



**Redlined BSCP68 text for P344**

P344 proposes changes to sections 1.6, 3, 4..1 to 4.2, 4. To 4.6 and .8 We have redlined these changes against Version 13.0

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

*Amend section 1.6 as follows:*

## **1.6 Overview of Process**

### **1.6.1 Registration Transfers from SMRS to CMRS**

For Registration Transfers from SMRS to CMRS the following major events describe the process:-

- (a) Appointment of CVA MOA and CDCA in CRA;
- (b) Submission of Registration Transfer Forms to the Transfer Co-ordinator;
- (c) Registration of ~~BM Unit~~Primary BM Units, Metering Systems, Aggregation Rules and Meter Technical Details in CMRS;
- (d) Validation of Registration Transfer by CRA, CDCA and LDSO;
- (e) Approval/Rejection of Registration Transfer and if approved, confirmation of Registration Effective From Date by the Transfer Co-ordinator;
- (f) Successful registration in CMRS;
- (g) Confirmation of successful registrations in CMRS;
- (h) Disconnection of SVA MSIDs and de-registration of SVA MSID BM Units in SMRS; and
- (i) Termination of SVA Supplier Agents for energy flows being transferred to CVA.

### **1.6.2 For Registration Transfers from CMRS to SMRS**

For Registration Transfers from CMRS to SMRS the following major events describe the process:-

- (a) Submission of Registration Transfer Forms to the Transfer Co-ordinator;
- (b) Validation of Registration Transfer by CRA, CDCA and LDSO;
- (c) Approval/Rejection of Registration Transfer and if approved, confirmation of Effective From Settlement Date {Regi} by the Transfer Co-ordinator;
- (d) Creation of skeleton records for new SVA MSIDs by LDSO;
- (e) Registration of Settlement liability by SVA Registrant for the new SVA MSIDs;
- (f) Appointment and registration of Supplier Agents by SVA Registrant;
- (g) Appointment and registration of Supplier Agents for energy flows being transferred to SMRS;
- (h) De-appointment of MOA in CMRS by Registrants for energy flows

transferring to SMRS; and

- (i) Termination of ~~BM Unit~~Primary BM Unit and CVA MSID registrations in CMRS.

Amend section 3 as follows:

### 3 INTERFACE AND TIMETABLE INFORMATION

#### 3.1 Transfers from SMRS to CMRS

##### 3.1.1 Transfer of both Import and Export Metering Systems<sup>1</sup>

- 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~~Primary 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) <sup>2</sup> 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

<sup>1</sup> 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.

<sup>2</sup> 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 <sup>3</sup>	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 <sup>4</sup>	Agreement from CVA MOA.	Fax / E mail
3.1.1.7 <sup>5</sup>	At least 30 WD <sup>6</sup> 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

<sup>3</sup> Transfer Co-ordinator will liaise with relevant contacts within each organisation.

<sup>4</sup> The CVA MOA may be the same person as the SVA MOA.

<sup>5</sup> 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 Primary BM Units in order to monitor their 'provisional' status.

<sup>6</sup> Primary BM Unit Registration: The timing of Primary 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
		<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 – <del>BM Unit</del> <b>Primary BM Unit</b> 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 CVA<sup>7</sup> 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>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>Form BSCP68/4.1 – Registration Transfer from SMRS to CMRS including schematic diagram.</p> <p>Form <del>BSCP15/4.1</del> <b>BSCP15/4.1 Registration of Primary BM Unit for a CVA Metering System</b> <del>Registration of BM Unit.</del></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>	
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. <sup>8</sup>	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 <sup>8</sup> 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

<sup>7</sup> BSCP68 timescales are default for BSCP20.

<sup>8</sup> 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. <sup>9</sup>	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 <sup>10</sup> .	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

<sup>9</sup> BSCP68 timescales are default for BSCP128.

<sup>10</sup> 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	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 CMRS, ETSD {Regi} in SMRS and confirmation of completed CMRS Registrations.	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 <b>BM UnitPrimary BM Unit</b> /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, <b>BM UnitPrimary BM Unit</b> 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 <b>BM UnitPrimary BM Unit</b> /SVA MSID mappings (Registration Transfer Report).	Transfer Co-ordinator	Contracted LDSO, CVA MOA	Registration Transfer Report which includes Metering System Registration Details, <b>BM UnitPrimary BM Unit</b> details, SVA MSID details, CVA MSID Details, confirmed REFD.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.28	As soon as possible after 3.1.1.27	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 3.1.1.26.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail
3.1.1.29	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
3.1.1.30	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
3.1.1.31	Prior to confirmed REFD	New Registrant(s) confirms with Contracted LDSO that Metering System details, <del>BM Unit</del> Primary BM Unit Aggregation Rules and LLFs are valid.	New CVA Registrant(s)	Contracted LDSO		Telephone / Fax / E mail
3.1.1.32	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
3.1.1.33	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
3.1.1.34	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
3.1.1.35	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. <sup>11</sup>	Transfer Co-ordinator	Contracted LDSO	Logical Disconnection Date	Fax / E mail
3.1.1.36 <sup>12</sup>	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	
3.1.1.37	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
3.1.1.38	By 1 WD after 3.1.1.36	Remotely interrogate Outstation(s).	CDCA			Internal Process
3.1.1.39	By 1 WD after 3.1.1.36	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
3.1.1.40	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

<sup>11</sup> This step replaces the need for the Supplier to send the Contracted LDSO a D0132 data flow as outlined in BSCP515 Section 3.7.

<sup>12</sup> 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
3.1.1.41	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
3.1.1.42	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
3.1.1.43	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
3.1.1.44	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

### 3.1.2 Transfer of the Export only of Metering Systems<sup>13</sup>

- 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.

<sup>13</sup> 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.

- 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) <sup>2</sup> 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 <sup>3</sup>	Contact details i.e. name, telephone number and email address of:  Existing SVA Registrant(s).  SVA MOA.  GSP Group.	Telephone / Fax / E mail
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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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 <b>NOT</b> 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
3.1.2.10 <sup>5</sup>	At least 30 WD <sup>6</sup> 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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		<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 – <del>BM Unit</del> <b>Primary BM Unit</b> 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 CVA<sup>7</sup> in accordance with ref. 3.1.1 to 3.1.6 (inclusive),</p>		<p>CRA, CDCA, Transfer Co-ordinator</p> <p>CRA, Transfer Co-ordinator</p> <p>CRA, Transfer Co-ordinator</p>	<p>Form BSCP68/4.1 – Registration Transfer from SMRS to CMRS including schematic diagram.</p> <p>Form <del>BSCP15/4.1</del> <b>BSCP15/4.1 Registration of Primary BM Unit for a CVA Metering System</b> <del>Registration of BM Unit.</del></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>	
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. <sup>8</sup>	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 <sup>8</sup> 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. <sup>9</sup>	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 <sup>10</sup> .	Existing SVA MOA	CVA MOA	Meter Technical Details	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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
3.1.2.21	At least 20 WD before the proposed REFD	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.  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.	Fax / E mail
3.1.2.22	At least 20 WD before the proposed REFD	Submit BSCP75/4.2 – Registration of Aggregation Rules for Volume Allocation in accordance with BSCP75.  Note that care should be taken to complete form BSCP75/4.2.	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	BSCP75.  Nominated LDSO to contact Contracted LDSO to review the GSP Group Take Aggregation Rules, if required.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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
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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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
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 <del>BM Unit</del> <u>Primary BM Unit</u> /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, <del>BM Unit</del> <u>Primary BM Unit</u> 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 <del>BM Unit</del> <u>Primary BM Unit</u> /SVA MSID mappings (Registration Transfer Report).	Transfer Co-ordinator	Contracted LDSO, CVA MOA	Registration Transfer Report which includes Metering System Registration Details, <del>BM Unit</del> <u>Primary BM Unit</u> 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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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
3.1.2.35	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
3.1.2.36	Prior to confirmed REFD	New Registrant(s) confirms with Contracted LDSO that Metering System details, <del>BM Unit</del> <u>Primary BM Unit</u> Aggregation Rules and LLFs are valid.	New CVA Registrant(s)	Contracted LDSO		Telephone / Fax / E mail
3.1.2.37	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
3.1.2.38	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
3.1.2.39	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
3.1.2.40	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. <sup>11</sup>	Transfer Co-ordinator	Contracted LDSO	Logical Disconnection Date	Fax / E mail
3.1.2.41 <sup>12</sup>	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	
3.1.2.42	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
3.1.2.43	By 1 WD after 3.1.2.41	Remotely interrogate Outstation(s).	CDCA			Internal Process
3.1.2.44	By 1 WD after 3.1.2.41	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
3.1.2.45	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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.46	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
3.1.2.47	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
3.1.2.48	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
3.1.2.49	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

## 3.2 Transfers from CMRS to SMRS

### 3.2.1 Transfer of both Import and Export Metering Systems<sup>14</sup>

- 1) If a Metering System will be subject to a Shared SVA Meter Arrangement (BSCP550), then there will be two or more SVA Registrants.
- 2) Note that the BSCP68 timescales are the default timescales for all related BSCPs.

<sup>14</sup> 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: 3.2.1.1 and 3.2.1.7. The Transfer Co-ordinator shall advise the Registrant of the next available date for the Registration Transfer to proceed.

- 3) For Registration Transfers from CMRS to SMRS, the RETD (Registration Effective To Date) in CMRS must always equal the EFSD {Regi} (Effective From Settlement Date {Regi}) in SMRS –1 calendar day.
- 4) Note that the SVA Registrant and Supplier Agents must form a valid Supplier Hub.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.1	Prior to 3.2.1.3	<p>New SVA Registrant(s)<sup>2</sup> agree to initiate a Registration Transfer of Metering System(s) from CMRS to SMRS.</p> <p>In some cases there may be only one Registrant (SVA).</p> <p>New SVA Registrant(s) to contact existing CVA, Registrant(s) to inform them of intention to transfer MSID(s), to gain CVA MOA Id and contact details if not known and old SVA MSID details if available.</p>	New SVA Registrant(s)	Existing CVA Registrant(s)	<p>Contact details i.e. name, telephone number and email address of CVA MOA.</p> <p>Old SVA MSID details if available.</p> <p>If details of Existing CVA Registrant(s) unknown, contact BSCCo.</p>	Fax / E mail
3.2.1.2	Immediately after 3.2.1.1	New SVA Registrant(s) sends contact details of existing CVA Registrant(s), CVA MOA, GSP Group and old SVA MSID details if available to Transfer Co-ordinator.	New SVA Registrant(s)	Transfer Co-ordinator	<p>Contact details i.e. name, telephone number and email address of:</p> <p>Existing CVA Registrant(s),</p> <p>CVA MOA.</p> <p>GSP Group.</p> <p>Old SVA MSID details if available.</p>	Fax / E mail
3.2.1.3	At least 30 WD before proposed EFSD {REGI}	Transfer Co-ordinator informs existing CVA Registrant(s) of intention to transfer Metering Systems from CMRS to SMRS and advises Nominated LDSO and Contracted LDSO of proposed Registration Transfer.	Transfer Co-ordinator	Existing CVA Registrant(s), Nominated LDSO, Contracted LDSO	List of <del>BM Unit</del> Primary BM Unit Ids and CVA MSIDs of sites to be transferred.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.4	As soon as possible after 3.2.1.3	If existing CVA Registrant(s) has non-commercial grounds to oppose the transfer it provides reasons.	Existing CVA Registrant(s)	Transfer Co-ordinator	Reasons for objecting to proposed Registration Transfers.	Fax / E mail
3.2.1.5	As soon as possible after 3.2.1.4	Transfer Co-ordinator notifies new SVA Registrant(s), Nominated LDSO and Contracted LDSO of Transfer Rejection including Reasons.	Transfer Co-ordinator	New SVA Registrant(s), Nominated LDSO, Contracted LDSO		Fax / E mail
3.2.1.6	At least 30WD before proposed EFSD {REGI}	Submission of Registration Transfer Form BSCP68/4.2 in accordance with the guidelines for Transfers in Appendix 4.3.	New SVA Registrant(s)	Transfer Co-ordinator <sup>15</sup>	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS including schematic diagram.	Fax / E mail
3.2.1.7	As soon as possible after 3.2.1.6	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
3.2.1.8	At least 30 WD before proposed EFSD {REGI}	New SVA Registrant(s) to request SVA LLF details from the Contracted LDSO or obtain from BSC Website.	New SVA Registrant(s)	Contracted LDSO	BSCP128.	Fax / E mail
3.2.1.9	At least 28 WD before proposed EFSD {REGI}	Transfer Co-ordinator sends Registration Transfer Form to CRA, CDCA and Contracted LDSO for validation.	Transfer Co-ordinator	CRA, CDCA, Contracted LDSO	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS.	Fax / E mail
3.2.1.10	As soon as possible after 3.2.1.9	CRA to identify whether the Metering Systems within the <del>BM Unit</del> <u>Primary BM Unit</u> for transfer forms part of a Trading Unit and inform Transfer Co-ordinator and existing CVA Registrant(s).	CRA	Transfer Co-ordinator, Existing CVA Registrant(s)		Telephone / Fax / E mail

<sup>15</sup> Transfer Co-ordinator will liaise with all relevant contacts with each organisation.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.11	As soon as possible after 3.2.1.10	If <del>BM Unit</del> <b>Primary BM Unit</b> forms part of a Trading Unit, existing Registrant(s) to de-register Trading Unit in accordance with BSCP31, Appendix 4.6. <sup>16</sup>	Existing CVA Registrant(s)		BSCP31, section 4.6.	Fax / E mail
3.2.1.12	As soon as possible after 3.2.1.11	Existing CVA Registrant(s) inform Transfer Co-ordinator that the Trading Unit shall be de-registered by the proposed RETD.	Existing CVA Registrant(s)	Transfer Co-ordinator		Fax / E mail
3.2.1.13	At least 27 WD before proposed EFSD {REGI}	Contracted LDSO sends LLFs to new SVA Registrant(s) and advises as to whether these are valid in MDD. If they are not valid in MDD Contracted LDSO advises new Registrant(s) of the default SVA LLFs to be used. <sup>17</sup> This information is sent to Transfer Co-ordinator.	Contracted LDSO	New SVA Registrant(s), Transfer Co-ordinator		Telephone / Fax / E mail
3.2.1.14	At least 26 WD before proposed EFSD {REGI}	If the LLFs are no longer valid in MDD, SVA Registrant(s) to instruct Contracted LDSO to establish SVA Line Loss Factor Class via BSCP509 and submit SVA LLFs via BSCP128.	New SVA Registrant(s)	Contracted LDSO	BSCP509 and BSCP128.	Telephone / Fax / E mail
3.2.1.15	At least 26 WD before proposed EFSD {REGI}	New SVA Registrant(s) to contact SVA MOA and inform of CVA MSID for transfer <sup>18</sup> and identity and contact details of CVA MOA.	New SVA Registrant(s)	SVA MOA <sup>19</sup>	CVA MSID, CVA MOA Contact Details.	Fax / E mail

<sup>16</sup> If a new trading Unit is to be formed, refer to BSCP31.

<sup>17</sup> The Default Line Loss Factor Class Id and LLFs should be generic for the measurement quantity and voltage connection for that Contracted LDSO. These LLFs will apply until a revised Line Loss Factor Class Id and LLFs have been established in MDD.

<sup>18</sup> CVA Metering System will be logically disconnected and therefore a new SVA MSID will be created in the transfer process to SMRS.

<sup>19</sup> New SVA MOA may be the same agent as the existing CVA MOA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.16	At least 24 WD before proposed EFSD {REGI}	CRA, CDCA and Contracted LDSO validate the Registration Transfer Form in accordance with the validation rules in Appendix 4.4.  CRA, CDCA and Contracted LDSO advise Transfer Co-ordinator.	CRA, CDCA, Contracted LDSO	Transfer Co-ordinator	Form BSCP68/4.6 Registration Transfer Validation Details.	Fax / E mail
3.2.1.17	At least 24 WD before proposed EFSD {REGI}	Send revised GSP Group Take Aggregation Rules to Nominated LDSO for agreement and to Transfer Co-ordinator for information.	CDCA	Nominated LDSO, Transfer Co-ordinator	GSP Group Take Aggregation Rules  Nominated LDSO to contact Contracted LDSO to review the GSP Group Take Aggregation Rules, if required.	Fax / E mail
3.2.1.18	Within 5 WD of 3.2.1.17	Notify CDCA of discrepancies in GSP Group Take Aggregation Rules.  When Group Take Aggregation Rules are correct Nominated LDSO to notify CDCA and Transfer Co-ordinator.	Nominated LDSO  Nominated LDSO	CDCA  CDCA, Transfer Co-ordinator	GSP Group Aggregation Rules	Telephone / Fax / E mail
3.2.1.19	At least 21 WD before proposed EFSD {REGI}	If transfer rejected, Transfer rejection includes notification to all those who are involved in the transfer process.	Transfer Co-ordinator	New SVA Registrant(s), Existing CVA Registrant(s), CRA, CDCA, Nominated LDSO, Contracted LDSO, SVA MOA, CVA MOA	Form BSCP/4.2 Registration Transfer from SMRS to CMRS and reasons for rejections.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.20	At least 21 WD before proposed EFSD {REGI}	If transfer approved, Transfer Co-ordinator confirms EFSD {REGI}, with signed BSCP68/4.2.  This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.2 and can only be changed with Transfer Co-ordinator approval.	Transfer Co-ordinator	New SVA Registrant(s) Existing CVA Registrant(s) CRA, CDCA, and Nominated LDSO, Contracted LDSO, SVA MOA, CVA MOA	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS.  Confirmation of the actual EFSD {REGI} in CMRS and RETD in SMRS.	Fax / E mail
3.2.1.21 <sup>20</sup>	At least 20 WD before EFSD {REGI}	Submit forms to de-register Import and Export <del>BM Unit</del> <u>Primary BM Units</u> and Metering Systems in accordance with:  a) BSCP15 ref. 3.5.1 to 3.5.7 (inclusive) and 3.5.10, and  b) BSCP20 ref. 3.2.1 to 3.2.3 (inclusive) indicated as a Registration Transfer.	Existing CVA Registrant(s)	CRA	Form BSCP15/4.2 <del>-De-Registration of Primary BM Unit</del> <u>De-Registration of BM Unit</u> ,  Form BSCP20/4.7 De-register Metering System.  Covering letter indicating Registration Transfer.	Fax / E mail
3.2.1.22	At least 18 WD before confirmed EFSD {REGI}	Enter GSP Group Take Aggregation Rules and send the confirmation report of GSP Group Aggregation Rules to the Nominated LDSO and to the Transfer Co-ordinator for information.	CDCA	Nominated LDSO , Transfer Co-ordinator	Nominated LDSO to pass GSP Group Take Aggregation Rules to Contracted LDSO, if required.	Fax / E mail
3.2.1.23	Within 2 WD of 3.2.1.20	CDCA updates records with RETD (which is 1 calendar day before the confirmed EFSD {REGI}).	CDCA		RETD in CMRS.	Internal Process
3.2.1.24	Within 2 WD of 3.2.1.20	CRA updates records with RETD (which is 1 calendar day before the confirmed EFSD {REGI}).	CRA		RETD in CMRS.	Internal Process

<sup>20</sup> The de-registering of Primary BM Units and Metering Systems in CMRS is a logical de-registration rather than physical de-registration. It is assumed that the Third Party Generator would have informed the Registrants (CVA) of its intention prior to initiating the Registration Transfer process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.25	Within 2 WD of 3.2.1.20	CRA provides the Contracted LDSO and Transfer Co-ordinator with details of <b>BM Unit</b> Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report).	CRA	Contracted LDSO , Transfer Co-ordinator	Registration Transfer Report including Metering System Registration Details, <b>BM Unit</b> Primary BM Unit details, CVA MSID details, RETD and old SVA MSID number if available. <sup>21</sup> (CRA-I023)	Fax / E mail
3.2.1.26	Within 3 WD of 3.2.1.22	Notify CDCA of discrepancies in GSP Group Take Aggregation Rules.	Nominated LDSO	CDCA		Fax / E mail
3.2.1.27	Within 3 WD of 3.2.1.25	If Contracted LDSO finds any discrepancies in the Registration Transfer report received from CRA (by reference to the relevant SMRS) it reports such discrepancies to Transfer Co-ordinator and Transfer Co-ordinator resolves as appropriate.  If required, go to 3.2.1.25.	Contracted LDSO	Transfer Co-ordinator	As 3.2.1.25.	Fax / E mail
3.2.1.28	At least 17 WD before confirmed EFSD {REGI}	CRA, CDCA confirm that RETD in CMRS is set to 1 calendar day before the confirmed EFSD {REGI} in SMRS.	CRA, CDCA	Transfer Co-ordinator	As 3.2.1.23 or 3.2.1.24 plus confirmation of updated records.	Fax / E mail
3.2.1.29	At least 15 WD before confirmed EFSD {REGI}	Notify new MSID data.	Contracted LDSO	SMRA	MSID, GSP Group Id, LLF Class Id <sup>22</sup> , 1998 TA Indicator (and Metering Point Address is required by MRA).	Internal Process
3.2.1.30	At least 15 WD before confirmed EFSD {REGI}	Contracted LDSO provides SVA MSIDs to new SVA Registrant(s), <b>informs them the date at which they can be registered in SMRS</b> and informs Transfer Co-ordinator of new SVA MSIDs.	Contracted LDSO	New SVA Registrant(s) Transfer Co-ordinator	D0169 Allocation of New/Additional MPAN Core(s).	Electronic or other method as agreed  Fax / E mail

<sup>21</sup> These are the 'old' SVA MSID(s) that would have been used if this Metering System had been previously registered in SMRS.

<sup>22</sup> LLF Class Id will contain the actual LLF Class Id or where this is not known a default LLF Class Id.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.31	At least 10 WD before confirmed EFSD {REGI}	Notify Settlement liability for MSID and Supply Start Date. New SVA Registrant(s) registers responsibility for SVA MSIDs.	New SVA Registrant(s)	SMRA	D0055 Registration of Supplier to Specified Metering Point. DA Id; DC Id, Profile Class, Standard Settlement Configuration, Measurement Class and Energisation Status.	Electronic
3.2.1.32	Following receipt of data provided by 3.2.1.29 and 3.2.1.31.	Perform validation checks. If attempt made to change Energisation Status to “energised” or “de-energised” <sup>23</sup> whilst any mandatory field is blank, then invalidate Registration (i.e. unsuccessful).	SMRA.		In accordance with BSCP501.	Internal Process.
3.2.1.33	On unsuccessful validation and within 1 WD <sup>23</sup> of 3.2.1.29 or 3.2.1.31.	Notify originator of receipt of invalid data.	SMRA.	New SVA Registrant.	D0057 Rejection of Registration.	Electronic or other method, as agreed.
3.2.1.34	On successful validation and within 1 WD <sup>23</sup> of 3.2.1.29 or 3.2.1.31.	Notify Settlement liability for New MSID.	SMRA.	Contracted LDSO  New SVA Registrant.  DA.	Supplier Id; MSID; DA Id <sup>24</sup> , DC Id <sup>24</sup> and Supply Start Date. D0171 Notification of Distributor Changes. D0172 Confirmation of Changes. D0217 Confirmation of the Registration of a Metering Point. D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.	Electronic or other method, as agreed.

<sup>23</sup> Requirement to reject an attempt to set Energisation Status to “de-energised” whilst any mandatory field is blank is not in the NETA validation rules but is an MRA requirement.

<sup>24</sup> Agent Ids (DA/DC) and other marked items are not mandatory for a New SVA Registrant to register liability whilst the Energisation Status has not yet been provided.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.35	Following 3.2.1.34	DA validates instructions from SMRA. If SMRA instructions valid, update database.  If problem with file not caused by DA notify SMRA.  Generate a revised file and send or re-send an exact copy of file or if problem caused by DA notify DA.	DA.  DA.  SMRA.	SMRA.  DA.	P0035 Invalid Data (for physical integrity problems) or D0023 Failed Instructions (for instruction level problems).  D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.	Internal Process.  Electronic or other method, as agreed.
3.2.1.36	At least 5 WD before confirmed EFSD {REGI}	New SVA Registrant(s) appoints Supplier Agents from the confirmed EFSD {REGI}  Note that SVA Registrant and Supplier Agents must form a valid Supplier Hub	New SVA Registrant(s)	HHDA  HHDC, SVA MOA	D0153 Notification of Data Aggregator Appointment and Terms to HHDA,  D0155 Notification of New Meter Operator or Data Collector Appointment and Terms to HHDC and HHMO.	Electronic  Electronic
3.2.1.37	As soon as possible after 3.2.1.36	Supplier Agents agree contractual terms with new SVA Registrant(s).	Supplier Agents	New SVA Registrant(s)	D0011 Agreement of Contractual Terms.	Electronic
3.2.1.38	As soon as possible after 3.2.1.37	New SVA Registrant(s) confirms Supplier Agent details and updates registration details.	New SVA Registrant(s)	HHDC, SVA MOA SMRS	D0148 Notification of Change to Other Parties to HHDC and HHMO. D0205 Update Registration Details.	Electronic
3.2.1.39	At least 2 WD before confirmed EFSD {REGI}	New SVA Registrant(s) confirms to the Transfer Co-ordinator that the Registration is complete.	New SVA Registrant(s)	Transfer Co-ordinator	As 3.2.1.38 plus confirmation of updated records and confirmation that D217 has been received and Supplier Agents are appointed.	Fax / E Mail
3.2.1.40	Prior to confirmed EFSD {REGI}	CRA sends Standing Data report.	CRA	Existing CVA Registrant(s)	Standing data reports prints of data entered into system (CRA-I023).	Fax / E mail
3.2.1.41	By the confirmed EFSD {REGI}	SVA MOA requests Meter Technical Details from CVA MOA.	SVA MOA	CVA MOA	D0170 Request for Metering System Related Details.	Electronic or other method as agreed

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.42	By the confirmed EFSD {REGI}	CVA MOA provides SVA MOA with Meter Technical Details <sup>10</sup> .	CVA MOA	SVA MOA	D0268 Half Hourly Meter Technical Details.	Electronic or other method as agreed
3.2.1.43	Within 5 WD of confirmed EFSD {REGI} <sup>25</sup>	Perform a Proving Test as required by BSCP502 ref. 3.5, seal and take initial Meter reading. Note that this may be deduced from the reading taken at the Proving Test, together with half hourly advances.	SVA MOA	HHDC	Initial Meter Reading, and date/time of reading. BSCP502 ref. 3.5.	Fax / E mail/ Electronic
3.2.1.44	Within 5 WD of confirmed EFSD {REGI}	Inform the Transfer Co-ordinator that a successful Proving Test and sealing has occurred and that an initial Meter reading has been taken.	SVA MOA	Transfer Co-ordinator		Fax / E mail/
3.2.1.45	Within 5 WD of confirmed EFSD {REGI}	Receive final reading and confirm de-registration of Metering System. Request initial Meter Reading from SVA MOA if required.	CDCA	CVA MOA, SVA MOA	Final Meter readings provided by the CVA MOA to the CDCA in accordance with BSCP06.	Fax / E mail
3.2.1.46	Within 5 WD of confirmed EFSD {REGI}	SVA MOA to provide initial Meter Reading to CDCA if requested	SVA MOA	CDCA	Initial Meter Reading	Fax / E mail
3.2.1.47	Within 5 WD of confirmed EFSD {REGI}	CDCA confirms that the de-registration of the Metering System is complete in CMRS.	CDCA	Transfer Co-ordinator, Old CVA Registrant		Fax / E mail
3.2.1.48	Within 20 WD of confirmed EFSD {REGI}	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

<sup>25</sup> The Proving test may be performed earlier if (a) new Metering Equipment is being installed or (b) appropriate agreement is made with existing interested parties i.e. Registrant(s) (CVA), CDCA, MOA.

### 3.2.2 Transfer of the Import only of Metering System<sup>26</sup>

- 1) The existing CVA Registrant(s) may be the same as the new SVA Registrant(s)
- 2) If a Metering System will be subject to a Shared SVA Meter Arrangement (BSCP550), then there will be two or more SVA Registrants.
- 3) Note that the BSCP68 timescales are the default timescales for all related BSCPs.
- 4) For Registration Transfers from CMRS to SMRS, the RETD (Registration Effective To Date) in CMRS must always equal the EFSD {Regi} (Effective From Settlement Date {Regi}) in SMRS –1 calendar day
- 5) Note that the SVA Registrant and Supplier Agents must form a valid Supplier Hub.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.1	Prior to 3.2.2.3	New SVA Registrant(s) to contact existing CVA Registrant(s) to inform them of intention to transfer MSID(s), to gain contact details of existing CVA MOA and if not known and old SVA MSID details if available.	New SVA Registrant(s)	Existing CVA Registrant(s)	Contact details i.e. name, telephone number and email address of existing CVA MOA. Old SVA MSID details if available. If details of Existing CVA Registrant(s) unknown, contact BSCCo.	Fax / E mail
3.2.2.2	Immediately after 3.2.2.1	New SVA Registrant(s) sends contact details of existing CVA Registrant(s), existing CVA MOA, GSP Group and old SVA MSID details to Transfer Co-ordinator.	New SVA Registrant(s)	Transfer Co-ordinator	Contact details, i.e. Name, Address, Telephone Number and email Address of:  Existing CVA Registrant,  CVA MOA.  GSP Group.  Old SVA MSID details if available.	Fax / E mail

<sup>26</sup> 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: 3.2.2.1 and 3.2.2.7. 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
3.2.2.3	At least 30 WD before proposed EFSD {REGI}	Transfer Co-ordinator informs existing CVA Registrant(s) of intention to transfer Metering Systems from CMRS to SMRS and advises Nominated LDSO and Contracted LDSO of proposed Registration Transfer.	Transfer Co-ordinator	Existing CVA Registrant(s), Nominated LDSO, Contracted LDSO	List of <del>BM Unit</del> Primary BM Unit Ids and CVA MSIDs of sites to be transferred.	Fax / E mail
3.2.2.4	As soon as possible after 3.2.2.3	If existing CVA Registrant(s) has non-commercial grounds to oppose the transfer it provides reasons.	Existing CVA Registrant(s)	Transfer Co-ordinator	Reasons for objecting to proposed Registration Transfers.	Fax / E mail
3.2.2.5	As soon as possible after 3.2.2.4	Transfer Co-ordinator notifies new SVA Registrant(s), Nominated LDSO and Contracted LDSO of Transfer Rejection including Reasons.	Transfer Co-ordinator	New SVA Registrant(s), Nominated LDSO, Contracted LDSO		Fax / E mail
3.2.2.6	At least 30 WD before proposed EFSD {REGI}	Submission of Registration Transfer Form BSCP68/4.2 in accordance with the guidelines for Transfers in Appendix 4.3.	New SVA Registrant(s)	Transfer Co-ordinator <sup>15</sup>	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS including schematic diagram. Note that the same MOA must be appointed and be Qualified for both SVA and CVA Metering Systems.	Fax / E mail
3.2.2.7	As soon as possible after 3.2.2.6	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
3.2.2.8	At least 30 WD before proposed EFSD {REGI}	New SVA Registrant(s) to request SVA LLF details from the Contracted LDSO or obtain from BSC Website.	New SVA Registrant(s)	Contracted LDSO	BSCP128.	Fax / E mail
3.2.2.9	At least 28 WD before proposed EFSD {REGI}	Transfer Co-ordinator sends Registration Transfer Form to CRA, CDCA and Contracted LDSO for validation.	Transfer Co-ordinator	CRA, CDCA, Contracted LDSO	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.10	As soon as possible after 3.2.2.9	CRA to identify whether the Metering Systems within the <del>BM Unit</del> Primary BM Unit for transfer forms part of a Trading Unit and inform Transfer Co-ordinator and existing CVA Registrant(s).	CRA	Transfer Co-ordinator, Existing CVA Registrant(s)		Telephone/ Fax / E mail
3.2.2.11	As soon as possible after 3.2.2.10	If <del>BM Unit</del> Primary BM Unit forms part of a Trading Unit, existing Registrant(s) to de-register Trading Unit in accordance with BSCP31, Appendix 4.6. <sup>16</sup>	Existing CVA Registrant(s)		BSCP31, section 4.6.	Fax / E mail
3.2.2.12	As soon as possible after 3.2.2.11	Existing CVA Registrant(s) inform Transfer Co-ordinator that the Trading Unit shall be de-registered by the proposed RETD.	Existing CVA Registrant(s)	Transfer Co-ordinator		Fax / E mail
3.2.2.13	At least 27 WD before proposed EFSD {REGI}	Contracted LDSO sends LLFs to new Registrant(s) and advises as to whether these are valid in MDD. If they are not valid in MDD, Contracted LDSO advises new Registrant(s) of the default SVA LLFs to be used <sup>17</sup> . This information is sent to Transfer Co-ordinator.	Contracted LDSO	New SVA Registrant(s), Transfer Co-ordinator		Telephone / Fax / E mail
3.2.2.14	At least 26 WD before proposed EFSD {REGI}	If the LLFs are no longer valid in MDD, SVA Registrant(s) to instruct Contracted LDSO to establish SVA Line Loss Factor Class via BSCP509 and submit SVA LLFs via BSCP128.	New SVA Registrant(s)	Contracted LDSO	BSCP509 and BSCP128.	Telephone / Fax / E mail
3.2.2.15	At least 26 WD before proposed EFSD {REGI}	New SVA Registrant(s) to contact SVA MOA and inform of CVA MSID for transfer <sup>18</sup> and identity and contact details of existing CVA MOA.	New SVA Registrant(s)	SVA MOA <sup>19</sup>	CVA MSID, CVA MOA Contact Details	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.16	At least 26 WD before proposed EFSD {REGI}	New SVA Registrant(s) to contact existing CVA Registrant(s) and inform of SVA MOA Id	New SVA Registrant(s)	Existing CVA Registrant(s)	SVA MOA Id	Fax / E mail
3.2.2.17	At least 24 WD before proposed EFSD {REGI}	Existing CVA Registrant(s) to check that the SVA MOA is Qualified in CVA	Existing CVA Registrant(s)	BSCCo		Fax / E mail
3.2.2.18	At least 24 WD before proposed EFSD {REGI}	Existing CVA Registrant(s) to inform new SVA Registrant(s) if the SVA MOA is <b>NOT</b> Qualified in CVA and if possible propose a MOA who is Qualified in both SVA and CVA.  If required, go to 3.2.2.16	Existing CVA Registrant(s)	New SVA Registrant(s)	Note: A change of SVA MOA may be required	Fax / E mail
3.2.2.19	At least 24 WD before proposed EFSD {REGI}	CRA, CDCA and Contracted LDSO validate the Registration Transfer Form in accordance with the validation rules in Appendix 4.4.  CRA, CDCA and Contracted LDSO advise Transfer Co-ordinator.	CRA, CDCA, Contracted LDSO	Transfer Co-ordinator	Form BSCP68/4.6 Registration Transfer Validation Details.	Fax / E mail
3.2.2.20	At least 24 WD before proposed EFSD {REGI}	Send revised GSP Group Take Aggregation Rules to Nominated LDSO for agreement and to Transfer Co-ordinator for information.	CDCA	Nominated LDSO, Transfer Co-ordinator	GSP Group Take Aggregation Rules  Nominated LDSO to contact Contracted LDSO to review the GSP Group Take Aggregation Rules, if required.	Fax / E mail
3.2.2.21	Within 5 WD of 3.2.2.20	Notify CDCA of discrepancies in GSP Group Take Aggregation Rules.  When Group Take Aggregation Rules are correct Nominated LDSO to notify CDCA and Transfer Co-ordinator.	Nominated LDSO  Nominated LDSO	CDCA  CDCA, Transfer Co-ordinator	GSP Group Aggregation Rules	Telephone / Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.22	At least 21 WD before proposed EFSD {REGI}	If transfer rejected, Transfer rejection includes notification to all those who are involved in the transfer process.	Transfer Co-ordinator	New SVA Registrant(s), Existing CVA Registrant(s), CRA, CDCA, Nominated LDSO, Contracted LDSO, SVA MOA, CVA MOA	Form BSCP/4.2 Registration Transfer from SMRS to CMRS and reasons for rejections.	Fax / E mail
3.2.2.23	At least 21 WD before proposed EFSD {REGI}	If transfer approved, Transfer Co-ordinator confirms EFSD {REGI}, with signed BSCP68/4.2.  This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.2 and can only be changed with Transfer Co-ordinator approval.	Transfer Co-ordinator	New SVA Registrant(s) Existing CVA Registrant(s), CRA, CDCA, and Nominated LDSO, Contracted LDSO, SVA MOA, CVA MOA	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS.  Confirmation of the actual EFSD {REGI} in CMRS and RETD in SMRS.	Fax / E mail
3.2.2.24 <sup>20</sup>	At least 20 WD before confirmed EFSD {REGI}	Submit forms to de-register Import and Export <del>BM Unit</del> <u>Primary BM Units</u> and Metering Systems in accordance with: a) BSCP15 ref. 3.5.1 to 3.5.7 (inclusive) and 3.5.10, and b) BSCP20 ref. 3.2.1 to 3.2.3 (inclusive) indicated as a Registration Transfer.	Existing CVA Registrant(s)	CRA	Form BSCP15/4.2 <del>-De-Registration of Primary BM Unit</del> <u>De-Registration of BM Unit,</u>  Form BSCP20/4.7 De-register Metering System.  Covering letter indicating Registration Transfer.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.25	At least 18 WD before confirmed EFSD {REGI}	Enter GSP Group Take Aggregation Rules and send the confirmation report of GSP Group Aggregation Rules to the Nominated LDSO and to the Transfer Co-ordinator for information.	CDCA	Nominated LDSO , Transfer Co-ordinator	Nominated LDSO to pass GSP Group Take Aggregation Rules to Contracted LDSO, if required.	Fax / E mail
3.2.2.26	Within 2 WD of 3.2.2.23	CDCA updates records with RETD (which is 1 calendar day before the confirmed EFSD {REGI}).	CDCA		RETD in CMRS.	Internal Process
3.2.2.27	Within 2 WD of 3.2.2.23	CRA updates records with RETD (which is 1 calendar day before the confirmed EFSD {REGI}).	CRA		RETD in CMRS.	Internal Process
3.2.2.28	Within 2 WD of 3.2.2.23	CRA provides the Contracted LDSO and Transfer Co-ordinator with details of <b>BM Unit</b> Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report).	CRA	Contracted LDSO, Transfer Co-ordinator	Registration Transfer Report including Metering System Registration Details, <b>BM Unit</b> Primary BM Unit details, CVA MSID details, RETD and old SVA MSID number if available. <sup>21</sup> (CRA-I023)	Fax / E mail
3.2.2.29	Within 3 WD of 3.2.2.25	Notify CDCA of discrepancies in GSP Group Take Aggregation Rules.	Nominated LDSO	CDCA		Fax / E mail
3.2.2.30	Within 3 WD of 3.2.2.28	If Contracted LDSO finds any discrepancies in the Registration Transfer report received from CRA (by reference to the relevant SMRS) it reports such discrepancies to Transfer Co-ordinator and Transfer Co-ordinator resolves as appropriate.  If required, go to 3.2.2.28.	Contracted LDSO	Transfer Co-ordinator	As 3.2.2.28.	Fax / E mail
3.2.2.31	At least 17 WD before confirmed EFSD {REGI}	CRA, CDCA confirm that RETD in CMRS is set to 1 day before the confirmed EFSD {REGI} in SMRS.	CRA, CDCA	Transfer Co-ordinator	As 3.2.2.26 or 3.2.2.27 plus confirmation of updated records.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.32	At least 15 WD before confirmed EFSD {REGI}	Notify new MSID data.	Contracted LDSO	SMRA	MSID, GSP Group Id, LLF Class Id <sup>22</sup> , 1998 TA Indicator (and Metering Point Address is required by MRA).	Internal Process
3.2.2.33	At least 15 WD before confirmed EFSD {REGI}	Contracted LDSO provides SVA MSIDs to new SVA Registrant(s) <b>informs them the date at which they can be registered in SMRS</b> and informs Transfer Co-ordinator of new SVA MSIDs.	Contracted LDSO	New SVA Registrant(s) Transfer Co-ordinator	D0169 Allocation of New/Additional MPAN Core(s).	Electronic or other method as agreed Fax / E mail
3.2.2.34	At least 10 WD before confirmed EFSD {REGI}	Notify Settlement liability for MSID and Supply Start Date. New SVA Registrant(s) registers responsibility for SVA MSIDs.	New SVA Registrant(s)	SMRA	D0055 Registration of Supplier to Specified Metering Point. DA Id; DC Id, Profile Class, Standard Settlement Configuration, Measurement Class and Energisation Status.	Electronic
3.2.2.35	Following receipt of data provided by 3.2.2.32 and 3.2.2.34.	Perform validation checks. If attempt made to change Energisation Status to “energised” or “de-energised” <sup>23</sup> whilst any mandatory field is blank, then invalidate Registration (i.e. unsuccessful).	SMRA.		In accordance with BSCP501.	Internal Process.
3.2.2.36	On unsuccessful validation and within 1 WD <sup>23</sup> of 3.2.2.32 and 3.2.2.34.	Notify originator of receipt of invalid data.	SMRA.	New SVA Registrant.	D0057 Rejection of Registration.	Electronic or other method, as agreed.
3.2.2.37	On successful validation and within 1 WD <sup>23</sup> of 3.2.2.32 and 3.2.2.34.	Notify Settlement liability for New MSID.	SMRA.	Contracted LDSO	Supplier Id; MSID; DA Id <sup>24</sup> , DC Id <sup>24</sup> and Supply Start Date.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
				New SVA Registrant.  DA	D0171 Notification of Distributor Changes. D0172 Confirmation of Changes. D0217 Confirmation of the Registration of a Metering Point.  D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.	
3.2.2.38	Following 3.2.2.37	DA validates instructions from SMRA. If SMRA instructions valid, update database.  If problem with file not caused by DA notify SMRA.  Generate a revised file and send or re-send an exact copy of file or if problem caused by DA notify DA.	DA.  DA.  SMRA.	SMRA.  DA.	P0035 Invalid Data (for physical integrity problems) or D0023 Failed Instructions (for instruction level problems).  D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.	Internal Process.  Electronic or other method, as agreed.
3.2.2.39	At least 5 WD before confirmed EFSD {REGI}	New SVA Registrant(s) appoints Supplier Agents from the confirmed EFSD {REGI}  Note that SVA Registrant and Supplier Agents must form a valid Supplier Hub.	New SVA Registrant(s)	HHDA  HHDC, SVA MOA	D0153 Notification of Data Aggregator Appointment and Terms to HHDA,  D0155 Notification of New Meter Operator or Data Collector Appointment and Terms to HHDC and HHMO.	Electronic  Electronic
3.2.2.40	As soon as possible after 3.2.2.39	Supplier Agents agree contractual terms with new SVA Registrant(s).	Supplier Agents	New SVA Registrant(s)	D0011 Agreement of Contractual Terms.	Electronic
3.2.2.41	As soon as possible after 3.2.2.40	New SVA Registrant(s) confirms Supplier Agent details and updates registration details.	New SVA Registrant(s)	HHDC, SVA MOA  SMRS	D0148 Notification of Change to Other Parties to HHDC and HHMO.  D0205 Update Registration Details.	Electronic

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.42	At least 2 WD before confirmed EFSD {REGI}	New SVA Registrant(s) confirms to the Transfer Co-ordinator that the Registration is complete.	New SVA Registrant(s)	Transfer Co-ordinator	As 3.2.2.42 plus confirmation of updated records and confirmation that D217 has been received and Supplier Agents are appointed.	Fax / E Mail
3.2.2.43	Prior to the confirmed EFSD {REGI}	New 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.	New SVA Registrant(s),	CDCA, Transfer Co-ordinator	Details of SVA Data Collector	Fax / E mail
3.2.2.44	Prior to the confirmed EFSD {REGI}	Existing CVA Registrant to request the CDCA to provide the SVA HHDC access to the SVA Import Metering System.	Existing CVA Registrant(s)	CDCA		Fax / E mail
3.2.2.45	Prior to confirmed EFSD {REGI}	CRA sends Standing Data report.	CRA	Existing CVA Registrant(s)	Standing data reports prints of data entered into system. (CRA-I023)	Fax / E mail
3.2.2.46	By the confirmed EFSD {REGI}	SVA MOA requests Meter Technical Details from existing CVA MOA.	SVA MOA	CVA MOA	D0170 Request for Metering System Related Details.	Electronic or other method as agreed
3.2.2.47	By the confirmed EFSD {REGI}	Existing CVA MOA provides SVA MOA with Meter Technical Details <sup>10</sup> .	CVA MOA	SVA MOA	D0268 Half Hourly Meter Technical Details.	Electronic or other method as agreed
3.2.2.48	Within 5 WD of confirmed EFSD {REGI} <sup>25</sup>	Perform a Proving Test as required by BSCP502 ref. 3.5, seal and take initial Meter reading. Note that this may be deduced from the reading taken at the Proving Test, together with half hourly advances.	SVA MOA	HHDC	Initial Meter Reading, and date/time of reading. BSCP502 ref. 3.5.	Fax / E mail/ Electronic
3.2.2.49	Within 5 WD of confirmed EFSD {REGI}	Inform the Transfer Co-ordinator that a successful Proving Test and sealing has occurred and that an initial Meter reading has been taken.	SVA MOA	Transfer Co-ordinator		Fax / E mail/

<b>REF</b>	<b>WHEN</b>	<b>ACTION</b>	<b>FROM</b>	<b>TO</b>	<b>INFORMATION REQUIRED</b>	<b>METHOD</b>
3.2.2.50	Within 5 WD of confirmed EFSD {REGI}	Receive final reading and confirm de-registration of Import MSID. Request initial Meter Reading from SVA MOA if required	CDCA	CVA MOA, SVA MOA	Final Meter readings provided by the CVA MOA to the CDCA in accordance with BSCP06.	Fax / E mail
3.2.2.51	Within 5 WD of confirmed EFSD {REGI}	Provide initial Meter Reading to CDCA if requested.	SVA MOA	CDCA	Initial Meter Reading	Fax / E mail
3.2.2.52	Within 5 WD of confirmed EFSD {REGI}	CDCA confirms that the de-registration of the Import MSID is complete in CMRS.	CDCA	Transfer Co-ordinator, Old CVA Registrant		Fax / E mail
3.2.2.53	Within 20 WD of confirmed EFSD {REGI}	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 4.1 as follows:

**4.1 Sample Form BSCP68/4.1**

*Registration Transfer from SMRS to CMRS*

(For all MSIDs to be transferred)

**Part A – To be completed by CVA Registrant**  
**To be sent to: Transfer Co-ordinator, CRA, CDCA**

**A1. Details of Registrant**

Name of Registrant: .....

Address: .....

.....

Contact for Transfer: .....

Telephone Number: .....

Email Address: .....

Market Participant ID (Registrant (CVA)): .....

**SITE NAME:**  
 .....

Site Address:  
 .....

.....

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**A2. Details of MSIDs to be transferred<sup>27</sup>**

*Request transfer of Metering System presently registered in SMRS to be transferred to CMRS*

Ref	Metering Point (SVA MSID) <sup>28</sup>	SVA Aggregation (Ref)	Circuit Description	Measurement Quantity (Import/Export)	CVA MSID (when known)	CVA MSSID <sup>29</sup> (when known)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**SCHEMATIC DIAGRAM (must be provided)**

**“Registration Effective From Date”**...../...../.....

**The “Registration Effective From Date” is provisional until Part B has been confirmed and signed by the Transfer Co-ordinator.**

<sup>27</sup> Refer to Appendix 4.3 for further guidance.

<sup>28</sup> Refer to Appendix 4.9 for guidance on completing the table and schematic diagram.

<sup>29</sup> Metering Subsystem ID.

Market Participants Id (Registrant (SVA)): .....  
Contact: .....

**A3. Common details of MSIDs**

Identity of SVA HH  
MOA:.....  
Contact: .....  
Telephone Number: .....  
Email Address: .....  
Site Name: .....

~~Primary BM Unit IdBM Unit Id (NGC):~~

~~NG BM Unit IdNETA-BM Unit Id-;~~

GSP Reference: .....  
Identity of CVA MOA: .....  
Name of existing SVA Registrant: .....

**A4. Signature of Registrant (Authorised Signatory in accordance with BSCP38)**

Name: .....  
Position: .....  
Company: .....  
Signature: ..... Date:.....  
Password: .....

**Part B – To be completed by Transfer Co-ordinator**  
**To be sent to: Contracted LDSO, Registrant (CVA), Registrant (SVA), CRA, CDCA, CVA MOA, SVA MOA**

**B1. Confirmation of transfer of registration from SMRS to CMRS**

“Registration Effective From Date” in CMRS on:...../...../.....  
“Effective To Settlement Date {Regi}” in SMRS” on:...../...../..... (i.e. date of disconnection)

Name: .....  
Signed: ..... Date: .....

Amend section 4.2 as follows:

**4.2 Sample Form BSCP68/4.2**

**Registration Transfer from CMRS to SMRS**

(For all MSIDs to be transferred)

**Part A – To be completed by SVA Registrant**  
**To be sent to: Transfer Co-ordinator, CRA, CDCA**

**A1. Details of Registrant**

Name of SVA Registrant: .....

Address: .....

Contact for Transfer: .....

Telephone Number: .....

Email Address: .....

Market Participant ID (Registrant (SVA)):

**SITE NAME:** .....

Site Address: .....

**A2. Details of numbers of MSIDs to be transferred<sup>27</sup>**

*Request transfer of Metering System presently registered in CMRS to be transferred to SMRS*

Ref	Metering Point (CVA MSID) <sup>28</sup>	CVA MSSID <sup>29</sup>	Circuit Description	Measurement Quantity (Import/Export)	SVA MSID (when known)	SVA Aggregation (Ref) (when known)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**SCHEMATIC DIAGRAM (must be provided)**

“Effective From Settlement Date {Regi}”...../...../.....

The “Effective From Settlement Date {Regi}” is provisional until Part B has been confirmed and signed

**by the Transfer Co-ordinator.**

Market Participants Id (Registrant (SVA): .....  
Contact: .....

**A3. Common details of MSIDs**

Identity of CVA HH MOA: .....  
Contact: .....  
Telephone Number: .....  
Email Address: .....  
Site Name: .....  
.....  
.....

Primary BM Unit Id: .....  
NG BM Unit Id: .....  
BM Unit Id (NGC): .....  
NETA BM Unit Id .....

GSP Reference: .....  
Identity of Proposed SVA MOA: .....  
Name of existing CVA Registrant: .....

**A4. Signature of Registrant (Authorised Signatory in accordance with BSCP38)**

Name: .....  
Position: .....  
Company: .....  
Signature: ..... Date: .....  
Password: .....

**Part B – To be completed by Transfer Co-ordinator**  
**To be sent to: Contracted LDSO , Registrant (CVA), Registrant (SVA), CDCA, CRA, CVA MOA, SVA MOA**

**B1. Confirmation of transfer of registration from CMRS to SMRS**

“Effective From Settlement Date {Regi}” in SMRS on:...../...../.....  
“Registration Effective To Date” in CMRS” on:...../...../..... (i.e. date of disconnection)

Name: .....  
Signed: ..... Date: .....

Amend section 4.4 as follows:

#### 4.4 Validation Rules

##### 4.4.1 CRA Validation

The validation carried out by the CRA should ensure that:-

For Registration Transfers from SMRS to CMRS:-

- (a) The CVA Registrant on the form is registered as a Party in CMRS;
- (b) The CVA Registrant has nominated a ~~BM Unit~~Primary BM Unit Id to be registered in CMRS;
- (c) That Registration Effective From Date on the form is operationally achievable;
- (d) The nominated ~~BM Unit~~Primary BM Unit Id is ready for registration in CMRS when the Registration Effective From Date is confirmed by the Transfer Co-ordinator; and
- (e) Confirmation of the CVA MOA.

For Registration Transfers from CMRS to SMRS:-

- (f) The Metering System is currently registered in CMRS;
- (g) Identify whether the Metering System is part of a ~~BM Unit~~Primary BM Unit Id that forms part of a Trading Unit;
- (h) That Registration Effective To Date is operationally achievable; and
- (i) The ~~BM Unit~~Primary BM Unit Id is ready for de-registration in CMRS when the Registration Effective To Date is confirmed by the Transfer Co-ordinator.

##### 4.4.2 CDCA Validation

The validation carried out by the CDCA should ensure that:-

For Registration Transfers from SMRS to CMRS:-

- (a) Aggregation Rules have been registered for the ~~BM Unit~~Primary BM Units; and
- (b) ~~BM Unit~~Primary BM Units are correctly associated with the Metering Systems by the Aggregation Rules; or

For Registration Transfers from CMRS to SMRS:-

- (c) ~~BM Unit~~Primary BM Units are correctly associated with the Metering Systems by the Aggregation Rules.

##### 4.4.3 Contracted LDSO –Validation

The validation carried out by the Contracted LDSO should ensure that:-

For Registration Transfers from SMRS to CMRS:-

- (a) The SVA MSIDs quoted on the forms exist in SMRS;
- (b) By reference to its internal records, that no SVA MSIDs are missing and no additional SVA MSIDs are included on the forms (in accordance with the Transfer Guidelines in Appendix 4.3)
- (c) That at least one or more of the SVA MSIDs relate to Exports in the list of SVA MSIDs on the forms. (i.e. the forms include Exemptable Generation Plant);
- (d) When requested, the Contracted LDSO should provide the identity of existing Supplier Agents to the Transfer Co-ordinator; and
- (e) The Contracted LDSO should confirm that the Supplier Ids on the form correctly identify the Registrant(s) of the SVA MSIDs; or

For Registration Transfers from CMRS to SMRS:-

- (f) The SVA MSIDs/MSIDs/~~BM Unit~~Primary BM Unit details on the forms agree with the records held in the Exemptable Generating Plant register; and
- (g) By reference to its internal records that no SVA MSIDs are missing and no additional SVA MSIDs are included on the forms (in accordance with the Transfer Guidelines in Appendix 4.3)

Amend section 4.5 as follows:

**4.5 Sample Form BSCP68/4.5**

*Validation Details for Registration Transfer from SMRS to CMRS*

**A1. Details of Registrant**

SVA Registrant: .....  
Import SVA MSID(s): .....  
Export SVA MSID(s): .....  
Import CVA MSID(s): .....  
Export CVA MSID(s): .....  
CVA MOA: .....

~~BM Unit~~Primary BM Units

SITE NAME: .....

- Part B – To be completed by CRA
- Part C – To be completed by CDCA
- Part D – To be completed by Contracted LDSO

**Part B – To be completed by CRA**  
**To be sent to: Transfer Co-ordinator**

The validation carried out by the CRA should ensure that for Registration Transfers from SMRS to CMRS (delete as appropriate):

- (a) The CVA Registrant on the form is registered as a Party in CMRS;  Y  N
- (b) The CVA Registrant has nominated a ~~BM Unit~~Primary BM Unit Id to be registered in CMRS;  Y  N
- (c) That Registration Effective From Date on the form is operationally achievable;  Y  N
- (d) The nominated ~~BM Unit~~Primary BM Unit Id is ready for registration in CMRS when the Registration Effective From Date is confirmed by the Transfer Co-ordinator ; and  Y  N
- (e) Confirmation of the CVA MOA.  Y  N

**Request transfer successful validated [ Y / N ] – delete as appropriate**

Comments/ Reasons for being invalid: .....

Name: .....

Position: .....

Signature: .....

Date:.....

Telephone Number: .....

**Part C – To be completed by CDCA**

**To be sent to: Transfer Co-ordinator**

The validation carried out by the CDCA should ensure that for Registration Transfers from SMRS to CMRS (delete as appropriate):

- (a) Aggregation Rules have been registered for the ~~BM Unit~~Primary BM Units; and  Y  N
- (b) ~~BM Unit~~Primary BM Units are correctly associated with the Metering Systems by the Aggregation Rules.  Y  N

**Request transfer successful validated [ Y / N ] – delete as appropriate**

Comments/ Reasons for being invalid: .....

Name: .....

Position: .....

Signature: .....

Date: .....

Telephone Number: .....

**Part D – To be completed by Contracted LDSO**

**To be sent to: Transfer Co-ordinator**

The validation carried out by the Contracted LDSO should ensure that for Registration Transfers from SMRS to CMRS (delete as appropriate):

- (a) The SVA MSIDs quoted on the forms exist in SMRS;  Y  N
- (b) By reference to its internal records, that no SVA MSIDs are missing and no additional SVA MSIDs are included on the forms (in accordance with the Transfer Guidelines in Appendix 4.3)  Y  N
- (c) That at least one or more of the SVA MSIDs relate to Exports in the list of SVA MSIDs on the forms. (i.e., the forms include Exemptable Generation Plant);  Y  N
- (d) The Contracted LDSO should provide the identity of existing Supplier Agents to the Transfer Co-ordinator using the table, below;  Y  N
- (e) The Contracted LDSO should confirm that the Supplier Id on the form correctly identify the Registrant(s) of the SVA MSIDs; and  Y  N
- (f) Line Loss Factors are submitted in accordance with BSCP128 approval.  Y  N

Request transfer successful validated [ Y / N ] – delete as appropriate

Comments/ Reasons for being invalid: .....

Provide details of Supplier Agents

Table with 5 columns: SVA MSIDs, Supplier Id, HHDA Id, HHDC Id, HHMOA Id

Name: .....
Position: .....
Signature: .....
Date:.....
Telephone Number: .....

4.6 Amend section 1 as follows:

4.6 Sample Form BSCP68/4.6

Validation Details for Registration Transfer from CMRS to SMRS

A1. Details of Registrant

CVA Registrant: .....
Import CVA MSID(s): .....
Export CVA MSID(s): .....
Import SVA MSID(s): .....
Export SVA MSID(s): .....

BM Unit Primary BM Units:

SVA HH MOA: .....
SITE NAME: .....

- Part B – To be completed by CRA
Part C – To be completed by CDCA
Part D – To be completed by Contracted LDSO

Part B – To be completed by CRA
To be sent to: Transfer Co-ordinator

The validation carried out by the CRA should ensure that for Registration Transfers from SMRS to CMRS (delete as appropriate):

- (a) The Metering System is currently registered in CMRS; [ Y ] [ N ]
(b) Identify whether the Metering System is part of a BM Unit Primary BM Unit Id that [ Y ] [ N ]

forms part of a Trading Unit; \_\_\_\_\_

(c) That Registration Effective To Date is operationally achievable; and

Y	N
---	---

(d) The ~~BM Unit~~ **Primary BM Unit** Id is ready for de-registration in CMRS when the Registration Effective To Date is confirmed by the Transfer Co-ordinator.

Y	N
---	---

**Request transfer successful validated [ Y / N ] – delete as appropriate**

Comments/ Reasons for being invalid: .....

Name: .....

Position: .....

Signature: .....

Date: .....

Telephone Number: .....

**Part C – To be completed by CDCA**  
**To be sent to: Transfer Co-ordinator**

The validation carried out by the CDCA should ensure that for Registration Transfers from CMRS to SMRS (delete as appropriate):

(a) ~~BM Unit~~ **Primary BM Units** are correctly associated with the Metering Systems by the Aggregation Rules.

Y	N
---	---

**Request transfer successful validated [ Y / N ] – delete as appropriate**

Comments/ Reasons for being invalid: .....

Name: .....

Position: .....

Signature: .....

Date: .....

Telephone Number: .....

**Part D – To be completed by Contracted LDSO**  
**To be sent to: Transfer Co-ordinator**

The validation carried out by the Contracted LDSO should ensure that for Registration Transfers from CMRS to SMRS (delete as appropriate):

(a) The SVA MSIDs/CVA MSIDs/~~BM Unit~~Primary BM Unit details on the forms agree with the records held in the Exemptable Generating Plant Register; and  Y  N

(b) By reference to its internal records, that no SVA MSIDs are missing and no additional SVA MSIDs are included on the forms (in accordance with the Transfer Guidelines in Appendix 4.3).  Y  N

**Request transfer successful validated [ Y / N ] – delete as appropriate**

Comments/ Reasons for being invalid: .....

.....

.....

Name: .....

Position: .....

Signature: .....

Date:.....

Telephone Number: .....

*Amend section 4.8 as follows:*

**4.8 Checklists**

**4.8.1 SMRS to CMRS**

**4.8.1.1 Transfer of both Import and Export Metering Systems**

**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.	
3.1.1.31	Confirm with Contracted LDSO that following details are valid:	
	Meter Technical Details,	
	<del>BM Unit</del> Primary BM Unit Aggregation Rules,	
	CVA LLFs.	

#### 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 <del>BM Unit</del> Primary BM Unit/SVA MSID mappings (Registration Transfer Report) to the Transfer Co-ordinator and new CVA Registrant.	
3.1.1.32	Send Standing Data Report to new CVA Registrant.	
3.1.1.34	Confirm with Transfer Co-ordinator that registration transfers were successfully completed.	
3.1.1.43	Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	

#### 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 <del>BM Unit</del> Primary 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.	
3.1.1.35	Confirmation that registration in CMRS was successfully completed and receive notice of SVA MSID disconnection date.	
3.1.1.40	De-register relevant SVA MSIDs in SMRS.	
3.1.1.41	Confirm to Transfer Co-ordinator that a logical disconnection occurred on the ETSD {Regi}.	

3.1.1.44	Confirm to Transfer Co-ordinator that data values are comparable and acceptable.	
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#### 4.8.1.2 Transfer of the Export only of Metering System

##### 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 an 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.	
3.1.2.36	Confirm with Contracted LDSO that following details are valid: Meter Technical Details,	
	<del>BM Unit</del> Primary BM Unit Aggregation Rules,	
	CVA LLFs.	

##### 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 <del>BM Unit</del> Primary BM Unit/SVA MSID mappings (Registration Transfer Report) to the Transfer Co-ordinator and	

	new CVA Registrant.	
3.1.2.37	Send Standing Data Report to new Registrant.	
3.1.2.39	Confirm with Transfer Co-ordinator that registration transfers were successfully completed.	
3.1.2.48	Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	

#### 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 <del>BM Unit</del> Primary 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.	
3.1.2.40	Confirmation that registration in CMRS was successfully completed and receive notice of SVA MSID disconnection date.	
3.1.2.45	De-register relevant SVA MSIDs in SMRS.	
3.1.2.46	Confirm to Transfer Co-ordinator that a logical disconnection occurred on the "ETSD {Regi}.	
3.1.2.49	Confirm to Transfer Co-ordinator that data values are comparable and acceptable.	

#### 4.8.2.1.3 CMRS to SMRS: CRA Check List

CVA MSID Number:.....

Process Reference		Tick✓
3.2.1.9	Receive Registration forms (BSCP68/4.2) from Transfer Co-ordinator.	
3.2.1.10	Identify whether the <del>BM Unit</del> Primary BM Unit for transfer forms part of a Trading Unit and inform Transfer Co-ordinator and existing CVA Registrant(s).	
3.2.1.16	Validate the transfer and send BSCP68/4.6 to the Transfer Co-ordinator.	
3.2.1.20	Signed BSCP68/4.2 received, confirming EFSD {REGI}.	
3.2.1.21	Receive forms BSCP15/4.2 and BSCP20/4.7 from the existing CVA Registrant(s).	
3.2.1.24	Update records with RETD (which is 1 calendar before the confirmed EFSD {REGI}).	
3.2.1.25	Provides the Contracted LDSO and Transfer Co-ordinator with details of <del>BM Unit</del> Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report).	
3.2.1.28	Confirm with Transfer Co-ordinator that "RETD" in CMRS is set to 1 calendar day before the confirmed EFSD {REGI} in SMRS.	
3.2.1.40	CRA sends Standing Data Report to existing CVA Registrant(s).	

#### 4.8.2.1.4 CMRS to SMRS: Contracted LDSO Check List

CVA MSID Number:.....

Process Reference		Tick✓
3.2.1.9	Receive Registration form (BSCP68/4.2) from Transfer Co-ordinator.	
3.2.1.13	Send LLFs to new Registrant(s) and advise to whether these are valid in MDD. If they are not valid in MDD, advise new Registrant(s) of the default LLFs to be used. Send the above details to the Transfer Co-ordinator.	
3.2.1.14	If LLFs are no longer valid in MDD, establish Line Loss Factor Class via BSCP509 and submit LLFs via BSCP128.	
3.2.1.16	Validate the transfer and send BSCP68/4.6 to the Transfer Co-ordinator.	
3.2.1.17	Receive GSP Group Take Aggregation Rules from the Nominated LDSO, if required.	
3.2.1.20	Signed BSCP68/4.2 received, confirming EFSD {REGI}.	
3.2.1.22	Receive confirmation report of GSP Group Take Aggregation Rules from Nominated LDSO, if required.	
3.2.1.25	Receive details of <del>BM Unit</del> Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report) from CRA.	
3.2.1.27	Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report received from CRA.	
3.2.1.29	Notify SMRA of new MSID data.	
3.2.1.30	Provide SVA MSIDs to new SVA Registrant(s) and Transfer Co-ordinator and inform New SVA Registrant(s) of the date at which they can be registered in SMRS.	
3.2.1.48	Confirm to Transfer Co-ordinator that data values are comparable and acceptable.	

#### 4.8.2.2.3 CMRS to SMRS: CRA Check List

CVA MSID Number:.....

Process Reference		Tick✓
3.2.2.9	Receive Registration form (BSCP68/4.2) from Transfer Co-ordinator.	
3.2.2.10	Identify whether the <del>BM Unit</del> Primary BM Unit for transfer forms part of a Trading Unit and inform Transfer Co-ordinator and existing CVA Registrants.	
3.2.2.19	Validate the transfer and send BSCP68/4.6 to the Transfer Co-ordinator.	
3.2.2.23	Signed BSCP68/4.2 received, confirming EFSD {REGI}.	
3.2.2.24	Receive forms BSCP15/4.2 and BSCP20/4.7 from the existing CVA Registrant(s).	
3.2.2.27	Update records with RETD (which is 1 calendar day before the confirmed EFSD {REGI}).	
3.2.2.28	Provide the Contracted LDSO and Transfer Co-ordinator with details of <del>BM Unit</del> Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report).	
3.2.2.31	Confirm with Transfer Co-ordinator that RETD in CMRS is set to 1 calendar day before the confirmed EFSD {REGI} in SMRS.	
3.2.2.45	CRA sends Standing Data Report to existing CVA Registrant(s).	

#### 4.8.2.2.4 CMRS to SMRS: Contracted LDSO Check List

CVA MSID Number:.....

Process Reference		Tick✓
3.2.2.9	Receive Registration form (BSCP68/4.2) from Transfer Co-ordinator.	
3.2.2.13	<b>Send LLFs to new Registrant(s) and advise to whether these are valid in MDD. If they are not valid in MDD, advise new Registrant(s) of the default LLFs to be used.</b>	
	<b>Send the above details to the Transfer Co-ordinator.</b>	
3.2.2.14	<b>If LLFs are no longer valid in MDD, establish Line Loss Factor Class via BSCP509 and submit LLFs via BSCP128.</b>	
3.2.2.19	<b>Validate the transfer and send BSCP68/4.6 to the Transfer Co-ordinator.</b>	
3.2.2.20	Receive GSP Group Take Aggregation Rules from the Nominated LDSO, if required.	
3.2.2.23	Signed BSCP68/4.2 received, confirming EFSD {REGI}.	
3.2.2.25	Receive confirmation report of GSP Group Take Aggregation Rules from the Nominated LDSO, if required.	
3.2.2.28	Receive details of <del>BM Unit</del> <b>Primary BM Unit</b> /CVA MSID Mappings and RETD (Registration Transfer Report) from CRA.	
3.2.2.30	Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report received from CRA.	
3.2.2.32	Notify SMRA of new MSID Data.	
3.2.2.33	Provide SVA MSIDs to new SVA Registrant(s) and Transfer Co-ordinator and inform new SVA Registrant(s) of the date at which they can be registered in SMRS.	
3.2.2.53	Confirm to Transfer Co-ordinator that data values are comparable and acceptable.	