

Retail Market Procedure NI 32

Changes of Legal Entity Grouped Unmetered

31/08/2016

<i>Current Status:</i>	Baseline
<i>Issue Date:</i>	31/08/2016
<i>Version:</i>	3.0

Retail Market Procedure NI 32 – Change of Legal Entity – Grouped Unmetered

Table of Contents

1. Introduction.....3

1.1 Scope3

1.2 History of Changes3

1.3 Document References.....3

2. Procedure Description.....4

2.1 Change of Legal Entity – Grouped Unmetered4

2.1.1 Process Flow Diagram4

2.1.2 Process Description5

Retail Market Procedure NI 32 – Change of Legal Entity – Grouped Unmetered

1. Introduction

1.1 Scope

This document describes the Retail Market Procedure for a Change of Legal Entity for Grouped Unmetered Meter Points in Northern Ireland.

The Procedure applies to all Grouped Unmetered Meter Point and contains the following sub-process:

- Change of Legal Entity Grouped Unmetered

1.2 History of Changes

Version	Source of Change	Description of Change
0.1	P Merkens	Initial Draft
0.91	P Merkens	Updated following NIE review and ready for SIG Workshop
0.92	P Merkens	Updated following SIG Workshop
0.93	A Ferguson	Final Draft issued for Supplier Review prior to SIG approval
1.0	A Ferguson	Baseline SIG Approval
2.0	J-E Smith	Baseline CDA Board Approved • Updated for DR1110/CRID163
2.1	A Ferguson	Updated to reflect MP NI 39 Glossary of Terms
3.0	NIE Networks	Updated to incorporate change of name from NIE to NIE Networks

1.3 Document References

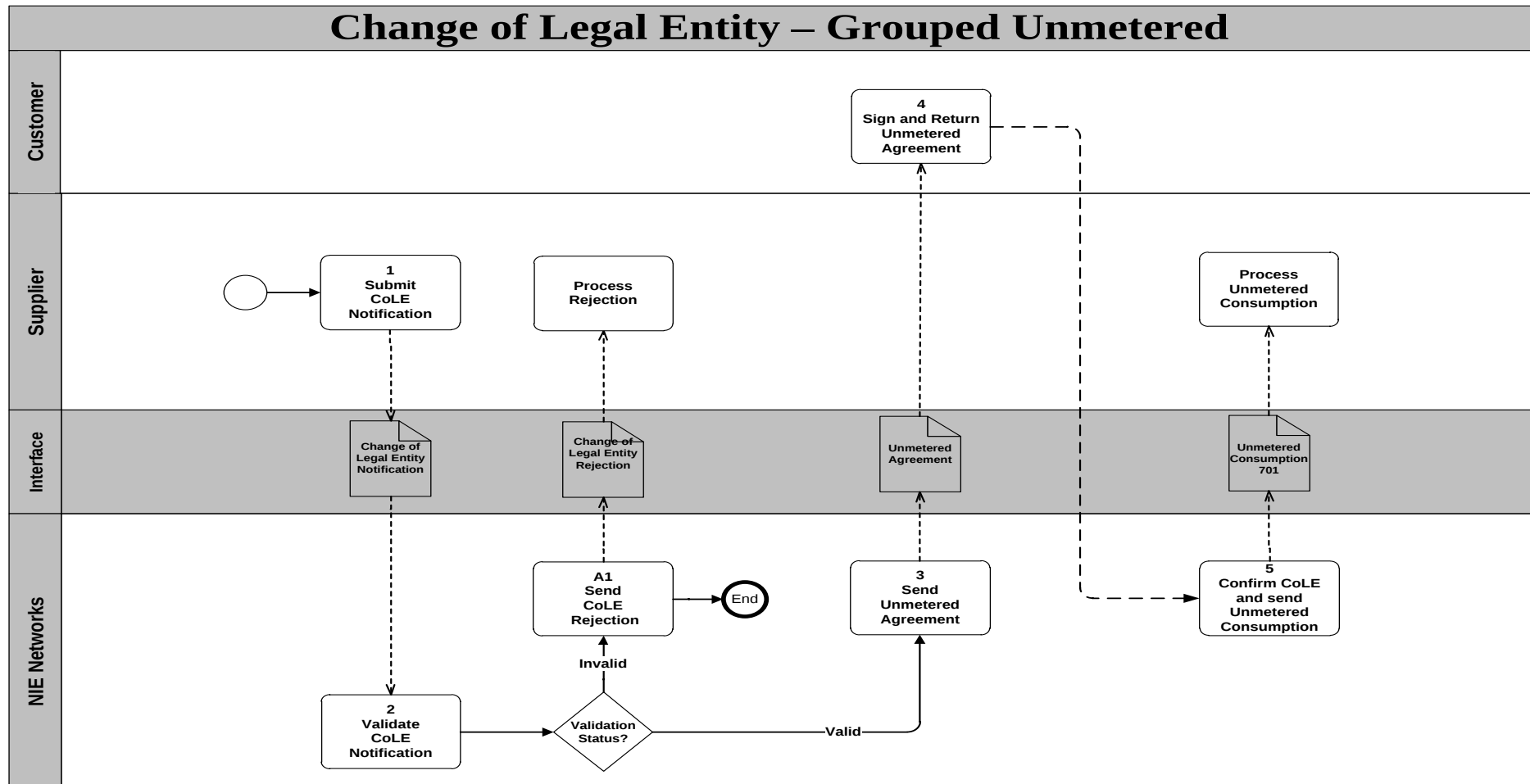
Document Reference	Document name
MP NI 39	NI Market Procedures - Glossary of Terms

Retail Market Procedure NI 32 – Change of Legal Entity – Grouped Unmetered

2. Procedure Description

2.1 Change of Legal Entity – Grouped Unmetered

2.1.1 Process Flow Diagram



Retail Market Procedure NI 32 – Change of Legal Entity – Grouped Unmetered

2.1.2 Process Description

Step	Role	Action	Interface
1	Supplier	The Supplier will manually notify NIE Networks by email of a Change of Legal Entity for a Grouped Unmetered Meter Point.	Notification to NIE Networks
2	NIE Networks	NIE Networks will validate the notification. Validation will include checks to ensure that: • The MPRN is a valid Grouped MPRN • The Supplier is registered to the MPRN • The required date is not more than six months into the future	
A1	NIE Networks	Where a notification fails validation and is rejected NIE Networks will inform the Supplier by email of the rejection with the reasons.	Rejection to Supplier
3	NIE Networks	Where the notification is accepted NIE Networks will issue an Unmetered Agreement to the new legal entity with responsibility for the Grouped MPRN.	Unmetered Agreement to Customer
4	Customer	The Customer signs and returns the Unmetered Agreement.	Unmetered Agreement to NIE Networks
5	NIE Networks	Upon receipt of the signed Unmetered Agreement from the new Customer, NIE Networks will process and confirm the changes by email to the Supplier. A Change of Legal Entity will be processed for the required date, unless billing has occurred between the required and current date. If billing has occurred, the Change of Legal Entity will be processed for a date after the last DUoS Bill. NIE Networks will send an Unmetered Consumption market message to the Supplier to advise unmetered consumption to the date of the Change of Legal Entity.	701 to Supplier