



Annex 7

**PROCEDURES FOR THE REGISTRATION OF A PROPOSED CDM PROJECT ACTIVITY
(VERSION 03)**

1. In accordance with paragraph 40 (f) of the CDM modalities and procedures (CDM M&P), the request for registration of a proposed CDM project activity shall be in the form of a validation report which includes the project design document, the written approval of the host Party and an explanation of how the DOE has taken due account of public comments received on the CDM-PDD.
2. A designated operational entity shall submit its validation report using the “CDM project activity registration and validation report form” (F-CDM-REG)¹ to request for registration of a proposed project activity as a CDM project activity.
3. In order to ensure transparency and efficiency of the registration process, the following steps shall be adhered to:
 - (a) To start the process, a DOE shall submit all required documents for a request for registration, except for the proof of payment of the non-reimbursable registration fee, using the electronic, internet-based, submission tool provided by the secretariat to each DOE;
 - (b) The DOE shall, upon submission of the required information, receive automatically a unique reference number which shall be used to identify the bank transfer of the non-reimbursable registration fee;
 - (c) The DOE shall submit, using the submission tool, the proof of payment which shall indicate the unique reference number;
 - (d) Upon receipt of the non-reimbursable registration fee, the secretariat shall immediately inform the DOE;
 - (e) The secretariat shall expeditiously determine whether the submission by the DOE is complete, i.e. whether the DOE has submitted the required number of documents. This determination does not include an assessment of the content of documents and information submitted;
 - (f) After the non-reimbursable registration fee has been received and the secretariat has determined that the submission by a DOE is complete, the “request for registration” (as defined in paragraph 40 (f) of the CDM modalities and procedures) shall be considered received and made publicly available through the UNFCCC CDM web site for a period of eight (8) weeks.
 - (g) At the latest on the day the request for registration is made publicly available, the secretariat shall convey the announcement of this publication, including the name of the proposed CDM project activity, the first and last day of the eight-week period and the location on the UNFCCC CDM web site, to:
 - (i) The project participants through the DOE;
 - (ii) The public through the UNFCCC CDM news facility.

¹ Latest version available in the section “Reference-Forms” of the UNFCCC CDM web site (<http://cdm.unfccc.int/Reference/Form>).



(h) Unless there is a request for review², a request for registration shall, after eight (8) weeks, be marked in the UNFCCC CDM web site as “registration completed”. The thereby registered CDM project activity and related documents submitted for the request for registration shall be displayed as registered and made publicly available in accordance with provisions on confidentiality contained in sub-paragraph 27 (h) of the CDM M&P.

² For detail see “Procedures for review as referred in paragraph 41 of the CDM Modalities and Procedures”. Latest version is available in the section “Reference-Procedures” of the UNFCCC CDM web site (<http://cdm.unfccc.int/Reference/Procedures>)