



APPLICATION GUIDE

Guide to Registration in the DWGM, STTM, GBB, Retail Gas Markets or as a Part 24 Operator

This guide is to be used in conjunction with the application forms covering DWGM, STTM, GBB, Retail and Part 24, and is not to be altered without the prior consent of AEMO.

Disclaimer

This Application Guide (**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 for becoming registered in different gas markets under the National Gas Rules (NGR or Rules) as at the date of this publication.

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1. Introduction

This Application Guide (this Guide) provides additional information to that found in the gas application forms available on the AEMO website. This Guide is to be used in conjunction with the forms.

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

1.1 Purpose of this guide

This Guide has been developed to assist applicants when applying to register in the Declared Wholesale Gas Market (**DWGM**), Retail Gas Markets (NSW/ACT, QLD, SA, VIC), Short Term Trading Market (**STTM**) (including as an Allocation Agent or to provide mandatory STTM information), Natural Gas Services Bulletin Board (**GBB**), or as a Part 24 Facility Operator.

1.2 Requirement to Register

To participate, you must register. The National Gas Law (NGL) specifies the criteria for registering in a 'registrable capacity' in the following markets unless a party is excused (exempted) from registering in accordance with Part 15A, Part 20 and Part 24 of the National Gas Rules (NGR or *Rules*):

- DWGM
- Retail Gas Markets in NSW/ACT, QLD, SA and VIC
- STTM
- STTM Allocation Agent
- STTM Information
- GBB
- Part 24 Facility Operator

To participate in the Gas Supply Hub (**GSH**), use the [Application for Membership in the Gas Supply Hub](#) form. To participate in Capacity Auctions, use the [Application to Register for Capacity Auction](#) form.

1.3 Fees

1.3.1 Registration Fee

All applicants must pay a Registration fee in accordance with AEMO's currently published [fee schedule](#). AEMO will issue an invoice following receipt of a valid Application. Assessment of an Application will not be completed without confirmed payment of the Registration fee.

1.3.2 Participant Fees

Div 3/ Clause 135CA(2) of the *Rules* provides that *Participant fees* should be sufficient to recover AEMO's budgeted revenue requirements. Div 3/ Clause 135CA(4A) states "The participant fees charged to a Registered participant may include a component for the recovery of capacity trading and auction costs even if those costs do not involve that Registered participant."

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

1.4 Registration Procedure

The *Rules* deal 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 Send your application to AEMO.

Email a scanned copy of the application form along with all attachments required by the Form to the AEMO Registration Team at onboarding@aemo.com.au.

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](#).

Step 3 AEMO may, within 5 business days of receiving an application (10 business days for Part 24 Facility Operator per Part 24 Clause 622(3)), 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. If the further information or clarification is not provided to AEMO's satisfaction within 15 business days of the request, the application lapses and AEMO may withdraw the application. In this case, the registration fee would be forfeited. For Part 24 Facility Operator applications this is 10 business days and for GBB applications this is 5 business days from the date of AEMO's request.

Step 4 If AEMO is satisfied your application meets the requirements for registration, AEMO will register the entity as a Registered participant in the relevant registrable capacity or capacities and will provide a notice specifying the date on which each registration takes effect.

If AEMO is not satisfied your application meets the requirements for registration, AEMO will refuse the application and will give written reasons for the refusal.

Except for GBB and Part 24 applications which have no processing time obligations under the *Rules*, AEMO must decide an application within 15 business days after the date of the application once all the necessary information is received. The AEMO notification under Step 4 will also include:

- Any conditions of registration that AEMO considers reasonably necessary.
- A "Registration Effective date". This date precedes the "go live" date (the date you can start participating in the market). This provides notice to enable you to finalise your system tests to ensure you can start operating in the market from the "go live" date.

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. Explanation of the Application Form

The following sections in this Guide step through the Form requirements.

- [Section A. Market Selection](#)
- [Section B. Registrable Capacities](#)
- [Section C. Application Details](#)
- [Section D. Contact Details](#)
- [Section E. Required Information](#)
- [Section F. IT Systems \(Section G. in STTM\)](#)

2.1 Section A. Market Selection

You must identify the market(s) you are applying for by checking the appropriate checkbox(es) shown.

2.1.1 Declared Wholesale Gas Market

The DWGM facilitates transportation and wholesale trading of natural gas in the Victorian Declared Transmission System (DTS), which covers most of Victoria.

Gas injections and withdrawals are scheduled based on bids and demand forecasts submitted by market participants, and AEMO manages physical gas flows in the DTS to meet demand and maintain system security.

AEMO settles the difference between market participant injections and withdrawals at the applicable market price. Applicants must nominate one or more registrable capacities consistent with their intended DWGM activities.

2.1.2 Retail Gas Markets – NSW/ACT, QLD, SA, VIC

AEMO facilitates gas retail markets in New South Wales and the Australian Capital Territory, Queensland, South Australia and Victoria.

AEMO administers the following key primary gas retail market services:

- Delivery Point Management – managing the customer transfer for gas delivery points and the associated market data between retailers, and between retailers and distribution businesses.
- Balancing, Allocation and Reconciliation Management – managing the daily allocation of gas usage to retailers to enable settlement of gas supply contracts, transmission and distribution use of system contracts.
- Procedure Change Management – managing further development and improvement of the Procedures governing the operation of the retail gas markets under the auspices of the NGL and NGR.
- Operating the central IT systems that facilitate retail market services.

2.1.3 Short Term Trading Market

The STTM is a market-based wholesale gas trading mechanism established at defined gas hubs in or around Sydney, Adelaide and Brisbane. The market uses bids, offers and forecasts submitted by participants,

together with information from relevant transmission pipelines, to schedule deliveries and withdrawals at each hub.

2.2 Section B. Registrable Capacities

To register in any gas market, an applicant must satisfy AEMO that it meets the applicable eligibility requirements for registration in a particular capacity.

In this section you must ensure that the applicable boxes for each registration category (called “registrable capacities”) are selected and all fields are completed.

Please refer to the *Rules* as follows: Part 15A for the DWGM, Retail Gas Markets and STTM, Part 18 for the GBB, Part 20 for STTM Allocation Agents, and Part 24 for Part 24 Facility Operators.

2.2.1 DWGM (DWGM Section B.1.)

Note: This is only relevant to DWGM Market Participants.

Applicants must nominate one or more registrable capacities consistent with their intended DWGM activities. In the following table, Market Participants are those who are registered in a capacity that requires or allows them to buy or sell gas.

In addition, under Part 19 of the NGR, each Market Participant who appoints an Allocation Agent or Sub-Allocation Agent must ensure for the term of the appointment that the Allocation Agent complies with the provisions of Subdivision 5 of Subdivision 2 of Part 19.

Table 1 Registrable capacities - DWGM

Capacities	Description
Declared Transmission System Service Provider (DTSSP)	The service provider for the pipeline system that comprises the DTS. A DTSSP must also register in the VIC Retail Gas Market in the “Transmission System Service Provider” category.
Distributor	A service provider for a distribution pipeline network that connects to the DTS. A Distributor must also register in the VIC Retail Gas Market in the “Distributor” category.
Interconnected Transmission Pipeline Service Provider (ITPSP)	A service provider for a transmission pipeline that is connected to the DTS. A ITPSP must also register in the GBB as a “BB pipeline operator”. They must also register in ONE of the following: <ul style="list-style-type: none"> The VIC Retail Gas Market in the “Transmission System Service Provider” category (if some or all the interconnected pipeline is located in Victoria), OR The VIC Retail Gas Market in the “Market Participant – Other” category.

Capacities	Description
Market Participant – Distribution Customer	<p>An end user that: (i) buys natural gas in the DWGM; and (ii) withdraws natural gas from a declared distribution system. Distribution customers should not register unless they wish to participate directly in the wholesale market.</p> <p>A Market Participant – Distribution Customer must also register in the VIC Retail Gas Market in the “Market Participant – Other” category.</p>
Market Participant – Producer	<p>A producer that buys or sells natural gas in the DWGM.</p> <p>A Market Participant - Producer must also register in:</p> <ul style="list-style-type: none"> • The GBB in the “BB Production Facility Operator” category; and • The VIC Retail Gas Market in the “Market Participant – Other” category.
Market Participant – Retailer	<p>A licensed or authorised retailer (under applicable energy legislation), who sells gas that has been transported through the DTS to end-use customers.</p> <p>A Retailer must also register in the VIC Retail Gas Market in the “Market Participant - Retailer” category.</p>
Market Participant – Storage Provider	<p>A Storage Provider that buys or sells natural gas in the DWGM.</p> <p>A Market Participant – Storage Provider must also register in:</p> <ul style="list-style-type: none"> • The GBB in the “BB Storage Provider” category; and • The VIC Retail Gas Market in the “Market Participant – Other” category.
Market Participant - Trader	<p>A person who buys or sells gas transported through the DTS from or to other market participants or producers. Traders do not sell gas to end-use customers.</p> <p>A Trader must also register in the VIC Retail Gas Market in the “Market Participant - Other” category.</p>
Market Participant – Transmission Customer	<p>An end user that: (i) buys natural gas in the DWGM; and (ii) withdraws natural gas from the DTS.</p> <p>A Market Participant – Transmission Customer must also register in the VIC Retail Gas Market in the “Market Participant - Other” category.</p>
Producer	<p>A Producer that injects natural gas into the DTS.</p> <p>A Producer must also register in the GBB in the “BB Production Facility Operator” category.</p>
Storage Provider	<p>A Storage Provider whose storage facility is connected to the DTS, or the operator of a facility for storage of natural gas directly withdrawn from, or re-injected into, the DTS. This will include a declared LNG storage provider.</p> <p>A Storage Provider must also register in the GBB in the “BB Storage Provider” category.</p>

Capacities	Description
Transmission Customer	An end-use gas customer with facilities connected directly to the DTS, who elects to buy its gas through a Retailer rather than in the DWGM.

2.2.2 Short Term Trading Market (STTM Section B.1.)

Note: This is relevant to STTM Trading Participants.

Part 15A of the National Gas Rules (NGR) contains the registration requirements and eligibility criteria that new applicants must familiarise themselves with before registering.

Organisations must nominate one or both STTM registration categories (called registrable capacities) consistent with their intended STTM hub activities.

Anyone who wishes to ship gas to or from a transfer point in a hub must register with AEMO at that hub as an STTM Shipper, an STTM User, or both.

Although there are only two registrable capacities in the STTM (Trading Participants), in the NGR Part 20 certain allocation agents and operators of facilities that connect directly to STTM hubs must also register information with AEMO. Facilities include STTM pipelines, STTM production facilities, STTM storage facilities and STTM distributors.

In addition, under Part 20 of the NGR, each STTM Facility Operator or contract holder who appoints an Allocation Agent for Part 20 to ensure that the Allocation Agent complies with its obligations under Part 20 for the term of that appointment.

Table 2 Registrable capacities - STTM

Role	Description
STTM User	<p>A person who has a contractual right to use pipeline services provided by an STTM distribution system. Typically, STTM Users are Retailers or large consumers who hold distribution contracts with STTM Distributors.</p> <p>Transmission customers who withdraw gas directly from a transmission pipeline at a defined hub transfer point must also register as STTM Users.</p> <p>An STTM User at a hub must also register in the relevant Retail Gas Market as a Retailer or Self-Contracting User (as applicable).</p> <p>An STTM User is a Trading Participant.</p>
STTM Shipper	<p>A person who has a contractual right in relation to an STTM facility (a transmission pipeline, storage facility or production facility) permitting gas to be supplied from or withdrawn into that facility at a hub transfer point.</p> <p>The right may arise under a direct contract with the facility operator or may be granted by a Shipper who in turn has a direct contract with that operator.</p> <p>An STTM production or storage facility operator that supplies gas at the hub on its own behalf must also register as an STTM Shipper.</p> <p>An STTM Shipper is a Trading Participant.</p>

2.2.3 Retail Gas Markets (Section B.2.)

Note: This is relevant to all Retail Gas Market Participants.

Any person who participates in a regulated retail gas market (NSW/ACT, QLD, SA, VIC), must register with AEMO.

Part 15A of the NGR contains the registration requirements and eligibility criteria, and new applicants must familiarise themselves with these *Rules* before registering.

The NGR defines several roles in the retail gas market that are similar in function. The following table summarises the formal registrable capacity types by state and activity.

Table 3 Registrable capacities – Retail Gas Markets

Activity	Registrable capacity			
	NSW/ACT	QLD	SA	VIC
Distributor	Network Operator A service provider that holds, or is required to hold, a licence or authorisation to reticulate or distribute gas in NSW or the ACT	Distributor A service provider that holds, or is required to hold, an area distribution authority in Queensland or a reticulator’s authorisation for the Tweed local government area of NSW	Network Operator A service provider that holds, or is required to hold, a gas distribution licence in SA Network Operator – Mildura Region. The service provider for the distribution network serving Mildura and its surrounds	Distributor The service provider for a distribution pipeline in Victoria (only if a DDS pipeline)

Activity	Registrable capacity			
	NSW/ACT	QLD	SA	VIC
Retailer	<p>Retailer</p> <p>A user of NSW/ACT distribution pipeline who is a Retailer or an exempt seller that is a party to a contract with a service provider for the provision of haulage services in NSW/ACT (except an exempt seller that is only selling gas to a related business – see Self-Contracting User below). Retailers may need to register in the STTM</p>	<p>Retailer</p> <p>A user of a QLD or Tweed distribution pipeline who is a Retailer or is an exempt seller that is a party to a contract with a service provider that participates in the QLD Retail Gas Market with the registrable capacity of Distributor (except an exempt seller that is only selling gas to a related business – see Self-Contracting User below). Retailers may need to register in the STTM</p>	<p>Retailer</p> <p>A user of an SA or Mildura distribution pipeline who is a retailer or is an exempt seller that is a party to a contract with a service provider for the provision of haulage services in SA (except an exempt seller that is only selling gas to a related business – see Self-Contracting User below). Retailers may need to register in the STTM</p>	<p>Market Participant – Retailer</p> <p>A user of a DDS or a user of a distribution pipeline in Victoria that doesn't form part of a DDS or a user of the Albury distribution system who is a retailer or exempt seller (except an exempt seller that is only selling gas to a related business). Market Participant (Retailer) must also be registered in the DWGM</p>
Self-Contracting User	<p>Self-Contracting User</p> <p>A user of a NSW/ACT distribution pipeline who is an end user (not a Retailer) or is an exempt seller that is only selling gas to a related business in NSW/ACT. Self-Contracting Users may also need to register in the STTM</p>	<p>Self-Contracting User</p> <p>A user of a QLD or Tweed distribution pipeline that is an end-user (not a Retailer) or is an exempt seller that is only selling gas to a related business in QLD. Self-Contracting Users may also need to register in the STTM</p>	<p>Self-Contracting User</p> <p>A user of an SA or Mildura distribution pipeline who is an end-user (not a retailer) or is an exempt seller that is only selling gas to a related business in SA. Self-Contracting Users may also need to register in the STTM</p>	<p>Market Participant – Other</p> <p>Any other user of the DTS or any other transmission pipeline in Victoria. This may include self-contracting users. A Market Participant (Other) must also be registered in the DWGM</p>

Activity	Registrable capacity			
	NSW/ACT	QLD	SA	VIC
Transmission System Service provider	NA	NA	Transmission System Operator A service provider for a transmission pipeline in South Australia	Transmission System Service Provider The service provider for the Declared Transmission System or another transmission pipeline in Victoria
Other Market Participant	NA	NA	Shipper A user of a pipeline that connects to an SA or Mildura distribution pipeline and uses that service to deliver gas to a user or Self-Contracting User at a gate point. Swing Service Provider - no longer a function under the current SA Retail Gas Market Procedures	Market Participant – Other Any other user of the DTS or any other transmission pipeline in Victoria. This may include self-contracting users. A Market Participant (Other) must also be registered in the DWGM

In the Retail Gas Market section, there are a range of options to identify the location of each market, so applicants need to refer to the above table then check the appropriate checkboxes.

2.2.4 Consent to Act as an STTM Allocation Agent (STTM Section B.3)

Identify all instances where you consent to act as an Allocation Agent.

2.2.5 STTM Allocation Agent (STTM Section B.4)

Identify which gas market you operate in and the markets where you are an allocation agent for an STTM shipper.

Allocation Agents for STTM Shippers who are direct contract holders with the Facility Operator must provide daily information (via an injection allocation statement) to AEMO about the sub-allocation of the gas allocated to their facility service. The Allocation Agent can be the STTM Shipper itself or an appointed agent. If no Allocation Agent is appointed for a facility service, AEMO performs these allocations. The registration requirements for Allocation Agents are contained in Rule 388 of the NGR.

2.2.6 STTM Information Provider (STTM Section B.5)

Operators of facilities that connect directly to an STTM hub are not required to be registered participants but must provide information to AEMO under rule 376 of the *Rules*. In some cases, this will include providing ongoing capacity and allocation information. Information that needs to be provided to AEMO includes:

- contact details of the Facility Operator,
- business details such as the ABN,
- facility details such as capacity,
- details of the Allocation Agent,
- contingency benchmark information, and
- any other information required by AEMO as specified in the STTM Procedures.

This information is collected by AEMO during the registration process to ensure ongoing compliance with the *Rules* and Procedures. If there are any material changes to an existing registration such as changes to ownership, gas transportation agreements expiring, contacts etc., please inform our Registration team at: onboarding@aemo.com.au.

You need to identify the Role, Gas Market and Facility / Distribution Name when registering as an STTM Information applicant.

2.2.7 STTM Facility (STTM Section B.6)

Identify the STTM Facility and provide details of the facility in the fields provided.

2.2.8 Gas Bulletin Board (GBB and Part 24 Section B.1)

Note: This is relevant to GBB members.

You must register on the Gas Bulletin Board (GBB or BB) if you are applying for registration in the DWGM in one of the mandatory registrable capacities below. Part 18 of the *Rules* contains the registration requirements and eligibility criteria.

The GBB is a gas market and system information website covering major gas production fields, major demand centres, and natural gas transmission pipelines. This includes the interconnected systems of South Australia, Victoria, Tasmania, New South Wales, the ACT and Queensland.

Public access to the BB reports is available by accepting the BB terms and conditions of use. Only registered BB participants can undertake BB transactions (e.g. uploading data onto the BB).

More information about the BB is available at the GBB web page.

2.2.8.1. BB Registrable Capacities (GBB B.1.1.)

Table 4 Registrable capacities - GBB

Mandatory registrable capacities	Eligible registrable capacities
BB Reporting Entity	BB Shipper
	BB Reporting Agent
	Gas Seller

2.2.8.2. BB Reporting Entities (GBB B.1.2.)

You are required to indicate if you're applying to register as the BB Reporting Entity if you are a:

Facility Operator: *NER 150 (1)* a Facility Operator must register under this Part as the BB reporting entity for each BB facility for which it is a facility operator.

e.g. Producer, Pipeline, Storage, Compression, Large User, LNG Import and LNG Export

Facility Operator Group: *NER 150 (3)* If there is more than one facility operator for a BB facility each facility operator for the BB facility is taken to be a member of a facility operator group for that BB facility; and the members must appoint one of the members in writing to be the responsible facility operator and to register as the BB reporting entity for the relevant BB facility. *NER 150 (5)* states that on registration of a responsible facility operator as the BB reporting entity for a relevant BB facility and for so long as that registration remains in effect, each other member of the facility operator group is exempt from the requirement to register under subrule (1) as the BB reporting entity for the relevant BB facility.

Field Owner: *NER 151 (1)* a Field owner must register under this Part as the BB Reporting Entity for each Field Interest for which it is a Field owner.

Field Owner Group: *NER 151 (3)* Two or more persons may form a field owner group in relation to a BB field (the group of BB field interests) for the purposes of reporting under this Part if either (a) the persons are closely related entities and one or more of them has a net revenue interest in the BB field; or (b) each of them holds a net revenue interest in the BB field and they are engaged in joint marketing or natural gas produced from the BB field.

Facility Developer: *NER 152 (1)* a Facility Developer must register under this Part as the BB Reporting Entity for each facility development project for which it is a facility developer.

Facility Developer Group: *NER 152 (3)* If there is more than one facility developer for a facility development project: (a) each facility developer for the project is taken to be a member of a facility developer group for that facility development project and (b) the members must appoint one of the members in writing to be the responsible facility developer and to register as the BB reporting entity for the relevant facility development project.

BB Allocation Agents: *NER 153 (1)* must register under this Part as the BB reporting entity for each BB allocation point for which it is the BB allocation agent.

BB Shipper, Capacity Seller or Gas Seller: *NER 154 (1)* A person who is or intends to be a BB Shipper, Capacity Seller or Gas Seller may apply to AEMO to register under this Part in that capacity.

2.2.8.3. Facility Operator or Facility Operator Group (GBB B.1.3.)

If in B.1.2 you indicated that you are a Facility Operator or are part of a Facility Operator Group and are nominated as the Responsible Facility Operator you are required to fill out this section and provide details on the Facility and also indicate your relationship with the Facility i.e. Owner, Operator and/or Controller.

If you selected the 'Yes' option in (a), you must attach written evidence (in the form of a letter) of your appointment as the nominated Responsible Facility Operator from each member of the group. On registration of a Responsible Facility Operator as the BB Reporting Entity for all the BB Facilities and for so long as the registration remains in effect, each other member of the Facility Operator Group is exempt from the requirement to register.

You must also confirm the number of members in the group.

2.2.8.4. Field Owner or Field Owner Group (GBB B.1.4.)

If in B.1.2 you indicated that you are a Field Owner or are part of a Field Owner Group and are nominated as the Responsible Field Owner you are required to fill out this section and provide details on the Field Name and also indicate your relationship with the Field i.e. Owner, Operator and/or Controller.

If you selected the 'Yes' option in (a), you must attach written evidence (in the form of a letter) of your appointment as the nominated Responsible Field Owner from each member of the group. On registration of a Responsible Field Owner as the BB Reporting Entity for all the BB Field Interests and for so long as the registration remains in effect, each other member of the Field Owner Group is exempt from the requirement to register.

You must also confirm the number of members in the group.

You must also provide the reporting year of the Reserves.

2.2.8.5. Facility development project details (GBB B.1.5.)

If in B.1.2 you indicated that you are a Facility Developer or are part of a Facility Development Group and are nominated as the Responsible Facility Developer you are required to fill out this section and provide details on the Facility Development Project and also indicate your relationship with the Project i.e. Owner, Undertaking and/or Controller.

If you selected the 'Yes' option in (a), you must attach written evidence (in the form of a letter) of your appointment as the nominated Responsible Facility Developer from each member of the group. On registration of a Responsible Facility Developer as the BB Reporting Entity for all the BB Facility Development projects and for so long as the registration remains in effect, each other member of the Facility Development Group is exempt from the requirement to register.

You must also confirm the number of members in the group.

2.2.8.6. BB Allocation Agent (GBB B.1.6.)

Allocation Agents must provide must complete and submit the GBB allocation point register, and the GBB allocation methodology and agreement form, with their application.

BB Allocation Agents must provide the following GBB allocation point information to AEMO as part of the application.

- The GBB allocation point register, which is used to identify who determines the allocation of deliveries or receipts of natural gas among users for an allocation point.
- The Allocation Methodology and Agreement form, which is used to describe the allocation methodology, allocation agreement and related information for all allocation points for a Part 24 Facility, and, as defined in Part 19 of NER, the system injection point and system withdrawal point for which an allocation agent is appointed.

Further information regarding the details required can be located on the AEMO Bulletin Board.

2.2.8.7. BB Reporting Agent (GBB B.1.7.)

If in B.1.7. you are applying to register as a BB Reporting Agent, you are required to provide written evidence that you have been appointed and consented to provide specified information on behalf of a BB Reporting Entity. You are to also include the specified information which you have been appointed to provide on behalf of the BB Reporting Entity. eg: Nameplate rating information, detailed facility information, Gas day start times for each of its BB facilities, allocation methodologies etc

2.2.8.8. Part 24 Facility Operator (Part 24 Section B.2.)

A transportation service provider in relation to a non-exempt Part 24 facility must register as the facility operator and register the Part 24 facility in accordance with Part 24 of the NGR.

Detailed Part 24 facility information must be provided to AEMO with your application.

Please also indicate your relationship(s) with the facility from the following options:

- Owner
- Operator
- Controller

Further information on Part 24 facility registrations and detail facility registration form can be located on the AEMO Bulletin Board.

2.2.9 Part 24 Transportation Service Provider Group (Part 24 Section B.3.)

Members of a Transportation Service Provider (TSP) group must appoint one of their members as the responsible TSP to register as the facility operator for the relevant Part 24 facility.

The responsible TSP must apply to register the Part 24 facility and as facility operator for the Part 24 facility. If you are applying to be the responsible TSP, click in the 'Yes' checkbox provided.

Written evidence, in the form of a letter signed by each member of the TSP group confirming your appointment, is required. You will need to attach this with your application form.

2.3 Section C. Application Details

2.3.1 C.1. Applicant details

You must provide your details by completing each of the fields shown.

2.3.2 C.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 and to enable AEMO to satisfy itself that the Applicant is of sufficient standing to meet its obligations under the NGR. For example, AEMO might need to contact a relevant pipeline operator to verify that a use-of-system agreement is in place, or a jurisdictional body to verify that an appropriate licence has been issued.

This section of the Form 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.

Please note that digital signatures are not permitted.

2.4 Section D. Contact Details

You must provide current and up to date contact details of Head Office, branches, and key personnel to help communication between AEMO and your organisation.

2.4.1 D.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.

2.4.2 D.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.

2.4.3 D.3. Personnel contacts

You must provide details for each role.

Please ensure all necessary contacts are provided relevant to the registrable capacities within the appropriate hub(s). The minimum contact information required are role(s), name, position, phone number, mobile number and email address. When details have been provided, please check the appropriate checkboxes in the Form.

Participants must notify AEMO as soon as reasonably practicable if contact details change. Please clearly mark these as 'Attachment to Section C' numbering each page consecutively. The following contacts are required under the *Rules* and for AEMO systems.

Table 5 Personnel contacts

Mandatory contacts - All	Description
CEO/Head of Organisation	Will not receive any routine notifications; kept for AEMO records. AEMO requires the name, mobile number and email address of the CEO or the CEO delegate who would be called upon for a level 5 crisis (or more), specifically for the Gas Emergency Management Group (GEMG).
Chief Financial Officer	Will not receive any routine notifications; kept for AEMO records.
Company Secretary	Will not receive any routine notifications; kept for AEMO records.
Dispute Management	Kept for AEMO records. First point of contact for disputes.
IT Security Contact X2	Primary and secondary IT contact regarding security and system access.
IT After Hours/Emergency	Contact for IT-related issues. Must be available at all times.
24-hour Gas Emergency	Each registered Participant must provide AEMO with a contact name, title and a single telephone number for a responsible officer who can be contacted by AEMO 24 hours a day in case of an emergency. That person will be required to attend any short notice meetings in an emergency.

Mandatory contacts - All	Description
Registration	Point of contact for all registration correspondence. This must match the Contact given in Section D.1 of the Forms.
Settlement X2	Note: Not required by GBB Primary and secondary contact for all settlement and prudential notifications and issues. Of these contacts, one must act in the role of Settlement Manager.
Additional Mandatory contacts - DWGM	Description
DWGM Gas Quality	AEMO will send DTS gas quality notification (SMS and System Wide Notice). This contact is mandatory for persons that are operationally involved, such as a Facility Operator, otherwise it is optional for Market Participants.
DWGM 24 Hour Contact (Market Notice only)	AEMO will send a DWGM notice (SMS and System Wide Notice and Email) to the control room, trading desk and/or energy trader and direct contact (Phone, fax and email) for DWGM Real Time Operations.
DWGM Allocation Agent	Contact regarding the submission of allocation data.
Additional Mandatory contact - Retail	Description
Retailer of Last Resort (RoLR)	Primary and Secondary contacts to be nominated. Will be contacted when the RoLR process is initiated.
Part 27 East Coast Gas System Primary Responsible Contact	Primary responsible contact is required for all Part 27 Retailers, which are retailers under the National Energy Retail Law, Gas Industry Act (Vic) or the Gas Industry Act (Tas) or a person who is an exempt retailer or seller under those laws or Power and Water Corporation. The contact information to be used as the primary contact for the relevant entity may include a generic contact such as a duty operator. Used to provide all Part 27 information, including direction and notices of Part 27 conferences. (Generic email addresses are not accepted)
Part 27 East Coast Gas System Responsible Contact	Responsible contact is required for all Part 27 Retailers, which are retailers under the National Energy Retail Law, Gas Industry Act (Vic) or the Gas Industry Act (Tas) or a person who is an exempt retailer or seller under those laws or Power and Water Corporation. The contact information to be used as the primary contact for the relevant entity may include a generic contact such as a duty operator.

Additional Mandatory contact - Retail	Description
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Part 27 East Coast Gas System Billing Contact	Billing contact is required for all Part 27 Retailers, which are retailers under the National Energy Retail Law, Gas Industry Act (Vic) or the Gas Industry Act (Tas) or a person who is an exempt retailer or seller under those laws or Power and Water Corporation.
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Additional Mandatory contacts - STTM	Description
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STTM 24-Hour Contact (Market Notice Only)	Contact for all operational notifications including STTM Market Notices and system generated alerts. This contact must be available at all times. Note: Nominate if the contact is for all hubs or for a single hub. If a Participant is only registered in one hub, they can still opt to be contact for all hubs. If a contact is nominated for 'all hubs' there is no need to provide contact details for each separate hub.
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STTM Allocation Agent	Contact regarding the submission of allocation data.
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STTM Contingency Gas	Contact for participating in any conferences or in the scheduling of contingency gas if there is a contingency gas event in the relevant STTM hub(s).
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STTM Contract Manager	Contact for all service and trading right registration and modification communications.
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STTM FO Data (Facility Operators only)	Recipient of notifications regarding the validity of pipeline operator data submissions.
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STTM Management	This contact will receive market notices via email or SMS through the Scheduling Price Interface (SPI) application and is required for our control room.
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Additional Mandatory contacts - GBB	Description
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BB Responsible Person	Contact for all BB issues.
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BB Reporting Entity	Contact for all BB reporting issues.
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Part 24 Responsible Person	Contact for Part 24 issues.
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Additional Mandatory contacts - GBB	Description
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Part 27 East Coast Gas System Primary Contact	Primary contact is required for all BB reporting entities. The contact information to be used as the primary contact for the relevant entity may include a generic contact such as a duty operator. Used to provide all Part 27 information, including notices of Part 27 conferences.
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Part 27 East Coast Gas System Billing Contact	Billing contact is required for all BB reporting entities.
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2.5 Section E. Required Information

2.5.1 E.1. Partnership status

Where 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.

2.5.2 E.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. It 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.

2.5.3 E.3. Organisational capability

You must show that you have established resources, processes and procedures to ensure compliance with the *Rules*. You will need to enclose:

- An organisation chart or documents (such as résumés of key managers) demonstrating the necessary expertise to comply with the NGR including, where relevant, wholesale trading, operations management, settlements and risk
- Evidence of business and administrative processes such as:
 - Demonstration that relevant policies and procedures are in place (policies and procedures under development will not suffice) – 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.
 - IT systems to support gas market activities.
- Details of any participation in committees or work groups relevant to the gas market activity that you belong to – examples might include:
 - Gas Wholesale Consultative Forum
 - AEMO gas training or overview courses

- An explanation of links with parent and other organisations that impact on your ability to comply with the *Rules*.
-

2.5.4 E.4 Operational and system readiness (DWGM and STTM Market Participants only)

Note: This is relevant to DWGM and STTM Registered Participants only. This section does not apply to Facility Operators or Distributors or Allocation Agents.

Applicant Capability Declaration

Applicants must declare that they can meet their obligations under the NGR and understand scheduling concepts, the operation of market systems and the settlement timetable. Applicants will be required to sign a Capability Declaration to this effect.

Applicant Capability Assessment

Applicants will be asked to undertake a capability assessment in AEMO's Pre-Production market systems. The assessment will require the applicant to submit screenshots and reports showing they are capable of accessing market systems, setting up contracts (i.e. accreditations in the DWGM or Registered Facility Services in the STTM) and submitting data (i.e. injection offers, withdrawal bids, pricetaker bids and demand forecasts) required for the participant to operate in the market.

The assessment will be supplied by AEMO after an application has been received.

2.5.5 E.4. Eligibility to participate

If you are applying for below market(s) and registrable capacity, you must confirm if you are an Exempt Seller.

- VIC Retail Gas Market: Market Participant – Retailer or Market Participant – Other;
- NSW/ACT Retail Gas Market: Retailer or Self Contracting User;
- QLD Retail Gas Market: Retailer or Self Contracting User;
- SA Retail Gas Market: Retailer or Self Contracting User.

You must supply the following eligibility requirements:

- Jurisdictional licences and approvals.
- You must provide a certified copy of your current jurisdictional licence(s) or approval(s) applicable in one or more jurisdiction(s) (not required by BB registrations). If not applicable, please specify "N/A" in the "reason if not attached" field provided.

Examples of jurisdictional licences, approvals and accreditations might include:

- Retail authorisation or exemption issued by a body responsible for administering the licensing regime that applies to gas entities.
- Regulator's authorisation or a corresponding licence approval or authorisation issued by a body responsible for administering the licensing regime on behalf of the Minister for Resources and Energy.
- Distribution licence issued from a Commission for entities that operate whole or part of a gas distribution system.

Table 6 Jurisdictional Licence Requirements

Market	Registrable Capacity	Licence Required	Rule
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DWGM	Market Participant – Retailer	Licence required	NGR 135A1(k)(i)
NSW/ACT Retail	Network Operator	Licence required	NGR 135AB (1)(a)
NSW/ACT Retail	User	Licence required	NGR 135AB (1)(b)
NSW/ACT Retail	Self-Contracting User	Licence not required, but needs haulage contract	NGR 135AB (1)(c)(iii); NGR 135AB (1)(c)(i) (haulage contract)
QLD Retail	Distributor	Licence required	NGR 135AB (2)(a)(i) or NGR 135AB (2)(a)(ii)
QLD Retail	Retailer	Licence required	NGR 135AB (2)(b)(i) or NGR 135AB (2)(b)(ii)
QLD Retail	Self-Contracting User	Licence not required, but needs haulage contract	NGR 135AB (2)(c)(iii); NGR 135AB (2)(c)(i) (haulage contract)
SA Retail	Network Operator	Licence required	NGR 135AB (3)(a)
SA Retail	Network Operator (Mildura Region)	Licence not required	
SA Retail	User	Licence required	NGR 135AB (3)(c) (i) or business of gas retailer in SA
SA Retail	Self-Contracting User	Licence not required, but needs haulage contract	NGR 135AB (3)(d)(iii); NGR 135AB (3)(d)(i) (haulage contract)
SA Retail	Transmission System Operator	Licence not required	
SA Retail	Swing Service Provider	Licence not required	
SA Retail	Shipper	Licence not required	
VIC Retail	Transmission Services Provider	Licence not required	
VIC Retail	Distributor	Licence not required	
VIC Retail	Market Participant – Retailer	Licence required	NGR 135A1(k)(i)
VIC Retail	Market Participant – Other	Licence not required	
STTM	User	Licence not required	
STTM	Shipper	Licence not required	

- A copy of your Gas Safety Case.

If you are applying for a Market Participant – Retailer in the VIC Retail Gas Market, you must provide a copy of your Gas Safety Case. If not applicable, please specify “N/A” in the “reason if not attached” field provided.

- Details of any non-compliance with jurisdictional regulatory obligations.
- If you are already registered in any other capacity in a regulated gas market, you must outline details of any non-compliance as at the date of the application together with any agreed rectification plan.
- If applicable, you must show that you comply with requirements currently imposed by the Jurisdictional Regulator who has jurisdiction over your gas market activities. You must confirm that you have either met these jurisdictional requirements, you are exempt from jurisdictional requirements, or that jurisdictional requirements do not apply in your case (with reasons).
- Statement declaring an understanding of your obligations.

You need to provide a statement declaring you understand your obligations under the NGL, NGR and jurisdictional Retail Market Procedures.

- Contracts

You need to provide confirmation and evidence of the existence of applicable contract(s) for the relevant registration capacity required under Rule 135A, 135AB and 135ABA(1) where applicable. Having applicable contract(s) executed is required prior to registration approval. Please provide a redacted copy or front page, signing page(s) and schedule pages of such contract(s). If not applicable, please specify "N/A" in the "reason if not attached" field provided.

Examples of contract(s) might include:

- Haulage contract with the relevant pipeline Network Operator.
- Haulage contract with a BB Facility Operator.
- Haulage agreement with a storage provider or producer for the delivery of natural gas to a hub from a storage or production facility directly connected to that hub.
- Distribution Contract / Network Access Agreement / User of System (Reference Services Agreement) with the relevant pipeline network operator
- Gas sale agreement with a service provider for the provision of haulage service.

2.5.6 Transmission Payment Deed (DWGM Section E.5)

Note: This is relevant to DWGM Market Participants only.

You must provide a copy of your Transmission Payment Deed available from APA GasNet (Operations) Pty. Ltd. If not applicable, please specify "NA" in the "reason if not attached" field provided

2.5.7 Accreditation of controllable quantities (DWGM Section E.6)

Note: This is relevant to DWGM Market Participants only.

Accreditation of controllable quantities may be required for Market Participants registering in the DWGM.

DWGM Market Participants need to ensure they have reviewed and comply with the Wholesale Market Accreditation Procedures (Victoria) available on the [AEMO website](#).

Accreditation is required for Market Participants registering in the DWGM who want to submit bids for controllable quantities. The [Application for Accreditation of Controllable Quantities \(Injections/Withdrawals\)](#) form may need to be submitted as part of the registration process. Once you have concluded commercial arrangement with service providers, please submit the applications. AEMO will assess and advise if approved, rejected or if anything else is required.

Only Registered Participants can become accredited in the DWGM. Accreditation for a new registered participant can only occur 10 business days or more after the registration effective date.

2.5.8 Financial viability (QLD Retail Section E.5)

Note: This is only relevant to Retailers in the QLD Retail Gas Market.

You must provide a copy of your current credit rating from an appropriate agency.

2.5.9 Austraclear (Sections E.5, E.6 or E.7 depending on market)

Note: This is relevant to DWGM Market Participant, STTM Trading Participant (Shipper or User), and Part 24 Facility Operators.

AEMO uses an external electronic funds transfer system provided by Austraclear. If you do not have an Austraclear membership number at the time of submitting the application, AEMO will record that as an outstanding item and the Application will not be approved until an active Austraclear account is established.

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.

Please note that approval can take up to five weeks to obtain and all charges are payable direct to Austraclear.

Note: If the Applicant wants to use a third party's Austraclear account, AEMO will require a [letter of authority](#) from the owner of that account granting access and a letter from the Applicant accepting that grant.

2.5.10 RCTI (Sections E.6, E.7 or E.8 depending on market)

Note: This is relevant to DWGM Market Participant, STTM Trading Participant (Shipper or User), and Part 24 Facility Operators.

You must submit your application along with two copies of a completed Recipient Created Tax Invoice (RCTI) for AEMO to issue an RCTI. An RCTI is available from the [AEMO website](#).

2.5.11 Credit support (Section E.8 or E.9 depending on market)

Note: This is relevant to DWGM Market Participant and STTM Trading Participant (Shipper or User).

If you are applying to register as a Market Participant in the DWGM or Trading Participant (Shipper or User) in the STTM, credit support is required, and you will need to complete this section in the application form.

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. 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.

2.6 Contingency Benchmark Information (Section F. STTM only)

Provide benchmark information if you are registering information in the STTM as a Pipeline Operator, Storage Facility, Production Facility or Distribution System. Complete the information required in the fields shown.

2.7 Section F. IT Systems (Section G. in STTM)

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

2.7.1 F.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 Security Contact (or third party as organised by the participant) to setup a primary and secondary connection according to your request.

With the following gas markets, you will only need MarketNet if you are applying to register as a *Market Participant* in the Gas Retail Markets, DWGM, or a Trading Participant (Shipper or User) in the STTM, or a BB Reporting Entity or Part 24 Facility Operator.

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](#).

2.7.2 F.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.

2.7.3 F.3. e-Hub access (GBB and Part 24 only)

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.

2.7.4 F.3. FRC Hub (DWGM Section F.3 and Retail Section G.3, STTM G.4.)

Note: This is only relevant to Retail Gas Applicants.

The FRC Hub is the information system provided by AEMO for the transmission of aseXML messages under the Retail Gas Market Procedures. Most participants registering in the NSW/ACT, QLD, SA, and VIC Retail Gas Markets require access to the Full Retail Contestability (FRC) Hub.

For details, see the [FRC Hub](#) information available on AEMO's website.

As part of processing an application, AEMO's IT specialist will liaise with your IT Security Contact (or third party as organised by you) to setup a gateway according to your request.

Your IT Security Contact can provide the gateway HTTPS URL address. If you're not connecting by internet, you will need to advise AEMO's IT specialist and provide the HTTPS URL address for every gateway.

Provide details for any separate disaster recovery (DR) gateway HTTPS URLs.

Refer to the following table indicating which registrable capacities require access.

For NSW/ACT Self-Contracting Users, low volume interface (LVI) access will be provided and you do not need to complete this section.

Table 7 FRC Hub required by Jurisdiction /Registrable capacity

Jurisdiction	Registrable capacity	FRC Hub details required
QLD	Distributor	Yes
QLD	Retailer	Yes
QLD/SA	Self-Contracting User	No
SA	Retailer	Yes
SA	Network Operator	Yes
SA	Network Operator (including Mildura)	Yes
VIC	Distributor	Yes
VIC	Market Participant – Retailer	Yes
VIC	Market Participant – Other	No
NSW/ACT	Retailer	Yes
NSW/ACT	Self-Contracting User	No (LVI access provided; no details required)
NSW/ACT	Network Operator	Yes

2.7.5 G.3. STTM reports

Note: This is only relevant to STTM trading participants.

Participants can get a copy of the MIS INT724 report for any hub selected in the Registerable Capacities section.

Check the appropriate checkbox to advise AEMO if you want to receive a copy of the report or not.