

### MAMCoP Change Proposal Form

This form should be used by Accredited Meter Asset Managers who wish to raise a draft or a formal Change Proposal to the Code of Practice for Gas Meter Asset Managers.

Originators - Please complete this form and submit to [spaachanges@electralink.co.uk](mailto:spaachanges@electralink.co.uk). The MCP will be issued in the next available MAMCoP Change Pack.

Document Control	
MCP Status:	Final
For Issue To:	MAMCoP Change Pack
MCP Number*:	MAM CP 17/020
Title of Change:	Housekeeping Amendment – Change of Registered SPAA Address
Version Number:	1.0
MAMCoP Change Pack Ref*:	November 2017
Attachments:	Legal Text

\* Assigned by SPAA Change Control Administrator

Originator details	
MAM Name	SMS
MAM Change Administrator:	Keith Anderson
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MAMCoP CP Details	
Proposal to Change:	This change is a Housekeeping change which seeks to: <ul style="list-style-type: none"> <li>Change the registered address for the SPAA Helpdesk</li> </ul>
Summary of Change:	The change seeks to update the registered address of the SPAA Helpdesk in Clause 2.8 of MAMCoP for the code to be consistent and up-to-date throughout.
Related CPs: <i>Please indicate if this MCP is related to or impacts any other CP already in the SPAA or other industry Change Process</i>	N/A

**Proposed Solution:**

This CP seeks to update Clause 2.8 (changing SPAA Helpdesk address to align with Code administrator office move)

**Proposed Implementation Date:**

Five working days after approval.

**Business Justification for change:**

MAMCoP details the rules that apply to those registered as SPAA approved MAMs, the registered address to which is changing as of 13 November 2017. This housekeeping Change seeks to update the registered address for SPAA to ensure that any written communication with the Code administrator is sent to the correct address.

**How will the MCP facilitate the SPAA relevant objectives:**

*Refer to Standard Condition 30, 30.6 of the Gas Suppliers' License*

It will ensure the MAMCoP remains up-to-date, allowing users to contact the SPAA Helpdesk at the new address.

**Development Workgroup**

*For any change proposal that requires Authority Consent, the change guidelines encourage the proposer to refer the CP directly to a Workgroup for development and consideration of relevant alternatives.*

This change is a housekeeping amendment and as such has not been developed by a working group.