

ANNEX A – BRITISH INDUSTRIAL COMPETITIVENESS SCHEME EVIDENCE REQUIREMENTS

What you need to evidence	What this means	Examples of information and evidence you will be asked to provide	Recommended upload format
Your business identity	You will need to confirm the legal identity of the business applying for BICS.	• Companies House number • Registered business name • Contact in the business if not the same as the applicant • Where relevant, a statement relating to which SIC code is appropriate for your business.	• Information entered directly into the application form via free text boxes.
Your applicant details	You will need to provide details of the person submitting the application and confirm they are authorised to act on behalf of the business.	• Applicant name • Contact address • Email address • OneLogin account	• Information entered directly into the application form via free text boxes.
Your manufacturing site(s)	You will need to identify the manufacturing site or sites for which you are applying and what activities take place on the site.	• Site address (this should be set out in your electricity bill if you pay the electricity supplier directly). • If you pay a third party for grid electricity, a confirmation of the address of your manufacturing site • Statement on what is on the site and the eligible and non-eligible activities.	• Information entered directly into the application form via free text boxes.

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Your grid electricity supply arrangements	You will need to explain how grid electricity is supplied to the site, the MPAN numbers and who pays for it. The electricity meters in respect of a manufacturing site is a reference to meters which measure electricity supplied to that manufacturing site.	• An electricity bill (s) for the most recent 6 consecutive months that the bill is available, within the last 12 months. This should show the ○ supply address ○ MPAN details ○ meter address ○ supplier name ○ billing period ○ bill payer.	• Electricity bill (s) can be uploaded as PDFs, scanned document or supplier system export
Any shared meter or third-party arrangements	If you do not pay the grid supplier directly you will need to confirm the role that the landlord/other third party, such as letting agent, has in this. If you pay the grid electricity and share the meter with other users you will need to confirm these arrangements.	• Formal evidence of the arrangement between the site and the organisation providing or billing for electricity. Provide at least one of the following: ○ tenancy or lease agreements ○ energy supply agreements contracts between parties landlord or third-party ○ electricity invoices documents showing how electricity use is allocated between parties ○ correspondence or supporting documentation explaining the arrangement The evidence should show: • the site address • the parties involved • the period covered • how electricity is allocated by the landlord to tenants	• PDF, scanned document or word document.

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Your electricity consumption	You will need to provide evidence of the amount of grid electricity used at your manufacturing site. This is needed to confirm whether the site meets the minimum electricity consumption requirement and to calculate the relevant exemption. If you share the meter you will need to provide evidence of the total amount of electricity used at the meter.	• If you pay the grid supplier and do not share the meter, an electricity bill (s) for the most recent 6 consecutive months that the bill is available, within the last 12 months. This should show the supply address, MPAN details, meter address, supplier name, billing period, amount of grid electricity used and bill payer. • If you do not pay the grid supplier then a copy of the bill you pay the third party for this electricity for the most recent 6 consecutive months that the bill is available, within the last 12 months. If the amount of grid electricity you use is not set out in the bill, an invoice from your landlord should be obtained to confirm the amount of grid electricity you have used at your site in this period and the MPANs that this relates to. • If possible, confirm with the third party the amount you paid for Renewables Obligations, Capacity Market and Feed in Tariff in this period. • If you share the meter(s) you will need to evidence the amount of grid electricity used by the whole meter. ○ An electricity bill (s) for the most recent 6 consecutive months that the bill is available, within the last 12 months. This should show the supply address, MPAN details, meter address, supplier name, billing period, amount of grid electricity used and bill payer.	• PDFs, scanned document or supplier system export
Private wire	Your supplier will need to show that you are in scope of BICS exemptions	• Statement from your supplier to confirm you are in scope. This will be: ○ An electricity bill that shows you pay the Renewables Obligations, Capacity Market and Feed in Tariff levies. ○ Or formal confirmation from your electricity supplier that you pay these levies	• PDF or scanned document.

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Eligible manufacturing activity	You will need to show that eligible manufacturing activity takes place at the site. We will be considering how electricity links to this. It should also say if ineligible production also takes place.	1. <i>To show the industry you operate in on the site is eligible</i> • Statement confirming the industry you operate in on the site. This should refer to an eligible SIC code. This will be the eligible SIC code on your Companies House record or any other eligible SIC code. AND 2. <i>To show the product is eligible</i> • Statement describing the eligible product (s) and how they align with the associated HS code. • Only if you export, and have available: export or customs records that shows the products produced on the site have been classified through a HS code AND 3. <i>To confirm if non ineligible activity takes place</i> • Statement confirming if ineligible production takes place at the site and what it is AND 4. <i>To show that eligible production is taking place at the manufacturing site.</i> • For the most recent 6 consecutive months that evidence is available 12 months before the application. One or more of the following to demonstrate eligible production takes place at the site: ○ Enterprise Resource Planning Record, eg SAP record to demonstrate the production orders were issued and completed. Please note, we will not accept sales or purchase notes as part of this as they do not demonstrate production. ○ Production logs showing products manufactured, production dates and quantities produced ○ Quality control records Linked to production batches to evidence that products were manufactured and assessed. • This should be aggregated to a monthly level and show how the scale of eligible production relates to total production on the site. AND 5. A statement summarising the production process.	• Statements will be required to be inputted into free text boxes on the application portal – these will be limited to 350 words. • Underpinning evidence can be uploaded as a PDF, word document, excel spreadsheet, ERP system export or scanned document.

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BICS exemption	Where a site produces both eligible and ineligible products, or carries out both eligible and ineligible activities, you will need to explain how you have calculated the proportion of electricity used for eligible manufacturing.	- Statement setting out the methodology and calculation on how you have determined - the pro rating tier; and - If relevant, the proportion of the meter if shared or BIS exemption is included AND (only if you have it): Sub-metering (or other electricity monitoring) data for the most recent 6 consecutive months within 12 months of your application covering eligible production. - For the purposes of BICS, this includes traditional sub-meters as well as other electricity monitoring systems that measure electricity consumption. This may include energy management platforms, monitoring dashboards, machine-mounted sensors and similar monitoring technologies. This should be in form of monthly totals	- Statements will be required to be inputted into free text boxes on the application portal – these will be limited to 350 words - Sub-metering data should be uploaded as PDF, word document or excel.
Any existing BIS exemption	You will need to confirm whether your business already receives support through the British Industry Supercharger scheme, so that BICS does not duplicate support for the same electricity consumption.	- Copy of EII certificate - Confirmation of prodcomm codes that the EII certificate relates to at each meter. - A declaration confirming that the electricity consumption claimed for BICS is separate from any electricity consumption claimed under EII.	Certificate should be uploaded as a PDF.

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Applicant declaration	An officer or agent duly authorised so to declare on behalf of the BICS applicant will need to confirm, through the applicant, that the information and evidence provided in the application is accurate and complete.	• Email verification from individual listed on a business's companies house • A tick-box declaration in the application form, or a signed declaration from an officer or agent duly authorised so to declare on behalf of the BICS applicant, depending on the final application process.	• Tick-box declaration or PDF/word declaration.