



REQUEST TO CHANGE METER TELEPHONE / OWNERSHIP

(For Official Use) REF: MDM / RMR / CMT / _____ / _____

Name of Customer:
(Company) _____

Address Of Meter
Location: _____ **MSSL Account No.:** _____

EXISTING
Meter Telephone No.: _____ **EXISTING Ownership** **Customer /**
+ NEW *** Request to Change** **SP Services Ltd**
Meter Telephone No.: _____ **Ownership:** **YES / NO**

- + Please ensure that a telephone cable is laid from the meter and connected to the telephone distribution point.
- * Consumer who wishes to take over the ownership of the telephone line will incur a one time takeover charge which will be levied by the telephone company.

Name of Contact Person
in Charge: _____ **Contact Tel.:** _____
Mailing Address: _____
(if different from the meter premises) _____ **Fax No.:** _____

Email address: _____

INSTRUCTIONS:

1. Please ensure that the phone line is available for each remote meter reading between 12 midnights and 6am daily. A fee will be applied if technicians have to be deployed to download the readings.
2. Please do not share the meter reading telephone lines with:
 - a. Key phone system
 - b. Telephone line connected to facsimile, modem or VISA/NETS
 - c. ISDN Data line or digital line
 - d. Operator assisted line
 - e. Phones should not be in used throughout 24 hours e.g. security guard, Hotel reception area
 - f. Telephone line used for fire alarm or security monitoring, voicemail, hunting / call waiting / call divert functions.
 - g. Public phone / Coinafon
3. Please **FAX** to **6304 8109** and if you have any questions, please call our officers at 1800-233-8000.

Signature: _____ **Company Stamp:** _____
Name: _____ **Designation:** _____
Date: _____

FOR OFFICIAL USE

Customer Number: _____ **Processed on**
Meter Number: _____ **Date:** _____
Signature: _____ **Staff Name:** _____