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| PUC logo | COMMONWEALTH OF PENNSYLVANIAPENNSYLVANIA PUBLIC UTILITY COMMISSION400 NORTH STREET, HARRISBURG, PA 17120 |  |

**Application for License Name Change – Checklist**

Electric Generation Supplier (EGS)

1) When filing an application for an EGS license name change, the licensee must send a written request for the name change, along with all documentation required in steps 2 through 9, below.

Send applications for license name change to:

Rosemary Chiavetta, Secretary

Pennsylvania Public Utility Commission

400 North Street

Harrisburg, PA 17120

2) The licensee must provide a cover letter detailing that the EGS’s name is changing. The cover letter must include the EGS’s previous name, new name, new contact/email/website information (if applicable), and all relevant Pennsylvania Public Uitlity Commission Docket Numbers.

 3) The licensee must provide notice of its name change to all of the EGS’s customers at least 30-days prior to the EGS’s documented name change date. The notice should include the licensee’s new name and all relevant contact information. The licensee must file a copy of the notice with its cover letter.

4) The licensee must serve the application for license name change (non-confidential documents only) on the five statutory agencies and all electric distribution companies in which the licensee is licensed to operate. The licensee must also file a signed Certificate of Service to the Commission as proof of service.

5) The licensee must include a certified check or money order for $350 ($700 if updating both EGS and Natural Gas Supplier licenses) made payable to the “Commonwealth of Pennsylvania”.

6) The licensee must register its new or fictitious name with the PA Department of State. The licensee must include a copy of the registration documentation with its cover letter.

7) **Foreign Company Changing its Actual (Non-Fictitious) Name Only** - The licensee must register its new name with the state in which it was organized. The licensee must include a copy of the registration documentation with its cover letter.

8) **EGS Changing its Actual (Non-Fictitious) Name Only** – The licensee must update the name on its financial security using an Amendment, a Rider, or a new financial security instrument. Fictitious names should not be included on the financial security instrument. The most recent template language may be found at:

 <http://www.puc.pa.gov/consumer_info/electricity/electric_Companies_suppliers/EGS_App_Resources.aspx>

9) The licensee must maintain financial security compliance for the duration of the license name change process.