# COLCX Registry Users Guide

*Version 1.3*



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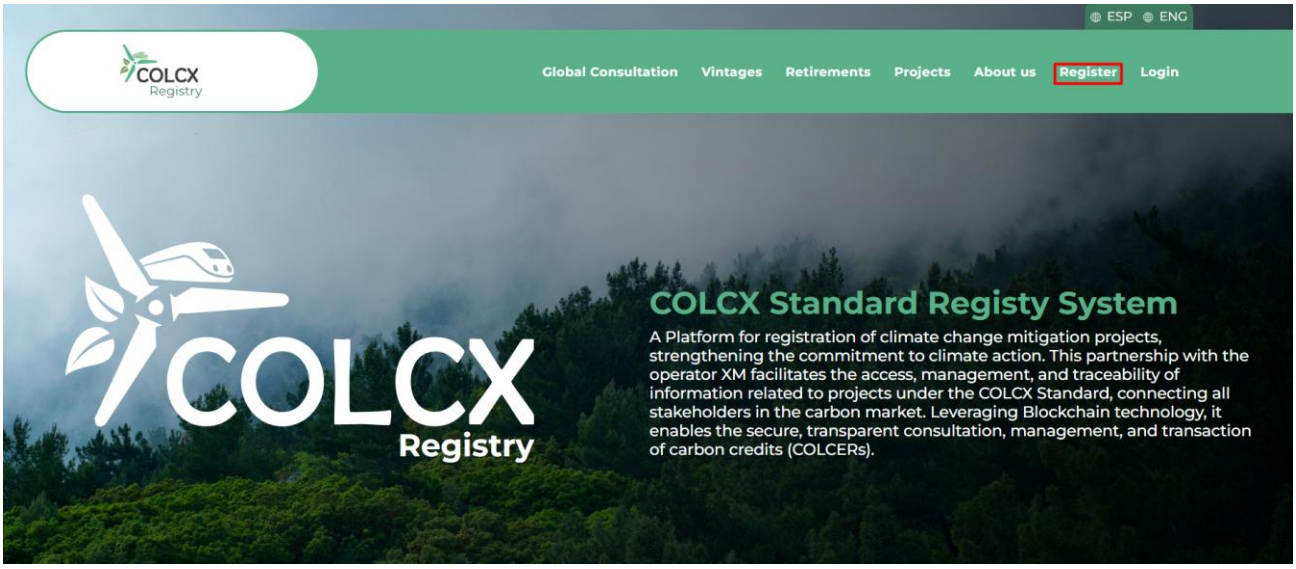
# 1 OBJECT AND SCOPE

This guide explains step by step how to use the COLCX registry system (COLCX Registry), from user registration and platform access to the creation and management of projects, global consultation, the validation, registration, verification and certification stages, and transactions with COLCERs. Where a function is restricted to certain roles, the chapter title indicates this. In this guide, COLCER designates the unit of greenhouse gas (GHG) emission reduction or removal issued within the registry system.

# 2 REGISTRATION ON THE COLCX CERTIFICATION PLATFORM

To access the registration platform of the COLCX certification program, it is necessary for the user to register; at the top of the website menu, clicking on "Register", enables the registration form.




## 2.1 ACCOUNT TYPES

The platform allows registration for five types of accounts, associated with the certification program:

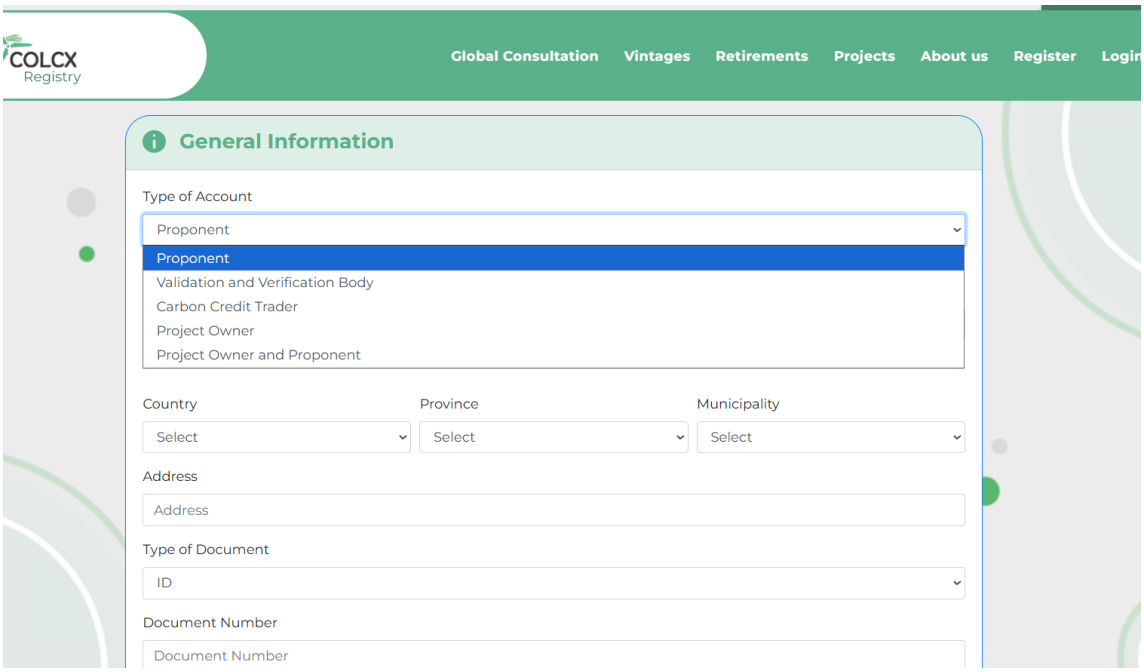
- Project Owners.
- Proponents (those who submit projects to the certification program).
- Holders and proponents (those who hold both conditions)
- Validation and verification bodies.
- Marketers (those who sell carbon credits).

## 2.2 USER REGISTRATION

Complete all fields on the overview form:

- Name or business name: Enter the name of the organization or person.

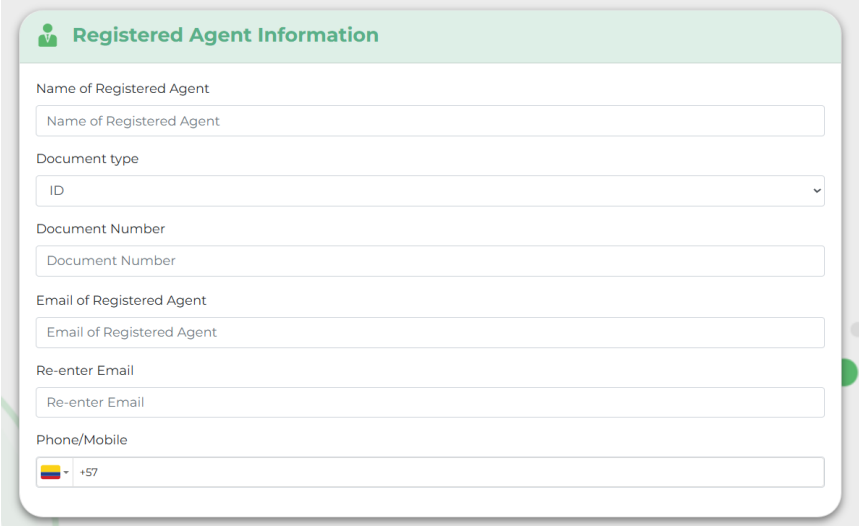
- Primary location: Select the country (default, Colombia), department, and municipality.
- Address: Enter the primary address.
- Type of document: Select the type of document (citizenship card, NIT, foreigner's card or passport).
- Document Number: Enter the document number. If it is NIt, the system will automatically calculate the check digit. Make sure it matches the corresponding one; If it does not match, check the entire number typed.




## 2.3 INFORMATION OF THE LEGAL REPRESENTATIVE OF THE COMPANY

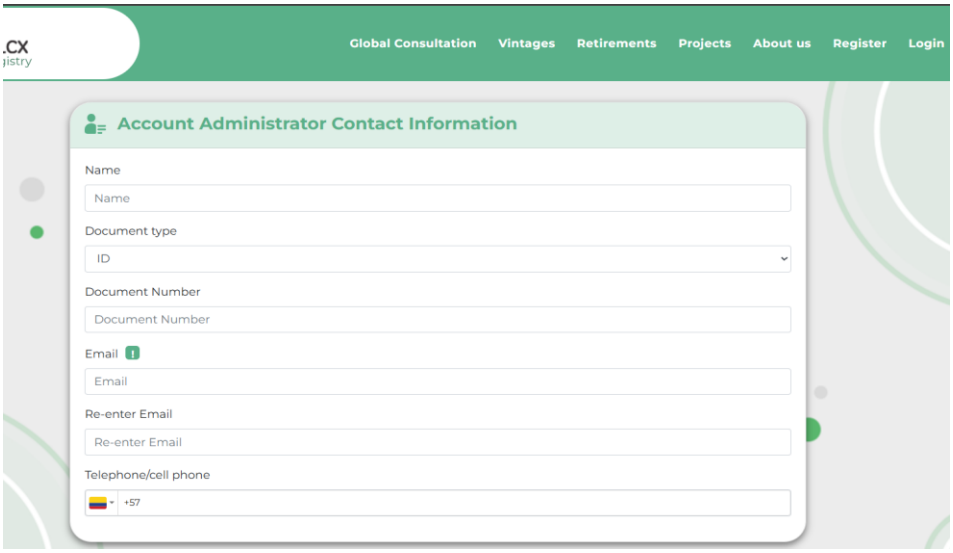
Fill in the fields related to the company's legal representative. In the case of a natural person, enter the details of the person responsible:

- Name: Enter the name of the legal representative.
- Document Type: Select the document type.
- Document Number: Enter the document number.
- Email: Enter and validate the email.
- Phone: Enter the cell phone number.




## 2.4 ACCOUNT ADMINISTRATOR INFORMATION

If the legal representative is also the administrator and user of the platform, enter the contact information again, otherwise enter the information corresponding to the data of the person who will use the system.



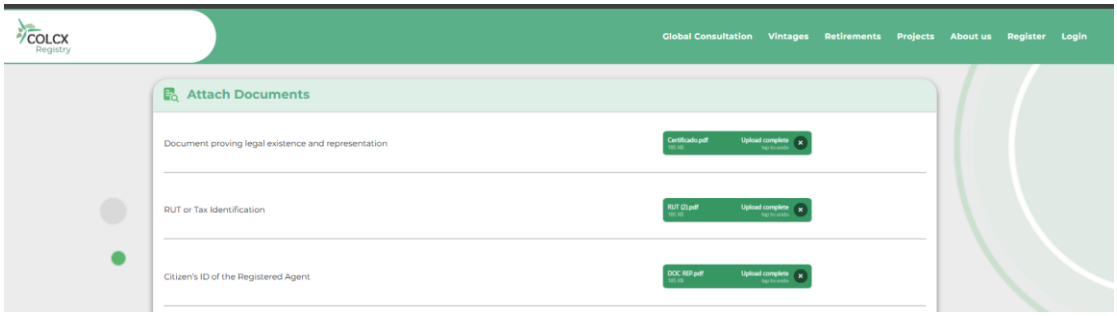

## 2.5 ATTACH DOCUMENTS

Upload the required documents according to the selected role type.
Documents uploaded and ready to send will be displayed in green. While they are charging, they will appear in gray. If there is a failure in the charging process, it will be shown in red. If you need to change the uploaded file, click the "x" to upload a new file.

- Document that accredits legal representation: In the case of Colombia, the certificate of existence and representation issued by the chambers of commerce. If the database is

from another country, please upload an equivalent document issued by the competent authority, indicating the name of the organization and the name of the person representing it.

- Identity document of the legal representative: Attach a copy of the identity document.




- Click on the file name to view the attachments. This will open a pop-up window where you can verify that the information is complete.

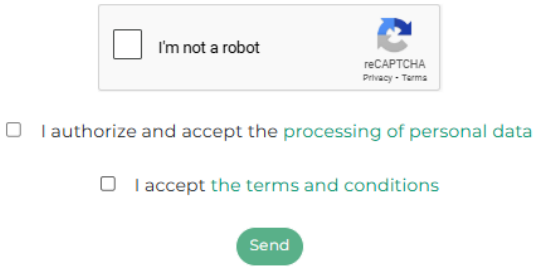
- Verify that all information is complete. The system will validate the data and notify the user if any fields are missing to be completed.

## 2.6 Completion of Registration

Once all the files are uploaded, perform the following steps:

1. Validate the Captcha.
2. You authorize and accept the processing of personal data.
3. Accept the terms and conditions.

Once the information is verified, click "Submit". If there are any errors, the system will notify them and allow the errors to be corrected before sending them again.




## 2.7 Notification and Review

- The system will notify the user about the successful registration request.
- The registry administrator will review the application.
- If approved, the user will receive in their email the instructions to enter the tool with a provisional password

### 2.8 CONSIDERATIONS FOR ACCOUNT CREATION

COLCX Registry implements a formal procedure for the evaluation and approval of account opening requests to ensure that only identifiable natural persons and legally constituted entities may operate within the system. Anonymous, fictitious, or non-verifiable accounts are not permitted.

All accounts must be accompanied by documentation that allows verification of the identity and legitimacy of the applicant (see 2.3 Information of the Company's Legal Representative and 2.4 Information of the Account Administrator). In the case of legal entities, documentation is required to demonstrate their legal incorporation, authorized representation, and official contact information. In the case of natural people, a valid official identity document and verifiable contact information are required.

The activation of any account is subject to prior review by the Registry Administrator or the designated responsible party, who will verify the authenticity, integrity, and consistency of the information submitted in accordance with CC-PYO-PR-08 Due Diligence Procedure in the COLCX Registry. No account may operate, transfer, receive, or cancel units before having been formally approved and activated within the system.

The Registry may request additional information when inconsistencies or potential risks are identified and may reject requests that do not comply with the established requirements or whose information cannot be properly verified.

All approval or rejection decisions will be documented and retained in accordance with the Registry's data retention policy.

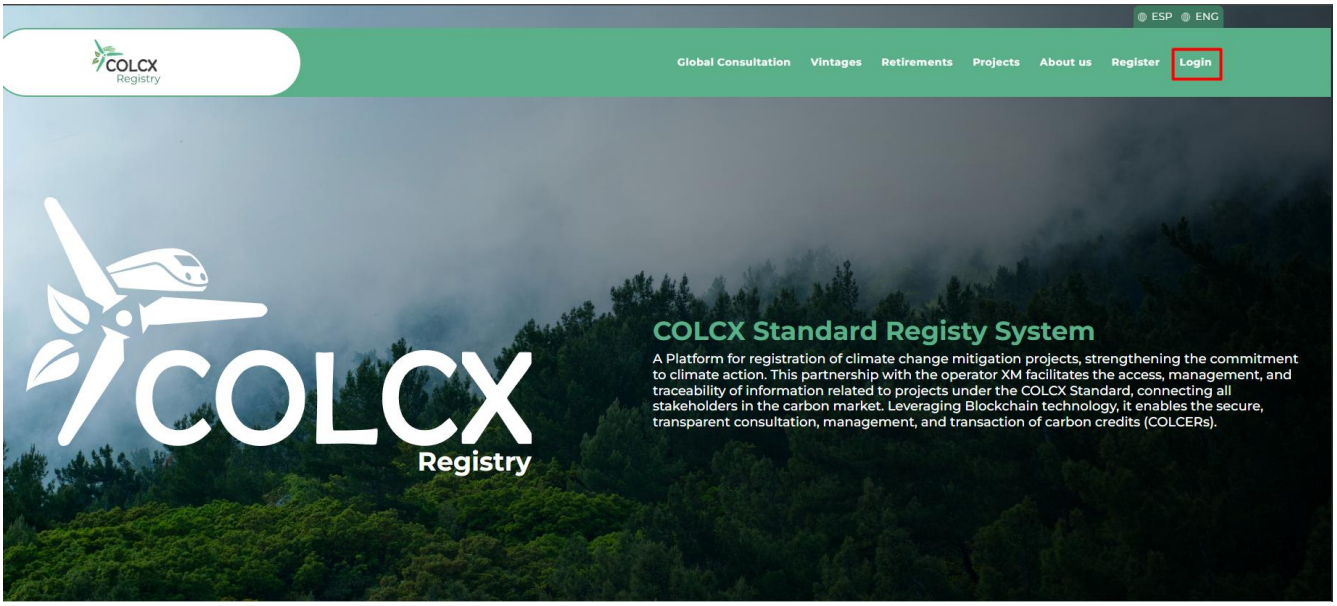
The evaluation process is applied in an objective and non-discriminatory manner. The Registry will not deny an account solely on the basis of the applicant's country of incorporation or residence, provided that the verification requirements established in this policy are met.

## 3 ACCESS TO THE PLATFORM

The Program has an electronic Registry System that incorporates robust security measures to protect the integrity, confidentiality, and availability of information. Access to the Registry is restricted to authorized users through individual credentials and secure authentication mechanisms. User profiles are defined by differentiated permission levels, which limit access to critical functions according to the assigned role. This chapter describes the mechanisms for accessing the registry platform (see CC-PYO-PR-08 Due Diligence Procedure in the COLCX Registry)

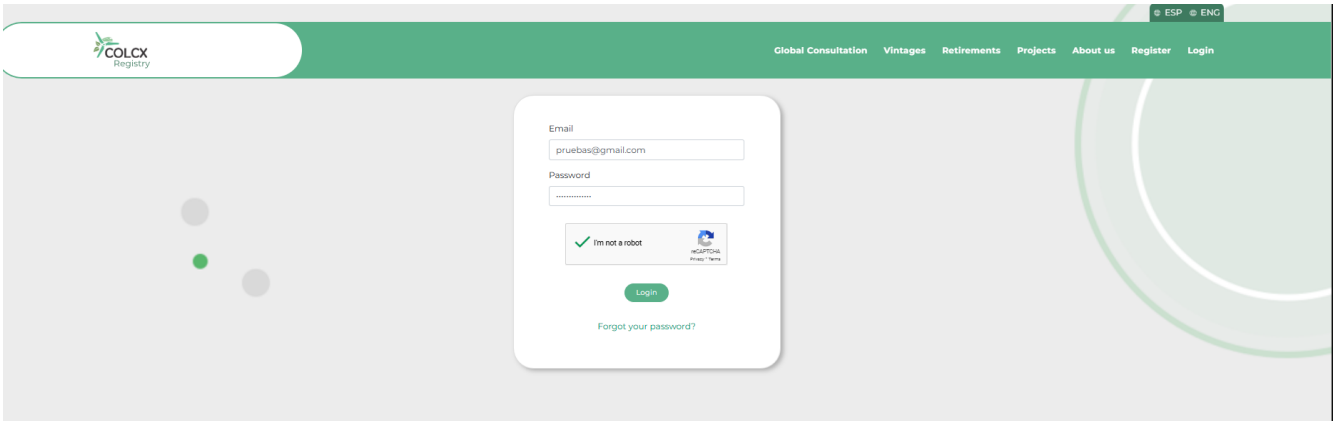
### 3.1 ACCESS TO COLCX REGISTRY

At the top right of the site, click on "Login".




### 3.2 Entering Access Credentials

Enter the email and password you registered in the account creation process, then complete the captcha validation.

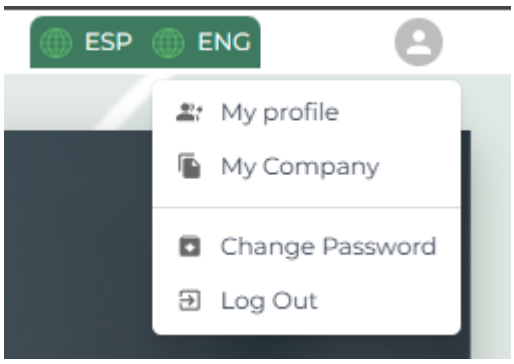



### 3.3 Login to the System

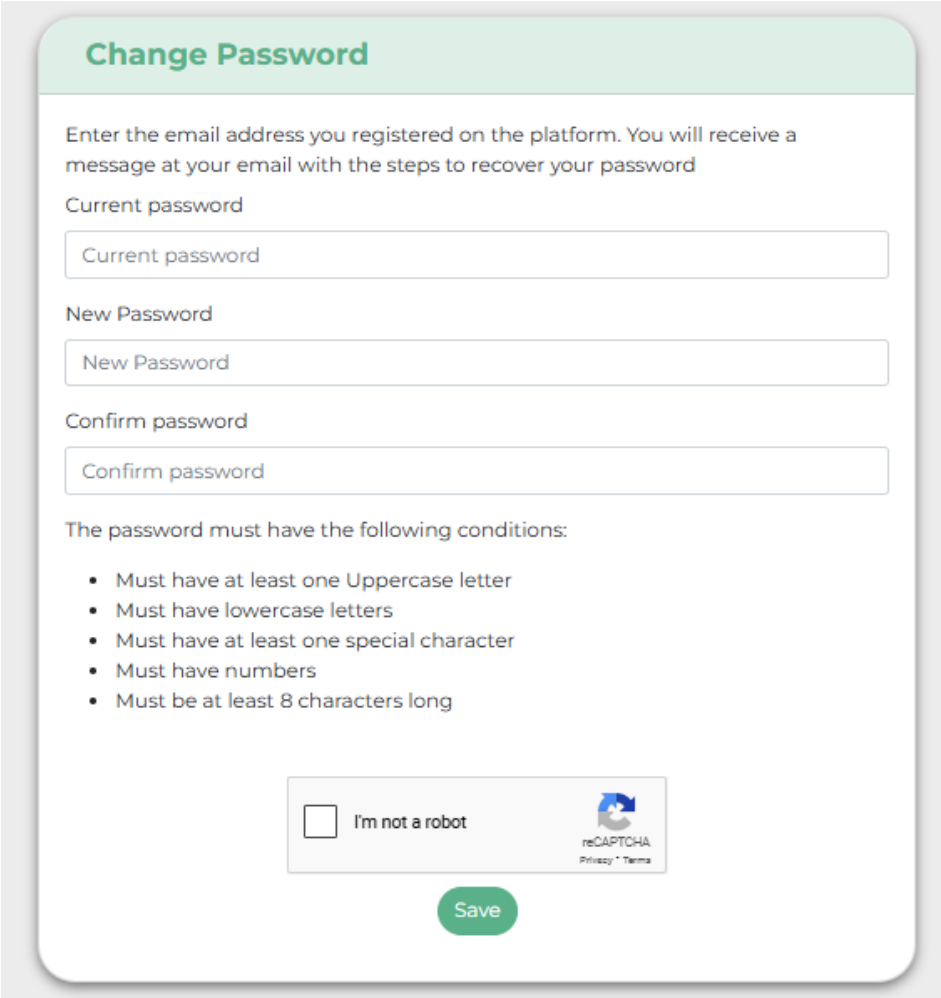
Click on "Login", the system will validate the credentials and if they are correct it will allow you access. If you have forgotten your password, click on "forgot your password" to reset it by following the steps indicated by the system. If you forgot the e-mail used, please contact the administrator.

### 3.4 Password Change

To change the password, at the top right of the screen, click on the profile icon and then select the "Change password" option.

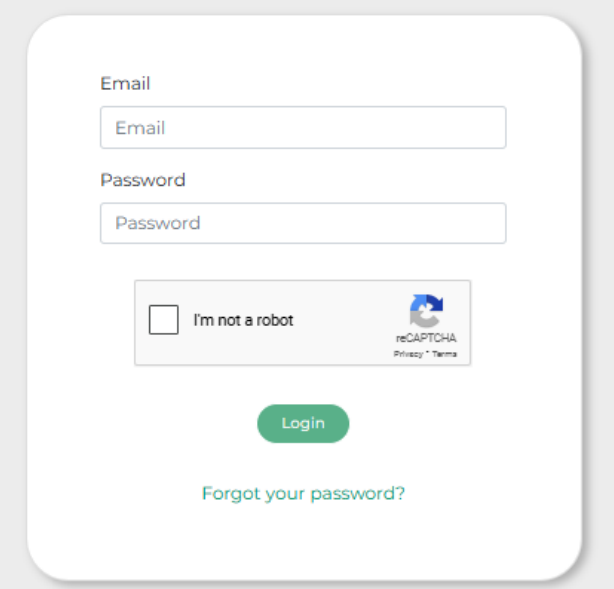



The system will prompt you to enter your current password, the new password, and repeat the new password again; Be aware of the rules that the password must have in order for the system to accept it. To finish the change process, select the Captcha checkbox and click "Save".

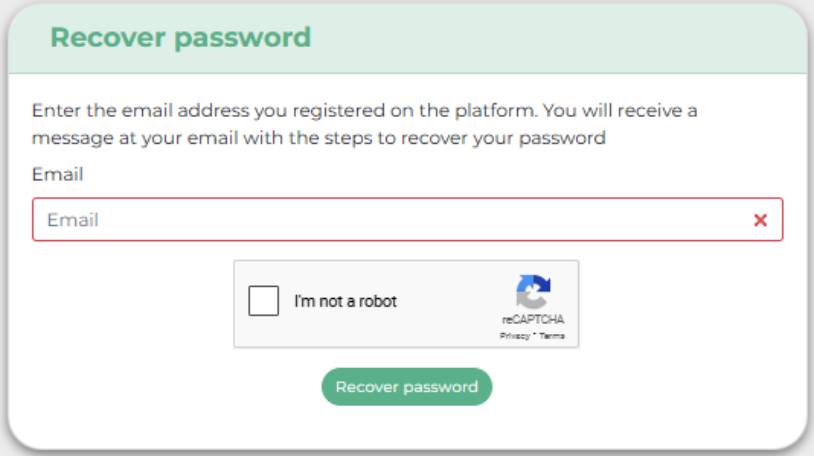



### 3.5 Password Recovery

If you have forgotten your password, the system allows you to restore access by generating a new password that will be sent to the registered email. To do this, in the "login" section, click on the phrase "Forgot your password?".




Subsequently, the system will ask you to type the email, select the Captcha checkbox and click on "Recover password".




A new password will arrive at the email entered, with it you can enter the system again; if you do not receive the email, do not forget to check the Spam or Junk folder of your email. Once you enter the system again, we recommend that you change the assigned password, entering the "change password" section.

# 4 CREATION OF PROJECTS IN THE SYSTEM (FUNCTION ALLOWED ONLY TO PROPONENTS AND HOLDERS/ PROPONENTS)

The following is a brief description of the stages and respective statuses that a project registered under this registration system can achieve[1].

| **Pre Registration Stage: Advance reporting of information and basic elements of a project for the knowledge of stakeholders interested in the initiative and its future certification** | |
|---|---|
| **In pre-registration** | Initial moment in which the proponent presents the basic information of the project to the technical committee, where the documentation received is reviewed to verify its completeness and coherence before granting the status of pre-registered. |
| **In transfer** | Submission of a project originating from another carbon standard for inclusion in the registry system |
| **In global consultation** | Process of opening the project to comments from the general public on the content formulated in its DDP |
| **Pre-registered** | Concept of approval of the information provided by the proponent to pre-register the initiative in the registration system |
| **Pre-registration cancelled** | Cancellation of the pre-registration process carried out by a project proponent after one calendar year of inactivity since its approval within the system. This status can also be voluntarily requested by the owner or proponent of the initiative. |

| **Validation Stage: Process of objective third-party evaluation carried out by an OVV on the information on the formulation of the initiative** | |
|---|---|
| **In validation:** | Evaluation process carried out by the OVV to approve the instances, parameters and scenarios for the formulation of the initiative, that is, its ex ante scenario. |
| **Validated:** | Declaration of conformity of the project validation process. The OVV grants the validation report of the initiative, the corresponding validation statement and the favorable closure of all requirements during the evaluation. |

[1] Detailed information on each of the stages can be found in the "COLCX Procedure" of the cycle of mitigation initiatives" in its most up-to-date version.

| **Registration Stage: Request for registration of a project for official upload to the registration system after an approved validation by an OVV.** | |
|---|---|
| **In transfer:** | Review of information provided by a project from another carbon standard for review by the COLCX technical committee and migration approval. |
| **In registration** | Review carried out by the technical committee on the validation results issued by an OVV, which must be favorable and appropriate to the requirements, policies and guidelines of COLCX. |
| **Registered** | Favorable approval of the information provided by the proponent for its official report within the COLCX registration system. |

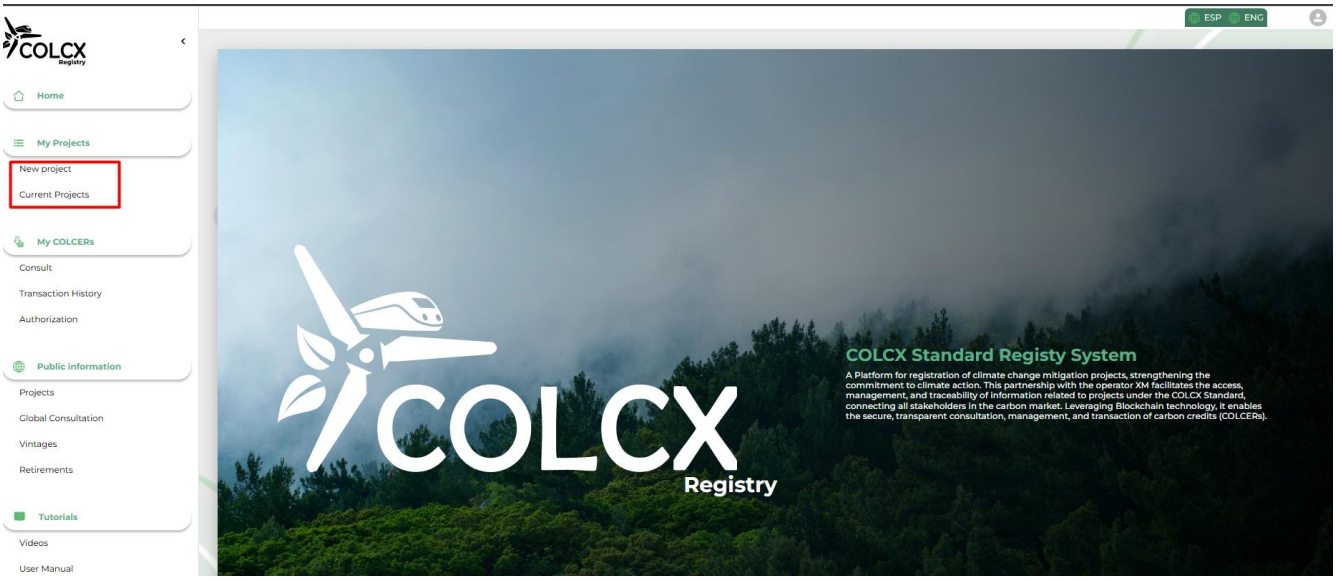
| **Verification Stage: Process of objective third-party evaluation carried out by an OVV on the validated and registered implementation information of the initiative** | |
|---|---|
| **In Verification** | Evaluation process carried out by the OVV to approve the results of the implementation of the initiative, i.e. its ex post scenario. |
| **Verified** | Granting by the OVV of the verification report of the initiative, the corresponding verification statement and the favorable closure of all the requirements during the evaluation. |

| **Certification Stage: Request for the issuance of the mitigation results achieved in the monitored period of time in the form of marketable COLCERs within the registration system.** | |
|---|---|
| **In certification** | Review carried out by the technical committee on the information verified by an OVV, whose results have been favorable and adequate to the requirements, policies and guidelines of COLCX. |
| **Certificate** | Granting a favorable concept of all the requirements requested by the certifier during the corresponding review, with which the issuance of COLCERs available for commercialization within the registration system is generated. |
| **Suspended** | Cancellation of the certificate status of a project due to inactivity in a period of more than 6 years from its last report of results or due to situations of force majeure (regulatory, administrative or judicial) associated with the project, its activities and/or its stakeholders. |

| | |
|---|---|
| **Retired** | Cancellation of the certificate status of a project at the request of its holder due to force majeure events that prevent its continuation |

## 4.1 CREATING A NEW PROJECT

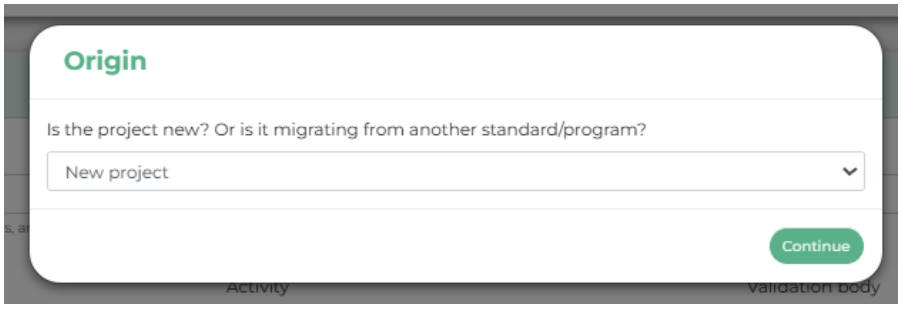
In the "My Projects" section, click on "New Project". Select if it is a totally new project or if it is migrated from another standard or program and click on "Continue".

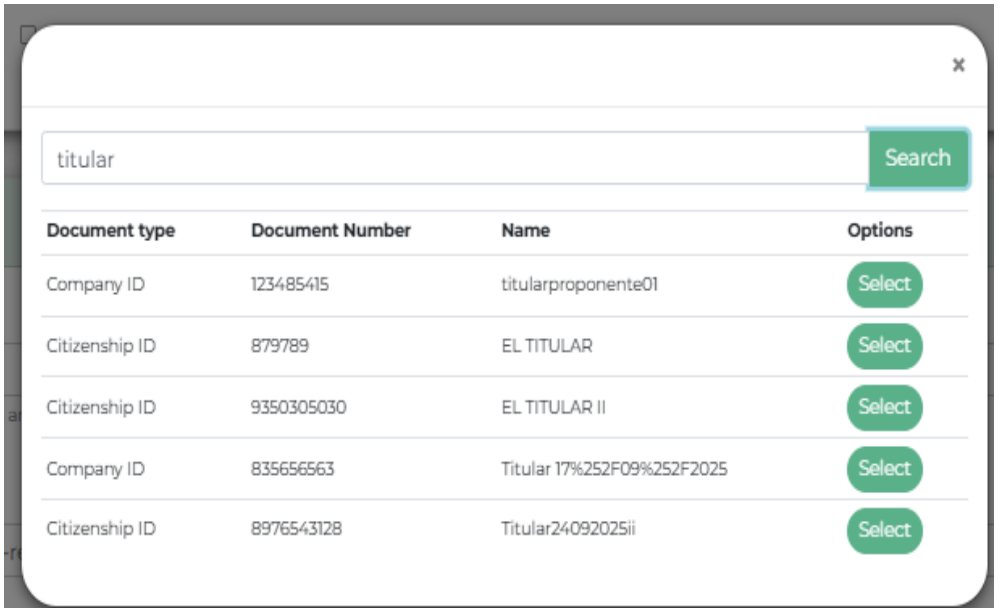


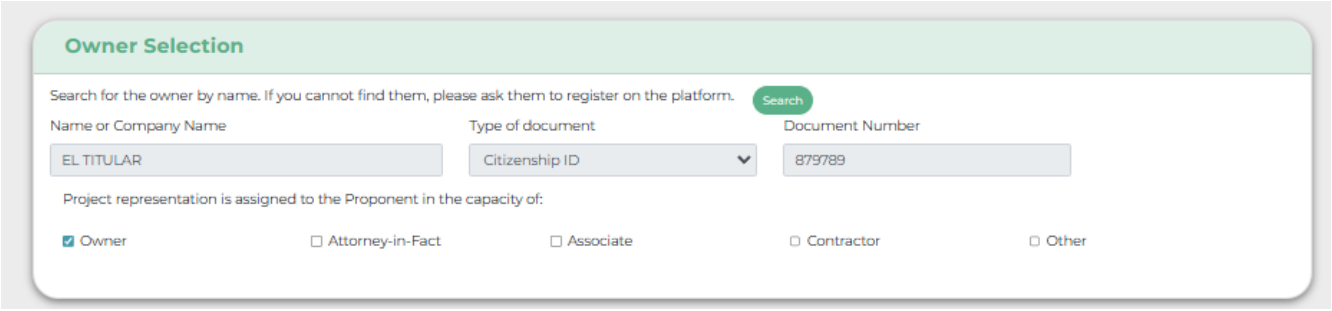

## 4.2 ENTERING NEW PROJECT INFORMATION

### 4.2.1 Selection of the Project Owner

Using the search engine, enter the name and click on "Search", the system will show you a list with the matches found. Identify the corresponding Owner and click on "select". If it does not appear in the list of options, please contact the administrator. Once selected, it will look like this:





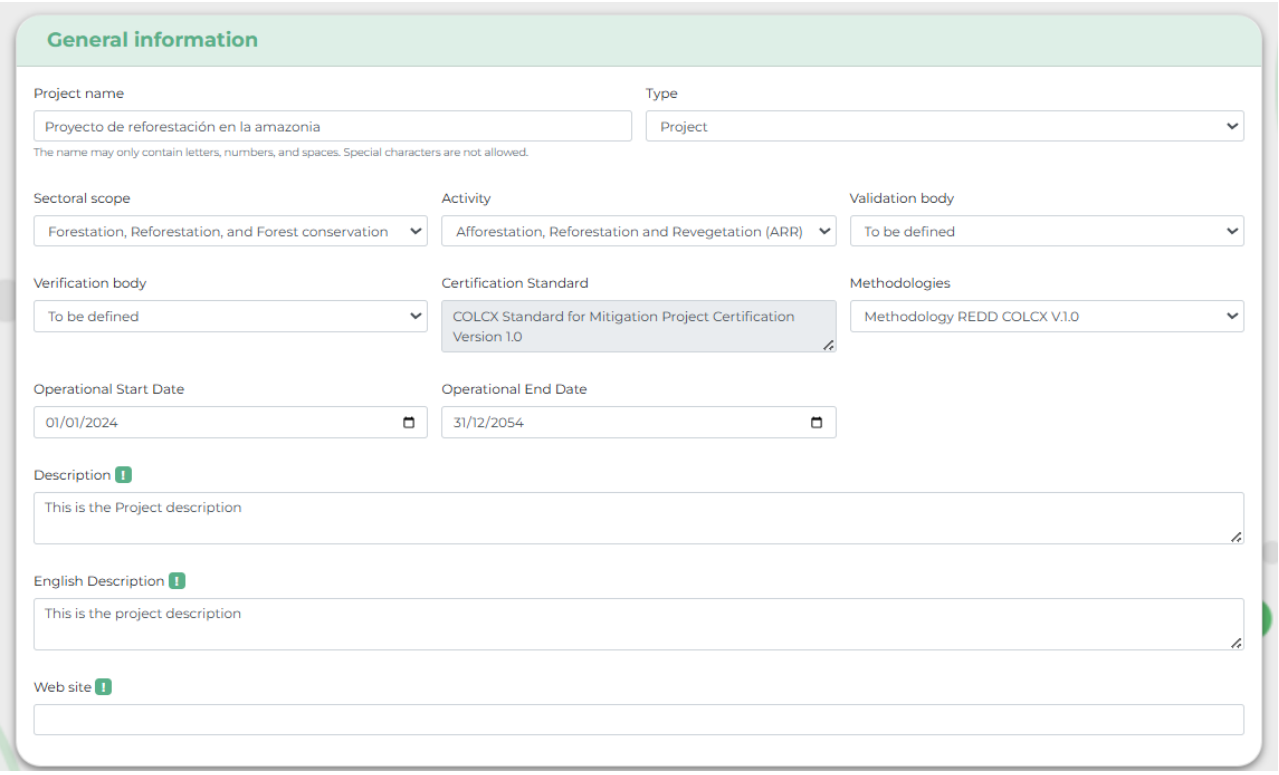




Finally, select the type of representation that the Proposer is assigned,

by checking the corresponding box.

### 4.2.2 Project Overview

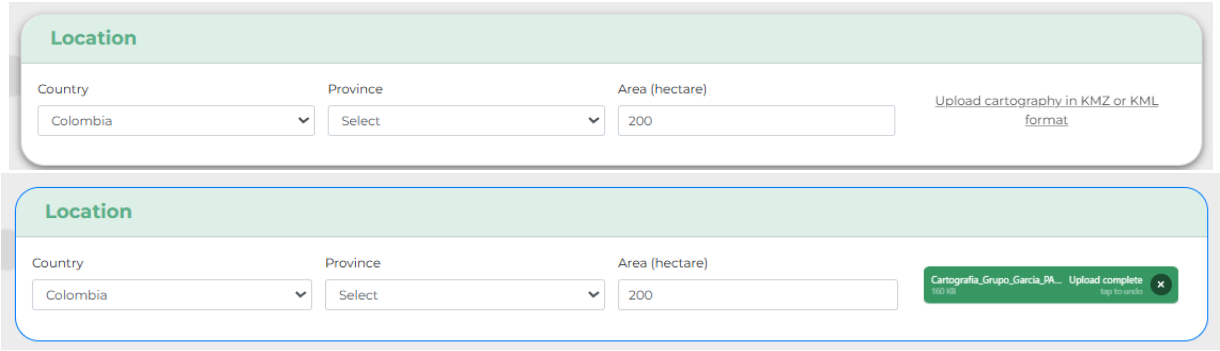
Fill in all the data requested in the form. If you do not yet have a Validating and Verifying Body (OVV) defined, select the "to be defined" option.




### 4.2.3 Project Location

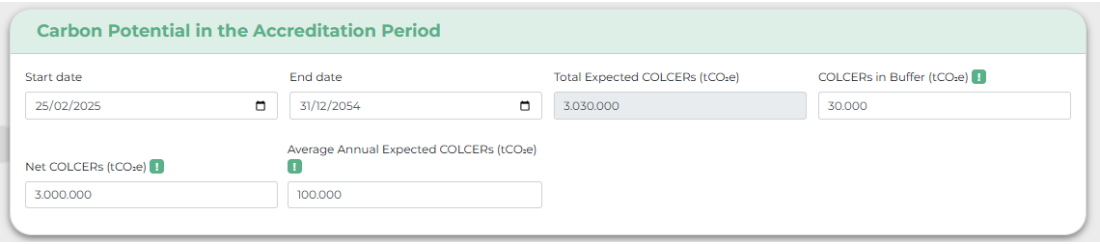
- Enter the requested information in the form

Upload the project cartography, click "upload cartography" to attach the file from your computer's file explorer; only files in KMZ or KML format are allowed. When you upload the file, you will see a green box confirming that the upload was successful. If the box is red, please try uploading the file again.




### 4.2.4 Carbon potential of the project in the accreditation period

Enter the requested information on the form. The "Total Expected COLCERS" field is automatically supplemented.

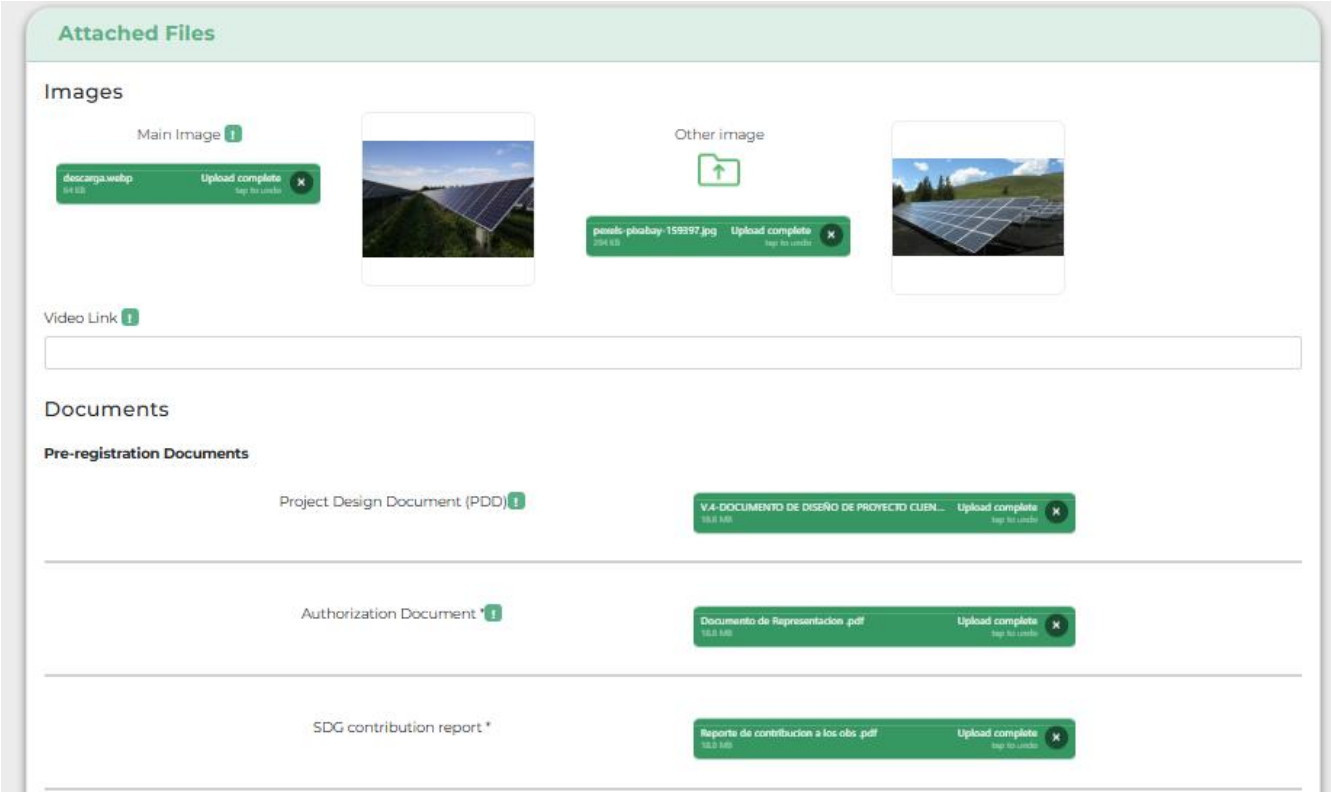



### 4.2.5 Contribution to the SDGs (Sustainable Development Goals)

Click on the icon corresponding to each SDG of the Project. If you don't have them defined yet, you don't need to select them.




### 4.2.6 Attachments



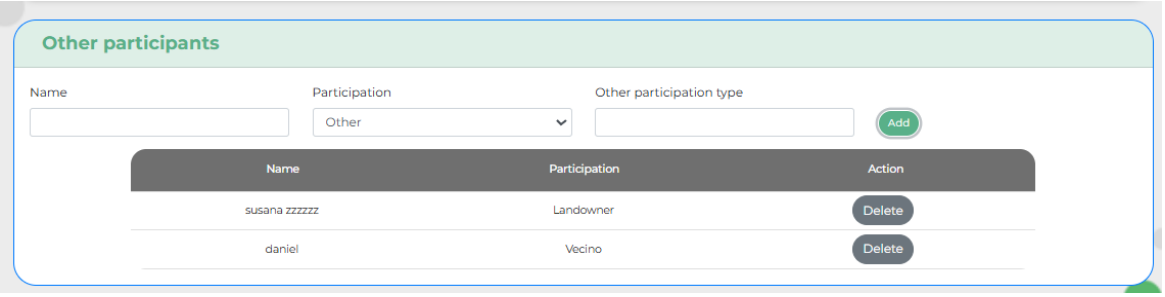
Upload the files requested in the form. The system will prompt you to upload:

- Images of the project. At least you must upload an image.
- Video link. This field is optional and only allows links linked to the Youtube platform.
- Documents. Upload the requested files, clicking on each option will enable the file explorer. Please note that those marked with the " * " sign are mandatory.

### 4.2.7 Other participants

If the project has other types of participants in addition to the Owner, here you can list each of them. Enter the participant's name and select the type of participation; If the selection is "other", enter the type of participation and finally click "Add". The system will create the list of participants on which it has the option to "eliminate" in case a correction is required.

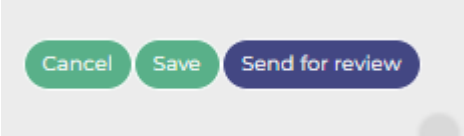
The option to add or remove participants will be available only until the registration stage; once this instance has been passed, it will not be possible to make modifications, except in those cases in which a subsequent approval endorsed by an OVV and COLCX is carried out.



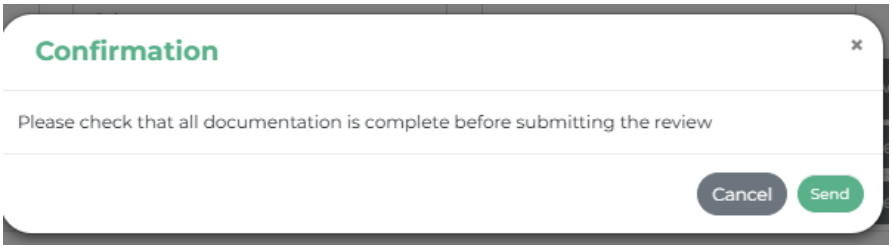

Before submitting the project for review and approval by the Certifier (COLCX), you can save your progress by clicking on the "Save" button. To continue with the information entry, enter the "My projects" section, then click on "Consult projects", the system will show you a table with the projects registered in your name. By clicking on "Edit" you will be able to continue entering the information, including replacing the uploaded files, by clicking on the "x" of each uploaded file.

## 4.3 SUBMIT THE PROJECT FOR REVIEW AND APPROVAL

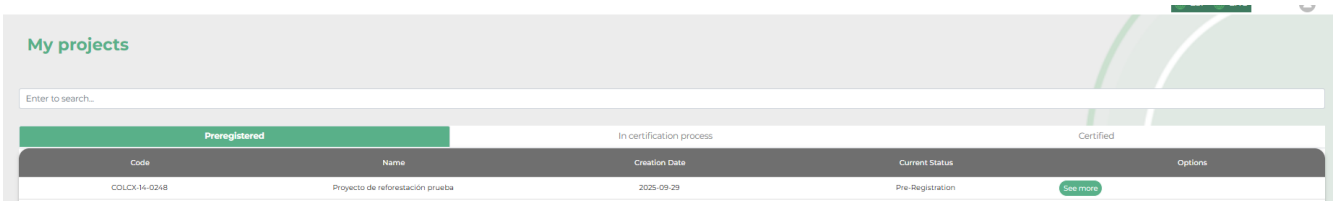
Once the information upload is finished and you decide to send the project for review, click on "Send for review".




A window will be displayed asking you to confirm the action, click "Submit" to continue with the process.




Once submitted for review, in the "My Projects" section you will be able to view the status of the project and access the enabled actions. From that moment on, the system will assign the project a unique identification code.




If the Certifier approves the Pre-registration process, the project will be displayed to the public.

## 5 PROJECT MANAGEMENT (FUNCTION ALLOWED ONLY TO PROPONENTS, HOLDERS/PROPONENTS AND OVV)

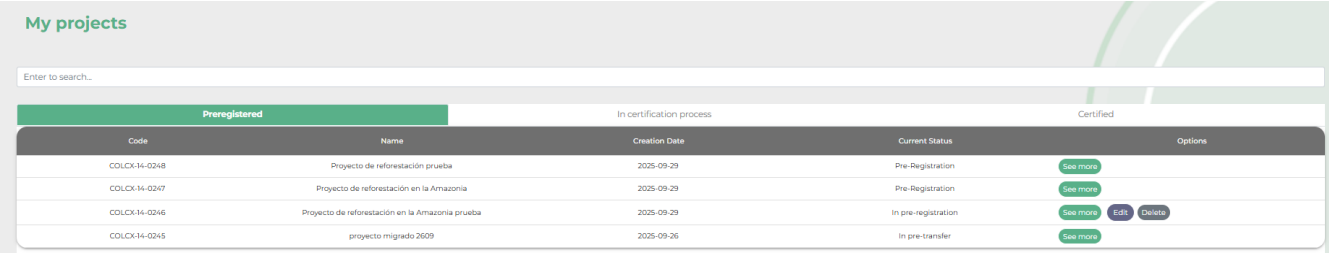
Enter the COLCX Registry platform and select the option "Consult Projects" in the side menu.




You will be able to view the different projects associated with the user's account. In the "options" section, the system will enable different actions depending on your user role and the stage in which the project is, as follows:

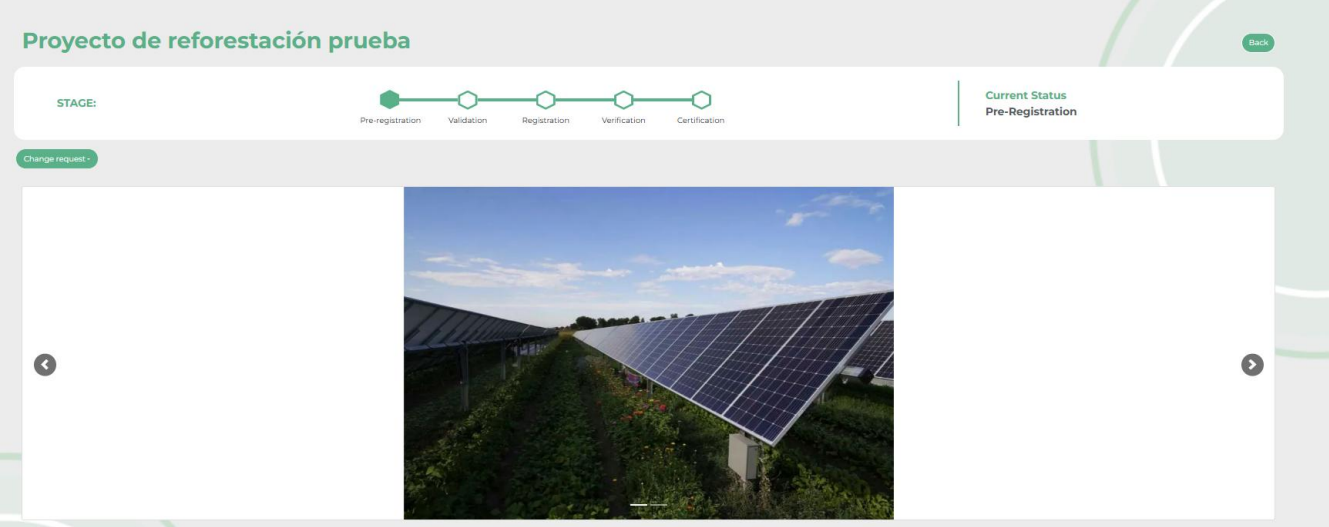
- "See more" will show you the project details as a way to query information.
- "Edit" will allow you to modify certain information about the project, depending on the stage it is in.

- "Continue Process" will allow you to move through the project process flow once the requirements and pre-approvals are met.
- "Delete" allows you to delete the project record, only if it is in the "Pre-registration" stage.

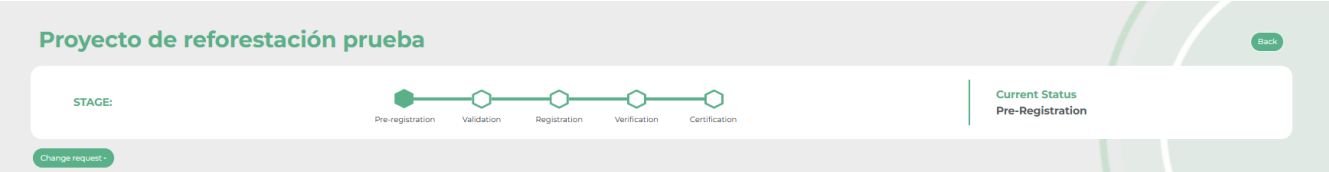



## 5.1 PROJECT INFORMATION

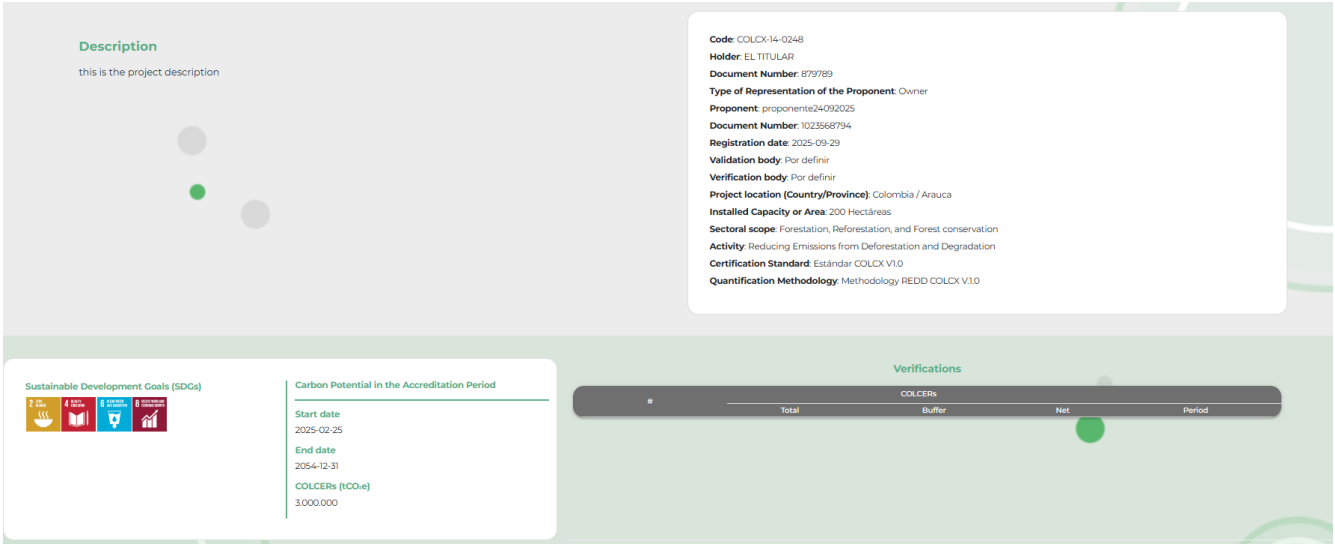
Through this window you can view the status and information of a project.



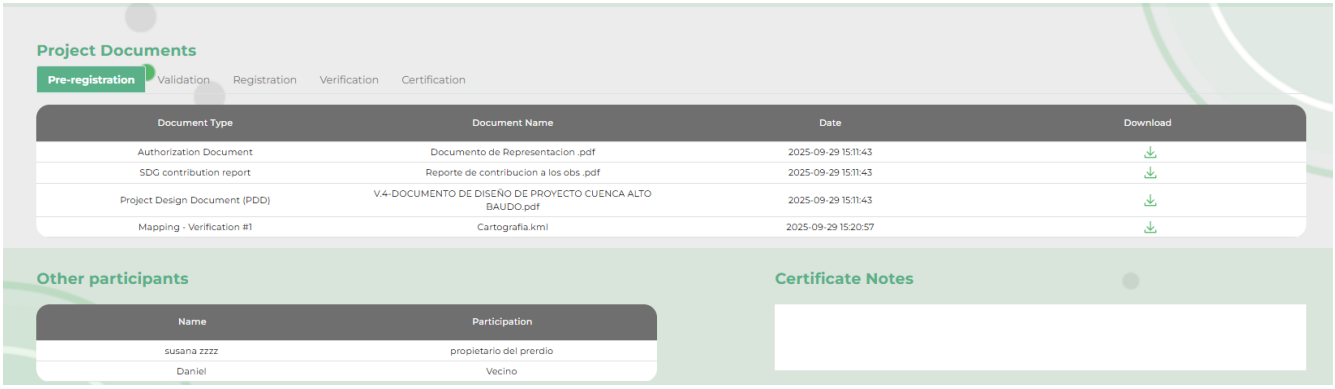

At the top you will be able to see the stage in which the project is and its progress within the registration process.




You will be able to see under the images the general information of the project, as well as the history of certifications and the accreditation period.




At the bottom you will find the list of documents grouped by stage of the certification process and the project participants with their respective roles.



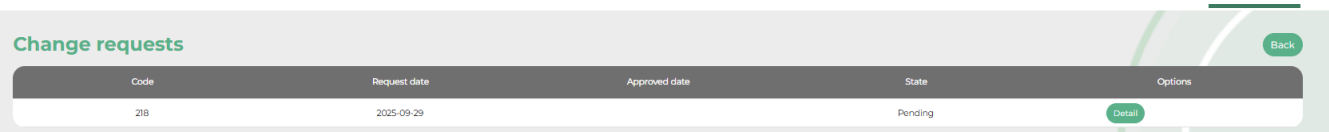
## 5.2 CHANGE REQUESTS




If required, certifiers may request changes to the information provided by the Proponent. To view change requests for a particular project, enter the project information view, at the top you will find the "Change Requests" button; If there are pending requests to be addressed, a red balloon will appear above the button as a reference to the pending status of the request.

When you click on the "change request" button, the system displays some options, enter the selection of your interest. If you select the "request history" option, you will be able to manage and view the project's change requests.

The system will show you the list of change requests, to enter each request, click on the "Detail" button of the request of your interest.




The system will show you a tabbed window for each section of the project information that submits a change request. Select the tab indicates that you have a pending change to that section. Check the comment, in the "info" field enter the requested modification and in the response field enter the new information.

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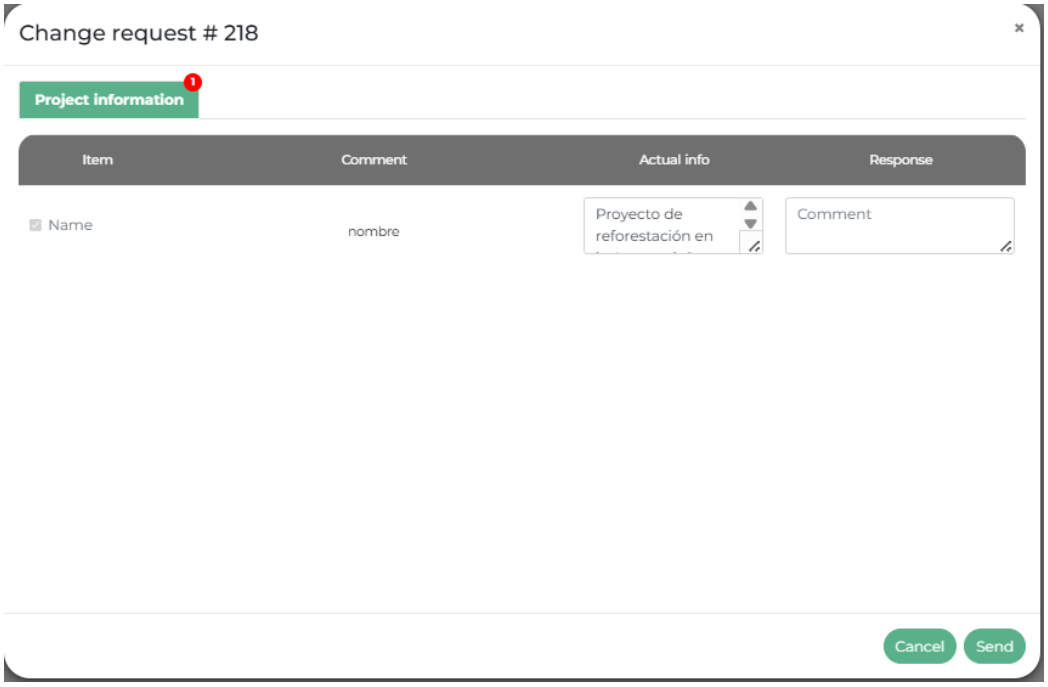
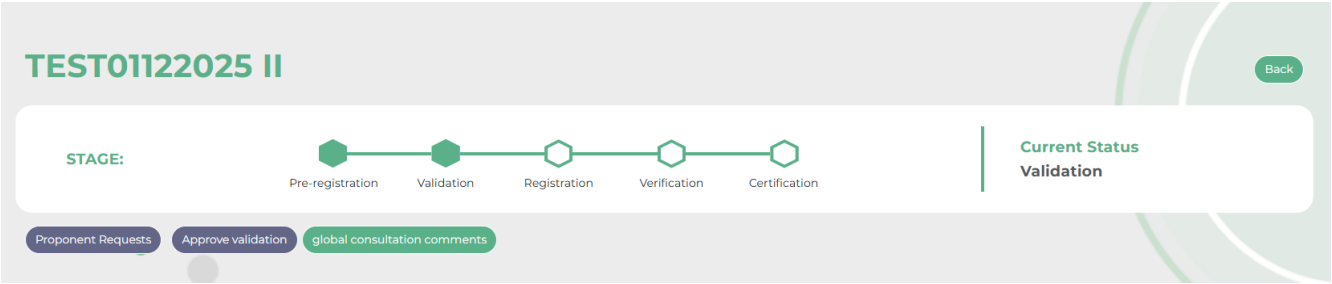
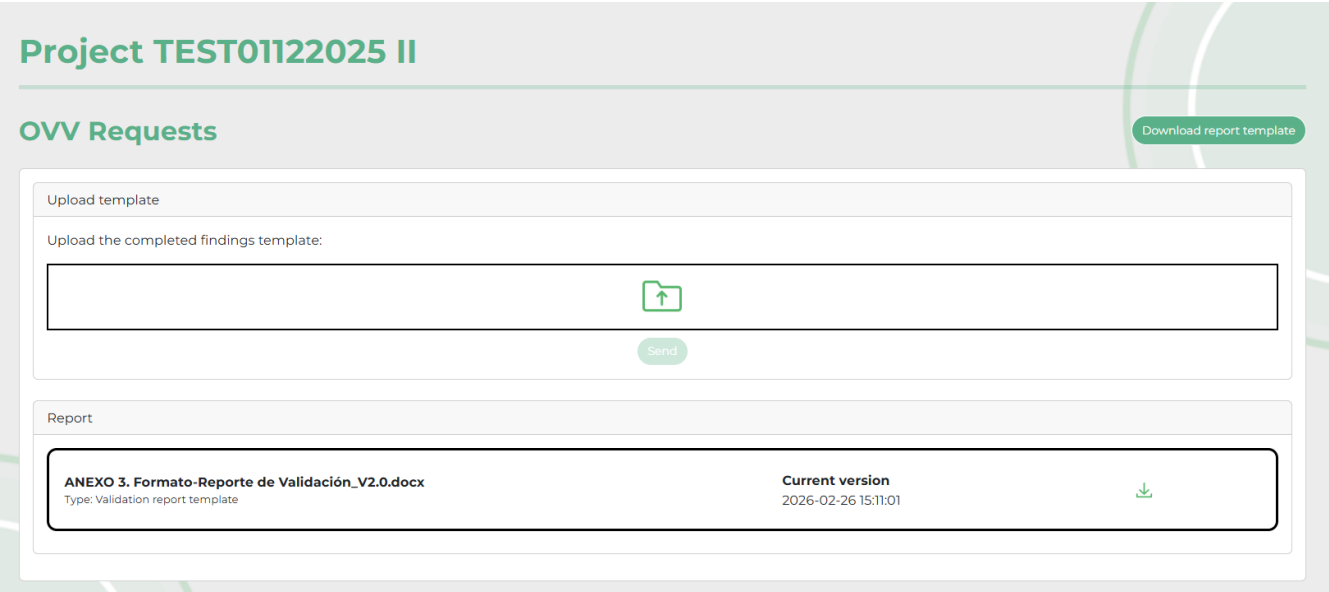



To finish the process, click on the "submit" button. The Certifier will verify the modification and if approved, the project will continue in the corresponding process flow.

The OVV can request changes through the “Findings Report” section only during the Validation and Verification stages. If a finding is reported, you will receive an email notifying you that there is a report available for review. To access the OVV requirements, click on “Findings Report.”




The system will allow you to download the report, consult the information contained therein, respond to the request, and upload the document again with your answers.



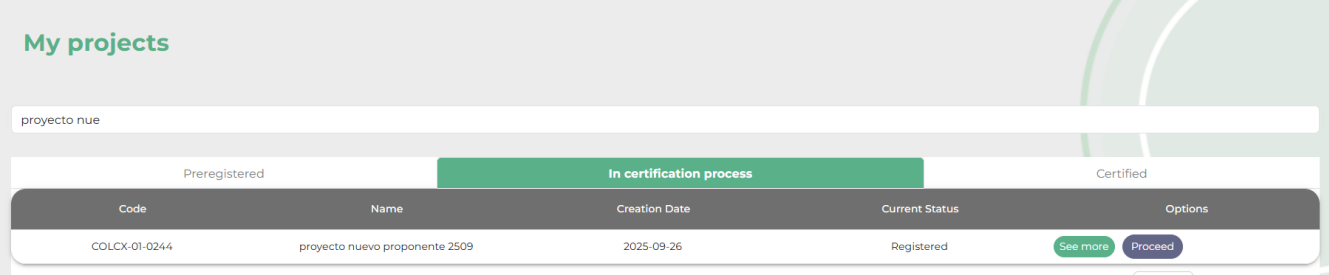

Whenever the OVV reports a finding, you will receive an email; repeat the procedure of 1. download, 2. respond, and 3. re-upload the document.

# 6 GLOBAL CONSULTATION (FUNCTION ALLOWED ONLY TO PROPONENTS AND HOLDERS/PROPONENTS)

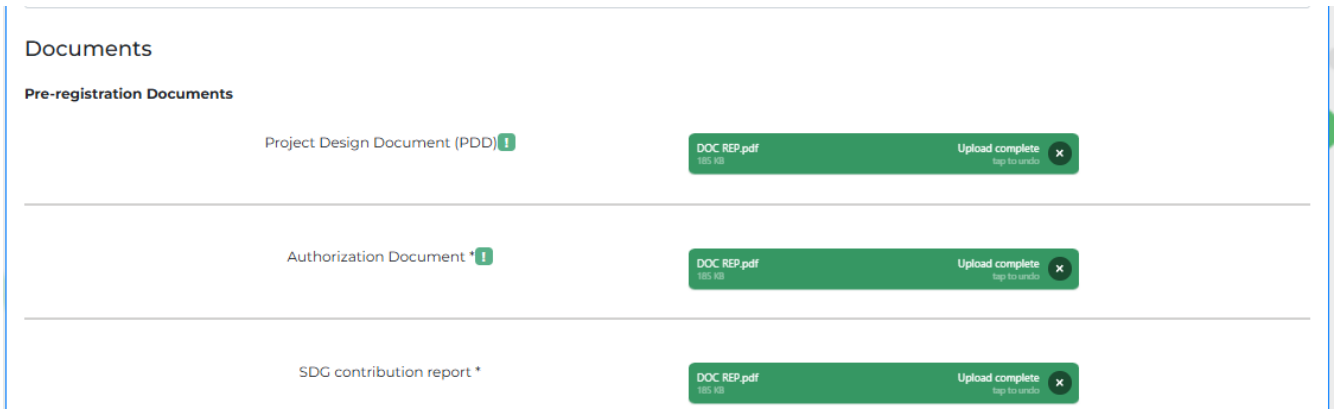
When the project has been approved in Pre-registration, you will be able to request the activation of Global Consultation. Global consultation allows the general public to make observations and submit comments on the project for a set period of time.

## 6.1 REQUEST GLOBAL CONSULTATION

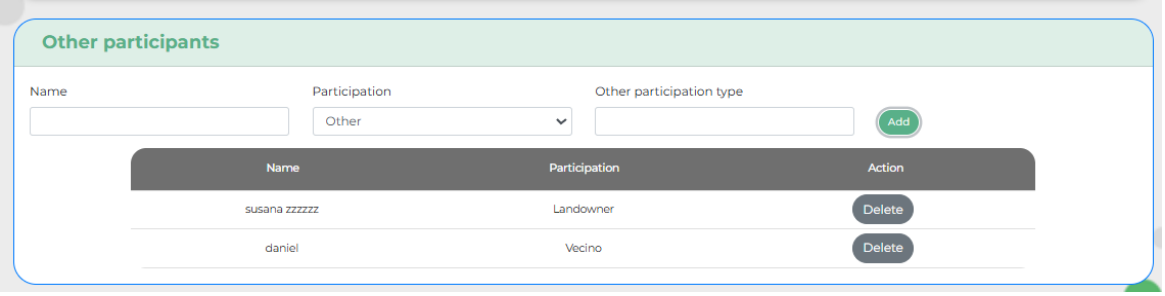
To request the activation of the Global Consultation, enter the Project Consultation and identify the project of your interest. Click on the "Continue Process" button to enter the project information registration module.




Upload at least the documents requested as mandatory. The system will load all the information previously incorporated into the project, allowing you to continue editing and completing the necessary fields enabled for this stage of the Project.

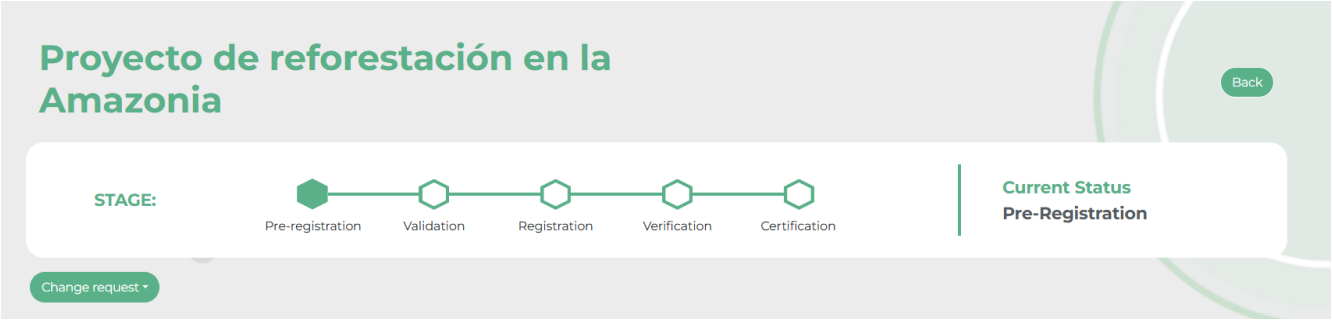



Once the file upload is complete, select the "Request Global Consultation" option.



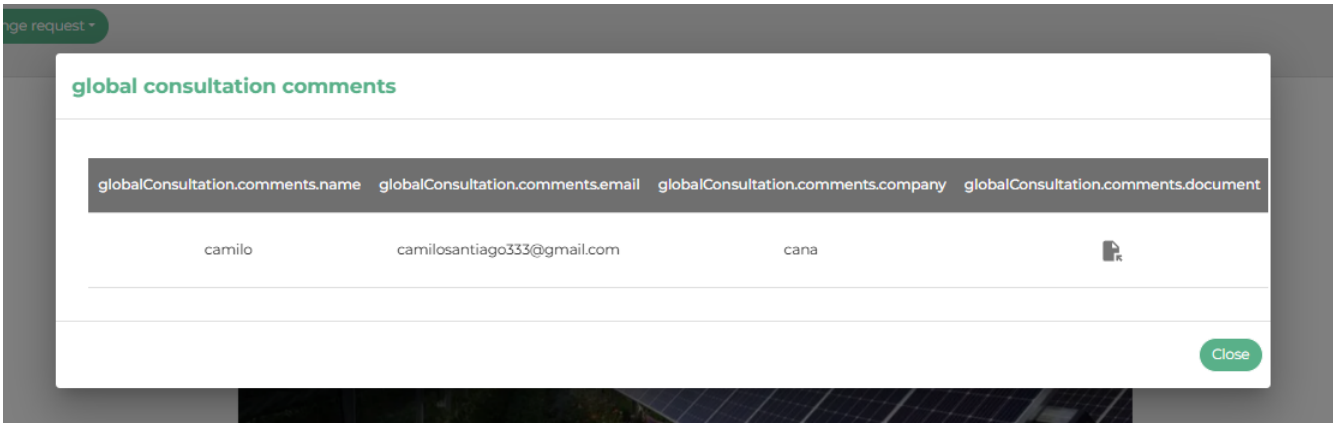

## 6.2 VIEW GLOBAL CONSULTATION FEEDBACK

In the "Consult Projects" section, "See more", you can access the general information of the project.

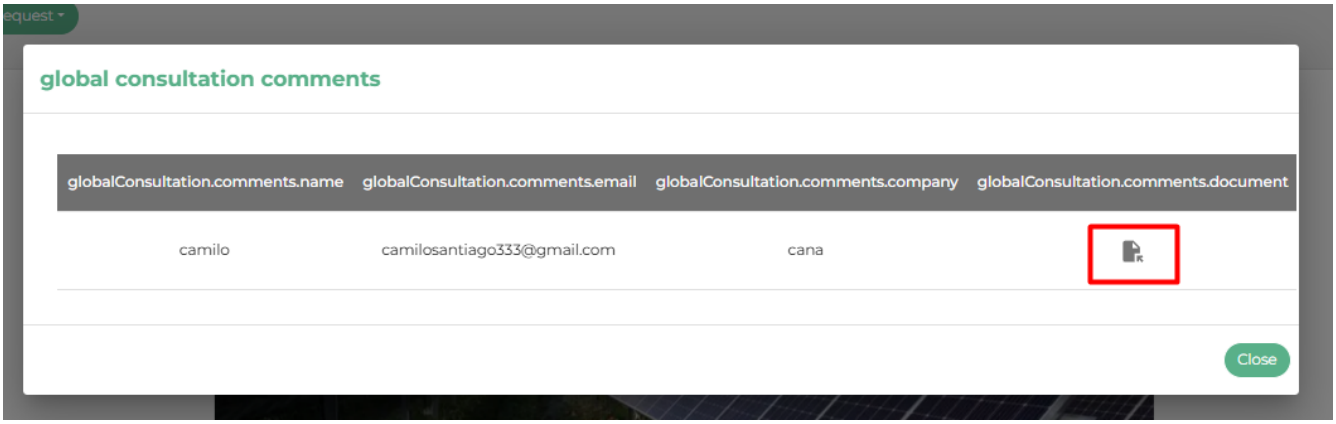



There you will find the "comments global query" button, which when clicked shows you a table with the information and data of the comments received. Keep in mind that:

- Comments are for consultation only and do not generate modifications to the platform.
- The global consultation has a scheduled time period to receive feedback.
- After this time has expired, the global consultation automatically ends and public comment is no longer possible.




To download the file with the comments, click on the document icon on the right side of the screen.

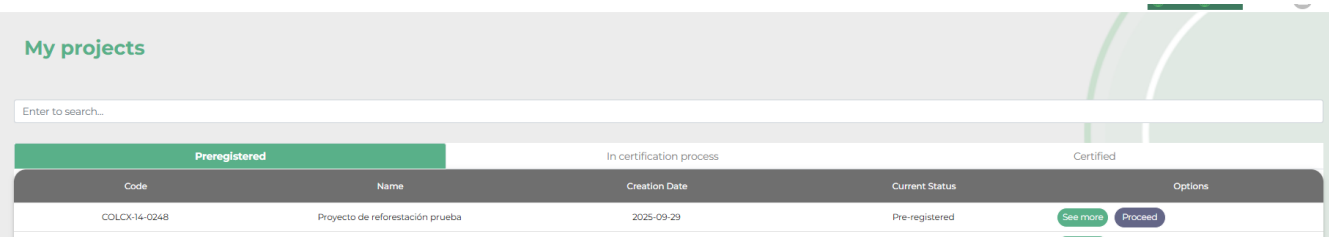



# 7 VALIDATION, REGISTRATION, VERIFICATION AND CERTIFICATION (FUNCTION ALLOWED ONLY TO PROPONENTS AND HOLDERS/PROPONENTS)

## 7.1 GENERAL OPERATION OF THE PROCESS

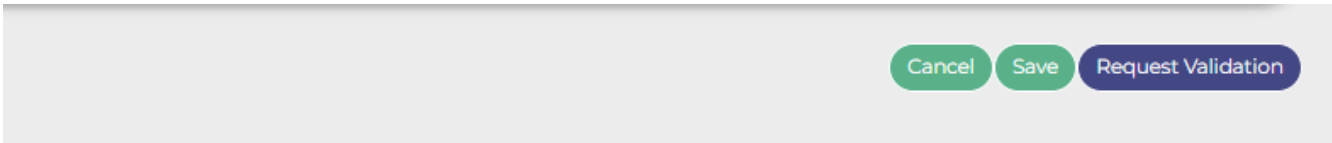
When the global query is finished, the project in the pre-registered state can continue with the process and move on to the Validation stage, then to the Registration stage and finally to the first Verification.

Whenever you need to access the project and continue with the process, enter the "Consult Projects" section to view the list of projects and click on the “Continue process” button there. If you do not see this button, it means that the project is in a process of responsibility from the Certifier or the OVV and you must wait for this process to be completed.




The system is programmed to take you step by step in the evolution flow of the projects, requesting at each stage the documents and information necessary for compliance with the requirements demanded by COLCX within its certification program. On some occasions, the OVV or the Certifier will enter information about the Project, in the form of data or attachment, which you will be able to consult permanently in the general information of the project.

Whenever you finish the data entry process and/or attach the requested documents, you will need to click on the button below where you request the review and approval of the next step, be it validation, registration, and verification.

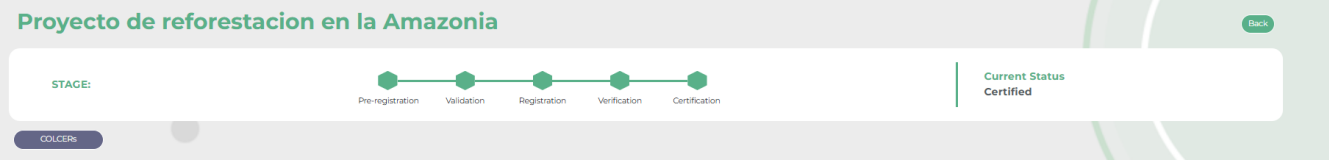



Whenever you request a review, the system will previously review compliance with requirements and in case of missing something, it will notify you and will not allow you to continue until what is pending is fulfilled.
During the flow of the process, you may be asked for changes through the "Change Request" section, in which case until it is attended to and the Certifier approves the requirement, the process cannot continue.

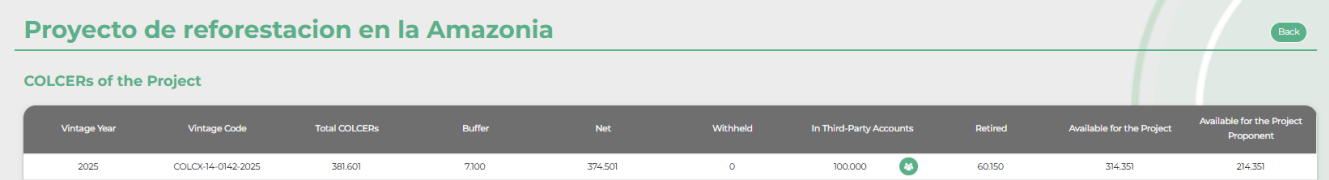
## 7.2 ISSUANCE OF CREDITS

When the project complies with the entire flow, it ends in the Certification stage and the credits corresponding to each vintage (year) reported in the verification process are automatically issued.

To check the credits issued, in the "Projects consultation" section by clicking on the "Certificate" tab, the list of projects that completed this stage will appear, there by clicking on "see more" you will enter the general information of the project where you will have a new button called "COLCERs".

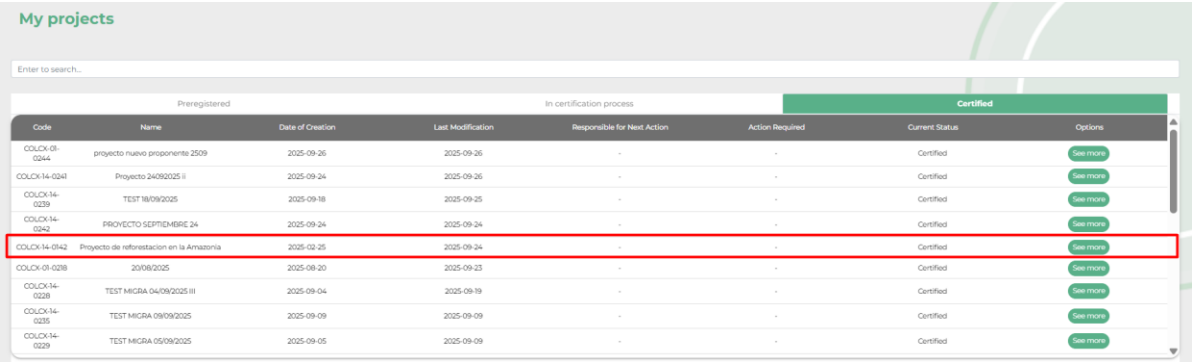



When you click on this button, the system will show you a first table called "Project Collections" where you can see the list of vintage codes with the information of the credits issued.




### 7.3 REQUEST FOR RE-VERIFICATION

When a project meets the conditions for a new verification, the proposer can activate the process by clicking on "New Verification". The system will request to attach documents and information to start the process again, which will end with the issuance of a new number of credits associated with the corresponding vintages.




### 7.4 PROJECT SUSPENSION

The suspension of a project corresponds to the cancellation of its certified status due to inactivity for a period greater than six (6) years since its last results report, or due to force majeure situations (regulatory, administrative, or judicial) associated with the project, its activities and/or its involved stakeholders.

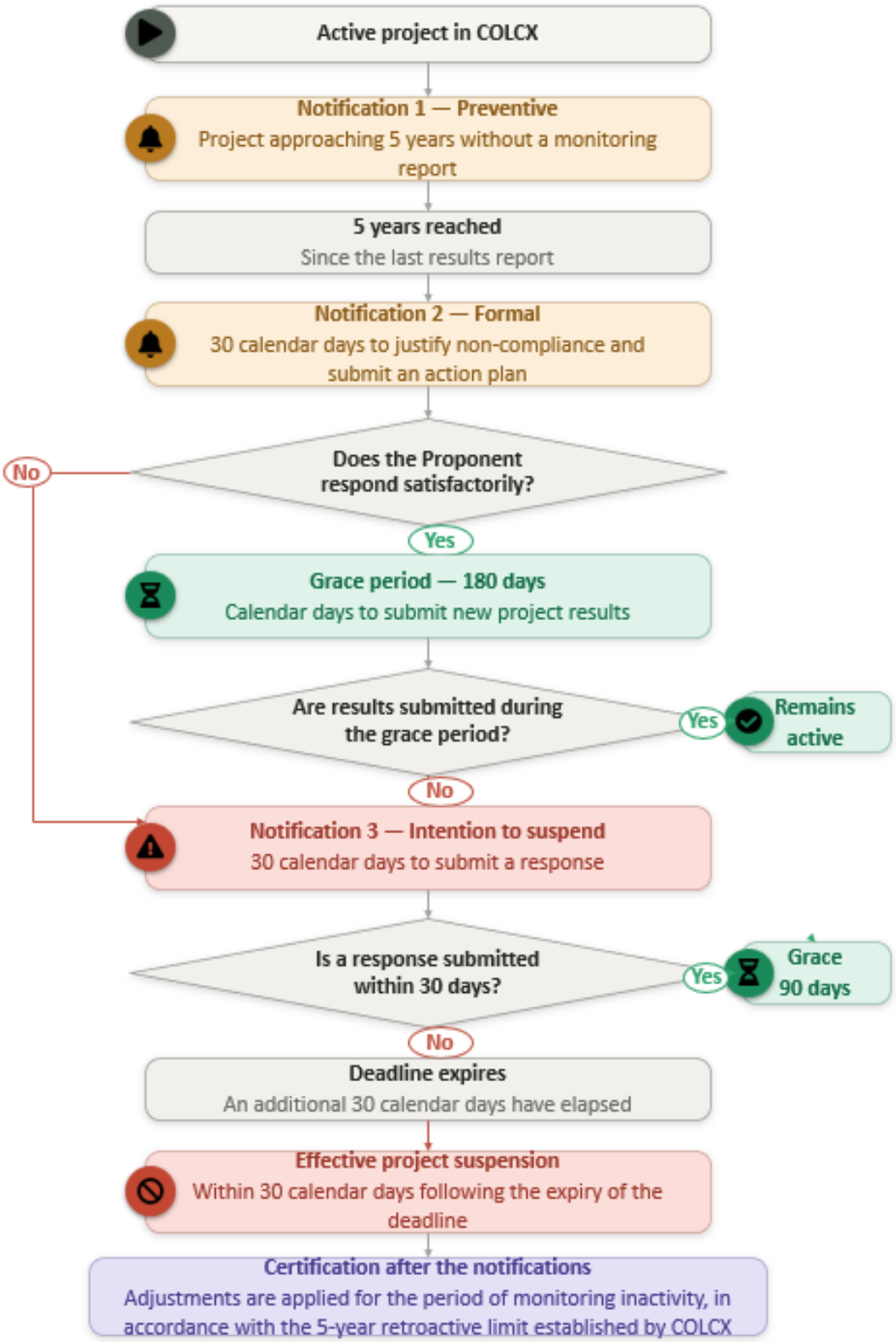
#### 7.4.1 Implications of Suspended Status

The assignment of Suspended status implies:

- The cancellation of the certified project status within the registry system until activity on the registered project is reported.
- The impossibility of issuing new emission reduction or removal units (COLCERs).
- Restrictions on the execution of new processes within the registry platform.
- Public indication of the project's status in the COLCX Registry.
- Notification to the relevant authority of the host country regarding the inactivity of the initiative and to the validation and verification body regarding the issuance of non-compliant suitability assessments.
  initiative and to the validation and verification body regarding the issuance of non-compliant suitability assessments.

#### 7.4.2 Suspension Procedure

The change of status to Suspended shall be carried out according to the following procedure:


Active project in COLCX
Notification 1 — Preventive
Project approaching 5 years without a monitoring report
5 years reached
Since the last results report
Notification 2 — Formal
30 calendar days to justify non-compliance and submit an action plan
Does the Proponent respond satisfactorily?
No
Yes
Grace period — 180 days
Calendar days to submit new project results
Are results submitted during the grace period?
Yes
Remains active
No
Notification 3 — Intention to suspend
30 calendar days to submit a response
Is a response submitted within 30 days?
Yes
Grace 90 days
No
Deadline expires
An additional 30 calendar days have elapsed
Effective project suspension
Within 30 calendar days following the expiry of the deadline
Certification after the notifications
Adjustments are applied for the period of monitoring inactivity, in accordance with the 5-year retroactive limit established by COLCX

1. The COLCX Program will issue a preventive notification one (1) year and six (6) months in advance to projects that are approaching five (5) years since their last monitoring report, in accordance with the information recorded in the system.
2. Once five (5) years have elapsed since the last results report, the COLCX Program will issue a second formal notification. The proponent shall have a period of thirty (30) calendar days from receipt of the notification to:
   - Justify the non-compliance, and
   - Submit a plan of forthcoming actions.
3. If the proponent responds satisfactorily, a grace period of one hundred eighty (180) calendar days shall be granted, counted from the date of issuance of the response, for the submission of the project's new results. If:
   - The proponent fails to respond within the established period, or
   - The proponent fails to submit results within the grace period,

The COLCX Program will issue a third notification of intent to suspend.

4. Following the third notification, the proponent shall have a period of ninety (90) calendar days to submit the project information. Failing this, the project suspension shall become effective within thirty (30) calendar days following the expiration of said period.

When a project obtains certification after having been subject to these notifications, the corresponding adjustments shall be applied for the period of monitoring inactivity, ensuring proper accounting in accordance with the five (5)-year retroactive limit established by COLCX.

#### 7.4.3 Project Reactivation

A project under Suspended status may be subject to evaluation for its reactivation, provided that:

- The causes that gave rise to the suspension are remedied.
- The updated technical documentation required by the Program is submitted.
- The applicable validation, verification, and certification requirements are met again.

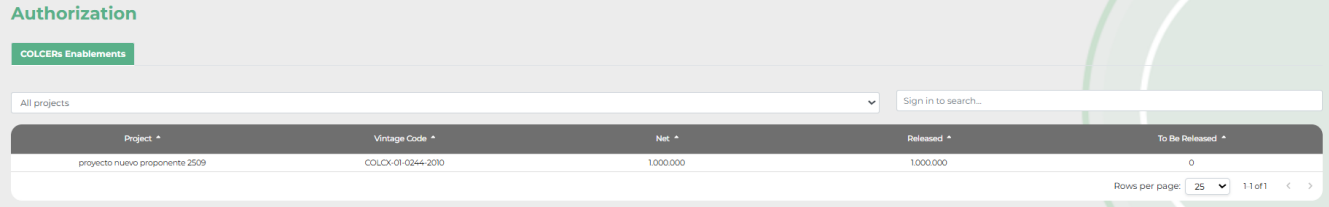
The reactivation shall be subject to technical evaluation and approval by the Validation and Verification Body and the COLCX Program.

## 8 TRANSACTION AND FUNCTIONALITIES WITH COLCERS

In the "My COLCERs" section you will have access to all transactions and functionalities related to the consultation and use of credits.

### 8.1 ENABLING COLCERS (FUNCTION ALLOWED ONLY TO PROPONENTS AND HOLDERS/PROPONENTS)

Once the credits have been issued, the proposer must request the certifier to release the credits to use them. The certifier may release all or part of the credits corresponding to the vintage, depending on the agreed conditions.
In the "Habilitation" section you can consult the list of projects and vintage codes with credits issued, with their respective authorization balance.




### 8.2 BALANCE INQUIRY OF COLCERS AVAILABLE FOR USE

In the "Consult" section, the user will be able to see a list organized by vintage projects and codes, with the number of COLCERs available in their account.

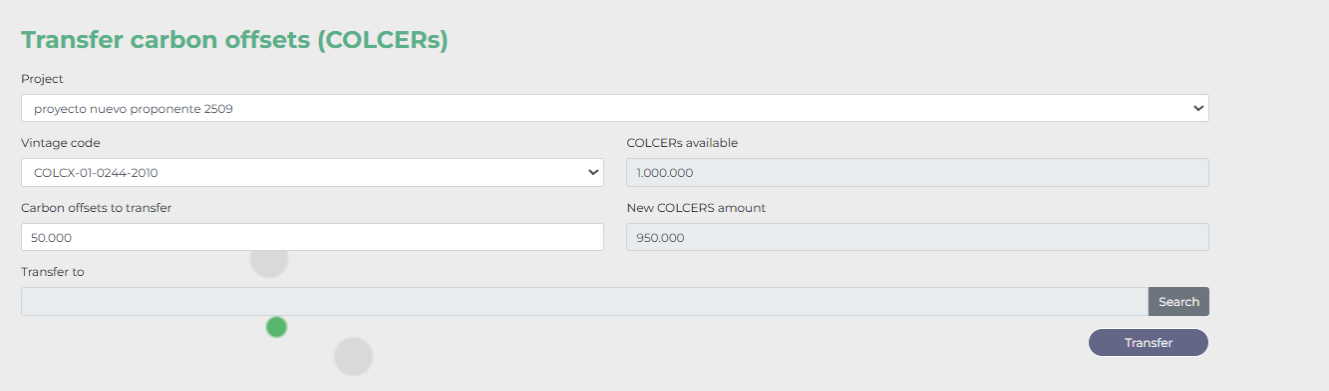



From this section you will be able to make two transactions, Transfer and Withdraw COLCERs.

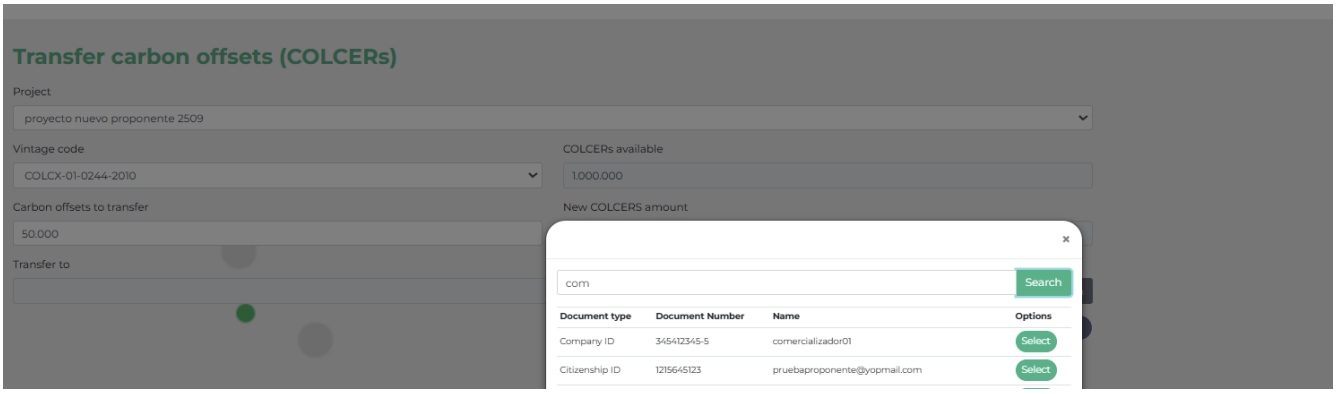
## 9 TRANSFER COLCERS (FUNCTION ALLOWED ONLY TO PROPONENTS AND HOLDERS/PROPONENTS)

The COLCERs Transfer transaction allows you to send a certain number of credits from a particular project and vintage to another organization that is registered and active on this platform.

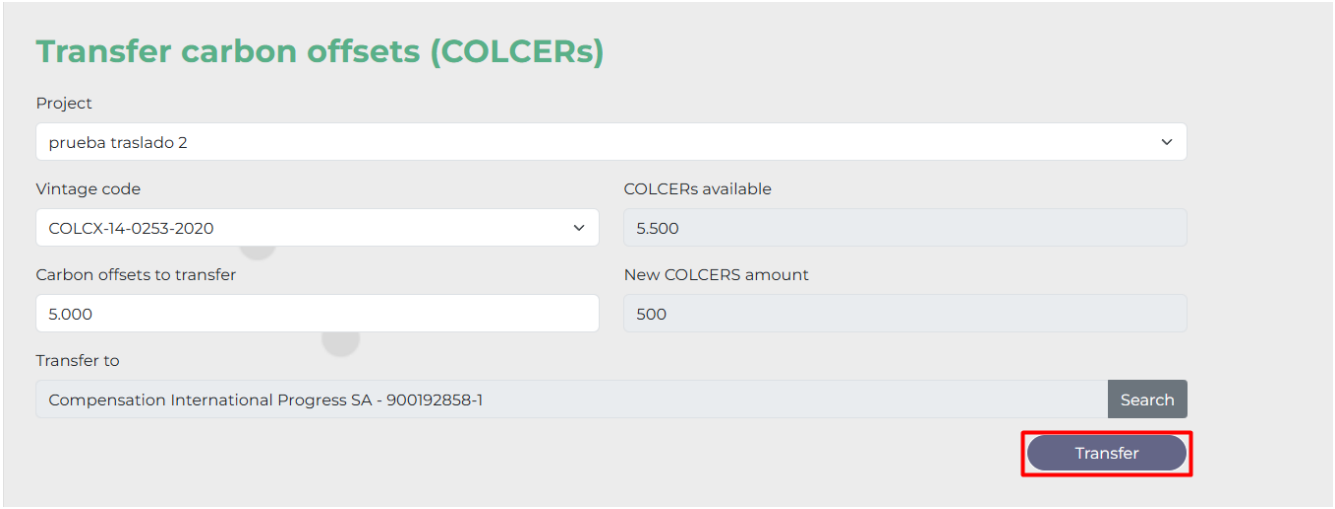
To transfer credits, the user must click on the "Transfer" button, where a form will be enabled that asks for the number of credits and the recipient.



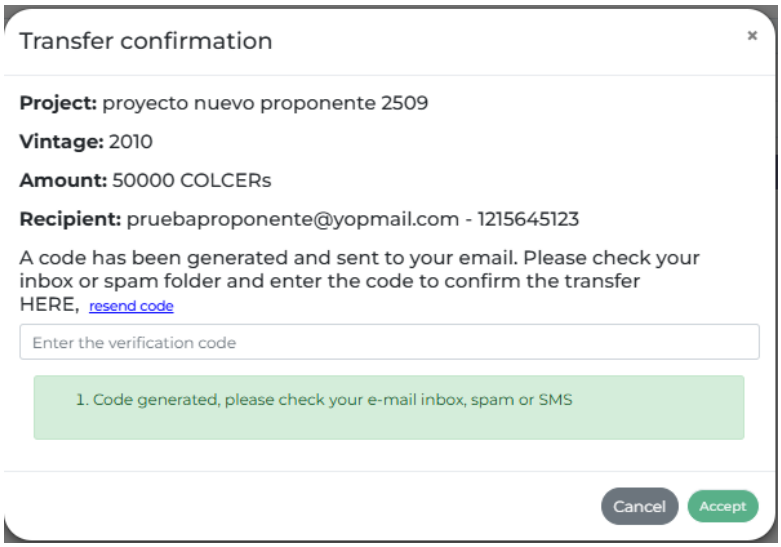

To select the recipient of the transfer, you must enter the name or NIT of the organization or person and click on the "Search" button. The system will list the matches found in the database and there you must click on the "select" button that is next to the name of the recipient to whom you intend to send the credits.




Once the information is completed, check that all the data is correct and click on the "transfer" button.




The system will activate an information window where you can verify that the data is correct and approve the transaction by means of a security code sent to the registered email. Enter the code sent and click "accept"

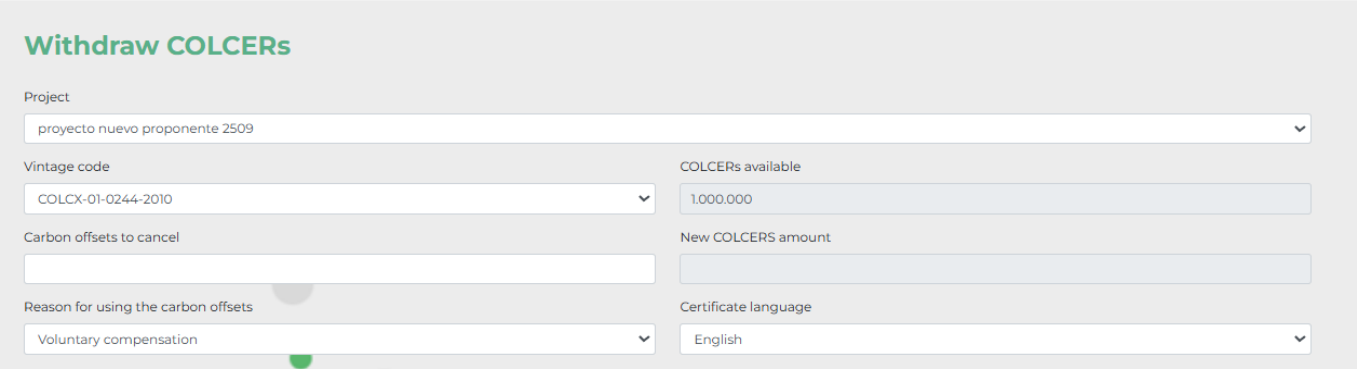


The transfer requires approval by the Certifier. The credit balance will be updated by subtracting the transferred credits. If the transfer is approved, the recipient will be able to view the credits in their account. If the transaction is declined, the credits will be returned to the originator's balance and you will be informed of the reasons for the decline.

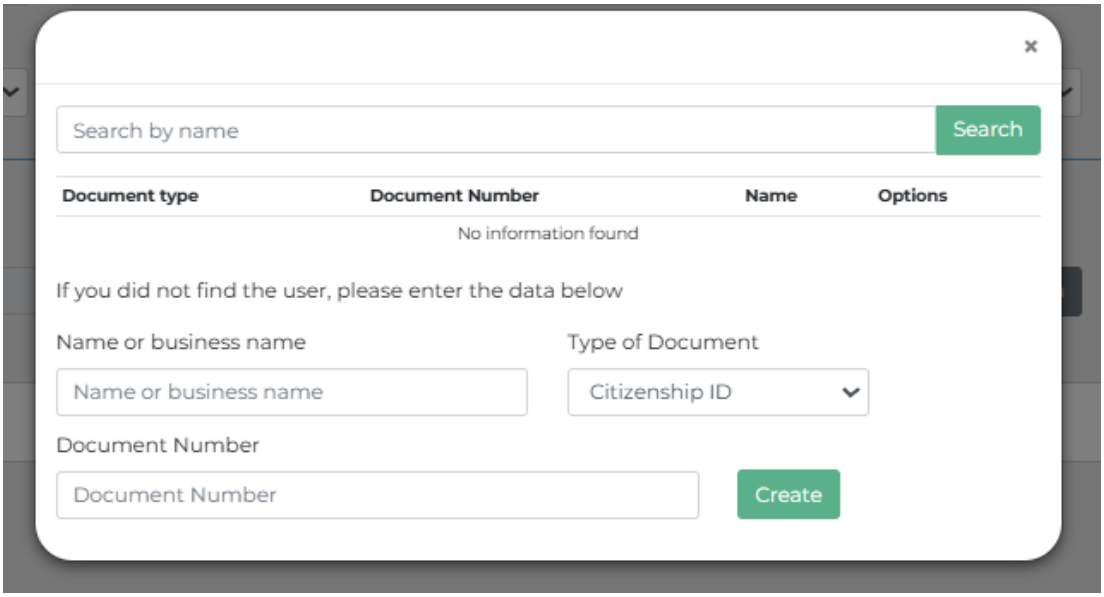
## 10 COLCERS CANCELLATION

The Withdrawal transaction allows you to issue credit withdrawal certificates in the name of third parties, for voluntary compensation or for the non-causation of the carbon tax on each country.

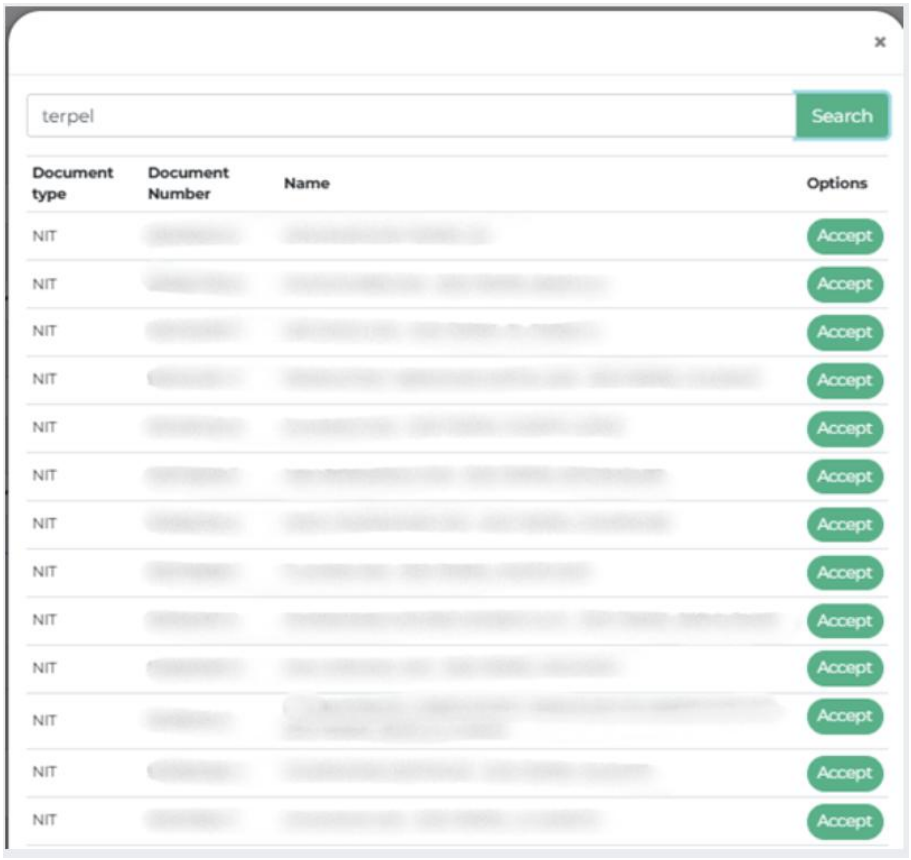
To withdraw credits, the user must click on the "Withdraw" button, where a form will be enabled that asks for the number of credits, the reason for use, the taxable person and the end user.




To enter the end-user and taxable person information, click the "Search" button. The system will enable the option to search for the organization or person from a pre-loaded list. Enter the name or ID number in the search bar and then click "Search".



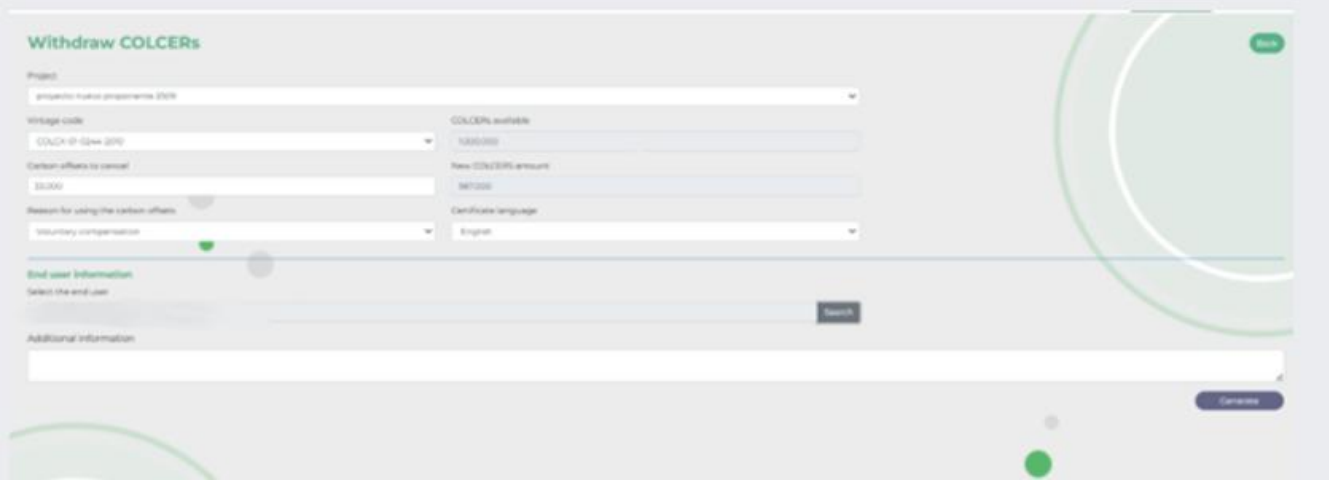
The system will display a list of matches found. Select the appropriate company or person. If you can't find it, enter the name or company name, document type and document number and finish the process by clicking on "Create".



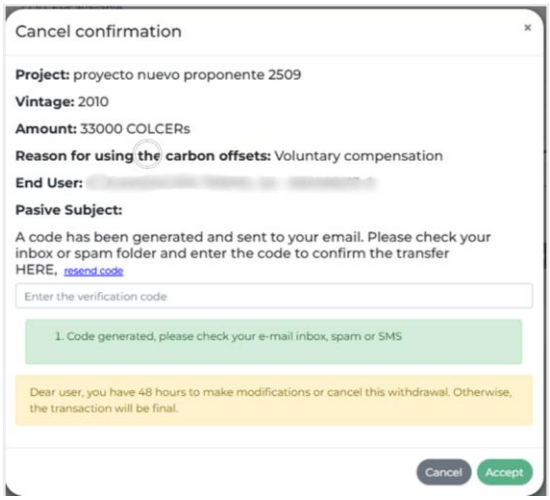

If you selected "Voluntary Compensation" as your use, the end user and taxpayer must be the same person or organization.

Review the end-user and taxable person information, if you need to modify it, click on search again and make the required change.
Add additional information to the certificate only if necessary; This field is not required.

To finish, click on "Generate".

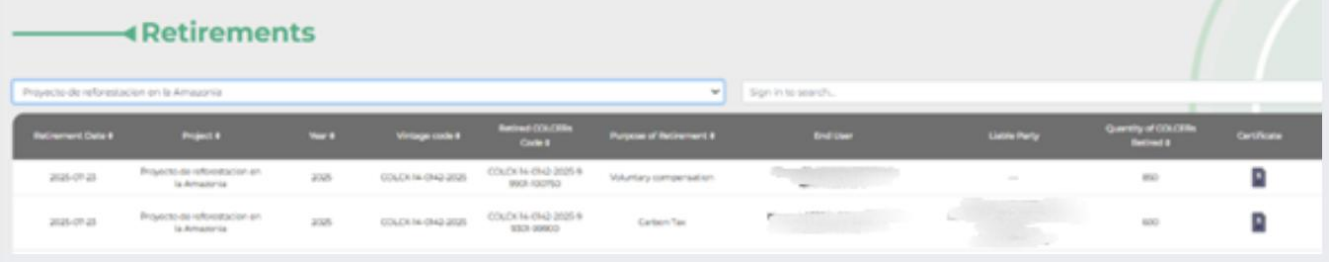



In the same way as in the Transfer transaction, the system will activate an information window where you can corroborate that the data is correct and approve the transaction by means of a security code sent to the registered email. Enter the code sent and click "accept"

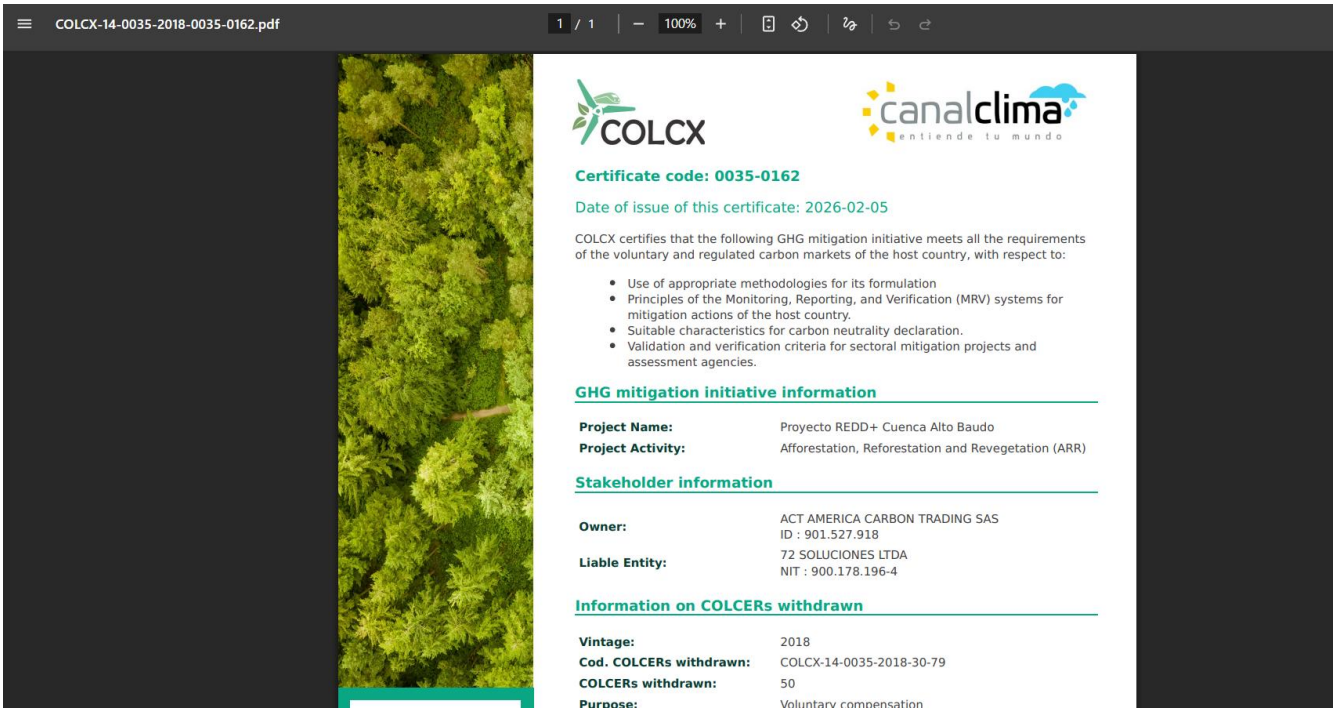



This transaction also requires approval from the Certifier. The credit balance will be updated by subtracting the withdrawn credits. If the recall is approved, the recall information and certificate will be available for consultation and that of the public. If the transaction is declined, the credits will be returned to the originator's balance, and you will be informed of the reasons for the decline.

In the project information, in the "COLCERs" section you can access the table of withdrawals made for the project. There you can consult the information of each withdrawal and download the corresponding certificate by clicking on the "Certificate" icon.




The certificate will be downloaded automatically, and you will be able to view it in the new browser tab or in the file explorer in the downloads folder.




## 11 CERTIFICATE OF COLCERS RETIREMENT

All transactions related to the retirement of COLCERs from the registry system result in the issuance of a digital certificate that guarantees the accuracy of the information related to the existence, relevance, and consistency of the GHG reductions and/or removals acquired and assigned. The components of a certificate valid under the COLCX standard are described below.

The header of the certificate displays the official logos of COLCX and Canal Clima SAS, followed by the unique certificate code, which corresponds to the project code – the sequential number of the retirement carried out. It also includes the date of issuance of the certificate in accordance with the execution of the retirement within the registry system, and finally the project compliance characteristics used to perform the retirement, linked to the use of appropriate methodologies, eligibility for offsetting, and approval of validation and/or verification



**Certificate code: 0000-0000**

Date of issue of this certificate: 2026-02-05

COLCX certifies that the following GHG mitigation initiative meets all the requirements of the voluntary and regulated carbon markets of the host country, with respect to:

- Use of appropriate methodologies for its formulation
- Principles of the Monitoring, Reporting, and Verification (MRV) systems for mitigation actions of the host country.
- Suitable characteristics for carbon neutrality declaration.
- Validation and verification criteria for sectoral mitigation projects and assessment agencies.

The certificate presents the information associated with the project selected for retirement. In particular, the second section of the document reveals the name of the project and the activity that generates the corresponding GHG reduction and/or removal, consistent with the project's own documentation, which may be consulted in the registry system for the corresponding project



**GHG mitigation initiative information**

| | |
|---|---|
| **Project Name:** | GHG Emissions Reduction Project 001 |
| **Project Activity:** | Energy generation from renewable sources |

The third section of the certificate presents the participants involved in the transaction. In this case, the initiative holder appears as the owner of the registered GHG reductions and/or removals, and the liable party or offsetting entity on whose behalf the retired COLCERs are granted for the fulfillment of its environmental responsibilities and obligations



**Stakeholder information**

| | |
|---|---|
| **Owner:** | Holder 1<br>ID : 0000000000 |
| **Liable Entity:** | Offset Company X<br>NIT: 000000000 |

Finally, the certificate reports the information associated with retired COLCERs, thus describing the vintage, or year in which the corresponding GHG reductions or removals were carried out, and the unique code of the units requested for retirement. This code is non-repeatable and non-replaceable, guaranteeing a single allocation and preventing double issuance and use. The certificate also presents the number of units retired and the purpose of retirement, whether for the voluntary carbon market, a regulated market in a host country, or international schemes such as Article 6 of

the Paris Agreement or CORSIA. The program determines the eligibility for applying the corresponding labels according to the approval obtained.

Additional information is also presented corresponding to notes or observations required by the applicant to clarify the purpose or particularities of the retired units. The document concludes with the consultation pathways for the information presented in the document and the communication channels for related requests.



**Information on COLCERs withdrawn**

| | |
|---|---|
| **Vintage:** | 2018 |
| **Cod. COLCERs withdrawn:** | COLCX-14-0035-2018-30-79 |
| **COLCERs withdrawn:** | 50 |
| **Purpose:** | Voluntary compensation |

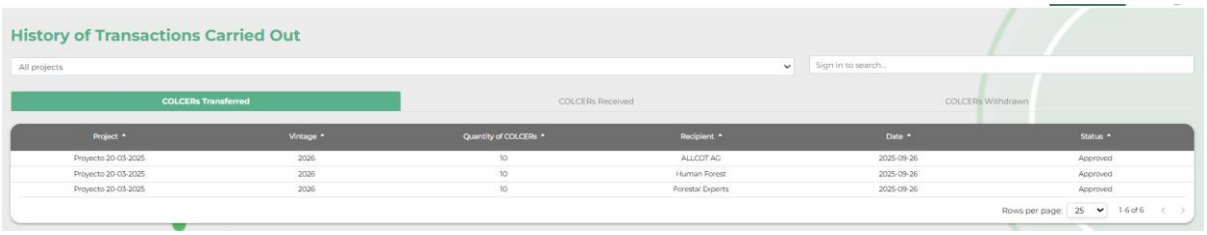
**Additional Information**

Voluntary carbon offset solutions for both corporate and commercial aviation operations, as part of OverflightApp's sustainable business travel practices

The voluntary cancellation record and complete information about the GHG mitigation initiative can be consulted at www.colcxregistry.com
For more information regarding this certificate, please contact solicitudes.colcx@canalclima.com

## 12 TRANSACTION HISTORY

In this section you can consult the history of all transactions made. By clicking on each of the upper tabs, you will be able to access the list of operations carried out.




- Credits Transferred: Displays transfer transactions made to third parties, including general information about the transaction and the recipient of the transaction. The status of the transaction (approved, rejected, or pending) is also indicated.

- Credits Received: Shows credit transfers that you have received from other users. Unlike the transferred credits table, in this table of credits received, the name of the user issuing the transfer is displayed.

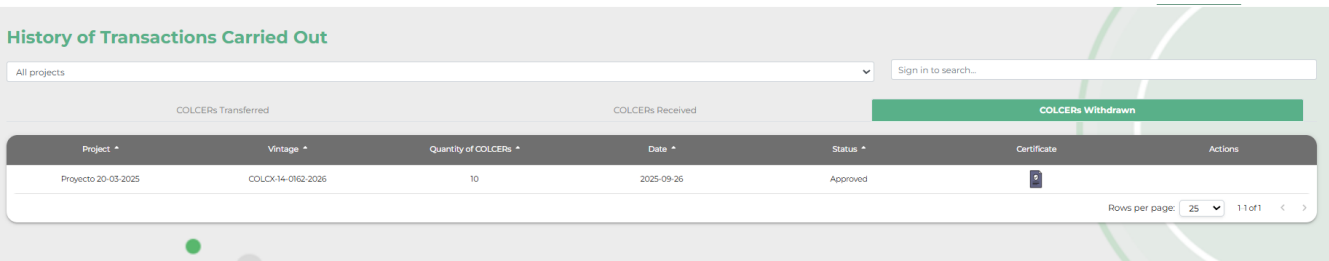
- Withdrawn Credits: Shows credit withdrawal transactions. The status of the transaction (approved, rejected, or pending) is also indicated.

# 13 CANCELLATIONS AND MODIFICATIONS OF RETIREMENTS.

The system allows you to request the modification or cancellation of the withdrawal made, only within the following 48 hours from the time of its issuance; that is, from the moment the Registry Administrator approves the withdrawal.

Request a VOID if the number of COLCERS withdrawn is not correct. Request a MODIFICATION if the information you entered for end user or taxpayer is not correct. it is not correct.

To request the cancellation or modification of the withdrawal, enter the History of transactions made section, select the COLCERS withdrawn tab and locate the withdrawal of your interest in the table. In the Actions column you will see an override icon, click on it to access the override and modify functionality.



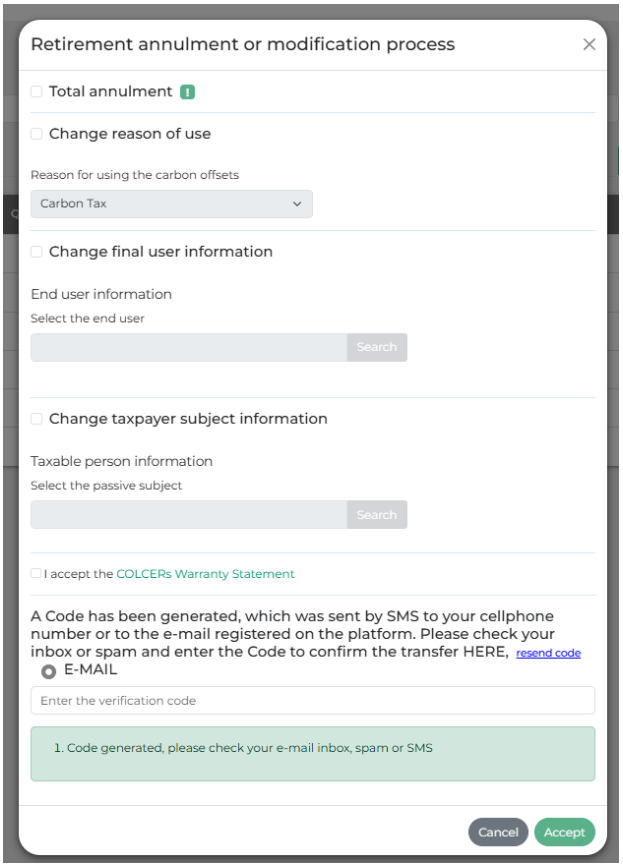

A window will show you all the available options.

Check the Total Void box if you require correcting the amount of COLCERS or if you require the withdrawal to be voided in its entirety.

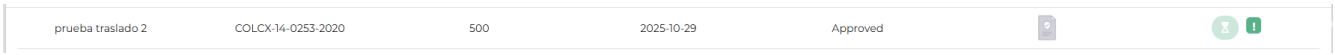
Check the Change reason for use, end user and/or taxable person boxes according to what you need to modify.

To carry out the process, it is necessary to consult the COLCERS Statement of Guarantees and check the box of your acceptance.

To approve the action, a four-digit code will arrive at the user's email, you must enter the corresponding box and finish by clicking on Accept.

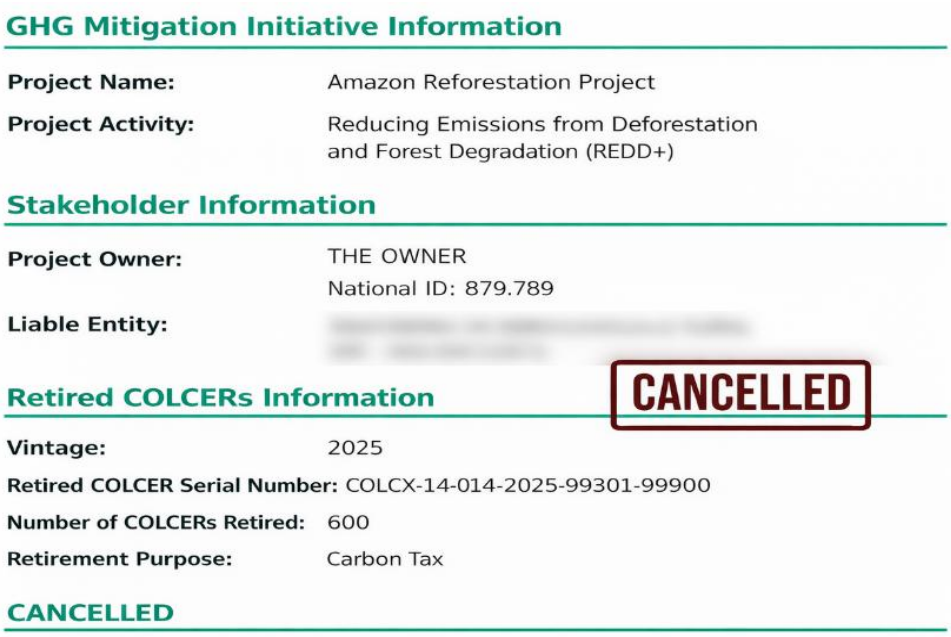



The request for cancellation or modification will be reviewed by the Registry Administrator, while the authorization process is being carried out, the issued certificate is blocked in such a way that it is not possible to download it. You will be able to check the status of the request by going back to the History of transactions made.




If the request is for revocation and is approved by the Registry Administrator, the recall information will be updated and will appear with the indication "Certificate Voided" and an invalidation mark will be incorporated into the certificate. COLCERS will be credited back to the account balance of the user who made the withdrawal.





## GHG Mitigation Initiative Information

**Project Name:** Amazon Reforestation Project

**Project Activity:** Reducing Emissions from Deforestation and Forest Degradation (REDD+)

## Stakeholder Information

**Project Owner:** THE OWNER
National ID: 879.789

**Liable Entity:** [redacted]

## Retired COLCERs Information

CANCELLED

**Vintage:** 2025

**Retired COLCER Serial Number:** COLCX-14-014-2025-99301-99900

**Number of COLCERs Retired:** 600

**Retirement Purpose:** Carbon Tax

## CANCELLED

If the request is for modification and is approved by the Registry Administrator, the withdrawal information will be updated and will appear with the indication "Modified Certificate". The certificate will be updated based on the information provided.



| | | | | | | |
|---|---|---|---|---|---|---|
| Proyecto de reforestacion en la Amazonia | COLCX-14-0142-2025 | 850 | 2025-07-23 | Aprobado | | Certificado modificado |

**History of the Document**

| *Version* | *Date* | *Description* |
|---|---|---|
| 1.0 | 10/06/2025 | Initial version |
| 1.1 | 01/08/2025 | Introduction of the Cancellations and Modifications section |
| 1.2 | 26/02/2026 | Introduce section on changes to the OVV Certificate of retirements description |
| 1.3 | 11/06/2026 | Introduced Project Suspension section |