

Part E Registry Information Management

1 Overview

Part E—

- 1.1 provides for the management of information held by the **registry**; and
- 1.2 prescribes a process for switching **customers** and **embedded generators** between **traders**; and
- 1.3 prescribes a process for a **distributor** to change the record in the **registry** of an **ICP** so that the **ICP** is recorded as being usually connected to an **NSP** in the **distributor's network**; and

1.4 prescribes a process for switching ICPs between metering equipment providers.

1A Requirement to provide complete and accurate information

1A.1 A **participant** must take all practicable steps to ensure that information that the **participant** is required to provide to any person under this part is—

1A.1.1 complete and accurate; and

1A.1.2 not misleading or deceptive; and

1A.1.3 not likely to mislead or deceive.

1A.2 If a **participant** becomes aware that in providing information under this part, the **participant** has not complied with subclause 1, the **participant** must, as soon as practicable, provide such further information as is necessary to ensure that the **participant** complies with subclause 1.

1B Performance of participants' obligations by contractors

(1) A participant may carry out its functions and exercise its rights under this Part by using a contractor.

(2) A participant who uses a contractor, as contemplated by subclause (1), to discharge an obligation under this Part

(a) remains responsible and liable for, and is not released from the obligation, or any other obligation under this Part; and

(b) cannot assert, against anyone, that it is not responsible or liable for its obligations because the contractor has done or not done something, or has failed to meet a relevant standard; and

(c) must ensure that the contractor has at least the specified level of skill, expertise and experience or qualification that the participant would otherwise be required to have if it were carrying out the functions or exercising the rights itself.

2 Certain points of connection must have ICP identifiers

- 2.1 This rule applies to the following:
- 2.1.1 a **trader** who has agreed to purchase **electricity** from an **embedded generator** or sell **electricity** to a **consumer**:
 - 2.1.2 an **embedded generator** who sells **electricity** directly to the **clearing manager**:
 - 2.1.3 a **direct purchaser** connected to a **local network** or an **embedded network**:
 - 2.1.4 an **embedded network** owner in relation to a **point of connection** on an **embedded network** that is settled by differencing:
 - 2.1.5 a **network** owner in relation to a **shared unmetered load point of connection** to the **network** owner's **network**:
 - 2.1.6 a **network** owner in relation to a **point of connection** between the **network** and an **embedded network**.
- 2.2 A **participant** to whom this rule applies must, before the **participant** assumes responsibility for a **point of connection** described in subclause 3 on any **local network** or **embedded network**, obtain an **ICP identifier** for the **point of connection**.
- 2.3 The **points of connection** for which **ICP identifiers** must be obtained under subclause 2 are **points of connection** at which any of the following occurs:
- 2.3.1 a **consumer** purchases **electricity** from a **trader**:
 - 2.3.2 a **trader** purchases **electricity** from an **embedded generator**:
 - 2.3.3 a **direct purchaser** purchases **electricity** from the **clearing manager**:
 - 2.3.4 an **embedded generator** sells **electricity** directly to the **clearing manager**:
 - 2.3.5 a **network** is settled by differencing:
 - 2.3.6 there is a **distributor** status **ICP**—
 - 2.3.6.1 at the **point of connection** between an **embedded network** and the **distributor's network**; or
 - 2.3.6.2 at the **point of connection** of **shared unmetered load**.

3 Distributors must create ICP identifiers for ICPs

- 3.1 Each **distributor** must create an **ICP identifier** in accordance with clause 1 of schedule E1 for each **ICP** on each **network** for which the **distributor** is responsible.

3.2 A **distributor** must create an **ICP identifier** for the **point of connection** at which an **embedded network** connects to the **distributor's network** in accordance with subclause 1.

3.3 An **ICP identifier** for an **ICP** may not be changed.

4 **Participants may request that distributors create ICP identifiers for ICPs**

4.1 A **participant** to whom rule 2 applies may request that a **distributor** create an **ICP identifier** for an **ICP** on a **network** for which the **distributor** is responsible.

4.2 A **participant** may make a request under subclause 1 only if the **participant** has an arrangement with the **distributor** for line function services in accordance with rule 16.

4.3 A **distributor** to whom a request is made must, within 3 **business days** of receiving the request, create a new **ICP identifier** for each **ICP** to which the request relates in accordance with clause 1 of schedule E1, or advise the **participant** of the **distributor's** reasons for not complying with the request.

5 **ICP status**

The **participant** specified in clause 4 of schedule E1 must manage the status of an **ICP** in accordance with clause 4 of schedule E1.

6 **Provision of ICP information**

6.1 A **distributor** whose **network** includes 1 or more **ICPs** must provide information about each of those **ICPs** to the **registry** in accordance with schedule E1.

6.2 A **trader** must provide information about each **ICP** at which the **trader** trades **electricity** to the **registry** in accordance with schedule E1.

8 **Provision of and changes to ICP information and NSP information by participants**

8.1 This rule applies if—

8.1.1 an **NSP** is to be created or decommissioned; or

8.1.2 a **distributor** wishes to change the record in the **registry** of an **ICP** that is not recorded as being usually connected to an **NSP** in the **distributor's network**, so that the **ICP** is recorded as being usually connected to an **NSP** in the **distributor's network** (a "transfer").

8.2 The **participant** specified in clause 8.2 of schedule E1 must give the notification required by clause 8.1 of schedule E1.

8.3 A **distributor** to whom subclause 8.1.2 applies must comply with clause 8.1A of schedule E1.

- 8.4 The **participants** specified in clauses 8 to 10 of schedule E1 must comply with those clauses.
- 8.5 If a **network** owner acquires all or part of an existing **network**, the **network owner** must give the notification required by clause 12 of schedule E1.

8A Metering equipment providers to provide registry metering records to registry

A metering equipment provider must, for each metering installation for which it is responsible, at an ICP that is not an NSP, provide to the registry the registry metering records in the prescribed form and update such registry metering records under Schedule E3.

8B Metering equipment provider audits

A metering equipment provider must arrange for an audit of its registry processes and procedures under this Part, to be carried out under schedule 10.5 of Part [10] (with all necessary and consequential amendments so that the provisions of Schedule 10.5 of Part 10 apply to the audit of the metering equipment provider's processes and procedures under this Part).

9 Performance of distributors' obligations by agents

A **distributor** may perform any obligation under this part directly or by an agent, and for that purpose, every act or omission of a **distributor's** agent is deemed to be an act or omission of the **distributor**.

10 Distributors' processes to be audited

- 10.1 Each **distributor** must arrange for the conduct of **audits** by an **auditor**, and provide final **audit** reports to the **Board** as follows:
- 10.1.1 an initial **audit** completed within 3 calendar months after the date on which the **distributor** has the first **NSP identifier** or **ICP identifier** recorded on the **registry** as being part of the **distributor's network**;
- 10.1.2a further **audit** completed within 12 months after the date of the initial **audit**;
- 10.1.3 at least 1 **audit** completed in each subsequent 12 month period, with each **audit** completed no later than 12 months after the preceding **audit**.
- 10.2 Every **audit** required by this rule must be conducted by an **auditor**.
- 10.3 The purpose of each **audit** conducted under this rule is to determine whether the processes and procedures used by the **distributor** to create and maintain information under this part comply with the **rules**.
- 10.4 The **distributor's** processes and procedures that must be **audited** include—
- 10.4.1 the creation of **ICP identifiers** for **ICPs**; and

10.4.2 the provision of **ICP** information to the **registry** and the maintenance of that information; and

10.4.3 the creation and maintenance of **loss factors**.

10.5 An **audit** required by subclause 1 must be conducted in accordance with the procedure set out in rule 10B.

10.6 The **distributor** is responsible for the costs of **audits** required by subclause 1.

10A Audits requested by Board or participant

10.A.1 The **Board** may carry out an **audit** in accordance with clause 8.1 of schedule J1 (with all necessary amendments).

10.A.2 A **participant** may request that the **Board** carry out an **audit** in accordance with clause 8.1A of schedule J1 (with all necessary amendments).

10.A.3 An **audit** requested by the **Board** or a **participant** must be carried out in accordance with clauses 8.2 to 8.7 of schedule J1 (with all necessary amendments).

10B Audits

A **distributor** must ensure that an **auditor** undertaking an **audit** in accordance with rule 10 complies with the following requirements:

10B.1 the **audit** report must be in the **prescribed form**:

10B.2 the **auditor** must send a draft of the **audit** report setting out the provisional findings of the **audit** to the **distributor** to whom the **audit** relates:

10B.3 the **auditor** must give the **distributor** a reasonable opportunity to comment on the draft of the **audit** report:

10B.4 the **auditor** must consider any comments it receives from the **distributor** about the draft of the **audit** report:

10B.5 the **auditor** must produce a final **audit** report and provide the report to the **distributor**:

10B.6 the final **audit** report must—

10B.6.1 specify conditions (if any) that the **auditor** considers the **distributor** must satisfy for the **distributor** to comply with the **rules**, and any action that the **distributor** has taken in respect of those conditions; and

10B.6.2 include a list of all agents engaged by the **distributor** to perform the **distributor's** information gathering, processing, and managing obligations with respect to the **registry** process, and details of the obligations that each of those agents perform; and

- 10B.6.3 include a summary that specifies—
 - 10B.6.3.1 the date of the **audit** report; and
 - 10B.6.3.2 the name of the **audited participant** or agent; and
 - 10B.6.3.3 the scope of the **audit**; and
 - 10B.6.3.4 whether or not the **audit** established that the **distributor's** processes and procedures comply with the **rules** in respect of the matters set out in rule 10.4; and
 - 10B.6.3.5 the name of the **auditor**.

10C Audit reports provided to Board

- 10C.1 A **distributor** must, no later than 1 month after receiving a final **audit** report, provide a copy of the final **audit** report to the **Board**.
- 10C.2 The **Board** must publish the summary required under rule 10B.6.3.
- 10C.3 Except for the summary referred to in subclause 2, an **audit** report is confidential to the **distributor**, the **auditor** and the **Board**, unless otherwise agreed between the **distributor** and the **Board**.

14 Process for maintaining shared unmetered load

- 14.1 This rule applies if **shared unmetered load** is connected to a **distributor's network**.
- 14.2 The **distributor** must notify the **registry**, and each **trader** responsible under rule 18.1 for the **ICPs** across which the **unmetered load** is shared, of the **ICP identifiers** of those **ICPs**.
- 14.2A A **trader** who receives notification under subclause 2 must notify the **distributor** if it wishes to add an **ICP** to or omit an **ICP** from the **ICPs** across which the **unmetered load** is shared.
- 14.2B A **distributor** who receives notification under subclause 2A must notify the **registry** and each **trader** responsible for any of the **ICPs** across which the **unmetered load** is shared of the addition or omission of the **ICP**.
- 14.3 If a **distributor** becomes aware of a change to the capacity of an **ICP** across which the **unmetered load** is shared or that an **ICP** across which the **unmetered load** is shared is decommissioned, it must notify all **traders** who receive notification under subclause 2 of the change or decommissioning as soon as practicable after the change or decommissioning.
- 14.4 A **trader** who receives notification under subclause 3 must, as soon as practicable after receiving the notification, adjust the **unmetered load**

information for each **ICP** for which it is responsible so that the **unmetered load** is shared equally across each of those **ICPs**:

- 14.5 A **trader** must take responsibility for **shared unmetered load** assigned to an **ICP** for which the **trader** becomes responsible as a result of a switch in accordance with this part.
- 14.6 A **trader** must not relinquish responsibility for **shared unmetered load** assigned to an **ICP** if there would then be no **ICPs** left across which the load could be shared.
- 14.7 A **trader** who changes the status of an **ICP** across which the **unmetered load** is shared to Inactive in accordance with clause 4.7 of schedule E1 is not required to notify the **distributor** of the change under subclause 2A. The amount of **electricity** attributable to that **ICP** becomes **UFE**.

15 Process for customer or embedded generator switching

- 15.1 This rule applies if a **trader** (“the gaining **trader**”) has an arrangement with a **customer** or **embedded generator** to—
 - 15.1.1 commence trading **electricity** with the **customer** or **embedded generator** at an **ICP** at which another **trader** (“the losing **trader**”) trades **electricity** with the **customer** or **embedded generator**; or
 - 15.1.2 assume responsibility under rule 18.1 for such an **ICP**.
- 15.2 The gaining **trader** and the losing **trader** must comply with schedule E2.

16 **Parties** Traders to ensure arrangements for line function services and metering

Before notifying the **registry** of any information in accordance with rule 6 or clause 18.3.2, the **trader** must—

- (a) ensure that it, or its **customer**, has made any necessary arrangements for the provision of line function services in relation to the **ICP**; and
- (b) have contracted with a metering equipment provider under clause 10.27 of Part 10 for each metering installation at the ICP.

17 ~~Connection~~ Livening of ICPs

17.1A A distributor must, when livening an ICP, follow the livening process set out in clause 10.31 of Part 10.

- 17.1 A **distributor** must not ~~electrically connect~~ liven an **ICP** across which **unmetered load** is shared unless a **trader** is recorded in the **registry** as accepting responsibility for the **shared unmetered load**.
- 17.2 A **distributor** must not ~~electrically connect~~ liven an **ICP** of any other kind unless a **trader** is recorded in the **registry** as accepting responsibility for the **ICP**.
- 17.3 Subclause 2 does not apply to an **ICP** that is—

17.3.1 the **point of connection** between a **network** and an **embedded network**; or

17.3.2 the **point of connection of shared unmetered load**.

18 Trader responsibility for an ICP

18.1 A **trader** becomes responsible for all obligations in this **Part applying to traders** relating to an **ICP** when the **trader** is recorded in the **registry** as accepting responsibility for the **ICP**.

18.1A A **trader** ceases to be responsible for obligations in this **Part** relating to an **ICP** if—

18.1A.1 another **trader** is recorded in the **registry** as accepting responsibility for the **ICP**; or

18.1A.2 the **ICP** is decommissioned in accordance with clause 4.8 of schedule E1.

18.2 If an **ICP** is to be decommissioned, the **trader** who is responsible for the **ICP** must arrange for a final **interrogation** to take place prior to or upon **meter** removal.

18.3 A trader who becomes responsible for an ICP must ensure that, for every ICP that is category 1, 2, 3, 4, or 5, a metering equipment provider participant identifier is recorded in the registry for that ICP, and—

18.3.1 if a metering equipment provider is not already recorded the trader must nominate a metering equipment provider participant identifier for a metering equipment provider contracted under clause 16, for the metering installations on that ICP; or

18.3.2 if a metering equipment provider participant identifier is already recorded in the registry, carry out its obligations in rule 16.

18A Registry notification of metering equipment provider

18A.1 The registry must, within 1 business day of receiving notification from a trader of a metering equipment provider's participant identifier for an ICP identifier.—

18A.1.1 if there is not a metering equipment provider assigned to the ICP notify the gaining metering equipment provider of the nomination under paragraph 18.3.1; or

18A.1.2 if there is a metering equipment provider assigned to the ICP identifier, notify both the gaining and losing metering equipment providers of the nomination.

18B Metering equipment provider responsibility for an ICP

18B.1 A metering equipment provider becomes responsible for all obligations in this Part applying to a metering equipment provider relating to an ICP as from the time of the commencement of the metering equipment provider's obligations under clause 10.22(2)(b) of Part 10.

18B.2 A metering equipment provider's obligations in this Part terminate only when the metering equipment provider's obligations under Part 10 terminate under clause 10.24 of Part 10.

18B.3 If an ICP is to be decommissioned, the metering equipment provider who is responsible for the ICP must,—

18B.3.1 if the trader responsible for the interrogation, prior to the decommissioning, ensure that the trader that has responsibility in the registry has been notified that it must, prior to the decommissioning, carry out a final interrogation; or

18B.3.2 if the metering equipment provider responsible for the interrogation, before or upon meter removal, arrange for a final interrogation to take place and supply this information to the trader that has responsibility in the registry.

18B.4 If clause 18B.3.1 applies, the trader must carry out the final interrogation, before the metering installation is decommissioned.

20 Board to specify timeframes and formats of information

20.1 This rule applies if a **participant** is required to provide information under this part but the **rules** do not specify any one or more of the following:

20.1.1 the time by which, or the period within which, the information must be provided:

20.1.2 the format in which the information must be provided:

20.1.3 the method by which the information must be provided.

20.2 The **participant** must provide the information in accordance with requirements as to those matters specified by the **Board**.

21 Registry must be open between 0730 and 1930 each day

The **registry** must be available to receive and provide information under this part between 0730 hours and 1930 hours each day. Any information provided to the **registry** after 1930 hours is deemed to be provided at 0730 the next day.

22 Confirmation of receipt of data

22.1 Registry to confirm

Information provided to the **registry** is deemed, for the purposes of this part, not to have been received until the **registry** has confirmed receipt in accordance with this rule. The **registry** must confirm receipt of any information received by it in accordance with this part within 4 hours of

the information being provided to it. Time when the **registry** is not obliged to be available in accordance with rule 21 will not be taken into account in determining whether or not receipt has been confirmed within such 4 hour periods.

22.2 Participants to check if no confirmation received

If the **participant** providing the information does not receive confirmation under this rule that the **registry** has received its information, that **participant** must contact the **registry** to check whether the information has been received. If it has not, that **participant** must re-send the information. This process must be repeated until such time as the **registry** has confirmed receipt of the information in accordance with this rule.

22.3 Registry must maintain a database of information

The **registry** must maintain a register of information received by it and updated in accordance with these **rules**. The **registry** must also ensure that a complete audit trail exists for all information received by it in accordance with these **rules**.

23 Reports from the registry

By 1600 hours on the sixth **business day** of each **reconciliation period** the **registry** must **publish** a report containing the following information:

23.1 The number of ICPs on the register

The number of **ICPs** notified to it and contained on its register at the end of the immediately preceding **consumption period**;

23.2 The number of customers changing traders on the registry

The number of notifications received by it in accordance with clause 1.1 of schedule E2 during the previous **reconciliation period**; and

23.3 Other information as agreed with the Board

Such other information as may be agreed from time to time between the **registry** and the **Board**.

24 Registry reports to specific participants

24.1A The **registry** must deliver the reports specified in this rule in the manner specified in this rule.

24.1 Reports to the clearing manager, systems operator or reconciliation manager

24.1.1 The **clearing manager**, or the **system operator**, or the **reconciliation manager** may request, in writing, no later than 5 **business days** before the last day of the month before the first month for which the report is requested, providing all relevant details, a report, identifying all active **NSPs** connected to a **network** for which a **trader** is, and has over the immediately

preceding 14 calendar months been, responsible, including active **NSPs** connected to a **local network** during the immediately preceding 14 calendar months, and the dates on which each **trader's** responsibility under the **rules** commenced and ceased.

24.1.2 The **system operator** may at any time request, in writing, a report that sets out every switch made under clauses 1.1, 2.1, or 3.2 of schedule E2, the effect of which is that a **trader** has commenced trading at an **NSP** or a **trader** has ceased trading at an **NSP**.

24.1.3 A request made under subclauses 1 or 2 may—

24.1.3.1 be a one-off request; or

24.1.3.2 specify a frequency over a particular period; or

24.1.3.3 specify a frequency over an indefinite period until terminated by the requesting person.

24.1.4 If the request is received by the time specified in this subclause, the **registry** must provide the report by 1000 hours on the first **business day** of the calendar month following the calendar month in which the request was made, or if the request for the report specifies a later date, that later date.

24.1.5 The person who requested the report may vary any of the details set out in the request, by giving notification to the **registry** of the relevant details in writing by no later than 5 **business days** before the last day of the month before the first month for which the person is requesting the variation. The **registry** must comply with the request by 1000 hours on the first **business day** of the calendar month following the calendar month in which the request was made.

24.2 Reports to the reconciliation manager

By 1600 hours on the 4th **business day** of each calendar month, in respect of the immediately preceding **consumption period**, and by 1600 hours on the 13th **business day** of each calendar month in respect of the immediately preceding 14 **consumption periods**, deliver the following reports to the **reconciliation manager**:

24.2.1 ICP days report

a report identifying the number of **ICP days** per **NSP**, differentiated by **half-hour metering** type or non **half-hour metering** type (for the purpose of this rule, **half-hour metering** type on the **registry** must be reported as **half hour**, and all other metering types reported as non **half hour**) attributable to each **trader** for those **NSPs** that are recorded on the **registry** as consuming **electricity** at any time during, as the case may be, that **consumption period** or any of those **consumption periods**:

24.2.2 Loss factors report

a report detailing the **loss factor** value(s) for each **loss category** code as recorded by the **registry** in respect of all **trading periods**:

24.2.3 Balancing area report

a report detailing the **balancing area** to which each **NSP** belongs as recorded by the **registry** in respect of all **trading periods** (including any changes during that month):

24.2.4 Half hour ICP identifiers report

a report detailing the **half hour ICP identifiers** and the **NSP** to which they are assigned for each individual **trader** (including any changes during that month):

24.2.5 a report that sets out every switch made under clauses 1.1, 2.1, or 3.2 of schedule E2, the effect of which is that a **trader** has commenced trading at an **NSP** or a **trader** has ceased trading at an **NSP**.

24.3 Reports to the market administrator

By 1600 hours on the 1st **business day** of each calendar month the **registry** must deliver to the **market administrator** a report summarising the number of events that have not been notified to the **registry** which it is aware of within the time frames specified in this part .

25 Access to the registry

25.1 A **participant** may apply to the **Board** to have access to information held by the **registry**.

25.2 If the **Board** grants a **participant's** application, it must specify terms and conditions under which access to information is to be provided.

[25.2A The participant granted access must comply with the terms and conditions specified by the Board under subclause 25.2.](#)

25.3 The **registry** must provide to the **participant** access to information held by the **registry** in accordance with those terms and conditions.

25.4 If a **participant** has been provided access to information in the **registry** and requests a report, the **registry** must provide a copy of the report to the **participant** within 4 hours of receiving the request.

25.5 In determining whether a copy of a report has been provided within the time specified in subclause 4, no account is to be taken of any period during which the **registry** is not required to be available under rule 21.

26 Registry notifications

If a change to **registry** information is notified in accordance with rule 6, the **registry** must [within 1 business day of receiving notification](#) provide notification of the change to **participants** affected by the change ~~on the day on which the registry receives the notification.~~

27 Use of ICP identifier on invoices

Each **trader** must ensure that the relevant **ICP identifier** is printed on every invoice or associated document relating to the sale of **electricity** rendered by the **trader**, and that the **ICP identifier** is clearly labelled “**ICP**” on the invoice.

28 Customer and embedded generator queries

28.1 If a **trader** receives a request from a **customer** of the **trader** or a person authorised by a **customer** of the **trader** for the **customer’s ICP identifier**, the **trader** must provide that information no later than 3 **business days** after receiving the request.

28.2 If a **distributor** receives a request from a **customer** or **embedded generator** whose **ICP** is connected to the **distributor’s network** for the **customer** or **embedded generator’s ICP identifier**, or a person authorised by such a **customer** or **embedded generator**, the **distributor** must provide that information no later than 3 **business days** after receiving the request.

29 Reliance on registry

A **participant** does not breach a **rule** just because the **participant** does something relying on an incorrect record in the **registry**.

Schedule E1 – Creation and management of ICPs, ICP identifiers and NSPs

1 ICPs and ICP identifiers

1.1 ICP identifiers

1.1.1 Creation of ICP identifiers

A **distributor** must create an **ICP identifier** for each **ICP** on each **network** for which the **distributor** is responsible in accordance with the following format:

yyyyyyyyyyxxccc

where:

yyyyyyyyyy is a numerical sequence provided by the **distributor**

xx is a code assigned by the **Board** to the issuing **distributor** that ensures the **ICP** is unique

ccc is a checksum generated according to the algorithm provided by the **market administrator**

1.1.2 Use of ICP identifier

An **ICP identifier** must be used by a **participant** in all communications with the **registry** to identify—

1.1.2.1 the point at which a **trader** is deemed to convey **electricity** to a **consumer** or from an **embedded generating station**:

1.1.2.2 the **point of connection** between an **embedded network** and its parent **network**, or the **point of connection** between a **shared unmetered load** and its **network**.

1.1.3 Embedded network points of connection and shared unmetered load points of connection

Despite any rule or clause to the contrary, if an **ICP identifier** is used to identify a—

1.1.3.1 **point of connection** between an **embedded network** and its parent **network**; or

1.1.3.2 **point of connection** between **shared unmetered load** and its **network**,

only the obligations contained in this subclause and subclause 2, and subclause 6, and clauses 2.1.1 to 2.1.5 and clauses 2.1.12 and 2.1.13 apply. If an **ICP identifier** is used in the

management of the status of the **ICP**, the obligations in clause 4.1 and clause 4.4 and clause 4.8 also apply.

1.2 Address

Each **ICP identifier** must have a location address that allows the **ICP** to be readily located.

1.3 De-energisation

Each **ICP** created after 7 October 2002 must be able to be **de-energised** without **de-energisation** of any other **ICP**, except for the following **ICPs**:

1.3.1 an **ICP** that is the **point of connection** between a **network** and an **embedded network**:

1.3.2 an **ICP** that represents the consumption calculated by difference between the total consumption for the **embedded network** and all other **ICPs** on the **embedded network**.

1.4 Board may grant dispensation

The **Board** may, by notification in writing, grant dispensation for **ICPs** which cannot be de-energised.

1.5 Electrical load

The electrical load associated with an **ICP** is deemed to be supplied through one **network supply point** only.

1.6 Loss category

The **ICP** must have a single **loss category** code that is referenced in such a way as to identify the associated **loss factors**.

2 Distributors to provide ICP information to registry

2.1 A **distributor** must, for each **ICP** on the **distributor's** network, provide the following information to the **registry**:

2.1.1 the unique location address of the **ICP identifier**:

2.1.2 subject to subclauses 4 and 5, the **NSP identifier** of the **NSP** to which the **ICP** is usually connected:

2.1.3 the **installation type** code assigned to the **ICP**:

2.1.4 the **reconciliation type** code assigned to the **ICP**:

2.1.5 the **loss category** code and **loss factors** for each **loss category** code assigned to the **ICP**:

2.1.6 if the **ICP** connects the **distributor's network** to an **embedded generating station** that has a capacity of 10 **MW** or more, the

information required by clause 2.6, in accordance with clause 2.7:

- 2.1.7 the **price category** code assigned to the **ICP**, which may be a placeholder **price category** code only if the **distributor** is unable to assign the actual **price category** code because the capacity or **volume information** required to assign the actual **price category** code cannot be determined before **electricity** is traded at the **ICP**:
 - 2.1.8 the **chargeable capacity** of the **ICP** determined by the **price category** code assigned to the **ICP** (if any), which may be a placeholder **chargeable capacity** only if the **distributor** is unable to assign the actual **chargeable capacity** because the capacity or **volume information** required to assign the actual **chargeable capacity** cannot be determined before **electricity** is traded at the **ICP**:
 - 2.1.9 the **distributor** installation details of the **ICP** determined by the **price category** code assigned to the **ICP** (if any), which may be placeholder **distributor** installation details only if the **distributor** is unable to assign the actual **distributor** installation details because the capacity or **volume information** required to assign the actual **distributor** installation details cannot be determined before **electricity** is traded at the **ICP**:
 - 2.1.10 the **participant identifier** of the first **trader** who has entered into an arrangement with a **customer** or an **embedded generator** to sell or purchase **electricity** at the **ICP** (only if that information is provided by the first **trader**):
 - 2.1.11 the status of the **ICP** determined in accordance with clause 4:
 - 2.1.12 designation of the **ICP** as Dedicated if the **ICP** is located in a **balancing area** that has more than 1 **NSP** located within it, and—
 - 2.1.12.1 the **ICP** will be supplied only from the **NSP** with the **NSP identifier** provided under paragraph 2; or
 - 2.1.12.2 the **ICP** is a **point of connection** between a **network** and an **embedded network**:
 - 2.1.13 if **unmetered load**, other than **distributed unmetered load**, is associated with the **ICP**, the type and capacity in kW of the **unmetered load** (if the **distributor** knows that information):
 - 2.1.14 if **shared unmetered load** is associated with the **ICP**, a list of the **ICP identifiers** of the **ICPs** that are associated with the **unmetered load**.
- 2.2 The **distributor** must provide the information specified in subclause 1 to the **registry** as soon as practicable after the **ICP identifier** for the

ICP to which the information relates is created, and before **electricity** is traded at the **ICP**.

2.3 The **distributor** must provide the following information to the **registry** no later than 10 **business days** after the trading of **electricity** at the **ICP** commences:

2.3.1 the actual **price category** code assigned to the **ICP**:

2.3.2 the actual **chargeable capacity** of the **ICP** determined by the **price category** code assigned to the **ICP** (if any):

2.3.3 the actual **distributor** installation details of the **ICP** determined by the **price category** code assigned to the **ICP** (if any).

2.4 If a **distributor** cannot identify the **NSP** that is connected to an **ICP**, the **distributor** must nominate the **NSP** that the **distributor** thinks is most likely to be connected to the **ICP**, taking into account the flow of **electricity** within the **distributor's network**.

2.5 An **ICP** is deemed to be connected to the **NSP** nominated by the **distributor** under clause 2.1.2.

2.6 If a **distributor** assigns a **loss category code** to an **ICP** on the **distributor's network** that connects the **distributor's network** to an **embedded generating station** that has a capacity of 10MW or more—

2.6.1 the **loss category** code assigned to the **ICP** must be unique and must not be assigned to any other **ICP** on the **distributor's network**; and

2.6.2 the **distributor** must provide the following information to the **reconciliation manager**:

2.6.2.1 the unique **loss category** code assigned to the **ICP**:

2.6.2.2 the **ICP identifier** of the **ICP**:

2.6.2.3 the **NSP identifier** of the **NSP** to which the **ICP** is connected:

2.6.2.4 the plant name of the **embedded generating station**.

2.7 The **distributor** must provide the information in subclause 6 at least 5 **business days** before the **distributor** assigns the **loss category** code.

2A Distributors to change ICP information provided to registry

2A.1 If information about an **ICP** provided to the **registry** in accordance with clause 2 changes, the **distributor** in whose **network** the **ICP** is located must notify the **registry** of the change.

2A.2 The **distributor** must give the notification—

2A.2.1 in the case of a change to the information referred to in clause 2.1.2 (other than a change that is the result of the **commissioning** or decommissioning of an **NSP**), no later than **8 business days** after the change takes effect; and

2A.2.2 in every other case, no later than **3 business days** after the change takes effect.

2A.3 A **distributor** is not required to notify a change of information provided in accordance with clause 2.1.2 if the change is for less than **14 days**.

2A.4 If a change of information provided in accordance with clause 2.1.2 is for more than **14 days**, subclause 2 applies as if the change had taken effect on the **15th day** after the change takes effect.

3 Traders to provide ICP information to registry

3.1 Each **trader** must provide the following information to the **registry** for each **ICP** at which the **trader** trades **electricity**:

3.1.1 the **participant identifier** of the **trader**:

3.1.2 the **profile** code of each **profile** at that **ICP** approved by the **market administrator** in accordance with clause 5 of schedule J5 of part J:

3.1.3 the **participant identifier** of the ~~primary contact for the metering equipment relevant to that~~ proposed metering equipment provider if the category of the ICP is 1, 2, 3, 4 or 5:

~~3.1.4 the highest category of metering installation applicable to the ICP as defined in part 10, or, if the ICP does not have a metering installation, category 0:~~

3.1.5 the type of ~~each metering installation assigned to~~ settlement process used by the trader for the **ICP**:

3.1.6 if the metering type UNM is assigned to the **ICP**—

3.1.6.1 if the load is profiled through an engineering **profile** in accordance with **profile class** 2.1, the code ENG; or

3.1.6.2 in all other cases, the daily average **unmetered load** in kWh at the **ICP**:

3.1.7 the type and capacity of the **unmetered load** at the **ICP** (if any):

~~3.1.8 the total number of meter registers used to obtain volume information at the ICP:~~

~~3.1.9 if a meter multiplier that is not a unity multiplier is to be applied externally to raw meter data at the ICP, a flag indicating the presence of the meter multiplier:~~

3.1.10 the status of the **ICP** determined in accordance with clause 4.

- 3.2 The **trader** must provide information specified in subclause 1 to the **registry** no later than 5 **business days** after the **trader** commences trading at the **ICP** to which the information relates.

3A Traders to change ICP information provided to registry

- 3A.1 If information about an **ICP** provided to the **registry** in accordance with clause 3 changes, the **trader** who trades at the **ICP** must notify the **registry** of the change.
- 3A.2 The **trader** must give the notification no later than 5 **business days** after the change.

3B Correction of errors in the registry

- 3B.1 By 0900 hours on the first **business day** of each **reconciliation period**, the **registry** must provide to each **participant** who is required to submit **submission information**, the following:
- 3B.1.1 a list of the **ICPs** at which the **participant** is recorded on the register as **trading** during each **consumption period** being revised in the **reconciliation period**:
- 3B.1.2 all information associated with the **participant's participant identifier**, including the **profiles** for each of those **ICPs**.
- 3B.2 If there is an error in the information provided under subclause 1, the **participant** must change the information in the **registry** as soon as practicable after becoming aware of the error.

4 Management of ICP status by distributors and traders

The status of an **ICP**, as recorded on the **registry**, must be managed by **distributors** and **traders**-. The management responsibility and meaning of each status is as follows:

4.1 "New" status

The **ICP** status of "New" must be managed by the **distributor** and denotes that:

4.1.1 Installations in construction phase

The associated **electrical installations** are in the construction phase; and

4.1.2 Not ready for activation

The **ICP** is not ready for activation by a **trader**:

4.2 "Ready" status

The **ICP** status of "Ready" must be managed by the relevant **distributor** and denotes that:

4.2.1 Ready for connection

The associated **electrical installations** are ready for connecting to the **electricity** supply; and

4.2.2 Ready for activation

The **ICP** is ready for activation by a **trader**:

4.3 Before being given a "Ready" status

Before an **ICP** is given the "Ready" status in accordance with clause 2, the relevant **distributor** must:

4.3.1 Trader identified

Identify the **trader** that has taken responsibility for the **ICP**; and

4.3.2 One price category

Ensure the **ICP** has a single **price category** code:

4.3A If an **ICP** has had the status of "New" or "Ready" for 24 calendar months or more—

4.3A.1 the **distributor** must ask the **trader** who intends to trade at the **ICP** whether the **ICP** should continue to have that status; and

4.3A.2 the **distributor** must decommission the **ICP** if the **trader** advises that the **ICP** should not continue to have that status:

4.4 "Distributor" status

The **ICP** status of "distributor" must be managed by the relevant **distributor** and denotes that the **ICP** record represents a **shared unmetered load** installation or the **point of connection** between an **embedded network** and its parent **network**.

A **trader** cannot change the status of an **ICP** record with a status of "distributor":

4.5 "Active" status

The **ICP** status of "Active" must be managed by the relevant **trader** and denotes that:

4.5.1 Connected

The associated **electrical installations** are connected to the **electricity** supply; and

4.5.2 Information to be supplied to reconciliation manager

A **trader** must provide information related to the **ICP**, in accordance with part J, to the **reconciliation manager** for the purpose of compiling **reconciliation information**:

4.6 Before being given an "Active" status

Before an **ICP** is given the “Active” status, in accordance with clause 5, the **trader** must ensure that:

4.6.1 One customer

the **ICP** has only one **customer, embedded generator, or direct purchaser**; and

4.6.2 Method of quantifying

the **electricity** consumed is quantified by a **metering installation(s)** or other **Board** approved method of calculation:

4.6A If an **ICP** is electrically connected by a **distributor**, and the **trader** trading at the **ICP** has not notified the **registry** of the status of the **ICP** within 5 **business days** after the **ICP** is electrically connected, the **distributor** must advise the **trader** and the **market administrator** that the status of the **ICP** has not been entered in the **registry**.

4.7 “Inactive status”

The **ICP** status of “inactive” must be managed by the relevant **trader** and denotes that:

4.7.1 **electricity** cannot flow at that **ICP**; or

4.7.2 **submission information** related to the **ICP** is not required by the **reconciliation manager** for the purpose of compiling **reconciliation information**:

4.8 “Decommissioned” status

The **ICP** status of “Decommissioned” must be managed by the relevant **distributor** and denotes that the **ICP** is permanently removed from future switching and reconciliation processes. Decommissioning occurs when:

4.8.1 **electrical installations** associated with the **ICP** are physically removed; or

4.8.2 there is a change in the allocation of electrical loads between **ICPs** with the effect of making the **ICP** obsolete; or

4.8.3 in the case of a **distributor-only ICP** for an **embedded network**, the **embedded network** no longer exists.

5 Updating table of loss category codes

5.1 Each **distributor** must keep up to date the table in the **registry** of the **loss category** codes that may be assigned to **ICPs** on each **distributor’s network**, by entering in the table any new **loss category** codes that may be assigned to an **ICP** on the **distributor’s network**.

5.2 Each entry in the table must specify the date on which each **loss category** code takes effect.

- 5.3 The date that a **loss category** code takes effect must not be earlier than 2 months after the date on which the **loss category** code is entered in the table.
- 5.4 A **loss category** code takes effect on the specified date.
- 5.5 To avoid doubt, subclause 3 does not apply to the creation of an **ICP** or to the transfer of an **ICP** from 1 **distributor's network** to another **distributor's network**.

5A Updating loss factors for loss category codes

- 5A.1 A **distributor** must enter **loss factors** on the **registry** for each **loss category** code entered on the table in the **registry** under clause 5.
- 5A.2 A **distributor** must ensure that—
 - 5A.2.1 each **loss category** code has no more than 2 **loss factors** in a calendar month; and
 - 5A.2.2 each **loss factor** covers a range of **trading periods** within that month so that all **trading periods** have a single applicable **loss factor**.
- 5A.3 A **distributor** who wishes to replace an existing **loss factor** on the table in the **registry** must enter the replaced **loss factor** on the table in the **registry**.
- 5A.4 Each entry in the table must specify the date on which the replaced **loss factor** takes effect.
- 5A.5 The date that a **loss factor** takes effect must not be earlier than 2 months after the date on which the **loss factor** is entered in the table.
- 5A.6 A replaced **loss factor** takes effect on the specified date.
- 5A.7 To avoid doubt, subclause 5 does not apply to the creation of an **ICP** or to the transfer of an **ICP** from 1 **distributor's network** to another **distributor's network**.
- 5A.8 The **registry** must publish an updated schedule of all **loss category** codes and the **loss factors** for each **loss category code** no later than 1 **business day** after being notified of a change.

6 Updating table of price category codes

- 6.1 Each **distributor** must keep up to date the table in the **registry** of the **price category** codes that may be assigned to **ICPs** on each **distributor's network**, by entering in the table any new **price category** codes that may be assigned to an **ICP** on the **distributor's network**.
- 6.2 Each entry in the table must specify the date on which each **price category** code takes effect.

- 6.3 The date that a **price category** code takes effect must not be earlier than 2 months after the date on which the **price category** code is entered in the table.
- 6.4 A **price category** code takes effect on the specified date.
- 6.5 To avoid doubt, subclause 3 does not apply to the creation of an **ICP** or to the transfer of an **ICP** from 1 **distributor's network** to another **distributor's network**.

7 **Balancing area information**

- 7.1 A **distributor** must **notify** the **reconciliation manager** of the establishment of a **balancing area** associated with an **NSP** supplying a **distributor's network**, in accordance with clause 9 .
- 7.1A A **distributor** must **notify** the **reconciliation manager** of any change to the information provided under subclause 1.
- 7.1B The notification must—
 - 7.1B.1 specify the date and **trading period** from which the change took effect; and
 - 7.1B.2 be given no later than 3 **business days** after the change takes effect.
- 7.2 The **reconciliation manager** must **notify** the **registry** of changes to **balancing areas** within 1 **business day** of receiving the notification .
- 7.3 The **registry** must **publish** an updated schedule of the mapping between **NSPs** and **balancing areas** within 1 **business day** of receiving the notification.
- 7.4 The schedule must specify the date and **trading period** from which the change took effect.

8 **Creation and decommissioning of NSPs and transfer of ICPs from 1 distributor's network to another distributor's network**

- 8.1 If an **NSP** is to be created or decommissioned—
 - 8.1.1 the **participant** specified in subclause 2 in relation to the **NSP** must notify the **reconciliation manager** of the creation or decommissioning; and
 - 8.1.2 the **reconciliation manager** must notify the **market administrator** and affected **reconciliation participants** of the creation or decommissioning no later than 1 **business day** after receiving the notification in paragraph 1.
- 8.1A If a **distributor** wishes to change the record in the **registry** of an **ICP** that is not recorded as being usually connected to an **NSP** in the **distributor's network**, so that the **ICP** is recorded as being usually connected to an **NSP** in the **distributor's network** (a "transfer"), the **distributor** must notify the **reconciliation manager**, the **market**

administrator, and each affected **reconciliation participant** of the transfer.

8.2 The notification required by subclause 1 must be given by—

8.2.1 the **grid owner**, if—

8.2.1.1 the **NSP** is a **point of connection** between the **grid** and a **local network**; or

8.2.1.2 if the **NSP** is a **point of connection** between a **generator** and the **grid**; or

8.2.2 the **distributor** for the **local network** who initiated the creation or decommissioning, if the **NSP** is an **interconnection point** between two **local networks**; or

8.2.3 the **embedded network** owner who initiated the creation or decommissioning, if the **NSP** is an **interconnection point** between two **embedded networks**; or

8.2.4 the **distributor** for the **embedded network**, if the **NSP** is a **point of connection** between an **embedded network** and another **network**.

8.3 A **distributor** who is required to notify a transfer under clause 8.1A or clause 8.2.4 must comply with schedule E1A.

9 Information to be provided if **NSPs** are created or **ICPs** are transferred from 1 distributor's network to another distributor's network

9.1 If a **participant** gives a notification under clause 8.1 or clause 8.1A of the creation of an **NSP** or the transfer of an **ICP** from 1 **distributor's network** to another **distributor's network**, the **participant** must request that the **reconciliation manager** create a unique **NSP identifier** for the **NSP**.

9.2 The **participant** must make the request—

9.2.1 in the case of a notification given under clause 8.2.2 or clause 8.2.3, at least 10 **business days** before the **NSP** is electrically connected; and

9.2.2 in every other case, at least 1 calendar month before the **NSP** is electrically connected or the **ICP** is transferred.

9.3 If a **participant** gives a **notification** under clause 8.1 of the creation of an **NSP**, the **distributor** on whose network the **NSP** is located must give the **reconciliation manager** the following information:

9.3.1 if the **NSP** is to be located in a new **balancing area** to be created—

9.3.1.1 all relevant details necessary for the **balancing area** to be created; and

9.3.1.2 notification that the **NSP** to be created is to be assigned to the new **balancing area**; and

9.3.2 in every other case, notification of the **balancing area** in which the **NSP** is located.

9.4 If a **participant** gives a notification under clause 8.1 or clause 8.1A of a creation or transfer that relates to an **NSP** between a **network** and an **embedded network**, the **distributor** who owns the **embedded network** must notify the **reconciliation manager** of the following:

9.4.1 the **network** on which the **NSP** will be located after the creation or transfer:

9.4.2 the **ICP identifier** for the **ICP** that connects the **network** and the **embedded network**:

9.4.3 the date on which the creation or transfer will take effect.

9.5 The **distributor** must give the notification at least 1 calendar month before the creation or transfer.

10 Information to be provided if ICPs become NSPs

10.1 If a transfer notified under clause 8 results in an **ICP** becoming an **NSP** at which an **embedded network** connects to a **network**, or in an **ICP** becoming an **NSP** that is an **interconnection point**, the **distributor** who owns the **network** on which the **NSP** will be located after the change must notify any **trader** trading at the **ICP** of the transfer.

10.2 The **distributor** must give the notification at least 1 calendar month before the transfer.

11 Reconciliation manager to allocate new identifiers

11.1 The **reconciliation manager** must, within 1 **business day** of receiving a notification under clause 8.1 or clause 8.1A, allocate a unique **NSP identifier** to each **point of connection** or **interconnection point** to which the notification relates in accordance with the following format:

bbbqqqz nnnn

where

bbbqqqz is, in the case of a **local network**, the code for the **GXP** or **GIP** or, in the case of an **embedded network** or the **point of connection** between 2 **local networks**, the code for the **point of connection** to its parent **network**

where

bbb is a combination of 3 alpha characters, which form a unique location identifier

qqq is the voltage in kV of the supply bus

- z is a numeral allocated to distinguish it from any other supply bus of the same voltage at the same location
- nnnn is a **participant identifier** for the **network** owner that from time to time owns the **network** being supplied

12 Obligations concerning change in network owner

- 12.1 If a **network** owner acquires all or part of an existing **network**, the **network** owner must notify the following of the acquisition:
 - 12.1.1 the previous **network** owner:
 - 12.1.2 the **reconciliation manager**:
 - 12.1.3 the **market administrator**:
 - 12.1.4 every **reconciliation participant** who trades at an **ICP** connected to the **network** or part of the **network** acquired.
- 12.2 The **network** owner must give the notification at least 1 calendar month before the acquisition.
- 12.3 The notification must specify—
 - 12.3.1 the **ICP identifiers** for which the **network** owner's **participant identifier** must be amended to reflect the acquisition of the **network** or part of the **network** by the **network** owner; and
 - 12.3.2 the effective date of the acquisition.
- 12.4 A **network** owner who acquires all or part of an existing **network** must comply with schedule E1A.

13 Reconciliation manager to advise registry

- 13.1 The **reconciliation manager** must—
 - 13.1.1 advise the **registry** of any new or deleted **NSP identifier** no later than 1 **business day** after being notified of its creation or decommissioning; and
 - 13.1.2 advise the **registry** of any changes to supporting **NSP** information provided by a **distributor** in accordance with clause 9.4 no later than 1 **business day** after receiving the notification.
- 13.2 The **registry** must **publish** an updated schedule of all **NSP identifiers** and supporting information within 1 **business day** of any change being notified to it in accordance with subclause 1.

Schedule E1A – Transfer of ICPs between distributors' networks

- 1 This schedule applies if a **distributor** (the applicant **distributor**) wishes to change the record in the **registry** of an **ICP** that is not recorded as being usually connected to an **NSP** in the **distributor's network**, so that the **ICP** is recorded as being usually connected to an **NSP** in the applicant **distributor's network** (a "transfer").
- 2 The applicant **distributor** must notify the **market administrator** of the transfer.
- 3 The notification must be in the **prescribed form**.
- 4 The notification must be given no later than 3 **business days** before the transfer takes effect.
- 5 The applicant **distributor** must give the **market administrator** confirmation that the applicant **distributor** has received written consent to the proposed transfer from—
 - 5.1 the **distributor** whose **network** is associated with the **NSP** to which the **ICP** is recorded as being connected immediately before the notification, except if the notification relates to the creation of an **embedded network**; and
 - 5.2 every **trader** who trades **electricity** at any **ICP** nominated at the time of notification as being supplied from the same **NSP** to which the notification relates.
- 6 If a notification relates to an **embedded network**, it must relate to every **ICP** on the **embedded network**.
- 7 The **market administrator** must not authorise the change of any information on the **registry** if clauses 1 to 6 are not complied with.
- 8 The notification must include any information requested by the **Board** from time to time.
- 9 The **registry** must remove any information that has been notified to the **registry** under clause 2 of schedule E1 relating to an **ICP** for which a transfer has been notified under this schedule, if the information was to have come into effect after the date on which the **market administrator** authorises the change of information on the **registry** under this schedule.
- 10 A transfer may take effect on a date that is before the date on which it is notified only with the consent of the **market administrator**.
- 11 Each **reconciliation participant** must take a **validated meter reading** or **permanent estimate** on the date a transfer becomes effective for use in the creation of the **reconciliation participant's submission** file, unless the **Board** authorise the **reconciliation manager** to provide an additional **seasonal adjustment shapes** under clause 12.

- 12 The **Board** may authorise the **reconciliation manager** to provide an additional **seasonal adjustment shapes** for use in the creation of each **reconciliation participant's submission** file.

Schedule E2 – Switching

1 Standard switching process for ICPs with non half-hour metering and unmetered ICPs

1.1A This clause applies if a **trader** (the "gaining **trader**") has an arrangement with a **customer** or **embedded generator** to—

1.1A.1 commence trading **electricity** with the **customer** or **embedded generator** through a non **half-hour metering installation** at an **ICP** or an **unmetered ICP** at which another **trader** (the "losing **trader**") supplies **electricity**; or

1.1A.2 assume responsibility under rule 18.1 of part E for such an **ICP**.

1.1B If the Door to Door Sales Act 1967 applies to an arrangement described in subclause 1A—

1.1B.1 the gaining **trader** must identify the period within which the **customer** or **embedded generator** may cancel the arrangement in accordance with section 7 of the Door to Door Sales Act 1967; and

1.1B.2 for the purpose of this schedule, the arrangement is deemed to come into effect on the day after the expiry of the period.

1.1 Inform registry of switch request for ICPs

For each **ICP** to which the switch relates, the gaining **trader** must advise the **registry** of the switch no later than 2 **business days** after the arrangement with the **customer** or **embedded generator** comes into effect.

1.2 Losing trader response to switch request

Within 3 **business days** after receipt of notification from the **registry** in accordance with clause 5.4, for each **ICP** the losing **trader** must establish an expected **event date** and must—

1.2.1 provide acknowledgement of the switch request by—

1.2.1.1 providing the expected **event date** to the **registry**; and

1.2.1.2 if relevant for that **ICP**, providing a valid switch response code approved by the **market administrator**, to the gaining **trader**;
or

1.2.2 provide final information to complete the switch by—

1.2.2.1 providing confirmation of the actual **event date** to the **registry**;
and

1.2.2.2 providing to the gaining **trader** confirmation of the actual **event date** and a switch meter read, comprising either the **validated meter reading** or a **permanent estimate**, as at the actual **event date**; or

provide a request for withdrawal of the switch in accordance with clause 3A.

1.2A Event dates

1.2A.1 The losing **trader** must establish **event dates** under clause 1.2 so that—

1.2A.1.1 no **event date** is more than 10 **business days** after the date of receipt of notification from the **registry** in accordance with clause 5.4.1; and

1.2A.1.2 in any 12 month period at least 50% of the **event dates** established by the losing **trader** are no more than 5 **business days** after the date of notification.

1.2A.2 When calculating an **event date** under this clause, the losing **trader** must disregard every **event date** established by the losing **trader** for a **customer** who, at the time that the **event date** is established, has been a **customer** of the losing **trader** for less than 2 calendar months.

1.3 Losing trader must provide final information

If the losing **trader** provides information to the **registry** in accordance with clause 1.2.1 and clause 1.2A, then within 3 **business days** after the actual **event date**, the losing **trader** must—

1.3.1 provide confirmation of the actual **event date** to the **registry**; and

1.3.2 provide the actual **event date** and either the **validated meter reading** or a **permanent estimate** as at the actual **event date** to the gaining **trader**.

1.4 Traders must use same reading

The losing **trader** and the gaining **trader** must both use the same **validated meter reading** or **permanent estimate** as determined by the following procedure:

1.4.1 Reading or estimate differs by less than 200kWh

if the **validated meter reading** or **permanent estimate** provided by the losing **trader** differs by less than 200 kWh from a value established by the gaining **trader**, the gaining **trader** must use the losing **trader's validated meter reading** or **permanent estimate** ; or

1.4.2 Reading or estimate differs by 200kWh or more

if the **validated meter reading** or **permanent estimate** provided by the losing **trader** differs by 200 kWh or more from a value established by the gaining **trader**, the gaining **trader** may dispute the **validated meter reading** or **permanent estimate** . In this case, the **gaining trader** must, within 4 calendar months of the actual **event date**, provide to the losing **trader** a changed **validated meter reading** or a **permanent estimate** supported by 2 **validated meter readings**, and the losing **trader** must either:

1.4.2.1 Losing trader to respond to validated meter readings or permanent estimate

within 5 **business days** after receiving the **validated meter readings** or **permanent estimate** from the gaining **trader**, the

losing **trader**, if it does not accept the **validated meter readings** or **permanent estimate**, must **notify** the gaining **trader** (giving all relevant details); or

1.4.2.2 If losing trader notifies acceptance of validated meter readings or permanent estimate, or does not respond

if the losing **trader** notifies its acceptance of the **validated meter readings** or **permanent estimate** received from the gaining **trader**, or does not provide any response, the losing **trader** must use the **validated meter readings** or **permanent estimate** supplied by the gaining **trader** in accordance with this subclause .

1.5 Disputes

1.5.1. A losing **trader** or a gaining **trader** may notify the other **trader** that it disputes a **validated meter reading** or **permanent estimate** notified under this clause.

1.5.2 The dispute must be resolved in accordance with the disputes procedure in rule 12 of part J (with all necessary amendments).

2 Switch move process for ICPs with non half-hour metering and unmetered ICPs

2.1A This clause applies if a **trader** (the “gaining **trader**”) has an arrangement with a **customer** or **embedded generator** to—

2.1A.1 commence **trading electricity** with the **customer** or **embedded generator** through a non **half-hour metering installation** at an **ICP** or an **unmetered ICP** for which no **trader** has an agreement to trade electricity ; or 2.1A.2 assume responsibility under rule 18.1 of part E for such an **ICP**.

2.1B If the Door to Door Sales Act 1967 applies to an arrangement described in subclause 1A—

2.1B.1 the gaining **trader** must identify the period within which the **customer** or **embedded generator** may cancel the arrangement in accordance with section 7 of the Door to Door Sales Act 1967; and

2.1B.2 for the purpose of this schedule, the arrangement is deemed to come into effect on the day after the expiry of the period.

2.1 Gaining trader informs registry of switch request

For each **ICP**, the gaining **trader** must advise the **registry** of the switch type and the proposed **event date** no later than 2 **business days** after the arrangement with the **customer** or **embedded generator** comes into effect.

2.2 Losing trader provides information

Within 3 **business days** after receipt of notification from the **registry** in accordance with clause 5.4.1, the **trader** who is recorded on the **registry** as being responsible for the **ICP** (the “losing **trader**”) must confirm the proposed **event date** or set another expected **event date** (that must not precede the gaining **trader’s** proposed **event date** and must be no more than 10 **business days** after the date of such notification) and must—

- 2.2.1 provide acknowledgement for switch move by—
 - 2.2.1.1 providing confirmation of the expected **event date** to the **registry**; and
 - 2.2.1.2 if relevant for that **ICP**, provide a valid switch response code as approved by the **Board** to the gaining **trader**; or
- 2.2.2 provide final information to complete switch move by—
 - 2.2.2.1 providing confirmation of the actual **event date** to the **registry**; and
 - 2.2.2.2 providing, either the **validated meter reading** or a **permanent estimate** as at the actual **event date** to the gaining **trader**, and if a **permanent estimate** is supplied, the date of the last **validated meter reading** at the **ICP**; or
- 2.2.3 providing a request for withdrawal of the switch in accordance with clause 3A:

2.3 Losing trader must provide final information

If the losing **trader** has provided information to the **registry** in accordance with clause 2.2.1, then within 3 **business days** after the later of the actual **event date** or date of receipt of the switch request, the losing **trader** must—

- 2.3.1 provide confirmation of the actual **event date** to the **registry**; and
- 2.3.2 provide the actual **event date** and either the **validated meter reading** or a **permanent estimate** as at the actual **event date** to the gaining **trader**.

2.4 Gaining trader may change validated meter reading or permanent estimate

The gaining **trader** may use the **validated meter reading** or **permanent estimate** supplied by the losing **trader** or may, at its own cost, obtain its own **validated meter reading** or **permanent estimate**. If the gaining **trader** elects to use the new **validated meter reading** or **permanent estimate**, the gaining **trader** must **notify** the losing **trader** of the new **validated meter reading** or **permanent estimate** and the actual **event date** to which it refers as follows:

2.4.1 Reading differs by less than 200kWh

if the **validated meter reading** or **permanent estimate** established by the gaining **trader** differs by less than 200 kWh from that provided by the losing **trader**, both **traders** must use the **validated meter reading** or **permanent estimate** provided by the gaining **trader** as the **validated meter reading** or **permanent estimate**; or

2.4.2 Reading differs by 200kWh or more

if the **validated meter reading** or **permanent estimate** provided by the losing **trader** differs by 200 kWh or more from a value established by the gaining **trader**, the gaining **trader** may dispute the **validated meter reading** or **permanent estimate**. In this case, the gaining **trader** must, within 4 calendar months of the actual **event date**, provide to the losing **trader** a changed **validated meter reading** or a

permanent estimate supported by 2 **validated meter readings** and the losing **trader** must either:

2.4.2.1 Losing trader to respond to validated meter readings or permanent estimate

within 5 **business days** after receiving the **validated meter readings** or **permanent estimate** from the **gaining trader**, the losing **trader**, if it does not accept the **validated meter readings** or **permanent estimate**, must **notify** the **gaining trader** (giving all relevant details), and the losing **trader** and the **gaining trader** must use their reasonable endeavours to resolve the dispute in accordance with the disputes procedure contained in rule 12 of part J (with all necessary amendments); and

2.4.2.2 If losing trader notifies acceptance of validated meter readings or permanent estimate, or does not respond

if the losing **trader** notifies its acceptance of the **validated meter readings** or **permanent estimate** received from the **gaining trader**, or does not provide any response, the losing **trader** must use the **validated meter readings** or **permanent estimate** supplied by the **gaining trader** in accordance with this paragraph 2.

3 Half-hour switching processes

3.1 This clause applies if a **trader** (the “**gaining trader**”) has an arrangement with a **customer** or **embedded generator** to—

3.1.1 trade **electricity** through—

3.1.1.1 a **half-hour metering installation** at an **ICP** at which another **trader** (the “**losing trader**”) trades **electricity** through a **half-hour metering installation** with the **customer** or **embedded generator**; or

3.1.1.2 a **half-hour metering installation** at an **ICP** at which another **trader** (the “**losing trader**”) trades **electricity** through a non **half-hour metering installation** with the **customer** or **embedded generator**; or

3.1.1.3 a non **half-hour metering installation** at an **ICP** at which another **trader** (the “**losing trader**”) trades **electricity** through a **half-hour metering installation** with the **customer** or **embedded generator**; or
3.1.2 assume responsibility under rule 18.1 of part E for such an **ICP**.

3.1A If the Door to Door Sales Act 1967 applies to an arrangement described in subclause 1—

3.1A.1 the **gaining trader** must identify the period within which the **customer** or **embedded generator** may cancel the arrangement in accordance with section 7 of the Door to Door Sales Act 1967; and

3.1A.2 for the purpose of this schedule, the arrangement is deemed to come into effect on the day after the expiry of the period.

3.2 Gaining trader informs registry of switch request

For each **ICP** to which the switch relates, the gaining **trader** must advise the **registry** of the expected **event date** and switch type no later than 3 **business days** after the arrangement with the **customer** or **embedded generator** comes into effect.

3.3 Losing trader provides information

Within 3 **business days** after the losing **trader** receives information from the **registry** in accordance with clause 5.4.1, and if relevant for that **ICP**, the losing **trader** must:

3.3.1 provide to the **registry** a valid switch response code approved by the **Board**; or

3.3.2 provide a request for withdrawal of the switch in accordance with clause 3A.

3.4 Gaining trader to notify registry

The gaining **trader** must notify the **registry** of the actual **event date** no later than 3 **business days** after the actual **event date**.

3A Withdrawal of switch requests

A losing **trader** or gaining **trader** may request that a switch request be withdrawn at any time until the expiry of 2 **calendar months** after the **event date** of the switch.

4 Withdrawing a switch request

If a **trader** requests the withdrawal of a switch under clause 3A, the following provisions apply:

4.1 Valid withdrawal advisory codes

the **Board** must determine the valid codes for withdrawing a switch request (“withdrawal advisory codes”). The **Board** must **publish** the withdrawal advisory codes determined in accordance with this clause:

4.2 Trader requests switch withdrawal

for each **ICP**, the **trader** withdrawing the switch request must provide the **registry** with the following information:

4.2.1 the **participant** identifier of the **trader** :

4.2.2 the withdrawal advisory code **published** by the **Board** in accordance with subclause 1:

4.3 Trader to respond to withdrawal request

within 5 **business days** after receiving a notification from the **registry** in accordance with clause 5.4.2, the **trader** receiving the withdrawal must notify the **registry** that the switch withdrawal request is accepted or rejected. A switch withdrawal request must not become effective until accepted by the **trader** who received the withdrawal:

4.4 Resolution of switch withdrawal requests

on receipt of a rejection notification from the **registry** in accordance with subclause 3, a **trader** may re-submit the switch withdrawal request for an **ICP** in accordance with subclause 2. All switch withdrawal requests must be resolved within a maximum of 10 **business days** after the date of the initial switch withdrawal request:

4.5 Timeframes where a switch withdrawal request is resolved

if any **trader** requests that a switch request be withdrawn and the resolution of that switch withdrawal request results in the switch proceeding, then within 2 **business days** after receipt of notification from the **registry** in accordance with clause 5.4.2, the losing **trader** must comply with clauses 1.2, 1.3, 2.2 or 2.3 (whichever is appropriate) and the gaining **trader** must comply with clause 3.4.

5 Exchange of information

5.1 Participants to use file formats

Participants who exchange information in accordance with this schedule must use the file formats determined and **published** by the **Board**.

5.2 Method of exchanging files

The **Board** may, from time to time, after consultation with **participants**, determine the method by which **participants** exchange information and may, from time to time, alter the file formats and/or the method by which **participants** exchange information. The **Board** must **publish** these file formats.

5.3 Metering information

For any **interrogation** or **validated meter reading** or **permanent estimate** carried out in accordance with this schedule E2—

5.3.1 Metering information to be accurate

the **trader** that carries out the **interrogation** or **validated meter reading** or **permanent estimate** must ensure that the **interrogation** is as accurate as possible or that the **validated meter reading** or **permanent estimate** is fair and reasonable; and

5.3.2 Costs of the interrogation or estimation

the cost of every **interrogation** or **validated meter reading** or **permanent estimate** carried out in accordance with clause 1.3.2 or clause 2.2.2.2 must be met by the losing **trader**. The costs of every other **interrogation** or **validated meter reading** or **permanent estimate** must be met by the gaining **trader**.

5.4 Registry notifications

The **registry** must provide notifications to **participants** pursuant to this schedule as follows:

5.4.1 Notification of switch request

On receipt of information pursuant to clauses 1.1, 2.1 and 3.2, the **registry** must notify the losing **trader** of the information received.

5.4.2 Notification of withdrawal request

On receipt of information in accordance with clauses 4.2 and 4.3, the **registry** must notify the other relevant **trader** of the information received.

5.4.3 Notification of switch acknowledgement

On receipt of information in accordance with clauses 1.2.1 and 3.3, the **registry** must notify the gaining **trader** of the information received.

5.4.4 Notification of switch completion

On receipt of information in accordance with clauses 1.3, 2.2 and 3.4, the **registry** must notify the gaining **trader**, the losing **trader**, the **metering equipment owner** and the relevant **distributor** of the information received.

Schedule E3 – Metering equipment provider switching and registry metering records

1 Metering equipment provider receives nomination for ICP identifier

1.1 A gaining metering equipment provider must, within 10 business days of being notified by the registry of the metering equipment provider's nomination as the metering equipment provider for an ICP identifier, —

1.1.1 if it intends to accept the nomination, before notifying the registry under clause 1.1.2, —

1.1.1.1 carry out any investigation of the metering installation necessary to satisfy itself that it can, in the circumstances, act as metering equipment provider in accordance with this Code for each metering installation at an ICP; and

1.1.1.2 ensure that it has contracted with the trader, under clause 10.27(1)(a)(ii) of Part 10; and

1.1.1.3 agree a proposed date with the trader on which the metering equipment provider will assume responsibility for each metering installations at an ICP; and

1.1.2 notify the registry in the prescribed form that it either accepts or declines the nomination for all metering installations on the ICP identifier; and

1.1.3 if it accepts the nomination under clause 1.1.2, notify the registry in the prescribed form of the proposed date for the metering equipment provider change.

1.2 The registry must, within 1 business day of receiving notification from a metering equipment provider that it declines, in accordance with clause 1.1.2, the nomination for the ICP identifier, notify the trader of the declinature.

1.3 The registry must, within 1 business day of receiving notification from a gaining metering equipment provider of acceptance in accordance with clause 1.1.3, notify, for the ICP identifier, the following participants of the acceptance and proposed date for the metering equipment provider change:

1.3.1 the trader; and

1.3.2 the distributor; and

1.3.3 if relevant, the losing metering equipment provider.

2 Initial metering equipment provider for ICP

A metering equipment provider must, if it accepts the nomination for a new ICP, arrange, as soon as practicable and in any event within 5 business days of notifying its acceptance in accordance with clause 1.1.3, for a metering installation to be provided in accordance with clause 10.27 of Part 10.

3 Change of metering equipment provider for ICP

If the metering equipment provider who is responsible for the metering installations at an existing ICP changes, the gaining metering equipment provider must, within 5 business days of becoming the metering equipment provider for the metering installation notify the registry of the registry metering records.

4 Updating of registry of any changes to register metering records

A metering equipment provider must notify the registry of the registry metering records no later than 5 business days following:

- 4.1 the date of the initial certification of the metering installation in accordance with Part 10; or
- 4.2 the date of any recertification of the metering installation in accordance with Part 10; or
- 4.3 the date of the configuration change or metering component change to the metering installation in accordance with Part 10; or
- 4.4 any change in status of the certification of the metering installation.

5 Registry notification requirements

The registry must, within 1 business day of receiving notification under clause 3 or 4,—

- 5.1 notify the trader and distributor of the registry metering records or the change to the registry metering records; and
- 5.2 notify the losing metering equipment provider of the date of change of the metering equipment provider code for the ICP identifier if relevant.

6 Changes to registry records for an ICP identifier

The registry must, within 1 business day of receiving notification of one or more of the following changes relating to an ICP identifier record, notify the metering equipment provider of that change:

- 6.1 the trader participant identifier;
- 6.2 the distributor participant identifier;
- 6.3 the meter type;
- 6.4 the status.

7 Correction of errors in registry

7.1 A metering equipment provider must, by 0900 hours on the 13th business day of each reconciliation period obtain a report of the registry metering records :

- 7.1.1 a list of the ICP identifiers for which the metering equipment provider is recorded in the registry as being responsible, for; and

7.1.2 the registry metering records associated with the metering equipment provider's participant identifier, for each of those ICP identifiers.

7.2 If there is an discrepancy between the information provided under subclause 7.1 and the metering equipment providers own records the metering equipment provider must, correct the records that are in error and notify the registry of any changes to the registry metering records within 5 business days of becoming aware of the discrepancy.

8 Metering equipment providers to provide registry metering records to registry

A metering equipment provider must, where required under this Part, provide the information set out in Table 1 to the registry, in the prescribed form, for each metering installation in that ICP for which it is responsible:

Table 1: Registry metering records

The following table sets out the registry metering records:

<u>No</u>	<u>Registry term</u>	<u>Description</u>
<u>For each ICP identifier</u>		
<u>1</u>	<u>the metering equipment provider participant identifier</u>	<u>participant identifier</u>
<u>For each metering installation at each ICP</u>		
<u>2</u>	<u>metering installation number</u>	<u>a sequential number that is unique to that ICP identifier, to identify the metering installation.</u>
<u>3</u>	<u>highest metering category</u>	<u>the category recorded in the metering installation certification report</u>
<u>4</u>	<u>metering installation location code</u>	<u>a code from the list of codes within the registry, that identifies the location of the metering installation on a premises</u>
<u>5</u>	<u>the approved test house participant identifier</u>	<u>the participant identifier of the approved test house that certified the metering installation</u>
<u>6</u>	<u>metering installation type</u>	<u>the certification type of the metering installation, which may be either half hour or non half hour identified within the metering installation certification report</u>
<u>7</u>	<u>metering installation certification date</u>	<u>the effective certification date identified within the metering installation certification report</u>
<u>8</u>	<u>the metering installation certification expiry date</u>	<u>the metering installation certification expiry date, identified within the metering installation certification report, or the date that metering installation certification is cancelled</u>
<u>9</u>	<u>control device</u>	<u>confirmation that the control device used in the metering installation is included in the metering installation certification</u>

	<u>certification</u>	<u>report</u>
<u>10</u>	<u>certification variations</u>	<u>confirmation that clause 25 of schedule 10.7 of Part 10 for the measuring transformers, or an exemption under the Act, apply to the metering installation</u>
<u>11</u>	<u>certification variations expiry date</u>	<u>the earlier of the expiry date of any certification variation under clause 25 of schedule 10.7 of Part 10, or any exemption under the Act</u>

<u>12</u>	<u>maximum interrogation cycle</u>	<u>the maximum interrogation cycle for the metering installation included in the metering installation certification report</u>
<u>13</u>	<u>price code</u>	<u>if the metering equipment provider considers it relevant, an identifier that may be used to indicate the price that would apply to a lease for the use of the metering installation</u>
<u>The following details for each meter, data storage device and control device within the metering installation on each ICP</u>		
<u>14</u>	<u>metering component type</u>	<u>an identifier used to identify the type of metering component within the metering installation selected from the list of codes within the registry.</u>
<u>15</u>	<u>metering component serial number</u>	<u>the manufacturer's serial number visible on the outside of the metering component</u>
<u>16</u>	<u>meter type</u>	<u>an identifier used to identify the type of metering component within the metering installation, which may be half hour, non half hour, or prepay selected from the list of codes within the registry</u>
<u>17</u>	<u>AMI type</u>	<u>an identifier to identify if the metering component is an advanced metering infrastructure device</u>
<u>18</u>	<u>metering category</u>	<u>the metering category for the metering installation included in the metering installation certification report</u>
<u>19</u>	<u>ratio compensation</u>	<u>a multiplier used to convert raw meter data from the metering installation into volume information, or in the case of a complex multiplier, advice that the multiplier must be obtained from the metering equipment provider</u>
<u>20</u>	<u>metering component owner</u>	<u>a free text field to identify the metering component owner, which may be a participant identifier if the owner is a participant</u>
<u>21</u>	<u>removal date of a metering component</u>	<u>a date that a metering component is either—</u> <u>(a) removed; or</u> <u>(b) modified; or</u> <u>(c) replaced</u>
<u>22</u>	<u>removal reason of a metering component</u>	<u>a reason selected from a list in the registry for the removal, modification or replacement of a metering component</u>

<u>The following details for each metering component identified above</u>		
<u>23</u>	<u>metering component type</u>	<u>the metering component type identified in clause 5.1.3.1</u>
<u>24</u>	<u>channel number</u>	<u>a sequential number that identifies each data channel within the metering component</u>
<u>25</u>	<u>number of dials</u>	<u>the number of dials or digits that relate to the data channel</u>
<u>26</u>	<u>register content code</u>	<u>an identifier for the contents of a channel, selected from a list in the registry</u>
<u>27</u>	<u>period of availability</u>	<u>an identifier for the extent of control for which a control device is configured, selected from a list in the registry</u>
<u>28</u>	<u>unit of measurement</u>	<u>an identifier for the units recorded in a channel, selected from a list in the registry</u>
<u>29</u>	<u>energy flow direction</u>	<u>an identifier for the import or export recording within the channel, selected from a list in the registry</u>
<u>30</u>	<u>accumulator type</u>	<u>an identifier for either absolute or cumulative recording within the channel, selected from a list in the registry</u>
<u>31</u>	<u>settlement indicator</u>	<u>an identifier that the channel must be included within the trader's submission information, selected from a list in the registry</u>
<u>32</u>	<u>removal final reading</u>	<u>the final meter reading for a meter taken at the time of a meter removal</u>