

How to register as a Competitive Electric Power Supplier or as an Aggregator General instructions and checklist

Refer to revised N.H. Code Admin. Rules Puc 2000 (Adopted Rule 9/24/10) for requirements to become either a Competitive Electric Power Supplier (CEPS) or an aggregator in New Hampshire. It is recommended that each applicant review the entire chapter 2000 rules. The web link to the revised N.H. Code Admin. Rules Puc 2000 is <http://www.puc.nh.gov/Regulatory/Rules/PUC2000.pdf>.

All CEPS and aggregator initial or renewal application registrations should identify and address each subsection of the relevant rules and requirements from the referenced subsections in a cover letter.

- Initial registration requirements to become a CEPS begin in **Puc 2003.01**.
- Requirements for CEPS renewal registrations begin in **Puc 2003.02** and also include **Puc 2003.03 (d)**.
- CEPS reporting and registration financial requirements are specified in **Puc 2003.03**.
- Requirements for initial aggregator registrations begin in **Puc 2003.04**.
- The requirements for renewal registration as an aggregator begin in **Puc 2003.05**.

Applicants should then refer to **Part Puc 2006 FORMS** for application templates in which each of the requirements should be selected, copied into a Word document, addressed fully and attached to the application cover letter referenced above.

As noted previously, each registration application should include a separate cover letter. In addition to the information requirements from above, initial applicants should include in the cover letter a brief description of the applicant, its relevant experience and any other useful information not addressed in the registration. If necessary, the cover letter may also be used to request special considerations, such as confidential treatment of sensitive information included in the application. The letter along with the completed registration application, and a check payable to the State of New Hampshire for the relevant registration or renewal fee, should be addressed to:

New Hampshire Public Utilities Commission

Debra Howland, Executive Director
21 South Fruit Street, Suite 10
Concord, N.H. 03301-2429

Any requests for protection of sensitive information, or for waivers of any portion of the NHPUC administrative rules, require the applicant to submit a separate motion complying with section 200 of the NHPUC administrative rules, which can be found at this web link <http://www.puc.nh.gov/Regulatory/Rules/Puc2000.pdf>. Any questions about registration requirements can be addressed to the following staff analyst at the NHPUC:

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Last updated, 5/12/16

CEPS - Aggregator Registration Application and Reporting Checklists					
Chapter Puc 2000 Rule - Requirement Reference	Initial CEPS Registration Application	Renewal CEPS Registration Application	Initial Aggregator Registration Application	Renewal Aggregator Registration Application	Notes
Review entire Chapter Puc 2000 rules	x	x	x	x	
2003.01 (a) Original, 2 copies, pdf	x	x			Note compliance in cover letter, electronic copy on a CD/DVD
2003.01 (b) No marketing prior to approval	x				Note compliance in cover letter
2003.01 (c) Registration application	x	x			Include with the cover letter
2003.01 (d)(1) electronic data interchange	x	x			Attachment to registration application
2003.01 (d)(2) Evidence of ability to obtain supply in the New England energy	x	x			Attachment to registration application
2003.01 (d)(3) Initial registration fee	x				Note compliance in and attach to cover letter
2003.02 (a) Registration renewals		x			60 day notice prior to expiration of current registration
2003.02 (b) Renewal requirements		x			Nearly the same as initial requirements
2003.02 (c) Renewal registration fee		x			Note compliance in and attach to cover letter
2003.03 (a)(1) Surety options	x	x			
2003.03 (a)(2) Amount of surety	x	x			\$100,000 minimum
2003.03 (a)(3) Maximum surety	x	x			\$350,000 maximum
2003.03 (a)(4) Oblige	x	x			New Hampshire Public Utilities Commission
2003.03 (a)(5) Term of surety instrument	x	x			Continuous instrument of surety with a minimum 60 day notice to the NHPUC of termination is acceptable
2003.03 (c) Disclosure of aggregators report		x			Note compliance in and attach to cover letter
2003.04 (a) & (b) No enrollments prior to			x		Note compliance in cover letter
2003.04 (c) Original, 2 copies, pdf			x	x	Note compliance in cover letter; electronic copy by email to executive.director@puc.nh.gov
2003.04 (c) Registration application			x	x	Include with the cover letter
2003.04 (d) Initial registration fee			x		Note compliance in and attach to cover letter filing fee of \$250.00
2003.05 (a) Registration renewals				x	60 day notice prior to expiration of current registration
2003.05 (b) Renewal requirements				x	Nearly the same as initial requirements
2003.05 (c) Renewal registration fee				x	Note compliance in and attach to cover letter, renewal fee of \$125.00.
2006.01 (a) (1)-(22) CEPS registration form	x	x			Select and copy the Form into a Word Document and respond to each requirement. Responses to any of these requirements can be provided as attachments to registration
2006.02 (a) (1)-(9) Aggregator registration form			x	x	Select and copy the Form into a Word Document and respond to each requirement. Responses to any of these requirements can be provided as attachments to registration
Checklist last updated on 5/12/2016					