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| APPLICATION FORM |
| Application for Registration as a Small Generation Aggregator in the NEM |

Please complete this Application Form using the appropriate Application Guide, and any other documents and information sources mentioned in this document.

The information in this Application Form is not to be altered without the prior written consent of Australian Energy Market Operator Ltd (AEMO).

Rules terms

Terms defined in the National Electricity Rules (*Rules* or NER) have the same meanings in this Application Form unless otherwise specified. Those terms are intended to be identified in this form by italicising them, but failure to italicise such a term does not affect its meaning.

Application Form submission

To submit an application to AEMO:

* Complete this application form, ensuring that all required sections are complete and any prerequisites are met.
* Sign the form, ensuring that the signatory is copied into the submission email, if using a digital signature.
* Ensure that any required letter of authority is in place. For more information and a template letter of authority, please see [AEMO’s website.](https://aemo.com.au/energy-systems/electricity/national-electricity-market-nem/participate-in-the-market/registration)
* Email a copy of the completed and signed form, including all attachments, to the AEMO Market Registration Team at [onboarding@aemo.com.au](mailto:onboarding@aemo.com.au).
* AEMO’s Market Registration team is unable to access external file share links. Please attach all documentation you wish to submit to AEMO. If files are over 10MB, please use a zip file. Multiple emails are acceptable. If sending multiple emails, please number each email.

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Application Overview

Complete this Application to apply for registration in the *National Electricity Market* (*NEM*) as a *Small Generation Aggregator*.

Where a requirement for information is ‘Not Applicable’, please put “NA” in the field.

For help in completing this form, refer to the appropriate [Application Guide](https://www.aemo.com.au/energy-systems/electricity/national-electricity-market-nem/participate-in-the-market/registration/register-as-a-small-generation-aggregator-sga-in-the-nem)*.*

Direct any questions regarding your application to the AEMO Registration Team email: [onboarding@aemo.com.au](mailto:onboarding@aemo.com.au).

# Participant Category

This application is for those wanting to be registered as a *Small Generation Aggregator* and *Market Small Generation Aggregator* in the *NEM*.

A *Market Small Generation Aggregator* is a *Registered Participant* who may supply electricity from one or more *small generating units* classified as *market generating units* to a *transmission* or *distribution system*. See clause 2.3A.1 of the National Electricity Rules (NER).

The only category of *Small Generation Aggregator* registration is a *Market Small Generation Aggregator* (clause 2.3A.1 of the NER). To be eligible for registration as a *Small Generation Aggregator*, a person must satisfy AEMO that the person intends to classify, within a reasonable period of time, one or more *small generating units* each as a *market generating unit* with a separate *connection point*.

# Application Details

Please clearly mark all attachments as "Attachment to Section B“ and number each page consecutively.

## Applicant details

|  |  |  |  |
| --- | --- | --- | --- |
| Entity Name: |  | | |
| ABN: |  | ACN: |  |
| Participant ID[[1]](#footnote-2) |  | | |
| Target Registration Date |  | | |

## Declaration

The Applicant declares that the Applicant authorises, approves and accepts that, in respect of this application and any related future application:

* AEMO may communicate with any person, as appropriate, including to verify information.
* AEMO may treat any communication on the Applicant’s behalf, whether physical, or electronic through a login to AEMO’s systems (including using access rights given by a Participant Administrator), as being by or to a person who is the Applicant’s:
  + authorised officer;
  + delegate, appointed by the Applicant’s authorised officer; or
  + agent, appointed by the Applicant’s authorised officer (including as registration contact in respect of the application), without AEMO requiring a separate letter of authority in this regard.
* AEMO may rely on any such communication, as being:
  + given by the Applicant, when given by the person;
  + given to the Applicant, when given to the person;
  + the Applicant’s in respect of any acts, omissions, statements, representations and notices;
  + instructed by the Applicant, regardless of whether any such instruction has been given, or its terms; and
  + complete, true and correct.

I, <Full Name>, <Position>, declare that I am authorised by the Applicant to submit this Application on the Applicant's behalf and certify that the contents of this Application and any further submissions are true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 9/05/2023 |

# Contact Details

Please clearly mark all attachments as "Attachment to Section C" and number each page consecutively.

You must provide contact details to assist with communication between *AEMO* and your organisation. Provide contact details for your head office, any branch offices, and all relevant personnel.

## Registration contact

Please provide contact details for all questions regarding this Application.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Position: |  | Email: |  |
| Phone: |  | Mobile: |  |

## Head office and branch contact details

|  |  |  |  |
| --- | --- | --- | --- |
| Office Name\*: |  | | |
| Street address: |  | | |
| State: |  | Postcode: |  |
| Postal address: |  | | |
| State: |  | Postcode: |  |
| Phone: |  |  |  |
| Email: |  | | |
| \* Type “Head Office” or the name of the branch | | | |

## Personnel contacts

Provide details for the following roles in your desired format, for example, a list exported from Microsoft Outlook, Excel, or Word and check each checkbox in the list below to confirm details have been provided.

The minimum details required are: role(s), name, position, phone number, mobile number and email address.

Each contact can have more than one role.

|  |  |
| --- | --- |
| Mandatory contacts | |
| CEO / MD |  |
| CEO / MD Assistant |  |
| Communications - Corporate Relations Manager |  |
| Communications - Crisis Contact |  |
| NEM Primary Contact |  |

| Additional contacts | |
| --- | --- |
| IT Security Contact (Primary) |  |
| IT Security Contact (Secondary) |  |
| IT Technical Network |  |
| Settlements – Settlement Update |  |
| Settlements – Manager |  |
| Senior to Settlements Manager |  |

# Required Information

Include the following information and ensure the information is attached to this application. Click in each checkbox to indicate that you have attached the information required. If you have not addressed all necessary items, please provide a reason in the field provided.

Please clearly mark all attachments as "Attachment to " and number each page consecutively.

## Partnership status

Is the Applicant applying on behalf of a partnership?  Yes  No

If Yes,

I have provided a copy of the partnership agreement.

|  |  |
| --- | --- |
| Reason if not attached: |  |

## Trust status

Is the Applicant applying for registration on behalf of a Trust?  Yes  No

If Yes,

I have provided a copy of the Trust Deed establishing the Applicant trust.

I have provided an executed Trustee Deed in favour of *AEMO*.

|  |  |
| --- | --- |
| Reason if not attached: |  |

## Organisational capability

Please confirm you have provided the following information:

An organisation chart and other documents (such as the résumés of key managers) detailing the necessary expertise to carry out electricity industry operations, including operations management, settlements and risk management.

A corporate structure chart explaining any links with parent and other organisations that provides evidence of your ability to comply with the NER.

A document that demonstrates the NEM-related policies and procedures which are already in place or under development (do not submit the documents to *AEMO*, simply advise that they exist or are being developed).

Evidence of the IT systems in place and system readiness to support NEM activities.

If the Applicant has not participated in the NEM before but has participated in another relevant market, copies of electricity licences (if any) held in related markets and the duration of activity in the market.

|  |  |
| --- | --- |
| Reason if not attached: |  |

## Regulatory compliance

Do you have an existing jurisdictional electricity licence or authorisation to carry on the activity of a Small Generation Aggregator?

Yes: Provide copy of current electricity licence or authorisation in one or more NEM jurisdictions.

No: Provide evidence of exemption from the requirement to hold a jurisdictional electricity licence or, if relevant, explain why no such requirement applies. Include copies of any applicable exemption or derogation.

|  |  |
| --- | --- |
| Reason if not attached: |  |

Does the applicant have any outstanding non-compliances with any regulatory obligations?

Yes: Provide details of any non-compliance.

No

|  |  |
| --- | --- |
| Reason if Yes selected and details not attached: |  |

## Market Participant Criteria

The Applicant declares that it is:

A resident in, or have permanent establishment in Australia

Not immune from suit in respect of the obligations of the Market Participant under the Rules; and

Capable of being sued in its own name in the court of Australia.

## Financial viability

I have provided copies of recently audited financial statements.

I have provided an explanation of financial links with parent organisations and other organisations that may improve my financial viability.

|  |  |
| --- | --- |
| Reason if not attached: |  |

## Eligibility to register

Provide evidence to support your intention to classify within a reasonable period of time, one or more small generating units, each as a market generating unit, with each market generating unit having a separate connection point.

|  |  |  |  |
| --- | --- | --- | --- |
| Site Name: |  | | |
| Site Street address: |  | | |
| State: |  | Postcode: |  |
| Small Generator Size MW: |  | | |

Provide evidence, such as a single line diagram, to demonstrate that the small generating unit detailed above has a separate connection point.

## Recipient Created Tax Invoice

All new Market Participants are required to submit a completed [Recipient Created Tax Invoice](https://www.aemo.com.au/-/media/files/about_aemo/recipient-created-tax-invoice-agreement.docx?la=en) as part of their registration application.

## Austraclear

AEMO uses an external electronic funds transfer system provided by Austraclear. Please apply directly to Austraclear for membership. Membership approvals can take up to five weeks to process and charges are payable direct to Austraclear. *See* <https://www.asx.com.au/services/settlement/austraclear.htm>.

|  |  |
| --- | --- |
| Austraclear Membership Number: |  |

# IT Systems

To allow connectivity to AEMO IT systems, you must provide the following information.

## MarketNet connection

For details regarding AEMOs private data network connection (MarketNet), options and entitlements, see the [Guide to Information Systems](https://www.aemo.com.au/-/media/Files/IT_Changes/Guide-to-Information-Systems.pdf) on AEMO’s website.

Do you require a new MarketNet connection?  Yes  No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Connection types: | Primary: |  | | Backup: |  |
| IT Technical Network Contact: | | | | | |
| Contact number: | | | Email: | | |

## IT Notifications email address

It is important to receive AEMO notifications regarding IT changes or outages that may impact your business.

Please have your IT staff set up and maintain a group email address with an appropriate distribution list of members for this to occur (individual email addresses are not accepted).

|  |  |
| --- | --- |
| IT Notifications email address: | <e.g. AEMOIT@yourdomain.com.au> |

1. Enter your preferred Participant ID. If already taken or if the field is left blank, one will be provided by AEMO. [↑](#footnote-ref-2)