

Company Secretary

«Company_Name»

«Address_1»

«Address_2_»

«Address_3»

«Address_4»

«Address_5»

«Postcode»

«Country»

Company Number: «Company_No»¹

25 November 2014

Dear Company Secretary,

Re: Electricity Market Reform (EMR): Provision of Supplier Details for the CFD and CM Arrangements

We are writing to you on behalf of the CFD counterparty ([Low Carbon Contracts Company²](#)) and the CM Settlement Body ([Electricity Settlements Company³](#)), to request your company contact details. As a licenced Supplier you are required to provide these details under the [Contracts for Difference \(Electricity Supplier Obligations\) Regulations 2014⁴](#) (see regulation 29) and the [Electricity Capacity \(Supplier Payment etc.\) Regulations 2014⁵](#) (see regulation 38). The details will be used to provide you with all notices, invoices, and credit notes required by these regulations.

Please can you complete the enclosed company registration form and return it using the address above, by no later than **Friday 12 December**.

The company registration form must be signed by the company secretary or a company director. Should we not hear from you, we will send correspondence to the address that you have registered with Ofgem and that is publically available on [Ofgem's⁶](#) website. You can find copies of this letter, and the company registration form on our [website⁷](#).

The reason for sending this letter now is that we need to send you a notice, before 1 January 2015, notifying the amount you will be required to pay of the total reserve

amount in accordance with the [Contracts for Difference \(Electricity Supplier Obligations\) Regulations 2014⁴](#) (see regulation 10).

We are putting a process in place to collect other information from you that will be needed to meet your Electricity Market Reform (EMR) obligations, such as bank account details, and will be in touch in due course.

Please note that we have issued a circular to our distribution list explaining that we have sent this letter. The distribution list may include representatives from your organisation.

If you have any questions or comments, please do get in touch with us on 0207 380 4025, or email contact@emrsettlement.co.uk. More information about EMR and our role can be found on our website: <http://emrsettlement.co.uk/>.

Yours faithfully,



Nicholas Brown – EMR Settlement Limited Company Secretary

References

- 1 – As registered on Ofgem’s website – see 6 below.
- 2 - <https://lowcarboncontracts.uk/>
- 3 - <https://electricitysettlementscompany.uk/>
- 4 - <http://www.legislation.gov.uk/uksi/2014/2014/contents/made>
- 5 - <http://www.legislation.gov.uk/uksi/2014/2043/contents/made>
- 6 - <https://www.ofgem.gov.uk/publications-and-updates/list-all-electricity-licensees-registered-or-service-addresses>
- 7 - <http://emrsettlement.co.uk/provision-supplier-company-details-electricity-market-reform-emr/>

List of Attachments

Company Registration Form