



AGA
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REQUEST TO TRANSFER FORM - data to be entered by the current Certificate Holder

REQUEST TO TRANSFER AN AGA CERTIFICATE TO A NEW LEGAL ENTITY (ie the Proposed Certificate Holder):

This form is to be used to request a transfer of an AGA Certificate to a new legal entity. It should be completed by the Current Certificate Holder and signed by both parties (ie the **Current Certificate Holder** and the **Proposed Certificate Holder**) before being submitted to AGA for processing. In accordance with the AGA Rules Governing the listed Certificate/s, AGA reserves the right to reject a request to transfer any AGA Certificate and neither party can claim that a transfer has occurred until AGA has formally confirmed such transfer by issuing a replacement AGA Certificate in the name of the Proposed Certificate Holder. PLEASE NOTE: Any unfinished applications held in the name of the Current Certificate Holder, and which are not connected to an existing AGA Certificate but are also to be transferred to the Proposed Certificate Holder, should be listed separately in the appropriate section. Additionally, a transfer may not proceed if either party has any unpaid AGA invoices.

Current Certificate Holder:

Please type the full legal entity name

Proposed Certificate Holder:

Please type the full legal entity name

Total number of
 Certificates to
 be transferred

Certificates to be transferred:

Please list the Certificate Number of every AGA Certificate that you wish to be transferred with a "comma" after each separate entry (eg 1234, 2256, 5678). Any unfinished Applications attached to a listed Certificate will automatically be included in the transfer process.

Please select the entity that is to be responsible for the AGA fees to complete the requested transfer/s. The fee will be based upon 2 hours at AGA's published hourly rate for each Certificate, with a member discount provided if either party is a paid up AGA Full Certificate Holder Member at the time of processing the transfer request (refer AGA website for membership category information). Both parties understand and accept that the requested transfer/s may not proceed without payment to AGA of the associated transfer fees.

The following entity agrees to pay the AGA fees associated with this transfer request:

Unfinished Applications (if any) also to be transferred:

Please list any unfinished Applications that you also wish to be transferred with a "comma" after each separate entry (eg Appl 9909, Appl 10234). There is no AGA fee to transfer an Application.

AUTHORISATION PART 1: To be completed by an authorised representative of the Current Certificate Holder

I declare that I am an employee of the *Current Certificate Holder* and am authorised to sign this request to transfer the above listed AGA Certificate/s held in the name of my employer to another legal entity (named as the *Proposed Certificate Holder* in this Form). I understand that, once transferred into the name of the *Proposed Certificate Holder*, my employer will no longer be entitled to claim or rely upon AGA certification for the product covered by the transferred AGA Certificate/s.

Please print copy and sign

Date:

Type Name:

Type Job Title

AUTHORISATION PART 2: To be completed by an authorised representative of the Proposed Certificate Holder

I declare that I am an employee of the *Proposed Certificate Holder* and am authorised to sign this request to transfer the above-listed AGA Certificate/s into the name of my employer (ie the *Proposed Certificate Holder* in this Form). I understand that my employer will be bound by the relevant Rules Governing the AGA certification scheme relating to the listed AGA Certificates and that, once transferred, my employer is responsible for ensuring full compliance with all AGA's certification requirements (a copy of the Rules Governing can be downloaded for free from the AGA website or requested from the AGA Melbourne office).

Please check contents of this Form before signing

Date:

Print Name:

Email Address

NB: Please ensure you provide your current email contact address here =>