



# Small Market Addition of Site Request Form

Once completed, please email this form to [smesales@shellenergy.com.au](mailto:smesales@shellenergy.com.au)

The addition of a site is subject to the terms of your Retail Electricity Agreement with us. If the new site is located in a State or Territory, or is subject to a tariff that is not currently included in the Schedule to your Retail Electricity Agreement we will provide pricing for the new site and an amendment to your contract may be required.

Account/Business Details	
Customer/Company Name	
ABN/ACN	
Parent Account Number	Customer/Site Reference
<input type="checkbox"/> Billing and Contact details are per parent account OR <input type="checkbox"/> Billing and Contact details are provided below	

Billing Details (only complete if different to Parent Account)			
Billing Email Address			
Postal Address (for notices only)			
Site Details	Site One	Site Two	Site Three
NMI			
Customer/Site Reference (Appears on invoices, can be used by customer to add Site Names, cost centre, etc. 100 character limit)			
Site Address			
Green Power	%	%	%
Have you moved in already?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
If no, what date are you moving in?			
If you already occupy the site, are you paying another retailer and want to transfer to Shell Energy?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Requested effective date (Note, this should be within the notice period specified in your agreement with us.)			
Are there any known access issues?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
If there is not clear and safe access to the meter, please provide a name and contact number for the site so access can be arranged.			

Site Details	Site One	Site Two	Site Three
Site Contact Name			
Site Contact Phone			

Transfer Preferences (select one)	Site One	Site Two	Site Three
Transfer on Next Scheduled Read Date	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Pay for a Special Read to transfer ASAP	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

Re-energisation (VIC only)	Site One	Site Two	Site Three
Will any electrical work be commenced, in progress or completed at the site between now and the requested effective date?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
To enable a safe and successful remote re-energisation, the main switch of the meter needs to be in the off position. Are all switches, including the following, in the 'Off' position? <ul style="list-style-type: none"> <li>■ Main Switch</li> <li>■ Hot Water Service</li> <li>■ Air Conditioner</li> <li>■ Slab Heating</li> <li>■ Any other controlled load devices</li> </ul>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

Contact Details (only complete if different to Parent Account)					
<b>Primary Contact</b>					
Salutation		First Name		Last Name	
Job Title		Business Phone		Mobile	
Fax		Email			
<b>Billing/Accounts Payable Contact</b>					
Salutation		First Name		Last Name	
Job Title		Business Phone		Mobile	
Fax		Email			
<b>Secondary Contact</b>					
Salutation		First Name		Last Name	
Job Title		Business Phone		Mobile	
Fax		Email			
<b>Outage Contact</b>					
Salutation		First Name		Last Name	
Job Title		Business Phone		Mobile	
Fax		Email			
Outage postal address					

## Authorisation

By completing and returning this form to us, you are agreeing to the site being subject to the terms of your agreement with us and the transfer of the site to Shell Energy.

Authorised by:

Customer's authorised representative

Print Name

Position

Date

## Life Support

Does a person residing or intending to reside at the customer's premises requires life support equipment? To register for Life Support, please contact us by emailing us at [lifesupport@shellenergy.com.au](mailto:lifesupport@shellenergy.com.au). In the meantime, if you wish to review important life support information, please visit the life support page on our website ([www.shellenergy.com.au/life-support/](http://www.shellenergy.com.au/life-support/)). If you have life support equipment fuelled by gas you must also inform your gas retailer.

## Information about our Privacy Policy

We collect information on this form for the purpose of providing the services related to your electricity supply at the site address. Shell Energy will disclose this information to the distributor and other entities who provide services related to your electricity supply. We handle your personal information in accordance with our privacy policy at [shellenergy.com.au/privacy](http://shellenergy.com.au/privacy). The head office of Shell Energy Retail Pty Ltd is Level 30, 275 George Street, Brisbane QLD 4000. Contact details are telephone **+61 7 3020 5100**, facsimile +61 7 3220 6110.