



## **ACCESS CODE FOR TRANSMISSION**

### **Attachment B:**

### **Subscription & Allocation of Services**

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## 1 Definitions

Unless the context requires otherwise, the definitions set out in the Attachment 3 of the STA apply to this Attachment B. Capitalized words and expressions used in this Attachment B which are not defined in the Attachment 3 of the STA shall have the following meaning:

**“Activation Window for Calendar Day Regime”**: window for asking Calendar Day Regime for an End User Domestic Exit Point, in accordance with the provisions contained in this Attachment B.

**“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.

**“Calendar Day Regime”** shall mean the optional regime that allows Grid Users to subscribe capacities on a calendar day basis instead of the default Gas Day basis.

**“Customer Segment”** or **“cs”** shall mean the segment of the Final Customer at the Distribution Network, being for the time being S30, S31, S32 or S41.

**“DC<sub>d,y</sub>”** or **“Distribution Capacity”** shall mean estimated daily offtake at the Distribution Domestic Exit Points in case of a daily equivalent temperature of -11°C for a considered Gas Year *y*, expressed in kWh/day.

**“DC<sub>d,y,cs</sub>”** or **“Distribution Capacity”** shall mean estimated daily offtake for a specific Customer Segment *cs* of the Distribution Domestic Exit Points in case of a daily equivalent temperature of -11°C for a considered Gas Year *y*, expressed in kWh/day.

**“DC<sub>h,y</sub>”** or **“Distribution Capacity”** shall mean estimated peak hourly offtake at the Distribution Domestic Exit Points in case of a daily equivalent temperature of -11°C for a considered Gas Year *y*, expressed in kWh/h.

**“DC<sub>h,y,cs</sub>”** or **“Distribution Capacity”** shall mean estimated peak hourly offtake for a specific Customer Segment *cs* at the Distribution Domestic Exit Points in case of a daily equivalent temperature of -11°C for a considered Gas Year *y*, expressed in kWh/h.

**“DC<sub>m,cs,g,ARS</sub>”** or **“Distribution Capacity”** shall mean capacity for Month *m*, for Customer Segment *cs* for Grid User *g* at Distribution Domestic Exit Point *ARS*, expressed in kWh/h.

**“DC<sub>m,cs,g</sub>”** or **“Distribution Capacity”** shall mean capacity for Month *m*, for Customer Segment *cs* for Grid User *g*, expressed in kWh/h.

**“DC<sub>m,cs,g,f</sub>”** or **“Distribution Capacity”** shall mean the forecasted capacity for Month *m*, for Customer Segment *cs* for Grid User *g*, expressed in kWh/h.

**“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.

**“Gas Day Regime”** shall mean the default regime that allows Grid Users to subscribe capacities on a Gas Day basis.

**“Growth Factor”** or **“GF<sub>y</sub>”** shall mean the estimated yearly growth in offtakes of Natural Gas at the Distribution Network.

**“GF<sub>y</sub>”** or **“Growth Factor”** shall mean the estimated yearly growth in offtakes of Natural Gas at the Distribution Network.

**“GRF<sub>ARS,h</sub>”** or **“GOS Residu Factor”**– hourly value per ARS; factor calculated by the DGO that has to be applied to the allocations resulting from the SLP process in order to allocate fully the energy measurement at the relevant Distribution Domestic Exit Point.

**“IEF<sub>S30,y</sub>”** or **“Indicative Estimation Factor”** shall mean the yearly indicative estimation factor for Customer Segment S30, calculated Gas Year y according to section [3.6.1.5.13.7.1.4.1](#).

**“IEF<sub>S31,y</sub>”** or **“Indicative Estimation Factor”** shall mean the yearly indicative estimation factor for Customer Segment S31, calculated for Gas Year y according to section [3.6.1.5.23.7.1.4.2](#).

**“IEF<sub>S32,m</sub>”** or **“Indicative Estimation Factor”** shall mean the monthly indicative estimation factor for Customer Segment S32, calculated for Gas Year y according to section [3.6.1.5.23.7.1.4.2](#).

**“IEF<sub>S41,y</sub>”** or **“Indicative Estimation Factor”** shall mean the yearly indicative estimation factor for Customer Segment S41, calculated for Gas Year y according to section [3.6.1.5.23.7.1.4.2](#).

**“KCF<sub>cs,h</sub>”** or **“Climate Correction Factor”** hourly value valid per Customer Segment; factor that has to be applied to the allocations resulting from the SLP process in order to take the real temperature into account.

**“PMV<sub>m,fc,S30</sub>”** or **“Peak Metering Value”** shall mean hourly value for Month *m* for Final Customer *fc* of Customer Segment *S30*.

**“PRISMA”** is a joint capacity booking platform developed in the framework of the cooperation with other European TSO’s.

**“PRISMA GTC’s”** shall mean the General Terms and Conditions of PRISMA, available on the PRISMA website [www.prisma-capacity.eu](http://www.prisma-capacity.eu)

**“Service Allocation Rule”** shall mean the rules for processing of Service Requests by the TSO.

**“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.

**“SYC<sub>fc,cs</sub>”** or **“Standard Yearly Consumption”** shall mean the standard energy offtake of a given Final Customer belonging to a given Customer Segment.

**“SLP<sub>cs,h</sub>”** or **“Standard Load Profile”** - hourly value per Customer Segment; as calculated by the SLP algorithm from the calendar parameters, as published yearly by Synergrid.

**“Specific Conditions of a Subscription Window”** shall mean the specific terms and conditions that apply to a particular Subscription Window.

**“Subscribed Transmission Service”** shall mean a Transmission Service that is subscribed by a Grid User.

**“Subscription Window”** shall mean window for asking services in accordance with the provisions of this Annex B and the "terms and conditions" of such a specific window.

**“XEA’<sub>h,cs,g</sub>”** or **“Exit Energy Allocation”** shall mean hourly value for a Customer Segment *cs* for all Final Customers of Grid User *g*; expressed in kWh.

**“XEA’<sub>h,cs,g,ARS</sub>”** or **“Exit Energy Allocation”** shall mean hourly value for a Customer Segment *cs* for a Distribution Domestic Exit Point *ARS* for all Final Customers of Grid User *g*; expressed in kWh.

**“XEM<sub>h,fc,S30</sub>”** or **“Exit Energy Metering”** shall have the meaning as defined in Access Code for Transmission (ACT – Attachment A).

## 2 General

### 2.1 Registration as a Grid User

By entering in a Standard Transmission Agreement with the TSO, a party becomes a Grid User and can subscribe to Transmission Services by the TSO and participate to the Secondary Market.

A party (hereinafter called “the applicant”) that wants to enter in a Standard Transmission Agreement with the TSO provides the TSO with the following information:

- The detailed identity of the applicant;
- In case the application is filed by a trustee, a proof of the mandate.

In case the information provided by the applicant is incomplete, the TSO informs the applicant within five working days after receipt of the incomplete application. The applicant is invited to complete the application.

In case the application is complete, the TSO sends the Standard Transmission Agreement for signature to the applicant within five working days after receipt of such application.

The applicant returns the signed Standard Transmission Agreement to the TSO within ten working days. As of receipt of the signed Standard Transmission Agreement, the applicant is considered as a Grid User.

If within ten working days no signed Standard Transmission Agreement was returned to the TSO, the application is cancelled.

## **2.2 Registration for PRISMA and the Electronic Booking System**

Any Grid User who wants to send Service Requests through PRISMA or through the Electronic Booking System (hereafter EBS), is responsible for complying with the access requirements (e.g. install the required software), as set out in the PRISMA GTC's and in the Electronic Data Platform (ACT – Attachment H).

In order to be able to subscribe Services on PRISMA, the Grid User shall:

- accept the PRISMA GTC's with the operator of PRISMA. These are available on PRISMA website [www.prisma-capacity.eu](http://www.prisma-capacity.eu) and are attached to this Attachment;
- have a valid Standard Transmission Agreement in force with the TSO.

In order to be able to subscribe Services on EBS, the Grid User shall:

- have a valid Standard Transmission Agreement in force with the TSO.
- appoint at least a Single Point of Contact (SPOC) as described in Attachment H – EDP.

## **3 Primary Market**

### **3.1 Subscription of Services**

All Transmission Services offered on PRISMA can only to be requested by Grid User via PRISMA, as of 1 November 2015.

All other available Transmission Services can be subscribed by Grid User directly via the TSO by the mean of a Service Request either via the Electronic Booking System (see Attachment H) or in written (letter, fax, or e-mail), using a Service Request Form (see Attachment G. – Forms).

Transmission Services are offered as follow:

SERVICES		Subscription & Allocation
On Interconnection Points	Alveringem	PRISMA
	Blaregnies Segeo (together with Blaregnies Troll)	PRISMA
	Blaregnies Troll	PRISMA
	Blaregnies L	PRISMA
	Eynatten 1	PRISMA
	Eynatten 2	PRISMA
	Hilvarenbeek <u>L</u>	PRISMA
	IZT	PRISMA
	's Gravenvoeren	PRISMA
	Zandvliet H	PRISMA
	Zeebrugge Beach	PRISMA or EBS or written <sup>1</sup>
	Zelzate 1	PRISMA
	Zelzate 2	EBS or written
	ZPT	EBS or written
	Zeebrugge LNG Terminal	EBS or written
	Dunkirk LNG Terminal	EBS or written
	Quality conversion	Written only
Loenhout	Implicit	
Exit Service for End Users Domestic Exit Point		EBS or written
Exit Service for Distribution Domestic Exit Point		Implicit
On Other Services	OCUC and Wheeling	Written only
	Zee Platform	Written only
	Cross Border Delivery Service	Written only
	Capacity Pooling <sup>2</sup>	Written only
	Hub Services	Written only
	<u>Imbalance Pooling Service</u> <sup>3</sup>	<u>Written only</u>
	<u>Capacity Conversion Service</u> <sup>4</sup>	<u>Written only</u>

In the following sections the Subscription and Allocation of Services is described

- Section [3.33.3](#) concerns the Services via Prisma
- Section [3.5.3.4](#) concerns the Services directly by the TSO via EBS
- Section [3.53.4](#) concerns the Services directly by the TSO in written
- Section [3.6](#) concerns the implicit Allocation of Services by the TSO

<sup>1</sup> The Entry and Exit Transmission Services from and towards Zeebrugge Beach will be offered on PRISMA for Yearly, Quarterly and Monthly Auctions, but not for Daily or Within-day Auctions. After termination of the Monthly Auctions on PRISMA, Transmission Services from and towards Zeebrugge Beach can be subscribed on EBS as described in section [Error! Reference source not found.3-5](#).

<sup>2</sup> See ACT – Attachment G: Forms for the Capacity Pooling Agreement

<sup>3</sup> See ACT – Attachment G: Forms for the Imbalance Pooling- Service

<sup>4</sup> See ACT – Attachment G: Form for the Capacity Conversion Service

In case of capacity allocation following a new investment, an open season may be organized (Article 5 of the Code of Conduct), according to the procedure described in section [3.7.3-8](#).

### 3.2 Rate Types

The following Rate Types are attributed as follows:

- For an Entry Service at an Interconnection Point with a Service Period which is a multiple of 12 consecutive calendar months, the Yearly Rate Type is attributed for the Service Period;<sup>5</sup>
- For an Entry Service at an Interconnection Point with a Service Period which is less than 12 consecutive calendar months, the Seasonal Rate Type is attributed for the Service Period;
- For an Entry Service at an Interconnection Point with a Service Period which is longer than a multiple of 12 consecutive calendar months, the Transmission Service is split up by the Transmission System Operator into<sup>1</sup>:
  - 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 Period, the Yearly Rate Type is attributed.
- For an Exit Service at an End User Domestic Exit Point with a requested Service Period which is a multiple of 12 consecutive calendar months, the Yearly Rate Type is attributed for the confirmed Service Period unless the Fix/Flex Rate Type has been subscribed as described in section [3.5.2.73-4.2.7](#);
- For an Exit Service at an End User Domestic Exit Point with a requested Service Period which is between 1 and 12 calendar month, the Seasonal Rate Type is attributed for the confirmed Service Period;
- For an Exit Service at an End User Domestic Exit Point with a requested Service Period which is less than one calendar month<sup>6</sup>, the Short Term Rate Type is attributed for the confirmed Service Period;
- For an Exit Service at an End User Domestic Exit Point with a Service Period which is longer than a multiple of 12 consecutive calendar months, the Requested Transmission Service is split up by the Transmission System Operator into:

<sup>5</sup> Entry Services that are subject to a Wheeling Service or an Operational Capacity Usage Commitment (as set out in Attachment A) always have the Yearly Rate Type attributed. For Direct Line services, the same rules apply as for Exit Services at an End User Domestic Exit Point.

<sup>6</sup> For example: the requested Service Period of a Transmission Service with 14/m/yy as Start Date and 13/m+1/yy as End Date is considered as one calendar month.



- 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 with a duration of the remaining multiple of calendar months;
- For Services towards the Distribution Network that are allocated by the TSO in accordance with section [3.6.13.7.13.7.1](#), the Rate Type is always “Yearly”.

If the capacity subscription at the Domestic Exit Point is less than 12 consecutive calendar months due to start-up or commissioning of the facilities connected the Transmission Grid (Start-Up and Commissioning), the Yearly Rate Type will apply for a maximum of 6 months and only when capacity requirements are not on regular basis.

Capacity Transmission Services	Service Period	Rate Type	MTSR
Entry Transmission Services	$\geq 1$ year (*)	Yearly	$MTSR_{d,e,ct,y,IP}$
	1 month $\geq x < 1$ year (*)	Seasonal	$MTSR_{d,e,ct,s,IP}$
	$< 1$ month (*)		
Exit Transmission Services on Interconnection Points	All Service Periods (*)	Yearly	$MTSR_{d,x,ct,y,IP}$
Exit Transmission Services on End User Domestic Exit Points	$\geq 1$ year	Yearly	$MTSR_{d,x,ct,y,XP}$
		Fix/Flex (**)	$MTSR_{d,x,ct,ff,XP}$
	1 month (***) $\geq x < 1$ year	Seasonal	$MTSR_{d,x,ct,s,XP}$
	$< 1$ month	Short Term	$MTSR_{d,x,ct,st,XP}$
Exit Transmission Services on Distribution Domestic Exit Points	All Service Periods	Yearly	$MTSR_{d,x,ct,y,XP}$

- (\*) The Service Periods for Transmission Services on Interconnection Points subscribed through PRISMA are defined by default as annual, quarterly, monthly, daily and within-day.
- (\*\*) The Fix/Flex Rate Type can only be attributed for capacity subscriptions of 12 consecutive months from 1 January until and including 31 December of the same year.
- (\*\*\*) The Service Period of Transmission Services with start date 14/mm/yy and 13/mm+1/yy as end date are considered as 1 calendar month.
- Note that for capacities allocated by the TSO (through implicit allocation), as is the case for Loenhout or for Distribution Domestic Exit Points, the Rate Type is always Yearly.

### **3.3 | Subscription and Allocation of ~~Transmission Services~~ at Interconnection Points via PRISMA**

#### **3.3.1 General**

Entry and Exit Services at Interconnection Points which can only be subscribed via PRISMA, as detailed in section 4.1, will be offered and subscribed in the form of bundled products with the relevant Adjacent Transmission System Operators, as long as the capacities are made available by the Adjacent Transmission System Operator. Remaining available capacity at the Interconnection Points will be offered on PRISMA as unbundled product, whereby the same rules are applicable as for the bundled products.

The Transmission Services are offered on PRISMA according to a calendar which is determined annually and published on ENTSOG website and reflected on PRISMA and on Fluxys Belgium websites as well.

The products, bundled or unbundled, are offered on PRISMA following standardized Service Periods,

- On yearly basis an auction for Gas Year products will be auctioned and this for the upcoming 15 Gas Years.
- On yearly basis an auction for quarterly products will be auctioned and this for the upcoming 4 Gas Quarter (starting on the 1st of October, 1st of January, 1st of April or the 1st of July respectively).
- On monthly basis an auction for the following Gas Month will be auctioned (from the 1st Gas Day to the last Gas Day of any calendar month).
- On daily basis the next Gas Day will be auctioned
- On hourly basis the within-day products will be auctioned, the services start within day and end at the end of the Gas Day.

In case of all Firm Capacity is subscribed during an Auction, a new subscription for Interruptible Services for the same duration will be organised after the closure of the Firm Auctions, according to the European-wide agreed calendar published by ENTSOG

Transmission Services offered on PRISMA by the TSO are allocated via Auctions as described in the PRISMA GTC's (available on the PRISMA website [www.prisma-capacity.eu](http://www.prisma-capacity.eu)). The amount of capacities offered is published at [www.prisma-capacity.eu](http://www.prisma-capacity.eu) before the beginning of each Auction.

An amount of 20 % of the technical capacity at each Interconnection Point shall be set aside and offered subject to the following provisions:

- an amount equal to 10 % of the technical capacity at each Interconnection Point shall be offered no earlier than in the yearly capacity Auction during the fifth Gas Year preceding the start of the relevant Gas Year; and
- a further amount equal to 10 % of the technical capacity at each Interconnection Point shall first be offered no earlier than the quarterly capacity Auction during the Gas Year preceding the start of the relevant Gas Year.

For the auctioning of yearly, quarterly and monthly Services, an ascending clock Auction algorithm is applied. For the auctioning of daily and within-day Services, a uniform price Auction algorithm is applied (for details, see PRISMA GTC's)

In case PRISMA is not available (planned or unplanned unavailability of PRISMA), the TSO keeps the possibility to offer the available capacity on the Electronic Booking System or in written form as the case may be and the Grid User has the right to send its Service Request directly to the TSO, using the appropriate Form (see ACT, Attachment G – Forms).

### **3.3.2 Auction Premium charged by TSO**

For bundled Transmission Services, in case the Auction results in an Auction Premium, the Auction Premium will be charged by TSO, in accordance with Attachment A of the Access Code for Transmission. The split factor of the premium between the TSO and the Adjacent TSO is described in the PRISMA GTC's. This percentage is subject to the agreement between TSO and the concerned adjacent Transmission System Operator and to the approval by the respective concerned regulatory authorities.

For unbundled Transmission Services, in case the Auction results in an Auction Premium, the Auction Premium will be charged by TSO, in accordance with Attachment A of the Access Code for Transmission.

### **3.3.3 Service Confirmation**

In case the Capacity Service was allocated via PRISMA, the Service Confirmation is sent by the TSO once the results are communicated to him, and the TSO registers the Service as a Subscribed Transmission Service. No further signature is required.

## **3.4 Subscription and Allocation of Services via EBS**

In line with the table of section 3.1, this section is applicable to all Services on Interconnection Points which are not exclusively offered on PRISMA and to End User Domestic Exit Points.

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

The response times to the Service Request via EBS are reduced to near real-time if the requested Services are available with the TSO as requested. Furthermore, for the Domestic Exit Points the near real-time response requires that no change to the Allocation Agreement is necessary for the capacity to be allocated towards the Grid User.

The Service Request via EBS is possible until midnight before the Start Date of the Service on the following Gas Day. The delay for processing the Service Request and the Service Confirmation are dependent on the process and communication systems.

~~At the latest from October 1<sup>st</sup> 2016<sup>7</sup> onwards, it will be~~ It is furthermore possible to request within-day capacity services exclusively for Zeebrugge Beach Interconnection Point, and according to the following conditions:

- For a given Gas Day, it will be possible for Grid Users to request and subscribe (subject to the confirmation via EBS of the availability of the capacity) a capacity product starting at the earliest, on the first Gas Hour of the considered Gas Day and at the latest on the last Gas Hour of the considered Gas Day. The product will always be ending at the end of the considered Gas Day.
- The start hour will be calculated automatically by the system based on the contractual timestamp, taking a fullhour+2 lead-time
- For the avoidance of doubt, neither hour blocks, nor combinations of days and hours are possible.
- This implies that a daily product (one full gas day) can be subscribed until 4:00 AM local time the day before.

No further signature is required, unless specific information to be communicated to the Grid User

The Confirmation of Services will be confirmed in written in case that the Service Request is not fully available. Then the delays for Service Confirmation are applicable, as described in section [3.5.1.33.4.1.3](#) for Interconnection Points and in section [3.5.2.33.4.2.3](#) for Domestic Exit Points.

In case that the Service Request also needs the signature of the Allocation Agreement for the Domestic Exit Point, then the Grid User will need to follow the procedure as described in [3.5.2.43.4.2.4](#)

### 3.5 Subscription and Allocation of Services ~~–Direct process with TSO–~~ via written form

In line with the table of [section 3.1](#) ~~section 4.1~~, this section is applicable to all Services on Interconnection Points which are not offered on PRISMA, ~~–and–~~ to End User Domestic Exit Points<sup>8</sup>, and to other Services.

#### 3.5.1 Services at Interconnection Points

##### 3.5.1.1 Service Request

A Grid User can send a Service Request in written (letter, fax, or e-mail), using a Transmission Service Request form (see Attachment G – Forms).

In case the Service Request is incomplete the Grid User is invited to complete the Service Request. The TSO informs the Grid User:

<sup>7</sup> ~~Subject to a notification by the TSO, this feature could be made available earlier in September 2016.~~

<sup>8</sup> The Allocation Agreement for an End user Domestic Exit Point is handled through EBS unless otherwise requested by the End User.

- within 2 working days after receipt of the Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Service Request, in case the requested Start Date is later than within 5 working days.

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

#### 3.5.1.2 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 Congestion Management (ACT – 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, Interruptible Transmission Services are commercialized and allocated in the order they have been subscribed.

#### 3.5.1.3 Service Confirmation

If the Service Request is complete and taking into account the availability of the Requested Service and the Service Allocation Rule detailed in section [3.5.1.23.4.1.2](#) the Transmission System Operator sends the Service Confirmation:

- within 2 working days after receipt of the complete Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the complete Service Request, in case the requested Start Date is later than within 5 working days.

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 Period;
- The confirmed quantity of the Transmission Service;
- The Interconnection Point;
- The Rate Type;
- The Regulated Tariff applicable at the time of the Service Confirmation.

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

#### 3.5.1.4 Service Subscription

Service Requests sent in written, will be registered by the TSO as a Subscribed Transmission Service after having received the Transmission Service Confirmation form signed by the Grid User:

- within 2 working days after receipt of the Confirmation Form, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Confirmation Form, in case the requested Start Date is later than within 5 working days.

In case the Grid User did not return the signed Service Confirmation within the abovementioned timing, the Service Request is cancelled. In case the Service was already started, all related Fees remain due until such cancellation.

### 3.5.2 Services at End User Domestic Exit Points

#### 3.5.2.1 Service Request

A Grid User can send a Service Request, in written (letter, fax, or e-mail), using a Transmission Service Request form (see Attachment G – Forms).

In case the Service Request is incomplete (see Attachment G - Forms) , the Grid User is invited to complete the Service Request. The TSO informs the Grid User:

- within 2 working days after receipt of the Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Service Request, in case the requested Start Date is later than within 5 working days.

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

#### 3.5.2.2 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 End User Domestic Exit Point, the measures as set out in ACT- -Attachment E are taken.

#### 3.5.2.3 Service Confirmation

If Service Request was complete, and taking into account the availability of the Requested Service and the Service Allocation Rule detailed in section [3.5.2.23.4.2.2.](#), the TSO sends the Service Confirmation:

- within 2 working days after receipt of the complete Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the complete Service Request, in case the requested Start Date is later than within 5 working days.

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 Period;
- 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.

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

#### 3.5.2.4 Allocation Agreement

The Transmission System Operator sends through the EBS an Allocation Agreement (see. 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 through the EBS. Upon request of the End User, this Allocation Agreement document can be made anonymous when sent to multiple Grid Users, with the exception of the Allocation Agreement relating to Capacity Pooling Service. Upon request of the Grid User or End User, the Allocation Agreement can still be published on EBS. The Allocation Agreements signed by all involved parties are published on the EBS unless made anonymous.

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<sub>h</sub>) 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 Forms (ACT – Attachment G).

#### 3.5.2.5 Service Subscription

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 2 working days after receipt of the Confirmation Form, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Confirmation Form, in case the requested Start Date is later than within 5 working days.

In case the Grid User did not return the signed Service Confirmation within the abovementioned timing, the Service Request is cancelled. In case the Service was already started, all related Fees remain due until such cancellation.

#### 3.5.2.6 Link with Connection Agreement of considered End User

In case the Connection Agreement between the considered End User and the TSO is terminated, the Service Confirmation Form of the Grid User at the considered End User Domestic Exit Point shall be adjusted accordingly.

#### 3.5.2.7 Subscription Window for Fix/Flex Rate Type

The Fix/Flex Rate Type can only be requested for a given End User Domestic Exit Point, for a whole calendar year, during a Subscription Window. This Subscription Window for Fix/Flex Rate Type will be organised on an annual basis and by default in the first weeks of December of the preceding year. All Grid Users will be informed in advance on the scheduled Subscription Window for Fix/Flex Rate Type.

During such Subscription Window for Fix/Flex Rate Type, a Grid User can send a Request in written (letter, fax, or e-mail) using a specific Transmission Service Request form for subscribing Services at End User Domestic Exit Points on which the Fix/Flex Rate Type can be selected (see Attachment G – Forms). This Transmission Service Request only allows for subscribing for a whole calendar year. .

In case this Service Request for a given End User Domestic Exit Point *XP* is complete, the previously subscribed Transmission Services for the applicable calendar year will be cancelled and replaced by the newly requested quantities for that calendar year. In case the previously subscribed Transmission Services for the applicable calendar year would be higher than the newly subscribed capacity, the difference will be invoiced at 100% of the applicable Regulated Tariff as a termination indemnity.

The Fix/Flex Rate Type:

- can only be attributed if all Grid Users active on the same End User Domestic Exit Point *XP* request the Fix/Flex Rate Type for the considered calendar year;
- cannot be combined with other Rate Types on the same End User Domestic Exit Point *XP*;
- can only be attributed on Transmission Services on End User Domestic Exit Points of the Firm Capacity Type;
- cannot be attributed if and for as long as the connection of the End User Domestic Exit Point is still covered by a bank guaranty on first request (“Bankgarantie op eerste verzoek”), as described in Attachment 8 of the Connection Agreement;
- cannot be attributed to Transmission Services on End User Domestic Exit Points outside the Subscription Window for Fix/Flex Rate Type.



In case the Fix/Flex Rate Type is attributed at a given End User Domestic Exit Point, no additional capacity can be subscribed at that End User Domestic Exit Point for the considered calendar year after the Subscription Window for Fix/Flex Rate Type.

#### 3.5.2.8 Activation window for Calendar Day Regime

The Calendar Day Regime can only be requested for a given End User Domestic Exit Point, for a whole calendar year, during a pre-defined window of time. This activation window for Calendar Day Regime will be organised on an annual basis and by default in November of the preceding year. All Grid Users will be informed in advance on the scheduled activation window for Calendar Day Regime.

During such activation window for Calendar Day Regime, a Grid User can send a Request in written (letter, fax, or e-mail) using a specific Transmission Service Request form (see Attachment G – Forms) and request the Calendar Day Regime.

In case a complete Service Request for Calendar Day Regime is received for a given End User Domestic Exit Point *XP*, existing subscribed Transmission Services for the applicable calendar year will switch to Calendar Day Regime.

The Calendar Day Regime:

- can only be attributed if all Grid Users active on the same End User Domestic Exit Point *XP* request the Calendar Day Regime for the considered calendar year;
- cannot be combined with the standard Gas Day regime on the same End User Domestic Exit Point *XP* for the same calendar year;
- cannot be combined with the Fix/Flex Rate Type on an End User Domestic Exit Point;
- cannot be attributed to Transmission Services on End User Domestic Exit Points outside the activation window for Calendar Day Regime.

By default the Gas Day regime remains in place in case no request for the End User Domestic Exit Point is received.

For the avoidance of doubt, when the switch is made between Gas Day and Calendar Day Regime or vice versa, the overlap in Gas Day (31/12/Y) and calendar day (01/01/Y+1) will not give access to double the capacity nor will it lead to a double capacity fee.

### 3.5.3 *Wheeling and Operational Capacity Usage Commitment (OCUC)*

#### 3.5.3.1 Service Request

The TSO offers all Grid Users having Entry and Exit Services eligible, as provided for in ACT - Attachment A, for Wheeling or Operational Capacity Usage Commitments the possibility to convert a Wheeling or an Operational Capacity Usage Commitment with the TSO, under following restrictive conditions:

- Only yearly, quarterly and monthly Entry and Exit Services can be converted<sup>9</sup>
- The Grid User has a period of 1 week, after the allocation of the capacity, to send in his request to convert the Entry and Exit Services into a Wheeling or an Operational Commitment Usage Capacity (as provided for in Attachment G – Forms). Both Services must be newly acquired and equal in quantity. The period remains identical as initially contracted.

The quantities, Interconnection Points, the duration and the tariff of the Wheeling or Operational Capacity Usage Commitments are indicated in the Wheeling or Operational Capacity Usage Commitment form, signed by Grid User and TSO (Attachment G – Forms).

In case the Service Request is incomplete, the Grid User is invited to complete the Service Request. The TSO informs the Grid User:

- within 2 working days after receipt of the Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Service Request, in case the requested Start Date is later than within 5 working days.

#### 3.5.3.2 Service Confirmation

If case the Service Request is complete, the TSO sends the Service Confirmation:

- within 2 working days after receipt of the complete Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the complete Service Request, in case the requested Start Date is later than within 5 working days.

The Wheeling or OCUC Service Confirmation contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The 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.

#### 3.5.3.3 Service Subscription

The TSO registers the Wheeling or OCUC as a Service after having received the Wheeling or OCUC Service Confirmation form signed by the Grid User:

- within 2 working days after receipt of the Confirmation Form, in case the requested Start Date is within 5 working days or less;

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<sup>9</sup> Except for Dunkirk LNG where OCUC are offered associated with a Cross Border Delivery Service for the same Period Service which can be shorter than for monthly capacities.

- within 5 working days after receipt of the Confirmation Form, in case the requested Start Date is later than within 5 working days.

In case the Grid User did not return the signed Service Confirmation within the abovementioned timing, the Service Request is cancelled. In case the Service was already started, all related Fees remain due until such cancellation.

### 3.5.4 *Quality Conversion H->L*

#### 3.5.4.1 Service Request

A Grid User can send a Quality Conversion Request in written (letter, fax, or e-mail) using a Transmission Service Request form (see Attachment G – Forms).

A Service Request for Quality Conversion Services contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The requested Start Date;
- The requested Quality Conversion Service;
- In case of the Peak Load Quality Conversion Service, the requested quantity of standard bundled units of Peak Load and the requested quantity in case of the Base and Seasonal Load Quality Conversion Service.

In case the Service Request is incomplete, the Grid User is invited to complete the Service Request. The TSO informs the Grid User:

- within 2 working days after receipt of the Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Service Request, in case the requested Start Date is later than within 5 working days.

#### 3.5.4.2 Service Allocation Rule

On an annual rolling basis, a Subscription Window is organized with a period starting on 1/10/Y. The Peak Load services are offered on a yearly basis or a multiyear basis (up to 5 years can be offered) with 30/9/Y+N always as end date of the period. The Base Load and Seasonal Load Quality Conversion Services are offered on a yearly basis with 30/9/Y+1 always as end date of the period. All Grid Users will be informed in advance on the scheduled yearly Subscription Window on the quantities that will be made available and of the Specific Terms and Conditions of the Subscription Window. These Specific Terms and Conditions of the Subscription Window will be communicate to CREG and published on Fluxys Belgium's website.

Peak Load Quality Conversion Requests sent during the Subscription Window are allocated in proportion to the requested quantities with priority to the longest period. Since the Base Load and Seasonal Load Quality Conversion Services make use of the same physical capacities, capacities will be allocated pro rata the requested quantities of both services together.

After closing of a Subscription Window, the Quality Conversion Services that were not subscribed during the window can be subscribed on “first come first served” basis, subject to availability. This Quality Conversion Request sent after closing of the Subscription Window can have any start date (either before the 1/10/Y+1, but the end date is always 30/09/Y+1).

- Such Quality Conversion Services requested after closing of the Subscription Window are allocated in the order as they have been requested, and are subject to availability and to the required logistics (e.g. with nitrogen suppliers) which are typically arranged after the closing of the Subscription Window.
- Quality Conversion Requests for a service period later than 01/10/Y+1, sent before the Subscription Window, are not treated. For these Quality Conversion Requests, the Grid User is advised to re-submit the Quality Conversion Request during the Subscription Window.

#### 3.5.4.3 Service Confirmation

If Service Request, received after the Subscription Window is complete, and taking into account the availability of the Requested Service and the Service Allocation Rule detailed in section [3.5.4.23-6.2.2](#), the TSO sends the Service Confirmation:

- within 2 working days after receipt of the complete Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the complete Service Request, in case the requested Start Date is later than within 5 working days.

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 Quality Conversion Service;
- The confirmed quantity of the respective Quality Conversion Service;
- The Regulated Tariff applicable at the time of the Quality Conversion Confirmation for the respective Quality Conversion Service.

#### 3.5.4.4 Service Subscription

For Quality Conversion Requests sent in written during or outside the Subscription Window, the TSO registers the Service as a Subscribed Transmission Service after having received the Quality Conversion Confirmation form signed by the Grid User:

- within 2 working days after receipt of the Confirmation Form, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Confirmation Form, in case the requested Start Date is later than within 5 working days.

In case the Grid User did not return the signed Quality Conversion Confirmation within the abovementioned timing, the Service Request is cancelled. In case the Service was already started, all related Fees remain due until such cancellation.

### 3.5.5 Quality Conversion L->H

#### 3.5.5.1 Service Request

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

A Service Request contains at least the following information:

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

In case the Service Request is incomplete, the Grid User is invited to complete the Service Request. The TSO informs the Grid User:

- within 2 working days after receipt of the Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Service Request, in case the requested Start Date is later than within 5 working days.

#### 3.5.5.2 Service Allocation Rule

A Subscription Window is organized on an annual rolling basis, with a period starting on 1/10/Y. The service is offered on a yearly basis or a multiyear basis (up to 3 Gas Years can be offered) with 30/09/Y+N always as end date of the period. All Grid Users will be informed in advance on the scheduled yearly Subscription Window, on the quantities that will be made available and on the Specific Terms and Conditions of the Subscription Window. These Specific Terms and Conditions of the Subscription Window will be communicate to CREG and published on Fluxys Belgium's website. Quality Conversion Requests sent during the Subscription Window are allocated in proportion to the requested quantities with priority to the longest period.

After closing of a Subscription Window, the Quality Conversion L->H Services offered that are not subscribed during this window can be subscribed also for periods of less than one year. This Quality Conversion L->H Request sent after closing of the yearly Subscription Window can have any start date, and shall have at least a duration of one week.

- Such Quality Conversion L->H Services requested after closing of the Subscription Window are allocated in the order as they have been requested.
- Quality Conversion L->H Requests for a service period later than 30/09/Y+1, sent before the Subscription Window, are not treated. For these Quality Conversion L->H Requests, the Grid User is advised to resend the Quality Conversion Request during the Subscription Window.

### 3.5.5.3 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 [3.5.5.23-6.3.2](#)

The Service Confirmation contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The confirmed Start Date and Service Period;
- 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 (see Attachment G – Forms) and has to be signed by the Grid User within the timing as set out in the Code of Conduct.

### 3.5.5.4 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 2 working days after receipt of the Confirmation Form, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Confirmation Form, in case the requested Start Date is later than within 5 working days.

In case the Grid User did not return the signed Service Confirmation within the abovementioned timing, the Service Request is cancelled. In case the Service was already started, all related Fees remain due until such cancellation.

## 3.5.6 *Zee Platform*

### 3.5.6.1 Service Request

A Grid User can send a Zee Platform Request in written (letter, fax, or e-mail) by the mean of the appropriate Service Request form (see Attachment G - Forms).

The Zee Platform Service Request specifies a Start Date but no End Date since the Zee Platform Service is subscribed for an unlimited Duration as of Start Date.

In case the Zee Platform Service Request is incomplete, the Grid User is invited to complete the Zee Platform Service Request. The TSO informs the Grid User:

- within 2 working days after receipt of the Zee Platform Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Zee Platform Service Request, in case the requested Start Date is later than within 5 working days.

#### 3.5.6.2 Service allocation rule

Zee Platform Requests are allocated in the order as they have been requested, on the conditions as set out in Attachment A.

#### 3.5.6.3 Service Confirmation

If Service Request was complete, and taking into account the availability of the Requested Service and the Service Allocation Rule, detailed in section [3.5.6.23-6.4.2](#), the TSO sends the Service Confirmation:

- within 2 working days after receipt of the complete Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the complete Service Request, in case the requested Start Date is later than within 5 working days.

The Zee Platform Service Confirmation contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The confirmed Start Date;
- The Zee Platform 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.

#### 3.5.6.4 Service Subscription

The TSO registers the Zee Platform Service as a Subscribed Transmission Service after having received the Zee Platform Service Confirmation form signed by the Grid User:

- within 2 working days after receipt of the Confirmation Form, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Confirmation Form, in case the requested Start Date is later than within 5 working days.

In case the Grid User did not return the signed Service Confirmation within the abovementioned timing, the Service Request is cancelled. In case the Service was already started, all related Fees remain due until such cancellation.

#### ***3.5.7 Cross Border Delivery Service (and its associated Entry, Exit and/or OCUC Services at an Interconnection Point)***

The Cross Border Delivery Service at an Interconnection Point is only offered jointly with its associated Transmission Services at the same Interconnection Point being either Entry, Exit or OCUC Services. Both Transmission Services shall have the same capacity type.





In case the Grid User did not return the signed Service Confirmation within the abovementioned timing, the Service Request is cancelled. In case the Service was already started, all related Fees remain due until such cancellation.

### **3.5.8 Capacity Pooling Services**

A Grid User can send a Capacity Pooling Request in written (letter, fax, or e-mail) by the mean of the appropriate Service Request form (see Attachment G - Forms).

In case the Capacity Pooling Service Request is incomplete, the Grid User is invited to complete the Capacity Pooling Service Request. The TSO informs the Grid User:

- within 2 working days after receipt of the Capacity Pooling Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Capacity Pooling Service Request, in case the requested Start Date is later than within 5 working days.

The Capacity Pooling Agreement contains only the specific clauses of the agreement (framework agreement between the parties). The different data on the End User Domestic Exit Point, the different roles of Network Users in the Capacity Pooling Service (Grid User designated as priority or the Grid User responsible for the capacity), the Start Date of the Service and Service Period of the Capacity Pooling Service shall be determined in the different Allocation Agreements, as described in Appendix 1 of the Capacity Pooling Agreement (see Attachment G - Forms).

Requests for the Capacity Pooling Service are allocated as requested, under the conditions provided in Annex 1 of the Capacity Pooling Agreement.

### **3.5.9 Hub Services**

#### **3.5.9.1 Service Request**

A Grid User can send a Hub Services Request in written (letter, fax, or e-mail) by the mean of the appropriate Service Request form (cf. Attachment G - Forms).

The Hub Services Request specifies the requested Hub Services, a Start Date but no End Date since the Hub Services are subscribed for an unlimited Duration as of Start Date.

In case the Hub Services Request is incomplete, the Grid User is invited to complete the Hub Services Request. The TSO informs the Grid User:

- within 2 working days after receipt of the Hub Services Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Hub Services Request, in case the requested Start Date is later than within 5 working days.

#### **3.5.9.2 Service allocation rule**

Hub Services Requests are allocated in the order as they have been requested.

### 3.5.9.3 Service Confirmation

If Service Request was complete, the TSO sends the Service Confirmation:

- within 2 working days after receipt of the complete Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the complete Service Request, in case the requested Start Date is later than within 5 working days.

The Hub Service Confirmation contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The subscribed Hub Services;
- The confirmed Start Date;
- 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.

### 3.5.9.4 Service Subscription

The TSO registers the Hub Service as a Service after having received the Hub Service Confirmation form signed by the Grid User:

- within 2 working days after receipt of the Confirmation Form, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Confirmation Form, in case the requested Start Date is later than within 5 working days.

In case the Grid User did not return the signed Service Confirmation within the abovementioned timing, the Service Request is cancelled. In case the Service was already started, all related Fees remain due until such cancellation.

## 3.5.10 Imbalance Pooling Service

### 3.5.10.1 Service Request

A Grid User can send a Service Request for the Imbalance Pooling Service in written (letter, fax, or e-mail) by means of the appropriate Service Request form (see Attachment G - Forms).

In case the Imbalance Pooling Service Request is incomplete, the Grid User is invited to complete the Imbalance Pooling Service Request. The TSO informs the Grid User:

- within 2 working days after receipt of the Imbalance Pooling Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Imbalance Pooling Service Request, in case the requested Start Date is later than within 5 working days.

The Imbalance Pooling Service Request form contains the different roles of Grid Users in the Imbalance Pooling Service (Grid User designated as Imbalance Transferor and as Imbalance Transferee), and the Service Period (Service Start Date and Service End Date) of the Imbalance Pooling Service (see Attachment G - Forms).

#### 3.5.10.2 Service Allocation, Confirmation and Subscription

Requests for the Imbalance Pooling Service are allocated as requested, under the conditions set out Section 3.10 of the ACT - Attachment A. If the Service Request was complete, the TSO sends the Service Confirmation to both Grid Users:

- within 2 working days after receipt of the complete Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the complete Service Request, in case the requested Start Date is later than within 5 working days.

The TSO registers the Imbalance Pooling Service as a Service when issuing the Service Confirmation form to both Grid Users.

#### 3.5.11 Capacity Conversion Service

The TSO offers all Grid Users holding unbundled capacity at one side of an Interconnection Point the possibility to convert this capacity into bundled capacity at the following conditions:

- Only Capacity with a standard yearly, quarterly or monthly Service Period can be converted.
- Case 1 - Grid User holds unbundled Entry, Exit, Wheeling or OCUC Services at the TSO side of the Interconnection Point: after the allocation and booking of standard Bundled Capacity on PRISMA, Grid User may request the conversion of corresponding existing Unbundled Capacity. To that end, Grid User shall send to the TSO a Conversion Request Form within 5 Business Days following the Day on which the auction took place on PRISMA. The corresponding existing Unbundled Capacity will be converted into the TSO part of the newly acquired Bundled Capacity, for the quantity mentioned in the request. The existing Service(s) shall not be further affected by the conversion, in particular no additional fee will be charged for the TSO part of the newly acquired Bundled Capacity except any eventual Auction Premium.
- Case 2 - Grid User holds unbundled Entry or Exit Services at the Adjacent TSO side of the Interconnection Point: after the auctioning of Bundled Capacity on PRISMA for the corresponding Service Period and Interconnection Point, Grid User may request the conversion of corresponding existing unbundled Capacity. To that end, Grid User shall send to the TSO a Conversion request Form within 5 Business Days following the Day on which the auction took place on PRISMA. The corresponding existing Unbundled Capacity at the Adjacent TSO side of the Interconnection Point will be bundled with existing or newly acquired unbundled Entry, Exit, Wheeling or OCUC Services at the TSO side of the Interconnection Point insofar available. For the avoidance of doubt the

TSO is not responsible for checking the correctness of the data regarding the unbundled Services at the Adjacent TSO side of the Interconnection Point and the resulting Bundled Capacity will be registered as such by the TSO.

#### 3.5.11.1 Service Request

A Grid User can send a Service Request in written (letter, fax, or e-mail) using a Transmission Service Request form (see. Attachment G. – Forms).

In case the Service Request is incomplete or incorrect, the Grid User is invited to complete the Service Request. The TSO informs the Grid User:

- within 2 working days after receipt of the Service Request, in case the requested Start Date is within 5 working days or less
- within 5 working days after receipt of the Service Request, in case the requested Start Date is later than within 5 working days.

#### 3.5.11.2 Service Allocation Rule

Upon receipt of a complete Service Request Form for Transmission Services, TSO executes the conversion. The requested Transmission Services are allocated in the order as they have been requested.

#### 3.5.11.3 Service confirmation

In case the Service Request is complete, the TSO sends the Capacity conversion Service Confirmation:

- within 2 working days after receipt of the complete Service Request, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the complete Service Request, in case the requested Start Date is later than within 5 working days.

The Capacity conversion Service Confirmation contains at least the following information:

- Reference to the Standard Transmission Agreement;
- The Interconnection Point;
- The Service;
- The Quantity and Duration
- The Regulated Tariff applicable at the time of the Service Confirmation
- The eventual Auction Premium due.

The Capacity conversion 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.

#### 3.5.11.4 Service Subscription

The TSO registers the converted Services after having received the Capacity conversion Service Confirmation form signed by the Grid User:

- within 2 working days after receipt of the Confirmation Form, in case the requested Start Date is within 5 working days or less;
- within 5 working days after receipt of the Confirmation Form, in case the requested Start Date is later than within 5 working days.

In case the Grid User did not return the signed Service Confirmation within the abovementioned timing, the Service Request is cancelled. In case the Service was already started, all related Fees remain due until such cancellation.

### 3.6 Transmissions Services with implicit Allocation from the TSO

#### 3.6.1 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 “Distribution Capacity”) is determined on a yearly basis, 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.

##### 3.6.1.1 Distribution Capacity & Distribution Capacity per Customer Segment

The daily Distribution Capacity to supply the Distribution Network in Belgium is determined annually by May 15 for the upcoming Gas Year, 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 Distribution Capacity during the last 5 years and a Growth Factor ( $GF_y$ ). The daily Distribution Capacity for the upcoming year is equal to the maximum of the daily Distribution Capacity of the last 5 years ( $DC_{d,y}$ ). The new daily Distribution Capacity enters into force on October 1<sup>st</sup> of the considered year.

$$DC_{d,y} = \max(DC_{d,y-1}; DC_{d,y-2}; DC_{d,y-3}; DC_{d,y-4}; DC_{d,y-5}) \times (1 + GF_y)$$

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

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 ( $DC_{d,y,S30}$ ,  $DC_{d,y,S31}$ ,  $DC_{d,y,S32}$ ,  $DC_{d,y,S41}$ ).

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

$$DC_{h,y,cs} = DC_{h,y} \times \frac{DC_{d,y,cs}}{\sum DC_{d,y,cs}}$$

3.6.1.2 Monthly allocation of Transmission Services between active Grid Users

3.6.1.2.1 Telemetered Final Customers

S30 Final Customers are telemetered by the Distribution Grid Operator. For each S30 Final Customer  $fc$ , the Peak Metering Value ( $PMV_{m,fc}$ ) for month  $m$  is determined based on the maximum validated<sup>10</sup> Exit Energy Metering ( $XEM'_{h,fc}$ ) of the last 12 months for the considered Final Customer  $fc$ . Each S30 Final Customer is located at a Distribution Network.

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

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  $m$  ( $PMV_{m,fc,S30}$ ), multiplied by the Distribution Capacity for the S30 Customer Segment, divided by the Peak Metering Values of all S30 Final Customers, gives the Transmission Services allocated to the considered Grid User  $g$  ( $DC_{m,S30,g}$ ) for the S30 Customer Segment for the considered month  $m$ .

$$DC_{m,S30,g} = \frac{\sum_{All\ fc\ of\ g} PMV_{m,fc,S30}}{\sum_{all\ S30\ fcs} PMV_{m,fc,S30}} \times DC_{h,y,S30}$$

3.6.1.2.2 S32 Profiled Final Customers

Transmission Services for the S32 Customer Segment  $cs$  ( $DC_{m,S32,g}$ ) are allocated, for each month  $m$  of the whole year, to the Grid User  $g$  in proportion to the commodity allocations of the Customer Segment  $cs$  ( $XEA'_{h,cs}$ ) during the months January and February of the considered year, as allocated by the Distribution Grid Operator, in the customer portfolio of this Grid User  $g$ <sup>11</sup>.

$$DC_{m,S32,g} = DC_{h,y,S32} \times \frac{\sum_{All\ hours\ of\ months\ January\_February} XEA'_{h,S32,g}}{\sum_{All\ Grid\ Users} \left[ \sum_{All\ hours\ of\ months\ January\_February} XEA'_{h,S32,g} \right]}$$

3.6.1.3

3.6.1.3.1 Other Profiled Final Customers (S31 and S41)

Transmission Services for the S31 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 Grid Operator, in the customer portfolio of this Grid User  $g$  for the considered Customer Segment ( $DC_{m,S31,g}$ ,  $DC_{m,S41,g}$ ).

<sup>10</sup> Validated metered data by DGO when first allocation is sent to the TSO

<sup>11</sup> The portfolio can be transferred only in totality from one Grid User to another during the current calendar year

$$DC_{m,S31,g} = DC_{h,y,S31} \times \frac{\sum_{\text{All hours of month } m} XEA'_{h,S31,g}}{\sum_{\text{All Grid Users}} \left[ \sum_{\text{All hours of month } m} XEA'_{h,S31,g} \right]}$$

$$DC_{m,S41,g} = DC_{h,y,S41} \times \frac{\sum_{\text{All hours of month } m} XEA'_{h,S41,g}}{\sum_{\text{All Grid Users}} \left[ \sum_{\text{All hours of month } m} XEA'_{h,S41,g} \right]}$$

3.6.1.4 Allocation Transmission Services per Customer Segment per Grid User on ARS level  
 The monthly Distribution Capacity per Grid User per Customer Segment ( $DC_{m,S30,g}$ ,  $DC_{m,S31,g}$ ,  $DC_{m,S32,g}$ ,  $DC_{m,S41,g}$ ) is distributed per ARS (Aggregated Receiving Station) on a monthly basis ( $DC_{m,S30,g,ARS}$ ,  $DC_{m,S31,g,ARS}$ ,  $DC_{m,S32,g,ARS}$ ,  $DC_{m,S41,g,ARS}$ ).

3.6.1.4.1 Telemetered Final Customers

Each Final Customer is connected to one ARS. The monthly S30 Distribution Capacity of a Grid User ( $DC_{m,S30,g}$ ) is distributed to the ARSs proportionally to the sum of the monthly Peak Metering Values ( $PMV_{m,fc,S30,g}$ ) of Final Customers  $fc$  in the customer portfolio of Grid User  $g$  on the considered ARS.

$$DC_{m,S30,g,ARS} = DC_{m,S30,g} \times \frac{\sum_{\text{All } fc \text{ of considered ARS}} PMV_{m,fc,S30,g}}{\sum_{\text{All } fc \text{ of all ARSs}} PMV_{m,fc,S30,g}}$$

3.6.1.4.2 S32 – Profiled final Customers

The Distribution Capacity S32 Customer Segment for a Grid User  $g$  ( $DC_{m,S32,g}$ ), for each month, is distributed to the different ARSs in proportion of the monthly commodity allocation of the months January and February of the considered year per ARS ( $XEA'_{h,cs,g,ARS}$ ), as allocated by the Distribution Grid Operator.

$$DC_{m,S32,g,ARS} = DC_{m,S32,g} \times \frac{\sum_{\text{All hours of month for the considered ARS for months January and February}} [XEA'_{h,S32,g,ARS}]}{\sum_{\text{All ARSs}} \left[ \sum_{\text{All hours of months January and February}} [XEA'_{h,S32,g,ARS}] \right]}$$

3.6.1.4.3 Others Profiled Final Customers (S31 & S41)

The Distribution Capacity for respectively S31 and S41 for a Grid User  $g$  ( $DC_{m,S31,g}$ ,  $DC_{m,S41,g}$ ) is distributed to the different ARSs 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.

$$DC_{m,S31,g,ARS} = DC_{m,S31,g} \times \frac{\sum [XEA'_{h,S31,g,ARS}]}{\sum_{AllARSs} \left[ \sum_{All\ hours\ of\ month} [XEA'_{h,S31,g,ARS}] \right]}$$

$$DC_{m,S41,g,ARS} = DC_{m,S41,g} \times \frac{\sum [XEA'_{h,S41,g,ARS}]}{\sum_{AllARSs} \left[ \sum_{All\ hours\ of\ month} [XEA'_{h,S41,g,ARS}] \right]}$$

### 3.6.1.5 Estimation of the Monthly allocated Transmission Services per active Grid Users

The Distribution Capacity is allocated on a monthly basis to Grid Users using definitive Energy Allocation information. Therefore the monthly Distribution Capacity per Grid User per Customer Segment (and per ARS) can only be computed and communicated after the month. In order to allow Grid Users estimating such monthly Distribution Capacity, the TSO will determine indicative estimation factors, valid for the upcoming Gas Year (Oct Y – Sep Y+1). Those indicative estimation factors are provided for information purposes only and are not binding towards the TSO, as regards to the effectively allocated Distribution Capacity. Those factors will be reviewed at least annually by May 15<sup>th</sup> and published on the website of the TSO.

#### 3.6.1.5.1 Telemetered Final Customers

For telemetered Final Customers, Grid Users will be able to estimate the monthly forecasted S30 Distribution Capacity ( $DC_{m,S30,g,f}$ ) for each month of the upcoming Gas Year, as the sum of the monthly Peak Metering Values ( $PMV_{m,fc,S30,g}$ ) of Final Customers  $fc$  in the estimated customer portfolio of Grid User  $g$ <sup>12</sup> multiplied by the yearly Indicative Estimation Factor for S30 customer segment ( $IEF_{S30,y}$ ) applicable for such Gas Year.

$$DC_{m,S30,g,f} = \left( \sum_{All\ fc\ of\ g} PMV_{m,fc,S30} \right) \times IEF_{S30,y}$$

Estim. for month m by Grid User

The yearly Indicative Estimation Factor for S30 customer segment ( $IEF_{S30,y}$ ), calculated by May of Year Y and applicable for the upcoming Gas Year (Oct Y – Sep Y+1) is obtained by the division of the Distribution Capacity for the S30 Customer Segment ( $DC_{h,y,S30}$ ) by the sum of the Peak Metering Values determined for the month February of the relevant year Y ( $PMV_{Feb,fc,S30,g}$ ) of all Final Customers  $fc$ , as defined in [3.6.1.2.13-7.1.2.1](#).

$$IEF_{S30,y} = \frac{DC_{h,y,S30}}{\sum_{All\ fc} PMV_{Feb,fc,S30}}$$

#### 3.6.1.5.2 S32 profiled Final Customers

<sup>12</sup> The estimation of such customer portfolio is the responsibility of the Grid User.



For S32 profiled Final Customers, Grid Users will be able to estimate the monthly forecasted Distribution Capacity ( $DC_{m,cs,g,f}$ ) for each month of the upcoming Calendar Year, as the sum of the estimated consumption during January and February of Final Customers  $fc$  in Customer Segment  $cs$  in the estimated customer portfolio of Grid User  $g$ <sup>13</sup> divided the yearly Indicative Estimation Factor for Customer Segment S32 ( $IEF_{y,S32}$ ) that applies to that Gas Year

$$DC_{m,S32,g,f} = \frac{\left( \sum_{\substack{\text{All } fc \text{ of } g \\ \text{during January and February}}} XEA_{fc,S32} \right)_{\text{Estim by Grid User}}}{IEF_{S32,y}}$$

The yearly Indicative Estimation Factor for S32 Customer Segment ( $IEF_{S32,y}$ ), calculated by May of Year Y and applicable for the upcoming Gas Year (Oct Y – Sep Y+1) is obtained by the division of the Distribution Capacity for the S32 Customer Segment ( $DC_{h,y,S32}$ ) by the sum of the hourly Exit Allocations during the months January and February, of all Final Customers  $fc$ , as defined in [3.6.1.2.23-7.1.2.2](#).

$$IEF_{S32,y} = \frac{\sum_{\substack{\text{All } fc \text{ and hours } h \text{ of} \\ \text{January and February}}} XEA'_{h,fc,S32}}{DC_{h,y,S32}}$$

### 3.6.1.5.3 Other Profiled Final Customers (S31 & S41)

For profiled Final Customers (in Customer Segments S31 and S41), Grid Users will be able to estimate the monthly forecasted Distribution Capacity ( $DC_{m,cs,g,f}$ ) for each month of the upcoming Gas Year, as the sum for such month of the Standard Yearly Consumption ( $SYC_{fc,cs}$ ) of Final Customers  $fc$  in Customer Segment  $cs$  in the estimated customer portfolio of Grid User  $g$ <sup>14</sup> divided by the relevant estimation factor, namely the yearly Indicative Estimation Factor for Customer Segment S31 ( $IEF_{y,S31}$ ) and the yearly Indicative Estimation Factor for Customer Segment S41 ( $IEF_{y,S41}$ ).

$$DC_{m,S31,g,f} = \frac{\left( \sum_{\text{All } fc \text{ of } g} SYC_{fc,S31} \right)_{\text{Estim. for month m by Grid User}}}{IEF_{S31,y}}$$

$$DC_{m,S41,g,f} = \frac{\left( \sum_{\text{All } fc \text{ of } g} SYC_{fc,S41} \right)_{\text{Estim. for month m by Grid User}}}{IEF_{S41,y}}$$

<sup>13</sup> The estimation of such customer portfolio is the responsibility of the Grid User.

<sup>14</sup> The estimation of such customer portfolio is the responsibility of the Grid User.

The yearly Indicative Estimation Factor for Customer Segment S31 and S41 ( $IEF_{S31,y}$  and  $IEF_{S41,y}$ ), calculated at least annually by May 15 of Year Y and applicable for the upcoming Gas Year (Oct Y – Sep Y+1), are obtained by the division of the observed total Standard Yearly Consumption over the period March Y-1 – Feb Y for such Customer Segment, by Distribution Capacity for the such Customer Segment ( $DC_{h,y,S31}$  or  $DC_{h,y,S41}$ ).

The observed total Standard Yearly Consumption is obtained by averaging over each hours  $h$  over the period March Y-1 – Feb Y and over all ARS, the division of the final hourly Energy Allocation per Customer Segment  $cs$  and per ARS ( $XEA'_{ARS,cs,h}$ ) by the Climate Correction Factor for such hour ( $KCF_h$ ), the Standard Load Profile for such hour and Customer Segment ( $SLP_{cs,h}$ ) and the GOS Residu Factor for such hour and such ARS ( $GRF_{ARS,h}$ ).

$$IEF_{S31,y} = \frac{\text{average} \left( \sum_{\text{all ARSs}} \left[ \frac{XEA'_{ARS,S31,h}}{(KCF_{S31,h} \times SLP_{S31,h} \times GRF_{ARS,h})} \right] \right)_{\text{all hours of previous year}}}{DC_{h,y,S31}}$$

$$IEF_{S41,y} = \frac{\text{average} \left( \sum_{\text{all ARSs}} \left[ \frac{XEA'_{ARS,S41,h}}{(KCF_{S41,h} \times SLP_{S41,h} \times GRF_{ARS,h})} \right] \right)_{\text{all hours of previous year}}}{DC_{h,y,S41}}$$

### 3.6.2 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 from 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 for the corresponding Gas Day.
- In case additional injection and/or additional Withdrawal services are offered at the Installation Point Loenhout, the corresponding Exit and/or

Entry services will be allocated equally in accordance with the nature (Firm or Operational Interruptible) of the additional Storage Services.

### **3.7 Open Season Procedure**

An open season is organized in the following steps:

- an information memorandum is published on the website and sent to all Grid Users, and contains the following information:
  - i. the envisaged investment project;
  - ii. the envisaged milestones and deadlines of the project;
  - iii. the methodology for the determination of the capacity type, the duration and the indicative quantity of the offered Transmission Services;
  - iv. the methodology for the allocation of the capacity created by the envisaged investment project by the TSO;
  - v. the applicable selection criteria in case demand exceeds supply for the Transmission Services
  - vi. the forms by which Transmission Services can be requested and by which the TSO can confirm Transmission Services in the framework of this open season.
- Non-binding requests:
  - i. In case a party wants to participate to the open season, the confidentiality agreement has to be signed and the quantities and Transmission Services the party is interested in have to be indicated in a non-binding request before closure of the deadline specified in the information memorandum;
  - ii. The TSO gathers all non-binding requests and adjusts the envisaged investment project if required;
  - iii. Parties showing interest to subscribe to Transmission Services in the framework of an open season procedure sign a letter of intent, before closure of deadline specified in the information memorandum;
- Binding commitments:
  - i. Parties wanting to subscribe to Transmission Services and complying with the selection criteria as indicated in the information memorandum, should register as a Grid User before closure of the specified deadline;
  - ii. In order to subscribe to Transmission Services in the framework of an open season, the Grid User sends a Service Request using the request form as specified in the information memorandum.

- iii. The TSO sends a Service Confirmation using the form as specified in the information memorandum and asks the Grid User to countersign this form before closure of the specified deadline.

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## 4 Secondary Market

### 4.1 General rules for the Secondary Market

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

- in order to sell Transmission Services on the Secondary Market, a party must be a Grid User<sup>15</sup>;
- all Transmission Services subscribed on the Primary Market or traded on the Secondary Market can be (re-)traded 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 Monthly Capacity Fee and the Monthly Variable Flex Fee (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);
- bundled Transmission Services, acquired as part of a bundled product, must be sold as a bundle since bundled products should remain bundled and cannot be sold separately;
- Cross Border Delivery Service and its associated Entry, Exit or OCUC Services must be sold together;
- the minimum period for a trade of a Transmission Service is one (1) Gas Day;
- the maximum period for a trade of a Transmission Service is limited to the end of the Service Period of the considered Transmission Service;
- note that for Transmission Services on an End User Domestic Exit Point where the Fix/Flex Rate Type is attributed, the transfer of all rights and obligations associated therewith (full assignment) is only possible if the Grid User does this transfer for all subscribed Transmission Services on that End User Domestic Exit Point for that calendar year. For the avoidance of doubt, on an End User Domestic Exit Point where the Fix/Flex Rate Type is attributed, transfer of part of the Transmission Services and transfer for a limited period of time remains possible under the transfer of all rights and obligations except for the payment obligations (assignment with retained payment obligation).

Grid Users can also trade capacity on the Secondary Market Platform PRISMA. In order to be able to trade products on PRISMA, the Grid User shall:

- Accept the standard PRISMA GTC's with the operator of PRISMA, which are available on PRISMA website [www.prisma-capacity.eu](http://www.prisma-capacity.eu);
- have a valid Standard Transmission Agreement in force with the TSO.

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<sup>15</sup> The TSO can also buy Transmission Services on the Secondary Market, for example in the framework of the buy-back procedure as Congestion Management



6. The TSO publishes amongst others the quantity, the period, the details of the Transmission Services and the price.

#### 4.2.3 *Anonymous assignments via PRISMA*

The TSO organizes the Secondary Market such that a Grid User has the possibility to propose Transmission Services he wishes to trade (i.e. buy or sell) on the Secondary Market and allows interested Grid Users to respond to this proposal. The procedure is the following both in case of full assignment, as in assignment with retained payment obligation:

1. a party enters an proposal (either for sale or purchase) and specifies quantity, period, details on the Transmission Service and the proposed price that would be due to the assignor by the assignee on the PRISMA Secondary Market Platform;
2. another party responds to the proposal on the PRISMA Secondary Market Platform and specifies quantity, period and, if applicable, also details on the Transmission Service and possibly another proposed price that would be due to the assignor by the assignee;
3. a deal is concluded once both parties agree on all aspects of the trade: quantity, period, details on the Transmission Service and the price due to the assignor by the assignee;
4. the TSO checks and registers the assignment;
5. assignor and assignee are notified by the TSO via the PRISMA Secondary Market Platform that the assignment was registered;
- ~~6.~~ The TSO publishes amongst others the quantity, the period, the details of the Transmission Services and the price.

6.