

## **Instructions for Filing an Application for Initial and Renewal Registration as a CEPS**

The Commission's Puc 2000 Rules, N.H. Code Admin. Rules Puc 2000, apply to applications for initial and renewal registrations of competitive electric power suppliers (CEPS). Please note that revised Puc 2000 rules became effective on November 1, 2017. These rules can be accessed at the following link: [Puc 2000 Rules](#).

Below are instructions for completing the filing of registration-related documents and preparing an application to register as a CEPS.

### **How to Complete the Filing of CEPS Registration-Related Documents**

In order for CEPS registration-related documents to be considered "filed," the Commission must receive an original and two paper copies and an electronic version of each document. Complete the filing of registration-related documents by both mailing and e-mailing the documents to the Executive Director, as follows:

Mail an original and two copies of the paper versions of registration-related documents to:

Executive Director  
N.H. Public Utilities Commission  
21 South Fruit Street, Suite 10  
Concord, NH 03301

E-mail a PDF of each paper document to: [Executive.Director@puc.nh.gov](mailto:Executive.Director@puc.nh.gov)

### **Preparing and Completing an Application to Register as a CEPS**

An initial or a renewal application to register as a CEPS can be prepared and completed as follows:

- 1) Download, complete, and file the Competitive Electric Power Supplier Application Form\*, the link for which is available on the following webpage: [Becoming Suppliers or Aggregators](#).
- 2) Secure and file a financial security instrument that complies with Puc 2003.03.
- 3) If you intend to serve residential or small commercial customers, file the appropriate "Disclosure Summary Template Form" dated 06/2017, the links for which are available on the following webpage: [Becoming Suppliers or Aggregators](#).
- 4) If the application is for an initial CEPS registration, remit payment of \$250.00. (Note that there is no fee for an application to renew a CEPS registration).

Make payment payable to: New Hampshire Public Utilities Commission.

\* This application form is provided as a convenience for filing only. Applicants are required to provide the information and documents specified in Puc 2006.01. However, use of the form provided is optional and is not a requirement for preparing and submitting an application for registration.