

Torse Clients Letter of Authority (LoA) – An Explanation

In order to elicit the required information on consumption, profiles and meter point information from Suppliers, Meter Operators, Distributors etc., on the clients behalf we will require the attached Letter of Authority to be reproduced on your business' headed stationery and appropriately signed.

As a Standard Procurement Client, you will not be charged for the services provided (contract placement fees are charged to the supplier.)

What to do now:

The following page contains the Letter of Authority; please reproduce the letter on your own company letterhead, and complete your details where requested.

Please:

- Sign
- Print full name
- State your position within the business
- Date.

Your document(s) should ideally be scanned and emailed to your account consultant, registration@torse.co.uk, or faxed to us on: 0115 824 9190.

Should you require any further information or clarification regarding the LoA, or any other aspect of our service, then please call on **0115 910 9190**. Alternatively you can email us at **info@torse.co.uk** or you can visit our web site at **www.torse.co.uk**. Or indeed speak to your Account Consultant.

Please retain this page for your records.

LETTER OF AUTHORISATION- Suppliers, Distributors, MoPs, MPAS, Data Collectors, Data Aggregators and other associated industry/supply related parties

I/we have appointed Torse Ltd. as our Full Service / Procurement Energy Broker with respect to our business energy requirements. The appointment of Torse Ltd. rescinds all previous appointments and authority. This letter authorises you to provide Torse Ltd. and its appointed representatives with the following information relating to our business energy contracts, and also to effect administrative changes; more specifically:

Meter Point Administration / Reference details	Consumption data – Current & Historic
Contract/Agreement details & confirmation	Notice(s) of Termination details & Confirmation
Billing data Current & Historic	Billing Amendments, Refund Administration
Profile Analysis & Profile Change Requests	Site & Metering details
Copy Billing & Rebilling	Payment Method Changes
Current Billing/Payment status/Debt	New Installation & Site Closures

This list may not be exhaustive and you will not withhold any information requested on our behalf.

Torse Ltd. is hereby authorised to negotiate directly with any interested organisation as respects changes or clarification of any of the above arrangements. This authorisation permits Torse Ltd and its appointed representatives to contact, by telephone, online, email, fax or in writing, our current suppliers and Meter Point Administration Services providers, MOPs.

This information must not be communicated to any other third party, without our instruction directly or via our broker, Torse Ltd. On production of additional documentation and only when signed by us, Torse Ltd are authorised to cancel or terminate our existing contracts. Torse Ltd will be the first point of administrative and correspondence contact unless otherwise agreed.

It should be understood that this letter of authorisation alone does not permit Torse Ltd or any of its representatives to change my/our supplier without my/our express permission and signature to a supply contract or agreement to do so.

Signed:

Print Name:

Position:

Date: