

National Electricity Market (NEM) Registration Checklist

This checklist is part of AEMO’s online guide on [How to Register to Participate in AEMO’s energy markets](#). Before using this checklist, identify the registrable capacities in which you wish to register and confirm whether any exemptions apply. If you are applying on behalf of a partnership, review the information about [multiple functions and parties](#) on AEMO’s website and decide if you need to apply as an intermediary or for an exemption.

Checklist 1: Registration Prerequisites

Complete these activities before you register with AEMO. AEMO encourages applicants to consider registration requirements as early as possible. For new generators and connections, registration should be completed no later than three months prior to commissioning.

Activity	Customer	Generator	Small Generation Aggregator	Network Service Provider	Reallocator	Trader	Special	Intending
<p>1 Understand and be able to comply with the National Electricity Rules (NER) applicable to your registration.</p> <p>Note that NEM procedures also apply. You should develop corporate policies and procedures for managing your rights and responsibilities and complying with regulatory obligations and process requirements.</p>	✓	✓	✓	✓	✓	✓	✓	
<p>2 Manage licences, approvals etc.</p> <p>Ensure you meet all applicable prerequisites for carrying out the activity for which you need to be registered (such as retail licensing, development and environmental approvals). You must complete licensing and approvals before AEMO can finalise a registration application.</p>	✓	✓	✓	✓	✓	✓	✓	
<p>3 Obtain an Austraclear membership number</p> <p>AEMO uses an external electronic funds transfer system (Austraclear) provided by the ASX. Your Austraclear membership number is required with your registration application. You will need to apply directly to the ASX for membership (process can take up to 5 weeks; charges apply, payable directly to Austraclear).</p> <p>Direct Austraclear queries to the Austraclear Service Desk on 1300 362 257 or email austraclear@asx.com.au.</p>	✓ Market only	✓ Market only	✓	✓	✓	✓		
<p>4 IT systems to support NEM activities</p> <p>To access AEMO’s market systems, participants will require connection to AEMO’s MarketNet.</p> <p>IT systems setup requires careful planning by an experienced IT team. AEMO’s Guide to Information Systems is an overview of AEMO’s market systems. See Understanding Energy Market Information Systems for IT technical guides.</p>	✓	✓	✓	✓	✓	✓		

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Setting up IT systems and the registration process have interdependent steps and may take between 4 and 8 weeks to complete.								
5 Arrange transmission or distribution connections A number of steps are required to connect to the transmission or distribution network. For information about the connection process, see Network Connections . NSPs and customers classifying load will need to negotiate a connection agreement and submit it three months in advance of commissioning. Generators will need to submit their connection agreement and Generating System Data and Model Guidelines at least three months in advance of commissioning.	✓ First-tier, second-tier, market load, or intending load	✓		✓				✓
6 Consider your metering design diagram for your connection point registration application NER Chapter 7 sets out requirements for metering design. You should review these as early as possible prior to registration.		✓		✓				

Checklist 2: Attachments To Be Submitted With Your Application Form

Attachment	Description	Customer	Generator	Small Generation Aggregator	Network Service Provider	Reallocator	Trader	Special	Intending
Eligibility Requirements And Supporting Documentation									
Eligibility to Participate	If applicable, details of current electricity industry licence(s)/approval(s) and name of relevant regulator, or evidence of exemption from the requirement, such as a statutory instrument or letter from the relevant regulator.	Market only	✓	✓	✓	✓		✓	
	Demonstrate that NEM-related policies and procedures are in place (include a list outlining specific policies and procedures; do not submit actual documents to AEMO).	✓	✓	✓	✓			✓	
	Evidence to support the intention to classify, within a reasonable period of time, electricity purchased at one or more connection points as a first-tier load, a second-tier load or a market load or an intending load (such as a business plan outlining timeframes of intention to classify load).	✓							
	Evidence to support the intention to classify, within a reasonable period of time, one or more small generating units each as a market generating unit, with each unit having a separate connection point (such as a business plan outlining timeframes of intention to classify load).				✓				
	Evidence to support being a 'wholesale client' (defined in Section 761G(4) of the Corporations Act 2001 (Cth)). See AEMO's Retail Client Guide regarding the information to be provided to AEMO.						✓	✓	
	Evidence you have an office for service in Australia, or if you are an overseas-based applicant a certified copy of document appointing an Australian based agent.							✓	
	If you are applying to be a Special Participant - System Operator, please provide a copy of the instrument of delegation or a certified copy of the document appointing the agent								✓
	If you are applying to be a Special Participant - Distribution System Operator, please provide supporting information that you are responsible for controlling or operating any portion of a distribution system.								✓
Generating Unit Classification Supporting Evidence	If registering as a non-scheduled generating unit, provide supporting evidence demonstrating you meet the relevant criteria. For more information, see Guideline on Generator Classification and Exemption .		✓						
Organisational	If applying on behalf of a partnership, provide a copy of the partnership agreement.	✓	✓	✓	✓	✓	✓	✓	

Attachment	Description	Customer	Generator	Small Generation Aggregator	Network Service Provider	Reallocator	Trader	Special	Intending
Capability	Organisation chart providing evidence of the necessary expertise to comply with the NER.	✓	✓	✓	✓	✓	✓	✓	
	An explanation of links with parent and other organisations that provide evidence of your ability to comply with the NER (such as an organisational chart or audited accounts containing such information).	✓	✓	✓	✓	✓	✓	✓	
Registered Participant Agent	If you have a registered participant agent (RPA), complete and attach the Application for Appointment of a Registered Participant Agent .		✓						
Registration Fee	You must pay a registration fee in accordance with AEMO's current published fee schedule . Registration of an intermediary and any associated exemptions is considered a single registration process, requiring a single fee. Registration fee is payable by cheque (payable to AEMO Limited) or direct deposit (contact AEMO's Information and Support Hub on 1300 236 600 for direct deposit details, and attach remittance advice from your bank). If you do not pay the fee at time of registration, a tax invoice will be issued shortly after the application is submitted.	✓	✓	✓	✓	✓	✓	✓	✓
Financial Requirements									
Acceptable Credit Criteria	If you do not meet the acceptable credit criteria detailed in NER Clause 3.3.3, credit support is required. AEMO advises applicants to contact prudentials@aemo.com.au to discuss requirements prior to completing the AEMO Guarantee Proforma . You must submit an original signed copy with your registration application.	✓	✓	✓	✓	Market only	✓		
Recipient Created Tax Invoice Agreement	Complete this agreement for the issue of recipient created tax invoices. Provide two original signed copies with your registration application. Please provide a return mailing address.	✓	Market only	✓	✓	✓			
Connection Requirements									
Local Black System Procedures	Local black system procedures must be submitted to AEMO for approval. For assistance preparing your local black system procedures, See Guidelines For Preparing Local Black System Procedures and NER Clause 4.8.12.		✓		✓				

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Generating System Data and Model	If you have not already done so, as part of your connection process, you need to supply Generating System Data and Model functional block diagrams and source code in accordance with NER Clause S5.2.4.		✓						
Performance Standards	The following guides outline the information AEMO requires to assess compliance with the performance standards set out in Chapter 5 of the NER : <ul style="list-style-type: none"> Customers Classifying Electricity As First-Tier Load, Second-Tier Load Or Market Load Or Intending Load. Generators. <p>A letter from the NSP is required if your facility is exempt from performance requirements.</p>	✓	✓						
Technical Requirements	Generators need to provide information to confirm compliance with the technical requirements set out in Chapter 5 of the NER . <ul style="list-style-type: none"> Generators <p>AEMO requests the technical information described in the links below from customers and NSPs, however this is not required for registration.</p> <ul style="list-style-type: none"> Customers Classifying Electricity As First-Tier Load, Second-Tier Load Or Market Load Or Intending Load. Market Network Service Providers. 		✓						
Schedule 3.1	If you wish to participate in the eight ancillary service markets, you must provide Bid and Offer Validation Data, consistent with Schedule 3.1 of the NER or the generator application form. Further information can be found on the Ancillary Services webpage	✓	✓		✓	Market only			
Other supporting documentation									
Reallocation Transactions	To participate in a reallocation transaction, you must also complete the Letter of Agreement available in the Reallocation Procedures Appendices .					✓			
Auction Participation Agreement	To participate in a Settlements Residue Auction (SRA), you must complete the Auction Participation Agreement .	✓	✓				✓		
Metering Data Agent	You can arrange a Metering Data Agent (MDA) of your choice to read your meters. You must advise AEMO of the MDA by completing an <i>MDA Nomination Deed</i> , available from AEMO Information and Support Hub .	✓							

Attachment	Description	Customer	Generator	Small Generation Aggregator	Network Service Provider	Reallocator	Trader	Special	Intending
Metering Letter	<p>To have a generator transferred to you, you will need to submit a separate letter addressed to the manager for Metering Services, outlining the following:</p> <ul style="list-style-type: none"> • Date of last metering equipment tests. If the metering equipment testing occurred over a period of time please specify the date each piece of the metering equipment was tested. • Copy of metering equipment test report. • Responsible person for the connection point, including name, telephone number and email address. • Service providers involved for Meter Provision (MDB) and Meter Data Provision (MDP). 		<p>✓</p> <p>Transferees only</p>						
Semi-scheduled generation									
Energy Conversion Model	<p>To register a wind farm or solar farm use the following to determine data required for ECM validation:</p> <ul style="list-style-type: none"> • The Energy Conversion Model (ECM) Guidelines for Wind Generation Forecasting • The ECM for Solar Generation Forecasting 		<p>✓</p> <p>Semi-scheduled only</p>						
Data Supply Deed	<p>If you are registering a wind farm or solar farm, and agree for your wind or solar farm data to be available to public researchers, complete the Wind Farm Data Supply Deed or Solar Farm Data Supply Deed available at: Voluntary Provision of Wind and Solar Farm Confidential Data for Public Researchers.</p>		<p>✓</p> <p>Semi-scheduled only</p>						
Intending participant documentation									
Supporting Documentation	Project milestones and dates (past and future).								✓
	Press releases.								✓
	Evidence of any government approvals.								✓
	Description of any proposed facilities.								✓
	Proposed classification of the generating units (if applicable).								✓

Checklist 3: Contact Details To Be Submitted With Your Application Form

Provide the contact details described in the checklist below with your Registration Application. Each contact person can have more than one role, provided the same contact is not supplied for both the Primary and Secondary Contacts.

Only provide the following contacts if you have not provided them in a previous application. If you have previously provided AEMO with certain Contacts, please submit a letter to confirm that these Contacts have not changed (if applicable). Participants must ensure their contact information is current by advising AEMO’s [Information and Support Hub](#) of any changes.

Role	Description	Customer	Generator	Small Generation Aggregator	Network Service Provider	Reallocator	Trader	Special	Intending
CEO	Used by AEMO to contact the CEO of the participant if required.	✓	✓	✓	✓	✓	✓	✓	✓
Corporate Relations Manager	Point of contact for media relations.	✓	✓	✓	✓	✓	✓	✓	✓
Dispute Management Contact	The first point of contact for the notification of disputes under NER Clause 8.2 .	✓	✓	✓	✓	✓	✓	✓	✓
Emergency Management Contact	Used by AEMO to contact the participant during an emergency event.	✓	✓	✓	✓			✓	
IT Security Contact**	Primary IT contact for participant security and systems access. Will receive the IT access credentials from AEMO’s Information and Support Hub (after AEMO sets up the access to pre-production) and becomes the initial participant administrator.	✓	✓	✓	✓	✓	✓	✓	
IT After Hours/Emergency Contact**	Secondary IT contact for IT related issues - must be available at all hours.	✓	✓	✓	✓	✓	✓	✓	
IT Technical Network Contact**	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.	✓	✓	✓	✓	✓	✓	✓	
Metering Responsible Person	The person responsible for the metering connection.	✓	✓	✓	✓			✓	
NEM Primary Contact	The primary contact who receives market related communications by email. For example, the recipient nominated by your organisation, to receive formal notices of consultation.	✓	✓	✓	✓	✓	✓	✓	

Role	Description	Customer	Generator	Small Generation Aggregator	Network Service Provider	Reallocator	Trader	Special	Intending
NEM Observer	The secondary contact receiving market related communications by email.	✓	✓	✓	✓	✓	✓	✓	
Operations – Trading Manager	The person responsible for NEM trading and bidding.	✓ Scheduled only	✓ Scheduled only						
Operations – Bidding Contact	Duty Trader or 24/7 contact number for NEM bidding.	✓	✓		✓			✓	
Operations – Manager*	The person responsible for day-to-day operations.		✓						
Operations – Shift Supervisor*	24/7 contact for power station shift supervisor.		✓						
Power System – Emergency Messages	Contact details (email and/or mobile) for receipt of Whispir emergency messages.	✓	✓						
Power Station Control Room Contact	24/7 contact for power station control room or person responsible for minute-to-minute operations.	✓	✓	✓	✓			✓	
Registration Contact	Contact for all registration correspondence.	✓	✓	✓	✓	✓	✓	✓	✓
Settlements Contact (Primary and Secondary)	Contact for settlement and prudential notifications and issues.	✓	✓	✓	✓	✓	✓	✓	
SRA Trading Manager	Contact for SRA auctions.	✓	✓				✓		

* Required if the generating system exceeds a capacity of 5 MW.

** Required if connecting to AEMO's systems.