

**Ontario Energy
Board**
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**Commission de l'énergie
de l'Ontario**
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BY E-MAIL

December 22, 2011

Gregory Clarke
Chief Operating Officer
Energy Ottawa Inc.
3025 Albion Road North
Ottawa ON K1G 3S4

Dear Mr. Clarke:

**Re: Application for an Electricity Retailer Licence
Board File Number EB-2011-0418**

The Board has reviewed your application for renewal of your electricity retailer licence. Your application is currently incomplete and cannot be processed until the following has been filed:

- For each key individual, the driver's licence filed is acceptable. However, the other identifications filed are not acceptable. For a list of acceptable identification, please refer to Appendix A and submit clear readable photocopies of both sides of the identification for each key individual.

The Board also notes that there is some additional information typically asked for in an electricity retailer licence application. It includes the following:

- A form entitled "Release and Discharge Relating to Consent to Disclosure of Criminal Record Information" is attached for each key individual to complete, sign, date and return to the Board.

The completed form together with your two pieces of identification is necessary for the Board to conduct a police record check with the Ontario Provincial Police on all key individuals reported in section 15 (a) 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 searchable Adobe Acrobat (if available) with the Board Secretary. Electronic copies may be submitted on CD or by e-mail to Boardsec@ontarioenergyboard.ca.

Please direct any questions relating to this application to Julie Doherty, Advisor at 416-440-8133 or e-mail, Julie.Doherty@ontarioenergyboard.ca.

Yours truly,

Original Signed By

John Pickernell
Assistant Board Secretary

Encls.

Appendix A

Acceptable Identification

Required by the Ontario Provincial Police

Prior to commencing any Security Clearance, you shall personally view at least two (2) separate pieces of validly issued identification ***other than a health card or SIN card***. Once you have viewed the identification, make legible copies, and sign and date the copies. At least one piece of identification must include a photograph of the Subject taken within the last five (5) years. Photo identification shall contain, at a minimum, the Subject's full given name, surname, date of birth and gender. Examples of acceptable identification are:

- Driver's Licence (including drivers licenses issued by another province, territory, or a foreign jurisdiction)
- BYID Card
- Canadian or Foreign Passport
- Canadian Citizenship Card
- Possession and Acquisition Licence (or PAL Card)
- Permanent Residency Card
- Certificate of Indian Status
- Canadian National Institute of the Blind (CNIB) Identification Card
- Canadian Military Employment Card or Canadian Military Family Identification Card
- International Student Card

The following are acceptable forms of non-photo identification:

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers