

GAS REGISTRATION GUIDE

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1. Introduction

1.1 Purpose of this Guide

This Guide summarises the process applicants need to register with *AEMO* in the following regulated gas markets:

- The Declared Wholesale Gas Market (DWGM).
- The Retail Gas Markets in the States of New South Wales (NSW), the Australian Capital Territory (ACT), Queensland (Qld), South Australia (SA) and Victoria (Vic).
- The Short Term Trading Market (STTM).

This Guide also explains registering in the Natural Gas Services Bulletin Board (Gas Bulletin Board).

Information on specific markets and application forms can be found on *AEMO*'s Website under 'GAS' here: <http://www.aemo.com.au/>

Italicised words in this Guide are as defined in the National Gas Rules.

1.2 Requirement to Register

Under the National Gas Law, a party must not participate in a “registrable capacity”¹ in the following markets:

- DWGM.
 - Retail Gas Markets in NSW/ACT, QLD, SA and VIC.
 - STTM.
- unless they are registered or excused (exempted) from registering in accordance with the Rules.

The following sections outline the various markets and the relevant requirements to help applicants with their registration application.

1.3 Application to be submitted to AEMO Onboarding

Please return the original, completed Application for Registration in the Regulated Gas Market by post to:

Australian Energy Market Operator Limited
Attention: Onboarding

¹ “Registrable capacity” is a defined term in the National Gas Rules. Applicants should refer to Chapter 15A of the Rules to check which category, if any, is relevant to their operations.

Level 2
20 Bond Street
SYDNEY NSW 2000

Electronic versions can be submitted to the Onboarding Email address, but AEMO will still require applicants to post the originals.

Information Support Hub Phone: 1300 236 600
Onboarding Email: onboarding@aemo.com.au

2. Onboarding Procedure

Prospective Gas Market Participants must apply to *AEMO* for registration by using the relevant application form.

The onboarding process consists of the following steps:

- Step 1** Submit an Application for Registration, including all attachments in the relevant Gas Market.
- Step 2** *AEMO* will review the Application and respond to you within 5 *business days* of receipt of the Application.
- Step 3** *AEMO* may request additional information and/or clarification of the information contained in the Application. If such a request is made, you must supply the additional information or clarification within 15 *business days* (or 10 *business days* for the Bulletin Board) of *AEMO*'s request. If no contact is made with *AEMO* during this period, *AEMO* may withdraw the application. In this case, the registration fee would be forfeited.
- Step 4** *AEMO* will notify you within 15 *business days* (or 10 *business days* for the Bulletin Board) of receiving the completed Application. The notification will be a determination on the application or a request for clarification and/or additional information. Once all additional information and or clarification is received by *AEMO*, you will be notified of *AEMO*'s determination within 15 *business days* (or 10 *business days* for the Bulletin Board).

AEMO's notification under Step 4 will also include:

- Any conditions of registration that *AEMO* considers reasonably necessary.
- A proposed "registration effective date". This date precedes the "go live" date (the date you can start participating in the market). It gives you notice to finalise your system tests to ensure you can start operating in the market from the "go live" date.

If *AEMO* rejects your Application, the reasons for rejection will be provided. Once a determination is made, *AEMO* will send a formal confirmation as well as information for participants that are new to the energy markets *AEMO* operates.

3. Explanation of Application Form

3.1 For all Applicants

The application is divided into the following sections:

- Section A - Application Details.
- Section B – Financial Details.
- Section C – Markets and Registrable Capacities.
- Section D – IT Systems.
- Section E – Contingency Benchmark Information.
- Section F – STTM Facilities.
- Section G – Contact Details.
- Section H – Attachments.
- Section I – Other Information.
- Additional Information.

3.1.1 Section A - Application Details

3.1.1.1 Formal application and declaration

You must formally apply for registration and authorise *AEMO* to contact third parties, if necessary, to verify the information you have provided. For example, *AEMO* might need to contact a relevant pipeline operator to verify that a use-of-system agreement is in place, or a jurisdictional body to verify that an appropriate licence has been issued.

The application form must be signed by an authorised representative of your organisation as a declaration. This declaration represents to *AEMO* that the information submitted is true and correct.

If you need *AEMO* to liaise with a third party(ies) during any stage of the onboarding process, please complete and submit a letter of authority with the application form. A template is available on *AEMO*'s website here: http://www.aemo.com.au/-/media/Files/Electricity/NEM/Participant_Information/New-Participants/Letter-of-Authority-Template.docx

Declaration

The declaration must be signed by a duly authorised officer of the Applicant entity. Usually this would be a person in an executive or management position. Electronic signatures are not currently accepted.

Registration (Onboarding) Contact

The Applicant must provide a primary contact and details for liaison with AEMO during the onboarding process. If that contact is not employed by the Applicant entity, please submit a letter of authority.

Consent to Act as an Allocation Agent

An allocation agent is a person appointed by a Market Participant to submit injection or withdrawal allocation statements. These statements are given to AEMO to outline the Market Participant's gas withdrawal and injection over a gas day. An allocation agent can appoint a sub allocation agent for the purposes of this arrangement. The agent will be able to see the Market Participant's daily injection point schedules in their scheduling report.

If the Applicant consents to act as an Allocation Agent, please provide details of the Participant (Nominator) that you will be acting for as well as a formal letter from the Applicant nominating the Allocation Agent and a formal letter from the nominated Allocation Agent accepting the nomination.

Section B – Financial Details

Explanation of Financial Details

DETAILS REQUIRED	EXPLANATION
Austraclear	AEMO uses an external electronic funds transfer system provided by Austraclear to facilitate financial settlements. Applicants applying to register as Market Participants must provide an active Austraclear account. If the Austraclear account is not active, or has not been set-up at the time the application to register with AEMO is submitted, please keep us informed of progress. Austraclear applications are processed by the Australian Stock Exchange. An application to register as a Market Participant will not be approved until an active Austraclear Account is established.
Recipient Created Tax Invoice (RCTI)	If you are registering as a Market Participant in the DWGM, Vic Retail Gas Market or as a Trading Participant in the STTM, you will need to

	<p>submit two current copies of the RCTI Agreement. If you have previously provided a RCTI to AEMO, you will still need to submit new copies if they are not in the current version. AEMO will advise if you need to submit new versions following submission of your application.</p>
Credit support	<p>If you are applying to register as a Market Participant in the DWGM or Trading Participant (Shipper or User) in the STTM, credit support will be required and you will need to complete that section in the application form.</p> <p>A guarantee can be arranged through your financial institution and should be checked by AEMO before its execution. Drafts can be sent to: market.prudentials@aemo.com.au</p> <p>An original, signed copy must be submitted with your registration application.</p> <p>Refer to the AEMO Guarantee Proforma and the Credit Support Management Guide when preparing the guarantee. These documents can be found by searching for “credit support” on our website: http://www.aemo.com.au/</p>

Section C – Markets and Registrable Capacities

In Section C, you must ensure that the applicable boxes for registering in each registration category (called “registrable capacity”) are selected. Please refer to Part 15A of the Rules for the DWGM, Retail Gas Markets and STTM, and Part 18 of the Rules for the Bulletin Board. The Rules are available here: <http://www.aemc.gov.au/Energy-Rules/National-gas-rules/Current-rules>

When you tick a market and registrable capacity, the relevant sections will populate on the form. If you are required to register in additional markets and registrable capacities under the Rules, a text box containing that information will automatically generate.

To register in any gas market, an applicant must satisfy AEMO that it meets the applicable eligibility requirements for registration in that capacity.

3.1.2.1 Declared Wholesale Gas Market

The DWGM facilitates transportation and wholesale trading of natural gas in the Victorian Declared Transmission System (DTS), which covers most of Victoria. Gas injections and withdrawals are scheduled based on bids and demand forecasts submitted by market participants, and AEMO manages physical gas flows in the DTS to meet demand and maintain system security. AEMO settles the difference between market participant injections and withdrawals at the applicable market price.

Applicants must nominate one or more registrable capacities consistent with their intended DWGM activities.

Figure 1: Registrable capacities in the Rules

DWGM REGISTRABLE CAPACITY

Retailer

A licensed or authorised retailer (under applicable energy legislation), who sells gas that has been transported through the DTS to end-use customers. Retailers must also register in the Vic Retail Market in the “market participant - retailer” category.

Trader

A person who buys or sells gas transported through the DTS from or to other market participants or producers. Traders do not sell gas to end-use customers. Traders must also register in the Vic Retail Market in the “market participant - other” category.

Distribution Customer

An end-use gas customer connected to a Victorian declared distribution network, who elects to withdraw gas from the DWGM rather than through a retailer. Distribution customers should not register unless they wish to participate directly in the wholesale market. If they do so, they must also register in the Vic Retail Market.

Distributor

A service provider for a distribution pipeline network that connects to the DTS. Distributors must also register in the Vic Retail Market in the “distributor” category.

Producer

The operator of a facility that processes natural gas for injection into the DTS, **who also wishes** to buy or sell gas in the DWGM.

Or

The operator of a facility that processes natural gas for injection into the DTS, **who does not** buy or sell any gas in the DWGM. This means that all gas entering the DTS from the production facility must be owned by market participants.

Producers must also register in the Vic Retail Market in the “market participant - other” category and the Bulletin Board in the “production facility operator” category.

Storage Provider

The operator of a facility for storage of natural gas directly withdrawn from, or re-injected into, the DTS, who also wishes to buy or sell gas in the DWGM.

Or

The operator of a facility for storage of natural gas connected to the DTS, who does not buy or sell gas in the DTS. This means that all gas withdrawn or re-injected must be owned by market participants.

Storage providers must also register in the Vic Retail Market in the “market participant - other” category and in the Bulletin Board in the “BB participant – storage provider” category.

Transmission Customer

An end-use gas customer with facilities connected directly to the DTS, who elects to buy its gas in the DWGM rather than through a retailer.

Or

An end-use gas customer with facilities connected directly to the DTS, who buys its gas through a retailer.

Transmission customers must also register in the Vic Retail Market.

Other Participant Roles

Declared Transmission System Service Provider (DTSSP)

The service provider for the pipeline system that comprises the DTS. A DTSSP must also register in the Vic Retail Market in the “transmission system service provider” category.

Interconnected Transmission Pipeline Service Provider (ITPSP)

A service provider for a transmission pipeline that connects to the DTS.

ITPSPs must also register in the Bulletin Board as a “BB participant – pipeline operator”. They must also register in ONE of the following:

- The Vic Retail Market in the “transmission system service provider” category (if some or all of the interconnected pipeline is located in Victoria).
- The “market participant – other” category.

Market Participants

Market participants are those registered in a capacity that requires or allows them to buy or sell gas. Market participants must also register in the Gas Bulletin Board as BB Shippers.

Other Participant Roles

The 'other participants' must register as DWGM participants based on their operational activities in relation to, or connected with, the DTS; however, they do not trade gas through the DWGM.

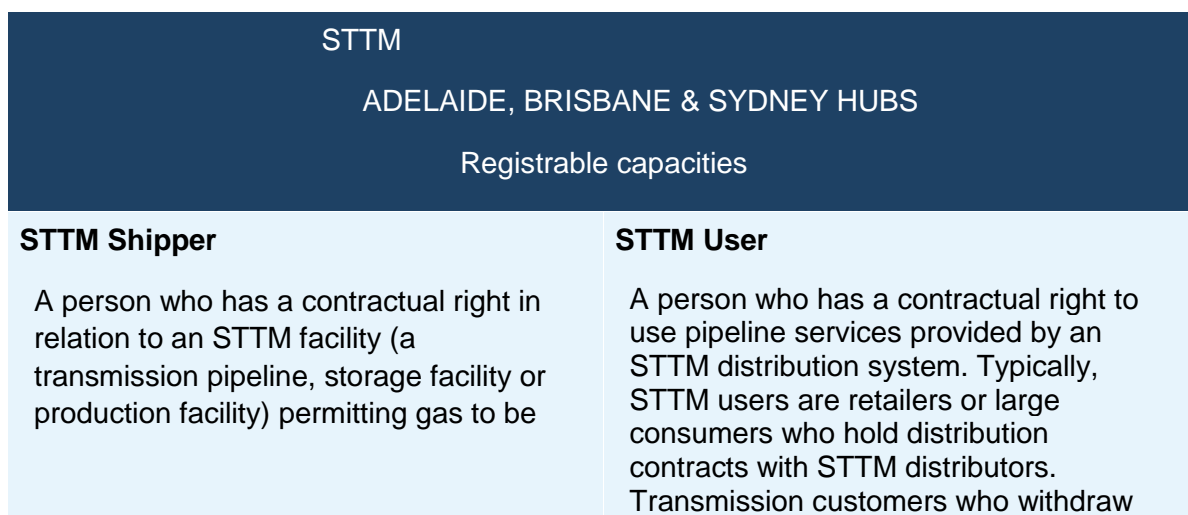
3.1.2.2 Short Term Trading Market

Part 15A of the National Gas Rules (NGR) contains the registration requirements and eligibility criteria that new applicants must familiarise themselves with before registering.

The STTM is a market-based wholesale gas trading mechanism established at defined gas hubs in or around Sydney, Adelaide and Brisbane. The market uses bids, offers and forecasts submitted by participants, together with information from relevant transmission pipelines, to schedule deliveries and withdrawals at each hub.

Organisations must nominate one or both STTM registration categories (called registrable capacities) consistent with their intended STTM hub activities. Although there are only two registrable capacities in the STTM (trading participants) market, Part 20 of the NGR also requires each STTM facility operator or contract holder who appoints an allocation agent for Part 20 to ensure that the allocation agent complies with its obligations under this Part for the term of that appointment.

Figure 2: STTM participant roles



supplied from or withdrawn into that facility at a hub transfer point.

The right may arise under a direct contract with the facility operator, or may be granted by a shipper who in turn has a direct contract with that operator. An STTM production or storage facility operator that supplies gas at the hub on its own behalf must also register as an STTM shipper.

STTM shippers must also register as BB Shippers in the Gas Bulletin Board.

An STTM Shipper is a Trading Participant.

gas directly from a transmission pipeline at a defined hub transfer point must also register as STTM users.

An STTM user at a hub must also register in the relevant retail gas market as a user, retailer or self-contracting user (as applicable).

An STTM User is a Trading Participant.

Trading Participants

Anyone who wishes to ship gas to or withdraw gas from a transfer point in a hub must register with AEMO at that hub as an STTM shipper, an STTM user, or both.

Registered trading participants can register trading rights allowing them to submit offers or bids to move their gas to and from the hub.

Allocation Agents

The category is similar to DWGM allocation agents, but in this case deals specifically with the STTM. Allocation agents for STTM Shippers who are direct contract holders with the facility operator must provide daily information (via an injection allocation statement) to AEMO about the sub-allocation of the gas allocated to their facility service. The allocation agent can be the STTM Shipper itself or an appointed agent. If no allocation agent is appointed for a facility service, AEMO performs these allocations. The registration requirements for allocation agents are contained in rule 388 of the NGR.

STTM facility operators may also appoint allocation agents to provide allocation information to AEMO. This type of allocation agent need not apply to AEMO for registration. AEMO records their details under different rules in the NGR, together with the operational information for the facility.

STTM Information Providers - Obligation to provide information

Operators of facilities that connect directly to an STTM hub are not required to be registered participants, but must provide information to AEMO under rule 376 of the NGR, in some

cases this will include providing ongoing capacity and allocation information. Information that needs to be provided to AEMO includes contact details of the facility operator, business details such as the ABN, facility details such as capacity, details of the allocation agent, contingency benchmark information and any other information required by AEMO as specified in the STTM Procedures. This information is collected by AEMO during the onboarding process to ensure ongoing compliance with the Rules and procedures. If there are any material changes to an existing registration such as changes to ownership, gas transportation agreements expiring, contacts etc., please inform our Onboarding team at: Onboarding@aemo.com.au

3.1.2.3 Retail Gas Markets

Part 15A of the NGR contains the registration requirements and eligibility criteria, and new applicants must familiarise themselves with these rules before registering.

Any person who participates in a regulated retail market (NSW/ACT, Qld, SA, Vic), must register with AEMO.

The NGR define several roles in the retail gas market that are similar in function. The following table summarises the formal registrable capacity names by state and activity.

ACTIVITY	REGISTRABLE CAPACITY			
	NSW/ACT	Qld	SA	Vic
Distributor	Network operator A service provider that holds, or is required to hold, a licence or authorisation to reticulate or distribute gas in NSW or the ACT.	Distributor A service provider that holds, or is required to hold, an area distribution authority in Queensland or a reticulator’s authorisation for the Tweed area of NSW.	Network operator, Network operator – Mildura A service provider that holds, or is required to hold, a gas distribution licence in SA. The service provider for the distribution network serving Mildura and its surrounds.	Distributor The service provider for a distribution pipeline in Victoria (only if a DDS pipeline).
Retailer	User A user of a NSW/ACT distribution	Retailer A user of a Qld or Tweed distribution	User A user of an SA or Mildura	Market participant – retailer

	pipeline who is a retailer. Users may also need to register in the STTM.	pipeline who is a retailer. Retailers may also need to register in the STTM.	distribution pipeline who is a retailer. Users may also need to register in the Short Term Trading Market.	A user of a DDS in Victoria or Albury who is a retailer. Market participant (retailers) may also need to register in the DWGM.
Self-Contracting User	Self-contracting user A user of a NSW/ACT distribution pipeline who is an end user (not a retailer). Self-contracting users may also need to register in the STTM.	Self-contracting user A user of a Qld or Tweed distribution pipeline that is an end-user (not a retailer). Self-contracting users may also need to register in the STTM.	Self-contracting user A user of an SA or Mildura distribution pipeline who is an end-user (not a retailer). Self-contracting users may also need to register in the STTM.	Market participant – other Any other user of the DTS or any other transmission pipeline in Victoria. This may include self-contracting users. A market participant (other) must also be registered in the DWGM.
Transmission Service Provider			Transmission system operator A service provider for a transmission pipeline in South Australia.	Transmission service provider The service provider for the Declared Transmission System or another transmission pipeline in Victoria.
Other market Participant			Shipper, swing service provider Shipper – A user of a pipeline that connects to an SA or Mildura distribution pipeline, and uses that service to deliver gas to a user or self-contracting user at a gate point. Swing service provider – No	Market participant – other Any other user of the DTS or any other transmission pipeline in Victoria. This may include self-contracting users. A market participant (other) must also be registered in the DWGM.

			longer a current function under the current SA Retail Gas Market Procedures.	
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3.1.2.4 Gas Bulletin Board

Part 18 of the NGR contains the registration requirements and eligibility criteria.

The Gas Bulletin Board (GBB) is a single electronic communications system (website) covering major gas production fields, major demand centres, and natural gas transmission pipelines. This includes the interconnected systems of South Australia, Victoria, Tasmania, New South Wales, the ACT and Queensland. The GBB provides system and market information to all GBB users and the public.

Public access to GBB reports is available by accepting the GBB terms and conditions of use. However, only registered GBB participants can undertake GBB transactions (e.g. uploading data onto the GBB).

More information about the GBB is available at: <http://gbb.aemo.com.au/>

PARTIES REQUIRED TO REGISTER ON THE GBB			
Production Facility Operator A producer, user, or non-scheme pipeline user who operates a GBB production facility.	Storage Provider A storage provider who operates a GBB storage facility.	Pipeline Operator A service provider or a gas market operator of a GBB pipeline.	BB Shipper A user or non-scheme pipeline user who is entitled to use a service provided by a GBB pipeline. DWGM Market Participants and STTM shippers generally need to register as BB shippers.

PARTIES ELIGIBLE TO REGISTER ON THE GBB			
AER/AEMC/ERA	Authorised representatives	User of a GBB transmission pipeline (e.g. a retailer)	User of a distribution pipeline
Gas-fired electricity generator	Service provider of a pipeline connected	Producer	Large end user

	to a GBB facility (e.g. a distributor)		
Member of NGERAC			Storage provider
Regulatory bodies/Government			

Section D – IT Systems

You must ensure that there is an appropriate IT system in place to access the relevant market. If you are applying to register as a Market Participant in the DWGM or a Trading Participant (Shipper or User) in the STTM, you will need to have a MarketNet connection. This might be existing (if registered in other market(s) and capacity(ies)), or new.

The AEMO website (<http://www.aemo.com.au/>) has a section relating to connectivity and a guide to IT systems. Please review the following documents before completing the IT section of the Application.

<http://www.aemo.com.au/Gas/IT-systems-and-change>

[Guide-to-Information-Systems-v2-03-Apr-2014.pdf](#)

IT users within your business need to complete the IT form to access the relevant gas market IT systems.

Only one 'Account Access and Password Change Request Form' per IT user is required. Please select as many categories as relevant for the systems you wish to access. Each user within your organisation requiring access to relevant gas market IT systems must complete the Gas Systems User Access Request form.

Importantly, one request/form per user is required. This form can be accessed under "IT Systems" on our website.

The Applicant must submit a Full Retail Contestability (FRC) Hub form in accordance with the table below. The FRC Hub is the information system provided by AEMO for the transmission of aseXML messages under the Retail Gas Market Procedures.

Retail Gas Market functionalities used by each registrable capacity

STATE	REGISTRABLE CAPACITY	FRC HUB REQUIRED?
QLD	Distributor	✓

QLD	Retailer	✓
QLD	Self-Contracting User	✓
SA	Network Operator (including Mildura)	✓
SA	User	✓
VIC	Distributor	✓
VIC	Market Participant – Retailer	✓
NSW	User	✓
NSW	Self-Contracting User	✓

Please clearly mark additional pages related to IT systems as '**Attachment to Section D**' and number each page consecutively.

Section E – Contingency Benchmark Information

If you are registering information in the STTM as an operator of an STTM pipeline, STTM storage facility, STTM production facility or STTM distributor, you will need to complete this section.

You must provide the following details (as specified in the Rules and the STTM Procedures):

STTM pipeline

- Pipeline name.
- Minimum and maximum gigajoules.

STTM storage facility

- Daily delivery capacity to the hub from the STTM storage facility.
- Daily delivery capacity from the hub from the STTM storage facility.
- Delivery capacity gigajoules.

STTM production facility

- Daily delivery capacity to the hub, to the STTM production facility.
- Delivery capacity gigajoules.
- STTM distribution system.

STTM distribution system

Note: This section does not need to be completed if you have selected “STTM Distributor, for a deemed STTM distribution system” in Section C.

- Acceptable pressure range for the custody transfer points of the STTM distribution system.
- Requirements for minimum and maximum flows for the custody transfer points of the STTM distribution system (if any).
- Range times required by the STTM distributor to curtail withdrawals of gas from the STTM distribution system.
- Details of any other distribution system that needs to be added.

Section F – STTM Facilities

You will need to complete this section if you are registering information as an operator of an STTM pipeline, STTM storage facility, or STTM production facility. We will require the following details:

- Plant name.
- Plant type.
- Hub (Adelaide, Sydney, Brisbane).
- Default capacity (GJ) – The capacity (in GJ) to be used by AEMO as the default capacity of the STTM facility to deliver natural gas to the hub on a gas day.
- Max. default capacity (GJ) – The maximum capacity (in GJ) that AEMO may accept as the capacity of the STTM facility to deliver natural gas to the hub on any gas day.
- High capacity threshold (GJ).
- Low capacity threshold (GJ).
- Effective from date.
- Effective to date.
- Details of any other STTM facilities you need to add.

Section G – Contact Details

In Section G, you must provide contact details to help communication between *AEMO* and your organisation. You must provide contact details for your head office and any branch offices together with relevant personnel. The contact nominated to liaise with AEMO’s Onboarding team in relation to your registration application is distinct from the other contacts identified in the table below. If this contact does not have contact details that match the Applicant’s, AEMO will require a letter of authority. A template can be located on our website at this link: http://www.aemo.com.au/-/media/Files/Electricity/NEM/Participant_Information/New-Participants/Letter-of-Authority-Template.docx

Please ensure all necessary contacts are provided relevant to the registrable capacity(ies) within the appropriate hub(s). *Contact details* required include:

- (a) The street address of the person's place of residence or business.
- (b) The person's postal address.
- (c) The person's telephone number.
- (d) The person's fax number
- (e) If the person has a website – the website address.
- (f) The person's email address.

Participants must notify *AEMO* as soon as reasonably practicable if contacts change.

You will need to submit additional pages to include all of your contact details. Please clearly mark these as '**Attachment to Section G**' and number each page consecutively.

'Mandatory' contacts include those required from a Rules perspective and/or from an AEMO systems perspective.

REQUIREMENTS IN APPLICATION FORM	MARKETS AND REGISTRABLE CAPACITIES	GUIDANCE	NOTIFICATIONS
Head office and branch contact details	All	If no changes to contacts previously provided, please tick the box	
Personnel contacts for all markets and registrable capacities	All	Mandatory contacts are: <ul style="list-style-type: none"> • Head of organisation – Will not receive any routine notifications; kept for AEMO records. AEMO requires the name, mobile number and email address of the CEO or the CEO delegate who would be called upon for a level 5 crisis (or more), specifically for the Gas Emergency 	May be contacted by AEMO on an ad hoc basis (email, phone or mail).

Management Group (GEMG).

- Company secretary – Will not receive any routine notifications; kept for AEMO records.
- Chief Financial Officer – Will not receive any routine notifications; kept for AEMO records.
- Dispute Management – Kept for AEMO records. First point of contact for relevant disputes.
- Onboarding – Point of contact for all registration correspondence.
- Regulatory Manager – AEMO contact for laws, regulations, guidelines and specifications.
- IT Security – Primary IT contact regarding security and system access.
- IT After Hours/Emergency – Contact for IT-related issues. This contact must be available at all times.
- X2 MIBB/WEX/SWEX/MIS Authorised Signatories/Account Owners – Responsible for approving systems

		<p>access applications (MIBB/WEX/SWEX/MIS)</p> <ul style="list-style-type: none"> • X2 Settlement – Primary and secondary contact for all settlement and prudential notifications and issues. Of these contacts, one must act in the role of Settlement Manager. • 24 Hour Emergency – Each Registered participant must provide AEMO with a contact name, title and a single telephone number and facsimile number for a responsible officer who can be contacted by AEMO 24 hours a day in case of emergency. That person(s) will be required to attend any short notice meetings in an emergency. 	
Personnel contacts for DWGM	DWGM (All)	<p>Mandatory contacts are:</p> <ul style="list-style-type: none"> • DWGM Gas Quality – AEMO will send DTS gas quality notification (SMS and System Wide Notice). This contact is mandatory for persons that are operationally involved, such as a facility operator, otherwise it is optional for Market Participants <ul style="list-style-type: none"> • DWGM 24 Hour Contact (Market 	

		<p>Notice only) – AEMO will send a DWGM notice (SMS and System Wide Notice and Email) to the control room, trading desk and/or energy trader and direct contact (Phone, fax and email) for DWGM Real Time Operations.</p> <ul style="list-style-type: none"> • DWGM Allocation Agent – Contact regarding the submission of allocation data 	
Personnel contacts for Retail Gas Markets	Retail Gas Markets (All)	<p>Mandatory contacts are:</p> <ul style="list-style-type: none"> • Gas emergency • Retailer of Last Resort (RoLR) contact (Primary and Secondary) – Will be contacted when the RoLR process is initiated • Metering Manager 	
Personnel contacts for STTM	STTM (All)	<p>Mandatory contacts are:</p> <ul style="list-style-type: none"> • STTM 24 Hour Contact – Contact for all operational notifications including STTM Market Notices and system generated alerts. This contact must be available at all times. Note: Nominate if the 	<p>May be contacted by AEMO on an ad hoc basis regarding issues specific to the role of that contact type (email, phone, SMS or mail).</p>

contact is for all hubs or for a single hub. If a Participant is only registered in one hub, they can still opt to be contact for all hubs. If a contact is nominated for 'all hubs' there is no need to provide contact details for each separate hub.

- STTM contingency gas – Contact if there is a contingency gas event in the relevant STTM hub(s) for t participating in any conferences or in the scheduling of contingency gas.
- STTM FO data (Facility operators only) – Recipient of notifications regarding the validity of pipeline operator data submissions.
- STTM allocation agent – Contact regarding the submission of allocation data.
- STTM contract manager – Contact for all service and trading right registration and modification communications.
- STTM Management – This contact will receive market notices via email or SMS through the Scheduling Price

		Interface (SPI) application and is required for our control room.	
Personnel contacts for Bulletin Board	Bulletin Board (All)	<p>Mandatory contacts are:</p> <ul style="list-style-type: none"> • BB authorised signatory • BB responsible person • BB User (Secure only) – Contact who gets access to the GBB Secured Area (upload files) • BB Secure/Emergency Access – This contact gets access to the Upload information to the GBB emergency pages 	

The Participant must notify AEMO of any changes to contact details as provided above.

Section H – Attachments

Additional material required for all markets includes:

Evidence of partnership status

If you are applying for registration on behalf of a partnership, you must provide evidence of the legitimacy of the partnership, such as a partnership agreement.

Applicants must demonstrate their ability to comply with the relevant obligations under the Rules. If Applicants are proposing corporate structures that divide responsibilities and/or liabilities, they may be asked for additional supporting material such as copies of trust deeds etc.

Regulatory compliance

An Applicant must provide a list of the current policies, processes and procedures it has in place to demonstrate compliance with the *Rules* and the National Gas Law. It is not sufficient that these are under development. Copies of the actual procedures are not required.

If the Applicant is already registered in any other capacity in a regulated gas market, the Applicant must outline details of any non-compliance as at the date of the application together with any agreed rectification plan.

If applicable, you must show that you comply with requirements currently imposed by the Jurisdictional Regulator who has jurisdiction over your gas market activities. You must confirm that you have either met these jurisdictional requirements, you are exempt from jurisdictional requirements, or that jurisdictional requirements do not apply in your case (with reasons).

Licences, contracts and accreditations

You should enclose a copy of your current jurisdictional licence(s) or approval(s) applicable in one or more jurisdiction(s). Please note: We require certified copies of approval(s).

Examples of jurisdictional licences, approvals and accreditations might include:

- Retail authorisation or exemption issued by a body responsible for administering the licensing regime that applies to gas entities.
- Distribution licence issued from a Commission for entities that operate whole or part of a gas distribution system.
- Use of System (Reference Services Agreement) with the relevant pipeline (network) operator.
- Reticulator's authorisation or a corresponding licence approval or authorisation issued by a body responsible for administering the licensing regime on behalf of the Minister for Resources and Energy.
- Gas Safety Case – Required for Market Participant – Retailer in the VIC Retail Gas Market only.
- Transmission Payment Deed – Required for Market Participants registering in the DWGM only.
- Haulage contract with a storage provider or producer for the delivery of natural gas to a hub from a storage or production facility directly connected to that hub.

Accreditation of controllable quantities – May be required for Market Participants registering in the DWGM – Accreditation is required for market participants registering in the DWGM who want to submit bids for controllable quantities. Please review the “DWGM allocation and sub-allocation guidelines” at the DWGM Guides and Forms webpage and the Wholesale Market Accreditation Procedures (Victoria) and attach the appropriate forms. The ‘Application for Accreditation of Controllable Quantities (Injections/Withdrawals)’ form may need to be submitted as part of the onboarding process. AEMO will assess and advise if approved, rejected or if anything else is required. This form can be accessed here:

[http://www.aemo.com.au/-/media/Files/Doc/App for Accreditation of Controllable Quantities Injections Withdrawals.doc](http://www.aemo.com.au/-/media/Files/Doc/App%20for%20Accreditation%20of%20Controllable%20Quantities%20Injections%20Withdrawals.doc)

The DWGM allocation and sub-allocation guidelines can be accessed here:

[http://www.aemo.com.au/-/media/Files/PDF/321340 DWGM Allocation and Suballocation Guidelines.pdf](http://www.aemo.com.au/-/media/Files/PDF/321340%20DWGM%20Allocation%20and%20Suballocation%20Guidelines.pdf)

Financial viability

You must include:

- Copies of your most recent audited financial statements.
- Explanation of any financial links with parent or other organisations.
- Board–approved business plan, cash flow and financial statement forecasts.
- A description of how performance against the business plan and forecasts will be monitored.
- A copy of credit rating with an appropriate agency – Required for Queensland retailer only.

Organisational capability

You must show that you have established resources, processes and procedures to ensure compliance with the *Rules*. You should enclose:

- An organisation chart demonstrating that resources have been allocated to the intended activities.
- A brief resume of the relevant experience of key managers and their responsibilities – this should include details of any gas market-related experience.
- Committees or work groups relevant to the gas market activity – examples might include:
 - Gas Wholesale Consultative Forum.
 - AEMO gas training or overview courses.
- Evidence of business and administrative processes such as:
 - Demonstration that relevant policies and procedures are in place (policies and procedures under development will not suffice) – *AEMO* does not require actual copies, rather a list of policies and procedures in place relevant to the market and registrable capacity being applied for.

- IT systems to support regulated gas market activities.
- An explanation of links with parent and other organisations that impact on your ability to comply with the *Rules*.

Please clearly mark all attachments as '**Attachment to Additional Material**' and number each page consecutively.

3.1.2 Section I – Other Information

This section in the application form is a final checklist. It is a useful tool and should be completed before submitting your application. If the checklist items have not been included with the application on submission, AEMO will identify these as outstanding in formal correspondence. A formal email will be sent within five business days after receipt of the application if something is missing or further clarification is required.

The registration procedure and a contact for feedback on the application form is provided at the end of the application.

3.2 Participant Fees

AEMO must publish the fees for Registered Participants. These are published on the AEMO website.

All applicants for registration must pay a registration fee in accordance with *AEMO's* current published fee schedule.

The registration fee can be paid by cheque (payable to AEMO Limited) or by direct deposit. You should provide a remittance advice from your bank if you have paid by direct deposit. An invoice will be sent to the relevant contact shortly after submission of an application form.

The fee schedule also includes a one-off registration fee, which will be charged to you in the first invoice. Invoices are normally sent shortly after *AEMO* receive the application. A new fee schedule will be published each financial year and registration fees may change from time to time.

Fee schedules can be found under the relevant market on our website under 'Participant Information': <http://www.aemo.com.au/>