

**Balancing and Settlement Code**

**BSC PROCEDURE**

**TRANSFER OF REGISTRATION OF METERING SYSTEMS  
BETWEEN CMRS AND SMRS**

**BSCP68**

**Version 18.6**

**Date: ~~18 July 2022~~ DD MM YYYY**

---

**BSC Procedure 68****Relating to****TRANSFER OF REGISTRATION OF METERING SYSTEMS BETWEEN CMRS  
AND SMRS**

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 68, Version 18.6 relating to Transfers of Registration of Metering Systems between CMRS and SMRS.
3. This BSC Procedure is effective from ~~18 July 2022~~ DD MM YYYY.
4. This BSC Procedure has been approved by the Panel.

**Intellectual Property Rights, Copyright and Disclaimer**

The copyright and other intellectual property rights in this document are vested in Elexon or appear with the consent of the copyright owner. These materials are made available for you for the purposes of your participation in the electricity industry. If you have an interest in the electricity industry, you may view, download, copy, distribute, modify, transmit, publish, sell or create derivative works (in whatever format) from this document or in other cases use for personal academic or other non-commercial purposes. All copyright and other proprietary notices contained in the document must be retained on any copy you make.

All other rights of the copyright owner not expressly dealt with above are reserved.

No representation, warranty or guarantee is made that the information in this document is accurate or complete. While care is taken in the collection and provision of this information, Elexon Limited shall not be liable for any errors, omissions, misstatements or mistakes in any information or damages resulting from the use of this information or action taken in reliance on it.

**AMENDMENT RECORD**

Version	Date	Description of Changes	Changes Included	Mods/ Panel/ Committee Refs
1.0	11/08/00	Update to include comments on version 0.02.		
2.0	14/12/00	Work outstanding at Go Active resolution of inconsistencies inclusion of consultation comments.	NCR114	09/006
3.0	27/02/01	Version 2.1 with red-lined changes accepted Approved by the Panel 22/02/01		P/13/008
4.0	01/09/01	Amended to incorporate changes agreed at ISG and SVG to remove restrictions on Suppliers moving sites from SVA to CVA. Amended to incorporate minor comments from internal review and HLIA from Logica.	CP509	P/16/009 ISG/01/002 SVG/02/015. ISG004/034.
5.0	13/08/02	Modifications and Change Proposals for BSC Systems Release 2	CP753 P55	ISG11/096 ISG13/122 ISG19/197 SVG09/122 SVG12/159 SVG19/243
6.0	24/06/03	Change Proposals for June 03 Release	CP821 CP865	
7.0	01/08/03	Approved Modification P62	P62	
8.0	30/06/04	Change Proposal for the CVA Programme June 04 Release	CP854	SVG40/003 ISG40/004
9.0	BETTA Effective Date	BETTA 6.3 rebadging changes for the CVA Feb 05 release	BETTA 6.3	
10.0	28/06/06	June 06 Release	P190	SVG/64/02 ISG/64/001
11.0	28/06/07	June 07 Release Updated terminology in preparation for P197 Release	CP1162 P197	SVG/66/04
12.0	20/04/09	P216 Release	P216	ISG97/02 SVG97/08
13.0	05/11/15	5 November 2015 Release	CP1437	ISG167/03 SVG170/04
14.0	28/02/19	28 February 2019 Release	P344	Panel 284C/01
15.0	29/03/19	29 March 2019 Standalone Release	P369	Panel 285/12
16.0	27/06/19	27 June 2019 Release	P364 Self-Governance	Panel 289/07
17.0	01/09/21	1 September 2021 Release	P420	
18.0	18/07/22	18 July 2022 Release	P436	Panel 325/05
<u>18.2</u>	<u>23/05/23</u>	<u>Market-wide Half Hourly</u>		

Version	Date	Description of Changes	Changes Included	Mods/ Panel/ Committee Refs
18.3	15/06/23	Following Industry Consultation		
18.4	25/08/23	Following CCAG Approval		
18.5	09/02/24	Following IR7 Approval		
<u>18.6</u>	<u>18/03/24</u>	<u>Following MOP 2 Consultation</u>		

**CONTENTS**

**1 INTRODUCTION..... 6**

1.1 Purpose and Scope of the Procedure..... 6

1.2 Main Users of this BSC Procedure and their Responsibilities ..... 7

1.3 Key Milestones ..... 7

1.4 Balancing and Settlement Code Provision..... 8

1.5 Associated BSC Procedures ..... 8

1.6 Overview of Process..... 8

1.7 Checklists.....10

**2 ACRONYMS AND DEFINITIONS ..... 11**

2.1 Acronyms.....11

2.2 Definitions.....12

**3 INTERFACE AND TIMETABLE INFORMATION..... 13**

3.1 Transfers from SMRS to CMRS .....13

3.2 Transfers from CMRS to SMRS .....37

**4 APPENDICES ..... 69**

4.1 Sample Form BSCP68/4.1 .....69

4.2 Sample Form BSCP68/4.2 .....72

4.3 Transfer Guidelines for Registrants.....75

4.4 Validation Rules.....75

4.5 Sample Form BSCP68/4.5 .....77

4.6 Sample Form BSCP68/4.6.....81

4.7 Limitations to Registration Transfers in progress .....84

4.8 Checklists.....85

4.9 Guidance on completing the tables and schematic diagrams in Appendix 4.1 and 4.2.....105

## 1 INTRODUCTION

### 1.1 Purpose and Scope of the Procedure

The purpose and scope of this BSC Procedure (BSCP) is to enable Third Party Generators to centrally register Third Party Generating Plant (typically embedded generators) such that the Exports of such Third Party Generating Plant can be traded in the Balancing Mechanism without having to go through a Licensed Supplier.

This requires the registration of Metering Systems to be transferred between:

- Supplier Volume Allocation (SVA), utilising the Central Switching Service (CSS) and the Supplier Meter Registration Service (SMRS); and
- Central Volume Allocation (CVA), utilising the Central Meter Registration Service (CMRS).

It also requires checks to be made to ensure that energy is accounted for in one system but not in both Registration systems. This process is known as “Registration Transfers”. For Settlement purposes, this means that each part (i.e. the Import or the Export) of the Third Party Generating Plant is accounted for in CVA or SVA but not both for any particular Settlement Day.

The Import of a Metering System cannot be registered in CMRS without the corresponding Export. Therefore, a registration transfer from SMRS to CMRS must either include both the Import and Export of the Metering System or consist of the Export only of that Metering System. A registration transfer from CMRS to SMRS can include the Import only or both the Import and Export of a Metering System. This allows consolidators to trade Export Active Energy from an Exemptable Generating Plant in CVA whilst allowing the Import Active Energy to remain in SVA, thus removing the need for a consolidator to have a Supply Licence.

[\[MHHS-REG\]](#) Samples of the forms to be used for Registration Transfers are included in Appendices [4.14.1](#), [4.24.2](#), [4.54.5](#) and [4.64.6](#).

The Transfer Co-ordinator will approve (and CRA shall record for audit purposes) the transfer of Metering System Registration from SMRS to CMRS and vice versa. The Transfer Co-ordinator may limit the number of Registration Transfers in progress. Details of the limits are contained in [Appendix 4.7](#). Where a Registrant has had a limitation applied to the number of Registration Transfers in progress, the Registrant may apply to the Transfer Co-ordinator for an increase to the limit of Registration Transfers in progress. The Transfer Co-ordinator may, following consultation with the relevant Parties and Party Agents, permit a temporary increase in the number of Registration Transfers in progress.

Where discrepancies (between the data registered in CMRS and SMRS) arise, the Transfer Co-ordinator shall advise as to which system should be amended to resolve the issue.

Where more than one Registration Transfer is to take place within the Distribution System(s) of a GSP Group within the 30 WD timescale required to complete a Registration transfer, all relevant LDSOs shall be involved in the Registration transfer process. Additional care should be taken when preparing and checking the Aggregation Rules. It may also be appropriate for all the Registration Transfers to have the same Registration Effective From Date or Effective From Date {Regi}.

[MHHS-REG] Any flows referenced in this BSCP can be provided via the Data Transfer Network (DTN) or by any other method agreed by those parties involved. Flows provided via the DTN can be confirmed by email if required. Where a Data Integration Platform interface is referenced for MHHS migrated MSIDs, then the use of that interface shall be mandatory.

[MHHS-REG] The registration of Metering Systems for new connections and disconnections is outside the scope of this BSCP and is covered in [BSCP20](#) for CVA related registrations and [BSCP501](#) for non migrated MSIDs and [BSCP706](#) for MHHS migrated MSIDs-for SVA related registrations.

## 1.2 Main Users of this BSC Procedure and their Responsibilities

The main users of this BSCP are:

- BSCCo (For Line Loss Factors (LLFs)),
- Transfer Co-ordinator,
- CRA,
- Supplier Meter Registration Agent (SMRA),
- SMRS,
- Central Data Collection Agent (CDCA),
- Parties (i.e. Licensed Distribution System Operators, Licensed Suppliers and Third Party Generators),
- Party Agents.

## 1.3 Key Milestones

The key milestones in this BSCP are:

- Notification by the Registrant at least 30 WD before the Registration Effective From Date or Effective From Settlement Date {Regi} for transfer;
- The CRA, CDCA and LDSO validating the Registration Transfer;
- The Transfer Co-ordinator confirming the Registration Effective From Date or Effective From Settlement Date {Regi}; and

- Correspondence between Transfer Co-ordinator, CRA, CDCA and the appropriate LDSO to ensure that Metering Systems are only registered in one system.

## 1.4 Balancing and Settlement Code Provision

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

## 1.5 Associated BSC Procedures

BSCP02	Proving Test Requirements for Central Volume Allocation Metering Systems
BSCP06	CVA Meter Operations for Metering Systems Registered in CMRS
BSCP15	BM Unit Registration
BSCP20	Registration of Metering Systems for CVA
BSCP31	Registration of Trading Units
BSCP38	Authorisations
BSCP65	Registration of BSC Parties and Exit Procedures
BSCP75	Registration of Meter Aggregation Rules for Volume Allocation Units
BSCP128	Production, Submission, Audit and Approval of Line Loss Factors
BSCP501	Supplier Meter Registration Service
BSCP502	Half Hourly Data Collection for SVA Metering Systems Registered in SMRS
BSCP509	Changes to Market Domain Data
BSCP515	Licensed Distribution
BSCP550	Shared SVA Meter Arrangement of Half Hourly Import and Export Active Energy
<a href="#">[MHHS-REG]BSCP702</a>	<a href="#">Advanced Data Services</a>
<a href="#">BSCP705</a>	<a href="#">Licensed Distribution for MHHS Metering Systems</a>
<a href="#">BSCP706</a>	<a href="#">Supplier Meter Registration Service for MHHS Migrated Metering Systems</a>

## 1.6 Overview of Process

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



---

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

- (a) Appointment of CVA MOA and CDCA in CRA;
- (b) Submission of Registration Transfer Forms to the Transfer Co-ordinator;
- (c) Registration of Primary BM Units, Metering Systems, Aggregation Rules and Meter Technical Details in CMRS;
- (d) Validation of Registration Transfer by CRA, CDCA and LDSO;
- (e) Approval/Rejection of Registration Transfer and if approved, confirmation of Registration Effective From Date by the Transfer Co-ordinator;
- (f) Successful registration in CMRS;
- (g) Confirmation of successful registrations in CMRS;
- (h) Logical disconnection of SVA MSIDs in SMRS and registration deactivation of SVA MSIDs in CSS; and
- (i) De-appointment of SVA Supplier Agents<sup>1</sup> for energy flows being transferred to CVA.

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

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

- (a) Submission of Registration Transfer Forms to the Transfer Co-ordinator;
- (b) Validation of Registration Transfer by CRA, CDCA and LDSO;
- (c) Approval/Rejection of Registration Transfer and if approved, confirmation of Effective From Settlement Date {Regi} by the Transfer Co-ordinator;
- (d) Creation of SMRS skeleton records for new SVA MSIDs by LDSO;
- (e) Submission of Initial Registration Request to CSS by SVA Registrant for the new SVA MSIDs;
- (f) Appointment and registration of SVA Supplier Agents<sup>1</sup> by SVA Registrant;
- (g) Recording the appointment of Supplier Agents for transferred Metering Systems in SMRS;
- (h) De-appointment of CVA MOA in CMRS by Registrants for energy flows transferring to SMRS; and

---

<sup>1</sup> Appointment and de-appointment of SVA MOAs will take place in accordance with the REC Metering Operations Schedule.

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

## 1.7 Checklists

Checklists have been compiled for the transfer of Metering Systems from SMRS to CMRS and from CMRS to SMRS for each BSC Party, BSC Agent, Licensed Distribution System Operator and Meter Operator Agent involved in the transfer process.

The checklists are contained within Appendix 4.8 and users are advised to utilise them in parallel with the process to ensure that the transfer process steps are completed successfully.

## 2 ACRONYMS AND DEFINITIONS

### MHHS-REG2.1 Acronyms

A list of acronyms can be found in [Section X](#) of the Code. The following is a list of Acronyms used in BSCP68:

#### ADS [Advanced Data Services](#)

BM	Balancing Mechanism
BSC	Balancing and Settlement Code
BSCCo	Balancing and Settlement Code Company
CDCA	Central Data Collection Agent
CMRS	Central Meter Registration Service
CRA	Central Registration Agent
CSS	Central Switching Service
CVA	Central Volume Allocation
CVA MOA	Central Volume Allocation Meter Operator Agent
DA	Data Aggregator
DTN	Data Transfer Network
EFSD {Regi}	Effective From Settlement Date {Registration} <sup>2</sup>
ERDA	Electricity Retail Data Agent
ETSD {Regi}	Effective To Settlement Date {Registration} <sup>2</sup>
GSP	Grid Supply Point
HHDA	Half Hourly Data Aggregator
HHDC	Half Hourly Data Collector
<u>ISD</u>	<a href="#">Industry Standing Data</a>
LDSO	Licensed Distribution System Operator
LLFs	Line Loss Factors
MDD	Market Domain Data
<u>MDS</u>	<a href="#">Market-wide Data Service</a>
MOA	Meter Operator Agent

<sup>2</sup> For Registration Transfers from SMRS to CMRS, the REFD in CMRS must always equal the ETSD {Regi} in SMRS +1 calendar day. Similarly for Registration Transfers from CMRS to SMRS, the RETD in CMRS must always equal the EFSD {Regi} in CSS/SMRS –1 calendar day. All timings are measured in Co-ordinated Universal Time (UTC).

---

MSID	Metering System Identifier
MSSID	Metering Sub-System Identifier
MTD	Meter Technical Detail(s)
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.
REFD	Registration Effective From Date <sup>2</sup>
RETD	Registration Effective To Date <sup>2</sup>
SMRA	Supplier Meter Registration Agent
SMRS	Supplier Meter Registration Service
SVA	Supplier Volume Allocation
SVA MOA	Supplier Volume Allocation Meter Operator Agent
WD	Working Day

## 2.2 Definitions

[MHHS-REG] A list of definitions can be found in ~~Section X~~Section X of the Code. Definitions used exclusively in this BSCP are as follows:

“Registration Transfer” means the transfer of a Metering System registration from CMRS to SMRS, or vice versa.

“Electricity Retail Data Agent” has the meaning given to that term in the REC.

“Initial Registration Request” has the meaning given to that term in the REC.

“Transfer Co-ordinator” means the role that addresses the risk that Metering Systems are ‘double counted’ or omitted from Settlement. This role will initially be performed by BSCCo, but could in future be fulfilled by a combination of CRA and/or Licensed Distribution System Operators.

“Nominated LDSO” is the LDSO who has obligations to submit the GSP Group Metered Volume Aggregation Rules.

“Contracted LDSO” is the LDSO who provides the SMRS service to the Registrant of the Metering System. During a Registration transfer, the LDSO who was the Contracted LDSO prior to the Registration transfer shall also be the Contracted LDSO after the Registration transfer.

Note that the Contracted LDSO may be the same Party as the Nominated LDSO.

### 3 INTERFACE AND TIMETABLE INFORMATION

#### 3.1 Transfers from SMRS to CMRS

##### 3.1.1 Transfer of both Import and Export Metering Systems<sup>3</sup>

- 1) If the CVA Registrant of Import and the CVA Registrant of Export are the same Party, then that Party may choose to register a single Primary BM Unit comprising Imports and Exports. If the CVA Registrants of Import and Export are different Parties, the Registrants should complete the process individually but with the same proposed and then confirmed REFD and highlight that it is a joint application.
- 2) If a Metering System is subject to a Shared SVA Meter Arrangement ([BSCP550](#)), then there will be a minimum of two SVA Registrants (i.e. a Primary Supplier and Secondary Supplier). The Primary Supplier will take responsibility for resolving any issues that may arise where there are multiple Suppliers involved in the Shared SVA Meter Arrangement. In addition the Primary Supplier will be responsible for initiating the logical disconnection of the actual SVA MSID.
- 3) Note that the BSCP68 timescales are the default timescales for all related BSCPs.
- 4) For Registration Transfers from SMRS to CMRS, the REFD (Registration Effective From Date) in CMRS must always equal the ETSD {Regi} (Effective To Settlement Date {Regi}) in SMRS +1 calendar day.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.1	Prior to 3.1.1.3	New CVA Registrant(s) asks existing SVA Registrant(s) <sup>4</sup> for identity of SVA MOA and contact details and informs existing SVA Registrant(s) of intention to transfer SVA MSIDs.	New CVA Registrant(s)	Existing SVA Registrant(s)	Contact details i.e. name, telephone number and email address of SVA MOA.  If details of Existing SVA Registrant(s) unknown, contact BSCCo.	Telephone / Fax / E mail

<sup>3</sup> The Transfer Co-ordinator shall advise the Registrant if it becomes necessary to invoke the limits of Registration Transfers in Progress (see Appendix 4.7). This may occur at any stage between Ref: 3.1.1.1 and 3.1.1.8. The Transfer Co-ordinator shall advise the Registrant of the next available date for the Registration Transfer to proceed.

<sup>4</sup> i.e. Supplier(s).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.2	Immediately after 3.1.1.1	New CVA Registrant(s) sends contact details of existing SVA Registrant(s), GSP Group and SVA MOA to Transfer Co-ordinator.	New CVA Registrant(s)	Transfer Co-ordinator <sup>5</sup>	Contact details i.e. name, telephone number and email address of existing SVA Registrant(s). GSP Group. SVA MOA.	Telephone / Fax / E mail
3.1.1.3	At least 30 WD before proposed REFD	The Transfer Co-ordinator informs existing SVA Registrant(s) of intent to transfer Metering Systems from SMRS to CMRS and advises Nominated LDSO and Contracted LDSO of the potential transfer.	Transfer Co-ordinator	Existing SVA Registrant(s), Nominated LDSO, Contracted LDSO	List of SVA MSIDs of sites to be transferred.  Note that the Nominated LDSO and the Contracted LDSO may be the same Party.	Fax / E mail
3.1.1.4	As soon as possible after 3.1.1.3	If existing SVA Registrant(s) has non-commercial grounds to oppose the transfer it provides reasons.	Existing SVA Registrant(s)	Transfer Co-ordinator	Reasons for objecting to proposed Registration Transfer.	Fax / E mail
3.1.1.5	As soon as possible after 3.1.1.4	Transfer Co-ordinator notifies new CVA Registrant(s), Nominated LDSO and Contracted LDSO of transfer rejection including reasons.	Transfer Co-ordinator	New CVA Registrant(s), Nominated LDSO, Contracted LDSO		Fax / E mail
3.1.1.6	At least 30 WD before proposed REFD	New CVA Registrant(s) must have formal agreement in place with a CVA MOA for the process to continue.	New CVA Registrant(s)	CVA MOA <sup>6</sup>	Agreement from CVA MOA.	Fax / E mail

<sup>5</sup> Transfer Co-ordinator will liaise with relevant contacts within each organisation.

<sup>6</sup> The CVA MOA may be the same person as the SVA MOA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.7 <sup>7</sup>	At least 30 WD <sup>8</sup> before proposed REFD	<p>New Registrant(s) submits the following to the CRA, CDCA and Transfer Co-ordinator:</p> <p>BSCP68/4.1 – Registration Transfer from SMRS to CMRS in accordance with the guidelines for Grouping in Appendix 4.3 and signed by an authorised person, registered via BSCP38,</p> <p><a href="#">BSCP15/4.13</a> - Application for Non-Standard BM Unit, if appropriate, in accordance with BSCP15,</p> <p><a href="#">BSCP15/4.1</a> – Primary BM Unit Registration in accordance with BSCP15,</p> <p><a href="#">BSCP20/4.1</a> – Registration of Metering System<sup>9</sup> in accordance with BSCP20,</p>	<p>New CVA Registrant(s)</p> <p>New CVA Registrant(s)</p> <p>New CVA Registrant(s)</p> <p>New CVA Registrant(s)</p>	<p>CRA, CDCA, Transfer Co-ordinator</p> <p>BSCCo</p> <p>CRA, Transfer Co-ordinator</p> <p>CRA, Transfer Co-ordinator</p>	<p>Covering letter indicating Registration Transfer.</p> <p>Form <a href="#">BSCP68/4.1</a> – Registration Transfer from SMRS to CMRS including schematic diagram.</p> <p><a href="#">BSCP15/4.13</a> - Application for Non-Standard BM Unit, if appropriate</p> <p>Form <a href="#">BSCP15/4.1</a> Registration of Primary BM Unit for a CVA Metering System.</p> <p>Form <a href="#">BSCP20/4.1</a> – Registration of Metering System.</p>	Fax / E mail
3.1.1.8	As soon as possible after 3.1.1.7	Transfer Co-ordinator to assess volume of applications, and impact on relevant Parties and Party Agents, and invoke the limitations to the registration transfer process in <a href="#">Appendix 4.7</a> if necessary.	Transfer Co-ordinator			Internal Process
3.1.1.9	Within 1 WD of 3.1.1.7	Inform of new CVA MSIDs. <sup>10</sup>	CRA	Transfer Co-ordinator, New CVA Registrant(s)		Fax / E mail

<sup>7</sup> **Provisional Registration:** For Registration Transfers from SMRS to CMRS, the CMRS (i.e. the CRA and CDCA), will ensure that the Registration Transfer does not become active in Settlement until it is approved by the Transfer Co-ordinator. The Transfer Co-ordinator will receive regular reports from the CRA on the status of such Primary BM Units in order to monitor their ‘provisional’ status.

<sup>8</sup> **Primary BM Unit Registration:** The timing of Primary BM Unit Registrations may be earlier than 30 WD if the Party has previously met the National Electricity System Operator (NETSO) Registration Requirements of Section 1 of BSCP15.

<sup>9</sup> BSCP68 timescales are default for BSCP20.

<sup>10</sup> Note that this is a new CVA MSID, even if a site is transferring back to CMRS as following a previous disconnection in CMRS, the Meter would have been logically disconnected.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.10	At least 27 WD before proposed REFD	Transfer Co-ordinator sends Registration Forms including new CVA MSID <sup>10</sup> to Contracted LDSO for validation and CVA MOA and asks CVA MOA to submit Meter Technical Details to CDCA.	Transfer Co-ordinator	Contracted LDSO, CVA MOA	Form <a href="#">BSCP68/4.1</a> Registration Transfer from SMRS to CMRS.	Fax / E mail
3.1.1.11	At least 30 WD before proposed REFD	New CVA Registrant(s) instructs Contracted LDSO to submit CVA LLFs. <sup>11</sup>	New CVA Registrant(s)	Contracted LDSO	<a href="#">BSCP128</a> .	Fax / E mail
3.1.1.12	At least 25 WD before proposed REFD	Contracted LDSO to submit LLFs to Transfer Co-ordinator and BSCCo.	Contracted LDSO	Transfer Co-ordinator BSCCo	<a href="#">BSCP128</a> . [ <a href="#">MHHS-REG</a> ]	Fax / E mail
3.1.1.13	At least 26 WD before proposed REFD	CVA MOA requests Meter Technical Details from SVA MOA.	CVA MOA	SVA MOA	SVA MOA contact details provided on <a href="#">BSCP68/4.1</a> Registration Transfer from SMRS to CMRS.	Telephone/ Fax/ E mail
3.1.1.14	At least 23 WD before proposed REFD	SVA MOA provides CVA MOA with Meter Technical Details <sup>12</sup> .	SVA MOA	CVA MOA	Meter Technical Details	Fax / E mail
3.1.1.15	At least 20 WD before proposed REFD	Contracted LDSO validates the Registration Transfer Form and returns to Transfer Co-ordinator. Validation of Transfer confirmed or rejected with BSCP68/4.5 in accordance with the validation rules in <a href="#">Appendix 4.4</a> .	Contracted LDSO	Transfer Co-ordinator	Form <a href="#">BSCP68/4.5</a> Registration Transfer Validation Details.	Fax / E mail

<sup>11</sup> BSCP68 timescales are default for BSCP128.

<sup>12</sup> Where the current MOA has sent Meter Technical Details (MTD) to a new MOA, and there is a change to MTD, the current MOA should send the revised MTD to the new MOA until such a time as the current MOA is no longer responsible for the MTD.



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.16	At least 20 WD before the proposed REFD	CVA MOA registers the Meter Technical Details with the CDCA in accordance with <a href="#">BSCP20</a> ref. 3.1.7 & 3.1.8. and submits form BSCP20/4.3a, b and c Registration of Meter Technical Details (with proposed REFD) to the CDCA and to the Contracted LDSO and Transfer Co-ordinator for information.  CVA MOA to contact CDCA for guidance on D0268 Half Hourly Meter Technical Details conversion if required.	CVA MOA	CDCA, Contracted LDSO Transfer Co-ordinator	Form BSCP20/4.3a, b and c Registration of Meter Technical Details.  Note in some cases the CVA MOA may be the same agent as the SVA MOA.	Fax / E mail
3.1.1.17	At least 20 WD before the proposed REFD	Submit <a href="#">BSCP75/4.2</a> – Registration of Aggregation Rules for Volume Allocation in accordance with BSCP75.	New CVA Registrant	CDCA, Transfer Co-ordinator	Form BSCP75/4.2 – Registration of Aggregation Rules for Volume Allocation.  BSCP75	Fax/ E mail
3.1.1.18	At least 18 WD before the proposed REFD	CDCA organises Proving Test date with CVA MOA. CDCA to contact Transfer Co-ordinator if issues arise.	CDCA	CVA MOA, Transfer Co-ordinator	<a href="#">BSCP02</a> .	Telephone / Fax / E mail
3.1.1.19	As soon as possible after 3.1.1.18	Meter Technical Details are submitted to Contracted LDSO and Transfer Co-ordinator for information.	CDCA	Contracted LDSO, Transfer Co-ordinator		Fax / E mail
3.1.1.20	At least 15 WD before the proposed REFD	GSP Group Take Aggregation Rules are submitted to the Nominated LDSO and Transfer Co-ordinator for information.	CDCA	Nominated LDSO, Transfer Co-ordinator	<a href="#">BSCP75</a> .  Nominated LDSO to contact Contracted LDSO to review the GSP Group Take Aggregation Rules, if required.	Fax / E mail
3.1.1.21	At least 13 WD before proposed REFD	Following receipt of form BSCP68/4.1 from Registrant(s), CRA and CDCA to validate the Registration Transfer Forms and return to Transfer Co-ordinator. Validation of Transfer confirmed or rejected with BSCP68/4.5 in accordance with the validation rules in Appendix 4.4.	CRA, CDCA	Transfer Co-ordinator	Form <a href="#">BSCP68/4.5</a> Registration Transfer Validation Details.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.22	At least 11 WD before proposed REFD	If Transfer is rejected, Transfer rejection includes notification to all those who are involved in the transfer process.	Transfer Co-ordinator	New CVA Registrant(s), Existing SVA Registrant(s), CRA, CDCA, Nominated LDSO, Contracted LDSO, CVA MOA, SVA MOA	Form <a href="#">BSCP68/4.1</a> Registration Transfer from SMRS to CMRS and reason for rejections.	Fax / E mail
3.1.1.23	At least 11 WD before proposed REFD	If Transfer Approved, Transfer Co-ordinator confirms REFD, with signed BSCP68/4.1.  This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.1 and can only be changed with Transfer Co-ordinator approval.	Transfer Co-ordinator	CRA, CDCA, New CVA Registrant(s), Existing SVA Registrant(s), Nominated LDSO, Contracted LDSO, CVA MOA, SVA MOA	Form BSCP68/4.1 Registration Transfer from SMRS to CMRS,  Confirmation of the actual REFD in CMRS, proposed logical disconnection date in SMRS and confirmation of completed CMRS Registrations.	Fax / E mail
3.1.1.24	At least 10 WD before the confirmed REFD	Nominated LDSO to inform CDCA if discrepancies identified in GSP Group Take Aggregation Rules.	Nominated LDSO	CDCA		Telephone / Fax / E mail
3.1.1.25	At least 9 WD before confirmed REFD	CRA and CDCA updates records with confirmed REFD and confirm registration.	CRA, CDCA	Transfer Co-ordinator		Telephone / Fax / E mail
3.1.1.26	At least 9 WD before confirmed REFD	CRA sends SVA MSID mappings/CVA MSIDs and details of Primary BM Unit/SVA MSID mappings (Registration Transfer Report) to Transfer Co-ordinator and new Registrant(s).	CRA	Transfer Co-ordinator, New CVA Registrant(s)	Registration Transfer Report which includes Metering System Registration Details, Primary BM Unit details, SVA MSID details, CVA MSID Details, confirmed REFD. (CRA-I023)	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.27	At least 9 WD before confirmed REFD	Transfer Co-ordinator provides details of SVA MSID/CVA MSID mappings and Primary BM Unit/SVA MSID mappings (Registration Transfer Report).	Transfer Co-ordinator	Contracted LDSO, CVA MOA	Registration Transfer Report which includes Metering System Registration Details, Primary BM Unit details, SVA MSID details, CVA MSID Details, confirmed REFD.	Fax / E mail
3.1.1.28	As soon as possible after 3.1.1.27	If Contracted LDSO finds any discrepancies in the Registration Transfer report received from Transfer Co-ordinator (by reference to the relevant SMRS) it reports such discrepancies to Transfer Co-ordinator and Transfer Co-ordinator resolves as appropriate.  If required, go back to 3.1.1.26.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.29	<p><u>[MHHS-REG]</u>At least 5 WD before confirmed REFD <u>for non-migrated MSIDs</u></p> <p><u>Within 1 hour of disconnection for Migrated MHHS MSIDs</u></p> <p><u>Within 1 hour of ERDS notification of successful Registration Deactivation</u></p>	Existing SVA Registrant(s) de-appoints its Supplier Agents with “ETSD {Regi}” of one calendar day before the confirmed REFD in CMRS.	Existing SVA Registrant(s)	Supplier Agents	<p><u>Non-migrated MSIDs</u></p> <p>D0151 Termination of Appointment or Contract by Supplier. Update Termination Reason =LC, update Additional Information field.</p> <p><u>Migrated MHHS MSIDs</u></p> <p><u>IF/PUB-009 Notification of LDSO Disconnection/CSS Registration De-Activation</u></p> <p><u>IF/PUB-037 SMRS Notification of Supplier Agent De-Appointment</u></p> <p><u>De-Appointment Reason Code = CSERV (Change of Service Provider)</u></p> <p><u>IF/PUB-009 Notification of LDSO Disconnection/CSS Registration De-Activation</u></p>	<p>Electronic / Manual as agreed</p> <p><u>DIP Interface</u></p> <p><u>DIP Interface</u></p>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.30	Prior to confirmed REFD	LLFs are approved and submitted to CDCA in accordance with BSCP128 and sent to Contracted LDSO by Transfer Co-ordinator for information.	BSCCo Transfer Co-ordinator	CDCA Contracted LDSO	As required by <a href="#">BSCP128</a> .	Electronic Fax / E mail
3.1.1.31	Prior to confirmed REFD	New Registrant(s) confirms with Contracted LDSO that Metering System details, Primary BM Unit Aggregation Rules and LLFs are valid.	New CVA Registrant(s)	Contracted LDSO		Telephone / Fax / E mail
3.1.1.32	Prior to confirmed REFD	CRA sends Standing Data report.	CRA	New CVA Registrant(s)	Standing data reports prints of data entered into system. CRA-I014	Fax / E mail / Electronic
3.1.1.33	2 WD before confirmed REFD	Transfer Co-ordinator confirms with CRA/CDCA that registration in CMRS is on schedule.	Transfer Co-ordinator	CRA, CDCA		Telephone / Fax / E mail
3.1.1.34	1 WD after confirmed REFD	CRA/CDCA confirm with Transfer Co-ordinator that registration transfers were successfully completed.	CRA, CDCA	Transfer Co-ordinator, New CVA Registrant(s)		Fax / E mail
3.1.1.35	1 WD after confirmed REFD	Transfer Co-ordinator confirms with Contracted LDSO that registration in CMRS was successfully completed and requests that the SVA MSID is logically disconnected within 5WD of confirmed REFD and a registration deactivation notice is sent to SMRS. <sup>13</sup>	Transfer Co-ordinator	Contracted LDSO	Logical Disconnection Date	Fax / E mail

<sup>13</sup> This step replaces the need for the Supplier to send the Contracted LDSO a D0132 data flow as outlined in BSCP515 Section 3.7.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.36 <sup>14</sup>	By 5 WD after confirmed REFD	Perform a Proving Test as required by BSCP02, seal in accordance with BSCP06 and take initial Meter reading. Note that this may be deduced from the reading taken at the Proving Test, together with half hourly advances.  Send initial Meter reading to the CDCA.	CDCA, CVA MOA  CVA MOA	  CDCA	Initial Meter Reading, and date/time of reading.  <a href="#">BSCP02</a> <a href="#">BSCP06</a> .  Form <a href="#">BSCP06/4.6</a> Notification of Completed Work/Meter Reading Sheet	
3.1.1.37	By 5 WD after confirmed REFD	<a href="#">[MHHS-REG]</a> Old SVA Registrant(s) requests that old SVA HHDC takes final Meter Reading <a href="#">for non-MHHS migrated MSIDs</a> .  <a href="#">For MHHs migrated MSIDs, old SVA Registrant(s) requests that old ADS takes final meter reading</a>	Old SVA Registrant(s)	Old SVA HHDC  <a href="#">Old ADS</a>		Fax / E mail
3.1.1.38	By 1 WD after 3.1.1.36	Remotely interrogate Outstation(s).	CDCA			Internal Process

<sup>14</sup> [\[MHHS-REG\]](#)The Proving Test may be performed i) earlier if (a) new Metering Equipment is being installed or (b) appropriate agreement is made with existing interested parties i.e. Registrant(s) (SVA), SVA HHDC [for non-migrated MSIDs](#),[ADS for MHHs migrated MSIDs](#) SVA MOA or ii) later at the discretion of the Transfer Co-ordinator dependant on volume of Metering Systems being transferred but by at least 10 WD after REFD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.39	By 1 WD after 3.1.1.36	<u>[MHHS-REG]</u> If requested, send initial Meter reading to old SVA HHDC <u>for non MHHS migrated MSIDs/old ADS for MHHS migrated MSIDs/new CVA Registrant(s). New CVA Registrant(s) must send this information to the old Registrant(s) if requested.</u>	CDCA	Old SVA HHDC, <u>ADS.</u> New CVA Registrant(s), (Old SVA Registrant(s))	Form BSCP06/4.6 Notification of Completed Work/Meter Reading Sheet	Fax / E mail
3.1.1.40	Within 5 WD after ETSD {REGI}	<u>[MHHS-REG]</u> Contracted LDSO sets relevant SVA MSIDs to logically disconnected in SMRS.	Contracted LDSO	SMRA	SVA MSIDs logical disconnection date in accordance with <u>BSCP501</u> Ref. 3.9 <u>for non MHHS migrated MSIDs and BSCP706 Ref 3.10 for MHHS migrated MSIDs.</u>	Internal Process
3.1.1.41	On successful validation	<u>[MHHS-REG]</u> Notify logical disconnection of SVA MSID(s).	SMRA	Old SVA Registrant	D0171 Notification of Distributor Changes to Metering Point Details <u>for non-migrated MSIDs.</u>  <u>IF/PUB-009 Notification of LDSO Disconnection/CSS Registration De-Activation</u>	Electronic or other method as agreed  <u>DIP Interface</u>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.42	Following notification by the ERDA of the registration deactivation of the SVA MSID(s)	Contracted LDSO confirms registration deactivation of SVA MSID(s) to Transfer Co-ordinator.	Contracted LDSO	Transfer Co-ordinator	SVA MSID(s) and “ETSD {Regi}(s)”.	Fax / E mail
3.1.1.43	Following notification by the ERDA of the registration deactivation of the SVA MSID(s)	<p>[MHHS-REG]SMRA sends HHDA automatic confirmation that its appointment for each SVA MSID is terminated following registration deactivation.</p> <p><u>MDS updated with ADS de-appointment.</u></p>	<p>SMRA</p> <p><u>SMRA</u></p>	<p>HHDA</p> <p><u>MDS</u></p>	<p>D0209 Instructions to Half Hourly Data Aggregator, including “ETSD {Regi}” in accordance with BSCP501 <u>for non-migrated MSIDs.</u></p> <p><u>In accordance with BSCP706 IF/PUB-037 SMRS Notification of Supplier Agent De-Appointment</u></p>	<p>Electronic</p> <p><u>DIP Interface</u></p>
3.1.1.44	Within 7 WD after confirmed REFD	CRA and CDCA to confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	CRA, CDCA	Transfer Co-ordinator		Telephone / Fax / E mail
3.1.1.45	Within 20 WD of confirmed REFD	Contracted LDSO confirms to the Transfer Co-ordinator that the data values before and after transfer are comparable and acceptable.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail



### 3.1.2 Transfer of the Export Metering System(s) only<sup>15</sup>

- 1) The new CVA Registrant(s) may be the same as the existing SVA Registrant(s).
- 2) If a Metering System is subject to a Shared SVA Meter Arrangement ([BSCP550](#)), then there will be a minimum of two SVA Registrants (i.e. a Primary Supplier and Secondary Supplier). The Primary Supplier will take responsibility for resolving any issues that may arise where there are multiple Suppliers involved in the Shared SVA Meter Arrangement. In addition the Primary Supplier will be responsible for initiating the logical disconnection of the actual SVA MSID.
- 3) Note that the BSCP68 timescales are the default timescales for all related BSCPs.
- 4) For Registration Transfers from SMRS to CMRS, the REFD (Registration Effective From Date) in CMRS must always equal the ETSD {Regi} (Effective To Settlement Date {Regi}) in SMRS +1 calendar day.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.1	Prior to 3.1.2.3	New CVA Registrant(s) asks existing SVA Registrant(s) <sup>4</sup> for identity and contact details of existing SVA MOA and informs existing SVA Registrant(s) of intention to transfer SVA Export MSIDs.	New CVA Registrant(s)	Existing SVA Registrant(s)	Contact details i.e. name, telephone number and email address of existing SVA Registrant(s).  If details of Existing SVA Registrant(s) unknown, contact BSCCo.	Telephone / Fax / E mail
3.1.2.2	Immediately after 3.1.2.1	New CVA Registrant(s) sends contact details of existing SVA Registrant(s), GSP Group and SVA MOA to Transfer Co-ordinator.	New CVA Registrant(s)	Transfer Co-ordinator <sup>5</sup>	Contact details i.e. name, telephone number and email address of:  Existing SVA Registrant(s).  SVA MOA.  GSP Group.	Telephone / Fax / E mail

<sup>15</sup> The Transfer Co-ordinator shall advise the Registrant if it becomes necessary to invoke the limits of Registration Transfers in Progress (see Appendix 4.7). This may occur at any stage between Ref: 3.1.2.1 and 3.1.2.13. The Transfer Co-ordinator shall advise the Registrant of the next available date for the Registration Transfer to proceed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.3	At least 30 WD before proposed REFD	The Transfer Co-ordinator informs existing SVA Registrant(s) of intent to transfer Metering Systems from SMRS to CMRS and advises Nominated LDSO and Contracted LDSO of the potential transfer.	Transfer Co-ordinator	Existing SVA Registrant(s), Nominated LDSO, Contracted LDSO	List of SVA MSIDs of sites to be transferred.  Note that the nominated LDSO and the Contracted LDSO may be the same Party.	Fax / E mail
3.1.2.4	As soon as possible after 3.1.2.3	If existing SVA Registrant(s) has non-commercial grounds to oppose the transfer it provides reasons.	Existing SVA Registrant(s)	Transfer Co-ordinator	Reasons for objecting to proposed Registration Transfer.	Fax / E mail
3.1.2.5	As soon as possible after 3.1.2.4	Transfer Co-ordinator notifies new CVA Registrant(s), Nominated LDSO and Contracted LDSO of transfer rejection including reasons.	Transfer Co-ordinator	New CVA Registrant(s), Nominated LDSO, Contracted LDSO		Fax / E mail
3.1.2.6	At least 30 WD before proposed REFD	New CVA Registrant(s) must have formal agreement in place with a CVA MOA for the process to continue.  Note that the same MOA must be appointed and be Qualified for both SVA and CVA Metering Systems.	New CVA Registrant(s)	CVA MOA	Agreement from CVA MOA.	Fax / E mail
3.1.2.7	At least 30 WD before proposed REFD	New CVA Registrant(s) to inform existing SVA Registrant(s) of identity and details of CVA MOA	New CVA Registrant(s)	Existing SVA Registrant(s)	Details of CVA MOA	Fax / E mail
3.1.2.8	At least 28 WD before proposed REFD	Existing SVA Registrant(s) to check that the CVA MOA is Qualified in SVA	Existing SVA Registrant(s)	BSCCo		Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.9	At least 27 WD before proposed REFD	Existing SVA Registrant(s) to inform new CVA Registrant(s) if the CVA MOA is <b>NOT</b> Qualified in SVA <sup>16</sup> . If required go to 3.1.2.6	Existing SVA Registrant(s)	New CVA Registrant(s)	Note: A change of SVA MOA may be required	Fax / E mail
3.1.2.10 <sup>7</sup>	At least 30 WD <sup>8</sup> before proposed REFD	New Registrant(s) submits the following to the CRA, CDCA and Transfer Co-ordinator:  BSCP68/4.1 – Registration Transfer from SMRS to CMRS in accordance with the guidelines for Grouping in Appendix 4.3 and signed by an authorised person, registered via BSCP38,  BSCP15/4.13 - Application for Non-Standard BM Unit, if appropriate, in accordance with BSCP15,  BSCP15/4.1 – Primary BM Unit Registration in accordance with BSCP15,  BSCP20/4.1 – Registration of Metering System <sup>9</sup> in accordance with BSCP20 Ref. 3.1.1 to 3.1.6 (inclusive).	Existing SVA Registrant(s)  New CVA Registrant(s)  New CVA Registrant(s)  New CVA Registrant(s)	CRA, CDCA, Transfer Co-ordinator  BSCCo  CRA, Transfer Co-ordinator  CRA, Transfer Co-ordinator	Covering letter indicating Registration Transfer  Form <a href="#">BSCP68/4.1</a> – Registration Transfer from SMRS to CMRS including schematic diagram.  Form <a href="#">BSCP15/4.13</a> - Application for Non-Standard BM Unit, if appropriate  Form <a href="#">BSCP15/4.1</a> Registration of Primary BM Unit for a CVA Metering System.  Form <a href="#">BSCP20/4.1</a> – Registration of Metering System	Fax / E mail

<sup>16</sup> SVA MOAs shall qualify in accordance with the REC Qualification and Maintenance Schedule.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.11	At least 28 WD before proposed REFD	<u>[MHHS-REG]</u> Existing SVA Registrant(s) to provide details of the SVA HHDC <u>for non-migrated MSIDs or ADS for MHHS migrated MSIDs</u> where the same outstation(s) are used for the purpose of transferring data relating to both the CVA and SVA Metering Systems.	Existing SVA Registrant(s),	CDCA, Transfer Co-ordinator	Details of SVA HHDC <u>or ADS</u>	Fax / E mail
3.1.2.12	At least 28 WD before proposed REFD	<u>[MHHS-REG]</u> New CVA Registrant to request the CDCA to provide the SVA HHDC <u>for non-migrated MSIDs or ADS for MHHS migrated MSIDs</u> access to the SVA Import Metering System.	New CVA Registrant(s)	CDCA		Fax / E mail
3.1.2.13	As soon as possible after 3.1.2.10	Transfer Co-ordinator to assess volume of applications, and impact on relevant Parties and Party Agents, and invoke the limitations to the registration transfer process in Appendix 4.7 if necessary.	Transfer Co-ordinator			Internal Process
3.1.2.14	Within 1 WD of 3.1.2.10	Inform of new CVA MSIDs. <sup>10</sup>	CRA	Transfer Co-ordinator, New CVA Registrant(s)		Fax / E mail
3.1.2.15	At least 27 WD before proposed REFD	Transfer Co-ordinator sends Registration Forms including new CVA MSID <sup>10</sup> to Contracted LDSO for validation and CVA MOA and asks CVA MOA to submit Meter Technical Details to CDCA.	Transfer Co-ordinator	Contracted LDSO, CVA MOA	Form <a href="#">BSCP68/4.1</a> Registration Transfer from SMRS to CMRS.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.16	At least 30 WD before proposed REFD	New CVA Registrant(s) instructs Contracted LDSO to submit CVA LLFs. <sup>11</sup>	New CVA Registrant(s)	Contracted LDSO	<a href="#">BSCP128</a> .	Fax / E mail
3.1.2.17	At least 25 WD before proposed REFD	Contracted LDSO to submit LLFs to Transfer Co-ordinator and BSCCo.	Contracted LDSO	Transfer Co-ordinator BSCCo	BSCP128.	Fax / E mail or other electronic means
3.1.2.18	At least 26 WD before proposed REFD	CVA MOA requests Meter Technical Details from existing SVA MOA.	CVA MOA	Existing SVA MOA	SVA MOA contact details provided on BSCP68/4.1 Registration Transfer from SMRS to CMRS	Telephone/ Fax / E mail
3.1.2.19	At least 23 WD before proposed REFD	Existing SVA MOA provides CVA MOA with Meter Technical Details <sup>12</sup> .	Existing SVA MOA	CVA MOA	Meter Technical Details	Fax / E mail
3.1.2.20	At least 20 WD before proposed REFD	Contracted LDSO validates the Registration Transfer Form and returns to Transfer Co-ordinator. Validation of Transfer confirmed or rejected with BSCP68/4.5 in accordance with the validation rules in Appendix 4.4.	Contracted LDSO	Transfer Co-ordinator	Form BSCP68/4.5 Registration Transfer Validation Details.	Fax / E mail
3.1.2.21	At least 20 WD before the proposed REFD	CVA MOA registers the Meter Technical Details with the CDCA in accordance with BSCP20 and submits form BSCP20/4.3a, b and c Registration of Meter Technical Details (with proposed REFD) to the CDCA and to the Contracted LDSO and Transfer Co-ordinator for information.  CVA MOA to contact CDCA for guidance on D0268 Half Hourly Meter Technical Details conversion if required.	CVA MOA	CDCA, Contracted LDSO, Transfer Co-ordinator	Form BSCP20/4.3a, b and c Registration of Meter Technical Details.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.22	At least 20 WD before the proposed REFD	Submit BSCP75/4.2 – Registration of Aggregation Rules for Volume Allocation in accordance with BSCP75.  Note that care should be taken to complete form BSCP75/4.2.	New CVA Registrant	CDCA, Transfer Co-ordinator	Form BSCP75/4.2 – Registration of Aggregation Rules for Volume Allocation. BSCP75	Fax / E mail
3.1.2.23	At least 18 WD before the proposed REFD	CDCA organises Proving Test date with CVA MOA. CDCA to contact Transfer Co-ordinator if issues arise.	CDCA	CVA MOA, Transfer Co-ordinator	<a href="#">BSCP02</a> .	Telephone / Fax / E mail
3.1.2.24	At least 15 WD before proposed REFD	GSP Group Take Aggregation Rules are submitted to Nominated LDSO and Transfer Co-ordinator for information.	CDCA	Nominated LDSO, Transfer Co-ordinator	<a href="#">BSCP75</a> .  Nominated LDSO to contact Contracted LDSO to review the GSP Group Take Aggregation Rules, if required.	Fax / E mail
3.1.2.25	As soon as possible after 3.1.2.23	Meter Technical Details are submitted to Contracted LDSO and Transfer Co-ordinator for information.	CDCA	Contracted LDSO, Transfer Co-ordinator		Fax / E mail
3.1.2.26	At least 13 WD before proposed REFD	Following receipt of form BSCP68/4.1 from Registrant(s), CRA and CDCA to validate the Registration Transfer Forms and return to Transfer Co-ordinator. Validation of Transfer confirmed or rejected with BSCP68/4.5 in accordance with the validation rules in Appendix 4.4.	CRA, CDCA	Transfer Co-ordinator	Form BSCP68/4.5 Registration Transfer Validation Details.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.27	At least 11 WD before proposed REFD	If transfer rejected, Transfer Rejection includes notification to all those who are involved in the transfer process.	Transfer Co-ordinator	New CVA Registrant(s), Existing SVA Registrant(s), CRA, CDCA, Nominated LDSO, Contracted LDSO, CVA MOA, SVA MOA	Form BSCP68/4.1 Registration Transfer from SMRS to CMRS and reason for rejections.	Fax / E mail
3.1.2.28	At least 11 WD before proposed REFD	If transfer approved, Transfer Co-ordinator confirms REFD, with signed BSCP68/4.1.  This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.1 and can only be changed with Transfer Co-ordinator approval.	Transfer Co-ordinator	CRA, CDCA, New CVA Registrant(s), Existing SVA Registrant(s), Nominated LDSO, Contracted LDSO, CVA MOA, SVA MOA	Form <a href="#">BSCP68/4.1</a> Registration Transfer from SMRS to CMRS,  Confirmation of the proposed logical disconnection date in SMRS, actual REFD in CMRS and confirmation of completed CMRS Registrations.	Fax / E mail
3.1.2.29	At least 10 WD before confirmed REFD	Nominated LDSO to inform CDCA if discrepancies identified in GSP Group Take Aggregation Rules.	Nominated LDSO	CDCA		Telephone / Fax / E mail
3.1.2.30	At least 9 WD before confirmed REFD	CRA and CDCA updates records with confirmed REFD and confirm registration.	CRA, CDCA	Transfer Co-ordinator, New CVA Registrant(s)		Telephone / Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.31	At least 9 WD before confirmed REFD	CRA sends SVA MSID mappings/CVA MSIDs and details of Primary BM Unit/SVA MSID mappings (Registration Transfer Report) to Transfer Co-ordinator and new Registrant(s).	CRA	Transfer Co-ordinator, New CVA Registrant(s)	Registration Transfer Report which includes Metering System Registration Details, Primary BM Unit details, SVA MSID details, CVA MSID Details, confirmed REFD. (CRA-I023)	Fax / E mail
3.1.2.32	At least 9 WD before confirmed REFD	Transfer Co-ordinator provides details of SVA MSID/CVA MSID mappings and Primary BM Unit/SVA MSID mappings (Registration Transfer Report).	Transfer Co-ordinator	Contracted LDSO, CVA MOA	Registration Transfer Report which includes Metering System Registration Details, Primary BM Unit details, SVA MSID details, CVA MSID Details, confirmed REFD.	Fax / E mail
3.1.2.33	As soon as possible after 3.1.2.32	If Contracted LDSO finds any discrepancies in the Registration Transfer report received from Transfer Co-ordinator (by reference to the relevant SMRS) it reports such discrepancies to Transfer Co-ordinator and Transfer Co-ordinator resolves as appropriate.  If required, go back to 3.1.2.31.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail



<p>3.1.2.34</p>	<p>At least 5 WD before confirmed REFD <u>for non-migrated MSIDs</u></p> <p><u>Within 1 hour of disconnected for Migrated MHHS MSIDs</u></p>	<p><u>[MHHS-REG]</u>Existing SVA Registrant(s) de-appoints its Supplier Agents in respect of the Export Metering System with “ETSD {Regi}” of one calendar day before the confirmed REFD in CMRS.</p> <p><u>Migrated MHHS MSIDs</u></p> <p><u>Supplier to remove the linked import/export association.</u></p>	<p>Existing SVA Registrant(s)</p> <p><u>SMRA</u></p> <p><u>SMRA</u></p>	<p>Supplier Agents</p> <p><u>Supplier LDSO EES BSC Central Systems</u></p> <p><u>Supplier Data Service SVA MOA</u></p>	<p><u>Non-migrated MSIDs</u></p> <p>D0151 Termination of Appointment or Contract by Supplier. Update Termination Reason =LC, update Additional Information field <u>for non-migrated MSIDs</u>.</p> <p><u>Migrated MHHS MSIDs</u></p> <p><u>IF/PUB-009 Notification of LDSO Disconnection/CSS Registration De-Activation</u></p> <p><u>IF/PUB-009 Notification of LDSO Disconnection/CSS Registration De-Activation</u></p> <p><u>IF/PUB-037 SMRS Notification of Supplier Agent De-Appointment</u></p>	<p>Electronic / Manual as agreed</p> <p><u>DIP Interface</u></p> <p><u>DIP Interface</u></p>
-----------------	--	--	---	--	---	--

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.35	Prior to confirmed REFD	LLFs are approved and submitted to CDCA in accordance with BSCP128 and sent to Contracted LDSO by Transfer Co-ordinator for information.	BSCCo Transfer Co-ordinator	CDCA Contracted LDSO	As required by BSCP128.	Electronic Fax / E mail
3.1.2.36	Prior to confirmed REFD	New Registrant(s) confirms with Contracted LDSO that Metering System details, Primary BM Unit Aggregation Rules and LLFs are valid.	New CVA Registrant(s)	Contracted LDSO		Telephone / Fax / E mail
3.1.2.37	Prior to confirmed REFD	CRA sends Standing Data report.	CRA	New CVA Registrant(s)	Standing data reports prints of data entered into system. (CRA-1014)	Fax / E mail / Electronic
3.1.2.38	2 WD before confirmed REFD	Transfer Co-ordinator confirms with CRA/CDCA that registration in CMRS is on schedule.	Transfer Co-ordinator	CRA, CDCA		Telephone/ Fax / E mail
3.1.2.39	1 WD after confirmed REFD	CRA/CDCA confirm with Transfer Co-ordinator that registration transfers were successfully completed.	CRA, CDCA	Transfer Co-ordinator, New CVA Registrant(s)		Fax / E mail
3.1.2.40	1 WD after confirmed REFD	Transfer Co-ordinator confirms with Contracted LDSO that registration in CMRS was successfully completed and requests that the Export SVA MSID is logically disconnected within 5WD of confirmed REFD and a registration deactivation notice is sent to SMRS. <sup>13</sup>	Transfer Co-ordinator	Contracted LDSO	Logical Disconnection Date	Fax / E mail
3.1.2.41 <sup>14</sup>	By 5 WD after confirmed REFD	Perform a Proving Test as required by BSCP02, seal in accordance with <a href="#">BSCP06</a> and take initial Meter reading. Note that this may be deduced from the reading taken at the Proving Test, together with half hourly advances.	CDCA, CVA MOA		Initial Meter Reading, and date/time of reading. BSCP02. BSCP06	

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Send initial Meter reading to the CDCA	CVA MOA	CDCA	Form BSCP06/4.6 Notification of Completed Work/Meter Reading Sheet	
3.1.2.42	By 5 WD after confirmed REFD	<a href="#">[MHHS-REG]</a> Old SVA Registrant(s) requests that old SVA HHDC <a href="#">for non-migrated MSIDs or ADS for migrated MSIDs</a> takes final Meter Reading.	Old SVA Registrant(s)	Old SVA HHDC  <a href="#">Old ADS</a>		Fax / E mail
3.1.2.43	By 1 WD after 3.1.2.41	Remotely interrogate Outstation(s).	CDCA			Internal Process
3.1.2.44	By 1 WD after 3.1.2.41	<a href="#">[MHHS-REG]</a> If requested, send initial Meter reading to old SVA HHDC <a href="#">for non-migrated MSIDs or ADS for migrated MSIDs</a> /new CVA Registrant(s). New CVA Registrant(s) must send this information to the old Registrant(s) if requested.	CDCA	Old SVA HHDC, <a href="#">ADS</a> New CVA Registrant(s), (Old SVA Registrant(s))	Initial Meter Reading, and date/time of reading.	Fax / E mail
3.1.2.45	Within 5 WD after ETSD {REGI}	<a href="#">[MHHS-REG]</a> Contracted LDSO sets relevant Export SVA MSIDs to logically disconnected in SMRS.	Contracted LDSO	SMRA	SVA MSIDs logical disconnection date in accordance with BSCP501 Ref. 3.9 <a href="#">for non-migrated MSIDs, BSCP706 Ref 3.10 for MHHS migrated MSIDs.</a>	Internal Process
3.1.2.46	On successful validation	<a href="#">[MHHS-REG]</a> Notify logical disconnection of SVA MSID(s).	SMRA	Old SVA Registrant	D0171 Notification of Distributor Changes to Metering Point Details <a href="#">for non-migrated MSIDs.</a>  <a href="#">IF/PUB-018 Notification of Registration Data Item Changes for MHHS migrated MSIDs</a>	Electronic or other method as agreed  <a href="#">DIP Interface</a>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.47	Following notification by the ERDA of the registration deactivation of the SVA MSID(s)	Contracted LDSO confirms registration deactivation of SVA MSID(s) to Transfer Co-ordinator.	Contracted LDSO	Transfer Co-ordinator	SVA MSID(s) and “ETSD {Regi}(s)”.	Fax / E mail
3.1.2.48	Following notification by the ERDA of the registration deactivation of the SVA MSID(s)	<u>[MHHS-REG]</u> SMRA sends SVA HHDA automatic confirmation that its appointment for each Export SVA MSID is terminated following logical disconnection.	SMRA	SVA HHDA  <u>MDS</u>	D0209 Instructions to Half Hourly Data Aggregator, including “ETSD {Regi}” in accordance with BSCP501 <u>for non-migrated MSIDs.</u>  <u>IF/PUB-037 SMRS Notification of Supplier Agent De-Appointment</u>	Electronic  <u>DIP Interface</u>
3.1.2.49	Within 7 WD after confirmed REFD	CRA and CDCA to confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	CRA, CDCA	Transfer Co-ordinator		Telephone / Fax / E mail
3.1.2.50	Within 20 WD of confirmed REFD	Contracted LDSO confirms to the Transfer Co-ordinator that the data values before and after transfer are comparable and acceptable.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail

## 3.2 Transfers from CMRS to SMRS

### 3.2.1 Transfer of both Import and Export Metering Systems<sup>17</sup>

- 1) If a Metering System will be subject to a Shared SVA Meter Arrangement ([BSCP550](#)), then there will be two or more SVA Registrants.
- 2) Note that the BSCP68 timescales are the default timescales for all related BSCPs.
- 3) For Registration Transfers from CMRS to SMRS, the RETD (Registration Effective To Date) in CMRS must always equal the EFSD {Regi} (Effective From Settlement Date {Regi}) in CSS/SMRS –1 calendar day.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.1	Prior to 3.2.1.3	<p>New SVA Registrant(s)<sup>4</sup> agree to initiate a Registration Transfer of Metering System(s) from CMRS to SMRS.</p> <p>In some cases there may be only one Registrant (SVA).</p> <p>New SVA Registrant(s) to contact existing CVA, Registrant(s) to inform them of intention to transfer MSID(s), to gain CVA MOA Id and contact details if not known and old SVA MSID details if available.</p>	New SVA Registrant(s)	Existing CVA Registrant(s)	<p>Contact details i.e. name, telephone number and email address of CVA MOA.</p> <p>Old SVA MSID details if available. If details of Existing CVA Registrant(s) unknown, contact BSCCo.</p>	Fax / E mail

<sup>17</sup> The Transfer Co-ordinator shall advise the Registrant if it becomes necessary to invoke the limits of Registration Transfers in Progress (see Appendix 4.7). This may occur at any stage between Ref: 3.2.1.1 and 3.2.1.7. The Transfer Co-ordinator shall advise the Registrant of the next available date for the Registration Transfer to proceed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.2	Immediately after 3.2.1.1	New SVA Registrant(s) sends contact details of existing CVA Registrant(s), CVA MOA, GSP Group and old SVA MSID details if available to Transfer Co-ordinator.	New SVA Registrant(s)	Transfer Co-ordinator	Contact details i.e. name, telephone number and email address of: Existing CVA Registrant(s), CVA MOA. GSP Group. Old SVA MSID details if available.	Fax / E mail
3.2.1.3	At least 30 WD before proposed EFSD {REGI}	Transfer Co-ordinator informs existing CVA Registrant(s) of intention to transfer Metering Systems from CMRS to SMRS and advises Nominated LDSO and Contracted LDSO of proposed Registration Transfer.	Transfer Co-ordinator	Existing CVA Registrant(s), Nominated LDSO, Contracted LDSO	List of Primary BM Unit Ids and CVA MSIDs of sites to be transferred.	Fax / E mail
3.2.1.4	As soon as possible after 3.2.1.3	If existing CVA Registrant(s) has non-commercial grounds to oppose the transfer it provides reasons.	Existing CVA Registrant(s)	Transfer Co-ordinator	Reasons for objecting to proposed Registration Transfers.	Fax / E mail
3.2.1.5	As soon as possible after 3.2.1.4	Transfer Co-ordinator notifies new SVA Registrant(s), Nominated LDSO and Contracted LDSO of Transfer Rejection including Reasons.	Transfer Co-ordinator	New SVA Registrant(s), Nominated LDSO, Contracted LDSO		Fax / E mail
3.2.1.6	At least 30WD before proposed EFSD {REGI}	Submission of Registration Transfer Form BSCP68/4.2 in accordance with the guidelines for Transfers in Appendix 4.3.	New SVA Registrant(s)	Transfer Co-ordinator <sup>18</sup>	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS including schematic diagram.	Fax / E mail

<sup>18</sup> Transfer Co-ordinator will liaise with all relevant contacts with each organisation.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.7	As soon as possible after 3.2.1.6	Transfer Co-ordinator to assess volume of applications, and impact on relevant Parties and Party Agents, and invoke the limitations to the registration transfer process in Appendix 4.7 if necessary.	Transfer Co-ordinator			Internal Process
3.2.1.8	At least 30 WD before proposed EFSD {REGI}	New SVA Registrant(s) to request SVA LLF details from the Contracted LDSO or obtain from BSC Website.	New SVA Registrant(s)	Contracted LDSO	BSCP128.	Fax / E mail
3.2.1.9	At least 28 WD before proposed EFSD {REGI}	Transfer Co-ordinator sends Registration Transfer Form to CRA, CDCA and Contracted LDSO for validation.	Transfer Co-ordinator	CRA, CDCA, Contracted LDSO	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS.	Fax / E mail
3.2.1.10	As soon as possible after 3.2.1.9	CRA to identify whether the Metering Systems within the Primary BM Unit for transfer forms part of a Trading Unit and inform Transfer Co-ordinator and existing CVA Registrant(s).	CRA	Transfer Co-ordinator, Existing CVA Registrant(s)		Telephone / Fax / E mail
3.2.1.11	As soon as possible after 3.2.1.10	If Primary BM Unit forms part of a Trading Unit, existing Registrant(s) to de-register Trading Unit in accordance with BSCP31, Appendix 4.6. <sup>19</sup>	Existing CVA Registrant(s)		BSCP31, section 4.6.	Fax / E mail
3.2.1.12	As soon as possible after 3.2.1.11	Existing CVA Registrant(s) inform Transfer Co-ordinator that the Trading Unit shall be de-registered by the proposed RETD.	Existing CVA Registrant(s)	Transfer Co-ordinator		Fax / E mail

<sup>19</sup> If a new Trading Unit is to be formed, refer to BSCP31.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.13	At least 27 WD before proposed EFSD {REGI}	<u>[MHHS-REG]</u> Contracted LDSO sends LLFs to new SVA Registrant(s) and advises as to whether these are valid in MDD <u>for non-migrated MSIDs.</u> <u>For MHHS migrated MSIDs, DUoS Tariff ID validated to ISD.</u> -If they are not valid in MDD <u>or ISD as appropriate</u> Contracted LDSO advises new Registrant(s) of the default SVA LLFs to be used. <sup>20</sup> This information is sent to Transfer Co-ordinator.	Contracted LDSO	New SVA Registrant(s), Transfer Co-ordinator		Telephone / Fax / E mail
3.2.1.14	At least 26 WD before proposed EFSD {REGI}	<u>[MHHS-REG]</u> If the LLF <u>IDs/LLF Values</u> are no longer valid in <u>either MDD for non-migrated MSIDs or ISD for MHHS migrated MSIDs</u> , SVA Registrant(s) to instruct Contracted LDSO to establish SVA Line Loss Factor Class via BSCP509 and submit SVA LLFs via BSCP128.	New SVA Registrant(s)	Contracted LDSO	<a href="#">BSCP509</a> and BSCP128.	Telephone / Fax / E mail
3.2.1.15	At least 26 WD before proposed EFSD {REGI}	New SVA Registrant(s) to contact SVA MOA and inform of CVA MSID for transfer <sup>21</sup> and identity and contact details of CVA MOA.	New SVA Registrant(s)	SVA MOA <sup>22</sup>	CVA MSID, CVA MOA Contact Details.	Fax / E mail

<sup>20</sup> [MHHS-REG] The Default Line Loss Factor Class Id and LLFs should be generic for the measurement quantity and voltage connection for that Contracted LDSO. These LLFs will apply until a revised Line Loss Factor Class Id and LLFs have been established in MDD for non-migrated MSIDs. For MHHS-Migrated MSIDs, the Default DUoS Tariff ID and LLFs should be generic for the measurement quantity and voltage connection for that Contracted LDSO. These LLFs will apply until a revised DUoS Tariff ID and LLFs have been established in ISD.

<sup>21</sup> CVA Metering System will be logically disconnected and therefore a new SVA MSID will be created in the transfer process to SMRS.

<sup>22</sup> New SVA MOA may be the same agent as the existing CVA MOA.



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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.20	At least 21 WD before proposed EFSD {REGI}	If transfer approved, Transfer Co-ordinator confirms EFSD {REGI}, with signed BSCP68/4.2.  This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.2 and can only be changed with Transfer Co-ordinator approval.	Transfer Co-ordinator	New SVA Registrant(s) Existing CVA Registrant(s) CRA, CDCA, and Nominated LDSO, Contracted LDSO, SVA MOA, CVA MOA	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS.  Confirmation of the proposed EFSD {REGI} in CSS/SMRS and RETD in CMRS.	Fax / E mail
3.2.1.21 <sup>23</sup>	At least 20 WD before EFSD {REGI}	Submit forms to de-register Import and Export Primary BM Units and Metering Systems in accordance with:  a) BSCP15, and  b) BSCP20 indicated as a Registration Transfer.	Existing CVA Registrant(s)	CRA	Form <a href="#">BSCP15/4.2</a> De-Registration of Primary BM Unit,  Form <a href="#">BSCP20/4.7</a> De-register Metering System.  Covering letter indicating Registration Transfer.	Fax / E mail
3.2.1.22	At least 18 WD before confirmed EFSD {REGI}	Enter GSP Group Take Aggregation Rules and send the confirmation report of GSP Group Aggregation Rules to the Nominated LDSO and to the Transfer Co-ordinator for information.	CDCA	Nominated LDSO, Transfer Co-ordinator	Nominated LDSO to pass GSP Group Take Aggregation Rules to Contracted LDSO, if required.	Fax / E mail
3.2.1.23	Within 2 WD of 3.2.1.20	CDCA updates records with RETD (which is 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS).	CDCA		RETD in CMRS.	Internal Process

<sup>23</sup> The de-registering of Primary BM Units and Metering Systems in CMRS is a logical de-registration rather than physical de-registration. It is assumed that the Third Party Generator would have informed the Registrants (CVA) of its intention prior to initiating the Registration Transfer process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.24	Within 2 WD of 3.2.1.20	CRA updates records with RETD (which is 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS).	CRA		RETD in CMRS.	Internal Process
3.2.1.25	Within 2 WD of 3.2.1.20	CRA provides the Contracted LDSO and Transfer Co-ordinator with details of Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report).	CRA	Contracted LDSO, Transfer Co-ordinator	Registration Transfer Report including Metering System Registration Details, Primary BM Unit details, CVA MSID details, RETD and old SVA MSID number if available. <sup>24</sup> (CRA-I023)	Fax / E mail
3.2.1.26	Within 3 WD of 3.2.1.22	Notify CDCA of discrepancies in GSP Group Take Aggregation Rules.	Nominated LDSO	CDCA		Fax / E mail
3.2.1.27	Within 3 WD of 3.2.1.25	If Contracted LDSO finds any discrepancies in the Registration Transfer report received from CRA (by reference to the relevant SMRS) it reports such discrepancies to Transfer Co-ordinator and Transfer Co-ordinator resolves as appropriate.  If required, go to 3.2.1.25.	Contracted LDSO	Transfer Co-ordinator	As 3.2.1.25.	Fax / E mail
3.2.1.28	At least 17 WD before confirmed EFSD {REGI}	CRA, CDCA confirm that RETD in CMRS is set to 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS.	CRA, CDCA	Transfer Co-ordinator	As 3.2.1.23 or 3.2.1.24 plus confirmation of updated records.	Fax / E mail
3.2.1.29	At least 15 WD before confirmed EFSD {REGI}	Notify new MSID data.	Contracted LDSO	SMRA	MSID, GSP Group Id, LLF Class Id <sup>25</sup> , 1998 TA Indicator and Metering Point Address.	Internal Process

<sup>24</sup> These are the 'old' SVA MSID(s) that would have been used if this Metering System had been previously registered in SMRS.

<sup>25</sup> LLF Class Id will contain the actual LLF Class Id or where this is not known a default LLF Class Id. [\[MHHS-reg\] LLF Class ID renamed DUOS Tariff ID within Industry Standing Data \(ISD\)](#)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
[MHHS]3.2.1.30	At least 15 WD before confirmed EFSD {REGI}	Contracted LDSO provides SVA MSIDs to new SVA Registrant(s), informs them of the date at which they can be registered in CSS and informs Transfer Co-ordinator of new SVA MSIDs.	Contracted LDSO	New SVA Registrant(s) Transfer Co-ordinator	<del>D0169 Allocation of New/Additional MPAN Core(s).</del>	<del>Electricity Enquiry Service</del> <del>Electronic or other method as agreed</del> <del>Fax / E-mail</del>
3.2.1.31	At least 10 WD before confirmed EFSD {REGI}	Submit Initial Registration Request.	New SVA Registrant(s)	CSS	Initial Registration Request.	Electronic
3.2.1.32	[MHHS-REGI]On notification by the ERDA of registration of SVA MSID <u>for non-migrated MSIDs</u>	Notify Supplier for new MSID.	SMRA.	New SVA Registrant.	<u>Non-migrated MSIDs</u>  D0171 Notification of Distributor Changes. D0172 Confirmation of Changes. D0217 Confirmation of the Registration of a Metering Point.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
	<p><u>Within 1 hour of notification by ERDS</u></p> <p><u>Within 1 hour of notification by the ERDS of Secured Active status.</u></p>		<p><del>SMRSA</del></p> <p>SMRSA</p>	<p>DA.</p> <p><u>New Supplier</u></p> <p><u>BSC Central Systems LDSO Initial Supplier EES</u></p>	<p>D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.</p> <p><u>MHHS migrated MSIDs</u></p> <p><u>IF/PUB-002 Notification to New Supplier of Site Information</u></p> <p><u>IF/PUB-001 Notification of Change of Supplier</u></p>	<p><u>DIP Interface</u></p> <p><u>DIP Interface</u></p>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.33	Following 3.2.1.32 - <a href="#">step does not apply to MHHS migrated MSIDs</a>	<p><a href="#">[MHHS-REG]</a> DA validates instructions from SMRA. If SMRA instructions valid, update database.</p> <p>If problem with file not caused by DA notify SMRA.</p> <p>Generate a revised file and send or re-send an exact copy of file or if problem caused by DA notify DA.</p>	DA.  DA.  SMRA.	SMRA.  DA.	<p>P0035 Invalid Data (for physical integrity problems) or D0023 Failed Instructions (for instruction level problems).</p> <p>D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.</p>	<p>Internal Process.</p> <p>Electronic or other method, as agreed.</p>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>[MHHS-REG]</u> 3.2.1.34	At least 5 WD before confirmed EFSD {REGI} <u>for</u>			SVA HHDA	<u>Non-migrated MSIDs</u> D0153 Notification of Data Aggregator Appointment and Terms to HHDA,	Electronic

	<u>Non-migrated MSIDs</u>	New SVA Registrant(s) appoints Supplier Agents from the confirmed EFSD {REGI}.	New SVA Registrant(s)	SVA HHDC, SVA MOA	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms to HHDC and HHMO.	Electronic
					<u>MHHS migrated MSIDs</u>	
	<u>At any time for MHHS migrated MSIDs</u>	<u>SMRSA receives 'Supplier Appointment Request' and validates the content of the message in line with the Registration Validation Rules for Agent Appointments.</u>	<u>New SVA Registrant</u>	<u>SMRSA</u>	<u>IF/PUB-031 Supplier Appointment Request</u>	<u>DIP Interface</u>
	<u>Within 1 hour</u>	<u>SMRSA responds to the 'Supplier Agent Appointment Request' with the appropriate response or Valid or Failed to the DIP</u>	<u>SMRSA</u>	<u>Supplier</u>	<u>IF/PUB-032 Supplier Appointment Request Response</u>	<u>DIP Interface</u>



---

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>[MHHS-REG]</u> <u>3.2.1.35</u>	As soon as possible after 3.2.1.34 <u>for non-migrated MSIDs</u>	Supplier Agents agree contractual terms with new SVA Registrant(s).	Supplier Agents	New SVA Registrant(s)	<u>Non-migrated MSIDs</u>  D0011 Agreement of Contractual Terms.	Electronic
	<u>Within 1 hour after 3.2.1.34 for MHHS migrated MSIDs</u>	<u>SMRA responds to the 'Supplier Agent Appointment Request' with the appropriate response or Valid or Failed to the DIP</u>	<u>SMRS</u>	<u>Data Service Metering Service Supplier</u>	<u>MHHS migrated MSIDs</u>  <u><del>IF/PUB-033 SMRS Request for Supplier Agent Appointment</del> IF/PUB-035 SMRS Appointment Status Notification</u>	<u>DIP Interface</u>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">[MHHS-REG]</a> 3.2.1.36	As soon as possible after 3.2.1.35 for <a href="#">Non-migrated MSIDs</a>	New SVA Registrant(s) confirms Supplier Agent details and updates registration details.	New SVA Registrant(s)	SVA HHDC, SVA MOA  SMRS	<a href="#">Non-migrated MSIDs</a>  D0148 Notification of Change to Other Parties to HHDC and HHMO.  D0205 Update Registration Details.	Electronic
	<a href="#">Within 1 hour after 3.2.1.35 for MHHS migrated MSIDs</a>	<a href="#">Agent sends response to the Appointment Request</a>	<a href="#">Data Service SVA MOA</a>	<a href="#">SMRSA</a>	<a href="#">MHHS migrated MSIDs</a>  <a href="#">IF/PUB-034 Supplier Agent Appointment Request Response to SMRS</a>	<a href="#">DIP Interface</a>
	<a href="#">Within 1 hour of the above</a>	<a href="#">SMRSA sends out all responses it has received from Agents back to Supplier and Agents</a>	<a href="#">SMRSA</a>	<a href="#">Data Service SVA MOA Supplier</a>	<a href="#">IF/PUB-035 SMRS Appointment Status Notification</a>	<a href="#">DIP Interface</a>
	<a href="#">By 21:00 hrs on the same day</a>	<a href="#">SMRSA issues confirmation to the Agent that their appointment is now active</a>	<a href="#">SMRSA</a>	<a href="#">Data Service Supplier LDSo SVA MOA EES</a>	<a href="#">IF/PUB-036 SMRS Notification of Supplier Agent Appointment &amp; Supporting Info</a>	<a href="#">DIP Interface</a>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">[MHHS-REG]</a> 3.2.1.37	At least 2 WD before confirmed EFSD {REGI}	New SVA Registrant(s) confirms to the Transfer Co-ordinator that the Registration is complete.	New SVA Registrant(s)	Transfer Co-ordinator	<p><a href="#">Non-migrated MSIDs</a></p> <p><del>As 3.2.1.36 plus e</del>Confirmation of updated records and confirmation that D0217 has been received and Supplier Agents are appointed.</p> <p><a href="#">MHHS migrated MSIDs</a></p> <p><del>As 3.2.1.36 plus e</del>Confirmation of updated records and confirmation that IF/PUB-002 has been received and Supplier Agents are appointed.</p>	<p>Fax / E Mail</p> <p><a href="#">DIP Interface</a></p>
3.2.1.38	Prior to confirmed EFSD {REGI}	CRA sends Standing Data report.	CRA	Existing CVA Registrant(s)	Standing data reports prints of data entered into system (CRA-I023).	Fax / E mail
3.2.1.39	By the confirmed EFSD {REGI}	SVA MOA requests Meter Technical Details from CVA MOA.	SVA MOA	CVA MOA	D0170 Request for Metering System Related Details.	Electronic or other method as agreed
3.2.1.40	By the confirmed EFSD {REGI}	CVA MOA provides SVA MOA with Meter Technical Details <sup>12</sup> .	CVA MOA	SVA MOA	D0268 Half Hourly Meter Technical Details.	Electronic or other method as agreed
<a href="#">[MHHS REG]</a> 3.2.1.41	Within 5 WD of confirmed EFSD {REGI} <sup>26</sup>	Perform a Proving Test as required by BSCP502 ref. 3.5 <a href="#">for non-migrated</a> , <a href="#">or BSCP702 for MHHS migrated MSIDs as appropriate</a> , seal and take initial Meter reading. Note that this may be deduced from the reading taken at the Proving Test, together with half hourly advances.	SVA MOA	HHDC <a href="#">or ADS</a>	<p>Initial Meter Reading, and date/time of reading.</p> <p><a href="#">BSCP502</a> ref. 3.5 <a href="#">for non-migrated MSIDs</a>.</p> <p><a href="#">BSCP702 ref 4.6 for MHHS migrated MSIDs</a>.</p>	Fax / E mail / Electronic

<sup>26</sup> The Proving Test may be performed earlier if (a) new Metering Equipment is being installed or (b) appropriate agreement is made with existing interested parties i.e. Registrant(s) (CVA), CDCA, MOA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.42	Within 5 WD of confirmed EFSD {REGI}	Inform the Transfer Co-ordinator that a successful Proving Test and sealing has occurred and that an initial Meter reading has been taken.	SVA MOA	Transfer Co-ordinator		Fax / E mail
3.2.1.43	Within 5 WD of confirmed EFSD {REGI}	Receive final reading and confirm de-registration of Metering System. Request initial Meter Reading from SVA MOA if required.	CDCA	CVA MOA, SVA MOA	Final Meter readings provided by the CVA MOA to the CDCA in accordance with <a href="#">BSCP06</a> .	Fax / E mail
3.2.1.44	Within 5 WD of confirmed EFSD {REGI}	SVA MOA to provide initial Meter Reading to CDCA if requested.	SVA MOA	CDCA	Initial Meter Reading	Fax / E mail
3.2.1.45	Within 5 WD of confirmed EFSD {REGI}	CDCA confirms that the de-registration of the Metering System is complete in CMRS.	CDCA	Transfer Co-ordinator, Old CVA Registrant		Fax / E mail
3.2.1.46	Within 20 WD of confirmed EFSD {REGI}	Contracted LDSO confirms to the Transfer Co-ordinator that the data values before and after transfer are comparable and acceptable.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail

### 3.2.2 *Transfer of the Import of Metering System(s) only*<sup>27</sup>

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

<sup>27</sup> The Transfer Co-ordinator shall advise the Registrant if it becomes necessary to invoke the limits of Registration Transfers in Progress (see Appendix 4.7). This may occur at any stage between Ref: 3.2.2.1 and 3.2.2.7. The Transfer Co-ordinator shall advise the Registrant of the next available date for the Registration Transfer to proceed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.1	Prior to 3.2.2.3	New SVA Registrant(s) to contact existing CVA Registrant(s) to inform them of intention to transfer MSID(s), to gain contact details of existing CVA MOA and if not known and old SVA MSID details if available.	New SVA Registrant(s)	Existing CVA Registrant(s)	Contact details i.e. name, telephone number and email address of existing CVA MOA. Old SVA MSID details if available. If details of Existing CVA Registrant(s) unknown, contact BSCCo.	Fax / E mail
3.2.2.2	Immediately after 3.2.2.1	New SVA Registrant(s) sends contact details of existing CVA Registrant(s), existing CVA MOA, GSP Group and old SVA MSID details to Transfer Co-ordinator.	New SVA Registrant(s)	Transfer Co-ordinator	Contact details, i.e. Name, Address, Telephone Number and email Address of:  Existing CVA Registrant, CVA MOA. GSP Group.  Old SVA MSID details if available.	Fax / E mail
3.2.2.3	At least 30 WD before proposed EFSD {REGI}	Transfer Co-ordinator informs existing CVA Registrant(s) of intention to transfer Metering Systems from CMRS to SMRS and advises Nominated LDSO and Contracted LDSO of proposed Registration Transfer.	Transfer Co-ordinator	Existing CVA Registrant(s), Nominated LDSO, Contracted LDSO	List of Primary BM Unit Ids and CVA MSIDs of sites to be transferred.	Fax / E mail
3.2.2.4	As soon as possible after 3.2.2.3	If existing CVA Registrant(s) has non-commercial grounds to oppose the transfer it provides reasons.	Existing CVA Registrant(s)	Transfer Co-ordinator	Reasons for objecting to proposed Registration Transfers.	Fax / E mail
3.2.2.5	As soon as possible after 3.2.2.4	Transfer Co-ordinator notifies new SVA Registrant(s), Nominated LDSO and Contracted LDSO of Transfer Rejection including Reasons.	Transfer Co-ordinator	New SVA Registrant(s), Nominated LDSO, Contracted LDSO		Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.6	At least 30 WD before proposed EFSD {REGI}	Submission of Registration Transfer Form BSCP68/4.2 in accordance with the guidelines for Transfers in Appendix 4.3.	New SVA Registrant(s)	Transfer Co-ordinator <sup>18</sup>	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS including schematic diagram. Note that the same MOA must be appointed and be Qualified for both SVA and CVA Metering Systems.	Fax / E mail
3.2.2.7	As soon as possible after 3.2.2.6	Transfer Co-ordinator to assess volume of applications, and impact on relevant Parties and Party Agents, and invoke the limitations to the registration transfer process in Appendix 4.7 if necessary.	Transfer Co-ordinator			Internal Process
3.2.2.8	At least 30 WD before proposed EFSD {REGI}	New SVA Registrant(s) to request SVA LLF details from the Contracted LDSO or obtain from BSC Website.	New SVA Registrant(s)	Contracted LDSO	BSCP128.	Fax / E mail
3.2.2.9	At least 28 WD before proposed EFSD {REGI}	Transfer Co-ordinator sends Registration Transfer Form to CRA, CDCA and Contracted LDSO for validation.	Transfer Co-ordinator	CRA, CDCA, Contracted LDSO	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS.	Fax / E mail
3.2.2.10	As soon as possible after 3.2.2.9	CRA to identify whether the Metering Systems within the Primary BM Unit for transfer forms part of a Trading Unit and inform Transfer Co-ordinator and existing CVA Registrant(s).	CRA	Transfer Co-ordinator, Existing CVA Registrant(s)		Telephone/ Fax / E mail
3.2.2.11	As soon as possible after 3.2.2.10	If Primary BM Unit forms part of a Trading Unit, existing Registrant(s) to de-register Trading Unit in accordance with BSCP31, Appendix 4.6. <sup>19</sup>	Existing CVA Registrant(s)		BSCP31, section 4.6.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.12	As soon as possible after 3.2.2.11	Existing CVA Registrant(s) inform Transfer Co-ordinator that the Trading Unit shall be de-registered by the proposed RETD.	Existing CVA Registrant(s)	Transfer Co-ordinator		Fax / E mail
<u>[MHHS-REG]</u> 3.2.2.13	At least 27 WD before proposed EFSD {REGI}	Contracted LDSO sends LLFs to new Registrant(s) and advises as to whether these are valid in MDD <u>for non-migrated MSIDs or ISD for MHHS migrated MSIDs</u> . If they are not valid in MDD, Contracted LDSO advises new Registrant(s) of the default SVA LLFs to be used <sup>20</sup> . This information is sent to Transfer Co-ordinator.	Contracted LDSO	New SVA Registrant(s), Transfer Co-ordinator		Telephone / Fax / E mail
<u>[MHHS-REG]</u> 3.2.2.14	At least 26 WD before proposed EFSD {REGI}	If the LLFs are no longer valid in MDD <u>for non-migrated MSIDs or ISD for MHHS migrated MSIDs</u> , SVA Registrant(s) to instruct Contracted LDSO to establish SVA Line Loss Factor Class via BSCP509 and submit SVA LLFs via BSCP128.	New SVA Registrant(s)	Contracted LDSO	BSCP509 and BSCP128.	Telephone / Fax / E mail
3.2.2.15	At least 26 WD before proposed EFSD {REGI}	New SVA Registrant(s) to contact SVA MOA and inform of CVA MSID for transfer <sup>21</sup> and identity and contact details of existing CVA MOA.	New SVA Registrant(s)	SVA MOA <sup>22</sup>	CVA MSID, CVA MOA Contact Details	Fax / E mail
3.2.2.16	At least 26 WD before proposed EFSD {REGI}	New SVA Registrant(s) to contact existing CVA Registrant(s) and inform of SVA MOA Id	New SVA Registrant(s)	Existing CVA Registrant(s)	SVA MOA Id	Fax / E mail



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.17	At least 24 WD before proposed EFSD {REGI}	Existing CVA Registrant(s) to check that the SVA MOA is Qualified in CVA	Existing CVA Registrant(s)	BSCCo		Fax / E mail
3.2.2.18	At least 24 WD before proposed EFSD {REGI}	Existing CVA Registrant(s) to inform new SVA Registrant(s) if the SVA MOA <sup>28</sup> is <b>NOT</b> Qualified in CVA and if possible propose a MOA who is Qualified in both SVA and CVA.  If required, go to 3.2.2.16	Existing CVA Registrant(s)	New SVA Registrant(s)	Note: A change of SVA MOA may be required	Fax / E mail
3.2.2.19	At least 24 WD before proposed EFSD {REGI}	CRA, CDCA and Contracted LDSO validate the Registration Transfer Form in accordance with the validation rules in Appendix 4.4.  CRA, CDCA and Contracted LDSO advise Transfer Co-ordinator.	CRA, CDCA, Contracted LDSO	Transfer Co-ordinator	Form BSCP68/4.6 Registration Transfer Validation Details.	Fax / E mail
3.2.2.20	At least 24 WD before proposed EFSD {REGI}	Send revised GSP Group Take Aggregation Rules to Nominated LDSO for agreement and to Transfer Co-ordinator for information.	CDCA	Nominated LDSO, Transfer Co-ordinator	GSP Group Take Aggregation Rules  Nominated LDSO to contact Contracted LDSO to review the GSP Group Take Aggregation Rules, if required.	Fax / E mail
3.2.2.21	Within 5 WD of 3.2.2.20	Notify CDCA of discrepancies in GSP Group Take Aggregation Rules.  When Group Take Aggregation Rules are correct Nominated LDSO to notify CDCA and Transfer Co-ordinator.	Nominated LDSO  Nominated LDSO	CDCA  CDCA, Transfer Co-ordinator	GSP Group Aggregation Rules	Telephone / Fax / E mail

<sup>28</sup> SVA MOAs shall qualify in accordance with the REC Qualification and Maintenance Schedule.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.22	At least 21 WD before proposed EFSD {REGI}	If transfer rejected, Transfer rejection includes notification to all those who are involved in the transfer process.	Transfer Co-ordinator	New SVA Registrant(s), Existing CVA Registrant(s), CRA, CDCA, Nominated LDSO, Contracted LDSO, SVA MOA, CVA MOA	Form BSCP/4.2 Registration Transfer from SMRS to CMRS and reasons for rejections.	Fax / E mail
3.2.2.23	At least 21 WD before proposed EFSD {REGI}	If transfer approved, Transfer Co-ordinator confirms EFSD {REGI}, with signed BSCP68/4.2.  This may be a later date than that requested on the Registration Transfer Application Form BSCP68/4.2 and can only be changed with Transfer Co-ordinator approval.	Transfer Co-ordinator	New SVA Registrant(s) Existing CVA Registrant(s), CRA, CDCA, and Nominated LDSO, Contracted LDSO, SVA MOA, CVA MOA	Form BSCP68/4.2 Registration Transfer from CMRS to SMRS.  Confirmation of the actual EFSD {REGI} in CMRS and RETD in SMRS.	Fax / E mail
3.2.2.24 <sup>23</sup>	At least 20 WD before confirmed EFSD {REGI}	Submit forms to de-register Import and Export Primary BM Units and Metering Systems in accordance with:  a) BSCP15, and  b) BSCP20 indicated as a Registration Transfer.	Existing CVA Registrant(s)	CRA	Form BSCP15/4.2 De-Registration of Primary BM Unit,  Form BSCP20/4.7 De-register Metering System.  Covering letter indicating Registration Transfer.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.25	At least 18 WD before confirmed EFSD {REGI}	Enter GSP Group Take Aggregation Rules and send the confirmation report of GSP Group Aggregation Rules to the Nominated LDSO and to the Transfer Co-ordinator for information.	CDCA	Nominated LDSO, Transfer Co-ordinator	Nominated LDSO to pass GSP Group Take Aggregation Rules to Contracted LDSO, if required.	Fax / E mail
3.2.2.26	Within 2 WD of 3.2.2.23	CDCA updates records with RETD (which is 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS).	CDCA		RETD in CMRS.	Internal Process
3.2.2.27	Within 2 WD of 3.2.2.23	CRA updates records with RETD (which is 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS).	CRA		RETD in CMRS.	Internal Process
3.2.2.28	Within 2 WD of 3.2.2.23	CRA provides the Contracted LDSO and Transfer Co-ordinator with details of Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report).	CRA	Contracted LDSO, Transfer Co-ordinator	Registration Transfer Report including Metering System Registration Details, Primary BM Unit details, CVA MSID details, RETD and old SVA MSID number if available. <sup>24</sup> (CRA-I023)	Fax / E mail
3.2.2.29	Within 3 WD of 3.2.2.25	Notify CDCA of discrepancies in GSP Group Take Aggregation Rules.	Nominated LDSO	CDCA		Fax / E mail
3.2.2.30	Within 3 WD of 3.2.2.28	If Contracted LDSO finds any discrepancies in the Registration Transfer report received from CRA (by reference to the relevant SMRS) it reports such discrepancies to Transfer Co-ordinator and Transfer Co-ordinator resolves as appropriate. If required, go to 3.2.2.28.	Contracted LDSO	Transfer Co-ordinator	As 3.2.2.28.	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.31	At least 17 WD before confirmed EFSD {REGI}	CRA, CDCA confirm that RETD in CMRS is set to 1 day before the confirmed EFSD {REGI} in CSS/SMRS.	CRA, CDCA	Transfer Co-ordinator	As 3.2.2.26 or 3.2.2.27 plus confirmation of updated records.	Fax / E mail
3.2.2.32	At least 15 WD before confirmed EFSD {REGI}	Notify new MSID data.	Contracted LDSO	SMRA	MSID, GSP Group Id, LLF Class Id <sup>25</sup> , 1998 TA Indicator and Metering Point Address.	Internal Process
<u>[MHHS]</u> 3.2.2.33	At least 15 WD before confirmed EFSD {REGI}	Contracted LDSO provides SVA MSIDs to new SVA Registrant(s), informs them of the date at which they can be registered in CSS and informs Transfer Co-ordinator of new SVA MSIDs.	Contracted LDSO	New SVA Registrant(s)  Transfer Co-ordinator	<del>D0169 Allocation of New/Additional MPAN Core(s).</del>	<u>Electricity Enquiry Service, Electronic or other method as agreed</u> <u>Fax / E mail</u>
3.2.2.34	At least 10 WD before confirmed EFSD {REGI}	Submit Initial Registration Request.	New SVA Registrant(s)	CSS	Initial Registration Request.	Electronic
<u>[MHHS-REG]</u> 3.2.2.35	On notification by the ERDA of initial registration of SVA MSID <u>for non-migrated MSIDs</u>	Notify Supplier for new MSID.	SMRA.	New SVA Registrant.	<u>Non-migrated MSIDs</u>  D0171 Notification of Distributor Changes. D0172 Confirmation of Changes. D0217 Confirmation of the Registration of a Metering Point.	Electronic or other method, as agreed

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
	<p><u>Within 1 hour of notification by ERDS</u></p> <p><u>Within 1 hour of notification by the ERDS of Secured Active status</u></p>		<p><u>SMRSA</u></p> <p><u>SMRSA</u></p>	<p>DA</p> <p><u>New Supplier</u></p> <p><u>BSC Central Systems LDSO Initial Supplier EES</u></p>	<p>D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.</p> <p><u>MHHS migrated MSIDs</u></p> <p><u>IF/PUB-002 Notification to New Supplier of Site Information</u></p> <p><u>IF/PUB-001 Notification of Change of Supplier</u></p>	<p><u>DIP Interface</u></p> <p><u>DIP Interface</u></p>
<u>[MHHS-REG]3.2.2.36</u>	<p>Following 3.2.2.35 - <u>step does not apply to MHHS migrated MSIDs</u></p>	<p>DA validates instructions from SMRA. If SMRA instructions valid, update database.</p> <p>If problem with file not caused by DA notify SMRA.</p> <p>Generate a revised file and send or re-send an exact copy of file or if problem caused by DA notify DA.</p>	<p>DA.</p> <p>DA.</p> <p>SMRA.</p>	<p>SMRA.</p> <p>DA.</p>	<p>P0035 Invalid Data (for physical integrity problems) or D0023 Failed Instructions (for instruction level problems).</p> <p>D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.</p>	<p>Internal Process.</p> <p>Electronic or other method, as agreed.</p>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">[MHHS-REG]3.2.2.37</a>	At least 5 WD before confirmed EFSD {REGI}	New SVA Registrant(s) appoints Supplier Agents from the confirmed EFSD {REGI}.	New SVA Registrant(s)	SVA HHDA	<a href="#">Non-migrated MSIDs</a> D0153 Notification of Data Aggregator Appointment and Terms to HHDA,	Electronic

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
	<p><u>At any time for MHHS migrated MSIDs</u></p> <p><u>Within 1 hour</u></p>	<p><u>SMRSA receives 'Supplier Appointment Request' and validates the content of the message in line with the Registration Validation Rules for Agent Appointments.</u></p>	<p><u>New SVA Registrant</u></p> <p><u>SMRSA</u></p>	<p>SVA HHDC, SVA MOA</p> <p><u>SMRSA</u></p> <p><u>Supplier</u></p>	<p>D0155 Notification of New Meter Operator or Data Collector Appointment and Terms to HHDC and HHMO.</p> <p><u>MHHS migrated MSIDs</u></p> <p><u>IF/PUB-031 Supplier Appointment Request</u></p> <p><u>IF/PUB-032 Supplier Appointment Request Response</u></p>	<p>Electronic</p> <p><u>DIP Interface</u></p> <p><u>DIP Interface</u></p>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">[MHHS-REG]3.2.2.38</a>	As soon as possible after 3.2.2.37 <a href="#">for Non-migrated MSIDs</a>	Supplier Agents agree contractual terms with new SVA Registrant(s).	Supplier Agents	New SVA Registrant(s)	<a href="#">Non-migrated MSIDs</a> D0011 Agreement of Contractual Terms.	Electronic
	<a href="#">Within 1 hour after 3.2.2.37 for MHHS migrated MSIDs</a>	<a href="#">SMRSA responds to the 'Supplier Agent Appointment Request' with the appropriate response or Valid or Failed to the DIP</a>	<a href="#">SMRSA</a>	<a href="#">Data Service Metering Service Supplier</a>	<a href="#">MHHS migrated MSIDs</a> <del><a href="#">IF/PUB-033 SMRS Request for Supplier Agent Appointment</a></del> <a href="#">IF/PUB-035 SMRS Appointment Status Notification</a>	<a href="#">DIP Interface</a>
<a href="#">[MHHS-REG]3.2.2.39</a>	As soon as possible after 3.2.2.38 <a href="#">for</a>	New SVA Registrant(s) confirms Supplier Agent details and updates registration details.	New SVA Registrant(s)	HHDC, SVA MOA	<a href="#">Non- Migrated MSIDs</a> D0148 Notification of Change to Other Parties to HHDC and HHMO.	Electronic



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
	<u>Non-migrated MSIDs</u>			SMRS	D0205 Update Registration Details.	
		<u>Agent sends response to the Appointment Request</u>	<u>Data Service SVA MOA</u>	<u>SMRSA</u>	<u>MHHS migrated MSIDs</u> <u>PUB-034 Supplier Agent Appointment Request Response to SMRS</u>	<u>DIP Interface</u>
	<u>Within 1 hour after 3.2.2.38 for MHHS migrated MSIDs</u>	<u>SMRSA sends out all response it has received from agents back to Supplier and Agents</u>	<u>SMRSA</u>	<u>Data Service SVA MOA Supplier</u>	<u>IF/PUB-035 SMRS Appointment Status Notification</u>	<u>DIP Interface</u>
	<u>Within 1 hour of the above</u>					<u>DIP Interface</u>
	<u>By 21:00 hrs on the same day</u>	<u>SMRSA issues confirmation to the Agent that their appointment is now active</u>	<u>SMRSA</u>	<u>Data Service Supplier LDSO SVA MOA EES</u>	<u>IF/PUB-036 SMRS Notification of Supplier Agent Appointment &amp; Supporting Info</u>	

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">[MHHS-REG]3.2.2.40</a>	At least 2 WD before confirmed EFSD {REGI}	New SVA Registrant(s) confirms to the Transfer Co-ordinator that the Registration is complete.	New SVA Registrant(s)	Transfer Co-ordinator	<p><a href="#">Non-migrated MSIDs</a></p> <p><del>As 3.2.2.40 plus e</del>Confirmation of updated records and confirmation that D217 has been received and Supplier Agents are appointed-</p> <p><a href="#">MHHS migrated MSIDs</a></p> <p><del>As 3.2.2.40 plus e</del>Confirmation of updated records and confirmation that <a href="#">IF/PUB-002</a> has been received and Supplier Agents are appointed.</p>	<p>Fax / E mail</p> <p><a href="#">DIP Interface</a></p>
<a href="#">[MHHS-REG]3.2.2.41</a>	Prior to the confirmed EFSD {REGI}	New SVA Registrant(s) to provide details of the SVA HHDC <a href="#">for non-migrated MSIDs or ADS for MHHS migrated MSIDs</a> where the same outstation(s) are used for the purpose of transferring data relating to both the CVA and SVA Metering Systems.	New SVA Registrant(s),	CDCA, Transfer Co-ordinator	Details of <a href="#">_SVA HHDC for non-migrated MSIDs or ADS for MHHS migrated MSIDs-</a>	Fax / E mail
<a href="#">[MHHS-REG]3.2.2.42</a>	Prior to the confirmed EFSD {REGI}	Existing CVA Registrant to request the CDCA to provide the SVA HHDC <a href="#">or ADS as appropriate.</a> access to the SVA Import Metering System.	Existing CVA Registrant(s)	CDCA		Fax / E mail
3.2.2.43	Prior to confirmed EFSD {REGI}	CRA sends Standing Data report.	CRA	Existing CVA Registrant(s)	Standing data reports prints of data entered into system. (CRA-I023)	Fax / E mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.44	By the confirmed EFSD {REGI}	SVA MOA requests Meter Technical Details from existing CVA MOA.	SVA MOA	CVA MOA	D0170 Request for Metering System Related Details.	Electronic or other method as agreed
3.2.2.45	By the confirmed EFSD {REGI}	Existing CVA MOA provides SVA MOA with Meter Technical Details <sup>12</sup> .	CVA MOA	SVA MOA	D0268 Half Hourly Meter Technical Details.	Electronic or other method as agreed
<del>[MHHS-REG]</del> 3.2.2.46	Within 5 WD of confirmed EFSD {REGI} <sup>26</sup>	Perform a Proving Test as required by BSCP502 ref. 3.5 <u>for non-migrated MSIDs or BSCP702 for MHHS migrated MSIDs</u> , seal and take initial Meter reading. Note that this may be deduced from the reading taken at the Proving Test, together with half hourly advances.	SVA MOA	HHDC <u>or</u> <u>ADS</u>	Initial Meter Reading, and date/time of reading. BSCP502 ref. 3.5 <u>for non-migrated MSIDs</u> .  <u>BSCP702 ref 4.6 for MHHS migrated MSIDs</u> .	Fax / E mail/ Electronic
3.2.2.47	Within 5 WD of confirmed EFSD {REGI}	Inform the Transfer Co-ordinator that a successful Proving Test and sealing has occurred and that an initial Meter reading has been taken.	SVA MOA	Transfer Co-ordinator		Fax / E mail
3.2.2.48	Within 5 WD of confirmed EFSD {REGI}	Receive final reading and confirm de-registration of Import MSID. Request initial Meter Reading from SVA MOA if required.	CDCA	CVA MOA, SVA MOA	Final Meter readings provided by the CVA MOA to the CDCA in accordance with BSCP06.	Fax / E mail
3.2.2.49	Within 5 WD of confirmed EFSD {REGI}	Provide initial Meter Reading to CDCA if requested.	SVA MOA	CDCA	Initial Meter Reading	Fax / E mail
3.2.2.50	Within 5 WD of confirmed EFSD {REGI}	CDCA confirms that the de-registration of the Import MSID is complete in CMRS.	CDCA	Transfer Co-ordinator, Old CVA Registrant		Fax / E mail

---

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.51	Within 20 WD of confirmed EFSD {REGI}	Contracted LDSO confirms to the Transfer Co-ordinator that the data values before and after transfer are comparable and acceptable.	Contracted LDSO	Transfer Co-ordinator		Fax / E mail

## 4 APPENDICES

### 4.1 ~~Sample Form~~ BSCP68/4.1

#### *Registration Transfer from SMRS to CMRS*

(For all MSIDs to be transferred)

**Part A – To be completed by CVA Registrant**

**To be sent to: Transfer Co-ordinator, CRA, CDCA**

#### A1. Details of Registrant

Name of Registrant: .....

Address: .....

Contact for Transfer: .....

Telephone Number: .....

Email Address: .....

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

#### SITE NAME:

.....

Site Address:

.....

.....

#### A2. Details of MSIDs to be transferred<sup>29</sup>

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

Ref	Metering Point (SVA MSID) <sup>30</sup>	SVA Aggregation (Ref)	Circuit Description	Measurement Quantity (Import/Export)	CVA MSID (when known)	CVA MSSID <sup>31</sup> (when known)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

<sup>29</sup> Refer to Appendix 4.3 for further guidance.

<sup>30</sup> Refer to Appendix 4.9 for guidance on completing the table and schematic diagram.

<sup>31</sup> Metering Subsystem ID.

**SCHEMATIC DIAGRAM (must be provided)**

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

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

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

Contact: .....

**A3. Common details of MSIDs**

Identity of SVA MOA:.....

Contact: .....

Telephone Number: .....

Email Address: .....

Site Name: .....

.....

NGC BM Unit Id: .....

Primary BM Unit Id .....

GSP Reference: .....

Identity of CVA MOA: .....

Name of existing SVA Registrant: .....

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

Name: .....

Position: .....

Company: .....

Signature: ..... Date:.....

Password: .....

**Part B – To be completed by Transfer Co-ordinator**

**To be sent to: Contracted LDSO, Registrant (CVA), Registrant (SVA), CRA, CDCA, CVA MOA, SVA MOA**

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

“Registration Effective From Date” in CMRS on:...../...../.....

“Effective To Settlement Date {Regi}” in SMRS on:...../...../..... (*i.e. date of registration deactivation*)

**Name:** .....

**Signed:** ..... **Date:** .....

## 4.2 Sample Form BSCP68/4.2

### *Registration Transfer from CMRS to SMRS*

(For all MSIDs to be transferred)

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

#### A1. Details of Registrant

Name of SVA Registrant: .....

Address: .....

Contact for Transfer: .....

Telephone Number: .....

Email Address: .....

Market Participant ID (Registrant (SVA)):

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

Site Address: .....

#### A2. Details of numbers of MSIDs to be transferred<sup>29</sup>

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

Ref	Metering Point (CVA MSID) <sup>30</sup>	CVA MSSID <sup>31</sup>	Circuit Description	Measurement Quantity (Import/Export)	SVA MSID (when known)	SVA Aggregation (Ref) (when known)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



**SCHEMATIC DIAGRAM (must be provided)**

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

The “Effective From Settlement Date {Regi}” is provisional until Part B has been confirmed and signed by the Transfer Co-ordinator.

Market Participant Id (Registrant (SVA)): .....

Contact: .....

**A3. Common details of MSIDs**

Identity of CVA MOA: .....

Contact: .....

Telephone Number: .....

Email Address: .....

Site Name: .....

.....

.....

.....

NGC BM Unit Id: .....

Primary BM Unit Id: .....

GSP Reference: .....

Identity of Proposed SVA MOA: .....

Name of existing CVA Registrant: .....

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

Name: .....

Position: .....

Company: .....

Signature: ..... Date: .....

Password: .....

**Part B – To be completed by Transfer Co-ordinator**

**To be sent to: Contracted LDSO , Registrant (CVA), Registrant (SVA), CDCA, CRA, CVA MOA, SVA MOA**

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

“Effective From Settlement Date {Regi}” in CSS/SMRS on:...../...../.....

“Registration Effective To Date” in CMRS on:...../...../..... (*i.e. date of de-registration*)

Name: .....

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

### 4.3 **Transfer Guidelines for Registrants**

The Imports of a Metering System cannot be registered in CVA without the corresponding Exports. This means that the Imports of a Metering System cannot be transferred from SVA to CVA without the corresponding Exports and similarly, the Exports of the Metering System cannot be transferred from CVA to SVA without the corresponding Imports.

Any Metering Systems Registered in CVA must be Half-Hourly metered.

### 4.4 **Validation Rules**

#### 4.4.1 **CRA Validation**

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

For Registration Transfers from SMRS to CMRS:-

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

For Registration Transfers from CMRS to SMRS:-

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

#### 4.4.2 **CDCA Validation**

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

For Registration Transfers from SMRS to CMRS:-

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

For Registration Transfers from CMRS to SMRS:-

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

#### **4.4.3 Contracted LDSO Validation**

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

For Registration Transfers from SMRS to CMRS:-

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

For Registration Transfers from CMRS to SMRS:-

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

4.5 Sample Form BSCP68/4.5

Validation Details for Registration Transfer from SMRS to CMRS

A1. Details of Registrant

SVA Registrant:
Import SVA MSID(s):
Export SVA MSID(s):
Import CVA MSID(s):
Export CVA MSID(s):
CVA MOA:
Primary BM Units:
SITE NAME:

Part B – To be completed by CRA

Part C – To be completed by CDCA

Part D – To be completed by Contracted LDSO

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

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

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

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

Comments/ Reasons for being invalid:

Name:

Position:

Signature:

Date:

Telephone Number:

<p><b>Part C – To be completed by CDCA</b>  <b>To be sent to: Transfer Co-ordinator</b></p>
---

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

(a) Aggregation Rules have been registered for the Primary BM Units; and  Y  N

(b) Primary BM Units are correctly associated with the Metering Systems by the Aggregation Rules.  Y  N

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

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

Name: .....

Position: .....

Signature: .....

Date:.....

Telephone Number: .....

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

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

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

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

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

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

.....

.....

**[MHHS-REG] Provide details of Supplier Agents**

**Non-migrated MSIDs**

SVA MSIDs	Supplier Id	SVA HHDA Id	SVA HHDC Id	SVA MOA Id

**MHHS migrated MSIDs**

<u>SVA MSIDs</u>	<u>Supplier Id</u>	<u>SVA ADS Id</u>	<u>SVA MOA Id</u>

Name:

.....

Position:

.....

Signature:

.....

Date:

.....

Telephone Number:

.....



**4.6 Sample Form BSCP68/4.6**

*Validation Details for Registration Transfer from CMRS to SMRS*

**A1. Details of Registrant**

CVA Registrant: .....

Import CVA MSID(s): .....

Export CVA MSID(s): .....

Import SVA MSID(s): .....

Export SVA MSID(s): .....

Primary BM Units: .....

SVA MOA: .....

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

**Part B – To be completed by CRA**

**Part C – To be completed by CDCA**

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

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

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

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

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

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

.....

.....

Name: .....

Position: .....

Signature: .....

Date:.....

Telephone Number: .....

<p><b>Part C – To be completed by CDCA</b>  <b>To be sent to: Transfer Co-ordinator</b></p>
---

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

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

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

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

Name: .....

Position: .....

Signature: .....

Date:.....

Telephone Number: .....

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

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

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

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

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

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

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

Name: .....

Position: .....

Signature: .....

Date:.....

Telephone Number: .....

#### 4.7 **Limitations to Registration Transfers in progress**

The Transfer Co-ordinator may delay a Registration Transfer between SMRS and CMRS and vice versa, when the number of Registration Transfers in progress exceeds the limits specified below.

<b><u>Limitation</u></b>	<b><u>Limit</u></b>
Maximum number of Registration Transfers in progress per Registrant.	Five
Maximum number of Registration Transfers in progress per SMRA.	Twenty
Maximum number of Registration Transfers in progress overall.	Fifty

Unless otherwise agreed with the Registrants, the Transfer Co-ordinator will adopt a 'first-come, first-served' basis for the order in which to deal with requests for Registration Transfers and the re-scheduling of delayed Registration Transfer requests.

Where a Registrant has had a limitation applied to the number of Registration Transfers in progress, the Registrant may apply to the Transfer Co-ordinator for an increase to the limit of Registration Transfers in progress. The Transfer Co-ordinator may, following consultation with the relevant Parties and Party Agents, permit a temporary increase in the number of Registration Transfers in progress.

## 4.8 — Checklists

### 4.8.1 SMRS to CMRS

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

##### 4.8.1.1.1 SMRS to CMRS: New CVA Registrant Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.1.1	Ask existing SVA Registrant for SVA MOA identity and contact details and inform existing SVA Registrant of intention to transfer SVA MSIDs.	
3.1.1.2	Send contact details of existing SVA Registrant(s), GSP Group and SVA MOA to Transfer Co-ordinator	
3.1.1.6	Formalise agreement with a CVA MOA to act as Meter Operator for the SVA MSIDs to be transferred.	
3.1.1.7	Submit the following forms:	
	BSCP68/4.1 to CRA, CDCA and the Transfer Co-ordinator	
	BSCP15/4.1 to CRA and the Transfer Co-ordinator	
	BSCP15/4.13 to BSCCo if appropriate	
	BSCP20/4.1 to CRA and the Transfer Co-ordinator	
3.1.1.9	Receive the new CVA MSID numbers from CRA.	
3.1.1.11	Instruct Contracted LDSO to submit CVA LLFs to BSCCo via BSCP128.	
3.1.1.17	Submit BSCP75/4.2 to CDCA and the Transfer Co-ordinator	
3.1.1.23	Signed BSCP68/4.1 received, confirming REFD.	
3.1.1.31	Confirm with Contracted LDSO that following details are valid:	
	Meter Technical Details,	
	Primary BM Unit Aggregation Rules,	
	CVA LLFs.	

## 4.8.1.1.2 SMRS to CMRS: CDCA Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.1.7	Receive form BSCP68/4.1 from the new CVA Registrant:	
3.1.1.16	Receive form BSCP20/4.3 a, b and c from the CVA MOA.	
3.1.1.17	Receive form BSCP75/4.2 from new CVA Registrant	
3.1.1.18	Organise Proving Test date with CVA MOA.	
3.1.1.19	Submit Meter Technical Details to the Contracted LDSO and Transfer Co-ordinator.	
3.1.1.20	Submit GSP Group Take Aggregation Rules to the Nominated LDSO and Transfer Co-ordinator.	
3.1.1.21	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.1.23	Signed BSCP68/4.1 received, confirming REFD.	
3.1.1.25	Update records with confirmed REFD and confirm registration.	
3.1.1.34	Confirm with Transfer Co-ordinator that transfers are successfully completed.	
3.1.1.36	Perform Proving Test in accordance with BSCP02.	
3.1.1.38 / 3.1.1.39	[MHHS-REG] If requested remotely interrogate Outstation(s) and send Meter reading to <u>either</u> old HHDC <u>for non-migrated MSIDs</u> <u>or ADS for MHHS migrated MSIDs</u> , and New CVA Registrant.	
3.1.1.44	Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	

**4.8.1.1.3 SMRS to CMRS: CRA Check List**

SVA MSID Number:.....

Process Reference		Tick✓
3.1.1.7	Receive the following forms from new CVA Registrant:	
	BSCP68/4.1,	
	BSCP15/4.1,	
	BSCP20/4.1,	
3.1.1.9	Inform Transfer Co-ordinator and new CVA Registrant of new CVA MSID.	
3.1.1.21	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.1.23	Signed BSCP68/4.1 received, confirming REFD.	
3.1.1.25	Update records with confirmed REFD and confirm registration.	
3.1.1.26	Send SVA MSID Mappings/CVA MSIDs and Primary BM Unit/SVA MSID mappings (Registration Transfer Report) to the Transfer Co-ordinator and new CVA Registrant.	
3.1.1.32	Send Standing Data Report to new CVA Registrant.	
3.1.1.34	Confirm with Transfer Co-ordinator that registration transfers were successfully completed.	
3.1.1.44	Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	

**4.8.1.1.4 SMRS to CMRS: Contracted LDSO Check List**

SVA MSID Number:.....

Process Reference		Tick✓
3.1.1.10	Receive Registration form (BSCP68/4.1) including new CVA MSID from Transfer Co-ordinator.	
3.1.1.12	Submit LLFs to BSCCo and Transfer Co-ordinator using BSCP128.	
3.1.1.15	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.1.19	Receive Meter Technical Details from CDCA	
3.1.1.20	Receive GSP Group Take Aggregation Rules from Nominated LDSO, if required.	
3.1.1.23	Signed BSCP68/4.1 received, confirming REFD.	
3.1.1.27	SVA MSID Mappings/CVA MSIDs and Primary BM Unit/SVA MSID mappings (Registration Transfer Report) received from Transfer Co-ordinator.	
3.1.1.28	Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report.	
3.1.1.35	Confirmation that registration in CMRS was successfully completed and receive notice of SVA MSID logical disconnection date.	
3.1.1.40	Logically disconnect relevant SVA MSIDs in SMRS.	
3.1.1.42	Confirm to Transfer Co-ordinator that a registration deactivation occurred on the ETSD {Regi}.	
3.1.1.45	Confirm to Transfer Co-ordinator that data values are comparable and acceptable.	



**4.8.1.1.5 SMRS to CMRS: CVA MOA Check List**

SVA MSID Number:.....

Process Reference		Tick✓
3.1.1.6	New CVA Registrant(s) must have formal agreement in place with a CVA MOA for the process to continue.	
3.1.1.10	Receive Registration forms including new CVA MSID from Transfer Co-ordinator.	
3.1.1.13	Request Meter Technical Details from SVA MOA	
3.1.1.14	Receive Meter Technical Details from SVA MOA	
3.1.1.16	Register Meter Technical Details with the CDCA by submitting form BSCP20/4.3 a, b and c to CDCA and the Transfer Co-ordinator:	
3.1.1.18	Proving Test date with CDCA arranged (by CDCA).	
3.1.1.23	Signed BSCP68/4.1 received, confirming REFD.	
3.1.1.36	Perform Proving Test in accordance with BSCP02.	
	Seal in accordance with BSCP06.	
	Take initial Meter reading.	

#### 4.8.1.2 Transfer of the Export only of Metering System

##### 4.8.1.2.1 SMRS to CMRS: New CVA Registrant Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.2.1	Ask existing SVA Registrant for identity and contact details of an existing SVA MOA and inform existing SVA Registrant of intention to transfer SVA MSIDs.	
3.1.2.2	Send contact details of existing SVA Registrant(s), GSP Group and existing SVA MOA to Transfer Co-ordinator.	
3.1.2.6	Formalise agreement with a CVA MOA to act as Meter Operator for the SVA MSIDs to be transferred.	
3.1.2.7	Inform existing SVA Registrant(s) of identity and details of CVA MOA	
3.1.2.10	Submit the following forms: BSCP68/4.1 to CRA, CDCA and the Transfer Co-ordinator.	
	BSCP15/4.1 to CRA and the Transfer Co-ordinator.	
	BSCP15/4.13 to BSCCo if appropriate	
	BSCP20/4.1 to CRA and the Transfer Co-ordinator.	
3.1.2.12	[MHHS-REG]Request the CDCA to provide <u>either the SVA HHDC for non-migrated MSIDs or ADS for MHHS migrated MSIDs</u> access to the SVA Import Metering System	
3.1.2.14	Receive the new CVA MSID numbers from CRA.	
3.1.2.16	Instruct Contracted LDSO to submit CVA LLFs to BSCCo via BSCP128.	
3.1.2.22	Submit BSCP75/4.2 to CDCA and the Transfer Co-ordinator.	
3.1.2.28	Signed BSCP68/4.1 received, confirming REFD.	
3.1.2.36	Confirm with Contracted LDSO that following details are valid: Meter Technical Details,	
	Primary BM Unit Aggregation Rules,	
	CVA LLFs.	

#### 4.8.1.2.2 SMRS to CMRS: CDCA Check List

SVA MSID Number:.....

Process Reference		Tick✓
3.1.2.10	Receive form BSCP68/4.1 from the new CVA Registrant.	
3.1.2.21	Receive form BSCP20/4.3 a, b and c from the CVA MOA:	
3.1.2.22	Receive form BSCP75/4.2 from new CVA Registrant(s)	
3.1.2.23	Organise Proving Test date with CVA MOA.	
3.1.2.24	Submit GSP Group Take Aggregation Rules to the Nominated LDSO and Transfer Co-ordinator.	
3.1.2.25	Submit Meter Technical Details to the Contracted LDSO and Transfer Co-ordinator.	
3.1.2.26	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.2.28	Signed BSCP68/4.1 received, confirming REFD.	
3.1.2.30	Update records with confirmed REFD and confirm registration.	
3.1.2.39	Confirm with Transfer Co-ordinator that transfers are successfully completed.	
3.1.2.41	Perform Proving Test in accordance with BSCP02.	
3.1.2.43 / 3.1.2.44	[MHHS-REG] If requested interrogate Outstation(s) remotely and send Meter readings to <u>either</u> old SVA HHDC <u>for non-migrated MSIDs or ADS for MHHS migrated MSIDs</u> and new CVA Registrant.	
3.1.2.49	Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	

**4.8.1.2.3 SMRS to CMRS: CRA Check List**

SVA MSID Number:.....

Process Reference		Tick✓
3.1.2.10	Receive the following forms from new CVA Registrant:	
	BSCP68/4.1,	
	BSCP15/4.1,	
	BSCP20/4.1,	
3.1.2.14	Inform Transfer Co-ordinator and new CVA Registrant of new CVA MSID.	
3.1.2.26	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.2.28	Signed BSCP68/4.1 received, confirming REFD.	
3.1.2.30	Update records with confirmed REFD and confirm registration.	
3.1.2.31	Send SVA MSID Mappings/CVA MSIDs and Primary BM Unit/SVA MSID mappings (Registration Transfer Report) to the Transfer Co-ordinator and new CVA Registrant.	
3.1.2.37	Send Standing Data Report to new Registrant.	
3.1.2.39	Confirm with Transfer Co-ordinator that registration transfers were successfully completed.	
3.1.2.49	Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.	

**4.8.1.2.4 SMRS to CMRS: Contracted LDSO Check List**

SVA MSID Number:.....

Process Reference		Tick✓
3.1.2.15	Receive Registration form (BSCP68/4.1) including new CVA MSID from Transfer Co-ordinator.	
3.1.2.17	Submit LLFs to BSCCo and Transfer Co-ordinator using BSCP128.	
3.1.2.20	Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator.	
3.1.2.24	Receive Aggregation Rules from Nominated LDSO, if required.	
3.1.2.25	Receive Meter Technical Details from CDCA.	
3.1.2.28	Signed BSCP68/4.1 received, confirming REFD.	
3.1.2.32	SVA MSID Mappings/CVA MSIDs and Primary BM Unit/SVA MSID mappings (Registration Transfer Report) received from Transfer Co-ordinator.	
3.1.2.33	Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report.	
3.1.2.40	Confirmation that registration in CMRS was successfully completed and receive notice of SVA MSID logical disconnection date.	
3.1.2.45	Logically disconnect relevant SVA MSIDs in SMRS.	
3.1.2.47	Confirm to Transfer Co-ordinator that a registration deactivation occurred on the ETSD {Regi}.	
3.1.2.50	Confirm to Transfer Co-ordinator that data values are comparable and acceptable.	

**4.8.1.2.5 SMRS to CMRS: CVA MOA Check List**

SVA MSID Number:.....

Process Reference		Tick✓
3.1.2.6	New Registrant(s) must have formal agreement in place with a CVA MOA for the process to continue.	
3.1.2.15	Receive Registration forms including new CVA MSID from Transfer Co-ordinator.	
3.1.2.18	Request Meter technical details from existing SVA MOA.	
3.1.2.19	Receive Meter technical details from existing SVA MOA.	
3.1.2.21	Register Meter Technical Details with the CDCA by submitting form BSCP20/4.3 a, b and c to CDCA and the Transfer Co-ordinator.	
3.1.2.23	Proving Test date with CDCA arranged (by CDCA).	
3.1.2.28	Signed BSCP68/4.1 received, confirming REFD.	
3.1.2.41	Perform Proving Test in accordance with BSCP02.	
	Seal in accordance with BSCP06.	
	Take initial Meter reading.	

**4.8.2 CMRS to SMRS****4.8.2.1 Transfer of both Import and Export Metering Systems****4.8.2.1.1 CMRS to SMRS: New SVA Registrant Check List**

CVA MSID Number:.....

Process Reference		Tick✓
3.2.1.1	Contact existing CVA Registrant(s) to inform them of intention to transfer MSIDs, to gain CVA MOA Id and contact details if not known and old SVA MSID details if available.	
3.2.1.2	Send contact details of existing CVA Registrant, CVA MOA, GSP Group and old SVA MSID details to Transfer Co-ordinator.	
3.2.1.6	Submit form BSCP68/4.2 to the Transfer Co-ordinator.	
3.2.1.8	Request SVA LLFs from the Contracted LDSO or obtain from BSC Website.	
3.2.1.14	If LLFs are no longer valid in MDD, instruct the Contracted LDSO to establish Line Loss Factor Class via BSCP509 and submit LLFs via BSCP128.	
3.2.1.15	Contact SVA MOA and inform of CVA MSID for transfer and identity and contact details of CVA MOA.	
3.2.1.20	Signed BSCP68/4.2 received, confirming EFSD {REGI}.	
3.2.1.30	Receive SVA MSID(s) from Contracted LDSO and the date at which they can be registered in CSS.	
3.2.1.31	Submit Initial Registration Request for MSID and Supply Start Date.	
3.2.1.34	Appoint Supplier Agents from the confirmed EFSD {REGI}.	
3.2.1.36	Confirm Supplier Agent Details and update Registration Details.	
3.2.1.37	Confirm to the Transfer Co-ordinator that the Registration is complete.	

**4.8.2.1.2 CMRS to SMRS: CDCA Check List**

CVA MSID Number:.....

Process Reference		Tick✓
3.2.1.9	Receive Registration form (BSCP68/4.2) from Transfer Co-ordinator.	
3.2.1.16	Validate transfer and send BSCP68/4.6 to the Transfer Co-ordinator.	
3.2.1.17	Send revised GSP Group Take Aggregation Rules to Nominated LDSO and Transfer Co-ordinator.	
3.2.1.20	Signed BSCP68/4.2 received, confirming EFSD {REGI}.	
3.2.1.22	Enter GSP Group Take Aggregation Rules and send the confirmation report of GSP Group Aggregation Rules to the Nominated LDSO and the Transfer Co-ordinator.	
3.2.1.23	Update records with RETD (which is 1 calendar day before the confirmed EFSD REGI}).	
3.2.1.28	Confirm to the Transfer Co-ordinator that the RETD is set to 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS.	
3.2.1.43	Receive final Meter reading and confirm de-registration of Metering System, with CVA MOA.	
3.2.1.45	Confirm to Transfer Co-ordinator and CVA Registrant that the de-registration of the Metering System is complete in CMRS.	



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

CVA MSID Number:.....

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

## 4.8.2.1.4 CMRS to SMRS: Contracted LDSO Check List

CVA MSID Number:.....

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

#### 4.8.2.1.5 CMRS to SMRS: SVA MOA Check List

CVA MSID Number:.....

Process Reference		Tick✓
3.2.1.15	Receive the CVA MSID of the Metering System to be transferred and identity and contact details of CVA MOA.	
3.2.1.20	Signed BSCP68/4.2 received, confirming EFSD {REGI}.	
3.2.1.39	Request Meter Technical Details from CVA MOA.	
3.2.1.40	Receive Meter Technical Details from CVA MOA.	
3.2.1.41	<u>[MHHS-REG]</u> Perform Proving Test as required by BSCP502 <u>for non-migrated MSIDs or BSCP702 for MHHS migrated MSIDs.</u>	
	Seal.	
	Take initial Meter reading.	
3.2.1.42	Inform Transfer Co-ordinator that a successful proving test and sealing has occurred and an initial Meter reading has been taken.	
3.2.1.44	Provide initial Meter reading to CDCA if requested.	

#### 4.8.2.2 Transfer of the Import only of Metering Systems

##### 4.8.2.2.1 CMRS to SMRS: New SVA Registrant Check List

CVA MSID Number:.....

Process Reference		Tick✓
3.2.2.1	Contact existing CVA Registrant(s) to inform them of intention to transfer MSIDs, to gain contact details of existing CVA MOA and if not known and old SVA MSID details if available.	
3.2.2.2	Send contact details of existing CVA Registrant(s), existing CVA MOA, GSP Group and old SVA MSID details to Transfer Co-ordinator.	
3.2.2.6	Submit form BSCP68/4.2 to the Transfer Co-ordinator.	
3.2.2.8	Request SVA LLFs from the Contracted LDSO or obtain from BSC Website.	
3.2.2.14	[MHHS-REG]If LLFs are no longer valid in MDD <u>for non-migrated MSIDs or ISD for MHHS migrated MSIDs</u> , instruct the Contracted LDSO to establish Line Loss Factor Class via BSCP509 and submit LLFs via BSCP128.	
3.2.2.15	Contact SVA MOA and inform of CVA MSID for transfer and identity and contact details of existing CVA MOA.	
3.2.2.16	Contact existing CVA Registrant(s) and inform of SVA MOA Id.	
3.2.2.23	Signed BSCP68/4.2 received, confirming EFSD {REGI}.	
3.2.2.33	Receive SVA MSID(s) from Contracted LDSO and the date at which they can be registered in CSS.	
3.2.2.34	Submit Initial Registration Request for MSID and Supply Start Date.	
3.2.2.37	Appoint Supplier Agents from the confirmed EFSD {REGI}.	
3.2.2.39	Confirm Supplier Agent Details and update Registration Details	
3.2.2.40	Confirm to the Transfer Co-ordinator that the Registration is complete.	
3.2.2.41	[MHHS-REG]Provide details of the SVA HHDC <u>for non-migrated MSIDs or SVA ADS for MHHS migrated MSIDs</u> to the CDCA where the same outstation(s) are used for the purpose of transferring data relating to both CVA and SVA Metering Systems.	

#### 4.8.2.2.2 CMRS to SMRS: CDCA Check List

CVA MSID Number:.....

Process Reference		Tick✓
3.2.2.9	Receive Registration form (BSCP68/4.2) from Transfer Co-ordinator.	
3.2.2.19	Validate transfer and send BSCP68/4.6 to the Transfer Co-ordinator.	
3.2.2.20	Send revised GSP Group Take Aggregation Rules to Nominated LDSO and Transfer Co-ordinator.	
3.2.2.23	Signed BSCP68/4.2 received, confirming EFSD {REGI}.	
3.2.2.25	Enter GSP Group Take Aggregation Rules and send the confirmation report of GSP Group Aggregation Rules to the Nominated LDSO and the Transfer Co-ordinator.	
3.2.2.26	Update records with RETD (which is 1 calendar day before the confirmed EFSD {REGI}).	
3.2.2.31	Confirms to the Transfer Co-ordinator that the RETD is set to 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS.	
3.2.2.48	Receive final Meter reading and confirm de-registration of Import MSID with CVA MOA.	
3.2.2.50	Confirm to Transfer Co-ordinator and CVA Registrant that the de-registration of the Import MSID is complete in CMRS.	

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

CVA MSID Number:.....

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

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

CVA MSID Number:.....

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

## 4.8.2.2.5 CMRS to SMRS: SVA MOA Check List

CVA MSID Number:.....

Process Reference		Tick✓
3.2.2.15	Receive the CVA MSID of the Metering System to be transferred and identity and contact details of existing CVA MOA.	
3.2.2.23	Signed BSCP68/4.2 received, confirming EFSD {REGI}.	
3.2.2.44	Request Meter Technical Details from CVA MOA.	
3.2.2.45	Receive Meter Technical Details from CVA MOA.	
3.2.2.46	<u>[MHHS-REG]</u> Perform Proving Test as required by <u>either BSCP502 for non-migrated MSIDs or BSCP702 for MHHS migrated MSIDs.</u>	
	Seal.	
	Take initial Meter reading.	
3.2.2.47	Inform Transfer Co-ordinator that a successful Proving Test and sealing has occurred and an initial Meter reading has been taken.	
3.2.2.49	Provide initial Meter reading to CDCA if requested.	

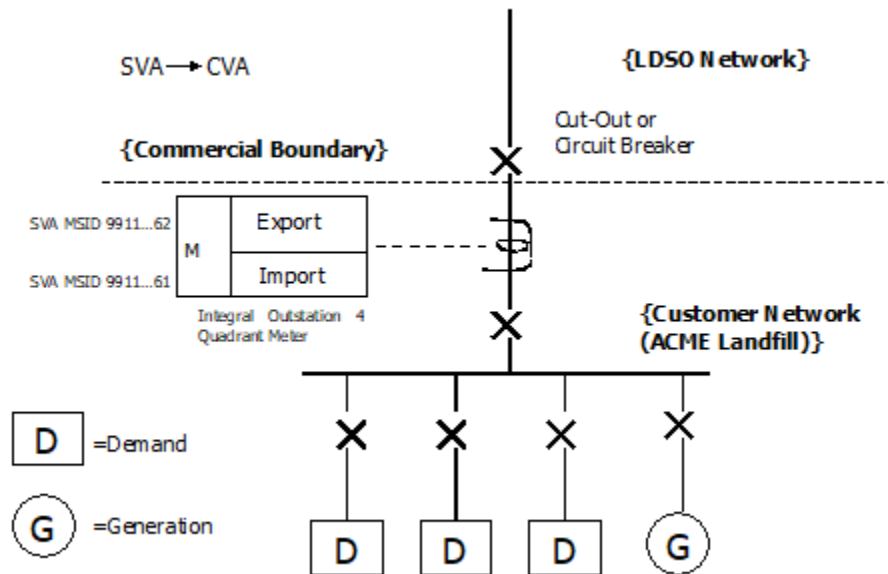


4.9 **Guidance on completing the tables and schematic diagrams in Appendix 4.1 and 4.2**

The following cases are examples only and do not show all potential combinations.

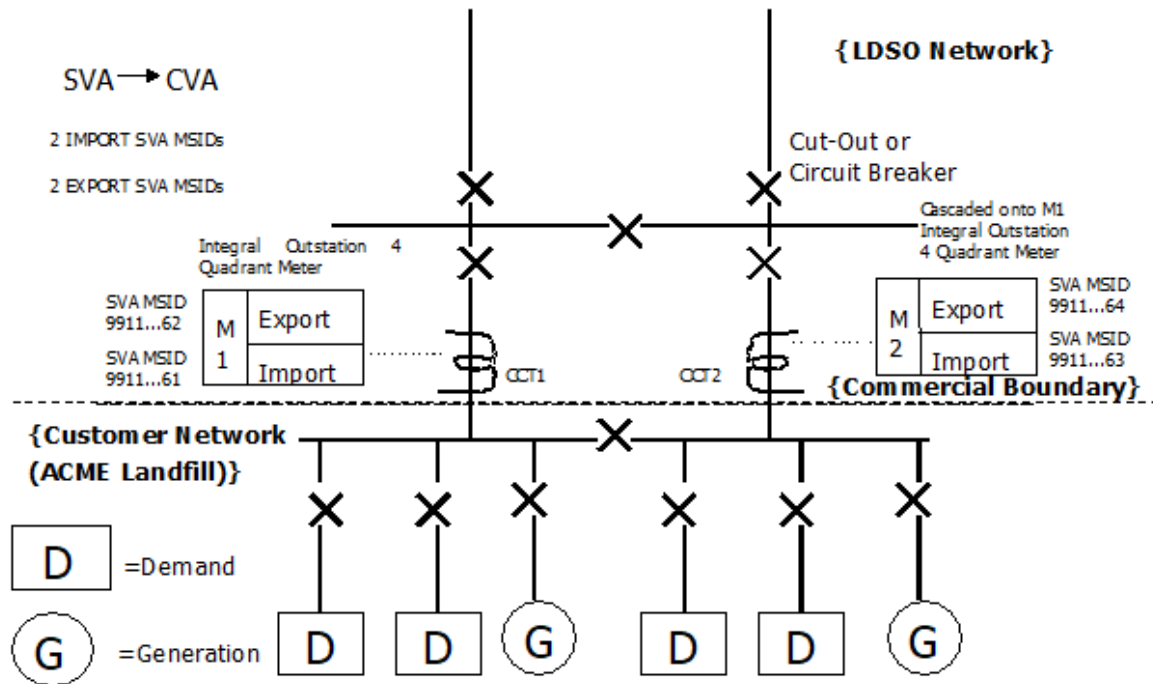
4.9.1 **SMRS to CMRS**

4.9.1.1 **Example 1**



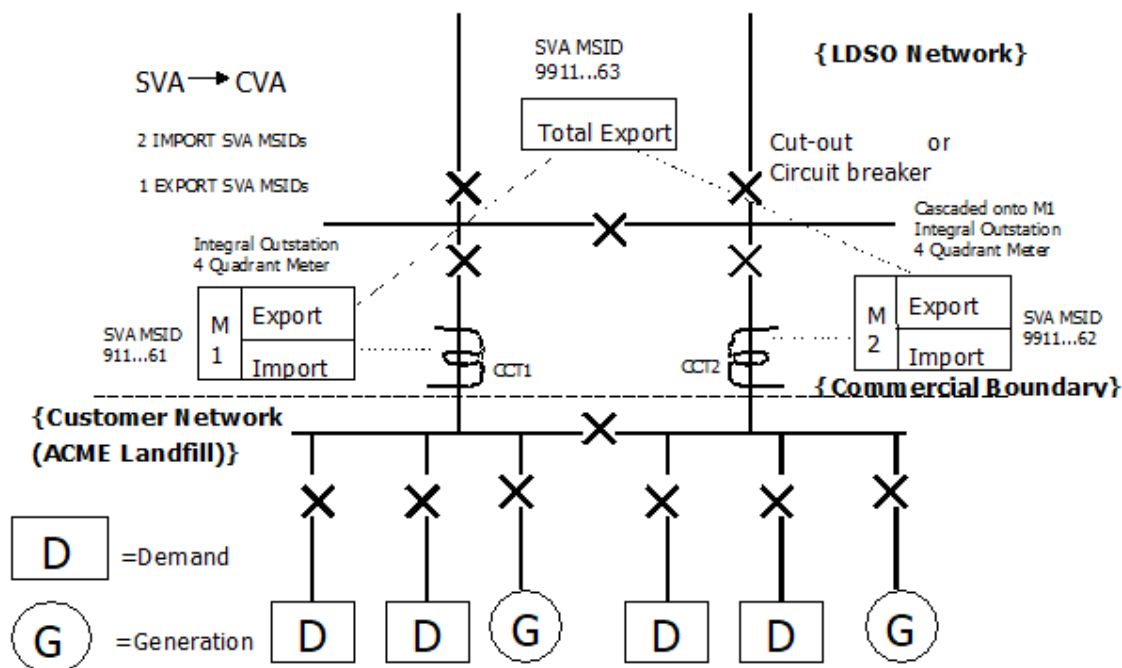
Ref	Metering Point (SVA MSID)	SVA Aggregation (Ref)	Circuit Description	Measurement Quantity (Import/Export)	CVA MSID (when known)	CVA MSSID <sup>3</sup> <sub>1</sub> (when known)
1	9911...61	None	ACME Landfill	IMPORT	1234	1
2	9911...62	None	ACME Landfill	EXPORT	1234	2

4.9.1.2 Example 2



Ref	Metering Point (SVA MSID)	SVA Aggregation (Ref)	Circuit Description	Measurement Quantity (Import/Export)	CVA MSID (when known)	CVA MSSID <sup>3</sup> <sup>1</sup> (when known)
1	9911...61	None	ACME Landfill Circuit 1	IMPORT	1234	1
2	9911...62	None	ACME Landfill Circuit 1	EXPORT	1234	2
3	9911...63	None	ACME Landfill Circuit 2	IMPORT	1212	1
4	9911...64	None	ACME Landfill Circuit 2	EXPORT	1212	2

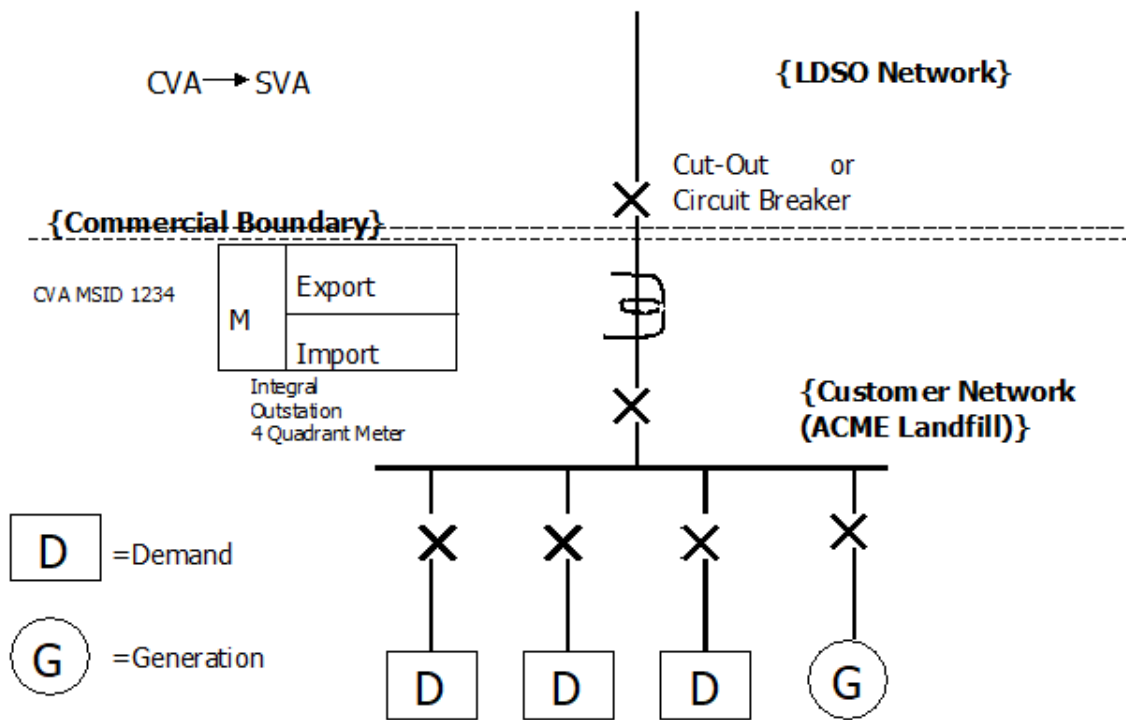
4.9.1.3 Example 3



Ref	Metering Point (SVA MSID)	SVA Aggregation (Ref)	Circuit Description	Measurement Quantity (Import/Export)	CVA MSID (when known)	CVA MSSID <sup>3</sup> <sub>1</sub> (when known)
1	9911...61	None	ACME Landfill Circuit 1	IMPORT	1234	1
2	None	None	ACME Landfill Circuit 1	EXPORT	1234	2
3	9911...62	None	ACME Landfill Circuit 2	IMPORT	1212	1
4	None	None	ACME Landfill Circuit 2	EXPORT	1212	2
5	9911...63	2+4	ACME Landfill Total	EXPORT		

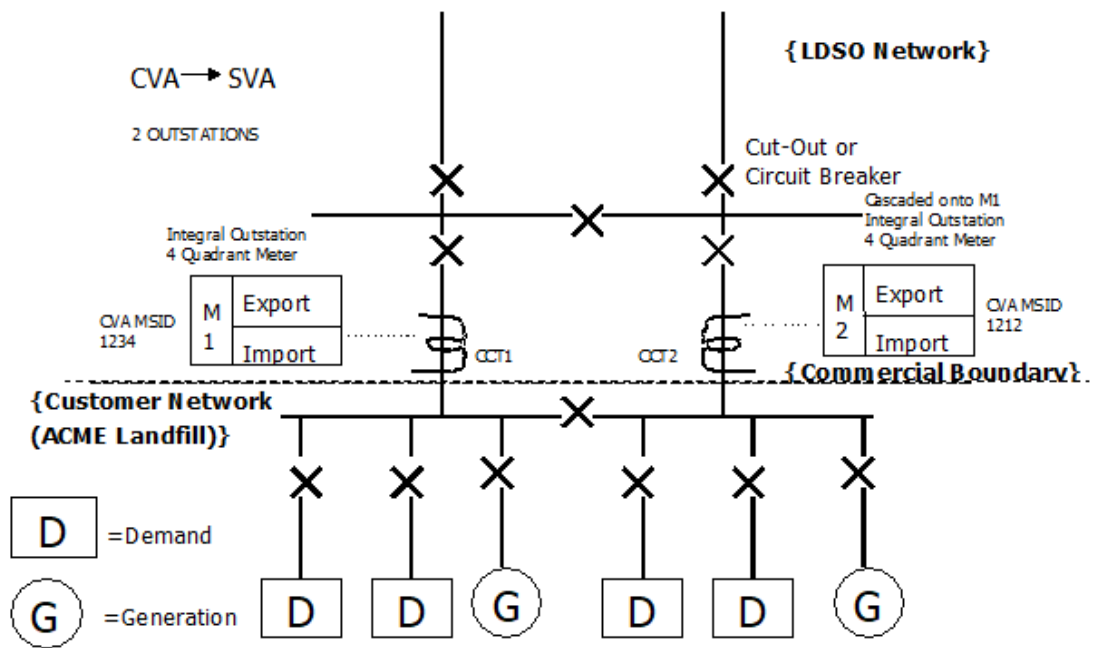
4.9.2 CMRS to SMRS

4.9.2.1 Example 1



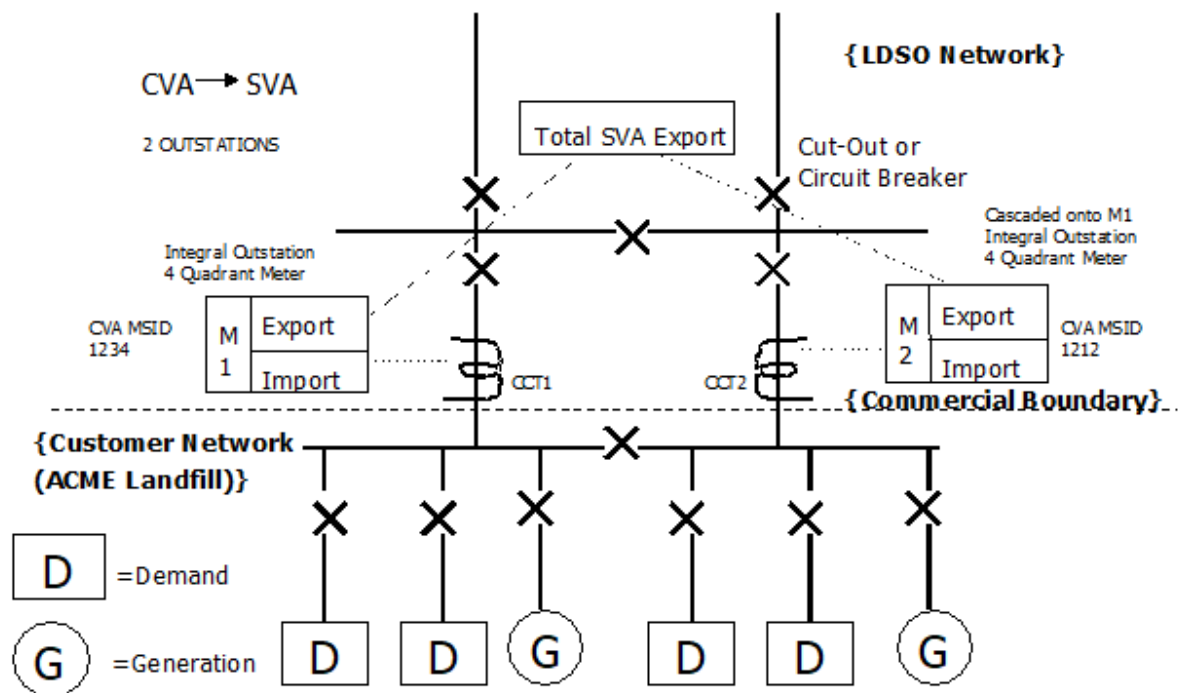
Ref	Metering Point (CVA MSID)	CVA MSSID <sup>31</sup>	Circuit Description	Measurement Quantity (Import/Export)	SVA MSID (when known)	SVA Aggregation (Ref) (when known)
1	1234	1	ACME Landfill	IMPORT	9911...61	None
2	1234	2	ACME Landfill	EXPORT	9911...62	None

4.9.2.2 Example 2



Ref	Metering Point (CVA MSID)	CVA MSSID <sup>31</sup>	Circuit Description	Measurement Quantity (Import/Export)	SVA MSID (when known)	SVA Aggregation (Ref) (when known)
1	1234	1	ACME Landfill Circuit 1	IMPORT	9911...61	None
2	1234	2	ACME Landfill Circuit 1	EXPORT	9911...62	None
3	1212	1	ACME Landfill Circuit 2	IMPORT	9911...63	None
4	1212	2	ACME Landfill Circuit 2	EXPORT	9911...64	None

4.9.2.3 Example 3



Ref	Metering Point (CVA MSID)	CVA MSSID <sup>31</sup>	Circuit Description	Measurement Quantity (Import/Export)	SVA MSID (when known)	SVA Aggregation (Ref) (when known)
1	1234	1	ACME Landfill Circuit 1	IMPORT	9911...61	None
2	1234	2	ACME Landfill Circuit 1	EXPORT	None	None
3	1212	1	ACME Landfill Circuit 2	IMPORT	9911...62	None
4	1212	2	ACME Landfill Circuit 2	EXPORT	None	None
5			ACME Landfill Total	EXPORT	9911...63	2+4