

Company Name: Downham Market Town Council
Company Address: 15 Paradise Road, Downham Market, Norfolk, PE38 9HS

Date: 08/12/2021
Our Ref: Avril Walsh
LSI Independent Utility Brokers Ltd
T/as LSI Energy (Co Reg: 4072919)
1st Floor, Hastings House
12 Park Industrial Estate
Park Street
Frogmore
St Albans
AL2 2DR
Tel; 01727 877020

Dear Sirs,

Site Details: All Sites Looked After By Downham Market Town Council

Please be advised that we have retained the services of Inspired Energy Group (including the companies listed below) and they will be assisting us in analysing our energy.

This letter does not limit us to retain the services of Inspired Energy Group on a sole authority basis but allows them to deal directly with our utility service providers in connection with our electricity, gas, water, transport, delivered fuels and district heating.

Please view this letter as giving Inspired Energy Group the authority to act on our behalf including (but not limited to) the ability to:

- Negotiate energy supply agreements
- Terminate supply contracts
- Request and receive supply invoices and Half Hourly Data (and relevant data relating to your energy supply) for validation and tendering purposes
- Authorise account adjustments
- Request and receive debt information and statements of accounts
- To deal with any billing issues that may occur
- Request and receive information regarding the Data Collector and Meter Operator / Meter Asset Manager of the supplies in the portfolio to assist in tendering and validation purposes
- Assist in any site works projects we may undertake
- Complete VAT declarations
- To deal with any Change of Tenancies (COTs)

Any supply agreements negotiated must only be signed by a representative of our company.

This authorisation will remain in effect until 31/03/2024

Your assistance and co-operation with them would be gratefully appreciated.

Yours faithfully,

DocuSigned by:

Signed.....F1B227135FB9430:.....

Inspired Energy Group whose business address is (29 Progress Park, Orders Lane, Kirkham, Lancashire, PR4 2TZ, Company Reg: 07639760) includes the following companies: Inspired Energy Solutions Ltd, Direct Energy Purchasing Ltd, Wholesale Power UK Ltd, Informed Business Solutions Ltd, STC Energy and Carbon Holdings Ltd, kWh Consulting Ltd, Simply Business Energy Ltd, Informed Business Solutions Limited, Flexible Energy Management Ltd Horizon Energy Ltd, Systems Link 2000 Ltd, Independent Utilities Ltd, Professional Cost Management Group Ltd, WaterWatch UK Ltd, Energy Cost Management Ltd and **LSI Independent Utility Brokers Ltd.**

Elaine Oliver
Print Name.....

Town clerk
Position.....

Downham Market Town Council
Company.....

09 December 2021 | 10:16 AM GMT
Date.....

Inspired Energy Group whose business address is (29 Progress Park, Orders Lane, Kirkham, Lancashire, PR4 2TZ, Company Reg: 07639760) includes the following companies: Inspired Energy Solutions Ltd, Direct Energy Purchasing Ltd, Wholesale Power UK Ltd, Informed Business Solutions Ltd, STC Energy and Carbon Holdings Ltd, kWh Consulting Ltd, Simply Business Energy Ltd, Informed Business Solutions Limited, Flexible Energy Management Ltd Horizon Energy Ltd, Systems Link 2000 Ltd, Independent Utilities Ltd, Professional Cost Management Group Ltd, WaterWatch UK Ltd, Energy Cost Management Ltd and **LSI Independent Utility Brokers Ltd**.

Certificate Of Completion

Envelope Id: B24692F0722F4F15B90B2094ECB689DF	Status: Completed
Subject: Please DocuSign: Letter Of Authority.pdf, ATC Hut Contract.pdf, Community Centre Gas Contract.p...	
Source Envelope:	
Document Pages: 34	Signatures: 9
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
EnvelopeId Stamping: Enabled	Avril Walsh
Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London	Hastings House
	12 Park Industrial Estate, Park Street
	St Albans, Hertfordshire AL2 2DR
	avril@lsienergy.com
	IP Address: 89.35.199.216

Record Tracking

Status: Original 08 December 2021 15:11	Holder: Avril Walsh avril@lsienergy.com	Location: DocuSign
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Signer Events

Elaine Oliver
 clerk@downhammarkettc.co.uk
 Town Clerk
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 F1B227135FB9430...
 Signature Adoption: Pre-selected Style
 Using IP Address: 195.26.41.136

Timestamp

Sent: 08 December 2021 | 15:17
 Viewed: 08 December 2021 | 17:04
 Signed: 09 December 2021 | 10:16

Electronic Record and Signature Disclosure:
 Accepted: 08 December 2021 | 17:04
 ID: b8fdb85e-f60e-4fde-a13a-1fa972d146a5

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	08 December 2021 15:17
Certified Delivered	Security Checked	08 December 2021 17:04
Signing Complete	Security Checked	09 December 2021 10:16
Completed	Security Checked	09 December 2021 10:16
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

CONSUMER DISCLOSURE

From time to time, LSI Energy (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact LSI Energy:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: caroline@lsienergy.com

To advise LSI Energy of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at caroline@lsienergy.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from LSI Energy

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to caroline@lsienergy.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with LSI Energy

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to caroline@lsienergy.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify LSI Energy as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by LSI Energy during the course of my relationship with you.