

# Escrow Guide for Sellers

## Quick Reference Guide

To place Offers to sell NZUs on emsTradepoint, you must first transfer NZUs to emsTradepoint's escrow ETR account (Emissions Trading Register account NZ-11377).

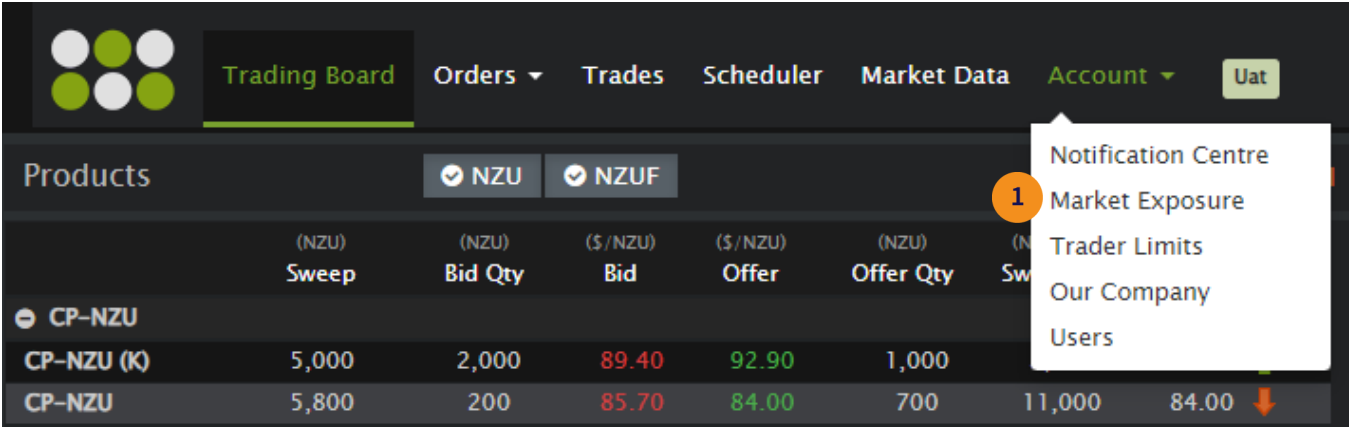
The number of NZUs held in escrow is the maximum number of NZUs you can offer for sale on the exchange. This provides a form of protection for Sellers as it will not allow you to sell more NZUs than you have in your available balance.

After you transfer NZUs to emsTradepoint's escrow ETR account, email [supportdesk@emstradepoint.co.nz](mailto:supportdesk@emstradepoint.co.nz). The team will confirm the transfer and update your balance within the exchange so you can place Offers to sell.

**Note** – NZU transfers can take up to 24 hours. Once received, emsTradepoint credits your NZU Escrow balance on the exchange. If it's within emsTradepoint support hours (8am to 5:30pm) then the credit is very fast.

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To check your NZU escrow balance navigate to the **NZU Escrow** screen by clicking **Account**, then **Market Exposure** in the drop-down menu.



The screenshot shows the emsTradepoint Trading Board interface. The top navigation bar includes 'Trading Board', 'Orders', 'Trades', 'Scheduler', 'Market Data', 'Account', and 'Uat'. The 'Account' dropdown menu is open, showing options: 'Notification Centre', 'Market Exposure', 'Trader Limits', 'Our Company', and 'Users'. A red circle with the number '1' highlights the 'Market Exposure' option. Below the navigation bar, there is a table of products with columns for Sweep, Bid Qty, Bid, Offer, Offer Qty, and Swap. The table shows data for CP-NZU products.

Products	(NZU) Sweep	(NZU) Bid Qty	(\$/NZU) Bid	(\$/NZU) Offer	(NZU) Offer Qty	(NZU) Swap
CP-NZU						
CP-NZU (K)	5,000	2,000	89.40	92.90	1,000	
CP-NZU	5,800	200	85.70	84.00	700	11,000 84.00 ↓

2 Click on the **NZU Escrow** tab to view your balance.

3 The Balance shows:

**Current Balance:** This is the number of NZUs that you have transferred to the emsTradepoint escrow ETR account. The balance is adjusted when Trades are settled.

**Live Offers:** This is the number of NZUs you currently have on Offer.

**Trades Held in Escrow:** This is the number of NZUs that have been matched in a Trade and are currently being processed for settlement.

**Requested for Withdrawal:** The number of NZUs that you have requested to be withdrawn.

**Available Balance:** The NZU balance available for you to place offers.

The screenshot displays the 'NZU Escrow' section of a trading platform. At the top, there is a navigation bar with 'Account' selected. Below this, the 'NZU Escrow' tab is active, showing the account name 'Escrow NZU Sell'. A table lists the following values:

Current Balance	277,900
Live Offers	-2,000
Trades Held in Escrow	-34,600
Requested for Withdrawal	0
Available Balance	241,300

Below the table, there is a section for 'Withdrawal Requests' with a table that has two columns: 'Amount' and 'Comments'. The table is currently empty, and a 'Request Withdrawal' button is located to the right of the table. A message at the bottom states 'There are no escrow withdrawal requests'.

4 If you want to **Withdraw** NZUs held in escrow, then simply set an amount you wish to withdraw from your **Available Balance**.

5 When ready, click **Request Withdrawal**. emsTradePoint operators will transfer the NZUs from their escrow ETR account to your ETR account.

See the other Quick Reference Guides for the following activities

- Create as Offer to sell
- Withdraw or edit an Offer
- Setting Trader Limits
- Seller FAQs

The screenshot displays the 'NZU Escrow Account' interface. At the top, there are three tabs: 'Market Exposure', 'Available Collateral', and 'NZU Escrow'. The main heading is 'NZU Escrow Account: Escrow NZU Sell'. Below this, a table shows account details:

Current Balance	277,900
Live Offers	-2,000
Trades Held in Escrow	-34,600
Requested for Withdrawal	1,000
Available Balance	240,300

Below the table is a 'Withdrawal Requests' section. It features a form with two input fields: 'Amount' (marked with a '4') and 'Comments' (marked with a '5'). A 'Request Withdrawal' button is located to the right of the 'Comments' field. Below the form is a table showing a withdrawal request:

Date	Amount	User	Comments
2022-12-08	1,000	Harrison Ford	