**Completing the Letter of Authority**

Please print page two on your company’s letter headed paper. Alternately if you don’t have company stationary, please type you company’s name and address at the top of the form. Please note our energy suppliers will only accept the document from us if your company’s name and address are at the top of the letter of authority.

**Terms and Conditions**

For DB Group (Europe) Ltd to work on your behalf we need to contact your current supplier and access your data in accordance with the Data Protection Act. The access we require can be found in the bullet point sections on the letter of authority itself.

**Validity of this letter**

This letter will remain valid for 12 months from the signed date.

**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 go to tender to all suppliers and move if you find a better offer elsewhere. This is called terminating your contract; each supplier has a window before the anniversary where they will allow you to do this. Missing termination may result in a contract extension and a price change by your current supplier.

If you sign this letter of authority, DB Group (Europe) Ltd will take reasonable steps to issue termination on your behalf. DB Group can only send in a letter of termination to your supplier if the letter of authority on file is valid.

**Once signed and completed**

Please upload this document via our quote page on the following link:

**Kind Regards**

**DB Group**

Letter of Authorisation for DB Group (Europe) Ltd

Please note this supersedes all previous letters of authorisation

**Broker Details**

Name: DB Group

Tel: 01506 848 848

Email: Pricing@dbgroupeurope.com

I hereby authorise DB Group (Europe) Ltd at Pinnacle House, Mill Road Industrial Estate, Linlithgow, EH49 7SF to carry out the following on our behalf:

* Log termination in accordance with your terms and conditions.
* Request prices and produce price comparisons to enable me to make an informed decision.
* Request and receive current and historical account information including: - Consumption history, supply numbers, pricing details, invoices and contract end dates for both our gas and electricity supplies.
* Request our half hour data consumption over the last 12 months on our property, if applicable.
* Obtain information from ECOES database (Electricity Central Online Enquiry Service), for example metering details.
* Obtain information from Xoserve regarding the gas consumptions and meter details.
* Obtain information with regards to telecoms and water i.e. Current billing and usage.

This LOA applies to all sites under the company name. DB Group (Europe) Ltd undertakes that it shall use the customer data solely for the purposes of delivering the services specified in this document and may share that data with relevant third parties in order to do so.

**Signatory Details**

Full Company Trading Name:

Authorised Signatory:

Print Name:

Position in Company:

Date:

**In the event of a Credit Check**

To secure a contract with a new supplier, a credit check may be carried out on the individual or organisation below:

**Registered Companies and Charities**

Registered Number: Charity no:

Registered Address as per Companies House:

This letter of authority shall remain valid for the period of 12 months from the date of signature, unless we advise DB Group (Europe) Ltd otherwise.