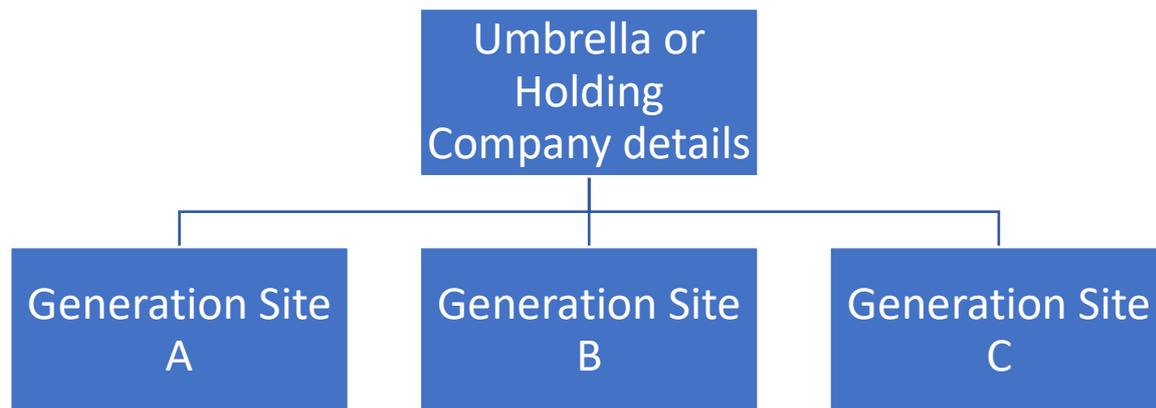


Guidance for Registering Multiple Sites

If you wish to register multiple sites for which you and/or your company is responsible, please register your company details at the highest or overall level for your portfolio of sites.



For example if a company (Umbrella Company or Holding Company in the drawing above) is responsible for three generation sites A, B and C, it is the Umbrella or Holding Company, and the people that work for it, who need to be registered in the ALoMCP portal. Subsequently each site, A, B and C can be entered separately with its own unique details.

The reason for this is that the portal only allows a single user registration per company and email address. This means that if you were to register as an employee of Generation Site A in order to submit an ALoMCP application, you would not be able to register again as an employee of generation site B with the same email address. If the generation sites have been individually incorporated as companies, please register as a user at the Umbrella/Holding Company, and submit separate applications for each site including, if you wish, the incorporated company name for the site in the 'Additional Comments' field available on the 'Generation Details' tab of each application.

In some cases the generation sites will be individual separately incorporated companies. This does not matter as the Umbrella or Holding Company will already have, or be taking on, the formal responsibility to ensure compliance with the Distribution Code for all the sites.

Guidance for Operating Companies, Asset Operators etc

In the case where an operating company or asset manager is managing a number of sites which it does NOT own, the above approach will still be appropriate, ie to register the operating company at the umbrella level in the diagram above. However, the operating company does not own or have ultimate control of the individual generating companies on sites A, B, C etc.

In this case the operating company will need to arrange for the legal owner of the generation on each site to submit a letter of authority for the operator to act as an agent for the owner. The letter will need to clear that the operator has the authority to commit the owner to the Contractual Terms, and that the operator will abide by them all on behalf of the owner. The letter will also need to make clear if the payment for successful completion will be paid to the operator or the owner. The letter needs to be sent to the relevant DNO as soon as possible when registering the site.

A template for such a letter is shown below

| |
|---|
| Generator Owner's Letterhead Paper etc |
|---|

To [Relevant DNO]

Dear Sirs

ALoMCP – Generation at [owner to insert site name, portal reference (if issued) and MPAN]

I hereby authorise [insert operators name, address etc] to act for me ([owner to insert site name and MPAN]) in relation to the ALoMCP programme, and in particular to accept on my behalf the Contractual Terms associated with the ALoMCP in relation to my site above, and to discharge all the requirements of the Contractual Terms and any other reasonable requirement [the relevant DNO] might have.

On successful completion of the necessary works at [site name] please arrange to make the payment to [owners name and address]/[operators name, address].

Yours sincerely

Signed

[Generator owners name]