

Instruction document for Accredited Carbon Verification Agency Application

In accordance with Section 5 of the Carbon Credit Trading Scheme (CCTS) 2023, the Bureau has developed and published the application procedure for accrediting carbon verification agencies. This gives the Bureau the authority to accredit agencies that comply with the approved procedure. Agencies are invited to apply for accreditation under the Compliance and Offset mechanisms of CCTS, based on the guidelines provided in the “Accreditation Procedure and Eligibility Criteria for Accredited Carbon Verification Agency.”

Application for Accreditation:

Detailed step-by-step guidelines for the application process are provided below:

Step	Description	Document Name/Remarks
1	Fill the Part -A application letter on the agency's official letterhead, signed by the authorized representative.	Part – A – Application Letter
2	Pay applicable fees on the Name of the Beneficiary - Bureau of Energy Efficiency-CB Bank A/c No. -110117542844 IFSC Code CNRB0019009 A/c Type - Saving Account Name of the Branch Address - Sector-V, R.K.Puram, New Delhi -110022 Application fee – INR 10,000 Annual accreditation – INR 2,000 Additional sector scope(s) – INR 5,000/ sector Accreditation renewal – INR 5,000	Attach receipt of the payment with your application form.
3	Fill Part B – Application Form and signed by the authorized representative.	Part – B – Application Form
4	Submit detailed CVs for the Team Leader/Team Members/Technical and Sector Expert. The CVs should be signed by respective officials. Also submit the official's authorized signatory ID card.	Curriculum_Vitae_Format
5	Fill the undertaking declaration (Part C) for each Lead Verifiers, Team Members, and Sector and/or Technical Experts, following the format provided in the application procedure. The undertaking should be signed by respective officials.	Part C – Undertaking

7	Submit the document checklist along with the completed forms, as provided in Annexure B of the application procedure guidelines. This checklist must be signed by the authorized representative.	Documents_to_be_Submitted
8	Once all steps are completed, submit the application form, fee payment details, supporting documents, and checklist to the Bureau via email and post to Mr. Surabh Diddi, Director, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, Rama Krishna Puram, New Delhi, Delhi 110066 -	sdiddi@beeindia.gov.in meenakshi@beeindia.gov.in

Note: Agencies applying for carbon verification of the Green Hydrogen Project under the Green Hydrogen Certification Scheme of India may possess the following requirements:

1. The Technical expert must possess a minimum of five years of professional experience in one or more of the following sectors: Renewable Energy, Hydrogen, Biomass, or Oil & Gas.

For Further information, kindly refer to the ‘*Accreditation Procedure and Eligibility Criteria for Accredited Carbon Verification Agency*’

https://beeindia.gov.in/sites/default/files/ACV_Procedure_Doc_18102024_Published.pdf