|  |
| --- |
| <Contact Name> <House Number> <Street Name><Town/City><Postcode> <DD Month YYYY>  |

UIP registration form

Further to your enquiry regarding a Final Connections Agreement with Northern Gas Networks (NGN), I have attached our standard UIP Connection, Service Disconnection and Service Alteration Agreement.

**This is a generic industry approved agreement and is not open for change.**

Please take time to review the agreement and if you wish to sign up to this, could you provide me with the following details:

# Contact details

|  |  |
| --- | --- |
| Contact name |  |
| Job title |  |
| Company name |  |
| Company address |  |
| Registered company address |  |
| Registered Company number |  |
| Registered Company VAT number |  |
| Contact telephone number |  |
| Email address for contractual matters |  |
| Email address for purchase orders |  |
| Email address for remittance notification |  |
| Fax number |  |
| Signature |  |
| Date of application |  |

Occasionally we may need to discuss queries relating to the completion files you submit. Please complete the below table with details of who is best to contact in relation to completion files.

|  |  |
| --- | --- |
| Name of primary contact |  |
| Contact details (telephone and/or email) |  |
| Name of secondary contact |  |
| Contact details (telephone and/or email) |  |

# Additional information required

Please provide an electronic copy of documents that provide the following:

* Insurance certificates that confirm you have the following amount of insurance cover as minimum (confirmation of insurance cover is required before you will be allowed to sign any agreement with Northern Gas Network):
	+ Employers Liability – £5million
	+ Public Liability – £10million
	+ Contractor All Risks – £1million
* GIRS (Gas Industry Registration Scheme) certificate

Once you have completed all sections please return to the following address:

**FAO: Joanna Palmer**

Northern Gas Networks

1100 Century Way

Thorpe Business Park

Leeds

LS15 8TU

Or email: **jpalmer@northerngas.co.uk**