

Domestic Renewable Heat Incentive

www.ofgem.gov.uk/drhi

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Letter of Authorisation

What is it?

It's a letter we need from organisations applying for Domestic RHI accreditation or investor registration on the Domestic RHI, where the RHI payments will be made into the organisation bank account. It tells us who is nominated as the Authorised Representative of the organisation, applying for the Domestic RHI. Details are below and a template you can use for the Letter of Authorisation is overleaf.

Why is it required?

We require confirmation that the person applying for the Domestic RHI is authorised by their organisation to accept payments into a given bank account. Without the completed Letter of Authorisation, organisations won't be able to join the scheme.

Who completes it?

The person filling out and signing the letter must be a signatory on the organisation's bank account.

Do I need one per application?

No. If you are a landlord planning to submit many applications paid into the same organisation's bank account, you can choose for the Letter of Authorisation to cover all subsequent applications. If you are an investor, once successfully registered, this form can cover any subsequent nominations.

Send to

Send the completed Letter of Authorisation to:

by email: domesticrhi@ofgem.gov.uk

by post: Domestic RHI Team, Ofgem, 10 South Colonnade, London E14 4PU

This letter is an online editable pdf; this means you can download and complete it on your computer, before printing, signing and sending to us.

If you need help

Telephone: **0300 003 0744**

Email: DomesticRHI@ofgem.gov.uk or,

Investor.DomesticRHI@ofgem.gov.uk (if you are applying to be a registered investor)

Please see [our website](#) for the applicant support centre opening times.

Date: [redacted]

Dear Domestic RHI team,

I'm writing this letter in order to nominate the Authorised Representative for our organisation, in relation to this application to the Domestic RHI or investor registration.

Organisation name: [redacted]

Microgeneration Certification Scheme (MCS) number(s) of first application (not applicable if applying to be a registered investor):

[redacted]

Authorised representative details (This is the nominated person):

Full Name: [redacted] Address: [redacted]
Job title: [redacted]
Email address: [redacted]
Contact telephone number: [redacted] Postcode: [redacted]

Should this application be approved, the organisation bank account into which Domestic RHI payments should be made is:

Bank Account Name: [redacted]
Sort Code (only last 2 digits required): [redacted]
Account Number (only last 4 digits required): [redacted]

Check appropriate box

I declare that I am an authorised signatory on this company bank account and have also nominated myself as the Authorised Representative.

I declare that I am the authorised signatory on this company bank account and have nominated another person as the Domestic RHI Authorised Representative for our company.

My details are as follows (not applicable if nominating yourself as Authorised Representative):

Full Name: [redacted]
Job title: [redacted]
Email address: [redacted]
Contact telephone number: [redacted]

Check appropriate box

I declare that this letter can be used for subsequent applications on behalf of our company.

Signature (a signatory of company bank account): [redacted]

Date: [redacted]