Request for a Balancing Responsible Party contract (hereafter 'BRP-contract')

For an overview of the standard BRP onboarding process, [click here](#Standaard_BRP_onboarding_proces).

1. **DATA REQUIRED FOR A BRP-CONTRACT PROPOSAL**

The data below are required for a BRP-contract proposal.

Please take into account following basic principles when completing the contact data:

* For physical persons
  + Please complete only 1 fixed (landline) and/or 1 mobile phone number per person and do this in the correct field only; for certain processes we need to know if it is a landline or mobile phone; a fixed line even if always deviated to a mobile number is to be completed as landline;
  + Please complete only 1 and preferably the **personal** e-mail address (not the private one but the personal professional e-mail address); for the Contractual relations contacts the e-mail is mandatory a personal one.
* Please do not complete more persons/services than foreseen in the table structure

# **Contract language**

Please confirm in which language you wish to sign the official version of your contract by ticking the corresponding box below (the English version on the Elia website is only for information purposes; the invoicing will be done in the same language as the contract):

Dutch

French

# **Details of the company signing the contract (according to the Commercial/VAT Registry)**

|  |  |
| --- | --- |
| Company name: |  |
| Legal form: |  |
| Applicable law: |  |
| Address of the registered office: |  |
| Commercial registry number[[1]](#footnote-1): |  |
| VAT number[[2]](#footnote-2): |  |

# **Codes of the company**

|  |  |
| --- | --- |
| EIC-code[[3]](#footnote-3): |  |
| GLN-code[[4]](#footnote-4): |  |

# **Postal address for this contract**

|  |  |
| --- | --- |
| Company name |  |
| Postal address: |  |

# **Contact data for signatories**

|  |  |
| --- | --- |
| Signatory 1 | |
| Language[[5]](#footnote-5): | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: | f |
| Last name: |  |
| Job title: |  |
| Tel. (Mobile):[[6]](#footnote-6) |  |
| Full name as on identity card:4 |  |
| E-mail (personal professional): |  |

|  |  |
| --- | --- |
| Signatory 2[[7]](#footnote-7) | |
| Language5: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Job title: |  |
| Tel. (Mobile):6 |  |
| Full name as on identity card:4 |  |
| E-mail (personal professional): |  |

# **Contact data for contractual relations (for this role only physical persons are accepted, not services):**

|  |  |
| --- | --- |
| **Physical** contact person 1 for contractual relations[[8]](#footnote-8) | |
| Language5: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Job title: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail (personal professional): |  |

|  |  |
| --- | --- |
| **Physical** contact person 2 for contractual relations | |
| Language5: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Job title: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail (personal professional): |  |

# **Contact data for daily balancing schedules (nominations):**

**Contact persons/services who will receive notifications via e-mail regarding the daily balancing schedules and/or must be contacted regarding those during the office hours; preferably 1 service, alternatively maximum 5 persons/services in total:**

|  |  |
| --- | --- |
| Contact person / Service 1 for daily balancing schedules | |
| Language[[9]](#footnote-9): | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 2 for daily balancing schedules | |
| Language9: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 3 for daily balancing schedules | |
| Language9: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 4 for daily balancing schedules | |
| Language9: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 5 for daily balancing schedules | |
| Language9: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

# **Contact data available 24/7 for daily balancing schedules (nominations)**

(possessing sufficient knowledge of the specifications and conditions relating to Physical nominations and Internal/External Commercial Trade Schedules**; preferably 1 service, alternatively maximum 5 persons/services in total)**

|  |  |
| --- | --- |
| Contact person / Service 1 – 24/7 available for daily balancing schedules | |
| Languagel[[10]](#footnote-10): | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 2 – 24/7 available for daily balancing schedules | |
| Language10: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 3 – 24/7 available for daily balancing schedules | |
| Language10: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 4 – 24/7 available for daily balancing schedules | |
| Language10: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 5 – 24/7 available for daily balancing schedules | |
| Language10: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

# **Invoicing data**

# Company to be invoiced

|  |  |
| --- | --- |
| Company name: |  |
| Legal form: |  |
| Address of the registered office: |  |
| Commercial registry number: |  |
| VAT number: |  |

# Contact person / Service to be mentioned on the invoices / credit notes (maximum 1)

|  |  |
| --- | --- |
| Language[[11]](#footnote-11): | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

# Delivery of the **original invoices / credit notes**

Elia strongly recommends electronic invoicing from an efficiency point of view.

Please select below your preference with regards to invoicing:

**Paper invoicing** – in this case you must confirm the postal address in below table

Delivery of the original paper invoices and credit notes:

|  |  |
| --- | --- |
| Company name: |  |
| Legal form: |  |
| Postal address: |  |

**Electronic invoicing** – In this case you must not only confirm both below e-mail addresses but also complete and sign point 10 as acceptance of the conditions that apply.

|  |  |
| --- | --- |
| **E-mail address (max. 1) for electronic invoicing**[[12]](#footnote-12)**:** |  |
| **E-mail address (max. 1) for other invoicing related communications**[[13]](#footnote-13) |  |

# Contact data for the reception of a notification via e-mail when a **copy of an invoice / credit note** is published in EPIC

|  |  |
| --- | --- |
| Contact person / Service 1 to receive the notification e-mail upon invoicing | |
| Language[[14]](#footnote-14): | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 2 to receive the notification e-mail upon invoicing | |
| Language14: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 3 to receive the notification e-mail upon invoicing | |
| Language14: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 4 to receive the notification e-mail upon invoicing | |
| Language14: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Contact person / Service 5 to receive the notification e-mail upon invoicing | |
| Language14: | Dutch / French / English (delete as appropriate) |
| Title: | Mr. / Mrs. (delete as appropriate) |
| First name: |  |
| Last name: |  |
| Tel. (Landline): |  |
| Tel. (Mobile): |  |
| E-mail: |  |

# **Acceptance of electronic invoices from Elia (mandatory in case you opt for electronic invoicing under 9.)**

Electronic invoicing is only effective after signing this application e-invoicing form by the invoiced company which lists the conditions for e-invoicing.

|  |  |
| --- | --- |
| Company name: |  |
| Legal form: |  |
| Address of the registered office: |  |
| Commercial registry number: |  |
| VAT number: |  |
| **Represented by:** |  |

hereby agrees to receive electronic invoices and credit notes under the following conditions:

* The e-mail address for electronic invoicing must be a generic/functional e-mail address; it will only be used to send electronic invoices or credit notes so that automated invoice treatment can be implemented;
* If the invoices/credit notes are automatically read, this e-mail address may not be used in any other context;
* Per invoice/credit note, one (1) e-mail will be sent to the e-mail address provided by the Balance Responsible Party, containing the invoice in PDF format including an XML format;
* The invoice/credit note contains an electronic signature;
* The subject line of the e-mail shall include: “Elia Transmission Belgium invoice 32xxxxxxxx of dd/mm/yyyy”;
* The PDF's name will be "PDF invoice 32xxxxxxxx”;
* The original PDF will be sent from noreply\_invoice\_ar@elia.be;
* No annexes will be sent with the original invoice/credit note; however, the annexes shall be available via the Elia extranet portal EPIC;
* The Balancing Responsible Party is responsible for the accuracy of the e-mail address and shall inform Elia immediately if this e-mail address is changing; If the provided e-mail address no longer appears to work, Elia shall get in touch with the appropriate contact person. If Elia does not receive a new e-mail address within 3 working days, the invoice/credit note will be sent by post to the registered address of the invoiced company; the initial due date of the invoice will remain unchanged;
* The choice for electronic invoicing will run for an indefinite period and can be changed by the Balancing Responsible Party with a new contract annex update.

This agreement applies to all valid connections, access points, BRPs, metering equipment or any other agreement in respect of which Elia issues invoices to the company mentioned above. The company authorises Elia to amend the relevant annexes of these contracts (i.e. the parts where e-invoicing is mentioned) on the basis of the information provided above.

Name Signature Date

# **Documents to include:**

# Professional conduct

A sworn statement must be included in the request for a BRP contract, accounting for the company’s financial capability and professional conduct. The standard text is available under point 12.

# Activities in other electricity grids

When submitting your request form please list in the e-mail in which of the European Transmission System Operator and/or Distribution System Operator grids you are already Balance Responsible Party (BRP).

# Optional at time of submitting your request form : Financial guarantee

The financial guarantee can be delivered at a later stage than the request form but remains a condition for Elia to countersign and activate the contract.

We refer to Annex 1 of the BRP contract for the amount of the bank guarantee/cash deposit and the template for the bank guarantee.

Please note that the amount of the guarantee is variable and depends on the position of the BRP under dispositions of Annex 1.

# **Sworn statement – standard text**

*(Identification of the company)*

ELIA SYSTEM OPERATOR

*(name)*

Customer Relations

B - 1000 Brussels

Date : …………………………

Project : *(name of the service)*

Subject : **Sworn statement**

I, *(name)*, *(function)*, having the necessary powers to represent hereby (name of the company) swear on my honor that:

* (*name of the company)* is not in a state of bankruptcy or of settlement, has not ceased its economic activity or has not obtained a judiciary arrangement, nor is in similar situation as a consequence of a similar procedure existing in the national laws and/ or regulations of the country of establishment *(name of the country);*
* *(name of the company)* has not filed for bankruptcy, nor is a procedure of settlement pending, nor is the company subject to a similar procedure existing in the national laws and/ or regulations of the country of establishment *(name of the country)*;
* *(name of the company)* has not been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata;
* *(name of the company)* has not been guilty of grave professional misconduct proved by any means which the contracting authority can justify ;
* *(name of the company)* has fulfilled its obligations relating to the payment of social security contribution in accordance with the laws of the country of establishment or in accordance with the laws of the country of the contracting authority ;
* *(name of the company)*has fulfilled their obligations relating to the payment of taxes in accordance with the laws of the country of establishment or in accordance with the laws of the country of the contracting authority;
* *(name of the company)* is not guilty of serious misrepresentation in supplying the information required in this document;
* *(name of the company)* holds all necessary insurances necessary to perform the service concerned*.*

*(name of the company)*

*(date)*

signature *(name)(address)( function )*

1. **STANDARD BRP ONBOARDING PROCESS**

The first step for a candidate Balance Responsible Party (hereafter candidate BRP) to conclude a BRP contract with Elia is to submit this request form via e-mail to cs@elia.be (Customers)).

The mandatory financial guarantee (bank guarantee or cash deposit) can be delivered at a later stage than the request form but remains a condition for Elia to countersign and activate the contract.

Once the request form submitted the rest of the standard process is as follows:

1. Elia assigns a Key Account Manager for the candidate BRP who
   1. validates the request form; and
   2. requests and validates the Creditsafe score of the candiate BRP: the process can only be continued if this score is sufficiently high.

If necessary the Key Account Manager will ask the candidate BRP for additional information and guarantees.

1. If the request fulfils the requirements Elia will provide a proposal of BRP contract via Docusign, to the attention of the contact person(s) for signature of the contract as specified in the request form.
2. The candidate BRP
   1. signs the BRP contract via Docusign; and
   2. delivers the financial guarantee to Elia (cfr article 18 and annex 1 of the BRP contract).
3. After reception of both the BRP contract signed by the candidate BRP ànd the financial guarantee Elia will grant access (as administrator) to its client portal EPIC to the contact person(s) for contractual relations as specified in the request form, for the validation of the contact data (annex 2 of the contract).
   1. This(these) EPIC administrator(s) then can grant access to EPIC to any colleague for the same company and define their rights (more information available here: [Account management – Help Center (epic-portal.io)](https://support.epic-portal.io/hc/en-us/sections/360005537937-Account-management)).
   2. The contact data in EPIC were created by Elia based on the data provided in the BRP contract request form. If corrections to these data are required, the candidate BRP will ask his Elia Key Account Manage to give him the possibility to make the necessary changes.The candidate BRP then corrects the data via EPIC (more information available here: [Contact management – Help Center (epic-portal.io)](https://support.epic-portal.io/hc/en-us/sections/9460939920017-Contact-management)) and within the same process also validates the annex 2.
   3. (any corrections to the company/contact data after the activation of the contract will also have to be submitted by the BRP via EPIC).
4. Elia validates annex 2 via EPIC and signs the BRP contract via Docusign.
   1. The now by both parties signed contract remains temporarily available in Docusign.
   2. The validated annex 2 is sent by Elia to the candidate BRP, via e-mail.
5. The BRP contract is activated in the database; the next day
   1. the new BRP is added in the BRP register on the Elia website; and
   2. the signed BRP contract and the annex 2 are available in EPIC.
6. The Elia Energy Scheduling Office delivers the credentials for the nominations website to the contact persons for contractual relations of the BRP as soon as possible after the activation of the BRP contract.

From then on, for any questions regarding the nominations (also for the set up and testing of a B2B tool for nominations for instance) the BRP is expected to contact the Elia Energy Scheduling Office ([dngridaccess@elia.be](mailto:dngridaccess@elia.be) - +32 2 382 21 33).

If the Energy Scheduling Office is unable to answer the question it will pass on the request to the Elia Key Account Manager.

1. Unless your registered office is in Belgium, please provide an up to date extract of the commercial register for your company data (Commercial registry number, company name, legal form, applicable law, address of the registered office) [↑](#footnote-ref-1)
2. Unless the VAT number is registered in [VIES](https://ec.europa.eu/taxation_customs/vies/#/vat-validation), please provide an extract of the VAT registration from your VAT authority [↑](#footnote-ref-2)
3. An international EIC code of the type ‘Party’ (X) with function ‘Balance Responsible Party’ is required for a BRP, as key for submitting nominations. If the abovementioned company does not dispose of such an EIC code yet, you can request a code via this [webpage](http://www.elia.be/nl/grid-data/lijsten-en-codes/eic-codes/application-form) on the Elia website (more information about EIC codes available on the same webpage) or at any of the other Local Issuing Offices.

   If the company already disposes of an international and by Entso-e validated EIC code of this type then this code should be completed above. [↑](#footnote-ref-3)
4. The GLN-code (Global Location Number) is only required if you intend to submit nominations on the distribution grids in Belgium. In this case please provide only 1 GLN-code which must be the same one as the GLN-code the company is known by at the distribution grid operators. Elia does not issue GLN codes; please refer to [Locations (GLN) | GS1 Belgium & Luxembourg (gs1belu.org)](https://www.gs1belu.org/en/locations-gln) or the GS1 website of your country for any additional information. [↑](#footnote-ref-4)
5. Preferred correspondence language for individual communication [↑](#footnote-ref-5)
6. In the standard procedure the contract is signed via Docusign in which case preferably the mobile phone number, or as an alternative the full name according to the identity card, is used for electronic identification [↑](#footnote-ref-6)
7. One signatory is sufficient for Elia, a second signatory is optional [↑](#footnote-ref-7)
8. The landline phone number (or the mobile phone number if no landline specified) and e-mail address of the first contact person for contractual relations will be mentioned in the BRP register on the Elia website. [↑](#footnote-ref-8)
9. Preferred correspondence language for individual communication [↑](#footnote-ref-9)
10. Preferred correspondence language for individual communication [↑](#footnote-ref-10)
11. Preferred correspondence language for individual communication [↑](#footnote-ref-11)
12. The e-mail address for electronic invoicing (for the reception of the original invoices and credit notes) must be a generic/functional e-mail address and is limited to 1 address per contract. If the invoices and credit notes are being automatically read then the Balance Responsible Party cannot specify this e-mail address in any other context than the reception of original invoices and credit notes [↑](#footnote-ref-12)
13. By completing this e-mail address, the Balance Responsible Party agrees to receive any other invoicing related communications (reminders, account statements, additional information, …) relating to the contract via electronic mail. This   
    e-mail address will not be used by Elia to deliver original invoices or credit notes. It can be a personal professional e-mail address but Elia advises against this given the limitation to 1 e-mail address per contract and thus the possibility of missed communications in case of unforeseen/long absences [↑](#footnote-ref-13)
14. Preferred correspondence language for individual communication [↑](#footnote-ref-14)