|  |
| --- |
| APPLICATION FORM |
| Application for Registration as a Network Service Provider 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, 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

[Contents iii](#_Toc52346947)

[Application Overview 1](#_Toc52346948)

[Section A. Participant Category 1](#_Toc52346949)

[Section B. Application Details 1](#_Toc52346950)

[B.1. Applicant details 1](#_Toc52346951)

[B.2. Applicant association 1](#_Toc52346952)

[B.3. Consent to act as an intermediary 2](#_Toc52346953)

[B.4. Evidence of nomination and AER exemption 2](#_Toc52346954)

[B.5. Declaration 2](#_Toc52346955)

[Section C. Contact Details 3](#_Toc52346956)

[C.1. Registration contact 3](#_Toc52346957)

[C.2. Head office and branch office contact details 3](#_Toc52346958)

[C.3. Personnel contacts 4](#_Toc52346959)

[Section D. Required Information 6](#_Toc52346960)

[D.1. Partnership status 6](#_Toc52346961)

[D.2. Trust status 6](#_Toc52346962)

[D.3. Organisational capability 6](#_Toc52346963)

[D.4. Financial viability 6](#_Toc52346964)

[D.5. Regulatory compliance 7](#_Toc52346965)

[D.6. Credit support 7](#_Toc52346966)

[D.7. Recipient Created Tax Invoice 7](#_Toc52346967)

[D.8. Austraclear 7](#_Toc52346968)

[Section E. System Details 8](#_Toc52346969)

[Section F. Local Black System Procedures 8](#_Toc52346971)

[Section G. Market Network Service Details 8](#_Toc52346972)

[G.1. Registration as a Market Network Service Provider 8](#_Toc52346973)

[G.2. Market network service 9](#_Toc52346974)

[G.3. Market network service information 9](#_Toc52346975)

[G.4. Conditions for connection 10](#_Toc52346976)

[Section H. Metering Requirements 15](#_Toc52346977)

[H.1. Connection point checklist 15](#_Toc52346978)

[H.2. Meter installation checklist 17](#_Toc52346979)

[Section I. IT Systems 19](#_Toc52346980)

[I.1. MarketNet connection 19](#_Toc52346981)

[I.2. IT Notifications email address 19](#_Toc52346982)

[I.3. e-Hub access 19](#_Toc52346983)

Application Overview

Complete this Application Form to apply for registration in the *National Electricity Market* (*NEM*) as a *Network Service Provider* (NSP).

You can also use this form to apply to classify a *network service* as a *Market Network Service.*

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

For help in completing this form, refer to the *NEM* [Network Service Provider Registration Guide](https://www.aemo.com.au/-/media/files/electricity/nem/participant_information/nem-network-service-provider-registration-guide.docx) available from the AEMO website under the Network Service Provider (NSP) option*.*

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

# Participant Category

This application is for those wanting to be registered as an NSP in the NEM.

Under Section 2.5.1 of the National Electricity Rules (NER), and subject to the sub-clauses of that section, a person must not engage in the activity of owning, controlling or operating a *transmission or distribution system* unless that person is registered by AEMOas an NSP.

Under clause 2.5.1(d) of the NER*,* the Australian Energy Regulator (AER) may exempt any person or class of persons from the requirement to register as an NSP where an exemption is not inconsistent with the *market objective*.

This is defined in the NER and in the [Participant Categories in the NEM](http://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Participant-information/New-participants) available on the AEMO website.

Category of NSP required: [ ]  Transmission System [ ]  Distribution System

# 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-1): |       |

## Applicant association

The Applicant’s association with the *transmission or distribution system* is as follows (mark ALL that apply):

[x]  Controller

[x]  Operator

[ ]  Owner

[ ]  Intermediary (please complete the following Consent to Act as an Intermediary information)

## Consent to act as an intermediary

The Applicant consents to act as an *intermediary* for the following persons who own, control and/or operate the *transmission* or *distribution system*, and who have nominated the Applicant to act as its *intermediary*.

|  |  |  |
| --- | --- | --- |
| Nominator name | ABN | Relationship with the transmission or distribution system |
|       |       |  |
|       |       |  |

## Evidence of nomination and AER exemption

By submitting this application, you consent to AEMO contacting the AER to seek confirmation about the application for, and grant of, exemption under clause 2.5.1(d) of the *Rules* for the persons for which you have consented to be an *intermediary*.

Provide the following documentation to support your Intermediary application:

[ ]  A formal letter from each person who has nominated the applicant to be their *intermediary* confirming the person has nominated the applicant.

[ ]  A copy of the application(s) to the AER for exemption from registration in respect of all nominating persons.

## Declaration

The Applicant is applying to become a NSP 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 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: | 20/03/2023 |

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 office 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, email and office address.

Each contact can have more than one role.

| Mandatory Contacts |
| --- |
| CEO / MD | [ ]  |
| CEO / MD Assistant | [ ]  |
| Chairperson | [ ]  |
| Communications - Corporate Relations Manager | [ ]  |
| Communications - Crisis Contact | [ ]  |
| Company Secretary | [ ]  |
| Dispute Management Contact | [ ]  |
| IT After Hours / Emergency Contact (Primary) | [ ]  |
| IT After Hours / Emergency Contact (Secondary) | [ ]  |
| IT Manager | [ ]  |
| IT Security Contact (Primary) | [ ]  |
| IT Security Contact (Secondary) | [ ]  |
| IT Technical Network Contact | [ ]  |
| Local Black System Contact | [ ]  |
| Metering – Data Retail | [ ]  |
| Metering – Data Wholesale | [ ]  |
| Metering – Manager | [ ]  |
| Metering – Person Responsible | [ ]  |
| Metering – Strategy | [ ]  |
| Metering – Technical | [ ]  |
| Metering – Technology | [ ]  |
| Operations – Manager | [ ]  |
| Operations – Shift Supervisor | [ ]  |
| NEM Observer | [ ]  |
| NEM Primary Contact | [ ]  |
| Registration Contact (must match [Section C.1](#_Registration_contact) details) | [ ]  |

|  |
| --- |
| Additional Contacts if changes made to currently registered contact |
| Operations – Bidding Contact | [ ]  |
| Operations – Trading Manager | [ ]  |
| Settlements – Austraclear | [ ]  |
| Settlements – Finance Manager | [ ]  |
| Settlements – Prudentials | [ ]  |
| Settlements – Settlements Manager | [ ]  |
| Settlements – Settlements Officer | [ ]  |

|  |
| --- |
| Additional Contacts if you are NOT classifying a market network service |
| IT Network / Communications Contact | [ ]  |
| Network Planning Manager  | [ ]  |

# 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.

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

## Trust status

Is the Applicant applying for registration on behalf of a Trust? [ ]  Yes [ ]  No

If Yes,

[ ]  I have provided an executed [Trustee Deed Poll](https://www.aemo.com.au/-/media/files/electricity/nem/participant_information/application-forms-and-supporting-documentation/aemo-nem-trustee-deed-poll.docx) in favour of AEMO.

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

## Organisational capability

Please 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 advise that they exist or are being developed).

[ ]  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

**Note:** This section is for *Market Network Service* applicants **only**.

[ ]  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

Do you have an existing jurisdictional electricity licence or authorisation to carry on the activity of an NSP?

 Yes Provide copy of current electricity licence or authorisation in one or more NEM jurisdictions

 No Provide evidence of exemption from the requirement to hold a jurisdictional electricity licence or, if relevant, explain why no such requirement applies. Include copies of any applicable exemption or derogation.

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

Are there any outstanding non-compliances with regulatory obligations in respect of existing or proposed activities as an NSP by any person associated with this application?

 Yes Provide details of any non-compliance

 No

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

## Credit support

Does the Applicant meet the acceptable credit criteria detailed in clause 3.3.3 of the Rules?

 Yes Please provide evidence that it meets the criteria.

 No The Applicant is required to provide credit support.

Note: Applicants applying to register as a Market Participant who do not meet the acceptable credit criteria must provide credit support equal to, or greater than, their maximum credit limit (MCL). If a guarantee is required it must be from your financial institution and must be in the AEMO [Guarantee Pro Forma](https://aemo.com.au/-/media/Files/About_AEMO/AEMO-Bank-Guarantee-Pro-Forma---editable-form.docx) format available on the AEMO website.

For further assistance with financial guarantees, see the [Credit Support Management Guide](https://www.aemo.com.au/-/media/Files/About_AEMO/Guide_to_AEMO_Credit_Support_Management_April_2014.pdf) on the AEMO website.

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

## Recipient Created Tax Invoice

If your company (having the same ABN as this application) has signed a current version of the Recipient Created Tax Invoice Agreement (RCTI), you do not need to complete a new one. To see if your previously signed agreement is still current, check the **Last Updated** date in the latest Agreement's "notes for completion".

If you need to complete an RCTI, submit your application with a completed copy of the [RCTI](https://www.aemo.com.au/-/media/files/about_aemo/recipient-created-tax-invoice-agreement.docx?la=en) available from the AEMO website.

## Austraclear

Austraclear is only required for market settlement (MNSP or TNSP with interconnector).

AEMO uses an external electronic funds transfer system provided by Austraclear. Please apply directly to [Austraclear](https://www.asx.com.au/services/settlement/austraclear.htm) 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: |       |

 |

# System Details

Transmission or distribution system details:

|  |  |
| --- | --- |
| System Name |       |
| System Description: |       |
| Line Length (in km): |       | Voltage: |       |
| *From* Network Connection Location: |       |
| *To* Connection Location(s): |       |
| *Assets*  |       |

Please submit the following supporting documents for each System:

 Single line diagram

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

# Local Black System Procedures

Please enclose an updated version of the *local black system procedures* for each relevant *transmission system* or *distribution system* as an attachment to this section.

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

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

# Market Network Service Details

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

## Registration as a Market Network Service Provider

Are you applying to classify a network service as a market network service?

 Yes: Continue with the rest of the application form

 No: Go to Section I

## Market network service

Please indicate the following conditions have been satisfied and will continue to be satisfied. Include supporting evidence from the NSPs whose networks are connected to your network service and government authorities where relevant.

 The relevant network service is to be provided by network elements that comprise a two‑terminal link and do not provide any prescribed transmission service or prescribed distribution service.

 The relevant network service:

* has not ever been a transmission service to which a transmission determination has applied or a direct control service, or
* is ineligible to be such a service.

 The connection points of the relevant two-terminal link are assigned to different regional reference nodes.

 The relevant two-terminal link through which the network service is provided:

* does not form part of a network loop, or
* is an independently controllable two-terminal link and has a registered power transfer capability of at least 30 MW.

## Market network service information

Complete if applying for registration of network services as market network services.

|  |  |
| --- | --- |
| Installation / link name(Station name - Maximum of 20 characters) |       |
| Suggested installation / link name identifier(Station ID - Maximum of 8 characters) |       |
| Dispatchable unit identifier(s) | A       | B       |
| Connection point identifiers for terminal nodes A and B | A       | B       |
| Meter ID (NMI)  | A       | B       |
| Registered power transfer capability to node A(Registered Capacity of node A) |       MW |
| Registered power transfer capability to node B(Registered Capacity of node B) |       MW |
| Maximum power transfer capability to node A(Maximum Capacity of node A) |       MW |
| Maximum power transfer capability to node B(Maximum Capacity of node B) |       MW |
| Maximum ramp rate of power transfer capability(Maximum Rate of Change of node A and node B) |       MW / minute |

## Conditions for connection

Please complete the following table confirming compliance with the technical requirements of Chapter 5 of the NER by indicating in the Compliance column your Rules Compliance, Connection Agreement Compliance or whether the clause is not relevant in this situation.

Comments are required where a compliance statement is not provided. Please note that shaded areas do not require completion and are included for ease of reading or for the information of Applicants who will need to comply as applicable.

| Schedule 5.3a Conditions for Connection of Market Network Service Provider |
| --- |
| Clause | Clause Text | Comment | Compliance |
| S5.3a.2 | Application of settings |  |  |
|  | A Market Network Service Provider must only apply settings to a control system or a protection system that are necessary to comply with performance requirements of this schedule 5.3a if the settings have been approved in writing by the Network Service Provider and, if the requirement is one that would involve AEMO under clause 5.3.4A(b) of the Rules, also by AEMO.A Market Network Service Provider must not allow its market network service facilities to take electricity from the power system without such prior approval. |       |       |
|  | If a Market Network Service Provider seeks approval from the Network Service Provider to apply or change a setting, approval must not be withheld unless the Network Service Provider or, if the requirement is one that would involve AEMO under clause 5.3.4A(b) of the Rules, AEMO, reasonably determines that the changed setting would cause the market network service facilities to not comply with the relevant performance standard or cause an inter-regional or intra-regional power transfer capability to be reduced. |  |  |
|  | If the Network Service Provider or, if the requirement is one that would involve AEMO under clause 5.3.4A(b) of the Rules, AEMO, reasonably determines that a setting of a market network service facility's control system or protection system needs to change to comply with the relevant performance standard or to maintain or restore an inter-regional or intra-regional power transfer capability, the Network Service Provider or AEMO (as applicable) must consult with the Market Network Service Provider, and may request in writing that a setting be applied in accordance with the determination. |  |  |
|  | The Network Service Provider may also request a test to verify the performance of the relevant plant with the new setting. The Network Service Provider must provide AEMO with a copy of its request to a Market Network Service Provider to apply a setting or to conduct a test. |  |  |
|  | A Market Network Service Provider who receives such a request must arrange for the notified setting to be applied as requested and for a test to be conducted as requested. After the test, the Market Network Service Provider must, on request, provide both AEMO and the Network Service Provider with a report of a requested test, including evidence of its success or failure. Such a report of a test is confidential information. |       |       |
|  | A Market Network Service Provider must not change a setting requested by the Network Service Provider without its prior written agreement. If the Network Service Provider requires a Market Network Service Provider to change a setting within 18 months of a previous request, the Network Service Provider must pay the Market Network Service Provider its reasonable costs of changing the setting and conducting the tests as requested. |       |       |
| S5.3a.4 | Monitoring and control requirements |  |  |
| S5.3a.4.3 | Communications Equipment |  |  |
|  | A Market Network Service Provider must provide electricity supplies for remote monitoring equipment or remote-control equipment installed in relation to its market network service facilities capable of keeping such equipment available for at least three hours following total loss of supply at the connection point for the relevant market network service facility. |       |       |
|  | A Market Network Service Provider must provide communications paths (with appropriate redundancy) from the remote monitoring equipment or remote control equipment installed at any of its market network service facilities to a communications interface in a location reasonably acceptable to the Network Service Provider at the relevant connection point. Communications systems between this communications interface and the control centre are the responsibility of the Network Service Provider unless otherwise agreed by the Market Network Service Provider and the Network Service Provider. |       |       |
|  | Telecommunications between Network Service Providers and Market Network Service Providers for operational communications must be established in accordance with the requirements set down below. |  |  |
| S5.3a.4.3 (a) | Primary Speech Facility |  |  |
|  | The relevant Network Service Provider must provide and maintain equipment by means of which routine and emergency control telephone calls may be established between the Market Network Service Provider’s responsible Engineer/Operator and AEMO. |       |  |
|  | The facilities to be provided, including the interface requirement between the Network Service Provider’s equipment and the Market Network Service Provider’s equipment must be specified by the Network Service Provider. |       |  |
|  | The costs of the equipment must be recovered by the Network Service Provider only through the charge for connection. |  |  |
| S5.3a.4.3 (b) | Back-up Speech Facility |  |  |
|  | Where the Network Service Provider or AEMO reasonably determines that a back-up speech facility to the primary facility is required, the Network Service Provider must provide and maintain a separate telephone link or radio installation on a cost-recovery basis only through the charge for connection. |       |  |
|  | The Network Service Provider is responsible for radio system planning and for obtaining all necessary radio licences. |  |  |
| S5.3a.5 | Design standards |  |  |
|  | A Market Network Service Provider must ensure that: |  |  |
|  | 1. the electrical plant in its facility complies with the relevant Australian Standards as applicable at the time of first installation of that electrical plant in the facility;
 |       |       |
|  | 1. circuit breakers provided to isolate the Market Network Service Provider’s facilities from the Network Service Provider’s facilities are capable of breaking, without damage or restrike, fault currents nominated by the Network Service Provider in the relevant connection agreement; and
 |       |       |
|  | 1. all new equipment including circuit-breakers provided to isolate the Market Network Service Provider’s facilities from the Network Service Provider’s facilities is capable of withstanding, without damage, power frequency voltages and impulse levels nominated by the Network Service Provider in accordance with the relevant provisions of the system standards and recorded in the relevant connection agreement.
 |       |       |
| S5.3a.13 | Market network service response to disturbances in the power system |  |  |
| S5.3a.13 (a) | Each market network service must be capable of continuous uninterrupted operation during the occurrence of: |       |       |
|  | 1. power system frequency within the frequency operating standards; or
 |       |       |
|  | 1. the range of voltage variation conditions permitted by the system standards.
 |       |       |
| S5.3a.13 (b) | The equipment associated with each market network service must be designed to withstand without damage or reduction in life expectancy the harmonic distortion and voltage unbalance conditions determined to apply in accordance with the provisions of schedule 5.1, clauses S5.1.6 and S5.1.7, respectively, at the connection point. |       |       |

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

# Metering Requirements

## Connection point checklist

Ensure the Metering – Technical contact details have been completed and attached in 0.

| General and technical details |
| --- |
| Connection Point Registration Type | [ ]  New [ ]  Existing |
| Expected Commissioning Date |       |
| Connection Point NMI(s) |       |
| Logical NMI – Algorithm | [ ]  Yes [ ]  NoIf Yes, provide details: [ ]  Now attached |
| Transmission Node ID (TNI) |       |
| List any TNIs or NMIs to be made extinct?  |       |
| Single Line (Schematic) drawing of the Connection Point showing installation details | Drawing Number:       [ ]  Attached |
| Detailed wiring diagram of the Metering Installation | Drawing Number:       [ ]  Attached |
| Transmission area drawing showing Connection Point relativity | Drawing Number:       [ ]  Attached |
| Person responsible for Connection Point | Name:       Phone:      Email:       |
| Physical address of Connection Point |       |
| Physical location of Connection Point |       |
| Feeder capacity |       MVA or       Amps |
| Transformer capacity |       MVA |
| Energy pattern – new | [ ]  Attach expected half hour energy profile for first year of operation |
| Energy pattern – existing | [ ]  Provide any details on changes in load profile. i.e. transfer from X |
| Participant relationships in MSATS | Role ID | Participant ID | Participant Name |
| FRMP |       |       |
| LNSP |       |       |
| NSP2 |       |       |
| LR |       |       |
| MDP / MPC |       |       |
| MPB |       |       |
| MC |       |       |
| ROLR |       |       |

## Meter installation checklist

| Revenue Metering Installation Details  |
| --- |
| Meter details: |
| Metering installation type (S7.2.3) |       |
| Meter Serial No | Meter Make & Model | Pattern Approval Cert No | Meter class accuracy | Is meter bi-directional? | Current rating | Meter test results |
|       |       |       |       | [ ]  Yes [ ]  No |       A | [ ]  Attached |
|       |       |       |       | [ ]  Yes [ ]  No |       A | [ ]  Attached |

|  |
| --- |
| Current Transformer (CT) Details |
| CT Serial No. | CT Ratios Available | CT Connected Ratio | CT Burden (Rated) | CT Class | CT Test Results |
|       |       |       |       VA |       | [ ]  Attached |
|       |       |       |       VA |       | [ ]  Attached |
|       |       |       |       VA |       | [ ]  Attached |

|  |
| --- |
| Voltage Transformer (VT) Details |
| VT Arrangement | [ ]  3 x 1Ph VT or [ ]  3Ph VT |
| VT Serial No. | VT Ratio | VT Burden (Rated) | VT Class | VT Test Results |
|       |       KV /       V |       VA |       | [ ]  Attached |
|       |       KV /       V |       VA |       | [ ]  Attached |
|       |       KV /       V |       VA |       | [ ]  Attached |

| Check Metering Installation Details  |
| --- |
|  Check metering installation Partial check metering |
| Meter details: |
| Meter Serial No | Meter Make & Model | Pattern Approval Cert No | Meter class accuracy | Is meter bi-directional? | Current rating | Meter test results |
|       |       |       |       | [ ]  Yes [ ]  No |       A | [ ]  Attached |

|  |
| --- |
| Current Transformer (CT) Details |
| CT Serial No. | CT Ratios Available | CT Connected Ratio | CT Burden (Rated) | CT Class | CT Test Results |
|       |       |       |       VA |       | [ ]  Attached |
|       |       |       |       VA |       | [ ]  Attached |
|       |       |       |       VA |       | [ ]  Attached |

|  |
| --- |
| Voltage Transformer (VT) Details |
| VT Arrangement | [ ]  3 x 1Ph VT or [ ]  3Ph VT |
| VT Serial No. | VT Ratio | VT Burden (Rated) | VT Class | VT Test Results |
|       |       KV /       V |       VA |       | [ ]  Attached |
|       |       KV /       V |       VA |       | [ ]  Attached |
|       |       KV /       V |       VA |       | [ ]  Attached |

Please clearly mark all attachments as "Attachment to Section H" 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](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

Note:*Distribution Network Service Providers* and *Transmission**Network Service Providers* 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 recommended for *Distribution Network Service Providers* and *Transmission Network Service Providers*.

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

1. Enter your preferred Participant ID. If already taken or if the field is left blank, one will be provided by AEMO. [↑](#footnote-ref-1)