



***Trader Registry  
Account User Guide***

Version 2.0



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## Purpose of this guide

This registry User Guide provides the required information for GreenPower registered renewable gas Traders to access and use the registry platform. This is a step-by-step guide on how to log in, accept/reject Renewable Gas Guarantees of Origin (RGGOs) transfer requests, make RGGO transfers, and make RGGO retirements on behalf of end-use customers.

## Summary

Using your GreenPower Trader account, you will be able to accept RGGO transfers, make transfers and retire RGGOs in accordance with the Renewable Gas Certification (the Certification) Rules. This guidance document will provide Traders with the required information to carry out these processes within the registry platform. All actions within the registry platform must be carried out in accordance with this guidance document and within the Certification Rules that govern the scheme.

All individuals with access (account operators) to your GreenPower account must be familiar with the details of this guidance document. Account operators should understand the difference between retiring RGGOs, which allocates them to end-use customers, and transferring RGGOs to another GreenPower Trader. Account operators should also understand the significance of naming end-use customers when retiring RGGOs.

Account operators are responsible for keeping the details used to access the Trader account confidential. Account operators are also responsible for the consequences of making and accepting or rejecting Transfer Requests, and also making Retirement Requests.

The Certification registry accounts are based in a Registration Database operated by Renewable Energy Assurance Ltd in the UK. GreenPower accounts will not interact with the issuing, transfer, and retirement of RGGOs within the Green Gas Certification Scheme (GGCS) which also uses the same registry platform.

Please contact the GreenPower at any point if you would like clarification on anything in this document – [greenpower.gas@dpie.nsw.gov.au](mailto:greenpower.gas@dpie.nsw.gov.au)

## Logging on

Visit – [www.greengas.org.uk/member](http://www.greengas.org.uk/member)

Select **Account Type – Trader** and use the email you have provided to the GGCS as your primary contact. Enter the password you will have generated or generate a new password via the “Forgotten your password?” link.

Only one email address at a time can be linked to your account. To change that email address, send an email from the address currently linked to your account to XXXXX@XXX.XXX notifying GreenPower of the new email address you would like to use.

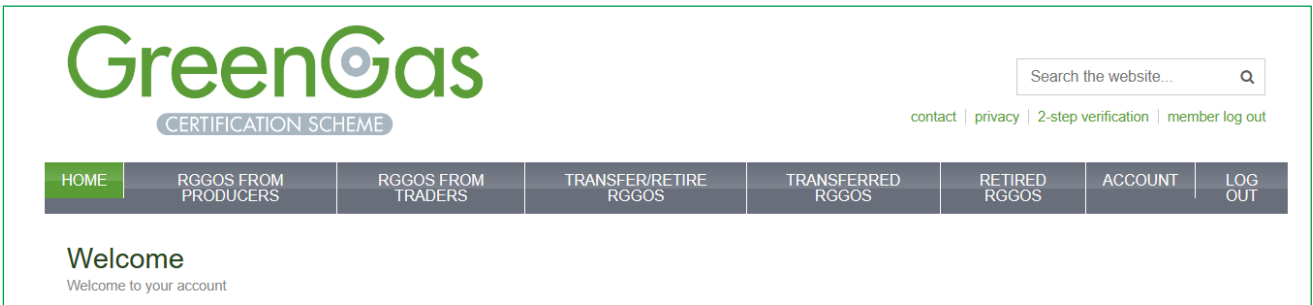
HOME	GREEN GAS	THE SCHEME	JOIN THE SCHEME	GOVERNANCE	CERTIFICATES	NEWS	CONTACT
<h3>Log in to your GGCS Account</h3> <p>Please use the boxes below to log into your account.</p> <div><p>* Account Type <input type="radio"/> Producer <input checked="" type="radio"/> Trader</p><p>* Email Address <input type="text" value="example@example.com"/></p><p>* Password <input type="password" value="....."/></p><p><input type="button" value="Log In"/></p><p><a href="#">Forgotten your password?</a></p></div>							<h3>Not a member yet?</h3> <p>To participate in this scheme you must first inform Renewable Energy Assurance Ltd. Once you have completed the necessary forms, provided us with the required information and agreed to the GGCS scheme rules, we will register you on the system and give you a secure account and form_password.</p> <p>For more information, please contact: <a href="mailto:info@greengas.org.uk">info@greengas.org.uk</a>.</p>

## Two Factor Authentication

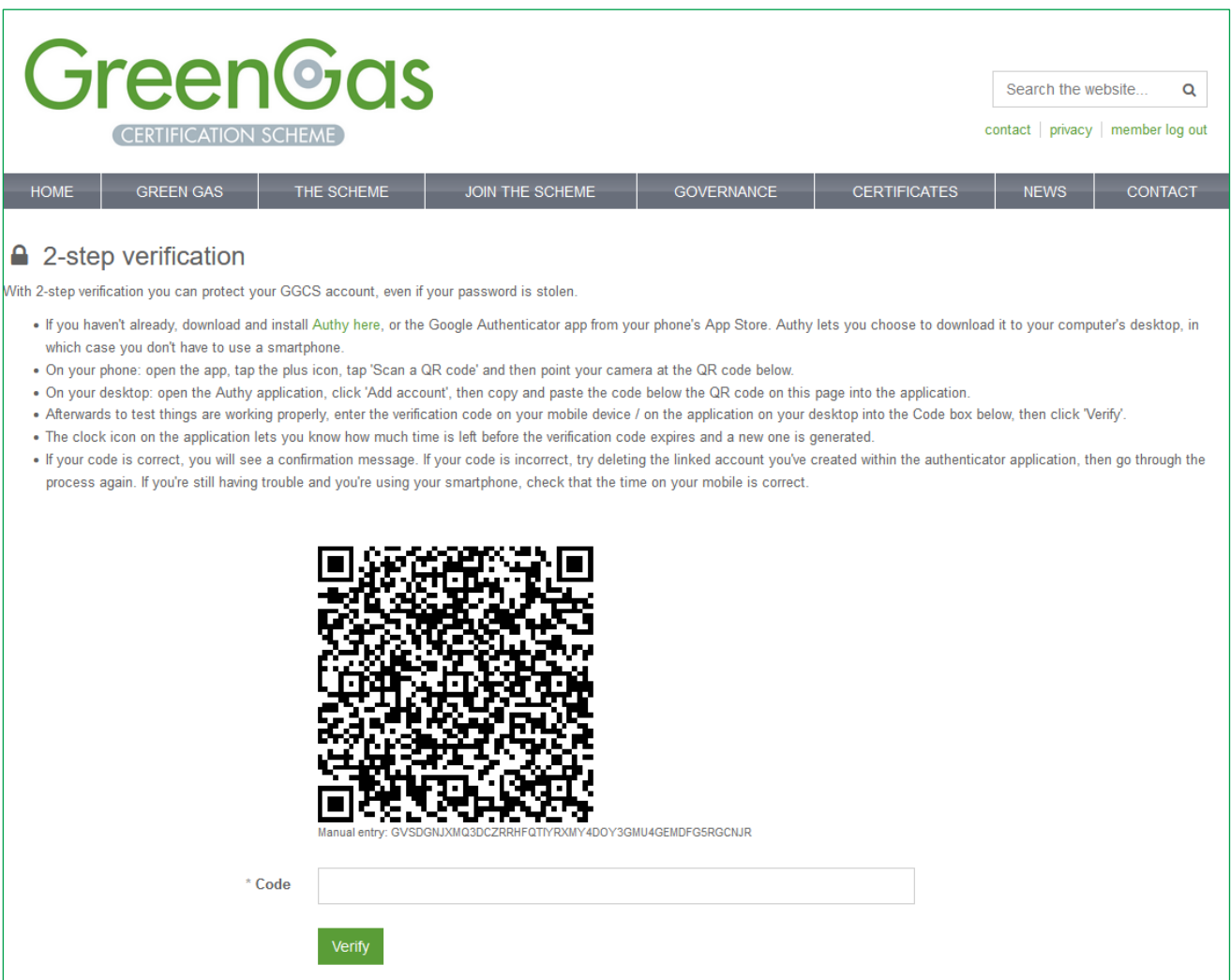
1) Download an authenticator app/program to your phone or desktop computer. We recommend one of the following, but any standard authenticator app/program should work:

- a. Authy (can be used on your desktop computer)
  - i. Twilio Authy Authenticator - Apps on Google Play
  - ii. Twilio Authy on the App Store (apple.com)
- b. Microsoft Authenticator
  - i. Microsoft Authenticator - Apps on Google Play
  - ii. Microsoft Authenticator on the App Store (apple.com)

2) Log into your account and select 2-step authentication from the menu at the top right of the home page:




Follow the instructions shown below:





If you're successful, the page below will be displayed:

 2-step verification

**Success!**

Your account is now protected by 2-step verification.

- When you next log in you'll be asked to provide a secondary code using your Google Authenticator app.
- Remember, these codes are time-based. The clock icon in the app will let you know how much time is left before the verification code expires and a new one is generated.
- If you're still having trouble, you might want to verify that the time on your device is correct.

[Click here to reset your 2-step verification code](#)

If you need to reset your 2-step authentication, contact GreenPower on [greenpower.gas@dpie.nsw.gov.au](mailto:greenpower.gas@dpie.nsw.gov.au)

## Home Page

Your account home page provides an overview of your account.

You will see how much gas (in kWh) is available in your account under the heading 'RGGOs available to transfer or retire'.

The contact details shown include those of participants of the Green Gas Certification Scheme in the UK who have chosen to share their details. Do not select the option to share your contact details. Please also refrain from contacting any of the organisations you see displayed as these may be outside of the GreenPower Certification (i.e. members of the Green Gas Certification Scheme in the UK).

# GreenGas

CERTIFICATION SCHEME

Q

contact | privacy | 2-step verification | member log out

HOME

RGGOS FROM PRODUCERS

RGGOS FROM TRADERS

TRANSFER/RETIRE RGGOS

TRANSFERRED RGGOS

RETIRED RGGOS


ACCOUNT

LOG OUT

## Welcome

Welcome to your account

### Aussie Trading Ltd - S0009



#### On this page:

You can use this account to receive Renewable Gas Guarantees of Origin (RGGOs) from Producers and Traders, transfer RGGOs to other Traders and retire RGGOs and allocate them to end-use consumers.

Contractual arrangements and payments between parties related to the transfer of RGGOs or their retirement and allocation to end-use consumers, are organised outside the scope of the Scheme. Once agreements have been reached you execute the transfer or retirement of RGGOs via this account.

**RGGOs from Producers** - will show you all RGGOs that have been transferred to you, or are currently being offered to you, by Producers

**RGGOs from Traders** - will show you all RGGOs that have been transferred to you, or are currently being offered to you, by Traders

**Transfer/Retire RGGOs** - will show you all RGGOs that are available for you transfer to other traders or to retire and allocate to end-use consumers

**Transferred RGGOs** - will show you all the RGGOs you have transferred to other Traders

**Retired RGGOs** - will show you all the RGGOs you have retired and has a function to download the Retirement Statements you have generated

**Fees** - will show you the number of kWh you have retired each quarter for which the RGGO retirement fee will be applied (GGCS participants only)

Your consumers can verify their Retirement Statements on the GGCS website here

To the right you will see the option to share your contact details and see the contact details of traders and producers who would be interested in hearing from you (GGCS participants only).

The GGCS Registration Database is also being used by participants in the GreenPower Renewable Gas Certification Pilot. There is no interaction e.g. transfer of RGGOs, between participants in the GGCS and the GreenPower Pilot. GreenPower Pilot participants should be careful to follow the instructions directed at them when operating their account to contact the GreenPower Pilot administrator for further information where needed.

#### Contact Status

✓ You have agreed to have your contact email address ( [redacted] ) listed on other Trader Accounts. [Click here to change this.](#)

✗ You have not yet agreed to have your contact email address listed on Producer Accounts. [Click here to change this.](#)

#### RGGOs available to transfer or retire

4457 kWh available - [transfer or retire here](#)

#### Producer contact details

Details of producers who have opted to share their contact details.

Producer	Biomass Information	Contact email
Test Plant Aussie Ltd	BioLPG from Hydrogenated Vegetable Oil (HVO)	[redacted]
Test Plant Aussie Ltd	GGCS - Biomass (Unspecified) Classification (Residues)	[redacted]
Test Plant Aussie Ltd	GGCS - Biomass (Unspecified) Classification (Waste)	[redacted]
Test Plant Aussie Ltd	GreenPower - Waste Water	[redacted]

#### Trader contact details

Details of traders who have opted to share their contact details.

Trader	Contact email
Test Account 2020 Ltd	[redacted]
Aussie Trading Ltd	[redacted]

## RGGOs from Producers

Click on the 'RGGOs FROM PRODUCERS' tab at the top. This page shows you two tables:

**RGGOs being offered to you by GreenPower Producers** - if there are any consignments of RGGOs currently being offered to you by GreenPower Producers, that you have not yet accepted, they will be shown in this table. Select **Confirm** to go through to an Accept or Reject page.

**RGGOs already transferred to you from GreenPower Producers** – this is a history of all consignments of RGGOs you have already accepted from GreenPower producers and have been transferred to your account.





## Further information

Contracts and agreements for RGGOs transfers are arranged outside the scope of the GreenPower Renewable Gas Certification. When you have reached an agreement your counterparty will log into their GreenPower account to submit a Transfer Request. You will receive an email notification and you can then log into your account and accept the request, at which point the RGGOs are transferred into your account.

If after the RGGOs were offered to you the expiry date has been reached, then you will be able to accept them and they will be transferred to your account; however, they will not be available for you to transfer or retire.

Note that RGGOs can be transferred to you from a Producer account, but **you cannot transfer RGGOs back to a Producer account**. Once RGGOs have been moved into a Trader account they can only be transferred to other Trader accounts or retired and allocated to end-use customers.

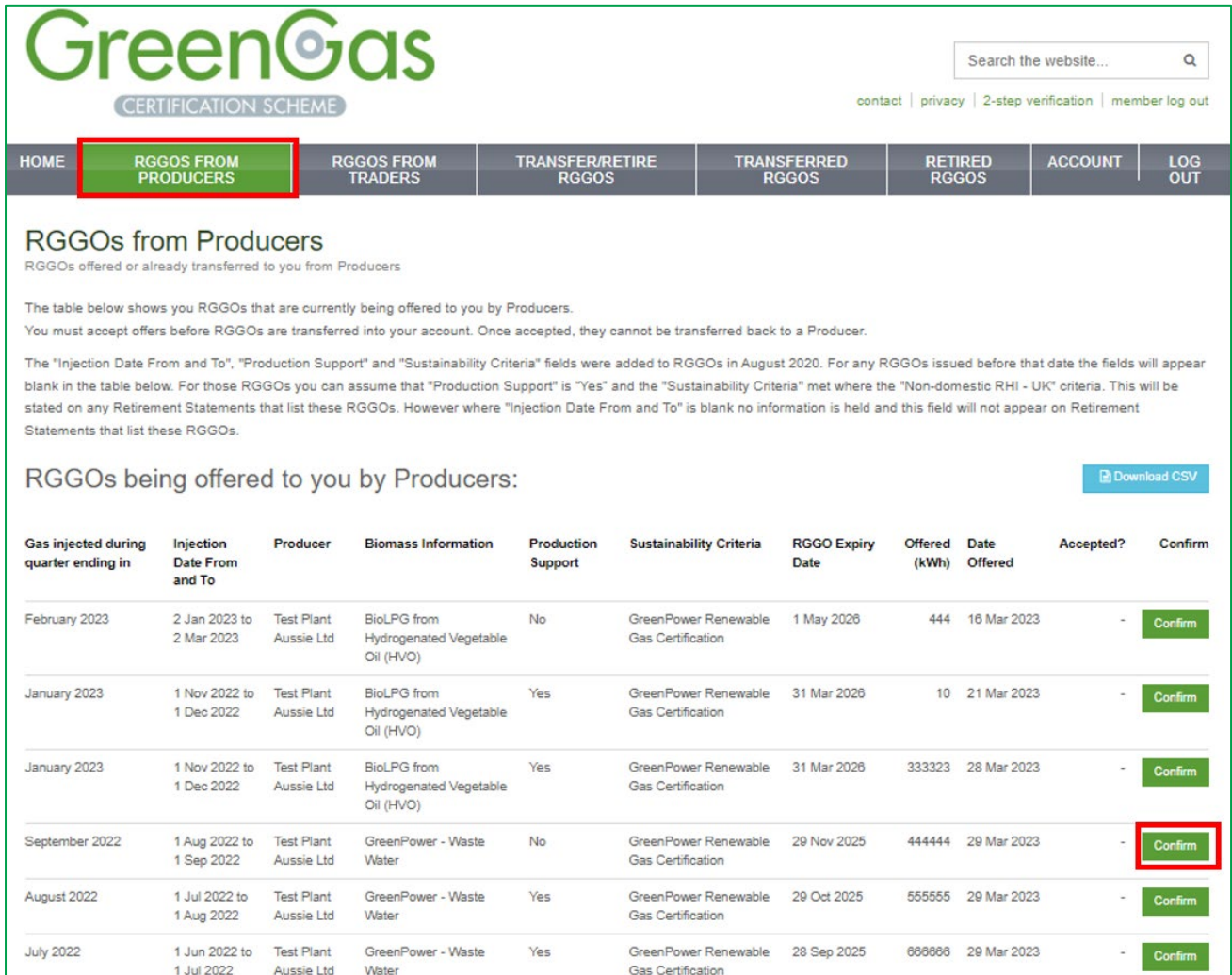
RGGOs are always transferred and retired within the consignments they were issued by, being by Producer, Quarter ending in [Month] [Year], Injection Date to and From, Production Support Label, Sustainability Criteria Label, and Biomass Information label. You may be transferred all or part of a consignment.

The "Gas injected during the quarter ending in" label will always show the month in which the production period ended. Note that renewable gas injections may not match calendar quarters and some producers may choose to register injections shorter than three months in which case this column will only represent the month the injection ended and not a period leading up to that month. You can check the information in the "injection Date to and from" for the details.

Note - The amount of renewable gas shown in the registry is in kWh, calculated based on the higher heating value (HHV). The amount of gas in kWh and GJ will be shown on the retirement statement.



Screenshot of “RGGOs from Producers” page below.



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HOME **RGGOS FROM PRODUCERS** RGGOS FROM TRADERS TRANSFER/RETIRE RGGOS TRANSFERRED RGGOS RETIRED RGGOS ACCOUNT LOG OUT

### RGGOs from Producers

RGGOs offered or already transferred to you from Producers.

The table below shows you RGGOs that are currently being offered to you by Producers. You must accept offers before RGGOs are transferred into your account. Once accepted, they cannot be transferred back to a Producer.

The "Injection Date From and To", "Production Support" and "Sustainability Criteria" fields were added to RGGOs in August 2020. For any RGGOs issued before that date the fields will appear blank in the table below. For those RGGOs you can assume that "Production Support" is "Yes" and the "Sustainability Criteria" met where the "Non-domestic RHI - UK" criteria. This will be stated on any Retirement Statements that list these RGGOs. However where "Injection Date From and To" is blank no information is held and this field will not appear on Retirement Statements that list these RGGOs.

RGGOs being offered to you by Producers: [Download CSV](#)

Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	Offered (kWh)	Date Offered	Accepted?	Confirm
February 2023	2 Jan 2023 to 2 Mar 2023	Test Plant Aussie Ltd	BioLPG from Hydrogenated Vegetable Oil (HVO)	No	GreenPower Renewable Gas Certification	1 May 2026	444	16 Mar 2023	-	<a href="#">Confirm</a>
January 2023	1 Nov 2022 to 1 Dec 2022	Test Plant Aussie Ltd	BioLPG from Hydrogenated Vegetable Oil (HVO)	Yes	GreenPower Renewable Gas Certification	31 Mar 2026	10	21 Mar 2023	-	<a href="#">Confirm</a>
January 2023	1 Nov 2022 to 1 Dec 2022	Test Plant Aussie Ltd	BioLPG from Hydrogenated Vegetable Oil (HVO)	Yes	GreenPower Renewable Gas Certification	31 Mar 2026	333323	28 Mar 2023	-	<a href="#">Confirm</a>
September 2022	1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	29 Nov 2025	444444	29 Mar 2023	-	<a href="#">Confirm</a>
August 2022	1 Jul 2022 to 1 Aug 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	Yes	GreenPower Renewable Gas Certification	29 Oct 2025	555555	29 Mar 2023	-	<a href="#">Confirm</a>
July 2022	1 Jun 2022 to 1 Jul 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	Yes	GreenPower Renewable Gas Certification	28 Sep 2025	666666	29 Mar 2023	-	<a href="#">Confirm</a>

If any RGGOs are being offered to you by Producers they will be shown in a table at the top of the page (as shown in the screenshot above). To accept or reject the RGGO transfer, click on the green “confirm” button which will take you to a confirmation page (as shown in the screenshot below).

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<a href="#">HOME</a>	<a href="#">RGGOS FROM PRODUCERS</a>	<a href="#">RGGOS FROM TRADERS</a>	<a href="#">TRANSFER/RETIRE RGGOS</a>	<a href="#">TRANSFERRED RGGOS</a>	<a href="#">RETIRED RGGOS</a>	<a href="#">ACCOUNT</a>	<a href="#">LOG OUT</a>
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## Confirm if you wish to accept this transfer of RGGOs into your account

Accept or reject this transfer of RGGOs to your account

### Confirm if you wish to accept this transfer of RGGOs into your account

Quarter ending in: September 2022

Producer Name: Test Plant Aussie Ltd

Biomass Information: GreenPower - Waste Water

Injection date range: 01/08/2022 to 01/09/2022

Production support received: No

Sustainability criteria met: GreenPower Renewable Gas Certification

Amount: 444444 kWh

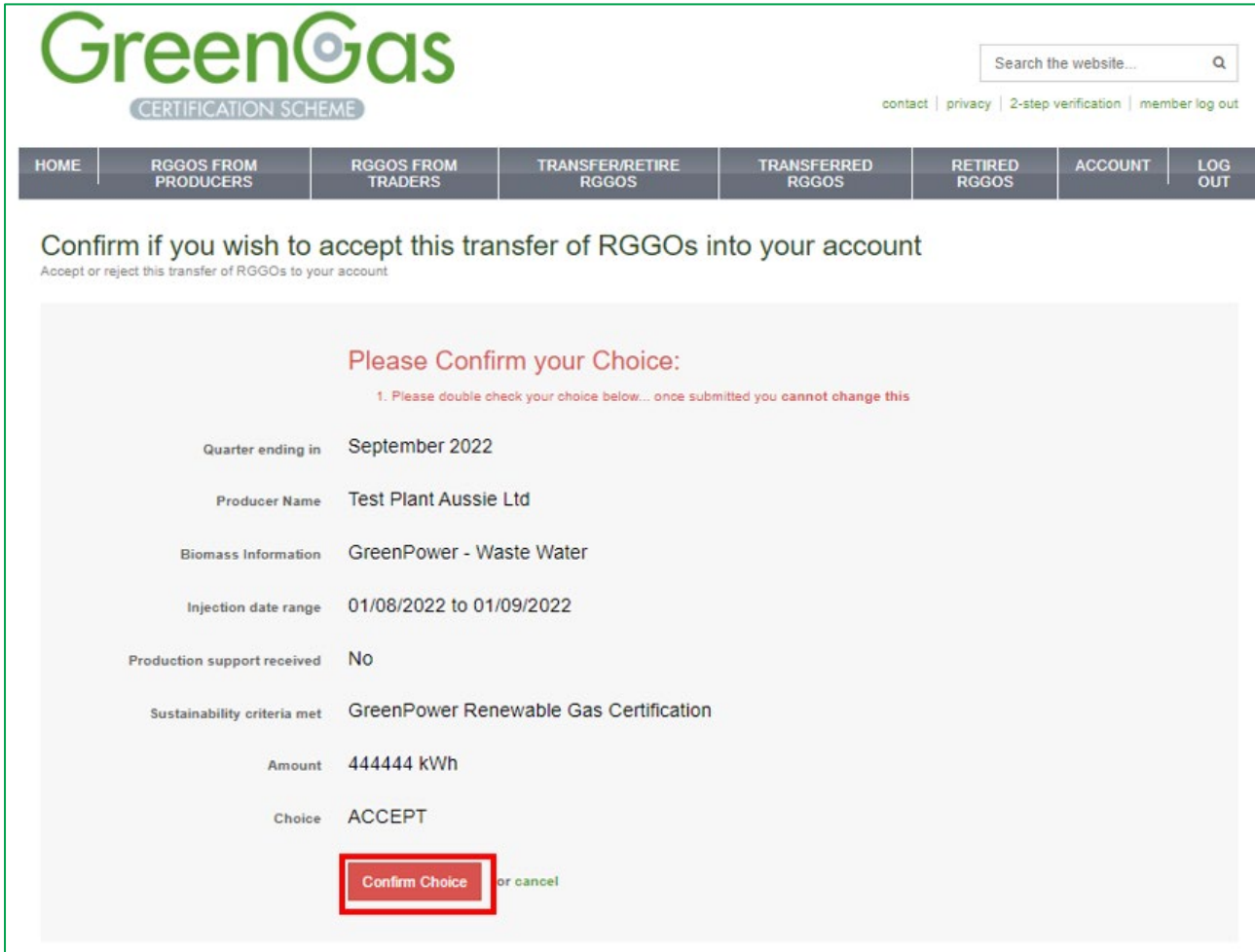
Confirm  Accept Transfer: I have agreed with the counterparty listed above that these RGGOs should be transferred into my account  
 Reject Transfer: I have not agreed with the counterparty listed above that these RGGOs should be transferred into my account

or cancel

After you have selected "Submit Choice" you will be asked to confirm that choice.

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[HOME](#) | [RGGOS FROM PRODUCERS](#) | [RGGOS FROM TRADERS](#) | [TRANSFER/RETIRE RGGOS](#) | [TRANSFERRED RGGOS](#) | [RETIRED RGGOS](#) | [ACCOUNT](#) | [LOG OUT](#)

### Confirm if you wish to accept this transfer of RGGOs into your account

Accept or reject this transfer of RGGOs to your account

**Please Confirm your Choice:**

1. Please double check your choice below... once submitted you cannot change this

Quarter ending in: September 2022

Producer Name: Test Plant Aussie Ltd

Biomass Information: GreenPower - Waste Water

Injection date range: 01/08/2022 to 01/09/2022

Production support received: No

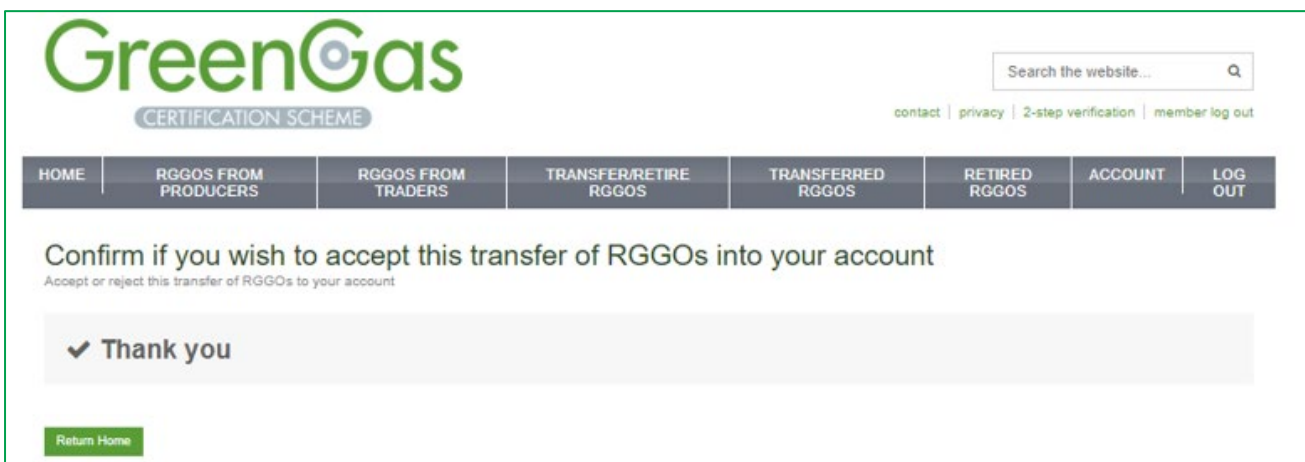
Sustainability criteria met: GreenPower Renewable Gas Certification

Amount: 444444 kWh

Choice: ACCEPT

or [cancel](#)

When you have confirmed your choice you will be shown a thank you message (see screenshot below)



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[HOME](#) | [RGGOS FROM PRODUCERS](#) | [RGGOS FROM TRADERS](#) | [TRANSFER/RETIRE RGGOS](#) | [TRANSFERRED RGGOS](#) | [RETIRED RGGOS](#) | [ACCOUNT](#) | [LOG OUT](#)

### Confirm if you wish to accept this transfer of RGGOs into your account

Accept or reject this transfer of RGGOs to your account

✓ Thank you

[Return Home](#)



Below the 'RGGOs being offered to you by Producers' table, is a table titled 'RGGOs already transferred to you from Producers'. This table shows what RGGO offers have been accepted and transferred into your account (see screenshot below).

Note that the "Received minus transferred" column does not represent the number of RGGOs that were originally transferred to you. The number shown is a calculation of the RGGOs transferred, minus any RGGOs you have transferred to other Traders.

For a record of the number of RGGOs that were initially transferred to you, you can refer to the email notifications that the system sent when you accepted the transfer. However, these notifications are not verified data from the Registration Database and you should contact the GreenPower Program Manager to cross-check them against the database if needed.

RGGOs already transferred to you from Producers:									<a href="#">Download CSV</a>
Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	Received minus transferred (kWh)	Date Offered	
February 2023	1 Jan 2023 to 1 Feb 2023	Test Plant Aussie Ltd	BioLPG from Hydrogenated Vegetable Oil (HVO)	Yes	GreenPower Renewable Gas Certification	1 May 2026	222222	16 Mar 2023	
September 2022	1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	29 Nov 2025	200000	29 Mar 2023	

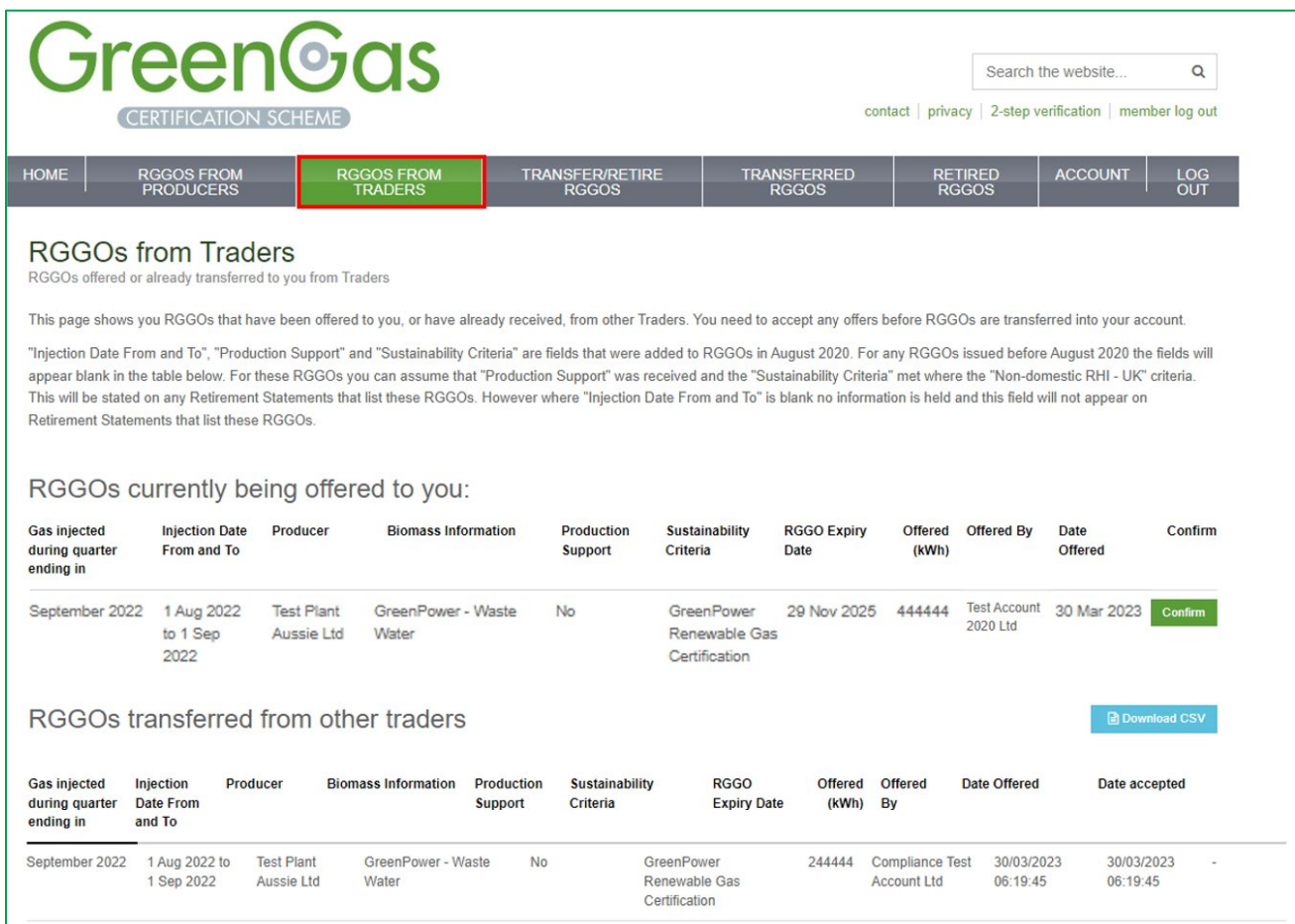
## RGGOs from Traders

Click on the 'RGGOs FROM TRADERS' tab at the top of the page. This page shows you two tables:

**RGGOs currently being offered to you** – if there are any consignments of RGGOs currently being offered to you by other GreenPower Traders that you have not yet accepted, they will be shown in this table. Select **Confirm** to go through to an Accept or Reject page.

If after the RGGOs were offered to you their expiry date has been reached, then you will be able to accept them and they will be transferred to your account; however, they will not be available for you to transfer or retire.

**RGGOs transferred from other Traders** – this is a history of all consignments of RGGOs you have already accepted and have been transferred to your account.



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HOME | **RGGOs FROM TRADERS** | TRANSFER/RETIRE RGGOs | TRANSFERRED RGGOs | RETIRED RGGOs | ACCOUNT | LOG OUT

### RGGOs from Traders

RGGOs offered or already transferred to you from Traders

This page shows you RGGOs that have been offered to you, or have already received, from other Traders. You need to accept any offers before RGGOs are transferred into your account.

"Injection Date From and To", "Production Support" and "Sustainability Criteria" are fields that were added to RGGOs in August 2020. For any RGGOs issued before August 2020 the fields will appear blank in the table below. For these RGGOs you can assume that "Production Support" was received and the "Sustainability Criteria" met where the "Non-domestic RHI - UK" criteria. This will be stated on any Retirement Statements that list these RGGOs. However where "Injection Date From and To" is blank no information is held and this field will not appear on Retirement Statements that list these RGGOs.

**RGGOs currently being offered to you:**

Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	Offered (kWh)	Offered By	Date Offered	Confirm
September 2022	1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	29 Nov 2025	444444	Test Account 2020 Ltd	30 Mar 2023	<a href="#">Confirm</a>

**RGGOs transferred from other traders** [Download CSV](#)

Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	Offered (kWh)	Offered By	Date Offered	Date accepted
September 2022	1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification		244444	Compliance Test Account Ltd	30/03/2023 06:19:45	30/03/2023 06:19:45

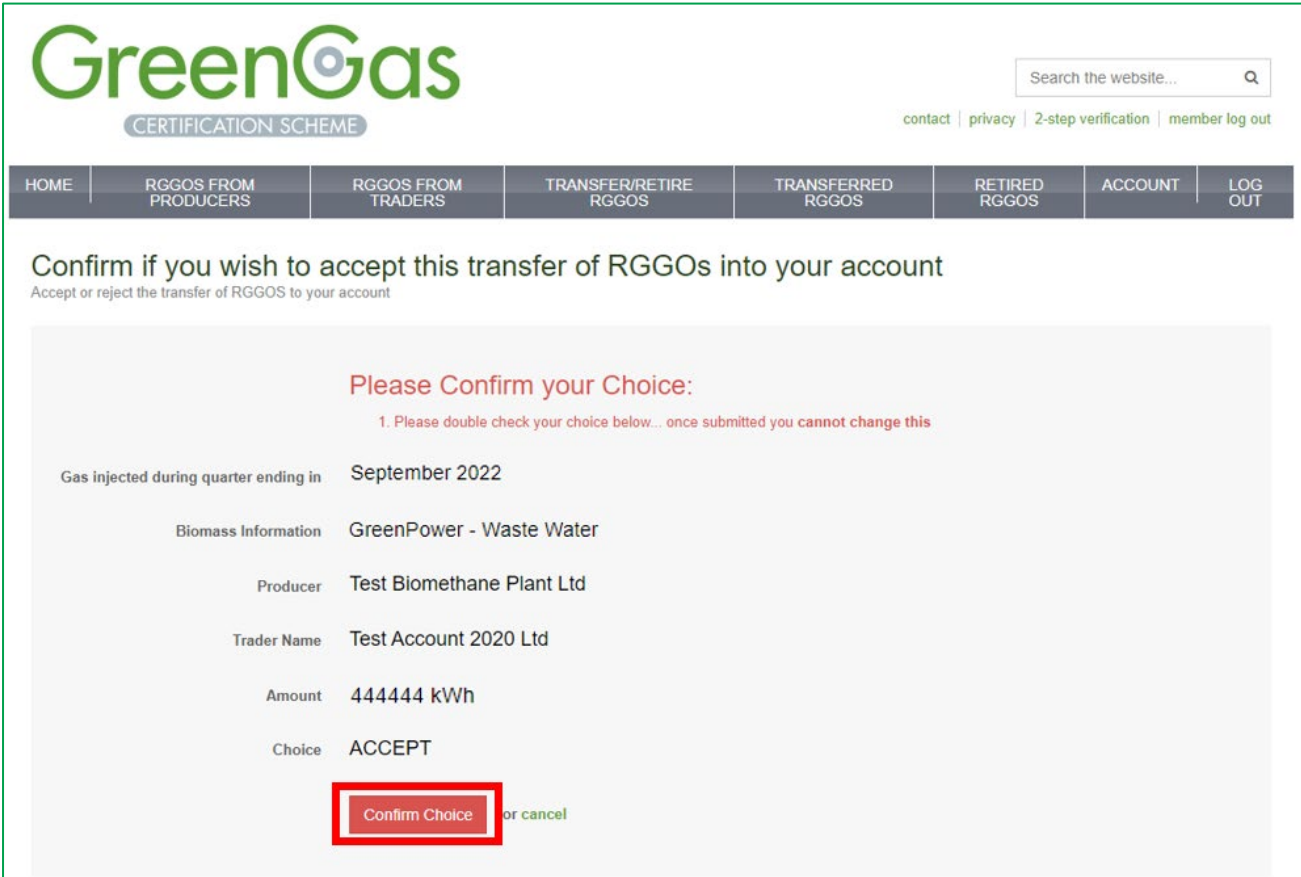
Contracts and agreements for RGGOs transfers are arranged outside the scope of the GreenPower Renewable Gas Certification. When you have reached an agreement with your counterparty Producer or Trader, they will log into their GreenPower account to submit a Transfer Request. The Trader transferee will receive an email notification to log into their account and accept the request, at which point the RGGOs are transferred into the account.

RGGOs are always transferred and retired within the consignments they were issued by, being by Producer, Quarter ending in [Month] [Year], Injection Date to and From, Production Support Label, Sustainability Criteria



Label, and Biomass Information label. You may be transferred all or part of a consignment.

If you select “Confirm” next to a consignment of RGGOs that are being offered to you, you will be taken to a page where you can accept or reject the transfer. When you select Submit Choice you will be asked to confirm that choice. Once confirmed you’ll receive a confirmation, see screenshots below.




The screenshot shows the GreenGas website interface. At the top left is the GreenGas logo with the text "CERTIFICATION SCHEME" below it. To the right is a search bar and navigation links: "contact | privacy | 2-step verification | member log out". Below this is a dark navigation bar with menu items: "HOME", "RGGOS FROM PRODUCERS", "RGGOS FROM TRADERS", "TRANSFER/RETIRE RGGOS", "TRANSFERRED RGGOS", "RETIRED RGGOS", "ACCOUNT", and "LOG OUT".

The main content area has the heading "Confirm if you wish to accept this transfer of RGGOs into your account" with a sub-heading "Accept or reject the transfer of RGGOS to your account". Below this is a light gray box containing the following information:

- Please Confirm your Choice:**
  - 1. Please double check your choice below... once submitted you cannot change this
- Gas injected during quarter ending in: September 2022
- Biomass Information: GreenPower - Waste Water
- Producer: Test Biomethane Plant Ltd
- Trader Name: Test Account 2020 Ltd
- Amount: 444444 kWh
- Choice: ACCEPT

At the bottom of the box, there is a red button labeled "Confirm Choice" followed by the text "or cancel".



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HOME

RGGOS FROM PRODUCERS

RGGOS FROM TRADERS

TRANSFER/RETIRE RGGOS

TRANSFERRED RGGOS

RETIRED RGGOS

ACCOUNT

LOG OUT

### Confirm if you wish to accept this transfer of RGGOs into your account

Accept or reject the transfer of RGGOs to your account

Confirm if you wish to accept this transfer of RGGOs into your account

Gas injected during quarter ending in **September 2022**

Biomass Information **GreenPower - Waste Water**


Producer **Test Biomethane Plant Ltd**

Trader Name **Test Account 2020 Ltd**

Amount **444444 kWh**

\* Confirm  Accept Transfer: I have agreed with the counterparty listed above that these RGGOs should be transferred into my account  
 Reject Transfer: I have not agreed with the counterparty listed above that these RGGOs should be transferred into my account

Submit Choice or cancel



[contact](#) | [privacy](#) | [2-step verification](#) | [member log out](#)

HOME

RGGOS FROM PRODUCERS

RGGOS FROM TRADERS

TRANSFER/RETIRE RGGOS

TRANSFERRED RGGOS

RETIRED RGGOS

ACCOUNT

LOG OUT

### Confirm if you wish to accept this transfer of RGGOs into your account

Accept or reject this transfer of RGGOs to your account

**✓ Thank you**

Return Home

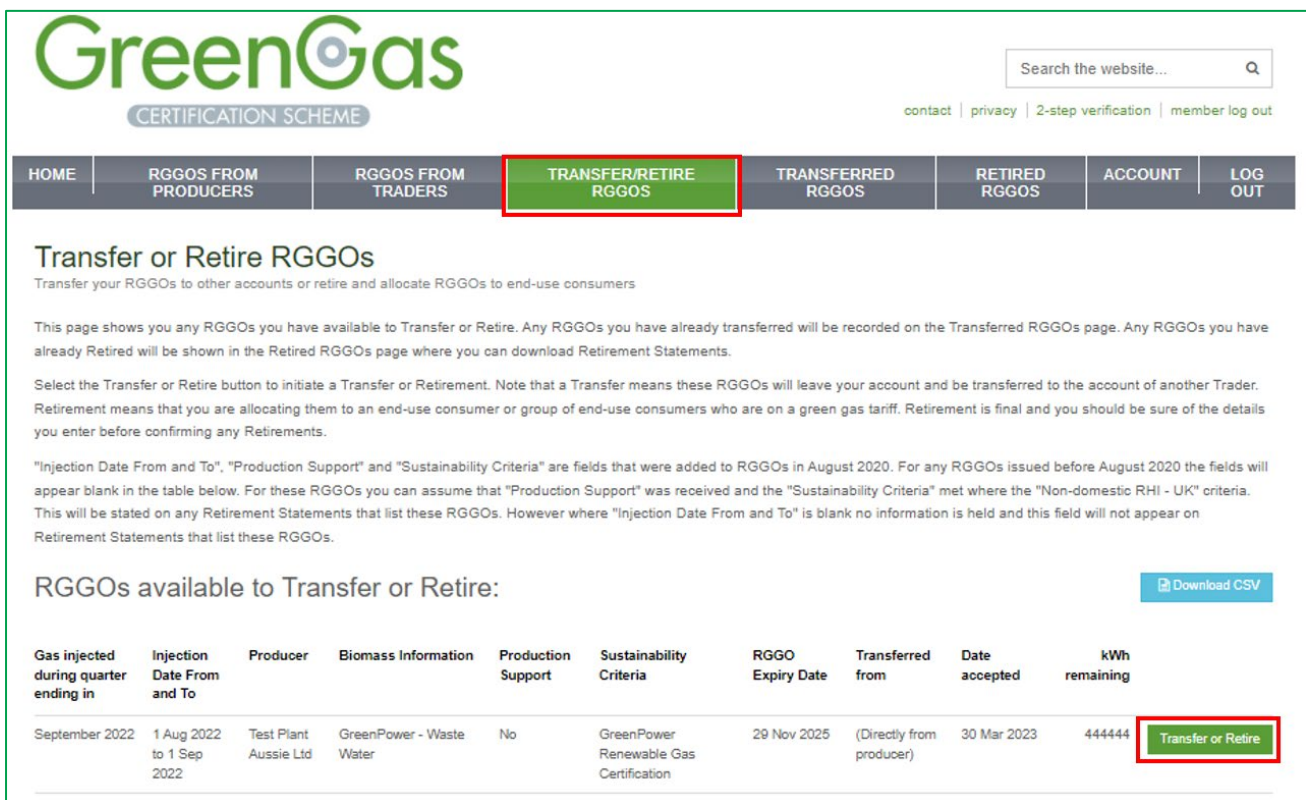
## Transfer or Retire RGGOs

To begin the process of transferring or retiring RGGOs, click on the 'TRANSFER/RETIRE RGGOs' tab at the top of the page. On this page you can see all the RGGOs, transferred both from Producers and Traders, that



are available in your account for you to Transfer or Retire. If RGGOs have expired or you have already been transferred or retired (all of the RGGOs from a single consignment), they will not be shown but will still be recorded in either the 'RGGOs from Producers' or 'RGGOs from Traders' pages depending on who transferred them to you. The 'Transferred RGGOs' and 'Retired RGGOs' pages will show you any transfers or retirements you have made.

RGGOs are always issued by Producer, Quarter ending in [Month] [Year], Injection Date to and From, Production Support Label, Sustainability Criteria Label, and Biomass Information label. You transfer or retire all or part of a consignment of RGGOs.



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HOME | RGGOS FROM PRODUCERS | RGGOS FROM TRADERS | **TRANSFER/RETIRE RGGOS** | TRANSFERRED RGGOS | RETIRED RGGOS | ACCOUNT | LOG OUT

### Transfer or Retire RGGOs

Transfer your RGGOs to other accounts or retire and allocate RGGOs to end-use consumers

This page shows you any RGGOs you have available to Transfer or Retire. Any RGGOs you have already transferred will be recorded on the Transferred RGGOs page. Any RGGOs you have already Retired will be shown in the Retired RGGOs page where you can download Retirement Statements.

Select the Transfer or Retire button to initiate a Transfer or Retirement. Note that a Transfer means these RGGOs will leave your account and be transferred to the account of another Trader. Retirement means that you are allocating them to an end-use consumer or group of end-use consumers who are on a green gas tariff. Retirement is final and you should be sure of the details you enter before confirming any Retirements.

"Injection Date From and To", "Production Support" and "Sustainability Criteria" are fields that were added to RGGOs in August 2020. For any RGGOs issued before August 2020 the fields will appear blank in the table below. For these RGGOs you can assume that "Production Support" was received and the "Sustainability Criteria" met where the "Non-domestic RHI - UK" criteria. This will be stated on any Retirement Statements that list these RGGOs. However where "Injection Date From and To" is blank no information is held and this field will not appear on Retirement Statements that list these RGGOs.

RGGOs available to Transfer or Retire: [Download CSV](#)

Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	Transferred from	Date accepted	kWh remaining	
September 2022	1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	29 Nov 2025	(Directly from producer)	30 Mar 2023	444444	<b>Transfer or Retire</b>

Select the Transfer or Retire button next to a consignment to go through a form where you will provide details of that Transfer or Retirement.

All individuals within your organisation with access to your account must understand the difference between retiring RGGOs, which allocates them to an end-use customer, and Transferring RGGOs to another GreenPower Trader account.



## Transfer RGGOs to another GreenPower Trader

Another Trader is someone who, like you, operates a GreenPower Trader account.

When you opt to transfer RGGOs to another Trader then the RGGOs will be offered to them, and once accepted, will be transferred to their account. The RGGOs remain active and can be used by that Trader in whichever way they require.

You must ensure you use the correct method to fulfil agreements you have made with counterparties who are GreenPower Traders.

If you are unsure if your counterparty requires you to transfer them the RGGOs or to generate a Retirement Statement which allocates them the RGGOs, you should check with the relevant counterparty. **RGGO retirement is not reversible** and you may lose the value of the RGGOs that you held if done incorrectly.

The process to make a transfer to another Trader requires you to enter the amount of gas in kWh, select the 'Transfer RGGOs to another Trader' option, select the Trader name from the dropdown list, and hit the 'Submit Request' button (see screen snap below).

You will then be asked to confirm your transfer. Check the information is correct and if so, click on 'Confirm'.

You will then see a transfer confirmation page.

## Transfer or Retire your RGGOs

Enter the details of the RGGOs you wish to Transfer or Retire below

Please enter the details of the RGGOs you wish to Transfer or Retire

Name of producer Test Plant Aussie Ltd (P0007)  
Gas injected during quarter ending in September 2022  
Biomass Information GreenPower - Waste Water  
Injection date range 01/08/2022 to 01/09/2022  
Production support received No  
Sustainability criteria met GreenPower Renewable Gas Certification

\* kWh to transfer or retire   
of 444444 kWh remaining

Select below if you would like to transfer RGGOs to another GGCS account or retire RGGOs and allocate them to an end-use consumer. Check with your counterparty and/or the GGCS administrator if you are unsure which option to take.

- \* Choose what to do with your RGGOs
- Retire RGGOs and allocate to an existing end-use consumer  
When you retire RGGOs they will be listed on a Retirement Statement that you can download and provide to your consumer. **The retirement process cannot be reversed and the details on the Retirement Statement cannot be changed.**
  - Retire RGGOs and allocate to a new end-use consumer  
When you retire RGGOs they will be listed on a Retirement Statement that you can download and provide to the consumer. **The RGGO retirement process cannot be reversed and the details on the Retirement Statement cannot be changed.**

Transfer RGGOs to another GGCS trader  
Your counterparty will be sent an email notification that you have offered to transfer these RGGOs. They will not be retired and will remain available for further transfers.

### You have chosen to transfer these RGGOS to another trader

Once you have confirmed the details these RGGOs will be offered to the trader named and they will either accept or reject this offer.

Select the name of the trader from the drop down list.

\* Trader

or

## Transfer or Retire your RGGOs

Enter the details of the RGGOs you wish to Transfer or Retire below

### Confirm your Transfer or Retirement

Name of producer Test Plant Aussie Ltd (P0007)

Gas injected during quarter ending in September 2022

Biomass Information GreenPower - Waste Water

Injection date range 01/08/2022 to 01/09/2022

Production support received NO

Sustainability criteria met GreenPower Renewable Gas Certification

kWh to transfer or retire 244444 kWh

\* Trader

Double check the details of the RGGOs you are transferring. Once you have confirmed below these RGGOs will be offered to the Trader named and they will either accept or reject the Transfer. If you are unsure if you should be transferring or retiring these RGGOs you should check with the relevant counterparty and you may wish to contact the GGCS administrator. Your Transfer may not be reversible and you may lose the value of the RGGOs that you held.

or

## Transfer or Retire your RGGOs

Enter the details of the RGGOs you wish to Transfer or Retire below

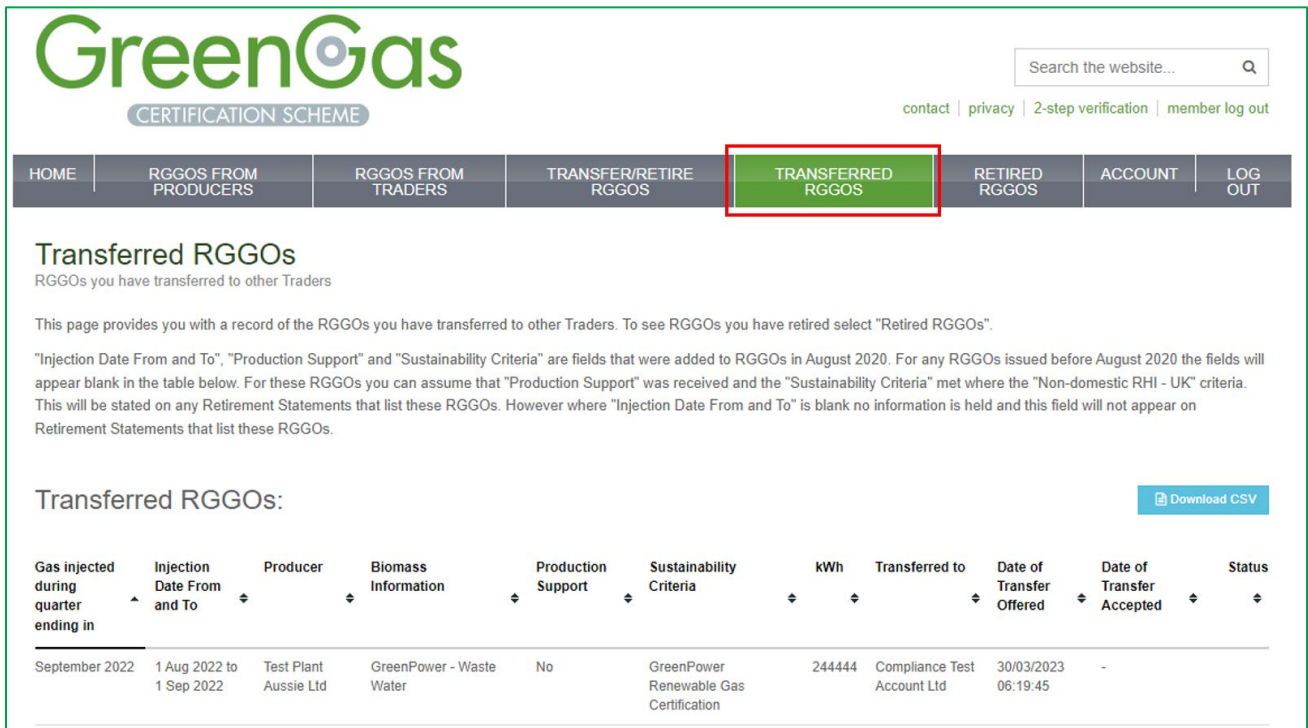
✓ Thank you

[Transfer/Retire more RGGOs](#)

## Transferred RGGOs

Click on the 'TRANSFERRED RGGOs' tab at the top of the page to view a summary of RGGOs that you have transferred to other Traders.

You can sort the table by column heading and download the data as a CSV file by clicking on the blue 'Download CSV' button.



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### Transferred RGGOs

RGGOs you have transferred to other Traders

This page provides you with a record of the RGGOs you have transferred to other Traders. To see RGGOs you have retired select "Retired RGGOs".

"Injection Date From and To", "Production Support" and "Sustainability Criteria" are fields that were added to RGGOs in August 2020. For any RGGOs issued before August 2020 the fields will appear blank in the table below. For these RGGOs you can assume that "Production Support" was received and the "Sustainability Criteria" met where the "Non-domestic RHI - UK" criteria. This will be stated on any Retirement Statements that list these RGGOs. However where "Injection Date From and To" is blank no information is held and this field will not appear on Retirement Statements that list these RGGOs.

Transferred RGGOs: [Download CSV](#)

Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	kWh	Transferred to	Date of Transfer Offered	Date of Transfer Accepted	Status
September 2022	1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	244444	Compliance Test Account Ltd	30/03/2023 06:19:45	-	

## Retiring RGGOs and allocating them to a customer (new or existing)

When you retire RGGOs they will be listed on a Retirement Statement that you can download (as a PDF) and provide to the customer that you retired them on behalf of. **The RGGO retirement process cannot be reversed and the details on the Retirement Statement cannot be changed.** This guidance is designed to help you avoid a situation where you have to retire more RGGOs to correct a mistake.

In accordance with the Certification rules, end-use customers must be located within the Commonwealth of Australia and not be residential customers. The Certification is targeting commercial and industrial customers who have hard-to-electrify processes.

If the end-use customer produces renewable hydrogen through steam methane reforming, the RGGOs used by the hydrogen producer must be from a renewable gas project that injects Biomethane into the same gas network through which the Renewable Hydrogen project is purchasing gas or be directly supplied with biogas or biomethane behind-the-meter.



## Entering the details of the end-use customer you are allocating RGGOs to (when Retiring RGGOs)

As a first step, you should ensure that you understand the distinction between transferring RGGOs to another GreenPower Trader and Retiring RGGOs.

If you have selected **Retire RGGOs and allocate to an existing end-use customer**, then you will be shown a drop-down menu of customers you have previously allocated RGGOs to from which you can select the customer you wish to allocate RGGOs to on this occasion.

If you select **Retire RGGOs and allocate to a new end-use customer**, then you will be asked to enter the details of that customer. These details will be shown in the '*RGGOs allocated to.*' field of the Retirement Statement.

Whichever option you have selected you must be sure that:

- a) the customer is in agreement with the way they have been named. For example, using the correct spelling and naming the correct entity when they are a company with multiple subsidiaries or groups. We recommend that this is directly confirmed to you by the customer. **If you do not name the customer correctly then they may not be able to make a valid claim of renewable gas use, and the Retirement Statement may not have any value to them.**
- b) that you are naming an entity that meets GreenPower's definition of an end-use customer according to the Rules and Participant Guide.

The process to make an RGGO retirement on behalf of an existing customer, you must enter the amount of gas in kWh, select the 'Retire RGGOs and allocate to an existing end-use consumer' option, select the customer name from the dropdown list and hit the 'Submit Request' button (see screen snap below).

You will then be asked to confirm the retirement. Check the information is correct and if so, click on 'Confirm'.

You will then see a transfer confirmation page.



## Transfer or Retire your RGGOs

Enter the details of the RGGOs you wish to Transfer or Retire below

Please enter the details of the RGGOs you wish to Transfer or Retire

Name of producer: Test Plant Aussie Ltd (P0007)  
Gas injected during quarter ending in: September 2022  
Biomass Information: GreenPower - Waste Water  
Injection date range: 01/08/2022 to 01/09/2022  
Production support received: No  
Sustainability criteria met: GreenPower Renewable Gas Certification

\* kWh to transfer or retire:   
of 444444 kWh remaining

Select below if you would like to transfer RGGOs to another GGCS account or retire RGGOs and allocate them to an end-use consumer. Check with your counterparty and/or the GGCS administrator if you are unsure which option to take

\* Choose what to do with your RGGOs

Retire RGGOs and allocate to an existing end-use consumer  
When you retire RGGOs they will be listed on a Retirement Statement that you can download and provide to your consumer. **The retirement process cannot be reversed and the details on the Retirement Statement cannot be changed.**

Retire RGGOs and allocate to a new end-use consumer  
When you retire RGGOs they will be listed on a Retirement Statement that you can download and provide to the consumer. **The RGGO retirement process cannot be reversed and the details on the Retirement Statement cannot be changed.**

Transfer RGGOs to another GGCS trader  
Your counterparty will be sent an email notification that you have offered to transfer these RGGOs. They will not be retired and will remain available for further transfers.

### You have chosen to retire these RGGOs and allocate them to an existing consumer.

Once you have confirmed the details of your allocation you will permanently retire the RGGOs and they will be listed on a Retirement Statement which is a PDF document that you can download and provide to a consumer.

By selecting "Submit Request" below you are confirming that you believe that the Consumer detailed below meets the definition of an End-use Consumer within the GGCS Scheme Rules and have paid due regard to scheme guidance on LNG consumption and green gas tariffs.

\* Existing Consumer:

or



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## Transfer or Retire your RGGOs

Enter the details of the RGGOs you wish to Transfer or Retire below

### Confirm your Transfer or Retirement

Name of producer	Test Plant Aussie Ltd (P0007)
Gas injected during quarter ending in	September 2022
Biomass Information	GreenPower - Waste Water
Injection date range	01/08/2022 to 01/09/2022
Production support received	No
Sustainability criteria met	GreenPower Renewable Gas Certification
kWh to transfer or retire	200000 kWh
* Existing Consumer	<input type="text" value="*Customer name"/>

By selecting "Confirm" below you are confirming that you believe that the Consumer detailed above meets the definition of an End-use Consumer within the GGCS Scheme Rules and have paid due regard to [scheme guidance](#) on LNG consumption and green gas tariffs

Once you have selected "Confirm" these RGGOs will be permanently retired and they will be listed on a Retirement Statement (which is a PDF document that you can download and provide to a Consumer).

or

HOME	RGGOS FROM PRODUCERS	RGGOS FROM TRADERS	TRANSFER/RETIRE RGGOS	TRANSFERRED RGGOS	RETIRED RGGOS	ACCOUNT	LOG OUT
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## Transfer or Retire your RGGOs

Enter the details of the RGGOs you wish to Transfer or Retire below

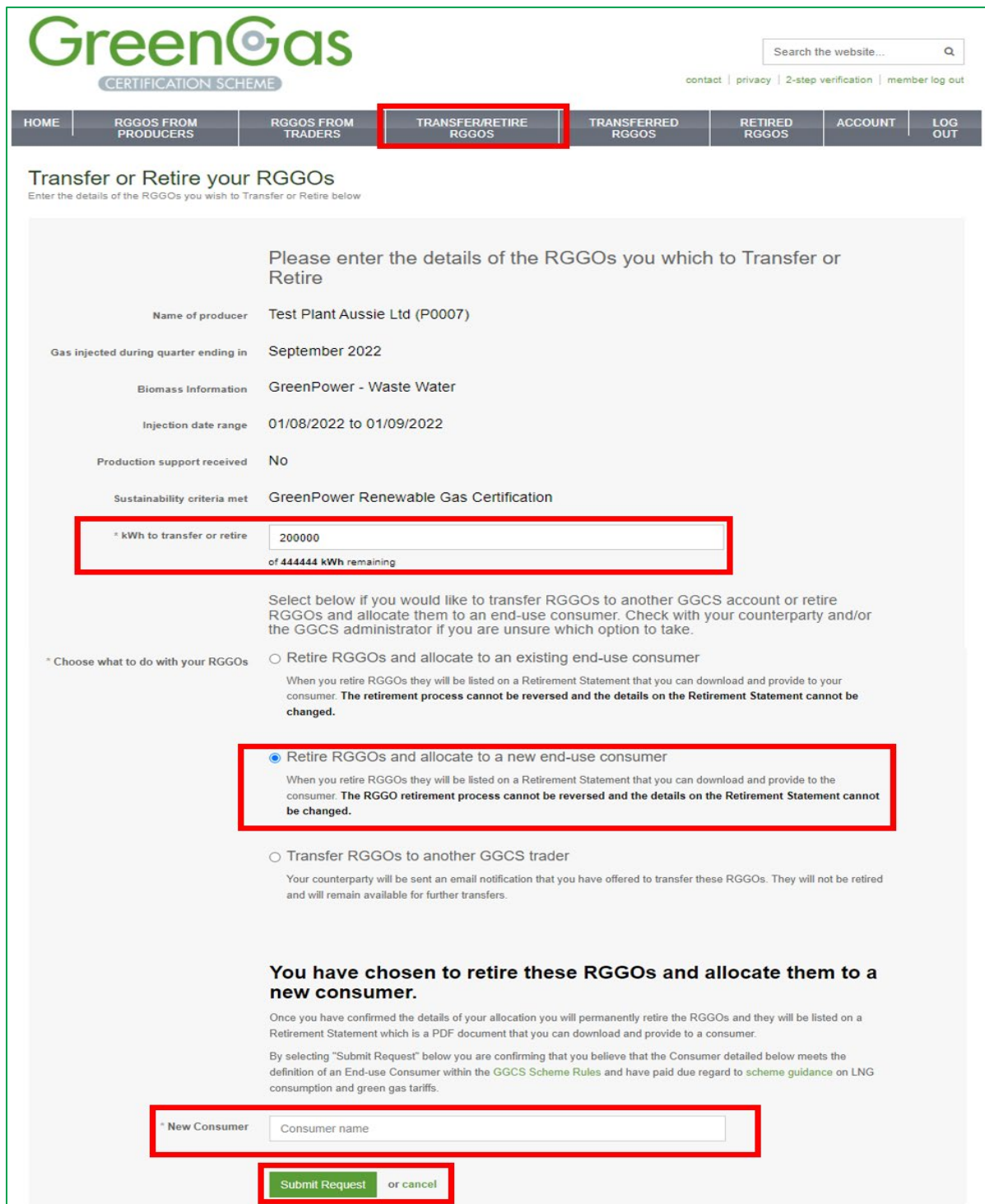
✓ Thank you

or

The process to make an RGGO retirement on behalf of a new customer, you must enter the amount of gas in kWh, select the 'Retire RGGOs and allocate to a new end-use consumer' option, enter the customer name and hit the 'Submit Request' button (see screen snap below).

You will then be asked to confirm the retirement. Check the information is correct and if so, click on 'Confirm'.

You will then see a transfer confirmation page.



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### Transfer or Retire your RGGOs

Enter the details of the RGGOs you wish to Transfer or Retire below

Please enter the details of the RGGOs you wish to Transfer or Retire

Name of producer: Test Plant Aussie Ltd (P0007)

Gas injected during quarter ending in: September 2022

Biomass Information: GreenPower - Waste Water

Injection date range: 01/08/2022 to 01/09/2022

Production support received: NO

Sustainability criteria met: GreenPower Renewable Gas Certification

\* kWh to transfer or retire:   
of 444444 kWh remaining

Select below if you would like to transfer RGGOs to another GGCS account or retire RGGOs and allocate them to an end-use consumer. Check with your counterparty and/or the GGCS administrator if you are unsure which option to take.

\* Choose what to do with your RGGOs

Retire RGGOs and allocate to an existing end-use consumer  
When you retire RGGOs they will be listed on a Retirement Statement that you can download and provide to your consumer. **The retirement process cannot be reversed and the details on the Retirement Statement cannot be changed.**

Retire RGGOs and allocate to a new end-use consumer  
When you retire RGGOs they will be listed on a Retirement Statement that you can download and provide to the consumer. **The RGGO retirement process cannot be reversed and the details on the Retirement Statement cannot be changed.**

Transfer RGGOs to another GGCS trader  
Your counterparty will be sent an email notification that you have offered to transfer these RGGOs. They will not be retired and will remain available for further transfers.


**You have chosen to retire these RGGOs and allocate them to a new consumer.**

Once you have confirmed the details of your allocation you will permanently retire the RGGOs and they will be listed on a Retirement Statement which is a PDF document that you can download and provide to a consumer.

By selecting "Submit Request" below you are confirming that you believe that the Consumer detailed below meets the definition of an End-use Consumer within the GGCS Scheme Rules and have paid due regard to scheme guidance on LNG consumption and green gas tariffs.

\* New Consumer:

or



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## Transfer or Retire your RGGOs

Enter the details of the RGGOs you wish to Transfer or Retire below


### Confirm your Transfer or Retirement

Name of producer	Test Plant Aussie Ltd (P0007)
Gas injected during quarter ending in	September 2022
Biomass Information	GreenPower - Waste Water
Injection date range	01/08/2022 to 01/09/2022
Production support received	NO
Sustainability criteria met	GreenPower Renewable Gas Certification
kWh to transfer or retire	200000 kWh
New Consumer	DownUnder Gas Test Customer

By selecting "Confirm" below you are confirming that you believe that the Consumer detailed above meets the definition of an End-use Consumer within the GGCS Scheme Rules and have paid due regard to [scheme guidance](#) on LNG consumption and green gas tariffs

Once you have selected "Confirm" these RGGOs will be permanently retired and they will be listed on a Retirement Statement (which is a PDF document that you can download and provide to a Consumer).

Confirm
or cancel



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RETIRED RGGOS
ACCOUNT
LOG OUT

## Transfer or Retire your RGGOs

Enter the details of the RGGOs you wish to Transfer or Retire below

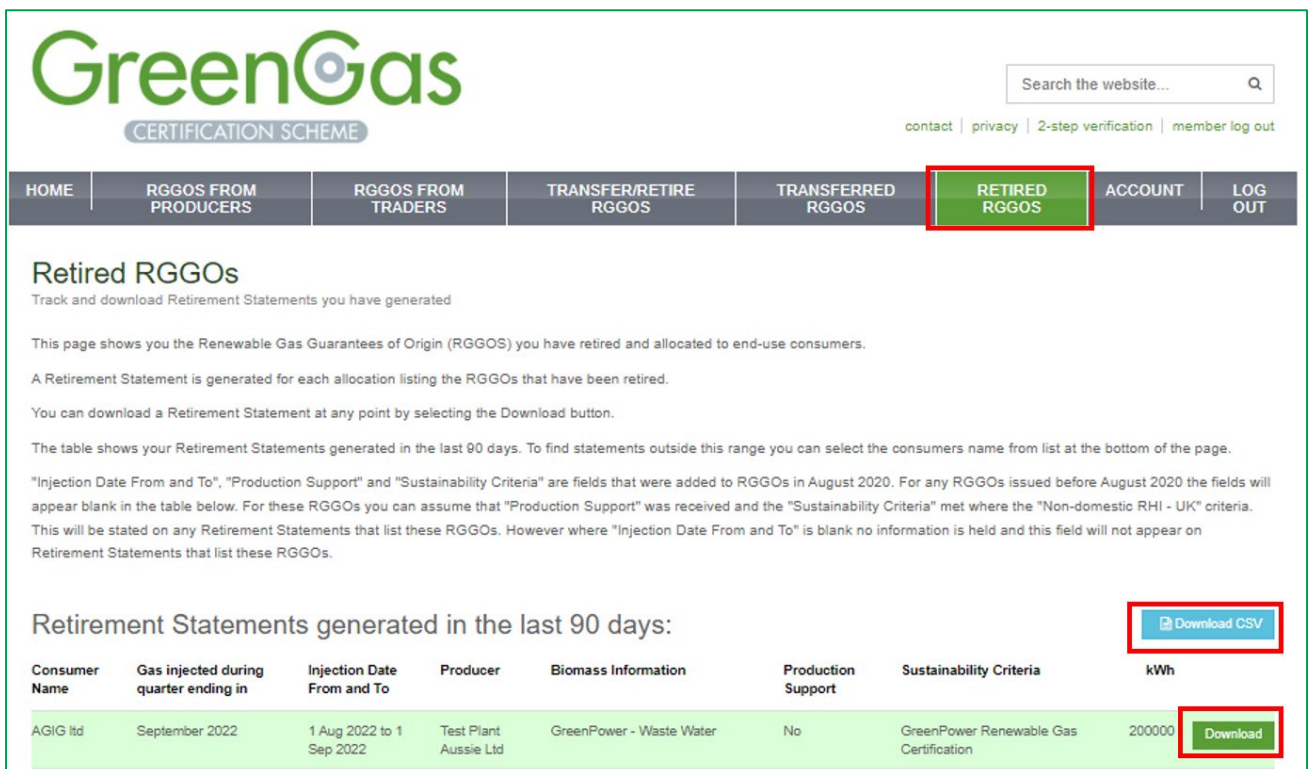
✓ Thank you

Download Retirement Statement
or
Transfer/Retire more RGGOs

## Retired RGGOs

Click on the 'RETIRED RGGOs' tab at the top of the page to view a summary of RGGOs that you have retired and allocated to end-use customers in the last 90 days. To find statements outside this range you can select the customer name from the list at the bottom of the page. You can also download details of every Retirement Statement you have generated via the blue "Download CSV" button.

A Retirement Statement is generated for each allocation, listing the RGGOs that have been retired. You can download a Retirement Statement at any point by clicking on the green 'Download' button.



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### Retired RGGOs

Track and download Retirement Statements you have generated

This page shows you the Renewable Gas Guarantees of Origin (RGGOs) you have retired and allocated to end-use consumers.

A Retirement Statement is generated for each allocation listing the RGGOs that have been retired.

You can download a Retirement Statement at any point by selecting the Download button.

The table shows your Retirement Statements generated in the last 90 days. To find statements outside this range you can select the consumers name from list at the bottom of the page.

"Injection Date From and To", "Production Support" and "Sustainability Criteria" are fields that were added to RGGOs in August 2020. For any RGGOs issued before August 2020 the fields will appear blank in the table below. For these RGGOs you can assume that "Production Support" was received and the "Sustainability Criteria" met where the "Non-domestic RHI - UK" criteria. This will be stated on any Retirement Statements that list these RGGOs. However where "Injection Date From and To" is blank no information is held and this field will not appear on Retirement Statements that list these RGGOs.

Retirement Statements generated in the last 90 days:

[Download CSV](#)

Consumer Name	Gas injected during quarter ending in	Injection Date From and To	Producer	Biomass Information	Production Support	Sustainability Criteria	kWh
AGIG Ltd	September 2022	1 Aug 2022 to 1 Sep 2022	Test Plant Aussie Ltd	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	200000

[Download](#)

## Fees

Please ignore - this page is not relevant to GreenPower users.

### Fees

A record of the kWh of RGGOs you have retired for which the RGGO Retirement Fee will be due

**On this page:**

GGCS charges a RGGO Retirement Fee. For any RGGOs retired between 2012 and 2019, that fee was 0.01p/kWh. For any RGGOs retired from 2020 onwards, that fee was 0.0095p/kWh. The table on the right will show you the number of kWh of RGGOs you retired each month. We will invoice you at the end of any month you have retired any RGGOs.

**kWh RGGOs retired by month:**

Month of RGGO retirement	kWh retired
December 2020	7755
August 2020	25074
July 2020	5000
January 2020	50
July 2019	20
January 2019	100
September 2018	100
August 2018	2385
June 2018	1100
January 2018	100

## RGGO Expiry

The Certification Rules state in clause 7.7 that ‘A RGGO will expire 1185 days (three years and three months) from the first day of the last month of the production period covered by the relevant Production Declaration, as determined in accordance with the Guidelines. Once a RGGO held by a Participant expires, it can no longer be transferred or retired and will be cancelled in the Participant’s Registry Account’.

To implement this clause, the Registration Database counts 1185 days from the 1st of the month shown in the “Gas injected during quarter ending in” column.

If, for example, RGGOs are for “Gas injected in a quarter ending in” April 2024 the system counts 1185 days from 1 April 2024. Those RGGOs would then expire on 28 June 2027 if not already transferred or retired, and would ‘be cancelled in the Participant’s Registry Account’.

To get value from your RGGOs, you should transfer or retire them before their expiry date. Once retired, the RGGOs are listed on a Retirement Statement and that statement remains in place and can be downloaded from your account at any point in the future. Once listed on the Retirement Statement, any determination of the effect of the ‘age’ of the RGGOs on their value is based on the opinion of the customer to whom they’ve been allocated.



## Withdrawing RGGOs

In certain circumstances, RGGOs in your account, or that you have retired and are listed on Retirement Statements, may be withdrawn by the GreenPower Program Manager. This means that the RGGOs will no longer be in your account or valid for a customer to make a claim of renewable gas use.

GreenPower will take this action if it has become aware that RGGOs have been issued for non-compliant gas production or injections/supply, or that the details of the RGGOs are incorrect (e.g., the wrong Biomass Information label has been applied).

If the affected RGGOs to be withdrawn are still active in your account, then you will be required to transfer them to the GreenPower Admin account.

In some cases, no further action will be taken. For example, if the RGGOs were withdrawn because a gas injection was non-compliant because GHG thresholds were exceeded and no replacements will be issued.<sup>1</sup>

In other cases, replacement RGGOs will be issued and transferred into your account, for example if RGGOs are withdrawn as they had the wrong Biomass Information labels and replacements with the correct labels can be issued.

If the RGGOs withdrawn have been retired and listed on a Retirement Statement, GreenPower will remove the name of the end-use customer and replace it with “RGGOs withdrawn by the GreenPower Program Manager”. You will be required to either assure the GreenPower that you:

- **do not hold on to or file any copy of the Retirement Statement that you downloaded before the RGGOs were withdrawn and states the name of a customer.**
- **You have not provided a copy of the Retirement Statement naming the end-use customer to that customer.**

**If you have already provided a copy of the Retirement Statement to the end-use customer you must contact that customer to inform them that the RGGOs listed have been withdrawn.<sup>2</sup>**

You should be aware that once the name of the end-use customer has been replaced with “RGGOs withdrawn by the GreenPower Program Manager” this will be apparent to the customer when they verify their Retirement Statement (<https://www.greengas.org.uk/certificates/validate>).

---

<sup>1</sup> Your contract with the party who transferred those RGGOs to you may require them to compensate you, but GreenPower cannot compel them to do so.

<sup>2</sup> Evidence of this communication should be provided to the GreenPower.

## Example Retirement Statement



### Example Certificate – DOES NOT CONTAIN VALID RGGOs

RGGOs issued on:	05/03/2022 11:06:29
RGGOs retired on:	05/03/2022 17:05:20
Retirement Statement downloaded on:	06/06/2022 10:45:13
RGGOs allocated to	<b>Supermarket Ltd</b>
Renewable Gas Guarantees of Origin	<b>G001MP00000001E0920 to G001MP10395371E0920</b>
Injection Date:	01/7/2022 to 30/09/2022
Biomass Information:	GreenPower—Waste Water
RGGOs issued by:	GreenPower - Australia
Amount:	10,000,000 kWh
Production Support received:	Yes
Sustainability Criteria Met:	GreenPower Renewable Gas Certification
Certificate pin number:	kehif975d
Green Gas producer:	Aussie Biogas Ltd, Sydney, Aus. Green Gas (Biomethane), Process (Anaerobic Digestion), Delivery (Grid Injection), Metering Point (00000012345), Commissioning Date (Dec '17), Capacity (5 MW), Invest- ment Support (No) ,
Retirement statement generated by:	<b>Example Gas Suppliers Ltd , Brisbane, Aus.</b>

The amount of gas listed above in kWh is equivalent to 36000 GJ.

The RGGOs listed on this Retirement Statement have been allocated to the party named and cannot be transferred or allocated to any other party.

These RGGOs have been issued according to a calculation of the number of kWh of renewable gas produced.

For more information, visit <https://www.greenpower.gov.au/about-greenpower/renewable-gas-certification>

To verify this Retirement Statement is genuine, visit <https://www.greengas.org.uk/certificates/validate>

#### About this Certificate

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