

REC Business Structure Change Request Form

Partnership to Sole Trader

We [Enter names of all partners here](#) are applying to change REC-[Enter REC number here](#) from a Partnership to a Sole Trader structure under the name of: [Enter the name of the sole trader](#)

The business name I wish to register is: [Click or tap here to enter text.](#) (Please leave blank if no business name applies).

The ABN of this business name is: [Click or tap here to enter text.](#) (Please leave blank if no ABN applies)

Note: The business name must be registered to the sole trader with ASIC

Declaration – Partner 1	
I declare that I agree to the requested change and that the information contained in this letter is true and correct.	
Full name	
Date of birth	
Business Address	
Business Phone	
Business Email address	
Signature	
Date	Click or tap to enter a date.
Declaration – Partner 2	
I declare that I agree to the requested change and that the information contained in this letter is true and correct.	
Full name	
Date of birth	
Business Address	
Business Phone	
Business Email address	
Signature	
Date	Click or tap to enter a date.

Note: If there are more than two partners, the complete details and signatures (as in the table above) of all partners is required.

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

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.