

**POST REGISTRATION CHANGES AND REQUEST FOR ISSUANCE: COMPLETENESS CHECK CHECKLIST**

**PCP** : Clean development mechanism project cycle procedure (version 02.0), EB 66, annex 64, 2 March 2012.

**PS** : Clean development mechanism project standard (version 01.0), EB 65, annex 5, 25 November 2011.

Item	Description of the Item	References
<b>1. COMPLETENESS CHECK - POST REGISTRATION CHANGES</b>		
<b>1.1 Submission completeness</b>		
1.1.1	A duly completed "Post registration changes request form"(F-CDM-PRC)	PCP para 138 (a)
1.1.2	An assessment opinion on the changes by the DOE accordance with the VVS	PCP para 138 (b)
1.1.3	Revised PDD, (in both clean and track change versions), as applicable; (except in case of temporary deviations)	PCP para 138 (c)
1.1.4	Supplemental documentation (e.g. emission reduction worksheet, financial calculations) as appropriate	PCP para 138 (d)
<b>2. COMPLETENESS CHECK - ISSUANCE</b>		
<b>2.1 Submission completeness</b>		
2.1.1	A monitoring report is submitted using the Form and guidelines for completing the monitoring report form (F-CDM-MR)	PCP para 182
2.1.2	A spreadsheet containing the emission reductions calculations is submitted	
2.1.3	A verification report is submitted	
2.1.4	A certification report is submitted	
2.1.5	A signed request for issuance of CERs has been submitted using "CDM project activity issuance request form" (F-CDM-ISS)	
<b>2.2 Additional notes</b>		
2.2.1	All documents are in English or contain a full translation of relevant sections into English	PS para 75
2.2.2	The spreadsheet is supplied in an assessable (unprotected) format	PS para 75



2.3 Consistency of information		
2.3.1	Project title and reference number	F-CDM-ISS
		Monitoring Report/Spreadsheet
		Verification Report
		Certification Report
2.3.2	Numbers of CER	F-CDM-ISS
		Monitoring Report/Spreadsheet
		Verification Report
		Certification Report
2.3.3	Monitoring Period dates	F-CDM-ISS
		Monitoring Report/Spreadsheet
		Verification Report
		Certification Report
2.3.4	Monitoring Report Date, Version	F-CDM-ISS
		Monitoring Report/Spreadsheet
		Verification Report
		Certification Report
2.3.5	PDD and its version	F-CDM-ISS
		Monitoring Report/Spreadsheet
		Verification Report
		Certification Report
2.3.6	Methodology title and version	F-CDM-ISS
		Monitoring Report/Spreadsheet
		Verification Report
		Certification Report
2.3.7	Registration date, crediting dates	F-CDM-ISS
		Monitoring Report/Spreadsheet
		Verification Report
		Certification Report
2.3.8	Consistent/Logical sign-off dates	F-CDM-ISS
		Monitoring Report/Spreadsheet
		Verification Report
		Certification Report
2.3.9	Calculations of baseline emissions, project emissions, leakage	Monitoring Report/Spreadsheet
		Verification Report



### Appendix 1 - Request for Issuance: Completeness Check Issues of an Editorial Nature\*

The table below lists “issues of an editorial nature” for which the secretariat may request the DOE to submit the missing or revised documents and/or information in accordance with paragraph 189 of the PCP.

Item	Description of the Item
1.	Inconsistencies clearly attributable to typographical errors, with the exception of numbers of CERs.
2.	Appendices (including spreadsheets) are not readable or contain part of text not in English.

\* This list is not exhaustive and will be revised as and when required. The secretariat may contact the Designated Operational Entity/Project Participant on any issues of an editorial nature that are not included in the list above.

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#### History of the document

Version	Date	Nature of revision(s)
01.1	16 May 2012	Editorially revised title.
01.0	3 May 2012	Initial publication.
<b>Decision Class:</b> Regulatory <b>Document Type:</b> Information note <b>Business Function:</b> Issuance		