

Declaration of Micro Business Status



Identifying our business customers that fall within the definition of a “Micro Business” is important, as we are able to offer these customers certain support measures.

You have received this declaration form because we do not hold all of the information about your organisation to enable us to categorise your status as a Micro or non Micro Business.

A Micro Business has been defined by Ofgem as one that meets at least one of the below criteria:

- consumes less than 293,000 kWh of gas a year, **or**
- consumes less than 100,000 kWh of electricity a year, **or**
- has fewer than ten employees (or their full-time equivalent) **and** an annual turnover or annual balance sheet total not exceeding €2m.

Please confirm the information below.

1. Name of Organisation

2. Contract Quote Reference ID (e.g.Q_1234567) or Account Number (if applicable)

Did your electricity consumption during the last 12 months or your expected consumption for the next 12 months exceed 100,000kWh* for the whole organisation?	Yes	No
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Did your gas consumption for the last 12 months or your expected consumption for the next 12 months exceed 293,000kWh* for the whole organisation?	Yes	No
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Does your organisation employ fewer than 10 employees or full time equivalent?	Yes	No
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Did your organisation's turnover for the last approved accounting period, and calculated on an annual basis exceed €2m? If yours is a newly established organisation whose accounts have not yet been approved, please base this on a reliable estimate made in the course of the financial year.	Yes	No
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Did your organisation's balance sheet for the last approved accounting period, and calculated on an annual basis exceed €2m? If yours is a newly established organisation whose accounts have not yet been approved, please base this on a reliable estimate made in the course of the financial year.	Yes	No
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*You may ask your other energy suppliers for your annual consumption or your internal energy manager. Alternatively, you can review your electricity and/or gas invoices.

Please ensure that:

- the information that you provide is accurate. If your response is based upon an estimate please ensure that it is made to the best of your knowledge;
- you return this form within 10 calendar days from receipt.

Full Name

I declare that to the best of my knowledge the information provided in this form is complete and accurate.

Date

Please save this form and attach to your return email along with your signed acceptance documentation.