



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

Activity	Responsible party	Comments	Corresponding Project Steps
Develop PIA for project	Reserve	<ul style="list-style-type: none">• Will need to request specific dates from Forest Owner (FO) or Project Developer (PD)• Request FO/PD address at this time• FO/PD should approve before moving to next step	
Reserve Signs 1 Copy	Reserve	<ul style="list-style-type: none">• Reserve President signs• Reserve notary notarizes	
Send to Forest Owner/Project Developer	Reserve	<ul style="list-style-type: none">• Send with Cover Letter with correct return address and any further instructions• Get tracking number• Inform FO/PD PIA is on its way & any estimated date of delivery	
Forest Owner Signs	Forest Owner	<ul style="list-style-type: none">• Must hold General Assembly (Asamblea) & vote to approve PIA before signing• 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.• May invite notary to attend the Assembly & notarize the PIA and Acta onsite	
Forest Owner Notarizes ¹	Forest Owner/Project Developer	<ul style="list-style-type: none">• If notary did not notarize onsite at the General Assembly, FO/PD must take	

¹ 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

		<p>the signed PIA & Acta to a notary to notarize</p> <ul style="list-style-type: none">• Notary should also certify 1 additional copy to send back to the Reserve	
<p>Scan signed PIA & Acta & upload to Project Site</p>	<p>Forest Owner/Project Developer</p>	<ul style="list-style-type: none">• Scan a copy of the original signed and notarized PIA & corresponding Acta• Upload scanned copy to the Project Site• Email Reserve staff & the project's lead verifier	<ul style="list-style-type: none">• The verifier may use scanned version to complete the Verification Report
<p>Send Certified Copy to the Reserve</p>	<p>Forest Owner/Project Developer</p>	<ul style="list-style-type: none">• Send certified copy to the address listed on the Cover Letter attached to the PIA when sent to the FO/PD• Get tracking number• Inform Reserve staff certified copy is on its way and the estimated time of arrival	<ul style="list-style-type: none">• Reserve can issue credits upon receipt of the scanned version and evidence that the physical copy is on its way, along with a positive Verification Statement
<p>Record original PIA with the RAN</p>	<p>Forest Owner/Project Developer</p>	<ul style="list-style-type: none">• Within 1 year of signing the PIA, upload proof of PIA & Acta recordation to Project Site• Email Reserve staff	<ul style="list-style-type: none">• No further credits to be issued until proof of recordation is given