

Changing Company Name or Address

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Contents

- 1. Overview 2
 - 1.1 Who can change the name and address of a company in the EMR Portal? 2
 - 1.2 Why should Users update the name and address of Companies they manage in the EMR Portal? 2
- 2. Changing Name and Address of a Limited Company 2
 - 2.1 Companies House Integration 2
 - 2.2 How to update the Name and/or Address of a Limited Company 2
- 3. Changing the Name and Address of a Non-Limited Company 3
 - 3.1 Email the EMR Dot Box 3
- 4. Glossary of Terms and Rules/Regulations Referenced: 3

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1. Overview

1.1 Who can change the name and address of a company in the EMR Portal?

1.1.1 For a Limited Company, LLP and PLC that are registered to Companies House the Main Admin and Deputies can update the Company name and address within the EMR Portal without having to send an email to the EMR DB.

(a) This is made possible through the EMR Portal's new Companies House integration feature.

1.1.2 Non-Limited Company changes, require the Main Admin or a Deputy to send a request of a Company change to the EMR DB via email, copying in the Main Admin and Directors or Officers of the Company.

1.2 Why should Users update the name and address of Companies they manage in the EMR Portal?

1.2.1 The EMR DB may reject Applications made if Company information is inaccurate or out of date.

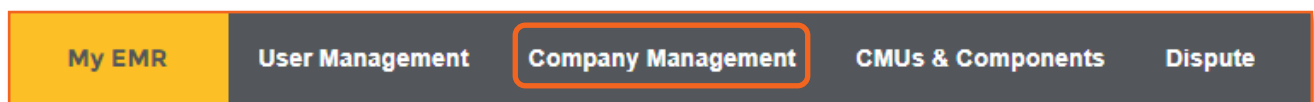
2. Changing Name and Address of a Limited Company

2.1 Companies House Integration

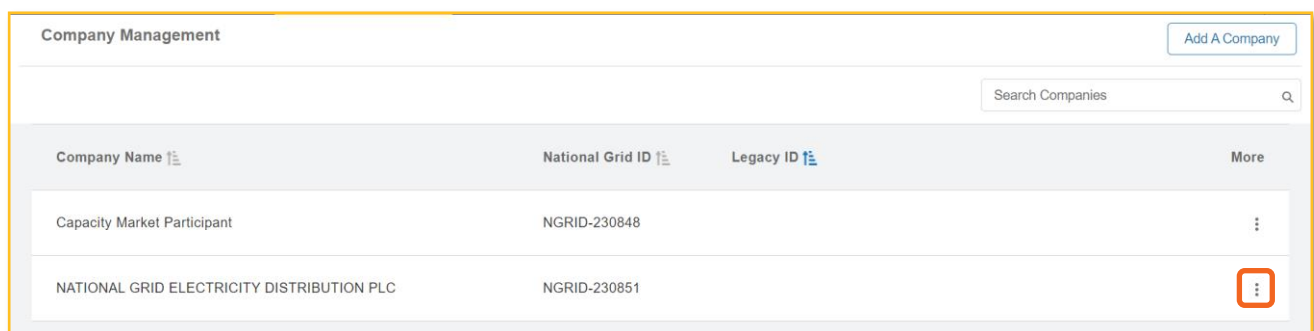
2.1.1 The EMR Portal validates Company details via Companies House automatically without the need for manually entering the name and/or address details of a Limited Company, so long as the company details are up to date in Companies House.

2.2 How to update the Name and/or Address of a Limited Company

2.2.1 Once signed into the Portal Click on [Company Management](#) on the top row menu.



2.2.2 Navigate to the [Company Details](#) page by clicking the three dots towards the right-hand side of the screen on the same row as the Company that requires the update.



The image shows a screenshot of the 'Company Management' page. It features a table with columns for 'Company Name', 'National Grid ID', 'Legacy ID', and 'More'. The 'More' icon for the company 'NATIONAL GRID ELECTRICITY DISTRIBUTION PLC' is highlighted with an orange box.

Company Name	National Grid ID	Legacy ID	More
Capacity Market Participant	NGRID-230848		⋮
NATIONAL GRID ELECTRICITY DISTRIBUTION PLC	NGRID-230851		⋮

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- 2.2.3 Click the [Refresh Company Details](#).
- 2.2.4 Without the need for manual input or contact with the EMR DB, the Portal will automatically update any changes to the Company that have been made in Companies House.
- 2.2.5 This will reflect changes made to the company in respect of the Company's name and address.



Refresh Company Details

3. Changing the Name and Address of a Non-Limited Company

This section provides guidance on changing the name and address of all other organisations that are not UK based Limited Companies, PLCs and LLPs. This includes non-UK registered Companies, Partnerships, Community Projects, Charitable Incorporated Organisations (CIO) and organisations that are not registered on Companies House.

3.1 Email the EMR Dot Box

- 3.1.1 To change or update the name and/or address of a Non-Limited Company a User, Main Admin, Deputy or Director can request this by emailing the EMR DB at the following email address: box.EMR.Prequal@nationalgrideso.com
- 3.1.2 The Director (as registered in the Portal as Owner for initial point of contact) and Main Contact should be copied into the email to confirm authorisation of the changes.
- 3.1.3 The email should include the following information:
 - (a) The Current Name of the Company.
 - (b) The N-Grid number.
 - (c) The changes to be made to the Company within the EMR Portal.
- 3.1.4 The EMR DB aims to respond and deal with requests within five working days.
- 3.1.5 The EMR DB will reply to the email and confirm the changes have been made in the Portal or if further information is required.

4. Glossary of Terms and Rules/Regulations Referenced:

Abbreviation /Acronym 1: EMR DB – Electric Market Reform Delivery Body

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