



# GENERAL APPLICATION GUIDE

## Guide to Application Registration Forms in the NEM

This guide is to be used in conjunction with the various NEM Application for Registration forms listed within and is not to be altered without the prior consent of AEMO.

## Important notice

This General Application Guide (this Guide) is made available to you on the following basis:

Purpose	This Guide has been produced by the Australian Energy Market Operator Limited (AEMO) to provide information about the process of becoming a <i>Participant</i> in the <i>National Electricity Market (NEM)</i> as at the date of this publication.
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## Rules terms

Terms defined in the *Rules* have the same meaning in this Guide unless otherwise specified. These terms are intended to be identified in this Guide by italicising them, but failure to italicise such a term does not affect its meaning.

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# 1. Introduction

This General Application Guide (this Guide) has been developed to help those completing an Application for Registration form listed in this document. This Guide is to be used in conjunction with the various application forms.

If you require any further assistance, please contact [onboarding@aemo.com.au](mailto:onboarding@aemo.com.au) or phone 1300 236 600 (International callers dial +61 3 9609 8000).

## 1.1 Purpose of this guide

This Guide steps through each section of the various forms to ensure Applicants understand the information required and how to complete each form.

**Note:** AEMO will only process an application form that has been filled in correctly and with all required attachments present.

The various application forms covered in this Guide are:

- Application for Registration – NEM – Intending Participant
- Application for Registration – NEM – Metering Coordinator
- Application for Registration – NEM – Reallocator
- Application for Registration – NEM – Small Generation Aggregator
- Application for Registration – NEM – Trader
- Application to be a Project Developer in the NEM

## 1.2 Other documents to be submitted

Applicants may need to submit other documents as evidence of their eligibility for registration. These requirements are highlighted in each application form and may vary depending on the registration category and Applicant circumstances.

Please ensure these are attached to your application, and ensure each document clearly identifies the section it belongs to and is numbered sequentially (for example: "Attachment to Section D – 003").

## 1.3 Fees

### 1.3.1 Registration Fee

All Applicants for registration must pay a Registration fee in accordance with AEMO's currently published [fee schedule](#). Please be advised that registration fees are non-refundable, regardless of outcome, due to the cost of assessing each application.

### 1.3.2 Participant Fees

Clause 2.11.1(b)(2) of the *Rules* provides that *Participant fees* should recover the budgeted revenue requirements for AEMO. Clause 2.11.1(b)(3) provides that the components of *Participant fees* charged to each *Registered Participant* should be reflective of the extent to which the budgeted revenue requirements for AEMO involve that *Registered Participant*.

Refer to the [AEMO website](#) for a summary of the Participant fees that are currently applicable.

## 1.4 Registration Procedure

Chapter 2 of the *Rules* deals with registration. Each prospective Applicant must apply to AEMO for registration by using the relevant application form.

The registration process consists of the following steps:

- Step 1 Submit the application form and all attachments by email to: AEMO [onboarding@aemo.com.au](mailto:onboarding@aemo.com.au). Ensure any attachment clearly identifies the section it belongs to and is numbered sequentially (for example: "Attachment to Section D – 003").
- For phone assistance, contact AEMO on 1300 236 600 (International callers dial +61 3 9609 8000).
- Step 2 On receipt of your application, AEMO will send an invoice for payment by electronic funds transfer (EFT).
- For information regarding participant registration fees, see Fees and Charges on the [AEMO website](#). Also see Section 1.3 Fees above.
- Step 3 AEMO will review the application and respond to you within 5 *business days* of receipt of the application (Clause 2.9.1(b) of the *NER*).
- Step 4 AEMO may request additional information or clarification of the information contained in the application. If such a request is made, you must supply the additional information or clarification within 15 *business days* of AEMO's request (Clause 2.9.1(c) of the *Rules*). If the further information or clarification is not provided to AEMO's satisfaction within 15 *business days* of the request, your application may be deemed to have been withdrawn pursuant to the operation of Clause 2.9.1(c) of the *Rules*.
- Step 5 Within 15 *business days* of receiving the application, or within 15 *business days* of receiving the requested additional information or clarification, AEMO will notify you of AEMO's determination. If successful, AEMO will advise any conditions of registration AEMO considers reasonably necessary and an effective date of registration. This date will be determined considering AEMO's software change management process.

If AEMO rejects your application, you will be notified of the reason(s) (Clause 2.9.2(a) of the *Rules*).

Note: Regardless of outcome, application processing activities and timeframes are the same and carry the same overheads, so fees and charges are non-refundable.

## 2. Application Form Sections

Each form is divided into sections noting that the completion of each section is dependent upon the Applicant's situation as declared in General Sections - Section A. Participant Category.

The following form sections are covered in this Guide:

### General Sections

- Section A. Participant Category
- Section B. Application Details
- Section C. Contact Details
- Section D. Required Information

The guide then details each remaining section based on individual forms. These are as follows:

**Registering as an Intending Participant**

- Section E. Supporting Documentation

**Registering as a Metering Coordinator**

- Section E. Existing Registration or Accreditation
- Section F. Small Customer Metering Installation
- Section G. Security and Control Management Strategy and Communication System
- Section H. Insurance
- Section I. IT Systems

**Registering as a Reallocator**

- Section E. IT Systems

**Registering as a Small Generation Aggregator**

- Section E. IT Systems

**Registering as a Trader**

- Section E. IT Systems

**Registering as a Project Developer**

- Section E. Project Information

## 3. General Sections

### 3.1 Section A. Participant Category

This section is used to identify any categories of registration you are applying for. Please check the appropriate checkbox in this section.

Before selection, please read the [Electricity market participant](#) information on the AEMO website.

### 3.2 Section B. Application Details

#### 3.2.1 Section B.1. Applicant details

Enter the details required in Section B.1. of the form.

If there is an existing Participant ID for the applying category, you must provide the Participant ID in the field provided. If you are a new participant, you can suggest a Participant ID for your organisation. If the suggested Participant ID has been taken or the field is left blank, one will be provided by AEMO. Please take care in nominating the ID as AEMO's systems do not support changes once IDs have been allocated.

**Note:** If registering as a Small Generation Aggregator (SGA) or *Metering Coordinator* (MC) (in respect of distribution and embedded network connected installations [competitive] only), you must have a stand-alone Participant ID assigned.

#### 3.2.2 Section B.2. Declaration

You must formally apply for registration and authorise AEMO to contact other parties if necessary, to verify the information you provided with your application.

This section of a form, where it exists, must be signed and dated by an authorised representative of your organisation as a declaration. Usually the authorised representative is a Chief Executive Officer / Head of Organisation, Company Secretary or holds a management position.

### 3.3 Section C. Contact Details

In this section you must provide contact details to assist with communication between AEMO and your organisation.

#### 3.3.1 Section C.1. Registration contact

All Applicants must provide primary registration contact details in order to liaise with AEMO during the registration process. If the primary registration contact is not employed by the Applicant entity, a [letter of authority](#) appointing the primary registration contact must be provided and be signed by an authorised officer directly employed by the Applicant entity.

#### 3.3.2 Section C.2. Head office and branch contact details

You must provide AEMO with the current location and office contact details for your Head Office and any branches. Please copy and complete the table provided in the application form for each location and mark them 'Attachment to Section C', numbering each attachment consecutively.

#### 3.3.3 Section C.3. Personnel contacts

The mandatory contacts shown in the form must be provided before we can progress the application for consideration. The minimum details are role, name, position, phone number, mobile phone number and email address.

Check the appropriate checkboxes to confirm the minimum details required for each contact have been provided to AEMO and clearly mark these as 'Attachment to Section C', numbering each page consecutively.

Additional contact information may also be requested to avoid delays in communication between AEMO and the listed contacts.

By submitting a signed application, the Applicant authorises AEMO to contact any personnel contacts provided in the application form or supporting documents, including those personnel contacts that are not working directly for the Applicant.

Participants must notify AEMO as soon as reasonably practicable if contact details change. If contact details change during the registration process, please contact the [Onboarding team](#). If contact details change following registration, please contact the [AEMO Support Hub team](#).

#### 3.3.4 Contact definitions

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Control Room	Group contact details of control room, for physical plant operations. Control room must be contactable 24/7. Control room phone number should not be a mobile number or desk number of an individual. It is the Applicant's responsibility to ensure the control room phone is physically staffed at all times or transfers incoming calls to rostered individuals who can receive calls at all times.
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Clearing – Primary	Responsible for Austraclear trades.
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Clearing – Secondary	Secondary to above.
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Company Secretary	Secretary or assistant to the Head of Organisation.
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Corporate Relations Manager	Responsible for issues relating to external communication.
Dispute Management	First point of contact for the notification of disputes under NER Clause 8.2.
Embedded Network Manager	Contact representing the <i>Embedded Network Manager</i> .
Emergency Messaging System	Contact who receives Whispir emergency messages. In the event of failure of the normal Market Notice message system, AEMO will communicate with registered participants using the AEMO Emergency Messaging System (Whispir). You may provide up to 5 contacts of this type.
Head of Organisation	The Managing Director or Chief Executive Officer of the Applicant organisation.
Intermittent Generator Availability	Person responsible for updating the intermittent generation availability in the MMS portal for semi and non-scheduled generators
IT notifications email address	<p><b>Note:</b> See 'Section K2 IT Notifications email address' of the Form as these details are added there.</p> <p>Distribution list email setup on the participant side (it is not an AEMO email address). The IT notifications email address allows the participant to manage recipients of any changes or business impact communications. Examples of messages sent to the generic email address include the AEMO Help Desk Bulletin and Change Notices.</p>
IT Security – Primary	Primary IT contact for participant security and systems access. Will receive the MarketNet credentials needed for access to AEMO's market systems (MMS and MSATS) from AEMO's Information and Support Hub. This will occur after AEMO implements the participant in pre-production. They become the initial MSATS participant administrator.
IT Security – Secondary	Secondary to above. Must be available 24/7.
IT Technical Network	To setup your MarketNet connection (if requested). Provision and maintenance of the network connection to MarketNet requires a suitably qualified network specialist who is ready for contact from AEMO's network specialists. This is particularly important for the security-sensitive and time-critical nature of installation and maintenance of network connections.
Local Black System Procedures	Point of contact for Local Black System Procedures
Metering Coordinator	Contact representing the <i>Metering Coordinator</i> who has been appointed for the revenue metering installation. Metering Coordinator is as defined in clause 7.3.1 of the <i>Rules</i> .
Metering Responsible Person	Contact representing the Applicant who is responsible for the revenue metering installation.

Operations – Bidding	First point of contact for clarification of bids and offers in the spot market. Must be available 24/7.
Operations – Manager	Person responsible for day-to-day operations at the power station. First point of contact for physical operation of plant.
Operations – Shift Supervisor	Senior on shift who manages power station controllers.
Operations – Trading Manager	Senior person within organisation with extensive knowledge of spot market operations.
Prudentials – Primary	Responsible for trading limit breaches and bank guarantees.
Prudentials - Secondary	Secondary to above.
Registration	AEMO Onboarding's primary point of contact with the Applicant in regard to their registration. Able to liaise extensively within their organisation and with the different teams in AEMO.
SCADA	Responsible for the remote monitoring and control signals exchanged with AEMO in respect of the generating system. For semi-scheduled generators, this includes signals required under the Energy Conversion Model.
Senior to Settlements Manager	For example, Chief Financial Officer or General Manager.
Settlements - Manager	Senior person within organisation with extensive knowledge of Settlement processes. Nominated 'Registration' contact in Settlements Direct. Receives formal correspondence such as Maximum Credit Limit (MCL) Letters and is contacted if there are Settlements queries.
Trading Room	Group contact details of trading room or trading desk, for bidding operations. Trading room must be contactable 24/7. Trading room phone numbers should not be a mobile number or desk number of an individual. It is the Applicant's responsibility to ensure the trading room phone is physically staffed at all times or transfers incoming calls to rostered individuals who can receive calls at all times.

## 3.4 Section D. Required Information

### 3.4.1 Section D.1 Partnership status

Where the Applicant is applying for registration on behalf of a partnership, the Applicant must check the 'Yes' checkbox and provide evidence of the legitimacy of the partnership, such as a partnership agreement. Once attached, check the checkbox under the "If Yes" option and clearly mark this as 'Attachment to Section D.1' with consecutive numbering if appropriate.

### 3.4.2 Section D.2 Trust status

Where the Applicant is acting in a trustee capacity, the Applicant must provide a copy of the Trust Deed establishing the Applicant Trust. The Applicant must also execute and return a Trustee Deed in the form

specified by AEMO. No changes are to be made to the form of Deed other than the completion of details where highlighted.

AEMO must be satisfied that an Applicant for registration will be able to meet its obligations under the *Rules*. Trustees, however, are generally not personally liable for obligations they incur on behalf of the trust. The purpose of the Trustee Deed, therefore, is to assure AEMO that the trustee's right of recourse to the property and assets of the trust remains in place for the purpose of meeting its *Rules* obligations, on an ongoing basis.

Once attached, check the checkbox under the "If Yes" option and clearly mark the documents as 'Attachment to Section D.2', with consecutive numbering.

### 3.4.3 Section D.3 Organisational capability

To show that you are able to participate in the *NEM* under the relevant category, you must show that you have established resources, processes and procedures to ensure compliance with the *Rules*. To confirm this, you need to enclose the documents stated in this section then check the appropriate checkboxes to confirm each document is attached. Once attached, check the appropriate checkboxes to confirm each document is attached. Please clearly mark these as 'Attachment to Section D.3', with consecutive numbering.

The documents required are:

- An Organisation chart and other documents detailing the necessary expertise to carry out electricity industry operations, including operations management, settlements, and risk management. Please include at least three resumes of Australia-based staff from the Applicant or an involved third-party firm to show sufficient skills and experience in the NEM (include a copy of the agreement between the third-party firm and the applicant for this project).
- Demonstration that business and administrative policies and procedures are in place (policies and procedures under development are only acceptable for Intending Participant applications). AEMO does not require actual copies, rather a list of policies and procedures in place relevant to the market and registrable capacity being applied for.
- If you are registering as an MC, copies of the MC's NEM metering policies and procedures to comply with all the *Rules* obligations on metering installations. Please refer to Guide to the Role of Metering Coordinator. All policies, process and procedural documents must either have the Applicant's board approval or be approved in accordance with the Applicant board's delegation policy.
- Evidence of business and administrative process to demonstrate that you have IT systems in place and system readiness to support NEM activities. Particularly, if you are registering as an MC, you will also need to demonstrate that you have IT systems in place to support metering activities.
- If the Applicant has not participated in the NEM before but has participated in another relevant market, evidence of experience in a comparable electricity market structure, such as:
  - copies of electricity licences held in related markets;
  - duration of activity in those markets;
  - sales volumes and number of customers; and
  - details of any non-compliance with regulatory obligations in that market.
- An explanation of links with parent and other organisations that impact on your ability to comply with the *Rules*.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided. If not applicable, please specify "NA".

### 3.4.4 Section D.4 Financial viability

**Note:** This is only applicable for those registering as a MC, *Reallocator*, *SGA*, or *Trader*.

If you are registering as a *Market Participant*, to show that you have the financial viability to meet the prudential requirements in clause 3.3 of the *Rules*, you need to enclose the documents stated in this section. Once attached, check the appropriate checkboxes to confirm each document is attached and clearly mark each document as 'Attachment to Section D.4' with consecutive numbering.

The documents required are:

- Copies of any recently audited financial statements. If this is not available for a new start-up company, you must provide copies of any recently audited financial statements of the parent companies.
- An explanation of any financial links with parent or other organisations.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided. If not applicable, please specify "NA".

### 3.4.5 Section D.5 Eligibility to participate

**Note:** This is only applicable to those registering as a *Trader* or *Reallocator*

To be eligible to participate in the *NEM* under the relevant category, you must provide evidence that you meet the eligibility of the relevant category under the *Rules*. To confirm this, you need to enclose the documents stated in this section then check the appropriate checkboxes to confirm each document is attached. Once attached, check the appropriate checkboxes to confirm each document is attached and clearly mark the documents as 'Attachment to Section D.5', with consecutive numbering.

The documents required are:

- To be eligible to register as a *Trader* or *Reallocator*, you must provide proof that you are a 'wholesale client' as defined in section 761G(4) of the Corporations Act 2001. Please see the [Retail Client Fact Sheet](#) for evidentiary requirements.
- To be eligible to register as a *Trader*, you must also provide evidence of you having an office in Australia, or a certified copy of any document appointing an agent located in Australia.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided.

### 3.4.6 Section D.5 Regulatory compliance

**Note:** This is only applicable to those registering as *SGA* or *MC*.

To show that you are in a position to participate in the *NEM* under the relevant category, you must show that you comply with regulatory requirements. To confirm this, you need to enclose the documents stated in this section then check the appropriate checkboxes to confirm each document is attached. Once attached, check the appropriate checkboxes to confirm each document is attached. Please clearly mark this as 'Attachment to Section D.5', with consecutive numbering.

The documents required are:

- If you are registering as an *SGA*, you must confirm that you have an existing jurisdictional electricity licence or authorisation to carry on the activities of your registering category. If applicable, you must provide evidence of any licenses, authorisation or exemptions.
- If you are registering as an *SGA* or *MC*, you must confirm that there are any current or previous non-compliances with regulatory obligations in respect of existing or proposed activities by any person associated with your application. If there are any non-compliances, you must provide details.
- If you are registering as an *MC*, you must also confirm that you intend to test *metering installations* in accordance with your own metering 'asset management strategy' (see clause S7.6.1(c)(2) of the *NER*). If yes, check the "Yes" checkbox and provide a copy of board-approved metering 'asset management strategy' that defines an alternative testing practice. If no, check the "No" checkbox and provide an official statement signed by a duly authorised officer confirming that testing of metering installations is

in accordance with Clause 7.9.1 and Schedule 7.6 of the *Rules*. You must provide the appropriate document.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided. If not applicable, please specify "NA".

### 3.4.7 Section D.6 Reallocation transactions

**Note:** This is only applicable to those registering as a *Reallocator*.

You must complete a "Letter of Agreement" (LOA) and send two signed copies to AEMO. A copy can be found in Appendix A of the [Reallocation Procedure: Energy and Dollar Offset Reallocations](#) document available on the AEMO website.

### 3.4.8 Section D.6 Eligibility to register

**Note:** This is only applicable to those registering as an SGA.

To be eligible to register as an SGA, you must 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. If there is more than one market generating unit, you can duplicate the table for each and submit it as an attachment. Once attached, check the appropriate checkboxes and clearly mark this as 'Attachment to Section D.6', with consecutive numbering.

### 3.4.9 Section D.6 Auction Participant Agreement

**Note:** This is only applicable to those registering as a *Trader*.

To participate in Settlement Residue Auctions (SRA), you must complete and submit two copies of an [Auction Participant Agreement](#) to AEMO. Once attached, please check the appropriate checkboxes and clearly mark this as 'Attachment to Section D.6'.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided. If not applicable, please specify "NA".

### 3.4.10 Section D.6 or D.7 Recipient Created Tax Invoice

**Note:** This is only applicable to those registering as a MASP, *Reallocator* or SGA.

You must submit your application along with a completed [Recipient Created Tax Invoice \(RCTI\)](#) agreement for AEMO to issue an RCTI.

If your company (having the same ABN as this application) has signed a current version of an RCTI agreement, you do not need to complete a new one. To see if your previously signed agreement is still current, check the **Last Updated** date in the latest Agreement's "notes for completion".

### 3.4.11 Section D.7 or D.8 Austraclear

**Note:** This is only applicable to those registering as a *Reallocator*, SGA or *Trader*.

AEMO uses an external electronic funds transfer system provided by Austraclear. To register as a *Market Participant*, an Austraclear membership number must be included on the application form. If you do not have an Austraclear membership number at the time of submitting the application, AEMO will record that as an outstanding item.

Austraclear membership is organised through the Australian Stock Exchange (ASX). See the [ASX website](#) for details. Once you have membership, enter your Austraclear membership number in the form field provided.

**Note:** Approval can take up to five weeks to obtain and all charges are payable direct to Austraclear.

If you want to use a third party's Austraclear account, you must provide AEMO with a [letter of authority](#) from the owner of that account granting access. Once attached, please check the appropriate checkboxes and clearly mark this as 'Attachment to Section D.7 (or D.8)'.

### 3.4.12 Section D.9 Credit support

**Note:** This is only applicable to those registering as a *Reallocator*.

If you do not meet the acceptable credit criteria as detailed in Section 3.3.3 of the *Rules*, credit support will be required.

A guarantee can be arranged through your financial institution and must be in the [AEMO Guarantee Pro-Forma](#) format. It should be checked by AEMO before its execution.

Drafts can be sent to [prudentials@aemo.com.au](mailto:prudentials@aemo.com.au). An original, signed copy must be submitted with your registration application. Refer to the [AEMO Guarantee Proforma](#) and the [Credit Support Management Guide](#) when preparing the guarantee.

## 3.5 IT Systems

When appropriate, Applicants need to provide AEMO with IT system information.

### 3.5.1 MarketNet connection

All participants requiring access to AEMO's IT market systems must have access to AEMO's private network called MarketNet. As part of processing an application, AEMO's network specialist will liaise with your IT Technical Network Contact (or third party as organised by you) to setup a primary and secondary connection according to your request.

In this section, you need to select 'Yes' if you require a new MarketNet connection and provide the information requested or select 'No' if you have access to an existing connection or do not require one.

For details regarding MarketNet options and entitlements, see the [Guide to Information Systems](#) on the AEMO website.

### 3.5.2 IT Notifications email address

It is important to receive AEMO notifications regarding IT changes or outages that may impact your business, including gas FRC Hub notifications (if applicable).

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

Once established, enter your organisation's email address in the space provided.

### 3.5.3 e-Hub

AEMO has a private communication platform called e-Hub which supports the exchange of information between participants and AEMO using APIs. The e-Hub is accessible over MarketNet or the internet.

The e-Hub includes:

- An API Developer portal
- An API Gateway

Not all applicants require e-Hub access and access may be optional or mandatory. If you require e-Hub access, select 'Yes' then fill in the appropriate fields, or select 'No' if you do not.

To access, an AEMO-signed TLS certificate is required. Please see the [Manage TLS Certificates guide](#).

## 4. Registering as an Intending Participant

This chapter details the sections in the Application for Registration – NEM – Intending Participant form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

### 4.1 Requirement to register as an Intending Participant

The Application Form allows a person to apply to be an *Intending Participant* under clauses 2.7 of the *Rules*. Application to be an *Intending Participant* is optional.

For Intending Generator only, each application will only be in respect of one *plant*.

If a person wishes to be an Intending Generator for more than one *plant*, separate Application Forms for each *plant* must be submitted and an application fee is payable for each Application.

### 4.2 Section E. Supporting Documentation

In support of your Application, this section asks you to confirm your experience and provide any references or public acknowledgment.

#### 4.2.1 Section E.1. Generator applications

Only complete this section if you are intending to participate as a *Generator*. Check each checkbox to confirm the information is attached and clearly mark any attachments as 'Attachment to Section E.1', with consecutive numbering.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided.

Applications for *Intending Participant* registration in the *Generator* category must be specific to an identified generation project. While each application will be unique in terms of the project's development stage, the table below provides illustrative examples of the evidence that may be needed to support your registration application.

Project criteria	Evidence requirements
Connection	A copy of the connection enquiry for the <i>plant</i> and favourable response from the <i>Network Service Provider</i> (NSP).
Land	Evidence that the Applicant has a long-term arrangement in place to use the land for the <i>plant</i> or association with an entity that has the arrangement.
Project Plan	<ul style="list-style-type: none"> <li>Project milestones which demonstrate to AEMO's satisfaction an intent to progress the development of the <i>plant</i> to completion in the near future. These milestones must represent a program of work that is consistent with the planning and development processes for the <i>plant</i>, and</li> <li>Detailed project plan. For example, a Gantt chart (Victorian projects only).</li> </ul>

For further details, please refer to the [Intending Participant in the NEM Fact Sheet](#) on AEMO's website.

### 4.2.2 Section E.2 Non-Generator applications

All applicants must provide the information requested in this section.

To register as an *Intending Participant*, you must enclose the documents stated in this section then check the appropriate checkboxes to confirm the information is attached and clearly mark any attachments as 'Attachment to Section E.2', with consecutive numbering.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided.

For further details, please refer to the [Intending Participant in the NEM Fact Sheet](#) on AEMO's website.



## 5. Registering as a Metering Coordinator

This chapter details the sections in the Application for Registration – NEM – Metering Coordinator form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

**Note:** This Form only allows registration as a *Metering Coordinator* (MC) in respect of a connection point with types 1 to 4 metering installations. Registration in respect of a connection point with types 5, 6 or 7 metering installation is no longer available per the following rules (post 1 December 2017):

- Type 5 or 6 metering installations under clause 11.86.7 of the *Rules*, or
- Type 7 metering installations under clause 7.6.4 of the *Rules*.

### 5.1 Section E. Existing Registration or Accreditation

#### 5.1.1 Section E.1 General

Check the appropriate checkbox(es) in the Form to identify any existing registrations or accreditations.

In accordance with clause 2.4A.2(b), if you are applying to register as an MC and you are also a *Market Customer*, you must provide evidence to substantiate that you are either:

- only appointed or proposed to be appointed in respect to one or more connection points or proposed connection points on a transmission network, or
- a *Generator* who is only appointed, or proposed to be appointed, in respect to one of more connection points that connect the *Generator's* generating units to a distribution network.

Provide evidence to substantiate your current status as requested under Sections E.2 or E.3 of the Form.

#### 5.1.2 Section E.2 Market Customer

If you are applying to register as an MC and you are also registered as a *Market Customer*, and if you are only appointed or proposed to be appointed in respect to one or more connection points or proposed connection points on a transmission network, you must provide evidence to substantiate your status.

For example, you must provide:

- a list of NEMs where you are appointed as the Financially Responsible Market Participant (FRMP), or
- a letter signed by each of the relevant parties confirming your relationship to the connection point and that relevant agreements have been entered into.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached. Please clearly mark this as 'Attachment to Section E.2', with consecutive numbering.

#### 5.1.3 Section E.3 Generator

If you are applying to register as a *Metering Coordinator* and you are also registered as a *Generator* who is only appointed, or proposed to be appointed, in respect to one or more connection points that connects the *Generator's* generating units to a distribution network, you must provide evidence to substantiate your status.

For example, you must provide:

- an undertaking that the Applicant is only being appointed for its generating unit connection point to the *distribution network*, or
- a letter signed by each of the relevant parties confirming your relationship to the connection point and that relevant agreements have been entered into.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached. Please clearly mark this as 'Attachment to Section E.3', with consecutive numbering.

### 5.1.4 Section E.4 Transmission Network Service Provider

If you are applying as a *Metering Coordinator* and are also registered as a *Transmission Network Service Provider* (TNSP), you must provide evidence to substantiate your status.

For example, you must provide a list of transmission connection points, where you are proposing to act as the MC, with details like NMLs and location etc.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached and clearly mark as 'Attachment to Section E.4', with consecutive numbering.

### 5.1.5 Section E.5 Network Service Provider – Competitive Metering Installation

If you are applying as a Metering Coordinator and also registered as a Network Service Provider, you must provide evidence that appropriate ring-fencing arrangements are in place.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached and clearly mark any documents as 'Attachment to Section E.5', with consecutive numbering.

### 5.1.6 Section E.6 Distribution Network Service Provider - Cross Boundary Connection Point

A Cross Boundary connection point is a *connection point* on a *distribution network* that *connects* to an adjacent *distribution network* (other than an *embedded network*). The Cross Boundary Supply Guideline provides guidance on the creation of cross boundary connection points.

If you are applying as a *Metering Coordinator* for a Cross Boundary *connection point* and are also registered as a *Distribution Network Service Provider* (DNSP), consistent with the Cross Boundary Supply Guideline, you must provide sufficient information to identify that *connection point*.

For example, you must provide a list of Cross Boundary *connection points*, where you are proposing to act as the MC, with details like NMLs and location etc.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached and clearly mark as 'Attachment to Section E.6', with consecutive numbering.

## 5.2 Section F. Small Customer Metering Installation

**Note:** This is only applicable to those registering as Metering Coordinator in respect of distribution and embedded network connected installations.

If you are to be appointed as a *Metering Coordinator* at a small customer metering installation, you must detail what process you have in place to determine that a person seeking access to a service listed in the minimum services specification is an access party in respect of that service.

A copy of the *minimum services specification* can be found in Schedule 7.5 of the *Rules* and AEMO's minimum services specification procedure can be found in Section 5 of Metrology Procedure: Part A.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached and clearly mark any attachments as 'Attachment to Section F', with consecutive numbering.

## 5.3 Section G. Security and Control Management Strategy and Communication System

You must ensure that there is an appropriate security control management strategy and associated infrastructure and communication system for the purposes of preventing unauthorised local access or remote

access to metering installations, services provided by metering installations and energy data held in metering installations.

If you are not a Generator who is appointed, or is proposed to be appointed, only in respect of one or more connection points or proposed connection points that connect the Generator's generating unit(s) to a distribution network, you must provide a board-approved final version of a policy and detailed procedure demonstrating your security control management practices meet this requirement.

Please clearly mark any attachments as 'Attachment to Section G' with consecutive numbering.

### 5.4 Section H. Insurance

Chapter 2 of the *Rules* (Registered Participants and Registration) provides that to be eligible for registration as a *Metering Coordinator*, a person must have insurance as considered appropriate by AEMO.

AEMO considers it appropriate that the *Metering Coordinator*:

- a) hold public liability insurance for an amount not less than \$10,000,000 per occurrence;
- b) hold professional indemnity insurance for an amount of not less than \$1,000,000 per occurrence;
- c) ensures that the relevant insurances are effected with an insurer of good repute;
- d) ensures that the insurance policies held are on normal commercial terms applicable to the electricity industry; and
- e) ensures the policies will be maintained for a period of seven years after termination of the *Metering Coordinator's* effective date of registration.

You must provide evidence of appropriate insurance arrangements and submit certified copies of certificates of currency as relevant.

If an MDP and MP or MC (as applicable) are the same legal entity, a single insurance policy for public liability insurance for an amount not less than \$10,000,000 per occurrence and professional indemnity insurance for an amount of not less than \$1,000,000 per occurrence that covers the operations of the MDP, MP and MC Roles (as applicable) will satisfy the insurance requirements under this Procedure, the Service Level Procedure (MDP) and eligibility requirements for registration as an MC.

Please clearly mark any attachments as 'Attachment to Section H', with consecutive numbering.

### 5.5 Section I. IT Systems

#### 5.5.1 Section I.1 MarketNet connection

Complete the MarketNet information shown in this section.

For further information, see Section 3.5 IT Systems above.



## 6. Registering as a Reallocator

This chapter details the sections in the Application for Registration – NEM – Reallocator form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

### 6.1 Section E. IT Systems

#### 6.1.1 Section E.1 MarketNet connection

Complete the MarketNet information shown in this section.

For further information, see Section 3.5 IT Systems above.

## 7. Registering as a Small Generation Aggregator

This chapter details the sections in the Application for Registration – NEM – Small Generation Aggregator form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

### 7.1 Section E. IT Systems

#### 7.1.1 Section E.1 MarketNet connection

Complete the MarketNet information shown in this section.

For further information, see Section 3.5 IT Systems above.

## 8. Registering as a Trader

This chapter details the sections in the Application for Registration – NEM – Trader form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

### 8.1 Section E. IT Systems

#### 8.1.1 Section E.1 MarketNet

Complete the MarketNet information shown in this section.

For further information, see Section 3.5 IT Systems above.





## 9. Registering as a Project Developer

This chapter details the sections in the Application for Registration – NEM – Project Developer form not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

### 9.1 Requirement to register as a Project Developer

The Application Form allows a person to apply to be a *project developer* for the purposes of clauses 3.13.3(k), (k1), (l), (l1) and (p1) only of the *Rules*.

*Project developers* may request from AEMO the information set out in clauses 3.13.3(k)(1)-(3) of the *Rules* and must treat such information as confidential information under clause 3.13.3(l).

Application to be a Project Developer is optional and each application will only be in respect of one *plant*.

If a person wishes to be a Project Developer for more than one *plant*, separate Application Forms must be submitted for each *plant* and an application fee is payable for each Application.

Clause 3.13.3AA states the following:

“(a) For the purposes of clauses 3.13.3(k), (k1), (l), (l1) and (p1) only, *project developers* are deemed to be *Registered Participants*.

(b) A person may apply to AEMO to be a *project developer* for the purposes of paragraph (a) if that person:

(1) is not otherwise a *Registered Participant*; and

(2) intends to develop plant to be connected to the transmission or distribution system in respect of which another person (other than an intermediary) must or may be registered as a *Registered Participant*.

(c) AEMO may:

(1) grant an application under paragraph (b) if AEMO is reasonably satisfied by the evidence provided in that application that the person intends to develop plant of the kind described in paragraph (b)(2), and

(2) subsequently revoke a grant made under paragraph (c)(1) if AEMO ceases to be reasonably satisfied that the person intends to develop plant of the kind described in paragraph (b)(2).”

At the point of registration of an *Intending Participant* or a *Generator* for the same facility, AEMO will revoke the application granted to be a *project developer*.

### 9.2 Section E. Project Information

#### 9.2.1 Section E.1 Project Evidence

To register as a *project developer* in the NEM, you must provide evidence that you meet the project criteria.

To confirm this, you need to enclose the documents stated in this section then check the appropriate checkboxes to confirm each document is attached. Once attached, check the appropriate checkboxes to confirm each document is attached and clearly mark this as ‘Attachment to Section E.1’, with consecutive numbering.

If you are unable to provide an attachment, please give a reason in the field “reason if not attached” provided.

While each application will be unique in terms of the project’s development stage, the table below provides illustrative examples of the evidence that may be needed to support your registration application.

Project criteria	Evidence requirements
Relationship	Evidence of Applicant's relationship to the project. The intention is to develop the project and then sell the asset to another person. The project developer does not intend to be an <i>Intending Participant</i> or <i>Generator</i> in respect of the <i>plant</i> .
Connection	A copy of the connection enquiry for the <i>plant</i> and favourable response from the <i>Network Service Provider</i> (NSP).
Land	Evidence that the Applicant has a long-term arrangement in place to use the land for the <i>plant</i> or association with an entity that has the arrangement.
Project Plan	Project milestones which demonstrate to AEMO's satisfaction an intent to progress the development of the <i>plant</i> to completion in the near future. These milestones must represent a program of work that is consistent with the planning and development processes for the <i>plant</i> .

### 9.2.2 Section E.2 Plant Details

A *project developer* is given access to certain network data. This allows them to carry out power system modelling to perform planning and operational activities.

You must specify the *plant* in which you are applying to be a *project developer*, by providing the following information:

- Proposed facility name, location and address;
- Description of any proposed *plant*;
- Confirm if the proposed plant includes a generating system, and if yes, provide proposed classification and size.

If there is any attachment, please clearly mark this as 'Attachment to Section E.2' with consecutive numbering. If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided.