METHOD OF COMPLETION:

All fields are to be filled in (where not applicable write N/A).

Prior to sending our proposal / quotation, we need certain information from prospective client. For this Purpose, we kindly request you to complete the Verification Request and return to us by email to: sustainability@cbqaglobal.com.

Should you require assistance to complete this form, please contact our respected Sales Representative: eky.fikriansyah@cbqaglobal.com with Phone Number: +62 813 6431 5810.

Thank you for your valued time and cooperation with PT. CBQA Global Indonesia.

**Client and Project Proponent/Project Participant Information**

|  |
| --- |
| Client Organization / Responsible Party (Head Office) |
| Company name |  |
| Address (postal code) |  |
| Contact person (position) |  |
| Email |  |
| Phone number |  |
| Website (if any) |  |
| Number of unit/ site |  |
| Objective |  |
| Scope |  |

|  |
| --- |
| Project Proponent (Project Only) |
| Project name |  |
| Project Address  |  |

|  |
| --- |
| Intended User (individual or organization identified by those reporting environmental information or verification as being the one who relies on that to make decisions) |
| Company Name |  |
| Address (postal code) |  |
| Contact person (position) |  |
| Email |  |
| Phone Number |  |
| Website (if any) |  |

1. **General Information**

|  |  |
| --- | --- |
| GHG program |  [ ]  ISO 14064-3 [ ]  ICER (SPE-GRK) [ ]  VERRA  [ ]  JCM [ ]  Other, please specify:   |
| Objective |  |
| Previous verification (if available) |  [ ]  None [ ]  Yes\*, dated [dd/mm/yyyy]  \*If Yes, pls mention V/V Body name: …………………………..(please attach the Ver. report & statement) |
| Sector  | For Organization:[ ]  Power Generation and Electric Power Transactions[ ]  General Manufacturing[ ]  Mining and Mineral Production[ ]  Chemical Production[ ]  Carbon Capture Storage [ ]  Transport [ ]  Waste Handling & Disposal[ ]  GeneralFor Project[ ]  Energy Industries (renewable/non-renewable sources)[ ]  Energy Distribution[ ]  Mining and Mineral Production[ ]  Energy Demand[ ]  Manufacturing Industries [ ]  Chemical Industry [ ]  Construction[ ]  Transport[ ]  Chemical Production |
| Organizational boundaries |  [ ]  Control approach only (financial/operational control)  [ ]  Equity share approach only |
| Baseline year(Example: 2019) |  |
| Reporting boundaries | GHG sources:[ ]  Scope 1: Direct GHG emissions occur from sources that are owned or controlled by the company.[ ]  Scope 2: GHG emission from the generation of imported electricity, heat or steam consumed by the organization[ ]  Scope 3: GHG emission other than indirect which is consequences of an organization activities but arises from GHG source that are owned and controlled by other organization. |
| Organization Activities |  |
| Level of Assurance (LoA) |  [ ]  Limited [ ]  Reasonable [ ]  Not Applicable |
| Materiality threshold1(Acceptable error level) |  [ ]  5% [ ]  <5% [ ]  Other, ….. |
| Is the report published? |  [ ]  Yes. [ ]  No  |
| Type of emissions/ removals |  [ ]  CO2 [ ]  CH4 [ ]  N2O [ ]  HFCs [ ]  PFCs [ ]  SF6 |
| No. of sites and facilities |  [ ]  Sites: ….. [ ]  Facilities: ….. |
| Claimed GHG period \*applicable for Project |  |
| Brief description of the project activity (location, climatic, geographical, and geological characteristics, landscape, etc.) \*applicable for Project |  |
| Brief description of the project activity (process flow, technological measures, technology to be employed, applied methodology) \*applicable for Project |  |
| Briefly describe Baseline Scenario \*Applicable for Project |  |
| Assessment language |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please indicate materially based on your program reference, for example the International Standard on GHG qualification or national standards or practices or applied GHG program.

1. **GHG Source, Sink and Reservoirs**

|  |  |  |
| --- | --- | --- |
|  | **Detail** | **GHG Emission in kg CO2 eq** |
| **Category 1 - Direct GHG emission & removals**[ ]  Stationary combustion |  |  |
| [ ]  Mobile combustion |  |  |
| [ ]  Process emission |  |  |
| [ ]  Fugitive emission |  |  |
| [ ]  Combustion biomass |  |  |
| **Category 2 - indirect GHG emissions from imported energy**[ ]  From imported electricity consumed e.g. PLN (grid)  |  |  |
| [ ]  From imported energy including GHG Emissions related to the production of energy consumed by the organization through a physical network (steam, heating, cooling, compressed air) excluding electricity |  |  |
| **Category 3 - Indirect GHG emissions from transportation:**[ ]  Emissions from upstream transport and distribution for goods |  |  |
| [ ]  Emissions from downstream transport and distribution for goods |  |  |
| [ ]  Employee commuting |  |  |
| [ ]  Emissions from client and visitor transport |  |  |
| [ ]  Waste generated in operation |  |  |
| [ ]  Business travel |  |  |
| **Category 4 - Indirect GHG emissions from product used by organization**[ ]  Purchased goods |  |  |
| [ ]  Capital goods |  |  |
| [ ]  The disposal of solid and liquid waste |  |  |
| [ ]  Use of assets |  |  |
| [ ]  Use of services that are not describe in the above sub-categories (consulting, cleaning, maintenance, mail, delivery, bank, etc) |  |  |
| [ ]  Investments |  |  |
| Category 5 - Indirect GHG emissions associated with the use of products from the organization[ ]  Emissions or removals from the use stage of product |  |  |
| [ ]  Emissions from downstream leased assets |  |  |
| [ ]  Emissions from end-of-life stage of the product |  |  |
| [ ]  Emissions from investments |  |  |
| Category 6 - Indirect GHG from other sources[ ]  Other |  |  |
| **GHG sinks (if any, mentioned):** |  |  |
| [ ]  Forestry management |  |  |
| [ ]  Carbon sequestration |  |  |
| [ ]  Land use management |  |  |
| [ ]  Others (mentioned): ………. |  |  |
| **GHG Reservoir (If any, mentioned):** [ ]  Underground reservoir[ ]  Others (mentioned): …… |  |  |
| **Total GHG emission reduction (ER) or removal enhancement (RE) in kg CO2 eq** |  |

1. Data Management System

|  |  |
| --- | --- |
| 1. Degree of automation in monitoring information level data and information
 | [ ]  Data management system is automated[ ]  Data management system is semi-automated[ ]  Data management is manual |
| 1. Use of database feature
 | [ ]  Data management system is based on data warehouse or database[ ]  Data management system is based on spreadsheets or hard copies |
| 1. Length of operation
 | [ ]  Data management system has been operated for several years[ ]  Data management system has just been implemented |
| 1. Linkage to other system
 | [ ]  Linked with operational systems or financial systems[ ]  Stand- alone. |
| 1. Standardization within an organization
 | [ ]  Data management systems are consistently applied throughout the organization.[ ]  Data management systems are the partially applied throughout the platforms. |
| 1. Level of transferring data and Information

1 level =data is consolidated, more than 4 level = raw data | [ ]  1 level [ ]  2 level [ ]  3 level [ ]  4 level [ ]  more than 4  |
| 1. Data collecting frequency
 | [ ]  Hourly [ ]  Daily [ ]  Weekly [ ]  Monthly  |
| 1. Description of Data Flow Activity
 |  |
| 1. GHG Methodology of quantification
 | Quantification based on:  [ ]  measurement [ ]  calculations  [ ]  combination of |

1. **Multi-Site Verification**

|  |
| --- |
| In case of multi-site Verification, the information defined above will be required for the individual site as listed below: |
| Site 1 |  |
| Site 2 |  |
| Site 3 |  |
| Please insert more sites as needed |  |

1. **Other Additional Information**

|  |  |
| --- | --- |
| Type of Fuel | [ ]  natural gas or biomass[ ]  liquid fuel + natural gas or biomass[ ]  combination (liquid, solid, or gas fuels)[ ]  other combinations (fuel generated internally or purchased from external sources) |
| Employee involved in the validation/verification (including seasonal, temporary, and sub-contracted) |  |
| Does the Client employ Consultant service, if any please mention, its address and phone number, and website (if available) |  |
| Expected time engagement |  |
| **Please send the calculation of GHG emission/ removal document for organization or PDD for project. Also, a base year review and calculation procedure, GHG information management procedure, document retention and record keeping procedure.** |

1. **Declaration**

I declare that the above information is true, and I am duly authorized to sign this verification request. I confirm that the responsible party commit to comply with the regulations relating to registration and to pay all fees and charges connected with the registration process, irrespective of the eventual granting of registration. I agree to give any additional information as required for the verification process and “Code of Practice” of V/VB PT. CBQA Global Indonesia.

|  |  |
| --- | --- |
| Date confirming the accuracy of statements |  |
| Filled in and prepared by  |  |
| Position in the company |  |
| Signature\*If this form is sent via email, the sender address will be accepted |  |