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| --- |
| APPLICATION FORM |
| Application for accreditation for the Voluntary Book Build |

Please complete this Application Form 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).

Version control

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Comment | Approved |
| 1.o | 10/02/20 | Revision of previous version (Title etc) | CC |

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 a complete accreditation application to *AEMO*:

* Execute the ‘Book Build Participation Deed’ in the form published with the Book Build Procedures
* Complete this Application Form
* Print and sign the form using a written signature[[1]](#footnote-1)
* Email a scanned copy including all attachments to the AEMO Registration Team via email to onboarding@aemo.com.au.
* Post the original signed application and executed Book Build Participation Deed:[[2]](#footnote-2)

Australian Energy Market Operator Ltd
Registration Team
Level 2, 20 Bond Street
Sydney NSW 2000

On receipt of an application, AEMO will issue the applicant an invoice for the fees for the accreditation application.

For information regarding fees, see Fees and Charges on the [AEMO website](https://aemo.com.au/energy-systems/electricity/national-electricity-market-nem/market-operations/retail-reliability-obligations-voluntary-book-builds).

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Application Overview

Complete this Application Form to apply to be a *book build participant* for the purposes of clauses 4A.H.4 of the *National Electricity Rules* (NER).

A person may apply to AEMO to be a *book build participant* if that person enters into a book build participation agreement and satisfies the eligibility criteria set out in the Book Build Procedures.

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

# Accreditation Category

This application is for those wanting to be accredited as a *book build participant* for a *voluntary book build*.

Under 4A.H.4 of the NER and subject to the sub-clauses of that section, only a *book build participant* accredited by AEMO, in accordance with the *Book Build Procedures,* may participate in a *voluntary book build.*

Any person wanting to participate in a *voluntary book build* may on application for accreditation by that person, and in accordance with rule 4A.H.4, be accredited by AEMO as a *book build participant* if that person can reasonably satisfy AEMO that they have met the eligibility requirements*.*

After reading the [Book Build Procedures](https://www.aemo.com.au/-/media/Files/Stakeholder_Consultation/Consultations/NEM-Consultations/2019/RRO-VBB/Final/RRO-VBB-Procedures-December-19.pdf) and documents available on AEMO’s website, please identify which categories you intend to participate in:

## Accreditation Categories

Please tick the appropriate box to indicate the type of *Book Build Participant* you wish to be accredited for.

|  |  |  |
| --- | --- | --- |
| [ ]  VBB Seller | [ ]  VBB Buyer |  |

# Application Details

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

## Applicant details

|  |  |
| --- | --- |
| Company Name:  |       |
| Trading Name:  |       |
| ABN:  |       | ACN:  |       |

## Declaration

The Applicant is applying to become a *book build participant* for the purpose of participating in a *voluntary book build*, under the NER.

The Applicant authorises AEMO to contact any organisation named in any information provided in support of this Application and the AER.

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: | 13/02/2020 |

## Accreditation contact

Please provide contact details for all questions regarding this Application.

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

# 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.

## Head office and branch contact details

|  |  |
| --- | --- |
| Office Name\*: |       |
| Street address: |       |
| State: |  | Postcode: |       |
| Postal address: |       |
| State |  | Postcode |       |
| Phone: |       | Fax: |       |
| 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.

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 (only if an AER Opt-In Customer) |  |
| CEO | [ ]  |
|  |  |
| Mandatory Contacts (all applicants) |  |
| Executive/Senior Manager with overall responsibility for trading in *qualifying contracts* | [ ]  |
| Contact responsible for *voluntary book build* participation | [ ]  |

# 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.

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

[ ]  I acknowledge AEMO will send an application fee invoice upon receipt of this accreditation application.

## VBB Buyer

If you are applying to be accredited as a VBB Buyer, please confirm the following eligibility requirements.

The Applicant is registered (and not suspended) in the National Electricity Market as a:

[ ]  Market Customer

[ ]  Other Market Participant that may be a liable entity

|  |  |
| --- | --- |
| Specify category: |       |

[ ]  Intending Participant

|  |  |
| --- | --- |
| Specify category: |       |

The Applicant is registered with the AER as a:

[ ]  large opt-in customer

[ ]  I have provided evidence of approval. This is to be in the form of the AER approval letter.

[ ]  prescribed opt-in customer

[ ]  I have provided evidence of approval. This is to be in the form of the AER approval letter.

## VBB Seller

If you are applying to be accredited as a VBB Seller, please confirm the following eligibility requirements.

The Applicant is registered (and not suspended) in the National Electricity Market as a:

[ ]  Market Customer

[ ]  Market Small Generation Aggregator

[ ]  Market Generator

[ ]  Other Market Participant that may offer a qualifying contract

|  |  |
| --- | --- |
| Specify category: |       |

[ ]  Intending Participant

|  |  |
| --- | --- |
| Specify category: |       |

## Book Build Participation Deed

To be eligible for accreditation as a *book build participant*, you must enter into a book build participation agreement. This takes the form of the ‘Book Build Participation Deed’ published on AEMO’s website with the Book Build Procedures.

|  |  |
| --- | --- |
| [ ]  I have provided an executed Book Build Participation Deed. |  |

Please tick the appropriate box:

|  |  |
| --- | --- |
| [ ]  The executed Deed is in the form published by AEMO with the *book build procedures* | [ ]  All amendments to the published form of the Deed have been agreed by AEMO in advance.  |

## Partnership status

If registered with the AER as an AER large Opt-In Customer or prescribed opt-in Customer, are you applying on behalf of a partnership? [ ]  Yes [ ]  No

If Yes:

[ ]  I have provided a copy of the partnership agreement.

## Trust status

If registered with the AER as an AER large Opt-In Customer or prescribed opt-in Customer, are you 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.

1. Digital signatures are not accepted. [↑](#footnote-ref-1)
2. Do not include attachments with the signed application form. [↑](#footnote-ref-2)