

Applying for a Biofuel Obligation Scheme (BOS) Account

Standard procedure for producers and suppliers of biofuels, renewable fuels of non-biological origin, electricity and low carbon fossil fuels

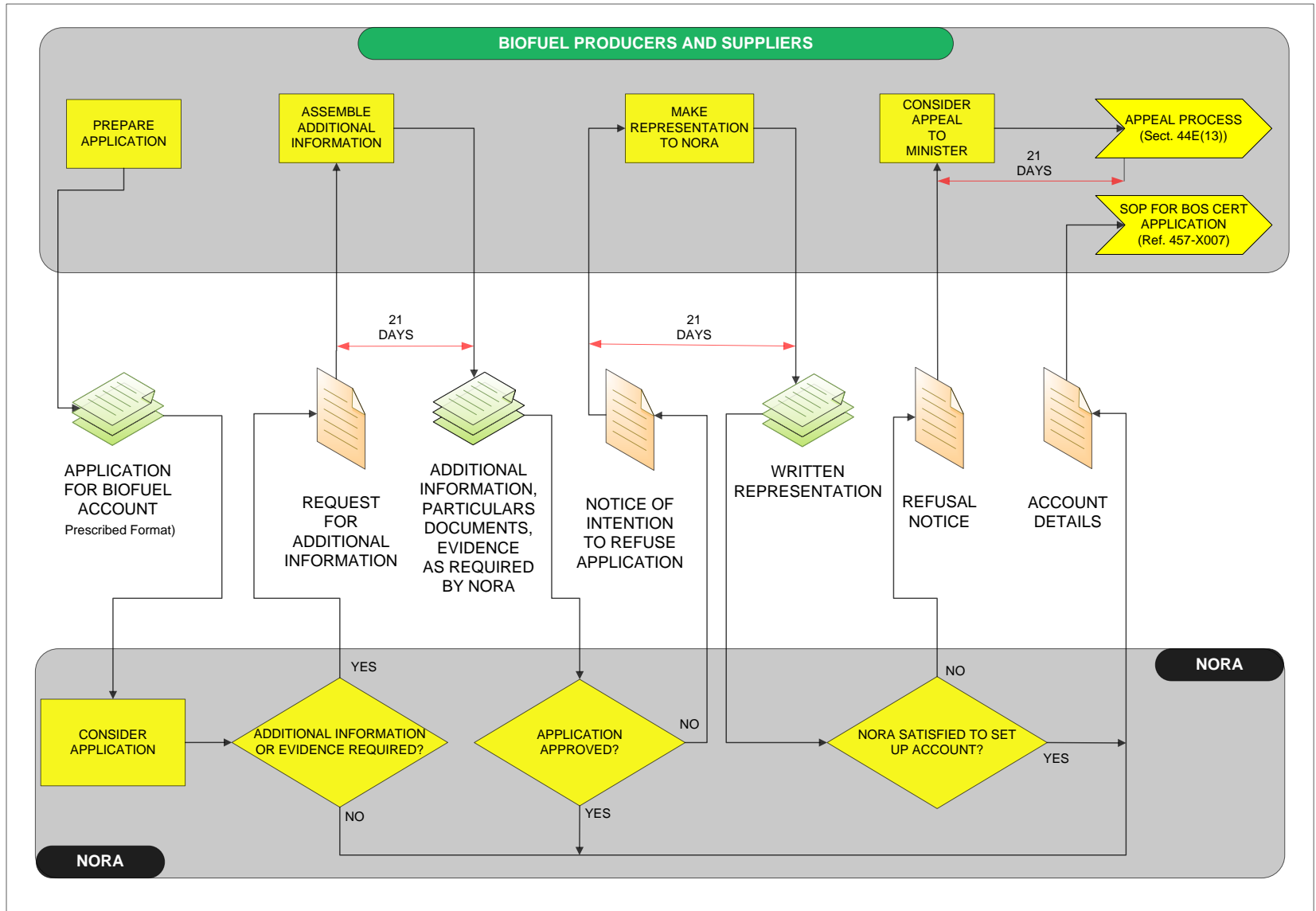
(in accordance with Section 44E of the Energy (Biofuel Obligation and Miscellaneous Provisions) Act 2010)

An Ghníomhaireact Chúltaca Ola Náisiúnta
The National Oil Reserves Agency

APPLYING FOR A BIOFUEL OBLIGATION ACCOUNT

- Under Section 44E of the Energy (Biofuel Obligation and Miscellaneous Provision) Act 2010 (the BOS Legislation), NORA is required to automatically open a *Biofuel Obligation Scheme Account* (BOS Account) in respect of each obligated party (those who pay the NORA levy).
- Producers and suppliers of biofuels, renewable fuels of non-biological origin, electricity, and fossil fuels with a lifecycle carbon intensity less than 94.1 gCO_{2eq}/MJ, who are not obligated parties, and are supplying fuel for use in the transport sector, must make a written application to NORA to obtain a BOS account.
- The procedure for making an application is illustrated schematically on page 3.
- Applications for must be made on the standard application form (ref. 457-X005) and must be accompanied by all the information requested in the schedules attached to the application form.
- On receipt of an application, NORA may request the Applicant to provide to the Agency such additional information, particulars and documentation as the Agency determines is necessary for its proper consideration of the application, and any evidence as the Agency may reasonably require in order to verify any information, particulars or documentation.
- Such additional information must be provided to NORA within 21 days of the request.

THE APPLICATION PROCESS FOR BOS ACCOUNTS



REFUSING AN APPLICATION FOR A BIOFUEL OBLIGATION ACCOUNT

- NORA may refuse an application in accordance with the criteria set out in Clause 8 of Section 44E of the BOS Legislation.
- Before refusing any application, NORA is required to notify the Applicant in writing, informing it of the reasons for the proposed refusal.
- Within 21 days of such a notice, the Applicant may make representations to NORA, in writing, showing why the application should be granted or rectifying any deficit or fault in the application.
- If, having considered such written representation, NORA determines that the application should be refused, then the Agency is required to notify the Applicant, as soon as is reasonably practicable, and to state the reasons for the refusal.
- If an Applicant is not satisfied with NORA's reasons for refusing the application, it may, within 21 days, make an appeal, in writing to the Minister for the Environment, Climate and Communications.
- The appeal procedure is set out in Clause 13, Section 44E of the BOS Legislation.

GUIDANCE ON MAKING AN APPLICATION FOR A BOS ACCOUNT

- Use the application form provided (ref. 457-X005). This can be downloaded from www.nora.ie (Biofuel Obligation Scheme/BOS Documents).
- Limit the information included with your application to what is requested in the schedules; don't pad it out with photocopies of certificates, policy statements, commercial brochures, point-of-sale material etc.
- Check that you have completed all the applicable schedules (A to F) to the application form.
- Check that you have included the additional items requested in schedule B and, where applicable, the Process Flow Diagram requested in schedule D.
- Clearly identify any information that you consider to be commercially sensitive or which represents your intellectual property.
- Submit your application to bos@nora.ie.
- You will receive an acknowledgement by email.

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