

Guide to transferring units within NZ

Issued June 2012

This guide is for primary representatives.

The NZEUR allows account holders to hold and transfer units within the NZEUR. Transfers are undertaken by primary representatives whom the account holder has authorised to operate the account on their behalf. Transactions are either undertaken by one primary representative alone, or where the account holder has chosen to assign roles to the account, transactions are prepared by a preparer and then approved by an approver.

Requirements

- Access to a computer with internet access to www.eur.govt.nz
- An approved holding account that holds New Zealand Units (NZUs) or Kyoto Units available for transfer (**Transferring account**) to another account within the NZEUR.
- The account holder name and the holding account number of the account to which the units are transferred (**Acquiring account**).
- Access to your email account to retrieve the transaction authorisation code required to authorise the transfer.

Common questions and answers

Who can transfer units from a holding account? Only a primary representative on an account containing units can transfer units from that account. Where the account holder assigned roles to primary representatives, a preparer can only prepare transactions, and transactions are completed when they are approved by an approver.

How long does it take for my transfer to take effect? Transfers within New Zealand are registered immediately if there are no discrepancies in the proposed transaction.

Do I have to do my transfer online? Yes.

What is a Transaction Authorisation Code? A Transaction Authorisation Code is an additional layer of security to protect your user account from on-line fraud. You are required to submit a Transaction Authorisation Code when approving the transfer of units from your NZEUR holding account. This applies to all transfers to domestic and international accounts, but excludes surrenders to Crown accounts. When a transfer is prepared, a unique authorisation code is immediately emailed to primary representatives authorised to approve unit transfers. Primary representatives (approvers) will need to access their email account to retrieve the authorisation code from the email received titled NZEUR – Transaction Authorisation Required. Approvers are required to enter the authorisation code in addition to their password when authorising a transaction. The authorisation code is unique to an individual transaction and expires 24 hours after the transfer was prepared. If the transfer has not been approved and completed within 24 hours of the transfer being prepared, the transfer and authorisation code will be terminated and the transfer will need to be prepared again.

What is a block of units? Each unit has a unique serial number. A block of units has a sequential set of serial numbers assigned to each unit in block. A block of units can be made up of one unit or many units. Transfers involve selecting a unit, a block or several blocks of units to transfer.

What is the difference between transferring accounts and acquiring accounts? The transferring account is the holding account **out of which** units are transferred. The acquiring account is the holding account **into which** the units are transferred. Holding Accounts must be opened before they can acquire units.

What happens if I make a mistake? It is very important that you do **not** make a mistake when completing the transfer of units between accounts. Once the transaction has been completed and registered in the NZEUR, it cannot be cancelled or changed. If you mistakenly transfer units to the wrong account, the account holder has to liaise directly with the acquiring account holder to resolve the transfer error and have the units transferred back to the transferring account.

Can I transfer both NZUs and AAUs in the same transaction? Yes, you can transfer both types of units within the same transaction if transferring to another New Zealand account.

Can I print off a confirmation receipt of my transfer? Yes, the best way is to use the 'Print as PDF' or 'Print as HTML' options offered at the top of the relevant page. Also, each of the Primary Representatives on the account is sent email confirmation that the transaction has been registered and completed in the NZEUR.

Can I transfer NZUs into an overseas account? No, NZUs are not recognised by the overseas registries – it is New Zealand's domestic unit of trade. You would have to undertake a conversion transaction, which converts the NZUs into Assigned Amount Units (AAUs). The equivalent number of AAUs (type of Kyoto Unit) would then be transferred to the overseas account.

Related guides ...

Guide to Transferring Units Overseas

www.eur.govt.nz



Guide to Kyoto Units and Rules

www.eur.govt.nz



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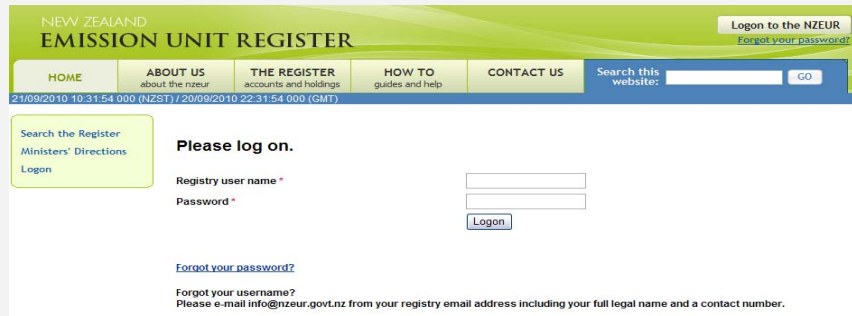
Private Bag 63002, Wellington 6140



Environmental
Protection Authority
Te Mana Rauhi Takao

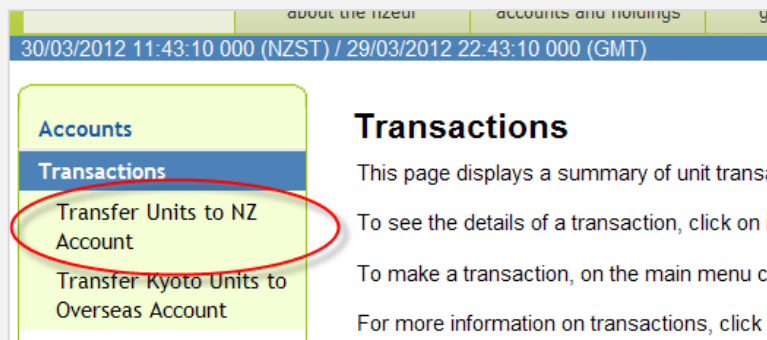
How to transfer units within NZ – step by step

- 1 Go to the website www.eur.govt.nz and click [Logon to the NZEUR](#) on the top left. After entering your approved registry username and password, click [Logon](#).



- 2 After successfully logging on, select the [Transactions](#) link on the left.
Result: The [Transactions](#) page displays.
Note: Any existing transactions against your registry logon display here.

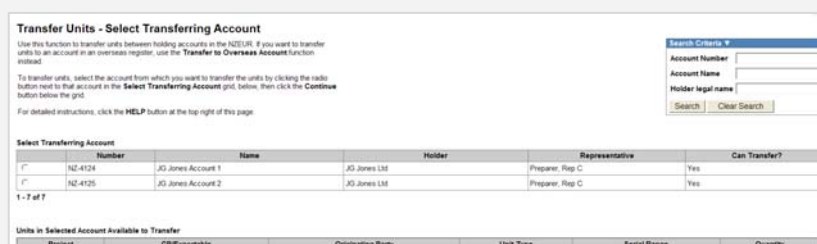
To start the transfer, click on the [Transfer Units to NZ Account](#) link on the left.



- 3 The [Transfer Units – Select Transferring Account](#) page displays.

Select the radio button to the left of the account you wish to transfer units out of. If the account holds units, you can undertake the transaction. The description of the unit types, serial ranges and quantities of units display in the list below.

Click the [Continue >](#) button.



Select Transferring Account						
	Number	Name	Holder	Representative		Can Transfer?
<input type="radio"/>	NZ-4124	J&J Jones Account 1	J&J Jones Ltd	Preparer: Rip G		Yes
<input type="radio"/>	NZ-4125	J&J Jones Account 2	J&J Jones Ltd	Preparer: Rip G		Yes

- 4 Select the [acquiring account](#) (account where the units are to be transferred to).

Result: A list of accounts in the NZEUR displays.

Scroll through the list to locate the account you are transferring the units to, or use the search criteria on the top left to quickly find the correct account.

When using the search criteria, enter one of the criteria in the appropriate box and click **Search**. The easiest search is to use the account number for the account you are transferring the units to.

On the list of account(s) that displays, select the radio button next to the desired account, and click [Continue >](#).

Search Criteria ▼

Account Number

Account Name

Holder legal name

Transfer Units - Select Acquiring Account

Select the account to which you want to transfer the units by clicking the radio button to the left of that account in the **Select Acquiring Account** grid, below, then click the **Continue** button below the grid.

Transferring Account

Number	NZ-4124
Name	JG Jones Account 1
Holder	JG Jones Ltd

Select Acquiring Account

	Number	Name	Holder
<input type="radio"/>	NZ-4116	JH20marAcct8	jh20marmem3, jh20marmem4
<input type="radio"/>	NZ-4125	JG Jones Account 2	JG Jones Ltd
<input type="radio"/>	NZ-4126	HJ Smith Account 1	HJ Smith Ltd

5 The 'Transfer Units – Select Units to Transfer' page displays, with a list of [Units Available to Transfer](#) in the Transferring Account.

Tick one or more tick boxes to the left of a row, and enter the [quantity](#) of units you wish to transfer.

The example here displays only two unit serial ranges, but there may be a number of rows in this table if you have received units from various transactions.

You can select as many rows as you need to get the total units you wish to transfer, up to a **maximum of 75 rows for a single transfer transaction**. The total number of units you have selected to transfer displays in the bottom left-hand corner.

If you need to select more than 75 rows to reach the quantity you wish to transfer, you need to complete a number of transfer transactions, ensuring that within each transaction you only select up to 75 rows (unit serial ranges).

Click [Continue >](#).

Transfer Units - Select Units to Transfer

On the **Units Available to Transfer** grid below:

- click the check-box to the left of the unit block you want to transfer from
- in the **Quantity** field, enter the number of units to transfer, then
- click the **Continue** button below the grid.

When transferring units coming from numerous unit serial ranges in your account – only 75 different blocks of units may be selected in a single transfer transaction. This means that multiple transactions may be required to transfer the desired number of units.

Transferring Account

Number	NZ-4124
Name	JG Jones Account 1
Holder	JG Jones Ltd

Acquiring Account

Number	NZ-4126
Name	HJ Smith Account 1
Holder	HJ Smith Ltd

Units Available to Transfer

	Project	CPI/Exportable	Originating Party	Unit Type	Serial Range	Quantity Available	Quantity
<input checked="" type="checkbox"/>		Exportable	New Zealand	NZU	50000000020 - 50000000021	2	2
<input checked="" type="checkbox"/>		Exportable	New Zealand	NZU	50000000022 - 50000000023	2	2
<input type="checkbox"/>		Not Exportable	New Zealand	NZU	50000210987 - 50000210998	12	0

Total Quantity 2

6 Check all the details of the transfer are correct on the [Review and Execute Transaction](#) screen. As transactions cannot be cancelled or changed once executed, please check the:

- Transferring Account**
- Acquiring Account**
- quantity of units
- Unit Type.**

If any details are incorrect, use the [Back](#) button to correct the details.

Once satisfied, type your [password](#) (that you logged in with) and click [Execute](#) to submit the transaction.

Transfer Units - Review and Execute Transaction

Review and confirm the details of the transferring and acquiring accounts and the quantity of units to be transferred.

Are the details correct?

- If yes, enter your password in the **Enter password** field, then click the **Execute** button.
- If no, click the **Back** button at the bottom of the page to go back to the previous pages to make corrections.

Transferring Account
Number NZ-4124
Name JG Jones Account 1
Holder JG Jones Ltd

Acquiring Account
Number NZ-4126
Name HJ Smith Account 1
Holder HJ Smith Ltd

Units to be Transferred

Project	CPI/Exportable	Originating Party	Unit Type	Serial Range	Quantity
	Exportable	New Zealand	NZU	5000000020 - 5000000021	2
	Exportable	New Zealand	NZU	5000000022 - 5000000023	2
					Total Quantity 4

Comment

By entering my password below I certify that I am authorised by the transferring account holder to make this transaction.

Enter password *

[Back](#) [Execute](#)

Result:

- The [Transfer Units – Transaction Submitted for Approval](#) page displays.
- An email containing a Transaction Authorisation Code has been generated and sent to your email account, or to an approvers email account (if you have preparers and approvers assigned to your holding account).

7 The [Transfer Units – Transaction Submitted for Approval](#) page displays. You can see the transfer has the status of **93 – Ready to Review**. This means the transaction requires approval by entering the Authorisation Code before the transfer can be completed.

Transfer Units - Transaction Submitted for Approval

The transaction has been submitted. We suggest you print this page for your records.

Transaction ID NZ1355
Transaction Status 93 - Ready For Review
Status Date 30/03/2012 12:55:08 053 (NZST) / 29/03/2012 23:55:08 053 (GMT)
Prepared By Preparer, Rep C
Comment Transfer to HJ Smith

Transferring Account
Number NZ-4124
Name JG Jones Account 1
Holder JG Jones Ltd

Acquiring Account
Number NZ-4126
Name HJ Smith Account 1
Holder HJ Smith Ltd

Units

Project	CPI/Exportable	Originating Party	Unit Type	Serial Range	Quantity
	Exportable	New Zealand	NZU	5000000020 - 5000000021	2
	Exportable	New Zealand	NZU	5000000022 - 5000000023	2
					Total Quantity 4

Transaction Status History

Date	Transaction Status
30/03/2012 12:55:08 053 (NZST)	93 - Ready For Review
29/03/2012 23:55:08 053 (GMT)	

[Continue >](#)

To approve this transfer click [Continue >](#) at the bottom of the page.

Result: The [Transactions](#) page displays. You can see the status and details of **all** your transactions, the transaction you wish to authorise has a status of **Ready to Review**.

Note: If you have preparer status only you can log off the system now. Primary representatives with **Approver** status go to step 8a.

- 8 On the [Transactions](#) page select the transaction you wish to authorise by clicking on the transaction ID hyperlink. You will see the transaction has the status of **Ready to Review**.

Transactions
This page displays a summary of unit transactions in the NZEUR.

To see the details of a transaction, click on its **Transaction ID** in the grid below.
To make a transaction, on the main menu click on the type of transaction you want to make.
For more information on transactions, click the **HELP** button at the top right of this page.

Select Transaction

Transaction ID	Transaction Type	Transferring Account	Acquiring Account	Status Date	Transaction Status	NZ Project ID	Notif ID	Units
NZ1355	Internal (10)	NZ-4124: JG Jones Account 1	NZ-4126: HJ Smith Account 1	30/03/2012 12:55:08 053 (NZST) 29/03/2012 23:55:08 053 (GMT)	93 - Ready For Review			4
NZ1354	Internal (10)	NZ-4031: Trust Bromwyn 2011	NZ-4125: JG Jones Account 2	30/03/2012 11:35:56 020 (NZST) 29/03/2012 22:35:56 020 (GMT)	4 - Completed			8

Search Criteria

Transaction ID:
 Status Date (GMT):
 Account Number:
 Account Name:
 Transaction Type:
 Transaction Status:
 NZ Project ID:
 Notification ID:
 Notification Type:
 Search

Result: The [Unit Transaction Detail](#) page displays.

Unit Transaction Detail

Transaction ID: NZ1355
 Current Status: 93 - Ready For Review
 Status Date: 30/03/2012 12:55:08 053 (NZST) / 29/03/2012 23:55:08 053 (GMT)
 Transaction Type: Internal (10)
 Prepared By: Preparer, Rep C
 Comment: Transfer to HJ Smith

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Transferring Account
 Number: NZ-4124
 Name: JG Jones Account 1
 Holder: JG Jones Ltd

Acquiring Account
 Number: NZ-4126
 Name: HJ Smith Account 1
 Holder: HJ Smith Ltd

Units

Project	Originating Party	CPI/Exportable	Unit Type	Serial Range	Expiry Date	Quantity
	New Zealand	Exportable	NZU	50000000020 - 50000000021		2
	New Zealand	Exportable	NZU	50000000022 - 50000000023		2

Total Quantity : 4

Transaction Status History

Date	Transaction Status
30/03/2012 12:55:08 053 (NZST) 29/03/2012 23:55:08 053 (GMT)	93 - Ready For Review

Authorise Transaction

Authorisation/Decline Comment:

By entering my password below I certify that I am authorised by the transferring account holder to make this transaction.

Enter Authorisation Code:

Enter password:

or

- 8a For primary representatives with **Approver** status on the account.

Log on and select [Authorise Transactions](#) on the left hand menu.

Result: The [Authorise Transactions](#) page displays.

Authorise Transactions
This page displays a summary of unit transactions awaiting authorisation in the NZEUR.

To see the details of a transaction, click on its **Transaction ID** in the grid below.
For more information on transactions, click the **HELP** button at the top right of this page.

Select Transaction

Transaction ID	Transaction Type	Transferring Account	Acquiring Account	Status Date	Transaction Status	Notif ID
NZ1355	Internal (10)	NZ-4124: JG Jones Account 1	NZ-4126: HJ Smith Account 1	30/03/2012 12:55:08 053 (NZST) 29/03/2012 23:55:08 053 (GMT)	93 - Ready For Review	

Search Criteria

Transaction ID:
 Status Date (GMT):
 Account Number:
 Account Name:
 Transaction Type:
 Notification ID:
 Notification Type:
 Search

1 - 1 of 1

Note: Any prepared transactions you are able to approve are displayed.

Select the transaction you wish to authorise by clicking on the transaction ID hyperlink. You will see the transaction has the status of **Ready to Review**.

Result: The [Unit Transaction Detail](#) page displays.

Unit Transaction Detail

Transaction ID	NZ1355	Comment	
Current Status	93 - Ready For Review	Transfer to HJ Smith	
Status Date	30/03/2012 12:55:08 053 (NZST) / 29/03/2012 23:55:08 053 (GMT)		
Transaction Type	Internal (10)		
Prepared By	Preparer, Rep C		

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Transferring Account	Acquiring Account
Number: NZ-4124	Number: NZ-4126
Name: JG Jones Account 1	Name: HJ Smith Account 1
Holder: JG Jones Ltd	Holder: HJ Smith Ltd

Project	Originating Party	CPI/Exportable	Unit Type	Serial Range	Expiry Date	Quantity
	New Zealand	Exportable	NZU	5000000020 - 5000000021		2
	New Zealand	Exportable	NZU	5000000022 - 5000000023		2

Total Quantity : 4

Transaction Status History	
Date	Transaction Status
30/03/2012 12:55:08 053 (NZST)	93 - Ready For Review
29/03/2012 23:55:08 053 (GMT)	

Authorise Transaction

Authorisation/Decline Comment:

By entering my password below I certify that I am authorised by the transferring account holder to make this transaction.

Enter Authorisation Code: Regenerate Authorisation Code

Enter password*:

Authorise or Decline

9 Check all the details of the transfer are correct on the [Unit Transaction Detail](#) page. As transactions cannot be cancelled or changed once executed, please check the:

- Transferring Account**
- Acquiring Account**
- Quantity** of units
- Unit Type**.

If any details are incorrect, you need to [Decline](#) the transaction, and the preparer prepares another transaction with correct details.

If you are satisfied the transaction is correct:

- Optionally type a comment
- Retrieve the Authorisation code from the email titled **NZEUR – Transaction Authorisation Required**, sent to your email account.
- Enter the Authorisation Code
- Enter the password (that you logged in with) and click [Authorise](#) to submit the transaction.

Note: The Authorisation Code is valid for 24 hours only, after which time it expires. A new Authorisation Code can be sent to you by clicking **Regenerate Authorisation Code**.

Authorise Transaction

Authorisation/Decline Comment:

By entering my password below I certify that I am authorised by the transferring account holder to make this transaction.

Enter Authorisation Code: Regenerate Authorisation Code

Enter password*:

Authorise or Decline

The main [Unit Transaction Detail](#) page displays, where you can see the status and details of your completed transaction. Successful transactions have a status of 4 - Completed.

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Unit Transaction Detail

Transaction ID	NZ1355	Comment	
Current Status	4 - Completed	Transfer to HJ Smith	
Status Date	30/03/2012 15:39:13.450 (NZST) / 30/03/2012 02:39:13.450 (GMT)		
Transaction Type	Internal (10)		
Prepared By	Preparer, Rep C		
Authorised By	Preparer, Rep C		

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Transferring Account	Acquiring Account
Number NZ-4124	Number NZ-4126
Name JG Jones Account 1	Name HJ Smith Account 1
Holder JG Jones Ltd	Holder HJ Smith Ltd

Units

Project	Originating Party	CPI/Exportable	Unit Type	Serial Range	Expiry Date	Quantity
	New Zealand	Exportable	NZU	50000000020 - 50000000021		2
	New Zealand	Exportable	NZU	50000000022 - 50000000023		2

Total Quantity : 4

Transaction Status History

Date	Transaction Status
30/03/2012 15:39:13.450 (NZST)	4 - Completed
30/03/2012 02:39:13.450 (GMT)	
30/03/2012 15:39:12.963 (NZST)	1 - Proposed
30/03/2012 02:39:12.963 (GMT)	
30/03/2012 12:55:08.063 (NZST)	93 - Ready For Review
29/03/2012 23:55:08.063 (GMT)	