



# LETTER OF AUTHORITY

(Please delete all criteria that do not apply and print on client's letterhead where appropriate)

1. I/We hereby authorise ..... to act exclusively as the utility management company for ....., to obtain quotations for our Electricity, Gas and/or Water Contract and to obtain copies of and deal with enquiries regarding **ANY** relevant data to enable us to do this. We authorise them to terminate contracts on our behalf. We also authorise them to deal with any changes to the portfolio during the life of any contract.
2. I/We agree to accept that the above company will search the market on our behalf and will present to us recommendations for the best value energy contracts.
3. I/We agree that the above company, should receive copy bills and half hour data for the duration of any contract and deal with billing disputes on our behalf.
4. I/We agree that the above company can represent us in any dispute that is dealt with by the Energy Ombudsman Scheme.
5. I/We agree that this letter is signed to comply with the Data Protection Act
6. In particular, please accept this letter as authorisation to release customer information direct to the above organisation, **including all contract renewal offers.**
7. I/We agree that the above company can obtain account information directly from the supplier to enable any issues likely to cause impediment to the smooth running of the contract.

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**On signing this document it is important that clients copy all correspondence from a supplier to the Tpi and should not enter into any other contract or arrangement with a **supplier or a Tpi** during the life of this authority**

**Clients Details**

**Third Party Intermediary (Tpi) Details**

Company: .....

Name.....

Signed: .....

Address .....

Name: .....

.....

Position.....

Tel No.....

Dated: .....

Email.....

Valid until..... **(To be completed by the client).**

**IF YOU THINK YOU ARE A MICRO BUSINESS PLEASE SEE SECOND SHEET AS THIS COULD GIVE YOU FURTHER PROTECTION**



**IF YOU ARE YOU A MICRO BUSINESS YOU HAVE TO BE GIVEN THE MAIN TERMS OF THE CONTRACT BEFORE YOU ENTER INTO A CONTRACT WITH A SUPPLIER.**

*Suppliers have to meet certain contract conditions and clients can use the Energy Ombudsman Scheme if they are a Micro business.*

*A micro business is a business that employs fewer than 10 full time equivalent people and has a turnover less than 2 million euros*

*Or uses less than 200,000 kWhs of gas per year or 55,000 kWhs of electricity per year*

*If you are a micro business please sign against which criteria you meet (more than one if appropriate)*

*Less than 10 FTE employees and turnover less than 2 million euros .....signature*

*less than 200,000kWhs gas.....signature    less than 55,000 kWhs electricity.....signature*