

Change of Occupier Form



To request that a site is removed from the existing npower Supply Contract, please complete and return this form along with any additional information requested to either your CRM Executive or to yourbusiness@npower.com. Failure to provide all the information required may result in your request not being completed and you will remain responsible for the payment of all invoices. Please refer to sections 1.2, 1.3 and 10.5 of your Conditions of Supply.

For all enquiries, please contact either your CRM Executive or the Customer Contact Team on **0845 070 9494**.

Company Details *(mandatory)*

Change of Tenancy Effective Date:

Site Address:

Post Code:

Outgoing

Incoming

If Electricity, please provide the Meter Point Admin Number (MPAN):

If Gas, please provide the Meter Point Reference (MPR):

Meter Serial Number(s):

Final /Opening Meter Reading:

Please confirm date that reading was taken:

If you are the new owner / tenant, please advise of the Estimated Annual Consumption:

Full Legal Business Name or Trading as Name:

If non-limited company, please specify Name of Business Owner(s):

Company Registration Number (if applicable):

Legal Entity *(Please tick as appropriate):*

Incorporated Company *(Registered)*

Unincorporated Company *(Non-registered)*

Sole Trader *(If you are a sole trader, please provide your personal address details in 'Section 4' overleaf)*

Partnership/LLP *(If you are a sole trader, please provide your personal address details in 'Section 4' overleaf)*

Other

Main Contact

Name:

Position in Company:

Email Address:

Landline Telephone Number:

Mobile Telephone Number:

Fax Number:

If you are vacating the premises we require the following information

Outgoing

Incoming

Section 1

Forwarding address for final invoice:
(if not the site address)

If this premise is now the responsibility of the Landlord please complete section 5

Section 2

If you have sold the premises, along with this form, you should return proof of ownership (including the date of sale). You can do this by either:-

- a) attaching the document to the same email when you return this form to your CRM Contact or to yourbusiness@npower.com OR
- b) faxing/posting a copy, along with this form, to the fax number or correspondence address provided below

Alternatively, please provide the Land Register Title Number:

Section 3

If you are a new Tenant/Occupier please ensure that, along with this form, you return copy pages of your lease (including parties involved/particular pages and signatures). You can do this by either:-

- a) attaching the pages to the same email when you return this form to your CRM contact or to yourbusiness@npower.com OR
- b) faxing/posting a copy, along with this form, to the fax number or correspondence address provided below

Please provide the following information -
Full registered and /or postal address:

Parties involved (Landlord/Tenant)

Particular Pages

Signatures

Contact Name:

Telephone Number:

Email Address:

Please also provide the following information -
Full postal address for all invoices:

Section 4

If you are a Sole Trader please provide -
House Number / House Name:

Post Code:

Date of Birth:

Section 5

If the premises is now reverting back to the Landlords, please provide -

Landlords full address and Business Name:

Contact Name:

Telephone Number:

Email Address:

Once completed

Send via Fax or post

Fax: 0121 541 2750

Correspondence Address:

Customer Contact Centre, npower Business, Birch House,
Joseph Street, Oldbury, West Midlands, B69 2AQ

email manually: Simply save the completed form to your own PC (using 'File' and 'Save a Copy') and then include the document as an attachment in a new email to either your CRM contact or to yourbusiness@npower.com

Please remember to either send / attach proof of ownership or copy pages from your lease where applicable.