

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 - Company authorisation code. <i>This is a 6 digit authentication code used for filing accounts at Companies House and is different to the 11-digit personal verification code that Companies House will have also issued.</i> - 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 name and address (this should be set out in your electricity bill if you pay the electricity supplier directly). - Statement on what is on the site and the eligible and non-eligible activities. - There will also be an option to upload supporting documents, such as site maps, process diagrams or site layouts, to help explain the site and its activities. This is separate to the requirement for production evidence. <i>Example statements are provided in Annex B.</i>	- Information entered directly into the application form via free text boxes (2000 character limit for statement) - Optional supporting documents can be uploaded as PDF, scanned document or word document.
Any shared meter or third-	If you do not pay the grid supplier directly you will	Formal evidence of the arrangement between the site and the organisation providing or billing for electricity. Provide at least one of the following:	PDF, scanned document or

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party arrangements	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.	• tenancy or lease agreements • energy supply agreements • recharge agreement or contracts between parties • landlord or third-party electricity invoices • Intercompany charge, expense allocation and cost recharge • 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	word document.
Your electricity consumption / grid arrangements	You will need to explain how electricity is supplied to the manufacturing site, including the relevant MPAN(s) (or BMU(s) where the site connects directly to the transmission network), who pays for the electricity, and who supplies it. You must provide evidence of the amount of grid electricity used at the site. If the site uses a shared meter, you must also provide evidence of the total electricity consumption recorded by that meter.	Select the option(s) that best reflect your circumstances. • If you pay the electricity supplier directly and do not share the meter. Provide 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, supplier name, billing period, amount of grid electricity used and bill payer. • If you pay a third party for your electricity (for example a landlord) 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 that the relevant electricity levies (Renewables Obligations, Capacity Market and Feed-in-Tariff) have been paid in this period. • If you share the meter(s) with another business or premises, provide evidence of the amount of grid electricity used by your	• PDF, scanned document or supplier system export.

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		business. This should include 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, supplier name, billing period, amount of grid electricity used and bill payer. ○ You will also be asked to provide the total amount of electricity consumed by the whole meter. • If you connect directly to the transmission network you will need to provide 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, Balancing Meter Unit details, supplier name, billing period, amount of electricity used and bill payer. • If you cannot obtain an original supplier electricity bill, for example because there are other nonstandard billing arrangements (such as energy brokerage groups, purchasing arrangements, supply-chain purchasing agreements and hedged arrangements). Applicants must provide 6 consecutive months of recharge invoices or equivalent billing statements, together with evidence sufficient to demonstrate: ○ the legal or contractual relationship between the applicant and bill payer; ○ the manufacturing site and relevant MPAN or other meter identifier; ○ electricity consumption for the required 6-month period; ○ the amount charged or paid by the applicant; ○ evidence that the relevant electricity levies are paid. There will be a free text box (2000 characters) to explain the electricity evidence provided. If the information on your bill does not contain the stated required data points, or that information	

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		differs to information provided elsewhere in the application, explain why and provide any relevant supporting evidence. The alternative evidence is not a waiver of the evidence requirement. The overall evidence picture must still be sufficient and satisfactory to verify eligible grid consumption.	
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 and; • An electricity bill (or alternative above) covering 6 months that shows you pay the relevant electricity levies.	• PDF or scanned document.
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.	To show that eligible production is taking place at the manufacturing site. • 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. <i>Please note we will not accept sales or purchase notes as part of this as they do not demonstrate production.</i> ○ 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. Where a business manufactures a large number of different products (e.g. 20 or more), you do not need to provide separate evidence for every product. You may group products or production lines within your evidence, provided it contains enough	• Statements will be required to be inputted into free text boxes (limited to 2000 characters). • Underpinning evidence can be uploaded as a PDF, word document, excel spreadsheet, ERP system export or scanned document.

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		information for BIST to validate your overall eligible production. Statement to explain the production evidence provided. Examples are included in Annex B.	
Pro-rating tier	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 calculations used to determine: - 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. You do not need to provide every individual meter reading or raw data export. You should provide sufficient information to explain how the electricity consumption figure used in your application has been calculated. Examples are included in Annex B here.	- Statements will be required to be inputted into free text boxes (limited to 2000 characters). - Sub-metering data should be uploaded as PDF, word document or excel.
Any existing British Industry Supercharger 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 % of MPAN that already receives BIS exemption - Confirmation of prodcom 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.
Applicant declaration	An officer or agent duly authorised so	Email verification from individual listed on a business's companies house.	Tick-box declaration or

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	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.		PDF/word declaration.
Companies with special Companies House statuses	Where Companies House records indicate that your company is dormant or subject to insolvency or restructuring procedures, additional information may be required to enable BIST to assess your application. The information required will depend on your company's circumstances. See Section 2.2 of the guidance for further information.	• Depending on your circumstances, this may include: ○ For dormant companies, statement as to how the company is actively operating while it is dormant; ○ details of a Company Voluntary Arrangement (CVA), including the insolvency practitioner, repayment schedule and any operational restructuring; ○ confirmation that a company in administration, insolvency proceedings or receivership continues to operate; ○ For companies in administration, evidence that an application is being made by, or with the authority of, an appointed administrator; or ○ For companies in liquidation, a signed letter from a liquidator confirming that the company continues to operate and has permission to apply for BICS.	• PDF or scanned document .