# VEEC Assignment Form Template: High Efficiency Refrigerators and Freezers (Activity 22) – Business and Non-Residential Premises

#### Version 1.3 – 17 December 2024

**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 (or retailer/installer on behalf of an accredited person) should provide you with an identifiable benefit (e.g. price reduction on the product or gift card).

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/sale details and accredited person/retailer declaration

### Part A: Installation/sale details

|  |
| --- |
| Installation/sale details |
| Installation address: |
| Installation/sale date:  |

|  |
| --- |
| Retailer or installer details  |
| Company name: |
| ABN:  |
| Company address: |

|  |
| --- |
| Refrigerator/freezer details  |
| Type of product:☐ Single door refrigerator ☐ Two door refrigerator☐ Chest freezer ☐ Upright freezer |
| Product brand: Product model: |
| Quantity: |

*Add more rows (as required) for each unique product as part of assignment of rights*

|  |
| --- |
| Scheduled activity premises |
| Was this activity undertaken at a scheduled activity premises? [ ]  Yes [ ]  No |

|  |
| --- |
| Form of benefit provided |
|  Cash payment  Price reduction  Gift card or voucher  Other (please describe) |
| Benefit provided by: |  Retailer/installer – point of sale/installation  Retailer/installer – post point of sale/installation  Accredited person – post point of sale/installation  |
| Amount of benefit provided for assignment of certificates: |

### Part B: Declaration by accredited person or retailer/installer on behalf of accredited person)

I declare that:

* the information supplied in this form is complete and accurate and I am aware that it is an offence to provide false or misleading information to the Essential Services Commission under the *Victorian Energy Efficiency Target Act 2007*.

|  |  |
| --- | --- |
| Name:  |  |
| Company name:  |  |
| Signature: | Date: |
| Phone:  | Email: |

## Section 3: Consumer details and declaration

### Part A: Consumer details

|  |
| --- |
| Consumer details |
| Business/company name: |
| ABN/ACN: |
| Company address: |
| Industry/business type\*: |
| *\*Please fill in, or alternatively leave blank and tick one of the categories listed in Appendix A of this form.*  |

### Part B: Declaration by authorised signatory

I declare that:

* I am the energy consumer or I am authorised to make this declaration on behalf of the above entity that is the consumer
* the above entity is the energy consumer of the premises at the above address
* 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 prescribed activity has been made to the Essential Services Commission
* to the best of my knowledge, the information provided in Section 2 of this form is correct and complete
* I understand that by signing this form I am assigning the right to create certificates for the activity to **<insert name of accredited person>**
* the above entity has received an identifiable benefit from **<insert name of accredited person>** in exchange for assigning my rights to create the certificates for the above activity
* 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 Act 2007* and for related verification, audit and program monitoring purposes
* I understand that the Essential Services Commission may use the details provided on this form to issue commission correspondence.
* I am aware that it is an offence to provide false or misleading information to the Essential Services Commission or any person exercising powers under or in connection with the *Victorian Energy Efficiency Target Act 2007.*

Signature: Date:

Name: Position:

Company name: Phone number:

Email address:

**Appendix A – Industries/business types**

**(*Please tick one or manually fill in the “Industry / business type” field in Section 3, 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 & 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