

# GSI PROCEDURE: GBB REGISTRATION

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## VERSION RELEASE HISTORY

Version	Effective Date	Summary of Changes
1.0	GSI Rules Commencement	GSI Procedure: Registration, Deregistration, Exemptions and Transfer
2.0	1 January 2015	Amendments to GSI Procedure resulting from GPC_2014_01
3.0	30 November 2015	Changes resulting from the transfer of functions from the IMO to AEMO

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## CHAPTER 1. PROCEDURE OVERVIEW

### 1.1. Relationship with the Gas Services Information Rules

- 1.1.1. This Gas Services Information (GSI) Procedure: Registration, Deregistration, Exemptions and Transfer (Procedure) should be read in conjunction with Part 2 of the Gas Services Information Rules (GSI Rules).
- 1.1.2. Reference to particular GSI Rules or subrules within the Procedure in bold and square brackets **[rule XX]** or **[subrule XX(X)]** are current as of 1 January 2015. These references are included for convenience only and are not part of this Procedure.

### 1.2. Purpose of this Procedure

- 1.2.1. This Procedure outlines the process of:
- participant registration and deregistration;
  - Facility registration, deregistration and transfer;
  - exemption from providing Nominated and Forecast Flow Data, Daily Actual Flow Data and Daily Actual Consumption Data; and
  - Exemption from registration.

### 1.3. Associated Documents

- 1.3.1. AEMO must publish and maintain the following application forms on the GSI Website:
- Facility Deregistration Application Form;
  - Facility Exemption Application Forms for each type of Gas Bulletin Board Facility (GBB Facility);
  - Facility Registration Application Forms for each type of GBB Facility;
  - Facility Transfer Application Form;
  - GBB Data Provision Exemption Form;
  - Participant Deregistration Application Form; and
  - Participant Registration Application Form.

### 1.4. Application of this Procedure

- 1.4.1. This Procedure applies to AEMO and Gas Market Participants.

### 1.5. Terminology and Definitions

- 1.5.1. A word or phrase defined in the GSI Act, the GSI Regulations or the GSI Rules has the same meaning when used in this Procedure. In addition the following defined terms have the meaning given:

**Table 1 Terminology and Definitions**

Term	Definition
Applicant	An entity or person applying for Gas Market Participant registration, deregistration, Facility registration, deregistration and transfer, or exemption from registering a Facility and/or from providing certain GBB data. This includes a person nominated by the owner, controller or operator of a Facility under subrule 26(1) or 41(1), where applicable.
Deregistration Application	An application for deregistration as a Registered Participant (in the category of Registered Facility Operator and/or Registered Shipper) and an application for deregistration of a Registered Facility.
Facility Deregistration Application Form	The form published by AEMO on the GSI Website that may be completed by a Registered Facility Operator to apply for deregistration of a Registered Facility.
Facility Exemption Application Form	The applicable form published by AEMO on the GSI Website that must be completed by a Gas Market Participant to apply for an Exemption from registration for a Facility, including: <ul style="list-style-type: none"> <li>• GBB Pipeline Registration Exemption Form;</li> <li>• GBB Storage Facility Registration Exemption Form;</li> <li>• GBB Production Facility Registration Exemption Form; and</li> <li>• GBB Large User Facility Registration Exemption Form.</li> </ul>
Facility Registration Application Form	The applicable form published by AEMO on the GSI Website that must be completed by an Applicant in relation to the registration of a Facility, including: <ul style="list-style-type: none"> <li>• GBB Pipeline Registration Form;</li> <li>• GBB Storage Facility Registration Form;</li> <li>• GBB Production Facility Registration Form; and</li> <li>• GBB Large User Facility Registration Form.</li> </ul>
Facility Transfer Application Form	The form published by AEMO on the GSI Website that must be completed by a Registered Facility Operator to transfer a Registered Facility to a new operator.
GBB Data Provision Exemption Form	The form published by AEMO on the GSI Website that must be completed by a Registered Storage Facility Operator, Registered Production Facility Operator or Registered Large User to apply for an exemption from providing Nominated and Forecast Flow Data, Daily Actual Flow Data and/or Daily Actual Consumption Data (as applicable).
Participant Deregistration Application Form	The form published by AEMO on the GSI Website that may be completed by a Registered Participant to apply for deregistration as either a Registered Facility Operator and/or Registered Shipper.
Participant Registration Application Form	The form published by AEMO on the GSI Website that must be completed by a Gas Market Participant that is required to be a Registered Participant.
Transfer Application	An application for transfer of a Registered Facility from one Registered Participant to another Registered Participant.

## 1.6. GSI Register

1.6.1. AEMO must publish and maintain on the GSI Website an up to date GSI Register. **[rule 51]**

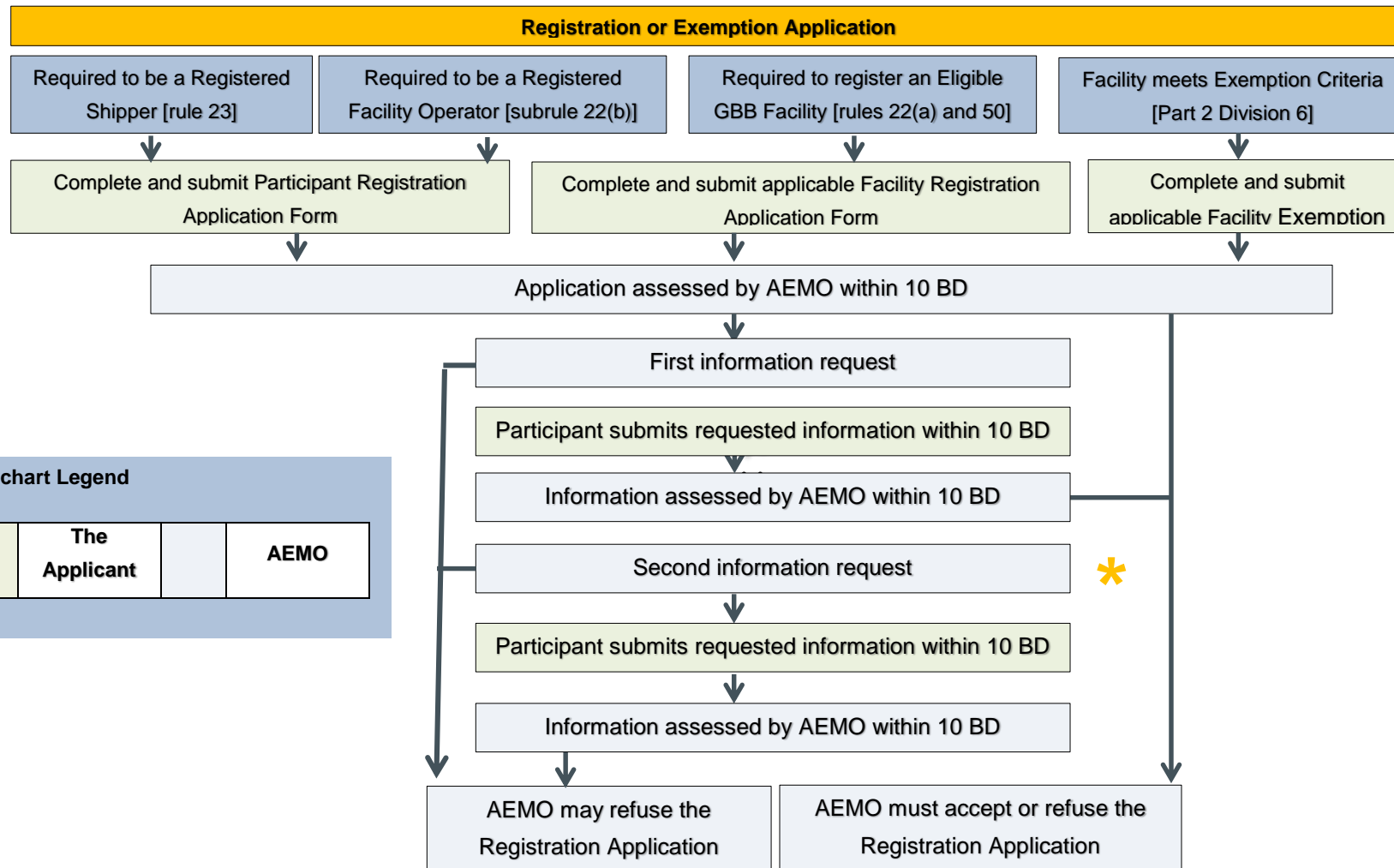
1.6.2. AEMO must include the following information on the GSI Register:

- (a) the name of each Registered Participant, including whether the Gas Market Participant is registered as a Registered Facility Operator, a Registered Shipper, or both;
- (b) the name of each Registered Facility, the type of Facility (GBB Pipeline, GBB Storage Facility, GBB Production Facility or GBB Large User Facility) and the Registered Participant that is registered as the operator of the Facility; and

- (c) the name of each Facility that is the subject of an Exemption from registration, and the type of Facility (Transmission Pipeline, Storage Facility, Production Facility or Large User Facility).

1.6.3. AEMO must amend the GSI Register in response to a decision on an application, and AEMO must do so within the time frame allowed under the applicable rule for the notification of the decision.

## CHAPTER 2. REGISTRATION PROCESS



\* Decision-making for transfer and deregistration only involves one information request. All other processes remain the same.

## CHAPTER 3. REGISTRATION

### 3.1. Registering as a Participant

- 3.1.1. A Gas Market Participant that is required to register under rules 22 and/or 23 must submit a Registration Application to become a Registered Participant in one or more of the following categories:
  - (a) Registered Facility Operator; and/or
  - (b) Registered Shipper.
- 3.1.2. An Applicant must fill the Participant Registration Application Form provided on the GSI Website and submit this to the AEMO by email or post to the address specified on the form.
- 3.1.3. An Applicant must provide the information requested in the Participant Registration Application Form, including Contact Information, as set out in subrule 53(3). The Contact Information must include contact details for the Gas Market Participant (company), a primary contact person, an administrative user and may include details for alternate contact(s).
- 3.1.4. An Applicant that is required to register as a Registered Shipper must also provide the billing contact information specified in the Participant Registration Application Form.

### 3.2. Registering a Facility

- 3.2.1. A Gas Market Participant that owns, controls or operates an Eligible GBB Facility, must submit a Registration Application in relation to the Facility.
- 3.2.2. In accordance with subrule 26(1), the owner, controller or operator of a Facility that is required to be registered, may nominate a person to be the Applicant in relation to the registration of the Facility.
- 3.2.3. The nominated Applicant must be a party that is capable of fulfilling the obligations under the GSI Rules in relation to the provision of data for the GBB and will generally be the operator of the Facility.
- 3.2.4. An Applicant must submit a Facility Registration Application Form for each Facility that it operates, unless the Applicant has submitted a Facility Exemption Application Form or the Facility has been granted an Exemption.
- 3.2.5. If an Applicant considers that an Eligible GBB Facility meets the applicable Exemption Criteria, then the Applicant may submit an Exemption Application in respect of that facility under Chapter CHAPTER 8 of this Procedure.
- 3.2.6. Where the Applicant is not a Registered Participant, it must submit a Participant Registration Application Form at the same time as a Facility Registration Application Form.
- 3.2.7. Where the Applicant is applying for registration of a Production Facility, it must provide the billing contact information specified in the Production Facility Application Form.
- 3.2.8. An Applicant must include the applicable Standing Data in each Facility Registration Application Form. Further details on Standing Data to be included in respect of each type of GBB Facility are set out in CHAPTER 4 of this Procedure.



3.2.9. Where an Applicant has been nominated by the owner, controller or operator (as applicable) of the Facility, the Applicant must include in the Facility Registration Application Form information to demonstrate that each owner, controller or operator (as applicable) of the Facility consents to the Applicant submitting a Registration Application in relation to that Facility.

### **3.3. The AEMO's Registration Process**

- 3.3.1. Once a Registration Application is received by AEMO, AEMO must assess whether the application is sufficient for registration in the applicable category.
- 3.3.2. Where AEMO assesses that further information is required, AEMO must make a first information request within 10 Business Days of the receipt of the Registration Application. The first information request must give the Applicant 10 Business Days (the relevant date in subrule 28(4)(b)) to provide the requested information.
- 3.3.3. The Applicant must provide the requested information to the first information request by the relevant date.
- 3.3.4. If the Applicant does not respond to the first information request by the relevant date, AEMO may refuse the Registration Application.
- 3.3.5. On the first information request closing date, if AEMO has received the information requested and has assessed that further information is required, it may make a second information request within 10 Business Days of the first information request closing date. The second information request must give the Applicant 10 Business Days (the relevant date in subrule 58(4)(c)) to provide the requested information.
- 3.3.6. The Applicant must provide the requested information to the second information request by the relevant date.
- 3.3.7. If the Applicant does not respond to the second information request by the relevant date, AEMO may refuse the Registration Application.
- 3.3.8. AEMO may clarify the information requested in either the first or second information request and, if AEMO considers it appropriate, may re-set the relevant date for the request.
- 3.3.9. When AEMO assesses that no more supporting information is required, AEMO must, within 10 Business Days (the relevant date in subrule 28(4)), decide to:
- (c) accept the Registration Application; or
  - (d) refuse the Registration Application.
- 3.3.10. Where AEMO accepts a Registration Application, it must do the following by the relevant date:
- (a) notify the Applicant and the owner, controller or operator of the Facility (as applicable) by email or post that its application has been accepted and specify the Gas Day on which registration takes effect;
  - (b) advise the Applicant of the Receipt Points, Delivery Points or Gate Stations (as applicable) for which data is required to be submitted for the GBB;
  - (c) amend the GSI Register to record the registration; and
  - (d) publish a notice of the change to the GSI Register on the GSI Website.

- 3.3.11. Where AEMO accepts a Registration Application in relation to the operator of a Facility, AEMO must register the person as a Registered Facility Operator at least two Business Days before the Gas Day on which the registration takes effect.
- 3.3.12. Where AEMO accepts a Registration Application in relation to a Shipper, AEMO must register the person as a Registered Shipper at least one Business Day before the Gas Day on which the registration takes effect.
- 3.3.13. Where AEMO accepts a Registration Application in relation to a Facility, AEMO must register the Facility as a Registered Facility at least two Business Days before the Gas Day in relation on which the registration takes effect.
- 3.3.14. Other than in relation to an application for registration of multiple Transmission Pipelines under rule 32, AEMO may only refuse a Registration Application in any one or more of the circumstances set out in subrule 28(3).
- 3.3.15. Where AEMO refuses a Registration Application for any of the reasons in subrule 28(3), AEMO must notify the Applicant, and the owner, controller or operator (as applicable) by email or post, that its application has been refused and give reasons for refusal, by the relevant date in subrule 28(4).
- 3.3.16. Where AEMO refuses the application because of insufficient information provided in the Registration Application within the specified timeframes, the Gas Market Participant must reapply for registration in the appropriate category and must provide the required information.

#### **3.4. Application for registration of multiple Transmission Pipelines**

- 3.4.1. Where an Applicant operates more than one Transmission Pipeline, it may apply to register multiple Transmission Pipelines as a single GBB Pipeline. **[rule 32]**
- 3.4.2. An Applicant that wishes to register multiple Transmission Pipelines (the relevant pipelines) as a single GBB Pipeline must provide, in the Facility Registration Application Form, information that demonstrates each of the requirements in subrule 32(3).
- 3.4.3. AEMO must not register the relevant pipelines as a single GBB Pipeline unless:
  - (e) each of the requirements of subrule 32(3) have been demonstrated to the reasonable satisfaction of AEMO;
  - (f) AEMO is satisfied that registration of the pipelines as a single GBB Pipeline is consistent with the objectives and primary purpose of the GBB set out in the GSI Act; and
  - (g) AEMO is satisfied that registration of the pipelines as a single GBB Pipeline can be accommodated within the existing GBB system and software.
- 3.4.4. Where AEMO refuses an application for registration of multiple Transmission Pipelines, the Applicant must complete a separate Facility Registration Application Form for each Transmission Pipeline and submit these forms to AEMO.

## CHAPTER 4. STANDING DATA IN RESPECT OF A FACILITY

### 4.1. Transmission Pipeline Standing Data

- 4.1.1. The Applicant must provide the following Standing Data in the applicable Facility Registration Application Form in relation to a Transmission Pipeline that is required to be registered **[subrule 25(2)]**:
- (a) details of all physical receipt points and physical delivery points on the pipeline, and the Production Facilities, and Storage Facilities and other Transmission Pipelines to which they connect **[subrule 54(1)(a)]**;
  - (b) details of any notional receipt points and notional delivery points used by the operator (i.e. for nominations), including all corresponding physical delivery points or receipt points **[subrule 54(1)(b)]**;
  - (c) a list of all Shippers on the Pipeline **[subrule 54(1)(c)]**;
  - (d) a list of all physical delivery points that serve Distribution Systems (if any), including identifying those delivery points that serve Distribution Systems where more than one retailer can sell gas in accordance with an approved Retail Market Scheme under the *Energy Coordination Act 1994* **[subrule 54(1)(d)]**;
  - (e) the Nameplate Capacity of the pipeline;
  - (f) if the pipeline is a PIA Pipeline, the physical delivery point in relation to which Gas Specification Data must be provided **[subrule 61(1)]**; and
  - (g) the applicable EMF Information for the pipeline.
- 4.1.2. Where AEMO accepts a Registration Application in relation to a Transmission Pipeline, it must determine, from the information provided under steps **Error! Reference source not found.**(a),(b) and (d), the:
- (a) Delivery Points and Receipt Points for the GBB Pipeline; and
  - (b) Gate Stations (as applicable) for the GBB Pipeline.
- 4.1.3. AEMO must advise the Applicant of the applicable Delivery Points, Receipt Points and Gate Stations in the notice under step 3.3.10(b).
- 4.1.4. Where AEMO advises the operator of a GBB Pipeline that it must provide information in relation to one or more Gate Stations, the operator of the GBB Pipeline must, by no later than 8:00 AM on the Gas Day on which the operator must start submitting data to the GBB in relation to the GBB Pipeline, provide to AEMO the Nameplate Capacity of each Gate Station.

### 4.2. Storage Facility Standing Data

- 4.2.1. The Applicant must provide the following Standing Data in the applicable Facility Registration Application Form in relation to a Storage Facility that is required to be registered **[subrule 25(2)]**:
- (a) the GBB Pipeline(s) to which the Storage Facility is connected and the physical Delivery Point(s) and Receipt Point(s) at which the facility is connected **[subrule 62(1)]**;
  - (b) the Production Nameplate Capacity of the Storage Facility;
  - (c) the Refill Nameplate Capacity of the Storage Facility;
  - (d) the Storage Nameplate Capacity of the Storage Facility; and

(e) the applicable EMF Information for the Storage Facility.

4.2.2. Where AEMO accepts a Registration Application in relation to a Storage Facility, it must determine, from the information provided under steps 4.4.1(a) and (b), the Delivery Point(s) and Receipt Point(s) for the Storage Facility.

4.2.3. AEMO must advise the Applicant of the applicable Delivery Point(s) and Receipt Point(s) in the notice under step 3.3.10(b).

### 4.3. Production Facility Standing Data

4.3.1. The Applicant must provide the following Standing Data in the applicable Facility Registration Application Form in relation to a Production Facility that is required to be registered **[subrule 25(2)]**:

- (a) the Transmission Pipeline(s) to which the Production Facility is connected and the physical Receipt Point(s) at which the facility is connected **[subrule 69(1)]**;
- (b) the Nameplate Capacity of the Production Facility;
- (c) if the facility is a PIA Production Facility, the PIA Summary Information **[subrule 74(1)]**; and
- (d) the applicable EMF Information for the Production Facility.

4.3.2. Where AEMO accepts a Registration Application in relation to a Production Facility, it must determine, from the information provided under steps **Error! Reference source not found.**(a) and (b), the Receipt Point(s) for the Production Facility.

4.3.3. AEMO must advise the Applicant of the applicable Receipt Point(s) in the notice under step 3.3.10(b).

### 4.4. Large User Facility Standing Data

4.4.1. The Applicant must provide the following Standing Data in the applicable Facility Registration Application Form in relation to a Large User Facility that is required to be registered **[subrule 25(2)]**:

- (a) either:
  - (i) the Transmission Pipeline(s) to which the Large User Facility is connected and the physical delivery point(s) at which the facility is connected **[subrule 76(1)(a)]**; or
  - (ii) If the Large User Facility is connected to a Distribution System, the Transmission Pipeline(s) that the Distribution System is connected to and the physical delivery point(s) at which the Distribution System is connected to one or more Transmission Pipelines as applicable **[subrule 76(1)(a)]**;
- (b) the Consumption Category that best describes the predominant use of gas at the Large User Facility **[subrule 76(1)(b)]**;
- (c) the Nameplate Capacity of Facility of the Large User Facility; and
- (d) the applicable EMF Information for the Large User Facility.

4.4.2. Where AEMO accepts a Registration Application in relation to a Large User Facility, it must determine, from the information provided under steps **Error! Reference source not found.**(a) and (b), the Delivery Point(s) for the Large User Facility.

- 4.4.3. AEMO must advise the Applicant of the applicable Delivery Point(s) in the notice under step 3.3.10(b).

## CHAPTER 5. DECLARATION OF ELIGIBLE GBB FACILITY

### 5.1. Declaration of an Eligible GBB Facility

- 5.1.1. AEMO may declare a Facility to be an Eligible GBB Facility where AEMO has reasonable grounds to believe that a facility that is not currently registered or subject to an Exemption from registration, meets the requirements to be registered. **[rule 50]**
- 5.1.2. If AEMO declares a Facility to be an Eligible GBB Facility, it must do so by sending, by email or post, a notice to the owner, controller and/or operator of the facility, detailing AEMO's reasons for sending the notice, and a date by which the Gas Market Participant must respond to the notice. The date must be no earlier than 20 Business Days from the date of issuing the notice.
- 5.1.3. When a Gas Market Participant receives a notice declaring a Facility to be an Eligible GBB Facility, it must, by the date specified in the notice:
- (e) if applicable, nominate a person under subrule 26(1) or 42(1) to be the Applicant in relation to the Facility; and
  - (f) either:
    - (i) apply for registration of the Facility; or
    - (ii) apply for an Exemption in relation to the Facility (if an Exemption Application has not been made in relation to the facility within the previous 12 months, and the operator reasonably believes that the facility is eligible for an Exemption).
- 5.1.4. If a Gas Market Participant receives a notice declaring a Facility to be an Eligible GBB Facility and the Gas Market Participant has reasonable grounds to believe the notice should not have been issued, the Gas Market Participant must, by the date specified in the notice:
- (a) notify AEMO by email or post; and
  - (b) in that notice, provide AEMO with information demonstrating that the notice declaring the Facility to be an Eligible GBB Facility should not have been issued.
- 5.1.5. AEMO may cancel a notice declaring a Facility to be an Eligible GBB Facility at any time prior to the date specified in the notice where the notice was issued as a result of a mistake or incorrect information. AEMO may do so of its own volition or in response to information provided under step 5.1.4.

## CHAPTER 6. DEREGISTRATION

### 6.1. Facility Deregistration

- 6.1.1. Where a Registered Facility Operator considers that a Registered Facility that it operates no longer satisfies the requirements of registration, the Registered Facility Operator must complete the Facility Deregistration Application Form available on the GSI Website and submit it to AEMO by email or post to the address specified on the form.
- 6.1.2. The circumstances that may qualify a Registered Facility for deregistration are that either the Facility:
- (c) has been decommissioned;

- (d) is no longer operating; or
- (e) becomes eligible for Exemption from registration (e.g. because the relevant Nameplate Capacity of the Facility is reduced to below 10TJ/day on an ongoing basis).

## 6.2. Participant Deregistration

- 6.2.1. A Registered Participant may only apply for deregistration where it satisfies at least one of the following **[subrule 35(1)]**:
- (a) the Gas Market Participant is a Registered Shipper that no longer meets the requirements of a Shipper and does not operate a Registered Facility or an Eligible GBB Facility; or
  - (b) the Gas Market Participant is a Registered Facility Operator that no longer operates a Registered Facility or an Eligible GBB Facility and is not required to be registered in any other category (Registered Shipper).
- 6.2.2. A Registered Participant (Registered Shipper or Registered Facility Operator) wishing to be deregistered must complete the Participant Deregistration Application Form available on the GSI Website and submit it to AEMO by email or post to the address specified on the form.

## 6.3. AEMO's Facility Deregistration Process

- 6.3.1. Once a Facility Deregistration Application Form is received by AEMO, AEMO must assess whether the application is sufficient for deregistration of the Registered Facility.
- 6.3.2. Where AEMO assesses that further information is required, AEMO may make an information request within 10 Business Days of the receipt of the application form. This request must give the Applicant 10 Business Days (the relevant date in subrule 34(6)(b)) to provide the requested information.
- 6.3.3. The Applicant must provide the requested information by the relevant date.
- 6.3.4. If the Applicant does not respond to the information request by the relevant date, AEMO may refuse the Deregistration Application.
- 6.3.5. AEMO may clarify the information requested in the information request and, if AEMO considers it appropriate, may re-set the relevant date for the request.
- 6.3.6. If AEMO assesses that no more supporting information is required, AEMO must, within 10 Business Days (the relevant date as defined in subrule 34(6)), decide to:
- (a) accept the Deregistration Application; or
  - (b) refuse the Deregistration Application.
- 6.3.7. If AEMO decides to accept the Deregistration Application, AEMO must consider whether any conditions should be placed on the deregistering Facility and determine the Gas Day on which the deregistration takes effect, which may be different to the day nominated in the Deregistration Application.
- 6.3.8. AEMO may place conditions on the deregistration that require the Applicant to continue to comply with specified obligations on or after the Gas Day on which the deregistration takes effect (e.g. continue to provide Daily Actual Flow Data in relation to Gas Days up to the Gas Day before the deregistration takes effect or, in the case of the deregistration of a GBB

Production Facility, to pay any GSI Invoices relating to GSI Invoice Periods including Gas Days up to the Gas Day on which the deregistration takes effect).

6.3.9. AEMO must also, by the relevant date:

- (a) notify the Applicant by email or post that its application has been accepted and specify the Gas Day on which deregistration takes effect;
- (b) where the effective Gas Day for deregistration is different from that nominated by the Applicant, provide reasons for the difference;
- (c) notify the Applicant of any conditions on the deregistration;
- (d) amend the GSI Register to record the deregistration; and
- (e) publish a notice of the change to the GSI Register on the GSI Website.

6.3.10. Where AEMO accepts a Facility Deregistration Application, AEMO must notify the Applicant at least one Business Day before the Gas Day D on which deregistration takes effect. The Registered Facility Operator in respect of that Facility is required to fulfil its obligations under the GSI Rules up to and including Gas Day D-1, and comply with any conditions imposed on the deregistration on and from Gas Day D.

6.3.11. Where AEMO refuses a Deregistration Application for a Facility, AEMO must notify the Applicant by email or post that its application has been refused and give reasons for the refusal by the relevant date as defined in subrule 34(6).

6.3.12. Where AEMO refuses a Deregistration Application for a Facility due to insufficient information in either the Facility Deregistration Application Form or in response to a request for more information under step 6.3.2, and the Registered Facility Operator considers that it continues to satisfy the requirements for deregistration, the Registered Facility Operator may submit a new Deregistration Application under step 6.3 with the required information.

6.3.13. Where AEMO is satisfied that a Registered Facility is no longer required to be registered (for example, because the Transmission Pipeline to which the Facility is connected has been deregistered) and it has not received a Facility Deregistration Application Form, then AEMO may initiate the process of deregistration. **[rule 37]**

6.3.14. If AEMO decides to deregister a Facility of its own volition, AEMO must notify the Registered Facility Operator by email or post of its decision, including the reasons for deregistration, the Gas Day on which the deregistration takes effect and the date by which the Registered Facility Operator must respond to the notification.

6.3.15. Where AEMO sends a notification of deregistration under step 6.3.14 and the Registered Facility Operator disputes it, AEMO must cancel its notification by email or post, until the dispute is resolved.

6.3.16. Where AEMO sends a notification of deregistration under step 6.3.14 and does not receive a response or receives an acceptance from the Registered Facility Operator by the closing date for a response, AEMO must proceed with deregistering the Facility in accordance with step 6.3.18.

6.3.17. AEMO may place conditions on the deregistration that require the operator of the facility to continue to comply with specified obligations on or after the Gas Day on which the deregistration takes effect.

- 6.3.18. AEMO must, at least one Business Day before the Gas Day on which the deregistration is to take effect:
- (a) notify the Registered Facility Operator by email or post of its decision including the Gas Day on which deregistration takes effect;
  - (b) notify the Registered Facility Operator of any conditions in relation to the deregistration of the Facility;
  - (c) amend the GSI Register to record the deregistration; and
  - (d) publish a notice of the change to the GSI Register on the GSI Website.

#### **6.4. AEMO's Participant Deregistration Process**

- 6.4.1. Once a Participant Deregistration Application Form is received by AEMO, AEMO must assess whether the application is sufficient for deregistration of the Registered Participant.
- 6.4.2. Where AEMO assesses that further information is required, AEMO may make an information request within 10 Business Days of the receipt of the application form. This request must give the Applicant 10 Business Days (the relevant date in subrule 36(6)(b)) to provide the requested information.
- 6.4.3. The Applicant must provide the requested information by the relevant date.
- 6.4.4. If the Applicant does not respond to the information request by the relevant date, AEMO may refuse the Deregistration Application.
- 6.4.5. AEMO may clarify the information requested in the information request and, if AEMO considers it appropriate, may re-set the relevant date for the request.
- 6.4.6. If AEMO assesses that no more supporting information is required, AEMO must, within 10 Business Days (the relevant date as defined in subrule 36(6)), decide to:
- (a) accept the Deregistration Application; or
  - (b) refuse the Deregistration Application.
- 6.4.7. If AEMO decides to accept the Deregistration Application, AEMO must consider whether any conditions should be placed on the deregistering Participant and determine the Gas Day on which the deregistration takes effect, which may be different to the day nominated in the Deregistration Application.
- 6.4.8. AEMO may place conditions on the deregistration of a Registered Participant that require the Gas Market Participant to continue to comply with specified obligations on or after the Gas Day on which the deregistration takes effect (e.g. to pay any GSI Invoices relating to Invoice Periods including Gas Days up to the Gas Day on which the deregistration takes effect).
- 6.4.9. AEMO must also, by the relevant date:
- (a) notify the Applicant by email or post that its application has been accepted and specify the Gas Day on which deregistration takes effect;
  - (b) where the effective Gas Day for deregistration is different from that nominated by the Applicant, provide reasons for the difference;
  - (c) notify the Applicant of any conditions on the deregistration;
  - (d) amend the GSI Register to record the deregistration; and



- (e) publish a notice of the change to the GSI Register on the GSI Website.
- 6.4.10. Where AEMO accepts a Participant Deregistration Application, AEMO must notify the Applicant at least one Business Day before the Gas Day D on which deregistration takes effect. The Registered Participant is required to fulfil its obligations under the GSI Rules up to and including Gas Day D-1, and comply with any conditions imposed on the deregistration on and from Gas Day D.
- 6.4.11. Where AEMO refuses a Deregistration Application for a Registered Participant, AEMO must notify the Applicant by email or post that its application has been refused and give reasons for the refusal by the relevant date in subrule 36(6).
- 6.4.12. Where AEMO refuses a Deregistration Application for a Registered Participant due to insufficient information in either the Participant Deregistration Application Form or in response to a request for more information under step 6.4.2, and the Registered Participant considers that it continues to satisfy the requirements for deregistration, the Registered Participant may submit a new Deregistration Application under step 6.4 with the required information.
- 6.4.13. Where AEMO is satisfied that a Registered Participant (Registered Facility Operator or Registered Shipper) is no longer required to be registered and it has not received a Participant Deregistration Application Form, then AEMO may initiate the process of deregistration.  
**[rule 37]**
- 6.4.14. If AEMO decides to deregister a Participant of its own volition, AEMO must notify the Registered Participant by email or post of its decision, including:
- (a) the reasons for deregistration;
  - (b) the Gas Day on which the deregistration takes effect; and
  - (c) the date (prior to the Gas Day under (b) above) by which the Registered Participant must respond to the notification.
- 6.4.15. Where AEMO sends a notification of deregistration under step 6.4.14 and the Registered Participant disputes it, AEMO must cancel its notification by email or post until the dispute is resolved.
- 6.4.16. Where AEMO sends a notification of deregistration under step 6.4.14 and does not receive a response or receives an acceptance from the Registered Participant by the closing date for a response, AEMO must proceed with deregistering the Participant in accordance with step 6.4.17.
- 6.4.17. AEMO must, at least one Business Day before the Gas Day on which the deregistration is to take effect:
- (a) notify the Registered Participant by email or post of its decision including the Gas Day on which deregistration takes effect;
  - (b) notify the Applicant of any conditions on the deregistration;
  - (c) amend the GSI Register to record the deregistration; and
  - (d) publish a notice of the change to the GSI Register on the GSI Website.

## CHAPTER 7. FACILITY TRANSFER

### 7.1. Facility Transfer

- 7.1.1. A Registered Facility Operator transferring a Registered Facility to another Gas Market Participant must submit a Facility Transfer Application Form to AEMO by email or post to the address specified on the form.
- 7.1.2. A Gas Market Participant receiving a transferred Facility must be a Registered Facility Operator in accordance with the Rules and this Procedure, on or before the effective date of the Facility transfer.
- 7.1.3. If the Gas Market Participant receiving the transferred Facility is not a Registered Facility Operator, it must register in accordance with Chapter CHAPTER 3 **Error! Reference source not found.** of this Procedure.
- 7.1.4. The Gas Market Participant receiving the transferred Facility must be a signatory to the Transfer Application submitted to AEMO.

### 7.2. AEMO's Facility Transfer Process

- 7.2.1. Once a Transfer Application is received by AEMO, AEMO must assess whether the information contained in the application is sufficient for transfer of the Registered Facility.
- 7.2.2. Where AEMO assesses that further information is required, AEMO may make a request for further information within 10 Business Days of the receipt of the Facility Transfer Application Form. This request must give the Applicant 10 Business Days (the relevant date in subrule 39(6)(b)) to provide the requested information.
- 7.2.3. The Applicant must provide the requested information by the relevant date.
- 7.2.4. If the Applicant does not respond to the information request by the relevant date, AEMO may refuse the Transfer Application.
- 7.2.5. AEMO may clarify the information requested in the information request and, if AEMO considers it appropriate, may re-set the relevant date for the request.
- 7.2.6. When AEMO assesses that no more supporting information is required, AEMO must, within 10 Business Days (the relevant date as defined in subrule 39(6)), decide to:
  - (a) accept the application; or
  - (b) refuse the application.
- 7.2.7. AEMO may place conditions on the transfer of a Registered Facility that require the Applicant and/or the Gas Market Participant receiving the transferred Facility to comply with specified obligations prior to, on, or after the Gas Day on which the transfer takes effect (e.g. to clarify which operator is required to provide GBB data prior to and following the transfer or, in the case of the transfer of a GBB Production Facility, to clarify the allocation of GSI Fees relating to GSI Invoice Periods prior to and following the transfer).

- 7.2.8. If AEMO decides to accept a Transfer Application, it must do the following by the relevant date:
- (a) notify both the Applicant and the Gas Market Participant receiving the transferred Facility by email or post that the application has been accepted and specify the Gas Day on which the transfer takes effect;
  - (b) notify the Applicant and the Gas Market Participant receiving the transferred Facility of any conditions on the transfer;
  - (c) amend the GSI Register to record the transfer; and
  - (d) publish a notice of the change to the GSI Register on the GSI Website.
- 7.2.9. Where AEMO accepts the Transfer Application, it must do so at least two Business Days before the Gas Day D on which the transfer takes effect. Subject to any conditions placed by AEMO on the transfer, the Applicant must fulfil all obligations under the GSI Rules in relation to the Facility up to and including Gas Day D-1, while the Gas Market Participant receiving the transferred Facility must start fulfilling its obligations from Gas Day D.
- 7.2.10. Where AEMO refuses a Transfer Application it must notify both the Applicant and the Gas Market Participant receiving the transferred Facility by email or post that the Transfer Application has been refused and give reasons for refusal, by the relevant date in subrule 39(6).
- 7.2.11. Where AEMO refuses a Transfer Application due to insufficient information in the Facility Transfer Application Form or in response to a request for more information under step 7.2.2, and the Registered Facility Operator considers that the Facility continues to satisfy the requirements for transfer, the Registered Facility Operator may submit a new Transfer Application under step 7.2 with the required information.

## CHAPTER 8. EXEMPTION OF FACILITIES FROM REGISTRATION

### 8.1. Facility Exemption

- 8.1.1. An owner, controller or operator of a GBB Facility that is required to be registered under rule 22 or is declared an Eligible GBB Facility under rule 50 (provided the Facility was not the subject of an Exemption Application within the previous 12 months) may apply for Exemption from registration for the relevant Facility. **[subrule 41(1)]**
- 8.1.2. The Applicant must complete the applicable Facility Exemption Application Form available on the GSI Website and submit it to AEMO by email or post to the address specified in the form.
- 8.1.3. Where an Applicant has been nominated by the owner, controller and/or operator of the Facility, the Applicant must include in the Facility Exemption Application Form, information to demonstrate that each owner, controller or operator (as applicable) of the Facility, consents to the Applicant submitting an Exemption Application in relation the Facility.

### 8.2. AEMO's Facility Exemption Process

- 8.2.1. Once an Exemption Application is received by AEMO, AEMO must assess whether the information contained in the application is sufficient to grant an Exemption in relation to the Facility.
- 8.2.2. Where AEMO assesses that further information is required, AEMO must make a first information request within 10 Business Days of the receipt of the Facility Exemption Application

- Form. The first information request must give the Applicant 10 Business Days (the relevant date in subrule 43(7)(b)) to provide the requested information.
- 8.2.3. The Applicant must provide the requested information to the first information request by the relevant date.
- 8.2.4. If the Applicant does not respond to the first information request by the relevant date, AEMO may refuse the Exemption Application.
- 8.2.5. On the first information request closing date (the relevant date), if AEMO has received information and has assessed that more information is required, it may make a second information request within 10 Business Days of the first information request closing date. The second information request must give the Applicant 10 Business Days (the relevant date in subrule 43(7)(c)) to deliver the requested information.
- 8.2.6. The Applicant must provide the requested information to the second information request by the relevant date.
- 8.2.7. If the Applicant does not respond to the second information request by the relevant date, AEMO may refuse the Exemption Application.
- 8.2.8. AEMO may clarify the information requested in either the first or second information request and, if AEMO considers it appropriate, may re-set the relevant date for the request.
- 8.2.9. When AEMO assesses that no more supporting information is required, AEMO must, within 10 Business Days (the relevant date in subrule 43(7)), decide to:
- (e) accept the Exemption Application; or
  - (f) refuse the Exemption Application.
- 8.2.10. AEMO must only accept an Exemption Application, if the specific Exemption Criteria for that Facility are met. **[rules 44, 45, 46 and 47]**
- 8.2.11. Where AEMO accepts an Exemption Application, it must do the following by the relevant date:
- (a) notify the Applicant and any owner, controller or operator of the Facility (as applicable) by email or post that its Application has been accepted and specify the Gas Day on which Exemption takes effect;
  - (b) amend the GSI Register to record the Exemption; and
  - (c) publish a notice of the change to the GSI Register on the GSI Website.
- 8.2.12. Where AEMO accepts an Exemption Application in relation to a Registered Facility, AEMO must deregister the Registered Facility in accordance with Chapter 6.3 of this Procedure, at the same time as accepting the Exemption Application.
- 8.2.13. AEMO may also, if applicable, deregister the relevant Registered Facility Operator in accordance with Chapter 6.4 of this Procedure.
- 8.2.14. Where AEMO refuses an Exemption Application for any of the reasons in subrule 43(3), AEMO must notify the Applicant, and any owner, controller or operator of the Facility (as applicable) by email or post, that the application has been refused and give reasons for refusal, by the relevant date in subrule 43(6).

8.2.15. Where AEMO refuses an Exemption Application, the operator of the Facility may submit a Registration Application in respect of the Facility.

### 8.3. Revocation of Exemption

8.3.1. Where AEMO reasonably believes that a Facility previously granted an Exemption, no longer satisfies the requirement of an Exemption, it may revoke the Exemption. **[rule 48]**

8.3.2. Where AEMO decides to revoke an Exemption, it must notify the operator of the Facility by email or post, of the:

- (a) reasons for the revocation; and
- (b) Exemption Cancellation Date which must be no earlier than 20 Business Days after the date of the revocation notice.

8.3.3. As soon as practicable after issuing the revocation notice, AEMO must:

- (a) publish the reasons for revocation on the GSI Website;
- (b) amend the GSI Register to record the revocation; and
- (c) publish a notice of the change to the GSI Register on the GSI Website.

8.3.4. If a Gas Market Participant receives a revocation notice, it must, as soon as practicable, make a Registration Application in relation to the Facility in accordance with Chapter CHAPTER 3 of this Procedure.

8.3.5. If a Gas Market Participant receives a revocation notice and the Gas Market Participant has reasonable grounds to believe the notice should not have been issued, the Gas Market Participant must, by the Exemption Cancellation Date:

- (a) notify AEMO by email or post; and
- (b) in that notice, provide AEMO with information demonstrating that the revocation notice should not have been issued.

8.3.6. AEMO may cancel a revocation notice at any time prior to the Exemption Cancellation Date where the notice was issued as a result of a mistake or incorrect information. AEMO may do so of its own volition or in response to information provided under step 8.3.5.

8.3.7. Where AEMO cancels a revocation of Exemption, it must, as soon as practicable:

- (a) notify the operator of the Facility by email or post; and
- (b) publish the cancellation on the GSI Website.

8.3.8. Where an owner, controller or operator of an Facility that is the subject of an Exemption becomes aware that the Facility may no longer meet the relevant Exemption Criteria, it must, as soon as practicable:

- (a) inform AEMO by email or post; and
- (b) register the Facility in accordance with Chapter CHAPTER 3 of this Procedure.

## CHAPTER 9. EXEMPTION FROM THE PROVISION OF CERTAIN GBB DATA

### 9.1. Exemption from Providing GBB Data – GBB Storage Facilities

- 9.1.1. A Registered Storage Facility Operator may apply for an Exemption from providing the following GBB data in relation to a GBB Storage Facility:
- (a) Nominated and Actual Flow Data **[subrule 67(3)]**; and
  - (b) Daily Actual Flow Data. **[subrule 68(2)]**
- 9.1.2. A Registered Storage Facility Operator that wishes to apply for an Exemption from providing this data, must complete the GBB Data Provision Exemption Form available on the GSI Website and submit it to AEMO by email or post to the address provided in the form.
- 9.1.3. A GBB Data Provision Exemption Form for a Facility may be submitted with, or at any time after, a Registration Application in relation to the Facility.

### 9.2. Exemption from Providing GBB Data – GBB Production Facilities

- 9.2.1. A Registered Production Facility may apply for an exemption from providing Daily Actual Flow Data in relation to a GBB Production Facility. **[subrule 73(2)]**
- 9.2.2. A Registered Production Facility Operator that wishes to apply for an exemption from providing this data, must submit a GBB Data Provision Exemption Form to AEMO by email or post to the address provided in the form.
- 9.2.3. A GBB Data Provision Exemption Form for a Facility may be submitted with, or at any time after, a Registration Application for the Facility.

### 9.3. Exemption from Providing GBB Data – GBB Large User Facilities

- 9.3.1. A Registered Large User may apply for an Exemption from providing Daily Actual Consumption Data. **[subrule 78(2)]**
- 9.3.2. A Registered Large User that wishes to apply for an Exemption from providing this data, must complete the GBB Data Provision Exemption Form available on the GSI Website and submit it to AEMO by email or post to the address provided in the form.
- 9.3.3. A GBB Data Provision Exemption Form for a Facility may be submitted with, or at any time after, a Registration Application for the Facility.

### 9.4. AEMO's Process for Exemptions from Providing GBB Data

- 9.4.1. Once a GBB Data Provision Exemption Form is received by AEMO, AEMO must assess whether the application is sufficient to grant an exemption from providing the relevant GBB data in relation to the Facility.
- 9.4.2. Where AEMO considers that further information is required, AEMO may, as soon as practicable, request further information from the Registered Facility Operator (or Applicant), specifying the date by which the information must be provided, which must be reasonable in the circumstances.

- 9.4.3. The Registered Facility Operator (or Applicant) must respond to the request within the time specified in the request.
- 9.4.4. If the Registered Facility Operator (or Applicant) does not provide the requested information by the time specified, AEMO may refuse the application.
- 9.4.5. If AEMO has sufficient information to assess the application, AEMO must, as soon as practicable decide whether to accept or refuse the application and must notify the Registered Facility Operator (or Applicant), by email or post, of this decision.
- 9.4.6. If AEMO accepts the application, AEMO must specify the Gas Day on which the exemption takes effect.
- 9.4.7. If AEMO refuses the application, it must advise the Registered Facility Operator (or Applicant) of the reason(s) for refusing the application. The Registered Facility Operator must continue to provide the data in accordance with applicable Rules and Procedures.
- 9.4.8. AEMO may revoke an exemption where it is satisfied that the requirements of subrule 67(3), 73(2) or 78(2) (as applicable) are no longer being met.
- 9.4.9. If AEMO decides to revoke an exemption, it must, as soon as practicable, provide the Registered Facility Operator, by email or post:
  - (a) a notice that it has revoked the exemption;
  - (b) the reason(s) for the decision; and
  - (c) the Gas Day on which the revocation takes effect.
- 9.4.10. If a Registered Facility Operator receives a revocation notice, it must start providing the relevant GBB data from the effective revocation date.
- 9.4.11. If a Registered Facility Operator receives a revocation notice and the Gas Market Participant has reasonable grounds to believe the notice should not have been issued, the Gas Market Participant must, by the Gas Day specified in the revocation notice:
  - (a) notify AEMO by email or post; and
  - (b) in that notice, provide AEMO with information demonstrating that the revocation notice should not have been issued.
- 9.4.12. AEMO may cancel a revocation notice given under step 9.4.9 and, if it does so, must as soon as practicable notify the Registered Facility Operator.