

# MUCR Rules and Regulations Document

## Introduction

Mauritius Carbon Registry '(MUCR') is the first Mauritius-based, science, technology, engineering and mathematics (often called 'STEM') orientated carbon registry, providing services and expertise in carbon markets and carbon credit issuance.

MUCR is dedicated to offering the opportunity for STEM companies to issue, hold and trade carbon credits through our platform.

STEM projects may include, but are not limited to, solar fields, EV charging units, water filtration systems, waste management projects and wind farms.

The objective of this document is to provide to clients of MUCR services and users of our related platforms a list of rules and regulations that must be followed at all times

## MUCR Governance

MUCR is based in the Mauritius, within the jurisdiction of England and Wales, with its long established and respected legal system and corporate governance rules, based on statute, regulations and common law.

All English companies are required to be registered at Companies House and to comply with the Companies Act (which contains, amongst other things, rules about the keeping and maintenance of company records and books of account, registers of directors and shareholders, rules about company constitutions and shareholders' rights etc).

## Standards and Frameworks

At the core of the MUCR lies a comprehensive governance framework that adheres to internationally recognized standards. Based on ISO 14064 standards and the Clean Development Mechanism frameworks, our corporate structure ensures a transparent and effective approach to the issuance of carbon credits. These standards and frameworks give shape to and define the roles, responsibilities, and decision-making processes within MUCR, ensuring data accuracy, business efficiency and environmental integrity. By working to these standards, MUCR can uphold the highest levels of transparency, accountability, and quality in every facet of our operations.

## Rules and Regulations Policy Updates

The elements contained in this document shall be subject to regular updates and users must ensure that they are using the most current version of the document. This is the September 2023 version.

## Intellectual Property Rights

We take protection of intellectual property rights very seriously. We comply with all of England's intellectual property laws.

MUCR has the right to take action to protect its intellectual property rights and if we have evidence that any user of our services or website has infringed or intends to infringe those rights it will take such action as it deems necessary, including legal action, to protect those rights. In addition, we shall permanently bar any offenders from future dealings with MUCR, and shall terminate any user accounts held with MUCR.

## User Account and Access

MUCR offers its clients choice of two different account types. The two accounts provide varying levels of access to the platform. The two accounts are as follows:

**Project Proponent:** This account type is designed for clients who are actively involved in the development of carbon offsetting projects. This account can be used to:

- Submit project proposals,
- Create project development documents,
- Access detailed analytics on carbon credits,
- Submit documents for verification and validation,
- Issue carbon credits,
- Buy, sell, trade and retire carbon credits.

**Carbon Trader:** This account is designed to cater for entities primarily engaged in trading carbon credits. This account enables traders to purchase, sell, trade and retire carbon credits.

When registering an account, please take care to ensure that the details provided to us are kept up to date. Where we provide facilities to update changes to details, please use those facilities. Additionally, to request access to or correction of personal information we hold, please contact us using the details in the Contact Us section below. In some cases we may respond that a request will not be actioned where permitted or required under law. Please include sufficient details so we can understand the nature of your request. We may need to request personal information in order to verify your identity. Any such information will be used solely for that purpose, but we shall need to retain it in order to comply with know-your-client regulations.

MUCR is not liable for any errors in information provided to it by account holders and is under no duty to check or verify such information save where MUCR has a statutory duty to do so.

## Authorized Use, Prohibited Activities and Misuse of the MUCR Website

The MUCR website must only be used for the purposes for which it is intended.

MUCR shall take such action against any persons misusing the website as it deems necessary.

Misuse includes any unlawful purpose or use for any other activities which MUCR deems or considers prohibited, and anything which would or might bring into disrepute the good name of MUCR or any third parties.

## **Privacy Policy**

### **General Information**

MUCR may collect and store personally identifiable information disclosed by users or clients which may include (and may not be not limited to) e-mail addresses, names, home or work addresses or telephone numbers. Furthermore, MUCR may also collect and store anonymous demographic information, which is not unique to the user or client. This includes ZIP codes, post codes, age, gender, preferences, or interests. Other information that may also be gathered from users and clients and stored by MUCR may include, but may not be limited to, community discussions, chats, correspondence through the website, and correspondence sent to us.

MUCR also automatically collects and stores information about users' or clients' computer hardware and software. This information includes: the IP address, browser type, domain names, access times and referring website addresses. This information is used by MUCR solely to provide general statistics regarding use of its website. This enables MUCR, amongst other things, to improve the website.

This Privacy Policy only applies to information that is collected through the MUCR website and MUCR Registry Platform; it does not apply to any information that may be collected by other website users, such as through email communications between users. If users disclose information to other users, different rules may apply to use or disclosure of such disclosed information. Any user who discloses or shares information with another user does so entirely at their own risk. MUCR does not guarantee the accuracy, reliability, privacy or security of any personal or confidential information users provide to other users.

### **Personal Information**

MUCR is dedicated to providing our users and clients a safe and efficient service. To this end, the users and clients agree and accept that MUCR may use their personal data to:

- Operate and improve the MUCR website and MUCR registry platform,
- Issue, conduct, compile, manage and analyse reports, questionnaires and surveys and to produce reports and/or ratings based on responses.
- Process and manage client accounts,
- Provide our services,
- Inform users and clients of other products or services available from MUCR and any marketing partners we may have from time to time

- Comply with legal and regulatory obligations,
- Deliver any information users or clients lawfully requests,
- Deliver any information that users may exchange with other users through the website and or MUCR Registry Platform,
- Contact users or clients to conduct research about their opinion of current services or of potential new services that may be offered.

## **Disclosing personal information**

To ensure that MUCR delivers its services and provides access to resources (including via the website), and to improve those services and access, MUCR may sometimes disclose personal information to third parties such as affiliates, partners, service providers, independent contractors, consultants, off-site security storage or IT providers, website hosts.

Furthermore, we may also share and disclose de-identified, and aggregated information for the purposes of research and promotional activities.

We may disclose aggregated data from website visitor reports, event registrations, completed reports, questionnaires and surveys, and make such data available on the website or through other mediums.

MUCR may disclose personal information in connection with a sale or transaction involving all or a portion of the business to representatives of a prospective purchaser, and where required by applicable law or the order of any competent body having jurisdiction.

MUCR may also disclose personal information with users' and clients' consent or where permitted or required by law.

## **Other information**

MUCR may share data with third party payment processors who process users' or clients' credit cards and other payment information, but are otherwise not permitted to store, retain or use such information.

MUCR will never sell a user's or client's personal or other information to third parties.

## **Security**

MUCR will take all reasonable precautions to protect users' and clients' personal information from unauthorized access, use or disclosure. Those who have been granted access to personal information are aware of their responsibilities to protect the security, confidentiality and integrity of that information. As effective as modern security practices are, no physical or electronic security system is impenetrable. However, we cannot guarantee the security of our database, nor can we guarantee that the information supplied will always remain private. MUCR will only retain personal information for such length of time as is necessary to comply with the law, prevent fraud, collect any fees owed, resolve disputes, enforce our Terms of Use, and take other actions as permitted or required by law.

MUCR will endeavour to take all reasonable steps to keep secure any user information, and to keep this information accurate and up to date. Information is stored on secure servers in the Mauritius and USA that are protected in controlled

facilities. We require all members involved with MUCR as well as our data processors to respect the confidentiality of any personal information held by MUCR.

## **Choices and Access**

Please take care to ensure details provided to us are kept up to date. Where we provide facilities to update changes to details, please use those facilities. Additionally, to request access to or correction of personal information we hold, please contact us using the details in the Contact Us section below. In some instances we may respond that a request will not be actioned where permitted or required under law. Please include sufficient details so we can understand the nature of your request. We may need to request personal information in order to verify your identity.

## **Retention Period**

MUCR is committed to maintaining the privacy and security of your personal information. This section outlines our policies regarding the retention of user information collected through our website. By accessing or using the Website, the User consents to the practices described below.

**Retention Period:** We will, subject to our legal obligations, securely delete any client information when that client ceases to be a client, or when it is no longer necessary for us to process and/or retain such information.

**Legal Obligations:** In certain cases, we may need to retain personal information for longer periods to comply with legal obligations, resolve disputes, prevent fraud, or enforce our agreements. If such information is necessary for legal matters, including but not limited to investigations, litigation, or regulatory compliance, we will retain it until the conclusion of such matters.

## **Cookie Policy**

The MUCR Website and MUCR Registry Platform uses cookies to help users and clients personalize their online experience. A cookie is a piece of text that is placed on someone's hard drive by a Web page server. Cookies cannot be used to run programs or deliver viruses to someone's computer. Cookies are uniquely assigned to each user or client, and can only be read by a web server in the domain that issued the cookie to them.

Users and clients have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but users and clients can usually modify their browser setting to decline cookies if they prefer. If our users or clients choose to decline cookies, they may not be able to fully experience the interactive features of the Site. In some cases where browsers are set to refuse cookies some of our website features may not function as a result.

## **How we use cookies**

Cookies do not contain any information that personally identifies the client or user, but personal information that we store about clients and users may be linked, by us, to the information stored in and obtained from cookies.

We may use the information we obtain from the use of our cookies for the following purposes:

- (a) to recognise someone's computer when they visit our website;
- (b) to track someone as they navigate our website, and to enable the use of the some of the features on our website
- (c) to improve the website's ease of use;
- (d) to analyse the use of our website;
- (e) in the administration of our website;

### **Third party cookies**

When someone uses our website, they may also be sent third party cookies.

We use [Google Analytics] to analyse the use of this website. [Google Analytics] generates statistical and other information about website use by means of cookies, which are stored on users' and clients' computers. The information generated relating to our website is used to create reports about the use of the website. [Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>.]

### **Blocking cookies**

Most browsers contain options enabling users to refuse to accept cookies. For example:

- (a) in Internet Explorer it is possible to refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector;
- (b) in Firefox it is possible to block all cookies by clicking "Tools", "Options", and un-checking "Accept cookies from sites" in the "Privacy" box.

Blocking all cookies will, however, have a negative impact upon the usability of many websites. If cookies are blocked, it will not be possible to use many of the features of this website.

### **Compliance and Anti Money Laundering**

We are required by the law to know our clients and to take such steps to verify their identity as is necessary. This will include requiring proof of an individual's or director's identity( passport or driving licence for example), proof of address, certificate of incorporation for companies and details of a company's solicitors or accountants. This list is not exhaustive.

### **Concern and Complaints**

If you have a concern or complaint about our processing of your personal information including about our compliance with applicable data protection laws, please contact us using the details in the Contact Us section below. We will consider and promptly respond to the issues raised. Please include sufficient details so we can understand the nature of your concern. We may need to request personal information in order to verify your identity.

## **Termination**

Users may terminate their accounts by notifying MUCR in writing. This will not affect a user's responsibility to pay MUCR any sums which may be due to it.

MUCR may suspend or terminate user accounts with good reason, including but not limited to misuse of an account; where continued use of an account would be in breach of, or place MUCR in breach of, its legal or regulatory obligations, or where MUCR believes a user is or may be at very real risk of becoming subject to any trade or financial sanction from a regulatory or official body of the Mauritius, European Union or United States of America.