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| APPLICATION FORM |
| Application for Registration as a Reallocator 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, 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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Application Overview

Complete this Application Form (this Form) to apply for registration in the *National Electricity Market* (NEM) as a *Reallocator.*

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-reallocator-in-the-nem)*.*

Direct any questions regarding your application to the AEMO Registration Team email: onboarding@aemo.com.au.

# Participant Category

This form is for those wanting to be registered as a *Reallocator* in the NEM.

Under Section 2.5B of the National Electricity Rules (NER), and subject to the sub-clauses of that section, a *Reallocator* is a wholesale client registered by AEMO to allow participation in *reallocation transactions* under rule 3.15.11 of the NER.

A reallocation transaction is undertaken with the consent of two market participants and AEMO. AEMO credits one market participant with a positive trading amount for a trading interval and debits a matching negative trading amount to the other market participant for the same trading interval.

This is defined in the NER and in the [Participant Categories in the NEM](https://www.aemo.com.au/-/media/Files/Electricity/NEM/Participant_Information/Participant-Categories-in-the-NEM.pdf) document available on the AEMO website.

# Application Details

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

## Applicant details

|  |  |
| --- | --- |
| Entity Name:  |       |
| Trading Name:  |       |
| ABN:  |       | ACN:  |       |
| Participant ID[[1]](#footnote-1): |       |

## Declaration

The Applicant is applying to become a *Reallocator* in the *National Electricity Market* (*NEM*), being managed by AEMO under the NER.

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: | 21/03/2023 |

By signing this form, the signatory warrants that the signatory is duly authorised to sign this document on behalf of the Applicant and to make the declarations set out in this document on the Applicant’s behalf.

# 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.

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 | [ ]  |
| Communications Crisis Contact | [ ]  |
| Company Secretary | [ ]  |
| Corporate Relations Manager | [ ]  |
| Dispute Management Contact | [ ]  |
| IT After Hours / Emergency Contact | [ ]  |
| IT Security Contact | [ ]  |
| NEM Observer | [ ]  |
| NEM Primary Contact | [ ]  |
| Settlements Contact | [ ]  |

# Required Information

Include the following information (where relevant) 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 Section D" 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.

## 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.

## 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 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.

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

|  |  |
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| Reason if not attached: |       |

## 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 participate

[ ]  Proof that the Applicant is a *wholesale client* as defined in section 761G(4) of the Corporations Act 2001 (Commonwealth of Australia). See the [Retail Client Guide](https://www.aemo.com.au/media/Files/Other/Registration%202014/Retail_Client_Guide_Dec_2013.pdf) for evidentiary requirements.

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

## Reallocation transactions

To participate in a reallocation transaction, it is mandatory that you also complete the "Letter of Agreement" (LOA) found in Appendix A of the [Reallocation Procedure: Energy and Dollar Offset Reallocations](https://www.aemo.com.au/-/media/Files/Electricity/NEM/Settlements_and_Payments/Prudentials/Reallocation-Procedure-EDOR.pdf) document available on the AEMO website.

Email a signed copy of the LOA to: prudentials@aemo.com.au

## Recipient Created Tax Invoice

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

If you need to complete an RCTI, submit your application with a completed copy of the [RCTI](https://www.aemo.com.au/-/media/files/about_aemo/recipient-created-tax-invoice-agreement.docx?la=en) available from the AEMO website.

## Austraclear

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

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

## Credit support

Where Market participants cannot meet the credit criteria detailed in Section 3.3.3 of the NER, you must provide the following credit support details with this application.

A guarantee is required from your financial institution and must be in the AEMO [Guarantee Pro Forma](https://www.aemo.com.au/energy-systems/electricity/national-electricity-market-nem/market-operations/settlements-and-payments/prudentials-and-payments/procedures-and-guides) format available on the AEMO website. It is recommended that guarantees are checked by AEMO prior to execution by emailing a draft copy to prudentials@aemo.com.au. The guarantee is required at the time of registration.

For further assistance with financial guarantees, see the [Credit Support Management Guide](https://www.aemo.com.au/energy-systems/electricity/national-electricity-market-nem/market-operations/settlements-and-payments/prudentials-and-payments/procedures-and-guides) on the AEMO website.

# IT Setup

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> |

## e-Hub access

For details regarding access to the e-Hub (using APIs), obtaining new certificates and submitting a Certificate Signing Request (CSR), please see the [**Manage TLS Certificates**](https://portal.aemo.com.au/help/Content/TLSCertificateManagement/TLSCertificateManagement.html) guide.

Access to e-Hub is optional for *Reallocators*.

Do you require e-Hub access? [ ]  Yes [ ]  No

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| Inbound IP range:       |

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