**Letter of Authority granted to:**

**Utility Aid Limited**

**4th Floor, The Hub**

**Navigation Wharf**

**Carre Street,**

**Sleaford,**

**Lincolnshire**

**NG34 7TW**

(a company registered in England and Wales with company number 04408718)

We, [ **Company Name** ]confirm that we hereby appoint Utility Aid Ltd (**UAL**) as our appointed/nominated Energy Consultant/Broker to request and receive on the Company’s behalf all information and material relating to the following utility contracts we currently have with you. These are for:

* Electricity
* Gas
* Water

(referred to in this LOA as the Contracts).

We request that you provide UAL with any information/material relating to the Contract which they reasonably request which shall include but not be limited to:-

* all current and historical Contract Information such as;
  + Contract start & end dates
  + Consumptions
  + Supply numbers
  + Pricing details
* information relating to any transfer of any Contracts including;
* any transfer/renewal/termination of any Contracts;
* Supplier contact to resolve any objections or rejections regarding my transfer;
* all pricing and billing information such as;
  + Copy bills
  + Debt information
  + Payment terms
  + Authorise any adjustments, refunds or billing
  + Authorise the completion and submission of VAT declarations

**This list is not intended to be exhaustive and any request made by UAL for any information/ material relating to the Contracts should be satisfied unless such information/material is unavailable.**

UAL are expressly authorised to:-

* negotiate prices for each Contract on our behalf for the duration of this LOA;
* give notice of termination of any Contract on the Company’s behalf.

UAL are not authorised (unless otherwise confirmed in writing to you) to enter into any Contract which will require sign off by an authorised signatory of the Company.

The authority granted to UAL under this LOA as above is for a period of **[36] (thirty-six)** months from the date of signature as shown below. This authority applies until it either comes to its end date or we issue termination by informing UAL, in writing or by email, for the following [Company Name].

The Company have provided you with this LOA to authorise UAL to act on our behalf with all gas, electricity, and water utility suppliers, as well as other energy-related organisations, in all matters related to the efficient management and operations of our utility accounts.

UAL will receive a commission from the appointed supplier for the services agreed upon. Such commission shall be incorporated into the energy supply unit rates agreed with the energy supplier as a p/per kWh price uplift and/or as a fixed price (£) uplift to the standing charge for the duration of the contract. details of this will be confirmed prior and also stated on the contract.

We have agreed to use your services/continue to use your services as a supplier on the condition that you are able and willing to deal with the Company in accordance with the terms of this LOA.

In the event of your failure to comply with our request to deal with UAL under this LOA we reserve the right to bring a claim for any losses which may arise directly therefrom.

In the event of any conflict as between the terms of this LOA and any Contract term relating specifically to the use and/or adoption of an LOA by the Company, the terms of this LOA shall take precedence.

Your acceptance of this LOA will be treated as your acceptance of the terms as set out herein.

UAL terms and conditions and complaints policy are available upon request.

Signed by an authorised signatory/director on behalf [ **Company Name** ] of who confirms they have express authority to sign this LOA on behalf of the Company/Charity [for the purpose of UAL dealing with the contracts on the company’s behalf (as attached)].

**Signature**

……………………………………………..

**Full name**

……………………………………………..

**Position**

……………………………………………..

**Date:**

*Contact/Company details:*

**Email**:

**Contact number**:

**Company/Charity number:**

**VAT number:**

In accordance with this LOA, I agree to Utility Aid Limited keeping me informed with news, offers, products, and promotions it believes would interest me:

**Email:**

**Phone:**

**Post:**