



Low Carbon Fuel Standard Portal Registration Form A

(Required for organizations **WITH** compliance obligations)

Organizations with compliance responsibilities under the Low Carbon Fuels Act require a Low Carbon Fuel Standard portal account to manage their compliance obligations. Before completing this form and gaining access to the portal, organizations need to register with BCeID and have a Business BCeID user account created for each company representative. The Business BCeID registration process is managed by the BCeID Help Desk, and all inquiries regarding the sign-up process or issues with your BCeID account should be directed there. Once a Business BCeID user account has been created, please complete this form accordingly.

Instructions: Please have the designated administrator or primary contact person of your organization complete all applicable fields of this form. Attach all accompanying documents required for review to this form and return via email to the Low Carbon Fuels Branch (LCFB) general inbox for processing at lcfs@gov.bc.ca. After submission, the documents will be reviewed, and an administrator will be in contact with you. Upon registration approval, a portal account will be created, and the managing user of the account can add additional users and manage account settings as required.

SECTION 1 - ORGANIZATION DETAILS	
Organization Legal Name:	Organization Operating Name (if different)
Street Address:	City:
Province/State:	Postal/Zip Code:
Country:	Business Phone:

SECTION 2 - CONTACT PERSON DETAILS	
First Name:	Last Name:
Business Phone:	Email:
Business BCeID User Account:	Business BCeID Associated Email (if different from above):
SECTION 3 - ORGANIZATION FUEL INFORMATION	
For those organizations representing a third party, please attach a completed Representation Agreement form. The form can be found using the link provided below.	
Completed Representation Agreement form attached:	Link for Representation Agreement form
Have you been allocated reporting responsibility of a fuel? YES NO	How much of the fuel that you are reporting has been allocated from other parties? Some of the Fuel All of the Fuel
Date when the organization became responsible or is expected to be responsible to report a fuel?	
List the type of fuels expected to be reported, and an estimated potential annual volume for each fuel:	
For the applicable fuels, please attach a completed Final Supply Equipment (FSE) form. The form can be found using the link provided below.	
Completed FSE form attached:	Link for FSE form
Please attach samples of purchase agreement/invoice for proof of supply of fuel. For electricity, a hydro bill matching the address listed on the FSE form is required.	
Purchase agreement/invoice or hydro bill attached:	

SECTION 4 - ORGANIZATION'S BRITISH COLUMBIA ATTORNEY DETAILS (FOR ORGANIZATIONS LOCATED OUTSIDE OF BC)	
Representing Firm:	Attorney Name:
Street Address:	City:
Province and Country:	Business Phone:
Postal Code:	Email:
SECTION 5 - SIGNATURE - Before signing this document, verify that the information you are providing is correct.	
Questions?	
Please contact lcfs@gov.bc.ca with any questions you may have about this form.	
Information	
For more information, please visit the webpage. (Click Here)	
Disclaimer	
The signatory is solely responsible for the accuracy and completeness of the information provided in the registration form. Any changes to this information must be promptly updated and reported to the LCFB by submitting a revised form.	