

**Please Note:**

1. Transactions are completed within 1-5 business days from the date this request is received by Direct Energy Regulated Services providing all of the information is correct and the Site ID is listed and published.
2. Transactions will only be sent if there is a date listed below. Energize request will be issued upon receipt of proof that all connection requirements have been met. [Energize request means a field order will be issued to request the distributor to install and connect the services.]
3. Use one form for each transaction type Enrollment or Move Out Request. Use one form for each commodity Gas or Electric. Please do not mix Enrollment and Move Out request on the same form. Please do not mix Gas and Electric site ID's on the same form, doing so will cause form to be rejected.
4. Please print or type information. If you require more than 5 locations, please complete an additional form.

Date form completed and sent to Direct Energy Regulated Services: \_\_\_\_\_

Request Sent via: \_\_\_\_\_ FAX: 1-877-420-3777 **or** \_\_\_\_\_ Email: regulated@directenergy.ca

**ALL SITES LISTED BELOW WILL BE ENERGIZED EFFECTIVE:** \_\_\_\_\_ (Enter Requested Energize Date MM/DD/YYYY)

<b>Company Name:</b> (Business Partner) _____  <b>Mailing Address:</b> _____ _____ _____ <b>Contract Account Number:</b> _____	<b>Contact Name:</b> _____  <b>Phone Number:</b> _____  <b>Fax Number:</b> _____  <b>Email Address:</b> _____
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**ALL SITES LISTED BELOW REQUIRE:** \_\_\_\_\_ Enrollment *or* \_\_\_\_\_ Move Out **ALL SITES LISTED BELOW ARE:** \_\_\_\_\_ Electric Site(s) *or* \_\_\_\_\_ Gas Site(s)

<b>Site 1</b>			
Premise Address (Civic or Legal Land Description)	City	Province	Postal Code
Site ID (13 Digits)	Customer Reference (max 20 characters)	Service Use Class <i>(Residential, Commercial, etc.)</i>	
_____	_____	_____	

<b>Site 2</b>			
Premise Address (Civic or Legal Land Description)	City	Province	Postal Code
Site ID (13 Digits)	Customer Reference (max 20 characters)	Service Use Class <i>(Residential, Commercial, etc.)</i>	
_____	_____	_____	

<b>Site 3</b>			
Premise Address (Civic or Legal Land Description)	City	Province	Postal Code
Site ID (13 Digits)	Customer Reference (max 20 characters)	Service Use Class <i>(Residential, Commercial, etc.)</i>	
_____	_____	_____	

<b>Site 4</b>			
Premise Address (Civic or Legal Land Description)	City	Province	Postal Code
Site ID (13 Digits)	Customer Reference (max 20 characters)	Service Use Class <i>(Residential, Commercial, etc.)</i>	
_____	_____	_____	

<b>Site 5</b>			
Premise Address (Civic or Legal Land Description)	City	Province	Postal Code
Site ID (13 Digits)	Customer Reference (max 20 characters)	Service Use Class <i>(Residential, Commercial, etc.)</i>	
_____	_____	_____	

**Confirmation**

By signing below, I confirm that I have the authority to request the energization of the Sites listed above. I understand that Direct Energy Regulated Services will process this request based on the information I have provided and that I am responsible for the accuracy of the information and the consequences of any inaccuracies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date