



Capacity Market Registration and Prequalification interactive guidance v1.0

July 2017



Legal Disclaimer and Copyright

Disclaimer

This CM Registration and Prequalification Interactive Guidance document has been prepared by National Grid Electricity Transmission plc (NGET) and is provided voluntarily and without charge.

Whilst NGET has taken all reasonable care in preparing this Capacity Market (CM) Registration and Prequalification Interactive Guidance document, no representation or warranty either expressed or implied is made as to the accuracy or completeness of the information that it contains and parties using information within the CM Registration and Prequalification Interactive Guidance document should make their own enquiries as to its accuracy and suitability for the purpose for which they use it. Neither NGET nor any other companies in the National Grid plc group, nor any directors or employees of any such company shall be liable for any error or misstatement or opinion on which the recipient of this CM Registration and Prequalification Interactive Guidance document relies or seeks to rely other than fraudulent misstatement or fraudulent misrepresentation and does not accept any responsibility for any use which is made of the information or CM Registration and Prequalification Interactive Guidance document or (to the extent permitted by law) for any damages or losses incurred.

Confidentiality

This CM Registration and Prequalification Interactive Guidance document, and its contents should be considered as confidential in nature, and CM Registration and Prequalification Interactive Guidance document is supplied on this basis. No part of this CM Registration and Prequalification Interactive Guidance document may be reproduced in in any material form (including photocopying and restoring in any medium or electronic means and whether or not transiently or incidentally) without the written permission of National Grid.

Copyright National Grid 2017, all rights reserved.



Introduction

The purpose of this document is to explain the mandatory requirements for Prequalification and signpost Applicants to relevant information. It does not replace the need for Applicants to understand the relevant CM Rules and Regulations 2014 (as amended), nor does it explain every aspect of the Prequalification Application in detail.

It is not the responsibility of the Delivery Body (DB) to ensure your application is correct, however we will support and guide you through the application process. **Applicants are reminded that the changes to Regulation 69, which allowed new information to be submitted in the dispute period, was time limited and no longer applies.** This means that it is even more important that Applicants ensure their Applications are right first time, as once the Submission Window closes, the DB will be unable to accept any new information.

During the Assessment Window, the DB will only assess information submitted by the Applicant in each Application. It is the Applicants responsibility to upload all required documents. The DB will not use previously submitted documents nor use other available data sources in its assessment of each Application.

Applications for Prequalification are made via the [EMR Delivery Body Portal](#).

For support with using this document or for general enquiries please contact:



Phone: 01926 655 300



Email: emr@nationalgrid.com



Version control

Version	Date published	Comments
1.0	07/07/17	
		<p>The next version of this document will include:</p> <ul style="list-style-type: none">• information on BEIS Rule changes• detail on Delivery Body checks during the Assessment Window• links to templates for certificates / exhibits / DSR business model / plan



How to use this guide

This document has been designed to provide Applicants with clear, simple and transparent CM Prequalification Guidance. It allows Applicants to access only relevant sections of the document, using navigation tools.

Click on the button icons to navigate to relevant sections of this document.

Click on the home icon to return to the Main Menu or click on the arrows to go forwards or backwards a page within the document.

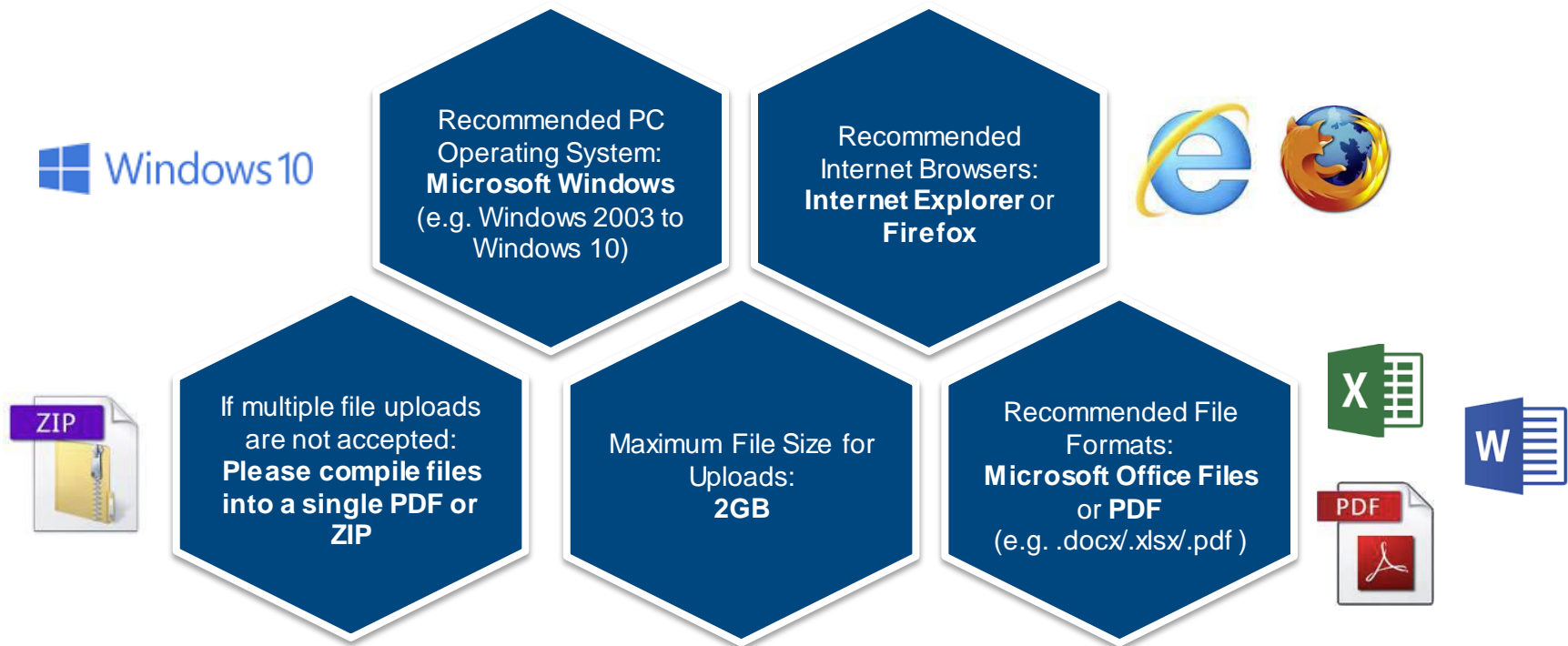


Using links: You do not need to sign into the portal to view links. If clicking on a link contained in this document takes you to an EMR Portal sign in pop up page, click the red cross in the top right hand corner of the pop up.

Videos: Videos may not work in Google Chrome. All videos except the registration tutorial do not currently have sound. These will be updated throughout the Prequalification readiness period.

EMR portal system requirements

Please ensure that you are familiar with these recommended requirements before completing your CM Application on the EMR portal:

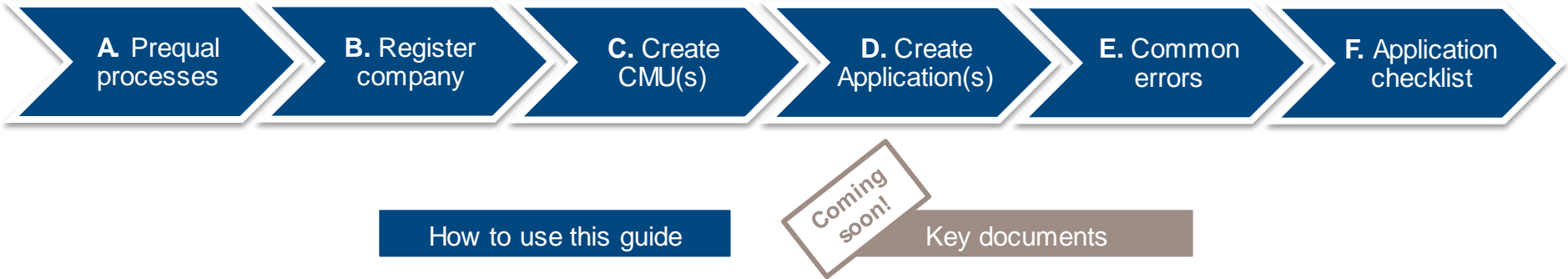




Main Menu

This interactive menu sets out all of the key activities that CM Applicants shall need to undertake throughout the Prequalification process.

Select the icons below to navigate to relevant sections of the document:



A. Prequalification processes

This section outlines the end to end Prequalification process, key dates, information about the Prequalification readiness period and roles and responsibilities of CM delivery partners.

Select from the link buttons opposite to find out more:

**A.1 Prequalification
end to end process**

**A.2 Prequalification
key dates**

**A.3 Prequalification readiness period:
information**

**A.4 Delivery partner roles and
responsibilities**

**A. Prequal
processes**

**B. Register
company**

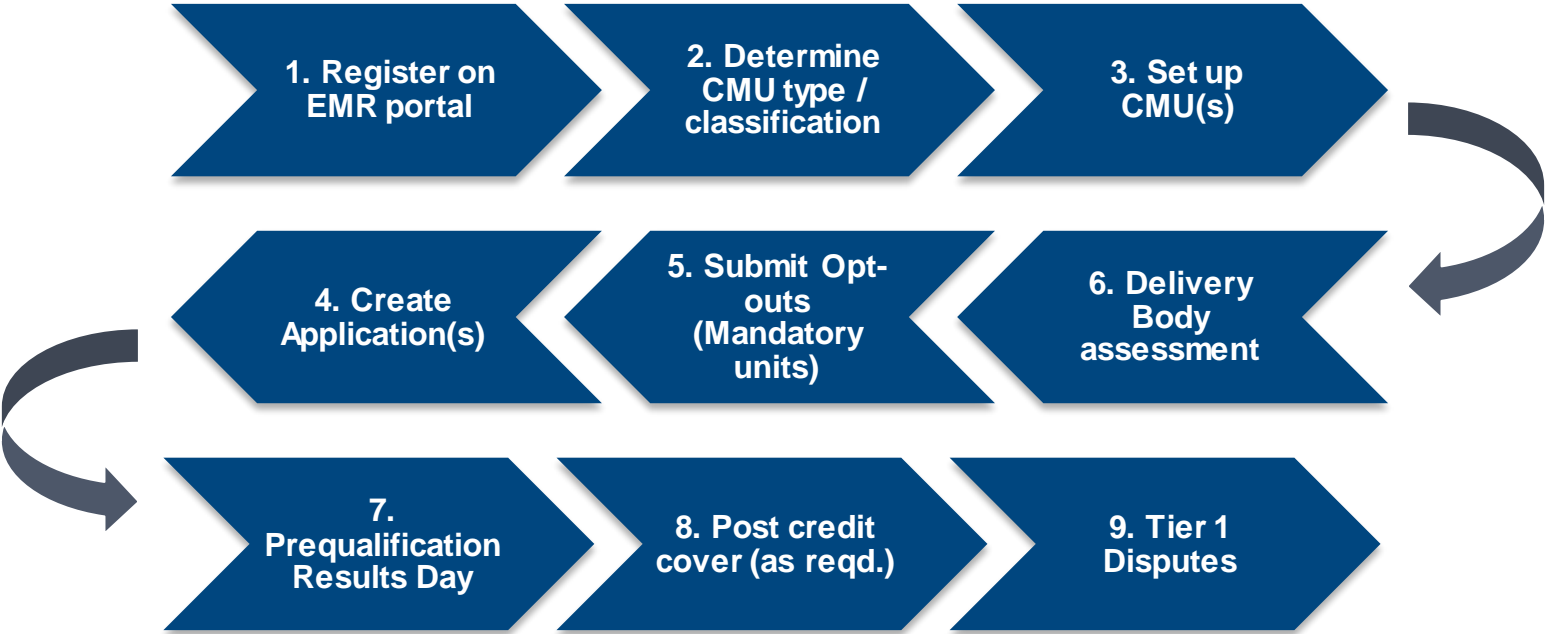
**C. Create
CMU(s)**

**D. Create
Application(s)**

**E. Common
errors**

**F. Application
checklist**

A.1 Prequalification end to end process



A.2 Prequalification key dates

July 17 Aug 17 Sept 17 Oct 17 Nov 17 Dec 17 Jan 18 Feb 18 March 18 April 18

24 July – 29 Sept

Prequalification Submissions Window (10 weeks)

2 Oct – 10 Nov

Prequalification Assessment Window (6 weeks)

13 Nov – 1 Dec Tier 1 Disputes Window

1st Dec Credit cover deadline 1*

22nd Dec Credit cover deadline 2**

30th Jan T-1 2018/19 Auction

6th Feb T-4 2021/22 Auction

** deadline for Applicants who received a Conditionally Prequalified status on Prequalification Results Day*
*** deadline for Applicants who received a Conditionally Prequalified status following Tier 1 disputes*

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

A.3 Prequalification readiness period: information (1 of 2)

Arrange a meeting with the Delivery Body to discuss your Application(s):

- resolve queries that have arisen during the Application process
 - walk through Prequalification Application and sense check details with the DB
 - discuss potential changes to CM Rules that might impact your documentation / submission
-
- Location of the team and time spent at each venue will be based on customer demand
 - First come, first served requests. Meetings will be managed in an online system, more information to be published on our website on week commencing 10 July
 - In the final week of the Prequalification submission window, all queries to the DB will be managed over the phone / via email only, as the team expect to be very busy supporting a large number of Applicants. Once the Submission Window has closed, the DB will be unable to discuss Applications until the start of Tier 1 Disputes.

**A. Prequal
processes**

**B. Register
company**

**C. Create
CMU(s)**

**D. Create
Application(s)**

**E. Common
errors**

**F. Application
checklist**

A.3 Prequalification readiness period: information (1 of 2)

In order to gain the most value out of Prequalification surgeries, we strongly advise that you complete the following activities before meeting with the Delivery Body:

- Read this guidance document and watch the relevant videos linked
- Register on the EMR portal
- Familiarise yourself with Chapters 3 and 4 of the [CM Rules](#)
- Create CMU(s) and Application(s) in the EMR portal

We will be hosting a CM event in August (event details to follow):

- Overview of upcoming milestones
- Latest on Ofgem's consultation and CM Rule changes
- Overview of [2017 Electricity Capacity Report](#)
- Overview of issues arising with this year's Prequalification Applications

**A. Prequal
processes**

**B. Register
company**

**C. Create
CMU(s)**

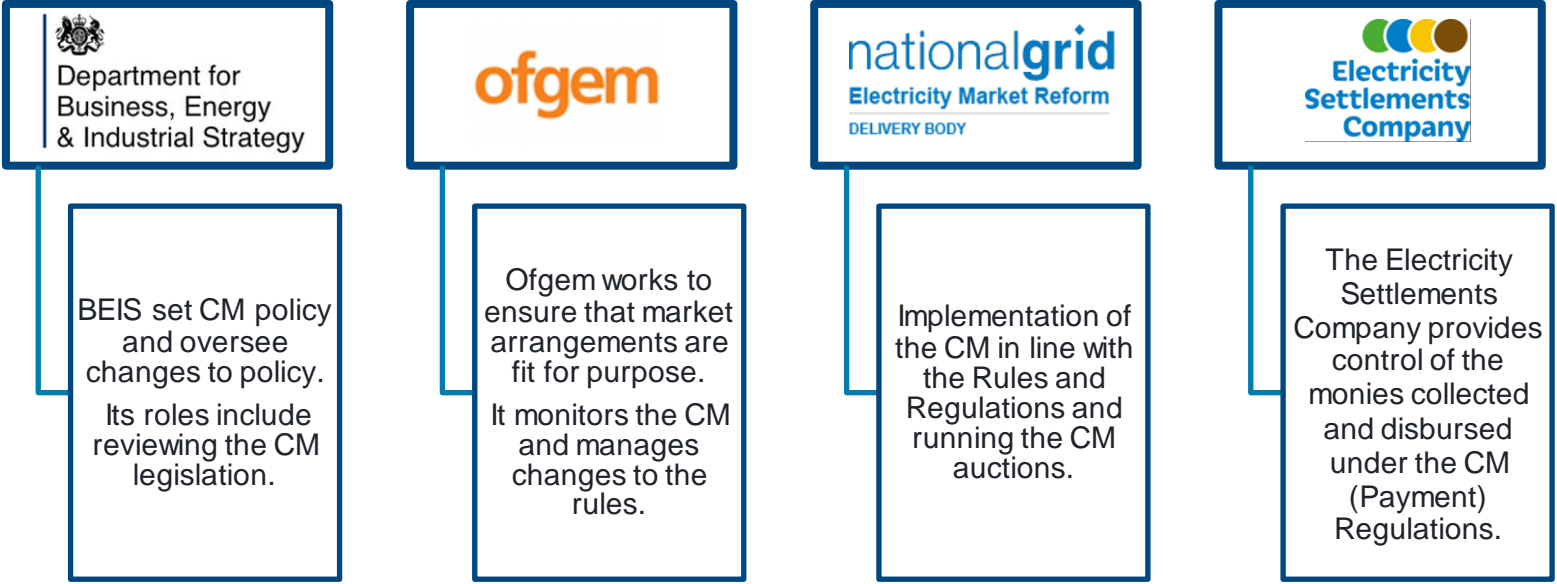
**D. Create
Application(s)**

**E. Common
errors**

**F. Application
checklist**

A.4 Delivery Partner roles and responsibilities

Click the logos to find out more about the Delivery Partner Roles and Responsibilities in the CM:



A.4.1 BEIS roles and responsibilities

Responsible for:
✓ Implementing, revising and reviewing CM legislation
✓ Deciding whether to hold CM auctions
✓ Overall coordination of CM delivery
✓ Termination appeals addressed to the Secretary of State
✓ Setting the auction parameters, including the target capacity to procure, the auction price cap etc)

Not Responsible for:
✗ Queries on Ofgem rule changes to the CM
✗ Tier 1 or Tier 2 appeals



Department for
Business, Energy
& Industrial Strategy



A.4.2 Ofgem roles and responsibilities

Responsible for:
✓ Managing and making changes to the CM Rules
✓ Overseeing the role of the Delivery Body, including monitoring their performance
✓ Producing annual reports on the operation of the CM and the performance of the Delivery Body
✓ Monitoring the CM to secure compliance with the Rules and Regulations and enforce where necessary
✓ Making determinations on disputes which have been raised following the Delivery Body disputes process
✓ Receiving and holding onto Price Maker Memorandums

Not Responsible for:
✗ Ofgem is not responsible for changes to the regulations.



A.4.3 National Grid Delivery Body roles and responsibilities

Responsible for:

- ✓ Producing an annual capacity report for Government, which advises on capacity requirements to meet the reliability standard.
- ✓ Engaging with potential capacity providers on operational issues and their readiness to participate in the CM.
- ✓ Operating core IT systems to support the running of CM processes.
- ✓ Operating processes to support CM prequalification.
- ✓ Operating processes to support the management of each delivery year

Not Responsible for:

- ✗ Making decisions on level of capacity to procure. This is Secretary of State decision.
- ✗ Managing and making changes to the CM Rules. The Deliver Body does not set and is unable to directly change policy
- ✗ Deciding of whether to hold CM auctions
- ✗ Setting the auction parameters
- ✗ Metering tests, issues with metered data or decision making on Tier 2 disputes.



A.4.4 Electricity Settlements Company roles and responsibilities

Responsible for:

- ✓ Providing accountability, governance and control of the monies collected and disbursed under the CM (Payment) Regulations.
- ✓ Contracting a settlement agent to carry out the administrative functions associated with the collection and verification of bid bonds and collateral.
- ✓ Meter verification, including carrying out meter checks on capacity providers
- ✓ EMRS is the contractor of the Electricity Settlements Company

Not Responsible for:

- ✗ Operating business processes to support CM pre-qualification and agreement management



B. Register company

This section contains information on how to register a company on the EMR portal before creating a CMU or making an Application.

CM Applicants must complete this section ahead of Prequalifying CMUs.

Select from the link buttons opposite to find out more:

NEW!

EMR registration video

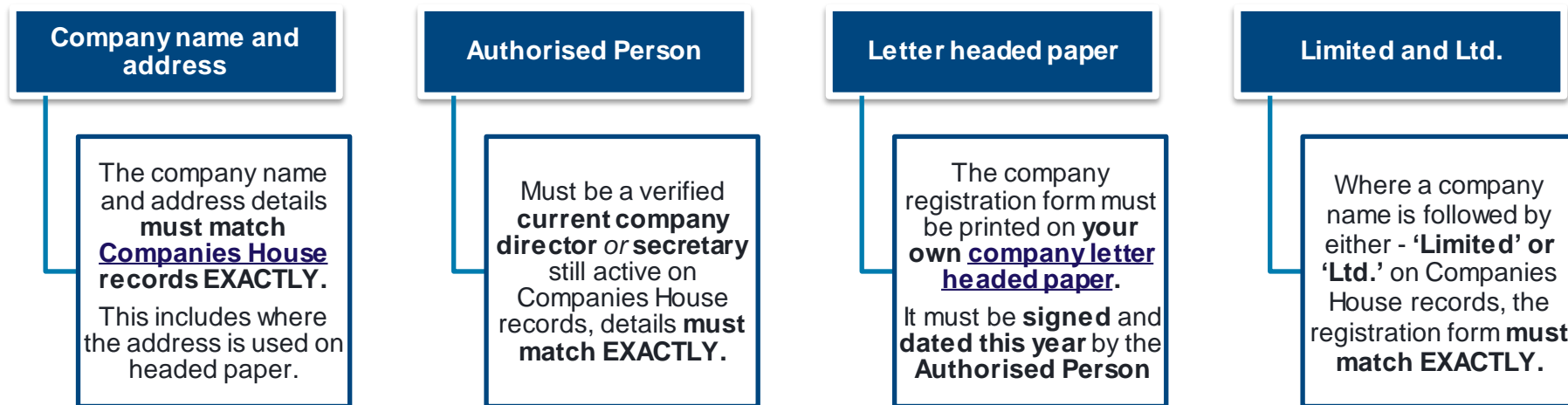
EMR registration support guide

B.1 Mandatory registration criteria

B.1 Mandatory registration criteria

This section outlines the **mandatory requirements** for registration of company details for using the EMR portal to apply.

Find out more below:



Failure to comply with each of these registration requirements will delay the registration process and prevent you from being able to access the EMR Portal.

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

C. Create CMU(s)

This section contains information about different CMU types and classification.

CM Applicants must ensure that they select and create the correct CMU before making an Application.

Guidance on **how to create a CMU in the EMR portal** can also be found in this section.

Select from the link buttons opposite to find out more:

C.1 CMU types and classification

C.2 Create CMUs in the EMR portal

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

C.1 CMU types and Classification

Use this section to find out more about the different types of CMUs and their classifications.

CM Applicants must ensure that they select and create the correct CMU before making an Application.

The CMU type selected drives the rest of the Application in the EMR portal.

Select from the link buttons opposite to find out more:



What is 'CMRS'?

Central Meter Registration Service: A register of Balancing Mechanism Unit's (BMU's) registered under the CMRS maintained by the Central Data Collection Agent (Elexon). **If your CMU is a BMU registered with Elexon it will be CMRS.**

C.1.1 CMRS CMUs

C.1.2 Non-CMRS CMUs

C.1.3 Generating CMUs

C.1.4 Interconnector CMUs

C.1.5 DSR CMUs

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

C.1.1 CMRS CMUs

There are two types of CMRS CMUs. Find out more below:

CMRS Transmission CMU	A Generating <i>or</i> Interconnector CMU; Each Unit exports to a Transmission Network; Metering System for the corresponding BMU is registered in the Central Meter Registration Service
CMRS Distribution CMU	A Generating <i>or</i> Interconnector CMU; Each Unit exports to a Distribution Network; Metering System for the corresponding BMU is registered in the Central Meter Registration Service.



C.1.2 Non-CMRS CMUs

There are three types of Non-CMRS CMUs. Find out more below:

Non-CMRS Distribution CMU

Generating Unit connects directly to a Distribution Network or via a private network;

Proven DSR CMU

A DSR CMU for which a DSR test has been carried out;
Unit connects to either Transmission or Distribution network.

Unproven DSR CMU

A DSR CMU for which a DSR test has not been carried out;
Unit connects to either Transmission or Distribution network;

A. Prequal
processes

B. Register
company

C. Create
CMU(s)

D. Create
Application(s)

E. Common
errors

F. Application
checklist

C.1.3 Generating CMUs

There are three types of Generating CMUs. Find out more below:

Existing Generating CMU	An Existing Generating Unit (or combination of units) which is capable of being controlled independently from any other unit; Net output measured by half-hourly meters; Connection capacity not less than 2MW.
New Build Generating CMU	Prospective Generating Unit (or combination of units) which is not yet commissioned. Will be capable of being controlled independently from any other unit; Net output measured by half-hourly meters; Connection capacity not less than 2MW.
Refurbishing Generating CMU	An Existing Generating Unit (or combination units); Subject to an Application as a Prospective Generating CMU due to an improvements program that will be completed prior to the commencement of the first Delivery Year.



C.1.4 Interconnector CMUs

There are two types of Interconnector CMUs. Find out more below:

Existing Interconnector CMU	An Interconnector that has been commissioned; A connection capacity greater than 2MW; Net output must be measured by one or more half hourly meters
New Build Interconnector CMU	A prospective interconnector which has not yet been commissioned; When commissioned must have a connection capacity greater than 2MW; Net output will be measured by one or more half hourly meters.



C.1.5 DSR CMUs

There are two types of DSR CMUs. Find out more below:

Proven DSR CMU	A DSR CMU for which a DSR test has been carried out; The DSR provider must, in relation to each component, be the DSR customer, own the DSR customer or have contractual control over the DSR Customer.
Unproven DSR CMU	A DSR CMU for which a DSR test has not been carried out; The DSR provider must, in relation to each component, be the DSR customer, own the DSR customer or have contractual control over the DSR Customer.



C.2. Create CMUs in the EMR portal

This section contains information on how to create your CMU in the EMR portal.

There are four main sections to choose from for Existing, New Build, Refurbishing or DSR CMUs with further information provided in each section.

Select from the link buttons opposite to find out more:

**C.2.1 ALL CMU
mandatory requirements**

**C.2.2 Ofgem Rule changes
which impact 2017
Prequalification**

C.2.3 Create an Existing CMU

C.2.4 Create a New Build CMU

**C.2.5 Create a Refurbishing
CMU**

C.2.6 Create a DSR CMU

**A. Prequal
processes**

**B. Register
company**

**C. Create
CMU(s)**

**D. Create
Application(s)**

**E. Common
errors**

**F. Application
checklist**

C.2.1 ALL CMU mandatory requirements

CMU information	Component information	Connection capacity and tech. class	Contact details for Secondary Trading	Primary fuel type
<p>Unique CMU ID</p> <p>Name of CMU</p> <p>Type of CMU, which sets the additional information required</p>	<p>Description, address with postcode and Ordnance Survey grid reference (in the form AA 123456) of each component</p> <p>MPAN / BMU ID or Balancing Services ID</p>	<p>Connection capacity or DSR capacity of a component</p> <p>Technology class of a component</p>	<p>Email address and telephone number that can be used by a person wishing to discuss secondary trading in relation to the CMU</p>	<p>If there are multiple fuel types within the CMU, determine the primary fuel type by aggregate MW, not number of components.</p>

You will not prequalify unless all mandatory information is provided, in the correct format where specified.

A. Prequal processes

B. Register company

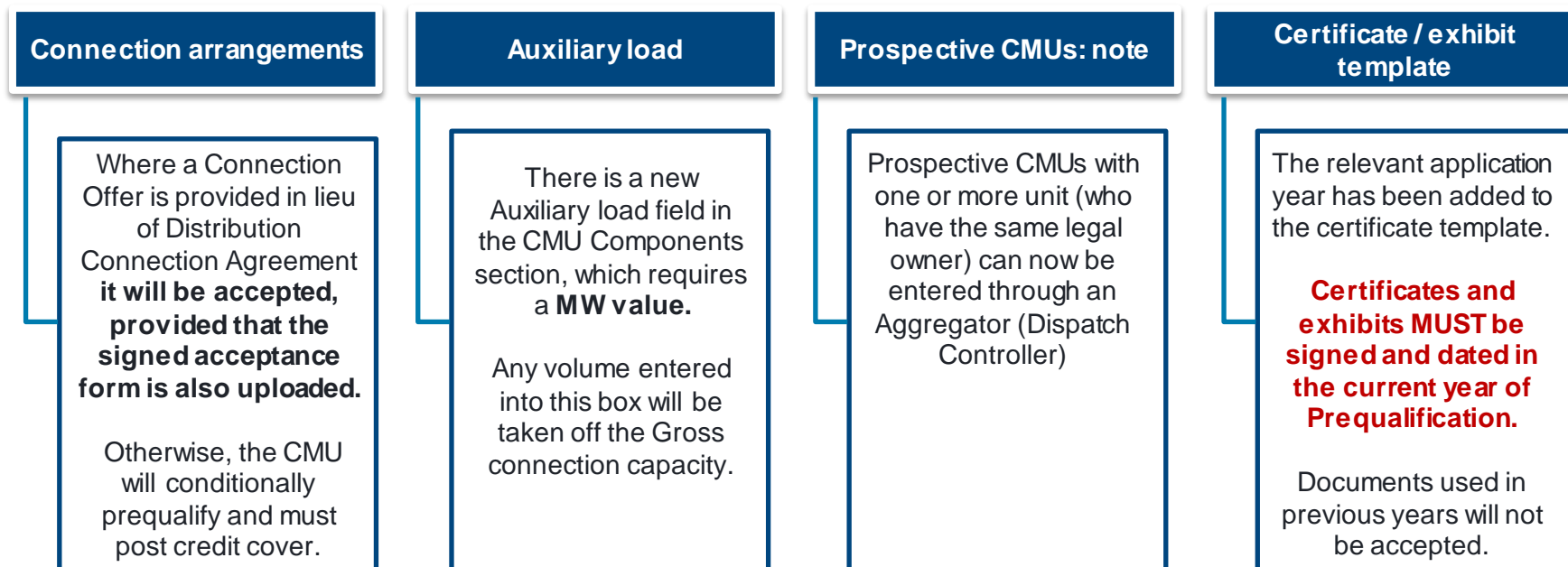
C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

C.2.2 Ofgem Rule changes which impact 2017 Prequalification



You will not prequalify unless all mandatory information is provided, in the correct format where specified.

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

C.2.3 Create an Existing CMU

This section explains how to Create an Existing Generating CMU or Existing Interconnector CMU.

Select from the link buttons opposite to find out more:

Create an Existing Generating CMU Video



Create an Existing Interconnector CMU Video



C.2.3.1 Existing Generating CMU mandatory requirements



C.2.3.2 Existing Interconnector CMU mandatory requirements



A. Prequal processes

B. Register company

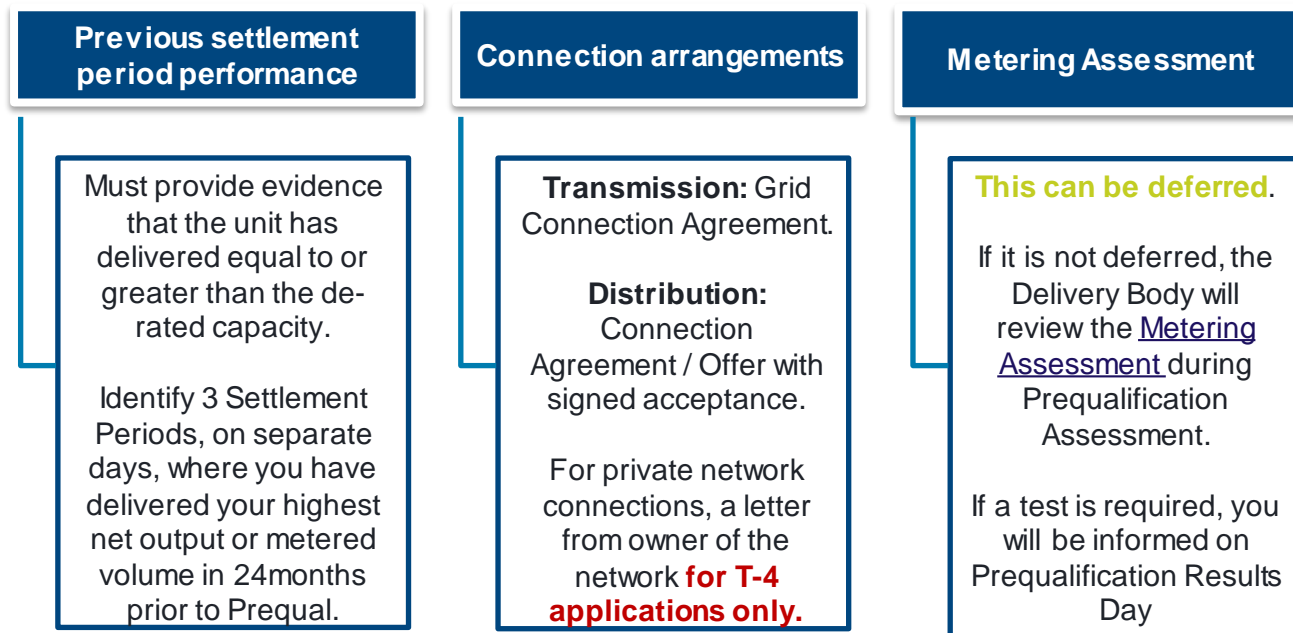
C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

C.2.3.1 Existing Generating CMU mandatory requirements



You will not prequalify unless all mandatory information is provided, in the correct format where specified.

A. Prequal processes

B. Register company

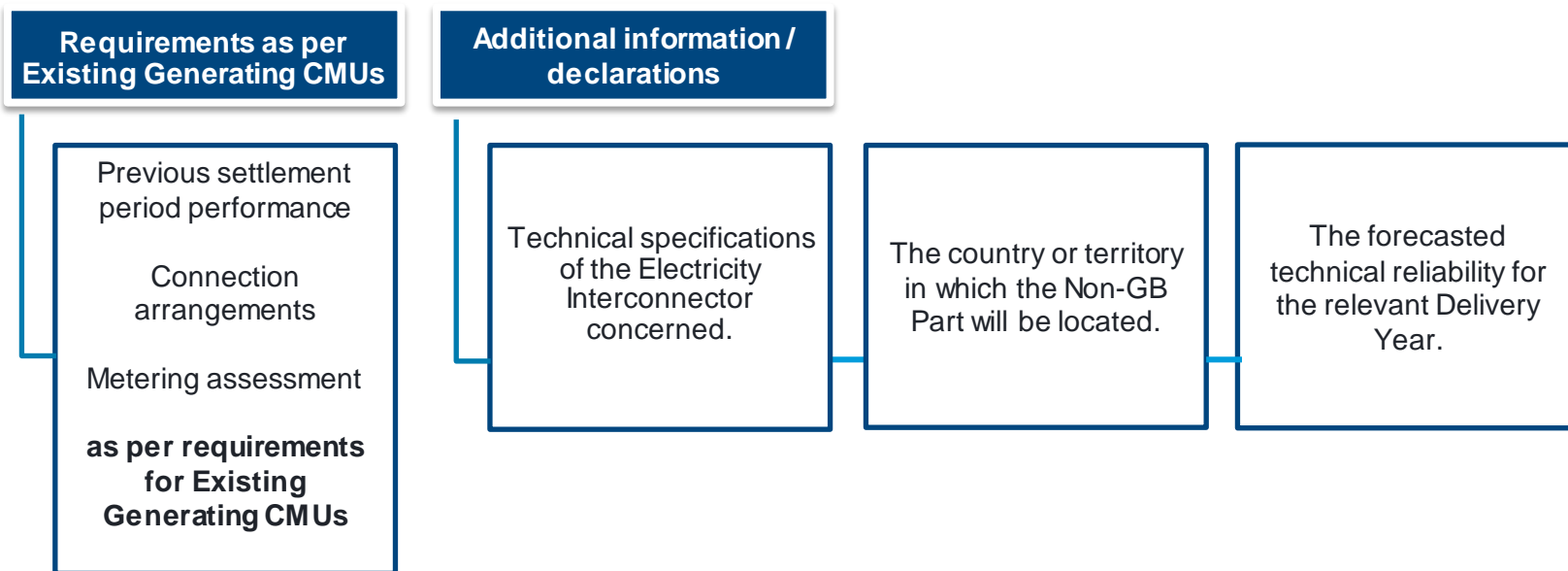
C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

C.2.3.2 Existing Interconnector CMU mandatory requirements



You will not prequalify unless all mandatory information is provided, in the correct format where specified.

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

C.2.4 Create a New Build CMU

This section explains how to Create a New Build Generating CMU or New Build Interconnector CMU.

You can view a video explaining how to create a CMU in the EMR portal and find out more about the mandatory information that is required:

Select from the link buttons opposite to find out more:

Create a New Build Generating CMU Video



Create a New Build Interconnector CMU Video



C.2.4.1 New Build Generating CMU mandatory requirements



C.2.4.2 New Build Interconnector CMU mandatory requirements



A. Prequal processes

B. Register company

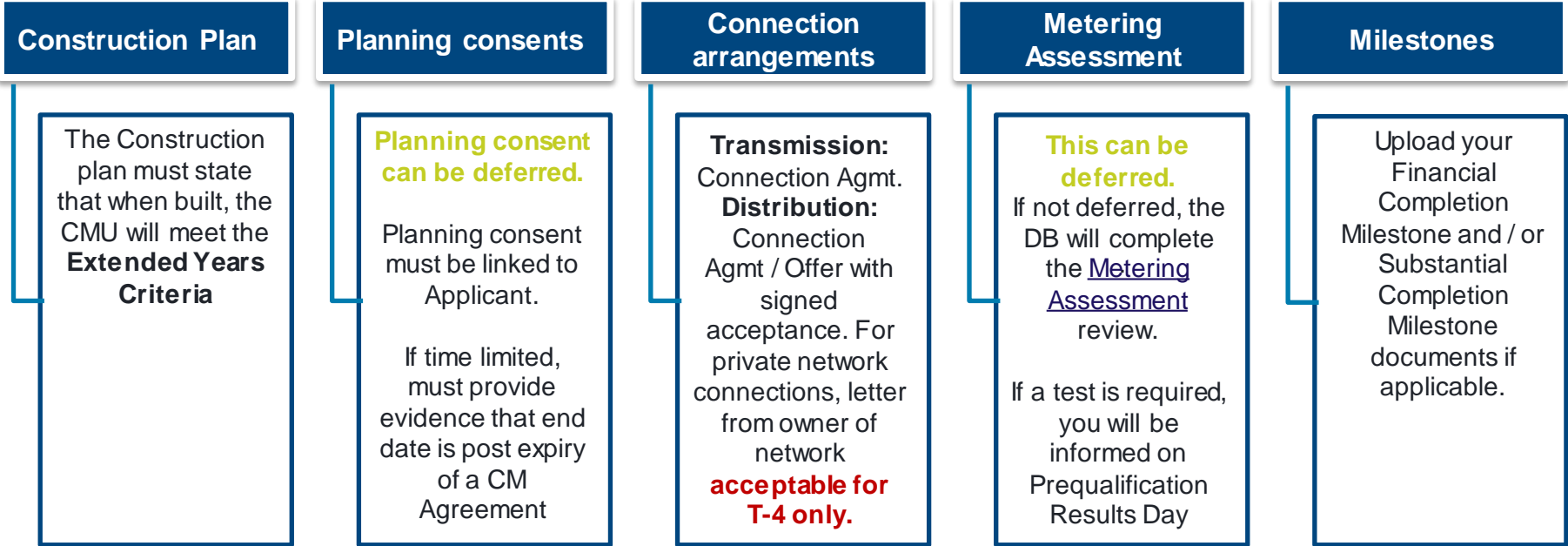
C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

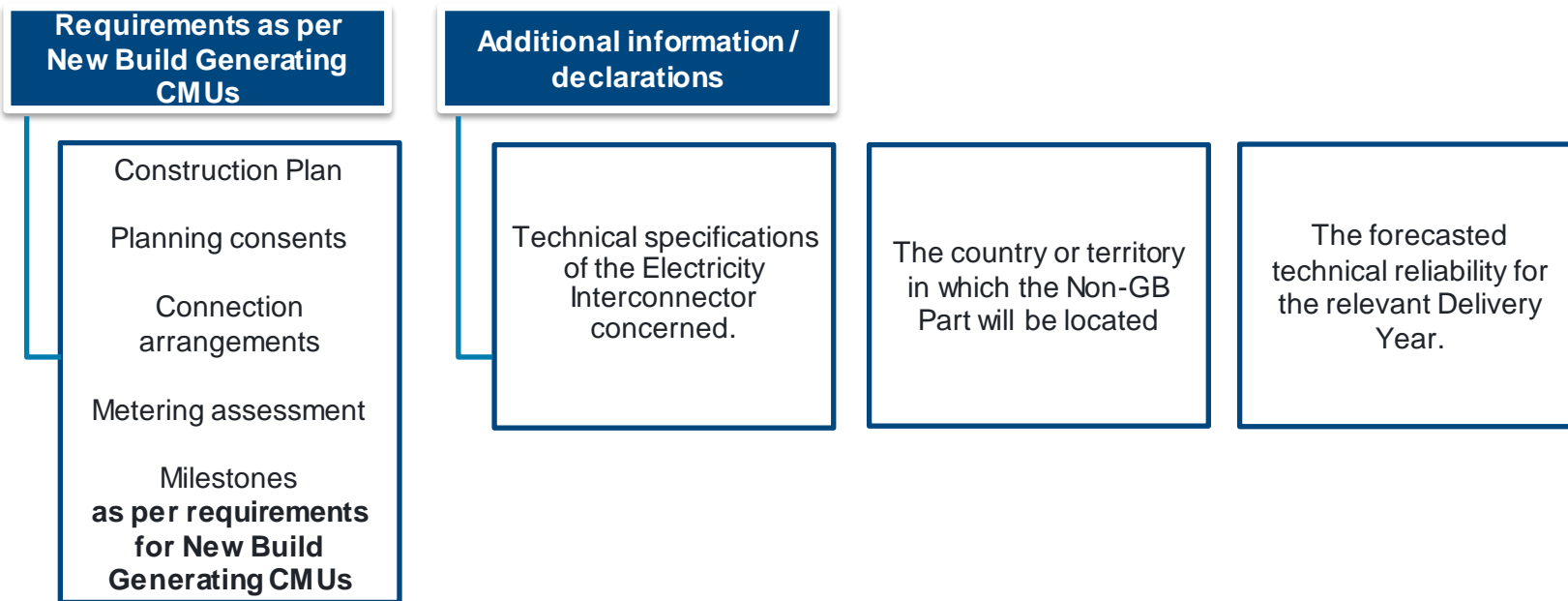
C.2.4.1 New Build Generating CMU mandatory requirements



You will not prequalify unless all mandatory information is provided, in the correct format where specified.



C.2.4.2 New Build Interconnector CMU mandatory requirements



You will not prequalify unless all mandatory information is provided, in the correct format where specified.



C.2.5 Create a Refurbishing Generating CMU

This section explains how to Create a **Refurbishing Generating CMU**.

You can view a video explaining how to create a CMU in the EMR portal and find out more about the mandatory information that is required:

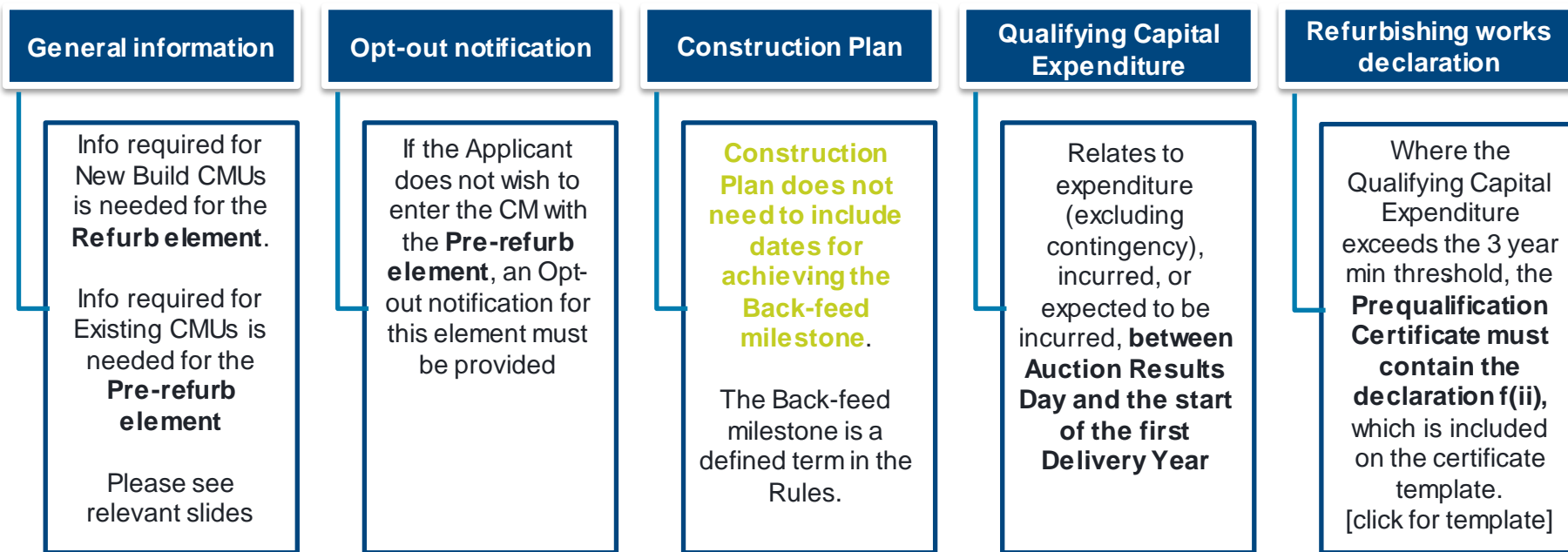
Select from the link buttons opposite to find out more:

Create a Refurb.
Generating CMU
Video 

C.2.5.1 Refurbishing
Generating CMU mandatory
requirements 



C.2.5.1 Refurbishing Generating CMU mandatory requirements



You will not prequalify unless all mandatory information is provided, in the correct format where specified.



C.2.6 Create a DSR CMU

This section explains how to create an Proven DSR CMU or Unproven DSR CMU.

You can view a video explaining how to create a CMU in the EMR portal and find out more about the mandatory information that is required:

Select from the link buttons opposite to find out more:

**Create a Proven
DSR CMU
Video**



**Create an Unproven
DSR CMU
Video**



**C.2.6.1 Proven DSR CMU
mandatory requirements**

**C.2.6.2 Unproven DSR CMU
mandatory requirements**

A. Prequal
processes

B. Register
company

C. Create
CMU(s)

D. Create
Application(s)

E. Common
errors

F. Application
checklist

C.2.6.1 Proven DSR CMU mandatory requirements

DSR Test Certificate

The DSR Test Certificate relating to the CMU must be uploaded. Due to a system issue, the DB will have to do this on your behalf.

[Guidance on EMR Portal issue](#)

The DSR Test Certificate indicates the Proven DSR capacity, which is the connection capacity for the Proven DSR CMU.

Business Model

Complete the template and upload. All information must be given for every component.

Business Model must be signed and dated. **You will not prequalify if the Business Model is not fully complete.**

You must tick the box next to the heading DSR Business Model Declaration*. **You will not prequalify if this box is not ticked.**

Metering Assessment

This can be deferred.

If it is not deferred, the Delivery Body will complete the [Metering Assessment](#) review during the Prequalification Assessment window.

If a test is required, you will be informed on Prequalification Results Day.

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

C.2.6.2 Unproven DSR CMU mandatory requirements

Business Plan

Complete the template and upload. Information must be provided for each CMU Component

The Business Plan must be signed and dated.

You will not prequalify if the business plan is not fully complete.

Required Testing

You must tick the box next to the heading “Confirmation that the DSR Test will be completed*.”

You will not prequalify if this box is not ticked.

[DSR Test Guidance Document](#)
(for information)

Metering Assessment

This can be deferred.

If it is not deferred, the Delivery Body will complete the [Metering Assessment](#) review during the Prequalification Assessment window.

If a test is required, you will be informed on Prequalification Results Day.

You will not prequalify unless all mandatory information is provided, in the correct format where specified.

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

D. Create Application(s)

This section contains information on how to **Create an Application in the EMR portal**.

Select from the link buttons opposite to find out more:

**D.1 Certificates /
declaration forms**

**D.2 Declarations
(tick boxes)**

D.3 Company Details

**D.4 Historic Performance
(Existing Generating CMUs
only)**

**Create an Application
video**



**A. Prequal
processes**

**B. Register
company**

**C. Create
CMU(s)**

**D. Create
Application(s)**

**E. Common
errors**

**F. Application
checklist**

D.1 Certificates / declaration forms

This section contains information on which Certificates (Exhibits) are required for Applications.

Select from the link buttons opposite to find out more:

**D.1.1 Certificates
required for
ALL Applications**

**D.1.2 Applications for
Interconnector CMUs**

D.1.3 Requirements for Agents

**D.1.4 Requirements for
Despatch Controllers**

A. Prequal
processes

B. Register
company

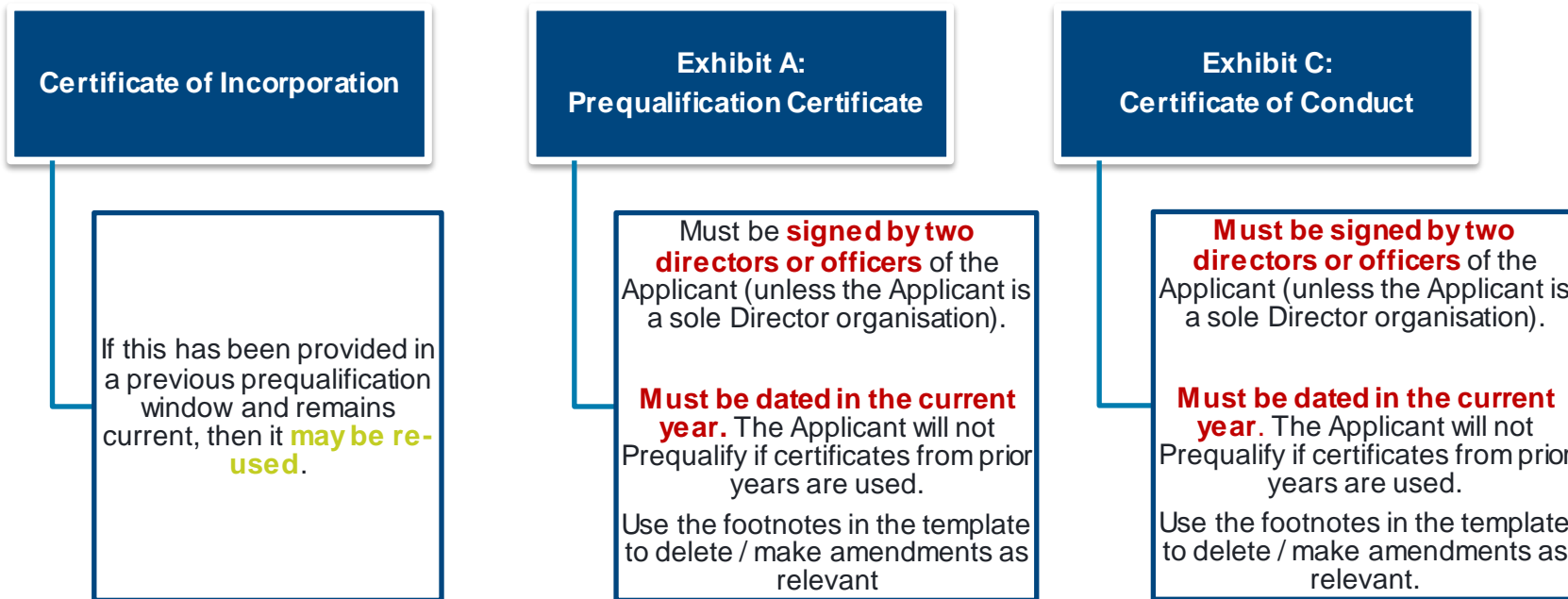
C. Create
CMU(s)

D. Create
Application(s)

E. Common
errors

F. Application
checklist

D.1.1 Certificates required for ALL Applications



A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

D.1.2 Applications for Interconnector CMUs



A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

D.1.3 Requirements for Agents

Exhibit E: Agent Nomination Form

If an Agent submits the Application on
Applicants behalf;

Must be signed by Applicant and Agent



What is an Agent?

An Agent can be appointed to act on behalf of the CM Applicant;

The legal owner may nominate an Agent subject to the completion of Declaration form “**Exhibit E: Agent Nomination Form**”.

An Agent can act only for one Applicant (with the exception of Applicants within the same corporate group).

Only one Agent can be appointed for each CMU.

A. Prequal
processes

B. Register
company

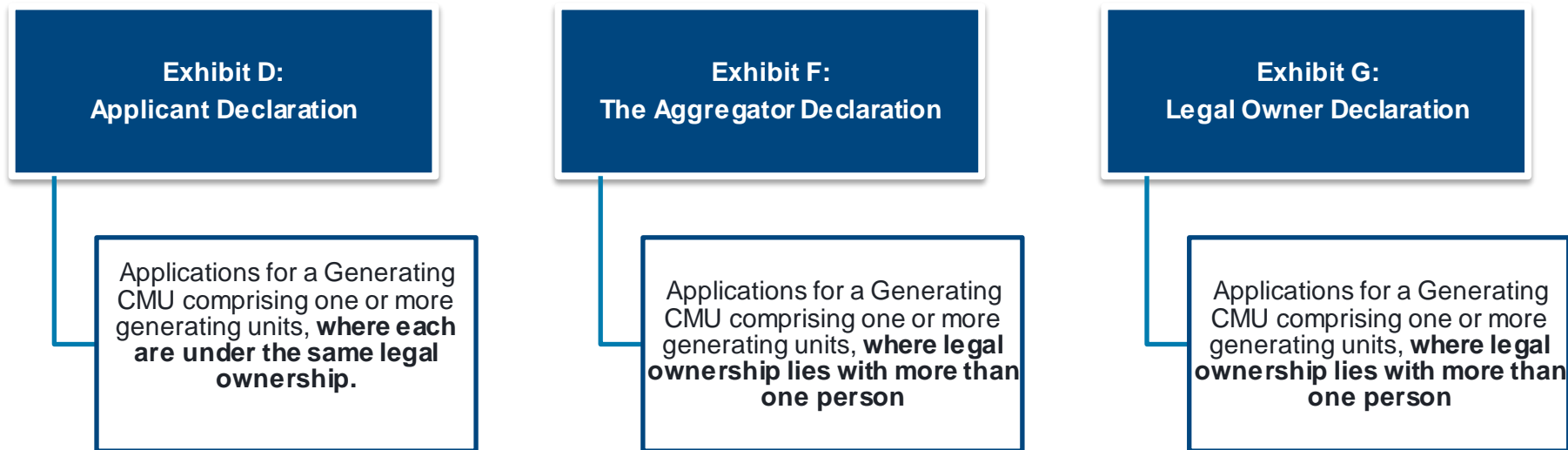
C. Create
CMU(s)

**D. Create
Application(s)**

E. Common
errors

F. Application
checklist

D.1.4 Requirements for Despatch Controllers



A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

D.2. Declarations (tick boxes)

Declaration of Solvency

Each Applicant must declare in the Application that it is not insolvent at the time of making the Application.

- **Low Carbon Exclusions and Low Carbon Grants**
- **Further Declarations**
- **Declaration that Application is correct**

All of these tick boxes are mandatory

Meter Point Administration Number (MPAN) Declaration

If any MPAN specified in the Application has already been: (i) registered to another CMU with a CM agreement in one or more of the same Delivery Years; or (ii) specified in an Application submitted for another CMU in the same Prequalification Window, then you must explain how the two CMUs relate and how metering will separately identify the output of each of them.

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

D.3. Company details

All Applications must include:

The name, corporate registration number, contact details, including registered address, of the Applicant. Secondary Trading contact details are also required, in addition to Parent Company details, if applicable.

Applications for Interconnector CMUs:

must specify whether the Applicant holds an interconnector licence at the time of making the application.

The details above are imported from the Company List.

To edit these details, click "Edit" against the relevant company in the Company List. Any changes made will apply to all Applications

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

D.4. Historic Performance (Existing Generating CMUs only)

Existing Generating CMUs must provide evidence that they have previously delivered their De-rated capacity.

Identify three Settlement Periods, on separate days, where you have delivered the highest physically generated net output or metered volume.

For a CMU that has been operational in the two years before Prequalification these Settlement Periods must be on separate days during the 24 months up to and including 24 June 2017.

If a CMU was not operational in the two years before 24 June 2017 the Applicant must specify the most recent period of operation and provide 3 Settlement periods in this range.

Where there are multiple generating units within a CMU the information should be the combined volume of each unit, in the same settlement period on the same day.

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

E. Common errors

1. Certificates / declaration forms	2. CMU information	3. General errors
<ul style="list-style-type: none"> (a) Invalid Certificate of Incorporation submitted (b) Documents not appropriately signed (c) Only one signature on behalf of both directors (d) Directors cannot be verified on Companies House (e) Invalid application from Joint Owner or Despatch Controller without uploading appropriate exhibit 	<ul style="list-style-type: none"> (a) Invalid Ordinance Survey Grid Reference (b) Missing CMU / component information (c) No supplier letter provided (d) DSR Test Certificate box not ticked (e) DSR Business Plan / Model not fully completed (f) Extended Years Criteria has not been stated 	<ul style="list-style-type: none"> (a) Component used in two or more CMUs (b) Total Project Spend includes amount used for a prior agreement (c) Wrong CMU type is assigned (d) Description of New Build CMU missing the Extended Years Criteria (e) The CMU does not meet the 2 MW minimum threshold

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist

F. Application checklist

	Read this guidance document and watch the relevant videos attached
	Register on the EMR portal
	Ensure all company / director details match exactly with Companies House records
	Familiarise yourself with Chapters 3 and 4 of the CM Rules
	Create CMU(s) in the EMR portal
	Correct classification of CMU and Connection Arrangement Declaration chosen
	Supporting documents (connection arrangements / planning consent / supplier letter / DSR business model etc) all uploaded and provide all required information
	CMU component information provided in the correct format (Note: Rule 4.4.4)
	Create Application(s) in the EMR portal
	Ensure all company / director details on certificates match exactly with Companies House records and that the certificates have been dated this year
	Double check that all mandatory tick boxes are ticked
	Meet with the Delivery Body, if required

A. Prequal processes

B. Register company

C. Create CMU(s)

D. Create Application(s)

E. Common errors

F. Application checklist