

## VEU Registry – Guide for creating Victorian Energy Efficiency Certificates (VEECs) for commercial and industrial solar photovoltaic (PV) system activity (activity 47)

The following document outlines the information required to submit VEECs for creation for the commercial and industrial solar photovoltaic (PV) system activity (C&I solar activity) through the VEU Registry portal.

**Prerequisite:** You must have a [VEU Registry account](#) and be accredited to undertake C&I solar activities.

|                                                                                                                      |          |
|----------------------------------------------------------------------------------------------------------------------|----------|
| <b>VEU Registry – Guide for creating Victorian Energy Efficiency Certificates (VEECs) for C&amp;I solar activity</b> | <b>1</b> |
| 1. Enter activity date and sector                                                                                    | 2        |
| 2. Select activity type                                                                                              | 2        |
| 3. Select address                                                                                                    | 3        |
| 4. Enter client details                                                                                              | 4        |
| 5. Select Scheme participants                                                                                        | 6        |
| 6. Enter activity details                                                                                            | 7        |
| 7. Select product details for installation                                                                           | 8        |
| 8. Provide Address justification if required                                                                         | 10       |
| 9. Review activity submission                                                                                        | 10       |

## 1. Enter activity date and sector

### Submit a new activity

\* Activity Date

\* Sector

Cancel

Next

| Field Name    | Field Type     | Options  | Mandatory |
|---------------|----------------|----------|-----------|
| Activity Date | Date           |          | Yes       |
| Sector        | Drop-down List | Business | Yes       |

## 2. Select activity type

### Submit a new activity

\* Activity Type

Applicant Reference

The Applicant Reference field can be used to capture your own reference/Job ID.

| Field Name          | Field Type | Options                                        | Mandatory |
|---------------------|------------|------------------------------------------------|-----------|
| Activity Type       | List       | 47 – Commercial and industrial solar PV system | Yes       |
| Applicant reference | Text       |                                                | No        |

### 3. Select address

**Activity address**

Unit, Shop, Level, etc. ⓘ

Search Address

| Field Name                    | Field Type     | Options                                                                  | Mandatory                                    |
|-------------------------------|----------------|--------------------------------------------------------------------------|----------------------------------------------|
| <b>Unit, Shop, Level, etc</b> | Text           |                                                                          | No                                           |
| <b>Search Address</b>         | Address lookup | Select relevant address or 'Enter Manually' to complete the fields below | Yes, if selecting an address from the lookup |
| <b>Street Address</b>         | Text           |                                                                          | Yes, if entering the address manually.       |
| <b>Town/Suburb</b>            | Text           |                                                                          | Yes, if entering the address manually.       |
| <b>State</b>                  | List           | VIC, ACT, NSW, NT, QLD, SA, TAS, WA                                      | Yes, if entering the address manually.       |
| <b>Postcode</b>               | List           | Valid postcodes                                                          | Yes, if entering the address manually.       |

## 4. Enter client details

### Client details

\* Scheduled Activity Premises

\* Business/Company Name

\* Authorised Signatory First Name

\* Authorised Signatory Last Name

\* ABN ⓘ

\* Authorised Signatory Phone Number

\* Industry/Business Type

Authorised Signatory Email Address

| Field Name                               | Field Type | Options                                                                                                                                                                                                                                                    | Mandatory |
|------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Schedule Activity Premises</b>        | List       | Yes, No                                                                                                                                                                                                                                                    | Yes       |
| <b>Business/Company Name</b>             | Text       |                                                                                                                                                                                                                                                            | Yes       |
| <b>Authorised Signatory First Name</b>   | Text       |                                                                                                                                                                                                                                                            | Yes       |
| <b>Authorised Signatory Last Name</b>    | Text       |                                                                                                                                                                                                                                                            | Yes       |
| <b>ABN</b>                               | Text       |                                                                                                                                                                                                                                                            | Yes       |
| <b>Authorised Signatory Phone Number</b> | Numeric    |                                                                                                                                                                                                                                                            | Yes       |
| <b>Industry/Business Type</b>            | List       | Accommodation Services<br>Administrative & Support Services<br>Agriculture, Forestry and Fishing<br>Arts and Entertainment- Cinema, Art Gallery & Creative Construction- Building & Other<br>Construction- Land & Site Preparation<br>Education- Community | Yes       |

Education- Preschool, Childcare & Kindergarden  
Education- Primary School & High School  
Education- Tertiary  
Electricity, Gas, Water & Waste Services  
Financial Services- Banks  
Food & Beverage Services  
Government Bodies & Agencies  
Hair and Beauty  
Health Care and Assistance- Hospitals  
Health Care and Assistance- Medical & Other  
Information Media and Telecommunications  
Internet Service Providers & Data Processing Services  
Library and Other Information Services  
Manufacturing- Clothing, Textiles & Footwear  
Manufacturing- Food & Drinks  
Manufacturing- Furniture  
Manufacturing- Other  
Manufacturing- Petroleum & Coal  
Manufacturing- Pulp, Paper & Paperboard  
Mining Other  
Postal Services  
Professional Services  
Real Estate Services  
Rental & Hiring- Property Operators/Hire Facilities  
Retail Trade- Food Retailing Retail Trade- Fuel Retailing Retail Trade- Motor Vehicle  
Retail Trade- Online Non Store Based  
Retail Trade- Store-Based  
Sports and Recreation- Gym, Sports Clubs & Other Transport Services  
Warehousing & Storage Services  
Wholesale Trade- Grocery & Other  
Wholesale Trade- Machinery & Equipment

|                                        |      |    |
|----------------------------------------|------|----|
| Wholesale Trade- Motor Vehicle & Parts |      |    |
| Wholesale Trade- Other Goods           |      |    |
| <b>Authorised Signatory</b>            | Text | No |
| <b>Email Address</b>                   |      |    |

## 5. Select scheme participants

Select the lead solar system designer and lead solar system installer involved in the C&I solar activity.

Note: You will have had to register these personnel as scheme participants in the VEU Registry prior to creating VEECs for C&I solar activities undertaken by them. You will need to submit evidence of the scheme participants' licence, accreditation and training when registering. We will review and approve registration of scheme participants for this activity. You will only be able to select individuals as scheme participants as part of VEEC creation after we have verified them for registration in the VEU Registry.

### Scheme participant details

*Please select the lead designer and the lead installer involved in undertaking this activity.*

*Only scheme participants whose relevant training and licence requirements have been verified by the VEU can be selected for the activity.*

*See [Scheme participants training and competency requirements](#) for further information.*


New

\* Scheme Participant

Cancel
Save

| Field Name                | Field Type | Options                                                      | Mandatory                                                                    |
|---------------------------|------------|--------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Scheme Participant</b> | List       | Scheme participants that meet the qualification requirements | Yes, must add the lead solar system designer and lead solar system installer |

## 6. Enter activity details

### Activity details

\* NMI

\* Installation commencement date

\* Solar upgrade type ⓘ

☐ Rooftop solar  
☐ Solar canopy  
☐ Ground mounted  
☐ Floating solar

Error: Solar upgrade type is required.

\* Brief description of the Upgrade

\* Activity scenario

\* Is the system connected to DC coupled battery(s)?

\* System claim for STCs or LGCs?

\* Certificate of Electrical Safety Number

\* Total Connected Inverter Capacity (kVA)

| Field Name                                               | Field Type | Options                                                     | Mandatory                           |
|----------------------------------------------------------|------------|-------------------------------------------------------------|-------------------------------------|
| <b>NMI</b>                                               | Text       |                                                             | Yes                                 |
| <b>Installation commencement date</b>                    | Date       |                                                             | Yes                                 |
| <b>Solar Upgrade Type</b>                                | List       | Rooftop solar, Solar canopy, Ground mounted, Floating solar | Yes. More than one can be selected. |
| <b>Brief description of upgrade</b>                      | Long text  |                                                             | Yes                                 |
| <b>Activity scenario</b>                                 | List       | 47A (30kW - 100.00kW system)<br>47B (100.01 - 200kW system) | Yes                                 |
| <b>Is the system connected to DC coupled battery(s)?</b> | List       | Yes, No                                                     | Yes                                 |
| <b>System claim for STCs or LGCs?</b>                    | List       | Yes – STCs<br>Yes – LGCs<br>Yes - Both STCs and LGCs<br>No  | Yes                                 |

|                                                                                           |          |                                                                            |
|-------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------|
| <b>Are the solar PV module(s) installed listed as participating brand(s) in the SPVI?</b> | Checkbox | Yes, if displayed.<br>Only displayed if Activity scenario 47A is selected. |
| <b>Certificate of Electrical Safety</b>                                                   | Text     | Yes                                                                        |
| <b>Total Connected Inverter Capacity (kVA)</b>                                            | Numeric  | Yes.                                                                       |

## 7. Select product details for installation

At least one Inverter and one Solar PV module are required for installation.

You must enter the installation date for products brand and modules to appear.

Installation Details

+ New

Total Inverter Nominal AC Output (kW)  
0

Total inverter manufacturers max array size (kW)  
0

Total Solar PV Module Rated Power Output (kW)  
0

### 7.1 Solar PV Module

Installation Details

\* Product Brand

\* Product Model

\* Quantity

\* Solar PV Module Output (kW)

Cancel

Save

| Field Name           | Field Type | Options                                                                  | Mandatory |
|----------------------|------------|--------------------------------------------------------------------------|-----------|
| <b>Product Brand</b> | List       | Select from brands on Clean Energy Council approved solar PV module list | Yes       |



|                                    |         |                                                                                                       |     |
|------------------------------------|---------|-------------------------------------------------------------------------------------------------------|-----|
| <b>Product Model</b>               | List    | Select from models on Clean Energy Council approved solar PV module list (models tagged as PV module) | Yes |
| <b>Quantity</b>                    | Numeric |                                                                                                       | Yes |
| <b>Solar PV Module Output (kW)</b> | Numeric |                                                                                                       | Yes |

## 7.2 Inverters

Installation Details

\* Product Brand

\* Product Model

\* Inverter Nominal AC Power Output (kW)

\* Inverter manufacturer's maximum allowable array size (kW)

\* Quantity

Cancel

Save

| Field Name                                                       | Field Type | Options                                                                              | Mandatory |
|------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------|-----------|
| <b>Product Brand</b>                                             | List       | Select from brands on Clean Energy Council approved inverter list.                   | Yes       |
| <b>Product Model</b>                                             | List       | Select from models on Clean Energy Council inverter list (models tagged as inverter) | Yes       |
| <b>Inverter Nominal AC Power Output (kW)</b>                     | Numeric    |                                                                                      | Yes       |
| <b>Inverter manufacturer's maximum allowable array size (kW)</b> | Numeric    |                                                                                      | Yes       |
| <b>Quantity</b>                                                  | Numeric    |                                                                                      | Yes       |

## 8. Provide Address justification if required

**Address justification**

Unrecognised Address Justification

Internal Duplicate Justification

External Duplicate Justification

| Field Name                         | Field Type | Mandatory |
|------------------------------------|------------|-----------|
| Unrecognised Address Justification | Long text  | No        |
| Internal Duplicate Justification   | Long text  | No        |
| External Duplicate Justification   | Long text  | No        |

## 9. Review submission

Review the activity details before clicking submit. You will be invoiced for the amount to be paid.

**Review activity**

**X VEECs** to be created. **\$ XX.XX** fee to be paid.

If you think there is a mistake in the calculation, review the information you provided or [contact us through this online form](#).

**Activity details**

**Activity Type**  
47 - Commercial and industrial heat pump water heater

**Activity Date**  
26/10/2025

**Address**  
45 Lane Street, Suburb, VIC, 3000

Cancel

Previous

Submit