HANDBOOK AND GOOD PRACTICES

REGISTRY PLATFORM

BIODIVERSITY

BIOCARBON CERT™

Version 1.0 | June 27, 2024

www.biocarbonstandard.com

BIOCARBON CERT. Handbook and Good Practices. Registry Platform Biodiversity. Version 1.0. June 27, 2024. 50 p. https://www.biocarbonstandard.com

Table of Contents

1 Introduction

The BIOCARBON registration platform (hereinafter just the "Platform") constitutes the registration system for BIOCARBON Biodiversity initiatives (hereinafter just "initiatives"). Through the Platform, users can open an account, register the initiatives, follow the issuance of their Biodiversity Credits (hereinafter "BDC"), transfers of said BDC to other account holders in the registration system, and perform the retirement of the BDCs.

The information submitted by the users, which is required to be public, is published on the BIOCARBON CERT (hereinafter BIOCARBON) website in real time once the process and entries are reviewed and approved by BIOCARBON in accordance with the provisions of the Biodiversity Standard (hereinafter "BBS"), and the applicable Methodology.

The processes of opening an account, registering the initiatives and the issuance of BDCs, involve that the user interacts with the BIOCARBON team. This interaction corresponds to a review and approval process that takes place after the user has made a request and before registering on the Platform. The administrator may approve or reject a request based on the information and documentation submitted, per compliance with the requirements of the BBS and other regulatory requirements.

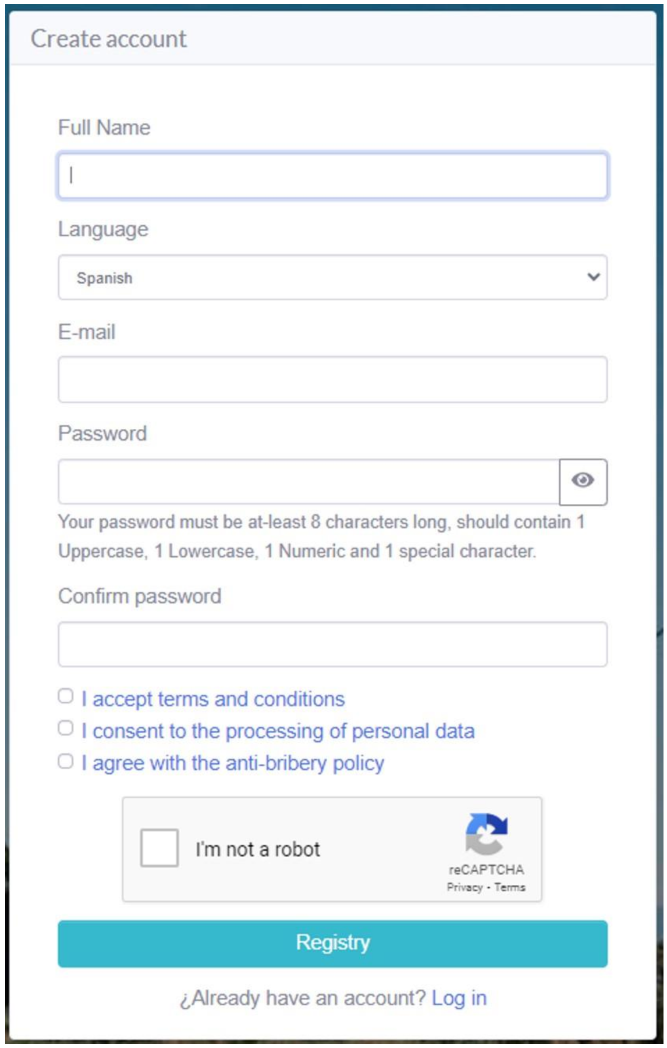
This document describes the processes available on the Platform. Additionally, it states the rules and recommendations of best practices for the proper use of the Platform.

2 User registration

To access the services provided by BIOCARBON through the Platform, the user registration process, must be carried out. To do so, the following steps must be completed:

1. Go to https://globalcarbontrace.io/

Go to the Register Section / Register in Biodiversity



2. Indicate your email and create a password. The registered email address shall match the email of the person Authorized by the organization, according to the Account Opening and Person Authorization form (mentioned in step 6, below).

3. Accept the terms and conditions and data processing, as well as BIOCARBON anti-bribery policy.

Each option has a link to its corresponding document so that users can have full access to BIOCARBON's operating guidelines, rules and current registration procedures. By clicking the checkboxes on the left side of the text, the user accepts consents and agrees to them.

4. Confirm email: The email must be verified through a confirmation link. It is recommended to do this right away in order to avoid the expiration of the link.

From now on, every time the user logs into the account, the system will request a verification code, which will be sent to the email address registered in step 2 (above).

The security policies of the registration system, in addition to email verification, include a strong password that must include a minimum of 8 characters, capital letters, numbers and symbols. The users must also accept Google's reCAPTCHA to avoid unwanted Bots.

5. **Register Holder:** Once the email is confirmed, an option to register the holder will automatically open. To do this, it is important to select the type of account wanted.

There are three types of accounts that have been designed to operate the Platform:

Initiative Holder Account.

With this account, BDC can be transferred to other accounts. However, they can only be retired on behalf of the initiative holder.

General Account Holder.

The user can make and receive transfers to/from other accounts. The user can make retirements or cancellations on behalf of the initiative holder or third parties. Subaccounts can also be created.

Aggregation Account Holder.

The user cannot register initiatives but can receive transfers from other users and retire BDCs.

6. To register as an account holder, the following is required:

- Account holder’s country of origin
- State/Province/Department/Canton of the account holder
- City of the account holder

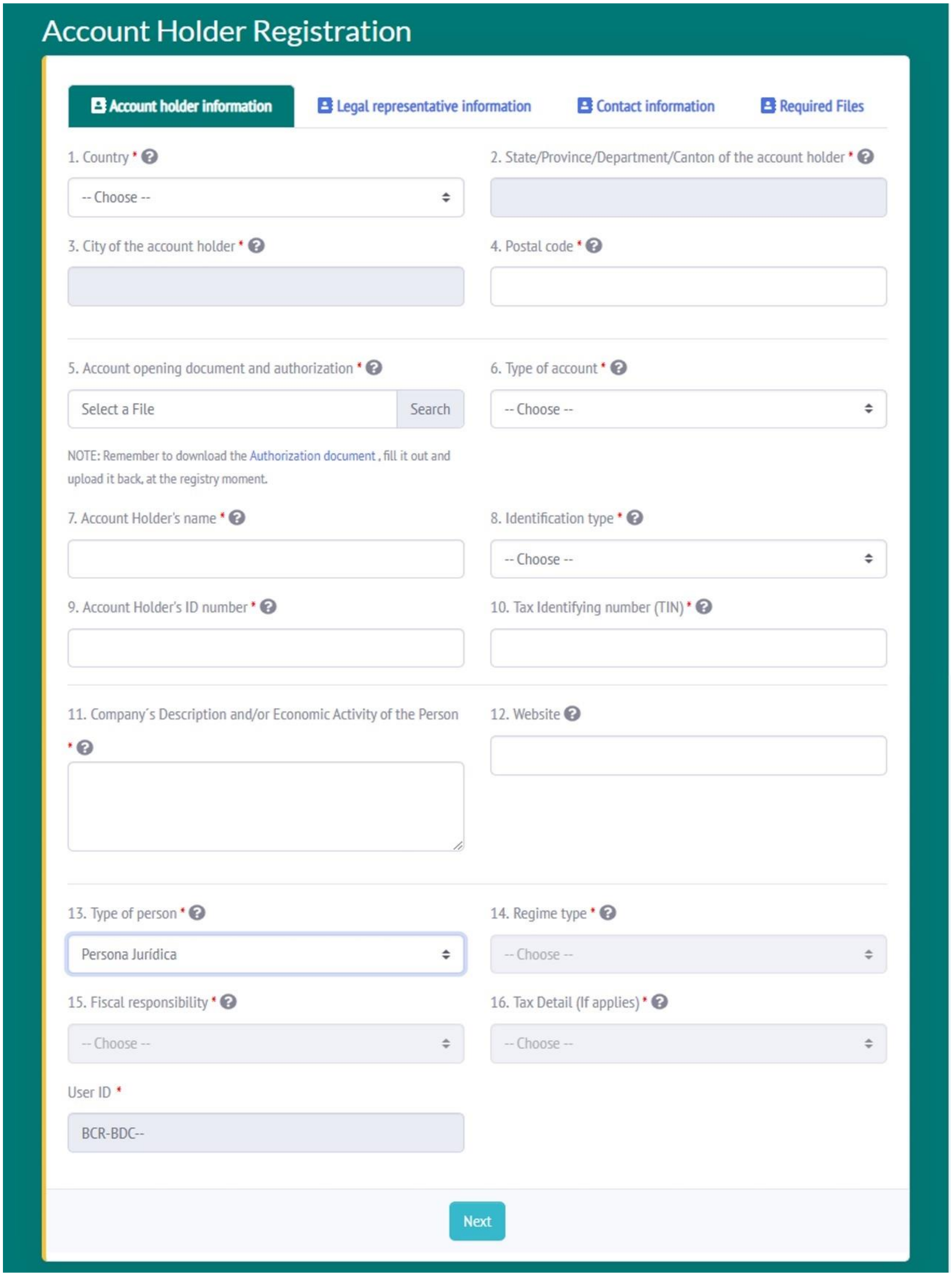
- Zip code of the account holder
- Account opening document and Authorization

(the authorized person is the owner of the email with which the registration on the Platform was made) - (Download, fill out and upload the document)

- Type of account
- Account holder's name

  (Name of the company if it is a legal entity / name if it is a natural person)
- ID Type
- Identification Number
- Tax or fiscal identification number
- Description of the Company and/or Economic Activity of the Natural Person
- Website (Optional)
- Type of Person (Juridical/Legal or Natural)
- Type of regime (Sales Tax or Non-Responsible)
- Fiscal Responsibility (Large taxpayer, Self-withholding agent, VAT withholding agent, Simple tax regime or Not Applicable/Others)
- Tax Detail (If applicable) Value Added Tax (VAT), National Consumption Tax (INC) or VAT and INC.

Click "**Next**" to continue


Account Holder Registration
Account holder information
Legal representative information
Contact information
Required Files
1. Country *
-- Choose --
2. State/Province/Department/Canton of the account holder *
3. City of the account holder *
4. Postal code *
5. Account opening document and authorization *
Select a File
Search
NOTE: Remember to download the Authorization document, fill it out and upload it back, at the registry moment.
6. Type of account *
-- Choose --
7. Account Holder's name *
8. Identification type *
-- Choose --
9. Account Holder's ID number *
10. Tax Identifying number (TIN) *
11. Company´s Description and/or Economic Activity of the Person *
12. Website
13. Type of person *
Persona Jurídica
14. Regime type *
-- Choose --
15. Fiscal responsibility *
-- Choose --
16. Tax Detail (If applies) *
-- Choose --
User ID *
BCR-BDC--
Next

If Type of Person: “Juridical/Legal” is selected, continue to indicate the Information about the legal representative

If Person Type: “Natural” is selected, continue to indicate the Contact Information.

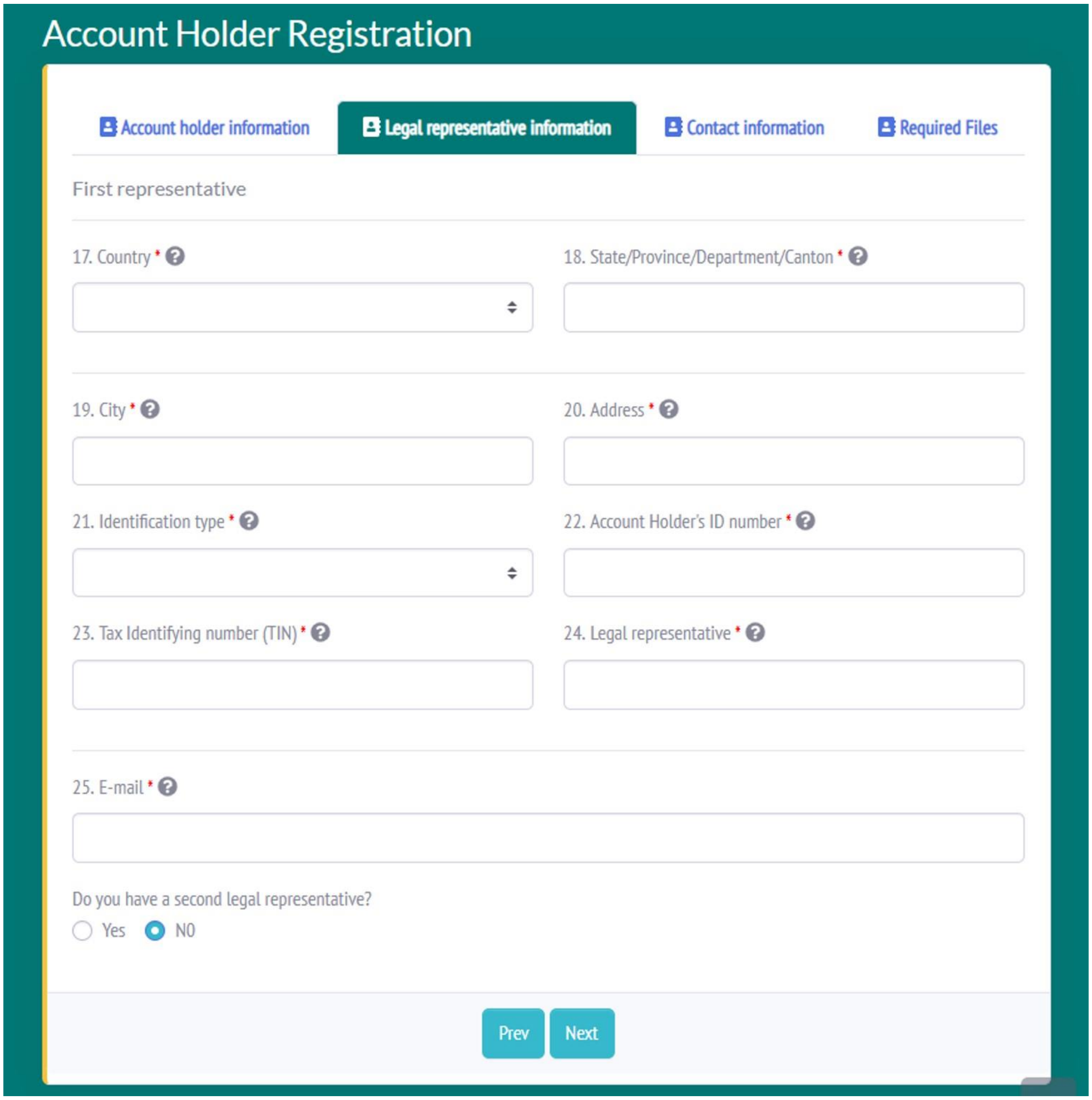
In the Information Section of the legal representative, the following is required:

For the First Representative:

- Country of the legal representative
- State/Province/Department/Canton of the legal representative
- City of legal representative
- Address of the legal representative
- Identification Type
- Identification number of the legal representative
- Tax or fiscal identification number of the legal representative
- Name of the legal representative
- Email of the legal representative

Select “Yes”, only if there is a second legal representative, and fill out the information requested for the Second Legal Representative.

Click “**Next**” to continue


Account Holder Registration

Account holder information | Legal representative information | Contact information | Required Files

First representative

17. Country *
18. State/Province/Department/Canton *
19. City *
20. Address *
21. Identification type *
22. Account Holder's ID number *
23. Tax Identifying number (TIN) *
24. Legal representative *
25. E-mail *

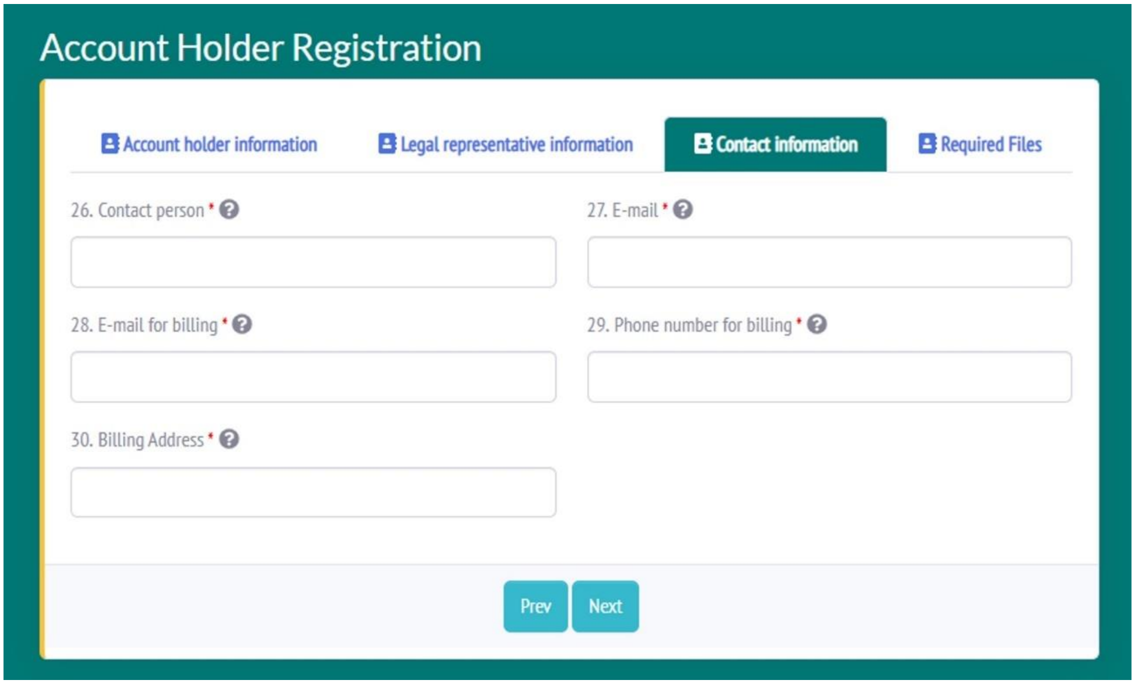
Do you have a second legal representative?
Yes NO

Prev Next

In the Contact Information section, the following is required:

- Name of the authorized person
- Email of the contact/authorized person
- Email to which invoices should be sent to
- Phone number for billing
- Billing address

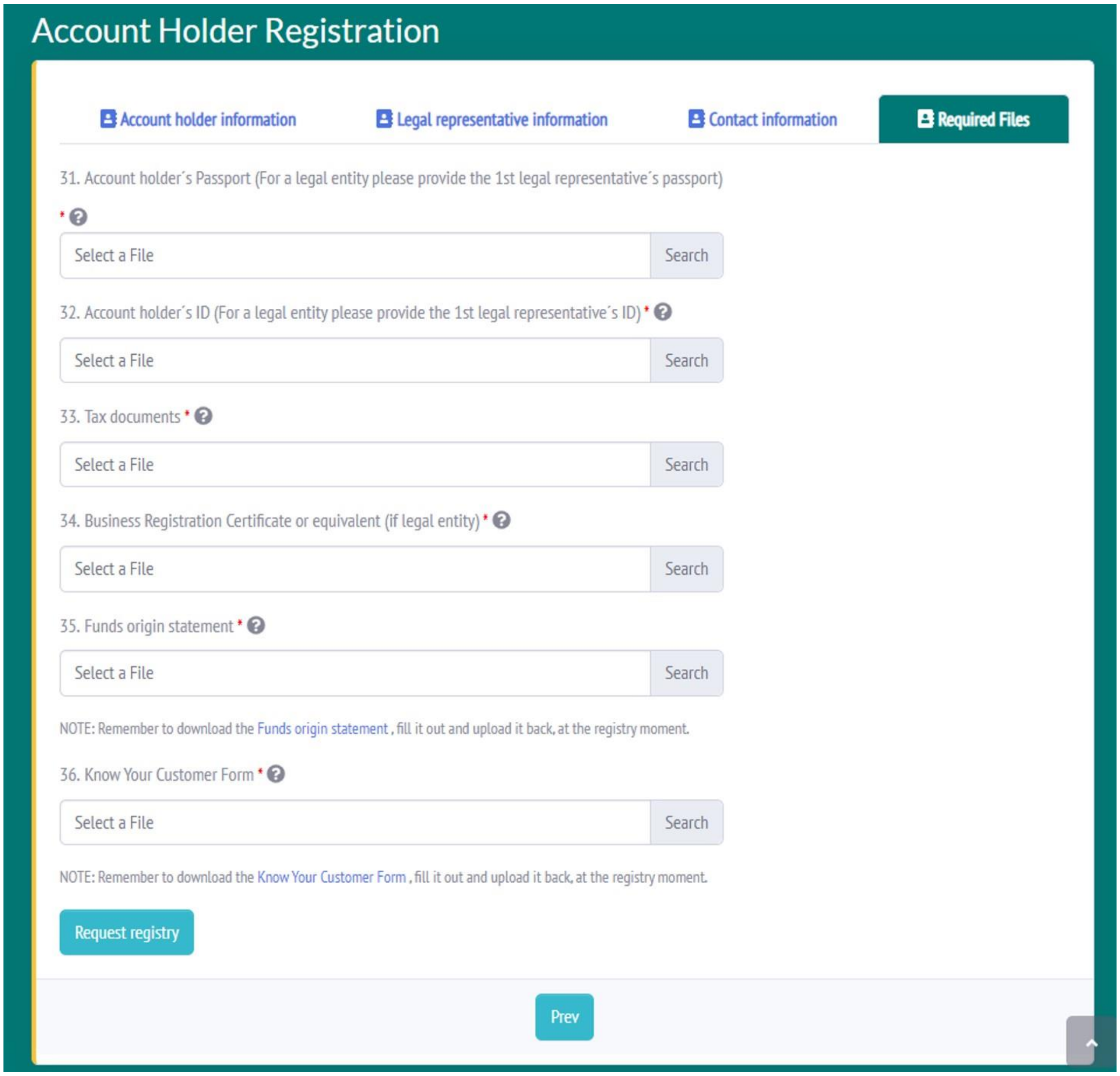
Click “**Next**” to continue



In the last section of the registration, the following Documents must be attached:

- Passport of the account holder (or legal representative)
- ID document of the account holder (or legal representative)
- Tax or Fiscal Identification Document
- Commercial Registry or Equivalent (If you are a natural person, it is not required)
- Declaration of Origin of Funds (The form must be downloaded and completed)
- Know your customer form (The form must be downloaded and completed)

If there are two (2) legal representatives, the Passport and Identity Document of the 2nd legal representative shall be attached as well.



Click the "**Request Registration**" Button.

7. When requesting the initiative holder registration, the Platform administrator reviews the information provided. Once the information has been reviewed and approved, the administrator accepts the request and the user receives the Framework Agreement and the Purchase Order by email, in order to open an account on the Platform.

8. Signing the Framework Agreement: Through VIAFIRMA, which is the electronic signature service provider of BioCarbon, the user shall read and sign the

Framework Agreement established between the Account Holder and BioCarbon. To access, VIAFIRMA send an email to the contact person, with the link to access the signature[1]. If you have any questions or comments, send an email to registry@biocarbonstandard.com.

Recommendations and best practices – User Registration:

- For registration, please make sure to have all the required information and documentation.
- When the registration is approved, the system will automatically generate a unique identification code that corresponds to the holder's identification. It is recommended to memorize this identification (user ID) in order to easily consult the public records presented on the website. This ID cannot and should never be changed.
- Once the account holder is registered, the data cannot be edited by the user.
- If it is necessary to make an edit to the holder's data, the user must contact registry@biocarbonstandard.com for the editing to be evaluated and executed.
- Always check spam email and all other inbox (main, notifications, networks or others that may apply), for the BIOCARBON and VIAFIRMA emails and mark them as safe.

2.1 Sub-Accounts opening

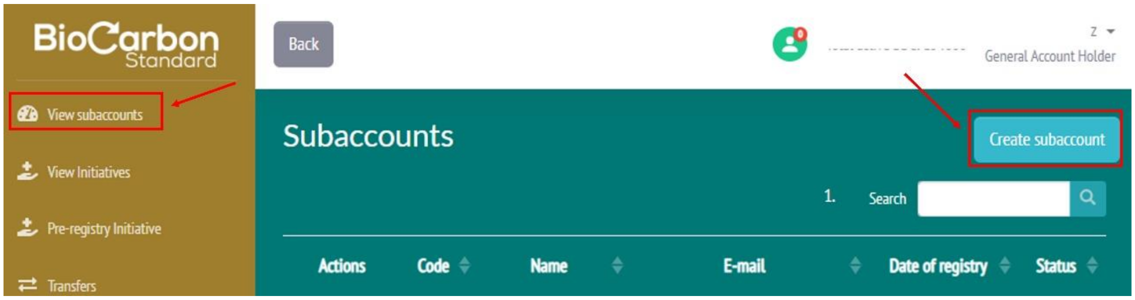
Only a **General** Account Holder can create sub-accounts.

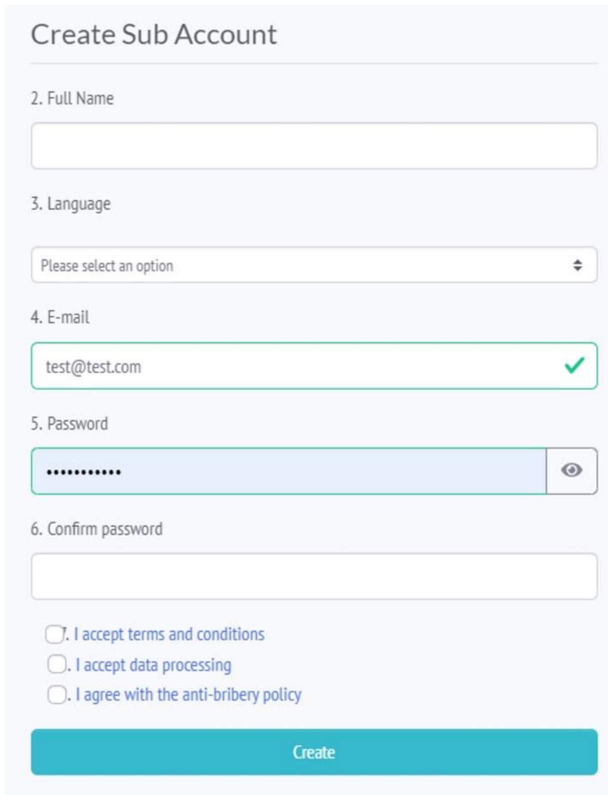
To create a subaccount, follow these steps:

1. Log into your General Account Holder user account with your registered email and password[2].
2. Go to **View Subaccounts** in the menu displayed on the left side of the screen.
3. Create a profile by entering **Create Subaccount** and complete the form with the full name of the subaccount, language, email and password. You must also accept the terms and conditions and data processing, as well as the BIOCARBON anti-bribery policy.

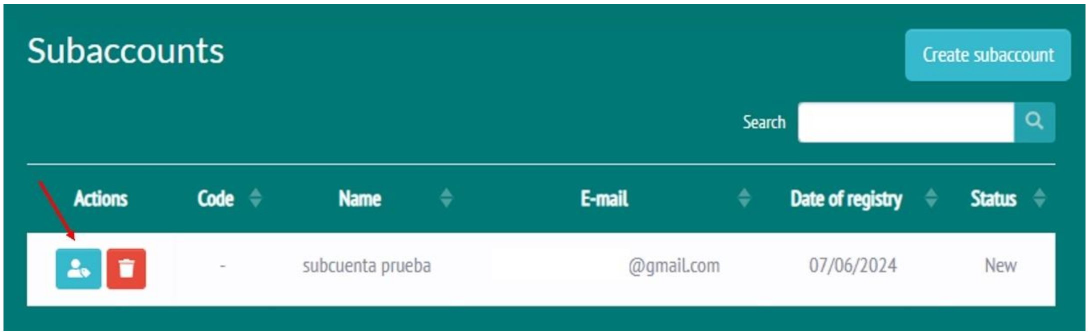
[1] When you begin the signing process through VIAFIRMA, you will receive an email with a unique code to the authorized email address. You must use this code to continue with the electronic signature.

[2] Every time the user tries to enter the account, the system will request a verification code, which will be sent to the registered email.





4. Once the subaccount profile has been created, click on "Create Account Holder" to complete the Subaccount Holder Registration form.

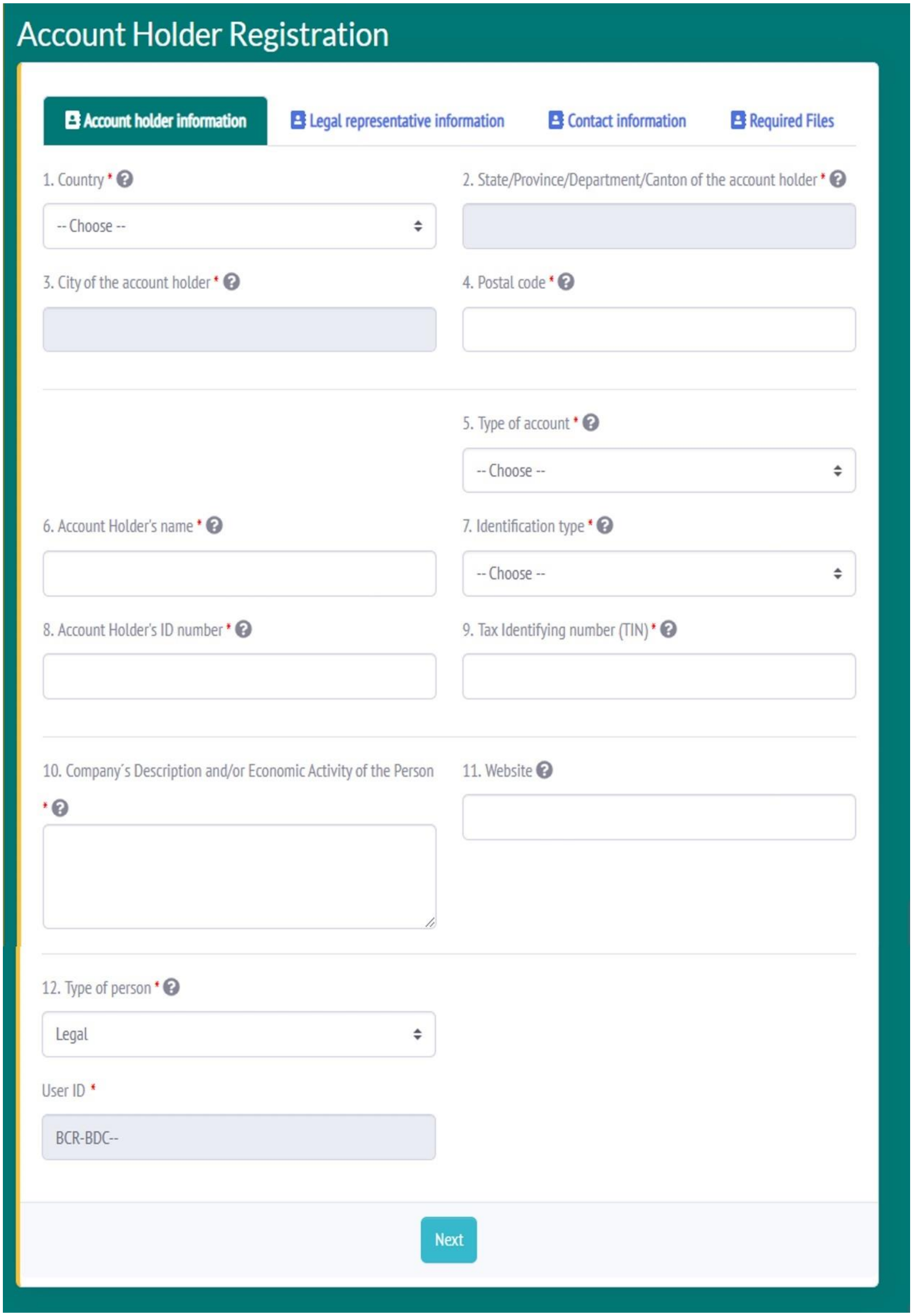


The registration of a subaccount requires the review and approval of the administrator, but it does not imply any legal or commercial relationship between BIOCARBON and the natural or legal persons associated with the subaccount. However, when registering a subaccount, information that demonstrates the existence of the natural or legal person must be attached.

This information includes:

- Country of the account holder
- State/Province/Department/Canton of the account holder
- City of account holder
- Zip Code of account holder
- ID Type
- Identification number
- Tax or fiscal identification number
- Description of enterprise and/or Economic Activity of the Natural Person
- Website (optional)
- Type of person (Juridical/legal or Natural)

Click “**Next**” to continue


Account Holder Registration
Account holder information
Legal representative information
Contact information
Required Files
1. Country *
-- Choose --
2. State/Province/Department/Canton of the account holder *
3. City of the account holder *
4. Postal code *
5. Type of account *
-- Choose --
6. Account Holder's name *
7. Identification type *
-- Choose --
8. Account Holder's ID number *
9. Tax Identifying number (TIN) *
10. Company´s Description and/or Economic Activity of the Person *
11. Website
12. Type of person *
Legal
User ID *
BCR-BDC--
Next

If Type of Person: "Juridical/Legal" is selected, continue to indicate the Information about the legal representative

If Person Type: "Natural" is selected, continue to indicate the Contact Information.

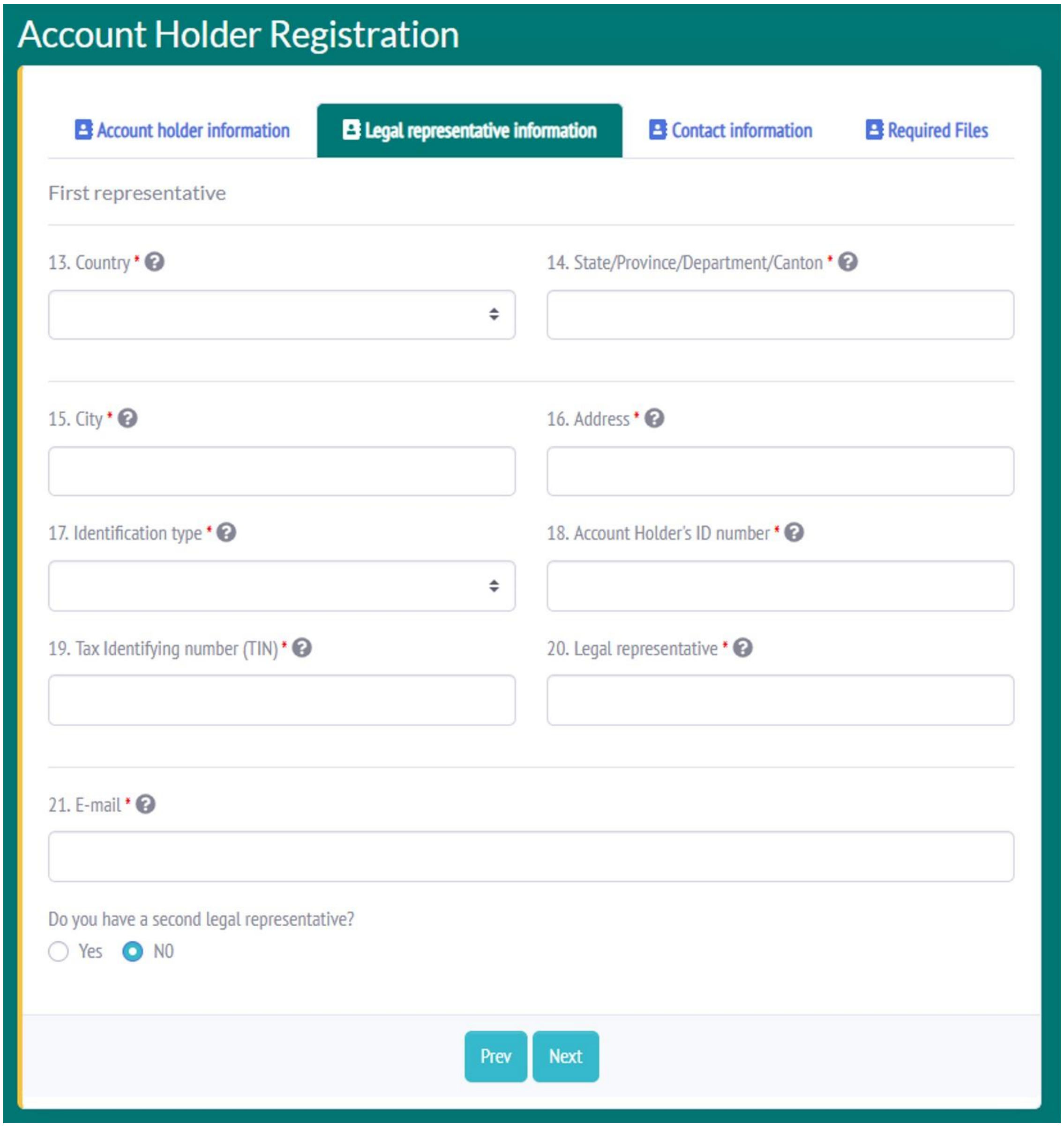
In the Information Section of the legal representative, the following is required:

For the First Representative:

- Country of the legal representative
- State/Province/Department/Canton of the legal representative
- City of legal representative
- Address of the legal representative
- Identification Type
- Identification number of the legal representative
- Tax or fiscal identification number of the legal representative
- Name of the legal representative
- Email of the legal representative

Select "Yes", only if there is a second legal representative, and fill out the information requested for the Second Legal Representative.

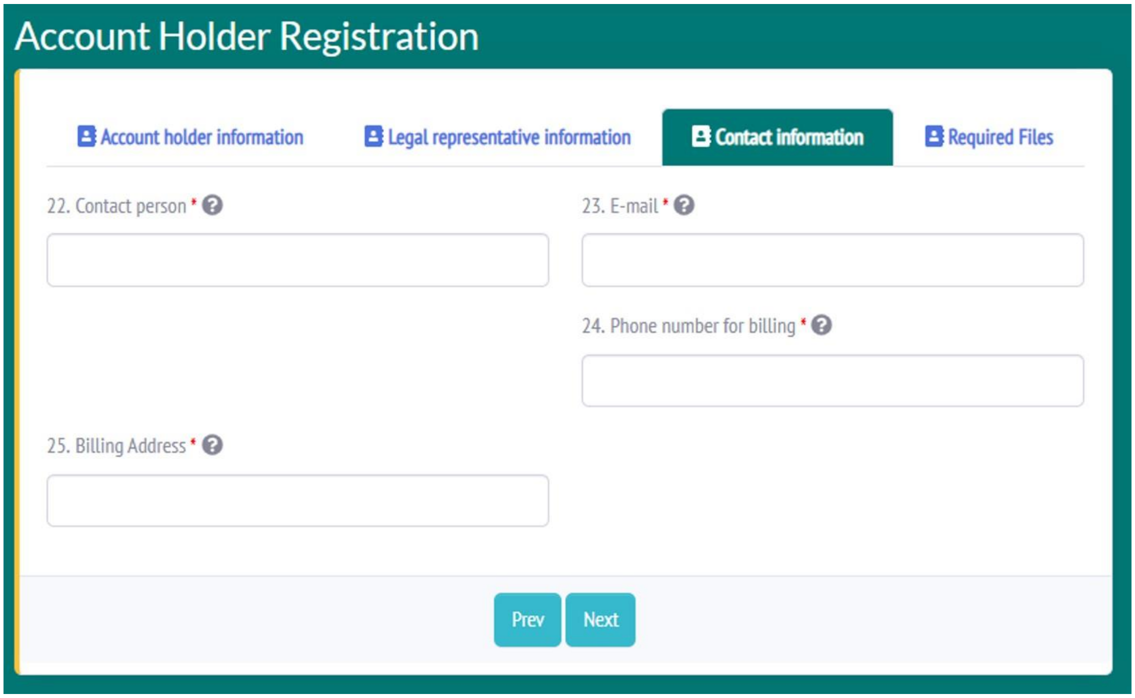
Click "**Next**" to continue.



In the Contact Information section, the following is required:

- Name of authorized person
- Email of the contact/authorized person
- Phone number for billing
- Billing address

Click “**Next**” to continue.

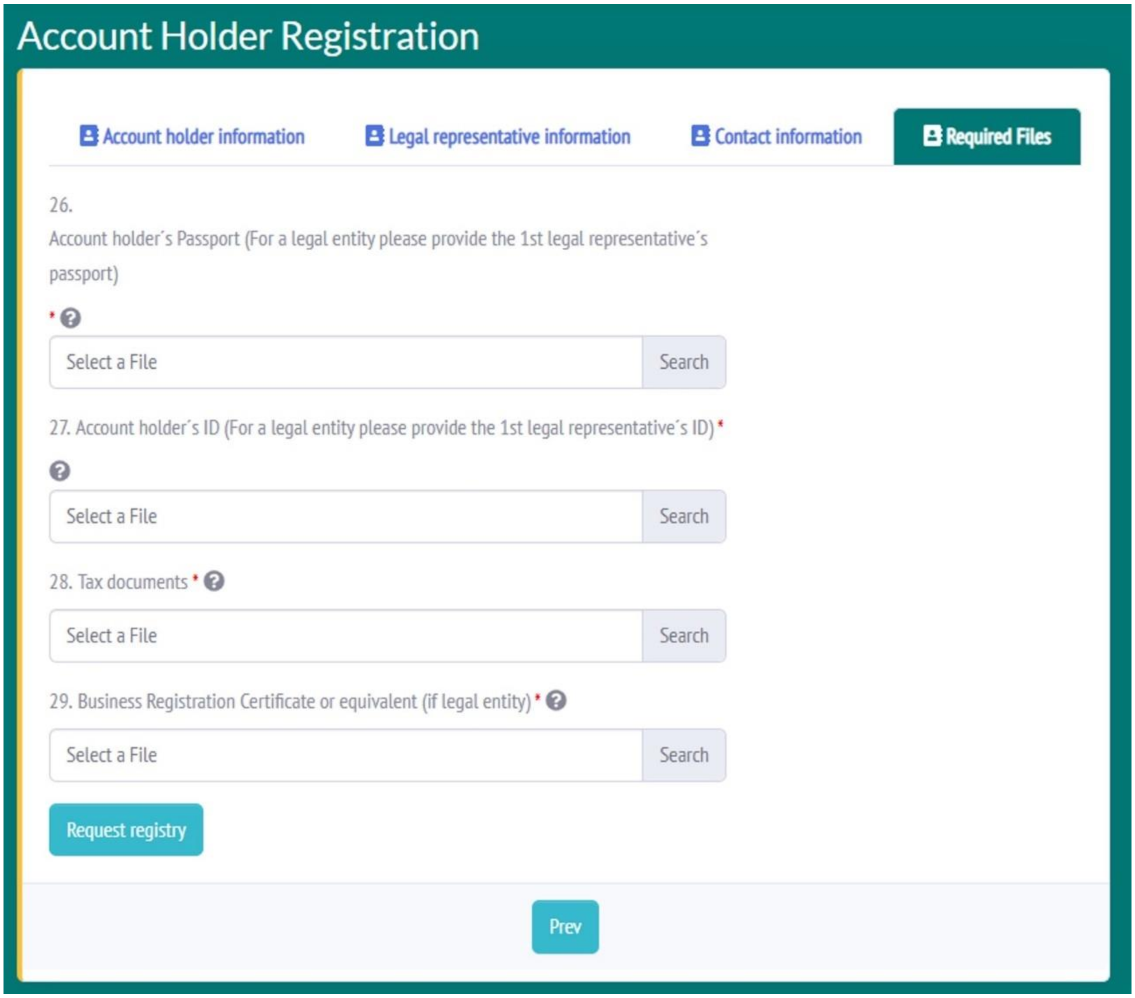


In the last section of the registration, the following Documents shall be attached:

- Passport of the account holder (or legal representative)
- ID of the account holder (or legal representative)
- Tax or Fiscal Identification Document
- Commercial Registry or Equivalent (If you are a natural person, this is not required)

If there are two (2) legal representatives, the Passport and Identity Document of the 2nd legal representative must be attached.

Click on “***Request Registry***”.



- ❖ A **general Account holder** can create as many subaccounts as they desire.
- ❖ The system will generate a unique identification code that corresponds to the identification of the subaccount holder. It is recommended to know and memorize the user identification (user ID) to be able to easily consult the website. This ID cannot be changed or modified.

3 Pre-registration- and Initiative registration

To pre-register and register your Initiative, follow the next steps:

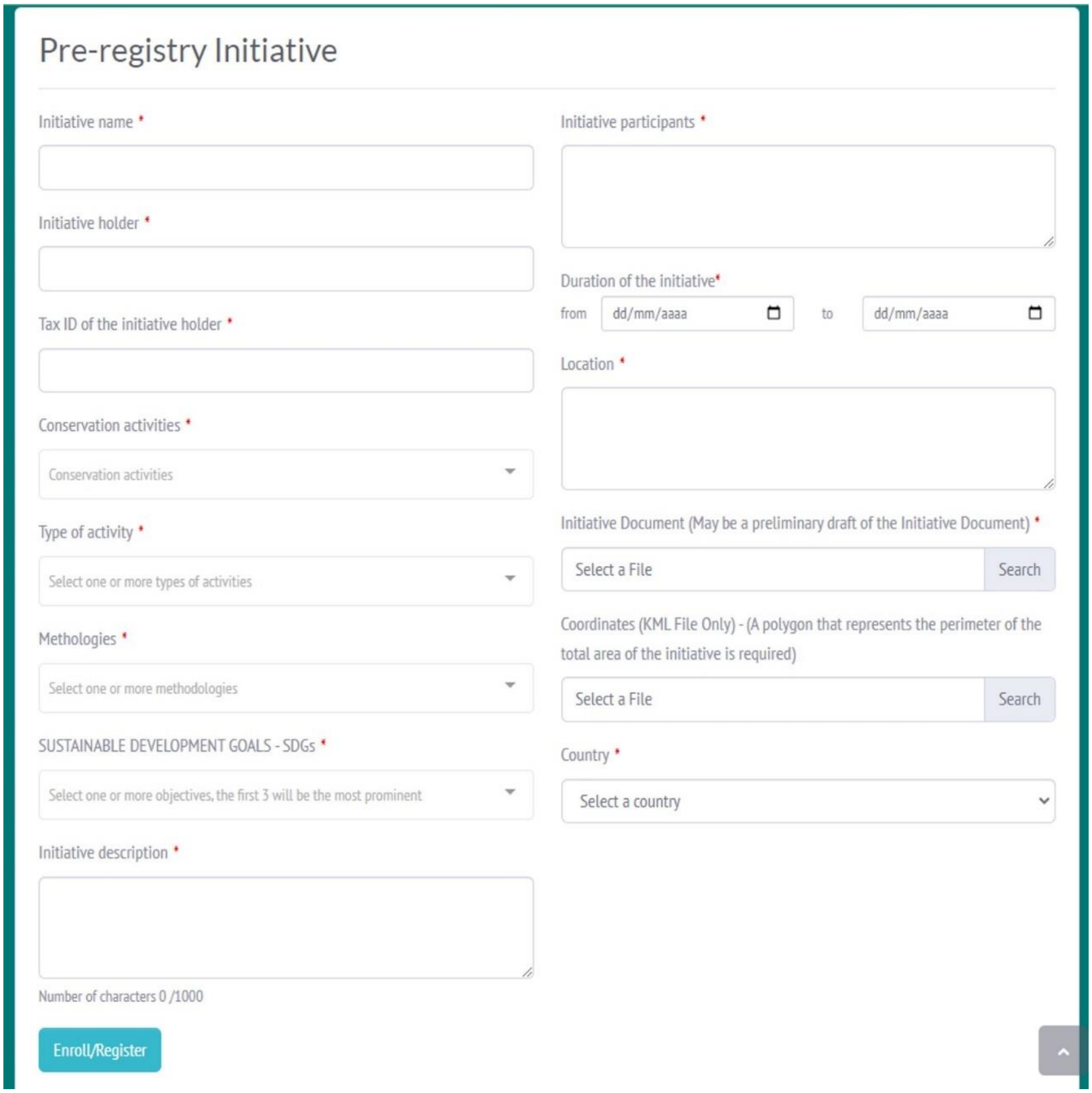
1. Log in Biodiversity with your registered email and password[3].

[3] Every time the user tries to enter the account, the system will request a verification code, which will be sent to the registered email.

2. Click on **pre-register initiative**[4] option displayed on the left side of the screen.
3. To **pre-register the initiative:** You must complete the fields on the form and attach the required documentation, as described below:

- Initiative name
- Initiative holder
- Tax Identification Number of the initiative holder
- Conservation activities (select all that apply)
- Type of activity (select all that apply)
- Methodologies
- Sustainable Development Goals (SDGs) (minimum 3)
- Description of the initiative in English (1000 characters maximum)
- Participants of the initiative
- Duration period of the initiative
- Location
- Initiative Document (CID) (preliminary draft) – Attach
- Coordinates (KML File Only) - (A polygon that represents the perimeter of the total area of the initiative is required) – Attach
- Country

[4] This option will be available as long as the account type allows it. Only the General Account Holder can register Initiatives.



Pre-registry Initiative

Initiative name *

Initiative holder *

Tax ID of the initiative holder *

Conservation activities *

Conservation activities

Type of activity *

Select one or more types of activities

Methologies *

Select one or more methodologies

SUSTAINABLE DEVELOPMENT GOALS - SDGs *

Select one or more objectives, the first 3 will be the most prominent

Initiative description *

Number of characters 0 /1000

Enroll/Register

Initiative participants *

Duration of the initiative*

from dd/mm/aaaa to dd/mm/aaaa

Location *

Initiative Document (May be a preliminary draft of the Initiative Document) *

Select a File | Search

Coordinates (KML File Only) - (A polygon that represents the perimeter of the total area of the initiative is required)

Select a File | Search

Country *

Select a country

This process allows the initiative to appear as “Listed” in the public registry.

4. By clicking on Pre-Register/Register, the initiative will remain as “Listed” and the user will receive a Service Order for the management of the initiative in the registration system and the Purchase Order for the pre-registration of the initiative. The user shall read and sign the Service Order through VIAFIRMA[5], BioCarbon's electronic signature service provider.

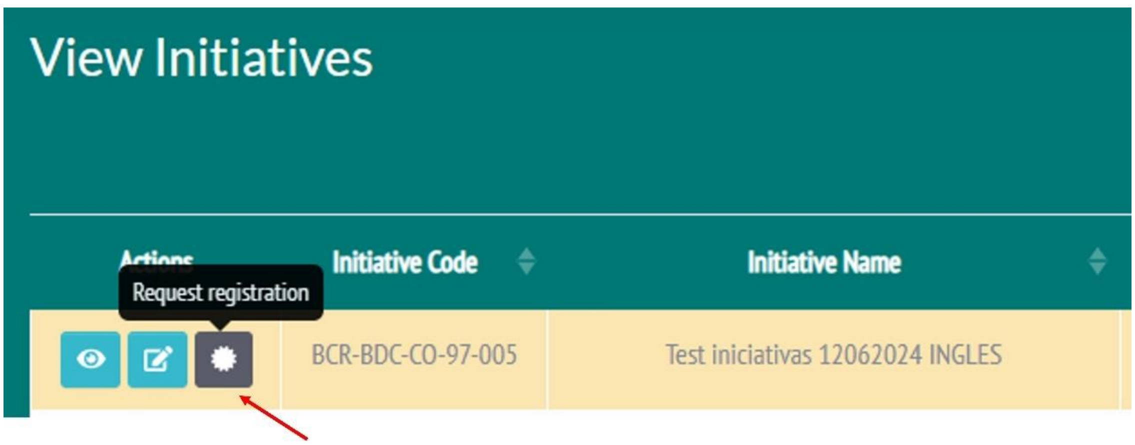
---

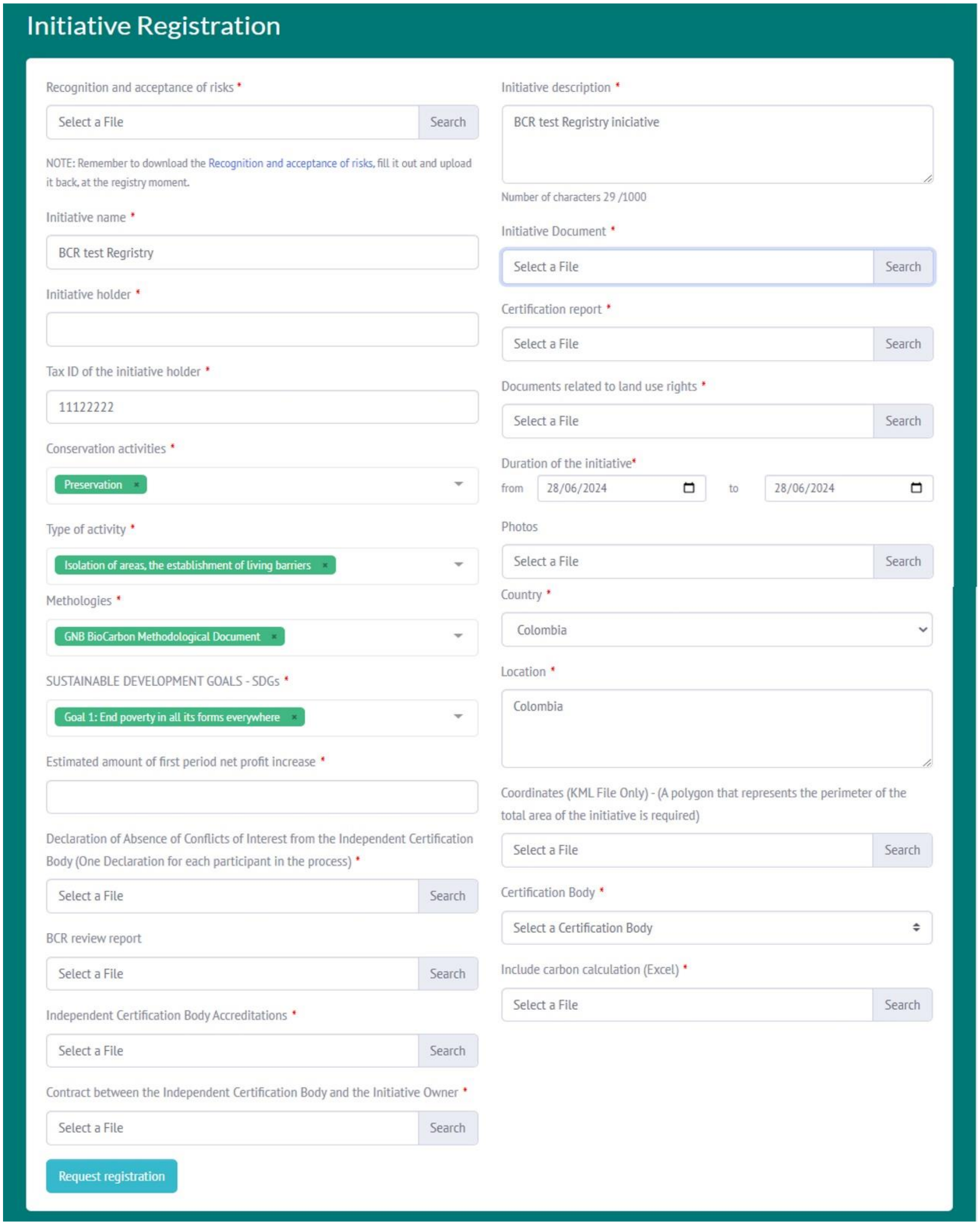
[5] When you begin the signing process through VIAFIRMA, you will receive an email with a unique code to the authorized email address. You must use this code to continue with the electronic signature.

5. To **register the initiative**, the user must click on the “Register initiative” button and enter the following information, attaching the required documents:

- Recognition and acceptance of risks (download the attached document, fill it out and upload it back, at the time of registration)
- Name of the initiative (comes from pre-registry)
- Name of the initiative holder (comes from pre-registry)
- Tax identification number
- Conservation activities (comes from pre-registry)
- Type of activity (comes from pre-registry)
- Methodologies (comes from pre-registry)
- Sustainable Development Goals – SDG (comes from pre-registry)
- Estimated amount of NGB for the first time period
- Declaration of Absence of Conflicts of Interest from the Independent Certification Body (One Declaration for each participant in the process)
- BCR Review Report
- Independent Certification Body Accreditations
- Contract of Agreement between the Independent Certification Body and the Initiative Holder
- Description of the initiative in English (comes from pre-registry)
- Initiative Document (CID)
- Certification Report
- Documents related to land use rights
- Duration period of the initiative (comes from pre-registry)
- Photographs

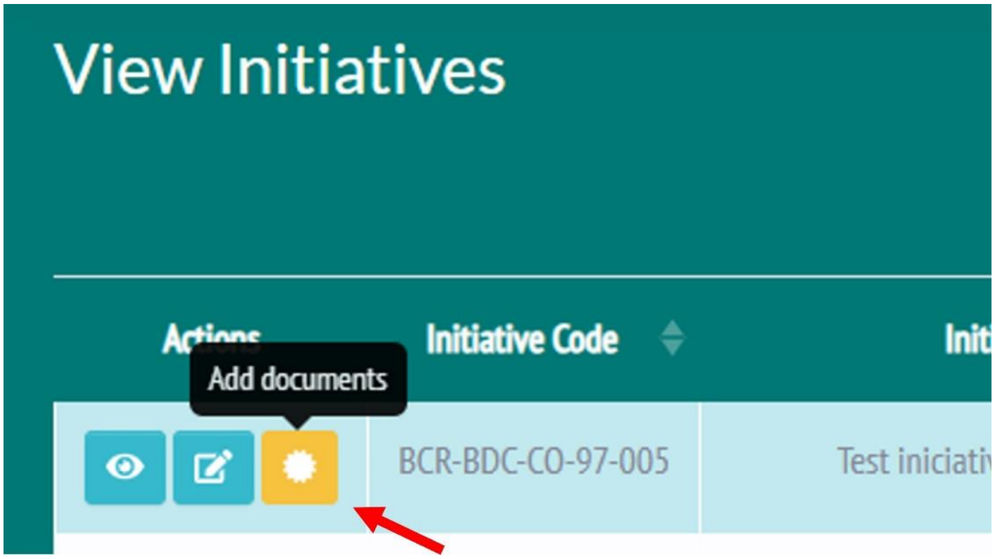
- Country (comes from pre-registry)
- Location of the initiative (comes from pre-registry)
- Coordinates (KML File Only) - (A polygon that represents the perimeter of the total area of the initiative is required) (comes from pre-registry)
- Certification Body
- Include Calculations (Excel)

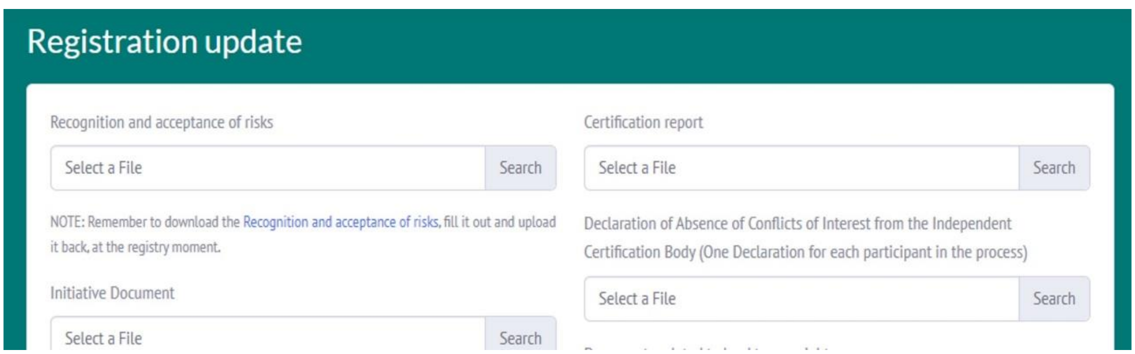




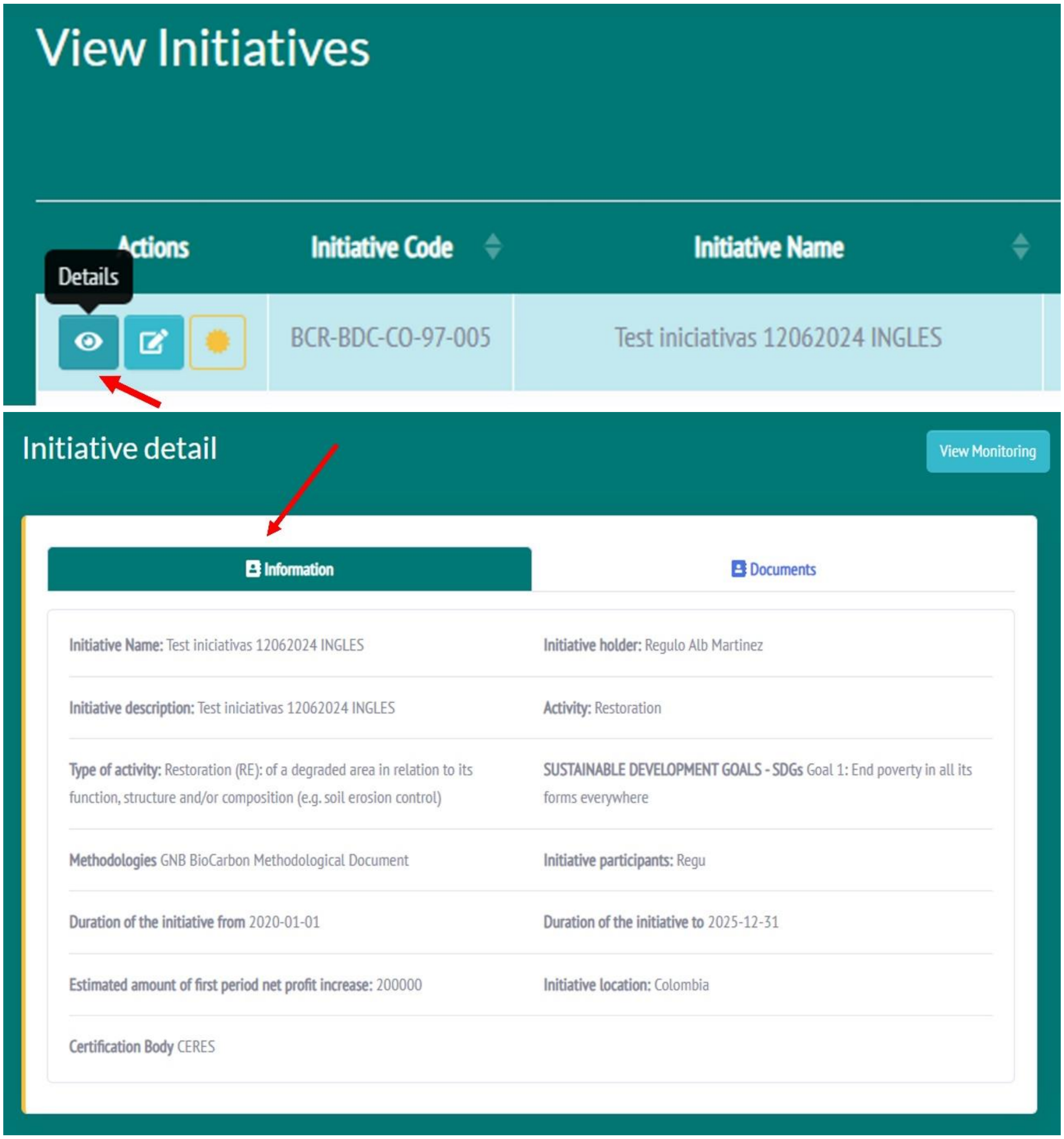
6. By clicking on the “Register initiative” button, the user receives an email with the Purchase Order for the Initiative Registration.

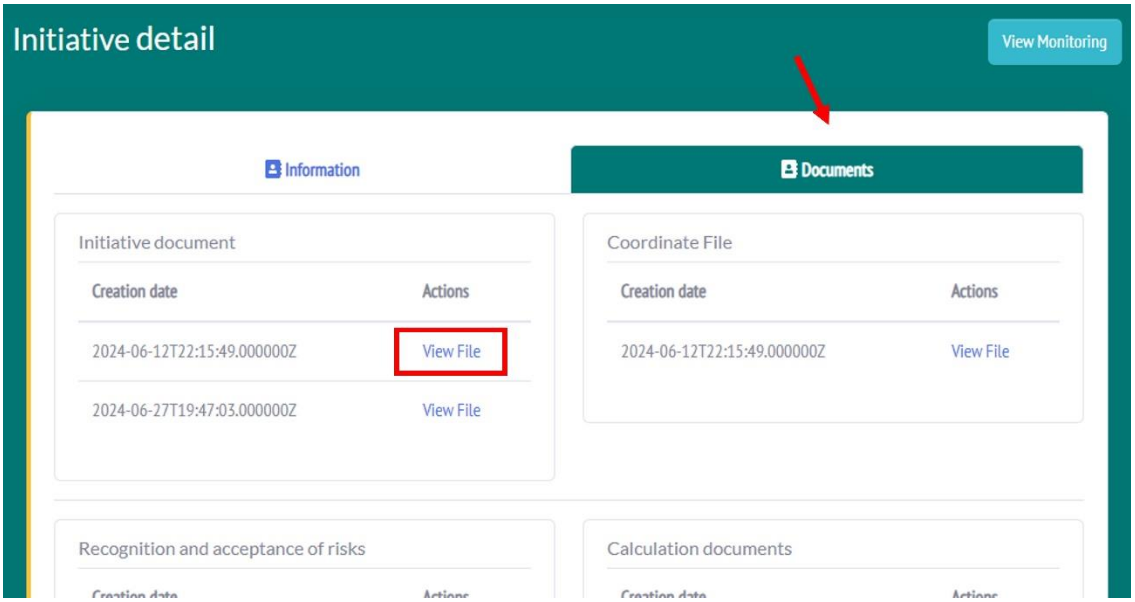
7. As long as the registration of the initiative has not been approved, the user can still attach new documents, by clicking on the "Add documents" button.





8. The user has the option to view the information of all their initiatives (listed or registered) and can still attach documents by clicking the Details button and selecting the Information or Documents tab, as appropriate.


View Initiatives
Actions
Initiative Code
Initiative Name
Details
BCR-BDC-CO-97-005
Test iniciativas 12062024 INGLES
Initiative detail
View Monitoring
Information
Documents
Initiative Name: Test iniciativas 12062024 INGLES
Initiative holder: Regulo Alb Martinez
Initiative description: Test iniciativas 12062024 INGLES
Activity: Restoration
Type of activity: Restoration (RE): of a degraded area in relation to its function, structure and/or composition (e.g. soil erosion control)
SUSTAINABLE DEVELOPMENT GOALS - SDGs Goal 1: End poverty in all its forms everywhere
Methodologies GNB BioCarbon Methodological Document
Initiative participants: Regu
Duration of the initiative from 2020-01-01
Duration of the initiative to 2025-12-31
Estimated amount of first period net profit increase: 200000
Initiative location: Colombia
Certification Body CERES



9. When requesting the registration of an initiative and after attaching all the documents, the Platform administrator reviews the information provided. Once this information has been reviewed, the administrator approves the registration of the initiative. The User receives an informative email with "Initiative registration approved" as the subject.

In the Registration Platform, the initiative will now have the status of "Registered"

Recommendations and best practices – Initiative registration:

❖ If at the time of registration, the user does not have (or does not provide) all the required information and documentation, the initiative will remain in the public registry under the status "Listed".

❖ Once the registration has been approved, the system generates a unique identification code that corresponds to the identification of the initiative holder[6] and a complementary serial that provides information about the initiative. It is recommended to memorize said initiative Code in order to be able to easily consult the website.

❖ Registration of an initiative is an independent process from registration of a monitoring period. An initiative can record multiple monitoring periods depending on the duration of the initiative.

[6] In the registration system, the Initiative Holder is not necessarily the Account Holder. This case applies when a General Account Holder has registered an initiative on behalf of a third party.

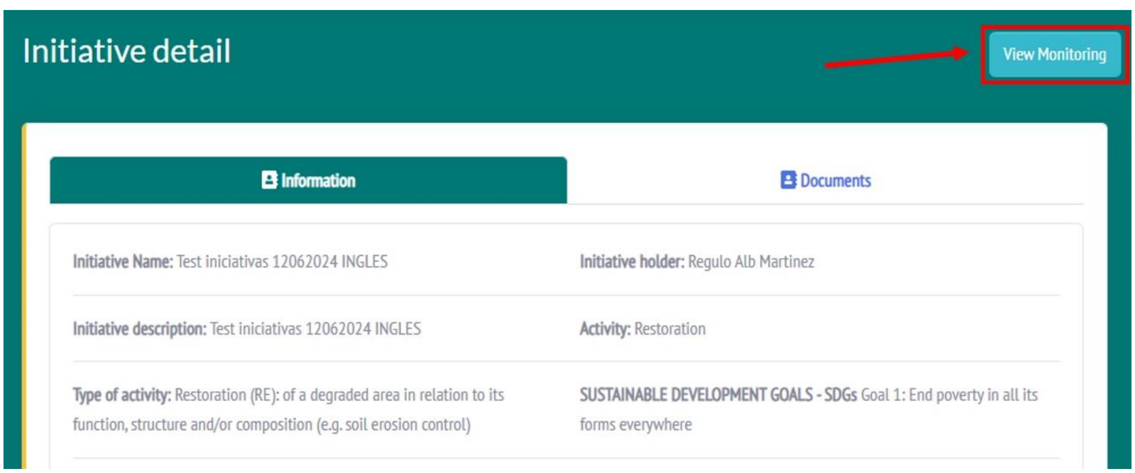
❖ Once the initiative registration is approved, the information cannot be edited by the user. If an edit needs to be made, the user must contact registry@biocarbonstandard.com for the edit to be evaluated and executed.

❖ The administrator's response time is approximately of ninety (90) business days from the time of request. The user must wait for the administrator to review the information and approve the initiative registration before the registration of a monitoring period, and before requesting the issuance of BDC. Please take these times into consideration.

4 Pre-registry and registry of the Monitoring

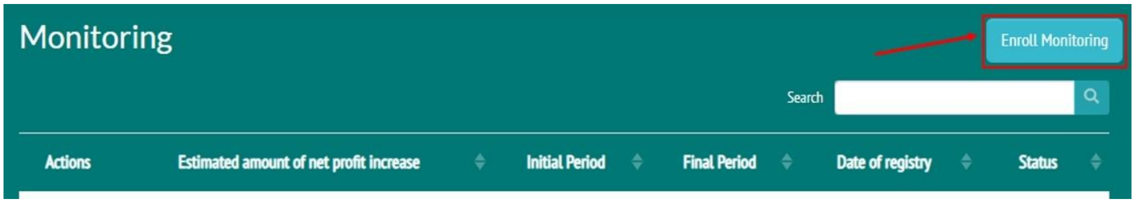
To pre-register and register for monitoring, the user must complete the following steps:

1. Log in Biodiversity with your registered email and password[7].
2. Go to **View Initiatives** in the menu displayed on the left side of the screen.
3. Click on the initiative for which you want to register a monitoring period, by double-clicking on the name of the Initiative or on the Details icon.
4. Go to **View Monitoring** located in the upper right corner of the page.



5. Go to **Enroll Monitoring** (button located in the upper right corner of the page)

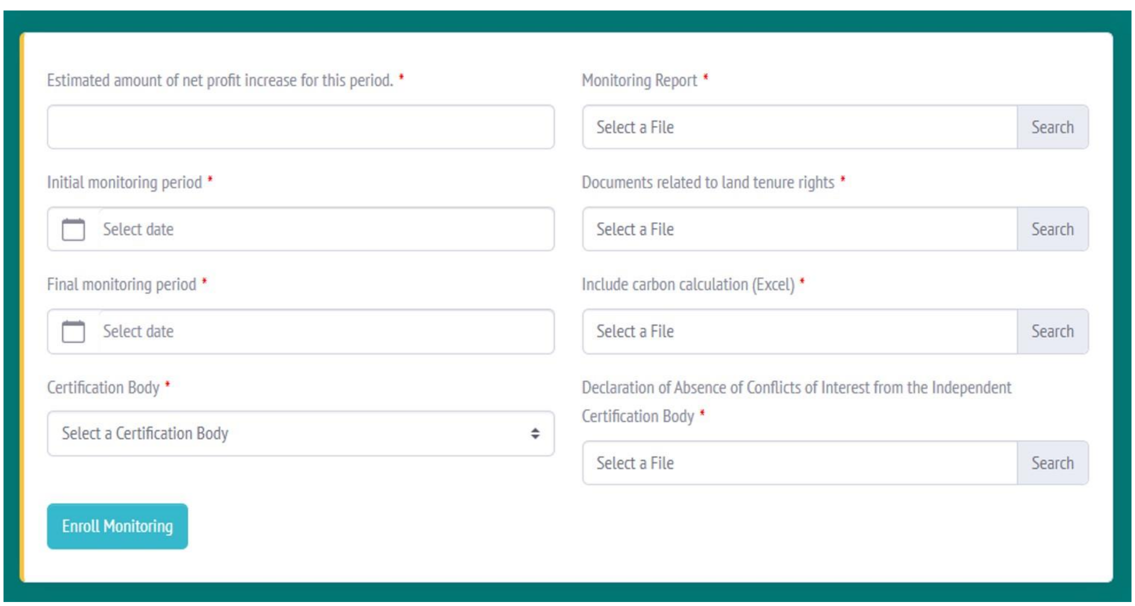
[7] Every time the user enters the account, the system will request a verification code, which will be sent to the registered email.



6. Fill out the form that is displayed, attaching all the required documents.

For Monitoring inscription, the following are required:

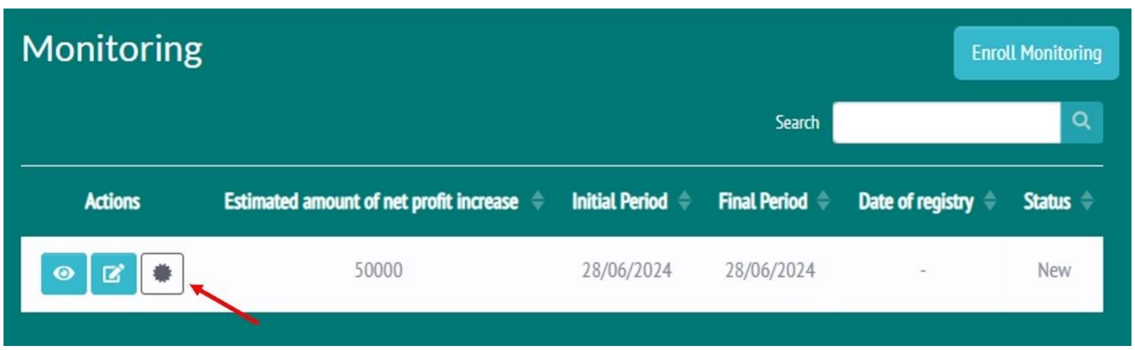
- Estimated amount of Net Gains in Biodiversity (hereinafter NGB) for this period
- Initial monitoring period (select date)
- Final monitoring period (select date)
- Certification Body
- Monitoring Report (attach)
- Documents related to land use rights (attach)
- Include Calculations (Excel) (attach)
- No Conflict of Interest Statement from the Independent Certification Body (One for each participant in the process) (attach)

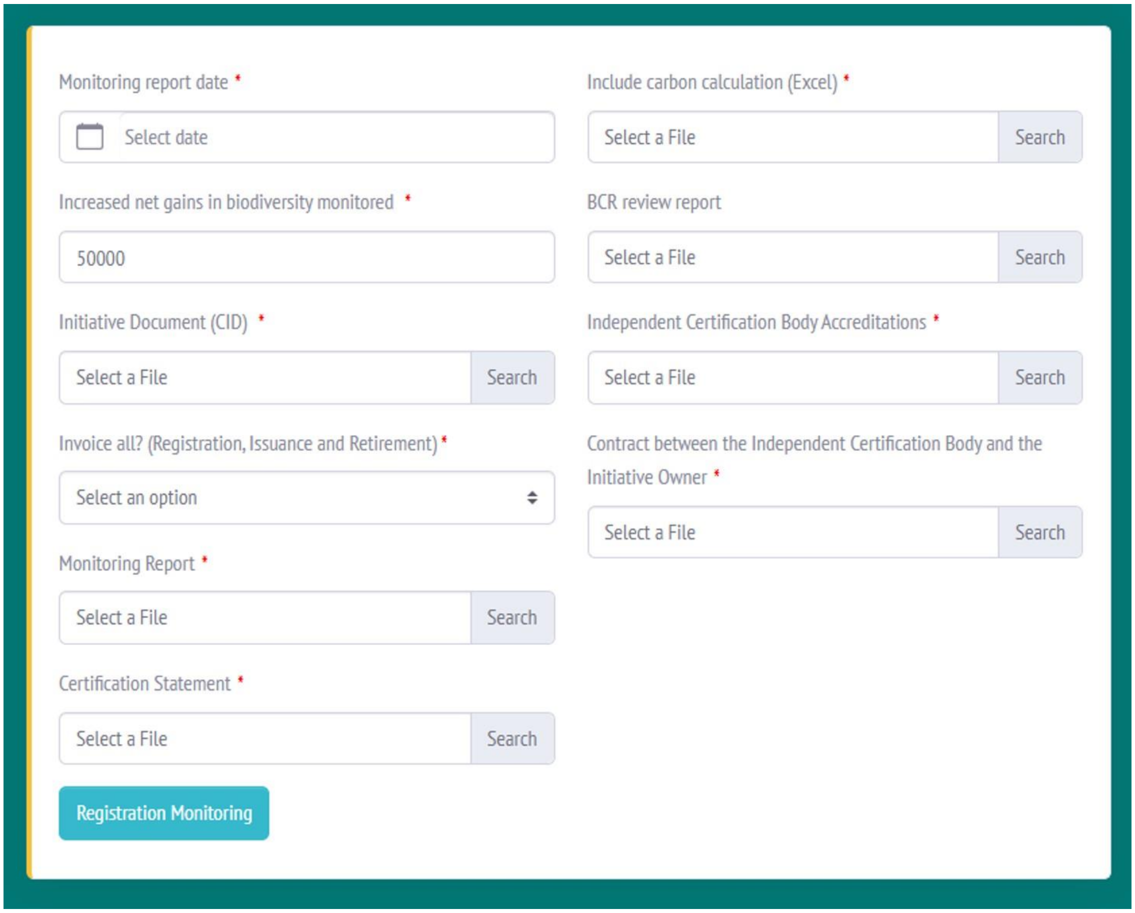


7. By clicking on the "Pre-register monitoring" button, the user will receive an email with the **Service Order** and another one with the **Purchase Order** for the monitoring pre-registration.

8. To register the monitoring, the user must click on the "Register Monitoring" action button, enter the following information and attach the following documents:

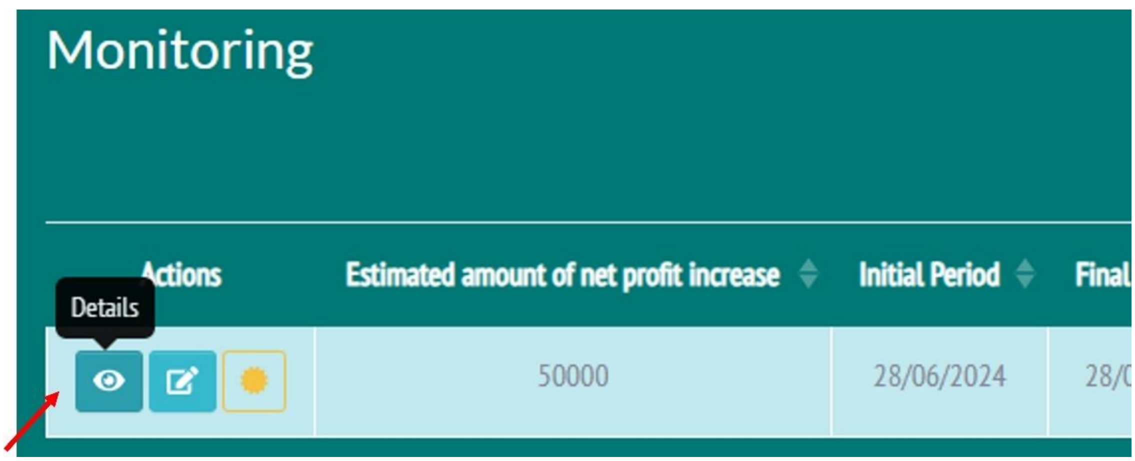
- Monitoring report date
- Increased NGB monitored
- Conservation Initiative Document (CID)
- Bill everything? (Registration, Issuance and withdrawal) (YES or NO)
- Monitoring Report
- Certification Statement
- Include Calculations (Excel)
- BCR Review Report
- Independent Certification Body Accreditations
- Agreement between the Independent Certification Body and the Initiative Holder

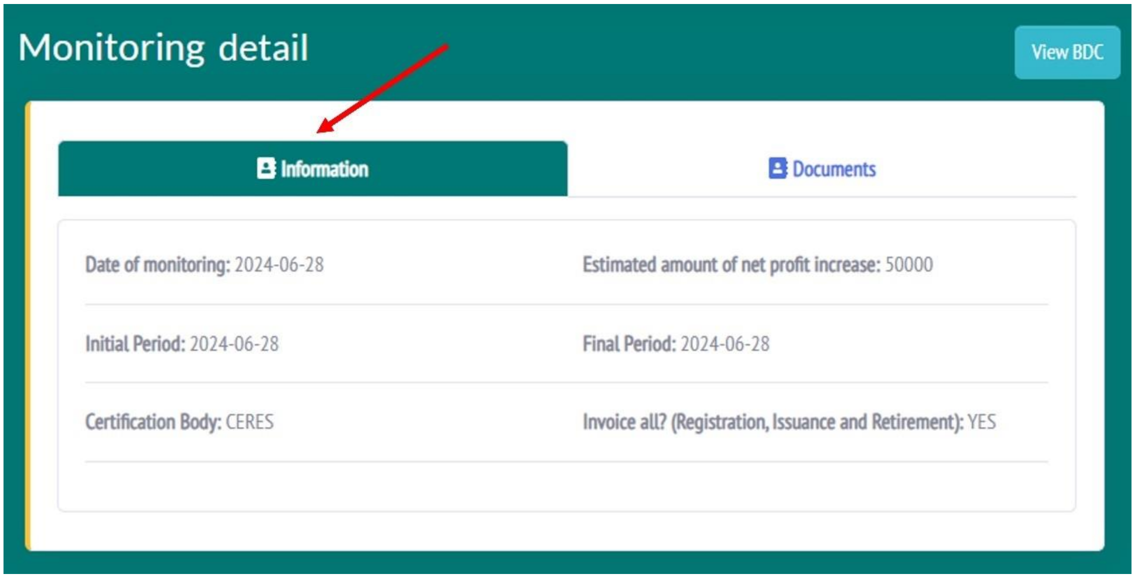


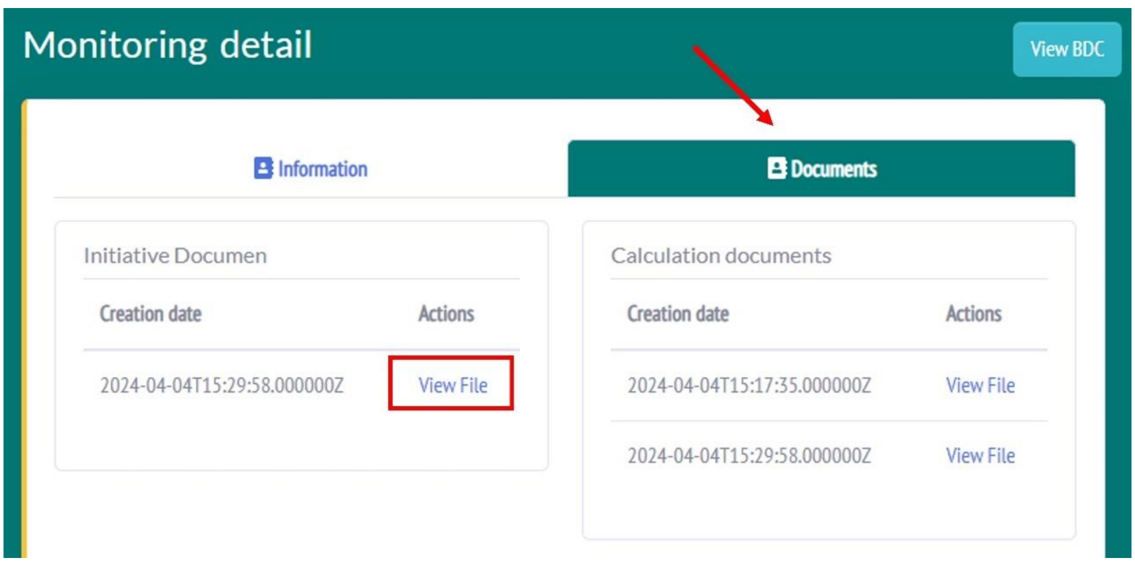


9. By clicking on Register Monitoring, the user receives an email with the Purchase Order for the registration and for the Issuance of Biodiversity Credits and Retirements (this, if the user selected everything to be billed). The monitoring will remain as "New" in its status
10. If the monitoring registration has not yet been approved, the user has can still add new documents by clicking on the "Add documents" button.

11. The user has the option to view the information and attach documents of all the monitoring periods per each initiative (new or registered) on the platform. Click on the Details icon and select the Information or Documents tab, as appropriate.







12. The BIOCARBON Platform administrator will review the information provided. Once this information has been reviewed and approved, the administrator will accept the monitoring registration and the user will receive an email notifying the user of the Approved Monitoring Registration. The monitoring will now have a "Registered" status

13. Signature of Service Order: Through VIAFIRMA, BIOCARBON's electronic signature service provider, the user must read and sign the Service Order agreed between the Account Holder and BIOCARBON. To access, VIAFIRMA will send an email to the

contact person with the link to access the signature. If you have any questions or comments, please write an email to registry@biocarbonstandard.com.

Recommendations and best practices – Monitoring Registration:

❖ Complete the form that is displayed in the Platform by attaching all the required documents.

❖ For said form, the user must carefully complete all the information corresponding to the data and documents related to the monitoring period that will be registered, that is: the date of issuance of the monitoring report and the amount of NGB monitored. The initial and final monitoring period must coincide with the monitoring report.

❖ The amount of NGB calculated must be stated as an integer number, approximating the value and must correspond to the net value of NGB calculated for the monitoring period.

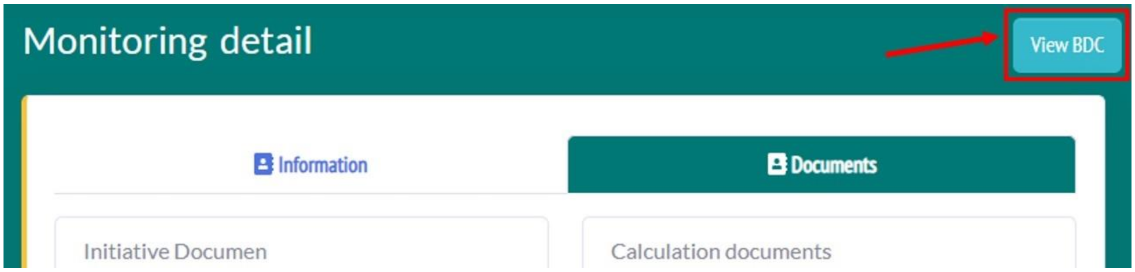
❖ The administrator's response time is approximately ninety (90) business days since the request for monitoring registration. Therefore, the user must wait for the administrator to review the information and approve the registration, before proceeding with the issuance of the BDCs. Please take these times into consideration.

5 Biodiversity Credits (BDC) Issuance

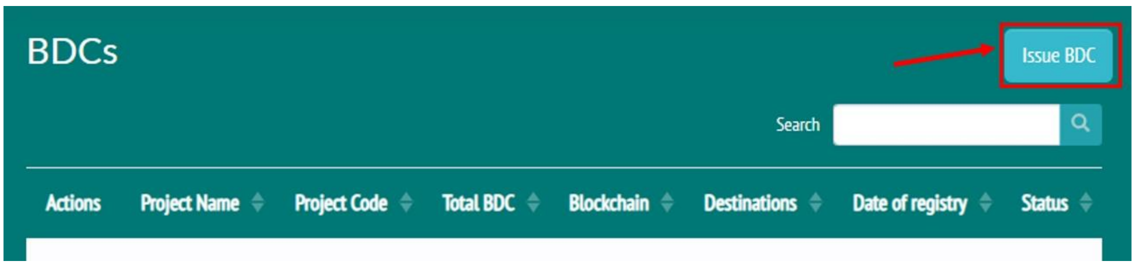
For the issuance of BDCs, the user must complete the following steps:

1. Log in Biodiversity with your registered email and password[8].
2. Go to **View Initiatives** in the menu displayed on the left side of the screen.
3. Click on the initiative you wish to issue the BDC to, by double-clicking on the name of the Initiative or on the **Details button**.
4. Go to **View Monitoring** in the button located in the upper right corner of the page.
5. Click the Monitoring period for which you want to issue the BDC, selecting it in the displayed monitoring list (double-click on the monitoring or on the **Details** button).
6. Click **View BDC** in the tab located in the upper right corner of the page.

[8] Every time the user tries to enter the account, the system will request a verification code, which will be sent to the registered email.

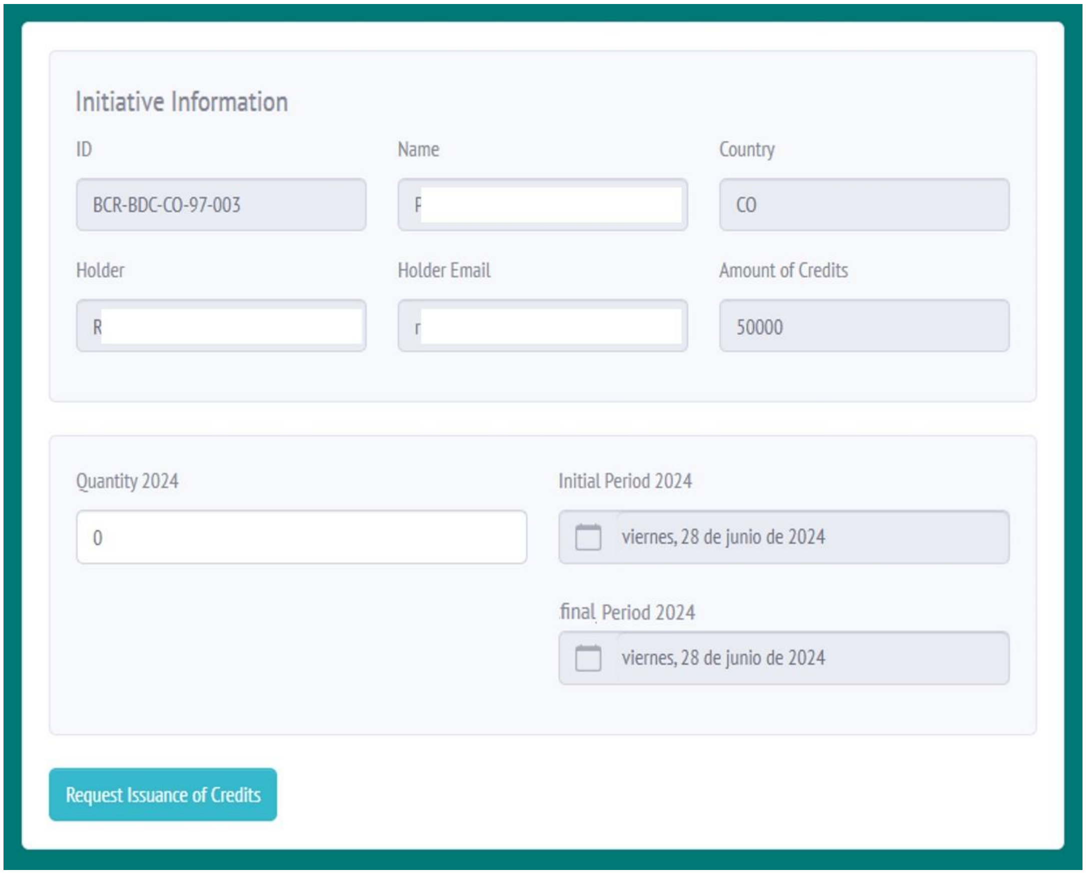


7. Go to **Issue BDC** in the button located in the upper right corner of the page.



8. In this section, a form for issuing BDC will be displayed. The data of the initiative owner will be automatically loaded, so that the BDC are always traceable from their issuance. This information will not change even if the BDC are transferred. Likewise, the year of each BDC serial will be automatically established according to the "Period" dates recorded in the Monitoring period.

9. The user must enter the values for each calendar year reported in the Monitoring report. The user must use whole numbers, and the total sum must match the number of BDC indicated for the monitoring period. Otherwise, an error will be generated and the user will not be able to continue with the issuance process.



10. To request the issuance of BDC, the administrator reviews the information provided. When this information has been reviewed, the administrator will approve the issuance and the user will receive by email the purchase order (if the monitoring registration has been invoiced, the Purchase Order will have a value of zero).

11. Once the issuance request is reviewed and approved, the user will receive the BDC Issuance Declaration certificate. The administrator will enable the subsequent processes and then the user can now transfer and retire BCD.

Recommendations and best practices –BDC Issuance:

❖ The user shall be very precise when filling out the form to avoid duplication.

❖ The amounts of NGB should be reported by calendar year (corresponding to the monitoring period).

❖ The system generates a unique identification code that corresponds to the initiative ID generated during the registration of the initiative. Another code is added to identify the reported monitoring period and the number of BDCs issued. This code cannot and should not be changed. See section 9 (Serial Identification).

❖ Remember that once the BDC are issued, the information cannot be edited.

6 Retirements y Transferences

To make retirements, the following steps must be completed:

1. **Log in Biodiversity** with your registered email and password.

2. Go to **View Initiatives** in the menu displayed on the left side of the screen.

3. Click on the initiative you wish to retire BDC from, by double-clicking on the name of the initiative or on the **Details** button.

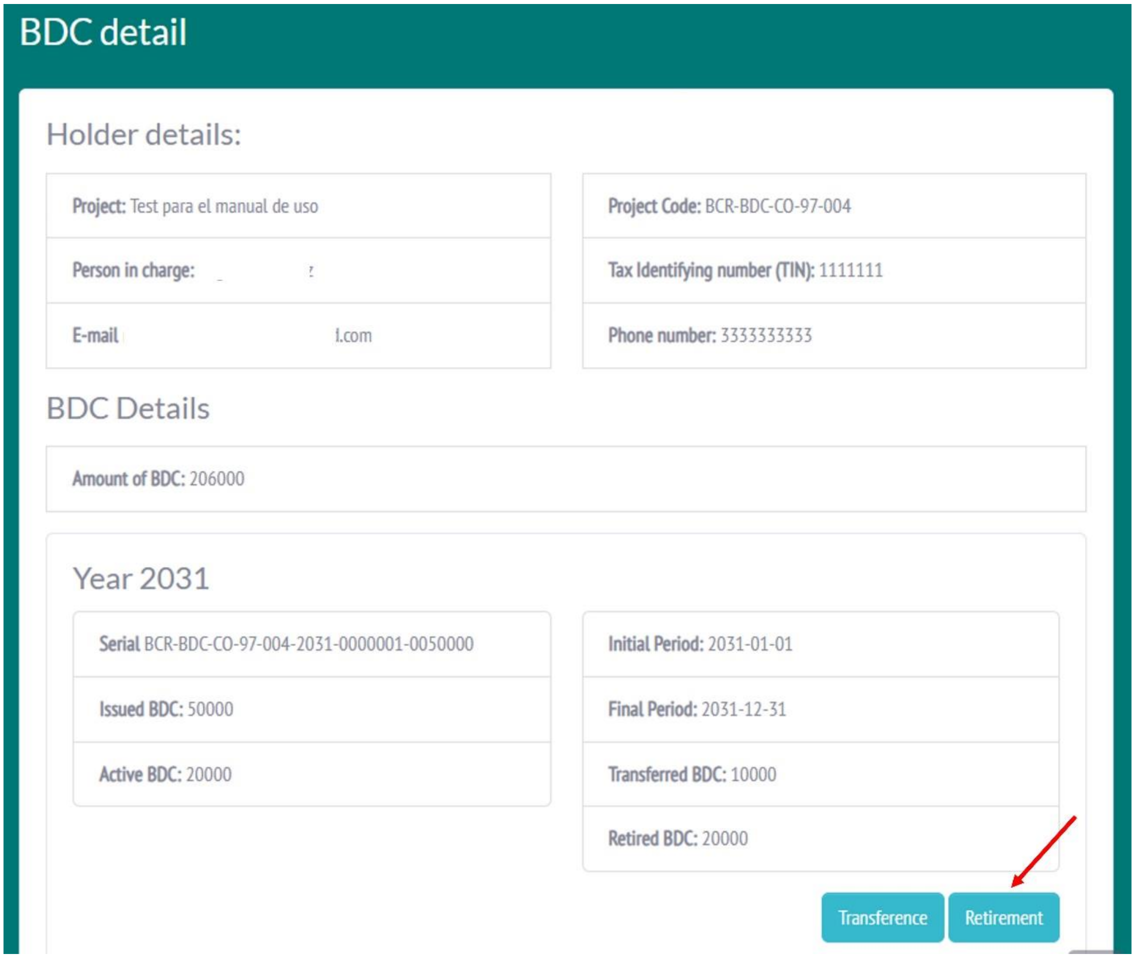
4. Go to **View Monitoring** located in the upper right corner of the page.

5. Go to the Monitoring list displayed and select the one you choose to retire BDC from.

6. Click on **View BDC** button located in the upper right corner of the page.

7. Select the issued BDC by double-clicking on the BDC group or on the **Details** icon.

8. Choose the BDC serial you want to make the transaction from (according to the year) and select the Retire option.

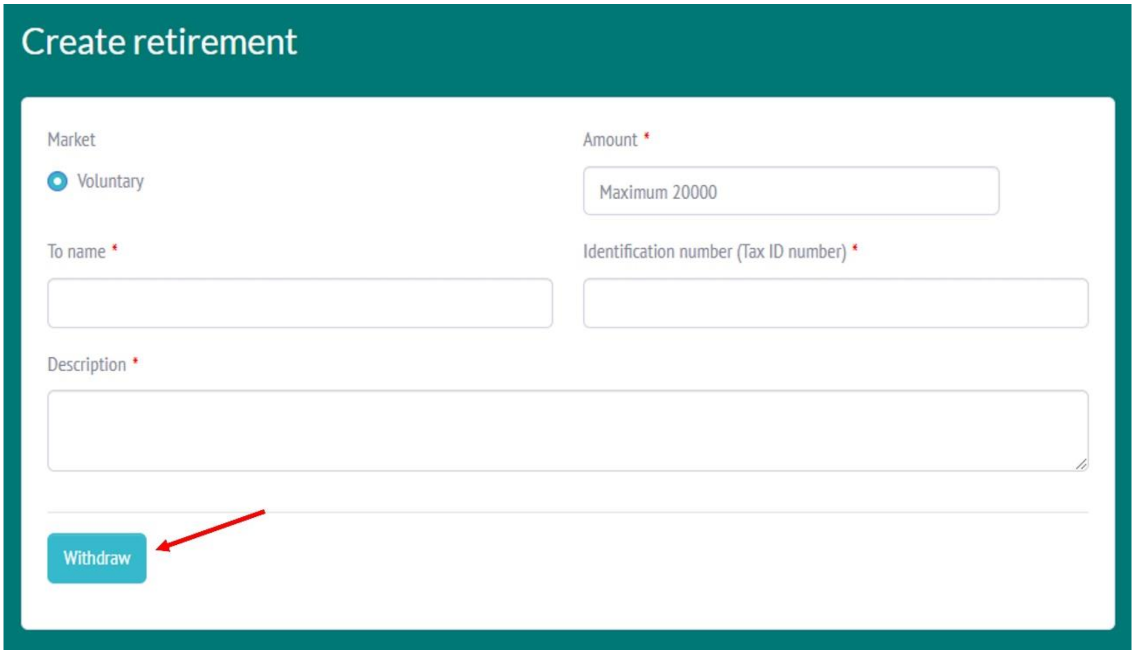


9. A form will be displayed where the user must enter the name of the person executing the retirement, their identification number and description.

10. Include the amount to be retired.

11. Retirements do not require review and approval by the BIOCARBON team.

The issued BDCs can be retired to the voluntary Market (final destination) without any conditions.



12. Click the **retirement** button

13. The user will receive the corresponding **purchase order** by email (if the monitoring registration has been invoiced, the purchase order will not be sent) along with the Retirement Statement.

14. Once the BDCs are retired, the information cannot be edited.

15. If the user wants to check the retirements made, go to the main menu located to the left interface under the Retirement Account section.

16. The system will automatically deduct the retired BDC from the user's account.

Recommendations and best practices –BDC Retirements

❖ The amount of BDC to be retired may NOT exceed the amount of BDC available for that serial.

To make Transfers, the following steps must be completed:

1. **Log in Biodiversity** with your registered email and password.

2. Enter **View Initiatives** in the menu displayed on the left side of the User space.

3. Click on the initiative you want to transfer BDC from, by double-clicking on the name of the initiative or on the Details button.

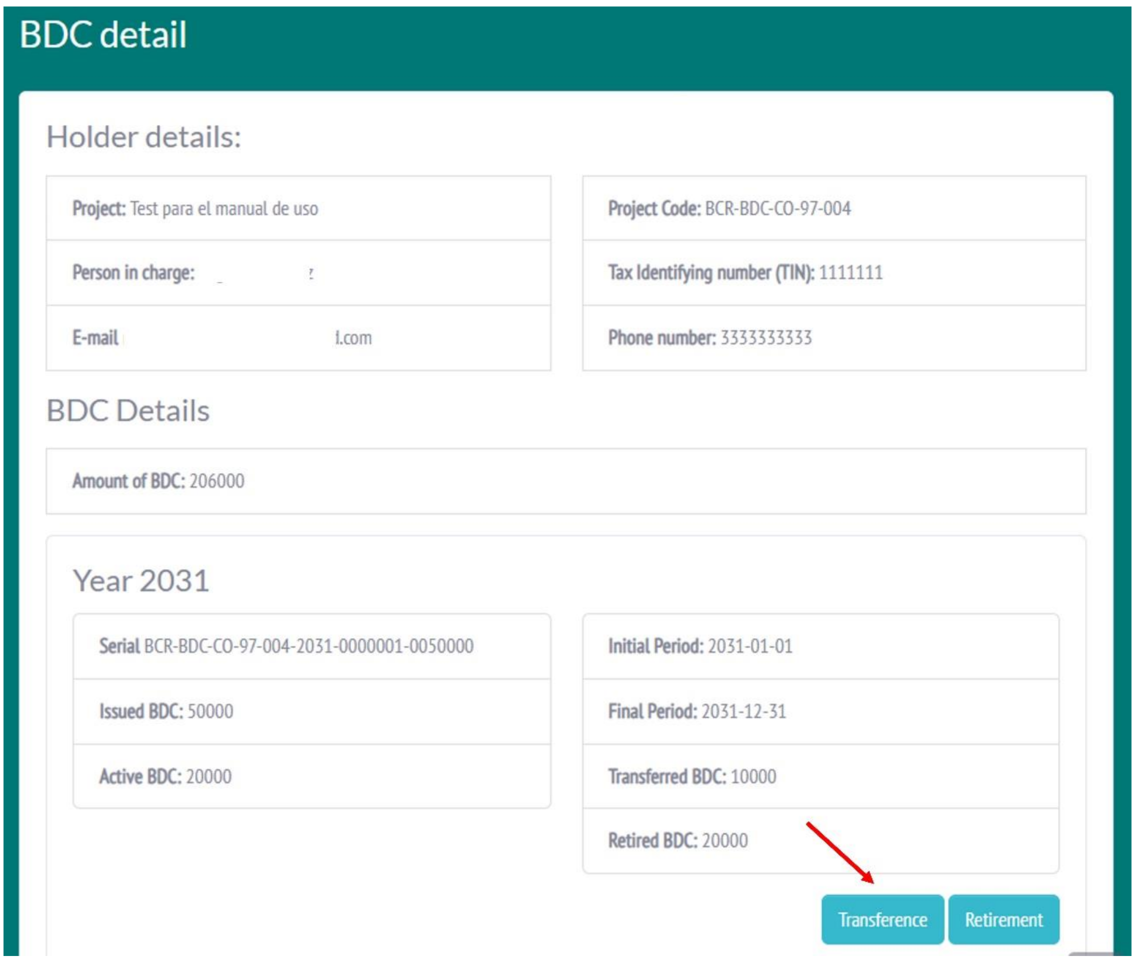
4. Go to **View Monitoring** located in the upper right corner of the page.

5. Go to the displayed monitoring list and select the one you want to transfer BDC from.

6. Go to **View BDC** located in the upper right corner of the page.

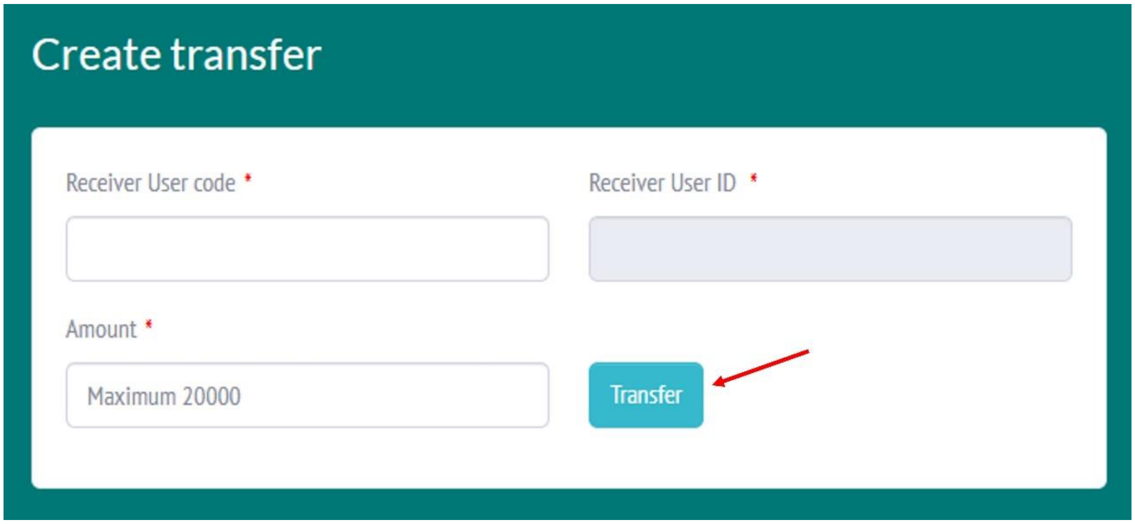
7. Enter the issued BDC group by double-clicking on it or on the **Details** icon.

8. Choose the BDC serial you want to make the transaction from (according to the year) and select the **Transfer** option.



9. A form will be displayed where you must indicate the BIOCARBON user to whom you wish to transfer the BDC to. For this you must know said User's ID.

10. Include the amount to be transferred.



11. Click the Transfer button.

12. Once the transfer is accepted by the recipient, the sender must enter **Send Transfers** and click on the "Paid" button, at this time the transfer will be completed and an email will be sent to the sender user along with a Transfer Statement.

Recommendations and best practices – BDC Transfers

❖ The user shall not exceed the number of BDCs available for that serial.

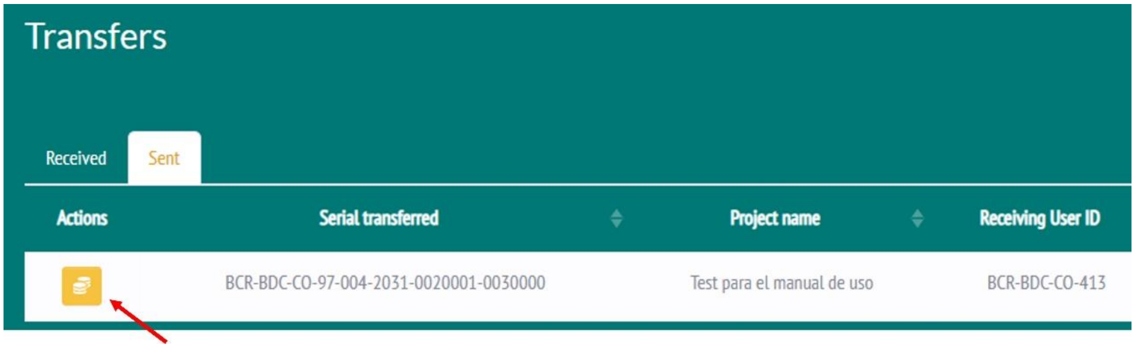
❖ The transfer will not be fully effective unless the recipient accepts the BDC in their account.

❖ If you wish to make another transfer for the same serial, you will NOT be able to do so until the transfer in process is approved by the user receiving the BDCs.

❖ Transfers between users do not require review and approval by the BioCarbon team.

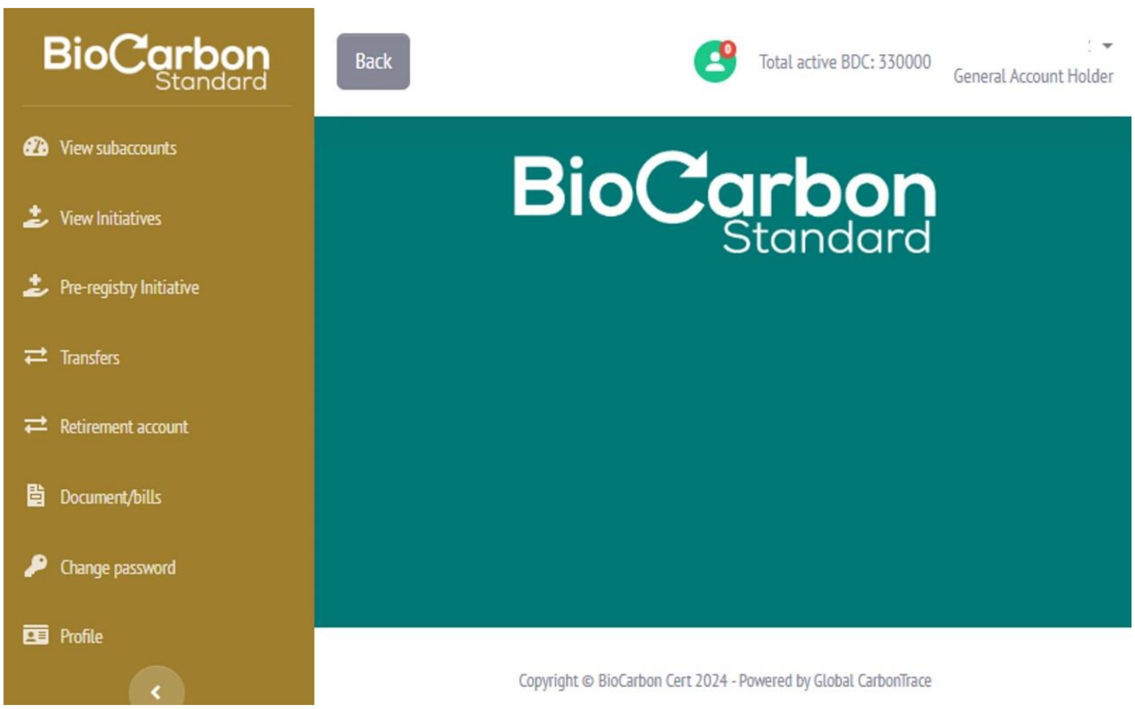
❖ Each one of the users must review their transfers to see the processes that are in process and those that are already registered. This can be consulted in the main menu located to the left side of the screen in the Transfers section. The user can check both the transferred BDC and those received.

Once the transfer is accepted by the recipient, the sending user will see the corresponding BDC deducted. The user must go to **Transfers Sent** and click the "Paid" button; this way the recipient will be able to see them actively in their Received Transfers.



7 User Interface / Main Menu

The following image illustrates the home page and main menu for General Account Holder of BIOCARBON:



The functionalities of each item in the Menu located on the left of the screen are described below.

7.1 View Subaccounts

Allows the user to view the list of registered subaccounts.

By double-clicking on the subaccount or clicking on the Details icon, the user can view the subaccount information, transfers and BDC retirements made.

7.2 View Initiatives

Allows the user to view the list of initiatives registered on behalf of the Account Holder.

By double-clicking on the initiative or clicking on the Details icon, the user can access the information of the initiative, including the recorded monitoring periods, BDC issued, transferred and retired.

7.3 Initiative Registration

Allows the user to pre-register and register initiatives on behalf of the Account Holder, according to section 3.0 of this document.

7.4 Transfers ("escrow" account)

Allows the user to view the list of transfers made to other account holders on the Platform.

The account that receives the transferred BDC works as an escrow account. The transferred BDC can be retired by the recipient, as long as the predetermined conditions specified in the agreement are met.

7.5 Retirement Account

Allows the user to view the list of retirements made to final users.

7.6 Documents/Invoices

In this section, the user can access three types of documents:

1. Documents

Including the Master Agreement, service orders, registration statements, issuance statements, transfer statements and retirement statements.

2. Purchase Orders

Purchase orders generated for each registration process.

3. Invoices

Corresponds to invoices issued once payments have been made.

The user can select the search option to quickly search for documents by Project ID, or keywords.

7.6.1 Electronic Signature

The Framework Agreement (issued during the registration of the initiative holder) and the Service Orders (issued during the registration of the initiatives and Monitoring) must be signed by the account holder through the link provided by VIAFIRMA to the registered email.

Signed documents can be consulted and downloaded in the Platform.

7.6.2 Authenticity of documents

All documents issued by BIOCARBON contain the authenticated signature seal issued by THOMAS SIGNE. The authenticated signature certificate is encrypted in PDF documents and can be consulted through the ADOBE PDF program.

The documents issued by BIOCARBON can be consulted and downloaded in the Platform.

7.7 Change Password

Allows the account holder to change the password, considering the security provisions described in section 10.6.

7.8 My Profile

In this section the user can see the user code and email. Here they can modify the name of the account holder.

8 Public Registry of the Registry Platform

The information registered by the users is publicly available and published in real time on the BIOCARBON website once the records have been reviewed and approved by the BIOCARBON team in accordance with the provisions of the BBS and the applicable methodology.

To consult the public registry, follow the following steps:

1. Go to www.biocarbonstandard.com

2. In the initial menu select Registry, this will take you to the registry manager page, Global CarbonTrace (www.globalcarbontrace.io)

3. When accessing the Global CarbonTrace page, select the Programs / Biodiversity Program option. There are three options in main menu with their corresponding information:

A. Initiatives

In this table the user can consult all the initiatives registered and the ones in process of registration on the Platform.

By clicking on the ID of the Initiative classified as Registered, you will access to complementary information about the initiative such as photographs, location on the map, Monitoring report, etc.

B. BDC

In this table the user can consult all the serials issued by BIOCARBON, the characteristics of each serial and the quantities retired and available.

C. Transactions

In this table the user can consult all the retirement transactions carried out, and their characteristics.

Additionally, all tables have a search box where the user can perform a filter by: initiative name, initiative owner, initiative ID, etc.

9 Identification of BCR serials

The BIOCARBON serial design ensures a unique serial ID. Through its code, traceability of the origin of the serial can be carried out. The figure below describes the information provided by a BDC serial issued by BIOCARBON.

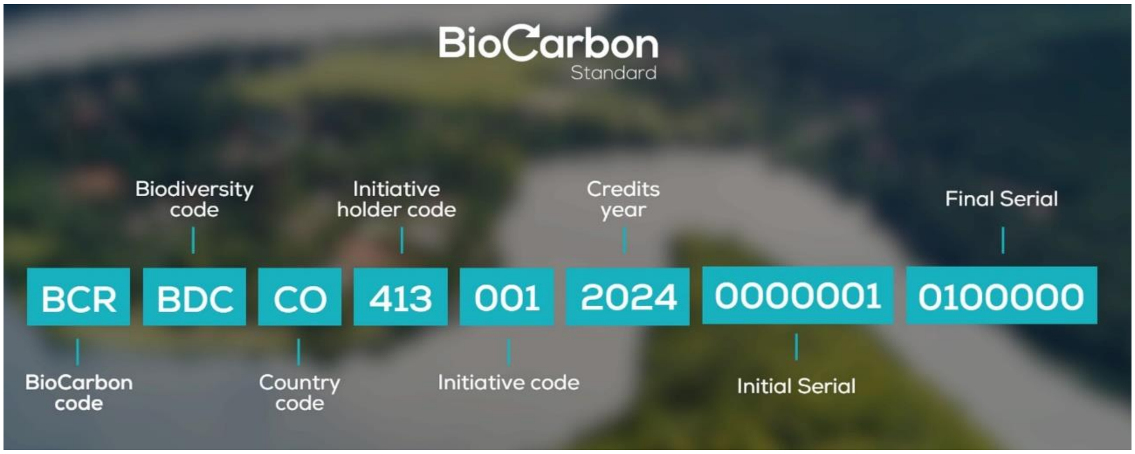


Figure 1: Identification of BCR Serials

10 Security of the Platform

The Web application for BIOCARBON was developed with secure code policies and security-aware software in mind, through the mechanisms described below (among others).

10.1 BlockChain Technology

Security protection with BlockChain technology provides immutability to the valuable information contained on the Platform.

The records are based on Hyperledger Fabric technology, including all security mechanisms that guarantee the integrity of the data stored on the BlockChain.

The Stamping.io link is one of the BlockChain entities that have nodes deployed on LACChain. LACChain is a global alliance led by the Innovation Laboratory of the Inter-American Development Bank Group (IDB Lab) for the development of the BlockChain ecosystem in Latin America and the Caribbean.

All processes carried out on the Platform are processed on the BlockChain and users can download BlockChain certificates in real time.

In the following link, you will find information about BCR on the BIDLAb BlockChain: https://www.lacchain.net/projects/BioCarbon

10.2 SSL Certificate

The BIOCARBON website has an SSL certificate. This way, the information is encrypted and protected (Secure Sockets Layer). The certificate is a digital title that authenticates the identity of a website and encrypts the information sent to the server with SSL technology.

10.3 Google Recaptcha

Google Recaptcha protects the site from spam and abuse, identifies human patterns, ruling out the possibility of a robot entering the Platform.

10.4 Identity validation

The Registration Platform performs identity validation through email verification for user registration.

10.5 Secure Password

Multi-factor authentication requires the user to create a secure password that cannot be detected by strangers (greater than 8 characters, numbers and symbols).

10.6 Verification PIN for entry

The system generates a verification code so that only the authorized person can enter the Platform. The dynamic verification PIN is sent to the registered email every time the user requires accessing to the Platform.

10.7 Control of entry attempts to the application

Functionality to block users after 3 failed login attempts to the BIOCARBON Software. You can try again after 1 hour.

10.8 Last login record

To make visible to the user when was their last login. This way, the user can see if someone is entering their account without authorization.

10.9 Automatic Back Up

Programs 3 daily automatic database backups.

10.10 Development

Development based on secure code programming and OWASP policies: latest stable and verified version of Laravel framework for programming-based development.

10.11 Cyber threat control

The application uses the CloudFlare interface as a Firewall and protective shield for the Web and registration platform.

Cyber threat preventive and corrective maintenance includes (but is not limited to): prevention of unauthorized entry to the website such as plugins and code (hacking), removal of recurring hacking, and prevention of modification of site content.

Maintenance also includes reviewing the operating system, Apache and PHP configurations, vulnerability scanning, security analysis on all sites (Blackbox, Greybox, Whitebox), detection and identification of malware present on the server, implementation of recommendations, server configuration adjustments and site remediation.

Our logs are based on Hyperledger Fabric technology, ensuring that all data is encrypted (both at rest and in motion), using security technologies such as SSL, 256-bit asymmetric key encryption, and HTTPS/TLS/SFTP protocols. Industry standard technologies, such as JavaScript Object Notation (JSON), are used for data exchange through the application programming interface (API).

Additionally, and to guarantee the security of the information contained in our web assets, we have the Acunetix vulnerability scanning application, which uses Interactive Application Security Testing (IAST) through technologies such as: DeepScan, SmartScan, AcuMonitor and AcuSensor , and continuous integration systems: Teamcity, Bamboo, Azure DevOps and GitLab.

11 Questions about the use of the Platform

For any specific questions about the applicability and use of the Platform, contact BIOCARBON via email registry@biocarbonstandard.com.