facility.
- **Certification Body** – A Certification Body audits Facilities that have been registered against certification standards.

Select the role that your organisation wishes to fulfil as part of the MiQ Program from the dropdown. Note that an organisation can be **both a Registrant and an Account Holder**. In this case, select both 'Registrant' and 'Account Holder' in the dropdown. Organisations applying to be a Certification Body **cannot** also be an Account Holder or a Registrant.

Figure 2 Organisation roles

Figure 3 Selection of both Account Holder and Registrant roles

2.2 Primary user details

When you register, you will need to provide the details of your *Primary User* (Figure 4). The Primary User will be your organisation's main user account to access the MiQ Registry. Once registered, the Primary User can create additional user accounts for other members of the organisation to access the MiQ Registry. The Primary User will also be the main contact person in respect of the application to register and for correspondence following successful registration.

You must complete all the fields provided on the form:

1. **Title** – The Primary User's title (Mr, Mrs, Miss, Ms, Dr, etc.). The title should not exceed four characters.
2. **First Name** – The first name of the Primary User
3. **Last Name** – The surname(s) of the Primary User (i.e., family name or last name)
4. **Telephone** – A contact telephone number for the Primary User, which could be their office or personal telephone number. Please include the country code in parenthesis. For example, for the UK use (+44). Please don't put spaces or hyphens between numbers: for example, (+44)123456789.
5. **Email** – The Primary User's email address. This should be their office/organisation email (not their personal email address). This email address provided will be the username that they will use to log in to the MiQ Registry.
6. **Password** – The password you will use to log in, which must be at least six characters and contain at least one number, one upper-case letter, one lower-case letter and one special character (*+ -= !?&%\$#).
7. **Confirm Password** – Confirm your password.

After filling in all the information, continue to Organisation Details.

Primary User Details

The Primary User is your organisation's main user account to access the MiQ Registry. Once registered, the Primary User is able to create additional user accounts that can access the MiQ Registry. This is also the main contact person that will be contacted by the MiQ Registry in respect of this application and for any other matters following successful registration.

Title	Email
<input type="text"/>	<input type="text"/>
First name	<small>This will be the email address used to log in. An email address can only be used once across Evident's services.</small>
<input type="text"/>	Password
<small>First name of the primary user and main contact person for the organisation.</small>	<input type="password"/>
Last name	<small>Must be at least six characters, contain one number, one upper-case letter, one lower-case letter and one special character (*+ -= !?&%\$#).</small>
<input type="text"/>	Confirm password
<small>Surname of the primary user and main contact person for the organisation.</small>	<input type="password"/>
Telephone	
<input type="text"/>	
<small>Telephone number of the primary user and main contact person for the organisation, including country code.</small>	

Figure 4 Primary User details

2.3 Organisation details

When you register, you will need to provide information about your organisation to facilitate the onboarding process (Figure 5). In general, an organisation is a legal entity, either a private company or a government body.

2.3.1 General organisation information

You must complete all the fields provided on the form:

1. **Organisation name** – The full legal name of the entity being registered. This cannot be the same name as an organisation already registered in the MiQ Registry.
2. **Address** – The organisation’s registered address.
3. **Postcode** – The postcode/zip code (or equivalent) of the organisation’s registered address.
4. **Country**. – The country where the organisation is registered.
5. **Website** – The organisation’s website address.
6. **Organisation ID** – The company registration number of the legal entity being registered, or equivalent.
7. **VAT number** – The VAT number of the legal entity (only applicable to organisations operating in the UK or EU that are VAT-registered).
8. **Year of incorporation** – The year that the organisation was incorporated.
9. **Legal Status** – The legal status of the entity (e.g., Limited Company, LLC, SA or equivalent).

General information about your organisation

The following information will be held for your organisation in the Registry.

Organisation name <input type="text"/> <small>Full name of the legal entity being registered.</small>	Website <input type="text" value="www.example.com"/> <small>Corporate website address.</small>
Address <input type="text"/> <small>Registered address of the legal entity being registered.</small>	Organisation ID at state/national corporate register and name/location of corporate register <input type="text"/> <small>Organisation ID of the legal entity being registered and the name or location of the relevant state/national corporate register (e.g., SEC, Wyoming or UK).</small>
Postcode <input type="text"/> <small>Postcode, zip code or equivalent.</small>	VAT number (if applicable) <input type="text"/>
Country <input type="text" value="Select a country..."/>	Year of incorporation <input type="text"/> <small>Year organisation was incorporated at the relevant state/national business registry.</small>
	Legal status <input type="text"/> <small>e.g. Limited Company, LLC, SA or equivalent.</small>

Figure 5 General information about your organisation

2.3.2 Supplementary organisation information

You will also need to provide information that is specific to the the Registry Operator’s Know Your customer checks (Figure 6). You must complete all the fields provided on the form:

1. **Number of Employees** – The number of people employed by your organisation.
2. **Name of chief executive officer** – The full name of the chief executive officer, MD, or equivalent.
3. **Main shareholders** – A list of all the main shareholders of the organisation (those owning more than 10% of the organisation). If names are not available, please provide a description of the shareholding structure. Please separate the main shareholders by commas.
4. **Countries of activity** – The countries where you organisation operates. Click a country name to add to the selection; you can select as many as you need.

Supplementary information about your organisation

The following information will be used to confirm that your organisation meets the eligibility criteria to operate on the MiQ Registry. This information will be used only for the MiQ Registry’s Know Your Customer checks.

Number of employees	Countries of activity
<input type="text"/>	<input type="text" value="Please select..."/>
Name of chief executive officer	Select the countries in which your organisation operates.
<input type="text"/>	
Main shareholders	
<input type="text"/>	

A comma-separated list of all the main shareholders of the organisation. The list must include all shareholders with significant decision-making power - that is, owning more than 10% of the organisation’s shares. If not available, a description of the shareholding structure must be provided.

Figure 6 Supplementary Information

After completing all the relevant fields, please click the ‘**Submit registration**’ button.

2.4 Next Steps

2.4.1 Confirmation

An email will be sent to the Primary User's email address provided in the application, detailing the necessary steps to complete the application process. If you don't receive an email, please contact the MiQ Registry Helpdesk: support@miqregistry.org.

2.4.2 Additional Information

Our team will commence the Know Your Customer checks with the information you have provided. You will be contacted to provide supporting documents related to your application. This will include, as a minimum:

- **Proof of identity** - such as proof of company registration number.
- **Financial accounts of the organisation** - for the latest financial year available, which must include a balance sheet and profit and loss statement, as submitted to the relevant authority.

2.4.3 Contracts

To become an Account Holder or Registrant on the MiQ Registry, a contract (User Agreement) must be signed with the Registry Operator. A pre-filled version of the User Agreement will be sent to you by the Registry Operator upon completion of the Know Your Customer checks.

2.4.4 Registry Access

Once your organisation has satisfied the due diligence requirements and signed the User Agreement with the Registry Operator, the Primary User will be granted access to the MiQ Registry. The Primary User can then create additional users for the organisation, if required.

The Primary User will receive an automated email containing an authentication link that you will need to activate to access the MiQ Registry. If you find that the link has expired, please contact the MiQ Registry Helpdesk at: support@miqregistry.org.