

REC Business Structure Change Request Form

Sole Trader to Company

I _____ am applying to change REC- _____ from a sole trader structure to a company structure.

The company name I wish to register is:

The business name I wish to register is: _____ (if no business name, leave blank).

The ACN and/or ABN of the company and/or business is:

Note:

1. The business name must be registered to the company with ASIC
2. Energy Safe does not register family trust entities. The trustee corporation acting on behalf of the family trust must be registered as the REC under a company structure.

Declaration

I understand that in changing this REC to a Company structure, I relinquish the rights to the REC number – i.e.: The REC number allocated will remain with the company and the ACN to which it has applied or is updated to. It can only be continued as a result of changing the company name and retaining the same ACN. It cannot be transferred between different company names.

This authorisation is valid from the date of this letter until Energy Safe Victoria is notified in writing that this authorisation is revoked.

Full name of sole trader / company director / authorised person *	
Date of birth	
Business Address	
Business Phone	
Business Email address	
Signature	
Date	

**Note: 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 [download a REC – Authorisation letter template](#) and scroll down to the first document under the heading 'Related Documents'.

You will need to print out the completed form to sign and date it.

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.