

# REC Business Structure Change Request Form

## Change Company Name

This form can only be used if the Australian Company Number (ACN) for the new company is the same as the previous company that was registered.

If the ACN for the new company is different to the previous company, then you will be required to apply for a new REC registration for the new company via [ESVConnect](#).

I, [Enter name\(s\) of applicant\(s\) here](#) am applying to change the company name of REC-[number here](#) from [Enter current company name here](#) to [Enter new company name here](#)

<b>Declaration – Current Business Supervisor / Company Director / Authorised Person*</b>	
I declare that I agree to the requested change and that the information contained in this letter is true and correct.	
Full name of applicant	
Date of birth	
Business Address	
Business Phone	
Business Email address	
Signature	
Date	Click or tap to enter a date.
<p><b>*Note:</b> If the applicant is not the director of the company, the application must include a signed letter from the company director(s), stating that they authorise the applicant to act on behalf of the company for all matters relating to the registration of the company. Please click on the following link to download a REC – Authorisation letter template: <a href="https://www.esv.vic.gov.au/licensing/electrical-licences/licence-types/registered-electrical-contractors-rec">https://www.esv.vic.gov.au/licensing/electrical-licences/licence-types/registered-electrical-contractors-rec</a> and scroll down to the first document under the heading 'Related Documents'.</p>	

**Note:** You will need to print out the completed form and sign and date the form for all individuals applying for a change to business structure.

The completed form should be emailed to [licensing@energysafe.vic.gov.au](mailto:licensing@energysafe.vic.gov.au)

*The information provided in an application must be true and correct. It is an offence under s148 of the Electricity Safety Act 1998 to give false or misleading information in relation to an application for registration, and this offence carries a maximum penalty of 100 penalty units.*