



AGENCY APPOINTMENT FORM



Transcontinental Gas Pipe Line Company, LLC ("Transporter") and _____,
CUSTOMER'S LEGAL NAME

("Customer" or "Shipper") are parties to one or more agreements under which Customer desires to appoint an agent to perform certain functions as specified herein.

Customer hereby appoints _____ ("Agent") as its agent
AGENT'S LEGAL NAME

and representative to act on behalf of Customer under the following contracts (the "Contracts") for the specific functions identified below.

Customer/Shipper Business Associate Number: _____

Agent Business Associate Number: _____

I. CONTRACTS

CUSTOMER APPOINTS AGENT FOR THE FOLLOWING CONTRACTS*:

☐ All existing AND future contracts for the below (please check all that apply):

- ☐ Transportation
- ☐ Storage
- ☐ Park & Loan
- ☐ Pooling

☐ All existing contracts (not future) for the below (please check all that apply):

- ☐ Transportation
- ☐ Storage
- ☐ Park & Loan
- ☐ Pooling

☐ Specific Contract(s):

Contract Number

Contract Type

* Note:

- Agency appointments for **Retrograde BTU Replacement Contracts** must be made by identifying the specific BTU Replacement Contracts above, and will **not** apply to **future** Retrograde BTU Replacement Contracts. Agency appointments for future Retrograde BTU Replacement Contracts must be made through use of an additional agency appointment form.
- Agency appointments for **Overrun Charge and Swing Service Overtakes Contracts** must be made by identifying the specific Overrun Charge and Swing Service Overtakes Contracts above, and will **not** apply to **future** Overrun Charge and Swing Service Overtakes Contracts. Agency appointments for future Overrun Charge and Swing Service Overtakes Contracts must be made through use of an additional agency appointment form. Only a Swing Service Delivery Point Operator may make an agency appointment for Overrun Charge and Swing Service Overtakes Contracts.
- Agency appointments for **Unauthorized Takes Contracts** must be made by identifying the specific Unauthorized Takes Contracts above, and will **not** apply to **future** Unauthorized Takes Contracts. Agency appointments for future Unauthorized Takes Contracts must be made through use of an additional agency appointment form. Only a Production Facility or Pipeline Interconnect Point Operator may make an agency appointment for an Unauthorized Takes Contract.



- Agency appointments for OBA Contracts must be made by identifying the specific OBA Contract above, and will **not** apply to **future** OBA Contracts.

ON THE ABOVE IDENTIFIED CONTRACTS, CUSTOMER APPOINTS AGENT FOR THE FOLLOWING FUNCTIONS:

- ☐ Payment and Refund of Billable Party Commodity/Interest
- ☐ Payment and Refund of Billable Party Demand Charges
- ☐ Viewing Invoices
- ☐ Submitting Capacity Release Offers, Recalls and Reputs
- ☐ Contract Maintenance (amendments for existing and future contracts)
- ☐ Viewing Contract Information
- ☐ Submitting Nominations and Viewing Scheduled Volumes
- ☐ Viewing Nomination Information
- ☐ Conducting Storage Inventory Transfers
- ☐ Viewing Storage Information
- ☐ Conducting Imbalance Trades

- ☐ Payment and Refund of Cash Out Charges – This role is used when shipper wants previous agent to be responsible for cash out of previous month. (Note: To grant this function Customer/Shipper must also grant the function(s) of Conducting Imbalance Trades AND/OR Payment and Refund of Billable Party Commodity/Interest.)

II. LOCATIONS

CUSTOMER APPOINTS AGENT AT THE FOLLOWING LOCATIONS

(Must be operator of location to grant agency):

- ☐ All Existing Locations (no future locations)
- ☐ Only specific Location(s) listed below:

_____	_____
_____	_____
_____	_____

AT THE ABOVE IDENTIFIED LOCATIONS, CUSTOMER APPOINTS AGENT FOR THE FOLLOWING FUNCTIONS:

- ☐ All Functions
- ☐ Only specific Functions as indicated below:
 - ☐ Providing PDAs (Allocation Ranks)
 - ☐ Viewing Allocated Quantities
 - ☐ Confirming Scheduled Quantities
 - ☐ Viewing Measurement Information



III. OTHER (Non Specific Roles)

CUSTOMER APPOINTS AGENT FOR THE FOLLOWING FUNCTIONS:

- ☐ Submitting Capacity Release Bids
- ☐ Viewing Capacity Release Information

IV. GENERAL TERMS

Notwithstanding such agency appointment, Customer shall remain liable to Transporter for all of its obligations as Customer under its Contracts with Transporter and such agency appointment will not relieve Customer from any obligations under the Contracts.

By execution hereof, Agent accepts its designation and appointment as Agent for Customer and agrees to act as Agent for Customer in accordance with the terms hereof. Agent further agrees to be bound by the terms and conditions set forth in the Contracts and to abide by the terms of Transporter's tariff.

In lieu of and/or in addition to the addresses set forth in the Contracts, all notices, invoices and correspondence concerning the agency functions designated above shall be directed to Agent at the address(es) provided in setting the Agent up as a Business Associate in 1Line.

Customer's designation and appointment of Agent shall become effective the first day of _____, _____ and shall remain in effect until the last day of _____, _____, and **continue from month to month thereafter unless terminated**. Either Customer or Agent may terminate this delegation and appointment by giving written notice to Transporter; provided, however, such termination will not become effective until the first day of the month following such notice, unless otherwise agreed in writing by Transporter. This designation and appointment shall automatically terminate upon the termination or cancellation of any of the Contract(s), as to such terminated or cancelled Contract.

It is understood and agreed that Transporter may act, and shall be fully protected when acting, in reliance on any acts or things done or performed, or any omissions, by Agent on behalf of and in respect to all matters and functions for which authority is granted herein. Customer and Agent, each, hereby agree to indemnify and hold Transporter harmless from any and all liabilities, losses, damages, expenses and other obligations of any nature whatsoever that Transporter may suffer as a result of any and all claims, demands, costs, attorney fees and judgments against Transporter resulting from Transporter's reliance on Agent, including but not limited to payment made by Transporter to Agent, or actions taken by Transporter pursuant to Agent's actions or inaction under the Contract(s), or any omission or failure by Agent to act or perform any of the functions or duties herein authorized.

As of the effective date indicated above, this Agency Appointment shall supersede, cancel and terminate:

- ☐ All prior Agency Appointments between Customer and this Agent below.
- ☐ All prior Agency Appointments between Customer and all other agents.
- ☐ The specific Agency Appointment(s) listed below:

Date

Agent



Accepted and agreed this _____ day of _____, _____.

CUSTOMER

AGENT

By _____

Name _____

Title _____

By _____

Name _____

Title _____



Agency Agreement Cover Sheet



For use by Transco only:

Date received by Transco: _____

1Line Agency ID Number: _____ CS Representative: _____

Customer/Shipper Name & BA #: _____

Agency Name & BA #: _____

New Agreement: ☐ Yes ☐ No Effective Date of Agency: _____

Terminating Agreement: ☐ Yes ☐ No If yes, Original Doc Reg #: _____

Amending Agreement: ☐ Yes ☐ No If yes, Existing Doc Reg #: _____

SCAN Doc Reg Copy to:

Network Folder: <\\wgphouapps01\Share01\Cus\Agency Agreements> _____

CS Rep for Shipper: _____

CS Rep for Agent: _____