

Proposed changes to BSCP41:

1.3 Key Milestones

Throughout this procedure the key milestones are referred to in relation to numbers of Working Days (WD), unless specified otherwise.

Changes to Party and Party Agent requirements are amended on an on-going basis. The key milestones for Parties and Party Agents are:

- **Changes to Individual Reporting Requirements:** To amend individual reporting requirements the Relevant Parties must notify the CRA, who will update the database within 3WD of the report request being received; and
- **Cross-Client Confidential Report Requests-Reporting:** Where a Party or Party Agent agrees for a confidential report to be circulated to a Requesting Party / Party Agent, BSCCo will notify the CRA 5 WD prior to the report being made available.

2.2 List of Definitions

A master list of definitions can be found in Section X of the Code. The terms used in this procedure are defined as follows:

Relevant Party	Party or Party Agent who is the usual recipient of a particular report.
Requesting Party	Any Party or Party Agent requesting a report containing data which is confidential to another Party or Party Agent.
Confidential Report	A report listed in Annex V-1 of the Code as being issued only to a Relevant Party, but which may be issued to another Party provided the required consent is given in accordance with this BSC Procedure.
Cross-Client Report	A confidential report circulated to Parties and / or Party Agents on the request of the Party or Party Agent to whom that report pertains.

3. Interface and Timetable Information

3.1 Changes to Individual Reporting Requirements¹

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	At least 3WD prior to the Effective Date	Submit request to change existing reporting requirements	Party or Party Agent, as appropriate	CRA, BSCCo	Changes to Individual Reporting Requirements Form BSCP41/1, authorised in accordance with BSCP38	Letter/Fax
3.1.2	Within 1WD of receipt of form in 3.1.1	Check authorised signature	CRA		Signed Changes to Individual Reporting Requirements Form BSCP41/1	Internal Process
3.1.3	Within 1WD of 3.1.2	Confirm receipt of update request	CRA	Party or Party Agent, as appropriate	Changes to Individual Reporting Requirements Form BSCP41/1 (CRA Receipt Confirmation section)	Fax
3.1.4	Within 3WD of receipt of form in 3.1.1	Input reporting requirements into the relevant systems	CRA		Changes to Individual Reporting Requirements Form BSCP41/1	Internal Process
3.1.5	Within 1WD of 3.1.4	Confirm reporting requirements are updated with details of changes	CRA	Party or Party Agent, as appropriate	Changes to Individual Reporting Requirements Form BSCP41/1 (BSC Agent Reporting Updated section)	Fax
3.1.6	Within 2WD of 3.1.5	Notify CRA if changes have been implemented incorrectly	Party or Party Agent, as appropriate	CRA	Details of error(s)	Fax
3.1.7	Within 2WD of 3.1.6	CRA correct errors	CRA		Correct data	Internal Process

¹ This section describes the process by which Parties and Party Agents request to stop or start receipt of versions of their own reports, and to request reports that are available to any Party on request. The process for requesting ~~Cross-Client Reports~~ other Parties' confidential reports is described in section 3.2.

3.2 Confidential Report Requests

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	As determined by the Requesting Party	Request permission to receive confidential report(s)	Requesting Party	BSCCo	Cross-Client-Confidential Report Request Form BSCP41/2, Part A, authorised in accordance with BSCP38.	Fax
3.2.2	Within 2WD of 3.2.1	Request permission from Relevant Party	BSCCo	Relevant Parties	Cross-Client-Confidential Report Request Form BSCP41/2,-.	Fax
3.2.3	Within 3WD of receipt of form in 3.2.2	Completed Part B of form either granting or refusing permission for a confidential report to be made available. If (a) Permission not granted go to step 3.2.4; or (b) Permission granted go to step 3.2.5	Relevant Party	BSCCo	Cross-Client-Confidential Report Request Form BSCP41/2 Part B, authorised in accordance with BSCP38	Fax
3.2.4	Within 1WD of 3.2.3	Check authorisation and inform Requesting Party of Relevant Party's decision.	BSCCo	Requesting Party		Fax
3.2.5	Within 1WD of 3.2.3	Check authorisation of Relevant Party and confirm receipt of request response.	BSCCo	Relevant Party	Cross-Client-Confidential Report Requests Form BSCP41/2	Internal Process
3.2.6	At the same time as 3.2.5	Inform CRA that a Cross-Client confidential report has been authorised for issue to Requesting Party .	BSCCo	CRA	Cross-Client-Confidential Report Requests Form BSCP41/2	Fax
3.2.7	Within 5WD of receipt of form in 3.2.6	Input reporting requirements in relevant- BSC S systems.	CRA		Cross-Client-Confidential Report Requests Form BSCP41/2	Internal Process
3.2.8	Within 1WD of 3.2.7	Confirm reporting requirements have been updated.	CRA	BSCCo	Cross-Client-Confidential Report Requests Form BSCP41/2	Fax
3.2.9	Within 1WD of 3.2.8	Confirm reporting requirements have been updated to Requesting Party.	BSCCo	Requesting Party	Cross-Client-Confidential Report Requests Form BSCP41/2	Fax / Email

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.10	Within 2WD of receipt of notification in 3.2.9	Notify BSCCo if changes have been implemented incorrectly.	Requesting Party	BSCCo	Details of errors	Fax / Email
3.2.11	Within 1WD of receipt of 3.2.10	Notify CRA if changes have been implemented incorrectly.	BSCCo	CRA	Details of errors	Fax
3.2.12	Within 2WD of 3.2.11	CRA correct errors.	CRA		Correct data	Internal Process

4. Appendices

4.1 Changes to Individual Reporting Requirements

Form BSCP41/1 is used by existing Parties or Party Agents to notify the CRA of changes to their reporting requirements, this includes requesting reports that are available to any Party on request as listed in Annex V-1 of the Code. The form cannot be used to request ~~new Cross-Client reports~~ confidential reports issued to other Parties. In this instance BSCP41/2 should be used.

The non-shaded areas of BSCP41/1 may be completed by a Party or Party Agent. Completed forms should be signed by an authorised signatory in accordance with BSCP38 and sent to the CRA, with a copy of the form forwarded to BSCCo for information.

The report should be specified by report ID and / or name as defined in the interface specification documents, and if applicable, the version of the report required. Note that a Requesting Party can only specify the versions of its own reports. When receiving other Parties' reports, the versions will be those requested by the other Parties.

Upon receipt the form is checked and the requirements implemented within 3WD for BSCP41/1.

To be used for all changes to reporting with the exception of ~~new Cross Client Reporting~~ confidential reports issued to other Parties.

Use continuation sheets where required

To: CRA	Date Sent: _____
From: Participant Details	
Party / Party Agent ID: _____	Name of Sender: _____
Participation Capacity / Party Agent Role: _____	
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Name of Authorised Signatory: _____	
Authorised Signature: _____	

Part A – To start or stop a version of a report

Use this part of the form to change which versions of your own reports should be generated by the relevant BSC Agent. Only one version may be requested for any given report.

Report ID	Report Name	Version [†]	Start/Stop	Effective Date*

* Dates are calendar dates

[†] Default is current version

Part B – to start or stop a report type, irrespective of version

Use this part of the form to change which of your own reports you wish to receive.

Report ID	Report Name	Start/Stop	Effective Date*

* Dates are calendar dates

4.2 Confidential Report Requests

Form BSCP41/2 is used by a Party or Party Agent to notify the BSCCo of new ~~Cross Client Reporting~~-reporting requirements relating to confidential reports issued to other Parties or Party Agents. Requests for reports that are listed in Annex V-1 of the Code as being available to any Party on request should be made using BSCP41/1. The form is completed by the Party or Party Agents as appropriate, and must be signed by an authorised signatory in accordance with BSCP38.

After the Party or Party Agent has completed the non-shaded areas of BSCP41/2, specifying the required ~~Cross Client R~~report(s), the form is forwarded to the BSCCo for checking. BSCCo then requests permission from the Relevant Parties to release the reports requested, and notifies the CRA as appropriate. The specified reporting requirements are then implemented within 5WD of receipt by the CRA.

Form BSCP41/2 is used by existing Parties or Party Agents to notify the CRA of changes to their ~~Cross-Client~~ reporting requirements that involve confidential reports of other ~~parties-Parties~~ and therefore require permission of the ~~relevant-Relevant P~~party. These are the reports that are NOT available to any Party on request in Annex V-1 of the Code. To stop receiving a confidential report of another Pparty Form BSCP41/1 should be used.

PART A: *To be completed by Requesting Party / Party Agent*

To: BSCCo	Date Sent: _____
From: Requesting Participant Details	
Party / Party Agent ID: _____	Name of Sender: _____
Participation Capacity / Party Agent Role: _____	
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Name of Authorised Signatory: _____	
Authorised Signature: _____	

Report ID	Report Name	Relevant Party ID	Relevant Party Role	Requesting Party ID	Requesting Party Role	Effective Date

PART B: *to be completed by Relevant Party / Party Agent*

<p><u>Relevant Party Details</u></p> <p>Contact Name: _____</p> <p>Party / Party Agent Name: _____</p> <p>Fax: _____</p>	<p>I give / do not give* permission for the above reports to be provided</p> <p>Authorised Signatory: _____</p> <p>_____</p> <p>Date: / /</p>
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For BSCCo / BSC Agent Use Only

BSCCo Receipt Confirmation	(Tick)	Date: / /
BSC Agent Reporting Updated	(Tick)	Date: / /