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 Natural GAS – Small sites – Tariff V – sites consuming less than 10,000 GJ per year State purchase contract reference number SS-06-2024

This letter advises that the sites described in the table attached to this letter are new sites to be rolled in to the Agreement between AGL and State of Victoria.

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 – 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 needed 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] |
| First Emergency contact – email | [insert] |