# VEEC Assignment Form Template for Project-Based Activities

Version 2.4 – 26 August 2025

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

You must complete a VEEC assignment to record the assignment of rights for the certificates from the energy consumer to your organisation for project-based activities (PBA) under the Victorian Upgrades program.

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

* include **all** of the information and fields outlined in Sections 1 through 4, including any appendices in your own document to ensure compliance with the legislation.
* delete the information in this box and customise the form (to be used by you, as the AP) to add additional explanatory text, your company logo, contact details and other features.
* ensure that all content in the form are legible to the consumer (e.g. minimum font size of Arial 9 or equivalent).
* submit your VEEC assignment form to the commission for review with your first impact report for a project.

**Do not** change the words under sections 1 to 4 and Appendix A of this form. Due to the potential size and complexity of PBA, the number of VEECs involved, and the requirement for all parties to have access to the relevant information before signing, we have standardised the assignment process for PBA.

Where the AP is also the energy consumer, they must fill out this form in order to assign the right to create VEECs to themselves. They should provide both the declaration for the upgrade manager representing the AP and the declaration for the authorised signatory representing the energy consumer.

The upgrade manager is a person nominated to legally represent the project owner. It is not necessary for the upgrade manager to be directly employed by the AP, but they must have the authority to sign on the AP’s behalf. The upgrade manager must complete Sections 2 and 3.

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

We encourage paper based forms, which capture the physical signatures of the relevant parties. Any forms not using our paper-based template must comply with all relevant statutory requirements, including the Electronic Transactions (Victoria) Act 2000, and you should consider the commercial and legal risks associated with electronic signatures.

You must provide the energy consumer or authorised signatory with a copy of the VEEC assignment form to read before it is signed, and provide them with a copy of the completed form at the time of signing (written assignment) or within 10 business days of signing (electronic assignment).

START OF TEMPLATE

Based on VEEC assignment form template version 2.4 – 26 August 2025

## 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: Installation details, accredited person declaration and installer declaration – Completed by upgrade manager

### Part A: Eligibility checklist

|  |  |
| --- | --- |
| Select one of the options below: |  |
| The site(s) is not a scheduled activity premises (SAP) | [ ]  |
| The site(s) is a scheduled activity premises (SAP). I declare that the appropriate notification of intention to undertake the prescribed activity has been made to the Essential Services Commission (the commission) and the activity was undertaken after the date of notification pursuant to Regulation 10(1)(ab) and Regulation10AA of the Victorian Energy Efficiency Target Regulations 2018(the principal VEET Regulations) | [ ]  |

### Part B: Declaration by accredited person

**<insert name of accredited person>**declares that it has ensured that it, and all scheme participants, have complied with the code of conduct at all times during regulated actions and prescribed activities.

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

### Part C: Personnel details – upgrade manager and subcontractors

|  |
| --- |
| Upgrade manager details  |
| Name: |
| Company name: |
| Company address: |
| Phone number: |

|  |
| --- |
| Contractual arrangements details  |
| Who conducted the physical work in the PBA project? Please tick one only. |
| Direct employees of AP | [ ]  |
| All works sub-contracted | [ ]  |
| Mix of direct employees of AP and individual subcontractors | [ ]  |
| Employees of the energy consumer (client) | [ ]  |
| Mix of direct employees of AP and a subcontracted company | [ ]  |
| Other arrangement | [ ]  |
| If other, please describe: |

### Part D: Upgrade details

|  |
| --- |
| Site summary details |
| Project name: |
| Normal commercial/business activities at this site(s):  |
| Provide a summary of the upgrade(s) completed in this project: |

## Section 3: General compliance information (parts A, B, C) – Completed by upgrade manager

### Part A: Activity data summary

|  |
| --- |
| Estimated energy saved over project lifetime (electricity in kWh; gas in MJ): |
| Estimated no. of VEECs created over project lifetime: |

### Part B: Type of benefit provided to energy consumer

|  |
| --- |
| Form of benefit provided: |
| [ ]  | Upfront cash | [ ]  | Price reduction  | [ ]  | Delayed cash | [ ]  | Free installation | [ ]  | Other |
| If other, please describe: |
| Amount of benefit provided for assignment of certificates: |

### Part C: Declaration by upgrade manager

I hereby declare that:

* The above project-based activity (PBA) was undertaken at the stated site in accordance with the requirements of the Victorian Energy Efficiency Target Act 2007 (the VEET Act), the Victorian Energy Efficiency Target Regulations 2018 (the principal VEET Regulations) and the Victorian Project-Based Activities Regulations 2017 (the PBA Regulations).
* I confirm that the above activity was not undertaken at a scheduled activity premises listed on the commission’s Register of Scheduled Activity Premises on the VEU Registry. If undertaken at a scheduled activity premises, I declare that the appropriate notification of intention to undertake the prescribed activity has been made to the commission.
* Where an installation has taken place, all original equipment manufacturer (OEM) products have been installed according to the manufacturer’s guidelines, and any modifications were made by appropriately qualified persons consistent with the manufacturer’s requirements. Evidence of this has been provided to me (e.g. manufacturer’s guidelines, commissioning report, etc.), and retained in my records.
* This project, including any wiring work, meets all the relevant standards and guidelines. Evidence of this has been provided to me (e.g. certificate of electrical safety, etc.) and retained in my records.
* Installation and design tasks associated with this project were undertaken by persons who are appropriately licensed, trained and qualified, for which evidence has been provided including but not limited to licence/registration number, Certificate of Electrical Safety (if applicable) and installer qualifications.
* If lighting product(s) were removed or replaced as part of this project, these product(s) were not installed for the purposes of being decommissioned as part of this installation (i.e. the baseline environment has not been altered prior to this installation).
* All documentation relating to this project will be kept in accordance with the record keeping requirements of the VEET Act, the principal VEET Regulations and the PBA Regulations. Documents must be kept for a period of 6 years after the final impact report is submitted.
* The information provided is complete, accurate and true. I am aware that penalties can be applied for providing misleading information in this form under the VEET Act.

The accredited person agrees to the provision of the information on this form to the Department of Environment, Land, Water and Planning.

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

## Section 4: Mandatory form fields and declaration – completed by energy consumer (parts A and B)

### Part A: Energy consumer details

|  |
| --- |
| Business/company name: |
| ABN/ACN:  |
| Industry/business type\*: |
| \*(Please fill in, or alternatively leave blank and tick one of the categories listed in Appendix A of this form. You will be required to select an option from this list of 44 predetermined industry/business types for each installation on the VEEC creation application) |
| Installation address(es): |
| PBA activity start date: |
| PBA activity end date: |
| Postal address (if different from installation address): |

### Part B: Declaration by authorised signatory

I hereby declare that:

* I am the energy consumer or I have been authorised to assign the right to create Victorian energy efficiency certificates (VEECs) on behalf of the owner of the right to create certificates. I have provided proof of this authority.
* The above entity is the tenant / landlord / owner / operator (energy consumer to circle as appropriate) of the premises at the above installation address(es).
* I confirm that the above activity was not undertaken at a scheduled activity premises listed on the Essential Services Commission’s Register of Scheduled Activity Premises on the VEU Registry. If undertaken at a scheduled activity premises, I declare that the appropriate notification of intention to undertake the prescribed activity has been made to the commission.
* If the project involved modification of any equipment, I understand that this work may have voided all or part of the original product warranty.
* If lighting product(s) were replaced as part of this project, these product(s) were not installed for the purposes of being decommissioned as part of this installation (i.e. the baseline environment has not been altered prior to this installation).
* The upgrade manager has informed me of my consumer rights in relation to this commercial transaction and I understand that all liability in regards to the correct and safe installation of products lies with <insert name of accredited person>.
* I have signed this assignment form and confirm that the information provided by the installer in Section 2, Section 3 and any associated appendices is correct and complete.
* I understand that by signing this form I am assigning the right to create VEECs for the above PBA to <AP to insert name of accredited person>.
* The above entity has received an identifiable benefit from <AP to insert name of accredited person> in exchange for assigning their right to create the VEECs for the above project.
* The Essential Services Commission has the right to inspect the above project with reasonable notice.
* The Essential Services Commission has the right to inspect any documentation which relates to the undertaking of the PBA at the above listed premises, according to the Victorian Energy Efficiency Target Act 2007 (the VEET Act), the Victorian Energy Efficiency Target Regulations 2018 (the principal VEET Regulations) and the Victorian Project-Based Activities Regulations 2017 (the PBA Regulations).
* A copy of all documentation relating to this upgrade has been provided to <AP to insert name of accredited person>.
* 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 Act 2007and for related verification, audit and program monitoring purposes
* I agree to the provision of the information on this form to the Department of Energy, Environment and Climate Action
* I am aware that penalties can be applied for providing misleading information in this form under the VEET Act.

|  |  |
| --- | --- |
| Signature: | Date: |
| Name: |  | Position: |
| Company Name:  | Phone number: |

## Appendix A: Industries/business types

*(Please tick one or manually fill in the “Industry / business type” field in Section 4, Part A)*

1 Accommodation Services 

2 Administrative & Support Services 

3 Agriculture, Forestry and Fishing 

4 Arts and Entertainment- Cinema, Art Gallery & Creative 

5 Construction- Building & Other 

6 Construction- Land & Site Preparation 

7 Education- Community 

8 Education- Preschool, Childcare & Kindergarten 

9 Education- Primary School & High School 

10 Education- Tertiary 

11 Electricity, Gas, Water & Waste Services 

12 Financial Services- Banks, 

13 Food & Beverage Services 

14 Government Bodies & Agencies 

15 Hair and Beauty 

16 Health Care and Assistance- Hospitals 

17 Health Care and Assistance- Medical & Other 

18 Information Media and Telecommunications 

19 Internet Service Providers & Data Processing Services 

20 Library and Other Information Services 

21 Manufacturing- Clothing, Textiles & Footwear 

22 Manufacturing- Food & Drinks 

23 Manufacturing- Furniture 

24 Manufacturing- Other 

25 Manufacturing- Petroleum & Coal 

26 Manufacturing- Pulp, Paper & Paperboard 

27 Mining 

28 Other 

29 Postal Services 

30 Professional Services 

31 Real Estate Services 

32 Rental & Hiring- Property Operators/Hire Facilities 

33 Retail Trade- Food Retailing 

34 Retail Trade- Fuel Retailing 

35 Retail Trade- Motor Vehicle 

36 Retail Trade- Online Non Store Based 

37 Retail Trade- Store-Based 

38 Sports and Recreation- Gym, Sports Clubs & Other 

39 Transport Services 

40 Warehousing & Storage Services 

41 Wholesale Trade- Grocery & Other 

42 Wholesale Trade- Machinery & Equipment 

43 Wholesale Trade- Motor Vehicle & Parts 

44 Wholesale Trade- Other Goods 

END OF TEMPLATE