Completeness Checklist for Application Package

To participate in the FIT Program, you must submit your application to the OPA electronically, in the format posted on the OPA website. On receipt of your application, the OPA will issue a time stamp and a reference number for your application and notify you by email.

After receiving confirmation of your on-line application and your reference number, you must submit an application package to the OPA.

Your application package must contain the following items. Check the box beside each item that has been included:

☐ application form
☐ application fee in the form of a certified cheque or bank draft
☐ application security if applicable (in the form of Exhibit B)
☐ authorization letter (either Exhibit A-1 or Exhibit A-2)
☐ evidence of access rights
☐ evidence documenting the Aboriginal participation level *(if applicable)*
☐ evidence documenting the community participation level *(if applicable)*

Please refer to the application instructions and the FIT Program Rules for further details about these requirements.

The application package must be provided in the following form:

- two paper copies: one copy prominently marked "Original Copy" and one additional copy
- one searchable electronic version provided on a CD-ROM
- reference number provided on the application form is clearly marked on the envelope, CD-ROM and on all materials included in the envelope
- all materials in English only.

The application package must be delivered in paper copy to the OPA **by 5 p.m. local time on the fifth business day following the date of the time stamp provided in the application confirmation notification to:**

Ontario Power Authority
120 Adelaide Street West, Suite 1600
Toronto ON M5H 1T1
ATTENTION: Feed-In Tariff Program