



**ARTICLE 6.4 MECHANISM REGISTRY UPDATE TO ENTITY DETAILS
OR OTHER REQUEST FORM
(Version 01.0)**

This form is for authorized representatives of entities to update their details or make other requests in relation to their accounts in the mechanism registry.

The completed form, including attachments, should be submitted via email to a6.4mechanism-registry@unfccc.int, by a representative of the authorizing Party's Designated National Authority for updates to entity details, or by the entity's authorized representatives for unstructured requests.

SECTION 1: GENERAL INFORMATION

A. Holding account number:

B. Entity name:

SECTION 2: UPDATE OF ENTITY DETAILS (IF APPLICABLE)

Please provide any update to your entity details, if applicable. All updates to entity details using this form require authorization by the entity's authorizing Party and must provide the supporting documents requested in section 4 below.

A. Entity name:

B. Entity address:

Address:

City:

Postal code:

Country:

SECTION 3: OTHER REQUEST

Please provide details of any other request below.

SECTION 3: DECLARATIONS	
<p>Declaration 1: <i>(to be completed by authorized representative)</i></p> <p>I hereby declare that I have the authority to submit this request on behalf of the account holder identified in section 1 above.</p>	<p>Name:</p> <hr/> <p>Signature:</p> <hr/> <p>Date:</p> <hr/>
<p>If form includes update to entity details:</p> <p>Declaration 2: <i>(to be completed by representative of the DNA of the authorizing Party)</i></p> <p>I hereby declare that I am an authorized representative of the DNA of the Party named in section 1 C. above, and thereby have authority to authorize the update to entity details requesting in this form.</p>	<p>Name:</p> <hr/> <p>Signature:</p> <hr/> <p>Date:</p> <hr/>
SECTION 4: SUPPORTING DOCUMENTS (IF APPLICABLE)	
<p>A. Proof of the physical address of entity:</p>	<p><input type="checkbox"/> Please tick to confirm attachment</p>
<p>B. Proof of incorporation, or; Proof of good standing with registering authority:</p>	<p><input type="checkbox"/> Please tick to confirm attachment</p>

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	5 September 2025	Initial publication of form template.
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