

Retail Market Procedure  
MP NI 503  
Removal of Certification

### Document status

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### Version Control

Version	Author	Date of Issue	Reason
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## 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 outlined in MP NI 501 and are as follows;

- Interval commercial;
- Non-interval commercial;
- Non-interval residential credit metered;
- Non-interval residential keypad metered; and
- Unmetered.

### 1.2 In scope

This procedure is focused on the support and communication relating to the removal of certification for a single or multiple category of a Supplier.

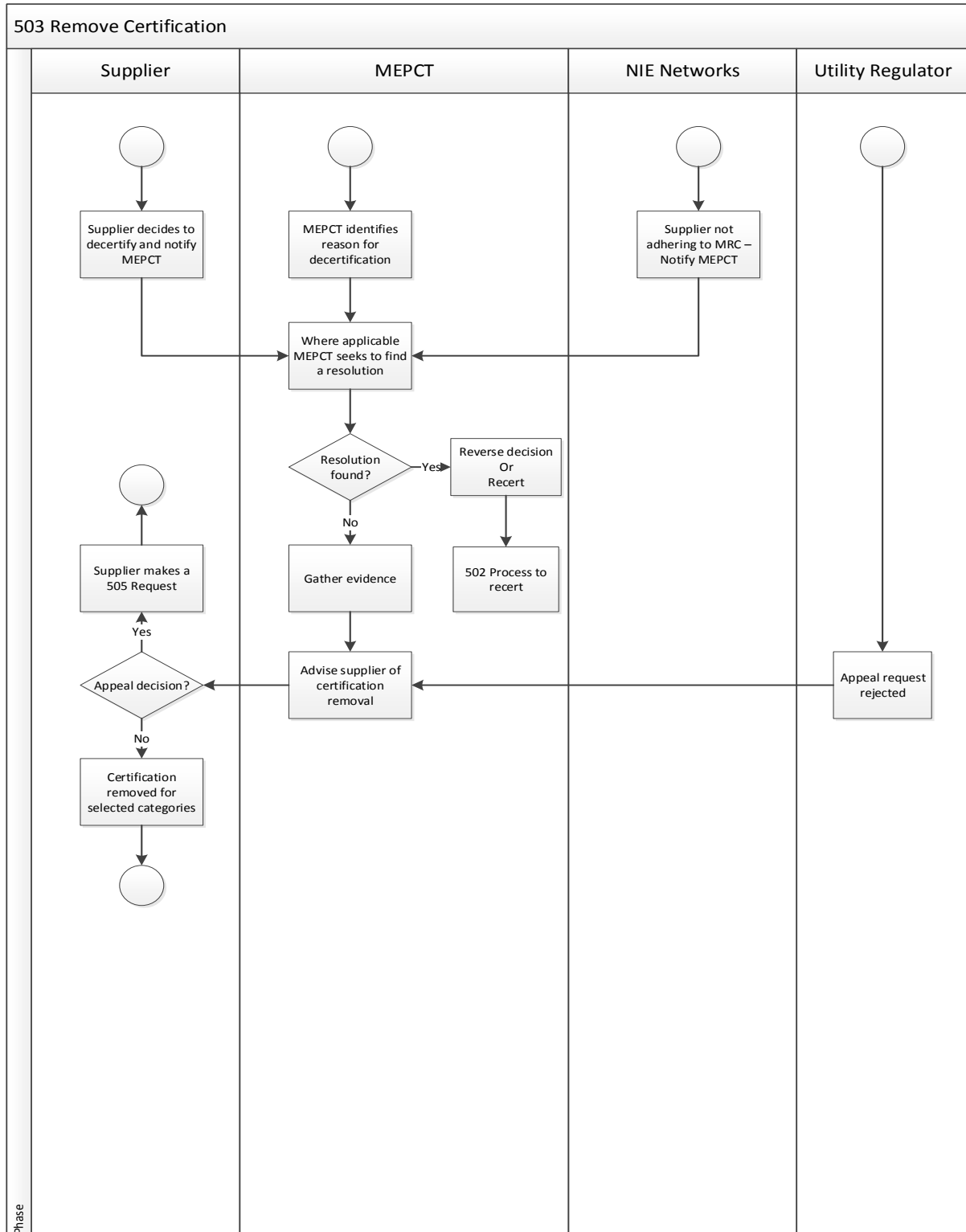
### 1.3 Out of scope

Recertification of a category is out of scope of this document. The process for recertification is outlined in MP NI 502.

## 2. Removal of certification

### 2.1 Procedural flow

The procedural flow for the removal of certification for one or more category is shown below;



## 2.2 Removal decision

Removal of certification for a certification category can occur from a number of scenarios or triggers and from a number of key stakeholders in the Market. The scenarios have been aligned to the four main areas outlined below;

### 2.2.1 Supplier driven action

Supplier driven scenarios would include;

- Having no registered metering points and gives notice of withdrawal from registering metering points with immediate effect;
- Ceasing to be a party to the Market Registering Code.

### 2.2.2 NIE Networks driven action

NIE Networks driven would occur when;

- The Supplier is not deemed to be adhering to the policies or procedures outlined in the Retail Market Code;
- The Supplier is not adhering to the conditions of MP NI 501.

### 2.2.3 MEPCT driven action

MEPCT driven actions would occur typically when;

- The Supplier fails to submit an Annual Reassurance Statement for the Certification Category to the 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 not satisfied agreed action from the deficiencies within the Balanced Scorecard;
- The Supplier is unable to meet the conditions of recertification;
- A dispensation approved under MP NI 504 expires without achieving certification;
- The Supplier does not send or receive a business market message within a 24 month period;
- Where there has been a material change to the Suppliers certified processes or systems and a recertification cannot rectify.

### 2.2.4 NI Utility Regulator driven

This would occur where one of the outcomes from a NI Utility Regulator action specify removal of certification.

## 2.3 Right to appeal a decision

Should the Supplier disagree with the decision taken to remove certification they are entitled to appeal this decision under the MP NI 505 Disputes process. The decision will then ultimately rest with the NI Utility Regulator.

## 2.4 Consequences of removal of certification

The removal of certification will have effect 10 business days after the date on which any of the above events occur.

There are two routes which can be followed where a removal of certification notice has been actioned, namely where a Supplier has lost their Supply Licence or where the Licence is retained but Certification removed.

### 2.4.1 Supplier loses their 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 with the NI Utility Regulator. Should the Supplier wish to become a Supplier again, they will be required to obtain a Supply Licence and certification by market sector in accordance with the MP NI 501 market entry process.

### 2.4.2 Loss of certification whilst retaining a NI electricity retail Supply Licence

A Supplier who loses certification in one or more categories but retain their Supply Licence will not be excluded from the market but will be subject to restrictions in respect of the market categories for which certification has been removed. The restrictions are as follows;

- The Supplier will not be allowed to register a new meter points; and
- The Supplier cannot object to any request for a change of supplier they receive.

These restrictions will apply until the Supplier has secured a fresh certification in accordance with MP NI 501 Market Entry procedure, or it has successfully re-certified in accordance with MP NI 502 Recertification.

### 2.4.3 Notification of a removal decision

Where a Supplier's certification is removed for any category, the MEPCT shall report such removal to the NI Utility Regulator, NIE Networks and SEMO who will make appropriate amendments to data held on their retail market systems.

## 2.5 Timescales

Timescales for removal of certification have been documented in Section 2 and 4 of this procedure, however they should only be viewed as an indicative timeframe rather than definitive.



### 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

#### 4.1 Main procedural steps

No	Applicant	MEPCT	NIE Networks	NI Utility Regulator	Business Days
1	Supplier raises a removal of certification request to MEPCT	MEPCT notifies Supplier of decision to remove certification	NIE Networks raises a removal request for Supplier and MEPCT	Utility Regulator identifies as one of the enforcement proceeding outcomes is the removal of certification	
2	Notification of MEPCT decision	MEPCT gathers evidence and information from trigger.			5
3		MEPCT makes decision and notifies, Applicant, NIE Networks, Utility Regulator and SEMO			5
4	Receives notification of removal of certification		Update the market data to give effect to the removal of certification		5
End of procedure					