

Smart Energy Code

Change in Party Details Form

This form is to be completed by a SEC Party seeking to update its Party Details as detailed in SEC Schedule 5. SEC Section M6.2 requires that Parties keep their Party Details up to date.

Please return this form to SECAS by email to secas@gemserv.com or post to: SECAS c/o Gemserv Ltd, 43-44 Crutched Friars, London, EC3N 2HH.

Please ensure that this form is signed and submitted by an appropriately authorised officer of your company. That may be either the existing Primary Contact SECAS holds for your Party, or a Company Official registered with Companies House or equivalent company registration authority.

	Required Information	Party Details
1.	The SEC Party's full name.	
2.	Whether the SEC Party is a company, natural person, partnership etc.	
3.	Whether the SEC Party's jurisdiction of incorporation (if applicable) has changed.	
4.	Whether the SEC Party's registered number (if applicable) has changed.	
5.	Whether the SEC Party's registered address (or, if not applicable, its principal address) has changed.	
6.	Whether the SEC Party is incorporated or a resident outside of Great Britain, an address in Great Britain for the receipt of legal notices on the Applicant's behalf.	

7.	Whether the SEC Party's VAT registration number (if applicable) has changed.	
8.	Whether the SEC Party's address for invoices under the Code has changed.	
9.	Whether the SEC Party's address or addresses for all other notices under the Code has changed.	
10.	Whether the SEC Party's Party Category has changed.	<input type="checkbox"/> Large Supplier Parties <input type="checkbox"/> Small Supplier Parties <input type="checkbox"/> Electricity Network Parties <input type="checkbox"/> Gas Network Parties <input type="checkbox"/> Other SEC Parties
11.	Whether the SEC Party's Energy Licences (including any for which it has applied) have changed.	<input type="checkbox"/> Gas Transporter Licence <input type="checkbox"/> Gas Supplier Licence <input type="checkbox"/> Electricity Distribution Licence <input type="checkbox"/> Electricity Supply Licence
12.	Whether the SEC Party has any Affiliates (where the Applicant is a company).	
13.	If the SEC Party holds one or more Energy Licences, details of any unique identifiers by which the SEC Party is identified under the MRA and/or the UNC (as applicable).	

Contact information:

<p>Primary Contact for SEC Party</p> <p>SEC Panel business information (papers, notices, SEC product releases etc.)</p>	<p>Name:</p> <p>Email:</p> <p>Phone number:</p>
--	---

General SEC information (newsletters, industry updates, consultation notifications)	Name: Email: Phone number:
SEC Modifications info (Modification proposals, updates to the Mods register, Change Board records, invitations to Mod Working groups etc.)	Name: Email: Phone number:
User Entry Process	Name: Email: Phone number:
Critical Alerts List (Suppliers only) See SEC website for more information	Name: Email: Phone number:

Please note, SECAS will only update the details provided in this form. As a result, please provide all relevant changes and details that may have changed.

Authorisation

The SEC Party hereby recognises that it is making changes to its Party Details, as per M6.2 of the Code.

Name:

Position / capacity (e.g. Director):.....

Signature:

Date: