



## **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 will be granted a licence to generate electricity for sale.

### **2. Structure of the Application Form**

This form contains the following sections:

- A. General Information;
- B. Corporate and Technical Information;
- C. Information about Key Individuals within the organization;
- D. Notice and Consent; and
- E. Acknowledgement of Other Market Conditions

**Note:** The Director of Licensing shall keep confidential the information in Schedules B and C of this form, with the exception of the names and positions held of key individuals listed in Schedule C. Information provided may form part of the public record if the application is referred to the Board by the Director or the decision of the Director is appealed to the Board. This information may also be disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* or as otherwise required by law.

### **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

### **3. 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, Province of Ontario.

#### **Note:**

The Licencee may be required to pay an annual fee.

### **4. Important Information:**

As a licenced Electricity Generator, the licensee may be subject to additional obligations as required by a distributor, transmitter or the Independent Market Operator (IMO) and as established under section 70 of the *Ontario Energy Board Act, 1998*.

The issuance of an electricity generator licence does not guarantee accreditation by the IMO or connection to a transmission or distribution system.

#### **REMARQUE:**

Ce document est disponible en français.



Ontario Energy Board  
 Commission de l'Énergie de l'Ontario  
**Application for Electricity  
 Generator Licence**

Ontario Energy Board  
 2300 Yonge Street  
 P.O. Box 2319  
 Toronto, ON M4P 1E4  
 Telephone: 1-888-632-6273  
 Facsimile: (416) 440-7656

Commission de l'Énergie de l'Ontario  
 2300 rue Yonge  
 C.P. 2319  
 Toronto, ON M4P 1E4  
 Téléphone: 1-888-632-6273  
 Télécopieur: (416) 440-7656

For Office Use Only	
Application Number	
Date Received	

**A. General information**

**1. Licencee Name**

Name of Applicant:
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**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"/>	Position Held:		
Other: _____				

Contact Address (if R.R., give Lot, Concession No. and Township)			
City	Prov.	Country	Postal/Zip Code
Phone Number	FAX Number	E-mail Address (if applicable)	

**3. Type of Application**

New licence	<input type="checkbox"/>
Renewal	<input type="checkbox"/>
Amendment to an existing Licence	<input type="checkbox"/>

**4. Business Classification**

Sole Proprietor

Partnership

Corporation

Other (describe) \_\_\_\_\_

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## 5. Applicant

a) Application on behalf of:			
Full Legal Name of Applicant		Ontario Corporation Number, Canadian Corporation Number or Business Registration Number	Date of Formation or Incorporation
b) Business Address (if different from Contact Address in Q2 above).			
City	Prov.	County	Postal/Zip Code
Phone Number	FAX Number	E-Mail Address (if applicable)	
c) Address for service in Ontario (if different from Business Address in 5b above). If R.R., give Lot, Concession No. and Township.			
City	Prov.	County	Postal/Zip Code
Phone Number	FAX Number	E-Mail Address (if applicable)	

**6. Licensing History**

a) Has the Applicant or an affiliate been licensed by the Ontario Energy Board? If yes, please provide the following information:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Company Name	Business Activity	Licence No.	
b) Has the Applicant or any affiliates undertaken any electricity sector activities in any other jurisdiction? If yes, provide the following information:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Company Name	Jurisdiction	Business Activity	Licence / Registration No.

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## B. Corporate and Technical Information

### 7. Intended Services and Markets

a) Does the Applicant intend to sell power into the IMO-administered market?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Does the Applicant intend to settle for amounts through a distributor's retail settlement system for energy injected into the distributor's distribution system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) If yes to 7(b), has the Applicant entered into a connection agreement and a service agreement for settlement purposes with the distributor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Does the Applicant intend to sell electricity to a consumer defined as a person who uses for own consumption, electricity that the person did not generate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e) If the applicant answered yes to 7(d), has the Applicant applied for a retailer licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### 8. Technical Capability

a) Please describe the Applicant's technical ability to carry out the activities applied for, including the Applicant's specific experience in Ontario. Please identify key technical and operational personnel, including names, titles and experience.
b) Please describe the Applicant's experience in the electric industry in Ontario and other jurisdictions.

## 9. Transmission and Distribution Assets

<p>The <i>Electricity Act, 1998</i> defines a transmission system as a system used to convey electricity at voltages above 50 kilovolts (kV). Conversely a distribution system is defined as a system used to convey electricity at voltages of 50 kV or less. The Board understands that some equipment owned by a generation facility logically could be classified as being used for transmission or distribution purposes. A licence to transmit or to distribute electricity may, therefore, be required. Please provide a separate description for these facilities, including a map or diagram.</p>			
a) Does your organization <b>own</b> equipment that is used to convey electricity from your generation facility(ies) to the transmission network?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, do the facilities operate at:		50kV or less <input type="checkbox"/>	More than 50 kV <input type="checkbox"/>
b) Does your organization <b>operate</b> equipment that is used to convey electricity from your generation facility(ies) to the transmission network?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes:		50kV or less <input type="checkbox"/>	More than 50 kV <input type="checkbox"/>
c) Does your organization <b>own</b> equipment that is used to convey electricity from your generation facility(ies) to a transmission customer (either solely to a transmission customer or in addition to the grid)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Does your organization <b>operate</b> equipment that is used to convey electricity from your generation facility(ies) to a transmission customer (either solely to a transmission customer or in addition to the grid)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
e) Does your organization <b>own</b> equipment that is used to convey electricity from your generation facility(ies) to a distribution customer (either solely to a distribution customer or in addition to the grid)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
f) Does your organization <b>operate</b> equipment that is used to convey electricity from your generation facility(ies) to a distribution customer (either solely to a distribution customer or in addition to the grid)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 10. Generation Facilities

a) Please provide a list of the generation facilities and their location (facility address), connection point (identify whether it is a connection to the IMO-administered grid or to a distribution system), planned operation date, plant size (MW), and number of units and fuel type. Group the facilities by fuel type. Provide separate listings by the following categories:

**If there is insufficient space below to list the generation facilities, please provide this information as an attachment to this form.**

### 1. Own and Operate

Name	Location	Connection Point	Planned Operation Date	Plant size (MW)	Number of Units	Fuel Type

### 2. Own

Name	Location	Connection Point	Planned Operation Date	Plant size (MW)	Number of Units	Fuel Type

### 3. Operate

Name	Location	Connection Point	Planned Operation Date	Plant size (MW)	Number of Units	Fuel Type



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**11. Financial** (Audited Financials/Annual Report)

As part of the assessment of an application the Director will consider the financial situation of the Applicant. The following information is required to assist in this analysis.

a) If the Applicant is a public corporation, please provide annual reports for the last two fiscal years.

b) Please provide the most recent prospectus and quarterly reports that are available.

c) If the Applicant is not a public corporation, please provide any available financial information that may assist the Director.

d) If any of the facilities listed in answer to Question 10 are to be constructed or existing facilities are being upgraded or retro-fitted. Please provide the current projected capital cost related to this undertaking.

Has financing for the new construction, upgrade or retro-fits been arranged?

Yes

No

Please provide a statement explaining the financing arrangements.

**12. Other Approvals**

Please list any other regulatory approvals that are required in order for the facilities listed in Question 10 to commence operation. Please indicate the status of these approvals.



**Attach a copy of Section C for each Key Individual: Sole Proprietor, Partner, Officer and Director**

**C. Information About Each Key Individual**

**13. Personal Information**

Mr. <b>9</b> Mrs. <b>9</b>	Last Name:	Full First Name:	Initial:
Miss <b>9</b> Ms. <b>9</b> Other: _____	Position Held:		

**14. Personal Experience in Energy Industry**

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 <i>Ontario Energy Board Act, 1998</i> .	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide business names and licence number(s).		
.....		
.....		
.....		
b) Has this person been a proprietor, partner, officer, or director of a business that was registered or licenced under this or any other acts or legislation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, identify the legislation and the date of the licencing or registration.		
.....		
.....		
.....		
c) 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide company name and describe the situation, including the jurisdiction and type of licence.		
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.....		
.....		

**Note:**

**Attach a copy of Section C for each Key Individual: Sole Proprietor, Partner, Officer and Director**

## D. 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; banks; professional and industry associations; and former and current employers. **Only information relevant to your application will be collected.**

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

**Note: The issuance of an electricity generator licence does not guarantee accreditation by the IMO, or connection to a transmission or distribution system.**

**NOTE:** This application must be signed by the proprietor or by at least one partner, officer or director of the organization.

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

I/We consent to the collection of this information as authorized under the *Ontario Energy Board Act, 1998*. Yes

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. Yes

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

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## E. Acknowledgement of Other Market Conditions

**NOTE:** This acknowledgement must be signed by the proprietor or by at least one partner, officer or director of the organization.

I understand and acknowledge that, as a licenced electricity generator, I may have to meet requirements to disclose information to consumers in accordance with any government regulation made or standard set by the Board.

I understand and acknowledge that, if I intend to operate in the Independent Market Operator (IMO) administered markets and settle bilateral contracts through the IMO, I may have to post security (i.e., financial guarantee bond, security deposit) with the IMO to meet its prudential requirements.

I understand and acknowledge that, if I choose to settle the wholesale cost of electricity consumed or sold by my customers through a distributor's settlement system, I may have to meet prudential requirements as set out in the Retail Settlement Code.

I understand and acknowledge that, as a licenced electricity generator, I must enter into a connection agreement with the distributor or transmitter to whom my facilities are connected.

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.)	<input type="checkbox"/>
2.	Enclosed a cheque or money order payable to the Minister of Finance, Province of Ontario in the amount prescribed (\$500.00)?	<input type="checkbox"/>
3.	Attached two copies of all financial information specified in Section B.	<input type="checkbox"/>
4.	Attached Section D, the signed "Notice and Consent" form, as specified?	<input type="checkbox"/>
5.	Attached Section E, the "Acknowledgement" form, as specified?	<input type="checkbox"/>
<b>Please send the completed form and all attachments to:</b>  Board Secretary Ontario Energy Board Attn: Licence Processing 2300 Yonge Street P.O. Box 2319 , 26th Floor Toronto, ON M4P 1E4		
<b>NOTE:</b> You are not required to return the cover page or this checklist to the Ontario Energy Board.		