

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 certificate represents one tonne of carbon dioxide equivalent (CO<sub>2</sub>-e) to be reduced by the activity. You are able to assign your rights 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, free installation 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](mailto:veu@esc.vic.gov.au).

### Owner Details and Postal Address

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Installation Address

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

(Business only) Industry/Business type  
(refer to [www.green-bank.com.au/uploads/files/I\\_B\\_Types.pdf](http://www.green-bank.com.au/uploads/files/I_B_Types.pdf)): \_\_\_\_\_

Number of levels: \_\_\_\_\_

### Business Customers only

Company  Trust  Partnership

ABN: \_\_\_\_\_

Legal entity name / Trustee: \_\_\_\_\_ Trading name: \_\_\_\_\_

### Decommissioned Product

Ducted Gas

A central electric resistance (floor area at least 100m<sup>2</sup>)

Ducted air to air heat pump

A hard-wired electric room heater

An existing gas or LPG room heater

A room air to air heat pump

A plug in electric heater used as the main form of heating the premises

A wood fired room heater used as the main form of heating the premises

A refrigerative air conditioner that is not located in a bedroom or a room less than 20m<sup>2</sup>

Other (please specify) \_\_\_\_\_

No product decommissioned

Was this activity undertaken at a scheduled activity premises (SAP)?  Yes  No  
(Visit [www.veet.vic.gov.au/Public/SAPList.aspx](http://www.veet.vic.gov.au/Public/SAPList.aspx) for reference to SAP)

### Installed Product

5A: Ducted gas heater

7A: Ducted air to air heat pump

9A: Gas or LPG heater that is flued

10A: Air to air heat pump (not ducted)

23A: Ducted evaporative cooler

Please specify the method used to decommission the existing product:  
\_\_\_\_\_

For decommissioning electric resistance heaters (activity 5 and 7 only), please provide the floor area that the decommissioned product heated:  
\_\_\_\_\_

### Evidence of Decommissioning

Geo-tagged photo(s) showing:

the existing unit before decommissioning to demonstrate eligibility

the unit rendered permanently inoperable

the brand, model and serial number of the decommissioned product

the installed unit after installation

the brand, model and serial number of the installed product

Recycling Receipt provided (if one was issued)

*Photos are imperative*

### New Product Details

Installation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

VEECs must be created by the 30th of June in the year following the installation.

New product brand as registered with the ESC: \_\_\_\_\_

New product model as registered with the ESC: \_\_\_\_\_

### Compliance certification details

Is a VBA Compliance Certificate required for the work undertaken?  Yes  No Compliance PIN: \_\_\_\_\_

VBA COC number: \_\_\_\_\_

Is a Certificate of Electrical Safety required for the work undertaken?  Yes  No CES Number: \_\_\_\_\_

If no why? \_\_\_\_\_

I have been informed that a COC and/or CES is required for the work undertaken and that I will be provided a copy of the relevant certificate  Yes  No

### Installer information

#### Plumber

Company name: \_\_\_\_\_

Installer name: \_\_\_\_\_

Company address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Plumber License number: \_\_\_\_\_

#### Electrician (if required)

Company name: \_\_\_\_\_

Installer name: \_\_\_\_\_

Company address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Electrician License number: \_\_\_\_\_

OFFICE USE DATE: \_\_\_\_\_ ID: \_\_\_\_\_ VEECS#: \_\_\_\_\_ PAID: \_\_\_\_\_

Show me the money!

But don't forget

We can't pay

\$

without photos



Who should we pay?

- Payment directed to the installer / supplier
Monetary payment back to the consumer

Email (for remittance advice):

Installer / Supplier

BSB:
Account number:
Account name:
(Account as registered with Greenbank)

Consumer

BSB:
Account number:
Account name:

Form of benefit

Form of benefit provided

- Price reduction
Delayed cash (payment from Greenbank)
Free installation
Other (describe):

Number of VEECs eligible for this activity type:

Amount of benefit provided \$:

Installer's declaration

I hereby declare that;

- I am licensed to undertake the installation...
Where applicable the consumer has been informed...
The product has been installed...
Where applicable, the existing unit has been removed...
Where decommissioning of an existing product applies...
The installation meets all laws, standards...
The information provided is complete and accurate...

Consumer's declaration

I hereby declare that;

- I am the energy consumer or I have been authorised to assign the right to create Victorian energy certificates...
I understand that by signing this form I am assigning the right to create certificates...
I confirm that the above activity was not undertaken at a scheduled activity premises...
I understand that information on this form will be disclosed to the Essential Services Commission...

By signing this form I also acknowledge that I was the person who completed all or the majority of this installation

By signing this form I also acknowledge the terms and conditions (T&C's) at www.green-bank.com.au/legal-notices

Installer's signature

Signature box and Date field

Print installer's full name:

Consumer's signature

Signature box with 'Sign here' arrow and Date field

Print consumer's full name:

Position:

Phone number:

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.

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:

- I have attached a copy of the VBA plumbing Certificate of Compliance...
I have attached a copy of the electrical Certificate of Compliance (CES)...
I have attached the supply/installation invoice(s) showing the full system model...
I have attached a copy of a Rates notice or utility bill...
I have attached a recycling receipt...
I have attached all five geo-tagged photographs as listed on page 1.



Post
PO Box 224, Nunawading, VIC 3131



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