
LLT RFP Registration Process Overview & Best Practices



Table of Contents

1. Disclaimer	2
2. Registration – Process Overview	3
2.1 The Registration Period	3
2.2 The Registration Fee	3
2.3 The Registration Documents	4
2.4 LLT Registration Submission – Step-by-Step Process	5
2.5 Registering Multiple Projects	7
3. Best Practices	8
3.1 Summary of Best Practices	8
3.2 Registration Outcome	8

1. Disclaimer

This document and the information contained herein is provided for informational purposes only. The IESO has prepared this document based on information currently available to the IESO and reasonable assumptions associated therewith. The IESO provides no guarantee, representation, or warranty, express or implied, with respect to any statement or information contained herein and disclaims any liability in connection therewith. The IESO undertakes no obligation to revise or update any information contained in this document as a result of new information, future events or otherwise. In the event there is any conflict or inconsistency between this document and the LLT(e) RFP or LLT(c) RFP, any IESO contract, any legislation or regulation, or other procurement document, the terms in the RFP, contract, legislation, regulation, or procurement document, as applicable, govern.

All capitalized terms in this document have the meaning as ascribed to them in the LLT(e) RFP or LLT(c) RFP.

The purpose of this document is to provide a general overview and guidance about the LLT registration process. This document is not comprehensive and does not replace any provisions in the LLT(e) RFP and LLT(c) RFP. In particular, please refer to Section 3.1 and Section 3.4 of the LLT(e) RFP and LLT(c) RFP for Registration timelines, instructions and requirements.

2. Registration – Process Overview

2.1 The Registration Period

To participate in the LLT(e) RFP or LLT(c) RFP, interested Proponents must submit the applicable Prescribed Form: Registration Form (including, for clarity, the Registration Workbook) together with the Registration Fee within the registration period set out in the Schedule, that is, no earlier than the Registration Start Date (September 23, 2026) and no later than the Proponent's deadline for Registration (October 6, 2026 at 3:00 P.M. (EPT)).

As the first step of participating in the LLT(e) RFP or LLT(c) RFP, interested Proponents must submit the applicable Prescribed Form: Registration Form (including, for clarity, the Registration Workbook) together with the Registration Fee within the period between the Registration Start Date and the Proponent's deadline for registration (the "**Registration Period**"). The Registration Start Date and the Proponent's deadline for registration for the LLT(e) RFP and LLT(c) RFP are set out in the Schedule found in Section 3.1 of the LLT(e) RFP or LLT(c) RFP, as applicable, and, as of the date of the publication of this document, is set out as follows:

LLT(e) RFP:

- Registration Start Date: September 23, 2026 at 12:00 AM EPT
- Proponent's deadline for registration: October 6, 2026 at 3:00 PM EPT

LLT(c) RFP:

- Registration Start Date: September 23, 2026 at 12:00 AM EPT
- Proponent's deadline for registration: October 6, 2026 at 3:00 PM EPT

Interested Proponents who wish to participate in the LLT(e) RFP and LLT(c) RFP **must** register their projects within this period in accordance with Section 3.4(a) of LLT(e) RFP or LLT(c) RFP, as applicable.

2.2 The Registration Fee

Interested Proponents must submit a non-refundable Registration Fee of five hundred dollars (\$500), exclusive of any third-party banking or processing fees but inclusive of HST, for each proposed LLT Energy Project or LLT Capacity Project, as applicable.

Interested Proponents are required to submit a Registration Fee of \$500 CAD, which is inclusive of HST, but, for clarity, is exclusive of any third-party banking or processing fees, as outlined in Section 3.4(a) and (b) of the LLT(e) RFP or LLT(c) RFP, as applicable. Payment for the Registration Fee must be sent to the following bank account:

Beneficiary: Independent Electricity System Operator
Beneficiary Address: 1600-120 Adelaide St West, Toronto ON M5H 1T1
Bank: The Toronto-Dominion Bank
Bank Address: 55 King St West, Toronto ON M5K 1A2
Bank ID: 004
Transit No.: 10202
Account No.: 0690-5618464
Swift Code: TDOMCATTTOR

This bank account is separate and different from other IESO accounts, such as the bank account used for settlements. The electronic funds transfer or wire should include a deposit reference identifier ("Registrant ID") in the form of: LLT(c/e)-Proponent Name-Project Name-Year (Example: LLT(c)-Company A- Project A-2026).

Once the payment has been sent, email the IESO with the information required pursuant to Section 3.4(b) of the LLT(e) RFP or LLT(c) RFP, as applicable to the following emails :
LLT.RFP@ieso.ca and ieso.treasury@ieso.ca.

Interested Proponents are reminded that they are responsible for any third-party banking fees (e.g., wire transfer charges) which may result in the IESO receiving less than the full amount of \$500 (see example below). Note that the IESO's bank will not incur any charges for receiving wire transfers.

The IESO strongly encourages interested Proponents to submit their Registration Fee well in advance of the Proponent's deadline for registration to ensure that the IESO receives the Registration Fee by the Proponent's deadline for registration.

Example:

If a \$500 wire transfer is sent, the interested Proponent's bank may charge a \$15 fee for the transaction. If this is not accounted for, it would result in the IESO receiving only \$485. To avoid this, interested Proponents should confirm applicable fees with their financial institution and adjust the payment amount accordingly (e.g., if the bank identifies a transfer fee of \$15, the interested Proponent should add this to the total transfer amount or ensure it is paid directly to the bank so that the full Registration Fee of \$500 is received by the IESO). Please note that fees differ by banking institution and transaction type and the \$15 used in this example is for illustrative purposes only.

2.3 The Registration Documents

Interested Proponents must complete and submit both the applicable LLT(e) or LLT(c) Prescribed Form: Registration Form, and the LLT(e) or LLT(c) Registration Workbook

In addition to submitting the Registration Fee, interested Proponents must submit the Prescribed Form: Registration Form, and a completed Exhibit A, Registration Workbook, for each individual LLT Energy Project or LLT Capacity Project, as applicable, they wish to register:

1. Registration Form: LLT(e/c) PF-REG100

- This is a PDF formatted Prescribed Form, which includes attestations regarding eligibility, that the Registration Fee has been paid and confirms that the Registration workbook has been completed and attached; and
2. Registration Workbook: LLT(e/c) PF-RW100
- This is an Excel document, which requires information, such as Proponent and project information, and contact information, to be entered.

These documents are found on the [Long Lead-Time RFP webpage](#), under the Energy documents section for the LLT(e) RFP or the Capacity documents section for the LLT(c) RFP, as applicable. Please ensure the correct version of these forms (Energy or Capacity) is submitted based on which of the LLT(e) RFP or LLT(c) RFP registration is being undertaken.

When completing the Prescribed Form: Registration Form, be sure to read all instructions, complete all required fields, check off the applicable check boxes, and complete the signature block in its entirety.

2.4 LLT Registration Submission – Step-by-Step Process

Interested Proponents must follow the process for registration set out in the LLT(e) RFP or the LLT(c) RFP, as applicable, and detailed below for each LLT Energy Project or LLT Capacity Project they wish to register.

All applicable registration documents must be submitted via **email to** LLT.RFP@ieso.ca. Please follow the steps below to ensure a successful registration:

Step 1: Submit the Registration Fee

Send the Registration Fee via electronic funds transfer or wire to the IESO, as outlined in Section 3.4(b) of the LLT RFP. Ensure that the electronic funds transfer or wire includes a deposit reference identifier ("Registrant ID") in the form of: LLT(c/e)-Proponent Name-Project Name-Year.

Step 2: Notify the IESO of the Payment

Once the payment has been sent, email the IESO at the following emails provided below:

LLT.RFP@ieso.ca and
ieso.treasury@ieso.ca.

Include the following details in the email, as specified in Section 3.4(b) of the LLT(e) RFP or LLT(c) RFP, as applicable:

- a) "Registrant ID" in the form of: LLT(c/e)-Proponent Name-Project Name-Year, as described in Step 1.
- b) interested Proponent name (and if different from depositor, depositor name);
- c) Project Name;

- d) expected deposit date; and
- e) amount of Registration Fee deposited.

Step 3: Submit the Registration Documents

Email the completed registration documents to LLT.RFP@ieso.ca in accordance with Section 3.4(a) of the LLT(e) RFP or LLT(c) RFP, as applicable.

As a reminder, interested Proponents must include both a Registration Form and Registration Workbook (attached as Exhibit A to the Prescribed Form: Registration) for each LLT Energy Project or LLT Capacity Project:

For LLT(c), the submission should include:

- Registration Form: LLT(c) PF-REG100
- Registration Workbook: LLT(c) PF-RW100

For LLT(e) the submission should include:

- Registration Form: LLT(e) PF-REG100
- Registration Workbook: LLT(e) PF-RW100

For each proposed LLT Energy Project or LLT Capacity Project, as applicable, the payment notification (Step 2) and submission of registration documents (Step 3) should be submitted **via separate emails**.

PLEASE NOTE: Due to limitations on the size of electronic delivery of emails of twenty (20) megabytes, interested Proponents may submit their documents through multiple emails. Interested Proponents are also advised that the IESO's firewall may reject emails containing attachments when originating from certain public email platforms such as gmail.com; yahoo.com; hotmail.com; msn.com; sympatico.ca; rogers.com and similar public email systems. Interested Proponents are strongly encouraged to utilize email systems operating on private servers for the electronic submission of a Proposal. Also note that the LLT mailbox has auto-reply suppression enabled, so if multiple emails arrived in short succession from one sender, only one automatic response is sent.

2.5 Registering Multiple Projects

When submitting multiple LLT Energy Projects or LLT Capacity Projects, as applicable, interested Proponents should be careful to both distinguish the LLT Energy Projects or LLT Capacity Projects, as applicable, and to meet all the necessary requirements for Registration for each LLT Energy Project or LLT Capacity Project, as applicable.

If an interested Proponent is planning to register more than one LLT Energy Project or LLT Capacity Project, as applicable, please note the following requirements:

1. Registration Fees:

A separate Registration Fee of \$500 CAD, inclusive of HST, applies to each LLT Energy Project or LLT Capacity Project, as applicable.

Interested Proponents must make a separate Registration Fee payment and provide the required payment details for each LLT Energy Project or LLT Capacity Project, as applicable, as outlined in Section 3.4(b) of the LLT RFP and as described in Section 2.4 of this document. **This information should also be sent as a separate email submission for each project**, also as described in Section 2.4 of this document.

2. Separate documentation:

Each LLT Energy Project or LLT Capacity Project, as applicable, must have its own set of required registration documents (i.e., the applicable LLT(e) or LLT(c) Prescribed Form: Registration Form and the Registration Workbook).

3. Separate Email submissions:

When submitting the registration documents to the IESO, interested Proponents are to send a separate email for each LLT Energy Project or LLT Capacity Project, as applicable, being registered.

Example:

An interested Proponent wishes to register three LLT Energy Project or LLT Capacity Project, as applicable must:

- make three separate Registration Fee payments which should each be followed by three separate emails to the IESO (LLT and Treasury) for each Registration Fee payment with payment details (as specified in the RFP).
- send three separate emails to the IESO with the corresponding LLT(e) or LLT(c) registration documents for all three projects.

3. Best Practices

3.1 Summary of Best Practices

As described in Section 2, there are several areas in the registration process in which interested Proponents should take careful note in order to help ensure a successful registration.

Specifically, interested Proponents should:

- **Monitor the LLT webpage** for any changes, updates, or other notices related to the LLT procurement process.
- **Register early.** Submit registration materials as soon as practical **after the Registration Start Date** to ensure the entire registration package is received by the IESO **by the Proponent's deadline for registration**.
- **Submit the correct Registration Fee.** Confirm any third-party banking or wire transfer fees that apply and ensure that these are paid and do not reduce the amount received by the IESO below the required \$500 per LLT Energy Project or LLT Capacity Project, as applicable.
- **Use the correct forms.** Ensure the applicable LLT(e) or LLT(c) Registration Form (PF-REG100) and Registration Workbook (PF-RW100) are completed and submitted for each LLT Energy Project or LLT Capacity Project, as applicable.
- **Submit a separate registration for each LLT Energy Project or LLT Capacity Project, as applicable.** Each LLT Energy Project or LLT Capacity Project, as applicable, requires its own Registration Fee and documents; send separate emails that contain the required documents and/or Registration Fee payment notification.
- **Manage large files appropriately.** If file sizes are large, consider sending multiple emails and clearly identify the LLT Energy Project or LLT Capacity Project, as applicable, in each submission; note the size limit of 20 MB
- **Use a private corporate email system.** Public email services may be blocked or rejected by the IESO's firewall.

3.2 Registration Outcome

Once the Proponent's deadline for registration has passed, the IESO will review all submitted registration materials. The IESO will not confirm receipt of submissions individually. Once all submissions have been processed and the registration period is closed, successfully registered Proponents will receive a Unique Project ID for the identified LLT Energy Project or LLT Capacity Project, as applicable, to be used when submitting a Proposal. As a reminder, only Proponents that successfully register are eligible to submit a Proposal.

