

# **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 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 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*:** \_\_\_\_\_

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<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: \_\_\_\_\_