

Balancing and Settlement Code

BSC PROCEDURE

Registration of Parties and Exit Procedures

BSCP65

Version 13.0

Date: 4 November 2010

BSC PROCEDURE 65**relating to****REGISTRATION OF PARTIES AND EXIT PROCEDURES**

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 65, Version 13.0 relating to registration of Parties and Exit Procedures.
3. This BSC Procedure is effective from 4 November 2010.
4. This BSC Procedure has been approved by the Panel.

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AMENDMENT RECORD

Version	Date	Description of Changes	Changes Included	Mods/ Panel/ Committee Refs
1.0	Code Effective Date	Updated to version 1.0	n/a	n/a
2.0	30/11/00	Work outstanding at Go Active, resolution of inconsistencies, inclusion of consultation comments	209, 186, 229, 243	08/009
3.0	13/08/02	Change Proposal for BSC Systems Release 2	CP508, 661, 546, 726	ISG16/166 ISG18/193 SVG17/208 SVG19/233
4.0	24/06/03	Incorporates changes for CVA Programme June 03 Release	CP821 P106	
5.0	01/08/03	Incorporates changes for P62	P62, P106 additional changes	
6.0	19/02/04	Incorporates changes for CVA Programme P127 interim release	P127	ISG37/419 SVG37/465
7.0	30/06/04	Change Proposals for the CVA Programme June 04 Release	CP971	ISG40/003 SVG40/004
8.0	03/11/04	Changes for CVA Nov04 Release	CP502, CP974, P98	ISG40/003 ISG40/004 SVG40/004
9.0	23/02/05	CVA Programme Feb 05 Release	BETTA 6.3, P159	78/007
10.0	02/11/05	CVA Programme November 05 Release	CP1128	ISG54/002
11.0	22/02/07	February 07 Release	CP1160 CP1176	ISG/66/06 SVG/66/06 ISG/68/002 SVG/67/002
12.0	23/08/07	P197 Release	P197	
13.0	04/11/10	November 10 Release	CP1328 CP1331	ISG112/01 SVG112/03 ISG112/01 SVG112/03

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1 Introduction

1.1 Purpose and Scope of the Procedure

This BSCP defines the key interfaces, interdependencies and timetable for the Registration of Parties in the Central Registration Service (CRS) and Exit Procedures.

Specifically it covers:

- (a) Party Registration;
- (b) Changes to Party Registration Data, including registration and deregistration of participation capacities;
- (c) Withdrawal from the Code;
- (d) Expulsion from the Code;
- (e) Requests for additional Supplier IDs;
- (f) Requests to remove additional Supplier IDs.

The relationship of this BSCP to other processes under the Code is illustrated in the Accession and Registration Route Map at the end of Section 1.5 (see Figure 1).

1.2 Main Users of this Procedure and their Responsibilities

This BSCP should be used by the following:

- (a) Parties;
- (b) BSCCo;
- (c) The Authority (in the event of expulsion or withdrawal of a Party from the Code);
- (d) The Panel (in the event of expulsion or withdrawal of a Party from the Code);
- (e) Transmission Company (in respect to Party registration and withdrawals);
- (f) Central Registration Agent (CRA);
- (g) The Funds Administration Agent (FAA) (in respect of fund administration requirements for new Trading Parties).

1.3 Balancing and Settlement Provisions

This BSCP should be read in conjunction with the Code and in particular Section A.

In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

1.4 Associated BSC Procedures

(a) This procedure interfaces with the following BSCPs:

BSCP01	Overview of Trading Arrangements
BSCP15	BM Unit Registration
BSCP20	Registration of Metering Systems for Central Volume Allocation
BSCP31	Registration of Trading Units
BSCP38	Authorisations
BSCP68	Transfer Registration of Metering Systems between CMRS and SMRS
BSCP70	CVA Qualification Testing for Parties and Party Agents
BSCP71	Submission of ECVNs and MRVNs
BSCP75	Registration of Meter Aggregation Rules for Volume Allocation Units
BSCP301	Clearing, Invoicing and Payment
BSCP501	Supplier Meter Registration Service
BSCP507	Supplier Volume Allocation Standing Data Changes
BSCP509	Changes to Market Domain Data
BSCP515	Licensed Distribution
BSCP537	Qualification Processes for SVA Parties, SVA Party Agents and CVA MOAs
BSCP550	Shared SVA Meter Arrangement of Half Hourly Import and Export Active Energy

(b) Other Documents:

Communication Requirements Document

1.5 Description of the Registration Route Map

This BSCP covers the registration process for new Party Applicants up to the achieved status of “Registered Party” as detailed in the Accession and Registration Route Map, Figure 1 (at end of this Section). After completing the processes in Section 4.1, a new Party registering in accordance with this BSCP will not have the ability to trade, only to receive reports from BSCCo and BSC Agents.

Trading Party or LDSO¹ status is awarded to a registered Party providing they have also completed other applicable registrations or Entry Processes. These processes are detailed in the following BSCPs:

BSCP15	BM Unit Registration
BSCP20	Registration of Metering Systems for Central Volume Allocation
BSCP71	Submission of ECVNs and MVRNs
BSCP501	Supplier Meter Registration Service
BSCP509	Changes to Market Domain Data
BSCP515	Licensed Distribution

1.5.1 Physical Trading Party Branch of Route Map

After a Party has registered their BM Units, Metering Systems and the associated Aggregation Rules that Party is then able to trade in the Balancing Mechanism, but could not submit its contract position to the ECVAA. In this scenario if the Party were to Import or Export energy at volumes outside the balancing mechanism and without supporting contract notification, it would pay imbalance charges on the Metered Volumes.

After registration of BM Units, Metering Systems and Aggregation Rules the Party then appoints MVRNAs and ECVNAs. The Party is then able to fully participate in contracted Export or Import of energy at Boundary Points and participate in the Balancing Mechanism.

1.5.2 Non-Physical Trading Party Branch of Route Map

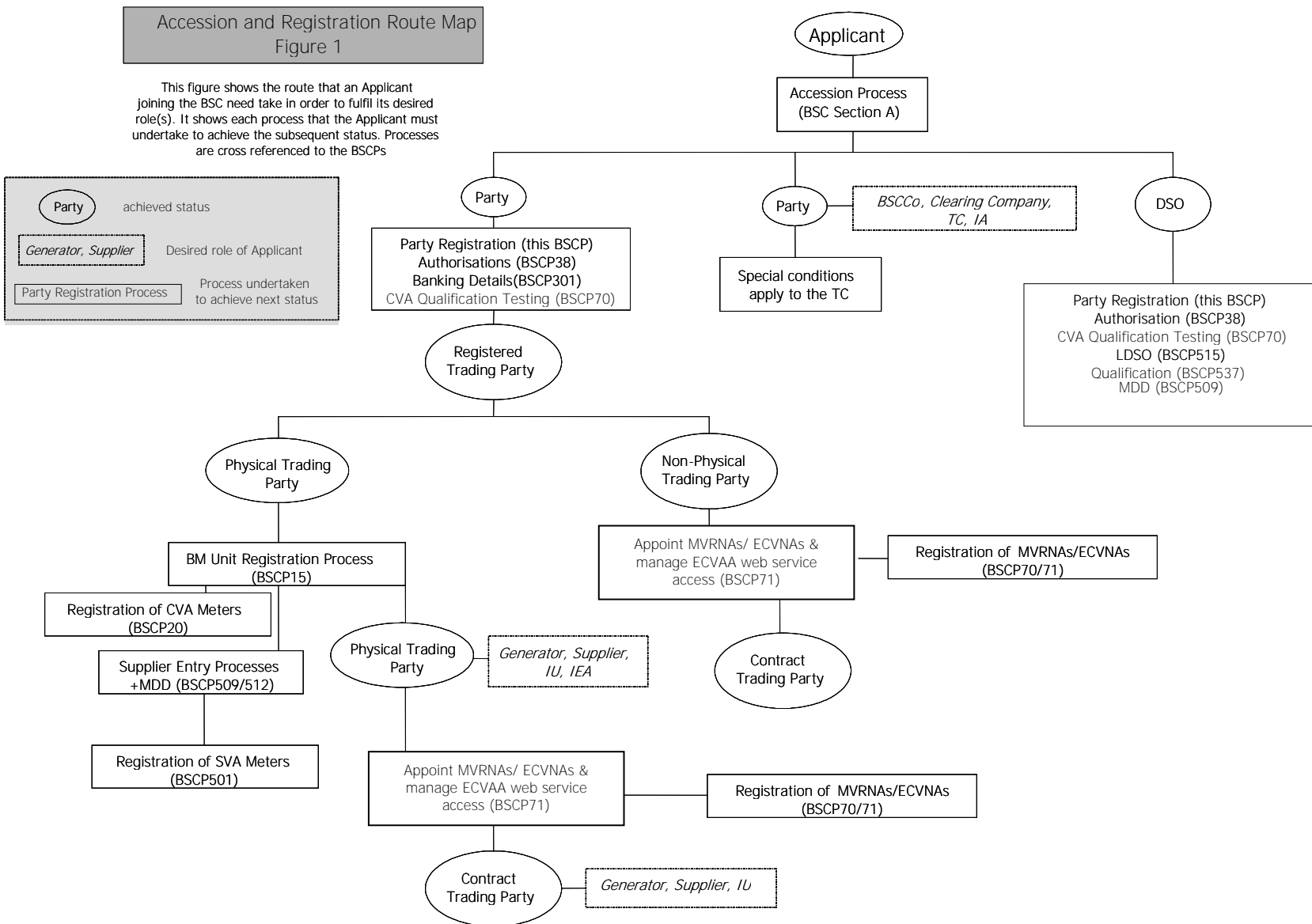
If a Party appoints a MVRNA or ECVNA without registering any BM Units, the Party is able to trade contracts for energy, i.e. buy and sell energy, but not Export or Import energy at Boundary Points, as the Party is not responsible for any Metering Systems.

1.5.3 Not Shown in Route Map

To avoid over-complication the route map does not show the options available to communicate with the Transmission Company that affect a Party’s ability to submit Bids and Offers, and BM Unit Physical Notifications. These are addressed in BSCP15.

¹ A Distribution System Operator (DSO) who is (or intends to be) the holder of a Distribution Licence is known as a Licensed Distribution System Operator (LDSO). See Appendix 1 for more detail on the difference between the two terms and the implications for BSCP65.

This BSCP does not indicate the timescales required to complete the associated procedures to achieve the participation capacity of a Trading Party (including a Supplier). Completion of the associated BSCPs may take between one and four months, depending on the participation capacity, the type of trading required, and the capacity and complexity of the systems being commissioned. Party Applicants should read the associated BSCPs to ensure that they begin the process sufficiently early to achieve their desired participation capacity.



1.6 Supplier IDs

1.6.1 Increasing the Number of Supplier IDs

Parties may increase their number of Supplier IDs by:

- (a) Requesting additional Supplier IDs. A maximum of 2 operational additional Supplier IDs can be requested per Party using this BSCP.
- (b) Merger and/or acquisition. The number of Supplier IDs obtained in this way is unlimited; however these Supplier IDs will be obtained through the Transfer of Supplier ID process (Change of SVA BM Unit Ownership) under BSCP15.

1.6.2 Removal of Supplier IDs

Any Party wishing to remove one or more of its Supplier IDs will use this BSCP, however a Supplier's last remaining Supplier ID can only be removed by following the process in BSCP15 (Deregistration of Supplier BM Units following cessation of Supplier) and deregistering the Supplier Role using form BSCP65/01 in accordance with the 'Changes to Party Registration Data' process in this BSCP.

2 Acronyms and Definitions

2.1 List of Acronyms

Acronyms used in this Procedure are:

BMRA	Balancing Mechanism Reporting Agent
CRA	Central Registration Agent
CRD	Communications Requirement Document
CRS	Central Registration Service
DSO	Distribution System Operator
ECVAA	Energy Contract Volume Aggregation Agent
ECVNA	Energy Contract Volume Notification Agent
FAA	Funds Administration Agent
IA	Interconnector Administrator
IEA	Interconnector Error Administrator
IU	Interconnector User
LDSO	Licensed Distribution System Operator
MDD	Market Domain Data
MRASCo	Master Registration Agreement Service Company
MVRNA	Metered Volume Reallocation Notification Agent
SAA	Settlement Administration Agent
SMRA	Supplier Meter Registration Agent
SVA	Supplier Volume Allocation
TC	Transmission Company
WD	Working Day

2.2 List of Definitions

CVA Qualification	Recognition that a BSC Party or Party Agent has satisfied the Communication requirements specified under Section O of the BSC, and that these systems have been tested according to the Communication Requirements Document.
CVA Qualification Statement	Certificate of CVA Qualification issued by BSCCo on completion of CVA Qualification.
CVA Qualification Tests/ CVA Qualification Test	Tests undertaken by a Qualifying CVA Participant. The tests provide the appropriate level of assurance that the necessary communications links between the Qualifying Participant and BSC Agents will function correctly under operational conditions.
Waiver	Recognition that a Qualifying CVA Participant is sharing facilities with another Participant who has previously satisfied the relevant CVA Qualification requirements, and as such that CVA Qualification Tests would be duplicated if undertaken by the Qualifying Participant.

All other terms are as defined in the Code.

3 This section is not in use

4 Interface and Timetable Information

4.1 Party Registration

A Party Applicant can apply to be registered immediately after an application for Accession is lodged with the BSCCo. However, Registration is not made effective until the Party Applicant has acceded and completed CVA Qualification testing in accordance with BSCP70 and set up Authorised Persons in accordance with BSCP38.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.1.1	After Party Applicant lodges application for Accession with BSCCo	Submit Party registration application and register authorised persons in accordance with BSCP38 ² . If required participation capacity is 'Supplier' or 'DSO' register Market Participant ID and associated Market Domain Data in accordance with BSCP509 ³ . If required participation capacity is 'Supplier' CRA advises Party to register Base BM units in accordance with BSCP15	Party Applicant	CRA	Party Registration Application Form (BSCP65/01) CRA-I001 (input) BSC Party Registration Data BSCP38	Letter, fax, post, email
4.1.2	At least 10 WD before an applicant becomes a Trading Party	Complete and submit Funds Accession Form using BSCP301.	Party Applicant	FAA	BSCP301	Fax, post, email
4.1.3	Within 1 WD of receipt of form in 4.1.3	Request Accession & CVA Qualification status (and Party Details) from BSCCo for each application. Where the party applicant is a 'Supplier' or 'LDSO' ensure the MDD Coordinator has received information required to register Market Participant ID and associated Market Domain Data in accordance with BSCP509.	CRA	BSCCo		Fax, email

² Authorisations are required for submission of Party Registration Applications and Funds Accession forms.

³ Applicants should note that registration of a Supplier role in BSC Central Systems must be coordinated with registration in MDD. The effective from date of the Supplier participation capacity and BM Unit Go-Live Dates in CRA must match the dates registered in MDD for SVAA and CRA systems to interface effectively. If the applicant is registering as an LDSO then the effective from date of the LDSO role in BSC Central Systems must be the same as the registration of the LDSO role in MDD.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.1.4	At the same time as 4.1.3	Advise Party of the need to finalise the provisions for banking details with the FAA before the Party Registration is effective.	CRA	Party	BSCP301	Fax, email, phone
4.1.5	Within 1 WD of 4.1.3	BSCCo confirms accession, Qualification status and Party details	BSCCo	CRA		Email
4.1.6	Within 1 WD of receiving notice from BSCCo in 4.1.5	<p>Enter Party Registration Data, allocate registration ID to Party, notify Party of successful registration and allocate Production and Consumption Energy Accounts, as required.</p> <p>CRA sends registration reports.</p> <p>If Party's intended participation capacity is "Supplier", register Base BM Units using registration information provided through BSCP15.</p>	CRA	Party BSC Agents TC BSCCo	CRA-I014 (Registration Report) CRA-I013 (Authentication Report) CRA-I020 (Operations Registration Report)	Fax, email, electronic

4.2 Changes to Registration Data - Registration of Additional Participation Capacity/Role

This process is not to be used for registration of a new Party, please use the process in Section 4.1 instead. This process must be only used for subsequent changes following initial Party registration.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.2.1	As determined by Party	Party submits completed Party Change of Registration Details Form.	Party	CRA	Change of Registration Details Form (BSCP65/01) or; CRA-I001 (Party Registration Data)	Fax, email
4.2.2	Within 1 WD of receipt of form	CRA checks revised data: If required participation capacity is 'Supplier' or 'LDSO' CRA advises Party to register Market Participant ID and associated Market Domain Data in accordance with BSCP509 ⁴ . If required participation capacity is 'Supplier' CRA advises Party to register Base BM units in accordance with BSCP15.	CRA	Party		Fax, email, electronic
4.2.3	Within 1 WD of receipt of form.	CRA confirms Accession, Qualification status and Party details with BSCCo. Where Party has not completed necessary CVA Qualification testing, CRA advises party to follow the necessary process in BSCP70.	CRA	BSCCo Party		Internal process

⁴ Applicants should note that registration of a Supplier role in BSC Central Systems must be coordinated with registration in MDD. The effective from date of the Supplier participation capacity and BM Unit Go-Live Dates in CRA must match the dates registered in MDD for SVAA and CRA systems to interface effectively. If the applicant is registering as an LDSO then the effective from date of the LDSO role in BSC Central Systems must be the same as the registration of the LDSO role in MDD.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.2.4	Following 4.2.3	<p>If advised, Party to qualify in accordance with BSCP70.</p> <p>If required participation capacity is 'Supplier' or 'LDSO' register Market Participant ID and associated Market Domain Data.</p> <p>If required participation capacity is 'Supplier' register base BM units.</p>	Party		<p>BSCP70</p> <p>BSCP509</p> <p>BSCP15</p>	
4.2.5	Within 1 WD of receiving notice from BSCCo that the Party Applicant has completed necessary CVA Qualification testing	<p>CRA updates Party registration details and notifies Party of successful registration⁵.</p> <p>CRA sends registration reports.</p>	CRA	<p>Registered Party</p> <p>TC BSCCo</p> <p>BSC Agents</p>	<p>CRA-I014 (Registration Report)</p> <p>CRA-I020 (Operations Registration Report)</p> <p>CRA-I013 (Authentication Report)</p>	Fax, email, electronic

⁵ If Party is registering as a Trading Party for the first time, CRA allocates Energy Accounts and Party must complete and submit Funds Accession Form using BSCP301.

4.3 Changes to Registration Data - Deregistration of Participation Capacity/Role

This process should be used by:

- (a) A Withdrawing Party to deregister all participation capacities, including that of BSC Party;
- (b) A Party that wishes to change participation capacities (in conjunction with Section 4.2 of this procedure).

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.3.1	As determined by Party	Party submits completed Party Change of Registration Details Form.	Party	CRA	Party Change of Registration Details Form (BSCP65/01) or; CRA-I001 (Party Registration Data)	Fax, email
4.3.2	Within 1 WD of receipt of form	CRA checks revised data with BSCCo and verifies/clarifies with Party as required. Where the capacity to be deregistered is 'Supplier' or 'LDSO' CRA checks consistency of data with existing records.	CRA	BSCCo Party	Party Change of Registration Details Form (BSCP65/01) or; CRA-I001 (Details of change to Party Registration Data)	Email, fax, electronic, phone
4.3.3	At the same time as 4.3.2	CRA advises Party of actions required to be undertaken prior to deregistering the role/participation capacity.	CRA	Party	Relevant BSCPs (BSCP71, BSCP15, BSCP20, BSCP75 etc.)	Fax, email, electronic
4.3.4	After 4.3.3	If deregistration participation capacity is: (a) "Supplier", Party updates Market Domain Data in accordance with BSCP509 ⁶ and/or; (b) "Trading Party" ⁷ , Party must complete all associated deregistration, and have no ECVNA/MVRNA authorisations or notifications in place after the Effective To Date of the Party role.	Party (Supplier and/or Trading Party)		BSCP509	

⁶ De-registration of the Supplier in MDD will need to be coordinated with the deregistration of the Supplier in CRS, along with any BM Units still associated with the Supplier ID. The Party is responsible for ensuring that all corresponding changes to MDD are completed in the required timescales, and other relevant SVA Procedures complied with. If the Party intends to cease trading in the participation capacity of "Supplier", they

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.3.5	Following 4.3.4	Party provides confirmation that all associated deregistration actions for their role/participation capacity are complete.	Party	CRA		Fax, email
4.3.6	Following 4.3.5	CRA confirms all associated deregistration activities have been completed	CRA	BSCCo		Fax, email
4.3.7	Within 1 WD of 4.3.6	CRA updates the Party's registration data on CRS and issues registration reports. If the Party has: (a) not requested to withdraw from the Code END PROCESS; (b) requested to withdraw from the Code refer to Section 4.5 of this BSCP.	CRA	Party BSC Agents TC BSCCo	CRA-I014 (Registration Report) CRA-I013 (Authentication Report) CRA-I020 (Operations Registration Report)	Fax, email, electronic

must first request the CRA to set the "Effective To Date" for their BM Units and participation capacity as "Supplier" to a future Settlement Date, but not less than 20 WD from the date of notification.

⁷ For the avoidance of doubt, the notes included here do not apply to DSOs.

4.4 Changes to Party Registration Data – Changes to Party Name / Contact Details

This process should be followed by a Party where it wishes to apply to CRA to change its Party Registration Data (other than changes to participation capacities). Parties requesting changes to their participation capacities should use Sections 4.2 and 4.3 as appropriate.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.4.1	As determined by Party	Party submits completed: (a) Party Change of Registration Details Form. (b) Amendments to Funds Accession Details.	Party	CRA FAA	Party Change of Registration Details Form (BSCP65/01) or; CRA-I001 (Party Registration Data) BSCP301/04(b)	Fax, email Electronic
4.4.2	Within 1 WD of receipt of form	CRA checks revised data with BSCCo and verify/clarify with Party if necessary. If changes include an amendment to the Party name, CRA must first obtain authorisation for this change from BSCCo.	CRA	BSCCo Party	Party Change of Registration Details Form (BSCP65/01) or; Details of changes to Party Registration Data (CRA-I001)	Email / fax
4.4.3	Within 2 WD of 4.4.2	CRA updates Party Registration Data.	CRA			Internal process
4.4.4	Within 4 WD of 4.4.3	CRA notifies changed registration details of Party.	CRA	Party BSC Agents TC BSCCo	CRA-I014 (Registration Report) CRA-I013 (Authentication Report) CRA-I020 (Operations Registration Report)	Fax, email, electronic

4.5 Withdrawal from the Code (Non-Defaulting Party)

A Party may withdraw from the Code providing it is compliant with the criteria for withdrawal defined in Section A 5.1 of the Code. Checks against the provisions in Section A5.1.3 will be carried out at 5pm, 2WDs before the Withdrawal Date (the earliest Withdrawal Date will be after the Final Reconciliation Run for the last Settlement Day traded, and the corresponding Payment Date must have passed) to determine whether or not the Party is prevented from withdrawing from the Code. The Withdrawing Party should allow sufficient time for the completion of deregistrations and terminations as described in Appendix 3 of this document.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.5.1	At least 28 days before the intended Withdrawal Date	Withdrawing Party completes Withdrawal Notice and submits to BSCCo.	Withdrawing Party	BSCCo	Completed Withdrawal Notice (BSCP65/03)	Post, fax ⁸
4.5.2	Within 1 WD of receipt of notice	BSCCo sends Withdrawing Party acknowledgement of receipt of the Withdrawal Notice.	BSCCo	Withdrawing Party	Confirmation of receipt of Withdrawal Notice	Email
4.5.3	At the same time as 4.5.2	BSCCo checks and verifies the Withdrawal Notice, then sends Withdrawing Party an acceptance of the Withdrawal Notice subject to meeting the withdrawal criteria.	BSCCo	Withdrawing Party	Letter confirming acceptance of Withdrawal Notice	Fax, post
4.5.4	Within 1 WD of 4.5.3	BSCCo requests withdrawal information.	BSCCo	CRA FAA	CRA-I044 (Request for Withdrawals Checklist) Details of outstanding liabilities and Credit Cover information	Fax, email
4.5.5	Within 2 WD of 4.5.4	Send the withdrawal information to BSCCo.	CRA FAA	BSCCo	CRA-I047 (Withdrawals Checklist) FAA-I034 (Outstanding liabilities and Credit Cover information)	Fax, email
4.5.6	Within 1 WD of 4.5.5	Provide relevant withdrawal information.	BSCCo	Withdrawing Party	Exit Checklist - Appendix 3	Fax, email

⁸ BSC Section A stipulates that the notice to withdraw from the Code must be submitted in writing, therefore it is not possible to submit this via email.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.5.7	After 4.5.6	Withdrawing Party completes relevant actions on the exit checklist, including deregistration of participation capacities in accordance with Section 4.3 of this procedure.	Withdrawing Party			
4.5.8	At least 20 days prior to the Withdrawal Date	BSCCo carries out initial checks to identify potential issues preventing withdrawal.	BSCCo		Outstanding BSCCo Charges Accrued sums payable under the Code paid or waived Disputes that may result in accrued liabilities For IA or IEA market roles, details of replacement appointed	Internal process
4.5.9	On same WD as 4.5.8	BSCCo requests information required to carry out initial checks in order to identify potential issues preventing withdrawal ⁹ .	BSCCo	CRA FAA TC The Authority MRASCo SVAA	CRA-I044 (Request for Withdrawals Checklist) Details of outstanding liabilities and Credit Cover information Other information to facilitate the initial checks	Fax, email

⁹ The organisations and BSC Agents consulted as part of this step may vary depending upon the participation capacity or capacities of the Party.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.5.10	Within 5 WD of 4.5.9	Send responses to request for information required to carry out initial checks. CRA and FAA schedule final checks.	FAA CRA TC The Authority ¹⁰ MRASCo SVAA	BSCCo	FAA-I034 (Outstanding liabilities and Credit Cover) CRA-I047 (Withdrawals Checklist) Any known issues preventing withdrawal Licence or Exemption conditions requiring Code compliance Outstanding Metering System registrations Any outstanding issues preventing withdrawal	Fax, email
4.5.11	Within 1 WD of 4.5.10	BSCCo advises Withdrawing Party of any issues identified which will need to be resolved before the final checks.	BSCCo	Withdrawing Party	Outstanding issues preventing withdrawal	Fax, email
4.5.12	As soon as possible on 2 WD prior to the Withdrawal Date	BSCCo requests information required to carry out final checks.	BSCCo	CRA FAA	CRA-I044 (Request for Withdrawals Checklist) Details of outstanding liabilities and Credit Cover information	Fax, email
4.5.13	At 5pm, 2 WD prior to the Withdrawal Date	CRA and FAA shall run the reports and send the information to BSCCo within an hour.	FAA CRA	BSCCo	FAA-I034 (Outstanding Liabilities and Credit Cover) CRA-I047 (Withdrawals Checklist)	Fax, email

¹⁰ The Authority is not obliged to reply to this request. The onus will be on the Withdrawing Party to provide the relevant confirmation.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.5.14	Immediately after 4.5.13	BSCCo checks whether the Withdrawing Party is prevented from withdrawing under Section A.5.1.3 of the Code. If the checks confirm the Withdrawing Party is not prevented from withdrawing go to step 4.5.15. If the checks confirm the Withdrawing Party is prevented from withdrawing go to steps 4.5.17.	BSCCo			Internal process
4.5.15	Immediately after 4.5.14	BSCCo confirms that the Withdrawing Party can withdraw from the Code on the date specified on the Withdrawal Notice.	BSCCo	Withdrawing Party	Letter of formal notification that Withdrawal will proceed on the specified Withdrawal Date	Fax, email Followed by post
4.5.16	Following 4.5.15 and prior to the Party's Withdrawal Date	BSCCo advises of the Withdrawing Party's impending withdrawal from the Code. END PROCESS.	BSCCo	All Parties BSC Agents TC The Panel The Authority	Notification of withdrawal of Party from the Code	Email
4.5.17	Immediately after 4.5.14	BSCCo confirms that the Withdrawal Notice shall be of no effect and specifies the provisions in Section A5.1.3 which prevent it from withdrawing.	BSCCo	Withdrawing Party	Letter of formal notification that the Party cannot withdraw from the Code on the specified date and why	Fax, email Followed by post

4.6 Withdrawal from the Code (Defaulting Party)

Pursuant to Section A5.1.5 of the Code Parties in Default solely by virtue of Section H3.1.1(g) may withdraw from the Code, providing they have also satisfied the other criteria for withdrawal stipulated in Section A5.1 of the Code. Such Parties are also entitled to apply to the Panel to request that the Base Monthly Charge accrued between the date of submission of the Withdrawal Notice and the Withdrawal Date need not be settled prior to the Party's withdrawal from the Code. Parties wishing to have an application presented to the Panel in respect of the Base Monthly Charge should indicate this on the Withdrawal Notice Form (BSCP65/03).

Refer to Appendix 3 for checklist of actions to be carried out in conjunction with this process.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.6.1	At least 28 days before the intended Withdrawal Date ¹¹	Withdrawing Party completes Withdrawal Notice and submits to BSCCo.	Withdrawing Party	BSCCo	Completed Withdrawal Notice (BSCP65/03)	Post, fax ⁸
4.6.2	Within 1 WD of receipt of notice	BSCCo sends Withdrawing Party acknowledgement of receipt of the Withdrawal Notice.	BSCCo	Withdrawing Party	Confirmation of receipt of Withdrawal Notice	Email
4.6.3	At the same time as 4.6.2	<p>BSCCo checks and verifies the Withdrawal Notice and if Party:</p> <p>(a) is compliant, then BSCCo sends an acceptance of the Withdrawal Notice subject to meeting withdrawal criteria or;</p> <p>(b) is not compliant, (including in Default but not solely by virtue of Section H 3.1.1 (g) of the Code), then BSCCo advises Withdrawing Party. END PROCESS.</p> <p>Where Party wishes to submit an application to the Panel in respect of Base Monthly Charge amounts payable prior to withdrawal: perform steps 4.6.4 – 4.6.6 in parallel to this process. Otherwise proceed to step 4.6.7.</p>	BSCCo	Withdrawing Party	<p>Letter confirming acceptance of Withdrawal Notice</p> <p>Or</p> <p>Advice of non-compliance with Section A 5.1.5</p>	Fax, post

¹¹ Checks will be carried out against the provisions in Section A 5.1.3 of the Code at 5pm, 2 WD before the Withdrawal Date (the earliest Withdrawal Date will be after the Final Reconciliation Run for the last Settlement Day traded, and the corresponding Payment Date must have passed) to determine whether or not the Party is prevented from withdrawing from the Code. The Withdrawing Party should allow sufficient time for the completion of deregistrations and terminations as described in Appendix 3 of this document.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.6.4	Following 4.6.3	BSCCo liaises with Withdrawing Party to prepare an application to be presented at the Panel Meeting for decision.	BSCCo	Withdrawing Party	Panel meeting date BSCCo paper day deadlines Supporting information required for Panel application	Fax, email
4.6.5	Panel Meeting Date	Present Party's application to the Panel for decision.	BSCCo	Panel	Panel application and amount payable	Panel meeting
4.6.6	Within 1 WD of Panel Meeting	Inform Party of Panel's decision. If Panel: (a) approves application, BSCCo amends invoicing process in respect of Base Monthly Charges or; (b) refuses application, Party remains liable to settle Base Monthly Charges prior to final compliance checks.	BSCCo	Withdrawing Party	Panel Decision	Fax, email
4.6.7	Within 1 WD of 4.6.3	BSCCo requests Party withdrawal information.	BSCCo	CRA FAA	CRA-I044 (Request for Withdrawals Checklist) Details of outstanding liabilities and Credit Cover information	Fax, email
4.6.8	Within 2 WD of 4.6.7	Send withdrawal information to BSCCo.	CRA FAA	BSCCo	CRA-I047 (Withdrawals Checklist) FAA-I034 (Outstanding Liabilities and Credit Cover information)	Fax, email
4.6.9	Within 1 WD of 4.6.8	Provide relevant withdrawal information.	BSCCo	Withdrawing Party	Exit Checklist - Appendix 3	Fax, email
4.6.10	After 4.6.9	Withdrawing Party completes relevant actions on exit checklist, including deregistration of participation capacities in accordance with Section 4.3 of this procedure.	Withdrawing Party			

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.6.11	At least 20 days prior to the Withdrawal Date	BSCCo carries out initial checks to identify potential issues preventing withdrawal.	BSCCo		Outstanding BSCCo Charges Accrued sums payable under the Code paid or waived Disputes that may result in accrued liabilities For IA or IEA market roles, details of replacement appointed	Internal process
4.6.12	On same WD as 4.6.11	BSCCo requests information required to carry out initial checks in order to identify potential issues preventing withdrawal ¹² .	BSCCo	CRA FAA TC The Authority MRASCo SVAA	CRA-I044 (Request for Withdrawals Checklist) Details of outstanding liabilities and Credit Cover information Other information to facilitate the initial checks	Fax, email
4.6.13	Within 5 WD of 4.6.12	Send responses to request for information required to carry out initial checks. CRA and FAA schedule final checks.	FAA CRA TC The Authority ¹³ MRASCo	BSCCo	FAA-I034 (Outstanding liabilities and Credit Cover) CRA-I047 (Withdrawals Checklist) Any known issues preventing withdrawal Licence or Exemption conditions requiring Code compliance Outstanding Metering System registrations	Fax, email

¹² The organisations and BSC Agents consulted as part of this step may vary depending upon the participation capacity or participation capacities of the Party.

¹³ The Authority is not obliged to reply to this request. The onus is on the Party to provide any relevant proof.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
			SVAA		Any outstanding issues preventing withdrawal	
4.6.14	Within 1 WD of 4.6.13	BSCCo advises Withdrawing Party of any issues identified which will need to be resolved before the final checks.	BSCCo	Withdrawing Party	Outstanding issues preventing withdrawal	Fax, email
4.6.15	15 WD prior to Withdrawal Date and after 4.6.2	To retrieve any Credit Cover in place the Withdrawing Party must request minimum eligible amount of Credit Cover calculation, in accordance with BSCP301 ¹⁴ .	Withdrawing Party		BSCP301	
4.6.16	As soon as possible on 2 WD prior to the Withdrawal Date	BSCCo requests information required to carry out final checks.	BSCCo	CRA FAA	CRA-I044 (Request for Withdrawals Checklist) Details of outstanding liabilities and Credit Cover information	Fax, email
4.6.17	At 5pm, 2 WD prior to the Withdrawal Date	CRA and FAA shall run the reports and send the information to BSCCo within an hour.	FAA CRA	BSCCo	FAA-I034 (Outstanding Liabilities and Credit Cover) CRA-I047 (Withdrawals Checklist)	Fax, email
4.6.18	Immediately after 4.6.17	BSCCo checks whether the Withdrawing Party is prevented from withdrawing under Sections A.5.1.3 and A5.1.5 of the Code: If the checks confirm the Withdrawing Party is not prevented from withdrawing go to step 4.6.19. If the checks confirm the Withdrawing Party is prevented from withdrawing go to steps 4.6.21.	BSCCo			Internal process

¹⁴ Pursuant to Section M2.3.1A of the Code Parties in Default solely by virtue of Section H3.1.1(g) of the Code are entitled to apply for a reduction in the amount provided in their Letter of Credit and/or to withdraw cash it has deposited. Credit Cover reduction can only take place after it has been confirmed, as part of the final checks carried out 2 WD prior to the Withdrawal Date, that the Party is not prevented from withdrawing under A5.1.3 of the Code.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.6.19	Immediately after 4.6.18	BSCCo confirms that the Withdrawing Party can withdraw from the Code on the date specified on the Withdrawal Notice.	BSCCo	Withdrawing Party	Letter of formal notification that Withdrawal will proceed on the specified Withdrawal Date.	Fax, email Followed by post
4.6.20	Following 4.6.19 and prior to the Party's Withdrawal Date	BSCCo advises of the Withdrawing Party's impending withdrawal from the Code. END PROCESS.	BSCCo	All Parties BSC Agents TC The Panel The Authority	Notification of withdrawal of Party from the Code	Email
4.6.21	After 4.6.18	BSCCo confirms that the Withdrawal Notice shall be of no effect and specifies the provisions in Section A5.1.3 which prevent it from withdrawing.	BSCCo	Withdrawing Party	Letter of formal notification that the Party cannot withdraw from the Code on the specified date and why.	Fax, email Followed by post

4.7 Expulsion from acceded status

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.7.1	At initial Panel Meeting	Advise BSCCo to gather performance assurance or other information on a Party that is in contravention of the provisions of the Code.	Panel	BSCCo	Request for performance assurance or other information	Meeting minutes
4.7.2	5 days ahead of second Panel meeting	Provides relevant information to Panel.	BSCCo	Panel	Relevant information	Meeting paper
4.7.3	At second Panel meeting	Make initial decision re its intention to expel Party, providing grounds for expulsion.	Panel			Meeting minutes
4.7.4	Second Panel meeting + 1 WD	Acting on behalf of the Panel, notify Authority and each other Party of intention to expel Party and requests written representations to be forwarded.	BSCCo	Parties and Authority	Notice of intention to expel Party, requests for written representations	Written
4.7.5	Second Panel meeting + 20 WD	Collate any representations made by Parties or the Authority and present to Panel.	BSCCo	Panel	Collation of representations from Authority and Parties	Meeting Paper
4.7.6	At third Panel meeting	Make final decision re intention to expel Party and advise BSCCo in minutes stating effective date and grounds for expulsion.	Panel	BSCCo	Minuted request to BSCCo to forward Expulsion Notice if required	Meeting minutes
4.7.7	Third Panel meeting + 1 WD	Forwards Expulsion Notice to Party, stating effective date and grounds for expulsion.	BSCCo	Party	Expulsion Notice	Written ¹⁵
4.7.8	Third Panel meeting + 1 WD	Advises all Parties and BSC Agents.	BSCCo	All Parties BSC Agents TC The Authority	Notification of expulsion	Written

¹⁵ The Expulsion Notice may not be emailed to the Party.

4.8 Request for Additional Supplier ID(s)

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.8.1	As determined by the Party	Request additional Supplier ID(s). Liaise with the Market Domain Data Coordinator to agree provisional unique Supplier ID and Register MDD Changes as per BSCP509.	Party	CRA BSCCo	Form BSCP65/05 (Part A). With an Effective From Date, which is on or after, the next MDD Go Live date	Fax, post, email
4.8.2	Within 1 WD of receipt of form	Validate request and: (a) ensure Supplier ID limit is not exceeded (see 1.6.1); (b) ensure the Party is in Central Systems and Qualified in the role of Supplier; (c) validate password / signature; (d) liaise with the MDD Co-ordinator to ensure Party has agreed a unique Supplier ID and that MDD has been updated via BSCP509.	CRA			Internal process.
4.8.3	If request rejected Within 2 WD of receipt of form	Notify Party of reason for rejection.	CRA	Party	Form BSCP65/05 (Part B) Reason for rejection.	Fax, email
4.8.4	If request accepted Within 2 WD of receipt of form	Notify Party of acceptance. Continue as per: Notification of new Supplier ID, in BSCP15.	CRA	Party	Form BSCP65/05 (Part B) Acknowledgement Register MDD Changes as per BSCP509	Fax, email

4.9 Request to Remove Additional Supplier ID(s)

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.9.1	As determined by the Party	Request to remove additional Supplier ID(s). Register MDD Changes as per BSCP509. Deregister SVA Standing Data as per BSCP507 (where appropriate).	Party	CRA	Form BSCP65/05. With an Effective To Date, which is on or after, the next MDD Go Live date	Fax, post, email
4.9.2	At the same time as 4.9.1	Deregister the additional Supplier ID(s) in MDD in accordance with BSCP509. Deregister SVA Standing Data as per BSCP507 (where appropriate). Deregister BM Units in accordance with BSCP15.	Party Party Party	BSCCo BSCCo CRA		Fax, post, email
4.9.3	Within 1 WD of receipt of form	Validate request and: (a) validate password / signature; (b) liaise with the MDD Co-ordinator to ensure that necessary updates to MDD have been made; (c) ensure this request is not for the final Supplier ID ¹⁶ .	CRA		Form BSCP65/05	Internal process.
4.9.4	If request rejected. Within 2 WD of receipt of form	Notify Party of reason for rejection.	CRA	Party	Form BSCP65/05 (Part B) Reason for rejection	Fax, email.
4.9.5	If request accepted. Within 2 WD of receipt of form	Notify Party of acceptance.	CRA	Party	Form BSCP65/05 (Part B) Acknowledgement	Fax, email

¹⁶ This process should not be used for the purposes of removing a Party's final Supplier ID. This may be achieved by following the process in BSCP15/3.6 and de-registering the Supplier Role by completing form BSCP65/01.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.9.6	Within 1 WD of receipt of 4.9.5	Enter Effective To Date for all Supplier BM Units for that Supplier ID.	CRA		Supplier BM Units for that Supplier ID with the Effective To Date	Internal process
4.9.7	Within 1 WD of 4.9.6	Inform TC, BSCCo, Party and BSC Agents of the BM Units Effective To Date.	CRA	BSCCo TC BSC Agents Party	CRA-I020 (Operations Registration Report) CRA-I015 (BM Unit and GSP Group Registration Data) CRA-I014 (Registration Report to Party) containing Supplier name, Supplier ID, Effective To Date, BM Unit IDs	Electronic Email to BSCCo

5 Appendices – Summary of Forms

5.1 BSCP65/01 Party Registration Application / Change of Registration Details Form

5.2 No longer used

5.3 BSCP65/03 Withdrawal Notice Form

5.4 BSCP65/04 Expulsion Notice Form

5.5 BSCP65/05 Request for/ Removal of Additional Supplier ID

5.1 BSCP65/01 Party Registration Application / Change of Registration Details Form*

Page 1 of 2

* Delete as appropriate

BSCP65/01

To: CRA	Date Sent:
From: Requesting Participant Details	
Party ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Name of Authorised Signatory:	
Authorised Signature:	Password:

ACTION DESCRIPTION (TICK ONE BOX ONLY)			
Register		Amend Registration	

PARTY NAME	
Party Name (Enter * if data has changed¹⁷)	
Effective From Date for new Party name¹⁸	

¹⁷ Use for change of Party Name; a Party name should be a maximum of 30 alphanumeric characters. To change the name associated with an existing Party Agent ID, use BSCP71.

¹⁸ This field is not required for initial registration. CRA will update the Party name during the working hours of the Effective From Date specified on the form

PARTICIPATION CAPACITY DETAILS*		EFFECTIVE FROM DATE	EFFECTIVE TO DATE	ENTER '*' IF DATA HAS CHANGED
<i>Tick one Participation Capacity only. Please complete separate forms for each participation capacity or category that applies.</i>		DD/MM/YY	DD/MM/YY	
Trading Party [#]				
Distribution System Operator				
Interconnector Administrator				
Interconnector Error Administrator				
Transmission Company				
Supplier				

# CATEGORIES OF TRADING PARTIES		EFFECTIVE FROM DATE	EFFECTIVE TO DATE	ENTER '*' IF DATA HAS CHANGED
<i>Please specify the Trading Party role in which you wish to register</i>		DD/MM/YY	DD/MM/YY	
Generator				
Non-physical Trader				
Interconnector User				

Market Participant ID (Only required If Role of Supplier or Licensed Distribution System Operator is requested)	
--	--

Address Details		Enter ‘*’ if data has changed
Address Line 1		
2		
3		
4		
5		
6		
7		
8		
9		
Postcode		
Office Telephone Number		
Office Fax Number		
Email Address		
Contact Name		

Interconnector Error Administrator Details (Only Required if Role of Interconnector Error Administrator is requested)	
Interconnector ID	
Effective From Date	
Effective To Date	

5.2 No longer used

5.3 BSCP65/03 Withdrawal Notice Form

Withdrawal Notice Form

BSCP65/03

This form gives notice that the Party referred to within intends to withdraw from the Code

To: BSCCo	Date Sent:
From: Requesting Participant Details	Party Name:
Party ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Name of Authorised Signatory:	
Authorised Signature	Password:

A Party will be prevented from withdrawing from the Code if it is not compliant with the criteria for withdrawal stipulated in Section A5.1 of the Code. Checks against the provisions in Section A5.1.3 will be carried out by BSCCo at 5pm, 2WDs prior to the Withdrawal Date specified on this Withdrawal Notice to determine whether or not the Party is prevented from withdrawing. In order to withdraw, when the checks are carried out:

- There must be no sums accrued or payable under the Code by your company (whether or not due for payment and whether or not the subject of a dispute) which remain (in whole or in part) to be paid unconditionally by your company.
- The Final Reconciliation Settlement Run must have been carried out in relation to the last day on which you traded, and the corresponding Payment Date passed.
- The company must not be registered under the Code (and/or the MRA) in respect of any Metering Systems or BM Units.
- The company must not be subject to any Licence conditions and/or Exemption conditions by virtue of which it is required to be a Party and/or to comply with the Code or which would otherwise be infringed if your company withdrew from the Code.
- If an Interconnector Administrator or an Interconnector Error Administrator, a replacement Interconnector Administrator or Interconnector Error Administrator (as the case may) must have been appointed and agreed to act in your place.

Please complete if an Interconnector Administrator or an Interconnector Error Administrator:

Please give the name of the company that will act in your place.	
--	--

Please complete if a Defaulting Party wishing to Withdraw from the code:

Is your company in Default solely by virtue of Section H3.1.1(g)? <i>In order to withdraw, your answer must be YES to this question.</i>	YES/NO
Do you wish to request that the Panel determine whether or not it is necessary for the Base Monthly Charge (accruing after the date of this Withdrawal Notice ¹⁹) to be paid as an accrued debt before your company can withdraw from the Code?	YES/NO

Withdrawal Date:

What date (the Effective Date) would you wish the withdrawal of your company from the Code to take effect?	
--	--

The Effective Date must be at least 28 days from the date of this Withdrawal Notice. Subject to compliance with the requirements in Section A 5.1 you will cease to be a Party to the Code effective from the end of the Withdrawal Date specified on this form.

¹⁹ The date of receipt of this Withdrawal Notice by BSCCo, pursuant to Section H9.2.2.

5.5 BSCP65/05 Request for/ Removal of Additional Supplier ID*²¹

* Delete as appropriate

PART A

To: CRA	Date Sent:
From: Requesting Party Details	
Party ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Name of Authorised Signatory:	
Authorised Signature:	Password:

BSC Party Details
Participation Capacity:
Additional Supplier ID / SVAA Market Participant ID: (Please enter 4 alpha char. ID)
Is required / Is no longer required *
Effective From / To *: _____ (The Effective From/To date should be on or after the MDD 'go live' date)
Declaration
(To be completed when used to deregister a Supplier ID)
I certify that:
No SVA Metering Systems are associated with this Supplier ID;
This is not the final Supplier ID; and
No SVAA Standing Data is associated with this Supplier ID.
Authorised Signature: _____

PART B Acknowledgement from CRA**Request Accepted / Rejected:** (Delete as applicable)

Name :	_____
Signature:	_____
Date:	_____

²¹ This form cannot be used to de-register the last remaining Supplier ID and set of Base BM Units

Appendix 1 – Participation Capacities

A Party may or will have one or more of the following participation capacities:

- (a) The Transmission Company, being the Party which is the holder of the Transmission Licence;
- (b) Distribution System Operator (DSO):
 - Where the Party is (or intends to be) the holder of a Distribution Licence in respect of distribution activities in Great Britain, then they will also be known as a Licensed Distribution System Operator (LDSO) and will be registered as a distributor within Supplier Volume Allocation²²;
 - A Party that benefits (or intends to benefit) from an Exemption will only be known as a Distribution System Operator and must provide details of the circumstances that lead to such benefit. Such a Distribution System Operator will not be registered as a distributor²³ within Supplier Volume Allocation;
- (c) A Trading Party, a Party (other than the Transmission Company) which holds Energy Accounts e.g. Interconnector Users, a Party responsible for Imports and/or Exports of electricity, a Party which holds Energy Accounts;
- (d) Interconnector Error Administrator;
- (e) An Interconnector Administrator;
- (f) A Supplier.

²² In addition to their Market Participant ID, the LDSO applicant will have to provide BSCCo with details of their Distribution Licence, schedule of DUoS charges, MRA Party and Qualification status as a distributor, SMRS and other details. The LDSO applicant will be assigned a unique LDSO Short Code by BSCCo in conjunction with MRASCo and the Authority. One and only one LDSO Short Code will be allocated to each LDSO applicant.

²³ This Party will not be registered within Supplier Volume Allocation or Market Domain Data. Should the Party be registered in some other capacity, then this registration will not include the Role Codes of “R” or “P”.

Appendix 2 - Market Entry Processes

This table indicates the processes (indicated by ‘(’) relevant to specific participation categories and Trading Party roles. Please also refer to the route map in Section 1.5.

BSCCo will offer advice to Party Applicants in respect of market entry processes.

IA	Interconnector Administrator
IEA	Interconnector Error Administrator
DSO	Distribution System Operator
IU	Interconnector User

Process	Documents & Information	Generator	Supplier	Non Physical Trader	IU	IA	IEA	DSO
Communication Requirements & Line Acquisition	CRD; BSC Agent contact details; Communication Line Request form	✓	✓	✓	✓	✓	✓	✓
CVA Qualification Testing	BSCP70; CRD	✓	✓	✓	✓	✓	✓	✓
Party registration	BSCP65	✓	✓	✓	✓	✓	✓	✓
Authorisations	BSCP38	✓	✓	✓	✓	✓	✓	✓
Funds accession, banking details & Credit Cover	BSCP301	✓	✓	✓	✓	✓	✓	
BM Unit registration	BSCP15	✓	✓		✓		✓	
Trading Unit registration	BSCP31	✓	✓					
CVA Meter Registration	BSCP20	✓	✓ ²⁴					
Notification Agent Registration & Authorisation	BSCP71	✓	✓	✓	✓			
SVA Meter registration	BSCP501		✓					✓
MDD Registration (Market Participant ID)	BSCP509		✓					✓
SMRA appointment and entry processes	BSCP501 BSCP515							✓
SVA Standing Data changes	BSCP507		✓					

²⁴ Where appropriate

Appendix 3 – Exit Checklist

BP	BSC Party
IA	Interconnector Administrator
IE	Interconnector Error Administrator
TG	Generator
TI	Interconnector User
TN	Non-Physical Trader
TS	Supplier
MV	MVRNA
EN	ECVNA

Action	Documents	Role								
		BP	IA	IE	TG	TI	TN	TS	MV	EN
Deregistration of Supplier Participation Capacity, Market Participant IDs and associated BM Units										
Deregistration of Supplier Role: Submit BSCP65/01 to request deregistration of the Supplier participation capacity. The Effective To Date of the Supplier role should be same as the Effective To Date of the Supplier BM Units. The BSCP65/01 form must be received, validated and processed at least 15WDs prior to the targeted MDD Go Live date.	BSCP65/01							✓		
Deregistration of Market Participant ID in MDD: Submit BSCP509/01 and related entity forms to the MDD Co-ordinator at least 15WDs prior to the targeted MDD Go Live date.	BSCP509/01							✓		
Deregistration or Transfer of SVA BM Units: Submit a letter to the CRA and BSCCo requesting deregistration of Supplier BM Units, in accordance with BSCP15 at least 30WDs prior to the targeted MDD Go Live date. This should be done at the same time as the submission of form BSCP65/01 to request deregistration of the participation capacity and at least 30WDs prior to the targeted MDD Go Live date. Please ensure the Effective To Date on the BSCP15	BSCP15/4.6 or Letter (in accordance with BSCP15)							✓		

Action	Documents	Role								
		BP	IA	IE	TG	TI	TN	TS	MV	EN
forms are on or after the targeted MDD Go Live date Alternatively, transfer the SVA BM Units in accordance with the procedures set out in BSCP15.										
Deregistration or COBO of BM Units and Metering										
Deregister Trading Units in accordance with BSCP31	BSCP31/4.6				✓ ⁴⁶			✓ ⁴⁶		
Deregister or COBO (Change of BM Unit Ownership) BM Units in accordance with BSCP15	BSCP15/4.2 or COBO			✓	✓	✓		✓		
Deregister CVA Metering Systems in accordance with BSCP20	BSCP20/4.7				✓			✓ ²⁵		
Termination of MVRNA/ECVNA Authorisations and deregistration of ECVNA/MVRNA roles (if applicable)										
Terminate MVRNA and/or ECVNA authorisations ²⁶	BSCP71/03 and/or BSCP71/04				✓	✓	✓	✓	✓	✓
Deregister ECVNA/MVRNA roles of the Withdrawing Party	BSCP71/06								✓	✓
Set Effective To Dates within ECVA web service credentials files	BSCP71				✓	✓	✓	✓	✓	✓
Notifications										
Request Forward Contract Report and nullify or set an Effective To Date for evergreen notifications in accordance with BSCP71	BSCP71				✓	✓	✓	✓		
Deregistration of Participation Capacities (including Trading Party)										
Deregister participation capacities and roles (e.g. Trading Party role) in accordance with Section 4.3 of this procedure ²⁷	BSCP65/01		✓	✓	✓	✓	✓	✓		
Credit Cover										
Request a Credit Cover reduction in accordance with BSCP301	BSCP301			✓	✓	✓	✓	✓		

²⁵ If applicable

²⁶ Once these authorisations are cancelled, participants will be required to set up new ECVNA/MVRNA Authorisations to make any changes to notifications in place.

²⁷ The Withdrawing Party must not have any ECVNA/MVRNA Authorisations or notifications in place beyond the Effective To Date of its Trading Party role

Action	Documents	Role								
		BP	IA	IE	TG	TI	TN	TS	MV	EN
Trading Charges and Liabilities										
Ensure any outstanding Trading Charges or other liabilities are paid	N/A			✓	✓	✓	✓	✓		
BSCCo charges										
Ensure that any outstanding BSC Section D charges are paid	N/A	✓	✓	✓	✓	✓	✓	✓		
Communication Lines and Reports										
Submit request to BSCCo for cancellation of Low Grade Service/High Grade Service and access to NETA central systems	Cancellation of HGS/LGS Form Cancellation of Access to NETA Central Systems Form		✓	✓	✓	✓	✓	✓	✓	✓
Submit request to stop receiving reports from NETA central systems in accordance with BSCP41	BSCP41/01		✓	✓	✓	✓	✓	✓	✓	✓
Licence Issues										
Arrange with the Authority withdrawal from license obligations		✓			✓			✓		
Withdrawal Notice										
Submit a Withdrawal Notice to BSCCo specifying the intended Withdrawal Date at least 28 days prior to the intended Withdrawal Date, in accordance with Sections 4.5 and 4.6 of this procedure	BSCP65/03	✓	✓	✓	✓	✓	✓	✓		