

## How to register as a Competitive Natural Gas Supplier or as an Aggregator of natural gas loads for two or more metered accounts – General instructions and checklist

Refer to revised N.H. Code Admin. Rules Puc 3000 (Adopted Rule 9/24/10) for requirements to become either a competitive natural gas supplier (CNGS) or an aggregator of natural gas loads for two or more metered accounts in New Hampshire. It is recommended that each applicant review the entire chapter 3000 rules. The web link to the revised N.H. Code Admin. Rules Puc 3000 is <http://www.puc.nh.gov/Regulatory/Rules/PUC3000.pdf>.

**All CNGS 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 CNGS begin in **Puc 3003.01**.
- Requirements for CNGS renewal registrations begin in **Puc 3003.02** and also include **Puc 3003.03 (d)**.
- CNGS reporting and registration financial requirements are specified in **Puc 3003.03**.
- Requirements for initial aggregator registrations begin in **Puc 3003.04**.
- The requirements for renewal registration as an aggregator begin in **Puc 3003.05**.

Applicants should then refer to **Part Puc 3006 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 original and two copies of the letter, the completed registration application, and the check payable to the State of New Hampshire for the relevant registration or renewal fee, should be mailed to:

### **New Hampshire Public Utilities Commission**

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

Email a .pdf copy of the entire application packet to [executive.director@puc.nh.gov](mailto:executive.director@puc.nh.gov).

CNGS initial registration applicants must also email notifications (see Puc 3003.01 (i)) of your registration application to the two natural gas LDCs at the same time the applications are submitted to the NHPUC. The LDC contacts are listed below along with a cc: to the appropriate staff analyst at the PUC:

#### **EnergyNorth Natural Gas, Inc. d/b/a Liberty Utilities**

Debbie Gilbertson, Customer Choice  
(603) 328-2740

[deborah.gilbertson@libertyutilities.com](mailto:deborah.gilbertson@libertyutilities.com)

cc: [PUC-UtilityRegistration@nh.gov](mailto:PUC-UtilityRegistration@nh.gov)

#### **Unitil/Northern Utilities, Inc.**

Dan Goodwin, Energy Analyst I  
(603) 773-6587

[ga\\_supplierservices@unitil.com](mailto:ga_supplierservices@unitil.com)

cc: [PUC-UtilityRegistration@nh.gov](mailto:PUC-UtilityRegistration@nh.gov)

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/Puc200.pdf>. Any questions about registration requirements can be addressed to staff at the NHPUC:

Utility Registrations  
Tel. No. (603) 271-2431  
[PUC-UtilityRegistration@nh.gov](mailto:PUC-UtilityRegistration@nh.gov)

CNGS - Aggregator Registration Application and Reporting Checklists					
Chapter Puc 3000 Rule - Requirement Reference	Initial CNGS Registration Application	Renewal CNGS Registration Application	Initial Aggregator Registration Application	Renewal Aggregator Registration Application	Notes
Review entire Chapter Puc 3000 rules	x	x	x	x	
3003.01 (a) Original, 2 copies mailed, pdf emailed	x	x			Note compliance in cover letter
3003.01 (b) No marketing prior to approval	x				Note compliance in cover letter
3003.01 (c) Registration application	x	x			Include with the cover letter
3003.01 (d)(1) Financial surety instrument	x	x			Attachment to registration application
3003.01 (d)(2) Shipper status	x	x			Attachment to registration application. At a minimum, applicant should be an approved shipper on the Tennessee Gas Pipeline
3003.01 (d)(3) Initial registration fee	x				Note compliance in and attach to cover letter
3003.01 (i) LDC notification	x				Note compliance in and attach copies of emails or other documentation to cover letter
3003.02 (a) Registration renewals		x			60 day notice prior to expiration of current registration
3003.02 (b) Renewal requirements		x			Nearly the same as initial requirements
3003.02 (c) Renewal registration fee		x			Note compliance in and attach to cover letter
3003.03 (a)(1) Surety options	x	x			
3003.03 (a)(2) Amount of surety	x	x			\$100,000 minimum
3003.03 (a)(3) Maximum surety	x	x			\$350,000 maximum
3003.03 (a)(4) Obligee	x	x			New Hampshire Public Utilities Commission
3003.03 (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
3003.03 (d) Disclosure of aggregators report		x			Note compliance in and attach to cover letter
3003.04 (a) No enrollments prior to approval			x		Note compliance in cover letter
3003.04 (b) Original, 2 copies mailed, pdf emailed			x	x	Note compliance in cover letter
3003.04 (c) Registration application			x	x	Include with the cover letter
3003.04 (d) Initial registration fee			x		Note compliance in and attach to cover letter
3003.05 (a) Registration renewals				x	60 day notice prior to expiration of current registration
3003.05 (b) Renewal requirements				x	Nearly the same as initial requirements
3003.05 (c) Renewal registration fee				x	Note compliance in and attach to cover letter
3006.01 (a) (1)-(22) CNGS 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 application.
3006.02 (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 application.
<b>Other CNGS Reporting requirements</b>					
3003.03 (a)(6) Surety adjustment report	x	x			Annual reporting on or before May 31
3003.03 (b), (c) Metered Account/Sales Report	x	x			Annual reporting on or before March 1
Checklist last updated on 3/03/2011					