



Crown  
Commercial  
Service

c/o  
eAuctions Team  
Sourcing Operations  
Crown Commercial Service  
9<sup>th</sup> Floor, The Capital,  
Old Hall Street,  
Liverpool  
L3 9PP

Dear Sir/ Madam,

**Re: ECO Brokerage Auction Platform**

I am writing to you in response to a request to use the ECO Brokerage Auction Platform made on behalf of your organisation (the "Applicant").

Please find enclosed the following:

- Anti-money laundering requirements
- A Letter of Assent to be Bound form to be printed on the Applicants letterhead.
- The Communication Modalities and Authority to Bind form
- The Anti-Bribery and Anti-Corruption Questionnaire

In order to participate in the ECO Auction, the above named documents will need to be printed in the manner requested, signed in the place provided and sent to the Crown Commercial Service in hard copy to the post address above, and scanned and sent to: [eAuctionsecobrokerage@ccs.gsi.gov.uk](mailto:eAuctionsecobrokerage@ccs.gsi.gov.uk) . Please also enclose all information required in these instruments.

Copies of your returned documents, and all proof of identity and address documents, will be stored securely by the Crown Commercial Service while your company remains registered to trade on ECO Brokerage. The documents are provided in confidence and the Crown Commercial Service or the Department of Energy and Climate Change will endeavour to maintain that confidentiality, unless required to disclose the documents by law. Should you withdraw from brokerage, the digital copies of your documents will be deleted and the hard copies will be destroyed.

Once you are admitted to the ECO Auction, all such activity will be carried out at your Company's own risk as per the terms of the ECO Brokerage Platform Provider Terms and Conditions.

Yours faithfully,

eAuctions team, Crown Commercial Service



**ANTI-MONEY LAUNDERING REQUIREMENTS**

In order to comply with required anti-money laundering checks, applicants are required to submit the following:

- i) a copy of a photo ID (passport or driver's license) from a director of the organisation
- ii) a proof of address for the organisation, either registered company address or operational address.

Copies of the above can only be accepted if the following criteria have been met:

They have been certified by someone in a recognised profession. e.g. a UK lawyer, banker, authorised financial intermediary, MCCB regulated mortgage broker, accountant, teacher, doctor, or minister of religion.

**Please ensure that the proofs requested are submitted as part of the application, and that the proofs have met the criteria stated above.**



**LETTER OF ASSENT TO BE BOUND**

**[PRINT THIS ON COMPANY LETTERHEAD]**

eAuctions Team  
Sourcing Operations  
Crown Commercial Service  
9<sup>th</sup> Floor, The Capital,  
Old Hall Street,  
Liverpool  
L39 PP

Date

Dear Sir/ Madam,

**[insert company name]** (the "Applicant") as evidenced by the undersigned authorised party's signature, agrees to be a party to and be bound by the ECO Brokerage Platform Provider Terms and Conditions Version 1.0 December 2012 (containing the form of Bilateral Off-Take Contract for ECO Points and the ECO Brokerage Bid Confirm Letter) as such Agreement may, from time to time, be amended by the parties or interpreted pursuant to its terms (the "Agreement").

The terms of the Agreement, its Schedules, Addenda and Exhibits are hereby incorporated by reference herein.

The Applicant agrees and attests as follows:

- (1) Accepts and agrees to be bound by the terms and conditions of the Agreement, together with any and all schedules; amendments and supplements now existing or which are later made thereto;
- (2) Certifies that it has no commitments or agreements that would preclude its full and complete compliance with the terms and conditions of said Agreement;
- (3) Certifies that the Communication Modalities and Authority to Bind as completed in Addendum A contains true and accurate information and list persons with the authority to bind and on the Applicant's behalf; and
- (4) Certifies that the Anti-Bribery and Anti-Corruption Questionnaire in Addendum B has been completed accurately and does not contain any false or misleading information.

This Letter of Assent shall be governed by the laws of England and interpreted pursuant to the Agreement. A capitalised term contained in this letter that is not defined shall have the meaning provided to it in the Agreement.

**IN WITNESS HEREOF** this Letter of Assent to be bound is executed as follows:



# Crown Commercial Service

[APPLICANT TO INSERT SIGNATURE BLOCK(S) AND DETAILS AS REQUIRED BY ITS CORPORATE RULES]

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Authority

\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to:  
\_\_\_\_\_



Addendum A

<b>Communication Modalities and Authority to Bind Form</b>	
This statement shall be binding on the Applicant until a superseding statement is submitted through the ECO Auction website to the Platform Provider as required in the Terms and Conditions.	
<b>Date of submission:</b>	day/month/year
<b>Details of the corporate form/requirements to bind the Applicant:</b>	What signature(s) is needed on the bid confirm letters according to your internal governance. e.g. 'signature of Finance Director' or 'Signature of Nominated Person' or 'signature of both Finance Director & Nominated Person', etc.
<b>Contact details for the Nominated Person: (list details of all required signatories)</b>	Mr. Ms. Authority: Last name: Telephone: First name: Fax: Email: Address:
<b>Specimen signature(s) of Nominated Person(s): (also list all required signatories on bid confirm letters)</b>	
<b>Authority under which the Nominated Person signs on behalf of the Applicant:</b>	



## The Anti-Bribery and Anti-Corruption Questionnaire

	Question	Answer
1	<b>Identity of Nominated Person</b>  (please provide <b>two</b> forms of photo ID attached to the Letter)	
2	<b>Address/location of Nominated Person</b>  (please provide <b>two</b> forms of proof of address of the Nominated Person, which can be in the form of a utility bill, bank statement, post from a government agency)	
3	<b>Role in organisation</b>	
4	<b>Is the Applicant subject to the supervision of a regulator/supervisory body, if so which one?</b>	
5	<b>Does the Applicant operate in high risk jurisdictions?</b>	
6	<b>Is there or has there ever been any knowledge or suspicion that corrupt activity has occurred within the Applicant's organisation?</b>	
7	<b>If so, describe knowledge/suspicious</b>	
8	<b>Is the Applicant traded on a stock exchange?</b>	
9	<b>If so, what exchange?</b>	
10	<b>Is the Applicant a government agency or department?</b>	
11	<b>If so, which one?</b>	
12	<b>Has the Applicant or the Nominated Person ever been sanctioned and/or put on a watch list under any anti-bribery, money laundering, or corruption regulations in any jurisdiction?</b>	
13	<b>Does the Applicant employ any executives that significant political exposure?</b>  (please describe)	



14	<b>Where is the Applicant organised/incorporated?</b>  (please provide corporate registry information as well as the organisation's DUNs number)	
15	<b>Profession of Certifier</b>	i.e. Solicitor
16	<b>Full contact details of the professional who has certified your AML proofs.</b>	

**ANTI-MONEY LAUNDERING REQUIREMENTS**

In order to comply with required anti-money laundering checks, applicants are required to submit the following:

- i) a copy of a photo ID (passport or driver's license) from a director of the organisation
- ii) a proof of address for the organisation, either registered company address or operational address.

Copies of the above can only be accepted if the following criteria have been met:

They have been certified by someone in a recognised profession. e.g. a UK lawyer, banker, authorised financial intermediary, MCCB regulated mortgage broker, accountant, teacher, doctor, or minister of religion.

**Please ensure that the proofs requested are submitted as part of the application, and that the proofs have met the criteria stated above.**

If the address shown in your proof of address for organisation documentation is different from the company registered address, please list and explain here: