

## > SELF-DECLARATION FORM – Regulated Price Plan (RPP) Small Business, Multi-Unit Residential Premises and Farms

The **Regulated Price Plan** is available to farm customers, and businesses in a Class B Global Adjustment status with electricity consumption of 250,000 kilowatt hours or less annually. Multi-unit residential premise customers who own, or manage, a building that has multiple residences, but only one meter, may declare this information to qualify for the RPP for each residential unit. The Ontario Energy Board sets the commodity rates for the Regulated Price Plan.

Please complete the following self-declaration form if you meet the eligibility criteria below. **Form submission instructions are available at the end of this document.**

### > Step One – Does your account qualify?

You qualify if you:

1. Carry on a business that is a farming business for the purposes of the *Farm Registration and Farm Organizations Funding Act, 1993*, and hold a valid registration number assigned under that Act or the consumer's obligation to file a farming business registration form was waived pursuant to an order made under subsection 22 (6) of that Act; or
2. A business in a Class B Global Adjustment status with electricity consumption of 250,000 kilowatt hours or less annually.
3. Your account relates to: a dwelling, a property within the meaning of the *Condominium Act, 1998*, a residential complex, within the meaning of the *Residential Tenancies Act, 2006*, a property that includes one or more housing units and that is owned or leased by a co-operative within the meaning of the *Co-operative Corporations Act*.

You can find these acts on the government's e-laws website at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

### > Step Two – Complete this form

If your account qualifies, please fill in the information below. If you have more than one account that qualifies, list each one separately. Please attach a separate page should you require additional space. If there are units in your building or farm complex that are metered or billed separately from the account referenced, do not include them in the total number of units for this account.

Hydro Ottawa Account Number(s)	Account Name	Basis for Qualification	Number of Units
Sample 00000-00000	The Bayshore Apartment Complex	Residential Tenancies Act, 2006	50

**Acknowledgement**

By self-declaring for eligibility you are also acknowledging that under the *OEB Act* and *Reg. 95/05* that you automatically fall under the prescribed Regulated Price Plan (RPP) fixed rate consumer class, unless you meet the exemption criteria defined in the Act and or regulations for the RPP.

By self-declaring for eligibility, you are acknowledging that your account will automatically be switched to RPP. However, if you wish to leave the RPP, you can do so through one of the following actions:

1. Opt out of the RPP by signing a contract with a retailer of electricity for commodity supply. If you are currently under a retailer commodity price option, your rate plan will not change through this declaration.
2. Opt out of the RPP by electing to be placed on the Hourly Ontario Electricity Price (HOEP) through written request to Hydro Ottawa if an interval meter is already installed at your service address. If you wish to explore this option and do not know whether you have an interval meter installed at your service address or wish to have one installed, contact Hydro Ottawa for interval type and or local interval meter installation conditions.

Note: Self-declaring customers will be moved to their requested rate option at the start of the next billing date, as charges are on a go forward basis.

The following individuals have authority to provide and certify the accuracy of the information on this form and any additional attachments. Please complete the applicable sections below.

<p><b>Corporation's Name:</b></p>  <p>Name and Office of Authorized Officer:</p>	<p>I certify the above information to be true, correct and complete.</p>  <p>_____</p> <p>Signature of Authorized Officer</p>	<p>Date</p>
<p><b>Sole Proprietor:</b></p>  <p>Name of Applicant:</p>	<p>I certify the above information to be true, correct and complete.</p>  <p>_____</p> <p>Signature of Applicant (should be same as the Account Name)</p>	<p>Date</p>
<p><b>Partnership's Name:</b></p>  <p>Name of Authorized Individual to sign on behalf of Partnership:</p>	<p>I certify the above information to be true, correct and complete.</p>  <p>_____</p> <p>Signature of Authorized Individual (should be same as the Account Name)</p>	<p>Date</p>

**> SURVEY SUBMISSION**

Once completed, please submit your form to Hydro Ottawa using one of the methods listed below.

**Email:** selfdeclarationform@hydroottawa.com      **Fax:** 613-738-6403 Attention: Customer Service

**Mail:** Hydro Ottawa, PO Box 8700, Ottawa, ON K1G 3S4  
 Attn: Customer Service – RPP Self-Declaration Form

You must advise us in writing if there is a change in the number of units with the property or complex. Failure to do so will lead to the requirement to reimburse to us any credit outside of the eligible time frame.

All information submitted in this process will be used by Hydro Ottawa in support of its obligations under the *Electricity Act, 1998*, and the *Ontario Energy Board Act, 1998*, applicable Ontario Energy Board Codes and Rules, associated policies, standards and procedures and its license. Hydro Ottawa will use the information collected on this form for the purposes of confirming your eligibility for the RPP.

If you have any questions about this collection, the ways in which your personal information may be used by Hydro Ottawa, or would like further information about Hydro Ottawa's privacy policy, please call 613-738-6400 or email us at selfdeclarationform@hydroottawa.com.

You may also visit our website at [www.hydroottawa.com/privacy](http://www.hydroottawa.com/privacy) for more information.