**Annexure 6 – Roll-in Notice**

[Insert Department letterhead]

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 confirmation  
Electricity – Large sites – using more than 40MWh per year**

This letter advises that the sites described in the table attached to this letter are new sites to be rolled in to State Purchasing Contract for Electricity - Large Sites between State of Victoria and SEC – Large Sites (consuming more than 40MWh per annum).

Yours sincerely

[signature]

[name]

[title]

[organisation]

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

# Site Roll in – Notice of Confirmation Electricity – Large Sites - consuming more 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] |
| Type of Connection (Distribution Network or Transmission Network) | [insert] |
| Estimated consumption in MWh pa | [insert] |
| Required supply date (delivery date for the purpose of clause 10.2(b)) | [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] |
| Site Contact | Name, phone, email |
| Primary Energy contact – full name | [insert] |
| Primary Energy contact – direct number | [insert, note, 13/1300 number is not accepted] |
| Primary Energy contact – email | [insert] |
| Life support requirements | [insert, i.e. 'Life Support' or 'Sensitive Load' or not applicable] |
| Primary Billing Recipient | Insert email address |
| CC’d billing recipients | Insert up to 6 email addresses |
| Demand Response Yes or no | Yes or no |
| Demand Response contact | Name |
| Demand response phone | Mobile phone |
| Demand Response email | Email address |
| Is site VEET Exempt | Yes or no |
| Are Voluntary LGCs funded by the State? | Yes or no |
| If Voluntary LGCs are not funded by the State,  Generation or sourcing of Large-scale Term Generation Certificates (LGCs) within the meaning of the Renewable Energy (Electricity) Act 2000 (Cth) | Yes or no |
| Opt in to Supplier purchasing Voluntary LGCs for the Site for the Term (see clause 10 of Schedule 2 (Supplementary terms) | Yes or No |
| Payment Method | [Insert, i.e. Direct Debit, EFT] |