

WP24 – CFD Settlement: Required Information

EMRS Working Practice

Public

Version: 4.0
Date: 18 June 2018



Table of Contents

Change Amendment Record	3
1. Introduction	4
1.1 <i>Scope and Purpose</i>	4
1.2 <i>Main Users and Responsibilities</i>	4
2. Associated Documents	4
3. Background	5
4. Settlement Required Information	8
5. EMR Settlement Portal	10
6. Interface and Timetable Information	11
6.1 <i>CFD Generator Registration and EMR Party ID</i>	11
6.2 <i>Contract Details</i>	15
6.3 <i>Additional BMU</i>	16
6.4 <i>Aggregation Rule</i>	18
6.5 <i>Written Confirmation</i>	19
6.6 <i>Update Contract Details</i>	21
6.7 <i>CFD Generator Change of Ownership</i>	23
7. Contact Information	26
8. Acronyms and Definitions	26
9. Appendices	27
9.1 <i>Appendix 1 – CFD Generator Registration Form Details</i>	27
9.2 <i>Appendix 2 – Written Confirmation Template</i>	28
9.3 <i>Appendix 3</i>	29
9.4 <i>Appendix 4</i>	30
9.5 <i>Appendix 5 – EMR Party ID</i>	31
9.6 <i>Appendix 6 – Written Confirmation Request Template</i>	32
9.7 <i>Appendix 7 – Generator Responsibilities</i>	33

Change Amendment Record

Version	Date	Description
1.0	20 October 2015	Go-Live Version
2.0	20 April 2017	Added reference about the EMRS 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

1. Introduction

The CFD Generator has to provide written confirmation from the CFD Settlement Services Provider (CFD SSP) that it has received 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 as it is an Operational Conditions Precedent 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 Low Carbon Contracts Company Ltd (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 have outsourced the CFD SSP role to EMR Settlement Ltd (EMRS).

1.1 Scope and Purpose

This Working Practice defines the key interfaces, interdependencies and timetable for the CFD Generator to receive written confirmation 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, 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 send CFD Generator Registration form to CFD Generator, determine EMR Party ID, validate CFD Generator Registration form information, and create Aggregation Rule, process written confirmation request, issue written confirmation. Setup/amend the CFD Generator Master File. They will verify that the Settlement Required Information has been received.
Low Carbon Contracts Company Ltd (LCCC)	To provide the CFD contract details to EMRS.

2. 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
- Private Network CFD Agreement¹ and all subsequent amendments

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

- BSCP15 BM Unit Registration²
- EMRS Working Practice WP31- Amending EMR Party Details³
- EMRS Working Practice WP25 – EMR Aggregation Rules³
- EMRS Working Practice WP33 - Electrical Schematic Obligation (Metering) ³
- EMRS Working Practice WP195 - Capacity Market and Contracts For Difference Metered Data³
- EMRS Guidance G21 – Operational Conditions Precedent⁴

3. 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 the CFD Settlement Activities. This is an Operational Further Conditions Precedent and is required to 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 6.1);
- b) Determining EMR Party ID (Section 6.1);
- c) Receiving CFD contract details (Section 6.2);
- d) Creating Additional BMU for an Embedded Generator (Section 6.3);
- e) CFD Generator Aggregation Rules (Section 6.4);
- f) Request for written confirmation (Section 6.5);
- g) Updating contract details (Section 6.6); and
- h) CFD Generator change of ownership (Section 6.7).

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 –

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

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

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

EMR Aggregation Rules⁵. Any amendments⁶ to item (a) are covered in WP31 – Amending EMR Party Details⁷. Item (b) cannot be changed once set.

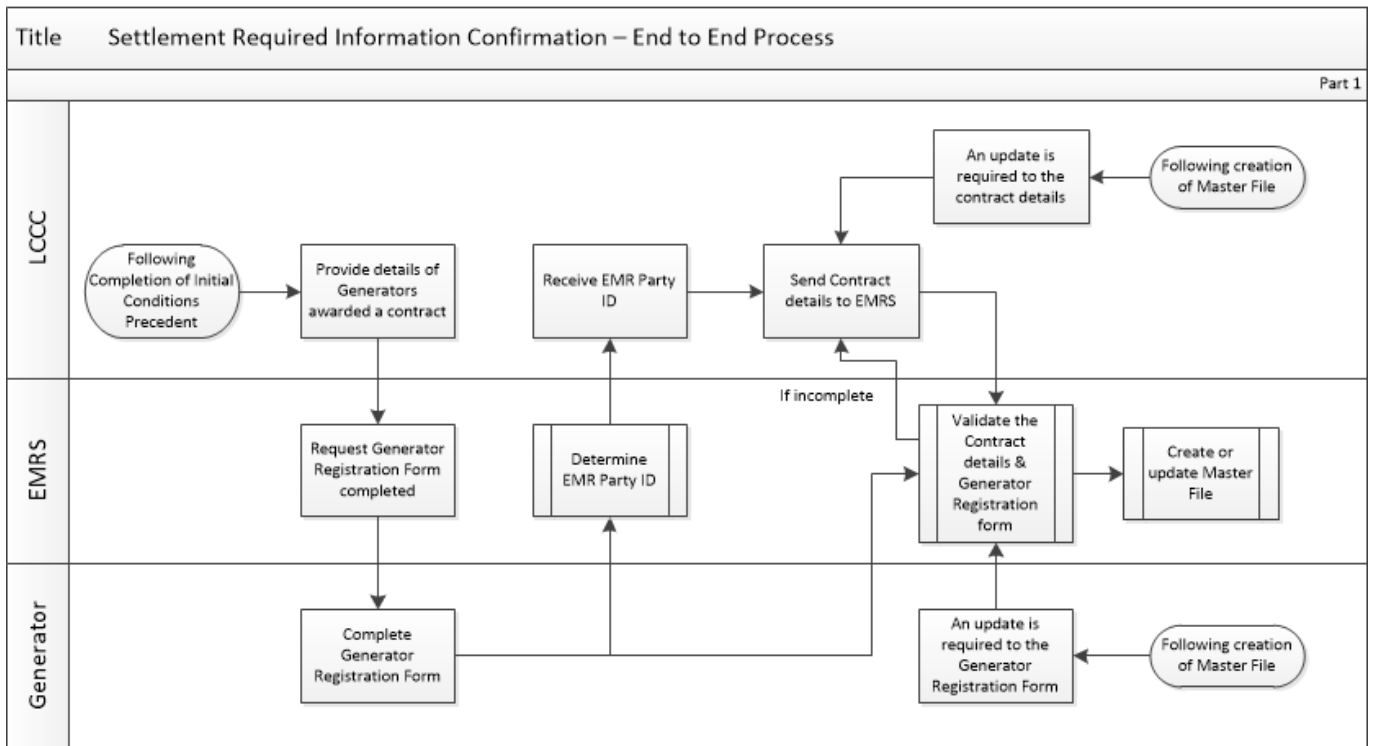


Figure 2: Creation of or Update to CFD Generator Master File

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

⁶ Some items that are in the Generator Registration Form are managed by the LCCC and cannot be changed by EMRS or the generator using this process

⁷ Ibid.

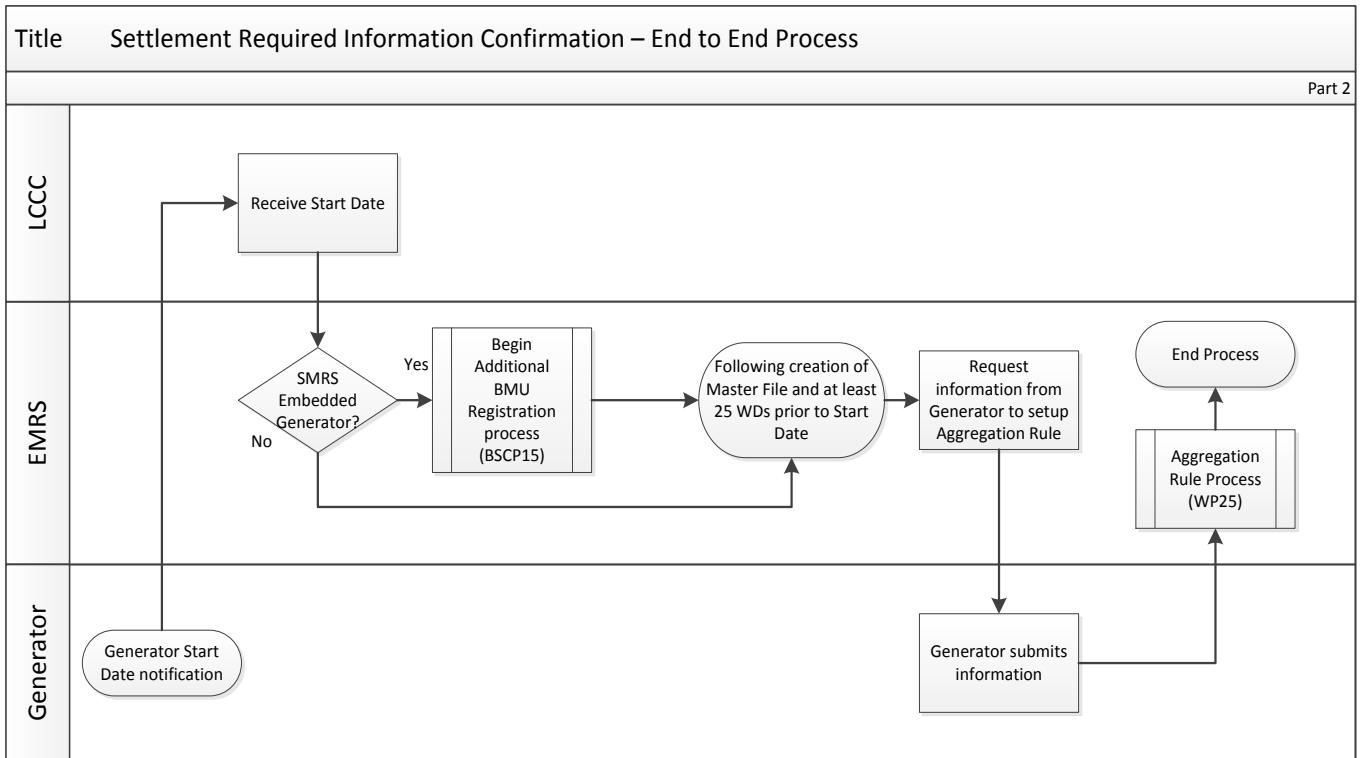


Figure 3: Additional BMU Registration and Aggregation Rule Process

The Additional BMU Registration process can run in parallel with the Aggregation Rule process. As part of the Aggregation Rule Process (WP25)⁸ EMRS will create the EMR Settlement Aggregation Rule.

⁸ <https://emrsettlement.co.uk/publications/working-practices/>

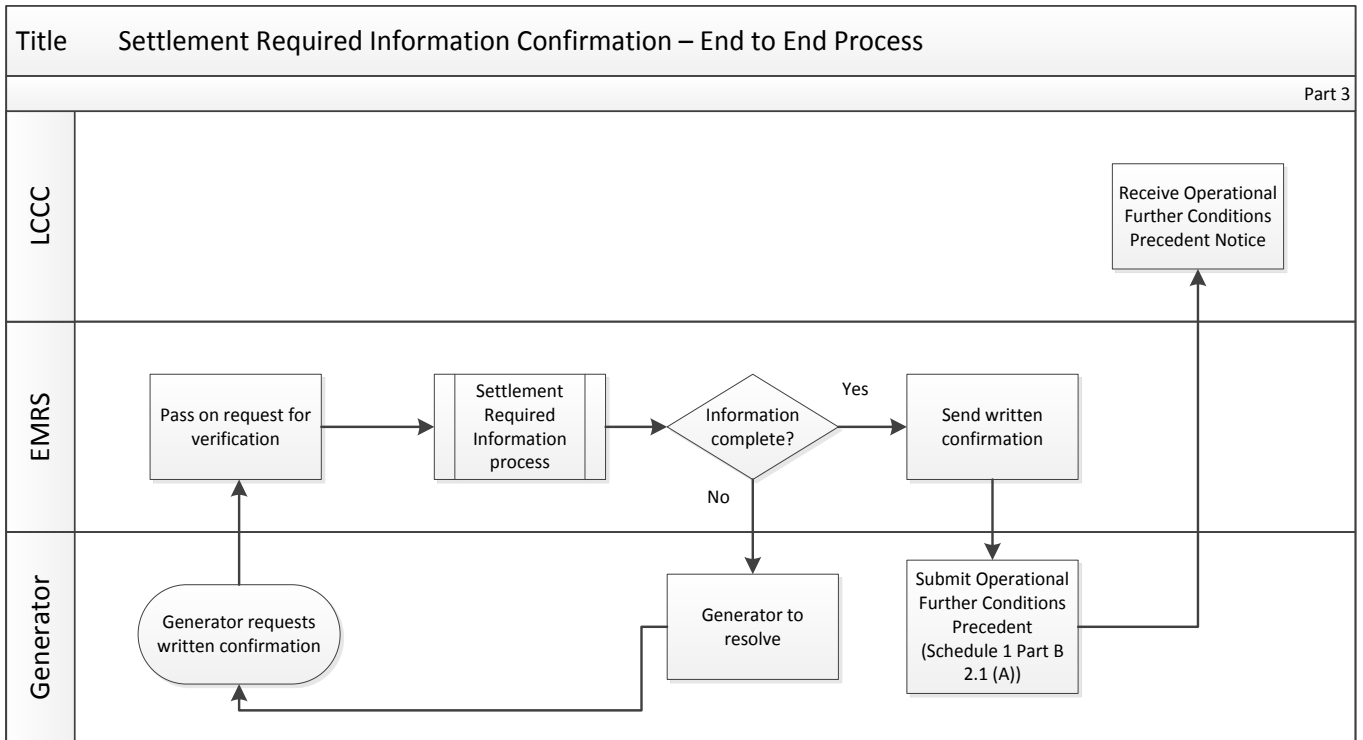


Figure 4: Written Confirmation Process

The CFD Generator will request written confirmation using the template in Appendix 6. The request must come from an authorised contact.

4. 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.

The CFD Generator will submit the required details to EMRS; details listed in Appendix 1 – CFD Generator Registration Form Details. These details are initially collected via a CFD Generator Registration form that will be issued to new CFD Generators. An example CFD Generator Registration Form is available from EMRS on request.

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 confirm / create the EMR Party ID is in Appendix 5 – EMR Party ID.

LCCC will provide the CFD contract details to EMRS.

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 the latest three months before that Start Date. This is to allow enough time for the Additional BMU registration process to be completed (BSCP15 3.18⁹). 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 EMRS Guidance G21 – Operational Conditions Precedent¹⁰). This will be submitted to EMRS to create the Settlement Aggregation Rule in EMR. If the Electrical Schematic Diagram has been subsequently amended the aggregation rule will be updated through EMRS Working Practice WP33 Electrical Schematic Obligation **Error! Bookmark not defined.**

In addition to the details provided via the CFD Contract Details and the CFD Generator Registration Form (N006) 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.

This WP only checks that Metered Volumes are being received; refer to the WP195 - Capacity Market and CFD Metered Data **Error! Bookmark not defined.** for more information on the submission of metered data.

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 – Written Confirmation Template.

EMRS also has to be satisfied that the CFD Generator has in place the systems and processes which are necessary for the continued provision of the CFD Settlement Required Information. For any CFD Generator that is setup as a BMU or A.BMU once metered data has been received the BSC processes will ensure continued provision of metered data. 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).

⁹ <https://www.elexon.co.uk/bsc-related-documents/related-documents/bscps/>

¹⁰ <https://www.emrsettlement.co.uk/publications/guidance/>

5. EMR Settlement Portal

The EMR Settlement Portal provides a safe and secure environment for EMR Parties to easily view, download, save and print their settlement files. Once EMRS has received and processed a CFD Generator's registration form the following contacts will be granted access to the EMR Settlement Portal:

- Finance authority
- Primary authority
- Finance contacts
- Operating authority

Please note that when access to the portal is granted it is based on when a user is registered as an authorised contact with EMRS, they may therefore have access to the portal before there are settlement files available for their organisation

It is the responsibility of the CFD Generator to inform EMRS when an Authorised Contact leaves their organisation so that their access as a registered user can be revoked. Without notification (via an amendment form), existing registered users of the portal will still be able to access the portal even if they have left their organisation.

6. Interface and Timetable Information

6.1 CFD Generator Registration and EMR Party ID

When a CFD Generator has been awarded a contract they need to register with EMRS. They also 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 them. This process describes the initial registration process; the process for any subsequent amendments is in WP31 – Amending EMR Party Details (Only amendments that can be made by the CFD Generator and not those details managed by the LCCC).

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

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.1.1	Schedule 1 Part (A)	Following the Initial Conditions Precedent in the Agreement being met and within 10 WD of it	Provide details of CFD Generators awarded a CFD Contract.	LCCC	EMRS	The details ¹¹ will include the CFD Generator Unique Identifier; Company Name; Company Registration Number; Contract Signature Date; Contact Name ¹² ; Contact Email ¹³ ; and Contact Phone Number.	Secure Email ¹⁴

¹¹ Details managed by the LCCC cannot be changed

¹² Notification contact

¹³ Notification contact email address

¹⁴ Using EGRESS Encryption Software

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.1.2		Following receipt of complete details in 6.1.1 and at least 6 months prior to start date of Target Commissioning Window or Start Date, whichever is earlier	Issue CFD Generator Registration Form ¹⁵	EMRS	CFD Generator	CFD Generator Registration Form (required items in Appendix 1 – CFD Generator Registration Form Details)	Email
6.1.3		Following 6.1.2 and within 15 WD for initial required details and full details 4 months prior to Target Commissioning Window or Start Date, whichever is earlier	Return completed CFD Generator Registration Form	CFD Generator	EMRS	CFD Generator Registration Form (required items in Appendix 1 – CFD Generator Registration Form Details)	Email / Post

¹⁵ Available on request by emailing contact@emrsettlement.co.uk.

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.1.4		Following receipt of CFD Generator Registration Form and within 1 WD	Acknowledge receipt of CFD Generator Registration Form	EMRS	CFD Generator		Email
6.1.5		Following receipt of CFD Generator Registration Form and within 5 WD	Validate all required initial items are completed Request confirmation of bank details	EMRS	CFD Generator		Email
6.1.6		Following receipt of form in 6.1.3	Validate the EMR Party ID in completed CFD Generator Registration Form or create unique EMR Party ID and confirm EMR Party ID to CFD Generator	All Parties (EMRS / CFD Generator / BSCCo)	All Parties (EMRS / CFD Generator / BSCCo)	CFD ID and CFD Generator Company Details	6.1.6
6.1.7		Following 6.1.6 and within 5 WD	Create master data file for each CFD ID.	EMRS			Internal Process
6.1.8		Following 6.1.7 and within 1 WD	Provide EMR Identifiers	EMRS	LCCC	CFD ID and associated EMR ID	Secure Email

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.1.9	Following 6.1.8	Registration email for the EMR Settlement Portal sent to authorised contacts. END OF PROCESS		EMRS	CFD Generator	As submitted in 6.1.3	Email

6.2 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
6.2.1		Within 10 WD of receipt of EMR ID in 6.1.8 and at least 3 months prior to start date of Target Commissioning Window or Start Date, whichever earlier	Provide CFD contract details required to perform the Settlement Activity.	LCCC	EMRS		SFTP
6.2.2		Following 6.2.1 and within 1 WD	Acknowledge and validate the Contract Details provided Report missing mandatory (CFD ID, EMR Party ID, Change or New) data items	EMRS	LCCC		Secure Email ¹⁶
6.2.3		Following 6.2.2 and where mandatory items not provided and within 10 WD	Provide missing mandatory items	LCCC	EMRS		SFTP
6.2.4		Following 6.2.3 and within 1 WD	Acknowledge and validate the complete Contract Information	EMRS	LCCC		Secure Email ¹⁷

¹⁷ Using EGRESS Encryption Software

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.2.5		Following 6.2.4 and within 2 WD	Update master data file for relevant CFD ID. ¹⁸	EMRS		CFD Contract Details.	Internal Process

6.3 Additional 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 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
6.3.1	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

¹⁸ Following the creation of the master data file ad hoc invoices may be created and ad hoc payments may be made to the CFD Generator

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.3.2		Following receipt of Start Date in 6.3.1 and within 10 WD	Provide notification of expected Start Date for applicable CFD ID	LCCC	EMRS	CFD ID; and Start Date	Secure Email ¹⁹
6.3.3		Following 6.3.2 and within 2 WD	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 6.3.2	Internal Process
6.3.4		Same WD as 6.3.3	If CFD ID is an Embedded Generator begin A.BMU registration process in accordance with BSCP15 (3.18)	EMRS		As provided in 6.3.2 BSCP15	Internal Process

¹⁹ Using EGRESS Encryption Software

6.4 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
6.4.1		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 ²⁰	

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

6.5 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
6.5.1	Condition Schedule 1 Part B 2.1 (A)	As required and pre Start Date	Ask for written confirmation that CFD Settlement Required Information has been received The confirmation request must come from an authorised contact.	CFD Generator	EMRS	CFD ID and project name For an example see Appendix 2 – Written Confirmation Template	Email
6.5.2		Following 6.5.1 within 1 WD	Acknowledge request for written confirmation.	EMRS	CFD Generator	CFD ID	Email
6.5.3		Following 6.5.2 within 2 WD	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
6.5.4	Condition Schedule 1 Part B 2.1 (A)	Following 6.5.3 and within 2 WD	<p>If EMRS is satisfied that it has received the CFD Settlement Required Information, (including receiving Metered Volumes) and that the CFD Generator has in place systems and processes which are necessary for the continued provision of this information send written confirmation.</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>Issue written confirmation stating that the CFD Generator has satisfied Schedule 1 Part B 2.1 (A) (i) and (ii).</p> <p>CFD Settlement Required Information Written Confirmation letter – Appendix 2 – Written Confirmation Template for templates.</p> <p>Areas of non-compliance, if applicable.</p>	Email
6.5.5	Condition Schedule 1 Part B 2.1 (A); and Condition 3.9 or 3.13 as applicable.	Following receipt of confirmation in 6.5.4 and pre Start Date	<p>Send the written confirmation to the LCCC</p> <p>END PROCESS</p>	CFD Generator	LCCC	<p>CFD Settlement Required Information Written Confirmation.</p> <p>Directors' Certificate.</p>	Post

6.6 Update Contract Details

When an update is required to be made to the contract details the LCCC will submit an CFD Contract Details to EMRS.

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.6.1		As required	Provide an update to the CFD Contract details	LCCC	EMRS	CFD Contract Details.	SFTP
6.6.2		Following 6.6.1 and within 1 WD	Acknowledge and validate the CFD Contract information provided. Report missing mandatory (CFD ID, EMR Party ID, Change or New) data items.	EMRS	LCCC		Secure Email ²¹
6.6.3		Following 6.6.2 and where mandatory items not provided and within 10 WD	Provide missing mandatory items	LCCC	EMRS		SFTP
6.6.4		Following 6.6.3 and within 1 WD	Acknowledge and validate the complete CFD Contract details.	EMRS	LCCC		Secure Email ²²

²¹ Using EGRESS Encryption Software

²² Using EGRESS Encryption Software

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.6.5		Following 6.6.4 and within 2 WD	Update master data file for relevant CFD ID. ²³ END PROCESS	EMRS		CFD Contract Details.	Internal Process

²³ Following the creation of the master data file ad hoc invoices may be created and ad hoc payments may be made to the CFD Generator

6.7 CFD Generator Change of Ownership

The CFD Generator has changed owners and is required to inform the LCCC. The CFD Generator will have to register for the new owner and an EMR Party ID will have to be determined for the new owner. The update to the contract details will be carried out as per the normal update process (6.6).

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.7.1	79	As required	Notify the LCCC of a change in ownership of the CFD Generator	CFD Generator	LCCC		Email / Post
6.7.2	79	Following the 6.7.1 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 Name²⁴; • New Contact Email²⁵; • New Contact Phone Number. • Effective from date 	Secure Email ²⁶

²⁴ Notification contact as per CFD Contract

²⁵ Notification contact email address as per CFD Contract

²⁶ Using EGRESS Encryption Software

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.7.3		Following 6.7.2 and within 2 WD	Issue CFD Generator Registration Form ²⁷	EMRS	CFD Generator	CFD Generator Registration Form (required items in Appendix 1 – CFD Generator Registration Form Details)	Email
6.7.4		Following 6.7.3 and within 15 WD	Return completed CFD Generator Registration Form	CFD Generator	EMRS	CFD Generator Registration Form (required items in Appendix 1 – CFD Generator Registration Form Details)	Email / Post
6.7.5		Following receipt of CFD Generator Registration Form and within 1 WD	Acknowledge receipt of CFD Generator Registration Form	EMRS	CFD Generator		Email
6.7.6		Following receipt of CFD Generator Registration Form and within 5 WD	Validate all required initial items are completed Request confirmation of bank details	EMRS	CFD Generator		Email

²⁷ Available on request by emailing: contact@emrsettlement.co.uk

Ref	Condition	When	Action	From	To	Input Information Required	Method
6.7.7		Following receipt of form in 6.7.4	Validate the EMR Party ID in completed CFD Generator Registration Form or create unique EMR Party ID and confirm EMR Party ID to CFD Generator	All Parties (EMRS / CFD Generator / BSCCo)	All Parties (EMRS / CFD Generator / BSCCo)	CFD ID and CFD Generator Company Details CFD Generator Registration Form Existing BSC Party IDs In accordance with Appendix 5 – EMR Party ID	Email
6.7.8		Following 6.7.7 and within 5 WD	Create master data file for each CFD ID.	EMRS			Internal Process
6.7.9		Following 6.7.8 and within 1 WD	Provide EMR Identifiers	EMRS	LCCC	CFD ID and associated EMR ID	Secure Email ²⁸
6.7.10		Following 6.7.9	Registration email for the EMR Settlement Portal sent to authorised contacts. END OF PROCESS	EMRS	Supplier	As submitted in 6.7.4	Email

²⁸ Using EGRESS Encryption Software

7. Contact Information

For all queries please contact:

Contact Organisation	Contact
Settlement Services Provider (EMR Settlement Ltd)	Telephone: 020 7380 4333 Email: contact@emrsettlement.co.uk

8. Acronyms and Definitions

A list of acronyms and definitions can be found in the 'Acronyms and Definition' document on the EMRS website.²⁹

²⁹ <https://emrsettlement.co.uk/publications/working-practices/>

9. Appendices

9.1 Appendix 1 – CFD Generator Registration Form 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 to the LCCC.

- Company Name
- Company Registration Number
- CFD Contract Signature Date
- CFD ID
- 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 Authority³⁰ Contact (Name, Address, email address, phone number);
- Finance Authority Contact³¹ (Name, Address, email address, phone number);
- Second Finance Authority³² Contact (Name, Address, email address, phone number); and
- Other Roles³³ (Name, Address, email address, phone number).

As a minimum the initial submission of the registration form must include a company email address, Primary Party Authority, Finance Authority Contact, Second Finance Authority Contact, Bank Account details and the EMR Party ID.

The EMR Party ID is the BSC Party ID. If this is not known or the CFD Generator does not have a BSC Party ID the field in the CFD Generator Registration Form can be left blank. The CFD Generator can suggest an EMR ID if they don't have a BSC Party ID. This must be a maximum of 8 characters in length.

³⁰ Primary representative of the organisation, with respect to EMR for Settlement purposes

³¹ Responsible for approving financial detail amendments and managing finance contacts

³² Responsible for approving financial detail amendments and managing finance contacts

³³ Other roles can be created as per the EMR Settlement Authorisation Guidance document found on the EMRS website <https://emrsettlement.co.uk/publications/guidance/>

9.2 Appendix 2 – Written Confirmation Template



Notice Reference: MD09-**<EMR 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 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 ³⁴	<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

³⁴ If not applicable the default value is 1.

9.3 Appendix 3

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 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

9.4 Appendix 4

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



Reference: MD09c-<EMR 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

9.5 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 ELEXON website³⁵. 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 Generators 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 find 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.

³⁵ <https://www.elexon.co.uk/bsc-related-documents/bsc-signatories-qualified-persons/>

9.6 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]

9.7 Appendix 7 – Generator Responsibilities

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

- Complete the CFD Generator Registration form;
- 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 estimated 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.

