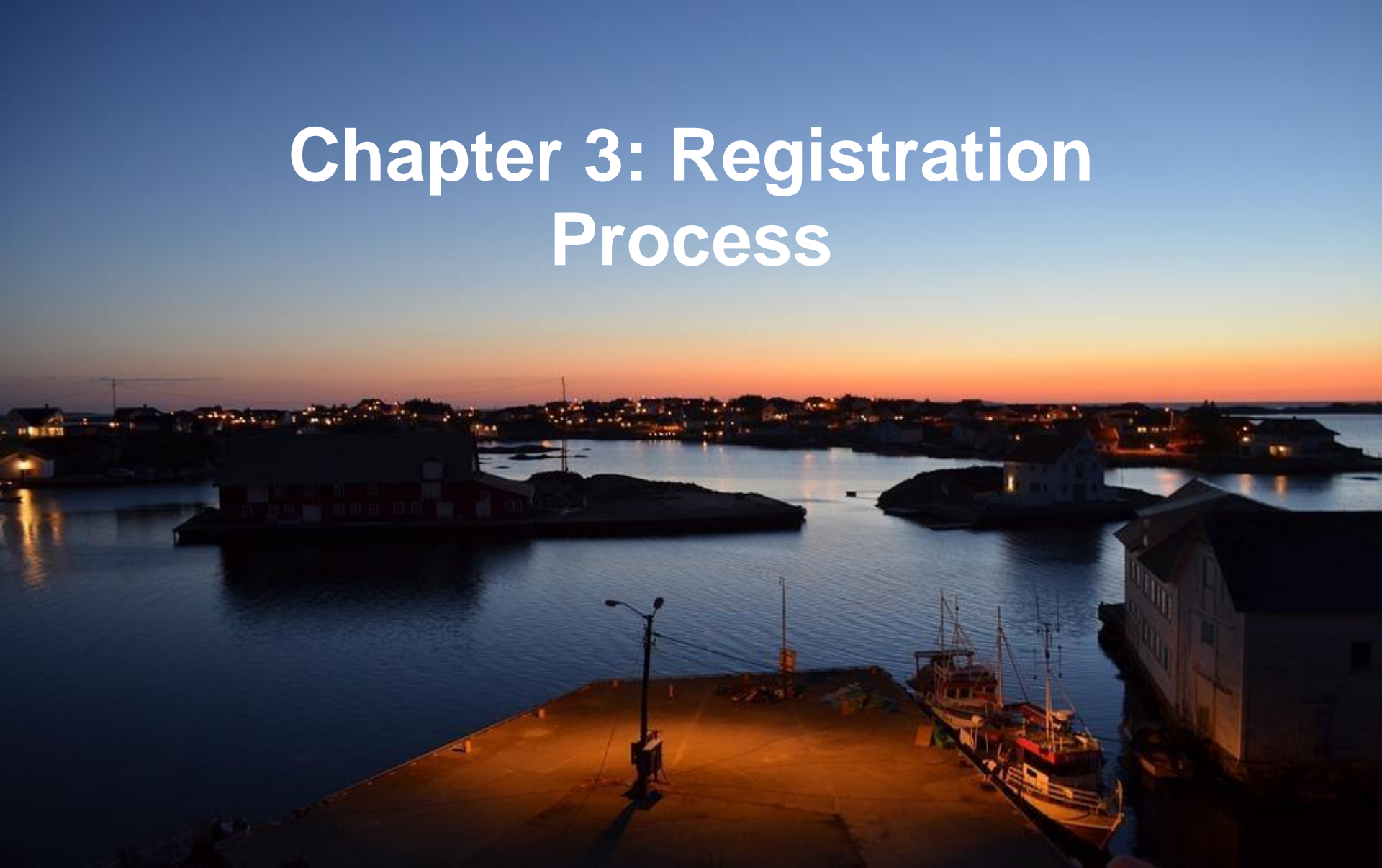


Chapter 3: Registration Process



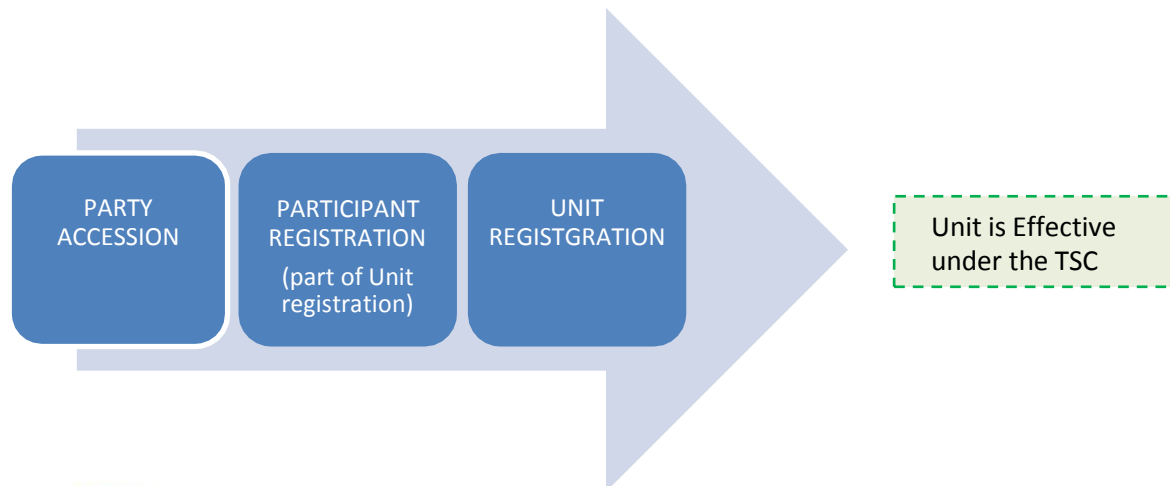
Overall Registration Process

The Single Electricity Market Operator (SEMO) manages the registration of Parties and Units under the TSC and assists applicants with the completion of registration formalities.

All Parties intending to participate under the TSC must complete the registration process defined in the TSC and the Agreed Procedure.

The registration process consists of two important steps:

- (1) Party Accession:** Legal confirmation that the company will abide by the rules of the TSC.
- (2) Unit Registration:** Allows a unit to participate under the TSC. This may require the registration of a participant as well.

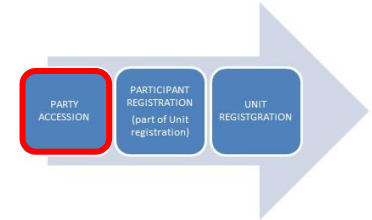


Party Accession – 1/2

A company must become a Party to the TSC in order to participate.

A multi-party TSC Framework Agreement is used as the legal instrument to which Parties agree to abide by the TSC (including the Agreed Procedures). All companies wishing to become a Party must have been original signatories to the TSC Framework Agreement when it was executed, or if not an original Party must sign a TSC accession deed which effectively includes them as a Party under the TSC Framework Agreement.

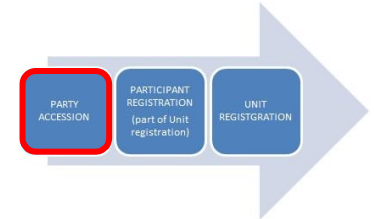
A company can become a Party to the TSC even before it has any units ready to participate. A company can also begin the unit registration process without having completed the Party accession process, but it must have completed the Party accession process before the unit can be made effective.



Party Accession – 2/2

To become a Party to the TSC, the company applying must:

- Submit a Party application form
- Submit supporting information to allow validation of their application (e.g. company register)
- Pay the relevant accession fee
- Provide details of the Party Administrative User(s) for managing user access to the Balancing Market Interface
- Once approved by SEMO, sign an Accession Deed



The accession deed is signed by the applicant and countersigned by SEMO on behalf of all existing Parties to the TSC Framework Agreement. The accession deed is the legal mechanism for including the applicant as one of the Parties to the TSC Framework Agreement.

Once confirmed the Party is included on a public list of Parties to the Trading and Settlement Code.

Party Accession (Application Guide)

SEMO provide a guide to Party accession which can be obtained from the registration section of the SEMO website. The guide includes checklists of required documents and explanations of the relevance of each document to the application process [“B00 Balancing Market – Party Registration Guide”](#).



3. Application Checklist

A checklist of the forms or supporting information required for a Party application is provided below.

Not all forms or supporting information may be relevant to all Party registrations. Details of the relevancy of documentation are provided in the below checklist and further details in Section 4 and 5.

Document ID	Document Name	Relevance	Submission Format	
801	Balancing Market - Party Application	Mandatory	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	<input type="checkbox"/>
802	Balancing Market – Party Administrative User (PAU) Authorisation	Mandatory (but must be completed by the time of signing accession deed)	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	<input type="checkbox"/>

Supporting Documents	Relevance	Submission Format	
Proof of Company Register	Mandatory – requirement dependent on jurisdiction of company	Scanned copies emailed to SEMO	<input type="checkbox"/>
Balancing Market – Party Application Fee	Mandatory	Electronic Funds Transfer to I-SEM Bank	<input type="checkbox"/>

Date:	12/04/2017
Document:	B10
Revision:	1.1

Unit Registration

Unit registration involves having a generator, supply or certain other types of unit registered and effective under the TSC.

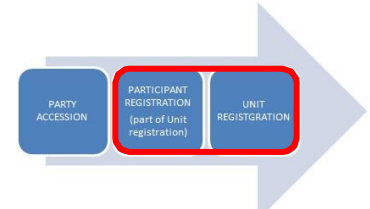
Under the TSC, registration is:

Mandatory for:

- all units that are ***greater than the de-minimis threshold (10 MW)***

Optional for:

- all units below the de minimis threshold. However, not having a unit registered under the TSC means that a unit will not be able to participate in the Day Ahead/Intraday Market nor be settled for the Capacity Market.



Registration of Units cannot take effect until the applicant has become a Party to the Trading and Settlement Code. However, the application to register Units can run concurrently with the Party application.

It is strongly recommended that Unit registration is started as early as possible to ensure all registration requirements, including metering, retail market registration and system operator setup can be completed by the requested effective date. This should be at least 60 working days before the requested effective date. Please note that the actual time to complete the registration may take significantly longer in some cases.

External Organisations and Unit Registration Data

As part of the unit registration process there may be a need for the applicant to liaise with relevant external organisations e.g. the System Operator, Distribution System Operator, Meter Data Provider, Regulatory Authority.

This liaison may be needed for two main reasons:

- (a) to support the applicant in providing the registration data to SEMO; and/or
- (b) validate the information provided to SEMO by the applicant.

The applicant should liaise with the System Operator and/or Meter Data Provider (as appropriate) prior to the submission of the registration pack to ensure once the application is submitted to SEMO the registration data can subsequently be validated by the relevant external organisation within 20 Working Days.

In making a unit effective under the TSC there may also be other tasks needing to be performed by the external organizations. For example, installation of metering, energization and commissioning, setup dispatch communications etc.

External Organisations Registration Contacts

		Northern Ireland	Republic of Ireland
Regulatory Authorities		UREGNI www.uregni.gov.uk	CRU www.cru.ie
	Distribution Connected	NIE T&D www.nienetworks.co.uk	MRSO www.mrso.ie
Meter Data Providers	Transmission Connected	SONI www.soni.ltd.uk	EirGrid www.eirgrid.com
	Distribution Connected – DSO	NIE www.nienetworks.co.uk	ESB Networks www.esbnetworks.ie
Connection Agreements	Transmission Connected – TSO	SONI www.soni.ltd.uk	EirGrid www.eirgrid.com
	Distribution Connected – DUOS	NIE www.nienetworks.co.uk	ESB Networks www.esb.ie/networks/en/home/index.jsp
Use of System Charges	Transmission Connected – TUOS	SONI www.soni.ltd.uk	EirGrid www.eirgrid.com

Unit Registration (Participant)

Participant Registration

The entity model for the TSC requires each Unit to be assigned to a Participant under the Party.

- A Participant is setup as part of the Unit registration, if no existing relevant Participant exists for the Party in the relevant jurisdiction
- Only units with the same jurisdiction of connection (ROI/NI) can be with the same Participant
- The Participant is designated as either ROI/NI, but not both
- The Participant is the entity at which invoicing and credit cover are calculated
- The currency of trading and settlement is determined by the designated jurisdiction of the Participant i.e. ROI = Euro, NI = Pounds
- Generally speaking, a Party will have only one Participant in each jurisdiction to which all the units in the jurisdiction are assigned. There are special circumstances under which more than one Participant per jurisdiction can be setup, but these require Regulatory approval.
- The Participant holds bank account details, mailing and billing address information.
- The Participant is also used for user access control to limit access to trading and settlement functions and information.



Unit Registration (Unit) – 1/2

Unit Registration

There are a number of sets of documentation and information that are needed to complete the unit registration.

The following items are needed as part of the **initial submission of the registration pack**. Requirements are different for different unit types e.g. Generators, Suppliers or Assetless Units.

The registration pack includes submission of:

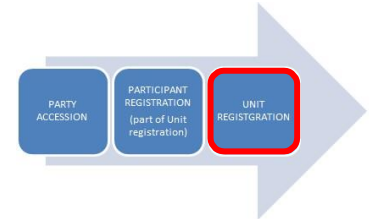
- **Unit Participation Notice** to provide details of the unit and the participant e.g. company registration, mailing addresses, VAT details etc.
- **Unit Registration Data** is technical data that does not change often for a unit or is needed only for the purposes of registering the unit and categorizing it for trading e.g. unit type, registered capacity
- **Unit Technical Data** to be used to define the physical characteristics of the unit for balancing scheduling e.g. ramp rates, dwell times etc.
- **Forecast volumes** for the calculation of initial credit cover requirements
- **Legal documentation** e.g. Form of Authority if Intermediary, REMIT reporting service etc.
- **Supporting Documentation** e.g. evidence of Connection Agreements, proof of TUoS/DUoS
- Relevant **unit participation fee**



Unit Registration (Unit) – 2/2

Subsequent to this, at a later stage in the registration process, the applicant may need to complete the following:

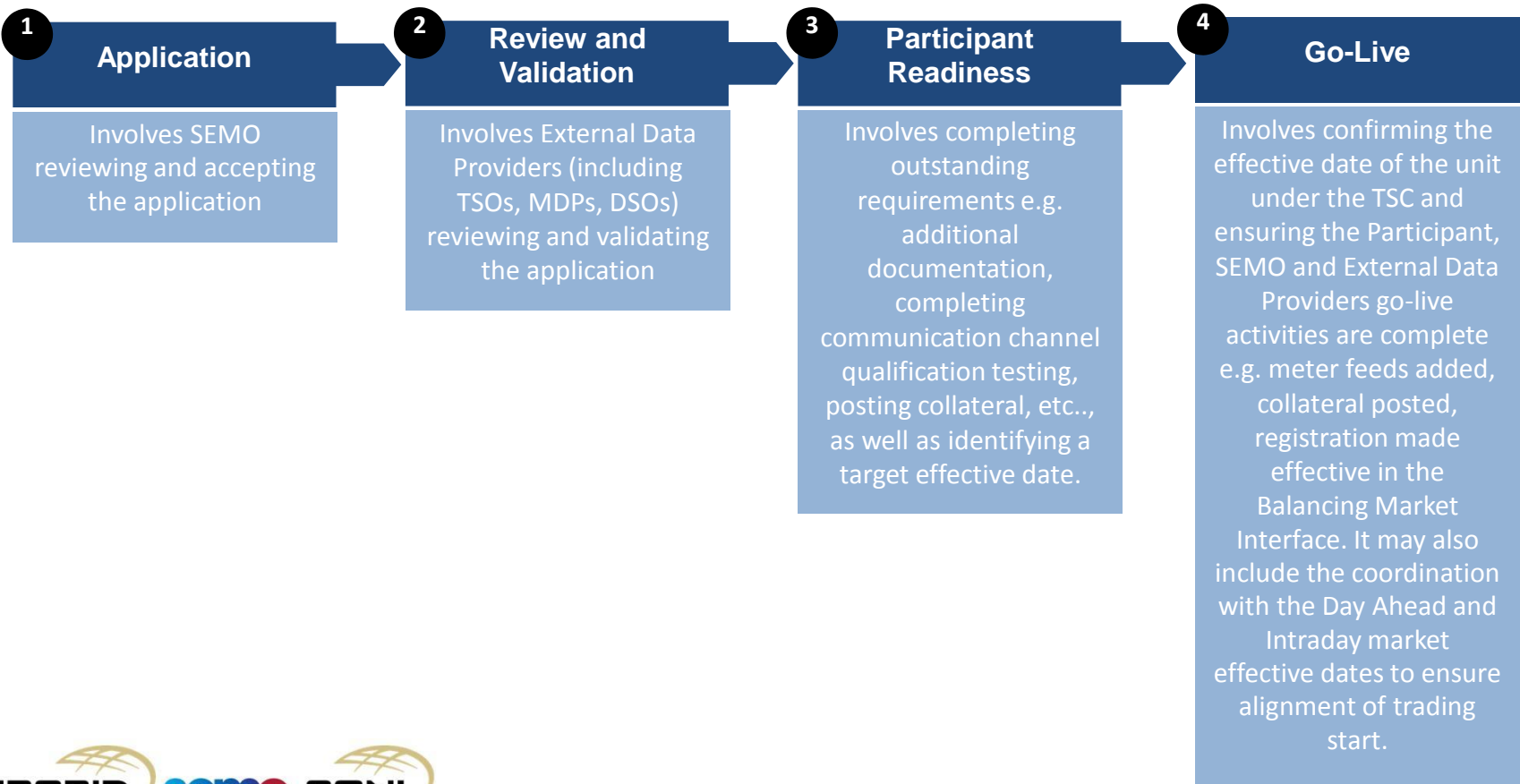
- Collateral Account Opening to allow cash collateral to be posted
- Deed of Charge for Collateral Accounts to ensure SEMO has title to cash collateral
- Posting of Credit Cover (letter of credit or cash collateral)
- Communication Channel Qualification Testing (CCQT) to ensure the Participant is able to technically communicate with the Balancing Market Interface
- Submission of Default Commercial Offer Data to ensure the Participant has a set of data as a default



Unit Registration (Process)

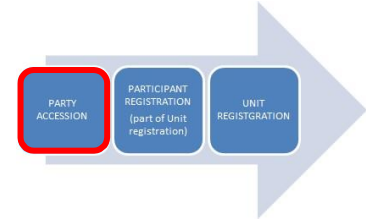
The application once submitted, moves through four stages of processing, with all stages being managed by SEMO. Full details of the steps involved are provided in “Agreed Procedure 1: Registration”.

These stages are:



Unit Registration (Application Guide)

SEMO provide a “[B10 Balancing Market - Unit Registration Guide](#)” to Unit registration which can be obtained from the registration section of the SEMO website. The guide includes checklists of required documents and explanations of the relevance of each document to the application process.




3. Application Checklist

A checklist of the forms and supporting information required for a Unit application is provided below.
 Not all forms or supporting information may be relevant to all Unit registrations. Details of the relevancy of documentation are provided in the checklist below and further details are provided in Section 4 & 5.
 Please use this checklist to confirm you have submitted all the required documentation with your Unit application.

Document ID	Document Name	Relevance	Submission Format	
B11	Balancing Market - Unit Participation Notice	Mandatory	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	<input type="checkbox"/>
B12	Unit Data Form B12a Supplier B12b Wind B12c Generator B12d Demand Site Unit	Mandatory, with the exception of Assetless Units and Trading Units	Spreadsheet emailed to SEMO	<input type="checkbox"/>
B14	Form of Authority & Proof of Consent	Intermediaries only (if not completed as part of Capacity Market Unit Registration)	Signed, scanned copy emailed to SEMO plus 1 original Form of Authority sent by registered post to SEMO	<input type="checkbox"/>
B15	Forecast Volumes	Mandatory	Spreadsheet emailed to SEMO	<input type="checkbox"/>
B17	Settlement Reallocation Agreement (SRA)	Optional	Signed, scanned copy emailed to SEMO plus 1x original sent by registered post to SEMO	<input type="checkbox"/>

Supporting Documents	Relevance	Submission Format	
Balancing Market – Unit Participation Fee	Mandatory	Electronic Funds Transfer to SEM Bank	<input type="checkbox"/>
Proof of Regulatory Consent – DSU or AGU	DSU or AGU	A copy emailed to SEMO	<input type="checkbox"/>



B10

Balancing Market - Unit Registration Guide

DO NOT SEND BACK

Date: 12/04/2017
 Document: B10
 Revision: 1.1

Updates to Registration Data – 1/2

The process for making a change to registration after the initial registration of a Party, Participant, Unit or Trading Site is dependent on the change required. The table below provides common examples of registration changes and how these changes should be communicated to SEMO. A complete list of potential registration data change scenarios is not shown. If you have any doubt about the appropriate way to make a change to registration data please contact the BalancingMarketRegistration@sem-o.com for guidance.

Registration changes can be initiated either through offline submission of a form, or online submission of the change via the Balancing Market Interface.

Updates to Registration Data – 2/2

Registration Change	Offline (via forms from sem-o.com)	Online (via Balancing Market Interface)
Change of Address Information	✗	✓ #1
Change of Bank Account Details	✗	✓ #2
Change of Validated Technical Offer Data Set	✗	✓ #3
Change of Registered Capacity for a Unit	✓ #4	✗
Change from non-controllable to controllable	✓ #4	✗
AGU change of Registered Capacity or maximum Generation	✓ #4	✗
Change of Firm Access Quantity for a Trading Site	✓ #4	✗
Creation and update of system user access	✗	✓ #1
Update of key contact for user	✗	✓ #1
Assignment of Authorised Person by PAU to a user	✗	✓ #1

#1 – Changes must be submitted a minimum of 3 working days before the proposed effective date.

#2 – Change to bank account details must follow the procedure outlined in section 2.11 of Agreed Procedure 4 – Transaction Submission and Validation, with timeframes for updates dependent on the response times of the Party to requested confirmations.

#3 – Changes must be submitted a minimum of 11 working days before the proposed effective date

#4 – Changes must be submitted 19 trading days prior to the proposed effective date. An email to BalancingMarketRegistration@sem-o.com must also be provided confirming the submission

