Guidance for Applicants

This service is for businesses applying for an Energy Intensive Industries exemption for a proportion of the indirect costs of funding the Contracts for Difference, Renewables Obligation, small-scale Feed-in Tariffs, and the GB Capacity Market.

General Instructions

This guidance document provides detailed instructions for completing the Energy Intensive Industries (EII) Exemption Scheme application. The form requires accurate business, financial, and energy consumption data. To ensure a smooth application process, please follow the instructions below carefully:

- Save your work frequently — the form does not autosave.
- Use the “Save and continue” button before leaving any page.
- Ensure consistency across all sections, especially company name, financial period and energy consumption data.
- Prepare your evidence files before starting (financial statements, MPAN/MSID/BM Unit data, Letters of Authority if required)
- Avoid keeping multiple copies of the form open in different browser tabs — this often causes lost progress.
- When uploading documents, ensure filenames are descriptive and follow a consistent naming pattern (e.g., "2025_CompanyName_Accounts.pdf").

Useful Tips

The following tips help ensure a smooth application process and reduce the chances of rejection or delays:

- Double-check all numerical entries — especially MPAN/MSID/BM Unit digits and financial figures — as these are common sources of error.
- Use the original values when entering figures. Even small rounding differences may trigger validation problems.
- When scanning documents, use a resolution high enough to keep text legible (150–300 dpi recommended).

- Check that all uploaded documents clearly show dates, company names, and relevant values before submission.
- If an agent is submitting the application on your behalf, ensure your Letter of Authority is signed and dated within the last 12 months.
- Consider creating a PDF copy of the completed form screens (via “Print to PDF”) for internal audit records.

Application Completion Checklist

Use this checklist to ensure your application is fully complete before submitting:

- All mandatory fields completed in every section.
- Business name, address and registration number match Companies House records.
- Industry classification (e.g., NACE code) confirmed and accurate.
- Financial year start/end dates entered correctly and match uploaded accounts.
- Turnover/output data entered accurately and without excessive rounding.
- All MPAN/MSID/BM Unit data verified against supplier documents.
- All required supporting documents uploaded and correctly named.
- Declaration completed by an authorised senior representative.
- A complete copy of the application saved internally for records.
- All useful tips reviewed and validated before submission.

Application Form Overview

Privacy Notice

You must read the Privacy Notice presented on this page. It explains how your data will be used, stored, and shared with relevant governmental bodies.

- You must select “Yes” to confirm you have read and accepted the notice.
- Selecting “No” will stop your application and you will not be able to continue.

Section One – About the Applicant

This section collects details about the business applying for the exemption. All information must match official registration records.

- Legal business name exactly as registered with Companies House.
- Registered addresses avoid using trading addresses unless they are officially registered.

- Company registration number — ensure no digits are missing or inverted.
- Contact details for an authorised representative.

If an agent is completing the application on behalf of the business:

- You must upload a valid Letter of Authority signed by someone with the legal authority to represent the business.

Section Two – Eligibility

This section confirms whether your business meets the eligibility requirements. This typically includes sector classification and energy intensity criteria.

- Provide your industry classification (e.g., NACE code). Ensure this aligns with your official business activities.
- Describe the nature of your business operations where requested.
- Provide primary contact details. This must be someone who can respond to queries about the application.

Section Three – Financial Periods

In this section, you will enter your business financial year dates and related turnover/output figures. These help determine eligibility and benefit levels.

- Use audited accounts where available. If not available, internal accounts may be allowed but must be consistent and well-supported.
- Check that financial year start/end dates match uploaded documents.
- Do not round figures excessively — use the exact values from your accounts.
- Be consistent across all financial documents and entries.
- Note that the financial periods entered will be locked once you complete this section.

Section Four – Energy Consumption

This section requires detailed information about energy consumption. Accuracy is essential as it is cross-checked with suppliers.

- Provide details on meters exactly as shown on your energy bills.
- Data can be entered for either MSID/MPANs, BM Units, or both.
- Provide PRODCOM codes for each product produced per meter.

Tips:

- Check all MPAN/MSID numbers carefully — one incorrect digit will prevent validation.
- You will need to upload evidence such as energy invoices or consumption statements against each meter.

Please note: to be eligible, we require an electricity intensity of 20%. Your approximate electricity intensity will be shown once you have submitted your Energy Consumption Details.

Applicants that do not pass this test will not be able to complete the application. You will be able to resume at any time if your consumption levels and financial details change.

Section Five – Supporting Documents

This section will prompt you to upload electricity invoices as evidence to support your application.

Ensure documents:

- Are legible and complete.
- Match the data you entered elsewhere.
- Are in accepted file formats such as PDF.

If you have submitted data relating to at least one full financial year, we typically require a May and November invoice for each annual period. If these are not available, the next available month can be submitted (e.g. April instead of May).

If you have less than one full financial year, provide all invoices relating to the period reported.

Section Six – Bank Details (Northern Ireland Only)

Provide bank account details for payments related to the scheme. These details must belong to the business applying.

- Double-check the sort code and account number.
- Ensure the account name matches the registered business name.

Payments will be made on a monthly basis.

Applicants from England, Wales and Scotland will receive an Exemption Certificate.

Declaration

A senior representative of the business must complete this section. They confirm that all submitted information is correct and that they have authority to make the declaration.

- Ensure the representative’s name and role are entered accurately.
- Keep a record of who completed the declaration and when.

Check and Submit

Before submitting your application, carry out a full review of every section to ensure completeness and accuracy.

- Verify all mandatory fields are completed.
- Ensure all required documents are uploaded and correctly named.
- Download or save a copy of your submission for your records.

Technical Support

If you encounter any issues with completing the application form, please contact: grantstrategy@businessandtrade.gov.uk

For questions around eligibility, please contact: energyintensiveindustries@businessandtrade.gov.uk