

Retail Gas Market Registration Checklists

This checklist is part of AEMO's online guide on [How to Register to Participate in AEMO's energy markets](#). Before using this checklist, identify the registrable capacities in which you wish to register and confirm whether any exemptions apply. If you are applying on behalf of a partnership, review the information about [multiple functions and parties](#) on AEMO's website and decide if you need to apply as an intermediary or for an exemption.

Checklist 1: Registration Prerequisites

Complete these activities before you register with AEMO.

	Activity	Retail gas market
1	Understand and be able to comply with the NGR and gas market procedures applicable to the relevant market.	✓
2	Manage licences and approvals Satisfy applicable jurisdictional requirements (such as retail licencing, pipeline operator licences development and environmental approvals). Applicants must complete licensing and development approvals before AEMO can finalise a registration application.	✓
3	Obtain Austraclear membership number AEMO uses an external electronic funds transfer system (Austraclear) provided by the ASX . Your Austraclear membership number is required with your registration application. You will need to apply directly to the ASX for membership (process can take up to 5 weeks; charges apply, payable directly to Austraclear). Direct any Austraclear queries to the Austraclear Service Desk on 1300 362 257 or email austraclear@asx.com.au .	✓ Qld Only
4	IT systems set up Access to AEMO's market systems requires connection to AEMO's MarketNet. IT systems setup requires careful planning by an experienced IT team. AEMO's Guide to Information Systems provides an overview of AEMO's market systems. See Understanding Energy Market Information Systems for IT technical guides. Setting up IT systems and registration processing have interdependent steps, and can take from 4 to 8 weeks to complete.	✓
5	Contractual arrangements with pipeline operators Make arrangements with transmission and/or distribution pipeline operators as applicable, in accordance with the requirements for the registrable capacity for which you are applying.	✓ Self-contracting users, retailers and Vic market participant – other only
6	Gas Safety Case Contact Energy Safe Victoria for information about gas safety cases. You will need to provide a copy of your approved gas safety case with your registration application.	✓ Vic only

Checklist 2: Attachments To Be Submitted With Your Application Form

Attachment	Description	Retail gas
Eligibility to Participate	If applicable, details of current gas industry licence(s)/approval(s) and name of relevant regulator(s), or evidence of exemption from the requirement, such as a statutory instrument or letter from the relevant regulator(s).	✓ All registrable capacities ¹
	Evidence that the applicant is resident or permanently established in Australia.	✓
	Statement declaring you are: <ul style="list-style-type: none"> Not an externally-administered body corporate (as defined in the Corporations Act, or under a similar form of administration under the laws of some other jurisdiction); Capable of being sued in your own name in a court of a competent jurisdiction in Australia; and Not immune from liabilities incurred as a Registered Participant (except to the extent the immunity is conferred under the NGL or the NGR). 	✓
Organisational Capability	Statement declaring that the applicant understands the obligations under the NGL, NGR and relevant jurisdictional procedures.	✓ All registrable capacities ¹
	Demonstrate that gas market related policies and procedures are in place (include a list of document names; do not submit actual documents to AEMO).	✓ All registrable capacities ¹
	If applying as a partnership, provide a copy of the partnership agreement.	✓ All registrable capacities ¹
	Organisation chart providing evidence of the necessary expertise to comply with the NGR.	✓ All registrable capacities ¹
Registration Fee	Attach registration fee . This fee needs to be paid prior to registration being completed.	✓ SA need to pay fee at time of registration
Financial Viability	A copy of your credit rating with an appropriate agency that shows you meet the Retail Market Procedures (Queensland) Clause 1.2. Acceptable rating agencies under NGR include Moody's, Standard and Poor's.	✓ Qld retailer only
Recipient-created Tax Invoice (RCTI) Agreement	Complete this agreement for the issue of recipient created tax invoices. Provide two original signed copies with your registration application. Please provide a return mailing address.	✓ Vic market participant or Qld retailer only Not required for all registrable capacities
Contracts	You must provide confirmation of the existence of applicable contracts for the relevant registrable capacity in each market for which you are applying for registration under Part 15A Division 1 of the NGR or (for BB shippers) Part 18. Copies of the contracts are not required.	✓ Self-contracting users and retailers only
Gas Safety Case	Retail gas applicants in the following registrable capacities must have a gas safety case as per Section 3 of the Gas Safety Act (GSA):	✓

Attachment	Description	Retail gas
	<ul style="list-style-type: none"> • Declared transmission system service provider • Distributor • Market Participant - Retailer • Producer/storage provider/interconnected transmission pipeline service provider • Transmission/distribution customers (unless they have been declared as a gas company under Section 5 of the GSA). 	Vic retailer only
Gas Systems User Access	To access AEMO's gas market systems, complete the Gas Systems User Access Request .	✓

1. Not required for Vic Market Participants or Qld retailers.

Checklist 3: Contact Details To Be Submitted With Your Application Form

Provide the contact details described in the checklist below with your Registration Application. Each contact person can have more than one role, provided the same contact is not supplied for both the Primary and Secondary Contacts.

Only provide the following contacts if you have not provided them in a previous application. If you have previously provided AEMO with certain contacts, submit a letter to confirm that these contacts have not changed (if applicable). Participants must ensure their contact information is current by advising AEMO's [Information and Support Hub](#) of any changes.

Role	Description	Retail Gas
CEO	Used by AEMO to contact the CEO of the participant if required.	✓
CFO	Used by AEMO to contact the CFO of the participant if required.	✓
Dispute Management Contact	Required by Rule 135FD of the NGR.	✓
Gas Emergency Contact	Used by AEMO to contact the participant during an emergency event.	✓
IT Security Contact	Primary IT contact for participant security and systems access. Receives the IT access credentials from AEMO's Information and Support Hub (after AEMO sets up the access to pre-production) and becomes the initial participant administrator.	✓
IT After Hours/Emergency Contact	Secondary IT contact for IT related issues. Must be available at all hours.	✓
Metering Contact	Required for all metering-related issues.	✓
MIBB/WEX/SWEX/MIS Authorised Signatory	The contacts authorised by the participant organisation to authorise its participant users access to the Market Information Bulletin Board (MIBB), Market Information System (MIS), DWGM Web Exchanger (WEX) or the STTM Web Exchanger (SWEX) and STTM Web Exchanger Interface Engine (SWEXIE). A minimum of two contacts are required.	✓
Registration Contact	Contact for all registration correspondence.	✓
ROLR Contact	Contacted if there is a Retailer of Last Resort (ROLR) event.	✓
Settlements Contact (Primary and Secondary)	Contact for settlement and prudential notifications and issues including Bank Guarantees; RCTI agreements, and related matters.	✓