# Electricity Service Notification - Request for Service Form

Italicised terms used in this form have the meaning given to them in the *Electricity Industry (Customer Transfer)   
Code 2016* (**Code**).

This form is to be completed by a *retailer*, on behalf of their *customer*, to apply for:

1. “Special Read (Final) or (Check)”;
2. “De-energise”;
3. “Re-energise”;
4. “Meter Test”
5. or any other service as described in the ‘Model Service Level Agreement’ (as defined under the *Electricity Industry (Metering) Code 2012)* (**MSLA**).

**Please submit this completed application form in PDF format to** [**metering.retailerservices@horizonpower.com.au**](mailto:metering.retailerservices@horizonpower.com.au)

## Retailer Information\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Retailer Name\* |  | |  |  |
|  | | | | |
| Requestor Name\* |  | | Retailer Reference |  |
|  | | | | |
| Requestor Phone\* |  | | Requestor Mobile |  |
|  | | | | |
| Requestor Email (for data output)\* | |  | | |
|  |  | |  |  |

|  |  |
| --- | --- |
| **Metering Service(s) Requested\*:** (please check required services) | |
| Special Read (Final) | De-energise |
| Special Read (Check) | Re-energise |
|  |  |
| Other Service, (details in additional comments below).  Meter Number: | **REQUESTED DATE:\*** |  |
| If Meter Test Required? |  |
| Lab |  |
| NATA Certified |  |
| Metering Installation (CT/VT) |  |

**Site Information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site Contact Name: |  | | | Phone | | |  | |
|  |  | | |  | | |  | |
| NMI± |  | | | NMI Checksum± | | |  | |
|  | | | | | | | | |
|  | | | |  | | |  | |
|  | | | | | | | | |
| Lot No. |  | Unit No. |  | | Street No. | |  | |
|  | | | | | | | | |
| Street Name |  | | | Suburb | | |  | |
|  | | | | | | | | |
| Meter Number(s) |  |  | | | |  | |  |
|  |  |  | | | |  | |  |

**Customer Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company Name |  | | | ABN | |  |
|  | | | | | | |
| Contact Name |  | | | Position | |  |
|  | | | | | | |
| Phone |  | Mobile |  | | Fax |  |

### Additional Comments:

|  |
| --- |
|  |

Note that in accordance with the MSLA and the *access contract*:

### A fee may apply for requests in excess of the Standard Metering services as defined in the MSLA.

*\** Required information