

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 market* in Singapore. One of the *EMC*’s responsibilities is to manage the registration of facilities in the *wholesale electricity market*, 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 the forms. Please also read the *EMC* 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* may be identified as a proposed transferee in this form if:

- it is willing and able to assume control of the *load registered facility* with effect on and from the effective date of transfer of registration of the *load registered facility*[†];
- 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 manuals* 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*, *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 10th *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*

[†] The term ‘effective date of transfer 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 the *market rules*. Please also see the section under the heading “**When will the transfer of registration be effective?**”.

rules and of this *market manual*. Notwithstanding the foregoing, the EMC may agree with you and the proposed transferee to effect 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 market* 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 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 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 to be transferred. To do this, you can download additional copies of the form from the EMC website: 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>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 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 find 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 +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 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 EMC:**

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3. **Name of current owner of the facility:** _____

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

5. **What type(s) of reserve is/are currently provided from the facility?**

- Primary Secondary Contingency

6. **Recorder ID number(s)** _____

7. **Under Frequency Relay ID NO. (if applicable)** _____
(These could be digital output contact in an integrated Recorder/Relay)

8. **Current *dispatch coordinator* for the facility** _____
(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.

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

10. **What activities relating to *electricity* is the transferor authorised to undertake under its *electricity licence(s)*?**

Note: Please check one or more of the following boxes to indicate 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 _____

11. **Name of the transferor** _____

Company registration number _____

Registered address _____

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

- Yes No

13. **The transferor's wholesale electricity settlement account number**

C. PROPOSED TRANSFEREE'S DETAILS

(to be completed by the proposed transferee)

14. **What activities relating to *electricity* is the proposed transferee authorised to undertake under its existing *electricity licence(s)*?**

Note: Please check one or more of the following boxes to indicate 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 _____

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 _____
 Company registration number _____
 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 number, (if available)

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

Yes No

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

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

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

D. STANDING OFFER DATA

The proposed transferee must provide a *standing offer* for each class of *reserve* that is provided from the *load registered facility*. Each such *standing offer* shall only be effective on and from the effective date of the transfer of registration of that facility. Each such *standing offer* for that 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 of the Market Rules).

E. SUPPORTING DOCUMENTS REQUIRED

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

- a certified true copy of the *connection agreement* between the proposed transferee and the *transmission licensee* with respect to the *load registered facility*, which registration is sought to be transferred under this form.

- an original duly completed and executed Certificate and Undertaking from the proposed transferee (substantially in the form and on the 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 TO THE EMC

We, 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 *load registered facility* to and in favour of the proposed transferee, as stated in this form.

We hereby agree to be bound by, and to comply with, all the Regulations which may be applicable to us, the request for transfer of registration herein, the 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 form 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 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 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 confirm and acknowledge that the information provided by us (or on our 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 the *market support services licensee*, as necessary, desirable or expedient for the purposes of processing this form under the Regulations and we 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 TO THE EMC

We, 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 and in our favour, as stated in this form.

We hereby agree to be bound by, and to comply with, all the Regulations which may be applicable to us, the request for transfer of registration herein, the 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 form 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 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 *electricity licence* or exemption(s) therefrom (if any), and of any change in the status of our application for any *electricity licence* and/or exemption(s) therefrom (if any).

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 request for transfer of registration is denied and a dispute arises from such unsuccessful request. We confirm and acknowledge that the information provided by us (or on our 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 the *market support services licensee*, as necessary, desirable or expedient for the purposes of processing this request under the Regulations and we 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 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 proposed transferee's letterhead.]

CERTIFICATE AND UNDERTAKING

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

We, [■state name of the proposed transferee], refer to the Request for Transfer of Registration of Load Registered Facility submitted 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 applicable *market manuals* of the EMC ("the Request").

Pursuant to the Request, 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 the Request) that:

- 1) we 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 the facilities and equipment, to which this Request relates, meet all applicable technical requirements under the *market rules*, the applicable *market manuals* and the *system operation manual*;
- 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 as may be 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*;
- 4) we are 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 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 the Transferor with effect on and from the effective date of transfer of registration of the Facility.

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 the proposed transferee)

Signature: _____

Name: _____

Designation: _____

Date: _____