

1.1. CP Form

Change Proposal – F40/01 (Page 1 of 2)	CP No: 507 <i>(mandatory by BSCCo)</i>
Title <i>(mandatory by originator)</i> Submission of registration details changes to BSCCo	
Description of Change <i>(mandatory by originator)</i> Submissions of BSCP 65 form 4.1 to change registration details are currently submitted directly to CRA, who then notify BSCCo. These changes of registration data must come to BSCCo first before going to CRA.	
Proposed Solution(s) <i>(mandatory by originator)</i> Change BSCP 65 to reflect the new route.	
Justification for Change <i>(mandatory by originator)</i> Significant changes to Party capacity may be implemented by the CRA without knowledge of BSCCo.	

Change Proposal – F40/01 (Page 2 of 2)	MP No: <i>(mandatory by BSCCo)</i>
Other Configurable Items Potentially Affected by Proposed Solution(s) <i>(optional by BSCCo)</i>	
Impact on Core Industry Documents <i>(optional by originator)</i>	
Related Changes and/or Projects <i>(mandatory by BSCCo)</i>	
Originator's Details: BCA Name... Mike Sandford..... Organisation Email Address Date Organisation	
Attachments: Y/N* (If Yes, No. of Pages attached:.....) <i>(delete as appropriate)</i>	

1.2. CP Form Guidelines

These guidelines are to be used to assist in the completion of the CP Form, given in Appendix 4.2. The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further guidance please contact your BSCCo.

- **Title** – mandatory completion by originator – title of Change Proposal.
- **CP No.** – mandatory completion by BSCCo – unique number allocated for each individual CP in the Change Register.
- **Description of Change Proposal** - mandatory completion by originator - a statement of the issue/problem.
- **Proposed Solution(s)** – mandatory completion by originator – brief description of all possible solutions to the issue/problem, indicating any preferences and the reasons for these.
- **Justification for Change** – mandatory completion by originator – brief description of how the proposed change would better facilitate achievement of the Applicable BSC Objective(s).
- **Impact on Other Configurable Items** – optional completion by originator - a list of all Configurable Items potentially affected by proposed solution(s). Brief details of how each Configurable Item will be affected should be included, if known.
- **Impact on Core Industry Documents** – optional completion by originator – list of all documents potentially affected by proposed solution(s). Brief details of how each document will be affected should also be included, if known.
- **Related Changes and/or Projects** – mandatory completion by BSCCo – identification of any other CPs that are related to the issue/problem and that would need to be taken into account when considering the progression of the proposal.
- **Originator's Details** – mandatory by Originator – the name, organisation, and email address of the originator and the date on which the originator raised the CP.
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