***SERVICE ENQUIRY FORM***

**Note:** *PP or the authorized representative should fill all relevant sections and attach PDD/PSF/ PD/MR as available.**The provided information will be treated confidential and only be used for the purpose of contract review by KBS.*

*Please send the filled form to* *cdmsales@kbscertification.com*

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| **Sections A: General Information**  |
| Project / PoA Title  |  |
| Project ID/ Weblink if listed/ registered |  |
| Applied methodology |  |
| Scheme of project | [ ]  CDM [ ]  VCS [ ]  Gold Standard[ ]  GCC [ ]  ISO-14064 /GHG [ ]  Social Carbon[ ]  SD Vista [ ]  Any other  |
| Host Country  |  |
| Complexity of project  | [ ]  Standalone [ ]  Bundled[ ]  Single location [ ]  Multi-locations (Nos ) |
| List of Locations of the project |  |
| Nearest airport/ Railway station and distance from the project site(s). |  |
| Scale of project  | [ ]  Small scale [ ]  Large scale |
| Estimated amount of emission reductions per year |  |
| Has the project/ PoA registered in any other scheme? | [ ]  Yes Scheme Name- [ ]  No |
| Parties involved in identification/ consultancy/ financing/ development in project/ PoA/ CPA(s). Please add rows if required | **Name** | **Role** |
|  |  |
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| ***Section B: Project Participant (s) entering the contract with KBS including payment party*** |
| Name of PP, address and contact no. / e-mails |  |
| Please write the name of PP, address, contact no. and e-mail if payment party is different  |  |
| Name of CME if applicable |   |
| ***Section C: Additional information required for CDM Project/ PoA only*** |
| ***CDM Validation only*** |
| Prior Consideration submitted  | [ ]  Yes [ ]  No |
| Scope of Work | [ ]  Validation [ ]  Post – Registration change (PRC)[ ]  Request for CPA Inclusion (No. of CPAs)[ ]  Renewal of Crediting Period (Previous Crediting period: ) Any other  |
| Reason for PRC if applied |  |
| ***CDM Verification only*** |
| Scope of work | [ ]  Verification of Project Activity[ ]  Verification of Project Activity with PRCAny other |
| Monitoring Period (From dd/mm/yyyy To dd/mm/yyyy) |  |
| Verification No.  |  |
| Reasons for PRC if applied |  |
| ***Section D: Additional information For Gold Standard Project only*** |
| Scope of work | [ ]  Validation (Design Certification)[ ]  Combined Design Certification and First Performance Certification [Monitoring Period ][ ]  Verification (Performance Certification) -Monitoring period Any other |
| ***Section E: Additional information For VCS Project only*** |
| Is the project a Grouped project?  | [ ]  Yes [ ]  NoIf yes, how many Project Instances covered along with initial validation:  |
| Scope of Work | [ ]  Validation [ ]  Validation plus first Verification [Monitoring Period ][ ]  Renewal of Crediting Period [Previous Crediting period ][ ]  Verification [Monitoring period ]Any other  |
| For A/R, REDD+ projects only | Total area (ha) |  |
| Type of trees |  |
| Total number of plots |  |
| Accessibility to plots |  |
| Transport time between plots |  |
| CCB standard included? |  |
| ***Section F: Additional information For GCC project only*** |
| Project Type  | [ ]  A1 [ ]  A2 [ ]  B1 [ ]  B2 |
| Scope of Work | [ ]  Project Verification (Validation)[ ]  Emission Reduction Verification (Monitoring Period )Any other  |
| GCC Labels | [ ] Minimum Performance Track (GHG projects only)[ ]  Rated Performance Track (Additional labels, if applicable) [ ]  Environmental Safeguards Standard and do-no-harm criteria(E+) [ ]  Social Safeguards Standard do-no-harm criteria (S+) [ ]  United Nations Sustainable Development Goals (SDG+)  [ ]  Bronze [ ]  Silver [ ]  Gold [ ]  Platinum [ ]  Diamond[ ]  CORSIA (C+) |
| ***Section G: General Information***  |
| Please write if any liability condition linked to the contract. |  |
| Any specific health and safety requirements for auditors on-site? |  |
| Any other relevant information |  |
| Submitted by  | Name: Contact no.: E-mail: Date: DD/MM/YYYY |

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| ***Completeness check of the enquiry (for KBS use only)*** |
| Checked by |  |
| Date | DD/MM/YYYY |
| Allocated KBS reference number  | (to be allocated once contract is signed) |

**History of Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Nature of revision | Reviewed by QM (Date) | Approved by MD (Date) |
| *1* | *28-02-2023* | *Combined form for all schemes*  | *28-02-2023* | *07-03-2023* |