

(ABC Business Letterhead)

Date

Licensing Section
Energy Safe Victoria
PO Box 262
Collins Street West
VICTORIA 8007

RE: CHANGE OF REC REGISTRATION FROM PARTNERSHIP TO SOLE PROPRIETOR

Please be advised that we have changed Registered Electrical Contractor (REC) Number <enter REC number here> from a Partnership to a Sole Proprietor under the name:

- <enter the full name of the Sole Proprietor>
- Trading as <enter business name here if applicable>

Yours sincerely

(Signature of REC holder)

(Signature of Partner)
(Full name & address)