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

Application Form submission

To submit an application to AEMO:

* Complete this Application Form, please ensure all required sections are complete and any prerequisites are met.
* Sign the form, if using a digital signature please ensure the signatory is copied into the submission email.
* Ensure 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, signed form including all attachments to the AEMO Market Registration Team via email to onboarding@aemo.com.au.

**Note:** AEMO’s Market Registration team is unable to access external file share links. Please attach all documentation you wish to submit to AEMO, and 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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# Registration in the WA Gas Retail Market

This form is for those wanting to be registered in the WA Gas Retail Market, a retail market scheme administered by AEMO under the Energy Coordination Act 1994 (WA).

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

## Applicant details

|  |  |
| --- | --- |
| Entity name:  |       |
| Trading name:  |       |
| ABN:  |       | ACN:  |       |
| Company ID[[1]](#footnote-2): |       |

## 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:

o authorised officer;

o delegate, appointed by the Applicant’s authorised officer; or

o 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:

o given by the Applicant, when given by the person;

o given to the Applicant, when given to the person;

o the Applicant’s in respect of any acts, omissions, statements, representations and notices;

o instructed by the Applicant, regardless of whether any such instruction has been given, or its terms; and

o complete, true and correct.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 2/01/2024 |

## Additional Information

Where relevant, the Applicant needs to include the following information and attach it to the application.

* Mark where included. If unmarked, please provide reasons why in writing.

**Retailer[[2]](#footnote-3) (User selling gas to small user customers[[3]](#footnote-4))**

Regulatory compliance

[ ]  copy of haulage contract or evidence of haulage contract in place with the Network Operator[[4]](#footnote-5)

[ ]  evidence of gas trading licence from the Western Australian Economic Regulation Authority and a statement that the Applicant will maintain a valid licence.

Eligibility to register

 executed admission note to the WA Gas Retail Market Agreement (WAGRMA)

 payment of applicable fee (invoice to be sent to the Applicant shortly after receipt of this application)

**Retailer[[5]](#footnote-6) (User not selling gas to small use customers)**

Regulatory compliance

 copy of haulage contract or evidence of haulage contract in place with the Network Operator[[6]](#footnote-7)

Eligibility to register

 executed admission note to the WAGRMA

 payment of applicable fee (invoice to be sent to the Applicant shortly after receipt of this application)

 **Gas Distribution Operator (Network Operators)**

Regulatory compliance

 evidence of gas distribution licence from Western Australian Economic Regulation Authority and a statement that the Applicant will maintain a valid licence

Eligibility to register

 executed admission note to the WAGRMA

 payment of applicable fee (invoice to be sent to the Applicant shortly after receipt of this application)

**Self-Contracting Users[[7]](#footnote-8)**

Regulatory compliance

 copy of haulage contract or evidence of haulage contract in place with the Network Operator[[8]](#footnote-9)

Eligibility to Register

 executed admission note to the WAGRMA[[9]](#footnote-10)

[ ]  payment of applicable fee (invoice to be sent to the Applicant shortly after receipt of this application)

 **Swing Service Provider, Shippers and Pipeline Operators**

Eligibility to register

 evidence of sufficient pipeline capacity

 executed Swing Service Provision Umbrella Deed (SSPUD)[[10]](#footnote-11) if the Applicant wishes to provide on-market swing service (via the bid stack)

**All categories**

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.

Eligibility to Participate in the Market (Go Live)

 completed the self-certification checklist[[11]](#footnote-12)

 completed testing requirements[[12]](#footnote-13)

 completed FRC B2B hub form[[13]](#footnote-14)

# Contact details

Please clearly mark all attachments as "Attachment to B" 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.

## B.1 Registration contact

Please provide contact details for any questions regarding this Application.

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

## B.2 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*

## B.3 Details of Relevant Contacts

Provide details for the following roles in your desired format, for example, a list exported from Microsoft Outlook, Excel, or Word and check the checkboxes below when the information is 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.

Compulsory contacts: Contact details for these roles must be provided:

|  |  |  |  |
| --- | --- | --- | --- |
| CEO/Head of Organisation | [ ]  | Communications Contact | [ ]  |
| Registration Contact | [ ]  | Accounts Receivable Contact[[14]](#footnote-15) (for invoicing) | [ ]  |
| Company Secretary | [ ]  |  |  |

Additional contacts:

|  |  |  |  |
| --- | --- | --- | --- |
| Information Systems – Primary | [ ]  | Information Systems – Secondary | [ ]  |
| Operations – Trading Manager, Bidding Contact | [ ]  | Operations – Manager  | [ ]  |
| Procedure Change Committee (PCC) Contact  | [ ]  | Technical Working Group (TWG) Contact | [ ]  |

#

# Registration Capacities

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

Please mark appropriate box(es) to indicate the capacity(ies) applied for.

 Retail Gas Operator (User selling gas to small use customers)

 Retail Gas Operator (User not selling gas to small use customers)

 Self-Contracting User

 Swing Service Provider

 Shipper

 Gas Distribution Operator (Network Operator)

 Pipeline Operator

# **Information Required for AEMO’s Market Systems**

## D.1 Technical Contact

Compulsory contact: Contact details for the following role must be provided:

|  |
| --- |
| Technical Contact |
| Name:  |       |
| Contact number:  |  |       |
| Email: |  |       |

D.2 MarketNet Connection

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

Do you require a new MarketNet connection? [ ]  Yes [ ]  No

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

1. Enter your existing Company ID. If the field is blank, one will be provided by AEMO. The Company ID is a three-digit number reference. [↑](#footnote-ref-2)
2. A ‘Retailer’ is a User under the Retail Market Procedures and a Retail Gas Operator under the *Energy Coordination Act* 1994 (WA). [↑](#footnote-ref-3)
3. Small use customer means a customer whose consumption of gas is less than 1 terajoule per year.  [↑](#footnote-ref-4)
4. Applicant will not be able to participate in the market until evidence is provided that a haulage contract is in place. [↑](#footnote-ref-5)
5. A ‘Retailer’ is a User under the Retail Market Procedures and a Retail Gas Operator under the *Energy Coordination Act* 1994 (WA). [↑](#footnote-ref-6)
6. Applicant will not be able to participate in the market until evidence is provided that a haulage contract is in place. [↑](#footnote-ref-7)
7. A Self-Contracting User is a *user* that withdraws gas from a *sub-network* for the sole purpose of supply to a *customer* that is either itself or a *related body corporate*. [↑](#footnote-ref-8)
8. Applicant will not be able to participate in the market until evidence is provided that a haulage contract is in place. [↑](#footnote-ref-9)
9. Self-Contracting Users are not required to execute an admission note in order to participate in the gas retail market. However, Self-Contracting Users must execute an admission note to be eligible to apply for Industry Membership with AEMO. [↑](#footnote-ref-10)
10. Appendix 7 of the Retail Market Procedures (WA) sets out the terms of the Swing Service Provision Umbrella Deed (SSPUD). This requirement only applies to Swing Service Providers. [↑](#footnote-ref-11)
11. As published on AEMO’s website. [↑](#footnote-ref-12)
12. Not applicable to Shippers. [↑](#footnote-ref-13)
13. As published on AEMO’s website. [↑](#footnote-ref-14)
14. Applicable to Retailers, Distributors and Self-Contracting Users. [↑](#footnote-ref-15)