

2016 Detailed Auction Requirements and Instructions

California Cap-and-Trade Program and Québec Cap-and-Trade System Joint Auction of Greenhouse Gas Allowances

Updated on June 17, 2016¹

I. Background

Assembly Bill 32 (AB 32) requires California to reduce greenhouse gas (GHG) emissions to 1990 levels by 2020. The California Scoping Plan and the subsequent Scoping Plan Update approved in 2014 lay out the steps to reduce California's GHG emissions by 2020, and maintain and continue those reductions beyond 2020. The Cap-and-Trade Regulation (California Regulation) is a key element of California's Scoping Plan. The California Cap-and-Trade Program is administered by the California Air Resources Board (ARB).

Similarly, Québec's Environment Quality Act requires that the province of Québec reduce GHG emissions. The Government of Québec approved the 2013-2020 Climate Change Action Plan (2020 CCAP) as a measure to fight climate change in 2013 and beyond, and adopted the Regulation respecting a cap-and-trade system for greenhouse gas emission allowances (Québec Regulation). The Québec Cap-and-Trade System is administered by Québec's ministère du Développement durable, de l'Environnement et de la Lutte contre les changements climatiques² (MDDELCC).

On January 1, 2014, the California Cap-and-Trade Program and Québec Cap-and-Trade System officially linked, enabling the mutual acceptance of compliance instruments issued by each jurisdiction, and the jurisdictions to hold joint auctions of GHG allowances. As part of the California Cap-and-Trade Program and the Québec Cap-and-Trade System, ARB and MDDELCC hold joint GHG allowance auctions to allow market participants to acquire GHG allowances.

¹ This update to the 2016 Detailed Auction Requirements and Instructions document that was issued on January 7, 2016 incorporates grammatical and typographical edits and minor updates necessary for clarity.

² Ministry of Sustainable Development, Environment and the Fight against Climate Change.

This document, 2016 Detailed Auction Requirements and Instructions, includes the detailed requirements and instructions for participating in a joint auction.

Entities registered under the California Cap-and-Trade Program and entities registered under the Québec Cap-and-Trade System will follow a similar process to apply for and participate in a joint auction; however there are minor distinctions that are outlined in this document. Entities registered under the California Cap-and-Trade Program should always refer to the California Regulation. Entities registered under the Québec Cap-and-Trade System should always refer to the Québec Regulation.

A. General Terms Used in Auction Notices and Supporting Documents

For the purpose of the Auction Notice, 2016 Detailed Auction Requirements and Instructions, and 2016 Auction Examples documents, the following general terms are used to describe potential auction participants and systems used:

- “CA entity” refers to all entities registered under the California Cap-and-Trade Program: covered entities, opt-in covered entities, and voluntarily associated entities.
- “QC entity” refers to all entities registered under the Québec Cap-and-Trade System: emitters and participants.
- “Entity” means a person, firm, association, organization, partnership, business trust, corporation, limited liability company, company, or government agency.
- “General Market Participant” refers to all voluntarily associated entities as defined in the California Regulation and participants as defined in the Québec Regulation. A General Market Participant may include a General Market Participant - Organization or General Market Participant - Individual.
- “Auction Platform” refers to the electronic platform through which auctions and reserve sales are conducted, which can be accessed at <https://www.wci-auction.org>.

B. Dates of 2016 Joint Auctions

Joint Auctions anticipated to take place in 2016 are as follows:

- February 2016 Joint Auction #6: February 17, 2016
- May 2016 Joint Auction #7: May 18, 2016
- August 2016 Joint Auction #8: August 16, 2016
- November 2016 Joint Auction #9: November 15, 2016

II. Auction Administration

A. Allowances Offered for Sale

Allowances offered for sale during a Joint Auction are issued under the California Cap-and-Trade Program and the Québec Cap-and-Trade System. The number of allowances listed in the Auction Notice for the Current Auction includes California state- and Québec provincial-owned allowances and California allowances consigned by electrical distribution utilities and natural gas suppliers (consigning entities) and potentially other parties as described in the California Regulation. The allowances listed for the Current Auction can include allowances that have been made available for auction from closed Compliance Instrument Tracking System Service (CITSS) accounts, allowances submitted for untimely surrender obligations, allowances that were originally freely allocated and have been returned as a result of an enforcement settlement, and allowances from previous budget years which were offered but not sold at previous auctions held by California or Québec. As a result, the allowances offered in the Current Auction may include allowances of vintages prior to the current year. For allowances awarded in the Current Auction, allowances will be transferred to successful bidders according to the requirements of the California Regulation and the Québec Regulation.

B. Auction Exchange Rate and Auction Reserve Price

The Auction Exchange Rate and Auction Reserve Price are required for joint auction currency management. QC entities are able to participate in joint auctions using either United States Dollars (USD) or Canadian Dollars (CAD). CA entities may only participate in joint auctions using USD. To manage multiple currencies, an Auction Exchange Rate is determined prior to each joint auction. The Auction Exchange Rate (USD to CAD) in effect for the joint auction will be set the business day prior to the joint auction as the most recently available noon daily buying rate for USD and CAD as published by the Bank of Canada. In the Auction Platform, the Auction Exchange Rate is displayed as USD to CAD FX Rate.

The Auction Reserve Price will be determined as the higher of the California or Québec Annual Reserve Prices after applying the established Auction Exchange Rate. The Auction Reserve Price is the lowest price at which allowances offered in the Current Auction and Advance Auction will be sold. Bids submitted with a Bid Price below the Auction Reserve Price will not be accepted.

The value of all bids and bid guarantees submitted in CAD will be converted into USD in whole cents using the established Auction Exchange Rate to conduct the

auction in a single currency, including the evaluation of bids on a common basis. All bid assessments, the settlement price, and the cost of all allowances awarded will be determined in USD. For any QC entity participating using CAD, the total cost of allowances is first determined in USD (USD settlement price multiplied by number of allowances awarded) and then converted to a CAD value based on the Auction Exchange Rate so the entity can complete financial settlement in CAD.

Provided below is an example of the determination of the Auction Reserve Price based on a hypothetical Auction Exchange Rate.

Based on the 2016 Annual Reserve Prices of \$12.73 USD and \$12.82 CAD, if the noon daily buying rate for USD and CAD as published by the Bank of Canada is 1.1000 (USD to CAD), then the California Annual Reserve Price at \$12.73 would be the higher of the California and Québec Annual Reserve Prices, as compared to the \$11.65 USD value of the Québec Annual Reserve Price ($\$12.82 \text{ CAD} / 1.1000 = \11.6545 USD , which rounds to \$11.65 USD). The amounts shown in bold in Table 1 below reflect the values that would be the Auction Reserve Price in this example of \$12.73 in USD and \$14.00 in CAD ($\$12.73 \text{ USD} * 1.1000 = \14.003 , which rounds to \$14.00 CAD).

Table 1: Example Auction Exchange Rate and Auction Reserve Price Determination

Auction Exchange Rate (USD to CAD)	1.1000
California Annual Auction Reserve Price (USD)	\$12.73
California Annual Auction Reserve Price (CAD Value)	\$14.00
Québec Annual Auction Reserve Price (CAD)	\$12.82
Québec Annual Auction Reserve Price (USD Value)	\$11.65

The Auction Reserve Price presented in USD and CAD in Table 1 is NOT the Auction Reserve Price in effect for any auctions scheduled in 2016. The exchange rate of 1.1000 (USD to CAD) is for example purposes only, and not representative of the actual anticipated exchange rate for any auction. The Auction Reserve Price in effect for each Joint Auction will be determined and displayed in the Auction Platform when the Auction Exchange Rate is displayed, the business day prior to the auction.

Examples of how joint auctions are settled are provided in the 2016 Auction Examples document available from the jurisdictions' webpages.

C. Auction Application Requirements and Instructions

Outlined below are requirements that must be met before being able to apply to participate in an auction.

1. Auction Application Requirements

An entity must have an approved account in the Compliance Instrument Tracking System Service (CITSS) before applying to participate in an auction.

Additionally, individuals must be approved as either the Primary Account Representative (PAR) or an Alternate Account Representative (AAR) on that account in order to submit an application for the entity or confirm its intent to bid, and/or bid on behalf of the entity.

Auction application information includes current entity registration information submitted to the jurisdiction in the process of obtaining a CITSS account, or updated after approval of a CITSS account, including:

- a) Corporate identity, ownership, and capital structure of the applicant;
- b) The existence of any direct or indirect corporate associations; and
- c) An allocation of the purchase limit and holding limit among associated entities, if applicable.

Most information related to corporate identity would be submitted in CITSS while information related to corporate ownership, capital structure of the applicant, the existence of any direct or indirect corporate associations, and any allocation of the purchase limit and holding limit among associated entities, would be submitted on a hard copy form outside of CITSS.

Accounts in CITSS must be approved by the jurisdiction Registrar and the "Auction Participation" box discussed below must be selected no later than one (1) day prior to the end of an auction application period, which would leave the entity one (1) day for representatives to activate Auction Platform accounts and complete an auction application in the Auction Platform.

It may be necessary for an entity to change auction application information submitted. For CA entities, all changes in entity application information listed in Section 95912(d)(4) of the California Regulation, including those that require submittal of hard copy documentation such as disclosure of corporate associations and the Auction Attestation, must be submitted prior to the close of the auction application period. For QC entities, the Québec Regulation requires that all changes in CITSS and all hard copy documentation accompanying

changes in CITSS must be submitted a minimum of thirty (30) days prior to the date the auction is held.

CITSS can be accessed at <https://www.wci-citss.org> or from the jurisdictions' and WCI, Inc.'s webpages.

2. CITSS Representative and Entity Account Information

If during an auction application period, an entity needs to add, remove, or change the current PAR or AARs or update the entity information, this should be completed prior to an auction application being submitted. If any change to entity account representatives or account information is completed after an auction application is submitted and the change is determined to be a material change, it may limit the entity's ability to participate in the auction or for a PAR or AAR to represent an entity in an auction.

To update account representative or entity information in CITSS, the following steps should be followed:

- Enter changes as needed in CITSS.
- Complete and submit any forms or hard copy documentation required to make changes in auction application information.
- Approval by the jurisdiction Registrar should occur within ten (10) business days of receiving all required documentation.

3. Participation by Related Entities or Entities with Direct Corporate Associations

Additional auction application information includes current entity registration information submitted to the jurisdiction in the process of obtaining a CITSS account, or updated after approval of a CITSS account, including:

- a) Corporate identity, ownership, and capital structure of the applicant;
- b) The existence of any direct or indirect corporate associations; and
- c) An allocation of the purchase limit and holding limit among associated entities, if applicable.

For purposes of the Auction Notice and this document, the term "direct corporate associates" refers to all entities with a direct corporate association as defined in the California Regulation pursuant to section 95833(a) and related entities as defined in Article 9 of the Québec Regulation.

Entities registered in CITSS must disclose all direct and indirect corporate associations, as defined in section 95833(a) and as specified in section 95830 of

the California Regulation or Article 9 of the Québec Regulation, including those direct and indirect corporate associations registered in a linked jurisdiction. As the California Cap-and-Trade Program and Québec Cap-and-Trade System officially linked on January 1, 2014, entities must disclose corporate associations with entities registered under the California Cap-and-Trade Program and entities registered under the Québec Cap-and-Trade System.

Direct corporate associates are entities that meet at least one of the indicia of control in section 95833(a)(2), (a)(3), or (a)(5) of the California Regulation or Article 9 of the Québec Regulation, meaning generally those with ownership or voting power exceeding 50 percent of the other entity, regardless of whether or not the related entity is registered in the California Cap-and-Trade Program or Québec Cap-and-Trade System. Indirect corporate associates would include those related entities meeting the indicia of control in section 95833(a)(4) of the California Regulation or Article 9 of the Québec Regulation, meaning generally those with a percent of ownership or control between 20 and 50 percent, but only applies to those entities which are also registered in either the California Cap-and-Trade Program or the Québec Cap-and-Trade System. Entities that have direct corporate associations with other registered entities, including those registered in a linked jurisdiction, must share purchase and holding limits and declare all such associations with the applicable jurisdiction. Providing incomplete or inaccurate information regarding corporate associations will cause an entity's auction application to be rejected. Guidance on California's regulatory provision on corporate associations, including revisions that went into effect on July 1, 2014 and January 1, 2015, is available in the [Corporate Disclosures Guidance \(Updated February 2015\)](#) document available from the ARB CITSS webpage at <http://www.arb.ca.gov/citss>.

For CA entities, the California Regulation requires ARB to provide a consolidated set of accounts to entities that have a direct corporate association. Direct corporate associates may choose to register for separate entity accounts in CITSS, with purchase and holding limits shared among members of the corporate association group. Entities that choose not be in a consolidated account are referred to in the California Regulation as entities who have chosen to "opt-out" of consolidation. Any entity that has an approved CITSS account can apply to participate in an auction. Pursuant to section 95833(f)(6) of the California Regulation, entities with a direct corporate association may change their decision to consolidate accounts or opt-out of consolidation only once each year.

Any change to an entity's application information listed in section 95830(c) of the California Regulation and Article 7 to 12 of the Québec Regulation must be updated within thirty (30) calendar days from the effective date of the changes, or as otherwise specified in section 95830(f)(1) of the California Regulation for California entities. Pursuant to section 95833(e) and 95830(f)(1) of the California Regulation, any changes to corporate associations related to entities registered in the California Cap-and-Trade Program or Québec must be updated within thirty (30) calendar days of the change or by the auction application deadline, whichever is sooner. Pursuant to Article 33 of the Québec Regulation, any changes to business relationships related to entities registered in the Québec Cap-and-Trade System must be submitted within thirty (30) calendar days of the change or a minimum of forty (40) days prior to the date the auction is held, whichever is sooner. If a change to the corporate association affects auction participation, that change, and any additional actions required by that change, must be approved prior to the end of an auction application period or the entity(ies) involved may not be able to participate in the auction. Additionally, if any change of ownership becomes effective after an application period ends and prior to the scheduled date for distribution of allowances resulting from an auction, the entities impacted by the change of ownership may not be able to participate in the auction.

More information on auction participation by entities with corporate associations can be found on the jurisdictions' webpages.

4. Auction Application Information Material Change

An entity may need to change auction application information that is either submitted in CITSS or submitted in hard copy form outside of CITSS. If a change is determined to be a material change and is completed since the entity last was approved to participate in an auction, the entity must recomplete the auction application process. If a material change occurs to an entity's auction application information after an auction application period closes, it may limit the entity's ability to participate in the auction or for a PAR or AAR to represent an entity in an auction.

A material change to the information contained in an approved application is a change in any application information that could influence a decision by a jurisdiction to approve, or not approve, auction participation. This would include, but not be limited to, a change in ownership, corporate identity (e.g., entity legal name, type of organization, date and place of incorporation, tax identification number), direct or indirect corporate associations with entities registered in

CITSS, allocation of the purchase limit or holding limit among associated entities, and any required attestation response. Other changes may be a material change depending on the specific nature of the change (e.g., change in names of officers and directors, names and contact information for employees with market position knowledge, names and contact information for cap-and-trade consultants).

D. Administrative Requirements

Administrative requirements are requirements that must be met before being able to access the Auction Platform to submit an entity's application or confirm an entity's intent to bid in an auction. These requirements include selecting the "Auction Participation" box in CITSS to agree to have entity account and account representative information transferred to the Auction Administrator and Financial Services Administrator for the purpose of facilitating participation in any upcoming auction and for any PAR or AAR authorized by an entity to act on its behalf in an auction having an active Auction Platform account.

1. Select the "Auction Participation" Box in CITSS

A PAR or AAR from each entity must select the "Auction Participation" box in CITSS to indicate the entity's interest in participating in upcoming auctions. By selecting this box, an entity representative agrees to have the entity name, general holding account number, entity contact information, representative names, representative phone numbers, and representative email addresses transferred to the Auction Administrator and Financial Services Administrator for the purpose of facilitating participation in any upcoming auction.

The "Auction Participation" box must be selected no later than one (1) day prior to the end of the application period for an auction an entity wishes to participate in and must remain selected throughout the auction until allowances are transferred and the auction is closed. Once selected, the "Auction Participation" box will remain selected allowing participation in all subsequent auctions unless deselected by a PAR or AAR.

The PAR or an AAR may deselect the "Auction Participation" box if the entity wishes to stop sharing its information with the Auction Administrator and Financial Services Administrator and no longer wishes to participate in any future auctions. While an entity may change this setting at any time in CITSS, this setting must be deselected prior to the start of an application period for an auction to avoid the transfer of the entity's information to the Auction Administrator and Financial Services Administrator.

During an application period, the entity and representative information is sent to the Auction Administrator and Financial Services Administrator daily to reflect any approved changes or updates.

If during an auction application period, an entity needs to add, remove, or change the current PAR or AARs or update the entity information in CITSS and the entity has not already selected the “Auction Participation” box in CITSS, the changes should be approved by the jurisdiction Registrar prior to selecting the “Auction Participation” box. This ensures that the entity account information transmitted to the Auction Administrator and Financial Services Administrator is current and accurate.

If there has been a change in account representatives, only those representatives that have completed the Auction Platform account activation process, were associated with the entity at the close of the auction application period, and are active representatives on the entity’s CITSS account will be allowed to submit bids during the auction or download reports specific to the auction. Any representatives that have been removed from a CITSS account will not be allowed to submit bids on behalf of the entity they no longer represent. Any representatives that were not approved as a PAR or AAR on a CITSS account prior to the end of an auction application period will not be allowed to submit bids on behalf of the entity.

If you need any additional information on selecting or deselecting the “Auction Participation” box, please refer to the CITSS User Guide, Volume 2, available from the jurisdictions’ webpages.

2. PAR/AAR Auction Platform Accounts

Any PAR or AAR authorized by an entity to act on its behalf in an auction must have an active Auction Platform account. Only those representatives with an active Auction Platform account will be able to access the Auction Platform to submit an application for the entity or confirm its intent to bid, submit bids on behalf of the entity during an open bidding window, or download reports specific to the auction.

The Auction Platform can be accessed at <https://www.wci-auction.org> or from the jurisdictions’ and WCI, Inc.’s webpages.

3. Auction Platform Account Activation

If an individual has previously activated his or her Auction Platform account, that individual will be able to access the Auction Platform using the established credentials.

During the application period for each auction, representatives that have not previously received an activation link inviting them to activate an Auction Platform account are sent an email inviting them to activate an Auction Platform account. The activation link is active for 24 hours. If a representative does not create an Auction Platform account before the new user activation link expires, the representative will need to contact the Auction Administrator and request that a new link be sent.

The username for an Auction Platform account is the email address the user has submitted in CITSS. If an individual previously activated an account in the Auction Platform but changes his or her email in CITSS, the prior Auction Platform access under the previous email will be disabled. He or she will need to activate a new account in the Auction Platform and will receive an account activation email after the Auction Administrator has received the updated information during the next open application period for an auction or reserve sale that the entity is eligible to participate in and for which the entity has selected the "Auction Participation" box in CITSS. If an individual is removed as an account representative from an entity, the representative's Auction Platform access for that entity will be disabled and he or she will not be able to represent the entity or access entity reports in the Auction Platform.

Representatives added to a CITSS account after an auction application period has closed will not be sent an activation email until the next application period opens and will not be able to represent the entity in the Auction Platform during this auction.

Outlined below is the process to activate an Auction Platform account.

- During an open auction application period, account information, including entity and representative information is transferred on a daily basis from CITSS to the Auction Administrator.
- Starting the day the application period opens for each auction, individuals that have not previously been indicated as a PAR or AAR on any CITSS account with the "Auction Participation" box selected will receive an account activation email from the Auction Administrator.
 - The email will be sent to the current email address listed in CITSS.

- This email address will be the account representative's username in the Auction Platform.
- The email provides an activation link to activate an account and establish an Auction Platform password and security questions.
- The email will in most cases be received by the end of the next business day after an account representative's information is received by the Auction Administrator.
- The activation link can only be used once.
- The activation link will expire twenty-four (24) hours after receipt of the Auction Platform account activation email.

4. Account Representatives Associated with Multiple Entities

Regardless of the number of entities for which an individual acts as the PAR or an AAR, that individual will only establish one Auction Platform account. All associations with entities for which an individual is an approved PAR or AAR will be reflected in the Auction Platform, if the entity(ies) have selected the "Auction Participation" box in CITSS.

If an individual is an account representative on multiple entity accounts, each time the individual logs in to the Auction Platform he or she will need to select which entity to represent in that session. To submit information for another (different) entity that he or she represents, the individual will need to log out of the Auction Platform and then log back in, selecting the other entity.

III. Auction Application/Confirm Intent to Bid in the Auction

A. Submittal of Auction Application/Confirmation of Intent to Bid

The prior sections outlined requirements that must be met before being able to apply to participate in an auction. This section outlines requirements to apply for an auction or submit confirmation of an intent to bid. For each auction, one entity representative (PAR or an AAR) completes the entity's application to participate in the auction (first time participant) or confirms the entity's intent to bid in the auction (previous auction participant with no material changes to auction application information). For each auction, the auction application period starts sixty (60) days prior to the auction with the release of the auction notice and ends thirty (30) days prior to the auction with the due date for submitting an auction application or confirming an entity's intent to bid in the auction.

The due date for submitting an auction application or confirming an entity's intent to bid in the Auction Platform is the date and time the auction application period closes in the Auction Platform as listed in the Auction Schedule provided in the

Auction Notice available from the jurisdictions' webpages.

First Time Auction Participant

Entities that have not previously been approved to participate in an auction must submit an application through the Auction Platform at least thirty (30) days prior to the first auction in which they wish to participate, as well as the Auction Attestation Disclosure described below. Each entity must complete an application by the date and time the auction application period closes in the Auction Platform as listed in the Auction Schedule provided in the Auction Notice. The application process is described below.

Previous Auction Participant

If an entity has previously been approved to participate in an auction, the entity does not need to submit another application for subsequent auctions unless there is a material change to the application information or an update to the Auction Attestation Disclosure is required. To participate in subsequent auctions, the entity must submit confirmation of its intent to bid through the Auction Platform. Each entity must complete the confirmation of its intent to bid by the date and time the auction application period closes in the Auction Platform as listed in the Auction Schedule provided in the Auction Notice.

The auction application and confirmation of intent to bid processes include the following steps which are described in more detail below:

1. Confirm the event in which the entity intends to bid
2. Verify entity and account representative information
3. Provide information on the form and currency of bid guarantee to be submitted and return instructions
4. Complete the Attestation response in the Auction Platform and submit the auction application

Both the application and the confirmation of intent to bid processes follow similar steps in the Auction Platform, as outlined in detail below.

1. Confirm the Event in Which the Entity Intends to Bid

Either the PAR or an AAR must access the Auction Platform and identify the auction in which the entity intends to bid.

2. Verify Entity and Account Representative Information

The entity representative completing the application or confirmation of intent to bid process will review and confirm the entity information in the Auction Platform,

including the account representative details. Entity and account representative information is transferred to the Auction Administrator from CITSS. Therefore, all changes to entity and account representative information must be made and approved in CITSS to be properly reflected in the auction application pages in the Auction Platform. Material changes, such as a change in an Entity Legal Name, will require review and approval by the applicable jurisdiction Registrar. It may take up to ten (10) business days before changes made in CITSS are approved and reflected in the Auction Platform. Updates in CITSS should be made as early as possible to allow time for approval and subsequent submittal of the auction application in the Auction Platform.

For QC entities, the Québec Regulation requires that all changes related to the distribution of the holding limit and new business relationships must be submitted a minimum of forty (40) days prior to the date the auction is held. For CA entities, all changes in entity application information listed in Section 95912(d)(4) of the California Regulation, including those that require submittal of hard copy documentation, such as disclosure of corporate associations and the Auction Attestation, must be submitted prior to the close of the auction application period.

An individual registered as a Participant in the Québec Cap-and-Trade System or a General Market Participant - Individual in the California Cap-and-Trade Program that is applying to participate in an auction will be required to submit additional documentation to the Financial Services Administrator. The Financial Services Administrator will contact the account holder to obtain the required information.

3. Provide Information on the Form and Currency of Bid Guarantee to be Submitted and Return Instructions

The entity representative must select the form of bid guarantee that the entity intends to submit for the auction. Auction participants can identify one or a combination of the allowable forms of bid guarantee in the Auction Platform on the Bid Guarantee Page. The forms of bid guarantees which may be submitted are specific to the jurisdiction in which the entity is registered.

For CA entities, a bid guarantee submitted for an auction must be in one or a combination of the following forms:

- Cash in the form of wire transfer;
- An irrevocable letter of credit (LOC) from a financial institution with a United States (U.S.) banking license;
- A bond issued by a financial institution with a U.S. banking license;

- A Surety Bond issued by an institution named in the current list of “Surety Companies Acceptable in Federal Bonds” as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department.

For QC entities, a bid guarantee submitted for an auction must be in one or a combination of the following forms:

- Cash in the form of a wire transfer;
- An irrevocable letter of credit (LOC) issued by a bank constituted under the Bank Act or by a financial services cooperative constituted under the Act respecting financial services cooperatives;
- A letter of guarantee (LOG) issued by a bank constituted under the Bank Act or by a financial services cooperative constituted under the Act respecting financial services cooperatives.

Based on the form of bid guarantee selected, the representative will also complete instructions for the return of any unused bid guarantee amounts or physical bid guarantee instruments after the auction is completed.

When a cash bid guarantee is provided, unused cash on deposit will be returned through a Federal Reserve Wire Network (Fedwire) transfer. The return instructions typically require the following information:

- Beneficiary Account Name
- Beneficiary Account Number
- Beneficiary Bank Name
- Beneficiary Bank Routing Number
 - An American Bankers Association (ABA) number must be provided in the return instructions. Only an ABA number should be provided as the Beneficiary Bank Routing Number.

If an entity is using a non-U.S. financial institution, additional information may be required and can be submitted in the “Comments” field of the Auction Platform. It is recommended that the entity’s representative contact the Financial Services Administrator to ensure all necessary information for return instructions has been received.

Physical bid guarantee instruments will be returned by FedEx or DHL delivery, and therefore must be returned to a physical address. The return instructions require the following information:

- Name of a contact individual

- Complete street address for mailing
 - Return Address (must be a physical address; no PO Box³)
 - Return City
 - Return Zip Code
 - Return State/Province
 - Return Country
- Return Contact Phone Number

If the applicant is a QC entity, the representative must also select the currency in which the bid guarantee will be submitted, either USD or CAD. Once a QC entity submits an application or confirmation of intent to bid with a currency for the bid guarantee selected (USD or CAD), that currency must be used for participation throughout the auction, including submitting the bid guarantee, submitting bids during the joint auction, and completing financial settlement. **No changes in the currency selected when the auction application is submitted will be allowed.**

All bid guarantees (cash, letters of credit, letters of guarantee, or bonds) will be submitted directly to the Financial Services Administrator, as described in the “Submit a Bid Guarantee” section of this document.

4. Complete the Attestation Response in the Auction Platform and Submit the Auction Application

When the application information is complete and accurate, the entity representative will complete the required Attestation response in the Auction Platform. Entity Attestation requirements are specific to the jurisdiction in which the entity is registered. Attestation responses submitted in the Auction Platform are also jurisdiction specific.

In addition to the attestation response in the Auction Platform, CA entities must ensure that a proper Auction Attestation Disclosure has been submitted for the application to be considered complete. The California Auction Attestation requirements were revised in November 2014, and this Auction Attestation Disclosure is required to be submitted directly to ARB outside of the Auction Platform. A CA entity must submit an Auction Attestation Disclosure for the first auction an entity participates in after November 2014. Any auction attestation

³ The Financial Services Administrator cannot return physical bid guarantee instruments to a PO Box address as a signature is required to ensure security of the instruments and to allow for confirmation of receipt.

responses submitted in the Auction Platform prior to November 2014 do not meet the revised Regulatory requirement. After the initial submittal of the Auction Attestation Disclosure, if there are no updates to disclosures, the entity does not need to submit a new disclosure for each subsequent auction. If the entity must provide updates to previously disclosed information, the entity must submit the updated disclosures by no later than the close of the auction application period. A form that can be used to submit the disclosures and guidance about the disclosure are available on the ARB Auction Information webpage.

The Attestation required from CA entities when submitting an application or confirmation of intent to bid for an auction was revised in the amended California Regulation, which became effective July 1, 2014 and additional updates that became effective January 1, 2015. The PAR or an AAR of each CA entity must complete the required Attestation response in the Auction Platform to certify if the entity has provided to ARB the Auction Attestation Disclosure required by section 95912(d)(4)(E) disclosing the existence and status of any ongoing investigation or an investigation that has occurred within the last ten years with respect to any alleged violation of any rule, regulation, or law associated with any commodity, securities, environmental, or financial market for the entity participating in the auction, and all other entities with whom the entity has a direct corporate association, or indirect corporate association pursuant to section 95833 that participate in a carbon, fuel, or electricity market. The disclosure must be updated to reflect any change in the status of an investigation that has occurred since the most recent auction application Attestation was submitted.

A “Yes” answer to the Attestation in the Auction Platform indicates that you understand the Regulatory requirements and that you will submit or update the required attestation to ARB by the deadline to apply for the auction. A disclosure can be submitted using the [Auction Application Attestation Disclosure Form](#) available from the ARB Auction Information webpage.

A “No” answer to the Attestation in the Auction Platform indicates that you understand the Regulatory requirements and that you have no updates to the disclosures since the most recent auction application attestation was submitted.

Note: If a CA auction applicant has previously submitted a disclosure form, and has no further updates to its most recently submitted form, the auction applicant may select “No” in the Auction Platform to satisfy the attestation requirement.

If a representative needs to provide additional information in response to the Attestation, please contact the jurisdiction contacts provided in the Auction Notice.

After the Attestation response has been completed, the representative must agree to the Auction Platform Terms of Use and Privacy Policy and can then submit the application or confirmation of intent to bid in the Auction Platform.

B. Receipt of Application or Confirmation of Intent to Bid

The Auction Administrator will confirm receipt of each auction application or confirmation of intent to bid on the day it is submitted in the Auction Platform via an email sent to the PAR and all AARs.

IV. Submit a Bid Guarantee

A. Bid Guarantee Requirements and Use

After an application or confirmation of intent to bid has been submitted, each entity or individual that wishes to participate in an auction must submit a bid guarantee directly to the Financial Services Administrator. The Financial Services Administrator will receive and maintain all bid guarantees submitted as financial security. All cash bid guarantees submitted will be held in a non-interest bearing trust account with the Financial Services Administrator.

CA entities will submit a bid guarantee in USD. QC entities will select the currency they will use throughout the auction (either USD or CAD) when completing the application or confirmation of intent to bid in the Auction Platform.

Final bid guarantees must be received by the Financial Services Administrator in the currency selected during the auction application or confirmation of intent to bid process by no later than the date and time listed in the Auction Schedule provided in the Auction Notice.

The amount of the bid guarantee provided to the Financial Services Administrator will be used to set bidding limitations in the auction. The amount of the bid guarantee must be greater than or equal to the maximum value of the bids to be submitted. For QC entities that are participating in the auction in CAD, the value of the bid guarantee and the maximum value of bids submitted during the auction will be evaluated in the USD equivalent of the CAD bid price submitted based on the Auction Exchange Rate. To determine the bid guarantee amount to provide,

examples are provided in the 2016 Auction Examples document available from the jurisdictions' webpages.

B. Bid Guarantee Submittal Process

The process and requirements for submitting a bid guarantee include the following steps:

1. Receive notice that a Financial Services Account has been established or verified
2. Download Financial Services Delivery Instructions
3. Submit a bid guarantee to the Financial Services Administrator

Each step is described in more detail below.

1. Receive Notice that a Financial Services Account has been Established or Verified

After the application or confirmation of intent to bid is submitted, the Financial Services Administrator will complete the process to establish (first time participant) or verify (previous participant) the entity's Financial Services Account in which the entity's bid guarantee will be recorded.

Entities that have not previously established a Financial Services Account and those with changes in corporate disclosures may need to provide additional information to the Financial Services Administrator to support the account being established or verified.

An individual registered as a General Market Participant - Individual in the California Cap-and-Trade Program or Participant in the Québec Cap-and-Trade System that is applying to participate in an auction will be required to submit additional documentation to the Financial Services Administrator. The Financial Services Administrator will contact the account holder to obtain any required information.

The Financial Services Administrator acts as an agent for ARB and MDDELCC for the purpose of financial administration of auctions and reserve sales. The Financial Services Administrator must establish or verify a Financial Services Account for each entity that applies to participate in an auction to manage bid guarantees and payment for allowances awarded.

An entity's PAR and all AARs will receive an email from the Auction Administrator notifying them when the Financial Services Account has been established or

verified and directing them to download the Financial Services Delivery Instructions from the Auction Platform to obtain the information needed to submit the bid guarantee.

2. Download Financial Services Delivery Instructions

The email received when a Financial Services Account is established or verified will direct the PAR and AARs to download the entity's Financial Services Delivery Instructions from the Auction Platform. The Financial Services Delivery Instructions will include the information needed to submit the bid guarantee, including the Financial Services Account Number, which must be referenced when submitting a bid guarantee to the Financial Services Administrator, as well as wiring instructions for submitting cash by wire transfer and mailing instructions for submitting physical bid guarantee instruments.

To download an entity's Financial Services Delivery Instructions, a PAR or AAR will log in to the Auction Platform. Under the Reports Module, the representative will select "Templates," then from the dropdown menu will select "Financial Services Delivery Instructions." An additional drop down menu will be displayed for the representative to select the current event. It is critical that the representative select the appropriate event, as one entity may have more than one Financial Services Account Number associated with different events.

3. Submit a Bid Guarantee to the Financial Services Administrator

After notification by email that the Financial Services Account has been established, each entity or individual that wishes to participate in an auction must submit a bid guarantee directly to the Financial Services Administrator. The Financial Services Administrator will receive and maintain all bid guarantees submitted as financial security. All cash bid guarantees submitted will be held in a non-interest bearing trust account with the Financial Services Administrator.

The forms of bid guarantees which may be submitted are specific to the jurisdiction in which the entity is registered, as previously described. CA entities will submit a bid guarantee in USD. QC entities will select the currency they will use throughout the auction (either USD or CAD) when completing the application or confirmation of intent to bid in the Auction Platform. Once a currency is selected, a bid guarantee must be submitted to the Financial Services Administrator in the selected currency, bid prices must be entered during an auction in the same currency, and financial settlement must be completed in the same currency as selected.

Submitting a Cash Bid Guarantee (Wire Transfer)

Cash wire transfers must be received by the Financial Services Administrator by the deadline date and time for receipt of bid guarantees as listed in the Auction Schedule provided in the Auction Notice, per the wiring instructions provided in the Financial Services Delivery Instructions and outlined below. See the Auction Schedule provided in the Auction Notice for the exact date and time. Be advised that Automated Clearing House (ACH) transfers can take at least 24 hours to complete. If the cash wire transfer (Fedwire or ACH) is not received by the deadline for receipt of a bid guarantee it will not be accepted, regardless of the time the transfer was initiated.

Wire transfer instructions are specific to the jurisdiction in which the entity is registered and for QC entities, the currency in which the entity is participating in the auction. Wire transfer instructions are provided in the Financial Services Delivery Instructions downloaded from the Auction Platform. **It is important that the wire transfer details are set up exactly as provided in the entity's Financial Services Delivery Instructions for the Financial Services Administrator to receive the funds by the deadline for receipt of bid guarantees.**

Instructions for Wiring USD

For entities that are participating in USD and using a U.S. financial institution, Fedwire transfer details must include the following information:

- Receiving Bank Name: Deutsche Bank Trust Company Americas⁴
- Receiving Bank ABA routing number:⁵
- Receiving Bank Account Number (DDA Number):
- Beneficiary Details: Trust and Agency Services
- Payment Details
 - Port: *Financial Services Account Number*
 - WCI Auction⁶
 - *Financial Services Account Name*

If using a Fedwire transfer to wire USD cash to the Financial Services Administrator, the Fedwire Transfer Payment Details section should be set up with three entries: the entity's Financial Services Account Number, the reference

⁴ Receiving Bank Name must be entered exactly as shown for a USD cash wire transfer.

⁵ The Receiving Bank ABA Routing Number and Account Number are provided in the Financial Services Delivery Instructions.

⁶ WCI Auction is how the Financial Services Administrator refers to the joint California-Québec auction. WCI refers to the Western Climate Initiative.

to WCI Auction, and the Financial Services Account Name. The Financial Services Account Number and Account Name are provided in the entity's Financial Services Delivery Instructions downloaded from the Auction Platform.

If using an ACH transfer to wire USD cash, you may not be able to include all payment details. In this case, include the **WCI Auction** reference to assist in the proper identification and delivery of the transfer. Due to the limited identifying information provided in an ACH transfer, it is recommended that an entity representative notify the Financial Services Administrator in advance of the ACH transfer to ensure proper receipt of the funds.

If an entity participating in USD is using a non-U.S. financial institution, additional information may be required for wire transfer details, and can be submitted in the "Comments" field of the Auction Platform. Only ABA information should be provided in the Receiving Bank ABA routing number field in the Auction Platform. Contact the Financial Services Administrator if you have questions on how to provide complete wire transfer instructions.

Instructions for Wiring CAD

For QC entities participating in CAD, the Society for Worldwide Interbank Financial Telecommunication (SWIFT) wire transfer details must include the following information:

Intermediary Bank:	<i>Royal Bank of Canada</i>
Intermediary Bank SWIFT Identifier Code (BIC):	<i>ROYC CA T2</i>
Beneficiary Bank:	<i>Deutsche Bank AG Frankfurt</i>
Beneficiary Bank SWIFT Identifier Code (BIC):	Provided in the Financial Services Delivery Instructions in the auction platform
Beneficiary:	<i>DBTCA as FSA for Quebec Minister of Sustainable Development</i>
Beneficiary IBAN:	<i>DE28500700100959163708</i>
Beneficiary Bank Account #:	Provided in the Financial Services Delivery Instructions in the auction platform
Payment Details (including instructions on fees):	<i>WCI Auction</i>
Port:	<i>Financial Services Account Number</i>

NOTE: If you wire CAD cash, the money is sent to Deutsche Bank in Germany. Therefore it is very important that you do not use the New York postal address when completing the wire transfer form. The address is not

necessary to process the disbursement, but if you must include a postal address for the Beneficiary Bank, use:

Bank name:	DEUTSCHE BANK A.G
Address:	GR. GALLUSSTR. 10-14 D-60311 FRANKFURT 1, GERMANY
City:	FRANKFURT
Country:	GERMANY
Bank indicator:	BANK
SWIFT BIC:	DEUTDEFF

Cash bid guarantee deposits may require an international funds transfer. There are fees associated with an international funds transfer. All the fees associated with a SWIFT wire transfer must be paid in advance or they will be deducted from the amount of the bid guarantee wire transfer.

- The SWIFT instruction <<OUR>> indicates that the party making the transfer has paid the fees in advance.
- Communicate with your financial institution to verify how to proceed.

Cash wire transfers that are returned by the Financial Services Administrator to an entity due to an error or incomplete wire transfer details may result in a returned wire fee, which would be reflected in the wire amount returned to the entity. A returned wire fee is not an auction fee and is not received by either California or Québec. A returned wire fee is a common banking transaction fee not related to the California Cap-and-Trade Program or Québec Cap-and-Trade System, or the auction process.

Submitting a Physical Bid Guarantee Instrument (Letters of Credit (LOC), Letters of Guarantee (LOG), and Bonds)

Physical bid guarantee instruments must be received by the Financial Services Administrator in final form by the deadline date and time for receipt of bid guarantees as listed in the Auction Schedule provided in the Auction Notice, per the delivery instructions provided in the Financial Services Delivery Instructions and outlined below. See the Auction Schedule provided in the Auction Notice for the exact dates and time.

Complete and proper addressing is critical to ensure receipt of all physical bid guarantee instruments by the deadline date and time. When sending physical bid guarantee instruments, include the following full address for the Financial Services Administrator:

Auction and Reserve Sale Financial Services Administrator
c/o Deutsche Bank Trust Company Americas
60 Wall Street, 16th Floor
Mailstop: NYC60-1630
New York, NY 10005-2836

Please include your Entity Legal Name and Financial Services Account Number when mailing the bid guarantee form(s) to ensure the bid guarantee is properly associated to the entity's account.

NOTE: Deutsche Bank Trust Company Americas is the institution name required for receipt of USD funds via cash wire transfer and for delivery of physical bid guarantees, while **Deutsche Bank National Trust Company** is used as the Beneficiary Bank Name provided for a physical bid guarantee. Entities submitting physical bid guarantees should be careful that both the Beneficiary Bank Name and the institution name included in the mailing address are correct, since the names are not the same. Refer to the Financial Services Delivery Instructions provided in the Auction Platform for complete information.

General Guidance for Submitting Physical Bid Guarantees

When an entity submits a physical bid guarantee instrument, the Financial Services Administrator will evaluate the instrument and identify any amendments that are necessary to meet the requirements. If a physical bid guarantee instrument must be amended, the amendment must be completed and received in physical form by the Financial Services Administrator by the deadline for receipt of bid guarantees. Amendments to physical bid guarantee instruments will not be accepted after the deadline date and time as listed in the Auction Schedule provided in the Auction Notice.

ARB and MDDELCC encourage entities to do the following:

- Submit a sample LOC, LOG, or bond to the Financial Services Administrator for review;
- Submit final documents early enough to provide time for amendment, if needed;
- Submit final documents via overnight delivery and retain a tracking number;

- Provide contact information for the issuing bank in the event that a draw on the physical bid guarantee is required to complete financial settlement for allowances awarded; and,
- Confirm receipt of bid guarantees with the Financial Services Administrator.

If a bid guarantee is not received by the Financial Services Administrator in final form by the deadline date and time as listed in the Auction Schedule provided in the Auction Notice, the auction application will be rejected.

Physical bid guarantee instruments submitted by QC entities may be submitted in French or English. If the bid guarantee instrument is submitted in French, an English translation is requested to support timely review of the document. An entity submitting a bid guarantee instrument in French should work with the institution issuing the instrument to provide a translation. If the entity cannot obtain a translation from the institution issuing the instrument, please contact a representative of the Québec Cap-and-Trade System, ministère du Développement durable, de l'Environnement et de la Lutte contre les changements climatiques at spede-bcc@mddelcc.gouv.qc.ca, or (418) 521-3868 ext.7400.

Submitting a Letter of Credit (LOC)

For CA entities, a LOC submitted as a bid guarantee must be issued by a financial institution with a U.S. banking license. For QC entities, a LOC submitted as a bid guarantee must be issued by a bank or financial services cooperative with a Canadian banking license.

All bid guarantees in the form of a LOC require the following non-negotiable terms:

- The LOC must refer to the Entity Legal Name or Entity Operating Name in CITSS as provided in the participant's application.
- **Deutsche Bank National Trust Company** must be listed as the beneficiary.⁷
- The LOC must be irrevocable.
- The amount of the LOC must be included.

⁷ The Beneficiary Bank Name must be entered exactly as shown, which differs slightly from the institution name provided in the mailing address. Refer to the Financial Services Delivery Instructions provided in the Auction Platform for complete information.

- The expiration or maturity date must be at least twenty-six (26) days after the scheduled auction.
- There must be instructions included indicating where to submit the LOC for payment.
- The LOC must allow for presentment by facsimile (Fax) (delivery in person or by courier cannot be required).
- There must be a payment certificate/form of draw included as an exhibit or annex to the LOC.
- The LOC must be payable within three (3) business days.
- There must be a draw cut off time of no earlier than 9:00 AM Pacific Time (PT) / 12:00 PM (Noon) Eastern Time (ET) for same day draw.

If any of these terms are not met by the date and time listed in the Auction Schedule provided in the Auction Notice for receipt of all bid guarantees by the Financial Service Administrator, the submitted LOC will be rejected. **If the submitted LOC requires revisions, all revisions must be completed and received in physical form by the deadline for receipt of bid guarantees or the LOC will not be accepted.**

Submitting a Bank Bond or Surety Bond (CA entities only)

Only CA entities may submit a bank bond or a Surety Bond as a bid guarantee. Entities may submit a bank bond or a Surety Bond, referred to collectively in this document as bond, as a bid guarantee. A bank bond must be issued by a financial institution with a U.S. banking license. A Surety Bond must be issued by an institution named in the current list of “Surety Companies Acceptable in Federal Bonds” as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department.

All bid guarantees in the form of a bond require the following non-negotiable terms:

- The bond must refer to the Entity Legal Name or Entity Operating Name in CITSS as provided in the participant’s application.
- **Deutsche Bank National Trust Company** must be listed as the beneficiary/obligee.⁸
- The party named as “Principal” in the bond must be identical to that named in the participant’s application.

⁸ The Beneficiary Bank Name must be entered exactly as shown, which differs slightly from the institution name provided in the mailing address. Refer to the Financial Services Delivery Instructions provided in the Auction Platform for complete information.

- The expiration date must be at least twenty-six (26) days after the scheduled auction.
- The amount of the bond must be included.
- There must be instructions included indicating where to submit the bond for payment.
- There must be a payment certificate/form of draw included as an exhibit or annex to the bond.
- The bond must allow for presentment by Fax (delivery in person or by courier cannot be required).
- The bond must be payable within three (3) business days.
- There must be a draw cut off time of no earlier than 9:00 AM Pacific Time (PT) / 12:00 PM (Noon) Eastern Time (ET) for same day draw.

If any of these terms are not met by the date and time listed in the Auction Schedule provided in the Auction Notice for all bid guarantees due to the Financial Service Administrator, the submitted bond will be rejected. **If the submitted bond requires revisions, all revisions must be completed and received in physical form by the deadline for receipt of bid guarantees or the bond will not be accepted.**

Submitting a Letter of Guarantee (QC entities only)

Only QC entities may submit a Letter of Guarantee (LOG) as a bid guarantee. All bid guarantees in the form of a LOG require the following non-negotiable terms:

- The LOG must refer to the Entity Legal Name or Entity Operating Name in CITSS as provided in the participant's application.
- **Deutsche Bank National Trust Company** must be listed as the beneficiary/obligee.⁹
- The party named as "Principal" in the LOG must be identical to that named in the participant's application.
- The expiration date must be at least twenty-six (26) days after the scheduled auction.
- The amount of the LOG must be included.
- There must be instructions included indicating where to submit the LOG for payment.

⁹ The Beneficiary Bank Name must be entered exactly as shown, which differs slightly from the institution name provided in the mailing address. Refer to the Financial Services Delivery Instructions provided in the Auction Platform for complete information.

- There must be a payment certificate/form of draw included as an exhibit or annex to the LOG.
- The LOG must allow for presentment by Fax (delivery in person or by courier cannot be required).
- The LOG must be payable within three (3) business days.
- There must be a draw cut off time of no earlier than 9:00 am Pacific Time (PT) / 12:00 PM (Noon) Eastern Time (ET) for same day draw.

If any of these terms are not met by the date and time listed in the Auction Schedule provided in the Auction Notice for receipt of bid guarantees by the Financial Service Administrator, the submitted bond will be rejected. **If the submitted LOG requires revisions, all revisions must be completed and received in physical form by the deadline for receipt of bid guarantees or the LOG will not be accepted.**

C. Receipt of Bid Guarantee

The account representatives of auction applicants will receive an email from the Auction Administrator confirming that the bid guarantee has been successfully processed by the Financial Services Administrator. If a bid guarantee is not received by the deadline date and time listed in the Auction Schedule provided in the Auction Notice, the auction application will be rejected.

D. Bid Guarantee Revision Process

If a bid guarantee in the form of a LOC, LOG, or bond requires revision, all revisions must be completed and received in physical form by the deadline date and time for receipt of bid guarantees as listed in the Auction Schedule provided in the Auction Notice or the bid guarantee will not be accepted.

If a bid guarantee in the form of a LOC, LOG, or bond provided to the Financial Services Administrator needs to be revised:

- The applicant will be notified by the Financial Services Administrator of the need for revision.
- The applicant would contact the financial institution that issued the bid guarantee instrument and request an amendment.
- The revised bid guarantee must be received in physical form by the deadline for receipt of bid guarantees or it will be rejected. Emailed, scanned, and PDF versions of a bid guarantee or bid guarantee amendment will not be accepted as a bid guarantee.

Deutsche Bank can be contacted directly at the following:

- Phone: (714) 247-6054; (212) 250-2885
- Email: db.wcisupport@db.com

Bid Guarantee Submittal Summary

- An entity submitting a cash bid guarantee by wire transfer must provide all required wire transfer information listed in this document and in the Financial Services Delivery Instructions to ensure the bid guarantee is accepted and associated with the proper account.
- Cash wire transfers must be received by the Financial Services Administrator by the deadline date and time for receipt of bid guarantees as listed in the Auction Schedule provided in the Auction Notice.
- An entity is responsible to ensure proper addressing when mailing a physical bid guarantee instrument.
- An entity is responsible to ensure a physical bid guarantee instrument (LOC, LOG, or bond) is received in final form, including all required non-negotiable terms by the Financial Services Administrator by the deadline date and time for receipt of bid guarantees as listed in the Auction Schedule provided in the Auction Notice.
- A bid guarantee or bid guarantee amendment received after the deadline date and time for receipt of bid guarantees as listed in the Auction Schedule in the Auction Notice will not be accepted.
- Emailed, scanned, and PDF versions of a bid guarantee or a bid guarantee amendment will not be accepted as a bid guarantee.
- If a bid guarantee is not received by the deadline date and time for receipt of bid guarantees as listed in the Auction Schedule provided in the Auction Notice, the auction application will be rejected.

V. Receive Notice of the Entity's Approval to Participate

Jurisdiction staff will review each applicant's information, CITSS account status, and bid guarantee, and make a determination to approve or deny each entity's participation in the auction. Once ARB and MDDELCC approve or reject an entity for auction participation, the PAR and all AARs for the entity will receive an email confirming approval or denial to participate in the auction. This is anticipated to occur within two (2) business days of the auction date. Each entity that has completed an auction application or confirmed its intent to bid and been approved to participate in the auction is referred to as a "qualified bidder."

The reasons for possible denial of an entity's participation in an auction include, but are not limited to, the following:

- The entity does not have an active CITSS account.
- An entity's general holding account has been revoked or is currently suspended.
- The entity is not represented by an active PAR or AAR with an Auction Platform account.
- The entity has not provided complete information on corporate associations.
- The entity has not submitted a bid guarantee to the Financial Services Administrator by the deadline date and time as listed in the Auction Schedule provided in the Auction Notice.
- A CA entity did not submit an Auction Attestation Disclosure by the end of the application period as required by section 95912(d)(4)(E) of the California Regulation.

VI. Participate in the Auction

The Current Auction and Advance Auction will occur simultaneously at the date and time identified in the Auction Notice. The auctions will be conducted through the electronic, internet-based Auction Platform using a single round, sealed bid auction format. Bid quantities must be submitted in multiples of 1,000 allowances. Bids for both the Current Auction and Advance Auction will be accepted during the same scheduled 3-hour bidding window.

An Auction Exchange Rate is determined prior to each joint auction for joint auction currency management. The Auction Exchange Rate (USD to CAD) in effect for the joint auction will be set the business day prior to the joint auction as the most recently available noon daily buying rate for USD and CAD as published by the Bank of Canada. In the Auction Platform, the Auction Exchange Rate is displayed as USD to CAD FX Rate.

A. Bidding in the Auction

Participants will be able to submit bids manually and upload bid schedules in a pre-defined Excel template in the Auction Platform during the scheduled bidding window.

To bid in the auction:

- Auction participants will submit a bid which includes the vintage of the allowances, the number of bid lots (1 lot = 1,000 allowances), the bid currency, and the bid price.

- To bid for allowances in the Current Auction, the bid vintage is selected as “Current.”
- To bid for allowances in the Advance Auction, the bid vintage is selected as “2019.”
- CA entities will enter bids in USD in whole cents.
 - USD is preselected for manual bid entries and is the only option available for selection on the bid upload template spreadsheet.
- QC entities will enter bids in USD or CAD in whole cents, based on the currency of the bid guarantee selection they submitted in the auction application or confirmation of intent to bid process.
 - When adding a bid by manual bid entry, currency is preselected to the currency selected during the auction application process for QC entities.
 - QC entities must select USD or CAD when completing a bid upload spreadsheet.
 - If a QC entity attempts to upload a bid upload spreadsheet with bids in the incorrect currency, the spreadsheet will fail to upload to the Auction Platform.
- Auction participants are allowed to submit as many bids as they wish during the bidding window.
 - An uploaded Excel spreadsheet may contain a maximum of 1,000 bids.
 - Multiple spreadsheets may be uploaded.
- Participants will be able to edit or withdraw confirmed bids during the bidding window.
- Once the bidding window has been closed, no further bids may be entered and no changes to bids can be made.

B. Bidding Limitations

The California and Québec Regulations include several bidding limitations related to the Auction Reserve Price, bid guarantee submitted, purchase limits, and holding limits. These bidding limits are described below.

The 2016 Auction Examples document provides additional information and examples of how to determine a bid guarantee amount, and how holding limits and purchase limits are applied.

1. Auction Reserve Price Bid Limitation

The Auction Reserve Price effective during the joint auction will be posted on the Auction Platform in both USD and CAD once the Auction Exchange Rate for the

joint auction is posted, as scheduled for the business day prior to the opening of the bidding window. The Auction Reserve Price will be determined as the higher of the California or Québec Annual Reserve Prices after applying the established Auction Exchange Rate. The Auction Reserve Price is the lowest price at which allowances offered in the Current Auction and Advance Auction will be sold. Bids submitted with a bid price below the Auction Reserve Price will not be accepted.

2. Bid Guarantee Bid Limitation

The California Regulation requires that the bid guarantee submitted for an auction must be greater than or equal to the maximum value of the bids submitted. This also applies for QC entities participating in the auction. For QC entities that selected to bid in CAD, the bid guarantee and the maximum value of bids submitted are evaluated in USD based on the Auction Exchange Rate.

- The value of a set of bids equals the quantity of bid allowances submitted at or above a bid price times that price.
- The value of the set of bids is calculated at each bid price at which the bidder submits a bid.
- The maximum value of a set of bids is the highest value of a set of bids calculated at each price at which the bidder submits a bid.

To calculate the maximum value of a set of bids, a bidder's bids are ranked from highest to lowest bid price. The largest value calculated is the maximum value of the bidder's set of bids and is assessed against the value of the bid guarantee submitted. The 2016 Auction Examples document provides an example of how to calculate an entity's bid guarantee. This determination occurs after the bidding window has been closed and before the settlement price is determined.

Bidders submit a single bid guarantee for both the Current Auction and Advance Auction. Once the Current Auction settlement price has been determined, the entity's total cost for allowances awarded in the Current Auction (USD settlement price multiplied by number of allowances awarded) will be determined and deducted from the bid guarantee amount, and any bid guarantee amount remaining will be applied to the Advance Auction.

The value of all bids and bid guarantees submitted in CAD will be converted into USD in whole cents in the settlement price determination process to enable comparisons between bids in both currencies on a common basis. For entities bidding in CAD, the bid guarantee amount remaining to be applied to the Advance Auction is determined by subtracting the total USD cost for allowances

awarded in the Current Auction (USD settlement price multiplied by number of allowances awarded) from the USD value of the submitted bid guarantee.

3. Purchase Limit Bid Limitation

The purchase limits that apply to one entity or a group of entities with a direct corporate association for the Current Auction and the Advance Auction are as follows:

For CA entities:

- The purchase limit for covered entities and opt-in covered entities, including electrical distribution utilities, will be 25 percent of the allowances offered for auction; and
- The purchase limit for general market participants is 4 percent of the allowances offered for auction.

For QC entities:

- The purchase limit for emitters is 25 percent of the allowances offered for auction; and
- The purchase limit for Participants is 4 percent of the allowances offered for auction.

Related entities that are part of a direct corporate association that have separate CITSS accounts must allocate shares of the purchase limit amongst themselves. This would apply to all QC entities with direct corporate associations, and to CA entities that have chosen to opt-out of account consolidation. Each entity will have a specified percentage share of the direct corporate associate group's purchase limit. The sum of the shares allocated among the entities must sum to one. Each associated entity's allocated purchase limit share multiplied by the auction purchase limit assigned to the association becomes the purchase limit for that entity. These purchase limits will be used to limit the quantity of GHG allowances that may be purchased by each of the bidders with a direct corporate association.

Jurisdictions will transmit a file to the Auction Administrator prior to the auction that contains the purchase limit cap for each auction participant. These caps will indicate how many allowances an auction participant may acquire before exceeding its purchase limit.

4. Holding Limit Bid Limitation

The holding limit is the maximum number of GHG allowances that may be held by an entity or jointly held by a group of entities with a direct corporate association. The holding limit will be calculated separately for each entity for the Current Auction and Advance Auction. The 2016 Auction Examples document provides further detail on how the holding limit applies to an auction.

Related entities that are part of a direct corporate association that have separate CITSS accounts must allocate shares of the holding limit amongst themselves. This would apply to all QC entities with direct corporate associations, and to California entities that have chosen to opt-out of account consolidation. This holding limit allocation results in each entity having a specified percentage share of the group's holding limit. The sum of the percentages allocated among the entities must sum to one.

Jurisdictions will transmit a file to the Auction Administrator prior to the auction that contains the holding limit cap for each auction participant. These caps will indicate how many allowances an auction participant may acquire before exceeding its holding limit. The holding limit cap will be based on CITSS account balances and limited exemption data available in CITSS at approximately 9:00 AM PT / 12:00 PM (Noon) ET the day prior to the auction. The holding limit cap transmitted to the Auction Administrator is used solely for the purpose of administration of the holding limit bid limitation in the auction and will only reflect the account balances in CITSS the day before the auction. Any changes to CITSS account balances after the determination of the holding limit cap due to transfers of allowances will not be reflected in the Auction Platform on the day of the actual auction.

C. Auction Administrator Application of the Bidding Limitations

Submitted bids that contain bid quantities in excess of the purchase limit, holding limit, or have a maximum value in excess of the bid guarantee will be rejected, in bundles of 1,000 allowances, until all bid limitations are met. Only that portion of the bid quantity that exceeds one or more limit will be rejected, not the entire bid quantity. "Qualified bids" are the bids that remain after the submitted bids have been evaluated and reduced to meet all limits. Only qualified bids are used in the auction settlement price determination process. Determination of qualified bids occurs after the bidding window has been closed and before the final settlement price determinations are made.

D. Settlement Price Determination

Joint auction bid evaluations and settlement price determinations will be conducted in USD. The value of all bids and bid guarantees submitted in CAD will be converted into USD in whole cents using the established Auction Exchange Rate to conduct the auction in a single currency, including the evaluation of bids on a common basis. All bid assessments, the settlement price, and the cost of all allowances awarded will be determined in USD. For any QC entity participating in CAD, the total cost of allowances is first determined in USD (USD settlement price multiplied by number of allowances awarded) and then converted to a CAD value based on the Auction Exchange Rate so the entity can complete financial settlement in CAD.

The process to determine the settlement price requires that the Auction Administrator rank qualified bids from all bidders from the highest qualified bid price to the lowest qualified bid price using the USD value of the bids. Allowances will be awarded to bidders, beginning with the highest qualified bid price and moving to successively lower qualified bid prices, until the entire supply of allowances is exhausted or all qualified bids have been filled.

The settlement price for the Current Auction will be determined first, followed by the determination of the settlement price for the Advance Auction. Bidders submit a single bid guarantee for both the Current Auction and Advance Auction. Once the Current Auction settlement price has been determined, the entity's total cost for allowances awarded in the Current Auction (USD settlement price multiplied by number of allowances awarded) will be determined and deducted from the bid guarantee amount, and any bid guarantee amount remaining will be applied to the Advance Auction. The bid guarantee is applied to the Current Auction then Advance Auction in the form of USD currency, regardless of the currency selected by the bidder.

The 2016 Auction Examples document provides examples of how joint auctions are settled.

E. Auction Conduct

1. Non-Disclosure of Bidding Information

Pursuant to Section 95914(c) of the California Regulation and Article 51 of the Québec Regulation, an entity approved for auction participation shall not release any confidential information related to its auction participation, including:

- Intent to participate, or not participate, at auction, auction approval status, and maintenance of continued auction approval;
- Bidding strategy;

- Bid price or bid quantity information;
- Information on the bid guarantee provided to the Financial Services Administrator.¹⁰

The California and Québec Regulations require that any entity participating in an auction that has retained the services of a consultant or advisor regarding auction bidding strategy must ensure the following:

- The entity must ensure against the consultant or advisor transferring information to other auction participants or coordinating the bidding strategy among participants;
- The entity will inform the consultant or advisor of the prohibition of sharing information to other auction participants and ensure the consultant or advisor has read and acknowledged the prohibition under penalty of perjury; and
- A consultant or advisor retained by a CA entity must provide ARB with the following information at least fifteen (15) days prior to an auction: names of entities being advised, description of advisory services being performed, and assurance under penalty of perjury that the advisor is not transferring to or otherwise sharing information with other auction participants.
- Any entity that has retained the services of a consultant or advisor must disclose to ARB, if it is a CA entity, or to MDDELCC, if it is a QC entity, information to identify the consultant or advisor, including name, contact information, physical work address, and employer, if applicable.

CA entities are required to inform ARB of the retention of a consultant or advisor, including a bidding advisor. The PAR or an AAR of the entity must submit the information required by the California Regulation. This can be accomplished using the [Corporate Associations and Structure Form](#), available on the ARB CITSS webpage. The Corporate Associations and Structure Form has been updated to reflect amendments to the California Regulation that went into effect July 1, 2014 and January 1, 2015, including those related to bidding advisors. Guidance on these California regulatory requirements is available in the [Corporate Disclosures Guidance \(Updated February 2015\)](#) document available from the ARB webpages.

¹⁰ Section 95914(c) of the California Regulation prohibits the release of the information listed above by registered entities. The prohibition includes an entity's direct and indirect corporate associations, and their consultants and advisors identified pursuant to section 95923 of the California Regulation.

The California Regulation, section 95914(c)(3), requires Cap-and-Trade consultants or advisors for CA entities to self-disclose information related specifically to auction bidding strategy services. Consultants and advisors providing such services may submit the required information to ARB using the [Auction Bid Advisor Form](#) at the address on the form no later than fifteen (15) business days prior to the auction at which the bid advisor's services will be employed.

QC entities are required to inform MDDELCC of the retention of an advisor. The PAR or an AAR of the entity must submit the information, in writing, to MDDELCC no later than ten (10) business days prior to the auction at which the bid advisor's services will be employed. They also must inform the MDDELCC if a new advisor is hired or if an advisor is terminated and no new advisor is hired.

2. Market Monitoring

WCI, Inc. has contracted with an independent market monitor, Monitoring Analytics, LLC, for the California Cap-and-Trade Program and the Québec Cap-and-Trade System. The purpose of the Market Monitor is to monitor, detect, and report issues relating to the operation of the GHG allowance auctions, California reserve sales, Québec sales by mutual agreement, and secondary markets.

The Market Monitor will monitor the GHG allowance auctions and reserve sales,¹¹ and provide ongoing monitoring of GHG allowance holdings and market activity. The Market Monitor will monitor the secondary market to identify any indications of anti-competitive behavior, as well as to understand market activity and trades. The Market Monitor's findings will be provided to jurisdiction staff to review and take action, as needed. Jurisdiction staff will also monitor the auctions and reserve sales during the bidding window and review submitted bids to determine if there are any indications of anti-competitive behavior.

Any fraudulent, manipulative, collusive, or noncompetitive behavior in a GHG allowance auction or reserve sale may be investigated and prosecuted in accordance with all applicable laws and regulations.

VII. Auction Results and Certification

Following the auction, each jurisdiction and the Market Monitor will review the auction results. Each jurisdiction will review the conduct of the auction and

¹¹ Reserve sale is a general term used to refer to a California Reserve Sale or a Québec Sale By Mutual Agreement.

determine whether the auction met the requirements of their respective regulation.

A. Public Notification of Auction Results

Auction results will be accessible to the public through a Joint Auction Summary Results Report which will include the settlement prices for the Current Auction and Advance Auction and will be posted on the jurisdictions' webpages. This posting is anticipated to occur at approximately the date and time listed in the Auction Schedule provided in the Auction Notice. In the event of a delay in posting the Joint Auction Summary Results Report, a message will be posted on the jurisdictions' webpages providing the new time for the release.

The Joint Auction Summary Results Report will include the following:

- The names of the qualified bidders.
- The Current Auction and Advance Auction settlement prices.
- Aggregated or distributional information on purchases with the names of the entities withheld.

The Joint Auction Summary Results Report will present the settlement prices for the Current Auction and Advance Auction in USD and CAD. The settlement price determination in the Auction Platform is done in USD with the CAD value determined using the established Auction Exchange Rate. The auction results shown in the Joint Auction Summary Results Report will not include information regarding auction proceeds because the exchange rate process to determine final proceeds payments in a joint auction will not be immediately available.

Following the release of the Joint Auction Summary Results Report, California and Québec will each issue separate Post Joint Auction Public Proceeds Reports, which will provide the final amount of jurisdiction proceeds. The anticipated date for release of the Post Joint Auction Public Proceeds Reports is listed in the Auction Schedule provided in the Auction Notice.

B. Notification of Entity Auction Results

Following the posting of the public auction results, the jurisdictions will certify the auction in the Auction Platform and representatives of qualified bidders will be able to view and download the entity's auction results in the entity's Organization Results Report available through the Auction Platform. Additionally, a Financial Statement is available to serve as the financial settlement invoice for the auction and will include the number and total cost of allowances the entity has been awarded, if any.

The entity's Organization Results Report will include the following:

- Auction Information
 - Settlement Price (Current and Advance)
 - Number of Successful Bids and Successful Bid Allowances (Current and Advance)
 - Total Bid Cost (Current, Advance, and Combined Total Cost)
- Account Information
 - Entity Information
 - Bid Guarantee Submitted by Type (cash, LOC, LOG, or bond)
 - Amount Due to Financial Services Administrator (if any)
 - Amount Due By Date (if an amount is due)
- Wiring Instructions for Submitting Payment
- Bid Information

The entity's Financial Statement will include all of the above except bid information.

C. Download all Reports

Immediately following certification of a joint auction and availability of the entity's results in the Auction Platform, an entity's PAR or an AAR should download and save all Auction Platform reports that are available to an entity that has participated in a joint auction. The reports include: the Organization Results Report, the Financial Statement, and the Client Bid Audit Report. As these reports are confidential, they are not available to any parties other than the PAR and AARs that were associated with an entity for each auction. CITSS account representatives may change over time and access to historical reports cannot be provided to new representatives. To maintain a complete record of an entity's auction participation, it is recommended that all reports be downloaded and maintained by auction participants as soon as each event is certified and all reports become available in the Auction Platform.

VIII. Complete Financial Settlement

A. Financial Settlement Requirements and Outline

Entities will complete the financial settlement process with the Financial Services Administrator for all allowances awarded in an auction once the auction is certified. The availability of the Organization Results Report represents the beginning of the seven (7) day period in which an auction participant is required to complete payment of the amount due for allowances awarded to the Financial

Services Administrator. The deadline for receiving payment by wire transfer is listed in the Auction Schedule in each Auction Notice.

Entities submitting bids in CAD are required to complete financial settlement in CAD for any allowances awarded. In order to ensure that every bidder pays the exact same price per allowance, the total cost of allowances is determined as the USD settlement price multiplied by the number of allowances awarded, and then the total cost of allowances is multiplied by the Auction Exchange Rate (*USD Settlement Price * Allowances Awarded * Auction Exchange Rate*). The same calculation is done for the Current and Advance Auction, and the total of both auctions gives the total amount due in CAD to complete financial settlement.

As part of the financial settlement process, the Financial Services Administrator will:

- For those entities that submitted cash bid guarantees, use the cash submitted to settle for any amounts owed.
- For entities that submitted physical bid guarantee instrument(s) (LOC, LOG, or bond), collect cash payment for any amounts owed from winning bidders within seven (7) days of notification of the availability of the auction results.
- Draw on the physical bid guarantee instrument(s) for any entities that fail to submit payment for amounts owed within seven (7) days of availability of the auction results.
- Distribute auction proceeds from the sale of allowances to the jurisdictions.
- Distribute auction proceeds and provide a Consigned Allowances Statement to entities that consigned allowances for an auction (applicable to consigning entities only).

Once all payments have been received, proceeds will be paid, and subsequently jurisdictions will transfer the number of allowances awarded into each winning bidder's CITSS account.

B. Cash Settlement

All final financial settlements must be completed in cash by auction participants within seven (7) days of the availability of the entity's auction results in the Auction Platform. The wiring instructions for cash settlement will be included in the Organization Results Report which is downloaded from the Auction Platform. If cash in the form of a wire transfer was submitted for the bid guarantee, the

cash funds on account will be used to settle any amount owed and any unused portion will be returned to the entity.

For a QC entity, cash in the form of a wire transfer submitted for payment must be in the currency in which the entity selected to participate in the auction. If a wire transfer is received in the incorrect currency it will not be accepted by the Financial Services Administrator.

For a QC entity, cash in the form of a wire transfer may require an international funds transfer. There are fees associated with an international funds transfer. All the fees associated with a cash wire transfer must be paid in advance or they will be deducted from the amount submitted for financial settlement.

- The SWIFT instruction <<OUR>> indicates that the party making the transfer has paid the fees in advance.
- Communicate with your financial institution to verify how to proceed.

The Financial Services Administrator will not accept payment in the form of a certified bank check or cashier's check for allowances awarded in an auction. If a check is received for cash settlement, the check will be returned.

If an entity fails to make cash payment within seven (7) days after the availability of the entity's auction results, physical bid guarantee instruments (LOC, LOG, and bonds) held on account by the Financial Services Administrator will be used to cover payment for allowances purchased in the auction.

C. Return of Bid Guarantee

The Financial Services Administrator will return any unused bid guarantees based on the return instructions provided when the auction application was submitted in the Auction Platform. Cash will be returned through wire transfer¹² and physical bid guarantee instruments in the form of a LOC, LOG, or bond will be returned directly to the auction participants through FedEx or DHL delivery by the Financial Services Administrator. The Financial Services Administrator will send an email to the PAR and all AARs of auction participants in advance of

¹² If a cash wire transfer is returned to the Financial Services Administrator by an entity's financial institution due to an error or incomplete wire transfer details provided by an entity, resulting in a fee charged to the Financial Services Administrator, the fee will be reflected in the total bid guarantee returned to an entity. A returned wire fee is not an auction fee, but is a common banking transaction fee not related to the California Cap-and-Trade Program, Québec Cap-and-Trade System, or the auction process.

sending back the unused bid guarantee so they can prepare for receipt of funds or physical bid guarantee instruments.

All unused bid guarantees for unsuccessful bidders, regardless of type, will be returned within approximately three (3) business days after the auction is certified.

For winning bidders that provided a cash bid guarantee, the funds will be applied against the final settlement amount owed. If there is cash remaining after the amount owed for awarded allowances has been deducted, the unused cash will be returned to the auction participant through Fedwire transfer based on the return instructions provided during the application process in the Auction Platform.

For winning bidders that provided bid guarantees in the form of a LOC, LOG, or bond, following receipt of all amounts owed, the Financial Services Administrator will return physical bid guarantee instruments directly to the participants through FedEx or DHL delivery, based on the return instructions provided during the application process in the Auction Platform.

IX. Transfer of Allowances into CITSS Accounts

Allowances are transferred to winning bidders following completion of financial settlement and distribution of auction proceeds to the jurisdictions and consigning entities. The expected date for allowance transfers is provided in the Auction Schedule in the Auction Notice.

Transfers of allowances into CITSS accounts will be conducted by each jurisdiction to each successful bidder's CITSS account. In a fully subscribed Current Auction, where there are multiple vintages offered for sale, successful bidders will receive awarded allowances including the quantity of each allowance vintage or type based on the proportion of the quantity of each jurisdiction's contribution to the total allowances offered in the auction. In an undersubscribed auction, the proportions by vintage in which bids are filled may vary due to the requirements of the California and Québec Regulations for the sale of allowances.

In a simple case, where the Current Auction allowances are all the same vintage, each bid lot would be comprised of allowances from both jurisdictions proportional to the quantity of each jurisdiction's contribution to the total Current Auction budget. For example, if the Current Auction budget included 60 percent

California 2016 vintage allowances and 40 percent Québec 2016 vintage allowances, each bid lot of 1000 allowances would include 600 California 2016 vintage allowances and 400 Québec 2016 vintage allowances. Each jurisdiction conducts separate transfers for the proportion of allowances awarded from the jurisdiction; therefore, winning bidders in this example will see two (2) allowance transfers, one from California and one from Québec.

For a slightly more complex case, where there are multiple vintages in the Current Auction, assume the Current Auction total budget split is still 60 percent California and 40 percent Québec. In this case, the Québec portion includes multiple vintages: 5 percent are 2014 vintage allowances and 35 percent are 2016 vintage allowances within its total 40 percent. If the auction were fully subscribed, each awarded bid lot of 1000 allowances would include 600 California 2016 vintage allowances, 50 Québec 2014 vintage allowances, and 350 Québec 2016 vintage allowances. This example can be expanded using the same logic of proportionality if there are more than two vintages for a jurisdiction. In a situation where there are not enough allowances of a specific vintage to evenly distribute across all winning bid lots, a tiebreaker process is used to assign allowances of that vintage to winning bidders.

In the case of an undersubscribed Current Auction, the proportions may vary due to the Regulatory requirements of the jurisdictions for the sale of allowances. The proportions by each jurisdiction will remain as the proportion of each jurisdiction's contribution to the total allowances offered for sale in the Current Auction. Within each jurisdiction's proportion, the specific distribution by vintage will depend on the overall percentage of allowances sold.

X. Considerations for CA Entities Consigning Allowances (California Cap-and-Trade Program Only)

Entities with Limited Use Holding Accounts may consign allowances to the Executive Officer for sale at the quarterly auctions. Consigning allowances is a separate action available only to those entities identified in the California Regulation. All allowances in a Limited Use Holding Account must be consigned to auctions occurring during the year of their vintage. Each consigning entity agrees to accept the auction settlement price for allowances sold at each auction. For each auction, allowances designated for consignment must have been transferred from the entity's Limited Use Holding Account to the Auction Holding Account in CITSS at least seventy-five (75) days before the auction. Any allowances transferred to the Auction Holding Account less than seventy-five (75) days before the scheduled auction will be consigned to the subsequent auction.

Allowances transferred in CITSS cannot be indicated for consignment towards a future auction. If you need assistance in completing this transfer in CITSS, please refer to the CITSS User Guides, available from the ARB CITSS webpage. If you need assistance in the consignment process, please refer to the Guidance for Allowances Consignment to Auction fact sheet available from the ARB Auction Information webpage.

If an entity is only consigning allowances to the auction and does not wish to participate in the auction, the “Auction Participation” box in CITSS must still be selected to ensure that the entity’s current account representative contact information is sent to the Financial Services Administrator to support the entity’s participation in the consignment process. The entity’s PAR and AARs will be contacted by the Financial Services Administrator to obtain or confirm the wire transfer instructions for receipt of consignment proceeds. To ensure the Financial Services Administrator has current contact information for the PAR and AARs of the consigning entity, ARB recommends that the entity ensures that the “Auction Participation” box in CITSS remains selected.

An entity that consigns allowances to an auction and also wishes to participate in the same auction must complete the process to apply for the auction by completing all required actions, including selecting the “Auction Participation” box in CITSS and submitting an application or confirming its intent to bid in the Auction Platform. Any information provided in the Auction Platform regarding wiring instructions for the return of unused funds will be used to complete the return of unused bid guarantee funds after completing settlement for allowances awarded to the entity only.