



International registry and ARS – Party section opening request form (Version 01.0)

*This form is to be used by **Parties** to request the opening of a **Party section** in the international registry and/or ARS.*

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

SECTION 1: GENERAL INFORMATION

A. Party:

B. Institution name:

C. Institution address:

Address:

City:

Postal Code:

Country:

SECTION 2: DESIGNATION OF PARTY SECTION ADMINISTRATORS

Each Party must designate at least two administrators who will manage the Party's accounts. The Registry Administrator will be in contact with each proposed administrator directly to undertake identity verification processes and ensure they comply with all applicable policies of the international registry and ARS.

A. First administrator:

Title:

Family Name:

First Name(s):

Passport number:

Address:

Email address:

Phone number:

B. Second administrator:

Title:

Family Name:

First Name(s):

Passport number:

	Address:	
	Email address:	
	Phone number:	
C. (optional) Third administrator:	Title:	
	Family Name:	
	First Name(s):	
	Passport number:	
	Address:	
	Email address:	
	Phone number:	
SECTION 3: DECLARATION		
<p>Declaration: <i>(to be completed by the Party's UNFCCC national focal point or the additional focal point)</i></p> <p>I hereby declare and confirm:</p> <p>a. that I have the authority to request the opening of Party section in the international registry and ARS on behalf of the Party named in section 1.A above.</p> <p>b. that I have the authority of that Party to nominate the individual(s) identified in section 2 as the administrators of this Party section.</p>	Name:	
	Signature:	
	Date:	
SECTION 4: SUPPORTING DOCUMENTS <i>(the following documents must be attached)</i>		
	Description	Attached (X)
Evidence of delegation from Party:	Letter or certificate from Party government confirming that the institution submitting this request is authorized to open and manage Party sections on behalf of the Party.	<input type="checkbox"/>
Proof of address of each of the designated Party Section Administrators:	Evidence to support the address of the permanent residence of the designated administrators, which may be a copy of one of the following: a) the identity document, if it contains the address of the permanent residence; b) any other government-issued identity document that contains the address of permanent residence;	<input type="checkbox"/>

	c) if the country of permanent residence does not issue identity documents that contain the address of permanent residence, a statement from the local authorities confirming the nominee's permanent residence	
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Document information

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