

Your Feed-in Tariff switch form



Great to know you're interested in moving your Feed-In Tariff (FIT) to us. Now we just need a bit more info to get the ball rolling.

Everything we'll need from you...

- This form (one for each installation) signed and dated in all the right places.
- Proof of ID (a copy of your passport or driving licence).
- Proof that you own the installation (a copy of installer's invoice or sale agreement).

If you get stuck along the way, just shout – FITS@ovoenergy.com

Please use BLOCK CAPITALS – and make sure all addresses are registered with the Post Office.

1. Who owns the installation?

Please pop in their details (this is who we'll stay in touch with).

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company (if there is one)	Company registration number	
<input type="text"/>	<input type="text"/>	
Address: (If this address isn't registered with Royal Mail it might delay getting your system registered)		
<input type="text"/>		
Postcode	County	
<input type="text"/>	<input type="text"/>	
Email address	Daytime phone number	
<input type="text"/>	<input type="text"/>	
OVO account number	FIT ID	
<input type="text"/>	<input type="text"/>	

Who should we make FIT payments to?

Normally it'll be the person on the first page (so no need to write their details twice). But if the money should go somewhere else – please give their, or the company's, details here.

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company (if there is one)	Postcode	
<input type="text"/>	<input type="text"/>	
Address		
<input type="text"/>		
<input type="text"/>		

Where is the installation?

Address: (If this address isn't registered with Royal Mail it might delay getting your system registered)

Postcode

County

OS Reference

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You only need to give us a OS Reference if the installation isn't attached to a Royal Mail registered address

Have you included proof of identity?

I'll send you a copy of my driving licence or passport with this form (please don't send originals).

Yes

Have you included proof of ownership?

To register your installation, you'll need to send us proof that you own it. This can be a copy of your installer's invoice, sale and purchase agreement or commissioning certificate – but **not** your MCS certificate.

I'll send proof of ownership with this form (please don't send originals).

Yes

Total generation meter readings

We need a generation meter reading now to kick things off – and we'll need another on the day you switch (we'll be in touch nearer the time to get it).

Total generation meter reading

10k	1k	100	10	1	.	/10	/100	

Date of reading

Export meter reading (if you have one)

10k	1k	100	10	1	.	/10	/100	

Date of reading

About your generation meter

We'll work out your FIT payments from the readings on your total generation meter – this records how much energy your installation is producing (it's different from the one measuring the electricity from your energy supplier).

Look on the front of your meter so you can give us the following info:

Meter make

Meter model

Meter serial number

About your export meter (if you have one)

If you have the capacity to generate more than 30kW, you must also have an export meter, which records the electricity generation being exported to the grid. If you've got a smaller site you could also have one too – but you're not obliged to.

Look on the front of your meter so you can give us the following info:

Meter make

Meter model

Meter serial number

Your Payment Details

Your Feed in Tariff payments will be paid into a bank account of your choice. Please enter the details of the bank account you would like us to use below.

Bank Name

Account Name

Sort Code

Account Number

3. Feed-in Tariff statements and declarations

Before you sign, please read and agree to these statements...

- I confirm that all the generation produced by the installation detailed above is recorded using certified metering, and I understand that it's my responsibility to have the correct metering fitted at all times.
- I understand that this form constitutes part of the contract held with Ovo Energy and I have 10 days once I've received Ovo Energy's FIT scheme terms and conditions to cancel this contract if I choose to.
- I confirm that I have the power to enter into, perform, and comply with all of the obligations under this contract, and realise that if this contract is incomplete and/or incorrectly completed, this may invalidate the contract.
- I confirm that I'll contact Ovo Energy in writing within 10 days of any changes to the information entered into the contract.
- I confirm that I've appointed Ovo Energy to act on the FIT and REGO* registers on my behalf and will sign any required declarations to this effect. I authorise Ofgem to act on information provided by Ovo Energy and that Ofgem is entitled to assume that this information is accurate and reliable. I understand that any disputes that arise between Ovo Energy and me will be resolved between us. This arrangement will continue until Ofgem and Ovo Energy are told otherwise.
- I confirm that the information I've provided is correct and accurate, including details of any grants received towards the cost of the installation of my renewable installation.

* REGOs show that the electricity you have generated is from a renewable source.

Only for non-domestic microgenerators owned and operated by a company

- I confirm that I've provided a company authorisation letter on company headed paper with a director's signature. This is to prove that I'll be responsible for the administration of this contract.
- I confirm that the above information is correct and that I'm authorised to sign the contract.

What happens next?

Once you're done, email your form and all the extra bits to FITS@ovoenergy.com – or (if you don't have an email account) post it to:

**Feed-in Tariffs Team
Industry Operations
Ovo Energy
Rivergate
1 Rivergate
Temple Quay
Bristol
BS1 6ED**

We'll then switch you over and send you our terms and conditions.

Get the latest

It'd be great to stay in touch with you – so please tick the boxes to let us know what you'd like to hear about:

- Our email newsletter to keep up to date with anything to do with Ovo and developments in the renewables industry.
- Information about our other products and services.
- And, if you're happy for us to share your details with carefully selected, like-minded organisations, we might send you info about other relevant products and services too.

Agree to transfer your FIT

I would like Ovo Energy to act as my new FIT licensee for the installation (see FIT ID on page 1) I've entered on this form. I give Ovo Energy permission to administer the FIT and REGO registers on my behalf until I notify otherwise.

Name

Signature

Date