The Single Electricity Market (SEM)

Agreed Procedure 18
Suspension and Termination

Version 0.1

11 November 2016
Table of Contents

1. Introduction ........................................................................................................... 4
   1.1 Background and Purpose ............................................................................... 4
   1.2 Scope of Agreed Procedure ......................................................................... 4
   1.3 Definitions ..................................................................................................... 4
   1.4 Compliance with Agreed Procedure ............................................................... 4

2. Overview .................................................................................................................. 5
   2.1 Deregistration ................................................................................................. 5
   2.2 Voluntary Termination ................................................................................... 5
   2.3 Default and Suspension ................................................................................ 5
   2.4 Issuing of a Termination Order ..................................................................... 6
   2.5 Removal of an Intermediary .......................................................................... 6

3. Procedural Steps ..................................................................................................... 7
   3.1 Voluntary Termination ................................................................................... 7
   3.2 Issuing a Suspension Order .......................................................................... 8
   3.3 Suspension ..................................................................................................... 11
   3.4 Issuing of a Termination Order .................................................................... 12
   3.5 Deregistration ............................................................................................... 13
   3.6 Intermediary removal .................................................................................... 15

4. Swimlanes ............................................................................................................... 16
   4.1 Voluntary Termination ................................................................................... 17
   4.2 Issuing a Suspension Order pursuant to B.18.3.1 of the Code ...................... 18
   4.3 Issuing a Suspension Order pursuant to B.18.3.2 of the Code ...................... 19
   4.4 Suspension .................................................................................................... 20
   4.5 Issuing a Termination Order ....................................................................... 21
   4.6 Deregistration ............................................................................................... 22
   4.7 Intermediary Removal .................................................................................... 23

Appendix 1: Definitions And Abbreviations ............................................................... 24
## DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>11/11/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## RELATED DOCUMENTS

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Version</th>
<th>Date</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading and Settlement Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agreed Procedure 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Registration”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. **INTRODUCTION**

1.1 **Background and Purpose**

This Agreed Procedure supplements the rules set out in the Trading and Settlement Code (hereinafter referred as the "Code") in relation to Default, Deregistration, Suspension and Termination. It sets out procedures with which Parties to the Code must comply.

1.2 **Scope of Agreed Procedure**

This Agreed Procedure sets out the procedures in relation to:

(a) Deregistration  
(b) Voluntary Termination  
(c) Suspension  
(d) Issuing of a Termination Order; and  
(e) Intermediary removal

This Agreed Procedure forms an annex to, and is governed by, the Code. It is a statement of process and procedure. Parties’ rights and obligations are set out in the Code. In the event of any conflict between a Party’s obligations set out in the Code and this Agreed Procedure, the Code shall take precedence.

1.3 **Definitions**

Words and expressions defined in the Code shall, unless the context otherwise requires or unless otherwise defined herein at Appendix 1 “Definitions and Abbreviations”, have the same meanings when used in this Agreed Procedure.

References to particular sections relate internally to this Agreed Procedure unless specifically noted.

1.4 **Compliance with Agreed Procedure**

Compliance with this Agreed Procedure is required under the terms as set out in the Code.
2. **OVERVIEW**

It is not intended that there be any inconsistency or conflict between this section 2 “Overview” and section 3 “Procedural Steps”. However, in the event of any inconsistency or conflict, section 3 “Procedural Steps” shall take precedence.

2.1 **Deregistration**

The Deregistration procedure is applicable:

(a) when a Participant seeks to voluntarily Deregister any Units registered to them; and

(b) when the Market Operator determines that a Participant should be Terminated.

A Participant may choose to deregister any Unit registered in its name at any time by submitting a Deregistration Form to the Market Operator. The Market Operator shall review the Deregistration Form, in conjunction with the appropriate Meter Data Provider and / or System Operator and shall make a decision to approve or reject the Deregistration request in respect of the Unit(s). Once a decision has been made, the Market Operator shall notify the Participant by registered post issuing a Deregistration Consent Order.

If the provisions of the Metering Code have not been complied with, the Deregistration of Units shall be delayed until the relevant conditions are complied with, or until the Participant indicates that the Deregistration of those Units is no longer required.

All the processes under the Code applicable to the period when the Unit was registered continue. This includes market Settlement Rerun, Settlement Documents and Required Credit Cover.

Once the Deregistration request is approved for all Units registered to the Participants, the Participant is granted with the status ‘Deregistered’ and an effective end date.

2.2 **Voluntary Termination**

In accordance with the Code, a Party may cease to be a Party at any time. The procedure in relation to Voluntary Termination is set out at section 3.1 below. In order to voluntary Terminate a Party must provide 90 Working Days notice of the Termination to the Market Operator, obtain the consent of the Regulatory Authorities and comply with the Deregistration procedure set out at section 3.5 below. The Market Operator issues a Voluntary Termination Consent Order specifying an effective date of termination once all relevant criteria under the Code are met.

2.3 **Default and Suspension**

2.3.1 **Default**

A Party shall be in Default where it is in material breach of any provision of the Code or the Framework Agreement. A Default Notice shall be issued by the Market Operator in accordance with paragraph B.18.2.3 of the Code.

2.3.2 **Issuing of a Suspension Order**

The Market Operator may suspend a Party from participation under the Code in respect of some or all of its registered Units in accordance with a Suspension Order. The procedure in relation to the issuing of a Suspension Order in accordance with paragraph B.18.3.1 of the
Code is set out at section 3.2 below and the procedure in relation to the issuing of a Suspension Order in accordance with paragraph B.18.3.2 is set out at section 3.2 below.

A Suspension Order shall include the following information:

(a) Estimated date that registration of Supplier of Last Resort process will be initiated;
(b) Estimated date that suspension shall take effect; and
(c) A copy of the relevant Default Notice.

Following the issue of a Suspension Order, a suspension will take effect in accordance with the procedure set out at section 3.3 below.

2.4 Issuing of a Termination Order

The procedure in relation to Issuing of a Termination Order is set out in section 3.4 below. The Market Operator may, with the prior approval of the Regulatory Authorities, issue a Termination Order to a Party in accordance with paragraph B.18.6.1 of the Code.

2.5 Removal of an Intermediary

The procedural steps for the removal of an Intermediary are set out at section 3 below.

Three are three circumstances in which an Intermediary may be removed:

(d) an Intermediary’s consent is revoked by the Regulatory Authorities, or the expiration of Form of Authority;
(e) an Intermediary wishes to voluntarily deregister any or all of the Units; or
(f) an Intermediary ceases participating in respect of any Units without first voluntarily deregistering the Units or the Unit Owner wishing to revoke the Intermediary.

The Market Operator will Deregister the applicable Units in all cases. In the event of an Intermediary removal the Unit Owner may either (subject to Regulatory Authority consent) either procure a substitute Intermediary to reregister the Units or may re-register the Units itself and become the Participant in respect of those Units, unless:

(a) the Unit is decommissioned; or
(b) the Unit is below de-minimis and the Unit Owner does not wish the Unit to be registered to a Participant in the SEM.

Note that in any event, the removed Intermediary continues to be bound by the enduring obligations of the Code in respect of the Deregistered Units. However, where the Intermediary had appointed the Market Operator to report REMIT Data on its behalf, this will cease on the date of removal.
### 3. PROCEDURAL STEPS

#### 3.1 Voluntary Termination

<table>
<thead>
<tr>
<th>Step</th>
<th>Step Description</th>
<th>Timing</th>
<th>Method</th>
<th>From / By</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notify of intention to cease being a Party and time and date upon which it is intended that this Termination will take effect by completing the Voluntary Termination Form.</td>
<td>At least 90 WD prior to the date upon which it is intended that the termination will take effect</td>
<td>Registered post / e-fax</td>
<td>Party</td>
<td>Market Operator (with a copy to the System Operators and the Regulatory Authorities)</td>
</tr>
<tr>
<td>2</td>
<td>Issue a Voluntary Termination Consent Order</td>
<td>Following receipt of notification set out in step 1 above and once the relevant Party has complied with conditions set out in paragraph B.18.8.3 of the Code</td>
<td>Registered post / e-fax</td>
<td>Market Operator</td>
<td>Relevant Party</td>
</tr>
<tr>
<td>3</td>
<td>Commence Deregistration procedure set out at section 3.5 below as applicable.</td>
<td></td>
<td></td>
<td>Party</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Voluntary Termination takes effect (Party seeking Termination must remain in compliance with conditions set out in paragraph B.18.8.3 of the Code for Termination to take effect)</td>
<td>End of last Imbalance Settlement Period of the Trading Day specified by Market Operator in the Voluntary Termination Consent Order</td>
<td></td>
<td>Market Operator</td>
<td></td>
</tr>
</tbody>
</table>
## 3.2 Issuing a Suspension Order

### 3.2.1 Issuing a Suspension Order in accordance with paragraph B.18.3.1 of the code

<table>
<thead>
<tr>
<th>Step</th>
<th>Step Description</th>
<th>Timing</th>
<th>Method</th>
<th>From / By</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Issue Default Notice</td>
<td>(i) Immediately on becoming aware of a Non-Financial Default in relation to a Party; or (ii) if a Participant fails to comply with a Credit Cover Increase Notice, within 2 WDs of its issue</td>
<td>Registered post]</td>
<td>Market Operator</td>
<td>Defaulting Party</td>
</tr>
<tr>
<td>2</td>
<td>Remedy the default in compliance with the terms of the Default Notice</td>
<td>Immediately on receipt of Default Notice</td>
<td></td>
<td>Defaulting Party</td>
<td>Market Operator</td>
</tr>
<tr>
<td>3</td>
<td>Assess whether the default has been remedied by the Defaulting Participant. If the Default has been remedied, <strong>end process</strong>. If the Default has not been remedied, continue to step 4</td>
<td>Within the timelines as set out in the Default Notice</td>
<td></td>
<td>Market Operator</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Seek approval from Regulatory Authorities to issue Suspension Order.</td>
<td>As required</td>
<td></td>
<td>Market Operator</td>
<td>Regulatory Authorities</td>
</tr>
<tr>
<td>5</td>
<td>Confirm whether the issue of a Suspension Order is approved. If issue of a Suspension Order is not approved, <strong>end process</strong>, otherwise continue to step 6.</td>
<td>Within 2 WD of step 4</td>
<td></td>
<td>Regulatory Authorities</td>
<td>Market Operator</td>
</tr>
<tr>
<td>6</td>
<td>Issue Suspension Order.</td>
<td>On receipt of</td>
<td></td>
<td>Market Operator</td>
<td>Defaulting Party</td>
</tr>
<tr>
<td>Step</td>
<td>Step Description</td>
<td>Timing</td>
<td>Method</td>
<td>From / By</td>
<td>To</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------</td>
<td>--------------</td>
<td>---------------------------------</td>
<td>------------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>7</td>
<td>Send a copy of the Suspension Order</td>
<td>With step 6</td>
<td>Registered post / e-fax</td>
<td>Market Operator</td>
<td>Regulatory Authorities, System Operators, relevant Distribution System Operators</td>
</tr>
<tr>
<td>8</td>
<td>Publish Suspension Order</td>
<td>With step 6</td>
<td>Market Operator website</td>
<td>Market Operator</td>
<td>Market Operator website</td>
</tr>
<tr>
<td>9</td>
<td>If the Defaulting Party has remedied Default(s) in accordance with the Code, lift the Suspension Order</td>
<td>As required</td>
<td>Registered post / e-fax</td>
<td>Market Operator</td>
<td>Defaulting Party</td>
</tr>
</tbody>
</table>

3.2.2 **Issuing a Suspension Order pursuant to paragraph B.18.3.2 of the Code**

<table>
<thead>
<tr>
<th>Step</th>
<th>Step Description</th>
<th>Timing</th>
<th>Method</th>
<th>From / By</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Issue Default Notice.</td>
<td>(i) Immediately on becoming aware of a Default in relation to a Party; or (ii) if a Participant fails to comply with a Credit Cover Increase Notice, within 2 WDs of its issue</td>
<td>Registered post</td>
<td>Market Operator</td>
<td>Defaulting Party</td>
</tr>
<tr>
<td>2</td>
<td>Remedy the Default in compliance with the</td>
<td>Immediately on</td>
<td>Defaulting Party</td>
<td>Market Operator</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Step Description</td>
<td>Timing</td>
<td>Method</td>
<td>From / By</td>
<td>To</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Issue Suspension Order.</td>
<td>At the same time or any time following the issue of the relevant Default Notice</td>
<td>Market Operator</td>
<td>Defaulting Party</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Send a copy of the Suspension Order.</td>
<td>Together with step 3</td>
<td>Market Operator</td>
<td>Regulatory Authorities, System Operators, relevant Distribution System Operators</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Publish Suspension Order.</td>
<td>Together with step 6</td>
<td>Market Operator</td>
<td>Market Operator Website</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>If the Defaulting Party has remedied Default(s) in accordance with the Code, lift the Suspension Order.</td>
<td>As required</td>
<td>Registered post / E-fax</td>
<td>Market Operator</td>
<td>Defaulting Party</td>
</tr>
</tbody>
</table>
### 3.3 Suspension

<table>
<thead>
<tr>
<th>Step</th>
<th>Step Description</th>
<th>Timing</th>
<th>Method</th>
<th>From / By</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commence procedure to register Supplier of Last Resort as set out in Agreed Procedure 1 “Registration”.</td>
<td>Following direction of the Regulatory Authorities</td>
<td>Regulatory Authorities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Confirm wholesale market registration changes to Meter Data Providers as set out in Agreed Procedure 1 “Registration”.</td>
<td></td>
<td>Market Operator</td>
<td>Meter Data Providers</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Confirm suspension has been given effect.</td>
<td>With step 2</td>
<td>Market Operator</td>
<td>Impacted Party, Regulatory Authorities, System Operators, relevant Distribution System Operators</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Publish confirmation of suspension.</td>
<td>With step 3</td>
<td>Market Operator</td>
<td>Market Operator website</td>
<td></td>
</tr>
</tbody>
</table>
### 3.4 Issuing of a Termination Order

<table>
<thead>
<tr>
<th>Step</th>
<th>Step Description</th>
<th>Timing</th>
<th>Method</th>
<th>From / By</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Seek written approval from Regulatory Authorities to issue Termination Order in accordance with paragraph B.18.6.1 of the Code.</td>
<td>As required</td>
<td>Registered post / e-fax</td>
<td>Market Operator</td>
<td>Regulatory Authorities</td>
</tr>
<tr>
<td>2</td>
<td>If approval is received from Regulatory Authorities, issue Termination Order.</td>
<td>On completion of step 1</td>
<td>Registered post</td>
<td>Market Operator</td>
<td>Party</td>
</tr>
<tr>
<td>3</td>
<td>Send copy of the Termination Order.</td>
<td>With step 2</td>
<td>Registered post / e-fax</td>
<td>Market Operator</td>
<td>Regulatory Authorities, System Operators, relevant Distribution System Operators</td>
</tr>
<tr>
<td>4</td>
<td>Publish Termination Order.</td>
<td>With step 2</td>
<td>Market Operator website</td>
<td>Market Operator</td>
<td>Market Operator website</td>
</tr>
<tr>
<td>5</td>
<td>Commence Deregistration procedure set out at section 3.5 below as applicable.</td>
<td></td>
<td></td>
<td>Party</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Termination takes effect (Party being Terminated must remain in compliance with conditions set out in paragraph B.18.8.3 of the Code for Termination to take effect)</td>
<td>End of last Imbalance Settlement Period of the Trading Day specified by Market Operator in the Voluntary Termination Consent Order</td>
<td>Market Operator</td>
<td>Party</td>
<td></td>
</tr>
</tbody>
</table>
### 3.5 Deregistration

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedural Step Description</th>
<th>Timing</th>
<th>Method</th>
<th>By/From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit completed Deregistration Form (available to download from the Market Operator website)</td>
<td>At least 60 WD in advance of the proposed Deregistration date</td>
<td>Market Operator website</td>
<td>Participant</td>
<td>Market Operator</td>
</tr>
<tr>
<td>2</td>
<td>Submit appropriate Deregistration details to relevant System Operator and Meter Data Provider</td>
<td>Within 5 WD of receipt of Deregistration Form</td>
<td>Email / Registered Post</td>
<td>Market Operator</td>
<td>System Operator / Meter Data Provider</td>
</tr>
<tr>
<td>3</td>
<td>Confirm compliance with relevant Metering Code or raise issues with respect to the Deregistration, if applicable.</td>
<td>Within 20 WDs of receipt of Deregistration details from Market Operator</td>
<td>Email / Registered Post</td>
<td>System Operator / Meter Data Provider</td>
<td>Market Operator</td>
</tr>
<tr>
<td>4</td>
<td>Notify Participant of issues raised.</td>
<td>Within 5 WD</td>
<td>Email/Registered Post</td>
<td>Market Operator</td>
<td>Participant</td>
</tr>
<tr>
<td>5</td>
<td>Participant co-ordinates resolution of the issues with System Operator / Meter Data Provider.</td>
<td>As required</td>
<td>Email/telephone/meetings</td>
<td>Participant, Market Operator, System Operator, Meter Data Provider</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Procedural Step Description</td>
<td>Timing</td>
<td>Method</td>
<td>By/From</td>
<td>To</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------------------------------------</td>
<td>-----------------------</td>
<td>-------------------------</td>
<td>----------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Participant and Party raising issue confirm the outcome of the resolution and:</td>
<td>Within 2 WD</td>
<td>Email</td>
<td>Participant, System Operator, Meter Data Provider</td>
<td>Market Operator</td>
</tr>
<tr>
<td></td>
<td>(a) if Deregistration of the Unit is no longer required, <strong>end process.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) if all outstanding issues resolved, continue to step 7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Organise final Registration meeting with all relevant Parties to determine the Effective Date.</td>
<td>Within 2 WD of step 6</td>
<td>Conference call/ Meeting / Email</td>
<td>Market Operator</td>
<td>Participant, System Operator, Meter Data Provider</td>
</tr>
<tr>
<td></td>
<td>If Deregistration is no longer required, <strong>end process.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Send Deregistration Consent Order to Participant and System Operator, Meter Data Provider, and Regulatory Authorities.</td>
<td>Before Deregistration date</td>
<td>Registered Post</td>
<td>Market Operator</td>
<td>Participant, System Operator, Meter Data Provider, Regulatory Authorities</td>
</tr>
<tr>
<td>9</td>
<td>Where Deregistration Consent Order has been issued, maintain and publish list of registered Units in accordance with Agreed Procedure 6 “Data Publication and Data Reporting”.</td>
<td>Before Deregistration date</td>
<td></td>
<td>Market Operator</td>
<td></td>
</tr>
</tbody>
</table>
### 3.6 Intermediary removal

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedural Step Description</th>
<th>Timing</th>
<th>Method</th>
<th>By/From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Intermediary’s Form of Authority is revoked by Regulatory Authorities, or expiration of Form of Authority communicated to Market Operator.</td>
<td>As required, as soon as determined</td>
<td>-</td>
<td>Regulatory Authorities / Unit Owner</td>
<td>Market Operator</td>
</tr>
<tr>
<td>1b</td>
<td>Market Operator Deregisters Units registered to the removed Intermediary.</td>
<td>On the date of the Intermediary removal</td>
<td>-</td>
<td>Market Operator</td>
<td></td>
</tr>
<tr>
<td>2a</td>
<td>Form of Authority retrieved from Market Operator Website (Appendix C “Form of Authority” of Code).</td>
<td>As required</td>
<td>-</td>
<td>Unit Owner</td>
<td></td>
</tr>
<tr>
<td>2b</td>
<td>Form of Authority completed and provided to Registering Party.</td>
<td>As required</td>
<td>Registered Post</td>
<td>Unit Owner</td>
<td>Registering Party (to become the Intermediary)</td>
</tr>
<tr>
<td>3</td>
<td>Commence Unit registration procedure set out in Agreed Procedure 1 “Registration”.</td>
<td>60 WD prior to revocation date of Form of Authority of old Intermediary, or prior to notification from Unit Owner of proposed effective date of removal of Intermediary</td>
<td>-</td>
<td>Registering Party</td>
<td>Market Operator</td>
</tr>
</tbody>
</table>
4. **SWIMLANES**

It is not intended that there be any inconsistency or conflict between this section 4 “Swimlanes” and section 3 “Procedural Steps”. However, in the event of any inconsistency or conflict, section 3 “Procedural Steps” shall take precedence.

**Note:** All swimlanes in this section 4 are to be finalised in accordance with updates to Agreed Procedure 18 “Suspension and Termination”
4.1 Voluntary Termination

Notify of intention to cease being a Party

Follow Sect. 3.5 Deregistration

Receive the Voluntary Termination Form

Market Operator

Issue a Voluntary Termination Consent Order

End

Voluntary Termination takes effect
4.2 Issuing a Suspension Order pursuant to B.18.3.1 of the Code

Market Operator

- Issue default notice
- Remedy the default in compliance with the terms of the Default notice
- Has the default been rectified?
  - Yes
  - Issue Suspension Order
  - Publish Suspension Order
  - Has the Defaulting Party remedied their Defaults?
    - Yes
      - Lift the suspension Order
    - No
      - Seek approval to issue a Suspension Order
      - Has the approval been received?
        - Yes
          - Issue Suspension Order
        - No
          - Issue Suspension Order
- Receive Suspension Order
- Publish Suspension Order
- Receive Suspension Order
- Receive Suspension Order
- Receive Suspension Order

Defaulting Party

- Remedy the default in compliance with the terms of the Default notice
- Has the Defaulting Party remedied their Defaults?
  - Yes
    - Lift the suspension Order
  - No
    - Seek approval to issue a Suspension Order
    - Has the approval been received?
      - Yes
        - Issue Suspension Order
      - No
        - Issue Suspension Order
- Receive Suspension Order
- Receive Suspension Order
- Receive Suspension Order
- Receive Suspension Order

Regulatory Authorities

- Receive Suspension Order
- Receive Suspension Order
- Receive Suspension Order
- Receive Suspension Order

System Operators

- Receive Suspension Order
- Receive Suspension Order
- Receive Suspension Order
- Receive Suspension Order
4.3 Issuing a Suspension Order pursuant to B.18.3.2 of the Code
4.4 Suspension

Market Operator

Commence process to register SoLR as set out in AP01

Confirm wholesale market Registration changes to MDPs as set out in AP01

Confirm suspension has been given effect

Publish confirmation of suspension

End

Regulatory Authorities

Commence process to register SoLR as set out in AP01
4.5 Issuing a Termination Order

**Market Operator**
- Seek written approval from the Regulatory Authorities to issue a Termination Order.
- Has approval for the Termination Order been granted?
  - Yes: Issue copy of the Termination Order.
  - No: End.

**Regulatory Authorities**
- Receive request from the Regulatory Authorities to issue a Termination Order.
- Receive copy of Termination Order.

**TSO**
- Receive copy of Termination Order.
- Follow Sect. 3.5 Deregistration.
- Termination takes effect.

**Party**
- Receive copy of Termination Order.
4.6 Deregistration

Submit completed Deregistration forms

Receive completed Deregistration forms

Submit appropriate Deregistration details within 5 WD

Organise final Registration meeting with all relevant parties to determine the Effective Date

Participant

Submit appropriate Deregistration details

Receive appropriate Deregistration details

Participant leads resolution of the issues with the SO / MDP

Regulatory Authorities

Notify Participant of raised issues

Confirms compliance with relevant Metering Code and raises issues with respect to the Deregistration if applicable

Market Operator

Receive notification of raised issues

Issue Deregistration Consent Order

System Operator / Meter Data Provider

Maintain and publish the list of registered units in accordance with AP06

End

Yes

No
4.7 Intermediary Removal

Regulatory Authorities

Market Operator

Registering Party

Unit Owner

Intermediary’s Form of Authority is revoked or has expired

Deregister Units registered to the removed Intermediary

Retrieve Form of Authority

Receive Form of Authority

Commence Unit registration procedure set out in AP01

End

Form of Authority completed and provided to the Registering Party
Appendix 1: Definitions And Abbreviations

Unless otherwise specified, words and expressions defined in the Code shall have the same meanings when used in this Agreed Procedure.

DEFINITIONS

<table>
<thead>
<tr>
<th>Deregistration Form</th>
<th>means the form available on the Market Operator website for the purposes of Deregistration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary Termination Form</td>
<td>means the form available on the Market Operator website for the purposes of Voluntary Termination</td>
</tr>
</tbody>
</table>

ABBREVIATIONS

| WD | Working Day(s) |