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| **FORM** |
| CER-RET-031 |
| V2.0 16/09/2021 |

Appointing a new account administrator

# Purpose of this form

This form needs to be completed for accounts where a change of account administrator is required and the current account administrator is unavailable.

An account administrator is a nominated user of a company’s REC Registry account who is authorised to control the account and its users. Account administrators have extra functionality such as the ability to add or remove users for an account, grant permissions for account users and more.

### Eligibility

A REC Registry account is required for an account administrator to be appointed.

# 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 and previous account administrator information**
* **Part B: New account administrator information**
* **Part C: Declaration.**

You can choose to complete this form by either:

* 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.

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| --- | --- |
| 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

Guidance for filling in this form is available on the [Clean Energy Regulator website](http://www.cleanenergyregulator.gov.au/).[[1]](#footnote-2)

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 [enquiries@cleanenergyregulator.gov.au](mailto:enquiries@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 10 MB, 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.

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| Office use: |  |

Part A: REC Registry account and previous account administrator information

1. REC Registry account name (required)

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

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| --- | --- |
| Account Name |  |

2. Identifying details

* You must provide the following identifying details where applicable. If not applicable please leave blank.
* Provide details of your ACN.

|  |  |
| --- | --- |
| ACN |  |

* Provide details of your ABN.

|  |  |
| --- | --- |
| ABN |  |

3. Previous account administrator information (required)

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

Part B: New account administrator information

4. New account administrator (required)

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

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

5. Main business address (required)

**6. Contact information (required)**

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

|  |  |
| --- | --- |
| Primary contact number |  |

Provide a contact email address.

|  |  |
| --- | --- |
| Email address |  |

**7. Client Portal username (required)**

*If you do not have a Client Portal account, create one here:* [*https://portal.cleanenergyregulator.gov.au/signup*](https://portal.cleanenergyregulator.gov.au/signup)*.*

|  |  |
| --- | --- |
| Username |  |

**8. Reason(s) for appointment of new account administrator**

Provide detail on the reason for appointment.

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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

1. 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
2. acknowledges that giving false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995.*

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

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

# Application checklist

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

|  |  |
| --- | --- |
|  | Part A |
|  | Part B |
|  | Part C |

# Additional information

### Definitions

* Definitions marked with an asterisk are definitions repeated from legislation.

For the purposes of this form:

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| --- | --- |
| applicant | means the registered person or agent required to complete the form |
| Clean Energy Act | means the *Clean Energy Act 2011*. |
| controlling corporation | 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. |
| executive officer | means, in relation to a body corporate:   * a director of the body corporate * the chief executive officer (however described) of the body corporate * the chief financial officer (however described) of the body corporate * the secretary of the body corporate.\* |
| facility | has the same meaning as in the NGER Act*.* |
| greenhouse gas | means one of the following:   * carbon dioxide * methane * nitrous oxide * sulfur hexafluoride * a hydrofluorocarbon of a kind specified in section 7A of the NGER Act * a perfluorocarbon of a kind specified in section 7A of the NGER Act * a prescribed gas.\* |
| operational control | a person has operational control over a facility if:   * 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: * operating policies * health and safety policies * environmental policies * the Clean Energy Regulator declares the person to have operational control of the facility under section 55 or 55A of the NGER Act.\*   For the purposes of the NGER Act and Clean Energy Act, only one person can have operational control over a facility at any one time. |
| person | means any of the following:   * a body corporate * a trust * a corporation sole * a body politic * a local governing body * an individual.\* |

### Assessment of the application

Once the appointing a new account administrator form has been submitted to the Clean Energy Regulator it will be assessed and required access will be provided in the REC Registry within 5 days receipt.

### Publishing of information

The Act does not include provisions for the publication of account administrators.

### 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 the *Renewable Energy (Electricity) Act 2000*.

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

1. <http://www.cleanenergyregulator.gov.au/> [↑](#footnote-ref-2)