Updated: 11/2/2026

State of New Jersey
BOARD OF PUBLIC UTILITIES

ENERGY AGENT, PRIVATE AGGREGATOR, and/or ENERGY CONSULTANT

ANNUAL INFORMATION UPDATE FORM INSTRUCTIONS

- **Effective November 2, 2026: The New Jersey Board of Public Utilities ("BPU" or "Board") has transitioned to an exclusive electronic filing ("e-filing") system for all petitions, discovery, motions and all official documents.**
    - **All annual information update forms, material change notices, and responses to discovery requests must be submitted electronically via the BPU External Access Portal ("NJBPU Portal").**
    - **E-Filing instructions can be found at:** https://nj.gov/bpu/agenda/efiling/
    - **Submissions via email are no longer considered officially filed with the BPU.** An additional copy via e-mail is acceptable, however, the filing is only considered received once uploaded to the NJBPU Portal.
    - **Submissions via traditional mail are no longer considered officially filed with the BPU.** However, in addition to an electronic copy submitted to the NJBPU Portal, submissions of original perfected copies of *new* surety bonds and fee payments made by check or money order shall also be made via traditional mail.
        - If replacing a surety bond, provide the new original perfected surety bond in the amount of $10,000 via traditional mail with a cover letter detailing the company name, docket and registration number(s), and the date the annual information update form was electronically submitted.
        - In addition, if paying annual registration fees by check or money order, submit the required fees via traditional mail with a cover letter detailing the company name, docket and registration number(s), and date the annual information update form was electronically submitted.
        - **Mailing Address FOR SURETY BONDS AND/OR FEES ONLY:**

          New Jersey Board of Public Utilities
          Attn: Licensing and Registration Unit
          Division of Audits
          44 South Clinton Avenue
          1st Floor, P.O. Box 350
          Trenton, NJ 08625-0350
    - **Provide the NJBPU Portal upload confirmation to the Division of Audits via e-mail to:** Audits.Licensing@bpu.nj.gov
    - **Please direct NJBPU Portal account registration or filing upload questions to**: ITHELPDESK@bpu.nj.gov

- **To avoid processing delays, please follow the additional e-filing guidelines below:**
    - Annual information update forms are uploaded to the NJBPU Portal directly to a registration's reference docket number. The NJBPU Portal currently allows uploading to one docket number at a time. If the annual information update form is for more than one registration then the company will be required to do two uploads to the NJBPU Portal.
        - Reference docket numbers for all active registrations can be found under the "Active License and Registration Lists" subheading on the BPU's website here: https://www.nj.gov/bpu/about/divisions/energy/thirdparty.html
    - A single PDF file containing the annual information update form with all related attachments is preferred. If filing confidential and preliminary public copies, then upload two files (one confidential copy and one preliminary public copy).
    - If submitting a confidential filing or document, with the required request for confidential treatment in accordance with N.J.A.C. 14:1-12, please ensure a preliminary public copy is also uploaded.
    - Do not upload photos of documents. Please provide scans of any hardcopy documents.
    - Do not upload password-protected files.
    - If additional information or documentation is required following Staff's review of the annual information update form, then official responses to such discovery requests shall be uploaded via the NJBPU Portal under the docket number(s) assigned to the registration(s). Questions and other related correspondence to Staff may continue via e-mail.
- **A registration shall not expire so long as the registrant pays to the board, within 30 days before the anniversary date of the last approved registration application, a registration renewal fee accompanied by an annual information update form. Nothing shall limit the authority of the Board to deny, suspend, or revoke a registration at any time, consistent with the provision of P.L.1999, c.23 (N.J.S.A. 48:3-49 et seq.)**
- Annual information update forms must be received by the Board no later than the day prior to the registration anniversary date. Failure to provide annual information update forms or updates required pursuant to N.J.A.C. 14:4 et. seq. will lead to penalties and possible suspension, and/or revocation of registration.
- All annual information update forms submitted to the Board of Public Utilities must be complete and include all fees, documents, schedules, and attachments.
- The reference docket numbers (required for item #7 on the form), registration number(s) (required for item #6 on the form), and anniversary dates are included for each registrant listed for reference under the "Active License and Registration Lists" subheading on the Board's website here: https://www.nj.gov/bpu/about/divisions/energy/thirdparty.html
- **Choose one of the following payment options ($300 annual registration fee):**
    - Check or money order made payable to "Treasurer, State of New Jersey, c/o the New Jersey Board of Public Utilities".
    - ACH Payment – Please contact the Division of Audits via e-mail at Audits.Licensing@bpu.nj.gov to request instructions.

- All sections of this form, including related attachments, are subject to the rules and requirements of the State of New Jersey's Open Public Records Act. (N.J.S.A. 47:1A-1 et seq.) unless included in list of exemptions at N.J.S.A. 47:1A-1 et seq. and N.J.A.C. 14:4-5.1(k). If a registrant considers any information provided to be confidential, a request for confidential treatment must be made in accordance with N.J.A.C. 14:1-12.
    - **Related links**:
        - State of New Jersey: Board of Public Utilities - OPRA Information
        - State of New Jersey: Government Records Council - OPRA's Exemptions from Disclosure
        - State of New Jersey: Administrative Code (NJAC)
        - State of New Jersey: Statutes Annotated (NJSA)
    - In accordance with N.J.A.C. 14:4-5.1(k), the most common exemption is “Financial statements, unless already publicly available Federally or in other states or jurisdictions” and such attachments shall not be deemed as public information. Filers are not required to submit a confidentiality claim for financial statements. Please review the rules and regulations for more information regarding OPRA exemptions.
- Type or print all answers. Do not leave any questions unanswered. If a question is not applicable or the answer is none, please type or print “N/A” only when instructed.
- Any question which is answered "yes" requires a detailed explanation. Attach a separate schedule providing details. Failure to provide adequate information will cause a delay in processing the annual information update forms.
- An annual information update form must be properly sworn to, signed and dated by:
    - Authorized corporate officer if a corporation;
    - Member of the partnership and a witness if a partnership; or
    - The sole proprietor and a witness if a sole proprietorship, in the spaces provided for attestation.
- **Signatures must be witnessed by a notary or attorney.**

ADDITIONAL INFORMATION AND TEMPLATE DOCUMENTS

The following information is provided to answer common inquiries which the agency has received from registrants. If you have a specific question regarding the form which has not yet been submitted, please contact the Division of Audits at Audits.Licensing@bpu.nj.gov.

- **Registrants are required to notify the Board of certain pertinent changes throughout the year, as per N.J.A.C. 14:4-5.5(g)-(i).**

    (g) A licensee or registrant shall notify Board staff in writing no later than 10 days after any changes in contact information, including the name of the regulatory contact, the New Jersey mailing address, email and phone numbers of company representatives and regulatory contacts.

(h) A licensee or registrant shall notify Board staff in writing within 30 calendar days after any material change in the organizational structure or operation of a licensee's or registrant's business or at the time prescribed in N.J.A.C. 14:4-7.10A whichever is earlier. If the change affects compliance with this chapter or any other Board rule or order, Board staff shall require the licensee or registrant to file an update describing the change, for approval by Board staff.

(i) If a licensee or registrant reorganizes, restructures, merges with another entity, acquires another company or is acquired by another company, the following requirements shall apply:

1. If the name of the resulting company remains the same, the licensee or registrant shall submit a licensing update within 30 calendar days after the change, including any information about the new entity that is necessary for Board staff to evaluate the entity's compliance with this chapter, including information regarding any changes in the company's services or customer population;

2. If the resulting company does not retain the name of the original licensee or registrant, the new entity shall submit an application for a new license or registration in accordance with this subchapter within 30 calendar days after the reorganization, restructuring, merger, or acquisition, and shall meet all of the requirements that would apply if the entity had never held a license or registration, including application fees and, for licensees and energy consultants, the issuance of a new surety bond; and

3. A licensee or registrant shall continue to serve its existing customers pending the Board's final decision on the license or registration update or application, unless otherwise directed by Board staff.

Energy Consultant Information

- **Background**: The BPU also registers energy consultants that are energy agents with the added authority to obtain customer energy usage electronic data through the Electronic Data Interchange ("EDI") directly from utility companies. EDI is the direct computer-to-computer exchange and processing of standard business forms from one business application to another. The main elements of EDI are data exchange, message translation and processing and integration into various applications.

- **Surety Bond (For Energy Consultants ONLY):** See N.J.A.C. 14:4-5.11(b)2
  - In addition to the foregoing, provide a perfected surety bond in the minimum amount of $10,000 that will be maintained throughout the period of registration.
  - Electronic copies of *surety bond continuation certificates* are sufficient.
  - If a surety bond is replaced, the new original perfected surety bond shall be mailed to the Board. There cannot be any lapse in coverage between the expiration of the previous bond and the effective date of the new bond.
  - See N.J.A.C. 14:4-5.5(k) for information regarding the return of surety bonds.
  - Provide the address for the company's New Jersey Office
  - Additional information on the Surety Bond and New Jersey Office requirements for Energy consultants can be found in the Initial Application instructions, or directly from the New Jersey rules and regulations found in N.J.A.C. 14:4-5.2; N.J.A.C. 14:4-5.4; and N.J.A.C. 14:4-5.11

- **New Jersey Office Requirement (For Energy Consultants ONLY):** Pursuant to the licensing standards adopted by the Board, energy consultants must maintain an office within New Jersey (an energy agent is excluded from this requirement). The registrant must acquire and maintain office space through ownership by the registrant, or through a lease, in its name. The purpose of this office is for accepting service of process, maintaining the summary records related to energy contracts or transactions entered into with New Jersey customers or services provided by the energy consultant to New Jersey customers and ensuring the registrant's accessibility to State agencies, consumers and electric and gas public utilities. The records related hereto may be kept in electronic form; including electronic access for records maintained out of state**. A post office box, virtual office, or rented mail-receiving space shall not constitute a New Jersey office.** See N.J.A.C. 14: 4-5.11(b)3

New Jersey Alternate Name Registration Certificate

- **Background:** Required in most instances of a company using a DBA name in New Jersey, Alternate Name Registration Certificates are issued by the New Jersey Department of Treasury, Division of Revenue and Enterprises Services and they are effective for five years and may be renewed for five-year periods. Companies are required to provide the Board with current alternate name registration certificates (or the County Clerk's Certificate of Trade Name, if applicable) when utilizing a d/b/a name in New Jersey.
    - Useful links to file for a new alternate name, or, to obtain a copy of an existing certificate:

To file a request for use of a new alternate name:	https://www.njportal.com/dor/businessamendments Click "Start the filing process" under *File an Amendment or an Alternate Business Name*.
To obtain a copy of the certificate for an existing alternate name registration:	https://www.njportal.com/dor/businessrecords/
For information regarding alternate names and renewals:	https://www.nj.gov/treasury/revenue/altname.shtml
For assistance via phone:	609-292-9292