VEEC Assignment Form Template: Destruction of Pre-1996 Refrigerator or Freezer (Activity 19) – Residential Premises

#### Version 1.0 – 10 December 2018

**Instructions for accredited persons (APs) on using this template**

You must complete a VEEC assignment form to record the assignment of rights for the certificates from the energy consumer to your organisation for an activity under the Victorian Energy Upgrades program.

In using this VEEC assignment form template, you will need to:

* include **all** of the information and fields as outlined in Sections 1, 2 and 3 below into your own document to ensure compliance with the legislation
* customise the form to add your company logo and contact details
* customise the form if you wish the form to accommodate more than one activity
* ensure that all content in the form are legible to the consumer (e.g. minimum font size of Arial 9 or equivalent).

**Do not** change the words or add additional items to the declaration (e.g. your own terms and conditions) – except when customising a form to accommodate more than one activity.

**Submitting your VEEC assignment form for approval**

As part of the accreditation application process, you must provide a copy of your form for review to the commission. We may also require that you submit your forms to us for approval where updates are made to the assignment form template (as required). If you are customising your form to accommodate more than one activity, we recommend that you submit your form for review to us.

**Providing a copy of your VEEC assignment form to consumers**

You must provide a copy of the VEEC assignment form (or a document containing the same information) to consumers at the time of signing (written assignment) or within 10 business days (electronic assignment).

START OF TEMPLATE

## Section 1: Consumer rights information

As the energy consumer, you own the rights to create certificates for energy saving activities undertaken at your premises under the Victorian Energy Upgrades program.One certificate represents one tonne of carbon dioxide equivalent (CO2-e) to be reduced by the activity.

You are able to assign your right to create certificates to an accredited provider under the Victorian Energy Upgrades program. In assigning your right, the accredited provider will be entitled to create and own the certificates for the activity undertaken at your premises. In return, the accredited provider should provide you with an identifiable benefit (e.g. price reduction on a product, free installation or a cash-back arrangement).

You are responsible for ensuring you are satisfied with the terms of the assignment of certificates to **<insert name of accredited person>,** the accredited provider (as detailed below) prior to proceeding with the activity.

If you experience any issues with the outcome of this activity, you should contact **<insert name of accredited person>** to resolve the matter. For any outstanding issues, you can contact program staff members at the Essential Services Commission, the government body responsible for administering the program, by sending an email to veu@esc.vic.gov.au.

## Section 2: Activity details and accredited person or agent declaration

### Part A: Activity details

*(Part A is usually completed by the person removing the fridge / freezer from the residential premises, or the person to whom the fridge / freezer was first delivered after it was removed from the consumer’s residence. However, it may also be completed by the accredited person or their agent prior to destruction.)*

|  |
| --- |
| Activity details |
| Address of consumer’s premises: |
| Activity date: |
| Oral assignment obtained (written assignment could not reasonably be obtained): [ ]  |

|  |
| --- |
| Accredited person or agent details |
| Name: |
| Company name: |
| Company address: |
| Phone number: |

|  |
| --- |
| Refrigerator/freezer details |
| Type of refrigerator/freezer: [ ]  Single door [ ]  Two door |
| Brand and model: Serial number: |
| Location of serial number on fridge / freezer: |
| Year of manufacture (where possible): |
| Method of determining fridge/freezer was manufactured pre-1996: |
| Method of determining whether fridge was in working order: |

|  |
| --- |
| Licensed refrigerant handler details |
| Name of licence holder: |
| Amount of benefit provided for assignment of certificates: |
| Licence number: Contact number: |

|  |
| --- |
| Form of benefit provided |
|  Upfront cash  Price reduction  Delayed cash  Free installation  Other (please describe) |
| Amount of benefit provided for assignment of certificates: |

### Part B: Declaration of accredited person or agent:

I hereby declare that:

* the above product has been removed from the consumer’s residential premises and the product has been destroyed in accordance with the requirements of the Victorian Energy Efficiency Target (VEET) Act 2007
* the device is in working order and was manufactured before 1996
* the scheduled substances contained within the refrigerator or freezer listed above have or will be disposed of in accordance with the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989of the Commonwealth
* I am aware that penalties can be applied for providing misleading information in this form under the Victorian Energy Efficiency Target (VEET) Act 2007
* if oral assignment obtained, that written assignment could not reasonably be obtained.

*(The following additional clauses must be contained in the declaration where oral assignment has been obtained from the consumer)*:

* I have obtained confirmation from the consumer that the consumer is the tenant, landlord or owner of the residential premises from which the appliance is removed, and that the appliance was in working order and was manufactured before 1996
* I have clearly explained the following to the consumer:
	+ the mandatory information required to be given to consumers as set out in the assignment form
	+ the assignee or its agent will destroy the appliance in accordance with the requirements of the Victorian Energy Efficiency Target (VEET) Regulations 2018
	+ the consumer is assigning to the assignee its right to create Victorian energy upgrades certificates for that activity
	+ information relating to this activity will be disclosed to the Essential Services Commission for the purpose of creating certificates and for related verification, audit and program monitoring purposes
	+ penalties can be applied for providing misleading information under the Victorian Energy Efficiency Target (VEET) Act 2007
* I have obtained the consumer's verbal consent to the assignment of the right to create certificates.

|  |
| --- |
| Signature: Date: |

## Section 3: Consumer details and declaration

### Part A: Consumer details

*(This section must be completed and signed by the consumer in case of written assignment, or in the case of oral assignment these details must be recorded by the AP or its agent. In either case, the residential consumer details must be recorded by the AP for creation purposes)*

|  |
| --- |
| Consumer details |
| Name:  |
| Phone number: |
| Activity date: |

### Part B: Declaration by consumer

I hereby declare that:

* I am the tenant/landlord/owner *(please circle as appropriate)* of the residence at the above address
* the information provided by the installer in Part A is correct and complete
* I understand that by signing this form I am assigning the right to create certificates for the destruction of the fridge or freezer to **<insert name of accredited person>**
* I have received an identifiable benefit from **<insert name of accredited person>** in exchange for assigning my rights to create the certificates for the above installation
* the fridge / freezer has been removed from the above residential premises by **<insert name of accredited person>**
* the Essential Services Commission has the right to inspect the installation with reasonable notice
* I understand that information on this form will be disclosed to the Essential Services Commission for the purpose of creating certificates under the Victorian Energy Efficiency Target (VEET) Act 2007 and for related verification, audit and program monitoring purposes
* I am aware that penalties can be applied for providing misleading information in this form under the Victorian Energy Efficiency Target (VEET) Act 2007.

|  |  |
| --- | --- |
| Signature(if written assignment): |  Date: |

### Part C: Third party details (if applicable)

*(Where a third party or agent of the AP receives the fridge / freezer on behalf of the consumer (e.g. consumer’s fridge is taken to a recycling centre, local council or waste disposal site from which it is collected by the AP for destruction), the third party details should also be recorded)*

|  |
| --- |
| Agent details  |
| Business/company name: |
| Business/company type: |
| Phone number: |
| Address: |
| Date fridge received from consumer (if known): |

END OF TEMPLATE