

Forward Certificate Transfer Process



1. Upon logging in to your account, click the **Create Forward Certificate** link located in your Asset Management module.
2. Fill out the required fields within the New Forward Certificate Transfer form, and save. See the below for guidance on the fields within the form.
3. An email notification will be sent to both the transferee and transferor alerting both parties of the transfer.
4. The transferee can see all pending incoming forward certificate transfers via **the Forward Certificate Transfer Inbox**
 - a. Click the hyperlinked Transfer Name/Alias to view details
 - b. Click the hyperlinked counterparty name to view counterparty contact details
 - c. Click Accept to put the forward certificate transfer in to effect, certificates will transfer
 - d. Click Reject to decline the forward certificate transfer, certificates will not transfer
 - i. Any forward certificate transfers left in Pending status will not process
5. The transferor can click the **View All Forward Certificates** link located in the Asset Management module to view a complete listing of all forward transfers scheduled out of their account.
 - a. If Rescindable column is yes, the transferor can edit a pending forward by clicking the hyperlinked Transfer Name/Alias text
 - b. Editing an approved forward will cause that forward to go back in to pending status, requiring re-acceptance of the transfer by the transferee
6. The transferee can click the **My Forward Certificates** link within the Account Holder Reports section to view a complete listing of all forward transfers scheduled in to their account.
7. Forward certificate transfers will process on the appropriate certificate issuance date for the involved vintages
 - a. Example: January and February 2015 forward certificate transfers will process on July 15th



New Forward Certificate Transfer Form

Forward Certificate Name/Alias: Transferor assigned name for the scheduled forward certificate transfer viewable by both the transferee and transferor.

Receiving Account Holder: The account in which the certificates will be deposited, the transferee.

Begin Vintage: The first generation month and year to be transferred to the transferee.

End Vintage: The last generation month and year to be transferred to the transferee.

Priority: Each forward certificate transfers name can be assigned a priority, with "1" having top priority over all subsequent forward certificate transfers. In the event a forward certificate transfer with a higher priority transfers the full set of available certificates, any lower priority forward transfers will fail. By default the system applies a "0" priority, meaning no priority.

All or Nothing: Requires the full quantity of certificates to be available for transfer if the Monthly Fixed Amount method is used or forward certificate will fail. Example: 100 certificates entered in to the Monthly Fixed Amount field, 95 certificates available for transfer, the forward certificate transfer will fail.

Partial Fill: If the Monthly Fixed Amount method is used and full quantity of certificates is not available for transfer, the quantity available will be transferred. Example: 100 certificates entered in to the Monthly Fixed Amount field, 95 certificates available for transfer, 95 certificates will transfer.

Note/Transferee: Optional description of forward certificate terms to be entered by the transferor and viewable by both the transferor and transferee.

Show Import Generators/Show My Generators: This button can be used to toggle between viewing the transferor's approved generators or a list of approved import generators. By default the transferor's generators are displayed.

Monthly Percentage: A percentage applied to the monthly certificate output to be transferred.

Monthly Fixed Amount: A fixed monthly whole number value of certificates to be transferred.

Selection of this box will block all capability to rescind, edit or change this Forward certificate: If selected, only the NEPOOL GIS administrator will have the ability to modify the schedule transfer, contingent on confirmation from both the transferor and transferee.