

Redlined BSCP68 text for CP1437 'Recommended amendments to BSCP68'

This CP proposes changes to Sections 1.3, 2.1, 3.1.1, 3.1.2, 4.8.1.1.1, 4.8.1.1.2, 4.8.1.1.3, 4.8.1.1.4, 4.8.1.1.5, 4.8.1.2.1, 4.8.1.2.2, 4.8.1.2.3, 4.8.1.2.4, and 4.8.1.2.5 of BSCP68. We have redlined these changes against Version 12.0.

There is no impact on any other part of this document for this CP.

Amend Section 1.3 as follows:

1.3 Key Milestones

The key milestones in this BSCP are:

- Notification by the Registrant at least 30 working days before the Registration Effective From Date or Effective From Settlement Date {Regi} for transfer;
- The CRA, CDCA and LDSO validating the Registration Transfer;
- The Transfer Co-ordinator confirming the Registration Effective From Date or Effective From Settlement Date {Regi}; and
- Correspondence between Transfer Co-ordinator, CRA, CDCA and the appropriate LDSO to ensure that Metering Systems are only registered in one system.

Amend Section 2.1 as follows:

2.1 Acronyms

A list of acronyms can be found in Section X of the Code. The following is a list of Acronyms used in BSCP68:

BM	Balancing Mechanism
BSCCo	Balancing and Settlement Code Company
CDCA	Central Data Collection Agent
CMRS	Central Meter Registration Service
CRA	Central Registration Agent
CVA	Central Volume Allocation
DA	Data Aggregator
DTN	Data Transfer Network
EFSD {Regi}	Effective From Settlement Date {Registration} ¹

¹ For Registration Transfers from SMRS to CMRS, the REFD in CMRS must always equal the ETSD {Regi} in SMRS +1 calendar day. Similarly for Registration Transfers from CMRS to SMRS, the RETD in CMRS must

	ETSD {Regi}	Effective To Settlement Date {Registration} ¹
	GSP	Grid Supply Point
	HHDA	Half Hourly Data Aggregator
	HHDC	Half Hourly Data Collector
	HHMOA	Half Hourly Meter Operator Agent
	LDSO	Licensed Distribution System Operator
	LLFs	Line Loss Factors
	MDD	Market Domain Data
	MOA	Meter Operator Agent
	MSID	Metering System Identifier
	MSSID	Metering Sub-System Identifier
	<u>MTD</u>	<u>Meter Technical Detail(s)</u>
	REFD	Registration Effective From Date ¹
	RETD	Registration Effective To Date ¹
	SMRA	Supplier Meter Registration Agent
	SMRS	Supplier Meter Registration Service
	SVA	Supplier Volume Allocation

always equal the EFSD {Regi} in SMRS –1 calendar day. All timings are measured in Co-ordinated Universal Time (UTC).

Amend Section 3.1.1 as follows:

3.1.1 Transfer of both Import and Export Metering Systems²

- 1) If the CVA Registrant of Import and the CVA Registrant of Export are the same Party, then that Party may choose to register a single BM Unit comprising Imports and Exports. If the CVA Registrants of Import and Export are different Parties, the Registrants should complete the process individually but with the same proposed and then confirmed REFD and highlight that it is a joint application.
- 2) If a Metering System is subject to a Shared SVA Meter Arrangement (BSCP550), then there will be a minimum of two SVA Registrants (i.e. a Primary Supplier and Secondary Supplier). The Primary Supplier will take responsibility for resolving any issues that may arise where there are multiple Suppliers involved in the Shared SVA Meter Arrangement. In addition the Primary Supplier will be responsible for initiating the disconnection of the actual SVA MSID.
- 3) Note that the BSCP68 timescales are the default timescales for all related BSCPs.
- 4) For Registration Transfers from SMRS to CMRS, the REFD (Registration Effective From Date) in CMRS must always equal the ETSD {Regi} (Effective To Settlement Date {Regi}) in SMRS +1 calendar day.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.1	Prior to 3.1.1.3	New CVA Registrant(s) asks existing SVA Registrant(s) ³ for identity of SVA MOA and contact details and informs existing SVA Registrant(s) of intention to transfer SVA MSIDs.	New CVA Registrant(s)	Existing SVA Registrant(s)	Contact details i.e. name, telephone number and email address of SVA MOA. If details of Existing SVA Registrant(s) unknown, contact BSCCo.	Telephone / Fax / E mail

² The Transfer Co-ordinator shall advise the Registrant if it becomes necessary to invoke the limits of Registration Transfers in Progress (see Appendix 4.7). This may occur at any stage between Ref: 3.1.1.1 and 3.1.1.8. The Transfer Co-ordinator shall advise the Registrant of the next available date for the Registration Transfer to proceed.

³ i.e. Supplier(s).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.2	Immediately after 3.1.1.1	New CVA Registrant(s) sends contact details of existing SVA Registrant(s), GSP Group and SVA MOA to Transfer Co-ordinator.	New CVA Registrant(s)	Transfer Co-ordinator ⁴	Contact details i.e. name, telephone number and email address of existing SVA Registrant(s). GSP Group. SVA MOA.	Telephone / Fax / E mail
3.1.1.3	At least 30 WD before proposed REFD	The Transfer Co-ordinator informs existing SVA Registrant(s) of intent to transfer Metering Systems from SMRS to CMRS and advises Nominated LDSO and Contracted LDSO of the potential transfer.	Transfer Co-ordinator	Existing SVA Registrant(s), Nominated LDSO, Contracted LDSO	List of SVA MSIDs of sites to be transferred. Note that the Nominated LDSO and the Contracted LDSO may be the same Party.	Fax / E mail
3.1.1.4	As soon as possible after 3.1.1.3	If existing SVA Registrant(s) has non-commercial grounds to oppose the transfer it provides reasons.	Existing SVA Registrant(s)	Transfer Co-ordinator	Reasons for objecting to proposed Registration Transfer.	Fax / E mail
3.1.1.5	As soon as possible after 3.1.1.4	Transfer Co-ordinator notifies new CVA Registrant(s), Nominated LDSO and Contracted LDSO of transfer rejection including reasons.	Transfer Co-ordinator	New CVA Registrant(s), Nominated LDSO, Contracted LDSO		Fax / E mail
3.1.1.6	At least 30 WD before proposed REFD	New CVA Registrant(s) must have formal agreement in place with a CVA MOA for the process to continue.	New CVA Registrant(s)	CVA MOA ⁵	Agreement from CVA MOA.	Fax / E mail
3.1.1.7 ⁶	At least 30 WD ⁷ before proposed REFD	New Registrant(s) submits the following to the CRA, CDCA and Transfer Co-ordinator:			Covering letter indicating Registration Transfer.	Fax / E mail

⁴ Transfer Co-ordinator will liaise with relevant contacts within each organisation.

⁵ The CVA MOA may be the same person as the SVA MOA.

⁶ 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.

⁷ 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
		BSCP68/4.1 – Registration Transfer from SMRS to CMRS in accordance with the guidelines for Grouping in Appendix 4.3 and signed by an authorised person, registered via BSCP38,	New CVA Registrant(s)	CRA, CDCA, Transfer Co-ordinator	Form BSCP68/4.1 – Registration Transfer from SMRS to CMRS including schematic diagram.	
		BSCP15/4.1 – BM Unit Registration in accordance with ref. 3.1.1 to 3.1.8 (inclusive), BSCP20/4.1 – Registration of Metering System at a Boundary Point, Grid Supply Point or for a Transfer of Metering System from SVA to CVA ⁸ in accordance with ref. 3.1.1 to 3.1.6 (inclusive),	New CVA Registrant(s) New CVA Registrant(s)	CRA, Transfer Co-ordinator CRA, Transfer Co-ordinator	Form BSCP15/4.1 Registration of BM Unit. Form BSCP20/4.1 – Registration of Metering System at a Boundary Point, Grid Supply Point or for a Transfer of Metering System from SVA to CVA.	
3.1.1.8	As soon as possible after 3.1.1.7	Transfer Co-ordinator to assess volume of applications, and impact on relevant Parties and Party Agents, and invoke the limitations to the registration transfer process in Appendix 4.7 if necessary.	Transfer Co-ordinator			Internal Process
3.1.1.9	Within 1 WD of 3.1.1.7	Inform of new CVA MSIDs. ⁹	CRA	Transfer Co-ordinator, New CVA Registrant(s)		Fax / E mail
3.1.1.10	At least 27 WD before proposed REFD	Transfer Co-ordinator sends Registration Forms including new CVA MSID ⁹ to Contracted LDSO for validation and CVA MOA and asks CVA MOA to submit Meter Technical Details to CDCA.	Transfer Co-ordinator	Contracted LDSO, CVA MOA	Form BSCP68/4.1 Registration Transfer from SMRS to CMRS.	Fax / E mail

⁸ BSCP68 timescales are default for BSCP20.

⁹ Note that this is a new CVA MSID, even if a site is transferring back to CMRS as following a previous disconnection in CMRS, the Meter would have been logically disconnected.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.11	At least 30 WD before proposed REFD	New CVA Registrant(s) instructs Contracted LDSO to submit CVA LLFs. ¹⁰	New CVA Registrant(s)	Contracted LDSO	BSCP128.	Fax / E mail
3.1.1.12	At least 25 WD before proposed REFD	Contracted LDSO to submit LLFs to Transfer Co-ordinator and BSCCo.	Contracted LDSO	Transfer Co-ordinator BSCCo	BSCP128.	Fax / E mail
3.1.1.13	At least 26 WD before proposed REFD	CVA MOA requests Meter Technical Details from SVA MOA.	CVA MOA	SVA MOA	SVA MOA contact details provided on BSCP68/4.1 Registration Transfer from SMRS to CMRS.	Telephone/ Fax/ E mail
3.1.1.14	At least 23 WD before proposed REFD	SVA MOA provides CVA MOA with Meter Technical Details ¹¹ .	SVA MOA	CVA MOA	Meter Technical Details	Fax / E mail
3.1.1.15	At least 20 WD before proposed REFD	Contracted LDSO validates the Registration Transfer Form and returns to Transfer Co-ordinator. Validation of Transfer confirmed or rejected with BSCP68/4.5 in accordance with the validation rules in Appendix 4.4.	Contracted LDSO	Transfer Co-ordinator	Form BSCP68/4.5 Registration Transfer Validation Details.	Fax / E mail
3.1.1.16	At least 20 WD before the proposed REFD	CVA MOA registers the Meter Technical Details with the CDCA in accordance with BSCP20 ref. 3.1.7 & 3.1.8. and submits form BSCP20/4.3a, b and c Registration of Meter Technical Details (with proposed REFD) to the CDCA and to the Contracted LDSO and Transfer Co-ordinator for information. CVA MOA to contact CDCA for guidance on D0268 Half Hourly Meter Technical Details conversion if required.	CVA MOA	CDCA, Contracted LDSO Transfer Co-ordinator	Form BSCP20/4.3a, b and c Registration of Meter Technical Details. Notes in some cases the CVA MOA may be the same agent as the SVA MOA.	Fax / E mail

¹⁰ BSCP68 timescales are default for BSCP128.

¹¹ Where the current MOA has sent Meter Technical Details (MTD) to a new MOA, and there is a change to MTD, the current MOA should send the revised MTD to the new MOA until such a time as the current MOA is no longer responsible for the MTD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.17	At least 20 WD before the proposed REFD	Submit BSCP75/4.2 – Registration of Aggregation Rules for Volume Allocation in accordance with BSCP75.	New CVA Registrant	CDCA, Transfer Co-ordinator	Form BSCP75/4.2 – Registration of Aggregation Rules for Volume Allocation. BSCP75	Fax/ E mail
3.1.1.18	At least 18 WD before the proposed REFD	CDCA organises Proving Test date with CVA MOA. CDCA to contact Transfer Co-ordinator if issues arise.	CDCA	CVA MOA, Transfer Co-ordinator	BSCP02.	Telephone / Fax / E mail
3.1.1.19	As soon as possible after 3.1.1.18	Meter Technical Details are submitted to Contracted LDSO and Transfer Co-ordinator for information.	CDCA	Contracted LDSO, Transfer Co-ordinator		Fax / E mail
3.1.1.20	At least 15 WD before the proposed REFD	GSP Group Take Aggregation Rules are submitted to the Nominated LDSO and Transfer Co-ordinator for information.	CDCA	Nominated LDSO, Transfer Co-ordinator	BSCP75. Nominated LDSO to contact Contracted LDSO to review the GSP Group Take Aggregation Rules, if required.	Fax / E mail
3.1.1.21	At least 13 WD before proposed REFD	Following receipt of form BSCP68/4.1 from Registrant(s), CRA and CDCA to validate the Registration Transfer Forms and return to Transfer Co-ordinator. Validation of Transfer confirmed or rejected with BSCP68/4.5 in accordance with the validation rules in Appendix 4.4.	CRA, CDCA	Transfer Co-ordinator	Form BSCP68/4.5 Registration Transfer Validation Details.	Fax / E mail
3.1.1.22	At least 11 WD before proposed REFD	If Transfer is rejected, Transfer rejection includes notification to all those who are involved in the transfer process.	Transfer Co-ordinator	New CVA Registrant(s), Existing SVA Registrant(s), CRA, CDCA, Nominated LDSO, Contracted LDSO, CVA MOA, SVA MOA	Form BSCP68/4.1 Registration Transfer from SMRS to CMRS and reason for rejections.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.23	At least 11 WD before proposed REFD	<p>If Transfer Approved, Transfer Co-ordinator confirms REFD, 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	CRA, CDCA, New CVA Registrant(s), Existing SVA Registrant(s), Nominated LDSO, Contracted LDSO, CVA MOA, SVA MOA	<p>Form BSCP68/4.1 Registration Transfer from SMRS to CMRS,</p> <p>Confirmation of the actual REFD in CMRS, ETSD {Regi} in SMRS and confirmation of completed CMRS Registrations.</p>	Fax / E mail
3.1.1.24	At least 10 WD before the confirmed REFD	Nominated LDSO to inform CDCA if discrepancies identified in GSP Group Take Aggregation Rules.	Nominated LDSO	CDCA		Telephone / Fax / E mail
3.1.1.25	At least 9 WD before confirmed REFD	CRA and CDCA updates records with confirmed REFD and confirm registration.	CRA, CDCA	Transfer Co-ordinator		Telephone / Fax / E mail
3.1.1.26	At least 9 WD before confirmed REFD	CRA sends SVA MSID mappings/CVA MSIDs and details of BM Unit/SVA MSID mappings (Registration Transfer Report) to Transfer Co-ordinator and new Registrant(s).	CRA	Transfer Co-ordinator, New CVA Registrant(s)	Registration Transfer Report which includes Metering System Registration Details, BM Unit details, SVA MSID details, CVA MSID Details, confirmed REFD. (CRA-I023)	Fax / E mail
3.1.1.27	At least 9 WD before confirmed REFD	Transfer Co-ordinator provides details of SVA MSID/CVA MSID mappings and BM Unit/SVA MSID mappings (Registration Transfer Report).	Transfer Co-ordinator	Contracted LDSO, CVA MOA	Registration Transfer Report which includes Metering System Registration Details, BM Unit details, SVA MSID details, CVA MSID Details, confirmed REFD.	Fax / E mail
3.1.1.28	As soon as possible after 3.1.1.27	<p>If Contracted LDSO finds any discrepancies in the Registration Transfer report received from Transfer Co-ordinator (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 3.1.1.26.</p>	Contracted LDSO	Transfer Co-ordinator		Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.29	At least 6 WD before confirmed REFD	GSP Group Take Aggregation Rules sent to Nominated LDSO and Transfer Co-ordinator for information.	CDCA	Nominated LDSO, Transfer Co-ordinator	BSCP75. Nominated LDSO to pass GSP Group Take Aggregation Rules to Contracted LDSO, if required.	Fax / E mail
3.1.1. 30 29	At least 5 WD before confirmed REFD	Existing SVA Registrant(s) de-appoints its Supplier Agents with “ETSD {Regi}” of one calendar day before the confirmed REFD in CMRS.	Existing SVA Registrant(s)	Supplier Agents	D0151 Termination of Appointment or Contract by Supplier. Update Termination Reason =LC, update Additional Information field.	Electronic / Manual as agreed
3.1.1.31	Within 3 WD of 3.1.1.29	Nominated LDSO to notify CDCA of discrepancies in GSP Group Aggregation Rules.	Nominated LDSO	CDCA		Telephone / Fax / E mail
3.1.1.3 20	Prior to confirmed REFD	LLFs are approved and submitted to CDCA in accordance with BSCP128 and sent to Contracted LDSO by Transfer Co-ordinator for information.	BSCCo Transfer Co-ordinator	CDCA Contracted LDSO	As required by BSCP128.	Electronic Fax / E mail
3.1.1.3 31	Prior to confirmed REFD	New Registrant(s) confirms with Contracted LDSO that Metering System details, BM Unit Aggregation Rules and LLFs are valid.	New CVA Registrant(s)	Contracted LDSO		Telephone / Fax / E mail
3.1.1.3 42	Prior to confirmed REFD	CRA sends Standing Data report.	CRA	New CVA Registrant(s)	Standing data reports prints of data entered into system. CRA-I014	Fax / E mail / Electronic
3.1.1.3 53	2 WD before confirmed REFD	Transfer Co-ordinator confirms with CRA/CDCA that registration in CMRS is on schedule.	Transfer Co-ordinator	CRA, CDCA		Telephone / Fax / E mail
3.1.1.3 64	1 WD after confirmed REFD	CRA/CDCA confirm with Transfer Co-ordinator that registration transfers were successfully completed.	CRA, CDCA	Transfer Co-ordinator, New CVA Registrant(s)		Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.3 75	1 WD after confirmed REFD	Transfer Co-ordinator confirms with Contracted LDSO that registration in CMRS was successfully completed and requests that the SVA MSID is logically disconnected within 5WD of confirmed REFD and a de-registration notice is sent to SMRS. ¹²	Transfer Co-ordinator	Contracted LDSO	Logical Disconnection Date	Fax / E mail
3.1.1.3 86 ¹³	By 5 WD after confirmed REFD	Perform a Proving Test as required by BSCP02, seal in accordance with BSCP06 and take initial Meter reading. Note that this may be deduced from the reading taken at the Proving Test, together with half hourly advances. Send initial Meter reading to the CDCA.	CDCA, CVA MOA		Initial Meter Reading, and date/time of reading. BSCP02 BSCP06.	
			CVA MOA	CDCA	Form BSCP06/4.6 Notification of Completed Work/Meter Reading Sheet	
3.1.1.3 97	By 5 WD after confirmed REFD	Old SVA Registrant(s) requests that old HHDC takes final Meter Reading.	Old SVA Registrant(s)	Old HHDC		Fax / E mail
3.1.1.4 038	By 1 WD after 3.1.1.3 86	Remotely interrogate Outstation(s).	CDCA			Internal Process
3.1.1.4 139	By 1 WD after 3.1.1.3 86	If requested, send initial Meter reading to old HHDC/new CVA Registrant(s). New CVA Registrant(s) must send this information to the old Registrant(s) if requested.	CDCA	Old HHDC, New CVA Registrant(s), (Old SVA Registrant(s))	Form BSCP06/4.6 Notification of Completed Work/Meter Reading Sheet	Fax / E mail
3.1.1.4 20	Within 5 WD after ETSD {REGI}	Contracted LDSO de-registers relevant SVA MSIDs in SMRS by setting <u>logical</u> disconnection date and sends de-registration notice to SMRS.	Contracted LDSO	SMRA	SVA MSIDs “ETSD {Regi}” and disconnection date in accordance with BSCP501 Ref. 3.9.	Internal Process

¹² This step replaces the need for the Supplier to send the Contracted LDSO a D0132 data flow as outlined in BSCP515 Section 3.7.

¹³ The Proving test may be performed i) 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 or ii) later at the discretion of the Transfer Co-ordinator dependant on volume of Metering Systems being transferred but by at least 10WD after REFD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.4 3 <u>1</u>	Within 5WD after ETSD {REGI}	Contracted LDSO confirms to Transfer Co-ordinator that a logical disconnection occurred on the “ETSD {Regi}”.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail
3.1.1.4 2 <u>2</u>	Within 6 WD after confirmed REFD	SMRA sends HHDA automatic confirmation that its appointment for each SVA MSID is terminated following logical disconnection.	SMRA	HHDA	D0209 Instructions to Half Hourly Data Aggregator, including “ETSD {Regi}” in accordance with BSCP501.	Electronic
3.1.1.4 5 <u>3</u>	Within 7 WD after confirmed REFD	CRA and CDCA to confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	CRA, CDCA	Transfer Co-ordinator		Telephone /Fax / E mail
3.1.1.4 6 <u>4</u>	Within 20 WD of confirmed REFD	Contracted LDSO confirms to the Transfer Co-ordinator that the data values before and after transfer are comparable and acceptable	Contracted LDSO	Transfer Co-ordinator		Fax / E mail

Amend Section 3.1.2 as follows:

3.1.2 Transfer of the Export only of Metering Systems¹⁴

- 1) The new SVA Registrant(s) may be the same as the existing SVA Registrant(s).
- 2) If a Metering System is subject to a Shared SVA Meter Arrangement (BSCP550), then there will be a minimum of two SVA Registrants (i.e. a Primary Supplier and Secondary Supplier). The Primary Supplier will take responsibility for resolving any issues that may arise where there are multiple Suppliers involved in the Shared SVA Meter Arrangement. In addition the Primary Supplier will be responsible for initiating the disconnection of the actual SVA MSID.
- 3) Note that the BSCP68 timescales are the default timescales for all related BSCPs.
- 4) For Registration Transfers from SMRS to CMRS, the REFD (Registration Effective From Date) in CMRS must always equal the ETSD {Regi} (Effective To Settlement Date {Regi}) in SMRS +1 calendar day.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.1	Prior to 3.1.2.3	New CVA Registrant(s) asks existing SVA Registrant(s) ³ for identity and contact details of existing SVA MOA and informs existing SVA Registrant(s) of intention to transfer SVA Export MSIDs.	New CVA Registrant(s)	Existing SVA Registrant(s)	Contact details i.e. name, telephone number and email address of existing SVA Registrant(s). If details of Existing SVA Registrant(s) unknown, contact BSCCo.	Telephone / Fax / E mail
3.1.2.2	Immediately after 3.1.2.1	New CVA Registrant(s) sends contact details of existing SVA Registrant(s), GSP Group and SVA MOA to Transfer Co-ordinator.	New CVA Registrant(s)	Transfer Co-ordinator ⁴	Contact details i.e. name, telephone number and email address of: Existing SVA Registrant(s). SVA MOA. GSP Group.	Telephone / Fax / E mail

¹⁴ The Transfer Co-ordinator shall advise the Registrant if it becomes necessary to invoke the limits of Registration Transfers in Progress (see Appendix 4.7). This may occur at any stage between Ref: 3.1.2.1 and 3.1.2.13. 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
3.1.2.3	At least 30 WD before proposed REFD	The Transfer Co-ordinator informs existing SVA Registrant(s) of intent to transfer Metering Systems from SMRS to CMRS and advises Nominated LDSO and Contracted LDSO of the potential transfer.	Transfer Co-ordinator	Existing SVA Registrant(s), Nominated LDSO, Contracted LDSO	List of SVA MSIDs of sites to be transferred. Note that the nominated LDSO and the Contracted LDSO may be the same Party.	Fax / E mail
3.1.2.4	As soon as possible after 3.1.2.3	If existing SVA Registrant(s) has non-commercial grounds to oppose the transfer it provides reasons.	Existing SVA Registrant(s)	Transfer Co-ordinator	Reasons for objecting to proposed Registration Transfer.	Fax / E mail
3.1.2.5	As soon as possible after 3.1.2.4	Transfer Co-ordinator notifies new CVA Registrant(s), Nominated LDSO and Contracted LDSO of transfer rejection including reasons.	Transfer Co-ordinator	New CVA Registrant(s), Nominated LDSO, Contracted LDSO		Fax / E mail
3.1.2.6	At least 30 WD before proposed REFD	New CVA Registrant(s) must have formal agreement in place with a CVA MOA for the process to continue. Note that the same MOA must be appointed and be Qualified for both SVA and CVA Metering Systems.	New CVA Registrant(s)	CVA MOA	Agreement from CVA MOA.	Fax / E mail
3.1.2.7	At least 30 WD before proposed REFD	New CVA Registrant(s) to inform existing SVA Registrant(s) of identity and details of CVA MOA	New CVA Registrant(s)	Existing SVA Registrant(s)	Details of CVA MOA	Fax / E mail
3.1.2.8	At least 28 WD before proposed REFD	Existing SVA Registrant(s) to check that the CVA MOA is Qualified in SVA	Existing SVA Registrant(s)	BSCCo		Fax / E mail
3.1.2.9	At least 27 WD before proposed REFD	Existing SVA Registrant(s) to inform new CVA Registrant(s) if the CVA MOA is NOT Qualified in SVA. If required go to 3.1.2.6	Existing SVA Registrant(s)	New CVA Registrant(s)	Note: A change if SVA MOA may be required	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.106	At least 30 WD7 before proposed REFD	<p>New Registrant(s) submits the following to the CRA, CDCA and Transfer Co-ordinator:</p> <p>BSCP68/4.1 – Registration Transfer from SMRS to CMRS in accordance with the guidelines for Grouping in Appendix 4.3 and signed by an authorised person, registered via BSCP38,</p> <p>BSCP15/4.1 – BM Unit Registration in accordance with ref. 3.1.1 to 3.1.8 (inclusive),</p> <p>BSCP20/4.1 – Registration of Metering System at a Boundary Point, Grid Supply Point or for a Transfer of Metering System from SVA to CVA8 in accordance with ref. 3.1.1 to 3.1.6 (inclusive),</p>	<p>New CVA Registrant(s)</p> <p>New CVA Registrant(s)</p>	<p>CRA, CDCA, Transfer Co-ordinator</p> <p>CRA, Transfer Co-ordinator</p> <p>CRA, Transfer Co-ordinator</p>	<p>Covering letter indicating Registration Transfer</p> <p>Form BSCP68/4.1 – Registration Transfer from SMRS to CMRS including schematic diagram.</p> <p>Form BSCP15/4.1 Registration of BM Unit.</p> <p>Form BSCP20/4.1 – Registration of Metering System at a Boundary Point, Grid Supply Point or for a Transfer of Metering System from SVA to CVA</p>	Fax / E mail
3.1.2.11	At least 28 WD before proposed REFD	Existing SVA Registrant(s) to provide details of the SVA HHDC where the same outstation(s) are used for the purpose of transferring data relating to both the CVA and SVA Metering Systems.	Existing SVA Registrant(s),	CDCA, Transfer Co-ordinator	Details of SVA Data Collector	Fax / E mail
3.1.2.12	At least 28 WD before proposed REFD	New CVA Registrant to request the CDCA to provide the SVA HHDC access to the SVA Import Metering System.	New CVA Registrant(s)	CDCA		Fax / E mail
3.1.2.13	As soon as possible after 3.1.2.10	Transfer Co-ordinator to assess volume of applications, and impact on relevant Parties and Party Agents, and invoke the limitations to the registration transfer process in Appendix 4.7 if necessary.	Transfer Co-ordinator			Internal Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.14	Within 1 WD of 3.1.2.10	Inform of new CVA MSIDs. ⁹	CRA	Transfer Co-ordinator, New CVA Registrant(s)		Fax / E mail
3.1.2.15	At least 27 WD before proposed REFD	Transfer Co-ordinator sends Registration Forms including new CVA MSID ⁹ to Contracted LDSO for validation and CVA MOA and asks CVA MOA to submit Meter Technical Details to CDCA.	Transfer Co-ordinator	Contracted LDSO, CVA MOA	Form BSCP68/4.1 Registration Transfer from SMRS to CMRS.	Fax / E mail
3.1.2.16	At least 30 WD before proposed REFD	New CVA Registrant(s) instructs Contracted LDSO to submit CVA LLFs. ¹⁰	New CVA Registrant(s)	Contracted LDSO	BSCP128.	Fax / E mail
3.1.2.17	At least 25 WD before proposed REFD	Contracted LDSO to submit LLFs to Transfer Co-ordinator and BSCCo.	Contracted LDSO	Transfer Co-ordinator BSCCo	BSCP128.	Fax / E mail or other electronic means
3.1.2.18	At least 26 WD before proposed REFD	CVA MOA requests Meter Technical Details from existing SVA MOA.	CVA MOA	Existing SVA MOA	SVA MOA contact details provided on BSCP68/4.1 Registration Transfer from SMRS to CMRS	Telephone/ Fax / E mail
3.1.2.19	At least 23 WD before proposed REFD	Existing SVA MOA provides CVA MOA with Meter Technical Details ¹¹ .	Existing SVA MOA	CVA MOA	Meter Technical Details	Fax / E mail
3.1.2.20	At least 20 WD before proposed REFD	Contracted LDSO validates the Registration Transfer Form and returns to Transfer Co-ordinator. Validation of Transfer confirmed or rejected with BSCP68/4.5 in accordance with the validation rules in Appendix 4.4.	Contracted LDSO	Transfer Co-ordinator	Form BSCP68/4.5 Registration Transfer Validation Details.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.21	At least 20 WD before the proposed REFD	<p>CVA MOA registers the Meter Technical Details with the CDCA in accordance with BSCP20 and submits form BSCP20/4.3a, b and c Registration of Meter Technical Details (with proposed REFD) to the CDCA and to the Contracted LDSO and Transfer Co-ordinator for information.</p> <p>CVA MOA to contact CDCA for guidance on D0268 Half Hourly Meter Technical Details conversion if required.</p>	CVA MOA	CDCA, Contracted LDSO, Transfer Co-ordinator	Form BSCP20/4.3a, b and c Registration of Meter Technical Details.	Fax / E mail
3.1.2.22	At least 20 WD before the proposed REFD	<p>Submit BSCP75/4.2 – Registration of Aggregation Rules for Volume Allocation in accordance with BSCP75.</p> <p>Note that care should be taken to complete form BSCP75/4.2.</p>	New CVA Registrant	CDCA, Transfer Co-ordinator	Form BSCP75/4.2 – Registration of Aggregation Rules for Volume Allocation. BSCP75	Fax / E mail
3.1.2.23	At least 18 WD before the proposed REFD	CDCA organises Proving Test date with CVA MOA. CDCA to contact Transfer Co-ordinator if issues arise.	CDCA	CVA MOA, Transfer Co-ordinator	BSCP02.	Telephone / Fax / E mail
3.1.2.24	At least 15 WD before proposed REFD	GSP Group Take Aggregation Rules are submitted to Nominated LDSO and Transfer Co-ordinator for information.	CDCA	Nominated LDSO , Transfer Co-ordinator	<p>BSCP75.</p> <p>Nominated LDSO to contact Contracted LDSO to review the GSP Group Take Aggregation Rules, if required.</p>	Fax / E mail
3.1.2.25	As soon as possible after 3.1.2.23	Meter Technical Details are submitted to Contracted LDSO and Transfer Co-ordinator for information.	CDCA	Contracted LDSO, Transfer Co-ordinator		Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.26	At least 13 WD before proposed REFD	Following receipt of form BSCP68/4.1 from Registrant(s), CRA and CDCA to validate the Registration Transfer Forms and return to Transfer Co-ordinator. Validation of Transfer confirmed or rejected with BSCP68/4.5 in accordance with the validation rules in Appendix 4.4.	CRA, CDCA	Transfer Co-ordinator	Form BSCP68/4.5 Registration Transfer Validation Details.	Fax / E mail
3.1.2.27	At least 11 WD before proposed REFD	If transfer rejected, Transfer Rejection includes notification to all those who are involved in the transfer process.	Transfer Co-ordinator	New CVA Registrant(s), Existing SVA Registrant(s), CRA, CDCA, Nominated LDSO, Contracted LDSO, CVA MOA, SVA MOA	Form BSCP68/4.1 Registration Transfer from SMRS to CMRS and reason for rejections.	Fax / E mail
3.1.2.28	At least 11 WD before proposed REFD	If transfer approved, Transfer Co-ordinator confirms REFD, with signed BSCP68/4.1. 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, New CVA Registrant(s), Existing SVA Registrant(s), Nominated LDSO, Contracted LDSO, CVA MOA, SVA MOA	Form BSCP68/4.1 Registration Transfer from SMRS to CMRS, Confirmation of the actual REFD in SMRS, ETSD {Regi} in CMRS and confirmation of completed CMRS Registrations.	Fax / E mail
3.1.2.29	At least 10 WD before confirmed REFD	Nominated LDSO to inform CDCA if discrepancies identified in GSP Group Take Aggregation Rules.	Nominated LDSO	CDCA		Telephone / Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.30	At least 9 WD before confirmed REFD	CRA and CDCA updates records with confirmed REFD and confirm registration.	CRA, CDCA	Transfer Co-ordinator, New CVA Registrant(s)		Telephone / Fax / E mail
3.1.2.31	At least 9 WD before confirmed REFD	CRA sends SVA MSID mappings/CVA MSIDs and details of BM Unit/SVA MSID mappings (Registration Transfer Report) to Transfer Co-ordinator and new Registrant(s).	CRA	Transfer Co-ordinator, New CVA Registrant(s)	Registration Transfer Report which includes Metering System Registration Details, BM Unit details, SVA MSID details, CVA MSID Details, confirmed REFD. (CRA-I023)	Fax / E mail
3.1.2.32	At least 9 WD before confirmed REFD	Transfer Co-ordinator provides details of SVA MSID/CVA MSID mappings and BM Unit/SVA MSID mappings (Registration Transfer Report).	Transfer Co-ordinator	Contracted LDSO, CVA MOA	Registration Transfer Report which includes Metering System Registration Details, BM Unit details, SVA MSID details, CVA MSID Details, confirmed REFD.	Fax / E mail
3.1.2.33	As soon as possible after 3.1.2.32	If Contracted LDSO finds any discrepancies in the Registration Transfer report received from Transfer Co-ordinator (by reference to the relevant SMRS) it reports such discrepancies to Transfer Co-ordinator and Transfer Co-ordinator resolves as appropriate. If required, go back to 3.1.2.31.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail
3.1.2.34	At least 6 WD before confirmed REFD	GSP Group Take Aggregation Rules sent to Nominated LDSO and Transfer Co-ordinator for information.	CDCA	Nominated LDSO, Transfer Co-ordinator	BSCP75. Nominated LDSO to pass GSP Group Take Aggregation Rules to Contracted LDSO, if required.	Fax / E mail
3.1.2.34	At least 5 WD before confirmed REFD	Existing SVA Registrant(s) de-appoints its Supplier Agents in respect of the Export Metering System with “ETSD {Regi}” of one calendar day before the confirmed REFD in CMRS.	Existing SVA Registrant(s)	Supplier Agents	D0151 Termination of Appointment or Contract by Supplier. Update Termination Reason =LC, update Additional Information field.	Electronic / Manual as agreed

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.36	Within 3 WD of 3.1.2.34	Nominated LDSO to notify CDCA of discrepancies in GSP Group Aggregation Rules.	Nominated LDSO	CDCA		Telephone / Fax / E mail
3.1.2.37	Prior to confirmed REFD	LLFs are approved and submitted to CDCA in accordance with BSCP128 and sent to Contracted LDSO by Transfer Co-ordinator for information.	BSCCo Transfer Co-ordinator	CDCA Contracted LDSO	As required by BSCP128.	Electronic Fax / E mail
3.1.2.38	Prior to confirmed REFD	New Registrant(s) confirms with Contracted LDSO that Metering System details, BM Unit Aggregation Rules and LLFs are valid.	New CVA Registrant(s)	Contracted LDSO		Telephone / Fax / E mail
3.1.2.39	Prior to confirmed REFD	CRA sends Standing Data report.	CRA	New CVA Registrant(s)	Standing data reports prints of data entered into system. (CRA-1014)	Fax / E mail / Electronic
3.1.2.40	2 WD before confirmed REFD	Transfer Co-ordinator confirms with CRA/CDCA that registration in CMRS is on schedule.	Transfer Co-ordinator	CRA, CDCA		Telephone / Fax / E mail
3.1.2.41	1 WD after confirmed REFD	CRA/CDCA confirm with Transfer Co-ordinator that registration transfers were successfully completed.	CRA, CDCA	Transfer Co-ordinator, New CVA Registrant(s)		Fax / E mail
3.1.2.42	1 WD after confirmed REFD	Transfer Co-ordinator confirms with Contracted LDSO that registration in CMRS was successfully completed and requests that the Export SVA MSID is logically disconnected within 5WD of confirmed REFD and a de-registration notice is sent to SMRS. ¹²	Transfer Co-ordinator	Contracted LDSO	Logical Disconnection Date	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.4 31 13	By 5 WD after confirmed REFD	Perform a Proving Test as required by BSCP02, seal in accordance with BSCP06 and take initial Meter reading. Note that this may be deduced from the reading taken at the Proving Test, together with half hourly advances. Send initial Meter reading to the CDCA	CDCA, CVA MOA CVA MOA	 CDCA	Initial Meter Reading, and date/time of reading. BSCP02. BSCP06 Form BSCP06/4.6 Notification of Completed Work/Meter Reading Sheet	
3.1.2.4 42	By 5 WD after confirmed REFD	Old SVA Registrant(s) requests that old HHDC takes final Meter Reading.	Old SVA Registrant(s)	Old HHDC		Fax / E mail
3.1.2.4 63	By 1 WD after 3.1.2.4 31	Remotely interrogate Outstation(s).	CDCA			Internal Process
3.1.2.4 74	By 1 WD after 3.1.2.4 31	If requested, send initial Meter reading to old HHDC/new CVA Registrant(s). New CVA Registrant(s) must send this information to the old Registrant(s) if requested.	CDCA	Old HHDC, New CVA Registrant(s), (Old SVA Registrant(s))	Initial Meter Reading, and date/time of reading.	Fax / E mail
3.1.2.4 85	Within 5 WD after ETSD {REGI}	Contracted LDSO de-registers relevant Export SVA MSIDs in SMRS by setting <u>logical</u> disconnection date and sends de-registration notice to SMRS.	Contracted LDSO	SMRA	SVA MSIDs “ETSD {Regi}” and disconnection date in accordance with BSCP501 Ref. 3.9.	Internal Process
3.1.2.4 96	Within 5 WD after ETSD {REGI}	Contracted LDSO confirms to Transfer Co-ordinator that a logical disconnection occurred on the “ETSD {Regi}”.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail
3.1.2. 5047	Within 6 WD after confirmed REFD	SMRA sends HHDA automatic confirmation that its appointment for each Export SVA MSID is terminated following logical disconnection.	SMRA	HHDA	D0209 Instructions to Half Hourly Data Aggregator, including “ETSD {Regi}” in accordance with BSCP501.	Electronic

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2. 5148	Within 7 WD after confirmed REFD	CRA and CDCA to confirm to Transfer Co-ordinator that the transfer has been successfully completed that realistic values are being collected.	CRA, CDCA	Transfer Co-ordinator		Telephone / Fax / E mail
3.1.2. 5249	Within 20 WD of confirmed REFD	Contracted LDSO confirms to the Transfer Co-ordinator that the data values before and after transfer are comparable and acceptable.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail

Amend Section 4.8.1.1.1 as follows:

4.8.1.1.1 SMRS to CMRS: New CVA Registrant Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.1.1	Ask existing SVA Registrant for SVA MOA identity and contact details and inform existing SVA Registrant of intention to transfer SVA MSIDs.	
3.1.1.2	Send contact details of existing SVA Registrant(s), GSP Group and SVA MOA to Transfer Co-ordinator	
3.1.1.6	Formalise agreement with a CVA MOA to act as Meter Operator for the SVA MSIDs to be transferred.	
3.1.1.7	Submit the following forms: BSCP68/4.1 to CRA, CDCA and the Transfer Co-ordinator BSCP15/4.1 to CRA and the Transfer Co-ordinator BSCP20/4.1 to CRA and the Transfer Co-ordinator	
3.1.1.9	Receive the new CVA MSID numbers from CRA.	
3.1.1.11	Instruct Contracted LDSO to submit CVA LLFs to BSCCo via BSCP128.	
3.1.1.17	Submit BSCP75/4.2 to CDCA and the Transfer Co-ordinator	
3.1.1.23	Signed BSCP68/4.1 received, confirming REFD.	
3.1.1.331	Confirm with Contracted LDSO that following details are valid: Meter Technical Details, BM Unit Aggregation Rules, CVA LLFs.	

Amend Section 4.8.1.1.2 as follows:

4.8.1.1.2 SMRS to CMRS: CDCA Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.1.7	Receive form BSCP68/4.1 from the new CVA Registrant:	
3.1.1.16	Receive form BSCP20/4.3 a, b and c from the CVA MOA.	
3.1.1.17	Receive form BSCP75/4.2 from new CVA Registrant	
3.1.1.18	Organise Proving Test date with CVA MOA.	
3.1.1.19	Submit Meter Technical Details to the Contracted LDSO and Transfer Co-ordinator.	
3.1.1.20	Submit GSP Group Take Aggregation Rules to the Nominated LDSO and Transfer Co-ordinator.	
3.1.1.21	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.1.23	Signed BSCP68/4.1 received, confirming REFD.	
3.1.1.25	Update records with confirmed REFD and confirm registration.	
3.1.1.29	Send GSP Group Take Aggregation Rules to Nominated LDSO and Transfer Co-ordinator.	
3.1.1.364	Confirm with Transfer Co-ordinator that transfers are successfully completed.	
3.1.1.386	Perform Proving Test in accordance with BSCP02.	
3.1.1.4038 / 3.1.1.39	If requested remotely interrogate Outstation(s) and send Meter reading to old HHDC and New CVA Registrant.	
3.1.1.442	Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	

Amend Section 4.8.1.1.3 as follows:

4.8.1.1.3 SMRS to CMRS: CRA Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.1.7	Receive the following forms from new CVA Registrant: BSCP68/4.1, BSCP15/4.1, BSCP20/4.1,	
3.1.1.9	Inform Transfer Co-ordinator and new CVA Registrant of new CVA MSID.	
3.1.1.21	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.1.23	Signed BSCP68/4.1 received, confirming REFD.	
3.1.1.25	Update records with confirmed REFD and confirm registration.	
3.1.1.26	Send SVA MSID Mappings/CVA MSIDs and BM Unit/SVA MSID mappings (Registration Transfer Report) to the Transfer Co-ordinator and new CVA Registrant.	
3.1.1.342	Send Standing Data Report to new CVA Registrant.	
3.1.1.364	Confirm with Transfer Co-ordinator that registration transfers were successfully completed.	
3.1.1.453	Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	

Amend Section 4.8.1.1.4 as follows:

4.8.1.1.4 SMRS to CMRS: Contracted LDSO Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.1.10	Receive Registration form (BSCP68/4.1) including new CVA MSID from Transfer Co-ordinator.	
3.1.1.12	Submit LLFs to BSCCo and Transfer Co-ordinator using BSCP128.	
3.1.1.15	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.1.19	Receive Meter Technical Details from CDCA	
3.1.1.20	Receive GSP Group Take Aggregation Rules from Nominated LDSO, if required.	
3.1.1.23	Signed BSCP68/4.1 received, confirming REFD.	
3.1.1.27	SVA MSID Mappings/CVA MSIDs and BM Unit/SVA MSID mappings (Registration Transfer Report) received from Transfer Co-ordinator.	
3.1.1.28	Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report.	
3.1.1.29	Receive GSP Group Take Aggregation Rules from Nominated LDSO, if required.	
3.1.1.375	Confirmation that registration in CMRS was successfully completed and receive notice of SVA MSID disconnection date.	
3.1.1.420	De-register relevant SVA MSIDs in SMRS.	
3.1.1.431	Confirm to Transfer Co-ordinator that a logical disconnection occurred on the ETSD {Regi}.	
3.1.1.464	Confirm to Transfer Co-ordinator that data values are comparable and acceptable.	

Amend Section 4.8.1.1.5 as follows:

4.8.1.1.5 SMRS to CMRS: CVA MOA Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.1.6	New CVA Registrant(s) must have formal agreement in place with a CVA MOA for the process to continue.	
3.1.1.10	Receive Registration forms including new CVA MSID from Transfer Co-ordinator.	
3.1.1.13	Request Meter Technical Details from SVA MOA	
3.1.1.14	Receive Meter Technical Details from SVA MOA	
3.1.1.16	Register Meter Technical Details with the CDCA by submitting form BSCP20/4.3 a, b and c to CDCA and the Transfer Co-ordinator:	
3.1.1.18	Proving Test date with CDCA arranged (by CDCA).	
3.1.1.23	Signed BSCP68/4.1 received, confirming REFD.	
3.1.1.386	Perform Proving Test in accordance with BSCP02.	
	Seal in accordance with BSCP06.	
	Take initial Meter reading.	

Amend 4.8.1.2.1 as follows:

4.8.1.2.1 SMRS to CMRS: New CVA Registrant Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.2.1	Ask existing SVA Registrant for identity and contact details of and existing SVA MOA and inform existing SVA Registrant of intention to transfer SVA MSIDs.	
3.1.2.2	Send contact details of existing SVA Registrant(s), GSP Group and existing SVA MOA to Transfer Co-ordinator.	
3.1.2.6	Formalise agreement with a CVA MOA to act as Meter Operator for the SVA MSIDs to be transferred.	
3.1.2.7	Inform existing SVA Registrant(s) of identity and details of CVA MOA	
3.1.2.10	Submit the following forms: BSCP68/4.1 to CRA, CDCA and the Transfer Co-ordinator. BSCP15/4.1 to CRA and the Transfer Co-ordinator. BSCP20/4.1 to CRA and the Transfer Co-ordinator.	
3.1.2.12	Request the CDCA to provide the SVA HHDC access to the SVA Import Metering System	
3.1.2.14	Receive the new CVA MSID numbers from CRA.	
3.1.2.16	Instruct Contracted LDSO to submit CVA LLFs to BSCCo via BSCP128.	
3.1.2.22	Submit BSCP75/4.2 to CDCA and the Transfer Co-ordinator.	
3.1.2.28	Signed BSCP68/4.1 received, confirming REFD.	
3.1.2.386	Confirm with Contracted LDSO that following details are valid: Meter Technical Details, BM Unit Aggregation Rules, CVA LLFs.	

Amend Section 4.8.1.2.2 as follows:

4.8.1.2.2 SMRS to CMRS: CDCA Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.2.10	Receive form BSCP68/4.1 from the new CVA Registrant.	
3.1.2.21	Receive form BSCP20/4.3 a, b and c from the CVA MOA:	
3.1.2.22	Receive form BSCP75/4.2 from new CVA Registrant(s)	
3.1.2.23	Organise Proving Test date with CVA MOA.	
3.1.2.24	Submit GSP Group Take Aggregation Rules to the Nominated LDSO and Transfer Co-ordinator.	
3.1.2.25	Submit Meter Technical Details to the Contracted LDSO and Transfer Co-ordinator.	
3.1.2.26	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.2.28	Signed BSCP68/4.1 received, confirming REFD.	
3.1.2.30	Update records with confirmed REFD and confirm registration.	
3.1.2.34	Send GSP Group Take Aggregation Rules to Nominated LDSO and Transfer Co-ordinator.	
3.1.2.4139	Confirm with Transfer Co-ordinator that transfers are successfully completed.	
3.1.2.431	Perform Proving Test in accordance with BSCP02.	
3.1.2.453/ 3.1.2.44	If requested interrogate Outstation(s) remotely and send Meter readings to old HHDC and new CVA Registrant.	
3.1.2.498	Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	

Amend Section 4.8.1.2.3 as follows:

4.8.1.2.3 SMRS to CMRS: CRA Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.2.10	Receive the following forms from new CVA Registrant: BSCP68/4.1, BSCP15/4.1, BSCP20/4.1,	
3.1.2.14	Inform Transfer Co-ordinator and new CVA Registrant of new CVA MSID.	
3.1.2.26	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.2.28	Signed BSCP68/4.1 received, confirming REFD.	
3.1.2.30	Update records with confirmed REFD and confirm registration.	
3.1.2.31	Send SVA MSID Mappings/CVA MSIDs and BM Unit/SVA MSID mappings (Registration Transfer Report) to the Transfer Co-ordinator and new CVA Registrant.	
3.1.2.397	Send Standing Data Report to new Registrant.	
3.1.2.4139	Confirm with Transfer Co-ordinator that registration transfers were successfully completed.	
3.1.2.5048	Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	

Amend Section 4.8.1.2.4 as follows:

4.8.1.2.4 SMRS to CMRS: Contracted LDSO Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.2.15	Receive Registration form (BSCP68/4.1) including new CVA MSID from Transfer Co-ordinator.	
3.1.2.17	Submit LLFs to BSCCo and Transfer Co-ordinator using BSCP128.	
3.1.2.20	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.2.24	Receive Aggregation Rules from Nominated LDSO, if required.	
3.1.2.25	Receive Meter Technical Details from CDCA.	
3.1.2.28	Signed BSCP68/4.1 received, confirming REFD.	
3.1.2.32	SVA MSID Mappings/CVA MSIDs and BM Unit/SVA MSID mappings (Registration Transfer Report) received from Transfer Co-ordinator.	
3.1.2.33	Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report.	
3.1.2.34	Receive GSP Group Aggregation Rules from Nominated LDSO, if required.	
3.1.2.420	Confirmation that registration in CMRS was successfully completed and receive notice of SVA MSID disconnection date.	
3.1.2.475	De-register relevant SVA MSIDs in SMRS.	
3.1.2.486	Confirm to Transfer Co-ordinator that a logical disconnection occurred on the "ETSD {Regi}.	
3.1.2.5149	Confirm to Transfer Co-ordinator that data values are comparable and acceptable.	

Amend Section 4.8.1.2.5 as follows:

4.8.1.2.5 SMRS to CMRS: CVA MOA Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.2.6	New Registrant(s) must have formal agreement in place with a CVA MOA for the process to continue.	
3.1.2.15	Receive Registration forms including new CVA MSID from Transfer Co-ordinator.	
3.1.2.18	Request Meter technical details from existing SVA MOA.	
3.1.2.19	Receive Meter technical details from existing SVA MOA.	
3.1.2.21	Register Meter Technical Details with the CDCA by submitting form BSCP20/4.3 a, b and c to CDCA and the Transfer Co-ordinator.	
3.1.2.23	Proving Test date with CDCA arranged (by CDCA).	
3.1.2.28	Signed BSCP68/4.1 received, confirming REFD.	
3.1.2.4 31	Perform Proving Test in accordance with BSCP02.	
	Seal in accordance with BSCP06.	
	Take initial Meter reading.	