

New UIP Registration Form

In order to submit a specific enquiry/ request to Cadent, the details of your organisation need to be set-up on our data system. Therefore please can you complete the attached form so that we can enter your details in advance of any requests you may wish to make. We would also be grateful if you could confirm that you have read and understood the content of the UIP Enquiry Pack accompanying this application form.

We (the Company) confirm that we have read and understand the information held within the UIP Enquiry Pack and the key requirements relating to the laying of a gas pipeline(s) by, or on behalf of an owner/ occupier of a premise.

1. Company Details

Company Name	
Postal address	
Registered Company address	
Registered Company number	
Registered Company VAT number	

2. Your contact details

Contact Name – Please print	
Contact telephone number	
Email address for Contractual Matters	
Email Address for Purchase Orders	
Email Address for Remittance Notification	
Fax Number	
Name – Please print	
Signature	
Company position – Please print	
Date of application	

3. Your preferred method of communication

When you send any requests or information to us we would like to respond to you in a way that you would like. Therefore please can you let us know what your preferred method of communication is in the box below – **these contact details will be the primary method used to manage the progression of any works.**

If you would like to receive responses by email then please consider the use of a **generic team account** (such as a .box) as personal accounts run the risk of responses being delayed if your contact is away from your office for any reason.

We would also appreciate it if you could indicate your preferred method of communication i.e fax or email (please specify)	
If your preferred method is email please provide the relevant email address(s)	

4. Online Applications – Web Portal Access

The UIP/IGT Web Portal is a web browser based interface that allows those with access to create, track and progress work requests via the internet rather than submit manual forms to Cadent. The UIP/IGT Web Portal will allow customers to undertake common activities associated with work requests such as gaining approval and submitting documents amongst other activities. Please complete the below section if you would like access.

Would you like access to submit connection requests, upload documents and track your jobs online via the Cadent web portal?	
Can we use the details you have provided above? If No please give details.	

If you would like to register additional people, please complete the table on the last page – Registering Additional People

5. Completion File Queries

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)	

6. Additional Information Required

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

<p>Insurance Certificates that confirm you have the following amount of insurance cover as minimum;</p> <ul style="list-style-type: none">• Employers Liability - £5million• Public Liability - £10million• Contractor All Risks - £1million	<p>Confirmation of your bank details on letter-headed paper and signed by an appropriate member of staff, preferably electronically in Portable Document Format (PDF).</p>
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Confirmation of insurance cover is required before you will be allowed to sign any agreement with Cadent. Bank details are required for any works where Cadent is required to pay you for any works you undertake on our behalf. Failure to provide this information will delay the registration process.

Once you have completed all of the sections please return all pages of the form to the following address;

FAO: Pete O'Neill
Cadent Gas
Regulation and External Affairs – Block 2
Brick Kiln Street
Hinckley
LE10 0NA
Email to: box.SD.IGTandUIPescalations@cadentgas.com

