

CRC Energy Efficiency Scheme

How to Order Allowances

How to Order Allowances

The screenshot displays the 'CRC Energy Efficiency Scheme' user interface. On the left is a navigation menu with 'Home' at the top, followed by 'CRC Energy Efficiency Scheme' and sub-items: 'My Profile', 'Contacts', 'Phase', 'Allowances', 'Emissions Calculator', and 'Calculator'. The main content area is titled 'CRC Energy Efficiency Scheme' and contains four panels: 'My Profile' (with sub-items: 'View or modify your profile', 'Appoint/Remove An Agent', 'Request Identity Check For One Time Passcodes', 'Request Activation Code For One Time Passcodes', 'Activate Mobile Phone For One Time Passcodes', and 'More...'), 'Contacts' (with sub-item: 'Manage Contact List'), 'Phase' (with sub-items: 'Phase 2' and 'Phase 1'), and 'Allowances' (with sub-items: 'Account Summary', 'Notice Board', 'Transfer Allowances', and 'Order Allowances'). An arrow points from the 'Order Allowances' link in the 'Allowances' panel to a callout box below.

Forecast sale allowances are sold in April each year. They are valid for the compliance year in which they are sold and for future compliance years until the end of the CRC phase. For example allowances bought in April 2015 are only valid for compliance year 2015/16 onwards.

Click on the link “order allowances”. Please note, this link will only appear when an allowance sale window is open.

Please Note: As the current phase of the CRC scheme ends after the 2018/2019 compliance year, please be aware when purchasing allowances that BEIS has advised that participants should plan on the basis that no refunds for excess allowances will be given for excess allowances held at the end of the phase, except in the circumstances already set out in the scheme guidance.

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When you have clicked on the “order allowances” link the next screen will indicate which type of sale you are ordering allowances for

The screenshot shows the 'Order Allowances' page for the 'Forward Purchase' option. The breadcrumb trail is: Home > CRC Energy Efficiency Scheme > Allowances > Order Allowances > Forward Purchase. The main heading is 'Forward Purchase' with a green arrow icon. Below it, the text reads 'Order forward purchase allowances'. The left sidebar contains a menu with 'Home', 'CRC Energy Efficiency Scheme', 'Allowances', 'Order Allowances', and 'Forward Purchase'.



The screenshot shows the 'Order Allowances' page for the 'Buy to Comply' option. The breadcrumb trail is: Home > CRC Energy Efficiency Scheme > Allowances > Order Allowances > Buy to Comply. The main heading is 'Buy to Comply' with a green arrow icon. Below it, the text reads 'Order buy to comply allowances'. The left sidebar contains a menu with 'Home', 'CRC Energy Efficiency Scheme', 'Allowances', 'Order Allowances', and 'Buy to Comply'.

The screenshot shows the 'Administrative Rules' page. The breadcrumb trail is: Home > CRC Energy Efficiency Scheme > Allowances > Order Allowances > Forward Purchase. The main heading is 'Administrative Rules'. Below it, the text reads 'Required fields are marked with *' and 'Legislation requires you abide by the following rules: Administrative Rules (opens in new window)'. There is a checkbox with the text 'I have read and understood the above administrative rules.*' and two buttons: 'Cancel' and 'Next'. An arrow points from the text box below to the checkbox.

Please ensure you have read the Administrative Rules before ticking the declaration and clicking ‘Next’. These are the same for both sales.

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Home

CRC Energy Efficiency Scheme

Allowances

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Forward Purchase

Order Allowances

Order allowances

Place your order for the allowances you wish to buy by selecting 'order'.

Valid for	Unit price	Administration fee	Select
2015/2016 - 2018/2019	£16.10	£0.00	Order

[Cancel](#) [Previous](#)

Select 'Order' to continue to place your allowances order.

Note: The price of allowances at the forecast sale will be lower to encourage you to forecast your emissions early and buy allowances in advance.

Home

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Request Fixed Price Allowance

Required fields are marked with *

Number of Allowances

Please specify the number of Fixed Price Allowances you require. The cost of each allowance is £16.10.

Quantity *

[Cancel](#) [Previous](#) [Next](#)

Enter the number of allowances you wish to order and click next

Note: During a government sale of allowances, you can submit as many orders as you like but only while the sale window is open.

When paying for allowances or queries please quote the unique reference number(s) for the order, as shown on the MOA you will receive when you have made your order.

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Fixed Price Allowance Order Summary

Required fields are marked with *

Summary

Below is a summary of your order.

Valid For	2015/2016 - 2015/2016
Quantity	100
Unit Price	£16.10
Administration Fee	£0.00
Total Price	£1610.00

I confirm that these details are correct and I agree to pay for these allowances.*

[Cancel](#) [Previous](#) [Next](#)

You will see a summary screen outlining your order. To proceed with the order click next.

Home

CRC Energy Efficiency Scheme

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Order Allowances

Forward Purchase

Take Payment

Payment Details

Required fields are marked with *

Payment

Amount Due	£1610.00
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Please select a method of payment.

Method * BACS / CHAPS

[Cancel](#) [Next](#)

Tick the BACS/CHAPS and Click Next.

Note: BACS is our preferred method of payment as we receive advance notification that a payment is to be made, helping us to reconcile your payment.

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Buy to Comply

Take Payment

Payment Details

BACS/CHAPS Payment

Amount Due £16.90

All payments by BACS/CHAPS transfers must be made to the following account and using the unique reference code shown below:

Royal Bank of Scotland plc 2nd Floor 280 Bishopsgate, London

IBAN: GB95 NWBK 6070 8010 0146 67
SWIFTBIX: NWBKGB2L
Account Number: 10014667
Sort Code: 60-70-80

Your unique reference code to be used in your BACS/CHAPS transfer is
CRCFP4152639

Please quote this code in your transfer. This will help us to verify that we have received your payment. These details will be included in your confirmation email.

Cancel Previous Next

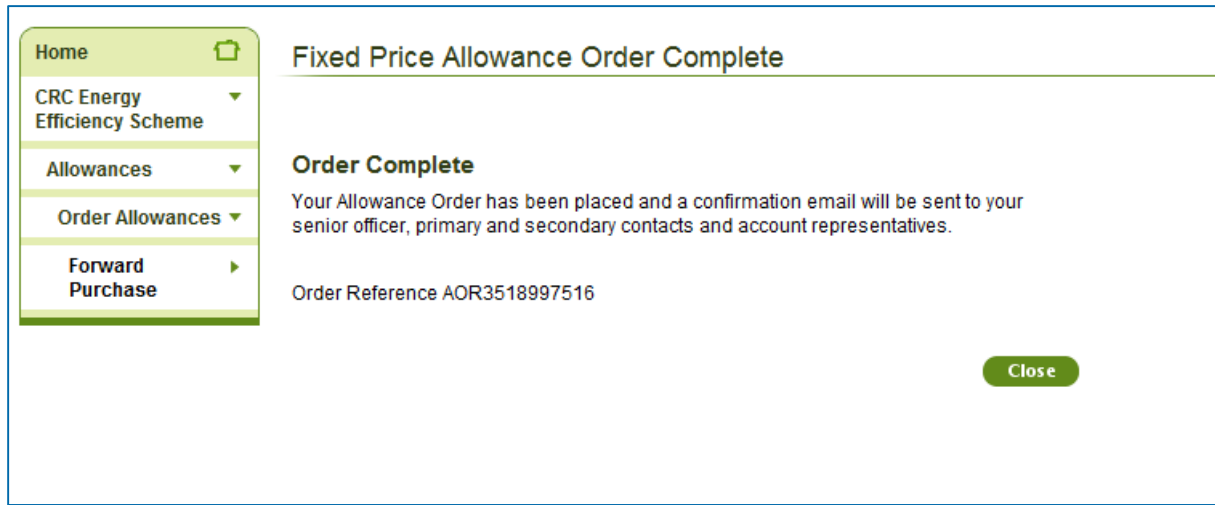
If you wish to amend the order, select 'Previous'. To confirm the order tick the declaration and click 'Next'.

Please note: Once you go beyond this point, your order will be officially submitted and cannot be retracted.

If your order was incorrect, please submit a new order for the correct amount of allowances. If you do not send payment for an order by the close of the payment period the order will be cancelled

The details on this screen are the same for the Forecast sale and the Buy to Comply sale.

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The screenshot shows a web interface with a navigation menu on the left and a main content area. The navigation menu includes: Home (with a house icon), CRC Energy Efficiency Scheme (with a dropdown arrow), Allowances (with a dropdown arrow), Order Allowances (with a dropdown arrow), and Forward Purchase (with a right-pointing arrow). The main content area has a title 'Fixed Price Allowance Order Complete' and a sub-section 'Order Complete'. Below this, a message states: 'Your Allowance Order has been placed and a confirmation email will be sent to your senior officer, primary and secondary contacts and account representatives.' The 'Order Reference AOR3518997516' is displayed. A green 'Close' button is located at the bottom right of the message area.

Once payment method has been selected, you will get a confirmation of payment details with your unique order reference code.

Note: Please ensure you quote this number on all corresponding payments.

As the payment for CRC allowances is not a payment for either goods or services, an invoice will not be issued.

However, it is recognised that CRC compliance account holder accounts payable teams do require payment details to enable payments to be processed more quickly. For this reason a MoA will be issued rather than an invoice.

Important information

- ➔ Please pay the amount due as stated on the memorandum of account (MOA) so that cleared funds reach us before the date specified on the MOA.
- ➔ Please ensure you quote your CRCFP number at the start of any payment reference to ensure it is received in full.
- ➔ To comply with the CRC Order you need to surrender sufficient allowances to cover your CRC emissions by the last working day of October