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January 24, 2002

**To: All Licensed Electricity Distributors and Retailers**

**Re: Chapter 14 - Amendments to the Retail Settlement Code RP 1999-00032**

On January 7, 2002 the Ontario Energy Board (Board) sent a Notice of Proposed Amendments to the Retail Settlement Code - Chapter 14, Pre-Market Opening Enrolment Process (RP-1999-0032) to all electricity licensed distributors and retailers. The Board requested that written comments be submitted by January 16, 2002.

The Board having reviewed the comments has now approved the proposed amendments with only minor clarifications. The Board has modified the requirements of sections 14.5.3 and 14.5.5 to permit retailers with small numbers of contracts to complete the STR submissions more quickly. The Board has also made provision for a two week stability period after market opening to assist in the smooth transition.

While January 25, 2002 is the deadline for retailers to submit their files to distributors for data scrubbing, the Board understands that retailers have already submitted these files on December 21, 2001. In order to facilitate a smooth process retailers are expected to include contracts that were not submitted as part of their December 2001 filing.

Additional detail regarding the pre-market opening enrolment process can be found in the Market Readiness Project's Enrolment Clean-up Process Approach Document that is posted on the Board's website at [www.oeb.gov.on.ca/rmr/cutover.html](http://www.oeb.gov.on.ca/rmr/cutover.html). This document provides details regarding the execution of the processes, the file formats, and the schedule of activities.

The approved Retail Settlement Code which includes the new Chapter 14 is posted on the Board's website, [www.oeb.gov.on.ca](http://www.oeb.gov.on.ca) under the Codes/Rules/Guidelines page.

Yours truly,

Original Signed By

Paul B. Pudge  
Board Secretary