



Gas Market Registration Guide

This guide aims to assist users of the *Application for Gas Market Registration* form.

VERSION CONTROL

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1. Introduction

1.1. Purpose

To guide applicants through AEMO's application process to register in the Declared Wholesale Gas Market (DWGM), Retail Gas Markets (NSW/ACT, QLD, SA, VIC), Short Term Trading Market (STTM) (including as an Allocation Agent or to provide mandatory STTM information), Natural Gas Services Bulletin Board (BB), or as a Part 24 Facility Operator.

Further information on specific markets and AEMO's application forms can be found on the AEMO.com.au website under 'GAS'.

1.2. Requirement to Register

The NGL specifies the criteria for registering in a 'registrable capacity' in the following markets unless a party is excused (exempted) from registering in accordance with Part 15A, Part 20 and Part 24 of the NGR:

- DWGM
- Retail Gas Markets in NSW/ACT, QLD, SA and VIC
- STTM
- BB
- STTM Allocation Agent
- STTM Information
- Part 24 Facility Operator

To participate in the Gas Supply Hub (GSH), use the [Application for Membership in the Gas Supply Hub](#) form. To participate in Capacity Auctions, use the [Application to Register for Capacity Auction](#) form.

2. Registration Procedure

Prospective Gas Market Participants must apply to AEMO for registration by using the relevant application form.

The registration process consists of the following steps:

Step 1 Email your completed application form, including all supporting information (attachments) to: onboarding@aemo.com.au.

Step 2 Post your original signed application form (without attachments) to:

Australian Energy Market Operator Ltd
Registration Team
Level 2, 20 Bond St
Sydney NSW 2000

Step 3 On receipt of your registration application, AEMO may issue an invoice for payment by electronic funds transfer (EFT). For information regarding participant registration fees, see [Fees and Charges](#) on the AEMO website.

AEMO may request additional information or clarification of the information contained in the application form.

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. For Part 24 Facility Operator applications this is 10 business days and for BB applications this is 5 business days from the date of AEMO's request.

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.

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.

"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.

3. Explanation of Application Form

AEMO's application form is divided into the following sections:

- Section A - Application Details
- Section B – Financial Details
- Section C – Markets and Registrable Capacities
- Section D – IT Systems
- Section E – Contingency Benchmark Information
- Section F – STTM Facilities
- Section G – Contact Details
- Section H – Attachments
- Section I – Other Information
- Additional Information

3.1. Market Selection

This is where you select the market(s) you are applying for. Sections within the application form are colour coded to help identify information required by the various markets.

3.2. Section A - Application Details

3.2.1. Applicant Details

You must apply for registration and authorise AEMO to contact third parties, if necessary, to verify the information you have provided. For example, AEMO might need to contact a relevant pipeline operator to verify that a use-of-system agreement is in place, or a jurisdictional body to verify that an appropriate licence has been issued.

In this example, a letter of authority from the entity applying, authorising AEMO to contact any 3rd party organisation named in any attachment for the purposes of verifying the contents of your Application and to enable AEMO to satisfy itself that the Applicant is of sufficient standing to meet its obligations under the National Gas Rules (NGR).

If you need AEMO to liaise with any third party during any stage of the registration process, you will need to complete and submit a letter of authority and attach it to your application form. A template is available on the AEMO website here: [Letter of Authority template](#).

3.2.2. Declaration

The application form must be signed by an authorised representative of the organisation making application as a declaration. This declaration represents to AEMO that the information submitted is true and correct.

The declaration must be signed by a duly authorised officer of the Applicant entity. This is a person in an executive or management position. Electronic signatures are not accepted.

STTM Allocation Agent and STTM Information applicants sign to also acknowledge the statements specifically relating to those markets.

If the person signing the declaration is not directly employed by the applicant entity, then a letter authorising the signatory to sign on behalf of the applicant entity must be provided duly signed by an authorised officer directly employed by the applicant entity.

3.2.3. 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 signed by an authorised officer directly employed by the applicant entity.

3.2.4. Consent to Act as an STTM Allocation Agent

An allocation agent is appointed by an STTM facility operator to submit injection or withdrawal allocation statements. These statements are given to AEMO to outline the Market Participant's gas withdrawal and injection over a gas day. An Allocation Agent can appoint a sub-allocation agent for the purposes of this arrangement. The agent will be able to see the daily injection point schedules in their scheduling report.

If the Applicant consents to act as an Allocation Agent, please provide details of the Participant (Nominator) that the Applicant will be acting for as well as a formal letter from the Applicant nominating the Allocation Agent, and a formal letter from the nominated Allocation Agent accepting the nomination.

3.3. Section B – Financial Details

Explanation of Financial Details

Details Required	Explanation
Austraclear	<p>This is relevant to STTM, DWGM Market Participant or Producer, and Part 24 Facility Operators.</p> <p>AEMO uses an external electronic funds transfer system provided by Austraclear to facilitate financial settlements. Applicants applying to register as Market Participants must provide an active Austraclear account at the time of application.</p> <p>Austraclear applications are processed by the Australian Stock Exchange and can take up to five weeks to obtain.</p> <p>Please Note: Applications to register in the STTM, as a Part 24 Facility Operator or Market Participant will not be approved until an active Austraclear account is established.</p>
Recipient Created Tax Invoice (RCTI)	<p>If you are registering as a Market Participant in the DWGM, Vic Retail Gas Market, as a Trading Participant in the STTM, or as a Part 24 Facility Operator, you will need to submit two current copies of the RCTI Agreement.</p>
Credit support	<p>If you are applying to register as a Market Participant in the DWGM or Trading Participant (Shipper or User) in the STTM, or as a Part 24 Facility Operator, credit support is required, and you will need to complete this section in the application form.</p> <p>A guarantee can be arranged through your financial institution and should be checked by AEMO before its execution. Drafts can be sent to prudentials@aemo.com.au.</p> <p>An original, signed copy must be submitted with your registration application.</p> <p>Refer to the AEMO Guarantee Proforma and the Credit Support Management Guide when preparing the guarantee. These documents can be found by searching for “credit support” on our website: http://www.aemo.com.au/.</p>

3.4. Section C – Markets and Registrable Capacities

In this section you must ensure that the applicable boxes for each registration category (called “registrable capacity”) are selected. Please refer to Part 15A of the Rules for the DWGM, Retail Gas Markets and STTM, Part 18 of the Rules for the BB, Part 20 for STTM Allocation Agents and Part 24 of the Rules for Part 24 Facility Operators. The Rules are available here: <http://www.aemc.gov.au/Energy-Rules/National-gas-rules/Current-rules>

To register in any gas market, an applicant must satisfy AEMO that it meets the applicable eligibility requirements for registration in a particular capacity.

3.4.1. Declared Wholesale Gas Market

The DWGM facilitates transportation and wholesale trading of natural gas in the Victorian Declared Transmission System (DTS), which covers most of Victoria. Gas injections and withdrawals are scheduled based on bids and demand forecasts submitted by market participants, and AEMO manages physical gas flows in the DTS to meet demand and maintain system security. AEMO settles the difference between market participant injections and withdrawals at the applicable market price.

Applicants must nominate one or more registrable capacities consistent with their intended DWGM activities.

In the following table, *Market Participants* are those who are registered in a capacity that requires or allows them to buy or sell gas.

Market participants must also register in the Gas Bulletin Board as BB Shippers.

Table 1. Registrable capacities in the Rules

Capacities	Description
Declared transmission system service provider (DTSSP)	The service provider for the pipeline system that comprises the declared transmission system (DTS). A DTSSP must also register in the Vic Retail Market in the “transmission system service provider” category.
Distributor	A service provider for a distribution pipeline network that connects to the DTS. Distributors must also register in the Vic Retail Market in the “distributor” category.
Interconnected transmission pipeline service provider	A service provider for a transmission pipeline that is connected to the declared transmission system (DTS). ITPSPs must also register in the BB as a “BB participant – pipeline operator”. They must also register in ONE of the following: <ul style="list-style-type: none"> • The Vic Retail Market in the “transmission system service provider” category (if some or all of the interconnected pipeline is located in Victoria). • The “market participant – other” category.
Market Participant – Distribution Customer	An end user that: (i) buys natural gas in the declared wholesale gas market; and (ii) withdraws natural gas from a declared distribution system. Distribution customers should not register unless they wish to participate directly in the wholesale market. If they do so, they must also register in the Vic Retail Market.
Market Participant – Producer	A producer that buys or sells natural gas in the declared wholesale gas market.
Market Participant – Retailer	A licensed or authorised retailer (under applicable energy legislation), who sells gas that has been transported through the DTS to end-use customers. Retailers must also register in the Vic Retail Market in the “market participant - retailer” category.
Market Participant – Storage provider	The operator of a facility for storage of natural gas directly withdrawn from, or re-injected into the DTS, who also wishes to buy or sell gas in the DWGM.

Capacities	Description
Market Participant - Trader	A person who buys or sells gas transported through the DTS from or to other market participants or producers. Traders do not sell gas to end-use customers. Traders must also register in the Vic Retail Market in the “market participant - other” category.
Market Participant – Transmission Customer	An end user that: (i) buys natural gas in the declared wholesale gas market; and (ii) withdraws natural gas from the declared transmission system.
Producer	A producer that injects natural gas into the declared transmission system.
Storage provider	A storage provider whose storage facility is connected to the declared transmission system. The operator of a facility for storage of natural gas directly withdrawn from, or re-injected into, the DTS, who also wishes to buy or sell gas in the DWGM. This will include a declared LNG storage provider.
Transmission Customer	An end-use gas customer with facilities connected directly to the DTS, who elects to buy its gas in the DWGM rather than through a retailer. Transmission customers must also register in the Vic Retail Market.

3.4.2. Retail Gas Market

Part 15A of the NGR contains the registration requirements and eligibility criteria, and new applicants must familiarise themselves with these rules before registering.

Any person who participates in a regulated retail market (NSW/ACT, Qld, SA, Vic), must register with AEMO.

The NGR defines several roles in the retail gas market that are similar in function. The following table summarises the formal registrable capacity types by state and activity.

Activity	Registrable Capacity			
	NSW/ACT	Qld	SA	Vic
Distributor	<p>Network Operator</p> <p>A service provider that holds, or is required to hold, a licence or authorisation to reticulate or distribute gas in NSW or the ACT</p>	<p>Distributor</p> <p>A service provider that holds, or is required to hold, an area distribution authority in Queensland or a reticulator’s authorisation for the Tweed area of NSW</p>	<p>Network Operator</p> <p>A service provider that holds, or is required to hold, a gas distribution licence in SA</p> <p>Network Operator – Mildura Region</p> <p>The service provider for the distribution network serving Mildura and its surrounds</p>	<p>Distributor</p> <p>The service provider for a distribution pipeline in Victoria (only if a DDS pipeline)</p>

Activity	Registrable Capacity			
	NSW/ACT	Qld	SA	Vic
Retailer	<p>Retailer</p> <p>A user of NSW/ACT distribution pipeline who is a retailer or an exempt seller that is a party to a contract with a service provider for the provision of haulage services in NSW/ACT(except an exempt seller that is only selling gas to a related business – see Self-Contracting User below).</p> <p>Retailers may need to register in the Short Term Trading Market</p>	<p>Retailer</p> <p>A user of a QLD or Tweed distribution pipeline who is a retailer or is an exempt seller that is a party to a contract with a service provider that participates in the Queensland retail gas market with the registrable capacity of distributor (except an exempt seller that is only selling gas to a related business – see Self-Contracting User below).</p> <p>Retailers may need to register in the Short Term Trading Market.</p>	<p>Retailer</p> <p>A user of an SA or Mildura distribution pipeline who is a retailer or is an exempt seller that is a party to a contract with a service provider for the provision of haulage services in SA (except an exempt seller that is only selling gas to a related business – see Self-Contracting User below).</p> <p>Retailers may need to register in the Short Term Trading Market</p>	<p>Market Participant – Retailer</p> <p>A user of a DDS or a user of a distribution pipeline in Victoria that doesn't form part of a DDS or a user of the Albury distribution system who is a retailer or exempt seller (except an exempt seller that is only selling gas to a related business). Market participant (retailers) may also need to register in the DWGM</p>
Self-Contracting User	<p>Self-Contracting User</p> <p>A user of a NSW/ACT distribution pipeline who is an end user (not a retailer) or is an exempt seller that is only selling gas to a related business in NSW/ACT.</p> <p>Self-contracting users may also need to register in the Short Term Trading Market.</p>	<p>Self-Contracting User</p> <p>A user of a QLD or Tweed distribution pipeline that is an end-user (not a retailer) or is an exempt seller that is only selling gas to a related business in QLD.</p> <p>Self-contracting users may also need to register in the Short Term Trading Market.</p>	<p>Self-Contracting User</p> <p>A user of an SA or Mildura distribution pipeline who is an end-user (not a retailer) or is an exempt seller that is only selling gas to a related business in SA.</p> <p>Self-contracting users may also need to register in the Short Term Trading Market.</p>	<p>Market Participant – Other</p> <p>Any other user of the DTS or any other transmission pipeline in Victoria. This may include self-contracting users. A market participant (other) must also be registered in the DWGM.</p>

Activity	Registrable Capacity			
	NSW/ACT	Qld	SA	Vic
Transmission System Service provider	N/A	N/A	Transmission System Operator A service provider for a transmission pipeline in South Australia.	Transmission System Service provider The service provider for the Declared Transmission System or another transmission pipeline in Victoria.
Other Market Participant			Shipper A user of a pipeline that connects to an SA or Mildura distribution pipeline, and uses that service to deliver gas to a user or self-contracting user at a gate point. Swing Service Provider Swing service provider – No longer a current function under the current SA Retail Gas Market Procedures.	Market Participant – Other Any other user of the DTS or any other transmission pipeline in Victoria. This may include self-contracting users. A market participant (other) must also be registered in the DWGM.

In the *Retail Gas Market* section, there are a range of options to identify the location of each market, so applicants need to refer to the above table then check the appropriate check boxes.

3.4.3. Short Term Trading Market

Part 15A of the National Gas Rules (NGR) contains the registration requirements and eligibility criteria that new applicants must familiarise themselves with before registering.

The STTM is a market-based wholesale gas trading mechanism established at defined gas hubs in or around Sydney, Adelaide and Brisbane. The market uses bids, offers and forecasts submitted by participants, together with information from relevant transmission pipelines, to schedule deliveries and withdrawals at each hub.

Organisations must nominate one or both STTM registration categories (called registrable capacities) consistent with their intended STTM hub activities. Although there are only two registrable capacities in the STTM (trading participants) market, Part 20 of the NGR also requires each STTM facility operator or contract holder who appoints an allocation agent for Part 20 to ensure that the allocation agent complies with its obligations under this Part for the term of that appointment.

Table 2. STTM participant roles

Role	Description
STTM User	<p>A person who has a contractual right to use pipeline services provided by an STTM distribution system. Typically, STTM users are retailers or large consumers who hold distribution contracts with STTM distributors. Transmission customers who withdraw gas directly from a transmission pipeline at a defined hub transfer point must also register as STTM users.</p> <p>An STTM user at a hub must also register in the relevant retail gas market as a user, retailer or self-contracting user (as applicable).</p> <p>An STTM User is a Trading Participant.</p>
STTM Shipper	<p>A person who has a contractual right in relation to an STTM facility (a transmission pipeline, storage facility or production facility) permitting gas to be supplied from or withdrawn into that facility at a hub transfer point.</p> <p>The right may arise under a direct contract with the facility operator, or may be granted by a shipper who in turn has a direct contract with that operator. An STTM production or storage facility operator that supplies gas at the hub on its own behalf must also register as an STTM shipper.</p> <p>STTM shippers must also register as BB Shippers on the BB. An STTM Shipper is a Trading Participant.</p>

Operators of facilities that connect directly to an STTM hub are not required to be registered participants but must provide information to AEMO under rule 376 of the NGR. In some cases, this will include providing ongoing capacity and allocation information. Information that needs to be provided to AEMO includes:

- contact details of the facility operator,
- business details such as the ABN,
- facility details such as capacity,
- details of the allocation agent,
- contingency benchmark information, and
- any other information required by AEMO as specified in the STTM Procedures.

This information is collected by AEMO during the registration process to ensure ongoing compliance with the Rules and procedures. If there are any material changes to an existing registration such as changes to ownership, gas transportation agreements expiring, contacts etc., please inform our Registration team at: onboarding@aemo.com.au.

3.4.4. Gas Bulletin Board (BB)

You must register on the BB if you are applying for registration in the DWGM in one of the mandatory registrable capacities below.

Part 18 of the National Gas Rules (NGR) contains the registration requirements and eligibility criteria.

The BB is a gas market and system information website covering major gas production fields, major demand centres, and natural gas transmission pipelines. This includes the interconnected systems of South Australia, Victoria, Tasmania, New South Wales, the ACT and Queensland.

Public access to the BB reports is available by accepting the BB terms and conditions of use. Only registered BB participants can undertake BB transactions (e.g. uploading data onto the BB).

More information about the BB is available at: [AEMO Bulletin Board](#)

3.4.4.1. BB Registrable Capacities

Mandatory Registrable Capacities	Eligible Registrable Capacities
BB Pipeline Operator*	BB Shipper
BB Production Facility Operator*	BB Transportation Facility User
BB Storage Provider*	Capacity Transaction Reporting Agent
BB Allocation Agent	

* You must complete the table adding Facility Name, Facility Location and Facility Type if you are applying for registration as a BB Pipeline Operator, BB Production Facility Operator, or BB Storage Provider.

You are required to indicate your relationship with the facility as either one of, or all of, the following:

- Owner
- Operator
- Controller

3.4.4.2. BB Reporting Entities

You are required to indicate if you're applying to register as the BB Reporting Entity. (the check box is checked as a default. Uncheck the box if you are not applying as the BB reporting entity.

BB Allocation Agents, Transportation Facility Users or Capacity Transaction Reporting Agents will be registered as the reporting entity for capacity transaction reporting purposes.

3.4.4.3. Nominated Responsible Facility Operator

Indicate if you are part of a Facility Operator Group applying to register as a Nominated Responsible Facility Operator for the BB Facility by selecting *Yes*.

If you selected the *Yes* option, you must attach written evidence (in the form of a letter) of your appointment as the Nominated Facility Operator from each member of the group, along with their written permission from each member to register them on their behalf.

3.4.4.4. BB Allocation Agent

BB Allocation Agents must provide BB allocation point information to *AEMO* as part of the application, further information regarding the details required can be located on the [AEMO Bulletin Board](#).

3.4.5. Part 24 Facility Operator

A transportation service provider in relation to a non-exempt Part 24 facility must register as the facility operator and register the Part 24 facility in accordance with Part 24 of the NGR.

Detailed Part 24 facility details must be provided to *AEMO* with your application. You are required to indicate your relationship to the facility as either one of, or all of, the following

- Owner
- Operator
- Controller

Further information on Part 24 facility registrations and detail facility registration form can be located on the [AEMO Bulletin Board](#).

3.4.5.1. Part 24 Transportation Service Provider Group

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

If you are applying to be the *responsible TSP*, click in the *Yes* check box provided. Written evidence, in the form of a letter signed by each member of the TSP group confirming your appointment, is required. You will need to attach this with your application form.

3.4.6. STTM Allocation Agent

You need to identify which gas market you operate in and the market where you are an allocation agent for an STTM shipper.

3.4.7. STTM Information

You need to identify the Role, Gas Market and Facility / Distribution Name when registering as an STTM Information applicant.

3.5. Section D – IT Systems

You must ensure there is an appropriate IT system in place to access the relevant market.

The AEMO website (<http://www.aemo.com.au/>) has a section relating to connectivity and a guide to IT systems. Please review the following documents before completing the IT section of the Application.

<http://www.aemo.com.au/Gas/IT-systems-and-change/Guide-to-Information-Systems-v2-03-Apr-2014.pdf>

3.5.1. MarketNet Access

If you are applying to register as a Market Participant in the DWGM, or a Trading Participant (Shipper or User) in the STTM, or are a BB Reporting Entity or Part 24 Facility Operator, you will need to have a data network connection (MarketNet)

For details regarding MarketNet options and entitlements, refer to the [Guide to Information Systems](#).

If you require MarketNet access, you will need to specify the primary and backup connection types and provide technical IT network contact information in the fields provided.

3.5.2. e-Hub Access

This is relevant to BB Reporting Entities and Part 24 applicants.

For details regarding access to the e-Hub as an interface to communicate information with AEMO, including URLs, refer to the [Guide to AEMO's e-Hub APIs](#).

If e-Hub access is required, you will need to provide the inbound IP range, whether you have a SSL certificate or not and provide technical IT contact information in the fields provided.

3.5.3. User Access

Each user (within your business), requiring access to relevant gas market IT systems, must complete a [Gas Systems User Access Request](#) form and attach a copy to the application form.

You can select as many categories as relevant for the systems you wish to access. Importantly, one request/form per user is required.

The [Gas Systems User Access Request](#) form is an interactive electronic form that changes according to your selections. It must be completed using Adobe Reader version 9 or above with JavaScript enabled (Edit > Preferences > JavaScript > Enable Acrobat JavaScript). Please save the form before commencing completion; it cannot be printed and completed by hand. If you are unable to open the form in your browser, download and open it with Adobe Reader.

Use the <Tab> key to move through the form fields. To see further help for each field, hover your mouse over the field. Required fields have an asterisk * and are highlighted in red.

3.5.4. FRC Hub

This is only relevant to Retail Gas applicants.

Participants registering in the NSW/ACT, QLD, SA, and VIC Retail Gas Markets require access to the Full Retail Contestability (FRC) Hub.

Enter the required information in the fields provided.

The Applicant must complete the FRC Hub section in accordance with the table below.

The FRC Hub is the information system provided by AEMO for the transmission of aseXML messages under the Retail Gas Market Procedures.

Table 3. Retail Gas Market functionalities used by each registrable capacity

State	Registrable capacity	FRC Hub required?
QLD	Distributor	✓
QLD	Retailer	✓
QLD	Self-Contracting User	✓ (Optional)
SA	Self-Contracting User	✓ (Optional)
SA	Network Operator	✓
SA	Network Operator (including Mildura)	✓
SA	Retailer	✓
VIC	Distributor	✓
VIC	Market Participant – Other	✓ (Based on DWGM role)
VIC	Market Participant – Retailer	✓
NSW/ACT	Self-Contracting User	✓ (Optional)
NSW/ACT	Network Operator	✓
NSW/ACT	Retailer	✓

Please clearly mark additional pages related to IT systems as 'Attachment to Section D' and number each page consecutively.

3.5.5. Reports

This is only relevant to STTM applicants.

The Market Information System (MIS) INT724 report assists STTM trading participants (shippers or users) in identifying potential market schedule variation counterparties. The report is made available to trading participants who register as a report recipient. It provides information on participants' daily long or short gas positions at a specific hub.

Trading Participants registered at the specific hub can elect to receive this report using the check boxes provided.

3.6. Section E – Contingency Benchmark Information

This is only relevant to STTM Information applicants.

If you are registering information in the STTM as an operator of an STTM pipeline, STTM storage facility, STTM production facility or STTM distributor, you will need to complete this section.

You must provide the following details (as specified in the Rules and the [STTM Procedures](#)):

3.6.1. STTM Pipeline

- Pipeline name
- Minimum and maximum gigajoules

3.6.2. STTM Storage Facility

- Daily delivery capacity to the hub from the STTM storage facility
- Daily delivery capacity from the hub from the STTM storage facility
- Delivery capacity gigajoules

3.6.3. STTM Production Facility

- Daily delivery capacity to the hub, to the STTM production facility
- Delivery capacity gigajoules

3.6.4. STTM Distribution System

Note: This section does not need to be completed if you have selected "STTM Distributor, for a deemed STTM distribution system" in Section C.

- Acceptable pressure range for the custody transfer points of the STTM distribution system.
- Requirements for minimum and maximum flows for the custody transfer points of the STTM distribution system (if any).
- Range times required by the STTM distributor to curtail withdrawals of gas from the STTM distribution system.
- Details of any other distribution system that needs to be added.

3.7. Section F – STTM Facilities

You will need to complete this section if you are registering information as an operator of an STTM pipeline, STTM storage facility, or STTM production facility. If so, the following information is required:

- Plant name
- Plant type
- Hub (Adelaide, Sydney, Brisbane)

- Default capacity (GJ) – The capacity (in GJ) to be used by AEMO as the default capacity of the STTM facility to deliver natural gas to the hub on a gas day
- Max. default capacity (GJ) – The maximum capacity (in GJ) that AEMO may accept as the capacity of the STTM facility to deliver natural gas to the hub on any gas day
- High capacity threshold (GJ)
- Low capacity threshold (GJ)
- Effective from date
- Effective to date

3.8. Section G – Contact Details

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

3.8.1. Head Office and Branch Office 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 G', numbering each attachment consecutively.

3.8.2. Personnel Contacts

You can provide details for each role in your desired format, for example, a list imported from Microsoft Outlook, Excel or Word.

Please ensure all necessary contacts are provided relevant to the registrable capacities within the appropriate hub(s).

The minimum contact information required are:

- role(s),
- name, position,
- phone number,
- mobile number, and
- email address.

Participants must notify AEMO as soon as reasonably practicable if contact details change.

Please clearly mark these as 'Attachment to Section G' numbering each page consecutively.

The following is required under the Rules and for AEMO systems.

Requirements in Application Form	Markets and Registrable Capacities	Guidance	Notifications
Personnel contacts for all markets and registrable capacities	All	<p>Mandatory contacts are:</p> <p>Head of organisation – Will not receive any routine notifications; kept for <i>AEMO</i> records. <i>AEMO</i> requires the name, mobile number and email address of the CEO or the CEO delegate who would be called upon for a level 5 crisis (or more), specifically for the Gas Emergency Management Group (GEMG).</p> <p>Company secretary – Will not receive any routine notifications; kept for <i>AEMO</i> records.</p> <p>Chief Financial Officer – Will not receive any routine notifications; kept for <i>AEMO</i> records.</p> <p>Dispute Management – Kept for <i>AEMO</i> records. First point of contact for disputes.</p> <p>Registration – Point of contact for all registration correspondence.</p> <p>Regulatory Manager – <i>AEMO</i> contact for laws, regulations, guidelines and specifications.</p> <p>IT Security – Primary IT contact regarding security and system access.</p> <p>IT After Hours/Emergency – Contact for IT-related issues. Must be available at all times.</p> <p>X2 MIBB/WEX/SWEX/MIS Authorised Signatories/Account Owners – Responsible for approving systems access applications (MIBB/WEX/SWEX/MIS)</p> <p>X2 Settlement – Primary and secondary contact for all settlement and prudential notifications and issues. Of these contacts, one must act in the role of Settlement Mgr.</p> <p>24 Hour Emergency – Each Registered participant must provide <i>AEMO</i> with a contact name, title and a single telephone number and facsimile number for a responsible officer who can be contacted by <i>AEMO</i> 24 hours a day in case of emergency. That person(s) will be required to attend any short notice meetings in an emergency.</p>	May be contacted by <i>AEMO</i> on an ad hoc basis (email, phone or mail).

Requirements in Application Form	Markets and Registrable Capacities	Guidance	Notifications
Personnel contacts for DWGM	DWGM (All)	<p>Mandatory contacts are:</p> <p>DWGM Gas Quality – <i>AEMO</i> will send DTS gas quality notification (SMS and System Wide Notice). This contact is mandatory for persons that are operationally involved, such as a facility operator, otherwise it is optional for Market Participants</p> <p>DWGM 24 Hour Contact (Market Notice only) – <i>AEMO</i> will send a DWGM notice (SMS and System Wide Notice and Email) to the control room, trading desk and/or energy trader and direct contact (Phone, fax and email) for DWGM Real Time Operations.</p> <p>DWGM Allocation Agent – Contact regarding the submission of allocation data</p>	
Personnel contacts for Retail Gas Markets	Retail Gas Markets (All)	<p>Mandatory contacts are:</p> <p>Gas emergency</p> <p>Retailer of Last Resort (RoLR) contact (Primary and Secondary) – Will be contacted when the RoLR process is initiated</p> <p>Metering Manager</p>	

Requirements in Application Form	Markets and Registrable Capacities	Guidance	Notifications
Personnel contacts for STTM	STTM (All)	<p>Mandatory contacts are:</p> <p>STTM 24 Hour Contact – Contact for all operational notifications including STTM Market Notices and system generated alerts. This contact must be available at all times. Note: Nominate if the contact is for all hubs or for a single hub. If a Participant is only registered in one hub, they can still opt to be contact for all hubs. If a contact is nominated for ‘all hubs’ there is no need to provide contact details for each separate hub.</p> <p>STTM contingency gas – Contact if there is a contingency gas event in the relevant STTM hub(s) for t participating in any conferences or in the scheduling of contingency gas.</p> <p>STTM FO data (Facility operators only) – Recipient of notifications regarding the validity of pipeline operator data submissions.</p> <p>STTM allocation agent – Contact regarding the submission of allocation data.</p> <p>STTM contract manager – Contact for all service and trading right registration and modification communications.</p> <p>STTM Management – This contact will receive market notices via email or SMS through the Scheduling Price Interface (SPI) application and is required for our control room.</p>	May be contacted by <i>AEMO</i> on an ad hoc basis regarding issues specific to the role of that contact type (email, phone, SMS or mail).
Personnel contacts for BB	BB (All)	<p>Mandatory contacts are:</p> <ul style="list-style-type: none"> • BB authorised signatory • BB responsible person 	

The Participant must notify *AEMO* of any changes to contact details as provided above.

3.9. Section H – Attachments

Additional material required for all markets includes:

3.9.1. Organisational Capability

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.

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.

You must show that you have established resources, processes and procedures to ensure compliance with the *Rules*. You will need to enclose:

- An organisation chart or documents (such as résumés) demonstrating the necessary expertise to comply with the NGR including, where relevant, wholesale trading, operations management, settlements and risk management¹.
- Confirmation internal policies and procedures for the new market registration or classification are in place.
- Committees or work groups relevant to the gas market activity – examples might include:
 - Gas Wholesale Consultative Forum
 - AEMO gas training or overview courses¹

Please clearly mark all attachments as 'Attachment to Section H' and number each page consecutively.

3.9.2. Eligibility to Participate

You must supply the following eligibility requirements:

- Jurisdictional licences and approvals.

You should enclose a copy of your current jurisdictional licence(s) or approval(s) applicable in one or more jurisdiction(s) (not required by BB registrations). Please note: We require certified copies of approval(s).

Examples of jurisdictional licences, approvals and accreditations might include:

- Retail authorisation or exemption issued by a body responsible for administering the licensing regime that applies to gas entities.
- Distribution licence issued from a Commission for entities that operate whole or part of a gas distribution system.
- Use of System (Reference Services Agreement) with the relevant pipeline (network) operator.

¹ not required by STTM Allocation Agents

- Reticulator's authorisation or a corresponding licence approval or authorisation issued by a body responsible for administering the licensing regime on behalf of the Minister for Resources and Energy.
- Transmission Payment Deed – Required for Market Participants registering in the DWGM only.
- Haulage contract with a storage provider or producer for the delivery of natural gas to a hub from a storage or production facility directly connected to that hub.

- Non-compliance with jurisdictional regulatory obligations

If the Applicant is already registered in any other capacity in a regulated gas market, the Applicant must outline details of any non-compliance as at the date of the application together with any agreed rectification plan.

If applicable, you must show that you comply with requirements currently imposed by the Jurisdictional Regulator who has jurisdiction over your gas market activities. You must confirm that you have either met these jurisdictional requirements, you are exempt from jurisdictional requirements, or that jurisdictional requirements do not apply in your case (with reasons).

- Statement declaring understanding of their obligations.

Applicants need to provide a statement declaring they understand their obligations under the NGL, NGR and jurisdictional Retail Market Procedures.

- Policies and Procedures.

Provide evidence of business and administrative processes such as:

- Demonstration that relevant policies and procedures are in place (policies and procedures under development will not suffice) – AEMO does not require actual copies, rather a list of policies and procedures in place relevant to the market and registrable capacity being applied for.
- IT systems to support regulated gas market activities.
- An explanation of links with parent and other organisations that impact on your ability to comply with the Rules.

Accreditation of controllable quantities may be required for Market Participants registering in the DWGM.

Accreditation is required for market participants registering in the DWGM who want to submit bids for controllable quantities.

Please review the '[DWGM Allocation and Sub-Allocation Guidelines](#)' and the '[Wholesale Market Accreditation Procedures \(Victoria\)](#)', and attach the appropriate forms. The '[Application for Accreditation of Controllable Quantities \(Injections/Withdrawals\)](#)' form may need to be submitted as part of the registration process. AEMO will assess and advise if approved, rejected or if anything else is required.

3.9.3. Regulatory compliance

If a Market Participant – Retailer in Victoria, you must provide a copy of your Gas Safety Case.

3.9.4. Financial viability

You must include:

- Copies of your most recent audited financial statements
- Explanation of any financial links with parent or other organisations
- Board–approved business plan, cash flow and financial statement forecasts
- A description of how performance against the business plan and forecasts will be monitored
- A copy of your credit rating with an appropriate agency – Required for Queensland retailer only

3.9.5. Transmission Payment deed

For DWGM Market Participants only. Attach copies of your Transmission Payment Deed.

3.9.6. Accreditation of controllable quantities

Attach any accreditation forms needed for registration in the DWGM.

3.9.7. Contracts

This section is for STTM Applicants only.

Provide confirmation of any applicable contracts for the relevant hubs required by NER clause 135ABA(1). Copies of any contracts are not required.

3.10. Section I – Information

3.10.1. Checklist

This section in the application form is a final checklist. It is a useful tool and should be completed before submitting your application.

If the checklist items have not been included with the application on submission, *AEMO* will identify these as outstanding in formal correspondence.

3.10.2. Registration Procedure

Follow the registration procedures detailed in this section and please note the timeframes associated with each.