

# Connection/disconnection – Business customers



Save time, fill out this form online at [jacanaenergy.com.au/forms](http://jacanaenergy.com.au/forms)

## Use this form if you are a commercial customer and you are applying for:

- 1. Connection of electricity:** You want to get electricity connected at your business address.
- 2. Disconnection of electricity:** You want electricity to be disconnected at your business address, but do not require reconnection at a new address.
- 3. Move-out/Move-in:** Your business is moving and you want to disconnect electricity at your old business address and reconnect at a new address.

## How to complete and submit this form

Please fill in using block letters and ensure details are completed in full and email to [smallbusiness@jacanaenergy.com.au](mailto:smallbusiness@jacanaenergy.com.au) or return to Jacana Energy, GPO Box 1785, Darwin NT 0801.

For any questions relating to this form please call 1800 JACANA (1800 522 262).

## What service do you require?

- Connection (fill in section 1)       Disconnection (fill in section 2)       Move-out/Move-in (fill in both sections 1 and 2)

**Please note that disconnections may take up to 2 business days and connections up to 1 business day from when we receive this application.**

## Business details

Account number (if known)

Business name

ABN (please provide ABN certificate with your application)

Public Benevolent Institution (PBI) (tick if applicable, a copy of your PBI registration with the ACNC needs to be provided with application)

Postal address (if different from connection address)

State

Postcode

Phone business hours

Phone after hours

Mobile

## Business representative's details

Title  First name  Last name  Date of birth  /  /

Email

## 1. Connection address

Requested connection date

 /  / 

Meter number(s) - if known

Lot no

Unit no

Street no

Street name

Suburb

State

Postcode

Does the property have solar panels?

Yes

No

Unsure

Primary purpose of the property

Residential

Commercial

**Please note if there are access restrictions to the property such as locked gates or dogs, the connection will not take place.**

continued on next page

## 2. Disconnection address

Requested disconnection date

Meter number(s) - if known

Lot no

Unit no

Street no

Street name

Suburb

State

Postcode

**Please note if there are access restrictions to the property such as locked gates or dogs, the disconnection will not take place and your business will be liable for usage and supply charges until access is granted.**

### Address to send your final bill

Street address / PO Box

Suburb

State

Postcode

## Additional authority (other than applicant)

Title

First name

Last name

Date of birth

Phone business hours

Phone after hours

Mobile

Email

### Level of authority

Enquiry only: Access to account information only, no changes can be made.

## Acceptance

### Acceptance of standard terms

You acknowledge that by submitting this application you accept the standard terms and conditions applicable to the Jacana Energy Customer Contract (available at [jacananenergy.com.au/contract](http://jacananenergy.com.au/contract)).

### Acceptance of Privacy Policy

Jacana Energy collects information to assist with the process of reviewing this application to connect, disconnect or alter a service. Jacana Energy will not be able to process the application if the required information is not provided. By submitting this application, you permit us to disclose the information contained in this application to other parties (who may be overseas), including third party providers and external agencies as described in our privacy policy which is located on our website at [jacanaenergy.com.au/privacy](http://jacanaenergy.com.au/privacy). We may also use your personal information for direct marketing purposes. Our privacy policy explains what information we collect, why we collect it and how we protect that information. Please review the Privacy Policy if you require further information about your rights to access your personal information, how to make a privacy complaint or how to opt out of receiving direct marketing.

### Authority to conduct credit check

By submitting this application, you authorise Jacana Energy to conduct a credit check and use any relevant information obtained about your credit history to enable Jacana Energy to establish your creditworthiness, assess your application, assist you to avoid default and assist in the collection of overdue payments. Our Privacy Policy sets out specific details relating to how we handle credit information, in particular regarding the exchange of credit information with credit reporting bodies, guarantors, debt collectors, debt buyers and other parties. Please visit the Privacy Policy on our website for further information about the credit reporting bodies we use and how to contact them to discuss the handling of your credit information.

Business representative's full name

Position within business

Signature

Date

**Important: By signing you are acknowledging you have authority to act on behalf of the nominated business.**

JACANA ENERGY USE ONLY

Jacana Energy User ID

Date entered