



Certified Electric Supplier/Broker Name Change Form

Filing Instructions

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 please file all exhibits, affidavits, and other attachments. All exhibits should be clearly identified. For example, Exhibit A should be marked “Exhibit A – Delaware Certificate of Good Standing.” Each exhibit should be attached as a separate document to the filing in DelaFile.

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. C. § 1001 – Rules of Practice and Procedure of the Delaware Public Service Commission.*

IV. Material Changes: Applicants shall inform Staff of any material changes in any information submitted in the Application that occur from the time the application is submitted to the time the Commission considers the Application. Failure to provide such notice within ten (10) Business Days after any material change may be grounds for rejection of this Application.

Questions regarding this application: Please contact Clishona Marshall (302) 736-7539 or email at Clishona.Marshall@delaware.gov or Islah Causey at (302) 736-7563 or email at islah.causey@delaware.gov.

INCOMPLETE APPLICATIONS OR THOSE NOT INCLUDING ANY NECESSARY FEES, SUPPORTING DOCUMENTATION OR INFORMATION MAY BE REJECTED AND PROCESSING DELAYED.

COMMISSION STAFF MAY REQUEST ADDITIONAL INFORMATION IN ORDER TO COMPLETE THE PROCESSING OF THE APPLICATION.

UNLESS OTHERWISE NOTED, CAPITALIZED TERMS SHALL HAVE THE MEANINGS ASCRIBED TO THEM IN 26 Del. Admin. C. § 3001.

Section I - Delaware Electric Supplier Certificate ("ESC") Information

ESC Docket No: _____ ESC Order No: _____

Current Name: _____

Reason for Name Change:

Section II – Name Change Information

Legal name of Applicant and the name under which the Applicant proposes to do business in Delaware.

_____ d/b/a _____
Name

Applicants with a d/b/a must submit a copy of the Registration of Trade, Business & Fictitious Name Certificate for each of the three Delaware counties. Provided in **Exhibit** _____

Provide a list of names under which the Applicant, its Affiliated Interests, or any current or previous officer, director, or manager has previously done business in Delaware. Provided in **Exhibit** _____

Section III – Required Documentation

Required Items for Name Change Applications – Application may be rejected and processing delayed if documents are not available at the time of submission.

- Delaware Certificate of Good Standing **Exhibit** _____
- Delaware Business License **Exhibit** _____
- PJM Acknowledgement of name change **Exhibit** _____
- Registration of Trade, Business & Fictitious Name Certificate for each Delaware County where business is expected to be conducted if D/B/A is used **Exhibit** _____

Attachment A

VERIFICATION

STATE OF _____)
) SS
COUNTY OF _____)

On this _____ day of _____, 20____, personally came before me, the subscriber, a Notary Public in and for the state and county aforesaid, _____ [name of individual who is signing] as the _____ [authority of individual or title of individual who is signing, e.g., President, Vice President, Sole Member/Manager, Trustee, etc.] of _____ [name of company or entity that is filing], known to me personally to be such or having presented to me satisfactory evidence of identity, and acknowledged this document to be [his or her] act and deed and the act and deed of such _____ [type of filer, e.g. corporation, limited liability company, etc.], that the signature of such individual is in [his or her] own proper handwriting, and that the facts set forth in this _____ [type of filing, e.g., application, petition, etc.] are true and correct to the best of [his or her] knowledge, information, and belief.

Signature of individual
Printed Name: _____

SIGNED AND SWORN (OR AFFIRMED) before me on this ____ day of _____, 20____, by _____ (name of individual who signed above).

SEAL

Signature of Notarial Officer

Title (e.g., Notary Public)

My Commission Expires:
_____, 20____

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 NAME]

[NOTARY SEAL]

My commission expires: _____