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December 23, 2003

To: All licenced distributors and retailers

Re: Approved Changes to the Ontario Electronic Business Transactions (EBT) Standards and Related Approvals Recommended by the EBT Standards Advisory Committee (SAC)

The Board has approved today the following recommendations of the EBT SAC. The effective implementation date for each is indicated. Each item is identified by its Global Issue (GI) number.

Classification of Retailer Contracts (GIs 726 and 743)

The proposed solution has two parts: a short-term solution (GI 726) and a mid-term solution (GI 743). The former sets out a file format and conventions for a monthly exchange of information, the latter a procedure for switching the information contained in the file from a list of Post-Dec 9 contracts to Pre-Dec 9 contracts. This switch will occur when the numbers of contracts in each category changes; i.e., when the majority of contracts are Post-Dec 9 it will be a smaller burden on distributors to list the remaining Pre-Dec 9 contracts. Most distributors and retailers have voluntarily adopted the file exchange process described by GI 726. **The implementation date for the change to GI 743** will be recommended by the EBT Standards Working Group and shall be no sooner than February 22, 2004. The effective date will be posted on the website of the Working Group (WG). The Board expects licensees to monitor the WG website for this date. (http://www.xmlenergy.net/oeb_ebt_wg/)

Retroactive Settlements Reconciliation (GI 751)

The approach to resolving settlement issues is voluntary. Parties are free to develop their own approaches under the umbrella of their Service Agreements but it is strongly recommended that adopting the recommended approach will prove valuable should disputes be brought before a third-party arbitrator and, should, thereby, reduce the need for arbitration. The document that outlines the approach sets out a process and data exchange formats that should be conducive to the expeditious resolution of disputes. **This**

is effective 12 weeks after the posting of this letter.

MPMA File Format and Procedural Clarifications(GI 738)

The document describing the requirements has been approved. To minimize the complexity and costs of the rebate process, **compliance is expected by January 31, 2004**. The Board notes that some distributors have expressed concerns about this deadline and will therefore accept “best efforts” made in good faith towards implementing these requirements.

Customer Moves(GI 749)

This establishes a data exchange process to expedite the seamless transfer of the accounts of retailer customers from one address to another within the same service area. **This comes into effect on January 22, 2004.**

STR Fees(GI 734)

The attached table provides the correspondence between the Service Transaction Request (STR) fees prescribed in the Rate Handbook and the approved Ontario EBT Standards transactions. **This is effective immediately.**

Security of Files(GI 753)

A number of recommendations (GIs 726, 738, 743, 749 and 751) involve the sharing of electronic files. Until EBTs are developed for these transactions (or they become obsolete) greater security is needed. The Board accepts the recommendation that the liability for security is with the sender of the file and that adequate security would be provided by sending the files on physical media (CD ROM, diskette) by bonded courier. **This is effective immediately.**

Hub Resolution of Functional Acknowledgments (FAs)(GI747)

This recommendation requires that new retailer licensees ensure that they use unique document reference numbers. **This is effective immediately.**

Change Billing Option Request (CBOR) indicator (GI 752)

This change to the text describing the CBOR transaction is **effective on March 23, 2004.**

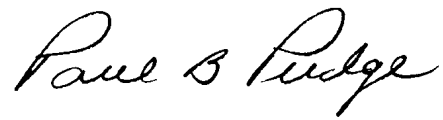
OEB Licence number (GI 755)

This provides the correct OEB distributor licence numbers to be used in EBT transactions. Please note that the Board intends at a future date to publish a table listing the correspondences among End State licence numbers and these original numbers. **This is effective immediately.**

If you have any questions, please contact Russ Houldin, Adviser, Licensing at

416- 440-8112 or houldiru@oeb.gov.on.ca.

Yours truly

A handwritten signature in black ink that reads "Paul B. Pudge". The signature is written in a cursive, flowing style with a large initial 'P'.

Paul B. Pudge
Assistant Secretary

Attach.