

05.11.2007

## Change of electricity supplier procedure

*/ The current procedure for changing your electricity supplier is according to the Rules for electricity trading (RET) valid from 29.12.2006/*

1. Before you cancel the contract with your current supplier you need to sign a new one with your new supplier of electricity. You can choose a new supplier/trader of electricity from the official website of the SEWRC – [www.dker.bg](http://www.dker.bg)

2. To change your electricity supplier, you should:

- Be connected to the grid on High- or Medium Voltage (**HV or MV**) level
- Your meters installed, should have the possibility to **register** the consumption and the load on **hourly** basis
- Not have any outstanding electricity bills to your current supplier

If all of the conditions mentioned above are applicable to you, the next step is to register on the electricity balancing market.

3. Registration procedure

- In order to register you need to fill in a **Balancing market registration application** in form provided to you by the Operator – ESO (Electricity system operator).

The official address of ESO is: ELECTRICITY SYSTEM OPERATOR EAD

1407 Sofia, 51 “James Baucher” blvd.

T: 02/ 96-96-802; F: 02/ 962-61-29

[www.tso.bg](http://www.tso.bg)

There you can find all the documents needed as well as additional information for the market liberalization.

- In a 14-day period after the application and attachments have been received the Operator is **obliged** to:
  - Send you a notification, that your application is accepted
  - or
  - Send you additional instructions on what you need to do to correct your application, the additional documents required and set a deadline to fulfil all of the above
  - or
  - Send you a motivated rejection of Your application
- In case your application is accepted in a 30-day period you should sign the following **contracts**:
  - Balancing contract with the ESO
  - Access contract with the ESO
  - Conditional contract with NEC
  - A contract for opening of a special account
- After all requirements have been fulfilled the Operator should include you in the market participants list with the status “**registered**”

4. After you are already “**registered**” on the electricity balancing markets you should sign:

- Contract with the respective EDC
- Contract for electricity supply with your new supplier

5. It is **very important** that you are aware of the following obligations of every customer registered on the balancing market:

- **Every week** you will have to send your supplier an **hourly based forecast** of your consumption (Load profile) for the following week.
- You will be **responsible** for the holding up of these forecasts (Load profiles) and the price for electricity will be directly dependent on that.
- You have to open a special account where a deposit, in amount determined by Your Operator, has to be paid in.

6. For each of the steps mentioned above you should receive **support** from your **new** electricity supplier. All of the services provided to you by your new supplier should be free of charge.