



Original AGG
Case Number

Version

12 - 2351 -EL-AGG
August 2004

The Public Utilities Commission of Ohio

RENEWAL APPLICATION FOR AGGREGATORS/POWER BROKERS

Please print or type all required information. Identify all attachments with an exhibit label and title (Example: Exhibit A-10 Corporate Structure). All attachments should bear the legal name of the Applicant. Applicants should file completed applications and all related correspondence with the Public Utilities Commission of Ohio, Docketing Division; 180 East Broad Street, Columbus, Ohio 43215-3793.

This PDF form is designed so that you may input information directly onto the form. You may also download the form, by saving it to your local disk, for later use.

	ant's legal name, address, telephone number, PUCO certificate n	umber	, ਛੋਂ
web site	e address	U	AUG
Legal Na	ame ENERGY ADVISORY SERVICE LLC		1
	5151 HEADQUARTERS DRIVE, SUITE 145, PLANO, TX 75024	\bigcirc	
	Certificate # and Date Certified 12-563E (1)		2
	ne # (770) 419-2313 Web site address (if any) energyeas.com	\cup	ယ့
•			~
List na	me, address, telephone number and web site address under whic	h App	
	business in Ohio	FF	
.,	,		
Legal Na	ame ENERGY ADVISORY SERVICE LLC		
	5151 HEADQUARTERS DRIVE, SUITE 145, PLANO, TX 75024		3 !
Telephor	ne # (770) 419-2313 Web site address (if any) energyeas.com		4.
		U	AUG
List all	names under which the applicant does business in North America	1	1
	Y ADVISORY SERVICE LI	- Comments	÷
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		\Box	×
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Contact	t person for regulatory or emergency matters		3: 26
002000	person for regulatory or emergency mattering		•
Name S7	TEPHEN GUNTHER		
	CE PRESIDENT		
Title_VIO			
	address 5151 HEADQUARTERS DRIVE, SUITE 145, PLANO, TX 75024		

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A-3	Contact person for Continussion Sta	it use in investigating customer complaints
	Name RHONDA KREITZ	
	Title PRESIDENT	
	Business address 5151 HEADQUARTERS	S DRIVE, SUITE 145, PLANO, TX 75024
	Telephone # (972) 791-8357 E-mail address (if any) rkreitz@energyeas	Fax # (972) 695-4024
	E-mail address (if any) rkreitz@energyeas	s.com
A-6	Applicant's address and toll-free nu	mber for customer service and complaints
	Customer Service address 5151 HEADQU	ARTERS DRIVE, SHITE 145, PLANO, '
	Toll-free Telephone #	
A- 7	Applicant's federal employer identif	ication number # <u>743123918</u>
A-8	Applicant's form of ownership (che	ck one)
	☐ Sole Proprietorship	☐ Partnership
	Limited Liability Partnership (LLP)	☐ Limited Liability Company (LLC)
	[]Corporation	Other
	PROVIDE THE FOLLOWING AS SEPAR	RATE ATTACHMENTS AND LABEL AS INDICATED:
A-9		Directors & Partners" provide the names, titles, he applicant's principal officers, directors, partners,
A-10	structure, including a graphical depic	"provide a description of the applicant's corporate tion of such structure, and a list of all affiliate and retail or wholesale electricity or natural gas to the customers in North America.
В.	APPLICANT MANAGERIAL	CAPABILITY AND EXPERIENCE
	PROVIDE THE FOLLOWING AS SEPAR	RATE ATTACHMENTS AND LABEL AS INDICATED:
B-1	the applicant or any affiliated interes	eation," provide a list of all jurisdictions in which est of the applicant is, at the date of filing the ered, or otherwise authorized to provide retail or ggregation services.
B-2	Exhibit B-2 "Experience & Plans," and plan for contracting with custome	provide a description of the applicant's experience ers, providing contracted services, providing billing

statements, and responding to customer inquiries and complaints in accordance with

Commission rules adopted pursuant to Section 4928.10 of the Revised Code.

- B-3 Exhibit B-3 "Disclosure of Liabilities and Investigations," provide a description of all existing, pending or past rulings, judgments, contingent liabilities, revocation of authority, regulatory investigations, or any other matter that could adversely impact the applicant's financial or operational status or ability to provide the services it is seeking to be certified to provide.
- B-4 Disclose whether the applicant, a predecessor of the applicant, or any principal officer of the applicant have ever been convicted or held liable for fraud or for violation of any consumer protection or antitrust laws within the past five years.

 No
 Yes

If yes, provide a separate attachment labeled as **Exhibit B-4 "Disclosure of Consumer Protection Violations"** detailing such violation(s) and providing all relevant documents.

B-5 Disclose whether the applicant or a predecessor of the applicant has had any certification, license, or application to provide retail or wholesale electric service including aggregation service denied, curtailed, suspended, revoked, or cancelled within the past two years.

☑No □Yes

If yes, provide a separate attachment labeled as **Exhibit B-5 "Disclosure of Certification Denial, Curtailment, Suspension, or Revocation"** detailing such action(s) and providing all relevant documents.

C. FINANCIAL CAPABILITY AND EXPERIENCE

PROVIDE THE FOLLOWING AS SEPARATE ATTACHMENTS AND LABEL AS INDICATED:

- C-1 <u>Exhibit C-1 "Annual Reports,"</u> provide the two most recent Annual Reports to Shareholders. If applicant does not have annual reports, the applicant should provide similar information in Exhibit C-1 or indicate that Exhibit C-1 is not applicable and why.
- C-2 <u>Exhibit C-2 "SEC Filings,"</u> provide the most recent 10-K/8-K Filings with the SEC. If applicant does not have such filings, it may submit those of its parent company. If the applicant does not have such filings, then the applicant may indicate in Exhibit C-2 that the applicant is not required to file with the SEC and why.
- C-3 <u>Exhibit C-3 "Financial Statements,"</u> provide copies of the applicant's two most recent years of audited financial statements (balance sheet, income statement, and cash flow statement). If audited financial statements are not available, provide officer certified financial statements. If the applicant has not been in business long enough to satisfy this requirement, it shall file audited or officer certified financial statements covering the life of the business.

- Exhibit C-4 "Financial Arrangements," provide copies of the applicant's financial **C-4** arrangements to conduct CRES as a business activity (e.g., guarantees, bank commitments, contractual arrangements, credit agreements, etc.).
- Exhibit C-5 "Forecasted Financial Statements," provide two years of forecasted **C-5** financial statements (balance sheet, income statement, and cash flow statement) for the applicant's CRES operation, along with a list of assumptions, and the name, address, email address, and telephone number of the preparer.
- Exhibit C-6 "Credit Rating," provide a statement disclosing the applicant's credit rating C-6 as reported by two of the following organizations: Duff & Phelps, Dun and Bradstreet Information Services, Fitch IBCA, Moody's Investors Service, Standard & Poors, or a similar organization. In instances where an applicant does not have its own credit ratings, it may substitute the credit ratings of a parent or affiliate organization, provided the applicant submits a statement signed by a principal officer of the applicant's parent or affiliate organization that guarantees the obligations of the applicant.
- C-7 Exhibit C-7 "Credit Report," provide a copy of the applicant's credit report from Experion, Dun and Bradstreet or a similar organization.
- C-8 Exhibit C-8 "Bankruptcy Information," provide a list and description of any reorganizations, protection from creditors or any other form of bankruptcy filings made by the applicant, a parent or affiliate organization that guarantees the obligations of the applicant or any officer of the applicant in the current year or within the two most recent years preceding the application.
- C-9 Exhibit C-9 "Merger Information," provide a statement describing any dissolution or merger or acquisition of the applicant within the five most recent years preceding the application.

Signature of Applicant & Title

Sworn and subscribed before me this

St_day of M

D. WATKINS NOTAMY

official administering oath

NOTARY PUBLIC, FLOYD COUNTY, GEORGIA My commission expires on MY COMMISSION EXPIRES OCT. 30, 2017

<u>AFFIDAVIT</u>

State of Gogich:	Rove ss
and Elow	(Town)

Stephen Cutton, Affiant, being duly sworn/affirmed according to law, deposes and says that:

He/She is the Vice President Office of Affiant) of Energy Advisory (Name of Applicant);

That he/she is authorized to and does make this affidavit for said Applicant,

- The Applicant herein, attests under penalty of false statement that all statements made in the
 application for certification renewal are true and complete and that it will amend its application while
 the application is pending if any substantial changes occur regarding the information provided in the
 application.
- The Applicant herein, attests it will timely file an annual report with the Public Utilities Commission
 of Ohio of its intrastate gross receipts, gross earnings, and sales of kilowatt-hours of electricity
 pursuant to Division (A) of Section 4905.10, Division (A) of Section 4911.18, and Division (F) of
 Section 4928.06 of the Revised Code.
- 3. The Applicant herein, attests that it will timely pay any assessments made pursuant to Sections 4905.10, 4911.18, or Division F of Section 4928.06 of the Revised Code.
- The Applicant herein, attests that it will comply with all Public Utilities Commission of Ohio rules or orders as adopted pursuant to Chapter 4928 of the Revised Code.
- The Applicant herein, attests that it will cooperate fully with the Public Utilities Commission of Ohio, and its Staff on any utility matter including the investigation of any consumer complaint regarding any service offered or provided by the Applicant.
- 6. The Applicant herein, attests that it will fully comply with Section 4928.09 of the Revised Code regarding consent to the jurisdiction of Ohio Courts and the service of process.
- 7. The Applicant herein, attests that it will use its best efforts to verify that any entity with whom it has a contractual relationship to purchase power is in compliance with all applicable licensing requirements of the Federal Energy Regulatory Commission and the Public Utilities Commission of Ohio.
- 8. The Applicant herein, attests that it will comply with all state and/or federal rules and regulations concerning consumer protection, the environment, and advertising/promotions.
- 9. The Applicant herein, attests that it will cooperate fully with the Public Utilities Commission of Ohio, the electric distribution companies, the regional transmission entities, and other electric suppliers in the event of an emergency condition that may jeopardize the safety and reliability of the electric service in accordance with the emergency plans and other procedures as may be determined appropriate by the Commission.
- 10. If applicable to the service(s) the Applicant will provide, the Applicant herein, attests that it will adhere to the reliability standards of (1) the North American Electric Reliability Council (NERC), (2) the appropriate regional reliability council(s), and (3) the Public Utilities Commission of Ohio. (Only applicable if pertains to the services the Applicant is offering)

11. The Applicant herein, attests that it will inform the Commission of any material change to the information supplied in the renewal application within 30 days of such material change, including any change in contact person for regulatory purposes or contact person for Staff use in investigating customer complaints.

That the facts above set forth are true and correct to the best of his/her knowledge, information, and belief and that he/she expects said Applicant to be able to prove the same at any hearing hereof.

Signature of Affiant & Title

Sworn and subscribed before me this _

day of August 2014

Year

VALKINIS/ NOTANY

thinial administering oath

My commission expires on ____

NOTARY PUBLIC, FLOYD COUNTY, GEORGIA MY COMMISSION EXPIRES OCT. 30, 2017

Exhibit A-9 Principal Officers, Directors & Partners

Energy Advisory Service, LLC

Officers and Directors

All officers and directors are located at the corporate address below: 5151 Headquarters Drive, Suite 145, Plano, TX 75024

Rhonda Kreitz, Director and President, 972/791-8357 Stephen Gunther, Director and Vice President, 770/417-2313 Nancy Hovind, Director, 770/419-1253

Exhibit A-10 Corporate Structure

EServices, Inc. owns 100% of Energy Advisory Service, LLC. There are no other affiliates or related companies.

Energy Advisory Service, LLC provides energy aggregation and procurement for multifamily and commercial clients.

Exhibit B-1 Jurisdictions of Operation

Energy Advisory Service, LLC is currently certified, Licensed, registered or otherwise authorized to provide retail aggregation and procurement services in the following states:

California

Texas

Georgia

Maryland

Washington, DC

Virginia

New York

New Jersey

Michigan

Ohio

Illinois

Indiana

Pennsylvania

Colorado

Exhibit B-2 Experience & Plans

Energy Advisory Service Officer Bios

Rhonda Kreitz - President

Rhonda received her Associates in Arts from Strayer University in 2005.

Married with one child Rhonda Kreitz is an accomplished professional who oversees the marketing and training for Energy Advisory Service from Georgia to Texas, from Michigan to Florida. She is responsible for the development and implementation of all marketing and training for Energy Advisory Service as well as the clients they service which includes over 85,000 Residential accounts. Ms. Kreitz is known in the apartment industry since 1991 as an innovator and as a successful implementer of new ideas, Client satisfaction, creative marketing and managing the results of new programs.

January 2006, Rhonda successfully managed the training and implementation program / transition from one Georgia natural gas marketer to another for 6 clients comprised of 37 apartment communities located throughout Georgia. In October 2006 Rhonda again oversaw the smooth transaction from one natural gas provider to another with 3 clients comprised of 13 apartment communities throughout Georgia.

Stephen J. Gunther - President

Stephen J. Gunther has over 35 years of experience in a broad range of energy related enterprises. He currently serves as a partner in Atlanta based, Energy Advisory Service LLC. Prior to joining Energy Advisory Mr. Gunther founded and served as president of EnRG Consulting Partners. In this capacity he assisted utilities, pipeline companies, cities and EMC's in deregulated market assessment and in strategy development for participation in retail energy markets. He has also represented industrial clients in regulatory proceedings before state and federal governmental agencies and has advised utilities regarding revenue enhancement strategies.

Mr. Gunther served as President of Georgia Natural Gas from 1998-2001, during the company's startup and transition to a fully deregulated natural gas market in Georgia. Prior to joining Georgia Natural Gas, Mr. Gunther served in various executive management positions with AGL Resources and Atlanta Gas Light Company. AGL Resources is the holding company for Atlanta Gas Light Company, one of the largest natural gas distribution companies in the United States. The positions he held with AGL Resources/Atlanta Gas Light Company are listed below:

- President-AGL Energy Services
- Senior Vice president- AGL Resources
- Vice President Atlanta Gas Light Company (Gas Supply and Federal Regulation)

Mr. Gunther began his energy career with Conoco Oil Company in 1980 in Houston, Texas. He held various management positions in Conoco's Natural Gas and Gas Products division.

Mr. Gunther holds a Bachelor of Arts Degree in Education from Arizona State University and a Masters in Business Administration Degree from Georgia State University. He is active in community affairs and is currently serving as President and a member of the Board of Director of the William Davies Homeless Shelter

Nancy J. Hovind - Director

While completing her MBA from University of Michigan, Ms. Hovind launched her career with Gallup-Silkworth in Ann Arbor, MI as the Director of Information Technology. During her 5 years with Gallup Silkworth, the then largest distributor of petroleum products and home heating fuels, Ms. Hovind implemented the first IBM System 34 in Michigan to provide reporting performance measures, track weather measurements typically referred to as degree days and monitor home heating requirements for approximately 70,000 Residential accounts.

After relocating to Nashville, TN, Ms. Hovind spent the next seven years as the Senior Asset Manager with The Freeman Companies, a national Real Estate Syndicator. As Federal tax laws changed, so did the Ownership of Real Estate by Syndicators.

Ms. Hovind took her expertise to Charlotte, North Carolina establishing her own Real Estate Management company of Property Resources of America. During the seven years Ms. Hovind' company provided management expertise to primarily Home Owners Associations, the company implemented one of the first energy conservation efforts by sub-metering natural gas at a community in Columbus, Ohio. The natural gas energy conservation program accomplished the objective of natural gas conservation, lowered the homeowner dues and reduced Owner costs / usage as Owners managed their own natural gas costs.

As the "bubble burst" on the Home Owner Associations conversions (Condominium conversions / building) it was time for another relocation to Richmond, Virginia to join the staff of United Dominion Realty Trust, Inc. one of the top 5 REITs in the US. As Senior Vice President Asset Management, her portfolio included assets in excess of a billion dollars including all Properties east of the Mississippi from Michigan to Georgia. Ms. Hovind spent the last three years with United Dominion Realty Trust leading the Multi-Family Industry in all facets of energy management from water sub-meter, bulk buying of natural gas for the Midwest portfolio, sub-metering natural gas within 25,000+ apartment homes passing the cost of bulk purchased natural gas from the Apartment Communities to the Residents, increasing value in the Real Estate and causing natural gas conservation. As a member of the National Apartment Association Legislative Committee, Ms. Hovind made major contributions to the legislative changes which permit sub-metering in most states and worked closely with legislators drafting statues setting out the provisions for natural gas and electricity deregulation in Georgia, Maryland, Virginia, Michigan and Ohio.

Ms. Hovind final career endeavor prior to establishing Energy Advisory Service, LLC was as the Senior Vice President of USIEnergy. During her three years with USIEnergy, she launched the Energy Management division which consisted of outsourced invoice payment of utility invoices, tracking / measuring commodity usage, and the concept of aggregating natural gas loads for bulk buying discounts. As a consistent Guest Speaker at various Multi-Family conferences and retaining her position on various legislative committees, Ms. Hovind promoted energy conservation systems while educating the industry utilizing the commodity measuring programs established at USIEnergy.

Nancy Hovind along with Steve Gunther were the founding partners of Energy Advisory Service, LLC.

Plans

Energy Advisory Service LLC plans are to provide aggregation and procurement service to existing national clients which have properties in Ohio.

Exhibit B-3 Disclosure of Liabilities and Investigations

Neither Energy Advisory Service LLC nor its Parent Corporation EServices, Inc. has ever had any incidents that would adversely affect its status or ability to provide aggregation and procurement service to its clients.

Exhibit C-1 Annual Reports

Both Energy Advisory Service LLC and its Parent Corporation EServices, Inc. are privately held by the same three shareholders and the companies do not produce annual reports.

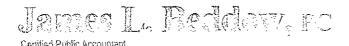
Exhibit C-2 SEC Filings

Both Energy Advisory Service LLC and its Parent Corporation EServices, Inc. are privately held by the same three shareholders and the companies do not file with the SEC.

Exhibit C-4 Financial Arrangments

Both Energy Advisory Service LLC and its Parent Corporation EServices, Inc. have no cost of goods sold and are cash positive for funding operating expenses. The three shareholders have personally guaranteed a Visa credit card expenditures limit of \$50,000 with Wells Fargo Bank for the company.

Financial Report
(compiled)
for
E Services, Inc.
For the years ended
December 31, 2013 and 2012



To the Board of Directors E Services, Inc. Plano, TX

I have compiled the accompanying statement of assets, liabilities, and equity—income tax basis of E Services, Inc. (an S corporation) as of December 31, 2013 and 2012, and the related statement of revenues, expenses, and retained earnings—income tax basis for the years then ended. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the income tax basis of accounting.

The owners are responsible for the preparation and fair presentation of the financial statements in accordance with the income tax basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures, including the statement of cash flows, required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters. I am not independent with respect to E Services, Inc.

April 23, 2014 Kennesaw, Georgia

E Services, Inc.

STATEMENT OF ASSETS, LIABILITIES, AND EQUITY - INCOME TAX BASIS at DECEMBER 31, 2013 and 2012

See Accompanying Accountant's Report

ASSETS

CURRENT ASSETS	December 31, 2013		De	December 31, 2012	
Cash Employee advances	\$	39,772 5,500	\$	151,064 0	
Loan to Energy Advisors, LLC I otal current assets		4,375 49,647		4,375 155,439	
		_		-	
FIXED ASSETS, at cost Fixed assets		63,073		131,993	
Less accumulated depreciation		61,884		122,932	
Total fixed assets		1,189	., .	9,061	
OTHER ASSETS Deposits		6,725	<u> </u>	3,000	
Total other assets		6,725		3,000	
	\$	57,561	\$	167,500	

E Services, Inc.

STATEMENTS OF REVENUES, EXPENSES, AND RETAINED EARNING - INCOME TAX BASIS for the YEARS ENDED DECEMBER 31, 2013 and 2012

See Accompanying Accountant's Report

REVENUES	_	Year ended December 31, 2013		, 	Year ended December 31, 2012
Sales (net)	\$	1,803,130	•	\$	1,901,672
EXPENSES General and administrative Depreciation Salaries and wages		451,791 16,874 642,613			357,895 3,334 588,369
TOTAL EXPENSES	-	1,111,278			949,598
OTHER INCOME AND EXPENSES					
Loss on investment in partnership Loss on fixed assets	-	0 7,136		_	1,306 2,975
TOTAL OTHER INCOME & EXPENSES	-	7,136		_	4,281
NET INCOME		684,716			947,793
BEGINNING RETAINED EARNINGS		591,065			293,239
Distributions to shareholders	_	(588,258)			(649,967)
ENDING RETAINED EARNINGS	\$_	687,523	\$	` <u>_</u>	591,065

E Services, Inc.

STATEMENT OF ASSETS, LIABILITIES, AND EQUITY - INCOME TAX BASIS at DECEMBER 31, 2013 and 2012

See Accompanying Accountant's Report

LIABILITIES AND STOCKHOLDERS' EQUITY				
LIABILITIES		December 31, 2013		ecember 31, 2012
Credit card payables	\$_	4,038	\$	0
Total liabilities	_	4,038		0
STOCKHOLDERS' EQUITY				
Additional paid in capital Treasury stock Retained earnings	_	107,820 (741,820) 687,523		107,820 (531,385) 591,065
Total stockholders' equity	_	53,523		167,500
	\$_	57,561	\$	167,500

Exhibit C-5 Forecasted Financial Statements

Energy Advsiory Service, LLC Financial Forecast

		2014	 2015
Revenues			
Texas	\$	1,200,000	\$ 1,200,000
Georgia	\$	240,000	\$ 240,000
Maryland	\$	135,000	\$ 135,000
Washington DC	\$	98,000	\$ 98,000
California	\$	200,000	\$ 200,000
New York	\$	85,000	\$ 85,000
Agregated PA, IL, CO, OH, VA, NJ, MI	\$ \$ \$ \$	110,000	\$ 110,000
Total Revenues	\$	2,068,000	\$ 2,068,000
Expenses			
General and Administrative	\$	520,000	\$ 520,000
Depreciation	\$	20,000	\$ 20,000
Salaries and Wages	\$ \$ \$	655,000	\$ 655,000
Total Expenses	\$	1,195,000	\$ 1,195,000
Other Income and Expenses			
Loss on investment in partnership	\$	-	\$ •
Total Other income & Expense	\$	_	\$ -
Net income	\$	873,000	\$ 873,000
Beginning Retained Earnings	\$	50,000	\$ 123,000
Shareholder Distributions	\$	800,000	\$ 873,000
Ending Retained Earnings	\$	123,000	\$ 123,000



DUNS: 00-809-5711

Dashboard

Company Info

1301 Shiloh Rd Nw Ste 1050 Kennesaw, GA 30144 DBA's: EAS E SERVICES URL: www.energyeas.com

Phone: (866) 219-2450

Scores

80 543

2

1502

3

3

\$2.5K

DS

Supplier Evaluation Risk Rating Improved

Delinquency Predictor Score Declined

Paydex Score Improved

Supplier Evaluation Risk Rating Declined

Inquiries

Most Recent

Top 5 Inquiries by SIC / Sector (12 Months)

Serio-

Exhibit C-8 Bankruptcy Information

Neither Energy Advisory Service LLC nor its Parent Corporation EServices, Inc. has ever filed for reorganization protection from creditors or made any other form of bankruptcy filing.

Exhibit C-9 Merger Information

Neither Energy Advisory Service LLC nor its Parent Corporation EServices, Inc. has ever had any dissolution, merger or acquisition activity.



The Public Utilities Commission of Ohio

RENEWAL CERTIFICATION FILING INSTRUCTIONS COMPETITIVE RETAIL NATURAL GAS BROKERS /AGGREGATORS

- I. Where to File: Applications should be sent to: Public Utilities Commission of Ohio (PUCO or Commission), Docketing Division, 180 East Broad Street, Columbus Ohio 43215-3793.
- II. What to File: Applicant must submit one original notarized application signed by a principal officer and three copies, including all exhibits, affidavits, and other attachments. All attachments, affidavits, and exhibits should be clearly identified. For example, Exhibit A-15 should be marked "Exhibit A-15 Corporate Structure." All pages should be numbered and attached in a sequential order.

IMPORTANT REQUIREMENT: The renewal application must be docketed in the applicant's original GA-AGG case number. Therefore, applicant should enter that number on the renewal application form when filing a renewal application.

- III. When to File: Pursuant to Rule 4901:1-27-09 of the Ohio Administrative Code, renewal applications shall be filed between 30 and 120 days to the prior certificate's expiration date.
- IV. Renewal Application Form: The renewal application form is available on the PUCO Web site, www.puco.Ohio.gov, or directly from the Commission located at: Public Utilities Commission of Ohio, Docketing Division, 180 East Broad Street, Columbus, Ohio 43215-3793.
- V. Confidentiality: If any of an applicant's answers require the applicant to disclose what the applicant believes to be privileged or confidential information not otherwise available to the public, the applicant should designate at each point in the application that the answer requires the applicant to disclose privileged and confidential information. Applicant must still provide that privileged and confidential information is (separately filed and appropriately marked). Applicant must fully support any request to maintain the confidentiality of the information it believes to be confidential or proprietary in a motion for protective order, filed pursuant to Rule 4901:1-1-24 of the Ohio Administrative Code.
- VI. Commission Process for Approval: An application for renewal shall be made on forms approved and supplied by the Commission. The applicant shall complete the appropriate renewal form in its entirety and supply all required attachments, affidavits, and evidence of capability specified by the form at the time an application is filed. The Commission renewal process begins when the Commission's Docketing Division receives and time/date stamps the application. An incomplete application may be suspended or rejected. An application that has been suspended as incomplete will cause delay in renewal.

The Commission may approve, suspend, or deny an application within 30 days. If the Commission does not act within 30 days, the renewal application is deemed automatically approved on the 31st day after the official filing date. If the Commission suspends the renewal application, the Commission shall notify the applicant of the reasons for such suspension and may direct the applicant to furnish additional information. The Commission shall act to approve or deny a suspended application within 90 days of the date that the renewal application was suspended. Upon Commission approval, the applicant shall receive notification of approval and a numbered, renewal certificate that specifies the service(s) for which the applicant is certified and the dates for which the certificate is valid. Unless otherwise warranted, the renewed certification designation will remain consistent with the previously granted certification. For example, a certified broker/aggregator will renew as a certified broker/aggregator.

Unless otherwise specified by the Commission, a competitive retail natural gas service (CRNGS) broker/aggregator's renewed certificate is valid for an additional period of two years, beginning and ending on the dates specified on the certificate. The applicant may renew its certificate in accordance with Rule 4901:1-27-09 of the Ohio Administrative Code.

CRNGS broker/aggregators, shall inform the Commission of any material change to the information supplied in a renewal application within thirty (30) days of such material change in accordance with Rule 4901:1-27-10 of the Ohio Administrative Code.

- VII. Contractual Arrangements for Capability Standards: If the applicant is relying upon contractual arrangements with a third-party to meet any of the certification requirements, the applicant must provide with its application all of the following:
 - The legal name of any contracted entity;
 - A statement that a valid contract exists between the applicant and the third-party;
 - A detailed summary of the contract(s), including all services provided thereunder; and
 - The documentation and evidence to demonstrate the contracting entity's capability to meet the requirements as if the contracting entity was the applicant.
- VIII. Governing Law: The certification/renewal of CRNGS brokers/aggregators is governed by Chapter 4901:1-27 and 4901:1-29 of the Ohio Administrative Code, and Section 4929.20 of the Ohio Revised Code.