## Company onboarding

# How to become a BRP

You and your company have shown interest in engaging with Elia as balance responsible party (BRP). The submission of an application to become a BRP takes place on EPIC, Elia’s portal interface for customers.

Please be aware following rules will apply for your future BRP contract (parameters which will have to be completed in the contract registration form (step 4 below)

* The EIC code[[1]](#footnote-2) is mandatory; An EIC code is always linked to a VAT number which must be the same of the company signing the contract;
* A GLN code [[2]](#footnote-3) will be optional depending on your activity as BRP
* The invoiced company must be the same as the one signing the contract, however a branch legally part of the same company could be indicated

To get access to EPIC, please follow these couple of steps:

1. Fill in the form here below
2. Send the form to [cs@elia.be](mailto:cs@elia.be)
3. Within 5 working days, the administrator should receive an email to register on EPIC
4. Once registered and logged in on EPIC, on the dashboard, under “Available services” title, click on “Become a Balance Responsible Party”
5. Proceed with the BRP registration flow

In case of questions, please contact [cs@elia.be](mailto:epic@elia.be)

Thank you for your collaboration,

Elia

# Company onboarding form

Administrator’s contact details

|  |  |
| --- | --- |
| Email |  |
| First name |  |
| Last name |  |
| Phone |  |

Company details (of the company that will sign the BRP contract)

|  |  |
| --- | --- |
| Registered company name |  |
| Legal form |  |
| Company VAT number[[3]](#footnote-4) |  |
| Commercial registry number[[4]](#footnote-5) |  |
| Registered address street |  |
| Registered address house number |  |
| Postal code |  |
| City |  |
| Country |  |

1. An international EIC code of the type ‘Party’ (X) with function ‘Balance Responsible Party’ is required for a BRP, as key for submitting nominations. If the abovementioned company does not dispose of such an EIC code yet, you can request a code via this [webpage](http://www.elia.be/nl/grid-data/lijsten-en-codes/eic-codes/application-form) on the Elia website (more information about EIC codes available on the same webpage) or at any of the other Local Issuing Offices.

   If the company already disposes of an international and by Entso-e validated EIC code of this type then this code should be completed above. [↑](#footnote-ref-2)
2. The GLN-code (Global Location Number) is only required if you intend to submit nominations on the distribution grids in Belgium. In this case please provide only 1 GLN-code which must be the same one as the GLN-code the company is known by at the distribution grid operators. Elia does not issue GLN codes; please refer to [Locations (GLN) | GS1 Belgium & Luxembourg (gs1belu.org)](https://www.gs1belu.org/en/locations-gln) or the GS1 website of your country for any additional information. [↑](#footnote-ref-3)
3. Unless the VAT number is registered in [VIES](https://ec.europa.eu/taxation_customs/vies/" \l "/vat-validation), please provide an extract of the VAT registration from your VAT authority [↑](#footnote-ref-4)
4. Unless your registered office is in Belgium, please provide an up to date extract of the commercial register for your company data (Commercial registry number, company name, legal form, applicable law, address of the registered office) [↑](#footnote-ref-5)