



FORM

**Application Form for
the Transitional
Registration of
Metering Service
Providers in the IMO-
Administered Market**

Issue 1.0

This Application Form will enable Metering Service Providers to register with the IMO for a transitional period to operate in the Wholesale Electricity Market

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Related Documents

Document ID	Document Title
MDP_PRO_0007	External Procedure for Transitional MSP Registration
MDP_AGR_0002	Transitional IMO - MSP Agreement
MDP_RUL_0001	Ontario <i>Market Rules</i> transmitted to the IMO

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Registration Number: _____(to be supplied by the IMO)

1. Purpose of this Form

- 1 The purpose of this form is to obtain information to enable the Independent Electricity Market Operator (“IMO”) to determine if the applicant is eligible for registration for a transitional period ending no later than the *market commencement date* as a metering service provider under Chapter 6 of the Ontario Electricity Market Rules (the “Market Rules”). Transitional registration carries with it authorization to undertake the registration, provision, installation, commissioning, maintenance, repair, replacement, inspection and testing of wholesale metering installations in the IMO-administered market in accordance with the Market Rules.

2. Structure of the Form

- 2 This Application Form for the transitional registration as a metering service provider contains the following four sections:
 - A. General Information about the Applicant;
 - B. Information about the Applicant’s Organization;
 - C. Information Demonstrating the Applicant’s Qualifications; and
 - D. Declaration and Undertaking;
- 3 Each section must be completed and, where applicable, signed by the Applicant.

3. Fees

- 4 During the transitional registration period the registration fee is waived.
- 5 A fee to contribute towards the cost of providing familiarization courses in the IMO procedures and standards applicable to metering service providers is payable in advance of attending these courses. When you are notified of the date of the initial course you will be advised of the fee payable, which must be paid before any registration for attendance at the course will be accepted. The fee will include the cost of subsequent familiarization courses, which will be run at a later date.

4. Important Information

- 6 Where the IMO determines it necessary or appropriate, it may request that the Applicant provide further information or clarification in support of its application for registration. Failure by the Applicant to respond to such request within the time specified in section 5.1.5 of Chapter 6 of the Market Rules will result in the Applicant being deemed to have withdrawn its application for registration.

- 7 The Applicant is required to sign the Transitional IMO – Metering Service Provider Agreement and to return a signed and initialed original with this Application Form. The IMO will not process an application for registration unless it is accompanied by a signed and initialed original of such executed Transitional Agreement. The IMO will sign the Transitional Agreement upon registration of the Applicant as a metering service provider for the transitional period.
- 8 Where the Applicant is a business organization, the IMO will, if the applicant is determined eligible for registration, register the business organization and not any one individual member of the organization as the metering service provider.

5. Information on the Web

- 9 The following URLs provide access to information available on the web, which is referred to in this Application Form and the Transitional IMO-MSP Agreement.

- 10 Chapter 6 and Appendices (Approved)

http://www.theIMO.com/imoweb/mkt_trans/TechPanel/MDI/mdi_56_1.pdf

http://www.theIMO.com/imoweb/mkt_trans/TechPanel/MDI/mdi_56_2.pdf

http://www.theIMO.com/imoweb/mkt_trans/TechPanel/MDI/mdi_56_3.pdf

http://www.theIMO.com/imoweb/mkt_trans/TechPanel/MDI/mdi_56_4.pdf

http://www.theIMO.com/imoweb/mkt_trans/TechPanel/MDI/mdi_56_5.pdf

http://www.theIMO.com/imoweb/mkt_trans/TechPanel/MDI/mdi_56_6.pdf

- 11 Chapter 6 and Appendices (Working Versions)

http://www.theIMO.com/imoweb/mkt_trans/rules/ElectricityMarket/MarketRulesWorkingDraft/index.asp

http://www.theIMO.com/imoweb/mkt_trans/rules/ElectricityMarket/MarketRulesWorkingDraft/Chapter6.pdf

- 12 Technical Publications for Metering

http://www.theIMO.com/imoweb/mkt_trans/imopubs/publications.asp

- 13 Measurement Canada

http://strategis.ic.gc.ca/sc_mrksv/meascan/engdoc/8.html

- 14 Electricity & Gas Inspection Act

http://strategis.ic.gc.ca/SSI/lm/egiact_e.pdf

- 15 The Electricity Act, 1998

http://pubont.stores.gov.on.ca/pool/english/drill_down.asp?pubno=111184

6. Completion Instructions

- 16 Please return the printed version of this form, the Transitional IMO-Metering Service Provider Agreement, both duly completed and signed, and the documentation in support of your application. If you are mailing all of the documentation please send it to:

Independent Electricity Market Operator,
Attn: Metering Technical Group,
Station A, Box 4474,
Toronto, ON. M5W 4E5

- 17 If you are sending the information by courier please address it to:

Independent Electricity Market Operator,
Attn: Metering Technical Group,
655 Bay Street,
Toronto, ON. M5G 2K4

- 18 If there are any queries regarding this Transitional Application Form, the supporting documentation or the Transitional IMO-Metering Service Provider Agreement, please telephone the Help Desk of the IMO, telephone number: (416) 506 2836 or contact the Metering Technical Group at e-mail: meter.group@theIMO.com.

7. Form

A. General Information

1. Name

Name of Organization to be Registered:

2. Business Address

Address (if R.R., give Lot, Concession No. And Township):

City: Prov.: Country: Postal/ZIP Code:

Phone Number: FAX Number: E-mail Address

3. Primary contact for this Application

Mr. Mrs. Last Name: Full First Name: Initial:

Miss. Ms. _____

Position Held: _____

Other: _____

Contact Address (if R.R., give Lot, Concession No. And Township) if different from the address noted in item 2 above:

City: Prov.: Country: Postal/ZIP Code:

Phone Number: Cellular Number: FAX Number: E-mail Address

Assistant's Name: _____

4. Head of business organization (chief executive officer, president or other person that has authority over and responsibility for the operations of the organization)

Mr. Mrs. Last Name: Full First Name: Initial:
 Miss. Ms. _____

Position Held: _____

Other: _____

Contact Address (if R.R., give Lot, Concession No. And Township) if different from the address noted in item 2 above:

 City: Prov.: Country: Postal/ZIP Code:

 Phone Number: Cellular Number: FAX Number: E-mail Address

5. Person responsible for invoicing and funds transfer

Mr. Mrs. Last Name: Full First Name: Initial:
 Miss. Ms. _____

Position Held: _____

Other: _____

Contact Address (if R.R., give Lot, Concession No. And Township) if different from the address noted in item 2 above:

 City: Prov.: Country: Postal/ZIP Code:

 Phone Number: Cellular Number: FAX Number: E-mail Address

Assistant's Name: _____

B. Information about the Applicant's Organization

1. Nature and Details of Form of Applicant's Business Organization

Form (i.e., corporation, partnership, etc.): _____

Date of formation: _____

Jurisdiction of formation: _____

Registered office address if different from the address noted in item 2 of part A above:

2. Number of qualified meter installers: _____

3. Does your organization carry out any of the following activities or functions?

- | | | |
|--|-----|----|
| a) Generation of electricity: | Yes | No |
| b) Transmission of electricity: | Yes | No |
| c) Distribution of electricity: | Yes | No |
| d) Accredited meter verifier under the <i>Electricity and Gas Inspection Act</i> : | Yes | No |
| e) Provision of metering-related services in the retail market: | Yes | No |

4. Does your organization plan to carry out any of the following activities or functions?

- | | | |
|--|-----|----|
| a) Accredited meter verifier under the <i>Electricity and Gas Inspection Act</i> : | Yes | No |
| b) Metering service provider for an organization other than your own: | Yes | No |
| c) Provision of metering-related services in the retail market: | Yes | No |
| d) Generation of electricity: | Yes | No |
| e) Transmission of electricity: | Yes | No |
| f) Distribution of electricity: | Yes | No |

5) Is or will your organization be a metered market participant? Yes/No

6) Comments:

C. Information Demonstrating Applicant's Qualifications

It is the responsibility of the Applicant to demonstrate to the IMO that the Applicant has all of the qualifications required by the Market Rules to be met by metering service providers.

Please answer each of the following questions and attach to this application for registration copies of all documentation submitted in support of your responses.

1. Does the Applicant have an adequate number of personnel having the qualifications described in sections 3 to 8 below to permit the Applicant to perform all of the functions and obligations of a metering service provider under Chapter 6 of the Market Rules and under any policies published to date by the IMO pursuant to that Chapter?

YES/NO

2. Does the Applicant have an adequate number of personnel having the qualifications referred to in sections 3 to 8 below to enable the Applicant to meet the performance standards set forth in section 1.2.1 of Appendix 6.6 of Chapter 6 of the Market Rules?

YES/NO

3. Does the Applicant have personnel who have successfully completed a metering training program relating to metering installations provided by an entity recognized by the IMO for such purpose, including but not limited to the Municipal Electrical Association, the former Ontario Hydro and the corporations referred to in sections 48(2) of the *Electricity Act, 1998*?

YES/NO

4. Does the Applicant have personnel who have recent training in procedures pertaining to the provision, installation, commissioning, repair, maintenance, replacement, inspection and testing of metering installations, in the preparation of metering-related documentation, in the calculation of site specific loss adjustments and measurement error correction factors and in the resolution of trouble calls?

YES/NO

5. Does the Applicant have personnel who have successfully completed electrical safety training provided by an entity recognized by the IMO for such purpose, including but not limited to the Electrical Utility Safety Authority, the former Ontario Hydro and the corporations referred to in subsection 48(2) of the *Electricity Act, 1998*?

YES/NO

6. Does the Applicant have personnel with demonstrated experience in all of the requirements relating to metering imposed by or under federal law (such as the *Electricity and Gas Inspection Act*)?

YES/NO

7. Does the Applicant have personnel with demonstrated experience in the investigation and reporting of incidences of tampering with metering installations and metering data?

YES/NO

8. Does the Applicant have personnel with demonstrated experience in procedures for maintaining the security, validity and integrity of metering data, including the collection of static and dynamic metering data and the reading of metering data prior to and after the repair or replacement of metering installations?

YES/NO

9. Does the Applicant have the necessary equipment, materials, systems and procedures to enable it to perform all of the functions and obligations of a metering service provider under Chapter 6 of the Market Rules and under any policies published to date by the IMO pursuant to that Chapter?

YES/NO

10. Does the Applicant have the necessary equipment, materials, systems and procedures to enable it to meet the performance standards set forth in section 1.2.1 of Appendix 6.6 of Chapter 6 of the Market Rules?

YES/NO

11. Does the Applicant hold all licences, permits and other authorizations required by applicable law in order to enable it to lawfully carry on of the business of a metering service provider? Are all such licences, permits and other authorizations valid and in good standing?

YES/NO

12. Does the Applicant hold valid ISO 9001 certification for all of the functions and obligations of a metering service provider under Chapter 6 of the Market Rules and under any policies published to date by the IMO pursuant to that Chapter?

YES/NO

D. Declaration and Undertaking

The undersigned, a duly authorized representative of _____, an Applicant for transitional registration as a metering service provider, hereby declares and undertakes as follows:

1. that the information contained in and submitted in support of this application for registration as a metering service provider is true, complete and accurate to the best of the undersigned's knowledge, information and belief, after due inquiry;
2. that, in the absence of ISO 9001 certification, the Applicant consents to the conduct by the IMO of pre-registration systems and procedures tests and audits and undertakes to provide the IMO and the IMO's auditors with unrestricted access to its facilities, equipment, records and personnel for the purpose of such tests and audits;
3. that the Applicant undertakes that, in the event that it may wish to dispute any decision by the IMO to deny this application for registration, it will submit the matter for resolution by the IMO's dispute resolution panel pursuant to section 3 of Chapter 3 of the Market Rules and that it will not commence a civil or other proceeding in relation to such a dispute until such time as the dispute resolution process described in section 2 of Chapter 3 has been completed; and
4. that the Applicant has read and understood the Transitional IMO – Metering Service Provider Agreement.

DATED at [City], [Province/State] this [date] .

Signature: _____

Name: _____

Title: _____

- End of Document -