

**Ontario Energy
Board**
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**Commission de l'énergie
de l'Ontario**
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2300, rue Yonge
Toronto ON M4P 1E4
Téléphone: 416- 481-1967
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BY E-MAIL

February 10, 2009

Walter J. Malcolm
Director - Utilities
The Corporation of the City of Kitchener - Utilities Division
200 King Street West
City Hall - P.O. Box 1118
Kitchener ON N2G 4G7

Dear Mr. Malcolm:

**Re: Application for Gas Marketer Licence
Board File No. EB-2009-0048**

This letter acknowledges receipt of your application for a gas marketer licence. The Board has assigned File Number EB-2009-0048 to this matter. Please refer to this number in all future correspondence to the Board regarding this matter.

Your application is currently incomplete and cannot be processed until the following required information has been filed:

- Section C12 Financial Information - This section of the application form requires the applicant to provide information that indicates the applicant's financial state of affairs. The applicant is asked to provide two years audited financial statements. If the applicant does not have audited financial statements, the applicant can provide unaudited statements signed by an officer or director in the company.

The Board also notes that there is additional information typically asked for in a gas marketer licence application. It includes the following:

With reference to information about Key Individuals in Section D14 of the application form, please provide copies of two pieces of identification, one of which must include a photo. The information is necessary for the Board to conduct a police record check with the

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Ontario Provincial Police on the key individuals reported in Section D of the application.

There is no expectation that this additional information is needed to begin the process of reviewing this application. However, by providing such information at the same time as the required information, the processing of this application can be expedited.

The Board will resume processing your application once the above information has been filed. If the above information is not filed within 30 days of the date of this letter, the Board may close the file for this application.

Upon receipt of the required information the Board will issue an acknowledgement letter indicating the expected date on which a decision and/or order may be rendered.

Please file two paper copies of the additional material and an electronic version in Word and in searchable Adobe Acrobat (if available) with the Board Secretary. Electronic copies may be submitted on diskette or by e-mail to boardsec@oeb.gov.on.ca.

Please direct any questions relating to this application to George Dimitropoulos, Analyst, Licence Applications at (416) 544-5152 or e-mail, George.Dimitropoulos@oeb.gov.on.ca.

Yours truly,

Original Signed By

John Pickernell
Assistant Board Secretary