

# Evident.

## I-REC Code for Electricity SF-02: Production Facility Registration

Version: 1.4.1

Release Date: 21 November 2025





## Evident . I-REC Code for Electricity SF-02: Production Facility Registration

### Document Control

<b>Document ID</b>	EC-IRE-SF02
<b>Document Name</b>	Evident. I-REC Code for Electricity SF-02: Production Facility Registration
<b>Version</b>	1.4.1

<b>Author</b>	Evident
<b>Owner</b>	Evident Ev Limited
<b>Authoriser</b>	Evident

<b>Release Date</b>	21 November 2025
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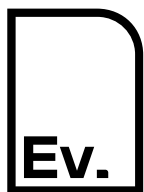


## **Evident . I-REC Code for Electricity**

### **SF-02: Production Facility Registration**

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## Evident . I-REC Code for Electricity SF-02: Production Facility Registration

### 1. Introduction

The following multi-part form included within this document is to be used by all Registrants wishing to register Production Facilities. Evident reserves the right to request further information in addition to that requested in this form where, in its reasonable opinion, such information is required to establish the eligibility, configuration, operation, ownership, or attribute rights of the Production Facility.

The completed form should be attached to a Production Facility registration within the Evident Registry. Where an online system is available for Production Facility registration within the Evident Registry that system may, at the sole discretion of the responsible Issuer, be used to replace the requirement to submit form *SF-02: Production Facility Registration* through the Evident Registry.

Form *SF-02A: Registrant's Declaration* shall be submitted with all registrations.

Form *SF-02B: Production Group Template* shall be submitted only for registrations of Production Groups.

Form *SF-02C: Owner's Declaration* shall be submitted for every registration where the Registrant is not the Facility Owner.

Issuers may, at their discretion, require completion of this form, or a translation, in another language **in addition to English**.

This document is correct at the date of issue, however Evident may change the information requirements without notice where necessary for compliance with national legislation or to preserve the integrity for the I-REC(E) market.



## Evident . I-REC Code for Electricity SF-02: Production Facility Registration

--- THIS FORM MUST BE SUBMITTED THROUGH THE EVIDENT REGISTRY ---

<b>1.1 SF-02: Production Facility Registration</b>			
<i>Complete all fields.</i>			
<b>Date</b>	DD	MM	YYYY
<b>Registration type</b> <i>(please select one)</i>	New / Change of details / Renewal / Transfer		
<b>Submitter status</b> <i>(please confirm and, if yes, provide evidence and completed SF-02C: Owner's Declaration with your submission)</i>	Is the Registrant also the owner of the Production Facility?	Yes/No	

<b>1.2 Registrant Contact Details</b>	
<i>Complete all fields.</i>	
<b>Organisation ID/code</b> <i>(as displayed in the Evident Registry)</i>	
<b>Organisation name</b>	
<b>Contact person</b>	
<b>Business address</b> <i>(including postal or zip code)</i>	
<b>Country</b>	
<b>e-mail</b>	
<b>Telephone</b>	
<b>Additional Contact(s)</b> <i>If applicable – please provide details of any other person(s) we may contact</i>	



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1.3 Production Facility Details												
Complete all fields.												
Facility name												
Facility address (including postal or zip code)												
Country												
Latitude ( $\pm n.nnnnnn$ )												
Longitude ( $\pm n.nnnnnn$ )												
Installed capacity				MW			Up to 6 decimal places					
Meter or Measurement ID(s) (Serial number of the meter which measures generation/export by the production facility)												
Number of generating units (E.g., number of inverters for solar facility, number of wind turbine generators for wind facility, etc.)												
Commissioning date				DD		MM		YYYY				
Owner of the network to which the Production Device is connected and the voltage of that connection												
If the Production Device is not connected directly to the grid, specify the circumstances, and additional relevant meter registration numbers												



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<b>Expected form of volume evidence</b> <i>(if other please specify)</i>	Metering data / Contract sales invoice / Other		
<b>Is there an on-site (captive) consumer present?</b> <i>(if yes please provide details)</i>	Yes/No		
<b>Auxiliary/standby energy sources present?</b> <i>(if yes please provide details)</i>	Yes/No		
<b>Please give details of how the site can import electricity by means other than through the meter(s) specified above</b>			
<b>Requested effective date of registration:</b> <i>(in line with the Residual Mix Deadline and no earlier than the commissioning date)</i>	DD	MM	YYYY

1.4 Energy Sources		
Complete all fields - please refer to SD 02: Technologies and Fuels.		
<b>Fuel</b> <i>(please list all possible fuels if Production Facility is a multi-fuel generator)</i>	<b>Code</b>	<b>Description</b>
<b>Technology</b>	<b>Code</b>	<b>Description</b>



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## 1.5 Business Details

*Complete all required fields.*

**Please give details (including registration id) of any carbon offset or energy tracking scheme for which the Production Facility is registered. State 'None' if that is the case**

**Please identify any Labelling Scheme(s) for which the Production Facility is accredited**

**Has the Production Facility ever received public (government) funding (e.g. Feed in Tariff)?**

No / Investment / Production

(if public (government) funding has been received when did/will it finish?)

DD

MM

YYYY

## 1.6 Verification Agent

*Complete if required.*

**Name of proposed Verification Agent**  
(if not the Issuer)

## 1.7 Additional Information

Please use this field to provide any further information you feel relevant to this registration





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--- THIS FORM MUST BE SUBMITTED THROUGH THE EVIDENT REGISTRY ---

<b>1.8 Confirmation Signature</b>			
<i>Complete all fields.</i>			
By submitting this form I confirm acceptance of Evident's Privacy Policy, as published on <a href="https://evident.global/privacy-policy">https://evident.global/privacy-policy</a> and any such policies as published by the responsible Issuer.			
I acknowledge and agree that the information provided will be used by Evident for the purpose of providing services relating to I-REC Electricity certificates and that Evident may share this information with other organisations as may be necessary for the provision of these services.			
<b>Signature</b>			
<b>Name</b> (BLOCK CAPITALS)			
<b>Date</b>	DD	MM	YYYY

<b>1.9 SF-02A: Registrant's Declaration</b>
<i>If not submitted with SF-02: Production Facility Registration, for example if all registration data is submitted via an online form, this Registrant's Declaration should be copied onto the Registrant's headed paper, completed and signed by an authorised representative of the Registrant. It can be scanned and submitted electronically to the Issuer. An Issuer may accept a company stamp as an alternative to an authorised representative's signature.</i>
<i>Text within [square brackets] should be replaced with the appropriate content.</i>
On behalf of the Registrant, [ <i>insert Registrant organisation name here</i> ], I agree to be subject to the I-REC Code for Electricity and warrant that the information contained in this application is truthful and exhaustive.
Any planned changes concerning the information given in this form will be announced in advance to the Facility Verifier (if any) and the Issuer. Any unplanned changes will be reported to the Facility Verifier (if any) and the Issuer at the first possible occasion.
The Production Facility Owner and the Registrant as their agent accept the possibility of unannounced control and auditing visits to their own premises and/or the premises of the Production Facility, as prescribed in the I-REC Code for Electricity.
I confirm that all necessary permissions of the Production Facility Owner have been granted to the Registrant and we therefore undertake that, for the same units of electrical energy, our organisation will not receive or apply for any certificates or other instruments representing the associated renewable or carbon attributes or the calculated displacement ('offset') of these attributes from the electricity production. We also, to the best of our knowledge, have the right to separate renewable attributes from the associated physical electricity generation and are not required by legislation or contract to retain these attributes for any reason.



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Signature			
Name (BLOCK CAPITALS)			
Date	DD	MM	YYYY

--- THIS FORM MUST BE SUBMITTED THROUGH THE EVIDENT REGISTRY---



## Evident . I-REC Code for Electricity SF-02: Production Facility Registration

--- THIS FORM MUST BE SUBMITTED THROUGH THE EVIDENT REGISTRY ---

1.10 SF-02B: Production Group Template							
<i>The information in this form must be provided in Microsoft Excel format. Note that Issuers are not required to support registration of Production Groups and that additional information may be required. Complete all fields.</i>							
<b>Production Group name</b> <i>(same as Facility name in Production Facility Details section)</i>							
<i>The columns in the below table should be completed and provided in Microsoft Excel format.</i>							
ID	Installation name	Full address	Latitude	Longitude	Installed capacity (MW)	Meter ID	Meter Type
<i>n</i>			<i>±n.nnnnnnn</i>	<i>±n.nnnnnnn</i>	<i>n.nnnnnnn</i>		<i>Interval / Scalar</i>



## Evident . I-REC Code for Electricity SF-02: Production Facility Registration

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### 1.11 SF-02C: Owner's Declaration

*The Production Facility Owner shall, if not the Registrant, be required to submit a declaration confirming that the Registrant has been assigned the rights to register the Production Facility. The following approved text should be copied onto the Production Facility Owner's headed paper, completed and signed by an officer of the Production Facility Owner. It can be scanned and submitted electronically to the Issuer. An Issuer may accept a company stamp as an alternative to an authorised representative's signature.*

*Text within [square brackets] should be replaced with the appropriate content.*

To: Evident  
400 Springvale Road  
Sheffield  
S10 1LP  
United Kingdom

Date: [insert date here]

#### Declaration of Attribute Generation and Ownership

Please accept this letter as granting [insert Registrant organisation name here] the exclusive right to act in respect of trading all renewable energy attributes (representing the environmental, economic, and social benefits associated with the generation of electricity) including all associated carbon attributes with [insert Production Facility name here] from [insert Effective Registration Date here] until [further notice/[insert end date here]]. The rights to these attributes are in our exclusive ownership at the time of signing.

We understand that the attributes associated with renewable electricity generation are different and distinct from instruments that may be granted under an emissions reduction scheme that have been calculated as displacement ('offset') against a business as usual case.

In granting this permission we accept that the ownership of the associated renewable and carbon attributes from the generation of electricity may be passed to [insert Registrant company name here] in the form of I REC(E)s as defined in the I-REC Code for Electricity. We have received, or will receive, valuable consideration for the delivery of these attributes. We therefore undertake that, for the same units of electrical energy, our organisation will not receive or apply for any certificates or other instruments representing the associated renewable or carbon attributes or the calculated displacement ('offset') of these attributes from the electricity production. We also, to the best of our knowledge, have the right to separate renewable attributes from the associated physical electricity generation and are not required by legislation or contract to retain these attributes for any reason.

Yours sincerely,

On behalf of [insert owner name here]



Ev.

**Evident.**



400 Springvale Road, Sheffield S10 1LP, UK  
<https://evident.global>