

**Jemena Electricity Networks (Vic) Ltd  
Contract Demand Reset Request Form**

Only one Supply Point per form

E-mail the form to [jentariffs@jemena.com.au](mailto:jentariffs@jemena.com.au)

**Note: Please note all fields denoted with \* are mandatory**

**1 – CUSTOMER DETAILS**

Name on Electricity Account\*: \_\_\_\_\_

Address of Electricity Supply\*: \_\_\_\_\_

\_\_\_\_\_

NMI\*: VDDD\_\_ \_\_ \_\_ \_\_ \_\_ OR 6001 \_\_ \_\_ \_\_ \_\_ \_\_

**2 – CONTRACT DEMAND RESET DETAILS**

**2.1 - I request a reset to the Customer's Contract Demand as specified below:**

Current Contract Demand\*: \_\_\_\_\_ kW / kVA

Request to reset Contract Demand to\*: \_\_\_\_\_ kW / kVA

**2.2 - I request a reduction in the standard 12 months notice period and have attached documentation in support of the request. The documentation is in relation to:**

- Installation of load management equipment or PFC Unit
- Removal of plant/equipment.
- Relocation of equipment from one site to another site both connected to JEN Distribution System.

**3 – CURRENT NETWORK TARIFF**

Current Network Tariff Name\*: \_\_\_\_\_

Current Network Tariff Code\*: A\_\_\_\_\_

**4 – CUSTOMER'S RETAILER DETAILS**

Retailer Name\*: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Mobile Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## 5 – CONDITIONS APPLYING TO REQUEST

1. Please contact JEN to confirm JEN's receipt of this form if you do not receive confirmation of receipt from JEN within 5 Business Days.
2. The Applicant (as indicated below) acknowledges that this request will be assessed in accordance with JEN's *Contract Demand Reset Policy*.
3. Any reset of Contract Demand will not take effect until JEN advises the applicant in writing of the approval and the effective date of the reset, in accordance with JEN's *Contract Demand Reset Policy*.
4. The applicant must sign and e-mail the completed Request Form to [jentariffs@jemena.com.au](mailto:jentariffs@jemena.com.au).
5. Where the applicant is not the Customer, it is the applicant's responsibility to ensure the Customer is aware of and agrees to this contract demand reset request. The applicant is wholly responsible for conveying the correct information to JEN and also communicating the decision made by JEN to the Customer.
6. JEN may request the applicant to re-submit the request if the initial Request Form is not correctly completed or if the form is modified in any manner.
7. Contract demand reset requests are limited to one application over any 12 months period.
8. If the applicant is not the customer or the customer's current retailer, a Letter of Authority (LOA) must be submitted with the application.

## 6 – Applicant Details

**Applicant's Name\*:** \_\_\_\_\_ (person filling in the form)

**Applicant's Position Title\*:** \_\_\_\_\_

**Applicant's Business Name\*:** \_\_\_\_\_

**Telephone Number\*:**(     ) \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**E-mail\*:** \_\_\_\_\_ **Date\*:**     /     /     

*(Section below is required only if the Applicant is other than the Customer's Retailer)*

**Customer Contact Name (Please Print):** \_\_\_\_\_

**Customer Contact Title:** \_\_\_\_\_

**Signature\*:** \_\_\_\_\_

**Date\*:**     /     /