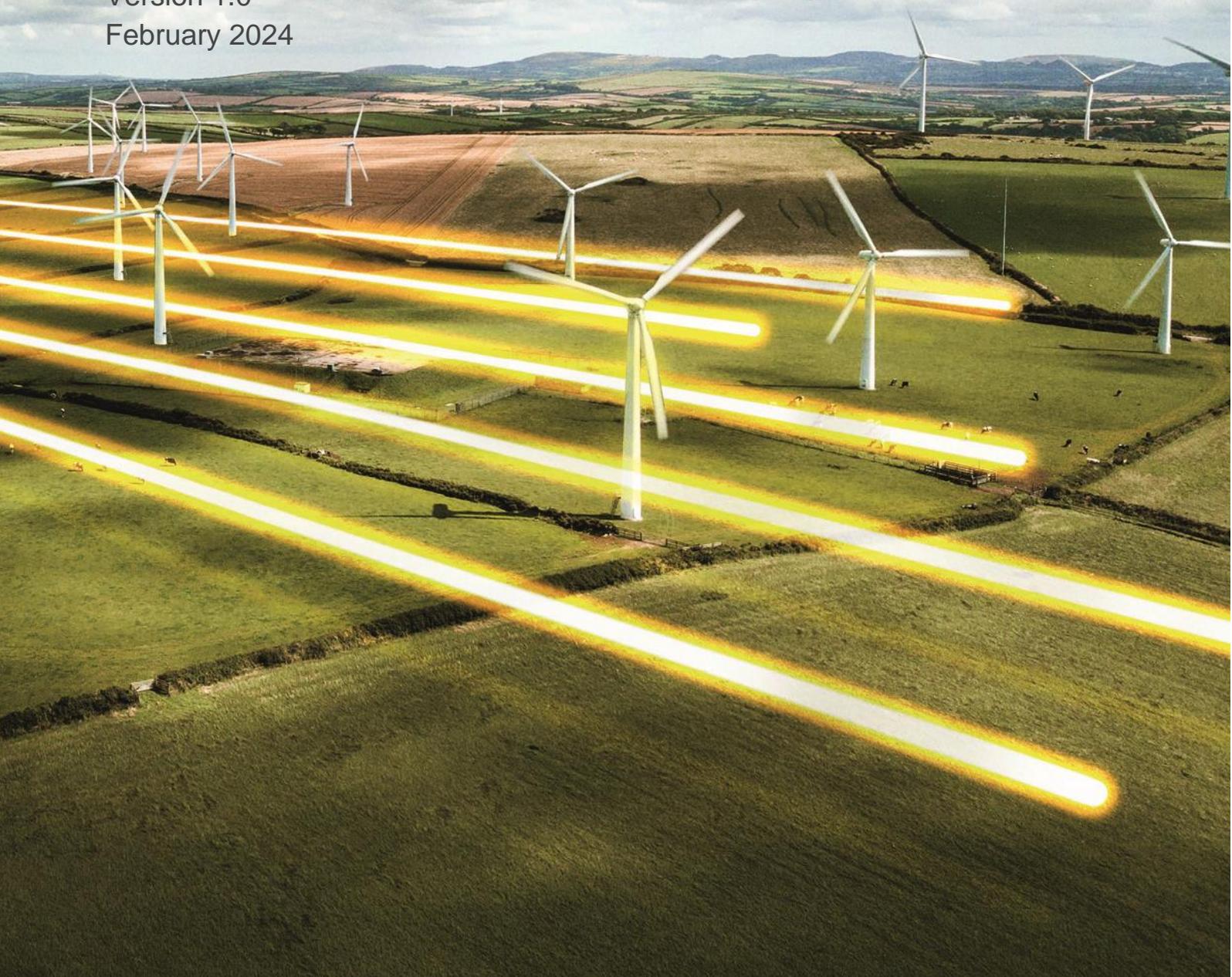


Publicly Available

Contracts for Difference Company Registration & User Guidance Document

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1. Purpose

Any company or organisation that wishes to apply for a Contract for Difference (CfD) must first register with the EMR Delivery Body. This is to ensure that an Application is being made with the consent of an Authorised Person (usually a director or partner) from that organisation. This embeds a level of governance around the process to prevent unauthorised applications.

The aim of this guide is to explain the information required to complete the company registration form; and Provide information on how to submit the EMR company registration form to the EMR Delivery Body for verification and to complete the company registration process.

2. Considerations

This document is accurate at the time of publishing and is based on the information provided in the draft Allocation Framework. When the finalised Allocation Framework is published in March 2024, any applicable elements of all guidance documents will be updated in line with applicable changes.

3. Scope

This guidance document is intended to be used by organisations considering whether to make an application to participate in the Contracts for Difference Scheme. This document outlines how to submit a company registration in the EMR Delivery Body Portal and how to manage user access.

4. Overview

4.1 Required information to complete the EMR Company Registration form:

Company/Organisation details

The relevant details for the company or organisation wishing to register, including company name, registered address, and company registration number.

Authorised Person details

The Authorised Person should be named as an active company Director or company secretary as registered with Companies House for UK registered companies (or an equivalent body for non-UK registered companies). If your organisation is not a limited company, please see further details in section 5.2.

An Authorised Person may nominate a person(s) to act as a Main Administrator (Main Admin) on their behalf, to carry out the necessary activities for their application and sealed bid submissions. A Main Admin can subsequently assign additional Main Admins to assist in this process and to receive notifications.

Main Admin Details

- (a) The Main Admin for each company should ordinarily be the person with managerial responsibility for the day-to-day participation in the Contracts for Difference mechanism.
- (b) The Main Admin will initially be responsible for the registering, editing and removal of other users within their organisation, and for the creation of other companies (sub-companies) if required. They will also act as the main point of contact for any communications with the Delivery Body.
- (c) Only Main Admins can edit user privileges on the EMR DB Portal for all the relevant users linked to their company. If a person leaves the company, it is the responsibility of the Main Admin to deactivate them on the EMR DB Portal. It is permissible for the Main Admin of a registered company or organisation to be the same person as the Authorised Person.

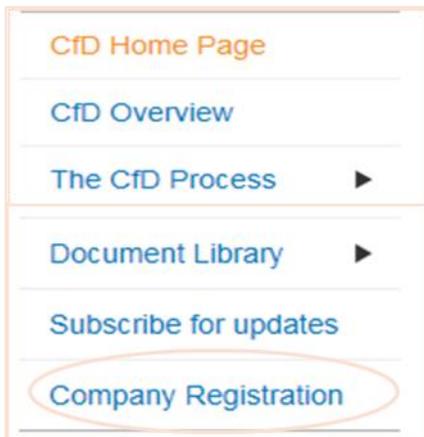
5. How To Register Your Company

5.1 Auto Populate Registration Form

Go to the EMR Delivery Body portal and click on [Contracts for Difference Page](#)



You will navigate to Contracts for Difference landing page and select 'CfD Company Registration' from the menu on the left-hand side of the page.



Company Registration forms can be auto populated using your company registration number or they can be completed manually.

To auto populate your Registration form, go to the 'Company Section' at the bottom of the page and select 'Yes'.

Company Section

Is this company registered at Companies House UK?*

Yes

No (If No, you will be required to fill in the form manually)

Please enter the Company Registration Number * :

Enter your company registration number and press 'Fetch Company Data'.

The Company Registration form will appear with the Company Section populated using data taken from Companies House.

Select an Authorised Person from the drop-down list. This section will also be partially populated. Enter the relevant mobile number and email address (when entering the mobile number please **DO NOT** include the '0' at the beginning).

Fill out the Main Company Admin User Section. This can be the same person as the Authorised Person. If this is the case, select 'Copy Authorised Person Address'.

Click 'Submit' - A 'Confirmation' pop up window with your details will appear. Press OK to continue.

5.2 Manually Populate Registration Form

To manually fill out the Company Registration form, go to the Company Section and select 'No'.

If you clicked 'No' on the Company Section page, you will be navigated to the Company Registration form and will need to complete the Company Registration form manually.

The form consists of three sub-sections: Company section, Authorised Person section and Main company admin user section. Please complete these sections.

Once you have completed all the cells, click the 'Submit' button.

All fields in the Company Registration form must be completed with the required information.

Fields marked with an asterisk are mandatory fields.

Company names should precisely match the description as held at Companies House or, for non-companies, on any relevant register. This includes abbreviations, e.g. Limited as opposed to Ltd.

A Company Registration Number (CRN) needs to be provided if you are an incorporated body. A CRN (sometimes referred to as a Companies House Number) is a unique number issued by Companies House when a limited company or Limited Liability Partnership (LLP) is incorporated.

Where your company is located in the United Kingdom, your CRN will consist of eight numbers, or two letters followed by six numbers. It will be displayed on your Certificate of Incorporation, and it will also appear on the public register next to your company details.

Where your company is not located in the United Kingdom, there is no specific format for the CRN but you must provide the relevant reference.

You cannot choose or change your CRN. It will be generated by Companies House on a sequential basis depending on your country of incorporation and the type of company you are setting up:

- (a) Companies formed in England and Wales have CRNs beginning with 0 (zero) or 1 (one)
- (b) Scottish companies are given CRNs with the prefix 'SC'
- (c) Limited Liability Partnerships (LLPs) are issued with CRNs beginning with 'OC'
- (d) Scottish LLPs have CRNs beginning with 'SO'

If you are a non-listed company for the following types, then you need to provide the relevant evidence as detailed below:

- (e) Joint Venture (JV) – a JV agreement/structure chart or a letter signed by the Directors on letter headed paper to state that he/she is a Director for the organization;
- (f) Partnership – a letter signed by the partner on letter headed paper to state that he/she is a partner/owner of the organization;
- (g) Community Project/Charity – a letter signed by the head of the organisation on letter headed paper to state that he/she has the relevant decision-making authority.

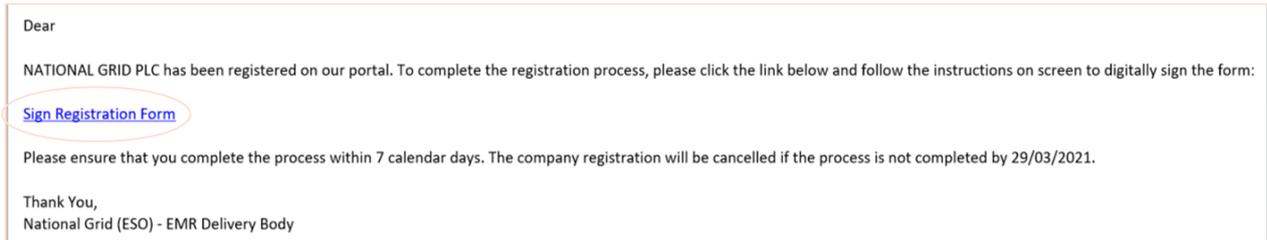
Foreign companies that legally own or control a CfD Unit (which must be located in Great Britain) can apply for a CfD and are therefore eligible for registration. To verify ownership or legal control of a CfD Unit, the foreign company can provide:

- (h) A valid tax certificate (if providing a group certificate, the company name must be included) ; and/or
- (i) A structure chart showing ownership or legal control of the holding company owning the CfD assets; and/or
- (j) Letter signed by the Directors of the parent company;
 - (i) This information should be added to the scanned registration form prior to upload.
 - (ii) Alternatively, the Delivery Body may request it via email.

5.3 Signing the Registration Form

An email will be sent to the **Authorised Person** and an acknowledgement email to the Main Admin requesting for the Authorised Person to 'sign' the Registration Form, i.e. authorise the Registration request.

Click the 'Sign Registration Form' link contained in the email.

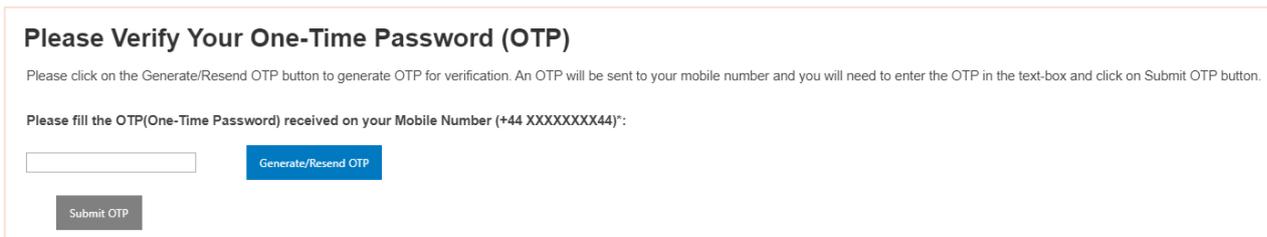


IT IS THE **AUTHORISED PERSON** WHO NEEDS TO SIGN THE REGISTRATION FORM THIS CAN NOT BE COMPLETED BY THE MAIN ADMIN

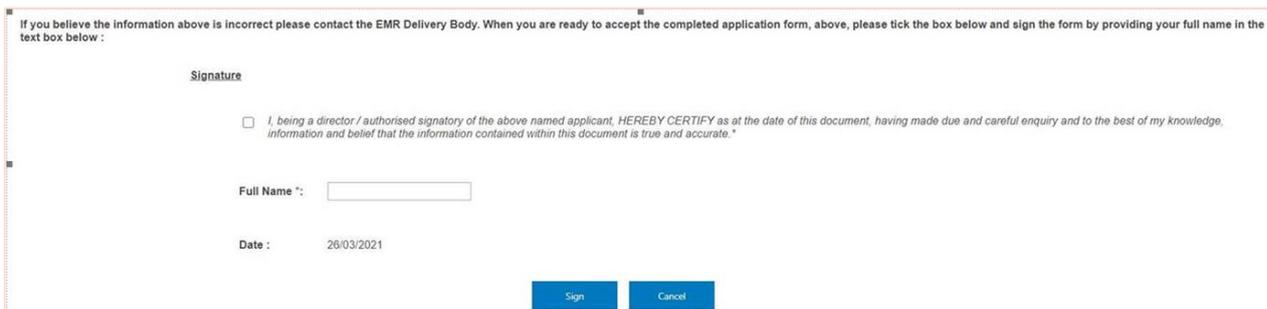
Click the 'Generate/Resend OTP' button.

An OTP (One Time Password) will be sent to the Authorised Person's mobile phone number as registered in the form and a confirmation pop up message will appear in green text.

Enter your OTP into the cell and click the 'Submit OTP' button which will now be shaded in blue.



The Authorised Person is required to tick the declaration and enter their full name. Click the 'Sign' button (*shown in the image below*).



The completed form including date and signature will be displayed. Three option buttons will also appear. If you wish to proceed, click 'Submit' and then 'Ok' to confirm.

A confirmation message will appear, and an email will be sent confirming your signed Registration request, see below. Please go to the Post Assessment page for next steps.

6. CfD company registration verification

6.1 Overview of Verification

Once the Company Registration form has been submitted, the Delivery Body receives an automated email notification. To complete the verification process, the Delivery Body will check:

- (a) Company details against public records such as Companies House.

- (b) The Authorised Person is associated with the company for which the registration form has been submitted.

Once the required verification checks have been completed by the Delivery Body, both the Main Admin and Authorised Person will receive an email confirmation of the outcome.

If the details provided cannot be verified, both the Main Admin and the Authorised Person will receive an email confirmation that the company's registration request has been rejected by the Delivery Body, with an outline of the reasons for the rejection.

If there are any issues that arise during the examination of the registration request, the Delivery Body will contact the Main Admin in the first instance.

6.2 Post Delivery Body assessment

After the Delivery Body has assessed the Company Registration form (within the 5 day SLA), the Main Admin will be notified of the outcome via email. The Authorised Person will also be copied into this email.

NB: This is an automated email. Do not reply to it. If the company registration is rejected, the reason(s) for rejection will be in the Comment section. If you require further information, please contact: emr.cfd@nationalgrideso.com

Following approval of the Company Registration form by the Delivery Body, the Main Admin will receive an email containing their username and temporary password, as well as a link to the portal where they can reset their password.

The Main Admin should click on the link in the email to confirm registration.



This navigates you to the Main Admin to the 'Confirm your registration' screen on the EMR Portal.



The image shows a screenshot of the "Confirm your registration" screen. The title "Confirm your registration" is in blue. Below it, the text says "Please enter your username and temporary password received via Email". There are four input fields: "sue.smith" (with a cursor), "Temporary password", "New password", and "Confirm password". A blue button labeled "Next >" is at the bottom.

7. Confirming user registration details

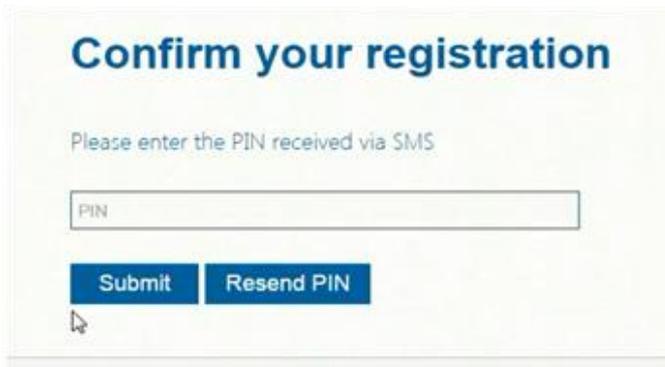
7.1 Instructions

To proceed, the Main Admin must then complete all of the following fields on the 'Confirm your registration' screen (shown in the image below):

- (a) **User name** – Enter the user name provided in the email.
- (b) **Temporary password** – Enter the temporary password provided in the email.
- (c) **New password** – Choose a new password which should have at least 12 characters including one upper case character, one lower case character and one numeric or special character (! \$#%?=. *[-^&*()_+|~='{}[]: ";'<> ,./]).
Note: Please do not use any special characters other than those listed above.
- (d) **Confirm password** – Re-enter the new password.

The Main Admin enters all the required information and clicks the 'Next' button.

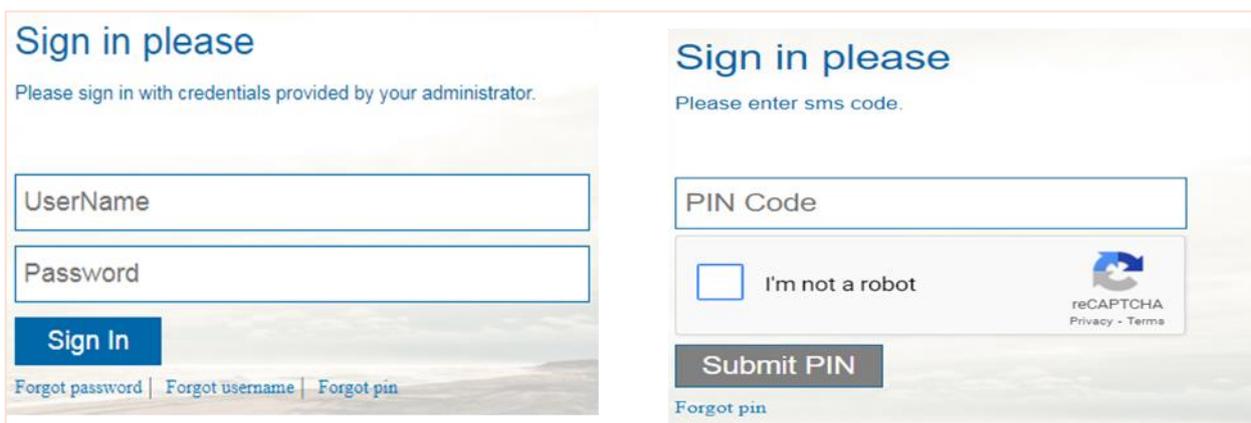
This navigates the Main Admin to the next screen where they will then be asked to enter their PIN (shown in the image below). This PIN will be sent to the mobile number which the Main Admin provided in the Company Registration form.



After the PIN is entered, the Main Admin will receive a confirmation message stating: 'Your new credentials have been registered'. A 'Go to Log in' link appears on the screen through which the Main Admin can log into their account.

After clicking on the 'Log in' link, the Main Admin will be navigated to a 'Sign in' screen where they will need to enter their username and password (which they have reset in steps 1-2).

After entering the username and password, the Main Admin will be navigated to the 'Submit PIN' screen (shown in the image below).



Once the PIN has been submitted, the Main Admin is successfully logged into the EMR Portal. The username will appear on the top right-hand side of this screen.

8. User management and privileges

8.1 Overview

The Main Admin can register additional users called EP users (external party users) who are able to log in to their company's area of the admin system and carry out specific 'roles'. Each of these EP users must be given privileges to carry out specific roles.

The Main Admin can register the following types of EP users:

- (a) Deputy Main Admin – The Deputy Main Admin has the same privileges as the Main Admin. They can create CfD Applications and add other users and can also make amendments to existing data.
- (b) Other EP users – These users can act on behalf of a main company or sub-companies where they have been assigned the relevant privileges. Unlike the Main Admin or Deputy Main Admin, they cannot create, amend or delete any companies or login IDs.

8.2 Privileges

Privileges can be assigned to EP users to enable them to carry out specific tasks for a company or multiple sub-companies. The different privileges are:

Privileges	Meaning
Viewer	The user can only view data and information
Operator	The user can create and edit data including Applications
Approver	The user can approve data and Applications

- (a) Viewer is the basic or default level of privilege which is applicable to all EP users.
- (b) The Main Admin or Deputy Main Admin can assign more privileges to an EP user by ticking the box next to the privilege.

8.3 Managing your users

The Main Admin can view all of the relevant users linked to their company. To do this, click on 'My EMR'.

Next click on 'User Management' in the left-hand side menu. At this stage, because the Main Admin has not set up any additional users, only one user is visible in the users' grid.



To create more users, click on 'Add New EP User' under 'User Management' on the left-hand side menu. This will bring up a new user management screen.

Enter contact details for EP users and assign roles and privileges to them by selecting drop-down menus and checking boxes.

Click on 'User Management' in the left-hand side menu. The newly created user will now be visible in the table.

Once the Main Admin has successfully registered a new EP user, this new EP user will receive a registration confirmation email. The email will contain their username and temporary password, similar to the email received by the Main Admin after company registration.



8.4 Editing users on the EMR Portal

Only Main Admins can edit user privileges on the EMR DB Portal for all the relevant users linked to their company. If a user leaves the company, it is the responsibility of the Main Admin to deactivate the person on the EMR DB Portal.

Click on 'User Management' in the left-hand side menu of the EMR Portal. Then click 'Manage' on the person's name that you wish to edit

First name	Last name	User name	User type	
c	epmainadmin	c.epmainadmin	Main Admin	Manage

Here you can amend the following:

- (a) **Personal details:** name, telephone numbers, email address
- (b) **Role:** Main Admin, Deputy Main Admin, user
- (c) **Privileges:** operator, approver, viewer
- (d) **Status:** active or deactivated

Once the relevant changes have been made, click 'Save Changes'

User management

Team*

First Name*

Email address*

Country*

Mobile number*

Landline number

Role*

Authorised Individual

Agent

Privileges Operator
 Approver
 Viewer

Status

* Required field

A Main Admin is able to deactivate their own account in the EMR DB Portal but they cannot reactivate it themselves and neither can the Authorised Person. Another Main Admin would be required to reactivate it if necessary.

If a Main Admin attempts to deactivate themselves, a warning message would appear asking them to confirm that they wish to proceed.

8.5 Updating an Authorised Person

A Main Admin does not have the privileges to update the details of an Authorised Person in the EMR Portal. To do this, the Main Admin must send an email to the Delivery Body at emr@nationalgrideso.com requesting the change and providing full details of the new Authorised Person.

The new Authorised Person should be named as an active company Director or company secretary as registered with Companies House for UK registered companies (or an equivalent body for non-UK registered companies).

The new Authorised Person must be copied into the email to the Delivery Body requesting the change.

The Delivery Body will make the update and inform the Main Admin by email once the update has been made in the EMR Portal.

8.6 How to assign a new Main Admin

If you need to deactivate a current Main Admin on your CfD Company Section of the EMR Portal. Please ensure that there are at least two User accounts assigned the company you are wishing to amend (if you are unsure how to do this, please refer to the previous section of this guidance here)

Assign all 3 privileges to the User that is looking to take over as Main Admin (the three privileges are: Operator, Approver and Viewer) and click save.

Once these privileges have been assigned to the desired user you can de-activate the current Main Admin.

This account will now default the Main Admin to the next User with all three privilege permissions assigned.

The screenshot shows a 'User management' form with the following fields: Team* (CM), First Name*, Email address*, Country* (United Kingdom), Mobile number*, Landline number, Role* (User), Authorised Individual (checkbox), Agent (checkbox), Operator (checkbox), Approver (checkbox), Viewer (checked checkbox), and Status* (Active). The 'Privileges' section is circled in red.

8.7 Managing Passwords

User should log into the portal and navigate to 'My EMR'.

Click on 'Manage Login Credentials' in the menu on the left-hand side This navigates to a form for changing your password.

The screenshot shows the 'User Management' page with the 'Change your password' form. The 'Manage Login Credentials' menu item is circled in red. The form includes the following fields: User name (terry.approver), Current password, New password, and Confirm password. A 'Next >' button is located at the bottom left of the form.

To change your password, enter your current password and the desired new password under both 'New password' and 'Confirm password' (ensuring these match).

Click on 'Submit'. This will send a message confirming that the password has been changed.

8.8 Change of company name

Once your company is registered in the EMR Portal, you can change the name of the company by sending an email to the Delivery Body from the Main Admin.

- (a) You must include the old company name with the NGRID number (NGRID-XXXX) which can be found on the original registration form on the EMR Delivery Body Portal and the new company name you want to change it to.
- (b) The new company name must be registered on Companies House
- (c) The company Director must be active on Companies House and must be copied into the request email.
- (d) A 'Certificate of Incorporation on Change of Name' showing the name change must be attached to the email (*shown in the image below*).



- (e) Please make sure the company registration number on this document matches exactly with the company registration number on Companies House.
- (f) Once the Delivery Body receives the email, the system will be updated to reflect the new company name and you will be advised when it has been done.

8.9 Change of company address

Once you have registered your company, you are able to change the address details.

Only Main Admins can complete this step.

The user should log in to the EMR Portal and navigate to 'My EMR'.

Click on 'Companies' in the menu on the left-hand side.

Find the relevant company under 'Company List' and select 'Edit'

Amend the address details and then select 'Submit'.



8.10 Change of Preferred Contact Email Address

During the Application Window you will be unable to change any details of your application up until the Auction has finished, this includes the 'Preferred Contact Email'. In the event that the CfD Unit changes ownership during this window and to ensure that the CfD Contracts are distributed to the correct administrators of the account please follow the steps below:

- (a) If there is a change of personnel on the CfD Account, please refer to the 'Updating an Authorised Person' and 'Assign a new Main Admin' Section of this Guidance Document.
- (b) If you need to change the 'Preferred Contact Email Address', please follow the steps below:
- (c) The Main Admin will need to email the NGENSO CfD Shared Mailbox: emr.cfd@nationalgrideso.com and Copy in LCCC's shared mailbox: Enquiries@CFDAllocationround.uk informing both parties of the Change in Preferred Email contact with the Authorised Person cc'd into the email.

- (d) Once received NGENSO and LCCC will make a note of the change and update the Notification Report which is sent to LCCC once the Auction has been finalised. This will then inform LCCC of who to contact in order to accept a valid CfD offer.

A7h: Email address of preferred contact (*)

9. Legal Disclaimer and Copyright

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If you have any questions on the information provided in this document, or feedback on its content, please contact us at emr.cfd@nationgrideso.com or Call: 01926 655300.

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