

TROPTIONS · INSTITUTIONAL DOCUMENT SYSTEM

Carbon Credit Handbook

Sale, Retirement & Registry Procedures

For: Carbon market participants, compliance officers

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Executive Summary

This handbook covers TROPTIONS procedures for carbon credit sale and permanent retirement on recognised carbon registries including Verra VCS, Gold Standard, ACR, and equivalent. All carbon credit transactions require full registry verification and compliance review before execution.

Who This Document Is For

Carbon credit holders, project developers, corporate buyers seeking retirement, compliance officers, and environmental consultants working with TROPTIONS-assisted carbon transactions.

Required Information

- Registry name and project ID
- Number of credits (in metric tonnes CO₂e)
- Vintage year
- Credit type (VCU, GS-VER, ACR, etc.)
- Current registry account holder
- Intended use (sale or permanent retirement)

Required Documents

- & Registry account confirmation
- & Credit serialisation documentation
- & Independent verification report
- & Project description document (PDD)
- & Buyer KYC (for sale transactions)
- & Retirement instruction letter (for retirements)

Step-by-Step Process

Step 1: Registry Verification

Confirm credits are registered and unencumbered on the relevant registry. Obtain credit serial numbers.

Step 2: Credit Submission

Submit carbon credit details through TROPTIONS carbon intake form. Attach registry confirmation and serialisation documentation.

Step 3: Compliance Review

TROPTIONS compliance team reviews credit legitimacy, registry standing, vintage, and applicable offset protocols.

Step 4: Transaction Structuring

Structure transaction: credit purchase agreement (for sale) or retirement instruction (for retirement). Legal review required.

Step 5: Registry Execution

Upon full approval, registry transfer or retirement is executed. TROPTIONS does not hold registry accounts; the account holder executes per instruction.

Step 6: Audit Trail

Full transaction record is maintained including registry confirmation number, transaction date, and credit details.

Approval Gates

- & Registry standing confirmed
- & Credit serialisation verified
- & Independent verification reviewed
- & KYC complete (for counterparties)
- & Legal review of transaction documents
- & TROPTIONS compliance approval
- & Registry execution confirmation

Readiness Checklist

- & Registry account confirmed
- & Credits serialised and verified
- & Project documentation available
- & Counterparty KYC complete
- & Transaction documents drafted
- & Compliance review complete

What Stays Blocked

- Registry transfer without full compliance approval
- Credits with disputed or cancelled status
- Transactions without counterparty KYC

Common Blockers

- Registry account holder not confirmed
- Credit serialisation incomplete
- Missing independent verification
- Project documentation gaps
- Counterparty KYC incomplete

TROPTIONS System Handling

TROPTIONS provides coordination, compliance review, and audit trail services for carbon credit transactions. TROPTIONS does not act as a carbon registry, broker-dealer, or credit custodian. All registry actions are performed by the account holder on instruction.

Final Checklist Before Submission

- & Credits confirmed on registry
- & Serialisation documented
- & Independent verification received
- & Counterparty KYC complete
- & Transaction documents reviewed by legal
- & Compliance approval received
- & Registry execution confirmed
- & Audit trail complete

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