

WP24 – CFD Settlement: Required Information

EMRS Working Practice

Public

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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>CFD Generator Change of Ownership</i> | 21 |
| 7. Contact Information | 24 |
| 8. Acronyms and Definitions | 24 |
| 9. Appendices | 25 |
| 9.1 <i>Appendix 1 – CFD Generator Registration Form Details</i> | 25 |
| 9.2 <i>Appendix 2 – Written Confirmation Template</i> | 26 |
| 9.3 <i>Appendix 3</i> | 27 |
| 9.4 <i>Appendix 4</i> | 28 |
| 9.5 <i>Appendix 5 – EMR Party ID</i> | 29 |
| 9.6 <i>Appendix 6 – Written Confirmation Request Template</i> | 30 |
| 9.7 <i>Appendix 7 – Generator Responsibilities</i> | 31 |

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 |
| 5.0 | 4 February 2019 | Setting up SFTP Server and Sending Apportioned Metering Interface Test File |

1. Introduction

The Contract for Difference (CFD) Generator has to provide Low Carbon Contracts Company (LCCC), 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 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 receive OCP "written confirmation from EMRS that the Generators 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 |

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

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
- EMRS Working Practice WP31- Amending EMR Party Details³
- EMRS Working Practice WP25 – EMR Aggregation Rules³
- EMRS Working Practice WP33 – CFD Electrical Schematic Obligation (Metering)³
- EMRS Working Practice WP195 - Capacity Market and CFD 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 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.

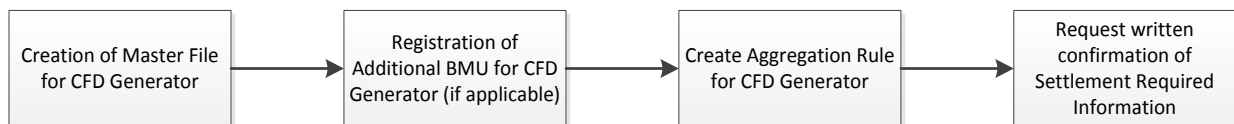


Figure 1: Settlement Required Information High Level Process

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).

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/>

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 Rules⁵. Any amendments⁶ to item (a) are covered in WP31 – Amending EMR Party Details⁴. Item (b) cannot be changed once set.

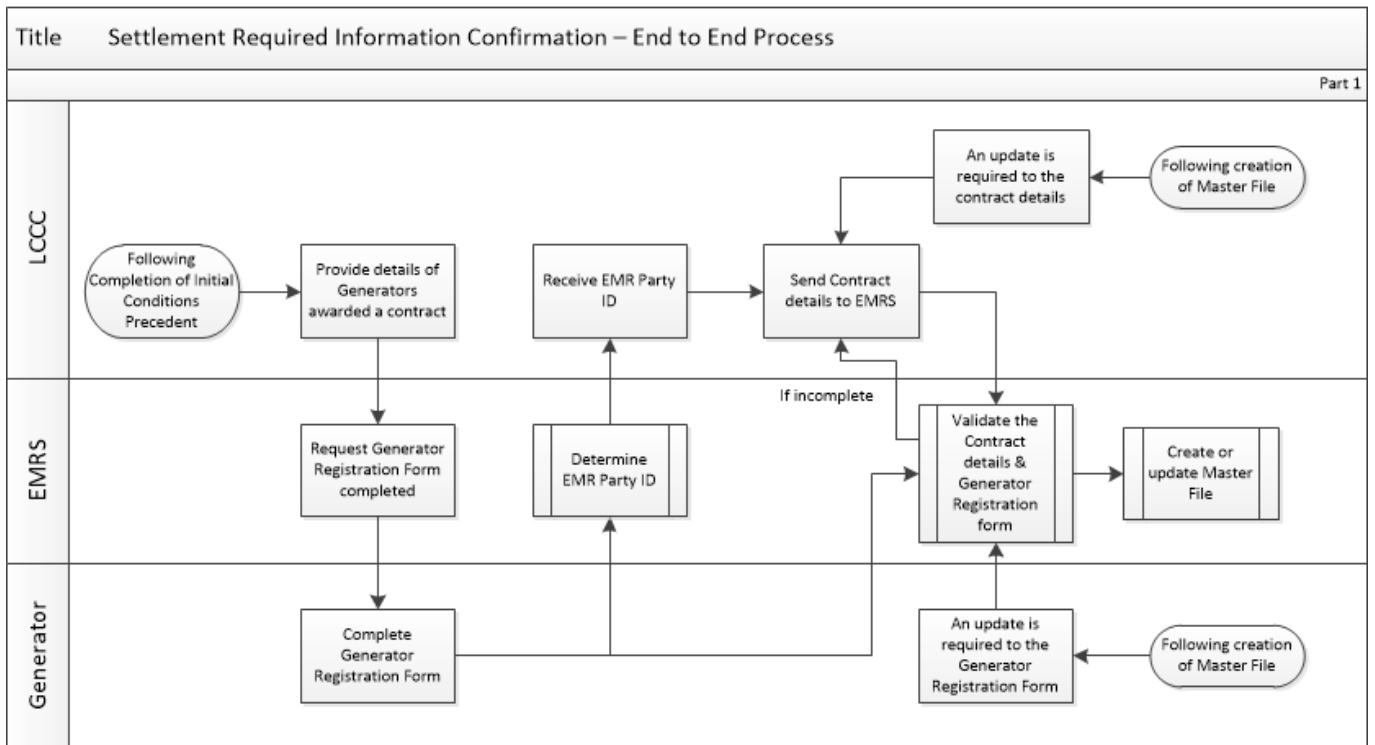


Figure 2: Creation of or Update to CFD Generator Master File

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

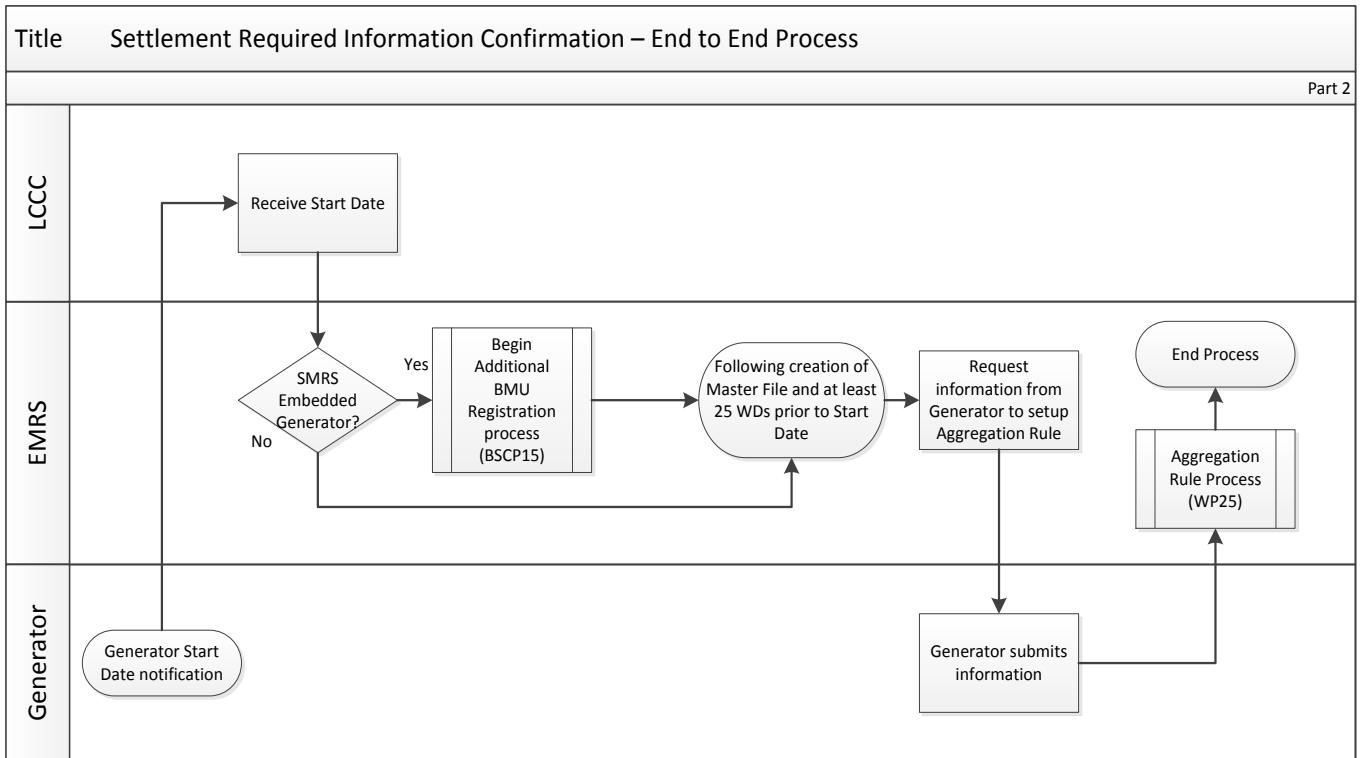


Figure 3: Additional BMU Registration and Aggregation Rule Process

The Additional BMU Registration process can run in parallel with the Aggregation Rule process. As part of the Aggregation Rule Process (WP25)⁷ EMRS will create the EMR Settlement Aggregation Rule.

⁷ <https://emrsettlement.co.uk/publications/working-practices/>

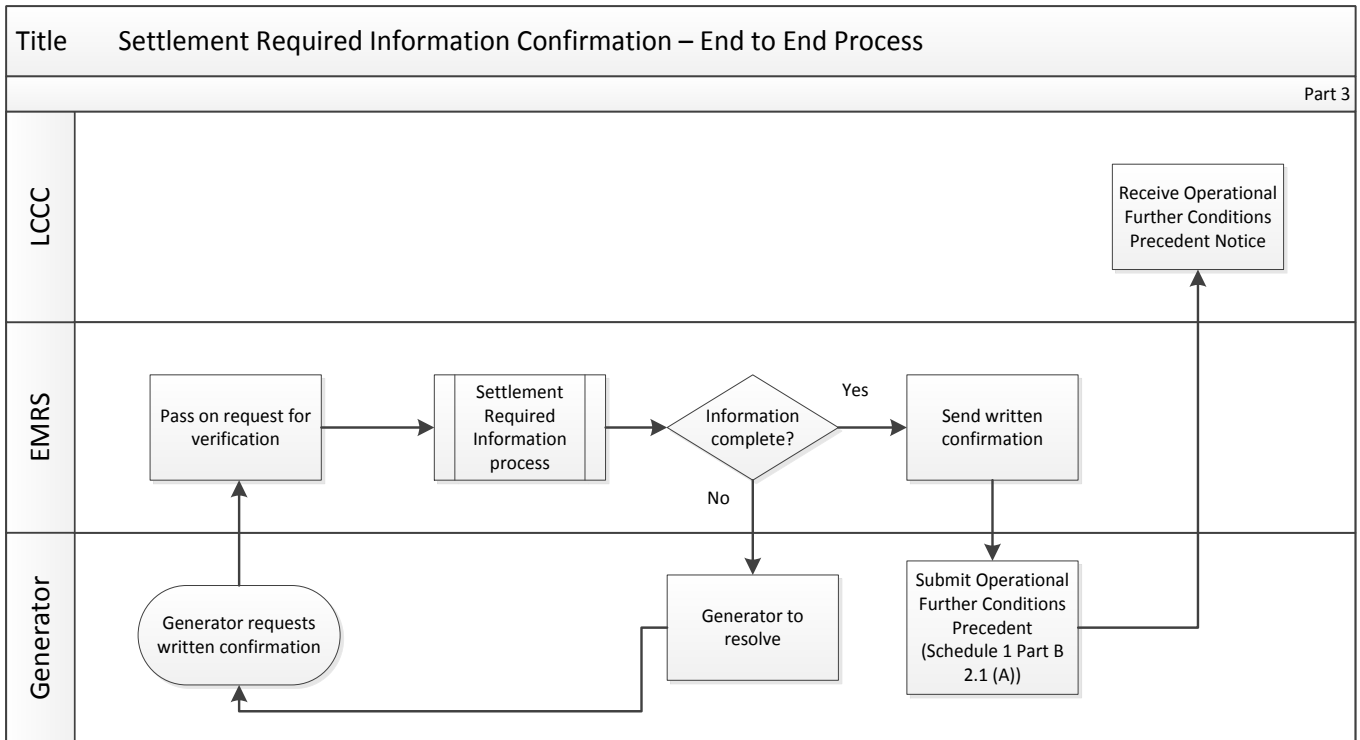


Figure 4: Written Confirmation Process

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 3.18⁸).

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 EMRS Guidance G21 – Operational Conditions Precedent⁹). 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 Obligation¹⁰.

In addition to the details provided via the CFD Contract Details and the CFD Generator Registration Form 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 content of this document only covers the process that ensures Metered Volumes are being received; refer to the WP195 - Capacity Market and CFD Metered Data¹¹ 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).

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

⁹ <https://www.emrsettlement.co.uk/publications/guidance/>

¹⁰ <https://www.emrsettlement.co.uk/publications/working-practices/>

¹¹ <https://www.elexon.co.uk/bsc-related-documents/related-doc>

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 | Provide details of CFD Generators awarded a CFD Contract. | LCCC | EMRS | The details ¹² will include the CFD Generator Unique Identifier; Company Name; Company Registration Number; Contract Signature Date; Contact Name ¹³ ; Contact Email ¹⁴ ; and Contact Phone Number. | Secure Email ¹⁵ |

¹² Details managed by the LCCC cannot be changed

¹³ Notification contact

¹⁴ Notification contact email address

¹⁵ 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 ¹⁶ | 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 |

¹⁶ 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 ¹⁷ |
| 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 ¹⁸ |

¹⁸ 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. ¹⁹ | 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 |

¹⁹ 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 ²⁰ |
| 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 |

²⁰ 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 ²¹ | |
| 6.4.2 | | Same time as 6.4.1 | Request the set up of SFTP Server – this is only applicable to Phased-Off-shore Wind Projects with Apportioned Metering | Generator | | | |
| 6.4.3 | | Following 6.4.2 | Send test Apportioned Metering Interface File | Generator | | Apportioned Metering Interface File. WP195 - CM CFD Metered Data ²² | SFTP |

²¹ <https://emrsettlement.co.uk/publications/working-practices/>

²² <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 and Directors' Certificate</p> <p>END PROCESS</p> | CFD Generator | LCCC | <p>CFD Settlement Required Information Written Confirmation.</p> <p>Directors' Certificate.</p> | Post |

6.6 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 |
|-------|-----------|---|---|---------------|------|--|----------------------------|
| 6.6.1 | 79 | As required | Notify the LCCC of a change in ownership of the CFD Generator | CFD Generator | LCCC | | Email / Post |
| 6.6.2 | 79 | Following the 6.6.1 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 Name²³; • New Contact Email²⁴; • New Contact Phone Number. • Effective from date | Secure Email ²⁵ |

²³ Notification contact as per CFD Contract

²⁴ Notification contact email address as per CFD Contract

²⁵ Using EGRESS Encryption Software

| Ref | Condition | When | Action | From | To | Input Information Required | Method |
|-------|-----------|--|---|---------------|---------------|--|--------------|
| 6.6.3 | | Following 6.6.2 and within 2 WD | Issue CFD Generator Registration Form ²⁶ | EMRS | CFD Generator | CFD Generator Registration Form (required items in Appendix 1 – CFD Generator Registration Form Details) | Email |
| 6.6.4 | | Following 6.6.3 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 |
| 6.6.5 | | Following receipt of CFD Generator Registration Form and within 1 WD | Acknowledge receipt of CFD Generator Registration Form | EMRS | CFD Generator | | Email |
| 6.6.6 | | 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 |

²⁶ Available on request by emailing: contact@emrsettlement.co.uk

| Ref | Condition | When | Action | From | To | Input Information Required | Method |
|--------|-----------|------------------------------------|--|--|--|---|----------------------------|
| 6.6.7 | | Following receipt of form in 6.6.4 | 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 |
| 6.6.8 | | Following 6.6.7 and within 5 WD | Create master data file for each CFD ID. | EMRS | | | Internal Process |
| 6.6.9 | | Following 6.6.8 and within 1 WD | Provide EMR Identifiers | EMRS | LCCC | CFD ID and associated EMR ID | Secure Email ²⁷ |
| 6.6.10 | | Following 6.6.9 | Registration email for the EMR Settlement Portal sent to authorised contacts. END OF PROCESS | EMRS | Supplier | As submitted in 6.7.4 | Email |

²⁷ 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.²⁸

²⁸ <https://www.emrsettlement.co.uk/documentstore/publications/acronyms-definitions.pdf>

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 Authority²⁹ Contact (Name, Address, email address, phone number);
- Finance Authority Contact³⁰ (Name, Address, email address, phone number);
- Second Finance Authority³¹ Contact (Name, Address, email address, phone number); and
- Other Roles³² (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.

²⁹ Primary representative of the organisation, with respect to EMR for Settlement purposes

³⁰ Responsible for approving financial detail amendments and managing finance contacts

³¹ Responsible for approving financial detail amendments and managing finance contacts

³² 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 ³³ | <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

³³ 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 website³⁴. 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.

³⁴ <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.

