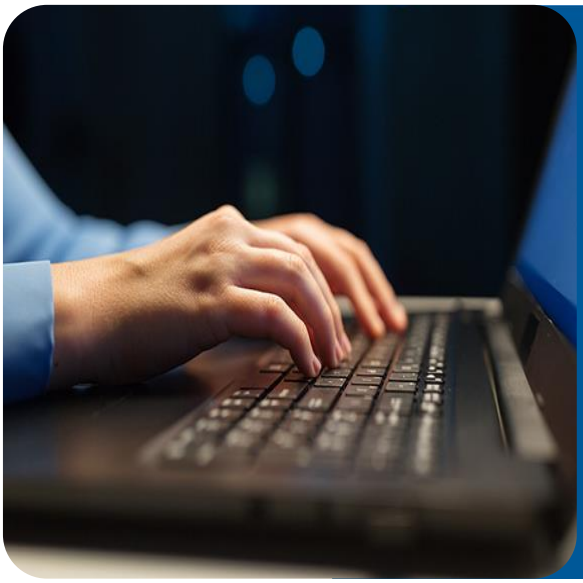
ISCC
International Sustainability & Carbon Certification
Guidance



ISCC
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ISCC HUB GUIDANCE
Updating Credit Transfer System (CTS) Information

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Document Title: Updating Credit Transfer System (CTS) Information
Version 1.0
Valid from: 22 September 2026

ISCC HUB Guidance: Updating Credit Transfer System (CTS) Information

Purpose

This guidance explains how System Users and Certification Bodies (CBs) can update the Credit Transfer System (CTS) information in the ISCC HUB.

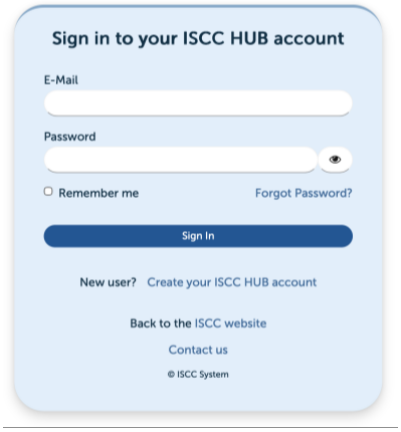
Important Information

The response to the CTS question must be consistent in both the Registration and the Certificate within the ISCC HUB. Any change made to this field in the registration form is subject to approval by the corresponding party. An update submitted by a System User must be approved by the responsible CB, while a change initiated by a CB must be approved by the relevant System User.

System Users must log in using their ISCC HUB account linked to the registration as either the **Legal Representative** or a **Contact Person**, as only users with these roles are authorized to update registration information in the ISCC HUB.

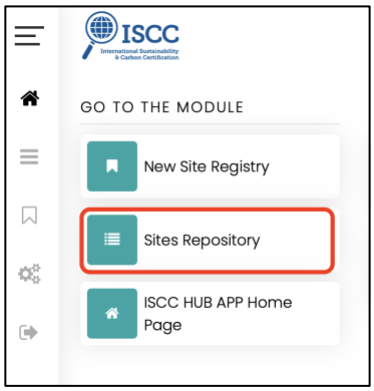
Instructions for System Users

1. Log in to the ISCC HUB.

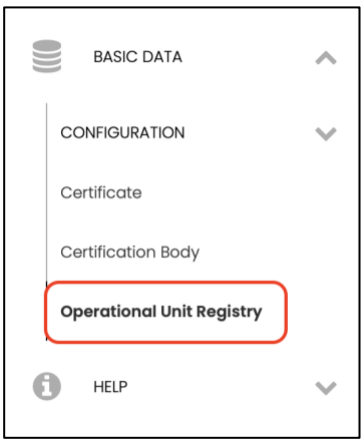


2. On the landing page, select **Sites Repository**. Alternatively, navigate to **Basic Data → Operational Unit Registry** to access the registration (ISCC-Reg-XXXX).

i.



ii.



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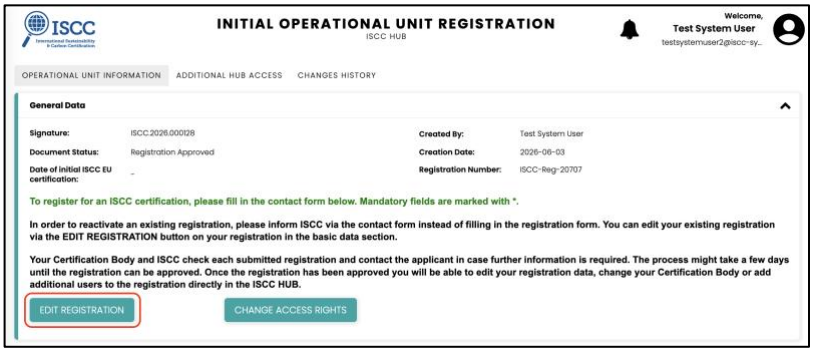
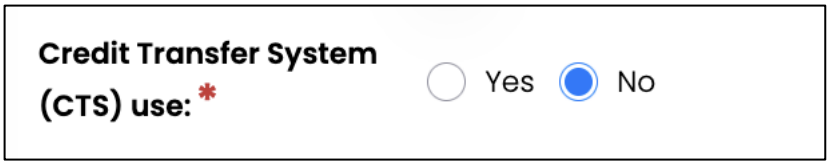
3. Open the relevant registration.
4. Click Edit Registration.



Update the CTS Information

Navigate to **Certification Scope** → **Credit Transfer System (CTS) use** and select No if the organization is not participating in CTS.



Submit the Registration Update

Scroll down to the Decision section, then submit and save the registration update for further review.

Certification Body Approval Required

The responsible CB must review and approve the registration update before it becomes effective in the registration layout. To reflect the approved changes in the certificate layout, the CB must open the corresponding certificate, select Modify Certificate, and update the certificate information accordingly.

Instructions for Certification Bodies

1. Open My Tasks, review and approve the registration update request.

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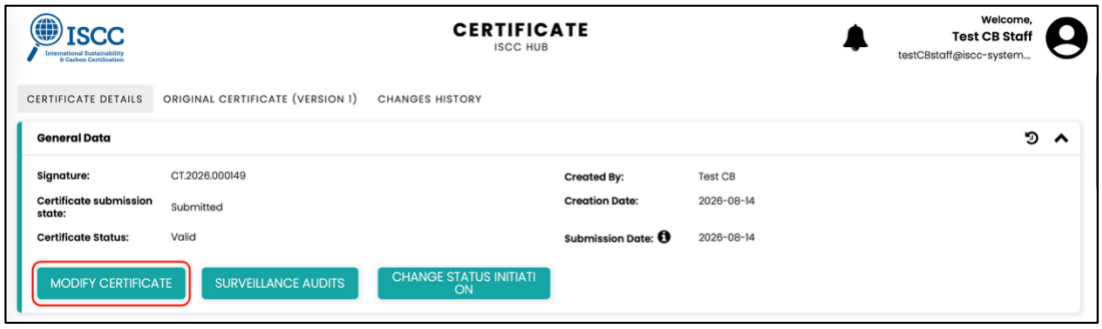
2. Open the corresponding certificate (**Basic Data → Certificate**) and click **MODIFY CERTIFICATE**.



3. In the Operational Unit Data section, click **UPDATE BASED ON REGISTRATION to** transfer the approved information into the certificate layout.

4. Review the CTS field under **Certificate → Credit Transfer System (CTS) use** and adjust where needed.
5. Save the certificate update.

What Happens Next?

Once the registration update has been approved and the certificate updated, the CTS information displayed in the ISCC HUB, and the Certificate Database will reflect the corrected status.

Need Assistance?

The ISCC HUB Team can assist with technical questions and issues related to providing the required information in the HUB. For assistance contact **registration@iscc-system.org** or **certificate@iscc-system.org** and include the following:

- A clear description of the problem
- The registration number or certificate ID
- A screenshot of the error message encountered in the HUB

Providing this information will help us investigate and resolve the issue as efficiently as possible.

Kindly refer to the ISCC HUB Manual for System Users or ISCC HUB Manual for Certification Bodies for further guidance.

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