



COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA PUBLIC UTILITY COMMISSION  
400 NORTH STREET, HARRISBURG, PA 17120

## **Application Form for Parties Wishing to Offer, Render, Furnish, or Supply Natural Gas Supply Services to the Public in the Commonwealth of Pennsylvania**

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### **Contents of Natural Gas Supplier (NGS) License Application Package**

- I. License Application. (Sections 1-14)
- II. Affidavits (Appendix A & B)
- III. Certificate of Service (Appendix C)
- IV. Tax Certification Statement (Appendix D)
- V. Disclosure Statement (Appendix E).
- VI. Newspaper Publication Template For NGS Only (Appendix F).
- VII. Newspaper Publication Template For Combined EGS and NGS (Appendix G).
- VIII. Electronic Data Interchange Contacts (Appendix H).

### **Pertinent Legal Framework for Natural Gas Supplier Licensing**

- Requirements for Natural Gas Suppliers, 66 Pa.C.S. Section 2208
- Customer Information Disclosure Requirements, 52 Pa. Code §§ 62.71 – 62.81.
- Supplier Licensing Requirements, 52 Pa. Code §§ 62.101 – 62.114.
- Standards and Billing Practices for Residential Utility Service. 52 Pa. Code Ch. 56.

## GENERAL INSTRUCTIONS

Use the attached form to apply. (Remove the instruction sheets prior to filing.) If more space is needed than is provided on this form or if it is necessary to attach exhibits, state in the relevant section of the body of the application “see attachment \_” or “see exhibit \_”. Be sure to label all attachments and exhibits in correspondence with the relevant section of the application.

Incomplete applications or those missing any attachments are unacceptable for filing and may be returned, delayed for processing or rejected unless the required information is sent to the Commission’s Secretary’s Bureau.

Note that the applicant has a duty to inform the Commission of a material change in the information provided in the application during the pendency of the application, or while the licensee is operating in Pennsylvania. For more information, see 52 Pa. Code § 62.105.

The fee for filing the application is \$350 payable to “Commonwealth of PA” in the form of certified check or money order. The Commission does not accept corporate or personal checks.

Application Frequently Asked Questions (FAQs) are answered on the Commission’s website at: <https://www.puc.pa.gov/natural-gas/natural-gas-companies-suppliers/licensed-suppliers/>

Only questions not already answered in the FAQ may be directed to the Bureau of Technical Utility Services at [pc-puc-tus-energy@pagov.onmicrosoft.com](mailto:pc-puc-tus-energy@pagov.onmicrosoft.com) or (717)783-5242.

## HOW TO FILE

**NOTE: All information disclosed within this application is considered public information unless specifically labeled confidential.**

### Electronic Filing (e-filing) (preferred method)

To file an application electronically, visit the Commission's e-filing page and follow the instructions. The page is located at <http://www.puc.pa.gov/efiling/default.aspx>. Also, see 52 Pa. Code Chapters 1 and 5.

The applicant has the responsibility to identify confidential information to the Secretary's Bureau when making the filing. For confidential material, the applicant is required to separately file by overnight delivery and mark the information as "CONFIDENTIAL" and reference the applicant's name and the e-filing confirmation page or submit any confidential information to the Secretary's SharePoint File system (applicants should contact the Secretary's Bureau in advance to gain access to the SharePoint File system.)

### Hard Copy Filing

To file a hard copy application with the Pennsylvania Public Utility Commission, file an original application, signed in ink and verified (via notarized application affidavit – Appendix A), with the Commission's Secretary's Bureau at:

Pennsylvania Public Utility Commission  
Secretary's Bureau  
400 North Street, Keystone Building  
Harrisburg, PA 17120

The applicant should submit one copy of the completed application. Confidential documents should be marked "CONFIDENTIAL" at the top in clear and conspicuous letters, should be placed in a separate envelope (but still attached to the application) and submitted to the Secretary's Bureau along with the application. For more information, see 52 Pa. Code § 62.103(e).

**IMPORTANT AFFIDAVIT NOTE:** Affidavits must be notarized before they are e-filed.

**IMPORTANT NOTE ON INITIAL AND ONGOING FEES:**

- \$350 filing fee with application payable to “Commonwealth of PA” by certified check or money order
- \$350 filing fee for any amendments or changes to an existing license
- An annual fee of \$350 to maintain license
- Annual supplemental fee based on annual gross intrastate revenues (not applicable to brokers and marketers).

**DETACH INSTRUCTIONS FROM APPLICATION WHEN FILING**

## BEFORE THE PENNSYLVANIA PUBLIC UTILITY COMMISSION

Application of \_\_\_\_\_, d/b/a \_\_\_\_\_, for approval to offer, render, furnish, or supply natural gas supply services as a(n) [as specified in item #4b below] to the public in the Commonwealth of Pennsylvania (Pennsylvania).

To the Pennsylvania Public Utility Commission:

### 1. IDENTIFICATION AND CONTACT INFORMATION

- a. **IDENTITY OF THE APPLICANT:** Provide name (*including any d/b/a fictitious name*), primary address, web address, and telephone number of Applicant:
- b. **PENNSYLVANIA ADDRESS / REGISTERED AGENT:** If the Applicant maintains a primary address outside of Pennsylvania, provide the name, address, telephone number, and fax number of the Applicant's secondary office within Pennsylvania. If the Applicant does not maintain a physical location within Pennsylvania, provide the name, address, telephone number, and fax number of the Applicant's Registered Agent within Pennsylvania.
- c. **REGULATORY CONTACT:** Provide the name, title, address, telephone number, fax number, and e-mail address of the person to whom questions about this Application and future inquiries should be addressed.
- NOTE:** To ensure timely receipt of regulatory information, a contact employed directly by the Applicant, and not a consultant, is preferred.
- d. **ATTORNEY:** Provide the name, address, telephone number, fax number, and e-mail address of the Applicant's attorney. If the Applicant is not using an attorney, explicitly state so.
- e. **CONTACTS FOR CONSUMER SERVICE AND COMPLAINTS:** Provide the name, title, address, telephone number, fax number, and e-mail **OF THE PERSON AND AN ALTERNATE PERSON (2 REQUIRED)** responsible for addressing customer complaints. These persons will ordinarily be the initial point(s) of contact for resolving complaints filed with the Applicant, the Natural Gas Distribution Company, the Pennsylvania Public Utility Commission, or other agencies. The main contact's information will be listed on the Commission website list of licensed NGSS.

**2. BUSINESS ENTITY FILINGS AND REGISTRATION**

**a. FICTITIOUS NAME:** *(Select appropriate statement and provide supporting documentation as listed.)*

The Applicant will be using a fictitious name or doing business as (“d/b/a”)

Provide a copy of the Applicant’s filing with Pennsylvania’s Department of State Pursuant to 54 Pa. C.S. § 311, Form DSCB: 54-311.

**or**

The Applicant will not be using a fictitious name.

**b. BUSINESS ENTITY AND DEPARTMENT OF STATE FILINGS:**

*(Select appropriate statement and provide supporting documentation. As well, understand that Domestic means being formed within Pennsylvania and foreign means being formed outside Pennsylvania.)*

The Applicant is a sole proprietor.

- If the Applicant is located outside the Commonwealth, provide proof of compliance with 15 Pa. C.S. § 412 relating to Department of State filing requirements.

**or**

The Applicant is a:

- domestic general partnership (\*)
- domestic limited partnership (15 Pa.C.S. § 8621)
- foreign general or limited partnership (15 Pa.C.S. §§ 411 and 412)
- domestic limited liability partnership (15 Pa.C.S. §§ 8201 and 8221)
- foreign limited liability general partnership (15 Pa.C.S. §§ 411 and 412)
- foreign limited liability limited partnership (15 Pa.C.S. §§ 411 and 412)

- Provide proof of compliance with appropriate Department of State filing requirements as indicated above.
- Give name, d/b/a, and address of partners. If any partner is not an individual, identify the business nature of the partner entity and identify its partners or officers.
- Provide the state in which the business is organized/formed and provide a copy of the Applicant’s charter documentation.
- \* If a corporate partner in the Applicant’s domestic partnership is not domiciled in Pennsylvania, attach a copy of the Applicant’s Department of State filing pursuant to 15 Pa.C.S. §§ 411 and 412.

**or**

The Applicant is a:

- domestic corporation (15 Pa.C.S. § 1308)
- foreign corporation (15 Pa.C.S. §§ 411 and 412)
- domestic limited liability company (15 Pa.C.S. § 8821)
- foreign limited liability company (15 Pa.C.S. §§ 411 and 412)
- Other (Describe):

- Provide proof of compliance with appropriate Department of State filing requirements as indicated above.
- Provide the state in which the business is incorporated/organized/formed and provide a copy of the Applicant's charter documentation.
- Give name and address of officers.

### 3. AFFILIATES AND PREDECESSORS

*(both in state and out of state)*

- a. **AFFILIATES:** Give name and address of any affiliates currently doing business and state whether the affiliates are jurisdictional public utilities. If the Applicant does not have any affiliates doing business, explicitly state so. Also, state whether the applicant has any affiliates that are currently applying to do business in Pennsylvania.
  
- b. **PREDECESSORS:** Identify any predecessors of the Applicant and provide the names under which the Applicant has operated, including address, web address, and telephone number, if applicable. If the Applicant does not have any predecessors that have done business, explicitly state so.
  
- c. **RELATED DOCKET NUMBERS:** Provide the Docket Numbers for any previous Pennsylvania PUC licenses for the Applicant, all affiliates, and any predecessors. If the Applicant does not have any related Docket Numbers, explicitly state so.

## 4. OPERATIONS

a. **APPLICANT'S PRESENT OPERATIONS:** *(select and complete the appropriate statement)*

Definitions

- Supplier – an entity which provides natural gas supply services to retail gas customers utilizing the jurisdictional facilities of an natural gas distribution company
- Broker/Marketer - an entity that acts as an intermediary in the sale and purchase of natural gas but does not take title to the natural gas.

- The Applicant is presently doing business in Pennsylvania as a
- natural gas interstate pipeline
  - municipality providing service outside its municipal limits
  - local gas distribution company
  - retail supplier of natural gas services in the Commonwealth
  - a natural gas producer
  - a broker/marketer engaged in the business of supplying natural gas services
  - Other. (Identify the nature of service being rendered)

**or**

- The Applicant is not presently doing business in Pennsylvania.

b. **APPLICANT'S PROPOSED OPERATIONS:** The Applicant proposes to operate as a:

- Supplier or Aggregator of natural gas services
- Municipal supplier of natural gas services
- Cooperative supplier of natural gas services
- Broker/Marketer engaged in the business of supplying natural gas services
  - Check here to verify that your organization will not be taking title to the natural gas nor will you be making payments for customers.
- Other (Describe):



**c. PROPOSED SERVICES:** Describe in detail the natural gas supply services which the Applicant proposes to offer.

**d. PROPOSED SERVICE AREA:** Check the box of each Natural Gas Distribution Company for which the Applicant proposes to provide service.

- |   |   |
|---|---|
| <input type="checkbox"/> Columbia   | <input type="checkbox"/> Philadelphia Gas Works       |
| <input type="checkbox"/> National Fuel Gas  | <input type="checkbox"/> UGI Utilities – Gas Division |
| <input type="checkbox"/> PECO   | <input type="checkbox"/> Valley Energy                |
| <input type="checkbox"/> Peoples Natural Gas Company - Peoples Natural Gas Division |   |
| <input type="checkbox"/> Peoples Natural Gas Company - Peoples Gas Division         |   |
| <input type="checkbox"/> All of the above   |   |

**e. CUSTOMERS:** Applicant proposes to provide services to:

- Residential Customers
- Small Commercial Customers - (Less than 6,000 Mcf annually)
- Large Commercial Customers - (6,000 Mcf or more annually)
- Industrial Customers
- Governmental Customers
- All of above
- Other (Describe):
- Residential and Small Commercial Customers in a Mixed Meter Capacity -  
This customer class reflects situations in which a large commercial, industrial, and/or governmental customer account also contains features of residential and/or small commercial customers. In this instance, the residential and/or small commercial portion must be an incidental portion of the larger account. **This customer class alone does not allow marketing targeted directly to residential and/or small commercial customers.** Further information may be found in the Licensing Requirements Applicable to Mixed Meter Scenarios Secretarial Letters served March 25, 2011, and July 3, 2013, at Docket No. M-2009-2082042.

**f. START DATE:** Provide the approximate date the Applicant proposes to actively market within the Commonwealth.

## 5. COMPLIANCE

- a. **CRIMINAL/CIVIL PROCEEDINGS:** State specifically whether the Applicant, an affiliate, a predecessor of either, or a person identified in this Application, has been or is currently the defendant of a criminal or civil proceeding within the last five (5) years.

Identify all such proceedings (active or closed), by name, subject and citation; whether before an administrative body or in a judicial forum. If the Applicant has no proceedings to list, explicitly state such.

- b. **CUSTOMER/REGULATORY/PROSECUTORY ACTIONS:** Identify all formal or escalated actions or complaints filed with or by a customer, regulatory agency, or prosecutory agency against the Applicant, an affiliate, a predecessor of either, or a person identified in this Application, for the prior five (5) years, including but not limited to customers, Utility Commissions, and Consumer Protection Agencies such as the Offices of Attorney General. **Applicant should also include if it had a Pennsylvania PUC EGS or NGS license previously cancelled by the Commission.** If the Applicant has no actions or complaints to list, explicitly state such.
- c. **SUMMARY:** If applicable; provide a statement as to the resolution or present status of any actions listed above. Additionally, provide details of any actions the applicant has undertaken that will prevent the items listed above from occurring if licensed in Pennsylvania.

## 6. PROOF OF SERVICE

***Required of ALL Applicants regardless of operating as a supplier, broker, marketer, or aggregator.  
(Example Certificate of Service is attached at Appendix C)***

- a.) **STATUTORY AGENCIES:** Pursuant to Sections 1.57, 1.58, and 62.103(c) of the Commission's Regulations, 52 Pa. Code §§ 1.57, 1.58, and 62.103(c), provide proof of service of a signed and verified Application with attachments on the following:

**Office of Consumer Advocate**  
5th Floor, Forum Place  
555 Walnut Street  
Harrisburg, PA 17120

**Office of the Attorney General  
Bureau of Consumer Protection**  
Strawberry Square, 14th Floor  
Harrisburg, PA 17120

**Office of Small Business Advocate**  
Forum Place  
555 Walnut Street, 1st Floor  
Harrisburg, PA 17101

**Department of Revenue  
Bureau of Compliance**  
PO Box 281230  
Harrisburg, PA 17128-1230

**Pennsylvania Public Utility Commission  
Bureau of Investigation & Enforcement**  
Commonwealth Keystone Building  
400 North Street, 2 West  
Harrisburg, PA 17120

b.) **NGDCs:** Pursuant to Sections 1.57, 1.58, and 62.103(c) of the Commission’s Regulations, 52 Pa. Code §§ 1.57, 1.58, and 62.103(c), provide Proof of Service of the Application and attachments upon each of the Natural Gas Distribution Companies the Applicant proposed to provide service in. Upon review of the Application, further notice may be required pursuant to Section 5.14 of the Commission’s Regulations, 52 Pa. Code § 5.14. Contact information for each NGDC is as follows.

<p><b>Columbia Gas of PA, Inc.</b>  Transport Support Services  290 W. Nationwide Blvd.  Columbus, OH 43215  PH: 614.460.4980  e-mail: <a href="mailto:transportevaluations@nisource.com">transportevaluations@nisource.com</a></p>	<p><b>National Fuel Gas Distribution Corp.</b>  Daniel Czechowicz, Director – Gas Supply Administration  6363 Main Street  Williamsville, NY 14221  PH: 716.857.6917  e-mail: <a href="mailto:czechowiczd@natfuel.com">czechowiczd@natfuel.com</a></p>
<p><b>Peoples Natural Gas Company LLC – Peoples Natural Gas Division</b>  Carol Scanlon  375 North Shore Drive  Pittsburgh, PA 15212  PH: 412.208.6931  FAX: 412.208.6577  e-mail: <a href="mailto:Carol.Scanlon@peoples-gas.com">Carol.Scanlon@peoples-gas.com</a></p>	<p><b>Peoples Natural Gas Company LLC – Peoples Gas Division</b>  Carol Scanlon  375 North Shore Drive  Pittsburgh, PA 15212  PH: 412.208.6931  FAX: 412.208.6577  e-mail: <a href="mailto:Carol.Scanlon@peoples-gas.com">Carol.Scanlon@peoples-gas.com</a></p>
<p><b>PECO</b>  Suzette Adams, Sr. Manager, Gas Supply and Transportation  2301 Market Street, S-18  Philadelphia, PA 19103  PH: 215.841.6467  Email: <a href="mailto:Suzette.Adams@exeloncorp.com">Suzette.Adams@exeloncorp.com</a></p>	<p><b>Philadelphia Gas Works</b>  Ryan Reeves, Director Supply Transportation &amp; Control  800 West Montgomery Avenue  Philadelphia, PA 19122  PH: 215.787.5103  email: <a href="mailto:pgwchoicesupply@pgworks.com">pgwchoicesupply@pgworks.com</a></p>
<p><b>UGI Utilities, Inc. – Gas Division</b>  Sherry Epler  1 UGI Drive  Denver, PA 17517  PH: 610.796.3447  Email: <a href="mailto:sepler@ugi.com">sepler@ugi.com</a></p>	<p><b>Valley Energy Inc.</b>  Ed Rogers  523 South Keystone Avenue  Sayre, PA 18840-0340  PH: 570.888-9664  FAX: 570.888.6199  email: <a href="mailto:erogers@ctenterprises.org">erogers@ctenterprises.org</a></p>

## 7. FINANCIAL FITNESS

- a. **BONDING:** In accordance with 66 Pa.C.S. § 2208(c), no natural gas supplier license shall be issued or remain in force unless the applicant or holder furnishes a bond or other security in a form and amount to ensure the financial responsibility of the natural gas supplier. The criteria used to determine the amount and form of such bond or other security shall be set by each NGDC. Provide documentation that the applicant has met the security requirement of each NGDC by submitting the letters sent by the NGDCs stating what bonding amounts they require. The contact information is located in Section 6.b.
- b. **FINANCIAL RECORDS, STATEMENTS, AND RATINGS:** Applicant must provide sufficient information to demonstrate financial fitness commensurate with the service proposed to be provided. Examples of such information which may be submitted include the following:
- Actual (or proposed) organizational structure including parent, affiliated or subsidiary companies.
  - Published Applicant or parent company financial and credit information (i.e. 10Q or 10K). (SEC/EDGAR web addresses are sufficient)
  - Applicant's accounting statements, including balance sheet and income statements for the past two years.
  - Evidence of Applicant's credit rating. Applicant may provide a copy of its Dun and Bradstreet Credit Report and Robert Morris and Associates financial form, evidence of Moody's, S&P, or Fitch ratings, and/or other independent financial service reports.
  - A description of the types and amounts of insurance carried by Applicant which are specifically intended to provide for or support its financial fitness to perform its obligations as a licensee.
  - Audited financial statements exhibiting accounts over a minimum two-year period.
  - Bank account statements (3-12 recent consecutive months), tax returns from the previous two years, or any other information that demonstrates Applicant's financial fitness.
- c. **SUPPLIER FUNDING METHOD:** If Applicant is operating as anything other than **Broker/Marketer only**, explain how Applicant will fund its operations. Provide all credit agreements, lines of credit, etc., and elaborate on how much is available on each item.
- d. **BROKER PAYMENT STRUCTURE:** If applicant is a broker/marketer, explain how your organization will be collecting your fees.

e. **ACCOUNTING RECORDS CUSTODIAN:** Provide the name, title, address, telephone number, FAX number, and e-mail address of Applicant's custodian for its accounting records.

f. **TAXATION:** Complete the TAX CERTIFICATION STATEMENT attached as Appendix D to this application.

*All sections of the Tax Certification Statement must be completed. Submitting N/A on either the Sales Tax License Number or the Employer ID Number (items 7A and 7B) shall be accompanied by supporting documentation or an explanation validating the absence of such information.*

*Item 7A on the Tax Certification Statement is designated by the Pennsylvania Department of Revenue. Item 7B on the Tax Certification Statement is designated by the Internal Revenue Service.*

## 8. TECHNICAL FITNESS:

To ensure that the present quality and availability of service provided by natural gas distribution companies does not deteriorate, the Applicant shall provide sufficient information to demonstrate technical fitness commensurate with the service proposed to be provided.

a. **EXPERIENCE, PLAN, STRUCTURE:** such information may include:

- Applicant's previous experience in the natural gas industry.
- Summary and proof of licenses as a supplier of natural gas services in other states or jurisdictions.
- Type of customers and number of customers Applicant currently serves in other jurisdictions.
- Staffing structure and numbers as well as employee training commitments.
- Business plans for operations within the Commonwealth.
- Any other information appropriate to ensure the technical capabilities of the Applicant.

b. **PROPOSED MARKETING METHOD** (check all that apply)

- Internal – Applicant will use its own internal resources/employees for marketing
- External NGS – Applicant will contract with a **PUC LICENSED NGS**
- Affiliate – Applicant will use a **NON-NGS affiliate that is a nontraditional marketer and/or marketing services consultant**
- External Third-Party – Applicant will contract with a **NON-NGS third party nontraditional marketer and/or non-selling marketer**
- Other (Describe):

c. **DOOR TO DOOR SALES:** Will the Applicant be implementing door to door sales activities?

- Yes
- No

If yes, will the Applicant be using verification procedures?

- Yes
- No

If yes, describe the Applicant's verification procedures.

d. **OVERSIGHT OF MARKETING:** Explain all methods Applicant will use to ensure all marketing is performed in an ethical manner, for both employees and subcontractors.

e. **OFFICERS:** Identify Applicant's chief officers, and include the professional resumes for any officers directly responsible for operations. All resumes should include date ranges and job descriptions containing actual work experience.

## 9. DISCLOSURE STATEMENT:

*(Not applicable for an applicant applying for a license exclusively as a broker/marketer.)*

**DISCLOSURE STATEMENTS:** If proposing to serve Residential and/or Small Commercial (less than 6,000 Mcf annually) Customers, provide a Residential and/or Small Commercial disclosure statement. A sample disclosure statement is provided as Appendix E to this Application.

- Natural gas should be priced in clearly stated terms to the extent possible. Common definitions should be used. All consumer contracts or sales agreements should be written in plain language with any exclusions, exceptions, add-ons, package offers, limited time offers or other deadlines prominently communicated. Penalties and procedures for ending contracts should be clearly communicated.

## 10. VERIFICATIONS, ACKNOWLEDGEMENTS, AND AGREEMENTS

- a. **STANDARDS OF CONDUCT AND DISCLOSURE:** As a condition of receiving a license, Applicant agrees to conform to any Uniform Standards of Conduct and Disclosure as set forth by the Commission. Further, the Applicant agrees that it must comply with and ensure that its employees, agents, representatives, and independent contractors comply with the standards of conduct and disclosure set out in Commission regulations at 52 Pa. Code § 62.114.

AGREED

- b. **REPORTING REQUIREMENTS:** Applicant agrees to provide the following information to the Commission:
- Reports of Gross Receipts: Applicant shall file an annual report with the Commission on an annual basis no later than April 30<sup>th</sup> following the end of the calendar year per 52 Pa. Code § 62.110.

AGREED

- c. **TRANSFER OF LICENSE:** The Applicant understands that if it plans to transfer its license to another entity, it is required to request authority from the Commission for permission prior to transferring the license. See 66 Pa.C.S. § 2208(d) and 52 Pa. Code § 62.112(a). Transferee will be required to file the appropriate licensing application.

AGREED

- d. **ANNUAL FEES:** The Public Utility Code authorizes the PUC to collect an annual fee of \$350 from suppliers, brokers, marketers, and aggregators selling natural gas in the Commonwealth of PA, and a supplemental fee based on annual gross intrastate revenues, applicable to suppliers only.

ACKNOWLEDGED

- e. **FURTHER DEVELOPMENTS:** Applicant is under a continuing obligation to amend its application if substantial changes occur to the information upon which the Commission relied in approving the original filing. See 52 Pa. Code § 62.105.

AGREED

- f. **FALSIFICATION:** The Applicant understands that the making of false statement(s) herein may be grounds for denying the Application or, if later discovered, for revoking any authority granted pursuant to the Application. This Application is subject to 18 Pa.C.S. §§ 4902, 4903, and 4904, relating to perjury and falsification in official matters.

AGREED

- g. NOTIFICATION OF CHANGE:** If your answer to any of these items changes during the pendency of your application or if the information relative to any item herein changes while you are operating within the Commonwealth of Pennsylvania, you are under a duty to so inform the Commission, within thirty (30) days, as to the specifics of any changes which have a significant impact on the conduct of business in Pennsylvania. See 52 Pa. Code § 62.105.

AGREED

- h. CEASING OF OPERATIONS:** Applicant is also required to officially notify the Commission if it plans to cease doing business in Pennsylvania, 90 days prior to ceasing operations.

AGREED

- i. FILING FEE:** The Applicant has enclosed or paid the required, non-refundable filing fee by **CERTIFIED CHECK OR MONEY ORDER** in the amount of \$350.00 payable to the Commonwealth of Pennsylvania. The Commission does not accept corporate or personal checks for filing fees.

PAYMENT ENCLOSED

## **11. AFFIDAVITS**

**(All affidavits must be notarized before filing.)**

- a.) APPLICATION AFFIDAVIT:** Complete and submit with your filing an officially notarized Application Affidavit stating that all the information submitted in this application is truthful and correct. An example copy of this Affidavit can be found at Appendix A.
- b.) OPERATIONS AFFIDAVIT:** Provide an officially notarized affidavit stating that you will adhere to the Public Utility Code of Pennsylvania and applicable federal and state laws. An example copy of this Affidavit can be found at Appendix B.

## **12. NEWSPAPER PUBLICATIONS**

***Required of ALL Applicants regardless of operating as a supplier, broker, marketer, or aggregator.***

**All Applicants MUST include a Commission issued Docket Number in their publications.** Docket Numbers are issued to new applicants when an application packet is submitted to the PUC's Secretary's Bureau. **Newspaper publications published without a Commission issued Docket No. will be rejected.** For more information, see 52 Pa. Code § 62.107.



Notice of filing of this Application must be published in newspapers of general circulation covering each county in which the applicant intends to provide service. The newspapers in which proof of publication are required is dependent on the service territories the applicant is proposing to serve.

The chart below dictates which newspapers are necessary for each NGDC. For example, an applicant that wants to operate in Peoples Natural Gas - Peoples Natural Gas Division would need to run ads in The Erie Times-News, the Pittsburgh Post-Gazette, and the Johnstown Tribune-Democrat. If the applicant is proposing to serve the entire Commonwealth, please file proof of publication in all seven newspapers.

The only acceptable verification of this requirement is with Notarized Proofs of Publication, which may be requested from each newspaper and **must be supplied to the Commission before the applicant is licensed.**

	Erie Times-News	Harrisburg Patriot-News	Philadelphia Daily News or Philadelphia Inquirer	Pittsburgh Post-Gazette	Scranton Times-Tribune	Williamsport Sun-Gazette	Johnstown Tribune-Democrat
Columbia Gas	X	X		X		X	X
National Fuel Gas	X			X			
PECO			X				
Peoples Natural Gas – Peoples Natural Gas Division	X			X			X
Peoples Natural Gas – Peoples Gas Division				X			
Philadelphia Gas Works			X				
UGI Utilities – Gas Div.	X	X	X	X	X	X	X
Valley Energy					X	X	
Entire Commonwealth	X	X	X	X	X	X	X

*(Newspaper Publication Templates are provided at Appendices F and G)*

**13. SIGNATURE**

Applicant: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

## 14. CHECKLIST

For the applicant's convenience, please use the following checklist to ensure all relevant sections are complete. The Commission Secretary's Bureau will not accept an application unless each of the following sections is complete.

**Applicant:** \_\_\_\_\_

	<b>Signature</b>	
	<b>Filing Fee (ONLY CERTIFIED CHECK OR MONEY ORDER)</b>	
	<b>Application Affidavit</b>	
	<b>Operations Affidavit</b>	
	<b>Tax Certification Statement</b>	
	<b>Commonwealth Department of State Verification</b>	
	<b>Certificate of Service</b>	

Applicant's Use

PUC Secretary's Bureau Use

Appendix A

APPLICATION AFFIDAVIT

[Commonwealth/State] of \_\_\_\_\_ :

: ss.

County of \_\_\_\_\_ :

\_\_\_\_\_, Affiant, being duly [sworn/affirmed] according to law, deposes and says that:

[He/she is the \_\_\_\_\_ (Office of Affiant) of \_\_\_\_\_ (Name of Applicant);]

[That he/she is authorized to and does make this affidavit for said Applicant;]

That the Applicant herein \_\_\_\_\_ has the burden of producing information and supporting documentation demonstrating its technical and financial fitness to be licensed as a natural gas supplier pursuant to 66 Pa.C.S. § 2208 (c)(1) and 52 Pa. Code § 62.109(a).

That the Applicant herein \_\_\_\_\_ has answered the questions on the application correctly, truthfully, and completely and provided supporting documentation as required.

That the Applicant herein \_\_\_\_\_ acknowledges that it is under a duty to update information provided in answer to questions on this application and contained in supporting documents.

That the Applicant herein \_\_\_\_\_ acknowledges that it is under a duty to supplement information provided in answer to questions on this application and contained in supporting documents as requested by the Commission.

That the facts above set forth are true and correct to the best of his/her knowledge, information, and belief, and that he/she expects said Applicant to be able to prove the same at hearing.

\_\_\_\_\_  
Signature of Affiant

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of official administering oath

My commission expires \_\_\_\_\_.

**Appendix B**

**OPERATIONS AFFIDAVIT**

[Commonwealth/State] of \_\_\_\_\_ :  
: ss.  
County of \_\_\_\_\_ :

\_\_\_\_\_, Affiant, being duly [sworn/affirmed] according to law,  
deposes and says that:

[He/she is the \_\_\_\_\_ (Office of Affiant) of \_\_\_\_\_  
(Name of Applicant);]

[That he/she is authorized to and does make this affidavit for said Applicant;]

That \_\_\_\_\_, the Applicant herein, acknowledges that [Applicant] may have obligations pursuant to this Application consistent with the Public Utility Code of the Commonwealth of Pennsylvania, Title 66 of the Pennsylvania Consolidated Statutes; or with other applicable statutes or regulations including Emergency Orders which may be issued verbally or in writing during any emergency situations that may unexpectedly develop from time to time in the course of doing business in Pennsylvania.

That \_\_\_\_\_, the Applicant herein, asserts that [he/she/it] possesses the requisite technical, managerial, and financial fitness to render natural gas supply service within the Commonwealth of Pennsylvania and that the Applicant will abide by all applicable federal and state laws and regulations and by the decisions of the Pennsylvania Public Utility Commission.

That \_\_\_\_\_, the Applicant herein, acknowledges that failure to comply with any provision of Chapter 22 of the Public Utility Code or the rules, regulations, orders or directives of the Department of Revenue or of the Commission, including, but not limited to, engaging in anticompetitive behavior, shall be cause for the Commission to revoke the Applicant's license. See 66 Pa.C.S. § 2208(c)(2). The Applicant acknowledges that it shall report to the Commission its jurisdictional natural gas sales for ultimate consumption, for the previous year or as otherwise required by the Commission. The Applicant also acknowledges that it is subject to 66 Pa.C.S. § 506 (relating to the inspection of facilities and records).

Applicant, by filing of this application waives confidentiality with respect to its state tax information in the possession of the Department of Revenue, regardless of the source of the information, and shall consent to the Department of Revenue providing that information to the Pennsylvania Public Utility Commission.

**Appendix B (Continued)**

That \_\_\_\_\_, the Applicant herein, acknowledges that it has a statutory obligation to conform with 66 Pa.C.S. § 506 and the standards and billing practices of 52 Pa. Code Chapter 56.

That the Applicant agrees to provide all consumer education materials and information in a timely manner as requested by the Office of Communications or other Commission bureaus. Materials and information requested may be analyzed by the Commission to meet obligations under applicable sections of the law.

That the facts above set forth are true and correct/true and correct to the best of his/her knowledge, information, and belief.

\_\_\_\_\_  
Signature of Affiant

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of official administering oath

My commission expires \_\_\_\_\_.

## Appendix C

*Required of ALL Applicants regardless of operating as a supplier, broker, marketer, or aggregator.*

### CERTIFICATE OF SERVICE TEMPLATE

On this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, I certify that a true and correct copy of the foregoing application form for licensing within the Commonwealth of Pennsylvania as a Natural Gas Supplier and all **NON-CONFIDENTIAL** attachments have been served, as either a hardcopy or a searchable PDF version on a cd-rom or a USB flash drive, upon the following:

**Office of Consumer Advocate**

5th Floor, Forum Place  
555 Walnut Street  
Harrisburg, PA 17120

**Office of Small Business Advocate**

Forum Place  
555 Walnut Street, 1st Floor  
Harrisburg, PA 17101

**Pennsylvania Public Utility Commission  
Bureau of Investigation & Enforcement**

Commonwealth Keystone Building  
400 North Street, 2 West  
Harrisburg, PA 17120

**National Fuel Gas Distribution Corp.**

Daniel Czechowicz, Director – Gas Supply Administration  
6363 Main Street  
Williamsville, NY 14221  
PH: 716.857.6917  
e-mail: [czechowiczd@natfuel.com](mailto:czechowiczd@natfuel.com)

**Peoples Natural Gas Company LLC - Peoples Natural Gas  
Division**

Carol Scanlon  
375 North Shore Drive  
Pittsburgh, PA 15212  
PH: 412.208.6931  
e-mail: [Carol.Scanlon@peoples-gas.com](mailto:Carol.Scanlon@peoples-gas.com)

**Philadelphia Gas Works**

Ryan Reeves, Director Supply Transportation & Control  
800 West Montgomery Avenue  
Philadelphia, PA 19122  
PH: 215.787.5103  
email: [pgwchoicesupply@pgworks.com](mailto:pgwchoicesupply@pgworks.com)

**Valley Energy Inc.**

Ed Rogers  
523 South Keystone Avenue  
Sayre, PA 18840-0340  
PH: 570.888-9664  
email: [erogers@ctenterprises.org](mailto:erogers@ctenterprises.org)

**Office of the Attorney General  
Bureau of Consumer Protection**

Strawberry Square, 14th Floor  
Harrisburg, PA 17120

**Department of Revenue  
Bureau of Compliance**

PO Box 281230  
Harrisburg, PA 17128-1230

**Columbia Gas of PA, Inc.**

Transport Support Services  
290 W. Nationwide Blvd.  
Columbus, OH 43215  
PH: 614.460.4980  
e-mail: [transportevaluations@nisource.com](mailto:transportevaluations@nisource.com)

**PECO**

Suzette Adams, Sr. Manager, Gas Supply and  
Transportation  
2301 Market Street, S-18  
Philadelphia, PA 19103  
PH: 215.841.6467  
Email: [Suzette.Adams@exeloncorp.com](mailto:Suzette.Adams@exeloncorp.com)

**Peoples Natural Gas Company LLC - Peoples Gas  
Division**

Carol Scanlon  
375 North Shore Drive  
Pittsburgh, PA 15212  
PH: 412.208.6931  
e-mail: [Carol.Scanlon@peoples-gas.com](mailto:Carol.Scanlon@peoples-gas.com)

**UGI Utilities, Inc. – Gas Division**

Sherry Epler  
1 UGI Drive  
Denver, PA 17517  
PH: 610.796.3447  
Email: [sepler@ugi.com](mailto:sepler@ugi.com)

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**John Doe, President ABC Corp.**

**Appendix D (CONFIDENTIAL)  
TAX CERTIFICATION  
STATEMENT**

COMMONWEALTH OF  
PENNSYLVANIA  
PUBLIC UTILITY COMMISSION

A completed Tax Certification Statement must accompany all applications for new licenses, renewals or transfers. Failure to provide the requested information and/or any outstanding state income, corporation, and sales (including failure to file or register) will cause your application to be rejected. If additional space is needed, please use white 8 1/2" x 11" paper. Type or print all information requested.

1. CORPORATE OR APPLICANT NAME	2. BUSINESS PHONE NO. (      ) CONTACT PERSON(S) FOR TAX ACCOUNTS:
--------------------------------	---

3. TRADE/FICTITIOUS NAME (IF ANY) \_\_\_\_\_

4. LICENSED ADDRESS (STREET, RURAL ROUTE, P.O. BOX NO.) (POST OFFICE) STATE (ZIP)

5. TYPE OF ENTITY       SOLE PROPRIETOR     PARTNERSHIP     CORPORATION     LLC  
 OTHER (Describe...)

**6. LIST OWNER(S), GENERAL PARTNERS, OR CORPORATE OFFICERS(S)**

NAME (PRINT)	SOCIAL SECURITY NUMBER - For Sole Proprietor with NO EIN ONLY
	_ _ _ _  -  _ _ _  -  _ _ _ _ _
NAME (PRINT)	
NAME (PRINT)	
NAME (PRINT)	
NAME (PRINT)	

**7. LIST THE FOLLOWING STATE & FEDERAL TAX IDENTIFICATION NUMBERS (ALL ITEMS A,B, & C MUST BE COMPLETED)**

**Applicant must provide an explanation if submitting N/A for items 7A and/or 7B.**

Item A- Designated by the Pennsylvania Department of Revenue.  
Item B - Designated by the Internal Revenue Service.

<b>A. SALES TAX LICENSE (8 DIGITS)</b>	APPLICATION PENDING	N/A	
_ _ _ _  -  _ _ _ _ _  <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B. EMPLOYER ID (EIN) (9 DIGITS)</b>	APPLICATION PENDING	N/A	
_ _ _ _  -  _ _ _ _ _  <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8. Do you have PA employees; resident or non-resident?       YES       NO

9. Do you own any assets or have an office in PA?       YES       NO

NAME AND PHONE NUMBER OF PERSON(S) RESPONSIBLE FOR FILING TAX RETURNS

PA SALES AND USE TAX      EMPLOYER TAXES      CORPORATE TAXES

PHONE      PHONE      PHONE

Telephone inquiries about this form may be directed to the Pennsylvania Department of Revenue at the following numbers:  
(717) 787-1064, TDD# (800) 447-3020 (Hearing Impaired Only)

## Appendix (E)

### Sample Disclosure Statement Format for Natural Gas Suppliers

- Please review the NGS residential/small business disclosure regulations at 52 Pa. Code Chapter 62 (Natural Gas Supply Customer Choice Customer Information):  
[www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/052/chapter62/s62.75.html](http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/052/chapter62/s62.75.html)
- Ch. 62 disclosure rules apply to residential and small business customers (disclosures for large commercial/industrial customers do not need to be reviewed and should not be submitted).
- Please review the 52 Pa. Code Chapter 69.251 (Plain Language – Statement of Policy):  
<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/052/chapter69/s69.251.html&d=reduce>
- We suggest that you follow the Sample Disclosure Statement Format and Contract Summary that follows on the next page.
- Submit the disclosure statement and the Contract Summary Sheet for review (welcome letters/enrollment forms are not required).



## Appendix E

### Sample Disclosure Statement Format for Natural Gas Suppliers

This is an agreement for natural gas services, between (*NGS name*) and (*customer's name and full address*).

#### Background

We at (*NGS name*) are licensed by the Pennsylvania Public Utility Commission to offer and supply natural gas services in Pennsylvania. Our PUC license number is (*A-XXXX-XXXXXXXX*).

- Commodity prices and charges are set by the natural gas supplier you have chosen. The Public Utility Commission regulates distribution or delivery prices and services.
- *Include one of the two following options:*
  - You will receive a single bill from (*billing agent name*) that will contain (*NGDC name*) charges and (*NGS name*) charges.
  - You will receive a separate bill from (*NGS name*) for generation charges and a separate bill from (*NGDC name*) for its charges.
- Right of Rescission - you may cancel this agreement at any time before midnight of the third business day after receiving this disclosure. You can contact us by phone, in writing or electronically (if available) to cancel this agreement. See Section (X) for how to contact us.

#### Definitions

Define any terms that may not be commonly understood by consumers. See the glossary on [www.pagasswitch.com](http://www.pagasswitch.com) for standard definitions.

- Commodity charges: *The charges for basic gas supply service which is sold either by volume (Ccf or Mcf) or heating value (Dekatherms).*
- Nonbasic Charges - *Define each nonbasic service being offered.*

#### Terms of Service

1. **(a) Basic Service Prices** - *Itemize Basic Services you are billing for and their prices.*

*Include one of the following options:*

**FIXED PRICE:** You will pay (NGS Price) per (Mcf/Dth/ccf) for the commodity of natural gas.

- *Explain what is included in this price. The NGS's basic service price should include everything that is included in the NGDC's Price-to-Compare. Suggested language: "This price includes natural gas commodity charges, estimated Total State Taxes, but excludes applicable state and local Sales Tax."*

**VARIABLE PRICE:** You will pay a variable price that can change (monthly, quarterly, etc.). The price for the first billing period will be (NGS price).

- *Explain what is included in this price. The NGS's basic service price should include everything that is included in the NGDC's Price-to-Compare. Suggested language: "This price includes natural gas commodity charges and estimated Total State Taxes, but excludes applicable state and local Sales Tax."*
- *Suppliers are to include any variable pricing conditions and limits. If there are no limits, the NGS shall clearly and conspicuously state that there is no limit on how much the price may change from one billing cycle to the next. Information on the limits of price variability, or the lack of limits, must appear in a larger type size. The customer also needs to be informed of when and how they will receive notification of price changes. For example, if the customer is not going to be notified of price changes until the new price appears on their bill, the customer should be informed of this. If the customer will be receiving advance notice of price changes, the customer should be told when and how these notices will be provided.*
- *More information about this variable price product, including what this price has been for the past 24 months, can be found at ([www.companywebsite.com](http://www.companywebsite.com)) or you can call ((XXX) XXX-XXXX). However, please remember that past prices do not indicate present or future prices.*

**INTRODUCTORY PRICE:** You will pay an Introductory Price of (NGS Price) per (Mcf/Dth/ccf) for the commodity of natural gas for the first XX months/billing cycles. After this Introductory Price expires, you will pay (NGS Price) per (Mcf/Dth/ccf) for the commodity of natural gas.

- *Explain what is included in this price. The NGS's basic service price should include everything that is included in the NGDC's Price-to-Compare. Suggested language: "This price includes natural gas commodity charges and estimated Total State Taxes, but excludes applicable state and local Sales Tax."*

*If the price is variable, the information found above concerning VARIABLE PRICES must be included.*

**(b) Other Basic and Nonbasic Service Prices - Itemize other Basic and Nonbasic Services you are offering and their prices. This includes any monthly fees, if applicable.**

## 2. Length of Agreement

*Include one of the following two options:*

Fixed Duration/Length Agreement — You will buy your natural gas commodity service for the above address from (NGS) beginning on the date set by your Natural Gas Distribution Company (NGDC) and will continue for (XX) months (or billing cycles).

Month-to-Month Agreement — You will buy your natural gas commodity service for the above street address from (NGS) beginning on the date set by your Natural Gas Distribution Company (NGDC) and will continue on a month to month basis until cancelled by either the customer or (NGS). See Section (X) for how to cancel this agreement.

## 3. Special Terms and Conditions - *List and explain all that apply.*

*Sign-up bonuses*

*Add-ons*

*Limited time offers*

*Other Sales Promotions*

*Exclusions*

## 4. Special Services - *Provide explanation of price, terms and conditions, if applicable.*

## 5. Penalties, Fees and Exceptions - *List any that apply, including a late payment charge.*

*Penalties/Fees assessed on a customer for early termination of the agreement should be in plain language and easy for the customer to understand. The penalty/fee should be listed as a dollar amount or explained so that the customer can easily determine the amount of the penalty. The print size for this section must be larger than the print in the rest of the agreement.*

## 6. Cancellation Provisions - *This category may consist of both customer initiated cancellation provisions and supplier initiated cancellation provisions.*

## 7. Agreement Expiration/Change in Terms

If you have a fixed duration contract approaching the expiration date, or whenever we propose to change the terms of service, you will receive two separate written notifications, the first approximately 60 to 75 days in advance and the second 45 days in advance of either the expiration date or the effective date of the proposed changes. These notifications will explain your options going forward.

## 8. Dispute Procedures

Contact us with any questions concerning our terms of service. See Section (X) for contact information.

## 9. Contract Assignment

*If the contract is assignable, the NGS needs to include a section informing the customer of this possibility. The customer should be informed that contract terms and conditions remain unchanged under an assignment, and that the customer will receive prior notification of any subsequent assignment. If an assignment occurs, the NGS shall provide notice to the affected customer, the affected NGDC and the Commission. The customer notice must include the name of the new NGS, the contact information for the new NGS and language informing the customer that contract terms and conditions remain unchanged. See 52 Pa. Code 62.75(j).*

## **10. Contact Information**

Supplier Name:

Address:

Phone Number:

Internet Address:

## **11. Information about shopping for a Natural Gas Supplier is available from:**

Pennsylvania Public Utility Commission (PUC)

400 North Street, Harrisburg PA 17120

1-800-692-7380

[www.pagasswitch.com](http://www.pagasswitch.com)

Pennsylvania Office of Consumer Advocate

[www.oca.state.pa.us](http://www.oca.state.pa.us)

## Natural Gas Supplier Contract Summary

Natural Gas Supplier Information	<i>Name, telephone number, website, etc. Plain language statement that NGS is responsible for gas commodity/supply charges.</i>
Natural Gas Price Structure	<i>Fixed, variable or other. If variable, based on what? If variable, how often is the price expected to vary? If variable, give any applicable ranges/ceilings. If no ranges/ceilings, a plain language statement indicating this fact. If variable, describe when the customer will receive notification of price changes in relation to time of month, final monthly meter read, billing cycle or when the price takes effect.</i>
Natural Gas Supply Price	<i>\$/unit or ¢/unit. If variable price, the first billing cycle's rate. Full disclosure of any introductory rate. If a monthly fee, disclose the amount and that it is in addition to the usage charges.</i>
Statement Regarding Savings	<i>Plain language that the supply price may not always provide savings to the customer.</i>
Deposit Requirements	<i>Any deposit requirements necessary for a customer and any terms associated with that deposit, in plain language.</i>
Incentives	<i>Any bonuses, discounts, cashback, offers, etc. and any associated terms, criteria and conditions, in plain language.</i>
Contract Start Date	<i>Plain language regarding the approximate start of NGS service.</i>
Contract Duration/Length	<i>In months, billing cycles, etc.</i>
Cancellation/Early Termination Fees	<i>Yes or no. If yes, describe the amount of the fee and how to avoid that fee, if possible.</i>
End of Contract	<i>Treatment of customer at the end of contract in plain language.</i>

## Appendix F

### NEWSPAPER PUBLICATION TEMPLATE FOR NGS ONLY

**(Applicant must substitute appropriately for all bracketed areas)**

**(Applicant should choose 1 of the service options corresponding with Section 4.b of the application)**

**PENNSYLVANIA  
PUBLIC UTILITY COMMISSION  
NOTICE**

Application of **[Applicant Name d/b/a Fictitious Name]** for Approval to Offer, Render, Furnish or Supply Natural Gas Supply Services to the public in The Commonwealth of Pennsylvania at Docket No. **[A-20xx-xxxxxxx]**.

**[Applicant Name]** has filed an application with the Pennsylvania Public Utility Commission ("PUC") for a license to provide natural gas supply services as **(1) a supplier or aggregator of natural gas services or (2) a broker/marketer engaged in the business of supplying natural gas services**. **[Applicant Name]** proposes to sell natural gas and related services in **[List NGDCs here or the entire Commonwealth of PA]** under the provisions of the Natural Gas Choice and Competition Act.

The PUC may consider this application without a hearing. Protests directed to the technical or financial fitness of **[Applicant Name]** may be filed within 15 days of the date of this notice with the Secretary of the PUC, 400 North Street, Harrisburg, PA 17120. Please include the Docket No. listed above on the protest.

Additionally, please send copies of any protest to **[Applicant Name's]** attorney at the address listed below.

**[Attorney's Name  
Applicant Name  
Street Address  
City, State, Zip Code  
Phone  
Email]**

## Appendix G

### NEWSPAPER PUBLICATION TEMPLATE FOR COMBINED NGS AND EGS

(Applicant must substitute appropriately for all bracketed areas)

(Applicant should choose 1 of the service options corresponding with Section 4.b of the applications)

**PENNSYLVANIA  
PUBLIC UTILITY COMMISSION  
NOTICE**

Applications of **[Applicant Name d/b/a Fictitious Name]** for Approval to Offer, Render, Furnish or Supply Natural Gas Supply Services at Docket No. **[A-20xx-xxxxxxx]** and Electricity or Electric Generation Services at Docket No. **[A-20xx-xxxxxxx]** to the public in The Commonwealth of Pennsylvania.

**[Applicant Name]** has filed an application with the Pennsylvania Public Utility Commission ("PUC") for a license to provide natural gas supply services as **(1) a supplier or aggregator of natural gas services or (2) a broker/marketer engaged in the business of supplying natural gas services**. Additionally, **[Applicant Name]** has filed an application with the PUC for a license to supply electricity or electric generation services as **(1) a supplier of electricity, (2) a broker/marketer engaged in the business of supplying electricity services, or (3) an aggregator engaged in the business of supplying electricity**. **[Applicant Name]** proposes to sell electricity, natural gas, and related services in **[List NGDCs and EDCs here or the entire Commonwealth of PA]** under the provisions of the Natural Gas Choice and Competition Act and the Electricity Generation Customer Choice and Competition Act.

The PUC may consider this application without a hearing. Protests directed to the technical or financial fitness of **[Applicant Name]** may be filed within 15 days of the date of this notice with the Secretary of the PUC, 400 North Street, Harrisburg, PA 17120. Please include the respective NGS or EGS Docket Nos. above on the protest.

Additionally, please send copies of any protest to **[Applicant Name's]** attorney at the address listed below.

**[Attorney's Name  
Applicant Name  
Street Address  
City, State, Zip Code  
Phone  
Email]**

## Appendix H

### Electronic Data Interchange and Internet Requirements

Any NGS suppliers and/or broker/marketers that wish to use the Electronic Data Interchange (EDI), in the NGDCs where its available, must meet the EDI certification requirements of the NGDC. Certification is a testing process using the Commission approved Internet protocol. To initiate this process, the NGS is encouraged to contact the NGDC as early as possible after filing an application for a license with the Commission, since certification may require as many as four months to complete and customer service contract dates may not commence prior to certification. NGDC requirements of new suppliers may be found on the respective NGDC home web page. Pennsylvania’s industry stakeholder group the Electronic Data Exchange Working Group (EDEWG) develops and maintains the EDI transactions and related business practices, which are found on the Pa. PUC website at [http://www.puc.pa.gov/filing\\_resources/issues\\_laws\\_regulations/electronic\\_data\\_exchange.aspx](http://www.puc.pa.gov/filing_resources/issues_laws_regulations/electronic_data_exchange.aspx). The EDEWG meets telephonically the first Thursday of each month at 2:00pm ET to discuss EDI change control requests and other issues.

To keep current with Pennsylvania EDI practices and policies, a newly licensed NGS may choose to participate in the EDEWG by contacting the following:

#### PA EDEWG EDI Contacts

Entity Name	Contact Name	Telephone	Email	Preference
PA PUC	Jeff McCracken	717-783-6163	<a href="mailto:jmccracken@pa.gov">jmccracken@pa.gov</a>	Email
PA PUC	Lee Yalcin	717-787-6723	<a href="mailto:lyalcin@pa.gov">lyalcin@pa.gov</a>	Email
PA EDEWG LDC Co-Chair	Ernie Mathie	330-384-5757	<a href="mailto:mathiee@firstenergycorp.com">mathiee@firstenergycorp.com</a>	Email
PA EDEWG ESP Co-Chair	Monica Neibert	781-347-9039	<a href="mailto:mneibert@energyservicesgroup.net">mneibert@energyservicesgroup.net</a>	Email
PA EDEWG Secretary & Regional EDI Change Control Manager	Brandon Siegel	412-817-8004	<a href="mailto:brandon.siegel@intelometry.com">brandon.siegel@intelometry.com</a>	Email

#### PA NGDC EDI Contacts

Company Name	Contact Name	Telephone	Email	Preference
PGW	PGW Gas Choice		<a href="mailto:pgwchoicemarketing@pgworks.com">pgwchoicemarketing@pgworks.com</a>	Email
UGI Utilities Inc.	EDI Technical Support		<a href="mailto:edi@uqi.com">edi@uqi.com</a>	Email
UGI Utilities Inc.	Sherry Epler	610-796-3447	<a href="mailto:sepler@uqi.com">sepler@uqi.com</a>	Email