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| **Balancing and Settlement Code**  **BSC PROCEDURE**  **Registration of Parties and Exit Procedures**  **BSCP65**  **Version 20.1**  **Date:** |

**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 20.1 relating to registration of Parties and Exit Procedures.

3. This BSC Procedure is effective from.

4. This BSC Procedure has been approved by the Panel.

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| --- |
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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 | ISG112/01  SVG112/03 |
|  |  |  | CP1331 | ISG112/01  SVG112/03 |
| 14.0 | 25/02/16 | February 2016 Release | P318 Self Governance | ISG176/01  SVG179/02 |
| 15.0 | 23/02/17 | February 2017 Release | P343 Self Governance | P259/04 |
| 16.0 | 28/02/19 | February 2019 Release | P344 | Panel 284C/01 |
|  |  | February 2019 Release | CP1510 | ISG211/06  SVG214/02 |
| 17.0 | 29/03/19 | 29 March 2019 Standalone Release | P369 | Panel 285/12 |
| 18.0 | 16/06/20 | 16 June 2020 Standalone Release | P405 Self-Governance | P302/08 |
| 19.0 | 25/02/21 | February 2021 Release | P414 | P309/08 |
| 20.0 | 01/09/21 | 1 September 2021 Non-Standard Release | P420 | P316/05 |
| 20.1 |  | November 2022 Release |  |  |

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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

(g) Party Novation.

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).

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 (including an electronic version of the form provided via email) or via the Self-Service Gateway. References to the CRA, including checks performed by the CRA, may include the Self-Service Gateway as applicable.

## 1.2 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) The National Electricity Transmission System Operator (NETSO) (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 |
| [H/K]BSCP602 | SVA Metering System and Asset Metering System Register |

(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 LDSO[[1]](#footnote-2) 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.

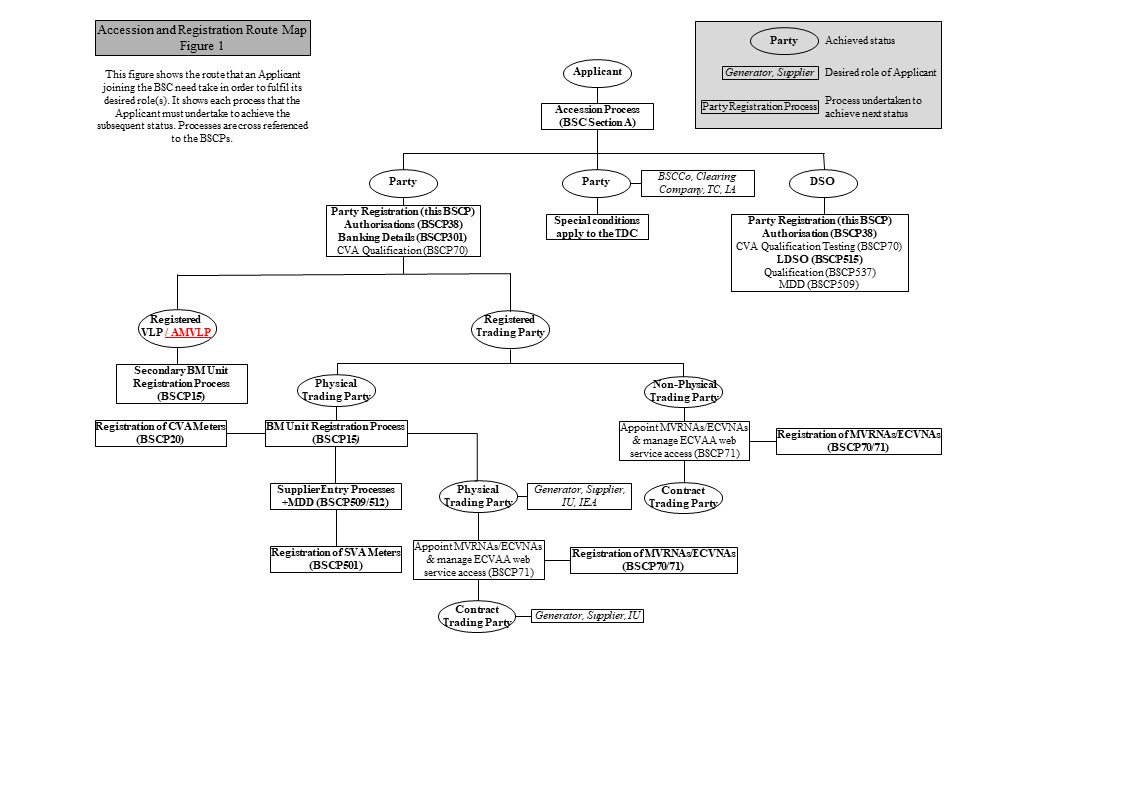
### 1.5.2 Non-Physical Trading Party Branch of Route Map

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 NETSO that affect a Party’s ability to submit Bids and Offers, and BM Unit Physical Notifications. These are addressed in BSCP15.

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) Gaining Panel approval. If the maximum number of Supplier IDs has been reached, the decision to grant the request is at the Panel’s discretion based on:

* Any prevailing system constraints
* Use of the Supplier ID is for innovative purpose within the market

(c) 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 or the Self-Service Gateway 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:

|  |  |
| --- | --- |
| AMVLP | Asset Metering Virtual Lead Party |
| 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 |
| MVRNA | Metered Volume Reallocation Notification Agent |
| NETSO | National Electricity Transmission System Operator as the holder of the Transmission Licence and any reference to “NETSO”, “NGESO”, “National Grid Company” or “NGC” in the Code or any Subsidiary Document shall have the same meaning. |
| REC | Retail Energy Code |
| SAA | Settlement Administration Agent |
| SMRA | Supplier Meter Registration Agent |
| SVA | Supplier Volume Allocation |
| VLP | Virtual Lead Party |
| 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. |
| **Self-Service Gateway** | 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. |
| **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]](#footnote-3).  If required participation capacity is ‘Supplier’ or ‘DSO’ register Market Participant ID and associated Market Domain Data in accordance with BSCP509[[3]](#footnote-4).  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) or its online equivalent  CRA-I001 (input) BSC Party Registration Data or its online equivalent  BSCP38 | Letter, fax, post, email, Self-Service Gateway |
| 4.1.2 | At least 10 WD before an applicant becomes a Trading Party | Complete and submit Funds Accession Form using BSCP301 or its online equivalent. | Party Applicant | FAA | BSCP301 Funds Accession Form or its online equivalent | Fax, post, email, Self-Service Gateway |
| 4.1.3 | Within 1 WD of receipt of form in 4.1.1 or its online equivalent | 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, Self-Service Gateway |
| 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, Self-Service Gateway |
| 4.1.5 | Within 1 WD of 4.1.3 | BSCCo confirms accession, Qualification status and Party details | BSCCo | CRA |  | Email, Self-Service Gateway |
| 4.1.6 | Within 1 WD of receiving notice from BSCCo in 4.1.5 | Enter Party Registration Data, allocate registration ID to Party, notify Party of successful registration and allocate Production and Consumption Energy Accounts, as required.  CRA sends registration reports.  If Party’s intended participation capacity is “Supplier”, register Base BM Units using registration information provided through BSCP15. | CRA | Party  BSC Agents  NETSO  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 or its online equivalent. | Party | CRA | Change of Registration Details Form (BSCP65/01) or its online equivalent or;  CRA-I001 (Party Registration Data) or its online equivalent | Fax, email, Self-Service Gateway |
| 4.2.2 | Within 1 WD of receipt of information from 4.2.1 | 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]](#footnote-5).  If required participation capacity is ‘Supplier’ CRA advises Party to register Base BM units in accordance with BSCP15. | CRA | Party |  | Fax, email, electronic Self-Service Gateway |
| 4.2.3 | Within 1 WD of receipt of information from 4.2.1. | 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 |
| 4.2.4 | Following 4.2.3 | If advised, Party to qualify in accordance with BSCP70.  If required participation capacity is 'Supplier' or 'LDSO' register Market Participant ID and associated Market Domain Data.  If required participation capacity is ‘Supplier’ register base BM units. | Party |  | BSCP70  BSCP509  BSCP15 |  |
| 4.2.5 | Within 1 WD of receiving notice from BSCCo that the Party Applicant has completed necessary CVA Qualification testing | CRA updates Party registration details and notifies Party of successful registration[[5]](#footnote-6).  CRA sends registration reports. | CRA | Registered Party  NETSO  BSCCo  BSC Agents | CRA-I014 (Registration Report) or its online equivalent  CRA-I020 (Operations Registration Report) or its online equivalent  CRA-I013 (Authentication Report) or its online equivalent | Fax, email, electronic |

## 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 or its online equivalent. | Party | CRA | Party Change of Registration Details Form (BSCP65/01) or its online equivalent or;  CRA-I001 (Party Registration Data) or its online equivalent | Fax, email, Self-Service Gateway |
| 4.3.2 | Within 1 WD of receipt of information from 4.3.1 | 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 its online equivalent or;  CRA-I001(Details of change to Party Registration Data) or its online equivalent | Email, fax, electronic, phone, Self-Service Gateway |
| 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 Self-Service Gateway |
| 4.3.4 | After 4.3.3 | If deregistration participation capacity is:  (a) “Supplier”, Party updates Market Domain Data in accordance with BSCP509[[6]](#footnote-7) and/or;  (b) “Trading Party[[7]](#footnote-8)”, 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 |  |
| 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, Self-Service Gateway |
| 4.3.6 | Following 4.3.5 | CRA confirms all associated deregistration activities have been completed | CRA | BSCCo |  | Fax, email, Self-Service Gateway |
| 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  NETSO  BSCCo | CRA-I014 (Registration Report) or its online equivalent  CRA-I013 (Authentication Report) or its online equivalent  CRA-I020 (Operations Registration Report) or its online equivalent | Fax, email, electronic, Self-Service Gateway |

## 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 or its online equivalent.  (b) Amendments to Funds Accession Details or its online equivalent. | Party | CRA  FAA | Party Change of Registration Details Form (BSCP65/01) or its online equivalent or;  CRA-I001 (Party Registration Data)  BSCP301/04(b) or its online equivalent | Fax, email, Self-Service Gateway  Electronic |
| 4.4.2 | Within 1 WD of receipt of information from 4.4.1 | 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 its online equivalent or;  Details of changes to Party Registration Data (CRA-I001) | Email / fax/ Self-Service Gateway |
| 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  NETSO  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 or its online equivalent and submits to BSCCo. | Withdrawing Party | BSCCo | Completed Withdrawal Notice (BSCP65/03) | Post, fax, email |
| 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, email |
| 4.5.4 | Within 1 WD of 4.5.3 | BSCCo requests withdrawal information. | BSCCo | CRA | CRA-I044 (Request for Withdrawals Checklist) or its online equivalent | Fax, email, Self-Service Gateway |
|  |  |  |  | FAA | Details of outstanding liabilities and Credit Cover information |  |
| 4.5.5 | Within 2 WD of 4.5.4 | Send the withdrawal information to BSCCo. | CRA | BSCCo | CRA-I047 (Withdrawals Checklist) or its online equivalent | Fax, email, Self-Service Gateway |
|  |  |  | FAA |  | FAA-I034 (Outstanding liabilities and Credit Cover information) |  |
| 4.5.6 | Within 1 WD of 4.5.5 | Provide relevant withdrawal information. | BSCCo | Withdrawing Party | Exit Checklist - Appendix 3 | Fax, email, Self-Service Gateway |
| 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[[8]](#footnote-9). | BSCCo | CRA | CRA-I044 (Request for Withdrawals Checklist) or its online equivalent | Fax, email, Self-Service Gateway |
|  |  |  |  | FAA | Details of outstanding liabilities and Credit Cover information |  |
|  |  |  |  | NETSO  The Authority  REC Code Manager  SVAA | Other information to facilitate the initial checks |  |
| 4.5.10 | Within 5 WD of 4.5.9 | Send responses to request for information required to carry out initial checks. | FAA | BSCCo | FAA-I034 (Outstanding liabilities and Credit Cover) or its online equivalent | Fax, email, Self-Service Gateway |
|  |  | CRA and FAA schedule final checks. | CRA |  | CRA-I047 (Withdrawals Checklist) or its online equivalent |  |
|  |  |  | NETSO |  | Any known issues preventing withdrawal |  |
|  |  |  | The Authority[[9]](#footnote-10) |  | Licence or Exemption conditions requiring Code compliance |  |
|  |  |  | REC Code Manager |  | Outstanding Metering System registrations |  |
|  |  |  | SVAA |  | Any outstanding issues preventing withdrawal |  |
| 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, Self-Service Gateway |
| 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 | CRA-I044 (Request for Withdrawals Checklist) or its online equivalent | Fax, email, Self-Service Gateway |
|  |  |  |  | FAA | Details of outstanding liabilities and Credit Cover information |  |
| 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 | BSCCo | FAA-I034 (Outstanding Liabilities and Credit Cover) | Fax, email, Self-Service Gateway |
|  |  |  | CRA |  | CRA-I047 (Withdrawals Checklist) or its online equivalent |  |
| 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, Self-Service Gateway  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  NETSO  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 |

### 4.5A Withdrawal from the Code (Transferring Party ID)

A Party may withdraw from the Code by way of transferring their Party ID, providing it is compliant with the criteria defined in Section A5.1 of the Code. Checks against the provisions in Section A5.1.3 (d)-(g), will be carried out by BSCCo and subject to Panel approval.Following the transfer the Transferee will need complete the withdrawal process in BSCP65, Section 4.5.

| **REF** | WHEN | **ACTION** | **FROM** | **TO** | **INPUT INFORMATION REQUIRED** | **MEDIUM** |
| --- | --- | --- | --- | --- | --- | --- |
| 4.5A.1 | At least 28 days before the intended Withdrawal Date | Withdrawing Applicant completes Withdrawal Notice or its online equivalent and submits to BSCCo. | Withdrawing Applicant | BSCCo | Completed Withdrawal Notice (BSCP65/03A Part 1). | Post, fax, email |
| 4.5A.2 | At least 28 days before the intended Withdrawal Date | Transferee completes Withdrawal Notice or its online equivalent and submits to BSCCo. | Transferee | BSCCo | Completed Withdrawal Notice (BSCP65/03A Part 2). | Post, fax, email |
| 4.5A.3 | Within 1 WD of receipt of notice | BSCCo validates the documents | BSCCo |  | Ensure Transferee is registered in the same role. |  |
| 4.5A.4 | Within 1 WD of receipt of notice | BSCCo sends Withdrawing Applicant acknowledgement of receipt of the Withdrawal Notice. | BSCCo | Withdrawing Applicant | Confirmation of receipt of Withdrawal Notice | Email |
| 4.5A.5 | Following 4.5A.4 | BSCCo liaises with withdrawing Applicant to prepare an application to be presented to the Panel for decision | BSCCo | Withdrawing Applicant | Panel meeting date  BSCCo paper day deadlines  Supporting information required for  Panel decision | Fax, Email |
| 4.5A.6 | Panel meeting date | BSCCo presents the Withdrawing Applicant’s application to the Panel for decision. | BSCCo | Panel | Novation Applicant’s application | Panel meeting |
| 4.5A.7 | On same day as  Panel meeting | BSCCo informs Withdrawing Party of Panel’s decision.  If Panel:  (a) approves the application, BSCCo shall execute and deliver a Novation Agreement in line with the Panel decision.[[10]](#footnote-11) [[11]](#footnote-12)  (b) requests further information. The Novation Applicant must, with help of BSCCo, prepare for another Panel presentation (including further input from the PAB, if requested by the Panel).  (c) rejects the application, a decision of the Panel shall be final and binding on the Withdrawing Applicant and the Withdrawing Applicant shall have no right of appeal. | BSCCo | Withdrawing Applicant  Transferring Party | Panel Decision | Post, fax, email |
| 4.5A.8 | On same day as  Panel meeting | If Panel approves the application, BSCCo advises of the successful Withdrawal. | BSCCo | Withdrawal Applicant  Panel Members  BSC Parties  The Authority  BSC Agents | Panel Decision  Name of the Withdrawal Applicant  Name of the Transferring Party  Participation capacities (if any) notified by the Party Applicant in its Party Details | Email |
| 4.5A.9 | Within 14months | Party to proceed to Withdrawal from the Code (Non-Defaulting Party) in Section 4.5 | Party |  | Completed Withdrawal Notice (BSCP65/03) | Post, fax, email |

## 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[[12]](#footnote-13) | Withdrawing Party completes Withdrawal Notice and submits to BSCCo. | Withdrawing Party | BSCCo | Completed Withdrawal Notice (BSCP65/03) | Post, fax, email |
| 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 | BSCCo checks and verifies the Withdrawal Notice and if Party:  (a) is compliant, then BSCCo sends an acceptance of the Withdrawal Notice subject to meeting withdrawal criteria or;  (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.  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. | BSCCo | Withdrawing Party | Letter confirming acceptance of Withdrawal Notice  Or  Advice of non-compliance with Section A 5.1.5 | Fax, post, email |
| 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) or its online equivalent  Details of outstanding liabilities and Credit Cover information | Fax, email, Self-Service Gateway |
| 4.6.8 | Within 2 WD of 4.6.7 | Send withdrawal information to BSCCo. | CRA  FAA | BSCCo | CRA-I047 (Withdrawals Checklist) or its online equivalent  FAA-I034 (Outstanding Liabilities and Credit Cover information) or its online equivalent | Fax, email, Self-Service Gateway |
| 4.6.9 | Within 1 WD of 4.6.8 | Provide relevant withdrawal information. | BSCCo | Withdrawing Party | Exit Checklist - Appendix 3 | Fax, email, Self-Service Gateway |
| 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 |  |  |  |
| 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[[13]](#footnote-14). | BSCCo | CRA  FAA  NETSO  The Authority  REC Code Manager  SVAA | CRA-I044 (Request for Withdrawals Checklist) or its online equivalent  Details of outstanding liabilities and Credit Cover information  Other information to facilitate the initial checks | Fax, email, Self-Service Gateway |
| 4.6.13 | Within 5 WD of 4.6.12 | Send responses to request for information required to carry out initial checks. | FAA | BSCCo | FAA-I034 (Outstanding liabilities and Credit Cover) or its online equivalent | Fax, email or its online equivalent |
|  |  | CRA and FAA schedule final checks. | CRA |  | CRA-I047 (Withdrawals Checklist) or its online equivalent |  |
|  |  |  | NETSO |  | Any known issues preventing withdrawal |  |
|  |  |  | The Authority[[14]](#footnote-15) |  | Licence or Exemption conditions requiring Code compliance |  |
|  |  |  | REC Code Manager |  | Outstanding Metering System registrations |  |
|  |  |  | 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[[15]](#footnote-16). | 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 | CRA-I044 (Request for Withdrawals Checklist) or its online equivalent | Fax, email, Self-Service Gateway |
|  |  |  |  | FAA | Details of outstanding liabilities and Credit Cover information |  |
| 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 | BSCCo | FAA-I034 (Outstanding Liabilities and Credit Cover) or its online equivalent | Fax, email, Self-Service Gateway |
|  |  |  | CRA |  | CRA-I047 (Withdrawals Checklist) or its online equivalent |  |
| 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 |
| 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, 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  NETSO  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, 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 | Email, post, fax |
| 4.7.8 | Third Panel meeting + 1 WD | Advises all Parties and BSC Agents. | BSCCo | All Parties  BSC Agents  NETSO  The Authority | Notification of expulsion | Email, post, fax |

## 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) or its online equivalent. With an Effective From Date, which is on or after, the next MDD Go Live date | Fax, post, email, Self-Service Gateway |
| 4.8.2 | Within 1 WD of receipt of information from 4.8.1 | Validate request and:  (a) establish if the Supplier ID limit has been 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  BSCCo |  |  | Internal process. |
| 4.8.3 | If Supplier ID limit is reached (if not proceed to 4.8.6) | BSCCo liaises with the Party to prepare an application to be presented at the Panel Meeting for decision. | BSCCo | Party | Form BSCP65/05 (Part A) or its online equivalent  Panel meeting date  BSCCo paper day deadlines  Supporting information required for Panel application | Fax, email, Self-Service Gateway |
| 4.8.4 | Panel meeting date | BSCCo presents the Party’s application to the Panel for decision. | BSCCo | Panel | Party’s application | Panel meeting |
| 4.8.5 | Following 4.8.4 | Notify CRA of the Panel decision. The decision of the Panel shall be final and binding. | BSCCo | CRA | Panel decision | Fax, email, Self-Service Gateway |
| 4.8.6 | If request rejected  Within 2 WD of receipt of form | Notify Party of reason for rejection. | CRA | Party | Form BSCP65/05 (Part B) or its online equivalent  Reason for rejection. | Fax, email, Self-Service Gateway |
| 4.8.7 | 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) or its online equivalent  Acknowledgement  Register MDD Changes as per BSCP509 | Fax, email, Self-Service Gateway |

## 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 or its online equivalent. With an Effective To Date, which is on or after, the next MDD Go Live date | Fax, post, email, Self-Service Gateway |
| 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, Self-Service Gateway |
| 4.9.3 | Within 1 WD of receipt of information from 4.9.1 | 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]](#footnote-17). | CRA |  | Form BSCP65/05 or its online equivalent | Internal process. |
| 4.9.4 | If request rejected.  Within 2 WD of receipt of information from 4.9.1 | Notify Party of reason for rejection. | CRA | Party | Form BSCP65/05 (Part B) or its online equivalent  Reason for rejection | Fax, email, Self-Service Gateway. |
| 4.9.5 | If request accepted.  Within 2 WD of receipt of information from 4.9.1 | Notify Party of acceptance. | CRA | Party | Form BSCP65/05 (Part B) or its online equivalent  Acknowledgement | Fax, email, Self-Service Gateway |
| 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 the NETSO, BSCCo, Party and BSC Agents of the BM Units Effective To Date. | CRA | BSCCo  NETSO  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 |

## 4.10 Party Novation

Application by a person wishing to be admitted as a Party to the Framework Agreement by novation (a "Novation Applicant") to transfer the BSC Party ID and any authorisations and qualifications obtained under the Code from an existing Party (a "Transferring Party") to the Novation Applicant, and to release the Transferring Party under the provisions of BSC Section A, paragraph 5.3.

Novation shall be in accordance with BSC Section A.

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INPUT INFORMATION REQUIRED** | **MEDIUM** |
| --- | --- | --- | --- | --- | --- | --- |
| 4.10.1 | As determined by the Novation Applicant | Novation Applicant submits completed Novation Application Form. | Novation Applicant | BSCCo | Completed Novation Application Form (BSCP65/06a)  Two Novation Agreements (one if provided via email) signed but not dated by the Novation Applicant and Transferring Party (BSCP65/06b)  Confirmation of payment of Novation Fee | Post, email, fax |
| 4.10.2 | Within 1 WD of receipt of information in 4.10.1 | BSCCo confirms receipt of BSCP65/06. | BSCCo | Novation Applicant  Transferring Party | Confirmation of receipt of Novation Application form and Novation Agreement  Confirmation of receiving Novation Fee | Fax, email |
| 4.10.3 | Within 5 WD of receipt of information in 4.10.1 | BSCCo advises of the application for Novation. | BSCCo | Panel Members  BSC Parties  The Authority  BSC Agents | Intended Novation Date  Name of the Novation Applicant  Name of the Transferring Party  Participation capacities (if any) notified by the Novation Applicant in its Party Details | Email |
| 4.10.4 | Following 4.10.3 | BSCCo liaises with Novation Applicant to prepare an application to be presented at the Performance Assurance Board (PAB) meeting for recommendation. | BSCCo | Novation Applicant | PAB meeting date  BSCCo paper day deadlines  Supporting information required for  PAB recommendation | Fax, Email |
| 4.10.5 | PAB meeting date | BSCCo presents the Novation Applicant’s application to the PAB for recommendation. | BSCCo | PAB | PAB meeting paper including supporting information required for PAB recommendation | PAB  meeting |
| 4.10.6 | Following 4.10.5 | BSCCo liaises with the Novation Applicant to prepare an application to be presented at the Panel Meeting for decision. | BSCCo | Novation Applicant | Panel meeting date  BSCCo paper day deadlines  PAB recommendation  Supporting information required for  Panel application | Fax, Email |
| 4.10.7 | Panel meeting date | BSCCo presents the Novation Applicant’s application to the Panel for decision. | BSCCo | Panel | Novation Applicant’s application | Panel meeting |
| 4.10.8 | On same day as  Panel meeting | BSCCo informs Novation Applicant of Panel’s decision.  If Panel:  (a) approves the application, BSCCo shall execute and deliver a Novation Agreement in line with the Panel decision.[[17]](#footnote-18)  (b) requests further information. The Novation Applicant must, with help of BSCCo, prepare for another Panel presentation (including further input from the PAB, if requested by the Panel).  (c) rejects the application, a decision of the Panel shall be final and binding on the Novation Applicant and the Novation Applicant shall have no right of appeal. | BSCCo | Novation Applicant  Transferring Party | Panel Decision  If applicable, BSCCo countersigned copy of the Novation Agreement | Fax, Email, post |
| 4.10.9 | On same day as  Panel meeting | If Panel approves the application, BSCCo advises of the successful Novation Agreement. | BSCCo | Novation Applicant  Panel Members  BSC Parties  The Authority  BSC Agents | Panel Decision  Name of the Novation Applicant  Name of the Transferring Party  Participation capacities (if any) notified by the Party Applicant in its Party Details | Email |

# 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

5.6 BSCP65/06a Novation Application Form

5.7 BSCP65/06b Agreement of Novation of Contract

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

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\* 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 changed[[18]](#footnote-19)) |  |
| Effective From Date for new Party name[[19]](#footnote-20) |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Participation Capacity Details\*  *Tick one Participation Capacity only. Please complete separate forms for each participation capacity or category that applies.* | | Effective From Date DD/MM/YY | Effective To Date  DD/MM/YY | Enter ‘\*’ if data has changed |
| Trading Party# |  |  |  |  |
| Distribution System Operator |  |  |  |  |
| Interconnector Administrator |  |  |  |  |
| Interconnector Error Administrator |  |  |  |  |
| NETSO |  |  |  |  |
| Supplier |  |  |  |  |
| Virtual Lead Party |  |  |  |  |
| Asset Metering Virtual Lead Party |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **# categories of Trading Parties**  *Please specify the Trading Party role in which you wish to register* | | Effective From Date DD/MM/YY | Effective To Date  DD/MM/YY | Enter ‘\*’ if data has changed |
| Generator |  |  |  |  |
| Non-physical Trader |  |  |  |  |
| Interconnector User |  |  |  |  |

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**BSCP65/01**

|  |  |
| --- | --- |
| **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 REC) 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)?  *In order to withdraw, your answer must be YES to this question.* | 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[[20]](#footnote-21)) 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.*

## 5.3A BSCP65/03A Withdrawal Notice (Transferring Party ID)

**Part 1 (to be completed by the Party ID Transferor[[21]](#footnote-22) BSCP65/03A**

***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 by way of transferring their Party ID, if it is not compliant with the criteria set out in paragraphs 5.1.3 (d) to (g) of Section A. Checks against the provisions in Section A5.1.3 will be carried out by BSCCo and subject to Panel approval. Following the transfer the Transferee will need complete the withdrawal process in BSCP65, Section 4.5.**

**Please take this as notification that Party ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (8 alphanumeric ID)**

**Will be transferred from Party:**

|  |  |
| --- | --- |
| Please give the name of the company that will be transferring the Party ID: |  |

**To Party:**

|  |  |
| --- | --- |
| Please give the name of the company that the Party ID will be transferred to: |  |

**Please confirm that you are not a Defaulting Party wishing to Withdraw from the Code:**

|  |  |
| --- | --- |
| Is your company in Default solely by virtue of Section H3.1.1(g)?  *In order to withdraw, your answer must be No to this question.* | 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 A5.1 you will cease to be a Party to the Code effective from the end of the Withdrawal Date specified on this form.*

## BSCP65/03A Withdrawal Notice (Transferring Party ID)

**Part 2 (to be completed by the Party ID Transferee[[22]](#footnote-23) BSCP65/03A**

***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: |

**Following the transfer the Transferee will need complete the withdrawal process in BSCP65, Section 4.5.**

**Please take this as notification that Party ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (8 alphanumeric ID)**

**Will be transferred from Party:**

|  |  |
| --- | --- |
| Please give the name of the company that will be transferring the Party ID: |  |

**To Party:**

|  |  |
| --- | --- |
| Please give the name of the company that the Party ID will be transferred to: |  |

We confirm that we consent to the transfer of the Transferring Party ID to us with effect from the Withdrawal Date of the Withdrawing Party and we acknowledge that with effect from such date we will be responsible for:

(a) the Party ID of the Withdrawing Party;

(b) all of the outstanding obligations and liabilities (whether actual, contingent, accrued or otherwise) of the Withdrawing Party referred to in paragraphs 5.1.3 (a) to (c); and

(c) to the extent applicable, any rights and liabilities (whether actual, contingent, accrued or otherwise) in respect of any Credit Cover deposited in cash by the Withdrawing Party with the BSC Clearer pursuant to Section M.

**5.4 BSCP65/04 Expulsion Notice Form**

**Expulsion Notice Form BSCP65/04**

Please be advised that >>>>>>>>>>>>>>>>>>> has been expelled from the Code by order of the Panel.

The grounds for expulsion are as follows:

|  |  |
| --- | --- |
| 1. |  |
|  |  |
| 2. |  |
|  |  |
| 3. |  |

|  |  |  |
| --- | --- | --- |
| The expulsion will take effect from[[23]](#footnote-24): |  | *(date)* |

Your attention is drawn to Section A of the Code which statesyour company’s ongoing obligations

|  |  |
| --- | --- |
| **Signature:** |  |
|  |  |
| **Name:** |  |
|  |  |
| **Position:** | **Chairman Panel** |

## 5.5 BSCP65/05 Request for/ Removal of Additional Supplier ID\*[[24]](#footnote-25)

\* 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) |
| Will this Additional Supplier ID take you over your Supplier ID limit?[[25]](#footnote-26)  Yes/No  If yes, describe the reason for the Additional Supplier ID |
| **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: |  |

**5.6 BSCP65/06a Novation Application Form**

**Page 1 of 2**

**"Novation Applicant" Person wishing to be admitted as a Party to the Framework Agreement by Novation\*†**

|  |  |
| --- | --- |
| **To: BSCCo** | Date Sent: |
| **From: Requesting Participant Details** | |
| Company Name |  |
| Company Number |  |
| Company Address |  |
| VAT registration number if applicable |  |
| Name of Sender: | Contact telephone number: |
| Contact email address: | |

\* As registered in Companies House or equivalent

† The BSC Panel may request further company details

**“Transferring Party” Party wishing to transfer its rights and obligations under its Accession Agreement**

|  |  |
| --- | --- |
| Party ID: |  |
| Party Agent ID: | |
| Party and Party Agent Roles: | |

**Novation Date:**

|  |  |
| --- | --- |
| What date (the Novation Date) would you wish the Novation Agreement to take effect? |  |

*The Novation Date must be at least 28 days from the date of this Novation Application. Subject to BSC Panel review, the* *Novation Applicant shall be admitted as a party to the Framework Agreement and BSCCo shall forthwith date, execute and deliver a Novation Agreement, duly executed by the Novation Applicant.*

**Page 2 of 2**

**Describe the reason for the Novation Agreement**

|  |
| --- |
|  |

**Provide details and timings of any changes to systems; personnel; customer growth or other changes as a result of this Novation Application**

|  |
| --- |
|  |

**To be signed by Novation Applicant**

I confirm that the Party Details of such Novation Applicant stated in this form are complete and accurate in all material respects:

SIGNED FOR AND ON BEHALF OF

**[INSERT NAME OF NOVATION APPLICANT]**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.7 BSCP65/06b Agreement of Novation of a Contract**

Dated

------------

AGREEMENT of novation of a contract

between

Continuing Party

and

Outgoing Party

and

Incoming Party

**THIS AGREEMENT (“Agreement”) is dated [DATE]**

Parties

1. Elexon Limited, registered in England (number 3782949) whose registered office is at 4th Floor, 350 Euston Road, London, NW1 3AW, on its own behalf and on behalf of all the other parties to the BSC Framework Agreement (Continuing Party).
2. [FULL COMPANY NAME] incorporated and registered in [England and Wales] with company number [NUMBER] whose registered office is at [REGISTERED OFFICE ADDRESS] (Outgoing Party).
3. [FULL COMPANY NAME] incorporated and registered in [England and Wales] with company number [NUMBER] whose registered office is at [REGISTERED OFFICE ADDRESS] (Incoming Party).

Background

1. The Continuing Party and the Outgoing Party are Party to an Accession Agreement, a copy of which is annexed to this Agreement (Contract), by which the Outgoing Party was admitted as an additional Party under the Framework Agreement.
2. The Outgoing Party wishes to transfer its rights and obligations under the Contract to the Incoming Party.
3. The Continuing Party has agreed to release the Outgoing Party from liability for any failure by the Outgoing Party to perform its obligations under the Contract before the Effective Date, provided that the Incoming Party assumes liability for those failures in the Outgoing Party's place.
4. The parties have therefore agreed to novate the Outgoing Party's rights, obligations and liabilities under the Contract to the Incoming Party on the terms of this Agreement with effect from the date the Continuing Party dates and signs this Agreement (Effective Date).

Agreed terms

**1. Novation**

1.1 With effect from the Effective Date, and in consideration of the mutual representations, warranties and covenants contained in this Novation Agreement and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties), the Outgoing Party transfers all its rights and obligations under the Contract, including its BSC Party ID and any authorisations and qualifications obtained under the Code, to the Incoming Party. The Incoming Party shall enjoy all the rights and benefits of the Outgoing Party under the Contract, including its status as an additional Party under the Framework Agreement and any authorisations and qualifications it has obtained under the Code and which are linked to its status as a Party in the BSC Systems at the time of transfer. From the Effective Date all references to the Outgoing Party in the Contract shall be read and construed as references to the Incoming Party.

1.2 The Incoming Party agrees to perform the Contract and be bound by its terms in every way as if it were the original Party to it in place of the Outgoing Party.

1.3 The Continuing Party agrees to perform the Contract and be bound by its terms in every way as if the Incoming Party were the original Party to it in place of the Outgoing Party.

**2. Release Of Obligations And Liabilities**

2.1 The Continuing Party and the Outgoing Party release each other from all future obligations to the other under the Contract.

2.2 Each of the Continuing Party and the Outgoing Party releases and discharges the other from all claims and demands under or in connection with the Contract, including without limitation claims for negligence and fraud, whether arising before or on the Effective Date, and in each case whether known or unknown to the releasing Party.

2.3 Each of the Continuing Party and the Incoming Party shall have the right to enforce the Contract and pursue any claims and demands under the Contract against the other with respect to matters arising before, on or after the Effective Date as though the Incoming Party were the original Party to the Contract instead of the Outgoing Party.

**3. Governing Law**

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

**4. Jurisdiction**

Each Party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

**5. Severability**

If any provision of this Agreement is or becomes invalid, unenforceable or illegal or is declared to be invalid, unenforceable or illegal by any court of competent jurisdiction or by any other Competent Authority (as that term is defined in the BSC), such invalidity, unenforceability or illegality shall not prejudice or affect the remaining provisions of this Agreement, which shall continue in full force.

**6. Counterparts**

This agreement may be executed in counterparts.

**7. Definitions**

Terms and expressions defined in the in the Balancing and Settlement Code shall bear the same meanings in this Agreement of Novation, unless the context otherwise requires.

IN WITNESS WHEREOF the parties have executed this Agreement on the respective dates specified below with effect from and including the Effective Date.

**Continuing Party**

By: ………………………………………

Name:

Title:

Date:

**Outgoing Party**

By: …………………………………….. …………………………………………..

Name:

Title:

Date:

**Incoming Party**

By: ………………………………………

Name:

Title:

Date:

# Appendix 1 – Participation Capacities

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

(a) The NETSO, 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 Allocation[[26]](#footnote-27);
* 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 distributor[[27]](#footnote-28) within Supplier Volume Allocation;

(c) A Trading Party, a Party (other than the NETSO) 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) Interconnector Administrator;

(f) Supplier;

(g) Virtual Lead Party;

(h) Asset Metering Virtual Lead Party.

# Appendix 2 - Market Entry Processes

This table indicates the processes 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 |
| VLP | Virtual Lead Party |
| AMVLP | Asset Metering Virtual Lead Party |

| **Process** | **Documents & Information** | **Generator** | **Supplier** | **Non Physical Trader** | **IU** | **IA** | **IEA** | **DSO** | **VLP / AMVLP** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |  | 🗸 |
| Primary or Secondary BM Unit registration | BSCP15 | 🗸 | 🗸 |  | 🗸 |  | 🗸 |  | 🗸 |
| Trading Unit registration | BSCP31 | 🗸 | 🗸 |  |  |  |  |  |  |
| CVA Meter Registration | BSCP20 | 🗸 | 🗸[[28]](#footnote-29) |  |  |  |  |  |  |
| 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 |  | 🗸 |  |  |  |  |  |  |
| SVA Metering System Balancing Services Register | BSCP602 |  | 🗸 |  |  |  |  |  | 🗸 |

# 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 |
| VP | Virtual Lead Party |
| AV | Asset Metering Virtual Lead Party |

| **Action** | **Documents** | | **Role** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BP** | **IA** | **IE** | **TG** | **TI** | **TN** | **TS** | **MV** | **EN** | **VLP / AMVLP** |
| Deregistration of Supplier Participation Capacity, Market Participant IDs and associated Primary or Secondary 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 Primary SVA BM Units:**  Submit a letter to the CRA and BSCCo requesting deregistration of Supplier Primary 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 forms are on or after the targeted MDD Go Live date  Alternatively, transfer the SVA Primary BM Units in accordance with the procedures set out in BSCP15. | BSCP15/4.6  or  Letter (in accordance with BSCP15) | |  |  |  |  |  |  | 🗸 |  |  |  |
| **Deregistration of Virtual Lead Party / Asset Metering Virtual Lead Party Role:**  Submit BSCP65/01 to request deregistration of the Virtual Lead Party / Asset Metering Virtual Lead Partyparticipation capacity.  The Effective To Date of the Virtual Lead Party / Asset Metering Virtual Lead Party role should be same as the Effective To Date of the Secondary BM Units.  The BSCP65/01 form must be received, validated and processed in accordance with BSCP15. |  | |  |  |  |  |  |  |  |  |  | 🗸 |
| **Deregistration of Secondary BM Units:**  Submit a letter to the CRA and BSCCo requesting deregistration of Secondary BM Units, in accordance with BSCP15.  This should be done at the same time as the submission of form BSCP65/01 to request deregistration of the participation capacity |  | |  |  |  |  |  |  |  |  |  | 🗸 |
| **Deregistration or Change of Primary BM Unit Lead Party (CoPBLP) of BM Units and Metering** | | | | | | | | | | | |  |
| Deregister Trading Units in accordance with BSCP31 | BSCP31/4.6 | |  |  |  | 🗸46 |  |  | 🗸46 |  |  |  |
| Deregister or Change of Primary BM Unit Lead Party (CoPBLP) BM Units in accordance with BSCP15 | BSCP15/4.2 or CoPBLP | |  |  | 🗸 | 🗸 | 🗸 |  | 🗸 |  |  |  |
| Deregister CVA Metering Systems in accordance with BSCP20 | BSCP20/4.7 | |  |  |  | 🗸 |  |  | 🗸[[29]](#footnote-30) |  |  |  |
| **Termination of MVRNA/ECVNA Authorisations and deregistrationof ECVNA/MVRNA roles (if applicable)** | | | | | | | | | | | |  |
| Terminate MVRNA and/or ECVNA authorisations[[30]](#footnote-31) | BSCP71/03  and/or  BSCP71/04 | |  |  |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |  |
| Deregister ECVNA/MVRNA roles of the Withdrawing Party | BSCP71/06 | |  |  |  |  |  |  |  | 🗸 | 🗸 |  |
| Set Effective To Dates within ECVAA 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[[31]](#footnote-32) | BSCP65/01 | |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |  |  | 🗸 |
| **Credit Cover** | | | | | | | | | | | |  |
| Request a Credit Cover reduction in accordance with BSCP301 | BSCP301 | |  |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |  |  | 🗸 |
| **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 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |  |  | 🗸 |

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. [↑](#footnote-ref-2)
2. Authorisations are required for submission of Party Registration Applications and Funds Accession forms or their online equivalents. [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)
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. [↑](#footnote-ref-5)
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. [↑](#footnote-ref-6)
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 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. [↑](#footnote-ref-7)
7. For the avoidance of doubt, the notes included here do not apply to DSOs. [↑](#footnote-ref-8)
8. The organisations and BSC Agents consulted as part of this step may vary depending upon the participation capacity or capacities of the Party. [↑](#footnote-ref-9)
9. The Authority is not obliged to reply to this request. The onus will be on the Withdrawing Party to provide the relevant confirmation. [↑](#footnote-ref-10)
10. Panel Decision may be conditional until BSCCo receives confirmation that the Authority has revoked the withdrawing applicant’s license or transferred as appropriate. [↑](#footnote-ref-11)
11. Where the credit cover is held as a Letter of Credit (LoC) or Approved Insurance Product (AIP) the Party must make sure that a new LoC or AIP has been provided in the new name with the same effective from date as the Withdrawal Date. [↑](#footnote-ref-12)
12. 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. [↑](#footnote-ref-13)
13. The organisations and BSC Agents consulted as part of this step may vary depending upon the participation capacity or participation capacities of the Party. [↑](#footnote-ref-14)
14. The Authority is not obliged to reply to this request. The onus is on the Party to provide any relevant proof. [↑](#footnote-ref-15)
15. 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. [↑](#footnote-ref-16)
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 or its online equivalent. [↑](#footnote-ref-17)
17. Panel Decision may be conditional. BSCCo may not execute the Agreement of Novation of Contract for Parties wishing to participate in licensable activities until BSCCo receives confirmation that the Authority has granted the required Licence or Transfer of Licence to the Novation Applicant as appropriate. [↑](#footnote-ref-18)
18. 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. [↑](#footnote-ref-19)
19. 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 [↑](#footnote-ref-20)
20. The date of receipt of this Withdrawal Notice by BSCCo, pursuant to Section H9.2.2. [↑](#footnote-ref-21)
21. The Party that is transferring their Party ID. [↑](#footnote-ref-22)
22. The Party that will become responsible for the Party ID. [↑](#footnote-ref-23)
23. The expulsion will be effective (and you will cease to be a Party to the Code) from the end of the Withdrawal Date specified on this form. [↑](#footnote-ref-24)
24. This form cannot be used to de-register the last remaining Supplier ID and set of Base BM Units [↑](#footnote-ref-25)
25. Supplier ID limit is defined in BSCP65 1.6.1 [↑](#footnote-ref-26)
26. [H/K]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, REC Party and Qualification status as a distributor, and other details. The LDSO applicant will be assigned a unique LDSO Short Code by BSCCo in conjunction with the REC Code Manager and the Authority. One and only one LDSO Short Code will be allocated to each LDSO applicant. [↑](#footnote-ref-27)
27. This Party will not to 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”. [↑](#footnote-ref-28)
28. Where appropriate [↑](#footnote-ref-29)
29. If applicable [↑](#footnote-ref-30)
30. Once these authorisations are cancelled, participants will be required to set up new ECVNA/MVRNA Authorisations to make any changes to notifications in place. [↑](#footnote-ref-31)
31. The Withdrawing Party must not have any ECVNA/MVRNA Authorisations or notifications in place beyond the Effective To Date of its Trading Party role [↑](#footnote-ref-32)