



Pursuant to PUC SUBSTANTIVE RULE § 25.109

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

### General Instructions – APPLICABLE TO ALL REGISTRANTS

#### **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 and signed notarized affidavit can be filed online through the PUC Interchange Filer (<https://interchange.puc.texas.gov/filer>). Instructions for E-Filing: <https://www.puc.texas.gov/industry/filings/E-FilingInstructions.pdf>.

Or you may mail one copy to:

For USPS:

Public Utility Commission of Texas  
Central Records  
P.O. Box 13326  
Austin, TX 78711-3326

For all other delivery or courier services:

Public Utility Commission of Texas  
Central Records  
1701 N. Congress Ave., 8-100  
Austin, TX 78701

The Commission staff shall review the submitted form for completeness. Within fifteen 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 twenty business days from the issuance of the notification to cure the deficiencies. If the deficiencies are not cured within twenty business days, the presiding officer 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, B, C, D and E of this form.

### PART A –TYPE OF REGISTRATION APPLICABLE TO EVERY REGISTRANT

**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. 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 in the project number assigned to the amendment application, one copy of the supplement online through the PUC Interchange Filer (<https://interchange.puc.texas.gov/filer>). Instructions for E-Filing: <https://www.puc.texas.gov/industry/filings/E-FilingInstructions.pdf>.

### 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
Change of company name	Part A and Part B (1)
Legal or corporate structure changes; change in ownership	Part A, Part B (1), and Part C
Change in facilities	Part A, Part B (1) and Part E

**3. Biannual (every two years) renewal of registration.** A PGC or self-generator must renew its registration on or before February 28 of every other calendar year by submitting the information required by 16 TAC §25.109(c) and, as applicable, 16 TAC §25.109(d) and (e) by submitting a statement that the PGC or self-generator’s registration information on file with the commission is current and correct. This section becomes effective February 2024.

**4. Compliance Filing – Project No. 52796.** PGCs and self-generators already registered on, or that applied for registration before, April 26, 2023, must file a compliance update in **Project No. 54941** on or before June 1, 2023.

## PART B – REGISTRATION INFORMATION APPLICABLE TO EVERY REGISTRANT

**1. Registrant.** Provide the legal name of the registrant, the Texas business address and principal place of business of the registrant, e-mail address and phone number of the registrant.

**2. Primary Emergency Contact Information.** Provide the name, title, address, telephone number, and e-mail address of the primary emergency contact person.

**3. Secondary Emergency Contact Information.** Provide the name, title, address, telephone number, e-mail address, of the secondary emergency contact person.

**4. Regulatory Contact Information.** Provide the name, title, address, telephone number, and e-mail address of the regulatory contact person to whom communications relating to the registrant should be addressed.

**5. 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.

**6. For qualified facilities, provide a copy of any Federal Energy Regulatory Commission (FERC) registrations.** The registrant should attach copies of any information, excluding responses to interrogatories, which 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.

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

**7. 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.

**8. Name and type of registrations of the registrant's affiliates who have a Commission registration.** Provide the name and corporate relationship of each affiliate that has a Commission registration.

**9. Interchange Project Number where registrant's Emergency Operation Plan is filed and Item Number of filing.** Provide the applicable control number and item number that the registrant has filed its initial emergency operations in as required under §25.53.

### PART E – APPLICABLE TO EVERY REGISTRANT

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.