



Pursuant to PUC SUBSTANTIVE RULE § 25.109

# **Instructions for Registration Form for Power Generation Companies and Self-Generators**

## **General Instructions – APPLICABLE TO ALL REGISTERING PARTIES**

### **Registration procedures**

Registration shall be made by completing the form approved by the Commission, which shall be verified by oath or affirmation and signed by an owner, partner, or officer of the registering party. Registration forms may be obtained from the Central Records division of the Public Utility Commission of Texas or downloaded from the Commission website at [www.puc.texas.gov](http://www.puc.texas.gov) so that information may be inserted electronically. Subject to the Commission's Procedural Rules, the completed registration form should be filed with

Public Utility Commission of Texas  
Attention: Filing Clerk  
1701 N. Congress Avenue  
P.O. Box 13326  
Austin, Texas 78711-3326

Submit 7 copies of the form (not the instructions), including the original.

The Commission staff shall review the submitted form for completeness. Within 15 business days of receipt of an incomplete form, Commission staff shall notify the registering party in writing of the deficiencies in the request. The registering party shall have ten business days from the issuance of the notification to cure the deficiencies. If the deficiencies are not cured within ten business days, staff will notify the registering party that the registration request is rejected without prejudice.

The registering party may designate answers or documents that it believes to contain proprietary or confidential information. Information designated as proprietary or confidential will be treated in accordance with the standard protective order issued by the Commission applicable to registration information for PGCs and self-generators.

**Self-Generators** must complete Parts A, B, D and E of this form.

**Power Generation Companies** must complete Parts A, C, D and E of this form.

## **PART A –TYPE OF REGISTRATION**

**1. Type of Registration.** Check the appropriate box on the form to indicate the type of registration or amendment.

**2. Amendments to Self-Generator or Power Generation Company Registration.** Any change to a registration, other than information specified in the *Updates to Company Contact Information* section of these instructions, requires a staff review to make sure that registration requirements are still maintained. The registration form must be used, and a unique project number will be assigned upon filing. To update contact information, registered generators can use the PUCTX Portal Company Contacts Application at <https://www.puc.texas.gov/portal/>.

To amend an approved registration, the registered party (Applicant) must file the registration form and the

corresponding affidavit. However, the Applicant needs to answer only the specific questions pertinent to the type of amendment being requested, as identified in the chart provided below. The Applicant applying to amend its approved registration must provide all required responses in a complete and truthful manner.

If any changes occur to the information provided in the amendment application before it is approved, the Applicant must promptly notify the Commission by filing as a supplement the applicable portions that display the changed information. To file this supplementary information, the Applicant shall also file seven copies (six copies and one original) with the Commission’s Filing Clerk in the project number assigned to the amendment application.

### Relinquishment of a Registration

Self-Generators and Power Generation Companies can voluntarily relinquish their registration by submitting an amendment application.

### Other Notifications

Type of Amendment	Required Responses to items listed on the Registration Form
Change of company name	Part A and either Part B or C
Legal or corporate structure changes; change in ownership	Part A and Part C
Change in facilities	Part A and either Part B or C, and Part E

### PART B – APPLICABLE TO REGISTRATION OF SELF-GENERATORS

- 1. Registering Party.** Provide the legal name of the registering party, the Texas business address and principal place of business of the registering party
- 2. Contact Information.** Provide the name, title, address, telephone number, facsimile transmission number, and e-mail address of the person to whom communications relating to the self-generator should be addressed.

#### Post-registration requirements for self-generators

Self-generators shall report any change during the preceding year in the information provided on the registration form by February 28 of each year.

### PART C – APPLICABLE TO REGISTRATION OF POWER GENERATION COMPANIES

- 1. Registering Party.** Provide the legal name of the registering party as well as any trade or commercial name(s) under which the registering party will operate. Also provide the registering party’s Texas business address and principal place of business.
- 2. Contact Information.** Provide the name, title, address, telephone number, facsimile transmission number, and e-mail address of the person to whom communications should be addressed.
- 3. Names and types of business of the registering party’s corporate parent companies with percentages of ownership.** Provide the names and types of business of the registering party’s corporate parent companies, along with percentages of ownership.

**4. Description of the types of services provided by the registering party that pertain to the generation of electricity.** Provide a description of the types of services provided by the registering party that pertain to the generation of electricity.

**5. Name and corporate relationship of each affiliate that buys and sells electricity at wholesale in Texas, sells electricity at retail in Texas, or is an electric or municipally owned utility in Texas.** Provide the name and corporate relationship of each affiliate that buys and sells electricity at wholesale in Texas, sells electricity at retail in Texas, or is an electric or municipally owned utility in Texas.

**6. Supplemental information.** The registering party should attach copies of any information, excluding responses to interrogatories, that was filed in connection with the Federal Energy Regulatory Commission (FERC) registration and any order issued by the FERC pursuant thereto. Such registrations shall include, for example, determination of exempt wholesale generator (EWG) or QF status.

#### **Post-registration requirements for power generation companies**

PGCs shall report any change in the information provided on the registration form within 45 days of the change. PGCs shall comply with the reporting requirements of the Commission's rules implementing PURA § 39.155(a).

### **PART E –APPLICABLE TO ALL REGISTERING PARTIES**

Provide the information requested using one row of the table for each generating facility.

- ★ Power Region refers to the region of the North American Electrical Reliability Council in which the generating facility is located.
- ★ Total Capacity consists of the sum of the capacity ratings of all units located at the generating facility.
- ★ Type of generation refers to the type of fuel used at the generating facility. If the facility has alternate fuel capability, note the alternative fuel as well.