# Registration of Interest Form

Project-Based Activities

Version 3.2 – 20 June 2025

Please note: The information in the box below is for accredited persons (APs) only and **should not** be included in the Registration of Interest Form that is shown to energy consumers.

This Registration of Interest Form is required to be completed to demonstrate to the Essential Services Commission (the commission) that the energy consumer understands and agrees to the AP submitting an application for approval of a scoping plan for project-based activities (PBA) for the identified project.

Where the AP is also the energy consumer, this form is not required.

By signing this form, the authorised signatory representing the energy consumer **does not assign the rights** to you, the AP, to create Victorian energy efficiency certificates (VEECs) with respect to the project. Assignment of rights occurs only after project works are complete and the VEEC Assignment Form (available at [www.esc.vic.gov.au/veu](https://www.esc.vic.gov.au/victorian-energy-upgrades-program)) has been signed.

We require that your version of this form includes all of the information and fields outlined in Sections 1 and 2, including any appendices. This ensures that the form used by you collects and displays all the information necessary to show that the requisite agreement exists.

You can customise your own cover sheet to incorporate additional explanatory text, company logos and other features. However, the form must incorporate Sections 1 and 2 as detailed below. No changes are permitted to these sections in further developing the form.

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

You the AP must give consumers a copy of the Registration of Interest Form to read before they sign it, and you must return a signed copy to them at the time of signing. Further, you must ensure that all personal information collected in this form is held in accordance with the Information Privacy Principles (IPPs) under the *Privacy and Data Protection Act 2014* (Vic). Details of how to comply can be found at [www.ovic.vic.gov.au](https://ovic.vic.gov.au/).

You must submit a copy of the signed form with any customised coversheet to the commission as part of the scoping plan application.

- START OF TEMPLATE -

Based on VEEC assignment form template version 3.2 – 20 June 2025

## Section 1 – Mandatory introductory information

Energy consumers in respect of whom a prescribed activity is undertaken can create Victorian energy efficiency certificates (VEECs) under the *Victorian Energy Efficiency Target Act 2007* (the VEET Act) administered as the Victorian Energy Upgrades (VEU) program. One VEEC represents one tonne of carbon dioxide equivalent (CO2-e) to be reduced by the prescribed activity.

Energy consumers or their authorised signatories are able to assign their right to create VEECs to an accredited person (AP). In assigning their right to an AP, they entitle the AP to create and own the certificates for the below activity. In return, the AP should provide consumers with an identifiable benefit, such as a price reduction for the upgrade. Energy consumers should be aware that it is their responsibility to negotiate satisfactory terms with the AP in return for assigning their right to create VEECs.

This Registration of Interest Form is an indication to an AP to that the consumer may be interested in carrying out a project under the project-based activity (PBA) methodology of the Victorian Energy Upgrades program. This form is used to indicate that the project has been discussed between the AP and energy consumer and that there is interest by both parties to progress to the next stage of project plan. **This document** **does not represent any obligation** between the energy consumer and AP with regards to assignment of rights to create VEECs, awarding of contracts to undertake work, or any other matter. This form **does not assign the rights** from the energy consumer to the AP to create VEECs. VEECs are assigned after the project is complete using a VEEC Assignment Form.

## Section 2 – Mandatory fields for registration of interest

### Part A: Project details

Project name:

Project address[[1]](#footnote-2):

Main activities of the project:

Type of energy to be saved during the project lifetime (electricity or gas):

### Part B: Accredited person

Name:

Company name:

Company address:

Phone number:

Email:

### Part C: Authorised signatory representing the energy consumer

Name:

Position:

Company name:

Postal address:

Phone number:

Email:

ABN/ACN: 

### Part D: Authorised signatory representing the equipment/site owner (if different from the energy consumer)

Name:

Position:

Company name:

Postal address:

Phone number:

Email:

ABN/ACN: 

### Part E: Authorised signatories representing the energy consumer and equipment/site owner (if different from the energy consumer)

#### Declaration

I hereby declare that:

* I am authorised to act on behalf of the above entity who is the energy consumer.
* I am aware that the above accredited person will seek approval to undertake the above project at this site.
* I consent to information including commercially sensitive and confidential information provided to the commission as part of the application for this project, being passed on to the following government organisations (please contact the commission to discuss options if you are concerned about the release of any particular information):
  + the Department of Energy, Environment, and Climate Action (DEECA), and the administrators of other energy efficiency schemes for the purposes of analysing participation in the method
  + the administrators of prescribed greenhouse gas schemes (such as the Emissions Reductions Fund (ERF) and the Renewable Energy Target (RET)) for the purposes of confirming that benefits are not also being claimed for the same abatement under those schemes.
* I consent that, if a project plan is approved for this project, certain details about the project may be published on the commission’s publicly available [Register of Approved Project Plans](https://www.veet.vic.gov.au/Public/PBAProjectList.aspx). This will include:
  + the project name
  + the AP account name
  + the site postcode
  + the date on which the project plan was approved
  + the status of the project and the date that most recently changed
  + the methods intended to be used to calculate the reduction in greenhouse gases (i.e. whether the project uses forward creation, annual creation or annual creation with top-up to calculate VEECs) and which approved PBA method is used (e.g. measurement and verification).
* I understand that this document does not constitute the assignment of rights to create VEECs), an agreement to undertake an activity, or the awarding of a contract to undertake an activity.
* the project described is intended for the stated premises in accordance with the requirements of the Victorian *Energy Efficiency Target Act* 2007(the VEET Act), the Victorian Energy Efficiency Target Regulations 2018(the VEET Regulations)and the Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017 (the PBA Regulations).
* 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.

#### Authorised signatory representing the energy consumer

Signature: Date:

Title: First name: Surname:

#### Equipment/site owner (if applicable)

Signature: Date:

Title: First name: Surname:

Position: Phone number:

### Part F: Consent from authorised signatory to use project information for case studies (Optional)

|  |  |
| --- | --- |
| Please check this box if you consent to information relating to this project being used in a published case study by the Department of Energy, Environment, and Climate Action (DEECA). This information may include: |  |
| * annual energy savings * annual cost savings * details of the project * cost of the project * cost of measurement and verification activities related to the project. |  |

#### Energy consumer

Signature: Date:

Title: First name: Surname:

#### Equipment/site owner (if applicable)

Signature: Date:

Title: First name: Surname:

### Part G: Declaration by accredited person

I hereby declare that:

* The above project is intended for the stated premises in accordance with the requirements of the VEET Act, the VEET Regulationsand the PBA Regulations.
* the details of this proposed project have been discussed with the energy consumer.
* I understand that this does not constitute the assignment of rights to create Victorian energy efficiency certificates (VEECs), an agreement to undertake an activity, or the awarding of a contract to undertake an activity.
* all the documentation relating to this project will be kept in accordance with the record keeping requirements of the Act, the VEET Regulations and the PBA Regulations. Documents will be kept for a period of 6 years after the final certificate is registered for the project.
* 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.

Accredited person’s signature: Date:

Title: First name: Surname:

- END OF TEMPLATE -

1. If this is a measurement and verification project which has multiple identical premises, attach a separate document listing the addresses up to a maximum of 15 [↑](#footnote-ref-2)