



Appendix "A"

Board Electricity Retailers Regulations (Nova Scotia) APPLICATION FOR A RETAIL SUPPLIER LICENCE

1. **By:** _____
Full legal name of the company or organization making this application

Business location address in Nova Scotia

Mailing address (if different from above)

2. **Contact Information:**

Contact person: _____

Telephone number: _____

Fax number: _____

Email address: _____

Web site: _____

3. **Required Documentation and Fee**

Regulation 5 (1) of the *Board Electricity Retailers Regulations* requires all of the following documentation be attached to this application unless a variance is formally requested and approved by the Board prior to an application being submitted:

- a) a cheque in the required amount of \$7,500 payable to the Board;

- b) an irrevocable letter of credit from a recognized financial institution in the amount of \$200,000 payable to the Board to secure performance and anticipated financial obligations of the proposed licence holder, or [an] equivalent financial instrument in the same amount payable to the Board if such substitution is approved by the Board;
- c) if the applicant is a company, proof of registration under the *Corporations Registration Act*, R.S.N.S. 1989, c. 101;
- d) full legal name, address, phone, facsimile, and e-mail contact information of any partner(s) or parent company(s) or organization(s);
- e) a listing of any company or organization principals with applicable titles (proprietor, partner, officer, director or controlling shareholder);
- f) written consents signed by each proprietor, partner, officer, director, and controlling shareholder authorizing the Board to conduct a credit review, in accordance with standard business practices;
- g) written consents signed by each proprietor, partner, officer, director, and controlling shareholder authorizing the Board to consult with all law enforcement agencies and obtain copies of any records pertaining to criminal convictions for which a pardon has not been granted, records of discharge, and records of outstanding criminal charges, such consents to release all such agencies, their members, and employees from any and all actions, claims and demands, loss, or injury which may result from the disclosure of information provided by them;
- h) audited financial statements covering the two immediately preceding fiscal years or, if the applicant has been formed within the preceding twelve months and audited financial statements are not available for at least one year, pro forma financial statements signed by the proprietor, partner, officer, director, or controlling shareholder of the applicant may be substituted. If audited financial statements are not available, unaudited financial statements may be accepted at the discretion of the Board;
- i) the compliance plan including copies of the contractual arrangements with renewable low-impact electricity generators and copies of the certification required in [Section] 17. If contractual arrangements have not been executed, then a letter of intent from a renewable low-impact electricity generator to enter into a contract for renewable low-impact electricity supply may be accepted at the discretion of the Board;
- j) a written description of the applicant's business background and experience relating to electricity retailing;

- k) a written description of the applicant's general plans with respect to electricity retailing;
- l) rate comparison the applicant intends to use with the disclosure statement; and
- m) any other information which may be deemed necessary by the Board.

4. The information provided in making this application in accordance with the *Board Electricity Retailers Regulations (Nova Scotia)* is accurate and complete to the best of our knowledge.

Signed in the Province of _____ this ____ of _____ 20____.

Signature

Signature

Print Name

Print Name

Print Title

Print Title

Note:

This Application must:

- 1) provide, in full detail, all information required by the *Board Electricity Retailers Regulations (Nova Scotia)* using attachments as necessary; and
- 2) be signed by two (2) officers of the applying company or organization.

Any variance from the requirements set out above must be formally requested from, and approved by, the Board prior to an application being submitted.