# 4 Appendices

## 4.1 Changes to Individual Reporting Requirements

Form BSCP41/1 or its online equivalent is used by existing Parties or Party Agents to notify the CRA of changes to their reporting requirements, this includes requesting reports that are available to any Party on request as listed in Annex V-1 of the Code. The form or its online equivalent cannot be used to request confidential reports issued to other Parties. In this instance BSCP41/2 or its online equivalent should be used.

The non-shaded areas of BSCP41/1 may be completed by a Party or Party Agent. Forms or their online equivalents should by completed by an authorised signatory in accordance with BSCP38 and sent to the CRA with a copy of the form forwarded to BSCCo for information (where the Self-Service Gateway is not being used).

The report should be specified by report ID and / or name as defined in the interface specification documents, and if applicable, the version of the report required. Note that a Requesting Party can only specify the versions of its own reports. When receiving other Parties’ reports, the versions will be those requested by the other Parties.

Upon receipt the form or its online equivalent is checked and the requirements implemented within 3WD for BSCP41/1.

**BSCP41/1: Changes to Individual Reporting Requirements**

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To be used for all changes to reporting with the exception of new Confidential Reports issued to other Parties.

Use continuation sheets where required

|  |  |  |
| --- | --- | --- |
| **To: CRA** | **Date Sent:** \_\_\_\_\_\_\_\_\_\_ | |
| **From: Participant Details** | | |
| Party / Party Agent ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of Sender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Participation Capacity / Party Agent Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Our Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Name of Authorised Signatory:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Part A – To start or stop a version of a report**

Use this part of the form to change which versions of your own reports should be generated by the relevant BSC Agent. Only one version may be requested for any given report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Report ID | Report Name | Version† | Start/Stop | Effective Date\* |
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|  |  |  |  |  |

\* Dates are calendar dates

† Default is current version

**Part B – to start or stop a report type, irrespective of version**

Use this part of the form to change which of your own reports you wish to receive.

|  |  |  |  |
| --- | --- | --- | --- |
| Report ID | Report Name | Start/Stop | Effective Date\* |
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\* Dates are calendar dates

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**Part C – to request a non-confidential report of another Party, or stop receiving another Party’s confidential/non-confidential report**

Use this part of the form to request other Party’s reports you wish to receive (i.e. those reports listed in Annex V-1 of the Code as being available to any Party on request), except those requiring permission from the Relevant Party, and to stop receiving any other Parties’ confidential and non-confidential reports.

Form BSCP41/2 should be used to request reports requiring relevant party permission.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Report ID | Report Name | Relevant Party ID | Relevant Party Role | Start/Stop | Effective Date\* |
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\* Dates are calendar dates

**Part D - to select the type of Forward Contract Report**

Use this part of the form to select the type of ECVAA-I022 Forward Contract Report you wish to receive. Tick the appropriate box to make your selection.

|  |  |
| --- | --- |
| Default |  |
|  |  |
| Override |  |

Note: the Default report type starts from the first Settlement Period that has not Gate Closed. The Override option starts the report from Settlement Period 1 on each Settlement Day. Unless otherwise requested, participants will be supplied with the Default type.

**Part E Authorisation**

|  |
| --- |
| Authorisation  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / |

**For CRA Use Only:**

|  |  |  |
| --- | --- | --- |
| BSC Agent Receipt Confirmation | (Tick) | Date: / / |
| Reporting Updated | (Tick) | Date: / / |

## 4.2 Confidential Report Requests

Form BSCP41/2 or its online equivalent is used by a Party or Party Agent to notify the BSCCo of new Reporting requirements relating to confidential reports issued to other Parties or Party Agents. Requests for reports that are listed in Annex V-1 of the Code as being available to any Party on request should be made using BSCP41/1 or its online equivalent. The form or its online equivalent is completed by the Party or Party Agents as appropriate, and must be signed by an authorised signatory in accordance with BSCP38.

After the Party or Party Agent has completed the non-shaded areas of BSCP41/2, specifying the required report(s), the form or its online equivalent is forwarded to the BSCCo for checking. BSCCo then requests permission from the Relevant Parties to release the reports requested, and notifies the CRA as appropriate. The specified reporting requirements are then implemented within 5WD of receipt by the CRA.

**BSCP41/2: Confidential Report Requests**

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Form BSCP41/2 is used by existing Parties or Party Agents to notify BSCCo of new reporting requirements that involve confidential reports of other Parties and therefore require permission of the Relevant Party. These are the reports that are NOT available to any Party on request in Annex V-1 of the Code. To stop receiving a confidential report of another Party Form BSCP41/1 should be used.

**PART A: *To be completed by Requesting Party / Party Agent***

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| --- | --- | --- |
| **To: BSCCo** | | **Date Sent:** \_\_\_\_\_\_\_\_\_\_ |
| **From: Requesting Participant Details** | | |
| Party / Party Agent ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Name of Sender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Participation Capacity / Party Agent Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Our Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Contact Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Name of Authorised Signatory:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Report ID | Report Name | Relevant Party ID | Relevant Party Role | Requesting Party ID | Requesting Party Role | Effective Date |
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| **PART B: *to be completed by Relevant Party / Party Agent*** | | | |
| **Relevant Party Details**  Contact Name:  Party / Party Agent Name:  Fax: | I give / do not give\* permission for the above reports to be provided  Authorised Signatory:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: / / |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For BSCCo / BSC Agent Use Only** | | | | |
| BSCCo Receipt Confirmation | | Authorised Signatory  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: / / |
| BSC Agent Reporting Updated | (Tick) | Date: / / |