

WP24 – CfD OCP 2.1(A) Settlement Required Information

Public

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Change Amendment Record

Version	Date	Description
10.0	14 September 2022	Updates for the consolidation of My EMRS and the EMR Settlement Portal
11.0	10 October 2023	Updates to Authorised Contacts Permissions
12.0	29 May 2025	Annual Review and Updates to reflect LCCC and EMRS new visual identities
13.0	27 June 2025	Updates to clarify OCP 2.1(A) submission process
14.0	1 July 2025	Housekeeping changes
15.0	2 December 2025	Updates to clarify roles of authorised contacts
16.0	30 April 2026	Annual Review and Updates to reflect transfer of CfD OCP 2.1 (C), (D) and (E) Metering processes to LCCC

1. Introduction

Upon completion of the Initial Conditions Precedent (found in Schedule 1 Part A of the [CfD Standard Terms and Conditions](#)), CfD Generators must meet the Operational Further Conditions. These are contained in the CfD Agreement Terms and Conditions Schedule 1 Part B (2) Operational Conditions Precedent (OCP) – 2.1 (A), (C), (D) and (E). The CfD Generator has to submit evidence of compliance for these conditions. EMRS manages the Metering processes for OCP 2.1(A) and 2.1 (C), (D) and (E) is managed by the Low Carbon Contracts Company (LCCC)¹.

This Working Practice covers the process for meeting Operational Further Conditions Precedent 2.1(A), which requires the CfD Generator to provide the CfD Counterparty with the following:

- (A) written confirmation from the CfD Settlement Services Provider that:
- i. it has received the CfD Settlement Required Information which is required from the Generator prior to the Start Date; and
 - ii. the Generator has in place the systems and processes which are necessary for the continued provision of the CfD Settlement Required Information.

LCCC has been designated by the Secretary of State as the CfD Counterparty Body and is responsible for acting as the Counterparty to CfDs and managing the scheme. LCCC has appointed the CfD Settlement Services Provider (SSP) role to EMR Settlement Ltd (EMRS).

The Contract for Difference (CfD) Generator must provide EMRS with Settlement Required Information.

The CfD Generator must then provide LCCC with written confirmation from EMRS that the CfD Generator has provided it with the CfD Settlement Required Information, and that the CfD Generator has in place suitable systems and processes to ensure the continued provision of the CfD Settlement Required Information. The CfD Generator must then provide this confirmation to LCCC prior to the CfD Generator Start Date in order to fulfil OCP 2.1 (A).

1.1 Scope and Purpose

This Working Practice defines the key interfaces, interdependencies and timetable for the CfD Generator to receive written confirmation of compliance to OCP 2.1(A) from EMRS.

1.2 Main Users and Responsibilities

Table 1: Main Users and Responsibilities

Name	Responsibilities
CfD Generator	To submit company details for settlement, agree EMR Party ID with EMRS, submit an Electrical Schematic Diagram to EMRS for aggregation rule creation. Request written confirmation Settlement Required Information has been received. Send written confirmation to LCCC.
EMR Settlement Ltd (EMRS)	To collect and validate the Registration Details for CfD Generator, determine EMR Party ID and create Aggregation Rule, process written confirmation request, issue written confirmation. Set up/amend the CfD Generator Master File. EMRS will verify that the Settlement Required Information has been received.
Low Carbon Contracts Company Ltd (LCCC)	To receive from the Generator an OCP written confirmation from EMRS that the Generator has provided it with the CfD Settlement Required Information, and that the Generator has in place the systems and processes which are necessary for the continued provision of that information.

¹ Guidance is available on the LCCC website: <https://www.lowcarboncontracts.uk/our-schemes/contracts-for-difference/guidance-and-publications/>

2. Associated Documents

This working practice should be read in conjunction with the following documents:

- CfD Standard Terms and Conditions² and all subsequent amendments
- CfD Agreement² and all subsequent amendments
- Private Network CfD Agreement² and all subsequent amendments
- BSCP15 BM Unit Registration³
- WP25 – Aggregation Rules for Suppliers and CfD Generators⁴
- WP195 - Capacity Market and CfD Metered Data
- G25 - My EMRS User Guide

3. Settlement Required Information

The Settlement Required Information consists of the below.

- EMR Party ID
- Company Name
- Company Registration Number
- Company Address (notification)
- Primary company email
- Primary Party Authority
- Finance Authority
- Second Finance Authority
- Bank Account and sort code
- Strike Price (currently)
- Reference Price ID
- Generator Type/CfD Type
- Maximum Contract Capacity
- Renewable Qualifying Multiplier (if applicable)
- CHP Qualifying Multiplier
- Aggregation Rule
- Metered Volumes

EMRS needs this information to be able to perform the settlement activity, including collecting metered data, the calculation, invoicing, recalculation and settlement of payments to be made based on the CfD contract details. EMRS requires information from both the CfD Generator and LCCC.

A summary of the CfD Generators' responsibilities in this process is in Appendix 7 – Generator Responsibilities.

4. End to End Process for Providing OCP 2.1(A) Settlement Required Information

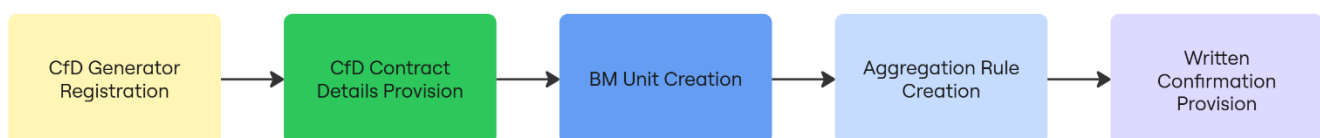


Figure 1: Settlement Required Information High Level End to End Process

Figure 1 above shows the high-level process for meeting Operational Further Conditions Precedent 2.1(A). This high-level end to end process is broken down into more detailed steps in Figure 2 below.

² <https://www.gov.uk/government/publications/contracts-for-difference-standard-terms-and-conditions>

³ <https://www.elexon.co.uk/bsc-related-documents/related-documents/bscps/>

⁴ <https://www.emrsettlement.co.uk/publications/working-practices/>

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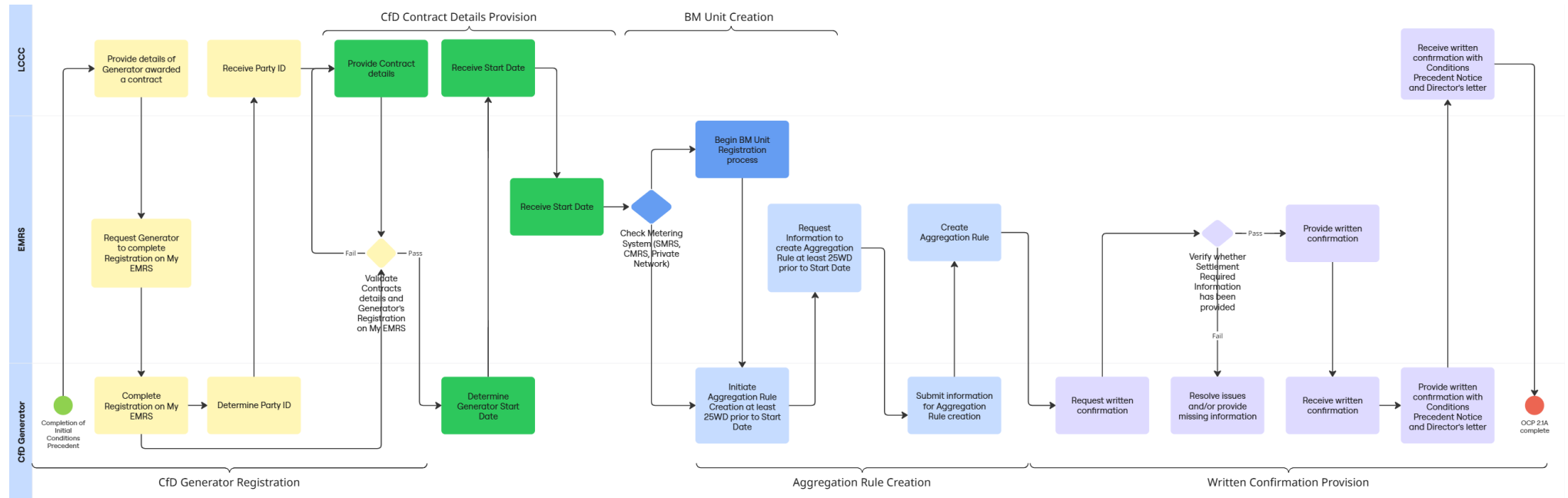


Figure 2: CfD Generator registration and Contract details provision.

More detailed information on completing each step can be found in different sections of this document, as listed below.

- CfD Generator Registration: Section 5
- CfD Contract Details Provision: Section 7
- BM Unit Creation: Section 8
- Aggregation Rule Creation: Section 9
- Written Confirmation Provision: Section 11

Please also note that:

- The CfD Generator does not need to provide EMRS with the Start Date prior to BM Unit Creation. However, the BM Unit(s) must be created prior to the Start Date
- The Additional BMU Registration process can run in parallel with the Aggregation Rule process. As part of the Aggregation Rule Process (WP25⁵), EMRS will create the EMR Settlement Aggregation Rule.

⁵ <https://emrsettlement.co.uk/publications/working-practices/>

5. CfD Generator Registration

When a CfD Generator has been awarded a contract, LCCC submits their party details to EMRS. EMRS will then contact the CfD Generator, who will be required to submit their party details via [My EMRS](#); see details listed in Appendix 1 – CfD Generator Registration Details.

[My EMRS](#) provides a secure and simple way for EMR Parties to view, submit and amend the Registration Details that are used to support settlement activities, and download Party data, such as invoices and backing data. The registration details will be shared with LCCC in order for them to communicate with CfD Generators directly for key updates, events, and significant information⁶ and LCCC will provide the CfD contract details to EMRS.

CfD Generators will be sent a link via email generated from [My EMRS](#) to complete registration details from EMR Settlement. The person submitting the Registration will be assigned the Registration User role. The Registration User is used solely for the creation of the account.

Once EMRS has received and processed the submitted Registration Details for an EMR Party⁷, the Registration User role cannot perform any activities within My EMRS. Instead, any Authorised Contacts submitted by the Registration User will receive an email asking them to create an account on My EMRS. Below is a list of the different types of Authorised Contacts. Section 6 of this document provides detailed information on managing Authorised Contacts.

- Primary Authority
- Finance Authority
- Operating Authority
- Trading Contact
- User
- Credit Contact

For information on the role of each type of the above Authorised Contact, please see [G4 – EMR Authorisations](#).

New registrations require one Primary Party authority, and two Finance Authorities as a minimum. 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.

During the registration process, either a Finance Authority or the Primary Party Authority must review and approve all the details entered by the Registration User. After this initial approval, an EMRS Operator will contact the remaining authority (i.e., the authority who did not approve the initial registration) to independently verify the bank account details by phone. The bank account details will only be approved by EMRS once this verification step has been successfully completed.

Please note that the Primary Bank Account must be held with a UK bank. This account will be used for all payments, so it is important that the details provided are accurate.

The Generator will require an EMR Party ID which is the unique identifier for the Generator. Please note the EMR Party ID must be:

- An 8-character, alphanumeric combination of the Company Name
- All letters must be in upper case
- No special characters

If you are a phased CfD Generator registering on [My EMRS](#), your EMR Party ID should be the same for each registration.

From the information provided by the CfD Generator, EMRS will determine that the EMR Party ID is valid for that CfD. This will be verified with the Balancing and Settlement Code Company (BSCCo). If the Generator is already a BSC Party, then their existing BSC Party ID will also be used as their EMR Party ID. If not, then an EMR Party ID will be

⁶ Further details on EMRS Privacy Policy can be found in <https://www.emrsettlement.co.uk/privacy-policy/>.

⁷ CfD Generators, CfD Suppliers, Capacity Providers and CM Suppliers are EMR Parties.

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agreed with EMRS. Please note that the Party ID cannot be changed once set. Appendix 5 – EMR Party ID provides details on the process to create and confirm the EMR Party ID.

5.1 CfD Generator Registration Process

The full initial registration process is detailed below. CfD Generators Authorised Contact(s) can amend Registration Details via [My EMRS](#) if required. The process is detailed in [G25 - My EMRS User Guide](#).

Ref	When	Action	From	To	Input Information Required	Method
5.1.1	Following the Initial Conditions Precedent in the Agreement being met and no later than 6 months prior to the Target Commissioning Window Start Date	Provide details of CfD Generators awarded a CfD Contract.	LCCC	EMRS	The details ⁸ will include: CfD ID ⁹ ; Company Name; Contact Name; Project Name; Company Registration Number; Company Registered Address; Contract Signature Date; Contact Name; Contact Email; and Contact Phone Number.	Email
5.1.2	Within 5WD of 5.1.1	Issue Registration Invitation email.	EMRS	CfD Generator	Notification of a newly licenced CfD and signed agreement.	Email

⁸ Details managed by LCCC cannot be changed

⁹ This ID is usually in the format AR#-AAA-###

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Ref	When	Action	From	To	Input Information Required	Method
5.1.3	Following 5.1.2	Submit CfD Generator Details via My EMRS .	CfD Generator	EMRS	EMR Party ID; Channel for Backing Data; Market Participant ID (MPID); Bank Account Details; Company Details for Settlement Purposes; At least one Primary Party Authority's Contact Details; and At least two Finance Authorities' Contact Details. NOTE: the CfD Generator specifies their own EMR Party ID which will later be validated by EMRS.	My EMRS
5.1.4	Following 5.1.3	Issue Request to an Authorised Contact for approving party details ¹⁰ .	EMRS	CfD Generator	CfD Generator Details	My EMRS
5.1.5	Following 5.1.4	The Authorised Contact must validate the submitted CfD Generator Details and approve them on My EMRS .	CfD Generator	EMRS	CfD Generator Details	My EMRS

¹⁰ One of the Primary Party Authority or Finance Authority (other than the person submitting the Party Details) must review and approve the Party Details

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Ref	When	Action	From	To	Input Information Required	Method
5.1.6	Within 8 WD of 5.1.5	<p>Validate:</p> <p>Accuracy of Party details; and</p> <p>That bank details have been approved by a Primary Party Authority or Finance Authority. EMRS must also contact a second Authority to confirm the Bank details provided.</p> <p>NOTE: for bank detail validation, EMRS will contact the Primary Party Authority and Finance Authority by phone.</p> <p>If the request fails validation, go to 5.1.7.</p> <p>If the request passes validation, go to 5.1.9.</p>	EMRS	CfD Generator		My EMRS/ Phone
5.1.7	Following 5.1.6	Where a request has not passed validation checks, issue notification of Registration rejection.	EMRS	CfD Generator	Rationale for rejection	My EMRS
5.1.8	Following 5.1.7	<p>Review rejection rationale and correct details.</p> <p>End of process</p>	CfD Generator	EMRS	Corrected details via My EMRS	My EMRS
5.1.9	Within 1 WD of 5.1.6	Confirm approval of EMRS Registration Details. Added Authorised Contacts will receive Registration Approval Email for My EMRS .	EMRS	CfD Generator	<p>Approved Registration details</p> <p>CfD Generator Authorised Contacts</p>	My EMRS
5.1.10	Following 5.1.9	<p>Provide approved EMR Party ID to LCCC.</p> <p>End of process</p>	CfD Generator	LCCC	Approved EMR Party ID	Email

Any amendments¹¹ to item (a) are covered in [G25 - My EMRS User Guide](#).

¹¹ Some items that are in the Generator Registration Details are managed by LCCC and cannot be changed by EMRS or the generator using this process

5.2 Validation of Registration Details

EMRS validates the registration details submitted. See below for a list of actions you can take to avoid any issues with registration details.

1. Ensure the information submitted matches the information on Companies House.
2. Ensure that Authorised Contact details are for individual persons
For example, the email address provided must be an individual person's email address (e.g., Jane.Doe@exampleemail.com), not a generic email address (e.g., finance@exampleemail.com)
3. Ensure the Authorised Contact details provided can indeed be used to reach the person
4. Ensure that a Primary Authority is listed on Companies House
5. Ensure that the same individual is not added as more than one Authorised Contact type.
6. Ensure that EMRS can reach Primary Party Authorities or Finance Authorities via phone call to validate bank details

Currently, My EMRS does not differentiate between typical CfD Generators and phased CfD Generators. A phased CfD Generator requires multiple My EMRS accounts, one for each contract. These accounts must have the same company number, company name and EMRS Party ID, and different CfD Agreement IDs. As per the usual process, EMRS will send the nominated Registration User a link to create My EMRS accounts for the unique CfD IDs. Once the User completes the registration for the first account, the EMR Party ID will exist in My EMRS. As such, when the User tries to submit this same EMR Party ID for the other accounts, they will see this error message: 'Registration already exists with this EMR Party ID'. At this point, the User will need to raise a request for EMRS (via contact@emrsettlement.co.uk) to add the EMR Party ID on behalf of the CfD Generator.

Additionally, we would encourage CfD Generators to have a main point of contact who EMRS can reach as and when needed during the registration process and submission of CfD Settlement Required Information.

6. Amending Party Details/Adding New Contacts

It is the responsibility of the CfD Generator to maintain the CfD Generator Details to ensure the Company information, Bank information and Contact information for Authorised Persons are up-to-date to support the settlement activities. The CfD Generator should amend the Party Details via My EMRS when any of the submitted information has changed.

It is also the responsibility of the CfD Generators to update My EMRS when an Authorised Contact(s) leaves their organisation and therefore should no longer have access to My EMRS as a registered user. Without the amendment of Registration Details, existing registered users of My EMRS will retain access to it. Guidance on completing a registration is provided in [G25 - My EMRS User Guide](#) and [G4 – EMR Authorisations](#).

Any amendments made on My EMRS will require approval and validation by an authorised contact. The authority who approves the amendments must be a different user from the one who submitted the amendments.

For amendments to any company details, EMRS will contact a relevant authority (all contacts listed as Primary Party Authority or a Finance Authority) to request approval of the amendments. EMRS will also ensure EMR settlements are based on accurate and valid data, checking that:

- Details are correctly completed
- Requested amendments are accurate and reliable for Settlement purposes

Please note that the Registration User will not be able to amend any details unless they are listed as a relevant authority.

6.1 Restricted Amendments

Each CfD Generator's company name/number, CfD ID, project name and address are maintained by LCCC as part of the contract and requests to amend this information should be made to them.

6.2 Amendment Process

The amendment process is detailed below.

Ref	When	Action	From	To	Input Information Required	Method
6.2.1	CfD Generator Details have changed	Submit updated CfD Generator Details via My EMRS	CfD Generator	EMRS	New/amended details via My EMRS	My EMRS
6.2.2	Within 5 WD of 6.2.1 if the amendment does not include Bank information; or within 8 WD of 6.2.1 if the amendment includes Bank information	Validate: Accuracy of amended information; Amended information is not restricted; and Any amendments have been approved by a Primary Party Authority or Finance Authority. If the request fails validation go to 6.2.3. For validating bank information, go to 6.2.5 and for all other validated amendments, go to 6.2.6.	EMRS	-	Review CfD Generator Details Amendments; CfD Generator Authorised Contacts	My EMRS
6.2.3	Following 6.2.2	Where a request has not passed validation checks, issue notification of amendment rejection.	EMRS	CfD Generator	Rationale for rejection	My EMRS
6.2.4	Following 6.2.3	Review rejection rationale and correct details. End of process	CfD Generator	EMRS	Corrected details via My EMRS	My EMRS
6.2.5	Following 6.2.2	If bank information is being amended, validate that relevant Authorised Contacts have approved the amendment request and contact a second Authority to complete a Bank details amendment confirmation.	EMRS	CfD Generator	CfD Generator Authorised Contacts	Phone call

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Ref	When	Action	From	To	Input Information Required	Method
6.2.6	Within 1 WD of 6.2.2 or following 6.2.5	<p>For any other details being amended, except Bank details, validate that relevant Authorised Contacts have approved the amendment request.</p> <p>Any newly added Authorised Contacts will receive Registration Approval Email for My EMRS.</p> <p>End of process</p>	EMRS	CfD Generator	<p>Approved Amendment details</p> <p>CfD Generator Authorised Contacts</p>	My EMRS

7. CfD Contract Details Provision

7.1 Contract Details Provision Process

Once the CfD Generator has submitted their EMR Party ID to LCCC, LCCC can provide further contract details to EMRS. The process is detailed below.

Ref	Condition	When	Action	From	To	Input Information Required	Method
7.1.1		Within 10 WD of receipt of the EMR Party ID and at least 3 months prior to start date of Target Commissioning Window or Start Date, whichever is earlier.	Provide CfD contract details required to perform the Settlement Activity.	LCCC	EMRS		SFTP
7.1.2		Within 1 WD of 7.1.1.	Acknowledge and validate the Contract Details provided. Report missing mandatory data items (CfD ID, EMR Party ID, Change or New).	EMRS	LCCC		Email
7.1.3		Following 7.1.2 or, where mandatory items are not provided, within 10 WD of 7.1.2.	Provide missing mandatory items.	LCCC	EMRS		SFTP
7.1.4		Within 1 WD of 7.1.3.	Acknowledge and validate the complete Contract Information.	EMRS	LCCC		Email ¹²

Please note that, if Contract details change, LCCC will need to provide the updated Contract details to EMRS. EMRS will then need to re-validate it as per 7.1.4 above.

¹² Using EGRESS Encryption Software

7.2 Expected Start Date Provision Process

The CfD Generator needs to provide LCCC with notification of its expected Start Date. LCCC will then need to provide this Start Date to EMRS. The process is detailed below.

Ref	Condition	When	Action	From	To	Input Information Required	Method
7.2.1	Schedule 1 Part B 2.4	As required and, at the latest, 3 months prior to Start Date.	Provide notification of expected Start Date.	CfD Generator	LCCC	Start Date	Email
7.2.2		Within 10 WD of 7.2.1.	Provide notification of expected Start Date for applicable CfD ID.	LCCC	EMRS	CfD ID; Start Date	Email ¹³

¹³ Using EGRESS Encryption Software

8. BM Unit Creation

CfD Generators will need to create BM Units. Below is a list of the BM Unit Types that a CfD Generator may create:

- Additional BM Units (C_): These Additional Supplier BM Units are registered solely for the purpose of allocating CFD Assets to them.
- Embedded (E_): These BM Units are embedded into a Distribution System.
- Directly Connected (T_): These BM Units are directly connected to the Transmission System.

CfD Generators are encouraged to begin the BM Unit creation process no later than 6 months prior to their Start Date. Section 8 of this document contains further information on how BM Units could be set up. The BM Unit creation process can also run in parallel with the Aggregation Rule process.

EMRS requires BM Units to be created and live as part of a CfD Generator’s Settlement Required Information. BM Unit Go-Live dates are dictated by the MDD Release Schedule¹⁴.

8.1 Additional BM Units Registration Process

CfD Generators who are Embedded (connected to a Distribution System), with its Metering Systems registered in the Supplier Meter Registration Service require Additional BMUs (A.BMU) to be registered to provide its metered volumes to EMR Settlement. Any applicable CfD Generator is responsible for providing a Start Date to LCCC at least six months before that Start Date. This is to allow enough time to complete the Additional BMU registration process (BSCP15 3.18¹⁵).

To create Additional BM Units, the CfD Generator will need to follow the process detailed below. EMRS will support them in this process and all requests to EMRS should be emailed to contact@emrsettlement.co.uk.

Further detail is also available in BSCP15 (3.18).

Ref	Condition	When	Action	From	To	Input Information Required	Method
8.1.1		No later than 6 months prior to the Start Date	Contact EMRS to initiate the BM Unit creation process	CfD Generator	EMRS	Request to initiate BM Unit creation process Expected Start Date GSP Group MPAN	Email

¹⁴ <https://www.elexon.co.uk/bsc/data/market-domain-data/mdd-release-schedule/>

¹⁵ <https://www.elexon.co.uk/bsc-related-documents/related-documents/bscps/>

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Ref	Condition	When	Action	From	To	Input Information Required	Method
8.1.2		Following 8.1.1	Check if the CfD ID is an Embedded Generator. Confirm on the CfD Register on LCCC's website that connection is Distribution and CfD Generator is Embedded.	EMRS		As provided in LCCC's notification of expected Start Date for applicable CfD ID (7.2.2)	Internal Process
8.1.3		Within the same WD as 8.1.22.	If CfD ID is an Embedded Generator begin A.BMU registration process in accordance with BSCP15 (3.18).	EMRS		As provided in LCCC's notification of expected Start Date for applicable CfD ID (7.2.2) BSCP15	Internal Process
8.1.4		Next Market Domain Data (MDD) release ¹⁶ .	Additional BM Units go live in MDD subject to BSCP15 (3.18) acceptance	Elexon		8.1.33	
8.1.5		Prior to SRI request	Request that the Supplier of the MPAN(s) allocate them to the appropriate A.BMU	CfD Generator	Supplier	8.1.44	

8.2 Embedded and Directly Connected BM Units Registration Process

To create Directly Connected and Embedded BM Units, the CfD Generator will need to liaise with Elexon via Elexon Support¹⁷. Elexon will then support the CfD Generator in creating the BM Units.

Once the BM Unit is created, the CfD Generator will need to notify EMRS as soon as possible.

Further detail is also available in BSCP15 (3.18).

¹⁶ The MDD Release Schedule can be found here: <https://www.elexon.co.uk/bsc/data/market-domain-data/mdd-release-schedule/>. For additional BM Units, you will need to submit the relevant MDD forms by the Fast Track Deadline for your target MDD Go-Live (i.e., the date on which the BM Unit will be created). However, for Embedded or Directly Connected BM Units, the relevant MDD forms must be submitted by the General Deadline.

¹⁷ <https://support.elexon.co.uk/csm>

9. Aggregation Rule Creation

9.1 Aggregation Rule Creation Process

EMRS will create an Aggregation Rule for each CfD Generator. For EMRS to be able to do this, the Electrical Schematic diagram should first be submitted to LCCC (as per (Schedule 1 Part B 2.1 (D))¹⁸ and then submitted to EMRS to create the Settlement Aggregation Rules in EMR.

The process for creating an Aggregation Rule is detailed below and can run in parallel with the BM Unit creation process. Further detail is available in [WP25 – Aggregation Rules for Suppliers and CfD Generators](#).

Ref	Condition	When	Action	From	To	Input Information Required	Method
9.1.1		As required but at least 25 WD prior to Start Date.	Upon request of the CfD Generator, create the aggregation rule for a CfD Generator as per WP25 - Aggregation Rules for Suppliers and CfD Generators.	EMRS		WP25 - Aggregation Rules for Suppliers and CfD Generators ¹⁹	
9.1.2		Same time as 9.1.1.	Request the setup of SFTP Server – this is only applicable to Phased-Off-shore Wind Projects with Apportioned Metering.	CfD Generator	EMRS		
9.1.3		Following 9.1.2.	Send test Apportioned Metering Interface File.	CfD Generator	EMRS	Apportioned Metering Interface File. WP195 - CM CfD Metered Data ²⁰	SFTP

¹⁸ Guidance for OCP 2.1 (D) is available on the LCC website <https://www.lowcarboncontracts.uk/our-schemes/contracts-for-difference/guidance-and-publications/>

¹⁹ <https://emrsettlement.co.uk/publications/working-practices/>

²⁰ <https://emrsettlement.co.uk/publications/working-practices/>

10. Metered Volumes

In addition to the details provided via the CfD Contract Details and the CfD Generator Registration Details passed to EMRS from LCCC, EMRS must also be receiving Metered Volumes to be able to perform the settlement activity. A check will be made to ensure that the EMR Settlement System is receiving Metered Volumes from the CfD Generator. In order to ensure that EMRS is receiving the correct Metered Volumes, MPANs must be allocated by the Supplier to the appropriate Additional BM Unit. Failure of the Supplier to do this will result in EMRS not receiving data and will likely impact CfD payments to the Generator. It is the CfD Generator's responsibility to liaise with their Supplier to ensure this process happens. This process is also very important when changing Supplier.

This content of this document only covers the process that ensures Metered Volumes are being received; refer to the [WP195 - Capacity Market and CfD Metered Data](#) for more information on the submission of metered data.

11. Required Evidence for Different Metering Systems

11.1 to 11.3 below provide detailed information on the evidence required to demonstrate compliance for Metering Systems registered in SMRS, in CMRS and as a Private Network.

Note: It is possible for the active export energy to be Registered in CMRS and the active import energy Registered in SMRS. In this case the aggregation rule will have an Embedded BMU (i.e. E_) for the export and an Additional BMU for CfD Assets (i.e. C_) for the import.

Note: The Import and Export MPANs may be in separate BMUs, where each is Registered with a different Supplier, and require two Additional BMU IDs to be submitted.

Note: The CfD Generator should confirm with the relevant Supplier that the process to allocate the relevant MPANs to the relevant Additional BMU has been completed (i.e. that the relevant Supplier has received the D0294 Confirmation of BM Unit Allocation from the appointed Half Hourly Data Aggregator).

11.1 Required evidence for a BSC Settlement Metering System registered in CMRS

For a BSC Settlement Metering System registered in CMRS	Guidance
Register with EMRS	<p>Follow the process in the guidance G25 – My EMRS Registration User Guide to register and the process in WP24 – CfD OCP 2.1 (A) Settlement Required Information to provide Settlement Required Information via My EMRS.</p> <p>BSC Party ID will be the EMR Party ID for a BSC Party.</p> <p>For a non-BSC Party the Generator can choose an EMR Party ID up to a maximum of eight alphanumeric characters in length. EMRS will confirm the proposed ID isn't already in use by a BSC Party</p>
Aggregation Rule information	<p>The Generator will need to provide the following information to allow EMRS to perform the Settlement Activity:</p> <ol style="list-style-type: none"> 1) CfD ID; 2) BMU ID(s); 3) Date when the BMU IDs became effective (i.e. registration completed with BSCCo); 4) Confirm if the Facility is a Dual Scheme Facility; and 5) Confirm if there is another SMRS Metering System

11.2 Required evidence for a BSC Settlement Metering System registered in SMRS

For a BSC Settlement Metering System registered in SMRS	Guidance
Register with EMRS	<p>Follow the process in the guidance G25 – My EMRS Registration User Guide to register and the process in WP24 – CfD OCP 2.1(A) Settlement Required Information to provide Settlement Required Information via My EMRS.</p> <p>BSC Party ID will be the EMR Party ID for a BSC Party.</p> <p>For a non-BSC Party the Generator can choose an EMR Party ID up to a maximum of eight alphanumeric characters in length. EMRS will confirm the proposed ID isn't already in use by a BSC Party</p>
Aggregation Rule information	<p>The Generator will need to provide the following information to allow EMRS to perform the Settlement Activity:</p> <ol style="list-style-type: none"> 1) CfD ID; 2) Additional BMU ID(s); 3) Date when the Additional BMU IDs became effective (i.e. registration completed with BSCCo and Supplier allocated MPANs to the Additional BMU). <p>N.B. Failure of the Supplier to allocate MPANs to the Additional BMU will result in EMRS not receiving data and will likely impact CfD payments. It is the CfD Generator's responsibility to liaise with their Supplier to ensure this process happens. This process is also very important when changing Supplier;</p> <ol style="list-style-type: none"> 4) Confirm if the Facility is a Dual Scheme Facility; and 5) Confirm if there is another CMRS Metering System
Supplier confirmation MPAN allocated to Additional BMU	<p>Confirmation from the Supplier that the Half Hourly Data Aggregator has allocated the MPAN(s) to the Additional BMU.</p> <p>Where there is a separate Supplier for the Import and Export MPAN the confirmation is required from both Suppliers. If this is not done the CfD Generator will not receive their payments correctly.</p>

11.3 Required evidence for a Private Network Metering System (i.e., not a BSC Settlement Metering System registered in CMRS or SMRS)

For a Metering System not registered under the BSC and located on a Private Network	Guidance
Register with EMRS	<p>Follow the process in the guidance G25 – My EMRS Registration User Guide to register and the process in WP24 – CfD OCP 2.1 (A) Settlement Required Information to provide Settlement Required Information via My EMRS.</p> <p>BSC Party ID will be the EMR Party ID for a BSC Party.</p> <p>For a non-BSC Party the Generator can choose an EMR Party ID up to a maximum of eight alphanumeric characters in length. EMRS will confirm the proposed ID isn't already in use by a BSC Party</p>
Apply for an SFTP account	<p>To be able to submit CSV files with Metered Volumes for your Generator you will need to have a Secure File Transfer Protocol (SFTP) account with EMRS. Email the Service Desk contact@emrsettlement.co.uk to request a SFTP account and provide the following details:</p> <p>Contact name, Email address and Mobile number.</p> <p>Within 5 WDs EMRS will issue a username, password and the address of the SFTP site. The username and password will be sent separately</p>
Aggregation Rule information	<p>The Generator will need to provide the following information to allow EMRS to perform the Settlement Activity:</p> <ol style="list-style-type: none"> 1) CfD ID; 2) The Metered Entity ID(s). This must match the Metered Entity ID used in the CSV file that is checked as part of OCP (E);²¹ 3) Date when the CSV files can be submitted to EMRS via SFTP; 4) Where the Generator is on a Private Network connected to a Distribution System the Distributor ID of the relevant Licensed Distributor System Operator (LDSO) (see section 6.6 Appendix 4 of WP25 - Aggregation Rules for Suppliers and CfD Generators); 5) Where the Generator is on a Private Network connected to a Distribution System a Line Loss Factor Class (LLFC) ID for the voltage class of the Facility (i.e. if Facility connected at 11kV a generic

²¹ LCCC is responsible for OCP 2.1(E) and guidance is available on their website: <https://www.lowcarboncontracts.uk/our-schemes/contracts-for-difference/guidance-and-publications/>

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	<p>LLFC ID for the relevant LDSO as detailed in the methodology Use of System Charging Statement - Annex 5 - Schedule of Line Loss Factors); and</p> <p>6) Confirm if the Facility is a Dual Scheme Facility</p>
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12. Written Confirmation Provision

The CfD Generator will need to request written confirmation from EMRS that the CfD Generator has the required information to perform the EMR settlement activity. The CfD Generator will need to use the template in Appendix 6 – Written Confirmation Request Template and the request must come from an Authorised Contact. All requests to EMRS should be emailed to contact@emrsettlement.co.uk.

EMRS must be satisfied that the CfD Generator has all the necessary information required to carry out the settlement activity, and that the CfD Generator has in place the systems and processes necessary for the continued provision of the CfD Settlement Required Information. For any CfD Generator that is set up as a BMU or an A.BMU, the BSC processes will ensure continued provision of metered data once metered data has been received. For a CfD Generator operating on a Private Network, the CfD Generator will have to have demonstrated they can submit a Comma Separated Values (CSV) file, as per WP195, with metered data to EMRS).

Where EMRS is satisfied, they will provide the CfD Generator with written confirmation in the form of the MD09b letter. An example of the template can be found in Appendix 3 – Successful Settlement Required Information Check. The CfD Generator must then send the MD09b written confirmation letter to LCCC, accompanied by a Conditions Precedent Notice and Director's Certificate certifying that the information is true, complete and accurate in all material respects and is not misleading.

Where EMRS is not satisfied it has all the necessary information required to carry out the settlement activity, it will provide written confirmation of this failure; an example of the template can be found in Appendix 4 – Unsuccessful Settlement Required Information Check.

12.1 Written Confirmation Process

The process for requesting and receiving written confirmation from EMRS, and providing that written confirmation to LCCC is detailed below.

Ref	Condition	When	Action	From	To	Input Information Required	Method
12.1.1	Condition Schedule 1 Part B 2.1 (A)	As required and prior to Start Date.	Request written confirmation that CfD Settlement Required Information has been received. The confirmation request must come from an Authorised Contact registered through My EMRS .	CfD Generator	EMRS	CfD ID and project name Appendix 6 – Written Confirmation Request Template	Email
12.1.2		Within 1 WD of 12.1.1.	Acknowledge request for written confirmation.	EMRS	CfD Generator	CfD ID	Email
12.1.3		Within 2 WD of 12.1.2	Determine whether Metered Volumes are being received and required fields in the Master File have been populated and been validated. It is important that Generators begin submitting live Metered Volumes to EMRS as early as possible to identify and resolve any issues. Inability to submit Metered Volumes is a common cause for delay.	EMRS			Internal Process

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Ref	Condition	When	Action	From	To	Input Information Required	Method
12.1.4	Condition Schedule 1 Part B 2.1 (A)	Within 2 WD of 12.1.3.	<p>If EMRS is satisfied, send written confirmation that EMRS is satisfied that it has received the CfD Settlement Required Information (including Metered Volumes), and that the CfD Generator has in place systems and processes necessary for the continued provision of this information.</p> <p>If EMRS is not satisfied, send notification to CfD Generator stating areas of non-compliance. CfD Generator to resolve and begin written confirmation request process again.</p>	EMRS	CfD Generator	<p>Written Confirmation letter – Appendix 2 – Written Confirmation Template; and</p> <p>one of the following:</p> <ul style="list-style-type: none"> - Appendix 3 – Successful Settlement Required Information Check; or - Appendix 4 – Unsuccessful Settlement Required Information Check, and details of areas of non-compliance 	Email
12.1.5		Following receipt of confirmation in 11.1.4 and prior to Start Date.	It is recommended that the CfD Generator validates all the registration information contained in the Written Confirmation letter provided by EMRS and checks that the aggregation rule is correct.	CfD Generator			CfD Generator Process

WP24 – CfD OCP 2.1(A) Settlement Required Information

Ref	Condition	When	Action	From	To	Input Information Required	Method
12.1.6	Condition 1 Part B 2.1 (A); and Condition 3.9 or 3.13 as applicable.	Following receipt of confirmation in 12.1.4 and prior to Start Date.	Send the written confirmation and accompanying Conditions Precedent Notice and Director's Certificate to LCCC.	CfD Generator	LCCC	CfD Settlement Required Information Written Confirmation. Conditions Precedent Notice. Directors' Certificate.	Email
12.1.7		Within 10WD of 11.1.6 and prior to the Start Date	Validate whether the OCP 2.1(A) has been fulfilled. END PROCESS	LCCC			

13. CfD Generator Change of Ownership

13.1 Change of Ownership Process

When a CfD Generator has changed ownership, the CfD Generator is required to inform LCCC. The new owners of the CfD Generator will have to register with EMRS. The update to the contract details will be carried out as per the normal update process.

Ref	Condition	When	Action	From	To	Input Information Required	Method
13.1.1	79	As required.	Notify LCCC of a change in ownership of the CfD Generator.	CfD Generator	LCCC		Email/ Post
13.1.2	79	Following 13.1.1 and within 10 WD of receipt of notification.	Provide details of CfD Generator that has changed owner and the date the change of ownership is effective from.	LCCC	EMRS	The details will include: CfD Generator Unique Identifier; New Company Name; New Contact Name; ²² New Contact Email; ²³ New Contact Phone Number; and Effective from date.	Email ²⁴
13.1.3		Within 2 WD of 12.1.2.	Issue Registration Invitation email	EMRS	CfD Generator	CfD Generator Registration Details (required items in Appendix 1 – CfD Generator Registration Details)	Email

²² Notification contact as per CfD Contract

²³ Notification contact email address as per CfD Contract

²⁴ Using EGRESS Encryption Software

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Ref	Condition	When	Action	From	To	Input Information Required	Method
13.1.4		Following 13.1.3 and within 15 WD for initial required details and full details 4 months prior to Target Commissioning Window or Start Date, whichever is earlier	Submit Registration Details via My EMRS .	CfD Generator	EMRS	CfD Generator Registration Details (required items in Appendix 1 – CfD Generator Registration Details)	My EMRS
13.1.5		Within 1 WD of 12.1.4.	Issue Request to an Authorised Contact for approving Party details ²⁵ .	EMRS	CfD Generator	CfD Generator Registration Details (required items in Appendix 1 – CfD Generator Registration Details)	Email
13.1.6		Within 5 WD of 13.1.5.	The Authorised Contact must validate the submitted Registration Details and approve it on My EMRS .	CfD Generator	EMRS	CfD Generator Registration Details (required items in Appendix 1 – CfD Generator Registration Details)	My EMRS
13.1.7		Within 5 WD of 13.1.5.	Validate the submitted Registration Details including EMR Party ID.	EMRS			Internal Process
13.1.8		Following 13.1.7.	Create CfD Generator record for each CfD ID.	EMRS		As submitted on My EMRS	Internal Process
13.1.9		Within 1 WD of 13.1.8.	Provide EMR Identifiers.	EMRS	LCCC	CfD ID and associated EMR Party ID	Email

²⁵ One of the Primary Party Authority or Finance Authority (other than the person submitting the Party Details) must review and approve the Party Details

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Ref	Condition	When	Action	From	To	Input Information Required	Method
13.1.10		Following 13.1.9.	Confirm Registration Approval for My EMRS and the EMR Settlement Portal to Authorised Contacts. END OF PROCESS	EMRS	CfD Generator	As submitted on My EMRS	Email

14. 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.

15. Acronyms and Definitions

A list of acronyms and definitions can be found in the Glossary²⁶ on the EMRS Website.

²⁶ <https://www.emrsettlement.co.uk/glossary/>

16. Appendices

16.1 Appendix 1 – CfD Generator Registration Details

The following details are provided by LCCC and cannot be amended using this process. Any amendments to these details must be made directly with LCCC:

- Company Name;
- Company Registration Number;
- CfD Contract Signature Date;
- CfD ID; and
- Company Address (including postcode and country) – Notification address as per CfD contract.

Details to be completed by the CfD Generator:

- EMR Party ID;
- Settlement Information;
- Channel for Backing Data; and
- Market Participant ID (MPID)
- Bank Account Details (Account number, sort code, IBAN, SWIFT/BIC) – For each account;
- Company Details for Settlement Purposes (Primary company Settlement email, Optional email, phone number);
- Primary Party Authority²⁷ Contact (Name, Address, email address, phone number);
- Finance Authority Contact²⁸ (Name, Address, email address, phone number);
- A second Finance Authority²⁹ Contact (Name, Address, email address, phone number); and
- Other Roles³⁰ (Name, Address, email address, phone number).

As a minimum, the initial submission of the Registration Details must include a company email address, Primary Party Authority, two Finance Authority Contacts, Bank Account details and the EMR Party ID.

The EMR Party ID is the BSC Party ID. If the CfD Generator does not have a BSC Party ID, the CfD Generator can suggest an EMR Party ID. This must be a maximum of eight characters in length.

²⁷ Primary representative of the organisation, with respect to EMR for Settlement purposes and responsible for approving company detail amendments

²⁸ Responsible for approving company detail amendments and managing finance contacts

²⁹ Responsible for approving company detail amendments and managing finance contacts

³⁰ Other roles can be created as per the EMR Settlement Authorisation Guidance document found on the EMRS website <https://emrsettlement.co.uk/publications/guidance/>

16.2 Appendix 2 – Written Confirmation Template



Notice Reference: MD09-<EMR Party ID>-<unique template reference>

<Date>

Dear Generator

Settlement Required Information Check - <CfD ID>

We currently hold the following Settlement Required Information relating to your contract, this is for your information only and **does not need to be sent to LCCC**:

Settlement Required Information	Information held
EMR Party ID	<Enter values>
Company Name	<Enter values>
Company Registration Number	<Enter values>
Company Address (notification)	<Enter values>
Primary company email	<Enter email address>
Primary Party Authority	<Enter name, email address and number>
Finance Authority	<Enter name, email address and number>
Second Finance Authority	<Enter name, email address and number>
Bank Account and sort code	<Enter values>
Strike Price (currently)	<Enter values>
Reference Price ID	<Enter values>
Generator Type/CfD Type	<Enter values>
Maximum Contract Capacity	<Enter values>
Renewable Qualifying Multiplier ³¹	<Enter values>
CHP Qualifying Multiplier	<Enter values>
Aggregation Rule	<Enter values>

³¹ If not applicable the default value is 1.

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Metered Volumes	<Enter values>
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Should you have any queries regarding this matter please contact us by email at contact@emrsettlement.co.uk or call 020 7380 4333.

Kind regards,

EMR Settlement Team

16.3 Appendix 3 – Successful Settlement Required Information Check

This template is the written confirmation that EMRS has received the Settlement Required Information. Only this letter needs to be sent to LCCC.



Reference: MD09b-<EMR Party ID>-<unique template reference>

<Today's Date>

Dear Generator

Successful Settlement Required Information Check - <CfD ID>

EMR Settlement Ltd (Settlement Services Provider) can confirm that it has received the CfD Settlement Required Information and that you have in place the systems and processes which are necessary for the continued provision of the CfD Settlement Required Information for the project identified.

A copy of this letter will need to be sent to the Low Carbon Contracts Company (CfD Counterparty) as written confirmation that EMR Settlement Ltd is satisfied that the Operational Further Conditions Precedent in the *[CfD Standard Terms and Conditions (Version 1, August 2014) (Schedule 1 Part B 2.1 (A) (i) and (ii))* **OR** *Investment Contract Standard Terms and Conditions (Schedule 1 Part B 2.1 (A) (i) and (ii))* has been fulfilled.

This letter, when sent to the Low Carbon Contracts Company, must be accompanied by a Conditions Precedent Notice and a Director's Certificate to satisfy the requirements of condition *[3.9 in the CfD Standard Terms and Conditions (Version 1, August 2014) OR 3.13 in the Investment Contract Standard Terms and Conditions]*.

Should you have any queries regarding this matter please contact us by email at contact@emrsettlement.co.uk or call 020 7380 4333.

Kind regards,

EMR Settlement Team

16.4 Appendix 4 – Unsuccessful Settlement Required Information Check

This template is the written confirmation that EMRS has not received the Settlement Required Information.



Reference: MD09c-<EMR Party ID>-<unique template reference>

<Today's Date>

Dear Generator

Unsuccessful Settlement Required Information Check - <CfD ID>

We have not received all the CfD Settlement Required Information which is necessary from you prior to the CfD Generator Start Date and/or we believe the project identified does not have in place the systems and processes which are necessary for the continued provision of the CfD Settlement Required Information.

Please rectify the outstanding issues and provide us the CfD Settlement Required information. Once received you may request another check to obtain the written confirmation you require.

Should you have any queries regarding this matter please contact us by email at contact@emrsettlement.co.uk or call 020 7380 4333.

Kind regards,

EMR Settlement Service Desk

16.5 Appendix 5 – EMR Party ID

An EMR Party ID is an identifier for a legal entity that is unique to that legal entity, and supports effective management of the Party within EMR Settlement. Where an EMR Party is a BSC Party, the EMR Party ID must match the Party's BSC Party ID. For further information on BSC Party IDs, please refer to the BSC Website³². Where a CfD Generator does not have a BSC Party ID because it has not acceded to the BSC, the EMR Party ID will be the CfD Generator's BSC Party ID when the CfD Generator accedes to the BSC.

The CfD Generator should suggest an EMR Party ID that EMRS will validate. If it is available, it will be assigned to the CfD Generator. If it is not, EMRS will work with the CfD Generator to agree a suitable alternative. Please note that it cannot be amended once in place.

The EMR Party ID must be an eight character, alphanumeric combination of the Company Name, all letters must be in upper case and there must be no special characters. BSC Party IDs are managed by BSCCo.

³² <https://www.elexon.co.uk/about/elexon-key-contacts/bsc-signatories-qualified-persons/>

16.6 Appendix 6 – Written Confirmation Request Template

EMR Settlement Limited

350 Euston Road

London

NW1 3AW

[Date]

Dear [Recipient],

We hereby request EMR Settlement Ltd (CfD Settlement Services Provider) to confirm that it has received the CfD Settlement Required Information for *[insert Project Name and CfD ID]* and that EMR Settlement Ltd is satisfied that the Operational Further Conditions Precedent in the *[CfD Standard Terms and Conditions (Version 1, August 2014) (Schedule 1 Part B 2.1 (A) (i) and (ii)) OR Investment Contract Standard Terms and Conditions (Schedule 1 Part B 2.1 (A) (i) and (ii))]* has been fulfilled.

Yours sincerely,

[Insert Name]

[Insert Job Title]

16.7 Appendix 7 – Generator Responsibilities

The CfD Generator responsibilities in the CfD Settlement Required Information process are detailed below:

- Submit the CfD Generator Registration Details via My EMRS;
- Assist EMRS to determine the EMR Party ID;
- Submit an Electrical Schematic to allow EMRS to determine the Aggregation Rule (can be same diagram submitted as per the Operational Conditions Precedent in the CfD Agreement Schedule 1 Part B 2.1 (D));
- Update LCCC with the expected Start Date;
- For a CfD Generator that is an Embedded Generator, work with EMRS and the Balancing and Settlement Code Company (BSCCo) in the Additional BM Unit registration process;
- Request written confirmation that EMRS has received the CfD Settlement Required Information as per Operational Further Conditions Precedent in the CfD Agreement (Schedule 1 Part B 2.1 (A) (i) and (ii)); and
- Submit the written confirmation to LCCC along with a Conditions Precedent Notice and Director's Certificate.

For any CfD Generator using BSC Settlement Metering, the Operational Further Conditions Precedent Schedule 1 Part B 2.1 (A) (ii) where the CfD Generator has to satisfy EMRS that they have in place the systems and processes which are necessary for the continued provision of the CfD Settlement Required Information will be fulfilled by the existing BSC processes.

For any CfD Generator not using BSC Settlement Metering and operating on a Private Network, the CfD Generator will have to provide a written procedure as to how Metered Volumes will be submitted to EMRS. The format and scope of this procedure will have to be agreed with LCCC.