Energy Category Manager

Department of Government Services

Level 6, 1 Macarthur Street

East Melbourne VIC 3002

Dear Energy Category Manager,

# Site roll in – Notice of confirmationElectricity – Small sites – using less than 40MWh per year State purchase contract reference number ss-04-2018

This letter advises that the sites described in the table attached to this letter are new sites to be rolled in to the Agreement for the Provision of Services (Electricity – Small Sites - consuming less than 40MWh per annum)between AGL Pty Ltd and the State of Victoria dated 30 October 2018 in accordance with Clause 5.2 of the Agreement.

Yours sincerely

[signature]

[name]

[title]

[organisation]

[organisation’s address]
[contact telephone number (it must be your direct contact number)]

# Site Roll in – Notice of ConfirmationElectricity – Small Sites - consuming less than 40MWh per year

The details in this table must be provided for each NMI site included in this notice. Copy this table as many times as needed or submit details on an excel spreadsheet when notifying of multiple sites.

| **Detail required** | **Site information** |
| --- | --- |
| National Meter Identifier (NMI) | [insert] |
| Supply address where the NMI is located | [insert] |
| Incumbent retailer | [insert] |
| Estimated consumption in MWh pa | [insert] |
| Required connection date | [insert] |
| Required billing  | [insert, choose either per-site or consolidated] |
| Billing address | [insert, if different to the supply address] |
| Email address for invoices | [insert] |
| Billing group  | [insert, i.e. DET, DHHS, DOT etc. or not applicable] |
| Organisation name | [insert] |
| Organisation ABN | [insert] |
| Emergency contact – full name | [insert] |
| Emergency contact – direct number  | [insert, note, 13/1300 number is not accepted] |
| Emergency contact – email | [insert] |
| Life support requirements | [insert, i.e. 'Life Support' or 'Sensitive Load' or not applicable] |
| Percentage Green Power | [insert, i.e. 5%, 10%, 20%, 25%, 50%, 75% or 100% if you need accredited Green Power. If left blank, the default position is 0% |