

**Ontario Energy  
Board**  
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**Commission de l'énergie  
de l'Ontario**  
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2300, rue Yonge  
Toronto ON M4P 1E4  
Téléphone: 416- 481-1967  
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**BY E-MAIL**

September 9, 2008

Mr. Shane Freitag  
Borden Ladner Gervais LLP  
Scotia Plaza  
40 King Street West  
Toronto, ON M5H 3Y4

Dear Mr. Freitag:

**Re: Application for Renewal of Electricity Retailer Licence  
Board File Number EB-2008-0294**

This letter acknowledges receipt of your application to renew electricity retailer licence ER-2002-0384 and to update both electricity retailer licence and electricity generation licence with licensee information on behalf of Hamilton Hydro Services Inc. The Board has assigned file number EB-2008-0294 to this matter. Please refer to this number in all future correspondence to the Board regarding this matter.

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

1. Please file a retailer licence application form with question 3, type of application, marked 'renewal'. A copy of the retailer licence application is available from the Board's web site and the link is [http://www.oeb.gov.on.ca/documents/application\\_retailer.pdf](http://www.oeb.gov.on.ca/documents/application_retailer.pdf).

With respect to information about key individuals in section D14 of the application form, please provide copies of two pieces of identification, one of which must include a photo. The information is necessary for the Board to conduct a police record check with the Ontario Provincial Police on the key individuals reported in section D of the application.

2. Please include a cheque or money order in the sum of \$800 for the application fee.

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 acknowledgment letter indicating the expected date on which a decision and/or order may be rendered.

In order for the Board to update licensee information for the electricity generation licence, section C15 is required and must be signed by each new key individual. The web link for section C15 of the generation licence application form is [http://www.oeb.gov.on.ca/documents/application\\_generator.pdf](http://www.oeb.gov.on.ca/documents/application_generator.pdf).

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 Julie Doherty, Advisor at (416) 440-8133 or e-mail, [Julie.Doherty@oeb.gov.on.ca](mailto:Julie.Doherty@oeb.gov.on.ca).

Yours truly,

*Original signed by*

John Pickernell  
Assistant Board Secretary

cc: John Hunter, Hamilton Hydro Services Inc.