STATE OF CONNECTICUT

PUBLIC UTILITIES REGULATORY AUTHORITY

Instructions for Application for Review of

A Connecticut Electric Supplier License

Pursuant to section 16-245-2 of the Regulations of Connecticut State Agencies (Conn. Agencies Regs.), each licensed electric supplier is required to file an application for review of their license every five years. Any Applicant should refer to the specific date in the Final Decision granting the original electric supplier license or the Applicant's last completed review for specific orders. The Applicant maintains an obligation to stay current as to changes in statute, regulations or other applicable administrative law.

When filing the Review Application, the following requirements apply:

* An electronic copy of the Application, including supporting documents, must be submitted via the Authority’s Web Filing System. To file an Application electronically, go to the Authority’s website at [portal.ct.gov/pura](http://www.ct.gov/pura), select ‘Make a Filing.’ Follow the steps listed on this web page to complete the filing process. If you already have obtained a Web Filing Account, proceed directly to the link ‘File a New Docket Application’.
* The Applicant must submit a Review filing fee of $250 made payable to the Treasurer of the State of Connecticut via either a Wire or ACH payment to the Department of Energy and Environmental Protection. A receipt from such an electronic payment must be submitted as a compliance filing in this proceeding, and identified as “XX‑XX-XX (DOCKET NO.) Review Application Fee”. Directions for making such an electronic payment are as follows:

Wire To: Bank of America- Treasurer State of Connecticut

ABA/Transit/Routing # 026009593

Account # 1130477

Beneficiary/ Descriptive Detail: DEP43000 & Invoice or Docket Number

For ACH: Bank of America- Treasurer State of Connecticut

ABA/Transit/Routing # 011900254

Account# 1130477

Beneficiary/ Descriptive Detail: DEP43000 & Invoice or Docket Number

* All materials are publicly available as filed. Any Applicant may seek a protective order for any part of a Review Application by filing a Motion for Protective Order. Such Motion should identify the need for protection pursuant to standards outlined in the Connecticut Freedom of Information Act, Conn. Gen. Stat. §1-200, et seq. The Authority will rule on the Motion, and order subsequent filing instructions if necessary.
* All attachments, including Exhibits and Affidavits, should be clearly identified. For example, Exhibit A-10 should be marked, “Exhibit A-10: Business Registration.” All pages should be numbered and attached in sequential order. Please see List of Attachments to ensure the Application is complete prior to filing.
* By including any e-mail addresses in connection with the Applicant, the Applicant agrees to receive official correspondence from PURA, at this electronic address, concerning the subject application. The Applicant should check their security settings to be able to receive e-mails from “ct.gov” addresses. The Applicant must notify PURA in the event of a change in any regulatory contact(s).
* Applicants will be promptly notified if their application appears incomplete.

Direct any questions about the Authority’s electronic filing requirements, to PURA’s Executive Secretary at 860‑827‑1553 (press 3) or via e-mail to pura.executivesecretary@ct.gov.



STATE OF CONNECTICUT

PUBLIC UTILITIES REGULATORY AUTHORITY

Application for Review of

A Connecticut Electric Supplier License

Part A

|  |
| --- |
| (A-1) Applicant/Licensee:Name on License: [Entity the application pertains to or is being filed on behalf of]Address Line 1:      Address Line 2:      City/Town:       State:       Zip Code:      Business Phone:       ext.:      Applicant’s Website:      (a) Federal Tax ID Number:      (b) Connecticut Tax ID Number:      (A-2) Preparer:Name: [Submitter of filing]Address Line 1:      Address Line 2:      City/Town:       State:       Zip Code:      Business Phone:       ext.:      \*E-mail:      (A-3) Customer Service Contact:Name:      Address Line 1:      Address Line 2:      City/Town:       State:       Zip Code:      Business Phone:       ext.:      \*E-mail:       |

Part A – (continued)

|  |
| --- |
| (A-4) RPS Compliance Contact:Name:      Address Line 1:      Address Line 2:      City/Town:       State:       Zip Code:      Business Phone:       ext.:      \*E-mail:      (A-5) Gross Revenues and Annual Assessment Contact (pursuant to Conn. Gen. Stat. § 16-49):Name:      Address Line 1:      Address Line 2:      City/Town:       State:       Zip Code:      Business Phone:       ext.:      \*E-mail:      (A-6) Regulatory Compliance Contact:Name:      Address Line 1:      Address Line 2:      City/Town:       State:       Zip Code:      Business Phone:       ext.:      \*E-mail:      \*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from “ct.gov” addresses. Also, please notify DEEP if your e-mail address changes. |

Part B - Scope of Service

|  |
| --- |
| (B-1) The Applicant is currently licensed to serve (check all that apply). If Applicant’s license was expanded to serve additional customer classes, indicate the original and subsequent docket numbers granting such service: [ ]  Residential Customers [ ]  Commercial Customers [ ]  Industrial CustomersLicensing Docket Numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (B-2) Have there been any material changes to the Applicant’s initial license application or its last license review application? Changes could include, but not be limited to, the following: (a) significantly modified standard service contracts or customer service plans; or (b) any new or resolution of existing investigations, fines, sanctions, penalties, or civil litigation, including settlements, regarding the Applicant, its corporate affiliates, or officers. [ ]  Yes [ ]  NoIf Yes, provide an update of material changes to original application as Attachment (B-2) with this review application pursuant to Regulations of Connecticut State Agencies § 16-245-2(b). Provide an initial, bulleted summary of the material changes reflected in the updated material.  |

Part C – Security & Financial Capability

|  |
| --- |
| (C-1) Exhibit C-1: “Security”As Attachment (C-1) provide current security demonstrating Applicant’s financial responsibility naming the State of Connecticut Public Utilities Regulatory Authority as the obligee, as required by Conn. Gen. Stat. §16-245(c) and Regulations of Connecticut State Agencies §16-245-4. (C-2) Exhibit C-2: “Corporate History”Is there corporate history of any bankruptcy, dissolutions, merger, and/ or acquisitions involving the Applicant or its affiliates/subsidiaries since its electric supplier license was initially granted or its last license review was completed? [ ]  Yes [ ]  NoIf Yes, as Attachment (C-2) provide such corporate history and an explanation if there is or was any bankruptcy proceeding in any jurisdiction of the US involving the Applicant or its affiliates. **(C-3)** **Exhibit C-3: “Applicant’s Financial Statements”**[ ]  Applicant is a publicly held company. Provide at least one of the following:1. Applicant’s two most recent annual reports to stockholders, which shall include balance sheets, income statements, statements of cash flow, and notes to financial statements; or
2. Applicant’s filings made with the Securities and Exchange Commission, such as 10-K or 10-Q and 8-K filings, covering the most recent five years.

[ ]  Applicant is a privately held entity. Provide each of the following:1. Five most recent annual financial statements (audited if available), which shall include balance sheets, income statements, statements of cash flow, and notes to financial statements;
2. Most recent quarterly financial statement, if available; and
3. Copies of the Applicant’s two most recent federal income tax returns, if applicable.

(C-4) Exhibit C-4: “Parent or Affiliated Company Financial Statements” If applicable, would a Parent or Affiliated Company intercede on behalf of the Applicant to pay an Alternative Compliance Payment or any fines? [ ]  Yes If yes, provide applicable Parent or Affiliated Company Financial Statement information as identified within C-1. [ ]  No If no, provide a detailed explanation for how the Applicant would access capital to fulfill its obligations if it were to find itself in a liquidity event. **(C-5) Exhibit C-5: “Budget”**Provide Applicant’s budgeted financial statements for the upcoming 12-month fiscal period and any other available budgets.**(C-6) Exhibit C-6: “Credit Information”**Provide evidence of Applicant’s current credit rating or information, such as a Dun and Bradstreet Credit Report or other similar independent financial service report(s). |

Part D – Applicant’s Information

|  |
| --- |
| (D-1) As Attachment (D-1) provide the address of the Applicant’s headquarters, the articles of incorporation filed with the state or jurisdiction in which the Applicant is incorporated, and any bylaws and amendments thereto. If the Applicant is a holding company or the subsidiary of a holding company, a graphical depiction of the organization shall also be provided. |
| (D-2) For each state in which the Applicant currently operates, has previously operated or is newly licensed to operate since its initial or most recent review application, provide the following as Attachment (D-2): 1. status of each of the Applicant’s operations (e.g., active, inactive, pending) and the date that each license was issued;
2. for any state in which the Applicant is newly licensed, a copy of all decisions or orders of the agencies granting the Applicant the authority to offer electric generation services;
3. reasons for the cessation of the Applicant’s operations, if applicable; and
4. any other relevant information or materials.
 |
|  |
|  |

List of Attachments

Check the applicable box below for each attachment being submitted with this application form. When submitting any supporting documents, please label the required documents as indicated below (e.g., Attachment B-2, etc.). Be sure to include the Applicant's name on each submission.

|  |
| --- |
| [ ]  Attachment B-2:If there has been any changes to the Applicant’s original license application, provide all material changes to the original application pursuant to Regulations of Connecticut State Agencies §16-245-2(b).[ ]  Attachment C-1: Provide current security demonstrating Applicant’s financial responsibility naming the State of Connecticut Public Utilities Regulatory Authority as the obligee, as required by Conn. Gen. Stat. §16-245(c) and Regulations of Connecticut State Agencies §16-245-4. [ ]  Attachment C-2: If there is or was a corporate history of any bankruptcy, dissolutions, merger, or acquisitions involving the Applicant or its affiliates/subsidiaries since its electric supplier license was granted or its last license review was complete, provide such corporate history and an explanation for any jurisdiction in the United States. [ ]  Attachment C-3: Provide Applicant’s Financial Statement information to include:* Publicly held company:
	1. Annual reports to stockholders for the past two years, inclusive of balance sheets, income statements, statements of cash flow, and notes to the financial statements; or
	2. Filings made with Securities and Exchange Commission for most recent five years.
* Privately held entity:
	1. Annual Financial Statements for the past five years, inclusive of balance sheets, income statements, statements of cash flow, and notes to the financial statements;
	2. Quarterly Financial Statements since year-end, if applicable;
	3. Copies of Applicant’s two most recent federal income tax returns, if applicable.
* Other information to demonstrate financial capability to maintain this Connecticut electric supplier license.

[ ]  Attachment C-4: Provide Parent or Affiliate Financial Statement information, similar to Attachment C-3, or a detailed explanation for how the Applicant would access capital to fulfill its obligations if it were to find itself in a liquidity event. [ ]  Attachment C-5: Provide Applicant’s budgeted financial statements for upcoming 12-month fiscal period and other available information.[ ]  Attachment C-6: Provide evidence of Applicant’s current credit rating. [ ]  Attachment D-1: Provide the address of the Applicant’s headquarters, the articles of incorporation filed with the state or jurisdiction in which the Applicant is incorporated, and any bylaws and amendments thereto. If the Applicant is a holding company or the subsidiary of a holding company, a graphical depiction shall also be provided.[ ]  Attachment D-2: Provide Applicant licensing information, if applicable, to include: 1. Status of each of the Applicant’s operations (e.g., active, inactive, pending) and the date that each license was issued;
2. For any state in which the Applicant is newly licensed, a copy of all decisions or orders of the agencies granting the Applicant the authority to offer electric generation services;
3. Reasons for the cessation of the Applicant’s operations, if applicable; and
4. Any other relevant information or materials.
 |
|  |

|  |
| --- |
| Application Attestation: By signing below, the Applicant and Preparer herein attest and certify, under penalty of false statement, that they have the authority to bind the Applicant to the content of this Application and Attestations, that they have personally examined and are familiar with the information submitted in this document and all attachments thereto, and that based on reasonable investigation, including inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of their knowledge and belief. The Applicant and Preparer attest that they will amend this application within ten days of any substantial changes that occur regarding the information provided in the application while the application is pending before the Public Utilities Regulatory Authority (Authority). The Applicant and Preparer further attest and certify that it understands that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the Connecticut General Statutes, pursuant to section 53a-157b of the Connecticut General Statutes, and in accordance with any other applicable statute. |

|  |
| --- |
| “I have read, understood and AGREE with and ACCEPT all of the representations in the above Attestations.”   |
|  |  |       |
| Signature of Applicant/Authorized Representative | Date |
|       |  |       |
| Printed Name of Applicant/Authorized Representative  | Title (if applicable) |
|  |  |       |
| Signature of Preparer (if different than above) | Date |
|       |  |       |
| Printed Name of Preparer | Title (if applicable) |
|  |

Note: When filing this Application Form:

All supporting documentation should be numbered and attached in sequential order.

An electronic copy of the Application, including supporting documents, must be submitted via the Authority’s Web Filing System. To file an Application electronically, go to the Authority’s website at [portal.ct.gov/pura](http://www.ct.gov/pura), select ‘Make a Filing.’ Follow the steps listed on this web page to complete the filing process. If you already have obtained a Web Filing Account, proceed directly to the link ‘File a New Docket Application’.

For questions regarding this filing, contact the Executive Secretary at pura.executivesecretary@ct.gov or by phone at 860-827-1553.