|  |
| --- |
| APPLICATION FORM |
| Application for Registration as a Metering Coordinator 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, and
* email a scanned copy including all attachments to the AEMO Registration Team via email to onboarding@aemo.com.au

Contents

[Application Overview 1](#_Toc107999364)

[Section A. Participant Category 1](#_Toc107999365)

[Section B. Application Details 1](#_Toc107999366)

[B.1. Applicant details 1](#_Toc107999367)

[B.2. Declaration 1](#_Toc107999368)

[Section C. Contact Details 2](#_Toc107999369)

[C.1. Registration contact 2](#_Toc107999370)

[C.2. Head office and branch contact details 2](#_Toc107999371)

[C.3. Personnel contacts 3](#_Toc107999372)

[Section D. Required Information 4](#_Toc107999373)

[D.1. Partnership status 4](#_Toc107999374)

[D.2. Trust status 4](#_Toc107999375)

[D.3. Organisational capability 4](#_Toc107999376)

[D.4. Financial viability 4](#_Toc107999377)

[D.5. Regulatory compliance 5](#_Toc107999378)

[Section E. Existing Registration or Accreditation 5](#_Toc107999379)

[E.1. General 5](#_Toc107999380)

[E.2. Market Customer 5](#_Toc107999381)

[E.3. Generator 6](#_Toc107999382)

[E.4. Transmission Network Service Provider 6](#_Toc107999383)

[E.5. Network Service Provider – Competitive Metering installation 6](#_Toc107999384)

[E.6. Distribution Network Service Provider – Cross Boundary Connection Point 6](#_Toc107999385)

[Section F. Small Customer Metering Installation 7](#_Toc107999386)

[Section G. Security and Control Management Strategy and Communication System 7](#_Toc107999387)

[Section H. Insurance 7](#_Toc107999388)

[H.1. Public liability 8](#_Toc107999389)

[H.2. Professional indemnity 8](#_Toc107999390)

[Section I. IT Systems 8](#_Toc107999391)

[I.1. MarketNet connection 8](#_Toc107999392)

[I.2. IT Notifications email address 8](#_Toc107999393)

Application Overview

Complete this Application Form (this Form) to apply for registration in the National Electricity Market (NEM) as a *Metering Coordinator*.

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

For help in completing this Form, refer to the appropriate Registration Guide available from the [AEMO website](https://www.aemo.com.au/energy-systems/electricity/national-electricity-market-nem/participate-in-the-market/registration/register-as-a-customer-in-the-nem)*.*

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

# Participant Category

Please select one of the following options appropriate to your registration as a Metering Coordinator:

[ ]  Distribution and embedded network connected installations (competitive)

[ ]  Connection points that connect their generating units to the distribution and transmission network

[ ]  Connection points that connect their customer loads to the transmission network

[ ]  Transmission network service provider installations

[ ]  Distribution network service provider – Cross Boundary *connection point*

# Application Details

## Applicant details

|  |  |
| --- | --- |
| Entity Name:  |       |
| ABN:  |       | ACN:  |       |
| Participant ID[[1]](#footnote-2): |       |

## 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 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: | 6/07/2022 |

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 | [ ]  |
| Company Secretary | [ ]  |
| Dispute Management Contact | [ ]  |
| IT After Hours / Emergency Contact (Primary) | [ ]  |
| IT After Hours / Emergency Contact (Secondary) | [ ]  |
| IT Change Contact | [ ]  |
| IT Security Contact (Primary) | [ ]  |
| IT Security Contact (Secondary) | [ ]  |
| IT Technical Network Contact | [ ]  |
| Metering Coordinator – Manager | [ ]  |
| Metering – Technical | [ ]  |
| Registration Contact (must match [Section C.1.](#_Registration_contact) details) | [ ]  |

# 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.

Please clearly mark all attachments as "Attachment to 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 click in each checkbox to 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 comply with the NER.

[ ]  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 provide a list of the policies and procedure).

[ ]  Copies of the Metering Coordinator’s NEM metering policies and procedures to comply with all the Rules obligations on metering installations[[2]](#footnote-3).

[ ]  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

Are there any outstanding non-compliances with regulatory obligations by any person associated with this application?

 Yes Provide details of any non-compliance.

 No

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

Does the Applicant intend to test metering installations in accordance with its own metering ‘asset management strategy’ (see clause S7.6.1(c)(2) of the NER).

[ ]  Yes I have provided a copy of our board-approved metering ‘asset management strategy’ that defines an alternative testing practice.

 No I have provided an official statement confirming that testing of metering installations is in accordance with clause 7.9.1 and Schedule 7.6 of the NER.

# Existing Registration or Accreditation

Please clearly mark any attachments as “Attachment to Section E” and number each page consecutively.

## General

The Applicant is:

 Market Customer

 Market Generator

 Transmission Network Service Provider

 Distribution Network Service Provider

 Metering Provider

 Metering Data Provider

 Other (e.g. ENM, SGA, MASP, Trader):

 None

## Market Customer

Are you registered as a *Market Customer,* and only appointed or proposed to be appointed in respect of one or more *connection points* or proposed *connection points* on a *transmission network*?

[ ]  Yes[[3]](#footnote-4) I have provided evidence to substantiate my current status (e.g. a list of NMIs that the Applicant is appointed as the FRMP).

 No

## Generator

Are you registered as a *Generator* who is only appointed, or is proposed to be only appointed, in respect of one or more connection points or proposed connection points that connect a *Generator’s generating unit(s) to a distribution or transmission network*?

[ ]  Yes[[4]](#footnote-5) I have provided evidence to substantiate my current status (e.g. an undertaking that the Applicant is only being appointed for its generating unit connection point to the distribution or transmission network).

 No

## Transmission Network Service Provider

Are you registered as a *Transmission Network Service Provider*, and appointed or proposed to be appointed in respect of one or more *connection points* or proposed *connection points* on its *transmission network*?

[ ]  Yes I have provided evidence of each relevant appointment (e.g. a list of transmission connection points with their NMIs and location etc).

[ ]  No

## Network Service Provider – Competitive Metering installation

Are you registered as a *Network Service Provider*?

[ ]  Yes I have provided evidence of appropriate ring-fencing arrangements

[ ]  No

## Distribution Network Service Provider – Cross Boundary Connection Point

A Cross Boundary connection point is a *connection point* on a *distribution network* that *connects* to an adjacent *distribution network* (other than an *embedded network).*

Are you registered as a *Distribution Network Service Provider*, and appointed or proposed to be appointed in respect of one or more Cross Boundary *connection points* or proposed Cross Boundary *connection points* on its *distribution network*?

[ ]  Yes I have provided evidence of each relevant appointment (e.g. a list of Cross Boundary *connection points* with their NMIs and location etc).

[ ]  No

# Small Customer Metering Installation

Please clearly mark any attachments as ‘Attachment to Section F’ and number each page consecutively.

The Competitive Metering Coordinator appointed or proposed to be appointed in respect of a *small customer metering installation (Type 4)* must provide details of the processes put in place to determine that a person seeking access to a service listed in the *minimum services specification[[5]](#footnote-6)* is an *access party* in respect of that service.

Are you applying for a Competitive Metering Coordinator?

[ ]  Yes I have provided details of the processes put in place to determine that a person seeking access to a service listed in the *minimum services specification[[6]](#footnote-7)* is an *access party* in respect of that service.

[ ]  No

# Security and Control Management Strategy and Communication System

Please clearly mark the attachments as “Attachment to Section G” and number each page consecutively.

Are you 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*?

[ ]  Yes

[ ]  No I have provided a board-approved final version of a policy and detailed procedure demonstrating how the Applicant’s metering installations security control management meets the requirement stated below.

An Applicant must ensure that there is an appropriate metering installations security control management strategy and associated infrastructure and communications systems 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[[7]](#footnote-8)*.

# Insurance

Please attach a certificate of currency and clearly mark the attachments as “Attachment to Section H” and number each page consecutively.

You must have in place the insurances detailed in the [Metering Coordinator Registration Guide](https://www.aemo.com.au/energy-systems/electricity/national-electricity-market-nem/participate-in-the-market/registration/register-as-a-metering-coordinator-in-the-nem).

[ ]  I have provided my certificates of currency.

## Public liability

|  |  |
| --- | --- |
| Name of Insurer: |       |
| Principal Place of Business: |       |
| Policy Name: |       |
| Value (in AUD): |       |

## Professional indemnity

|  |  |
| --- | --- |
| Name of Insurer: |       |
| Principal Place of Business: |       |
| Policy Name: |       |
| Value (in AUD): |       |

# 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. If you have an existing Participant ID, please enter it here. If you are a new participant, enter your preferred Participant ID. If this is already taken or if the field is left blank, one will be provided by AEMO. [↑](#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 Commi [↑](#footnote-ref-3)
3. ssion for South Australia, Independent Competition and Re [↑](#footnote-ref-4)
4. gulatory Commission for the Australian Capital Territory, [↑](#footnote-ref-5)
5. Economic Regulation Authority (Western Australia), Office of the Tasmanian Economic Regulator and Queensland Government - The Department of Natural Resources, Mines and Energy.

: Part A *National Electricity Market*. [↑](#footnote-ref-6)
6. The *minimum services specification* can be found in Schedule 7.5 of the *NER* and the AEMO *minimum services specification* procedure can be found in section 5 of Metrology Procedure: Part A *National Electricity Market*. [↑](#footnote-ref-7)
7. See NER clause 7.15 – Security of metering installation and energy data. [↑](#footnote-ref-8)