



Energy
Market
Company

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* 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.

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 the *real-time markets* in accordance with the *market rules*, *market manuals* and *system operation manual* is eligible to apply.

What type of reserve can you offer?

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

How is reserve scheduled for your load facility activated?

For primary *reserve* and secondary *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*, *market manuals* or *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.

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.emcsg.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 for the registration of a *load registered facility* are outlined in the table below:

<p>A Meet the EMC's requirements</p>	<p>You must be sure that</p> <ul style="list-style-type: none"> • 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 • you are able to perform all the functions and obligations applicable to you under the <i>market rules</i>, <i>market manuals</i> or <i>system operation manual</i>. <p>If your facility is located outside of Singapore, the EMC may impose additional requirements for the registration of your facility.</p>
<p>B Meet the PSO's requirements</p>	<ul style="list-style-type: none"> • You must complete the PSO's Interruptible Load Facility (ILF) Standing Capability Data Form, 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 poses no threat to the <i>reliability</i> or <i>security</i> of the <i>PSO controlled system</i>.
<p>C Prepare and attach required documents</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"> • A certified true copy of your duly executed <i>connection agreement</i> with the <i>transmission licensee</i> for your facility. • An original duly completed and executed Certificate and Undertaking (in the form and on the terms prescribed in Appendix A of this application form) for your facility. • An original duly completed Interruptible Load Facility (ILF) Standing Capability Data Form required by the PSO for your facility. (Please refer to Appendix B of this application form.)
<p>D Standing Offer Data</p>	<p>You must comply with section D of this application form.</p>
<p>E Registration as a load registered facility</p>	<p>Your facility will be registered as a <i>load 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 find more information?

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

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

A. APPLICANT DETAILS

Name of applicant: _____

Company registration number: _____

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 authorized 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 _____

2. **Derogation requested** Yes No

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

C. FACILITY DETAILS

4. **Name of the facility:** _____

5. **Name of owner of the facility:** _____

6. **Location of the facility:** _____

7. **What type(s) of *reserve* do you intend to provide from your facility?**

- Primary Secondary Contingency

8. Recorder ID number(s) _____

9. Under Frequency Relay ID NO. (for primary and secondary *reserve providers*)

(This could be the digital output contact in an integrated Recorder/Relay.)

10. Equipment/process where *load* will be reduced _____
(E.g. lighting *load*, aircon *load*, chiller plant, heaters, compressors, cold room etc.)

11. Designated *dispatch coordinator* for the facility: _____
(*Market Participant* authorised to submit *dispatch data* with respect to the *load registered facility*)

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

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

D. STANDING OFFER DATA

Please provide a *standing offer* for each class of *reserve* to be provided from your facility to be registered as a *load registered facility*. Each such *standing offer* 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, Offer Variations and Standing Data (Chapter 6 Market Rules).

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

Please complete the *PSO's* Interruptible Load Facility (ILF) Standing Capability Data Form. (Please refer to **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 documentation¹.

¹ 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.
- An original duly completed Interruptible Load Facility (ILF) Standing Capability Data Form required by the *PSO* for your facility. (Please refer to Appendix B of this application form.)
- An original duly completed and executed Certificate and Undertaking (substantially in the form and on the terms prescribed in **Appendix A** of this application form) for your facility.

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FOR EMC OFFICIAL USE ONLY

Facility Name (given by MO):

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Approved by (Sign & Name): _____

Given to MA on (date): _____

G. COVENANT AND DECLARATION

We, 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 facility as a *load registered facility* as stated in this application form.

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

We further hereby declare that the information provided by us (or on our 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 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 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 confirm and acknowledge that the information provided by us (or on our 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 the *market support services licensee*, as necessary, desirable or expedient for the purposes of processing this registration application under the Regulations and we 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 Limited ("*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 applicant's letterhead.]

CERTIFICATE AND UNDERTAKING

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

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

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

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

Our 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 respectively ascribed to them in the Singapore Electricity Market Rules of the EMC.

Signed for and on behalf of the _____
(Name of Applicant)

Signature: _____

Name: _____

Designation: _____

Date: _____

Appendix B

PSO's Interruptible Load Facility (ILF) Standing Capability Data Form²

² This *PSO's Interruptible Load Facility (ILF) Standing Capability Data Form* is not part of the Market Manual which this application form forms a part of. A copy of that form. A copy (being the current version as of the date of *publication* of this Application form for Load Facility Registration) is appended hereto for your convenient reference only. Please note that the *PSO's Interruptible Load Facility (ILF) Standing Capability Data 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 time of your application.

TABLE 14 – INTERRUPTIBLE LOAD FACILITY (ILF) STANDING CAPABILITY DATA				
To be completed by Retailer / Market Participant (MP) (with initial and company stamp on every page)				
Purpose of Submission: (New / Revised / Removed):				
Name of Retailer/ MP*:				
Owner Name of ILF:				
Site Address of ILF:				
Maximum Load of ILF:		MW		
Connection of ILF to the PSO controlled grid at voltage level:		*66000 / 22000 / 6600 / 400 V		
Name of Transmission Licensee's substation serving the ILF:				
		Primary Reserve	Secondary Reserve	Contingency Reserve
Maximum Reserve Capacity (Total) ¹ :		MW	MW	MW
Maximum Reserve Capacity for Load #1:		MW	MW	MW
Maximum Reserve Capacity for Load #2:		MW	MW	MW
Maximum Reserve Capacity for Load #3:		MW	MW	MW
Maximum Reserve Capacity for Load #4:		MW	MW	MW
² Maximum Reserve Capacity for Load #5:		MW	MW	MW
Under Frequency Relay Settings	Frequency	Hz	Hz	
	Time Delay		sec	
Monitoring-Recording-Activation (MRA) device Brand & Model: (To attached technical specifications)				
Under Frequency Relay Brand & Model: (To attached technical specifications)				
The following Supporting Documents must be submitted:				
1. Half-hourly load profile of Interruptible Load Facility for the immediate past 3 months (from Meter or MRA) controlled by the Designated Circuit-Breaker / Load-Management device				
2. Licensed Electrical Worker certified testing and commissioning reports of MRA device, Under-Frequency Relays (where applicable). The reports should include detailed single-line drawing of the ILF showing connection arrangement of relevant interruptible load, recorder, relays and switches.				

To be completed by EMC-MO	
Name: B1-B2-B3	ILxxxxx-yyyyyyyy-zzzzzzzz
To be completed by PSO	
Reserve Provider Group:	
Reserve Provider Zone:	
Additional Information:	^ Denotes a space

¹ This is the maximum *reserve* capacity of the *load facility* for each *reserve class* that the *load facility* is or seeks to be registered to provide. See Market Rules Chapter 6, Appendix 6E, Section E.2.1

² If number of load ID exceeds 5 numbers, pls submit in another sheet for Load#6 and beyond