

TO WHOM IT MAY CONCERN - **Letter of Authority (LoA) New Customer**

This LoA shall remain valid from the date of signature up to 31st December 2019.

Authorisation can be withdrawn at any time via written request either by email to the GDPR appointed person at katie@zenergi.co.uk or post to the below registered address.

By signing this form, I hereby authorise employees of Zenergi Ltd, No.3 Benham Campus, Benham Road, University of Southampton Science Park, Chilworth, SO16 7QJ; Company Reg # 4988178 to discuss our energy and/or water contracts with its providers and subsidiary companies, where applicable, and by definition have signed below.

I authorise Zenergi to:

- I. Request and receive current and historical account information including consumption history, supply numbers, pricing details, contract end dates from energy and/or water Suppliers;
- II. Obtain other information such as metering details from third party industry databases;
- III. Request and negotiate energy and other ancillary utility prices on our behalf;

And where Zenergi have secured the new supply contracts on our behalf:

- IV. Be able to contact my current supplier(s) to resolve any objections or rejections regarding our transfer;
- V. Allow on-line access to Zenergi for any portal where our energy and/or water supply information is held, and where applicable make amendments to improve the service offering. This access can be withdrawn by me at any time;
- VI. Have energy and/or water invoices sent to Zenergi for validation, authorise any adjustments, credits or re-bills, alter payment methods, validate the receipt of bills, subsequent payments and arrange refunds;
- VII. Appreciate there may be an inclusive commission, payable to Zenergi from the successful supplier;
- VIII. **To appoint** an authorised Data Aggregator/Collector and/or Meter Operator Agent if applicable;
- IX. Request and receive energy and/or water billing, payment and debt information;
- X. Re-tender our energy and/or water contract(s) at renewal time;
- XI. Issue termination notices regarding existing supply contracts on our behalf (where applicable).
- XII. Submit forms pertaining to our supply contracts on our behalf (where applicable), including VAT forms, DD mandates, Emergency Contact Details and Consent Forms.

Client Signature:	Position:
Print Name:	Date:

Organisation Details	
Status (i.e. Academy, Foundation, VA/VC, Maintained)	
Charity Number or Company Reg Number (if applicable)	
VAT Rate Payable on Energy Invoices (if known)	
Preferred Supplier Invoice Payment method: (please circle)	Direct Debit / BACS / Cheque / Council

Electricity & Gas - Please provide at least one copy of your latest bill for each meter	Please tick if provided
Water (optional) - We require a full 12 months of copy bills (including any sewerage and wastage) in order to provide a full analysis of your current rates.	Please tick if provided