



Deregistration Procedure

**Version 1.0
Draft for Consultation**

17th May 2005

Contents:

4	Deregistration Procedure	3
4.1	Scope / Purpose	3
4.2	Related Documentation	3
4.3	Procedure.....	3

4 Deregistration Procedure

4.1 Scope / Purpose

This Deregistration Procedure shall govern the process by which a Shipper shall submit a Deregistration Application with respect to a DM Offtake or NDM Supply Point in accordance with the Code of Operations Part F – (*Administration*).

All applications and notifications referenced in this procedure shall be in a form prescribed by the Transporter from time to time.

4.2 Related Documentation

- Code of Operations - Part F, Section 1 (*Registered Shipper*)
- Code of Operations - Part F, Section 3 (*Offtake Point Administration*)
- Change of Shipper (COS) for DM Procedure
- Change of Shipper (COS) for NDM Procedure
- Operational Siteworks Procedure

4.3 Procedure

Deregistration Application with respect to DM Offtakes

- 4.3.1 A Shipper may apply to the Transporter to cease to be the Registered Shipper at a DM Offtake by submitting to the Transporter a Deregistration Application.
- 4.3.2 The Deregistration Application shall be submitted to the Transporter and specify the following information:
- (a) the SPRN in respect of the relevant DM Offtake;
 - (b) the GPRN in respect of each Gas Point configured within such DM Offtake;
 - (c) confirmation that a Shipper Requested Lock has been completed at the relevant DM Offtake at the request of such Shipper; and
 - (d) the Business Day with effect from which the Shipper wishes to cease to be the Registered Shipper at such DM Offtake.
- 4.3.3 If a Shipper wishes to submit a Deregistration Application at a DM Offtake all Gas Points within the DM Offtake must have Shipper-Requested Locks completed

otherwise the Shipper must first submit a Change of Configuration Request in accordance with the Code Part F Section 3 (*Offtake Point Administration*).

4.3.4 The Transporter will determine if the Deregistration Application is valid within 5 Business Days of receipt of the application.

The following validation criteria will apply to the Deregistration Application:

- (a) the Shipper that submitted the application is currently the Registered Shipper at the DM Offtake;
- (b) there is no End User assigned to the DM Offtake [for at least the past 1 (one) month];
- (c) there are no outstanding requests for Operational Siteworks Services at the DM Offtake; and
- (d) the Day with effect from which the Shipper wishes to cease to be the Registered Shipper at such DM Offtake is in accordance with Part F Section 3 (*Offtake Point Administration*) of the Code.

4.3.5 The Transporter shall reject the Deregistration Application if it fails to meet the requirements of 4.3.3 and 4.3.4. The Transporter will also indicate why the Deregistration Application is invalid. There will be no change of registration applied to the DM Offtake.

4.3.6 Subject to section 4.3.3 and 4.3.4 the Transporter shall accept a Deregistration Application. Following the approval of such a Deregistration Application by the Transporter the Shipper ceases to be registered at the DM Offtake.

Deregistration Application with respect to NDM Supply Points

4.3.7 A Shipper may apply to the Transporter to cease to be the Registered Shipper at a NDM Supply Point by submitting a Deregistration Application.

4.3.8 The Deregistration Application shall be submitted to the Transporter and specify the following information:

- (a) the SPRN of the NDM Supply Point where relevant;
- (b) the GPRN in respect of each Gas Point configured within such NDM Supply Point;
- (c) confirmation that a Shipper Requested Lock has been completed at the relevant NDM Supply Point at the request of such Shipper; and

- (d) the Business Day with effect from which the Shipper wishes to cease to be the Registered Shipper at such NDM Supply Point.
- 4.3.9 If a Shipper wishes to submit a Deregistration Application at a NDM Supply Point all Gas Points within the NDM Supply Point must have Shipper-Requested Locks completed otherwise the Shipper must first submit a Reconfiguration Request in accordance with the Code Part F Section 3 (*Offtake Point Administration*).
- 4.3.10 The Transporter will determine if the *Deregistration Application* is valid within 5 Business Days of receipt of the application.
The following validation criteria will apply to the Deregistration Application:
- (a) the Shipper that submitted the application is currently the Registered Shipper at the NDM Supply Point;
 - (b) there shall be no End User assigned to the NDM Supply Point [for at least the past 1 (one) month];
 - (c) there are no requests for Operational Siteworks Services at the NDM Supply Point; and
 - (d) the Day with effect from which the Shipper wishes to cease to be the Registered Shipper at such NDM Supply Point is in accordance with Part F Section 3 (*Offtake Point Administration*) of the Code.
- 4.3.11 The Transporter shall reject the Deregistration Application if it fails to meet the requirements of 4.3.9 and 4.3.10. The Transporter will also indicate why the Deregistration Application is invalid. There will be no change of registration applied to the NDM Supply Point.
- 4.3.12 Subject to sections 4.3.9 and 4.3.10 the Transporter shall accept a Deregistration Application. Following the acceptance of such a Deregistration Application the Shipper ceases to be registered at the NDM Supply Point.