

SECAS Guidance Notes: Accession Process

Introduction

Who is this document for?

The below guidance is for any organisation or [natural person](#) wishing to become a Party to the Smart Energy Code (SEC) and explains the process which allows you to do that.

Who can become a SEC Party?

If certain criteria are met, [Ofgem Standard Licence Conditions](#) (SLCs) require the following licence holders to become SEC Parties:

- [Electricity Suppliers](#)
- [Gas Suppliers](#)
- [Electricity Distributors](#)
- [Gas Transporters](#)

It is also possible for any organisation or natural person, both UK based and international, outside these groups to accede to the SEC under the **Other SEC Party** category. Companies wishing to accede must be registered on either [Companies House](#) or an applicable [Overseas Register](#). Natural persons are not required to be registered on Companies House.

[SEC Section B](#) sets out the Accession Process. Definitions from the SEC used throughout this document are listed in the [SEC Glossary](#) and [SEC Section A](#).

Are there any application restrictions?

Yes. You are unable to become a SEC Party if your Party was expelled from the SEC less than **12 months** prior to the new Accession application date. The [SEC Panel](#) may reduce this period at their discretion.

Companies not based in the UK must have an address in the UK to receive legal notices on their behalf to accede to the SEC. Overseas companies must also provide written confirmation, signed by a Company Director, that they have capacity to enter into a legal agreement with the Smart Energy Code Company (SECCo). SECCo's Accession Agreement template can be found [here](#).

What are SECCo Shares?

When acceding to the Code as a licence holder of any the licences above, it is mandatory for you to become a Smart Energy Code Company (SECCo) Shareholder.

SECCo acts as a corporate vehicle to assist the Panel in its duties, and its Shareholders can take part in certain votes / meetings such as the Annual General Meeting (AGM) which occurs each July. The AGM, taking place either online or in person, allows Shareholders to vote on SECCo's auditor. An example of a previous meeting can be found [here](#).

The following are eligible to become SECCo Shareholders:

- (a) Those who will be acceding as a Supplier, Gas Transporter or Electricity Distributer; or
- (b) Those who don't hold an Energy Licence but have opted to become a Shareholder in the Accession Application Form.

Completing your Online Application Form

To apply to become a SEC Party, please fill out and submit an online [Accession Application Form](#). SECAS will review the form and then will send you an invoice so that you can pay the relevant Application Fee (£540 or £541) by electronic bank transfer.

When completing the application form, please ensure you select the category that your organisation falls into as per the below:

Categories	Criteria
Large Supplier	Supplier licence with more than 250,000 Domestic Customers
Small Supplier	Supplier licence with less than 250,000 Domestic Customers
Electricity Network	Electricity Distribution licence
Gas Network	Gas Transportation licence
Other SEC Party	Any organisation or natural person that does not fit the above criteria

You must include all the information requested in the form, including the details of any affiliates and Market Participant Identifiers (MPIDs).

It is worth noting that any affiliates which hold either an **Electricity Supplier, Electricity Distribution, Gas Supplier or Gas Transporter licence** may need to accede to the SEC as separate SEC Parties.

Paying your Application Fee

All Applicants are required to pay an Application Fee of £450 + VAT (**£540 in total**) by **electronic bank transfer**.

Applicants holding any of the [Ofgem Licences](#) described above will also be required to pay an additional £1 payment to become SECCo Shareholders (**total price of £541**). The £1 payment is optional for persons and organisations who are applying to become an **Other SEC Party**.

Once you provide your application form, SECAS will provide you with an invoice and the relevant payment details for either UK or overseas payments.

Processing your Application

SECAS will review and verify your application information including:

- Confirming you hold the relevant Ofgem licence(s) to become a Party in the specified category.
- Your registered address.
- If based outside of the UK, you have provided an address in the UK to receive legal notices on your behalf, and if you have capacity to enter into a legal agreement with SECCo. You will also be required to provide an official list of Company Directors taken from the relevant [international company register](#).

SECAS will contact you if further information is required in order to process your application.

Accession Agreement

Once your Application Form and Fee are processed, SECAS will email the Accession Agreement (template found [here](#)) to you for review.

When you are satisfied with the document, the Accession Agreement will need to be **signed** by the following:

One Director - if there is only one;
Two Directors - if there is more than one; or
One Director and one Company Secretary

For companies, these individuals must be listed on [Companies House](#) or an appropriate [Overseas Register](#) if you are legally registered in a jurisdiction other than Great Britain.

For natural persons, you will not be required to be listed on Companies House.

The Accession Agreement will then be countersigned by the [SECCo Board](#). The Board meets monthly right after the monthly SEC Panel meeting. Panel meeting dates can be found [here](#). The SECAS Team will provide the date of the next applicable Board meeting during the Accession Process. Once countersigned, an Applicant will become a SEC Party.

Notification of a newly acceded SEC Party

SECAS will notify you and the [Data Communications Company](#) (DCC) and [Ofgem](#) (the Authority), upon your successful Accession to the SEC. SECAS will also notify the [Alternative Home Area Network Company](#) (Alt HAN Co) when a new Supplier accedes.

At this point you will receive a welcome email, which will contain a copy of your countersigned Accession Agreement, Shareholder certificate (if applicable) and your [SEC Party Signifier and Allocated ID Range](#). Once [logged in](#) to the SEC website, Parties can view their IDs and Signifiers in the [ID Allocation spreadsheet](#). Guidance to IDs and Signifiers can be found [here](#).

Steps to take once you have acceded

We recommend that you complete the following actions:

- Register for a [SEC website account](#) (you will automatically be added to CodeWorks where you can access the [Digital SEC](#));
- Join the following SEC Mailing Lists to keep up to date with the latest SEC information: such as: [SEC Parties](#), [SEC Modifications](#) and [Central Products List](#) (CPL); and
- Set up your contacts to receive Critical Alerts via our [Operations Contact List](#).
- Register to attend our upcoming webinars [here](#) and view the recordings & presentation slides of our previous slides [here](#) once [logged in](#).

If you intend to use DCC services, you will now be eligible to apply to become a DCC User by following the [User Entry Process](#) (UEP). Guidance to the UEP can be found [here](#).

DCC Charges - What are the costs of being a Party?

The DCC recovers their costs from the following SEC Parties: Energy Suppliers, Network Parties and other authorised users (DCC Users). Other SEC Parties will only be charged if they incur costs with the DCC (e.g. a Meter Operations Provider (MOP) managing stock level for a

Supplier). For more information, please see the DCC's website [here](#). The DCC's Charging Methodology can be found in [SEC Section K](#). The DCC can be contacted for further charging information [here](#).

If you have any questions, please contact SECAS by emailing our [SECAS Helpdesk](#) or call 020 7090 7755. Defined terms can be found in the [SEC Glossary](#).