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| APPLICATION FORM |
| Application for Registration as a Market Stand-Alone Power System Resource Provider (MSRP) 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.

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Application Overview

Complete this Application to apply for registration in the *National Electricity Market* (*NEM*) as a *Stand-Alone Power System (SAPS) Resource Provider.*

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

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-small-generation-aggregator-sga-in-the-nem)*.*

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

# Participant Category

This application is for those wanting to be registered as a *Market Stand-Alone Power System Resource Provider (MSRP)* in the *NEM*.

A *Market Stand-Alone Power System Resource Provider* is a *Registered Participant* who may supply electricity from one or more *generating units* with each *marketing generating unit* having a separate *connection point,* classified as *market generating units* to a *transmission* or *stand-alone* *distribution system* in a *regulated SAPS*. See clause 2.3C.1 of the National Electricity Rules (NER).

The only category of *SAPS Resource Provider* registration is a *Market Stand-Alone Power System Resource Provider* (clause 2.3C.1 of the NER). To be eligible for registration as a *SAPS Resource Provider*, a person must satisfy AEMO that the person intends to classify, within a reasonable period of time, one or more *small generating units* each as a *market generating unit* with a separate *connection point*.

# Application Details

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

## Applicant details

|  |  |
| --- | --- |
| Entity Name:  |       |
| ABN:  |       | ACN:  |       |
| Participant ID[[2]](#footnote-3) |       |

## Applicant Declaration

The Applicant is applying to become a *Registered Participant* in the NEM being managed by AEMO under the NER.

The Applicant declares that the Applicant authorises, approves and accepts that, in respect of this application and any related future application:

* AEMO may communicate with any person, as appropriate, including to verify information.
* AEMO may treat any communication on the Applicant’s behalf, whether physical, or electronic through a login to AEMO’s systems (including using access rights given by a Participant Administrator), as being by or to a person who is the Applicant’s:
	+ authorised officer;
	+ delegate, appointed by the Applicant’s authorised officer; or
	+ agent, appointed by the Applicant’s authorised officer (including as registration contact in respect of the application), without AEMO requiring a separate letter of authority in this regard.
* AEMO may rely on any such communication, as being:
	+ given by the Applicant, when given by the person;
	+ given to the Applicant, when given to the person;
	+ the Applicant’s in respect of any acts, omissions, statements, representations and notices;
	+ instructed by the Applicant, regardless of whether any such instruction has been given, or its terms; and
	+ complete, true and correct.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

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 | [ ]  |
| Communications - Corporate Relations Manager | [ ]  |
| Communications - Crisis Contact | [ ]  |
| NEM Primary Contact | [ ]  |

| Additional contacts |
| --- |
| IT After Hours / Emergency Contact (Primary) | [ ]  |
| IT After Hours / Emergency Contact (Secondary) | [ ]  |
| IT Security Contact (Primary) | [ ]  |
| IT Security Contact (Secondary) | [ ]  |
| IT Technical Network Contact | [ ]  |
| Prudentials Contact (Primary) | [ ]  |
| Prudentials Contact (Secondary) | [ ]  |
| Settlements – Austraclear | [ ]  |
| Settlements – Correspondence | [ ]  |
| Settlements – Finance Manager | [ ]  |
| Settlements – Prudentials | [ ]  |
| Settlements – Settlement Update | [ ]  |
| Settlements – Settlements Manager | [ ]  |
| Settlements – Settlements Officer | [ ]  |

# Required Information

Include the following information and ensure the information is attached to this application. Click in each checkbox to indicate that you have attached the information required. If you have not addressed all necessary items, please provide a reason in the field provided.

Please clearly mark all attachments as "Attachment to" 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 résumés of key managers) detailing the necessary expertise to carry out electricity industry operations, including operations management, settlements and risk management.

[ ]  A document that demonstrates the NEM-related policies and procedures which are already in place or under development (do not submit the documents to *AEMO*, simply advise that they exist or are being developed).

[ ]  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: |       |

## Regulatory compliance

Do you have an existing jurisdictional electricity licence or authorisation to carry on the activity of a *SAPS Resource 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: |       |

Does the applicant have any outstanding non-compliances with any regulatory obligations?

 Yes: Provide details of any non-compliance.

 No

|  |  |
| --- | --- |
| Reason if Yes selected and details not attached: |       |

## Market Participant Criteria

The Applicant declares that it is:

 A resident in, or have permanent establishment in Australia

 Not immune from suit in respect of the obligations of the Market Participant under the Rules; and

 Capable of being sued in its own name in the court of Australia.

## Ring-fencing requirements

Are you a Distribution Network Service Provider (DNSP)?

 Yes: Provide current copy of Ring-Fencing waiver or arrangement within participating jurisdictions from Australian Energy Regulator (AER).

 No

|  |  |
| --- | --- |
| Reason if Yes is selected and details 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: |       |

## Eligibility to register

[ ]  Provide evidence[[3]](#footnote-4) to support your intention to classify within a reasonable period of time, one or more generating units, each as a market generating unit, with each market generating unit having a separate connection point.

|  |  |
| --- | --- |
| Site Name: |       |
| Site Street address: |       |
| State: |  | Postcode: |       |
| Nameplate Rating in MW:[[4]](#footnote-5) |       |

[ ]  Provide evidence that the generating unit detailed above has a separate connection point.

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

[ ]  Provide a photo of the generating unit Nameplate Rating

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

## Recipient Created Tax Invoice

All new Market Participants are required to submit a completed [Recipient Created Tax Invoice](https://www.aemo.com.au/-/media/files/about_aemo/recipient-created-tax-invoice-agreement.docx?la=en) as part of their registration application.

## Credit Support

Where Market participants cannot meet the credit criteria detailed in Section 3.3.3 of the NER, you must provide the following credit support details with this application.

A guarantee is required from your financial institution and must be in the AEMO [Guarantee Pro Forma](https://www.aemo.com.au/energy-systems/electricity/national-electricity-market-nem/market-operations/settlements-and-payments/prudentials-and-payments/procedures-and-guides) format available on the AEMO website. It is recommended that guarantees are checked by AEMO prior to execution by emailing a draft copy to prudentials@aemo.com.au. The guarantee is required at the time of registration.

For further assistance with financial guarantees, see the [Credit Support Management Guide](https://www.aemo.com.au/energy-systems/electricity/national-electricity-market-nem/market-operations/settlements-and-payments/prudentials-and-payments/procedures-and-guides) on 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: |       |

# 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, cost and entitlements, see the [Guide to Information Systems](https://visualisations.aemo.com.au/aemo/web-help/Content/InformationSystems/InformationSystems.htm?TocPath=Information%20Systems%7C_____0) on AEMO’s website or contact AEMO support hub.

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. A new unique preferred Participant ID is required. If already taken or if the field is left blank, one will be provided by AEMO. [↑](#footnote-ref-3)
3. Example of Evidence – Correspondence or Connection enquiry with an LNSP (see clause 5.3.2 of the NER) [↑](#footnote-ref-4)
4. Application for AEMO generator exemptions maybe required for generating systems above (over) 5MW. [↑](#footnote-ref-5)