

# Full Responsibility Transfer Agreement

Currently this is referred to internally as a Short Form Declaration of Authority

# What is a Full Responsibility Transfer Agreement?

The Full Responsibility Transfer Agreement is an agreement in which Party A (not required to be a PJM Member) is transferring to Party B (**required** to be a PJM Member) all of its rights and/or obligations that relate directly or indirectly to activity undertaken in PJM markets or operations that use or affect the integrated transmission system operated by PJM.

These agreements are in full force and effect until terminated in writing by PJM Members who are parties to the agreement.

PJM is a signatory to these agreements in addition to the two transacting parties

# Process for Securing a Full Responsibility Transfer

In order to begin the process for securing a full responsibility transfer, a link to an online form is sent to the party requesting the transfer. The link sends the requestor to an online form with a submit button that routes the completed form and information to the CM general mailbox, [custsrv@pjm.com](mailto:custsrv@pjm.com), and the assigned paralegal.

A form must be submitted ***at least ten days prior to the requested effective date*** of the Agreement.

Once the online form is completed and submitted and received, the assigned paralegal will create the Agreement within 3 business days using the information provided in the form by the requestor.

Once the assigned paralegal creates the agreement, it is sent for submission and routing via DocuSign for execution. The Agreement must be executed at least three days prior to the effective date of the Agreement.

Once executed and routed back to PJM for final signature, the Agreement becomes fully executed and is in full force and effect.

# When should a Member Agent and Principal begin the process?

In order for PJM to communicate with a Principal (who is not a Member) about the Member Company in any fashion, per the Operating Agreement, section 18.17, PJM needs written authorization in order to do so.

The Full Responsibility Transfer Agreement permits PJM to communicate with the non-Member Principal regarding the Member Company and also permits PJM to receive direction from the Member Company as the non-Member's Agent with respect to accepting the non-Member's obligations.

Ideally, the Agreement should be executed as soon as the parties want PJM involved, even if *initially* it is in a purely informational capacity.