RELIANCE Energy

Request for Permanent Disconnection

Date: |_|_|_|_|_|_|_|_|

Dear Sir,

Subject: Termination of customer a/c no.: |_|_|_|_|_|_|_|_|_|_|

I/We _____ request you to permanently disconnect

the power connection bearing customer account no.: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Located at (address) |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

and issue me/us the final electricity bill for the same.

The account termination is required for the following reasons: Please tick the appropriate box.

Premises no longer in use ☐

Premises being vacated by me/us permanently ☐

Premises are to be demolished ☐

Premises to be handed over to landlord/lease expired ☐

Others _____

Attached with application (all required) :- 1) Identity proof photo copy ☐

2) Blank/cancelled copy of the cheque ☐

3) Last paid bill on my/our name of this a/c ☐

I/We request you to transfer the amount payable to me if any,

to customer account no.: |_|_|_|_|_|_|_|_|_|_|

the premises is located at address: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

OR

Refund the amount to my bank account no |_|_|_|_|_|_|_|_|_|_|_|_|

of bank(name): |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

City: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_| Branch: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

I/We hereby undertake that the above customer account stands in my name and I/We will be solely responsible for any dispute arising as a consequence of final bill disconnection.

Applicant's signature

Address for future correspondence. |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Tel. No.: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_| Email: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

*Please note that the refund will be done on registered customers name. Hence the bank details provided should reflect registered customers details only.