

(ABC Business Letterhead)

Date

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

RE: CHANGE OF REC REGISTRATION FROM SOLE PROPRIETOR TO PARTNERSHIP

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

- *<enter the full names of all partners>*
- Trading as *<enter business name here if applicable>*

Yours sincerely

*(Signature of REC holder)*

*(Signature of Partner)*  
*(Full name & address)*