

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 (CO<sub>2</sub>-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 assignation, 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 Hot Water 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](http://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 PO 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. Hot water systems activities & New system details

Put a cross through the box that corresponds to the energy saving activity undertaken. Be sure to specify if you had a new gas line fitted to facilitate the upgrade.

Record the details of you new system including system brand, model, and tank serial number. For new solar water heating system installations record the collector serial number. Ask your installer if you are having trouble locating this information. \*Small: If it is estimated that the household is using 120 Litres or less of hot water per day, then the system size is 'small'. \*\*Large: If it is estimated that the household is using more 120 Litres of hot water per day, then the system size is 'large'. Some models are only listed on the VEET register as 'large', regardless of whether the hot water demand of the household is small or large.

#### 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 (To calculate VEECs contact us or visit [www.veet.vic.gov.au/public/Calculator/VEECCalculator.aspx](http://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 that 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. Describe the method of decommissioning and disposal of your old system.

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 the electrician's licence number and/or plumbers licence number.

#### 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 statement that applies to your situation. Supply GB Environmental Trading Pty Ltd with your payment details including BSB, account number and the account name. Incomplete or incorrect EFT details will necessitate GB Environmental Trading Pty Ltd paying you by cheque, which will incur a processing charge so please double check your details.

### 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 Consumer

Read the declaration and get the owner to sign off on the document, record their full name and provide the date.

### 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 a 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](http://www.green-bank.com.au)
- Applications must be submitted on our current form. Please check our website [www.green-bank.com.au](http://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](mailto:dealers@green-bank.com.au)

If you have any further questions, please visit our help desk at [www.green-bank.com.au](http://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 6 of this form)

Business Type

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

Street number Street name and type

Suburb State Postcode

Daytime contact number After hours contact number

Email

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. lot, apartment, unit) Unit number

Street number Street name and type

Suburb State Postcode

### 3. Hot water systems activities & New system details

IA  Decommissioning and replacing electric and installing gas / LPG storage

IB  Decommissioning and replacing electric and installing gas / LPG instantaneous

IE  Decommissioning and replacing electric and installing electric boosted solar / heat pump

IF  Decommissioning and replacing electric and installing gas / LPG boosted solar

3B  Decommissioning and replacing gas / LPG and installing gas / LPG boosted solar

4B  Installing solar pre-heater on gas / LPG

Is this a new gas connection?  No  Yes

System brand

System model (as registered with the ESC)

Tank Serial number Collector serial number (SHW only)

**Additional system details for Activity 1E, 1F, 3B, 4B.** System size  Small (<120L)\*  Large (>120L)\*\*

### 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](http://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	Tank size
Serial number	Type of system	<input type="checkbox"/> Gas <input type="checkbox"/> Electric
Approximate age (specify year / month)		
Method of decommission (Please describe how the system was decommissioned so it can never be used again)		
<input type="checkbox"/> Geo-tagged photos provided	<input type="checkbox"/> Recycling Receipt provided	
Method of disposal (or reason if not disposed)		

### 7. Installer details and company address

First name	Surname	
Company name		
Unit type (e.g. lot, apartment, unit)	Unit number	
Street number	Street name and type	
Suburb	State	Postcode
Daytime contact number	After hours contact number	
Email		
Electrician License Number	Gas Fitter License Number	

### 8. Installer's declaration

- 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.
- The system has been installed at the stated premises.
- Activity 1A & 1B - the system has been installed to replace an electric resistance water heater and the replaced system has been removed from premises and has been decommissioned.
- Activity 1E, 1F, 2, 3 & 4 - the replaced system has been removed from the residential premises and has been decommissioned (where installation does not involve a pre-heater or retrofit).
- The installation meets all relevant standards, building codes and local council requirements.
- 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 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;
- Where a replacement has occurred, the replaced heating system has been removed from the premises.

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](http://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