### Application for access to the registry transfer hub

Please complete sections A through to C and email the completed form to marketoperations@ea.govt.nz.

If approved, the registry manager will provide you with a User Id and password.

|  |
| --- |
| 1. **Applicant details** (Person requiring access to complete)
 |
| Organisation:  (note: this is the organisation applying for access)Phone: Address:  Date: **Primary contact (for notifications, outages, upgrades):**Name: Email address: (note: a generic address is preferred, multiple addresses are acceptable. It is your responsibility to advise registry.engineer@jadeworld.com if there is an email address change) |
| 1. **Application for a non-participant Identifier (where needed)**
 |
| Non-participant identifier requested: 3 (3 alpha characters eg, “3ABC”)Please refer to the non-participant identifier list available on the Authority's website to ensure you choose a unique identifier. |

|  |
| --- |
| 1. **Particular requirements for requests for and transfers of consumption information through the registry transfer hub**
 |
| The Applicant must attest to the matters below in order to be granted access to the registry transfer hub. I, being the Applicant, confirm that I:1. **am a fit and proper person to manage data*.*** A fit and proper person specifically excludes an Applicant:
2. that has, or where any of its directors, company secretary or senior managers have, been convicted of a criminal offence for which, if the applicant were an individual and in the case of any of its directors, company secretaries or senior managers, a term of imprisonment of more than 12 months can be imposed or an offence of dishonesty;
3. where any of its directors, company secretary of senior managers have been disqualified from managing corporations and any such disqualification remains in place;
4. that has, or where any of its directors, company secretary or senior managers have, entered into a settlement with the Director of Human Rights Proceedings in respect of an alleged interference with the privacy of an individual in the form of an unauthorised disclosure of information, been found to have committed an interference with the privacy of an individual by the Human Rights Review Tribunal in the form of an unauthorised disclosure of information, breached any other law relevant to the management of data by way of an unauthorised disclosure of information, or has otherwise committed a data breach in respect of consumer information or information of a similar nature; or
5. where any contractor to it in respect of the use or management of data has been found to have committed any of the actions in paragraph 3;

unless in each case the Applicant is able to demonstrate to the Authority that the relevant issues have been addressed or do not prevent the Applicant from being a fit and proper person. 1. **have an internal dispute resolution process in place in regards to consumption data received via the registry transfer hub.**
2. **am or will become a member of Utilities Disputes.**
3. **have adequate insurance or a comparable guarantee to compensate consumers for loss that may occur in light of the risk arising from the collection, storage, use or disclosure of consumption data received via the registry transfer hub**
4. **have adequate practices, procedures, and systems in place to manage consumption data and information security risks received via the registry transfer hub, including in respect of any decision to use a third party to provide services to you in respect of any such information and in the provision of those services by the third party.**
5. **comply** **with the Privacy Act 1993 in the use of the registry transfer hub and ensure that the practices, procedures and systems under paragraph 5 comply with the Privacy Act.**
 |
| 1. **Applicant’s signature**

(To be completed by an authorised or delegated person on behalf of the organisation named in section A) |
| By signing this form you are confirming you meet the requirements of section C and are agreeing that the organisation named in section A will comply with the Authority’s [terms and conditions,](https://www.ea.govt.nz/operations/consumer-services/provide-a-service-with-electricity-data/consumption-data/) as those terms and conditions may be amended from time to time. Signed: For and on behalf of (organisation, if applicable)Name, title:  |
|  |
| 1. **Authority use only**
 |
| Non-participant identifier is unique and registered ⬜**Signature: For the Electricity Authority****Date:**  |