|  |
| --- |
| APPLICATION FORM |
| Application for Registration in the DWGM and Victorian Retail Gas Market |

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).

Application Form submission

To submit an application to AEMO:

* complete this Application Form
* print and sign the form using a written signature
* email a scanned copy including all attachments to the AEMO Registration Team via email to onboarding@aemo.com.au.

Contents

[Application Overview 1](#_Toc73700340)

[Section A. Market Selection 1](#_Toc73700341)

[Section B. Registrable Capacities 1](#_Toc73700344)

[B.1. Declared Wholesale Gas Market 1](#_Toc73700345)

[B.2. Victorian Retail Gas Market 1](#_Toc73700346)

[Section C. Application Details 2](#_Toc73700347)

[C.1. Applicant details 2](#_Toc73700348)

[C.2. Declaration 2](#_Toc73700349)

[Section D. Contact Details 2](#_Toc73700350)

[D.1. Registration contact 2](#_Toc73700351)

[D.2. Head office and branch contact details 3](#_Toc73700352)

[D.3. Personnel contacts 3](#_Toc73700353)

[Section E. Required Information 4](#_Toc73700366)

[E.1. Partnership status 4](#_Toc73700367)

[E.2. Trust status 4](#_Toc73700368)

[E.3. Organisational capability 4](#_Toc73700369)

[E.4. Operational and system readiness (DWGM only) 4](#_Toc73700370)

[E.5. Eligibility to participate 5](#_Toc73700371)

[E.6. Transmission Payment Deed (DWGM) 5](#_Toc73700372)

[E.7. Accreditation of controllable quantities 5](#_Toc73700373)

[E.8. Austraclear 6](#_Toc73700374)

[E.9. Recipient Created Tax Invoice 6](#_Toc73700375)

[E.10. Credit support 6](#_Toc73700376)

[Section F. IT Systems 7](#_Toc73700405)

[F.1. MarketNet connection 7](#_Toc73700406)

[F.2. IT Notifications email address 7](#_Toc73700407)

[F.3. FRC Hub 7](#_Toc73700408)

Application Overview

Complete this Application to apply for participation in the Declared Wholesale Gas Market (DWGM) or Victorian Retail Gas Market (VIC Retail Gas).

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

For help completing this application, refer to the appropriate application guide on the [AEMO website](https://www.aemo.com.au/)*.*

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

# Market Selection

Select the market(s) you are applying for.

You may be required to register in both DWGM and VIC Retail Gas Markets, refer to the Application Guide for clarification on Registrable Capacities and which market(s) you will be required to register in.

|  |  |
| --- | --- |
| [ ]  DWGM | Register as a participant in the Declared Wholesale Gas Market.  |
| [x]  VIC Retail Gas | Register as a participant in the Victorian Retail Gas Market. |

# Registrable Capacities

Review Part 15A of the National Gas Rules (NGR) and select the appropriate registrable capacity relating to this application.

## Declared Wholesale Gas Market

|  |  |
| --- | --- |
| [ ]  Declared Transmission System Service Provider | [ ]  Distributor |
| [ ]  Interconnected Transmission Pipeline Service Provider | [ ]  Market Participant – Distribution Customer |
| [ ]  Market Participant – Producer | [ ]  Market Participant – Retailer |
| [ ]  Market Participant – Storage Provider | [ ]  Market Participant – Trader |
| [ ]  Market Participant – Transmission Customer | [ ]  Producer |
| [ ]  Storage Provider | [ ]  Transmission Customer |

## Victorian Retail Gas Market

|  |  |
| --- | --- |
| [ ]  Distributor | [ ]  Market Participant – Retailer |
| [ ]  Market Participant - Other | [ ]  Transmission System Service provider |

# Application Details

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

## Applicant details

|  |  |
| --- | --- |
| Entity name:  |       |
| Trading name:  |       |
| ABN:  |       | ACN:  |       |
| Company ID[[1]](#footnote-2): |       |

## Declaration

The Applicant is applying to become a participant in the DWGM and/or Victorian retail gas market being managed by AEMO under the National Gas Rules (NGR).

The Applicant authorises AEMO to contact any organisation named in any information provided in support of this Application and any regulatory authority[[2]](#footnote-3).

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: | 23/10/2023 |

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

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.

Please clearly mark all attachments as "Attachment to C" and number each page consecutively.

## 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 the checkboxes below when the information is 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.

| Title | DWGM | VIC Retail Gas |
| --- | --- | --- |
| CEO/Head of Organisation | [ ]  | [ ]  |
| Chief Financial Officer | [ ]  | [ ]  |
| Company Secretary | [ ]  | [ ]  |
| Dispute Management  | [ ]  | [ ]  |
| IT Security Contact X2 | [ ]  | [ ]  |
| IT After Hours/Emergency | [ ]  | [ ]  |
| IT Technical Network Contact | Refer to Section F.1 |
| 24-hour Gas Emergency  | [ ]  | [ ]  |
| Settlement X2 | [ ]  | [ ]  |
| DWGM Gas Quality | [ ]  | N/A |
| DWGM 24-hour Contact (Market Notice only) X2 | [ ]  | N/A |
| DWGM Allocation Agent | [ ]  | N/A |
| MIBB/WEX/SWEX/MIS Authorised Signatory X2 | [ ]  | [ ]  |
| Retailer of Last Resort X2 | N/A | [ ]  |
| Part 27 East Coast Gas System Primary Responsible Contact | N/A | [ ]  |
| Part 27 East Coast Gas System Responsible Contact | N/A | [ ]  |
| Part 27 East Coast Gas System Billing Contact | N/A | [ ]  |

# 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 to [Section E](#_Required_Information)" 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 NGR including, where relevant, wholesale trading, operations management, settlements and risk management.

[ ]  A document that demonstrates the market-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 participation in committees or work groups relevant to your gas market activity.

[ ]  A corporate structure chart explaining any links with parent and other organisations that provides capability to comply with the Rules

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

## Operational and system readiness (DWGM only)

**Note:** This section does not apply to Facility Operators or Distributors.

[ ] DWGM Registered Participants are required to sign a Capability Declaration and complete a capability assessment. This is used by AEMO to assess whether the applicant can meet NGR requirements as a Registered Participant. Further information can be found in the Application Guide.

Registered Participants are required to sign a Capability Declaration and complete a capability assessment. This is used by AEMO to assess whether the applicant can meet NGR requirements as a Registered Participant. Further information can be found in the Application Guide.

Please confirm you have provided the following information:

[ ]  A completed and signed [Applicant Capability Declaration](https://www.aemo.com.au/-/media/files/gas/participant-information/dwgm-applicant-capability-declaration).

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

[ ]  I understand that I will be required to complete a capability assessment prior to registration. This assessment will involve performing day-to-day tasks that underpin market operations and bid submissions.

## Eligibility to participate

For Market Participant – Retailer or Market Participant – Other in the VIC Retail Gas Market, please confirm if you are an Exempt Seller. [ ]  Yes [ ]  No

For all applicants, please confirm you have provided the following information:

 A copy of any current jurisdictional licence(s) and approval(s).

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

 A copy of your Gas Safety Case (required for Market Participant - Retailer in the VIC Retail Gas Market only).

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

[ ]  Details of any non-compliance with jurisdictional regulatory obligations.

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

[ ]  Statement declaring that the applicant understands the obligations under the NGL, NGR and relevant jurisdictional Retail Market Procedures.

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

[ ]  Contract(s) - Confirmation and evidence of the existence of applicable contract(s) for the relevant registration capacity required under Rule 135A and 135AB(4) where applicable.

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

## Transmission Payment Deed (DWGM)

For Market Participants in the DWGM, please confirm you have provided the following information:

[ ]  A copy of the Transmission Payment Deed, which is a use of system agreement under the NGR, with APA GasNet (Operations) Pty. Ltd. A copy of this deed can be obtained from:

Manager, Regulatory & Gas Market

APA Group

180 Greens Road

Dandenong VIC 3175

Ph: (03) 9797 5222

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

## Accreditation of controllable quantities

Accreditation may be required for market participants registering in the DWGM. DWGM Market Participants need to ensure they have reviewed and comply with the Wholesale Market Accreditation Procedures (Victoria) available on the AEMO website.

Is the Applicant applying for a market participant in the DWGM who wants to submit bids for controllable quantities? [ ]  Yes [ ]  No

If yes,

[ ]  I have reviewed the Wholesale Market Accreditation Procedures (Victoria) available on the AEMO website and complete the appropriate forms.

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

## Austraclear

Note: Austraclear is only required for Market Participants in the DWGM.

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 from an authorised officer on behalf of the Austraclear account holder for the Applicant to use this Austraclear account.

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

## Recipient Created Tax Invoice

Note: A Recipient Created Tax Invoice Agreement (RCTI) is only required for Market Participant in the DWGM.

If your company (having the same ABN as this application) has signed a current version of the RCTI you do not need to complete a new one.

If you need to complete an RCTI, submit your application with two completed copies of the [RCTI](https://www.aemo.com.au/energy-systems/gas/declared-wholesale-gas-market-dwgm/register-in-the-dwgm).

## Credit support

Complete this section if you are applying to become a market participant in the DWGM.

A guarantee is required from your financial institution and must be in the **AEMO Guarantee Pro Forma** format. 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/Gas/Short-Term-Trading-Market-STTM/Settlements-and-payments/Credit-support).

Please clearly mark all attachments as "Attachment to [Section E](#_Required_Information)" and number each page consecutively.

# 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 on [AEMO's website](https://www.aemo.com.au/).

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> |

## FRC Hub

Note: Retail Gas only.

Some participants registering in the VIC Retail Gas Market require access to the Full Retail Contestabilty (FRC) Hub. Refer to the Guide to identify if you require this access or not.

For details, see the [FRC Hub](http://www.aemo.com.au/Gas/IT-systems-and-change) information available on AEMO’s website.

|  |
| --- |
| Do you require FRC Hub access? [ ]  Yes [ ]  No |
| Your public hub gateway HTTPS URL:       |
| If you have a separate HTTPS URL for disaster recovery (DR), provide the details below. HTTPS URL:       |

1. Enter your existing Company ID. If the field is blank, one will be provided by AEMO. The Company ID is a three-digit number reference. [↑](#footnote-ref-2)
2. 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-3)