



## ICROA Application Form

### **Disclaimer**

*Please note that the information contained within this application form can be used, internally within ICROA, by the ICROA Secretariat, the ICROA co-chairs and the ICROA Executive Committee members to process your application. Please identify any information that your organisation deems to be proprietary and/or confidential. ICROA members have each agreed in writing to make every effort to prevent the use or disclosure of "Confidential Information" of ICROA, on the terms set forth below. Information you identify as proprietary or confidential will be treated as information "used in ... the Association," and thereby will be deemed "Confidential Information" within the terms of that Agreement. In addition, the ICROA Secretariat is bound to treat non-public information received from ICROA as confidential.*

#### **1. General Information:**

- a. Organisation name:.....
- b. Organisation address:.....  
.....  
.....
- c. Office locations:.....
- d. Years in business:.....
- e. For profit/not for profit: .....
- f. Name, contact details and location of nominated representative of your organisation, who will participate in ICROA:  
Name.....  
Location.....  
Email.....  
Telephone number.....

#### **2. Carbon Footprinting:**

ICROA  
PO Box 65622  
LONDON  
NIP 1SN



Carbon Clear  
The CarbonNeutral  
Company  
ClimaCount  
ClimateCare  
Climate Friendly  
Climate Neutral Group  
co2balance  
First Climate  
NativeEnergy  
targetneutral  
TerraPass

- a. Do you provide this service to business<sup>1</sup>? (e.g. inventory or products and services) YES/NO
- b. Use of required footprinting standards: WRI/WBCSD GHG Protocol YES/NO and ISO 14064-1?YES/NO
- c. Use of alternate standards YES/NO
- d. If so, which alternate standards do you use?.....

**3. Calculators:**

- a. Do you offer custom built calculators for offset products? YES/NO
- b. Which emission factors do you use? (e.g. Defra).....
- c. If applicable, what RFI do you use?.....

**4. Reduction Consultancy:**

- a. Do you provide this service? YES/NO
- b. What form of consultancy do you provide?.....

**5. Offsets:**

- a. Do you sell/broker offsets? YES/NO
- b. Do you actively sell a service to retire/cancel ICROA Code compliant emissions reductions on behalf of businesses and/or individuals for the purpose of voluntarily offsetting their carbon emissions? YES/NO
- c. Do you source credits from offset standards, whose use is permitted by the ICROA Code of Best Practice version 2009? YES/NO.
  - i. CDM/JI. YES/NO.
  - ii. Gold Standard. YES/NO.
  - iii. Climate Action Reserve YES/NO
  - iv. Voluntary Carbon Standard. YES/NO.
  - v. Do you provide Climate Leaders offsets to the participants of the US EPA Climate Leaders Program? YES/NO
- d. Do you source credits from offset standards, not included in the ICROA Code of Best Practice version 2009? YES/NO.
- e. If so, which standards do you use?.....

**6. Compliance with the ICROA Code of Best Practice version 2009:**

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<sup>1</sup> This service may be outsourced.

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- a. Does your organisation have an internal quality management system? YES/NO. *Please attach a sample report.*
- b. If your organisation does not currently meet the ICROA Code of Best Practice version 2009, please explain steps that will be taken to ensure compliance with the ICROA Code of Best Practice version 2009. *Please attach written explanation.*

## 7. ICROA Membership:

Please confirm the following:

- a. Your organisation has read and understands the ICROA Code of Best Practice version 2009 and the ICROA Programme and Policy Framework 2009 (including membership eligibility criteria). YES/NO.
- b. Your organisation is duly organised, validly existing and in good standing in its jurisdiction of formation. YES/NO
- c. Your organisation has all power, authority, licenses, permits and approvals necessary for the conduct of its business, and conducts its business in compliance with all applicable laws. YES/NO.
- d. Your organisation has met or settled all of its obligations with suppliers and customers. YES/NO.
- e. Your organisation is currently solvent. YES/NO
- f. Your organisation is not and has not been the subject of investigation by any legal authority. YES/NO
- g. Your organisation's principal officers have not been convicted of any offense involving fraud, deceit, misrepresentation or other unlawful business practices. YES/NO

If your organisation is accepted as a member of ICROA, then your organisation:

- i. Will adhere to the ICROA Code of Best Practice version 2009. YES/NO.
- ii. Will pay the membership fees of £5000 per annum or local currency equivalent YES/NO

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- iii. Understands that the ICROA Secretariat will, occasionally, ask for confidential information i.e. tonnes retired by your organisation<sup>2</sup>. YES/NO
- iv. Agrees that a certified officer of your organisation will sign the ICROA articles of association and will participate in ICROA on behalf of your organisation. YES/NO.

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<sup>2</sup> Please note that this information will be kept confidential, within the ICROA Secretariat, and only amalgamated figures, from ICROA members, will be used publically.

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## Confidentiality Obligations of ICROA Members:

### 1. Confidentiality

- 1.1 Each Member undertakes to the Association and to the other Members that it shall not use or disclose to any person Confidential Information it has or acquires and that it shall make every effort to prevent the use or disclosure of Confidential Information;
- 1.2 Clause 10.1 does not apply to disclosure of Confidential Information:
  - 1.2.1 to the extent that it is generally known to the public not as a result of a breach of any duty of confidentiality;
  - 1.2.2 to a director, officer or employee of a Member whose function requires him to have the Confidential Information;
  - 1.2.3 to the extent that it is required to be disclosed by law or by a governmental authority or other authority with relevant powers to which that Member is subject or submits; or
  - 1.2.4 to an adviser for the purpose of advising that Member in connection with its ICROA membership provided that such disclosure is essential for that purposes and is on the basis that clause 10.1 applies to the disclosure by the adviser.
- 1.3 Confidential Information in this clause 10 shall mean all information which is used in or otherwise relates to the Association and any information which relates to the Members which discussed or shared with other Members (including any information discussed or shared at an Executive Committee meeting or any other meeting of the Members).

