

ESIA Membership Information & Application-Upgrade Form

About ESIA

The Energy Savings Industry Association (ESIA) is the peak national, independent association representing and self-regulating businesses that are accredited to create and trade in energy efficiency certificates in market-based energy savings schemes in Australia. These activities underpin these schemes which facilitate the installation of energy efficient products and services to households and businesses. Schemes may also reward peak demand reduction, demand response and load shifting. ESIA Members represent most of the energy efficiency certificate creation market in Australia. Members also include product and service suppliers to accredited providers within the schemes. Energy savings schemes are established in Victoria, NSW, SA and the ACT. The ESIA also represents member interests across Australia that support energy efficiency such as the Federal Government's Emissions Reduction Fund and other local initiatives. The Association was established in 2009 when the first energy savings schemes were established in Australia (first named EECCA and rebranded ESIA on 3 July 2018).

Membership types

Membership is available to organisations that are:

1. **accredited certificate creators and traders** in Australia;
2. **product and service suppliers** to accredited providers within the schemes; and
3. **key stakeholders** (eg government and non-government agencies, academic institutions with an interest in energy efficiency including peak demand reduction).

ESIA purpose - advocate for energy savings schemes' growth

The ESIA advocates that market-based energy savings schemes in Australia:

- be expanded and extended to all jurisdictions, with harmonisation critical across schemes;
- address market barriers, empower customers, reduce customer bills and deliver cost-effective greenhouse gas emission reductions;
- stimulate investment in new, and more, energy efficient technology, jobs and skills; and
- maximise benefits to consumers.

ESIA objectives

- Promote and represent the interests of members;
- Engage and work with members, governments, scheme administrators, regulators and other stakeholders to:
 - i) improve and promote the integrity of energy efficiency markets;
 - ii) improve scheme processes, rules, monitoring and compliance, industry performance and best practice by agents;
 - iii) address issues affecting the industry and the implementation of energy efficiency activities generally;
 - iv) provide information about the cost and effectiveness of the schemes and energy efficiency in general; and
 - v) maintain high levels of community confidence and political support.
- Raise membership funds to support other objectives.

ESIA Membership Benefits, Categories and Fees

Sponsoring Member

	Sponsoring Member	Corp	Assoc
Priority participation in policy and advocacy initiatives including briefings, meetings and initiatives with governments, regulators, politicians and key influencers	✓		
Priority participation in industry initiatives including events, special projects and partnerships, and advertising and promotion opportunities	✓		
More profile-raising opportunities including logo and profile link displayed on ESIA Bulletin and Communiques and website home page, and on ESIA website an extended business profile of up to 750 words	✓		
More timely information including relevant program insights and external news	✓		
More internal contacts for greater connectivity nominated to receive what the member's primary contact receives including alerts to relevant meetings and initiatives (up to 5). This is in addition to the standard five contacts.	✓		

All Members

	Sponsoring Member	Corp	Assoc
Advocacy			
ESIA advocates for its members to influence certificate creation opportunities, scheme deliverables and certificate creation standards	✓	✓	✓
ESIA members have shared responsibility and recognition as a leading voice in the industry simply by joining	✓	✓	✓
ESIA members can engage in Board (subject to nomination), committee or working group participation to drive policy development and industry support activities eg contribute to ESIA meetings, briefings and working group activity with ministers, government, regulators and other peak bodies, as well as workshops, submissions, analyses and reports	✓	✓	✓
Standards			
ESIA members are obliged to abide by the ESIA Constitution and sign and uphold the ESIA Code of Conduct which aims to uphold integrity and excellence in service standards in the marketing and delivery of energy efficiency services to customers	✓	✓	✓
Information			
ESIA members receive unique and timely member-only communications on the latest issues and new information impacting developments eg ESIA Bulletin , ESIA brainstormers, ESIA alerts, ESIA website member-only section, briefings, commissioned reports, media releases	✓	✓	✓
Networking			
ESIA members engage in networking opportunities with peers and stakeholders either through day-to-day operations or special initiatives	✓	✓	✓
Marketing			
Members use ESIA Member Code of Conduct Signatory Logo and Statement on all their website and promotional material	✓	✓	✓
Members provide logo, bio and contact details for the ESIA website	✓	✓	✓
Members may receive peak industry event discounts if available	✓	✓	✓
Voting Rights			
Member organisation has one vote at the Annual General Meeting	✓	✓	✓

Defining the benefits

ESIA members value ESIA membership as **an integral part of business success**. The ESIA:

1. **unlocks business** opportunities.
2. **saves you time**, money and internal resources.
3. **provides expertise** you don't have in-house.
4. **harnesses industry leaders** to work collaboratively to drive transformation opportunities.
5. **opens doors** to policy makers, scheme administrators, regulators and key stakeholders.
6. **brings together the 'best heads'** in the room to brainstorm and move things forward.
7. **influences** high level policy.
8. **troubleshoots** rapidly to resolve 'in the weeds' sticking points.
9. **understands** what is delivering now and what's next.
10. **is on the pulse** providing the latest news, insights and networking connections.

Member categories and fees

Membership **categories and eligibility are tiered** to reflect the size and resources of the member organisation and the benefits derived from membership.

- **Sponsoring Membership is optional:** applicants can self-nominate and must meet Corporate or Associate and Sponsoring eligibility criteria. (Applications are welcome at any time from existing and new members.)
- **Corporate and Associate Membership** is based on certificate creation activity annually and based on the past 3 months in particular; non-creators need to join as Corporate Members.
- **All applicants** must complete the **ESIA Membership Information & Application-Upgrade Form** and their organisation must align with the Purpose and Objectives of the Association.
- Members are obliged to **abide by the ESIA Constitution** and **sign the ESIA Code of Conduct** which aims to uphold high standards in the marketing and delivery of energy efficiency services to consumers.
- Membership may be suspended or cancelled in accordance with the ESIA Constitution and Code of Conduct.
- The ESIA Board has the right to determine Membership categories.

Category	Eligibility	Annual fee \$ ex GST
Sponsoring	<ul style="list-style-type: none"> Existing and new ESIA members 	10,000*
Corporate	<ul style="list-style-type: none"> Product suppliers, service providers, non- creators, or Creators of more than 100,000 certificates p/a 	4,700
Associate	<ul style="list-style-type: none"> Creators of less than 100,000 certificates p/a 	2,350

(*) Sponsoring Members pay a maximum of \$10,000 ex GST per year: ie this fee is not in addition to Corporate or Associate rates. For new members this fee is due upon joining. For existing members upgrading to a Sponsoring Member: the ESIA will calculate any upgrade fee gap pro rata based on the annual fee renewal date, due immediately in advance.

ESIA Membership Application-Upgrade Form

Mandatory: you need to answer all questions and provide all details as requested below.

1. Are you applying for membership or upgrading? (Please tick one) ☐ Applying ☐ Upgrading
2. Membership category being sought: (Please tick one) ☐ Sponsoring ☐ Corporate ☐ Associate
3. Entity type: (Please tick one) ☐ Company ☐ Organisation ☐ Individual ☐ Sole Trader ☐ Trust/partnership
4. a) Legal name of entity applying for membership: (If a company, ensure name matches ASIC Register & provide ACN as well as ABN)

ABN: _____ ACN: _____

- b) (Optional) (Membership transfers: eg mergers) Legal name of entity the membership is requesting to be transferred to: (If a company: ensure name matches ASIC register & provide ACN & ABN)

ABN: _____ ACN: _____

5. What is the registered entity mailing address?

Street: _____ Suburb: _____ State: _____ Postcode: _____

6. What is the address for the principal place of business?

Street: _____ Suburb: _____ State: _____ Postcode: _____

7. What are the primary general business contact details?

Telephone (General): _____ Email: _____ Website: _____

Linked In: _____ Other: _____

8. **Who is the primary contact:** (Legal person responsible for any liabilities and payment of ESIA fees, contact for all key communications to and from the ESIA.) **Mandatory:** you need to provide all details as requested below with address details to reflect the principle/official work addresses of the individuals listed.

Name (1): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

9. **Who are other contacts (up to five for Corporate and Associate, up to 10 for Sponsoring):**

Mandatory: you need to provide all details as requested below with address details to reflect the principle/official work addresses of the individuals listed.

Name (2): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

Name (3): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

Name (4): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

Name (5): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

Name (6): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

Name (7): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

Name (8): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

Name (9): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

Name (10): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

(If you wish to request more contacts for consideration – for example for receive the ESIA Bulletin directly, please use the Additional Information section at the end of this form.)

10. Who is the accounts contact? *(Will be cc'd invoices and will provide emailed remittances to accounts@esia.asn.au)*

Name (11): _____ Position: _____

Tel: _____ Mobile: _____ Email: _____

Street: _____ Suburb: _____ State: _____ Postcode: _____

11. Director Identification Number(s): *(Provide names and DINs for all Directors. This may be of the person(s) mentioned above or in addition to them. You may provide an extract from ASIC that is less than four months old.)*

Name (1): _____ IDN: _____

Name (2): _____ IDN: _____

Name (3): _____ IDN: _____



12. **Profile of Applicant Entity** (Please provide up to 500 words (or 750 for Sponsoring Members) which will be subject to editing and uploaded to the ESIA website Member section and included in ESIA Bulletin once membership has been accepted i.e. business purpose, size, duration of operation, key activities under schemes, goods and services, markets, peak body memberships, awards, work outside of schemes if applicable.)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

13. **Profile of Applicant Entity Primary Contact** *(Please provide up to 500 words which will be subject to editing and may be included in ESIA Bulletin once membership has been accepted. The purpose of this information to provide a background so the Association has a good understanding of your expertise to support your engagement.)*

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Further questions

*Note: The purpose of these questions is to determine that a prospective member organisation is well placed to uphold **integrity and excellence in service standards** that are **the cornerstone of the ESIA Code of Conduct**, and to indicate that the entity has systems in place to ensure that its staff and any contractors understand their responsibilities to the same effect. Notable responses will NOT necessarily negate membership. (If additional space is required, please use the final blank page of this application to answer any questions and attach a separate page if needed.)*

14. Does the entity operate under a registered business or trading name that is different to the entity name? ☐Yes ☐No

If yes, what is the name? _____

15. What types of operation does the entity undertake in relation to engagement with energy savings schemes? ☐Certificate creator ☐Certificate trader ☐Project designer ☐Project manager ☐Installer ☐Auditor ☐Product supplier ☐Other service provider _____

16. Does the entity have accreditation under any existing schemes? ☐Yes ☐No
If yes, which schemes? ☐VEU ☐ESS ☐PDRS ☐REPS ☐EEIS ☐ERF ☐RET ☐Other _____

17. Has the entity been denied accreditation or re-accreditation under any existing schemes? ☐Yes ☐No
If yes, which schemes? ☐VEU ☐ESS ☐PDRS ☐REPS ☐EEIS ☐ERF ☐RET ☐Other _____
If yes, provide details _____

18. Has the entity received a warning or been fined under any existing schemes? ☐Yes ☐No
If yes, which schemes? ☐VEU ☐ESS ☐PDRS ☐REPS ☐EEIS ☐ERF ☐RET ☐Other _____
If yes, provide details _____

19. Has the entity had accreditation suspended or cancelled, or proposed to be, under any existing schemes? ☐Yes ☐No
If yes, which schemes? ☐VEU ☐ESS ☐PDRS ☐REPS ☐EEIS ☐ERF ☐RET ☐Other _____
If yes, provide details _____

20. Has the entity ever been the subject of compliance and enforcement action (including formal warnings or fines), by a regulator in Australia? ☐Yes ☐No
If yes, which regulator? ☐CER ☐AFMA ☐IPART ☐ESC ☐ESCOSA ☐Solar Vic ☐Worksafe ☐Other _____
If yes, provide details _____

21. Has any representative of your business ever failed a fit and proper person test as required by schemes your business is, or has been, active in? ☐Yes ☐No
If yes, which schemes? ☐VEU ☐ESS ☐PDRS ☐REPS ☐EEIS ☐ERF ☐RET ☐Other _____
If yes, provide details _____

22. Does the entity engage contractors to perform any work under any existing schemes? ☐Yes ☐No

23. If yes, does the entity have formal, documented and enforceable contracts or agreements with these contractors? ☐Yes ☐No

24. Does the entity require minimum standards on product warranties and workmanship? ☐Yes ☐No

25. Has the entity ever been denied membership of another professional body or had its membership suspended or cancelled? ☐Yes ☐No
If yes, provide details_____
26. Have any office holders of the entity ever been disqualified from managing a corporation under the Corporation Act 2001 (Commonwealth)? ☐Yes ☐No
If yes, provide details_____
27. Have any office holders of the entity been convicted, in the last 10 years, of an offence against a law of the Commonwealth, State or Territory or a foreign country where the offence relates to dishonest conduct ☐Yes ☐No
If yes, provide details_____
28. Have any officer holders of the entity been convicted, in the last 10 years, been subject to any charge or other proceedings for an offence against a law of the Commonwealth, a State or Territory or a foreign country where the offence relates to breach of duty owed by company directors in that jurisdiction? ☐Yes ☐No
If yes, provide details_____
29. Has the applicant or any office holder of the entity ever been an insolvent under administration or a Chapter 5 body corporate (as those terms are defined in the Corporations Act 2001 (Cth)), or is it applying to take the benefit of any law for the relief of bankrupt or insolvent debtors? ☐Yes ☐No If yes, provide details_____
30. Has the applicant or any office holder of the entity operating under a program relevant to its application for ESIA membership ever been, or is it currently being, suspended or have an enforceable undertaking regarding program compliance matters? ☐Yes ☐No If yes, provide details_____
31. Has the applicant or any office holder of the entity, in the last 10 years, incurred any civil liability for breach of trust or other breach of fiduciary duty, dishonesty, negligence or recklessness? ☐Yes ☐No If yes, provide details_____
32. Has the applicant or any office holder of the entity ever been the subject of proceedings for unsafe work practices in any jurisdiction or proceedings for an offence against work health and safety legislation? ☐Yes ☐No If yes, provide details_____



33. Additional Information

Note: If additional space is required to answer any questions, please use this page and attach a further page if needed.

[illegible]

34. Declaration for this Application

(This application must be signed by the Primary Contact)

I hereby declare that:

- i. I am authorised to make this application.
- ii. I will be the Primary Contact.
- iii. I have provided information on this application that is true, correct and complete and not misleading by inclusion or omission.
- iv. I have read the ESIA Code of Conduct and agree to be a Signatory to that Code and will return the signed Code with this form.
- v. I am aware that failing to abide by the ESIA Code and failure to pay membership fees can result in suspension or cancellation of membership.

Signature of Primary Contact: _____ **Date:** _____

Thank you, we look forward to receiving your application.

(Acknowledgement: some content on this form has been adapted from scheme regulator/administrator documentation.)

(ESIA office use only)

Date application received: _____

Date membership invoice paid: _____

Date ESIA Code of Conduct signed: _____

Date application accepted: _____

Date membership pack issued: _____