



# CHANGE OF ADDRESS FORM

**PREVIOUS CUSTOMER/OCCUPANT**

Full Name: ..... (Landlord or Tenant)

PO Box ..... Location.....

Installation No. .... Meter No..... [kWh / CP]

Phone No..... Date Installation was /is to be vacated.....

Reason for Change: .....

Arrears on Account.....

Action to take on Arrears:.....

**NEW OCCUPANT:**

First Name: ..... Surname.....

Or, Company: ..... (Landlord or Tenant)

Address: PO Box ..... Location .....

Installation No. .... Meter No..... (CP/ kWh)

Date of Entry..... Customer Type – *Domestic / Commercial / Industrial*

Security Deposit: (for kWh account only) **\$3,000.00 / \$6,000.00** Receipt No.-----

Phone /Fax /Email.....

I declare that the above information is correct and I bear responsibility for and on behalf of the above installation.

<b>(FIRST NAME)</b>	<b>(SURNAME)</b>	<b>(SIGNATURE)</b>	<b>(DATE)</b>
---------------------	------------------	--------------------	---------------

**INTERNAL RECORDS**

(1) Processed by Customer Service Officer: .....  
Name Signature Date

(2 A) HOD Approved: kWh Account: .....  
Name Signature Date

(3 B) HOD Approved: Cashpower Account: .....  
Name Signature Date

- (4) System Input
- i. Enter change in system
  - ii. Scan into customer's Library in USP
  - iii. File away hard copy into customer's file