

MARKET PROCESS DESIGN

MPD 21 – De-Registration

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1. Introduction

1.1 Scope

This Procedure describes the process for De-Registration.

1.2 History of Changes

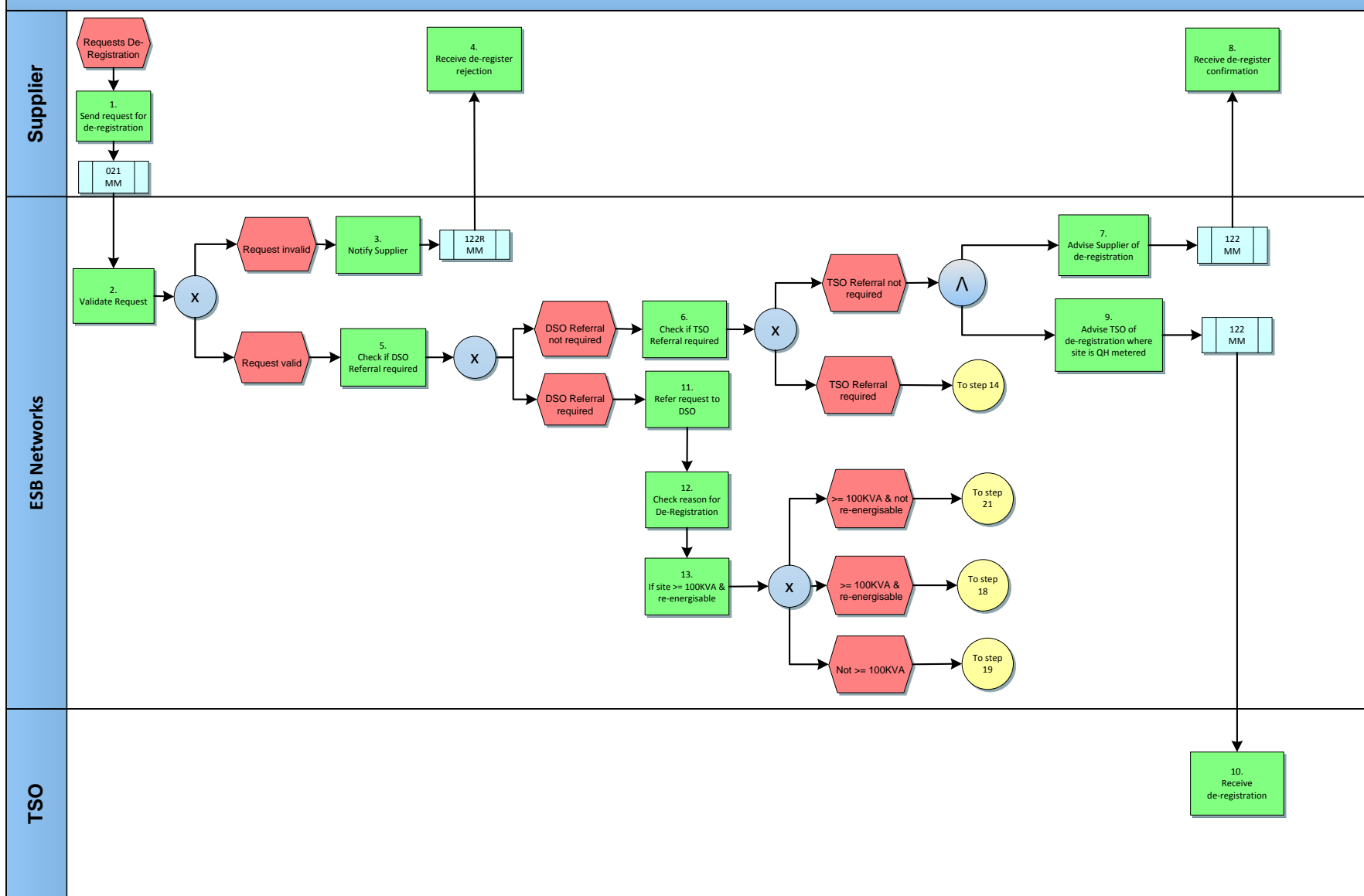
This Procedure includes the following changes:

Version in which last change Implemented	Source of Change	Description of Change
Draft	245	Amendment to allowed reasons for de-registration within six months
Draft	B030	Automatic de-registration if DSO terminates meter point
Draft	B0091	Advise TSO of De-Registration of QH Meter Point
		Further Changes since version 3.1
Draft	MIG September 3 rd	Standardisation of QH/NQH terminology
		Updates arising from Supplier Clarifications
Draft	Written Supplier Clarification 3	References to 'Profile' removed
Draft	Written Supplier Clarification 5	Updated to indicate that TSO will be involved in deciding de-registrations on a case-by-case basis for Transmission connected Customers.
Version 5.1	MCR 0052	De-registration changed to three months instead of 6 months after De-energisation.
Version 8.0	RMDS QA	No business changes applied. MPD clean-up: objects enlarged to make text readable, swimlane actors shifted left, swimlanes tightened.
Version 10.5	MCR 1165 – Conversion of MPDs from ARIS to document format.	ARIS Process flow converted to Visio format and Step Table included. AIQ 2459 – SEMO incorrectly referenced as a role in the swimlane in ARIS, changed to TSO. Corrected in MPD.

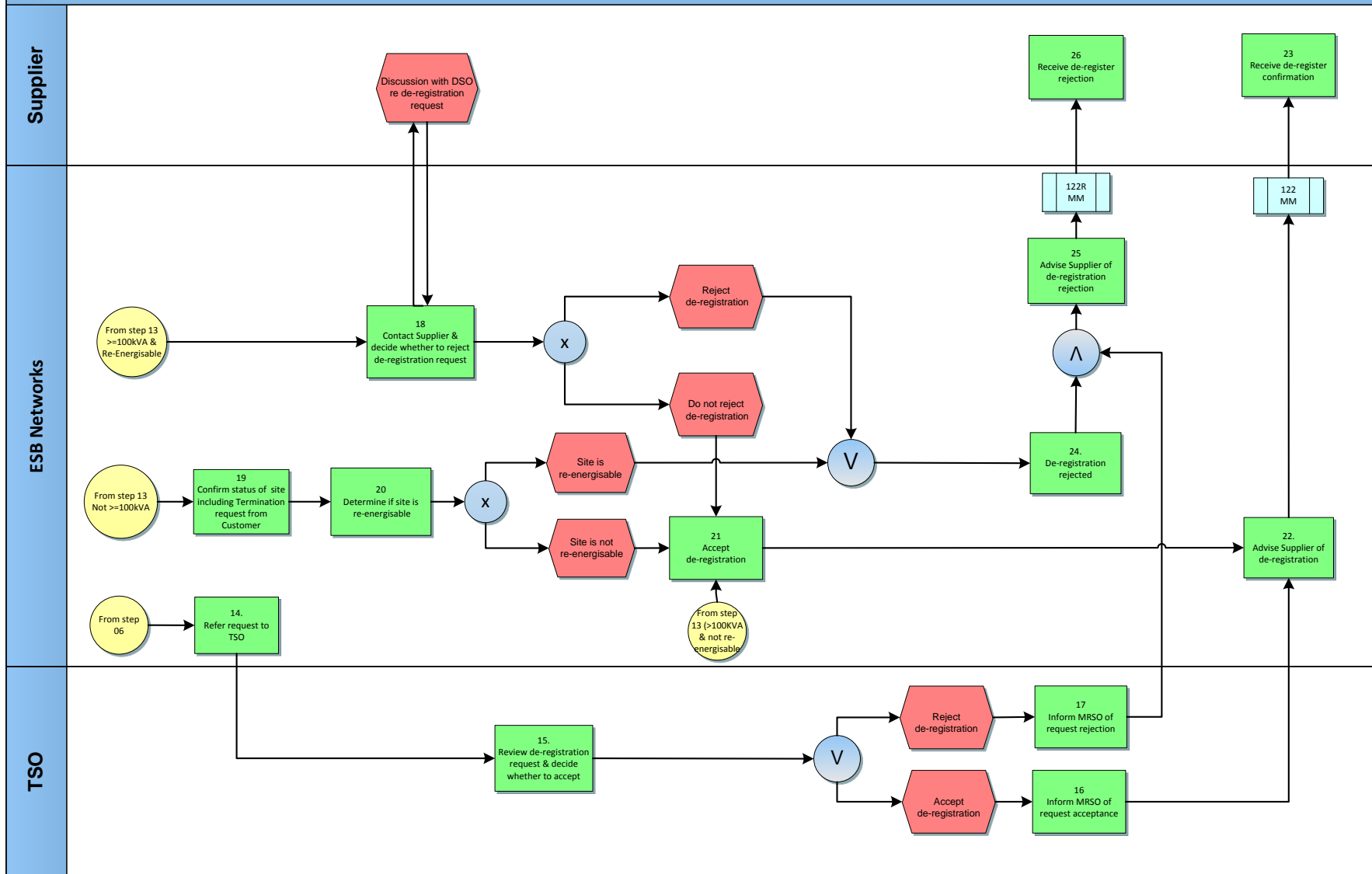
Version in which last change Implemented	Source of Change	Description of Change
Version 10.6	Non-Conformances identified during Smart Metering review	<p>Step 3 – Process Step Description “Do not meet the acceptance criteria outlined above” – “Referral” removed from this sentence.</p> <p>Step 13 – new step added “If >=100KVA & Not re-energisable added.</p> <p>Step 18 – “De-energisation” reworded to “De-registration”.</p> <p>Step 25 – Process Step Description “Do not meet the acceptance criteria outlined above” – “Referral” removed from this sentence.</p>

2. Process Map

MPD 21 – De-Registration



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2.1 Process Description

Process Step		Role	Process Step Description	Interface
1	Send request for de-registration	Supplier	The Supplier will request de-registration from the MRSO.	021 MM
2	Validate request	ESBN	<p>MRSO will validate all de-registration requests. De-registration will be automatically accepted if:-</p> <ul style="list-style-type: none"> • The requesting Supplier is the registered Supplier. • The Meter Point has been de-energised for at least three months. <p>• Request invalid - next step 3 • Request valid - next step 5</p>	
3	Notify Supplier	ESBN	<p>The MRSO will inform the Supplier of the rejection of requests that:-</p> <ul style="list-style-type: none"> • Have a requested date which is not for some time in the future; or • Do not meet the acceptance criteria outlined above; or • Are referred to and rejected by DSO ; or • Are referred to and rejected by TSO. 	122R MM
4	Receive de-register rejection	Supplier	Supplier receives de-register rejection.	
5	Check if DSO Referral required	ESBN	<p>De-registration requests will be referred to the DSO if:-</p> <ul style="list-style-type: none"> • The requesting Supplier is the registered Supplier and • The Meter Point is Distribution Connected and • The Meter Point is de-energised for less than 3 months and either <ul style="list-style-type: none"> ○ The MIC exceeds 100kVA; or ○ The request is for reasons of demolition or permanent removal of connection. <p>• DSO referral not required - next step 6. • DSO referral required - next step 11</p>	

Process Step		Role	Process Step Description	Interface
6	Check if TSO Referral required	ESBN	<p>Otherwise de-registration requests will be referred to the TSO if:-</p> <ul style="list-style-type: none"> • The requesting Supplier is the registered Supplier and • The Meter Point is Transmission Connected and • The Meter Point is de-energised for less than 3 months and either; • The MIC exceeds 100kVA; or • The request is for reasons of demolition or permanent removal of connection. <p>• TSO referral not required - next step 7 • TSO referral required - next step 14</p>	
7	Advise Supplier of de-registration	ESBN	<p>MRSO will de-register the Meter point and inform the Supplier and, if a QH metered site, TSO wherever:-</p> <ul style="list-style-type: none"> • A de-registration request is accepted by MRSO as per step 2. • A Meter Point is terminated. • A referred de-registration request is accepted by DSO. • A referred de-registration request is accepted by TSO. 	122 MM
8	Receive de-register confirmation	Supplier	Supplier receives de-registration confirmation.	
9	Advise TSO of de-registration where site is QH metered	ESBN	<p>MRSO will de-register the Meter point and inform the TSO when:-</p> <ul style="list-style-type: none"> • A de-registration request is accepted by MRSO as per step 2. • A meter point is terminated. • A referred request is accepted by MRSO as per step 2. • A referred de-registration request is accepted by DSO. • A referred de-registration request is accepted by TSO. 	122 MM
10	Receive de-registration	TSO	TSO receives de-registration.	
11	Refer request to DSO	ESBN	ESBN refers request to DSO.	

Process Step		Role	Process Step Description	Interface
12	Check reason for De-Registration	ESBN	The DSO will approve or reject any referred de-registration requests and inform MRSO.	
13	Is site >=100KVA & re-energisable	ESBN	Is site >=100KVA & reenergisable. <ul style="list-style-type: none"> • If >=100KVA & not re-energisable - next step 21 • If >=100KVA & re-energisable - next step 18 • If not >=100KVA - next step 19 	
14	Refer request to TSO	ESBN	ESBN refers request to TSO.	
15	Review de-registration request & decide whether to accept	TSO	The TSO will approve or reject the referred de-registration requests and inform MRSO. <ul style="list-style-type: none"> • Requested rejected - next step 17 • Request accepted - next step 16 	
16	Inform MRSO of request acceptance	TSO	Inform MRSO of request acceptance. <ul style="list-style-type: none"> • Next step 22 	
17	Inform MRSO of request rejection	TSO	Inform MRSO of request rejection. <ul style="list-style-type: none"> • Next step 25 	
18	Contact Supplier & decide whether to reject de-registration request	ESBN	Contact Supplier and decide whether to reject de-registration request. <ul style="list-style-type: none"> • De-registration rejected - next step 24 • De-registration not rejected - next step 21 	
19	Confirm status of the site including termination request from Customer	ESBN	ESBN confirms status of site including termination request from Customer.	
20	Determine if site is re-energisable	ESBN	Determine if site is re-energisable. <ul style="list-style-type: none"> • Site re-energisable - next step 24 • Site is not re-energisable - next step 21 	

Process Step		Role	Process Step Description	Interface
21	Accept de-registration	ESBN	ESBN accepts de-registration.	
22	Advise Supplier of de-registration	ESBN	ESBN advises Supplier of de-registration.	122 MM
23	Receive de-register confirmation	Supplier	Supplier receives de-registration confirmation.	
24	De-registration rejected	ESBN	ESBN rejects de-registration.	
25	Advise Supplier of de-energisation rejection	ESBN	<p>The MRSO will inform the Supplier of the rejection of requests that:-</p> <ul style="list-style-type: none"> • Have a requested data which is not for some time in the future; or • Do not meet the acceptance criteria outlined above; or • Are referred to and rejected by DSO ; or • Are referred to and rejected by TSO. 	
26	Receive de-registration rejection	Supplier	Supplier receives de-registration rejection.	