



International Registry and ARS
Party section opening request form
Version 02.0

This form is used by a Party to request the opening of a Party section in the international registry and, if requested, the ARS. The request must be submitted by the Party's UNFCCC national focal point (NFP).

A Party section must be opened before accounts can be requested (use the *Party account opening request form*).

The completed form, including attachments, should be submitted electronically to international-registry@unfccc.int.

SECTION 1: GENERAL INFORMATION

Party	
Institution name	
Institution address (including address, city, postal code, country)	

SECTION 2: REGISTRY COMPONENT(S) REQUESTED

Specify in which registry component(s) this Party section is to be opened.

Registry component	Requested (X)
International registry only	☐
International registry and ARS	☐

SECTION 3: TRACKING ARRANGEMENTS

Specify whether an underlying cooperative approach registry or the Article 6.4 mechanism registry is used in addition to the Party section in the international registry, and provide the respective registry's identifier per the common nomenclatures.

Question	Response
Is an underlying cooperative approach registry used in addition to the Party section in the international registry?	Yes ☐ No ☐
If yes, underlying registry identifier (common nomenclatures)	
Is the Article 6.4 mechanism registry used in addition to the Party section in the international registry?	Yes ☐ No ☐

SECTION 4: NATIONAL FOCAL POINT (NFP)

Name	
Email address	
Phone number	

SECTION 5: DESIGNATION OF PARTY SECTION ADMINISTRATORS (PSAS)

Each Party shall designate at least two PSAs, who act for and on behalf of the Party in respect of its Party section. The Party may designate additional PSAs where necessary.

First PSA

Title	
Family name	
First name(s)	
Email address	
Phone number	

Second PSA

Title	
Family name	
First name(s)	
Email address	
Phone number	

Third PSA (optional)

Title	
Family name	
First name(s)	
Email address	
Phone number	

SECTION 6: DECLARATION

Declaration (to be completed by the NFP or additional focal point):

- a. I have the authority to request the opening of a Party section in the international registry and, where requested, the ARS on behalf of the Party named in Section 1.
- b. I have the authority of that Party to nominate the individual(s) identified in Section 5 as the Party Section Administrators.

Name	
Signature	
Date	

SECTION 7: SUPPORTING DOCUMENTS (TO BE ATTACHED)	
Description	Attached (X)
Evidence of designation as the institution representing the Party and approval to be an account-holding institution for the Party.	☐
Proof of address of the institution.	☐
Proof of address of each designated PSA (optional).	☐
If the institution is a company or incorporated: proof of incorporation.	☐

Document information

Version	Date	Description
02.0	28 October 2026	Aligned with draft Procedure: International Registry and Additional Registry Services, version 02.0.

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