



NFS Registry User Guide

March 2014





Welcome to the NFS Registry

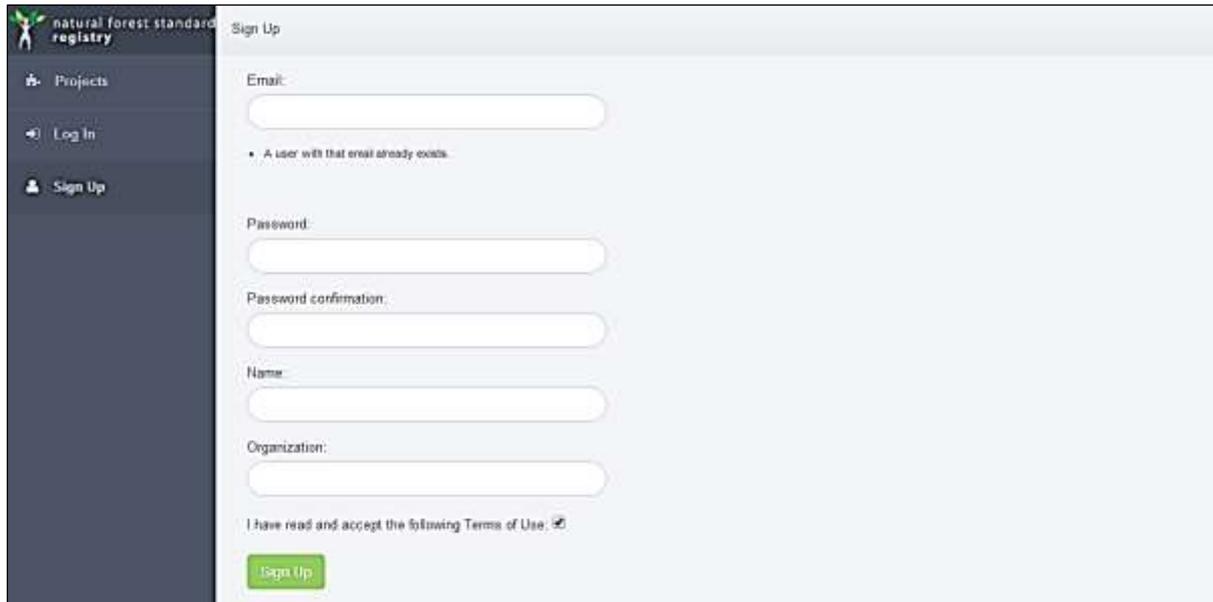
This document provides a user-orientated guide to the functions of the Natural Forest Standard Registry. Its purpose is to aid users of the Registry to successfully access their accounts and hold, transact and retire NCCs.

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1.0 Account Activation

All users wishing to transact Natural Capital Credits will require an active account with the NFS Registry. To create an account visit the [NFS Registry](#) and click 'sign up'. Please provide your information as required and read and agree to the NFS Registry Terms Of Use. When you log into the NFS Registry, you will be notified that your account has been created successfully.



When account activation is complete, the NFS Registry Administration team will send you a welcome email containing an application form so that you can provide us with your details. Once you have created your account on the NFS Registry you are ready to start receiving, claiming and transferring certificates.

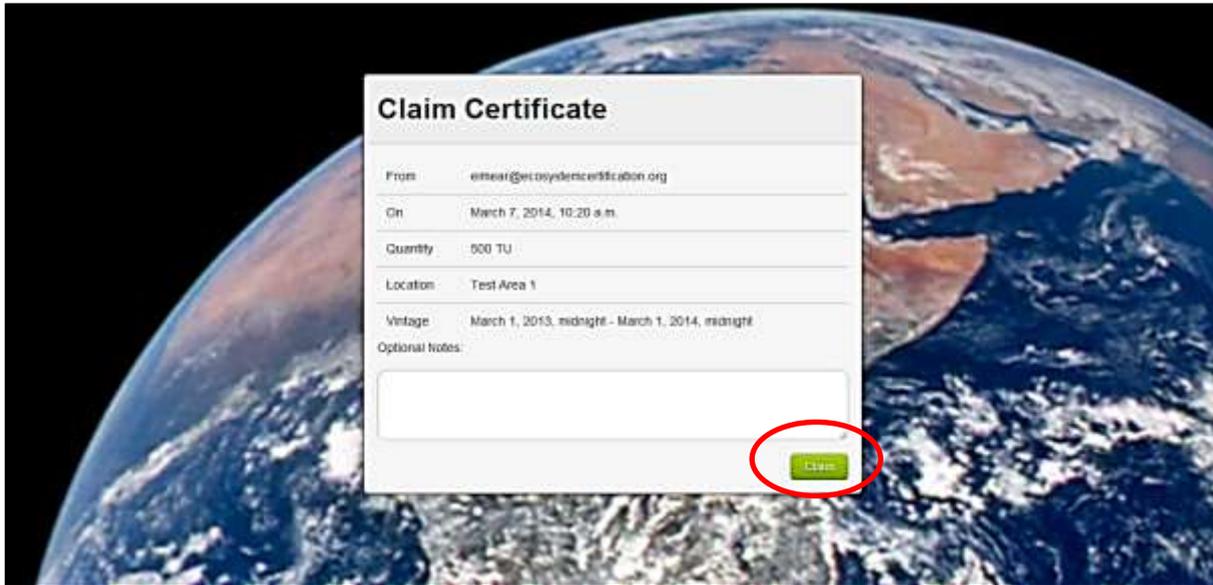
2.0 Claiming a certificate

In order to claim Natural Capital Credits on the NFS Registry you must have created an account.

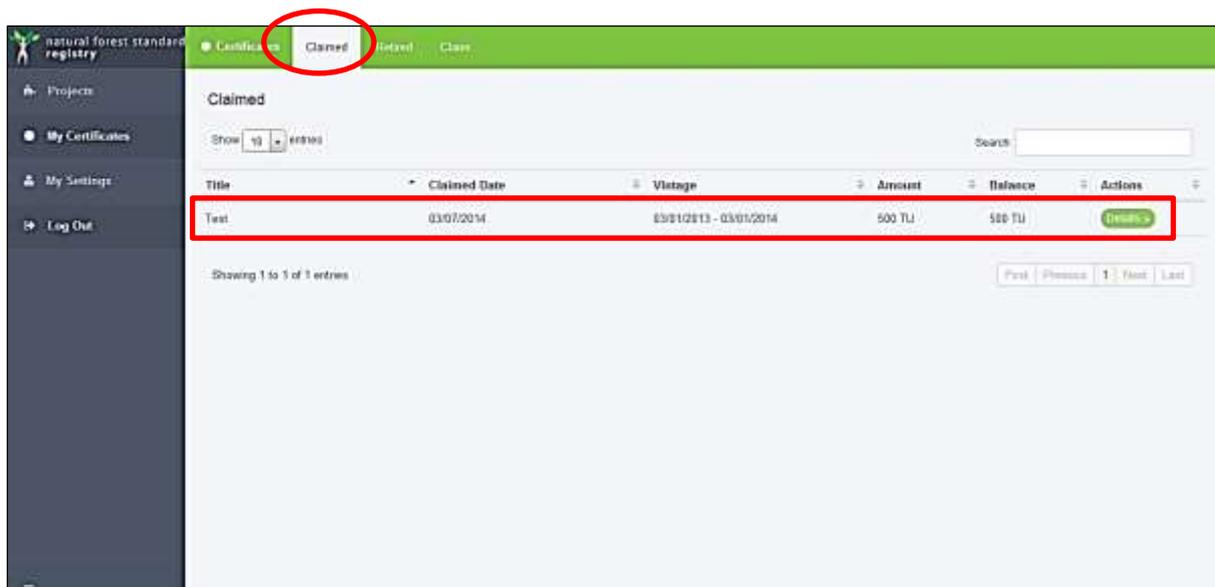
When you receive an invitation email to claim a certificate, simply click on the link in the email. This link is a unique transaction ID URL that is exclusively generated for each individual transaction. When the link is clicked, it will take you to the NFS Registry log in screen. Once you have logged in, the details of the certificate you are claiming will be displayed.

Each certificate can only be claimed by the intended recipient and cannot be claimed by any other third party. Once the certificate is claimed successfully, the unique transaction ID will become invalid, and if further attempts are made to claim the certificate, a security message will be logged with the Registry team.

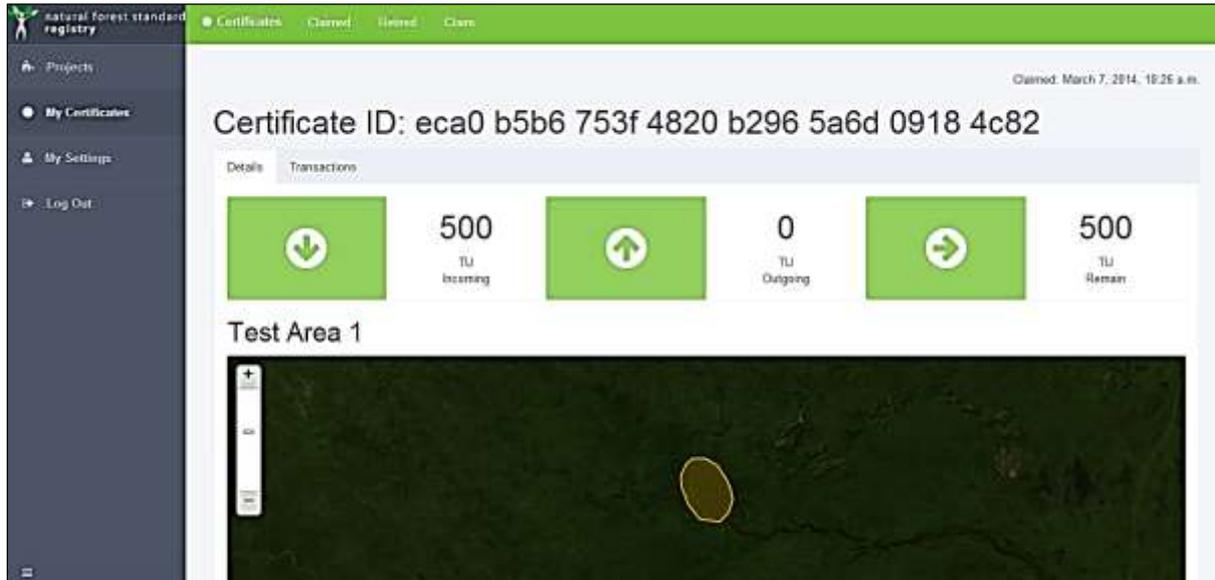
Simply click the 'Claim' button and your account will be credited with the corresponding quantity of NCCs, and you will be taken to the claimed certificates page of your Registry account, where it will show the details of the transaction.



The claimed certificates page of your account gives a summary statement of all claimed certificates, with details of the origin, the amount received and the balance remaining for each certificate held in the account.



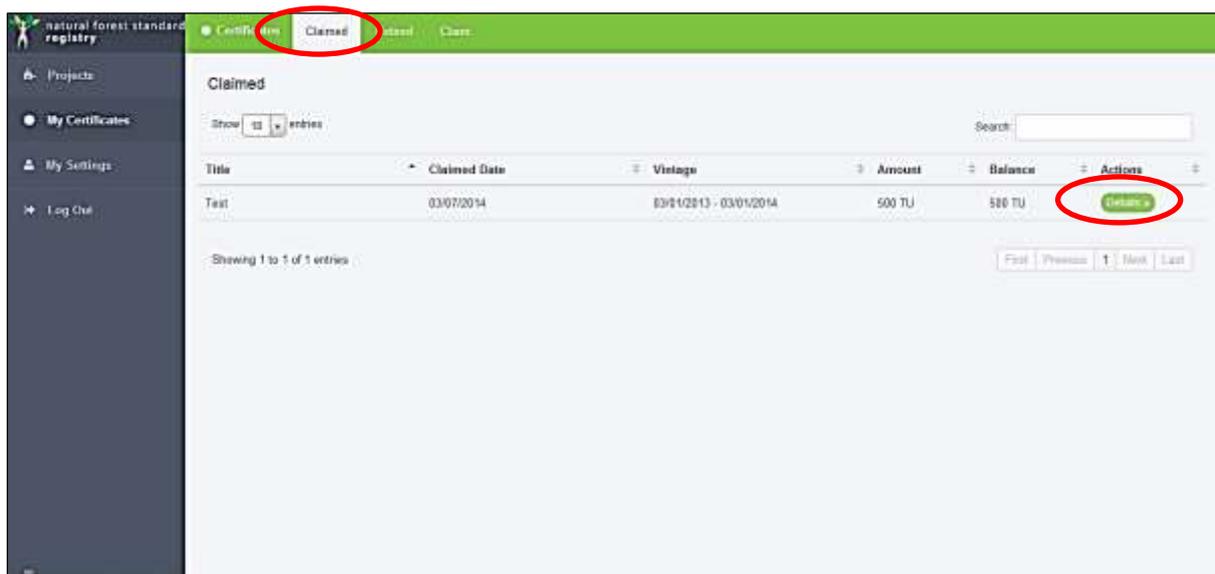
If you click on the 'Details' button, this takes you to the source project information from where the NCCs originate, and gives a summary of the certificate details.



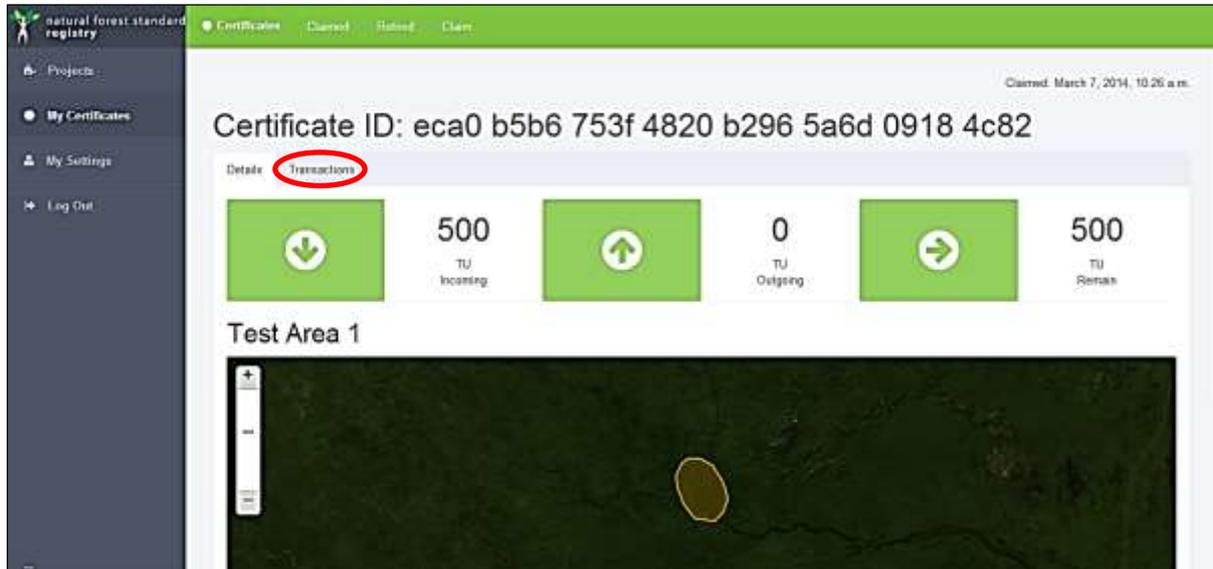
3.0 Transferring Certificates

In order to transfer NCCs, the sender must know the exact NFS Registry username of the recipient, which will be an email address. The recipient of the NCCs must have an active account on the NFS Registry in order to claim the certificate.

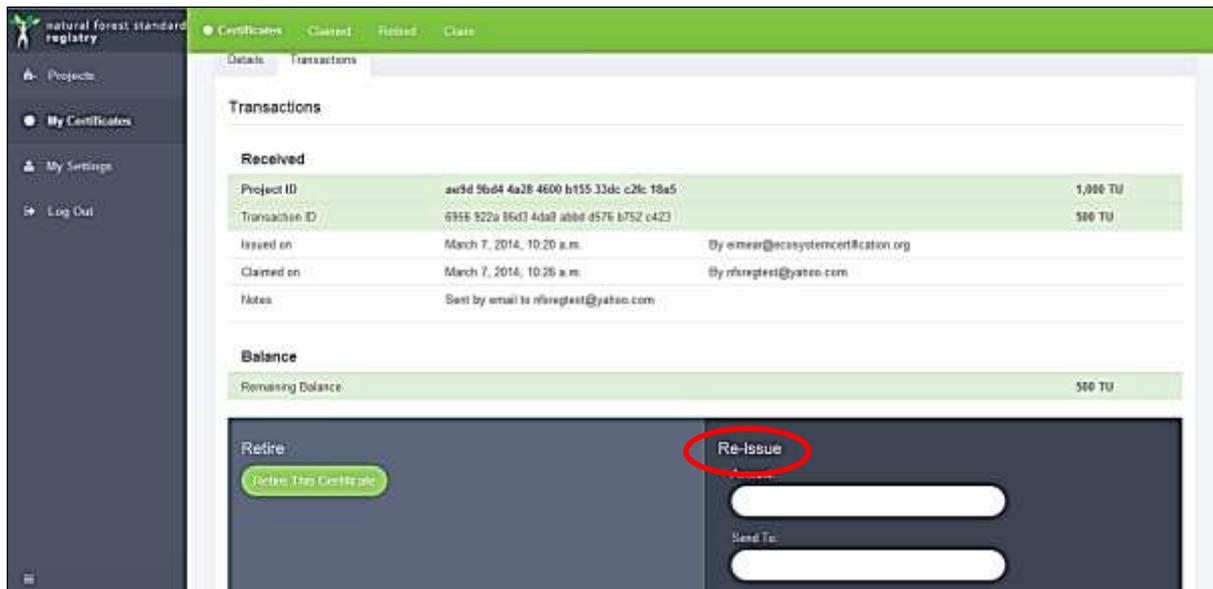
To transfer a certificate, click the 'Claimed' button on the menu at the top of the screen. This page shows a list of all your claimed certificates, then click on the 'Details' button corresponding to the certificate you wish to transfer NCCs from.



This page displays the unique transaction number of the certificate at the top of the screen and also shows the balance of NCCs remaining on the certificate. Clicking on the 'Transactions' tab will bring you to the page where you can retire or transfer certificates.



In order to transfer a certificate to a new recipient, enter the number of NCCs you wish to transfer under the Re-Issue section of the page. Enter the recipient's username email address and click issue.

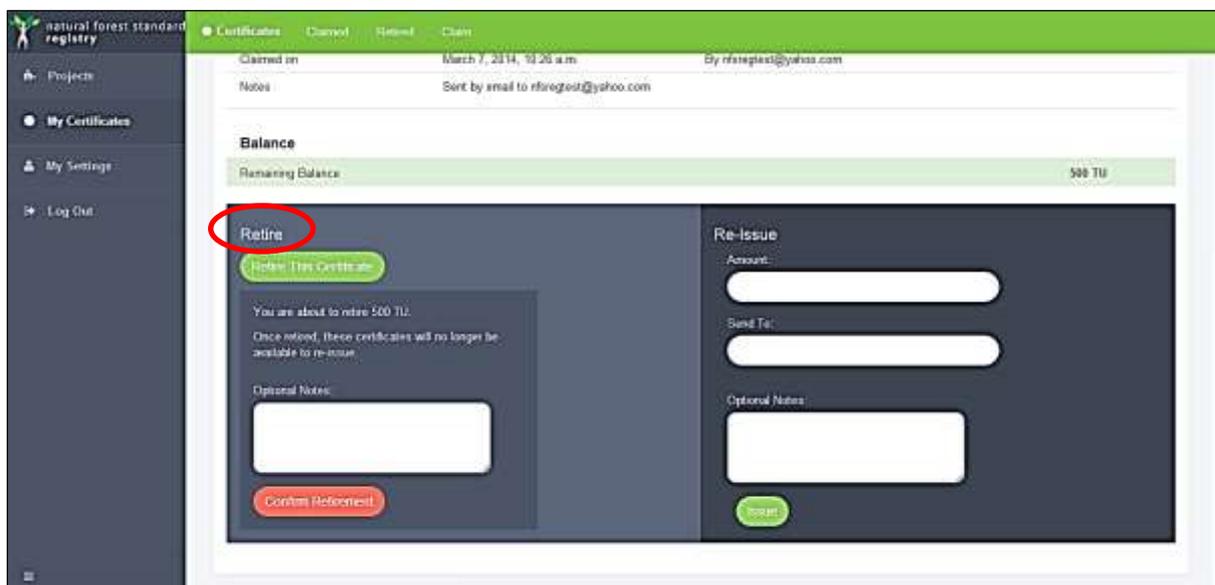


Once the transfer has been sent, the corresponding number of NCCs is immediately deducted from the transferor's NFS Registry account and they are no longer available to the transferor and ownership is assigned to the transferee upon claiming the certificate.

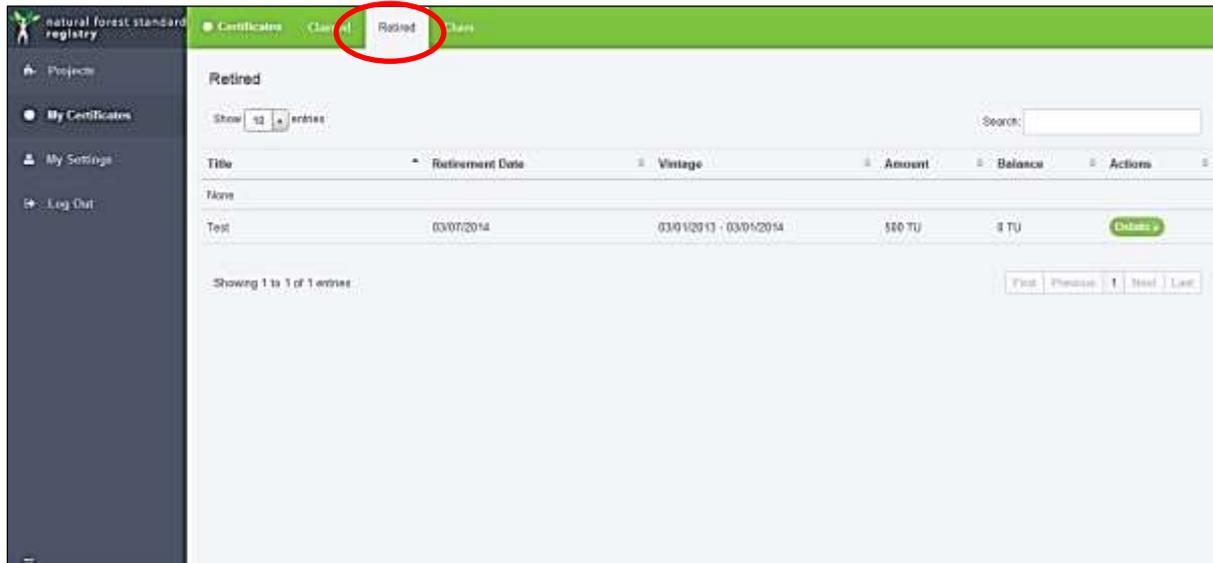
4.0 Retiring a certificate

The NFS Registry only provides a facility to retire an entire certificate. In order to retire a portion of NCCs from one certificate, you first need to re-issue a certificate to your own NFS Registry account for the exact amount of certificates you wish to retire.

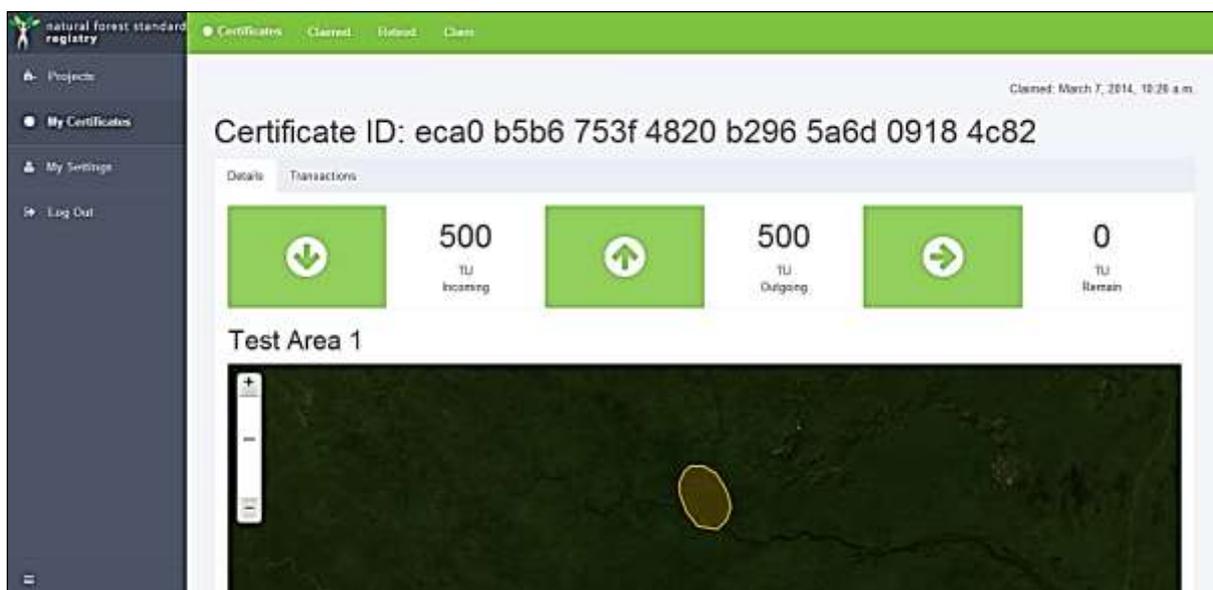
Once you have claimed this certificate, navigate to the 'Transactions' tab for that certificate (as described in section 3.0) and click 'Retire this certificate'. You will then be prompted to confirm that you wish to retire the certificate.



Once retirement of the certificate is confirmed, the corresponding number of NCCs is no longer available for any transactional purposes. They are then detailed in the Retired section of your NFS Registry account. All retired certificates can be viewed by clicking on the 'Retire' tab at the top of the page.

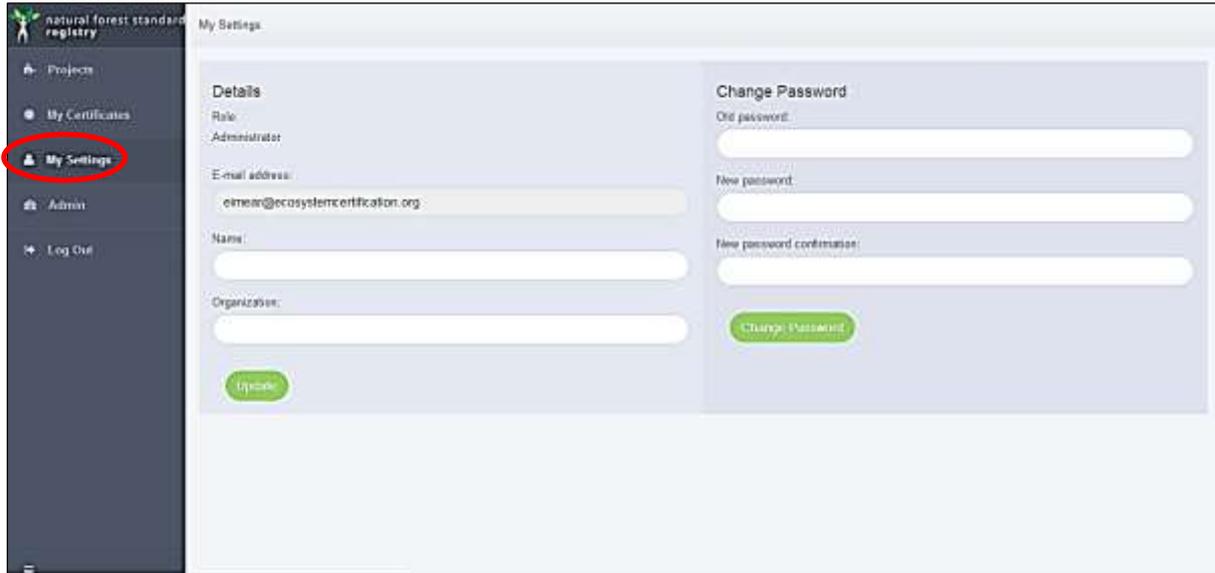


Clicking on the Details button will again give the unique transaction ID as well as the source project information from which the retired NCCs originated from, and also gives a summary of the retired certificates information, including the date and time of retirement of the certificate.



5.0 Account Settings

You can change your account settings by clicking on the 'My Settings' button on the menu on the left side of the page. This will bring you to a page where you can edit the account name, enter the name of your organization and change your password.



6.0 Contact Us

If you require any assistance or have any questions about the [NFS Registry](#), please contact us on +44 (0) 20 8123 2081 or email: administration@nfsregistry.com