

Guideline to assist in applying for transfer of registration of an electrical equipment certificate of approval

Please use this information to ensure correct and complete information is provided. An incorrect or incomplete application may be considered as withdrawn or refused.

This guide is designed to assist you with your application for transfer of registration of an electrical equipment certificate of approval (Form 8). Please complete all sections of the form with full and correct information.

The Electrical Safety Office (ESO) will require evidence of the current certificate of approval holder's agreement to the transfer. This would generally be in writing on the current certificate holder's letterhead and would include an agreement to transfer all the rights and obligations relating to the current certificate of approval to the new certificate holder.

Please send the original certificate of approval to the ESO with your application for transfer. The original certificate will be cancelled and a new one containing the new applicant's details will be issued. Please ensure the certificate of approval is kept in a safe and accessible place, as it must be made available to an ESO inspector on request

THE APPLICATION FORM

The application form must be the current version of the application for transfer of registration of electrical equipment form (Form 8). See www.electricalsafety.qld.gov.au

Section 1 — New Applicant details

Business name: The business name detailed on this section will be legally responsible for the electrical equipment, which must ensure the electrical equipment which is sold is identical to the electrical equipment type tested and registered on the certificate of approval.

ABN / ACN / ARBN: Australian applicants should enter their Australian Business Number (ABN) or their Australian Company Number (ACN). International applicants should provide the Australian Registered Body Number (ARBN) under which they conduct business in Australia (if applicable).

Contact: These are the contact details of the person who owns the business, or is employed by the owner and has delegated authority to act for the business in approval matters.

Address: This address is where the business is legally registered.

Section 2 — Consultant / agent details

If a consultant or agent is being used, this section nominates the consultant / agent who is to act on behalf of the applicant company. The contact person in this section is the person who will be responsible for all correspondence relating to this application.

Please also supply a letter of authorisation for the consultant / agent to act on behalf of the applicant. All written correspondence will be sent to the contact person at the postal address provided in this section.

Section 3 — Existing applicant details

This is the name of the person/business listed on the current existing certificate or approval. The section should detail the person who is employed by, acts for, or owns the company nominated on the original approval certificate and has delegated authority to act for the company in approval matters.

Section 4 — Product details

Original approval No: This is the certificate number on the original certificate of approval. This is the Registration Number near the top of the certificate and is the same as the Reference Number (without the Q) in the body of the certificate.

Original equipment type: This is the same as on the original certificate of approval as per the 'Article' listed on the certificate of approval.

Original trade or brand name: This is the same as the original certificate of approval as per the 'Trade Name' section on the certificate of approval.

Original model number: The model number on the original certificate of approval should be entered here.

Section 5 — Transfer agreement

The ESO will require evidence that the owner of the approval agrees to the transfer. This could be a written document and must identify the original certificate of approval holder (by letterhead, ABN, ACN, ABRN, company seal or other identification) and be signed by an appropriately authorised representative of the original approval holder.

Section 6 — Declaration

The declaration must be signed by an authorised person who by their position or appointment has authority to act on behalf of the applicant. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge. The department may request evidence in support of any information provided in the application.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading.

Section 7 — Fee (No application will be accepted unless full payment is received)

The application fee is required at the time of application. If an application is refused or withdrawn, the department will apply Section 126A and Schedule 7 of the *Electrical Safety Regulation 2002* in order to offset processing costs.

The fee for an application for transfer is set down in the *Electrical Safety Regulation 2002 Schedule 7*. The Schedule of Fees is also located on the ESO website: www.electricalsafety.qld.gov.au

You can pay by several methods:

- **Electronic Funds Transfer (EFT):** contact the ESO for a reconciliation number then forward a copy of the form with the reconciliation number to your Accounts Department to be used as an invoice.
- **Cheque:** to be submitted only by mail with the application form and to be made out to the Department of Justice and Attorney-General.
- **Credit card:** complete the fee section of the form as per your card details. Please note, the Department of Justice and Attorney-General respects your privacy and is committed to protecting your private information.

APPLICATION CHECKLIST

- All applicant details (company name and ABN/ACN/ARBN, if applicable) provided
- Consultant details provided (if applicable)
- Existing applicant details
- Original Product details provided
- Declaration has been signed by a person with authority to act on behalf of applicant
- The original approval holder's written agreement to the transfer on letterhead
- Full fee included with application

NEED MORE INFORMATION?

Contact the Electrical Safety Office:

Telephone: 1300 650 662 (within Queensland)
Telephone: (07) 3247 4711 (interstate)
Telephone: +61 7 3247 9439 (international)
Facsimile: +61 7 3406 3808
Email: equipmentsafety@deir.qld.gov.au
Website: www.electricalsafety.qld.gov.au

Application for transfer of registration of electrical equipment



This form is to be completed in accordance with the attached guidelines. Please complete the form in BLOCK LETTERS.

1 New applicant details - transferred to

Electrical Safety Act 2002

| | |
|-----------------------------------------------------------|-----------------------------------------|
| Business name: _____ | ABN / ACN / ARBN (If applicable): _____ |
| Contact: Name _____ Telephone _____ Fax _____ Email _____ | |
| Address: Street / PO Box _____ Suburb _____ | |
| State _____ Country _____ Postcode _____ | |

2 Consultant / agent details – Please note, unless otherwise indicated the certificate/s will be posted to the consultant / agent.

| | |
|-----------------------------------------------------------|-----------------------------------------|
| Business name: _____ | ABN / ACN / ARBN (If applicable): _____ |
| Contact: Name _____ Telephone _____ Fax _____ Email _____ | |
| Postal address: Street / PO Box _____ Suburb _____ | |
| State _____ Country _____ Postcode _____ | |

3 Existing applicant details

| | |
|-----------------------------------------------------------|-----------------------------------------|
| Business name: _____ | ABN / ACN / ARBN (If applicable): _____ |
| Contact: Name _____ Telephone _____ Fax _____ Email _____ | |

4 Product details

| | |
|-------------------------------------|--------------------------------|
| Original approval number: _____ | Original equipment type: _____ |
| Original trade or brand name: _____ | Original model number: _____ |

5 Transfer agreement – Please submit a written agreement to the transfer on letterhead (from the owner of the approval).

6 Declaration – the new applicant must sign here

I/We declare that the information stated above is a true statement and that, to the best of my/our knowledge, the equipment referred to above has been tested and examined in accordance with the appliance specifications to demonstrate the safety outcomes of the required Standards under the Electrical Safety Regulation 2002.

Authorised person: _____ Signature: _____ Date: _____

7 Fee – This is a GST free supply. Keep a copy of this invoice for your records. A receipt of payment will be attached to the certificate.

Invoice amount \$ _____

- EFT** - Please contact the ESO for a reconciliation number then forward a copy of this form to your Accounts Department.
 Cheque – to be made out to the Department of Justice and Attorney-General.
 Credit card – as below.

Card type: Visa Bankcard MasterCard American Express* * code

Card number:

Expiry date: Name on card: _____

Cardholder's signature: _____

✉ **Return application to:** Electrical Safety Office, Equipment Safety, LMB 2234 Brisbane QLD 4001 or equipmentsafety@deir.qld.gov.au

Privacy statement: The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. The information provided on this form is for the purpose of applying for approval of a type of electrical equipment and monitoring compliance under the *Electrical Safety Act 2002*, and will be managed within the requirements of Information Standard 42. The department may be required to disclose your personal information to other government agencies, entities or persons as may be required by law or that are outsourced functions. This information may also be used for statistical research, information provision and evaluation of our services. We will assume that we have your permission to do this unless you tell us otherwise. You can do this at any time by contacting the Electrical Safety Office on 1300 650 662. Further information on our privacy policy is available at www.electricalsafety.qld.gov.au.