



Instructions For Form ERC-5
Contact Information Update Notification
[Georgia Rules for Air Quality Control Chapter 391-3-1-.03(13)]

This form is used by holders of emission reduction credit certificates to update contact information for one or more ERC certificates. If the contact information for more than three certificates is being updated, please attach additional pages containing the information requested in Section III. This form cannot be used to transfer emission reduction credits from one holder to another; if credits are being transferred, please use form ERC-4.

I. Owner's Identifying Information

This section provides updated information on the holding company's name and/or mailing address. Please complete this section for all notification forms and use the check boxes at the top of this section to indicate if the company name and/or official mailing address have changed.

- A. Current /Former Company Name: Provide the name of the company holding the ERC certificate. In the event that the company name is changing, please provide the current or former company name in this field and provide the new company name in Item B.
- B. New Company Name: If the name of the company holding the emission reduction certificate has changed, please check the appropriate box at the top of this section and provide the new company name in this field.
- C. Mailing Address: Please provide the official mailing address of the company holding the ERC certificate. If this is a new corporate address, please check the "New Address" box at the top of this section.
- D. City: The city corresponding to the official corporate mailing address.
- E. State: The state corresponding to the official corporate mailing address.
- F. Zip Code: The postal zip code corresponding to the official corporate mailing address.



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II. Owner's Contact for Sale of Certificate

Complete this section if the contact person or his/her address or telephone numbers are changing. It is only necessary to provide the contact information that is changing; for example, if only the mailing address of the contact is new then only items E through H need to be completed.

- A. Contact Name: In the event that the name of the contact is changing, please provide the name of the new contact in this field.
- B. Title: If the title of the contact is changing, please provide the new title in this field.
- C. Telephone: If the telephone number of the contact is changing, please provide the new telephone number in this field.
- D. Email: If the email address of the contact is changing, please provide the new email address in this field.
- E. Mailing Address: If the mailing address of the contact is changing, please provide the new street address or P.O. Box in this field.
- F. City: If the mailing address of the contact is changing, please provide the new city in this field.
- G. State: If the mailing address of the contact is changing, please provide the new state in this field.
- H. Zip Code: If the mailing address of the contact is changing, please provide the new zip code in this field.



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III. Emission Reduction Credits Affected By These Changes

Use this section to list the ERC certificates that are being affected by this change in company name or mailing address or contact information. If more than three ERC certificates are affected, please attach additional pages containing the information requested in the table of this section.

- Column 1: List the ERC certificate numbers in this field.
- Column 2: Provide the date(s) on which the certificate(s) were issued.
- Column 3: Provide the amount of credits associated with the certificate(s).
- Column 4: Provide the pollutant(s) associated with the certificate(s).

IV. Certification by Responsible Official

This notification to change the company name, corporate address or contact information for one or more emission reduction credit certificates must be signed by an authorized representative of the company that currently holds the ERC certificate. Please provide the name, title and signature of the company's authorized representative or Responsible Official and the date on which the notification was signed. Complete this section for all applications.