

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

Company Details

Change of Tenancy Effective Date:

Site Address:

Post Code:

Outgoing

Incoming

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) Incorporated Company (Registered)

Unincorporated Company (Non-registered) Unincorporated Company (Non-registered)

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

Other: Other:

Main Contact

Name:

Position in Company:

Email Address:

Preferred Email Address for copy invoices:

Landline Telephone Number:

Mobile Telephone Number:

MPRN:

Meter Serial Number:

Account Number:

Final/Opening Meter Reading:

Date that reading was taken:

Use of site: Empty Residential Business

If you are vacating the premises please provide the following information

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 are a new tenant/occupier please ensure that you complete this section:

From 31 March 2014, a non-domestic consumer is defined as a micro business if they meet one of the following criteria: Employs less than ten employees (or their full-time equivalent) and has an annual turnover or balance sheet no greater than €2 million, or consumes less than 293,000 kWh of gas per year

Annual gas consumption (kWh)

Number of employees or full time equivalent

Annual turnover or balance sheet (€ - euros)

SECTION 3

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

nbs_changeofoccupier@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 4

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

nbs_changeofoccupier@npower.com OR

b) faxing/posting a copy, along with this form, to the fax number or correspondence address provided below

Parties involved (Landlord/Tenant) Particular Pages Signatures

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

Contact Name:

Telephone Number:

Email Address:

Please also provide the full postal
address for all invoices:

SECTION 5

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

Post Code:

Date of Birth:

SECTION 6

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 post:

Correspondence Address:

Business Movers, Npower Business Solutions,
Princes way, Solihull, West Midlands, B91 3ES

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 **nbs_changeofoccupier@npower.com**

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