

Retailer Name

Date

Has the retailer supplied Schedule 2 information:

	YES	NO
1. Name, Address, Telephone number, Mobile number & e-mail address for Billing and Account purposes?	<input type="checkbox"/>	<input type="checkbox"/>
2. Name, Address, Telephone number, Mobile number & e-mail address for Contract Management?	<input type="checkbox"/>	<input type="checkbox"/>
3. Name, Address, Telephone number, Mobile number & e-mail address for Authorised Signatories?	<input type="checkbox"/>	<input type="checkbox"/>
4. Job Title, Address, Telephone number, Mobile number & e-mail address for the Person to send Notices to?	<input type="checkbox"/>	<input type="checkbox"/>
5. A 24 hour 7 days per week emergency contact number	<input type="checkbox"/>	<input type="checkbox"/>
6. Bank Account Details- Sort Code & Account number	<input type="checkbox"/>	<input type="checkbox"/>
7. UK address for serving process	<input type="checkbox"/>	<input type="checkbox"/>
8. Business sic code & VAT standard	<input type="checkbox"/>	<input type="checkbox"/>
9. Water and/or Sewerage Licence Number	<input type="checkbox"/>	<input type="checkbox"/>
10. TE Consent to contact customers	<input type="checkbox"/>	<input type="checkbox"/>

Due Diligence Checks to undertake:

Check Ofwat's website and print out a copy of the Water and /or Sewerage Licence (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Check Companies House website to verify and print out register details (inc company name, Reg address and co number, sic code VAT status)	<input type="checkbox"/>	<input type="checkbox"/>
Ring the 24/7 contact number to ensure its answered by the Retailer or its contractor	<input type="checkbox"/>	<input type="checkbox"/>

Actions to do:

If the customer is using an agent/ management service eg Waterscan- do we have a LOA?	<input type="checkbox"/>	<input type="checkbox"/>
Email [redacted] and ask him to check credit worthiness of retailer (plz copy in [redacted])	<input type="checkbox"/>	<input type="checkbox"/>
E-mail retailer to confirm Schedule 2 is complete, or seek additional information	<input type="checkbox"/>	<input type="checkbox"/>
Also request retailer to provide the following documents:		
Copy of Water Licence	<input type="checkbox"/>	<input type="checkbox"/>
Copy of sewerage licence	<input type="checkbox"/>	<input type="checkbox"/>
Their intension for payment/credit terms required	<input type="checkbox"/>	<input type="checkbox"/>
If post paying request a copy of credit rating or credit score	<input type="checkbox"/>	<input type="checkbox"/>
Mention our alternative credit support scheme	<input type="checkbox"/>	<input type="checkbox"/>
Copy of their public liability insurnace certificate?	<input type="checkbox"/>	<input type="checkbox"/>

Ofwat Link
<http://www.ofwat.gov.uk/regulated-companies/licences/>

Companies house Link
<https://beta.companieshouse.gov.uk/>

Checked & Verified by

Signed Date