



Small Market Addition of Site Request Form

Once completed, please email this form to 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			
GreenPower (if applicable)	%	%	%

Account Setup Type	Site One	Site Two	Site Three
Are you currently receiving invoices in your company name for this NMI?	<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 Yes, Complete Transfer Details below If No, Complete Move In Details below			

Transfer Details			
<p>Requested Date of Transfer</p> <p>Transfers for remotely read meters will be raised for the requested date regardless of option selected below (no fees apply for remotely read meters).</p> <p>If a transfer type is not selected below, Shell Energy will raise a Standard Transfer for manually read meters.</p>			
Transfer Type	Site One	Site Two	Site Three
<p>Standard</p> <p>Estimated read on Requested Date of Transfer</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>Special Read</p> <p>Actual read on Requested Date of Transfer (fees apply) *</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>If you have requested a Special Read, are there any known access issues?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>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.</p>			
Site Contact Name			
Site Contact Phone			

*Shell Energy will advise you if your special read fails. You will then have 10 business days to advise Shell Energy if you wish to request another special read or opt for a Standard Transfer (estimated read). If we do not hear from you during this time, we will arrange a Standard Transfer (estimated read).

Move In Details			
	Site One	Site Two	Site Three
<p>Date of Move In</p> <p>If retrospective, enter ASAP</p>			
<p>Are there any known access issues?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>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.</p>			
Site Contact Name			
Site Contact Phone			

*Move in service order fees are passed through and are set by the relevant distributor.

Re-energisation (VIC only)			
	Site One	Site Two	Site Three
<p>Will any electrical work be commenced, in progress or completed at the site between now and the requested effective date?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>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?</p> <ul style="list-style-type: none"> ■ Main Switch ■ Hot Water Service ■ Air Conditioner 	<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
<ul style="list-style-type: none"> ■ Slab Heating ■ Any other controlled load devices 			

Contact Details (only complete if different to Parent Account)					
Primary Contact					
Salutation		First Name		Last Name	
Job Title		Business Phone		Mobile	
Fax		Email			
Billing/Accounts Payable Contact					
Salutation		First Name		Last Name	
Job Title		Business Phone		Mobile	
Fax		Email			
Secondary Contact					
Salutation		First Name		Last Name	
Job Title		Business Phone		Mobile	
Fax		Email			
Outage Contact					
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. If you have a manually read meter at a site, you also agree that we may transfer the site on an estimated read and acknowledge that your first read may be estimated			
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 . 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/). 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. The head office of Shell Energy Operations Pty Ltd is Level 52, 111 Eagle Street, Brisbane QLD 4000. Contact details are telephone **+61 7 3020 5100**, facsimile +61 7 3220 6110.