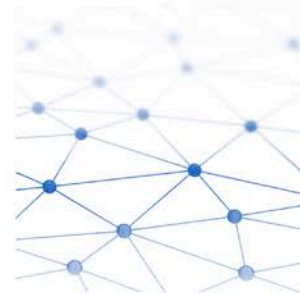
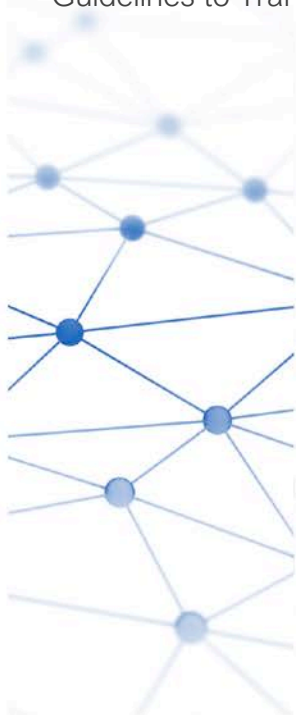


MARKET ADMINISTRATION MARKET MANUAL (Part 3 of 5)

REGISTRATION AND AUTHORISATION

This market manual contains the following application forms and guidelines –

- Application form for Commissioning Generation Facility Registration by a Market Participant
- Guidelines for Cancellation of a Registered Facility
- Guidelines to Transfer the Registration of a Registered Facility



Application form for Commissioning Generation Facility Registration by a Market Participant

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*, ~~or~~ 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 registered by the *EMC* if you wish to convey any *physical services* into, through or out of the *transmission system* 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 are the types of generation facility registration?

The ~~three~~four types of *generation facility* registration are:

- *Generation registered facility* (you need to complete a separate form for this type of registration)
- *Generation settlement facility* (you need to complete a separate form for this type of registration)
- *Non-exporting embedded intermittent generation facility* (you need to complete a separate form for this type of registration)
- *Commissioning generation facility*.

You should register your generation facility as a ***commissioning generation facility***.

- a) if the facility is required or intended to be registered as a *generation registered facility*; or
- b) if the facility is required or intended to be registered as a *generation settlement facility*, and is required to cause or permit any *physical service* to be conveyed into, through or out of the *transmission system*,

on a transitional basis for the purpose of permitting the facility to convey a *physical service* into, through or out of the *transmission system* or of participating in the *real-time markets* during the period in which it is undergoing the commissioning tests.

As a general rule, the registration of your *generation facility* as a *commissioning generation facility* shall expire on the earlier of (a) the expected completion date of the final commissioning test date specified in your commissioning test plans submitted to and approved by the *PSO* pursuant to section 5.3.4 of Chapter 2 of the *market rules*; or (b) upon the registration of the facility as a *generation registered facility* or *generation settlement facility*. However, if you wish to change the expected completion date of the final commissioning test for your facility, you must submit a request together with the revised commissioning test plan to the *PSO* no later than five *business days* before the expected completion date of the final commissioning test. The

PSO will inform you of the outcome of your request no later than four *business days* following the PSO's receipt of your request.

This application form is to be used for application for registration of a *commissioning generation facility* only. Subsequently, if you wish to proceed with the application of your facility as a *generation registered facility* or a *generation settlement facility*, you should use the Application form for Generation Facility Registration by a Market Participant.

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 *commissioning generation 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 *commissioning generation facility*. You can download additional copies of the form from the EMC's 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 commissioning generation facility

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

A	<p>Meet the EMC's requirements</p>	<p>You must ensure 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 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>If you wish to subsequently register your facility as a <i>generation registered facility</i>, you shall identify your proposed <i>dispatch coordinator</i>. You cannot change your designated <i>dispatch coordinator</i> for your facility without the prior approval of the EMC.</p>
B	<p>Meet the PSO's requirements</p>	<p>You must complete the PSO's Data Form for Generation Facility Registration, meeting all the applicable technical requirements and attaching any required documents during submission.</p>
C	<p>Meet metering requirements</p>	<p>You must secure the <i>market support services licensee's</i> written confirmation to the EMC that the <i>market support services licensee</i> is ready to submit all relevant <i>settlement</i> data required under the <i>market rules</i> for your facility to the EMC.</p>
D	<p>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. • 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, if required by the EMC. • 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 PSO Data Form for Generation Facility Registration required by the PSO (as described in Appendix C of this application form) for your facility.
E	<p>Standing Offer Data</p>	<p>If your facility is to be registered as a <i>generation registered facility</i> subsequently, you must comply with section D below. For the avoidance of doubt, if your facility is to be registered as a <i>generation settlement facility</i> subsequently, you are not required to comply with section D below.</p>
F	<p>Registration as a commissioning generation facility</p>	<p>Your facility will be registered as a <i>commissioning generation 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 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. What is the name-plate rating of the facility?

- 1 MW or more but less than 10 MW
- 10 MW or more

3. Please indicate the type of generation facility registration you will subsequently be applying for.

- generation registered facility
- generation settlement facility

4. Derogation requested: Yes No

5. 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.

C. FACILITY DETAILS

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

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

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

9. **Meter ID number(s):** _____
 (Please also complete **Appendix A** of this application form.)

10. **Dispatch coordinator for the facility:** _____
 (This is only applicable if the facility is to be registered as a *generation registered facility* subsequently.)

11. **Contacts of the dispatch coordinator for the facility:**
 (This is only applicable if the facility is to be registered as a *generation registered facility* subsequently.)

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

12. **Physical service intended to be provided from the facility:**

- Energy*
- Reserve* (*Primary* *Contingency*)
- Regulation*

13. **Expected start date of commissioning tests:** _____

Expected completion date of final commissioning test: _____

14. **Other authorisations/approvals granted by the Authority**

(For facilities other than *intermittent generation facilities*.)

- Approval for classification of your facility as an *embedded generation facility* for the purposes of net treatment on non-reserve charges: Yes No

(If the answer to the above is no, is such approval being sought? Yes No)

- Approval for your facility to be assigned to an *EGF group* to be, or an *EGF group* which has been, granted *price neutralisation*:

Yes No

(If the answer to the above is no, is such approval being sought?

Yes No)

15. Intermittent generation facilities

(For registration of *commissioning generation facility* that is comprised of one or more *intermittent generation facilities*.)

▪ Is your facility comprised of one or more *intermittent generation facilities*? Yes No

(If yes, is your facility comprised only of *intermittent generation facilities*? Yes No)

▪ Is your facility comprised only of embedded *intermittent generation facilities*? Yes No

D. STANDING OFFER DATA

(This section is only applicable if your facility is to be registered as a *generation registered facility* subsequently.)

Please provide a *standing offer* for each *physical service* to be provided from your facility to be registered as a *commissioning generation 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, Standing Bids, Offer Variations, [Bid Variations](#) and Standing [Capability](#) Data (Chapter 6 Market Rules).

E. GENERATION FACILITY REGISTRATION

(FOR SUBMISSION TO THE PSO)

Please complete the *PSO Data Form* for Generation 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 duly executed *connection agreement* with the *transmission licensee* for your facility.
- A certified true copy of your duly executed *market participant - market support services licensee agreement* with the *market support services licensee* for your facility, if required by the *EMC*.
- 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 *PSO Data Form for Generation Facility Registration* required by the *PSO* (as described in **Appendix C** of this application form) for your facility.

=====

FOR EMC OFFICIAL USE

1. Assigned MNN number(s) for this facility: _____

INFORMATION PROVIDED BY THE MSSSL TO THE EMC

2. Respective RQM (as defined by MSSSL) ID Number(s): _____

2.1. Location of 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 *commissioning generation 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 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

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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.

Generation Facility Registration

Appendix A : Metering Details

S/No	Generation Facility Name	Meter Type (Main, Check or Auxiliary)	Meter Serial Number	Station Load Meter Name (Please show tagging, if any)	Station Load Meter Serial Number	Market Network Node (assigned by the EMC)
1						
2						
3						
4						

Note:

Please tag the station loads (if any) to the generation facility.

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 Commissioning Generation Facility Registration by a Market Participant dated [■state date] for the registration of [■identify the relevant *generation facility* here] ("the Facility") as a *commissioning generation 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 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: _____

* Delete where inapplicable.

Appendix C

Power System Operator (PSO) Data Form for Generation Facility Registration

- The facility registration form is available for download from the EMA's website at www.ema.gov.sg/NEMS_Activities.aspx.
- ~~For registration of a generation facility which is required or intended to be registered as a *generation registered facility*, please use Appendix 3A of the form.~~
- ~~For registration of a generation facility which is required or intended to be registered as a *generation settlement facility*, please use Appendix 3C of the form.~~
- ~~For registration of an intermittent generation facility (PV), please use Appendix 3D of the form.~~
- 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.

Based on the
Singapore Electricity Market Rules

Guidelines for Cancellation of a Registered Facility

A *market participant* that wishes to cancel their registration of a *registered facility* that is being removed from service on a permanent basis shall file with the *EMC* a request to cancel the registration giving details and information of the subject matter. The *market participant* shall provide a copy of the request to the *transmission licensee* and to the *PSO*.

Where the notice issued by the *PSO* indicates that the *PSO* does not require a technical assessment; or the *PSO* conducts the technical assessment and notifies the *market participant* that the removal from service of the *registered facility* will not or is not likely to have an unacceptable impact on the *reliability* or *security* of the *PSO controlled system*, the *market participant* shall file with the *EMC* a notice setting forth the date upon which the *market participant* wishes the *EMC* to cancel the registration of the *registered facility*. Such date shall not be less than five *business days* from the date of receipt by the *market participant* of the notice issued by the *PSO*.

Please read the relevant sections of the *market rules* prior to submitting your request.

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Based on the
Singapore Electricity Market Rules

Guidelines to Transfer the Registration of a Registered Facility

A *market participant* that wishes to transfer the registration of a *registered facility* shall file with the *EMC* a request to transfer the registration giving details and information stipulated in Chapter 2 Section 6.2.1 of the *market rules*. That request shall be filed with *EMC* no later than 10 business days before the transfer is proposed to take effect. The *market participant* shall provide a copy of the request to the *transmission licensee* and to the *PSO*.

Please read the relevant sections of the *market rules* prior to submitting your request.

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