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| REC Business Structure Change Request Form |

I/We *Enter name(s) of applicant(s) here* am/are applying to change REC-*Enter REC number here* from a *Choose an item.*

\*If ‘Other’ is selected, please enter the change requested on the below line:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

The business and/or company name I wish to register is: *Click or tap here to enter text.*

The ABN and/or ACN of the business and/or company is: *Click or tap here to enter text.*

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| **Complete this section only if changing REC business structure FROM or TO a Partnership** | |
| **Declaration – Partner 1**  I declare that l am a partner in the partnership and the information contained in this letter is true and correct. | |
| **Full name** |  |
| **Date of birth** |  |
| **Address** |  |
| **Phone** |  |
| **Email address** |  |
| **Signature** |  |
| **Date** | *Click or tap to enter a date.* |
| **Declaration – Partner 2**  I declare that l am a partner in the partnership and the information contained in this letter is true and correct. | |
| **Full name** |  |
| **Date of birth** |  |
| **Address** |  |
| **Phone** |  |
| **Email address** |  |
| **Signature** |  |
| **Date** | *Click or tap to enter a date.* |
| *Note: If there are more than two partners, please add the details of all partners below* | |
| **Complete this section only if changing REC business structure TO a Company** | |
| **Declaration**  I/we understand that in changing this REC to a Company structure, I/we 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. | |
| **Full name of company director/authorised person\*** |  |
| **Date of birth** |  |
| **Address** |  |
| **Phone** |  |
| **Email address** |  |
| **Signature** |  |
| **Date** | *Click or tap to enter a 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 an electrical contractor. Please click on the following link to download a REC – Authorisation letter template:* [*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) *and scroll down to the first document under the heading ‘Related Documents’.* | |

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

Regards

*Enter signature of applicant(s) here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Enter name of applicant(s) here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_*

Date: *Click or tap to enter a date.*

*Note: 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.*