

VEEC Assignment Form Template: Space Heating and Cooling (Activity 6) – Business and Non-Residential Premises

Version 1.5 – 1 February 2025

Section 1: Consumer rights information

As the energy consumer, you own the rights to create certificates for energy saving activities undertaken at your premises under the Victorian Energy Upgrades program. One Victorian energy efficiency certificate (VEEC) represents one tonne of carbon dioxide equivalent (CO₂-e) to be reduced by the activity.

You can assign your right to create certificates to an accredited provider under the Victorian Energy Upgrades program. In assigning your right, the accredited provider will be entitled to create and own the certificates for the activity undertaken at your premises. In return, the accredited provider should provide you with an identifiable benefit (e.g. price reduction on a product or a cash-back arrangement).

You are responsible for ensuring you are satisfied with the terms of the assignment of certificates to **GB Environmental Trading Pty Ltd**, the accredited provider (as detailed below) prior to proceeding with the activity.

If you experience any issues with the outcome of this activity, you should contact **GB Environmental Trading Pty Ltd**, to resolve the matter. For any outstanding issues, you can contact program staff members at the Essential Services Commission, the government body responsible for administering the program, by sending an email to veu@esc.vic.gov.au.

Section 2: Installation details, accredited person declaration and installer declaration

Part A: Installation details

Installation details		
Installation address:		
Installation date:		
Was this activity undertaken at a scheduled activity premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Electrician details	
Name:	

Company name:

Company address:

Phone number:

Electrician licence number:

Licensed plumber details

Name:

Company name:

Company address:

Phone number:

Plumbing licence number:

Registered plumber details¹

Name:

Company name:

Company address:

Phone number:

Plumbing registration number:

Refrigerant handling details

Name:

Company name:

Company address:

Phone number:

Refrigerant handling licence number:

¹ These fields are only required to be included/completed if installer undertaking the upgrade and signing this form is a registered plumber (not a licensed plumber)

Decommissioning scenario and decommissioned product details

- Hard-wired resistance electric room heater only (no refrigerative air conditioner) which is the main form of heating.
- Hard-wired resistance electric heater which is the main form of heating any premises and refrigerative air conditioner
- Central electric resistance that provides heating to at least 100m² floor area or slab heater only (no refrigerative air conditioner) which is the main form of heating.
- Central electric resistance that provides heating to at least 100m² floor area or slab heater which is the main form of heating, and refrigerative air conditioner
- Ducted reverse cycle air conditioner with is the main form of heating
- Non-ducted reverse cycle air conditioner
- Ducted gas heater only which is the main form of heating
- Ducted gas heater which is the main form of heating any premises and refrigerative air conditioner (whether ducted or not)
- Non-ducted gas heater only (no refrigerative air conditioner)
- Non-ducted gas heater and refrigerative air conditioner
- No decommissioning

Brand

Model

Decommissioning and disposal details:

Method used to decommission the product(s):

Was decommissioned product removed from the premises for disposal? Yes No

Justification for why it was not safe or practical to remove the product (where product was not removed):

Installed product details

Product type:

- 6A: Ducted air to air $R < 10$ kW
- 6B(ii): Ducted air to air 25 kW $\leq R < 39$ kW
- 6D: Non-ducted air to air $R < 4$ kW
- 6E(ii): Non-ducted air to air 7 kW $\leq R < 10$ kW
- 6G Non-ducted air to air 39 kW $< R \leq 65$ kW
- 6B(i): Ducted air to air 10 kW $\leq R < 25$ kW
- 6C: Ducted air to air 39 kW $< R \leq 65$ kW
- 6E(i): Non-ducted air to air 4 kW $\leq R < 7$ kW
- 6F: Non-ducted air to air 10 kW $\leq R \leq 39$ kW

Brand:

Model:

Serial number(s):

Sum of the rated heating capacity (in kW) of all installed indoor units (for multi-split systems only):

Sum of the rated cooling capacity (in kW) of all installed indoor units (for multi-split systems only):

Are all indoor units installed from the same original equipment manufacturer as the connected outdoor unit (for multi-split systems only)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Was ductwork of decommissioned product replaced as part of installation of new product? (for replacement of ducted systems with ducted systems only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Above information (as appropriate) to be recorded for each product installed as part of this assignment of rights

Certificate details

Is a VBA Compliance Certificate required for the work undertaken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a Certificate of Electrical Safety required for the work undertaken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certificate of Electrical Safety number:		
VBA Compliance Certificate number:		

Form of benefit provided

<input type="checkbox"/> Upfront cash <input type="checkbox"/> Price reduction <input type="checkbox"/> Delayed cash <input type="checkbox"/> Other (please describe)
Amount of benefit provided for assignment of certificates:

Co-payment details (product supply costs only (i.e. not include labour/installation costs)²

Price of installed product(s) including GST (before VEEC incentive): \$
Consumer payment for installed product(s) including GST ³ : \$

Part B: Declaration by installer

I declare that:

- I am registered or licensed to undertake the installation of the above product(s)
- I am registered or licensed to decommission the replaced product(s), or the replaced product(s) have been decommissioned by an appropriately registered or licensed person
- the product(s) have been installed at the stated premises

² This information is not required to be captured on the VEEC assignment form if captured in the invoice for the activity.

³ Minimum co-payment amount must be paid by the consumer for each installed product from 1 February 2025. Review [Water Heating and Space Heating and Cooling Activity Guide](#) for minimum co-payment amount required.

- where applicable, the consumer has been informed that a VBA 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 Essential Services Commission's Register of Scheduled Activity Premises on the VEU Registry. If undertaken at a scheduled activity premises, I declare that the appropriate notification of intention to undertake prescribed activity has been made to the Essential Services Commission
- where existing product(s) were decommissioned as part of this activity:
 - the product(s) replaced as part of this installation were not installed for the purposes of being decommissioned as part of this installation
 - the construction of the premises in which the activity was undertaken was not completed in the two-year period preceding the date the activity was undertaken.
- the waste and/ or debris generated from the activity, including the decommissioned product(s) (where it is practical and safe to remove the decommissioned product(s)), will be removed from the consumer's premises and will be disposed of in accordance with all applicable waste management requirements under the *Environment Protection Act 2017* and its regulations.
- the consumer has paid the minimum co-payment amount required for each installed product
- the installation meets all relevant laws, standards and building codes
- the information supplied in this form is complete and accurate and I am aware that it is an offence to provide false or misleading information to the Essential Services Commission under the *Victorian Energy Efficiency Target Act 2007*.

Installer signature:

Date:

Section 3: Agreement between installer and consumer on scope of decommissioning work as part of installation

As part of the installation of the new product(s), the installer will: (tick applicable box)

- disable, decommission and remove the replaced product(s) for disposal
- disable and decommission the replaced product(s) so that it cannot be used again, but the product will be left on site as it is not practical and safe for the product to be removed

As part of the installation of the new product(s), the installer will: (tick applicable box)

- undertake, or organise, the completion of all necessary building repair work as part of the installation
- undertake, or organise, the completion of some of the building repair work as part of the installation (list what work will be included and what will not be included)

- not be responsible for undertaking or organising any building repair work as part of the installation

Part A: Declaration by installer

I declare that:

- I have informed the consumer of the scope of work required to decommission the old product(s) and install new product(s) and the consumer has agreed to the above scope of work

Installer signature:

Date:

Part B: Acknowledgement by consumer or authorised representative

I acknowledge that:

- the replaced product(s) will need to be decommissioned in a practical and safe manner so that it cannot be used again
- I have been informed and agree to above scope of work being carried out by the installer as part of the decommissioning of the old product(s) and installing new product(s).

Consumer (or authorised representative) signature:

Date:

Section 4: Consumer details and declaration

Part A: Consumer details

Consumer details		
Business/company Name:		
ABN / ACN: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Industry/business type*:		
<i>*Please fill in, or alternatively leave blank and tick one of the categories listed in Appendix A of this form.</i>		
Have you received a Certificate of Electrical Safety for the work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you received a VBA Compliance Certificate for the work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have been informed that a VBA 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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part B: Declaration by Consumer or authorised representative

I declare that:

- I am the energy consumer or I am the authorised representative of the above entity that is the energy consumer
- I confirm that the above activity was not undertaken at a scheduled activity premises listed on the Essential Services Commission’s Register of Scheduled Activity Premises on the VEU Registry. If undertaken at a scheduled activity premises, I declare that the appropriate notification of intention to undertake prescribed activity has been made to the Essential Services Commission
- to the best of my knowledge, the information provided by the installer in Part A, Section 2 is complete and accurate
- the product(s) replaced as part of this installation was not installed for the purposes of being decommissioned as part of this installation
- the waste and/or debris generated from the activity, including the decommissioned product(s) (where it is practical and safe to remove the decommissioned product(s)), have been removed from the premises
- I understand that by signing this form I am assigning the right to create certificates for the product to **GB Environmental Trading Pty Ltd.**
- the above entity has received an identifiable benefit from **GB Environmental Trading Pty Ltd,** in exchange for assigning its right to create the certificates for the above product
- the Essential Services Commission has the right to inspect the installation with reasonable notice
- I understand that information on this form will be disclosed to the Essential Services Commission for the purpose of creating certificates under the *Victorian Energy Efficiency Target Act 2007* and for related verification, audit, and program monitoring purposes
- I understand that the Essential Services Commission may use the details provided on this form to issue commission correspondence.
- I am aware that it is an offence to provide false or misleading information to the Essential Services Commission or any person exercising powers under or in connection with the *Victorian Energy Efficiency Target Act 2007.*

Consumer (or authorised representative) signature:		Date:
Name:	Position:	
Company name:	Phone number:	
Email address:		

BANK ACCOUNT NOMINATION FORM

This form can be used to nominate or update bank account details for payments to your company from Greenbank Environmental. Please send your completed form to info@green-bank.com.au

Company Name

ABN

Business Address

Town/Suburb

Postcode

Phone Number (business hours)

Email for Payment Remittances

Please nominate/update the bank account details as per this form for the above listed company effective / /

New Banking Details

Account name

BSB

Must be six digits

 -

Account number

Must be less than ten digits

Requested by

Position

Signature

Date

 / /