



## Application for Licence to Market Natural Gas\*

Coverpage

### Application Instructions

#### 1. Purpose of this form

The purpose of this form is to collect information to enable the Director of Licensing at the Ontario Energy Board to determine whether the applicant is entitled to sell natural gas\* to low-volume consumers (consuming 50,000m<sup>3</sup> of gas per year or less), or to act as an agent in the sale of natural gas in Ontario.

#### 2. Structure of the Application Form

This form contains four sections:

- A. General Information;
- B. Information about the Applicant's Organization;
- C. Dispute Resolution Information; and,
- D. Information about Key Individuals within the Organization.

Each section must be completed (except Section C).

#### 3. Completion Instructions

PRINT CLEARLY or TYPE all information in BLACK. Please send the completed form and two copies of all attachments to:

Board Secretary  
Ontario Energy Board  
Attn: Licence Processing  
2300 Yonge Street  
P.O. Box 2319, 26th Floor  
Toronto, ON M4P 1E4

#### 4. Licence Fees:

##### Application Fees:

A non-refundable application fee of \$500.00 is required to process your application. Please enclose a cheque or money order made payable to the Minister of Finance.

##### Note:

A Gas Marketers licence may be subject to an annual fee.

#### 5. Important Information:

As a licensed Gas Marketer, you may be subject to additional obligations as required by a gas distributor and as established under section 44 of the Ontario Energy Board Act, 1998.

As a condition of licensing you will be obligated to subscribe to an independent, arms-length consumer complaints resolution process (complaints forum) that has been selected by the Ontario Energy Board.

#### REMARQUE:

Ce document est disponible en français.

\*Note: Natural gas in this application has the same meaning as "gas" in the Ontario Energy Board Act, 1998, and includes natural gas, substitute gas, synthetic gas, manufactured gas, propane-air gas or any mixture of any of them.



**Application for Licence to  
Market Natural Gas\***

For Office Use Only	
Application Number	
Date Received	

**A. General information**

**1. Licence Name**

Name to Appear on Licence :

**2. Primary Contact for this Application**

Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Last Name:	Full First Name:	Initial:
Miss <input type="checkbox"/>	Ms. <input type="checkbox"/>			
Other : _____		Position Held:		
Contact Address (if R.R., give Lot, Concession No. and Township)				
City	Prov	Country	Postal/ZIP Code	
Phone Number	FAX Number	E-mail Address		

**3. Type of Application Process**

New licence	<input type="checkbox"/>
Reinstatement of previous licence	<input type="checkbox"/>
Renewal	<input type="checkbox"/>

**4. Type of Licence Applied for**

Licence to Market Natural Gas

**5. Business Classification**

Sole Proprietor	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Corporation	<input type="checkbox"/>
Other (describe): _____	<input type="checkbox"/>

\*Note: Natural gas in this application has the same meaning as "gas" in the Ontario Energy Board Act, 1998, and includes natural gas, substitute gas, synthetic gas, manufactured gas, propane-air gas or any mixture of any of them.

## B. Information about the Applicant Organization

### 6. Applicant Organization

a) Application on behalf of			
Full Legal Name of organization	Ontario Corporation Number or Business Registration Number (from MCCR)	Date of Formation or Incorporation	
b) Business Address (if different from Contact Address in Q2 above). If R.R., give Lot, Concession No. and Township.			
City	Prov	Country	Postal/ZIP Code
Phone Number	FAX Number	E-mail Address (opt.)	
c) Address for service in Ontario (if different from Business Address in 6b above)			
City	Prov	Country	Postal/ZIP Code
Phone Number	FAX Number	E-mail Address (opt.)	

### 7. Licensing History

a) Has your organization or an affiliate of your organization ever been granted a licence under Part IV or Part V of the Ontario Energy Board Act, 1998?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
b) If your response to a) is yes, please provide the following information:			
Licence Type		Licence No.	
c) If your organization has ever marketed or sold electricity or natural gas in any other jurisdiction, provide the following information:			
Company Name	Jurisdiction	Licence Type	Licence / Registration No.

**8. Current Contracts and Supply Arrangements**

	Yes	No
a) Do you currently offer contracts to act as an agent for providing gas on behalf of low-volume consumers (consuming 50,000m <sup>3</sup> or less of gas per year) in Ontario?	<input type="checkbox"/>	<input type="checkbox"/>
b) Do you currently have an arrangement with a natural gas distributor to supply gas on behalf of low-volume consumers?	<input type="checkbox"/>	<input type="checkbox"/>

**9. Please provide the following financial information as attachments to this application :**

a) Please provide the most recent two years of audited financial statements. If incorporated within the last 12 months, and if audited financial statements are unavailable, please provide a Pro Forma Financial Statement(s) signed by a director of the organization.
b) If your organization is publicly held, provide the most recent prospectus.
c) If your organization is a sole proprietorship or a partnership, and audited financial statements are unavailable, please provide statements of assets and liabilities for the last two years signed by the proprietor or by at least one partner.

**10. Please provide the requested details of all legal proceedings as attachments to this application :**

	Yes	No
a) Has this organization ever been declared bankrupt or is it presently party to bankruptcy proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTES:</b> 1) Where this organization is an undischarged bankrupt, provide a copy of the Assignment in Bankruptcy and a list of creditors.		
2) Where this organization is a discharged bankrupt, provide proof of discharge.		
b) Are there any unpaid judgements against this organization? If yes, provide a copy of each judgement. State amount outstanding and repayment arrangements.	<input type="checkbox"/>	<input type="checkbox"/>
c) Has this organization ever been found guilty or convicted of an offence under any law or are any charges now pending? This includes where a conditional discharge or an absolute discharge has been ordered. If yes, provide full particulars in a separate, signed and dated statement.	<input type="checkbox"/>	<input type="checkbox"/>
d) Has this organization ever had a licence or registration of any kind refused, suspended, revoked or cancelled? If yes, attach particulars.	<input type="checkbox"/>	<input type="checkbox"/>

## C. Dispute Resolution Information

It is a condition of licensing that you join an independent, arms-length Consumer Complaints Resolution Process (complaints forum) that has been selected by the Ontario Energy Board. The purpose of the complaints forum is to provide a consumer with a process by which to have a complaint, that has not been satisfactorily resolved by a gas marketer, reviewed and, if appropriate, mediated by a third-party. Consumers who are not satisfied with their gas marketer must be informed of their opportunity to use the complaints forum.

You may contact the Director of Licensing at the address below for a current list of selected complaints forums.

If you choose not to join a Consumer Complaints Resolution Process currently selected by the Board you may request the Board review a proposal for a new independent, arms-length complaints forum. You must make a separate request to the Ontario Energy Board to have any alternative complaints forum selected by the Board. The request may be attached to this application. You may contact the Manager of Energy Licensing at the address below for information regarding criteria for a complaints forum.

### 11. Consumer Complaints Resolution Process Selection /

	Yes	No
I have attached a letter of acceptance from a selected independent, arms-length Consumer Complaints Resolution Process.	<input type="checkbox"/>	<input type="checkbox"/>
I have attached a request for a new Consumer Complaints Resolution Process to be reviewed by the Board.	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** For further information on Consumer Complaints Resolution Processes please contact:

Manager of Energy Licensing  
 Ontario Energy Board  
 2300 Yonge Street  
 P.O. Box 2319  
 Toronto, Ontario  
 M4P 1E4

## D. Information About Each Key Individual

### 12. Personal Information

Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Last Name	Full First Name:	Initial:
Miss <input type="checkbox"/>	Ms. <input type="checkbox"/>			
Other : _____		Position Held:		
Residence Address (if R.R., give Lot, Concession No. and Township)				
City		Prov	Country	Postal/ZIP Code
Residence Phone Number		Business Phone Number		Birthdate
				Y M D

### 13. Personal Experience in Energy Industry

	Yes	No
a) Has this person been a proprietor, partner, officer or director of a business that was granted a licence under Part IV or Part V of the Ontario Energy Board Act, 1998. If yes, provide license number(s).	<input type="checkbox"/>	<input type="checkbox"/>
b) Has this person ever been a proprietor, partner, officer or director of a business that marketed or sold electricity or natural gas other than for a regulated distribution utility in any other jurisdiction? If yes, please provide company name, jurisdiction or location and licence or registration type, identifier and date issued.	<input type="checkbox"/>	<input type="checkbox"/>
c) Has this person ever been registered or ever been licensed under this or any other acts or legislation? If yes, identify the acts or legislation and the date of the licensing or registration.	<input type="checkbox"/>	<input type="checkbox"/>
d) Has this person been a proprietor, partner, officer or director of a business that had a registration or licence of any kind refused, suspended, revoked or cancelled? If yes, provide particulars.	<input type="checkbox"/>	<input type="checkbox"/>

**If you have answered yes to any of the above questions, please attach particulars as directed.**

### 14. Please provide the requested details of all legal proceedings as attachments to this application :

a) Is this person now or has this person been involved in personal bankruptcy proceedings? If yes, attach Assignment or Discharge Papers.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
b) Is this person now or has this person been an officer, director or majority stockholder of a corporation which has been declared bankrupt or is presently party to bankruptcy proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTES:</b> 1) Where this person is an undischarged bankrupt, submit a copy of the Assignment in Bankruptcy and a list of creditors. 2) Where this person is a discharged bankrupt, submit proof of discharge. 3) For corporation bankruptcies, submit related documents.		
c) Are there any unpaid judgements against this person? If yes, submit a copy of each judgement. State amount outstanding and repayment arrangements.	<input type="checkbox"/>	<input type="checkbox"/>
d) Has this person ever been found guilty or convicted of an offense under any law or are any charges now pending? This includes where a conditional discharge or an absolute discharge has been ordered. If yes, attach full particulars on a separate, signed and dated statement.	<input type="checkbox"/>	<input type="checkbox"/>

**NOTICE AND CONSENT**

**AS REQUIRED BY THE FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY ACT**

In order to complete or verify the information provided on this form, it may be necessary for the Ontario Energy Board to collect additional information from some or all of the following sources: federal, provincial/state and municipal governments; licensing bodies; law enforcement agencies; sheriffs' offices; credit bureaus; professional and industry associations; and former and current employers. **Only information relevant to your application will be collected.**

In order to determine whether your organization can reasonably be expected to be financially responsible in the conduct of business, a credit review (in accordance with standard business practices) may be undertaken by the Director of Licensing. Individual information is being collected to enable security reference checks.

The public official who can answer questions about the collection of information is:

**Director of Licensing**  
 Ontario Energy Board  
 2300 Yonge Street, P.O. Box 2319  
 Toronto, Ontario M4P 1E4

**15. Signature Block**

**NOTE:** This application **must** be signed by the proprietor or by at least one partner, officer or director of the organization. **Also**, this application **must** be signed by each individual who has provided information in section C, "Information about Key

**WARNING:** It is an offence to knowingly provide false information on this application.

Yes

I/We consent to the collection of this information as authorized under the Ontario Energy Board Act, 1998. I/We understand that this information will be used to determine whether I am/we are and remain qualified for the licence for which I am/we are applying.

I/We have read the Code of Conduct for Gas Marketers and understand that a violation of the Code may be grounds for revocation of any licence issued.

I/We hereby authorize all law enforcement agencies to release records of criminal conviction for which a pardon has not been granted, records of discharge and records of outstanding criminal charges and release all such agencies, its members and employees from any and all actions, claims and demands for damages, loss or injury which may result from the disclosure of information provided by such agencies.

Print Name and Title	Signature of Applicant(s)	Date Signed

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**CHECKLIST**

**Have You:**

1. Properly and fully completed this form? Illegible, incomplete or improperly completed forms do not qualify for registration and will be delayed or returned.
2. Enclosed a cheque or money order payable to the Ontario Minister of Finance in the amount prescribed (\$500.00)?
3. Attached two copies of all financial information and information related to legal proceedings as specified in Section B?
4. Attached two copies of a letter to meet the requirements of the Consumer Complaints Resolution Process as discussed in Section C?
5. Attached two copies of all business information and information related to legal proceedings as specified in Section D for each Key Individual?
6. Ensured that all of the Key Individuals described in Section D have signed this application and have read the Code of Conduct for Gas Marketers?

**Please send the completed form and all attachments to:**

Board Secretary  
 Ontario Energy Board  
 Attn: Licence Processing  
 2300 Yonge Street  
 P.O. Box 2319 , 26th Floor  
 Toronto, ON M4P 1E4

**NOTE:** It is not required that you return either the coverpage or this checklist to the Ontario Energy Board.