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| APPLICATION FORM |
| Application for Registration as an Intending Participant 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](mailto: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 to apply for registration in the *National Electricity Market* (*NEM*) as an *Intending Participant*.

Where a requirement for information is ‘Not Applicable’, please put “NA” in the field.

For help in completing this form, refer to the appropriate sections in the [NEM General Application Guide](https://www.aemo.com.au/-/media/files/electricity/nem/participant_information/registration/intending-participant/nem-general-application-guide.pdf?la=en) as well as the [Intending Participant Fact Sheet](https://www.aemo.com.au/-/media/files/electricity/nem/participant_information/registration/intending-participant/fact-sheet-nem-intending-participants.pdf?la=en) available on the AEMO website.

Direct any questions regarding your application to the AEMO Registration Team email: [onboarding@aemo.com.au](mailto:onboarding@aemo.com.au).

# Participant Category

This application is for those wanting to be registered as an *Intending Participant* in the NEM.

Under Section 2.7 of the National Electricity Rules (NER), and subject to the sub-clauses of that section, any person intending to act in any *Registered Participant* category may, on application for registration by that person in accordance with rule 2.9, be registered by AEMO as an *Intending Participant* if that person can reasonably satisfy AEMO that it intends to carry out an activity in respect of which it must or may be registered as a *Registered Participant*.

After reading the [Intending Participant](https://www.aemo.com.au/energy-systems/electricity/national-electricity-market-nem/participate-in-the-market/registration/register-as-an-intending-participant-in-the-nem) information available on the AEMO website, please identify which category is the best fit for your application, noting that only one category needs to be selected:

## Participant categories

|  |  |  |
| --- | --- | --- |
| Customer | Generator | Small Generation Aggregator |
| Network Service Provider (NSP) | Reallocator | Demand Response Service Provider (DRSP) |
| Special Participant | Trader |  |

# Application Details

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

## Applicant details

|  |  |  |  |
| --- | --- | --- | --- |
| Entity Name: |  | | |
| ABN: |  | ACN: |  |
| Expected date of activity commencement: |  | | |

## Declaration

The Applicant is applying to become an *Intending Participant* 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: | 31/07/2023 |

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 and check each checkbox in the list below to confirm details have been provided.

The minimum details required are: role(s), name, position, phone number, mobile number and email address.

Each contact can have more than one role.

|  |  |
| --- | --- |
| Mandatory Contacts |  |
| CEO |  |
| Company Secretary |  |
| Corporate Relations Manager |  |
| Dispute Management 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](https://aemo.com.au/-/media/files/electricity/nem/participant_information/application-forms-and-supporting-documentation/aemo-nem-trustee-deed-poll.docx?la=en) in favour of AEMO.

## Organisational capability

Please confirm you have provided the following information:

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).

Not required for Intending Generators (only). 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).

An explanation of any links with parent and other organisations that provides evidence of your ability to comply with the NER.

Not required for Intending Generators (only). A Board approved business plan.

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

# Supporting Documentation

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

Please attach the following information and check each checkbox once it has been provided.

## Generator applications

Project milestones which demonstrate to AEMO’s satisfaction the intent to progress the project to completion within a reasonable period. These milestones must represent a program of work that is consistent with the planning and development processes for the project.

I already have my Project listed in AEMO’s [Generation Information](https://www.aemo.com.au/energy-systems/electricity/national-electricity-market-nem/nem-forecasting-and-planning/forecasting-and-planning-data/generation-information) publication, OR

I have requested the inclusion of my Project in AEMO’s Generation Information publication by email to [generation.information@aemo.com.au](mailto:generation.information@aemo.com.au)

Evidence such as a lease or options agreement confirming the applicant has a long-term arrangement in place to use land.

Detailed project plan. For example, a Gannt chart (Victorian projects only).

Evidence of any government approvals.

Description of any proposed facilities.

Press releases. This is optional.

A copy of the connection enquiry and favourable response from the *Network Service Provider* (NSP).

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| Reason if not attached: |  |

### Generating system details

This section is only for Applicants intending to register a *Generator*.

Proposed size and classification of the generating units:       .

Please enter facility details in the fields below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Proposed station name: |  | | | | |
| Proposed site location: |  | | | | |
| Address: |  | | | | |
| City: |  | State: |  | Postcode: |  |

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| Reason if not attached: |

## Non-Generator applications

A detailed project plan or program of work which demonstrates to AEMO’s satisfaction the intent to successfully become registered in the NEM for the relevant registered participant category.

Evidence of any government approvals and/or regulatory body licenses, if applicable.

Description of any proposed facilities, if applicable.

Evidence of funding/finance.

A copy of the connection enquiry and favourable response from the *Network Service Provider* (NSP), if applicable.

A list of policies and procedures in place or under development that demonstrate ability to comply with the NER.

Press releases. This is optional.

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| Reason if not attached: |  |