

Application Process Flow

There are 3 stages to generate Internationally Transferrable Mitigation Outcomes (ITMOs) under the Singapore-Bhutan Implementation Agreement (IA).

Stage A - Submission of Proposed Mitigation Activity

The Project Applicant submits the completed Singapore-Bhutan Mitigation Activity Note of Intent (in English) to the Joint Committee.

If the Mitigation Activity Note of Intent is accepted by both countries, the Joint Committee will forward to the Project Applicant the Letter of Support and Letter of Intent from Singapore and Bhutan respectively. These letters may specify the conditions that the Project Applicant should meet in designing the proposed Mitigation Activity.

If the Mitigation Activity Note of Intent is not accepted, the Project Applicant will be informed, along with any reasons for the non-acceptance (if relevant).

The LOS and LOI will have a validity period of 2 years. Should the Authorisation Application Form not be submitted during the validity period of the Letters, the Project Applicant would be required to reapply at Stage A of the application process.

Documents to be submitted

1. Singapore-Bhutan Mitigation Activity Note of Intent
2. Certification of incorporation or registration / business license / prior approval from Competent Authorities
3. Notice of assessment for corporate tax

Singapore and Bhutan may request for the submission of other relevant documents not listed above.

Stage B - Authorisation of Proposed Mitigation Activity

The Project Applicant submits the completed Singapore-Bhutan Authorisation Application Form (in English) to the Joint Committee.

If the Request for Authorisation is accepted by both countries, the Joint Committee will:

- Forward to the Project Applicant the Letters of Authorisation issued by Singapore and Bhutan respectively
- Enter the Mitigation Activity into the Project Register; and
- Issue a Joint Statement of Authorisation to the Project Applicant, and publish it online.

The Project Applicant may then proceed with the **registration** of the Mitigation Activity with the carbon crediting programme specified in the Letters of Authorisation and **inform** the Joint Committee of the successful registration. The Project Applicant may then proceed with the implementation of the project.

If the proposed Mitigation Activity is not authorised, the Project Applicant will be informed, along with any reasons for the non-acceptance (if relevant).

Documents to be submitted

1. Singapore-Bhutan Authorisation Application Form
2. Validated Project Design Document
3. Validation Report in accordance with the requirements of the carbon crediting programme
4. (If applicable) Environmental Clearance
5. (If applicable) Valid Land Lease Agreement / purchase agreement / Land User Certificate
6. Letter of Intent issued by the Bhutan Government
7. [If Relevant] Offer to the Singapore Government for purchase of ITMOs arising from this Mitigation Activity that are authorised under this Implementation Agreement

Singapore and Bhutan may request for the submission of other relevant documents not listed above.

Stage C – ITMO Issuance Authorisation

The Project Applicant submits the completed Singapore-Bhutan ITMO Issuance Application Form (in English) to the Joint Committee.

If the ITMO Issuance Application Form is accepted by both countries, the Joint Committee will forward to the Project Applicant the Letter of Positive Examination issued by Bhutan.

If the proposed ITMO issuance is not authorised, the project applicant will be informed, along with any reasons for the non-acceptance (if relevant).

Documents to be submitted

1. Singapore-Bhutan ITMO Issuance Application Form
2. Proof of Issuance from Carbon Crediting Programme with accompanying verification report
3. Proof of transfer in compliance with Bhutan's requirements
4. Other supporting documents as required in the form

Singapore and Bhutan may request for the submission of other relevant documents not listed above.

Instructions for Use

1. Download and access the form template

[Applicants are advised to access and fill up the form templates in Microsoft Word document.]

2. Complete the form template and prepare supporting documents for submission

[Applicants should fill in the empty fields of the forms. Information that should not be edited by Project Applicants have been locked.]

3. Submit the completed form and any supporting documents to [ICC Article 6@nea.gov.sg](mailto:ICC_Article_6@nea.gov.sg) and decccarbonmarket@moenr.gov.bt.

Guidelines for Submission

File Format for Attachments

- All completed forms and supporting documents are to be submitted in PDF file format.
- For the submission of Stages A to C forms, please save and submit the forms as a certified read-only copy.

Naming Conventions

- BT-SG Application Submission - [Stage A/B/C] for [Mitigation Activity Reference Number (if applicable)]_[Name of Mitigation Activity]
- E.g. BT-SG Application Submission - Stage B for BT-SG-123456_Project XYZ

Inclusion of External Links

Applicants should avoid submitting external links (such as links to file hosting services) as part of your application.

Should you exceed the attachment size limit, you may send the attachment(s) in a separate email.