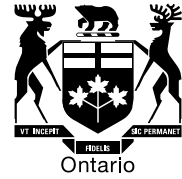


**Ontario Energy
Board**
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Telephone: 416- 481-1967
Facsimile: 416- 440-7656
Toll free: 1-888-632-6273

**Commission de l'énergie
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2300, rue Yonge
Toronto ON M4P 1E4
Téléphone: 416- 481-1967
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Numéro sans frais: 1-888-632-6273



BY E-MAIL

May 15, 2014

Jeffrey Fern
Director
J. Fern Incorporated
23 Point Crescent
Kingston ON K7M 3P2

Dear Mr. Fern:

**Re: Application for Unit Sub-Metering Licence
Board File Number EB-2014-0190**

The Board has reviewed your application for a unit sub-metering licence. Your application is currently incomplete and cannot be processed until the following has been filed:

1. Section 8, Page 5 of the Application Form – Corporate Organization:

To help the Board understand your organization, please describe the applicant's corporate organization and provide a brief summary of J. Fern Incorporated's business activities.

2. Section 9, Page 5 of the Application Form – Finance:

The financial information provided with your application does not meet the requirements of section 9 Finance of the application form. You have provided unsigned copies of unaudited financial statements for the fiscal year ended on December 31, 2013. Section 9 Finance of the application form states that unaudited financial statements must be signed by one key individual. Please file signed copies of the applicant's financial statements. In addition please file financial statements for the year ended on December 31, 2012.

3. Section 10, Page 5 of the Application Form – Technical Resources:

You have answered "Yes" to the question whether the applicant employs technical resource staff with appropriate qualifications and experience in unit

sub-metering. This answer requires describing qualifications of at least one person employed by the applicant in relation to the services the applicant intends to provide as a licensed unit sub-metering provider. Please describe qualifications of at least one person employed by the applicant or identify plans to acquire the necessary technical resources to provide unit sub-metering services.

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.

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 CD or by e-mail to boardsec@ontarioenergyboard.ca.

Please direct any questions relating to this application to Irina Kuznetsova, Advisor at +1 (416) 440-8138 or e-mail, Irina.Kuznetsova@ontarioenergyboard.ca.

Yours truly,

Original signed by

John Pickernell
Applications Administration