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| Logo  Description automatically generated | **COMMONWEALTH OF PENNSYLVANIA**  PENNSYLVANIA PUBLIC UTILITY COMMISSION  COMMONWEALTH KEYSTONE BUILDING  400 NORTH STREET  HARRISBURG, PENNSYLVANIA 17120 |  |

**Application for License Name Change – Checklist**

Electric Generation Supplier (EGS)

1) When filing an application for an EGS license name change, the licensee must send a written request for the name change, along with all documentation required in steps 2 through 9, below.

Send applications for license name change to:

Rosemary Chiavetta, Secretary

Pennsylvania Public Utility Commission

400 North Street

Harrisburg, PA 17120

2) The licensee must provide a cover letter detailing that the EGS’s name is changing. The cover letter must include the EGS’s previous name, new name, new contact/email/website information (if applicable), and all relevant Pennsylvania Public Uitlity Commission Docket Numbers. Also, the licensee must explain if its Federal Employer Identification Number (FEIN) has changed as a result of the name change.

3) The licensee must provide notice of its name change to all of the EGS’s customers at least 30-days prior to the EGS’s documented name change date. The notice should include the licensee’s new name and all relevant contact information. The licensee must file a copy of the notice with its cover letter.

4) The licensee must serve the application for license name change (non-confidential documents only) on the five statutory agencies and all electric distribution companies in which the licensee is licensed to operate. The licensee must also file a signed Certificate of Service to the Commission as proof of service.

5) The licensee must include a certified check or money order, made payable to the “Commonwealth of Pennsylvania”, for any fee(s) required by the Commission at [52 Pa. Code § 1.43](https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/052/chapter1/s1.43.html).

6) The licensee must register its new or fictitious name with the PA Department of State. The licensee must include a copy of the registration documentation with its cover letter.

7) **Foreign Company Changing its Actual (Non-Fictitious) Name Only** - The licensee must register its new name with the state in which it was organized. The licensee must include a copy of the registration documentation with its cover letter.

8) **EGS Changing its Actual (Non-Fictitious) Name Only** – The licensee must update the name on its financial security using an Amendment, a Rider, or a new financial security instrument. Fictitious names should not be included on the financial security instrument. The most recent template language may be found at:

<http://www.puc.pa.gov/consumer_info/electricity/electric_Companies_suppliers/EGS_App_Resources.aspx>

9) The licensee must maintain financial security compliance for the duration of the license name change process.

Questions may be directed to the Bureau of Technical Utility Services by email at:

[pc-puc-tus\_energy@pagov.onmicrosoft.com](mailto:pc-puc-tus_energy@pagov.onmicrosoft.com) ([pc-puc-tus\_energy@pagov.onmicrosoft.com](mailto:pc-puc-tus_energy@pagov.onmicrosoft.com))

or [by phone](mailto:%20by%20phone) at (717) 783-5242.