

Application form for Registration of Import Registered Facility by an Importer Licensee

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* as a *registered facility*, a *commissioning generation facility*, a *generation settlement facility* or a *non-exporting embedded intermittent generation facility* 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, installation and/or apparatus registered by the *EMC*, if you wish to cause or permit *energy* to be conveyed into, through or out of the *transmission system* from any facility, installation and/or apparatus used for, or for purposes connected with, the production of *electricity* for *import* into the *transmission system*, or the *import of electricity*.

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 should apply for the registration of an *import registered facility* if you intend to participate in the *real-time markets* and cause or permit *energy* to be conveyed into, through or out of the *transmission system* from any facility, installation and/or apparatus (“**Facility**”) used for, or for purposes connected with, the production of *electricity* for *import* into the *transmission system*, or the *import of electricity*.

You must obtain an *electricity licence* for the *import of electricity* and be registered as a *market participant* before you are eligible to apply for registration of an *import registered facility*.

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

This application form is to be used for the application for registration of an *import registered facility* only. If you wish to register a facility as any other type of *registered facility*, or a *commissioning generation facility* or *non-exporting embedded intermittent generation facility*, please use the appropriate application form for such type of facility.

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 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.

Is there an application fee for your application to register your Facility as an import registered facility?

There is no application fee payable for your application.

Summary of registration requirements for an import registered facility

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

A	Meet the EMC's requirements	<p>You must ensure that</p> <ul style="list-style-type: none"> • your Facility meets all applicable technical requirements set forth in the <i>market rules</i>, any applicable <i>market manuals</i> or the <i>system operation manual</i>; and • 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>. <p>You cannot change your designated <i>dispatch coordinator</i> for your <i>registered facility</i> without the prior approval of the EMC.</p>
B	Meet the PSO's requirements	<ul style="list-style-type: none"> • You must complete the PSO's Data Form for Import Registered Facility Registration, meeting all the applicable technical requirements and attaching any required documents during submission. • The registration of your Facility is subject to the PSO advising the EMC that such facility, installation and/or apparatus poses no threat to the <i>reliability</i> or <i>security</i> of the PSO controlled system.
D	Prepare and attach required documents	<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"> • A certified true copy of your <i>Electricity Licence for Electricity Importer Licensee</i> • A certified true copy of your duly executed importer <i>connection agreement</i> with the <i>transmission licensee</i>. • A certified true copy of your duly executed Importer Facility Operating Agreement with the PSO. • An original duly completed and executed Certificate and Undertaking (substantially in the form and terms prescribed in Appendix B of this application form) for your facility. • An original duly completed Data Form for Import Registered Facility Registration required by the PSO (as described in Appendix C of this application form) for your facility.
E	Standing Offer Data	<p>You must comply with section D below.</p>
F	Registration as an import registered facility	<p>Your Facility will be registered as an <i>import registered facility</i> if the EMC 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 EMC will notify you of the terms and conditions of the registration in an official notice to you. If your application is declined, the EMC will write to you stating the reasons.</p>

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*'s website at www.emcsg.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 Number¹: _____

Registered Address: _____

B. REGULATORY DETAILS

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

Note: You must be authorized to *import electricity* and trade in the *wholesale electricity market* under your *electricity licence(s)* in order to apply for the registration of an *import registered facility*

Electricity licence number(s): _____

2. **Derogation requested:** Yes No

3. **Wholesale Electricity *settlement account*:** _____

¹ This refers to the Applicant's ACRA registration number, Unique Entity Number or NRIC number, as the case may be.
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C. FACILITY DETAILS

4. **Name of the Facility:**

5. **Identifier of the intertie and the interconnected system:**

6. **Energy source(s) and its source location(s):**

(Please also complete **Appendix A** of this application form.)

7. **Dispatch coordinator for the Facility:**

8. **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.		

9. **Physical service intended to be provided from the Facility:**

Energy

10. **Minimum scheduled quantity of energy established by the Authority (if any):** _____

D. STANDING OFFER DATA

Please provide a *standing offer* for each *physical service* to be provided from your Facility. Each such *standing offer* 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 Capability Data (Chapter 6 Market Rules).

**E. IMPORT REGISTERED FACILITY REGISTRATION
(FOR SUBMISSION TO THE PSO)**

Please complete the *PSO Data Form* for Import Registered Facility Registration which is described in **Appendix C** 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.

F. CHECKLIST OF SUPPORTING DOCUMENTS REQUIRED

You must attach the following documents to your application form:

- A certified true copy of your *Electricity Licence* for *Electricity Importer Licensee*
- A certified true copy of your duly executed importer *connection agreement* with the *transmission licensee*.
- A certified true copy of your duly executed Importer Facility Operating Agreement with the *PSO*.
- An original duly completed and executed Certificate and Undertaking (substantially in the form and terms prescribed in **Appendix B** of this application form) for your Facility.
- An original duly completed Data Form for Import Registered Facility Registration required by the *PSO* (as described in **Appendix C** of this application form) for your Facility.
- A duly completed NEMS Systems User Account and IP Address Administration Form (as may be prescribed by the EMC), confirming that the system operator of the *interconnected system* is authorized to access the schedule of the *import registered facility*.

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FOR EMC OFFICIAL USE

1. Assigned MNN number(s): _____

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, installation and/or apparatus as an *import 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, installation and/or apparatus 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 our/my 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.

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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: Import Registered Facility Details

S/No	Energy Source	Type of Energy Source	Source Location	Capacity
1				
2				
3				
4				

Appendix B

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

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 Import Registered Facility Registration by an Importer Licensee dated [state date] for the registration of [identify the *facility, installation and/or apparatus* name here] (the "**Facility**") as an *import 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 our/my 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, installations, apparatus 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*.

Our/my confirmations, certifications 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 C

Power System Operator (PSO) Data Form for Import Registered Facility Registration

- The facility registration form is available for download from the EMA's website at www.ema.gov.sg/NEMS_Activities.aspx.
- Please note that the form 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 above website at the time of your application.