

Hotline: 1800-222 2333 Fax: 6304 8229

Please read this before completing this form.

To avoid any delay in processing your request, please ensure that all fields on this form are completed. We will update the mailing address as indicated in this form.

Please note that we are unable to accept foreign mailing address except for final bills.

Upon completion, please:

1a) Email the form to updateus@spgroup.com.sg OR

1b) Fax the form to **6304 8229** OR

1c) Mail the form to **[Attn: Processing Unit]** SP Group Singapore Post Centre PO Box 108 S914004

2) Submit in person at the following Customer Service Centres:

a) PWC Building
8 Cross Street #02-01/03 S048424

b) Toa Payoh HDB Hub
480 Lor 6 Toa Payoh #02-08 S310480

Do look out for a letter of confirmation from us.

Customer Request

1. Please provide us with the details of your premises in which you would like to change the mailing address

Utility Account Number

Premises Address _____

_____ S

2. Please indicate your new mailing address to be updated for the above utility account.

New Mailing Address _____

_____ S

Customer's Signature/Date

For accounts registered under companies, the signature of its legal/authorized representative of the company and the **company's rubber stamp imprint** are required.

Name: _____
(of account holder or the person signing for the company)

NRIC:

Daytime Contact No: _____

For Internal Use

Documents received by :

Staff's Signature/Stamp/Date