

# Change of Ownership Notification



Crown  
Commercial  
Service  
Supplier

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)

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

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)**

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](mailto:mail@coronaenergy.co.uk) W [www.coronaenergy.co.uk](http://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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