|  |
| --- |
| APPLICATION FORM |
| Application for Registration in the Gas Bulletin Board and as a Part 24 Facility Operator |

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](mailto: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.

Contents

[Application Overview 1](#_Toc115681502)

[Section A. Market Selection 1](#_Toc115681503)

[Section B. Registrable Capacities 1](#_Toc115681504)

[B.1. Natural Gas Services Bulletin Board 1](#_Toc115681505)

[B.1.1. BB Registrable capacities 1](#_Toc115681506)

[B.1.2. BB Reporting Entity – Registration Category 2](#_Toc115681507)

[B.1.3. Facility Operator or Facility Operator Group 2](#_Toc115681508)

[B.1.4. Field Owner or Field Owner Group 3](#_Toc115681509)

[B.1.5. Facility development project details 3](#_Toc115681510)

[B.1.6. BB Allocation Agent 4](#_Toc115681511)

[B.1.7. BB Reporting Agent 4](#_Toc115681512)

[B.2. Part 24 Facility Operator (Transportation Service Provider) 4](#_Toc115681513)

[B.3. Part 24 Transportation Service Provider Group 4](#_Toc115681514)

[Section C. Application Details 5](#_Toc115681515)

[C.1. Applicant details 5](#_Toc115681516)

[C.2. Declaration 5](#_Toc115681517)

[Section D. Contact Details 6](#_Toc115681518)

[D.1. Registration contact 6](#_Toc115681519)

[D.2. Head office and branch contact details 6](#_Toc115681520)

[D.3. Personnel contacts 6](#_Toc115681521)

[Section E. Required Information 7](#_Toc115681522)

[E.1. Partnership status 7](#_Toc115681523)

[E.2. Trust status 7](#_Toc115681524)

[E.3. Organisational capability 7](#_Toc115681525)

[E.4. Eligibility to participate 8](#_Toc115681526)

[E.5. Austraclear 8](#_Toc115681527)

[E.6. Recipient Created Tax Invoice 8](#_Toc115681528)

[Section F. IT Systems 8](#_Toc115681529)

[F.1. MarketNet connection 9](#_Toc115681530)

[F.2. IT Notifications email address 9](#_Toc115681531)

[F.3. e-Hub access 9](#_Toc115681532)

[F.4. Simplified GBB email address 9](#_Toc115681533)

Application Overview

Complete this Application to apply to register for the Natural Gas Service Bulletin Board (**GBB** or **BB**) or register as a facility operator of a Part 24 Facility.

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](mailto:onboarding@aemo.com.au).

# Market Selection

Select the market(s) you are applying for.

|  |  |
| --- | --- |
| **GBB** | Register as a reporting entity or BB reporting agent on the GBB. GBB reporting entities may also need to register as a Part 24 Facility Operator. |
| **GBB** Simplified | For BB reporting entities with one-off or infrequent reporting obligations. The following persons can apply for the simplified registration process as per the BB Procedures:   * facility operator for a BB large user facility; * field owner for a BB field interest; * capacity sellers and gas sellers; or * facility developer for a facility development project. * BB shipper   Note: GBB simplified has no IT set up[[1]](#footnote-2). |
| **Part 24 Facility Operator** | Register as a facility operator for a Part 24 Facility and register the Part 24 facility.  Part 24 facility operator applicants may also need to register as a reporting entity on the GBB.  (Continue onto Section B.5) |

# Registrable Capacities

## Natural Gas Services Bulletin Board

Review Part 18 of the National Gas Rules (NGR) and select the appropriate registrable capacity relating to this application.

### BB Registrable capacities

|  |  |
| --- | --- |
| BB Reporting Entity (continue to B.1.2) | BB Shipper[[2]](#footnote-3) (Section A should have GBB Simplified checked, continue to Section C) |
| BB Reporting Agent[[3]](#footnote-4) (continue to B.1.7) | Gas Seller [[4]](#footnote-5)(if also BB Reporting Entity select only BB Reporting Entity and continue to B.1.2 otherwise continue to Section C) |
| Capacity Seller [[5]](#footnote-6) (if also BB Reporting Entity select only BB Reporting Entity and continue to B1.2 otherwise continue to Section C) |  |

### 

### BB Reporting Entity – Registration Category

|  |  |
| --- | --- |
| Facility Operator  Producer, Pipeline, Storage, Compression, Large User, LNG Import and LNG Export (continue to B.1.3) | Facility Operator Group  Producer, Pipeline, Storage, Compression, Large User, LNG Import and LNG Export (continue to B.1.3) |
| Field Owner (continue to B.1.4) | Field Owner Group (continue to B.1.4) |
| Facility Developer (continue to B.1.5) | Facility Developer Group (continue to B.1.5) |
| BB Allocation Agent (continue to B.1.6) | Capacity Seller (continue to Section C) |
| Gas Seller (continue to Section C) |  |

### Facility Operator or Facility Operator Group

You must complete the following table if applying for registrations as Facility Operator or Facility Operator Group and you must indicate your relationship with the BB facility.

|  |  |  |
| --- | --- | --- |
| Facility Name | Facility Location | Facility Type |
|  |  |  |

Indicate your relationship with the facility:

|  |  |  |
| --- | --- | --- |
| Owner | Operator | Controller |

1. Are you applying to register as a Responsible Facility Operator for a Facility Operator Group for the BB Facility?  Yes  No
2. If you select *Yes*, please attach written evidence of your appointment by each member of the Facility Operator Group as the Responsible Facility Operator for the BB Facility.
3. Please confirm the number of members in the Facility Operator Group

### Field Owner or Field Owner Group

You must complete the following table if applying for registration as a Field Owner or Responsible Field Owner for a Field Owner Group and you must indicate your relationship with the BB Field Interest

|  |  |  |
| --- | --- | --- |
| BB Field Interest | BB Field Location | Basin State |
|  |  |  |

Indicate your relationship with the facility:

|  |  |  |
| --- | --- | --- |
| Owner | Operator | Controller |

1. Are you applying to register as a Responsible Field Owner for a Field Owner Group the BB Field Interest?  Yes  No (go to B.1.4 d)
2. If you select *Yes*, please attach written evidence of your appointment by each member of the Field Owner Group as the Responsible Field Owner.
3. Please confirm number of members in the Field Owner Group
4. Reserves reporting year       (If no date is nominated, the reserves reporting year will be set to the 12 month period ending on 30 June.)

### Facility development project details

You must complete the following table if applying for registration as a Facility Developer or Responsible Facility Developer for a Facility Developer Group.

|  |  |  |
| --- | --- | --- |
| Facility Name | Facility Location | Facility Type |
|  |  |  |

Indicate your relationship with the facility development project:

|  |  |  |
| --- | --- | --- |
| Owner | Undertaking | Controller |

1. Are you applying to register as a Responsible Facility Developer for a Field Developer Group?

Yes  No (go to Section C)

1. If you select *Yes*, please attach written evidence of your appointment by each member of the Facility Developer Group as the Responsible Facility Developer.
2. Please confirm number of members in the Facility Developer Group

Note: If a Facility Developer is also the Facility Operator for the BB Facility the subject of the Facility Development Project, or will be the Facility Operator for the natural gas industry facility the subject of the Facility Development Project that will be a BB Facility when the project is commissioned, the Facility Developer will also need to separately register as a Facility Operator for the BB Facility.

### BB Allocation Agent

BB Allocation Agents must provide BB allocation point information to AEMO as part of this application. Further information regarding the details required can be found on the [AEMO Bulletin Board](https://www.aemo.com.au/energy-systems/gas/gas-bulletin-board-gbb/participate-in-the-gbb/registration/register-as-a-participant-for-the-gbb).

Are you applying to register as a BB Allocation Agent?  Yes  No

If yes,

I have submitted the BB allocation point register.

I have submitted the allocation methodology and allocation agreement form.

### BB Reporting Agent

Are you applying to register as a BB Reporting Agent?  Yes  No

Provide evidence that you have been appointed and consented to provide specified information on behalf of a BB Reporting Entity including the specified information which you have been appointed to provide on behalf of the BB Reporting Entity.

## Part 24 Facility Operator (Transportation Service Provider)

A transportation service provider in relation to a non-exempt Part 24 facility must register as the facility operator for the non-exempt Part 24 facility and register the Part 24 facility in accordance with Part 24 of the National Gas Rules (NGR). They must also review Part 24 of the NGR and advise AEMO, in the table below, which facility type relates to this application.

|  |  |  |
| --- | --- | --- |
| Facility Name: | Facility Location: | Facility Type: |
|  |  |  | |

**Note:** Part 24 Facility Operators must provide detailed information of their facilities to AEMO with this application. Further information on Part 24 facility registrations can be located on the [AEMO Bulletin Board](https://www.aemo.com.au/energy-systems/gas/gas-bulletin-board-gbb/participate-in-the-gbb/registration/register-a-facility-for-the-gbb).

Indicate your relationship with the facility:

|  |  |  |
| --- | --- | --- |
| Owner | Operator | Controller |

## Part 24 Transportation Service Provider Group

Where there is more than one transportation service provider (TSP) for a non-exempt Part 24 facility, each TSP will be taken to be a member of a TSP group.

Members of a TSP group must appoint one of their members (in writing) as the responsible TSP to register as the facility operator for the relevant Part 24 facility. The responsible TSP must apply to register the Part 24 facility and register as facility operator for the Part 24 facility.

Are you applying to register as the responsible transportation service provider?  Yes  No

If you select *Yes*, please attach written evidence of your appointment by each member of the transportation service provider group for the Part 24 Facility as the responsible transportation service provider.

Please confirm number of members in the transportation facility operator group

# Application Details

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

## Applicant details

|  |  |  |  |
| --- | --- | --- | --- |
| Entity name: |  | | |
| ABN: |  | ACN: |  |
| Company ID[[6]](#footnote-7): |  | | |

## Declaration

The Applicant is applying to become registered in the Gas Bulletin Board or registered as a facility operator for a Part 24 facility and register a Part 24 facility under the National Gas Rules (NGR).

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: | 9/11/2023 |

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 Section 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.

| Title | GBB | GBB simplified | Part 24 |
| --- | --- | --- | --- |
| BB Authorised Signatory X 2 |  |  | N/A |
| BB Responsible Person |  |  | N/A |
| CEO |  |  |  |
| CFO | N/A | N/A |  |
| Company Secretary | N/A | N/A |  |
| Dispute Management Contact |  | N/A |  |
| IT Network Contact |  | N/A |  |
| IT Security Contact X2 |  | N/A |  |
| Part 24 Responsible Person | N/A | N/A |  |
| Settlement Contacts X2 | N/A | 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 |

Each contact can have more than one role.

# 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 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 Poll in favour of AEMO.

## Organisational capability

Please confirm you have provided the following information:

An Organisation chart providing 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: |  |

## Eligibility to participate

Please provide 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 and NGR.

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

Contract(s) - Confirmation and evidence of the existence of applicable contract(s) for the relevant registration capacity required under Rules 141(1) where applicable.

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

## Austraclear

Note: Austraclear is *only* required for Part 24 Facility Operator applicants.

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 (RCTI) is *only* required for Part 24 Facility Operator applicants.

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)

# IT Systems

Note: Please fill out if applying for Part 24 Facility Operator or GBB. Access to AEMOs IT Systems will not be provided for GBB simplified applicants.

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 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> |

## e-Hub access

Note:Gas Bulletin Board (GBB) Reporting Entities and Part 24 Facility Operators must complete this section.

For details regarding access to the e-Hub (using APIs), obtaining new certificates and submitting a Certificate Signing Request (CSR), please see the [**Manage TLS Certificates**](https://portal.aemo.com.au/help/Content/TLSCertificateManagement/TLSCertificateManagement.html) guide.

Access to e-Hub is mandatory for GBB Reporting Entities and Part 24 Facility Operators.

Do you require e-Hub access?  Yes  No

|  |
| --- |
| Inbound IP range: |

## Simplified GBB email address

Access to AEMOs IT Systems will not be provided for GBB simplified applicants. GBB Simplified applicants are to send in data to [bbo@aemo.com.au](mailto:bbo@aemo.com.au) .

1. NGR 157 (1e) [↑](#footnote-ref-2)
2. NGR 154 (1) non mandatory registrable capacity [↑](#footnote-ref-3)
3. NGR 154 (2) non mandatory registrable capacity [↑](#footnote-ref-4)
4. NGR 154 (1) non mandatory registrable capacity [↑](#footnote-ref-5)
5. NGR 154 (1) non mandatory registrable capacity [↑](#footnote-ref-6)
6. 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-7)