This page sets out the instructions for completing the **Prescribed Form – Quarterly Progress Report**.

All capitalized terms used in these instructions and the Prescribed Form – Quarterly Progress Report, unless otherwise stated, have the meanings ascribed to them in the REP Round 3 Contract.

**INSTRUCTIONS APPLICABLE TO ALL PRESCRIBED FORMS:**

1. This instruction page is not required to be submitted with the Prescribed Form.
2. Where the Prescribed Form has multiple pages, the pages of the Prescribed Form should be kept together in sequential order.
3. Apart from the completion of any blanks, drop down lists, check boxes or similar required information fields in a Prescribed Form, no amendments may be made to the wording of a Prescribed Form.
4. Each Prescribed Form must be completed in its entirety. Fields marked “if applicable” must be completed if applicable to the Project. If not applicable, they should be marked "not applicable".
5. If the signature of the Generator is required for a Prescribed Form, the Prescribed Form must be signed by the Contract Representative appointed in accordance with Section 18.8 of the REP Round 3 Contract, unless specified otherwise.
6. With the exception of this instruction page, instructions within a Prescribed Form will be enclosed in square brackets.

**PRESCRIBED FORM – QUARTERLY PROGRESS REPORT**

**SUBMIT BY EMAIL (PDF WITH SIGNATURE) TO** **COMMERCIAL.REP@AESO.CA**

Capitalized terms not defined herein have the meaning ascribed thereto in the REP Round 3 Contract, which has been executed in respect of the project referenced below (the “**Agreement**”).

|  |  |
| --- | --- |
| **Date** | 2019/01/01 |
| **Legal Name of Generator** | [insert legal name of Generator] |
| **Name of Project** | [insert Name of Project] |
| **Agreement Date** | 2018/12/05 |
| **Target COD** | 2021/06/30 |
| **Reporting Period** | [ ]  Q1 [ ]  Q2 [ ]  Q3 **[ ]**  Q4 Reporting Year      [Quarterly Progress Reports must be delivered by the Generator, to the AESO, by the tenth (10th) Business Day of each calendar quarter following the date of the Agreement and continuing until the Commercial Operation Date.] |

Pursuant to subsection 4.3(a)(i) of the Agreement, the Generator hereby provides the AESO with a Quarterly Progress Report, in the form set forth herein, describing the status of efforts made by the Generator to meet the Target COD; the progress of the design and construction work; the status of Governmental Approvals relating to the Project; and the progress of all applicable Reportable Events. The Generator acknowledges that information and photographs provided by the Generator may be disclosed by the AESO in accordance with the provisions of the Agreement.

The Generator represents and warrants that all of the information in this Prescribed Form is complete, true and accurate, and there is no material information omitted from this Prescribed Form that makes the information contained herein misleading or inaccurate.

The Generator acknowledges and agrees that this Prescribed Form is being delivered to the AESO solely for the purposes of the Agreement. It does not constitute a notice for any other purpose, including, without limitation, to meet an obligation to provide notice to the System Operator pursuant to the ISO Rules.

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| Generator: [insert legal name of Generator] |
| Signature: |
| Name: [insert legal name of Contract Representative] |
| Title: [insert title of Contract Representative] |
| I have the authority to bind the Generator. |
| Dated this       day of       , 20   |

**SUBMISSION CHECKLIST**

[ ]  1. This completed Prescribed Form – Quarterly Progress Report

[ ]  2. If the Facility is under construction, 5-10 photos in JPEG format as set out in this Prescribed Form – Quarterly Progress Report

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| 1. **Progress Status Check List:** Please check the box(es) that best describe the status of the items listed below
 |
| Permit and License (Power Plant) | [ ]  Not Started [ ]  In Progress [ ]  Obtained |
| Other Governmental Approvals | [ ]  Not Started [ ]  In Progress [ ]  Obtained |
| Connection Proposal | [ ]  Not Started [ ]  In Progress [ ]  Complete [ ]  Approved |
| Connection Agreement Executed | [ ]  Yes [ ]  No |
| Key Development Milestones Achieved and Confirmed by the AESO | [ ]  Yes [ ]  No |
| Construction | [ ]  Not Started [ ]  In Progress [ ]  Complete |
| Commercial Operation status Achieved and Confirmed by the AESO | [ ]  Yes [ ]  No |
| 1. Executive Summary **of Quarterly Activities**: In 6-8 bullet points, please provide a brief overview of major work accomplished, any significant safety, regulatory, environmental or other events that have occurred in the reporting period, and any issues that could have potential schedule impacts.
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| 1. Assignment and Change of Control (Sections 20.1 and 20.2 of the Agreement): Report the occurrence of any assignment in respect of the Agreement and/or change of Control of the Generator. This section is to report status only. The Generator is required to give the AESO prompt notice or seek consent, as applicable, before this occurs as per Section 20.1 and 20.2 of the Agreement. If yes to either, please provide details below.
 |
|  **Assignment:** [ ]  Yes [ ]  No **Change of Control:** [ ]  Yes [ ]  No* [insert details]
 |
| 1. Force Majeure **(Article 11** **of the Agreement):** Report the status of events or circumstances in respect of which Force Majeure has been invoked/claimed, if any. This section is to report status only. The Generator is required to give the AESO notice of Force Majeure in the Prescribed Form pursuant to Section 11.1(b) of the Agreement.
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| 1. Secured Lender’s Security Agreement (Article 17 of the Agreement): Has the Generator entered into a Secured Lender’s Security Agreement? If yes, please provide details below.
 |
| [ ]  Yes [ ]  No* [insert details]
 |
| 1. Contract Representative (Section 18.8 of the Agreement): Confirm contact information for the individual who, pursuant to Section 18.8 of the Agreement, is authorized to act on behalf of the Generator. This section is to report status only. The Generator shall provide the AESO prompt notice, using the Prescribed Form – Contract Representative, if it intends to add or replace a Contract Representative.
 |
| Name of Contract Representative |       |
| Title |       |
| Mailing Address |       |
| Email Address |       |
| Telephone |       |
| Fax |       |

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| 1. Representations of the Generator (Article 13 of the Agreement): Pursuant to Article 13, please confirm that the representations of the Generator stipulated in Sections 13.1(a) to (m), inclusive, and Sections 13.1(o), (p), (s), and (t) of the Agreement continue to be true or, if any such statements are no longer true, then provide a qualified representation with respect to such statement.
 |
| Section | Still True | If No, details of how qualified |
| 13.1(a) | [ ]  Yes [ ]  No |       |
| 13.1(b) | [ ]  Yes [ ]  No |       |
| 13.1(c) | [ ]  Yes [ ]  No |       |
| 13.1(d) | [ ]  Yes [ ]  No |       |
| 13.1(e) | [ ]  Yes [ ]  No |       |
| 13.1(f) | [ ]  Yes [ ]  No |       |
| 13.1(g) | [ ]  Yes [ ]  No |       |
| 13.1(h) | [ ]  Yes [ ]  No |       |
| 13.1(i) | [ ]  Yes [ ]  No |       |
| 13.1(j) | [ ]  Yes [ ]  No |       |
| 13.1(k) | [ ]  Yes [ ]  No |       |
| 13.1(l) | [ ]  Yes [ ]  No |       |
| 13.1(m) | [ ]  Yes [ ]  No |       |
| 13.1(o) | [ ]  Yes [ ]  No |       |
| 13.1(p) | [ ]  Yes [ ]  No |       |
| 13.1(s) | [ ]  Yes [ ]  No |       |
| 13.1(t) | [ ]  Yes [ ]  No |       |

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| 1. Development, Design and Construction Progress: Report the status of each Reportable Event as listed below. Where no incremental progress has been made with respect to a Reportable Event since the previously submitted Quarterly Progress Report, please indicate “No incremental progress to report” in the respective Status of Efforts / Progress Description field. If the Generator’s determination of the forecast and/or actual dates for a Reportable Event has changed since the previously submitted Quarterly Progress Report, please explain the reason for the change in date in the respective Status of Efforts / Progress Description field.
 |
| Item | Reportable Events | Status of Efforts / Progress Description | %Complete | Date  |
| Forecast | Actual |
| 1 | Obtaining environmental and project and site approvals and permitting for the Project | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |
| 2 | Completion of the Connection Proposal, including receipt of approvals from the AESO | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |
| 3 | Execution of an EPC or EPCM contract in respect of the Project (or other similar contract in respect of the Project) | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Reportable Events | Status of Efforts / Progress Description | %Complete | Date  |
| Forecast | Actual |
| 4 | Financial Close in respect of the Project | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |
| 5 | Ordering of major equipment for the Project | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |
| 6 | Delivery of major equipment for the Project | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |
| 7 | Status of construction of the Project | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Reportable Events | Status of Efforts / Progress Description | %Complete | Date  |
| Forecast | Actual |
| 8 | Completion of construction of the Project | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |
| 9 | Status of construction of the Connection Facilities | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |
| 10 | Connection of the Project to the Transmission Facility | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |
| 11 | Commercial Operation | Progress:*

Issues:*
 |       | Click here to enter a date. | Click here to enter a date. |

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| 1. Status of Key Development Milestones: Please confirm the forecast and actual achievement dates of the following Key Development Milestones.
 |
| Item | Section | Description of Key Development Milestone | Achievement Date  |
| Forecast | Actual |
| 1 | 2.2(b)(i) | Approved Connection Proposal obtained | Click here to enter a date. | Click here to enter a date. |
| 2 | 2.2(b)(ii) | Connection Agreement executed | Click here to enter a date. | Click here to enter a date. |
| 3 | 2.2(b)(iii) | Permit and Licence (Power Plant) obtained | Click here to enter a date. | Click here to enter a date. |
| 4 | 2.2(b)(iii) | All other Governmental Approvals applicable to the Project which are necessary for the construction of the Facility to commence obtained | Click here to enter a date. | Click here to enter a date. |
| 5 | 2.2(b)(iv) | Financing, sufficient to complete the development, construction and commissioning of the Facility, secured | Click here to enter a date. | Click here to enter a date. |
| 6 | 2.2(b)(v) | Long-lead equipment and materials, which are necessary for the construction of the Facility, procured | Click here to enter a date. | Click here to enter a date. |
| 7 | 2.2(b)(vi) | Construction activities at the Site commenced | Click here to enter a date. | Click here to enter a date. |
|  8 | 2.2(b)(x) | AESO Security Documents executed and delivered | Click here to enter a date. | Click here to enter a date. |
| If the Generator’s determination of the forecast and/or actual dates for a Key Development Milestone has changed since the previously submitted Quarterly Progress Report, please explain the reason for the change in date below. |
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| 1. Status of Requirements for Commercial Operation: Please confirm the forecast and actual achievement dates of the following requirements for Commercial Operation.
 |
| Item | Section | Description of Requirement for Commercial Operation | Achievement Date  |
| Forecast | Actual |
| 1 | 2.2(b) | Prescribed Form – Key Development Milestones delivered to the AESO | Click here to enter a date. | Click here to enter a date. |
| 2 | 2.6(a)(i) | Non-Zero Dollar Offer Letter obtained | Click here to enter a date. | Click here to enter a date. |
| 3 | 2.6(a)(ii) | Copies of all Governmental Approvals required to construct, operate, and maintain the Facility delivered to the AESO | Click here to enter a date. | Click here to enter a date. |
| 4 | 2.6(a)(iii) | Prescribed Form – Independent Engineer Certificate of Commercial Operation delivered to the AESO | Click here to enter a date. | Click here to enter a date. |
| 5 | 2.6(a)(iv) | Prescribed Form – Generator Certificate of Commercial Operation delivered to the AESO | Click here to enter a date. | Click here to enter a date. |
| If the Generator’s determination of the forecast and/or actual dates for a requirement of Commercial Operation has changed since the previously submitted Quarterly Progress Report, please explain the reason for the change in date below. |
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| 1. Progress Photos: Provide 5-10 photos that best represent the progress of construction work during the quarter as described in the Executive Summary above.
 |
| * Photos should not be inserted into this section of the Prescribed Form – Quarterly Progress Report
* Photos should be sent as JPEG attachments in a separate email (the email must not exceed 10 MB)
* Use descriptive filenames to reflect or explain the content of each photo (e.g. "Turbine installation in progress.jpg" and not "Photo 1.jpg")
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