

## Some helpful tips on how to complete the form.

Complete all the sections of the form overleaf. To help you, here's an explanation of the details you need to provide in the form's sections.

### Section B – installation details and STCs assignment period.

Enter all of your system's installation details as indicated. Please contact your installer if you need help to determine your system's details. If you prefer, you can attach a separate document to indicate all your system's panel serial numbers instead of listing them on the form. You will need to indicate the period you will be assigning your rights to create STCs. STCs for Solar PV Systems are created in batches called deeming or assignment periods. You can choose 1 year or 5 years for existing solar panels (over 12 months old), or 1 year, 5 years or 15 years for new solar panels (less than 12 months old).

### Section C – STC eligibility.

To work out the number of STCs you may be eligible for, use the Small Generation Unit STC Calculator on the STC Registry website at [www.rec-registry.gov.au](http://www.rec-registry.gov.au)

### Section D – installer details.

The installer of your system is required to complete this section of the form in order for the installation to meet compliance standards required by the Office of the Renewable Energy Regulator (ORER).

## Use this checklist before submitting the form.

Before you submit this form, check that you have:

- completed all sections and signed the form
- a Certificate of Compliance
- proof of purchase.

Submission of these documents confirm that you have obtained the relevant compliance paperwork from your installer.

### How to submit this form.

Mail the completed form, Certificate of Compliance and proof of purchase in the envelope provided (no stamp required) or address to:

**AGL Sales Pty Limited**  
**Solar PV**  
**Reply Paid 84146**  
**MELBOURNE VIC 8001**

# We're putting our energy into solar power.



For some more information on being energy efficient, just call us on **131 245** or visit [agl.com.au](http://agl.com.au)

#### Arabic

هل تحتاج مترجم؟ اتصل على الرقم أدناه:

#### Spanish

¿Necesita un intérprete? Llame al número indicado abajo.

#### Italian

Se vi serve un interprete, telefonate al seguente numero.

#### Greek

Αν χρειάζεστε διερμηνέα, τηλεφωνείτε στον αριθμό παρακάτω.

#### Croatian

Trebate li pomoć tumača? Nazovite niže navedeni broj.

#### Vietnamese

Nếu quý vị cần sự giúp đỡ, vui lòng gọi số bên dưới.

#### Chinese

如果您需要傳譯員的幫助，請致電以下號碼。

For language assistance please call **131 245**.

AGL Sales Pty Limited ABN 88 090 538 337

AGL South Australia Pty Limited ABN 491 091 105 092

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# Generate a solar bonus.

Your easy guide to selling your STCs to AGL.



# Turn your solar system into an upfront payment.

You've made the decision to convert to solar energy. Now we'd like to show you how you can earn an upfront payment – by assigning your Small-scale Technology Certificates or STCs (formerly Renewable Energy Certificates or RECs) to AGL. This easy how-to guide will get you started. We've included all the information you need to assign your STCs.

## The 'ins and outs' of STCs.

It's up to every country to do their bit to protect the environment and reduce greenhouse gas emissions. Which is why the Federal Government introduced the Small-scale Renewable Energy Scheme – that's SRES for short.

The SRES was designed to encourage extra renewable energy production and give everyone the incentive to install renewable energy systems in their homes and businesses. The scheme sets a target amount of additional electricity that Australia must produce from renewable energy resources. This is where you come in.

Under the scheme, STCs can be created by owners of Solar Photovoltaic (Solar PV) systems. Simply explained – each megawatt hour (MWh) of electricity that is generated by an accredited renewable energy source enables the owner to create a STC.

## We'll pay you for your STCs.

Once you install a Solar PV System you'll be able to sell your STCs on the strength of how much energy your system can potentially produce. Assign your STCs to AGL and we'll pay you for them<sup>1</sup>. You'll either get an upfront payment from us or a discount on your Solar PV System if it is yet to be installed<sup>2</sup>.

Plus you'll be helping Australia reach the SRES objectives that have been set. Simply complete and return the form to AGL Sales Pty Limited, Solar PV, Reply Paid 84146, Melbourne VIC 8001 (no stamp necessary). Your guide to completing the form is in this brochure. To calculate your eligibility for STCs or for more information on SRES just go to [www.orer.gov.au](http://www.orer.gov.au). Or for more about solar energy check out [aglsolarenergy.com.au](http://aglsolarenergy.com.au)

## When will you receive your STCs payment?

Please allow 90 days for processing and for a cheque to be sent to you by mail. Or if you are purchasing your Solar PV System through an AGL Energy Shop, your payment will be deducted from the unit and installation cost.

<sup>1</sup> This applies to Solar PV Systems installed on or after 1 April 2001 and for systems with a rated output of not more than 100kW or a total annual output of not more than 250MWh.

<sup>2</sup> Must be purchased from an AGL Energy Shop or AGL Assist.

## Small-scale Technology Certificate assignment declaration.

### Section A – owner's details.

First name	<input type="text"/>	Surname	<input type="text"/>
Postal address	<input type="text"/>		
Postcode	<input type="text"/>	Day/business phone ( <input type="text"/> <input type="text"/> )	<input type="text"/>
Email	<input type="text"/>	Mobile	<input type="text"/>

### Section B – installation details.

Address of installation (must be street address)	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
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System brand	<input type="text"/>	System model	<input type="text"/>
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Installation date	<input type="text"/>	DD / MM / YY	Number of panels	<input type="text"/>
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For what period will you be assigning your rights to create STCs?	15 years	5 years	1 year	Is this a second installation of a Solar PV unit at this address? Yes/No
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Has your system/unit been installed by a CEC accredited installer? Yes/No	<input type="text"/>	Rated power output (kW)	<input type="text"/>
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Is the system grid-connected? Yes/No	<input type="text"/>	If you've answered 'no', please download and complete an off-grid/written statement at <a href="http://www.orer.gov.au/publications/written-statement.htm">www.orer.gov.au/publications/written-statement.htm</a> and attach it to this form.		
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Panel serial number/s (list serial number from every panel of your system or attach them to this form)	1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>	4. <input type="text"/>
	5. <input type="text"/>	6. <input type="text"/>	7. <input type="text"/>	8. <input type="text"/>
	9. <input type="text"/>	10. <input type="text"/>	11. <input type="text"/>	12. <input type="text"/>

Have you received or been approved for a rebate or financial assistance for any small generation unit at this address (this includes Solar Homes and Communities Plan, Photovoltaic Rebate Program, Renewable Remote Power Generation or National Solar Schools Program)? Yes/No	<input type="text"/>
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Is this premises eligible for Solar Credits Yes/No	Yes/No	Note: to determine your eligibility for Solar Credits visit <a href="http://www.orer.gov.au">www.orer.gov.au</a>
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### Section C – STC eligibility.

Calculate the amount of STCs you may receive by using the Small Generation Unit STC Calculator on the STC Registry website at <a href="http://www.recs-registry.gov.au">www.recs-registry.gov.au</a>	<input type="text"/>
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Number of STCs this system is entitled to	<input type="text"/>
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### Section D – installer details. Your system's installer will need to complete this section

Company	<input type="text"/>	Email	<input type="text"/>
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Address	<input type="text"/>
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Day/business phone ( <input type="text"/> <input type="text"/> )	<input type="text"/>	Mobile	<input type="text"/>
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Installer	<input type="text"/>	CEC Accreditation Scheme Classification	<input type="text"/>	CEC Accreditation Number	<input type="text"/>	Electrical Licence Number	<input type="text"/>
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Designer	<input type="text"/>					
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CEC Classification: D=Design, I= Installer, D&I= Design and Install, D&S= Design and Supervise

#### Declaration

I, \_\_\_\_\_ (name of installer) have public liability insurance of at least \$5 million and am bound by the Clean Energy Council's Code of Conduct and have complied with that code of conduct for the installation of the above unit. The Clean Energy Council's Code of Conduct is available at [www.cleanenergycouncil.org.au](http://www.cleanenergycouncil.org.au)

I, \_\_\_\_\_ (name of installer/owner) verify that all local, State or Territory government requirements have been met for the siting of the unit; and if the unit is attached to a building or structure – the attachment of the unit to the building or structure; and if the unit is grid-connected – the grid connection of the system for the SGU installation

at \_\_\_\_\_ (installation address).

I confirm that the above requirements have been met.

I, \_\_\_\_\_ (name of installer) confirm that the installation complies with the following Australian Standards:

AS/NZS 3000:2007, *Wiring Rules*; AS/NZS 1768:2007, *Lightning protection*;

AS 4777 – 2005, Grid connection of energy systems via inverters (only if grid connected).

I, \_\_\_\_\_ (name of installer) confirm the installation complies with the following Australian Standards:

### Section E – important information for customers.

1. Eligibility: STCs can only be created for photovoltaic systems with a rated output of not more than 100kW, or a total annual output of not more than 250MWh.

2. Effect of Assignment: the owner of the solar photovoltaic system is free to assign their right to create STCs to whomever they wish. However, once an owner has assigned their right to create STCs, no other certificates can be created with respect to that solar photovoltaic system. Penalties apply for providing misleading information under Part 11A of the *Renewable Energy (Electricity) Act 2000*.

### Section H – system owner declaration.

#### System owner declaration

For the purpose of the *Renewable Energy (Electricity) Act 2000 (Act)*:

- I certify that:
  - the information in this form is correct and I am aware that penalties apply for providing misleading information under the Act;
  - I have read and understood the 'Important information for customers' (above);
  - I am the owner of the solar photovoltaic system described in Section B;
  - I have not previously assigned or created any STCs for this system within this period.

2. I assign all my rights associated with this installation under the Act including the right to create STCs and any other emissions or environmental credits, certificates or benefits to AGL Hydro Partnership.

#### The owner of installation

Signed	<input type="text"/>	Date	<input type="text"/>
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Name	<input type="text"/>	Witnessed by the agent/installer	<input type="text"/>
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GST declaration	<input type="checkbox"/> Personal use (system owned by an individual who is not registered for GST and the system is for domestic use only).	<input type="checkbox"/> Business use (system owned by a business that is registered for GST and will submit a valid tax invoice for GST purposes.)
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Business name	<input type="text"/>	ABN	<input type="text"/>
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3. I will not create any STCs or Greenhouse Gas Abatement Certificates for the installation described in Section B.

4. I certify that if the ORER fails to register any certificates as a result of the information in this document being incomplete or incorrect, upon request from AGL Hydro Partnership, I will use reasonable endeavours to provide the required information to AGL Hydro Partnership or its agents so that STCs may be created.

5. I agree to allow AGL Hydro Partnership or its agent(s) to inspect my solar photovoltaic system for the purpose of this assignment.

6. I agree to allow this information to be used by the ORER and other necessary parties for audit purposes.

Witnessed by the agent/installer	<input type="text"/>	Signed	<input type="text"/>	Date	<input type="text"/>
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Name	<input type="text"/>	Name	<input type="text"/>
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GST declaration	<input type="checkbox"/> Personal use (system owned by an individual who is not registered for GST and the system is for domestic use only).	<input type="checkbox"/> Business use (system owned by a business that is registered for GST and will submit a valid tax invoice for GST purposes.)
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Business name	<input type="text"/>	ABN	<input type="text"/>
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