

Consumers in respect of whom a prescribed activity is undertaken can create Victorian energy efficiency certificates (VEECs) under the Victorian Energy Efficiency Target Act 2007. One VEEC represents one tonne of carbon dioxide equivalent (CO₂-e) to be reduced by the prescribed activity undertaken by the consumer. Consumers are able to assign their right to create VEECs to an accredited person. In assigning their right to an accredited person, the accredited person will be entitled to create and own the certificates in respect of the prescribed activity undertaken by the consumer. In return, the accredited person should provide consumers with an identifiable benefit for the assignment, such as a price reduction on a product, free installation or a cash-back arrangement. Consumers should be aware that it is their responsibility to negotiate satisfactory terms with the accredited person in return for assigning their right to create VEECs.

Who should use this assignment form?

- You have had a Essential Services Commission certified Space Heating & Cooling System installed and;
 - You are the legal owner of the system **or**;
 - You are a registered installer and have provided a monetary benefit to the owner of the system.
- In return the owner has assigned the VEECs to GB Environmental Pty Ltd with payment going back to you.

Guide to filling out this form

Use this guide to refer to while you are filling out your form. It will help you with any difficult sections you may encounter. If you would like more instructions on how to fill out this form go to our 'Step by step guide to trading' at www.green-bank.com.au/trade-with-us/step-by-step-guide

Section 1. Consumer details and installation address (this must be a street address, not a POX Box)

Fill out the consumer details including business/company name, ABN/ACN, type of business (choose from the list in appendix A), installation address, including the level number if required, and contact information. Be sure to also include the date of installation, total floor space and number of levels included. Please list a street name and not a PO Box address. If a street address is not available, please contact GB Environmental Pty Ltd.

Section 2. Postal address

If the installation address is different from the owner's postal address, fill out the postal address details in the space provided.

Section 3. Space heating & cooling activities & New system details

Put a cross through the box that corresponds to the space heating and cooling activity undertaken. Be sure to specify the product brand and model of your new system.

Section 4. Compliance certification details

Record the plumbing compliance certificate number and check the box that indicates if a certificate of electrical safety (CES) was issued for the work. If yes, provide the number in the space provided.

Section 5. Form of benefit provided (To calculate VEECs contact us or visit www.veet.vic.gov.au/public/Calculator/VEECCalculator.aspx)

Put a cross through the box that corresponds to the form of benefit you have received for your efficiency upgrade. Record the number of VEECs which the activity attracts and list the total amount which you will receive by trading them.

Section 6. Details of decommission

Record the details of the decommissioned system including the brand and model. If you decommissioned an electric resistance heater, record the area of floor that the product heated.

Effective from 21 February 2017, installers will be required to verify that the existing unit was eligible to be upgraded under the VEET Scheme and has been permanently rendered inoperable. Acceptable methods of evidence include:

- Recycling receipts of the decommissioned unit (where applicable); and
- Geo-tagged photographs of the decommissioned unit; including:
 - One geo-tagged photograph demonstrating that the unit has been permanently rendered inoperable; and
 - One geo-tagged photograph clearly showing the brand, model and serial number of the decommissioned product.

The geo-tagged photographs must:

- Be clear and in focus
- Include any relevant markings
- Include a date stamp showing the date the photographs were taken; and
- Include the GPS derived latitude and longitude coordinates. This should be stored in the metadata and generated automatically by the device used to take the geo-tagged photographs

Section 7. Installer details and company address

Ask your installer to list their details including their full name, company name, address and contact details. They will also supply you with an electrician's licence number and/or gas fitter licence number depending on the type of installation.

Section 8. Installer's declaration

Ask your installer to declare the energy saving activity completed, then sign off on the document, record their full name and provide the date.

Section 9. Payment details

Put a cross through the payment option that best suits you. Supply Greenbank with your payment details including BSB, account number and the account name.

Section 10. GST declaration

Visit the GST explained page on our website, under the 'STC Trading' tab, to know whether you can claim GST for your installation. Tick the box to confirm the GST registration status of the system owner.

Section 11. Declaration by Authorised Signatory

Read the declaration and record who the identifiable benefit was provided by. Then sign and date the document remembering to fill in the personal details including your title, full name, job position and phone number.

Your checklist

Filling out your form: The following things will help you to correctly complete the form and minimise our requests for further information.

Use black ink.

To respond to a statement cross the checkbox.

Make sure the owner details are the same as the person who is signing the VEEC assignment form.

Supporting documents: Please ensure you attach the documentation that applies to you.

- I have attached a copy of the plumbing compliance certificate, which also describes how the old system was decommissioned
- I have attached a copy of the certificate of electrical safety (CES)
(Please tick **no** if a certificate was not issued for this job) No
- I have attached the invoice showing the system model purchased (as listed with the ESC) and the benefit received for the VEECs (if applicable)
- I have attached a copy of Rates notice or utility bill clearly showing the supply address which must be the same as the installation address
The address of the installation must be sufficient to allow an officer of the Essential Services Commission to visit the installation without requesting additional information.
- I have attached a recycling receipt and/or
- I have attached Geo-tagged photographs

Privacy declaration

GB Environmental Trading Pty Ltd will not release any personal or system information provided to any party other than Essential Services Commissions for the creation of the VEECs and for compliance purposes or as otherwise required by the National Privacy Principles, Australian Privacy Principles and/or by any State or Federal Law.

Terms and conditions

- I agree I will repay the amount of the VEEC payment to GB Environmental Trading Pty Ltd should my assignment be invalid or if GB Environmental Trading Pty Ltd is unable to create the VEECs with the Essential Services Commission.
- At regular intervals we set the price we are willing to pay for VEECs and inform our network of installers and other suppliers of that price. For each VEEC we are assigned the right to create, we will pay the price prevailing at the time we upload the details of your System into the VEEC registry.
- You authorise GB Environmental Trading Pty Ltd to correct any incorrect address and/or contact details included by you in this form.
- GB Environmental Trading Pty Ltd cannot be held liable for forms that have not been received by us. If you are faxing your forms in, please print off a fax communications report at the end of your transmission to verify the number of pages actually sent.
- VEECs must be created by 30th June in the year following the activity. i.e. system installed 1/1/2017 VEECs must be created by 30/6/2018. System installed 31/12/2017 VEECs must be created by 30/6/2018. GB Environmental Trading Pty Ltd must be given sufficient time to create the VEECs before the 30th June each year.
- GB Environmental Trading Pty Ltd reserves the right to update / amend our terms and conditions at any time. Current terms & conditions are available at www.green-bank.com.au
- Applications must be submitted on our current form. Please check our website www.green-bank.com.au to ensure you are using the most recent form.

Lodging your form

Please keep pages 1 and 2 for your reference and originals of pages 3 to 6 for your records. Then post, fax or email a copy of pages 3 to 6 and the supporting documents to GB Environmental Trading Pty Ltd so we can process your form.



Post
PO Box 224,
Nunawading
VIC 3131



Fax
03 9877 4904



Email
dealers@green-bank.com.au

If you have any further questions, please visit our help desk at www.green-bank.com.au or call us directly on **1300 GREENBANK (1300 473 362)**

Please use **BLACK INK** and complete all fields.

1. Consumer details and installation address (this must be your street address, not a PO Box)

Business / Company Name _____ ABN / ACN _____

(Please fill in the question below using one of the categories listed in the appended table on page 2 of this form)

Business Type _____
 Unit type (e.g. level, lot, apartment) _____ Unit / level number _____
 Street number _____ Street name and type _____
 Suburb _____ State _____ Postcode _____
 Preferred daytime contact number _____ After hours contact number _____
 Email address _____

Installation date _____ **Total floor space (m²)** _____ **Number of levels included** _____
 / /

Is your **installation** address the same as your postal address?
 No If **no**, go to section 2. Yes If **yes**, go to section 3.

Was this activity undertaken at a scheduled activity premises? No Yes

2. Postal address

Unit type (e.g. level, lot, apartment) _____ Unit / level number _____
 Street number _____ Street name and type _____
 Suburb _____ State _____ Postcode _____

3. Space heating & cooling activities & New system details

What activity has been conducted?
 5 Decommissioning and replacing ducted gas and installing high efficiency ducted gas
 6 Decommissioning and replacing central electric resistance and installing high efficiency ducted gas
 7 Decommissioning and replacing ducted air to air heat pump and installing high efficiency ducted air to air heat pump (non gas-reticulated areas)
 8 Decommissioning and replacing ducted electric resistance and installing high efficiency ducted air to air heat pump (non gas-reticulated areas)
 9 Installing a flued gas / LPG space heater
 10 Installing a space air to air heat pump (non gas-reticulated areas)
 20 Installing a high efficiency ducted gas heater
 New product brand _____ New system model _____

4. Compliance certification details

Have you received a plumbing compliance certificate for the work? No Yes
 Plumbing Compliance Certificate Number _____ Compliance PIN _____
 Have you received a certificate of electrical safety for the work? No Yes CES Number _____
 I have been informed that a Compliance certificate and/or Certificate of electrical safety is required for the work undertaken and that I will be provided a copy of the relevant certificate Yes No

5. Form of benefit provided (To calculate VEECs contact us or visit www.veet.vic.gov.au/public/Calculator/VEECCalculator.aspx)

Form of benefit provided Upfront cash Price reduction Delayed cash Free installation
 Other (Describe) _____
 Number of VEECs eligible for this activity type _____ Amount of benefit provided \$ _____

OFFICE USE: Checked ID VEECS# APPROVED PAID

6. Details of Old System & Method of Decommissioning

To claim VEECs a system capable of working must be decommissioned. See page 1 for further details. The Essential Services Commission conducts random audits of selected applications and will ask questions relating to the decommissioning of your system

Brand _____ Model _____

Serial number _____ Type of system Gas Electric

Approximate age (specify year / month) _____

Method of decommission (Please describe how the system was decommissioned so it can never be used again)

Geo-tagged photos provided Recycling Receipt provided

Method of disposal (or reason if not disposed)

For decommissioning electric resistance heaters (activities 6 & 8 only), please provide the floor area that the decommissioned product heated:

7. Installer details and company address

First name _____ Surname _____

Company Name _____

Unit type (e.g. unit, lot, apartment) _____ Unit number _____

Street number _____ Street name and type (e.g. parade, street, road) _____

Suburb _____ State _____ Postcode _____

Preferred daytime contact number _____ After hours contact number _____

Email _____

Electrician License Number _____ Gas Fitter License Number _____

8. Installer's declaration


I hereby declare that;

- I am licensed to undertake the installation of the above system.
- Where applicable, the consumer has been informed that a Compliance certificate and/or Certificate of electrical safety is required for the work undertaken and will be provided a copy of the relevant certificate within five working days of installation.
- I confirm that the above activity was not undertaken at a scheduled activity premises listed on the ESC's Register of Scheduled Activity Premises on the VEET website. If undertaken at a scheduled activity premises, I declare that the appropriate notification of intention to undertake prescribed activity has been made to the ESC;
- The system that has been installed at the stated premises.
- Where a ducted system has been installed in premises with existing ducted gas heating or a central electric resistance heater, the replaced system has been decommissioned.
- Where a high efficiency ducted gas heater has been installed under activity 20, the installation has been performed in a premises where no gas ducted heating, gas or liquefied petroleum gas space heater, ducted evaporative cooler, space air to air heat pump, ducted air to air heat pump or any other central heating or cooling product is installed.
- The installation meets all relevant standards (including AS 4553), building codes and local council requirements.
- The information provided is complete and accurate and that I am aware that penalties can be applied for providing misleading information in this form under the Victorian Energy Efficiency Target Act 2007.

Signature

Date

/ /



First name _____

Surname _____

9. Payment details

Installer/Suppliers - If you do not have an account set up with Greenbank, please contact our head office on 1300 GREENBANK (1300 473 362). Please see our website for a detailed explanation of your payment options and a template invoice to use for Option 2.

Option 1 Monetary payment

This will be as a monetary payment being paid back to the owner of the small generation unit. Please attach you invoice/tax invoice to Greenbank and provide your bank account details below.

Option 2 Payment to the installer/supplier

Payment will be made to the installer/supplier as a payment on your behalf in lieu of the VEEC benefit provided to you as itemized on your purchase invoice. Please attach a tax invoice from the GST registered owner of the system to Greenbank directing payment of the VEECs to be made into the installer/supplier's bank account, details provided below.

Name of company/business receiving payment. _____

BSB Account number Account name _____

Installer / Suppliers - if you have an account with Greenbank, please provide EFT details you registered with us. If you would like to change your registered bank account details please contact our head office on 1300 GREENBANK (1300 473 363).

10. GST declaration

System owned by a business **not** registered for GST.

System owned by a business that **is** registered for GST.

11. Declaration by Authorised Signatory

I hereby declare that;

- I am authorised to sign on behalf of the above entity.
- The above entity is the tenant / landlord / owner (please delete as appropriate) of the premises at the above installation address.
- The information provided by the installer is correct and complete.
- I understand that by signing this form I am assigning the right to create VEECs for the system to GB Environmental Trading Pty Ltd.
- The above entity has received an identifiable benefit from _____ in exchange for assigning my rights to create the VEECs for the above system.
- The Essential Services Commission has the right to inspect the installed system with reasonable notice.
- I understand that information on this form will be provided to the Essential Services Commission for the purpose of creating VEECs under the Victorian Energy Efficiency Target Act 2007 and for related verification, audit and scheme monitoring purposes.
- I am aware that penalties can be applied for providing misleading information in this form under the Victorian Energy Efficiency Target Act 2007.
- The decommissioned system was in working order at the time it was decommissioned.
- I will also, as necessary, fully co-operate with GB Environmental Trading Pty Ltd to resolve any errors or omissions associated with this VEEC Assignment form.
- I confirm that the above activity was not undertaken at a scheduled activity premises listed on the ESC's Register of Scheduled Activity Premises on the VEET website. If undertaken at a scheduled activity premises, I declare that the appropriate notification of intention to undertake prescribed activity has been made to the ESC;

By signing this form I also acknowledge the terms and conditions on page 2 of this form.

Signature



Date

 / /

First name _____

Surname _____

Position _____

Phone number _____

If you have any further questions, please visit our help desk at www.green-bank.com.au or call us directly on **1300 GREENBANK (1300 473 362)**

Appendix A

- | | | | |
|-----------------------------|---|-----------------------------|--|
| 1 <input type="checkbox"/> | Accommodation Services | 23 <input type="checkbox"/> | Manufacturing – Furniture |
| 2 <input type="checkbox"/> | Administrative & Support Services | 24 <input type="checkbox"/> | Manufacturing – Other |
| 3 <input type="checkbox"/> | Agriculture, Forestry & Fishing | 25 <input type="checkbox"/> | Manufacturing – Petroleum & Coal |
| 4 <input type="checkbox"/> | Arts & Entertainment – Cinema, Art Gallery & Creative | 26 <input type="checkbox"/> | Manufacturing – Pulp, Paper & Paperboard |
| 5 <input type="checkbox"/> | Construction – Building & Other | 27 <input type="checkbox"/> | Mining |
| 6 <input type="checkbox"/> | Construction – Land & Site Preparation | 28 <input type="checkbox"/> | Other |
| 7 <input type="checkbox"/> | Education – Community | 29 <input type="checkbox"/> | Postal Services |
| 8 <input type="checkbox"/> | Education – Preschool, Childcare & Kindergarten | 30 <input type="checkbox"/> | Professional Services |
| 9 <input type="checkbox"/> | Education – Primary School & High School | 31 <input type="checkbox"/> | Real Estate Services |
| 10 <input type="checkbox"/> | Education – Tertiary | 32 <input type="checkbox"/> | Rental & Hiring – Property Operators / Hire Facilities |
| 11 <input type="checkbox"/> | Electricity, Gas, Water & Waste Services | 33 <input type="checkbox"/> | Retail Trade – Food Retailing |
| 12 <input type="checkbox"/> | Financial Services – Banks | 34 <input type="checkbox"/> | Retail Trade – Fuel Retailing |
| 13 <input type="checkbox"/> | Food & Beverage Services | 35 <input type="checkbox"/> | Retail Trade – Motor Vehicle |
| 14 <input type="checkbox"/> | Government Bodies & Agencies | 36 <input type="checkbox"/> | Retail Trade – Online Non Store Based |
| 15 <input type="checkbox"/> | Hair Beauty | 37 <input type="checkbox"/> | Retail Trade – Store Based |
| 16 <input type="checkbox"/> | Health Care & Assistance – Hospitals | 38 <input type="checkbox"/> | Sports & Recreation – Gym, Sports Clubs & Other |
| 17 <input type="checkbox"/> | Health Care & Assistance – Medical & Other | 39 <input type="checkbox"/> | Transport Services |
| 18 <input type="checkbox"/> | Information Media & Telecommunications | 40 <input type="checkbox"/> | Warehousing & Storage Services |
| 19 <input type="checkbox"/> | Internet Service Providers & Data Processing Services | 41 <input type="checkbox"/> | Wholesale Trade – Grocery & Other |
| 20 <input type="checkbox"/> | Library and Other Information Services | 42 <input type="checkbox"/> | Wholesale Trade – Machinery & Equipment |
| 21 <input type="checkbox"/> | Manufacturing – Clothing, Textiles & Footwear | 43 <input type="checkbox"/> | Wholesale Trade – Motor Vehicle & Parts |
| 22 <input type="checkbox"/> | Manufacturing – Food & Drinks | 44 <input type="checkbox"/> | Wholesale Trade – Other Goods |