|  |
| --- |
| APPLICATION FORM |
| Application for Registration as a Participant in the Gas Capacity Auction |

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 Gas Rules 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, 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.

Contents

[Application Overview 1](#_Toc48895786)

[Section A. Participant Category 1](#_Toc48895787)

[Section B. Application Details 1](#_Toc48895788)

[B.1. Applicant details 1](#_Toc48895789)

[B.2. Agent participant 1](#_Toc48895790)

[B.3. Appointing participant details 2](#_Toc48895791)

[B.4. Nominated DWGM Participant details 2](#_Toc48895792)

[B.5. Declaration 2](#_Toc48895793)

[Section C. Contact Details 3](#_Toc48895794)

[C.1. Registration contact 3](#_Toc48895795)

[C.2. Head office and branch contact details 3](#_Toc48895796)

[C.3. Personnel contacts 4](#_Toc48895797)

[Section D. Required Information 4](#_Toc48895798)

[D.1. Applicant confirmation 4](#_Toc48895799)

[D.2. Partnership status 5](#_Toc48895800)

[D.3. Trust status 5](#_Toc48895801)

[D.4. Auction Agreements 5](#_Toc48895802)

[D.5. Recipient Created Tax Invoice 5](#_Toc48895803)

[D.6. Austraclear 5](#_Toc48895804)

[Section E. IT Systems 6](#_Toc48895805)

[E.1. MarketNet connection 6](#_Toc48895806)

[E.2. IT Notifications email address 6](#_Toc48895807)

[E.3. e-Hub access 6](#_Toc48895808)

Application Overview

Complete this Application Form (this Form) to apply for registration as a registered Auction Participant in the capacity auction under an Auction Agreement.

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

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

# Participant Category

This form is for those applying to become a registered Auction Participant in the capacity auction under an Auction Agreement.

Please read the [Capacity Transfer and Auction Procedures](https://aemo.com.au/-/media/Files/Gas/Pipeline-Capacity/Capacity-Transfer-and-Auction-Procedures.pdf) document when completing this application.

# 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:  |       |
| Participant ID[[1]](#footnote-2) |       |

## Agent participant

* Is the Applicant applying for registration as an Agent Participant[[2]](#footnote-3)?

[ ]  Yes [ ]  No, go to Section B.4

If Yes, provide the date the Applicant was appointed by the Appointing Participant as their Agent Participant:

* Is the Appointment a Joint appointment (for example, the Agent Member is appointed by the members of a joint venture)[[3]](#footnote-4)?

[ ]  Yes [ ]  No

If Yes, provide evidence from each Appointing Participant appointing the Applicant to act as their agent under and in connection with the Auction Agreement.

## Appointing participant details

The Applicant consents to act as an *Agent Participant* for the following *Appointing Participant*. Each Appointing Participant for which the Applicant is acting as an *Agent Participant* is not required to submit an application form.

|  |  |  |
| --- | --- | --- |
| Appointing Participant Name | ABN | Participant ID (if applicable) |
|       |       |       |
|       |       |       |
|       |       |       |

If there are additional Appointing Participants, you will need to submit additional pages to include the details of all other Appointing Participants.

## Nominated DWGM Participant details

Do you wish to nominate a Nominated Declared Wholesale Gas Market (DWGM) Participant[[4]](#footnote-5)?

[ ]  Yes [ ]  No

If you answered Yes, provide the following information:

|  |
| --- |
| Nominated DWGM Participant (full name and ABN) |
| Company Name | ABN | AEMO Company ID |
|       |       |       |

 Attach evidence from the Nominated DWGM Participant appointing the Applicant as agent for the purposes of *DWGM Transfers*.

## Declaration

The Applicant is applying to become a registered Auction Participant in the capacity auction under an Auction Agreement.

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: | 17/03/2023 |

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

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 below when the information has 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.

|  |  |
| --- | --- |
| Contacts |  |
| Delivery representative | [ ]  |
| MD / CEO | [ ]  |
| Primary contact | [ ]  |
| Systems representative (Primary) | [ ]  |
| Systems representative (Secondary) | [ ]  |
| Settlements representative (Primary) | [ ]  |
| Settlements representative (Secondary) | [ ]  |
| Trading representative | [ ]  |

# 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.

## Applicant confirmation

Applicants must provide the following additional information to confirm that they meet the relevant eligibility criteria as defined in the Auction Agreement.

To be eligible (and to remain eligible) to enter into a capacity auction agreement and to access the Auction Platform and participate in the capacity auction, an Applicant must:

1. be a resident in, or have a permanent establishment in, Australia,
2. not be an externally-administered body corporate (as defined in the Corporations Act 2001 [Cth]) or under a similar form of administration under the laws of some other jurisdiction,
3. not be immune from liabilities incurred as a party under the Auction Agreement,
4. be capable of being sued in its own name in a court of competent jurisdiction in Australia, and
5. provide evidence of organisational status and of residence or permanent establishment of the Applicant and if applicable, the Appointing Participant, in Australia.

## 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.

## Auction Agreements

[ ]  I have provided two duly executed Auction Agreements.

Note: Agent Participants must execute a single Auction Agreement as agent for and on behalf of each Appointing Participant.

## [Recipient Created Tax Invoice](https://aemo.com.au/-/media/Files/About_AEMO/Recipient-Created-Tax-Invoice-Agreement--2018-12-12.docx)

[ ]  I have provided two signed [Recipient Created Tax Invoices](https://www.aemo.com.au/Electricity/Wholesale-Electricity-Market-WEM/Participant-information/Registration-forms).

Note: An Agent Participant does not need to execute a separate RCTI Agreement for each Appointing Participant.

Note: A new RCTI must be executed by all applicants including applicants that have signed an RCTI previously for other gas markets.

## Austraclear

AEMO uses an external electronic funds transfer system provided by Austraclear.

Is the Applicant an Austraclear Account Holder? [ ]  Yes [ ]  No

If **Yes**, put your membership number in the following table.

If No, you must provide permission from an authorised officer on behalf of the Austraclear account holder for the Applicant to use this Austraclear account and put that Austraclear number in the following table.

|  |  |
| --- | --- |
| Austraclear Membership Number: |       |

Note: 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>.

# 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> |

## e-Hub access

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 optional for Capacity Auction participants.

Do you require e-Hub access? [ ]  Yes [ ]  No

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

1. Enter your preferred Participant ID. If already taken or if the field is left blank, one will be provided by AEMO. [↑](#footnote-ref-2)
2. An Agent Participant is appointed by one or more Appointing Participants to act as agent for the Appointing Participants under and in connection with the Auction Agreement. Where an Appointing Participant is also party to the Exchange Agreement, unless otherwise agreed with AEMO, the Appointing Participant must at all times have appointed the same Agent Participant under the CTA Procedures and Agent Member under the Exchange Agreement. [↑](#footnote-ref-3)
3. A joint appointment means that the Agent Participant must act on behalf of all the Appointing Participants jointly and not act for any Appointing Participants individually and any changes to the Agent Participant or the Appointing Participants must be approved by all of the parties and the Agent Participant can only participate in the Exchange in its capacity as Agent Participant under the joint appointment. If it is not a joint appointment (such as a company in a corporate group acting as agent for other companies in the corporate group), the Agent Participant may act for each Appointing Participant individually and an Appointing Participant may change its agent without needing approval of other Appointing Participants that have appointed the same agent. In both cases though, in relation to an Agent Participant and its Appointing Participants, the obligations of the Appointing Participants are joint and several obligations of those Appointing Participants. [↑](#footnote-ref-4)
4. A Trading Participant who is a party to a capacity transfer at a DWGM interface point (as defined in the CTA Procedures) may nominate a person at that point to use the capacity, in the Trading Participant’s capacity as agent for that person. [↑](#footnote-ref-5)