

Please read this before completing this form.

Update of mailing address service for **residential** accounts is available online. To update your mailing address, simply visit <https://services.spservices.sg/#/login> to submit your request.

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 an overseas mailing address.

Upon completion, please:

1) Email the form to customersupport@spgroup.com.sg

2) Submit in person at 490 Lor 6 Toa Payoh #09-11 HDB Hub Biz Three Lift Lobby 1 Singapore 310490.

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]

Daytime Contact No: _____

For Internal Use

Documents received by :

Staff's Signature/Stamp/Date