

Under the Renewable Energy (Electricity) Act 2000, the Commonwealth Government is encouraging the additional generation of electricity from renewable sources. Under the Act, the owners of small generation units are entitled to create Small-scale technology certificates (STCs). Alternatively they can assign the right to create STCs to GB Environmental Trading Pty Ltd 24 604 328 734.

Who should use this assignment form?

- You have had a Clean Energy Regulator certified Solar Water Heating system or Heat Pump installed and;
 - You are the legal owner of the system
 - Your system is owned by a business
- or**
- You are a registered installer and have provided a monetary benefit to the owner of the system.
In return the owner has assigned the STCs to GB Environmental Trading Pty Ltd with payment going back to you.

Guide to filling out this form

Use this guide to refer to while you are filling out your form. It will help you with any difficult sections you may encounter. If you would like more instructions on how to fill out this form go to our 'Step by step guide to trading' at www.green-bank.com.au/STCtrading/step-by-step-guide or call our office on 1300 553 542

Section 1. Have you created any STCs with the Clean Energy Regulator clearing house?

Put a cross through the box that applies to you. If you have created STCs with the Clean Energy Regulator and they are in your own account or the Clearing House, please do not fill out this form and contact 1300 GREENBANK (1300 473 362) directly to discuss GB Environmental Trading Pty Ltd purchasing your pre-registered STCs.

Section 2. Owner details and postal address

Record the owner's full name, address and contact information. The owner of the system must be a legal entity which is entitled to own property. A business trading name, a trust or a family partnership are not legal entities, whereas an Incorporated Body, Trust Administrator (Trustee) or Partner of a Family Partnership are legal entities. Please contact GB Environmental Trading Pty Ltd if you require assistance in this matter.

3. Installation address (this must be your street address, not a PO Box)

If the installation address is different from the owner's address, fill out the address details of the property where the installation is taking place. Be sure to list a street name and not a PO Box address. All properties have a unique identifier. Please refer to the rates notice.

Section 4. Previous installations

Indicate whether you have had any previous installation (Solar Water Heater or Heat Pump) at this address by crossing the box which applies to your situation. If you put a cross through the **yes** box, please list the details of the system including brand of system, year the system was installed and removed.

Section 5. Solar system descriptions (System model must match exactly with CER's list of approved models)

List the details of your new system, including the brand, model, tank serial number, size of the tank (l) and number of panels/tubes. Ask your installer if you are having trouble locating this information and if required please attach a copy of a site map with location of tank serial numbers. If the installation forms part of a new building and the customer is a company (e.g. a building contractor) please provide a photograph of the tank serial number.

Section 6. System installer

Ask the plumber and electrician (if applicable) to complete their details.

Section 7. Payment details

Put a cross through the statement that applies to your situation. Supply GB Environmental Trading Pty Ltd with the payment details including BSB, account number and the account name. Incomplete EFT details will necessitate GB Environmental Trading Pty Ltd paying by cheque, which will incur a processing charge so please double check your details.

Section 8. GST declaration

Visit the GST explained page on our website, under the 'STC Trading' tab, to know whether you can claim GST for your installation. Tick the box to confirm the GST registration status of the system owner.

Section 9. Installation and Mandatory declaration

Read the installation and mandatory declaration section and fill the number of STCs your system is eligible for.

Section 10. Signatures

As the owner, sign the document and have the signature witnessed. Print both your name and witness's name below the signatures and date the document on the day it was signed. The signature cannot be dated prior to installation date and the owner's signature **must** be the same name as owner details.

Lodging your form

Please keep pages 1 and 2 for your reference and originals of pages 3 and 4 for your records. Then post, fax or email a copy of pages 3 and 4 and the supporting documents to GB Environmental Trading Pty Ltd so we can process your form.

Your checklist

Filling out your form: The following things will help you to correctly complete the form and minimise our requests for further information.

To respond to a statement cross the checkbox.

Make sure the owner details are the same as the person who is signing the STC assignment form.

Supporting documents: Please ensure you attach the documentation that applies to you.

All Documents pertaining to the supply and installation of this system must be provided with this STC form.

- I have attached a copy of the Plumber's Compliance Certificate or legal state equivalent clearly showing the date of installation.
- I have attached a copy of the Electricians Compliance Certificate (or legal state equivalent) if one was issued for the installation.
- I have attached a copy of a photograph which depicts the tank serial number (mandatory if the unit will form part of a new building).
- I have attached a copy of a site map which indicates the location of the tank serial numbers (only if there is more than one SWH or heat pump at this address).
- I have attached copies of all invoices which clearly show the brand and system model and the installation address of the unit.
- I have attached a proof of address, e.g. rates notice or electricity bill. (The address must be the same as the installation address of the system).

Explanatory notes

The address of the installation must be sufficient to allow an officer of the Clean Energy Regulator to visit the installation without requesting additional information. If a street number is not available for the location, the Clean Energy Regulator may accept one of the following groups of information:

- Lot number;
 - Property name, and distance and direction from the nearest town/intersection/landmark also included in the address; and
 - Latitude and Longitude; in Digital Format
- If none of the information listed above is available, please contact the Clean Energy Regulator for further advice. Please refer to rates notice for this property's unique identifier.

Privacy declaration

The GB Environmental Trading Pty Ltd Privacy Policy is available on our website in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles. The policy includes information about how we collect and store your "personal information" as an "individual" as well as how you can complain about a breach of the APPs and how to make a complaint. We are highly unlikely to disclose your "personal information" overseas as we primarily deal in mainly domestic transactions. <http://www.green-bank.com.au/contact/privacy/>

Terms and conditions

- I am the legal owner of the solar water heater (SWH) or the small generation unit (SGU) as described in this form.
- I have not previously assigned or created any STCs for the System within the deeming period.
- I understand I am not under any obligation to assign my STCs to GB Environmental Trading Pty Ltd. Once STCs are uploaded into the registry I cannot withdraw my assignment.
- I understand that the STCs are a commodity like shares and are subject to supply and demand pressures, which may affect the price I receive.
- At regular intervals GB Environmental Trading Pty Ltd sets the price we are willing to pay for STCs and informs our network of installers and other suppliers of that price. For each STC GB Environmental Trading Pty Ltd is assigned the right to create, we will pay the price prevailing at the time we upload the details of your System into the registry.
- If GB Environmental Trading Pty Ltd needs to verify any information and the price changes by the time the information is received, we will pay the lower price.
- By completing this form, signing it and sending it to GB Environmental Trading Pty Ltd, I am offering to assign the right to create STCs to GB Environmental Trading Pty Ltd. If GB Environmental Trading Pty Ltd uploads the details of my PVD or SWH unit into the registry maintained by the Clean Energy Regulator that will amount to acceptance by GB Environmental Trading Pty Ltd of my offer.
- GB Environmental Trading Pty Ltd cannot be held liable for forms that have not been received by us. If you are faxing your forms in, please print off a fax communications report at the end of your transmission to verify the number of pages actually sent.
- I authorise GB Environmental Trading Pty Ltd to correct any incorrect details included by me in this form after verbal or written confirmation.
- I agree I will repay the amount of the STC payment to GB Environmental Trading Pty Ltd should my assignment be invalid or if GB Environmental Trading Pty Ltd is unable to create the STCs with the Clean Energy Regulator.
- For 6 years beyond the period I have assigned the right to create STCs, I must retain proof of my purchase of the System and proof of its installation including the installation date, and make that information available to GB Environmental Trading Pty Ltd or to the Clean Energy Regulator on request.
- Will inform GB Environmental Trading Pty Ltd in a timely manner of any facts or opinions that the installer becomes aware of that are likely to be relevant in relation to the assignment of certificates whether advantageous or disadvantageous to the interests of GB Environmental Trading Pty Ltd; and
- Provide additional audit and other information required by Clean Energy Regulator within the two-week or other timeframe under the Act if requested by GB Environmental Trading Pty Ltd.
- You agree that the installer will not date or sign any assignment forms before the installation has occurred.
- GB Environmental Trading Pty Ltd has the right to refuse or return STC Assignment forms at any time.
- Forms must be received within 11 months of installation to allow GB Environmental Trading Pty Ltd processing time. Please contact GB Environmental Trading Pty Ltd on the day of submission to ensure your application has sufficient processing time.
- GB Environmental Trading Pty Ltd reserves the right to update/amend our terms and conditions at any time. Current terms & conditions are available at www.green-bank.com.au
- Applications must be submitted on our current form. Please check our website www.green-bank.com.au to ensure you are using the most recent form.

Lodging your form



Post
PO Box 224,
Nunawading
VIC 3131



Fax
03 9877 4904



Email
dealers@green-bank.com.au
Attachments no larger than 6MB

If you have any further questions, please visit our help desk at www.green-bank.com.au or call us directly on **1300 GREENBANK (1300 473 362)**

6. System installer

The Clean Energy Regulator considers the installer to be the person who completes the last stage of the installation, at which point the system is completely installed and capable of delivering heated water.

Please indicate the type of installer/s that attended this installation Plumber only (Please complete plumber's details below) Plumber and Electrician (Please complete both sections below)

Plumber's details

Company name (if applicable) _____

Installer name _____

Unit type (e.g. lot, apartment) _____ Unit number _____

Street number _____ Street name and type _____

Suburb _____ State _____ Postcode _____

Daytime contact number _____ Date of completion of work _____

Electrician's details

Company name _____

Installer name _____

Unit type (e.g. lot, apartment) _____ Unit number _____

Street number _____ Street name and type _____

Suburb _____ State _____ Postcode _____

Daytime contact number _____ Date of completion of work _____

All Documents pertaining to the supply and installation of this system must be provided with this STC form.

Was a certificate of Electrical Safety (or relevant State equivalent) issued for this installation: Yes No

Was a certificate of Plumbing Compliance (or relevant State equivalent) issued for this installation: Yes No

If No to either the above please explain why: _____

7. Payment details

Installers/Suppliers - If you do not have an account set up with Greenbank, please contact our head office on 1300 GREENBANK (1300 473 362). Please see our website for a detailed explanation of your payment options and a template invoice to use for Option 2.

Option 1 Monetary payment

This will be as a monetary payment being paid back to the owner of the small generation unit. Please attach you invoice/tax invoice to Greenbank and provide your bank account details in section 7b.

Option 2 Split Payment

Payment will be made in two parts. Please provide a tax invoice to Greenbank from the owner of the system, authorizing the STC component to be paid to the installer/supplier in lieu of a discount on the system cost (Bank Acc details at 7a), and the GST component to be paid to the owner of the system (Bank Acc details at 7b).

Option 3 Payment Directed to the Installer/Supplier

Payment will be made to the installer/supplier as a payment on your behalf for the purchase of the SWH System. Please attach a tax invoice from the GST registered owner of the system to Greenbank directing payment of the STCs to be made into the installer/supplier's bank account, details provided below at 7a.

Name of person &/or company receiving payment (if company please provide your details as set up with GB Environmental Trading Pty Ltd) _____

Email (for remittance advice) _____

