

## **MARKET PROCESS DESIGN**

**MPD 25 - Market Process for Change of Legal Entity**

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# 1. Introduction

## 1.1 Scope

. This process describes the procedure for a change of legal entity at a Meter Point and Single Point Unmetered. It includes a change in customer usage type which has a potential impact on DUoS Group.

## 1.2 History of Changes

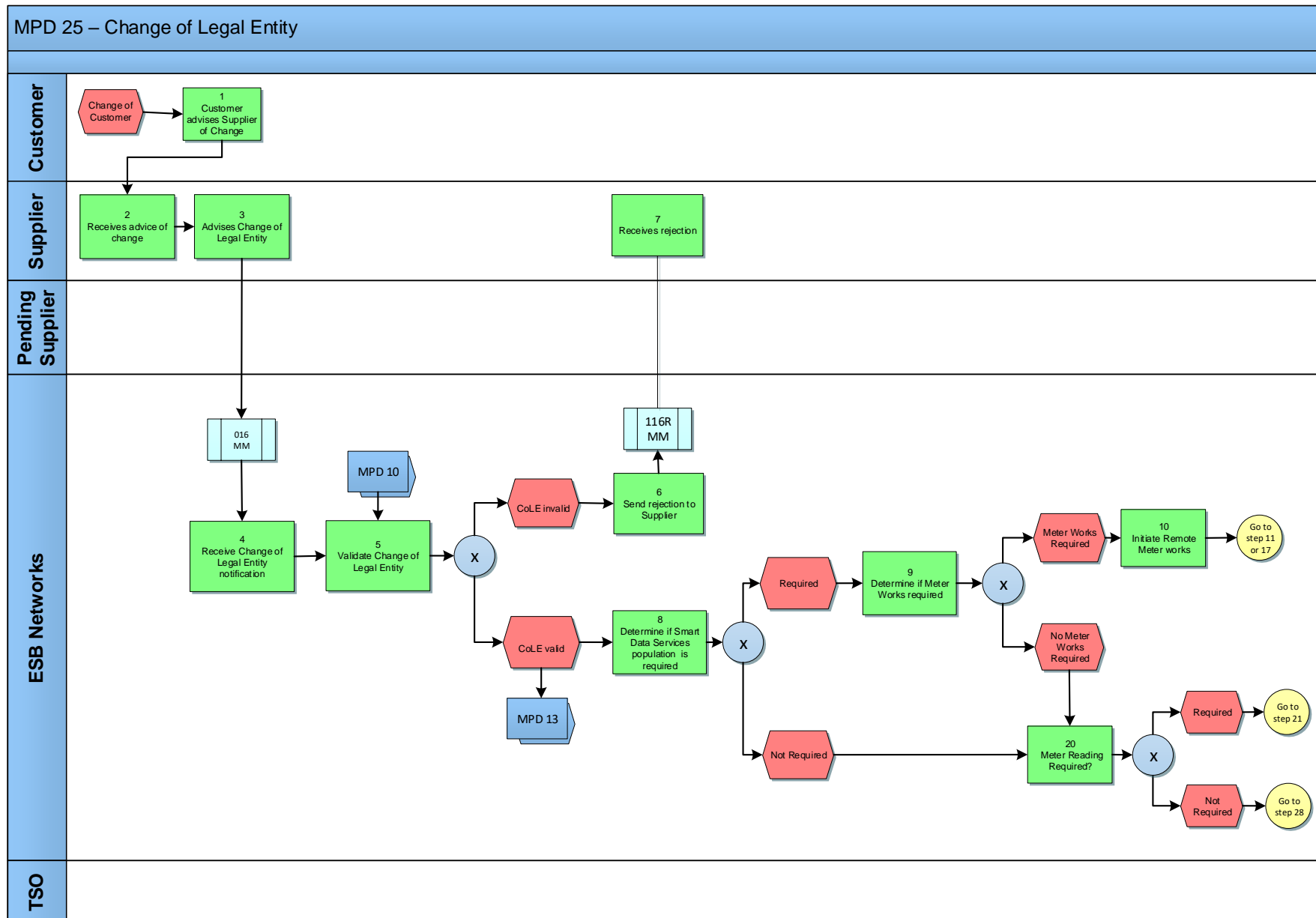
This Procedure includes the following changes:

Version in which last change Implemented	Source of Change	Description of Change
Draft	Design	This is a new process separated from the change of customer details process.
Draft	MIG 15/10/03	Customer Usage Type to be used rather than Customer Usage on MPD.
Draft	B117	Updates to the process around effective dates for CoLE
		Updates arising from Supplier clarifications
Draft	Written Supplier Clarifications 4	"" removed from Page 4, row 2
Draft	Written Supplier Clarification 2	Updated text in Paragraph 2, Page 3 to 'has been issued' rather than 'has issued'
		Change arising following version 4.1
Version 4.2	MCR 0029	Update of Market Process Documentation to reflect single point unmetered design
Version 4.2	MCR 0040	Updated text in Process Map, Step 7 which determines if a reading is valid, if the reading is invalid then one should be estimated.
		Change arising following version 4.2
Version 4.3	MCR 0046	ESB National Grid Requirements communicating Changes to Legal Entity
		Change applied since Version 6.0
Version 6.1	Non-Conformance No. 154	MPD flow updated to more accurately reflect process.
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 8.0a	MCR 0161	Updated to reflect implementation of "MCR 0161 - Increasing the threshold for connection agreement return". Changed references of threshold from "100 kVA" to "MV (Medium Voltage)" the following steps: * Determine Meter Size and Type * Return Signed Connection Agreement for sites >= MV (Medium Voltage)

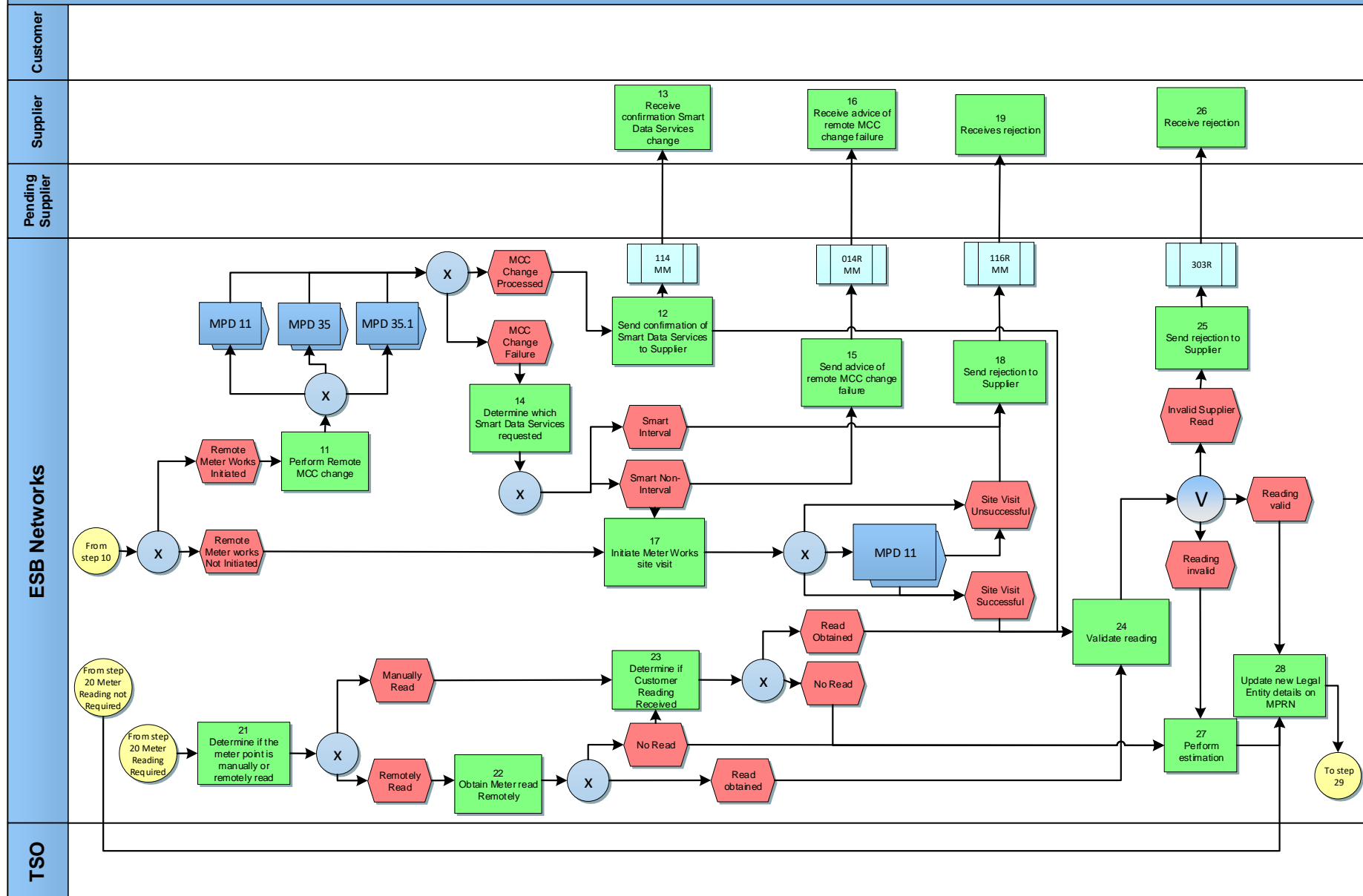
Version in which last change Implemented	Source of Change	Description of Change
Version 8.0a	Non-Conformance (AIQ-1419: CoLE process for Single Point Unmetered sites)	Following a Supplier query regarding the need for a "COLE Single Point Unmetered MPD" added a footnote to MPD 25 to explain: "Note: this MPD covers processing of CoLE Single Point Unmetered"
Version 8.0a	Non-Conformance (AIQ-1419: CoLE process for Single Point Unmetered sites)	Following a Supplier query regarding the need for a "COLE Single Point Unmetered MPD" created a short-cut to MPD 25 in the Unmetered Folder, so that it can be found by going through both the "Customer Data Changes" route and the "Unmetered" route
Version 10.3	MCR 1145 – Conversion of MPDs from ARIS to document format.	ARIS Process flow converted to Visio format and Step Table included. Corrected SMO listed as a role in the swimlane in ARIS but should be TSO.
Version 10.4	Non-Conformances identified by Smart Metering review	Section 1.1 Scope – 1 <sup>st</sup> line “This Procedure describes the requirements for the data processing for NQH meter readings” – this line is deleted.  Step 28 – Line “ Supplier will also receive the readings used at the change of Legal Entity” – line deleted.
Version 10.5	MCR 1149 – Request that Suppliers ensure that they submit only one active COLE 016MM for an MPRN	Supplementary Information updated with details requesting that Suppliers ensure they submit only one active COLE 016MM for an MPRN.
Version 10.6	Non-Conformances identified by Smart Metering review	Step 12 – Line amended “DUoS group change is not permitted – next steps 13 and 27” Step 19 – Line amended “DUoS group change is not permitted – next steps 20 and 27”
Version 13.0	MCR 1158	New Steps 8 to 26  Process Step and process Step description updated  Updated Section ‘Processing of Smart Sites – Smart Non Interval, and is Comms Technically Feasible’  Appendix updated to include 016 COLE and COLE + COU and reads.  Updated: Process Step 25:

Version in which last change Implemented	Source of Change	Description of Change
		<ul style="list-style-type: none"> <li>• a customer read is received for HH Interval sites</li> <li>• a customer read is received for Non Interval sites which have been read remotely</li> </ul>
Version 13.6	Non-Conformances identified by ESBN SMART during work on MCR1227	<p><b>Appendix A -016 COLE and COLE + COU and reads.</b>            Embedded matrix updated – for sites <math>\geq 30\text{kVA}</math>, the Move In Date is pushed out by 2 days to ensure the supplier gets both the 300MM for the periodic read and the additional 300MM for the billed CoLE read.</p>

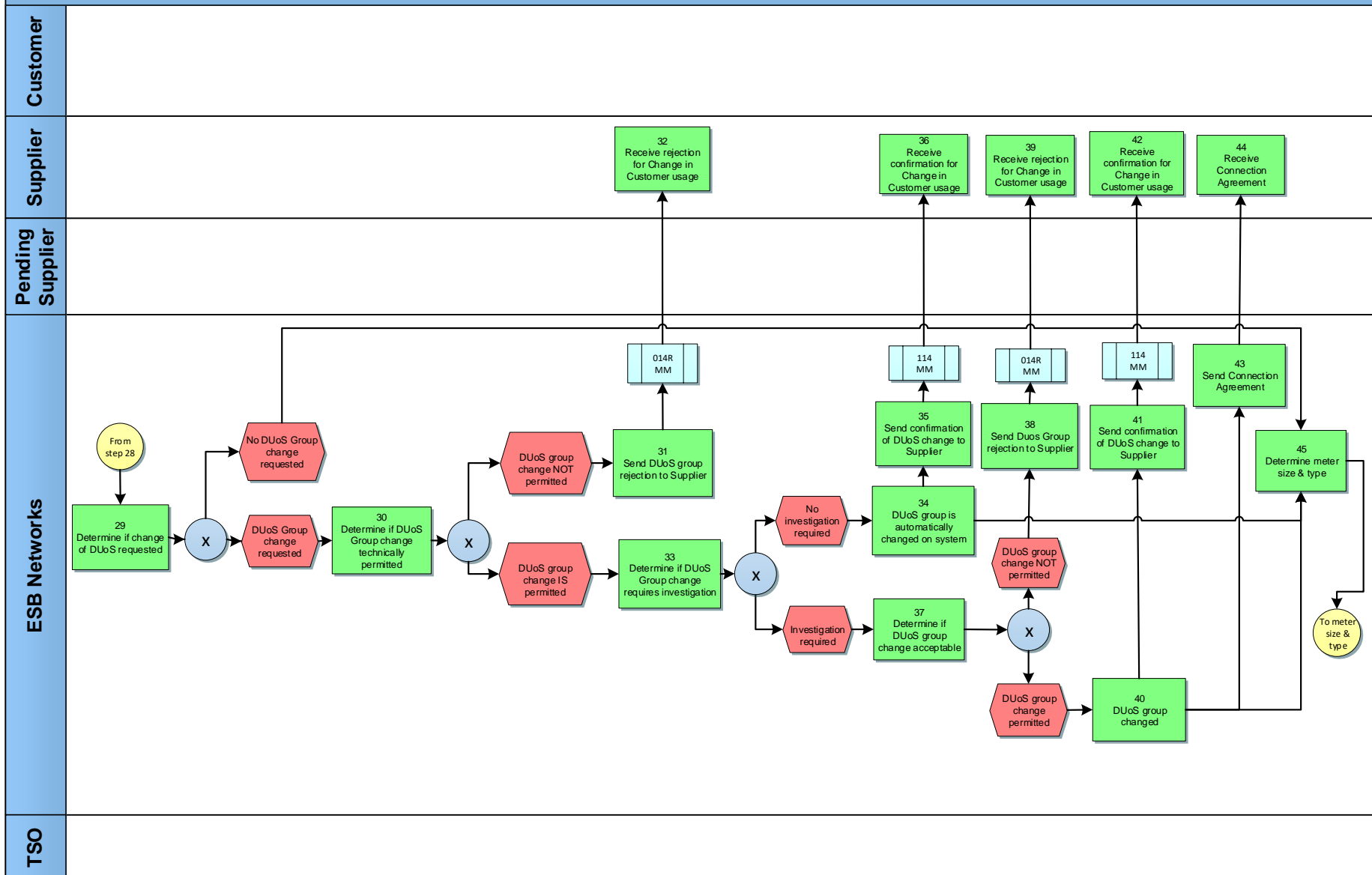
## 2. Process Map



# MPD 25 – Change of Legal Entity

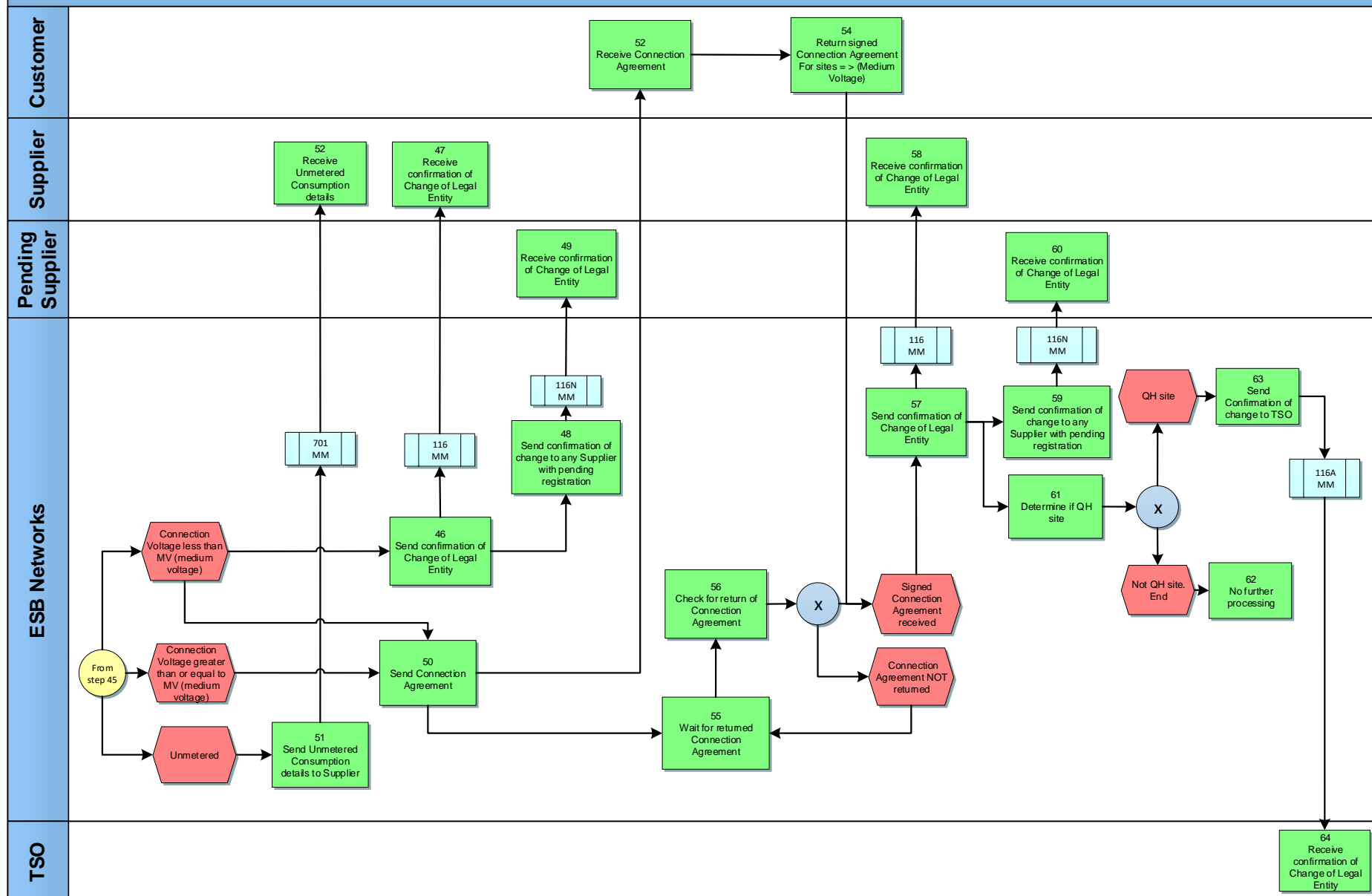


MPD 25 – Change of Legal Entity





MPD 25 – Change of Legal Entity



## 2.1 Process Description

Process Step		Role	Process Step Description	Interface
1	Customer advises Supplier of Change	Customer	Customer contacts Supplier with details of change	
2	Receives advice of change	Supplier	Supplier receives details of change from customer	
3	Advise ESNB of Change of Legal Entity	Supplier	<p>Suppliers send 016 Market Message to ESNB to advise them of the changes to the Legal Entity at a meter point which they are they registered Supplier.</p> <p>Or</p> <p>The CoLE process is initiated from MPD10 Re-Energisation</p> <p>As part of this process the Supplier will indicate the new legal entity's Customer Usage Type. This may or may not result in a change of DUoS Group. The only allowable changes in DUoS Group will be from DUoS Group 1 or 2 to DUoS Group 5 and vice versa on the assumption that there are no other changes to meter point characteristics. Other DUoS Group changes will be handled under MPD 8 – Changes to Connection Characteristics.</p> <p>Suppliers may be required to send in changes to the Smart Data Services</p>	016 MM
4	Receive Change of Legal Entity Notification	ESBN	ESBN receive 016 Market Message	
5	Validate Change of Legal Entity	ESBN	<p>Upon receipt of the notification for change of Legal Entity, ESNB will validate the Supplier against the meter point and will validate the message content.</p> <ul style="list-style-type: none"> <li>• Where the CoLE fails validation - <b>next step 6</b></li> <li>• Where the CoLE passes validation and previous Customer had SNP, MPD13 and next step 8</li> <li>• Where the CoLE passes validation – <b>next step 8</b></li> </ul> <p>Where the site is not energised, the CoLE will be rejected</p> <p>Additional Validations for Smart:</p>	

Process Step		Role	Process Step Description	Interface
			<ul style="list-style-type: none"> <li>Smart Data Services change not permitted – <b>next step 6</b> Change of Smart Data Services Requested and pending CoS – <b>step 6.</b></li> <li>If CoLE is valid and if no Smart meter installed at MPRN and previous Customer had a Non-Technical Non-Participation (02) or Multiple Visits No Access (03) – go to process <b>MPD 13</b> Planned Meter Exchange. CoLE process will continue.</li> <li>An Interval CoLE will be rejected where a date &gt;24 months in the past is requested.</li> </ul>	
<b>6</b>	Send Rejection Message to Supplier	ESBN	In circumstances where the CoLE notification fails validation, ESBN will send a Change of Legal Entity Rejection Market Message to the registered Supplier	116R MM
<b>7</b>	Receive Rejection Message	Supplier	Supplier receives rejection message	
<b>8</b>	Determine if Smart Data Services population is required	ESBN	ESBN determine if the Smart Data Services population is required <ul style="list-style-type: none"> <li>Smart Data Services required – <b>next step 9</b></li> <li>Smart Data Services not required – <b>next step 20</b></li> </ul>	
<b>9</b>	Determine if Meter Works Required	ESBN	<p><b>No Meter Works Required</b> If no Meter works is required continue with step 20 – Determine if Meter read Required</p> <p><b>Meter Works required</b> <b>Next Step 10</b></p>	
<b>10</b>	Initiate Remote Meter Works	ESBN	<p>ESBN initiates Remote Meter Works</p> <p>If smart meter is installed and</p> <ul style="list-style-type: none"> <li>Site is energised, CTF value is 02 03 or 04 go to step 11 – Perform Remote MCC change</li> </ul> <p>If remote works not initiated</p> <ul style="list-style-type: none"> <li>Initiate Meter works Site Visit next step 17</li> </ul>	
<b>11</b>	Perform Remote MCC change	ESBN	<p>Supplier requested a change of Smart Data Services</p> <ul style="list-style-type: none"> <li>Where Smart Interval Data Service (01) is requested and the comms are feasible and Smart Non Interval Data Service previously existed. ESBN will initiate the change to Interval on the MPD 35 Change of Metering Non QH to Interval</li> </ul>	

Process Step		Role	Process Step Description	Interface
			<p>or</p> <ul style="list-style-type: none"> <li>Where Smart Non Interval Data Service (02) is requested. ESNB will initiate a change to Non Interval on the MPD 35.1 – Change of Smart Data Services from Interval to Non Interval and on completion update the Customer record.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Where Smart Non Interval Data Service (02) is requested and the change is from a legacy MCC to a Smart MCC, ESNB will initiate the change to Non Interval on the MPD 11 Changes to Meter Configuration.</li> </ul> <p><b>Remote MCC change performed</b> The MCC change associated meter read(s) will be used as closing/opening read for the CoLE</p> <p>Process continues with step 12 and 24</p> <p><b>Remote MCC change Failure</b> Go to step 14– Determine which Smart Data Services requested</p>	
12	Send confirmation of Smart Data Services change to Supplier		Smart Data Services update confirmation is sent to the Supplier via the MM114.	114MM
13	Receive confirmation Smart Data Services change	Supplier		
14	Determine which Smart Data Services Requested	ESNB	<p>ESNB determines which Smart Data Services were requested.</p> <p>For Non-Interval changes – next step 17 and if site visit unsuccessful Step 15 Advise Supplier of remote MCC Change failure</p> <p>For Interval changes, next Step 18 Advise Supplier of the Interval Smart Data Service request failure and rejection of the CoLE</p>	
15	Send advice of remote MCC change failure	ESNB	Remote Non Interval MCC Change failure Smart Data Services request rejection is sent to the Supplier on the MM014R	014RMM
16	Receive advice of remote MCC change failure	Supplier	Receive advice of remote Non Interval MCC Change failure	

Process Step		Role	Process Step Description	Interface
17	Initiate Meter Works site visit	ESBN	<p>Create Service Order for Site Visit</p> <ul style="list-style-type: none"> <li>Where Smart Non Interval Data Service (02) is requested and the change is from a legacy MCC to a Smart MCC,</li> </ul> <p>The CoLE process will continue with MPD 11, and step 24</p> <p>Where there is a site visit to perform the MCC change and/or a Re-Energisation is requested with CoLE:</p> <p>Where Site Visit Successful, next step 24 Where Site Visit Unsuccessful, next step 18</p>	
18	Send Rejection Message to Supplier	ESBN	In circumstances where the Re-Energisation with a CoLE fails or the Smart Data Service request fails, ESNB will send a Change of Legal Entity Rejection Market Message to the registered Supplier	116R MM
19	Receive Rejection Message	Supplier	Supplier receives rejection message	
20	Determine if Meter reading Required	ESBN	If the site is either Unmetered or Interval Metered, No meter readings are required. – Step 28 For all other sites a meter reading will be required – Step 21	
21	Determine if the meter point is manually read or remotely read	ESBN	If manually read next step 23 If remotely read next step 22	
22	Obtain remote read	ESBN	Where the meter can be read remotely, a remote reading will be taken.  If Remote read can be obtained – next step 24  If No remote read can be obtained – next step 23	
23	Determine if CoLE Reading received	ESBN	Supplier provided Customer read can be received via the MM016. ESBN will reject the readings where customer reads fail the following validation or a remote reading has been obtained (see MPD 14): ESBN determine if CoLE read received:-	

Process Step		Role	Process Step Description	Interface
			<ul style="list-style-type: none"> <li>If CoLE read received - Next Step 24</li> <li>If CoLE read not received - Next Step 27</li> </ul>	
24	Validate reading	ESBN	<p>Where the change of Legal Entity notification passes validation, Data Processing will validate any reading provided by the Supplier for use as the change of Legal Entity reading. If a customer or Supplier provided reading is provided but is not allowable (e.g. in the case of MD customer, QH customers or unmetered customers) the reading will be ignored. If customer or Supplier provided reading is provided but is not allowable (Smart Interval Data Services) the reading will be rejected.</p> <ul style="list-style-type: none"> <li>if remote reading has been obtained and reading provided for Smart Interval or Non Interval site on MM 016 – <b>next step 25 (to reject the reading) and step 28</b></li> <li>If a remote reading cannot be obtained and a validated customer or Supplier provided read is available, this will become the valid reading used to process the CoLE – next step 28</li> <li>if no reading required and no reading provided, or readings are ignored (QH MD Unmetered)- <b>next step 28</b></li> <li>if the reading is valid – <b>next step 28</b></li> <li>if reading is invalid, <b>next step 27</b></li> </ul>	303R MM
25	Send Rejection to Supplier		<p>A 303R will issue if:</p> <ul style="list-style-type: none"> <li>a customer read is received for HH Interval sites</li> <li>a customer read is received for Non-Interval sites which have been read remotely</li> </ul>	303R
26	Receive Rejection		Supplier receives rejection message	

Process Step		Role	Process Step Description	Interface
27	Perform Estimation	ESBN	<p>If the readings provided fail validation ESBN will estimate a reading for use as the Change of Legal Entity reading.</p> <p>Meter Read validation and estimation will be processed as per MPD 14 – Readings Processing Non Interval Meter</p> <p>For Smart Non Interval (manually read), if reading provided is implausible or if no reading is provided, ESBN will estimate a reading for use as the Change of Legal Entity reading.</p> <p>For Smart Non Interval (remotely read), if ESBN cannot obtain a remote read, if reading provided is implausible or if no reading is provided, ESBN will estimate a reading for use as the Change of Legal Entity reading.</p>	
28	Update new Legal Entity details on MPRN	ESBN	ESBN will update its records to reflect the change of Legal Entity	
29	Determine if DUoS change is requested	ESBN	<p>ESBN will determine if DUoS Group change is requested as part of the Change of Legal Entity request.</p> <ul style="list-style-type: none"> <li>• Where no change is requested - <b>next step 45</b></li> <li>• If a change is requested - <b>next step 30</b></li> </ul>	
30	Determine if DUoS Group change is technically permitted	ESBN	<p>ESBN determine if the DUoS group change requested is technically permitted</p> <ul style="list-style-type: none"> <li>• DUoS group change is not permitted - <b>next steps 31 and 45</b></li> <li>• Duos group change is technically permitted - <b>next step 33</b></li> </ul>	
31	Send DUoS Group Rejection Message to Supplier	ESBN	Where a DUoS Group change requested as part of the CoLE is not permitted ESBN will issue a rejection message to the Supplier	014R MM
32	Receive rejection for Change of Customer Usage	Supplier	The Supplier receives the rejection message	
33	Determine if DUoS Group Change requires investigation	ESBN	<p>Where the DUoS change requested is permitted ESBN will determine if further investigation is required.</p> <ul style="list-style-type: none"> <li>• No further investigation is required - <b>next steps 34 and 45</b></li> <li>• If further investigation is required - <b>next step 37</b></li> </ul>	
34	DUoS Group is	ESBN	DUoS Group is changed for the meter point	

Process Step		Role	Process Step Description	Interface
	automatically changed on system			
35	Send confirmation of DUoS Change to Supplier	ESBN	ESBN sends confirmation message to the registered Supplier that the DUoS change requested in the CoLE has been updated	114 MM
36	Receive confirmation message for Change in Customer Usage	Supplier	Supplier receives confirmation that the DUoS change requested as part of the CoLE has been updated	
37	Determine if DUoS Group Change is acceptable	ESBN	Following investigation ESBN determines if the change to the DUoS group requested is permitted <ul style="list-style-type: none"> <li>• DUoS Group change not permitted - <b>next steps 38 and 45</b></li> <li>• DUoS Group change permitted - <b>next step 40</b></li> </ul>	
38	Send DUoS Group Rejection Message to Supplier	ESBN	Where a DUoS group change requested as part of the CoLE is not permitted ESBN will issue a rejection message to the Supplier	014R MM
39	Receive Rejection for Change in Customer Usage	Supplier	The Supplier receives the rejection message	
40	DUoS Group changed	ESBN	DUoS Group is changed for the meter point	
41	Send confirmation of DUoS Change to Supplier	ESBN	ESBN sends confirmation message to the registered Supplier that the DUoS change requested in the CoLE has been updated	114 MM
42	Receive confirmation for Change in Customer Usage	Supplier	Supplier receives confirmation that the DUoS change requested as part of the CoLE has been updated	
43	Send Connection Agreement	ESBN	ESBN issues Connection Agreement to customer	
44	Receive Connection Agreement	Customer	Customer receives Connection Agreement	



Process Step		Role	Process Step Description	Interface
45	Determine Meter Size and Type	ESBN	<p>ESBN determine size and type of meter associated with the meter point</p> <p>(a) Where the Connection Voltage is less than Medium Voltage ESBN:</p> <ul style="list-style-type: none"> <li>• Sends confirmation of change of Legal Entity to the registered Supplier - <b>next step 46</b></li> <li>• Where there is a pending CoS, confirmation of the CoLE will be sent to the pending Supplier - <b>next step 48</b></li> <li>• A Connection Agreement is sent to the customer - <b>next step 50</b></li> </ul> <p>(b) Where the connection voltage is equal or greater than Medium Voltage ESBN send a connection agreement (C/A) to the customer - <b>next step 50</b></p> <p>(c) Where the site is Unmetered - <b>next step 51</b></p>	
46	Send Confirmation of Change of Legal Entity	ESBN	ESBN sends confirmation of the change of Legal Entity to the registered Supplier.	116 MM
47	Receive confirmation of Change of Legal Entity	Supplier	Supplier receives confirmation message that CoLE has been updated	
48	Send confirmation of change to any Supplier with pending Registration	ESBN	If there is a pending CoS for the meter point, ESBN will issue a confirmation of the CoLE to the pending supplier	116N MM
49	Receive confirmation of Change of Legal Entity	Pending Supplier	Pending Supplier receives confirmation of the CoLE	
50	Send Connection Agreement	ESBN	A Connection Agreement is sent to the customer. Where the Connection Voltage is equal or greater than Medium Voltage, ESBN will await the return of the signed Connection Agreement before completing the CoLE	
51	Send Unmetered Consumption details to Supplier	ESBN	ESBN send unmetered consumption details to the registered Supplier	701 MM
52	Receive Unmetered Consumption details	Supplier	Supplier receives unmetered consumption details	
53	Receive Connection	Customer	Customer receives the Connection Agreement	

Process Step		Role	Process Step Description	Interface
	Agreement			
54	Return signed Connection Agreement for Sites =>(Medium Voltage)	Customer	Customer completes Connection Agreement and returns it to ESNB	
55	Wait return of completed Connection Agreement	ESBN	Where the Connection Voltage is equal to or greater than Medium Voltage, ESNB will await return of completed Connection Agreement	
56	Check for return of Connection Agreement	ESBN	ESBN will check for return of completed Connection Agreement <ul style="list-style-type: none"> <li>If Connection Agreement is not returned - <b>back to step 55</b></li> <li>When the signed Connection Agreement is returned to ESNB - <b>next step 57</b></li> </ul>	
57	Send confirmation of Change of Legal Entity	ESBN	ESBN sends confirmation of the change of Legal Entity to the registered Supplier.	116 MM
58	Receive confirmation of Change of Legal Entity	Supplier	Supplier receives confirmation message that CoLE has been updated	
59	Send confirmation of change to any Supplier with pending registration	ESBN	If there is a pending CoS for the meter point, ESNB will issue a confirmation of the CoLE to the pending Supplier	116N MM
60	Receive confirmation of Change of Legal Entity	Pending Supplier	Pending Supplier receives confirmation of the CoLE	
61	Determine if QH Site	ESBN	ESBN will determine if a site is QH <ul style="list-style-type: none"> <li>Non QH site - <b>next step 62</b></li> <li>QH site - <b>next step 63</b></li> </ul>	
62	No further processing	ESBN	If the site is Non QH no further action is required	
63	Send confirmation of change to TSO	ESBN	For QH sites ESNB will confirm new details to TSO	116A MM
64	Receive confirmation of Change of Legal Entity	TSO	TSO will receive confirmation of the Change of Legal Entity	

### 3. Supplementary Information

#### Processing of NQH Non MD sites and Single Point Unmetered and Smart Non Interval where Comms isn't Technically Feasible

The Supplier may provide a required date for the Change of Legal Entity. If no required date is provided then the change of Legal Entity will take effect on the date that DSO receives the message. The Supplier may provide a reading for the Change of legal Entity on message 016. For sites less than 30 kVA or Single Point Unmetered if the required date is on or before the last day for which a DUoS bill has been issued then the required date, and any readings provided, are ignored. The required date will be deemed to be the receipt date and an estimate will be made as at this time.

Only one active COLE 016MM for an MPRN should be submitted at any one time.

This means that once an 016MM for an MPRN is submitted the supplier should ensure no further 016MM is submitted for that same MPRN and for the same "Effective from Date" that appears on the 116MM until either a 116MM (see MPD25) and its associated 300MM (see MPD14), or else a 116R (see MPD 25) has been received.

The exceptions to this are as follows:-

- Where the supplier has already submitted a valid future dated 016MM, in which case the existing market rules remain in place.
- Where a Landlord/Tenant CoLE is taking place Suppliers may be required to send multiple 016MMs in quick succession for the same MPRN.

In all other cases the required date will be used as the read date.

If no reading is provided then a reading will be estimated as at the required date unless DUoS billing has occurred. If a reading is provided and fails validations then a reading will be estimated as at the required date.

Readings or estimates used for the Change of Legal Entity will be provided on message 300. **See MPD 14 –Non Interval Readings processing.**

The Change of Legal Entity will be recorded as at the date of the reading or estimate that is used.

## **Processing of NQH MD sites**

The Supplier will not be asked to provide a reading as DSO will use a reading from its own records. This may be a special reading requested by the Supplier or a previous actual scheduled read if a subsequent reading has not been obtained.

The Change of Legal Entity will be recorded as at the date of the reading used.

## **Processing of QH sites**

The Supplier may provide a required date for the Change of Legal Entity. If no required date is provided then the change of Legal Entity will take effect on the date that DSO receives the message.

The Supplier will not be asked to provide a reading.

The Change of Legal Entity will be recorded as at the date of the required date.

## Processing of Smart sites

### Smart Non Interval, and is Comms Technically Feasible :

The Supplier may provide a required date for the Change of Legal Entity. If no required date is provided the change of legal entity will take effect on the date that the DSO receives the message using an ESNB obtained actual or estimated End of Day register read.

If the required date is on or before the last day for which a DUoS bill has been issued then the change of Legal Entity will take effect on the last DUoS bill date + 2. Where the Supplier provides a required date and the required date is after the last DUoS billing date, then CoLE will complete to the required date using an ESNB obtained actual or estimated End of Day register read.

Where the Supplier provides a reading, the reading will be rejected on the MM303R where a remote read can be obtained.

Readings used for the Change of Legal Entity will be provided on message 300. **See MPD 14 – Non Interval Readings processing.**

Where a Change of Legal Entity has requested a change to the Smart Data Services that results in an MCC Change then opening or closing non interval reads readings will be sent on the 332 message and where Smart Interval MM331 for meter details. See MPD 35 and MPD 35.1

### Smart Interval:

It is mandatory for a Supplier to provide a required date for the Change of Legal Entity.

The Supplier will not be asked to provide a reading. Where the Supplier provides a reading, the reading will be rejected on the MM303R.

The Change of Legal Entity will be recorded as at the date of the required date.

A HH Interval CoLE will be rejected where a date >24 months in the past is requested.

### Appendix A -016 COLE and COLE + COU and reads.



COLE and COU  
Smart Metering\_NonC