



CHANGE OF TENANCY (CoT) FORM

- Please complete one form per site. There is a section to include multiple site MPANs, if you have them.
- If you are the outgoing tenant and do not provide us with details for the incoming tenant, the CoT request will be rejected and you will continue to be invoiced.
- As outlined in our [Terms and Conditions of Supply](#), you are obliged to provide a minimum of 28 days' notice in the event of a change of occupancy.
- We aim to complete your change of tenancy within ten working days.
- We may require you to provide evidence in the event of a liability dispute.

* Indicates required field

SECTION 1 - CHANGE OF OCCUPANCY DETAILS

Form completed by

Name*	<input type="text"/>	Date form completed*	<input type="text"/>
Company	<input type="text"/>	Change of tenancy date*	<input type="text"/>
Form completed as*	<input type="checkbox"/> Incoming tenant <input type="checkbox"/> Outgoing tenant <input type="checkbox"/> Broker	Shell Energy account number (if applicable)	<input type="text"/>
Site address	<input type="text"/>	Supply type	Electricity <input type="checkbox"/> Gas <input type="checkbox"/>
	<input type="text"/>	MPAN/MPRN*	<input type="text"/>
	<input type="text"/>	Additional MPAN/MPRNs	<input type="text"/>
Postcode*	<input type="text"/>		<input type="text"/>
		Meter serial number	<input type="text"/>

SECTION 2 - COMPANY DETAILS

Outgoing tenant information

Full company name*

Name

Job title

Company reg no. (if applicable)*

Email address* (for final/initial billing)

Forwarding address*

Phone number*

Meter reading Closing

Please attach a photograph of the meter read taken on the above date where possible

Are you a microbusinesses** Yes No

Date of birth (sole traders only)

Use of property (tick all that apply) Empty Residential Business

Incoming tenant information

(if unknown, please provide landlord/managing agent details in section 3)

Full company name*

Name

Job title

Company reg no. (if applicable)*

Email address* (for final/initial billing)

Billing address* (if different to site address)

Phone number*

Meter reading Opening

Please attach a photograph of the meter read taken on the above date where possible

Are you a microbusinesses** Yes No

Date of birth (sole traders only)

SECTION 3 - THIRD PARTY DETAILS

Landlord/managing agent details (if applicable)

Landlord/managing agent company name

Contact name

Phone number

Email address

New tenant energy broker details (if applicable)

Energy broker company name

Contact name

Phone number

Email address

Letter of Authority (LOA) provided? Yes No

**You're a microbusiness if one or more of the following apply to your company. You:

- use less than 100,000 kWh of electricity a year
- use less than 293,000 kWh of gas a year
- have fewer than 10 employees (or their full-time equivalent) and your yearly turnover, or yearly balance sheet, is not more than €2 million.

[Click here](#) for a microbusiness definition

Please [click here](#) to return this form by email to moving@shellenergy.co.uk

Write to: Shell Energy UK Limited, Elder House, 3rd Floor, 586-592 Elder Gate, Milton Keynes, MK9 1LR

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