

Local Security Officer (LSO)/Deputy Local Security Officer (DLSO) Registration/De-Registration Form

This form should be used by any organisation who intends to register, change or deregister an LSO or DLSO to use xserve systems.

The LSO/DLSO will be the first point of contact for any system registration or security access issue. All applications for system access must be submitted by the LSO/DLSO as a security control.

Organisation Details

Full Organisation Name:	
Company Registered Number:	
Associated Short Code (if applicable):	

Company Type

Please indicate with (X) the type of user you are

Shipper/Trader	<input type="checkbox"/>	Connection Company	<input type="checkbox"/>
Supplier	<input type="checkbox"/>	Other	<input type="checkbox"/>
Major Energy User	<input type="checkbox"/>	Please Specify	

Register/Deregister Local Security Officer (LSO)/ Deputy (DLSO)

Please complete a separate form if registering an LSO and DLSO

This form is for: LSO DLSO

Request Type (please mark appropriate box with an X)

ADD REMOVE CHANGE

Registration Details

New Requests for prospective new Users: Please complete all fields.

Existing Users: Please only supply changes to details currently registered.

Name of LSO/DLSO to be created/modified	
--	--

Contact Details:	Telephone:	Fax:
Office		
Mobile		
E-mail		

Business Address:

CONFIDENTIAL – PRINT codeword (minimum 8 characters)	
Specimen Signature:	

Systems Appointed as Local Security Officer

Please indicate with (X) the systems for which you will be the registered Local Security Officer:

- ConQuest (Query Management System)
- Gemini (for Gas Trading Activities)
- IAD (Internet Access to Data)

Authorisation for Change/Addition:

Signature of Current LSO (or new LSO if not existing user)*:	
Please print name:	
Date of Request:	

*if LSO not available for authorisation, please provide signed authorisation by director on company headed paper.

For xoserve Use Only

Date sent to CSC Security	
Confirmation of Short Code	

Please fax completed forms to:
 Customer Life Cycle Team
 on **0121 623 2806**
 or if dialling from outside the UK: +44 121 623 2806

Requests should be completed within 10 working days. If you require an update on the progress of your request, please contact the xoserve Customer Life Cycle Team:
customerlifecycle.spa@xoserve.com