

### Change of Responsibility Details(GUTO)

This form should be completed when the Customer has advised of a give up or take on for a site

**\*\*Fields in red are mandatory - if they are not completed we will be unable to process this form\*\***

#### Old Occupant Details

**Company Name**

**Contact Name**

**Acc No**

**Contact Number**

**MPAN**

Email Address

**MPR**

**\*one of above**

**Date of change of responsibility**

Meter reading(s)

Meter Serial Number if known	Register 1	Register 2	Register 3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Site Address

**Final Invoice Address**

#### New Occupant Details

**Company Name**

Contact Name

Mailing address if different to site

**Contact Number**

Email Address

If the property is leased, please provide the landlords details

**Landlords name**

Lease End Date

**Contact number**

Landlords Address

Have you spoken to the customer?

**N.B. Please check account in ICE to ensure this is not a duplicate request and fully note**