



MiQ Registry User Guide

Version 6.0 – May 2026

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1 Introduction

1.1 How to use this guide

This is a guide for organisations that use the MiQ Registry.

For ease of use, this guide has been split into the following topics:

Section 2 The Basics	Functions that apply to all organisations that use the MiQ Registry, such as how to navigate the screens and creating new users
Section 3 Account Holders	Functions that apply to Account Holders , such as creating accounts, making transfers and retiring certificates
Section 4 Facility Operators	Functions that apply to Facility Operators , such as creating facilities and audits and making issue requests

Note: An organisation can be both an Account Holder and a Facility Operator, in which case all sections of this guide will be relevant.

Note that information and screenshots included in this User Guide have been taken from our test environment using test data. None of the data presented in this User Guide is intended to be used for certification purposes, or to present actual certifications under the MiQ Standard or any other Standard.

1.2 Application to the MiQ Registry

You may apply for your organisation to use the MiQ Registry at <https://miqregistry.org>.

1.3 A note about user roles and your first user

Once your application to the MiQ Registry has been approved, your first user will receive an email asking them to set a password. That first user will be given Organisation Administrator rights that allows them to create additional users for their organisation and allocate permissions to each user (see Section 2.8.1).

1.4 Useful resources

Other information available includes:

- The [MiQ Program Guide](#), which sets out the rules and requirements for use of the MiQ Registry
- [Videos](#) showing how common tasks can be undertaken on the MiQ Registry
- The [MiQ website](#), which provides more information on all aspects of the MiQ Program

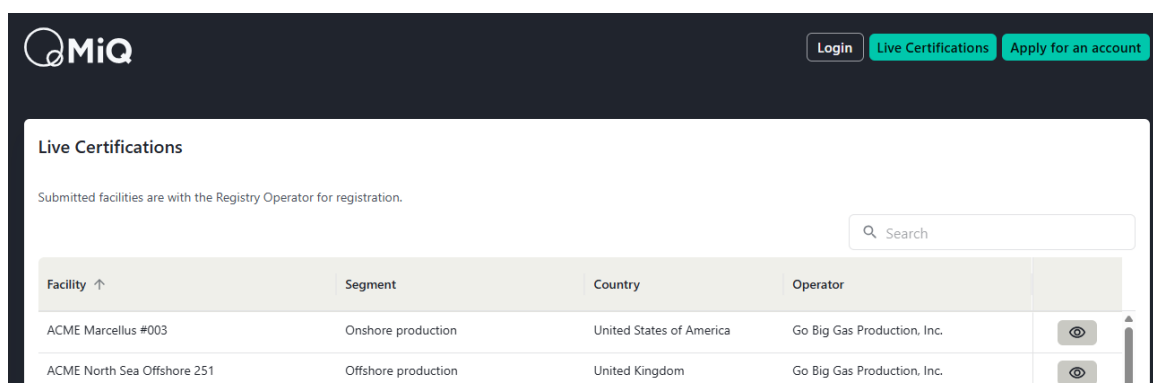
1.5 Getting more help

If you have any questions, please contact support@miqregistry.org.

2 The Basics

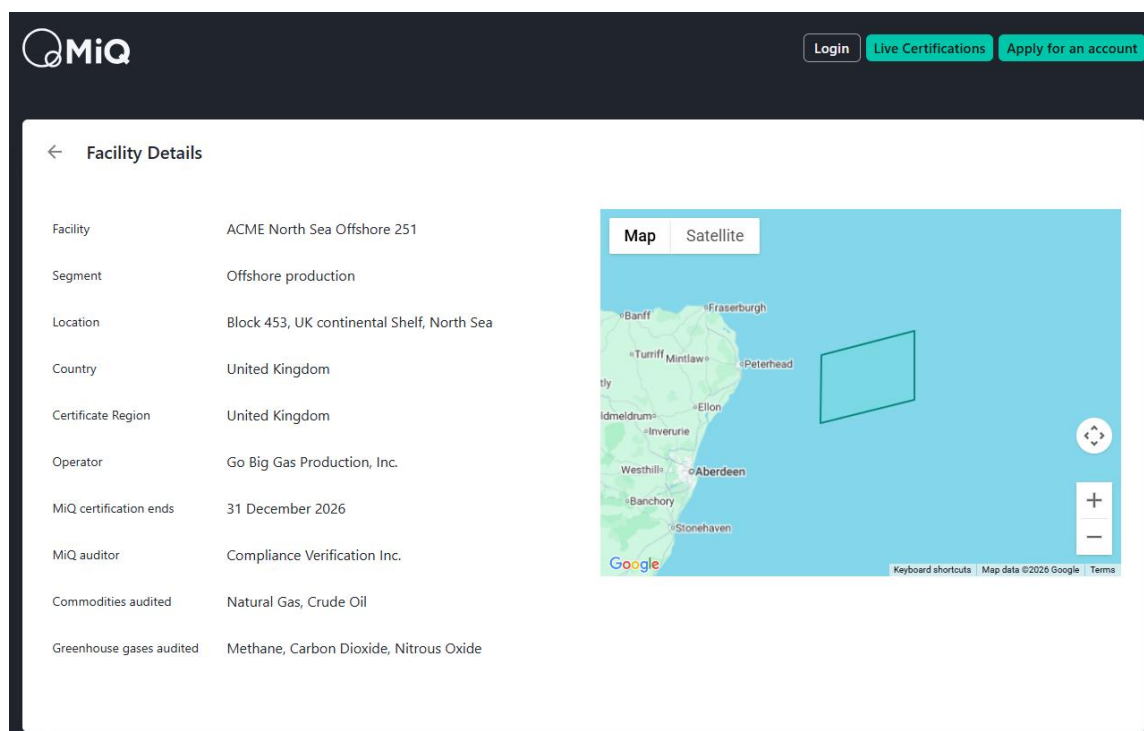
2.1 Live Certifications

High-level information regarding the assets that have current certifications registered on the MiQ Registry is publicly available on the Live Certifications page, accessible from the home page of the MiQ Registry at <https://miqregistry.org/> by clicking on the **Live Certifications** button in the top-right corner of the screen. Summary data relating to all facilities is provided (Figure 1).



| Figure 1 Facility Register

Clicking the 👁️ button on the right provides more details on that asset (Figure 2).




| Figure 2 Facility Details

2.2 Logging in and logging out

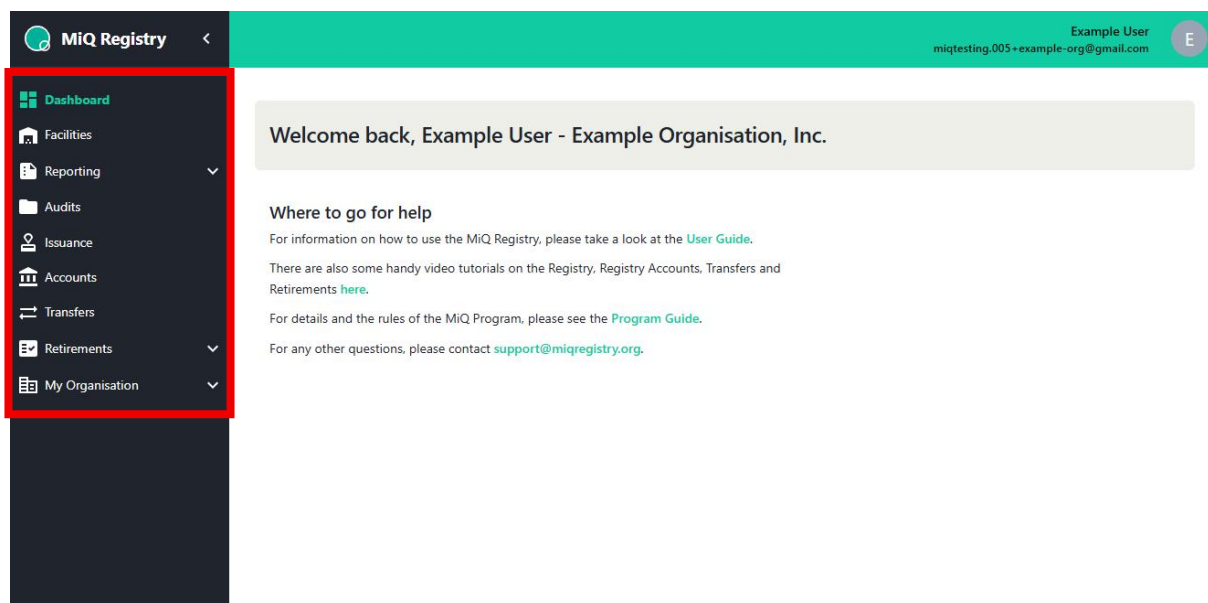
To log in to the MiQ Registry, click **Login** in the top-right corner of the screen on the home page of the MiQ Registry at <https://miqregistry.org/>. Enter the email and password associated with your personal login to the MiQ Registry and click **Log in**.

You can log out of the MiQ Registry from any screen by clicking the letter icon in the top-right corner of the screen and clicking on **Sign out**.

2.3 Dashboard and navigation pane

Once you login to the MiQ Registry, you will first see the dashboard page pictured in Figure 3. All the functionality described in the following sections is accessible from the tabs on the navigation pane on the left of the screen (highlighted in red in Figure 3). The navigation pane can be collapsed by clicking the < symbol at the top of the navigation pane and expanded or by clicking  at the top of the navigation pane (highlighted in red in Figure 4).

The tabs that show in the navigation pane will depend on your organisation's roles on the MiQ Registry (e.g., Account Holder, Facility Operator). For example, Facility Operators will see the **Facilities** and **Audits** tabs and organisations that are Account Holders will see the **Accounts** and **Transfers** tabs. Organisations that are both Facility Operators and Account Holders will see all these tabs on the navigation pane.



| Figure 3 Dashboard

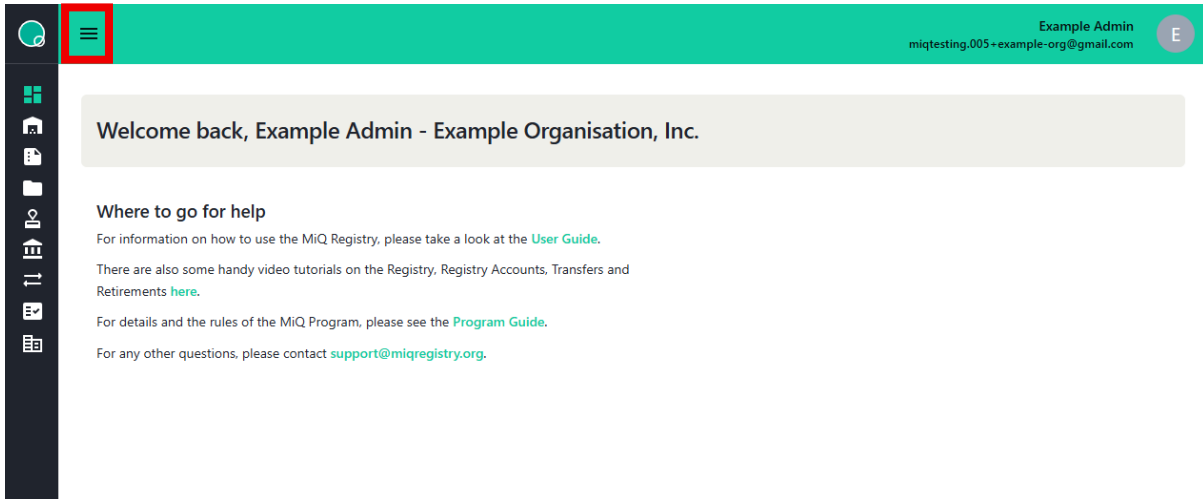


Figure 4 Dashboard with collapsed navigation bar

2.4 Searching and sorting data

Most data tables on the MiQ Registry can be filtered by the user. Most tables have a search bar at the top of the table (Figure 5). To remove search criteria that you have entered, either delete the text from the search bar or refresh the web page (F5 on some browsers).

Most tables can also be sorted on any column by clicking on the column title at the top of the table. Clicking once will sort the column in ascending order; clicking a second time will sort the column in descending order; and clicking a third time will turn off the sorting on that column. Searching can be used in combination with column sorting to refine data searches.

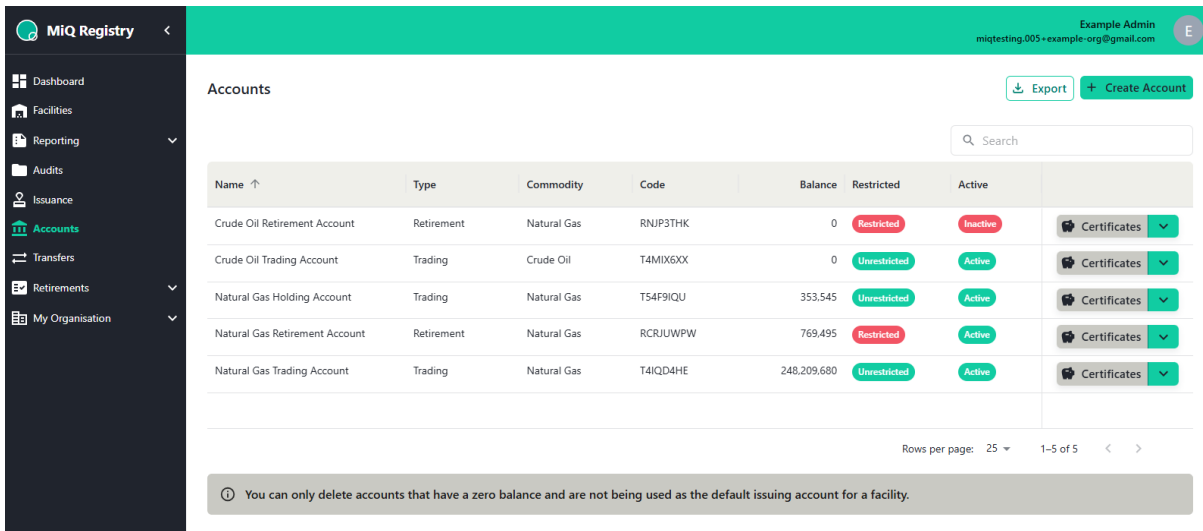
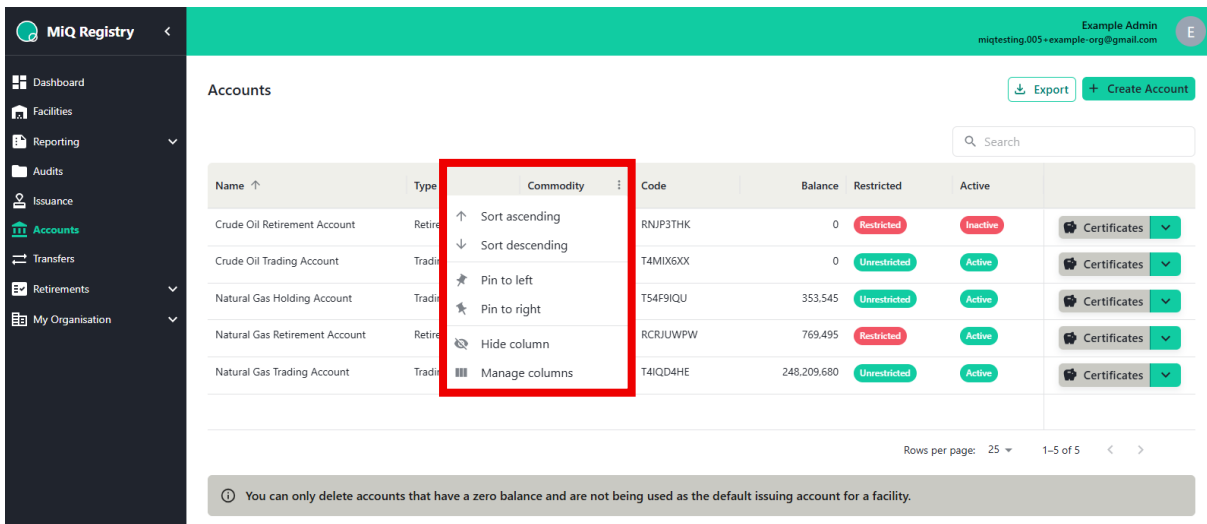


Figure 5 Search bar and column sorting

Columns can be added, removed, pinned to the left or right by hovering over the column and clicking on the 3 dots on the right of the column header (highlighted in red in Figure 6).



| Figure 6 Column options

2.5 Downloading data

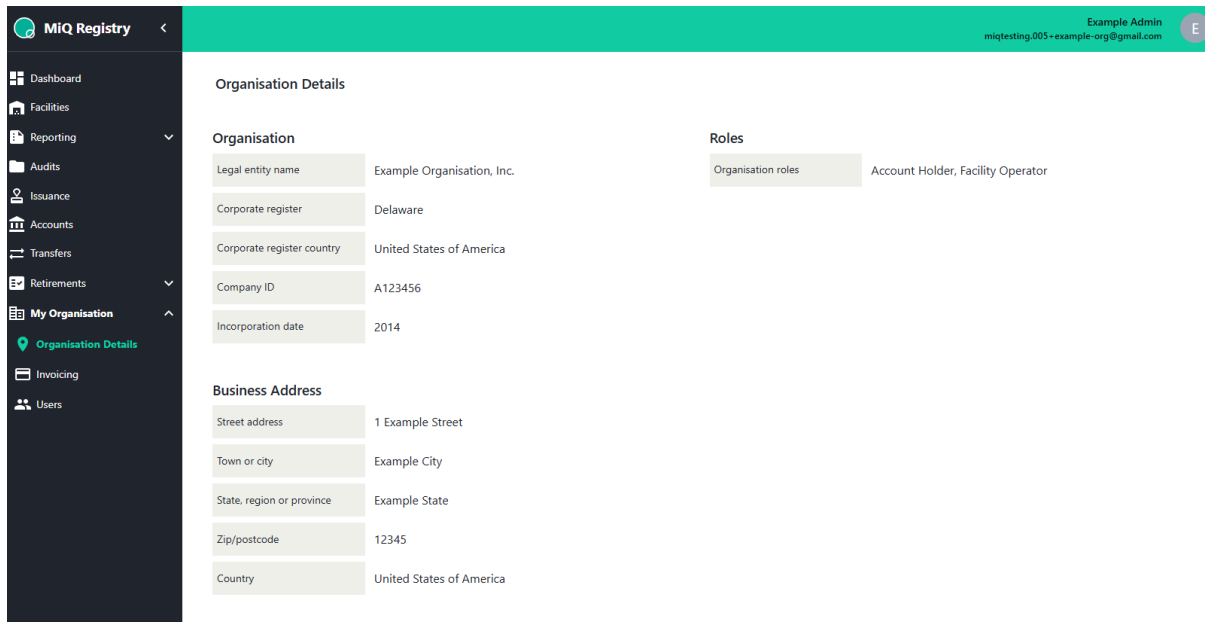
Most data tables on the MiQ Registry can be downloaded in comma-separated variable (CSV) format. To download data from a table, click the **Export** button in the top-right corner of the table (see Figure 5). This will download a CSV file of the information to your device, which can then be opened in Excel or in other applications.

Note that if you have filtered the data (see Section 2.4), then the CSV will contain the filtered set of data presented in the table. If you want to download all the data in the table without any filtering, then ensure that the search bar is empty. The simplest way to do this is to refresh the page (**F5** on some browsers).

2.6 Your Organisation

You can see the information held about your organisation, your organisation's users and the invoicing information for your organisation on the **My Organisation** tab.

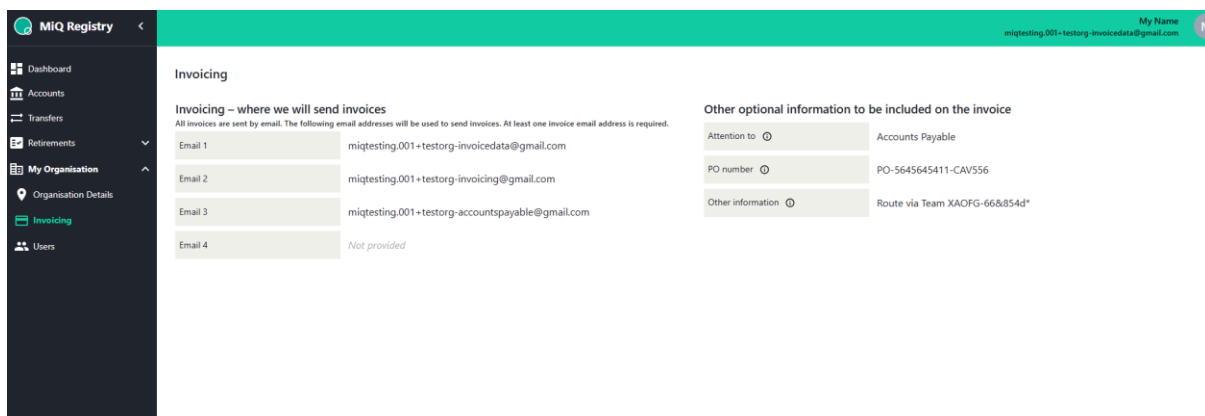
To view the information held about your organisation, click on the **My Organisation** tab on the navigation pane and then the **Organisation Details** sub-tab. Details shown include organisation name, business address and your organisation's roles.



| Figure 7 Organisation details

2.7 Invoicing information

On the **Invoicing** sub-tab under the **My Organisation** tab, you will see the information that the MiQ Registry will use when preparing invoices for your organisation (Figure 8). This information can be changed by emailing support@miqregistry.org.

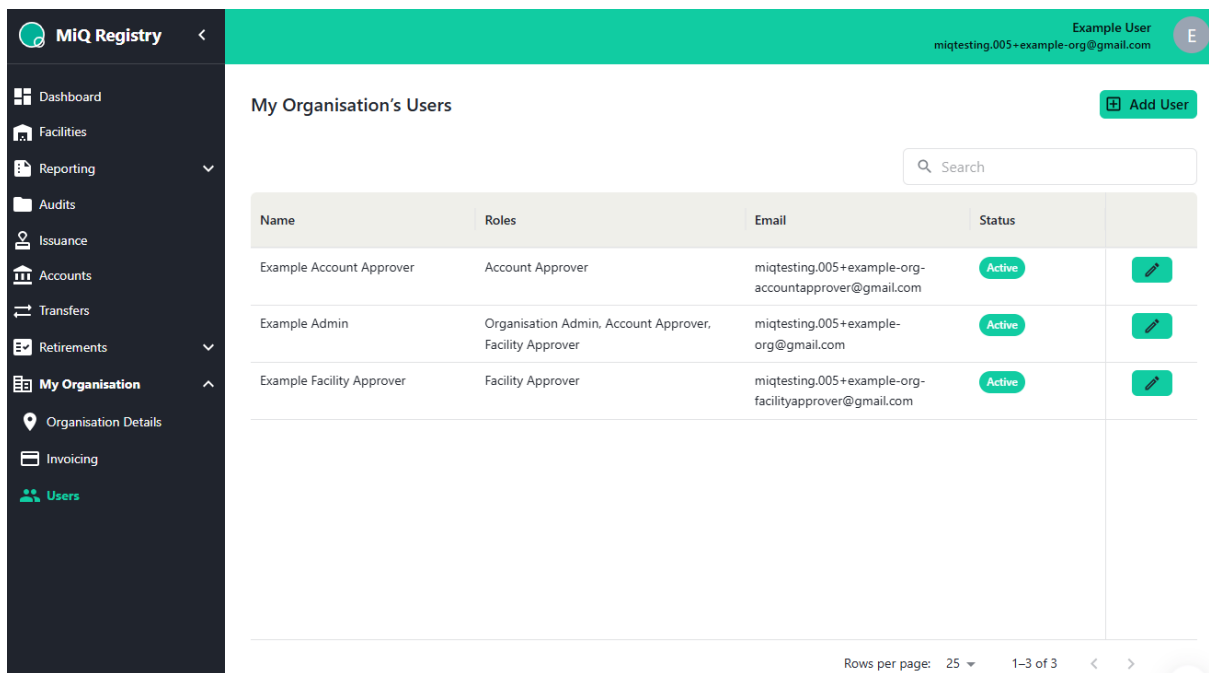


| Figure 8 Invoicing information

2.8 Managing users for your organisation

The **Users** sub-tab under **My Organisation** allows you to see the users for your organisation. Users in your organisation that have the Organisation Admin user role can add additional users, update user details and change user permissions (see Figure 9).

When the Registry Administrator has approved your organisation on the MiQ Registry, there will just be one user for your organisation. On approval, this user will be allocated all applicable permission roles including the Organisation Admin role. The permissions for this first user can be changed – see Section 2.8.3.






Name	Roles	Email	Status	
Example Account Approver	Account Approver	miqtesting.005+example-org-accountapprover@gmail.com	Active	
Example Admin	Organisation Admin, Account Approver, Facility Approver	miqtesting.005+example-org@gmail.com	Active	
Example Facility Approver	Facility Approver	miqtesting.005+example-org-facilityapprover@gmail.com	Active	

Figure 9 Users table


2.8.1 Adding new users

Note: Only users with the **Organisation Admin** permission role can create new users.

To add a new user to your organisation, click the **Users** sub-tab under **My Organisation** and then click the **+ Add User** button.

Enter the new user's name and email address at the top (Figure 10). The new user will use the email address provided to log in to the MiQ Registry and cannot be changed once you've created the user on the system.

Check the tick boxes for the required user permissions for the new user. When creating a new user, you need to add at least one permission role for the user. You can add as many permission roles as you wish. For more information about user permissions, see Section 2.8.2.

The user's name and permissions can be changed later by clicking the  button against the relevant user in the users table.

| Figure 10 Create User screen

Once you've added the user details and user permissions, click the **Create new user** button. The new user will receive an email inviting them to create a password with a unique verification code. Note that the verification code in the email will expire if not used within 1 hour but at any time they can request a new code by clicking on **Forgot?** on the login page.

2.8.2 User permissions

Permissions can be set for each user in your organisation so that you can control which users can perform which tasks. A set of *permission roles* has been defined, each of which confers the right to carry out a specific set of tasks on the MiQ Registry.

The available permission roles will depend on your organisation's role (Account Holder, Facility Operator). For example, the permission roles available to an Account Holder are Account Viewer, Account Approver and Organisation Admin.

Organisation Admins can create new users, update user details and set user permissions.

There are separate **Viewer** and **Approver** roles for Account Holders and Facility Operators.

Viewer roles provide read-only access to the organisation's information on the MiQ Registry. This may be useful for colleagues who need to see certain information on the MiQ Registry, but who you don't want to be able to make changes to the information.

Approver roles allow users not only to see all the organisation's information on the MiQ Registry but also allow the user to action items on the MiQ Registry, such as submitting issue requests or executing transfers.

Table 1 lists the permission roles available to Account Holders and Facility Operators. Permission roles are *additive* – for example, if a user has the Account Approver and Organisation Admin roles, then they can carry out the actions both roles allow.

Organisations that are both Account Holders and Facility Operators have access to the user permission roles available to Account Holders and Facility Operators.


Permission role	Applies to	Brief description
Account Viewer	Account Holders	Can view details of accounts, transfers and retirements
Account Approver	Account Holders	Has all Account User actions, plus can activate and deactivate beneficiaries and approve transfers and retirements
Facility Viewer	Facility Operators	Can view details of facilities, audits, issue requests and facility reports
Facility Approver	Facility Operators	Has all Facility User actions, plus can submit facilities, audits, issue requests and facility reports.
Organisation Admin	Account Holders, Facility Operators	Can create new users, activate and deactivate users and change user permissions

Table 1 Permission roles

A more detailed list of the actions permitted by each permission role is set out in Annex 1.

2.8.3 Changing a user's details and permissions

Note: Only users with the **Organisation Admin** permission role can change user permissions.

To amend a user's details or to change the permissions granted to them, click the **Users** sub-tab under **My Organisation** on the navigation pane and then click the  button against the relevant user. In the Update user popup, you can update the user's name and add or remove their permissions by checking or unchecking the boxes against the relevant permission role (Figure 11). Note that the email address cannot be changed because it is the username that the user uses to log in to the MiQ Registry. For more information about user permissions, see Section 2.8.2.

Note that, if you want to block a user from logging in to the MiQ Registry completely, you should *deactivate* their access (see Section 2.8.4).

Once you've made the changes you require, click **Save changes** to update user details on the system.

Note that if you update a user's permissions, they will be automatically logged out. They'll have to log back in to access the new permissions.

If you are an Organisation Admin and you change your own permissions, you will be automatically logged out and you'll have to log back in to access the new permissions.

Update user details [X]

User details

Name *
Example Account Approver
Enter the user's full name.

Email
miqtesting.005+example-org-accountapprover@gmail.com
Email cannot be changed because it is used as the user's login.

Status

Active
Making a user Inactive will remove their access to the Registry. Making the user Active will restore their access to the Registry.

User permissions

Organisation Admin
Can create, activate and deactivate users, change user permissions and update organisation information.

Account Viewer
Can view all account-related information, such as transfers and retirements.


Account Approver
Can action as well as view all account-related information, such as transfers and retirements.

Cancel Save changes

| Figure 11 Edit User

2.8.4 Removing a user's access

Note: Only users with the **Organisation Admin** permission role can activate and deactivate users.

A user can be blocked from logging in to the MiQ Registry by making them **Inactive**. To do this, click the **Users** sub-tab under **My Organisation** on the navigation pane and then click the  button against the relevant user. Uncheck the **Active** box in the Update user popup (Figure 11). Once you've made the changes you require, click **Save changes** to remove their access. They will be logged out immediately.

Once deactivated, the user will be shown as Inactive in the list of users in the *Users* screen (Figure 12). They will no longer be able to log in to the MiQ Registry or access any of your organisation's data on the MiQ Registry.

A user's access can be reinstated later by checking the **Active** box again in the Update user popup (Figure 11).

My Organisation's Users Add User

Search

Name	Roles	Email	Status	
Example Account Approver	Account Approver	miqtesting.005+example-org-accountapprover@gmail.com	Inactive	
Example Facility Approver	Facility Approver	miqtesting.005+example-org-facilityapprover@gmail.com	Active	
Example Admin	Organisation Admin, Account Approver, Facility Approver	miqtesting.005+example-org@gmail.com	Active	

Rows per page: 25 1-3 of 3

| Figure 12 Inactive user in the Users screen

2.9 Passwords

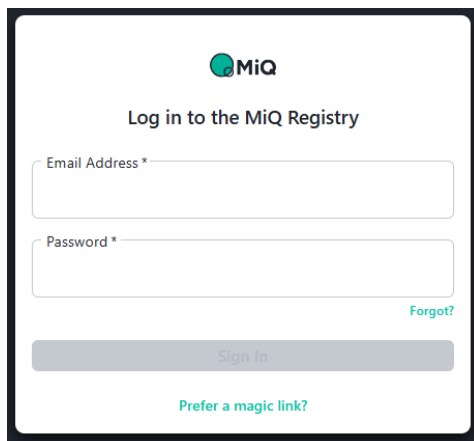
2.9.1 Forgotten password

If you have forgotten your password, click on “Forgot?” on the login screen to request a verification code and link to reset your password.

If you do not receive the email, check your spam or junk folder. If you do not receive the email with the reset password code, please contact support@miqregistry.org. Note that the verification code in the email will expire if not used within 1 hour but at any time they can request a new code by clicking on **Forgot?** on the login page.

2.9.2 Changing your password

If you want to change your password, follow the *Forgotten password* procedure above to obtain a verification code and link to reset your password.



The image shows a login form for the MiQ Registry. At the top is the MiQ logo. Below it is the text "Log in to the MiQ Registry". There are two input fields: "Email Address *" and "Password *". To the right of the password field is a "Forgot?" link. At the bottom of the form is a "Sign In" button and a "Prefer a magic link?" link.

| Figure 13 Login page with Forgot password link

3 Account Holders

3.1 Overview

This section covers the functionality applicable to organisations that are Account Holders on the MiQ Registry. Account Holders can hold, transfer and retire certificates.

Note: Your organisation may be both an Account Holder and a Facility Operator.

To receive, hold, transfer or retire certificates on the MiQ Registry, an Account Holder must first create accounts. There are two types of accounts that users can create:

- **Trading Accounts**
- **Retirement Accounts.**

Trading Accounts can receive transfers of certificates from other Trading Accounts (for example, from another one of your accounts or from a third party). You can create as many Trading Accounts as you wish. You need at least one to hold certificates and to make and receive transfers.

Trading Accounts can be set as **Active** or **Inactive**. Only Active Trading Accounts can be used to make or receive transfers of certificates.

Trading Accounts can be set as **Restricted** or **Unrestricted**. Restricted accounts can only receive transfers of certificates from your organisation's accounts. Unrestricted accounts can receive transfers of certificates from third party accounts as well as from your organisation's accounts. Trading Accounts are also used to receive certificates created by the issuance of new certificates.

Each Trading Account has an eight-character code starting with a **T**. To receive a transfer from a third party, you will need to provide them with the eight-character code for your Trading Account.

Retirement Accounts are used to hold retired certificates. Retired certificates may no longer be transferred and are removed from circulation on the MiQ Registry. You can create as many Retirement Accounts as you wish. You need at least one to retire certificates.

Retirement Accounts can be set as **Active** or **Inactive**. Only Active Retirement Accounts can be used to make new retirements.

All Retirement Accounts are set as **Restricted** because only you can retire certificates into your own Retirement Accounts.

More information for making transfers and retirements is provided in Sections 3.3 and 3.4.

If you are holding older certificates in your Trading Accounts, these will be automatically expired when they reach 36 months old. An **Expired Account** will be created and the older certificates transferred into this account. Retired certificates are not expired.

3.2 Accounts

3.2.1 Accounts list

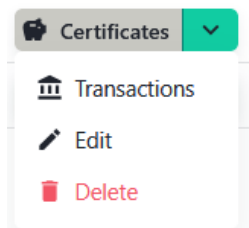
To view your accounts, click the **Accounts** tab on the navigation pane. All your accounts will be shown, along with the account type, commodity, code and certificate balance (Figure 14).

Name ↑	Type	Commodity	Code	Balance	Restricted	Active	Certificates
Crude Oil Retirement Account	Retirement	Natural Gas	RNIP3THK	0	Restricted	Inactive	Certificates
Crude Oil Trading Account	Trading	Crude Oil	T4MIX6XX	0	Unrestricted	Active	Certificates
Natural Gas Holding Account	Trading	Natural Gas	T54F9IQU	353.545	Unrestricted	Active	Certificates
Natural Gas Retirement Account	Retirement	Natural Gas	RCRJUWFW	0	Restricted	Active	Certificates
Natural Gas Trading Account	Trading	Natural Gas	T4IQD4HE	248.979.175	Unrestricted	Active	Certificates

| Figure 14 Accounts overview screen

From this screen, you can access the certificate holdings in each account and a list of transactions for each account, as well as amend the name and details of each account. These functions are accessed by clicking the dropdown button next to the **Certificates** button (Figure 15).

- **Certificates** – Shows a list of all certificates currently held in the account.
- **Transactions** – Shows a list of all issuances, transfers and retirements that have been made into and out of the account.
- **Edit** – Allows you to edit the details of your account.
- **Delete** – Allows you to remove accounts that have a zero balance and are not the default issuance account for any facilities.



| Figure 15 Accounts buttons

3.2.2 Creating accounts

To create an account, click **+ Create Account** in the top-right corner of the *Accounts* screen (Figure 14). You will be asked to give the new account a name, which can be anything you wish, such as “Production Account”, “CG Trading Book”, “US Trading West”, etc. The other options you need to set are:

- **Commodity** – either Natural Gas or Crude Oil.
- **Account type** – either Trading or Retirement. Trading accounts hold certificates for onward transfer or retirement. Retirement accounts can only hold certificates that have been retired.
- **Restricted** – Restricted or Unrestricted (not ticked). Restricted accounts can only receive transfers of certificates from your own accounts, not from other organisations.

When finished, click **Create account** to create your new account.

The screenshot shows a 'Create account' form with the following fields and options:

- Name ***: A text input field with a note: "Enter a name for your account. The name you use is private to your organisation."
- Commodity ***: Radio buttons for "Natural Gas" (selected) and "Crude Oil". A note: "Which certificates commodity will this account hold? Each account can only hold certificates for one commodity."
- Account type ***: Radio buttons for "Trading" and "Retirement". A note: "Trading accounts can make and receive transfers and can receive the issuance of certificates. Retirement accounts hold retired certificates."
- Restricted**: A checkbox. A note: "Accounts that are marked as restricted only accept transfers from your other accounts. Other organisations cannot send certificates to a restricted account. All retirement accounts are automatically restricted. Only you can retire into your retirement accounts."

Buttons: "Cancel" and "Create account" (highlighted in green).

| Figure 16 Create Account screen

On creation, each account is assigned a unique eight-character code. You will need to provide this code to an organisation that will be sending you certificates. Account codes can be seen in all account screens, including *Accounts listing*, *Certificates and Transactions*.

3.2.3 Amending account details

To change the name or other attributes of an account, click **Edit** next to the account name in the *Accounts listing* screen (Figure 14), which will take you to the *Edit account* screen (Figure 17), where you can change the name of the account and update the Restricted and Active statuses of the account. You cannot change the account type or the account code.

Click **Save** to make the changes.

Edit account

Name *

Enter a name for your account. The name you use is private to your organisation.

Commodity *

Natural Gas

Crude Oil

Which certificates commodity will this account hold? Each account can only hold certificates for one commodity.

Account type *

Trading

Retirement

Trading accounts can make and receive transfers and can receive the issuance of certificates. Retirement accounts hold retired certificates.

Restricted

Accounts that are marked as restricted only accept transfers from your other accounts. Other organisations cannot send certificates to a restricted account. All retirement accounts are automatically restricted. Only you can retire into your retirement accounts.

Active

Accounts must be marked as active to send, receive, retire or export certificates.

Cancel Save

| Figure 17 Edit Account screen

3.2.4 Certificates held

The *Certificates* screen can be accessed by clicking on the **Certificates** button against the relevant account in the Account list (see Section 3.2.1).

The *Certificates* screen (Figure 18) provides detailed information of the certificates held in your account.

You can switch to the list of *Transactions* by clicking the **Transactions** button.

MiQ Registry
Example Admin
miqtesting.005@example-org@gmail.com

- Dashboard
- Facilities
- Reporting
- Audits
- Issuance
- Accounts
- Transfers
- Retirements
- My Organisation

Certificates

Transactions
Close

Account Name	Natural Gas Trading Account	Account code	T4IQD4HE
Account type	Trading	Commodity	Natural Gas
Balance	127,365		

Facility	Facility Country	Segment	Operator	Issue month ↓	MiQ Grade	Methane Intensity	Quantity
Anadarko Basin Onshore Production	United States of America	Onshore production gathering and processing	Go Big Gas Production, Inc.	Mar-2026	A	26	127,365


Rows per page: 25 ▾ 1-1 of 1 < >

ⓘ GHG intensities (methane, CO₂, N₂O and CO₂e) are in grams per unit of the relevant commodity, i.e. grams per MMBtu for Natural Gas and grams per BBL for Crude Oil. For more details on how the intensities are determined, please refer to the relevant Standards and the Program Guide.

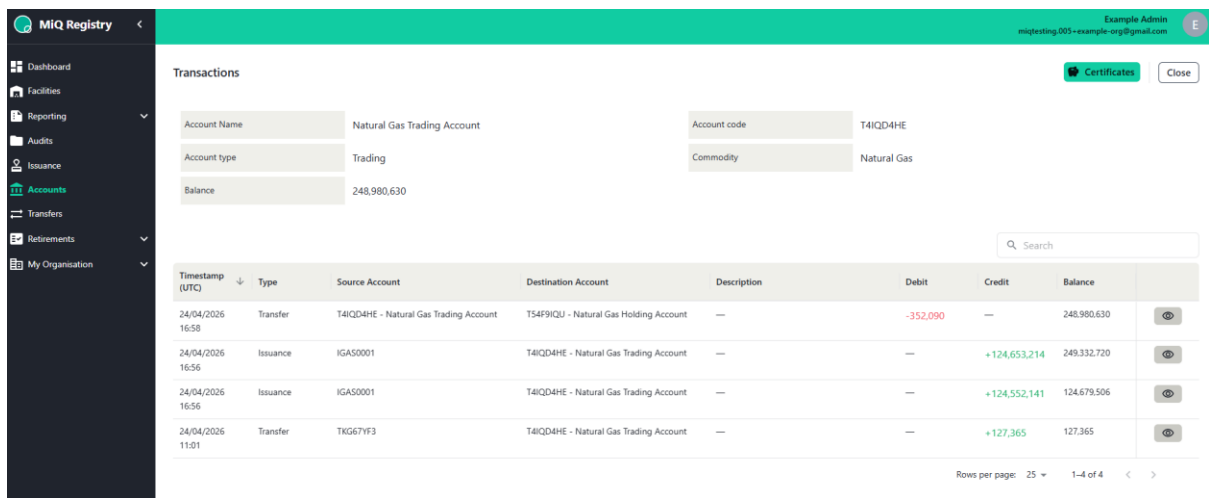
Calculations of CO₂e include only those elements that are available. For example, if only methane intensity is available, and not CO₂ or N₂O intensities, then CO₂e is calculated using only the methane intensity. Global warming potential (GWP) values used are from [Section 7.6.1.1](#) of Chapter 7 of the Sixth Assessment Report of the Intergovernmental Panel on Climate Change.





| Figure 18 Certificate holdings screen

3.2.5 Transaction history

The *Transactions* screen (Figure 19) lists all transactions that have taken place into and out of the account, including certificate issuance, transfers into and out of the account and retirements made, and shows credits and debits and a running account balance. You can see more detail on each transaction by clicking the  button on the right of the transaction.

The *Transactions* screen can be accessed by clicking on the **Transactions** button against the relevant account in the Account list (see Section 3.2.1). You can switch to the details of certificates held in the account by clicking **Certificates** in the top-right corner of the screen.



Timestamp (UTC)	Type	Source Account	Destination Account	Description	Debit	Credit	Balance	
24/04/2026 16:58	Transfer	T4IQD4HE - Natural Gas Trading Account	T54F91QU - Natural Gas Holding Account	—	-352,090	—	248,980.630	
24/04/2026 16:56	Issuance	IGAS0001	T4IQD4HE - Natural Gas Trading Account	—	—	+124,653,214	249,332.720	
24/04/2026 16:56	Issuance	IGAS0001	T4IQD4HE - Natural Gas Trading Account	—	—	+124,552,141	124,679.506	
24/04/2026 11:01	Transfer	TKG67YF3	T4IQD4HE - Natural Gas Trading Account	—	—	+127,365	127,365	

| Figure 19 Transactions history screen

3.3 Transfers


Account Holders may transfer certificates between their own accounts or to accounts held by other organisations. The actions to view completed transfers and to make new transfers, are accessed from the **Transfers** tab on the navigation pane.

There are three steps to making a transfer:

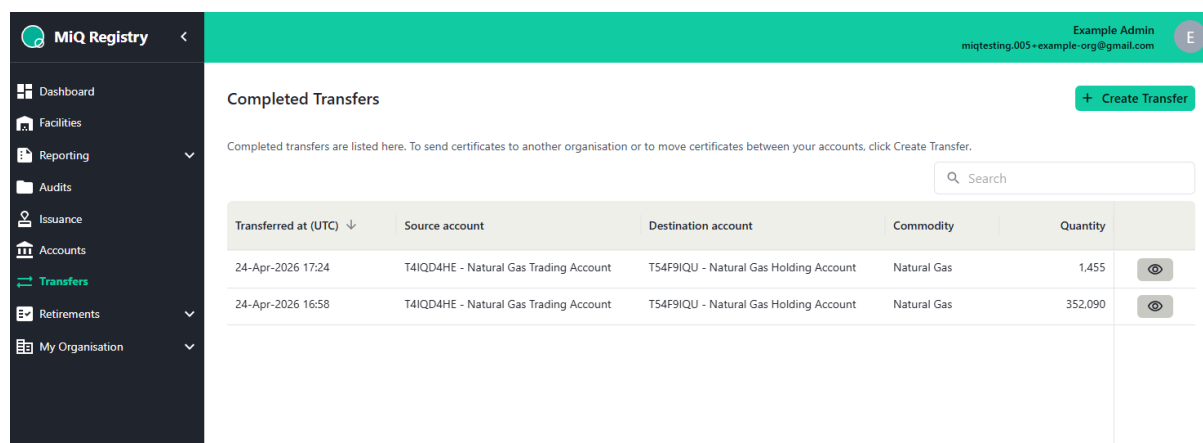
1. **Setting up the transfer** – identifying the **source** and **destination** accounts for the transfer
2. **Allocating certificates to the transfer** – here you identify the specific certificates to be transferred (e.g., for which facilities and issue months)
3. **Reviewing and executing the transfer** – a review step to ensure the details are correct before executing the transfer.



On execution, the certificates will be moved from the source account to the destination account. Note that once a transfer has been executed, it cannot be amended or cancelled.

3.3.1 View completed transfers

You can view a list of all the transfers that have been made by your organisation on the **Transfers** tab (Figure 20), along with key details such as source and destination account and quantity transferred for each transfer. You can see the details of each transfer by clicking the  button against the transfer.

You can also see the details of transfers into and out of your accounts in the *Transaction history* screen for each account – see Section 3.2.5.



Transferred at (UTC) ↓	Source account	Destination account	Commodity	Quantity	
24-Apr-2026 17:24	T4IQD4HE - Natural Gas Trading Account	T54F91QU - Natural Gas Holding Account	Natural Gas	1,455	
24-Apr-2026 16:58	T4IQD4HE - Natural Gas Trading Account	T54F91QU - Natural Gas Holding Account	Natural Gas	352,090	

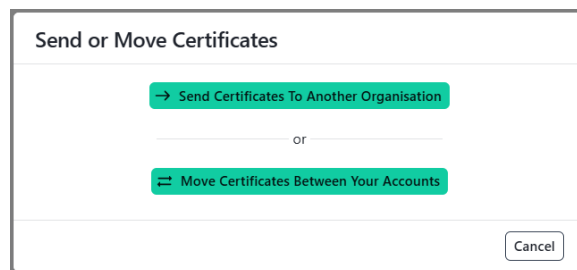
| Figure 20 Completed Transfers screen

3.3.2 Setting up a transfer

To set up a new transfer, click on **Transfers** on the navigation pane and then click **+ Make a Transfer** in the top-right corner of the screen (Figure 20). You will first be asked whether you are sending certificates to another organisation or moving certificates between your own accounts (Figure 21). You can then choose which of your own accounts to transfer certificates from and you either choose the destination account from a list of your own accounts

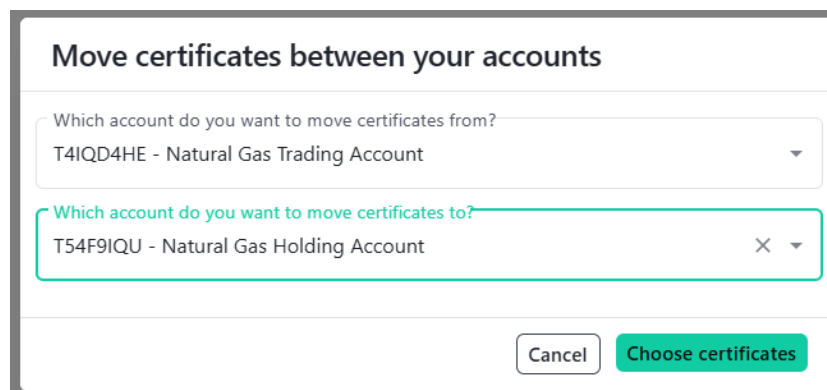
(if moving to one of your own accounts) or provide the 8-character account code that must start with a **T** (if transferring to a third-party account).

Note: When making a transfer to a third party, make sure you enter the correct account code for the destination account.



| Figure 21 Destination choice

On the next screen you will be asked to select the source account for the certificates and provide the account code for the destination account (if sending to another organisation) or select the destination account (if moving between your own accounts) – see Figure 22. Then click **+ Choose certificates**.



| Figure 22 Source and destination accounts

3.3.3 Allocating certificates to the transfer

When you click **Choose certificates**, you will move to the *Choose Certificates* screen, where you can choose the certificates that you wish to transfer (Figure 23). You will see all the certificates available in the source account, from which you can select the certificates that you wish to include in the transfer and the quantity of each.

The screen shows the number of each type of certificates available in the source account and the number that you have allocated so far.

You can sort certificates by clicking on the column headers.

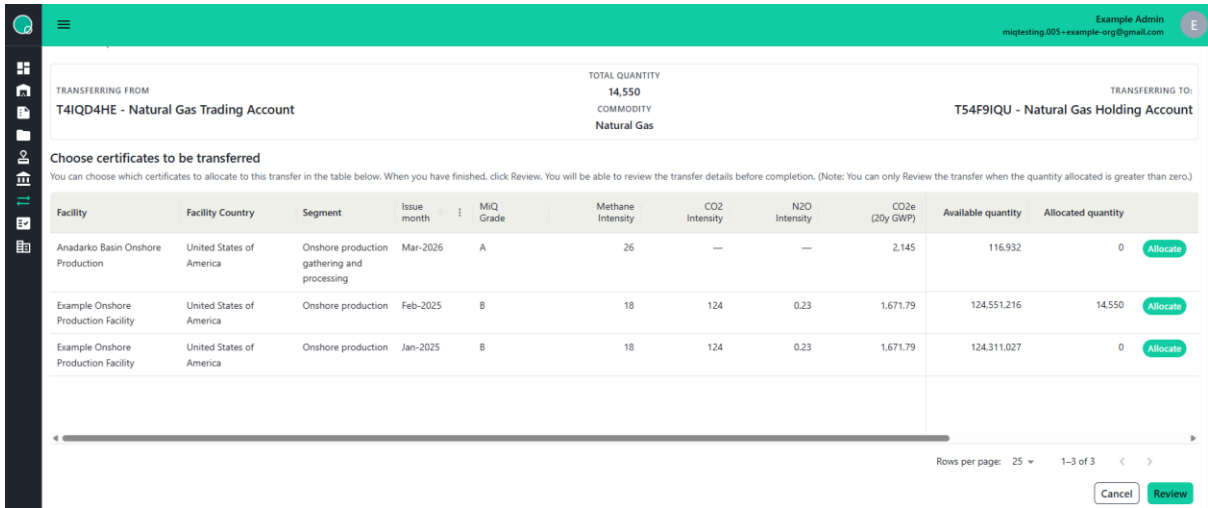


Figure 23 Choose certificates screen

To allocate certificates to the transfer, click **Allocate** next to the certificates you wish to add to the transfer (Figure 23). Enter the quantity of certificates to be transferred in the pop-up and click **Allocate** to continue (Figure 24).

The main *Choose certificates* screen keeps a running total of how many certificates you have allocated. You can allocate from as many blocks of certificates as you wish. You can change the allocation of each block of certificates by clicking **Allocate** on the relevant certificate row again and amending the allocated quantity. Continue allocating certificates until you've allocated all the certificates you wish to.

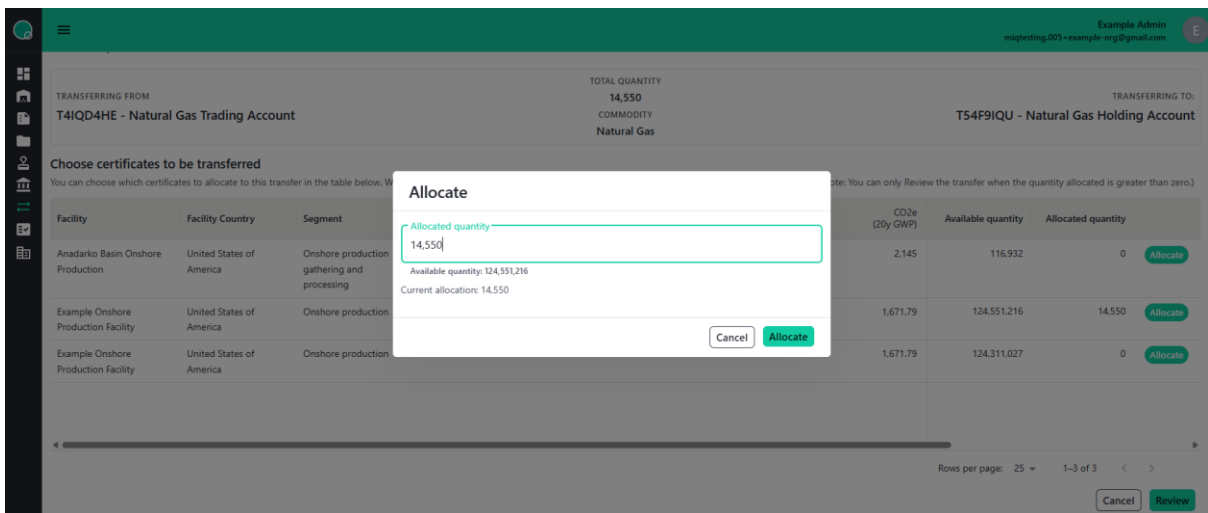


Figure 24 Allocating certificates

If at any time you wish to cancel the retirement process, just click **Cancel**.

3.3.4 Reviewing and executing the transfer

Once you've allocated all the certificates you want to transfer, click **Review** in the bottom right-hand corner of the *Choose certificates* screen (Figure 23), which will take you to the *Review Transfer* screen (Figure 25). You will see the full details of the proposed transfer, including source and destination accounts, the total quantity to be transferred, and a list of all the certificates to be transferred with their attributes. To complete the transfer, click **Complete transfer**.

Once you click **Complete transfer**, the certificates are transferred from the source account to the destination account. **Note that once a transfer has been executed, it cannot be amended or cancelled.**

The screenshot shows the 'Review Transfer' screen in the MiQ system. At the top, there is a navigation bar with a 'Back to Transfers' button. Below this, the 'Create new transfer' section is visible, with a sub-header 'Select how you want to transfer certificates.' and a warning: 'When you click Complete Transfer, the certificates will be transferred from the source account to the destination account. This action cannot be undone.'

The transfer details are as follows:

TRANSFERRING FROM	TOTAL QUANTITY	TRANSFERRING TO:
T4IQD4HE - Natural Gas Trading Account	14,550	T54F91QU - Natural Gas Holding Account
	COMMODITY	
	Natural Gas	

Below the transfer details is a table titled 'Certificates to be transferred' with the following columns: Facility, Facility Country, Segment, Issue month, MiQ Grade, Methane Intensity, CO2 Intensity, N2O Intensity, CO2e (20y GWP), CO2e (100y GWP), and Quantity.

Facility	Facility Country	Segment	Issue month	MiQ Grade	Methane Intensity	CO2 Intensity	N2O Intensity	CO2e (20y GWP)	CO2e (100y GWP)	Quantity
Example Onshore Production Facility	United States of America	Onshore production	Feb-2025	B	18	124	0.23	1,671.79	723.19	14,550

At the bottom right of the screen, there are three buttons: 'Cancel', 'Amend certificates', and 'Complete transfer'.

Figure 25 Review Transfer screen

3.4 Retirements

A Retirement is the action of permanently allocating a set of certificates on the MiQ Registry to an end-use consumer, who can then claim the associated ESG attributes of the certificates as part of its ESG reporting. No claim can be made in relation to the certificates by the Beneficiary until they have been retired on the MiQ Registry.

An Account Holder may **retire** certificates provided that the certificates are held in one of its Trading Accounts and that it has a Retirement Account into which the retired certificates will be placed when they are retired. An Account Holder may retire on its own behalf (i.e., for its own commodity consumption) or on behalf of another party for that party's commodity consumption.

Note that a retirement is irreversible. Retirement is permanent: once a retirement is made and certificates are held in a Retirement Account, the certificates can no longer be transferred to other accounts.

The actions to create, amend and approve retirements and assignments, as well as to view completed retirements and assignments, can be accessed in the Retirements screens by clicking on the **Retirements** tab in the navigation pane. This will show three sub-tabs:

Retirements and **Beneficiaries**.

The steps to making a retirement or assignment of certificates are explained in detail in the following sections, and are:

- **Create the Beneficiary** – identifying the end-use consumer that will be entitled to claim the ESG attributes of the retired certificates. You need to create the Beneficiary in the system the first time that you make a retirement on their behalf.
- **Setting up the retirement** – identifying the **beneficiary**, the **source** account and **destination** account for the retirement and entering the **purpose** of the retirement
- **Allocating certificates to the retirement** – here you identify the specific certificates to be retired (e.g., for which facilities and issue months)
- **Reviewing and executing the retirement** – a review step to ensure the details are correct before executing the retirement.

Once executed, the retirement will be completed, and the certificates will be moved from the selected Trading Account to the selected Retirement Account. A Retirement Statement will be available as evidence of the permanent retirement of the certificates for the Beneficiary.

3.4.1 Beneficiaries

An end-use consumer of a commodity is known as a **Beneficiary** on the MiQ Registry. The Beneficiary of a retirement is the sole entity that has the right to claim the environmental attributes relating to retired certificates. A Beneficiary must be assigned to each retirement.

Beneficiaries do not need their own account on the MiQ Registry to have certificates retired or assigned on their behalf. Retirements can be made and managed by a third-party Account Holder (e.g., the seller of the certificates to the Beneficiary).

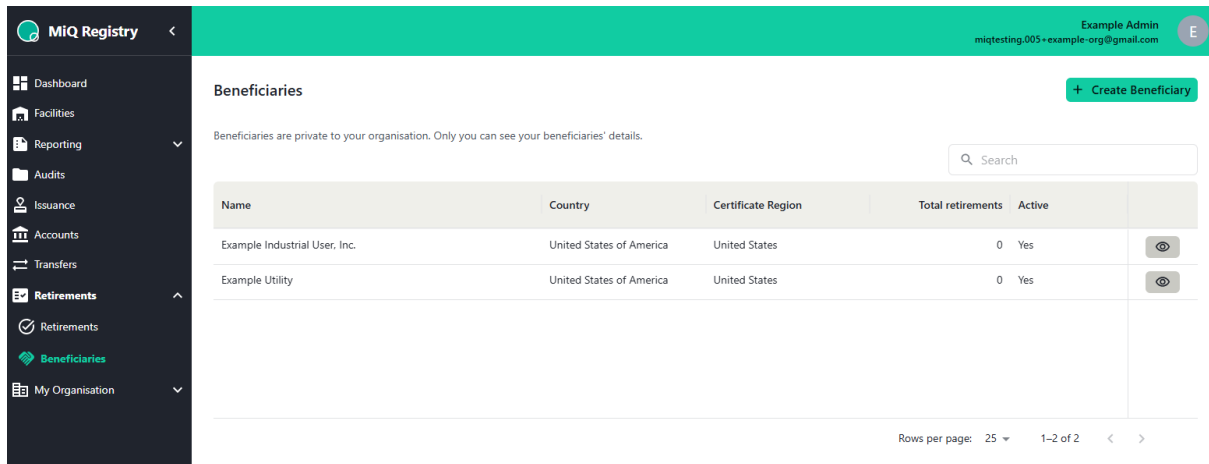
Multiple retirements and assignments can be made for each Beneficiary.

Beneficiaries that you create are private to your organisation and are not visible to other Account Holders.

A Beneficiary must be set up before you can set up a retirement on its behalf.

Note that once a Beneficiary has been created, its details cannot be edited. If a Beneficiary is no longer required, it can be de-activated.

Beneficiaries are set up and managed on the **Beneficiaries** sub-tab under **Retirements** (Figure 26).



| Figure 26 Beneficiaries screen


3.4.2 Creating Beneficiaries

To create a new beneficiary, click **+ Create Beneficiary** in the top-right corner of the *Beneficiaries* screen (Figure 26). You will be asked to give the new Beneficiary a name (typically their legal entity name) and the physical address where the commodity is consumed by the beneficiary, including the country. You can also add a contact email and any additional information if you wish.

When finished, click **Save** to create the new beneficiary.


| Figure 27 Create Beneficiary screen

3.4.3 Viewing Beneficiary information

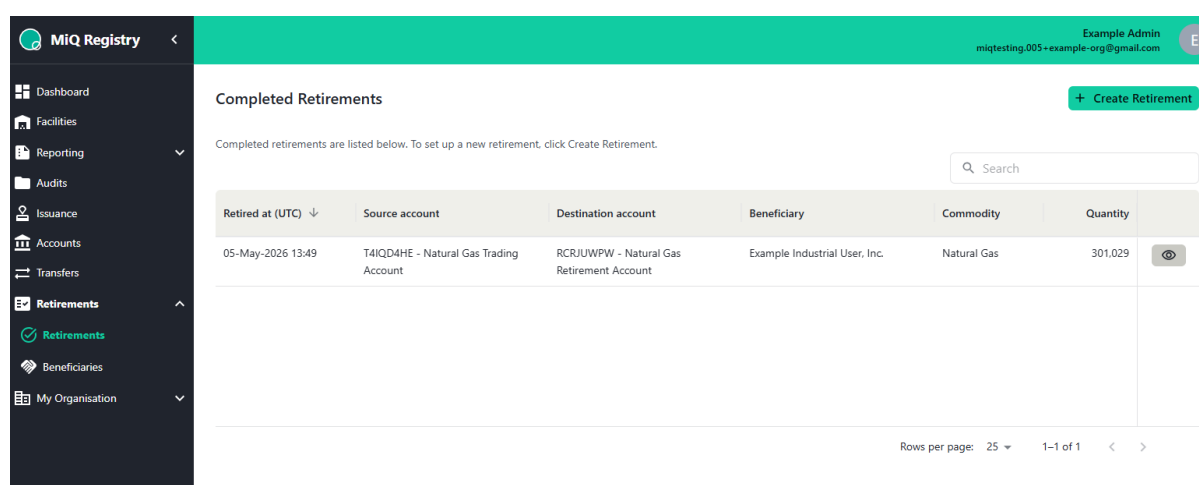
Once a Beneficiary has been created, its details can be accessed from the list on the **Beneficiaries** sub-tab (Figure 26). To access Beneficiary details, clicking the  button against the Beneficiary, which will show the beneficiary details that you've provided and all retirements made on behalf of that Beneficiary.


You can also Activate and Deactivate the Beneficiary from this screen. If a Beneficiary is marked as inactive, no further retirements can be made against it until it is set as active again.

3.4.4 View completed retirements

You can view a list of all the retirements that have been made by your organisation on the **Retirements** tab (Figure 28), along with key details such as source and destination accounts, Beneficiary and quantity retired for each retirement. You can see the details of each retirement and access their retirement statements by clicking the  button against the relevant retirement.

All the retirements that have been made by your organisation will also be listed in the *Transaction history* screen for the source and destination accounts (see Section 3.2.5), and the retired certificates will be visible in the Account Holdings screen of the destination retirement account (see Section 3.2.4).



Retired at (UTC) ↓	Source account	Destination account	Beneficiary	Commodity	Quantity	
05-May-2026 13:49	T4IQD4HE - Natural Gas Trading Account	RCRJUWPW - Natural Gas Retirement Account	Example Industrial User, Inc.	Natural Gas	301,029	

| Figure 28 Completed Retirements screen

3.4.5 Retiring certificates

There are three steps to making a retirement once a Beneficiary has been created:

1. **Setting up the retirement** – identifying the **beneficiary**, the **source** account and **destination** account for the retirement and entering the **purpose** of the retirement
2. **Allocating certificates to the retirement** – here you identify the specific certificates to be retired (e.g., for which facilities and issue months)

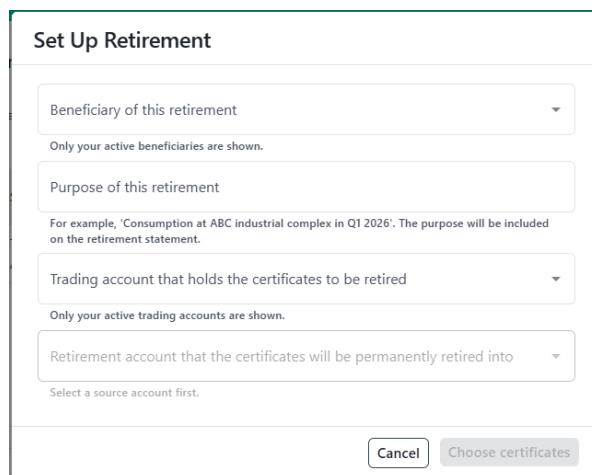
3. **Reviewing and executing the retirement** – a review step to ensure the details are correct before executing the retirement.

Once executed, the retirement will be completed, and the certificates will be moved from the selected Trading Account to the selected Retirement Account. A Retirement Statement will be available as evidence of the permanent retirement of the certificates for the Beneficiary.

3.4.6 Setting up a retirement

To set up a new retirement, click on the **Retirements** tab and then click **+ Create Retirement** in the top-right corner of the *Retirements* screen (Figure 28). This will take you to the *Set Up Retirement* screen (Figure 29) where you select the **source account** (the account that holds the certificates that you want to retire, which must be a trading account), the **destination account** (the account that you want to retire the certificates into, which must be a retirement account) and the **Beneficiary**. You also need to enter the **purpose of the retirement** (e.g., 2026 natural gas consumption). The retirement purpose will be displayed on the Retirement Statements provided to the Beneficiary, so should be confirmed with the Beneficiary to ensure accuracy.

Once all fields are completed, click **✓ Choose certificates** (Figure 29). You will then move to the Choose Certificates screen where you can allocate certificates to the retirement.



| Figure 29 Set Up Retirement screen

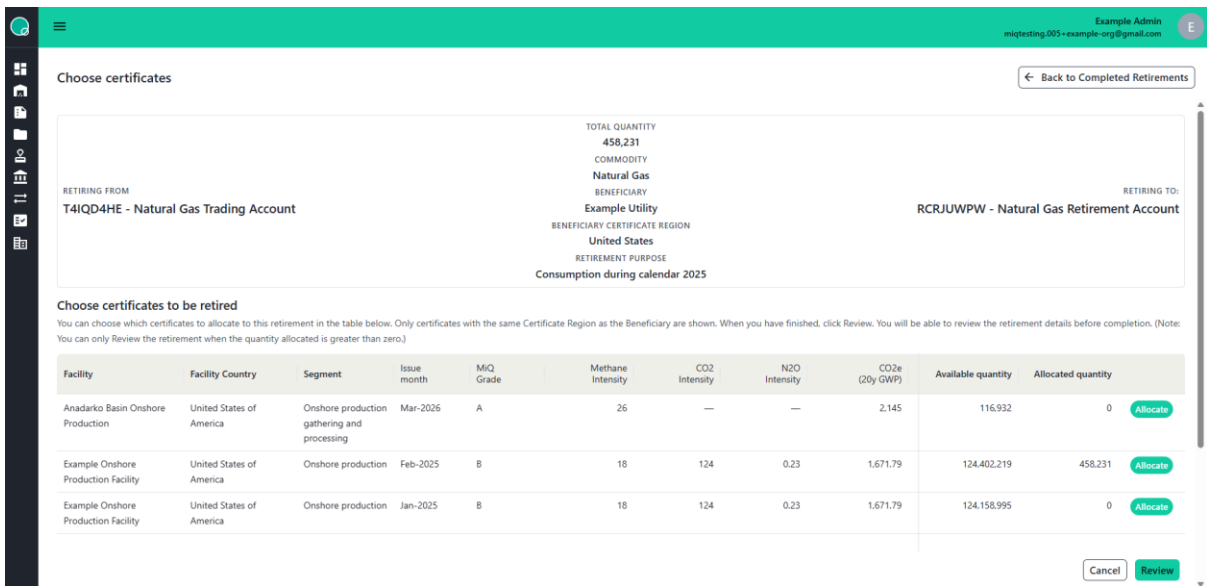
If at any time you wish to cancel the retirement process, just click **Cancel**.

3.4.7 Allocating certificates to the retirement

When you click **Choose certificates** on the *Set Up Retirement* screen, you will move to the *Choose Certificates* screen, where you can choose the certificates that you wish to retire (Figure 30). You will see all the certificates available in the source account, from which you can select which you want to include in the retirement and the quantity of each.

The screen shows the number of each type of certificates available in the source account and the number that you have allocated so far.

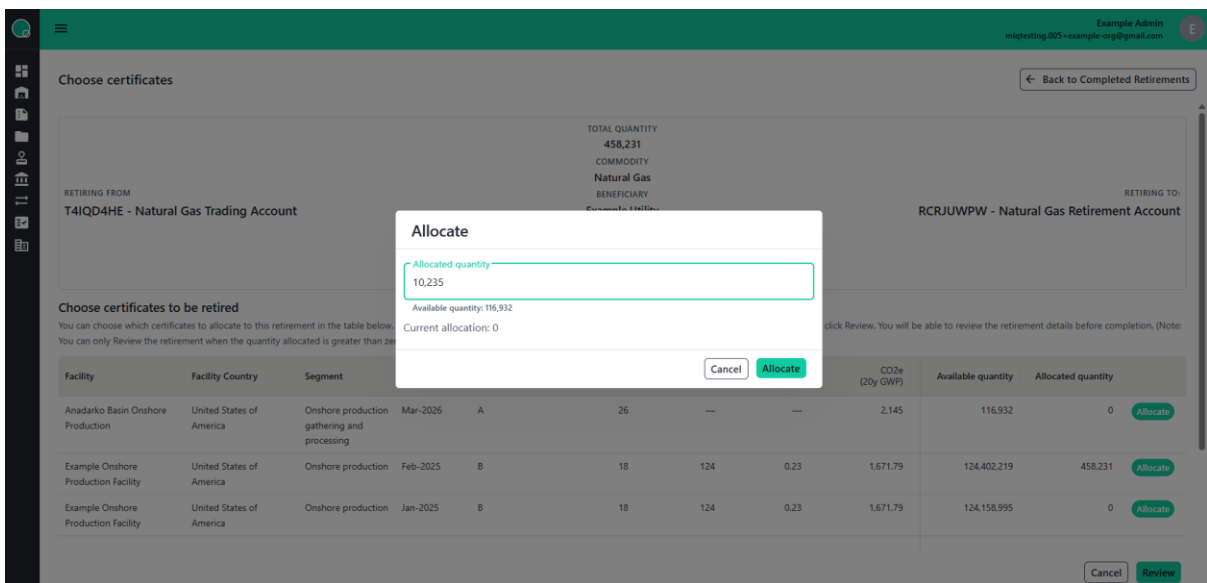
You can sort certificates by clicking on the column headers.



| Figure 30 Choose certificates screen

To allocate certificates to the retirement, click **Allocate** next to the certificates you wish to add (Figure 30). Enter the quantity of certificates to be retired in the pop-up and click **Allocate** to continue (Figure 31).

The main *Choose certificates* screen keeps a running total of how many certificates you have allocated. You can allocate from as many blocks of certificates as you wish. You can change the allocation of each block of certificates by clicking **Allocate** on the relevant certificate row again and amending the allocated quantity. Continue allocating certificates until you've allocated all the certificates you wish to.



| Figure 31 Allocating certificates

If at any time you wish to cancel the retirement process, just click **Cancel**.

3.4.8 Reviewing and executing the retirement

Once you've allocated all the certificates you want to transfer, click **Review** in the bottom right-hand corner of the *Choose certificates* screen (Figure 30), which will take you to the *Review Retirement* screen (Figure 32). You will see the full details of the proposed retirement, including source and destination accounts, the total quantity to be retired, and a list of all the certificates to be retired with their attributes. To complete the retirement, click **Complete retirement**.

Once you click **Complete retirement**, the certificates are transferred from the source trading account to the destination retirement account. **Note that once a retirement has been executed, it cannot be amended or cancelled.**

Review retirement Example Admin
miqtesting.005@example-org@gmail.com

← Back to Completed Retirements

When you click Complete Retirement, the certificates will be retired from the source account to the destination retirement account. This action cannot be undone.

TOTAL QUANTITY
468,466

COMMODITY
Natural Gas

RETIRED FROM: **T4IQD4HE - Natural Gas Trading Account**

BENEFICIARY: **Example Utility**

RETIRED TO: **RCRJUWPW - Natural Gas Retirement Account**

BENEFICIARY CERTIFICATE REGION
United States

RETIREMENT PURPOSE
Consumption during calendar 2025

Certificates to be retired

Facility	Facility Country	Segment	Issue month	MIQ Grade	Methane Intensity	CO2 Intensity	N2O Intensity	CO2e (20y GWP)	CO2e (100y GWP)	EO100™ Grade	Quantity
Anadarko Basin Onshore Production	United States of America	Onshore production gathering and processing	Mar-2025	A	26	—	—	2,145	774.8	—	10,235
Example Onshore Production Facility	United States of America	Onshore production	Feb-2025	B	18	124	0.23	1,671.79	723.19	—	458,231

GHG intensities (methane, CO2, N2O and CO2e) are in grams per unit of the relevant commodity, i.e. grams per MMBtu for Natural Gas and grams per BBL for Crude Oil. For more details on how the intensities are determined, please refer to the relevant Standards and the Program Guide.




Cancel Amend certificates **Complete retirement**

Figure 32 Review Retirement screen

3.4.9 Accessing Retirement Statements

Retirement Statements provide the evidence that certificates have been retired on behalf of a Beneficiary. Retirement Statements can be downloaded as PDF documents from the details of the relevant retirement accessed via the **Retirements** tab or from the relevant Beneficiary's details via the **Beneficiaries** tab.

To access Retirement Statements, either:

- click the **Retirements** tab, click the  button against the relevant retirement and then click the **Download PDF** button on the relevant details page (Figure 33) or
- click the **Beneficiaries** tab, click the  button against the relevant beneficiary, click the  button against the relevant retirement and then click the **Download PDF** button on the relevant details page (Figure 33)

In each case, a PDF *Retirement Statement* will be downloaded to your device.

Example Admin
midtesting.005@example-org@gmail.com

Retirement Details

[← Back to Completed Retirements](#)

<p>RETIRED FROM T4IQD4HE - Natural Gas Trading Account</p>	<p>TOTAL QUANTITY 301,029</p> <p>RETIRED AT (UTC) 05-May-2026 13:49</p> <p>COMMODITY Natural Gas</p> <p>BENEFICIARY Example Industrial User, Inc.</p> <p>RETIREMENT PURPOSE Consumption at Eastern Facility during 2025</p>	<p>RETIRED TO: RCRUJWPW - Natural Gas Retirement Account</p>
---	--	---

Retirement statement

You can share the retirement statement with the beneficiary by downloading the PDF statement.

[Download PDF](#)

Certificates retired

Facility	Facility Country	Segment	Issue month ↓	MIQ Grade	Methane Intensity	CO2 Intensity	N2O Intensity	CO2e (20y GWP)	CO2e (100y GWP)	EO100™ Grade	Certificate Region	Quantity
Example Onshore Production Facility	United States of America	Onshore production	Feb-2025	B	18	124	0.23	1,671.79	723.19	—	United States	148,997
Example Onshore Production Facility	United States of America	Onshore production	Jan-2025	B	18	124	0.23	1,671.79	723.19	—	United States	152,032

Rows per page: 25 ▾ 1-2 of 2 < >

Figure 33 Retirement details page

4 Facility Operators

4.1 Overview

This section covers the functionality for Facility Operators on the MiQ Registry.

Note: Your organisation may have both the Account Holder role and the Facility Operator role.

Facility Operators can create facilities, submit audits and request the issuance of certificates. Facility Operators also provide regular reporting in relation to their facilities, including Quarterly Verification Reports and the reporting of Reportable Events. Audits are carried out by independent third-party auditing bodies that are recognised by the relevant standard holder.

To be able to request the issuance of certificates, a Facility Operator must:

1. Register a facility on the MiQ Registry (Section 4.2).
2. Submit an audit (see Section 4.3).

Note: Audits can only be created once the facility has been registered.

3. Create an Issue Request relating to the facility (see Section 4.4).


Note: Issue Requests can be made once the audit has been approved and any required Quarterly Verification Reports have been submitted.

4.2 Facilities

Before a Facility Operator can request the issuance of certificates for a facility, they must first register the facility on the MiQ Registry. To do this, they must create the facility and submit it to the Registry Administrator for review.

4.2.1 Viewing your organisation's facilities

Click on the **Facilities** tab to see a list of all your organisation's facilities (Figure 34). Facilities will have the status of Registered or Submitted (not yet approved by the Registry Administrator).

You can see the more information about a facility by clicking the  button against the facility (Figure 35Figure 1).

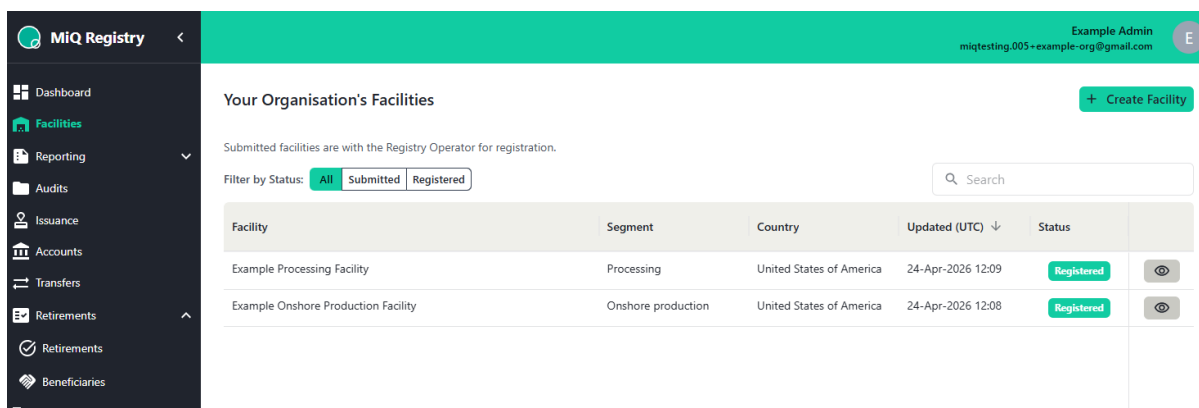
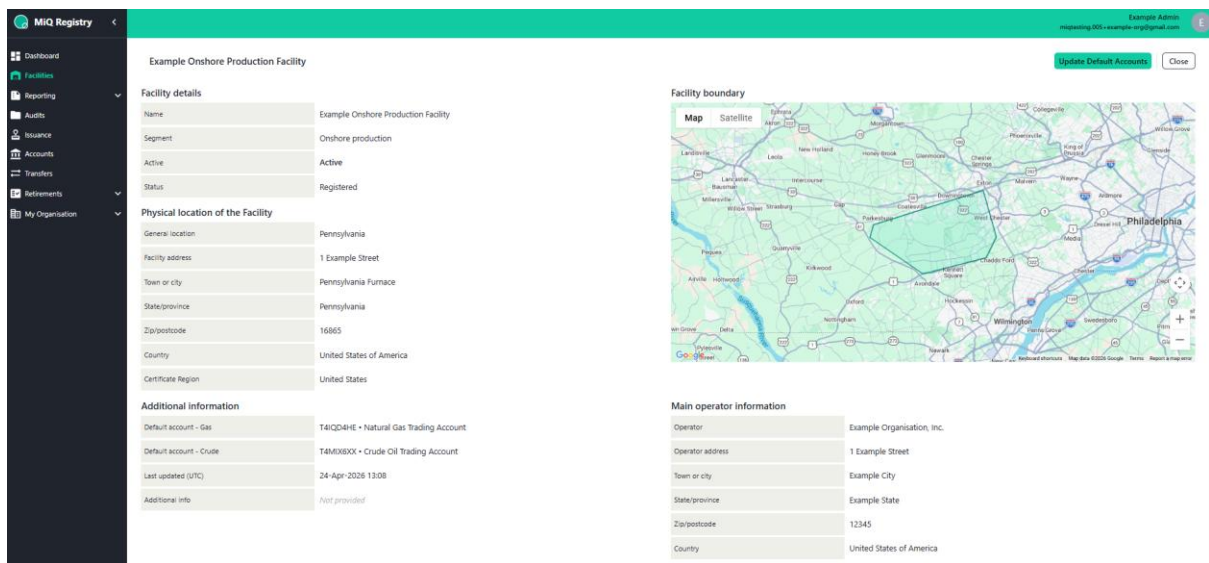


Figure 34 Registered Facilities screen



| Figure 35 Facility details

4.2.2 Adding and updating a facility's default accounts

You can add or change the default accounts that certificates are issued into for the facility. Setting a default account for a facility saves you having to select the account for issuance each time you make an issue request for the facility. You can also override the default account for issue requests when you make the issue request, if required.

You can set one default account for each commodity (crude oil and natural gas) for each of your registered facilities. You can add or change the default accounts at any time by clicking the **+ Update Default Accounts** button on the facility details screen (Figure 35) will show the Update default issuance accounts screen (Figure 36).

Update default issuance accounts

Configure the default accounts for future certificate issuance. Changes apply immediately to future issuances.

Natural Gas

Add a default issuance account for Natural Gas?

Yes No

Use one of my organisation's accounts?

Yes No

Default issuance account for Natural Gas *

T4IQD4HE - Natural Gas Trading Account

Crude Oil

Add a default issuance account for Crude Oil?

Yes No

Use one of my organisation's accounts?

Yes No

Default issuance account for Crude Oil *

T4MIX6XX - Crude Oil Trading Account

Cancel
Save changes

| Figure 36 Updating a facility's default accounts

4.2.3 Creating a facility

To create a new facility, click on the **+ Create Facility** button on the Facilities page (Figure 34), which will take you to the *Create Facility* screen (Figure 37) where you can enter summary information that defines the facility on the MiQ Registry. There are four sections to complete:

- Facility details
- Physical location
- Facility boundary
- Main operator

The screenshot shows the 'Create Facility' screen in the MiQ Registry. The top navigation bar includes the MiQ Registry logo and the user's name 'Example Admin' with an email address. A sidebar on the left lists various menu items like Dashboard, Facilities, Reporting, Audits, Issuance, Accounts, Transfers, Retirements, Beneficiaries, and My Organisation. The main content area is titled 'Create Facility' and features a progress indicator with two steps: '1 Facility Information' and '2 Review & Submit'. Below the progress bar are four tabs: 'Facility details' (selected), 'Physical location', 'Facility boundary', and 'Main operator'. The 'Facility details' section contains a 'Key information' section with a 'Facility name *' text input field and a 'Segment *' dropdown menu. Below this is an 'Issuance accounts' section with two sub-sections: 'Natural Gas' and 'Crude Oil', each with a radio button for 'Yes' and 'No'. The 'Natural Gas' 'No' option is selected. At the bottom is an 'Additional information' section with a text area for notes.

Figure 37 Create Facility screen

4.2.3.1 Facility details

- **Facility Name** – Enter the name that you want to use for the facility.
Note: This is the name that will be used on the public Live Certifications page (see Section 2.1).
- **Segment** – Select the supply-chain segment of the facility (e.g., Onshore production, Offshore production, Gathering and boosting, Processing, Transmission and storage, Liquefaction, etc.).
- **Default Issuance Accounts** – You can set a default account for certificates to be issued into for the facility, one per commodity. You can override this setting at each issue request. Default accounts are optional. You can also set default accounts later if you wish.

4.2.3.2 Physical location

- **Display location** – Enter the general location of the Facility that will be displayed on the public facility listing. For onshore facilities, enter the name of the state, province or region. For offshore facilities, enter the block or licence area in which the facility is located and where the country where the commodity is beached.
- **Facility Address** – Enter the street address of the facility.
Note: If the facility covers a wide area, and the address of the facility is therefore not obvious, choose a relevant address, such as a key location at the facility.

4.2.3.3 Supplementary Facility Information

- **Mapped location** – The lower half of the screen allows you to draw a shape on the map to denote the geographic footprint of the facility. Locate your facility on the map by drawing a polygon around the facility boundaries to denote the borders.

4.2.3.4 Main Operator Information

Information relating to the main operator of the facility is required in this section. If the main operator is the **same legal entity** as the Facility Operator legal entity, simply confirm that your organisation is the main operator of the facility. Alternatively, provide the name and address of the main operator in this section.

Once all the information has been entered, click **Next**. If all the required information has been provided, you'll be taken to the *Review* screen. Alternatively, any missing information will be flagged for you to complete.

4.2.4 Reviewing and submitting facilities

The *Review* screen allows you to check the information provided prior to submission to the Registry Administrator for registration. Review the entered information and when you are happy with the information provided, click **Submit**. Alternatively, you have the option to edit the data before submission.

Once submitted, the facility will be reviewed by the Registry Administrator. The Registry Administrator will contact you to ask for anything else that it needs to approve the facility. On approval, you'll receive an email confirming the facility's registration.

The screenshot shows the 'Review Facility' screen in the MiQ Registry. The page title is 'Create Facility'. A progress bar indicates the 'Facility Information' step is complete, with a 'Review & Submit' button at the end. Below the progress bar, a note states: 'Review all information below before submitting. You can go back to edit any field by clicking Edit.' The form is divided into two main sections: 'Facility details' and 'Default Issuance Accounts'. The 'Facility details' section includes fields for 'Facility name' (ACME Onshore Production), 'Segment' (Onshore production), and 'Additional information'. The 'Default Issuance Accounts' section includes fields for 'Natural Gas account' (T4IQD4HE - Natural Gas Trading Account) and 'Crude Oil account' (Not configured). At the bottom right, there are 'Cancel', 'Edit', and 'Submit' buttons.

| Figure 38 Review Facility screen

4.3 Audits

After a facility has been registered, you can create and submit audits for the facility. Audits relate to a single specific standard (currently, the **MiQ** and **EO100™** Standards).

Audits relating to different standards can be submitted for the same facility. Audits under different standards for the same facility may be for the same or overlapping Certification Periods. This allows a Facility Operator to request the issue of certificates for their facility in relation to the standard(s) they have been audited against at different times.

4.3.1 Certification Periods

The Certification Period of an Audit is the period (typically 12 months) for which the Audit applies on the MiQ Registry, during which the issuance of Certificates may be requested.

The following rules apply in the MiQ Registry when you create an audit on the MiQ Registry:

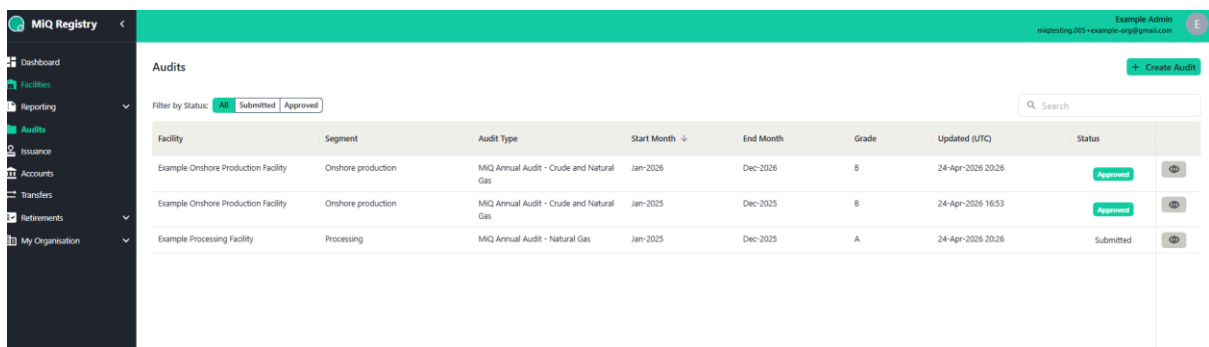
- You cannot create an audit for a facility for a Certification Period that includes a month for which an Issue Request already exists for that facility;
- Audits can overlap if they are from different certification standards; and
- Creating a new audit for a Certification Period that overlaps with the Certification Period of another audit against the same standard will shorten the previous audit when the new audit is approved. The Certification Period of the earlier audit will end on the last day of the month prior to the selected start month of the later audit.




Please refer to the MiQ Program Guide for more information.

4.3.2 View audits

Click on the **Audits** tab on the navigation pane to view the audits against your organisation's facilities (Figure 39). Audits will have the status of Approved or Submitted (not yet approved by the Registry Administrator).

You can see the details of each facility by clicking the  button against the facility.



Facility	Segment	Audit Type	Start Month	End Month	Grade	Updated (UTC)	Status	
Example Onshore Production Facility	Onshore production	MiQ Annual Audit - Crude and Natural Gas	Jan-2025	Dec-2026	B	24-Apr-2026 20:26	Approved	
Example Onshore Production Facility	Onshore production	MiQ Annual Audit - Crude and Natural Gas	Jan-2025	Dec-2025	B	24-Apr-2026 16:53	Approved	
Example Processing Facility	Processing	MiQ Annual Audit - Natural Gas	Jan-2025	Dec-2025	A	24-Apr-2026 20:26	Submitted	

| Figure 39 Audits screen

4.3.3 Creating an Audit

To create a new audit, click on the **Audits** tab on the navigation pane and then on the **+ Create Audit**. This will take you to the *Create audit* screen (Figure 40) where you select the initial parameters for the audit (facility, standard, standard version and audit type).

The screenshot shows a form titled "Create audit" with a progress bar at the top indicating three steps: 1. Select Audit Initial Parameters (active), 2. Audit Information, and 3. Review & Submit. Below the progress bar are four dropdown menus:

- Facility (A1) ***: Select the facility that has been audited.
- Standard ***: Select the Standard against which the Facility has been audited.
- Standard Version (A2) ***: Select the version of the Standard that was used in this Audit.
- Audit Type (A5) ***: Select the type of Audit that was undertaken.

At the bottom right, there are two buttons: "Cancel" and "Next".

| Figure 40 "Create an Audit" Screen

Select the appropriate information from the drop-down menus on the screen, starting from the top. As you select an item, the options in the fields below will be populated with the available choices for the data already selected. The selections are:

- **Facility** –the facility that has been audited
- **Certification Standard** –MiQ Standard or EO100™ Standard
Note: The list of available Certification Standards will depend on the supply chain segment of the selected facility.
- **Standard Version** – The standard version identified in the audit report
- **Audit type** – The audit type identified in the audit report

Once you have completed all fields, continue to create the audit creation by clicking **Next** (Figure 40).

When you click **Next**, you will be presented with a new screen to enter the information specific to the audit type you have selected. All the information you need to enter should be easily found in the audit report from the Auditing Body (or Assessment Body for EO100™ audits).

The following items are general to all audits:

- **Grade** – Select the Grade given to the facility in the audit report
- **Requested start date of the Certification Period** – Enter the first month of the Certification Period covered by the audit, as indicated in the audit report or agreed with the Standard Holder.
- **Auditing Body (or Assessment Body)** – Select the audit company that performed the audit from the list, or if unavailable, select **Other** and enter the name of the audit company in the box below.
- **Lead Auditor** – Enter the name of the person that led the audit.
- **Notes, comments** – You can provide additional information in these boxes.

The form for each audit type lists the specific information required for that audit type.

You must also upload the Audit Report and any associated documents for the audit at this stage.

Once all the information has been entered, click **Next**. If all the required information has been provided, you'll be taken to the *Review* screen. Alternatively, any missing information will be flagged for you to complete.

4.3.4 *Reviewing and submitting audits*

The *Review* screen allows you to check the information provided prior to submission to the Registry Administrator for approval. Review the entered information and when you are happy with the information provided, click **Submit**. Alternatively, you have the option to edit the data before submission.

Once submitted, the audit will be reviewed by the Registry Administrator. The Registry Administrator will contact you to ask for anything else that it needs to approve the audit. On approval, you'll receive an email confirming the facility's registration.

Once an audit is approved, Issue Requests can be made for the facility against that audit for the corresponding Certification Period of the audit provided that any due Quarterly Verification Reports have also been submitted.

4.4 Certificate issuance

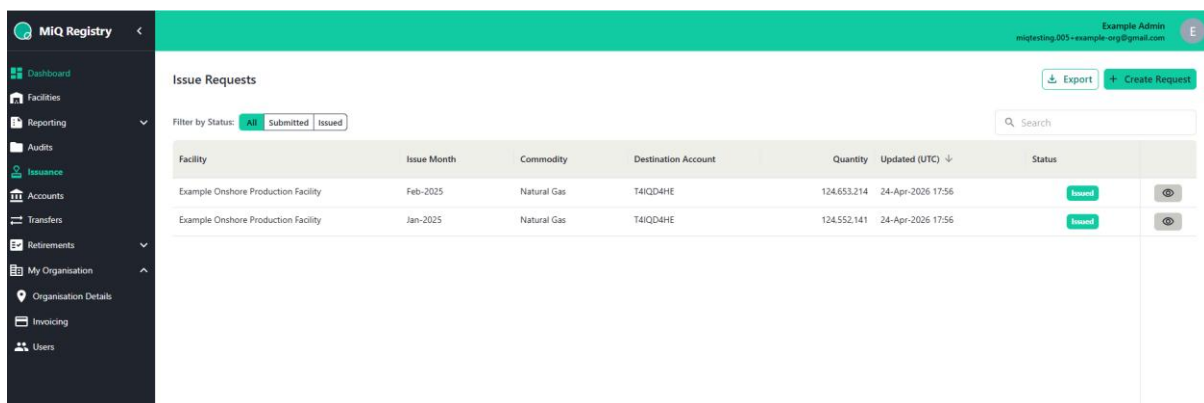
Facility Operators request the issuance of certificates for their facilities by making **Issue Requests**. Each Issue Request is a request for a specified quantity of certificates to be issued for a specified commodity and a specified facility for a given month of production or processing into a specified Trading Account. Only one Issue Request can be made for each facility for each month of production or processing for each commodity audited.

Certificates can be issued for a facility only when the facility has been registered and a corresponding audit has been approved by the Registry Administrator.



4.4.1 Viewing completed issue requests

Click on the **Issuance** tab on the navigation pane to view completed issue requests (requests that you have submitted and have been approved by the Registry Administrator) (Figure 41).

You can see the details of each request by clicking the  button against the request.



The screenshot shows the 'Issue Requests' screen in the MIQ Registry. The interface includes a navigation sidebar on the left with options like Dashboard, Facilities, Reporting, Audits, Issuance, Accounts, Transfers, Retirements, My Organisation, Organisation Details, Invoicing, and Users. The main content area displays a table of issue requests with columns for Facility, Issue Month, Commodity, Destination Account, Quantity, Updated (UTC), and Status. Two requests are listed, both with a status of 'Issued'. There are also buttons for 'Export' and '+ Create Request' at the top right of the table area.

Facility	Issue Month	Commodity	Destination Account	Quantity	Updated (UTC) ↓	Status	
Example Onshore Production Facility	Feb-2025	Natural Gas	T4IQD4HE	124,653,214	24-Apr-2026 17:56	Issued	
Example Onshore Production Facility	Jan-2025	Natural Gas	T4IQD4HE	124,552,141	24-Apr-2026 17:56	Issued	

| Figure 41. Issuance screen

4.4.2 Requesting certificates

To make a new request for the issuance of certificates, click **+ Create Request** on the **Issuance** tab (Figure 41). This will take you to the *Create Issue Request* screen (Figure 42) where you select the initial parameters for the request (facility, commodity and issue month).

| Figure 42 Create Issue Request screen

Once you've selected these items, clicking next will take you to the main issue request form (Figure 43).

Note: If there are any unsubmitted Quarterly Verification Reports that are due for the facility (only applicable if you have an Audit against the MiQ standard), then a **warning message** will be displayed on the screen. You will need to complete the Quarterly Verification Report(s) **before** you can create an Issue Request for the facility.

There are four items to complete, plus an optional notes box for any additional relevant information:

- **Quantity** – Enter the total delivered quantity for the issue month in MMBtus.
- **Proof of Quantity** – Upload the documentation in the agreed format.
- **Destination Account** – The default account you've set will be available or you can choose a different account for the certificates to be issued into.
- **Notes** – You can provide any additional information.

When you've entered the necessary information, click **Next**. You'll be able to review the details and edit them if you need to amend them by clicking **Previous**. When you're happy with the information, click **Submit**.

Note: Once received, the Issue Request will be reviewed by the Registry Administrator. The Registry Administrator will contact you to ask for anything else that it needs to approve the Issue Request.

Example Admin
miqtesting.005@example-org@gmail.com

≡
E

Create new Issue Request

1 Issue Request details
2 Review & submit

Issue Request

Facility Example Onshore Production Facility	Commodity Natural Gas	Issue Month Apr-2026
---	--------------------------	-------------------------

Quantity

Delivered Quantity *

Enter the production or throughput quantity (in MMBtu for gas or bbl for crude).

Proof of Quantity

Upload evidence for this Issue Request in the agreed form. At least one file is required. Maximum file size is 100MB.
Accepted file types: pdf, xls, csv, docx, bmp, png, gif, tiff, jpeg. Filenames cannot include: \, /, :, *, ?, ", <, >, |.

Upload *
↑
 Drop files here or click to select files
 Files must be smaller than 100MB

Destination account

Default issuance account
 T4IQD4HE - Natural Gas Trading Account

Use default issuance account? *

Yes No

Reportable Events

I confirm that I have reported all Reportable Events for this Facility to the Registry, or that no Reportable Events have occurred, during the current Certification Period.

Additional information

Provide any additional information relevant to this issue request.

Notes

Cancel
Previous
Next
Submit

| Figure 43 Create Issue Request screen

4.5 Facility Reports (QVRs and Reportable Events)

Facility Operators with facilities that have Audits against MiQ standards must submit Quarterly Verification Reports for those facilities for each three-month period of the audited Certification Period. Quarterly Verification Reports are submitted on the MiQ Registry on the **Reporting** tab (see Section 4.5.1).

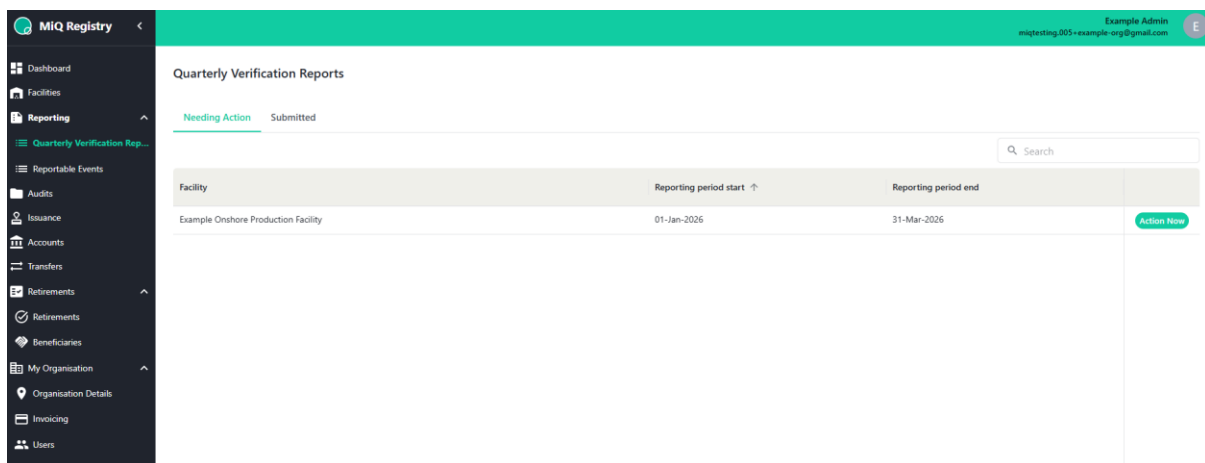
Facility Operators with facilities that have Audits against MiQ standards must notify the MiQ Registry of any Reportable Events. Reportable Events submitted on the MiQ Registry on the **Reporting** tab (see Section 4.5.2).

4.5.1 Quarterly Verification Reports

Quarterly Verification Reports must be submitted by Facility Operators for facilities that have Audits against the MiQ standard.

You cannot request the issuance of certificates if there are any Quarterly Verification Reports due for submission but not submitted.

Quarterly Verification Reports become available for submission at the end of each consecutive three-month period during each facility's Certification Period. For example, if your audit runs from 1 December 2025 through 30 November 2026, you will be able to submit the first Quarterly Verification Report for December 2025 through February 2026 on 1 March 2026. You will receive an email when new Quarterly Verification Reports become available for submission.



The screenshot shows the MiQ Registry interface. The left sidebar contains navigation options: Dashboard, Facilities, Reporting, Quarterly Verification Rep..., Reportable Events, Audits, Issuance, Accounts, Transfers, Retirements, Beneficiaries, My Organisation, Organisation Details, Invoicing, and Users. The main content area is titled 'Quarterly Verification Reports' and has two tabs: 'Needing Action' (selected) and 'Submitted'. Below the tabs is a search bar and a table with the following data:

Facility	Reporting period start	Reporting period end	
Example Onshore Production Facility	01-Jan-2026	31-Mar-2026	Action Now

Figure 44. QVRs needing action

You can submit Quarterly Verification Reports from the Quarterly Verification Reports **Needing Action** table on the **Quarterly Verification Reports** sub-tab under **Reporting** tab. Select the report for the facility and reporting period you wish to submit and click **Action Now**. Answer the four questions on the form and click **Review** then **Submit**.

Note: You must provide additional explanatory information for any question that you answer 'No', including a plan for how and when you will become compliant.

Note: If you have any doubts regarding the requirements of this report, please contact support@miqregistry.org.

To see all Quarterly Verification Reports that you have already submitted, click on the **Submitted** table on the Quarterly Verification Reports page, which will show all submitted (Figure 45).

The screenshot shows the 'Quarterly Verification Reports' page in the MiQ Registry. The 'Submitted' tab is active, and the 'Filter by Status' dropdown is set to 'Submitted'. The table below lists four submitted reports for 'Example Onshore Production Facility'.

Facility	Reporting period start	Reporting period end	Submitted by	Submitted at (UTC) ↓	Status
Example Onshore Production Facility	01-Oct-2025	31-Dec-2025	Example Admin	24-Apr-2026 17:55	Approved
Example Onshore Production Facility	01-Jul-2025	30-Sep-2025	Example Admin	24-Apr-2026 17:55	Approved
Example Onshore Production Facility	01-Apr-2025	30-Jun-2025	Example Admin	24-Apr-2026 17:55	Approved
Example Onshore Production Facility	01-Jan-2025	31-Mar-2025	Example Admin	24-Apr-2026 17:55	Approved

Figure 45. Submitted QVRs

4.5.2 Reportable Events

Reportable Events must be notified to the MiQ Registry by Facility Operators for facilities that have Audits against the MiQ standard. For example, emission events greater than the Reportable Quantity of 25kg/hr for 24 hours or a change to Company Practices must be reported.

Reportable Events are submitted on the MiQ Registry by creating event reports from the **Reporting** tab. To do this, click **+ Create Report** on the **Reporting** tab (Figure 46), select the facility and the relevant Certification Period and then complete the form for each Reportable Event that you need to submit. You can review and amend the information before submitting.

The screenshot shows the 'Event Reports' page in the MiQ Registry. The '+ Create Report' button is visible in the top right. Below the header, there is a message: 'No Event Reports have yet been submitted, or none that match your search criteria.' The table below is empty.

Facility	Certification Period	# Events	Total emissions (MT CH4)	Submitted by	Submitted at (UTC) ↓	Status
No Event Reports have yet been submitted, or none that match your search criteria.						

Figure 46. Event reports

Annex 1 – Detailed permission roles

	Organisation Admin	Account Viewer	Account Approver	Facility Viewer	Facility Approver
User management					
can view list of users in their organisation	✓	✓	✓	✓	✓
can view and edit own user details	✓	✓	✓	✓	✓
can create new users	✓	✗	✗	✗	✗
can view and edit details of all users	✓	✗	✗	✗	✗
can activate and deactivate all users (except themselves)	✓	✗	✗	✗	✗
can change user roles for all users	✓	✗	✗	✗	✗
My Organisation					
can view My Organisation details	✓	✓	✓	✓	✓
Accounts					
can view Accounts	✗	✓	✓	✗	✗
can view Account Holdings	✗	✓	✓	✗	✗
can view Account Transactions	✗	✓	✓	✗	✗
can view Transaction details	✗	✓	✓	✗	✗
can create Accounts	✗	✗	✓	✗	✗
can edit names and details of Accounts	✗	✗	✓	✗	✗
can activate and deactivate Accounts	✗	✗	✓	✗	✗
Transfers					
can view completed Transfers	✗	✓	✓	✗	✗
can create and execute Transfers	✗	✗	✓	✗	✗
Retirements					
can view Beneficiary details and their Retirements	✗	✓	✓	✗	✗
can view completed Retirements	✗	✓	✓	✗	✗
can view Retirement Statements	✗	✓	✓	✗	✗
can create Beneficiaries	✗	✗	✓	✗	✗
can create and execute Retirements	✗	✗	✓	✗	✗
can activate and deactivate Beneficiaries	✗	✗	✓	✗	✗
Facilities					
can view submitted & registered Facilities	✗	✗	✗	✓	✓
can create and submit Facilities	✗	✗	✗	✗	✓
can update default accounts for Facilities	✗	✗	✗	✗	✓
Audits					
can view submitted & Approved Audits	✗	✗	✗	✓	✓
can create and submit Audits	✗	✗	✗	✗	✓
Issue requests					
can view submitted & issued Issue Requests	✗	✗	✗	✓	✓
can create and submit Issue Requests	✗	✗	✗	✗	✓
Quarterly Verification Reports					
can view Quarterly Verification Reports needing action	✗	✗	✗	✓	✓
can view submitted Quarterly Verification Reports	✗	✗	✗	✓	✓
can submit Quarterly Verification Reports	✗	✗	✗	✗	✓
Reportable Events					
can view submitted Event Reports	✗	✗	✗	✓	✓
can create and submit Event Reports	✗	✗	✗	✗	✓