



ESCO Checklist for Approved Supplier Application

Central Hudson's (CH) Electric Retail Access Operating Procedures and Gas Transportation Operating Procedures Manual may be downloaded from the CH website at

http://inet.cenhud.com/ic_esco/general_information/generalinfo.htm

The list below of items to be submitted to CH apply to both Electric and Gas applicants, except where noted.

- The Retail Supplier Operating Agreement (found in each of the Operating Procedures documents). This document is to be signed by an authorized representative of the ESCO, typically an officer or owner.
- The ESCO Information Sheet(s) (immediately following the Operator Agreement in each document).
- Financial Security Information
 1. Most current financial statements, annual reports, 10-K reports or other filings that discuss your financial status.
 2. A list of all corporate subsidiaries, parent companies and/or subsidiaries.
 3. One bank reference
 4. Three (unaffiliated) trade references (include complete names, addresses and telephone numbers)
 5. Written confirmation that you are not operating under any chapter of the bankruptcy laws and are not subject to liquidation or debt reduction procedures.
 6. Written confirmation that you are not aware of any change in business conditions which would cause a substantial deterioration in your financial status.
 7. Written confirmation that no significant collection lawsuits or judgements are outstanding.

Note: Items 1. through 4. above are not required if the ESCO will be using CH's consolidated billing service exclusively.

- **Copies of NYPSC and NYISO approval letters.**
Please provide copies of your notices from the Public Service Commission and from the New York Independent System Operator (electric only) that grant you approval to operate within New York. Note that the customer classes that you check in the Operating Agreements (residential, commercial, industrial) must match with those included in your NYPSC approval letter.

- **Tax and Business Documents**
Please submit a New York State Resale Certificate and Certificate of Authority issued by the NYS Department of Taxation & Finance, along with a copy of your Filing Receipt issued by the New York Department of State.

- **ESCOs Serving Gas Only**
Please provide a “best estimate” of your expected load during the first year of service on the Central Hudson system. We realize this may be difficult at the early stages of your business development, but it’s important in our planning.

- **ESCOs Planning to Use the CH Consolidated Billing Service**
All ESCOs wishing to make use of the consolidated billing (single bill) service must execute and submit the Billing Services Agreement (BSA) and appendices.
Appendix C is an affidavit granting first priority interest in the customer receivables to CH. It must be notarized and included with the initial application package.
Appendix D provides CH with the ESCO’s banking information for the purpose of making payments to the ESCO. It must be included with the initial application package.
Appendix E contains information and agreements relating to the optional *EnergySwitch* program (Central Hudson’s residential and small commercial referral program). ESCOs wishing to participate in EnergySwitch must complete Appendix E-1. Appendix E-2 is an optional authorization that allows CH to extend the EnergySwitch discount to existing customers of the ESCO, who wish to enroll in the program. Both Appendices E-1 and E-2 must be notarized.

Please mail all completed documents to:

James R. Van Tassell
Central Hudson Gas & Electric Corp.
284 South Avenue
Poughkeepsie, NY 12601

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845-486-5857