

3.15 Change of BM Unit Ownership (CoBO) for CVA BM Units

Prior to initiating this process the Party registering the BM Unit(s) for the CoBO should have acceded to the BSC and completed Party registration and qualification. The Party should also, if appropriate, have completed all the TC requirements documented in section 3.2 of this procedure.

The timescales noted within this process are based on the existing MSID(s), BM Unit(s) and Trading Unit registrations being transferred from one BSC Party to another with the associated Meter Technical Details (MTDs) and Aggregation Rules. If Parties wish to change any of the registration data associated with these entities (including changes to configuration and entity Ids) then additional BSCPs may need to be followed and/or the lead-time for completing the process may be increased. Where this applies, Parties should contact BSCCo for advice on the process to be followed and documentation required.

If there are no changes to the registration data associated with the BM Units and the prerequisites stated have been met then Parties will be able to use this process in order to transfer BM Unit(s) and associated MSID(s), MTDs, Aggregation Rules and an associated Trading Unit through this procedure. Under these circumstances Parties will not be required to carry out additional steps in this BSCP, BSCP20, BSCP31, BSCP32 and BSCP75 in order to complete the transfer.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.15.1	If required and at least 3WDs prior to 3.15.3	Request details of current registrations of BM Unit(s) and any associated MSID(s) and Trading Unit.	Party Registering BM Unit AND Party De-registering BM Unit	BSCCo	Written request detailing the information required from BSCCo including the site name and if available the BM Unit(s) ID. The written request should also state that the responsibility for accurate registration data is that of the Lead Party and not BSCCo, and should be signed by a person duly authorised through BSCP38.	Letter

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.15.2	Within 2 WDs of receipt of request in 3.15.1	Send information requested in 3.15.1.	BSCCo	Party Registering BM Unit Party De-registering BM Unit	Information requested in 3.15.1. The correspondence should contain a note stating that BSCCo is sending the information in order to assist BSC Parties but that BSCCo will not accept any responsibility for the accuracy of the information contained within the correspondence.	Fax/Letter/Email
3.15.3	As required	Submit CoBO form (Part B) Please note that if these/this are the last BM Unit(s) associated with a particular Party role then the Party must also complete a BSCP65/01 form in order to de-register that role.	Party de-registering BM Unit(s)	BSCCo	Notification of CoBO (BSCP15/4.11 – Part B)	Fax / Letter / Email
3.15.4	At the same time as 3.15.3	Submit CoBO form (Part A) ¹	Party registering BM Unit(s)	BSCCo	Notification of CoBO (BSCP15/4.11 – Part A) ²	Fax / Letter / Email
3.15.5	Within 1 WD of receipt of both 3.15.3 and 3.15.4	Send copies of the documentation received to CRA and TC. Request that TC confirm that they have no objections to the CoBO.	BSCCo	CRA TC	Copies of BSCP15 /4.11 (A) and (B) forms	Fax / Email

¹ For BM Units which are part of an existing Trading Unit (other than a Sole or Base Trading Unit) all Lead Parties within the Trading Unit should be informed of the CoBo.

² Where a CoBO involves multiple BM Units affecting multiple Trading Units, a separate form should be used for each Trading Unit.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.15.6	Within 2 WDs of receipt of 3.15.5	Send written confirmation that the TC has no objections to the CoBO or state that the TC has an objection to the CoBO and the reasons for this objection.	TC	BSCCo	Confirmation of no objections or objection specified.	Fax / Letter / Email
3.15.7	On receipt of 3.15.6	Validate the documentation.	BSCCo		Ensure that the Party registering the BM Units has Acceded and qualified in the appropriate role. Ensure that TC has no objections to the CoBO. Ensure that the information and dates specified on both the BSCP15 /4.11 forms (A) and (B) match.	Internal Process
3.15.8	Within 1 WD of 3.15.7	In the case that the validation checks are failed, inform both Parties of the rejection and the reason for the rejection.	BSCCo	Party de-registering BM Units Party registering BM Units	Notification of rejection and reasons for the rejection.	Fax / Email
3.15.9	Within 1 WD of 3.15.7 or as required to meet the requirement of the Effective From Date	In the case that the validation checks are passed, request that CRA and TC (where appropriate) transfer the BM Unit (s) and any associated MSID(s) and Trading Unit(s).	BSCCo	CRA TC	Authorisation to process the CoBO.	Fax / Email

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.15.10	Within 1 WD of 3.15.9 or as required to meet the requirement of the Effective From Date	Process CoBO in systems.	CRA TC (where appropriate)		BSCP 15/4.11 forms (A) and (B)	Internal Process
3.15.11	At the same time as 3.15.10 if the BM Unit (s) is Embedded	Inform the Nominated LDSO of the CoBO	CRA	Nominated LDSO	Party Ids of the Lead Parties registering and de-registering the BM Units, BM Unit Id(s) and the Effective From Date.	Fax/Email
3.15.12	Within 1 WD of 3.15.11	Inform TC, BSCCo, BSC Agents and the Parties involved of the CoBO.	CRA	BSCCo TC BSC Agents Relevant BSC Parties	Operations Registration Report to BSCCo & TC (CRA-I020) Registration Report to Parties (CRA-I014)	Electronic Email to BSCCo
3.15.13	At next available Panel meeting following 3.15.12	If the CoBO has resulted in a transfer of an approved Trading Unit and /or Metering Dispensation BSCCo should update its records and inform the Panel.	BSCCo	Panel	Details of Trading Unit and/or Metering Dispensation to be transferred	Letter/Fax/Email