To Whom It May Concern,

We hereby authorise SEGRO Administration Limited [company number 167591, registered office 1 New Burlington Place, London, W1S 2HR] and their 3rd Party suppliers to collect our consumption Data directly from our suppliers / distributors / meter operators / data collectors in connection with all matters pertinent to our utility (electricity, natural gas, water, sewerage & effluent) services.

**Supplier Appointed Data Collection:**

SEGRO also requests that any supplier appointed Data collection is changed to Data Collector of SEGRO choice at zero cost difference to [enter company name].

**SEGRO is authorised to request that you release any information required, including but not limited to:**

* Request and receive all current account information including consumption and invoice history, supply numbers, meter details and contract end dates.
* Billing information, copy invoices,

Any relevant confidential information can be released from any system you may hold in accordance with the Data Protection Act 1998, as and when requested by SEGRO. Please deal directly with SEGRO and provide them with any information they may request.

This authorisation covers [unit name and address] operated by [company name and remains in force for the duration of your lease term.

We confirm that the information given in this letter is accurate and that any copy of this Letter of Authority has the validity of the original.

For and on behalf of:

Company Name:

Company Address:

I am duly authorised to sign by the company:

Signed: Name:

Title: Date:

Email:

Telephone number:

MPANs & supplier details;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Gas | Electricity | Water | Wastewater | Steam |
| Supplier |  |  |  |  |  |
| MPAN |  |  |  |  |  |
| Meter Number |  |  |  |  |  |