

# Letter of Authority

(Secondary Contact – SME)

## A. Authority to Act

I, \_\_\_\_\_, as director, partner, or sole trader of \_\_\_\_\_, nominate \_\_\_\_\_ to act as the **Secondary Contact** on the Alinta Energy business account(s) listed below:

### Alinta Energy Account Details

SME Customer Entity Name

ABN

Alinta Energy account number(s)

Phone number and/or Email

Registered Address

### Secondary Contact Details

Full Name

Job Title

Work Address

Date of Birth

Phone Number and/or Email

## B. Scope of Authority

The scope of my Secondary Contact's authority is as follows:

- ✓ Request an extension or set up a payment plan for the Alinta Energy account(s) (being one of the following Alinta Energy payment plans: Arrears Only, Arrears Plus, or SmoothPay);
- ✓ Request a refund to the same bank account from which the original payment came; and
- ✓ Speak with Alinta Energy in relation to any payment plans, overdue amounts, complaints, or bill disputes.

My Secondary Contact is not authorised to:

- ✗ Enter into any additional contracts for the supply of Alinta Energy products and services for the Alinta Energy account(s);
- ✗ Add another Secondary Contact to the Alinta Energy account(s); or
- ✗ Close, transfer, or upgrade the Alinta Energy account(s).



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**C. Terms and Conditions**

I, \_\_\_\_\_, as the director, partner, or sole trader of \_\_\_\_\_, acknowledge, understand, and agree that:

- (1) I will notify Alinta Energy directly if I revoke this authority;
- (2) Alinta Energy will be relying on the information provided in this Letter of Authority in managing the business account(s) and it is my own and my business' responsibility to ensure:
  - a. the information provided is accurate; and
  - b. that I am authorised to execute this document;
- (3) Alinta Energy will collect, use and share my corporate and personal information to help Alinta Energy to provide services to the account. Alinta Energy may discuss and share the business account information and any related personal information collected, with my Secondary Contact for the purposes outlined in Section B; and
- (4) I can access Alinta Energy's Privacy Policy and Credit Reporting Policy on the Alinta Energy website, which will provide me with details about how Alinta Energy manages my information and details about how I can access and/or correct my personal information or make a complaint.

**Acknowledgement of agreement (by wet ink or electronic signature)**

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Signature of director, partner, or sole trader	Full Name	Date
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- I \_\_\_\_\_, acknowledge, understand, and agree that:
- (1) I have been authorised as a Secondary Contact on the account listed in Section A above, to the extent permitted under Section B;
  - (2) This Authority may be revoked by an authorised representative from \_\_\_\_\_ at any time and without notice to me;
  - (3) Alinta Energy will collect, use and share my corporate and personal information to help Alinta Energy to verify my identity, assist with my enquiries and provide services to \_\_\_\_\_; and
  - (4) I can access Alinta Energy's Privacy Policy and Credit Reporting Policy on the Alinta Energy website, which will provide me with details about how Alinta Energy manages my information and details about how I can access and/or correct my personal information or make a complaint.

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Signature of Secondary Contact	Full Name	Date
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