**SUBMIT BY EMAIL (PDF WITH SIGNATURE) TO CONTRACT MANAGEMENT:**

[contract.management@ieso.ca](mailto:contract.management@ieso.ca)

Capitalized terms not defined herein have the meaning ascribed thereto in the Contract.

| Date | insert date |
| --- | --- |
| Contract Type | select Contract Type |
| Legal Name of Supplier | insert legal name of Supplier (the “Supplier”) |
| Name of Facility | insert name of Facility |
| Contract Title | insert contract title or Contract ID as appropriate (the “Contract”) |
| Contract Date | insert date |
| Milestone Date for Commercial Operation | insert Milestone Date for Commercial Operation |
| Reporting Period | Q1  Q2  Q3  Q4 Reporting Year: insert year |

Pursuant to section 2.4(a) of the Contract, the Supplier is hereby submitting this completed Prescribed Form – Quarterly Progress Report and all relevant supporting documentation as listed below to the Buyer. Information provided by the Supplier may be disclosed by the Buyer in accordance with the provisions of the Contract.

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

The Supplier acknowledges and agrees that this Notice is being delivered to the Buyer solely for the purposes of the Contract. 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 IESO Market Rules.

| Supplier: insert legal name of Supplier |
| --- |
| Signature: |
| Name: |
| Title: |
| I have the authority to bind the Supplier and, if applicable, by signing this form using electronic signature, I agree to the content, terms and conditions set out in the document on behalf of the Supplier. |
| Dated this       day of       , 20 |

**SUBMISSION CHECKLIST**

1. This completed Prescribed Form – Form of Quarterly Progress Report

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

|  |  |
| --- | --- |
| 1. **Progress Status Check List:** Please check the boxes that best describe the status of the items listed below | |
| Environmental, land-use and other approval(s), as applicable | Not Started  In Progress  Complete  Not Applicable |
| Impact Assessment(s) | Not Started  In Progress  Complete  Not Applicable |
| Ordering Major Equipment | Not Started  In Progress  Complete  Not Applicable |
| Delivery of Major Equipment | Not Started  In Progress  Complete  Not Applicable |
| Financial Close | Not Started  In Progress  Complete  Not Applicable |
| Construction | Not Started  In Progress  Complete  Not Applicable |
| Connection | Not Started  In Progress  Complete  Not Applicable |
| Registration | Not Started  In Progress  Complete  Not Applicable |
| Testing | Not Started  In Progress  Complete  Not Applicable |
| 1. Project Completion: Please state the overall completeness percentage of the project and check the box that best describes the overall project status. | |
| Project Completion Level (%) |  |
| Overall Project Status | Not Started  On-track  Behind  Ahead  Completed  Cancelled |
| 1. Executive Summary **of Quarterly Activities:** In bullet point form, please provide a brief overview of major work accomplished, any significant safety, 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 RE: Sections 16.5 and 16.6 of the Contract: Report the status of assignment of the Contract and/or change of Control of the Supplier, if any. This section is to report status only, the Supplier is required to give the Buyer prompt notice or seek consent, as applicable, before this occurs as per Section 16.5 and 16.6 of the Contract. If yes to either, please provide details below. | | |
| **Assignment:**  Yes  No  **Change of Control:**  Yes  No | | |
| 1. Ownership Interest of the Supplier: Is ownership interest of the Supplier held by a publically traded company?   If “Yes”, please provide the name of the publically traded company and any relevant details below. | | |
| Yes  No | | |
| 1. Force Majeure **RE: Article 11 of the** Contract**:** Report the status of Force Majeure events, if any. This section is to report status only. The Supplier is required to give the Buyer notice of Force Majeure as per Section 11.1(b) of the Contract. | | |
|  | | |
| 1. Secured Lender’s Security Agreement **RE: Article 12 of the** Contract**:** If a Secured Lender’s Security Agreement has been entered into by the Supplier, please provide details below. This section is to report status only. The Supplier shall provide the Buyer prompt notice if it intends to enter into an agreement with a Secured Lender under Article 12 of the Contract. | | |
| Yes  No | | |
| 1. Company Representative: Confirm contact information for the individual who, pursuant to Section 15.1 of the Contract, is authorized to act on behalf of the Supplier. If there has been a change since the previous report, an updated *Prescribed Form – Notice of Company Representative* must also be provided. | | |
| Name of Company Representative | |  |
| Title | |  |
| Mailing Address | |  |
| Email Address | |  |
| Telephone | |  |
| 1. Representations of the Supplier **RE: Section 7.1 of the** Contract**:** Please restate that the representations of the Supplier stipulated in Section 7.1 of the Contract are still true or provide a qualified representation. | | |
| Section | Still True | If No, details of how qualified |
| 7.1(a) | **Yes**  **No** |  |
| 7.1(b) | **Yes**  **No** |  |
| 7.1(c) | **Yes**  **No** |  |
| 7.1(d) | **Yes**  **No** |  |
| 7.1(e) | **Yes**  **No** |  |
| 7.1(f) | **Yes**  **No** |  |
| 7.1(g) | **Yes**  **No** |  |
| 7.1(h) | **Yes**  **No** |  |
| 7.1(i) | **Yes**  **No** |  |
| 7.1(j) | **Yes**  **No** |  |
| 7.1(k) | **Yes**  **No** |  |
| 7.1(l) | **Yes**  **No** |  |
| 7.1(m) | **Yes**  **No** |  |
| 7.1(n) | **Yes**  **No** |  |
| 7.1(o) | **Yes**  **No** |  |

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| 1. Further Progress Descriptions: Please include details on progress made and list any issues that may cause a delay, as well as the forecasted date of completion of each event if the actual date has not yet occurred. | | | | | |
| Item | Reportable Events | Progress Description | % Complete | Date (YYYY/MM/DD) | |
|  |  |  |  | Forecast | Actual |
| 1 | Obtaining environmental, Facility and Project Site approvals and applicable permitting for the Facility | Progress:      Issues: |  |  |  |
| 2 | Completion of Impact Assessment(s), including receipt of approvals from the System Operator, Transmitter or LDC, as applicable | Progress:      Issues: |  |  |  |
| 3 | Execution of an EPC Contract or  balance-of plant  construction contract in  respect of the Project | Progress:      Issues: |  |  |  |
| 4 | Financial Close | Progress:      Issues: |  |  |  |
| 5 | Ordering of major equipment | Progress:      Issues: |  |  |  |
| 6 | Delivery of major equipment | Progress:      Issues: |  |  |  |
| 7 | Pre-construction | Progress:      Issues: |  |  |  |
| 8 | Construction | Progress:      Issues: |  |  |  |
| 9 | Status of the  construction of the  connection of the Facility  to the Transmission  System or Distribution  System, as applicable | Progress:      Issues: |  |  |  |
| 10 | Connection of the  Facility to the  Transmission System or  Distribution System, as  applicable | Progress:      Issues: |  |  |  |
| 11 | Registration of the Facility as a Market Participant | Progress:      Issues: |  |  |  |
| 12 | Performance Testing | Progress:      Issues: |  |  |  |
| 13 | Commercial Operation | Progress:      Issues: |  |  |  |

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| 1. Supplier Submittals Prior to Commercial Operation Date: Please confirm the completeness of necessary submissions, if applicable. | | | | |
| Item | Description of Submittals | Submission Date (YYYY/MM/DD) | | |
|  |  | Contractual | Forecast | Actual |
| 1 | Evidence for MCIA Adjustment |  |  |  |
| 2 | Municipal Support Confirmation |  |  |  |
| 3 | Metering Plan |  |  |  |
| 4 | *Workplace Safety and Insurance Act (Ontario)* clearance certificate |  |  |  |
| 5 | Requirements for Commercial Operation under Section 2.5 of the Contractwith supporting documentation |  |  |  |
| 1. Progress Photos: If the Facility is under construction, 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 Status Report * Photos should be sent as JPEG attachments in a separate email (the email must not exceed 10MB) * Use descriptive filenames to reflect or explain the content of each photo (e.g. “Turbine installation in progress.jpg” and not “Photo 1.jpg”) | | | | |