

WP24 – CfD Settlement: Required Information

EMRS Working Practice

Public

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1. Change Amendment Record

Version	Date	Description
1.0	20 October 2015	Go-Live Version
2.0	20 April 2017	Added reference about the EMR Settlement Portal Removed references to N005 Updated timings for 3.2.1 and 3.3.2 and removed the provision for LCCC to provide GSP Group details
3.0	16 May 2018	Transfer to new template and format and reference review
4.0	18 June 2018	Updated to illustrate G21 and housekeeping
5.0	4 February 2019	Setting up SFTP Server and Sending Apportioned Metering Interface Test File
6.0	15 July 2020	Added guidance on CfD Generators and Suppliers responsibilities in regards to Additional BM Units and update to process 6.3.
7.0	13 October 2020	Update to include the link to EMR Privacy Policy
8.0	1 June 2021	Updates for My EMRS
9.0	8 June 2021	Review
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

2. Introduction

The Contract for Difference (CfD) Generator has to provide Low Carbon Contracts Company (LCCC) with written confirmation from the CfD Settlement Services Provider (CfD SSP) 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. This has to be completed prior to the CfD Generator Start Date.

This confirmation is sent to the CfD Counterparty and is an Operational Conditions Precedent (OCP). It must be accompanied by a Directors' Certificate certifying that the information is true, complete and accurate in all material respects and is not misleading.

The 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 SSP role to EMR Settlement Ltd (EMRS).

2.1 Scope and Purpose

This Working Practice defines the key interfaces, interdependencies and timetable for the CfD Generator to receive written confirmation from EMRS.

2.2 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 a line 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.

3. Associated Documents

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

- CfD Standard Terms and Conditions¹ and all subsequent amendments
- CfD Agreement¹ and all subsequent amendments

¹ <https://www.gov.uk/government/publications/contracts-for-difference-standard-terms-and-conditions>

- Private Network CfD Agreement¹ and all subsequent amendments
- BSCP15 BM Unit Registration²
- WP25 – EMR Aggregation Rules³
- WP33 – CfD Electrical Schematic Obligation (Metering)
- WP195 - Capacity Market and CfD Metered Data
- G21 – Operational Conditions Precedent⁴
- G25 - My EMRS User Guide

4. Background

The purpose of the written confirmation is to provide evidence to the LCCC that EMRS has all the information it requires to be able to carry out CfD Settlement Activities. This is an Operational Further Conditions Precedent and must be met prior to the CfD Generator Start Date.

This Working Practice covers the high level process that the CfD Generator must follow to ensure EMRS is able to provide the written confirmation.

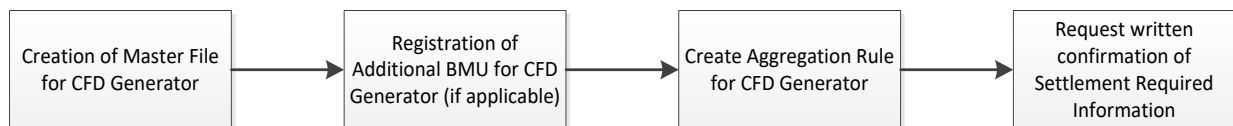


Figure 1: Settlement Required Information High Level Process

The process maps in Figure 2, Figure 3 and Figure 4 illustrate the four stages of the end to end process in Figure 1.

This includes:

- a) CfD Generator Registration (Section 7);
- b) Determining EMR Party ID (Section 7);
- c) Receiving CfD contract details (Section 0);
- d) Creating Additional BMU for an Embedded Generator (Section 10);
- e) CfD Generator Aggregation Rules (Section 11);
- f) Request for written confirmation (Section 12);
- g) Updating contract details (Section 13); and
- h) CfD Generator change of ownership (Section 13).

² <https://www.elexon.co.uk/bsc-related-documents/related-documents/bscps/>

³ <https://www.emrsettlement.co.uk/publications/working-practices/>

⁴ <https://www.emrsettlement.co.uk/publications/guidance/>

As well as covering the end to end process, this Working Practice covers the detailed process for all items above, except (d), which is covered in BSCP15 (3.18) and (e), which is covered in [WP25 – EMR Aggregation Rules](#). Any amendments⁵ to item (a) are covered in [G25 - My EMRS User Guide](#). Item (b) cannot be changed once set.

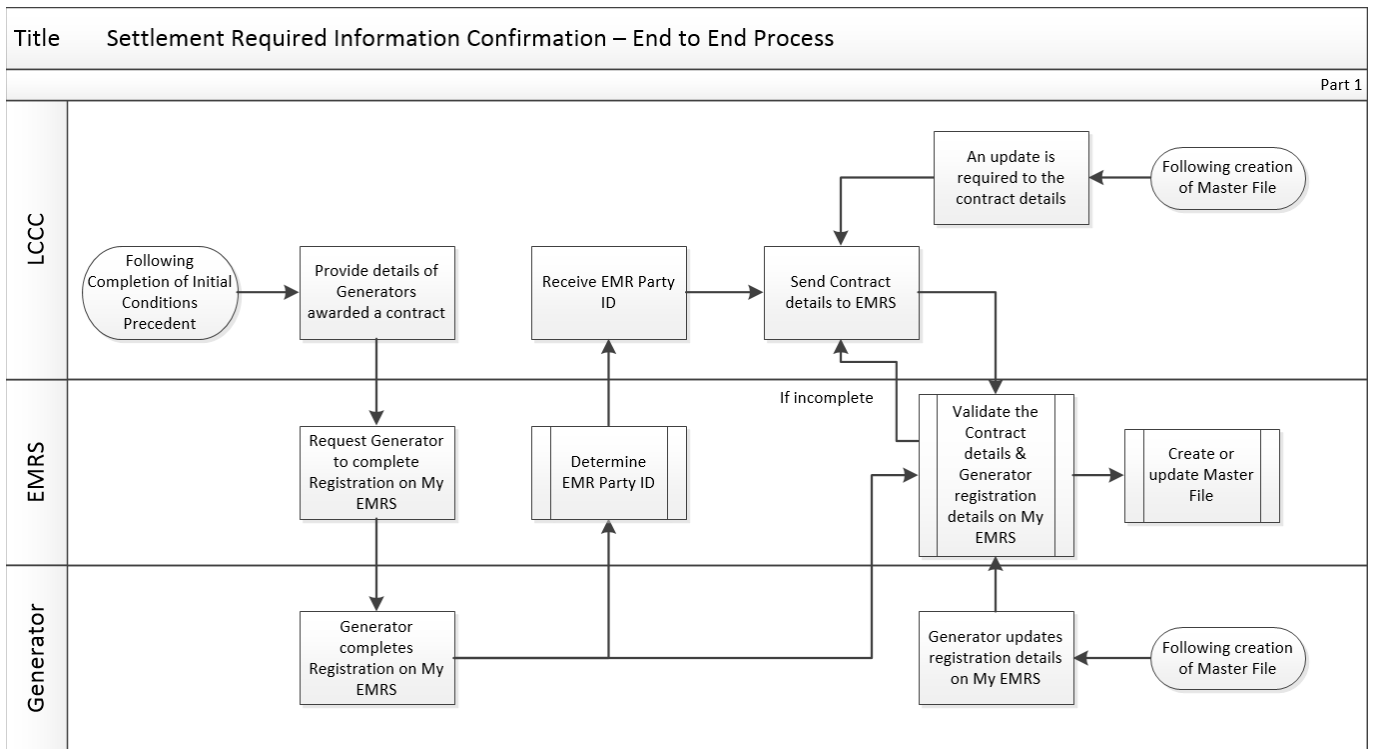


Figure 2: Creation of or Update to the CfD Generator Master File.

⁵ Some items that are in the Generator Registration Details are managed by the LCCC and cannot be changed by EMRS or the generator using this process

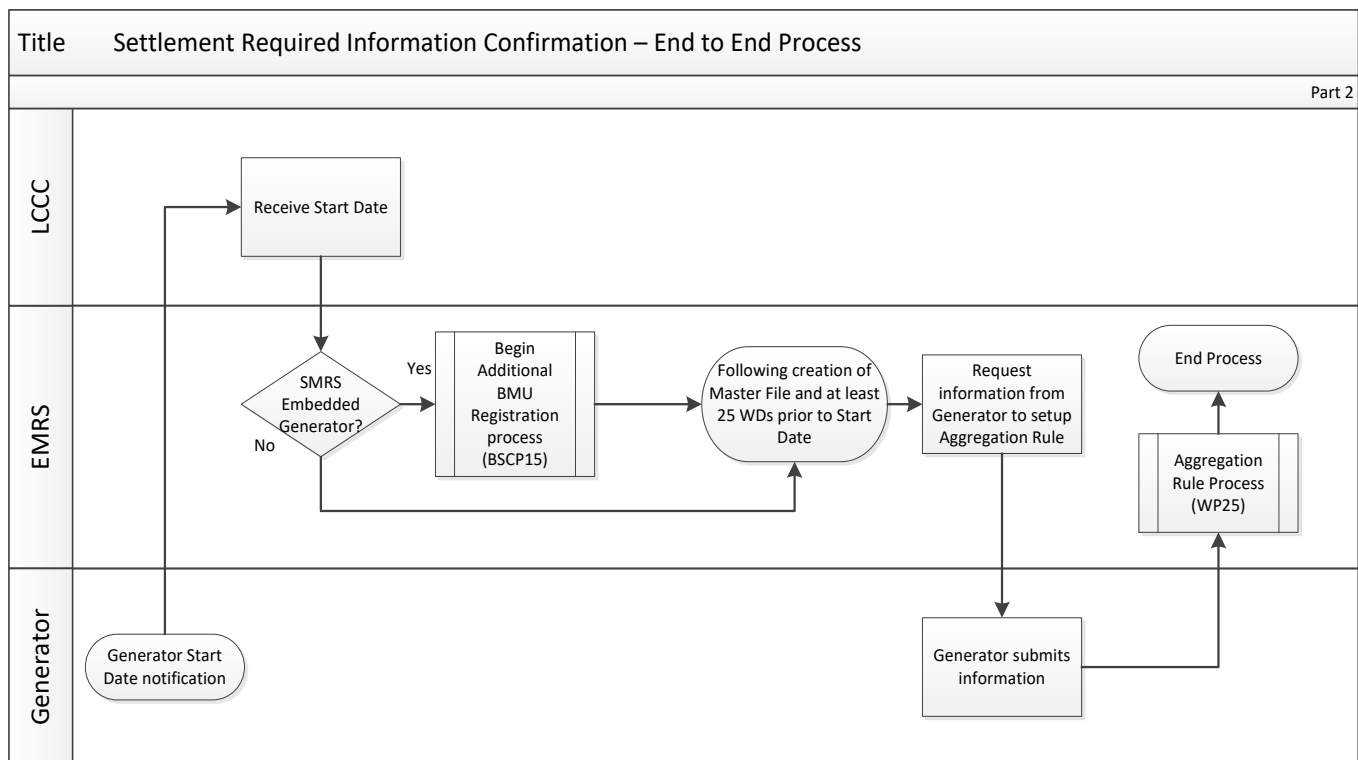


Figure 3: Additional BMU Registration and Aggregation Rule Process

The Additional BMU Registration process can run in parallel with the Aggregation Rule process. As part of the Aggregation Rule Process (WP25⁶), EMRS will create the EMR Settlement Aggregation Rule.

⁶ <https://emrsettlement.co.uk/publications/working-practices/>

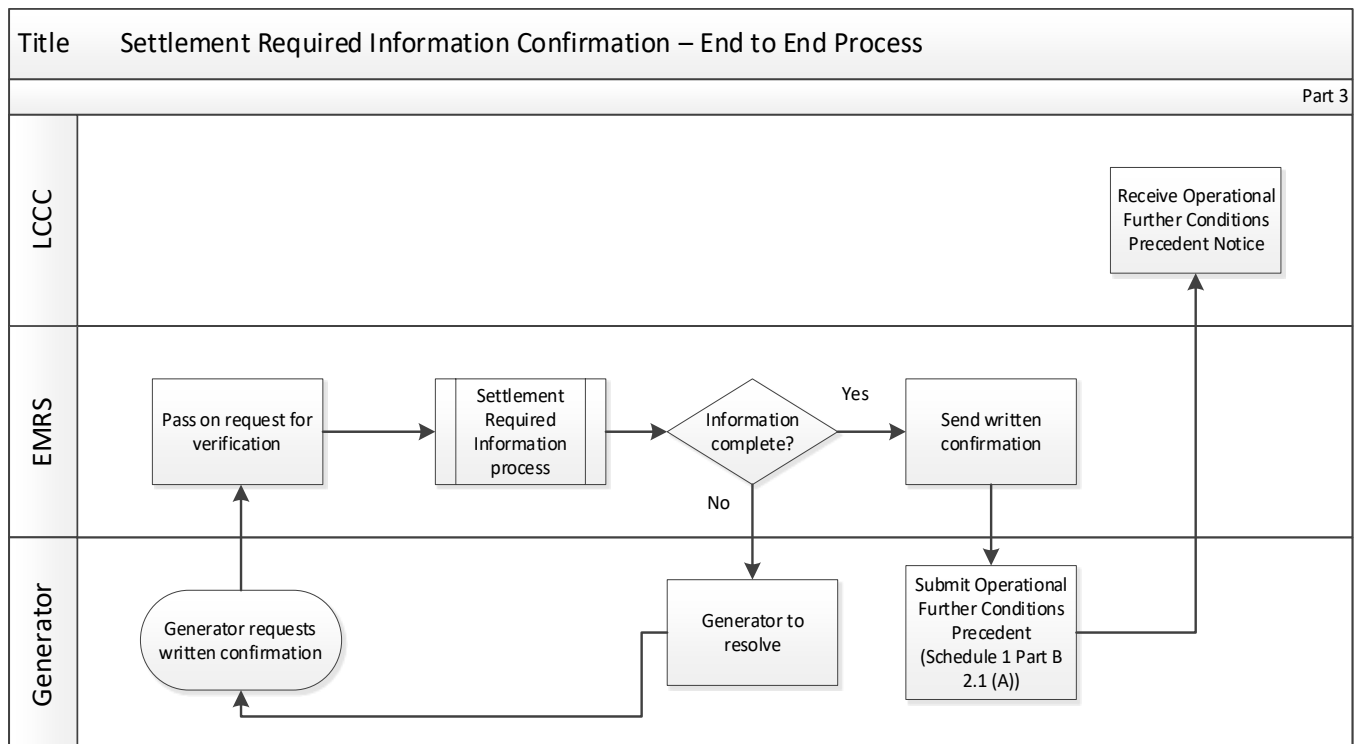


Figure 4: Written Confirmation Process

The CfD Generator will request written confirmation using the template in [Appendix 6](#). The request must come from an Authorised Contact.

5. Settlement Required Information

The Settlement Required Information is what EMRS needs 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. Information is needed from both the CfD Generator and the LCCC to be able to achieve this.

A summary of the CfD Generators responsibilities in this process is in [Appendix 7 – Generator Responsibilities](#).

5.1 My EMRS

The CfD Generator will be required to submit their party details via [My EMRS](#); see details listed in Appendix 1 – CfD Generator Registration Details.

CfD Generators will be sent a link via email generated from [My EMRS](#) to complete registration details from EMR Settlement.

[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 information⁷ and LCCC will provide the CfD contract details to EMRS.

The access to [My EMRS](#) will be available to the following Authorised Contact roles:

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

Once EMRS has received and processed the submitted Registration Details for an EMR Party, any new Authorised Contacts will receive an email asking them to create an account on [My EMRS](#).

It is the responsibility of the CfD Generators to amend the Registration Details via [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

⁷ Further details on EMRS Privacy Policy can be found in <https://www.emrsettlement.co.uk/privacy-policy/>.

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](#).

From the information provided by the CfD Generator, EMRS will determine that the EMR Party ID is valid for that CfD Generator or create an EMR Party ID. This will be verified with the Balancing and Settlement Code Company (BSCCo). If the CfD Generator has a BSC Party ID, this will be used as their EMR Party ID. The process to create and confirm the EMR Party ID is in Appendix 5.

5.2 Additional BMUs (A.BMU)

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 Volume to EMRS. Any applicable CfD Generator is responsible for providing a Start Date to the LCCC at least three months before that Start Date. This is to allow enough time to complete the Additional BMU registration process (BSCP15 3.18⁸).

To be able to create the Aggregation Rule for the CfD Generator, an Electrical Schematic Diagram (as per (Schedule 1 Part B 2.1 (D))) has to be submitted to the LCCC. This document will be reviewed by the Metering Assurance service provider (Metering Agent) and this will be the basis for the Aggregation Rule (see [G21 – Operational Conditions Precedent](#)). This will be submitted to EMRS to create the Settlement Aggregation Rule in EMR. If the Electrical Schematic Diagram is subsequently amended, the aggregation rule will be updated through [WP33 – Electrical Schematic Obligation](#).

5.3 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.

⁸ <https://www.elexon.co.uk/bsc-related-documents/related-documents/bscps/>

5.4 Written Confirmation

If EMRS is satisfied it has all the necessary information required to carry out the settlement activity, it will provide written confirmation; an example of the template can be found in Appendix 2 – Written Confirmation Template. Only the letter is required to be sent to LCCC. The table is for information only.

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 2.

EMRS also has to be satisfied 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 setup 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).

6. Party Data

My EMRS also provides a safe and secure environment for participants of the supported government schemes to easily view, download, save and print their settlement files.

Please note that access to [My EMRS](#) is granted when a user is registered as an Authorised Contact. They may therefore have access to [My EMRS](#) before there are settlement files available for their organisation.

7. CfD Generator Registration

7.1 Submitting New CfD Generator Registration and EMR Party ID

When a CfD Generator has been awarded a contract, it needs to register with EMRS. The Generator will require an EMR Party ID, which will be their BSC Party ID if they are a BSC Party already or an EMR Party ID will be agreed with EMRS. This process describes the initial registration process. 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
7.1.1	Following the Initial Conditions Precedent in the Agreement being met and within 10 WD (Schedule 1 Part (A))	Provide details of CfD Generators awarded a CfD Contract.	LCCC	EMRS	The details ⁹ will include: CfD Generator Unique Identifier; Company Name; Company Registration Number; Contract Signature Date; Contact Name ¹⁰ ; Contact Email ¹¹ ; and Contact Phone Number.	Secure Email ¹²
7.1.2	Following receipt of complete	Issue Registration Invitation email.	EMRS	EMR Party	Notification of a newly licenced CfD	Email

⁹ Details managed by LCCC cannot be changed

¹⁰ Notification contact

¹¹ Notification contact email address

¹² Using EGRESS Encryption Software

Ref	When	Action	From	To	Input Information Required	Method
	details in 7.1.1 and at least 6 months prior to start date of Target Commissioning Window or Start Date, whichever is earlier				and signed agreement.	
7.1.3	Following 7.1.2	Submit EMR Party Details via My EMRS .	EMR Party	EMRS	EMR Party Details	My EMRS
7.1.4	Following 7.1.3	Issue Request to an Authorised Contact for approving party details ¹³ .	EMRS	EMR Party	EMR Party Details	My EMRS
7.1.5	Following 7.1.4	The Authorised Contact must validate the submitted EMR Party Details and approve them on My EMRS .	EMR Party	EMRS	EMR Party Details	My EMRS
7.1.6	Within 8 WD of 7.1.5	<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>If the request fails validation, go to 7.1.7.</p> <p>If the request passes validation, go to 7.1.9.</p>	EMRS			My EMRS/ Phone

¹³ One of the Primary Party Authority or Finance Authority (other than the person submitting the Party Details) must review and approve the Party Details

Ref	When	Action	From	To	Input Information Required	Method
7.1.7	Following 7.1.6	Where a request has not passed validation checks, issue notification of Registration rejection.	EMRS	EMR Party	Rationale for rejection	My EMRS
7.1.8	Following 4.1.7	Review rejection rationale and correct details. End of process	EMR Party	EMRS	Corrected details via My EMRS	My EMRS
7.1.9	Within 1 WD of 7.1.6	Confirm approval of EMRS Registration Details. Added Authorised Contacts will receive Registration Approval Email for My EMRS. End of process	EMRS	EMR Party	Approved Registration details EMR Party Authorised Contacts	My EMRS

8. Amending Party Details/Adding New Contacts

To enable parties to manage their information, details and Authorised Contacts can be amended and added any time via My EMRS.

Any amendments made on My EMRS will require approval and validation by an authorised contact listed on the company’s account and EMRS to 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

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. The authority who approves the amendments must be a different user from the one who submitted the amendments.

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

It is the responsibility of the CfD Generator to maintain the EMR Party 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.

8.1 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.

8.2 Amendment Process Timeline

Ref	When	Action	From	To	Input Information Required	Method
8.2.1	EMR Party Details have changed	Submit updated EMR Party Details via My EMRS	EMR Party	EMRS	New/amended details via My EMRS	My EMRS

Ref	When	Action	From	To	Input Information Required	Method
8.2.2	Within 5 WD of 8.2.1 if the amendment does not include Bank information; or within 8 WD of 8.2.1 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 8.2.3. For validating bank information, go to 8.2.5 and for all other validated amendments, go to 8.2.6.	EMRS	-	Review EMR Party Details Amendments; EMR Party Authorised Contacts	My EMRS
8.2.3	Following 8.2.2	Where a request has not passed validation checks, issue notification of amendment rejection.	EMRS	EMR Party	Rationale for rejection	My EMRS
8.2.4	Following 8.2.3	Review rejection rationale and correct details. End of process	EMR Party	EMRS	Corrected details via My EMRS	My EMRS
8.2.5	Following 8.2.2	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	EMR Party	EMR Party Authorised Contacts	Phone call
8.2.6	Within 1 WD of 8.2.2 or following 8.2.5	For any other details being amended, except Bank details, validate that relevant Authorised Contacts have approved the amendment request.	EMRS	EMR Party	Approved Amendment details EMR Party Authorised Contacts	My EMRS

Ref	When	Action	From	To	Input Information Required	Method
		Any newly added Authorised Contacts will receive Registration Approval Email for My EMRS. End of process				

9. Contract Details

Once EMRS has submitted the EMR Party ID to LCCC, they can provide contract details to EMRS.

Ref	Condition	When	Action	From	To	Input Information Required	Method
9.1.1		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
9.1.2		Within 1 WD of 9.1.1.	Acknowledge and validate the Contract Details provided. Report missing mandatory data items (CfD ID, EMR Party ID, Change or New).	EMRS	LCCC		Secure Email
9.1.3		Following 9.1.2 or, where mandatory items are not provided, within 10 WD of 9.1.2.	Provide missing mandatory items.	LCCC	EMRS		SFTP
9.1.4		Within 1 WD of 9.1.3.	Acknowledge and validate the complete Contract Information.	EMRS	LCCC		Secure Email ¹⁴
9.1.5		Within 2 WD of 9.1.4.	Update CfD Generator record for relevant CfD ID. ¹⁵	EMRS		CfD Contract Details	Internal Process

¹⁴ Using EGRESS Encryption Software

¹⁵ Following the creation of CfD Generator record, ad hoc invoices may be created and ad hoc payments may be made to the CfD Generator

10. Additional BM Units

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, and should follow this process.

All requests to EMRS should be emailed to contact@emrsettlement.co.uk.

Ref	Condition	When	Action	From	To	Input Information Required	Method
10.1.1	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
10.1.2		Within 10 WD of 10.1.1.	Provide notification of expected Start Date for applicable CfD ID.	LCCC	EMRS	CfD ID; Start Date	Secure Email ¹⁶
10.1.3		Within 2 WD of 10.1.2.	Check if CfD ID is an Embedded Generator. Confirm on CfD Register on LCCC website that connection is Distribution and CfD Generator is Embedded.	EMRS		As provided in 10.1.2	Internal Process
10.1.4		Within the same WD as 10.1.3.	If CfD ID is an Embedded Generator begin A.BMU registration process in accordance with BSCP15 (3.18).	EMRS		As provided in 10.1.2 BSCP15	Internal Process

¹⁶ Using EGRESS Encryption Software

Ref	Condition	When	Action	From	To	Input Information Required	Method
10.1.5		Next Market Domain Data (MDD) release.	Additional BM Units go live in MDD subject to BSCP15 (3.18) acceptance	Elexon		10.1.4	
10.1.6		Prior to SRI request	Request that the Supplier of the MPAN(s) allocate them to the appropriate A.BMU	CfD Generator	Supplier	10.1.5	

11. Aggregation Rule

For each CfD Generator, EMRS will create an Aggregation Rule for EMR Settlement.

Ref	Condition	When	Action	From	To	Input Information Required	Method
11.1.1		As required but at least 25 WD prior to Start Date.	Create the aggregation rule for a CfD Generator as per WP25 - EMR Aggregation Rules.	EMRS		WP25 - EMR Aggregation Rules ¹⁷	
11.1.2		Same time as 11.1.1.	Request the setup of SFTP Server – this is only applicable to Phased-Off-shore Wind Projects with Apportioned Metering.	CfD Generator			
11.1.3		Following 11.1.2.	Send test Apportioned Metering Interface File.	CfD Generator		Apportioned Metering Interface File. WP195 - CM CfD Metered Data ¹⁸	SFTP

¹⁷ <https://emrsettlement.co.uk/publications/working-practices/>

¹⁸ <https://emrsettlement.co.uk/publications/working-practices/>

12. Written Confirmation

The CfD Generator has to submit written confirmation from EMRS that it has the required information to perform the EMR settlement activity.

All requests to EMRS should be emailed to contact@emrsettlement.co.uk.

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 For an example, see Appendix 2 – Written Confirmation 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.	EMRS			Internal Process

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>Send written confirmation if 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	Issue written confirmation stating that the CfD Generator has satisfied Schedule 1 Part B 2.1 (A) (i) and (ii). CfD Settlement Required Information Written Confirmation letter – Appendix 2 – Written Confirmation Template for templates. Areas of non-compliance, if applicable.	Email
12.1.5		Following receipt of confirmation in 12.1.4 and prior to Start Date.	It is recommended that the CfD Generator validates all the registration information contained in the CfD Settlement Required Information Written Confirmation letter provided by EMRS and checks that the aggregation rule is correct.	CfD Generator			CfD Generator Process
12.1.6	Condition Schedule 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.	<p>Send the written confirmation and accompanying Directors’ Certificate to the LCCC.</p> <p>END PROCESS</p>	CfD Generator	LCCC	<p>CfD Settlement Required Information Written Confirmation.</p> <p>Directors’ Certificate.</p>	Post

13. CfD Generator Change of Ownership

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 the 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: <ul style="list-style-type: none"> • CfD Generator Unique Identifier; • New Company Name; • New Contact Name;¹⁹ • New Contact Email;²⁰ • New Contact Phone Number; and • Effective from date. 	Secure Email ²¹
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

¹⁹ Notification contact as per CfD Contract

²⁰ Notification contact email address as per CfD Contract

²¹ Using EGRESS Encryption Software

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 13.1.4.	Issue Request to an Authorised Contact for approving Party details ²² .	EMRS	CfD Generator	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	My EMRS
13.1.7		Within 5 WD of 13.1.5.	Validate the submitted Registration Details including EMR Party ID.	EMRS			Internal Process

²² One of the Primary Party Authority or Finance Authority (other than the person submitting the Party Details) must review and approve the Party Details

Ref	Condition	When	Action	From	To	Input Information Required	Method
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	Secure Email
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 Glossary²³ on the EMRS Website.

²³ <https://www.emrsettlement.co.uk/glossary/>

Appendices

15.1 Appendix 1 – CfD Generator Registration Details

The following details are provided by the LCCC and cannot be amended using this process. Any amendments to these details must be made directly with the 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 Authority²⁴ Contact (Name, Address, email address, phone number);
- Finance Authority Contact²⁵ (Name, Address, email address, phone number);
- A second Finance Authority²⁶ Contact (Name, Address, email address, phone number); and
- Other Roles²⁷ (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.

²⁴ Primary representative of the organisation, with respect to EMR for Settlement purposes and responsible for approving company detail amendments

²⁵ Responsible for approving company detail amendments and managing finance contacts

²⁶ Responsible for approving company detail amendments and managing finance contacts

²⁷ Other roles can be created as per the EMR Settlement Authorisation Guidance document found on the EMRS website <https://emrsettlement.co.uk/publications/guidance/>

15.2 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 the 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 ²⁸	<Enter values>
CHP Qualifying Multiplier	<Enter values>
Aggregation Rule	<Enter values>
Metered Volumes	<Enter values>

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

²⁸ If not applicable the default value is 1.

15.3 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 can 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 Directors' 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

15.4 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

15.5 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 Website²⁹. 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 can be up to a maximum of eight alphanumeric characters in length. BSC Party IDs are managed by BSCCo.

²⁹ <https://www.elxon.co.uk/about/elxon-key-contacts/bsc-signatories-qualified-persons/>

15.6 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]

15.7 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 the 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 the LCCC along with a Directors' 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.

