|  |
| --- |
| FORM |
| CER-CI-001 |
| V2.0 26/02/2015 |

Client information form

under the Australian National Registry of Emissions Units Regulations 2011 and the *Carbon Credits (Carbon Farming Initiative) Act 2011*

# Purpose of this form

Use this form to provide the Clean Energy Regulator with key identification information about yourself. This information will help us identify and assist you efficiently when you next contact the Regulator. You will only be required to provide this information to us once. However, if you also intend to participate in a scheme you will be required to provide additional information specific to that scheme by completing the relevant forms.

This form should be used by:

* Individuals
* Non-individuals
  + sole traders
  + an Australian public company
  + an Australian private or proprietary company
  + an indigenous corporation
  + a foreign public company
  + a foreign private or proprietary company
  + a corporation sole
  + a local governing body
  + a body politic, and
  + other incorporated entity
* Trusts

# Instructions for completing this form

Please read each part of the application carefully, fully answer all the questions, sign where indicated, and attach the required documentation.

You must complete and submit:

* **Part A: Client information**
* **Part B: Applicant’s fit and proper person declaration**
* **Part D: Applicant’s declaration**
* **Application Checklist**

You can choose to complete this form by:

* printing the form and filling it in by hand, or
* saving the form and filling in an electronic copy.

Note that if you choose the second option, there may be times when you will need to print certain sections in order to sign them or in order to complete multiple entries for a single set of questions. These sections may be scanned back into the computer and submitted electronically with the rest of the form.

|  |  |
| --- | --- |
| Pen colours | Please use a **black** or **blue** pen to write on the form. |
| Check boxes | Mark boxes like this □ with a ✔ or ✘. When an instruction asks you to ‘tick’ the box, you can still use either ✔ or ✘. |
| Go to | Where you see an instruction like this - **□** Go to **question 5** – mark the relevant box with a ✔ or ✘and then skip to the question number shown. You do not need to answer the question(s) in between.  Where an instruction has a black double arrow (⏩), go to the next indicated part/section. Where an instruction has a black single arrow (⏵), go to the next question. Where an instruction has a black single arrow pointing down (⏷), fill in the field(s) directly below. |
| Mandatory questions | If all fields in a question are mandatory and must be completed, **(required)** is added to the end of the question label text. If a field in a question is mandatory only IF a condition is met, **(required if any)** is added to the end of the question label text. |
| ⏵ | This symbol indicates an instruction on what to do next. |
| 🛈 | This symbol indicates additional useful guidance to filling in the adjacent field or section. |
| 🗐 | This symbol advises that more than one entry may be required for the section and therefore you may need to photocopy or print the section or fill in a duplicate section. |
| 🖈 | This symbol advises that additional documentation to support a claim may need to be attached to the application. |
| Duplex printing | This form is designed to be duplex printed to save on paper. All new sections start on the right-hand side of a page spread. |

### Help filling in this form

Guidance for filling in this form is available on the [Clean Energy Regulator website](http://www.cleanenergyregulator.gov.au).

If you require assistance or have any questions regarding this application process, please contact the Clean Energy Regulator general enquiries line on **1300 553 542** or email [registry-contact@cleanenergyregulator.gov.au](mailto:registry-contact@cleanenergyregulator.gov.au).

### Submitting this form

A signed copy of this form should be kept for your records.

#### By post

Post your completed application with any accompanying documentation to:

**Clean Energy Applications  
Clean Energy Regulator  
GPO Box 621  
Canberra ACT 2601**

#### By email

Alternatively, email your scanned, completed application to the Clean Energy Regulator at [registry-contact@cleanenergyregulator.gov.au](mailto:registry-contact@cleanenergyregulator.gov.au).

If the email and its attachments (the application and supporting documents) are larger than 10MB, they must be sent using multiple emails that are clearly marked (i.e. by including an identifier in the subject line, e.g. ‘1 of 3’, ‘2 of 3', '3 of 3'). The signed application form must be saved as a single scanned file and not split into parts. Files may be zipped to reduce their size.

If you submit your application by email, you do not need to send the original hardcopy of the application by post.

|  |  |
| --- | --- |
| Office use: |  |

1. What type of applicant are you? (required)

* If the applicant needs to apply for an ANREU account, you must also complete an ANREU application form.

|  |  |  |
| --- | --- | --- |
|  | If you are a: | Please complete: |
|  | Individual | * Part A1 – Client information for individuals and sole traders only⏩ * Part B – Fit and proper person declaration⏩ * Part C – Declaration⏩ |
|  | Organisation | * Part A2 – Client information for non-individuals and sole traders⏩ * Part B – Fit and proper person declaration⏩ * Part C – Declaration⏩ |
|  | Trust | * Part A3 – Client information for trusts⏩ * Part B – Fit and proper person declaration⏩ * Part C – Declaration⏩ |

1. Client information

## Individual applicant details

* You must complete Part A1 if the applicant will be known to the Clean Energy Regulator as an individual. If the applicant is a sole trader, you must complete Part A1 and Part A2.
* The applicant’s full name is the name that will be used by the Clean Energy Regulator as the applicant’s Client name.

1. Individual applicant details (required)

* Provide the applicant’s name and date of birth

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | | Miss |  | Ms |  | | Other |  |
| Given name |  | | | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | | | |
| Family name |  | | | | | | | | | | | |
| Any previous name(s) in full, in order of [first name] [middle name(s)] [last name] |  | | | | | | | | | | | |
|  | Day (dd) | | | | Month (mm) | | | | | Year (yyyy) | | |
| Date of birth |  | | | |  | | | | |  | | |

* Provide the applicant’s contact details

|  |  |
| --- | --- |
| Phone number | (  ) |
| Email address |  |

* Provide the applicant’s residential address

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

* Provide the applicant’s postal address (if different from above address)

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

1. Is the applicant an Australian citizen or ordinarily resident in Australia? (required)

* Tick the appropriate response

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * Please specify the applicant’s citizenship or visa status as a resident below. ⏷ |
| Citizen or visa status | |  |

### Authorised contact person details (optional)

* The Clean Energy Regulator may exchange information about the applicant and application with the nominated contact person. By nominating a contact person (other than the applicant themselves) the applicant consents to the Clean Energy Regulator sharing any information in relation to them with the contact person.
* Provide the authorised contact person’s name and date of birth

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | | Miss |  | Ms |  | | Other |  |
| Given name |  | | | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | | | |
| Family name |  | | | | | | | | | | | |
|  | Day (dd) | | | | Month (mm) | | | | | Year (yyyy) | | |
| Date of birth |  | | | |  | | | | |  | | |

* Provide the authorised contact person’s contact details

|  |  |
| --- | --- |
| Phone number | (  ) |
| Email address |  |
| Position |  |

* Provide the authorised contact person’s address

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

## Organisation applicant details

* You must complete Part A2 if the applicant will be known to the Clean Energy Regulator as an organisation. If the applicant is a sole trader, you must complete Part A1 and Part A2.

1. What type of organisation is the applicant? (required)

|  |  |
| --- | --- |
|  | Sole trader |
|  | Australian public company |
|  | Australian private or proprietary company |
|  | Indigenous corporation |
|  | Foreign public company |
|  | Foreign private or proprietary company |
|  | Corporation sole |
|  | Local governing body |
|  | Body politic |
|  | Other incorporated entity. Please specify below. ⏷   |  | | --- | |  | |

* You will need to attach documentation demonstrating the nature of your entity. See the Application checklist for details.

1. Organisation applicant details (required)

* Legal name is the name that appears on the applicant’s official documents or legal papers. It may be different to the name(s) that the applicant trades under. If the applicant is a sole trader, you do not need to provide their legal name in this question as you would have provided it by completing Part A1.
* The legal name is the name that will be used by the Clean Energy Regulator as the applicant’s Client name.
* Trading name(s) is/are the name(s) that the applicant trades under, or is known as by its suppliers or customers.
* If the applicant is a body corporate and does not have an ABN, you must attach certain proof of identity documents to this application. See the Application checklist for details.
* If the applicant is an indigenous corporation, you must include its ICN below.
* Provide details of another unique identification number issued to the applicant by an Australian or foreign registration body (if applicable).
* Provide the applicant’s business names and organisational identifier

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Legal name |  | | | | | | | |
| Trading name |  | | | | | | | |
| Organisation identifier | ABN |  | ACN |  | ARBN |  | ICN |  |
|  |  | | | | | | | |
| Alternative organisation identifier | Number type |  | | | | | | |
| Number |  | | | | | | |
| Registration body |  | | | | | | |

* Provide the applicant’s contact details (not required for sole trader applicants)

|  |  |
| --- | --- |
| Phone number | (  ) |
| Email address |  |

* If the applicant is carrying on a business, provide the address of its principal place of business
* The principal place of business is the place where the applicant carries out business, performs an activity or delivers a service.
* If the applicant is an incorporated association or an incorporated cooperative and has no principal place of business, provide its registered office address, if applicable.

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

* Provide the applicant’s postal address (if different from above address) (not required for sole trader applicants)

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

1. Is the applicant registered, incorporated or established in Australia? (required, except for sole trader applicants)

|  |  |  |
| --- | --- | --- |
| Yes |  | * Go to next question.⏵ |
| No |  | * Please specify the country in which the applicant is registered, incorporated or established. If the applicant is a body corporate, provide the name of any Australian agent through which the applicant conducts business in Australia. ⏷ |
| Country | |  |
| Australian agent of foreign body corporate | |  |

1. State or territory of operation (required)

* List all states and territories in which the applicant operates

|  |  |
| --- | --- |
| States and territories of operation |  |

1. Does the applicant operate in countries other than Australia? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * Please provide the country name(s) below. If the applicant trades by any other name(s) in these countries, also supply the trading name(s). ⏷ |
| Country and trading name | |  |

1. Is the applicant a sole trader? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * Go to Part B. ⏩ |

### Authorised contact person details (required)

* The Clean Energy Regulator may exchange information about the applicant and application with the nominated contact person. By nominating a contact person (other than the applicant themselves) the applicant consents to the Clean Energy Regulator sharing any information in relation to them with the contact person.
* Provide the authorised contact person’s name and date of birth

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | | Miss |  | Ms |  | | Other |  |
| Given name |  | | | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | | | |
| Family name |  | | | | | | | | | | | |
|  | Day (dd) | | | | Month (mm) | | | | | Year (yyyy) | | |
| Date of birth |  | | | |  | | | | |  | | |

* Provide the authorised contact person’s contact details

|  |  |
| --- | --- |
| Phone number | (  ) |
| Email address |  |
| Position |  |

* Provide the authorised contact person’s address

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

### Executive officers of body corporate applicant

1. Is the applicant a body corporate? (required)

* Tick the appropriate response

|  |  |  |
| --- | --- | --- |
| No |  | * Go to Section: Public officer of applicant. ⏩ |
| Yes |  | * Go to next question.⏵ |

1. Are you providing an up-to-date Australian Securities and Investments Commission (ASIC) current company extract or Office of the Registrar of Indigenous Corporations (ORIC) corporation extract, detailing the applicant’s executive officers? (required)

* The term ‘executive officer’ means a director, the chief executive officer (however described), the chief financial officer (however described) or the secretary of the applicant.

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * Go to Section: Beneficial owners of the applicant. ⏵ |

1. Executive officer details (required)

* Provide details for all executive officers of the applicant
* If the applicant has more than one executive officer, please photocopy or print this section, complete the fields for each officer and attach the copies to this application.
* Provide the executive officer’s name and date of birth

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | | Miss |  | Ms |  | | Other |  |
| Given name |  | | | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | | | |
| Family name |  | | | | | | | | | | | |
|  | Day (dd) | | | | Month (mm) | | | | | Year (yyyy) | | |
| Date of birth |  | | | |  | | | | |  | | |

* Provide the executive officer’s contact details and position

|  |  |
| --- | --- |
| Phone number | (  ) |
| Email address |  |
| Position  (e.g. CEO, CFO) |  |

### Beneficial owners of the applicant

* This section is only required to be completed for proprietary or private companies meeting certain conditions.

1. Is the applicant:

* a publicly listed company in Australia, or a wholly owned subsidiary of such a company, or
* licensed and subject to the regulatory oversight of a Commonwealth statutory regulator in relation to its activities as a company?
* For example, an Australian Financial Services Licensee, an authorised deposit-taking institution under the Australian Prudential Regulation Authority, or a licensee under the Offshore Petroleum and Greenhouse Gas Storage Act 2006.

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * You do not need to complete the rest of this section. Go to Part B. ⏩ |

1. Is the applicant a proprietary or private company with beneficial owners where any one individual owns, through one or more share holdings, over 25 per cent of the issued capital in the company? (required)

* Tick the appropriate response

|  |  |  |
| --- | --- | --- |
| No |  | * You do not need to complete the rest of this section. Go to Part B. ⏩ |
| Yes |  | * Go to next question.⏵ |

1. Beneficial owner details (required)

* In relation to a company, a ‘beneficial owner’ means an individual who owns, through one or more share holdings, over 25 per cent of the issued capital in the company.
* If the applicant has more than one beneficial owner, please photocopy or print this section, complete the fields for each beneficial owner and attach the copies to this application.
* Provide beneficial owner’s name and date of birth

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | Miss |  | Ms |  | Other |  |
| Given name |  | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | |
| Family name |  | | | | | | | | | |

* Provide the beneficial owner’s address

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

### Public officers of applicant

* This section is only required to be completed for certain incorporated associations and registered cooperatives.

1. Is the applicant an incorporated association or registered cooperative? (required)

* Tick the appropriate response

|  |  |  |
| --- | --- | --- |
| No |  | * Go to Section: Corporation sole applicants. ⏩ |
| Yes |  | * Go to next question.⏵ |

1. Did the applicant provide the address of its principal place of business or registered address in question 2? (required)

|  |  |  |
| --- | --- | --- |
| Yes |  | * Go to Part B. ⏩ |
| No |  | * Go to next question.⏵ |

1. Public officer details (required)

* Provide details for the public officer of the applicant
* If there is no public officer of the applicant, provide details of the secretary of the applicant.
* If there is no public officer or secretary of the applicant, provide details of the president or treasurer of the applicant.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | Miss |  | Ms |  | Other |  |
| Given name |  | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | |
| Family name |  | | | | | | | | | |
| Position |  | | | | | | | | | |

* Provide the official address of the officer named above

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

### Corporation sole applicants

* This section is only required to be completed for an applicant that is a corporation sole.

1. Is the applicant a corporation sole? (required)

* Tick the appropriate response

|  |  |  |
| --- | --- | --- |
| No |  | * Go to Part B. ⏩ |
| Yes |  | * Go to next question.⏵ |

1. Details of individual constituting corporation sole (required)

* Provide the name and date of birth of the individual constituting the corporation sole

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | | Miss |  | Ms |  | | Other |  |
| Given name |  | | | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | | | |
| Family name |  | | | | | | | | | | | |
|  | Day (dd) | | | | Month (mm) | | | | | Year (yyyy) | | |
| Date of birth |  | | | |  | | | | |  | | |

* Provide the official address of the individual constituting the corporation sole

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

## Trust applicant details

1. Indicate the type of trust that the applicant is (required)

* You will need to attach documentation demonstrating the nature of the applicant’s entity. See the Application checklist for details.

|  |  |
| --- | --- |
|  | Discretionary |
|  | Fixed |
|  | Fixed Unit |
|  | Corporate Unit |
|  | Unlisted Public |
|  | Listed Public Unit |
|  | Public Trading Trust |
|  | Cash Management |
|  | Hybrid Domestic. Please specify below. ⏷   |  | | --- | |  | |
|  | Hybrid Foreign. Please specify below. ⏷   |  | | --- | |  | |
|  | Other, please specify below. ⏷   |  | | --- | |  | |

1. Trust applicant details (required)

* Legal name is the name that appears on the applicant’s official documents or legal papers. It may be different to the name(s) that the applicant trades under.
* The legal name is the name that will be used by the Clean Energy Regulator as the applicant’s Client name.
* Trading name(s) that the applicant trades under, or is known as by its suppliers or customers.
* Provide details of another unique identification number issued by an Australian or foreign registration body (if applicable).
* If the applicant is a body corporate and does not have an ABN, you must attach certain proof of identity documents to this application. See the Application checklist for details.
* Provide the applicant’s business names and organisational identifier

|  |  |  |
| --- | --- | --- |
| Legal name |  | |
| Trading name |  | |
| Organisation identifier (ABN) |  | |
| Alternative organisation identifier | Number type |  |
| Number |  |
| Registration body |  |

* Provide the applicant’s contact details

|  |  |
| --- | --- |
| Phone number | (  ) |
| Email address |  |

* If the applicant is carrying on a business, provide the address of its principal place of business.
* The principal place of business is the place where the applicant carries out business, performs an activity or delivers a service.

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

* Provide the applicant’s postal address (if different from above address)

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

1. State or territory of operation (required)

* List all states and territories in which the applicant operates

|  |  |
| --- | --- |
| States and territories of operation |  |

1. Does the applicant operate in countries other than Australia? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * Please provide the country name(s) below. If the applicant trades by any other name(s) in these countries, also supply the trading name(s). ⏷ |
| Country and trading name | |  |

### Authorised contact person details (required)

* The Clean Energy Regulator may exchange information about the applicant and application with the nominated contact person. By nominating a contact person (other than the applicant themselves) the applicant consents to the Clean Energy Regulator sharing any information in relation to them with the contact person.
* Provide the authorised contact person’s name and date of birth

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | | Miss |  | Ms |  | | Other |  |
| Given name |  | | | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | | | |
| Family name |  | | | | | | | | | | | |
|  | Day (dd) | | | | Month (mm) | | | | | Year (yyyy) | | |
| Date of birth |  | | | |  | | | | |  | | |

* Provide the authorised contact person’s contact details

|  |  |
| --- | --- |
| Phone number | (  ) |
| Email address |  |
| Position |  |

* Provide the authorised contact person’s address

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

### Body corporate trustees

1. Is one or more of the trustees of the applicant a body corporate? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to Section: Individual trustees.⏵ |
| Yes |  | * Go to next question.⏵ |

* If the applicant has more than one body corporate as a trustee, please photocopy or print this section, complete the fields for each body corporate and attach the copies to this application.

1. Indicate the form in which the trustee has been incorporated or established (required)

|  |  |
| --- | --- |
|  | Public company |
|  | Proprietary or private company |
|  | Local governing body |
|  | Registered native title body corporate |
|  | Other incorporated entity. Please specify below.   |  | | --- | |  | |

1. Body corporate trustee details (required)

* Legal name is the name that appears on the trustee’s official documents or legal papers. It may be different to the name(s) that the trustee trades under.
* The legal name is the name that will be used by the Clean Energy Regulator as trustee’s Client name.
* Trading name(s) that the trustee trades under, or is known as by its suppliers or customers.
* If the trustee is an indigenous corporation, you must include an ICN below.
* Provide details of another unique identification number issued to the trustee by an Australian or foreign registration body (if applicable).
* Provide the trustee’s business names and organisational identifier

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Legal name |  | | | | | | | |
| Trading name |  | | | | | | | |
| Organisation identifier | ABN |  | ACN |  | ARBN |  | ICN |  |
|  | | | | | | | |
| Alternative organisation identifier | Number type |  | | | | | | |
| Number |  | | | | | | |
| Registration body |  | | | | | | |

* Provide the address of the trustee’s principal place of business
* The principal place of business is the place where the trustee carries out business, performs an activity or delivers a service.

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

* Provide the trustee’s postal address (if different from above address)

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

1. Is the trustee registered, incorporated or established in Australia? (required)

|  |  |  |
| --- | --- | --- |
| Yes |  | * Go to next question.⏵ |
| No |  | * Please specify the country in which the applicant is registered, incorporated or established. Also provide the name of any Australian agent through which the trustee conducts business in Australia. ⏷ |
| Country | |  |
| Australian agent of foreign body corporate trustee | |  |

1. State or territory of operation (required)

* List all states and territories in which the trustee operates

|  |  |
| --- | --- |
| States and territories of operation |  |

1. Does the trustee operate in countries other than Australia? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * Please provide the country name(s) below. If the applicant trades by any other name(s) in these countries, also supply the trading name(s). ⏷ |
| Country and trading name | |  |

### Executive officer of the trustee

1. Are you providing an up-to-date Australian Securities and Investments Commission (ASIC) current company extract or Office of the Registrar of Indigenous Corporations (ORIC) corporation extract, detailing the trustee’s executive officers?

* The term ‘executive officer’ means a director, the chief executive officer (however described), the chief financial officer (however described) or the secretary of the trustee.

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * Go to Section: Beneficiaries of the applicant. ⏵ |

1. Executive officer details (required)

* Provide details for all executive officers of the trustee
* If the trustee has more than one executive officer, please photocopy or print this section, complete the fields for each officer and attach the copies to this application.
* Provide the executive officer’s name and date of birth

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | | Miss |  | Ms |  | | Other |  |
| Given name |  | | | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | | | |
| Family name |  | | | | | | | | | | | |
|  | Day (dd) | | | | Month (mm) | | | | | Year (yyyy) | | |
| Date of birth |  | | | |  | | | | |  | | |

* Provide the executive officer’s contact details and position

|  |  |
| --- | --- |
| Phone number | (  ) |
| Email address |  |
| Position  (e.g. CEO, CFO) |  |

### Individual trustees

1. Is one of more of the trustees of the applicant an individual? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to Section: Beneficiaries of the applicant.⏵ |
| Yes |  | * Go to next question.⏵ |

1. Individual trustee details (required)

* Provide details for all individual trustees.
* If the applicant has more than one individual as a trustee, please photocopy or print this section, complete the fields for each individual and attach the copies to this application.
* You must attach three correctly certified proof of identity documents and a completed Australian Federal Police national police check application form for each individual trustee listed in this section. Only one set of proof of identity documents is required – this will satisfy requirements of both the police check consent form, and the Clean Energy Regulator. See the Application checklist for details.

1. Individual trustee details (required)

* Provide the trustee’s name and date of birth

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | | Miss |  | Ms |  | | Other |  |
| Given name |  | | | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | | | |
| Family name |  | | | | | | | | | | | |
| Any previous name(s) in full, in order of [first name] [middle name(s)] [last name] |  | | | | | | | | | | | |
|  | Day (dd) | | | | Month (mm) | | | | | Year (yyyy) | | |
| Date of birth |  | | | |  | | | | |  | | |

* Provide the trustee’s contact details

|  |  |
| --- | --- |
| Phone number | (  ) |
| Email address |  |

* Provide the trustee’s residential address

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

* Provide the trustee’s postal address (if different from above address)

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

1. Is the trustee a sole trader? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to Section: Beneficiaries of the applicant.⏵ |
| Yes |  | * Go to next question.⏵ |

1. State or territory of operation (required)

* List all states and territories in which the trustee operates

|  |  |
| --- | --- |
| States and territories of operation |  |

1. Does the trustee operate in countries other than Australia? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * Please provide the country name(s) below. If the trustee trades by any other name(s) in these countries, also supply the trading name(s). ⏷ |
| Country and trading name | |  |

### Beneficiaries of the applicant

* This section is only required to be completed for trusts meeting certain conditions.

1. Is the applicant:
2. a government superannuation fund established by legislation, or
3. registered and subject to the regulatory oversight of a Commonwealth statutory regulator in relation to your activities as a trust? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * Go to Part B. ⏩ |

1. Do the terms of the trust identify the beneficiaries of the trust by reference to membership of a class? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to next question.⏵ |
| Yes |  | * Please provide details about the class and go to Part B. ⏷ |
| Details of class | |  |

1. Is any individual a beneficiary of the trust? (required)

|  |  |  |
| --- | --- | --- |
| No |  | * Go to question 23.⏵ |
| Yes |  | * Go to next question.⏵ |

1. Provide details for each beneficiary of the trust who is an individual (required)

* If the applicant has more than one beneficiary who is an individual, please photocopy or print this question, complete the fields for each individual and attach the copies to this application.
* Provide the beneficiary’s name and date of birth

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr |  | Mrs |  | | Miss |  | Ms |  | | Other |  |
| Given name |  | | | | | | | | | | | |
| Other given name(s) |  | | | | | | | | | | | |
| Family name |  | | | | | | | | | | | |
|  | Day (dd) | | | | Month (mm) | | | | | Year (yyyy) | | |
| Date of birth |  | | | |  | | | | |  | | |

1. Provide details for each beneficiary of the trust who is a non-individual (required if any)

* If the applicant has more than one beneficiary who is a non-individual, please photocopy or print this question, complete the fields for each non-individual and attach the copies to this application.
* Provide the beneficiary’s legal name and, if different, trading name

|  |  |
| --- | --- |
| Legal name |  |
| Trading name |  |

1. Applicant’s fit and proper person declaration

If the applicant intends to participate in the Emissions Reduction Fund and/or open an ANREU account, you must complete the applicable fit and proper person declaration set out below.

A fit and proper person requirement is one of a number of features designed to reduce the risk of fraud, deceptive or unfair conduct, and non-compliance. The applicant will also need to pass the fit and proper person test as one of a number of qualification criteria that must be satisfied before the applicant can participate in the Emissions Reduction Fund by having any project declared as an eligible offsets project or receiving credits for that project.

* In this section, provide information on any matters that may affect the Clean Energy Regulator’s consideration of whether you are a fit and proper person. You should provide information on any matters that occurred within the last ten years.
* Please note, the type, severity and frequency of any conviction will be considered. A conviction may not disqualify an applicant. Failure to disclose relevant convictions may adversely impact the assessment of an application.

In addition to the matters addressed below, the Clean Energy Regulator will take into consideration the applicant’s compliance history under a range of laws, including the *Clean Energy Act 2011.*

1. Convictions and relevant incidents (required, where the applicant is an individual or a sole trader)

* Tick the appropriate box to answer 'yes' or 'no' to each question
* A reference to “the applicant” in the questions in the table immediately below will be a reference to the individual that is the applicant

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Question** |
|  |  | 1. Has the applicant been convicted of an offence against a law of the Commonwealth, a State or a Territory, where the offence relates to dishonest conduct? |
|  |  | 1. Has the applicant been convicted of an offence against a law of the Commonwealth, a State or a Territory, where the offence relates to the conduct of a business? |
|  |  | 1. Has the applicant been convicted of an offence against section 136.1, 137.1 or 137.2 of the Criminal Code? |
|  |  | 1. Has an order been made against the applicant under section 76 of the *Competition and Consumer Act 2010*? |
|  |  | 1. Has an order been made against the applicant under section 224 of Schedule 2 to the *Competition and Consumer Act 2010*, as that section applies as a law of the Commonwealth, a State or a Territory? |
|  |  | 1. Has the applicant been convicted, under the law of a fore ign country, of an offence corresponding to an offence mentioned in any of **questions a**) to **c**) above in this table? |
|  |  | 1. Has an order been made against the applicant under a law of a foreign country that corresponds to an order mentioned in **question d**) or **e**) above in this table? |
|  |  | 1. Has the applicant been convicted of an offence against a law of a foreign country in respect of a matter that corresponds to a matter in relation to which an order mentioned in **question d**) or **e**) above in this table may be made? |
|  |  | 1. Has the applicant breached a law of a foreign country that corresponds to Australia’s climate change legislation (as listed above **question 1** of this **Part B**)? |
|  |  | 1. Has the applicant been involved in any other matter that might affect whether the applicant is a fit and proper person; for example, is the applicant the subject of any criminal charges still pending before a court, or does the applicant have associations with a third party who has been convicted of any offence, domestic or foreign, relating to dishonest conduct or to the conduct of a business? |
|  |  | 1. Is the applicant an insolvent under administration? |
|  |  | 1. Has the applicant been convicted of an offence against a law of the Commonwealth, a State or a Territory, where the offence relates to the environment? |
|  |  | 1. Has the applicant been convicted of an offence against a law of the Commonwealth, a State or a Territory, where the offence relates to work health and safety? |
|  |  | 1. During the 3 year period before the making of this application, was the applicant the subject of an enforceable undertaking, an infringement or penalty notice or criminal proceedings under a Commonwealth, State or Territory law related to the environment or to work health and safety, that have not been determined? |
|  |  | 1. Has the applicant breached the *Carbon Credits (Carbon Farming Initiative) Act 2011* or the associated provisions? |
|  |  | 1. Has the applicant breached the *Australian National Registry of Emissions Units Act 2011* or associated regulations? |
|  |  | 1. Has the applicant breached the *National Greenhouse and Energy Reporting Act 2007* or the associated regulations? |
|  |  | 1. Has the applicant breached the *Renewable Energy (Electricity) Act 2000* or associated regulations? |
|  |  | 1. Has the applicant been refused registration, had their registration cancelled or been suspended from participating in a renewable energy, or energy efficiency scheme operating under a law mentioned in section 21 of the *Carbon Credits (Carbon Farming Initiative) Rule 2015*? |

1. Convictions and relevant incidents (required, where the applicant is a body corporate)

* A reference to “the applicant” in the questions in the table immediately below will be a reference to the body corporate that is the applicant

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Question** |
|  |  | 1. Has the applicant, or an executive officer of the applicant, been convicted of an offence against a law of the Commonwealth, a State or a Territory, where the offence relates to dishonest conduct? |
|  |  | 1. Has the applicant, or an executive officer of the applicant, been convicted of an offence against a law of the Commonwealth, a State or a Territory, where the offence relates to the conduct of a business? |
|  |  | 1. Has the applicant, or an executive officer of the applicant, been convicted of an offence against section 136.1, 137.1 or 137.2 of the Criminal Code? |
|  |  | 1. Has an order been made against the applicant, or an executive officer of the applicant, under section 76 of the *Competition and Consumer Act 2010*? |
|  |  | 1. Has an order been made against the applicant, or an executive officer of the applicant, under section 224 of Schedule 2 to the *Competition and Consumer Act 2010*, as that section applies as a law of the Commonwealth, a State or a Territory? |
|  |  | 1. Has the applicant, or an executive officer of the applicant, been convicted, under the law of a foreign country, of an offence corresponding to an offence mentioned in any of **questions a**) to **c**) above in this table? |
|  |  | 1. Has an order been made against the applicant, or an executive officer of the applicant, under a law of a foreign country that corresponds to an order mentioned in **question d**) or **e**) above in this table? |
|  |  | 1. Has the applicant, or an executive officer of the applicant, been convicted of an offence against a law of a foreign country in respect of a matter that corresponds to a matter in relation to which an order mentioned in **question d**) or **e**) above in this table may be made? |
|  |  | 1. Has the applicant, or an executive officer of the applicant, breached a law of a foreign country that corresponds to Australia’s climate change legislation (as listed above **question 1** of this **Part B**)? |
|  |  | 1. Has an executive officer of the applicant been disqualified from being a director of a body corporate or being concerned in the management of a body corporate under an order made by a court of a foreign country? |
|  |  | 1. Has the applicant, or an executive officer of the applicant, been involved in any other matter that might affect whether they are a fit and proper person; for example, are they the subject of any criminal charges still pending before a court, or does the executive officer have associations with a third party who has been convicted of any offence, domestic or foreign, relating to dishonest conduct or to the conduct of a business? |
|  |  | 1. Is the applicant an externally-administered body corporate? |
|  |  | 1. Have any of the following events occurred or, as the case may be, are occurring in relation to the applicant, overseas or under a law of a foreign country? 2. The applicant is, or is being, wound up 3. A receiver, or a receiver and manager, has been appointed (whether or not by a court) and is acting in respect of any property of the applicant 4. The applicant is under administration 5. The applicant has executed a deed of company arrangement that has not yet terminated 6. The applicant has entered into a compromise or arrangement with a person the administration of which has not yet concluded |
|  |  | 1. Has the applicant been convicted of an offence against a law of the Commonwealth, a State or a Territory, where the offence relates to the environment? |
|  |  | 1. Has the applicant been convicted of an offence against a law of the Commonwealth, a State or a Territory, where the offence relates to work health and safety? |
|  |  | 1. During the 3 year period before the making of this application, was the applicant the subject of an enforceable undertaking, an infringement or penalty notice or criminal proceedings under a Commonwealth, State or Territory law related to the environment or to work health and safety, that have not been determined? |
|  |  | 1. Has the applicant breached the *Carbon Credits (Carbon Farming Initiative) Act 2011* or the associated provisions? |
|  |  | 1. Has the applicant breached the *Australian National Registry of Emissions Units Act 2011* or associated regulations? |
|  |  | 1. Has the applicant breached the *National Greenhouse and Energy Reporting Act 2007* or the associated regulations? |
|  |  | 1. Has the applicant breached the *Renewable Energy (Electricity) Act 2000* or associated regulations? |
|  |  | 1. Has the applicant been refused registration, had their registration cancelled or been suspended from participating in a renewable energy, or energy efficiency scheme operating under a law mentioned in section 21 of the *Carbon Credits (Carbon Farming Initiative) Rule 2015*? |

1. Convictions and relevant incidents (required, where the applicant is a trust)

* A reference to “the applicant” in the questions in the table immediately below will be a reference to the trust that is the applicant
* A reference to “a trustee” in the questions in the table immediately below will be a reference to an individual or body corporate that is a trustee of the trust that is the applicant

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Question** |
|  |  | 1. Has a trustee of the applicant or, if the trustee is a body corporate, an executive officer of the trustee, been convicted of an offence against a law of the Commonwealth, a State or a Territory, where the offence relates to dishonest conduct? |
|  |  | 1. Has a trustee of the applicant or, if the trustee is a body corporate, an executive officer of the trustee, been convicted of an offence against a law of the Commonwealth, a State or a Territory, where the offence relates to the conduct of a business? |
|  |  | 1. Has a trustee of the applicant or, if the trustee is a body corporate, an executive officer of the trustee, been convicted of an offence against section 136.1, 137.1 or 137.2 of the Criminal Code? |
|  |  | 1. Has an order been made against a trustee of the applicant or, if the trustee is a body corporate, an executive officer of the trustee, under section 76 of the Competition and Consumer Act 2010? |
|  |  | 1. Has an order been made against a trustee of the applicant or, if the trustee is a body corporate, an executive officer of the trustee, under section 224 of Schedule 2 to the Competition and Consumer Act 2010, as that section applies as a law of the Commonwealth, a State or a Territory? |
|  |  | 1. Has a trustee of the applicant or, if the trustee is a body corporate, an executive officer of the trustee, been convicted, under the law of a foreign country, of an offence corresponding to an offence mentioned in any of **questions a**) to **c**) above in this table? |
|  |  | 1. Has an order been made against a trustee of the applicant or, if the trustee is a body corporate, an executive officer of the trustee, under a law of a foreign country that corresponds to an order mentioned in **question d**) or **e**) above in this table? |
|  |  | 1. Has a trustee of the applicant or, if the trustee is a body corporate, an executive officer of the trustee, been convicted of an offence against a law of a foreign country in respect of a matter that corresponds to a matter in relation to which an order mentioned in **question d**) or **e**) above in this table may be made? |
|  |  | 1. Has a trustee of the applicant or, if the trustee is a body corporate, an executive officer of the trustee, breached a law of a foreign country that corresponds to Australia’s climate change legislation (as listed above **question 1** of this **Part B**)? |
|  |  | 1. In relation to each trustee of the applicant that is a body corporate, has an executive officer of the trustee been disqualified from being a director of a body corporate or being concerned in the management of a body corporate under an order made by a court of a foreign country?   Note: You do not need to answer this **question j**) if none of the trustees of the applicant is a body corporate. |
|  |  | 1. Has a trustee of the applicant or, if the trustee is a body corporate, an executive officer of the trustee, been involved in any other matter that might affect whether they are a fit and proper person; for example, are they the subject of any criminal charges still pending before a court, or does an individual who is a trustee of the applicant or, if a trustee is a body corporate, an executive officer of any such trustee have associations with a third party who has been convicted of any offence, domestic or foreign, relating to dishonest conduct or to the conduct of a business? |
|  |  | 1. In relation to each trustee of the applicant that is an individual, is the trustee an insolvent under administration?   Note: You do not need to answer this **question l**) if none of the trustees of the applicant is an individual. |
|  |  | 1. In relation to each trustee of the applicant that is a body corporate, is the trustee an externally-administered body corporate?   Note: You do not need to answer this **question m**) if none of the trustees of the applicant is a body corporate. |
|  |  | 1. In relation to each trustee of the applicant that is a body corporate, have any of the following events occurred or, as the case may be, are occurring in relation to the trustee, overseas or under a law of a foreign country? 2. The trustee is, or is being, wound up 3. A receiver, or a receiver and manager, has been appointed (whether or not by a court) and is acting in respect of any property of the trustee 4. The trustee is under administration 5. The trustee has executed a deed of company arrangement that has not yet terminated 6. The trustee has entered into a compromise or arrangement with a person the administration of which has not yet concluded   Note: You do not need to answer this **question n**) if none of the trustees of the applicant is a body corporate. |

1. If you answered 'yes' to any of the questions above:

* Please provide details of each incident, including the:
  + date
  + offence or order (including reasons for an order)
  + penalty
  + name of court or body (in the case of an order)
  + state or territory, or country other than Australia (including province), and
  + any other relevant information for consideration by the Clean Energy Regulator.
* Attach any supporting documentation to this application.

|  |  |
| --- | --- |
| Details of any incidents |  |

1. Declaration

This section must be signed by the applicant, or by a representative of the applicant on their behalf.

By signing this application, the signatory declares that he or she has legal capacity and authority to make this application on behalf of the applicant and to bind the applicant in respect of the matters contained in this application, and declares and acknowledges, for and on behalf of the applicant that:

* all information provided in, or in relation to, this application (including attachments and any other supporting information) is, having made all reasonable enquiries, complete, true and correct and not misleading by inclusion or omission;
* the provision of false or misleading information is a serious offence and carries penalties under the *Criminal Code* and may have consequences under the *Carbon Credits (Carbon Farming Initiative) Act 2011*, the *Australian National Registry of Emissions Units Act 2011* and other laws;
* the applicant will notify the Clean Energy Regulator of any change to the matters covered by Part B and Part C of this form, and will do so within 28 working days of the change occurring;
* any of the information provided in this application may be copied, recorded, used or disclosed by the Clean Energy Regulator for the purpose of assessing and making a decision on the application, auditing compliance, enforcement of laws, regulations and legislative rule, the performance of the Clean Energy Regulator’s statutory functions and for related purposes subject to the requirements of relevant laws, in particular the *Privacy Act 1988* and Part 3 of the *Clean Energy Regulator Act 2011;*
* the personal information provided in this application may also be copied, recorded, used or disclosed by the Clean Energy Regulator for its administrative purposes, for example, to pre-populate other Clean Energy Regulator forms which the applicant wishes to fill out online in the future, and for improving the Clean Energy Regulator’s service delivery to the applicant;
* if the applicant is providing information in this form as part of an Emissions Reduction Fund project application, the applicant consents to the Clean Energy Regulator sharing any information in relation to them or their projects with any Commonwealth, State or Territory government agencies for the purpose of assisting those agencies in the performance of their functions or powers relating to environmental protection and/or health and safety;
* the Clean Energy Regulator may require clarification or additional documentation to verify the information supplied in this form and the applicant gives consent to the Clean Energy Regulator to consult with other government agencies about the applicant’s claims and, if required, to enlist external technical or financial advisers to advise on, or provide verification of (e.g. of proof of identity documentation) information provided in the application during the assessment process.

**Signed for and on behalf of:**

|  |  |
| --- | --- |
| Applicant name |  |
| Signature |  |

**By its representative duly authorised:**

|  |  |
| --- | --- |
| Signatory name |  |
| Position in organisation |  |
| Signature |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Signature date |  |  |  |

**In the presence of:**

|  |  |
| --- | --- |
| Full name of witness |  |
| Signature of witness |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Date witnessed |  |  |  |

**Witness details:**

|  |  |
| --- | --- |
| Phone number | (  ) |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

**Place of signature:**

|  |  |
| --- | --- |
| Place of signature |  |

# Application checklist

* Have you completed the following? Tick the box when you've completed the task beside it.

|  |  |  |
| --- | --- | --- |
| Tick | Task | Number attached |
|  | Completed all required fields. | N/A |
|  | Attached all necessary documents and supporting evidence, where applicable. |  |
|  | Completed and signed the declaration(s). | N/A |

**Documentation**

All documents supplied as proof of identity must be certified true copies of original, current documents. Please note the Clean Energy Regulator will not accept original documents and may request additional documentation in connection with this application.

* Please refer to Guidance on completing Application to open an ANREU account for information on documents to prove identity and certification requirements.
* If you have previously provided a required document to the Clean Energy Regulator, please detail below, including why you provided the document and under what legislation.
* You are not required to provide a document listed here if you have previously submitted the document in accordance with the registration requirements under any of the following Acts, and that document is still current:
* *National Greenhouse Energy Reporting Act 2007*
* *Renewable Energy (Electricity) Act 2000*
* *Carbon Credits (Carbon Farming Initiative) Act 2011*
* *Clean Energy Act 2011*
* *Australian National Registry of Emissions Units Act 2011*
* You must also be currently registered under the relevant Act.

|  |  |
| --- | --- |
| Documents previously provided, why and under what legislation |  |

### Part A1: Individual

|  |  |  |
| --- | --- | --- |
| Tick | Task | Number attached |
|  | Completed all required fields. | N/A |
|  | Attached correctly certified copies of three (3) proof of identity documents for the applicant. Also include any evidence of change of name, if applicable. |  |
|  | Attached a completed and signed Australian Federal Police national police check application form for the applicant. |  |
|  | If the agent is a company, attached a list of signatories authorised by the company and signed by a director of the company. |  |
|  | Attached any supporting documentation for admissions made in the fit and proper person declaration. |  |
|  | Completed and signed the declaration(s). | N/A |

### Part A2: Organisation

|  |  |  |  |
| --- | --- | --- | --- |
| Tick | Task | | Number attached |
|  | Completed all required fields. | | N/A |
|  | Attached documentary evidence of entity type, as follows: | |  |
|  |  | **Australian public or proprietary company**  Certified copy of the certificate of incorporation (if any) or registration (if any) (including any change of name) with ASIC.  If the above certificate does not exist, a certified copy of a document with similar effect. |  |
|  |  | **Foreign public or proprietary company**  Certified copy of registration with a registry established under a foreign law (including any change of name). If the above does not exist, a certified copy of a document with similar effect. |  |
|  |  | **A body corporate that is an incorporated association or a registered cooperative**  Certified copy of a certificate of incorporation or registration. If the above certificate does not exist, a certified copy of a document with similar effect. |  |
|  |  | **A body corporate that is an incorporated association or a registered cooperative**  Documentary evidence that the entity exists, eg an annual report, entity’s constitution or reference of the legislation that established the entity. |  |
|  |  | **Indigenous corporation**  Certified copy of a certificate of incorporation or registration with the Officer of the Registrar of Indigenous Corporations (ORIC), other state or territory association, or ASIC.  If the above certificate does not exist, a certified copy of a document with similar effect. |  |
|  |  | **Local governing body**  Certified copy of the certificate of incorporation or registration (including any change of name) If the above certificate does not exist, a certified copy of a document with similar effect. |  |
|  |  | **Local governing body**  Documentary evidence that the entity is a local governing body, eg an annual report, entity’s constitution or reference of the legislation that established the entity. |  |
|  | Attached an up-to-date ASIC or ORIC Company Extract (if you opted to supply this in lieu of completing Part A2 Question 8). | |  |
|  | If you do not have an ABN that was supplied in response to Part A2 Question 2, the following proof of identity documents are required: | |  |
|  |  | **Australian public companies**  No further informationrequired. | N/A |
|  |  | **Foreign public companies**  Proof of identity documentation for one executive officer as listed in Part A2 Question 9. |  |
|  |  | **Australian or foreign proprietary companies**  Proof of identity documentation for up to three executive officers. |  |
|  | If the agent is a company, attached a list of signatories authorised by the company and signed by a director of the company. | |  |
|  | Attached any supporting documentation for admissions made in the fit and proper person declaration. | |  |
|  | Completed and signed the declaration(s). | | N/A |

### Part A3: Trust

|  |  |  |  |
| --- | --- | --- | --- |
| Tick | Task | | Number attached |
|  | Completed all required fields. | | N/A |
|  | Attached a certified copy of the trust deed, or an extract of the deed that identifies the trustees and beneficiaries (or classes of beneficiary). If there is no trust deed - a document with similar effect to a trust deed; or the certificate of registration as a trust (if any). | |  |
|  | Attached an up-to-date ASIC or ORIC Company Extract (if you opted to supply this in lieu of completing Part A3 Question 11). | |  |
|  | For each trustee that is a body corporate, attached documentary evidence of entity type, as follows: | |  |
|  |  | **Australian public or proprietary company**  Certified copy of the certificate of incorporation (if any) or registration (if any) (including any change of name) with ASIC.  If the above certificate does not exist, a certified copy of a document with similar effect.. |  |
|  |  | **Foreign public or proprietary company**  Certified copy of registration with a registry established under a foreign law (including any change of name). If the above does not exist, a certified copy of a document with similar effect. |  |
|  |  | **A body corporate that is an incorporated association or a registered cooperative**  Certified copy of a certificate of incorporation or registration. If the above certificate does not exist, a certified copy of a document with similar effect. |  |
|  |  | **A body corporate that is an incorporated association or a registered cooperative**  Documentary evidence that the entity exists, eg an annual report, entity’s constitution or reference of the legislation that established the entity. |  |
|  |  | **Registered native title body corporate**  Certified copy of a certificate of incorporation or registration with the Officer of the Registrar of Indigenous Corporations (ORIC), other state or territory association, or ASIC.  If the above certificate does not exist, a certified copy of a document with similar effect. |  |
|  |  | **Local governing body**  Certified copy of the certificate of incorporation or registration (including any change of name) If the above certificate does not exist, a certified copy of a document with similar effect. |  |
|  |  | **Local governing body**  Documentary evidence that the entity is a local governing body, eg an annual report, entity’s constitution or reference of the legislation that established the entity. |  |
|  | If a body corporate is a trustee, and you did not supply an ABN in response to Part A3 Question 2, the following proof of identity documents are required: | |  |
|  |  | **Australian public companies**  No further informationrequired. | N/A |
|  |  | **Foreign public companies**  Proof of identity documentation for one executive officer as listed in Part A3 Question 13. |  |
|  |  | **Australian or foreign proprietary companies**  Proof of identity documentation for up to three executive officers. |  |
|  | For each trustee that is an individual, attached correctly certified copies of three (3) proof of identity documents. Also include any evidence of change of name, if applicable.  Refer to Guidance on completing Application to open an ANREU account on documents that can be provided. | |  |
|  | For each trustee that is an individual, attached a completed and signed Australian Federal Police national police check application form. Only one set of proof of identity documents is required – this will satisfy requirements of both the police check consent form, and the Clean Energy Regulator. | |  |
|  | If the agent is a company, attached a list of signatories authorised by the company and signed by a director of the company. | |  |
|  | Attached any supporting documentation for admissions made in the fit and proper person declaration. | |  |
|  | Completed and signed the declaration(s). | | N/A |

# Additional information

### Seeking legal advice

The Clean Energy Regulator provides guidance for general information purposes only. The information in this form and supplied by the Clean Energy Regulator should not be interpreted as independent professional advice. You should not rely solely on this information and should get professional legal advice relevant to your individual circumstances.

### Protection of information

The Clean Energy Regulator is bound by the secrecy provisions in Part 3 of the *Clean Energy Regulator Act 2011* and by the *Privacy Act 1988*.

### Privacy statement

'Personal information', as defined in the *Privacy Act 1988*, means any information from which a person’s identity is apparent or can be reasonably ascertained.

Personal information collected in relation to this application will be used for the purpose of assessing the application, auditing compliance, enforcement of relevant laws and regulations and for related purposes. The collection of personal information is authorised by the *Clean Energy Act 2011* and/or other relevant Act(s).

### Disclosure of information

The Clean Energy Regulator and authorised staff are only able to disclose information relating to the affairs of a person (including personal information) collected in relation to this application in accordance with the *Clean Energy Regulator Act 2011* or as otherwise required by law.

Part 3 of the *Clean Energy Regulator Act 2011* prevents disclosure of relevant information except in circumstances set out in that Part. Those circumstances include:

* disclosure for the purposes of a climate change law
* disclosure to the Minister
* disclosure of summaries or statistics if those summaries or statistics are not likely to enable the identification of a person
* disclosure to certain bodies where the Chair of the Clean Energy Regulator is satisfied that disclosure will assist those bodies in the performance of their functions or powers, including the Australian Securities and Investment Commission, and the Australian Competition and Consumer Commission, and
* disclosure for the purposes of enforcement of the criminal law, enforcement of a law imposing a pecuniary penalty or for protection of the public revenue, if the Chair of the Clean Energy Regulator is satisfied that disclosure is reasonably necessary for such purpose.

### Accessibility disclaimer

The Clean Energy Regulator has worked to ensure that this document is accessible but please contact us to obtain an alternative version if you are having difficulty or you have specific accessibility needs. Please call **1300 553 542** or email the name of the form and your needs to [enquiries@cleanenergyregulator.gov.au](mailto:enquiries@cleanenergyregulator.gov.au).