|  |
| --- |
| APPLICATION FORM |
| Application for Registration in the STTM, NSW/ACT, SA and QLD Retail Gas Markets |

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, please ensure all required sections are complete and any prerequisites are met.
* Sign the form, if using a digital signature please ensure the signatory is copied into the submission email.
* Ensure any required letter of authority is in place. For more information and a template letter of authority please see [AEMO’s website.](https://aemo.com.au/energy-systems/electricity/national-electricity-market-nem/participate-in-the-market/registration)
* Email a copy of the completed, signed form including all attachments to the AEMO Market Registration Team via email to onboarding@aemo.com.au.

**Note:** AEMO’s Market Registration team is unable to access external file share links. Please attach all documentation you wish to submit to AEMO, and if files are over 10MB please use a zip file. Multiple emails are acceptable. If sending multiple emails, please number each email.

V4

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Application Overview

Complete this Application to apply for participation in one or more of the Short Term Trading Market (STTM) or Retail Gas Markets in New South Wales / Australian Capital Territory (NSW/ACT), Queensland (QLD) and South Australia (SA).

For help completing this application, refer to the appropriate application guide on the AEMO website*.*

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.

|  |  |
| --- | --- |
| [ ]  STTM | Register as a participant in the Gas STTM. If you are registering as an STTM User, you must also register in the relevant Retail Gas Market as a User, Retailer, or Self-Contracting User (as applicable). |
| [ ]  STTM Allocation Agent | Register as an Allocation Agent in the Gas Short Term Trading Market. |
| [ ]  STTM Information | Register to provide information for the Gas Short Term Trading Market. |
| [ ]  Retail Gas | Register as a participant in the NSW/ACT, QLD or SA retail gas markets.Note: If you are registering in the SA Retail Gas Market as a Shipper, you must also register in the STTM as an STTM Shipper. |

# Registrable Capacities

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

## STTM

|  |  |  |  |
| --- | --- | --- | --- |
| STTM type | Sydney | Brisbane | Adelaide |
| STTM User | [ ]  | [ ]  | [ ]  |
| STTM Shipper | [ ]  | [ ]  | [ ]  |

## Retail Gas Market

|  |  |  |  |
| --- | --- | --- | --- |
| Capacity | NSW/ACT | QLD | SA |
| Distributor | N/A | [ ]  | N/A |
| Network Operator | [ ]  | N/A | [ ]  |
| Network Operator – Mildura Region | N/A | N/A | [ ]  |
| Retailer | [ ]  | [ ]  | [ ]  |
| Self-Contracting User | [ ]  | [ ]  | [ ]  |
| Shipper | N/A | N/A | [ ]  |
| Swing Service Provider | N/A | N/A | [ ]  |
| Transmission System Operator | N/A | N/A | [ ]  |

## Consent to act as an STTM Allocation Agent

The Applicant consents to act as an Allocation Agent for the following persons who have appointed the Applicant to act as its Allocation Agent. For more than three persons, please copy the following table and attach to this application as necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Appointer | ABN | Facility | STTM Shipper | Sydney | Brisbane | Adelaide |
|       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       | [ ]  | [ ]  | [ ]  |

## STTM Allocation Agent

|  |  |  |  |
| --- | --- | --- | --- |
| Agent type | Sydney | Brisbane | Adelaide |
| STTM Facility Allocation Agent | [ ]  | [ ]  | [ ]  |
| Registered Facility Service Allocation Agent on behalf of an STTM Shipper | [ ]  | [ ]  | [ ]  |

## STTM Information Provider

| Gas Market | Sydney | Brisbane | Adelaide | Facility or Distribution Name |
| --- | --- | --- | --- | --- |
| STTM Pipeline Operator | [ ]  | [ ]  | [ ]  |       |
| STTM Distributor | [ ]  | [ ]  | [ ]  |       |
| STTM Distributor for a deemed STTM distribution system | [ ]  | [ ]  | [ ]  |       |
| STTM Injection Facility Operator[[1]](#footnote-2) | [ ]  | [ ]  | [ ]  |       |

## STTM Facility

Complete this section if you are registering information as an operator of an STTM pipeline or STTM injection facility.

|  |  |  |  |
| --- | --- | --- | --- |
| Plant name: |       | Plant Type:  | Hub:       |
| Default capacity (GJ): |       | Max def. cap (GJ): |       |
| High capacity threshold (GJ): |       | Low capacity threshold (GJ): |       |
| Effective from date: |       | Effective to date: |       |

# 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[[2]](#footnote-3) |       |

## Declaration

The Applicant is applying to become a *Registered Participant* in the gas market(s) referred to in this Application.

Where the applicant is applying to become registered as an STTM Allocation Agent, the person described in this form must submit information for the STTM.

The Applicant authorises AEMO to contact any organisation named in any information provided in support of this Application and any Jurisdictional Regulator[[3]](#footnote-4).

I, <Full Name>, <Position>, declare that I am 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: | 3/03/2025 |

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 D" 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 | STTM | STTM Alloc | STTM Info | Retail Gas |
| --- | --- | --- | --- | --- |
| CEO/Head of Organisation | [ ]  | [ ]  | [ ]  | [ ]  |
| Chief Financial Officer | [ ]  | N/A | N/A | [ ]  |
| Company Secretary | [ ]  | [ ]  | [ ]  | [ ]  |
| Dispute Management | [ ]  | [ ]  | [ ]  | [ ]  |
| IT Security Contact X2 | [ ]  | [ ]  | [ ]  | [ ]  |
| IT After Hours/Emergency | [ ]  | [ ]  | [ ]  | [ ]  |
| IT Technical Network Contact  | Refer to Section G.1 |
| MIBB/WEX/SWEX/MIS Authorised Signatory X2 | [ ]  | N/A | N/A | [ ]  |
| 24-hour Gas Emergency | [ ]  | [ ]  | [ ]  | [ ]  |
| Registration | [ ]  | [ ]  | [ ]  | [ ]  |
| Settlement Contacts X2 | [ ]  | N/A | N/A | [ ]  |
| RoLR Contact (Retailer of Last Resort) | N/A | N/A | N/A | [ ]  |
| STTM 24 Hour Contact (Market Notices Only) | [ ]  | [ ]  | [ ]  | N/A |
| STTM Allocation Agent | [ ]  | [ ]  | [ ]  | N/A |
| STTM Contingency Gas | [ ]  | [ ]  | [ ]  | N/A |
| STTM Contract Manager | [ ]  | [ ]  | [ ]  | N/A |
| STTM FO Data (Facility Operators only) | [ ]  | [ ]  | [ ]  | N/A |
| STTM Management | [ ]  | [ ]  | [ ]  | N/A |
| Part 27 East Coast Gas System Primary Responsible Contact | N/A | N/A | N/A | [ ]  |
| Part 27 East Coast Gas System Responsible Contact | N/A | N/A | N/A | [ ]  |
| Part 27 East Coast Gas System Billing Contact | N/A | N/A | 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

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

STTM 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://aemo.com.au/-/media/files/gas/participant-information/sttm-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 Retailer or Self Contracting User in the NSW/ACT, QLD or SA Retail Gas Market, please confirm if you are an Exempt Seller. [ ]  Yes [ ]  No

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

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

|  |  |
| --- | --- |
| 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 135ABA(1).

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

## Financial viability

For a Retailer in the QLD Retail Gas Market only, please provide the following:

[ ]  A copy of your credit rating with an appropriate agency.

## Austraclear

Note: Austraclear is only required for Trading Participants in the STTM.

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 Trading Participant (Shipper and User) in the STTM.

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/-/media/files/about_aemo/recipient-created-tax-invoice-agreement.docx?la=en).

## Credit support

Complete this section if you are applying to become a trading participant (shipper or user) in the STTM.

A guarantee is required from your financial institution and must be in the AEMO Guarantee Pro Formaformat. 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).

# Contingency Benchmark Information

Complete this section if you are registering information in the STTM as an operator of an STTM pipeline, STTM injection facility, or STTM distributor.

Provide benchmark information for use in relation to the calling of contingency gas as specified in the NGR and [STTM Procedures](http://www.aemo.com.au/Gas/Short-Term-Trading-Market-STTM/Policies-and-procedures).

## STTM Pipeline

|  |  |  |
| --- | --- | --- |
| Line pack range for the STTM pipeline: | Min Gigajoules (GJ):       | Max Gigajoules (GJ):       |
| Pipeline name:       |

## STTM Injection Facility

|  |  |
| --- | --- |
| Daily delivery capacity to the hub, from the STTM Injection facility: |       |
| Daily delivery capacity from the hub, to the STTM Injection facility (if applicable, e.g. for a storage facility or blend processing facility): |       |
| Delivery capacity Gigajoules (GJ): |       |

## STTM Distribution System

Do not complete this section if you have selected "STTM Distributor, for a deemed STTM distribution system" in Section E. Registrable Capacities, STTM - Brisbane Hub.

|  |  |  |
| --- | --- | --- |
| Acceptable pressure range for the custody transfer points of the distribution system: | Min kilopascals (kPa):       | Max kPa:       |
| Requirements for minimum and maximum flows for the custody transfer points of the STTM distribution system (if any): | Min kilojoules per hour (kJ/h):       | Max kJ/h:       |
| Range of times required by the STTM distributor to curtail withdrawals of gas from the STTM distribution system: | Min time hours (hrs):       | Max hrs:       |

# 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://visualisations.aemo.com.au/aemo/web-help/Content/InformationSystems/InformationSystems.htm?TocPath=Information%20Systems%7C_____0) 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> |

## STTM reports

Note: STTM *Trading Participants* (Shippers or Users) only.

Ranked Deviation Quantities Report (INT724)

The Market Information System (MIS) INT724 report assists STTM Trading Participants (Shippers or Users) in identifying potential market schedule variation counterparties. The report is made available to Trading Participants who register as a report recipient. It provides information on participants' daily long or short gas positions at a specific hub, and only includes information from trading participants who have registered as report recipients for each hub.

Trading Participants must be registered at the specific hub to receive the report.

|  |  |
| --- | --- |
| Do you want to receive this report for each hub applied for? | [ ]  Yes [ ]  No |

## FRC Hub

Note: Retail Gas only.

Some participants registering in the NSW/ACT, QLD and SA Retail Gas Markets require access to the Full Retail Contestability (FRC) Hub. Refer to the Guide to identify if you require this access or not.

For NSW/ACT Self-Contracting Users, low volume interface (LVI) access will be provided and you do not need to complete this section; select ‘No’ below.

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. Net metered facility classification criteria (see clause 7.7 of the STTM Procedures) and STTM aggregated injection facility criteria (see rule 378A of the NGR and clause 2.1 of the STTM Procedures) are the additional information AEMO requires for facilities to demonstrate the criteria for these facility types are met. [↑](#footnote-ref-2)
2. 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-3)
3. 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-4)