

ICROA Affiliate Application Form

⇒ *Document for information only, this form needs to be filled out online.*

Thank you for your interest to join ICROA. ICROA is a non-profit industry body promoting best practice in voluntary carbon management and offsetting. ICROA Affiliates are service providers committed to providing the highest quality carbon reduction solutions.

Access to this application form is limited to your organization, the ICROA Programme Director and its designated quality assurance third party auditor. After you have completed the form, ICROA and its third party auditor will review the information and contact you regarding next steps.

To complete the application form below, please click the Edit button on the left side of the screen to enter your information and then click the Publish button on the right to save your information. If you want to revise your information, click the Edit button and then click the Publish button to save the update.

If you have questions related to the application form, you can email the ICROA Programme Director, Antoine Diemert at diemert@ieta.org. When your application is complete please email Lisa Marroquin at lm@climate-check.com.

Form for Applicant to Complete

Contact Information

1. Please provide your organization's name, including all business names (e.g. subsidiary) that are applying to be certified under the ICROA Code of Best Practice
2. Is your organization an independent organization or a subsidiary of a parent organization? If a subsidiary, what is the name of the parent organization?
3. Please provide your organization's head office address.
4. Please list any other locations related to your organization or subsidiaries (e.g. relevant locations where services included in the ICROA Code of Best Practice are performed).
5. Please provide the organizational chart for your company.
6. What year did your organization start operating? Does your organization have at least

6 months of auditable transactions and/or services ?

7. Is your organization for profit or not for profit?
8. Please indicate the location/office/organization that has operational control or decision-making power over the services included in the ICROA Code of Best Practice.
9. Please provide the name(s), email address(es) and location(s) of the nominated representative(s) of your organization who will complete the ICROA disclosure report on behalf of the organization.
10. If applicable, please provide the name and email address of the representative of your organization that will review the disclosure report before submitting it to the third party auditor.
11. Please provide your website address(es) including subsidiaries to be listed under the ICROA Code of Best Practice.
12. Please list all of your business entities that provide the following services:
 - a. Business entities that provide Carbon Management Services, including:
 - i. Carbon footprinting services whether corporate/organizational footprints or product/event/service life cycle assessments
 - ii. Sustainability advisory services such as GHG reduction advice and target setting advice.
 - iii. Carbon neutral certification services
 - b. Business entities that are involved in carbon credits including developers, aggregators and suppliers

Carbon Footprinting Services

13. Do you provide this service to your clients (e.g. inventory or products and services)? Please answer yes or no.
14. Please provide details if your staff have specialized training or certification in carbon footprinting.
15. What is the procedure for training and qualifying the individuals completing footprinting activities?
16. Do you have internal review procedures for before sending the final carbon footprint

reports to your clients?

17. Which standards do you use for carbon footprinting services? (e.g. WRI/WBCSD GHG Protocol, ISO 14064-1). Please provide details.

18. Please provide details of the emission factors you use (e.g. DEFRA) for carbon footprinting.

19. If applicable, what RFI do you use?

Use of Calculators

20. Do you offer custom built calculators for offsetting services? Please answer yes or no.

21. Please provide details of the emission factors you use (e.g. DEFRA) in your calculator.

22. If applicable, what RFI do you use in your calculator?

23. Do you have internal quality assurance/quality control procedures to review the calculator ensuring the most up to date GHG accounting practices and emission factors are used?

Carbon Reduction Consultancy Services

24. Do you provide consultancy services on net GHG emission reductions?

25. If yes, please describe the consulting services you provide

Voluntary Carbon Credits

26. Do you sell/broker carbon credits? Please answer yes or no.

27. Approximately what percentage of the carbon credits sold by your organization are retired by your organization? What is your principle use of carbon credits?

a. retired by your organization or

b. retired by the immediate recipients

28. Do you source credits from ICROA-compliant standards only, i.e. American Carbon Registry, Climate Action Reserve, Clean Development Mechanism, Emissions Reduction Fund of the Australian Government, Global Carbon Council, Gold Standard, Joint Implementation, UK Woodland Carbon Code, Verified Carbon Standard (Verra).

29. Do you source credits from standards not compliant with the ICROA Code of Best Practice? If yes, which standards do you use and what volume (tonnes) have you

acquired/transacted in the last 12 months?

30. Have you retired over 10,000 carbon credits / tonnes of CO₂ for voluntary offsetting purposes in the last 12 months?

Quality Management Systems

31. Does your organization have an internal quality management system for your carbon reduction consultancy services? Please answer yes or no.
32. Does your organization have an internal quality management system for your offsetting services? Please answer yes or no.
33. Does your organization have an internal quality management system for your business management (e.g. accounting)? Please answer yes or no.
34. Does your organization hold "Know Your Customer" processes to ensure the customers you work with are in good standing? Please answer yes or no.

Compliance with the ICROA Code of Best Practice

35. Please confirm your organization is of good standing and has met customer and supplier obligations.
36. Please confirm your organization has not been declared bankrupt or investigated by any authorities.
37. Please confirm your organization has successfully completed a financial audit (e.g. Notice to Reader as a minimum) in the last 12 months.
38. Please provide the company name of your financial auditors.

ICROA Affiliate Obligations

39. To be certified as an ICROA Affiliate, please confirm your organization agrees to complete an [online best practice quality assurance](#) disclosure report in accordance with the ICROA Code of Best Practice involving the ICROA designated auditor. Please add your electronic signature below.
40. Please confirm your organization does not, and will not, sell carbon credits for investment to non-sophisticated investors, nor knowingly work with, sell to, buy from, or enable the transaction of carbon credits from any entity or organization that engages directly or indirectly in the promotion or sale of carbon credits for investment purposes to non-sophisticated investors, this is strictly prohibited by ICROA. Please add your

electronic signature below.

41. Please confirm your organization understands that the ICROA Secretariat could, occasionally, ask for confidential information, such as tonnes retired by your organization. Your information will be kept confidential, within the ICROA Secretariat, and only amalgamated figures will be used publicly. Please add your electronic signature below.
42. Please confirm that a designated officer of your organization will actively participate in ICROA on behalf of your organization. Please add your electronic signature below.
43. Please confirm your organization agrees to not bring ICROA or its Affiliates in to disrepute, and commits to further establishing integrity and credibility in the voluntary carbon markets. Please add your electronic signature below.