

October 7, 2025

Sharon Dominguez  
32 Tyler Dr.  
Saratoga Springs, NY 12866

Michelle L Phillips  
Secretary to the Commission  
New York State Department of Public Service  
Empire State Plaza, Building 3  
Albany, NY 12223

**RE: In the Matter Energy Brokers and Consultant Annual Compliance Update No. 23-01227**

Dear Secretary Phillips,

I am pleased to submit the necessary documentation for my registration packet for an Energy Consultant. Below you will find Section 2 Additional Requirements. Please let me know if any additional information is needed.

For any inquiries related to this filing, please feel free to contact me directly.

**Name:** Sharon Dominguez  
**Phone:** 302-420-4170  
**Email:** sharonwdominguez@gmail.com

Thank you for your attention to this registration.

Sincerely,  
Sharon Dominguez

**Name:** Sharon Dominguez  
**Phone:** 302-420-4170  
**Email:** [sharonwdominguez@gmail.com](mailto:sharonwdominguez@gmail.com)

### 3. Additional Requirements (Required for New Registrants)

- A sample standard Agreement between the Energy Broker or Energy Consultant and the customer;

Supplier handles

- Sample forms of the notices sent upon assignment of sales agreements, discontinuance of service, or transfer of customers to other providers;

Supplier handles

- Procedures used to obtain customer authorization for access to a customers' historic usage or credit information;

Supplier handles

- Information on the methods by which the applicant intends to market energy products and services;

Word of mouth, personal book of business

- Sample copies of informational and promotional materials that the applicant uses for mass marketing purposes;

N/A

- Sample disclosures of compensation;

Supplier handles

- Proof of registration with the New York State Department of State or proof of an assumed name certificate (DBA) filed with the county clerk; • Proof of registration to act as a marketer in any municipality where such registration is required;

Not applicable for individuals

- An annual \$500 registration fee;

Already provided

- Proof of an irrevocable standby letter of credit held with a reputable financial institution that identifies that Department as the beneficiary in the amount of: \$100,000 for registering Energy Brokers; and \$50,000 for registering Energy Consultants;

Not required at this time

- A completed Service Provider Contact Form, which can be found here, identifying the Energy Broker or Energy Consultant's employee(s) responsible for resolving consumer complaints received by the Department and referred to the Energy Broker or Energy Consultant

See attached