

**Industrial & Commercial Customer Request Form for the Data Enquiry Service
Version 4.1**

**Customer Life Cycle Team**

**Section 1: Company Details (Mandatory)**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Registered Address:** |  |
| **Company Registration Number:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UK VAT Registered:** | **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| **Country of Registration:****(if no to last question)** |  |
| **UK VAT Registration No:** |  |
| **Non UK VAT Registration No:** |  |

**Section 2: Contract Manager Details (Mandatory)**

Details of whom you wish to register as your Contract Manager

|  |  |
| --- | --- |
| **Contract Manager Name:** |  |
| **Contract Manager Address:** |  |
| **Contract Manager Email:**  |  |
| **Contract Manger Tel Number:** |  |
| **Contract Manager Fax Number:** |  |

**Section 3: Invoicing Details (Mandatory)**

Details of where/whom the invoice for Data Enquiry should be issued.

|  |  |
| --- | --- |
| **Invoice Address:** |  |
| **Invoice Contact:** |  |
| **Invoice Contact Email:** |  |
| **Invoice Contact Tel Number:** |  |

**Section 4: Supply Point Administration Agreement (SPAA Schedule 23)**

Provision and Utilisation of the Data Enquiry Service for Industrial and Commercial Customer Data is detailed within the SPAA Agreement. www.spaa.co.uk/SitePages/SPAA-documents/ SPAA Agreement Closed Version/ Schedule 23/ Section 7.4

|  |  |
| --- | --- |
| **Which subsection of section 7.4 of Schedule 23 are you seeking access to the Data Enquiry Service?** |  |
| **Please provide details of the Industrial & Commercial Customers you require Data Enquiry Access for** |  |
| **Supplier Authorisation (if access required under 7.4.4)** | Supplier Name:Supplier Signature:Job Title: Date:  |

**Section 5: Signature (Mandatory)**

This request form should be signed by an authorised signatory (e.g. a Director)

By signing and submitting this form (whether in paper format or electronically) you (“you” for the purposes of this paragraph, meaning the customer identified in this form) confirm and warrant that this form has been completed by a person with the requisite knowledge and authority to do so and that the information contained within it is true and correct. You also warrant that you will access Data Enquiry for the sole purpose defined within section 7.4 of schedule 23 of the Supply Point Agreement and that you undertake to advise Xoserve in writing immediately of any changes in, or updates to, the information provided within this form.

|  |  |
| --- | --- |
| **Signed By:**  |  |
| **Print Name:** |  |
| **Title:** |  |
| **Authorised signatory for and on behalf of:** |  |
| **Date of Request:** |  |

Completed requests should be sent to:

Xoserve Customer Lifecycle Team, Lansdowne Gate, 65 New Road, Solihull, West Midlands,
B91 3DL

Or you can email the completed form in PDF format to: **Customerlifecycle.spa@xoserve.com**