

Northern Powergrid (Northeast) PLC
98 Aketon Road
Castleford
WF10 5DS

Direct Dial: 020 7901 7295

Email: Marzia.Zafar@ofgem.gov.uk

Date: 25 September 2023

Dear Northern Powergrid (Northeast) PLC,

SIF Project Direction ref: NPG/Artificial Forecasting/SIFPNZPS/Rd2 Alpha

Northern Powergrid (Northeast) PLC submitted Artificial Forecasting (the Project) to be considered for funding through the Alpha Phase of round 2 of the Strategic Innovation Fund (SIF). As explained in greater detail below, this Project previously received SIF Funding and completed a Discovery Phase for round 2 of the SIF. In our¹ SIF Funding Decision issued on 22 September 2023, we selected the Project² for conditional funding for the round 2 Alpha Phase and as a result we are now issuing this SIF Project Direction to implement that decision.

Northern Powergrid (Northeast) PLC must comply with the conditions contained in this SIF Project Direction as a condition of the Project receiving funding through the SIF. These conditions can be found in the Schedule to this document.

Progression through SIF Phases

The SIF consists of a multi-phase approach for Projects in order to mitigate the risk associated with innovations. The Discovery Phase focuses on feasibility, the Alpha Phase on experimental development, and the Beta Phase on deployment and demonstration.

The Project previously received SIF Funding for the round 2 Discovery Phase³ and submitted an Application for the Project to be considered for SIF Funding for the round 2

¹ The terms 'we', 'us', 'our' refer to the Gas and Electricity Markets Authority. Ofgem is the office of the Authority.

² Unless otherwise specified, defined terms in this SIF Project Direction have the meaning given to them in Appendix 1 of the SIF Governance Document.

³ The Project Directions for round 2 of the Discovery Phase are available at: <https://www.ofgem.gov.uk/publications/strategic-innovation-fund-round-2-discovery-projects-approved-funding>

Alpha Phase of the SIF. As stated above, the Project has been selected by Ofgem to receive SIF Funding for the Alpha Phase of round 2.

Role of UK Research & Innovation (UKRI)

As per Chapter 1 of the SIF Governance Document⁴ the role of UKRI is to deliver the SIF in line with the SIF Governance Document - administering the funding programme, monitoring the delivery of Projects, collating data from Projects on benefits, making recommendations to Ofgem on operational matters, supporting third-party innovators and, where possible, successful Projects to become 'business as usual' activities. To support the success of the Projects and the SIF programme, we expect that the Funding Party and Project Partners collaborate with Ofgem and UKRI.

SIF Project Direction

Paragraph 5.14 of the SIF Governance Document states that a SIF Project Direction will:

- Set out the Project-specific conditions, to which the Funding Party is committing in accepting SIF Funding.⁵
- Require the Funding Party to undertake the Project in accordance with the commitments made in the Application. Where appropriate, the SIF Project Direction may therefore include extracts from the Application or refer to specific sections of the SIF Application.⁶
- Where applicable, set out conditions (such as Project stage gates) linked to milestones and deliverables, which Projects must meet.⁷
- Set out the SIF Approved Amount for the Project, that will form part of the calculation contained in the SIF Funding Direction issued by the Authority under chapter 7 of the SIF Governance Document.⁸
- Set out the Project budget that the Funding Party must report against and how variations in the Project budget will be reported.⁹
- Where applicable, set out special information sharing requirements applicable to the Project.¹⁰
- Set out the mechanism for the Funding Party receiving the SIF Approved Amount as set out in the SIF Funding Direction.¹¹

⁴ <https://www.ofgem.gov.uk/publications/sif-governance-document>

⁵ 'Project specific conditions' detailed under Point 3 – 'Condition President' of this SIF Project Direction.

⁶ 'Project specific conditions' detailed under Point 3 – 'Condition President' of this SIF Project Direction.

⁷ 'Project specific conditions' detailed under Point 3 – 'Condition President' of this SIF Project Direction.

⁸ 'SIF Funding Amount' detailed under Point 5 – 'Condition President' of this SIF Project Direction.

⁹ Annex 1 – Project Budget.

¹⁰ 'Project specific conditions' detailed under Point 3 – 'Condition President' of this SIF Project Direction.

¹¹ 'SIF Funding Amount' detailed under Point 5 – 'Condition President' of this SIF Project Direction.

All SIF Project Direction requirements are detailed in the Schedule to this SIF Project Direction.

Decision

Provided the Funding Party complies with the SIF Governance Document and with the Schedule to this SIF Project Direction, the Project is deemed to be an Eligible SIF Project¹².

This SIF Project Direction constitutes notice pursuant to section 49A (Reasons for decisions) of the Electricity Act 1989.

Marzia Zafar

Deputy Director, Decentralisation & Digitalisation

For and on behalf of the Authority

¹² The meaning 'Eligible SIF Project' is described in Chapter 2 of the SIF Governance Document.

Schedule to SIF Project Direction

1. PROJECT DETAILS

SIF Project Direction reference: NPG/Artificial Forecasting/SIFPNZPS/Rd2_Alpha

Application number: 10080246

Project title: Artificial Forecasting

Innovation Challenge/Project Phase: Preparing for a net zero power system / Alpha
Phase round 2

Project start date: 01 October 2023

Project end date: 31 March 2024

SIF Approved Amount for SIF Funding: £467,838.00

2. PREAMBLE

This SIF Project Direction is issued by the Gas and Electricity Markets Authority (the "Authority") to Northern Powergrid (Northeast) PLC (the "Funding Party") pursuant to the SIF Governance Document issued pursuant to Special Condition 9.9 of the Electricity Distribution Licence. It sets out the conditions to be complied with in relation to Artificial Forecasting (the "Project") as a condition of it being funded under the SIF Funding Mechanism.¹³

Unless otherwise specified, defined terms in this SIF Project Direction have the meaning given to them in the Licence or Appendix 1 of the SIF Governance Document.

References to specific sections of the Funding Party's Application in this SIF Project Direction are, for ease of reference, made by referring to the section number in the Funding Party's Application.

3. PROJECT SPECIFIC CONDITIONS

In accepting funding for the Project, the Funding Party is subject to the following Project-specific condition(s):

Condition 1

The Funding Party must not spend any SIF Funding until contracts are signed with the Project Partners named in Table 1 for the purpose of completing the Project.

¹³ The SIF Funding Return Mechanism is defined in the SIF Governance Document.

Table 1. Project Partners

| |
|-------------------------|
| EV DOT ENERGY LTD |
| OAKTREE POWER LIMITED |
| FACULTY SCIENCE LIMITED |

Condition 2

The Funding Party must report on the financial contributions made to the Project as set out in its Application. Any financial contributions made over and above that stated in its Application should also be reported and included within the Project costs template.

Condition 3

The Funding Party must make reasonable endeavours to participate in all meetings related to the Project that they are invited to by Ofgem, UKRI and DESNZ during the Alpha Phase.

Condition 4

The Funding Party must provide to the monitoring officer by the mid-point monitoring meeting an outline of how the data generated will be triaged and what data will be made publicly available. As part of this, the Funding Party must demonstrate consideration for how the low voltage data will be shared or made available to embedded distribution network operators (EDNOs).

4. COMPLIANCE

The Funding Party must comply with Special Condition 9.9 of the Electricity Distribution Licence, the SIF Governance Document and with this SIF Project Direction.

5. SIF APPROVED AMOUNT

The SIF Approved amount of £467,838.00 (as detailed under Section 1: Project details of this Project Direction) will be recovered by National Grid Electricity System Operator from GB customers and transferred to the Funding Party. The Funding Party is responsible for notifying National Grid Electricity System Operator of the bank account details to which transfers must be made, in addition to completing Annex 2 of this SIF Project Direction. If a Funding Party is required to return funding to National Grid Electricity System Operator, the reverse applies. The Funding Party must provide bank account details to National Grid Electricity System Operator within two weeks of accepting this SIF Project Direction.

6. PROJECT BUDGET

The Project Budget is set out in Annex 1 of this SIF Project Direction.

The Funding Party must report on expenditure against each line under the category total in the Project Budget and explain any projected variance against each line as part of its detailed report which will be provided, in accordance with Chapter 7 of the SIF Governance Document. The Funding Party must report variations in the Project budget as outlined in Chapter 6 of the SIF Governance Document.

7. PROJECT IMPLEMENTATION

The Funding Party must undertake the Project in accordance with the commitments it has made in the Application and with the conditions of this SIF Project Direction. These include (but are not limited to) the following:

- (i) undertake the Project in accordance with its Application,
- (ii) complete the Project on or before the Project completion date as detailed under section 1 of the schedule of this SIF Project Direction, and
- (iii) disseminate the learning from the Project at least to the level described in chapter 3 of the SIF Governance Document. Dissemination of learning must be carried out whether the Project was concluded successfully or otherwise.

8. REPORTING

Ofgem and UKRI may issue guidance (and amend it from time to time) about the structure and content of the Project reporting required by Chapter 6 of the SIF Governance Document. The Funding Party must follow this guidance in preparing the reports.

As set out in chapter 6 of the SIF Governance Document, the Funding Party may be required to submit an end of Phase report to the UKRI monitoring officer for the round 2 Alpha Phase. An end of Phase report is required for the round 2 Alpha Phase if the Project is not planning on submitting an Application to the round 2 Beta Phase and, if the Funding Party submits an Application for the Project for the round 2 Beta Phase but is not successful. Within this report, the Funding Party must submit information related to questions on Project delivery as detailed in chapter 6, table 6 of the SIF Governance Document.

9. MONITORING

The Funding Party must comply with any reasonable request for information by its monitoring officer at UKRI and related deadlines. Ofgem, with the support of UKRI, will together monitor Project delivery, impacts and benefits. Throughout the term of the Project, progress is monitored by UKRI through a monitoring officer. The monitoring officer is the first point of contact for official notifications, queries and correspondence with UKRI and the Authority, unless otherwise required by this SIF Project Direction.

As detailed in Chapter 6 of the SIF Governance Document, meetings with the monitoring officer will take place at regular intervals, as advised by Ofgem or the monitoring officer during the delivery of the Project, and at the end of each Project Phase.

10. EVALUATION

The Funding Party has acknowledged when it submitted its Application for this Project, that reporting information and data gathered during the Project's timescales (as detailed in Section 1 of this SIF Project Direction) will be used to evaluate Project performance. In addition, the Funding Party may be required to provide requested information outside of the Project timescales and, in particular, for the period from the Project end date to the end of the SIF Programme. Further data and reporting information may be requested (frequency and method based on requirement) outside of standard monitoring and reporting requirements as deemed necessary. Further data and information requirements must be complied with by the Funding Party and Project Partners.

11. DATA SHARING

As set out in Chapter 3 of the SIF Governance Document, the Funding Party must follow Data Best Practice Guidance with regards to all data gathered or created in the course of a Project. We expect the Funding Party to document any reasons, such as commercial sensitivities, for desensitising data. As defined by, and in accordance with, Data Best Practice Guidance, Funding Parties must have a data triage process. Where multiple Project Partners are collaborating on a Project, the consortium must adopt a consistent Open Triage Process for the data related to the Project. Ofgem may require that Project information and data is also shared with other specified parties, such as parties working on complementary innovation funding programmes (subject to redaction of sensitive data).

12. CYBER SECURITY

It is the responsibility of the Funding Party and all Project Partners to implement and maintain appropriate security measures to protect personal data in accordance with The GDPR (General Data Protection Regulation)¹⁴ and DPA (Data Protection Act) 2018¹⁵. Protection of computer systems from unauthorised access or being otherwise damaged or made inaccessible must be in place alongside effective working practices. These must be maintained in line with the Funding Party's IT Management Strategies and policies.

13. PROJECT MILESTONES

The Funding Party must provide an outline in its end of Project Phase meeting with its UKRI monitoring officer that verifies the Project milestones have been achieved or explains why they have not.

Project milestones are outlined below in Table 3, based upon details contained within Question 7 and Appendix Question 9 in the Funding Party's.

¹⁴ https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu_en

¹⁵ <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

Table 3. Project milestone¹⁶

| Reference | Project milestone | Deadline | Overall objectives and key tasks | Summary of milestones | SIF Funding Request |
|-------------|--------------------------------|---------------|--|---|---------------------|
| Milestone 1 | Data collection and user needs | 31 March 2024 | <p>Overall Work Package Objectives:</p> <p>Gather the inputs required to develop the POC models, by collecting the relevant data sources identified at Discovery</p> <p>Confirm end-user requirements, including how the information from the forecast will be presented to the end-users and downstream processes</p> <p>Update technical approach and solution architecture diagram where needed to inform POC model build and broader plan for Beta</p> <p>Key Tasks:</p> | <p>M1: User research sessions completed and technical approach and architecture diagram updated (£58,641.00).</p> <p>M2: Data for the initial POC model collected and clarified (£43,035.00).</p> | £101,676.00 |

¹⁶ As outlined in in the Application or Project Plan appendix.

| | | | | |
|--|--|--|--|--|
| | | <p>1. User research: Sessions with NPG's DSO Forecasting, Flexibility Partners, and Smart Grid teams to confirm the requirements of the Proof of Concept ("POC") model. In particular, these sessions will aim to confirm the specific decision-making process that the POC will support and the characteristics it should have to do so effectively. A key objective of this will be to define how the model output should be presented to end-users, including relevant metrics to display and broader design of the user interface.</p> <p>2. Solution design refinement: Update of the technical approach and initial solution architecture diagram presented at Discovery based on the findings of the user research and data collection. This will primarily be done to inform the POC development, but also the plan for solutions to be developed at Beta.</p> | | |
|--|--|--|--|--|

| | | | | | |
|-------------|-----------------------------|---------------|--|---|-------------|
| | | | <p>3. Data collection and clarification: Collection of the data required to build the POC based on the data request developed at Discovery. This workstream will also include follow-up sessions with the relevant data owners and/or subject matter experts to clarify any questions on the data provided, and perform initial exploratory data analysis to confirm data quality and readiness.</p> | | |
| Milestone 2 | POC development and testing | 31 March 2024 | <p>Overall Work Package Objectives: Develop and test POC models that provide short-term forecasts of load at EHV-HV and HV-LV transformation points on NPg's networks</p> <p>Confirm how the model output will be presented to end-users by developing and testing a front-end mock-up for each scope item</p> | <p>M1: POC model for Gross demand at EHV-HV (scope 1.1) completed and ready for user testing and refinement. Front-end mock-ups completed (£100,527.00).</p> <p>M2: POC model options for Net demand at EHV-HV (scope 1.2) and peak Gross demand at HV-LV (scope 2) tested, documented and plan</p> | £282,818.00 |

| | | | | |
|--|--|---|---|--|
| | | Identify any further datasets required for successful modelling of non-weather generation | for next steps drafted. Front-end mock-ups completed (£100,527.00). | |
| | | Confirm how short-medium term load forecasting can best support the development of NPg's flexibility services by testing how models can be directly linked to flexibility procurement | M3: POC model finalisation & handover and key deployment considerations for Beta drafted (£50,264.00). | |
| | | Confirm whether data from flexibility providers (Ev.Energy and Oaktree Power) could support the development of the solution at Beta | M4: Confirmation of Flexibility data potential for Beta solution and POC model broader business value to flexibility providers. (Ev.Energy) (£18,000.00). | |
| | | Validate the commercial value of the solution by gathering feedback from flexibility providers on the application of POC models | M5: Confirmation of Flexibility data potential for Beta solution and POC model broader business value to flexibility providers. (Oaktree Power) (£13,500.00). | |
| | | Key Tasks: 1. POC Model development: Development of POC models based on | | |

| | | | | | |
|--|--|--|---|--|--|
| | | | <p>the three scope items defined at Discovery and the data collected in WP1. This will include data ingestion, quality assessment and transformation of this data. This workstream will also include the definition of model training and validation pipelines for each scope item (to compare predictions and observations), using these to assess v0 model performance against the baseline, and progression to v1 and/or v2 modelling methodologies based on lessons learned. Models will be trained to make forecasts on historical data and their performance will broadly be assessed by comparing these forecasts with a statistical baseline. Front-end mock-ups of each model will be developed (based on the findings of user research and additional sessions where needed) to confirm how the model outputs should be presented to end-users.</p> | | |
|--|--|--|---|--|--|

| | | | | |
|--|--|---|--|--|
| | | <p>2. POC user testing and final refinement: Sessions with end-users to test the POC model and provide feedback on its features and output. This will include a round of iteration to make final adjustments to the model as well as a deployment discovery to identify and test relevant deployment locations (external or internal to NPg architecture)</p> <p>3. Flexibility data exploration (1) and Flexibility application (2): (1) Collect sample data from Ev.Energy and Oaktree Power and assess whether it could support the development of the solution at Beta. (2) Flexibility partners to provide feedback as to how a solution developed at Alpha/Beta could optimise engagement between DNOs and flex providers</p> | | |
|--|--|---|--|--|

| | | | | | |
|-------------|---------------------------|---------------|---|---|------------|
| Milestone 3 | Business case development | 31 March 2024 | <p>Overall Work Package Objectives:</p> <p>Develop refined benefits assessment and business case based on the collection of additional data sources and insight from user research.</p> <p>Provide confirmation as to whether the project should progress in Beta based on the evidence gathered in Alpha and Discovery</p> <p>Develop a plan for Beta thereby de-risking this next phase of the project</p> <p>Key Tasks:</p> <p>1. Benefits framework refinement & data collection: Further development of the benefits assessment framework created at Discovery by refining the methodology of the relevant benefits transmission channels and collecting additional data (both public and NPg-specific) where possible to update the quantification of</p> | <p>M1: Refinement of existing framework and data collection completed (£34,398.00).</p> <p>M2: Business case: Benefits assessment updated and Beta plan drafted (£30,121.00).</p> | £64,519.00 |
|-------------|---------------------------|---------------|---|---|------------|

| | | | | |
|--|--|--|--|--|
| | | <p>the project benefits. This will include further quantifying how this project can help reduce the cost of procuring flexibility and access to revenue streams for flexibility providers.</p> <p>2. Updated benefits framework calculation: Quantify the benefits of the relevant channels based on the refined methodology and data collected, and calculate the new Net Present Value of the project benefits.</p> <p>3. Alpha wrap up and Beta planning: Final reporting and creation of the required SIF outputs. This will include the assessment of the Alpha phase results (to confirm that the project should progress into Beta) and the development of a plan for the next phase of the project. This workstream will also include broader coordination to prepare for the Beta phase (e.g. drafting the application,</p> | | |
|--|--|--|--|--|

| | | | | | |
|-------------|--|---------------|---|---|------------|
| | | | coordinating with partners and other related tasks). | | |
| Milestone 4 | Project management & access requirements | 31 March 2024 | <p>Overall Work Package Objectives:</p> <p>Facilitate project progress through day-to-day project management and UKRI project monitoring</p> <p>Provide project governance via strategic and technical oversight, from a range of key stakeholders from NPg, Faculty and two flexibility providers (Ev.Energy and Oaktree Power) to comprise an Artificial Forecasting (AF) steering group</p> <p>Ensure the project complies with NPg's internal security policies and relevant regulation</p> <p>Facilitate system access to enable the progress of other work packages as per planned timelines, and document final solution architecture.</p> | <p>M1: Solution architecture diagram (£9,413.00).</p> <p>M2: Risk register updated (£9,412.00).</p> | £18,825.00 |

| | | | | | |
|--|--|--|--|--|--|
| | | | <p>Key Tasks:</p> <p>1. Information security and access: Ongoing coordination with NPg's information security team to ensure project alignment with NPg's security requirements and broader regulation. This workstream will also include coordination with relevant IT stakeholders to receive the relevant access to develop the POC model according to the agreed timelines, and understand implications for implementation at Beta (in particular the solution architecture and deployment location).</p> <p>2. Set up and governance: Team ramp up, kick-off and organisation of key governance meetings through Alpha. These will include 1) weekly meetings to track progress and monitor risks 2) Steering meetings every 6-8 weeks to</p> | | |
|--|--|--|--|--|--|



Making a positive difference
for energy consumers

| | | | | | |
|--|--|--|--|--|--|
| | | | gather key input from relevant stakeholders and agree on the strategic direction of the project and 3) meetings with UKRI. | | |
|--|--|--|--|--|--|

14. USE OF LOGO

The Funding Party and the Project Partners, External Funders and Project Supporters or subcontractors¹⁷ must not use the Innovate UK/UKRI and/or Ofgem logo for purposes associated with the Project in any circumstances.

As an alternative for use of both Ofgem and UKRI logos, all external Project communications must include the following standard form of wording:

- (i) "this project is funded by network users and consumers under the Strategic Innovation Fund, an Ofgem programme managed in partnership with UKRI."

For additional guidance, refer to the communications and media guidelines for competition winners, detailed as part of your delivery pack. These guidelines are designed to help with some suggestions and encourage you to take a proactive approach to communicating about your Project.

15. SHARING OF LESSONS LEARNED

The Funding Party is required to ensure that the sharing of lessons learned and the facilitation of knowledge transfer is conducted as effectively as possible, to ensure that all parties, and therefore all consumers including future consumers, can benefit from Projects.

As contained within Chapter 3 of the SIF Governance Document, we require the Funding Party to work collaboratively to maintain the ENA Smarter Networks Portal so that all reporting and dissemination of learnings on Projects (as required by chapter 6 of the SIF Governance Document) is available via the ENA Smarter Networks Portal.

16. COLLABORATION

The Funding Party must collaborate with third-party innovators as Project Partners, as well as work closely with other parties in the energy supply chain, as set out in Chapter 3 of the SIF Governance Document.

The Funding Party must collaborate with other parties and with UKRI to organise an annual conference in a format appropriate to enabling the building of consortiums and disseminating learning widely. The conference may be a single event for gas and electricity, or more than one event, as appropriate.

¹⁷ As detailed in the Application.

17. AMENDMENT OR REVOCATION

As set out in Chapter 7 of the SIF Governance Document, this SIF Project Direction may be amended or revoked under the following circumstances:

- (i) if the Funding Party considers that there has been a material change in circumstance that requires a change to the SIF Project Direction, and the Authority agrees; or
- (ii) to reflect amendments made to the Licence.

18. HALTING OF PROJECTS

This SIF Project Direction is subject to the provisions contained in Chapter 7 of the SIF Governance Document relating to the halting of Projects. By extension, this SIF Project Direction is subject to any decision by the Authority to halt the Project to which this SIF Project Direction relates and to any subsequent relevant SIF Funding Direction issued by the Authority pursuant to Special Condition 9.9 of the Electricity Distribution Licence.

Further to the requirements in Chapter 7 of the SIF Governance Document, in the event the Authority decides to halt the Project, to which this SIF Project Direction relates, the Authority may issue a statement to the Funding Party clarifying the effect of that halting decision as regards to the status and legal force of the conditions contained in this SIF Project Direction.

NOW THEREFORE:

In accordance with the SIF Governance Document issued pursuant to Special Condition 9.9 of the Electricity Distribution Licence of the Licence the Authority hereby issues this SIF Project Direction to the Funding Party in relation to the Project.

This constitutes notice of reasons for the Authority's decision pursuant to section 49A (Reasons for decisions) of the Electricity Act 1989.

Failure to comply with the conditions of this SIF Project Direction means that Ofgem may treat all or part of the SIF Approved Amount received by the Funding Party as SIF Disallowed Expenditure.

ANNEX 1: PROJECT BUDGET

| SIF Project Direction costs | |
|-----------------------------|-------------------------|
| Cost Category | Total Project costs (£) |
| Labour | 522,445 |
| Materials | 0 |
| Subcontracting | 0 |
| Travel and subsistence | 0 |
| Other costs | 0 |
| Total | 522,445 |

| Project Partner | Total project costs (£) | Project contribution (£) | Total SIF Funding requested (£) | Project contribution (%) |
|--|-------------------------|--------------------------|---------------------------------|--------------------------|
| NORTHERN POWERGRID (NORTHEAST) LIMITED | £38,220.00 | £3,822.00 | £34,398.00 | |
| EV DOT ENERGY LTD | £20,000.00 | £2,000.00 | £18,000.00 | |
| OAKTREE POWER LIMITED | £15,000.00 | £1,500.00 | £13,500.00 | |
| FACULTY SCIENCE LIMITED | £449,225.00 | £47,285.00 | £401,940.00 | |
| Total | £522,445.00 | £54,607.00 | £467,838.00 | 11.7% |

ANNEX 2 TO SCHEDULE: TEMPLATE OF BANK ACCOUNT DETAILS TO BE PROVIDED TO EITHER NGT (BOX.GSOSETTLEMENTS@NATIONALGRID.COM) OR NG ESO (revenue.invoice@nationalgrideso.com)

Company name:

Primary Contact Details (only one contact permitted)

First Name:

Last Name:

Email address:

Mobile phone number:

Work phone number:

Address details

Address name:

Street address:

City:

State / region:

Post code:

PO box: (if applicable)

PO box post code: (if applicable)

Banking details

These should be evidenced in non-editable format. The evidence provided must show company name and bank details and it should be dated within the last 6 months.

Any of the below documents will suffice:

- Bank statement (scanned document)
- Void cheque
- Paying in slip
- Screenshot of online banking (showing a logged in account with bank account and sort code, with browser visible)