Annex 2: CSD 0104 Drafting for MCCP 52 and MCCP 79

1. Purpose and Scope

The SPID Data held in the Central Systems should accurately reflect the circumstances at each Supply Point. Accordingly, under Section 5.5.1 of the Market Code, Data Owners have a duty to maintain and keep the SPID Data up to date.

Certain key events will always result in a change to SPID Data, and therefore trigger the requirement for such SPID Data to be updated in the Central Systems. Specifically, there are processes in this CSD for the following scenarios:

- Temporary Disconnection and reconnection, and Permanent Disconnection and Deregistration – Section 3
- Meter Replacement – Section 4
- Addition of a new meter to existing Supply Point - Section 5
- Removal of a meter from an existing Supply Point – Section 6
- Administration of Pseudo Meters and Pseudo Water Services Supply Points – Section 7
- Administration of Adjustment and Modification Meters – Section 8
- Updates to other SPID Data and other events that may affect Wholesale Charges – Section 9

Section 2.2 provides direction to the relevant process for the maintenance of SPID Data in respect of each scenario.

Where SPID Data has not been provided within the requisite timescales, or is being submitted to correct an error made in the original submission, the process set out in CSD 0105 (Error Rectification & Retrospective Amendments) should be followed. This may result in additional cost to the Data Owner.

Note: References in this document have shown thus [T005.0] relate to the associated Data Transaction Flow, as set out in CSD 0301 (Data Transaction Catalogue).
2. Maintain SPID Data - Overview

2.1 Process Description

2.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 2.2 and the Interface and Timetable Requirements in Section 2.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

**Step a: Data Owner identifies data requiring update**

This step represents the point at which the Data Owner identifies SPID Data that requires to be updated within the Central Systems. This will generally be as a result of a process related change.

**Step b: CMA identifies a data error**

This step represents the point at which the CMA becomes aware of an error in SPID Data. In some instances missing or incorrect data is identified, and dealt with, within another process. For instance, data missing at a New Supply Point is identified and sourced as part of the CSD0101 (Registration: New Connections and New Supply Points).

**Decision c: Is the data late/corrective?**

Data Owners should send modifications to SPID Data to the Central Systems in accordance with the timescales and Data Transactions set out in this CSD, CSD0101 (New Connections and New Supply Points), CSD 0202 (Meter Read Submission) and CSD0206 (Trade Effluent Processes), as relevant to the SPID Data being modified. Where SPID Data has not been provided within the requisite timescales, or is being submitted to correct an error made in the original submission, the process set out in CSD 0105 (Error Rectification & Retrospective Amendments) should be followed. For ease of reference, decision d, below, represents the considerations required to determine processing.

**Decision d: Is the Settlement Process affected?**

Data Owners need to consider how the late or corrective data should be updated and whether it will enter the Settlement Process.

- If the late/corrective data maintenance has an impact on the calculation of Wholesale Charges or is outside the Settlement Timetable (see CSD0201) then the Retrospective Amendments process in CSD0105 (Error Rectification & Retrospective Amendments) should be followed.
• If the late/corrective data maintenance has an impact on the calculation of Wholesale Charges and is within the Settlement Calendar (CSD0201), the Error Rectification process in CSD 0105 (Error Rectification & Retrospective Amendments) should be followed.
• If the late/corrective data maintenance does not have an impact on the calculation of Wholesale Charges, the Error Rectification process (CSD0105) (Error Rectification & Retrospective Amendments) should be followed.

**Decision e: Disconnection or Deregistration data?**
Where maintenance of SPID Data is required as a result of a Disconnection or Deregistration, it is dealt with in the Temporary or Permanent Disconnection process (Section 3 of this document).

**Decision f1: Meter data?**
Where maintenance of SPID Data is required as a result of a meter change, it is dealt with either as part of the Change Meter process (Section Error! Reference source not found.4 of this document); Add Meter process (Section Error! Reference source not found.5 of this document) or Remove Meter process (Section Error! Reference source not found.6 of this document) or Other Updates (specifically Scottish Water updating Meter details on an ad hoc basic) process (Section 9 of this document) as appropriate.

**Decision f2: Pseudo Meter or Pseudo Water Services SPID?**
Where maintenance of SPID Data is required as a result of a revisions to a Pseudo Meter or Pseudo Water Services Supply Point change, it is dealt with as part of the Adding, Removing and Maintaining a Pseudo Meter process (Section 7 of this document);

**Decision f3: Adjustment Meter or Modification Meter?**
Where maintenance of SPID Data requires the addition and removal of an Adjustment Meter or a Modification Meter, it is dealt with as part of the Adding and Removing Adjustment and Modification Meter process (Section 8 of this document);

**Decision g: New Connection/Supply Point**
Where maintenance of SPID Data relates to a New Connection or New Supply Point prior to the Connection Date, it is dealt with under CSD0101 (Registration: New Connections and New Supply Points).

**Decision h: Registration Transfers**
Where maintenance of SPID Data is required in relation to a Registration, it is dealt with under CSD0102 (Registration: Transfers). In the event of Designated Circumstances, it is dealt with under CSD0003 (Provider of Last Resort).
**Decision I: Trade Effluent Services**

Where maintenance of SPID Data relates to Trade Effluent Services at a sewerage Supply Point, it is dealt with under CSD0206 (Trade Effluent Processes).

Where maintenance of SPID Data is not required as a result of any of the other categories/events listed above, it is dealt with in the Other Updates process, (Section 9 of this document).
2.2 Process Diagram

Maintain SPID data - Overview

<table>
<thead>
<tr>
<th>Time</th>
<th>Data Owner</th>
<th>CMA</th>
<th>Handled within other process:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Error Rectification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Retrospective Amendments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maintain SPID Data: Disconnection / Deregistration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maintain SPID Data: Change Meter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maintain SPID Data : Add Meter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maintain SPID Data : Remove Meter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Adding, Removing and Maintaining a Pseudo Meter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Adding and Removing Adjustment and Modification Meters</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Provider of Last Resort</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maintain SPID Data : Other Updates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Provider of Last Resort</td>
</tr>
</tbody>
</table>

- Identify SPID data that requires updating to CMA
- Identify error in SPID data

- Is the update the result of an error or delay in advising it to the CMA?
  - Yes
  - Is the effective change date outside Settlement Calendar?
    - Yes
    - Error Rectification
    - Retrospective Amendments
    - Maintain SPID Data: Disconnection / Deregistration
    - Maintain SPID Data: Change Meter
    - Maintain SPID Data : Add Meter
    - Maintain SPID Data : Remove Meter
  - No
  - Supply Point disconnection or deregistration data?
    - Yes
    - Is the update the result of an error or delay in advising it to the CMA?
      - Yes
      - Error Rectification
      - Retrospective Amendments
      - Maintain SPID Data: Disconnection / Deregistration
      - Maintain SPID Data: Change Meter
      - Maintain SPID Data : Add Meter
      - Maintain SPID Data : Remove Meter
      - Adding, Removing and Maintaining a Pseudo Meter
      - Adding and Removing Adjustment and Modification Meters
    - No
    - Meter data?
      - Yes
      - Is the update the result of an error or delay in advising it to the CMA?
        - Yes
        - Error Rectification
        - Retrospective Amendments
        - Maintain SPID Data: Disconnection / Deregistration
        - Maintain SPID Data: Change Meter
        - Maintain SPID Data : Add Meter
        - Maintain SPID Data : Remove Meter
        - Adding, Removing and Maintaining a Pseudo Meter
        - Adding and Removing Adjustment and Modification Meters
      - No
      - Pseudo Meter/ Pseudo WS SPID?
        - Yes
        - Error Rectification
        - Retrospective Amendments
        - Maintain SPID Data: Disconnection / Deregistration
        - Maintain SPID Data: Change Meter
        - Maintain SPID Data : Add Meter
        - Maintain SPID Data : Remove Meter
        - Adding, Removing and Maintaining a Pseudo Meter
        - Adding and Removing Adjustment and Modification Meters
      - No
      - Adjustment or Modification Meter?
        - Yes
        - Error Rectification
        - Retrospective Amendments
        - Maintain SPID Data: Disconnection / Deregistration
        - Maintain SPID Data: Change Meter
        - Maintain SPID Data : Add Meter
        - Maintain SPID Data : Remove Meter
        - Adding, Removing and Maintaining a Pseudo Meter
        - Adding and Removing Adjustment and Modification Meters
      - No
      - New Supply Point data?
        - Yes
        - Error Rectification
        - Retrospective Amendments
        - Maintain SPID Data: Disconnection / Deregistration
        - Maintain SPID Data: Change Meter
        - Maintain SPID Data : Add Meter
        - Maintain SPID Data : Remove Meter
        - Adding, Removing and Maintaining a Pseudo Meter
        - Adding and Removing Adjustment and Modification Meters
      - No
      - Registration data?
        - Yes
        - Error Rectification
        - Retrospective Amendments
        - Maintain SPID Data: Disconnection / Deregistration
        - Maintain SPID Data: Change Meter
        - Maintain SPID Data : Add Meter
        - Maintain SPID Data : Remove Meter
        - Adding, Removing and Maintaining a Pseudo Meter
        - Adding and Removing Adjustment and Modification Meters
      - No

Document Ref: CSD0104
Extract for MCCP 52 and MCCP 79
Maintain SPID Data
Page 5 of 20
## 2.3 Interface and Timetable Requirements

<table>
<thead>
<tr>
<th>step ID</th>
<th>Action/Decision</th>
<th>Process Step</th>
<th>From</th>
<th>To</th>
<th>Time parameter</th>
<th>comments</th>
<th>Market Code Ref</th>
<th>Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>S</td>
<td>Identify SPI Data that requires updating to CMA</td>
<td>Data Owner</td>
<td>internal</td>
<td>Ad hoc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>S</td>
<td>Identify error in SPI Data</td>
<td>CMA</td>
<td>internal</td>
<td>Ad hoc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>D</td>
<td>Is the data update the result of an error or delay in notification?</td>
<td>Data Owner</td>
<td>internal</td>
<td></td>
<td>Late or corrective data should not be sent to the CMA unless the Data Owner has considered the means of implementing the change via CSD0105 Error Rectification or Retrospective Amendments</td>
<td>5.5.2</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>D</td>
<td>If late or corrective, is the Settlement affected or is change effective date outside Settlement Timetable?</td>
<td>n/a</td>
<td>internal</td>
<td></td>
<td>go to either CSD0105 Error Rectification or Retrospective Amendments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>D</td>
<td>SP Disconnection or Deregistration data?</td>
<td>Data Owner</td>
<td>internal</td>
<td></td>
<td>go to Disconnection section of this CSD</td>
<td>5.7.2</td>
<td>iii</td>
</tr>
<tr>
<td>f1</td>
<td>D</td>
<td>Meter data?</td>
<td>Data Owner</td>
<td>internal</td>
<td></td>
<td>go to Change Meter, Add Meter, Remove Meter or Other Updates section of this CSD</td>
<td>5.5.1</td>
<td>i</td>
</tr>
<tr>
<td>f2</td>
<td>D</td>
<td>Pseudo Meter or Pseudo WS SPIID?</td>
<td>Data Owner</td>
<td>Internal</td>
<td></td>
<td>Go to Add, Remove, Maintain Pseudo Meter or Pseudo WS SPIID section of this CSD</td>
<td>5.16</td>
<td></td>
</tr>
<tr>
<td>f3</td>
<td>D</td>
<td>Adjustment or Modification Meter</td>
<td>Data Owner</td>
<td>Internal</td>
<td></td>
<td>Go to Add and Remove Adjustment and Modification Meters section of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>step ID</td>
<td>Action/Decision</td>
<td>Process Step</td>
<td>From</td>
<td>To</td>
<td>Time parameter</td>
<td>comments</td>
<td>Market Code Ref</td>
<td>Clause</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------</td>
<td>--------------</td>
<td>---------------</td>
<td>-------------</td>
<td>----------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>--------</td>
</tr>
<tr>
<td>G</td>
<td>D</td>
<td>New Supply Point data?</td>
<td>Data Owner</td>
<td>internal</td>
<td></td>
<td>go to CSD0101 Registration: New Connections and New Supply Points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>D</td>
<td>Registration Transfer data?</td>
<td>Data Owner</td>
<td>internal</td>
<td></td>
<td>go to CSD0102 Registration: Transfers or CSD003 Provider of Last Resort</td>
<td>5.3.6</td>
<td>iv</td>
</tr>
<tr>
<td>I</td>
<td>D</td>
<td>Trade Effluent Services</td>
<td>Data Owner</td>
<td>Internal</td>
<td></td>
<td>Go to CSD0206 Trade Effluent Processes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>P</td>
<td>If none of the above data types</td>
<td>Data Owner</td>
<td>internal</td>
<td></td>
<td>go to Other Updates section of this CSD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Temporary Disconnection and Reconnection, and Permanent Disconnection, and Deregistration

3.1 Process Description

The process detailed in this section should be used when a Temporary or Permanent Disconnection of a Supply Point(s) is undertaken pursuant to the Disconnections document, or when a Deregistration is undertaken pursuant to the Operational Code, and sets out the following actions in relation to the Market Code.

This section sets out two processes; one to be followed for Temporary Disconnection and reconnection, and one to be followed for Permanent Disconnection, i.e. those that will not be reconnected, either because the Temporary Disconnection has been in place for a period in excess of that allowed for a Temporary Disconnection and where the connection is to be removed. A third process is followed for Deregistration where or because a change in circumstances at the Supply Point(s) means that the Supply Point(s) is no longer required in the Central Systems, i.e. where an Exit Change of Use at a Supply Point means that the premises no longer qualify as Eligible Premises, or where the registration is found not to uniquely relate to an Eligible Premises.

A Supply Point(s) that has been Disconnected or Deregistered, will not be permitted to Transfer i) in the case of a Temporary Disconnection until it is reconnected or becomes a Permanent Disconnection; and ii) in the case of a Permanent Disconnection, or Deregistration, no Transfers will be allowed at that Supply Point.

Where one particular Service Element at a Supply Point is discontinued and other Service Elements remain in place at that Supply Point, this will not be treated as either a Temporary or Permanent Disconnection, or Deregistration and such information shall be notified in accordance with Section 7 of this CSD, or CSD0206 (Trade Effluent Processes).

3.2 Description of Temporary Disconnection and Reconnection

Process Diagram Steps

No changes required.
3.3 Process Diagram

No changes required
3.4 Interface and Timetable Requirements

No changes required.
3.5 Description of the Permanent Disconnection Process

Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 3.4-56 and the Interface and Timetable Requirements in Section 3.10.4. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

It should be noted that the Permanent Disconnection of a Supply Point(s) can only be applied where all Water Services and/or Sewerage Services are to cease at that Supply Point(s). In the event that a Supply Point retains any active Service Element(s) or meter(s), the changed circumstances would be updated through the relevant Section of this CSD. For example:

- A Multi Meter Supply Point, where one (or some) meter is permanently removed from the configuration, this would be updated following the Removal of Meter process under Section 6 of this CSD.
- If Trade Effluent Services are discontinued at a Supply Point, but other Sewerage Service Elements remain this would not be a Permanent Disconnection and should be updated in accordance with CSD0206 (Trade Effluent Processes)

Step a: Update CMA with Disconnection data: [T005.0 & T015.0]

Within 2 Business Days of undertaking a Permanent Disconnection of a Supply Point(s), Scottish Water will notify the CMA of the Permanent Disconnection using Data Transaction T015.0 (Declare Disconnection/Reconnection Deregistration). At the same time Scottish Water will provide the Final Read(s) taken at the time of undertaking the Permanent Disconnection, using Data Transaction T005.0 (Meter Read). Scottish Water shall ensure that it notifies the CMA of the correct Permanent Disconnection information, e.g. they shall have due regard to the Services Category(ies) at the Supply Point when submitting Permanent Disconnection data, having in mind the following:

i. If the Permanent Disconnection is in respect of a Water Services Supply Point and the associated Sewerage Services Supply Point, Scottish Water must notify the Permanent Disconnection at each of the Supply Point(s) at the same time.

ii. If the Permanent Disconnection is in respect of a Water Services Supply Point where the associated Sewerage Services Supply Point is to remain connected, Scottish Water must notify the CMA of the revised Service Elements at the Sewerage Services Supply Point, using the Data Transaction as appropriate for the SPID Data that is to be modified (see CSD0301 (Data Transaction Catalogue) for details).

iii. If the Permanent Disconnection is in respect of a Sewerage Services Supply Point associated to a Water Services Supply Point which is to remain connected, Scottish...
Water must send notification of the Permanent Disconnection in respect of the Sewerage Services Supply Point only.

iv. If the Permanent Disconnection of a Water Services Supply Point is as a consequence of a Temporary Disconnection that has been in place for a period greater than that allowed Scottish Water must notify the CMA of the Permanent Disconnection of the Supply Point(s) and future connection of that Supply Point(s) will be managed under CSD0101 (Registration: New Connections and New Supply Points). In this event, new Supply Points will be required for the Water Services Supply Point and the Sewerage Services Supply Point.

A Permanent Disconnection of a Water Services Supply Point or a Sewerage Services Supply Point will cease all Services at that Supply Point in the Central Systems. No further Transfers will be allowed at the Supply Point(s), and that Supply Point(s) may not be used again in the Central Systems. In the event that, in the future, a Supply Point that has been Permanently Disconnected is to be reinstated this will be undertaken as a New Connection under CSD0101 (Registration: New Connections and New Supply Points). Where the Permanent Disconnection related to only the Water Services Supply Point or Sewerage Services Supply Point and the New Connection will relate to both these Services, then new Supply Points for each category of Service will be required, and the existing Water Services Supply Point or Sewerage Services Supply Point shall be Permanently Disconnected in the Central Systems by Scottish Water notifying a Permanent Disconnection in respect of that existing Supply Point.

**Step b: Update Central Systems:**

The CMA will update the Central Systems and no further Wholesale Charges will be applied for that Supply Point(s) from the date of the Permanent Disconnection.

**Step c: CMA confirms Disconnection & Final Read [T015.1, T005.2]**

Within 1 Business Day of receipt by the CMA of the T015.0, the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the Permanent Disconnection and Final Read(s), using Data Transactions T015.1 (Notify Disconnection), and T005.2 (Meter Reads). The CMA will also acknowledge the receipt of the transaction T015.1 from Scottish Water within 1 Business Day by returning the data transaction T009.1.

In the event that there is a pending Transfer, i.e. an Incoming Licensed Provider with a Registration Start Date later than the date of the Permanent Disconnection, this will not take effect and the CMA will notify the Incoming LP of the Disconnection using the Data Transaction T015.1 (Notify Disconnection/Reconnection/Deregistration).
Step d: No future Registrations possible

The CMA will reject any Transfers Registration Applications at the Supply Point after the Permanent Disconnection and the Supply Point(s) shall not be re-used in Central Systems. In the event that a replacement connection is established and Water and/or Sewerage Services are to be recommenced, the process should follow CSD0101 (Registration: New Connections and New Supply Points).
3.6 Process Diagram

No changes required.
3.7 Interface and Timetable Requirements

3.8 Description of the Deregistration Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 3.9 and the Interface and Timetable Requirements in Section 3.10. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

It should be noted that the Deregistration of a Supply Point(s) can only be applied where Water Services and/or Sewerage Services are to cease at that Supply Point(s), by virtue of the Supply Point(s) not relating to an Eligible Premises, or not uniquely registering an Eligible Premises. In the event that a Supply Point retains any active Service Element(s) or meter(s), the changed circumstances would be updated through the relevant Section of this CSD. For example:

- A Multi Meter Supply Point, where one (or some) meter is permanently removed from the configuration, this would be updated following the Removal of Meter process under Section 6 of this CSD.
- If Trade Effluent Services are discontinued at a Supply Point, but other Sewerage Service Elements remain this would not be a Permanent Disconnection and should be updated in accordance with CSD0206 (Trade Effluent Processes).

**Step a: Update CMA with Deregistration data: [T005.0 & T015.0]**

Within 2 Business Days of undertaking a Deregistration of a Supply Point(s), Scottish Water will notify the CMA of the Deregistration using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration). At the same time, for Supply Point(s) that are connected, Scottish Water will provide the Final Read(s) taken at the time of undertaking the Deregistration, using Data Transaction T005.0 (Meter Read). Scottish Water shall ensure that it notifies the CMA of the correct Deregistration information, e.g. they shall have due regard to the Services Category(ies) at the Supply Point when submitting Deregistration data, having in mind the following:

- If the Deregistration is in respect of a Water Services Supply Point and the associated Sewerage Services Supply Point, Scottish Water must notify the Deregistration at each of the Supply Point(s) at the same time.
- If the Deregistration is in respect of a Water Services Supply Point where the associated Sewerage Services Supply Point is to remain connected/registered,
Scottish Water must notify the CMA of the revised Service Elements at the Sewerage Services Supply Point, using the Data Transaction as appropriate for the SPID Data that is to be modified (see CSD0301 (Data Transaction Catalogue) for details).

vii. If the Deregistration is in respect of a Sewerage Services Supply Point associated to a Water Services Supply Point which is to remain connected/registered, Scottish Water must send notification of the Deregistration in respect of the Sewerage Services Supply Point only.

A Deregistration of a Water Services Supply Point or a Sewerage Services Supply Point will cease all Services at that Supply Point in the Central Systems. No further Transfers will be allowed at the Supply Point(s), and that Supply Point(s) may not be used again in the Central Systems. In the event that, in the future, a Supply Point that has been Deregistered is to be reinstated this will be undertaken as a New Connection under CSD0101 (Registration: New Connections and New Supply Points). Where the Deregistration related to only the Water Services Supply Point or Sewerage Services Supply Point and the New Connection will relate to both these Services, then new Supply Points for each category of Service will be required, and the existing Water Services Supply Point or Sewerage Services Supply Point shall be Deregistered in the Central Systems by Scottish Water notifying a Deregistration in respect of that existing Supply Point.

Step b: Update Central Systems:
The CMA will update the Central Systems and no further Wholesale Charges will be applied for that Supply Point(s) from the effective date of the Deregistration.

Step c: CMA confirms Disconnection Deregistration & Final Read [T015.1, T005.2]
Within 1 Business Day of receipt by the CMA of the T015.0, the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the Deregistration and, if the Supply Point(s) were connected, Final Read(s), using Data Transactions T015.1 (Notify Deregistration/Reconnection), and T005.2 (Meter Reads). The CMA will also acknowledge the receipt of the transaction T015.1 from Scottish Water within 1 Business Day by returning the data transaction T009.1.

In the event that there is a pending Transfer, i.e. an Incoming Licensed Provider with a Registration Start Date later than the date of the Deregistration, this will not take effect and the CMA will notify the Incoming LP of the Disconnection-Deregistration using the Data Transaction T015.1 (Notify Disconnection/Reconnection/Deregistration).

Step d: No future Registrations possible
The CMA will reject any Transfers Registration Applications at the Supply Point after the Deregistration and the Supply Point(s) shall not be re-used in Central Systems.
In the event that Water and/or Sewerage Services are to be recommenced, the process should follow CSD0101 (Registration: New Connections and New Supply Points).
### 3.9 Process Diagram

**MSD: Deregistration**

<table>
<thead>
<tr>
<th>Time</th>
<th>Licensed Provider(s)</th>
<th>CMA</th>
<th>Scottish Water</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 2 BD of deregistration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify CMA of Deregistration Date &amp; Final Read</td>
<td></td>
<td></td>
<td>Notify CMA of Deregistration Date &amp; Final Read</td>
</tr>
<tr>
<td>T015.0</td>
<td>T005.0</td>
<td></td>
<td>T015.0</td>
</tr>
<tr>
<td>T005.0</td>
<td>T005.0</td>
<td></td>
<td>T005.0</td>
</tr>
</tbody>
</table>

- **Notify CMA of Deregistration Date & Final Read**
- **Update Central Systems**
- **Confirm Deregistration & Final Read**
- **Cease Supply Point in Central Systems & no further Transfers allowed**
- **END**

**Within 1 BD of T015.0 timestamp**

**END**

*Notified*
### 3.10 Interface and Timetable Requirements

<table>
<thead>
<tr>
<th>Step ID</th>
<th>Process Step</th>
<th>From</th>
<th>To</th>
<th>Time parameter</th>
<th>Comments</th>
<th>Marked Code Ref</th>
<th>(Indicative) Data Txn ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Notify CMA of date of Deregistration &amp; Final Read</td>
<td>SW</td>
<td>CMA</td>
<td>Within 2BD of Deregistration &amp; connection</td>
<td>Final Read is only applicable if the Supply Point was connected</td>
<td>5.7.2</td>
<td>T015.0 T005.0</td>
</tr>
<tr>
<td>b</td>
<td>Update Central Systems,*</td>
<td>CM A</td>
<td>internal</td>
<td>-</td>
<td>-</td>
<td>5.7.2</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Acknowledgement of Deregistration</td>
<td>CM A</td>
<td>SW</td>
<td>1BD</td>
<td>-</td>
<td>5.7.2</td>
<td>T009.1</td>
</tr>
<tr>
<td>c</td>
<td>Notify Deregistration &amp; Final Read to LP(s)</td>
<td>CM A</td>
<td>LP</td>
<td>1BD</td>
<td>Send T015.0 to Incoming LP with an RSD later than the deregistration date, if any</td>
<td>5.7.2</td>
<td>T015.1 T005.2</td>
</tr>
<tr>
<td>d</td>
<td>Cease Supply Point in Central Systems and Wholesale Charges from effective date of Deregistration. No further Transfers allowed</td>
<td>CM A</td>
<td>internal</td>
<td>-</td>
<td>The Supply Point cannot be used again in the Central Systems and any reinstatement of a Supply Point is handled under CSD0101 (Registration: New)</td>
<td>5.7.2</td>
<td></td>
</tr>
</tbody>
</table>

*Note: *Central Systems,* refers to the centralized system where the Supply Point's data is stored.
<table>
<thead>
<tr>
<th>Connection and New Supply Points</th>
<th></th>
</tr>
</thead>
</table>