

---

Retail Market Procedure  
MP NI 503  
Removal of Certification

---

Date of Issue : 21<sup>st</sup> May 2012  
Status : Issued  
Version : 1.0  
Author : MEPCT

## CONTENTS

1	INTRODUCTION.....	3
1.1	Overview .....	3
1.2	In Scope .....	3
2	REMOVAL OF CERTIFICATION.....	4
2.1	Procedural Flow .....	4
2.2	Removal Decision .....	4
2.3	Consequences .....	5
2.4	Timescales .....	6
3	DOCUMENT LAYOUTS .....	7
3.1	Removal of Certification Letter .....	7
4	PROCEDURAL STEPS.....	8

## 1. **Introduction**

### 1.1 **Overview**

Certification of the relevant Certification Category will be removed by the Market Entry Process Coordination Team ("MEPCT") when certain criteria have been met. These criteria are set out in section 2.2 of this procedure.

The certification categories for the various market sectors are:

- ☐ Interval Commercial;
- ☐ Non Interval Commercial;
- ☐ Non Interval Residential Credit Metered;
- ☐ Non Interval Residential Keypad Metered; and
- ☐ Unmetered.

### 1.2 **In Scope**

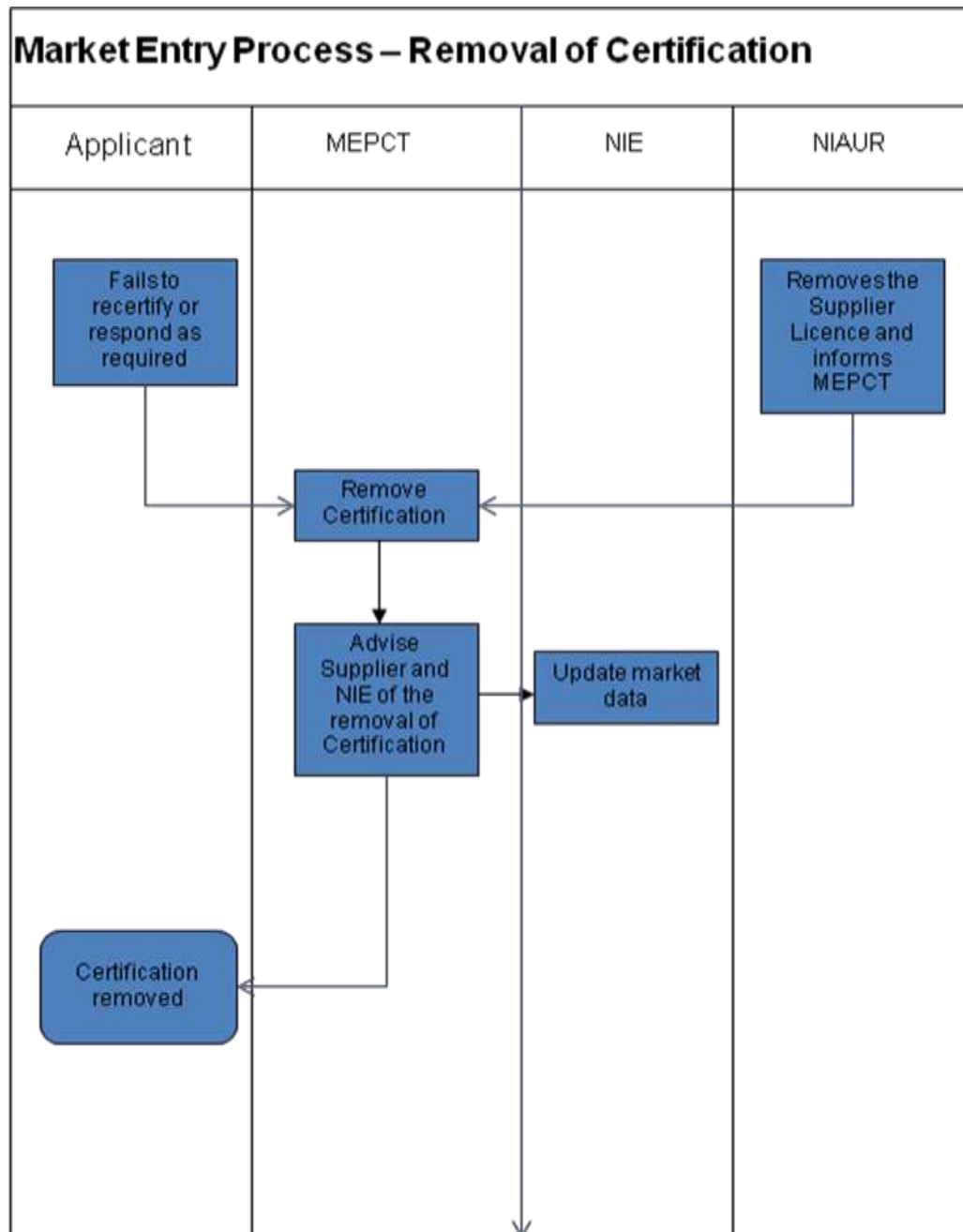
The following are within the scope of this procedure:

- ☐ Support and communication relating to the removal of Certification.

## 2. Removal of Certification

### 2.1 Procedural Flow

The procedural flow for the removal of Certification for one or more Certification Categories is shown below:



### 2.2 Removal Decision

Removal of Certification for a Certification Category occurs whenever one of the following events occurs:

- ☐ The Supply Licence of the Supplier is revoked

- ☐ The Supplier fails to submit an Annual Reassurance Statement for the Certification Category to the Market Entry Process Co- ordination Team (“MEPCT”). (The Supplier will be given 10 Business Days to remedy this failure following notice from MEPCT)
- ☐ The Supplier fails to notify MEPCT of a material change pursuant to MP NI 502 Recertification and such material change cannot be remedied
- ☐ The Supplier has no registered metering points and gives notice of withdrawal from registering metering points with immediate effect
- ☐ The Supplier ceases to be a party to the Market Registration Code

The removal of Certification will have effect 10 Business Days after the date on which any of the above events occurs.

## 2.3 **Consequences**

### 2.3.1 Supplier Loses its Supply Licence

If a Supplier is no longer Certified in respect of all Certification Categories, as a result of having its Supply Licence revoked, then all the meter points supplied by the Supplier will be transferred to other Suppliers in accordance with arrangements established by NIAUR. Should the Supplier wish to again become a Supplier, it will be required to obtain a Supply Licence and Certification by market sector in accordance with the MP NI 501 Market Entry Process.

### 2.3.2 Consequence of Loss of Certification While Retaining Supply Licence

A Supplier which loses Certification in one or more Certification Categories, but retains its Supply Licence will not be excluded from the market, but will be subject to the following restrictions in respect of Certification Categories for which Certification has been removed. Until the Supplier has secured a fresh Certification in accordance with MP NI 501 Market Entry Process Procedure or it has successfully re-certified in accordance with MP NI 502 Recertification:

2.3.2.1 The Supplier will not be allowed to register any new meter points; and

2.3.2.2 The supplier cannot object to any request for a Change of Supplier

For the avoidance of doubt, any Certification Category for which a Supplier retains Certification will remain unaffected.

### 2.3.3 Notification of a Removal Decision

Where a Supplier's Certification is removed for any Certification Category, the MEPCT shall report such removal to NIAUR and to NIE and SEMO who will make appropriate amendments to data held on retail market systems.

## 2.4 **Timescales**

All timescales in this section 2 and section 4 of this procedure are indicative only.

### 3. Document Layouts

#### 3.1 Removal of Certification Letter

<b>Type</b>	Letter	<b>Format</b>	MS Word
<b>Sent From</b>	MEPCT	<b>Sent To</b>	Supplier
<b>Copied To</b>	NIAUR, NIE, SEMO		
<b>Notes</b>	A letter stating the Supplier's details, the Certification Categories for which Certification has been removed, the reasons for removal, and the effective date.		

4. **Procedural Steps**

No	Applicant	MEPCT	NIE	AUTHORITY	Business Days
1.	<p><b>EITHER</b> Fails to provide an Annual Reassurance Statement in respect of a Certification Category within 10 Business Days of being asked to do so; or</p> <p>Ceases to be a party to the Market Registration Code; or fails to notify MEPCT of material change as per MP NI 502 and such material change is not possible to be remedied; or Supplier has not registered metering points and gives notice of withdrawal from registering metering points.</p>			<p><b>EITHER</b>  Removes the Supplier's Supply Licence and notifies the MEPCT</p>	
2.		Remove Certification and notify the Supplier, NIAUR, NIE and SEMO of this decision.			5
3.	Receive notification of removal of Certification.		Update market data to give effect to the removal of Certification decision.		5
4.		<b>End of procedure</b>			