

Ontario Energy Board
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December 21, 2001

To: All Licenced Electricity Distributors

**Re: Electricity Distribution Rate Handbook
February 1, 2002 Filing Requirements**

This letter is to remind utilities of their obligation to file PBR Related Information and Service Quality Indicator information, as outlined in Chapter 12 of the Board's Electricity Distribution Rate Handbook, by February 1, 2002.

The Board is establishing a separate web site in order for this information to be filed electronically. The web site address, your user name and password will be sent by January 15, 2002.

The electronic forms and information required for the 2001 calendar year are identical to the requirements for year 2000. This is the annual data filing for PBR and SQI information. The electronic forms will be available on the Board's web site starting on Tuesday, January 15, 2001. Utilities are encouraged to file the information as early as possible after the form becomes available on-line.

Please note that this information must be filed electronically using the web-based tool provided. Hard copy and spreadsheet submissions will not be accepted. While the Board is cognizant of all of the pressures and demands being placed on distribution utilities in the current environment, the Board urges the utilities to make every effort to file as complete and accurate information as possible by the filing deadline.

While the Board intends to be as flexible as possible in helping utilities through this busy period, compliance with the DRH is required.

If you or your staff require guidance with respect to content or filing issues in the submission of the PBR and service quality information, please contact Stephen Motluk at 416-440-8126 or 1-888-632-6273, ext. 126. If you have web site or systems questions, please contact Erma Fernando at 416-440-7630 or 1-888-632-6273, ext. 630.

Yours truly,

Paul Pudge
Board Secretary