

## SUPPORTING DOCUMENTS REQUIRED PER CUSTOMER CATEGORY

### **Supporting documents required for Low Voltage customers:**

- Copy of the last paid electricity bill (estimate or actual) issued by the last supplier. In case of estimated electricity bill, is requested the last actual electricity bill for the calculation of the consumption.
- Clearly legible photocopy of Identity Card or Passport, certified by Citizens' Service Centre or Police Station or a simple photocopy displaying at the same time the original document.
- In case there is a change in the installation's user details, as they are registered in the data base of the competent operator, the below documents are required:
  - (a) If the new user is a tenant, a copy of the lease contract, certified by the competent Tax Authority Office or a solemn declaration by the candidate customer regarding the lease of the property with authorisation of the customer's signature,
  - (b) If the new user is the owner, a copy of the contract property or a solemn declaration for the ownership of the property with authorisation of the signature.
- A general authorisation form, authorising Supplier to represent the customer before the competent Operator, duly filled in and signed, with authorisation of the customer's signature.
- A special authorisation form, in cases of initial activation or re-activation following interruption of the power supply, duly filled in and signed, with authorisation of the customer's signature.

### **Supporting documents required for Medium Voltage customers:**

- Copies of electricity bills issued by the last supplier, which must cover at least the last six (6) months, accompanied by the payment receipt for the last bill. In the case of sites whose operation differs in time (seasonally varying consumption profile), the bills must be representative of the whole year (e.g. two (2) bills per season).
- Authorisation for obtaining consumption data from DEDDHE.
- Clearly legible photocopy of the legal representative's Identity Card or Passport.
- Notice of termination of the power supply contract to the current supplier.

**Supporting documents required for General Partnerships (O.E.), Limited Partnerships (E.E.), Limited Liability Companies (E.P.E.), Société Anonyme Companies (A.E) and Private Companies (I.K.E.):**

1. Articles of Association in force.
2. Recent (issued in the last two (2) months) certificate of the General Commercial Register regarding the amendments to the Articles of Association.
3. Copies of the Government Gazette issues in which the amendments to the Articles of Association have been published (**E.P.E. and A.E.**).
4. Copies of the Government Gazette issues in which the election of the Board of Directors, its establishment as a body and the representation of the company have been published (**A.E.**).

Where the contract is signed by a third person (other than the company's legal representative), provided that this is allowed by the Articles of Association, the following legalisation documents must be supplied for the signatory:

- (a)** A power of attorney drawn up by a notary or an authorisation signed in accordance with the law by the partner(s) or by the lawful administrator(s) representing the company with due authorisation of the signature(s) by a competent authority (Citizens' Service Centre or Police Station) (**O.E., E.E., I.K.E.**);
- (b)** A power of attorney drawn up by a notary or an authorisation signed in accordance with the law by the lawful administrator(s) representing the company with due authorisation of the signature(s) by a competent authority (Citizens' Service Centre or Police Station) (**E.P.E.**).
- (c)** A power of attorney drawn up by a notary (in which the relevant authority will be delegated by the company's legal representative on behalf of the company); or an authorisation signed by the legal representative of the company with due authorisation of his signature by a competent authority (Citizens' Service Centre or Police Station); or a true copy of the Minutes of the Board of Directors granting to the aforementioned person the authority to act, sign etc. (**A.E.**).