

Balancing and Settlement Code

BSC PROCEDURE

Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points

BSCP25

Version 9.0~~Version 8.0~~

Date: 28 February 2019~~29 June 2017~~

BSC PROCEDURE 25**relating to****Registration Of Transmission System Boundary Points, Grid Supply Points, GSP
Groups And Distribution Systems Connection Points**

1. Reference is made to the Balancing and Settlement Code and, in particular, to the definition of "BSC Procedure" in Section X, Annex X-1 thereof.
2. This is BSC Procedure 25, ~~Version 9.0~~~~Version 8.0~~ relating to Registration of Transmission System Boundary Points, Grid Supply Points, GSP Groups and Distribution Systems Connection Points.
3. This BSC Procedure is effective from ~~28 February 2019~~~~29 June 2017~~.
4. This BSCP has been approved by the Panel.

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AMENDMENT RECORD

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1. Introduction

1.1 Purpose and Scope of the Procedure

This BSCP defines the key interfaces, interdependencies and timetable for:

- Transmission System Boundary Point (TSBP) Registration/De-registration
- Grid Supply Point (GSP) Registration / De-registration
- GSP Group Registration
- Distribution Systems Connection Point (DSCP) Registration/De-registration
- Registration/De-registration of a new circuit to an existing GSP or DSCP

1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

- (a) Licensed Distribution System Operators (LDSO)
- (b) The Central Data Collection Agent (CDCA)
- (c) The Central Registration Agent (CRA)
- (d) Transmission Company (TC)
- (e) BSCCo

Where a Party has access to the Self-Service Gateway and an equivalent online form is provided, the Party may use the online form as an alternative to the paper forms defined in this BSCP.

Where a Party has provided data using the Self-Service Gateway, BSCCo may use the service to validate and confirm the input data or to request additional data. Where this is the case, these online transactions will represent a valid equivalent to the transactions defined in this BSCP.

Please note that there will not always be a one-to-one equivalence between the data collected via the Self-Service Gateway and the paper forms defined in this BSCP. For example, data collected in one paper form, may be collected by more than one online form. Conversely, a single online form may collect data from more than one paper form.

All references to the provision of information using BSCP forms in this Procedure, should be construed as provision either by a paper form or via the Self-Service Gateway. References to the CRA, including checks performed by the CRA, may include the Self-Service Gateway as applicable.

1.3 Key Milestones

The key milestones in this procedure are:

- Registration forms for DSCPs must be submitted at least 20 WD prior to the Energisation Date of the first circuit of the DSCP.
- Registration forms for TSBPs and GSPs must be submitted at least 5 WD before the Commissioning Programme Commencement Date (CPCD).
- The Commissioning Programme Commencement Date (CPCD) is the date when the Transmission Company gives notification of the Energisation Date.

1.4 Balancing and Settlement Code Provision

This BSCP should be read in conjunction with the Code and in particular Section K. In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

1.5 Associated Balancing and Settlement Code Procedures

This procedure interfaces with the following BSCPs:

BSCP02	Proving Test Requirements for CVA Metering Systems
BSCP06	CVA Meter Operations for Metering Systems Registered in CMRS
BSCP15	BM Unit Registration
BSCP20	Registration of Metering Systems for CVA
BSCP38	Authorisations
BSCP75	Registration of Meter Aggregation Rules for Volume Allocation Units
BSCP128	Production, Submission, Audit and Approval of Line Loss Factors
BSCP509	Changes to Market Domain Data
BSCP515	Licensed Distribution

1.6 Authorisations

Prior to any registration detailed in this procedure being submitted, the Party must ensure that all Authorisations and passwords have been registered in accordance with BSCP38.

2. Acronyms and Definitions

2.1 List of Acronyms

The following is a list of acronyms used in BSCP25:

AFYC	Average Fraction of Yearly Consumption
BSCCo	Balancing and Settlement Code Company
BSCP	Balancing and Settlement Code Procedure
CDCA	Central Data Collection Agent
CPCD	Commissioning Programme Commencement Date
CRA	Central Registration Agent
DSCP	Distribution System Connection Point
EFD	Effective From Date
ETD	Effective To Date
GSP	Grid Supply Point
LD SO	Licensed Distribution System Operator
MDD	Market Domain Data
MOA	Meter Operating Agent
MSID	Metering System ID
MTD	Meter Technical Details
Panel	Balancing and Settlement Code Panel
TC	Transmission Company
TSBP	Transmission System Boundary Point
WD	Working Day(s)

2.2 List of Definitions

A list of definitions can be found in Section X of the Code. Definitions used in this BSCP are as follows:

Circuit Disconnection Date	date on which a circuit (not including the last circuit) at an existing GSP or DSCP is disconnected.
Circuit Energisation Date	date on which a new circuit (not including the first circuit) at an existing GSP or DSCP is energised.
Commissioning Programme Commencement Date	defined in relation to a particular User in the Construction Agreement, as in Connection and use of System Code (CUSC).
Disconnection	for the purposes of this BSCP, a disconnection refers to the permanent movement of any isolator, breaker or switch, or the permanent removal of any fuse whereby no electricity can ever flow to or from a System.
Disconnection Date	date on which the last circuit of the System Connection Point is disconnected.
Energisation Date	date on which the first circuit of the System Connection Point is energised.
Node	as defined in Annex T-2 of the BSC
Nominated LDSO	is the LDSO who has obligations to submit the GSP Group Metered Volume Aggregation Rules.
<u>Self-Service Gateway</u>	<u>An online portal, accessible through the BSC Website, that allows authorised users to provide and maintain registration data, including (but not limited to) the data defined in this BSCP.</u>
Shared GSP	a System Connection Point at which the Transmission System is connected to two or more Distribution Systems.
Zone	as defined in Annex T-2 of the BSC

3. Not Used

4. Interface and Timetable Information

4.1 Transmission System Boundary Point Registration

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.1.1	Within 5 WD of the CPCD	Submit Registration of TSBP Form ¹	TC	CRA	BSCP25/5.1 'Registration of TSBP', signed by an authorised person, registered as such using BSCP38	Fax/ Post/ Email / Self-Service Gateway
4.1.2	Within 1 WD of receipt of 4.1.1	Acknowledge receipt of Registration of TSBP form	CRA	TC	Acknowledge receipt	Fax/ Email / Self-Service Gateway
4.1.3	At the same time as 4.1.2	Check the following: (a) Party registered with CRA (b) Form has been completed by an authorised person	CRA		As submitted in 4.1.1	Internal process
4.1.4	Following 4.1.3	Forward Registration of TSBP Form	CRA	CDCA	As submitted in 4.1.1	Electronic or other agreed method
4.1.5	Following 4.1.4 and at least 10 WD prior to EFD of Metering System	Check the following: TSBP ID stated on the Registration of TSBP Form matches a circuit name on the Meter Technical Details submitted by the MOA in accordance with BSCP20	CDCA		As submitted in 4.1.1 Meter Technical Details as submitted in accordance with BSCP20	Internal process
4.1.6	Within 1 WD of 4.1.5, if checks are satisfactory	Notify that checks have been completed successfully and proceed to 4.1.9	CDCA	CRA	Notification that process can proceed.	Fax/ Email / Self-Service Gateway

¹ Please note that one form can be submitted for each TSBP for a whole Site, unless there are multiple users at a Connection Site, in which case the TSBPs for each user must be provided on separate forms.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.1.7	Within 1 WD of 4.1.5, if checks are unsatisfactory	Notify that checks have not been completed successfully	CDCA	CRA	Notification of failure of checks	Fax/ Email / Self-Service Gateway
4.1.8	On receipt of notification in 4.1.7	Resolve issues Notify when resolved.	CRA	TC, Registrant and MOA CRA	Resolution of issues	Post/ Fax/ Email / Self-Service Gateway
4.1.9	Following 4.1.6 or 4.1.8	Provide standing data reports.	CRA	TC BSC Agents BSCCo Registrant	Standing data reports entered onto the systems (CRA-I007).	Electronic
4.1.10	Prior to the EFD and on successful completion of 4.1.6 or 4.1.8	Inform the TC of the EFD of the Metering System(s) associated with the TSBP and authorise the TC to energise the connection on or after this date	BSCCo	TC	Confirmation of EFD and authorisation to energise on or after this date.	Email / Self-Service Gateway

4.2 Distribution Systems Connection Point Registration

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.2.1	At least 20 WD prior to Energisation Date ² of the first circuit of the DSCP	Submit Registration of DSCP Form	LDSO who is the registrant of the Metering System	CRA	BSCP25/5.2 'Registration of DSCP', signed by an authorised person, registered as such using BSCP38	Fax/ Post / Email / Self-Service Gateway
4.2.2	Within 1 WD of receipt of 4.2.1	Acknowledge receipt of Registration of DSCP form	CRA	LDSO	Acknowledge receipt	Fax/ Email / Self-Service Gateway
4.2.3	At least 20 WD prior to EFD of the associated MSID(s)	Submit Metering System Registration Forms in accordance with BSCP20	LDSO	CRA	BSCP20/4.1, signed by an authorised person, registered as such using BSCP38	Fax/ Post / Email
4.2.4	At least 20 WD prior to EFD of the associated MSID(s)	Submit Aggregation Rules for the DSCP and for the GSP Group Metered Volumes (for both GSP Groups) in accordance with BSCP75	Nominated LDSOs	CDCA	BSCP75/4.2, signed by an authorised person, registered as such using BSCP38	Fax/ Post / Email
4.2.5	At least 10 WD prior to the EFD of the associated MSID(s)	Update GSP Group Take Aggregation Rules in accordance with BSCP75	CDCA			Internal Process
4.2.6	At the same time as 4.2.2	Check the following: (a) Party is registered with CRA (b) Form has been completed by an authorised person	CRA		As submitted in 4.2.1	Internal process
4.2.7	Following 4.2.6	Forward Registration of DSCP Form	CRA	CDCA	As submitted in 4.2.1	Electronic or other agreed method

² Energisation Date: references to the Energisation Date in this Section 4.2 are to the Energisation Date of the first circuit of the DSCP. The Energisation Date must be on or after the EFD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.2.8	At least 5 WD prior to EFD	Check the following: (a) Metering System Proving Test associated with DSCP has been completed successfully in accordance with BSCP02 (b) Aggregation Rules for both GSP Groups have been successfully registered for DSCP in accordance with BSCP75 (c) Circuit names on Registration of DSCP Form match circuit names on MTDs submitted by the MOA (e) Check the EFD is on or before the Energisation Date	CDCA		As submitted in 4.2.1 Metering System Proving Test results Successfully registered Meter Aggregation Rules Meter Technical Details (Where confirmation has not been provided the DSCP registration shall remain pending.)	Internal Process
4.2.9	Following 4.2.8	Confirm checks made 4.2.8	CDCA	CRA		Email/ Fax/ Self-Service Gateway
4.2.10	At least 4 WD prior to the Energisation Date	If confirmation in 4.2.9 has not been received, inform the LDSO not to energise the circuit and agree a new Energisation Date	CRA	LDSO	Confirmation that circuit shall not be energised and agreement of a new Energisation Date	Fax/ Post/ Email
4.2.11	Prior to the Energisation Date and on completion of 4.2.9	Authorise the LDSO to energise the connection on or after EFD of the associated MSID(s)	CRA	LDSO	Confirmation of the EFD and authorisation to energise on or after this date	Fax/ Post/ Email/ Self-Service Gateway
4.2.12	On or before EFD	Provide Party and BSC Agents with standing data reports	CRA	LDSO BSC Agents BSCCo	Standing data reports of data entered onto the systems (CRA-I007)	Electronic

4.3 Grid Supply Point Registration

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.3.1	At least 5 WD before the CPCD ³	Agree GSP Id	TC	LDSO(s)	GSP Id	Fax/ Email / Self-Service Gateway
4.3.2	At least 5 WD before the CPCD	Submit Registration of GSP Form Part A	TC	CRA BSCCo	BSCP25/5.3 Part A 'Registration of GSP Part A', signed by an authorised person, registered as such using BSCP38	Fax/ Post/ Email / Self-Service Gateway
4.3.3	Within 1 WD of receipt of 4.3.2	Acknowledge receipt of Registration of GSP Form Part A	CRA	TC		Fax/ Email
4.3.4	At the same time as 4.3.3	Check the form has been completed by an authorised person registered as such using BSCP38	CRA			Internal Process
4.3.5	Within 1 WD of receipt of 4.3.2	Inform the relevant LDSO(s) of GSP registration Request initial views regarding the allocation of the GSP to a GSP Group from the relevant LDSO(s) ⁴ and TC.	BSCCo	LDSO(s) TC		Fax/ Email / Self-Service Gateway
4.3.6	Within 2 WD of 4.3.5	Send initial views on the GSP allocation to a GSP Group	TC LDSO(s)	BSCCo		Fax/ Post/ Email / Self-Service Gateway

³ Commissioning Programme Commencement Date: references to the Commissioning Programme Commencement Date in this Section 4.3, are to that of the first circuit associated with the GSP

⁴ Where the LDSO is operating out of area or it is a shared GSP, other impacted LDSO(s) should be approached for views.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.3.7	Within 2 WD of receipt of 4.3.6	Outline new GSP registration details to Parties concerned and requests opinions on which GSP Group the GSP should be allocated to with reference to: (a) Effect of geographic factors in establishing Daily Profile Co-efficients (b) Effect of the size of the GSP Group on GSP Group Correction Factors (c) Effect of proximity of Boundary Points on the value of Physical Notifications and Bid-Offer Pairs to the TC submitted in relation to Supplier <u>Primary</u> BM Units	BSCCo	Relevant LDSOs TC The Authority All Suppliers	Consultation paper noting any views already expressed by LDSO(s) and the TC	Email/ BSC Website
4.3.8	Within 10 WD of 4.3.7	Provide opinions as requested	Relevant LDSOs TC The Authority All Suppliers	BSCCo	Suggested revisions to the GSPs comprised in a GSP Group or agreement/ disagreement to an LDSO/ TC view with reference to geographic factors, the size of the GSP Group, the proximity of Boundary Points and which GSP Group the GSP should be allocated	Fax/ Post/ Email
4.3.9	At next convenient Panel meeting	Present a paper summarising registration details for the GSP, opinions of Parties on the GSP Group allocation and any other recommendations	BSCCo	Panel	Panel Paper	Internal Process
4.3.10	Within 1 WD of the Panel Meeting.	Notify of the Panel's decision on the allocation of the GSP	BSCCo	Relevant LDSO(s) TC	Notification of Panel's decision	Fax/ Email / Self-Service Gateway
4.3.11	At the same time as 4.3.10	Complete GSP Registration Form with the allocated GSP Group ID and send the form to CRA	BSCCo	CRA	BSCP25/5.3 'Registration of GSP', signed by an authorised person, registered as such using BSCP38	Fax/ Email / Self-Service Gateway

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.3.12	Within 1 WD of 4.3.11	Acknowledge receipt of GSP Registration Form	CRA	BSCCo	Acknowledge receipt	Fax/ Email / Self-Service Gateway
4.3.13	After 4.3.10 and at least 20 WD prior to the EFD ⁵ of the associated MSID(s)	Submit Aggregation Rules for the GSP and GSP Group Metered Volume in accordance with BSCP75	Nominated LDSO	CDCA	BSCP75/4.2 form signed by an authorised person, registered as such using BSCP38	Fax/ Post / Email
4.3.14	After 4.3.10 and at least 20 WD prior to the EFD of the associated MSID(s)	Submit Metering System Registration Forms in accordance with BSCP20	LDSO TC ⁶	CRA	BSCP20/4.1 form signed by an authorised person, registered as such using BSCP38	Fax/ Post/ Email
4.3.15	At least 10 WD prior to the EFD	Establish new Aggregation Rule for GSP Group Take	CDCA			Internal Process
4.3.16	At least 5 WD prior to the EFD	Check the following: (a) Metering System Proving Test associated with the GSP has been completed successfully in accordance with BSCP02 (b) Aggregation Rules have been successfully registered for the GSP in accordance with BSCP75 (c) New GSP Group Take Aggregation Rule has been established (d) Circuit names stated on the GSP Registration Forms match circuit names and numbers on the Meter Technical Details	CDCA		As submitted in 4.3.12 Metering System Proving Test results Successfully registered Meter Aggregation Rules Meter Technical Details (Where confirmation has not been provided the GSP registration shall remain pending.)	Internal Process
4.3.17	Within 1 WD of 4.3.16	Confirm checks made in 4.3.16	CDCA	CRA		Fax/ Email / Self-Service Gateway

⁵ The EFD must be on or before the agreed Energisation Date

⁶ The obligation to register the Metering System lies with the Transmission Company for Offshore Transmission Connection Points, and the LDSO for other Grid Supply Points

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.3.18	At least 4 WD prior to the Energisation Date	If confirmation in 4.3.17 is not received, inform the TC not to energise the circuits and agree a new Energisation Date	CRA	TC LDSO	Confirmation that the circuits should not be energised and agreement of a new Energisation Date	Post/ Fax/ Email / Self-Service Gateway
4.3.19	Prior to the EFD of the associated MSID(s) and on completion of 4.3.17	Inform the TC of the EFD of the Metering System(s) associated with the GSP and authorise the TC to energise the connection on or after this date	CRA	TC	Confirmation of EFD and authorisation to energise on or after this date	Fax/ Post/ Email / Self-Service Gateway
4.3.20	On or before EFD of the associated MSID(s)	Provide Party and BSC Agents with standing data reports	CRA	LDSO TC BSC Agents BSCCo	Standing data reports of data entered onto the systems (CRA-I007)	Electronic

4.4 GSP Group Registration

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.4.1	Within 1 WD after a Panel determination to create a new GSP Group and at least 25 WD prior to the EFD ⁷	Submit GSP Group Registration Form	BSCCo	CRA CDCA	BSCP25/5.4 'Registration of GSP Group', signed by an authorised person, registered as such using BSCP38	Fax / Email / Self-Service Gateway
4.4.2	At the same time as 4.4.1	Raise and progress MDD Change Request in accordance with BSCP509	BSCCo		BSCP509/01 'MDD Change Request Form'	Internal Process
4.4.3	At the same time as 4.4.1	Inform Profile Administrator of details of new GSP Group	BSCCo	Profile Administrator	BSCP25/5.4 'Registration of GSP Group' Include details of weather stations for GSP Group agreed by the Panel	Fax / Post / Email
4.4.4	Within 1 WD of 4.4.1	Acknowledge receipt of GSP Group Registration Form	CDCA / CRA	BSCCo	Acknowledge receipt	Fax/ Email / Self-Service Gateway
4.4.5	Within 5 WD of 4.4.1	Generate new GSP Group and Supplier Primary BM Units	CRA		Generate new GSP Group and Supplier Primary BM Units	Internal Process
4.4.6	On completion of 4.4.5	Notify of creation of new GSP Group and Supplier Primary BM Units	CRA	BSCCo	Generate new GSP Group and Supplier Primary BM Units	Fax/ Email / Self-Service Gateway ¹
4.4.7	At the same time as 4.4.1	Inform details of new GSP Group and any affected GSP Groups and request that new Aggregation Rules and revised Aggregation rules (for existing impacted GSP Groups) for the GSP Group Metered Volumes are submitted to the CDCA	BSCCo	Nominated LDSOs that are impacted by GSP Group registration.	BSCP25/5.4 'Registration of GSP Group' Request for Aggregation Rules for the GSP Group Metered Volumes are submitted to the CDCA	Fax/ Email / Self-Service Gateway

⁷ EFD should be on or after the next MDD Go Live Date

⁸ If required following 4.3 (GSP Registration) or 4.7 (GSP De-Registration)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.4.8	Within 5 WD of receipt of 4.4.7	Submit Aggregation Rules for the GSP Group Metered Volume in accordance with BSCP75	Nominated LDSOs that are impacted by GSP Group registration	CDCA	BSCP75/4.2 form signed by an authorised person, registered as such using BSCP38	As detailed in BSCP75.
4.4.9	Within 5 WD of 4.4.8	Establish Aggregation Rule for GSP Group Take and change rules for existing impacted GSP Group accordance with BSCP75	CDCA		Aggregation Rules for the GSP Group Take	Internal Process
4.4.10	Within 1 WD of 4.4.9	Provide Party and BSC Agents with standing data reports	CDCA / CRA	Parties TC BSC Agents BSCCo	Standing data reports entered onto the systems (CRA-I007)	Electronic
4.4.11	Following Approval of MDD Change Request and after 4.4.6	MDD will be updated with the new GSP Group in accordance with BSCP509	BSCCo		Items to be created are: GSP Group Table GSP Group Distributor SVA Agent Appointment SMRA Appointment GSP Group Average EAC AFYC Set Average Fraction of Yearly Consumption (AFYC) GSP Group Profile Class Average EAC GSP Group Profile Class Tolerance BM Unit for Supplier in GSP Group Relevant ISRA Agent to GSP Group	

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.4.12	At least 10 WD prior to the GSP Group EFD	Request that all Suppliers submit a Registration of <u>Primary</u> BM Unit Form in accordance with BSCP15 in order to submit initial GC and DC and FPN flag information prior to the EFD of the GSP Group Advise that if Lead Parties do not submit this documentation within 5 WD the GC and DC Values will be set to 0 and the FPN Flag to No	BSCCo	All Suppliers	Request submission of BSCP15/4.1 ' <u>Registration of Primary BM Unit for a CVA Metering System</u> Registration of BM Unit '	Post/ Fax/ Email
4.4.13	At least 5 WD prior to the GSP Group EFD	Submit Registration of <u>Primary</u> BM Unit Form with initial GC and DC and FPN flag information in accordance with BSCP15	Supplier	CRA	BSCP15/4.1 ' <u>Registration of Primary BM Unit for a CVA Metering System</u> Registration of BM Unit ', signed by an authorised person, registered as such using BSCP38	Fax/ Email/ Electronic/ Self-Service Gateway
4.4.14	At least 3 WD prior to the GSP Group EFD	Enter information received from Suppliers on Registration of <u>Primary</u> BM Unit Forms	CRA		Enter information from BSCP15/4.1	Internal Process/ Self-Service Gateway
4.4.15	At least 5 WD but no more than 3 WD prior to the GSP Group EFD	If no submission, enter zero GC and DC and set the FPN Flag to No. Assign all new Supplier <u>Primary</u> BM Units to Base Trading Units for the GSP Group unless instructed otherwise by BSCCo in accordance with BSCP31	CRA		If no submission, enter zero GC and DC and set the FPN Flag to No. Assign Supplier <u>Primary</u> BM Units to Base Trading Unit	

4.5 Registration of a new circuit associated with an existing DSCP or GSP

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.5.1	At least 20 WD prior to Circuit Energisation Date	Submit updated Registration of DSCP Form or Registration of GSP Form with new circuit details	LDSO (DSCP) Or TC (GSP)	CRA	BSCP25/5.2 'Registration of DSCP', signed by an authorised person, registered as such using BSCP38 Or BSCP25/5.3 'Registration of GSP', signed by an authorised person, registered as such using BSCP38	Fax/ Post/ Email / Self-Service Gateway
4.5.2	Within 1 WD of receipt of 4.5.1	Acknowledge receipt of registration form	CRA	LDSO (DSCP) Or TC (GSP)	Acknowledge receipt	Fax/ Post/ Email / Self-Service Gateway
4.5.3	At least 20 WD prior to EFD	Submit Aggregation Rules for the DSCP or the GSP in accordance with BSCP75	Nominated LDSOs	CDCA	BSCP75/4.2, signed by an authorised person, registered as such using BSCP38	Fax/ Post/ Email
4.5.4	At least 20 WD prior to EFD of the new MTDs	Instruct the MOA to update MTDs in accordance with BSCP20	LDSO	MOA	BSCP20/4.1, signed by an authorised person, registered as such using BSCP38	Fax / Post/ Email
4.5.5	At the same time as 4.5.2	Check the following: (a) Party is registered with CRA (b) Form has been completed by an authorised person (c) Energisation Date for the new circuit is on or after the EFD of the associated updated MTDs of the registration.	CRA		As submitted in 4.5.1	Internal process
4.5.6	Following 4.5.5	Forward Registration Form	CRA	CDCA	As submitted in 4.5.1	Electronic or other agreed method

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.5.7	At least 5 WD prior to EFD	Check the following: (a) Metering System Proving Test associated with the new circuit has been completed successfully in accordance with BSCP02 (b) Circuit names on Registration of new circuit Form match circuit names on updated MTDs submitted by the MOA (c) Check the EFD is on or before the Energisation Date	CDCA		As submitted in 4.25.1 Metering System Proving Test results Meter Technical Details (Where confirmation has not been provided the DSCP registration shall remain pending.)	Internal Process
4.5.8	Following 4.5.7	Confirm checks made in 4.5.7	CDCA	CRA		Email/ Fax/ Self-Service Gateway
4.5.9	At least 4 WD prior to the Circuit Energisation Date	If confirmation in 4.5.8 has not been received, inform the LDSO or TC not to energise the circuit and agree a new Energisation Date	CRA	LDSO (DSCP) Or TC (GSP)	Confirmation that circuit shall not be energised and agreement of a new Energisation Date	Fax/ Post/ Email/ Self-Service Gateway
4.5.10	Prior to the Circuit Energisation Date and on completion of 4.5.8	Authorise the LDSO or TC to energise the connection on or after EFD of the associated MSID(s)	CRA	LDSO (DSCP) Or TC (GSP)	Confirmation of the EFD and authorisation to energise on or after this date	Fax/ Email/ Self-Service Gateway
4.5.11	On or before EFD	Provide Party and BSC Agents with standing data reports	CRA	LDSO or TC BSC Agents BSCCo	Standing data reports of data entered onto the systems (CRA-I007)	Electronic

4.6 Transmission Systems Boundary Point De-registration

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.6.1	Within 1 WD of the Disconnection Date	Submit de-registration of TSBP Form. ⁹	TC	CRA	BSCP25/5.1 'De-registration of TSBP', signed by an authorised person, registered as such using BSCP38	Fax/ Post/ Email / Self-Service Gateway
4.6.2	Within 1 WD of receipt of 4.6.1	Acknowledge receipt of de-registration of TSBP form	CRA	TC	Acknowledge receipt	Fax/ Email / Self-Service Gateway
4.6.3	At the same time as 4.6.2	Check the following: (a) The form has been completed by an authorised person, registered as such using BSCP38 (b) There is an associated Primary BM Unit de-registration and that the ETD of the Primary BM Unit de-registration is on or after the disconnection date.	CRA			Internal Process
4.6.4	Following 4.6.3 (if applicable)	CRA liaise with TC and Lead Party to resolve any issues	CRA	TC Lead Party		Post/ Fax/ Email
4.6.5	Following 4.6.4	The process of Primary BM Unit de-registration continues as described in BSCP15				

⁹ This form will be considered as a Disconnection Certificate and will be accepted as such by BSCCo.

4.7 Distribution Systems Connection Point De-registration

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.7.1	At least 20 WD prior to ETD of the associated Metering System and within 1 WD of the Disconnection Date	Submit de-registration of DSCP Form. ⁹⁹	LDSO	CRA	BSCP25/5.5 'De-registration of DSCP', signed by an authorised person, registered as such using BSCP38	Fax/ Post/ Email
4.7.2	At least 20 WD prior to the ETD of the Metering System and within 1 WD of the Disconnection Date.	Submit de-registration Form for the MSIDs in accordance with BSCP20	LDSO who is Registrant of the Metering System(s) associated with the DSCP	CRA	BSCP20/4.7, De-registration Form in accordance with BSCP20	Email/ Fax/ Post
4.7.3	At least 20 WD prior to the ETD of the Metering System	Submit revised GSP Metered Volumes Aggregation Rules for both GSP Groups in accordance with BSCP75	Nominated LDSO(s)	CDCA	BSCP75/4.2, signed by an authorised person, registered as such using BSCP38	Fax/ Post / Email
4.7.4	At least 10 WD prior to the ETD of the Metering System	Update GSP Group Take Aggregation Rules in accordance with BSCP75	CDCA			Internal Process
4.7.5	Within 1 WD of receipt of 4.7.1	Acknowledge receipt of de-registration of DSCP form	CRA	LDSO	Acknowledge receipt	Fax/ Email / Self-Service Gateway
4.7.6	At the same time as 4.7.5	Check the following: The form has been completed by an authorised person, registered as such using BSCP38	CRA		As submitted in 4.7.1	Internal process
4.7.7	Following 4.7.6	Forward de-registration of DSCP Form	CRA	CDCA	As submitted in 4.7.1	Electronic or other agreed method / Self-Service Gateway

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.7.8	On receipt of 4.7.7	Check the following: (a) Systems Connection Points names and numbers stated on the DSCP de-registration Forms match the circuits name and numbers of the Meter Technical Details on the system as submitted in accordance with BSCP20 (b) The GSP Group Take Aggregation Rules for both GSP Groups associated with the DSCP are updated in accordance with BSCP75 in the system (c) Check the disconnection is on or before the ETD	CDCA		As submitted in 4.7.1 Meter Technical Details Updated Meter Aggregation Rules	Internal process
4.7.9	At the same time as 4.7.8	Notify of checks made in 4.7.8	CDCA	CRA		Email/ Fax/ Self-Service Gateway
4.7.10	If all checks in 4.7.8 are not satisfied	CRA to resolve issues	CRA	LDSO(s)		Post/ Fax/ Email/ Self-Service Gateway
4.7.11	On or before the ETD of the Metering System	Provide Party and BSC Agents with standing data reports	CRA	LDSO BSC Agents BSCCo	Standing data reports entered onto the systems (CRA-I007)	Electronic

4.8 Grid Supply Point De-registration

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.8.1	Within 1 WD of the Disconnection Date	Submit de-registration of GSP Form. ⁹⁹	TC	CRA BSCCo Nominated LDSO (Registrant of Metering System)	BSCP25/5.6 'De-registration of GSP', signed by an authorised person, registered as such using BSCP38 (to LDSO without password information)	Fax / Post / Email / Self-Service Gateway
4.8.2	On receipt of 4.8.1 and at least 20 WD prior to the ETD of the Metering Systems	Submit de-registration Form for the MSIDs in accordance with BSCP20	LDSO who is Registrant of the Metering System(s) associated with the GSP	CRA	BSCP20/4.7, De-registration Form in accordance with BSCP20	Email / Fax / Post
4.8.3	At least 20 WD prior to the ETD of the associated MSID(s)	Submit GSP and GSP Group Metered Volume Aggregation Rules in accordance with BSCP75	Relevant LDSO(s)	CDCA	BSCP75/4.2. GSP Group Take Aggregation Rules in accordance with BSCP75	Email / Fax / Post
4.8.4	At least 10 WD prior to the ETD of the associated MSID(s)	Establish a new GSP Group Take Aggregation Rule	CDCA		Aggregation Rules for GSP Group Metered Volume	Internal Process
4.8.5	Within 1 WD of receipt of 4.8.1	Acknowledge receipt of de-registration of GSP form	CRA	TC	Acknowledge receipt	Fax / Post / Email / Self-Service Gateway
4.8.6	At the same time as 4.8.5	Check form has been completed by an authorised person registered as such using BSCP38	CRA		As submitted in 4.8.1	Internal process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.8.7	Following 4.8.6	Forward de-registration of GSP Form	CRA	CDCA	As submitted in 4.8.1	Electronic or other agreed method
4.8.8	Within 1 WD of 4.8.7	Check the following: The Systems Connection Points names and numbers stated on the GSP de-registration Forms match the circuits name and numbers of the Meter Technical Details on the system	CDCA		As submitted in 4.8.1 Meter Technical Details	Internal process
4.8.9	Following 4.8.8	Notify of checks made	CDCA	CRA		Fax / Email / Self-Service Gateway
4.8.10	If check in 4.8.9 is not satisfied	CRA to resolve issues	CRA	LDSO(s) TC		Fax / Email
4.8.11	Within 1 WD of receipt of 4.8.1	Inform relevant LDSO(s) of the de-registration of GSP Request initial views regarding revisions to the GSPs comprised in GSP Groups from LDSO(s) and the TC	BSCCo	LDSO(s) TC	Initial views on revisions to the GSPs comprised in GSP Groups	Fax / Email / Self-Service Gateway
4.8.12	Within 2 WD of 4.8.11	Send initial views on revisions to the GSPs comprised in GSP Groups as a result of de-registration	TC LDSO(s)	BSCCo	Initial views on revisions to the GSPs comprised in GSP Groups	Post / Fax / Email

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.8.13	Within 2 WD of receipt of 4.8.12	Outline the new GSP de-registration details to Parties Request suggested revisions/opinions to the GSPs which are comprised in GSP Groups with reference to: (a) Effect of geographic factors in establishing Daily Profile Co-efficients (b) Effect of the size of the GSP Group on GSP Group Correction Factors (c) Effect of proximity of Boundary Points on the value of Physical Notifications and Bid-Offer Pairs to the TC submitted in relation to Supplier <u>Primary</u> BM Units	BSCCo	Relevant LDSOs TC The Authority All Suppliers	As submitted in 4.8.1 Consultation paper noting any views already expressed by LDSO(s) or TC. Request for suggested revisions to the GSPs comprised in a GSP Group or agreement/ disagreement with an LDSO/ TC view with reference to geographic factors, size of the GSP Group and the proximity of Boundary Points	Email / BSC Website
4.8.14	Within 10 WD of 4.8.13	Requested opinions should be provided	Relevant LDSOs TC The Authority All Suppliers	BSCCo	Suggested revisions to the GSPs comprised in a GSP Group or agreement/ disagreement with an LDSO/ TC view with reference to geographic factors, size of the GSP Group and the proximity of Boundary Points Consultation Response	Post/ Fax/ Email
4.8.15	At next convenient Panel meeting	Present a paper summarising the de-registration details for the GSP, the opinions of the Parties involved on whether any revisions to the GSPs making up GSP Groups are required and any other relevant considerations and recommendations	BSCCo	Panel		Internal Process
4.8.16	Within 1 WD of the Panel Meeting.	Notify all involved of the Panel's decision	BSCCo	CRA/ CDCA Relevant LDSO(s) TC	Notification of Panel's decision	Fax/ Post/ Email

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.8.17	5 WD prior to the ETD of the MSID(s).	Check the following: (a) Disconnection Date for the GSP is on or before the Effective To Date of the Metering System (b) GSP Group Take Aggregation Rules amended in accordance with BSCP75	CRA and CDCA		Disconnection Date for the GSP and the Effective To Date of the Metering System. GSP Group Take Aggregation Rules.	Internal Process
4.8.18	Within 1 WD of 4.8.17	Provide Party and BSC Agents with standing data reports	CRA	LDSO TC BSC Agents BSCCo	Standing data reports of data entered onto the systems (CRA-I007)	Electronic

4.9 De-registration of one circuit at a DSCP or GSP

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.9.1	At least 20 WD prior to EFD of the updated MTDs of the associated Metering System and within 1 WD of the Circuit Disconnection Date	Submit relevant de-registration Form. ⁹⁹	LDSO (DSCP) Or TC (GSP)	CRA	BSCP25/5.5 'De-registration of DSCP', signed by an authorised person, registered as such using BSCP38 Or BSCP25/5.6 'De-registration of GSP', signed by an authorised person, registered as such using BSCP38	Fax Post/ Email / Self-Service Gateway
4.9.2	At least 20 WD prior to the EFD of the updated MTDs	Instruct MOA to update MTDs in accordance with BSCP20	LDSO who is Registrant of the Metering System(s) associated with the DSCP or GSP	MOA		Email/ Fax/ Post
4.9.3	At least 20 WD prior to the EFD of the updated MTDs	Submit revised DSCP or GSP Aggregation Rules in accordance with BSCP75	LDSO	CDCA	BSCP75/4.2, signed by an authorised person, registered as such using BSCP38	Fax/ Post/ Email
4.9.4	Within 1 WD of receipt of 4.9.1	Acknowledge receipt of relevant de-registration form	CRA	LDSO Or TC	Acknowledge receipt	Fax/ Post/ Email
4.9.5	At the same time as 4.9.1.	Check the form has been completed by an authorised person, registered as such using BSCP38	CRA		As submitted in 4.9.1	Internal process
4.9.6	Following 4.9.5	Forward de-registration Form	CRA	CDCA	As submitted in 4.9.1	Electronic or other agreed method

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
4.9.7	On receipt of 4.9.6	Check the circuit name stated on the de-registration forms is no longer included in the revised MTDs submitted in accordance with BSCP20	CDCA		As submitted in 4.9.1 Meter Technical Details Updated Meter Aggregation Rules	Internal process
4.9.8	Within 1 WD of 4.9.7	Notify of checks made in 4.9.7	CDCA	CRA		Email/ Fax / Self-Service Gateway
4.9.9	If check in 4.9.7 are not satisfied	CRA to resolve issues	CRA	LDSO(s) TC		Post/ Fax/ Email
4.9.10	On or before the EFD of the updated MTDs	Provide Party and BSC Agents with standing data reports	CRA	LDSO TC BSC Agents BSCCo	Standing data reports entered onto the systems (CRA-I007)	Electronic

5. Appendices

BSCP25/5.1 Registration/De-registration of a Transmission System Boundary Point

To: CRA	Date: _____
To be completed by TC	
Party ID: _____	Name of Sender: _____
Participation Capacity: _____	
Participant ID: _____	
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

The above Party notifies you that it wishes to (tick as appropriate):

☐	Register
☐	Deregister

the TSBP below with an Energisation/Disconnection (delete as appropriate) Date of

_____.

	Tick to confirm if a single line diagram(s) showing the location of the Boundary Points and any Systems Connection Points and all existing and proposed Boundary Points and any Systems Connection Point Metering Systems at the site is attached to the application. If such diagram(s) are not readily available, please indicate how the proposed Boundary Point or Systems Connection Point connects to the wider Transmission System and / or explain why this is not available and provide contact details for someone who would be able to provide this information.
--	---

BSCP25/5.1 Continued: Details of TSBP

Site Name: _____

OS Grid Reference (for Offshore TSBP only): _____

TSBP Connection Site/Substation Name:

TSBP Address: _____

Node: _____

If this is a new Node, the Zone in which the Node Lies, or is best considered to lie:

Name of Party Connecting to Transmission System: _____

Party Contact Details: _____

Transmission System Owner to which TSBP connected: _____

Associated Metering System Ids (if known): _____

Is this Boundary Point the only Boundary Point or Systems Connection Point at this site? Yes / No*

If No provide details on the single line diagram(s)

If the site is also a GSP is this a Shared GSP? Yes / No*

If Yes provide details on the single line diagram(s)

Contact details (Name, email, phone number) of any other connected Parties:

Will the Boundary Point Metering System be located at the Boundary Point? Yes / No /Unknown*

If No, what is the distance between the Metering System and the Boundary Point:

*delete as applicable

BSCP25/ 5.1 Continued: Details of TSBP

At what voltage will this connection be made?

☐	400kV
☐	275kV
☐	132kV
☐	33Kv
☐	other (please indicate voltage):

TSBP type (please tick **one** box):

☐	Interconnector
☐	Station Transformer
☐	Genset
☐	Directly Connected Demand Premises

Pending Implementation

BSCP25/5.1 Continued: Details of TSBPs

Point of connection of Plant and Apparatus to the Transmission System

Pending Implementation

BSCP25/5.2 Registration of a Distribution Systems Connection Point

To: CRA	Date: _____
To be completed by the LDSO	
Contact Name: _____	
Contact email address: _____	
Participant ID _____	
Our Ref: _____	Contact Tel. No. _____
Contact Fax. No. _____	
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

The Purpose of this registration is to (Please tick **one** box):

☐

Register a new DSCP

☐

Register a new circuit (not including the first circuit) at an existing DSCP

☐

Tick to confirm that a single line diagram(s) showing the location of Boundary Points and Systems Connection Points and all existing and proposed Systems Connection Point and any Boundary Point Metering Systems at the site is attached to the application.

BSCP25/5.2 Continued: Details of DSCP

OS Grid Reference: _____

DSCP Id (up to 10 alpha-numeric characters) _____

DSCP Address _____

GSP Group Id 1: _____ GSP Group Id 2: _____

Associated MSIDs (if known): _____

Is this Systems Connection Point the only Systems Connection Point or Boundary Point at this site? Yes / No*

If No provide details on the site single line diagram(s)

If the site is a GSP is it a Shared GSP? Yes / No*

If Yes provide details on the site single line diagram(s)

Contact details (Name, email, phone number) of any other connected Parties:

_____Will the Systems Connection Point Metering System be located at the Systems Connection Point?
Yes / No*

If No, what is the distance between the Metering System and the Systems Connection Point:

Will an application for Metering Dispensation be required? Yes / No*

If the Systems Connection Point Metering System is not located at the Systems Connection Point and no application for Metering Dispensation is required, please indicate why not:

*delete as applicable

BSCP25/5.2 Continued: Details of DSCP

At what voltage will this connection be made?

☐	132kV
☐	33kV
☐	11kV
☐	other (please indicate voltage):

I, the Party, acting in the capacity of a LDSO, confirm that the other LDSO involved with Distribution Systems Connection Point has given its written consent to this registration.

Other LDSO Party ID: _____

Circuits – Name¹⁰

<u>Name</u>	<u>Planned Energisation Date</u>

¹⁰ If the Registration is for a new Circuit at an existing DSCP, only the new Circuit name should be provided

BSCP25/5.3 Registration of a Grid Supply Point**BSCP25/5.3 Part A**

To: BSCCo / CRA	Date: _____
To be completed by the TC	
Contact Name: _____	
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Contact Fax. No. _____	
Name of Authorised Signatory: _____	
Authorised Signature: _____ Password: _____	

The purpose of this registration is to (Please tick **one** box):

☐

Register a new GSP

☐

Register a new circuit (not including the first circuit) at an existing GSP

☐

Tick to confirm if a single line diagram(s) showing location of the Systems Connection Points and any Boundary Points and all existing and proposed Systems Connection Point and any Boundary Point Metering Systems is attached to the application.

If such diagram(s) are not readily available, please indicate how the proposed Boundary Point or Systems Connection Point connects to the wider Transmission System and / or explain why this is not available and provide contact details for someone who would be able to provide this information.

BSCP25/5.3 Part A Continued: Details of GSP:

GSP Id (up to 10 alpha-numeric characters) _____

GSP Address _____

Node: _____

If new Node, Zone in which the Node Lies, or is best considered to lie: _____

Transmission System Owner to which GSP connecting: _____

Is it a Shared GSP? Yes / No*

If Yes provide details on the single line diagram(s)

Energisation Date _____

LDSO(s)¹¹ to which GSP connecting:

LDSO 1 _____

LDSO 2 _____

LDSO 1

LDSO 2

Contact name: _____

Contact name: _____

Telephone number: _____

Telephone number: _____

Associated Metering System Id(s) (if known):

Is this Systems Connection Point the only Systems Connection Point or Boundary Point at this site?

Yes / No*

If No provide details on the site single line diagram

Contact details (Name, email, phone number) of any other connected Parties:

Will the Systems Connection Point Metering System be located at the Systems Connection Point?

Yes / No*

If No, what is the distance between the Metering System and the Systems Connection Point:

*delete as applicable

¹¹ The LDSO holding the Distribution Licence and each Licence holder shall be so identified.

BSCP25/5.3 Part A Continued: Details of GSP:At what voltage will this connection be made~~2:?~~?

☐	400kV
☐	275kV
☐	132kV
☐	33Kv
☐	other (please indicate voltage)

Circuits – Name¹²

<u>Name</u>	<u>Planned Energisation Date</u>

¹² If the Registration is for a new Circuit at an existing GSP, only the new Circuit name should be provided

BSCP25/5.3 Part B

To be completed by BSCCo:

Name of sender: _____

Contact email address: _____

Our reference _____

Contact telephone no. _____ Contact fax number: _____

GSP Group Id _____

Nominated LDSO _____

Pending Implementation

BSCP25/5.4 Registration of a GSP Group

To: CRA /CDCA	Date: _____
To be completed by BSCCo	
Contact Name: _____	
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Contact Fax. No. _____	
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

Details of GSP Group

GSP Group Name _____
GSP Group Id _____
Nominated LDSO (LDSO responsible for GSP Group Take Aggregation Rules)
Name _____
LDSO Party Id _____
LDSO Contact Name _____
LDSO Telephone Number _____

BSCP25/5.5 De-registration of a Distribution System Connection Point¹³

To: BSCCo / CRA	Date: _____
To be completed by the LDSO	
Party Id: _____	Name of Sender: _____
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Contact Fax. No. _____	
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

The Purpose of this De-registration is to (Please tick **one** box only):

☐	De-register a DSCP
☐	De-register one circuit (not including the last circuit) at a DSCP

Details of DSCP

OS Grid Reference: _____
DSCP Name _____
DSCP Id (up to 10 alpha-numeric characters) _____
DSCP Address _____

Associated Metering System Id(s) (if known):

I, the Party, acting in the capacity of a LDSO, confirm that the other LDSO involved with Distribution Systems Connection Point has given its written consent to this de-registration.

Other LDSO ID: _____

¹³ This form serves as a Disconnection Certificate as required by BSCP20

Circuits – Name¹⁴

<u>Name</u>	<u>Planned Disconnection Date</u>

Pending Implementation

¹⁴ If the De-registration is for one Circuit (not including the last Circuit), only that circuit name should be provided

BSCP25/5.6 De-registration of a Grid Supply Point¹³¹³

To: BSCCo/CRA	Date: _____
To be completed by the TC	
Party Id: _____	Name of Sender: _____
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Contact Fax. No. _____	
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

The purpose of this De-registration is to (Please tick **one** box only):

☐	De-register a GSP
☐	De-register one circuit (not including the last circuit) at a GSP

GSP Details

OS Grid Reference: _____
GSP Name _____
GSP Id (up to 10 alpha-numeric characters) _____
GSP Address _____ _____
Transmission System Owner from which GSP disconnecting: _____
Shared Busbar: Yes/No (delete as applicable)
LDSO to which GSP disconnecting:
LDSO 1 _____
LDSO 2 _____

LDSO 1 Contact name _____ Telephone number _____ Associated Metering System Id(s) (if known): _____	LDSO 2 Contact name _____ Telephone number _____ Associated Metering System Id(s) (if known): _____
--	--

Circuits – Name¹³¹³

<u>Name</u>	<u>Planned Disconnection Date</u>

GSP Group _____