

**ASSIGNMENT FORM – ALPS**

**Transfer Date:**

- 30 days' written notice must be given to ALPS / AltaGas Energy Limited Partnership
- Transfers take place on the 1<sup>st</sup> day of every month only
  - Therefore, your transfer date will be \_\_\_\_\_ 01, 200\_\_
  - Who are we transferring these sites **from** (legal company name): \_\_\_\_\_

<b>SITES TO TRANSFER:</b>	<b>Check only one below:</b>
Do you want to transfer <u>all</u> your site(s) (entire contract)?	
Or, do you want to transfer only <u>some</u> of your sites?	

- **If you are transferring only some of your sites, do you want to transfer the consumption volumes with those sites? Circle either YES or NO**

<b>WHICH SITES DO YOU WANT TO TRANSFER?</b>	
<b><u>SITE ID # (13 digits including zeros)</u></b> Please look at your bills or contract	<b><u>LOCATION</u></b> (examples: SW 13-12-09W4 or 123 10 <sup>th</sup> Ave, Calgary)
If there are any more sites, please write the rest somewhere else on the page	

<b>NEW OWNER INFORMATION</b>	<b>Please fill in:</b>
Legal company name of the new owner	
Operating name of the new owner (if available)	
First & Last Name of new owner	
Title of new owner	
Address	
City	
Province	
Postal Code	
Phone number	
Fax number	
Email address	
Are the new owners a current customer of AltaGas Energy? If not, you also need to fill out the chart below:	

<b>NEW OWNERS THAT ARE <u>NOT</u> CURRENT CUSTOMERS OF ALTAGAS ENERGY</b>	<b>Please fill in <u>only</u> if new owners are <u>not</u> current customers of AltaGas Energy:</b>
How long have the new owners been in business?	
Do the new owners have other locations or businesses? Please explain.	
The new owners must fill out the attached credit application form and be approved	Please ask new owners to fill out the form. Fax it to us along with this page.
New owners must fill out the attached pre-authorized withdrawal form	Please ask new owners to fill out the form. Fax it to us along with this page.
New owners must send a void cheque via fax	Have you attached a copy of the new owners' void cheque to fax?

- **We need all of the information sent to us before a transfer can be processed, including the forms and void cheque mentioned above (if new owner is not a current customer).**
- **The ALPS fax # is 403-209-3255**

**VOID CHEQUE – VERIFICATION FOR PRE-AUTHORIZED WITHDRAWAL**

**PLEASE ATTACH  
A VOID CHEQUE HERE**

**FAX TO ALPS AT 403-209-3255**

To be used only if new owner is not a current client of AltaGas Energy Limited Partnership