



The Public Utilities Commission of Ohio

Filing Instructions for Abandonment Applications

I. Why File: Rule 4901:1-24-11 (B) of the Ohio Administrative Code requires that a CRES (Competitive Retail Electric Service) provider shall not abandon the service(s) it provides under a certification without filing an abandonment application.

II. What to File: Applicant must submit one original notarized application signed by an authorized official and ten conformed copies, including all exhibits, affidavits, and other attachments. All attachments, affidavits, and exhibits should be clearly labeled as indicated on the application form. For example, Exhibit A-2 should be labeled "Exhibit A-2 'EDU Notice'" All pages should be numbered and attached in a sequential order.

III. When To File: Abandonment applications shall be filed **at least ninety days prior to the effective date** that the CRES provider will cease providing service. The application shall include copies of any notices provided pursuant to Paragraphs (B) (2), (B) (3), and (B) (4) of Rule 4901:1-24-11 (B) of the Ohio Administrative Code. Failure to file an application may result in Commission enforcement.

IV. Where to File: Applications should be sent to: Public Utilities Commission of Ohio, Docketing Division 13th Floor, 180 East Broad Street, Columbus Ohio 43215-3793.

V. Application Form: The application form is available on the Commission's web site, www.puco.ohio.gov or directly from the Commission at: Public Utilities Commission of Ohio, Docketing Division 13th Floor, 180 East Broad Street, Columbus Ohio 43215-3793.

VI. Commission Process for Approval: An application for abandonment shall be made on forms supplied by the Commission. The applicant shall complete the appropriate application form in its entirety and supply all required attachments, affidavits, and any evidence specified by the form at the time an application is filed. The Commission process begins when the Commission's Docketing Division receives and time/date stamps the abandonment application. An incomplete application may be rejected.

If the Commission does not act within 90 days, the application is deemed automatically approved on the 91st day after the official filing date. The Commission shall act to approve or deny an application at any time during the 90 days of the date that the application was docketed. Upon Commission approval, the applicant shall receive notification of the canceled certificate and the authority to abandon operations as a CRES provider in the State of Ohio.

VII. Questions: Questions regarding filing procedures should be directed to Tamara Turkenton at (614) 995-7096 or tammy.turkenton@puc.state.oh.us or Chuck Stockhausen at (614) 728-5049 or charles.stockhausen@puc.state.oh.us

VIII. Governing Law: The abandonment provision for competitive retail electric suppliers is governed by Chapter 4901:1-24 of the Ohio Administrative Code, Chapter 4901:1-21 of the Ohio Administrative Code, and Section 4928.08 of the Ohio Revised Code.



The Public Utilities Commission of Ohio

PUCO USE ONLY		
Date Received	Case Number	Version
	- EL-ABN	August 2004

ABANDONMENT APPLICATION FOR CRES PROVIDERS

Please print or type all required information. Identify all attachments with an exhibit label and title (Example: Exhibit A-3 Customer Notice). All attachments should bear the legal name (and any references to which the Applicant is doing business in Ohio), and should be included on the electronic copy provided. Applicants should file completed applications and all related correspondence with the Public Utilities Commission of Ohio, Docketing Division, 180 East Broad Street, Columbus, OH 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.

A. APPLICANT INFORMATION

A-1 List applicant’s name, address, telephone, and web site address under which applicant is doing business in Ohio

Name _____
 Address _____
 Telephone Number _____
 Web site address _____
 PUCO Certification Case # and Certificate # _____
 Date(s) Applicant Plan to Cease Operations _____

A-2 Exhibit A-2 “EDU Notice” provide a copy of the written notice provided to each EDU in each certified territory the CRES provider operates of its intent to cease providing service pursuant to Rule 4901:1-24-11 (B) (2) of the Ohio Administrative Code.

A-3 Exhibit A-3 “Customer Notice” provide a copy of the written notice from the CRES providers to customers of its intent to abandon service pursuant to Rule 4901:1-24-11 (B) (3) of the Ohio Administrative Code. The notice shall provide instructions to the customers on how they may obtain replacement service (s) and identify the Commission’s toll-free and TTY-TDD telephone numbers.

A-4 Exhibit A-4 “Affidavit” provide a signed and notarized affidavit that the CRES provider will provide notice of its abandonment on each billing cycle statement rendered to customers beginning at least ninety days prior to the effective date of the abandonment pursuant to Rule 4901:1-24-11 (B) (4) of the Ohio Administrative Code. The CRES

provider shall continue to provide notice on all subsequent billing statements until the service is abandoned.

A-5 Exhibit A-5 “Abandonment Plan” provide a detailed description of the CRES providers plan for abandoning service including:

- Date(s) Applicant plans to abandon service by EDU and customer class
- Why you plan to cease operations. If Applicant has failed bankruptcy, please include the dates of filing and the specific courts and jurisdiction of operations
- What the process will be for canceling customer contracts
- What the process will be responding to customer inquiries and complaints

A-6 Contact person for regulatory/abandonment matters

Name _____
Title _____
Business address _____
Telephone number () - _____ - _____ Fax # () - _____ - _____
E-mail address _____

A-7 Contact person for Commission Staff use in investigating customer complaints

Name _____
Title _____
Business address _____
Telephone number () _____ - _____ Fax # () - _____ - _____
E-mail address _____

A-8 Applicant’s address and toll-free number for customer service and complaints

Address _____

Toll-free telephone number () - _____ - _____
Fax # () - _____ - _____
E-mail address _____

Signature of Applicant and Title

Sworn and subscribed before me this _____ day of _____, _____
Month **Year**

Signature of official administering oath

Print Name and Title

My commission expires on _____
