



APPLICATION GUIDE

Guide to Registration as an Auction Participant in the Capacity Auction

This guide is to be used in conjunction with the Application for Registration as a Participant in the Gas Capacity Auction form and is not to be altered without the prior consent of AEMO.

Disclaimer

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Purpose This Guide has been produced by the Australian Energy Market Operator Limited (AEMO) to provide information about the process for becoming registered in different gas markets under the National Gas Rules (NGR or Rules) as at the date of this publication.

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Terms defined in the *Rules* are italicised, and have the same meaning, when used in this Guide. Any failure to italicise such a term in this Guide does not change its meaning under the Rules, unless this Guide specifies otherwise.

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1. Introduction

This Application Guide (this Guide) provides additional information to that found in the Application for Registration as a Participant in the Gas Capacity Auction form. This Guide is to be used in conjunction with the form.

If you require any further assistance, please contact onboarding@aemo.com.au or phone 1300 236 600 (International callers dial +61 3 9609 8000).

1.1 Purpose of this guide

This Guide has been developed to assist applicants when applying to register as a Participant in the Gas Capacity Auction.

This Guide summarise the processes and information required by the Form.

1.2 Requirement to Register

To participate, you must register. Part 15A of the National Gas Rules (NGR or *Rules*) specifies the criteria for registering in a 'registrable capacity'.

1.3 Fees

1.3.1 Registration Fee

All applicants for registration must pay a registration fee in accordance with AEMO's currently published [fee schedule](#).

After the initial receipt and processing of a valid application, AEMO will send a tax invoice to the applicant for payment. Assessment of an Application will not be completed without confirmed payment of the Registration fee.

1.3.2 Participant Fees

Div 3/ Clause 135CA(2) of the *Rules* provides that *Participant fees* should be sufficient to recover AEMO's budgeted revenue requirements. Div 3/ Clause 135CA(4A)) states "The participant fees charged to a Registered participant may include a component for the recovery of capacity trading and auction costs even if those costs do not involve that Registered participant."

You should refer to the [AEMO website](#) for a summary of the Participant fees that are currently applicable.

1.4 Registration Procedure

The *Rules* deal with registration. Each prospective applicant must apply to AEMO for registration by using the relevant application form.

The registration process consists of the following steps:

Step 1 Send your application to AEMO.

Email a scanned copy of the application form along with all attachments required by the Form to the AEMO Registration team at onboarding@aemo.com.au.

Step 2 On receipt of your application, AEMO will send an invoice for payment by electronic funds transfer (EFT).

For information regarding participant registration fees, see Fees and Charges on the [AEMO website](#).

Step 3 AEMO may, within 5 business days of receiving an application request additional information or clarification of the information contained in the application.

If such a request is made, you must supply the additional information or clarification within 15 business days of AEMO's request. If the further information or clarification is not provided to AEMO's satisfaction within 15 business days of the request, the application lapses and AEMO may withdraw the application. In this case, the registration fee would be forfeited.

Step 4 If AEMO is satisfied your application meets the requirements for registration, AEMO will register the entity as a Registered participant in the relevant registrable capacity or capacities and will provide a notice specifying the date on which each registration takes effect.

If AEMO is not satisfied your application meets the requirements for registration, AEMO will refuse the application and will give written reasons for the refusal.

Except for GBB and Part 24 applications which have no processing time obligations under the *Rules*, AEMO must decide an application within 15 business days after the date of the application once all the necessary information is received. The AEMO notification under Step 4 will also include:

- Any conditions of registration that AEMO considers reasonably necessary.
- A "Registration Effective date". This date precedes the "go live" date (the date you can start participating in the market). This provides notice to enable you to finalise your system tests to ensure you can start operating in the market from the "go live" date.

Note: Regardless of outcome, application processing activities and timeframes are the same and carry the same overheads, so fees and charges are non-refundable.

2. Explanation of the Application for Registration Form

The following sections in this Guide step through the Form requirements.

- Section A. Participant Category
- Section B. Application Details
- Section C. Contact Details
- Section D. Required Information
- Section E. IT Systems

2.1 Section A. Participant Category

Please read the [Capacity Transfer and Auction Procedures](#) document when completing this application.

2.2 Section B. Application Details

2.2.1 B.1. Applicant details

Provide your details by completing each of the fields shown.

2.2.2 B.2. Agent participant

Check the appropriate checkboxes in this section and attach the required information to your application. See [Capacity transfer and auction procedures](#) on the AEMO website for more details.

2.2.3 B.3. Appointing participant details

If you are acting in the capacity of Agent Participant, list the Appointing Participants in the fields provided. If there are more than three, submit additional pages. See [Capacity transfer and auction procedures](#) on the AEMO website for more details.

2.2.4 B.4. Nominated DWGM Participant details

Check the 'Yes' checkbox to nominate a Nominated DWGM Participant (other than yourself) and provide their details in the fields provided. When you have attached evidence of your appointment as their *DWGM Transfers* agent, check the associated checkbox.

2.2.5 B.5. Declaration

You must formally apply for registration and authorise AEMO to contact other parties, if necessary, to verify the information you provided with your application and to enable AEMO to satisfy itself that the Applicant is of sufficient standing to meet its obligations under the NGR. For example, AEMO might need to contact a jurisdictional body to verify that an appropriate licence has been issued.

This section of the Form must be signed and dated by an authorised representative of your organisation as a declaration. Usually the authorised representative is a Chief Executive Officer / Head of Organisation, Company Secretary or holds a management position.

Please note that electronic signatures are not permitted.

2.3 Section C. Contact Details

You must provide current and up to date contact details of Head Office, branches and key personnel to help communication between AEMO and your organisation.

2.3.1 C.1. Registration contact

All Applicants must provide primary registration contact details in order to liaise with AEMO during the registration process. If the primary registration contact is not employed by the Applicant entity, a [letter of authority](#) appointing the primary registration contact must be provided and be signed by an authorised officer directly employed by the applicant entity.

2.3.2 C.2. Head office and branch contact details

You must provide AEMO with the current location and office contact details for your Head Office and any branches. Please copy and complete the table provided in the application form for each location and mark them 'Attachment to Section C', numbering each attachment consecutively.

2.3.3 C.3. Personnel contacts

You must provide details for each role.

Please ensure all necessary contacts are provided. The minimum contact details required are role(s), name, position, phone number, mobile number and email address. When details have been provided, please check the appropriate checkboxes in the Form.

Participants must notify AEMO as soon as reasonably practicable if contact details change. Please clearly mark these as 'Attachment to Section C' numbering each page consecutively. The following contacts are required under the *Rules* and for AEMO systems.

Contacts	Description
MD / CEO	Will not receive any routine notifications; kept for AEMO records.
Primary contact	Main point of contact for all issues.
Systems representative (Primary)	Primary IT contact regarding security and system access.
Systems representative (Secondary)	Secondary IT contact regarding security and system access.
Settlements representative (Primary)	Primary contact for all settlement and prudential notifications and issues. This role typically acts in the capacity of Settlement Manager.
Settlements representative (Secondary)	Secondary contact for all settlement and prudential notifications and issues.

2.4 Section D. Required Information

2.4.1 D.1. Applicant confirmation

Provide evidence that you meet all the eligibility requirements listed in the Form to enter into a capacity auction agreement.

2.4.2 D.2. Partnership status

Where you are applying for registration on behalf of a partnership, you must provide evidence of the legitimacy of the partnership, such as a partnership agreement.

2.4.3 D.3. Trust status

Where the applicant is acting in a trustee capacity, the applicant must provide a copy of the Trust Deed establishing the Applicant Trust. It must also execute and return a Trustee Deed in the form specified by AEMO. No changes are to be made to the form of Deed other than the completion of details where highlighted.

AEMO must be satisfied that an applicant for registration will be able to meet its obligations under the *Rules*. Trustees, however, are generally not personally liable for obligations they incur on behalf of the trust. The purpose of the Trustee Deed, therefore, is to assure AEMO that the trustee's right of recourse to the property and assets of the trust remains in place for the purpose of meeting its *Rules* obligations, on an ongoing basis.

2.4.4 D.4. Auction agreements

You must provide two copies of your duly executed Auction Agreements and ensure that if you are an Agent Participant, you have executed a single Auction Agreement as agent for and on behalf of each Appointing Participant.

Check the relevant checkbox when you have attached the documents.

2.4.5 D.5. Recipient Created Tax Invoice

You must submit your application along with two copies of a completed Recipient Created Tax Invoice (RCTI) for AEMO to issue an RCTI. An RCTI is available from the [AEMO website](#).

2.4.6 D.6. Austraclear

AEMO uses an external electronic funds transfer system provided by Austraclear. If you do not have an Austraclear membership number at the time of submitting the application, AEMO will record that as an outstanding item and the Application will not be approved until an active Austraclear account is established.

Austraclear membership is organised through the Australian Stock Exchange (ASX). See the [ASX website](#) for details. Once you have membership, enter your Austraclear membership number in the form field provided.

Please note that approval can take up to five weeks to obtain and all charges are payable direct to Austraclear.

Note: If the Applicant wants to use a third party's Austraclear account, AEMO will require a [letter of authority](#) from the owner of that account granting access and a letter from the Applicant accepting that grant.

2.5 Section E. IT Systems

When appropriate, Applicants need to provide AEMO with IT system information.

2.5.1 Section E.1. MarketNet connection

All participants requiring access to AEMO's IT market systems must have access to AEMO's private network called MarketNet. As part of processing an application, AEMO's network specialist will liaise with your IT Technical Network Contact (or third party as organised by you) to setup a primary and secondary connection according to your request.

In this section, you need to select 'Yes' if you require a new MarketNet connection and provide the information requested or select 'No' if you have access to an existing connection or do not require one.

For details regarding MarketNet options and entitlements, see the [Guide to Information Systems](#) on the AEMO website.

2.5.2 Section E.2. IT Notifications email address

It is important to receive AEMO notifications regarding IT changes or outages that may impact your business, including gas FRC Hub notifications (if applicable).

Please have your IT staff set up and maintain a group email address with an appropriate distribution list for this to occur (individual email addresses are not accepted).

Once established, enter your organisation's email address in the space provided.

2.5.3 Section E.3. e-Hub access

AEMO has a private communication platform called e-Hub which supports the exchange of information between participants and AEMO using APIs. The e-Hub is accessible over MarketNet or the internet.

The e-Hub includes:

- An API Developer portal
- An API Gateway

Not all applicants require e-Hub access and access may be optional or mandatory. If you require e-Hub access, select 'Yes' then fill in the appropriate fields, or select 'No' if you do not.

To access, an AEMO-signed TLS certificate is required, please see the [Manage TLS Certificates](#) guide.