

Completing the Letter of Authority

Please complete and print the Letter of Authority on page 2 of this document on your company's letter headed paper. Alternatively, if you do not have a company letterhead, please type your company's name, registered address and registered number at the top of the form in the box provided.

Please note other energy suppliers will only accept this document from us if your company's name and details are at the top of the Letter of Authority.

Terms and Conditions

In order for a Third Party Intermediary (TPI) / Agent to work on your behalf they will need to contact your current supplier and access your data in accordance with the Data Protection Act.

Validity of this letter

This letter will remain valid for 12 months from the signature date on page 2 of this document.

Termination of current contract

In order to switch supplier, you are required by your existing contract to notify your current supplier of your intention to move to a new supplier. This is called terminating your contract; each supplier has a window before the anniversary of the contract where they will allow you to do this. Please feel free to ask your TPI contact to confirm this.

Please be aware that a new contract cannot be agreed without submitting a Termination Notice to your current supplier. Not issuing your Termination Notice may result in a contract extension and a price change by your current supplier.

Once completed and signed

Please return the signed Letter of Authority on page 2 by post or scan and email it to the details below.

Address: Business Customer Services,
Utilita Energy, Office 45-46,
Lanswoodpark Business Centre,
Broomfield House, Broomfield Road,
Elmstead Market, CO7 7FD

Email: smesales@utilita.co.uk

If you have any questions, please call our Business Customer Service Team on 03330 156 662. Alternatively, you can contact us at smesales@utilita.co.uk if you'd prefer to get in touch via email.

Business Customer Services,
Utilita Energy, Office 45-46,
Lanswoodpark Business Centre,
Broomfield House, Broomfield Road,
Elmstead Market, CO7 7FD

Please provide your
registered address
and company name
(if not included in
company letterhead)

To: Business Customer Services

I hereby authorise

(agent or company) based at:

Authorised Person's
full Company
Address

Postcode

Company Reg No
(if applicable)

Email

Tel

To receive information and to give instruction on my/our behalf regarding account number(s)
(please list below or provide a separate sheet)

This authorisation relates to matters concerning: (please select all that apply)

Billing

Contract

Both

Start date

DD-MM-YYYY

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This letter of authority shall remain valid for the period of 12 months from the date of signature.

Name

Signature
(customer)

Position

Email

Tel

Date
DD-MM-YYYY

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