



FORM

CER-RET-030

V1.0 25/02/2015

# Change of REC Registry account name

## Purpose of this form

This form only needs to be completed for REC Registry accounts where a change of account name is required.

A REC Registry account for a company or incorporated association must use the name as listed on the [Australian Securities and Investments Commission Register](#).

### Eligibility

A REC Registry account is required for a change of REC Registry account name. An account name cannot be changed in the REC Registry if the proposed name is not associated with the same ACN.

If there is a new ACN the proposed name is considered a new legal person and a new account must be created and apply for registration.

## 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: REC Registry account information**
- **Part B: Contact information**
- **Part C: Declaration**

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.

<b>Pen colours</b>	Please use a <b>black</b> or <b>blue</b> pen to write on the form.
<b>Check boxes</b>	Mark boxes like this <input type="checkbox"/> with a <b>✓</b> or <b>✗</b> . When an instruction asks you to 'tick' the box, you can still use either <b>✓</b> or <b>✗</b> .

<b>Go to</b>	<p>Where you see an instruction like this - <input type="checkbox"/> Go to <b>question 5</b> - 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.</p> <p>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.</p>
<b>Mandatory questions</b>	<p>If all fields in a question are mandatory and must be completed, <b>(required)</b> is added to the end of the question label text. If a field in a question is mandatory only IF a condition is met, <b>(required if any)</b> is added to the end of the question label text.</p>
▶	<p>This symbol indicates an instruction on what to do next.</p>
①	<p>This symbol indicates additional useful guidance to filling in the adjacent field or section.</p>
📄	<p>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.</p>
📎	<p>This symbol advises that additional documentation to support a claim may need to be attached to the application.</p>
<b>Duplex printing</b>	<p>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.</p>

## Help filling in this form

Guidance for filling in this form is available on the [Clean Energy Regulator website](#).

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](mailto:reporting@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 [ret-registration@cleanenergyregulator.gov.au](mailto:ret-registration@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 (ie by including an identifier in the subject line, eg '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: 

## Part A: REC Registry account information

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### 1. Current REC Registry account name (required)

 This must be the legal person name as it appears in the REC Registry.

Account name 

### 2. Identifying details (required)

 You must provide the following identifying details where applicable. If not applicable leave blank.

▶ Provide details of your ACN.

ACN 

▶ Provide details of your ABN.

ABN 

### 3. New REC Registry account name (required)

 This must be the legal person name as it appears on the ASIC register

New account  
name 

### 4. Reason(s) for change of account name

▶ Provide detail on the reason for change of account name.

## Part B: Contact information

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### 5. Contact (required)

Title (eg Mr, Mrs or Ms)	
First name	
Middle name(s)	
Last name	
Username	

### 6. Main business address (required)

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

### 7. Contact information (required)

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

Primary contact number	
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- ▶ Provide a contact email address.

Email address	
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## Part C: Declaration

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

The representative must be as follows:

- For a body corporate, the executive officer for whom details are provided in this application.
- For a trust, one of the trustees for whom details are provided in this application.
- For a corporation sole, the individual constituting the corporation sole for whom details are provided in this application.
- For a body politic or local governing body, the officeholder for whom details are provided in this application.

By signing below, the signatory

- declares that the information supplied in this form is true and correct and that he/she is authorised to make this application on behalf of the applicant named in the form; and
- acknowledges that giving false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995*.

Full name of signatory	
Title/position	
Organisation (if applicable)	
Signature	

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

## Application checklist

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

<input type="checkbox"/>	Part A
<input type="checkbox"/>	Part B
<input type="checkbox"/>	Part C

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## Additional information

### Definitions

 Definitions marked with an asterisk are definitions repeated from legislation.

For the purposes of this form:

<b>applicant</b>	means the registered person or agent required to complete the form
<b>Clean Energy Act</b>	means the <i>Clean Energy Act 2011</i> .
<b>controlling corporation</b>	means a constitutional corporation that does not have a holding company incorporated in Australia.* In some cases, the controlling corporation might also be the Applicant or the Person with operational control of the facility.
<b>executive officer</b>	means, in relation to a body corporate: <ul style="list-style-type: none"> <li>• a director of the body corporate, or</li> <li>• the chief executive officer (however described) of the body corporate, or</li> <li>• the chief financial officer (however described) of the body corporate, or</li> <li>• the secretary of the body corporate.*</li> </ul>
<b>facility</b>	has the same meaning as in the NGER Act.
<b>greenhouse gas</b>	means one of the following: <ul style="list-style-type: none"> <li>• carbon dioxide</li> <li>• methane</li> <li>• nitrous oxide</li> <li>• sulfur hexafluoride</li> <li>• a hydrofluorocarbon of a kind specified in section 7A of the NGER Act</li> <li>• a perfluorocarbon of a kind specified in section 7A of the NGER Act, or</li> <li>• a prescribed gas.*</li> </ul>
<b>operational control</b>	a person has operational control over a facility if: <ul style="list-style-type: none"> <li>• the person meets the requirements of the regulations and has the authority to introduce and implement any or all of the following for the facility: <ul style="list-style-type: none"> <li>• operating policies</li> <li>• health and safety policies, or</li> <li>• environmental policies, or</li> </ul> </li> <li>• the Clean Energy Regulator declares the person to have operational control of the facility under section 55 or 55A of the NGER Act.*</li> </ul> <p>For the purposes of the NGER Act and Clean Energy Act, only one person can have</p>

	operational control over a facility at any one time.
<b>person</b>	<p>means any of the following:</p> <ul style="list-style-type: none"> <li>• a body corporate</li> <li>• a trust</li> <li>• a corporation sole</li> <li>• a body politic</li> <li>• a local governing body, or</li> <li>• an individual.*</li> </ul>

## Assessment of the application

Once the change of REC Registry account name form has been submitted to the Clean Energy Regulator it will be assessed and the required change will be made in REC Registry within 5 days receipt.

## Publishing of information

Under Part 13 of the *Renewable Energy (Electricity) Act 2000* the Clean Energy Regulator must maintain by electronic means a register of registered persons. This register is made available on the Clean Energy Regulator's website.

## 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 by the *Privacy Act 1988*.

## 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](mailto:enquiries@cleanenergyregulator.gov)