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A Drax Group company

Requirements for contracting with a Partnership

The business has agreed the following process for entering a partnership into a contract with Haven Power. This process eliminates the need for the Partners' names to be on the Contract.

1) We should receive a completed and signed partnership form, which details all the partner's full names, home addresses and Date of Births along with the signed contract documents to enable us to accept the contract. If we don't receive this information form completed and signed by one of the partners, we won't be able to confirm lock in.
2) We can't accept the signature of a consultant, working on behalf of the Partners, unless we have a Level 2 Letter of Authority (LOA) in place.
3) If the Sales Support teams don't receive the Partnership Information Form (or it's not signed by one of the named Partners, or is signed by a consultant without the appropriate authority) at the point of lock in, we'll be unable to process the Contract.

Processing a Partnership tender:

Contract:

• The contracting entity must be the name of the Partnership (business name)

• The registered address must be the same as the home address of one of the Partner's (ideally, the Partner who signs the contract)

• When setting up a Contract for a Partnership, we must be contracting with the Partnership itself and not the Partners. Therefore, we don't need to include the individual names of the Partners within "Customer name".

• If the names of the individual Partner are present:

- there must be more than one Partner named;

- the names must come before the business name;

- the Partners' names must be followed by the "Trading As" status, and then the name of the Partnership (business)

The following examples are acceptable:

J & J Smith & Sons

Or

Mr John Smith & Mrs Jane Smith T/A J & J Smith & Sons

Or

Mr J. Smith & Mrs J. Smith T/A J & J Smith & Sons

• Only one of the partners needs to sign the Contract

• The same partner doesn't need to sign both the LOA and the Contract

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You must:

- Credit check 3 Partners (unless there are only 2 Partners) - if any Partners are named on the Contract, these must be the ones that you credit check
- Have details of all Partners (or up to 6 partners) completed on the Partnership Information Form before you send a lock in to Sales Support
- Have one of the Partner's sign the Information Form, or have a Level 2 LOA if a consultant has signed the Form

For the LOA, you must:

- Have the Partnership (business) name present - we can't accept the LOA without the Information Form, which captures the consent and details so we can perform a credit check
- Get at least one Partner mentioned on the Information Form to sign the LOA (a single Partner can enter the Partnership into the contract)
- Ensure that a Partner (and not a consultant, for example) signs the LOA

For the Direct Debit (DD) mandates:

- The bank account name can either be in the Partnership name, or one of the Partner's names
- The DD must be signed by one of the named Partners
- The DD must not be signed by a consultant

Partner information

Partnership name

Number of partners in partnership

Partner Details	
Full name	Full name
Home address	Home address
Date of birth	Date of birth
Full name	Full name
Home address	Home address
Date of birth	Date of birth
Full name	Full name
Home address	Home address
Date of birth	Date of birth

I confirm that I'm a partner in the above partnership/I am a person who has authority to sign on behalf of the above partnership, and that, to the best of my knowledge, all of the information presented is correct.

Signed

Print Name

Date

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