

Our ref. Instruction Letter/GR(EG)/2505

25 May 2011

Mr
Address 1
Address 2
Town
County
Post Code

Dear

Paperwork for PAB Members

Please find attached a copy of the paperwork that you are required to sign as a PAB Member Alternate.

Please ensure these signing instructions are followed regarding the execution of the paperwork:

- Print two copies of the deeds
- Sign the deed in front of a witness and have the deed witnessed
- **Do not date the deed** (the deeds will only be dated when the last signatory signs – this will be ELEXON's chairman)
- Return all originals to me so that ELEXON can execute originals

- Print and sign the letter of confirmation, return it to me

- Update the Employer Release with the name of your employer
- Print a copy on letterhead paper
- Have a manager from your employer sign it then return it to me

After the deeds have been signed by ELEXON, I will send one original copy back to you for your records and retain one for our records.

You can return the paperwork by post or bring it with you when you come for training.

Yours sincerely

PAB Secretary

List of Attachments

ELEXON Deed of Indemnity

Letter of Confirmation

Employer Release