

CP1331 – BSCP65 Redline Text v1.0

Amendment to page 2 of BSCP65 –Deletion of ‘the’ in bullet point 3

BSC PROCEDURE 65

relating to

REGISTRATION OF PARTIES AND EXIT PROCEDURES

1. Reference is made to the Balancing and Settlement Code and, in particular, to the definition of “BSC Procedure” in Section X, Annex X-1 thereof.
2. This is BSC Procedure 65, Version 12.0 relating to registration of Parties and Exit Procedures.
3. This BSC Procedure is effective from ~~the~~ 23 August 2007.
4. This BSC Procedure has been approved by the Panel.

Section 1 – Section 1.3 - No changes

Housekeeping amendments to Section 1.4 ‘Associated BSC Procedures’

1.4 Associated BSC Procedures

(a) This procedure interfaces with the following BSCPs:

| | |
|---------|--|
| BSCP01 | Overview of Trading Arrangements |
| BSCP15 | BM Unit Registration |
| BSCP20 | Registration of Metering Systems for Central Volume Allocation |
| BSCP31 | Registration of Trading Units |
| BSCP38 | Authorisations [Housekeeping: redundant item]—(or—where appropriate BDTP38). Please note references throughout this document to BSCP38 also relate to the associated BDTP38 where appropriate |
| BSCP68 | Transfer Registration of Metering Systems between CMRS and SMRS |
| BSCP70 | CVA Qualification Testing for Parties and Party Agents |
| BSCP71 | Submission of ECVNs and MRVNs [Housekeeping] [P210] |
| BSCP75 | Registration of Meter Aggregation Rules for Volume Allocation Units |
| BSCP301 | Clearing, Invoicing and Payment |
| BSCP501 | Supplier Meter Registration Service |
| BSCP507 | Supplier Volume Allocation Standing Data Changes |
| BSCP509 | Changes to Market Domain Data |
| | [Housekeeping: redundant item] BSCP512 Entry Process Supplier[†] |
| BSCP515 | Licensed Distribution |
| | [Housekeeping: redundant item] BSCP531 Accreditation[†] |
| BSCP537 | Qualification Processes for SVA Parties, SVA Party Agents and CVA MOAs |
| BSCP550 | Shared SVA Meter Arrangement of Half Hourly Import and Export Active Energy |

(b) Other Documents:

[†] Following the implementation of P197 on 23 August 2007, all new SVA Party, SVA Party Agent or CVA MOA applicants will be subject to the new Qualification process set out in BSCP537. However, any applicants that have started, but have not yet completed, Entry Processes under BSCP511 or BSCP512 or the Accreditation process under BSCP531 should continue according to these processes, before being deemed as Qualified on completion. As a result, there will be a nine month transitional period where BSCP511, BSCP512 and BSCP531 will exist alongside BSCP537. From 23 May 2008, BSCP511, BSCP512 and BSCP531 will be withdrawn.

Housekeeping amendment to Section 1.5 – Deletion of reference to P210

1.5 Description of the Registration Route Map

This BSCP covers the registration process for new Party Applicants up to the achieved status of “Registered Party” as detailed in the Accession and Registration Route Map, Figure 1 (at end of this Section). After completing the processes in Section 4.1, a new Party registering in accordance with this BSCP will not have the ability to trade, only to receive reports from BSCCo and BSC Agents.

Trading Party or LDSO² status is awarded to a registered Party providing they have also completed other applicable registrations or Entry Processes. These processes are detailed in the following BSCPs:

| | |
|---------|--|
| BSCP15 | BM Unit Registration |
| BSCP20 | Registration of Metering Systems for Central Volume Allocation |
| BSCP71 | Submission of ECVNs and MVRNs [Housekeeping]-[P210] |
| BSCP501 | Supplier Meter Registration Service |
| BSCP509 | Changes to Market Domain Data |
| BSCP515 | Licensed Distribution |

Section 1.5.1 – 1.6.2 - No changes

Housekeeping amendments to existing acronyms in Section 2.1

2.1 List of Acronyms

Acronyms used in this Procedure are:

[Housekeeping] ~~BETTA Data Take On Procedure~~
~~ping:~~
~~redundant~~
~~item]~~ ~~BDT~~
~~P~~

| | |
|-------|---|
| BMRA | Balancing Mechanism Reporting Agent |
| CRA | Central Registration Agent |
| CRD | Communications Requirement Document |
| CRS | Central Registration Service |
| DSO | Distribution System Operator |
| ECVAA | Energy Contract Volume Aggregation Agent |
| ECVNA | Energy Contract Volume Notification Agent |
| FAA | Funds Administration Agent |
| IA | Interconnector Administrator |
| IEA | Interconnector Error Administrator |

² A Distribution System Operator (DSO) who is (or intends to be) the holder of a Distribution Licence is known as a Licensed Distribution System Operator (LDSO). See Appendix 1 for more detail on the difference between the two terms and the implications for BSCP65.

| | |
|--------|--|
| IU | Interconnector User |
| LDSO | Licensed Distribution System Operator |
| MDD | Market Domain Data |
| MRASCo | Master Registration Agreement Service Company |
| MVRNA | Metered Volume Reallocation Notification Agent |
| SAA | Settlement Administration Agent |
| SMRA | Supplier Meter Registration Agent |
| SVA | Supplier Volume Allocation |
| | |
| TC | Transmission Company |
| WD | Working Day |

Section 2.2 – 3 - No changes

Amendments to Section 4.1 – Remove processes that are detailed in BSCP38 and the addition of new steps clarifying the process for Party Registration

4.1 Party Registration

A Party Applicant can apply to be registered immediately after an application for Accession is lodged with the BSCCo. However, Registration is not made effective until the Party Applicant has acceded and ~~and met the requirements under Section O of the BSC~~completed CVA Qualification testing in accordance with BSCP70 and set up Authorised Persons in accordance with BSCP38.

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|-------|---|---|----------------------------|----------------------------|--|--------------------------------|
| 4.1.1 | As determined by the Party Applicant | Request Party Registration Application Form. | Party Applicant | BSCCo | | |
| 4.1.2 | Within 2 WD of 4.1.1 | Refer Party to Party Registration Application Form and BSCP38. Advise Party Applicant that Authorised signatures are required to undertake certain activities. BSCCo advises Party Applicant on market entry procedures (see Appendix 2). | BSCCo | Party Applicant | Party Registration Application Form (BSCP65/01) BSCP38 Route Map, fig 1 of this BSCP Appendix 2 | Email, fax, website |

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|--------------------|---|---|-----------------|---|---|--------------------------|
| 4.1. 13 | After Party Applicant lodges application for Accession with BSCCo | <p>Submit Party registration application and register authorised persons in accordance with BSCP38³.</p> <p>Initiate acquisition of communication lines.</p> <p>If required participation capacity is ‘Supplier’ or ‘DSO’ register Market Participant ID and associated Market Domain Data in accordance with BSCP509⁴.</p> <p><u>If required participation capacity is ‘Supplier’ CRA advises Party to register Base BM units in accordance with BSCP15</u></p> | Party Applicant | <p>CRA</p> <p>BSCCo</p> <p>(copy)</p> | <p>Party Registration Application Form (BSCP65/01)</p> <p><u>CRA-I001 (input) BSC Party Registration Data</u></p> <p>BSCP38</p> <p>High Grade Service/Low Grade Service Order Form</p> | Letter, fax, post, email |
| 4.1. 24 | At least 10 WD before an applicant becomes a Trading Party | Complete and submit Funds Accession Form using BSCP301. | Party Applicant | FAA | BSCP301 | Fax, post, email |
| 4.1. 35 | Within 21 WD of receipt of form in 4.1.3 | <p>Request <u>a</u>accession <u>& CVA Qualification</u> status (and Party Details) from BSCCo <u>for each application</u>.</p> <p><u>Where the party applicant is a ‘Supplier’ or ‘LDSO’ ensure the MDD Coordinator has received information required to register Market Participant ID and associated Market Domain Data in accordance with BSCP509.</u></p> | CRA | BSCCo | | Fax, email |

³ Authorisations are required for submission of Party Registration Applications and Funds Accession forms.

⁴ Applicants should note that registration of a Supplier role in BSC Central Systems must be coordinated with registration in MDD. The effective from date of the Supplier participation capacity and BM Unit Go-Live Dates in CRA must match the dates registered in MDD for SVAA and CRA systems to interface effectively. If the applicant is registering as an LDSO then the effective from date of the LDSO role in BSC Central Systems must be the same as the registration of the LDSO role in MDD.

~~-or DSO role in CRS must be co-ordinated with registration in MDD. In order for S_VAA and CRA systems to interface effectively, Party Applicants must have qualified and have the Effective From Date of their role entered in CRS at least 10 WD prior to the targeted MDD Go Live date.~~

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|---------|---|---|----------------------|--------------------------|--|-------------------------------|
| 4.1.6 | Within 1 WD of 4.1.5 | Send accession status and Party Details. | BSCCo | CRA | Party Applicant accession status and registration details | Fax, email |
| 4.1.7 | On receipt of accession status | CRA checks that Party registration application is consistent with Party Details. If inconsistent resolve between BSCCo and Party Applicant. | CRA | BSCCo Party Applicant | CRA I001 (Party Applicant accession details) Party registration application details (BSCP65/01) | Fax, email, electronic, phone |
| 4.1.8 | After 4.1.7 | Party qualifies in accordance with BSCP70. | Party | | | |
| 4.1.9 | Within 1 WD of issuing CVA Qualification Statement ⁵ | BSCCo advises CRA to register qualified Party in CRS. | BSCCo | CRA | Authorisation to register Party | Fax, email |
| 4.1.440 | At the same time as 4.1.439 | Advise Party of the need to finalise the provisions for Credit Cover and banking details with the FAA <u>before the Party Registration is effective.</u> | BSCCo CRA | Party | BSCP301 | Fax, email, phone |
| 4.1.5 | Within 1 WD of 4.1.3 | <u>BSCCo confirms accession, Qualification status and Party details</u> | <u>BSCCo</u> | <u>CRA</u> | | <u>Email</u> |

⁵ On condition that Party has acceded. Accession can occur before or in parallel to the registration procedure outlined in this BSCP. However please note, registration details cannot be made effective on CRS until accession is completed. The accession procedure is defined in Section A2 of the Code.

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|--------------------|---|---|------------------|--|---|------------------------|
| 4.1. 64 | Within 1 WD of <u>receiving notice from BSCCo in 4.1.9 4.1.5</u> | <p>Enter Party Registration Data, allocate registration ID to Party, notify Party of successful registration and allocate Production and Consumption Energy Accounts, as required.</p> <p><u>CRA sends registration reports.</u></p> <p>If Party's intended participation capacity is "Supplier", create<u>register</u> Base BM Units <u>using registration information provided through BSCP15.s.</u></p> <p>CRA sends registration reports.</p> <p>If required participation capacity is not 'Supplier' END PROCESS.</p> | CRA | Party BSC Agents TC BSCCo | CRA-I014 (Registration Report) CRA-I013 (Authentication Report) CRA-I020 (Operations Registration Report) | Fax, email, electronic |
| 4.1.12 | Upon receipt of Base BM Unit IDs and at least 10 WD prior to the Effective From Date of the Supplier role | <p>If Party's intended participation capacity is "Supplier", Party completes the Base BM Unit registrations in accordance with BSCP15.</p> | Party (Supplier) | CRA | BSCP15/4.1 CRA I005 (Receive BM Unit Registration Data) | Fax, email |

Amendments to Section 4.2 – Replace references to BSCCo with CRA as the CRA will manage the changes to Registration Data process

4.2 Changes to Registration Data – Registration of Additional Participation Capacity/Role

This process is not to be used for registration of a new Party, please use the process in Section 4.1 instead. This process must be only used for subsequent changes following initial Party registration.

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|-------|--------------------------------|--|--------------------|------------------------|---|------------------------|
| 4.2.1 | As determined by Party | Party submits completed Party Change of Registration Details Form. | Party | CRA | Change of Registration Details Form (BSCP65/01) or; CRA-I001 (Party Registration Data) | Fax, email |
| 4.2.2 | Within 1 WD of receipt of form | <p>CRA checks revised data-:</p> <p><u>If required participation capacity is ‘Supplier’ or ‘LDSO’ CRA advises Party to register Market Participant ID and associated Market Domain Data in accordance with BSCP509⁶.</u></p> <p><u>If required participation capacity is ‘Supplier’ CRA advises Party to register Base BM units in accordance with BSCP15, with BSCCo and verifies/clarifies with Party if necessary.</u></p> | CRA CRA | BSCCo Party | Change of Registration Details Form (BSCP65/01) CRA I001 (Party Registration Data) | Fax, email, electronic |

⁶ Applicants should note that registration of a Supplier role in BSC Central Systems must be coordinated with registration in MDD. The effective from date of the Supplier participation capacity and BM Unit Go-Live Dates in CRA must match the dates registered in MDD for SVAA and CRA systems to interface effectively. If the applicant is registering as an LDSO then the effective from date of the LDSO role in BSC Central Systems must be the same as the registration of the LDSO role in MDD.

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|--------|---|---|---------------------|--------------------|--|-----------------------------------|
| 4.2.3 | Within 1 WD of receipt 4.2 of form-2 | <u>CRA confirms Accession, Qualification status and Party details with BSCCo.</u> <u>Where Party has not completed necessary CVA Qualification testing, CRA advises party to follow the necessary process in BSCP70. BSCCo checks consistency of data with existing records ⁷.</u> | CRABSCCo | <u>BSCCo Party</u> | | Internal process |
| 4.2.4 | At the same time as 4.2.3 | BSCCo advises Party on registration procedures. | BSCCo | Party | Route Map, fig 1 of this BSCP Appendix 2 | Fax, email, electronic |
| 4.2.54 | Following 4.2.34 | If intended participant capacity is “Supplier” or “DSO” initiate registration of Market Participant ID and associated Market Domain Data in accordance with BSCP509 ⁴. If advised, Party to qualify in accordance with BSCP70. <u>If required participation capacity is ‘Supplier’ or ‘LDSO’ register Market Participant ID and associated Market Domain Data.</u> <u>If required participation capacity is ‘Supplier’ register base BM units.</u> | Party | | BSCP509 BSCP70 <u>BSCP509</u> <u>BSCP15</u> | |
| 4.2.6 | Within 1 WD of issuing CVA Qualification Statement | BSCCo advises CRA to update Party registration details. | BSCCo | CRA | Authorisation to update registration details CRA I001 (BSC Party Registration Data) Change of Registration Details Form (BSCP65/01) | Fax, email |

⁷ Any changes to a Party's participation capacity must be approved by BSCCo, whereas routine updates to Party contact details do not require such approval.

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|--------|--|--|-----------------------------|---|--|------------------------|
| 4.2.57 | <p><u>Within 1 WD of receiving notice from BSCCo that the Party Applicant has completed necessary CVA Qualification testing</u></p> <p>Within 1 WD of 4.2.6</p> | <p>CRA updates Party registration details and notifies Party of successful registration⁸.</p> <p><u>CRA sends registration reports.</u></p> <p>CRA sends registration reports.</p> <p>If required participation capacity is not 'Supplier' END PROCESS.</p> | CRA | <p>Registered Party</p> <p>TC BSCCo</p> <p>BSC Agents</p> | <p>CRA-I014 (Registration Report)</p> <p>CRA-I020 (Operations Registration Report)</p> <p>CRA-I013 (Authentication Report)</p> | Fax, email, electronic |
| 4.2.8 | <p>Upon receipt of Base BM Unit IDs and at least 10 WD prior to the Effective From Date of the Supplier role</p> | <p>If Party's intended participation capacity is "Supplier", Party Applicant completes the Base BM Unit registrations in accordance with BSCP15.</p> | Party (Supplier) | CRA | <p>BSCP15</p> <p>CRA I005 (Receive BM Unit Registration Data)</p> | Fax, email |

⁸ If Party is registering as a Trading Party for the first time, CRA allocates Energy Accounts and Party must complete and submit Funds Accession Form using BSCP301.

Amendments to Section 4.3 – Replace references to BSCCo with CRA as the CRA will manage the changes to Registration Data process

4.3 Changes to Registration Data – Deregistration of Participation Capacity/Role

This process should be used by:

- a) A Withdrawing Party to deregister all participation capacities, including that of BSC Party;
- b) A Party that wishes to change participation capacities (in conjunction with Section 4.2 of this procedure).

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|--------------------------------|--|--|---------------------------------|----------------|--|-------------------------------|
| 4.3.1 | As determined by Party | Party submits completed Party Change of Registration Details Form. | Party | CRA | Party Change of Registration Details Form (BSCP65/01) or; CRA-I001 (Party Registration Data) | Fax, email |
| 4.3.2 | Within 1 WD of receipt of form | CRA checks revised data with BSCCo and verifies/clarifies -with Party as required. <u>Where the capacity to be deregistered is 'Supplier' or 'LDSO' CRA checks consistency of data with existing records.</u> | CRA | BSCCo Party | Party Change of Registration Details Form (BSCP65/01) or; CRA-I001 (Details of change to Party Registration Data) | Email, fax, electronic, phone |
| 4.3.3 | Within 1 WD of 4.3.2 | BSCCo checks consistency of data with existing records⁶. | BSCCo | | | Internal process |
| 4.3. 3 ⁴ | At the same time as 4.3. 2 ³ | CRA ^{BSCCo} advises Party of actions required to be undertaken prior to deregistering the role/participation capacity. | CRA ^{BSCCo} | Party | Relevant BSCPs (BSCP71, BSCP15, BSCP20, BSCP75 etc.) | Fax, email, electronic |

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|--------------------|---------------------------------|--|--|--------------------------------|--|-----------------------|
| 4.3. 45 | After 4.3. 34 | If deregistration participation capacity is: a) “Supplier”, Party updates Market Domain Data in accordance with BSCP509 ⁹ and/or; b) “Trading Party” ¹⁰ , Party must complete all associated deregistration, and have no ECVNA/MVRNA authorisations or notifications in place after the Effective To Date of the Party role. | Party (Supplier and/or Trading Party) | | BSCP509 | |
| 4.3.6 | Following 4.3.5 | Party provides confirmation that all associated deregistration actions for their role/participation capacity are complete. | Party | <u>CRA</u> BSCCo | | Fax, email |
| <u>4.3.7</u> | <u>Following 4.3.6</u> | <u>CRA confirms all associated deregistration activities have been completed</u> | <u>CRA</u> | <u>BSCCo</u> | | <u>Fax, email</u> |
| 4.3.7 | Following 4.3.6 | BSCCo requests confirmation that any actions preventing deregistration of participation capacity/role are complete. | BSCCo | CRA | Request report of outstanding actions | Fax, email |
| 4.3.8 | Within 1 WD of 4.3.7 | CRA provides confirmation that any associated actions required prior to deregistering Party’s role/participation capacity have been completed. | CRA | BSCCo | Outstanding actions preventing deregistration of participant role | Fax, email |

⁹ De-registration of the Supplier in MDD will need to be coordinated with the deregistration of the Supplier in CRS, along with any BM Units still associated with the Supplier ID. The Party is responsible for ensuring that all corresponding changes to MDD are completed in the required timescales, and other relevant SVA Procedures complied with. If the Party intends to cease trading in the participation capacity of “Supplier”, they must first request the CRA to set the “Effective To Date” for their BM Units and participation capacity as “Supplier” to a future Settlement Date, but not less than 20 WD from the date of notification.

¹⁰ For the avoidance of doubt, the notes included here do not apply to DSOs.

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|------------------|---------------------------------|---|------------------|--|---|------------------------|
| 4.3.9 | Within 1 WD of 4.3.8 | <p>BSCCo checks all required associated actions have been completed.</p> <p>a) If so, BSCCo authorises CRA to set Effective To Date for role/participation capacity and go to 4.3.10.</p> <p>b) If not, go to 4.3.4.</p> | BSCCo | CRA | Authorisation to deregister participation capacity/role | Fax, email |
| 4.3.740 | Within <u>12</u> WD of 4.3.69 | <p>CRA updates the Party's registration data on CRS and issues registration reports.</p> <p>If the Party has:</p> <p>a) not requested to withdraw from the Code END PROCESS;</p> <p>b) requested to withdraw from the Code refer to Section 4.5 of this BSCP.</p> | CRA | Party BSC Agents TC BSCCo | CRA-I014 (Registration Report) CRA-I013 (Authentication Report) CRA-I020 (Operations Registration Report) | Fax, email, electronic |

Section 4.4 – 4.7 - No changes

Amendments to Section 4.8 – Replace references to BSCCo with CRA and remove references to the redundant BSCP512

4.8 Request for additional Supplier ID(s)

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|-------|---|--|-----------------|-------------------------------------|---|-------------------|
| 4.8.1 | As determined by the Party | Request additional Supplier ID(s). Liaise with the Market Domain Data Coordinator to agree provisional unique Supplier ID <u>and Register MDD Changes as per BSCP509.</u> | Party | <u>CRA</u> BSCCoBSCCo | Form BSCP65/05 (Part A). With an Effective From Date, which is on or after, the next MDD Go Live date | Fax, post, email |
| 4.8.2 | Within 1 WD of receipt of form | Validate request and: a) establish that BSCP509 form received; b a) ensure Supplier ID limit is not exceeded (see 1.6.1); e) check for unique Supplier ID; d b) ensure the Party is in Central Systems and Qualified in the role of Supplier; ec) validate validate password / signature. <u>d) liaise with the MDD Co-ordinator to ensure Party has agreed a unique Supplier ID and that MDD has been updated via BSCP509.</u> | <u>CRABSCCo</u> | | | Internal process. |
| 4.8.3 | If request rejected Within 2 WD of receipt of form | Notify Party of reason for rejection. | <u>CRABSCCo</u> | Party | Form BSCP65/05 (Part B) Reason for rejection. | Fax, email |

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|-------|---|---|----------------------|-------|---|------------|
| 4.8.4 | If request accepted Within 2 WD of receipt of form | Notify Party of acceptance. [Housekeeping] Advise the Applicant that they should initiate entry process for Supplier Hub in accordance with BSCP512. ¹¹ Continue as per: Notification of new Supplier ID, in BSCP15. | BSCCo CRA | Party | Form BSCP65/05 (Part B) Acknowledgement Register MDD Changes as per BSCP509 | Fax, email |

Amendments to Section 4.9 – Replace references to BSCCo with CRA as the CRA will manage the changes to Registration Data process and some clarifications in Section 4.9.1

4.9 Request ~~for to~~ Remove Additional Supplier ID(s)

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|--------------|----------------------------------|--|--|--|--|-------------------------|
| 4.9.1 | As determined by the Party | Request to remove additional Supplier ID(s). | Party | CRA BSCCo | Form BSCP65/05. With an Effective To Date, which is on or after, the next MDD Go Live date | Fax, post, email |
| <u>4.9.2</u> | <u>At the same time as 4.9.1</u> | <u>Deregister the additional Supplier ID(s) in MDD in accordance with BSCP509.</u> <u>Deregister SVA Standing Data as per BSCP507 (where appropriate).</u> <u>Deregister BM Units in accordance with BSCP15.</u> | <u>Party</u> <u>Party</u> <u>Party</u> | <u>BSCCo</u> <u>BSCCo</u> <u>CRA</u> | | <u>Fax, post, email</u> |

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|--------------------|--|--|----------------------------------|-------------------------|---|-------------------|
| 4.9. 23 | Within 1 WD of receipt of form | Validate request and: <u>a) validate password / signature.</u> <u>b) liaise with the MDD Co-ordinator to ensure that necessary updates to MDD have been made</u> <u>Party has agreed a unique Supplier ID and that MDD has been updated via BSCP509a</u> c) validate password / signature; b) establish that BSCP509 form received; c) ensure this request is not for the final Supplier ID ¹¹ ; d) establish that BSCP507 form received. | CRA BSCC o | | Form BSCP65/05 | Internal process. |
| 4.9. 34 | If request rejected. Within 2 WD of receipt of form | Notify Party of reason for rejection. | CRA BSCC o | Party | Form BSCP65/05 (Part B) Reason for rejection | Fax, email. |
| 4.9. 45 | If request accepted. Within 2 WD of receipt of form | Authorise CRA to deregister Supplier ID(s). Notify Party of acceptance. | BSCC o CRA | CRA Party | Authorisation to remove Supplier ID(s) Form BSCP65/05 (Part B) Acknowledgement | Fax, email |
| 4.9. 56 | Within 1 WD of receipt of 4.9. 45 | Enter Effective To Date for all Supplier BM Units for that Supplier ID. | CRA | | Supplier BM Units for that Supplier ID with the Effective To Date | Internal process |

¹¹ This process should not be used for the purposes of removing a Party's final Supplier ID. This may be achieved by following the process in BSCP15/3.6 and de-registering the Supplier Role by completing form BSCP65/01.

| REF | WHEN | ACTION | FROM | TO | INPUT INFORMATION REQUIRED | MEDIUM |
|--------------------|-----------------------------------|---|------|--|--|----------------------------------|
| 4.9. 67 | Within 1 WD of 4.9. 56 | Inform TC, BSCCo, Party and BSC Agents of the BM Units Effective To Date. | CRA | BSCCo TC BSC Agents Party | CRA-I020 (Operations Registration Report) CRA-I015 (BM Unit and GSP Group Registration Data) CRA-I014 (Registration Report to Party) containing Supplier name, Supplier ID, Effective To Date, BM Unit IDs | Electronic Email to BSCCo |

Section 5 – No changes

Amendments to Section 5.1 BSCP65/01 form – Replace reference of BSCCo with CRA

5.1 BSCP65/01 Party Registration Application / Change of Registration Details Form*

* Delete as appropriate

BSCP65/01

| | |
|---|-------------------------|
| To: BSCCoCRA | Date Sent: _____ |
| From: Requesting Participant Details | |
| Party ID: _____ | Name of Sender: _____ |
| Contact email address: _____ | |
| Our Ref: _____ | Contact Tel. No. _____ |
| Name of Authorised Signatory: _____ | |
| Authorised Signature: _____ | Password: _____ |

| ACTION DESCRIPTION (TICK ONE BOX ONLY) | | | |
|--|--|-------------------------------|--|
| Register | | Amend Registration | |

| PARTY NAME | |
|--|--|
| Party Name (Enter * if data has changed¹²) | |
| Effective From Date for new Party name¹³ | |

¹² Use for change of Party Name; a Party name should be a maximum of 30 alphanumeric characters. To change the name associated with an existing Party Agent ID, use BSCP71.

¹³ This field is not required for initial registration. CRA will update the Party name during the working hours of the Effective From Date specified on the form

| PARTICIPATION CAPACITY DETAILS* <i>Tick one Participation Capacity only. Please complete separate forms for each participation capacity or category that applies.</i> | | EFFECTIVE FROM DATE DD/MM/YY | EFFECTIVE TO DATE DD/MM/YY | ENTER '*' IF DATA HAS CHANGED |
|---|--|---------------------------------|-------------------------------|-------------------------------|
| Trading Party [#] | | | | |
| Distribution System Operator | | | | |
| Interconnector Administrator | | | | |
| Interconnector Error Administrator | | | | |
| Transmission Company | | | | |
| Supplier | | | | |

| [#] CATEGORIES OF TRADING PARTIES <i>Please specify the Trading Party role in which you wish to register</i> | | EFFECTIVE FROM DATE DD/MM/YY | EFFECTIVE TO DATE DD/MM/YY | ENTER '*' IF DATA HAS CHANGED |
|---|--|---------------------------------|-------------------------------|-------------------------------|
| Generator | | | | |
| Non-physical Trader | | | | |
| Interconnector User | | | | |

| | |
|--|--|
| Market Participant ID (Only required If Role of Supplier or Licensed Distribution System Operator is requested) | |
|--|--|

| Address Details | | Enter ‘*’ if data has changed |
|-------------------------|--|--------------------------------------|
| Address Line 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| Postcode | | |
| Office Telephone Number | | |
| Office Fax Number | | |
| Email Address | | |
| Contact Name | | |

| Interconnector Error Administrator Details (Only Required if Role of Interconnector Error Administrator is requested) | |
|--|--|
| Interconnector ID | |
| Effective From Date | |
| Effective To Date | |

Section 5.2 – 5.4 – No changes

Amendments to Section 5.5 BSCP65/05 form – Replace reference of BSCCo with CRA

5.5 BSCP65/05 Request for/ Removal of Additional Supplier ID*¹⁴

* Delete as appropriate

PART A

| | |
|--|-------------------------|
| To: BSCCoCRA | Date Sent: _____ |
| From: Requesting Party Details | |
| Party ID: _____ | Name of Sender: _____ |
| Contact email address: _____ | |
| Our Ref: _____ | Contact Tel. No. _____ |
| Name of Authorised Signatory: _____ | |
| Authorised Signature: _____ | Password: _____ |

| |
|--|
| BSC Party Details |
| Participation Capacity: _____ |
| Additional Supplier ID / SVAA Market Participant ID: _____ (Please enter 4 alpha char. ID) |
| Is required / Is no longer required * |
| Effective From / To *: _____ (The Effective From/To date should be on or after the MDD 'go live' date) |
| Declaration (To be completed when used to deregister a Supplier ID) I certify that: No SVA Metering Systems are associated with this Supplier ID; This is not the final Supplier ID; and No SVAA Standing Data is associated with this Supplier ID. Authorised Signature: _____ |

PART B Acknowledgement from ~~BSCCo~~CRA

Request Accepted / Rejected: (Delete as applicable)

| | |
|------------|-------|
| Name : | _____ |
| Signature: | _____ |
| Date: | _____ |

Appendix 1 – No changes

¹⁴ This form cannot be used to de-register the last remaining Supplier ID and set of Base BM Units

Amendments to Appendix 2 –Housekeeping deletion of reference to BSCP511 and 512

Appendix 2 – Market Entry Processes

This table indicates the processes (indicated by ‘✓’) relevant to specific participation categories and Trading Party roles. Please also refer to the route map in Section 1.5.

BSCCo will offer advice to Party Applicants in respect of market entry processes.

| | |
|-----|------------------------------------|
| IA | Interconnector Administrator |
| IEA | Interconnector Error Administrator |
| DSO | Distribution System Operator |
| IU | Interconnector User |

| Process | Documents & Information | Generator | Supplier | Non Physical Trader | IU | IA | IEA | DSO |
|---|--|-----------|-----------------|---------------------|----|----|-----|-----|
| Communication Requirements & Line Acquisition | CRD; BSC Agent contact details; Communication Line Request form | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| CVA Qualification Testing | BSCP70; CRD | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Party registration | BSCP65 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Authorisations | BSCP38 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Funds accession, banking details & Credit Cover | BSCP301 | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| BM Unit registration | BSCP15 | ✓ | ✓ | | ✓ | | ✓ | |
| Trading Unit registration | BSCP31 | ✓ | ✓ | | | | | |
| CVA Meter Registration | BSCP20 | ✓ | ✓ ¹⁵ | | | | | |
| Notification Agent Registration & Authorisation | BSCP71 | ✓ | ✓ | ✓ | ✓ | | | |
| ECVAA web service | BSCP71 | ✓ | ✓ | ✓ | ✓ | | | |
| SVA Meter registration | BSCP501 | | ✓ | | | | | ✓ |
| MDD Registration (Market Participant ID) | BSCP509 | | ✓ | | | | | ✓ |
| [Housekeeping: redundant item]Supplier hub entry processes | BSCP512⁺ | | ✓ | | | | | |
| SMRA appointment and entry processes | BSCP501 [Housekeeping: redundant item]BSCP514⁺ BSCP515 | | | | | | | ✓ |
| SVA Standing Data changes | BSCP507 | | ✓ | | | | | |

¹⁵ Where appropriate

Appendix 3 – No changes