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BRE Global Energy Performance Calculation Schemes and Display Energy Certificate Scheme		Date:	30 June 2009
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If you are planning to change any of your details, please complete this form and return it to us at the relevant scheme office:

English, Welsh & Northern
Irish Scheme Members

Scottish Scheme Members

BRE Global Ltd
Energy Assessor Certification Team

BRE Scotland
Energy Assessor Certification Team

Building 1
Watford
Herts
WD25 9XX

Scottish Enterprise Technology Park
East Kilbride
Glasgow
G75 0RZ

The completed signed form must be return along with:

1. Your existing certificate.
2. a copy of your 'Companies House' registration form (where appropriate)
3. A cheque for the appropriate amount please refer to the applicable fee sheet:

FS035 Non-Dwellings, Newly Constructed Dwellings, Display Energy Certificate, Home Inspector, Domestic Energy Assessor, Air Conditioning Energy Assessor
FS033 Approved Certifiers of Design Domestic and Non-Domestic Buildings
FS042 Existing Domestic and Non-Domestic EPC Scheme Scotland

Please note that payment is required before a new certificate will be issued.

Note: For English, Welsh and Northern Irish scheme members it is your responsibility to update the complaints process with any amended changes if any, for example change of address and company name.

On receipt of this information we will review the changes and contact you if we require any further information.


Should you require any further information, please contact us on:

English, Welsh and Northern Irish Energy Assessor Schemes: 08458 630014

Scottish Energy Assessor Schemes: 01355576200

Notes for completing this form

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Under our Terms and Conditions (document PN101) any changes affecting an approved Product or Service for which a certificate has been issued must be notified to us, this will include any changes in your circumstances that may affect your membership to the scheme.

Certificates remain our property and are returnable upon expiry or cancellation. We reserve the right to suspend or withdraw certification as necessary.

Certification and listing is **NOT AUTOMATICALLY TRANSFERABLE**. Most major changes will involve a degree of review, assessment, or the submission of a new application for which charges may be made. All technical changes will involve a degree of review or assessment for which charges may be made.

We will normally allow certification and listing to continue on a temporary basis, under existing arrangements, in order to enable a smooth transition to take place.

In all cases, please complete the declaration on the last page of this form.


If a question is not applicable please state that it is not applicable or put a line through it. Failure to complete this form could result in a delay in updating the certificate with the new relevant details if applicable.

<p>Existing Company/ Sole traders Name (as it appears on your certificate):</p> <p>Certificate number:</p>
--

<p>What is the nature of the proposed change(s):</p>

<p>What are the reasons for the proposed change(s)</p>

Please indicate the proposed changes by completing the appropriate details:

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Change of Company/Sole traders Name

New Name:
(Please Insert new name exactly as you would like it to appear on your certificate)

Is this a change in the Legal Name of Company Yes No
If yes, please provide a copy of your Companies House registration form or partnership agreement

What is the planned date of change?

Change of Address or introduction of additional address(es)

New Additional address
(please state)

Postal or Zip code:

Please state if the new address is your home address or company address or both:

What is the planned date of change?

What date will normal trading (operations) begin?

Change of contact details (telephone, fax, e-mail or website)

Telephone Number:

Fax Number:


e-mail address:

website address:

(please provide full details including codes when dialling from the UK STD code)

Changes to key staff, equipment / processes or quality documentation

Please provide details of any changes to key staff, equipment, process or quality

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documentation:

Change in Partners

Please show names of all partners, in full, indicating which ones are new.

Names :

Change in Holding Company

Where, as a result of a takeover or a buyout, a listed firm becomes owned by another company or companies, please indicate full name, any trading name if different, company registration number and domicile if not registered in the UK. Show also any intermediate holding companies.

Please confirm the status of the previous legal entity. Has the business closed leaving creditors?

Yes

No

If yes please provide full details:

Please provide evidence of this change.

Changes to personal details


(Please provide full details including codes when dialling from the UK STD code)

Telephone Number:

Fax Number:

e-mail address:

Website address:

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Please give details of any other changes which may affect your certification

Declaration

FOR SOLE TRADERS ONLY

I hereby confirm that I agree to abide by the following documents:

- PN100 Appeals Procedure
- PN101 Terms and Conditions
- PN103 Use of the Certification Mark
- Applicable Scheme Document

SD130 Domestic Energy Assessor
SD124 Home Inspector
SD160 Display Energy Certificate
SD161 Newly Constructed Dwellings
SD162 Non-Dwellings
SD149 Approved Certifiers of Design Domestic Buildings
SD151 Approved Certifiers of Design Non-Domestic Buildings
SD172 Existing Domestic and Non-Domestic EPC Scheme Scotland

- Applicable Fee Sheet

FS035 Non-Dwellings, Newly Constructed Dwellings, Display Energy Certificate, Home Inspector, Domestic Energy Assessor, Air Conditioning Energy Assessor
FS033 Approved Certifiers of Design Domestic and Non-Domestic Buildings
FS042 Existing Domestic and Non-Domestic EPC Scheme Scotland

- Applicable Membership Agreement

BF928

Note: The Scottish energy performance based schemes do not require a Membership Agreement.


I understand that any proposed change(s) are not approved until formal written acceptance is obtained from BRE Global.

Name:

Position:

Signature:

Date:

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FOR CANDIDATES EMPLOYED BY COMPANIES PROVIDING ENERGY PERFORMANCE CERTIFICATES

I hereby confirm on behalf of [REDACTED] (the Company), that we agree to abide by the following documents:

- PN100 Appeals Procedure
- PN101 Terms and Conditions
- PN103 Use of the Certification Mark
- Applicable Scheme Document

SD130 Domestic Energy Assessor

SD124 Home Inspector

SD160 Display Energy Certificate

SD161 Newly Constructed Dwellings

SD162 Non-Dwellings

SD149 Approved Certifiers of Design Domestic Buildings

SD151 Scheme Document Approved Certifiers of Design Non-Domestic Buildings

SD172 Scheme Document Existing Domestic and Non-Domestic EPC Scheme Scotland

- Applicable Fee Sheet

FS035 Non-Dwellings, Newly Constructed Dwellings, Display Energy Certificate, Home Inspector, Domestic Energy Assessor, Air Conditioning Energy Assessor

FS033 Approved Certifiers of Design Domestic and Non-Domestic Buildings

FS042 Existing Domestic and Non-Domestic EPC Scheme Scotland

- Membership Agreement

BF928

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We understand that any proposed change(s) are not approved until formal written acceptance is obtained from BRE Global.

Name:

Position:

Signature:

Date: