Apply for British Industrial Competitiveness Scheme (BICS)

About this application pack

This pack allows you to apply for the British Industrial Competitiveness Scheme (BICS) without using the online service.

You should complete this pack if you are unable to access the online service.

You must complete a separate application for each manufacturing site you wish to apply for.

Before you begin, make sure you have read the BICS guidance and have the supporting evidence needed to complete your application.

When you have completed the application, return it together with all supporting documents using the instructions provided by the BICS team.

What you'll need

Before completing this application, you should have access to:

- your company's Companies House number
- details of the manufacturing site you are applying for
- the HS codes for eligible products manufactured at the site
- evidence showing eligible manufacturing activity at the site within the last 6 months
- details of any MPANs or BMUs associated with the site
- electricity bills covering the most recent 6 consecutive months available within the last 12 months
- details of any private wire arrangements
- details of any existing energy relief schemes exemptions
- information about how electricity is used for eligible manufacturing activities
- any evidence used to support your pro-rating calculation

What to find in this pack

Section 1: Company details

- Provide information about the company applying for BICS.

Section 2: Company authorisation

- If you are applying on behalf of a company, provide evidence that you have authority to act on its behalf.

Section 3: Site details

- Provide information about the manufacturing site you are applying for.

Section 4: Product details

- List the eligible products manufactured at the site using the relevant HS codes.

Section 5: Meter details

- Provide details of each MPAN or BMU associated with the site, including consumption and any existing exemptions.

Section 6: Electricity usage

- Provide electricity bills covering the required period for all MPANs included in the application.

Section 7: Eligible electricity use

- Explain what proportion of electricity is used for eligible manufacturing activities and provide any supporting evidence used in your calculation.

Section 8: Additional evidence

- Attach evidence needed to demonstrate eligibility.

Completing this application

- Complete all sections unless instructed otherwise.
- Complete a separate application for each manufacturing site.
- Attach all supporting evidence referenced in your application.
- If you need additional space, attach separate sheets and clearly reference the relevant section or question.

Returning your application

Once completed, return this application together with all supporting evidence to:

British Industrial Competitiveness Scheme

Department for Business, Innovation, Science and Trade

Old Admiralty Building

Admiralty Place

London

SW1A 2DY

Before submitting your application, check that:

- all required sections have been completed
- all manufacturing sites have their own application pack
- all MPANs and BMUs have been included
- all supporting evidence has been attached
- all evidence references match the documents provided
- any required letter of authority has been included

This will help us process your application as quickly as possible.

Section 1 Company details

Use this section to provide information about the company which is applying for BICS

Q1 **What is the company's Companies House number?**

Q1a **Does the company have one of the following company statuses on Companies House? (tick if yes, continue if no)**

- [ ] Dormant
- [ ] Insolvency
- [ ] Voluntary arrangement
- [ ] Administration
- [ ] Receivership
- [ ] Liquidation

If any are ticked, you must provide a written summary below of how the company is still trading.

If the company is in liquidation you will need to attach supporting evidence. See section 8.

Section 1 Company details

Use this section to provide information about the company which is applying for BICS

Q1b

Does the company have a registered SIC code on Companies House?

- [ ] Yes
- [ ] No

If no, provide the SIC code you believe best represents the company and a description of the activities the company carries out

Eligible SIC codes are included in the annex of this application

Q2

What is the headcount of the company applying?

Enter the total number of employees of the individual legal entity named in this application. Do not include employees of any parent company or wider group.
Include full-time and part-time employees and working proprietors. Count each person once, regardless of the number of hours they work. Give your best estimate of your current headcount.

Section 1 Company details

Use this section to provide information about the company which is applying for BICS

Q3

Does the company carry out activities in Northern Ireland?

Tick yes if the company places goods on the Northern Ireland market or has (or an enterprise in its corporate group has) a physical presence in Northern Ireland.

- [ ] Yes
- [ ] No

Section 2 Authority to apply on behalf of the company

Use this section to upload a letter of authority

Q2

What is your name?

What is your email address (if applicable)

What is your home address?

Q3

What is your relationship to this company?

- [ ] Owner, director or equivalent
- [ ] Employee
- [ ] Consultant or agent

Q4

Do you have authority to act on behalf of this company?

- [ ] Yes
- [ ] No

You must have authority in the form of a signed letter from a registered officer of the company. See section 8 for more details.

Section 3 Provide manufacturing site details

Use this section to provide details of the site you are applying for. If you are applying for more than one site for the same company you will need to complete sections 3 and beyond for each site so may need to print multiple pages.

Q5

Site name

Provide the name of the site that appears on electricity bills

Street address

This should appear on bills as ‘supply site’

Site postcode

Q6

When did the company start manufacturing at this site?

We want to know whether manufacturing activities began at this site on or after 1 April 2026. This includes new manufacturing sites and existing premises that started manufacturing after this date.

- [ ] Before April 1st 2026
- [ ] On or after April 1st 2026

Section 3 Provide manufacturing site details

Use this section to provide details of the site you are applying for. If you are applying for more than one site for the same company you will need to complete sections 3 and beyond for each site so may need to print multiple pages.

Q7

Describe all the manufacturing activities that take place at this site

You must:

- give a general explanation of the site and its activities
- tell us about both eligible and non-eligible activities

You will be required to upload documents depicting production and electricity usage at a later point.

Use no more than 1 additional page

You can attach supporting evidence in section 8.

Q8

How does this company pay for electricity at this site?

If you don't pay electricity direct to an energy supplier you need to provide extra information

- ☐ Direct to the energy supplier
- ☐ Via a landlord or third party
- ☐ Via a parent company

If you answered options 2 or 3 then go to question 8a, otherwise go to the next section

Section 3 Provide manufacturing site details

Use this section to provide details of the site you are applying for. If you are applying for more than one site for the same company you will need to complete sections 3 and beyond for each site so may need to print multiple pages.

Q8a

Who pays the electricity supplier for this site's electricity?

Enter the name of the company or organisation that pays the electricity supplier. This may be your landlord, a management company, parent company or a local authority.

If you do not pay directly to an energy supplier you will need to attach extra evidence in section 8.

Section 4 Product details

Use this section to provide details of which eligible products are manufactured at this site

Use the list of eligible HS codes in the annex to help

Q9

List all eligible HS codes of the products manufactured at this site

If this site produces more than 10 eligible products you can attach an extra sheet with the details

You will need to attach evidence the company produces all these products in section 8.

Section 5 Meter details

Use this section to provide details of electricity meters at this site

Q10

What type of meters are at this site?

MPAN (Meter Point Administration Number)
Use this if you are adding an electricity supply point. MPANs are usually shown on electricity bills and most sites will have one or more MPANs.

BMU (Balancing Mechanism Unit)
Use this if the site participates in the electricity balancing market and has a BMU identifier. A BMU is different from an MPAN and most sites do not have one.

- [ ] MPANs
- [ ] BMUs

Q11

List the meter number or identifier

Only list numbers for the MPANs or BMUs used at this site for eligible production

MPAN numbers

BMU identifier

You can add additional pages if you have more MPANs or BMUs

You will need to attach evidence the company produces all these products in section 8.

Section 5 Meter details

Use this section to provide details of electricity meters at this site

Q12

Which energy supplier supplies electricity to the meters?

Energy supplier

If there are more than one energy supplier, list them alongside the meter information below

Energy supplier

Associated meter number/identifier

Energy supplier

Associated meter number/identifier

Energy supplier

Associated meter number/identifier

Q13

Are any of the meters shared with other companies?

If multiple companies use electricity supplied through the same meter, we need additional information to understand how much electricity is used by your company.

This helps ensure any BICS exemption is calculated using only the electricity consumed by your company.

You might share an meter if you are a tenant or if you lease parts of your site to other companies.

- [ ] Yes
- [ ] No

If yes, answer question 13a, if no continue to question 14

Section 5 Meter details

Use this section to provide details of electricity meters at this site

Q13a

How much electricity did the company use, at this MPAN, in the past 6 months?

You can calculate this with electricity bills or sub-metering data. If other companies share this MPAN you must exclude their electricity usage from this figure. Do not include self generated electricity.

Q14

Does a private wire arrangement supply electricity to a meter?

A private wire arrangement is where electricity is supplied through a privately owned network, rather than directly by a licensed electricity supplier.
See the guidance for more detail.

- [ ] Yes
- [ ] No

If yes, answer question 14a, if no continue to question 15

You will be required to attach supporting evidence in section 8.

Section 5 Meter details

Use this section to provide details of electricity meters at this site

Q14a **Input the meters associated with the private wire**

Associated meter number/identifier

If more than one meter is supplied by a private wire complete the below boxes too

Associated meter number/identifier

Associated meter number/identifier

Associated meter number/identifier

Associated meter number/identifier

You will be required to attach supporting evidence in section 8.

Section 5 Meter details

Use this section to provide details of electricity meters at this site

Q15

Are there British Industry Supercharger (BIS) exemptions already applied to this MPAN?

You must indicate any meters which are (wholly or partially) subject to Supercharger exemptions, and the proportion of the meter which that exemption covers.

Any exemption which the site receives via BICS will apply only to the portion of electricity not already covered by the Supercharger exemption.

See the guidance for how to calculate this

- [ ] Yes
- [ ] No

If yes, answer question 15a, if no continue to question 16

You will be required to attach supporting evidence in section 8.

Section 5 Meter details

Use this section to provide details of electricity meters at this site

Q15a **Input the meters associated with the a BIS exemption**

Associated meter number/identifier

Percent of current BIS exemption

BIS PRODCOM codes

If more than one meter has BIS exemption input details below

Associated meter number/identifier

Percent of current BIS exemption

Associated meter number/identifier

Percent of current BIS exemption

Associated meter number/identifier

Percent of current BIS exemption

BIS PRODCOM codes

Associated meter number/identifier

You will be required to attach supporting evidence in section 8.

Section 5 Meter details

Use this section to provide details of electricity meters at this site

Q15b

Input the total consumption at each meter

Only list numbers for the MPANs or BMUs used at this site for eligible production

MPAN number

MPAN consumption

If there are more one MPAN list them below

MPAN number

MPAN consumption

MPAN number

MPAN consumption

MPAN number

MPAN consumption

BMUs (only if applicable)

BMU ID

BMU consumption

BMU ID

Section 6 Proof of electricity consumption

You will need to provide proof of electricity consumption.

See section 8.

Section 7 Electricity used on eligible manufacturing

Use this section to provide details of electricity which has been used on eligible manufacturing purposes

Q16

What percentage of the electricity is used on eligible manufacturing activities at this site?

Calculate the electricity used for eligible manufacturing activities, including eligible production and any eligible supporting activities, as a proportion of total grid electricity.

- [ ] 25% or less (not eligible)
- [ ] More than 25% but less than 50%
- [ ] 50% or more

Q16a

Explain how you calculated your above exemption level

Some things you may want to include may be:

- the eligible products manufactured at this site
- whether any non-eligible products are manufactured at this site
- the eligible manufacturing and supporting activities included in your calculation
- the total grid electricity consumption used for your calculation
- how you estimated electricity used for eligible manufacturing
- any sub-metering or electricity monitoring data used
- any assumptions or estimates you made
- how this resulted in the exemption tier selected

Section 7 Electricity used on eligible manufacturing

Use this section to provide details of electricity which has been used on eligible manufacturing purposes

Q17

Do you have sub-metering data which can evidence your eligible manufacturing processes?

If you have sub metering data you will be asked to include this as evidence of electricity usage in section 8.

- [ ] Yes
- [ ] No

Section 8 Additional evidence

In this section you will re-visit the previous sections to attach relevant evidence and provide written context where necessary

Section 1 Company details (additional evidence)

This is additional evidence relating to company details

Q1a

If you selected the company was in liquidation you must supply a signed letter from your liquidator giving your company permission to apply for BICS.

The letter must:

- Include the name and contact details of your liquidator
- Give explicit permission for your company to apply for BICS
- Be dated no earlier than 28 days before you apply for BICS

Section 2 Authority to apply on behalf of the company (Additional evidence)

Attach a signed letter of authority form the company you are applying on behalf of.

Q4

Attach a signed letter of authority form the company you are applying on behalf of.

The letter must:

- your name
- name of the registered officer providing authority
- be on official letter headed paper

Section 3 Site details (additional evidence)

Provide supporting documents about this site (optional)

Q7

This may include site maps, process diagrams, site layouts or other documents that help explain the activities carried out at the site.

Q8

If your company name may not be on the original bill from the energy supplier we need to confirm you pay for electricity at this site.

You can attach one or more of the following:

- a tenancy or lease agreement
- an energy supply agreement
- a recharge agreement or contract
- landlord or third-party electricity invoices
- inter-company charge
- expense allocation
- cost recharge
- other documents explaining the arrangement

The documents should show:

- the applicant company's name
- the organisation providing or billing for electricity
- the site address (which must match the address added previously)
- details of the arrangement
- how electricity is allocated between parties, where relevant

Section 8 Additional evidence

In this section you will re-visit the previous sections to attach relevant evidence and provide written context where necessary

Section 4 Product details (additional evidence)

Provide supporting documents to show the company's eligible manufacturing activities

Q9

Evidence requirements
Attach evidence showing that the stated products were manufactured at this site during the most recent 6 consecutive months for which evidence is available.

If production did not take place throughout the entire period, explain this in the context box below.

You must provide evidence for each eligible product

Read the guidance for examples of acceptable production evidence. Read BIST's privacy statement to understand how uploaded documents are handled.

Use the next page to explain anything that may help us understand the evidence attached

Include:

- where the evidence came from (for example, a SAP or ERP export, production management system, internal report or manually maintained log)
- where the relevant information can be found in the document
- how the evidence demonstrates production of the selected product(s)
- any periods where production was reduced or did not take place
- any internal terminology, product names or abbreviations used in the evidence

Section 8 Additional evidence

In this section you will re-visit the previous sections to attach relevant evidence and provide written context where necessary

Section 4 Product details (additional evidence)

Provide supporting documents to show the company's eligible manufacturing activities

Provide additional context

Section 8 Additional evidence

In this section you will re-visit the previous sections to attach relevant evidence and provide written context where necessary

Section 5 Meter information (additional evidence)

Provide supporting documents associated with the meters

Q14

If you have a private wire arrangement attach evidence demonstrating eligible private wire arrangement

Evidence must demonstrate:

- that the applying company pays levies on electricity
- that the supplier pays levies on electricity they generate

You can evidence this with one of the following:

- an invoice or bill showing the levies paid
- formal confirmation from your supplier confirming the arrangement is in scope for BICS

Q15

If there are BIS exemptions on any meter at this site you must attach your BIS exemption certificate

Section 8 Additional evidence

In this section you will re-visit the previous sections to attach relevant evidence and provide written context where necessary

Section 6 Proof of electricity consumption (additional evidence)

You will need to provide proof of electricity consumption.

See section 10.

If the company pays for electricity directly to a supplier on a regular basis, upload:

- 6 consecutive months of electricity supplier bills

Where there is a valid reason why an applicant cannot obtain copies of the original bill or it is not a standardised bill, an applicant must provide:

- 6 consecutive months of recharge invoices, billing statements or equivalent evidence
- evidence of the relationship between your organisation and the bill payer (for example, a tenancy agreement, licence agreement or recharge arrangement)
- any additional evidence needed to demonstrate electricity consumption and charges for the site

Your evidence should show:

- the site address or supply address
- the relevant MPAN or other meter identifier
- electricity consumption during the period
- the period covered by the evidence
- the organisation supplying or billing for the electricity
- the amount charged or paid for the electricity
- how electricity consumption is allocated where the supply is shared
- levies paid

If you cannot evidence all of the above through a single document, you can attach multiple documents.

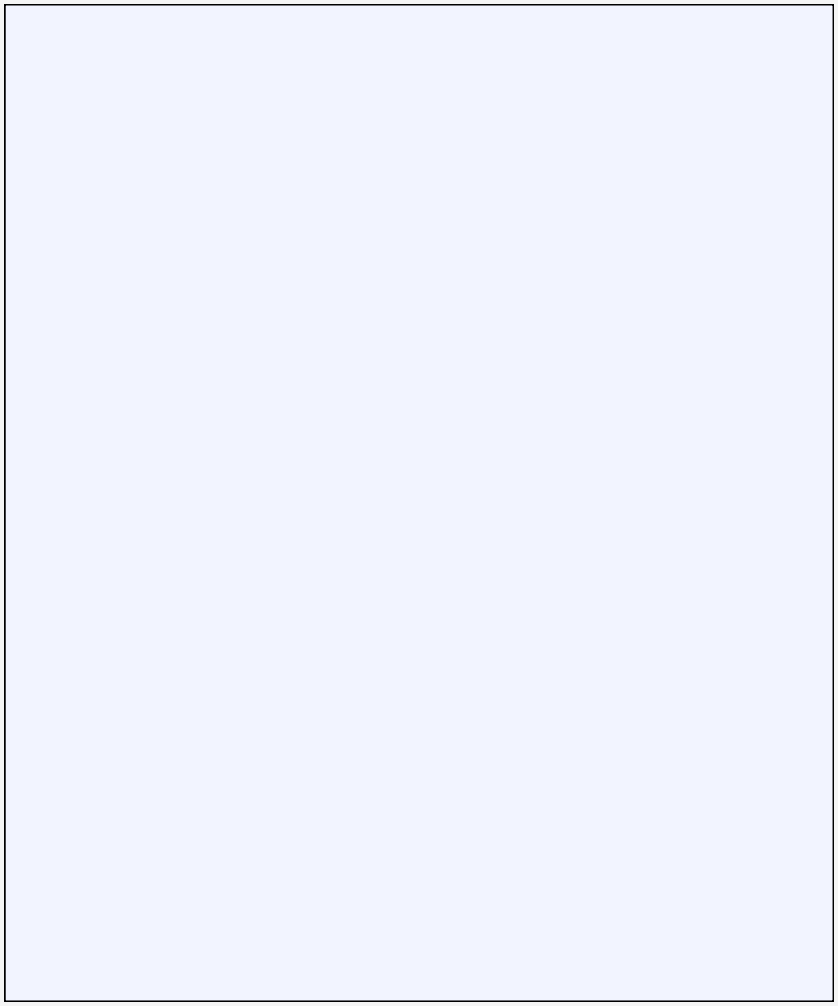
If your evidence does not show all of these requirements, you can provide additional context on the next page

Section 8 Additional evidence

In this section you will re-visit the previous sections to attach relevant evidence and provide written context where necessary

Section 6 Proof of electricity consumption (additional evidence)

If your evidence does not show all of these requirements, you can provide additional context below



Section 8 Additional evidence

In this section you will re-visit the previous sections to attach relevant evidence and provide written context where necessary

Section 7 Electricity used on eligible manufacturing (additional evidence)

Use this section to provide details of electricity which has been used on eligible manufacturing purposes

Q17

Attach evidence of electricity used on eligible manufacturing. If you have sub-metering data you must include that

Sub-metering should be included as monthly aggregates

Section 9 Declarations

Use this section to confirm consent and accuracy of data

By submitting this application, you confirm that:

- the information and evidence provided in this application are complete and accurate to the best of your knowledge
- any documents submitted are genuine and relate to the applicant company and manufacturing sites included in this application
- you understand that information provided in this application may be checked to verify eligibility and prevent fraud
- you consent to BIST obtaining and verifying information relating to electricity supplies, electricity consumption and electricity costs from electricity suppliers, ElectraLink and other relevant parties where required to assess this application
- you understand that deliberately providing false or misleading information may result in the application being rejected, support being withheld or recovered, and further action being taken where appropriate
- where applicable, the applicant company will take appropriate steps to ensure that support received through BICS does not benefit activities in Northern Ireland that are subject to Article 10 of the Windsor Framework

☐ I agree to the above statement