



B10

Balancing Market - Unit Registration Guide

DO NOT SEND BACK

Date: 04/08/2020

Document: B10

Revision: 1.3

Balancing Market – Unit Registration Guide

This document outlines the application requirements for registering a Unit in the Balancing Market. The guide and forms have been based on the Trading & Settlement Code and Agreed Procedures. Please refer to the Trading and Settlement Code and Agreed Procedure 01 for full registration requirements.

There may be a need for amendments to this guide and the associated forms at a later date.

DO NOT send this document back with your application. It is provided only as a reference.

1. Introduction

For a Party to participate in the Balancing Market in respect of any Unit, a Party must register that Unit under the Trading and Settlement Code ('the Code') for the Balancing Market.

In order to complete Unit registration, a completed application pack must be submitted to SEMO.

This document, "B00 Balancing Market - Unit Registration Guide" provides details of what is needed to complete your application to have a Unit registered under the Code.

The general process is:

1. Obtain the relevant application forms from the SEMO website or by contacting the Registration team.
2. Prepare the relevant application forms and supporting information with assistance from the Registration team.
3. Submit the Unit application forms and supporting information to SEMO.
4. SEMO will acknowledge receipt of the application and will initiate the registration process once the application is confirmed. If the Unit registration requires the setup of a new Participant, SEMO will provide the relevant forms to set up a bank account and Authorised Signatories.
5. SEMO then co-ordinate the setup of the Unit with all relevant Parties (including Meter Data Providers, Transmission System Operators, Distribution System Operators and you, the Party registering the Unit).
6. Once the setup has been completed an effective date for the Unit in the Balancing Market will be agreed by all relevant Parties and the Unit made effective in the Balancing Market.

Further details on the Balancing Market Registration Process can be found in Agreed Procedure 1 Registration available from the SEMO website and section B.7 of the Code.

Note: It is possible for the Party registration to run concurrently with Unit Application provided that registration of the Unit shall not take effect until the applicant has become a Party to the Code.

2. Contact Details

The following are the official contact details that should be used for submission of the Unit application documents.

Postal Correspondence:

Balancing Market Registration
SEMO
The Oval
160 Shelbourne Road,
Ballsbridge

Email Correspondence:

BalancingMarketRegistration@sem-o.com

Phone Correspondence:

If you have any questions on the application

Dublin 4
D04 FW28
IRELAND

process or details please contact:
1800 726772 (ROI) or 0800 0726772 (NI)
+353 (1) 2370584 (International)

3. Application Checklist

A checklist of the forms and supporting information required for a Unit application is provided below.

Not all forms or supporting information may be relevant to all Unit registrations. Details of the relevancy of documentation are provided in the checklist below and further details are provided in Section 4 & 5.

Please use this checklist to confirm you have submitted all the required documentation with your Unit application.

Document ID	Document Name	Relevance	Submission Format	
B11	Balancing Market - Unit Participation Notice	Mandatory	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	<input type="checkbox"/>
B12	Unit Data Form B12a Supplier B12b Wind B12c Generator B12d Demand Site Unit	Mandatory, with the exception of Assetless Units and Trading Units	Spreadsheet emailed to SEMO	<input type="checkbox"/>
B14	Form of Authority & Proof of Consent	Intermediaries only (if not completed as part of Capacity Market Unit Registration)	Signed, scanned copy emailed to SEMO <u>plus</u> 1 original Form of Authority sent by registered post to SEMO	<input type="checkbox"/>
B15	Forecast Volumes	Mandatory	Spreadsheet emailed to SEMO	<input type="checkbox"/>
B17	Settlement Reallocation Agreement (SRA)	Optional	Signed, scanned copy emailed to SEMO <u>plus</u> 1x original sent by registered post to SEMO	<input type="checkbox"/>

Supporting Documents	Relevance	Submission Format	
Balancing Market – Unit Participation Fee	Mandatory	Electronic Funds Transfer to SEM Bank	<input type="checkbox"/>
Proof of Regulatory Consent – DSU or AGU	DSU or AGU	A copy emailed to SEMO	<input type="checkbox"/>

4. Application Form Explanations

Further information is provided in this section about each application document and its relevance to the Unit registration process.

4 (a) B11 Balancing Market - Unit Participation Notice

The Unit Participation Notice is required as part of the Unit registration. It provides information on the relevant Party and Participant of the Unit as well as Unit information to assist in processing the Unit application. Where a Party does not have a Participant already created in the jurisdiction of the Unit, then the form will request details to allow the setup of the Participant.

The form also includes a confirmation section to ensure the application has been approved and signed by a lawfully appointed director of the company registering the Unit. The application form is **mandatory** for all Unit registrations.

The form must be completed fully in Excel and returned by **email** along with a **signed copy** of the “Confirmation and Signature” form at the back of the Registration pack. An electronic signature on this form can be accepted.

4 (b) B12 Balancing Market - Unit Data Forms

Detailed data about the Unit being registered is required to ensure it is represented correctly in the Balancing Market for schedule and settlement.

There are four versions of the Unit Data Form with IDs B12a to B12d. The correct form to complete is dependent on the Unit type.

Supply Unit	<i>Please complete B12a Unit Data Form</i>
Wind Power Unit	<i>Please complete B12b Unit Data Form</i>
Other Generation Unit	<i>Please complete B12c Unit Data Form</i>
Demand Side Unit	<i>Please complete B12d Unit Data Form</i>
Assetless Unit	<i>Unit Data Form is <u>not</u> required</i>
Trading Unit	<i>Unit Data Form is <u>not</u> required</i>

The Unit Data Form is **mandatory** for all Unit registrations excluding Assetless Units and Trading Units.

The Unit Data Form **spreadsheet** must be **emailed** to SEMO.

4 (c) B14 Form of Authority & Proof of Consent

A Unit Owner may wish to appoint another Party (an Intermediary) to register and participate in the SEM in respect of their Unit(s). The Unit Owner must have signed a Form of Authority with the Intermediary and have Regulatory Consent for the Intermediary to act as an Intermediary for the Unit in the SEM.

The Form of Authority and Proof of Consent is **only required for Parties who will be acting as an intermediary**.

The Form of Authority covers both the Balancing and Capacity Market. Therefore if the “C14 Form of Authority & Proof of Consent” has been completed as part of the Capacity Market Unit registration this form is not required.

A **scanned copy** of the Letter of Consent given by the Regulatory Authorities and a **scanned copy** of the Form of Authority must be **emailed** to SEMO with the Unit Application.

4 (d) B15 Forecast Volumes

In order for SEMO to calculate initial credit cover requirements for the Unit in the Balancing Market, information is required from the Party on the forecast volume of trading in each SEM Market.

It is in the best interest of the Party to ensure this information is correct. Under estimation could result in credit calls needing to be resolved within two working days and the halting of trading in the Day Ahead/Intraday Markets due to insufficient credit cover in the Balancing Market.

The Forecast Volumes form is **mandatory** for all Unit registrations.

The Forecast Volumes **spreadsheet** must be **emailed** with the Unit Participation Notice to SEMO.

4 (e) B17 Settlement Reallocation Agreement (SRA)

A Settlement Reallocation Agreement assigns financial responsibility of a Participant to another Participant. In doing so it allows:

- a) Netting of collateral requirements
- b) Netting of payments owed or owing

Submission of a Settlement Reallocation Agreement is **optional**. It may also be submitted at a later date taking account of the eligibility criteria which includes, submissions only being valid during a period 60-20 days before the settlement period the SRA is proposed to apply from.

Further details on Settlement Reallocation Agreements are provided in Section G 17 of the Trading and Settlement Code and in Agreed Procedure 10 “Settlement Reallocation”.

The SRA is **optional**.

Signed, scanned copy of the SRA Agreement must be **emailed** to SEMO with the Unit Application. In addition, 1x original signed copy of the SRA Agreement must be sent via **registered post** to SEMO.

5. Supporting Documents

5 (a) Balancing Market - Unit Participation Fee

When registering a Unit for the Balancing Market a Participation Fee is required. This must be paid by Electronic Funds Transfer (EFT) into the relevant SEM Bank Account in Euro or Pounds, depending on which currency zone the Unit is located.

Please contact SEMO, who will provide the SEM Bank Account details for making the payment.

The registration fees applicable are based on the jurisdiction of the Unit. The current fees can be found on the SEMO website and will be confirmed by the Registration team by email.

All payments should include the following reference on the EFT to allow SEMO to confirm the payment.

Reference on EFT: "BURF<CompanyName>"

5 (b) Proof of Regulatory Consent - DSU or AGU

Regulatory Consent is required when registering a Demand Side Unit (DSU) or an Aggregated Generation Unit (AGU). SEMO must be provided with proof of this Regulatory Consent as part of the Unit registration process. A **scanned copy** of the written approval provided by the Regulatory Authorities must be **emailed** to SEMO with the Unit Application.
