

# **Non-Code Change (NCC) Request Guidance**

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## 1. About this document

This document provides an overview of the Non-Code Change process for Trading Parties or MOSL who wish to submit a change that does not require the Market Codes to be updated.

## 2. Prerequisites

Must understand the Market Codes and CMOS processes.

## 3. The Process

Trading Parties can download the 'NCC Change Request Template' from the MOSL website ([CMOS > Training & Guidance > MOSL Guidance](#)), then fill in the form with the relevant information regarding their NCC proposal.

Once the form is completed, the user email the NCC form to [itsupport@mosl.co.uk](mailto:itsupport@mosl.co.uk) and an automated ticket will be sent to confirm the email has been received by MOSL.

MOSL will review the NCC and if more information is required, the proposer will be contacted. If all required information is provided, then the NCC will be assigned a formal number and all information and the form will be uploaded to the MOSL website ([Market Codes > Change > Non Code Change Requests](#)) and to the [Extranet site](#). The initial automated ticket will be closed with the information of the NCC number assigned to the proposal.

MOSL will review the proposed change to confirm whether the NCC request is possible.

The MOSL website and the Extranet site will be updated with the appropriate status: if the NCC request is possible, a target CMOS Release will be assigned to it otherwise a rejected status will be assigned as well as the reasoning behind the decision. In both situations, the NCC proposer will be contacted via email or phone.

## 4. Implementation

All NCCs that are approved for implementation will be included in the relevant CMOS Release Notes for the Release assigned to it. They will also be presented to the Trading Parties in an Operations and Release Working Group (ORWG) meeting. The CMOS Release Notes can be found on the MOSL website ([CMOS > CMOS Releases](#)).

## Version History

Version	Update	Author	Date
1.0	First draft -Initial version created for process owner review		September 2018
1.1	Review and process simplification		10 March 2021
1.2	Update template	Alex Crosbie	3 March 2025