

## Electricity Hedging Procedure

Actively managing your Electricity price – how to issue Instructions to Fix or Refloat.

1. You can fix the commodity price of your electricity by issuing Instructions to Fix or Refloat for load blocks of electricity for delivery in any supply month covered by your contract with us.
2. If the Offer indicates that your contract is Evergreen, you can also fix the commodity price of electricity for delivery in supply months beyond the end date of your contract with us, provided that your financial circumstances remain acceptable to us. When any termination notice comes into effect the disposal of such hedged positions will result in an adjustment to the overall price of electricity that we have supplied to you during the term of your contract, and this adjustment will be reflected in your final invoice for electricity.
3. We will accept Instructions to Fix or Refloat from the people or company listed in the Offer or anyone that you subsequently notify us of in writing (the Customer Representative).
4. When you wish to issue an Instruction to Fix or Refloat you will need to provide us with the following:
  - (a) your name and the name of the company for whom you wish to buy or sell electricity;
  - (b) the supply month(s) or periods for which you wish to buy or sell electricity;
  - (c) whether the Instruction to Fix or Refloat relates to a Base Load or Peak Load Block; and
  - (d) the quantity of electricity that you wish to buy or sell.
5. Any Instruction to Fix or Refloat must be in increments of 0.1MW.
6. Hedging via our sales department (email)
  - (a) For smaller quantities of electricity, we will send you each business day a list of available prices, which we may update through the day.
  - (b) To buy or sell electricity, send an email by 15:00 hours, using the template we provide, to:  
**electricityfix@orsted.co.uk**.
  - (c) Unless the list of available prices has been updated, we will send you a Confirmation email by 17:00 hours, at which point the Instruction to Fix or Refloat is binding.
- (d) If you do not believe that the Confirmation correctly reflects the agreed terms, call **0800 0568 123** by 15:30 hours on the business day after the Confirmation is sent to check. If our Confirmation is wrong, we will correct it.
7. Hedging via our trading desk (phone)
  - (a) For larger quantities of electricity, if you have hedging options in your contract that are available via the trading desk, call: **0800 051 0808** by 16:30 hours on a business day.
  - (b) During your call the trading desk will always offer you a price for the quantities of electricity and period(s) that you have requested. The details of any transaction agreed during the telephone call, including price, will be sent to you in a Confirmation email from the trading desk.
  - (c) If you do not believe the Confirmation email correctly reflects the agreed terms, call **0800 051 0808** or reply to the Confirmation email by 18:00 hours on the day of Confirmation.
  - (d) The trading desk will correct the Confirmation if it is wrong and send you a new Confirmation email, which you shall acknowledge promptly by return email.
8. You cannot cancel an Instruction to Fix or Refloat once we have sent you an undisputed Confirmation. You can however Refloat electricity that was the subject of an Instruction to Fix. You must use the same contact method as you used when you issued the original Instruction to Fix
9. When we issue a price list or our trading desk offers you a price on a call it will always be the lowest electricity price (for a fix) or the highest electricity price (for a refloat) at that time from the following pricing sources: (i) the Spectron Group Limited; (ii) Tullett Prebon Group Limited; (iii) ICAP plc; and (iv) GFI Securities Limited. If we believe no price is available for any reason, we reserve the right not to accept the Instruction to Fix or Refloat.

10. To the extent you have not hedged volumes of electricity up to the Load Block Volume by the "default date" listed in your Offer, we will purchase the remaining volume of electricity at the Default Index.
11. Instructions to Fix and Instructions to Refloat are charged at the fee set out in Schedule 4 of the Offer, which is incorporated into the Electricity Price.
12. If your contract is Evergreen, and you have fixed the commodity price of electricity for delivery in supply months beyond the end date that any termination notice that you have issued comes into effect the disposal of these hedged positions will result in an adjustment to the overall price of electricity that we have supplied to you during the term of your contract, and this adjustment will be reflected in your final invoice for electricity.