

REGISTRATIONS MANUAL

This manual offers a straightforward guide for entities registering through the SBTi Services portal. It covers each stage of the process, from creating an account and completing the registration form to the evaluation and validation of registrations. By following these steps, entities can ensure their registration is complete, accurate, and ready for review.

1. Registration Requirements and Process

This section details the information and documentation that applicant entities submit during the registration process with SBTi Services Limited through the Validation Portal. The applicant entity must ensure that all mandatory information is provided. Below is a breakdown of the key steps:

1.1 Validation Portal Access

Applicant entities must initiate the registration process by accessing the online Validation Portal available on the SBTi Services Limited website. The Validation Portal is the SBTi Services digital system or interface where companies register for science-based targets, submit data, and manage their target validation process. It provides features such as registration, data submission, document uploads, and eligibility checks.

1.2 Creating an Account

Upon accessing the portal, the applicant entity must sign up and create an account. This account provides access to the validation portal, where all relevant documents, target submissions, and entity information are securely stored and managed. Once logged in, the entity will be prompted to "Get Started" by completing the registration form, which requires entering key details about the organization.

2. Filling in the Registration Form

Complete the Registration Form by filling in the required fields, including company details, organization type, and emissions data. Ensure accuracy and completeness.

2.1 Company Details

The applicant begins by providing their basic applicant entity's details. The following fields need to be completed:

- **Company Legal Name (required):** The formal name under which the applicant entity is registered in the relevant jurisdiction. If the legal name entered already exists in the system, an error message appears, The applicant entity should contact registration@sbtiservices.com for assistance
- **Company Operating Name (required):** The name under which the applicant entity does business, which could be distinct from its legal name.
- LEI (optional): Unique identifier for legal entities participating in financial transactions.
- ISIN (optional): International Securities Identification Number
- Ticker/Stock Symbol (optional): Unique series of letters assigned to publicly traded companies for stock exchange purposes.
- **Headquarters Location (required):** The primary location of an entity's headquarters.

Digital Marketing Information

The applicant must submit details about their entity's digital presence, including:

- **Primary website URL (required)**
- Additional website URL (optional)
- Social Media profiles (optional)

2.2 Eligibility Section

This Validation Portal section is designed to determine the organization type of the applicant entity wishing to register and determine its eligibility as per SBTi guidelines. The organization type is a classification defined by SBTi Services and assigned as Corporate, Financial Institution, or Small and Medium-Sized Enterprise (SME), based on its legal

identity, business activities, and financial characteristics. This categorization is used to ensure proper alignment with SBTi Services Limited's registration, evaluation process, and specific eligibility requirements, including financial thresholds and organizational structure.

This section includes questions about entity classification, emissions, and financial details. The applicant will proceed to the 'About your organization' sub-section, where they must provide further details:

- **Type of Organization (required):** Choose one of the following from a drop-down list:
 - Privately-Owned Company, Publicly-Listed Company, State-Owned Enterprise, or Non-Profit Organization. (Note: Non-profit organizations are not allowed to participate and will have their registration rejected)
- **SBTi Sector Classification (required):** Select the sector that best aligns with their business activities according to the [SBTi Sector Classification Descriptions](#).
- **Number of Employees (required):** This is the annual average number of individuals employed by the applicant entity and related businesses, where necessary, including full-time, part-time, and temporary staff. For classification and eligibility purposes, this figure is often expressed in Full-Time Equivalents (FTEs), which standardizes the count by converting part-time and temporary staff into full-time employee equivalents.
- **Business Activities (required):** A brief description of the entity's activities, products, and services.
- **Carbon footprint in tCO₂e across scope 1 and location-based scope 2 (required):** Options are either less than 10,000 tCO₂e or more than 10,000 tCO₂e.

Fossil Fuel Involvement

Applicants must answer specific questions about involvement in fossil fuel-related activities:

- **Does the entity fall into the SBTi's classification of a [Fossil Fuel entity](#)? (required)**
- **What percentage of the entity's revenue is derived from the sale, transmission, and distribution of fossil fuels? (required)**

- **What percentage of the entity's revenue is derived from providing equipment or services to fossil fuel companies? (required)**
- **What percentage of the entity's revenue comes from fossil fuel assets (e.g., coal mines, lignite mines, etc.) for extraction activities with commercial purposes? (required)**
- **Does the entity mine coal for its own power generation? (required)**
- **Is the entity a subsidiary of a fossil fuel entity? (required)**
- If the entity exceeds certain thresholds related to fossil fuel revenue, it would be required to upload financial reports or supporting evidence to verify the provided percentage (XLS or PDF files, max size 10mb.)

Financial Institutions Involvement

Applicants must answer specific questions about their financial institution's involvement.

- **Does the entity meet the SBTi definition of a Financial Institution (FI)? (required)**
- **What percentage of the entity's most recent annual revenue comes from financial institution related activities? (required)**

Pricing Tier determination questions

- **What was the entity's total annual turnover in euros (€) for the last financial year? (required)**
- **Provide the total assets of the entity in euros (€) as of the end of the last financial year. (required)**

Parent Entity

If the applicant's entity is a subsidiary or part of a larger parent company structure (including Private Equity funds), they must provide the following information:

- Parent entity name

- If the parent entity is classified as a Financial Institution (FI) including Private Equity, the applicant must specify
- How does the Financial Institution parent entity categorize the applicant's entity within its emissions profile? Options are within the FIs scope 1+2 or within the FIs scope 3.

If the applicant entity is a subsidiary or part of a larger parent entity structure (excluding Private Equity funds that categorize the applicant entity within their scope 3), they must provide the following information:

- How many employees, including those within your parent entity structure, are employed within your organization?
- Does your parent entity and/or any of the combined businesses under its umbrella fall into the SBTi's classification of a Fossil Fuel entity?
- What was your parent entity and combined businesses' total annual turnover in euros (€) for the last financial year?
- Provide the total assets of your parent entity and combined businesses' in euros (€) as of the end of the last financial year.
- What is the parent entity and/or any of the combined businesses' most updated carbon footprint in CO₂e across scope 1 and location-based scope 2? Options are Less than 10,000 tCO₂e or more than 10,000 tCO₂e.

2.3 Document Upload Section

Section within the registrations form where users submit required and optional documentation, such as financial records or sustainability reports necessary for eligibility verification.

- **Documentation for annual revenue, total assets, and headcount (required):**
Examples of relevant documents include: Annual financial statements; consolidated

financial statements; tax returns; payroll records; balance sheets; annual reports. (XLS or PDF files, max size 10MB.) (required)

- Sustainability Report (optional): Please include a link to the English language version of your entity's most recent sustainability report, if available.

Discount Section

Entities headquartered in developing countries and economies in transition, as defined by the [United Nations Secretariat's Department of Economic and Social Affairs](#) with most recent annual revenue under certain thresholds may request fee discounts for future SBTi services.

The cost of the target validation service can be discounted for corporates with most recent annual revenue under \$1 billion USD, or SMEs with yearly revenue under \$10 million USD, who are headquartered in developing countries and economies in transition, as defined by the United Nations Secretariat's Department of Economic and Social Affairs. Full details are available in the [Target Validation Service Offerings document](#).

Financial Institutions are excluded from any discount requests.

If eligible, the applicant must indicate if the entity requests fee discounts for future SBTi Services. If so, a statement explaining why the standard SBTi Services fees create a significant barrier to the entity's participation is required to qualify for future fee discounts.

2.4 Contact Information

The applicant must provide details for the following contacts:

- **Primary and Secondary Contacts (required):** Only individuals directly employed by the applicant's organization should be listed as Primary and Secondary contacts. The registration form must be completed by a Primary or Secondary contact. **Consultants may only be added as additional contacts.**
- **Other Required Contact Types:**

- **Executive Level Contact:** A senior leader responsible for executive functions or sustainability within your organization, such as Head of ESG, Chief Sustainability Officer, or an equivalent senior executive role.
- **Contract Contact:** The individual responsible for signing validation contracts on behalf of the entity
- **Finance Contact:** The person or group who will be sent the invoice for payments related to a future validation contract(s). This email can be a specific person or an accounts payable group.
- **Contact Information Fields:**
 - **First Name**
 - **Last Name**
 - **Email**
 - **Contact Type:** Choose from Technical, Communications, Executive, Contract, Finance, Consultant
- **Additional Contacts:** The applicant may add up to ten additional contacts. These additional contacts will receive access to the entity's profile upon approval and will be included in all communications.

2.5 Participation Reason

- **Why would you like to set a science-based target? (required):** The applicant must specify why they would like to participate in the SBTi. Options include but are not limited to:
 - Customer request, supplier request, investor request, government incentive, demonstrating climate leadership, and other relevant reasons.

2.6 Submission of Registration

Once all required fields are filled out, the applicant is able to submit its registration.

3. Due Diligence Process

Once an entity submits its registration form, SBTi Services begins the due diligence process to assess whether the applicant is eligible to proceed with target submission. This process

involves a thorough review of the entity's activities to ensure compliance with SBTi's target-setting criteria.

The due diligence process ensures that all information provided by applicant entities is complete, accurate, and in line with the established guidelines. It consists of two key components: **Desk Research** and **Document Verification**.

Desk Research

This step involves cross-referencing the information submitted by the entity with publicly accessible sources, such as:

- The applicant's website
- Third-party databases
- Industry reports
- Relevant news articles

During this phase, SBTi Services verifies the entity's emissions data, financial performance, and sector involvement to ensure the information aligns with publicly available data.

Document Verification

This step involves authenticating the documents submitted by the entity to ensure they are accurate, genuine, and fit for their intended purpose. This includes:

- Cross-checking financial statements, emissions data, and corporate reports against public records and official disclosures.
- Identifying any inconsistencies or discrepancies between the submitted and public information.

3.1 Eligibility Checks:

Through due diligence, SBTi Services determines if the applicant meets the necessary eligibility criteria for target validation, including assessing whether the entity falls under any **Non-Eligible Entity** categories. The SBTi excludes certain types of organizations, including:

- **Entities directly involved in fossil fuel activities:** As outlined in the [SBTi Oil and Gas Policy](#), are excluded from validation until further guidance is provided. Fossil fuel

involvement is determined through due diligence, identifying any direct or indirect participation in coal, oil, or gas-related activities as per the mentioned policy.

- **Public Sector Entities:** The SBTi does not currently assess targets for cities, local governments, public sector institutions, educational institutions or non-profit organizations.

3.2 Organization Type Assignment

Once an entity passes the eligibility checks, eligible entities undergo an organization type classification. This classification is essential for ensuring accurate categorization and determining the appropriate target submission pathway. The following are the different organization types that can be assigned to an eligible entity:

1. **Financial Institution (FI):** If the entity meets the criteria outlined in the [SBTi Financial Institutions Near-Term Criteria](#), it is assigned as an FI and follows specific validation guidelines for financial sectors.
2. **SME:** If the entity meets the eligibility criteria outlined in the Small And Medium-Sized Enterprises (Smes) FAQs, it is classified as an SME. Eligibility for the SME route depends on factors such as the entity's independence and its relationships with other entities. Entities classified as SMEs are not eligible for the commitment stage but can choose to proceed with either the SME tailored target validation route or the Corporate target setting route.
3. **Corporate:** Entities that do not meet the SME eligibility criteria and have not been previously classified as an FI or excluded will be assigned a Corporate organization type. These entities must adhere to the corporate SBTi validation procedures that are tailored to their specific industry and size. Corporates can commit under the [Commitment Compliance Policy](#) and initiate their target-setting process exclusively through the Corporate target validation route.

3.3 Pricing Tier Determination

Pricing tiers are determined based on the applicant entity's headquarters location and annual turnover. This applies specifically to Corporates and Financial Institutions (FIs). All Small and Medium-sized Enterprises (SMEs) will have a uniform pricing structure but can request a discount.

Entities may refer to the [SBTi Services Offerings Document](#) for the most up-to-date pricing information.

Tiers for Corporates and Financial Institutions:

- Premium Tier: Assigned to Corporates and FIs with most recent annual revenue exceeding \$1 billion USD, regardless of their headquarters location.
- Standard Tier: Assigned to Corporates and FIs with most recent annual revenue of less than \$1 billion USD.

Discount eligibility for Corporates and SMEs (Excluding Financial Institutions)

To prioritize support for companies that need it most, we encourage all Corporates and SMEs to pay the standard service fee if financially feasible. This approach ensures that discounts are reserved for those organizations that truly benefit from them. Financial Institutions are excluded from any discount requests.

Please note discounts can only be requested during the registration stage. Once an entity's target validation forms have been submitted, requests for discounts will no longer be accepted.

Entities headquartered in developing countries or economies in transition, as defined by the [United Nations Secretariat's Department of Economic and Social Affairs](#)¹, are eligible for the following discounts based on their most recent annual revenue:

- Corporates with revenue between \$250 million and \$999.99 million USD may request a 50% discount.
- Corporates with revenue under \$250 million USD may request an 85% discount.
- SMEs with revenue under \$10 million USD may request an 85% discount.

¹ For a list of these countries, refer to Table B and C on pages 141-142 of the relevant document.

3.4 Due Diligence Outcomes

Upon successful completion of the review process, only those entities that fully meet the eligibility criteria will receive formal confirmation of their registration. This notification will be communicated via the SBTi Services Validation Portal and via email.

The review outcome will classify the applicant into one of two categories: Accepted or Rejected.

Accepted

- The applicant entity is officially registered and deemed eligible to proceed with setting science-based targets.
- The applicant entity will receive confirmation of their assigned organization type (e.g., Corporate, Financial Institution, or SME) through the Validation Portal under their account.
- The applicant entity will receive a pricing tier classification, including determination of discount eligibility.
- Entities classified as Corporates or Financial Institutions will be eligible to make commitments where applicable and in line with the [Commitment Compliance Policy](#) and can proceed with target setting through the Corporate route for Corporates or the Financial Institutions route for Financial Institutions.
- SME-designated entities are not eligible to make commitments but may proceed via the tailored SME route or the Corporate route for setting science-based targets.

Rejected

If the applicant entity's submission, including any follow-up responses to inquiries from SBTi Services, fails to provide sufficient objective evidence that it meets the required criteria, the application will be rejected. An email will be sent to the entity notifying a rationale for the decision, which may be based on one or more of the following reasons (including but not limited to):

- **Sector or Activity Exclusion:** The entity operates within a sector or engages in activities that are ineligible for participation in the SBTi initiative, such as those related to fossil fuel extraction, production, or services tied to coal, oil, or gas.

- **Non-Eligible Entity Type:** The entity falls under a category that SBTi deems ineligible for target validation (e.g., non-profit organizations, governmental bodies, or public institutions that do not meet the specific organizational criteria).
- **Insufficient or Inaccurate Information:** The entity has failed to provide sufficient documentation or has submitted inaccurate or incomplete information that prevents a thorough compliance evaluation. This may include inconsistencies in business activities, ownership details, or other critical organizational data.
- **Conflict of Interest:** A material conflict of interest relating to the entity is identified and cannot be removed during the provision of the Services.
- **Reputational Impact on Service Provider:** The entity does or omits to do something that brings, or is likely to bring, SBTi's brand or its services into disrepute or damages its relationship with other clients, customers, or supporters.

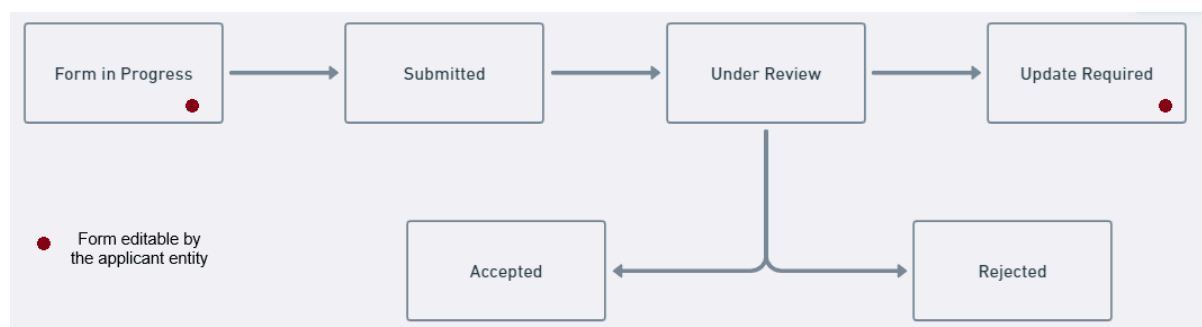
Rejected entities will receive clear guidance on the grounds for rejection through an email, and where applicable, may be given an opportunity to address the issues and resubmit their application at a later date.

4. Registration Status Monitoring and Notifications

The Accounts page on the Validation Portal features an "Account Status" field that indicates the current status of an account. Figure 1 below illustrates the progression of the application through various account statuses. Definitions for each status are also provided below.

Users can monitor account status updates through the Validation Portal. Each time the status of an account changes, users associated with the account will receive an email notification. This notification will inform them of the status change and provide a link to the Validation Portal for further details.

Figure 1. Account statuses



Form in Progress: This status appears when the entity user pauses the account creation process. The status "Form in Progress" indicates that the registration is still editable. Users can click the "Show" button to continue and submit the account.

Submitted: Once the user successfully submits the registration, the account status updates to "Submitted" on the homepage. Accounts in this status are read-only and cannot be edited by the user.

Under Review: When an SBTi Services reviewer begins evaluating the application, the status changes to "Under Review." Users can view the registration in read-only mode by clicking the "Show" button, which redirects them to the "Application in Review" page.

Update Required: If SBTi Services identifies inconsistencies during the review, or the entity requests to make a change to their account information, the status updates to "Update Required" allowing the registration to be edited again. Once the user resubmits the application, the status returns to "Under Review."

Accepted: When the registration is accepted by SBTi Services the status updates to "Accepted" in the Validation Portal homepage.

The Organization Type is set by an SBTi reviewer and will be reflected on the portal.

Clicking the "Show" button will direct users to the homepage, where companies can proceed with relevant commitment or target setting. The homepage view varies based on the organization type.

Rejected: When the corresponding registration is Rejected by SBTi Services, the Account Status is updated to “Rejected” in the Validation Portal homepage.

5. Support

By following the steps outlined in this manual, entities can ensure their registration and validation process with SBTi Services proceeds smoothly. For further assistance or clarification on any part of the process, applicants are encouraged to contact our support team at info@sbtiservices.com. If your entity has already submitted its registration and has further questions about it, please reach out to registration@sbtiservices.com. We are committed to supporting your journey toward setting science-based targets and driving sustainable business practices.