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Appointing a New Account Administrator

Version 3 as updated
7 July 2009

An 'Account Administrator' is the nominated user of a company's REC-Registry account who is authorised to control the account and its users. The Account Administrator has extra functionality such as the ability to add or remove users for an account, grant permissions for account users, and more. Each REC-Registry account must have at least one Account Administrator. An Account Administrator can assign the Account Administrator status to another account user through the online REC-Registry.

This form only needs to be completed for accounts where a change of Account Administrator is required and the current Account Administrator is unavailable. A person must have a REC-Registry username, and must have logged into the REC Registry before they can be assigned the Account Administrator status.

This form needs to be signed by the Chief Executive Officer (or equivalent) of the company, and the proposed new Account Administrator.

Send your completed and signed form to ORER, GPO Box 621, Canberra ACT 2601, or, by fax to 02 6159 7780.

Your Company Name	<input type="text"/>		
Your REC Registry Account name	<input type="text"/>		
Your ACN (if applicable)	<input type="text"/>		
Old Account Administrator Name	<input type="text"/>		
New Account Administrator	Name	<input type="text"/>	Username <input type="text"/>
	Contact Details	Phone (<input type="text"/>)	Email <input type="text"/>
Reason(s) for change of Account Administrator	<input type="text"/>		

Declaration

I certify that all of the above details are correct at the time of completing this form and I am authorised to act on behalf of the above REC Registry Account. I approve the new Account Administrator to act of behalf of our organisation on all matter related to the REC Registry including the management of the Account and its users.

I acknowledge that penalties can be applied for providing misleading information under the *Renewable Energy (Electricity) Act 2000*.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Chief Executive Officer (or equivalent) Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
New Account Administrator Name	Signature	Date

Please provide an estimate of the time taken to complete this form. Include the time actually spent:

- Reading the instructions, working on the questions and obtaining the information; and
- By all employees in collecting and providing the information in hours and minutes

hrs

mins