Updated: 11/2/2026

State of New Jersey
BOARD OF PUBLIC UTILITIES

ELECTRIC POWER and/or NATURAL GAS SUPPLIER

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 $250,000 via traditional mail with a cover letter detailing the company name, docket and license number(s), and date the annual information update form was electronically submitted.
        - In addition, if paying annual license fees by check or money order, submit the required fees via traditional mail with a cover letter detailing the company name, docket and license number(s), and the 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 license'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 both electric power supplier and natural gas supplier licenses then the company will be required to do two uploads to the NJBPU Portal.
        - Reference docket numbers for all active licenses 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 license(s). Questions and other related correspondence to Staff may continue via e-mail.
- **A license shall not expire so long as the licensee pays to the board, within 30 days before the anniversary date of the last approved licensing application, a license renewal fee accompanied by an annual information update form. Nothing shall limit the authority of the Board to deny, suspend, or revoke a license 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 license 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 license.
- All annual information update forms submitted to the New Jersey 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), license number(s) (required for item #6 on the form), and anniversary dates are included for each licensee 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:**
    - 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.
- **Annual License Fee Amounts:**
    - Electric Supplier Renewal Fees (Non-Refundable) $750
    - Natural Gas Supplier Renewal Fees (Non-Refundable) $600

- 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 licensee 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 that is answered "yes" requires a detailed explanation. Attach a separate schedule providing details. Failure to provide adequate information will lead to penalties and possible revocation of license.
- The 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.**
- **Mailing Address**:

    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

ADDITIONAL INFORMATION AND TEMPLATE DOCUMENTS

The following information is provided to answer common inquiries which the agency has received from licensees. 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.

- Provide the continuation certificate for the original perfected surety bond [or other authorized security] in the minimum amount of $250,000 that has been maintained throughout the period for which the license is valid. 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.
- Pursuant to N.J.A.C. 14:4-7.4(d), the State of New Jersey requires that "[t]he TPS shall comply with all FTC [Federal Trade Commission] telemarketing rules." The attached Do Not Call Certification under Oath must be completed and returned along with the annual information update form. This certification applies ONLY to those entities that will be telemarketing to residential customers in the State of New Jersey.
- **New Jersey Alternate Name Registration Certificate -** 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

- According to the N.J.A.C. 14:4-5.2, in order to be licensed a Third-Party Supplier the required New Jersey office must maintained and be suitable to do the following:
    - The office in New Jersey shall be for the purposes of accepting service of process, maintaining the records required under this subchapter and ensuring the licensee's accessibility to State agencies, consumers and gas and electric public utilities. To satisfy this requirement, an applicant shall:

        a) Lease or own space in a building in New Jersey. The space shall be sufficient to house all records required to be kept under this subchapter. The records may be kept in electronic form; and

        b) Provide the street address of the New Jersey office. A post office box, rented mail-receiving space at a mail service store, or a corporate services location shall not constitute a New Jersey office.

- **Licensees 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.

SURETY BOND (THIRD PARTY SUPPLIER) – REQUIRED LANGUAGE

Bond No. _____

Bond required by N.J.S.A. 48:3-78 c (4) and/or N.J.S.A. 48:3-79 c (4)

KNOW ALL PEOPLE BY THIS DOCUMENT, that we _____(principal), hereinafter referred as to as the Principal, with principal offices and place of business located at _____ and _____(surety) a corporation organized and existing under the laws of the State of _____, and authorized to do business in the State of New Jersey, hereinafter referred to as Surety, are held and firmly bound unto TREASURER, STATE OF NEW JERSEY, hereinafter referred to as Obligee, for the use and benefit of all persons establishing legal rights hereinunder, in the sum of TWO HUNDRED FIFTY THOUSAND AND NO/100 ($250,000) lawful money of the United States of America, to the payments of which sum, well and truly to be made, we bind ourselves, our executors, administrators, successors, and assigns, firmly by this document.

WHEREAS, the Principal has made application to the New Jersey Board of Public Utilities for a license to provide electric generation service and/or gas supply service to retail customers in the State of New Jersey, and

WHEREAS, pursuant to the Electric Discount and Energy Competition Act of 1999, N.J.S.A. 48:3-49 et seq., the Principal is required to maintain a bond to ensure against certain failures.

NOW, THEREFORE, if the Principal shall faithfully pay taxes and assessments and shall faithfully and truly fulfill all of its service or product contracts and other contractual commitments to deliver_____ ("electric generation services" or "gas supply services"), and not file for bankruptcy or for similar protection under law, then this obligation shall be void, otherwise to remain in full force and effect as security for the use of the State of New Jersey and/or the Board of Public Utilities for failure to pay taxes or assessments and/or of any person or entity, who after entering into a service or product contract or third party supplier agreement for service in the State of New Jersey with the above named principal is damaged or suffers any loss by reason of failure to pay taxes or assessments or by breach of contract or bankruptcy by this principal.

The aggregate liability of the Surety is limited to the foregoing sum which sum shall be reduced by any payment made in good faith hereunder.

> The term of this bond is for the period beginning (_____) and terminating (_____), and may be continued for an annual period by a Continuation Certificate signed by the Principal and Surety, a copy of which must be served by registered mail upon the Secretary of the Board of Public Utilities.

In order to draw funds on this Bond, the Secretary of the New Jersey Board of Public Utilities shall present the following document to the Surety:

Affidavit sworn to and signed by the Secretary of the New Jersey Board of Public Utilities, stating that at its public agenda meeting of _____(date), the Board of Public Utilities determined that _____(principal) has not satisfactorily performed its obligations to a person or entity, who has been damaged or suffered a loss by means of failure to pay taxes or assessments, as required by law, or by reason of breach of contract or violation of N.J.S.A. 48:3-49 et seq. and/or regulations, rules or standards promulgated pursuant thereto.

SIGNED, SEALED AND DATED this _____ day of _____, _____
(day) (month) (year)

_____
(Principal)

_____
By:

_____
(Surety)

_____
(Address of Surety)

_____
By:

NOTARIZATION:

_____

DO NOT CALL CERTIFICATION UNDER OATH

Must be completed and signed by a corporate officer, partner, sole proprietor, or other authorized legal representative of the Third Party Supplier.

1. I _____, hereby certify that I am the _____ of _____, a Third Party Supplier licensed by the New Jersey Board of Public Utilities (hereinafter the "Company").

2. I hereby certify that I am aware that the Company must comply with all the standards, rules and regulations applicable to its license and must meet all reliability standards in accordance with N.J.S.A. 48:3-49 et seq. or as may be established by any applicable regulatory authority.

3. I hereby certify that as such, the Company must comply with N.J.A.C. 14:4-7.4, which provides, among other things, that all Third Party Suppliers must comply with the FTC Telemarketing Sales Rule at 16 C.F.R. § 310.4 (b) (1).

4. I hereby certify that the Company is aware of the requirements provided under 16 C.F.R. § 310.4 including, but not limited to, the restrictions on contacting persons on the "do-not-call" registry.

5. I hereby certify that the Company is in complete compliance with the regulations provided under 16 C.F.R. § 310.4.

6. I hereby certify that the Company ensures complete compliance with 16 C.F.R. § 310.4 through the following affirmative actions taken on behalf of the Company:
   _____
   _____
   _____
   _____
   _____
   (Attach additional pages if necessary)

7. I hereby certify that the Company _____DOES_____DOES NOT (check one that applies) employ and/or utilize agents, telemarketers, brokers and/or other third parties for marketing purposes.

8. I hereby certify that if the Company employs and/or utilizes agents, telemarketers, brokers and/or other third parties for marketing purposes, a complete and accurate list of the names, addresses, e-mails and phone numbers of any and all contact personnel of all such entities is attached hereto and made a part hereof.

9. I hereby certify that if employing and/or utilizing agents, telemarketers, brokers and/or other third parties for marketing purposes, the Company ensures that such entities are in compliance with 16 C.F.R. § 310.4 via the following affirmative actions taken on behalf of the Third Party Supplier:

   _____
   _____
   _____
   _____
   _____
   (Attach additional pages if necessary)

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the above statements are willfully false, I am subject to punishment.

Dated this _____ day of _____, _____ at _____.
(month) (year) (location)

Signature: _____

NOTARIZATION:

_____