



Instructions for Abandoning an Electric Supplier Certificate (ESC)

I. Where to File: Applications should be filed in the Commission’s electronic filing system, DelaFile, which can be accessed at <https://delafile.delaware.gov/>

II. What to File: Applicant must use the attached form to submit the application. (Please remove this instruction sheet prior to filing). To submit an application, provide the **\$150 non-refundable application fee**, all exhibits, affidavits, and other attachments. All exhibits should be clearly identified. For example, Exhibit A should be marked “Exhibit A – EDC Notice”. Each exhibit should be attached as a separate document to the filing.

III. Confidentiality: All information disclosed in this application is considered public information unless specifically labeled confidential. The applicant has the responsibility to disclose to the Commission Secretary what is privileged or confidential information not otherwise available to the public. The applicant should attach in **DelaFile one copy of all confidential information, documents should be stamped “CONFIDENTIAL” at the top in clear and conspicuous letters, the security level in DelaFile for this document should be designated “confidential”; a separate redacted version of all confidential documents should be attached to the filing in DelaFile, and the security level in DelaFile should be designated “public”**. If your application includes confidential information, please complete Attachment B. For more information, see [26 Del. Admin Code. C. §1001](#)– Rules of Practice and Procedure of the Delaware Public Service Commission.

IV. Questions regarding this application: Please email Clishona Marshall at clishona.marshall@delaware.gov or Islah Causey at islah.causey@delaware.gov.

V. Abandonment Process: The application will be reviewed by Commission Staff upon receipt of filing in DelaFile. Staff will notify applicant of deficiencies. Upon receipt of a complete application, Staff will notify the applicant of ESC abandonment effective date. Until all requirements have been met, the applicant will continue to be required to satisfy the applicable reporting requirements of the [Supplier Rules](#), including, but not limited to, Section 12.

This page is for informational purposes and should not be filed with the application.

Application for Abandonment of Electric Supplier Certificate (ESC)

Electric Supplier Certificates are valid until revoked by the Commission or relinquished by the Electric Supplier after the requisite notice to the Commission and to its Customers. No Electric Supplier (including Brokers) shall cease doing business within the State of Delaware unless it has provided at least sixty (60) days Written Notice to the Commission, the DPA, the affected EDC(s), and its Customers.

I. Applicant Info

Business Legal Name:

D/b/a -if different:

Street Address:

Suite/Floor:

City:

State:

Zip Code:

Telephone:

Website:

Docket No. or Order No. in which Delaware ESC was issued:

Docket No.

PSC Order No.

Application Contact Person:

Name:

Street Address:

Suite/Floor:

City:

State:

Zip Code:

Telephone:

Email:

II. Abandonment Requirements

A. Date

Date applicant will cease operations in Delaware:

B. Notice to EDC of intent to abandon service (not required for Brokers)

Notice not required because company is a Broker.

Date Sent:

Copy of Notice Provided in Exhibit:

C: Notice to Customers of intent to abandon service

Company does not have any customers.

Date company last served customers:

Dated Copy of Notice Provided in Exhibit:

Number of customers currently served by the applicant:

Method by which notice was provided to customers:

Mail

E-Mail

D: Transition Plan (not required for Brokers)

Explain, in detail, how the customers will be transferred to EDC or other Electric Supplier.

E. Any other information:

Other material submitted in support of the application. Provided in Exhibit(s):

No other supporting material is provided.

Attachment B

Attestation of Submission of Confidential, Proprietary, and Privileged Material Per 26 Del. Admin. C. § 1001-1.11

I, _____ [NAME], _____ [TITLE] of _____ [COMPANY/ ORGANIZATION], do hereby attest, under penalty of perjury, that _____ [DESCRIPTION OF DOCUMENT / INFORMATION] is 1) not a “public record” as defined by 29 Del. C. § 10002(o) because it is _____ [DESCRIPTION OF REASON AND SPECIFIC EXEMPTION UNDER 29 Del. C. § 10002(o)]; and 2) is not subject to inspection by either the public or by other parties unless an appropriate proprietary agreement is executed.

As such, I request that the Delaware Public Service Commission accord confidential treatment to _____ [DESCRIPTION OF DOCUMENT / INFORMATION] in accordance with 26 Del. Admin. C. § 1001-1.11.

In compliance with 26 Del. Admin. C. § 1001-1.11.3, I have submitted, attached to this Attestation, for filing a copy of the document described above without the confidential information, with an indication that the claimed confidential information has been deleted.

Executed _____ [DATE]

[NAME]

[STATE]

[COUNTY]

Sworn to and subscribed before me on _____ [DATE] by _____ [NAME]

[NOTARY SEAL]

[NOTARY NAME]

My commission expires: _____