

To all holders of a gas supply licence

Your Ref:
Our Ref: NET/COD/LPY/11
Direct Dial: 020 7901 7355
Email: industrycodes@ofgem.gov.uk

11 June 2004

Dear Colleague,

Please find attached a direction issued pursuant to section 23(3) of the Gas Act 1986, plus an accompanying schedule. Also enclosed is the supporting reasons notice for the directed modification to the standard conditions of the gas suppliers licence, plus a copy of the designation of the Supply Point Administration Agreement (SPAA), the SPAA itself and the SPAA Accession Agreement.

For your convenience, the SPAA Accession Agreement is also available on the Ofgem website under the Gas Governance section / SPAA Accession Agreement (09/06/2004). The directed modification to the gas suppliers licence, which mandates accession to the SPAA, relates to Section C and will therefore only be applicable to domestic suppliers, who must complete and return this form to Ofgem as soon as possible, and in any case not later than 09 July 2004. However, Ofgem encourages I&C suppliers to accede to the SPAA and thereafter participate fully, on a voluntary basis. When completing the form, in the event that more than one licence is held, please either use one form per licence or a single form with all relevant licences listed upon it.

In addition, I would be grateful if you would provide Ofgem (as acting Secretary and Change Control Administrator for the SPAA) with the names and contact details of those individuals who you would like to be listed as your 'Party Change Administrator and 'Contract Manager' as set out in SPAA Clauses 9.4 and 15.1 respectively. These details will be published on the Ofgem website. There should be nothing precluding these

contacts being one and the same person if preferable. As Ofgem will seek to use email communications wherever possible, please provide email addresses as a minimum.

If you have any queries in relation to the attached information, please feel free to contact me on the above number.

Yours sincerely,

Nick Simpson
Director, Modifications