



MOVING PREMISES

To be emailed to: COOEnq.uk@totalenergies.com

CHANGEOVER DETAILS:

Account number (or supply number)			
Changeover date*		Meter read & date taken	
Tick one box	<input type="checkbox"/> Outgoing	<input type="checkbox"/> Incoming	

OUTGOING OCCUPANT:

Contact name	TITLE	FIRST NAME	SURNAME	
Tick one box	<input type="checkbox"/> Occupier	<input type="checkbox"/> Managing agent	<input type="checkbox"/> 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				

*for power this will show on your invoice as the start read if you are becoming responsible for the property. The read will be the day prior if you are the party no longer responsible for the property.

Please note:

Our timescales depend entirely on how quickly we receive the information that we need. This can extend up to eight weeks.

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: Beech Gate, Kingswood Fields, Millfield Lane, Lower Kingswood, Tadworth, KT20 6RB, United Kingdom

Website: business.totalenergies.uk

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

Registered Office: Beech Gate, Kingswood Fields, Millfield Lane, Lower Kingswood, Tadworth, KT20 6RB, United Kingdom