Letter of Authorisation (LOA) template

Fill in parts 1, 2 and 3 as necessary. Save it as a PDF. When you come to register with us, before you apply for the GGSS, you can upload it to the portal.

**Part 1 only**

Part 1 should be completed where you are the owner of the company applying to be the registered biomethane producer, or a person of significant control, and you are nominating yourself to be the authorised signatory.

In the case of joint ownership, you must have the consent of all other owners.

**Parts 2 and 3 only**

Parts 2 and 3 should be completed where you are nominating an employee to act as your authorised signatory.

**Letter of authorisation - part 1**

I confirm that I am the authorised signatory and I only need to complete part 1 of the form.

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Job Title** |  |
| **First name** |  |
| **Surname** |  |
| **Signature** |  |
| **Date** |  |

**Letter of authorisation - parts 2 and 3**

**Part 2**

To be completed by someone who has the legal authority to act on behalf of the organisation - such as a director, chief operating officer, chief executive officer or company secretary.

I [NAME of person nominating the authorised signatory]    

|  |
| --- |
|  |

of [ORGANISATION]

|  |
| --- |
|  |

authorise the person named in part 3 to act as authorised signatory on the GGSS account.

I authorise that they may, where appropriate, act on behalf of the organisation to:

* register and authorise additional users to act on behalf of the organisation on the Ofgem GGSS website
* specify and authorise what tasks may be completed by any additional users on behalf of the organisation
* sign relevant declarations
* submit heat biomethane injection data, including fuel measurement data

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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 applicant for the purposes of GGSS
* any actions of the authorised signatory will be the responsibility of the applicant
* for the purpose of prevention and detection of fraud, the authorised signatory details provided will be subject to verification
* this letter of authorisation will have effect until Ofgem has received notice in writing **(**or via a phone call with the enquiries team) that the person named as the authorised signatory no longer has legal authority to act on behalf of the applicant

**On behalf of [name of applicant]:**

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|  |

**Signature**

To be completed by someone who has the legal authority to act on behalf of the organisation - such as a director, chief operating officer, chief executive officer or company secretary.

|  |
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|  |

**Date signed** [in the format dd/mm/yyyy]

**Part 3 - Authorised signatory details**

To be completed by the nominated authorised signatory.

|  |  |
| --- | --- |
| **First name(s)** |  |
| **Surname** |  |
| **Title** |  |
| **Organisation** |  |
| **Job Title** |  |
| **Job title and organisation** |  |
| **Email address** |  |
| **Phone number** |  |
| **Signature**  [to be signed by the authorised signatory] |  |
| **Date signed**  [in the format dd/mm/yyyy] |  |