FLUXYS

EXCELLENCE IN GAS TRANSPORT

ACCESS CODE FOR TRANSMISSION

Attachment B:

Subscription & Allocation of Services

Table of contents

1. Interpretation of attachment B

In this Attachment:

- all references to a *clause*, unless specified otherwise, are references to a *clause* in this Attachment; references to a *paragraph* are references to a *paragraph* in this Attachment;
- all terms and names are to be interpreted according to the list of definitions in Attachment 3 of the Standard Transmission Agreement;
- the layout, heading and table of contents are only for the benefit of the reader and are inconsequential as regards the interpretation of content of this Attachment;
- the description of rules, conditions and provisions only relates to the Transmission Services offered on the Transmission Grid.

2. Definitions

"Allocation Agreement" shall mean the agreement between the End User and the Grid User(s) active on the considered Domestic Exit Point, which sets out the Gas Allocation Rule for the considered Domestic Exit Point.

"Customer Segment" shall mean the segment of the Final Customer at the Public Distribution Network, being S30, S31, S32 or S41.

"Gas Allocation Rule" shall mean the formula that allocates the measured quantity of Natural Gas to the Grid User(s) active on the considered Domestic Exit Point.

"Service Allocation Rule" shall mean the order in which Service Requests are treated by the TSO.

"Growth Factor" or **"GF_y"** shall mean the estimated yearly growth in offtakes of Natural Gas at the Public Distribution.

"Service Confirmation" shall mean the confirmation of the availability and the pricing of the requested Transmission Service by the TSO towards the Grid User.

"Service Request" or "Transmission Service Request" shall mean a request for subscription of Transmission Services, submitted by a Grid User towards the TSO.

"Subscribed Transmission Service" shall mean a Transmission Service that is subscribed by a Grid User.

3. General

3.1. Registration as a Grid User

In order to be able to subscribe to Transmission Services or participate in an assignment of a Transmission Service on the Secondary Market, a party has to register with the TSO as a Grid User by, amongst others, signing a Standard Transmission Agreement, as set out in the Code of Conduct.

3.2. Registration for the Electronic Booking Platform

Any Grid User has the right to send Service Requests through the Electronic Booking Platform, but is responsible for complying with the access requirements (e.g. install the required software), as set out in Attachment H Electronic Platforms.

4. Primary Market

4.1. Subscription and Allocation of Services at Interconnection Points[1]

4.1.1. Service Request

A Grid User can send a Service Request either in written (letter, fax, or e-mail), using a Transmission Service Request form (cfr. Attachment G. – Forms), either via the Electronic Booking Platform as set out in Attachment H or any other platform, developed in the framework of the cooperation with Adjacent TSOs[2].

A Service Request contains at least the following information:

- The identity of the Grid User;
- A Reference to the Standard Transmission Agreement;
- The requested Transmission Service with its characteristics;

[1] Except for the Installation Point Loenhout (cfr.4.2)

[2] Such other platform(s) in the framework of cooperation with Adjacent TSOs can amongst others consist of the offer of combined hub-to-hub products (e.g. **cap**square)

- The requested start date and service duration for such Transmission Service;
- The requested quantity of such Transmission Service;
- The Interconnection Point for which such Transmission Service is requested.

In case the Service Request is incomplete, the Transmission System Operator will ask the Grid User to complete the Service Request within the timing as set out in the Code of Conduct.

If complete, the Service Request is considered as binding to the Grid User.

4.1.2. Service Allocation Rule

As long as Firm and Backhaul Transmission Services are available at the Interconnection Points, the requested Transmission Services are allocated as Firm or Backhaul Transmission Services, in the order as they have been requested. As set out in Attachment E, Interruptible Transmission Services can also be allocated to the requested Transmission Services as a proactive congestion management procedure.

If and when offered on the considered Interconnection Point, as set out in Attachment A, Interruptible Level 1 Transmission Services are commercialized on an annual basis as follows:

- A subscription window is organized on an annual basis of a given year for the subscription of Interruptible Level 1 Transmission Services for the next Gas Year (starting on October 1st of such year). The timing of such subscription window will be communicated sufficiently in advance. Service Requests for the next Gas Year that are sent during this subscription window are allocated proportionally to the requested quantities;
- Service Requests for the next Gas Year, or part of such year, that are sent after such subscription window are treated and allocated in the order as they have been requested, on the condition that the requested Transmission Services are available, and taking into account the conditions as set out in Attachment E;
- Service Requests for Interruptible Level 1 Transmission Services that are not yet offered are not treated. In such case, the Grid User is advised to re-send his request during the relevant subscription window or after, if such Interruptible Level 1 Transmission Services are offered.

If and when offered on the considered Interconnection Point, as set out in Attachment A, Interruptible Level N Transmission Services are allocated as requested.

4.1.3. Service Confirmation

If Service Request is complete, the Transmission System Operator sends the Service Confirmation within the timing as set out in the Code of Conduct, taking into account the availability of the Requested Service and the Service Allocation Rule, detailed in section 4.1.2.

The Service Confirmation contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The confirmed Transmission Service with its characteristics;
- The confirmed start date and service duration;
- The confirmed quantity of the Transmission Service;
- The Interconnection Point;
- The Rate Type;
- The Regulated Tariff applicable at the time of the Service Confirmation.

The Rate Type is either Yearly, either Seasonal and is attributed as follows:

- For an Entry Service or a Wheeling Service with a service duration which is a multiple of 12 consecutive calendar months, the Yearly Rate Type is attributed for the service duration;[3]
- For an Entry Service or a Wheeling Service with a service duration which is less than 12 consecutive calendar months, the Seasonal Rate Type is attributed for the service duration;
- For an Entry Service or a Wheeling Service with a service duration which is longer than a multiple of 12 consecutive calendar months, the Transmission Service is split up by the Transmission System Operator into:
    i. a Transmission Service with a Yearly Rate Type with a duration of a multiple 12 consecutive calendar months;
    ii. a Transmission Service with a Seasonal Rate Type, for the remaining service period;
- For an Exit Service at an Interconnection Point with any service duration, the Yearly Rate Type is attributed.

[3] For Entry Services that are subject to an Operational Capacity Usage Commitment (as set out in Attachment A) always have the Yearly Rate Type attributed.

In case the Service Request was sent via the Electronic Booking Platform, the Service Confirmation is sent by the Electronic Booking Platform as well. No further signature is required.

In case the Service Request was sent in written, the Service Confirmation is sent in written, using a Transmission Service Confirmation form (cfr. Attachment G– Forms) and has to be signed by the Grid User within the timing as set out in the Code of Conduct.

4.1.4. Service Subscription

For Service Requests sent via the Electronic Booking Platform, the TSO registers the Service as a Subscribed Transmission Service after the Service Confirmation has been issued via the Electronic Booking Platform.

For Service Requests sent in written, the TSO registers the Service as a Subscribed Transmission Service after having received the Transmission Service Confirmation form signed by the Grid User, within the timing as set out in the Code of Conduct.

In case the Grid User did not return the signed Service Confirmation within the timing as set out in the Code of Conduct, the Service Request is cancelled and a cancellation fee is charged as set out in the Regulated Tariffs.

4.1.5. Upgrading rules for Interruptible Level N and Interruptible Level 1 Services

In case Interruptible Level 1 Transmission Services become available during the term of any concluded Interruptible Level N Transmission Service, the TSO can upgrade the Subscribed Interruptible Level N Transmission Services towards Interruptible Level 1 Transmission Services. Such upgrade will be done according to the following rules:

- Any Interruptible Level N Transmission Service subscribed before the start of the annual subscription window for Interruptible Level 1 Transmission Services and covering at least the service period of the Transmission Services offered during such subscription window will be upgraded for such service period in priority[4].
- Any Interruptible Level N Transmission Service not covering the full service period offered during such subscription window will be upgraded on a monthly basis, based on the availability of the remaining Interruptible Level 1

[4] In case more Interruptible Level N Transmission Services are subscribed than there are Interruptible Level 1 Transmission Services made available, Interruptible Level N Services subscribed at an earlier date are upgraded before such Interruptible Level N Services subscribed on a later date, except in case this Grid User has opted to be last upgraded.

Transmission Services after the subscriptions made in the framework of such subscription window.

In case Firm Transmission Services become available during the term of any concluded Interruptible Level 1 Transmission Service or any concluded Interruptible Level N Transmission Service, the TSO can upgrade the Subscribed Interruptible Level 1 Transmission Services or Interruptible Level N Transmission Services towards Firm Transmission Services. Such upgrade will be done according to the following rules:

- In case more Interruptible Level 1 and Interruptible Level N Transmission Services are subscribed than there are Firm Transmission Services available, Interruptible Level 1 and Level N Transmission Services subscribed at an earlier date are upgraded before such Interruptible Level 1 and Level N Transmission Services subscribed on a later date, except in case this Grid User has opted to be last upgraded.

4.2. Subscription and Allocation of Services at the Installation Point Loenhout

Transmission Services at the Installation Point Loenhout are allocated by the TSO, in accordance to the Subscribed Storage Services at the Storage Installation of Loenhout.

- The allocated Firm Entry Services towards the Installation Point Loenhout are equal to the Subscribed Firm Withdrawal Services.
- The allocated Operational Interruptible Entry Services towards the Installation Point Loenhout are equal to the Subscribed Conditional Withdrawal Services.
- The allocated Firm Exit Services towards the Installation Point Loenhout are equal to the Subscribed Firm Injection Services.
- The allocated Operational Interruptible Exit Services towards the Installation Point Loenhout are equal to the Subscribed Conditional Injection Services.
- In case a Grid User has insufficient Entry or Exit Transmission Services in order to have a DAM/NNS quantity at the Storage Installation of Loenhout transmitted to/from the Transmission Grid,the TSO will allocate the corresponding required Firm Entry or Exit Transmission Service to the Grid User.

4.3. Subscription and Allocation of Services at End User Domestic Exit Points

4.3.1. Service Request

A Grid User can send a Service Request, either in written (letter, fax, or e-mail), using a Transmission Service Request form (cfr. Attachment G. – Forms), or by the Electronic Booking Platform, as set out in Attachment H.

The lead time of a Service Request and the earliest start date is set out in the Code of Conduct.

A Service Request contains at least the information:

- The identity of the Grid User;
- Reference to the Standard Transmission Agreement;
- The requested Transmission Service with its characteristics;
- The requested start date and service duration for such Transmission Service;
- The requested quantity of such Transmission Service;
- The End User Domestic Exit Point for which such Transmission Service is requested;
- In case multiple Grid Users are active on the End User Domestic Exit Point: the requested Gas Allocation Rule.

In case the Service Request is incomplete, the Transmission System Operator will ask the Grid User to complete the Service Request within the timing as set out in the Code of Conduct.

If complete, the Service Request is considered as binding to the Grid User.

4.3.2. Service Allocation Rule

Transmission Services at End User Domestic Exit Points are allocated in the order as they have been requested, on the condition that such requested Transmission Services are available, and taking into account the conditions as set out in Attachment E.

In case more capacity is requested than available at the Domestic Exit Point, the measures as set out in attachment E are taken.

4.3.3. Service Confirmation

If Service Request was complete, the Transmission System Operator sends the Service Confirmation within the timing as set out in the Code of Conduct, taking into account the availability of the Requested Service and the Service Allocation Rule, detailed in section 4.3.2.

The Service Confirmation contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The confirmed Transmission Service with its characteristics;
- The confirmed start date and service duration;
- The confirmed quantity of the Transmission Service;
- The Domestic Exit Point;
- The Rate Type;
- The Regulated Tariff applicable at the time of the Service Confirmation.

The Rate Type is either Yearly, either Seasonal and is attributed as follows:

- For an Exit Service with a Requested Service Duration which is a multiple of 12 consecutive calendar months, the Yearly Rate Type is attributed for the confirmed Service Duration;
- For an Exit Service with a Requested Service Duration which is less than 12 consecutive calendar months, the Seasonal Rate Type is attributed for the confirmed Service Duration;
- For an Exit Service with a service duration which is longer than a multiple of 12 consecutive calendar months, the Requested Transmission Service is split up by the Transmission System Operator into:
    i. a Transmission Service with a Yearly Rate Type with a duration of a multiple of 12 consecutive calendar months;
    ii. a Transmission Service with a Seasonal Rate Type, for the remaining requested Service Period;

In case the Service Request was sent via the Electronic Booking Platform, the Service Confirmation is sent via the Electronic Booking Platform as well.

In case the Service Request was sent in written, the Service Confirmation is sent in written, using a Transmission Service Confirmation form (cfr. Attachment G. – Forms) and has to be signed by the Grid User within the timing as set out in the Code of Conduct.

4.3.4. Allocation Agreement

The Transmission System Operator sends an Allocation Agreement (cfr. Attachment G. – Forms) with the proposed Gas Allocation Rule to the End User of the End User Domestic Exit Point and to the involved Grid User(s) for signature. Upon request of the End User, this Allocation Agreement document can be made anonymous when sent to multiple Grid Users.

In case the Allocation Agreement is not signed by End User and/or (one of) the involved Grid User(s) before the start date of the subscribed Transmission Service, the TSO contacts the End User. The provisional allocations (XEA_h) for the concerned End User Domestic Exit Point will be performed as indicated by the End User, until a signed Allocation Agreement is received by the TSO.

The TSO may in no case be held liable for the consequences of a non-signed Allocation Agreement. Grid User(s) having subscribed Transmission Services at an End User Domestic Exit Point, but not having signed the Allocation Agreement defends, holds harmless and indemnify the TSO from and against any demand or claim regarding the provisional allocations of the End User or of the other Grid User(s) involved at such End User Domestic Exit Point.

In case the Grid User wants to participate into a Capacity Pooling Agreement together with one or more other Grid User(s) at a Domestic Exit Point, the involved Grid Users shall sign a specific Allocation Agreement: a Capacity Pooling Agreement, using the Capacity Pooling Agreement form as set out in Attachment G – Forms.

4.3.5. Service Subscription

For Service Requests sent by the electronic booking system, the TSO registers this Transmission Service as a Subscribed Transmission Service after its confirmation on the Electronic Booking Platform.

For Service Requests sent in written, the TSO registers this Transmission Service as a Subscribed Transmission Service after having received the Service Confirmation form signed by the Grid User, within the timing as set out in the Code of Conduct.

In case the Grid User did not return the signed Service Confirmation within the timing as set out in the Code of Conduct, the Service Request is cancelled and a cancellation fee is charged in accordance with the Regulated Tariffs.

4.4. Subscription and Allocation of Services at Distribution Domestic Exit Points

There is no explicit subscription for Exit Services towards the Distribution Domestic Exit Points. Transmission Services towards Distribution Domestic Exit Points are allocated on a monthly basis by the Transmission System Operator to the Grid Users.

The capacity towards Distribution Domestic Exit Points (hereinafter referred to as "Public Distribution Capacity") is determined on a yearly basis, for each Zone (H Zone or L Zone), based on the winter analysis of the last 5 years and taking into account the Growth Factor. These Transmission Services are allocated to the Grid Users on a monthly basis, based on their market shares per Customer Segment and per Aggregated Receiving Station.

4.4.1. Global Public Distribution Capacity & Public Distribution Capacity per Customer Segment

The daily global Public Distribution Capacity to supply the Public Distribution in Belgium is determined annually for the upcoming year, for each Zone (H Zone and L Zone) in function of the winter analysis (November y-1 until and including February y), using the least squares methodology for calculating the requirement at an Equivalent Temperature of -11°C with a risk of 1 %, taking into account the daily global Public Distribution Capacity during the last 5 years, and taking into account a Growth Factor (GF_y). The daily global Public Distribution Capacity for the upcoming year is equal to the maximum of the daily global Public Distribution Capacity of the last 5 years *($PDC_{d,y}$)*. The new daily global Public Distribution Capacity enters into force on October 1st of the considered year.

$$PDC_{d,y,Zone} = \max\left(PDC_{d,y-1,Zone}\ ; PDC_{d,y-2,Zone}; PDC_{d,y-3,Zone}; PDC_{d,y-4,Zone}; PDC_{d,y-5,Zone}\right) x(1+GF_y)$$

This daily value is converted to an hourly value based on the observed historical daily/hourly ratio *($PDC_{h,y,zone}$)*.

Such a winter analysis, but with a 50 % risk, is done as well in order to determine the daily global capacity level for each Customer Segment *($PDC_{d,y,S30,zone}$, $PDC_{d,y,S31,zone}$, $PDC_{d,y,S32,zone}$, $PDC_{d,y,S41,zone}$)*.

The hourly Public Distribution Capacity *($PDC_{h,y,zone}$)* is distributed proportionally to the daily Public Distribution Capacity per Customer Segment *cs*, in order to obtain an hourly Public Distribution Capacity per Customer Segment *($PDC_{h,y,S30,zone}$)*, *($PDC_{h,y,S31,zone}$)*, *($PDC_{h,y,S32,zone}$)*, *($PDC_{h,y,S41,zone}$)*.

$$PDC_{h,y,cs,zone} = PDC_{h,y,zone} \; x \frac{PDC_{d,y,cs,zone}}{\sum PDC_{d,y,cs,zone}}$$

4.4.2. Monthly allocation of Transmission Services between active Grid Users

(a) Telemetered Final Customers

S30 Final Customers are telemetered by the Distribution Grid Operator. For each S30 Final Customer *fc*, the Peak Metering Value ($PMV_{m,fc,zone}$) for month *m* is determined based on the maximum validated[5] Exit Energy Metering ($XEM'_{h,fc,zone}$) of the last 12 months for the considered End User *fc*. Each S30 Final Customer is located at a Public Distribution Network that is located at a Zone.

$$PMV_{m,\,fc,S30,zone} = \max_{last\ 12\ months}\left(XEM'_{h,\,fc,S30,zone}\right)$$

Each S30 Final Customer is linked to one Grid User. The sum of the Peak Metering Values of the S30 Final Customers in the customer portfolio of a Grid User *g* for month *m* for the considered Zone *($PMV_{m,fc,S30,zone}$)*, multiplied by the Public Distribution Capacity for the S30 Customer Segment, divided by the Peak Metering Values of all S30 Final Customers of the Zone, gives the Transmission Services allocated to the considered Grid User g ($PDC_{m,S30,zone,g}$) for the S30 Customer Segment for the considered month *m* for the considered Zone.

$$PDC_{m,S30,zone,g} = \frac{\sum_{All\ fc\ of\ g} PMV_{m,\,fc,S30,zone}}{\sum_{all\ S30\ fcs} PMV_{m,\,fc,S30,zone}} \; x\, PDC_{h,y,S30,zone}$$

(b) Profile End Users

Transmission Services for the S31, S32 and S41 Customer Segment *cs* are allocated to the Grid User *g* in proportion to the total commodity allocations of the Customer Segment *cs* ($XEA'_{h,cs}$) during the considered month *m*, as allocated by the Distribution

[5] validated metered data by DGO when first allocation is sent to Fluxys

Grid Operator, in the customer portfolio of this Grid User *g* for the considered Customer Segment for the considered Zone *($PDC_{m,S31,zone,g}$, $PDC_{m,S32,zone,g}$, $PDC_{m,S41,zone,g}$).*

$$PDC_{m,S31,zone,g} = PDC_{h,y,S31,zone} \; x \; \frac{\sum_{All\ hours\ of\ month\ m} XEA'_{h,S31,zone,g}}{\sum_{All\ Grid\ Users} \left[\sum_{All\ hours\ of\ month\ m} XEA'_{h,S31,zone,g} \right]}$$

$$PDC_{m,S32,zone,g} = PDC_{h,y,S32} \; x \; \frac{\sum_{All\ hours\ of\ month\ m} XEA'_{h,S32,zone,g}}{\sum_{All\ Grid\ Users} \left[\sum_{All\ hours\ of\ month\ m} XEA'_{h,S32,zone,g} \right]}$$

$$PDC_{m,S41,zone,g} = PDC_{h,y,S41} \; x \; \frac{\sum_{All\ hours\ of\ month\ m} XEA'_{h,S41,zone,g}}{\sum_{All\ Grid\ Users} \left[\sum_{All\ hours\ of\ month\ m} XEA'_{h,S41,zone,g} \right]}$$

4.4.3. Allocation Transmission Services per Customer Segment per Grid User on ARS level

The global monthly Public Distribution Capacity per Grid User per Customer Segment per Zone ($PDC_{m,S30,g,zone}$, $PDC_{m,S31,g,zone}$, $PDC_{m,S32,g,zone}$, $PDC_{m,S41,g,zone}$) is distributed per ARS (Aggregated Receiving Station) on a monthly basis ($PDC_{m,S30,g,ARS,zone}$, $PDC_{m,S31,g,ARS,zone}$, $PDC_{m,S32,g,ARS,zone}$, $PDC_{m,S41,g,ARS,zone}$).

(a) Telemetered End Users

Each End User is connected to one ARS. The global monthly S30 Public Distribution Capacity of a Grid User ($PDC_{m,S30,g}$) is distributed to the ARSs proportionally to the sum of the monthly Peak Metering Values ($PMV_{m,eu,S30,g}$) of End Users in the customer portfolio of Grid User *g* on the considered ARS for the considered Zone.

$$PDC_{m,S30,g,ARS,zone} = PDC_{m,S30,g} \; x \frac{\sum_{All\ eu\ of\ considered\ ARS} PMV_{m,eu,S30,g,zone}}{\sum_{All\ eu\ of\ all\ ARSs} PMV_{m,eu,S30,g,zone}}$$

(b) Profile End Users

The Public Distribution Capacity for respectively S31, S32 and S41 for a Grid User *g* ($PDC_{m,S31,g}$, $PDC_{m,S32,g}$, $PDC_{m,S41,g}$) is distributed to the ARSs of the considered Zone in proportion of the monthly commodity allocation of the considered segment per ARS ($XEA'_{h,cs,g,ARS}$), as allocated by the Distribution Grid Operator.

$$PDC_{m,S31,g,ARS,zone} = PDC_{m,S31,g,zone} \; x \frac{\sum_{All\ hours\ of\ month\ \ for\ the\ considered\ \ ARS} \left[XEA'_{h,S31,g,ARS,zone} \right]}{\sum_{All\ ARSs} \left[\sum_{All\ \ hours\ of\ month} \left[XEA'_{h,S31,g,ARS,zone} \right] \right]}$$

$$PDC_{m,S32,g,ARS,zone} = PDC_{m,S32,g,zone} \; x \frac{\sum_{All\ hours\ of\ month\ \ for\ the\ considered\ \ ARS} \left[XEA'_{h,S32,g,ARS,zone} \right]}{\sum_{All\ ARSs} \left[\sum_{All\ \ hours\ of\ month} \left[XEA'_{h,S32,g,ARS,zone} \right] \right]}$$

$$PDC_{m,S41,g,ARS,zone} = PDC_{m,S41,g,zone} \; x \frac{\sum_{All\ hours\ of\ month\ \ for\ the\ considered\ \ ARS} \left[XEA'_{h,S41,g,ARS,zone} \right]}{\sum_{All\ ARSs} \left[\sum_{All\ \ hours\ of\ month} \left[XEA'_{h,S41,g,ARS,zone} \right] \right]}$$

4.5. Subscription and Allocation of other Transmission Services

4.5.1. Quality Conversion H->L

4.5.1.1. Standard bundled unit

Quality Conversion Services are subscribed in standard bundled units. One standard bundled unit consists of the following Quality Conversion Services.

Firm Transfo Capacity	Interruptible Transfo Capacity	Firm Enrichment Capacity
1 m³(n)/h [6]	0.0875 m³(n)/h [4]	0.075 m³(n)/h [4]

4.5.1.2. Service Request

A Grid User can send a Quality Conversion Request in written (letter, fax, or e-mail).

A Quality Conversion Request contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The requested Start Date;
- The requested quantity of standard bundled units;

In case the Quality Conversion Request is incomplete, the Transmission System Operator will ask the Grid User to complete the Quality Conversion Request within the timing as set out in the Code of Conduct.

4.5.1.3. Service Allocation Rule

A yearly booking window is organized for the period 15/11/Y to 15/11/Y+1, on an annual rolling basis. All Grid Users will be informed in advance on the scheduled yearly booking window and of the quantities that will be made available.

Quality Conversion Requests sent during the yearly booking window are allocated in proportion to the requested quantities.

After closing of yearly booking window, the Quality Conversion Services offered for the yearly booking window that are not subscribed during this window can be subscribed after closing of the window, subject to availability. These Quality Conversion Requests sent after closing of the yearly booking window can have any start date (but before 15/11/Y+1), but the end date is always 14/11/Y+1

Such Quality Conversion Services requested after closing of the Yearly booking window are allocated on a First Committed First Served basis, and are subject to availability and to the required logistics which are typically arranged after the closing of the Yearly booking window (e.g. with nitrogen suppliers).

Quality Conversion Requests for a service period later than 14/11/Y+1, sent before the booking window, are not treated. For these Quality Conversion Requests, the Grid User is advised to resend the Quality Conversion Request during the booking window.

[6] Expressed in m³(n)/h L-Natural Gas

4.5.1.4. Service Confirmation

If Quality Conversion Request was complete, the Transmission System Operator sends the Service Confirmation within the timing as set out in the Code of Conduct, taking into account the availability of the Requested Service and the Service Allocation Rule, detailed in section 4.5.1.3.

The Quality Conversion Confirmation contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The confirmed Start Date;
- The confirmed End Date;
- The confirmed quantity;
- The Regulated Tariff applicable at the time of the Quality Conversion Confirmation.

The Service Confirmation is sent in written, and has to be signed by the Grid User within the timing as set out in the Code of Conduct.

4.5.1.5. Service Subscription

The TSO registers the Quality Conversion Service as a Subscribed Quality Conversion Service, after having received the Service Confirmation form signed by the Grid User.

A Grid User having subscribed Quality Conversion Services has seven start-ups included in these Subscribed Quality Conversion Services. Each start-up requested (through Nominations) on top of these seven start-ups, shall be considered as an Additional Start-Up.

In case the Grid User did not return the signed Service Confirmation within the timing as set out in the Code of Conduct, the Service Request is cancelled and a cancellation fee is charged.

4.5.2. Quality Conversion L->H

4.5.2.1. Service Request

A Grid User can send a Service Request either in written (letter, fax, or e-mail), using a Transmission Service Request form.

The lead time of a Service Request and the earliest Start Date is set out in the Code of Conduct.

A Service Request contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The requested Start Date and Service Duration;
- The requested Quantity of the Quality Conversion L->H Service;

In case the Service Request is incomplete, the Transmission System Operator will ask the Grid User to complete the Service Request within the timing as set out in the Code of Conduct.

4.5.2.2. Service Allocation Rule

A yearly booking window is organized for the next calendar year, on an annual rolling basis. All Grid Users will be informed in advance on the scheduled yearly booking window and of the quantities that will be made available.

Quality Conversion Requests sent during the yearly booking window are allocated in proportion to the requested quantities.

After closing of yearly booking window, the Quality Conversion L->H Services offered for the yearly booking window that are not subscribed during this window can be subscribed after closing of the window, subject to availability. These Quality Conversion L->H Requests sent after closing of the yearly booking window can have any start date (but before 31/12/Y+1), and shall have at least a duration of one week.

Such Quality Conversion L->H Services requested after closing of the Yearly booking window are allocated on a First Committed First Served basis.

Quality Conversion L->H Requests for a service period later than 31/12/Y+1, sent before the booking window, are not treated. For these Quality Conversion L->H Requests, the Grid User is advised to resend the Quality Conversion Request during the booking window.

4.5.2.3. Service Confirmation

If Service Request is complete, the Transmission System Operator sends the Service Confirmation within the timing as set out in the Code of Conduct, taking into account the availability of the Requested Service and the Service Allocation Rule, detailed in section 4.5.2.2.

The Service Confirmation contains at least the following information:

- Reference to the Standard Transmission Agreement;

- The confirmed Start Date and Service Duration;
- The confirmed quantity of the Quality Conversion L->H Service;
- The Rate Type;
- The Regulated Tariff applicable at the time of the Service Confirmation.

The Service Confirmation is sent in written, using a Transmission Service Confirmation form (cfr. Attachment G – Forms) and has to be signed by the Grid User within the timing as set out in the Code of Conduct.

4.5.2.4. Service Subscription

The TSO registers the Service as a Subscribed Transmission Service after having received the Transmission Service Confirmation form signed by the Grid User, within the timing the timing as set out in the Code of Conduct.

In case the Grid User did not return the signed Service Confirmation within the timing as set out in the Code of Conduct, the Service Request is cancelled and a cancellation fee is charged in accordance with the Regulated Tariffs.

4.5.3. Zeeplatform

4.5.3.1. Service Request

A Grid User can send a Zeeplatform Request in written (letter, fax, or e-mail).

The lead time of a Zeeplatform Request and the earliest Start Date are as set out in the Code of Conduct.

A Zeeplatform Request contains at least the information:

- Reference to the Standard Transmission Agreement;
- The requested Start Date;
- The requested Zeeplatform Interconnection Points;

In case the Zeeplatform Request is incomplete, the Transmission System Operator will ask the Grid User to complete the Zeeplatform Request within the timing as set out in the Code of Conduct.

4.5.3.2. Service allocation rule

Zeeplatform Requests are allocated as requested, on the conditions as set out in Attachment A.

4.5.3.3. Service Confirmation

If Service Request was complete, the Transmission System Operator sends the Service Confirmation within the timing as set out in the Code of Conduct, taking into account the availability of the Requested Service and the Service Allocation Rule, detailed in section 4.5.3.2.

The Zeeplatform Confirmation contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The confirmed Start Date;
- The Zeeplatform Interconnection Points;
- The Regulated Tariff applicable at the time of the Service Confirmation.

The Service Confirmation is sent in written, and has to be signed by the Grid User within the timing as set out in the Code of Conduct.

4.5.3.4. Service Subscription

The TSO registers the Zeeplatform Service as Subscribed after having received the Service Confirmation signed by the Grid User, within the timing as set out in the Code of Conduct.

In case the Grid User did not return the signed Service Confirmation within the timing as set out in the Code of Conduct, the Service Request is cancelled, and a cancellation fee is charged in accordance with the Regulated Tariffs.

4.6. Open Season Procedure

The Open Season procedure is applied as set out in the Code of Conduct.

5. Secondary Market

5.1. General rules for the Secondary Market

The following conditions apply to trading of Transmission Services on the Secondary Market:

- A trade of Transmission Services on the Secondary Market takes place by an assignment and must either entail the transfer of all rights and obligations associated therewith (full assignment) or a transfer of all rights and obligations except for the payment obligation of the Fix Services Fees (assignment with retained payment obligation);
- the nature of Transmission Services is not impacted by trading on the Secondary Market (e.g. a Firm Transmission Service subscribed on the Primary Market must remain a Firm Transmission Service of the Secondary Market);
- the minimum period for a trade of a Transmission Service is (1) Gasday;
- the maximum period for a trade of a Transmission Service is limited to the end of the Service Period of the considered Transmission Service.

5.2. Secondary Market Procedures

5.2.1. Over-the-counter assignments

If parties wish to trade Transmission Services directly amongst one another on the Secondary Market, the following procedure applies:

1. the assignor and assignee mutually agree upon the assignment of Transmission Services on the Secondary Market;
2. The assignor or assignee notifies the Transmission System Operator in written (letter, fax, or e-mail) of the Transmission Services that are to be assigned from the assignor to the assignee, using an Assignment Form (cfr. Attachment G.: Forms) duly signed by both parties;
3. In case the Assignment Form is incomplete, the Transmission System Operator asks to complete the Assignment Form.
4. In case the Assignment Form is complete, the Transmission System Operator registers the Assignment and sends an Assignment Confirmation to assignor and assignee, within the timing as set out in the Code of Conduct, by sending the

countersigned Assignment Form to Assignor and Assignee (cfr. Attachment G.: Forms).

5.2.2. Commercialization by the Transmission System Operator

If a Grid User wishes the Transmission System Operator to commercialize capacities on his behalf on the Secondary Market, the following procedure applies:

1. the Grid User notifies the quantities, the Interconnection Point or the Domestic Exit Point, the Start Date and the Service Duration of the Transmission Service and the Assignment Type (Full Assignment or Assignment with retained payment obligation) he wishes the TSO to commercialize on his behalf on the Secondary Market;
2. The TSO publishes these Transmission Services on the bulletin board [7]with the contact details of the TSO, and with the Regulated Tariff;
3. In case another Grid User is interested in buying these Transmission Services on the Secondary Market, he contacts the TSO;
4. The TSO sends an Assignment Form to the Assignor and the Assignee;
5. Assignor and assignee sign the Assignment Form and return it to the TSO;
6. The TSO registers the Assignment and returns the countersigned Assignment Form to Assignor and Assignee.

Note that, as long as the Transmission Service is not assigned, the Regulated Tariff for this Transmission Service remains due by Grid User.

5.2.3. Cooperation with Adjacent TSOs

The cooperation with adjacent TSOs can amongst others consist of the offer of combined hub-to-hub products or a joint platform for secondary market.

[7] Bulletin board or electronic platform