



FORM

CER-NGER-C013

V4.0 01/08/2018

Addition of a new contact person

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 to be used by organisations that have access to the Emissions and Energy Reporting System (EERS) and are seeking to create an EERS user account for a new contact person.

This form can only be used where:

- The organisation has an EERS account, and
- No employee of the organisation has access to the Client Portal self-service functionality.

Where an employee of the organisation has access to the Client Portal self-service functionality, and holds the requisite Client Portal Manager permissions, the Client Portal must be used to add a new contact person or executive officer.

Adding a new contact person

To add a new contact person using this form an executive officer of the organisation must authorise the addition of the new contact person to the organisation's EERS account.

The new contact person must obtain a user ID for the Client Portal and provide it on this form at question 10. A Client Portal user ID can be obtained by registering with the Client Portal.

A contact person for an organisation's EERS account will be the primary contact for the organisation with the Clean Energy Regulator and will be the person listed in all NGER reports as the contact person.

The contact person will be provided with account administrator access to EERS. This access level will allow the contact person to perform any action within the organisation's EERS account except for the final submission of reports.

Using the Client Portal self-service functionality, the contact person will be able to manage other users' access, including adding a new executive officer and amending contact details of each user.

Instructions for completing this form

Please read each part of the form carefully, fully answer all the questions, 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: Contact person details (Page 6)

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: if you choose save and fill in an electronic copy of the form, there may be times when you will need to print certain sections in to sign them or fill out multiple entries for a single set of questions. These sections may be scanned 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 <input type="checkbox"/> 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 - <input type="checkbox"/> 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.
①	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

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 reporting@cleanenergyregulator.gov.au.

Submitting this form

By email

Email your completed form to the Clean Energy Regulator at reporting@cleanenergyregulator.gov.au.

If the email is sent by an individual other than an executive officer (under the NGER Act) for the organisation, please ensure that an executive officer is copied into the email.

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) or
- secretary (i.e. a company secretary).

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

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.

Part A: 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. Does the organisation listed in Part B below have an EERs account?

Yes Go to question 2 ▶

No See below ▼

- ▶ If you have answered no to **question 1** you will not be able to add a new contact person until the organisation has an EERS account.

2. Have all employees with access to the Client Portal self-service function left the organisation listed in Part B (i.e. NGER Contact Person and Executive Officer)?

Yes See below ▼

No Use Client Portal

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

Part B: Organisation details

- ▶ Please answer the following questions about the organisation that is required to provide report to the Clean Energy Regulator under the NGER Act.
- ▶ The organisation may, for example, a body corporate etc.

3. Name (required)


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

Name

4. Trading name (required if any)

Trading name

5. 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.

- ▶ 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 next question. ▶

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

Part C: Contact person details

- ▶ Please provide details of the new contact person for the organisation.

6. Position (required)

Position	
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7. Name (required)

Title (e.g. Mr, Mrs or Ms)	
First name	
Middle name(s)	
Last name	

8. Postal address (required)

- ▶ Is the contact person's postal address the same as the organisation's head office postal address provided above?

Yes

No

Provide the address below. ▼

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

9. Contact details (required)

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

Primary contact number	
Alternative contact number	

- ▶ Provide a contact email address.

Email address	
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10. Client Portal user ID

Please enter the contact person's Client Portal user ID (e.g. CER123456). If the contact person does not have a Client Portal user ID please obtain one by registering with the Client Portal through the [Clean Energy Regulator website](#).

Client Portal
user name

Additional information

Assessment of the application

The Clean Energy Regulator will acknowledge receipt of this form once received. This application will be processed by the Clean Energy Regulator within five working days.

Protection of information

The Clean Energy Regulator is bound by the secrecy provisions of Part 3 of the *Clean Energy Regulator Act 2011* (CER Act) in regard to information it collects in relation to this application and also by the *Privacy Act 1988* in regard to personal information it collects.

Privacy statement

'Personal information' is defined in the *Privacy Act 1988* to mean information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

The collection of personal information relating to this application is authorised by the *National Greenhouse and Energy Reporting Act 2007* (NGER Act) and the *National Greenhouse and Energy Reporting Regulations 2008*.

Personal information collected in relation to this application will be used for the purposes of assessing the application, auditing compliance, enforcement of relevant laws and regulations and for related purposes. We cannot process the application if we do not collect relevant personal information.

The Clean Energy Regulator's Privacy Policy contains information about the agency's procedures for handling personal information including how a person can access their personal information held by the agency, and how to seek correction of such information. The Privacy Policy also contains information about how to complain about a breach of the Australian Privacy Principles. The Clean Energy Regulator's Privacy Policy can be found at www.cleanenergyregulator.gov.au.

Disclosure of information

The Clean Energy Regulator is only able to disclose information relating to this application (including personal information) in accordance with the *Clean Energy Regulator Act 2011*, the NGER Act, the *Privacy Act 1988* or as otherwise required by law.

The circumstances in which such information may be disclosed include:

- Disclosure to other agencies, persons or organisations to enable the verification of information contained in the application
- Disclosure to the Secretary or authorised officer of a Department for the purpose of administering a program or collecting statistics relating to greenhouse gas emissions, energy consumption or energy production
- Disclosure to certain agencies, bodies or persons where the Regulator is satisfied that disclosure will enable or assist those agencies, bodies or persons to perform or exercise their functions or powers, including the Australian Securities and Investments Commission, the Australian Competition and Consumer Commission and the Commissioner of Taxation
- Disclosure for the purposes of law enforcement, and
- Disclosure to States and Territories in accordance with the NGER Act.

Accessibility disclaimer

While the Clean Energy Regulator has worked to ensure this document is accessible, 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.