



New Brunswick System Operator

Market Procedure

MP-01

Market Participant Accreditation

Issue: 01

Effective Date: 2006 04 01

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Part 1 Document Control

1.1 Change History

Issue	Date	Reason for Issue
00	2004 02 16	Pre-Market Publication
01	2006 04 01	Post-Market Publication

1.2 Contact for Queries and Submissions

For queries concerning the application or interpretation of this Market Procedure, contact:

Name: NBSO Power System Operations

Phone: 506 458-4656

Address: P.O. Box 2020
77 Canada Street
Fredericton
New Brunswick
E3B 5G4

E-mail: info@nbsso.ca

Website: www.nbsso.ca

All documents required to be submitted to the SO under this Market Procedure must be submitted to the attention of this contact at the coordinates noted above in accordance with the requirements of section 2.7.

1.3 Authority for Market Procedures

This Market Procedure is made under the authority of section 3.3 of the Market Rules.

1.4 Relationship with Market Rules and Transmission Tariff

Nothing in this Market Procedure supersedes or over-rides any provision of the Market Rules or of the Transmission Tariff. Where there is a discrepancy between the requirements in this Market Procedure and the Market Rules, the Market Rules prevail. Similarly, where there is a discrepancy between the requirements in this Market Procedure and the Transmission Tariff, the Transmission Tariff prevails. Any user of this Market Procedure who identifies any discrepancy between this Market Procedure and either the Market Rules or the Transmission Tariff should notify the contact identified in section 1.2.

Any summary of a provision or requirement of the Market Rules or of the Transmission Tariff contained in this Market Procedure is provided for convenience of reference only. Users of this Market Procedure are reminded that the obligations that need to be met are as stated in the Market Rules and the Transmission Tariff.

1.5 Definitions and Terminology

Terms capitalized in this Market Procedure that are not otherwise defined in this Market Procedure have the meanings given to them in chapter 10 of the Market Rules. The rules of interpretation contained in chapter 10 of the Market Rules apply to this Market Procedure, with such modifications as the context may require.

This Market Procedure should be read in conjunction with Market Procedure MP-00, which specifies certain terminology common to all Market Procedures.

In this Market Procedure the term "Facility" includes a facility that has not yet been registered.

1.6 Updating this Market Procedure

Changes may from time to time be made to this Market Procedure in accordance with the Market Rules. All such changes will be Published by the SO but may not yet be included in a consolidated version of this Market Procedure. It is the responsibility of each user of this Market Procedure to use the most up-to-date information and documents. Users wishing confirmation of any changes to this Market Procedure that have not yet been incorporated into this consolidation should contact the person identified in section 1.2.

Part 2 Introduction

2.1 Purpose of this Market Procedure

The purpose of this Market Procedure is to define the process, documents and forms to be used in relation to Accreditation by the SO and by applicants for Accreditation, and to set out the requirements to be fulfilled by such applicants in order that they may be Accredited by the SO.

This Market Procedure also establishes the process to be used by a Market Participant that wishes to update its Accreditation information, to change its Accreditation status or to voluntarily cease to be a Market Participant.

2.2 Purpose of Accreditation

Accreditation is the process by which persons become Market Participants and constitutes the authorization process referred to in subsection 58(2)(d)(ii) of the Act.

Under the Market Rules, Market Participant status is required in order to undertake any of the following activities:

- the submission of a request to the SO for the provision or conveyance of electricity or Ancillary Services into, through or out of the SO-controlled Grid;
- the provision of Ancillary Services or capacity to the SO or any other person;
- the registration of a Facility with the SO to permit the Facility to provide or convey electricity or Ancillary Services into, through or out of the SO-controlled Grid; and
- on and after the Tariff Revision Date, the reservation of Point-to-Point Service.

Under the Market Rules, the SO has various options in terms of Accreditation. Specifically, it can Accredite a person:

- unconditionally;
- with conditions of Accreditation, in which case the applicant is required to fulfill the conditions prior to being Accredited as a Market Participant;
- with conditions of participation, in which case the Market Participant is required to comply with those conditions on an on-going basis in addition to all other applicable requirements of the Market Rules; or
- on an interim basis, in which case the Accreditation will typically last for a period of no more than six months. Interim Accreditation can also be granted with conditions of participation.

Persons will be Accredited by the SO in one or more class(es) of Market Participant, as applicable. Accreditation in one class does not allow the Market Participant to participate in, or have the rights or obligations of, any other class.

2.3 Market Rules - References

Section 2.1 of the Market Rules sets out conditions for use of the SO-controlled Grid.

Section 2.2 of the Market Rules sets out the classes of Market Participant.

Section 2.3 of the Market Rules sets out the eligibility criteria for Accreditation.

Section 2.4 of the Market Rules sets out the requirements for becoming and voluntarily ceasing to be a Market Participant, and requires the SO to specify the process for Accreditation in a Market Procedure. This Market Procedure fulfils that obligation.

Appendix 2A of the Market Rules contains the form of Participation Agreement to be executed by an applicant for Accreditation and the SO. Execution of the Participation Agreement is a condition of Accreditation and is designed to give contractual force to the Market Rules as described in section 1.4 of the Market Rules.

2.4 Scope and Application

This Market Procedure describes the steps to be taken and the forms to be used by any person seeking to apply for Accreditation under the Market Rules, to change its Accreditation status, to update its Accreditation information or to cease being a Market Participant. This Market Procedure also describes the process by which the SO will process applications relating to the above.

This Market Procedure does not address the suspension or termination of a Market Participant's rights under the Market Rules on the initiative of the SO, nor the disconnection of a Market Participant's Facilities. These issues are addressed in sections 2.7 and 2.8 of the Market Rules.

2.5 Responsibilities of Parties Under this Procedure

It is the responsibility of each person seeking to be Accredited to complete and submit an Application for Accreditation in the form required and to supply any additional information that may be required by the SO in order to process that Application. Applicants for Accreditation are encouraged to ensure that they meet all applicable eligibility criteria prior to applying for Accreditation.

It is the responsibility of each applicant for Accreditation and each Market Participant to promptly notify the SO of any change in the information provided to the SO as part of the Accreditation process or of any change in any previous updates to that information.

It is the responsibility of each Market Participant that wishes to change its Accreditation status or to cease being a Market Participant to complete and submit to the SO an application to that effect in the manner required by this Market Procedure.

It is the responsibility of the SO to:

- process and render decisions on Applications for Accreditation;
- notify applicants for Accreditation of any deficiencies in their Applications for Accreditation and otherwise assist applicants in completing the Accreditation process; and
- process and render decisions on applications by persons seeking to change their Accreditation status or to cease being Market Participants.

2.6 Other Market Procedures

The process by which Market Participants may register Facilities is defined in Market Procedure MP-03. An applicant for Accreditation may commence the Facility registration process once receipt of its Application for Accreditation has been formally acknowledged by the SO under section 3.3.3. The Facility registration process cannot, however, be completed until the applicant has been Accredited.

The process by which Market Participants are required to comply with their Credit Support obligations under the Market Rules is described in Market Procedure MP-02. Among other things, Market Procedure MP-02 specifies the information that is required to be provided during the Accreditation process in order for the SO to determine the Market Participant's Credit Support Obligation and to satisfy itself as to the applicant's ability to fulfill its financial obligations under the Market Rules.

The process by which Waivers may be obtained is described in Market Procedure MP-07.

2.7 Form and Means of Communication

All documents that are required by this Market Procedure to be signed are required to be delivered to the SO by personal delivery, courier or mail. The SO may accept advance copies by other means of communication, but shall only recognize the document as having been submitted on the date of receipt of the signed original in hard copy. All other documents and information may be communicated by personal delivery, courier, mail, fax, e-mail or voice communications as considered appropriate by the sending person. Where a document or information is provided other than by means of the transmission of an original in hard copy, the SO retains the right to require written confirmation of the document or information by an authorized representative of the sending person or to require that an original be provided in hard copy. Similarly, the SO may require such written confirmation of information already in its possession where the SO intends to use such information in association with any process described in this Market Procedure.

2.8 Confidentiality

Section 3.7 of the Market Rules and Market Procedure MP-06 contain the rules applicable to the treatment of Confidential Information by the SO, by Market Participants and by Transmitters. These rules apply to information disclosed under this Market Procedure, including information disclosed to or by an applicant for Accreditation, and shall be interpreted accordingly.

Where a person submits information to the SO that the person has identified as Confidential Information, the SO will maintain the confidentiality of such information except to the extent that the information is required or permitted by the Market Rules or a Market Procedure to be disclosed. As indicated in section 3.12, the SO will Publish information relating to the processes described in this Market Procedure. Such information is not considered to be Confidential Information for the purposes of the Market Rules or of any Market Procedure.

Part 3 Process Description

3.1 Requirements for Accreditation

- 3.1.1 This section describes the requirements for Accreditation. Where an applicant for Accreditation meets some but not all of the requirements described in this section, the SO may approve the Application for Accreditation on an interim basis or on a conditional basis as described in section 3.5.
- 3.1.2 Except as permitted by the deferral of the coming into force of section 2.3.1(a) of the Market Rules (see section 3.1.3), an applicant for Accreditation must be in possession of a License or Licenses issued by the PUB under Division A of Part V of the Act before it can be Accredited as a Market Participant. A person may apply for Accreditation prior to receiving a License from the PUB, but should apply for such License prior to or at the same time as it files its Application for Accreditation.
- 3.1.3 The obligation to hold a License referred to in section 3.1.2 has been deferred under the Market Rules for a period of six months following the date on which section 152 of the Act comes into force. Any person that has been Accredited prior to that time must obtain any required Licenses and submit a copy to the SO within the time required by section 2.4.9A of the Market Rules. Failure to do so will result in the person automatically ceasing to be a Market Participant on the date referred to in section 2.4.9A of the Market Rules.
- 3.1.4 An applicant for Accreditation must be in possession of a valid GST or HST registration number in order to be Accredited unless it is exempt from liability for GST or HST. An applicant for Accreditation that claims that it is exempt from liability for GST or HST must provide the SO with satisfactory evidence of such exemption.
- 3.1.5 An applicant for Accreditation must be registered with the Transmission Service Information network (TSIN) prior to the date on which it is to be Accredited. An applicant for Accreditation should be in possession of, or have applied for, such registration before submitting its Application for Accreditation. It is understood to be a prerequisite for such TSIN registration that a person have a Dunn & Bradstreet number.
- 3.1.6 In order to be Accredited, an applicant for Accreditation must be able to demonstrate that it fulfils the technical requirements for Accreditation. Further details regarding such technical requirements are contained in section 3.4.2.
- 3.1.7 In order to be Accredited, an applicant for Accreditation must demonstrate that it will satisfy the Credit Support requirements of the Market Rules. Further details regarding Credit Support requirements and the related information that is required to be provided to the SO are contained in Market Procedure MP-02.

- 3.1.8 If the applicant for Accreditation has previously been a Terminated Market Participant, the SO may refuse to re-Accredit the applicant for the reasons described in section 2.7.16 of the Market Rules.
- 3.1.9 The applicant for Accreditation must have read, and be prepared to sign, the Participation Agreement in the form set out in Appendix 2A of the Market Rules, with such modifications as are permitted by section 1.4.2 of the Market Rules.

3.2 Submission of Application for Accreditation

- 3.2.1 An applicant for Accreditation must complete the Application for Accreditation in form PF-01-01 electronically or by hand, and submit it to the contact person identified in section 1.2 in accordance with the requirements of section 2.7.
- 3.2.2 The Application for Accreditation must be accompanied by copies of any required supporting information specified in form PF-01-01.
- 3.2.3 An Application for Accreditation must also be accompanied by the information required by Market Procedure MP-02 (Credit Support) to be submitted as part of the Accreditation process.

3.3 SO Assessment of Completeness

- 3.3.1 Upon receipt of an Application for Accreditation, the SO will first carry out an initial review for apparent completeness. Where the SO determines that the Application for Accreditation is seriously deficient, it will reject the Application and so notify the applicant. In such cases, the applicant must re-file a more complete Application for Accreditation.
- 3.3.2 Where the SO determines that an Application for Accreditation raises questions as to the need for the applicant to become a Market Participant or as to the intention of the applicant to undertake any of the activities for which Market Participant status is required, the SO will contact the applicant to confirm such need or intention. Where it appears that the Application for Accreditation was filed in error, the applicant will be given an opportunity to withdraw its Application. Applicants for Accreditation are reminded that, under the Market Rules, the SO may terminate a Market Participant's Accreditation if the Market Participant has been inactive in a given calendar year.
- 3.3.3 Where the SO is satisfied, on the basis of its initial review that an Application for Accreditation is sufficiently complete, the SO will formally acknowledge receipt of the Application and assign an Application number to it.
- 3.3.4 The SO will then conduct a more thorough assessment of the Application for completeness. Where information is missing, or the SO otherwise requires additional information or clarification, the SO will so notify the applicant and will specify a reasonable period within which such information or clarification should be provided.

3.4 SO Assessment of Eligibility

- 3.4.1 The SO will then proceed to determine whether the applicant meets all eligibility criteria for Accreditation.
- 3.4.2 As part of the SO's assessment of an applicant's eligibility for Accreditation, the SO must be satisfied that the applicant meets the technical requirements for Accreditation. These technical requirements are identified in section 4.1.1 of the Market Rules and are described in greater detail in Appendix MP-01-A. During the Accreditation process, tests as required by the SO may be conducted to demonstrate that the applicant can inter-operate with the SO via the applicant's workstation and that the digital certificates described in Appendix MP-01-A have been obtained and are functioning.
- 3.4.3 Where the SO considers that an applicant does not meet all eligibility requirements for Accreditation, the SO shall so notify the applicant and provide a reasonable opportunity for the applicant to respond.

3.5 SO Decision on Application for Accreditation

- 3.5.1 The SO shall make its decision on each Application for Accreditation in a timely manner and, in any event, within twenty Business Days of the later of:
- a) the receipt of the Application for Accreditation;
 - b) the receipt of any additional information or clarification requested by the SO; or
 - c) the successful completion by the applicant of the tests referred to in section 3.4.2, where applicable.

The SO and an applicant for Accreditation may agree to extend this deadline.

- 3.5.2 Where the SO determines that an applicant for Accreditation meets all eligibility requirements for Accreditation, it will so notify the applicant.
- 3.5.3 The notice referred to in section 3.5.2 will identify the class(es) of Market Participant for which the applicant will be Accredited and will contain a description of any conditions of participation that the SO intends to impose (see section 3.6). This notice will also invite the applicant to submit to the SO a signed copy of the Participation Agreement that is enclosed with the notice. Upon receipt of the signed Participation Agreement, the SO will notify the applicant that it has been Accredited as a Market Participant either unconditionally or with conditions of participation, as applicable.
- 3.5.4 Where the SO determines that an applicant for Accreditation does not meet all eligibility requirements for Accreditation, the SO may do one of the following, as it considers appropriate:
- a) deny the applicant's Application for Accreditation;

- b) during the two years following the Market Commencement Date, Accredite the applicant on an interim basis, with or without conditions of participation; or
 - c) in exceptional circumstances, Accredite the applicant on a conditional basis, conditional on the applicant fulfilling certain specified conditions.
- 3.5.5 Interim Accreditation is intended to facilitate the transition immediately before and immediately following the Market Commencement Date. For this reason, the SO can only grant interim Accreditation for a period of two years after the Market Commencement Date. Interim Accreditation is valid for six months only, unless extended by the SO for one further period of six months. Where the SO Accredites a person on an interim basis, it will so notify the applicant and section 3.5.3 will apply.
- 3.5.6 While an interim Accreditation is in effect, the Market Participant must apply to the SO for a change in Accreditation status using the procedure described in section 3.7. Failing a change in Accreditation status, the Market Participant will automatically cease to be a Market Participant on the date on which the interim Accreditation expires.
- 3.5.7 Applicants for Accreditation are encouraged to submit as many of the application components as possible when they are ready to begin the Accreditation process. In exceptional circumstances, and depending on the eligibility criterion that is not met by the applicant, the SO may Accredite an applicant on a conditional basis. Conditional Accreditation does not make the applicant a Market Participant, nor does the person have any rights or obligations as a Market Participant other than those that may be specified in the notice of conditional Accreditation referred to in section 3.5.8.
- 3.5.8 Where conditional Accreditation is granted, the SO will so notify the applicant. The notice will identify any outstanding requirements to be fulfilled for Accreditation, as well as the date by which those requirements must be met. Once the applicant considers that it has met those requirements, the applicant must apply to the SO for a change in Accreditation status using the procedure described in section 3.7. If these requirements are not met within the time stated in the notice, the conditional Accreditation will lapse and the applicant must re-apply for Accreditation by submitting a new Application for Accreditation.
- 3.5.9 Where the SO denies an Application for Accreditation, it will so notify the applicant and provide reasons for its decisions.

3.6 Conditions of Participation

- 3.6.1 Under the Market Rules, the SO has authority to impose conditions of participation on the Accreditation of a Market Participant. Conditions of participation are conditions that must be met by a Market Participant on an on-going basis once it has been Accredited. Such conditions will typically be imposed by the SO where the SO considers that the conditions are required to

- (a) enable the SO to perform its obligations under the Market Rules, its License or the Act or (b) address concerns that the SO may have with respect to the fulfillment by the applicant for Accreditation of its obligations under the Market Rules.
- 3.6.2 Where the SO intends to impose conditions of participation, it must give notice of those conditions to the applicant for Accreditation or the Market Participant, as the case may be, in the manner described in section 3.5.3. The applicant or Market Participant will be given an opportunity to provide its views on the conditions. Where the applicant or the Market Participant objects to any of the conditions, it will be given an opportunity to propose alternative conditions or to withdraw its Application for Accreditation or its application to change Accreditation status, as applicable.

3.7 Changes to Accreditation Status

- 3.7.1 An applicant for Accreditation or a Market Participant may apply to change its Accreditation status as follows:
- a) from interim Accreditation status to enduring Accreditation status;
 - b) from conditional Accreditation status to Accreditation status;
 - c) to eliminate or change conditions of participation; or
 - d) to eliminate or add to the class(es) of Market Participant for which Accreditation has been granted.
- 3.7.2 The SO is developing more detailed processes to be used for change in Accreditation status purposes. These processes will be Published and included in a future release of this Market Procedure in due course. In the interim, a person that wishes to apply to change its Accreditation status must submit a letter to that effect to the contact person identified in section 1.2 in accordance with the requirements of section 2.7. The letter must specify the nature of the change in status that is being requested and the grounds for the change. The letter must be accompanied by supporting information as follows:
- a) for a change from interim Accreditation status to enduring Accreditation status, the applicant must provide evidence that it meets all eligibility requirements for Accreditation on an enduring basis;
 - b) for a change from conditional Accreditation status to Accreditation status, the applicant must provide evidence that all of the conditions for Accreditation identified in the notice referred to in section 3.5.8 have been satisfied;
 - c) for a change in conditions of participation, the applicant must provide justification for the change; or
 - d) for an addition to the class(es) of Market Participant, the applicant must provide any additional Licenses that may be required for the conduct of the new Market Participant activities.

- 3.7.3 The SO may request that the applicant provide clarification or additional information in support of the application to change Accreditation status. This may include information that will allow the SO to determine if any change is required to be made to the applicant's Credit Support Obligation as a result of the change in status.
- 3.7.4 The SO will review each application for a change in Accreditation status and notify the applicant of any additional information or clarification that may be required.
- 3.7.5 The SO will approve or reject an application for a change in Accreditation status within a reasonable period of time following the later of:
- a) the receipt of the application;
 - b) the receipt of any additional information or clarification requested by the SO; or
 - c) the successful completion by the applicant of any tests that may be required to demonstrate that the applicant can comply with any new obligations arising as a result of the change in Accreditation status.
- 3.7.6 The SO will notify the applicant of its decision. Where the SO denies the application, the SO must provide reasons for its decision. Where the SO approves the application, the Market Participant shall provide any additional information that may be required to give effect to the change in status.
- 3.7.7 Where the SO intends to impose conditions of participation in response to an application to change Accreditation status, section 3.6.2 will apply.

3.8 Changes to Accreditation Information

- 3.8.1 Under the Market Rules, each applicant for Accreditation and each Market Participant are required to promptly notify the SO of any material change in the information provided in or in support of its Application for Accreditation or in any updates to that information. Applicants for Accreditation and Market Participants are encouraged to notify the SO of any such change as early as possible and preferably prior to the change taking place.
- 3.8.2 The SO is developing more detailed processes to be used for change in Accreditation information purposes. These processes will be Published and included in a future release of this Market Procedure in due course. In the interim, where a material change in Accreditation occurs or is likely to occur, the applicant for Accreditation or Market Participant must submit a letter to that effect to the contact person identified in section 1.2 in accordance with the requirements of section 2.7. The letter must specify in detail the nature of the material change, the date on which the change has taken or will take effect and, where applicable, the anticipated impact of the change on the applicant's or Market Participant's Accreditation.

- 3.8.3 An applicant for Accreditation or Market Participant shall promptly provide any additional information or supporting documentation that the SO may request in order for the SO to determine whether any action is required to address the material change.

3.9 Market Participant Withdrawal

- 3.9.1 A Market Participant that no longer intends to conduct an activity for which Market Participant status is required may voluntarily cease to be a Market Participant.
- 3.9.2 The SO is developing more detailed processes to be used for Market Participant withdrawal purposes. These processes will be Published and included in a future release of this Market Procedure in due course. In the interim, a Market Participant wishing to cease being a Market Participant must submit a letter to the contact person identified in section 1.2 in accordance with the requirements of section 2.7. The letter must specify the date on which the Market Participant wishes to withdraw. Unless the SO otherwise agrees, the proposed date of withdrawal must comply with the timelines described in section 2.4.11 of the Market Rules.
- 3.9.3 Where the withdrawing Market Participant is the Market Participant for one or more registered Facilities, the letter referred to in section 3.9.2 must include a statement as to whether the Market Participant intends to apply to de-register or to transfer the registration of each registered Facility. The Market Participant must also commence the de-registration or transfer process in accordance with the requirements of Market Procedure MP-03.
- 3.9.4 The SO will review and assess the proposed withdrawal in terms of its potential impact on the Reliability of the SO-controlled Grid. Particular attention will be paid to the potential impact of the de-registration of any Facilities. The withdrawing Market Participant must promptly provide any clarification or additional information that the SO may request in order for the SO to assess the potential impact of the Market Participant's withdrawal.
- 3.9.5 The withdrawal of a Market Participant will become effective on whichever of the following dates is the later:
- a) the date specified in the letter referred to in section 3.9.2;
 - b) the date on which the last of the Market Participant's Facilities is de-registered by the SO;
 - c) the date on which the registration for the last of the Market Participant's Facilities is transferred by the SO; or
 - d) the date on which all payments due to be paid by or to the Market Participant have been made.

- 3.9.6 Once the withdrawal process has been completed, the SO will return all Credit Support that the SO may still be holding in respect of that former Market Participant and that is not the subject of any claim by the SO.
- 3.9.7 Market Participants are reminded that any liabilities or obligations that arose or were incurred prior to the effective date of withdrawal are not eliminated or affected by the withdrawal.

3.10 Dispute Resolution

- 3.10.1 All disputes arising in connection with the processes described in this Market Procedure are to be resolved using the dispute resolution process described in section 3.6 of the Market Rules. For this purpose, form PF-01-01 requires that each applicant for Accreditation agree to submit any disputes relating to Accreditation to that dispute resolution process.
- 3.10.2 Users of this Market Procedure should consult section 63 of the Act for a description of any rights of appeal that may exist from decisions or orders of the SO made under this Market Procedure. Any rights of appeal may only be exercised after the completion of the dispute resolution process referred to in section 3.10.1.

3.11 Fees

- 3.11.1 At the present time, no fees are required to be paid to the SO for the processing of any application submitted under this Market Procedure.

3.12 Publication

- 3.12.1 The SO will Publish and update as required the following information relating to the processes described in this Market Procedure:
- notice of the filing of an Application for Accreditation and contact information for the applicant;
 - for each person that has been Accredited, the date of Accreditation, the type of Accreditation and the class(es) of Market Participant in which the person has been Accredited;
 - notice of the proposed withdrawal of a Market Participant; and
 - the date on which a person ceases to be a Market Participant once the person's withdrawal becomes effective.

Part 4 Flow Charts

None

Part 5 Forms

PF-01-01 Application for Accreditation

Part 6 Appendices

Appendix MP-01-A Technical Requirements for Accreditation

New Brunswick Market Procedure MP-01
Appendix MP-01-A
Technical Requirements for Accreditation

In order to be Accredited as a Market Participant, a person must have a workstation comprised of a computer with internet access, equipped with a current web browser, and with a TSIN digital certificate.