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Rheem New ESS Nomination Form - 2022.11.17.docx

To : Rheem Solar Specialists and Rheem Hot Water Installers
Copy : NSW Rheem State Manager, NSW RSS Account Manager
Date : 17th November 2022
Subject : New Nomination Form for ESS Scheme

New Nomination Form

The National Carbon Bank of Australia has sent a new Nomination Form to be used by the RSS and Rheem Hot Water Installers with the end customers. The Scheme Administrator, IPART, **have updated the template Nomination Form** that ACPs must collect for every installation – the entire content of the Form has changed. See the new form attached.

Note: The new Nomination form **must now be used with immediate effect** for all jobs that have yet to have a Nomination form signed and new jobs that now arise.

Section 2 of the form: Implementation and Activity Details

IPART now require this section to include a full description of the activity and the Activity Definition so that the Purchaser understands what equipment specifically they are making the Nomination for. Providing only the Activity Definition label (such as D17) will not be sufficient.

We have added a drop down menu showing the five activities for this section of the form to make it easier for the RSS and Rheem Hot Water Installers to fill in.

A completed copy of the signed Nomination Form **must be provided to the Purchaser within 7 days of signature collection**

The previous requirement was that Customers received a copy of the signed Nomination Form “as soon as practicable and within a reasonable time period” after signing. This previously soft requirement has now become a hard requirement, with IPART requiring customers receive a copy within 7 days. This is now something that NCBA will need to have evidence of, which will be checked by ESS Auditors. This is important.

The RSS and Rheem Hot Water Installers are asked to copy NCBA (forms@ncba.net.au) and RheemRECs (rheemrecs@rheem.com.au) in on the same email that is sent to the Purchaser, so NCBA & RheemRECs have an evidentiary copy of the date it was sent to the Purchaser. NCBA and Rheem must hold evidence of the customer receiving a copy of the signed Nomination Form dated within 7 days of the signature date. NCBA may reject any water heating claims where this evidence cannot be provided. This is also important.

