



## Application Instructions

### 1. Purpose of this form

The purpose of this form is to collect information to determine whether the Applicant will be granted a licence to distribute electricity.

### 2. Structure of the Application Form

This form contains the following sections:

- A General Information;
- B Distribution Facilities Information;
- C Supporting Information
- D Notice and Consent and
- E Acknowledgement

**Note: The information in section C16 shall be kept confidential, with the exception of names and positions held of key individuals. All other information filed as part of this application will be considered public. Where the applicant objects to public disclosure of the information, the applicant must follow the Ontario Energy Board's approved Guidelines for Treatment of Filing made in Confidence, effective March 19, 2001.**

### 3. Completion Instructions

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

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

### 4. Licence Fees:

A non-refundable application fee is required to process your application. Please enclose a cheque or money order made payable to the **ONTARIO ENERGY BOARD**.

**Note:** If a licence is issued, the Licensee will be required to pay an annual fee of \$800.00.

### 5. Important Information:

As a licenced Electricity Distributor, the licensee may be subject to additional obligations as required by the Independent Electricity System Operator (IESO) and as established under section 70 or section 78 of the *Ontario Energy Board Act, 1998*.

#### REMARQUE:

Ce document est disponible en français.

OEB App05A - July/05

For Office Use Only	
Application Number	
Date Received	

## A. General information

### 1. Type of Application

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

### 2. Ownership/Operation

Please indicate whether the Application is for:

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Ownership and Operation of a distribution system

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Ownership of a distribution system only. Please provide the name and licence no., if any, of the operator of the distribution system?

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Operation of a distribution system only. Please provide the name and licence no., if any, of the owner of the distribution system?

### 3. Applicant

Please provide the following information about the Applicant:			
Full Legal Name of Applicant		Ontario Corporation Number, Canadian Corporation Number or Business Registration Number	Date of Formation or Incorporation
Business Address:			
City	Province	Country	Postal/Zip Code
Phone Number	FAX Number	E-Mail Address (if applicable)	

### 4. Primary Contact for this Application

Please provide the following information about the Primary Contact for this Application:			
Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other: _____	Last Name:	Full First Name:	Initial:
Position Held:			
Contact Address (if R.R., give Lot, Concession No. and Township)			
City	Province	Country	Postal/Zip Code
Phone Number	FAX Number	E-mail Address (if applicable)	

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### 5. Service Area

Please indicate the location (name of municipality or unorganized territory) of the Applicant's distribution facilities and provide a description of the extent (size, length, coverage) of the distribution facilities involved in this Application. This description will be used for the purpose of stating a service area in which the licensee would be authorized to distribute electricity:

### 6. Facilities Use

Please indicate whether the distribution facilities are for exclusive use by the Applicant.

Yes

No

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**B. Distribution Facilities Information**

**7. Facilities Type**

Please indicate whether the Applicant's distribution facilities are:

New assets to be constructed? Proposed In-service date: \_\_\_\_\_

If Applicant is to be the owner, please attach a statement explaining the financing arrangements.

Existing assets presently owned and/or operated by the Applicant?

Existing assets not presently owned and/or operated by the Applicant (ie to be purchased)?

If Applicant is to be the owner please indicate:

a) from whom assets will be purchased:

b) when application for sale has/will be filed with the Board?

Other (please describe):

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### 8. Facilities Purpose

Please indicate the intended purpose(s) of the Applicant's distribution facilities:

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- To provide a connection between a generator and a transmission/distribution system.
- To provide a connection between a transmission/distribution system and a load customer or customers.
- To provide a connection between a generator and a load customer or customers.
- To provide distribution services to the general public.
- Other (please describe):

### 9. Description of Facilities

Please describe the Applicant's distribution facilities indicating operating voltage(s) (kV), length of distribution line (km), number of substations and approximate total supply capacity (MW):

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### 10. Location of Facilities

Please indicate whether the distribution facilities will be located on, over or under public streets or highways.

Yes      No



### 13. Energy Sector Activities

<p>Has the Applicant or an Affiliate undertaken any energy sector activities in Ontario or any other jurisdiction?</p> <p>If yes, please provide the following information for each:</p>	<p>Yes      No</p> <p><input type="checkbox"/>      <input type="checkbox"/></p>
<p>Full Legal Name of Company:</p>	<p>Licence/Registration Number:</p>
<p>Jurisdiction:</p>	<p>Type of Business Activity (e.g. Generation, Transmission, Distribution):</p>



**Technical Capability and Experience Information**

**14. Business Activities**

Please provide a description of the Applicant's business activities:

**15. Technical Ability**

a) Please describe the applicant's technical ability to carry out the activities applied for including the Applicant's specific experience in Ontario and in other jurisdictions.

b) If the Applicant intends to utilize the capability of others by contracting distribution activities, please indicate below which activities and to whom they will be contracted:

<input type="checkbox"/> Design	Contracted to:
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<input type="checkbox"/> Construction	Contracted to:
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<input type="checkbox"/> Inspection & Maintenance	Contracted to:
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<input type="checkbox"/> Operation	Contracted to:
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<input type="checkbox"/> Customer Connection	Contracted to:
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<input type="checkbox"/> Standard Supply Service	Contracted to:
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<input type="checkbox"/> Metering & Metering Services	Contracted to:
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<input type="checkbox"/> Settlement & Billing	Contracted to:
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<input type="checkbox"/> Other (describe):	Contracted to:
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**16. Information About Each Key Individual**

Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other: _____	Last Name:	Full First Name:	Initial:
Position Held:			
Please explain the person's experience in the electrical distribution business and in the energy field in general.			
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> . <span style="float: right;">Yes <input type="checkbox"/>    No <input type="checkbox"/></span>			
If yes, provide business names and licence number(s) and describe the individuals specific related experience.			
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? <span style="float: right;">Yes <input type="checkbox"/>    No <input type="checkbox"/></span>			
If yes, identify the business name, the legislation, licence number(s), date of the licencing or registration and the individual's specific related experience.			
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? <span style="float: right;">Yes <input type="checkbox"/>    No <input type="checkbox"/></span>			
If yes, please provide company name and describe the situation, including the jurisdiction and type of licence.			

**Note:**  
**Attach a copy of Item 16 for each Key Individual: Officer and Director, Partner or sole Proprietor.**

**Financial Information**

**17. Financial Statements**

Please attach financial statements of the Applicant for each of the past two fiscal years. This may include audited financial statements, annual reports, prospectuses or other such information.

**Other Information**

**18. Delivery**

Please indicate whether the Applicant's distribution facilities are to be used to deliver electricity to one or more parties other than the Applicant. If yes, please provide the following information: Yes  No

a) if the purpose of the Applicant's distribution facilities is to provide distribution services to specific generators or load customers rather than the general public (see question #8) please indicate the names of these participants:

b) a summary of the business plans relating to the Applicant's proposed distribution business for the next five years. This should include the following:

- a forecast of annual growth in terms of factors such as the amount of electricity distributed (MW and/or MWH), number of customers served, amount of distribution facilities (lines and/or stations), etc.
- annual pro forma financial statements including forecasts of costs, revenues and project financing indicating the underlying assumptions on which the forecasts are based.

c) estimates of net annual cash flows for subsequent periods to demonstrate financial feasibility and security.

d) indication of the Applicant's plans to seek Ontario Energy Board approval for electricity distribution rates.

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**19. Proposed Business Transactions**

Please provide a brief summary of the expected impact of the proposed business transactions on the Ontario electricity market under the following headings:

a) Facilitate competition and enhance access to transmission/distribution services:

b) Improve reliability and quality of supply:

c) Promote economic and energy efficiency:

**20. Electricity Sector Activities**

Please indicate whether the Applicant intends to be involved with electricity sector activities in the Ontario market other than distribution and provision of Standard Supply Service?

Buy or Sell (Wholesale) electricity

Yes

No

Transmit electricity

Retail electricity

Generate electricity

If yes to any of the above:

a) If affiliates have not yet been established, please indicate when this is planned: \_\_\_\_\_

b) Has the Applicant or an affiliate applied for Ontario Energy Board Licences? If no, when planned?

Yes

No

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**D. Notice and Consent for Ontario Board to Collect Additional Information**

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:

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

**Note: The issuance of an electricity distribution licence does not guarantee accreditation by the IESO, 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 Market Rules, Codes and 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 distributor, I will be required, unless otherwise exempted:

- To provide non-discriminatory access to all persons wishing to connect to the distribution system.
- To comply with all licence conditions including the provisions of:
  - Affiliate Relationships Code for Electricity Distributors and Transmitters
  - Distribution System Code
  - Retail Settlement Code
  - Standard Supply Service Code
  - Retail Metering Code
  - Market Rules made under section 32 of the *Electricity Act, 1998*.

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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 <b>ONTARIO ENERGY BOARD</b> in the amount prescribed?	<input type="checkbox"/>
3.	Attached Section D, the signed "Notice and Consent" form, as specified?	<input type="checkbox"/>
4.	Attached Section E, the "Acknowledgement" form, as specified?	<input type="checkbox"/>
5.	Submitted two copies of the application?	<input type="checkbox"/>

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

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

**NOTE:** You are not required to return the cover page or this checklist to the Ontario Energy Board.