

G4 – EMR and Nuclear RAB Settlement Authorisations

Public

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Change Amendment Record

Version	Date	Description
11.0	29 June 2020	Authorised Contact changes
12.0	13 October 2020	Update to include the link to EMR Privacy Policy
13.0	10 December 2020	CMVRN Portal submissions access updates & Annual Review
14.0	1 June 2021	Updates for My EMRS
15.0	6 June 2022	Updates to authorised roles table and matrix
16.0	14 September 2022	Updates for the consolidation of My EMRS and the EMR Settlement Portal
17.0	30 June 2023	Included updates for Nuclear Regulated Asset Base (RAB) and annual review
18.0	10 October 2023	Update to authorised contact permissions
19.0	3 January 2024	Housekeeping changes and Annual Review
20.0	29 July 2024	Updates to reflect the new metering processes within My EMRS as part of CP373
21.0	15 January 2025	Updates to reflect Companies House is used to verify director and company secretary status
22.0	11 March 2025	Updates to add high-level summary of Authorised Contact roles and annual review
23.0	12 August 2025	Updates to reflect new LCCC and EMRS visual identities
24.0	4 December 2025	Updates to clarify roles of authorised contacts

1. Introduction

This guidance document explains why EMR Settlement Ltd (EMRS) has implemented Authorised Contacts as a control for the settlement operations for Contracts for Difference (CfD), Nuclear Regulated Asset Base (RAB) and the Capacity Market (CM). Suppliers, CfD Generators and Capacity Providers can use Authorised Contacts to manage their EMR Party information and to request certain settlement activities.

2. Purpose

The purpose of this document is to answer the following questions:

- Why are Authorised Contacts required?
 - What is an Authorised Contact and what can they do?
 - How do authorisations work?
 - How can people be authorised by an EMR Party?
 - How can Authorised Contacts be amended?
-

3. Who is the document for?

This document is for all EMR Parties including Suppliers, CfD Generators and Capacity Providers.

4. Associated documents

This document should be read in conjunction with:

- [G25 - My EMRS User Guide](#)
-

5. Why are Authorised Contacts required?

Information is required from electricity Suppliers, CfD Generators and Capacity Providers in order to undertake settlement service activities for CfD, Nuclear RAB and the Capacity Market. This information includes company information (e.g., its registered address), bank information (e.g., bank account details), and contact information for the user. A full list of EMR Party Details is specified in -Organisation Details.

This information will be used to:

- Issue invoices, notices and other communications to the EMR Party;
- Ensure actions are only taken with, or instigated by, those persons or organisations who are authorised representatives of the EMR Party; and
- Share with LCCC/ESC in order for them to communicate with registered users directly for key updates, events, and significant information¹.

Therefore, EMRS require controls to ensure this information is current and accurate, with Authorised Contacts forming a key part of these controls.

6. What is an Authorised Contact and what can they do?

An Authorised Contact is someone appointed by the EMR Party and recognised by EMRS to act on behalf of that company. This provides EMR Parties and Nuclear RAB Suppliers with a framework to enable the delegation of certain activities to appropriate persons within their organisation, in line with their own governance and controls.

An EMR Party has the following Authorised Contact roles available to them:

- **Primary Party Authority** has the ability to amend all 6 sections (5 on CfD Generators) of the My EMRS account. We require one active Primary Party Authority to be listed as a director on Companies House to

¹ Further details on EMRS Privacy Policy can be found in <https://www.emrsettlement.co.uk/privacy-policy/>.

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confirm their official capacity to act on behalf of the organisation and to ensure the legitimacy of authorisations and information shared with EMRS. This requirement helps to verify the party's identity and maintain security.

- **Finance Authority** has the ability to amend all 6 sections (5 on CfD Generators) of the My EMRS account. Each My EMRS account should have at least two Finance Authorities, one to submit changes and the other to approve those changes.
- **Operating Authority** has ability to update address details and contact details but cannot amend bank details. Address details must match Companies House.
- **Trading Contact** has the ability to submit and amend CMVRNs.
- **User** has the ability to download Metered Data.

For more details on each Authorised Contact's privileges please see [Appendix 2](#).

Table 1 (below), details the designated roles EMRS has ascribed to Suppliers, CfD Generators and Capacity Providers to manage their settlement activities. These roles are set up during the companies' registration processes with EMRS, detailed in the relevant Working Practices on the EMRS website.²

Roles have a variety of concessions associated to them depending on their designed scope that relate to the following areas:

- Privileges to receive information and instigate activities;
- Access to [My EMRS](#);
- Points of contact within the organisation; and
- Requesting information from EMRS.

To operate effectively and provide resilience to organisational change, EMRS requires *each organisation to have one Primary Party Authority and at least two independent Finance Authorities* registered as a minimum. An individual will only be able to hold **one authorised role**.

Privileges

Privileges have been specified in line with a general hierarchical governance structure to enable EMR Parties to align with their own organisations and relate to EMRS' settlement activities where EMR Party action is required.

Authorised Contacts will receive notification of any amendments to information they are authorised to amend.

² <https://emrsettlement.co.uk/publications/working-practices/>

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Table 1: Authorised roles and privileges available to a user organisation.

Authorised Role	Privileges																							
	Can amend or request the following ³ :												Will receive:					Will be able to access:						
	Company Information ⁴	Bank	Channel for backing data	Primary Party Authority details	Finance Authority details	Operating Authority details	Contacts details (exc. Higher Authorities)	Excess Funds Return	Excess Credit Cover return	Submit CMVRNs	Change CMVRN Notification Preference ⁵	CM Metering Information	Late Payment Advice	Non-payment Notice	Mutualisation Notice	Credit Default Notice	Aggregation Rules	Invoices & Backing Data	Default Data Notifications	Metering Notifications	EMR Registration data on My EMRS	EMR Settlement data on My EMRS	View CMVRNs	CM Metering Information on My EMRS
Company Emails												✓	✓	✓	✓	✓	✓	✓						
Primary Party Authority	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								✓	✓	✓	✓	✓	✓
Finance Authority	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓			✓	✓	✓	✓	✓	✓	✓
Operating Authority	✓	✓	✓			✓				✓	✓							✓	✓	✓	✓	✓	✓	✓
User													✓	✓	✓	✓					✓			
Credit Contact								✓							✓						✓			
Trading Contact	✓	✓	✓			✓			✓	✓										✓		✓		

³ Further details on how Authorised Persons amend party information can be found in G25 - My EMRS User Guide

⁴ Some company information is maintained by organisations other than EMRS. This is specified in

⁵ The authority will be setup in order – Operating, Finance, Trading and then Primary for the CMVRN notifications and changes

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Amendments to any company information can be made via [My EMRS](#) by an Authorised Contact and approval will be required by either a Finance Authority or a Primary Party Authority (this cannot be the same person who has submitted the amendment). Please see [G25 - My EMRS User Guide](#) for process on amending registration details.

Points of contact within the Party

Where an Authorised Contact is privileged to receive or have access to a particular document, they will also be the first point of contact when EMRS has a query or issue related to that area. For example, EMRS will liaise with the Credit Cover Contact regarding the return of credit cover.

Where a non-mandatory role has not been nominated, or is not available, the defaulting role will be contacted as specified in Table 2 below.

Table 2: Mandatory roles and allocation of privileges where non-mandatory roles not provided

Authorised Role	Mandatory Role	The role to which the privileges default to, if this role is not provided
Primary Party Authority	Yes	N/A
Finance Authority	Yes	N/A
Operating Authority	No	Finance Authority
User	No	Finance Authority
Credit Cover Contact	No	Finance Authority
Trading Contact	No	Operating Authority

Table 4 in provides a summary of each role and their privileges.

Requesting information from EMRS

To prevent uncontrolled sharing or amendment of sensitive details, information has been given a tiered level of control:

- Company-sensitive information (e.g., EMR Party or Nuclear RAB supplier details, statement of account, current credit cover lodging): Identified Authorised Contacts only;
- Semi-public information (e.g., invoices, backing data, issued notices or notifications): Anyone from the respective EMR Party; and
- Public (general settlement information such as payment terms): All.

When individuals request information, EMRS will validate whether that information is appropriate based on their designation (if any) by the recognised Authorised Contacts. Therefore, all users should ensure that they have enough Authorised Contacts registered from across their organisation to allow them to access information without significant restriction.

7. How can persons be authorised by a Party?

An EMR Party and Nuclear RAB supplier will be able to nominate Authorised Contacts via [My EMRS](#) at the point of registration or at any time once a new party has completed their registration by using the registration amendment process. Initial registration will define some or all of the above roles and therefore will need to be supported by a suitable representative's approval from that organisation, such as that of the Primary Party Authority.

Further details can be found in the respective registration working practices for each type of participant:

- [WP21 - Supplier Registration](#)
- [WP22 - Applicant and Capacity Provider Registration](#)
- [WP24 - CfD Settlement Required Information](#)

8. How can Authorised Contacts be amended?

Once an organisation has registered, the creation of new Authorised Contacts or amendment of existing authorisations can be made via [My EMRS](#), described in [G25 - My EMRS User Guide](#). Subsequent notifications will be sent out to the relevant Authorised Contacts, as described in section 6 above for approval of new Authorised Contacts or amendments to any contact details.

9. Need more information?

If you would like any additional information or support with [My EMRS](#), please email contact@emrsettlement.co.uk or call us on 020 7380 4333.

10. Acronyms and Definitions

A list of acronyms and definitions can be found in the Glossary⁶ on the EMRS website.

⁶ <https://www.emrsettlement.co.uk/glossary/>

11. Appendix 1 – Organisation Details

The following EMR Party details will be used by EMRS to perform settlement. Mandatory items are detailed on [My EMRS](#).

Table 3: EMR Party details for EMRS to perform settlement.

	Supplier	CfD Generator	Capacity Provider
Company information			
EMR Party ID ⁷	✓	✓	✓
Company name	✓ ^A	✓ ^B	✓ ^C
Company registration number	✓ ^A	✓ ^B	✓
Address	✓	✓ ^B	✓
Primary company emails ⁸	✓	✓	✓
Telephone number	✓	✓	✓
Channel for receiving backing data ⁹	✓	✓	✓
CfD ID		✓ ^B	
Project name		✓ ^B	
CfD Contract Signature Date		✓ ^B	
CMU ID			✓ ^C
Channel for receiving CMVRN and Metered Data Notifications			✓
Letter of Credit return address			✓
Bank information (Primary Bank details and Credit Cover Return account)			
Bank name	✓	✓	✓
Account number	✓	✓	✓
Sort code	✓	✓	✓
IBAN	✓	✓	✓
SWIFT/BIC	✓	✓	✓
Consent to use direct debit	✓		
Contact information¹⁰			
Name	✓	✓	✓
Authorised Contact role	✓	✓	✓
Email	✓	✓	✓
Telephone number	✓	✓	✓

A – This data needs to align to (and will be validated against) Ofgem records.

B – This data is maintained by LCCC and amendments should be made through them.

C – This data needs to align to (and will be validated against) Capacity Market Metering Register published on the [EMRS website](#)

⁷ Agreed between EMRS, BSCCo and the EMR Party. Once set, an EMR ID cannot be amended.

⁸ All notices, invoices and credit notes will be sent to these email addresses.

⁹ If DTN is selected as the channel for receiving backing data, a Market Participant ID (MPID) must be provided.

¹⁰ Required for all Authorised Contacts.

12. Appendix 2 – Authorisations

The below table provides a summary of each of the Authorised Contact roles available to an EMR Party.

Table 4: Authorised roles available to a Party.

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Authorised Role	Example Company Role	Privileges	Mandatory	The role to which the privileges default to, if this role is not provided
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<p>Primary Party Authority (min. 1)</p>	<p>Director or company secretary</p>	<p>Ultimate signatory for CfD, Nuclear RAB and Capacity Market on behalf of the company;</p> <p>Access to My EMRS</p> <p>Amend company information</p> <p>Amend all Authorised Contacts and contact roles</p> <p>Amend CM Metering director information</p> <p>Request and Confirm bank information amendments</p> <p>Request return of excess Credit Cover</p> <p>Request return of excess funds on account</p> <p>Submit and Amend CMVRNs</p> <p>Submit CM Metering Information</p> <p>Receive CM Metering Notifications</p> <p>NOTE: At least one of the Primary Party authorities must be listed as a Director on Companies House. This is to confirm their official capacity to act on behalf of the organisation, and to ensure the legitimacy of authorisations and information shared with EMRS. This is a key part of the first step in the initial registration process to help verify the party's identity and maintain security.</p>	<p>Yes</p>	<p>N/A</p>
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Authorised Role	Example Company Role	Privileges	Mandatory	The role to which the privileges default to, if this role is not provided
Finance Authority (min. 2)	CFO or Financial Controller	Access to My EMRS Amend company information Amend Authorised Contacts (excluding the Primary Party Authority) and contact roles Amend CM Metering Information Request and Confirm bank information amendments Request return of excess Credit Cover Request return of excess funds on account Submit and Amend CMVRNs Receive Non-Payment Notice, Mutualisation Notice and Credit Default Notice Receive Default Data Notifications Receive CM Metering Notifications Submit CM Metering Information	Yes	N/A

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Authorised Role	Example Company Role	Privileges	Mandatory	The role to which the privileges default to, if this role is not provided
<p>Operating Authority</p>	<p>Senior person (not responsible for financial activity)</p>	<p>Access to My EMRS</p> <p>Amend company information</p> <p>Amend Authorised Contact (excluding the Primary Party and Finance Authority) and contact roles</p> <p>Amend CM Metering Information</p> <p>Request bank information amendments</p> <p>Submit and Amend CMVRNs</p> <p>Receive Non-Payment Notice, Mutualisation Notice and Credit Default Notice</p> <p>Receive Default Data Notifications</p> <p>Receive CM Metering Notifications</p> <p>Submit CM Metering Information</p>	<p>No</p>	<p>Finance Authority</p>
<p>User</p>	<p>Member of an operating function, such as a metering team or finance team</p>	<p>Access to My EMRS</p> <p>Receive Non-Payment Notice, Mutualisation Notice and Credit Default Notice</p> <p>Receive Aggregation Rule updates</p> <p>Request invoices and backing data</p>	<p>No</p>	<p>Finance Authority</p>

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Authorised Role	Example Company Role	Privileges	Mandatory	The role to which the privileges default to, if this role is not provided
Credit Contact	Finance Assistant	Access to My EMRS Receive Credit Default Notice Request return of Credit Cover First point of contact for credit related queries / issues, such as credit shortfalls / default	No	Finance Authority
Trading Contact		Access to My EMRS Submit and Amend CMVRNs	No	Operating Authority