

# Gas Supply Hub Registration Checklists

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.

	Activity	Trading	Reallocation	Viewing
1	<p><b>Understand and be able to comply with the <a href="#">National Gas Rules</a>, <a href="#">Gas Supply Hub Exchange Agreement</a> and <a href="#">Gas Supply Hub Procedures</a>.</b></p>	✓	✓	✓
2	<p><b>Obtain Austraclear membership number</b></p> <p>AEMO uses an external electronic funds transfer system (<a href="#">Austraclear</a>) provided by the <a href="#">ASX</a>. Your Austraclear membership number is required with your registration application.</p> <p>You will need to apply directly to the ASX for membership (process can take up to 5 weeks; charges apply, payable directly to <a href="#">Austraclear</a>). For Austraclear queries please contact the Austraclear Service Desk on 1300 362 257 or email <a href="mailto:austraclear@asx.com.au">austraclear@asx.com.au</a>.</p>	✓	✓	
3	<p><b>IT systems set up</b></p> <p>Access to AEMO’s market systems requires connection to AEMO’s MarketNet.</p> <p>IT systems setup requires careful planning by an experienced IT team. AEMO’s <a href="#">Guide to Information Systems</a> provides an overview of AEMO’s market systems. See <a href="#">Understanding Energy Market Information Systems</a> for IT technical guides.</p> <p>Setting up IT systems and registration processing have interdependent steps, and can take from 4 to 8 weeks to complete.</p>	✓	✓	✓
4	<p><b>Contractual arrangements with pipeline operators</b></p> <p>While AEMO does not require evidence of these arrangements, in order to trade in physical gas on the exchange you must ensure you have sufficient pipeline rights to deliver gas you sell to the trade delivery points, or take gas you buy away from those points.</p>	✓		

## Checklist 2: Attachments To Be Submitted With Your Application Form

Attachment	Description	Trading	Reallocation	Viewing
Eligibility To Participate	A GSH member must be a “wholesale client” (defined in section 761G(4) of the Corporations Act 2001 (Cth)). See AEMO’s <a href="#">Retail Client Guide</a> for details on information to be provided to AEMO.		✓	
	Evidence that you are a resident or permanently established in Australia. For overseas-based participants certified copies of incorporation and constitution are required.	✓	✓	✓
	Statement declaring you are: <ul style="list-style-type: none"> <li>Not an externally-administered body corporate (as defined in the Corporations Act, or under a similar form of administration under the laws of some other jurisdiction);</li> <li>Capable of being sued in your own name in a court of competent jurisdiction in Australia; and</li> <li>Not immune from liabilities incurred as a member under the GSH membership agreement and GSH exchange agreement.</li> </ul>	✓	✓	✓
Organisational Capability	If applying as a partnership, provide a copy of the partnership agreement.	✓	✓	✓
Licence Fee	The <a href="#">licence fee</a> for the Gas Supply Hub must be paid: <ul style="list-style-type: none"> <li>Viewing Participants need to pay the fee at registration, and then annually.</li> <li>Trading and Reallocating Participants pay fee on their first invoice and are then billed monthly.</li> </ul>			✓ Upfront fee
Recipient Created Tax Invoice Agreement	Complete the <a href="#">RCTI Agreement</a> for the issue of recipient created tax invoices. Provide two original signed copies with your registration application. Please provide a return mailing address.	✓	✓	
GSH Membership Agreement	Complete the <a href="#">Gas Supply Hub Membership Agreement</a> and post two original signed copies to AEMO. The GSH Membership Agreement is an extract of Schedule 1 of the overarching Gas Supply Hub Exchange Agreement. By signing the GSH Membership Agreement, applicants thereby agree to the terms and conditions laid out in the GSH Exchange Agreement.	✓	✓	✓
GSH Reallocation Letter Of Agreement	If you intend to seeking to utilise reallocations, must complete the <a href="#">GSH Reallocation Letter of Agreement</a> , and post two original signed copies to AEMO.  You will need to submit a formal company letter specifying the parties (minimum of two) nominated as Reallocation contacts.		✓	

## 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, 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	Trading	Reallocation	Viewing
CEO	Used by AEMO to contact the CEO of the participant if required.	✓	✓	✓
Settlements Contact (Primary and Secondary)	Contact for settlement and prudential notifications and issues including bank guarantees; recipient created tax invoice agreements, and related matters.	✓	✓	
GSH Primary Contact	The primary contact who receives market related communications by email, such as formal notices of consultation. This person is the primary point of contact for all matters under the Exchange Agreement (EA).	✓	✓	✓
Systems Contact (Primary and Secondary)	To communicate with AEMO on behalf of the member about establishing and maintaining secure access to the trading system in accordance with the EA, including access credentials for your participant administrator account. A minimum of two contacts is required, as AEMO may need to contact your organisation about these matters urgently at any time.	✓	✓	✓
Trading Representative	To communicate with AEMO on behalf of the member about matters relating to orders and transactions.	✓		
Delivery Representative	To communicate with AEMO on behalf of the member about matters relating to the delivery or acceptance of physical gas or other goods or services under a transaction.	✓		