

Application Procedures for the Use of the JCM Registry in Japan

Version: June 10th, 2025

Contents

1	Introduction	1
2	Entity Holding Account	1
3	Transfer of Credits	1
4	Processes	2
5	Application by Email	3
5.1	Required Documents and Contact Addresses	3
5.2	How to Complete Application Forms	4
6	Operating Hours of the JCM Registry of Japan	19
7	Information disclosure	19
8	Precautions against Phishing	20
9	Revision History	20

1 Introduction

Japanese entities and foreign entities may open an entity holding account¹ to manage their JCM credits in the JCM registry of Japan and use the account to have JCM credits issued, retire and voluntarily cancel JCM credits, and transfer JCM credits to other accounts. The Application Procedures for the Use of the JCM Registry in Japan explains the procedures for the various applications and other processes by a legal entity that seeks to open an entity holding account. The JCM Registry of Japan is operated based on the Act on Promotion of Global Warming Countermeasures, the Order for Enforcement of the Act on Promotion of Global Warming Countermeasures, and the Ministerial Order on the Operation of the International Cooperation Emission Reduction Account Registry, etc. For specific system operations on the JCM registry of Japan, see the JCM Registry System Operation Manual.

2 Entity Holding Account

- Only legal entities may open an account. Each legal entity may only open one account. (Corporate registration and the articles of incorporation are required. In the case of a legal entity that does not satisfy these requirements, the JCM implementation agency check the authenticity of the alternative documents on a case-by-case basis.)
- A legal entity that seeks to have JCM credits issued needs to open an account in advance.
- The opening of an account normally takes approximately 2 weeks.
- An account may not be alienated to others.
- For the management of JCM credits in the entity holding account, a login ID and a password are required, which are assigned to the account holding entity.
- In the case of a change to the recorded information, either apply for changing entity account information or complete the necessary procedures on the JCM registry system of Japan depending on the nature of the change.
- By completing the necessary procedures on the JCM registry system of Japan, a legal entity may download its entity account information including the balance statement or transfer records and others as a PDF file. For the balance statement and related account information, it is also possible to have a certificate issued with the public seal of the JCM implementing agency (JCMA) affixed by applying using Form No. 7.
- The following procedures require the payment of a fee: opening an account, changing in entity account information related to the department/individual in charge, and the issuance of a certificate of account information.
 - Opening an account: 14,400 JPY
 - The issuance of a certificate of account information: 1,200 JPY

3 Transfer of Credits

- The account holding entity may transfer JCM credits in its entity holding account to other

¹ This account is not for holding or trading of credits under the Kyoto Protocol or J-Credits.

accounts by completing the necessary procedures on the JCM registry system of Japan or by applying to JCM implementation agency.

- Once the transfer is complete, the notification of completion is sent via e-mail to the account holding entity which transferred the JCM credits and to the account holding entity which acquired the said credits.

Under the Act on Promotion of Global Warming Countermeasures and the Order for Enforcement of the Act on Promotion of Global Warming Countermeasures, a handling fee of 2,500 JPY is required when transferring JCM credits. Therefore, the transfer procedure must be conducted by submitting the application form and supporting documents to the JCM implementation agency via email, rather than through operations in the registry system. (However, no fees are required for the transfer of JCM credits issued on or after 1 April 2025 that are derived from emission reductions or absorptions achieved prior to 2020. Similarly, even for credit transfers that are not subject to fees, application forms, etc. must be submitted electronically by email.)

After submitting the required documents, if a fee is required, the JCM implementation agency will process the credit transfer once the payment is confirmed.

The fee must be paid by bank transfer to the designated bank account. The bank account information will be provided after the application is received.

4 Processes

Processes related to the use of the JCM registry of Japan may be carried out by submitting application either (a) by email or (b) by completing the necessary procedures on the JCM registry system of Japan, depending on the type of applications.

(a) Processes through application by email

An application form should be submitted to the JCM implementation agency. For specific methods for submission of the application and points requiring attention, see section 5 “Application by email” in these procedures. For entry examples and checklists for each application form, visit the URL below.

<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>

Type of application by email	Application form	Approx. processing time
(1) Application form for opening a holding account	Form No. 1	2 weeks
(2) Application form of changing an account information (change of company name, representative name, head office location, telephone number, and department name)	Form No. 2	2 weeks
(3) Application form of recording trust	Form No. 3	2 weeks

(4) Application for the deletion of trust records	Form No. 4	2 weeks
(5) Application for transfer due to change of trustee	Form No. 5	2 weeks
(6) Application form for changing the record of trust	Form No. 6	2 weeks
(7) Request for issuance of a document certifying the information recorded in the account book	Form No. 7	2 weeks
(8) Application form for closing of the account	Form No. 8	2 weeks
(9) Application for reissuing/initializing login ID & password	Form No. 9	2 weeks
(10) Application form for credit transfer	Form No. 10	2 weeks

(b) Processes by completing the necessary procedures on the JCM registry system of Japan

Operations should be performed on a PC connected to the Internet. For the specific operations, see the JCM Registry System Operation Manual.

For the JCM Registry System Operation Manual, visit the URL below.

<https://www.jcmregistry.go.jp/contents/JP/Summary/Summary.html>

Type of operation on the JCM registry system of Japan	Approx. processing time
(1) Change in account information (change in items not listed under Article 5 of the Ministerial Order on the Operation of the International Cooperation Emission Reduction Account Registry, including the name of the individual in charge and the name and location of the department)	Promptly
(2) Application for the transaction of JCM credits (credit transfers to government accounts free of charge for the purpose of retirement or cancellation)	2 weeks

5 Application by Email

5.1 Required Documents and Contact Addresses

1) Both an application form and attached materials are to be submitted.²

Items to be entered on an application form and materials to be attached differ between Japanese entities and foreign entities. For items to be written on each application form and materials to be attached, see 5.2 “How to Complete Application Forms”.

2) Applications are submitted to the following addresses.

< Contact addresses of the JCM Implementation Agency (JCMA) in Japan >
 7th Floor, Sumitomo Fudosan Hongo Bldg., 3-22-5 Hongo Bunkyo-ku, Tokyo 113-0033
 Global Environment Centre (GEC) Tokyo Office

² When more than one application is submitted, only one set of attached materials is required.

Tel: +81-3-6801-8860

Email: jcma-registry@gec.jp

* The dossier is considered received on the date it arrives at the contact address of the JCM implementing agency (JCMA).

< Contact addresses of the JCM implementing authorities in Mongolia >

Posting address:

Joint Crediting Mechanism (JCM) Secretariat office

Climate Change Research and Cooperation Centre

Ministry of Environment and Tourism

2nd floor, room #203, Margad Center

8th khoroo, Student Street, Sukhbaatar District,

Ulaanbaatar-14191, Mongolia

Tel: 976-70000743

Email: registrymnsystem@gmail.com (this email address is only used for Mongolian registry system)

Website: www.jcm-mongolia.com

* For the time being, we do not expect to open an entity holding account of Mongolian.

5.2 How to Complete Application Forms

(1) Application form for opening an entity holding account (Form No. 1)

1) Application form

Download Application Form No. 1 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form and materials to be attached

[Japanese entities]

< Items to be written on the application form >

- Date of application
- The name of the legal entity that seeks to open an entity holding account, the name of its representative, and the location of its head office indicated in English (when indications in English are included in attached materials, these indications need to be consistent), and the same items indicated in Japanese (it needs to be consistent with the indications in Japanese in attached materials)
- The main phone number of the legal entity that seeks to open an entity holding account (when the main phone number is indicated in attached materials, the numbers need to be consistent)
- The name and e-mail address of the individual in charge of the acquisition, holding, and

transfer of JCM credits (“Account Holder [AH]”), the name, location, and telephone number of the department, indicated in English and indicated in Japanese for the necessary items (For a notification on the completion of the transaction and other necessary notices to be sent, register an e-mail address for daily use.)

- E-mail address of an internal authorizing person in charge of the acquisition, holding, and transfer of JCM credits (“Super Account Holder [SAH]”)

< **Materials to be attached** >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)
- Articles of incorporation (of the latest version at the time of application; no original certificate is required)

[Foreign entities]

< **Items to be written on the application form** >

- Date of application
- The name of the legal entity that seeks to open an entity holding account, the name of its representative, and the location of its head office indicated in English (when indications in English are included in attached materials, these indications need to be consistent)
- The main phone number of the legal entity that seeks to open an entity holding account (when the main phone number is indicated in attached materials, the numbers need to be consistent)
- Signature of the representative of the legal entity that seeks to open an entity holding account
- The name and e-mail address of the individual in charge of the acquisition, holding, and transfer of JCM credits (“Account Holder [AH]”), the name, location, and telephone number of the department indicated in English
(For a notification on the completion of the transaction and other necessary notices to be sent, register an e-mail address for daily use.)
- E-mail address of an internal authorizing person in charge of the acquisition, holding, and transfer of JCM credits (“Super Account Holder [SAH]”)

< **Materials to be attached** >

- A document that indicates, either in English or in Japanese, the name, the name of the representative, and address of the legal entity, and that the legal entity is legitimately established and present in the country where its head office is located (hereinafter referred to as "home country"), which is certified by the authority of the home country
- A notarized or certified true copy of the passport or other certificates of signature issued by a public agency, of the representative of the legal entity either in English or in Japanese
- Articles of incorporation or equivalent documents that indicate, either in English or in Japanese, the purpose of establishment and businesses of the legal entity
- When documents not in English or in Japanese are to be attached, also attach English or Japanese translation thereof and a written oath for the translation certified by a notary public

3) Points for attention

- AH and SAH need to be different individuals who have different e-mail addresses.
- 4) Submission of the Letter of Commitment on Use of JCM Registry**
- Please submit the Letter of Commitment on Use of JCM Registry in Japan (prohibition of double counting and double use of JCM credits, provision of information, agreement to disclaimers, etc.) The format of the written agreement can be downloaded from the following URL. Please ensure that the first page is signed or stamped with the registered seal (in the case of a legal entity, by the representative or, in the case of an individual, by the individual concerned). Please submit a scanned PDF file of the stamped or signed letter of commitment, as the original is not required.
https://www.jcmregistry.go.jp/contents/JP/Procedures/letter_of_commitment_en.docx
- 5) Delivery address**
- Please send the application form, attached documents, and Letter of Commitment on Use of JCM Registry to the following email address of the JCM implementation agency (JCMA), specifying the subject line.
jcma-registry@gec.jp
Subject: [JCM Registry: Form 1] *Name of applicant*
- 6) Payment of fees**
- A handling fee (**,*** JPY) is required to open an account. Please pay the handling fee by bank transfer to the designated bank account. We will provide you with the bank account information after receiving your application.
- 7) Processes following application**
- Once an entity holding account is opened, the JCM implementing agency (JCMA) send a notification on the completion of the process by e-mail written in English. At the same time, a notification of account information that indicates, in English, the account number, login ID, login ID for one-time password (OTP) certification, initial password, and other necessary information required for the use of the JCM registry of Japan is sent in English to the individual in charge of the acquisition, holding, and transfer of JCM credits as indicated on the application form for the opening of an entity holding account via e-mail.
 - Please carefully retain this notification.

(2) Application form for changing entity account information (Form No. 2)

1) Application form

Download Application Form No. 2 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form and materials to be attached

[Japanese entities]

< Items to be written on the application form >

- Date of application
- The name of the legal entity that seeks to open an entity holding account, the name of its

representative, and the location of its head office indicated in English (when indications in English are included in attached materials, these indications need to be consistent), and the same items indicated in Japanese (it needs to be consistent with the indications in Japanese in attached materials)

- The main phone number of the legal entity that seeks to open an entity holding account (when the main phone number is indicated in attached materials, the numbers need to be consistent)
- The name and e-mail address of the individual in charge of the acquisition, holding, and transfer of JCM credits (“Account Holder [AH]”), the name, location, and telephone number of the department, indicated in English and indicated in Japanese for the necessary items (For a notification on the completion of the transaction and other necessary notices to be sent, register an e-mail address for daily use.)
- E-mail address of an internal authorizing person in charge of the acquisition, holding, and transfer of JCM credits (“Super Account Holder [SAH]”)
- Items to be changed in the entity account information

< Materials to be attached >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)
- Articles of incorporation (of the latest version at the time of application; no original certificate is required)

[Foreign entities]

< Items to be written on the application form >

- Date of application
- The name of the legal entity that seeks to open an entity holding account, the name of its representative, and the location of its head office indicated in English (when indications in English are included in attached materials, these indications need to be consistent)
- The main phone number of the legal entity that seeks to open an entity holding account (when the main phone number is indicated in attached materials, the numbers need to be consistent)
- Signature of the representative of the legal entity that seeks to open an entity holding account
- The name and e-mail address of the individual in charge of the acquisition, holding, and transfer of JCM credits (“Account Holder [AH]”), the name, location, and telephone number of the department indicated in English
(For a notification on the completion of the transaction and other necessary notices to be sent, register an e-mail address for daily use.)
- E-mail address of an internal authorizing person in charge of the acquisition, holding, and transfer of JCM credits (“Super Account Holder [SAH]”)
- Items to be changed in the entity account information

< Materials to be attached >

- A document that indicates, either in English or in Japanese, the name, the name of the

representative, and address of the account holding entity, and that the account holding entity is legitimately established and present in the home country, which is certified by the authority of the home country

- A notarized or certified true copy of the passport or other certificates of signature issued by a public agency, of the representative of the account holding entity either in English or in Japanese
- When documents not in English or in Japanese are to be attached, also attach English or Japanese translations thereof and a written oath for the translation certified by a notary public

3) Points for attention

- Because documents certifying information after the change are required for application, apply for the change after such documents have been changed.

4) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 2] *Name of applicant*

5) Processes following application

- Once the relevant information is changed in the holding account, the JCM implementing agency (JCMA) send a notification on the completion of process via e-mail written in English.

(3) Application form of recording trust (Form No. 3)

* In cases that the JCM credit is transferred from the trustor to the trustee and becomes trust property (applicant = trustor)

1) Application form

Download Application Form No. 3 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form and materials to be attached

< Items to be written on the application form >

- The account number and name of the account holder of the corporate account used to record the trust (transfer destination account = corporate account of the trustee)
- Quantity and identification numbers of JCM credits related to trust record (As described in 'Matters related to trust records' below)
- Names and addresses of the trustor, trustee, and beneficiary
- Rule of conditions for designating beneficiaries or methods for determining beneficiaries
- The name and address of the trust manager, as applicable
- The name and address of the beneficiary's representative, as applicable

- The fact that it is a trust for the issuance of beneficiary certificates as prescribed in Article 185, Paragraph 3 of the Trust Act
- The fact that it is a trust without a beneficiary as prescribed in Article 258, Paragraph 1 of the Trust Act
- The fact that it is a public trust as prescribed in Article 1 of the Act on Public Trusts (Act No. 62 of 1922)
- Purpose of the trust
- Method of managing trust assets
- Reasons for the termination of the trust
- Other trust provisions

< Materials to be attached >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)
- Articles of incorporation (of the latest version at the time of application; no original certificate is required)
- Document proving the reason for the application (a document containing the matters related to the application and bearing the name, seal or signature of the interested party. The submitter does not need to certify the original document.)

3) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 3] *Name of applicant*

4) Application for transfer and payment of fees

- When JCM credits are transferred from the trustor to the trustee and become trust property, it is necessary to simultaneously apply for the transfer of JCM credits. For details on the procedure, please refer to '10. Application form for credit transfer (Transfer between Accounts Held by Corporations, etc. (Form No. 10)).'

* In cases that the JCM credits become trust assets in a corporate account held by the trustee (applicant = trustee)

1) Application form

Download Application Form No. 3 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form and materials to be attached

< Items to be written on the application form >

- The account number and name of the account holder of the corporate account used to record the trust (transfer destination account = corporate account of the trustee)
- Quantity and identification numbers of JCM credits related to trust record

< **Materials to be attached** >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)
- Articles of incorporation (of the latest version at the time of application; no original certificate is required)
- Document proving the reason for the application (a document containing the matters related to the application and bearing the name, seal or signature of the interested party. The submitter does not need to certify the original document.)

3) Points for attention

- If the beneficiary or trustor applies for registration of the trust on behalf of the trustee, indicate the reason for the substitution in the margin of the application form and submit documentation proving the reason for the substitution and that the JCM credits belong to the trust property.

4) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 3] *Name of applicant*

5) Application for transfer and payment of fees

- No fees are required.

(4) Application for the deletion of trust records (Form No. 4)

* In the case of domestic transfer of JCM credits by deleting trust records

1) Application form

Download Application Form No. 4 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form and materials to be attached< **Items to be written on the application form** >

- The account number and name of the account holder of the account held by the trustee
- Quantity and identification numbers of JCM credits related to trust record

< **Materials to be attached** >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)
- Articles of incorporation (of the latest version at the time of application; no original certificate is required)
- Document proving the reason for the application (a document containing the matters related to the application and bearing the name, seal or signature of the interested party. The submitter does not need to certify the original document.)

party. The submitter does not need to certify the original document.)

3) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 4] *Name of applicant*

4) Application for transfer and payment of fees

- When deleting trust records and transferring JCM credits domestically, it is necessary to simultaneously apply for the transfer of JCM credits. For details on this procedure, please refer to '10. Application for Transfer of JCM Credits (Transfer between Accounts Held by Legal Entities, etc. - Form No. 10).' (However, if transferring to a government-held account, please refer to the 'JCM Registration System Operation Manual')

* In the case of deleting trust records and converting them into the trustee's own property

1) Application form

Download Application Form No. 4 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form and materials to be attached

< Items to be written on the application form >

- The account number and name of the account holder of the account held by the trustee
- Quantity and identification numbers of JCM credits related to trust record

< Materials to be attached >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)
- Articles of incorporation (of the latest version at the time of application; no original certificate is required)
- Document proving the reason for the application (a document containing the matters related to the application and bearing the name, seal or signature of the interested party. The submitter does not need to certify the original document.)

3) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 4] *Name of applicant*

4) Application for transfer and payment of fees

- No fees are required.

(5) Application for transfer due to change of trustee (Form No. 5)**1) Application form**

Download Application Form No. 5 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form and materials to be attached**< Items to be written on the application form >**

- The account number and name of the account holder of the account held by the former trustee
- The account number and name of the account holder of the account held by the new trustee
- Quantity and identification numbers of JCM credits related to transfers
- Other items to be recorded in 'Matters related to trust records', except for the name and address of the trustee, which shall be replaced with the name and address of the new trustee.

< Materials to be attached >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)
- Articles of incorporation (of the latest version at the time of application; no original certificate is required)
- Document proving the reason for the application (a document containing the matters related to the application and bearing the name, seal or signature of the interested party. The submitter does not need to certify the original document.)

3) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 5] *Name of applicant*

4) Application for transfer and payment of fees

- When JCM credits are transferred from the trustor to the trustee and become trust property, an application for the transfer of JCM credits must be submitted at the same time. For details on the procedure, please refer to '10. Application for Transfer of JCM Credits (Transfer between Corporate Accounts, Form No. 10)'. The submitter is, in principle, the previous trustee. If the new trustee is submitting the application, please consult with us.

(6) Application form for changing the record of trust (Form No. 6)**1) Application form**

Download Application Form No. 6 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form and materials to be attached**< Items to be written on the application form >**

- The account number and name of the account holder of the account held by the trustee
- Quantity and identification numbers of JCM credits related to changes in trust records
- Other items to be recorded in ‘Matters concerning trust records’

< Materials to be attached >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)
- Articles of incorporation (of the latest version at the time of application; no original certificate is required)
- Document proving the reason for the application (a document containing the matters related to the application and bearing the name, seal or signature of the interested party. The submitter does not need to certify the original document.)

3) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 6] *Name of applicant*

4) Application for transfer and payment of fees

- No fees are required.

(7) Application form for issuing a certificate of entity account information (Form No. 7)**1) Application form**

Download Application Form No. 7 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form and materials to be attached**[Japanese entities]****< Items to be written on the application form >**

- Date of application and the account number of the entity holding account for which the certificate of entity account information is requested
- Name of account holder, name of representative, and location of head office
- Specification of the request (the whole or part of the recorded information; when a certificate is requested for a part of the recorded information, specify the amounts and identification numbers of the requested JCM credits)

< Materials to be attached >

- Certificate of the registered matters (within three months from the date of issuance;

regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)

- Articles of incorporation (of the latest version at the time of application; no original certificate is required)

[Foreign entities]

< Items to be written on the application form >

- Date of application and the account number of the entity holding account for which the certificate of entity account information is requested
- The name of account holding entity, the name of its representative, and the location of its head office indicated in English (when indications in English are included in attached materials, these indications need to be consistent)
- The main phone number of the account holding entity (when the main phone number is indicated in attached materials, the numbers need to be consistent)
- Signature of the representative of the account holding entity
- Specification of the request (the whole or part of recorded information; when a certificate is requested for a part of recorded information, specify the amounts and identification numbers of the requested JCM credits)

< Materials to be attached >

- A document that indicates, either in English or in Japanese, the name, the name of the representative, and address of the account holding entity, and that the account holding entity is legitimately established and present in the home country, which is certified by the authority of the home country
- A notarized or certified true copy of the passport or other certificates of signature issued by a public agency, of the representative of the account holding entity either in English or in Japanese
- When documents not in English or in Japanese are to be attached, also attach English or Japanese translations thereof and a written oath for the translation certified by a notary public

3) Points for attention

- The certificate of entity account information is dated on the day the process of issuance is completed after receiving the relevant application form. When a later date indication is requested (e.g. the end of the month), consult it with the JCM implementation authorities (the indication in the certificate is finalized at the requested time point between 09:30 and 17:30 Japan Standard Time (JST) on a weekday).

4) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 7] *Name of applicant*

5) Application for transfer and payment of fees

- A handling fee (**,*** JPY) is required to issue a certificate of entity account

information. Please pay the handling fee by bank transfer to the designated bank account. We will provide you with the bank account information after receiving your application.

6) Processes following application

- Once a certificate of entity account information has been issued, the JCM implementation agency send the certificate by post (no e-mail notice of completion of the process is sent).

(8) Application form for closing an entity holding account (Form No. 8)

1) Application form

Download Application Form No. 8 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form

[Japanese entities]

< Items to be written on the application form >

- Date of application and the account number of the entity holding account to be closed
- Name of account holder, name of representative, and location of head office

< Materials to be attached >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)
- Articles of incorporation (of the latest version at the time of application; no original certificate is required)

[Foreign entities]

< Items to be entered on the application form >

- Date of application and the account number of the entity holding account to be closed
- The name of account holding entity, the name of its representative, and the location of its head office indicated in English (when indications in English are included in attached materials, these indications need to be consistent)
- The main phone number of the account holding entity (when the main phone number is indicated in attached materials, the numbers need to be consistent)
- Signature of the representative of the account holding entity

< Materials to be attached >

- A document that indicates, either in English or in Japanese, the name, the name of the representative, and address of the account holding entity, and that the account holding entity is legitimately established and present in the home country, which is certified by the authority of the home country
- A notarized or certified true copy of the passport or other certificates of signature issued by a public agency, of the representative of the account holding entity either in English or in Japanese
- When documents not in English or in Japanese are to be attached, also attach English or

Japanese translations thereof and a written oath for the translation certified by a notary public

3) Points for attention

- When the legal entity is to be dissolved, be sure to submit an application for the closure of its entity holding account.
- When there is an outstanding balance of JCM credits, all credits need to be transferred to other accounts before submitting an application for closure of the entity holding account.

4) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 8] *Name of applicant*

5) Application for transfer and payment of fees

- No fees are required.

6) Processes following application

- Once the entity holding account has been closed, the JCM implementing agency (JCMA) send a notification on the completion of process via e-mail written in English.

(9) Application form for reissuing/initializing login ID & password (Form No. 9)

1) Application form

Download Application Form No. 9 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

2) Items to be written on the application form and materials to be attached

[Japanese entities]

< Items to be written on the application form >

- Date and contents of application.
- The name of account holding entity, the name of its representative, and the location of its head office indicated in English (when indications in English are included in attached materials, these indications need to be consistent), and the same items indicated in Japanese (it needs to be consistent with the indications in Japanese in attached materials)
- The name and e-mail address of the individual in charge of the acquisition, holding, and transfer of JCM credits (“Account Holder [AH]”), the name, location, and telephone number of the department, indicated in English and indicated in Japanese for the necessary items.

< Materials to be attached >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)

[Foreign entities]

< Items to be written on the application form >

- Date and contents of application.
- The name of account holding entity, the name of its representative, and the location of its head office indicated in English (when indications in English are included in attached materials, these indications need to be consistent)
- Signature of the representative of the account holding entity
- The name and e-mail address of the individual in charge of the acquisition, holding, and transfer of JCM credits (“Account Holder [AH]”), the name, location, and telephone number of the department, indicated in English and indicated in Japanese for the necessary items.

< Materials to be attached >

- A document that indicates, either in English or in Japanese, that the account holding entity is legitimately established and present in the home country, which is certified by the authority of the home country
- A document that indicates, either in English or in Japanese, that the account holder representative has the authority to represent its entity, such as a director list.
- A notarized or certified true copy of the passport or other certificates of signature issued by a public agency, of the representative of the account holding entity either in English or in Japanese
- When documents not in English or in Japanese are to be attached, also attach English or Japanese translations thereof and a written oath for the translation certified by a notary public

3) Points for attention

- When Japanese entities apply, affix a seal that has the same impression as in the certificate of seal impression to the application form.
- When an application form needs more space than one page, print on both sides.

4) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 9] *Name of applicant*

5) Application for transfer and payment of fees

- No fees are required.

6) Processes following application

- Once the initializing/reissuing has been finished, the JCM implementing agency (JCMA) send a notification on the completion of process via e-mail written in English. In the case of reissuing, a notification of account information that indicates, in English, the login ID, login password, and the one-time password (OTP) is sent to the individual indicated on the application form via e-mail.
- Please carefully retain this notification.

(10) Application form for credit transfer (Form No. 10)

1) Application form

Download Application Form No. 10 from the website below and fill in the form referring to the entry example on the same page.

(<https://www.jcmregistry.go.jp/contents/JP/Procedures/Procedures.html>)

* If you opened a corporate account before 31 March 2025 and have not yet submitted the Letter of Commitment on Use of JCM Registry in Japan, please submit the letter as well.

The Letter of Commitment on Use of JCM Registry in Japan sets out the matters you are required to agree to when using the Japan JCM Registry (including the prohibition of double counting and double use of JCM credits, provision of information, and consent to the disclaimer). The letter can be downloaded from the following website and completed accordingly. Please ensure that the first page is signed or stamped with the registered seal (in the case of a legal entity, by the representative or, in the case of an individual, by the individual concerned). Please submit a scanned PDF file of the stamped or signed letter of commitment, as the original is not required.

https://www.jcmregistry.go.jp/contents/JP/Procedures/letter_of_commitment_en.docx

2) Items to be written on the application form and materials to be attached

[Japanese entities]

< Items to be written on the application form >

- Date and contents of application.
- The name of original account holding entity, the name of its representative, and the location of its head office indicated in English (when indications in English are included in attached materials, these indications need to be consistent), and the same items indicated in Japanese (it needs to be consistent with the indications in Japanese in attached materials)
- The account number and name of the account holder of the original account
- The account number and name of the account holder of the new account

< Materials to be attached >

- Certificate of the registered matters (within three months from the date of issuance; regardless of the type of certificate, as long as the name of the Japanese entity, the location of the head office, and the name of the representative are indicated)
- Articles of incorporation (of the latest version at the time of application; no original certificate is required)

[Foreign entities]

< Items to be written on the application form >

- Date and contents of application.
- The name of account holding entity, the name of its representative, and the location of its head office indicated in English (when indications in English are included in attached materials, these indications need to be consistent)
- The account number and name of the account holder of the original account
- The account number and name of the account holder of the new account

< Materials to be attached >

- A document that indicates, either in English or in Japanese, that the account holding entity is legitimately established and present in the home country, which is certified by the authority of the home country
- A document that indicates, either in English or in Japanese, that the account holder representative has the authority to represent its entity, such as a director list.
- A notarized or certified true copy of the passport or other certificates of signature issued by a public agency, of the representative of the account holding entity either in English or in Japanese
- When documents not in English or in Japanese are to be attached, also attach English or Japanese translations thereof and a written oath for the translation certified by a notary public

3) Delivery address

- Please send the application form and attached documents to the following email address of the JCM implementation agency, specifying the subject line.

jcma-registry@gec.jp

Subject: [JCM Registry: Form 10] *Name of applicant*

4) Application for transfer and payment of fees

- A handling fee (**,*** JPY) is required for the transfer of JCM credits. Please pay the handling fee by bank transfer to the designated bank account. We will provide you with the bank account information after receiving your application. (However, no fees are required for the transfer of JCM credits issued on or after 1 April 2025 that are derived from emission reductions or absorptions achieved prior to 2020. Similarly, even for credit transfers that are not subject to fees, application forms, etc. must be submitted electronically by email.)

5) Points for attention

- Please note that you must not apply for credits that require a fee and those that do not require a fee on the same application form. If you pay the fee for the transfer of credits that do not require a fee, we may not be able to refund the fee.

6 Operating Hours of the JCM Registry of Japan

- The JCM registry of Japan is accessible 24 hours a day (note that the time indication on the JCM registry of Japan is in Greenwich Mean Time (GMT), and is therefore -9 hours from the Japan Standard Time). For system maintenance or other reasons, the operation of the JCM registry of Japan may be stopped, paused, or suspended (in such cases, a notice is published on the website of the JCM registry of Japan).

7 Information disclosure

The following information will be published in English on the website of the JCM Registry of Japan in accordance with Article 16 of Ministerial Order on the Operation of the International Cooperation Emission Reduction Account Registry.

Account balances and transfer records will not be disclosed.

- Name of the account holding entity and the location of its head office

The information above is made publicly accessible in a listing. Visit the following URL for the list.

<https://www.jcmregistry.go.jp/contents/JP/Summary/Summary.html>

8 Precautions against Phishing

Take the following precautions in order to prevent phishing scams where an e-mail is sent by a person impersonating an administrator of the JCM registry of Japan to an account holding entity and directs the account holding entity to a false website, thereby stealing the account holding entity's information.

- Never access the JCM registry of Japan via a link included in any e-mail message because it is very dangerous.
- Directly type in the URL of the JCM registry of Japan that starts with "https://www.jcmregistry.go.jp/" into the browser and bookmark the URL to access the website.
- Before logging in to the JCM registry of Japan, double click the key mark indicated in the browser on the login screen (at the top right or bottom right of the screen) to show the certificate and confirm the following points.
 - The issuer starts with www.jcmregistry.go.jp
 - The issuer is "DigiCert".
 - The certificate is valid and has not reached the expiry date.
- Contact for inquiries regarding the JCM Registry of Japan
 - jcma-registry@gec.jp

9 Revision History

Date	Details
November 13 th , 2015	First edition
September 16 th , 2016	Added "Revision History" Revised the information regarding items to be written on the application form in the section 5.2 (2) How to Complete Application Forms
August 26 th , 2019	Added "Revision History" Revised the information regarding telephone number at the Ministry of Environment etc.

	Added “Application form for reissuing/initializing login ID & password (Form No. 5)”. Revised the information of the issuer in the section 8.
March 15 th , 2022	Added the information of Mongolian in the section 5.1.
April 1 st , 2025	Amendments accompanying the enforcement of the Act Partially Amending the Act on Promotion of Global Warming Countermeasures.
June 10 th , 2025	Included the URL of the letter of commitment