

**Ontario Energy  
Board**  
P.O. Box 2319  
27th. Floor  
2300 Yonge Street  
Toronto ON M4P 1E4  
Telephone: 416- 481-1967  
Facsimile: 416- 440-7656  
Toll free: 1-888-632-6273

**Commission de l'énergie  
de l'Ontario**  
C.P. 2319  
27e étage  
2300, rue Yonge  
Toronto ON M4P 1E4  
Téléphone; 416- 481-1967  
Télécopieur: 416- 440-7656  
Numéro sans frais: 1-888-632-6273



**BY E-MAIL**

February 10, 2010

Brian Wood  
Vice President  
AltaGas Energy Limited Partnership  
1700 355 4<sup>th</sup> Ave SW  
Calgary AB T2P 0J1

Dear Mr. Wood:

**Re: Application for an Electricity Retailer Licence  
Board File Number EB-2009-0413**

This letter acknowledges receipt of the appropriate application form requested in our letter of December 16, 2009.

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

1. Section 1 – The Applicant asks if the applicant is an individual. Please confirm whether or not AltaGas Energy's response should have been "not applicable – not an individual".
2. Section 2 – Finance asks the applicant to provide audited financial statements for the last two years. If the applicant does not have financial statements for itself, the applicant may submit the financial statements of its parent company. If financial statements for the parent company are provided, the applicant must also provide a parental guarantee. AltaGas Energy has filed a copy of its parent company's annual report, but has not provided a parental guarantee as requested.

Section 2 further states that if the applicant does not submit financial statements for itself or its parent company, along with a parental guarantee, the applicant must provide two of the following items:

- Most recent prospectus and quarterly report.
- For new entities, pro forma financial statements for 5 years along with detailed notes or a business plan
- Letter of reference from the applicant's bank

AltaGas Energy has filed a letter of reference from RBC Royal Bank however, this letter does not meet the Board's information requirements for reference letters as listed on page 9 of the application.

AltaGas Energy may choose to either file a parental guarantee with the Board or a revised letter of reference that meets the Board's criteria.

3. Section 15 – Key Individual Information is currently incomplete for Brian Wood. Please complete Section 15 (b), providing details of Mr. Wood's experience in the energy sector.
4. Section 15 – Key Individual Information is currently incomplete for Michael Kilby. Please complete Section 15 (b), providing the licence number for Premstar, the jurisdiction, name of business and business activity Mr. Kilby was involved with and details of Mr. Kilby's experience in the energy sector.

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](mailto:boardsec@oeb.gov.on.ca).

Please direct any questions relating to this application to Lenore Dougan, Advisor at 416-440-8141 or e-mail, [lenore.dougan@oeb.gov.on.ca](mailto:lenore.dougan@oeb.gov.on.ca).

Yours truly,

*Original signed by*

John Pickernell  
Assistant Board Secretary