**Letter of Authorisation (to be submitted on Company headed paper)**

I *[full name]*, as an authorised signatory of *[name of organisation]*  *(*the Organisation) authorise the person named below to act as ‘Authorised Signatory’ on the Northern Ireland Renewable Heat Incentive (NIRHI) IT system.

Authorised Signatory Details

Name:

Job Title:

Email address:

Contact Telephone Number:

Signature:

In doing so, I authorise that they may, where appropriate, act on behalf of the Organisation in performing the tasks listed below:

* register and authorise additional contacts who will act on behalf of the Organisation on the Northern Ireland Renewable Heat Incentive (NIRHI) IT system
* to specify and authorise what tasks may be completed by any additional contacts on behalf of the Organisation
* administer the accreditation of installations
* sign relevant declarations (only Authorised Signatories will be able to sign declarations on behalf of the Organisation)
* submit output data, including where appropriate fuel measurement data
* receive NIRHI periodic support payments

I understand that by signing this Letter of Authorisation the person named as the Authorised Signatory will be treated by Ofgem as the authorised agent of the Organisation for the purposes of the NIRHI scheme and that any actions of the Authorised Signatory will be the responsibility of the Organisation.

I understand that for the purpose of prevention and detection of fraud, the Authorised Signatory details provided will be subject to verification by a third party provider

I understand that this Letter of Authorisation will have effect until Ofgem has received notice in writing[[1]](#footnote-1) that the person named above as the Authorised Signatory no longer has authority to act as set out above on behalf of the Organisation.

For and on behalf of *[Organisation Name]*

Signed…………………………………………………

*[Full Name and Position[[2]](#footnote-2)]*

1. This can be done by either uploading a letter onto the IT system, or by sending the letter by post [↑](#footnote-ref-1)
2. Please note that this letter should be signed by someone seen as legally representing the Organisation e.g. a Director, COO, CEO, Company Secretary [↑](#footnote-ref-2)