

# Gas Market Registration Checklists

The following checklists apply to application for the National Gas Bulletin Board (BB), the Declared Wholesale Gas Market (DWGM), and the Short Term Trading Market (STTM).

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	BB	DWGM	STTM
1	Understand and be able to comply with the <a href="#">National Gas Rules</a> and <a href="#">gas market procedures</a> applicable to the relevant market.	✓ NGR & <a href="#">BB Procedures</a>	✓ NGR & <a href="#">DWGM Procedures</a>	✓ NGR & <a href="#">STTM Procedures</a>
2	<b>Manage licences and approvals</b> Ensure applicable jurisdictional requirements are satisfied (such as retail licencing, pipeline operator licences development and environmental approvals). Applicants must complete licencing and development approvals before AEMO can finalise a registration application.		✓	✓
3	<b>Obtain Austraclear membership number</b> AEMO uses an external electronic funds transfer system ( <a href="#">Austraclear</a> ) provided by the ASX. Your Austraclear membership number is required with your registration application.  For membership, apply directly to the ASX (applications can take up to 5 weeks to process; charges apply, payable directly to the ASX). Direct any Austraclear queries to the Austraclear Service Desk on 1300 362 257 or email <a href="mailto:austraclear@asx.com.au">austraclear@asx.com.au</a> .		✓ Market participants only	✓ Trading participants only
4	<b>Set up IT systems</b> Participants require connection to AEMO’s private network (MarketNet) to access AEMO’s market systems. IT systems setup requires careful planning by an experienced IT team. See AEMO’s <a href="#">Guide to Information Systems</a> for more information. Technical IT guides are also available at <a href="#">Understanding Energy Market Information Systems</a> .  Setting up IT systems and the registration process have steps that are interdependent and may take between 4 and		✓	✓

	Activity	BB	DWGM	STTM
	8 weeks.			
5	<b>Arrange contracts with pipeline operators</b> Arrange transmission and/or distribution in accordance with the requirements for the registrable capacity for which you are applying.	✓ BB shippers only	✓ Traders, market customers and retailers only	✓ STTM shippers and STTM users only
6	<b>Lodge your Gas Safety Case</b> You may need to lodge a gas safety case. Contact <a href="#">Energy Safe Victoria</a> for more information. If required, you will need to provide a copy of your approved gas safety case with your registration application.		✓	

## Checklist 2: Attachments To Be Submitted With Your Application Form

Attachment	Description	BB	DWGM	STTM
Eligibility to Participate	If applicable, details of current gas industry licence(s)/approval(s) and name of relevant regulator, or evidence of exemption from the requirement, such as a statutory instrument or letter from the relevant regulator.		✓	✓
	Evidence that you are a resident or permanently established in Australia.	✓	✓	✓
	Statements declaring you are: <ul style="list-style-type: none"> <li>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).</li> <li>Capable of being sued in your own name in a court of competent jurisdiction in Australia.</li> <li>Not immune from liabilities incurred as a Registered Participant (except to the extent the immunity is conferred under the National Gas Law (NGL) or the NGR).</li> </ul>		✓	✓
Organisational Capability	Statement declaring that the applicant understands the obligations under the NGL, NGR, and relevant market procedures.	✓	✓	✓
	Demonstrate that gas market related policies and procedures are in place (include a list of documents). Do not submit actual documents to AEMO.	✓	✓	✓
	If applying as a partnership, provide a copy of the partnership agreement.	✓	✓	✓
	Organisation chart providing evidence of the necessary expertise to comply with the NGR.	✓	✓	✓
Recipient Created Tax Invoice Agreement	Complete the <a href="#">RCTI Agreement</a> for the issue of recipient created tax invoices. Provide two original signed copies with your registration application. Please provide a return mailing address.		✓ Retailers, traders and customers only	✓ STTM trading participants only
Acceptable Credit Criteria	If you do not meet the acceptable credit criteria, <a href="#">credit support</a> will be required. AEMO advises applicants to contact <a href="mailto:prudentials@aemo.com.au">prudentials@aemo.com.au</a> to discuss requirements prior to completing the <a href="#">AEMO Guarantee Proforma</a> . You will need to submit an original signed copy with your registration application.		✓ Retailers, traders and customers only	✓ STTM trading participants only
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. You are not required to provide copies of the contracts.	✓	✓	✓
Supply Arrangements	If applicable, you must provide evidence of the system injection points at which the applicant proposes to inject gas into the declared transmission system and the name of the relevant contract counterparty (gas supplier or storage party).		✓ Market participants only	

Regulatory Compliance	<p>Applicants in the following registrable capacities are required to have a gas safety case under Section 3 of the Gas Safety Act (GSA):</p> <ul style="list-style-type: none"> <li>• Declared transmission system service provider</li> <li>• Distributor</li> <li>• Market Participant - Retailer</li> <li>• Producer/storage provider/interconnected transmission pipeline service provider</li> <li>• Transmission/distribution customers (unless declared as a gas company under Section 5 of the GSA).</li> </ul>		✓ Listed categories only	
Transmission Payment Deed	<p>Transmission Payment Deed is a use of system agreement under the NGR. It is signed with APA GasNet (Operations) Pty Ltd. A copy is available from:</p> <p>Manager, Regulatory and Gas Market          APA Group          180 Greens Road          Dandenong VIC 3175          Ph: (03) 9797 5222</p>		✓ Retailers, traders and customers only	
Accreditation	<p>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 <a href="#">DWGM Guides and Forms</a> webpage and the <a href="#">Wholesale Market Accreditation Procedures (Victoria)</a> and attach the appropriate forms.</p> <p>This is not required to register but is required for market participants to inject gas into or withdraw gas out of the Declared Transmission System.</p>		✓ Retailers, traders and customers only	
Allocation Agreement	<p>If the market participant wishes to join an Allocation or Sub Allocation Agreement in the DWGM where AEMO is the allocation agent, they must contact AEMO via the <a href="#">Information and Support Hub</a> to formalise this legal agreement.</p> <p>If the market participant wishes to join an allocation or sub allocation agreement in the DWGM where AEMO is not the allocation agent, they must submit the “Appointment of allocation or sub-allocation agent” letter signed between them and the appointed allocation agent.</p> <p>Please review the “DWGM allocation and sub-allocation guidelines” at the <a href="#">DWGM Guides and Forms</a> page for more information.</p>		✓	
Gas Systems User Access	To access AEMO’s gas market systems, complete the <a href="#">Gas Systems User Access Request</a> .	✓	✓	✓

### 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	BB	DWGM	STTM
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 contact(s) 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 is required.	✓	✓	✓
Registration Contact	Contact for all registration correspondence.	✓	✓	✓
Settlements Contact (Primary and Secondary)	Contact for settlement and prudential notifications and issues including Bank Guarantees, RCTI agreements, and related matters.		✓	✓
STTM 24-hour Contact	Contact for all operational notifications including STTM market notices and system-generated alerts, including: constraints, contingency gas events, administered price(s), and administered state(s) for the relevant STTM hub(s). This contact must be available at all hours.			✓
STTM Allocation Agent Contact	Receives emails and SMSs whenever there are allocation agent issues (including missing data) for the relevant hub(s).			✓

Role	Description	BB	DWGM	STTM
STTM Contingency Gas Contact	Only contacted if there is a contingency gas event in the relevant STTM hub for the purposes of participation in any conferences or in the scheduling of contingency gas.			✓
STTM Contract Manager	Contact for all service and trading right registration and modification communications. Receives communication that contract or trading rights information requires actioning.			✓
STTM Facility Operations Data Contact (facility operators only)	The recipient of notifications regarding the validity of pipeline operator data submissions.			✓
BB Authorised Signatory	The contact(s) authorised by the participant organisation to authorise its participant users access to the National Gas Bulletin Board (NGBB). A minimum of two contacts is required.	✓		
BB Responsible Person	<p>The person identified in the BB contact list published by AEMO. This person is:</p> <ul style="list-style-type: none"> <li>• The central point of contact for BB matters.</li> <li>• The responsible for BB data provision.</li> <li>• The coordinator of BB obligations.</li> <li>• The receiver of invoices for fees, if they are a shipper.</li> </ul>	✓		