

The following is an example only and has been created to provide help when using our LOA template.

In this example the business (company) is *Example LOA Company Ltd*, they have engaged *Example Broker Ltd* as their TPI, they are a parent company of *Example LOA Parent Ltd* and *Example LOA Ltd* and the LOA covers all sites in their name.

A. Signature is the director of *Example LOA Company Ltd*.

Please accept this letter as our authority (LOA) for your company:

Our Company Name	<i>Example LOA Company Ltd</i>
Address line 1 Address line 2 Town City/County Postcode	<i>10 The Street Example Town Example County EX56 1EX</i>
Company Registration Number	<i>EX111111</i>

I confirm that (full company name of TPI) *Example Broker Ltd* is acting on my behalf and I authorise EDF to action my account with them, as follows, with effect from (enter start date) *DD/MM/YEAR*

(Please sign either level 1 or level 2 on the final page, depending on what activity you wish the TPI/EDF to complete on your behalf.)

Level 1	<p>Request and receive current and historical account information including consumption history, supply numbers, pricing details, contract end dates.</p> <p>Issue termination notice about existing supply contracts/opt out from future automatic contract renewals on my behalf.</p> <p>Obtain information from third party industry databases e.g., metering details.</p> <p>The Energy Supplier or TPI to be able to contact my supplier to resolve any objections or rejections regarding my transfer.</p> <p>Request and negotiate prices on my behalf.</p>
Level 2	<p>All the items set out in Level 1, as well as the following: request billing information e.g., copy bills, debt information, payment terms.</p> <p>Authorise any adjustments, refunds, or billing.</p> <p>Authorise the completion and submission of VAT declarations.</p>

Terms of letter of authority

(Please sign next to the relevant box to indicate if the LOA is for all your sites or specific ones)

Option	Company signature
This LOA is valid for all sites under our company name.	<i>A. Signature</i>
This LOA is valid for the following specific sites: <i>(List the specific site name and/or MPAN)</i>	

Other business names

(If you're a Parent/Umbrella Company, Managing Agent etc and this TPI is also acting on behalf of your other companies, please provide the company names below.)

Company Name/s <i>Example LOA Parent Ltd</i> <i>Example LOA Ltd</i>


This letter of authority shall remain valid from the date of signature for one year, or the length of the attached contract, whichever is longer.

We reserve the right to contact the named account holder/site if we deem it necessary to ensure the correct running of your account.

(Please manually sign either level 1 or level 2, depending on what activity you wish the TPI/EDF to complete on your behalf.)

Level 1 Authority


Company Name (print): Jo Bloggs Enterprises Ltd	Phone: 01392 123456
Position in company: Company Secretary	Email: Joe.bloggs@ASEnterprises.com

Signature: 	Name (print): Joe Bloggs
	Date: 13/05/24

OR

Level 2 Authority

Company Name (print): <i>Example LOA Company Ltd</i> Joe bloggs Enterprises Ltd	Phone: <i>012288227222</i> 01392 123456
Position in company: <i>Director</i>	Email: <i>A.Signature@email.com</i> Joe.bloggs@ASEnterprises.com

Signature: 	Name (print): <i>A. Signature</i> Joe Bloggs
	Date: <i>DD/MM/YEAR</i> 13/05/24