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| FORM |
| CER-NGER-013 |
| V5.0 26/06/2025 |

**Add a new NGER administrator**

Under section 19, 22G and 22X reports submitted under the

*National Greenhouse and Energy Reporting Act 2007* (NGER Act)

# Purpose of this form

This form is for organisations that have access to the Emissions and Energy Reporting System (EERS) and are seeking to create an EERS user account for a new NGER administrator.

This form can only be used where:

* the organisation has an EERS account
* no employee of the organisation has access to the Online Services self-service functionality.

Employees with access to the Online Services self-service functionality and the requisite administrator permissions must use Online Services to add new users, including the NGER contact person or executive officer.

Adding a new NGER administrator

To add a new NGER administrator using this form, an executive officer of the organisation must authorise the addition of the new NGER administrator to the organisation’s EERS account.

The new NGER administrator must set up an Online Services account and provide in question 10 the email address used to create the account. [Set up an Online Services account on our website](https://onlineservices.cer.gov.au/).

The permissions necessary to manage users for the organisation will be provided to the NGER administrator in Online Services. This will include the permission to give themselves and other users permissions for EERs.

Using the Online Services self-service functionality, the NGER administrator will be able to manage other users’ access, including adding a new executive officer and amending contact details of each user. Refer to instructions in the [Online Services User Guide](https://cer.gov.au/document_page/nger-online-services-user-guide?utm_source=Clean+Energy+Regulator+-+Ad+hoc&utm_campaign=2e9b04e5d0-EMAIL_CAMPAIGN_2025_04_29_04_13&utm_medium=email&utm_term=0_-2e9b04e5d0-).

# Instructions for completing this form

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

You must complete and submit:

* **Part A: Eligibility to use this form (page 4)**
* **Part B: Organisation details (page 5)**
* **Part C: NGER administrator details (page 7)**

Complete this form using one of these options:

* print the form and complete it by hand
* save the form and complete it electronically.

|  |  |
| --- | --- |
| 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 (8), go to the next indicated part/section. Where an instruction has a black single arrow (4), go to the next question. Where an instruction has a black single arrow pointing down (6), 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. |
| 4 | This symbol indicates an instruction on what to do next. |
| i | This symbol indicates additional useful guidance to filling in the adjacent field or section. |

Help filling in this form

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 [cer-nger-reporting@cer.gov.au](mailto:cer-nger-reporting@cer.gov.au).

Submitting this form

**By email**

Email your completed form to [cer-nger-reporting@cer.gov.au](mailto:cer-nger-reporting@cer.gov.au).

If the individual sending the email is not an executive officer (under the NGER Act) for the organisation, please ensure that an executive officer is copied in.

In relation to a body corporate (i.e. a corporation) an executive officer is a:

* director
* chief executive officer (however described)
* chief financial officer (however described)
* company secretary.

In relation to a corporation sole, the equivalent of an executive officer is the person that comprises the corporation sole.

If the application and the supporting documents are larger than 10 MB, send them in multiple emails, including an identifier in the subject heading, for example, 1 of 3, etc. The application form must be saved as a single scanned file and not split into parts. Files may be zipped to reduce their size. A copy of this form should be kept for your records.

1. Eligibility to use this form

* Please answer the following questions about the organisation that is required to provide reports to the Clean Energy Regulator.

1. Is the organisation a registered NGER reporter?

|  |  |  |
| --- | --- | --- |
|  | Yes | * Go to **Question 28** |
|  | No | * See below 6 |

* If you have answered no to **question 1** your organisation will need to submit a Register a Controlling Corporation form through Online Services.

1. Have all employees with access to the Online Services self-service function, (i.e. NGER contact person and Executive Officer), left the organisation?

|  |  |  |
| --- | --- | --- |
|  | Yes | * See below 6 |
|  | No | * Use Online Services |

* If you have answered yes to both **question 1** and **question 2** above, go to **Part B – Question 3** on page 5.

1. Organisation details

* Please answer the following questions about the organisation required to report under the NGER Act, for example, a body corporate, etc.

1. Name (required)

* If you have an entry in the Australian Business Register, this is the name that appears in that register.

|  |  |
| --- | --- |
| Name |  |

1. Trading name and head office postal address (required if any)

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

1. Identifying number (required)

* You must provide one of the following identifying numbers in order of precedence: ABN, ACN, ARBN or trading name and street address.
* Please provide details of your ABN.

|  |  |
| --- | --- |
| ABN |  |

* If you do not have an ABN, please provide details of your ACN.

|  |  |
| --- | --- |
| ACN |  |

* If you do not have an ACN, please provide details or your ARBN.

|  |  |
| --- | --- |
| ARBN |  |

* If you do not have an ABN, ACN or ARBN, please provide your trading name and head office postal address.
* Are the trading name and head office postal address the same as the trading name and address provided above?

|  |  |  |
| --- | --- | --- |
|  | Yes. | * Go to **Question 68** |
|  | No. | * Provide the trading name and address below. |

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

Executive officer details

* Please provide details about the executive officer of the organisation.

1. Position (required)

|  |  |
| --- | --- |
| Position |  |

1. Name (required)

|  |  |
| --- | --- |
| Title  (for example, Mr, Mrs, Dr) |  |
| First name |  |
| Middle name(s) |  |
| Last name |  |

1. Contact details (required)

* Provide a contact phone number, alternative contact phone number if applicable and email address. Include area codes, where applicable.

|  |  |
| --- | --- |
| Phone number |  |
| Alternative phone number |  |
| Email address |  |

Part C: NGER administrator

* Please provide details of the new NGER administrator for the organisation.

1. Position (required)

|  |  |
| --- | --- |
| Position |  |

1. Name (required)

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Middle name(s) |  |
| Surname |  |

1. Postal address (required)

* Is the NGER administrator’s postal address the same as the organisation’s head office postal address provided above?

|  |  |  |
| --- | --- | --- |
|  | Yes | * Go to **Question 128** |
|  | No | * Provide the address below. |

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

1. Contact details (required)

* Provide a contact phone number and alternative contact phone number. Include area codes, where applicable.

|  |  |
| --- | --- |
| Primary contact number |  |
| Alternative contact number |  |

1. Online Services user email

* Provide the email address used to sign up for Online Services.

|  |  |
| --- | --- |
| Online services email address |  |

# Additional information

Assessment of the application

We will acknowledge receipt of this form once received. We will process this form within 5 working days.

Protection of information

We are 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 Regulator Act 2011* and 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
* 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@cer.gov.au](mailto:enquiries@cer.gov.au).