|  |
| --- |
| APPLICATION FORM |
| Application for Registration as a Market Ancillary Service Provider 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
* print and sign the form using a written signature[[1]](#footnote-2),
* email a scanned copy including all attachments to the AEMO Registration Team via email to onboarding@aemo.com.au.

Contents

[Application Overview 1](#_Toc63538186)

[Section A. Participant Category 1](#_Toc63538187)

[Section B. Application Details 2](#_Toc63538188)

[B.1. Applicant details 2](#_Toc63538189)

[B.2. Declaration 3](#_Toc63538190)

[Section C. Contact Details 3](#_Toc63538191)

[C.1. Registration contact 3](#_Toc63538192)

[C.2. Head office and branch contact details 3](#_Toc63538193)

[C.3. Personnel contacts 4](#_Toc63538194)

[Section D. Required Information 4](#_Toc63538195)

[D.1. Partnership status 4](#_Toc63538196)

[D.2. Trust status 5](#_Toc63538197)

[D.3. Organisational capability 5](#_Toc63538198)

[D.4. Financial viability 5](#_Toc63538199)

[D.5. Regulatory compliance 5](#_Toc63538200)

[D.6. Recipient Created Tax Invoice 6](#_Toc63538201)

[D.7. Austraclear 6](#_Toc63538202)

[Section E. Information on Market Ancillary Service Loads 6](#_Toc63538203)

[E.1. Ancillary service load identification 6](#_Toc63538204)

[E.2. Roles in relation to the load 7](#_Toc63538205)

[E.3. Declarations 7](#_Toc63538206)

[E.4. Market ancillary service information 7](#_Toc63538207)

[Section F. Information on Control Equipment 8](#_Toc63538208)

[F.1. Determination of ancillary services information 8](#_Toc63538209)

[F.2. Controls, communications and telemetry information 9](#_Toc63538210)

[Section G. Plant Details 10](#_Toc63538211)

[G.1. Changes to the relevant plant 10](#_Toc63538212)

[G.2. Complete list of relevant plant that form the ancillary services load 11](#_Toc63538213)

[Section H. IT Systems 11](#_Toc63538214)

[H.1. MarketNet connection 11](#_Toc63538215)

[H.2. IT Notifications email address 11](#_Toc63538216)

Application Overview

Complete this Application Form (Form) to apply for registration in the *National Electricity Market* (*NEM*) as a *Market Ancillary Service Provider* (MASP), to classify load or to amend *plant* associated with its existing *load* classification and then aggregate the changed *load* classification accordingly.

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

For help in completing this Form, refer to the appropriate [application guide](https://www.aemo.com.au/energy-systems/electricity/national-electricity-market-nem/participate-in-the-market/registration/register-as-a-market-ancillary-service-provider-in-the-nem)*.*

Direct any questions regarding your application to the AEMO Registration Team email: onboarding@AEMO.com.au.

# Participant Category

Under Section 2.3AA of the *National Electricity Rules* (NER), and subject to the sub-clauses of that section, a *Market Ancillary Service Provider* (MASP) is a category of registration where a person engages in the activity of offering and providing *market ancillary services*.

Please select the appropriate option for registration from the list below:

|  |  |
| --- | --- |
| [ ]  Register as a Market Ancillary Service Provider  | The Applicant is applying to:register as a MASP in the *NEM;* and classify *load* connected to a *transmission system* or *distribution system* in a region with a technology type[[2]](#footnote-3) to provide *market ancillary services;* and/oraggregate loads in a region so they are treated as one *ancillary services load*.Note: You can only aggregate ancillary service loads controlled by the same technology types (switching FCAS controller or proportional/variable FCAS controller).(Complete ALL sections) |
| [ ]  Classify load in a new region or for a new technology type | The Applicant is already registered as a MASP in the *NEM* with one technology typein a regionand is applying to:classify and/or aggregate loads to provide *market ancillary services* in a new region with the same technology to provide *market ancillary services*; oruse a new technology type in that region to classify and/or aggregate loads to provide *market ancillary service*.Note: You can only aggregate ancillary service loads controlled by the same technology types (switching FCAS controller or proportional/variable FCAS controller).(Complete sections A, B, E, F and G) |
| [ ]  Classify load to provide new ancillary services | The Applicant is already registered as a MASP in the *NEM* with a technology type in a region and is applying to:classify *load* connected to a *transmission system* or *distribution system with* that technology type to provide new *market ancillary services* in that region*;* and/or aggregate *loads* in a region so they are treated as one *ancillary services load.*Note: You can only aggregate ancillary service loads controlled by the same technology types (switching control or variable control).(Complete sections A, B, E, F and G) |
| [ ]  Amend loads | The Applicant is already registered as a MASP in the *NEM* with a technology type in a region and is applying to:* classify additional loads in that region with that technology type to provide registered *market ancillary services* in that region; and
* aggregate the additional *loads* so classified which would increase the total aggregated *market ancillary service load* of the Applicant in that region in respect of that technology type by one or more whole MW above the previously approved aggregation.

(Complete sections A, B, E, F and G) |

Participant categories are further detailed in the [Participant Categories in the NEM](http://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Participant-information/New-participants) document available on the AEMO website.

# Application Details

## Applicant details

|  |  |
| --- | --- |
| Entity Name:  |       |
| Trading Name:  |       |
| ABN:  |       | ACN:  |       |
| Participant ID[[3]](#footnote-4) |       |

## Declaration

The Applicant is applying to become a Market Ancillary Service Provider (MASP) in the *National Electricity Market* (*NEM*), being managed by AEMO under the NER.

The Applicant authorises AEMO to contact any organisation named in any information provided in support of this Application and any regulatory authority[[4]](#footnote-5).

I, <Full Name>, <Position>, declare that I have been authorised by the Applicant to submit this Application on their behalf and certify that the contents of the Application and any further submissions are complete, true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 20/07/2021 |

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/MD | [ ]  |
| CEO/MD Assistant | [ ]  |
| 24 Hour / Emergency contact – Operational contact | [ ]  |
| Company Secretary | [ ]  |
| Corporate Relations Manager | [ ]  |
| Crisis Contact | [ ]  |
| Dispute Management Contact | [ ]  |
| IT After Hours / Emergency Contact (Primary) | [ ]  |
| IT After Hours / Emergency Contact (Secondary) | [ ]  |
| IT Security Contact (Primary) | [ ]  |
| IT Security Contact (Secondary) | [ ]  |
| IT Technical Network Contact | [ ]  |
| NEM Observer | [ ]  |
| NEM Primary Contact | [ ]  |
| Registration Contact (must match [Section C.1](#_Registration_contact) details) | [ ]  |
| Settlements – Correspondence (Primary) | [ ]  |
| Settlements – Correspondence (Secondary) | [ ]  |

# 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 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 in favour of AEMO.

## Organisational capability

Please confirm you have provided the following information:

[ ]  An organisation chart and other documents (such as the resumes of key managers) detailing the necessary expertise to comply with the NER.

[ ]  A document that demonstrates the *NEM*-related policies and procedures already in place or under development (do not submit the documents to AEMO, simply provide a list of the policies and procedure).

[ ]  Evidence of the IT systems in place and system readiness to support *NEM* activities.

[ ]  If the Applicant has not participated in the *NEM* before but has participated in another relevant market, copies of electricity licences (if any) held in related markets and the duration of activity in the market.

[ ]  A corporate structure chart explaining any links with parent and other organisations that provides evidence of your ability to comply with the NER.

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

## Financial viability

[ ]  I have provided copies of recently audited financial statements.

[ ]  I have provided an explanation of financial links with parent organisations and other organisations that may improve my financial viability.

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

## Regulatory compliance

Do you have an existing jurisdictional electricity licence or authorisation to carry on the activity of a *Market Ancillary Service Provider*?

 Yes: Provide copy of current electricity licence or authorisation in one or more NEM jurisdictions.

 No: Provide evidence of exemption from the requirement to hold a jurisdictional electricity licence or, if relevant, explain why no such requirement applies. Include copies of any applicable exemption or derogation.

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

Are there any outstanding non-compliances with regulatory obligations in respect of existing or proposed activities as a *Market Ancillary Service Provider* by any person associated with this application?

 Yes: Provide details of any non-compliance.

 No: Skip this section.

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

## Recipient Created Tax Invoice

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

If you need to complete an RCTI, submit your application with a completed copy of the [RCTI](https://aemo.com.au/-/media/Files/About_AEMO/Recipient-Created-Tax-Invoice-Agreement--2018-12-12.docx) available from the AEMO website.

## Austraclear

AEMO uses an external electronic funds transfer system provided by Austraclear. Please apply directly to Austraclear for membership. Membership approvals can take up to five weeks to process and charges are payable direct to Austraclear. *See* <https://www.asx.com.au/services/settlement/austraclear.htm>.

|  |  |
| --- | --- |
| Austraclear Membership Number: |       |

Is the Applicant the Austraclear Account Holder?

 Yes

 No Provide evidence of permission (Letter of Authority) from an authorised officer on behalf of the Austraclear account holder for the Applicant to use this Austraclear account.

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

# Information on Market Ancillary Service Loads

**Note:** Duplicate and complete this form for each *ancillary service load*.

## Ancillary service load identification

Are you applying to:

* Register as Market Ancillary Service Provider; or
* Classify load in a new region or for a new technology type.

[ ]  Yes You will require a new dispatchable unit identifier (DUID) for each region. Please provide details in the table below.

|  |  |
| --- | --- |
| Item | DUID Details |
| Proposed DUID: |       |
| Proposed DUID Name: |       |
| Region: |       |

[ ]  No Please provide existing DUID if available:

## Roles in relation to the load

Please indicate which role(s) the Applicant will be acting in, in relation to this *load*, or the company names and ABN of ‘others’ who are (where there are multiple parties, please attach a separate list).

|  |  |
| --- | --- |
| Roles | Others |
| [ ]  Owner | Entity Name:       ABN:       |
| [ ]  Operator | Entity Name:       ABN:       |
| [ ]  Controller | Entity Name:       ABN:       |

Please demonstrate how the load identified in this application is under the Applicant’s ownership, operation or control.

|  |
| --- |
|       |

## Declarations

Select all the statements applicable to each of the *load(s)* covered by this application:

 The Applicant confirms that the *NMI* being classified is a *load*.

 The Applicant confirms that performance standards for the *load* are in place.

 The Applicant confirms that appropriate arrangement(s) are in place with retail customer(s) at the relevant *connection point(s)*.

 The Applicant confirms that the *load* complies with the *market ancillary services specification* (MASS).

 The Applicant confirms that there is no *generating unit* at the *NMI* that is classified, or required to be classified, by a registered *Generator*.

 The Applicant confirms that the *load* is not classified as an *ancillary service load* by a different person.

If one or more of the boxes above are not selected, please provide reasons why.

|  |  |
| --- | --- |
| Reason: |       |

## Market ancillary service information

Please provide details of the *market ancillary services* that the applicant is seeking approval to provide using the table below.

For all regulation and contingency frequency control *ancillary services* relating to the MASP category, the minimum and maximum enablement levels will be 0 MW and the maximum lower and upper angles will be 90 degrees.

| Frequency Control Ancillary Services | Service provided (Y/N) | Switching controller (Y/N) | Maximum market ancillary service capacity (MW) |
| --- | --- | --- | --- |
| Fast Raise Service (RAISE6SEC) | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       |
| Fast Lower Service (LOWER6SEC) | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       |
| Slow Raise Service (RAISE60SEC) | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       |
| Slow Lower Service (LOWER60SEC) | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       |
| Delayed Raise Service (RAISE5MIN) | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       |
| Delayed Lower Service (LOWER5MIN) | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       |
| Regulating Raise Service (RAISEREG) | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       |
| Regulating Lower Service (LOWERREG) | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       |

# Information on Control Equipment

## Determination of ancillary services information

You must complete section F.1 only if you are applying to:

* Register as *Market Ancillary Service Provider*; or
* Classify *load* in a new region or for a new technology type; or
* Classify *load* to provide new ancillary services.

If you are amending *loads*, are you applying with a new technology (e.g. combining different types of controllable devices) with the same type of FCAS controller (switching controller or variable controller)?

[ ] [ ]  Yes Please complete this section.

[ ]  No Please skip this section.

How was the *ancillary services* information determined? Please provide details where appropriate.

[ ]  Using *market load* design parameters

[ ]  Based on services previously provided under an *ancillary services* agreement

[ ]  Using test results

[ ]  Using the mathematical modelling of the *plant*

[ ]  Other (please describe)

|  |
| --- |
|       |

## Controls, communications and telemetry information

### Facilities to receive enablement instructions

Please describe the facility installed to received instructions from AEMO’s market systems for the enablement of each *ancillary service*.

For example: How will the *Market Ancillary Services Provider* find out when the *ancillary services* are enabled for the load by AEMO’s market systems? Does the plant operator have access to AEMO’s market systems, or does the plant operator rely on an alternate system/person telling them when necessary?

|  |  |
| --- | --- |
| Details: |       |

### Control facility

Please describe the control *facilities* installed for each *ancillary service* in accordance with the MASS, including communications and telemetry where applicable. For example, are the fast and slow services to be provided by variable controllers or switching controllers?

Specify the switching controller settings if applicable. If the application is to aggregate additional loads, specify the switching controller settings for the additional loads only.

Are the regulating services to be provided in response to setpoints or raise/lower pulses? Is the plant controlled from a location other than the *plant* to provide these services?

|  |  |
| --- | --- |
| Details: |       |

### Monitoring and recording facilities

Please describe the monitoring and recording facilities installed for each *ancillary service* in accordance with the MASS, including communications and telemetry, where applicable.

For example, what is the sampling interval of active power and frequency records?

|  |  |
| --- | --- |
| Details: |       |

### Test data

For each controller type (e.g. Battery system controller model, load control model, etc.), provide test data that demonstrates the provision of the services applied for.

* Test data should be provided for each category of service applied for (fast, slow and/or delayed, raise and/or lower as applicable)
* For each category of service applied for:
	+ Test data should be provided showing the response to *frequency* deviations according to the standard frequency ramp defined in the MASS;
	+ Test data and the *frequency* deviation data should be on a common timescale;
	+ The resolution of the data should conform to the MASS;
	+ If the controller allows the reversal of power (e.g. battery systems), the above tests must be repeated to demonstrate performance under reversal of power.

|  |  |
| --- | --- |
| Details: |       |

# Plant Details

In the following two tables, please provide details of the relevant *plant* that forms the *ancillary services load* in an Excel spreadsheet. The information required is detailed below:

## Changes to the relevant plant

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Change type | Site NMI | MASP[[5]](#footnote-6) ? | Site post code | NEM Region | DNSP/TNSP | Device manufacturer | Device model/ version | Device ctrl box model / version | Device size(kWh) | Max raise capability (kW) = max[[6]](#footnote-7) | Max lwr capability (kW) = max6 |
|  |       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|  |       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|  |       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|  |       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|  |       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|  |       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|  |       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|  |       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|  |       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |

## Complete list of relevant plant that form the ancillary services load

Provide a complete list of *plant* that form the ancillary services load including any changes listed above.

| Site NMI | MASP[[7]](#footnote-8)? | Site post code | NEM Region | DNSP | Device manufacturer | Device model/ version | Device control box model / version | Device size(kWh) | Max raise capability (kW) = max3 | Max lower capability (kW) = max3 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |
|       | [ ]  Y[ ]  N |      |       |      |       |       |       |       |       |       |

# IT Systems

To allow connectivity to AEMO IT systems, you must provide the following information.

## MarketNet connection

For details regarding AEMOs private data network connection (MarketNet), options and entitlements, see the [Guide to Information Systems](https://www.aemo.com.au/-/media/Files/IT_Changes/Guide-to-Information-Systems.pdf) on AEMO’s website.

Do you require a new MarketNet connection? [ ]  Yes [ ]  No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Connection types: | Primary: |  | Backup: |  |
| IT Technical Network Contact:       |
| Contact number:       | Email:       |

## IT Notifications email address

It is important to receive AEMO notifications regarding IT changes or outages that may impact your business.

Please have your IT staff set up and maintain a group email address with an appropriate distribution list of members for this to occur (individual email addresses are not accepted).

|  |  |
| --- | --- |
| IT Notifications email address: | <e.g. AEMOIT@yourdomain.com.au> |

1. Digital signatures are not accepted. [↑](#footnote-ref-2)
2. Explanation of Technology Type can be found in the market ancillary services specification (MASS) via AEMO website: https://aemo.com.au/en/energy-systems/electricity/national-electricity-market-nem/system-operations/ancillary-services/market-ancillary-services-specification-and-fcas-verification-tool [↑](#footnote-ref-3)
3. Enter your preferred Participant ID. If already taken or if the field is left blank, one will be provided by AEMO. [↑](#footnote-ref-4)
4. Australian Energy Regulator, Independent Pricing and Regulatory Tribunal of New South Wales, Essential Services Commission for Victoria, Queensland Competition Authority, Essential Services Commission for South Australia, Independent Competition and Regulatory Commission for the Australian Capital Territory, Economic Regulation Authority (Western Australia), Office of the Tasmanian Economic Regulator and Queensland Government - The Department of Natural Resources, Mines and Energy. [↑](#footnote-ref-5)
5. Confirm site is under ownership, operation and/or control of the MASP [↑](#footnote-ref-6)
6. Fast, slow and/or delayed [↑](#footnote-ref-7)
7. Confirm site is under ownership, operation and/or control of the MASP [↑](#footnote-ref-8)