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November 14, 2006

To: Licensed Electricity Distributors  
Licensed Electricity Transmitters

Re: **Filing Requirements**  
**Board File No. EB-2006-0170**

Attached are the Board's "Filing Requirements for Transmission and Distribution Applications". This report details the Board's expectations for what electricity transmitters and distributors are to file if requesting 1) rate adjustments, 2) leave to construct approvals, and 3) conservation funding.

A draft of this document was released in July for stakeholder input. Written input was received in August and several meetings of interested parties were held. This final document has benefited from those consultations.

Notwithstanding the filing requirements, an application to the Board is an application by the regulated company, and not merely a form filling exercise where the view is to provide minimum data. The material presented is the applicant's case and the onus is on the applicant to prove the need for the approval being requested. Therefore, a clearly written application that advocates the need for the request, complete with sufficient evidence and justification, is essential to facilitate a timely decision.

The Board decides each application on its own merits, and makes its decision based solely upon the evidence filed for each application. Materials which have previously been filed with the Board do not form part of any subsequent application. To be considered by the Board, evidence must be filed as part of the application under consideration. Consequently, the applicant must meet all the filing requirements. Applications that do not meet the filing requirements will be viewed as incomplete and may not be processed.

The Board plans on using this document as the reference for filing requirements in the future. As new standardized applications are identified, filing requirements will be developed for them to help ensure an efficient regulatory process. Those amendments will be added to this report to provide a single reference for electricity transmitters and distributors who are applying for specific approvals from the Board.

Yours truly,

*Original signed by*

Kirsten Walli  
Board Secretary

Encl.