

# Letter of Authorisation



This Letter of Authorisation (LOA) form is used in compliance with the industry voluntary TPI Code of Practice (TPICoP) which promotes transparency and fair and appropriate selling to which **[Insert TPI Company Name]** as an energy broker is a signatory and subject to regular compliance assessments.

Further details of the Code of Practice can be found here: [TPICoP web site address].

## Authorising Company Details:

**Company Name and Address:**

[Insert Company Name]

[Insert Company Correspondence Address]

**Authorised Person in Company:**

[Insert Name]

**Position in Company:**

[Insert Position in Company]

**Authorised Person Contact Details:**

[Insert Email Address]

[Insert Contact No.]

**TPI Agent Name, Contact No, Email Address:**

[Insert Full Agent Name; Direct No. and Email Address]

**Account(s):**

[Insert Authorised Account Details]

**Premise(s) relating to Authorised Accounts:**

[Insert Premise Address and Authorised Account Details]

**MPAN / MPRN:**

[Insert related MPAN and/or MPRN details]

## Authorisation of Activities:

To whom it may concern:

This Letter of Authority authorises **[Insert TPI Company Name]** to act on behalf of **[Insert Authorising Company Name]** in the delivery of the scope of services indicated below:

Activity	Confirmation of Authority	With Restrictions (specify)
Request, receive and resolve billing, debt, credit, consumption and infrastructure or network information and issues	<input type="checkbox"/>	
For the purpose of accurate quotation, the obtaining and use of relevant industry data (which may include obtained via a secure data enquiry interface)	<input type="checkbox"/>	
Negotiate the best utility rate and value-added services with all utility suppliers, network operators, metering agents and/or any other stakeholders	<input type="checkbox"/>	
Submit notice of change of tenancy and termination of contractual agreements	<input type="checkbox"/>	
Request beneficial adjustments and reconciliation of authorised accounts	<input type="checkbox"/>	
Agree and enter into new energy supplier arrangements where it is beneficial to the company to do so	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

### TPI Charging Statement

It has been explained how **[Insert TPI name]** will be paid and where applicable the charges associated with partners acting on **[Insert TPI name]** behalf. I therefore understand that:

- The bill I receive will reflect the charges of the relevant energy supplier plus your charges

### Data Retention Policy

This Letter of Authority shall be managed in compliance with **[Insert TPI Name]** Data Retention Policy which can be viewed here: **[Insert TPI website address]**

Signed: **[Authorised Person Electronic Signature]**

Position: **[Authorised Person Position]**

Date: **[Date of Authorised Electronic Signature]**