

PLEASE COMPLETE THE FORM IN IN ENGLISH

CHILLED WATER ACCOUNT CLOSURE PROCESS

Outstanding Chilled Water Balance: customers should pay all outstanding Chilled Water balances before submitting the Chilled Water Account Closure form. You can request for your statement of account by emailing wecare@orionteki.com and pay by bank transfer set out **SECTION 4**.

No Objection Certificate (NOC) for Chilled Water Account Closure: if the Chilled Water account is paid up to date and your Security Deposit is deemed sufficient to cover the Final Bill outstanding balance, OrionTek will issue you with a **No Objection Certificate (NOC)** to your registered email address within 2 working days of receipt of this document.

- If the Security Deposit is not sufficient to cover the Final Bill, the Chilled Water outstanding balance should be paid via the options set out in **(SECTION 4)** of this form in order for the **No Objection Certificate (NOC)** to be issued.
- If there is no Security Deposit on account, customers must clear the total Chilled Water balance outstanding and pay an amount equal to the previous months Chilled Water consumption invoice issued before a **No Objection Certificate (NOC)** can be issued.

Final Bill Account Closure Confirmation: based on the final meter reading your Final Bill will be issued to your registered email address within 2 working days **after** your Move-Out date. The Final Bill will be deducted from your security deposit and the balance will be refunded to you by Bank transfer.

Security Deposit Refund: (if any) will be refunded to you within **15 working days** after the Move-Out date via Bank Transfer, less any outstanding Chilled Water Charges. **(SECTION 2)**

SECTION 1 : CUSTOMER DETAILS

Planned Move-Out Date (DD-MM-YY)			
Customer Name			
Community Name		Unit Number	
Customer Number (available on chilled water invoice)		Mobile Number	
Email Address		Landline No.	
Final Bill Request for	<input type="checkbox"/> Closure of Account		
	<input type="checkbox"/> Transfer to New Unit in Building		
	<input type="checkbox"/> Other (please specify)		

SECTION 2 : SECURITY DEPOSIT REFUND AUTHORISATION

The undersigned, hereby authorise Oriontek Innovations LLC to transfer my refund to the following bank account:

Customer Bank Details	Beneficiary Name	NOTE: PLEASE ENSURE THAT THE NAME MATCHES THE BANK ACCOUNT HOLDERS NAME THAT THE PAYMENT WILL BE PROCESSED TO.	
	Account Number		
	IBAN		
	Bank Name		
	Branch Address		
	Swift Code		

NOTES: Bank charges imposed by the bank and any applicable taxes shall be borne by the customer. International bank transfers will be processed in **USD** only.

If the Security Deposit refund is to be refunded to someone other than the person who paid the Deposit, we will require an Authorisation Letter from the person who paid the Deposit approving the refund to the nominated representative of the individual / company. A copy of the nominated representative Passport and / or Emirates ID should be provided with this application.

SECTION 3 : CUSTOMER SIGNATURE

Customer Name	Customer Signature	Date

SUBMIT YOUR COMPLETED FORM WITH ALL REQUIRED DOCUMENTS TO wecare@orionteki.com

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SECTION 4 : HOW TO PAY - OUTSTANDING CHILLED WATER CHARGES
1. QUICKPAY

 Access **QuickPay** online pay using Visa or MasterCard credit / debit by visiting <https://quickpay.orionteki.com> or scan the QR code below – all you need to access **QuickPay** is your email ID or mobile number.

Scan & Pay
2. OLINE PORTAL

 Access your online account and pay using Visa or MasterCard credit / debit card (if applicable to your building) via the following link: www.utilities.orionteki.com
3. DIRECT NAK TRANSFER (AED ONLY)
BURJ DAMAN RESIDENTIAL
 DIRECT BANK TRANSFER (AED ONLY)

BURJ DAMAN COMMERCIAL
 DIRECT BANK TRANSFER (AED ONLY)

Account Name	ORIONTEK - BURJ DAMAN RESIDENTIAL	Account Name	ORIONTEK - BURJ DAMAN COMMERCIAL
Bank Name	Abu Dhabi Commercial Bank	Bank Name	Abu Dhabi Commercial Bank
Branch	Al Ittihad Branch, Emaar Business Park, Dubai UAE	Branch	Al Ittihad Branch, Emaar Business Park, Dubai UAE
IBAN	AE730030010520895920014	IBAN	AE030030010520895920013
Account Number	10520895920014	Account Number	10520895920013
Swift Code	ADCB AEAA	Swift Code	ADCB AEAA

Please reference your Unit Number & Customer Number on the bank transfer
FOR ORIONTEK OFFICE USE ONLY

Complete Customer Details Obtained:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
REQUEST RECEIVED BY		APPROVED BY	
Name		Name	
Signature		Signature	
Date		Date	

For enquiries, please call the 24/7 Contact Center: **800 67466835 (ORIONTEK)**
 International +971 2 403 6944 or Email : WECARE@ORIONTEKI.COM