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 confirmationNatural gas – Small sites - Tariff V - sites consuming less than 10,000GJ per yearState purchase contract reference number ss-03-2019

This letter advises that the sites described in the table attached to this letter are new sites to be rolled into the Agreement for the Provision of Services (Natural Gas – Small Sites - Tariff V - sites consuming less than 10,000GJ per annum)between Origin Energy and the State of Victoria dated 24 December 2019 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 ConfirmationNatural Gas – Small Sites - Tariff V - sites consuming less than 10,000GJ per year

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

| **Detail required** | **Site information** |
| --- | --- |
| Meter Installation Reference Number (MIRN) | [insert] |
| Supply address where the MIRN is located | [insert] |
| Incumbent retailer | [insert] |
| Annual Contract Quantity (ACQ) | [insert] |
| Estimated consumption in GJ 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] |
| First emergency contact – full name | [insert] |
| First emergency contact – direct number  | [insert, note, 13/1300 number is not accepted] |
| First emergency contact – email | [insert] |
| Second emergency contact – full name | [insert] |
| Second emergency contact – direct number  | [insert, note, 13/1300 number is not accepted] |
| Second emergency contact – full email | [insert] |