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**Bhutan Power Corporation Limited**  
 (An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Company)  
 Registered Office, Thimphu  
 Distribution & Customer Services Department



Date: .....

Name of Electricity Supply Division: .....

**FORM VII - NOTIFICATION OF VACATION OF PLACE OF STAY (BY OWNER OF PREMISES FOR A VACATING TENANT)**

The Manager  
 ESD .....

**Sub: Notification of Vacation of Place of Stay**

Dear Sir,

I/We would like to inform you that your Customer ..... (name) holding Consumer No: ....., who is my tenant will be soon vacating his present place of occupancy. Therefore, you are requested to depute your representative to take the final meter readings and prepare and present the final account to him for settlement.

Yours faithfully,

Owner of the Premises: Name and Signature

For BPC use only

**Customer Details:**

**Final Reading:**