

# Change of Ownership Notification



We remind you that the liability for the energy supply will only pass to the new occupier if you complete the form in full

## New Occupier Details/ (Landlord's Details if applicable)

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Company / Customer name	<input type="text"/>	
Contact name	<input type="text"/>	
Billing address	<input type="text"/>	
Telephone	<input type="text"/>	Mobile <input type="text"/>
Email address	<input type="text"/>	

## Previous Occupiers/Owners/Landlords/Managing Agents

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Account Code	<input type="text"/>	
Company / Customer name	<input type="text"/>	
Contact name	<input type="text"/>	
Forwarding address	<input type="text"/>	
Telephone	<input type="text"/>	Mobile <input type="text"/>
Email address	<input type="text"/>	

## Gas Transfer Details

**(Dual Fuel Customers please fill in both Gas and Power sections)**

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MPRN(s) (Meter Point Reference Number)	<input type="text"/>	
Change over date	<input type="text"/>	
Transfer reading(s)	<input type="text"/>	<input type="text"/>
Additional information (Please provide Meter Serial Number &/or Site address if MPRN unknown)	<input type="text"/>	

Edward Hyde Building, 38 Clarendon Road, Watford, WD17 1JW

T 08442 64 64 64 F 0870 24 29 665 E mail@coronaenergy.co.uk W www.coronaenergy.co.uk

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## Power Transfer Details

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MPAN(s) (Meter Point Administration Number)	<input type="text"/>
Change over date	<input type="text"/>
Transfer reading(s)	<input type="text"/> <input type="text"/>
Additional information (Please provide Meter Number &/or Site address if MPAN unknown)	<input type="text"/>

## AMR – Automated Meter Reading unit

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Please complete section below if you have a Corona Energy AMR contract

1.) Do you wish to transfer the AMR unit to another MPRN/MPAN? Yes/No

Site Address (Please attach an additional list for multiple sites)	<input type="text"/>
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MPRN and Serial Number	<input type="text"/>	<input type="text"/>
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MPAN and Serial Number	<input type="text"/>	<input type="text"/>
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Corona Energy will arrange this for you (cost to transfer\*, plus VAT. Invoice Will be issued once AMR unit has been transferred successfully to the new location)  
\* Changes to transfer are as per AMR contract

If you do not wish to transfer the unit, we shall raise an invoice for the remainder of contract

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**IMPORTANT:** Please attach a copy of an agreement of sale/ lease/ license for these premises showing the effective date of the change of ownership.



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To be completed if the new owner is a limited company:-

Company Registration No

To be completed if the new owner is a non-limited company:-

Full Name of Owner of Company

Date of Birth of Owner

Home Address of Owner (including Postcode)

Home Telephone  Mobile

Email address

Completed by:-

**Signed**

**Full Name**

**On behalf of**  
(Organisation you represent)

**Position**  **Date**

**Your Contact number**  
(If different from above)

Are/Is the site(s) currently consuming gas? **[Yes/No]**  
(Delete as appropriate)

Please attach a relevant Letter of Authority if acting on behalf of any of the parties involved.

Once completed please email back this form to: **COO@coronaenergy.co.uk** or fax to **0870 242 9661**.  
Please specify in the subject line of your email whether you are a gas, power or dual fuel customer.



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