

Kelly-Anne Lachapelle

From: Industry Relations <IndustryRelations@oeb.ca> on behalf of Industry Relations
Sent: 10/28/2020 2:59 PM
To: Kelly-Anne Lachapelle
Subject: OEB FILE No. IRE-2020-0856 - Renewals - Application Requirements - RESPONSE

Dear Kelly-Anne Lachapelle,

This is our response to the enquiry you submitted to Industry Relations.

Initial enquiry: "Good Morning

I'm just finalizing my licence renewal application, and wanted to confirm the cost, is it \$800 or \$1,000

If you could please send the email to: klachapelle@comsatec.com

Regards" *I have it set up in our banking info already for electronic pmt.*
Kelly Lachapelle

If you are renewing your licence and have paid an annual registration fee of \$800 for 2020/2021 fiscal year, the application fee would be \$200. If you have not paid \$800 fee, then you'll have to submit a combined fee of \$1,000. Please don't mail your cheque as the OEB is operating remotely and only accepts wire transfers. Once you file your application, you will receive an email with instructions how to remit the payment.

Thank you for your enquiry. I hope you find this information helpful.

Kelly-Anne Lachapelle
Technical Analyst

COMSATEC INC.
Energy Management

61 High Street North
P.O. Box 642
Callander, ON P0H 1H0
www.comsatec.com

T: 705-752-4342 ext. 224
F: 705-752-4800

the views of Ontario Energy Board (OEB) staff, based on the enquiry and the legal and regulatory requirements were to change, the response might be and does not constitute legal advice, and is not binding

Electricity & Natural Gas

klachapelle@comsatec.com

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Application for an Electricity Retailer Licence

Application Instructions

1. Purpose of this Form

This form is to be used to apply for a licence that would enable the applicant

- (a) to sell or offer to sell electricity to a consumer;
- (b) to act as agent or broker for a retailer with respect to the sale of electricity; and/or
- (c) to act or offer to act as an agent or broker for a consumer with respect to the sale or offering for sale of electricity.

2. Completion Instructions

This form is in a writeable PDF format. The applicant must either:

- type answers to all questions, print two copies and sign both copies; or
- print a copy of the form, clearly print answers to all questions, make a copy and sign both copies.

The applicant must also complete the checklist attached to the application form.

Please send both copies of the completed form, checklist, and two copies of any attachments to:

Board Secretary
Ontario Energy Board
P.O. Box 2319
2300 Yonge Street, 27th Floor
Toronto, ON M4P 1E4

Any questions regarding the completion of this application should be directed to the Ontario Energy Board (OEB) at IndustryRelations@oeb.ca.

Please note that the OEB may require information that is additional or supplementary to the information filed in this application form and that filing of the form does not preclude the applicant from filing additional or supplementary information.

Applicants should consider the timelines required to process applications to avoid submitting applications too early or too late. Submitting applications too early without reasonable certainty of the proposed licensed activities will impede regulatory efficiency while submitting applications too late will leave the applicant to bear the risk of delayed commencement of licensed activities. Processing timelines are indicated on the "[Performance Standards for Processing Applications](#)" page of the OEB's website at www.oeb.ca. If submitted incomplete, there may be a delay in processing the application.

3. Application and Registration Fees

A non-refundable application fee is required to process your application. Please enclose a cheque or money order made payable to the **ONTARIO ENERGY BOARD**. The amount of the application fee is indicated on the "Apply for a Licence" page of the "Industry" section of the OEB's website at www.oeb.ca.

If a licence is issued, the licensee will be required to pay an annual registration fee. Annual registration fee information is indicated on the "Apply for a Licence" page of the "Industry" section of the OEB's website at www.oeb.ca.

4. Confidentiality

Sections 10 to 15 of this application will be treated as confidential. All other information filed as a part of or in support of this application will be placed on the public record. Where the applicant objects to public disclosure of information contained in sections other than sections 10 to 15, the applicant must follow the procedure set out in the OEB's Practice Direction on Confidential Filings.

5. Important Information

The applicant must make a copy of the non-confidential sections of the application available to any person who requests a copy of the application.

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

Commission de l'énergie
l'Ontario
C.P. 2319
2300, rue Yonge
27^e étage
Toronto ON M4P 1E4
Téléphone: 1-888-632-6273
Télécopieur: (416) 440-7656



Application for an Electricity Retailer Licence

For Office Use Only	
Application Number	EB -
Date Received	

1. The Applicant

Legal Name of the Applicant : Paul Waqué Jr

Name to Appear on Licence: Comsatec Inc

☒ Indicate if the name to appear on the licence is the same as the legal name.

Please note that if the name to appear on the licence is not the same as the legal name, the name on the licence must include the legal name of the applicant and the legal name must appear first. The "Name to Appear on Licence" will appear on the notice of application and on the licence.

Business Classification:

☐ Sole Proprietor

☐ Partnership

☒ Corporation

☐ Other (describe) _____

Date of formation or incorporation: July 13, 1979

Place of formation or incorporation: Callander

Province/state Ontario

Country Canada

If the applicant is an individual, the applicant must be at least 18 years old.

If the applicant is an individual, is he or she at least 18 years old?

☒ Yes

☐ No

☐ Not applicable - not an individual

2. Licence Primary Contact

As a condition of licensing, the licensee shall designate a person who will act as primary contact with the OEB on matters related to the licence.

Mr. <input checked="" type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms. <input type="radio"/> Other <input type="radio"/> _____	Last Name	First Name	Initial
	Waqué	Paul	Jr
	Title/Position		
	Operations Manager		
Company Name if different from Name to Appear on Licence			
Licence Primary Contact Address:			
61 High Street North, P.O. Box 642			
City	Province/State	Country	Postal/Zip Code
Callander	Ontario	Canada	P0H 1H0
Phone Number	Toll Free (if available)	Fax Number	E-mail Address
705-752-4342	877-552-4342	705-752-4800	pwaquejr@comsatec.com

If the above address is not in Ontario, the applicant must also provide contact information for service purposes in the province of Ontario. Applicants whose offices are not located in Ontario may provide the address of an agent (an individual who is a resident of Ontario and is at least 18 years old, or a corporation that has its head office or registered office in Ontario) as the address of service.

Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms. <input type="radio"/> Other <input type="radio"/> _____	Last Name	First Name	Initial
	Title/Position		
Company Name if different from Name to Appear on Licence			
Address for Service in Ontario (if different than the Licence Primary Contact Address above)			
City	Province	Postal Code	
	ONTARIO		
Phone Number	Toll Free (if available)	Fax Number	E-mail Address

3. Application Primary Contact

☒ Indicate if same as above. If yes, proceed to section 4.

The primary contact for the licence application may be a person within the applicant's organization other than the licence primary contact noted above. An applicant may also choose to designate a consultant, lawyer, etc. to be the primary contact for the licence application. The OEB will communicate with this person during the course of the application but with the licence primary contact after a licence is issued.

Mr. <input type="radio"/>	Mrs. <input type="radio"/>	Last Name	First Name	Initial
Miss <input type="radio"/>	Ms. <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other <input type="radio"/>	<input type="text"/>	Title/Position		
		<input type="text"/>		
		Company Name if different from Name to Appear on Licence		
		<input type="text"/>		
Application Primary Contact Address:				
<input type="text"/>				
City		Province/State	Country	Postal/Zip Code
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Toll Free (if available)	Fax Number	E-mail Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

4. Customer Complaint or Inquiries Primary Contact

Provide contact information of the person to whom correspondence or communication regarding customer complaints or inquiries should be addressed. The mailing address should be in Ontario and the telephone number should be listed in Ontario. If the applicant intends to retail electricity to low-volume consumers (annually consuming less than 150,000 kilowatt hours of electricity), the applicant should also provide a telephone number which may be reached by the general public without a charge.

Mr. <input checked="" type="radio"/>	Mrs. <input type="radio"/>	Last Name	First Name	Initial
Miss <input type="radio"/>	Ms. <input type="radio"/>	Waqué	Paul	Jr
Other <input type="radio"/>	<input type="text"/>	Title/Position		
		Operations Manager		
		Company Name if different from Name to Appear on Licence		
		Comsatec Inc.		
Customer Complaint or Inquiries Primary Contact Address:				
61 High Street North, P.O. Box 642				
City		Province	Postal Code	
Callande		ONTARIO	P0H 1H0	
Phone Number	Toll Free	Fax Number	E-mail Address	
705-752-4342	877-552-4342	705-752-4800	pwaquejr@comsatec.com	

5. Type of Application

☐ New licence

☒ Renewal, please provide the licence number and expiry date of the existing licence

Licence Number: ER- 2015-0352

Expiry Date: January 27, 2021

6. Trade Names

The electricity retailer licence authorizes the licensee to conduct business using the name under which the licence is held. It also provides for the use of trade names by the licensed electricity retailer.

Does the applicant intend to use trade names?

☐ Yes, provide a list of trade names the applicant intends to use in the space provided below.

☒ No, proceed to 7.

7. Applicant's Licensing Status and History

(a) Has the applicant, an affiliate of the applicant, or an associated entity (e.g., a partnership or limited partnership) ever been licensed by the OEB? (the *Business Corporations Act* definition for affiliate can be found at www.e-laws.gov.on.ca).

☒ Yes, provide details of current and expired licences in the table below.

☐ No, proceed to 7(b).

Licensee Name	Relation to the applicant (e.g., applicant itself, affiliate, partner...etc.)	Licence Number
Comsatec Inc.	applicant itself	ER-2015-0352
Comsatec Inc.	applicant itself	EB-2018-0140

- (b) Does the applicant, an affiliate of the applicant, or an associated entity (e.g., a partnership or limited partnership) have any other application(s) before the OEB?

☐ Yes, provide details in the table below.

☒ No, proceed to 7(c).

Applicant Name	Type of Application	Ontario Energy Board File Number (if applicable)

- (c) Has the applicant, an affiliate of the applicant, or an associated entity (e.g., a partnership or limited partnership) ever undertaken licensed energy sector activity in any other jurisdiction within North America?

☐ Yes, provide details of current and expired licences in the table below

☒ No

Company Name	Jurisdiction	Business Activity	Name of Licensing Body	Licence/Registration No.

8. Officers, Directors and Key Individuals

- (a) If the applicant is a corporation, provide as a separate attachment a list of all officers and directors, including name and title.
- (b) Provide a list of key individuals below. The individuals listed must be the individuals that are responsible for the following functions for the applicant: regulatory requirements and conduct, financial matters and technical matters. These key individuals may include the Chief Executive Officer, the Chief Financial Officer, other officers, directors and proprietors.

Note: Please list a minimum of three key individuals. If unable to provide a minimum of three, please explain. _____

Name of Key Individual	Title/position within applicant's business (or identify company if not the applicant's business)
Paul Waqué Sr	President & Secretary
Paul Waqué Jr	Director
David Waqué	Director

9. Intended Services and Markets

(a) Intended Services: please identify which of the following services the applicant intends to offer. You may select as many as applicable.

- ☐ to sell or offer to sell electricity to low-volume consumers (annually consuming less than 150,000 kilowatt hours of electricity) in Ontario.
- ☒ to sell or offer to sell electricity to large-volume consumers (annually consuming more than 150,000 kilowatt hours of electricity) in Ontario.
- ☒ to act as an agent or broker for a retailer with respect to the sale or offering for sale of electricity to large-volume consumers, or as an agent or broker for large-volume consumers with respect to the sale or offering for sale of electricity in Ontario.
- ☐ to act as an agent or broker for a retailer with respect to the sale or offering for sale of electricity to low-volume consumers, or as an agent or broker for low-volume consumers with respect to the sale or offering for sale of electricity in Ontario.

Is the applicant currently providing any of the above listed services?

- ☒ Yes, provide a list of the services the applicant is currently providing.

- ☐ No, indicate when the applicant intends to provide these services.

(b) Wholesale Market Participation: does the applicant intend to operate in the IESO-administered markets and settle bilateral contracts through the IESO?

- ☒ Yes
- ☐ No, please explain how the applicant intends to participate.

(c) Retail Market Participation: does the applicant intend to settle the wholesale market cost of electricity consumed by its customers through a distributor's settlement system?

- ☒ Yes
- ☐ No, please explain how the applicant intends to participate.

16. Notice

The OEB is authorized, under section 4.14 of the *Ontario Energy Board Act, 1998*, to collect personal information for the purpose of carrying out its duties and exercising its powers under the *Ontario Energy Board Act, 1998* or any other Act.

The information provided both on this form and attached to this form is being collected by the OEB for the purpose of determining whether the applicant is qualified to receive the licence for which it is applying.

In order to verify the information on this form and/or determine whether the applicant is qualified to receive the licence for which it is applying, it may be necessary for the OEB to collect additional information from some or all of the following sources: federal, provincial/state, or municipal governments; licensing bodies; law enforcement agencies; credit bureaus; and banks. Only information relevant to the application or the OEB's determination of the application will be collected by the OEB.

The public official who can answer questions about the collection of the information is:

Board Secretary
Ontario Energy Board
P.O Box 2319
2300 Yonge Street, 27th Floor
Toronto, ON
M4P 1E4


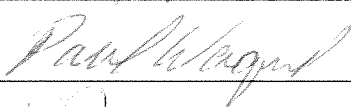
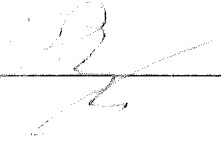
Tel: 416-481-1967 or 1-888-632-6273

Applicants are reminded that the OEB is subject to the *Freedom of Information and Protection of Privacy Act* ("FIPPA"). FIPPA addresses circumstances in which the OEB may, upon request, be required to release information that is in its custody or under its control, and generally prohibits the OEB from releasing personal information. "Personal Information" has the meaning given to it under FIPPA.

17. Certification and Acknowledgement

- (a) I certify that the information contained in this application and in the documents provided are true and accurate.
- (b) I understand and acknowledge that, as a licenced electricity retailer, I must provide information as the OEB may require from time to time.
- (c) I understand and acknowledge that, as a licenced electricity retailer, I may have to meet requirements to disclose information to consumers in accordance with any government regulation made or standard set by the OEB.
- (d) I understand and acknowledge that the issuance of an electricity retailer licence does not guarantee accreditation by the Independent Electricity System Operator (IESO) or distributors.
- (e) I understand and acknowledge that, if I intend to operate in the IESO administered markets and settle bilateral contracts through the IESO, I may have to post security (i.e., financial guarantee bond, security deposit) with the IESO to meet its prudential requirements.
- (f) I understand and acknowledge that, if I choose to settle the wholesale cost of electricity consumed by my customers through a distributor's settlement system, I may have to meet prudential requirements set out in the Retail Settlement Code.

(g) I understand and acknowledge that, as a licensed electricity retailer, I must enter into a service agreement with the distributor before registering customers in a distributor's service area.

Name	Signature	Date
Paulus Waqué Sr.		Nov 2 nd , 2020
Paul A Waqué		Oct 30, 2020
David A. Waqué		October 28 th 20

Must be signed by:

- (a) the proprietor or by at least one partner, officer or director of the organization; and
- (b) each key individual identified in section 8(b)

Checklist (return with application form)

- ☒ Two copies of the application form have been included with original signature on both copies.
- ☐ A cheque or money order for the non-refundable application fee has been included. *Will wait for email to send elect as per email*
- ☒ A list of all officers and directors, including name and title has been attached to the application form.
- ☒ A corporate organization chart has been attached to the application form.
- ☒ Section 12 has been completed and all relevant financial information has been included.
- ☒ Section 15 has been completed for all key individuals.
- ☒ Each key individual has provided copies of two documents to support their identity. One of the documents includes a photo.