

**Letter of Authorisation**

**Information and template**

www.ofgem.gov.uk

**Authorised Signatory (AS) and Letter of Authorisation (LOA)**

An ‘Authorised Signatory’ is a person who has been given delegated authority to act on behalf of a given organisation to open and use an account with the Ofgem RHI website for the purposes of submitting an RHI application. They are also responsible for complying with ongoing obligations. **We expect the Authorised Signatory to be an employee of the organisation that owns the installation. Where the Authorised Signatory is not an employee of the organisation (for example, an installer or consultant) they must have legal authority to act on behalf of the organisation, such as Power of Attorney. Therefore we would not usually expect the Authorised Signatory to be an installer, consultant or any other party that is not an employee of the organisation.**

A Letter of Authorisation (LOA) is a document that confirms the Authorised Signatory of a given organisation for its RHI account. The LOA is one of the mandatory documents that you must upload when completing an online RHI application form. See the information and table on pages 2 and 3 for more information on when a LOA is required.

Please ensure that the Authorised Signatory and the person named in the RHI application form is the same person. The details entered into the RHI application form will be cross referenced against the LOA as part of our bank and ID verification processes, so it is important that these match.

**Additional users**

Authorised Signatories can create additional users to the RHI account. Additional users will have access to the online RHI Register and will be able to amend the application (with the exception of making final submissions). Additional users will also have permission to discuss the RHI application with Ofgem.

To create additional users, please see the ‘Account Management’ section of our [**Guide to Using the RHI Register**](http://www.ofgem.gov.uk/e-serve/RHI/howtoapply/Documents1/RHI%20Register%20User%20Guide.pdf) (pages 20–23). Note that the LOA is not used to create additional users. An additional user can be someone who works for the organisation that owns the installation, or another party such as an installer or consultant.

It is important to note that the Authorised Signatory is responsible for verifying all information related to their RHI application and signing declarations, including information entered by additional users before it is submitted to Ofgem. If the Authorised Signatory changes, you need to notify Ofgem and complete a new LOA if applicable.

**What you have to do if the Letter of Authorisation is required**

All you have to do is fill in your details on the LOA template, located on page 4 for Part 1 and page 5 for parts 2 & 3 and upload the completed form as part of your online application. Please ensure the LOA is in PDF format.

**How do I fill out the LOA?**

For Parts 2 and 3 of the LOA form, we have provided a key on page 4 to help you with filling out the LOA form. Each field in the LOA form is numbered. The key tells you what type of information you need to enter into each numbered field. It is important to note that we expect the Authorised Signatory to be an employee of the organisation that owns the installation. Where the Authorised Signatory is not an employee of the organisation (for example, an installer or consultant) they must have legal authority to act on behalf of the organisation, such as Power of Attorney. Therefore we would not normally expect the Authorised Signatory to be an installer, consultant or any other party that is not an employee of the organisation.

**What part of the letter of authorisation is required?**

In summary, the relevant sections of the LOA form need to be completed in the following cases:

**Part 1 of the LOA only:**

* If you are the owner of an organisation which owns the installation and you are nominating yourself to be the Authorised Signatory e.g. you are a Director, COO, CEO or company secretary.
* If you are not applying on behalf of an organisation and you own the renewable heat installation.

**Part 2 and 3 of the LOA only:**

* If you are applying as an organisation which owns the installation and are nominating an employee of that organisation to act as Authorised Signatory, Part 2 of the LOA must be completed by someone who has the authority to act on behalf of the organisation and is legally representing the organisation e.g a Director, COO, CEO or company secretary etc.
* Part 3 must **also** be completed by the Authorised Signatory who has been nominated.

The table below provides more detail and will help you determine which section(s) of the LOA form you are required to complete for more specific scenarios.

|  |  |  |
| --- | --- | --- |
| **Scenario Number:** | **If you have registered as the ‘Authorised Signatory’ on the RHI Register and you are:** | **Part(s) to complete:** |
| 1 | the owner of an organisation and you are nominating yourself to be the Authorised Signatory e.g you are a Director, COO, CEO or company secretary. Additionally, you are the sole owner of the renewable heat installation that you are applying for, or you own the renewable heat installation jointlywith other party(s) and have consent of all other owners to apply. | Part 1 only |
| 2 | not applying on behalf of an organisation. Additionally, you are the sole owner of the installation, or you own the installation jointly with other party(s) where you have consent of all other owners of the installation to apply. | Part 1 only |
| 3 | applying for registration as a biomethane producer and you are not the person producing the biogas from which the biomethane is made. | Part 1 only |
| 4 | an employee of the organisation that is the sole owner of the installation or an employee of the organisation which owns installation jointly with other party(s) where you have consent of all other owners of the installation to apply. | Parts 2 & 3 |
| 5 | an employee of the organisation which is the producer of the biomethane, that no other party is currently registered under the RHI scheme as a producer of this biomethane. | Parts 2 & 3 |
| 6 | a householder who has been nominated as the representative for an application for a multiple domestic district heating system for which your property is part. | Parts 2 & 3 |

|  |  |
| --- | --- |
|  **[1]** | The Letter of Authorisation needs to be on company headed paper. If you do not have company headed paper, or it does not fit within the box provided you can provide your organisation name and address in ‘field 1’.  |
| **[2]** | This field is to be completed by the person **nominating** the ‘Authorised Signatory’.Please print the full name of the individual who has the authority to act on behalf of the organisation and is legally representing the organisation e.g. a Director, COO, CEO Company secretary etc. |
| **[3]** | Please print the full name of the organisation. |
| **[4]** | Please print the full name of the organisation. |
| **[5]** | Please provide the signature of the individual in field [2]. |
| **[6]** | Date the Letter of Authorisation was signed by the individual in [2]. |
| **[7]** | This field is to be completed by the **nominated** ‘Authorised Signatory’.Please print the first name of the ‘Authorised Signatory’. The Authorised Signatory is the person nominated by the individual in [2] to open and use an account for the Ofgem RHI IT system or provide information by post, submit meter readings and complete annual declarations. We expect the Authorised Signatory to be an employee of the organisation that owns the installation. Therefore we would not normally expect the Authorised Signatory to be an installer, consultant or any other party that is not an employee of the organisation. |
| **[8]** | Please provide the title of the ‘Authorised Signatory’ e.g. Mr, Mrs, Miss, Ms, Dr. |
| **[9]** | Please provide the surname of the ‘Authorised Signatory’. |
| **[10]** | Please provide the job title of the ‘Authorised Signatory’ and the organisation that the ‘Authorised Signatory’ works for. |
| **[11]** | Email address of the ‘Authorised Signatory’. |
| **[12]** | Telephone number of the ‘Authorised Signatory’**.** |
| **[13]** | Please provide the signature of the ‘Authorised Signatory’. |
| **[14]** | Date the Letter of Authorisation was signed by the ‘Authorised Signatory’. |

 **Letter of Authorisation Form (Part 1) – required for completion**

I confirm that I am the Authorised Signatory and fall into one of scenarios 1 to 3 in the table directly above and as a result only need to complete **Part 1** of the form.

|  |  |  |  |
| --- | --- | --- | --- |
| **RHI account number:** | **ORG00000** | **Job title:** |  |
| **First name:** |  | **Signature:** |  |
| **Surname:** |  | **Date signed:** |  |

**Key to filling in the Letter of Authorisation template (Parts 2 and 3)**

**Letter of Authorisation Form (parts 2 &3) – required for completion**

**Part two:** **[to be completed by someone who has the authority to act on behalf of the organisation and is legally representing the organisation e.g a Director, COO, CEO or company secretary]**

**[1]**

**[3]**

**[2]**

I of

authorise the person named in ‘Part three’ below to act as ‘Authorised Signatory’ on the Ofgem Renewable Heat Incentive (RHI) scheme account.

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 users who will act on behalf of the organisation on the Ofgem RHI IT system
* to specify and authorise what tasks may be completed by any additional users on behalf of the organisation
* to provide administrative support during the process of accrediting the renewable heat installation and sign relevant declarations
* submit heat output data, including where appropriate fuel measurement data
* receive RHI periodic support payments on behalf of the organisation

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 RHI scheme and that any actions of the Authorised Signatory will be the responsibility of the organisation. I also 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 (a letter uploaded via the RHI online IT system) that the person named above as the Authorised Signatory no longer has authority to act as set out above on behalf of the organisation.

**[4]**

**For and on behalf of [organisation]:**

**[5]**

**Signature:** ***[*to be completed by someone who has the authority to act on behalf of the organisation and is legally representing the organisation e.g a Director, COO, CEO or company secretary*].***

**Date signed** ***[dd/mm/yyyy]:***

**[6]**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name(s):** | **[7]** | **Title:** | **[8]** |
| **Surname:** | **[9]** |
| **Job title and Organisation:** | **[10]** |
| **Email address:** | **[11]** |
| **Telephone Number:** | **[12]** |
| **Signature: *[to be signed by the ‘Authorised Signatory’]*** | **[13]** |
| **Date signed:*[dd/mm/yyyy]:*** | **[14]** |

**Part three:** ***[Authorised Signatory details - to be completed by the nominated ‘Authorised signatory’]***