



GENERAL APPLICATION GUIDE

Guide to Application Registration Forms in the NEM

This guide is to be used in conjunction with the various NEM Application for Registration forms listed within and is not to be altered without the prior consent of AEMO.

Disclaimer

This General Application Guide (this 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 of becoming a <i>Participant</i> in the <i>National Electricity Market (NEM)</i> as at the date of this publication.
No substitute	This Guide is not a substitute for, and should not be read in lieu of, the <i>National Electricity Law (NEL)</i> , the <i>National Electricity Rules (Rules)</i> or any other relevant laws, codes, rules, procedures or policies. Further, the contents of this Guide do not constitute legal or business advice and should not be relied on as a substitute for obtaining detailed advice about the NEL, NER, or any other relevant laws, codes, rules, procedures or policies, or any aspect of the <i>NEM</i> or the electricity industry.
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Rules terms

Terms defined in the *Rules* have the same meaning in this Guide unless otherwise specified. These terms are intended to be identified in this Guide by italicising them, but failure to italicise such a term does not affect its meaning.

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1. Introduction

This General Application Guide (this Guide) has been developed to help those completing an Application for Registration form listed in this document. This Guide is to be used in conjunction with the various application 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 steps through each section of the various forms to ensure Applicants understand the information required and how to complete each form.

Note: AEMO will only process an application form that has been filled in correctly and with all required attachments present.

The various application forms covered in this Guide are:

- Application for Registration – NEM – Intending Participant
- Application for Registration – NEM – Market Ancillary Service Provider
- Application for Registration – NEM – Metering Coordinator
- Application for Registration – NEM – Reallocator
- Application for Registration – NEM – Small Generation Aggregator
- Application for Registration – NEM – Trader
- Application to be a Project Developer in the NEM
- Application Form - Existing TNSP to Classify a Dedicated Connection Assets (DCA form)

1.2 Other documents to be submitted

Applicants may need to submit other documents as evidence of their eligibility for registration. These requirements are highlighted in each application form and may vary depending on the registration category and Applicant circumstances.

Please ensure these are attached to your application, and ensure each document clearly identifies the section it belongs to and is numbered sequentially (for example: "Attachment to Section D – 003").

1.3 Fees

1.3.1 Registration Fee

All Applicants for registration must pay a Registration fee in accordance with AEMO's currently published [fee schedule](#).

1.3.2 Participant Fees

Clause 2.11.1(b)(2) of the *Rules* provides that *Participant fees* should recover the budgeted revenue requirements for AEMO. Clause 2.11.1(b)(3) provides that the components of *Participant fees* charged to each *Registered Participant* should be reflective of the extent to which the budgeted revenue requirements for AEMO involve that *Registered Participant*.

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

1.4 Registration Procedure

Chapter 2 of the *Rules* deals 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 Submit the application form and all attachments by email to: AEMO onboarding@aemo.com.au. Ensure any attachment clearly identifies the section it belongs to and is numbered sequentially (for example: "Attachment to Section D – 003").
- For phone assistance, contact AEMO on 1300 236 600 (International callers dial +61 3 9609 8000).
- 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](#). Also see Section 1.3 Fees above.
- Step 3 AEMO will review the application and respond to you within 5 *business days* of receipt of the application (Clause 2.9.1(b) of the *NER*).
- Step 4 AEMO may 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 (Clause 2.9.1(c) of the *Rules*). If the further information or clarification is not provided to AEMO's satisfaction within 15 *business days* of the request, your application may be deemed to have been withdrawn pursuant to the operation of Clause 2.9.1(c) of the *Rules*.
- Step 5 Within 15 *business days* of receiving the application, or within 15 *business days* of receiving the requested additional information or clarification, AEMO will notify you of AEMO's determination. If successful, AEMO will advise any conditions of registration AEMO considers reasonably necessary and an effective date of registration. This date will be determined considering AEMO's software change management process.

If AEMO rejects your application, you will be notified of the reason(s) (Clause 2.9.2(a) of the *Rules*).

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. Application Form Sections

Each form is divided into sections noting that the completion of each section is dependent upon the Applicant's situation as declared in General Sections - Section A. Participant Category.

The following form sections are covered in this Guide:

General Sections

- Section A. Participant Category
- Section B. Application Details (Section A. in DCA form)
- Section C. Contact Details (Section B. in DCA form)
- Section D. Required Information
- IT Systems

The guide then details each remaining section based on individual forms. These are as follows:

Registering as an Intending Participant

- Section E. Supporting Documentation

Registering as a Market Ancillary Service Provider

- Section E. Information on Market Ancillary Service Loads
- Section F. Information on Control Equipment
- Section G. Plant Details
- Section H. IT Systems

Registering as a Metering Coordinator

- Section E. Existing Registration or Accreditation
- Section F. Small Customer Metering Installation
- Section G. Security and Control Management Strategy and Communication System
- Section H. Insurance
- Section I. IT Systems

Registering as a Reallocator

- Section E. IT Systems

Registering as a Small Generation Aggregator

- Section E. IT Systems

Registering as a Trader

- Section E. IT Systems

Registering as a Project Developer

- Section E. Project Information

Applying to Classify DCA

- Section E. Project Information of Network Service Provider

3. General Sections

3.1 Section A. Participant Category

This section is used to identify any categories of registration you are applying for. Please check the appropriate checkbox in this section.

Before selection, please read the [Electricity market participant](#) information on the AEMO website.

3.2 Section B. Application Details (Section A. in DCA form)

3.2.1 Section B.1. Applicant details (Section A.1. in the DCA form)

Enter the details required in Section B.1. of the form. (Section A.1. In the DCA form)

If there is an existing Participant ID for the applying category, you must provide the Participant ID in the field provided. If you are a new participant, you can suggest a Participant ID for your organisation. If the suggested Participant ID has been taken or the field is left blank, one will be provided by AEMO. Please take care in nominating the ID as AEMO's systems do not support changes once IDs have been allocated.

Note: If registering as a *Market Ancillary Service Provider (MASP)*, *Small Generation Aggregator (SGA)* or *Metering Coordinator (MC)* (in respect of distribution and embedded network connected installations [competitive] only), you must have a stand-alone Participant ID assigned.

3.2.2 Section B.2. Declaration (Section A.2. in the DCA form)

You must formally apply for registration and authorise AEMO to contact other parties if necessary, to verify the information you provided with your application.

This section of a form, where it exists, 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.

Note: Electronic signatures are not permitted.

3.3 Section C. Contact Details (Section B. in DCA form)

In this section you must provide contact details to assist with communication between AEMO and your organisation.

3.3.1 Section C.1. Registration contact (Section B.1. in the DCA form)

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.

3.3.2 Section C.2. Head office and branch contact details (Section B.2. in the DCA form)

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.

3.3.3 Section C.3. Personnel contacts (Section B.3. in the DCA form)

The mandatory contacts shown in the form must be provided before we can progress the application for consideration. The minimum details are role, name, position, phone number, mobile phone number and email address.

Check the appropriate checkboxes to confirm the minimum details required for each contact have been provided to AEMO and clearly mark these as 'Attachment to Section C', numbering each page consecutively.

Additional contact information may also be requested to avoid delays in communication between AEMO and the listed contacts.

By submitting a signed application, the Applicant authorises AEMO to contact any personnel contacts provided in the application form or supporting documents, including those personnel contacts that are not working directly for the Applicant.

Participants must notify AEMO as soon as reasonably practicable if contact details change. If contact details change during the registration process, please contact the [Onboarding team](#). If contact details change following registration, please contact the [AEMO Support Hub team](#).

3.4 Section D. Required Information

3.4.1 Section D.1 Partnership status

Where the Applicant is applying for registration on behalf of a partnership, the Applicant must check the 'Yes' checkbox and provide evidence of the legitimacy of the partnership, such as a partnership agreement. Once attached, check the checkbox under the "If Yes" option and clearly mark this as 'Attachment to Section D.1' with consecutive numbering if appropriate.

3.4.2 Section D.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. The Applicant 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.

Once attached, check the checkbox under the "If Yes" option and clearly mark the documents as 'Attachment to Section D.2', with consecutive numbering.

3.4.3 Section D.3 Organisational capability

To show that you are able to participate in the *NEM* under the relevant category, you must show that you have established resources, processes and procedures to ensure compliance with the *Rules*. To confirm this, you need to enclose the documents stated in this section then check the appropriate checkboxes to confirm each document is attached. Once attached, check the appropriate checkboxes to confirm each document is attached. Please clearly mark these as 'Attachment to Section D.3', with consecutive numbering.

The documents required are:

- An organisation chart or documents (such as résumés of key managers) demonstrating the necessary expertise to comply with the *Rules* including, where relevant, wholesale trading, operations management, settlements and risk.

- Demonstration that business and administrative 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.
- If you are registering as an MC, copies of the MC’s NEM metering policies and procedures to comply with all the Rules obligations on metering installations. Please refer to Guide to the Role of Metering Coordinator. All policies, process and procedural documents must either have the Applicant’s board approval or be approved in accordance with the Applicant board’s delegation policy.
- Evidence of business and administrative process to demonstrate that you have IT systems in place and system readiness to support NEM activities. Particularly, if you are registering as an MC, you will also need to demonstrate that you have IT systems in place to support metering activities.
- If the Applicant has not participated in the NEM before but has participated in another relevant market, evidence of experience in a comparable electricity market structure, such as:
 - copies of electricity licences held in related markets;
 - duration of activity in those markets;
 - sales volumes and number of customers; and
 - details of any non-compliance with regulatory obligations in that market.
- An explanation of links with parent and other organisations that impact on your ability to comply with the *Rules*.

If you are unable to provide an attachment, please give a reason in the field “reason if not attached” provided. If not applicable, please specify “NA”.

3.4.4 Section D.4 Financial viability

Note: This is only applicable for those registering as a MASP, MC, *Reallocator*, SGA, or *Trader*.

If you are registering as a *Market Participant*, to show that you have the financial viability to meet the prudential requirements in clause 3.3 of the *Rules*, you need to enclose the documents stated in this section. Once attached, check the appropriate checkboxes to confirm each document is attached and clearly mark each document as ‘Attachment to Section D.4’ with consecutive numbering.

The documents required are:

- Copies of any recently audited financial statements. If this is not available for a new start-up company, you must provide copies of any recently audited financial statements of the parent companies.
- An explanation of any financial links with parent or other organisations.

If you are unable to provide an attachment, please give a reason in the field “reason if not attached” provided. If not applicable, please specify “NA”.

3.4.5 Section D.5 Eligibility to participate

Note: This is only applicable to those registering as a *Trader* or *Reallocator*

To be eligible to participate in the *NEM* under the relevant category, you must provide evidence that you meet the eligibility of the relevant category under the *Rules*. To confirm this, you need to enclose the documents stated in this section then check the appropriate checkboxes to confirm each document is attached. Once attached, check the appropriate checkboxes to confirm each document is attached and clearly mark the documents as ‘Attachment to Section D.5’, with consecutive numbering.

The documents required are:

- To be eligible to register as a *Trader* or *Reallocator*, you must provide proof that you are a ‘wholesale client’ as defined in section 761G(4) of the Corporations Act 2001. Please see the [Retail Client Fact Sheet](#) for evidentiary requirements.

- To be eligible to register as a *Trader*, you must also provide evidence of you having an office in Australia, or a certified copy of any document appointing an agent located in Australia.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided.

3.4.6 Section D.5 Regulatory compliance

Note: This is only applicable to those registering as SGA, MC or MASP.

To show that you are in a position to participate in the *NEM* under the relevant category, you must show that you comply with regulatory requirements. To confirm this, you need to enclose the documents stated in this section then check the appropriate checkboxes to confirm each document is attached. Once attached, check the appropriate checkboxes to confirm each document is attached. Please clearly mark this as 'Attachment to Section D.5', with consecutive numbering.

The documents required are:

- If you are registering as an SGA or MASP, you must confirm that you have an existing jurisdictional electricity licence or authorisation to carry on the activities of your registering category. If applicable, you must provide evidence of any licenses, authorisation or exemptions.
- If you are registering as an SGA, MC or MASP, you must confirm that there are any current or previous non-compliances with regulatory obligations in respect of existing or proposed activities by any person associated with your application. If there are any non-compliances, you must provide details.
- If you are registering as an MC, you must also confirm that you intend to test *metering installations* in accordance with your own metering 'asset management strategy' (see clause S7.6.1(c)(2) of the *NER*). If yes, check the "Yes" checkbox and provide a copy of board-approved metering 'asset management strategy' that defines an alternative testing practice. If no, check the "No" checkbox and provide an official statement signed by a duly authorised officer confirming that testing of metering installations is in accordance with Clause 7.9.1 and Schedule 7.6 of the *Rules*. You must provide the appropriate document.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided. If not applicable, please specify "NA".

3.4.7 Section D.6 Reallocation transactions

Note: This is only applicable to those registering as a *Reallocator*.

You must complete a "Letter of Agreement" (LOA) and send two signed copies to AEMO. A copy can be found in Appendix A of the [Reallocation Procedure: Energy and Dollar Offset Reallocations](#) document available on the AEMO website.

3.4.8 Section D.6 Eligibility to register

Note: This is only applicable to those registering as an SGA.

To be eligible to register as an SGA, you must provide evidence to support your intention to classify, within a reasonable period of time, one or more small generating units, each as a market generating unit, with each market generating unit having a separate connection point. If there is more than one market generating unit, you can duplicate the table for each and submit it as an attachment. Once attached, check the appropriate checkboxes and clearly mark this as 'Attachment to Section D.6', with consecutive numbering.

3.4.9 Section D.6 Auction Participant Agreement

Note: This is only applicable to those registering as a *Trader*.

To participate in Settlement Residue Auctions (SRA), you must complete and submit two copies of an [Auction Participant Agreement](#) to AEMO. Once attached, please check the appropriate checkboxes and clearly mark this as 'Attachment to Section D.6'.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided. If not applicable, please specify "NA".

3.4.10 Section D.6 or D.7 Recipient Created Tax Invoice

Note: This is only applicable to those registering as a MASP, *Reallocator* or SGA.

You must submit your application along with a completed [Recipient Created Tax Invoice \(RCTI\)](#) agreement for AEMO to issue an RCTI.

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

3.4.11 Section D.7 or D.8 Austraclear

Note: This is only applicable to those registering as a MASP, *Reallocator*, SGA or *Trader*.

AEMO uses an external electronic funds transfer system provided by Austraclear. To register as a *Market Participant*, an Austraclear membership number must be included on the application form. If you do not have an Austraclear membership number at the time of submitting the application, AEMO will record that as an outstanding item.

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.

Note: Approval can take up to five weeks to obtain and all charges are payable direct to Austraclear.

If you want to use a third party's Austraclear account, you must provide AEMO with a [letter of authority](#) from the owner of that account granting access. Once attached, please check the appropriate checkboxes and clearly mark this as 'Attachment to Section D.7 (or D.8)'.

3.4.12 Section D.9 Credit support

Note: This is only applicable to those registering as a *Reallocator*.

If you do not meet the acceptable credit criteria as detailed in Section 3.3.3 of the *Rules*, credit support will be required.

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.

3.5 IT Systems

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

3.5.1 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 Technical Network Contact (or third party as organised by you) to setup a primary and secondary connection according to your request.

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.

3.5.2 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.

3.5.3 e-Hub

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.

Your IT Security Contact will need to provide or obtain an AEMO certificate. e-Hub access cannot be finalised until an AEMO certificate is provided.

To obtain an AEMO certificate, you will be required to submit a Certificate Signing Request (CSR) to api@aemo.com.au, refer to Section 4.2 'Obtain a new certificate' in the [Guide to AEMO's e-Hub APIs](#).

AEMO's IT specialist will liaise with your IT Security Contact to obtain this and to set up e-Hub access.

4. Registering as an Intending Participant

This chapter details the sections in the Application for Registration – NEM – Intending Participant form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

4.1 Requirement to register as an Intending Participant

The Application Form allows a person to apply to be an *Intending Participant* under clauses 2.7 of the *Rules*. Application to be an *Intending Participant* is optional.

For Intending Generator only, each application will only be in respect of one *plant*.

If a person wishes to be an Intending Generator for more than one *plant*, separate Application Forms for each *plant* must be submitted and an application fee is payable for each Application.

4.2 Section E. Supporting Documentation

In support of your Application, this section asks you to confirm your experience and provide any references or public acknowledgment.

4.2.1 https://www.aemo.com.au/-/media/files/electricity/nem/participant_information/registration/intending-participant/fact-sheet-nem-intending-participants.pdf?la=en Section E.1. Generator applications

Only complete this section if you are intending to participate as a *Generator*. Check each checkbox to confirm the information is attached and clearly mark any attachments as 'Attachment to Section E.2', with consecutive numbering.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided.

Applications for *Intending Participant* registration in the *Generator* category must be specific to an identified generation project. While each application will be unique in terms of the project's development stage, the table below provides illustrative examples of the evidence that may be needed to support your registration application.

Project criteria	Evidence requirements
Connection	A copy of the connection enquiry for the <i>plant</i> and favourable response from the <i>Network Service Provider</i> (NSP).
Land	Evidence that the Applicant has a long-term arrangement in place to use the land for the <i>plant</i> or association with an entity that has the arrangement.
Project Plan	<ul style="list-style-type: none"> Project milestones which demonstrate to AEMO's satisfaction an intent to progress the development of the <i>plant</i> to completion in the near future. These milestones must represent a program of work that is consistent with the planning and development processes for the <i>plant</i>, and Detailed project plan. For example, a Gantt chart (Victorian projects only).

4.2.2 Section E.2 Non-Generator applications

All applicants must provide the information requested in this section.

To register as an *Intending Participant*, you must enclose the documents stated in this section then check the appropriate checkboxes to confirm the information is attached and clearly mark any attachments as 'Attachment to Section E.1', with consecutive numbering.

If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided.

For further details, please refer to the Intending Participant in the NEM Fact Sheet on AEMO website.

5. Registering as a Market Ancillary Service Provider

This chapter details the sections in the Application for Registration – NEM – Market Ancillary Service Provider form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

5.1 Section E. Information on Market Ancillary Service Loads

Provide information for each *load* that you wish to classify as an *ancillary service load*. Copy (print out), complete and attach additional copies of this Section as required and check each checkbox once the information requested has been provided.

5.1.1 Section E.1 Ancillary service load identification

Section E.1 identifies the *market load* or *load* to be classified as *ancillary service load*. For each region, you must provide information for each *market load* or *load* that you wish to classify as an *ancillary service load*.

Table 1 Description of ancillary service load identification information

Items	Description
Dispatchable unit identifier (DUID)	Dispatchable unit identifier to dispatchable generating unit or load for the purposes of central dispatch.
DUID name	Name of the dispatchable unit.
Region	The geographical and electrical groupings at which the market is priced and settled.

You will require a new DUID if you are applying under one of the following scenarios:

- Register as Market Ancillary Service Provider, or
- Classify load in a new region.

When you submit your application form under the above two scenarios, you can suggest DUID(s) and DUID name(s) for your *ancillary service load*. AEMO will advise you of the suitability of these suggestions prior to the establishment of the registration record.

Note: Please take care in nominating these identifiers as changes requested after DUID(s) have been allocated are not supported.

The guidelines on how to determine these identifiers are described below.

A DUID should be allocated to each *ancillary service load* for each region.

Each DUID must be classified as switching control / variable control, and generation / load. *Ancillary service loads* controlled by the same technology types (switching control or variable control) should be aggregated under either the switching DUID set or the variable DUID set.

You will be able to configure up to two DUIDs per region as per the following DUID types.

- Type 1: SL – Switching control, Load
- Type 2: VL – Variable control, Load

The following guidelines apply to DUID(s) and DUID name(s):

- DUID is a maximum of 8 characters.
- IDs containing only alphanumeric characters are preferred. Special symbols (e.g. dash, underscores etc.) and the letter "O" are not acceptable.
- A DUID should follow the following naming convention:

DUID: <AS><Region><Participant><Technology type><NumberA>

- must start with alphabetic characters "AS" indicating ancillary services;
 - <Region> is a single alphanumeric character indicate the *NEM* region of DUID:
 - N – NSW
 - Q – QLD
 - S – SA
 - V – VIC
 - T – TAS
 - <Participant> is two alphabetic characters abbreviation representing the participant name;
 - <Technology type> is a single alphabetic character indicate the type of controller / control system that delivers a specific amount of service:
 - S - Switching Controller
 - V – Variable Controller
 - <NumberA> is a single digit from 1 to 9. The final character of each DUID must be a unique number which identifies the DUID number. Even if only a single DUID should still end in 1. For any additional IDs the number should increase sequentially.
- DUID name must intuitively explain the DUID and comply with the following guidelines. DUID name must be less than 20 characters (including spaces).

DUID name: <AS><Participant><Region><NumberA><DUID type><NumberA><Others>

- must start with alphabetic characters "AS" indicating ancillary services;
 - <Participant> indicates the participant company name;
 - <Region> indicates the region of DUID;
 - <DUID type> is two alphabetic characters abbreviation representing the DUID type 1 or type 2;
 - <NumberA> is a single digit from 1 to 9; This should be the number as the <NumberA> in the DUID; and
 - <Others> is additional explanatory notes, e.g. indication of multiple DUIDs etc. It can be left as blank.
- Example DUIDs and names for participant 'Blue Sky Pty Ltd'
 - Suppose this participant registers in NSW with batteries using a variable controlling system:
 - DUID = ASNBSV1
 - DUID name = AS BlueSky NSW VL1
 - Suppose this participant also wants to register in QLD for the controllable load using a switching controlling system:
 - DUID = ASQBSS1
 - DUID name = AS BlueSky QLD SL1

5.1.2 Section E.2 Roles in relation to the load

You must indicate the role(s) you will be acting in, in relation to the *ancillary service load*.

For each role in which you will not be acting, you must advise who will be acting in that role. As a MASP, it is likely that you will not be acting as the *Owner*, but instead will be acting as the *Operator* and *Controller*. In this case, you must provide details of the *Owner* for the load. Check the appropriate checkbox to indicate which option(s) is appropriate.

In cases where there are multiple *loads* forming an aggregated *ancillary service load*, there will be multiple *Owners*, and it will be necessary to provide a list of the *Owner* for each *load*. A separate list including the NMI for each connection point would be an appropriate way to provide this information.

After identifying the role(s), demonstrate how the *load* identified is under your ownership, operation or control.

5.1.3 Section E.3 Declarations

In this section, you must declare the following by checking in the appropriate checkboxes:

- The load being classified is a load,
- *Performance standards* for the *load* are in place, this would include connection agreements for the site(s), either specific connection agreements or deemed connection agreements,
- The MASP have agreement(s) in place with the retail customer(s) at the relevant *connection point(s)* to allow the MASP to control the *load(s)* as anticipated in the [market ancillary services specification](#) (MASS),
- The *load* complies with all the relevant clauses of the MASS, and
- There are no generating units at the NMI that are registered as a generator or need to be.

If one or more of the above are not marked, please give a reason in the 'Reason' field provided.

5.1.4 Section E.4 Market ancillary service information

In this section, check the appropriate checkboxes to indicate which of the eight *market ancillary services* the *ancillary service load* will offer, and the parameters within which, each service can be provided.

You must indicate the following:

- The market ancillary services you are seeking to provide from the ancillary service load,
- The type of control equipment being used to control the load for each of the services to be provided, and
- The maximum capacity that you can provide for each of the services to be provided.

AEMO will review this information and indicate whether the *ancillary service load* can be used to provide the nominated *ancillary services* in accordance with the MASS. The parameters that you specify, once registered in AEMO's [Market Management System \(MMS\)](#), will be used to validate *ancillary service* bids that you submit.

5.2 Section F. Information on Control Equipment

5.2.1 Section F.1 Determination of ancillary services information

In this section, you must confirm how you determined your *loads* can provide the *ancillary services* you wish to offer and meet the conditions specified in the MASS by checking one or more checkboxes and describing the details (if selecting 'Other') in this section.

5.2.2 Section F.2 Controls, communications and telemetry information

In this section, you are required to:

- describe the *facilities* you have installed to receive dispatch instructions for the enablement of each *ancillary service*,
- describe the control facilities installed for each *ancillary service* in accordance with the MASS,
- describe the monitoring facilities installed for each *ancillary service* in accordance with the MASS, including communications and telemetry, where applicable, and
- provide test data that demonstrates provision of any fast, slow and/or delayed services applied for. This data is to be provided for all control equipment devices you are proposing to use and be in accordance with MASS.

5.3 Section G. Plant Details

5.3.1 Section G.1 Changes to the relevant plant

The table in this section is only to be filled out when the Applicant is applying to change the details of the relevant plant that make up the *ancillary service load*. This could include adding additional connection points, removing connection points or amending the details of the relevant plant at a connection point.

In this table you must identify the following:

Column	Description
Change type	Identify the type of change for each row (add a new connection point, modify an existing connection point, delete a connection point)
Site NMI	Provide the NMI of the connection point
MASP	Confirm that you will act in the role of owner, operator and/or controller in relation to the <i>ancillary service load(s)</i> that are being classified
Site postcode	Provide the postcode applicable to the connection point
NEM Region	Provide the <i>NEM</i> region applicable to the connection point
DNISP / TNSP	Provide the Network Service Provider applicable to the connection point
Device manufacturer	Provide manufacturer details of the devices being used to control the <i>load</i>
Device model / version	Provide model and version details of the devices being used to control the <i>load</i>
Device control box model / version	Provide details of the control box and version used to control the <i>load</i>
Device size (kWh)	Provide details of the size of the device being used to control the <i>load</i>

Column	Description
Maximum raise capability (kW)	Confirm the raise capability of each relevant plant that make up the <i>ancillary service load</i>
Maximum lower capability (kW)	Confirm the lower capability of each relevant plant that make up the <i>ancillary service load</i>

5.3.2 Section G.2 Complete list of relevant plant that form the ancillary services load

The table in this section is to provide a complete list of the relevant plant that form the *ancillary service load* incorporating any changes listed in Section G.1 of the Form or Section 5.3.1 of this Guide. You must fill out all the details required for each relevant plant, copying the table if need be. Should the *ancillary service load* consist of only a single connection point you will only fill in a single line of data.

In this table you must: identify the same information as in Section G.1 Changes to the relevant plant except for 'Change type'.

5.4 Section H. IT Systems

5.4.1 Section H.1 MarketNet connection

Note: This is only required if you are applying as a new MASP with *load* classification.

Complete the MarketNet information shown in this section.

For further information, see Section 3.5 IT Systems above.

6. Registering as a Metering Coordinator

This chapter details the sections in the Application for Registration – NEM – Metering Coordinator form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

Note: This Form only allows registration as a *Metering Coordinator* (MC) in respect of a connection point with types 1 to 4 metering installations. Registration in respect of a connection point with types 5, 6 or 7 metering installation is no longer available per the following rules (post 1 December 2017):

- Type 5 or 6 metering installations under clause 11.86.7 of the *Rules*, or
- Type 7 metering installations under clause 7.6.4 of the *Rules*.

6.1 Section E. Existing Registration or Accreditation

6.1.1 Section E.1 General

Check the appropriate checkbox(es) in the Form to identify any existing registrations or accreditations.

In accordance with clause 2.4A.2(b), if you are applying to register as an MC and you are also a *Market Customer*, you must provide evidence to substantiate that you are either:

- a) only appointed or proposed to be appointed in respect to one or more connection points or proposed connection points on a transmission network, or
- b) a *Generator* who is only appointed, or proposed to be appointed, in respect to one of more connection points that connect the *Generator's* generating units to a distribution network.

Provide evidence to substantiate your current status as requested under Sections E.2 or E.3 of the Form.

6.1.2 Section E.2 Market Customer

If you are applying to register as an MC and you are also registered as a *Market Customer*, and if you are only appointed or proposed to be appointed in respect to one or more connection points or proposed connection points on a transmission network, you must provide evidence to substantiate your status.

For example, you must provide:

- a list of NMs where you are appointed as the Finance Responsible Market Participant (FRMP), or
- a letter signed by each of the relevant parties confirming your relationship to the connection point and that relevant agreements have been entered into.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached. Please clearly mark this as 'Attachment to Section E.2', with consecutive numbering.

6.1.3 Section E.3 Generator

If you are applying to register as a *Metering Coordinator* and you are also registered as a *Generator* who is only appointed, or proposed to be appointed, in respect to one or more connection points that connects the *Generator's* generating units to a distribution network, you must provide evidence to substantiate your status.

For example, you must provide:

- an undertaking that the Applicant is only being appointed for its generating unit connection point to the *distribution network*, or
- a letter signed by each of the relevant parties confirming your relationship to the connection point and that relevant agreements have been entered into.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached. Please clearly mark this as 'Attachment to Section E.3', with consecutive numbering.

6.1.4 Section E.4 Transmission Network Service Provider

If you are applying as a *Metering Coordinator* and are also registered as a *Transmission Network Service Provider* (TNSP), you must provide evidence to substantiate your status.

For example, you must provide a list of transmission connection points, where you are proposing to act as the MC, with details like NMIs and location etc.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached and clearly mark as 'Attachment to Section E.4', with consecutive numbering.

6.1.5 Section E.5 Network Service Provider

If you are applying as a Metering Coordinator and also registered as a Network Service Provider, you must provide evidence that appropriate ring-fencing arrangements are in place.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached and clearly mark any documents as 'Attachment to Section E.5', with consecutive numbering.

6.2 Section F. Small Customer Metering Installation

Note: This is only applicable to those registering as Metering Coordinator in respect of distribution and embedded network connected installations.

If you are to be appointed as a *Metering Coordinator* at a small customer metering installation, you must detail what process you have in place to determine that a person seeking access to a service listed in the minimum services specification is an access party in respect of that service.

A copy of the *minimum services specification* can be found in Schedule 7.5 of the *Rules* and AEMO's minimum services specification procedure can be found in Section 5 of Metrology Procedure: Part A.

Once the supporting evidence is attached, check the 'Yes' checkbox to confirm the document is attached and clearly mark any attachments as 'Attachment to Section F', with consecutive numbering.

6.3 Section G. Security and Control Management Strategy and Communication System

You must ensure that there is an appropriate security control management strategy and associated infrastructure and communication system for the purposes of preventing unauthorised local access or remote access to metering installations, services provided by metering installations and energy data held in metering installations.

If you are not a Generator who is appointed, or is proposed to be appointed, only in respect of one or more connection points or proposed connection points that connect the Generator's generating unit(s) to a distribution network, you must provide a board-approved final version of a policy and detailed procedure demonstrating your security control management practices meet this requirement.

Please clearly mark any attachments as 'Attachment to Section G' with consecutive numbering.

6.4 Section H. Insurance

Chapter 2 of the *Rules* (Registered Participants and Registration) provides that to be eligible for registration as a *Metering Coordinator*, a person must have insurance as considered appropriate by AEMO.

AEMO considers it appropriate that the *Metering Coordinator*:

- a) hold public liability insurance for an amount not less than \$10,000,000 per occurrence;
- b) hold professional indemnity insurance for an amount of not less than \$1,000,000 per occurrence;
- c) ensures that the relevant insurances are effected with an insurer of good repute;
- d) ensures that the insurance policies held are on normal commercial terms applicable to the electricity industry; and
- e) ensures the policies will be maintained for a period of seven years after termination of the *Metering Coordinator's* effective date of registration.

You must provide evidence of appropriate insurance arrangements and submit certified copies of certificates of currency as relevant.

If an MDP and MP or MC (as applicable) are the same legal entity, a single insurance policy for public liability insurance for an amount not less than \$10,000,000 per occurrence and professional indemnity insurance for an amount of not less than \$1,000,000 per occurrence that covers the operations of the MDP, MP and MC Roles (as applicable) will satisfy the insurance requirements under this Procedure, the Service Level Procedure (MDP) and eligibility requirements for registration as an MC.

Please clearly mark any attachments as 'Attachment to Section H', with consecutive numbering.

6.5 Section I. IT Systems

6.5.1 Section I.1 MarketNet connection

Complete the MarketNet information shown in this section.

For further information, see Section 3.5 IT Systems above.

7. Registering as a Reallocator

This chapter details the sections in the Application for Registration – NEM – Reallocator form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

7.1 Section E. IT Systems

7.1.1 Section E.1 MarketNet connection

Complete the MarketNet information shown in this section.

For further information, see Section 3.5 IT Systems above.

8. Registering as a Small Generation Aggregator

This chapter details the sections in the Application for Registration – NEM – Small Generation Aggregator form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

8.1 Section E. IT Systems

8.1.1 Section E.1 MarketNet connection

Complete the MarketNet information shown in this section.

For further information, see Section 3.5 IT Systems above.

9. Registering as a Trader

This chapter details the sections in the Application for Registration – NEM – Trader form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

9.1 Section E. IT Systems

9.1.1 Section E.1 MarketNet

Complete the MarketNet information shown in this section.

For further information, see Section 3.5 IT Systems above.

10. Registering as a Project Developer

This chapter details the sections in the Application for Registration – NEM – Project Developer form (the Form) not already covered in Section 3 General Sections above.

If you have any further queries after reading this information, please contact the [AEMO Onboarding Team](#).

10.1 Requirement to register as a Project Developer

The Application Form allows a person to apply to be a *project developer* for the purposes of clauses 3.13.3(k), (k1), (l), (l1) and (p1) only of the *Rules*.

Project developers may request from AEMO the information set out in clauses 3.13.3(k)(1)-(3) of the *Rules* and must treat such information as confidential information under clause 3.13.3(l).

Application to be a Project Developer is optional and each application will only be in respect of one *plant*.

If a person wishes to be a Project Developer for more than one *plant*, separate Application Forms must be submitted for each *plant* and an application fee is payable for each Application.

Clause 3.13.3AA states the following:

“(a) For the purposes of clauses 3.13.3(k), (k1), (l), (l1) and (p1) only, *project developers* are deemed to be *Registered Participants*.

(b) A person may apply to AEMO to be a *project developer* for the purposes of paragraph (a) if that person:

(1) is not otherwise a *Registered Participant*; and

(2) intends to develop plant to be connected to the transmission or distribution system in respect of which another person (other than an intermediary) must or may be registered as a *Registered Participant*.

(c) AEMO may:

(1) grant an application under paragraph (b) if AEMO is reasonably satisfied by the evidence provided in that application that the person intends to develop plant of the kind described in paragraph (b)(2), and

(2) subsequently revoke a grant made under paragraph (c)(1) if AEMO ceases to be reasonably satisfied that the person intends to develop plant of the kind described in paragraph (b)(2).”

At the point of registration of an *Intending Participant* or a *Generator* for the same facility, AEMO will revoke the application granted to be a *project developer*.

10.2 Section E. Project Information

10.2.1 Section E.1 Project Evidence

To register as a *project developer* in the NEM, you must provide evidence that you meet the project criteria.

To confirm this, you need to enclose the documents stated in this section then check the appropriate checkboxes to confirm each document is attached. Once attached, check the appropriate checkboxes to confirm each document is attached and clearly mark this as ‘Attachment to Section E.1’, with consecutive numbering.

If you are unable to provide an attachment, please give a reason in the field “reason if not attached” provided.

While each application will be unique in terms of the project’s development stage, the table below provides illustrative examples of the evidence that may be needed to support your registration application.

Project criteria	Evidence requirements
Relationship	Evidence of Applicant's relationship to the project. The intention is to develop the project and then sell the asset to another person. The project developer does not intend to be an <i>Intending Participant</i> or <i>Generator</i> in respect of the <i>plant</i> .
Connection	A copy of the connection enquiry for the <i>plant</i> and favourable response from the <i>Network Service Provider</i> (NSP).
Land	Evidence that the Applicant has a long-term arrangement in place to use the land for the <i>plant</i> or association with an entity that has the arrangement.
Project Plan	Project milestones which demonstrate to AEMO's satisfaction an intent to progress the development of the <i>plant</i> to completion in the near future. These milestones must represent a program of work that is consistent with the planning and development processes for the <i>plant</i> .

10.2.2 Section E.2 Plant Details

A *project developer* is given access to certain network data. This allows them to carry out power system modelling to perform planning and operational activities.

You must specify the *plant* in which you are applying to be a *project developer*, by providing the following information:

- Proposed facility name, location and address;
- Description of any proposed *plant*;
- Confirm if the proposed plant includes a generating system, and if yes, provide proposed classification

If there is any attachment, please clearly mark this as 'Attachment to Section E.2' with consecutive numbering. If you are unable to provide an attachment, please give a reason in the field "reason if not attached" provided.

11. Applying to Classify Dedicated Connection Assets

This chapter details the sections in the Application Form – NEM – Existing TNSP to Classify Dedicated Connection Assets form (the Form) not already covered in Section 3 [General Sections](#) above.

If you have any further queries after reading this information, please contact the [AEMO Registration Team](#).

11.1 Classification of Dedicated Connection Asset

A Transmission Network Service Provider must classify any parts of its transmission system that are dedicated connection assets as either large dedicated connection assets or small dedicated connection assets. Details of these assets must be separately provided in the application, as referred to in clause 2.5.1A(b).

The Transmission Network Service Provider must provide sufficient evidence to satisfy AEMO that the dedicated connection asset is appropriately classified as a large dedicated connection asset or small dedicated connection asset (as applicable), as referred to in clause 2.5.1A(c).

11.2 Local Black System Procedures

Network Service Providers must develop *local black system procedures* in accordance with guidelines referred to in clause 4.8.12(f). Each *Network Service Provider* must submit its *local black system procedures* to AEMO for approval.

This information is required to allow AEMO to confirm there are no inconsistencies between your *local black system procedure* and AEMO's own system restart procedure. Accordingly, you must provide AEMO with any relevant technical information that may affect the system restart capability of your *network elements* to enable AEMO to manage a system restart condition.

You must submit a copy of those procedures. Please provide details of an appropriate person to contact about the *local black system procedure*.