



C00

Capacity Market - Party Registration Guide

DO NOT SEND BACK

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Capacity Market – Party Registration Guide

This form outlines the application requirements for registering a Party in the Capacity Market.

DO NOT send this document back 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 I-SEM Capacity Market it must accede to the Capacity Market 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 “C00 Capacity Market - Party Registration Guide” provides details of what is needed to complete your application to become a Party to the Capacity Market Code.

The general process is:

1. Obtain the relevant application forms from the SEMO website or by contacting the SEMO helpdesk.
2. Prepare the relevant application forms and supporting information with assistance from the SEMO helpdesk.
3. Submit the Party application forms and supporting information to SEMO.
4. SEMO will acknowledge receipt of the application and once SEMO confirms 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 Capacity Market Code.

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

Further details on the Capacity Market Registration Process can be found in the Capacity Market Code 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 Unit application documents.

Postal Correspondence:

I-SEM Registration
 SEMO
 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. 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 is provided in the below checklist and further details in Section 4 and 5

Document ID	Document Name	Relevance	Submission Format	
C01	Capacity Market - Party Application Form	Mandatory	Signed, scanned copy emailed to SEMO	<input type="checkbox"/>
C02	Capacity Market - Party Administrative User (PAU) Authorisation	Mandatory (must be completed by the time of signing accession deed or unless completed under Trading and Settlement Code Party registration)	Signed, scanned copy emailed to SEMO <u>plus</u> 1x original sent via registered post to SEMO.	<input type="checkbox"/>

Supporting Documents	Relevance	Submission Format	
Proof of Company Register	Mandatory – requirement dependent on jurisdiction of company.	Scanned copy emailed to SEMO	<input type="checkbox"/>
Accession Deed (C04 a, b or c)	Mandatory – use of C04 a, b or c dependent on jurisdiction of company.	Signed, scanned copy emailed to SEMO <u>plus</u> 1x original sent via registered post to SEMO.	<input type="checkbox"/>
Capacity 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) C01 Capacity Market - Party Application Form

The Capacity Market Party Application Form is required as part of the CMC Party registration. It provides information on the applicant and the company looking to register.

The form also includes a confirmation section to ensure the application has been approved and signed by a lawfully appointed director of the company registering the Unit.

The application form is **mandatory** for all Capacity Market Party registrations.

A **signed, scanned copy** of the form must be **emailed** to SEMO.

4 (b) C02 Capacity 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 and maintain their access rights and user information relating to the Party in the Capacity Auction System. 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 5 of the Capacity Market Code.

Where a Party wishes to add users or amend existing users in the Capacity Auction System 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 Capacity Auction System and who has 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 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 Capacity Party Application, but **must be completed at the latest at the time of signing the Accession Deed (unless completed under the Balancing Market Party registration)**.

A **signed, scanned copy** of the form is to be **emailed** to SEMO.

5. Supporting Documents

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

5 (a) Accession Deed

The Accession Deed is the agreement with which an Applicant becomes a Party to the Capacity Market Code Framework Agreement and, consequently, becomes bound by the Capacity Market Code.

Once SEMO confirms receipt of application documents, they will initiate the Accession Deed process whereby SEMO will issue a draft Accession Deed to the applicant. The applicant is to check the draft deed to ensure all information is present and correct before signing. The signed Accession Deed is returned to SEMO.

A signed, scanned copy of the Accession Deed must be **emailed** to SEMO. In addition, **1 x original signed copy** must be sent via **registered post** to SEMO.

5 (b) 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 "C01 Capacity Market - Party Application Form"**:

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 - *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 Accession Deed 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 (c) Capacity Market - Party Application Fee

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

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

The registration fees applicable can be paid in either of the currencies supported in the I-SEM. The current fees per Party Application are:

Ireland: €0.00 (including VAT)

Northern Ireland: £0.00 (including VAT)

All payments should include the following reference on the EFT to allow SEMO to confirm the payment.

Reference on EFT: "CPRF<CompanyName>"

Please note - if the current fee is zero, there is no payout required.
