BSC Procedure 65 relating to Registration of Parties and Exit Procedures

1. Reference is made to the Balancing and Settlement Code and, in particular, to the definition of "BSC Procedure" in Section X, Annex X-1 thereof.

2. This is BSC Procedure 65, Version 26.0 relating to registration of Parties and Exit Procedures.

3. This BSC Procedure is effective from 22 September 2025.

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

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1 Introduction

1.1 Purpose and Scope of the Procedure

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

Specifically it covers:

(a) Party Registration;

(b) Changes to Party Registration Data, including registration and deregistration of participation capacities;

(c) Withdrawal from the Code;

(d) Expulsion from the Code;

(e) Requests for additional Supplier IDs;

(f) Requests to remove additional Supplier IDs

(g) Party Novation.

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

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

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

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

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

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1.2 Main Users of this Procedure and their Responsibilities

This BSCP should be used by the following:

(a) Parties;

(b) BSCCo;

(c) The Authority (in the event of expulsion or withdrawal of a Party from the Code);

(d) ~~The Panel~~ BSCCo (in the event of expulsion or withdrawal of a Party from the Code);

(e) The National Electricity Transmission System Operator (NETSO) (in respect to Party registration and withdrawals);

(f) Central Registration Agent (CRA);

(g) The Funds Administration Agent (FAA) (in respect of fund administration requirements for new Trading Parties).

1.3 Balancing and Settlement Provisions

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

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

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1.4 Associated BSC Procedures

(a) This procedure interfaces with the following BSCPs:

BSCP01	Overview of Trading Arrangements
BSCP15	BM Unit Registration
BSCP20	Registration of Metering Systems for Central Volume Allocation
BSCP31	Registration of Trading Units
BSCP38	Authorisations
BSCP68	Transfer Registration of Metering Systems between CMRS and SMRS
BSCP70	CVA Qualification Testing for Parties and Party Agents
BSCP71	Submission of ECVNs and MRVNs
BSCP75	Registration of Meter Aggregation Rules for Volume Allocation Units
BSCP301	Clearing, Invoicing and Payment
BSCP501	Supplier Meter Registration Service
BSCP507	Supplier Volume Allocation Standing Data Changes
BSCP509	Changes to Market Domain Data
BSCP515	Licensed Distribution
BSCP537	Qualification Processes for SVA Parties, SVA Party Agents, VLPs, AMVLPs, Asset Metering Agents and CVA MOAs
BSCP550	Shared SVA Meter Arrangement of Half Hourly Import and Export Active Energy
BSCP602	SVA Metering System and Asset Metering System Register
BSCP703	BSC Central Services for MHHS Metering Systems
BSCP705	Licensed Distribution for MHHS Metering Systems
BCP706	Supplier Meter Registration Service for MHHS Metering Systems
BSCP707	Changes to Industry Standing Data

(b) Other Documents:

Communication Requirements Document

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1.5 Description of the Registration Route Map

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

Trading Party or LDSO[1] status is awarded to a registered Party providing they have also completed other applicable registrations or Entry Processes. These processes are detailed in the following BSCPs:

BSCP15	BM Unit Registration
BSCP20	Registration of Metering Systems for Central Volume Allocation
BSCP71	Submission of ECVNs and MVRNs
BSCP501	Supplier Meter Registration Service
BSCP509	Changes to Market Domain Data
BSCP515	Licensed Distribution
BSCP705	Licensed Distribution for MHHS Metering Systems
BSCP706	Supplier Meter Registration Service for MHHS Metering Systems
BSCP707	Changes to Industry Standing Data
BSCP709	Supplier Requirements for MHHS Metering Systems

BSCP501, BSCP509 and BSCP515 should be referenced together for Non MHHS metering systems.

BSCP705, BSCP706, BSCP707 and BSCP709 should be referenced together for MHHS Metering Systems.

1.5.1 Physical Trading Party Branch of Route Map

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

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

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

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1.5.1A Virtual Trading Party Branch of Route Map

After a Virtual Trading Party has registered their Secondary BM Units as Baselined BM Units, has allocated MSID Pairs to those Secondary BM Units and has appointed MVRNAs and / or ECVNAs, the Virtual Trading Party is then able to fully participate in Wholesale Market Activities. Virtual Trading Parties may be party to an ECVN and may be the Subsidiary Party (but not the Lead Party) in a MVRN.

1.5.2 Non-Physical Trading Party Branch of Route Map

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

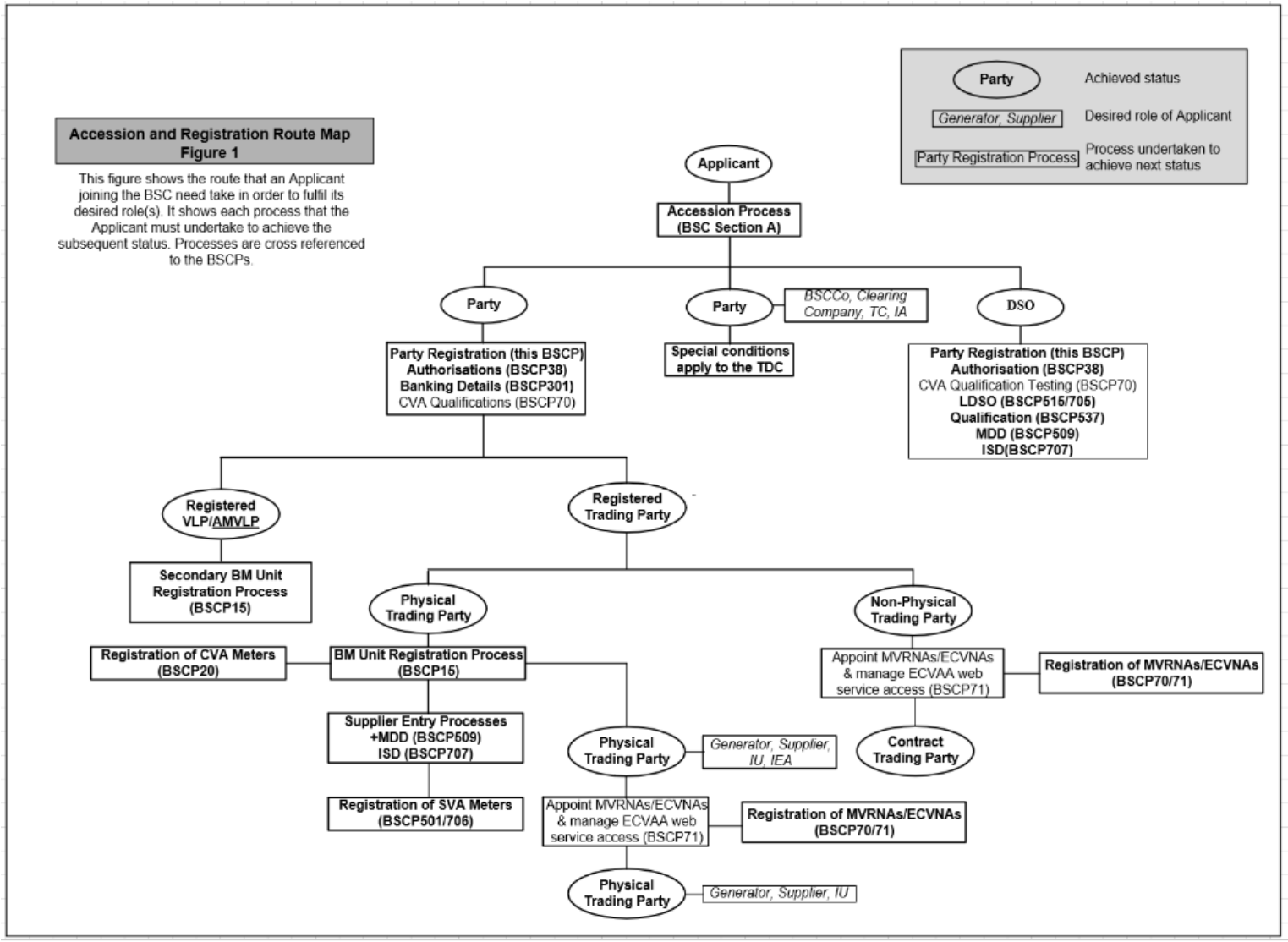
1.5.3 Not Shown in Route Map

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

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

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1.6 Supplier IDs

1.6.1 Increasing the Number of Supplier IDs

Parties may increase their number of Supplier IDs by:

(a) Requesting additional Supplier IDs. A maximum of 2 operational additional Supplier IDs can be requested per Party using this BSCP.

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

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

(c) Merger and/or acquisition. The number of Supplier IDs obtained in this way is unlimited; however these Supplier IDs will be obtained through the Transfer of Supplier ID process (Change of SVA BM Unit Ownership) under BSCP15.

1.6.2 Removal of Supplier IDs

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

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2 Acronyms and Definitions

2.1 List of Acronyms

Acronyms used in this Procedure are:

AMVLP	Asset Metering Virtual Lead Party
BMRA	Balancing Mechanism Reporting Agent
CRA	Central Registration Agent
CRD	Communications Requirement Document
CRS	Central Registration Service
DIP	Data Integration Platform
DSO	Distribution System Operator
ECVAA	Energy Contract Volume Aggregation Agent
ECVNA	Energy Contract Volume Notification Agent
FAA	Funds Administration Agent
IA	Interconnector Administrator
IEA	Interconnector Error Administrator
ISD	Industry Standing Data
IU	Interconnector User
LDSO	Licensed Distribution System Operator
MDD	Market Domain Data
MHHS	Market Wide Half Hourly Settlement
MVRNA	Metered Volume Reallocation Notification Agent
NETSO	National Electricity Transmission System Operator
REC	Retail Energy Code
SAA	Settlement Administration Agent
SMRA	Supplier Meter Registration Agent
SVA	Supplier Volume Allocation
VLP	Virtual Lead Party
VTP	Virtual Trading Party
WD	Working Day

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2.2 List of Definitions

CVA Qualification	Recognition that a BSC Party or Party Agent has satisfied the Communication requirements specified under Section O of the BSC, and that these systems have been tested according to the Communication Requirements Document.
CVA Qualification Statement	Certificate of CVA Qualification issued by BSCCo on completion of CVA Qualification.
CVA Qualification Tests/ CVA Qualification Test	Tests undertaken by a Qualifying CVA Participant. The tests provide the appropriate level of assurance that the necessary communications links between the Qualifying Participant and BSC Agents will function correctly under operational conditions.
MHHS MSID	Metering System Id for a Metering System that is operating under the Market Wide Half Hourly (MHHS) Arrangements
Self-Service Gateway	An online portal, accessible through the BSC Website, that allows authorised users to provide and maintain registration data, including (but not limited to) the data defined in this BSCP.
Waiver	Recognition that a Qualifying CVA Participant is sharing facilities with another Participant who has previously satisfied the relevant CVA Qualification requirements, and as such that CVA Qualification Tests would be duplicated if undertaken by the Qualifying Participant.

All other terms are as defined in the Code.

3 This section is not in use

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4 Interface and Timetable Information

4.1 Party Registration

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

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.1.1	After Party Applicant lodges application for Accession with BSCCo	Submit Party registration application and register authorised persons in accordance with BSCP38[2]. If required participation capacity is 'Supplier' or 'DSO' register Market Participant ID and associated Market Domain Data in accordance with BSCP509[3]. If required participation capacity is 'Supplier' CRA advises Party to register Base BM units in accordance with BSCP15	Party Applicant	CRA	Party Registration Application Form (BSCP65/01) or its online equivalent CRA-I001 (input) BSC Party Registration Data or its online equivalent BSCP38	Letter, fax, post, email, Self-Service Gateway
4.1.2	At least 10 WD before an applicant becomes a Trading Party	Complete and submit on-line Trading Charges Account Details Form as detailed in BSCP301	Party Applicant	FAA	BSCP301 Trading Charges Account Details	Self-Service Gateway

[2] Authorisations are required for submission of Party Registration and on-line Trading Charges Account Details forms.

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

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.1.3	Within 1 WD of receipt of form in 4.1.1 or its online equivalent	Request Accession & CVA Qualification status (and Party Details) from BSCCo for each application. Where the Party applicant is a 'Supplier' or 'LDSO' ensure the MDD/ISD Coordinator has received information required to register Market Participant ID and associated Market Domain Data in accordance with BSCP509 and/or associated Industry Standing Data in accordance with BSCP707..	CRA	BSCCo		Fax, email, Self-Service Gateway
4.1.4	At the same time as 4.1.3	Advise Party of the need to finalise the provisions for banking details with the FAA before the Party Registration is effective.	CRA	Party	BSCP301	Fax, email, phone, Self-Service Gateway
4.1.5	Within 1 WD of 4.1.3	BSCCo confirms accession, Qualification status and Party details BSCCo shares ISD entities 1, 45 & M16	BSCCo	CRA DIP		Email, Self-Service Gateway

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.1.6	Within 1 WD of receiving notice from BSCCo in 4.1.5	Enter Party Registration Data, allocate registration ID to Party, notify Party of successful registration and allocate Production and Consumption Energy Accounts, as required. CRA sends registration reports. If Party's intended participation capacity is "Supplier", register Base BM Units using registration information provided through BSCP15. MPID and role code distributed to DIP Manager	CRA BSCCo	Party BSC Agents NETSO BSCCo DIP Manager	CRA-I014 (Registration Report) CRA-I013 (Authentication Report) CRA-I020 (Operations Registration Report)	Fax, email, electronic

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

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

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.2.1	As determined by Party	Party submits completed Party Change of Registration Details Form or its online equivalent.	Party	CRA	Change of Registration Details Form (BSCP65/01) or its online equivalent or; CRA-I001 (Party Registration Data) or its online equivalent	Fax, email, Self-Service Gateway
4.2.2	Within 1 WD of receipt of information from 4.2.1	CRA checks revised data: If required participation capacity is 'Supplier' or 'LDSO' CRA advises Party to register Market Participant ID and associated Market Domain Data in accordance with BSCP509[4] and/or associated Industry Standing Data in accordance with BSCP707. If required participation capacity is 'Supplier' CRA advises Party to register Base BM units in accordance with BSCP15.	CRA	Party		Fax, email, electronic Self-Service Gateway
4.2.3	Within 1 WD of receipt of information from 4.2.1.	CRA confirms Accession, Qualification status and Party details with BSCCo. Where Party has not completed necessary CVA Qualification testing, CRA advises Party to follow the necessary process in BSCP70.	CRA	BSCCo Party		Internal process

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

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.2.4	Following 4.2.3	If advised, Party to qualify in accordance with BSCP70. If required participation capacity is 'Supplier' or 'LDSO' register Market Participant ID and associated MDD or ISD. If required participation capacity is ‘Supplier’ register base BM units.	Party		BSCP70 BSCP509 BSCP15 BSCP707	Fax, email, electronic
4.2.5	Within 1 WD of receiving notice from BSCCo that the Party Applicant has completed necessary CVA Qualification testing	CRA updates Party registration details and notifies Party of successful registration[5]. CRA sends registration reports.	CRA	Registered Party NETSO BSCCo BSC Agents	CRA-I014 (Registration Report) or its online equivalent CRA-I020 (Operations Registration Report) or its online equivalent CRA-I013 (Authentication Report) or its online equivalent	Fax, email, electronic

[5] If Party is registering as a Trading Party for the first time, CRA allocates Energy Accounts and Party must complete and submit an on-line Trading Charges Account Details Form as detailed in BSCP301.

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

This process should be used by:

(a) A Withdrawing Party to deregister all participation capacities, including that of BSC Party;

(b) A Party that wishes to change participation capacities (in conjunction with Section 4.2 of this procedure).

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.3.1	As determined by Party	Party submits completed Party Change of Registration Details Form or its online equivalent.	Party	CRA	Party Change of Registration Details Form (BSCP65/01) or its online equivalent or; CRA-I001 (Party Registration Data) or its online equivalent	Fax, email, Self-Service Gateway
4.3.2	Within 1 WD of receipt of information from 4.3.1	CRA checks revised data with BSCCo and verifies/clarifies with Party as required. Where the capacity to be deregistered is 'Supplier' or 'LDSO' CRA checks consistency of data with existing records.	CRA	BSCCo Party	Party Change of Registration Details Form (BSCP65/01) or its online equivalent or; CRA-I001(Details of change to Party Registration Data) or its online equivalent	Email, fax, electronic, phone, Self-Service Gateway
4.3.3	At the same time as 4.3.2	CRA advises Party of actions required to be undertaken prior to deregistering the role/participation capacity.	CRA	Party	Relevant BSCPs (BSCP71, BSCP15, BSCP20, BSCP75 etc.)	Fax, email, electronic Self-Service Gateway

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.3.4	After 4.3.3	If deregistration participation capacity is: (a) "Supplier", Party updates Market Domain Data in accordance with BSCP509[6] - and/or associated Industry Standing Data in accordance with BSCP707 and/or; (b) "Trading Party[7]", Party must complete all associated deregistration, and have no ECVNA/MVRNA authorisations or notifications in place after the Effective To Date of the Party role.	Party (Supplier and/or Trading Party)		BSCP509 BSCP707	Fax, email, electronic
4.3.5	Following 4.3.4	Party provides confirmation that all associated deregistration actions for their role/participation capacity are complete.	Party	CRA		Fax, email, Self-Service Gateway
4.3.6	Following 4.3.5	CRA confirms all associated deregistration activities have been completed	CRA	BSCCo		Fax, email, Self-Service Gateway
4.3.7	Within 1 WD of 4.3.6	CRA updates the Party's registration data on CRS and issues registration reports. If the Party has: (a) not requested to withdraw from the Code END PROCESS; (b) requested to withdraw from the Code refer to Section 4.5 of this BSCP.	CRA	Party BSC Agents NETSO BSCCo	CRA-I014 (Registration Report) or its online equivalent CRA-I013 (Authentication Report) or its online equivalent CRA-I020 (Operations Registration Report) or its online equivalent	Fax, email, electronic, Self-Service Gateway

[6] De-registration of the Supplier in MDD or ISD as appropriate will need to be coordinated with the deregistration of the Supplier in CRS, along with any BM Units still associated with the Supplier ID. The Party is responsible for ensuring that all corresponding changes to MDD or ISD as appropriate are completed in the required timescales, and other relevant SVA Procedures complied with. If the Party intends to cease trading in the participation capacity of "Supplier", they must first request the CRA to set the "Effective To Date" for their BM Units and participation capacity as "Supplier" to a future Settlement Date, but not less than 20 WD from the date of notification.

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

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

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

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

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4.5 Withdrawal from the Code (Non-Defaulting Party)

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

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

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.5.6	Within 1 WD of 4.5.5	Provide relevant withdrawal information.	BSCCo	Withdrawing Party	Exit Checklist - Appendix 3	Fax, email, Self-Service Gateway
4.5.7	After 4.5.6	Withdrawing Party completes relevant actions on the exit checklist, including deregistration of participation capacities in accordance with Section 4.3 of this procedure.	Withdrawing Party			
4.5.8	At least 20 days prior to the Withdrawal Date	BSCCo carries out initial checks to identify potential issues preventing withdrawal.	BSCCo		Outstanding BSCCo Charges Accrued sums payable under the Code paid or waived Disputes that may result in accrued liabilities For IA or IEA market roles, details of replacement appointed	Internal process
4.5.9	On same WD as 4.5.8	BSCCo requests information required to carry out initial checks in order to identify potential issues preventing withdrawal[8].	BSCCo	CRA FAA	CRA-I044 (Request for Withdrawals Checklist) or its online equivalent Details of outstanding liabilities and Credit Cover information	Fax, email, Self-Service Gateway

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

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
				NETSO The Authority REC Code Manager SVAA DIP Manager	Other information to facilitate the initial checks	
4.5.10	Within 5 WD of 4.5.9	Send responses to request for information required to carry out initial checks.	FAA	BSCCo	FAA-I034 (Outstanding liabilities and Credit Cover) or its online equivalent	Fax, email, Self-Service Gateway
		CRA and FAA schedule final checks.	CRA NETSO The Authority[9] REC Code Manager SVAA		CRA-I047 (Withdrawals Checklist) or its online equivalent Any known issues preventing withdrawal Licence or Exemption conditions requiring Code compliance Outstanding Metering System registrations Any outstanding issues preventing withdrawal	
4.5.11	Within 1 WD of 4.5.10	BSCCo advises Withdrawing Party of any issues identified which will need to be resolved before the final checks.	BSCCo	Withdrawing Party	Outstanding issues preventing withdrawal	Fax, email, Self-Service Gateway
4.5.12	As soon as possible on 2 WD prior to the Withdrawal Date	BSCCo requests information required to carry out final checks.	BSCCo	CRA	CRA-I044 (Request for Withdrawals Checklist) or its online equivalent	Fax, email, Self-Service Gateway

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

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
				FAA	Details of outstanding liabilities and Credit Cover information	
4.5.13	At 5pm, 2 WD prior to the Withdrawal Date	CRA and FAA shall run the reports and send the information to BSCCo within an hour.	FAA CRA	BSCCo	FAA-I034 (Outstanding Liabilities and Credit Cover) CRA-I047 (Withdrawals Checklist) or its online equivalent	Fax, email, Self-Service Gateway
4.5.14	Immediately after 4.5.13	BSCCo checks whether the Withdrawing Party is prevented from withdrawing under Section A.5.1.3 of the Code. If the checks confirm the Withdrawing Party is not prevented from withdrawing go to step 4.5.15. If the checks confirm the Withdrawing Party is prevented from withdrawing go to steps 4.5.17.	BSCCo			Internal process
4.5.15	Immediately after 4.5.14	BSCCo confirms that the Withdrawing Party can withdraw from the Code on the date specified on the Withdrawal Notice.	BSCCo	Withdrawing Party	Letter of formal notification that Withdrawal will proceed on the specified Withdrawal Date	Fax, email, Self-Service Gateway Followed by post

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.5.16	Following 4.5.15 and prior to the Party's Withdrawal Date	BSCCo advises of the Withdrawing Party's impending withdrawal from the Code.	BSCCo	All Parties BSC Agents NETSO ~~The Panel~~ The Authority DIP Manager	Notification of withdrawal of Party from the Code	Email Email, Service Desk
4.5.17	Following 4.5.16	ISD updated and Effective From date inserted into ISD entities.	ISDM	ISDM		Internal Process
4.5.18	Following 4.5.16	DIP Manager to confirm receipt	DIP Manager	BSCCo		Email, Service Desk
4.5.19	Immediately after 4.5.14	BSCCo confirms that the Withdrawal Notice shall be of no effect and specifies the provisions in Section A5.1.3 which prevent it from withdrawing.	BSCCo	Withdrawing Party	Letter of formal notification that the Party cannot withdraw from the Code on the specified date and why	Fax, email Followed by post

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4.5A Withdrawal from the Code (Transferring Party ID)

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

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.5A.1	At least 28 days before the intended Withdrawal Date	Withdrawing Applicant completes Withdrawal Notice or its online equivalent and submits to BSCCo.	Withdrawing Applicant	BSCCo	Completed Withdrawal Notice (BSCP65/03A Part 1).	Post, fax, email
4.5A.2	At least 28 days before the intended Withdrawal Date	Transferee completes Withdrawal Notice or its online equivalent and submits to BSCCo.	Transferee	BSCCo	Completed Withdrawal Notice (BSCP65/03A Part 2).	Post, fax, email
4.5A.3	Within 1 WD of receipt of notice	BSCCo validates the documents	BSCCo		Ensure Transferee is registered in the same role.	
4.5A.4	Within 1 WD of receipt of notice	BSCCo sends Withdrawing Applicant acknowledgement of receipt of the Withdrawal Notice. BSCCo inform DIP	BSCCo	Withdrawing Applicant DIP Manager	Confirmation of receipt of Withdrawal Notice	Email
4.5A.5	Following 4.5A.4	ISD updated and Effective From date inserted into relevant ISD entities.	IDSM	ISDM		Internal Process
4.5A.6	Following 4.5A.4	BSCCo liaises with withdrawing Applicant to prepare an application ~~Panel~~ for decision	BSCCo	Withdrawing Applicant	Supporting information required for ~~Panel~~ BSCCo decision	~~Fax, Email~~Internal Process
~~4.5A.7~~	~~Panel meeting date~~	~~BSCCo presents the Withdrawing Applicant's application to the Panel for decision.~~	~~BSCCo~~	~~Panel~~	~~Novation Applicant's application~~	~~Panel meeting~~

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.5A.7~~8~~	On same day as ~~Panel~~ BSCCo decision~~meeting~~	BSCCo informs Withdrawing Party of ~~Panel's~~ decision. If ~~Panel~~ BSCCo~~:~~ (a) approves the application, BSCCo shall execute and deliver a Novation Agreement in line with the ~~Panel~~ decision.[10] [11] (b) requests further information. ~~The Novation Applicant must, with help of BSCCo, prepare for another Panel presentation (including further input from the PAB, if requested by the Panel).~~ (c) rejects the application, a decision of the ~~Panel~~ BSCCo shall be final and binding on the Withdrawing Applicant and the Withdrawing Applicant shall have no right of appeal.	BSCCo	Withdrawing Applicant Transferring Party	~~Panel~~ BSCCo Decision	Post, fax, email
4.5A.8~~9~~	On same day as ~~Panel~~ BSCCo decision~~meeting~~	If ~~Panel~~ BSCCo approves the application, BSCCo advises of the successful Withdrawal.	BSCCo	Withdrawal Applicant ~~Panel Members~~ BSC Parties The Authority BSC Agents	~~Panel~~ BSCCo Decision Name of the Withdrawal Applicant Name of the Transferring Party Participation capacities (if any) notified by the Party Applicant in its Party Details	Email
4.5A.~~1~~9~~0~~	Following 4.5A.8~~9~~	DIP Manager to confirm receipt	DIP Manager	BSCCo	Confirmation of receipt of notification	Email

[10] BSCCo~~Code Manager~~~~Panel~~ Decision may be conditional until BSCCo receives confirmation that the Authority has revoked the withdrawing applicant's license or transferred as appropriate.

[11] Where the credit cover is held as a Letter of Credit (LoC) or Approved Insurance Product (AIP) the Party must make sure that a new LoC or AIP has been provided in the new name with the same effective from date as the Withdrawal Date.

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.5A.10	Within 14months	Party to proceed to Withdrawal from the Code (Non-Defaulting Party) in Section 4.5	Party		Completed Withdrawal Notice (BSCP65/03)	Post, fax, email

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4.6 Withdrawal from the Code (Defaulting Party)

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

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

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.6.1	At least 28 days before the intended Withdrawal Date[12]	Withdrawing Party completes Withdrawal Notice and submits to BSCCo.	Withdrawing Party	BSCCo	Completed Withdrawal Notice (BSCP65/03)	Post, fax, email
4.6.2	Within 1 WD of receipt of notice	BSCCo sends Withdrawing Party acknowledgement of receipt of the Withdrawal Notice. BSCCo to inform DIP	BSCCo BSCCo	Withdrawing Party DIP Manager	Confirmation of receipt of Withdrawal Notice DIP	Email Service Desk
4.6.3	Following 4.6.2	ISD updated and Effective From date inserted into ISD entities	ISDM	ISDM		Internal Process
4.6.4	Following 4.6.3	DIP Manager to confirm receipt	DIP Manager	BSCCo	Confirmation of receipt of notification	Email

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

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.6.5	At the same time as 4.6.2	BSCCo checks and verifies the Withdrawal Notice and if Party: (a) is compliant, then BSCCo sends an acceptance of the Withdrawal Notice subject to meeting withdrawal criteria or; (b) is not compliant, (including in Default but not solely by virtue of Section H 3.1.1 (g) of the Code), then BSCCo advises Withdrawing Party. END PROCESS. Where Party wishes to submit an application to the ~~Panel~~ BSCCo in respect of Base Monthly Charge amounts payable prior to withdrawal: perform steps 4.6.6 – 4.6.8 in parallel to this process. Otherwise proceed to step 4.6.7.	BSCCo	Withdrawing Party	Letter confirming acceptance of Withdrawal Notice Or Advice of non-compliance with Section A 5.1.5	Fax, post, email
4.6.6	Following 4.6.3	BSCCo liaises with Withdrawing Party to prepare an application ~~to be presented at the Panel Meeting~~ for decision.	BSCCo	Withdrawing Party	~~Panel meeting date~~ ~~BSCCo paper day deadlines~~ Supporting information required for ~~Panel~~ BSCCo application	Fax, email
4.6.7	~~Panel Meeting Date~~BSCCo decision	~~Present~~ Party's application ~~to the Panel~~considered by BSCCo ~~for~~ decision.	BSCCo	~~Panel~~BSCCo	~~Panel~~ Party's application and amount payable	~~Panel meeting~~Internal Process
4.6.8	Within 1 WD of ~~Panel Meeting~~BSCCo decision	Inform Party of ~~Panel~~ BSCCo's decision. If ~~Panel~~ BSCCo: (a) approves application, BSCCo amends invoicing process in respect of Base Monthly Charges or; (b) refuses application, Party remains liable to settle Base Monthly Charges prior to final compliance checks.	BSCCo	Withdrawing Party	~~Panel~~ BSCCo Decision	Fax, email

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.6.9	Within 1 WD of 4.6.3	BSCCo requests Party withdrawal information.	BSCCo	CRA FAA	CRA-I044 (Request for Withdrawals Checklist) or its online equivalent Details of outstanding liabilities and Credit Cover information	Fax, email, Self-Service Gateway
4.6.10	Within 2 WD of 4.6.7	Send withdrawal information to BSCCo.	CRA FAA	BSCCo	CRA-I047 (Withdrawals Checklist) or its online equivalent FAA-I034 (Outstanding Liabilities and Credit Cover information) or its online equivalent	Fax, email, Self-Service Gateway
4.6.11	Within 1 WD of 4.6.8	Provide relevant withdrawal information.	BSCCo	Withdrawing Party	Exit Checklist - Appendix 3	Fax, email, Self-Service Gateway
4.6.12	After 4.6.9	Withdrawing Party completes relevant actions on exit checklist, including deregistration of participation capacities in accordance with Section 4.3 of this procedure.	Withdrawing Party			
4.6.13	At least 20 days prior to the Withdrawal Date	BSCCo carries out initial checks to identify potential issues preventing withdrawal.	BSCCo		Outstanding BSCCo Charges Accrued sums payable under the Code paid or waived Disputes that may result in accrued liabilities For IA or IEA market roles, details of replacement appointed	Internal process

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.6.14	On same WD as 4.6.11	BSCCo requests information required to carry out initial checks in order to identify potential issues preventing withdrawal[13].	BSCCo	CRA FAA NETSO The Authority REC Code Manager SVAA	CRA-I044 (Request for Withdrawals Checklist) or its online equivalent Details of outstanding liabilities and Credit Cover information Other information to facilitate the initial checks	Fax, email, Self-Service Gateway
4.6.15	Within 5 WD of 4.6.12	Send responses to request for information required to carry out initial checks. CRA and FAA schedule final checks.	FAA CRA NETSO The Authority[14] REC Code Manager	BSCCo	FAA-I034 (Outstanding liabilities and Credit Cover) or its online equivalent CRA-I047 (Withdrawals Checklist) or its online equivalent Any known issues preventing withdrawal Licence or Exemption conditions requiring Code compliance Outstanding Metering System registrations	Fax, email or its online equivalent
			SVAA		Any outstanding issues preventing withdrawal	

[13] The organisations and BSC Agents consulted as part of this step may vary depending upon the participation capacity or participation capacities of the Party.
[14] The Authority is not obliged to reply to this request. The onus is on the Party to provide any relevant proof.

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

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

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

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4.7 Expulsion from acceded status

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.7.1	Before SAF consultation	BSCCo to gather performance assurance or other information on a Party that is in contravention of the provisions of the Code	BSCCo		Relevant information	Internal process
4.7.2	5 WD ahead of SAF consultation	Provide relevant information to SAF. BSCCo to inform DIP Manager. DIP Manager to review whether to remove DIP user .	BSCCo	SAF DIP Manager	Relevant information	Meeting paper (Internal Process) Service Desk
4.7.3	At SAF consultation	To consult with the SAF and ~~M~~make initial decision re its intention to expel Party, providing grounds for expulsion.	BSCCo SAF consultation	BSCCo		Meeting minutes
4.7.4	SAF consultation + 1 WD	BSCCo notifies Authority and each other Party of intention to expel Party and requests written representations to be forwarded.	BSCCo	Parties and Authority	Notice of intention to expel Party, requests for written representations	Written
4.7.5	SAF consultation + 20 WD	Collate any representations made by Parties or the Authority and consult with SAF.	BSCCo	SAF	Collation of representations from Authority and Parties	Meeting Paper (Internal Process)
4.7.6	At Second SAF consultation	To consult with the SAF and ~~M~~make final decision re intention to expel Party and document in minutes stating effective date and grounds for expulsion.	BSCCo SAF consultation	BSCCo	Minuted request to forward Expulsion Notice if required	Meeting Paper (Internal Process)

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.7.7	Second SAF consultation + 1 WD	Forwards the Expulsion Notice to the Party, stating the effective date and grounds for expulsion	BSCCo	Party	Expulsion Notice	Email, post or fax
4.7.8	Second SAF Consultation + 1 WD	Advises all Parties and BSC Agents.	BSCCo	All Parties BSC Agents NETSO The Authority DIP Manager	Notification of expulsion	Email, post, fax
4.7.9	Following 4.7.8	ISD updated and Effective From date inserted into relevant ISD entities	ISDM	ISDM		Internal Process

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4.8 Request for Additional Supplier ID(s)

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.8.1	As determined by the Party	Request additional Supplier ID(s). Liaise with the Market Domain Data Coordinator or Industry Standing Data Co-ordinator as appropriate to agree provisional unique Supplier ID and Register MDD Changes as per BSCP509.	Party	CRA BSCCo	Form BSCP65/05 (Part A) or its online equivalent. With an Effective From Date, which is on or after, the next MDD or ISD Go Live date as appropriate.	Fax, post, email, Self-Service Gateway
4.8.2	Within 1 WD of receipt of information from 4.8.1	Validate request and: (a) establish if the Supplier ID limit has been exceeded (see 1.6.1); (b) ensure the Party is in Central Systems and Qualified in the role of Supplier; (c) validate password / signature; (d) liaise with the MDD Co-ordinator or ISD Co-ordinator as appropriate to ensure Party has agreed a unique Supplier ID and that MDD/ISD has been updated via BSCP509/BSCP707.	CRA BSCCo			Internal process.
4.8.3	If Supplier ID limit is reached (if not proceed to 4.8.6)	BSCCo liaises with the Party to prepare an application ~~to be presented at the Panel Meeting~~ for decision.	BSCCo	Party	Form BSCP65/05 (Part A) or its online equivalent ~~Panel meeting date~~ ~~BSCCo paper day deadlines~~ ~~Supporting information required for Panel application~~	Fax, email, Self-Service Gateway
4.8.~~4~~5	Following 4.8.~~3~~4	Notify CRA of the ~~Panel~~ BSCo decision. The decision of the ~~Panel~~ BSCCo shall be final and binding.	BSCCo	CRA	~~Panel~~ BSCCo decision	Fax, email, Self-Service Gateway

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.8.5~~6~~	If request rejected Within 2 WD of receipt of form	Notify Party of reason for rejection.	CRA	Party	Form BSCP65/05 (Part B) or its online equivalent Reason for rejection.	Fax, email, Self-Service Gateway
4.8.6~~7~~	If request accepted Within 2 WD of receipt of form	Notify Party of acceptance. Continue as per: Notification of new Supplier ID, in BSCP15.	CRA	Party	Form BSCP65/05 (Part B) or its online equivalent Acknowledgement Register MDD Changes as per BSCP509 Register ISD Changes as per BSCP707.	Fax, email, Self-Service Gateway

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4.9 Request to Remove Additional Supplier ID(s)

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.9.1	As determined by the Party	Request to remove additional Supplier ID(s). Register MDD Changes as per BSCP509. Register ISD changes as per BSCP707. Deregister SVA Standing Data as per BSCP507 (where appropriate).	Party	CRA	Form BSCP65/05 or its online equivalent. With an Effective To Date, which is on or after, the next MDD or ISD as appropriate Go Live date	Fax, post, email, Self-Service Gateway
4.9.2	At the same time as 4.9.1	Deregister the additional Supplier ID(s) in MDD in accordance with BSCP509. Deregister the additional Supplier ID(s) in ISD in accordance with BSCP707. Deregister SVA Standing Data as per BSCP507 (where appropriate). Deregister BM Units in accordance with BSCP15.	Party Party Party Party	BSCCo BSCCo BSCCo CRA		Fax, post, email, Self-Service Gateway
4.9.3	Within 1 WD of receipt of information from 4.9.1	Validate request and: (a) validate password / signature; (b) liaise with the MDD Co-ordinator or ISD Co-ordinator as appropriate to ensure that necessary updates to MDD/ISD have been made; (c) ensure this request is not for the final Supplier ID[16].	CRA		Form BSCP65/05 or its online equivalent	Internal process.

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

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.9.4	If request rejected. Within 2 WD of receipt of information from 4.9.1	Notify Party of reason for rejection.	CRA	Party	Form BSCP65/05 (Part B) or its online equivalent Reason for rejection	Fax, email, Self-Service Gateway.
4.9.5	If request accepted. Within 2 WD of receipt of information from 4.9.1	Notify Party of acceptance.	CRA	Party	Form BSCP65/05 (Part B) or its online equivalent Acknowledgement	Fax, email, Self-Service Gateway
4.9.6	Within 1 WD of receipt of 4.9.5	Enter Effective To Date for all Supplier BM Units for that Supplier ID.	CRA		Supplier BM Units for that Supplier ID with the Effective To Date	Internal process
4.9.7	Within 1 WD of 4.9.6	Inform the NETSO, BSCCo, Party and BSC Agents of the BM Units Effective To Date.	CRA	BSCCo NETSO BSC Agents Party	CRA-I020 (Operations Registration Report) CRA-I015 (BM Unit and GSP Group Registration Data) CRA-I014 (Registration Report to Party) containing Supplier name, Supplier ID, Effective To Date, BM Unit IDs	Electronic Email to BSCCo

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4.10 Party Novation

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

Novation shall be in accordance with BSC Section A.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.10.1	As determined by the Novation Applicant	Novation Applicant submits completed Novation Application Form.	Novation Applicant	BSCCo	Completed Novation Application Form (BSCP65/06a) Two Novation Agreements (one if provided via email) signed but not dated by the Novation Applicant and Transferring Party (BSCP65/06b) Confirmation of payment of Novation Fee	Post, email, fax
4.10.2	Within 1 WD of receipt of information in 4.10.1	BSCCo confirms receipt of BSCP65/06.	BSCCo	Novation Applicant Transferring Party	Confirmation of receipt of Novation Application form and Novation Agreement Confirmation of receiving Novation Fee	Fax, email
4.10.3	Within 5 WD of receipt of information in 4.10.1	BSCCo advises of the application for Novation.	BSCCo	~~Panel Members~~ BSC Parties The Authority BSC Agents DIP Manager	Intended Novation Date Name of the Novation Applicant Name of the Transferring Party Participation capacities (if any) notified by the Novation Applicant in its Party Details	Email

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.10.4	Following 4.10.3	BSCCo liaises with Novation Applicant to prepare an application to be presented at the Performance Assurance Board (PAB) meeting for recommendation.	BSCCo	Novation Applicant	PAB meeting date BSCCo paper day deadlines Supporting information required for PAB recommendation	Fax, Email
4.10.5	PAB meeting date	BSCCo presents the Novation Applicant's application to the PAB for recommendation.	BSCCo	PAB	PAB meeting paper including supporting information required for PAB recommendation	PAB meeting
4.10.6	Following 4.10.5	BSCCo liaises with the Novation Applicant to prepare an application ~~to be presented at the Panel Meeting~~ for a decision.	BSCCo	Novation Applicant	~~Panel meeting date~~ ~~BSCCo paper day deadlines~~ PAB recommendation Supporting information required for Panel application	Fax, Email

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.10.7~~8~~	On same day as ~~Panel meeting~~BSCCo decision	BSCCo informs Novation Applicant ~~of Panel~~'s decision. If ~~Panel~~BSCCo: (a) approves the application, BSCCo shall execute and deliver a Novation Agreement in line with the ~~Panel~~ decision.[17] (b) requests further information. The Novation Applicant must, with help of BSCCo, prepare for another ~~Panel~~ presentation (including further input from the PAB, if requested by the ~~Panel~~BSCCo). (c) rejects the application, a decision of the ~~Panel~~ BSCCo shall be final and binding on the Novation Applicant and the Novation Applicant shall have no right of appeal.	BSCCo	Novation Applicant Transferring Party	~~Panel~~ BSCCo Decision If applicable, BSCCo countersigned copy of the Novation Agreement	Fax, Email, post
4.10.8~~9~~	On same day as ~~Panel meeting~~BSCCo	If ~~Panel~~ BSCCo approves the application, BSCCo advises of the successful Novation Agreement.	BSCCo	Novation Applicant ~~Panel BSCCo Members~~ BSC Parties The Authority BSC Agents DIP Manager	~~Panel~~ BSCCoDecision Name of the Novation Applicant Name of the Transferring Party Participation capacities (if any) notified by the Party Applicant in its Party Details	Email

[17] Code Manger~~Panel~~ Decision may be conditional. BSCCo may not execute the Agreement of Novation of Contract for Parties wishing to participate in licensable activities until BSCCo receives confirmation that the Authority has granted the required Licence or Transfer of Licence to the Novation Applicant as appropriate.

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REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
4.10.9~~10~~	Following 4.10.8~~9~~	ISD updated and Effective From date inserted into ISD entities [TBC]	ISDM	ISDM		Internal Process

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5 Appendices – Summary of Forms

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

5.2 No longer used

5.3 BSCP65/03 Withdrawal Notice Form

5.4 BSCP65/04 Expulsion Notice Form

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

5.6 BSCP65/06a Novation Application Form

5.7 BSCP65/06b Agreement of Novation of Contract

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

* Delete as appropriate

BSCP65/01

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

ACTION DESCRIPTION (TICK ONE BOX ONLY)			
Register		**Amend Registration**	

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PARTY NAME	
Party Name (Enter * if data has changed[18])	
Effective From Date for new Party name[19]	

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

[18] Use for change of Party Name; a Party name should be a maximum of 30 alphanumeric characters, but will be truncated to 30 characters by BSC systems. To change the name associated with an existing Party Agent ID, use BSCP71.

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

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

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

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

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

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5.2 No longer used

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5.3 BSCP65/03 Withdrawal Notice Form

Withdrawal Notice Form
BSCP65/03

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

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

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

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

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

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

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

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Is your company in Default solely by virtue of Section H3.1.1(g)? *In order to withdraw, your answer must be YES to this question.*	YES/NO
Do you wish to request that ~~the Panel the~~ BSCCo determine whether or not it is necessary for the Base Monthly Charge (accruing after the date of this Withdrawal Notice[20]) to be paid as an accrued debt before your company can withdraw from the Code?	YES/NO

Withdrawal Date:

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

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

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

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

Part 1 (to be completed by the Party ID Transferor[21]
BSCP65/03A

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

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

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

Please take this as notification that Party ID_____ (8 alphanumeric ID)

Will be transferred from Party:

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

To Party:

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

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

[21] The Party that is transferring their Party ID.

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Is your company in Default solely by virtue of Section H3.1.1(g)? *In order to withdraw, your answer must be No to this question.*	YES/NO

Withdrawal Date:

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

The Effective Date must be at least 28 days from the date of this Withdrawal Notice. Subject to compliance with the requirements in Section A5.1 you will cease to be a Party to the Code effective from the end of the Withdrawal Date specified on this form.

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BSCP65/03A Withdrawal Notice (Transferring Party ID)

Part 2 (to be completed by the Party ID Transferee[22]
BSCP65/03A

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

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

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

Please take this as notification that Party ID_____ (8 alphanumeric ID)

Will be transferred from Party:

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

To Party:

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

[22] The Party that will become responsible for the Party ID.

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

(a) the Party ID of the Withdrawing Party;

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

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

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5.4 BSCP65/04 Expulsion Notice Form

Expulsion Notice Form BSCP65/04

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

The grounds for expulsion are as follows:

1. _____
2. _____
3. _____

The expulsion will take effect from[23]: _____ *(date)*

Your attention is drawn to Section A of the Code which states your company's ongoing obligations

Signature: _____

Name: _____

Position: ~~Chair Panel~~**BSCCo**

[23] The expulsion will be effective (and you will cease to be a Party to the Code) from the end of the Withdrawal Date specified on this form.

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5.5 BSCP65/05 Request for/ Removal of Additional Supplier ID*[24]

* Delete as appropriate

PART A

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

BSC Party Details
Participation Capacity:
Additional Supplier ID / SVAA Market Participant ID: (Please enter 4 alpha char. ID)
Is required / Is no longer required *
Effective From / To *: _____ (The Effective From/To date should be on or after the MDD /ISD 'go live' date as appropriate)

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

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BSC Party Details
Will this Additional Supplier ID take you over your Supplier ID limit?[25] Yes/No If yes, describe the reason for the Additional Supplier ID
Declaration (To be completed when used to deregister a Supplier ID) I certify that: No SVA Metering Systems are associated with this Supplier ID; This is not the final Supplier ID; and No SVAA Standing Data is associated with this Supplier ID. Authorised Signature: _____

[25] Supplier ID limit is defined in BSCP65 1.6.1

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PART B Acknowledgement from CRA

Request Accepted / Rejected: (Delete as applicable)

Name:	
Signature:	
Date:	

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5.6 BSCP65/06a Novation Application Form

Page 1 of 2

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

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

* As registered in Companies House or equivalent

† ~~The BSC Panel~~ BSCCo may request further company details

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

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Party ID:	
Party Agent ID:	
Party and Party Agent Roles:	

Novation Date:

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

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

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Describe the reason for the Novation Agreement

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

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To be signed by Novation Applicant

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

SIGNED FOR AND ON BEHALF OF
[INSERT NAME OF NOVATION APPLICANT]

By:_____

Print Name _____

Position _____

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5.7 BSCP65/06b Agreement of Novation of a Contract

DATED

AGREEMENT OF NOVATION OF A CONTRACT

between

CONTINUING PARTY

and

OUTGOING PARTY

and

INCOMING PARTY

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THIS AGREEMENT ("Agreement") is dated [DATE]

PARTIES

(1) Elexon Limited, registered in England (number 3782949) whose registered office is at 4th Floor, 350 Euston Road, London, NW1 3AW, on its own behalf and on behalf of all the other parties to the BSC Framework Agreement (**Continuing Party**).

(2) [FULL COMPANY NAME] incorporated and registered in [England and Wales] with company number [NUMBER] whose registered office is at [REGISTERED OFFICE ADDRESS] (**Outgoing Party**).

(3) [FULL COMPANY NAME] incorporated and registered in [England and Wales] with company number [NUMBER] whose registered office is at [REGISTERED OFFICE ADDRESS] (**Incoming Party**).

BACKGROUND

(A) The Continuing Party and the Outgoing Party are Party to an Accession Agreement, a copy of which is annexed to this Agreement (**Contract**), by which the Outgoing Party was admitted as an additional Party under the Framework Agreement.

(B) The Outgoing Party wishes to transfer its rights and obligations under the Contract to the Incoming Party.

(C) The Continuing Party has agreed to release the Outgoing Party from liability for any failure by the Outgoing Party to perform its obligations under the Contract before the Effective Date, provided that the Incoming Party assumes liability for those failures in the Outgoing Party's place.

(D) The parties have therefore agreed to novate the Outgoing Party's rights, obligations and liabilities under the Contract to the Incoming Party on the terms of this Agreement with effect from the date the Continuing Party dates and signs this Agreement (Effective Date).

AGREED TERMS

1. Novation

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

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time of transfer. From the Effective Date all references to the Outgoing Party in the Contract shall be read and construed as references to the Incoming Party.

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

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

2. Release Of Obligations And Liabilities

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

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

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

3. Governing Law

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

4. Jurisdiction

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

5. Severability

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

6. Counterparts

This agreement may be executed in counterparts.

7. Definitions

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

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

Continuing Party

By: ……
Name:
Title:
Date:

Outgoing Party

By: …….. ……..
Name:
Title:
Date:

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Incoming Party

By: ……
Name:
Title:
Date:

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Appendix 1 – Participation Capacities

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

(a) The NETSO, being the Party which is the holder of the ESO Licence;

(b) Distribution System Operator (DSO):

- Where the Party is (or intends to be) the holder of a Distribution Licence in respect of distribution activities in Great Britain , then they will also be known as a Licensed Distribution System Operator (LDSO) and will be registered as a distributor within Supplier Volume Allocation[26];

- A Party that benefits (or intends to benefit) from an Exemption will only be known as a Distribution System Operator and must provide details of the circumstances that lead to such benefit. Such a Distribution System Operator will not be registered as a distributor[27] within Supplier Volume Allocation;

(c) A Trading Party, a Party (other than the NETSO) which holds Energy Accounts e.g. Interconnector Users, a Party responsible for Imports and/or Exports of electricity, a Party which holds Energy Accounts;

(d) Interconnector Error Administrator;

(e) Interconnector Administrator;

(f) Supplier;

(g) Virtual Lead Party. ;

(h) Asset Metering Virtual Lead Party; and

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

[27] This Party will not to be registered within Supplier Volume Allocation or Market Domain Data. Should the Party be registered in some other capacity, then this registration will not include the Role Codes of "R" or "P".

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(i) Virtual Trading Party.

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Appendix 2 - Market Entry Processes

This table indicates the processes relevant to specific participation categories and Trading Party roles. Please also refer to the route map in Section 1.5.

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

IA	Interconnector Administrator
IEA	Interconnector Error Administrator
DSO	Distribution System Operator
IU	Interconnector User
VLP	Virtual Lead Party
AMVLP	Asset Metering Virtual Lead Party
VTP	Virtual Trading Party

Process	**Documents & Information**	**Generator**	**Supplier**	**Non Physical Trader**	**IU**	**VTP**	**IA**	**IEA**	**DSO**	**VLP / AMVLP**
Communication Requirements & Line Acquisition	CRD; BSC Agent contact details; Communication Line Request form	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CVA Qualification Testing	BSCP70; CRD	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Party registration	BSCP65	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Authorisations	BSCP38	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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Process	Documents & Information	Generator	Supplier	Non Physical Trader	IU	VTP	IA	IEA	DSO	VLP / AMVLP
Trading Charges Account details, & Credit Cover	BSCP301	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Primary or Secondary BM Unit registration	BSCP15	Yes	Yes		Yes	Yes		Yes		
Trading Unit registration	BSCP31	Yes	Yes							
CVA Meter Registration	BSCP20	Yes	Yes [28]							
Notification Agent Registration & Authorisation	BSCP71	Yes	Yes	Yes	Yes	Yes				
SVA Meter registration	BSCP501		Yes						Yes	
MDD Registration (Market Participant ID)	BSCP509		Yes						Yes	
ISD Registration (Market Participant ID)	BSCP707		Yes						Yes	

[28] Where appropriate

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Process	Documents & Information	Generator	Supplier	Non Physical Trader	IU	VTP	IA	IEA	DSO	VLP / AMVLP
SMRA appointment and entry processes	BSCP501 or BSCP706 BSCP515 or BSCP705								Yes	
SVA Standing Data changes	BSCP507		Yes							
SVA Metering System Balancing Services Register	BSCP602		Yes			Yes				Yes

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Appendix 3 – Exit Checklist

BP	BSC Party
IA	Interconnector Administrator
IE	Interconnector Error Administrator
TG	Generator
TI	Interconnector User
TN	Non-Physical Trader
TS	Supplier
MV	MVRNA
EN	ECVNA
VLP	Virtual Lead Party
AV	Asset Metering Virtual Lead Party
VT	Virtual Trading Party

Deregistration of Supplier Participation Capacity, Market Participant IDs and associated Primary or Secondary BM Units

Action	Documents	Roles											
		BP	IA	IE		TG	TI	TN	TS	MV	EN	VP/AV	VT
Deregistration of Supplier Role: Submit BSCP65/01 to request deregistration of the Supplier participation capacity. The Effective To Date of the Supplier role should be same as the Effective To Date of the Supplier BM Units. The BSCP65/01 form must be received, validated and processed at least 15WDs prior to the targeted MDD or ISD as appropriate Go Live date.	BSCP65/01								Yes				
Deregistration of Market Participant ID in MDD: Submit # BSCP509/01 and related entity forms to th e MDD Co-ordinator at least 15WDs prior to the targeted MDD Go Live date.	BSCP509/01								Yes			Yes	
Deregistration of Market Participant ID in ISD:	BSCP707/01								Yes				

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Action	Documents	Roles											
Submit BSCP707/01 and related entity forms to the ISD Co-ordinator at least 15WDs prior to the targeted ISD Go Live date.													
Deregistration or Transfer of Primary SVA BM Units: Submit a letter to the CRA and BSCCo requesting deregistration of Supplier Primary BM Units, in accordance with BSCP15 at least 30WDs prior to the targeted MDD or ISD Go Live date as appropriate. Go Live date. This should be done at the same time as the submission of form BSCP65/01 to request deregistration of the participation capacity and at least 30WDs prior to the targeted MDD or ISD Go Live date as appropriate. Please ensure the Effective To Date on the BSCP15 forms are on or after the targeted MDD or ISD Go Live date as appropriate. Alternatively, transfer the SVA Primary BM Units in accordance with the procedures set out in BSCP15.	BSCP15/4.6 or Letter (in accordance with BSCP15)								Yes				
Deregistration of Virtual Lead Party/ Asset Metering Virtual Lead Party Role/ Virtual Trading Party: Submit BSCP65/01 to request deregistration of the Virtual Lead Party/ Asset Metering Virtual Lead Party/ Virtual Trading Party participation capacity. The Effective To Date of the Virtual Lead Party Asset												Yes	Yes

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Action	Documents	Roles											
Metering Virtual Lead Party / Virtual Trading Party role should be same as the Effective To Date of the Secondary BM Units. The BSCP65/01 form must be received, validated and processed in accordance with BSCP15.													
Deregistration of Secondary BM Units: Submit a letter to the CRA and BSCCo requesting deregistration of Secondary BM Units, in accordance with BSCP15. This should be done at the same time as the submission of form BSCP65/01 to request deregistration of the participation capacity												Yes	Yes

Deregistration or Change of Primary BM Unit Lead Party (CoPBLP) of BM Units and Metering

Action	Documents	Roles										
		BP	IA	IE	TG	TI	TN	TS	MV	EN	VP/AV	VT
Deregister Trading Units in accordance with BSCP31	BSCP31/4.6				Yes			Yes				
Deregister or Change of Primary BM Unit Lead Party (CoPBLP) BM Units in accordance with BSCP15	BSCP15/4.2 or CoPBLP				Yes	Yes		Yes				
Deregister CVA Metering Systems in accordance with BSCP20	BSCP20/4.7				Yes			Yes				

Termination of MVRNA/ECVNA Authorisations and deregistration of ECVNA/MVRNA roles (if applicable)

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Action	Documents	Roles										
		BP	IA	IE	TG	TI	TN	TS	MV	EN	VP/AV	VT
Terminate MVRNA and/or ECVNA authorisations[29]	BSCP71/03 and/or BSCP71/04				Yes	Yes	Yes	Yes	Yes	Yes		Yes
Deregister ECVNA/MVRNA roles of the Withdrawing Party	BSCP71/06								Yes	Yes		Yes
Set Effective To Dates within ECVAA web service credentials files	BSCP71				Yes	Yes	Yes	Yes	Yes	Yes		Yes

Notifications

Action	Documents	Roles										
		BP	IA	IE	TG	TI	TN	TS	MV	EN	VP/AV	VT
Request Forward Contract Report and nullify or set an Effective To Date for evergreen notifications in accordance with BSCP71	BSCP71				Yes	Yes	Yes	Yes				

Deregistration of Participation Capacities (including Trading Party)

Action	Documents	Roles										
		BP	IA	IE	TG	TI	TN	TS	MV	EN	VP/AV	VT
Deregister participation capacities and roles (e.g. Trading Party role) in accordance with Section 4.3 of this procedure[30]	BSCP65/01		Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes

Credit Cover

Action	Documents	Roles										
		BP	IA	IE	TG	TI	TN	TS	MV	EN	VP/AV	VT
Request a Credit Cover reduction in accordance with BSCP301	BSCP301			Yes	Yes	Yes	Yes	Yes			Yes	Yes

Trading Charges and Liabilities

[29] Once these authorisations are cancelled, participants will be required to set up new ECVNA/MVRNA Authorisations to make any changes to notifications in place.
[30] The Withdrawing Party must not have any ECVNA/MVRNA Authorisations or notifications in place beyond the Effective To Date of its Trading Party role

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Action	Documents	Roles										
		BP	IA	IE	TG	TI	TN	TS	MV	EN	VP/AV	VT
Ensure any outstanding Trading Charges or other liabilities are paid	N/A			Yes	Yes	Yes	Yes	Yes			Yes	Yes

BSCCo charges

Action	Documents	Roles										
		BP	IA	IE	TG	TI	TN	TS	MV	EN	VP/AV	VT
Ensure that any outstanding BSC Section D charges are paid	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes

Communication Lines and Reports

Action	Documents	Roles										
		BP	IA	IE	TG	TI	TN	TS	MV	EN	VP/AV	VT
Submit request to BSCCo for cancellation of Low Grade Service/High Grade Service and access to NETA central systems	Cancellation of HGS/ LGS Form Cancellation of Access to NETA Central Systems Form		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Submit request to stop receiving reports from NETA central systems in accordance with BSCP41	BSCP41/01		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Licence Issues

Action	Documents	Roles										
		BP	IA	IE	TG	TI	TN	TS	MV	EN	VP/AV	VT
Arrange with the Authority withdrawal from license obligations		Yes			Yes			Yes				

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Withdrawal Notice

Action	Documents	Roles										
		BP	IA	IE	TG	TI	TN	TS	MV	EN	VP/AV	VT
Submit a Withdrawal Notice to BSCCo specifying the intended Withdrawal Date at least 28 days prior to the intended Withdrawal Date, in accordance with Sections 4.5 and 4.6 of this procedure	BSCP65/03	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes

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AMENDMENT RECORD – BSCP65

Version	Date	Description of Changes	Changes Included	Mods/Panel/ ~~Panel~~BSCCo/ Committee Refs
1.0	Code Effective Date	Updated to version 1.0	n/a	n/a
2.0	30/11/00	Work outstanding at Go Active, resolution of inconsistencies, inclusion of consultation comments	209, 186, 229, 243	08/009
3.0	13/08/02	Change Proposal for BSC Systems Release 2	CP508, 661, 546, 726	ISG16/166 ISG18/193 SVG17/208 SVG19/233
4.0	24/06/03	Incorporates changes for CVA Programme June 03 Release	CP821 P106	
5.0	01/08/03	Incorporates changes for P62	P62, P106 additional changes	
6.0	19/02/04	Incorporates changes for CVA Programme P127 interim release	P127	ISG37/419 SVG37/465
7.0	30/06/04	Change Proposals for the CVA Programme June 04 Release	CP971	ISG40/003 SVG40/004
8.0	03/11/04	Changes for CVA Nov04 Release	CP502, CP974, P98	ISG40/003 ISG40/004 SVG40/004
9.0	23/02/05	CVA Programme Feb 05 Release	BETTA 6.3, P159	78/007
10.0	02/11/05	CVA Programme November 05 Release	CP1128	ISG54/002
11.0	22/02/07	February 07 Release	CP1160 CP1176	ISG/66/06 SVG/66/06 ISG/68/002 SVG/67/002
12.0	23/08/07	P197 Release	P197	
13.0	04/11/10	November 10 Release	CP1328 CP1331	ISG112/01 SVG112/03 ISG112/01 SVG112/03
14.0	25/02/16	February 2016 Release	P318 Self Governance	ISG176/01 SVG179/02

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Version	Date	Description of Changes	Changes Included	Mods/Panel/ ~~Panel~~BSCCo/ Committee Refs
15.0	23/02/17	February 2017 Release	P343 Self Governance	P259/04
16.0	28/02/19	February 2019 Release February 2019 Release	P344 CP1510	Panel 284C/01 ISG211/06 SVG214/02
17.0	29/03/19	29 March 2019 Standalone Release	P369	Panel 285/12
18.0	16/06/20	16 June 2020 Standalone Release	P405 Self-Governance	P302/08
19.0	25/02/21	February 2021 Release	P414	P309/08
20.0	01/09/21	1 September 2021 Non-Standard Release	P420	P316/05
21.0	03/11/22	November 2022 Release	CP1570	SVG259/03 and ISG257/01
22.0	29/06/23	June 2023 Release	CP1580	Panel 338/04
23.0	01/10/24	01 October 2024 Non-Standard Release	ORD009	Directed by Secretary of State
24.0	07/11/24	07 November 2024 Release	P415	Panel 339/03
25.0	27/02/25	27 February 2025 Release	CP1600	Panel 359/05
26.0	22/09/25	22 September 2025 Release	P478 P489 CP1608	Panel 355A/02 Panel 364/09

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