



A90

Agent of Last Resort (AOLR) – Transitional Registration Guide

This guide and associated forms may be subject to amendment following approval of the AOLR Operating Procedures.

DO NOT SEND BACK

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AOLR –Transitional Registration Guide

This document outlines the application requirements for registering a Unit for the Agent of Last Resort (AOLR) service provided by SEMO for the SEMOpX Day Ahead and Intraday Markets.

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

1. Introduction

SEMO provides an Agent of Last Resort (AOLR) service to facilitate the participation of eligible generators in the Day Ahead (DAM) and Intraday Markets (IDM) operated by SEMOpX.

This guide outlines the documents required for the registration of a Unit for the AOLR service - for the Market Trial and Go-live of the I-SEM market arrangements (referred to as “Transitional Registration”).

In order to avail of the AOLR service, a company must meet the eligibility criteria outlined in the [AOLR Operating Procedure 01 - Registration and Data Management](#).

These include:

- 1) Have an eligible Generator Unit (i.e. Generator Unit below the De Minimis Threshold or any renewable Generator Unit).
- 2) Register as a member with SEMOpX.
- 3) Register with ECC as a Non-Clearing Member (NCM) or Direct Clearing Participant (DCP).
- 4) Register the Unit under the Trading and Settlement Code (TSC).
- 5) Be bound by the AOLR Contract.

The timelines for AOLR Transitional Registration are provided in the [Transitional Registration Plan](#).

The general process is:

1. Obtain the relevant application forms from the SEMO website, or by contacting the SEMO helpdesk.
2. Prepare the AOLR service application forms and AOLR Contract with assistance from the SEMO helpdesk.
3. Submit the service application form to SEMO by **27th October 2017** to ensure inclusion for Market Trial.
4. SEMO will notify you of the completion of this initial setup of the Transitional Registration and advise you of any follow up activities and documentation needed to be ready for Market Trial and Go-Live, including signing the AOLR Contract

Additional information relating to the AOLR Service can be found within the following Operating Procedures which are available via the SEMO website:

- [AOLR Operating Procedure 01 - Registration and Data Management](#)
 - [AOLR Operating Procedure 02 - AOLR Operations](#)
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2. Contact Details

2 (a) AOLR Contact Details

The following official contact details should be used for the submission of the AOLR service application and contract documents:

Postal Correspondence:

I-SEM Registration
The Oval
160 Shelbourne Road
Ballsbridge
Dublin 4
D04 FW28
IRELAND

Email Correspondence:

i-semregistration@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. AOLR Application Checklist

A checklist of the documents required to avail of the AOLR Service is provided below.

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

| Document ID | Document Name | Relevance | Due Date | Submission Format | |
|-------------|-------------------------------------------|---------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------|--------------------------|
| A91 | AOLR –Transitional Service Application | Mandatory (one for each unit) | 27 th October 2017 | Signed, scanned copy emailed to SEMO | <input type="checkbox"/> |
| A92 | AOLR – Contract | Mandatory (one per SEMOpx Exchange Member) | 7 th February 2018 | Signed, scanned copy emailed to SEMO plus 1x original sent by registered post to SEMO | <input type="checkbox"/> |
| A03 | AOLR – Default Availability Forecast Form | Mandatory (one for each unit) | 27 th October 2017 | Spreadsheet emailed to SEMO | <input type="checkbox"/> |
| A04 | AOLR – Portal User Access | Mandatory (for each SEMOpx Exchange Member) | 27 th October 2017 | Spreadsheet emailed to SEMO | <input type="checkbox"/> |

4. Application Form Explanations

Further information is provided in this section about each AOLR application document and its relevance.

4 (a) A91 AOLR – Transitional Service Application

The AOLR - Transitional Service Application is required to register the member for the AOLR Service.

The form requests general information relating to the SEMOpX Exchange Member such as: Unit details, AOLR registration and trading parameters.

At present, no participation fee is payable for the AOLR service for those completing a member request during the Transitional Registration process, however a fee may become chargeable in the future for new registrants.

The form includes a director confirmation section to ensure the application has been approved and signed by a lawfully appointed director of the company wishing to avail of the service.

The application form is **mandatory** for all AOLR service applications. A separate service application is required for each Unit.

A signed, scanned copy of the form must be **emailed** to SEMO AOLR by **27th October 2017**.

4 (b) A92 AOLR – Contract

The AOLR Contract is the legal contract under which a company agrees to be bound by the AOLR contract terms and subsequently can avail of the AOLR service.

The contract must be correctly completed and signed by a duly authorised officer of the company who has legal authority to sign the contract on behalf of the company.

It is up to each applicant to ensure that the AOLR Contract is signed correctly (for example, that the company details are correct, that the signature block is correct, and the person(s) signing on behalf of the applicant have the authority to do so). To assist with this process and help avoid the need for resubmission, SEMO are happy to review the draft contract (prior to obtaining signatures). Please allow 5 working days for SEMO to complete this review as part of your contract signing process.

Completion of the AOLR Contract is **mandatory**. Only one AOLR Contract is required per SEMOpX Exchange Member.

SEMO will issue the AOLR Contract for signing at a future date once final contract wording has been approved.

A signed, scanned copy of the AOLR Contract must be **emailed** to SEMO. In addition, **an original** must be sent via **registered post** to SEMO.

4 (c) A03 Agent of Last Resort – Default Availability Forecast Form

The AOLR service uses Availability Forecasts as an input to the trading parameters. Default Availability Forecasts are required as a backup in case the Participant provided or TSO provided Availability Forecasts are unavailable.

The Default Availability Forecast may be amended once users have been setup and have access to the AOLR portal.

The Default Availability Forecast Form submission is **mandatory** for all AOLR service applications. A separate forecast form is required for each Unit.

The Default Availability Forecast Form **spreadsheet** must be **emailed** to SEMO with the AOLR - Service Application Form **by 27th October 2017**.

4 (d) A04 Agent of Last Resort – Portal User Access

At least one AOLR Portal User must be appointed and registered for each Unit, although the creation of two users is strongly advised to avoid issues where a user is unavailable.

The AOLR Portal Users will have access to view and amend default forecasts, as well as registration and trading parameters for the unit as detailed within the [AOLR Operating Procedure 01 – Registration and Data Management](#).

Due to the importance of the AOLR Portal User role and the administrative tasks the role can perform, the appointment of users requires the approval of a lawfully appointed director of the company.

A **signed, scanned copy** of the form must be **emailed** to SEMO **by 27th October 2017**.
