



UK Registry  
Letter of Authority

## Letter of Authority - UK Registry

In this Letter of Authority the term “Account Holder” includes any current or prospective Account Holder, and the term “Administrator” means either the Registry Administrator of the UK ETS Registry or the National Administrator of the UK KP Registry, as appropriate.

Please print this Letter of Authority without modification, complete all the sections relevant to your request, and ensure that this Declaration is signed by your Primary Contact or your Alternative Primary Contact (if appointed) and your nominated Authorised Representatives.

A Letter of Authority will only be accepted when signed by the nominated Authorised Representatives, and the Primary Contact or any Alternative Primary Contact appointed by the Account Holder using a Primary Contact Declaration or Alternative Primary Contact Declaration, respectively.

A corporate entity can submit one Letter of Authority in respect of more than one account for which it is the Account Holder, provided the Authorised Representatives and their respective permissions on all the accounts are the same.

If you are appointing more than two Authorised Representatives, you must use another Letter of Authority.

Account Holder Details	
Account Holder (Legal Entity Name)	
Company Registration Number of corporate entity (if applicable)	
Account number(s) of any UK ETS Registry Trading Account or UK KP Registry Person Holding Account of the Account Holder covered by this Letter of Authority.	List Registry Account Number(s):
Account number(s) of any Operator Holding Account of the Account Holder covered by this Letter of Authority, together with the respective Permit number.	List OHA Number(s) and the Permit Numbers:
Account number of any Aircraft Operator Holding Account of the Account Holder covered by this Letter of Authority, together with the respective Emissions Monitoring Plan number.	List AOHA Number(s) and the Emissions Monitoring Plan Number(s):

The Account Holder nominates the following individual(s) to act as its Authorised Representative(s) on the Registry Account(s) listed in the Account Holder Details table above.

Authorised Representative Details:	Please select the permission required for each Authorised Representative: (Please tick one box only):
Full Name:	Initiate Transactions <input type="checkbox"/>
	Approve Transactions <input type="checkbox"/>
	Both Initiate & Approve Transactions <input type="checkbox"/>
UserID:	Read Only Access <input type="checkbox"/>
Full Name:	Initiate Transactions <input type="checkbox"/>
	Approve Transactions <input type="checkbox"/>
	Both Initiate & Approve Transactions <input type="checkbox"/>
UserID:	Read Only Access <input type="checkbox"/>

I request that the following transaction rules be applied to the Registry Account(s) listed under the Account Holder Details table above.

Transaction Rules:	Rules:
The approval of a second authorised representative is necessary to execute transfers to accounts on the trusted account list:	Yes/No
Please indicate 'yes' or 'no' in the box provided:	<input type="text"/>
Transfers to accounts not on the trusted account list are allowed:	Yes/No
Please indicate your 'yes' or 'no' in the box provided:	<input type="text"/>
The approval of a second is AR necessary to execute a surrender transaction or a return of excess allocation:	Yes/No
Please indicate your 'yes' or 'no' in the box provided:	<input type="text"/>

I agree that:

- the UK Registry Administrator is not responsible for any error or omission of the Account Holder; and
- the UK Registry Administrator is not responsible for any error or omission of a third party that is outside its control; and
- the UK Registry Administrator is not responsible for completing any action in the Registry other than that authorised in this Letter of Authority.

I confirm that I am the Primary Contact/Alternative Primary Contact (delete as appropriate) of the Account Holder authorised to give instructions to the Registry Administrator on the Account Holder's behalf in relation to the Registry Account(s) listed in the Account Holder Details table above.

I understand that the Environment Agency may make any enquiries and obtain references to validate the information I have provided, including from Credit Reference / Law Enforcement Agencies and Tax Authorities, in line with the UK Registry Privacy Notice.

On behalf of the Account Holder, I confirm that neither the Account Holder, nor any person with significant control of the Account Holder are or have been:

1. investigated, arrested or convicted in the preceding five years of a serious offence, including fraud, money laundering, terrorist financing, or other serious crime; or
2. involved with, associated with or employed by a company which has had an application for a Registry Account refused or revoked, or associated with an individual that has been involved in such a company or who has had an account application or authorised representative nomination refused or revoked.

**I confirm that the Account Holder and its nominated Authorised Representatives will comply with any administrative rules or arrangements, terms, or terms and conditions that are imposed by the Administrator.**

**I confirm that to the best of my knowledge and belief the information provided in this Letter of Authority is true.**

<b>Primary Contact:</b>			
<b>Full name (block capitals)</b>			
<b>Position in the Account Holder</b>			
<b>Signed</b>		<b>Date</b>	

I consent to acting as a nominated Authorised Representative on the accounts listed under the Account Holder Details table above in accordance with this Letter of Authority.

<b>Authorised Representative 1</b>			
Full name (block capitals)			
Signed		Date	

I consent to acting as a nominated Authorised Representative on the accounts listed under the Account Holder Details table above in accordance with this Letter of Authority.

<b>Authorised Representative 2</b>			
Full name (block capitals)			
Signed		Date	

## Contact us

If you need any assistance with your application please contact the Registry Team by emailing [etregistryhelp@environment-agency.gov.uk](mailto:etregistryhelp@environment-agency.gov.uk). Please include either the Task ID of your application or your Document Request Task in your e-mail.