# Responsible entity notification form

**Complete highlighted areas**

Remove yellow highlights and delete this box once the form is completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Entity name (registered): | [Required] | ACN/ABN: | [Required] |

This notification is made in accordance with the following sections of the Circular Economy (Waste Reduction and Recycling) (Risk, Consequence and Contingency Plans and Other Matters) Regulations 2023:

|  |  |
| --- | --- |
| Please indicate by ticking the relevant box below: | |
|  | Regulation 8 (1) A responsible entity must notify the Head, Recycling Victoria that it **is a** **responsible entity** in accordance with this regulation. |
|  | Regulation 9 (1) An entity must notify the Head, Recycling Victoria that it **has ceased to be a responsible entity** within 60 days after ceasing to be a responsible entity. |

I, [Name…] being the [officer of the entity who has control or substantial control over the management of the entity, such as the owner, director …] advise that the entity [name of entity (registered)] trading as [trading name [is / is no longer] a responsible entity within the meaning of section 74A of the *Circular Economy (Waste Reduction and Recycling) Act 2021* and regulation 6 of the Circular Economy (Waste Reduction and Recycling) (Risk, Consequence and Contingency Plans and Other Matters) Regulations 2023.

………………………………………………. Date: [DD/MM/YYYY]

[Name]

Owner / Director / Officer

[Name of responsible entity]

[Entity business address (registered)