Australian Government
Clean Energy Regulator

REC Registry guideline

For liable entities under the Renewable Energy Target

Version 5.0 January 2026

CLEAN ENERGY REGULATOR

Contents

Introduction **4**
Supported browsers 4
Maintenance of the REC Registry 5
Creating a REC Registry account **5**
Liable entity account 5
STC Clearing House account upgrade 5
Account Administrator functions **6**
How it works 6
Default roles 6
Create new account user 7
Update user permissions 7
Update user event-driven emails preferences 7
Update user broadcast emails preferences 7
Update user business area contact preferences 7
Reset user passwords 8
Suspend account users 8
Delete account users 8
Search account users 8
View account user details 8
Update bank details 9
Forms **9**
Update account administrator 9
Update account name 9
Account user functions **10**
Identify the account administrator 10
Update contact details 10
Change password 10
Change your secret question and answer 11
Viewing user permissions for your account 11
Purchasing STCs from the STC Clearing House **11**
Placing a buy order for STCs from the STC Clearing House 11
Paying for the STC Clearing House purchase 12
Certificate transfers **12**
Offering certificates for transfer to another entity 12
Accepting certificate transfers 12
Paying fees and invoices **13**

Paying by credit card 13
Paying by EFT 13
Viewing details of an assessment year 13
Viewing statements and assessments 13
Viewing required surrender amounts 14
Viewing STC and LGC certificate surplus 14
Lodging a large-scale generation shortfall charge refund 14
Lodging an energy acquisition statement (EAS) revision 15
Accessing the revision function 15
Completing the EAS revision information and lodging 15
Revised relevant acquisitions 15
Revised Exemption Certificates (EC) 16
Revised LGC liability 16
Revised large-scale generation shortfall statement (LGSS) 16
Revised STC liability 16
Revised small-scale technology shortfall statement (STSS) 17
Summary 17
Lodging the Energy Acquisition Statement 17
Locating the EAS 17
Contact information 18
Relevant acquisitions 18
Exemption certificates 18
LGC liability 19
LGSS 19
STC liability 19
STSS 20
Summary 20
Offering certificates for surrender 20
Access errors in the Energy Acquisition Statement 20
The EAS function or surrender function is unavailable 20
The ‘save draft of EAS and close’ button is not visible 20
Glossary 21

Introduction

This guideline provides instructions on how to navigate common functions in the REC Registry [1] used by liable entities.

The REC Registry is an online system that:

- provides the public with basic information and facts about the renewable energy certificate (REC) market
- lists the accreditation of eligible renewable energy power stations in Australia
- facilitates the creation, registration, transfer and surrender of large-scale generation certificates (LGCs) and small-scale technology certificates (STCs)
- tracks the ownership and status of all RECs
- provides access to the STC Clearing House
- maintains various public registers as required by the *Renewable Energy (Electricity) ACT 2000* (REE Act).

All certificates are created in the REC Registry before they can be transacted.

We use the REC Registry to manage, audit and report on the:

- participants within the REC market
- renewable energy market.

Liable entities use the REC Registry to:

- lodge the energy acquisition statement (EAS) and renewable energy shortfall statement (RESS)
- access the STC Clearing House
- purchase or transfer STCs or LGCs
- surrender STCs and LGCs.

Supported browsers

The REC Registry works with a range of browsers including:

- Microsoft Edge Version 96.0.1054.57 (official build) (64-bit)
- Chrome Version 96.0.4664.110 (official build) (64-bit)
- Firefox 95.0 (64-bit).

For optimal performance, run a screen resolution of 1280 by 1024 pixels.

[1] https://www.rec-registry.gov.au/rec-registry/app/home

Maintenance of the REC Registry

The REC Registry is always available unless scheduled maintenance or unforeseen outages occur.

Please call our contact centre on 1300 553 542 during business hours for further REC Registry assistance.

Creating a REC Registry account

Liable entities will need to create a REC Registry account to perform the functions mentioned in this guideline. Your account name must be the legal name as listed on the Australian Business Register[2] or the Australian Securities and Investments Commission Register[3]. You will be required to complete a change of REC Registry account name[4] if it is different.

A fee may incur when you first login depending on your account type. Registration fees must be paid before certificates can be created.

Liable entity account

To apply to create a new liable entity account, you must contact us to confirm you are eligible under section 35 of the REE Act.

To apply for a liable entity REC Registry account:

1. Go to the REC Registry[5].
2. Select 'Apply for an account' on the top panel.
3. Select the 'Liable entity' or multiple account types to include STC Clearing House. It is recommended that you include STC Clearing House access.
4. Complete each section of the online application and submit.

Account applications may take up to 6 weeks to be assessed. Successful applicants will receive an email notifying them of their REC Registry username and password.

STC Clearing House account upgrade

Liable entities are recommended to upgrade their existing REC Registry account to include STC Clearing House access.

To gain STC Clearing House access:

1. Log into your REC Registry account.
2. Select 'My account' on the left side panel.
3. Select 'Account applications' from the drop-down menu.

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[2] https://abr.business.gov.au/
[3] https://www.asic.gov.au/
[4] https://cer.gov.au/online-systems/rec-registry-guidance
[5] https://www.rec-registry.gov.au/rec-registry/app/home

4. Click the 'Upgrade account' icon.
5. Complete each section of the online application and submit.

Applications may take up to 6 weeks to be assessed. Approved applicants will be advised when access to the STC Clearing House has been approved.

Account Administrator functions

It is important that your account information is up to date to remain informed.

We use the nominated contact details to inform a liable entity of any important information, particularly users with 'business area contact' permissions set.

Account administrators can set account users with 'read only' and 'read/write' access. This will allow them to see information without the ability to complete actions.

An account administrator is the sole person who can manage user access and:

- create user accounts
- update user permissions
- update user event-driven email preferences
- update user broadcast email preferences
- update user business area contact preferences
- reset user passwords
- suspend account users
- delete account users
- search account users
- view account user details
- update bank account details.

How it works

Each REC Registry account user is assigned one or more roles which control their access to certain functions. Only the functions that were registered through the application process for the account type will be displayed for selection.

Default roles

Certain account types will have their roles automatically assigned to the account administrator when approved. These include:

- new general account
- new accounts for a registered person, registered agent, STC Clearing House and liable entity
- account upgrade application for additional account types.

Create new account user

1. Select ‘My account’ on the left side panel.
2. Select ‘Manager users’ from the drop-down menu.
3. Click ‘Create user’ icon.
4. Update the required fields.
5. Click ‘Create user’ button.

Update user permissions

1. Select ‘My account’ on the left side panel.
2. Select ‘Manager users’ from the drop-down menu.
3. Select a user.
4. Click ‘Update permissions’ icon.
5. Check the relevant boxes.
6. Click ‘Update’ button.

Update user event-driven emails preferences

1. Select 'My Account' on the left side panel.
2. Select 'Manage users’ from the drop-down menu.
3. Select a user.
4. Click ‘Update event-driven emails’ icon.
5. Check the relevant boxes.
6. Click ‘Update’ button.

Update user broadcast emails preferences

1. Select 'My Account' on the left side panel.
2. Select 'Manage users’ from the drop-down menu.
3. Select a user.
4. Click ‘Update broadcast emails’ icon.
5. Check the relevant boxes.
6. Click ‘Update’ button.

Update user business area contact preferences

1. Select ‘My account’ on the left side panel.
2. Select ‘Manager users’ from the drop-down menu.
3. Select a user.
4. Select ‘Update details’ icon.

5. Update the required fields.
6. Click ‘Update’ button.

Reset user passwords

1. Select ‘My account’ on the left side panel.
2. Select ‘Manager users’ from the drop-down menu.
3. Select a user hyperlink.
4. Select ‘Reset password’ icon.
5. Click ‘Confirm reset password’.

Suspend account users

1. Select ‘My account’ on the left side panel.
2. Select ‘Manager users’ from the drop-down menu.
3. Select a user hyperlink.
4. Select ‘Suspend’ icon.
5. Enter the ‘Reason for suspension (to be sent to the user)’.
6. Click ‘Confirm suspend’ button.

Delete account users

1. Select ‘My account’ on the left side panel.
2. Select ‘Manager users’ from the drop-down menu.
3. Select a user hyperlink.
4. Select ‘Delete’ icon.
5. Click ‘Confirm delete’ button.

Search account users

1. Select ‘My account’ on the left side panel.
2. Select ‘Manager users’ from the drop-down menu.
3. Update the required fields.
4. Click ‘Search’ button.

View account user details

1. Select ‘My account’ on the left side panel.
2. Select ‘Manager users’ from the drop-down menu.
3. Select a user hyperlink.
4. View details.

Update bank details

Bank details are required for selling or buying STCs in the STC Clearing House. You must have financial permissions selected in your user account to perform this action.

To update or include bank account details:

1. Select 'My account' on the left side panel.
2. Select 'Account details' from the drop-down menu.
3. Click 'Update bank details' icon.
4. Update required fields.
5. Select 'Update' button.

Forms

You must apply to update your REC Registry account name[6] or appoint a new account administrator[7] to your REC Registry account.

The forms are required as:

- Account administrators have additional functions not granted to other users of the account. This includes the ability to suspend or delete users or appoint new account administrators.
- Account names must be the legal name as listed on the Australian Business Register[8] or Australian Securities and Investments Commission Register[9]. They must also be verified prior to the change.

Update account administrator

Liaise with your account administrator to update your user permissions to add account administrator.

You must submit an appointing a new account administrator form if an account administrator has left the company and there are no other listed administrators. This change cannot be made within the REC Registry.

Update account name

To update the account name you must submit an application for a change of REC Registry account name[10]. This cannot be done in the REC Registry.

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[6] https://cer.gov.au/document/change-rec-registry-account-name
[7] https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcer.gov.au%2Fdocument%2Fappointing-new-account-administrator
[8] https://abr.business.gov.au/
[9] https://www.asic.gov.au/
[10] https://cer.gov.au/online-systems/rec-registry-guidance#account-tasks

Account user functions

It is important that your account information is accurate and routinely updated. This will ensure you remain informed.

We will use the nominated contact details to inform a liable entity of any important information, particularly users with 'business area contact' permissions set.

Liaise with your account administrators to set your account with 'read only' and 'read/write' access. This will allow you to see information without the function to complete actions.

Identify the account administrator

1. Log into your REC Registry[11] account.
2. Click the 'My account' on the left side panel.
3. Click the 'Manage users' from the drop-down menu.
4. On this page you can search for users.

The search results default to show all users. Account administrators are denoted with this symbol .

Update contact details

To update account user information such as a title, first name, surname, address, contact details or email address:

1. Select 'My account' on the left side panel.
2. Select 'My details' from the drop-down menu.
3. Select 'Update details' icon.
4. Update the required fields.
5. Click 'Update' button.

Change password

1. Select 'My account' on the left side panel.
2. Select 'My details' from the drop-down menu.
3. Click 'Change password' icon.
4. Update required fields.
5. Click 'Change password' button.

Liaise with your account administrator to reset your password if you have been locked out of your REC Registry account.

[11] https://www.rec-registry.gov.au/rec-registry/app/home

Change your secret question and answer

1. Select 'My account' on the left side panel.
2. Select 'My details' from the drop-down menu.
3. Click 'Change secret question and answer' icon.
4. Update required field.
5. Click 'Update' button.

Viewing user permissions for your account

Only account administrators can update user permissions. Liaise with your account administrator to update your permissions to view this.

1. Select 'My account' on the left side panel.
2. Select 'My details' from the drop-down menu.

Purchasing STCs from the STC Clearing House

The STC Clearing House functionality must be activated in your REC Registry account to buy and sell STCs. An STC Clearing House application, including a proof of identity verification process, can take up to 6 weeks to process. Individual account users must also have the 'Buy from STC clearing house' permission enabled. Liaise with your account administrator to update your user permissions if required.

Purchases from the STC Clearing House can take up to 2 weeks to complete from placing the buy order. Timeframes can vary depending on your financial institution and how promptly the invoice is paid.

The payment is receipted once it has been received by us. This can take one business day, and STCs are automatically transferred to your REC Registry account once this has occurred.

You can enter a unique certificate tag when purchasing STCs. This is to identify your STCs when searching and completing other REC Registry transactions in your account. Do not use commas as it will reduce the search options.

Placing a buy order for STCs from the STC Clearing House

1. Login to your REC Registry account.
2. Select 'Certificates and transfer' on the left side panel.
3. Select 'STC Clearing House' from the drop-down menu.
4. Click 'Buy certificates' icon.
5. Enter the number of certificates.
6. Enter a certificate tag if required.
7. Click 'Submit' icon.

An invoice will be generated once the buy order is confirmed.

Paying for the STC Clearing House purchase

STC Clearing House purchases must only be paid using electronic funds transfer (EFT) as credit cards are not accepted. Payments may take up to 5 business days to process, subject to the accuracy of the information provided and financial institution. You can choose to make real-time transfers and is recommended when purchasing STCs close to a surrender deadline.

To pay for your purchase of STCs from the STC Clearing House:

1. Click the 'Fees and invoices' on the left side panel.
2. Select 'Invoices' from the drop-down menu.
3. Enter the invoice number in the 'Invoice number' filter then select the 'Search' icon.
4. The selected invoice will now appear under 'Invoices found'.
5. Choose the payment method off the invoice.

Certificate transfers

Offering certificates for transfer to another entity

1. Select 'Certificates and Transfer' on the left side panel.
2. Select 'Certificate transfer' from the drop-down menu.
3. Click the 'Transfer certificate' icon.
4. Choose any filters you require.
5. Click the 'Filter' icon.
6. Enter the number of certificates.
7. Select the account you want to transfer certificates to, and include any required notes.
8. Click the 'Transfer certificates' icon.

Accepting certificate transfers

1. Select 'Certificates and transfer' on the left side panel.
2. Select 'Certificate transfer' from the drop-down menu.
3. Filter by Transfer type: 'incoming'.
4. Click the 'Search' icon.
5. Under heading 'Certificate transfers found' all incoming transfers will display.
6. Tick the checkbox on the right side of the screen for the transfer(s) you want to accept.
7. Click the 'Accept selected transfer(s)' icon.
8. Enter a 'Certificate tag' if required.
9. Enter notes to the seller if required.
10. Click the 'Accept' icon.

Paying fees and invoices

Users are required to pay a fee when creating and surrendering STCs and LGCs in accordance with the REE Regulations. Weekly reminder emails are sent if an invoice is not paid by the due date.

Outstanding debts are considered a debt to the Commonwealth and action may be taken to recover the outstanding amounts. This is in accordance with our debt recovery policies.

To search for the invoice and make payment:

1. Click the 'Fees and invoices' on the left side panel.
2. Select ‘invoices’ from the drop-down menu.
3. Enter the invoice number in the ‘invoice number’ filter then select the ‘search’ icon.
4. The selected invoice will now appear under ‘invoices found’.
5. Choose a payment method off the invoice.

Payments made by EFT may take up to 5 business days to process depending on the accuracy of the provided information and your financial institution.

Paying by credit card

1. Select the ‘Pay by credit card’ icon on the far right of the screen.
2. Enter credit card details and click the ‘Next’ icon.
3. Check all the details are correct then click the ’confirm’ icon.

Paying by EFT

Ensure that EFT payments are made to the bank account details listed on an invoice. We manage 2 separate bank accounts:

- The **official administered receipts account** receives payments of shortfall charges, surrender fees, transfer fees, certificate creation fees and registration fees.
- The **Clearing House account** receives payments for the STC Clearing House only.

You can choose to make real-time transfers and is recommended when purchasing STCs close to a surrender deadline.

Viewing details of an assessment year

Viewing statements and assessments

Account users with the enabled permission can view statements and assessments for any assessment year.

1. Select ‘Surrender’ on the left side panel.
2. Select ‘Liability surrender’.
3. Click the ‘Year’ this will take you to the assessment year summary page.

4. Click the 'Statements and assessments' icon, this will take you to the statements and assessments page.
5. For more details click the 'EAS' or 'Revision' hyperlink.

Viewing required surrender amounts

Account users with the correct permissions can view the company's required surrender amounts for an assessment year.

1. Select 'Surrender' on the left side panel.
2. Select 'Liability surrender'.
3. Click the 'Year' for the assessment year you want to view.
4. Scroll to the 'Summary of STC liability' table at the bottom of the page.

The 'STC required surrender amount' row of the table indicates the amounts for quarters one to 3 of the assessment year.

Viewing STC and LGC certificate surplus

To view your carried forward surplus certificates for an assessment year or quarter:

1. Select 'Surrender' on the left side panel.
2. Select 'Liability surrender'.
3. Click the 'Year' for the assessment year you want to view.

View the LGC surplus carried forward from the previous or next year on the assessment year summary page. Further down will be the STC surplus carrying forward from the previous or next quarter.

Lodging a large-scale generation shortfall charge refund

Entities that have paid a large-scale generation shortfall charge (LGSC) for an assessment year may be eligible to claim a refund of the charge paid, less an admin fee. Ensure you meet the eligibility requirements before submitting a refund claim.

To lodge a refund claim:

1. Select 'Surrender' on the left side panel.
2. Select 'Liability surrender' from the drop down.
3. Select the relevant assessment year you are claiming a refund for.
4. Click the 'LGSC refund' icon.
5. A summary of the shortfall charge details will appear, and a table of the claim history for that assessment year. Click the 'Claim' icon to begin a new refund claim.
6. Fill in the required details, and search and select LGCs from the account summary holdings to be surrendered. Click 'Next'.
7. Complete the legal declaration and click 'Submit'

8. Once the claim has been submitted, email nominated bank account details for the refund to be paid into to ret-liability@cer.gov.au. This document should be on company letterhead, signed by the CFO or equivalent. This needs to be done for every refund claim that is submitted.

Lodging an energy acquisition statement (EAS) revision

You must lodge revisions to the preceding years EAS if any information has changed since the initial assessment such as an increase or decrease in acquisitions. The REC Registry will automatically open both the current assessment year and the preceding assessment year on 1 January to lodge the EAS and revision EAS. A liable entity must contact us and submit a written request to revise an EAS for earlier years as required.

It is recommended to lodge revision EAS before you lodge the current year EAS. This is because if your revision results in a carried forward surplus, it can be used to acquit surrender obligations for the current year.

Accessing the revision function

The revision function can only be accessed during 1 January to 14 February.

To access the revision EAS function to lodge a revision to the preceding EAS:

1. Select 'Surrender' on the left side panel.
2. Select 'Liability surrender'.
3. Click the 'Assessment year'. Only the preceding year EAS will be open to lodge revisions.
4. Click the 'Lodge Revision' icon.

Completing the EAS revision information and lodging

Revised relevant acquisitions

On the 'Revised relevant acquisition details' page you will see the relevant acquisitions as 'last assessed MWh' for the assessment year. This will include descriptions and notes on the acquisition. You must confirm the original relevant acquisition amount even if it has not changed and correct any other relevant information.

Including notes for each relevant acquisition will provide an explanation as to why you are reporting revisions. This is regardless of whether it is an increase or decrease, why a new relevant acquisition is being reported for the first time, and why it was not reported in the initial EAS lodgement.

To enter revised relevant acquisition information, you must:

1. Enter the correct 'Revision mwh' amount.
2. Enter any other details that may need amending such as:
   - 'State acquisition occurred in' – the state availability will change depending on which network you selected under the 'network the acquisition occurred in' menu.
   - 'Participant ID' – you must enter the participant ID issued by AEMO if you have selected the 'Description of liability point' as an AEMO settlement point.

- » 'Electricity acquired from' and 'Electricity supplied to' will change depending on the 'type of acquisition' you have selected.

3. Click 'Add relevant acquisitions' to enter a new acquisition that has not been previously reported.
4. Upload supporting data for your relevant acquisitions. The maximum file size that can be uploaded is 10 MB.
5. Remove an uploaded document by ticking it the list under the upload box and select 'delete'.

Revised Exemption Certificates (EC)

Navigate to the 'Revised exemption certificate' page if you:

- need to include ECs that were not previously reported – click 'Add exemption certificates' icon
- are prompted by the REC Registry to revise an outdated EC – click 'remove' and add new EC
- have no revisions to report for ECs – continue to the next step.

Once finalised, complete the legal declaration information and tick the acknowledgement box then click 'Next'.

Revised LGC liability

It is important that you confirm whether you used the available carried forward surplus to acquit the certificate liability when lodging the current assessment years EAS. This is to be done prior to lodging the revision EAS.

Available carried forward surplus used in a current assessment year's EAS cannot be used in the revision EAS. This will result in a certificate shortfall for the current assessment year's EAS.

This occurs as the REC Registry will only display carried forward surplus for the assessment year you are viewing. It will not indicate whether you have used the carried forward surplus in a future assessment year.

On the 'Revised LGC liability' page:

1. Enter the 'LGCs offered/to be offered for surrender' in the available field. The table will calculate LGC shortfall based on the amount of selected LGCs. Nominate more LGCs for surrender if a shortfall is calculated.
2. Tick the acknowledge box then click the 'Next' icon.

Revised large-scale generation shortfall statement (LGSS)

Review the 'LGSS summary of LGC shortfall' for the assessment year. If you are satisfied with the result, click the 'Next' icon. If you are not satisfied with the result, click the 'Previous' icon and offer more LGCs for surrender.

Revised STC liability

It is important that you confirm your available carried forward surplus in future quarters prior to lodging the revised EAS. Carried forward surplus used in a future quarter and cannot be used again to acquit your revised liability. This will cause STC shortfalls in the future quarters where it was used.

This occurs as the REC Registry will only display carried forward surplus for the assessment year you are viewing. It will not indicate whether you have used the carried forward surplus in a future quarter. Shortfall charge invoices will be generated once you lodge the revised EAS if you have used an STC carried forward surplus in a future quarter.

On the 'Revised STC liability' page:

- Enter the 'STCs offered/to be offered for surrender for quarter 4'. To see how many STCs you need to surrender, check the top line in the table for the 'STC required surrender amount' under the 'Quarter 4' column.
- The table will calculate STC shortfall based on the amount of STCs nominated for surrender in the available field. Nominate more STCs for surrender if a shortfall is calculated.
- To see if you have surrendered enough STCs, check the line 'Estimated STC surplus carrying forward to next quarter' under the 'Quarter 4' column. Continue to the next step if values are listed and you are comfortable with carrying surplus forward to the next quarter. Otherwise, enter less certificates for surrender and re-evaluate the outcome.
- Tick the acknowledgment box when you are confident with the STC offer. Then click the 'Next' icon.

Revised small-scale technology shortfall statement (STSS)

Review the summary of STC shortfall for the assessment year. If shortfalls are being calculated for quarter 4, go back to the previous page and offer more STCs for surrender. You will need to pay the STC shortfall charge if they have been calculated for quarters one to 3. Click 'Save draft and close'.

Summary

Review the details in your EAS regarding your relevant acquisition, exemption certificate, certificate liability and shortfall using the 'Revision for energy acquisition statement' menu. Click 'Save draft and close' to confirm. Ensure you surrender both your LGCs and STCs before lodging your EAS to avoid receiving any shortfall charges.

Lodging the Energy Acquisition Statement

Locating the EAS

This function can only be accessed from 1 January to 14 February.

To access the EAS function and lodge:

1. Select 'Surrender' on the left side panel.
2. Select 'Liability surrender'.
3. Click the 'Assessment year' hyperlink.
4. Click the 'Lodge EAS' icon.

A note will appear before you proceed to the EAS lodgement to confirm if you need to revise an earlier years EAS. To lodge an earlier EAS revision, select 'No' on the pop-up. Select 'Yes' to continue if you do not need to lodge a revision or you already have.

Contact information

It is important to include contact details of the most relevant person to speak to about the EAS. We will contact this person if more information about the EAS lodged is required. The contact person should have the 'business area contacts for liable entities' and 'event driven emails for liable entities' selected in their user account.

Complete the liable entity contact information including:

- primary contact
- secondary contact
- position held
- postal address.

Relevant acquisitions

Relevant acquisitions are to be listed separately if they relate to different sections of the REE Act. For example, notional wholesale acquisition or wholesale acquisition of electricity, or if they are delivered on a different electricity network.

Complete the relevant acquisition information including:

- relevant acquisition in MWh
- type of acquisition
- network acquisition occurred in
- state acquisition occurred in – the state availability will change depending on which network you select under 'network the acquisition occurred in'
- period over which the acquisition occurred
- description of liability point
- participant ID – you must enter the participant ID issued to you by AEMO if you have selected the 'Description of liability point' as an AEMO settlement point
- electricity acquired from
- electricity supplied to.

Click the 'Add' icon to add multiple acquisitions.

Exemption certificates

To report Exemption Certificates (ECs) that have been issued to you by your emission-intensive trade exposed (EITE) customer, you must enter the details exactly as they appear on the EC given to you.

- If you have no ECs to report, select 'Remove' icon and then the 'Next' icon.
- If you have ECs to report, include the EC information:
  - exemption MWh value
  - EC identifier
  - EITE entity
  - EITE activity

  - notes.
- Click the 'Add' icon to add multiple ECs
- Complete the legal declaration information once you have entered all ECs:
  - full name
  - title or position
  - organisation
  - date
  - tick the box acknowledgement box
  - click the 'Next' icon.

If an error message appears and the REC Registry does not accept the ECs, you

- may have entered the information incorrectly
- need to check with your EITE customer whether they have provided you with the most recent version.

LGC liability

On this page you must indicate the number of LGCs you have surrendered or will surrender before lodging the EAS. You will still need to surrender the LGCs through the surrender function as this page does not action this.

1. Enter the 'LGCs offered/to be offered for surrender' in the available field. The table will calculate if a LGC shortfall will occur based on the amount of selected LGCs. Nominate more LGCs for surrender if a shortfall is calculated.
2. Tick the acknowledge box then click the 'Next' icon.

LGSS

Review the 'LGSS summary of LGC shortfall' for the assessment year. Once satisfied with the result, click the 'Next' icon. Otherwise, click the 'Previous' icon and offer more certificates for surrender.

STC liability

Indicate the number of STCs you have surrendered or will surrender before lodging the EAS. You will still need to surrender the certificates through the surrender function. This page does not action this.

1. Enter the 'STCs offered/to be offered for surrender for quarter 4'. Check the top line in the table 'STC required surrender amount' under the 'Quarter 4' column if unsure.
2. The table will calculate if a STC shortfall will occur based on the amount of selected STCs. Nominate more STCs for surrender if a shortfall has been calculated.
3. Check the 'Estimated STC surplus carrying forward to next quarter' under the 'Quarter 4' column. Continue to the next step if values are displayed and you are comfortable with carrying surplus forward to the next quarter. Otherwise, enter less STCs for surrender and re-evaluate the outcome.
4. Once satisfied with the outcome tick the acknowledgment box and then click the 'Next' icon.

STSS

Review the summary of STC shortfall for the assessment year. If a shortfall is calculated on this page for quarter 4, go back and nominate more STCs for surrender. You will be required to pay the shortfall charge if the shortfall has been calculated for quarters one to 3. Once satisfied with the result, click 'Save draft and close' icon.

Summary

Review the relevant acquisition, exemption certificate, certificate liability and shortfall details entered in your EAS using the 'Energy acquisition statement' menu. Once confirmed, click 'Save draft and close'.

Ensure you surrender both your LGCs and STCs before lodging your EAS to avoid receiving any shortfall charges.

Offering certificates for surrender

1. Select 'Surrender' from the left side panel.
2. Select 'Liability surrender'.
3. Click on the applicable 'Assessment year'.
4. Click the 'LGC and STC surrender' icon.
5. Click the 'LGC surrender' or the 'STC surrender' icon.
6. Enter the amount of certificates you need to surrender.

Access errors in the Energy Acquisition Statement

The EAS function or surrender function is unavailable

If you are unable to access the EAS or surrender function, you may not have the correct user permissions selected for your user account. Check your account user permissions.

If you only have the 'Liability – read only' permission' ticked, the form will not 'lodge' and any information you have entered will be lost upon exit.

Only account administrators can update user permissions. Liaise with your account administrator to update your permissions to view this.

The 'save draft of EAS and close' button is not visible

If you are unable to see the ´Save draft and close´ icon located on each page, it may be because you only have 'read only' permissions selected in your user account for 'Liability statements'. The exception this will be the 'Legal declaration' page.

If you only have the 'Liability – read only' permission ticked, then the form will not 'lodge' and any information you have entered will be lost on exit.

Only account administrators can update user permissions. Liaise with your account administrator to update your permissions to view this.

Contact us for assistance on 1300 553 542 or enquiries@cer.gov.au

Glossary

AEMO	Australian Energy Market Operator.
EAS	Energy acquisition statement.
EC	Exemption certificate.
liability	A mandatory obligation for liable entities to report relevant acquisitions and surrender certificates or pay the renewable energy shortfall charge.
liable entity	A person who during a year makes a relevant acquisition of electricity.
LGC	Large-scale generation certificate.
LGSC	Large-scale generation shortfall charge.
LGSS	Large-scale generation shortfall statement.
LRET	Large-scale Renewable Energy Target.
REC or certificate	Renewable energy certificate. Renewable energy certificate refers to both large-scale generation certificates and small-scale technology certificates.
REC Registry	The Registry for renewable energy certificate
REE Act	*Renewable Energy (Electricity) Act 2000.*
REE Regulations	Renewable Energy (Electricity) Regulations 2001.
RET	Renewable Energy Target.
RESS	Renewable energy shortfall statement.
STC	Small-scale technology certificate.
STSC	Small-scale technology shortfall charge.
STSS	Small-scale technology shortfall statement.
STC Clearing House	the STC Clearing House facilitates the exchange of small-scale technology certificates between buyers and sellers at the fixed price of $40, excluding GST.