Marketing Code of Practice for Domestic Customers

The UR Marketing Code of Practice for Domestic Customers

Nothing in this Code of Practice is intended to, or should be deemed to, constitute an exemption from the Suppliers' legal obligation to comply with any and all relevant legislation, statute, statutory instrument, regulation or order (or any provision thereof) or any subordinate legislation. <u>Condition 40 of the electricity supply licence and condition 2.21 of the gas supply licence require suppliers to "comply with the Marketing Code of Practice for Domestic Customers and/or the Marketing Code of Practice for Business Customers". This code of practice on marketing is mandatory and enforceable under this condition and all suppliers must comply with this code.</u>

A Glossary of Terms is contained at the back of this document.



This Section applies when a Supplier uses Third Parties.

1.1 For the avoidance of doubtelarity, where a Supplier contracts with a <u>T</u>third <u>P</u>party for the provision of Sales Agents, <u>or any other Marketing/Sales Activities (for example a supplierSupplier contracting with a price comparison or switching websites for <u>Ssales/Mmarketing</u>, <u>or any other form of Third Party Intermediary</u>) the Supplier must ensure that the <u>T</u>third <u>P</u>party complies with all components of this Code in relation to all <u>Ssales and Mmarketing aActivities carried out by any Tthird Pparty</u>. Any breaches of this Code by a <u>T</u>third <u>Pp</u>arty will be deemed to be a breach by the Supplier.</u>

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Section 2: Recruitment and Training

This Section applies in relation to supplier's recruitment and training practices in relation to Sales and Marketing.

Recruitment

- 2.1 A Supplier must put in place and follow procedures which are appropriate for the selection of those who are employed or engaged as <u>Tthird Pparties</u> in roles which might involve or will involve communication with Customers for the purpose of its Marketing Activities. These procedures must be fully compliant with all current employment legislation.
- 2.2 If a Sales Agent ceases to represent the Supplier, the Supplier should ensure retrieval of the <u>aAgent's ID card</u>.

Training

- **2.3** A Supplier must provide or procure appropriate training for all staff or other Representatives who communicate with Customers for the purposes of the licensee's Marketing Activities. This training should include, but not be limited to, training about the Supplier's obligations insofar as they affect Customers, including its obligations under this Code.
- **2.4** Suppliers will ensure that as a minimum the training will:
- 2.4.1 take into account the knowledge and skills necessary to fulfil the role.
- 2.4.2 take into account changes in the market and to products/services, legislation and regulation.
- 2.4.3 Insofar as possible be reflective of <u>consumerConsumer</u> ethnicity and diversity.
- 2.4.4 provide training on the recognition and treatment of vulnerable consumerConsumers.
- 2.4.5 be linked to a verifiable standard of competence measurement.
- 2.4.6 include defined monitoring procedures to ensure consistency of training delivery.
- 2.4.7 be effective and up to date.
- Should contain details such as:
- 2.4.8 relevant customerCustomer terms and conditions.
- 2.4.9 relevant principles of consumer Consumer protection law.
- 2.4.10 customerCustomer cancellation process.
- 2.4.11 the procedure for handling customerCustomer complaints.
- 2.4.12 the consequences of mis-selling or deliberately giving false information to a <u>customerCustomer</u> or any other such breach of this Code.

Section 3: Doorstep Marketing and Sales Selling

This Section applies when a Supplier/Agent contacts a potential customer by visiting their home or premises.

- **3.1** If a Supplier/<u>Agent</u> engages in <u>mM</u>arketing/<u>Sales</u> calls at a <u>consumerConsumer</u>'s premises or place of residence, upon arrival, the Supplier/<u>Agent</u> must immediately:
- 3.1.1 Produce/Display an identity card, and if appropriate, a business card, which clearly displays their full name and photograph and the name, business address, contact number of the Supplier and an expiry date for validity of the card. Thereafter, the Supplier/Agent must always show the card to the consumerConsumer if asked. Sales Agents must not misrepresent themselves or the purpose of their visit.
- 3.1.2 Give the <u>consumerConsumer</u> the reason for the visit and clarify if the <u>consumerConsumer</u> wishes to proceed with a presentation about the product(s) being sold. If they do not, the Supplier<u>/Agent</u> must leave the premises immediately and inform the <u>consumerConsumer</u> they can be removed from the contact list. The Supplier<u>/Agent</u> must tell the <u>consumerConsumer</u> that this option is available and action such removal if requested. A Supplier must be able to demonstrate that they are complying with this by keeping a 'not for contact' database.
- 3.1.3 Provide the <u>customerCustomer</u> with a copy of the <u>sales checklistSales Checklist</u> (for the <u>customerCustomer</u> to keep) prior to the commencement of the <u>S</u>sales pitch; this is to help the <u>customerCustomer</u> ensure that the <u>agentSupplier/Agent</u> has followed the correct procedure (See Annex A).
- 3.2 The salespersonSales Agent must obtain permission from the consumerConsumer before entering their place of residence. A consumerConsumer has the right to refuse to let the salespersonSales Agent enter their residence, and may wish to either end the conversation or continue with it at their doorstep. If a customerCustomer indicates that the contact is unwelcome the salespersonSales Agent must cease immediately and leave the premises.
- 3.3 Unless otherwise requested, a Supplier/Agent must only contact a domestic consumerConsumer at home for Mmarketing purposes between:
- i. 9am to 8pm on weekdays; and
- ii. 9am to 7pm on Saturdays.

Domestic consumer Consumers should not be contacted outside of these times.

And not contacted during:

- iii. Christmas Eve;
- iv. Any Public or Bank Holiday; or
- v. Sundays.

Domestic consumers should not be contacted outside of these times.

3.4 Where there is sheltered housing, approval must be gained from the warden or other person in authority before making any approach to the residents

3.5 Sales Agents will:

- 3.5.1 not call on any premises where there is a message prominently displayed in the form of a visible, clearly worded and unambiguous notice indicating that a <u>consumerConsumer</u> does not wish to receive uninvited <u>dD</u>oorstep <u>sS</u>ales callers.
- 3.5.2 Sales Agents must not exploit a person's inexperience, vulnerability, credulity, loyalties or intimidate a <u>consumer</u> in an attempt to restrict their ability to make an informed choice.

3.6 Sales Agents must at all times:

- 3.6.1 be courteous and professional.
- 3.6.2 not give any misleading information or make false assumptions, in particular over potential savings, or act to mislead or make omissions designed to mislead.
- 3.6.3 not use high pressure tactics-and be fully compliant with all current relevant consumer protection and sales legislation.
- 3.7 Sales Agents must provide the <u>consumerConsumer</u> in writing or by means of an electronic display, the unit rate which the <u>customerCustomer</u> will be charged for all products discussed.
- 3.7.1 Tariffs with standard unit rates must be shown in the following formats:

Display tariffs inclusive and exclusive of VAT on a per unit basis. Rates should be shown side by side inclusive and exclusive of VAT.

Tariff Name	Pence per unit (ex. VAT)	Pence per unit (inc. VAT)

Any annual or quarterly standing charges (included in any tariffs which include standing charges) must be shown as an annual or quarterly amount (or such other period e.g. monthly as is applicable) inclusive and exclusive of VAT that applies to the tariff. To avoid any confusion caused by varying consumption levels agentAgents will be prohibited from offering any quotes for the supply of energy to customerCustomers on an annual bill or annual amount annual cost basis. All quotations must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately.

This approach (to standing or fixed charges) should be applied to any other fixed charge applied by the Supplier. All associated fixed costs should be presented alongside unit rates and any discounts on unit rates in the same text and font size.

Tariff Name	Pence per unit (ex. VAT)	•	0	Standing Charge for Year/Period (inc. VAT)

Furthermore tariffs with any discounts being offered off the standard rate tariff of that Supplier (e.g. for Direct Debit or a discounted period) should be shown in the following format.

Each discount must be set out clearly in pence per unit (or such other discount applicable e.g. quarterly discount amount, fixed amount discount) alongside the standard unit rate to demonstrate the actual unit rate the <u>customerCustomer</u> will be charged (including any discounts) and the duration of any discount.

Note that the discounts used in the table below are for illustrative purposes:

	Standard Unit Rate	Dual Fuel Discount	Dual Fuel/DD Discount	Dual Fuel/DD/E- billing Discount
Pence per Unit (ex. VAT)	10.00	9.00	8.00	7.00

3.7.2 Where a Supplier is offering a dual fuel bundle, the gas and electricity tariffs should be shown separately with details provided on additional components of the tariff.

- 3.7.3 For differently composed or more complex tariffs where additional tariff rate elements are included in the proposal, such as tiered unit charges, Time of Day charges, fuel price pass through, wholesale price pass through, seasonal tariffs etc, all the relevant required information should be clearly displayed.
- 3.8 For all <u>consumerConsumer</u>s where the Sales Agent had stated they can save money on <u>Energy Supply energy supply if they switch from their current supplier to the agent's</u> <u>supplier</u>, the Sales Agent must provide a comparison with the <u>consumerConsumer'</u>s current unit rates (i.e. those being charged by the <u>consumerConsumer'</u>s existing Supplier including any current discounts given) in writing or by means of an electronic display. The format for the comparison of these unit rates must be the same as that laid out in Section3.7. <u>To avoid</u> <u>any confusion caused by varying consumption levels agentAgents will not be permitted to</u> <u>provide comparisons on an annual bill or annual cost basis. All comparisons must be on</u> <u>the basis of unit rates only or standing/fixed charges by period with unit rates shown</u> <u>separately.</u> For more complex tariff offerings <u>agentAgents</u> must provide clear and transparent information that illustrates the offering adequately and any savings quoted.

The unit rate comparison must:

- 3.8.1 be based on the best information available to the Sales Agent. This must be information that is accurate and relevant to proving to the (specific) consumerConsumer that switching will save them money as stated by the Seales Agent. If no information or inadequate information is available e.g. if the seales agent cannot ascertain what the consumerConsumer's current unit rate is, then the seales agent will not state that he/she can save the consumerConsumer money or they will retract any previous statement made indicating that they could save the consumerConsumer money.
 3.8.2 include any relevant differences.
- 3.9 In the event a <u>sSale/Ssign-uUp</u>' is made, Suppliers will maintain records for not less than 2 years including the date of contact with the <u>consumerConsumer</u> and sufficient information

to allow the positive identification of the Sales Agent involved. Any material shown to the customer<u>Customer</u> such as price comparison information should also be maintained (including electronic displays). This will assist in dealing with any complaint or query. In the event of no <u>s</u><u>S</u>ale being made Suppliers must retain sufficient information to allow the identification of the Sales Agent involved for a minimum of <u>2 years.six months.</u>

3.10 In the event a Sale/Sign-up is made Where the customer enters into an Energy Supply contract the Sales Agent must provide the customerCustomer with a copy of the written unit rate(s) in one of the formats specified in Section 3.7 and obtain a signature from the consumerConsumer to confirm this. If it has been claimed savings can be made the "written information"Written Information must also include the relevant comparative information presented to the customerCustomer, as detailed in Section 3.8 or a copy of the comparative information is left with the customerCustomer to keep.

3.11 The <u>sSales</u> a<u>A</u>gent must:

- 3.11.1 not abuse the trust of vulnerable or inexperienced <u>customerCustomer</u>s, for example those who are elderly or those who have special needs. Sales <u>aAgents should not complete an <u>eEnergy sSupply eContract with customerCustomer</u>s who are not capable, at the time of the contact, of making an informed decision as to whether or not to enter into the <u>contractContract</u>.</u>
- 3.11.2 ensure that details of how a customerCustomer's account information may be used with respect to debt flagging is clearly set out on the sign upSign-up form and within the sign upSign-up process. Explain how a debt flag may be raised against the customerCustomer's account by their existing Supplier.

3.11.3 state that the Customer is entering a contract

3.11.23.11.4 provide the <u>customerCustomer</u> with details of the <u>"cooling off" periodCooling-Off Period</u> that applies and how to go about cancelling their request to switch Supplier within that <u>cooling off periodCooling-Off Period</u> (in line with existing legislation).

3.11.33.11.5 confirm that the customerCustomer has read and understood the doorstep/faceto-face sales checklistSales Checklist (where the customer is being signed up in person).

3.11.43.11.6 provide their ID name/number in writing.

- 3.12 Suppliers must design application literature such that the nature of the literature or forms is clear to the <u>consumerConsumer</u>. It must be made clear on the literature itself that the <u>consumerConsumer</u> is entering into a legal and binding <u>contractContract</u> and a statement of this nature should be immediately adjacent to where the <u>consumerConsumer</u> signs, so that the word CONTRACT or <u>AGREEMENT</u> cannot be obscured or concealed.
- 3.13 Suppliers must within 7 days of entering into the Energy Supply €Contract, take all reasonable steps to ensure the consumerConsumer receives 'written information'Written Information. This information can be sent via e mail or post (or left directly with the Customer) and will clearly:
- 3.13.1 state that they have entered into a contractContract.
- 3.13.2 State the <u>customerCustomer's</u> right to cancel within the 10<u>working</u> day <u>'cooling-off'</u> <u>periodCooling-Off Period</u>.
- 3.13.3 state the principal terms and conditions of the contract<u>Contract</u> including any fixed term conditions, duration, any applicable exit fees and any other specific conditions of the contract<u>Contract</u>.

3.13.4 state the proposed unit rates and any comparison given by a <u>S</u>ales <u>agentAgent</u>.

3.13.5 state the expected date of commencement of supply.

3.14 Where the <u>consumerConsumer</u> indicates (within the 10 <u>working</u> day <u>'cooling-off'</u> <u>periodCooling-Off Period</u>) that they are not content to have entered into an Energy Supply <u>eC</u>ontract the company must take all reasonable steps to ensure that:

3.14.1 the contractContract is ended.

3.14.2 the company does not begin to supply the consumerConsumer.

Section 4: Face-to-Face Marketing and Sales selling/conta ct

This Section applies when a Supplier/Agent contacts a potential customer by any means which is face-to-face (other than Doorstep Marketing and Sales which is covered by Section 3).

- 4.1.1Produce/Display an identity card, and if appropriate, a business card, which clearly
displays their full name and photograph and the name, business address, contact
number of the Supplier and an expiry date for validity of the card. Thereafter, the
Supplier/Agent must always show the card to the Consumer if asked. Sales Agents
must not misrepresent themselves or the purpose of their approach.
- 4.1.2
 Provide the Customer with a copy of the Sales Checklist (for the Customer to keep)

 prior to the commencement of the Sales pitch; this is to help the Customer ensure

 that the Supplier/Agent has followed the correct procedure (See Annex A).

3.1.1, 3.1.3

- 4.2 Sales Agents:

 4.2.1
 Must not exploit a person's inexperience, vulnerability, credulity, loyalties or intimidate a Consumer in an attempt to restrict their ability to make an informed choice.
- 4.3 Sales Agents must at all times:
 - 4.3.1 be courteous and professional.
 - <u>4.3.2</u> not give any misleading information or make false assumptions, in particular over potential savings, or act to mislead or make omissions designed to mislead.
 - 4.3.3 not use high pressure tactics.
- **4.4** Sales Agents must provide the Consumer in writing or by means of an electronic display, the unit rate which the Customer will be charged for all products discussed.
 - 4.4.1 Tariffs with standard unit rates must be shown in the following formats:

Display tariffs inclusive and exclusive of VAT on a per unit basis. Rates should be shown side by side inclusive and exclusive of VAT.

Tariff Name	Pence per unit (ex. VAT)	Pence per unit (inc. VAT)

Any annual or quarterly standing charges (included in any tariffs which include standing charges) must be shown as an annual or quarterly amount (or such other period e.g. monthly as is applicable) inclusive and exclusive of VAT that applies to the tariff. To avoid any confusion caused by varying consumption levels Agents will be prohibited from offering any quotes for the supply of energy to Customers on an annual bill-or

annual cost basis. All quotations must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately.

This approach (to standing or fixed charges) should be applied to any other fixed charge applied by the Supplier. All associated fixed costs should be presented alongside unit rates and any discounts on unit rates in the same text and font size.

Tariff Pence per Pence per Standing Standing Name unit (ex. unit (inc. Charge for Charge VAT) VAT) Year/Period Year/Priod (ex. VAT) (inc. VZ) (inc. VZ)	<u>for</u> eriod
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<u>Furthermore tariffs with any discounts being offered off the standard rate tariff of that</u> <u>Supplier (e.g. for Direct Debit or a discounted period) should be shown in the following</u> format.

Each discount must be set out clearly in pence per unit (or such other discount applicable e.g. quarterly discount amount, fixed amount discount) alongside the standard unit rate to demonstrate the actual unit rate the Customer will be charged (including any discounts) and the duration of any discount.

Note that the discounts used in the table below are for illustrative purposes:

	<u>Standard</u> <u>Unit Rate</u>	<u>Dual Fuel</u> <u>Discount</u>	<u>Dual</u> <u>Fuel/DD</u> <u>Discount</u>	<u>Dual</u> <u>Fuel/DD/E-</u> <u>billing</u> <u>Discount</u>
<u>Pence per</u> <u>Unit (ex. VAT)</u>	<u>10.00</u>	<u>9.00</u>	<u>8.00</u>	<u>7.00</u>

4.4.2 Where a Supplier is offering a dual fuel bundle, the gas and electricity tariffs should be shown separately with details provided on additional components of the tariff.

4.4.3 For differently composed or more complex tariffs where additional tariff rate elements are included in the proposal, such as tiered unit charges, Time of Day charges, fuel price pass through, wholesale price pass through, seasonal tariffs etc, all the relevant required information should be clearly displayed.

4.5 For all Consumers where the Sales Agent had stated they can save money on energy
 supply, the Sales Agent must provide a comparison with the Consumer's current unit rates
 (i.e. those being charged by the Consumer's existing Supplier including any current discounts
 given) in writing or by means of an electronic display. The format for the comparison of
 these unit rates must be the same as that laid out in Section 4.4. To avoid any confusion
 caused by varying consumption levels Agents will not be permitted to provide
 comparisons on an annual bill or annual cost basis. All comparisons must be on the basis
 of unit rates only or standing/fixed charges by period with unit rates shown separately.
 For more complex tariff offerings Agents must provide clear and transparent information
 that illustrates the offering adequately and any savings quoted.

The unit rate comparison must:

- 4.5.1 be based on the best information available to the Sales Agent. This must be information that is accurate and relevant to proving to the (specific) Consumer that switching will save them money as stated by the Sales Agent. If no information or inadequate information is available e.g. if the Sales Agent cannot ascertain what the Consumer's current unit rate is, then the Sales Agent will not state that he/she can save the Consumer money or they will retract any previous statement made indicating that they could save the Consumer money.
- 4.5.2 include any relevant differences.

4.6 In the event a Sale/Sign-Up is made, Suppliers will maintain records for not less than 2 years including the date of contact with the Consumer and sufficient information to allow the positive identification of the Sales Agent involved. Any material shown to the Customer such as price comparison information should also be maintained (including electronic displays). This will assist in dealing with any complaint or query. In the event of no Sale being made Suppliers must retain sufficient information to allow the identification of the Sales Agent involved for a minimum of 2 years.

4.7 In the event a Sale/Sign-Up is made the Sales Agent must provide the Customer with a copy of the written unit rate(s) in one of the formats specified in Section 4.4 and obtain a signature from the Consumer to confirm this. If it has been claimed savings can be made the Written Information must also include the relevant comparative information presented to the Customer, as detailed in Section 4.5.

- 4.8 The Sales Agent must:
 - 4.8.1
 not abuse the trust of vulnerable or inexperienced Customers, for example those

 who are elderly or those who have special needs. Sales Agents should not complete

 an Energy Supply Contract with Customers who are not capable, at the time of the

 contact, of making an informed decision as to whether or not to enter into the

 Contract.
 - 4.8.2 ensure that details of how a Customer's account information may be used with respect to debt flagging is clearly set out on the Sign-up form and within the Sign-up process. Explain how a debt flag may be raised against the Customer's account by their existing Supplier.
 - 4.8.3 state that the Customer is entering a contract
 - 4.8.4 provide the Customer with details of the Cooling-Off Period that applies and how to go about cancelling their request to switch Supplier within that Cooling-Off Period (in line with existing legislation).
 - 4.8.5 confirm that the Customer has read and understood the doorstep/face to face Sales Checklist.
 - 4.8.6 provide their ID name/number in writing.
- 4.9 Suppliers must design application literature such that the nature of the literature or forms is clear to the Consumer. It must be made clear on the literature itself that the Consumer is entering into a legal and binding Contract and a statement of this nature should be immediately adjacent to where the Consumer signs, so that the word CONTRACT cannot be obscured or concealed.
- **4.10** Suppliers must within 7 days of entering into the Energy Supply Contract, take all reasonable steps to ensure the Consumer receives Written Information. This information can be sent via e mail or post (or left directly with the Customer) and will clearly:

4.10.1 state that they have entered into a Contract.

4.10.2 State the Customer's right to cancel within the 10 working day Cooling-Off Period.

4.10.3 state the principal terms and conditions of the Contract including any fixed term conditions, duration, any applicable exit fees and any other specific conditions of the Contract.

4.10.4 state the proposed unit rates and any comparison given by a Sales Agent.

4.10.5 state the expected date of commencement of supply.

4.11 Where the Consumer indicates (within the 10 working day Cooling-Off Period) that they are not content to have entered into an Energy Supply Contract the company must take all reasonable steps to ensure that:

4.11.1 the Contract is ended.

4.11.2 the company does not begin to supply the Consumer.

3.5.2 3.6 3.7 3.8 3.9 3.10 3.11 3.12 3.12 3.13

3.14

4.34.12 In the case of <u>Mm</u>arketing at events or on <u>T</u>third <u>Pp</u>arty retail premises Sales Agents may make <u>Sp</u>ales in accordance with the event times or the opening hours of the venue they are <u>mM</u>arketing in. Section 5: Outbound Telephone Marketing & SalesTelesale

This Section applies when a Supplier or its Agent contacts a potential customer via the telephone.

- 5.1 In any telephone call made by or on behalf of a Supplier to a <u>customerCustomer</u> for the purposes of <u>mMarketing/Sales</u>, the caller must, as soon as practicable, clearly identify:
- i. his or her name;
- ii. contact number (if requested by the customerCustomer);
- iii the name of the Supplier on whose behalf the call is being made; and
- iv. the purpose of the call.
- 5.2 If told by a <u>customerCustomer</u>, at any time during a telephone conversation between the <u>customerCustomer</u> and the caller that the <u>customerCustomer</u> does not wish to continue, the caller must cease the phone call <u>immediately</u> without attempting to change the <u>customerCustomer's mind</u>. Furthermore the caller must not continue the conversation in any other way save to explain the terms of 5.3.
- 5.3 The Supplier<u>/Agent</u> must also inform the <u>customerCustomer</u> they can be permanently removed from the contact list and remove the <u>consumerConsumer</u> from their contact list if asked.

5.4 Suppliers will also use the Telephone Preference Services¹

- 5.55.4 Unless otherwise requested, a Supplier/Agent must only contact a domestic consumerConsumer at home for mMarketing purposes between:
- i. 9am to 8pm on weekdays; and
- ii. 9am to 7pm on Saturdays.

Domestic consumerConsumers should not be contacted outside of these times

And not during:

- iii. Christmas Eve;
- iv. Any Public or Bank Holiday; or
- v. Sundays.

Domestic consumers should not be contacted outside of these times.

5.6 -Similarly to Section 4 (Face-to-Face selling/contact) the following elements of Section 3

5.5 If a Supplier/Agent engages in outbound/Ssales telephone calls, the Supplier/Agent must:

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 5.5.1
 In the event of a Sale/Sign-up, provide the Customer with a copy of the Sales

 Checklist (for the Customer to keep) as a follow up to the telephone contact sent to the Customer as part of their Written Information; this is to help the Customer

 ensure that the Supplier/Agent has followed the correct procedure (See Annex A).

5.6 Sales Agents:

5.6.1 Must not exploit a person's inexperience, vulnerability, credulity, loyalties or intimidate a Consumer in an attempt to restrict their ability to make an informed choice.

5.7 Sales Agents must at all times:

5.7.1 be courteous and professional.

- 5.7.2 not give any misleading information or make false assumptions, in particular over potential savings, or act to mislead or make omissions designed to mislead.
- 5.7.3 not use high pressure tactics.
- 5.8 In the event of a Sale/Sign-up, the Supplier/Agent must provide the Consumer in writing (as a follow up to the telephone call as part of the Written Information) the unit rate which the Customer will be charged for all products discussed.

5.8.1 Tariffs with standard unit rates must be shown in the following formats:

Display tariffs inclusive and exclusive of VAT on a per unit basis. Rates should be shown side by side inclusive and exclusive of VAT.

Tariff Name	Pence per unit (ex. VAT)	Pence per unit (inc. VAT)

Any annual or quarterly standing charges (included in any tariffs which include standing charges) must be shown as an annual or quarterly amount (or such other period e.g. monthly as is applicable) inclusive and exclusive of VAT that applies to the tariff. To avoid any confusion caused by varying consumption levels Agents will be prohibited from offering any quotes for the supply of energy to Customers on an annual bill or annual cost basis. All quotations must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately.

This approach (to standing or fixed charges) should be applied to any other fixed charge applied by the Supplier. All associated fixed costs should be presented alongside unit rates and any discounts on unit rates in the same text and font size.

<u>Tariff</u> <u>Name</u>	<u>Pence per</u> <u>unit (ex.</u> <u>VAT)</u>	<u>Pence per</u> <u>unit (inc.</u> <u>VAT)</u>	Standing Charge for Year/Period (ex. VAT)	Standing Charge for Year/Period (inc. VAT)

Furthermore tariffs with any discounts being offered off the standard rate tariff of that Supplier (e.g. for Direct Debit or a discounted period) should be shown in the following format.

Each discount must be set out clearly in pence per unit (or such other discount applicable e.g. quarterly discount amount, fixed amount discount) alongside the standard unit rate to demonstrate the actual unit rate the Customer will be charged (including any discounts) and the duration of any discount.

Note that the discounts used in the table below are for illustrative purposes:

	<u>Standard</u> <u>Unit Rate</u>	<u>Dual Fuel</u> Discount	<u>Dual</u> <u>Fuel/DD</u> <u>Discount</u>	<u>Dual</u> <u>Fuel/DD/E-</u> <u>billing</u> <u>Discount</u>
<u>Pence per</u> Unit (ex. VAT)	<u>10.00</u>	<u>9.00</u>	<u>8.00</u>	<u>7.00</u>

- 5.8.2 Where a Supplier is offering a dual fuel bundle, the gas and electricity tariffs should be shown separately with details provided on additional components of the tariff.
- 5.8.3 For differently composed or more complex tariffs where additional tariff rate elements are included in the proposal, such as tiered unit charges, Time of Day charges, fuel price pass through, wholesale price pass through, seasonal tariffs etc, all the relevant required information should be clearly displayed.
- 5.9 For all Consumers where the Sales Agent had stated they can save money on energy
 supply, the Sales Agent must provide a comparison with the Consumer's current unit rates

 (i.e. those being charged by the Consumer's existing Supplier including any current discounts
 given) in writing (as a follow up to the telephone call where a Sale has been made and as
 part of the Written Information). The format for the comparison of these unit rates must be
 the same as that laid out in Section 5.8. To avoid any confusion caused by varying
 consumption levels Agents will not be permitted to provide comparisons on an annual bill
 or annual cost basis. All comparisons must be on the basis of unit rates only or
 standing/fixed charges by period with unit rates shown separately. For more complex
 tariff offerings Agents must provide clear and transparent information that illustrates the
 offering adequately and any savings quoted.

The unit rate comparison must:

- 5.9.1 be based on the best information available to the Sales Agent. This must be information that is accurate and relevant to proving to the (specific) Consumer that switching will save them money as stated by the Sales Agent. If no information or inadequate information is available e.g. if the Sales Agent cannot ascertain what the Consumer's current unit rate is, then the Sales Agent will not state that he/she can save the Consumer money or they will retract any previous statement made indicating that they could save the Consumer money.
- 5.9.2 include any relevant differences.
- 5.10 In the event a Sale/Sign-up is made, Suppliers will maintain records for not less than 2 years including the date of contact with the Consumer and maintain sufficient information to allow the positive identification of the Sales Agent involved. Any material shown to the Customer or discussed with them such as price comparison information should also be maintained (including Written Information sent to the Customer after the telephone call). This will assist in dealing with any complaint or query. In the event of **no** Sale being made

<u>Suppliers must retain sufficient information to allow the identification of the Sales Agent</u> <u>involved for a minimum of 2 years</u>. All telephone calls should be recorded (regardless of whether a Sign-up occurs) and held for a minimum of 2 years.

5.11 In the event a Sale/Sign-up is made the Sales Agent must provide the Customer with a copy of the written unit rate(s) in one of the formats specified in Section 5.8. If it has been claimed savings can be made the Written Information must also include the relevant comparative information presented to the Customer, as detailed in Section 5.9 (as a follow up to the telephone call as part of the Written Information).

5.12 The Sales Agent must:

- 5.12.1 not abuse the trust of vulnerable or inexperienced Customers, for example those who are elderly or those who have special needs. Sales Agents should not complete an Energy Supply Contract with Customers who are not capable, at the time of the contact, of making an informed decision as to whether or not to enter into the Contract.
- 5.12.2 ensure that details of how a Customer's account information may be used with respect to debt flagging is clearly set out on the Sign-up form and within the Sign-up process. Explain how a debt flag may be raised against the Customer's account by their existing Supplier.

5.12.3 state that the Customer is entering a contract.

5.12.4 provide the Customer with details of the Cooling-Off Period that applies and how to go about cancelling their request to switch Supplier within that Cooling-Off Period (in line with existing legislation).

5.12.5 provide their ID name/number.

- 5.13 Suppliers must design application literature such that the nature of the literature or forms is clear to the Consumer. It must be made clear on the literature itself that the Consumer is entering into a legal and binding Contract and a statement of this nature should be immediately adjacent to where the Consumer signs, so that the word CONTRACT cannot be obscured or concealed.
- 5.14 Suppliers must within 7 days of entering into the Energy Supply Contract, take all reasonable steps to ensure the Consumer receives Written Information. This information can be sent via e mail or post and will clearly:

5.14.1 state that they have entered into a Contract.

5.14.2 State the Customer's right to cancel within the 10 working day Cooling-Off Period.

- 5.14.3 state the principal terms and conditions of the Contract including any fixed term conditions, duration, any applicable exit fees and any other specific conditions of the Contract.
- 5.14.4 state the proposed unit rates and any comparison given by a Sales Agent.
- 5.14.5 state the expected date of commencement of supply.
- 5.15 Where the Consumer indicates (within the 10 working day Cooling-Off Period) that they are not content to have entered into an Energy Supply Contract the company must take all reasonable steps to ensure that:

5.15.1 the Contract is ended.

5.15.2 the company does not begin to supply the Consumer.

- 3.1.3 (follow up to website or telephone contact by the customer sent to customer as
 3.6
 - 3.7 (this would be a follow up to the telephone call as part of the 'written information')

• 3.8 (this would be a follow up to the telephone call as part of the 'written information')

- 3.9 (as well as <u>all telesales being recorded (regardless of whether a sign up</u> occurs) and held for a minimum of 6 months)
- 3.10(this would be a follow up to the telephone call as part of the 'written information')
- 3.11
- 3.12
- 3.13
- 3.14

—In the event of a <u>sSale/Ssign-up</u> <u>customer signing up</u>, the <u>agentAgent</u> must inform the <u>customerCustomer</u> that there is a standard <u>sales checklistSales Checklist</u> and that this will be sent out to them as part of their <u>'written information'Written Information</u>.

Section 6: Website/ Inbound Telephone Marketing & SalesTelepho

This Section applies when a customer <u>Customer contacts the Supplier or its Agent via the</u> <u>telephone.proceeds with an application to switch online or via the telephone i.e. where</u> the customer has proactively engaged with the Supplier.

6.1 If a customer is 'signed up' via the website/internet or telephone then the Supplier mus	;t •	Formatted: Indent: Left: 0.63 cm, No bullets or numbering
also comply with the following sections of this Code:		
6.1 or its agents sales activity resulting from inbound telephone calls or inbound contact via a	4	Formatted

we	ebsite _ If a <mark>e</mark>	ustomer is Signed up/Sale/Sale/Sale/Sale is made via an inbound call the		
<u>Su</u>	pplier must	provide the Customer with a copy of the Sales Checklist (for the Customer to		
ke	ep) as a foll	ow up to the telephone call sent to the Customer as part of their Written		
Int	formation; t	this is to help the Customer ensure that the Supplier/Agent has followed the		
<u>co</u>	rrect proce	dure (See Annex A).		
<u>6.2</u> Sa	ales Agents:			
6.2.1	Must not	exploit a person's inexperience, vulnerability, credulity, loyalties or intimidate		
	<u>a Consum</u>	er in an attempt to restrict their ability to make an informed choice.		
6.2.2	be courte	ous and professional.		
6.2.3	not give a	ny misleading information or make false assumptions, in particular over		
	potential :	savings, or act to mislead or make omissions designed to mislead.		
6.2.4	not use hi	gh pressure tactics.		
		1.3 (as a follow up to the website or telephone contact by the customer and stomer as part of their 'written information')	•	Formatted: Indent: Left: 1.27 cm, No bullets or numbering
	♣ <u>3.</u>	5.2 – telephone only		
	• 3.	6 – telephone only		
		9 (as well as <u>all</u> telesales being recorded (regardless of whether a sign up	•	Formatted: Indent: Left: 1.27 cm, No bullets or numbering
		nd held for a minimum of 6 months)		
		10 - (as a follow up to the website or telephone contact by the customer and		
		stomer as part of their 'written information', except for the requirement for a		
		i gnature on the rate sheet)		
	♦ 3.	11 of this Code except for 3.11.5 for online sign up		
	• 3.	12		
	• 3.:	13		

• 3.14

6.26.3 If a <u>Sale/Sign-up is made</u>customer is 'signed up' via the <u>website/internet or</u>-telephone, and where the <u>customerCustomer</u> has actively initiated the contact, the <u>website or the</u> telephone <u>S</u>ales <u>Aagent must provide the unit rate which the <u>customerCustomer</u> will be charged for all products displayed or discussed.</u>

6.2.16.3.1 Tariffs with standard unit rates must be shown in the following formats on the website (with a copy forwarded to the customer Customer where sign up has taken place over the phone-as part of the 'written information' Written Information):

Display tariffs inclusive and exclusive of VAT on a per unit basis. Rates should be shown side by side inclusive and exclusive of VAT.

Tariff Name	Pence per unit (ex. VAT)	Pence per unit (inc. VAT)

Any annual or quarterly standing charges (included in any tariffs which include standing charges) must be shown as an annual or quarterly amount (or such other period e.g. monthly as is applicable) inclusive and exclusive of VAT that applies to the tariff. To avoid any confusion caused by varying consumption levels both-the website and telephone 6<u>S</u>ales a<u>A</u>gents will be prohibited from offering any quotes for the supply of energy to customerCustomers on an annual bill or annual amount-or annual cost basis. All quotations must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately.

This approach (to standing or fixed charges) should be applied to any other fixed charge applied by the Supplier. All associated fixed costs should be presented alongside unit rates and any discounts on unit rates in the same text and font size.

Tariff Name	Pence per unit (ex. VAT)	Pence per unit (inc. VAT)	Standing Charge for Year/Period (ex. VAT)	Standing Charge for Year/Period (inc. VAT)

Furthermore, tariffs with any discounts being offered off the standard rate tariff of that Supplier (e.g. for Direct Debit or a discounted period) should be shown in the following format.

Each discount must be set out clearly in pence per unit (or such other discount applicable e.g. quarterly discount amount, fixed amount discount) alongside the standard unit rate to demonstrate the actual unit rate the <u>customerCustomer</u> will be charged (including any discounts) and the duration of any discount.

Note that the discounts used in the table below are for illustrative purposes:

Standard	Dual Fuel	Dual	Dual
Unit Rate	Discount	Fuel/DD	Fuel/DD/E-

			Discount	billing Discount
Pence per Unit (ex. VAT)	10.00	9.00	8.00	7.00

- 6.2.26.3.2 Where a Supplier is offering a dual fuel bundle, the gas and electricity tariffs should be shown separately with details provided on additional components of the tariff.
- 6.2.36.3.3 For differently composed or more complex tariffs where additional tariff rate elements are included in the proposal, such as tiered unit charges, Time of Day charges, fuel price pass through, wholesale price pass through, seasonal tariffs etc, all the relevant required information should be clearly displayed.
- **6.36.4** For all consumerConsumers where the telephone sSales aAgent or the website-has stated or displayed-they can save money on Eenergy Ssupply if they switch from their current supplier, the telephone sSales aAgent or website must provide a comparison with the consumerConsumer's current unit rates (i.e. those being charged by the consumerConsumer's existing Supplier including any current discounts given) in writing (with a copy forwarded to the customerCustomer where sign upSign-up has taken place over the phone as part of the 'written information'Written Information). or, in the case of a website, the relevant unit rates must be the same as that laid out in Section 6.32. To avoid any confusion caused by varying consumption levels the website or the telephone sSales aAgent will not be permitted to provide comparisons on an annual bill or annual cost basis. All comparisons must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately. For more complex tariff offerings agentAgents must provide clear and transparent information that illustrates the offering adequately and any savings quoted.

The unit rate comparison must:

6.3.16.4.1 ______be based on the best information available to the telephone sSales aAgent or supplierSupplier/agent. This must be information that is accurate and relevant to proving to the (specific) consumerConsumer that theyswitching will save them money as displayed or stated by the website or telephone sSales aAgent. If no information or inadequate information is available e.g. if in the case of a telephone salesinbound call conversation the telephone agentAgent cannot ascertain what the consumerConsumer's current unit rate is, then the telephone sSales aAgent will not state that they can save the consumerConsumer money and they must retract any previous statement made indicating that they could save the consumerConsumer money.

6.3.26.4.2 include any relevant differences.

6.5 In the event a Sale/Sign-up is made, Suppliers will maintain records for not less than 2 years including the date of contact with the Consumer and in the case of telephone calls maintain sufficient information to allow the positive identification of the Sales Agent involved. Any material discussed with them on the telephone such as price comparison information should also be maintained (including Written Information sent to the Customer after the telephone call). This will assist in dealing with any complaint or query. In the event of no Sale being made Suppliers must retain sufficient information to allow the identification of the Sales

Agent involved for a minimum of 2 years. All telephone calls should be recorded (regardless of whether a Sign-up occurs) and held for a minimum of 2 years.

6.6 In the event a Sale/Sign-up is made Customers must be provided with a copy of the written unit rate(s) in one of the formats specified in Section 6.3. If it has been claimed savings can be made the Written Information must also include the relevant comparative information presented to the Customer, as detailed in Section 6.4 (as a follow up as part of the Written Information).

6.7 The Sales Agent must:

- 6.7.1
 not abuse the trust of vulnerable or inexperienced Customers, for example those who

 are elderly or those who have special needs.
 Sales Agents should not complete an

 Energy Supply Contract with Customers who are not capable, at the time of the contact, of making an informed decision as to whether or not to enter into the Contract.
- 6.7.2 ensure that details of how a Customer's account information may be used with respect to debt flagging is clearly set out on the Sign-up form and within the Sign-up process. Explain how a debt flag may be raised against the Customer's account by their existing Supplier.
- 6.7.3 state that the Customer is entering a contract.
- 6.7.4 provide the Customer with details of the Cooling-Off Period that applies and how to go about cancelling their request to switch Supplier within that Cooling-Off Period (in line with existing legislation).
- 6.7.5 provide their ID name/number.
- 6.8 Suppliers must design application literature such that the nature of the literature or forms is clear to the Consumer. It must be made clear on the literature itself that the Consumer is entering into a legal and binding Contract and a statement of this nature should be immediately adjacent to where the Consumer signs, so that the word CONTRACT cannot be obscured or concealed.
- **6.9** Suppliers must within 7 days of entering into the Energy Supply Contract, take all reasonable steps to ensure the Consumer receives Written Information. This information can be sent via e mail or post and will clearly:
- 6.9.1 state that they have entered into a Contract.
- 6.9.2 State the Customer's right to cancel within the 10 working day Cooling-Off Period.
- 6.9.3 state the principal terms and conditions of the Contract including any fixed term conditions, duration, any applicable exit fees and any other specific conditions of the Contract.
- 6.9.4 state the proposed unit rates and any comparison given by a Sales Agent.
- 6.9.5 state the expected date of commencement of supply.
- **6.10** Where the Consumer indicates (within the 10 working day Cooling-Off Period) that they are not content to have entered into an Energy Supply Contract the company must take all reasonable steps to ensure that:
- 6.10.1 the Contract is ended.
- 6.10.2 the company does not begin to supply the Consumer.
- **6.12** Records of <u>Sales pages on the website and updates to these should be retained for a period of 2 years.</u>In the event of a <u>Sale/Ssign-upcustomer signing up</u>, the Agent must

inform the Customer that there is a standard Sales Checklist and that this will be sent out to them as part of their Written Information.

Section 7: Website Marketing & Sales

This Section applies when a Customer uses the website or contacts the Supplier via the website.

- 7.1 If a Sale/Sign-up is made via the website the Supplier must provide the Customer with a copy of the Sales Checklist (for the Customer to keep) as a follow up to the website Sign-up sent to the Customer as part of their Written Information; this is to help the Customer ensure that the website has followed the correct procedure (See Annex A).
- **7.2** If a Sale/Sign-up is made via the website/internet, and where the Customer has actively initiated the contact, the website must provide the unit rate which the Customer will be charged for all products displayed or discussed.

7.2.1 Tariffs with standard unit rates must be shown in the following formats on the website:

Display tariffs inclusive and exclusive of VAT on a per unit basis. Rates should be shown side by side inclusive and exclusive of VAT.

Tariff Name	<u>Pence per unit (ex.</u> <u>VAT)</u>	Pence per unit (inc. VAT)

Any annual or quarterly standing charges (included in any tariffs which include standing charges) must be shown as an annual or quarterly amount (or such other period e.g. monthly as is applicable) inclusive and exclusive of VAT that applies to the tariff. To avoid any confusion caused by varying consumption levels both the website will be prohibited from offering any quotes for the supply of energy to Customers on an annual bill annual cost basis. All quotations must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately.

This approach (to standing or fixed charges) should be applied to any other fixed charge applied by the Supplier. All associated fixed costs should be presented alongside unit rates and any discounts on unit rates in the same text and font size.

<u>Tariff</u> <u>Name</u>	<u>Pence per</u> unit (ex. VAT)	<u>Pence per</u> unit (inc. VAT)	<u>Standing</u> <u>Charge for</u> <u>Year/Period</u> <u>(ex. VAT)</u>	Standing Charge for Year/Period (inc. VAT)

<u>Furthermore, tariffs with any discounts being offered off the standard rate tariff of that</u> <u>Supplier (e.g. for Direct Debit or a discounted period) should be shown in the following</u> <u>format.</u>

Each discount must be set out clearly in pence per unit (or such other discount applicable e.g. quarterly discount amount, fixed amount discount) alongside the standard unit rate to demonstrate the actual unit rate the Customer will be charged (including any discounts) and the duration of any discount.

Note that the discounts used in the table below are for illustrative purposes:

	<u>Standard</u> <u>Unit Rate</u>	<u>Dual Fuel</u> Discount	<u>Dual</u> <u>Fuel/DD</u> <u>Discount</u>	<u>Dual</u> <u>Fuel/DD/E-</u> <u>billing</u> <u>Discount</u>
<u>Pence per</u> <u>Unit (ex. VAT)</u>	<u>10.00</u>	<u>9.00</u>	<u>8.00</u>	<u>7.00</u>

- 7.2.2 Where a Supplier is offering a dual fuel bundle, the gas and electricity tariffs should be shown separately with details provided on additional components of the tariff.
- 7.2.3 For differently composed or more complex tariffs where additional tariff rate elements are included in the proposal, such as tiered unit charges, Time of Day charges, fuel price pass through, wholesale price pass through, seasonal tariffs etc, all the relevant required information should be clearly displayed.
- 7.3 For all Consumers where the website has stated or displayed they can save money on energy supply, the website must provide a comparison with the Consumer's current unit rates (i.e. those being charged by the Consumer's existing Supplier including any current discounts given), the relevant unit rate on which the saving will be made . The format for the comparison of these unit rates must be the same as that laid out in Section 7.2. To avoid any confusion caused by varying consumption levels the website will not be permitted to provide comparisons on an annual bill or annual cost basis. All comparisons must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately. For more complex tariff offerings the website must provide clear and transparent information that illustrates the offering adequately and any savings quoted.

The unit rate comparison must:

- 7.3.1
 be based on the best information available to the Supplier. This must be information

 that is accurate and relevant to proving to the (specific) Consumer that they will save

 money as displayed or stated by the website. If no information or inadequate

 information is available, then the website will not state that they can save the Consumer

 money and it must retract any previous statement made indicating that they could save

 the Consumer money.
- 7.3.2 include any relevant differences.
- **7.4** In the event a Sale/Sign-up is made, Suppliers will maintain records for not less than 2 years including the date of contact with the Consumer. Any material shown to the Customer (via the website) such as price comparison information should also be maintained (including

Written Information sent to the Customer). This will assist in dealing with any complaint or query.

7.5 In the event a Sale/Sign-up is made Customers must be provided with a copy of the written unit rate(s) in one of the formats specified in Section 7.2. If it has been claimed savings can be made the Written Information must also include the relevant comparative information presented to the Customer, as detailed in Section 7.3 (as part of the Written Information).

7.6 The website must:

- 7.6.1
 ensure that details of how a Customer's account information may be used with respect to debt flagging is clearly set out on the Sign-up form and within the Sign-up process.

 Explain how a debt flag may be raised against the Customer's account by their existing Supplier.
- 7.6.2 provide the Customer with details of the Cooling-Off Period that applies and how to go about cancelling their request to switch Supplier within that Cooling-Off Period .
- 7.7 Suppliers must design application literature such that the nature of the literature or forms is clear to the Consumer. It must be made clear on the literature itself that the Consumer is entering into a legal and binding Contract and a statement of this nature should be immediately adjacent to where the Consumer signs, so that the word CONTRACT cannot be obscured or concealed.
- **7.8** Suppliers must within 7 days of entering into the Energy Supply Contract, take all reasonable steps to ensure the Consumer receives Written Information. This information can be sent via e mail or post and will clearly:
- 7.8.1 state that they have entered into a Contract.
- 7.8.2 State the Customer's right to cancel within the 10 working day Cooling-Off Period.
- 7.8.3 state the principal terms and conditions of the Contract including any fixed term <u>conditions, duration, any applicable exit fees and any other specific conditions of the</u> <u>Contract.</u>
- 7.8.4 state the proposed unit rates and any comparison given by a Sales Agent.
- 7.8.5 state the expected date of commencement of supply.
- 7.9 Where the Consumer indicates (within the 10 working day Cooling-Off Period) that they are not content to have entered into an Energy Supply Contract the company must take all reasonable steps to ensure that:
- 7.9.1 the Contract is ended.
- 7.9.2 the company does not begin to supply the Consumer.
- **7.10** Records of Sales pages displaying tariff offerings/unit rates on the website and updates to these should be retained for a period of 2 years.
- **7.11** In the event of a Sale/Sign-up, the website must inform the Customer that there is a standard Sales Checklist and that this will be sent out to them as part of their Written Information.

Section 8: Marketing Material/ literature

<u>This section applies to Marketing Materials/Literature which</u> will be all materials and information (communicated via any medium) related to potential offerings including printed materials, information and information on websites

- 8.1 Suppliers, or those acting on behalf of the Suppliers, must ensure that any of their <u>Mm</u>arketing material is legal, decent, honest, easily understandable and truthful.
- **8.2** Information contained in <u>Mm</u>arketing literature should be as accurate and up to date as possible.

8.3 All marketing communications should respect the principles of fair competition.

8.5.18.3.1 Tariffs with standard unit rates must be shown in the following formats:

Display tariffs inclusive and exclusive of VAT on a per unit basis. Rates should be shown side by side inclusive and exclusive of VAT.

Tariff Name	Pence per unit (ex. VAT)	Pence per unit (inc. VAT)

Any annual or quarterly standing charges (included in any tariffs which include standing charges) must be shown as an annual or quarterly amount (or such other period e.g. monthly as is applicable) inclusive and exclusive of VAT that applies to the tariff. To avoid any confusion caused by varying consumption levels <u>Mmarketing material or literature must not quote for the supply of energy to customerCustomers</u> on an annual bill or annual amount or annual cost basis. All quotations provided in <u>Mmarketing material or literature must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately.</u>

This approach (to standing or fixed charges) should be applied to any other fixed charge applied by the Supplier. All associated fixed costs should be presented alongside unit rates and any discounts on unit rates in the same text and font size.

Tariff Name	Pence per unit (ex. VAT)	Pence per unit (inc. VAT)	Standing Charge for Year/Period (ex. VAT)	Standing Charge for Year/Period (inc. VAT)

Furthermore, tariffs with any discounts being offered off the standard rate tariff of that Supplier (e.g. for Direct Debit or a discounted period) should be shown in the following format.

Each discount must be set out clearly in pence per unit (or such other discount applicable e.g. quarterly discount amount, fixed amount discount) alongside the standard unit rate to demonstrate the actual unit rate the <u>customerCustomer</u> will be charged (including any discounts) and the duration of any discount.

Note that the discounts used in the table below are for illustrative purposes:

	Standard Unit Rate	Dual Fuel Discount	Dual Fuel/DD Discount	Dual Fuel/DD/E- billing Discount
Pence per Unit (ex. VAT)	10.00	9.00	8.00	7.00

- 7.1.18.3.2 Where a Supplier is offering a dual fuel bundle, the gas and electricity tariffs should be shown separately with details provided on additional components of the tariff.
- 7.1.28.3.3 For differently composed or more complex tariffs where additional tariff rate elements are included in the proposal, such as tiered unit charges, Time of Day charges, fuel price pass through, wholesale price pass through, seasonal tariffs etc, all the relevant required information should be clearly displayed.

7-28.4 For all circumstances where the mMarketing material or literature states that a customerCustomer can save money on Eenergy Sgupply if they switch from their current supplier to the supplier referenced in the marketing material or literature, the mMarketing material or literature must provide a comparison with the consumerConsumer's current unit rates (i.e. those being charged by the consumerConsumer's existing Supplier including any current discounts given) or the relevant rate on which the supplier Supplier is claiming that savings can be made. The format for the comparison of these unit rates must be the same as that laid out in Section 7.35. To avoid any confusion caused by varying consumption mMarketing material or literature will not be permitted to provide comparisons on an annual bill or annual cost basis. All comparisons must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately. For more complex tariff offerings agentAgents must provide clear and transparent information that illustrates the offering adequately and any savings quoted.

The unit rate comparison must:

7.2.18.4.1 _____be based on the best information available to the supplierSupplier/aAgent. This _____must be information that is accurate and relevant to proving to the consumerConsumer that switching will save them money as stated in the mMarketing material or literature. If no information or inadequate information is available then the mMarketing material or literature will not state that the supplierSupplier can save the consumerConsumer money.

7.2.28.4.2 include any relevant differences.

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Section 9: Marketing by Electronic Communication email / via text message/sms or Social Media

This Section applies when a Supplier or its Agent engages in Marketing by Electronic Communication. This includes, but is not limited to, mediums such as email, text message/SMS or through Social Media.

8-0 Suppliers may send electronic mail or SMS for direct marketing purposes in line with appropriate regulations.

8.1.19.1.1 the Supplier's name and address; and

8.1.29.1.2 the Supplier's e-mail address or other means of electronic contact; or

8.1.39.1.3 the Supplier's contact telephone number; and

8.1.49.1.4 _____an easy method of unsubscribing/ removing their email address from future messages at no cost to the customerCustomer. This should be clearly shown on the email.

8.29.2 Where a Supplier engages in mMarketing via SMS to customerCustomers, the Supplier must provide the following information to customerCustomers:

8.2.19.2.1 the Supplier's name and contact number; and

8.2.29.2.2 an easy method of unsubscribing/removing their mobile phone number from future messages at no cost to the customerCustomer.

8.39.3 If the <u>consumerConsumer</u> chooses to opt out of future <u>mM</u>arketing the Supplier must not contact that <u>consumerConsumer</u> in any way for <u>mM</u>arketing purposes, unless the <u>consumerConsumer</u> has agreed or asked for further contact. The Supplier must suppress their details or move their details to a 'not for contact' file or database within 28 days. After that time, the <u>consumerConsumer</u> should not be contacted without their consent. A <u>consumerConsumer</u> may ask for written confirmation from the Supplier that they will not be contacted and this should be provided within 40 days of the request.

8.49.4 Where a Supplier employs agentAgents/Third Party Intermediary to conduct direct mMarketing on its behalf, any requests from consumerConsumers to be removed from the database should be forwarded to that agentAgent who must follow the same procedure.

8-59.5 A Supplier must be able to show that it is complying by keeping a 'not for contact' database.

8.6-Suppliers will also use the Telephone Preference Services².

cited in any of these mediums <u>(e-mail, text or social media)</u>, that advertisement or <u>mM</u>arketing material/literature or website material must <u>also</u> comply with <u>the following</u> requirements laid out in Sections 9.7 to Section 9.11. <u>Section 7 of this marketing code</u>.

- 9.7 Suppliers, or those acting on behalf of the Suppliers, must ensure that any of their Marketing material is legal, decent, honest, easily understandable and truthful.
- **9.8** Information contained in Marketing literature should be as accurate and up to date as possible.

9.9 All Marketing communications should respect the principles of fair competition.

9.10 Where Marketing Materials contains prices or price comparisons the unit rate which the Customer will be charged for all products discussed in the literature must be provided.

9.10.1 Tariffs with standard unit rates must be shown in the following formats:

Display tariffs inclusive and exclusive of VAT on a per unit basis. Rates should be shown side by side inclusive and exclusive of VAT.

Tariff Name	<u>Pence per unit (ex.</u> <u>VAT)</u>	Pence per unit (inc. VAT)

Any annual or quarterly standing charges (included in any tariffs which include standing charges) must be shown as an annual or quarterly amount (or such other period e.g. monthly as is applicable) inclusive and exclusive of VAT that applies to the tariff. To avoid any confusion caused by varying consumption levels Marketing material or literature must not quote for the supply of energy to Customers on an annual bill or annual cost basis. All quotations provided in Marketing material or literature must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately.

This approach (to standing or fixed charges) should be applied to any other fixed charge applied by the Supplier. All associated fixed costs should be presented alongside unit rates and any discounts on unit rates in the same text and font size.

<u>Tariff</u>	Pence per	Pence per	Standing	Standing
Name	<u>unit (ex.</u>	<u>unit (inc.</u>	Charge for	Charge for
	VAT)	VAT)	Year/Period	Year/Period
			<u>(ex. VAT)</u>	(inc. VAT)

<u>Furthermore, tariffs with any discounts being offered off the standard rate tariff of that</u> <u>Supplier (e.g. for Direct Debit or a discounted period) should be shown in the following</u> <u>format.</u>

Each discount must be set out clearly in pence per unit (or such other discount applicable e.g. quarterly discount amount, fixed amount discount) alongside the standard unit rate to demonstrate the actual unit rate the Customer will be charged (including any discounts) and the duration of any discount.

Note that the discounts used in the table below are for illustrative purposes:

	<u>Standard</u>	Dual Fuel	<u>Dual</u>	Dual	
	Unit Rate	<u>Discount</u>	Fuel/DD	Fuel/DD/E-	l

			<u>Discount</u>	<u>billing</u> Discount
<u>Pence per</u> Unit (ex. VAT)	<u>10.00</u>	<u>9.00</u>	<u>8.00</u>	<u>7.00</u>

- <u>9.10.2</u> Where a Supplier is offering a dual fuel bundle, the gas and electricity tariffs should be shown separately with details provided on additional components of the tariff.
- <u>9.10.3</u> For differently composed or more complex tariffs where additional tariff rate elements are included in the proposal, such as tiered unit charges, Time of Day charges, fuel price pass through, wholesale price pass through, seasonal tariffs etc, all the relevant required information should be clearly displayed.
- 9.11 For all circumstances where the Marketing material or literature states that a Customer can save money on energy supply, the Marketing material or literature must provide a comparison with the Consumer's current unit rates (i.e. those being charged by the Consumer's existing Supplier including any current discounts given) or the relevant rate on which the Supplier is claiming that savings can be made. The format for the comparison of these unit rates must be the same as that laid out in Section 9.10. To avoid any confusion caused by varying consumption Marketing material or literature will not be permitted to provide comparisons on an annual bill or annual cost basis. All comparisons must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately. For more complex tariff offerings Agents must provide clear and transparent information that illustrates the offering adequately and any savings quoted.

The unit rate comparison must:

 9.11.1
 be based on the best information available to the Supplier/Agent. This must be
 information that is accurate and relevant to proving to the Consumer that switching will

 save them money as stated in the Marketing material or literature. If no information or inadequate information is available then the Marketing material or literature will not state that the Supplier can save the Consumer money.

9.11.2 include any relevant differences.

Section 10: Marketing by Post

<u>This Section applies lif</u> a Supplier or someone acting on their behalf carries out marketing by post_they must also comply with Section 7 of this Code and respect the appropriate regulations applicable in Northern Ireland for all marketing communications, including the Mailing Preference Service3.

- **10.1**Suppliers, or those acting on behalf of the Suppliers, carrying out Marketing by post must ensure that any of their Marketing material is legal, decent, honest, easily understandable and truthful.
- **10.2**Information contained in Marketing literature should be as accurate and up to date as possible.

10.3 Where Marketing literature contains prices or price comparisons the unit rate which the Customer will be charged for all products discussed in the literature must be provided.

10.3.1 Tariffs with standard unit rates must be shown in the following formats:

Display tariffs inclusive and exclusive of VAT on a per unit basis. Rates should be shown side by side inclusive and exclusive of VAT.

Tariff Name	Pence per unit (ex.	Pence per unit (inc.	
	VAT)	<u>VAT)</u>	

Any annual or quarterly standing charges (included in any tariffs which include standing charges) must be shown as an annual or quarterly amount (or such other period e.g. monthly as is applicable) inclusive and exclusive of VAT that applies to the tariff. To avoid any confusion caused by varying consumption levels Marketing material or literature must not quote for the supply of energy to Customers on an annual bill amount or annual cost basis. All quotations provided in Marketing material or literature must be on the basis of unit rates only or standing/fixed charges by period with unit rates shown separately.

This approach (to standing or fixed charges) should be applied to any other fixed charge applied by the Supplier. All associated fixed costs should be presented alongside unit rates and any discounts on unit rates in the same text and font size.

<u>Tariff</u> <u>Name</u>	<u>Pence per</u> <u>unit (ex.</u> <u>VAT)</u>	<u>Pence per</u> <u>unit (inc.</u> <u>VAT)</u>	Standing Charge for Year/Period (ex. VAT)	Standing Charge for Year/Period (inc. VAT)

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Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 1.27 cm <u>Furthermore, tariffs with any discounts being offered off the standard rate tariff of that</u> <u>Supplier (e.g. for Direct Debit or a discounted period) should be shown in the following</u> <u>format.</u>

Each discount must be set out clearly in pence per unit (or such other discount applicable e.g. quarterly discount amount, fixed amount discount) alongside the standard unit rate to demonstrate the actual unit rate the Customer will be charged (including any discounts) and the duration of any discount.

Note that the discounts used in the table below are for illustrative purposes:

	<u>Standard</u> <u>Unit Rate</u>	<u>Dual Fuel</u> Discount	<u>Dual</u> <u>Fuel/DD</u> <u>Discount</u>	<u>Dual</u> <u>Fuel/DD/E-</u> <u>billing</u> <u>Discount</u>
<u>Pence per</u> Unit (ex. VAT)	<u>10.00</u>	<u>9.00</u>	<u>8.00</u>	<u>7.00</u>

10.3.2 Where a Supplier is offering a dual fuel bundle, the gas and electricity tariffs should be shown separately with details provided on additional components of the tariff.

- 10.3.3
 For differently composed or more complex tariffs where additional tariff rate elements

 are included in the proposal, such as tiered unit charges, Time of Day charges, fuel price

 pass through, wholesale price pass through, seasonal tariffs etc, all the relevant

 required information should be clearly displayed.
- 10.4For all circumstances where the Marketing material or literature states that a Customercan save money on energy supply, the Marketing material or literature must provide acomparison with the Consumer's current unit rates (i.e. those being charged by theConsumer's existing Supplier including any current discounts given) or the relevant rate onwhich the Supplier is claiming that savings can be made. The format for the comparison ofthese unit rates must be the same as that laid out in Section 10.3. To avoid any confusioncaused by varying consumption Marketing material or literature will not be permitted toprovide comparisons on an annual bill or annual cost basis. All comparisons must be onthe basis of unit rates only or standing/fixed charges by period with unit rates shownseparately. For more complex tariff offerings Agents must provide clear and transparentinformation that illustrates the offering adequately and any savings quoted.

The unit rate comparison must:

 10.4.1
 be based on the best information available to the Supplier/Agent. This must be
 information that is accurate and relevant to proving to the Consumer that switching will

 save them money as stated in the Marketing material or literature. If no information or
 inadequate information is available then the Marketing material or literature will not

 state that the Supplier can save the Consumer money.
 state that the Supplier can save the Consumer money.

10.4.2 include any relevant differences.

9.1

<u>10.5ConsumerConsumer</u>s are entitled to request that they no longer receive marketingMarketing material (i.e. marketingMarketing material which is addressed to Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 1.27 cm

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Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.74 cm them) from a Supplier. Suppliers are obliged to ensure those consumerConsumers no marketingMarketing material from them. If this is the case they must also comply with information they hold on a customerCustomer to any Tehrid Pparty.

10.6 If the Consumer chooses to opt out of future Marketing the Supplier must not contact that
Consumer in any way for Marketing purposes, unless the Consumer has agreed or asked for
further contact. The Supplier must suppress their details or move their details to a 'not for
contact' file or database within 28 days. After that time, the Consumer should not be
contacted without their consent. A Consumer may ask for written confirmation from the
Supplier that they will not be contacted and this should be provided within 40 days of the
request.

10.7 Where a Supplier employs Agents/Third Party Intermediary to conduct direct Marketing on its behalf, any requests from Consumers to be removed from the database should be forwarded to that Agent who must follow the same procedure.

10.8A Supplier must be able to show that it is complying by keeping a 'not for contact' database.

9.210.9ConsumerConsumers may continue to receive general marketingMarketing information (e.g. flyers) from their Supplier if delivered along with their bill from their supplier.their mail. Glossary of Terms

"Code"/+ or "Marketing Code of Practice" means this Code of Practice for the Marketing of Energy Supply.

Consumer/customerCustomer: A consumer<u>Consumer/customerCustomer</u> can be either an existing or potential consumer<u>Consumer/customerCustomer</u> of an electricity and/or natural gas Supplier. In this document, consumer<u>Consumer/customerCustomer</u> refers to domestic consumer<u>Consumers/customerCustomer</u>s only.

Cooling eOff pPeriod: refers to the Period of time after a purchase during which the purchaser has the right to return goods for a refund, or to cancel a <u>contractContract</u> without penalty **Doorstep Selling/Doorstep Sales**: Doorstep selling is when someone <u>e.g. a sSales aAgent</u> sells <u>or</u> <u>attempts to sell services/products</u> in someone's home or on their doorstep.

Energy Supply Contract/Contract: Contract between a Supplier and a consumerConsumer or consumerConsumersn-individual for the Sale of electricity or gas under agreed terms. Face-to-Face Selling/Contact: Face-to-face selling and contact with customerCustomers is taken

to mean any situation whereby a <u>S</u>sales representative of the energy supplier<u>Supplier</u> comes into contact with a potential customer<u>Customer</u> (e.g. shopping centre stands)

Marketing / Marketing Activities: <u>Marketing/</u>Marketing <u>a</u><u>A</u>ctivities refers to the practices of an electricity and/or natural gas Supplier/<u>Ssales a</u><u>Agent/T</u><u>third P</u><u>arty lintermediary</u> when selling <u>or attempting to sell</u> their services/<u>products</u> to a <u>consumer</u><u>Consumer</u>.

Sales/ Sales Activities: Sales activities refers to the practices of an electricity and/or natural gas Supplier/Ssales activities refers to the practices of an electricity and/or natural gas services/products to a Consumer

Sales Agent/Agent: An Sales Angent refers to a person or organisation which conducts marketing/Marketing/Ssales activities on behalf of electricity and natural gas Suppliers. Sign-up or Signed up: the process which culminates in the action of a Customer signing up to or entering into an Energy Supply Contract.

Sale: the process which culminates in the action of a Customer signing up to or entering into an Energy Supply Contract.

Supplier: A Supplier refers to an electricity or natural gas company providing a supply of electricity or natural gas in Northern Ireland

Third Party Intermediary/Third Party: Any party/organisation/person who acts on behalf of the Supplier with regard to any activity which may culminate in the 'sale' of electricity or the Sign-up of a Customer

'Written Information'Written Information is information supplied to a consumer/customer/customer after a <u>S</u>ale has been made. It can be sent via post/<u>e-</u> mail-or via e mail or any other medium.

Any other terms used in this code which are also used in the electricity and/or gas supply licences (whether specifically defined or not) shall be taken to have the same meaning as they have in those licences.

Annexe A – Sales eChecklist format

Suppliers are free to brand the <u>Sales C</u>ehecklist, however the <u>Sales C</u>ehecklist should state the following as is:

Energy Sales Checklist

The Utility Regulator requires all supplierSuppliers to give potential sustemerCustomers a copy of this Sales Cehecklist before a potential Seale/Seign-up. signing them up for an account.

Please go through each question and make sure that the <u>Seales Aagent/website</u> has covered each step.

Did the aAgent:

<u>a</u>]-In the case of <u>E</u>face-to-<u>E</u>face or <u>dD</u>oorstep<u>Sales</u>, show you his/her identification card and tell you which company they are working for?

Did the Agent/Website

b) Go through Detail the products on offer and explain the charges to you?

c) Explain how any discounts will be applied to your account?

d) Explain the key terms and conditions of supply?

e) Explain how long the contractContract applies for?

f) Explain how you will be billed?

g) Explain how to make payments on your account and any budgeting options available? By direct debit, in cash

h) Explain any deposit that may apply to your account?

i) Explain any penalties that apply if you do not meet the terms of the contractContract?

j) Explain how to cancel your contract<u>Contract</u> if you change your mind? (Applies to Domestic Customer<u>Customer</u>s only)

k) Explain how your existing account will be closed and your new account will be openedI) Give you a copy of your terms and conditions and the rates that apply to your account or explain how these will be sent to you?

m) Confirm that you understand that you are switching to a specified product with a specified payment method and explain any fixed term conditions you are agreeing to as part of the <u>contractContract</u>. This should include duration and any applicable exit fees and any other specific conditions of the fixed term.

n) Provide you with details of the cooling off period<u>Cooling-Off Period</u> (Applies to Domestic <u>CustomerCustomers</u> only) that applies and how to go about cancelling their request to switch <u>supplierSupplier</u> within that <u>cooling off period</u><u>Cooling-Off Period</u> (in line with existing <u>legislation</u>).

o) In the case of fFace-to-fFace/Doorstep Sales doorstep/website

o) Confirm that you have read and understood this checklist?

If you believe our a<u>A</u>gent has acted inappropriately or you would like to confirm any aspect of your new account you can contact our <u>customerCustomer</u> services team: INSERT SUPPLIER

CONTACT DETAILS WHICH WILL, AS A MINIMUM, INCLUDE A SUPPLIER (not Agent) TELEPHONE NUMBER.