

Gas Change of Tenancy

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 **0800 138 2322**.



**Business
Solutions**

powered by **e-on**

Company Details

Change of tenancy effective date:

Site address:

Post code:

Outgoing

Incoming

Full legal business name
or trading name:

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

Company Registration Number
(if applicable):

Legal Entity (Please select 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

☐

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:

Preferred email address for copy invoices:

Landline telephone number:

Mobile telephone number:

MPRN:

Meter Serial Number:

Account number:

Final/Opening meter reading:

Please confirm date that reading was taken:

Use of site: Empty ☐

Residential ☐

Business ☐

If you are vacating the premises please provide the following information

Section 1

Outgoing

Incoming

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.

In line with the above statement, please complete the following fields::

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 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 **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.