

Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

LDB:LDE June 16, 2015

TO ALL BODIES OF ELDERS IN BRITAIN

Re: Kingdom Hall Utility Supply—Letter of Authority

Dear Brothers:

We write further to the letter dated May 12, 2015 regarding adjustments to the supplier arrangement for Kingdom Hall utilities. Starting from September 1, 2015, all Total Gas and Power (TGP) contract renewals for each Kingdom Hall will be handled by the branch. Invoices however will still be sent to the current address for payment by the congregation.

Any Kingdom Hall not contracted with TGP by September 1, 2015, will be contacted by the branch office thereafter to review the matter further.

In order for the branch office to handle contract renewals in behalf of the congregations a “Letter of Authority” (LOA) is required from each congregation responsible for utility payments. (If a number of congregations share a Kingdom Hall, this will usually be the title-holding congregation.) Please complete the attached LOA. This should be signed by the Kingdom Hall Operating Committee chairman or the coordinator of the body of elders and then returned via email to: InboxPRCHUtilities.GB@jw.org by **July 15, 2015**.

This coordinated approach will enable the branch office to negotiate utility rates more effectively and promote consistent service to all congregations. If you feel there is a good reason why this arrangement should not be used for your Kingdom Hall, or if you need any further assistance, please contact the Purchasing Department via InboxPRCHUtilities.GB@jw.org.

As part of the arrangement with congregations contracted to TGP, electric meters will be upgraded to “Automatic Meter Reader” (AMR) meters, free of charge, if an AMR meter is not already installed.

TGP’s meter installer will send a letter to the invoicing address advising that contact will be made within 4-6 weeks of the date of the letter and will also provide a telephone number to enable you to arrange an a.m. or p.m. weekday appointment. A local brother will need to be on site for the duration of the installation. The meter installer will require contact details, access instructions and information regarding the location of the meter. If you encounter any issues or have any questions regarding this process you can email gp.redhill.electricity.amr@totalgp.com for further information.

Thank you for noting these adjustments.

Your brothers,
*Christian Congregation
of Jehovah's Witnesses*

Attachment