

## Letter of Authority

Please accept this letter as our authority (LOA) for your company:

[Customer name]  
[Address line 1]  
[Address line 2]  
[Town]  
[County]  
[Postcode]  
[Company/charity number]  
[Tel]  
[Fax]

I confirm that ..... is acting on my behalf and I authorise The Energy Supplier to action my account with them as follows.

*[Please sign either level 1 or level 2 below depending on what activity you wish the TPI/The Energy Supplier to carry out on your behalf.]*

### Level 1

- Request and receive current and historical account information including: consumption history, supply numbers, pricing details, contract end dates.
- Issue termination notice about existing supply contracts/opt out from future automatic contract renewals on my behalf.
- Obtain information from third party industry databases e.g. metering details.
- The Energy Supplier or TPI to be able to contact my supplier to resolve any objections or rejections regarding my transfer.
- Request and negotiate prices on my behalf.

### Level 2

- All the items set out in Level 1, as well as the following: request billing information e.g. copy bills, debt information, payment terms.
- Authorise any adjustments, refunds or billing.
- Agree supply contracts on my behalf.
- Authorise the completion and submission of VAT declarations.

### Terms of letter of authority

This LOA is valid for all sites under the company name provided and will need to be submitted again if any changes are made, although there will be no need to re-sign. The validity of this LOA starts today.

*Other business names*

Where the main business is the same, but the site business names are different, you MUST list each site and update us whenever you add or remove a name. Any changes may be validated with you directly by the Energy Supplier.

This letter of authority shall remain valid from the longer of the date of signature for one year, or the length of the attached contract.

We reserve the right to contact the named account holder/site if we deem it necessary to ensure the correct running of your account.

**Level 1 Authority**

Customer signature

Date

Print name

Position in company

E-mail address

**Level 2 Authority**

Customer signature

Date

Print name

Position in company

E-mail address