NEW YORK STATE OF OPPORTUNITY. Department of Public Service

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December 27, 2022

NOTICE TO FILE ANNUAL REPORT

Cable television companies subject to the Public Service Commission's reporting requirements are required to file an Annual Report. The Annual Report consists of an Annual Financial Report (AFR-1) and Customer Service Annual Report (CSAR). The AFR is due ninety (90) days after the close of the Company's fiscal year. The CSAR is due January 31st following the year covered by the report.[1]

The Annual Report forms for 2022 reporting may be found on the Department of Public Service (Department) website at http://www.dps.ny.gov/arform224.htm.

Electronic filing of the Annual Report forms is strongly encouraged. The forms should be filed electronically through the Department's Document and Matter Management System (DMM) by choosing Matter No. 09-01904.[2] The AFR-1 Certification page is to be signed by the authorized company representative, ***notarized*** and filed electronically with the report. If a company is not able to electronically file the Annual Report, please contact our Central Files Office at 518-474-2500, or email secretary@dps.ny.gov for further guidance.[3]

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[1] Cable television companies with fewer than one thousand subscribers may apply for an exemption for certain AFR-1 reporting requirements. Such companies may file an affidavit by April 1st of each year stating its number of subscribers as of December 31st for the year covered by the report.

[2] To register with DMM, go to: https://www3.dps.ny.gov/W/PSCWeb.nsf/All/CC256BE982C58CF785257687006F39CE?OpenDocument.

[3] Title 16 of the Official Compilation of the Codes, Rules and Regulations of the State of New York requires the filing of multiple paper copies. However, electronically filing the completed report satisfies the requirement for filing multiple paper copies.

If the Annual Report contains confidential information, please follow the instructions for filing confidential documents, found in the Filing Guidelines that are located on the Department's website at www.dps.ny.gov, under "Most Popular Pages".

Please contact Paul Esmond at paul.esmond@dps.ny.gov or 518-473-2939 with any questions.



(SIGNED) MICHELLE L. PHILLIPS
Secretary