

**Ontario Energy
Board**
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**Commission de l'énergie
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BY EMAIL

October 8, 2013

Mr. Franz Schneider
Group Manager
National Utility Service (Canada) Ltd.
111 Gordon Baker Road, Suite 500
Toronto ON M2H 3R2

Dear Mr. Schneider:

**Re: Application for Electricity Retailer Licence and
Application for Gas Marketer Licence
Board File Numbers EB-2013-0350 & EB-2013-0351**

The Board has reviewed your applications for an electricity retailer licence and a gas marketer licence. Your applications are currently incomplete and cannot be processed until the following has been filed:

1. Section 12 – Financial Information

Section 12 requires the filing of audited financial statements for the **last two** years. Would you please provide audited financial statements for 2012.

2. Section 15- Documents to support Identity

Please note that health cards are no longer accepted as a form of identification. For a list of acceptable identification, please refer to Appendix A below. Please also note that photocopies of **both** sides of all documents are required. Please provide copies of the reverse side of the driver's licence identification provided.

3. Additional Information – OPP Security Screening Check Form

The Board requires the completion of the attached form entitled "Security Screening Check" for the processing of these licence applications. Each key individual is required to complete, sign, date and return this form to the Board. The completed form together with the two pieces of identification is necessary for the Board to conduct a police record check with the Ontario Provincial Police on each of the key individuals identified in section 15 of the applications.

The Board will resume processing your applications 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 these applications.

Please quote file numbers EB-2013-0350 and EB-2013-0351 when filing the additional information requested above and please file **hard copies** of the materials requested as wet signatures are required.

Please direct any questions relating to these applications to Judith Fernandes, Project Advisor at 416-440-7638 or email, Judith.Fernandes@ontarioenergyboard.ca.

Yours truly,

Original Signed By

John Pickernell
Assistant Board Secretary

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