**Essential Energy - Letter of Authority**

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| **Instructions** A letter of authority is a legal document that authorises a third party to act on behalf of your company. The person completing the letter of authority must be listed as an officeholder for your company on the Australian Securities & Investments Commission (ASIC) Company Register. You will need to complete a letter of authority if you would like to nominate someone within your company who is not listed as an officeholder on the ASIC Company Register to act on behalf of your company in dealings with Essential Energy.A current ASIC company extract is required to be provided when submitting the completed letter of authority.Please note that an individual acting with a company’s authority and on behalf of the company can sign documents (including contracts), however, a deed cannot be executed in this manner.Please copy the text from the relevant template below onto your business letterhead and ensure all requested information is provided. Digital signature will be accepted. Incomplete information may result in application processing delays, or Essential Energy requesting a new letter be submitted.Applicants must consent to Essential Energy conducting an audit of documentation used to support an application to verify information provided. Giving false or misleading information is a serious offence under Part 5A of the *Crimes Act 1900* (NSW). A person convicted of an offence under Part 5A of the *Crimes Act 1900* (NSW) is liable to imprisonment for up to two years and/or a fine of up to $22,000.  |

**Template**

[**IMPORTANT NOTE:** The below template must either be inserted on your business letterhead or sent from your business email address]

To whom it may concern

I/We, [insert full name] as officeholder/s for [company name and ACN/ABN] (‘the Company’) listed on the ASIC Company Register have authority to act and speak on behalf of the Company. My/Our position/s in relation to the Company is/are [insert role/s].

I/We confirm that [insert name, position and contact details of authorised person], whose signature appears below has authority to speak and act on behalf of the [company name and ACN/ABN] for the purposes of:

(Please select all that apply)

[ ]  Application for and negotiation of connection to the High Voltage Essential Energy network, and/or

[ ]  Entering into binding contractual agreements (excluding Deeds and/or a transfer of interest in land).

The extent of this authority shall continue until [date], unless withdrawn or extended in writing by the Company.

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Signature of authorised representative

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| --- | --- | --- |
|  |  |  |
| Signature of Director |  | Signature of Director/Secretary |
|  |  |  |
| Name of Director |  | Name of Director/Secretary |

[insert company phone number]

[registered address of company]