MARKET PROCESS DESIGN

MPD 21 – De-Registration

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1. Introduction

1.1   Scope

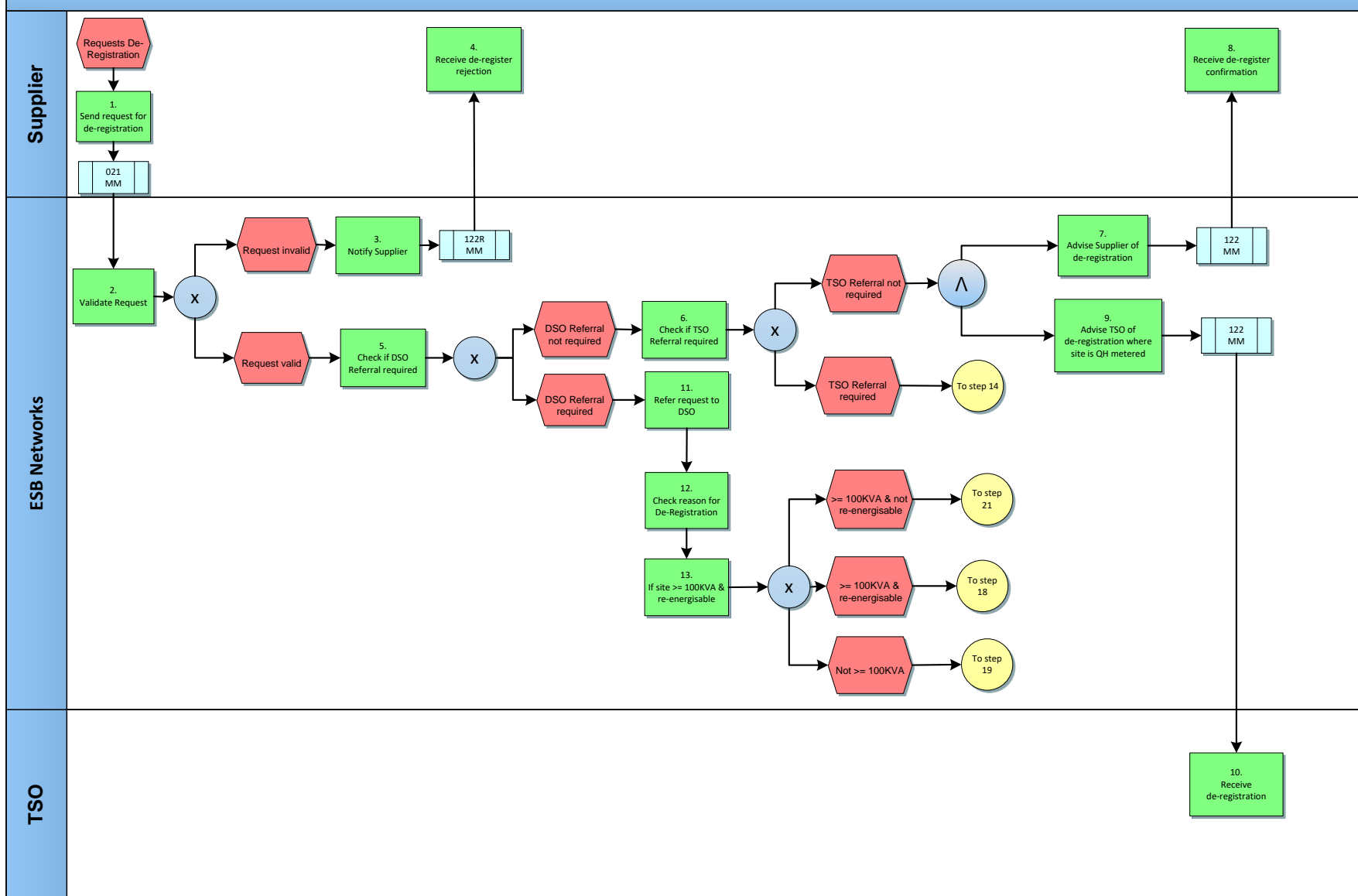This Procedure describes the process for De-Registration.

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 3rd	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. |
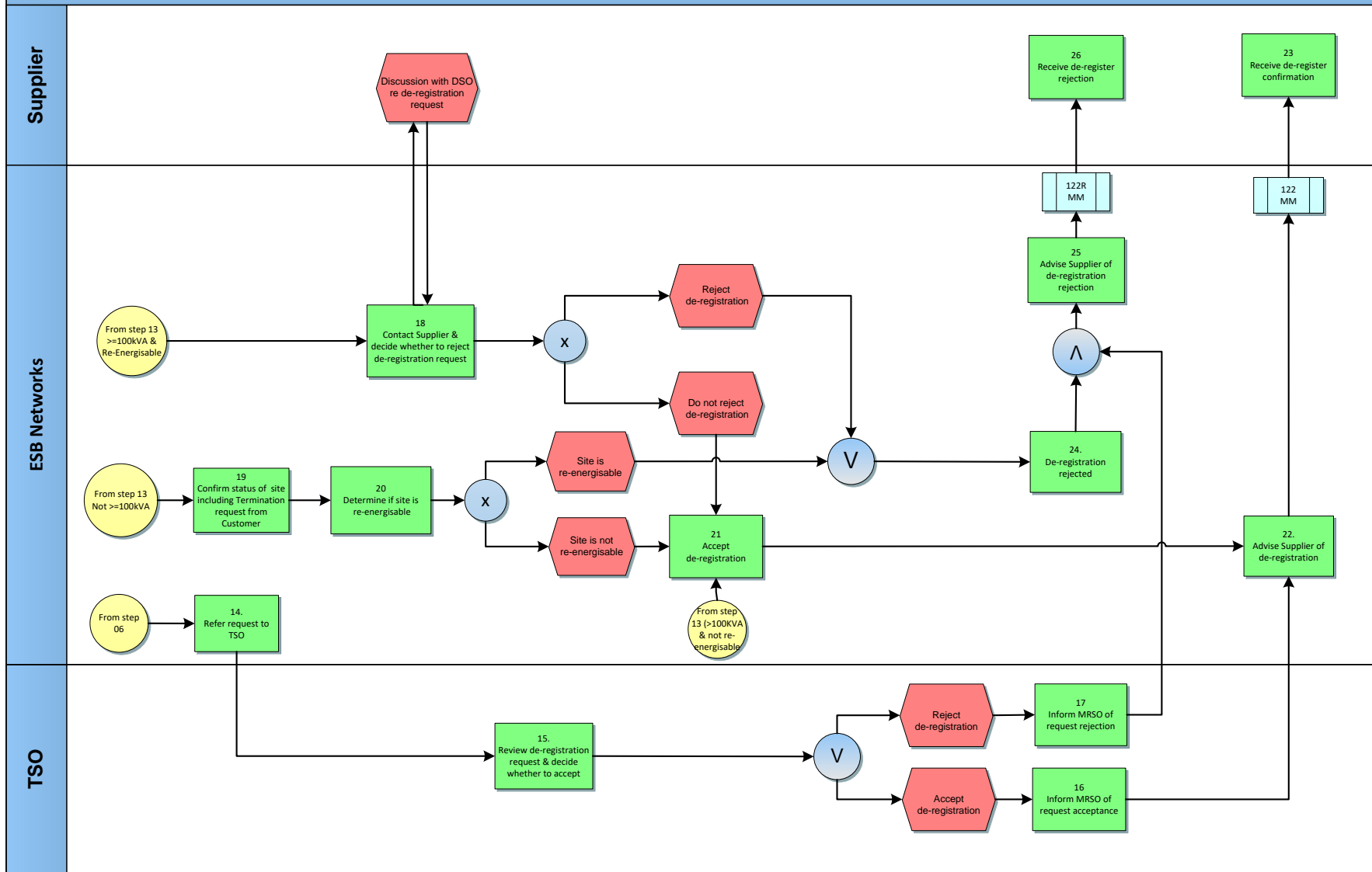
Version in which last change Implemented	Source of Change	Description of Change
Version 10.6	Non-Conformances identified during Smart Metering review	Step 3 – Process Step Description "Do not meet the acceptance criteria outlined above" – "Referral" removed from this sentence. Step 13 – new step added "If >=100KVA & Not re-energisable added. Step 18 – "De-energisation" reworded to "De-registration". Step 25 – Process Step Description "Do not meet the acceptance criteria outlined above" – "Referral" removed from this sentence.
Version 14.0	Smart Phase 2	Initial Version Updated to include PAYG Remote De-Energisation request Impact

2. Process Map

MPD 21 – De-Registration

Supplier

- Requests De-Registration
- 1. Send request for de-registration
- 021 MM
- 4. Receive de-register rejection
- 8. Receive de-register confirmation

ESB Networks

- 2. Validate Request
- X
  - Request invalid → 3. Notify Supplier → 122R MM
  - Request valid → 5. Check if DSO Referral required
- X
  - DSO Referral not required → 6. Check if TSO Referral required
  - DSO Referral required → 11. Refer request to DSO
- X (from step 6)
  - TSO Referral not required → Λ
  - TSO Referral required → To step 14
- Λ
  - 7. Advise Supplier of de-registration → 122 MM
  - 9. Advise TSO of de-registration where site is QH metered → 122 MM
- 12. Check reason for De-Registration
- 13. If site >= 100KVA & re-energisable
- X
  - >= 100KVA & not re-energisable → To step 21
  - >= 100KVA & re-energisable → To step 18
  - Not >= 100KVA → To step 19

TSO

- 10. Receive de-registration

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MPD 21 – De-Registration

Supplier

- Discussion with DSO re de-registration request
- 26 Receive de-register rejection
- 23 Receive de-register confirmation

ESB Networks

- From step 13 >=100kVA & Re-Energisable
- 18 Contact Supplier & decide whether to reject de-registration request
- x
- Reject de-registration
- Do not reject de-registration
- V
- 24. De-registration rejected
- 25 Advise Supplier of de-registration rejection
- 122R MM
- ∧
- From step 13 Not >=100kVA
- 19 Confirm status of site including Termination request from Customer
- 20 Determine if site is re-energisable
- x
- Site is re-energisable
- Site is not re-energisable
- 21 Accept de-registration
- From step 13 (>100KVA & not re-energisable)
- 22. Advise Supplier of de-registration
- 122 MM
- From step 06
- 14. Refer request to TSO

TSO

- 15. Review de-registration request & decide whether to accept
- V
- Reject de-registration
- Accept de-registration
- 17 Inform MRSO of request rejection
- 16 Inform MRSO of request acceptance

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	MRSO will validate all de-registration requests. De-registration will be automatically accepted if:- • The requesting Supplier is the registered Supplier. • The Meter Point has been de-energised for at least three months, De-Energised is Meter point status D or DR • Request invalid - **next step 3** • Request valid - **next step 5**	
3	Notify Supplier	ESBN	The MRSO will inform the Supplier of the rejection of requests that: - • 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	De-registration requests will be referred to the DSO if:-
			
			• 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.
			    o The MIC exceeds 100kVA; or
			    o The request is for reasons of demolition or permanent removal of connection.
			
			• DSO referral not required - **next step 6**.
			• DSO referral required - **next step 11.**	

Process Step		Role	Process Step Description	Interface
6	Check if TSO Referral required	ESBN	Otherwise de-registration requests will be referred to the TSO if: - • 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. • TSO referral not required - **next step 7** • TSO referral required - **next step 14**	
7	Advise Supplier of de-registration	ESBN	MRSO will de-register the Meter point and inform the Supplier and, if a QH metered site, TSO wherever:- • 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	MRSO will de-register the Meter point and inform the TSO when:- • 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 & renergisable. • **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. • Requested rejected - **next step 17** • Request accepted - **next step 16**	
16	Inform MRSO of request acceptance	TSO	Inform MRSO of request acceptance. • **Next step 22**	
17	Inform MRSO of request rejection	TSO	Inform MRSO of request rejection. • **Next step 25**	
18	Contact Supplier & decide whether to reject de-registration request	ESBN	Contact Supplier and decide whether to reject de-registration request. • 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. • 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	The MRSO will inform the Supplier of the rejection of requests that:- • 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.	