



REQUEST TO CHANGE METER TELEPHONE

(For Official Use) REF: MDM / RMR / CMT / _____ / _____

Company Name: _____

Address of Meter Location: _____ **MSSL Account No.:** _____

EXISTING Meter Telephone No.: _____

+ NEW Meter Telephone No.: _____

+ Please ensure that a telephone cable is laid from the meter and connected to the telephone distribution point.

Company Email Address: _____

INSTRUCTIONS:

1. Please ensure that the phone line is available for each manual meter reading between 12 midnights and 6am daily. A fee may be applied if meter readers have to be deployed to download the readings.
2. Please do not share the meter reading telephone lines with:
 - a. Key phone system
 - b. Telephone line connected to facsimile, modem or VISA/NETS
 - c. ISDN Data line or digital line
 - d. Operator assisted line
 - e. Phones should not be in used throughout 24 hours e.g. security guard, Hotel reception area
 - f. Telephone line used for fire alarm or security monitoring, voicemail, hunting / call waiting / call divert functions.
 - g. Public phone / Coinafon
3. Please complete the form and mail it back to "**SP Group**, 2 Kallang Sector, Singapore 349277. Attn: Remote Meter Reading Unit". If you have any query, please call our hotline at 1800-233-8000

Signature: _____

Company Stamp: _____

Name: _____

Designation: _____

Date: _____

FOR OFFICIAL USE

Customer Number: _____

Meter Number: _____

Recorder Number: _____

Processed on Date: _____

Signature: _____

Staff Name: _____