



## EVIDENCE PACK

### PARTICIPANT DETAILS

*Changes in any of these details are to be notified to CarbonLow immediately*

Organisation/Company name:

(Nominated primary member  
Or Highest organisation in group  
Or UK appointed agent in the case of overseas parent companies)

Trading name:

If company:

Registered name if different from above:

Registered office:

Registered number:

SIC number:

(Your SIC is the code for the principal business activity as used for notification by the company for the purposes of their annual returns to Companies House)

For groups:

(Parent and subsidiary companies are as defined in S.1162 The Companies Act 2006– legal/accountancy advice should be sought)

Parent company:

Any principle subsidiaries:

Has any takeover, merger or de-merger taken place since the qualification day (31 Dec 2008 for introductory phase)?

If so give details:

If not a company status of organisation:

e.g. partnership/sole trader/individual

Principal place of business:

Type of business:

### COMPLIANCE CONTACT DETAILS

Director/senior manager's name:

(In the case of a company a director *must* be nominated)

Contact details:

Business address:

Telephone:

Email:

Two employees with authority to deal with CRC on day-to-day basis:

Name:



Business address:

Telephone:

Email:

Employed by:

Name:

Business address:

Telephone:

Email:

Employed by:

#### ORGANISATION DETAILS

Paper evidence is required to support all the information given here

Scope and type of business;

Types of sites:

List of all types of energy uses and suppliers (name, address and account numbers)

In the event that energy suppliers have changed please state date when old supply ended and new supply began:

Please scan and upload all invoices and delivery notes relating to fuel usage for the relevant period.

#### SPECIAL EVENTS

Have there been any interruptions in any energy supplies –

If so please give details:

#### COMPANY STRUCTURE

Have there been any changes in the company's structure during the relevant period, if so please supply details and scan and upload evidence

#### EXEMPTIONS AND ELECTRICITY CREDITS

Please indicate if either of these are being claimed and if so supply evidence



#### EARLY ACTION METRIC

- percentage of non-mandatorily HH metered electricity and gas emissions which are covered by voluntarily installed automatic metering (AMR) by 31 March 2011.
- The percentage of the organisation's emissions covered by a valid *Carbon Trust Standard* or *Energy Efficiency Accreditation Scheme*