

**DRAFT****Annex 12****DRAFT PROCEDURES FOR REQUESTING WITHDRAWAL OF
A REQUEST FOR REGISTRATION****A. Background**

1. In accordance to Paragraph 35 of the *Modalities and procedures for a clean development mechanism*, validation is the process of independent evaluation of a project activity by a designated operational entity against the requirements of the CDM, on the basis of the project design document.
2. In accordance to Paragraph 40 (e) of the *Modalities and procedures for a clean development mechanism*, the designated operational entity shall inform project participants of its determination on the validation of the project activity. Notification to the project participants will include:
 - (a) Confirmation of validation and date of submission of the validation report to the Executive Board; or
 - (b) An explanation of reasons for non-acceptance if the project activity, as documented, is judged not to fulfill the requirements for validation.
3. To streamline the process, enhance transparency and guide the PPs and DOE's about the requirements and necessary procedures to withdraw a project activity requesting registration, the Executive Board hereby adopts the following procedure.

B. Applicability

4. This procedure shall be applied if a DOE wishes to request the withdrawal of a request for registration after the concerned request for registration has been submitted by the DOE to the Board.
5. This procedure shall be applied in case:
 - (a) The project participant voluntarily wishes to withdraw the proposed project activity requesting registration¹;
 - (b) The DOE has revised its validation opinion based on new insights and has determined that the project is not yet suitable for registration as a CDM project activity.
6. The types of request for withdrawal of request for registration include:
 - (a) Type 1: The DOE requests the withdrawal of the request for registration prior to the publication of the request for registration for the period for requesting a review;
 - (b) Type 2: The DOE requests the withdrawal of the request for registration during the four/eight week period for requesting a review;
 - (c) Type 3: The DOE requests the withdrawal of the request for registration subsequent to receiving a request for review.

¹ In such cases the DOE shall process the request expeditiously.

**DRAFT****C. Submission of a request for withdrawal of a request for registration**

7. The DOE shall submit the form for submission of a request for withdrawal “CDM: Request for withdrawal form” (F-CDM-WR) dully completed uploading it through the dedicated internet interface on the UNFCCC CDM website.


D. Processing request for withdrawal of request for registration

8. Upon receipt of the request for withdrawal, the secretariat shall as soon as possible check the documents submitted.
9. The procedures applicable to each type of withdrawal as defined in paragraph B. 6 are as follows:
- (a) Type 1: The registration fee will be reimbursed in full to the project participant. The project activity will not be marked as withdrawn however the project reference number assigned to the withdrawn project activity will be blocked from further use.
 - (b) Type 2: Any registration fee paid above 30 000 USD will be reimbursed to the project participant and the proposed project activity will be marked as withdrawn on the CDM Information System.
 - (c) Type 3: Any registration fee paid above 30 000 USD will be reimbursed to the project participant and the proposed project activity will be marked as withdrawn on the CDM Information System. Type 3 requests must be submitted and considered complete two weeks prior to Executive Board meeting at which the request for review/review/corrections have been scheduled to be considered.
10. Submission of requests for withdrawal will be incorporated into the framework for addressing non-compliance by DOEs.



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F-CDM-WR

 <p align="center">CDM: Form for withdrawal of request for registration (version 01) (to be used by the DOE, for requesting withdrawal)</p>	
<i>Name of the entity (DOE) submitting this form</i>	
<i>Ref and title of the project activity</i>	
<i>Date of initial request for registration submission</i>	
<i>Basis for the withdrawal</i>	<input type="checkbox"/> The PP voluntarily wishes to withdraw the proposed project activity requesting registration. <input type="checkbox"/> The DOE has revised its validation opinion
<i>Type of request for withdrawal considering the moment of withdrawal</i>	<input type="checkbox"/> Type 1: The DOE requests the withdrawal of the request for registration prior to the publication of the request for registration for the period for requesting a review. <input type="checkbox"/> Type 2: The DOE requests the withdrawal of the request for registration during the four/eight week period for requesting a review. <input type="checkbox"/> Type 3: The DOE requests the withdrawal of the request for registration subsequent to receiving a request for review.
<i>The DOE's confirmation on the project participant's notification</i>	<input type="checkbox"/> The DOE hereby confirms that it has notified the PP on this request for withdrawal (in cases where it has issued a revised validation opinion).
<p>Description of the reasons for request for withdrawal</p> <p>Please use the space below to substantiate the reason for requesting the withdrawal of a project activity after submission for registration</p> <p>>> [replace this bracket with text, the field will expand automatically with size of text]</p>	

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Link to the documentation made available at request for registration stage	http://
If necessary, list attached files containing relevant information.	<ul style="list-style-type: none">• [replace this bracket with text, the field will expand automatically with size of text]
<i>Date and signature for the DOE</i>	
<i>Information to be completed by the secretariat</i>	
Date when the form was received at UNFCCC secretariat	