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**TYPE & NUMBER**      EMR Circular 23

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**Date**                      26 November 2014

**To**                            EMR Circular List

**From**                        EMR Settlement Limited

**Purpose**                      For Action

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## **Formal Request for Supplier Details for Electricity Market Reform**

This circular informs you that we've issued a letter via post to licensed electricity suppliers' company secretaries seeking the provision of its company contact details for the purposes of Electricity Market Reform (EMR). The company details provided will be used to issue all notices, invoices, and credit notes required by the CFD and Capacity Market Regulations noted below.

We are gathering these details on behalf of the CFD counterparty ([Low Carbon Contracts Company](#)) and the CM Settlement Body ([Electricity Settlements Company](#)).

### **Do I have to do anything if I'm a licensed supplier?**

**Yes. Licensed electricity suppliers are required** to provide details under the [Contracts for Difference \(Electricity Supplier Obligations\) Regulations 2014](#) (Regulation 29) and the [Electricity Capacity \(Supplier Payment etc.\) Regulations 2014](#) (Regulation 38).

### **Who does this impact?**

This circular and the activity it relates to is impacting **licensed electricity suppliers**. Next year we will also need to collect details from certain CFD generators and Capacity Providers. We will issue separate communications for these future activities for CFD generators and Capacity Providers in due course.

### **Where can I locate the letter and company registration form that has been issued?**

You can locate a template of the letter and the company registration form on our website:

<http://emrsettlement.co.uk/provision-supplier-company-details-electricity-market-reform-emr/>

### **How should I submit my company details?**

The letter we issued enclosed a company registration form. The form must to be completed and returned to EMRS. We would like to encourage you to download and complete the form electronically before printing and posting it to us. Please note:

- The company registration form must signed by the company secretary or a company director.
- The form must be posted to: EMR Settlement Ltd, 4th Floor, 350 Euston Road, London NW1 3AW.
- If you have any queries on completing the form, please get in touch using the details below.

### **When do I need to submit my company details?**

We need to receive all completed company registration forms no later than **Friday 12 December 2014**.

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## What happens if my company details aren't provided?

Where we don't hear from you, we will send correspondence to the registered address that is publically available on [ofgem's website](#).

## What is the reason for asking for these details now?

We need to send **licensed electricity suppliers** a reserve payment notice before 1 January 2015. This will inform suppliers of its reserve amount that is required to be paid by 13 April 2015 in accordance with the [Contracts for Difference \(Electricity Supplier Obligations\) Regulations 2014](#) (Regulation 10).

This notice will also confirm the interim levy rate that you will be required to pay, for the quarterly obligation period 1 April 2015 to 30 June 2015, in accordance with the [Contracts for Difference \(Electricity Supplier Obligations\) Regulations 2014](#) (Regulation 6).

## Where can I get more information?

If you have any further questions or comments, about this circular please do get in touch with us on 0207 380 4025, or email [contact@emrsettlement.co.uk](mailto:contact@emrsettlement.co.uk).

More information about EMR and our role can be found on our website: <http://emrsettlement.co.uk/>.