

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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Unit 3, 26 Hammond Road
Cockburn Central, WA 6164
Website: www.retaustralia.com.au

Phone +61 (08) 9417 2388
Fax +61 (08) 9417 2311
Email: admin@retaustralia.com.au

ASSIGNMENT OF RECs FOR SMALL GENERATING UNIT

OWNER'S DETAILS			
First Name:		Surname:	
OR Legal Entity Name:		ABN/ ACN:	
Postal Address:		State	Postcode
Telephone:		Mobile:	
Mobile:		Email:	
INSTALLATION DETAILS			
Installation Address:		State	Postcode
Additional address details:			
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
Installation date: <i>(Note: RECs must be claimed within 12 months of this date)</i>			
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)		
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:			
COMPLIANCE DOCUMENTATION			
Do you have all of the required compliance paperwork?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
DEEMING PERIOD			
For what period will you be assigning your right to create STCs		<input type="checkbox"/> 5 Years	<input type="checkbox"/> Max Years
STC ELIGIBILITY – Number of STCs this system is entitled to:			
COMMENTS - if the unit has any unusual circumstances not discussed above, please describe them here:			

OFFICE USE:

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

MANDATORY DECLARATION BY SYSTEM OWNER

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 maximum deeming period commencing (.....). I have not previously assigned or created any STCs for this system. I understand that this system is eligible for (.....) STCs and in exchange for assigning my right to create STCs I request RETA (WA) Pty Ltd to make a financial payment of \$[.....] as detailed below. 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.

I am aware that penalties can be applied for providing false or misleading information in this form under the *Renewable Energy (Electricity) Act 2000*.

	System Owner	Witness
Full name		
Signature		
Position (if applicable)		
Date		

Domestic customer (system owned by non GST registered entity)	<i>tick applicable box</i>	<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"/>

Please make payment by Direct credit to:

Bank:	
BSB:	
Account Number:	
Account Name:	

INSTALLER/DESIGNER/ELECTRICIAN DETAILS

	INSTALLER	DESIGNER	ELECTRICIAN
Full name			
Company name			
Phone			
Email			
Address			
Accreditation/licence number			
Accreditation type (grid connect or stand alone)			NA

DESIGNER WRITTEN STATEMENT

I () was the accredited designer of the solar PV system installed at (installation address) and verify that I hold the appropriate accreditation type in relation to the design of the unit and the design complies with all relevant requirements of the accreditation scheme under which I am accredited.

I declare that the above statements are true, correct and complete and understand that penalties apply under the *Renewable Energy (Electricity) Act 2000* and *Renewable Energy (Electricity) Regulations 2001* for providing false or misleading information. I understand that giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

	Designer	Witness
Full name		
Signature		
Date		

INSTALLER WRITTEN STATEMENT

I () was the accredited installer and hold the appropriate accreditation type () for the solar PV system installed at () and verify that:

- I complied with the relevant installation requirements of the accreditation scheme under which I am accredited for the installation of the unit
- All local, State or Territory government requirements have been met for the installation of the unit
- The electrical wiring associated with the installation of the unit was undertaken by an electrical worker holding an unrestricted licence for electrical work issued by the State or Territory authority for the place where the unit was installed
- I have provided the owner of the unit with any documents required by the laws of the jurisdiction in which the unit was installed certifying that the installation of the unit complies with the relevant laws relating to safety and technical standards
- I received a copy of the design of the unit, and
- The design was not modified during the installation of the unit and it was installed in all material aspects, in accordance with the design,

OR

- The design was modified during the installation of the unit and the modifications were consistent with all relevant requirements of the accreditation scheme for the design of the unit and that the unit was installed, in all material aspects, in accordance with the modified design
 - » The unit will perform consistently with the design or modified design (as applicable)
- That the inverter used in the installation of the unit was an approved eligible model of inverter and if grid-connected complies with AS/NZS 4777.2:2020
- That the model(s) of PV modules used in the installation of the unit was an approved eligible PV module
- I was on-site to:
 - install

OR

- supervise the installation of the unit in accordance with the accreditation scheme under which I am accredited
- I have and can provide evidence demonstrating that I have met the on-site attendance obligations in accordance with the accreditation scheme under which I am accredited.

I declare that the above statements are true, correct and complete and understand that under the *Renewable Energy (Electricity) Act 2000* and *Renewable Energy (Electricity) Regulations 2001* penalties apply for providing false or misleading information. I understand that giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

	Installer	Witness
Full name		
Signature		
Date		

RETAILER WRITTEN STATEMENT

I () am the authorised representative of () that sold the solar PV system to () and verify that:

- () installed the unit at () and they are:

an employee

OR

subcontractor of ()

- that the unit will perform in accordance with the contract (**or the quote accepted**) for the sale of the unit to the owner of the unit, except to the extent that that performance is prevented by circumstances outside the solar retailer's control

- that the unit is:

complete and generating electricity

OR

capable of generating electricity

- that if grid connected,

the unit is connected to the grid

OR

() has completed its obligations under the contract (or quote accepted) relating to the connection of the unit to the grid

- () provided information in writing to () about feed in tariffs and export limits for the unit and it is true, correct and complete

- () provided information in writing to the owner of the unit about one or more of the following about the system:

expected payback period

expected energy savings

expected cost savings

and that information is true, correct and complete.

- any actual or potential conflicts of interest of () relating to the sale or installation of the unit, or the creation of certificates for the unit, including any conflicts of interest in relation to persons or entities related to (), have been disclosed to () and managed appropriately.

- a declaration deeming () ineligible to make statement under regulation 20AH is not in effect on the day the statement is given.

I declare that the above statements are true, correct and complete and understand that penalties apply under the *Renewable Energy (Electricity) Act 2000* and Renewable Energy (Electricity) Regulations 2001 for providing false or misleading information. I understand that giving false or misleading information is a serious offence under the Criminal Code Act 1995.

	Representative	Witness
Full name		
Signature		
Position		n/a
Date		

System component details

PV Modules

Brand	
Model	
No. of Panels	
Serial Nos:	
1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

Inverter(s)

Brand / Model / Series	
No. of Inverters	
Inverter serial numbers	
1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

Batteries (if fitted)

Brand	
Model	
Serial Numbers	
1	6
2	7
3	8
4	9
5	10