

Guide - Letter of Authority

General Overview

As part of HMUK’s recent correspondence, we require you to complete a Letter of Authority (LOA) to access your capacity information in order to complete this assessment project.

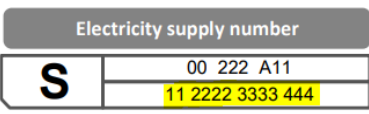
Accessing the Letter of Authority

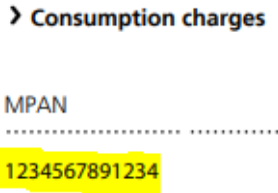
In the follow-up email from Adobe Sign, you will find a link. Please use this link to access the LOA.

Please note there may be one LOA per location or sent as a group if we already work with you. The LOA should cover all sites that perform Hyundai business i.e. sales and service.

Filling out to Letter of Authority

- In the Adobe Sign email, click on "Review and Sign."
- Verify that the pre-populated site addresses are accurate. If any information needs updating, please contact hyundai@drivingnetzero.co.uk.
- If available, enter your supply number (also known as MPAN) in the designated box. Refer to the example utility invoice extracts below if needed, and input only the highlighted section:

Example 1:  Electricity supply number
S 00 222 A11
11 2222 3333 444

Example 2:  > Consumption charges
MPAN
.....
1234567891234

- Complete the signature section, including all required fields such as your email address, position, and date.

Submitting the Letter of Authority

After completing all sections, submit the document by clicking “Click to Sign,” which will appear as a banner at the bottom of the page.

Questions

If you have any questions or need assistance, please contact hyundai@drivingnetzero.co.uk .