Responsible member identifying information

for access to the Emissions and Energy Reporting System (EERS) for reporting

under section 22X of the *National Greenhouse and Energy Reporting Act 2007*

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| FORM |
| CER-NGER-RES |
| v1.1 21/02/2024 |

# Purpose of this form

This form is to be used by responsible members who are assuming reporting obligations under section 22X of the *National Greenhouse and Energy Reporting Act 2007* (NGER Act). A responsible member is the term used in section 22X of the NGER Act to refer to a controlling corporation’s group member who has agreed to undertake the controlling corporation’s reporting obligations under section 22X of the NGER Act.

The completion of this form will enable the Clean Energy Regulator to set up the responsible member in the Emissions and Energy Reporting System (EERS). EERS is the Clean Energy Regulator’s online system through which controlling corporations and liable entities prepare and submit all reports required under the NGER Act.

**Note:** Only responsible members who are not registered under the NGER Act need to complete this form. Responsible members who have already registered under the NGER Act as a liable entity will be given access to EERS through the registration process.

# 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:**  **Responsible Member Details**
* **Part B: Executive Officer’s Details**
* **Part C: Contact Person’s Details**

You can choose to complete this form by:

* printing the form and filling it in by hand
* 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

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

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

Email your completed application to the Clean Energy Regulator at reporting@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 by including an identifier in the subject line (for example, '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.

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| Office use: |  |

1. **Responsible Member Details**
* Please answer the following questions about the responsible member who is required to provide reports to the Clean Energy Regulator under section 22X of the NGER Act.
1. Name (required)
* If the responsible member has an entry in the Australian Business Register, this is the name that appears in that register.

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

1. Trading name (required if any)

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

1. Head office postal address (required)

|  |  |
| --- | --- |
| Address |       |
| Suburb/city |       |
| State/territory |       |
| Postcode |       |
| Country |       |

1. Identifying details (required)
* You must provide one of the following for the responsible member in order of precedence: ABN, ACN, ARBN or trading name and street address.

|  |  |
| --- | --- |
| ABN |       |

* If the nominee does not have an ABN, please provide the nominee’s ACN.

|  |  |
| --- | --- |
| ACN |       |

* If the nominee does not have an ABN or an ACN, please provide the nominee’s ARBN.

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

* If the nominee does not have an ABN, ACN or an ARBN, please provide the nominee’s trading name and street address.
* Are the trading name and street address the same as the trading name and head office postal address provided above?

|  |  |
| --- | --- |
| Yes [ ]  | Go to question 5.⏵ |
| No [ ]  | Please provide the trading name and street address below. ⏷ |

|  |  |
| --- | --- |
| Trading name |       |
| Street address |       |
| Suburb/city |       |
| State/territory |       |
| Postcode |       |
| Country |       |

1. **Executive Officer’s Details**
* Please provide details of the executive officer of the responsible member.
* Details must be provided for the executive officer who signed the 22X agreement on behalf of the Responsible Member
* If you choose to provide details for more than one executive officer, please photocopy or print this section, complete a copy for each executive officer and attach the copies to this notification.
1. Position (required)

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

1. Name (required)
* Tick appropriate title, or add other title in the space provided.

|  |  |  |
| --- | --- | --- |
| Title | [ ]  | Mr |
|  | [ ]  | Mrs |
|  | [ ]  | Miss |
|  | [ ]  | Ms |
|  | [ ]  | Other. Please specify below. ⏷ |
|  |  |       |

* Add full name details below:

|  |  |
| --- | --- |
| Given name |       |
| Middle name(s) (optional) |       |
| Family name |       |

1. Postal address (required)
* Is the postal address the same as the responsible member’s head office postal address provided in **question 3**?

|  |  |
| --- | --- |
| Yes [ ]  | Go to question 8.⏵ |
| No [ ]  | Please provide the address below. ⏷ |

|  |  |
| --- | --- |
| Address |       |
| Suburb/city |       |
| State/territory |       |
| Postcode |       |
| Country |       |

1. Contact details (required)

|  |  |  |
| --- | --- | --- |
| Phone number |       | *Include area code (if applicable).* |
| Email address |       |

1. **Contact Person’s Details**
* Please provide details of the person who will be acting as the contract person between the responsible member and the Clean Energy Regulator.
1. Is the contact person the same as the executive officer noted above? (required)

|  |  |
| --- | --- |
| Yes [ ]  | Submit form |
| No [ ]  | Go to question 10.⏵ |

1. Position (required)

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

1. Name (required)
* Tick appropriate title, or add other title in the space provided.

|  |  |  |
| --- | --- | --- |
| Title | [ ]  | Mr |
|  | [ ]  | Mrs |
|  | [ ]  | Miss |
|  | [ ]  | Ms |
|  | [ ]  | Other. Please specify below. ⏷ |
|  |  |       |

* Add full name details below.

|  |  |
| --- | --- |
| Given name |       |
| Middle name(s) (optional) |       |
| Family name |       |

1. Postal address (required)
* Is the postal address the same as the nominee's head office postal address provided in **question 3**?

|  |  |
| --- | --- |
| Yes [ ]  | Go to question 13.⏵ |
| No [ ]  | Please provide the address below. ⏷ |

|  |  |
| --- | --- |
| Address |       |
| Suburb/city |       |
| State/territory |       |
| Postcode |       |
| Country |       |

1. Contact details (required)

|  |  |  |
| --- | --- | --- |
| Phone number |       | Include area code (if applicable). |
| Email address |       |

# Additional information

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.