

Local Security Officer (LSO) Registration Form

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

The LSO 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 as a security control.

Organisation Details	
Full Organisation Name	
Associated Short Code(s) (if applicable)	

Company Type (Please indicate with 'X' the type of user you are)	
Shipper / Trader	
Network	

Request Type (please mark appropriate box with 'X')					
Add		Remove		Change	

Registration Details		
Name of LSO to be created/modified/removed		
Contact Details	Telephone	Individuals E-Mail
Office		
Mobile		Please note we cannot accept a shared email address
Business Address		
New LSO Signature		

Systems Appointed as Local Security Officer		
Please indicate with 'X' the systems for which you will be the registered Local Security Officer. If you have indicated more than one associated Short Code then please place the correct Short Code against the correct system in the long box provide below.		
Gemini (Gas Trading Activities)		
Xoserve Services Portal (UK Link only)		
Contact Management Service (Gas Supply Point Query Management Service)		

Authorisation for Change/Addition/Removal	
Signature of existing LSO	
If existing LSO is not available for authorisation, please provide signed authorisation by a director on company headed paper	
Please print name	
Date of Request	

Please Scan and Email completed forms to:

servicedesk@xoserve.com

Requests should be completed within 5 working days. If you require an update on the progress of your request, please contact the Xoserve Service Desk on 0845 600 0506