All BR Transfer Notices must fully comply with the requirements set out in paragraph 23 of the Balancing Reserve (BR) Service Terms and must be emailed (with this completed Transfer Notice Email Template attached) to the email addresses set out in this Transfer Notice Template. All emails must be submitted with the following title:

**Notice of BR Contract Transfer**

In accordance with paragraph 23 of the BR Service Terms, we hereby notify our intention to transfer a Balancing Reserve contract as set out below:

|  |  |
| --- | --- |
| ***Provide details of the BR Unit awarded a BR Contract*** | |
| Primary Service Provider (full company name and company number): |  |
| Primary Service Provider Contracted BR Unit ID: |  |
| Auction Product: | **BALANCING RESERVE** |
| BR Contract ID |  |
| Contracted Volume (MW): |  |
| Provide the Transfer Period Contracted Service Window (date and Settlement Periods): |  |
| ***Provide details of the BR Unit proposed for this BR Contract Transfer*** | |
| Secondary Service Provider (full company name and company number) – If applicable\*. |  |
| Secondary Service Provider or own\* BR Unit ID: |  |
| Secondary Service Provider or own \* BR Unit Maximum Registered Capacity (MW): |  |
|  |  |

By submitting this notice, we (the Primary Service Provider) confirm that the Secondary Service Provider\* has adhered to the requirements set out in paragraph 23 of the Balancing Reserve Service Terms including that:

1. It is a Registered BR Participant;
2. It has Plant and Apparatus which is registered as a BR Unit pursuant to the BR Procurement Rules with sufficient BR Capacity to perform the BR Contract to which the transfer will be made; and
3. It does not already have a BR Contract for same Contracted Service Window.
4. It has given its irrevocable consent to this Transfer.

***Note: Any Transfer Notice email received by NGESO less than sixty (60) minutes prior to commencement of the applicable Contracted Service Window or that in the opinion of NGESO does not fully comply with the requirements of paragraph 23 of the Balancing Reserve (BR) Service Terms will be rejected.***

**Cancellation of a Transfer Notice:** *In accordance with paragraph 23.11 of the Balancing Reserve (BR) Service Terms any BR Transfer Notice may be cancelled (Cancellation Notice) by the Primary Service Provider only by no later than sixty (60) minutes prior to the start of the Contracted Service Window. This Cancellation Notice must be submitted by email (with the Original Transfer Notice email attached) to the email addresses set out in this Transfer Notice Template. For the avoidance of doubt, any Cancellation Notice email received by NGESO less than sixty (60) minutes prior to commencement of the applicable Contracted Service Window will be rejected and delivery of the BR Contract will be deemed to have been delivered in accordance with the Transfer Notice.*

Email to: [commercial.operation@nationalgrideso.com](mailto:commercial.operation@nationalgrideso.com) [ctr1.ccta@nationlgrid.com](mailto:ctr1.ccta@nationlgrid.com) [ctr1.cese@nationalgrid.com](mailto:ctr1.cese@nationalgrid.com) [ctr1.cosm@nationalgrid.com](mailto:ctr1.cosm@nationalgrid.com) [ctr2.coem@nationalgrid.com](mailto:ctr2.coem@nationalgrid.com)