



STATE OF CONNECTICUT

PUBLIC UTILITIES REGULATORY AUTHORITY

Application for Review of A Connecticut Electric Supplier License

Instructions

Pursuant to section 16-245-2 of the Regulations of Connecticut State Agencies (Conn. Agencies Regs.), each licensed electric supplier is required to file an application for periodic review of their license. Any Applicant should refer to the specific date in the Final Decision granting the original electric supplier license or the Applicant's last completed review for specific orders. Applicants are advised to consult Public Utilities Regulatory Authority (PURA or Authority) decisions, the General Statutes of Connecticut (Conn. Gen. Stat.) and Conn. Agencies Regs. for guidance on the proper conduct of suppliers. The Applicant maintains an obligation to stay current as to changes in statute, regulations or other applicable administrative law.

When filing the Review Application, the following requirements apply:

- Two **original hard copies** of the Application (including all Supporting Documents) must be sent to the Executive Secretary, Public Utilities Regulatory Authority, Ten Franklin Square, New Britain, CT 06051. One copy must be specifically labeled “Executive Secretary” and the second copy should be labeled “Rates and Revenues Unit.” The Applicant should reference the Docket Number where the Authority issued the Applicant’s original license.
- The Applicant must submit a Review filing fee of \$250 made payable to the Treasurer of the State of Connecticut with the hard copies of their application. The notation on the check should read as “EL Supplier App-Review and include the Docket Number of the case under which the Authority issued the Applicant’s original license.
- An **electronic copy** of the Application must be submitted via the Authority’s Web Filing System. To file an Application electronically, visit the Authority’s website at www.ct.gov/pura. Under the Docket Services Section, click the link ‘Make a Web Filing’, and then click the link ‘Docket Database Web Filing System’. Follow steps 1 through 3 on this page to complete the filing process. If you already have obtained a Web Filing Account proceed directly to the link ‘File a New Docket Application’ under Step 3.
- All materials are publicly available as filed. Any Applicant may seek a **protective order** for any part of a Review Application by filing a Motion for Protective Order. Such Motion should identify the need for protection pursuant to standards outlined in the Connecticut Freedom of Information Act, Conn. Gen. Stat. §1-200, et seq. The Authority will rule on the Motion, and order subsequent filing instructions.
- All attachments, including Exhibits and Affidavits, should be clearly identified. For example, Exhibit A-10 should be marked, “Exhibit A-10: Business Registration.” All pages should be numbered and attached in sequential order. Please see List of Attachments to ensure the Application is complete prior to filing.
- By including any e-mail addresses in connection with the Application, the Applicant agrees to receive official correspondence from PURA, at this electronic address, concerning the subject application. The Applicant should check their security settings to ensure he or she can receive e-mails from “ct.gov” addresses. The Applicant must notify PURA in the event of a change in any regulatory contact(s).
- Applicants will be notified if their application appears incomplete.

Direct any questions about the Authority’s electronic filing requirements, to PURA’s Executive Secretary at 860-827-1553 (press 3) or via e-mail to pura.executivesecretary@ct.gov.