



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

| Activity | Responsible party | Comments | Corresponding Project Steps |
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| Verifier submits first version of the Verification Report and Statement | Verification Body | <ul style="list-style-type: none"> 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 The initial version of the Verification Report should state that the verification of the PIA is pending | <ul style="list-style-type: none"> 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) |
| Develop PIA for project | Reserve | <ul style="list-style-type: none"> Will need to request specific dates from FO or Project Developer (PD) Request FO/PD address at this time FO/PD should approve before moving to next step | <ul style="list-style-type: none"> 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 |
| 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 | |



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| | | <ul style="list-style-type: none"> • 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 the signed PIA & Acta to a notary to notarize • Notary should also certify 1 additional copy to send back to the Reserve | |
| Scan signed PIA & Acta & upload to Project Site | Forest Owner/Project Developer | <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 |
| Send Certified Copy to the Reserve | Forest Owner/Project Developer | <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 the updated Verification Report and a positive Verification Statement |
| Record original PIA with the RAN | Forest Owner/Project Developer | <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 |

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.