VEET Scheme Registry Account Application Form

Version 1.1 – August 2024

This application form must be used when applying to the Essential Services Commission (the commission) for a Victorian Energy Efficiency Target (VEET) scheme registry account, for the purpose of holding, transferring and/or surrendering Victorian energy efficiency certificates (VEECs).

**Do not use this form if:**

* You are an accredited person, or intending to become an accredited person. Please use the [Victorian Energy Upgrades (VEU) Accreditation application form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.esc.vic.gov.au%2Fsites%2Fdefault%2Ffiles%2Fdocuments%2FFINAL%2520FRM%2520VEU%2520Accreditation%2520Application%2520Form%25201%2520July%25202023_0.docx&wdOrigin=BROWSELINK) available on our [website](https://www.esc.vic.gov.au/victorian-energy-upgrades-program/participating-veu-program/how-become-veu-accredited-person), which includes an application for a VEET scheme registry account.

**If you are applying on behalf of a body corporate that has a related body corporate currently participating in the VEU program, please contact us at** [veu@esc.vic.gov.au](mailto:veu@esc.vic.gov.au) **prior to submitting your application.** Definitions of ‘body corporate’ and ‘related body corporate’ can be found on page 3 of this form.

**To lodge your VEET scheme registry account application**:

1. Ensure you have an active VEU administrative account. To apply for a VEU administrative account, go to [www.veu-registry.vic.gov.au](http://www.veu-registry.vic.gov.au) and click ‘open a new VEU administrative account.’
2. Answer all questions in this application form, as applicable.
3. Email the completed form, National Police Check Certificates and any supporting documents to [veu@esc.vic.gov.au](mailto:veu@esc.vic.gov.au). Please identify any documents that are ‘commercial-in-confidence’.
4. Pay the $2000 application fee invoice. You will receive this invoice once your application has been submitted. Your application will not be assessed until this fee has been paid.

The application fee may be waived if you have already been assessed as ‘fit and proper’ by an Australian regulator under an equivalent test (e.g. if you have an electricity and gas licence).

Privacy collection notice –VEET Scheme Registry Account Application Form

The commission collects personal information through the VEET Scheme Registry Account Application Form (**Application Form**) to perform the functions and powers conferred on it under the Victorian Energy Efficiency Target Act 2007 (**VEET Act**) and Victorian Energy Efficiency Target Regulations 2018.

This Collection Notice forms part of our [Privacy Policy,](https://www.esc.vic.gov.au/about-us/our-policies/privacy-and-confidential-information-policy) and together they form our notice for collecting personal information in the Application Form under Information Privacy Principle (**IPP**) 1.3.

Please read our Privacy Policy for additional information on:

* our personal and confidential information handling practices, including how we store and secure personal information
* the purposes for which we collect, use and disclose personal information, including in cooperation with law enforcement agencies, and
* our contact details including how you can access and correct your personal information.

**What we collect through the Application Form**

The personal information we collect in the Application Form comprises your or another person’s:

* contact details
* professional qualifications and details of any banning, disqualification, convictions or adverse findings by a Court or Tribunal or any other disciplinary or enforcement bodies
* National Police Check details.

**Use and disclosure**

We collect personal information in the Application Form for purposes which include:

* assessing an application for a VEET scheme registry account to determine if it complies with the legislation and must be granted or refused
* determining whether an applicant is a fit and proper person for the purposes of holding a VEET scheme registry account.

We may disclose personal information for the purposes for which we have collected it, including:

* as required or authorised by the VEET Act or by a law of the Commonwealth, State or Territory
* to the public, where personal information is required to be published in a register that can be searched by the public, or on our website.

**Complaints**

If you believe we have breached the IPPs, you can submit a complaint in accordance with our Privacy Policy.

Application for VEET scheme registry account

When completing this form, please note the following definitions used:

* **Applicant** means the individual or body corporate applying for a VEET scheme registry account.
* **Body corporate** means a legal entity that is not a natural person and includes a body as defined in section 9 of the *Corporations Act 2001* (Cth).
* **Compliance and enforcement action** means regulatory action of any kind (including warnings) that relate to a finding of non-compliance.
* **Officer** has meaning as defined in section 9 of the *Corporations Act 2001* (Cth) and includesa director, or secretary of the body corporate, and a person who makes or participates in making decisions that affect the whole of, or a substantial part of, the business, or who has the capacity to significantly affected the body corporate’s financial standing. This may include the Chief Executive Officer, Chief Financial Officer and Managing Director.
* **Related body corporate** has meaning as defined the *Corporations Act 2001* (Cth) and may include a subsidiary body corporate, holding body corporate or a subsidiary of a holding body corporate.

This form must be signed by an authorised officer of the Applicant, as defined above.

**Please note: It is an offence to knowingly provide false or misleading information to the Essential Services Commission, under section 68 of the *Victorian Energy Efficiency Target Act 2007*.**

## Person making this application

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| Details of the person making this application on behalf of the Applicant | |
| **Q1.** Name of person preparing this application: | Person preparing the application to identify their name. |
| **Q2.** Job title: | Person preparing the application to identify their job title. |
| **Q3.** Email: | Person preparing the application to identify their email address. |
| **Q4.** Contact phone number: | Person preparing the application to identify their email address. |

## Applicant details

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| Organisational overview | |
| **Q5.** VEU administrative account name: | The entity/body corporate name linked to the Applicant’s VEU administrative account. |
| **Q6**. What is the full legal name of the Applicant? Please include the ABN and ACN (for corporate applicants). | Please provide the full legal name of applicant, the ABN as registered with the Australian Business Register and ACN (if the applicant is a body corporate) as registered with the Australian Securities and Investments Commission (ASIC). |
| **Q7**. Please advise the names and job titles of all officers**.** | Full name and title of all officers. |

## Related body corporates

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| Related body corporates | |
| **Q8**. Is the Applicant a body corporate that has a related body corporate that is currently participating in the VEU program? | Yes/No  If yes, please provide the full legal name and ABN of all related body corporates. |

## Equivalent fit and proper assessment

Where the Applicant answers yes to either Q9 or Q10 and provides the requested supporting information, then please skip to Section 6 of this form.

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| Equivalent tests of fit and proper person capacity | |
| **Q9.** Is the Applicant a body corporate that holds a current licence issued by the commission under the Electricity Industry Act 2000 or the Gas Industry Act 2001? | Yes/No  If yes, please provide details of the licence. |
| **Q10.** Has the Applicant been assessed as meeting an equivalent ‘fit and proper’ person test by another Australian regulator (i.e. requiring similar information to that required below in Section 5)? For example, when applying to the Australian Securities and Investments Commission for an Australian Financial Services Licence or Australian Credit Licence? | Yes/No  If yes, please provide details of the equivalent test and provide any relevant documentation verifying the timing and outcome of the assessment. |
| **Q11.** Has the Applicant or any of its officers had an application refused by another Australian Regulator on the basis that the Applicant or any of its officers were not fit and proper people? For example, applications to the Australian Securities and Investments Commission for an Australian Financial Services Licence or Australian Credit Licence? | Yes/No  If yes, please provide details of the equivalent test and the timing of the outcome of the assessment. |

The commission will consider the Applicant’s responses to Q9, Q10 and Q11 and decide whether to accept the Applicant’s proposed equivalent fit and proper person test.

Where the commission determines that the proposed test is not considered equivalent to the considerations detailed in Section 5, or that a previously failed test requires the commission to conduct its own fit and proper person test for the Applicant, the Applicant will be notified and provided an opportunity to submit an application containing the information in Section 5.

## Information to be provided by the Applicant to inform the commission’s assessment of a fit and proper declaration

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| Offences | |
| **Q12**. Does the Applicant, a related body corporate or any officers of the Applicant, have any charges against them currently pending in an Australian court? | Yes/No  If yes, please provide details of each pending charge. |
| **Compliance history** | |
| **Q13.** Has the Applicant, a related body corporate, or any of the Applicant’s officers (either working for the Applicant or another entity), been the subject of a compliance, enforcement or disciplinary action of any kind (including formal warnings) by an Australian regulator? This could include, but is not limited to:   1. action taken by a consumer affairs regulator, including the Australian Securities and Investments Commission, Consumer Affairs Victoria, the Australian Competition and Consumer Commission or similar 2. action taken by an electrical safety or other safety regulator, including WorkSafe Victoria, Energy Safe Victoria, the Victorian Building Authority or their interstate/national counter-part regulators 3. action taken by any accreditation scheme operator including the Essential Services Commission, Solar Victoria, the Clean Energy Regulator or a similar interstate/national scheme operator. | Yes/No  If yes, please provide details of each instance of compliance or enforcement action. Please include the dates, location and circumstances. |
| **Insolvency** | |
| **Q14.** In the past 10 years, has the Applicant, a related body corporate or any of the Applicant’s officers or senior managers (either working for the Applicant or as an officer of another body corporate) faced the appointment of a liquidator, receiver, administrative receiver, administrator, compulsory manager or other similar officer? | Yes/No  If yes, please provide details of the appointment, including when and where it occurred, and relevant circumstances. |
| **Q15.** In the past 10 years, has the Applicant or any of the Applicant’s officers been declared bankrupt? | Yes/No  If yes, please provide details of any relevant bankruptcies, including when and where they occurred. |
| **Disqualification of officers or senior management** | |
| **Q16.** In the past 10 years, have any of the Applicant’s officers (working for the Applicant or another entity) been disqualified from managing a corporation under the Corporations Act 2001 (Cth)? | Yes/No  If yes, please provide details of each disqualification. |
| **Other government energy efficiency programs or schemes** | |
| **Q17.** Has the Applicant, or any officers of the Applicant, held (or do they currently hold) an account for the holding, transfer and surrender of certificates under the *Victorian Energy Efficiency Target Act 2007*, the law of the Commonwealth, or under the law of another State or Territory relating to an energy efficiency program? | Yes/No  If yes, please specify the name of the program/s and dates of participation. |
| **Q18.** If ‘Yes’ to **Q17** above, has the Applicant or any officers of the Applicant had (or do they currently have) their account for the holding, transfer and surrender of certificates suspended or cancelled by the relevant administrator of the scheme? | Yes/No/Not applicable  If yes, please specify the relevant dates and reason for the suspension or cancellation. |

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| Other matters | |
| **Q19**. Are there any other matters to disclose regarding whether the Applicant is a fit and proper person to hold a VEET scheme registry account? | Yes/No  If yes, please provide further details. |

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| Police Check |
| **Q20**. **Each officer of the Applicant must submit with this application a National Police Check Certificate, obtained within the last 12 months.**  *A National Police Check Certificate can be obtained from a variety of providers, including* [*Service Victoria*](https://www.service.vic.gov.au/services/national-police-check)*,* [*Victoria Police*](https://www.police.vic.gov.au/apply-national-police-check) *and the* [*Australian Federal Police*](https://www.afp.gov.au/our-services/national-police-checks) *websites.* |

## Required statutory declarations

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| Statutory declaration |
| **Q21.** For applicants:   1. that completed Section 5, the following statutory declarations must be provided below:  * A declaration for the officer submitting the application, and * A declaration for each other officer regarding the correctness of the information pertaining to their individual circumstances as provided in this form. If more than one additional officer declaration is needed, please attach separate declarations when submitting your application.  1. that did not need to complete Section 5, only a statutory declaration for the officer submitting the application is required. |

## Declaration of the officer submitting the application

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| Declaration | |
| I declare that:   1. I am authorised to submit this application to the Essential Services Commission (the commission) on behalf of the Applicant; 2. to the best of my knowledge and belief, and having taken all reasonable steps to verify the information in this form, that all of the information in the application is true and correct as at the date of this declaration; and 3. the Applicant is, for the purposes of holding, transfer and surrender of VEECs, a fit and proper person.   I understand that:   * it is an offence to give information to the commission that I know to be false or misleading in a material particular; and * provision of incorrect or false information may result in the application for approval of a VEET scheme registry account being refused.   On behalf of the Applicant, I consent to the commission using and disclosing the following information to any person the commission considers appropriate, in accordance with applicable laws:   * Information relating to matters declared to the commission. * Information relating to any investigations or enforcement actions which may be taken in relation to the Applicant by the commission under the VEU program.   I consent to:   * Service of notices issued by the commission via email to the Applicant’s email address and/or the email address of the person preparing this form. * The publication of the Applicant’s name on the publicly available VEU Registry, if this application for a VEET scheme registry account is successful.   I acknowledge that I am required to provide information to the commission upon request as part of the operation of the VEET scheme registry account. | |
| Name: | Click here to enter text. |
| Signature: |  |
| Date: | DD/MM/YY |

## Declaration for all other officers of the Applicant

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| Declaration | |
| I declare that:   * to the best of my knowledge and belief that all the information in the application pertaining to me as an officer of the Applicant is true and correct as at the date of this application.   I understand that:   * it is an offence to give information to the commission that I know to be false or misleading in a material particular; and * provision of incorrect or false information may result in the application for approval of a VEET scheme registry account being refused or cancelled.   On behalf of the Applicant, I consent to the commission using and disclosing the following information to any person the commission considers appropriate, in accordance with applicable laws:   * Information relating to matters declared to the commission. * Information relating to any investigations or enforcement actions which may be taken in relation to the Applicant by the commission under the VEU program.   I consent to:   * Service of notices issued by the commission via email to the Applicant’s email address and/or the email address of the person preparing this form. * The publication of the Applicant’s name on the publicly available VEU Registry, if this application for a VEET scheme registry account is successful. | |
| Name: | Click here to enter text. |
| Signature: | A white square with a blue border  Description automatically generated |
| Date: | DD/MM/YY |