

Change Proposal – F40/01 (Page 1 of 2)	CP No: 508 <i>(mandatory by BSCCo)</i>
Title <i>(mandatory by originator)</i> Submission of registration details changes to BSCCo	
Description of Change <i>(mandatory by originator)</i> Under BSCP 65 section 3.2, a Party wishing to change registration details requests permission to do so from ELEXON before submitting BSCP 65 form 4.1 directly to CRA. The CRA are then required to check the data with ELEXON. The changes firstly remove the redundant step of applying to ELEXON for a form and secondly to insert a step requiring ELEXON to confirm that the changes can go ahead.	
Proposed Solution(s) <i>(mandatory by originator)</i> Change BSCP 65 section 3.2: a) Delete the first two steps of the process, that is: Party requests form from ELEXON; ELEXON send s form to Party. b) Add a new step: On receiving information on the change from the CRA, ELEXON confirms that the change is consistent with ELEXON’s knowledge of the Party’s circumstances and authorises the change.	
Justification for Change <i>(mandatory by originator)</i> Although BSCP 65 is consistent with the BSC Section A 4.4 and 4.5, the process as described contains redundant steps and is open to the possibility that a significant change of detail may be processed without full involvement from ELEXON. As it stands, significant changes to Party capacity may be implemented by the CRA without knowledge of ELEXON. The concern relates specifically to changes in capacity, For example, where a Party wishes to become, or cease to be, a Supplier, there are a number of checks relating to current trading position (money owing) and entry processes which have to be addressed before the CRA becomes involved. Similarly, for a Party who wishes to cease trading, there are checks and processes which must be done before the CRA makes any changes. The proposed change clarifies the position stated in the BSC that ELEXON must confirm the validity of the submission.	

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Other Configurable Items Potentially Affected by Proposed Solution(s) <i>(optional by BSCCo)</i>	
Impact on Core Industry Documents <i>(optional by originator)</i>	
Related Changes and/or Projects <i>(mandatory by BSCCo)</i>	
Originator's Details: BCA Name... Mike Sandford..... Organisation Email Address Date Organisation	
Attachments: Y/N* (If Yes, No. of Pages attached:.....) <i>(delete as appropriate)</i>	

1.1. CP Form Guidelines

These guidelines are to be used to assist in the completion of the CP Form, given in Appendix 4.2. The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further guidance please contact your BSCCo.

- **Title** – mandatory completion by originator – title of Change Proposal.
- **CP No.** – mandatory completion by BSCCo – unique number allocated for each individual CP in the Change Register.
- **Description of Change Proposal** - mandatory completion by originator - a statement of the issue/problem.
- **Proposed Solution(s)** – mandatory completion by originator – brief description of all possible solutions to the issue/problem, indicating any preferences and the reasons for these.
- **Justification for Change** – mandatory completion by originator – brief description of how the proposed change would better facilitate achievement of the Applicable BSC Objective(s).
- **Impact on Other Configurable Items** – optional completion by originator - a list of all Configurable Items potentially affected by proposed solution(s). Brief details of how each Configurable Item will be affected should be included, if known.
- **Impact on Core Industry Documents** – optional completion by originator – list of all documents potentially affected by proposed solution(s). Brief details of how each document will be affected should also be included, if known.
- **Related Changes and/or Projects** – mandatory completion by BSCCo – identification of any other CPs that are related to the issue/problem and that would need to be taken into account when considering the progression of the proposal.
- **Originator's Details** – mandatory by Originator – the name, organisation, and email address of the originator and the date on which the originator raised the CP.
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