# Sample STC Assignment form and compulsory written statements for solar PV systems

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| Please note that the document below is an example only and not an official form and should not be filled out and used to submit information to the Clean Energy Regulator.  Instead, please make sure that your organisation’s STC Assignment form contains all the fields listed below, including the Mandatory Declaration.  Where the designer, installer and solar retailer written statements have options to select from, registered agents must ensure the appropriate option is selected by the person making statements.  Registered agents can customise their own written statements to incorporate additional explanatory text (including privacy declarations), company logos and other features such as GST status. |

## Version history

|  |  |
| --- | --- |
| Version | Date |
| 2.0 | 14 February 2024 |
| 1.0 | 25 February 2022 |

System owner details

### Businesses

|  |  |
| --- | --- |
| First name and surname |  |
| Company name |  |
| ACN and ABN |  |
| Position |  |
| Phone |  |
| Email |  |
| Postal address |  |

### Individuals

|  |  |
| --- | --- |
| First name and surname |  |
| Phone |  |
| Email |  |
| Postal address |  |

Installation details

|  |  |  |  |
| --- | --- | --- | --- |
| Installation address |  | Deeming period |  |
| Installation type |  | Complete unit (?) |  |
| Installation date |  | Additional address details |  |
| Type of connection to electricity grid |  | Property type |  |
| System mounting type |  | Single or multi-story |  |
| Rated power output (kW) |  |  |  |

System component details

|  |  |  |  |
| --- | --- | --- | --- |
| PV modules details | | Inverter details | |
| Brand |  | Brand / Model / Series |  |
| Model |  | Number of inverters |  |
| Number of panels |  | Inverter serial numbers |  |
| Panel serial numbers |  |

## Mandatory declaration

I am the owner of the solar photovoltaic system mentioned in this STC Assignment form and I agree to assign my right to create STCs to **(insert registered agent’s name)** for a period of **(insert deeming period)** years commencing **(insert installation date)**.  
I have not previously assigned or created any STCs for this system. I understand that this system is eligible  
for **(insert number)** STCs and in exchange for assigning my right to create STCs I will receive a **(insert financial incentive)** from the **(retailer, installer or agent).**

I am aware that penalties can be applied for providing false or misleading information in this form under the *Renewable Energy (Electricity) Act 2000*.

|  |  |
| --- | --- |
| System owner full name | Witness full name |
|  |  |
| System owner signature | Witness signature |
|  |  |
| Signature date | Signature date |
|  |  |

Designer, installer and electrician details

|  |  |  |
| --- | --- | --- |
| Installer | Designer | Electrician |
| Full name | Full name | Full name |
|  |  |  |
| Company name | Company name | Company name |
|  |  |  |
| Phone | Phone | Phone |
|  |  |  |
| Email | Email | Email |
|  |  |  |
| Address | Address | Address |
|  |  |  |
| Accreditation number | Accreditation number | Licensed electrician number |
|  |  |  |
| Accreditation type | Accreditation type |
|  |  |
| Electrical licence number |
|  |

Retailer detail

|  |  |
| --- | --- |
| Retailer company name (legal entity name) |  |
| Retailer ABN |  |
| Retailer representative first name and surname |  |
| Position held |  |

Designer written statement

I **(designer name| accreditation number| accreditation type)** was the accredited designer of the solar PV system installed at (installation address) and verify that I hold the appropriate accreditation type in relation to the design of the unit and the design complies with all relevant requirements of the accreditation scheme under which  
I am accredited.

I declare that the above statements are true, correct and complete and understand that penalties apply under the *Renewable Energy (Electricity) Act 2000* and Renewable Energy (Electricity) Regulations 2001 for providing false or misleading information. I understand that giving false or misleading information is a serious offence under the Criminal Code Act 1995.

|  |  |
| --- | --- |
| Designer full name | Witness name |
|  |  |
| Designer signature | Witness signature |
|  |  |
| Signature date | Signature date |
|  |  |

Installer written statement

I (**installer name| accreditation number**) was the accredited installer and hold the appropriate accreditation type (**grid connected** or **stand-alone**) for the solar PV system installed at (**installation address**) and verify that:

* I complied with the relevant installation requirements of the accreditation scheme under which I am accredited for the installation of the unit.
* All local, State or Territory government requirements have been met for the installation of the unit.

If the unit is:

grid-connected and all electrical wiring associated with the installation of the unit was undertaken by an electrical worker holding an unrestricted licence for electrical work issued by the State or Territory authority for the place where the unit was installed, or

not grid-connected and an electrical worker holding an unrestricted license for electrical work issued by the State or Territory authority for the place where the unit was installed undertook all wiring of the unit that involves:

* + alternating current of 50 or more volts; or
  + direct current of 120 or more volts.
* I have provided the owner of the unit with any documents required by the laws of the jurisdiction in which the unit was installed certifying that the installation of the unit complies with the relevant laws relating to safety and technical standards.
* I received a copy of the design of the unit, and

The design was not modified during the installation of the unit and it was installed in all material aspects, in accordance with the design, or

The design was modified during the installation of the unit and the modifications were consistent with all relevant requirements of the accreditation scheme for the design of the unit and that the unit was installed, in all material aspects, in accordance with the modified design.

* + The unit will perform consistently with the design or modified design (as applicable).
* The inverter used in the installation of the unit was an approved eligible model of inverter and if grid-connected complies with AS/NZS 4777.2:2020.
* The model(s) of PV modules used in the installation of the unit was an approved eligible PV module.
* I was on-site to install **or** supervise the installation of the unit in accordance with the accreditation scheme under which I am accredited.
* I have and can provide evidence demonstrating that I have met the on-site attendance obligations in accordance with the accreditation scheme under which I am accredited.

I declare that the above statements are true, correct and complete and understand that under the *Renewable Energy (Electricity) Act 2000* and Renewable Energy (Electricity) Regulations 2001 penalties apply for providing false or misleading information. I understand that giving false or misleading information is a serious offence under the Criminal Code Act 1995.

|  |  |
| --- | --- |
| Installer full name | Witness name |
|  |  |
| Installer signature | Witness signature |
|  |  |
| Signature date | Signature date |
|  |  |

Retailer written retailer statement

I **(insert name)** am the authorised representative of **(insert retailer legal entity name and ABN)** that sold the solar PV system to  
**(insert owner name)** and verify that:

* **(insert name of installer)** installed the unit at **(insert installation address)** and they are an employee **or** subcontractor of **(insert retailer name)**
* that the unit will perform in accordance with the contract **(or the quote accepted)** for the sale of the unit to the owner of the unit, except to the extent that that performance is prevented by circumstances outside the solar retailer’s control
* that the unit is complete and generating electricity **or** capable of generating electricity
* that if grid connected the unit is connected to the grid **or** **(insert retailer name)** has completed its obligations under the contract (or quote accepted) relating to the connection of the unit to the grid
* **(insert retailer name)** provided information in writing to **(insert owner name)** about feed in tariffs and export limits for the unit and it is true, correct and complete
* **(insert retailer name)** provided information in writing to the owner of the unit about one or more of the following of the unit, expected payback period **or** expected energy savings **or** expected cost savings and that information is true, correct and complete.
* any actual or potential conflicts of interest of **(insert retailer name)** relating to the sale or installation of the unit, or the creation of certificates for the unit, including any conflicts of interest in relation to persons or entities related to **(insert retailer name)**, have been disclosed to **(insert owner name)** and managed appropriately.
* a declaration deeming **(insert retailer name)** ineligible to make statement under regulation 20AH is not in effect on the day the statement is given.

I declare that the above statements are true, correct and complete and understand that penalties apply under the *Renewable Energy (Electricity) Act 2000* and Renewable Energy (Electricity) Regulations 2001 for providing false or misleading information. I understand that giving false or misleading information is a serious offence under the Criminal Code Act 1995.

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| --- |
| Retailer representative full name |
|  |
| Retailer representative position | Witness name |
|  |  |
| Retailer representative signature | Witness signature |
|  |  |
| Signature date | Signature date |
|  |  |