

Please complete on the headed paper of the operator organisation. If no headed paper is available please include the operator name and address in this header.

**Climate Change Levy (CCL) Exemption for Renewables and Renewable Energy Guarantees of Origin (REGO) – Agent Appointment Form**

**This is to certify, that I:**

(Operator Details)

Address:

Phone number:

Organisation name (if applicable):

My position in company/ organisation:

From: **now** ☐ or **specific date - please specify** ☐ \_\_ / \_\_ / \_\_

Until: **further notice** ☐ or **specific date - please specify** ☐ \_\_ / \_\_ / \_\_

**Appoint:** Agent Name:

Agent Address:

Agent Email:

**To act as my agent in respect of the generating station** (name as it appears on the Renewables and CHP Register):

**Under the below schemes** (delete section A or B as appropriate to reflect the schemes applied for):

**A. The Climate Change Levy Exemption for Renewables scheme** where the above named agent will, through their Ofgem Register account:

- Administer the accreditation of my generating station under the CCL exemption for renewables scheme, acting as my sole contact with Ofgem for this function.
- Submit monthly output data, acting as my sole contact with Ofgem for this function.
- Sign all relevant annual declarations as required to maintain accreditation for my generating station, acting as my sole contact with Ofgem for this function.
- Receive Renewables LECs on my behalf, and for my benefit, in respect of the renewable output data submitted from my generating station.
- Ensure compliance with the requirements of Regulation 49(4)<sup>1</sup> of the Climate Change Levy (General) Regulations (2001),.
- Submit to Ofgem any request, notification, statement or provision of information requested under the Regulations.

<sup>1</sup> Regulation 49(4) requires the generator, or in this case the Agent, to retain records detailing the generation process, the electricity supplied, the relevant levy exemption certificates and any other relevant information for a period of 6 years.

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**B. The Renewable Energy Guarantees of Origin scheme** where the above named agent will, through their Ofgem Register account:

- Administer the accreditation of my generating station, acting as the sole contact with Ofgem for this function.
- Submit output data and other information required to request a REGO under Schedule 1 of the Regulations into the REGO Register on my behalf, acting as the sole contact with Ofgem for this function.
- Request the issue of REGOs and receive on my behalf and for my benefit, the REGOs to which I am entitled, acting as the sole contact with Ofgem for this function (as such I recognise and agree that the REGOs will be held by the agent in their REGO Register account on my behalf and for my benefit).
- Sign on my behalf the electronic statement on the REGO Register confirming that I am entitled to make the request and I have not made a request, nor intend to do so, for the issue of guarantees of origin in another Member State for the same electricity.
- Submit to Ofgem any request, notification, statement or provision of information requested under the Regulations.

Signature

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Position within company

*(Must be an authorised signatory)*

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Date

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