



Application Guide

For registration in the Gas Supply Hub

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Important Notice

AEMO has prepared this Guide to provide information about the process for becoming registered as a Member of the Gas Supply Hub, as at the date of publication.

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1 Introduction

Capitalised words in this Guide are defined in the Gas Supply Hub Exchange Agreement (EA).

1.1 Purpose of this guide

The purpose of this Guide is to summarise the requirements and process for becoming registered by AEMO as a Gas Supply Hub Member, in the category of Trading Participant, Viewing Participant or Reallocation Participant. Applications for registration must be made using the current form published on AEMO's website.

1.2 Requirement to register as a Member in the GSH

Clause 5.1 of the EA states that:

- (a) Each Member must be registered as a Trading Participant, a Viewing Participant or a Reallocation Participant.
- (b) The same Member may be registered more than once in any or all participant categories (separate applications are required and separate Participant IDs will be allocated for multiple registrations).

A Trading Participant is a Member who has access to the Trading System to the extent required for the purpose of participating in Exchange trading. A Trading Participant is a Market Participant.

A Viewing Participant is a Member who has access to the Trading System to the extent required for the purpose of viewing information about Product Trading. A Viewing Participant is not a Market Participant.

A Reallocation Participant is a Member who has access to the Trading System to the extent required to participate in Reallocations. A Reallocation Participant is a Market Participant.

1.3 Fees

1.3.1 Participant Fees

All Members must pay the Exchange Fees specified and published by AEMO from time to time. The Exchange Fees may include:

- (a) An application fee
- (b) A fee payable upon the acceptance of an application
- (c) Annual fees for participation in the Gas Supply Hub
- (d) A fee for each Transaction concluded on the Exchange
- (e) Ad hoc fees for services provided by AEMO to Members from time to time, including training, assistance or advice in relation to access to and use of the Trading System.

Exchange Fees are set out in the AEMO published document 'Gas Supply Hub – Exchange Fees' as published on AEMO's website. Exchange Fees are payable by the times and in the manner specified and published by AEMO.

1.4 Other Documents to be submitted with the Registration application

1.4.1 Recipient Created Tax Invoices (Trading Participants and Reallocation Participants)

You need to submit with your Application a completed agreement for AEMO to issue Recipient Created Tax Invoices (RCTI Agreement), available on the AEMO website, under the “GST Information Note for New Registrations” tab in the “Registration Information” section.

If you lodged an RCTI Agreement for another AEMO-operated market before January 2014, you will still need to submit an RCTI Agreement with this application because the previous form of RCTI Agreement did not apply to the Gas Supply Hub.

1.5 Application to be submitted to AEMO Registration Desk

Please return the completed application and all supporting documents to onboarding@aemo.com.au.

2 Registration procedure

The EA describes the requirements for application and registration of a Member as a Trading Participant, Viewing Participant or Reallocation Participant in the Gas Supply Hub.

Each prospective Member must apply to AEMO for registration by using the application form 'Application for Registration in the Gas Supply Hub'. The registration process consists of the following steps:

Step 1 You submit the application, signed Membership Agreement and all other documents required to be submitted with the application, based on the category in which you wish to participate.

Step 2 AEMO will review the application and may, within five business days of receiving an application, ask you to provide further information or clarification in support of the application. If such a request is made, you must supply the additional information or clarification within 15 business days of AEMO's request.

Step 3 Within 15 business days of receiving the application, or within 15 business days of receiving the requested additional information or clarification (under Step 2), AEMO will notify you of AEMO's determination and, if AEMO rejects the application, the reasons for rejecting it.

3 Explanation of Application for Registration

The application form is divided into the following sections:

- Section A - Application for Registration as a Gas Supply Hub Member;
- Section B - Categories;
- Section C - Contact Details;
- Section D - Information Required for Exchange Trading System;
- Section E - Information required for AEMO's Market Systems;

Below is an explanation of how to complete Sections A to E of the application, including a description of the attachments that are required.

3.1 Section A - Application for Registration as a Gas Supply Hub Member

(a) Formal application and declaration

You must formally apply for registration and authorise AEMO to contact other parties, if necessary, to verify the information that you have provided with your application.

The application is to be signed by an authorised representative as a declaration.

(b) Information Required

All applicants:

- Attach two signed Membership Agreements. This constitutes the applicant's offer to enter into and remain a party to that agreement. The offer may be accepted by AEMO executing the Membership Agreement on approval of your application

Market Participant (Trading Participant and Reallocation Participant) applicants:

- Attach two signed Recipient Created Tax Invoice Agreements (RCTI) if not already provided to AEMO in a form that includes supplies made in the Gas Supply Hub.

(c) Additional Information

All applicants need to attach the following information (as relevant to the status of the applicant organisation) to establish their eligibility to become a Member:

1. Evidence of partnership status

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

2. Residency status

- Evidence of residence or permanent establishment in Australia, such as a certificate of incorporation or a declaration that you have a permanent establishment in Australia
- If you do not meet this requirement and wish to become a Viewing Participant, certified copies of your certificate of incorporation and constitution (or equivalent documents), with notarised English translations if the originals are not in English.

3. Eligibility to Register – evidence or statements declaring you are:
- not an externally-administered body corporate (as defined in the Corporations Act) or under a similar form of administration under the laws of some other jurisdiction
 - not immune from liabilities incurred as a Member under the Membership Agreement and EA
 - capable of being sued in your own name in a court of competent jurisdiction in Australia
 - (for Reallocation Participant applications only) a wholesale client as defined in section 761G(4) of the Corporations Act. If this requirement applies to you, you must provide evidence to support your declaration unless you are currently registered as a Reallocator in the National Electricity Market. Examples of suitable supporting evidence can be found in AEMO's Retail Client Guide (available on AEMO's registrations web page)

3.2 Section B – Categories

In Section B you need to indicate the category of Gas Supply Hub participant registration you are applying for, being:

- Trading Participant
 - Trading Participants will have access to the Trading System to the extent required for the purpose of participating in Exchange trading for all Products which that Trading Participant has been admitted to trade.
- Viewing Participant
 - Viewing Participants will have access to the Trading System to the extent required for the purpose of viewing information about Product trading.
- Reallocation Participant
 - Reallocation Participants will have access to the Trading System to the extent required to participate in Reallocations.

No attachments are required for Section B.

3.3 Section C – Contact Details

Contact details are required to assist with communication between AEMO and your organisation. Please provide contact details for your head office and any branch offices and relevant personnel.

All applicants need to advise the name of the Head of Organisation (MD/CEO). AEMO will send notice of registration approval, or reasons why registration approval has not been granted, to this person.

All applicants are to nominate a primary contact person. The purpose of this role is to:

- receive notices issued by AEMO to Members or a category of Members generally
- be the primary point of contact for all matters under the EA.

All applicants must nominate two or more Systems Representatives (Primary and Secondary). Their role is to communicate with AEMO on behalf of the Member about establishing and maintaining secure access to the Trading System in accordance with the EA, including access credentials for your participant administrator account. A minimum of two contacts is required, as AEMO may need to contact your organisation about these matters urgently at any time.

Trading and Reallocation Participants must nominate two or more Settlement Representatives (Primary and Secondary). Their role is to communicate with AEMO on behalf of the Member about settlement, credit support and prudential matters.

Trading Participants must also nominate:

- one or more Trading Representatives; and
- one or more Delivery Representatives

The role of the Trading Representatives is to communicate with AEMO on behalf of the Member about matters relating to Orders and Transactions.

The role of the Delivery Representatives is to communicate with AEMO on behalf of the Member about matters relating to the delivery or acceptance of Physical Gas or other goods or services under a Transaction.

If your organisation has already registered the details of a contact in the Gas Supply Hub (and those details have not changed), please indicate the name of the person in the relevant role and note “details registered”.

You will need to submit additional pages to include all of your contact details. Please clearly mark these as ‘**Attachment to Section C**’ and number each page consecutively.

3.4 Section D - Information Required for Exchange Trading System

For Trading and Viewing Participants, enter the quantity of licences you wish to purchase.

One user account is provided per licence. For example, one licence will permit one account to be logged on at any time. A user who attempted to log on with the same account details when the account is already in use will fail. A second licence will provide the ability to have two logins simultaneously, three licences will allow three logins, and so on.

User account details for each licence need to be supplied.

One licence is required as a minimum. Trading participants can purchase additional user account licences at a reduced rate. Licence Fees are set out in the AEMO published document ‘Gas Supply Hub – Exchange Fees’ as published on AEMO’s website.

You will need to submit additional pages to include all of your user account details. Please clearly mark these as ‘**Attachment to Section D**’ and number each page consecutively.

3.5 Section E – Information required for AEMO’s systems

To access AEMO's systems requires specific details, as below. For further information, including connection options and background network information, please refer to the [Guide to Information Systems](#), available on the AEMO website..

No attachments are required for Section E.

3.5.1 Participant ID

This is the registered participant identifier issued by AEMO. More than one Participant ID may be assigned to a company's ABN.

If you have an existing Participant ID from participation in other energy markets, enter it here. No further information is required as this Participant ID means you already have access to AEMO's MarketNet systems.

If you do not have one already, you will need to complete sections E.1 (Trading and Reallocation participants only), E.2 and E.3. You will be assigned a Participant ID upon successful registration.

You can suggest a Participant ID for your organisation. AEMO will advise you of the suitability of this suggestion prior to the establishment of the registration record in AEMO's systems. Please take care in nominating the ID as AEMO's systems do not support changes once IDs have been allocated

3.5.2 Austraclear (Trading Participants and Reallocation Participants)

AEMO uses an external electronic funds transfer system provided by Austraclear. You will have to apply directly to Austraclear for membership. Membership approvals can take up to five weeks to process and charges are payable direct to Austraclear.

Viewing Participants are not required to provide an Austraclear number.

3.5.3 MarketNet Connections (All Participants)

AEMO has a private communication network (MarketNet). As part of processing the application for registration, AEMO sets up its end of the data network connection. The applicant is responsible for its own end, and the intermediate communications to connect to the AEMO end. When AEMO's end of the connection is ready, AEMO's network specialist will advise the applicant's Systems Representative or Secondary IT Security Contact.