



Attention : Customer Experience Team
 Fax : 6363 6600
 Email : contact@geneco.sg

Account Termination With Geneco

Usage Type (average MWh/Month) please tick one:

- Above 4 MWh for past 12 months average
 Below 4 MWh for past 12 months average & retain contestability status
 Below 4 MWh for past 12 months average & reverse contestability status

***Reason for Closure of Account:**

- Change of ROC Close Premise Transfer to SP Relocation Change Private Retailer

* Please delete or tick accordingly. ** Mandatory for Account Closures only.

Company Name		MSSL A/C No:	
Premise Address		Singapore <i>Postcode</i>	
Mailing Address <i>(Diff from premise address)</i>		Singapore <i>Postcode</i>	
Existing Contract Expiry Date:	Requested Closure Date :	* Meter Removal <i>(if applicable)</i>	Date :
			Time :
		Meter Type	TOD AMI
*Instruction for Cash Security Deposit (if any) <i>Note: The security deposit will be refunded by cheque approximately 4-6 weeks after the final bill is paid.</i>		<input type="checkbox"/> To offset final bill <input type="checkbox"/> Please refund	** L.E.W. Contact <i>(if applicable)</i>
		Name :	
		Tel :	

We confirm our request to transfer/close* our electricity account. We acknowledge that a minimum notice of 10# business days is required and an administrative charge of \$10.70 (inclusive of 7% GST) will be levied for the account closure. We confirm that we will maintain the telephone line for remote reading and will ensure that it is available during this time to finalize the account.

We also understand that liquidated damages may be imposed if our account is transferred or closed before the end of our contract with Geneco.

Signature of Authorised Officer		(Please affix your organisation stamp)	
Name of Authorised Officer:			
Designation:		Date	
Tel:		Fax:	
Email:			

Minimum 8 working days notice required by SP Services and 2 working days by Geneco to process. Requests received after 3pm will only be processed the next day.

Important Note

FOR ACCOUNT CLOSURE:

If the electricity meters are located inside the premise, please arrange for your Licensed Electrical Worker and/or Company representative to be present on the appointed date and time. Technicians from SP PowerGrid require access to the meter in order to cut off the electricity supply. In the event SP PowerGrid is unable to cut off the electricity supply, the account will remain open until supply is successfully cut. If the electricity meter is outside the premise, your LEW or appointed representative need not be present during the cut-off.

Please note that if supply is drawn through the landlord and the meter is to be removed, you will need to make arrangements with your landlord to de-energise the supply on the landlord's end before the meters can be removed.

FOR COMMERCIAL PREMISE

For High-Tension (HT) consumers (for electricity load above 45KVA) and where the electricity service cables/wires need to be removed, the LEW is required to be present. The electricity service cables/wires have to be removed if the premises falls under the following:

- High Tension Supply (for electricity load above 45 kVa)
- Temporary Supply
- Building to Demolish

For Official Use only:

Completed by Sales

Account Manager	
Product Type	
Consumption (MWh)	
Submission Date	
Submitted By	
End Date	
Liquidated Damages applicable	<input type="checkbox"/> es <input type="checkbox"/> No <input type="checkbox"/> BA
Last Day to pick up	

Acknowledged by <i>(Customer Experience Agent)</i>	
Meter type <i>(Customer Experience to verify)</i>	
Require EBT <i>(Customer Experience to verify)</i>	
Signature	
Date	
EBT by <i>(Customer Experience Agent)</i>	
Signature	
Date	