SCOTTISHPOWER

Change of Name, Correspondence Address, VAT Status or Company Contact or
Addition of Battery Storage (no change to bank account number or sort code)

The information you provide will allow us to amend your SEG account, and will be held and managed in accordance with our https://www.scottishpower.co.uk/legal/privacy-policy. Please ensure all questions are completed.

If you need help call us on 0800 001 5156. Please email completed form to SEG@scottishpower.com .

Generator Details

SEG ID SEG_____

Import Supply Point/ Meter Point Administration Number (MPAN): _ _ _ _ _ _ _ _ _ _ _ _ _

Title

First Name

Surname

Installation address

Postcode

Telephone number

Email address - As we will normally communicate with you via email, it is important that you enter a valid email address in this field.

Do you live at the above address? If no, please provide address — (this is where we will issue any paper correspondence)

For data protection purposes when you call, please provide the name of your first school & date of birth:

Details of Change

Brief Reason for Change:

Date of Change:

VAT Declaration - ONLY COMPLETE THIS SECTION IF YOU WISH TO CLAIM EXPORT PAYMENTS FROM SCOTTISHPOWER AND YOU ARE VAT REGISTERED, OR, WISH TO CHANGE YOUR VAT DETAILS/STATUS

Please provide your VAT Registration num- GB

I have enclosed a copy of the VAT Self Billing Agreement : (please see documentation required section) ☐

Please provide your Company number

I am no longer VAT registered/do not wish to receive VAT payment going forward : ☐

Signed Generator:

Date:

SCOTTISHPOWER

Export Readings - Please populate all fields

Export Supply Point/ Meter Point Administration Number (MPAN), if known: _ _ _ _ _ _ _ _ _ _ _ _ _ _

Export/SMART/AMR Meter Serial Number:

(this is not your Generation (FIT) meter detailed below)

Export Meter Reading & Date (DD/MM/YYYY):

(The read must come from the export register of your meter)

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Evidence to Support Change

In order to make the requested changes to your account please ensure you provide copies of following documents (please do not send "originals" as they will be destroyed on receipt)-

- For a name change, please provide marriage/divorce certificate, deed poll documentation or a solicitors letter confirming the change
- If the named contact has changed (for example the Treasurer for a club has changed, or, a company representative has moved role) please provide a letter from the Chairperson/Director on headed paper requesting the change
- For any other reason, please provide appropriate documentation which shows your entitlement to SEG
- If you are VAT registered– a copy of the populated VAT self billing agreement (available to download from https://web-content.scottishpower.co.uk/files/pdf/fit/vat-self-billing-agreement.pdf)
- A photograph of the Export/Smart/AMR meter (Export register from the Smart or AMR Meter)

If you do not provide these documents along with this form it will delay the change process.

Generator Declaration—please sign and date

- I confirm that the information provided on this form is true and I am duly authorised to make changes on the SEG account in accordance with the ScottishPower SEG Terms and Conditions
- I declare that all of the information I have provided is complete & accurate
- If anything I have stated in this form changes I will notify ScottishPower immediately

Signed

Date