
TYPE & NUMBER EMR Circular 18

Date 2 October 2014

To EMR Circular List

From EMR Settlement Limited

Purpose For Information

Update and reminder to the Applicant Credit Cover Process

This Circular is to inform Applicants that we have updated the **Working Practice - Applicant Credit Cover Process**, with the following important information:

- **Revised Bank Account Name**
- **IBAN**
- **BIC/SWIFT code**

Also a reminder to those Applicants that receive a notice on **Pre-qualification Results Day, Friday 3 October 2014**, from the Delivery Body confirming Pre-qualification of their Capacity Market Unit(s) is conditional on providing Credit Cover.

Credit Cover must be lodged with the Settlement Body (the Electricity Settlements Company), to participant in the **Capacity Market Auction**.

We (as the CM Settlement Services Provider) are managing the lodging process on behalf of the Settlement Body. Our [Working Practice](#) provides Applicants with information on how to lodge Credit Cover. This EMR Circular is supported by [EMR Circular 16](#) which was issued on 12 September 2014.

What are the timescales for lodging Credit Cover?

Applicants must lodge Credit Cover within **5 working days** of Pre-qualification Results Day and credit cover must be received before 17.00 hours on **Friday 10 October 2014**.

What do I need to do?

You should follow our working practice. At a high level the following tasks need to be completed within 5 working days of Pre-qualification Results Day:

- Lodge Credit Cover in the form of **cash** or **Letter of Credit (or combination of both)**
- Send completed Applicant Information Form
- Send letter establishing the Nominated Contact

These activities are detailed within the **Working Practice – Applicant Credit Cover Process** and this is available on the EMR Settlement website within the Publication section, called 'Working Practice', [click here](#).

CIRCULAR

Who do I provide my Credit Cover to?

If your Credit Cover is in the form of a **Letter of Credit**, this should be sent to the following address:

EMR Settlement Limited,
c/o Steria Limited
Parkway 4, Parkway Business Centre,
Princess Road,
Manchester,
M14 7HR

If your Credit Cover is in **cash**, bank account details are detailed in the Working Practice, [click here](#).

Please note we have had the bank account details reconfirmed from the Electricity Settlements Company and updated the Working Practice document to include the revised Account Name, IBAN and BIC/SWIFT code. Please make sure you use the latest version of the Working Practice which can be found on the EMRS website.

Who should I contact if I have a query on Applicant Credit Cover?

Who do I contact?	What queries will we handle?	Contact Details
CM Settlement Services Provider	We'll support you with all queries relating to the Applicant Credit Cover process.	contact@emrsettlement.co.uk
IT Service Provider (Steria UK)	From 3 October 2014, we'll focus on queries regarding the receipt of Applicants: <ul style="list-style-type: none">• Credit Cover• Applicant Information Form• Letters establishing the Nominated Contact	0161 216 3449 uk_emr.settlement@steria.co.uk

Do you have any questions on Applicant Credit Cover?

We've put together Applicant Credit Cover FAQs, these are available [here](#).

Where can I get more information?

Find out more about our role in EMR on the [EMR Settlement website](#). If you have any further questions about this Circular, please email contact@emrsettlement.co.uk.