

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 ABN 24 604 328 734 .

Who should use this assignment form?

- You have had a Clean Energy Regulator certified small generation unit installed and;
 - You are the legal owner of the system
 - Your system is for personal use (not owned by a business) **or**;
 - You are a registered installer and have provided a monetary benefit to the owner of the system and the system is for personal use.
- 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 for this installation?

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.

Section 3. Installation address (this must be your street address)

If there are existing panels at the installation address please state the location of the new panels from existing panels using metres and compass direction. If the installation address is different from the owners 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 (such as lot, sections). Please refer to the rates notice.

Section 4. Solar system descriptions

(CER's list of approved models - <http://www.cleanenergyregulator.gov.au/RET/Forms-and-resources/Forms-and-resources-for-agents-and-installers#CEClist>)

- List the details of your new unit including:
 - panel brand
 - panel model
 - inverter brand
 - inverter series
 - inverter model
 - inverter serial number
- Record the installation date of the unit – this was the day that the unit was first tested to be able to produce and deliver electricity. The inverter does not need to be connected to a meter or main-grid to be considered installed.
- STCs must be registered **within 12 months of installation**.
- Specify if you have installed a Grid Connect with or without battery or Standalone system.
- Record the number of panels and inverters installed and the watts per panel
- Record the total capacity of your solar unit in kW, and specify the total STCs you are eligible to receive in the space provided. Visit our STC calculator at <http://green-bank.com.au/calculator/>

Under the Renewable Energy Target, small-scale technology certificates are calculated based on system location, installation date, and the amount of electricity generated over the course of its lifetime—referred to as the deeming period. As the Renewable Energy Target tracks to 2030, the deeming period for solar photovoltaic (PV) systems under the Small-scale Renewable Energy Scheme will decline, starting from 1 January 2017. This means that the current 15 year deeming period will reduce to 14 years in 2017, and by one year each year thereafter. This will also reduce the number of small-scale technology certificates systems may be eligible for.

Section 5. Photo-voltaic serial numbers for small generation units

Record all the Photo-voltaic serial numbers for the unit. Do not go up on the roof to get these, please ask your installer if you are unsure.

Section 6. CEC Installer Section (Accredited CEC Installer must attend the installation site)

To claim STCs the unit must be installed by an installer accredited with the Clean Energy Council. Ask your installer, designer and/or electrician to record their name, phone number, accreditation/licence number and address. Please also ensure they cross the box which accurately describes their classification.

Section 7. CEC compulsory written statement

By crossing all PV and Inverter boxes, you acknowledge these standards have been met. Please choose an option from either grid connect or standalone system and cross appropriate boxes. As the CEC installer, sign, print your name and date the document and if the CEC designer is a different accredited person to the CEC installer get them to also sign, print their name and date the document. Form can only be signed on or after the day of installation. Victorian installers can only sign after the ESV inspection. Pre-signed or copied signatures are not to be used and signatures must not be backdated. Unsigned forms cannot be accepted.

Section 8. Payment details

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

Section 9. GST declaration

Visit the 'GST explained' page on our website, under the 'STC Trading' tab to know whether you can claim GST on the STCs for your installation. If you can claim GST, please use the Business form. Otherwise tick the box to confirm that this system is for domestic use.

Section 10. Installation and Mandatory declaration

Read the installation and mandatory declaration section and fill in the number of STCs that you are eligible to receive. Please also check the supporting document list.

Section 11. 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. Pre-signed signatures are not to be used and signatures must not be backdated. Unsigned forms cannot be accepted.

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:

- I have attached a copy of the electrician's compliance certificate/certificate of electrical safety.
- I have attached a copy of a site map which indicates the location of the new panels from existing panels (if required).
- I have attached copies of all invoices pertaining to the supply and installation costs of the system.
- I have attached a proof of address, eg. Rates notice or electricity bill. (The address must be the same as the installation address of the system)
- I have attached a photo of the panel model from the panel. **(Mandatory)**
- I have attached a photo of the inverter compliance plate. **(Mandatory)**

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. The Clean Energy Regulator requires the following information as part of the installation address: 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;
- Latitude and Longitude; or
- Roadside Mail Box (RMB) number or Roadside Delivery (RSD) Number.

If none of the information listed above is available, please contact the Clean Energy Regulator for further advice.

Privacy declaration

The Greenbank 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 are 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 upload 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 time frame under the Act if requested by GB Environmental Trading Pty Ltd.
- You agree that the installer will not pre date or pre 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 Greenbank 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

Please keep pages 1 and 2 for your reference and originals of pages 3, 4, 5 and 6 for your records. Then post, fax or email a copy of pages 3, 4, 5 and 6 and the **supporting documents** to GB Environmental Trading Pty Ltd so we can process 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)**

Please use **BLACK INK** and print within the boxes in **BLOCK LETTERS** and use **CROSSES** in boxes

1. Have you created any STCs with the Clean Energy Regulator for this installation?

No ▶ If **no**, go to section 2. Yes ▶ If **yes**, please **do not** fill out this form and contact 1300 GREENBANK (1300 473 362) directly to discuss Greenbank purchasing your pre-registered STCs from the STC clearing house.

2. Owner details and postal address

First name _____ Surname _____
 Unit type (e.g. lot, apartment, unit) _____ Unit number _____
 Street number _____ Street name & type _____
 Suburb _____ State _____ Postcode _____
 Daytime contact number _____
 Email (for remittance advice) _____

3. Installation address (this must be your street address, not a PO Box, if street address isn't available please refer to rates notice for the unique identifier)

Is your **installation** address the same as your postal address? No ▶ If **no**, provide details below Yes ▶ If **yes**, go to section 4.

Property Name _____
 Unit type (e.g. lot, apartment) _____ Unit number _____
 Street number _____ Street name & type _____
 Suburb _____ State _____ Postcode _____
 GIS location: Latitude _____ Longitude _____

A proof of address document (i.e. rates notice or utility bill) must be provided with this form and match the details provided here.

4. New Solar system description (Panel and Inverter information must match exactly with the CEC approved list)

Are these panels installed on: a building/structure ie house/shed ground mounted or freestanding
 Is this building/house: a single storey multi-storey
 Are you installing a complete unit? (ie panels and a new inverter) Yes No
 If you are using the existing inverter does it meet the current standards including the firmware? Yes No
 Type of connection: to electricity grid without battery storage to electricity grid with battery storage standalone
 Panel and inverter model must be exactly as registered with the CER (<http://www.cleanenergyregulator.gov.au/RET/Forms-and-resources/Forms-and-resources-for-agents-and-installers#CEClist>)
 Panel brand (as registered with the CEC) _____
 Panel model (as registered with the CEC) _____

Number of panels	Watts per panel	Total capacity in kW	Total solar STCs (if known)
_____	_____	_____	_____

Inverter	Inverter series	
_____	_____	
Inverter model	Inverter serial number	
_____	_____	
Number of Inverters	Are all inverters the same type?	Inverter AC Power
_____	_____	_____

STC deeming period is based on the year of installation. Please see page 1 for more detail. (STCs must be registered within 12 months of installation)

Installation date (this is the day the system was first able to produce and deliver electricity) / /

This date must match the date of test/compliance on your relevant state electrical certificate of compliance/safety

4a. Existing Solar System Description (if applicable)

Have there ever been and/or are there existing Solar Panels at this address? No Yes

▶ If **yes**, the Clean Energy Regulator needs to be able to tell apart the different installations. Please state the location of the new panels from the previous installation/s using metres and directions - North, South, East, West or Replacing and attach a site map. (Next to, adjacent, above or below are unacceptable)

Details of **existing** system: Number of panels _____ Watts per panel _____
 Total capacity in KW _____ Capacity of inverter _____

Is this installation replacing existing panels for Warranty, Insurance, or any other reason? No Yes (Extra documentation is required Please contact our office)

OFFICE USE: DATE _____ MYOB _____ PVD# _____ STCs# _____ CHECKED _____ PAID _____

6. CEC Installer Section (Accredited CEC Installer must attend the installation site)

Installer Name _____

Classification - please choose one
D = designer, I = installer, D + I = design + install, D + S = design + supervise
 I **D+I** **D+S**

Contact number _____ Accreditation number _____

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

Street number _____ Street name & type _____

Suburb _____ State _____ Postcode _____

Designer Name as above _____

Classification - please choose one
D = designer, I = installer, D + I = design + install, D + S = design + supervise
 D **D+I** **D+S**

Contact number _____ Accreditation number _____

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

Street number _____ Street name & type _____

Suburb _____ State _____ Postcode _____

Electrician Name (as per COC/CES) as above (if same as above please include licence number in space provided below).

Contact number _____ Licence number _____

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

Street number _____ Street name & type _____

Suburb _____ State _____ Postcode _____

7. CEC compulsory written statement

Owner's full name (mandatory field) _____

I, _____ was the accredited CEC installer that completed the SGU installation at the address noted on page three of this assignment form. I have installed the system to meet the following requirements: the CEC Accreditation Code of Practice and am bound by their Code of Conduct; the Clean Energy Regulator's Guidelines including \$5M in Public Liability; and the following Australian Standards, where applicable.

PV & Inverter Standards **Please choose an option from either grid connect or standalone systems**

- | | | |
|--|--|---|
| <input type="checkbox"/> AS/NZS 5033
Installation of photovoltaic (PV) arrays

<input type="checkbox"/> AS/NZS 1170:2002, Structural Design actions, Part 2: Wind Action (PV Array)

<input type="checkbox"/> AS/NZS 5033, PV modules are compliant and the product is listed at www.cleanenergycouncil.org.au
The grid connect inverter used has been tested to Standard AS 4777 and the product is listed at www.cleanenergycouncil.org.au
<input type="checkbox"/> | Grid connected system

<input type="checkbox"/> AS/NZS 3000:2007, Wiring Rules AS 4777 , this installation complies to this standard

<input type="checkbox"/> AS/NZS 1768:2007, Lightning Protection

<input type="checkbox"/> AS 4777:2005 Grid connection of energy systems via inverters | Standalone Systems

<input type="checkbox"/> AS/NZS 4509:2009, Standalone Power systems, Part 1: Safety & installation

<input type="checkbox"/> AS 4086.2:1997, Secondary batteries for use with standalone power systems, Part 2: Installation & maintenance wind system

<input type="checkbox"/> AS/NZS 3000:2007, Wiring Rules |
|--|--|---|

I verify that all applicable Australian Standards including federal, state and territory government requirements for this SGU installation have been met for a) the siting of the PV array; b) the attachment of the array to the building or structure; c) for the connection of the SGU system to the grid. The low voltage electrical wiring (works above 50VAC or 120VDC) was completed by a fully licenced electrician, with a valid licence in the state of installation. I declare that the above statements are true and understand that the provision of false or misleading information contravenes Section 24B of the Renewable Energy (Electricity) Act 2000. Failure to comply with the Act can result in penalties and prosecution where warranted.

CEC Installer (that attended the installations site) **CEC Designer** (if different accredited person to the CEC Installer)

CEC Installer signature


Print installer's name _____

CEC Designer signature


Print designer's name _____

Date / / Please sign on or after the date of installation (Victorian installers must sign after ESV inspection)

Date / /

8. Payment details

Installers/Suppliers - If you do not have an account set up with Greenbank, please visit our website and go to the page 'Become a new customer'.

This will be direct to the installer/supplier as a payment on your behalf for the installation of the small generation unit.
If you do not have an account set up with Greenbank, please contact our head office on 1300 GREENBANK (1300 473 362).

This will be as a monetary payment being paid back to the owner of the small generation unit.

Name of person/company receiving payment (If company, please provide your details as set up with GB Environmental Trading Pty Ltd).

EFT Details (Incomplete EFT details will necessitate GB Environmental Trading Pty Ltd paying you by cheque, which will incur a processing charge)

BSB - Account number Account name _____

Installer / Suppliers - if you have an account with Greenbank, please provide EFT details you registered with us. If you would like to change your registered bank account details please contact our head office on 1300 GREENBANK (1300 473 362).

9. GST declaration

Personal use System owned by an individual who is not registered for GST and the System is for domestic use only.

10. Installation and Mandatory declaration

- I hereby assign the right to create Small-scale technology certificates (STCs) for the above System to GB Environmental Trading Pty Ltd.
- I understand that the System is eligible for (if known) STCs and, in exchange for assigning my right to create these STCs, Greenbank will make payment to the person nominated in the payment details above (to calculate your STCs call 1300 GREENBANK or visit www.green-bank.com.au).
- I have read and understand all the terms and conditions of this form or on the website at www.green-bank.com.au and am aware that penalties apply for providing misleading information under the Renewable Energy (Electricity) Act 2000.
- By signing this Assignment Form I acknowledge that the accredited installer and/or supervisor mentioned on page 5 of this form, physically attended and installed/supervised the installation of my PV system.

11. Signatures

Please include supporting documents as indicated on page 2

Please sign within the box below using black pen

Owner's signature
(**must** be the same name as listed in Section 2 of the form)

Print owner's name _____

Date

/ /

Signature cannot be dated prior to installation date in Section 4

Witness signature

Print witness' name _____

Date

/ /

Witness must sign the same day as the owner



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)**