

# LETTER OF AUTHORITY

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

1. I/We hereby authorise Utility Refund & Reduction Ltd to act as our utility & energy management company and to obtain quotations for our Electricity, Gas, Telecoms 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 authorise the above company to receive debt information, authorise/apply for adjustments, authorise/apply for refunds, billing or payment method changes on any accounts. This applies to any account, live or closed for 6 years from the date of this letter.
4. 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.
5. I/We agree that the above company can represent us in any dispute that is dealt with by the Energy Ombudsman Scheme.
6. I/We agree that this letter is signed to comply with the Data Protection Act
7. In particular, please accept this letter as authorisation to release customer information direct to the above company, including all contract renewal offers.
8. 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 Utility Refund & Reduction Ltd

## Clients Details

Company: .....

Signed: .....

Name: .....

Position .....

Dated: .....

Valid until: 1 Year from date of signature

## Third Party Intermediary (Tpi) Details

Name: Utility Refund & Reduction Ltd

Address: Brooklyn, The Barn, Forest Road, Bracknell, RG42 6AJ

Tel No: 01344 421408

Email: administration@utility-refund.com



A UIA approved Business Form for the use of Members only