SCOTTISHPOWER

Change of Responsibility/Ownership

The information you provide will allow us to register you as the new owner of a Feed-in Tariff installation and amend the details held on your Feed In Tariff account. They will be held and managed in accordance with our https://www.scottishpower.co.uk/legal/**privacy-policy**. Please ensure all questions are completed.

If you need help call us on 0800 001 5156. Please email your completed forms to FITCORs@scottishpower.com

Generator Details

FIT Identification Number: FIT _ _ _ _ _ _ _

Import Supply Point/ Meter Point Administration Number (MPAN): _ _ _ _ _ _ _ _ _ _ _ _ _

Title

First Name

Surname

Installation address

Postcode

Telephone number

Email address- (*1) As we will normally communicate with you via email, it is important that you enter a valid email address in this field.

Do you live at the above address? If no, please provide address— (this is where your correspondence will be sent to)

For data protection purposes when you call, please provide the name of your first school & date of birth:

Details of Change

Brief Reason for Change:

Date of Change:

Generation and Export Payment - Please tick the relevant box, populate required information and sign below:

FIT payments consist of two parts. You receive money for the electricity you generate but may also get paid for any electricity which you do not use yourself and feed back into the National Grid. In other words, the electricity you export. You can opt out of receiving payment for the export element and sell the surplus electricity generated by your system to a supplier other than ScottishPower. You can change your export status once every 12 months.

Generation Meter Serial Number:

Generation Meter Reading & Date (DD/MM/YYYY): _ _/_ _/ _ _ _ _

The read must come from the generation meter (not inverter or monitor)

OPT IN – I agree to ScottishPower paying me for the electricity I export. ☐

Daily Half Hour Read Consent Check Box : ☐

OPT OUT – I will appoint another buyer for the electricity I export. ☐

I have a SMART Meter: ☐

Export Supply Point/ Meter Point Administration Number (MPAN): _ _ _ _ _ _ _ _ _ _ _ _ _

Export/SMART Meter Serial Number:

Export Meter Reading & Date (DD/MM/YYYY): _ _/_ _/ _ _ _ _

(*2) The read must come from the export register of your meter

Signed Generator:

Date:

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Payment Details—Please provide the details of who will receive the FIT payments

Title

First Name

Surname

Payee Address

Name on Bank Account

Bank Account Number __ __ __ __ __ __ __ __

Sort Code __ __ __ __ __ __

Bank Name

Bank Postcode

Building Society Ref Number, if applicable

VAT Declaration - ONLY COMPLETE THIS SECTION IF YOU WISH TO CLAIM EXPORT PAYMENTS FROM SCOTTISHPOWER AND YOU ARE VAT REGISTERED

Please provide your VAT Registration number GB

I have enclosed a copy of the VAT Self Billing Agreement :

(please see documentation required section) ☐

Please provide your Company number

Signed Generator:

Date:

Multiple Installations—If you have PV panels, you must tick either A or B and sign below

Myself or the payment recipient DO NOT own, or receive FIT payments from 25 or more eligible PV installations located on different sites A ☐

Myself or the payment recipient owns, or receives FIT payments from 25 or more eligible PV installations located on different sites B ☐

Signed Generator

Date

Signed Payment Recipient

Date

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Documentation Required to Support Change

In order to demonstrate you are the new owner of the installation please ensure you provide **copies** of following documents. Please do not send "originals" as these will be destroyed on receipt-

- For a house sale, please provide land registry documentation or a solicitors letter confirming you own the property
- If the transfer occurs due to a bereavement, please provide a copy of the probate letter or a letter from a solicitor confirming your entitlement to FIT
- For any other reason, please provide appropriate documentation which shows your entitlement to FIT
- A photograph of the FIT Generation Meter and EXPORT/SMART meter (Export register) if there is one in place, showing the meter serial number and readings
- A copy of the populated Vendor Form (also available to download from the FIT FAQ's - https://www.scottishpower.co.uk/energy-efficiency/energy-efficiency-toolkit/feed-in-tariff/faqs
- A copy of the payees bank statement or letter from their bank validating the payee account number, sort code, name and address. All transactions can be redacted.
- If you are VAT registered– a copy of the populated VAT self billing agreement (available to download from https:// www.scottishpower.co.uk/pdf/tariffs/auto/self_billing_agreement.pdf

If you do not provide these documents along with this form it will delay the change process. Please do not enter a reading until you receive confirmation the change has been completed or payment may go to the previous account information held.

Generator Declaration—please sign and date

- I confirm that the information provided on this form is true and I am duly authorised to make changes on the FIT account in accordance with the ScottishPower Feed-in Tariff Terms and Conditions
- I declare that all of the information I have provided is complete & accurate
- If anything I have stated in this form changes I will notify ScottishPower immediately

Signed _____ Date _____