

Approved:
CEO: /Ch. Marinov/
Date: 05.09.24

PROCEDURE FOR REGISTRATION AND MONITORING OF PROJECTS IN THE CARBONSAFE PROGRAMME

TABLE OF CONTENTS:

CHAPTER ONE GENERAL PROVISIONS.....	3
1. Subject.....	3
2. Purpose	3
3. Principles	3
CHAPTER TWO.....	4
PROCEDURE FOR REGISTRATION	4
SECTION I REGISTRATION OF AN ORGANIZATION/BUSINESS/FARM AND CONCLUSION OF AN ADMINISTRATIVE AGREEMENT	4
CREATION OF A USER IN THE SYSTEM	13
SECTION II MONITORING AND ORGANIZATION ON GEOREFERENCED SOIL SAMPLING.....	14
I. MONITORING AND REPORTING OF SEQUESTERED SOIL CARBON	14
CHAPTER THREE.....	23
DEADLINES FOR REGISTRATION IN THE PROGRAM	23

LIST OF DOCUMENTS TO PROCEDURE PR02:

- | | |
|--------|--|
| PR0201 | Application for registration in the CARBONSAFE programme. |
| | Administrative contract for participation in the CARBONSAFE programme. |
| PR0203 | Register of projects/contracts SOC. |
| PR0204 | Register "Unscrupulous Projects". |
| PR0205 | Checklist for calculating Sequestered Soil Carbon (SOC). |
| PR0209 | Carbon certificate for verified removals generated by a project. |
| PR0210 | Register of issued certificates. |
| PR0211 | Annual/periodic report. |
| PR0212 | Protocol of overlapped areas. |
| PR0213 | Annual re-registration |

CHAPTER ONE GENERAL PROVISIONS

1. Subject

The present procedure regulates the order and manner for recording and tracking results of a participant in the "Carbon Farming" programme of Carbonsafe, which has been developed in accordance with the Carbonsafe Methodology.

The procedure for registration and monitoring of projects in the Carbon Farming programme (PR02) describes the actions which follow after admission of an operator for participation in the programme described in (PR01). The entering of the data is carried out by an authorized employee in the Integrated system for administration, control and reporting ISACO₂ of "captured" carbon from plant species – perennial plants, annual crops and other agricultural crops.

2. Purpose

The goal on procedure (PR02) is to provide reasonable assurance through application of the rules regulated therein that Carbonsafe is a reliable system for management, control and reporting on the amount of sequestered carbon from plants species – perennial plants, annual crops and other agricultural crops, as well as forestry vegetation and will not allow any actions that contradict the European and the national legislation.

3. Principles

3 (1) At the application of the present procedure, relevant responsible employees are governed by the following principles:

1. Objectivity and impartiality.
2. Honesty and independence.
3. Legality and loyalty.
4. Professionalism, responsibility and accountability.

(2) in the event of non-compliance with the principles under paragraph 1 and/ or with the rules established with this procedure, the responsible employees shall bear the relevant responsibility.

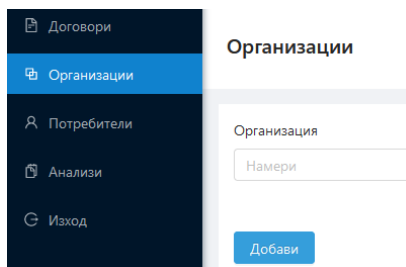
CHAPTER TWO

PROCEDURE FOR REGISTRATION

SECTION I REGISTRATION OF AN ORGANIZATION/BUSINESS/FARM AND CONCLUSION OF AN ADMINISTRATIVE AGREEMENT

1. This procedure describes the activities related to the registration of the candidates, the monitoring of the projects and the reporting of the results, after admission of the participants described in PR01. In case the farm complies with the criteria for eligibility of Carbonsafe, then it is proceeded to the next step - conclusion of an administrative contract for a period of minimum 5 years and registration of the contract in ISACO₂.

2. An authorized employee on Carbonsafe accesses ISACO₂ through the following link <http://cms.geoscan.info/home/organizations>, by entering a username and password for login to the system. The first step is to enter an organization, through pressing the "Add" button.



Next is the entering of data in the dialog box as shown below:

Добави организация X

1 Информация 2 Лица за контакт 3 Адреси 4 Потребители 5 Стопанства

Име VAT номер

Идентификационен номер

Следваща

In the field information, the name of the organization is entered, UIC/EИК/ of the legal entity or personal ID No. /EGN/ of the natural person, and the same data is also used for **identification number**. The system performs automatic checking of the identification number and do not allow saving if the same already exists. The screen is finished by pressing the "Next" button and then it is continued to entering of data about contact persons:

Добави организация X

1 Информация 2 Лица за контакт 3 Адреси 4 Потребители 5 Стопанства

Име Имейл

Телефон Позиция

Бележка

☐ Представител

Име	Имейл	Телефон	Представител	Действие
No Data				

Предишна Следваща

Successively, the name of the representative, telephone for contact, e- mail, position is entered, and a field is provided for notes. It is important to note **the ticking/placing a check in the "representative" box**. The placement of a check validates the e-mail address to which the sampling protocol for the corresponding field will be sent. **In case it is not checked, no sampling protocol will be sent**. After entering the data, the "add" button is pressed, and the following window/box is visualised:

Име	Имейл	Телефон	Представител	Действие
Чавдар Маринов	marinov@agviser.bg	+359876995480	Yes	Премахни

Предишна
Следваща

The window is finished by pressing the "Next" button, and address data should be entered:

Добави организация ×

✓ Информация
✓ Лица за контакт
3 Адреси
4 Потребители
5 Стопанства

Държава

Град

Адрес

Бележка

☐ Главен
 Добави

Държава	Град	Адрес	Главен	Действие
 No Data				

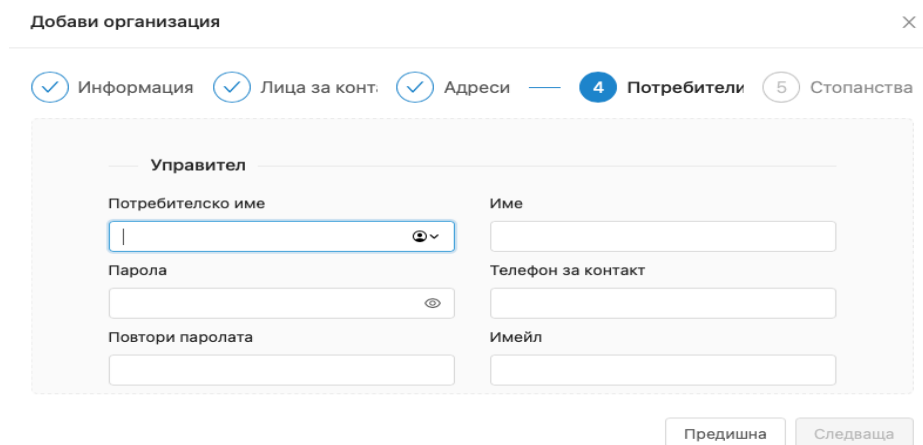
Предишна
Следваща

Successively, country, city and current address of the organization is entered, and an additional field is provided for notes. The placement of a tick/check in the "main" field marks that the address mentioned is also the registered office /management address of the company. This is visualized by marking "yes" in the field "Main" as shown below.

Държава	Град	Адрес	Главен	Действие
България	Пловдив	бул. Цариградско Шосе 53	Yes	Премахни

Предишна
Следваща

The window is finished by pressing the "Next" button, and data for the users should be entered:



Добави организация

Информация Лица за конт. Адреси 4 Потребители 5 Стопанства

Управител

Потребителско име

Име

Парола

Телефон за контакт

Повтори паролата

Имейл

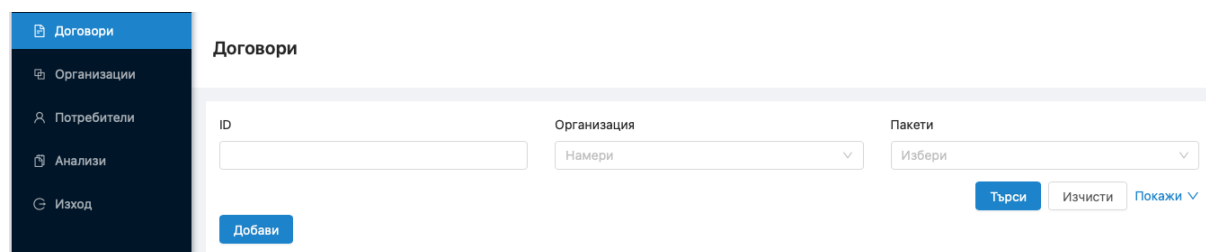
Предишна Следваща

Successively, consumer name, password*, name of Manager, telephone for contact and e-mail is entered. It is important to note that **in this way a customer/Organization profile is generated**, and the username and password entered here will serve for access of the customer /Organization to the system.

* The password must be saved and sent to the customer immediately because it remains hidden in the data stored by the system.

The window is finished by pressing the "Next" button, and data of belonging farms should be entered:

The name on the farm is entered (it is useful to indicate main or another type of farm; name on the land territory) and then the "Create farm" is pressed. The placement of a tick/check in the box "Add contract" will open automatically a next window for creation of a contract to the entered Organization. By pressing the button "Finalize"/"Finish", the creation of an Organization in the system is completed.



Договори

Договори

ID

Организация

Пакети

Намери Избери

Добави

Търси Изчисти Покажи

The next step is registration of the contract by pressing the "Add" button:

Then follows entering of data in the dialog box as shown below:

Добави организация



✓ Информация ✓ Лица за конт. ✓ Адреси — ✓ Потребители **5** Стопанства

Име на стопанство	Действие
 No Data	

☒ Добави договор

Add Contract



Тип	Организация
Select contract type	Търси организация
Период на договора	
Start date ~ End date	
Дата на договора	
Select date	

In the "Type" field, choose the option "subscription" from the drop-down menu, then the dialogic box is visualized:

The fields "Period of the contract"/start date-end date/ are successively filled in – the start date and end date is entered, followed by the "enter" key (5-year minimal term); "Contract date – the date of entering into the contract; "Organization" - the organization the contract relates to is entered; "Payment period" - economic year.

Add Contract
X

1 Information
2 Prices
3 Packages
4 Package Amounts

Тип

Период на договора
 ~

Дата на договора

Организация

Платежен период

Responsible users

Service потребител

Пробовземач

Add Contract
X

✓ Information
2 Prices
3 Packages
4 Package Amounts

Период	Стойност
2021/2022	1000
2022/2023	☐
2023/2024	1000 ☒
2024/2025	1000 ☒
2025/2026	1000 ☒
2026/2027	1000 ☒

Next is the entering of the responsible persons under the contract on behalf of the contractor. From the drop-down menu in the "service user" field a qualified agronomist is selected and also from the drop-down menu in the „Sample user“ field, the sample user is selected.

The window is finished by pressing the "Next" button, and data of the contract value should be entered:

The system allows this step to be skipped and not to enter data.

The window is finished by pressing the „Next“ button, and data about the packages that the contract will include should be entered:

Add Contract X

✓ Information — ✓ Prices — **3 Packages** — 4 Package Amounts

Тип

Select subscription Type

Период

Select a Period

Добави

Тип	Период	Действие
ISO 0-30	2021/2022	Премахни
Control 0-30	2022/2023	Премахни

Предишна

Следваща

In the „Type“ field from the drop-down menu the type of package is selected. In the "Period" field from the drop-down menu the year to which the selected package will apply is chosen. By pressing the “Add” button, the combination of package and period is added to the system.

Types of sampling packages:

- Carbon 90 - basic samples for carbon at three depths, with one sampling;
- Carbon control 90 - control samples for carbon at three depths, with one sampling;
- Macro+Micro 30 - basic samples for macro and micro elements at one depth;
- Macro+Micro control 30 - control samples for macro and micro elements at one depth;
- CarbonMM 30 - basic samples for carbon at three depths and macro and micro elements at one depth, with one sampling;
- CarbonMM control 30 - control samples for carbon at three depths and macro and micro elements at one depth, with one sampling.
- Macro+Micro 60 - basic samples for macro and micro elements at two depths.
- Macro+Micro control 60 - controls samples for macro and micro elements at two depths.
- CarbonMM 60 - basic samples for carbon at three depths and macro and micro elements at two depths, with one sampling.
- CarbonMM control 60 - control samples for carbon at three depths and macro and micro elements at two depths, with one sampling;
- SAT - surveillance of the plots through satellite photos.

The window is finished by pressing the „Next“ button, and data should be entered of the the contract scope:

Add Contract
×

✓ Information
✓ Prices
✓ Packages
4 Package Amounts

0-30

с 0-30

Стойност

Area

Предишна

Финализирай

In the "Value" field, scope of the areas the contract will service is entered. **The used measurement unit in the system is the decare.** It is important to note here that the system does not allow to exceed the predefined area and also, so the contract is finished with its "filling up". By pressing the button "Finalize", the creation of a contract is completed. The system automatically generates a serial number, and the contract is added to the register in section "Contracts" - PR0203.

On the screen, in the "Contracts" section, information is visualized regarding number on the contract, Organization the contract belongs to, status (active / completed), date of signing, period of the contract (start date and end date), included packages, responsible agronomist, sampler.

- Договори
- Организации
- Потребители
- Анализи
- Изход

Договори

ID

Организация

Намери

Пакети

Избери

Добави

Търси

Изчисти

Покажи ▾

ID	Организация	Статус	Подписан	Начало	Край	Пакети	Service потребител	Пробовземач
1575	Агвайзер ООД	Active	Aug 30, 2022	Aug 20, 2022	Oct 1, 2023	с 0-30 SAT	denitsa_service	agviser_sampler

By pressing the left button on a specific contract, the following dialogic box appears:

☰

Договори

ID

Организация

Намери

Добави

1575

×

Information

Subscriptions

Payments

Тип:

subscription

Платежен период:

farming_year

Период на договора:

2022-08-20 - 2023-10-01

Дата на договора:

2022-08-30

Редактирай

Изтрий

Here, information is displayed about the type of contract (subscription/service), payment period, period of the contract and date of signing.

☰

Договори

ID

Добави

1575

×

Information

Subscriptions

Payments

Тип	Статус	Текущо състояние	Период	Парцели	Площ
Control 0-30	Active	In progress	2022/2023	8	211
Satellite imagery	Active	In progress	2022/2023	8	211
Satellite imagery	Active	In progress	2021/2022	8	211

"Subscriptions" field visualizes information about the packages as follows:

"Type" - included packages; "Status" - active/completed; "Current status" - in progress/waiting for loading of areas / completed; "Period" - the year, for which it relates to; "Plots" - number of loaded plots; "Area" - scope of loaded area.

Договори

ID

Добави

1575

X

Information

Subscriptions

Payments

Тип	Статус	Текущо състояние	Период	Парцели	Площ
Control 0-30	Active	In progress	2022/2023	8	211
Satellite imagery	Active	In progress	2022/2023	8	211
Satellite imagery	Active	In progress	2021/2022	8	211

“Payments” visualises information about the payments.

CREATION OF A USER IN THE SYSTEM

In the users section, press the "Add" button.

Договори
Организации
Потребители
Анализи
Изход

Потребители

Потребител

Организация

Намери

Намери

Търси

Изчисти

Добави

The following dialogic box is visualized where successively, the data is filled in:

Add User
X

* Потребителско име

* Парола

* Повтори паролата

* Име

* Имейл

* Телефони

* Роля

Търси организация

Добави

Име на организация

Действие

No Data

Запази

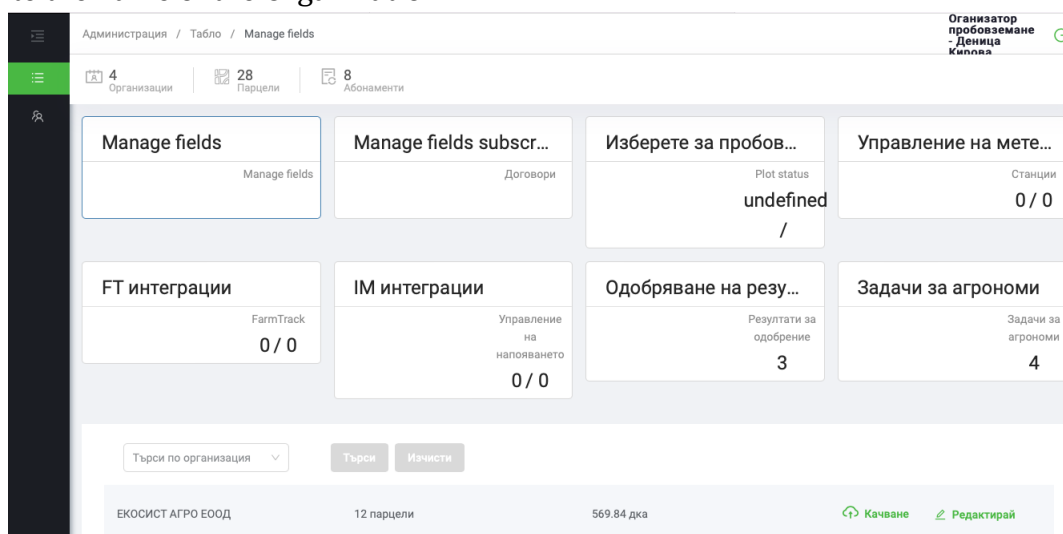
The username, password for access to the system, name of user, current e- mail, telephone for contact is entered. The "Role" field is filled by choosing one of the available options by means of a drop-down menu. The role on the user determines their level of access to the system.

SECTION II MONITORING AND ORGANIZATION ON GEOREFERENCED SOIL SAMPLING

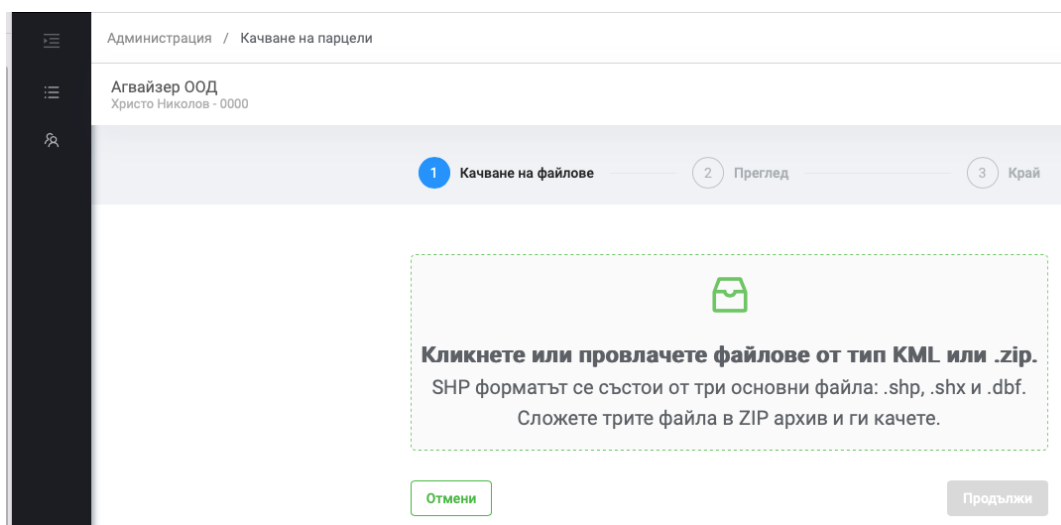
I. MONITORING AND REPORTING OF SEQUESTERED SOIL CARBON:

6. An authorized employee of Carbonsafe accesses ISACO₂ through the following link <http://app.agviser.bg/login>, and enters user name and password for login to the system.

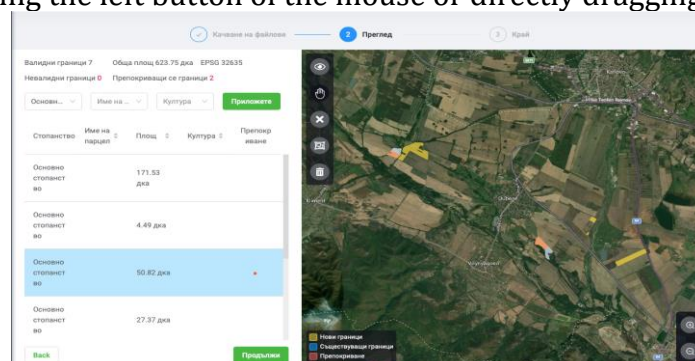
From the control board, the field "Manage fields" is selected and in the space below the Organizations entered into the system are loaded. The organization, to which areas should be loaded is selected and then the button "Upload" is pressed /it is located on the right opposite the name of the Organization.



The following window is visualized:

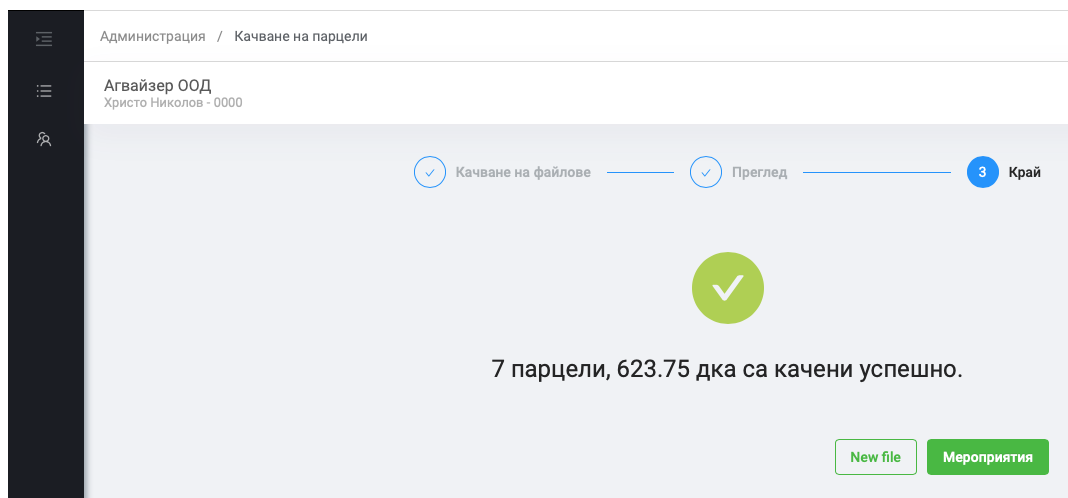


The system recognizes and accepts loading of two types of files - KML and .zip **(it must contain "shape" files with the following extensions - .shp, .shx and .dbf)**. The files are uploaded by pressing the left button of the mouse or directly dragging to the dialog box.

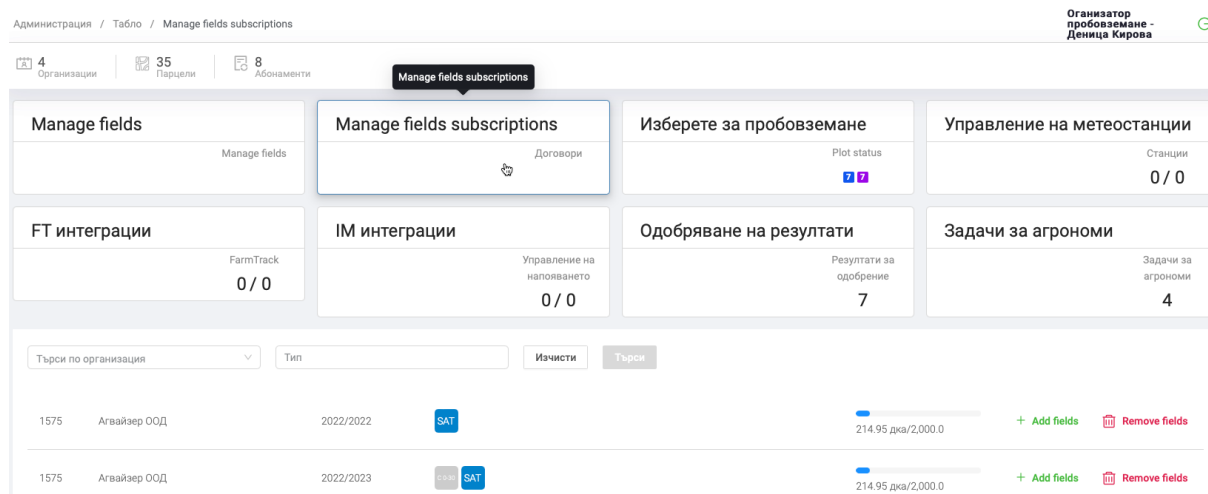


The window is finished by pressing the "Continue" button, and then follows a preview of the loaded plots of land :

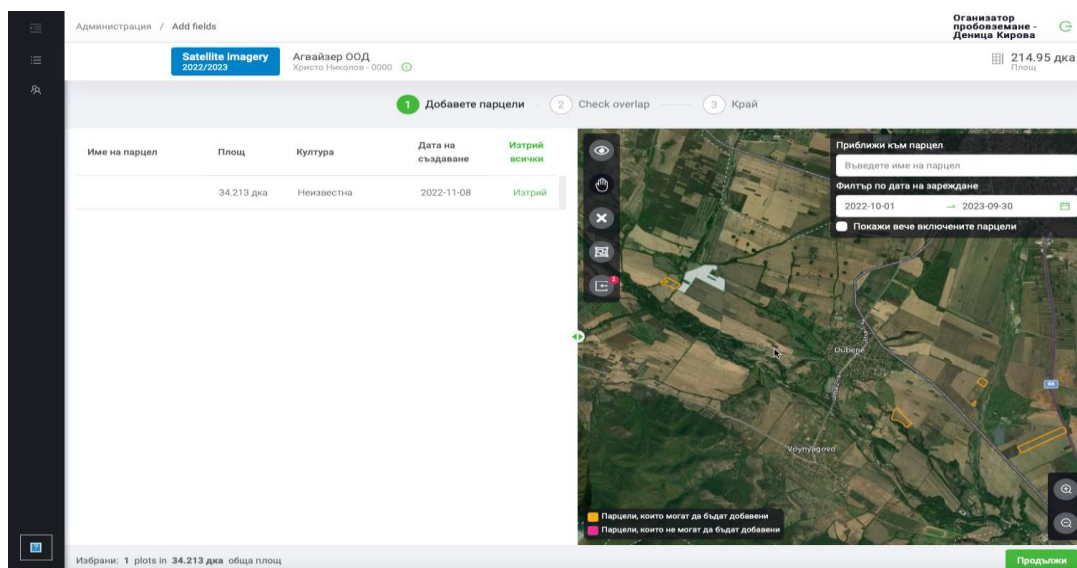
The system automatically recognizes and marks the borders of the plots, and determines whether are new, existing or overlapping all. The plots they can be named by selecting an option from a drop-down menu in the middle and pressing the "Apply" button. The data is saved and the window is finished by pressing the "Continue" button.



Next is the binding of the uploaded plots to a specific contract. From the control board, the field "Manage fields subscription" is selected and in the space below the entered into the system contracts are uploaded. A contract is selected, to which areas should be attached and the button "+ Add fields" is pressed – it is on the right opposite the contract number.

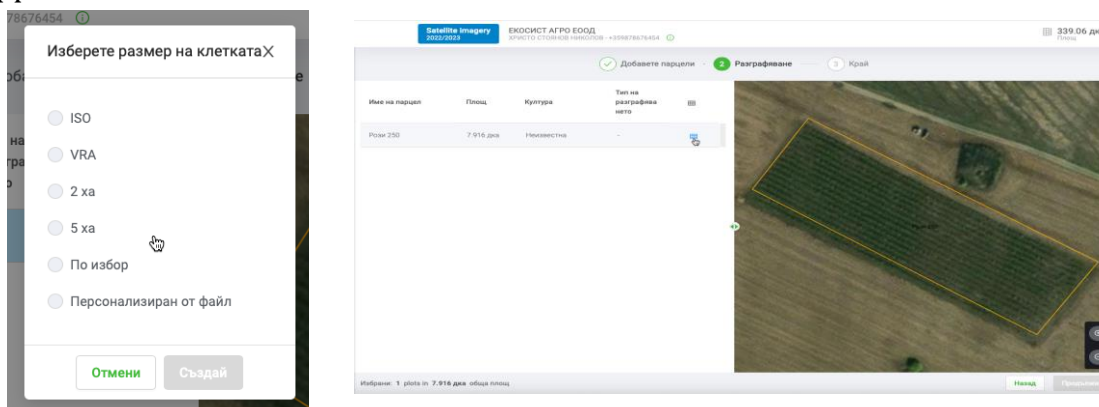


The following window is visualized:



The blocks for graphing of cells should be selected (to determine the size of cell for sampling). The system marks automatically in orange colour on the map plots that can be added and in pink colour the plots that cannot be added. With left button of the mouse, we click on plot/s on the map in orange colour and on the last button at the top left angle on the map the count of selected plots, with pressing this button they are loaded/ transferred to the left dialogic box. The button "Continue" is pressed and an automatic check for overlapping is performed, and then the graphing into cells is started.

By pressing on button on the right end opposite the name of the block, the following dialog box appears:



The size of a cell/cells for sampling is selected. The system offers as an automatic choice, graphing by specified criteria, as well as graphing by choice, by which the size of the cell it can be specified "manually". The window is finished by the button "Create" and blocks with graphed cells for sampling are visualized on the map.

✓ Добавете парцели

✓ Разграфяване

3 Край

Име на парцел	Площ	Култура	Дата на създаване
Рози 250	7.916 дка	Неизвестна	2022-11-09



Избрани: 1 plots in 7.916 дка обща площ

Изтегли протокол

Назад

Край

A tick/check is placed in the box "Download protocol" and the "Finish" button is pressed. Thus, the window is ended and the system automatically generates **protocol for belonging area - PR0212**. The protocol is kept in the file of the customer, and the data from it are already saved in the system.

The preparation of an assignment for automatic soil sampling of a basic soil sample is then prepared.

From the control board, the panel "Select for sampling" is selected and in space below the data about plots subject to sampling is loaded.

The button "Select plots" is pressed, located on the right opposite the contract number and the Organization, with respect to which sampling will be performed.

The following window is visualized:

Manage fields Manage fields 0/0	Manage fields subscrip... Договори 0/0	Изберете за пробовзем... Plot status 7 2	Управление на метеост... Станции 0/0
FT интеграции FarmTrack 0/0	IM интеграции Управление на напояването 0/0	Одобряване на резулта... Резултати за одобрение 7	Задачи за агрономи Задачи за агрономи 4

Търси по организация Тип Период Gridded x Cells selected x Изчисти

Номер	Организация	Период	Пакет	Plots state	
1575	Агвайзер ООД	2022/2023	0-90	Gridded 7 Sampling 1	Изберете парцели
1627	"СТОИЦЕВ АГРО" ЕООД	2021/2022	0-30 0-60 0-90	Gridded 0	Изберете парцели

"СТОИЦЕВ АГРО" ЕООД
 Николай Кънчев Стоицев - +359878676454

1 Парцели 27.366 дка

Име на парцел	Площ	Култура	Статус
24241	27.366 дка		Регистриран

Пробовземач
 Агвайзер пробоваземач

Избрани
 Регистриран
 С избрани клетки
 Пробовземане
 Изследвани

Изпрати за пробоваземане

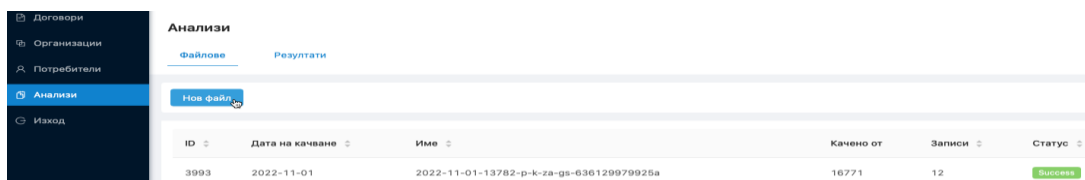
On the right on the map the plots and their statuses are visualized - selected, graphed, with selected cells, sampling, tested. On the left is visualised a list of the plots with status "graphed" is visualized. A tick is placed before the name on the plot / plots which will be sampled and from the drop-down menu below a sampler is chosen. The button "Send for sampling" is pressed and with that the window is finished. The assignment for sampling is sent to the sampler and appears in the mobile application of ISACO2 in the form of a new task.

Sampling activities are described in detail in procedure PR03 "Procedure for automatic georeferenced soil sampling".

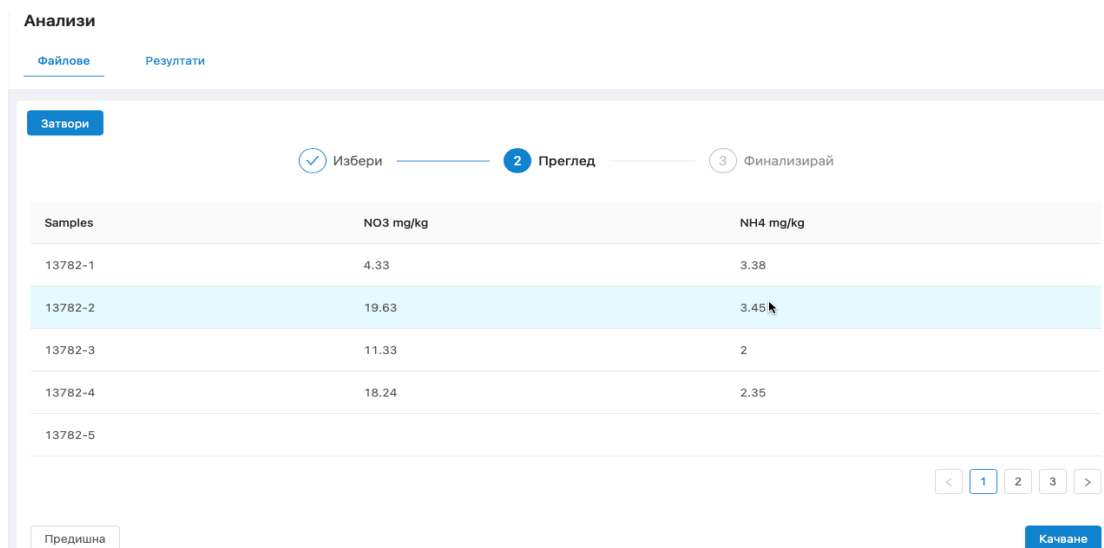
The taken baseline georeferenced soil samples are sent for analysis to an accredited laboratory and after finishing of the chemical analysis, the received results are entered in ISACO2.

An authorized employee of Carbonsafe accesses ISACO2 through the following link <http://cms.geoscan.info/home/analyses/files>, and enters a user name and password for login to the system. The uploading of results starts with pressing the button "New file" in the Analyses panel, Files field.

The following window is visualized:



ID	Дата на качване	Име	Качено от	Записи	Статус
3993	2022-11-01	2022-11-01-13782-p-k-za-gs-636129979925a	16771	12	Success



Samples	NO3 mg/kg	NH4 mg/kg
13782-1	4.33	3.38
13782-2	19.63	3.45
13782-3	11.33	2
13782-4	18.24	2.35
13782-5		

Анализи

Файлове

Резултати

Затвори

✓ Избери

2 Преглед

3 Финализирай

Samples	NO3 mg/kg	NH4 mg/kg
13782-1	4.33	3.38
13782-2	19.63	3.45
13782-3	11.33	2
13782-4	18.24	2.35
13782-5		

<

1

2

3

>

Предишна

Качване

Анализи

Файлове

Резултати

Затвори

1 Избери

2 Преглед

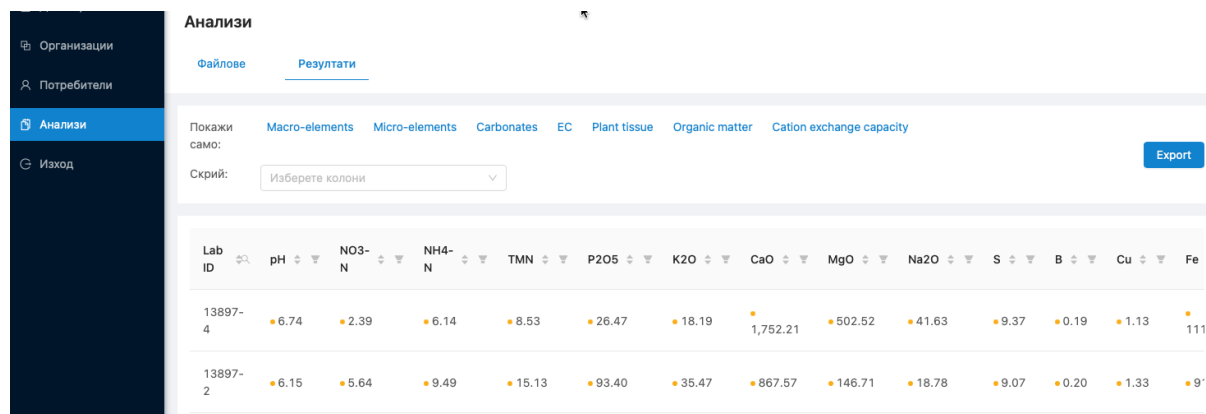
3 Финализирай

Избери файл

Следваща

It "the "Select file" button is pressed, then the file with results in .xls format, stored in advance in a designated directory on the computer, should be selected. It is important to note that the system is very sensitive and accepts only **files prepared by the sample designated for that purpose**. At this stage it is not necessary to point out an Organization or contract, to which the analysis data is uploaded, as the results for each individual sample are bound in advance to unique barcode and laboratory number and the system reads them and allocates them automatically. By pressing the button "Next", the results are uploaded for review :

The window is finished by the "Upload" button and the results are saved and visualized in the Analyses panel, field Results:



Lab ID	pH	NO3-N	NH4-N	TMN	P2O5	K2O	CaO	MgO	Na2O	S	B	Cu	Fe
13897-4	6.74	2.39	6.14	8.53	26.47	18.19	1,752.21	502.52	41.63	9.37	0.19	1.13	111
13897-2	6.15	5.64	9.49	15.13	93.40	35.47	867.57	146.71	18.78	9.07	0.20	1.33	9

By loading the results for taken basic georeferenced soil samples, the process is completed until scheduling a sampling is made **for a control georeferenced soil sample..** The control sample is taken once every economic year following the year of the base soil sample. The annual control sampling is done according to a schedule according to the type of crop, the crop rotation, the state of the soil and the climatic conditions and the phase of development of the crops that allows the sampling to be carried out

The results of the control sample are sent again for analysis to an accredited laboratory and after finishing of the chemical analysis, the received results are entered in ISAC02.

The results of the control and base sample are checked by a qualified agronomist, based on which agronomic recommendations are issued, according to PR01 and they become part of the individual strategy for management of the areas used.

In case of available data for basic and control soil samples of a given project, a calculation of the sequestered soil carbon is started, which is carried out in the **Checklist for calculation of sequestered soil carbon (SOC) - PR0205.**

In the case of available data for baseline and control soil samples of a given project, a calculation of sequestered soil carbon is completed, which is carried out in the Checklist for calculation of sequestered soil carbon (SOC) – PR0205, where the total amount of carbon removed dioxide (CO₂) from the atmosphere and stored as soil organic carbon (SOC) is calculated. Separated CO₂ from the equipment used is deducted.

After a reliable result is available for the amount of carbon captured by the project, described above, a recalculation and determination of the received carbon credits for the project is carried out. A carbon-to-carbon dioxide conversion factor is entered here: **COEFFICIENT 3.667.**

The proportion of carbon in carbon dioxide is related to the ratio of their weights or so-called molar masses. The atomic weight of carbon is 12 atomic mass units /12 grams per mole/, while the weight of carbon dioxide is 44 atomic mass units / molar mass is 44 grams per mole/. ONE TON OF SEQUESTERED SOIL CARBON IS EQUAL TO $44/12 = 11/3 = 3.667$ TONS OF CARBON DIOXIDE (ATMOSPHERIC) = 3.667 CARBON CREDITS.

Here, the calculation of the total number of certificates that will be issued under the respective project is finalized. Each carbon credit under the project is equated with 1 certificate = 1 ton of CO₂, which is rounded up to a whole number during the calculation. **The process ends with the issuance of a Carbon Certificate for verified removals generated by a project - PR0209.**

Certificates with unique serial numbers are issued by a public Registry.

The certificate is entered in the **Register of issued certificates - PR0210.**

The issuance of carbon certificates it should also be bound to a certain frequency of monitoring and reviews of the effectiveness of introduced practices on the regenerative agriculture. A report for monitoring from each check on the spot is envisaged along with a review of performance in accordance with the principles and requirements of PR01.

As at the date of issue on each Certificate an **Annual / periodical report - PR0211** shall be drawn up for each project, which is a summary of control activities until the certificate is issued.

CARBONSAFE collects and documents evidence that the conditions for applicability of the methodology are fulfilled at any time, through electronic archiving of all data about monitoring, collected throughout the last period of crediting up to 2 years after the end on the crediting period.

Although the CARBONSAFE methodology is extremely conservative and does not need a buffer mechanism, it envisages one in the amount of 5%. The discounted CO₂ removals are reduced by 5%, being set aside in a buffer account and paid to the project owners after the realization of the issued certificates, but only on the condition that they have continued the activity also after the georeferenced control soil sample. This is only possible if they have completed the next cycle of the project. The funds held in the buffer account from the previous certificates are paid out after the certificates for the following year/period are issued. The purpose of the buffer is to guarantee the permanence and sustainability of the projects, also serving as insurance against force majeure events.

Double counting of projects and emissions is impossible. Each project is registered with a unique ID registration code. Project executors sign a "Double Reporting Declaration", part of the **Application for Registration in the CARBONSAFE Programme - PR0201**, certifying that they are not part of another programme for the implementation of a similar project (SOC), and that they do not receive special support for the same types of activities under national, European and international programmes. In the event that a similar fact is found in the work process, no payments are made to such projects and they are removed from the certification system, being entered in the **Register of unscrupulous projects - PR0204, which is public [www. Carbonsafe.bg](http://www.carbonsafe.bg).** and the relevant authorities are duly notified of the existence of an attempt to defraud.

CHAPTER THREE

DEADLINES FOR REGISTRATION IN THE PROGRAM

To participate in a carbon farming program, registration documents must be completed - Application for registration in the CARBONSAFE program - ПР0201 and Application for annual re-registration under the CARBONSAFE program - ПР0213.

Submission deadlines are as follows:

1. Initial registration is throughout the year. For this, a form is filled out and submitted according to the form Application for registration in the CARBONSAFE program - ПП0201. In case of need for correction/addition/change of information, an application for initial registration is submitted, in which the field for editing is marked.
2. Every year re-registration is carried out within 01.03. until 20.06. and/or in the event of a change in the farm's activity related to the program, by applying for annual re-registration under the CARBONSAFE program - ПП0213. In case of need for correction/addition/change of information, an application for re-registration is submitted, in which the field for editing is marked.