



B00

Balancing Market – Party Registration Guide

DO NOT SEND BACK

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Balancing Market – Party Registration Guide

This form outlines the application requirements for registering a Party 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 back this document with your application. It is provided only as a reference for completion of the appropriate documentation.

1. Introduction

For a company to be registered and participate in the Balancing Market it must accede to the Trading and Settlement Code as a Party.

In order to complete Party registration, a Party application form and supporting documentation must be submitted and accepted by SEMO.

This document “B00 Balancing Market - Party Registration Guide” provides details of what is needed to complete your application to become a Party to the Trading and Settlement 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 Party application forms and supporting information.
4. SEMO will acknowledge receipt of the application and once SEMO confirm that the application is complete and valid, will initiate the accession deed signing process.
5. SEMO will issue a draft accession deed for signing by the applicant.
6. Once the signed accession deed is returned to SEMO and confirmed as valid, the applicant will be a Party to the Trading and Settlement Code. Please note an electronic signature will not be accepted on the Accession Deed as these require original signatures and company seal (depending on Jurisdiction).

Note: A Party shall only be permitted to participate in the SEM through registering Units. Registration of Units cannot take effect until the applicant has become a Party to the Trading and Settlement Code. However, the application to register Units can run concurrently with the Party application.

Further details on the Balancing Market Registration process can be found in Agreed Procedure 1 - Registration available from the SEMO website.

2. Contact Details

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

Postal Correspondence:

Balancing Market Registration
SEMO
The Oval
160 Shelbourne Road,
Ballsbridge
Dublin 4
D04 FW28
IRELAND

Email Correspondence:

BalancingMarketRegistration@sem-o.com

Phone Correspondence:

If you have any questions on the application process or details please contact:
1800 726772 (ROI) or 0800 0726772 (NI)
+353 (1) 2370584 (International)

3. Application Checklist

A checklist of the forms or supporting information required for a Party application is provided below.

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

Document ID	Document Name	Relevance	Submission Format	
B01	Balancing Market - Party Application	Mandatory	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	<input type="checkbox"/>
B02	Balancing Market – Party Administrative User (PAU) Authorisation	Mandatory (but must be completed by the time of signing accession deed)	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	<input type="checkbox"/>

Supporting Documents	Relevance	Submission Format	
Proof of Company Register	Mandatory – requirement dependent on jurisdiction of company	Scanned copies emailed to SEMO	<input type="checkbox"/>
Balancing Market – Party Application Fee	Mandatory	Electronic Funds Transfer to I-SEM Bank	<input type="checkbox"/>

4. Application Form Explanation

Further information is provided in this section about each application document and its relevance to the Party Application Process.

4 (a) B01 Balancing Market - Party Application

The Party Application form is required for Party registration. It provides information on the applicant and the company looking to register. It is important to note that the same Party name and details must be used in both the Balancing and Capacity Markets. If the Party has previously registered in the Capacity Market, the same Party ID must be provided when registering in the Balancing Market.

This form also includes a confirmation section to ensure the application has been approved by a lawfully appointed director of the company registering the Unit(s).

The application form is **mandatory** for all Party 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) B02 Balancing Market – Party Administrative User (PAU) Authorisation

At least one Party Administrative User (PAU) must be appointed and registered on behalf of each Party. The purpose of the PAU is to create users to maintain their access rights and user information relating to the Party in the Balancing Market Interface. This includes, for example, nominating and managing the access rights of certain users as “Authorised Persons”, who will be responsible for communicating (on behalf of the Party) to SEMO the information in the applicable “Authorised Category” as set out in Agreed Procedure 11.

Where a Party wishes to add users or amend existing users in the Balancing Market Interface the PAU (and only the PAU) will have system access to make these changes.

The PAU Authorisation form confirms the users which have authorisation to act as PAUs in the Balancing Market Interface and who have authority to create other users within their Party.

Due to the importance of the PAU role and the administrative tasks the role can perform, the appointment of a user as a PAU requires the approval of a lawfully appointed director of the Party.

SEMO would also recommend that at least two PAUs are authorised to avoid issues where a PAU is unavailable.

This form is **optional** at the time of submitting the B01 Balancing Market - Party Application, but **must be completed at the latest at the time of signing the Party Accession Deed.**

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 can be accepted.

5. Supporting Documents

5 (a) Proof of Company Register

Applicants are required to submit proof of company registration. The requirements are different based on the jurisdiction of the company.

For **Republic of Ireland and United Kingdom** companies the following must be provided **at the time of submission of the “B01 Balancing market – Party Application”**:

Republic of Ireland (ROI) - Companies registering from the Republic of Ireland are required to provide copies of the **Memorandum & Articles of Association/Constitution**, the **Certificate of Incorporation** and an up-to-date **CRO - Company Printout**.

United Kingdom (UK) - Companies registering from the United Kingdom are required to provide copies of the **Constitution**, a copy of the **Certificate of Incorporation** and an up-to-date **Companies House - Company Report**.

Where the company is registered in a **different jurisdiction to the Republic of Ireland or United Kingdom**, the following is required **on submission of the signed Accession Deed**:

Other – If you are registering a company outside of the Republic of Ireland and the United Kingdom then you are required to provide - at the time of submission of the accession deed *written confirmation from the applicant’s legal counsel of the following:-*

- a) his/her qualification as a lawyer in the relevant country;
- b) that the Framework Agreement / Accession Deed (as applicable) has been executed on behalf of the Applicant company in accordance with the Articles of Association (or equivalent) of the company; and (if applicable); and
- c) that any/all papers submitted in respect of authorised signatories are sufficient to meet the legal requirements under the governance of the applicant company and the laws of the relevant country for the appointment of authorised signatories.

A **scanned copy** must be **emailed** to SEMO with the Party Application.

5 (b) Balancing Market - Party Application Fee

When registering a Party for the Balancing Market a Party Application Fee is required. This must be paid by Electronic Funds Transfer (EFT) into the relevant SEM Bank Account in Euro or Pounds.

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

The registration fees applicable can be paid in either of the currencies supported in the SEM. The current fees per Party Application 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: "BPRF<CompanyName>"