

CHANGEOVER DETAILS:

Account number (or supply number)

Changeover date (Final invoice date) Meter read & date taken

Tick one box Outgoing Incoming

OUTGOING OCCUPANT:

Contact name TITLE FIRST NAME SURNAME

Tick one box Occupier Managing agent Landlord

3rd party/Broker name

Contact telephone

Forwarding address (For the final bill or any potential credit) Postcode

INCOMING OCCUPANT/DOMESTIC OCCUPANT/ LANDLORD'S DETAILS:

Company name Company registration no.

Contact name TITLE FIRST NAME SURNAME

Position in company Date of birth (if sole trader)

Contact telephone Email address

Future correspondence address Postcode

Residential address (if sole trader) Postcode

Completed by

Date

Please note:
We aim to have all change of occupancy requests (COOs) completed within 21 working days. This is subject to receipt of all required information and confirmation between all relevant parties.

To find out more about moving premises please visit business.totalenergies.uk/help-support

The information included in this form will be used to carry out the legal change of occupancy at the site, and will aid TotalEnergies Gas & Power in ensuring the change is completed successfully and in a timely manner. For further information about how we safeguard and process customer data please refer to our website - business.totalenergies.uk/customer-data

Mailing address: Bridge Gate, 55-57 High Street, Redhill, Surrey RH1 1RX, United Kingdom
Website: business.totalenergies.uk

TotalEnergies Gas & Power Limited VAT Registration No. 689638949 Registered in England No. 2172239
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