

ASSIGNMENT FORM - PV

Documents required:

- **5 pages of the REC assignment form.**
- **Copy of customer invoice for purchase of system:** Showing owners name, installation address and system details.
- **Copy of electrical safety certificate:** (Notice of Completion and Electrical Safety Certificate required in WA)
- **List of all panel and inverter serial numbers** if not able to be entered onto assignment form.
- **Photographs:**
 - 1 photo of each panel serial number barcode installed
 - 1 x panel compliance plate (rear of most panels showing brand and model number)
 - Inverter(s) compliance plate(s) showing brand and model number(s)
- **Geo Tagged and date stamped Photos from the CEC Accredited installer showing their onsite presence, beginning, middle and end of job.**
- **Copy of customer electricity bill showing NMI and meter number**
- **Copy of Shire/Rates Notice:** confirming property and applicant/owner details (Only required when payment is being made to system owner)

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- **System owner information:** If the applicant is not an individual you must list the full legal entity name and ABN of the applicant.
 - If the applicant (including individuals) is registered for GST RETA (WA) Pty Ltd will issue an RCTI for the value of the STC financial benefit
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ASSIGNMENT OF RECs FOR SMALL GENERATING UNIT

1	OWNER'S DETAILS			
	First Name:		Surname:	
	OR Legal Entity Name:		ABN:	
	Postal Address:		State	Postcode
	Telephone:		Mobile:	
	Mobile:		Email:	
2	INSTALLATION DETAILS			
	Installation Address:		State	Postcode
	Property type:	<input type="checkbox"/> Residential	<input type="checkbox"/> School	<input type="checkbox"/> Commercial
	Building type:	<input type="checkbox"/> Single	<input type="checkbox"/> Multi storey	
	Is there more than 1 PV installation at this address?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes to above, please provide information to distinguish new panels from existing ones e.g 'Upgrade to original installation - New panels lay to the west of original set' or 'On roof of Granny Flat'			
	If existing system in place: was this removed and replaced?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Panel Brand			
	Panel Model			
	Inverter Manufacturer			
3	Inverter Series			
	Inverter Model Number			
	National Meter Identifier No. (NMI)			
	Number of panels			
	Panel serial number/s (<i>please attach separate sheet if insufficient space</i>)			
	Installation date: (Note: RECs must be claimed within 12 months of this date)			
	Rated power output (kW)			
	Maximum inverter output capacity (kw)			
	Grid Connection status	<input type="checkbox"/> Connected to an electricity grid without battery storage <input type="checkbox"/> Connected to an electricity grid with battery storage <input type="checkbox"/> Stand alone (not connected to an electricity grid)		
	If batteries installed			
	Make			
	Model			
	Is battery part of an aggregated control?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Were manufacturer default settings changed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is the system roof or ground mounted?		<input type="checkbox"/> Roof	<input type="checkbox"/> Ground
Tick the category that your installation fits into?				
<input type="checkbox"/> New system (the first system at an address)				
<input type="checkbox"/> Replacement system (all previous system components removed/decommissioned)				
<input type="checkbox"/> Extension to an existing system (components added to existing system)				
<input type="checkbox"/> Additional system (new separate system at the same address)				
If add on or 2 nd system describe where panels are located:				
Existing panels:				
New panels:				

OFFICE USE:			
Received:	checked by:	PVD	STC:
Flag:	MYOB:	Paid:	BU:

4	COMPLIANCE DOCUMENTATION			
	Do you have all of the required compliance paperwork?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	DEEMING PERIOD			
	For what period will you be assigning your right to create STCs		<input type="checkbox"/> 5 Years	<input type="checkbox"/> Max Years
6	STC ELIGIBILITY – Number of STCs this system is entitled to:			
7	COMMENTS - if the unit has any unusual circumstances not discussed above, please describe them here:			
8	CEC INSTALLER DETAILS (Accredited CEC installer must be present at time of installation)			
	First Name:		Surname	
	CEC accreditation number:			
	Company:			
	Postal Address:		State	Postcode
	Telephone:		Mobile:	
9	CEC DESIGNER DETAILS (If different from CEC installer)			
	First Name:		Surname	
	CEC accreditation number:			
	Company:			
	Postal Address:		State	Postcode
	Telephone:		Mobile:	
10	ELECTRICIAN DETAILS			
	First Name:		Surname	
	Licensed Electrician number:			
	Company:			
	Postal Address:		State	Postcode
	Telephone:		Mobile:	

MANDATORY DECLARATION

I am the owner of the solar (photovoltaic) system mentioned in this STC Assignment form and I agree to assign my right to create STCs to RETA (WA) Pty Ltd for a period of ____year(s) commencing (date) _____. I have not previously assigned or created any STCs for this system within this period. I understand that this system is eligible for ____ RECs and in exchange for assigning my right to create these RECs I request RETA (WA) Pty Ltd to make a financial payment of \$_____as detailed below. By signing this form I acknowledge that the accredited installer and/or supervisor named in this form physically attended and installed/supervised the installation of my PV system. I am aware that penalties can be applied for providing misleading information in this form under the Renewable Energy (Electricity) Act 2000. I understand that if this assignment is unable to be created, unable to be approved or becomes invalid, I will reimburse RETA (WA) Pty Ltd for the full value of monies paid to me. I understand that personal information (my address and/or contact details) collected in relation to my small generation unit may be used and disclosed to third parties for purposes that include: validation of the solar PV panels that form part of my small generation unit, product warranty and product quality purposes, and monitoring and evaluating products. I consent to this collection, use and disclosure.

Owner of Installation

Signed: _____
 Name: _____
 Position: *(if applicable)* _____
 Date: _____

Witness by Agent/Installer

Signed: _____
 Name: _____
 Date: _____

GST Declaration (if no box is ticked it will be assumed the owner is NOT registered for GST)

Domestic customer (system owned by non GST registered entity)	<input type="checkbox"/>
Commercial customer (system owned by GST registered business entity (tax invoice must be provided))	<input type="checkbox"/>

I wish to claim my payment via (tick one box):

Direct to my installer/retailer as per invoice	<input type="checkbox"/>
Direct to myself as the owner of the system	<input type="checkbox"/>

TO BE COMPLETED FOR ALL APPLICATIONS

Retailer Legal Entity Name	
Retailer ABN No.	

Please make payment by Direct credit to:

Bank: _____ BSB: _____

Account No: _____ Account Name: _____

Compulsory written statements for PV Installations

SGU type	Tick the box below if the installed system matches the type of installation.			
ALL	✓	Name of installer: _____ Type of Small Generation Unit (PV/Wind/Hydro): _____ Installation address: _____		
ALL			Name	CEC Accreditation (GC/SPS)
		Installer		CEC Accreditation Number
		Designer		
ALL		I _____ (name of installer) have public liability insurance of at least \$5 million and am bound by the Clean Energy Council's Code of Conduct and have complied with that code of conduct for the installation of the above unit. The Clean Energy Council's Code of Conduct is available at http://www.cleanenergycouncil.org.au		
ALL		I _____ (name of installer/owner) verify that all local, State or Territory government requirements have been met for the siting of the unit, the attachment of the unit to the building or structure (if the unit is attached), and the grid connection of the system (if it is grid connected) for the SGU installation at _____ (installation address).		
ALL		I _____ (name of installer) confirm that the installation complies with the following Australian Standards: AS/NZS 3000:2007, <i>Wiring Rules</i> ; AS/NZS 1768:2007, <i>Lightning protection</i> ; AS 4777—2005, <i>Grid connection of energy systems via inverters</i> (only if grid connected) AS/NZS 5033:2005, <i>Installation of photovoltaic (PV) arrays</i> AS/NZS 1170.2:2002, <i>Structural design actions, Part 2: Wind actions</i> I also confirm that I installed and/or physically supervised the install of a model of a photovoltaic module listed in AS/NZS 5033 Compliant PV Modules as in force from time to time and available at http://www.cleanenergycouncil.org.au ; and (if the system uses an inverter) used a model of grid-connect inverter listed in Tested and Approved Grid Connected Inverters as in force from time to time and available at http://www.cleanenergycouncil.org.au		
Off Grid Only		I _____ (name of installer) verify that the SGU unit is not grid-connected; and an electrical worker holding an unrestricted license for electrical work issued by the State or Territory authority for the place where the unit was installed undertook all wiring of the unit that involves alternating current of 50 or more volts or direct current of 120 or more volts for the SGU installation at _____ (installation address).		
		I _____ (name of installer) verify that the system meets the following Australian Standards: AS/NZS 4509.1:2009, <i>Stand-alone power systems, Part 1: Safety and installation</i> AS 4086.2—1997, <i>Secondary batteries for use with stand-alone power systems, Part 2: Installation and maintenance</i> .		

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.

Installer signature: _____

Date: _____

Designer signature: _____

Date: _____

Owner signature: _____

Date: _____