



Under the Renewable Energy (Electricity) Act 2000, the Commonwealth Government is encouraging the additional generation of electricity from renewable sources. Under the Act, the owners of small generation units are entitled to create Small-scale technology certificates (STCs). Alternatively, they can assign the right to create STCs to GB Environmental Trading Pty Ltd Trading as Greenbank Environmental ABN 24 604 328 734.



Owner Details and Postal Address

First name: _____
Last name: _____
Address: _____
Suburb: _____ Postcode: _____
Phone: _____
Email: _____



Installation Address

Property name: _____
Address: _____
Suburb: _____ Postcode: _____
GIS location in Digital Format (if available)
Latitude: _____
Longitude: _____



Business Owner Details

Legal company name: _____
Who is Trustee/Partner: _____
Trading name: _____
ABN: - - -

New Solar system

Property Type:

☐ Residential ☐ School ☐ Commercial

Is the building/house:

☐ Single storey ☐ Multi-storey

Total STCs (if known):

Installation Date: _____ / _____ / _____

Date completely installed and capable of producing electricity. STC deeming period is based on the year of installation. (STCs must be registered within 12 months of installation)

Are these panels installed on:

- ☐ a building/structure
(ie house/shed)
☐ ground mounted or
freestanding

Are you installing a complete unit? (ie panels and a new inverter)

☐ Yes ☐ No

Type of connection:

- ☐ Grid connect
☐ Grid connect with battery
☐ Standalone

Are all inverters the same type? (if no please provide details of other inverter/s)

☐ Yes ☐ No

Please provide serial numbers in the way of:

- ☐ Barcodes or
☐ Please see attached
Record of Serial Numbers or
☐ Serial Numbers provided
in digital format (Word or Excel)



We recommend you take
photos of the serial numbers
before installation.

Number of panels: _____

Watts per panel: _____

Panel brand: _____

Panel model: _____

Number of batteries: _____

Battery brand: _____

Battery model: _____

Number of inverters: _____

Inverter AC Power: _____

Inverter brand: _____

Inverter series: _____

Inverter model: _____

Inverter serial number: _____

Total capacity in KW: _____

National metering
identifier (NMI): _____

Retailer name: _____

Retailer ABN: _____

Is the battery system
part of an aggregated
control?

☐ Yes ☐ No

Has the installer changed default
manufacturer setting of the battery
storage system?

☐ Yes ☐ No

Old Solar system

Have there ever been
and/or are there existing
Solar Panels?

☐ Yes ☐ No

If more than one PVD system, what is the
location of the new system from the existing?

☐ North ☐ South
☐ East ☐ West

Please provide
a site map

Details of existing system/s

Number of panels: _____

Total capacity in KW: _____

Watts per panel: _____

Capacity of inverter: _____

Is this replacing existing panels
for Warranty, Insurance, or other
reason? (If yes, extra documentation
is required Please contact our office)

☐ Yes ☐ No

Installation team

Installer:

Accreditation number: _____

Address: _____

Postcode: _____

Phone: _____

Designer:

Accreditation number: _____

Address: _____

Postcode: _____

Phone: _____

Electrician:

Licence number: _____

Address: _____

Postcode: _____

Phone: _____

Who should we pay?

- ☐ Payment directed to
the installer / supplier
☐ Monetary payment back to
owner

Email (for remittance advice): _____

Payment details

BSB: _____

Account number: _____

Account name: _____

(Account as registered with Greenbank)



Show me the money!

GST declaration

- ☐ Personal Use
☐ System owned by a business
not registered for GST.
☐ System owned by a business
that is registered for GST.

Account customers receive 3-5 business day payments, where possible next business day payment for true and correct forms.
Account customers does not include monetary payment back to owner.

OFFICE USE

DATE

ID

STCS#

PAID

CEC compulsory written statement

I _____ was the accredited designer of the solar PV system installed and verify that I hold the appropriate accreditation type in relation to the design of the unit and the design complies with all relevant requirements of the accreditation scheme under which I am accredited. I declare that the above statements are true, correct and complete and understand that penalties apply under the Renewable Energy (Electricity) Act 2000 and Renewable Energy (Electricity) Regulations 2001 for providing false or misleading information. I understand that giving false or misleading information is a serious offence under the Criminal Code Act 1995.

I _____ was the accredited installer and hold the appropriate accreditation type for the solar PV system installed and verify that: complied with the relevant installation requirements of the accreditation scheme under which I am accredited for the installation of the unit, all local, State or Territory government requirements have been met for the installation of the unit, the electrical wiring associated with the installation of the unit was undertaken by an electrical worker holding an unrestricted licence for electrical work issued by the State or Territory authority for the place where the unit was installed, have provided the owner of the unit with any documents required by the laws of the jurisdiction in which the unit was installed certifying that the installation of the unit complies with the relevant laws relating to safety and technical standards and received a copy of the design of the unit. The design was not modified during the installation of the unit and it was installed in all material aspects, in accordance with the design, or was modified during the installation of the unit and the modifications were consistent with all relevant requirements of the accreditation scheme for the design of the unit and that the unit was installed, in all material aspects, in accordance with the modified design and the unit will perform consistently with the design or modified design (as applicable). The inverter used in the installation of the unit was an approved eligible model of inverter and if grid-connected complies with AS/NZS 4777.2:2020, the model(s) of PV modules used in the installation of the unit was an approved eligible PV module, I was on-site to install or supervise the installation of the unit in accordance with the accreditation scheme under which I am accredited and I have and can provide evidence demonstrating that I have met the on-site attendance obligations in accordance with the accreditation scheme under which I am accredited. I declare that the above statements are true, correct and complete and understand that under the Renewable Energy (Electricity) Act 2000 and Renewable Energy (Electricity) Regulations 2001 penalties apply for providing false or misleading information. I understand that giving false or misleading information is a serious offence under the Criminal Code Act 1995.

CEC Installer signature (that attended the installations site)

CEC Designer signature (if different accredited person to the CEC Installer)

Date ____/____/____

Print installer's name: _____

Date ____/____/____

Print designer's name: _____

Please sign on or after the date of installation (Victorian installers must sign after ESV inspection)

Installation and mandatory declaration

- I assign the right to create Small-scale technology certificates (STCs) for the above system to GB Environmental Trading Pty Ltd.
- I understand that the System is eligible for _____ STCs (if known) and, in exchange for assigning my right to create these STCs, GB Environmental Trading Pty Ltd will make payment to the person nominated in the payment details above (to calculate your STCs call 1300 GREENBANK or visit www.green-bank.com.au).
- In exchange for assigning my right to create STCs for this system, I have/will receive a financial incentive by way of:

☐ Price reduction
☐ Payment from Greenbank
☐ Free installation
☐ Other: (describe below)
- By signing this assignment form I acknowledge that the accredited installer and/or supervisor mentioned in this assignment form, physically attended and installed/supervised the installation of my PV system.
- I have read and understand all the Terms and Conditions (T&C's) on the website at www.green-bank.com.au/legal-notice including RCTI where applicable and am aware that penalties apply for providing misleading information under the Renewable Energy (Electricity) Act 2000.

Important

Sign here

Please sign within the box below. By signing this form, I acknowledge the T&Cs* available at www.green-bank.com.au

Owner authorised signatory

Print name: _____

Position in company (Business customers only): _____

Date: ____/____/____

Signature **MUST NOT BE** dated prior to installation date

Witness signature

Print witness' name: _____

Date: ____/____/____

Witness must sign the same day as the authorized signatory

Privacy declaration

The Greenbank Privacy Policy is available on our website at www.green-bank.com.au/privacy in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles. The policy includes information about how we collect and store your "personal information" as an "individual" as well as how you can complain about a breach of the APPs and how to make a complaint.

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

*T&Cs available at our website

HANDY checklist

Please ensure you have completed the following before submitting your forms:

- ☐ Completed all fields on this form with payment information completed & signed
- ☐ Attached panel serial + inverter serial numbers
- ☐ Attached all invoices clearly describing the components used in this installation/purchase
- ☐ Attached the certificate of electrical compliance
- ☐ Attached a proof of address (rates notice / utility bill)
- ☐ Attached the installer's selfie from the installation property



Post

PO Box 224, Nunawading, VIC 3131



Email

dealers@green-bank.com.au
(Attachments no larger than 6MB)

Retailer written statement

I _____ am the authorised representative of the retailer that sold the solar PV system to the system owner and verify that:

The above mentioned installer installed the unit at the installation address and they are an employee or subcontractor of ours, the unit will perform in accordance with the contract (or the quote accepted) for the sale of the unit to the owner of the unit, except to the extent that that performance is prevented by circumstances outside the solar retailer's control, the unit is complete and generating electricity or capable of generating electricity, if grid connected the unit is connected to the grid or the retailer has completed its obligations under the contract (or quote accepted) relating to the connection of the unit to the grid, the retailer provided information in writing to the owner about feed in tariffs and export limits for the unit and it is true, correct and complete, the retailer provided information in writing to the owner of the unit about one or more of the following of the unit, expected payback period or expected energy savings or expected cost savings and that information is true, correct and complete. Any actual or potential conflicts of interest of the retailer relating to the sale or installation of the unit, or the creation of certificates for the unit, including any conflicts of interest in relation to persons or entities related to the retailer have been disclosed to the owner and managed appropriately. A declaration deeming the retailer ineligible to make statement under regulation 20AH is not in effect on the day the statement is given. I declare that the above statements are true, correct and complete and understand that penalties apply under the *Renewable Energy (Electricity) Act 2000* and Renewable Energy (Electricity) Regulations 2001 for providing false or misleading information. I understand that giving false or misleading information is a serious offence under the Criminal Code Act 1995.

Retailer authorised signatory

Date

Print Name

Position in the company
