

The following changes are proposed:

## 1. Appendix 4.4 – Precedence of Meter Readings – Change of Supplier

1. If the Meter is a remote Meter eg. A non token type Prepayment Meter (PPM), a remotely collected reading will take precedence over all other readings.
2. All valid actual (Supplier, MOA, NHHDC, Customer Own) readings are potential candidates for the CoS reading, provided they are read within the SSD  $\pm 5$  days.
3. The reading closest to (ignoring sign) or on SSD is used to generate the SSD reading, unless the reading on SSD or the first reading after SSD is a Final read in which case the Final read should be used (irrespective of the proximity of other reads prior to SSD).
4. If two reads fall equally either side of SSD, then the +SSD read is used.
5. If there are multiple reads on the same day then the precedence (if systems can cope), is MOA Final (1st choice), NHHDC, Customer Own reading (last choice).

## 2. Appendix 4.10 – Prepayment Meters (new)

Pre-payment (PPM) meters and associated infrastructure that can provide meter readings without a site visit shall be treated as remotely read meters.

### 4.10.1 Processing Remotely Collected Meter Readings for Settlements

It is recognised that the Supplier (or infrastructure providers) may receive readings from remotely read meters on a frequent basis. The readings should be summarised into a summary read cycle which is no more frequent than once per week and no less frequent than once per quarter (i.e. 1 reading every 3 months). At the end of each summary read cycle the NHHDC must process the latest reading obtained in the cycle.

For the avoidance of doubt if no remote reading has been collected during the summary read cycle then no reading can be processed for Settlement and a deemed value shall be used.

### 4.10.2 Processing a Remotely Collected Meter Reading for a Change of Supplier

In the event of a change of Supplier, the Supplier (or Infrastructure provider) should ensure that a remote reading(s) is provided to the NHHDC within SSD  $\pm 5$  days, this should be processed by the NHHDC subject to the validation rules. i.e. the last reading that has not been sent to the NHHDC should be processed.

3. Add a reference to 'Appendix 4.10' to the Information Required box of 3.4.1.1.
4. Delete footnote 76 ~~76 Prepayment meters that do not require a site visit are treated as automatic (remote). The NHHDC will receive the Meter register reading from the organisation operating the prepayment system or via the Supplier. The Meter register reading will be sent to the NHHDC in accordance with a Meter reading cycle but this cycle must not exceed a three month period. If the SVA MS is remote the Meter reading cycle must not exceed a three month period.~~<sup>2</sup>

5. Add a reference to 'Appendix 4.10' to the When box of 3.2.6.11.