

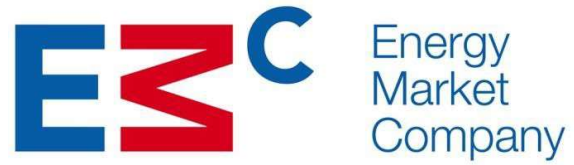
# MARKET ADMINISTRATION MARKET MANUAL (Part 4 of 5)

## REGISTRATION AND AUTHORISATION

This market manual contains the following application forms –

- Application form for Load Facility Registration
- Request for Transfer of Registration of Load Registered Facility





# **Application form for Load Facility Registration**

**including explanatory notes**

**IMPORTANT: Please read this carefully before completing this form. Italicised words and expressions used herein (but not otherwise defined herein) shall have the same meanings respectively ascribed to them in the Singapore Electricity Market Rules.**

**Why do you need to complete this form?**

Under the *market rules*, if you are not a *market support services licensee*, you are **not permitted** to participate in the *real-time markets* or to cause or permit any *physical service* to be conveyed into, through or out of the *transmission system* unless you have been registered by the *EMC* as a *market participant*, and your facility to or from which the *physical service* is to be so conveyed has been registered by the *EMC* in accordance with the *market rules*.

The *EMC* is licensed by the Energy Market Authority (the “*Authority*”) to operate the *wholesale electricity markets* (to which the *real-time markets* form a part) in Singapore. One of the *EMC*’s responsibilities is to manage the registration of facilities in the *wholesale electricity markets*. You must complete and submit this form to apply to have a facility registered by the *EMC* if you wish to participate in the *real-time markets* or to convey any *physical services* into, through or out of the *transmission system* from a *load facility* and that facility is required or permitted to be registered under the *market rules*.

**Why did EMC develop this form?**

The *EMC* has developed this form for applicants to apply for the relevant facility registration described in the *market rules*. You should read the relevant sections of the *market rules* prior to completing this form. Please also read the *EMC*’s disclaimer at the end of this form.

**Who is eligible to apply for registration?**

You must be registered as a *market participant* before you are eligible to apply for registration of your facilities.

However, if you are only granted *conditional registration* as a *market participant*, you may also apply for registration of your facilities, but your facilities will not be registered unless you become registered as a *market participant* within the relevant conditional registration deadline.

**What type of load facility is eligible for registration?**

Any type of *load facility* which is capable of providing any class of *reserve* to, and/or which is capable of being scheduled for *energy withdrawal* (for the purposes of *load curtailment*) from, the *real-time markets* in accordance with the *market rules*, the *market manuals* and the *system operation manual* is eligible to apply.

**What type of reserve can you offer?**

You can offer primary *reserve* and contingency *reserve* from your *load facility*.

**How is reserve scheduled for your load facility activated?**

For primary *reserve*, your *load facility* will be automatically interrupted by devices such as Under Frequency Relay (UFR), when the system frequency drops below the pre-set frequency for the pre-defined duration (if any) as specified in the *system operation manual*.

For contingency *reserve*, the *PSO* will advise the *dispatch coordinator* of your facility to interrupt your *load facility*. The *dispatch coordinator* must reduce the *load* of your facility by the amount of contingency *reserve* scheduled within 10 minutes of the instruction being given by the *PSO*.

**When can you restore your load after interruption?**

If your *load facility* is issued a *dispatch instruction* for *reserve* and interrupts or decreases its *load* under the *market rules*, the *market manuals* or the *system operation manual*, its *load* shall not be restored until and unless directed or permitted by the *PSO*. As indicated in the *system operation manual*, such direction or permission is expected to be typically given within 30 minutes of the *load* interruption or decrease.

**What must you do to be scheduled for energy withdrawal for the purposes of load curtailment?**

You need to submit *restricted energy bids* stating the quantity of *load* that your *load facility* commits to be subject to *dispatch* by the *PSO*, which is the amount of *load* which your *load facility* can commit to be curtailed, and the corresponding prices at or above which you are willing to do so.

**When will you know the outcome of your application?**

The *EMC* will notify you in writing of the outcome within 30 *business days* of the *EMC* being satisfied that your application meets all the requirements for *load facility* registration under the *market rules*, the applicable *market manuals* and the *system operation manual*. If your application is declined, the notification will identify why this was the case. A duly and accurately completed form will expedite the *EMC*'s processing of your application.

**What should you do if you have more than one facility to register?**

Please fill in a separate form for **each** application for registration of a *load registered facility*. You can download additional copies of the form from the *EMC* website at [www.emcsq.com](http://www.emcsq.com).

**Is there an application fee for your application to register your facility?**

There is no application fee payable for your application to register your facility.

## Summary of registration requirements for a load registered facility

The key requirements in the process for the registration of a *load registered facility* are outlined in the table below:

<p><b>A Meet the EMC's requirements</b></p>	<p>You must ensure that</p> <ul style="list-style-type: none"> <li>• your facilities and equipment meet all applicable technical requirements set forth in the <i>market rules</i>, any applicable <i>market manuals</i> or <i>the system operation manual</i>; and</li> <li>• you are able to perform all the functions and obligations applicable to you under the <i>market rules</i>, the <i>market manuals</i> or the <i>system operation manual</i>.</li> </ul> <p>If your facility is located outside of Singapore, the <i>EMC</i> may impose additional requirements for the registration of your facility. You cannot change your designated <i>dispatch coordinator</i> for your facility without the prior approval of the <i>EMC</i>.</p>
<p><b>B Meet the PSO's requirements</b></p>	<ul style="list-style-type: none"> <li>• You must complete the <i>PSO's Data Form for Load Facility Registration</i>, meeting all the applicable technical requirements and attaching any required documents during submission.</li> <li>• The registration of your facility is subject to the <i>PSO</i> advising the <i>EMC</i> that such facility poses no threat to the <i>reliability</i> or <i>security</i> of the <i>PSO controlled system</i>.</li> </ul>
<p><b>C Meet metering requirements (applicable only to load facilities to be registered to be scheduled for energy withdrawal for the purposes of load curtailment)</b></p>	<p>For facilities to be registered to be scheduled for <i>energy</i> withdrawal for the purposes of <i>load curtailment</i>, you must secure the <i>market support services licensee's</i> written confirmation to the <i>EMC</i> that the <i>market support services licensee</i> is ready to submit all relevant <i>settlement data</i> required under the <i>market rules</i> for your facility to the <i>EMC</i>.</p>
<p><b>D Prepare and attach required documents</b></p>	<p>You must duly complete this application form in respect of your facility and provide all required supporting documents with your application, including the following:</p> <ul style="list-style-type: none"> <li>• A certified true copy of your duly executed <i>connection agreement</i> with the <i>transmission licensee</i> for your facility (where applicable)<sup>1</sup>.</li> <li>• A certified true copy of your duly executed <i>market participant - market support services licensee</i> agreement with the <i>market support services licensee</i> for your facility (only if you are applying to register your facility to be scheduled for <i>energy</i> withdrawal for the purposes of <i>load curtailment</i>).</li> <li>• An original duly completed and executed Certificate and Undertaking (substantially in the form and terms prescribed in <b>Appendix A</b> of this application form) for your facility.</li> <li>• An original duly completed Data Form for Load Facility Registration required by the <i>PSO</i> (as described in <b>Appendix B</b> of this application form) for your facility.</li> </ul>

<sup>1</sup> This is not applicable to a facility which is to be registered solely to be scheduled for *energy* withdrawal for the purposes of *load curtailment* and is comprised of more than one installation. The applicant of such facility shall represent, warrant and undertake to the *EMC* in writing (substantially in the form and terms prescribed in Appendix A of this application form) that a *connection agreement* has been entered into (and remains in full force and effect) in respect of each installation as may be comprised in the facility.

E <b>Standing Offer and/or Standing Bid Data</b>	You must comply with section D below.
F <b>Registration as a load registered facility</b>	Your facility will be registered as a <i>load registered facility</i> if the <i>EMC</i> is satisfied that your facility meets all the requirements for such facility registration under the <i>market rules</i> , the applicable <i>market manuals</i> or the <i>system operation manual</i> . The <i>EMC</i> will notify you of the terms and conditions of the registration in an official notice to you. If your application is declined, the <i>EMC</i> will write to you stating the reasons.

**How can you obtain more information?**

In addition to this form and the *market rules*, you may obtain more information by contacting the *EMC* Market Administration Team by telephone at +65 6779 3000. Alternatively, you may visit the *EMC* website at [www.emcsq.com](http://www.emcsq.com).

Please print clearly. Illegible writing or incomplete forms may delay the processing of your application.

**A. APPLICANT DETAILS**

Name of Applicant (in full): \_\_\_\_\_

Identification Number<sup>2</sup>: \_\_\_\_\_

Registered Address: \_\_\_\_\_

**B. REGULATORY DETAILS**

**1. Authorised activities relating to *electricity* under your *electricity licence(s)*:**

**Note:** You may check one or more of the following boxes indicating the type of activities authorised under your *electricity licence(s)*.

- generate *electricity*
- retail *electricity*
- transmit *electricity*
- transmit *electricity* for or on behalf of a *transmission licensee*
- import *electricity*
- export *electricity*
- trade in *wholesale electricity market*

*Electricity licence* number(s): \_\_\_\_\_

State activities exempted from licensing requirement: \_\_\_\_\_

Exemption order number(s): \_\_\_\_\_

**2. Derogation requested:**  Yes  No

**3. Wholesale Electricity settlement account:** \_\_\_\_\_

**C. FACILITY DETAILS**

**4. Name of the facility:** \_\_\_\_\_

**5. Name of owner of the facility<sup>3</sup>:** \_\_\_\_\_

<sup>2</sup> This refers to the Applicant's ACRA registration number, Unique Entity Number or NRIC number, as the case may be.

<sup>3</sup> This is not applicable to a facility which is to be registered solely to be scheduled for *energy* withdrawal for the purposes of *load curtailment* and is comprised of more than one installation.

6. Location of the facility<sup>3</sup>: \_\_\_\_\_  
 \_\_\_\_\_

7. **Physical service(s)** intended to be provided from and/or withdrawn through the facility:

- Reserve ( Primary  Contingency)
- Energy (Load curtailment)

8. Is the facility comprised of more than one installation?

- Yes  No

9. Has a **connection agreement** been entered into in respect of each installation that may be comprised in the facility?

- Yes  No

10. Recorder ID number(s) (for reserve providers only):  
 \_\_\_\_\_

11. Under Frequency Relay ID number (for primary reserve providers):  
 \_\_\_\_\_  
 (This could be the digital output contact in an integrated Recorder/Relay.)

12. Equipment/process where load will be reduced (for reserve providers only):  
 \_\_\_\_\_  
 (E.g. lighting load, aircon load, chiller plant, heaters, compressors, cold room etc.)

13. Designated **dispatch coordinator** for the facility: \_\_\_\_\_  
 (This refers to the market participant authorised to submit dispatch data with respect to the load registered facility.)

14. Contacts of the **dispatch coordinator** for the facility:

	Main Contact	Alternate contact
Full Name & Designation		
Business Contact Nos.		
Business Email Address		
Business Hand phone Nos.		
Business Fax Nos.		

#### **D. STANDING OFFER AND/OR STANDING BID DATA**

Please provide a *standing offer* for each class of *reserve* to be provided from your facility if it is to be registered as a *load registered facility* to provide *reserve*. Please provide a *standing bid* for *energy withdrawal* through your facility if it is to be registered as a *load registered facility* to be scheduled for *energy withdrawal* for the purposes of *load curtailment*. Each such *standing offer* and each such *standing bid* for your facility must be submitted to the *EMC* in the data format required by and in accordance with the *EMC's* Market Operations Market Manual on Standing Offers, Standing Bids, Offer Variations, Bid Variations and Standing Data (Chapter 6 Market Rules).

#### **E. LOAD FACILITY REGISTRATION (FOR SUBMISSION TO THE PSO)**

Please complete the *PSO's* Data Form for Load Facility Registration which is described in **Appendix B** of this application form. All relevant sections in the form must be duly completed. The duly completed form must be sent to the *EMC* together with all supporting documentation<sup>4</sup>.

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<sup>4</sup> The *EMC* will forward your completed form (and supporting documentation) to the *PSO*.

**F. CHECKLIST OF SUPPORTING DOCUMENTS REQUIRED**

**You must attach the following documents to your application form:**

- A certified true copy of your duly executed *connection agreement* with the *transmission licensee* for your facility (where applicable)\*.
- A certified true copy of a duly executed *market participant - market support services licensee agreement* between you and the *market support services licensee* for your facility (only if you are applying to register your facility to be scheduled for *energy withdrawal* for the purposes of *load curtailment*).
- An original duly completed and executed Certificate and Undertaking (substantially in the form and terms prescribed in **Appendix A** of this application form) for your facility.
- An original duly completed Data Form for Load Facility Registration required by the *PSO* (as described in **Appendix B** of this application form) for your facility.

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**FOR EMC OFFICIAL USE**

Facility Name (given by MO):


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Approved by (Signature & Name): \_\_\_\_\_

Given to MA on (date): \_\_\_\_\_

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\* This is not applicable to a facility which is to be registered solely to be scheduled for *energy withdrawal* for the purposes of *load curtailment* and is comprised of more than one installation. The applicant of such facility shall represent, warrant and undertake to the *EMC* in writing (substantially in the form and terms prescribed in Appendix A of this application form) that a *connection agreement* has been entered into (and remains in full force and effect) in respect of each installation as may be comprised in the facility.

### G. COVENANT AND DECLARATION

We/I, the undersigned applicant, having read and fully understood the *market rules*, the terms of this application form, the applicable *market manuals*, the *system operation manual*, the *Electricity Act*, and any other applicable laws, codes, rules, procedures or policies that are relevant to or regulate the *wholesale electricity markets* (collectively the 'Regulations'), and/or having had the benefit of relevant independent advice, hereby apply to register our/my facility as a *load registered facility* as stated in this application form.

We/I hereby agree to be bound by, and to comply with, all the Regulations which may be applicable to us/me, our/my registration application herein, our/my facility and our/my participation in the relevant *wholesale electricity markets*.

We/I further hereby declare that the information provided by us/me (or on our/my behalf) in or in connection with this registration application is true, complete and accurate and not misleading or omitting any material particular (to the best of our/my knowledge, information and belief after having carried out all necessary due diligence to determine the same) and hereby covenant to be subject to any sanctions, penalties or orders as may be imposed by the relevant authorities/parties under the Regulations, in the event that such information is found to be untrue, misleading or inaccurate in any material particular.

We/I hereby undertake to immediately notify the *EMC* of any change to any information provided in relation to the application for registration herein.

We/I further hereby covenant to be legally bound by the relevant dispute resolution provisions under the *market rules* and any applicable *market manual*, in the event that this registration application is denied and a dispute arises from such unsuccessful application.

We/I confirm and acknowledge that the information provided by us/me (or on our/my behalf) in or in connection with this registration application may need to be disclosed, communicated or exchanged by the *EMC* to or with other parties, including but not limited to the *Authority*, the *PSO* and a *market support services licensee*, as necessary, desirable or expedient for the purposes of processing this registration application under the Regulations and we/I hereby consent to such disclosure, communication or exchange.

Signed for and on behalf of \_\_\_\_\_  
(Name of Applicant)

Signature: \_\_\_\_\_

Name of officer: \_\_\_\_\_

Position/designation: \_\_\_\_\_

Date: \_\_\_\_\_

#### H. EMC'S DISCLAIMER

Energy Market Company Pte Ltd ("*EMC*") has produced this publication for use in connection with the Singapore Electricity Market. This publication is not a substitute for and should not be read in lieu of the Singapore Electricity Market Rules or any other applicable laws, codes, rules, procedures, manuals or policies that are relevant to or regulate the Singapore Electricity Market or the electricity industry. The contents of this publication do not constitute legal or business advice and should not be relied upon as a substitute for obtaining such advice.

*EMC*, its directors and employees, subsidiaries, associates and affiliates make no representations, endorsements or warranties of any kind whatsoever in relation to the contents of this publication, and in no event shall *EMC*, its directors and employees, subsidiaries, associates and affiliates be liable to any party for any damages, claims, expenses or losses of any kind arising from or in connection with any use of or reliance on the accuracy, availability, currency, title, non-infringement, quality, reliability, suitability and completeness of the contents of this publication.

Any modifications or amendments to this publication shall be made in accordance with the relevant provisions of the Singapore Electricity Market Rules.

APPENDIX A

**SAMPLE CERTIFICATE AND UNDERTAKING**  
[To be set out on the applicant's letterhead.]

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**CERTIFICATE AND UNDERTAKING**

**To: Energy Market Company Pte Ltd**  
**(hereinafter referred to as the "EMC")**

We/I, [■state name of applicant], refer to our/my Application Form for Load Facility Registration dated [■state date] for the registration of [■identify the relevant *load facility* here] ("the Facility") as a *load registered facility* under the *market rules* and the applicable *market manuals* of the EMC ("the Application").

Pursuant to the Application, we/I hereby confirm, certify and undertake to the EMC (with a view to the EMC relying upon our/my confirmations, certifications and undertakings herein in considering the Application) that:

- 1) we/I have (and we/I will continue to have through to, on and from the registration of the Facility by the EMC) operational control and authority over the Facility for the purposes of the *market rules*;
- 2) all our/my facilities and equipment to which the Application relates meet all applicable technical requirements under the *market rules*, the applicable *market manuals* and the *system operation manual*; and
- 3) we/I have adequate qualified personnel and organisational and other arrangements that are sufficient to enable us/me to perform all of our/my functions and obligations applicable to us/me as *market participants* under the *market rules*, the applicable *market manuals* and the *system operation manual*, including reliable services during normal and emergency situations, in respect of our/my participation in the *wholesale electricity market*.

We/I further hereby represent, warrant and undertake (as continuing representations, warranties and undertakings) to the EMC (with a view to the EMC relying upon our/my continuing representations, warranties and undertakings herein in considering the Application) that at all times a *connection agreement* has been entered into (and remains in full force and effect) in respect of each installation as may from time to time be comprised in the Facility.

We/I further undertake to immediately notify the EMC if any of our/my above confirmations, certifications, representations, warranties or undertakings ceases to be true, accurate or complete in any respect, or if we/I cease to be in full compliance with all of our/my above undertakings.

Our/my confirmations, certifications, representations, warranties and undertakings herein shall be governed by and construed in accordance with the laws of the Republic of Singapore. All italicised expressions used herein shall have the same meanings as respectively ascribed to them in the Singapore Electricity Market Rules of the EMC.

Signed for and on behalf of \_\_\_\_\_  
(Name of Applicant)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

### Power System Operator (PSO) Data Form for Load Facility Registration

- The facility registration form is available for download from the EMA website at [www.ema.gov.sg/NEMS\\_Activities.aspx](http://www.ema.gov.sg/NEMS_Activities.aspx).
- ~~For registration of a load registered facility to provide reserve, please use Appendix 3B of the form.~~
- ~~For registration of a load registered facility to be scheduled for energy withdrawal for the purposes of load curtailment, please use Appendix 3E of the form.~~
- Please note that the appendices may be amended, updated or replaced from time to time and you should ensure that you obtain and use the most up-to-date version available at the time of your application.

# **Request for Transfer of Registration of Load Registered Facility**

including explanatory notes

**IMPORTANT: Please read this carefully before completing this form. Italicised words and expressions used herein (but not otherwise defined herein) shall have the same meanings respectively ascribed to them in the Singapore Electricity Market Rules.**

**Why do you need to complete this form?**

The EMC is licensed by the Energy Market Authority (“Authority”) to operate the *wholesale electricity markets* (to which the *real-time markets* form a part) in Singapore. One of the EMC’s responsibilities is to manage the registration of facilities in the *wholesale electricity markets*, including the transfer of registration of *load registered facilities*. You must complete and file this form with the EMC to request to have the registration of your *load registered facility* transferred to another *market participant*.

**Why did EMC develop this form?**

The EMC has developed this form to facilitate the transfer process described in the *market rules*. You should read the relevant sections of the *market rules* prior to completing this form. Please also read the EMC’s disclaimer at the end of this form.

**Who is eligible to request for transfer of registration of a load registered facility?**

The *market participant* whose registration of its *load registered facility* is to be transferred (the “transferor”), may, after this form is duly completed, file this form with the EMC to request to transfer the registration of that *load registered facility*.

**Who is eligible to be identified as a proposed transferee in a request for transfer of registration of a load registered facility?**

A person who is an existing *market participant* or a *participation applicant* is eligible to be identified as a proposed transferee in this form if:

- it is willing and able to assume, and will assume, control of the *load registered facility* with effect on and from the effective date of transfer of registration of the *load registered facility*<sup>1</sup>;
- where it is an existing *market participant*, it is not a *suspended market participant*; and
- where it is a *participation applicant*, it is, to the EMC’s satisfaction, likely to be able to meet, on or before the proposed date of transfer of registration, all the requirements to be registered by the EMC as a *market participant*.

**What type of load registered facility is eligible for transfer of registration?**

The registration of any type of *load registered facility* is eligible for transfer, if after the transfer of registration to the proposed transferee:

- the *load registered facility* remains capable of meeting all relevant technical requirements set forth in the *market rules*, any applicable *market manual* or the *system operation manual*; and
- the proposed transferee is able to perform all the functions and obligations applicable to it under the *market rules*, the *market manuals* and the *system operation manual* in respect of the *load registered facility*.

**When must you file this form with the EMC?**

Under the *market rules*, you must file a request for transfer of registration with the EMC at least 10 business days before the proposed date of transfer of registration. Please be reminded that the *market rules* also require you to provide a copy of this form to the *transmission licensee* and the *PSO* at the same time.

**When will the transfer of registration be effective?**

The transfer of registration of your *load registered facility* will take effect on the effective date of transfer of registration, which is the later of, the proposed date of transfer of the registration (as specified in the request made via this form), or the 10<sup>th</sup> *business day* from when the EMC is satisfied that the request satisfies all the requirements of section 6.2.1 of Chapter 2 of the *market rules* and all the requirements of this *market manual*. Notwithstanding the foregoing, the EMC may agree with you and the proposed transferee to effect

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<sup>1</sup> The term ‘effective date of registration’ as used in this form, in respect of a *load registered facility*, means the actual date on which the transfer of registration of that *load registered facility* is effected by the EMC under section 6.2.2 of Chapter 2 of the *market rules*. Please also see the section under the heading “**When will the transfer of registration be effective?**”.

the transfer of registration of your *load registered facility* on a different date, in which case 'effective date of transfer of registration' shall mean such agreed date.

Notwithstanding the foregoing, the *EMC's* transfer of registration of your *load registered facility* shall be subject to the *EMC* being satisfied, on the effective date of transfer of registration of the *load registered facility*, that the following conditions are satisfied:

- the proposed transferee is a *market participant* and is not a *suspended market participant*; and
- the proposed transferee holds (or is exempt from holding) a valid and relevant *electricity licence* permitting its participation in the *wholesale electricity markets* and its causing or permitting any relevant *physical service* to be conveyed into, through or out of the *transmission system*, to or from the *load registered facility*.

The *EMC* will notify you and the proposed transferee in writing of the outcome of your request. If your request is declined, the notification will identify why this was the case. A duly and accurately completed form will expedite the *EMC's* processing of your request for transfer of registration.

It is strongly recommended that you do not change any current information relating to the *load registered facility* which registration is to be transferred, except where permitted or required by sections C, D and E of this form. Doing so might require the *load registered facility* to be retested and would delay the approval of the request for transfer of registration.

**What should you do if you wish to transfer the registration of more than one *load registered facility*?**

Please fill in a separate form for **each** *load registered facility* which registration is requested to be transferred. You can download additional copies of the form from the *EMC* website at [www.emcsg.com](http://www.emcsg.com).

**Is there an application fee for your request to transfer your *load registered facility*?**

There is no application fee payable for your request to transfer the registration of your *load registered facility*.



	<p><i>electricity markets</i> and its causing or permitting any relevant <i>physical service</i> to be conveyed into, through or out of the <i>transmission system</i>, to or from the <i>load registered facility</i>,</p> <p>the <i>EMC</i> shall transfer the registration of that <i>load registered facility</i> on the effective date of transfer of registration.</p> <p>The <i>EMC</i> will advise the transferor and the proposed transferee of the effective date of transfer of registration in an official notice. If the request is declined, the <i>EMC</i> will write to the transferor and the proposed transferee stating the reasons.</p>
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**How can you obtain more information?**

In addition to this form and the *market rules*, you may obtain more information by contacting the *EMC* Market Administration Team by telephone at +65 6779 3000. Alternatively, you may visit the *EMC* website at [www.emcsg.com](http://www.emcsg.com).

Please print clearly. Illegible writing or incomplete forms may delay the processing of your request.

**A. DETAILS OF FACILITY, WHICH REGISTRATION IS TO BE TRANSFERRED**  
(to be completed by the transferor)

1. **Name of the facility\*:** \_\_\_\_\_  
**Original name of the facility (if any)\*\*:** \_\_\_\_\_
  
2. **Name of the facility as referenced by the EMC:**

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3. **Name of current owner of the facility<sup>4</sup>:** \_\_\_\_\_
  
4. **Location of the facility<sup>4</sup>:** \_\_\_\_\_
  
5. **Physical service(s) currently provided from and/or withdrawn through the facility:**
  - Reserve ( Primary       Secondary       Contingency)
  - Energy (Load curtailment)
  
6. **Recorder ID number(s) (for reserve providers):**  
\_\_\_\_\_
  
7. **Under Frequency Relay ID number (for primary and secondary reserve providers):**  
\_\_\_\_\_  
(These could be digital output contact in an integrated Recorder/Relay.)
  
8. **Current dispatch coordinator for the facility:** \_\_\_\_\_  
(This refers to the *market participant* authorised to submit *dispatch data* with respect to the facility.)
  
9. **Proposed date of transfer of registration:** \_\_\_\_\_

\* Please state the current name of the facility here.  
 \*\* If the current name of the facility is different from the original name used in the initial registration of the facility, please provide the original name of the facility here.

<sup>4</sup> This is not applicable to a facility which is registered solely to be scheduled for *energy* withdrawal for the purposes of *load curtailment* and is comprised of more than one installation.

**B. TRANSFEROR'S DETAILS**  
(to be completed by the transferor)

**10. Authorised activities relating to electricity under the transferor's electricity licence(s):**

**Note:** You may check one or more of the following boxes indicating the type of activities authorised under the transferor's electricity licence(s).

- generate electricity
- retail electricity
- transmit electricity
- transmit electricity for or on behalf of a transmission licensee
- import electricity
- export electricity
- trade in wholesale electricity market

Electricity licence number(s): \_\_\_\_\_

State activities exempted from licensing requirement: \_\_\_\_\_

Exemption order number(s): \_\_\_\_\_

**11. Name of the transferor (in full):** \_\_\_\_\_

**Identification Number<sup>5</sup>:** \_\_\_\_\_

**Registered address:** \_\_\_\_\_

**12. Does the transferor hold any derogation relevant to the facility? If yes, please attach details of such derogation.**

- Yes                       No

**13. The transferor's wholesale electricity settlement account:** \_\_\_\_\_

<sup>5</sup> This refers to the transferor's ACRA registration number, Unique Entity Number or NRIC number, as the case may be.

**C. PROPOSED TRANSFEREE'S DETAILS**  
(to be completed by the proposed transferee)

**14. Authorised activities relating to *electricity* under the proposed transferee's existing *electricity licence(s)*:**

**Note:** You may check one or more of the following boxes indicating the type of activities authorised under the proposed transferee's existing *electricity licence(s)*.

- generate *electricity*
- retail *electricity*
- transmit *electricity*
- transmit *electricity* for or on behalf of a *transmission licensee*
- import *electricity*
- export *electricity*
- trade in *wholesale electricity market*

*Electricity licence* number(s): \_\_\_\_\_

State activities exempted from licensing requirement: \_\_\_\_\_

Exemption order number(s): \_\_\_\_\_

In addition to the above, if the proposed transferee has applied for any *electricity licence(s)*, and/or is seeking to rely on other exemption(s), please state details below:

\_\_\_\_\_

\_\_\_\_\_

**15. Name of the proposed transferee (in full):** \_\_\_\_\_

**Identification Number<sup>6</sup>:** \_\_\_\_\_

**Registered address:** \_\_\_\_\_

**16. Is the proposed transferee a *participation applicant*?**  Yes  No

**Is the proposed transferee a *market participant*?**  Yes  No

**Is the proposed transferee a *suspended market participant*?**  Yes  No

**17. The proposed transferee's wholesale electricity *settlement account* (if available):**

\_\_\_\_\_

<sup>6</sup> This refers to the proposed transferee's ACRA registration number, Unique Entity Number or NRIC number, as the case may be.

18. Does the proposed transferee hold any derogation relevant to the facility? If yes, please attach details of such derogation.

Yes  No

19. Designated *dispatch coordinator* for the facility (to be effective on transfer of registration):

\_\_\_\_\_

20. Contacts of the designated *dispatch coordinator* for the facility (to be effective on transfer of registration):

	Main Contact	Alternate contact
Full Name & Designation		
Business Contact Nos.		
Business Email Address		
Business Hand phone Nos.		
Business Fax Nos.		

#### D. STANDING OFFER AND/OR STANDING BID DATA

The proposed transferee must provide a *standing offer* for each class of *reserve* that is provided from the *load registered facility* if it is registered to provide *reserve*. The proposed transferee must provide a *standing bid* for *energy* withdrawal through the *load registered facility* if it is registered to be scheduled for *energy* withdrawal for the purposes of *load curtailment*. Each such *standing offer* and each such *standing bid* for the *load registered facility* shall only be effective on and from the effective date of the transfer of registration of the *load registered facility*. Each such *standing offer* and each such *standing bid* for the *load registered facility* must be submitted to the EMC in the data format required by and in accordance with the EMC's Market Operations Market Manual on Standing Offers, Standing Bids, Offer Variations, Bid Variations and Standing Data (Chapter 6 of the Market Rules).

#### E. CHECKLIST OF SUPPORTING DOCUMENTS REQUIRED

The proposed transferee must provide to the transferor and the transferor must attach the following documents to this form, when filing this form with the EMC:

- A certified true copy of a duly executed *connection agreement* with the *transmission licensee* for the *load registered facility*<sup>7</sup>, which registration is sought to be transferred under this form (where applicable)\*.

<sup>7</sup> This is a reference to the *connection agreement* that will be in effect at the time of the effective date of transfer of registration of the *load registered facility*. If there is any change of ownership of the *load registered facility* in connection with the request herein for transfer of registration of the *load registered facility*, then a copy of the *connection agreement* between the *transmission licensee* and the new owner of the *load registered facility* must be provided with this form.

\* This is not applicable to a *load registered facility* which is registered solely to be scheduled for *energy* withdrawal for the purposes of *load curtailment* and is comprised of more than one installation. The proposed transferee of such *load registered facility* shall represent, warrant and undertake to the EMC in writing (substantially in the form and terms prescribed in Appendix A of this form) that a *connection agreement* has been entered into (and remains in full force and effect) in respect of each installation as may be comprised in the *load registered facility*.

- A certified true copy of a duly executed *market participant - market support services licensee* agreement between the proposed transferee and the *market support services licensee* for the *load registered facility* (only if the *load registered facility*, which registration is to be transferred, is registered to be scheduled for *energy* withdrawal for the purposes of *load curtailment*).
  
- An original duly completed and executed Certificate and Undertaking by, or on behalf of, the proposed transferee (substantially in the form and terms prescribed in **Appendix A** of this form) for the *load registered facility*, which registration is sought to be transferred under this form.

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## F. COVENANT AND DECLARATION OF THE TRANSFEROR

We/I, the undersigned transferor, having read and fully understood the *market rules*, the terms of this form, the applicable *market manuals*, the *system operation manual*, the *Electricity Act*, and any other applicable laws, codes, rules, procedures or policies that are relevant to or regulate the *wholesale electricity markets* (collectively the 'Regulations'), and/or having had the benefit of relevant independent advice, hereby request to transfer the registration of our/my *load registered facility* to and in favour of the proposed transferee, as stated in this form.

We/I hereby agree to be bound by, and to comply with, all the Regulations which may be applicable to us/me, the request for transfer of registration herein, the facility and our/my participation in the relevant *wholesale electricity markets*.

We/I further hereby declare that the information provided by us/me (or on our/my behalf) in or in connection with this form is true, complete and accurate and not misleading or omitting any material particular (to the best of our/my knowledge, information and belief after having carried out all necessary due diligence to determine the same) and hereby covenant to be subject to any sanctions, penalties or orders as may be imposed by the relevant authorities/parties under the Regulations, in the event that such information is found to be untrue, misleading or inaccurate in any material particular.

We/I hereby undertake to immediately notify the *EMC* of any change to any information provided in relation to the request for transfer of registration herein.

We/I further hereby covenant to be legally bound by the relevant dispute resolution provisions under the *market rules* and any applicable *market manual*, in the event that this request for transfer of registration is denied and a dispute arises from such unsuccessful request.

We/I confirm and acknowledge that the information provided by us/me (or on our/my behalf) in or in connection with this form may need to be disclosed, communicated or exchanged by the *EMC* to or with other parties, including but not limited to the *Authority*, the *PSO* and a *market support services licensee*, as necessary, desirable or expedient for the purposes of processing this form under the Regulations and we/I hereby consent to such disclosure, communication or exchange.

Signed for and on behalf of \_\_\_\_\_  
(Name of the transferor)

Signature: \_\_\_\_\_

Name of officer: \_\_\_\_\_

Position/designation: \_\_\_\_\_

Date: \_\_\_\_\_

**G. COVENANT AND DECLARATION OF THE PROPOSED TRANSFEREE**

We/I, the undersigned proposed transferee, having read and fully understood the *market rules*, the terms of this form, the applicable *market manuals*, the *system operation manual*, the *Electricity Act*, and any other applicable laws, codes, rules, procedures or policies that are relevant to or regulate the *wholesale electricity markets* (collectively the 'Regulations'), and/or having had the benefit of relevant independent advice, hereby request to transfer the registration of the transferor's *load registered facility* to us/me and in our/my favour, as stated in this form.

We/I hereby agree to be bound by, and to comply with, all the Regulations which may be applicable to us/me, the request for transfer of registration herein, the facility and our/my participation in the relevant *wholesale electricity markets*.

We/I further hereby declare that the information provided by us/me (or on our/my behalf) in or in connection with this form is true, complete and accurate and not misleading or omitting any material particular (to the best of our/my knowledge, information and belief after having carried out all necessary due diligence to determine the same) and hereby covenant to be subject to any sanctions, penalties or orders as may be imposed by the relevant authorities/parties under the Regulations, in the event that such information is found to be untrue, misleading or inaccurate in any material particular.

We/I hereby undertake to immediately notify the *EMC* of any change to any information provided in relation to the request for transfer of registration herein, including without limitation, of any change in respect of our/my *electricity licence* or exemption(s) therefrom (if any), and of any change in the status of our/my application for any *electricity licence* and/or exemption(s) therefrom (if any).

We/I further hereby covenant to be legally bound by the relevant dispute resolution provisions under the *market rules* and any applicable *market manual*, in the event that this request for transfer of registration is denied and a dispute arises from such unsuccessful request.

We/I confirm and acknowledge that the information provided by us/me (or on our/my behalf) in or in connection with this form may need to be disclosed, communicated or exchanged by the *EMC* to or with other parties, including but not limited to the *Authority*, the *PSO* and a *market support services licensee*, as necessary, desirable or expedient for the purposes of processing this request under the Regulations and we/I hereby consent to such disclosure, communication or exchange.

Signed for and on behalf of \_\_\_\_\_  
(Name of the proposed transferee)

Signature: \_\_\_\_\_

Name of officer: \_\_\_\_\_

Position/designation: \_\_\_\_\_

Date: \_\_\_\_\_

#### H. EMC'S DISCLAIMER

Energy Market Company Pte Ltd ("*EMC*") has produced this publication for use in connection with the Singapore Electricity Market. This publication is not a substitute for and should not be read in lieu of the Singapore Electricity Market Rules or any other applicable laws, codes, rules, procedures, manuals or policies that are relevant to or regulate the Singapore Electricity Market or the electricity industry. The contents of this publication do not constitute legal or business advice and should not be relied upon as a substitute for obtaining such advice.

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Any modifications or amendments to this publication shall be made in accordance with the relevant provisions of the Singapore Electricity Market Rules.

**APPENDIX A**  
**SAMPLE CERTIFICATE AND UNDERTAKING**  
**[To be set out on the proposed transferee's letterhead.]**

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**CERTIFICATE AND UNDERTAKING**

**To: Energy Market Company Pte Ltd**  
**(hereinafter referred to as the “EMC”)**

We/I, [■state name of the proposed transferee], refer to the Request for Transfer of Registration of Load Registered Facility filed by [■state name of the transferor] (the “Transferor”) dated [■state date] for the transfer of the registration of [■identify the relevant facility here] (“the Facility”) as a *load registered facility* under the *market rules* and the applicable *market manuals* of the EMC (“the Request”).

Pursuant to the Request, we/I hereby confirm, certify and undertake to the EMC (with a view to the EMC relying upon our/my confirmations, certifications and undertakings herein in considering the Request) that:

- 1) we/I will have, on and from the effective date of transfer of the registration of the Facility by the EMC, operational control and authority over the Facility for the purposes of the *market rules*;
- 2) all our/my facilities and equipment, to which the Request relates meet all applicable technical requirements under the *market rules*, the applicable *market manuals* and the *system operation manual*;
- 3) we/I have adequate qualified personnel and organisational and other arrangements that are sufficient to enable us/me to perform all of our/my functions and obligations as may be applicable to us/me as *market participants* under the *market rules*, the applicable *market manuals* and the *system operation manual*, including reliable services during normal and emergency situations, in respect of our/my participation in the *wholesale electricity markets*;
- 4) we are/I am willing and able to assume, and will assume, control of the Facility with effect on and from the effective date of transfer of registration of the Facility; and
- 5) we will/I am comply with all provisions of the *market rules*, the applicable *market manuals* and the *system operation manual*, and any *contracted ancillary service contract*, as applicable to the Facility, as if we are/I am the Transferor with effect on and from the effective date of transfer of registration of the Facility.

We/I further hereby represent, warrant and undertake (as continuing representations, warranties and undertakings) to the EMC (with a view to the EMC relying upon our/my continuing representations, warranties and undertakings herein in considering the Request) that at all times a *connection agreement* has been entered into (and remains in full force and effect) in respect of each installation as may from time to time be comprised in the Facility.

We/I further undertake to immediately notify the EMC if any of our/my above confirmations, certifications, representations, warranties or undertakings ceases to be true, accurate or complete in any respect, or if we/I cease to be in full compliance with all of our/my above undertakings.

Our/my confirmations, certifications, representations, warranties and undertakings herein shall be governed by and construed in accordance with the laws of the Republic of Singapore. All italicised expressions used herein shall have the same meanings as respectively ascribed to them in the Singapore Electricity Market Rules of the EMC.

Signed for and on behalf of \_\_\_\_\_  
(Name of the proposed transferee)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_