

**Appendix to Change Proposal CP753
Improvements to the metering Registration Process**

**Details of Changes to BSCP 68, the re-worked forms and
checklists.**

3. INTERFACE AND TIMETABLE INFORMATION

3.1 Transfers from SMRS to CMRS¹

- 1) If the Registrant (CVA Import) and the Registrant (CVA Export) are the same Party, then that Party may choose to register a single BM Unit comprising Imports and Exports i.e. events 3.1.5 and 3.1.6 become one event. Similarly, there may be only one Metering System measuring Import and Exports, in which case events 3.1.7 and 3.1.8 become one event.
- 2) If a Metering Systems is subject to a Shared SVA Meter Arrangement, then there will be a minimum of two Registrants (SVA).
- 3) The timings in the following table do not necessarily allow for all timings in other BSCPs and Registrants may need to initiate processes in other BSCPs earlier than 30WD before the “Effective From Date” e.g. if a new CVA LLF is required BSCP28 requires 40WD before the “Effective From Date”.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	Prior to 3.1.5	Registrant (CVA Import) and Registrant (CVA Export) agree to initiate a Registration Transfer of Metering System(s) from SMRS to CMRS.	Registrant (CVA Import), Registrant (CVA Export)		As required for Forms: BSCP68/4.1 Registration Transfer from SMRS to CMRS, BSCP15/4.1 Registration of BM Unit, BSCP20/4.1 Registration of Metering System	Post / Fax / E-mail
3.1.2	Prior to 3.1.5	Submission of Registration Transfer Forms BSCP68/4.1 in accordance with the guidelines for Technical Groups in Appendix 4.3.	Registrant (CVA Export), Registrant (CVA Import)	Transfer Co-ordinator	Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS signed by an authorised person, registered via BSCP38.	Post / Fax / E-mail
3.1.3	Prior to 3.1.5	If the Registrant (CVA Export) is to be the Third Party Generator, it must accede to the Code and apply to be Party prior to submitting any Registration Forms to CRA/CDCA.	Third Party Generator	BSCCo	As required by Section A of the BSC and BSCP65	Post / Fax / E-mail

¹ The Transfer Co-ordinator shall advise the Registrant if it becomes necessary to invoke the limits of Registration Transfers in Progress (see Appendix 4.6). This may occur at any stage between Ref: 3.1.2 and 3.1.14. The Transfer Co-ordinator shall advise the Registrant of the next available date for the Registration Transfer to proceed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.4	Prior to 3.1.5	If possible, Registrant(s) in CVA inform Registrant(s) in SVA of intention to initiate Registration Transfer from SMRS to CMRS.	Registrant (CVA Import), Registrant (CVA Export)	Registrant(s) (SVA)	BSCP68/4.1 Registration Transfer from SMRS to CMRS	Post / Fax / E-mail
3.1.1	At least 30WD before "Effective From Date"	New Registrant asks SVA Registrant for identity of MOA and contact details and informs old SVA Registrant of intention to transfer.	New CVA Registrant	Old SVA Registrant(s)	BSCP68/4.1 Registration Transfer from SMRS to CMRS	Post / Fax / E-mail
3.1.5²	At least 30WD² before "Effective From Date"	Registration of Export BM Unit in accordance with BSCP15 ref 3.1.1 to 3.1.8 (inclusive) and identified as relating to a Registration Transfer.	Registrant (CVA Export)	CRA	Form BSCP15/4.1 Registration of BM Unit "Effective From Date" Covering letter indicating Registration Transfer	Post / Fax / E-mail
3.1.6³	At least 30WD³ before "Effective From Date"	Registration of Import BM Unit in accordance with BSCP15 ref 3.1.1 to 3.1.8 (inclusive) and identified as relating to a Registration Transfer.	Registrant (CVA Import)	CRA	Form BSCP15/4.1 Registration of BM Unit "Effective From Date" Covering letter indicating Registration Transfer	Post / Fax / E-mail

² Provisional Registration: For Registration Transfers from SMRS to CMRS, the CMRS (i.e. the CRA and CDCA), will ensure that the Registration Transfer does not become active in Settlements until it is approved by the Transfer Co-ordinator. The Transfer Co-ordinator will receive regular reports from the CRA on the status of such BM Units in order to monitor their 'provisional' status.

³ BM Unit Registration: The timing of BM Units Registrations may be earlier than 30 WD if the Party has previously met the Transmission Company Registration Requirements of Section 1 of BSCP15.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.7	At least 20WD before "Effective From Date"	Registration of Metering Systems associated with Exports in accordance with BSCP20 ref 3.1.1 to 3.1.6 (inclusive) and identified as relating to a Registration Transfer.	Registrant (CVA Export)	CRA	Form BSCP20/4.1 Registration of Metering System "Effective From Date" Covering letter indicating Registration Transfer	Post / Fax / E-mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.8	At least 20WD before "Effective From Date"	Registration of Metering Systems associated with Imports in accordance with BSCP20 ref 3.1.1 to 3.1.6 (inclusive) and identified as relating to a Registration Transfer.	Registrant (CVA Import)	CRA	Form BSCP20/4.1 Registration of Metering System "Effective From Date" Covering letter indicating Registration Transfer	Post / Fax / E-mail
3.1.2 ⁴	At least 30WD ⁵ before "Effective From Date"	<p>New Registrant submits</p> <ul style="list-style-type: none"> BSCP68/4.1 – Registration Transfer from SMRS to CMRS in accordance with the guidelines for Technical Groups in Appendix 4.3 and signed by an authorised person, registered via BSCP38 BSCP15/4.1 – BM Unit Registration in accordance with BSCP15 ref 3.1.1 to 3.1.8 (inclusive) BSCP20/4.1 – Registration of Metering Systems⁶ in accordance with BSCP20 ref 3.1.1 to 3.1.6 (inclusive) BSCP75/4.2 – Registration of Aggregation Rules for Volume Allocation⁷ in accordance with BSCP75 <p>Note: Separate forms for Exports and Imports need to be submitted.</p>	New CVA Registrant	CRA/CDCA	<p>Form BSCP15/4.1 Registration of BM Unit</p> <p>Form BSCP20/4.1 – Registration of Metering Systems</p> <p>Form BSCP68/4.1 – Registration Transfer from SMRS to CMRS</p> <p>Form BSCP75/4.2 – Registration of Aggregation Rules for Volume Allocation</p> <p>"Effective From Date"</p> <p>Covering letter indicating Registration Transfer</p>	Post / Fax / E-mail

⁴ Provisional Registration: For Registration Transfers from SMRS to CMRS, the CMRS (i.e. the CRA and CDCA), will ensure that the Registration Transfer does not become active in Settlements until it is approved by the Transfer Co-ordinator. The Transfer Co-ordinator will receive regular reports from the CRA on the status of such BM Units in order to monitor their 'provisional' status.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.9	Prior to 3.1.10⁸	Line Loss Factors are approved by the Panel and submitted by BSCCo to CDCA in accordance with BSCP28.	BSCCo	CDCA	As required by BSCP28.	Post / Fax / E mail
3.1.3	At least 30WD Before "Effective From Date"	<p>New Registrant Submits</p> <ul style="list-style-type: none"> BSCP68/4.1 – Registration Transfer from SMRS to CMRS in accordance with the guidelines for Technical Groups in Appendix 4.3 and signed by an authorised person, registered via BSCP38 BSCP15/4.1 – BM Unit Registration in accordance with BSCP15 ref 3.1.1 to 3.1.8 (inclusive) 	New CVA Registrant	Transfer Co-ordinator	<p>Form BSCP15/4.1 Registration of BM Unit</p> <p>Form BSCP68/4.1 – Registration Transfer from SMRS to CMRS</p> <p>"Effective From Date"</p> <p>Covering letter indicating Registration Transfer</p>	Post / Fax / E mail

⁵ BM Unit Registration: The timing of BM Units Registrations may be earlier than 30 WD if the Party has previously met the Transmission Company Registration Requirements of Section 1 of BSCP15.

⁶ The BSCP20 Procedure instructs the forms to be sent off at 20WD before Effective From Date. A footnote could be added to allow this form to be submitted at 30 WD in the case of transfer to allow for all forms to be sent to CDCA at the same time in order to make the procedure more efficient.

⁷ The BSCP75 Procedure instructs the forms to be sent off at 20WD before Effective From Date. A footnote could be added to allow this form to be submitted at 30 WD in the case of transfer to allow for all forms to be sent to CDCA at the same time in order to make the procedure more efficient.

⁸ Timing of LLFs: BSCP28 states that the Panel approves LLFs at least 15WD before the Effective From Date. In the case of a Registration Transfer, the CDCA require LLFs in order to validate the Aggregation Rules.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.4	As soon as possible after 3.1.2	Inform of new CVA MSID	CRA	PDSO MOA Transfer Co-ordinator New CVA Registrant		Post / Fax / E mail
3.1.5	As soon as possible after 3.1.3	Transfer Co-ordinator passes Registration Forms to PDSO for validation.	Transfer Co-ordinator	PDSO		Post / Fax / E mail
3.1.6	At least 30WD before "Effective From Date"	New Registrant instructs PDSO to submit BSCP28 – Line Loss Factors ⁹	New CVA Registrant	PDSO		Post / Fax / E mail
3.1.7	As soon as possible after 3.1.1	Transfer Co-ordinator to assess volume of applications, and impact on relevant Parties and Agents, and to resource appropriately	Transfer Co-ordinator			

⁹ The BSCP28 Procedure instructs the forms to be sent off at 40WD before Effective From Date. A footnote could be added to allow this form to be submitted at 30 WD in the case of transfer to allow for all forms to be sent to CDCA at the same time in order to make the procedure more efficient.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.8	At least 30WD before "Effective From Date"	New Registrant to inform MOA of Transfer	New CVA Registrant	MOA		

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.10 3.1.9	At least 16WD ¹⁰ 20WD before the "Effective From Date" ¹¹	<p>New MOA(s) registers the Meter Technical Details with the CDCA in accordance with BSCP20 ref 3.1.7 & 3.1.8. and submits forms (with Effective From Date):</p> <ul style="list-style-type: none"> • BSCP20/4.3 Registration of Settlement Registers • BSCP20/4.4 Metering System Technical Details for Discrete Outstation and Meters • BSCP20/4.5 Metering System Technical Details for Integral Outstation and Meters <p>MOA to contact CDCA for guidance on D268 conversion if required.</p> <p>Notes:</p> <p>a) this event may require the co-operation of the existing Registrant and MOA;</p> <p>b) in some cases the New MOA may be the same agent as the Old MOA; and</p> <p>c) this may involve two new MOAs, one for exports and one imports.</p>	New MOA(s)	CDCA	<p>Form BSCP20/4.3 Registration of Settlement Registers</p> <p>Form BSCP20/4.4 Metering System Technical Details for Discrete Outstation and Meters</p> <p>Form BSCP20/4.5 Metering System Technical Details for Integral Outstation and Meters</p> <p>"Effective From Date"</p>	Post / Fax / E mail

¹⁰ Submission of Meter Technical Details: This event has a timing of 16WD before Effective From Date as quoted in BSCP20. However, it is shown before 3.1.11 and 3.1.12 as Meter Technical Details are required by the CDCA in order to validate the Aggregation Rules.

¹¹ The timescales within BSCP 20 need to be amended with respect to BSCP68

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.11	At least 20WD before the "Effective From Date"	Registrant (CVA Export) registers Aggregation Rules for Export BM Unit with the CDCA in accordance with BSCP75.	Registrant (CVA Export)	CDCA	Form BSCP75/4.2 Registration of Aggregation Rules for Volume Allocation Unit "Effective From Date"	Post / Fax / E-mail
3.1.12	At least 20WD before the "Effective From Date"	Registrant (CVA Import) registers Aggregation Rules for Import BM Unit with the CDCA in accordance with BSCP75.	Registrant (CVA Import)	CDCA	Form BSCP75/4.2 Registration of Aggregation Rules for Volume Allocation Unit "Effective From Date"	Post / Fax / E-mail
3.1.13	At least 20WD before "Effective From Date"	Submission of Registration Transfer Forms BSCP68/4.1 in accordance with the guidelines for Technical Groups in Appendix 4.3.	Registrant (CVA Export), Registrant (CVA Import)	Transfer Co-ordinator	Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS signed by an authorised person, registered via BSCP38	Post / Fax / E-mail
3.1.14	At least 18WD before "Effective From Date"	Transfer Co-ordinator pass Registration Transfer Forms to CRA, CDCA and PDSO for validation.	Transfer Co-ordinator	CRA, CDCA, PDSO	Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS	Post / Fax / E-mail
3.1.10	As soon as possible after 3.1.6	Line Loss Factors are approved and submitted to CDCA in accordance with BSCP28	Transfer Co-ordinator	CDCA	As required by BSCP28. Note BSCP28 states that LLFs need to be approved within 30WD before Effective From Date	Post / Fax / E-mail
3.1.11	As soon as possible after 3.1.5	Line Loss Factors, Meter Technical Details and Aggregation Rules are submitted to PDSO	CDCA	PDSO		Post / Fax / E-mail
3.1.12	At least 18WD before the "Effective From Date"	CDCA organises proving test with MOA. CDCA to contact Transfer Co-ordinator if issues arise	CDCA	MOA		

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.15 3.1.13	At least 18WD before the "Effective From Date"	Transfer Co-ordinator informs Registrant(s) (SVA) of intention to transfer Metering Systems from SMRS to CMRS. Following appropriate checks of form by the transfer co-ordinator, send out BSCP68/4.1 to inform PDSO and old SVA Registrant of intent to transfer metering systems from SMRS to CMRS. These forms should contain the MPANs of the transfers.	Transfer Co-ordinator	Registrant(s) (SVA) PDSO Old SVA Registrant	<ul style="list-style-type: none"> Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS List of MPANs 	Post / Fax / E mail
3.1.16 3.1.14	At least 13WD before "Effective From Date"	CRA, CDCA, PDSO validate the Registration Transfer Forms in accordance with the validation rules in Appendix 4.4. CRA, CDCA, PDSO advise Transfer Co-ordinator. Validation of Transfer confirmed or rejected with BSSCP68/4.5 in accordance with the validation rules in Appendix 4.4	CRA, CDCA, PDSO	Transfer Co-ordinator	Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS Forms BSCP68/4.5 Registration Transfer Validation Details	Post / Fax / E mail
3.1.17 3.1.15	At least 13WD before "Effective From Date"	If Supplier has non-commercial grounds to oppose the transfer it provides reasons.	Registrant(s) (SVA) Old SVA Registrant	Transfer Co-ordinator	Reasons for objecting to proposed Registration Transfer	Post / Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.18	At least 11WD before "Effective From Date"	Transfer Co-ordinator either approves or rejects Registration Transfer with reasons and informs as relevant. A rejection would include the whole of the Technical Group.	Transfer Co-ordinator	Registrant (CVA-Export), Registrant (CVA-Import), Registrant(s) (SVA) CRA, CDCA, and PDSO	Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS Forms BSCP68/4.5 Registration Transfer Validation Details and approval or reason for rejections	Post / Fax / E-mail
3.1.19	At least 11WD before "Effective From Date"	If approved, Transfer Co-ordinator confirms "Effective From Date". This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.1 and can only be changed with Transfer Co-ordinator approval.	Transfer Co-ordinator	CRA, CDCA	Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS and the proposed "Effective From Date"	Post / Fax / E-mail
3.1.16	At least 11WD before "Effective From Date"	Transfer Rejection includes notification to the whole of the group	Transfer Co-ordinator	New CVA Registrant Old SVA Registrant CRA/CDCA PDSO MOA	Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS and reason for rejections	Post / Fax / E-mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.17	At least 11WD before "Effective From Date"	Transfer Co-ordinator APPROVES Effective From Date, and submits signed BSCP/4.1 This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.1 and can only be changed with Transfer Co-ordinator approval.	Transfer Co-ordinator	CRA/CDCA	Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS Forms BSCP68/4.5 Registration Transfer Validation Details	Post / Fax / E mail
3.1.20	At least 9WD before "Effective From Date"	CRA/CDCA updates records with confirmed "Effective From Date". CRA provides the PDSO with details of BM Unit/MPAN Mappings.	CRA/CDCA CRA	PDSO	Metering System Registration Details, BM Unit details, MPAN details, MSID Details, "Effective From Date"	Post / Fax / E mail
3.1.21	At least 9WD before "Effective From Date"	CRA/CDCA confirm registration is complete in CMRS.	CRA/CDCA	Transfer Co-ordinator	As 3.1.18 plus confirmation of updated records	Post / Fax / E mail
3.1.18	At least 9WD before "Effective From Date"	CRA/CDCA updates records with confirmed Effective From Date, confirms registration and passes on MPAN Mappings/MSIDs with details of BM Unit/MPAN Mappings to Transfer Co-ordinator.	CRA/CDCA	Transfer Co-ordinator New CVA Registrant	Metering System Registration Details, BM Unit details, MPAN details, MSID Details, "Effective From Date"	Telephone /Fax /E mail
3.1.19	At least 9WD before "Effective From Date"	Transfer Co-ordinator Provides Details of MPAN/MSIDs Mappings and BM Unit/MPAN Mapping.	Transfer Co-ordinator	PDSO MOA	Metering System Registration Details, BM Unit details, MPAN details, MSID Details, "Effective From Date"	Telephone /Fax /E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.22	At least 7 WD before "Effective From Date"	<p>Transfer Co-ordinator confirms that CMRS Registrations are complete and the "Effective From Date".</p> <p>This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.1 and can only be changed with Transfer Co-ordinator approval.</p>	Transfer Co-ordinator	Registrant (CVA-Export), Registrant (CVA-Import), Registrant(s) (SVA) CRA, CDCA, and PDSO	Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS and confirmation of the actual "Effective From Date" and confirmation of completed CMRS Registrations	Post / Fax / E-mail
3.1.23 3.1.20	At least 7WD before "Effective From Date" Immediately after 3.1.11	<p>If PDSO finds any discrepancies in the Registration Transfer report received from CRA (by reference to the relevant SMRS) it reports such discrepancies to Transfer Co-ordinator and Transfer Co-ordinator resolves as appropriate.</p> <p>If required, go back to 3.1.20 3.1.19</p>	PDSO	Transfer Co-ordinator		Post / Fax / E mail
3.1.21	At least 7WD before "Effective From Date"	<p>Transfer Co-ordinator CONFIRMS "Effective From Date" with signed BSCP68/4.1</p> <p>This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.1 and can only be changed with Transfer Co-ordinator approval.</p>	Transfer Co-ordinator	<p>New CVA Registrant</p> <p>Old SVA Registrant</p> <p>PDSO</p> <p>MOA</p>	<p>Forms BSCP68/4.1 Registration Transfer from SMRS to CMRS</p> <p>Confirmation of the actual "Effective From Date" and confirmation of completed CMRS Registrations</p>	Post / Fax / E mail
3.1.22		Old SVA Registrant to ask PDSO to logically disconnect metering system on "Effective To Date"	Old SVA Registrant	PDSO	D00132 Request for Disconnection of Supply	Electronic

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.23	At least 6WD before "Effective From Date"	New Registrant confirms with PDSO that Metering System Details, Aggregation Rules and Line Loss Factors are valid.	New CVA Registrant	PDSO		Telephone /Fax /E mail
3.1.24	At least 9WD before "Effective From Date"	GSP Group Aggregation Rules sent to PDSO	CDCA	PDSO		
3.1.25	Within 2 WD of 3.1.23	PDSO to notify CDCA of discrepancies in GSP Group Aggregation Rules	PDSO	CDCA		
3.1.24 3.1.26	Prior to "Effective From Date"	CRA sends Standing Data report.	CRA	Registrant (CVA-Export), Registrant (CVA-Import) New CVA Registrant	Standing data reports prints of data entered into system	Post / Fax / E mail
3.1.25	Prior to "Effective From Date"	CDCA sends Standing Data report.	CDCA	Registrant (CVA-Export), Registrant (CVA-Import)	Standing data reports prints of data entered into system	Post / Fax / E-mail
3.1.26 3.1.27	At least 5WD before "Effective From Date"	Registrant (SVA) de-appoints its Supplier Agents with "Effective To Date" of one day before the "Effective From Date" in CMRS.	Registrant(s) (SVA) Old SVA Registrant	Supplier Agents	D0151 Termination of Appointment or Contract by Supplier. Update Termination Reason =LC, update Additional Information field	Electronic/ manual as agreed
3.1.28	At least 5WD before "Effective From Date"	PDSO de-register relevant MPANs in SMRS by setting <u>Logical</u> Disconnection Date.	PDSO	SMRA	MPANs "Effective To Date" and Disconnection Date in accordance with BSCP501	Internal Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.29	2WD before "Effective From Date"	Transfer Co-ordinator confirms with CRA/CDCA that registration in CMRS is going as planned	Transfer Co-ordinator	CRA/CDCA		Telephone /Fax /E mail
3.1.27 12 3.1.30	Before or on the "Effective From Date"	Take initial meter reading and perform a proving test as required by BSCP20 ref 3.6 and seal in accordance with BSCP20 ref 3.1.9 onwards.	CDCA and New MOA		Initial Meter Reading, and date/time of reading	Post / Fax / E mail
3.1.28 3.1.31	By 1WD after 3.1.27 "Effective From Date"	If requested, pass initial meter reading to HHDC./New CVA Registrant. New Registrant must pass this information to the Old Registrant if requested.	CDCA	HHDC New CVA Registrant (Old SVA Registrant)	Initial Meter Reading, and date/time of reading	Post / Fax / E mail
3.1.29	By 5WD after "Effective From Date"	PDSO de-registers relevant MPANs in SMRS by setting Disconnection Date.	PDSO	SMRA	MPANs, "Effective To Date", Disconnection Date in accordance with BSCP501	Internal Process
3.1.32	1WD after "Effective From Date"	CRA/CDCA confirm with Transfer Co-ordinator that registration transfers were successfully completed.	CRA/CDCA	Transfer Co-ordinator New CVA Registrant		Telephone /Fax /E mail

¹² The proving test may be performed earlier if (a) new Metering Equipment is being installed or (b) appropriate agreement is made with existing interested parties i.e. Registrant(s) (SVA), HHDC, HHMO.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.33	1WD after "Effective From Date"	Transfer Co-ordinator confirm with PDSO that registration in CMRS was successfully completed	Transfer Co-ordinator	PDSO		Telephone /Fax /E mail
3.1.34	Within 1WD of above	PDSO to confirm that a logical disconnection occurred on the "Effective To Date"	PDSO	Transfer Co-ordinator		E mail/ Fax
3.1.30 3.1.35	By 1WD after 3.1.29 Within 6WD after "Effective From Date"	SMRA send HHDA automatic confirmation that its appointment for each MPAN is terminated following disconnection.	SMRA	HHDA	D0209 Instructions to Half Hourly Data Aggregator, including "Effective To Date" in accordance with BSCP501	Electronic
3.1.36	Within 7WD after EFD	CRA/CDCA to confirm to Transfer Co-ordinator that the transfer has been seen to be operating correctly within their systems	CRA/CDCA	Transfer Co-ordinator		Telephone /Fax /E mail

3.2 Transfers from CMRS to SMRS¹³

- 1) If a Metering Systems is subject to a Shared SVA Meter Arrangement, then there will be two or more Registrants (SVA).
- 2) The timings in the following table do not necessarily allow for all timings in other BSCPs and Registrants may need to initiate processes in other BSCPs earlier than 30WD before the “Effective From Date”. E.g. if a new SVA LLF is required BSCP528 requires 40WD before the “Effective From Date”.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1 ¹⁴	Prior to 3.2.2	Registrant(s) (SVA) agree to initiate a Registration Transfer of Metering System(s) from CMRS to SMRS. In some cases there may be only one Registrant (SVA). <i>SVA Registrant to contact CVA Registrant to gain CVA MOA ID and contract details if not known.</i>	Registrant(s) (SVA)		As required for Forms BSCP68/4.2	Post / Fax / E mail
3.2.2	At least 30WD before “Effective From Date”	Submission of Registration Transfer Forms BSCP68/4.2 in accordance with the guidelines for Technical Groups in Appendix 4.3.	Registrant(s) (SVA)	Transfer Co-ordinator	Form(s) BSCP68/4.2 Registration Transfer from CMRS to SMRS	Post / Fax / E mail

¹³ The Transfer Co-ordinator shall advise the Registrant if it becomes necessary to invoke the limits of Registration Transfers in Progress (see Appendix 4.6). This may occur at any stage between Ref: 3.2.2 and 3.2.8. The Transfer Co-ordinator shall advise the Registrant of the next available date for the Registration Transfer to proceed.

¹⁴ ~~It is assumed that SVA line loss factors have previously been Panel approved and a valid LLF Class Id exists in MDD. If for any reason this is not the case, refer to BSCP528 and BSCP509 as appropriate to establish appropriate SVA Line Loss Factors.~~

If the SVA line loss factors have not previously been panel approved and a valid LLF Class Id does not exist in MDD, refer to BSCP528 and BSCP509 as appropriate to establish appropriate SVA Line Loss Factors.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3	At least 28WD before "Effective From Date"	Transfer Co-ordinator pass Registration Transfer Form(s) to CRA, CDCA and PDSO for validation.	Transfer Co-ordinator	CRA, CDCA, PDSO	Form(s) BSCP68/4.2 Registration Transfer from CMRS to SMRS	Post / Fax / E mail
3.2.4	At least 30 WD before 'Effective From Date'	New SVA Registrant to request Line Loss Factors from the PDSO.	SVA Registrant	PDSO		Phone / Fax / Email
3.2.5	At least 29 WD before 'Effective From Date'	PDSO sends Line Loss Factors to New Registrant and advises as to whether these are valid with MDD.	PDSO	SVA Registrant		Phone / Fax / Email
3.2.6	At least 28 WD before 'Effective From Date'	SVA Registrant to inform Transfer Co-ordinator of the status of the Line Loss Factors within MDD ie, Valid or Invalid.	SVA Registrant	Transfer Co-ordinator		Phone / Fax / Email
3.2.7	At least 27WD before "Effective From Date"	If the Line Loss Factors are no longer valid in MDD, SVA Registrant to instruct PDSO to submit Line Loss Factors via BSCP528.	SVA Registrant	PDSO		
3.2.4 3.2.8	At least 28WD 27WD before "Effective From Date"	Transfer Co-ordinator informs Registrant(s) (CVA) of intention to transfer Metering Systems from CMRS to SMRS.	Transfer Co-ordinator	Registrant(s) (CVA)	List of BM Unit Ids, MSIDs, MPANs	Post / Fax / E mail
3.2.9	At least 26WD before "Effective From Date"	SVA Registrant to contact MOA and inform of CVA MSID for transfer ¹⁵ .	SVA Registrant	MOA	CVA MSID	Post / Fax / E mail

¹⁵ CVA Metering System will be logically disconnected and therefore a new MPAN will be created in the transfer process to SMRS

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.5 3.2.10	At least 23WD before "Effective From Date"	CRA, CDCA and PDSO validate the Registration Transfer Form(s) in accordance with the validation rules in Appendix 4.4. CRA, CDCA and PDSO advise Transfer Co-ordinator.	CRA, CDCA, PDSO	Transfer Co-ordinator	Form(s) BSCP68/4.2 Registration Transfer from CMRS to SMRS Forms BSCP68/4.5 Registration Transfer Validation Details	Post / Fax / E mail
3.2.11	At least 23 WD before ' Effective From Date'	CDCA to send revised GSP Group Aggregation Rules to PDSO for review.	CDCA	PDSO		
3.2.12	Within 3 WD of 3.2.8	PDSO to notify CDCA of discrepancies in GSP Group Aggregation Rules. If Group Aggregation Rules are Correct PDSO to notify CDCA and Transfer Co-ordinator	PDSO PDSO	CDCA CDCA Transfer Co-ordinator		
3.2.6 3.2.13	At least 23WD before "Effective From Date"	If Registrant(s) (CVA) has non-commercial grounds to oppose the transfer it provides reasons.	Registrant(s) (CVA)	Transfer Co-ordinator	Reasons for objecting to proposed Registration Transfers	Post / Fax / E mail
3.2.7	At least 21WD before "Effective From Date"	Transfer Co-ordinator either approves Registration Transfer or rejects Registration Transfer with reasons and informs as relevant. A rejection would include the whole of the Technical Group.	Transfer Co-ordinator	Registrant(s) (SVA); Registrant (CVA-Export); Registrant (CVA-Import), CRA, CDCA, and PDSO	Forms BSCP68/4.2 Registration Transfer from CMRS to SMRS Forms BSCP68/4.5 Registration Transfer Validation Details And approval or reason for rejections	Post / Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.8	At least 21WD before "Effective From Date"	<p>If approved Transfer Co-ordinator confirms "Effective From Date".</p> <p>This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.2 and can only be changed with Transfer Co-ordinator approval.</p>	Transfer Co-ordinator	<p>Registrant(s) (SVA),</p> <p>Registrant (CVA-Export),</p> <p>Registrant (CVA-Import) CRA, CDCA, and PDSO</p>	<p>Forms BSCP68/4.2 Registration Transfer from CMRS to SMRS</p> <p>And confirmation of the "Effective From Date"</p>	Post / Fax / E-mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.14	At least 21WD before "Effective From Date"	<p>Transfer Co-ordinator either approves Registration Transfer or rejects Registration Transfer with reasons and informs as relevant.</p> <p>A rejection would include the whole of the Technical Group.</p> <p>If approved Transfer Co-ordinator confirms "Effective From Date".</p> <p>This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.2 and can only be changed with Transfer Co-ordinator approval.</p>	Transfer Co-ordinator	Registrant(s) (SVA), Registrant (CVA Export), Registrant (CVA Import), CRA, CDCA, and PDSO, MOA	<p>Copies of forms BSCP68/4.2 Registration Transfer from CMRS to SMRS</p> <p>Copies of forms BSCP68/4.5 Registration Transfer Validation Details</p> <p>And approval or reason for rejections</p> <p>And confirmation of the "Effective From Date"</p>	Post / Fax / E mail
3.2.9 ¹⁶ 3.2.15	At least 20WD before "Effective From Date"	<p>Submission of forms to de-register Import and Export BM Units and Metering Systems in accordance with:</p> <p>a) BSCP15 ref 3.5.1 to 3.5.7 (inclusive) and 3.5.10, and</p> <p>b) BSCP20 ref 3.2.1 to 3.2.3 (inclusive)</p> <p>indicated as a Registration Transfer.</p>	Registrant (CVA Export), Registrant (CVA Import)	CRA	<p>Form BSCP15/4.3 De-Registration of BM Unit</p> <p>Form BSCP20/4.7 De-register Metering System</p> <p>Covering letter indicating Registration Transfer</p>	Post / Fax / E mail
3.2.16	At least 20 WD before "Effective From Date"	CDCA Updates GSP Group Aggregation Rules	CDCA			

¹⁶ The de-registering of BM Units and Metering Systems in CMRS is a logical de-registration rather than physical de-registration. It is assumed that the Third Party Generator would have informed the Registrants (CVA) of its intention prior to initiating the Registration Transfer process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.10 3.2.17	Within 2 WD of 3.2.9 3.2.12	CDCA updates records with “Effective To Date” (which is 1 day before the confirmed “Effective From Date”).	CDCA		“Effective To Date” in CMRS	Internal Process
3.2.11 3.2.18	Within 2 WD of 3.2.9 3.2.12	CRA updates records with “Effective To Date” (which is 1 day before the confirmed “Effective From Date”). CRA provides the PDSO with details of BM Unit/MPAN Mappings and “Effective To Date”.	CRA CRA	 PDSO	“Effective To Date” in CMRS Metering System Registration Details, BM Unit details, Disconnected MPAN ¹⁷ details, MSID Details, “Effective From Date”	Internal Process Post / Fax / E mail
3.2.12 3.2.19	At least 17WD before “Effective From Date”	If PDSO finds any discrepancies in the Registration Transfer report received from CRA (by reference to the relevant SMRS) it reports such discrepancies to Transfer Co-ordinator and Transfer Co-ordinator resolves as appropriate. If required, go to 3.2.11 3.2.17	PDSO	Transfer Co-ordinator	As 3.2.11 3.2.18	Post / Fax / E mail
3.2.13 3.2.20	At least 17WD before “Effective From Date”	CRA/CDCA confirm that “Effective To Date” in CMRS is set to 1 day before the “Effective From Date” in SMRS.	CRA/CDCA	Transfer Co-ordinator	As 3.2.11 3.2.18 plus confirmation of updated records	Post / Fax / E mail
3.2.14 3.2.21	At least 15WD before “Effective From Date”	PDSO creates skeleton records for New MPANs in accordance with BSCP501 ref 3.6.1. PDSO informs Transfer Co-ordinator of new MPANs	PDSO PDSO	SMRA Transfer Co-ordinator	MPANs in accordance with BSCP501	Internal Process Post / Fax / E mail

¹⁷ These are the ‘old’ MPAN(s) that would have been used if this Metering System had been previously registered in SMRS.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.15 3.2.22	At least 12WD before "Effective From Date"	PDSO provides MPANs to Registrant(s) (SVA).	PDSO	Registrant(s) (SVA)	D0169 Allocation of New/Additional MPAN Core(s), including MPAN details	Post / Fax / E Mail Electronic
3.2.16 3.2.23	At least 5WD 10WD before "Effective From Date"	Registrant(s) (SVA) registers appoints Agents responsibility for MPANs in accordance with BSCP501 ref 3.6.2,	Registrant(s) (SVA)	SMRA	D0055 Registration of Supplier to Specified Metering Point in accordance with BSCP501	Electronic
3.2.17 3.2.24	At least 2WD 5WD before "Effective From Date"	Registrant(s) (SVA) registers responsibility for MPAN and appoints Supplier Agents from the "Effective From Date" in accordance with BSCP501 ref 3.6.2.	Registrant(s) (SVA)	Supplier Agents	D0153 Notification of Data Aggregator Appointment and Terms to HHDA D0148 Notification of Change to Other Parties to HHDC and HHMO D0155 Notification of New Meter Operator or Data Collector Appointment and Terms to HHDC and HHMO	Electronic
3.2.18 3.2.25	Within 1 WD after 3.2.16 3.2.22	SMRA confirm Supplier Registration.	SMRA	Registrant(s) (SVA) HHDA	D0217 Confirmation of the Registration of a Metering Point D0209 Instructions to Half Hourly Data Aggregator in accordance with BSCP501	Electronic
3.2.19 3.2.26	At least 2WD before "Effective From Date"	Registrant(s) (SVA) confirms to informs the Transfer Co-ordinator of MPAN number and confirms that its the Registration is complete.	Registrant(s) (SVA)	Transfer Co-ordinator	As above plus confirmation of updated records and confirmation that D217 has been received and agents are appointed	Post / Fax / E Mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.27		Registrant(s) (SVA) informs the Transfer Co-ordinator of MPAN number and confirms that the Registration is complete.	Registrant(s) (SVA)	Transfer Co-ordinator	Additional Confirmation that D268 has been received	Post / Fax / E Mail
3.2.20 3.2.28	At least 2WD before "Effective From Date"	Transfer Co-ordinator confirms that SMRS Registration are complete and the "Effective From Date".	Transfer Co-ordinator	Registrant(s) (SVA), Registrant (CVA Export), Registrant (CVA Import), PDSO	Forms BSCP68/4.2 Registration Transfer from CMRS to SMRS	Post / Fax / E Mail
3.2.21 3.2.29	Prior to the "Effective From Date"	De-appointment and de-registration of MOA(s) in CRA.	Registrant (CVA Import), Registrant (CVA Export)	MOA(s) CRA	MOA id, "Effective To Date" (one day before "Effective From Date" in SMRS)	Post / Fax / E Mail
3.2.22 3.2.30	Prior to "Effective From Date"	CRA sends Standing Data report.	CRA	Registrant (CVA Import), Registrant (CVA Export)	Standing data reports prints of data entered into system	Post / Fax / E mail
3.2.23	Prior to "Effective From Date"	CDCA sends Standing Data report.	CDCA	Registrant (CVA Import), Registrant (CVA Export)	Standing data reports prints of data entered into system	Post / Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.31	Before or on the "Effective From Date"	Re-seal Metering System with MOA	CDCA	MOA	BSCP06	
3.2.24 ¹⁸ 3.2.32	Before or on the "Effective From Date"	If requested, take initial meter reading and perform a proving test as required by BSCP502 ref 3.3.7.	HHMO	HHDC	Initial Meter Reading and date/time of reading	Internal Process
3.2.25 3.2.33	On the "Effective From Date"	Take final reading and confirm de-registration of metering system in accordance with BSCP20 ref 3.2.4 to 3.2.5 (inclusive).	CDCA	MOA	Final meter readings and reports in accordance with BSCP20 ref 3.2.4 to 3.2.5 (inclusive).	Post / Fax / E mail
3.2.34	Within 5WD after "Effective From Date"	CDCA confirms to the Transfer co-ordinator that the de-registration of the metering system is complete in CMRS	CDCA	Transfer Co-ordinator		

¹⁸ The proving test may be performed earlier if (a) new Metering Equipment is being installed or (b) appropriate agreement is made with existing interested parties i.e. Registrant(s) (CVA), CDCA, MOA.

4 APPENDICES

~~4.1 Sample form BSCP68/4.1~~

~~Registration Transfer from SMRS to CMRS~~

~~Part A To be completed by Registrant (CVA Export) and/or Registrant (CVA Import)
To: Transfer Co-ordinator~~

~~Details of Registrant~~

~~Name of Registrant:~~

~~Address:~~

~~.....~~

~~.....~~

~~Contact:~~

~~Market Participant Id (Registrant (CVA)~~

~~Notifies you that with "Effective From Date"/...../.....~~

~~(N.B. at least 20 working days from the date of this notice)~~

~~Request transfer of Metering System presently registered in SMRS to be transferred to CMRS~~

~~Market Participant Id
(Registrant (SVA) i.e. Supplier Id)~~

~~Identity of HHMO(s) optional~~ _____

~~MPAN(s)~~ _____

~~.....~~

~~MSID~~ _____

~~BM Unit Id~~ _____

~~Location of Metering System OS~~ _____

~~GSP reference (if~~

~~Grid Reference:~~ _____

~~applicable)~~

~~Boundary Point/Circuit Name:~~ _____

~~Site Name:~~ _____

~~Site Address:~~ _____

~~.....~~

~~.....~~

~~.....~~

~~Associated MPANs/MSIDs~~

~~Details of associated MPANs/MSIDs that should be included along with this Registration Transfer, details of which are provided on another form submitted by a different Registrant (i.e. other parts of the same Technical Group)~~

~~Market Participant Id / Supplier Id~~

~~MPANs/MSIDs~~

~~Sample form BSCP68/4.1 continued~~

~~Signed for Registrant~~

~~Name: _____~~

~~Signature: _____~~

~~Position: _____ Date: _____~~

~~Part B - To be completed by Transfer Co-ordinator~~

~~To: Registrant (CVA Export) and / or Registrant (CVA Export)~~

~~Confirmation of transfer of registration from SMRS to CMRS with "Effective From Date" on ____/____/____~~

~~Name: _____ Sign: _____ Date: _____~~

4.1 Sample Form BSCP68/4.1***Registration Transfer from SMRS to CMRS*****Part A – To be completed by CVA Registrant****To be sent to: Transfer Co-ordinator****A1. Details of Registrant**

Name of Registrant: -----

Address: -----

Contact for Transfer: -----

Telephone Number: -----

Email Address: -----

Market Participant ID (Registrant (CVA)): -----

*Request transfer of Metering System presently registered in SMRS to be transferred to CMRS***This registration is for:** EXPORT only *(tick one box only)*IMPORT only BOTH IMPORT AND
EXPORT

Notifies that with "Effective From Date" -----/-----/-----

A2. Details of Meter in SVA Registration

MPAN (s): ----- (13 digits)

Market Participants Id (Registrant (SVA)): -----

Contact: -----

Identity of SVA HHMO: -----

Contact: -----

Telephone Number: -----

Email Address: -----

Site Name: -----

Site Address: -----

 BM Unit Id: -----
 Location of Metering System OS: -----
 Grid Reference: -----
 GSP Reference: -----
 Boundary Point/Circuit Name: -----

A3. Associated MPANs

Details of associated MPANs that should be included along with this Registration Transfer, details of which are provided on another form submitted by a different Registrant (i.e. other parts of the same Technical Group)

Market Participant Id/Supplier ID: -----
 MPANs: -----

A4. Signature of Registrant (*Authorised Signatory in accordance with BSCP38*)

Name: -----
 Position: -----
 Signature: ----- Date: -----

Part B – To be completed by Transfer Co-ordinator
To: PDSO, Registrant (CVA), Registrant (SVA)

B1. Confirmation of transfer of registration from SMRS to CMRS

“Effective From Date” in CMRS on: ----/----/----
 “Effective To Date” in SMRS” on: ----/----/---- (*i.e. date of disconnection*)

Name: -----
 Signed: ----- Date: -----

The “Effective From Date” (and “Effective To Date”) is provisional until Part B has been confirmed and signed by the Transfer Co-ordinator.

4.2 — Sample form BSCP68/4.2

Registration Transfer from CMRS to relevant SMRS

~~Part A — To be completed by Registrant(SVA)
To: Transfer Co-ordinator~~

~~Details of Registrant~~

~~Name of Registrant:~~

~~Address:~~

~~.....~~

~~.....~~

~~Contact:~~

~~Market Participant Id / Supplier Id~~

~~Notifies you that with "Effective From Date"/...../.....~~

~~(N.B. at least 20 working days from the date of this notice)~~

~~Request transfer of Metering System presently registered in CMRS to be transferred to the relevant SMRS~~

~~Market Participant Id — Registrant (CVA)~~

~~Identity of MOA(s) — optional~~

~~Old MPAN(s) — optional~~

~~MSID~~ _____

~~BM Unit Id~~ _____

~~Location of Metering System — OS~~ _____ ~~GSP reference (if~~
~~Grid Reference:~~ _____ ~~applicable)~~

~~Boundary Point/Circuit Name:~~ _____

~~Site Name:~~ _____

~~Site Address:~~ _____

~~.....~~

~~.....~~

~~Associated MPANs/MSIDs~~

~~Details of associated MPANs/MSIDs that should be included along with this Registration Transfer, details of which are provided on another form submitted by a different Registrant (i.e. other parts of the same Technical Group)~~

~~Market Participant~~ _____

~~MPANs/MSIDs~~

~~Sample form BSCP68/4.2 continued~~

~~Signed for Registrant~~

~~Name: _____~~

~~Signature: _____~~

~~Position: _____ Date: _____~~

~~Part B To be completed by Transfer Co-ordinator~~

~~To: Registrant (SVA)~~

~~Confirmation of transfer of registration from CMRS to SMRS with Effective From Midnight on ____/____/____~~

~~Name: _____ Sign: _____ Date: _____~~

4.2 Sample Form BSCP68/4.2

Registration Transfer from CMRS to SMRS

Part A – To be completed by SVA Registrant

To be sent to: Transfer Co-ordinator

A1. Details of Registrant

Name of Registrant: -----

Address: -----

Contact for Transfer: -----

Telephone Number: -----

Email Address: -----

Market Participant ID (Registrant (SVA)): -----

Request transfer of Metering System presently registered in CMRS to be transferred to SMRS

This registration is for: EXPORT only

(tick one box only)

IMPORT only

BOTH IMPORT AND EXPORT

Notifies that with “Effective From Date” -----/-----/-----

(Must be at least 20 working days from the date of this notice)

A2. Details of Meter - CVA Registration :

Old MPAN (s): ----- (13 digits)

MSID: -----

BM Unit Id: -----

Location of Metering System OS: -----

Grid Reference: -----

GSP Reference: -----

Boundary Point/Circuit Name: -----

Market Participants Id (Registrant (CVA)): -----

Contact: -----

Identity of CVA HHMO: -----

Contact: -----

Telephone Number: -----

Email Address: -----

Site Name: -----

Site Address: -----

A3. Associated MSIDs

Details of associated MSIDs that should be included along with this Registration Transfer, details of which are provided on another form submitted by a different Registrant (i.e. other parts of the same Technical Group)

Market Participant Id/Supplier ID: -----

MSIDs: -----

A4. Signature of Registrant *(Authorised Signatory in accordance with BSCP38)*

Name: -----

Position: -----

Signature: ----- Date: -----

Part B – To be completed by Transfer Co-ordinator

To: PDSO, Registrant (CVA), Registrant (SVA)

B1. Confirmation of transfer of registration from CMRS to SMRS

“Effective From Date” in SMRS on: ----/----/----

“Effective To Date” in CMRS” on: ----/----/---- *(i.e. date of disconnection)*

Name: -----

Signed: ----- Date: -----

The “Effective From Date” (and “Effective To Date”) is provisional until Part B has been confirmed and signed by the Transfer Co-ordinator.

4.5 ~~Sample form BSCP68/4.5~~

Validation Details for Registration Transfer

~~Part A To be completed by CRA / CDCA / PDSO (delete as appropriate)
To: Transfer Co-ordinator~~

Details of Registration Transfer

~~MPANs:~~

~~MSIDs:~~

~~BM Units:~~

~~MOA(s):~~

~~Registration Transfer successfully validated..... [Y / N] delete as appropriate~~

~~Comments / Reasons for being invalid~~

~~.....
.....
.....
.....~~

~~PDSO only provide details of Supplier Agents~~

MPANs	Supplier Id	HHDA Id	HHDC Id	HHMO Id
 	 	 	 	
 	 	 	 	
 	 	 	 	
 	 	 	 	

~~Name:~~

~~Signature:~~

~~Position: Date:~~

4.5 Sample Forms BSCP68/4.5

4.5.1 Sample Form BSCP68/4.5

Validation Details for Registration Transfer from SMRS to CMRS

A1. Details of Registrant

Registrant SVA: -----

MPAN: -----

MOA(s): -----

Site Name: -----

Part B – to be completed by CRA

Part C – To be completed by CDCA

Part D – To be completed by PDSO

Part B – To be completed by CRA
To: Transfer Co-ordinator

The validation carried out by the CRA should ensure that for all Registration Transfers (**delete as appropriate**):

- (a) The Registrant on the form is registered as a Party in CMRS Y N
- (b) BM Unit Id on the form exists and is associated to that Party in CMRS Y N
- (c) Metering System Ids on the form exist and are associated to that Party in CMRS Y N
- (d) “Effective From Date” on the form is operationally achievable Y N
- (e) Confirmation of the identity of MOA(s) Y N

Request transfer successful validated ----- [Y / N] – delete as appropriate

Comments/ Reasons for being invalid: -----

Name: -----

Position: -----

Signature: ----- Date: -----

Part C – To be completed by CDCA

To: Transfer Co-ordinator

The validation carried out by the CDCA should ensure that for Registration Transfers from SMRS to CMRS: **(delete as appropriate):**

(a) Aggregation Rules have been registered for the BM Units Y N

(b) BM Units are correctly associated with the Metering Systems by the Aggregation Rules Y N

(c) LLFs Loaded Y N

Request transfer successful validated ----- [Y / N] –delete as appropriate

Comments/ Reasons for being invalid: -----

Name: -----

Position: -----

Signature: ----- Date: -----

Part D – To be completed by PDSO

To: Transfer Co-ordinator

The validation carried out by the Public Distribution System Operator should ensure that for Registration Transfers from SMRS to CMRS: **(delete as appropriate):**

- (a) The MPANs quoted on the forms exist in SMRS Y N

- (b) By reference to its internal records, that no MPANs are missing and no additional MPANs are included on the forms (i.e. they include all the MPANs that are relevant for the technical group, including relevant MPANs that are subject to a Shared SVA Meter Arrangement) Y N

- (c) That at least one or more of the MPANs relate to Exports in the list of MPANs on the forms. (ie, the forms include Exemptable Generation Plant) Y N

- (d) The PDSO should provide the Identity of existing Supplier Agents to the Transfer Co-ordinator using the table in D2, below. Y N

- (e) The PDSO should confirm that the Supplier Ids on the form correctly identify the Registrant(s) of the MPANs. Y N

- (f) Line Loss Factors are submitted in accordance with BSCP28 approval Y N

Request transfer successful validated ----- [Y / N] –delete as appropriate

Comments/ Reasons for being invalid: -----

D2. Provide details of Supplier Agents

MPANs	Supplier Id	HHDA Id	HHDC Id	HHMO Id

Name: -----
 Position: -----

Signature: ----- Date: -----

4.5.2 Sample Form BSCP68/4.5

Validation Details for Registration Transfer from CMRS to SMRS

A1. Details of Registrant

Registrant CVA: -----

MPANs: -----

MSIDs: -----

BM Units: -----

MOA(s): -----

Part B – to be completed by CRA

Part C – To be completed by CDCA

Part D – To be completed by PDSO

Part B – To be completed by CRA

To: Transfer Co-ordinator

The validation carried out by the CRA should ensure that for all Registration Transfers (**delete as appropriate**):

- | | | |
|--|----------------------------|----------------------------|
| (a) The Registrant on the form is registered as a Party in CMRS | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| (b) BM Unit Id on the form exists and is associated to that Party in CMRS | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| (c) Metering System Ids on the form exist and are associated to that Party in CMRS | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| (d) “Effective From Date” on the form is operationally achievable | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| (e) Confirmation of the identity of MOA(s) | <input type="checkbox"/> Y | <input type="checkbox"/> N |

Request transfer successful validated ----- [Y / N] – delete as appropriate

Comments/ Reasons for being invalid: -----

Name: -----

Position: -----

Signature: ----- Date: -----

Part C – To be completed by CDCA

To: Transfer Co-ordinator

The validation carried out by the CDCA should ensure that for Registration Transfers from CMRS to SMRS: **(delete as appropriate):**

(a) BM Units are correctly associated with the Metering Systems by the Aggregation Rules

 Y N

Request transfer successful validated ----- [Y / N] –delete as appropriate

Comments/ Reasons for being invalid: -----

Name: -----

Position: -----

Signature: ----- Date: -----

Part D – To be completed by PDSO

To: Transfer Co-ordinator

The validation carried out by the Public Distribution System Operator should ensure that for Registration Transfers from CMRS to SMRS: **(delete as appropriate):**

(a) The MPANs/MSIDs/BM Unit details on the forms agree with the records held in the Exemptable Generating Plant Register.

(b) By reference to its internal records, that no MPANs are missing and no additional MPANs are included on the forms (i.e. they include all the MPANs that are relevant for the technical group)

Request transfer successful validated ----- [Y / N] –delete as appropriate

Comments/ Reasons for being invalid: -----

Name: -----

Position: -----

Signature: ----- Date: -----

4.7 Checklists

4.7.1 SMRS to CMRS

4.7.1.1 SMRS to CMRS

New Registrant Check List

SVA MPAN Number _____

Process Reference		Tick <input type="checkbox"/>
3.1.1	Inform SVA Registrant of Transfer	
	Ask SVA Registrant for MOA identity and Contact details	
3.1.2	Check following forms are submitted to CRA/CDCA:	
	BSCP 15/4.1	
	BSCP20/4.1	
	BSCP 75 4.2	
3.1.3	BSCP 68/4.1	
	Check following forms are submitted to Transfer Co-ordinator:	
3.1.6	BSCP 15/4.1	
	BSCP 68/4.1	
3.1.6	Instruct PDSO to submit line loss factors to BSC Co via BSCP 28.	
3.1.10	New CVA Registrant to inform Meter Operator of Transfer and request that Meter Technical Details are submitted to CDCA	
3.1.23	Confirm with PDSO that following details are valid:	
	Meter Technical Details:	
	Aggregation Rules	
	Line Loss Factors	

4.7.1.2

**SMRS to CMRS
CDCA Check List**

SVA MPAN Number _____

Process Reference		Tick $\bar{0}$
3.1.11	Submit Following Data to PDSO:	
	Line Loss Factors	
	Aggregation Rules	
	Meter Technical Details	
3.1.12	CDCA arranges proving test with MOA	
3.1.14	Validate and send BSCP68/4.5 to Transfer Co-ordinator	
3.1.18	Update Records with confirmed EFD	
	Confirm Registration and passes MPAN Mappings/MSIDs and BM Unit/MPAN mappings to the Transfer Co-ordinator	
3.1.24	CDCA to pass GSP Group Aggregation Rules to PDSO	
3.1.30	Initial Meter Reading and Proving Test performed and metering system sealed.	
3.1.31	If requested pass initial meter reading to New HHDC	
3.1.32	Confirm with Transfer Co-ordinator that Transfers are successfully completed.	
3.1.36	CDCA to confirm to Transfer Co-ordinator that the transfer has been seen to be operating correctly within their systems	

**4.7.1.3 SMRS to CMRS
CRA Check List**

SVA MPAN Number_____

Process Reference		Tick <input type="checkbox"/>
3.1.2	Receive from CVA Registrant Forms:	
	BSCP20/4.1	
	BSCP75/4.2	
	BSCP15/4.1	
	BSCP68/4.1	
3.1.4	CRA informs PDSO / MOA / Transfer Co-ordinator / New CVA Registrant of New CVA MSID	
3.1.14	Validate Transfer with BSCP68/4.5	
3.1.18	Update Records with confirmed EFD	
	Confirm Registration and passes MPAN Mappings/MSIDs and BM Unit/MPAN mappings to the Transfer Co-ordinator	
3.1.26	CRA sends Standing Data Report to New Registrant.	
3.1.32	Confirm with Transfer Co-ordinator that Registration in CMRS is completed.	
3.1.36	CRA to confirm to Transfer Co-ordinator that the transfer has been seen to be operating correctly within their systems	

**4.7.1.4 SMRS to CMRS
PDSO Check List**

SVA MPAN Number _____

Process Reference		Tick <input type="checkbox"/>
3.1.6	Submit Line Loss Factors to BSC Co using BSCP 28.	
3.1.11	PDSO receives from New Registrant Line Loss Factors	
	Aggregation Rules	
	Metering Technical Details	
3.1.14	Validate Transfer Application returning BSCP68/4.5.	
3.1.20	Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report.	
3.1.23	PDSO confirms that the following details received from New Registrant are valid Metering Technical Details	
	Aggregation Rules	
	Line Loss Factors	
3.1.24	PDSO receives GSP Group Aggregation Rules from CDCA.	
3.1.25	PDSOs to notify CDCA of discrepancies in GSP Group Aggregation Rules within 2 days of receipt.	
3.1.28	PDSO deregisters Relevant MPANs in SMRS by setting Disconnection Date.	
3.1.34	PDSO to confirm with Transfer Co-ordinator that a logical disconnection has occurred.	

4.7.2 CMRS to SMRS**4.7.2.1. CMRS to SMRS****New Registrant Check List****CVA MSID Number_____**

Process Reference		Tick $\bar{0}$
3.2.1	SVA Registrants agree to initiate a Registration Transfer of Metering Systems from CMRS to SMRS	
	If unknown, SVA Registrant to contact CVA Registrant and gain CVA MOA id and contact details.	
3.2.2	Form BSCP 68/4.2 is submitted to Transfer Co-ordinator.	
3.2.4	SVA Registrant to request Line Loss Factors from the PDSO.	
3.2.6	SVA Registrant to check that Line Loss Factors are still valid within MDD and inform Transfer Co-ordinator if their validity.	
3.2.7	SVA Registrant to instruct PDSO to submit Line Loss Factors if not valid within MDD via BSCP28.	
3.2.9	SVA Registrant to contact MOA and inform of CVA MSID for transfer	
3.2.23	SVA Registrant to appoint Agents for MPANs	
3.2.24	SVA Registrant to register responsibility for MPANs in accordance with BSCP501 ref 3.6.2 and appoint Supplier Agents from the 'Effective From Date'	
3.2.26 & 3.2.27	SVA Registrant confirms to the Transfer Co-ordinator that its Registration is complete within SMRS.	

4.7.2.2**CMRS to SMRS
CDCA Check List****CVA MSID Number_____**

Process Reference		Tick <input type="checkbox"/>
3.2.10	CDCA validate the Registration Transfer Form and send BSCP68/4.2 and BSCP68/4.5 to the Transfer Co-ordinator.	
3.2.11	CDCA sends revised GSP Group Aggregation Rules to PDSO for review.	
3.2.16	CDCA Updates GSP Group Aggregation Rules.	
3.2.17	CDCA updates records with 'Effective To Date' (which is 1 day before the confirmed 'Effective From Date').	
3.2.20	CDCA confirms to the Transfer Co-ordinator that the 'Effective To Date' is set to 1 day before the confirmed 'Effective From Date in SMRS.	
3.2.31	CDCA to Re-seal Metering System with MOA	
3.2.33	CDCA takes final reading and confirms de-registration of metering system, in accordance with BSCP20 ref 3.2.4 to 3.2.5 (inclusive), with MOA	
3.2.34	CDCA to confirm with Transfer Co-ordinator that the de-registration of the metering system is complete in CMRS.	

**4.7.2.3 CMRS to SMRS
CRA Check List**

CVA MSID Number _____

Process Reference		Tick <input type="checkbox"/>
3.2.10	CRA validate the Registration Transfer Form BSCP68/4.2 and send back BSCP68 /4.2 & BSCP68/4.5 to the Transfer Co-ordinator:	
3.2.15	CRA to contact CVA Registrant 19WD before Effective From Date if Forms (BSCP15/4.3 & BSCP20/4.7) not received for the de-registration of BM Units and Metering Systems.	
3.2.18	CRA updates records with 'Effective to date' (which is 1 day before the confirmed 'Effective from Date')	
	CRA provides the PDSO with details of BM Unit/MPAN Mappings and 'Effective To Date'.	
3.2.20	CRA confirm with Transfer Co-ordinator that 'Effective To Date' in CMRS is set to 1 day before the 'Effective From Date' in SMRS.	
3.2.29	CRA informed of De-appointment and de-registration of MOA(s) in CRA by CVA Registrant.	
3.2.30	CRA sends Standing Data Report to CVA Registrant	

4.7.2.4**CMRS to SMRS
PDSO Check List****CVA MSID Number_____**

Process Reference		Tick <input type="checkbox"/>
3.2.5	PDSO to send Line Loss Factors to New Registrant and advise on validity	
3.2.7	Submit Line Loss Factors to BSC Co using BSCP 28 if requested by SVA Registrant.	
3.2.10	PDSO Validate Transfer Application in accordance with the validation rules in BSCP68 Appendix 4.4 returning Form BSCP68/4.5 to the Transfer Co-ordinator.	
3.2.12	PDSO to review GSP Group Aggregation Rules and notify CDCA of discrepancies.	
3.2.19	Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report received from CRA at least 17WD before 'Effective from date'.	
3.2.21	PDSO creates skeleton records for New MPANs in accordance with BSCP501 ref 3.6.1	
3.2.22	PDSO provides MPANs to SVA Registrant and informs Transfer Co-ordinator.	