

The seal of the Public Utilities Commission of Ohio is circular. It features a landscape with a sun rising over hills and a body of water. In the foreground, there are two large, dark, rounded shapes that resemble water towers or industrial structures. The text "THE PUBLIC UTILITIES COMMISSION OF OHIO" is written around the perimeter of the seal, and a small star is located at the bottom center.

PUCO USE ONLY – Version 1.07		
Date Received	Case Number	Certification Number
	- GA-CRS	

13-2059-GA-CRS

# CERTIFICATION APPLICATION

## COMPETITIVE RETAIL NATURAL GAS SUPPLIERS

Please **type or print** all required information. Identify all attachments with an exhibit label and title (*Example: Exhibit A-16 - Company History*). 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 directly input information onto the form. You may also download the form by saving it to your local disk.**

## SECTION A - APPLICANT INFORMATION AND SERVICES

**A-1 Applicant intends to be certified as: (check all that apply)**

☐ Retail Natural Gas Aggregator    ☐ Retail Natural Gas Broker    ☒ Retail Natural Gas Marketer

**A-2 Applicant information:**

Legal Name	CIMA ENERGY, LTD.		
Address	100 Waugh Drive, Suite 500		
Telephone No.	713-209-1112	Web site Address	<a href="http://www.cima-energy.com">www.cima-energy.com</a>

**A-3 Applicant information under which applicant will do business in Ohio:**

Name	CIMA ENERGY, LTD.		
Address	100 Waugh Drive, Suite 500		
Web site Address	www.cima-energy.com	Telephone No.	713-209-1112

**A-4 List all names under which the applicant does business in North America:**

CIMA ENERGY, LTD.

**A-5 Contact person for regulatory or emergency matters:**

Name	Michael D. Rupe	Title	CFO
Business Address	100 Waugh Drive, Suite 500		
Telephone No.	713-209-1112	Fax No.	713-739-6650
Email Address	mdr@cima-energy.com		

This is to certify that the images appearing are an accurate and complete reproduction of a case file document delivered in the regular course of business.

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**A-6 Contact person for Commission Staff use in investigating customer complaints:**

Name Thomas Edwards Title President  
Business address 100 Waugh Drive, Suite 500, Houston, TX 77008  
Telephone No. 713-209-1112 Fax No. 713-739-6651 Email Address tke@cima-energy.com

**A-7 Applicant's address and toll-free number for customer service and complaints**

Customer service address 100 Waugh Dr, Suite 500, Houston, TX 77008  
Toll-Free Telephone No. 713-209-1112 Fax No. 713-759-1186 Email Address

**A-8 Provide "Proof of an Ohio Office and Employee," in accordance with Section 4929.22 of the Ohio Revised Code, by listing name, Ohio office address, telephone number, and Web site address of the designated Ohio Employee**

Name TBD Title  
Business address  
Telephone No. Fax No. Email Address

**A-9 Applicant's federal employer identification number 76-0501884**

**A-10 Applicant's form of ownership: (Check one)**

☐ Sole Proprietorship ☒ Partnership  
☐ Limited Liability Partnership (LLP) ☐ Limited Liability Company (LLC)  
☐ Corporation ☐ Other

**A-11 (Check all that apply) Identify each natural gas company service area in which the applicant is currently providing service or intends to provide service, including identification of each customer class that the applicant is currently serving or intends to serve, for example: *residential, small commercial, and/or large commercial/industrial (mercantile) customers*. (A mercantile customer, as defined in Section 4929.01(L)(1) of the Ohio Revised Code, means a customer that consumes, other than for residential use, more than 500,000 cubic feet of natural gas per year at a single location within the state or consumes natural gas, other than for residential use, as part of an undertaking having more than three locations within or outside of this state. In accordance with Section 4929.01(L)(2) of the Ohio Revised Code, "Mercantile customer" excludes a not-for-profit customer that consumes, other than for residential use, more than 500,000 cubic feet of natural gas per year at a single location within this state or consumes natural gas, other than for residential use, as part of an undertaking having more than three locations within or outside this state that has filed the necessary declaration with the Public Utilities Commission.)**

<input checked="" type="checkbox"/> Columbia Gas of Ohio	<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Small Commercial	<input checked="" type="checkbox"/> Large Commercial / Industrial
<input checked="" type="checkbox"/> Dominion East Ohio	<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Small Commercial	<input checked="" type="checkbox"/> Large Commercial / Industrial
<input checked="" type="checkbox"/> Duke Energy Ohio	<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Small Commercial	<input checked="" type="checkbox"/> Large Commercial / Industrial
<input checked="" type="checkbox"/> Vectren Energy Delivery of Ohio	<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Small Commercial	<input checked="" type="checkbox"/> Large Commercial / Industrial

**A-12** If applicant or an affiliated interest previously participated in any of Ohio's Natural Gas Choice Programs, for each service area and customer class, provide approximate start date(s) and/or end date(s) that the applicant began delivering and/or ended services.

☐ Columbia Gas of Ohio

<input type="checkbox"/> Residential	Beginning Date of Service	End Date
<input type="checkbox"/> Small Commercial	Beginning Date of Service	End Date
<input type="checkbox"/> Large Commercial	Beginning Date of Service	End Date
<input type="checkbox"/> Industrial	Beginning Date of Service	End Date

☐ Dominion East Ohio

<input type="checkbox"/> Residential	Beginning Date of Service	End Date
<input type="checkbox"/> Small Commercial	Beginning Date of Service	End Date
<input type="checkbox"/> Large Commercial	Beginning Date of Service	End Date
<input type="checkbox"/> Industrial	Beginning Date of Service	End Date

☐ Duke Energy Ohio

<input type="checkbox"/> Residential	Beginning Date of Service	End Date
<input type="checkbox"/> Small Commercial	Beginning Date of Service	End Date
<input type="checkbox"/> Large Commercial	Beginning Date of Service	End Date
<input type="checkbox"/> Industrial	Beginning Date of Service	End Date

☐ Vectren Energy Delivery of Ohio

<input type="checkbox"/> Residential	Beginning Date of Service	End Date
<input type="checkbox"/> Small Commercial	Beginning Date of Service	End Date
<input type="checkbox"/> Large Commercial	Beginning Date of Service	End Date
<input type="checkbox"/> Industrial	Beginning Date of Service	End Date

**A-13** If not currently participating in any of Ohio's four Natural Gas Choice Programs, provide the approximate start date that the applicant proposes to begin delivering services:

<input checked="" type="checkbox"/>	Columbia Gas of Ohio	Intended Start Date	10/1/2013
<input checked="" type="checkbox"/>	Dominion East Ohio	Intended Start Date	10/1/2013
<input checked="" type="checkbox"/>	Duke Energy Ohio	Intended Start Date	10/1/2013
<input checked="" type="checkbox"/>	Vectren Energy Delivery of Ohio	Intended Start Date	10/1/2013

PROVIDE THE FOLLOWING AS SEPARATE ATTACHMENTS AND LABEL AS INDICATED.

- A-14 **Exhibit A-14 "Principal Officers, Directors & Partners,"** provide the names, titles, addresses and telephone numbers of the applicant's principal officers, directors, partners, or other similar officials.
- A-15 **Exhibit A-15 "Corporate Structure,"** provide a description of the applicant's corporate structure, including a graphical depiction of such structure, and a list of all affiliate and subsidiary companies that supply retail or wholesale natural gas or electricity to customers in North America.
- A-16 **Exhibit A-16 "Company History,"** provide a concise description of the applicant's company history and principal business interests.
- A-17 **Exhibit A-17 "Articles of Incorporation and Bylaws,"** if applicable, provide the articles of incorporation filed with the state or jurisdiction in which the applicant is incorporated and any amendments thereto.
- A-18 **Exhibit A-18 "Secretary of State,"** provide evidence that the applicant is currently registered with the Ohio Secretary of the State.

## **SECTION B - APPLICANT MANAGERIAL CAPABILITY AND EXPERIENCE**

PROVIDE THE FOLLOWING AS SEPARATE ATTACHMENTS AND LABEL AS INDICATED

- B-1 **Exhibit B-1 "Jurisdictions of Operation,"** provide a current list of all jurisdictions in which the applicant or any affiliated interest of the applicant is, at the date of filing the application, certified, licensed, registered, or otherwise authorized to provide retail natural gas service, or retail/wholesale electric services.
- B-2 **Exhibit B-2 "Experience & Plans,"** provide a current description of the applicant's experience and plan for contracting with customers, providing contracted services, providing billing statements, and responding to customer inquiries and complaints in accordance with Commission rules adopted pursuant to Section 4929.22 of the Revised Code and contained in Chapter 4901:1-29 of the Ohio Administrative Code.
- B-3 **Exhibit B-3 "Summary of Experience,"** provide a concise and current summary of the applicant's experience in providing the service(s) for which it is seeking to be certified to provide (e.g., number and types of customers served, utility service areas, volume of gas supplied, etc.).
- B-4 **Exhibit B-4 "Disclosure of Liabilities and Investigations,"** provide a description of all existing, pending or past rulings, judgments, contingent liabilities, revocations 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-5 Exhibit B-5 "Disclosure of Consumer Protection Violations,"** disclose whether the applicant, affiliate, predecessor of the applicant, or any principal officer of the applicant has 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-5 "Disclosure of Consumer Protection Violations,"** detailing such violation(s) and providing all relevant documents.

- B-6 Exhibit B-6 "Disclosure of Certification Denial, Curtailment, Suspension, or Revocation,"** disclose whether the applicant or a predecessor of the applicant has had any certification, license, or application to provide retail natural gas or retail/wholesale electric service denied, curtailed, suspended, or revoked, or whether the applicant or predecessor has been terminated from any of Ohio's Natural Gas Choice programs, or been in default for failure to deliver natural gas.

☒ No      ☐ Yes

If Yes, provide a separate attachment, labeled as **Exhibit B-6 "Disclosure of Certification Denial, Curtailment, Suspension, or Revocation,"** detailing such action(s) and providing all relevant documents.

## **SECTION C - APPLICANT FINANCIAL CAPABILITY AND EXPERIENCE**

PROVIDE THE FOLLOWING AS SEPARATE ATTACHMENTS AND LABEL AS INDICATED

- C-1 Exhibit C-1 "Annual Reports,"** provide the two most recent Annual Reports to Shareholders. If applicant does not have annual reports, the applicant should provide similar information, labeled as Exhibit C-1, or indicate that Exhibit C-1 is not applicable and why.
- C-2 Exhibit C-2 "SEC Filings,"** 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 whether the applicant is not required to file with the SEC and why.
- C-3 Exhibit C-3 "Financial Statements,"** 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.
- C-4 Exhibit C-4 "Financial Arrangements,"** provide copies of the applicant's current financial arrangements to conduct competitive retail natural gas service (CRNGS) as a business activity (e.g., guarantees, bank commitments, contractual arrangements, credit agreements, etc.)
- C-5 Exhibit C-5 "Forecasted Financial Statements,"** provide two years of forecasted financial statements (balance sheet, income statement, and cash flow statement) for the applicant's CRNGS operation, along with a list of assumptions, and the name, address, email address, and telephone number of the preparer.

- C-6 Exhibit C-6 "Credit Rating,"** provide a statement disclosing the applicant's current credit rating 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 current 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 since applicant last filed for certification.
- 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, or at any time as a participant in the Ohio Natural Gas Choice programs.

## **SECTION D – APPLICANT TECHNICAL CAPABILITY**

**PROVIDE THE FOLLOWING AS SEPARATE ATTACHMENTS AND LABEL AS INDICATED.**

- D-1 Exhibit D-1 "Operations,"** provide a current written description of the operational nature of the applicant's business. Please include whether the applicant's operations will include the contracting of natural gas purchases for retail sales, the nomination and scheduling of retail natural gas for delivery, and the provision of retail ancillary services, as well as other services used to supply natural gas to the natural gas company city gate for retail customers.
- D-2 Exhibit D-2 "Operations Expertise,"** given the operational nature of the applicant's business, provide evidence of the applicant's current experience and technical expertise in performing such operations.
- D-3 Exhibit D-3 "Key Technical Personnel,"** provide the names, titles, email addresses, telephone numbers, and background of key personnel involved in the operational aspects of the applicant's current business.

**Applicant Signature and Title**

*Michael D. Rupe*

Michael D. Rupe, CFO

Sworn and subscribed before me this <sup>3</sup>

day of October

Month 2013

Year

*Mary C. Speltz*

Signature of official administering oath

*Mary C. Speltz*

Print Name and Title



My commission expires on

*1/7/2015*



# The Public Utilities Commission of Ohio

Competitive Retail Natural Gas Service  
Affidavit Form  
(Version 1.07)

In the Matter of the Application of )

for a Certificate or Renewal Certificate to Provide )  
Competitive Retail Natural Gas Service in Ohio. )

Case No. - -GA-CRS

County of  
State of

[Affiant], being duly sworn/affirmed, hereby states that:

- (1) The information provided within the certification or certification renewal application and supporting information is complete, true, and accurate to the best knowledge of affiant.
- (2) The applicant will timely file an annual report of its intrastate gross receipts and sales of hundred cubic feet of natural gas pursuant to Sections 4905.10(A), 4911.18(A), and 4929.23(B), Ohio Revised Code.
- (3) The applicant will timely pay any assessment made pursuant to Section 4905.10 or Section 4911.18(A), Ohio Revised Code.
- (4) Applicant will comply with all applicable rules and orders adopted by the Public Utilities Commission of Ohio pursuant to Title 49, Ohio Revised Code.
- (5) Applicant will cooperate with the Public Utilities Commission of Ohio and its staff in the investigation of any consumer complaint regarding any service offered or provided by the applicant.
- (6) Applicant will comply with Section 4929.21, Ohio Revised Code, regarding consent to the jurisdiction of the Ohio courts and the service of process.
- (7) Applicant will inform the Public Utilities Commission of Ohio of any material change to the information supplied in the certification or certification renewal application within 30 days of such material change, including any change in contact person for regulatory or emergency purposes or contact person for Staff use in investigating customer complaints.
- (8) Affiant further sayeth naught.

**Affiant Signature & Title**

Sworn and subscribed before me this

day of

Month

Year

**Signature of Official Administering Oath**

**Print Name and Title**

**My commission expires on**

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**The Public Utilities Commission of Ohio**  
**Certificate Filing Instructions Competitive Retail Natural Gas Suppliers**

**Exhibit A-14**

Charles M. Oglesby  
CEO  
100 Waugh Dr, Suite 500  
Houston, TX 77007  
713-209-1112

Thomas K. Edwards  
President  
100 Waugh Dr, Suite 500  
Houston, TX 77007  
713-209-1112

Thomas K. Edwards  
President  
100 Waugh Dr, Suite 500  
Houston, TX 77007  
713-209-1112

**Exhibit A-15**

See attached legal organization structure

**Exhibit A-16**

Founded in 1996, CIMA is a full-service oil and gas marketing company delivering expertise, support, reliable service and access to opportunities for producers, royalty owners and energy buyers in the United States and Canada.

With a nationwide presence and partnership with Mitsubishi in North America, CIMA has established a well-earned reputation as one of the most reliable and respected oil and gas marketing firms in North America

While the marketing professionals at CIMA customize every service to meet specific customer's needs, the core services include:

Producer Services and Support  
Natural Gas Marketing  
Crude Oil Marketing  
Supply and Asset Management for Industrial Users  
Division Orders/Royalty Interests Administration  
Transportation and Storage

**Exhibit A-18**

Registration with the state of Ohio has been filed and is pending.

**Exhibit B-1**

CIMA currently serves direct large retail industrial end users in KY, TN, and IN.. We do not currently provide any electrical services.

**Exhibit B-2 "Experience & Plans."**

CIMA has been in the natural gas business serving customers since 1996. We have offices in multiple regions across the U.S. We have an experienced gas supply team in Louisville, Kentucky which is dedicated to serving the areas subject to this application. That experience is complimented with CIMA's upstream gas transportation and gas storage assets which enable competitive pricing and reliability for its

customer base. CIMA's billing is handled centrally out of its headquarters office in Houston, Texas. Invoices are sent out monthly to its customers. Customer inquiries are handled both centrally from the Houston office as well as from the regional offices where necessary. CIMA does not participate at the Residential level.

**Exhibit B-3 "Summary of Experience."**

CIMA currently delivers 50,000 to 250,000 dth per day to our customer base ranging from direct large industrial end users (IN, KY, TN), wholesale gas aggregators, residential gas aggregators, and gas fired power plants. Our direct end users range from monthly balanced utility gates to complex daily balanced gates. We're sufficiently setup to handle any type of delivery structure mandated by any utility in the state of Ohio.

**Exhibit B-4 "Disclosure of Liabilities and Investigations"**

None

**Exhibit C-1 & Exhibit C-3**

See attached audited financial statements.

**Exhibit C-2**

CIMA ENERGY, LTD. is not a publicly traded company.

**Exhibit C-4**

The company utilizes a \$160 million credit facility issued by BNP Paribas (syndicate lead), Societe Generale, RB International Finance (USA) LLC, and Capital One, National Association.

**Exhibit C-5**

Not available

**Exhibit C-6 "Credit Rating," and C-7 Exhibit C-7 "Credit Report,"**

See attached 'Rapid Ratings' report

**Exhibit C-8 & Exhibit C-9**

None

**Exhibit D-1 "Operations."**

CIMA's primary focus is on large retail industrial end users above 150 dth/day. Our intention is to contract directly for 100% firm supply requirements with large industrial end users with minimum sales 150 dth/day. This will include purchasing the gas supply, scheduling supply to their citygate via our interstate pipeline(s) supply, scheduling their citygate noms, reading their usage and balancing daily/monthly deliveries per the utility requirements, fully supply them on cold and warm weather OFO days.

**Exhibit D-2 "Operations Expertise."**

We currently manage over 25,000 per day of direct end user business. These range from TN, KY, and IN and range from monthly balanced to extremely complex daily/monthly balanced utilities. CIMA is setup to handle daily swings per utility requirements as well as bill large end users with a transparent method behind the most complex utilities. We also serve anywhere from 35,000 dth per day to over 200,000 per day to wholesale aggregators, residential aggregators, and power plants that rely on us for not only firm baseload supply but for reliable/firm intra-day supply when needed due to weather swings and utility flow orders.

**D-3 Exhibit D-3 "Key Technical Personnel"**

Steve Husband, Senior Vice President Marketing  
100 Waugh Dr, Suite 500  
Houston, TX 77007  
713-209-1112



# *The Public Utilities Commission of Ohio*

## **CERTIFICATION FILING INSTRUCTIONS COMPETITIVE RETAIL NATURAL GAS SUPPLIERS**

- 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.
- III. ***Which Forms to File:*** In order to supply competitive retail natural gas service (CRNGS), all suppliers are required to become certified by the Public Utilities Commission of Ohio. The information one must file, however, differs depending on the type of CRNGS that the applicant will provide. For example, a broker and/or aggregator will not file the same information as a competitive retail natural gas marketer applicant. Because a qualifying marketer may also qualify as a broker and/or aggregator, the marketer applicant may, when applying for competitive retail natural gas marketer certification, use the form provided for competitive retail natural gas suppliers to also apply for broker and/or aggregator certification. Checkboxes are provided on the form to indicate desired status.

A summary of CRNGS definitions (from the Commission's certification rules) is provided below to help applicants determine which application form to use. Three separate application forms are provided, one each for the following services.

- ***Competitive Retail Natural Gas Supplier (Marketer, Broker, Aggregator)***
- ***Competitive Retail Natural Gas Broker/Aggregator***
- ***Ohio Natural Gas Governmental Aggregator***

#### IV. ***Certified Entity Service Definitions:***

**Competitive Retail Natural Gas Service** - any retail natural gas service that may be competitively offered to consumers in this state.

**Competitive Retail Natural Gas Supplier** - a person that is engaged in a for-profit or not-for-profit basis in the business of supplying or arranging for the supply of a CRNGS to consumers in this state that are not mercantile customers. "Retail natural gas supplier" includes a marketer, broker, or aggregator, but excludes a natural gas company, a governmental aggregator, a billing or collection agent, and a producer or gatherer of gas that is not a natural gas company.

**Competitive Retail Natural Gas Marketing Service** – assuming the contractual and legal responsibility for the sale and provision of CRNGS to a retail natural gas customer in this state and having title to natural gas at some point during the transaction.

**Competitive Retail Natural Gas Brokerage Service** – assuming the contractual and legal responsibility for the sale and/or arrangement for the supply of CRNGS to a retail customer in this state without taking title to the natural gas.

**Competitive Retail Natural Gas Broker** - a person who provides retail natural gas brokerage service.

**Competitive Retail Natural Gas Aggregation Service** - combining the natural gas load of multiple retail residential customers or small commercial customers via an agreement with the customers for the purpose of purchasing retail natural gas service on an aggregated basis.

**Competitive Retail Natural Gas Aggregator** - a person who contracts with customers to combine the customers' natural gas load for the purposes of purchasing CRNGS on an aggregated basis.

**Natural Gas Governmental Aggregator** - The legislative authority of a municipal corporation, the board of township trustees, or a board of county commissioners acting exclusively under Section 4929.26 or 4929.27 of the Revised Code as an aggregator for the provision of CRNGS. For the purposes of this definition, "governmental aggregator" specifically excludes a municipal corporation acting exclusively under Section 4 of Article XVIII, Ohio Constitution, as an aggregator for the provision of CRNGS.

- V. ***Application Form:*** The application form is available on the PUCO Web site, [www.puco.ohio.gov](http://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.
- VI. ***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 (*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.
- VII. ***Commission Process for Certification Approval:*** An application for certification shall be made on forms approved and supplied by the Commission. The applicant shall complete the appropriate application form, typewritten, 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 certification 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 certification.

The Commission may approve, suspend, or deny an application within 30 days. If the Commission does not act within 30 days, the application is deemed automatically approved on the 31<sup>st</sup> day after the official filing date. If the Commission suspends the 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 application was suspended. Upon Commission approval, the applicant shall receive notification of approval and a numbered certificate that specifies the service(s) for which the applicant is certified and the dates for which the certificate is valid.

Unless otherwise specified by the Commission, the competitive retail natural gas service (CRNGS) supplier's certificate is valid for a 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 suppliers shall inform the Commission of any material change to the information supplied in a certification application within thirty (30) days of such material change in accordance with Rule 4901:1-27-10 of the Ohio Administrative Code.

**VIII. *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.

**IX. *Governing Law:*** The certification/renewal of CRNGS suppliers is governed by Chapters 4901:1-27 and 4901:1-29 of the Ohio Administrative Code, and Section 4929.20 of the Ohio Revised Code.