



## Project Implementation Agreement (PIA) Steps for Communities & Ejidos:

Activity	Responsible party	Comments	Corresponding Project Steps
1. Verifier submits first version of the Verification Report and Statement	Verification Body	<ul style="list-style-type: none"> <li>• The process to execute the PIA cannot begin until the verifier has confirmed the number of tonnes that the Forest Owner (FO) will commit to maintain and the number of credits the Reserve will issue</li> <li>• The initial version of the Verification Report should state that the verification of the PIA is pending</li> </ul>	<ul style="list-style-type: none"> <li>• The verifier will need to update the Verification Report once there is a copy of the executed PIA registered with the Reserve (see step below)</li> </ul>
2. Develop PIA for project	Reserve	<ul style="list-style-type: none"> <li>• Will request specific dates and property information from FO and Project Developer (PD)</li> <li>• Request FO/PD address at this time</li> <li>• FO/PD should approve the drafted PIA before moving to next step</li> </ul>	<ul style="list-style-type: none"> <li>• The FO/PD can start to plan the General Assembly for 2-3 weeks later; please advise the Reserve of the date for which the Assembly is planned</li> </ul>
3. Send PIA to Forest Owner/Project Developer	Reserve	<ul style="list-style-type: none"> <li>• Send with Cover Letter and any further instructions via email to the FO/PD</li> </ul>	
4. Forest Owner Signs	Forest Owner	<ul style="list-style-type: none"> <li>• Must hold General Assembly (Asamblea) &amp; vote to approve PIA before signing</li> <li>• <b>Please inform the Reserve at least 2 weeks ahead of a planned Assembly to ensure that the Reserve can complete the previous steps in time</b></li> <li>• May invite notary to attend the Assembly &amp; notarize the PIA and Acta onsite</li> </ul>	



5. Forest Owner Notarizes <sup>1</sup>	Forest Owner/Project Developer	<ul style="list-style-type: none"> <li>• If notary did not notarize onsite at the General Assembly, FO/PD must take the signed PIA &amp; Acta to a notary to notarize</li> </ul>	
6. Scan signed PIA & Acta & upload to Project Site	Forest Owner/Project Developer	<ul style="list-style-type: none"> <li>• Scan a copy of the original signed and notarized PIA &amp; corresponding Acta</li> <li>• Upload scanned copy to the Project Site</li> <li>• Email a copy to the Reserve staff &amp; the project's lead verifier</li> </ul>	<ul style="list-style-type: none"> <li>• The verifier may use scanned version to complete the Verification Report</li> </ul>
7. Mail Physical PIA to the Reserve	Forest Owner/Project Developer	<ul style="list-style-type: none"> <li>• Mail the physical signed PIA to the address listed on the Cover Letter attached to the PIA when sent to the FO/PD</li> <li>• Get tracking number</li> <li>• Inform Reserve staff the signed PIA is on its way, the estimated time of arrival, and the tracking number</li> </ul>	<ul style="list-style-type: none"> <li>• Reserve can issue credits upon receipt of the scanned version of the PIA and evidence that the physical copy is on its way, along with the updated Verification Report and a positive Verification Statement</li> </ul>
8. Reserve signs the PIA	Reserve	<ul style="list-style-type: none"> <li>• Reserve President Signs</li> <li>• Reserve Notary notarizes</li> <li>• Reserve sends the signed and notarized copy to the FO/PD's address indicated in the request for information</li> </ul>	
9. Record original PIA with the RAN	Forest Owner/Project Developer	<ul style="list-style-type: none"> <li>• Within 1 year of signing the PIA, upload proof of PIA &amp; Acta recordation with the RAN to Project Site</li> <li>• Email Reserve staff with proof of recordation</li> </ul>	<ul style="list-style-type: none"> <li>• No further credits to be issued until proof of recordation is given</li> </ul>

<sup>1</sup> The Forest Owner may opt to proceed with recording the PIA without notarizing the PIA first. However, the Forest Owner must then request a certified copy from the National Agrarian Registry (RAN) or Public Registry. The Reserve will not issue credits without a certified copy. This may delay the issuance of credits as the recordation process can take up to 6 months. For this reason, it is recommended that a Forest Owner first notarizes the PIA and obtains a certified copy from a notary to expediate the process for issuing credits.



CLIMATE  
ACTION  
**RESERVE**