

29 June 2009

Dear Colleague

**Information Notice – Supplementary to Enduring Annual  
Exit (Flat) Capacity Application Window Invitation**

The following information provides clarification and assistance with regard to Initialisation and User activity in the July Application Window.

On 1 May Users were sent their initialised values. These values equate to the amount of Enduring Annual NTS Exit (Flat) capacity allocated to Users for use from 1 October 2012.

**If the initialisation value provides you with the capacity rights you require from October 2012 onwards, you do not need to do anything in the July application window.**

Users only need to take action if the initialisation values provide a User with;

- ♦ less Capacity than they need at an NTS Exit Point

or

- ♦ more Capacity than they need at an NTS Exit Point

from October 2012. In which case the User may wish to apply for additional Enduring Exit Capacity or a reduction via the July 2009 application & reduction windows.

Note 1. Users may however choose to use other processes, that are not available until subsequent years, to align their capacity entitlements with requirements for 2012 and beyond. In such cases the user may not need to do anything in the July application window.

Note2: Where an advanced reservation of capacity agreement (ARCA) has been / is signed and the capacity reserved under that ARCA is registered by a User before 30 September 2012, that User will be allocated an equal amount of Enduring Annual NTS Exit (Flat) Capacity for utilisation from 1 October 2012 by National Grid. Therefore the User should not also apply for this capacity in the July application window.

The **Increase** process is summarised below:

- Applications can be sent to National Grid between 08:00 and 17:00 on each business day from 1 July to 31 July 2009 inclusive
- Increase amount must be a minimum of 100,000kWh
- Increase requests can be placed for Y+4, Y+5 and Y+6
- Application can only be made for sites which are defined in the Licence

***For Example:***

Users Initialisation was 100 Units from 1 October 2012

User Requires 120 Units from 1 October 2013

Therefore the increase request should be for an **Increase By** 20 Units from 1 October 2013.

The Increase request section of the CAF form should be used and requests are placed in the Increase By fields for the first year when increases are required from. In the above example, 20 units would be entered in the Increase By field for 1 October 2013.

Note: The Increase To amount will be calculated automatically based on the data entered in the Initialised Capacity field.

The **Reduction** process is summarised below:

- Applications can be sent to National Grid between 08:00 and 17:00 on each business day from 1 July to 15 July 2009 inclusive
- Reduction amount must be a minimum of 100,000kWh
- The reduction start date must be the first day of a month from Oct 2012.
- A user cannot reduce to below zero

**For Example:**

Users Initialisation was 100 Units from 1 October 2012  
User Requires 70 Units from 1 December 2012

Therefore the reduction request should be **Reduce To** 70 Units from 1 December 2012.

The Reduction request section of the CAF form should be used and reductions are placed in the Reduce To field and the start date field should also be populated with the 1 day of the month from which the reduction is required. In above example, 70 would be entered in Reduce To field and "1 December 2012" in the start date field.

Note: The Reduce By amount will be calculated automatically and is based on the data entered in the Initialised Capacity and Reduce To fields.

**Please note that the Application and Reduction processes and window periods are slightly different, and we therefore recommend that Users take time to understand each of the processes before making an Application or Reduction request.**

A copy of the CAF form and further information regarding the Enduring Exit reform processes for 2009 can be found at [www.nationalgrid.com/uk/gas/data/excap/](http://www.nationalgrid.com/uk/gas/data/excap/)

The application form should be sent to National Grid by fax to 01926 65 4059 and e-mail to [NTS.ExitCapacity@Uk.NGrid.com](mailto:NTS.ExitCapacity@Uk.NGrid.com)

National Grid has put this document together with due care and attention. In the unlikely event of an error, National Grid reserves its right to correct the error and amend relevant paragraphs as required.

If you have any queries about the Enduring Annual application process, please contact either myself or a member of the Exit Capacity team on +44 (0)1926 654058. Alternatively the Exit Capacity team can be contacted by e-mail at: [NTS.ExitCapacity@uk.ngrid.com](mailto:NTS.ExitCapacity@uk.ngrid.com)

Yours sincerely,

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