



**Form C/04:  
Request for Wholesaler to amend  
third party reference(s)**

September 2015

## Change History

Version Number	Date of Issue	Reason for Change	Change Control Reference	Sections Affected
Draft 20150714	14 July 2015	For pre-vendor MAP		All
ICP Housekeeping Version 20150930	25 August 2015	Non-material housekeeping changes	ICP/WRC/CP 001	All
	30 September 2015	For post-vendor MAP		

## Form C/04: Request for Wholesaler to amend third party reference(s)

For use by Retailers

This form should be used by Retailers when requesting that a Wholesaler may need to amend the third party references applying to a Supply Point under Process C7 of the Operational Terms. A site visit may be required to assess the request.

The form is divided into sections as follows

Number	Section
1.	Retailer details
2.	Current supply point details
3.	Reason for the request
4.	Proposed third party reference(s)
5.	Proposed premises and reference details
6.	Additional information
7.	Consent to contact the Non-Household Customer
8.	Declaration

All sections are mandatory except sections 4 to 6. You must complete either section 4 or section 5 following the instructions in section 3.

Mandatory means that the Retailer must provide the requested information wherever it applies to the particular request. If a piece of information does not exist or is not applicable in the circumstances, the Retailer must note this and, where relevant, provide a reason why it is not applicable.

## 1. Retailer details

Retailer name .....

Retailer's own reference .....

Retailer ID .....

Contact name .....

Contact number .....

Contact e-mail .....

## 2. Current supply point details

### As registered at the Market Operator

SPID .....

VOA BA reference .....

UPRN .....

Address of premises .....

.....

.....

.....

Postcode .....

## 3. Reason for the request

Please indicate the type of amendment, reason for the request, and complete the relevant section

- No previous VOA BA reference, UPRN or both Please complete section 4
- Update of existing VOA BA reference, UPRN or both Please complete section 5
- UPRN correction
- VOA BA reference correction
- Premises merger
- Premises split
- Buildings upgrade
- Other

If Other, please specify details .....

#### 4. Proposed third party reference(s)

Where there is no previous reference registered at the Market Operator, please provide the reference(s)

VOA BA reference .....

UPRN .....

#### 5. Proposed premises and reference details

Where an update is required to an existing reference(s) registered at the Market Operator, please provide the new reference details

Proposed VOA BA reference .....

Proposed UPRN .....

New address of premises as relevant

Building number .....

Building name .....

Address line 1 .....

Address line 2 .....

Address line 3 .....

Town .....

Postcode .....

#### 6. Additional information

Please provide any additional information in support of the request. If supporting information is provided separately please indicate here.

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.....  
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## 7. Consent to contact the Non-Household Customer

The Wholesaler may wish to contact the Non-Household Customer to arrange a visit to the premises. Please indicate whether you give consent for the Wholesaler to contact the Non-Household Customer directly to arrange a visit to the premises.

Yes

Please provide contact details below

No

Customer contact details

Contact name at premises .....

Contact number .....

Please indicate if you want to be notified of the date of the visit

Yes

No

## 8. Declaration

I hereby acknowledge and declare that the information provided in this form is correct and up to date at the date of submission

Signature .....

Date (dd/mm/yyyy) .....

Full name (in capitals) .....

Role in the company or job title .....