

Ontario Energy Board
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**Commission de l'énergie
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BY E-MAIL AND WEB POSTING

May 3, 2016

To: All Licensed Electricity Distributors
All Licensed Electricity Transmitters
All Licensed Electricity Retailers
The Independent Electricity System Operator
All Rate-Regulated Natural Gas Distributors
All Licensed Gas Marketers

Re: Web-based Process for Revising Data Filed under the OEB's Reporting and Record Keeping Requirements

I would like to thank the regulated entities that recently completed their annual filings under the reporting and record-keeping requirements (RRR). As you know, the Ontario Energy Board (OEB) uses and relies on both RRR financial and non-financial data reported by regulated entities to perform its legislative mandate, and therefore expects that the RRR data is accurately reported and filed on time.

The quality of the data reported under the RRR to the OEB is critical to, among other things, the provision of reliable information published in scorecards, yearbooks and other documents and for monitoring the regulated energy sector. Regulated entities are the owners of their reported RRR data, and as such, are responsible for the completeness, accuracy and quality of this data. Accordingly, it is important that any issues arising with respect to data integrity including corrections to previously filed data be brought to the OEB's attention immediately. An annual deadline of June 15 is set for making data revision requests to the annual RRR. Approved changes to RRR data after this date will not be included or reflected in documents such as the yearbooks or electricity distributors' annual total costs benchmarking.

As part of the OEB's commitment to continuous improvement and to facilitate the revision of previously filed RRR data for the regulated entities, the OEB is implementing a **web-**

based RRR data revision request form for regulated entities to submit RRR data revision requests through its [e-Filing Services portal](#) effective May 4, 2016. The web-based revision process permits for an automated record of the requested changes, communications tracking and allows you to include additional information (e.g., Excel, Word and PDF files to be uploaded) to support your requested changes.

A [User Guide for Web-based RRR Data Revision Requests](#) which includes instructions on how to complete and submit a RRR data revision request using the e-Filing Services portal can be found on the OEB website. We encourage regulated entities to use the online portal for the purposes of requesting a RRR data revision immediately as the previous PDF form for RRR data revision requests is being phased out.

Please contact the OEB's IT Help at it.help@ontarioenergyboard.ca for any technical inquires on the web-based form. All general inquiries regarding the RRR data revision request process should be directed to IndustryRelations@ontarioenergyboard.ca or 1-877-632-2727 (toll-free within Ontario).

Yours truly,

Original Signed By

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Manager, Audit & Performance Assessment