

CALIFORNIA PUBLIC UTILITIES COMMISSION
Transportation License Section
REQUEST TO RECEIVE NOTICES AND FORMS BY EMAIL

To: California Public Utilities Commission
Transportation License Section
505 Van Ness Avenue
San Francisco, CA 94102

FILE NUMBER: _____
The "PSG," "MTR," "CA," "VSL," "VCC," or "AIR" number issued by the License Section, as it appears on your permit or certificate, and on correspondence from the License Section. Include prefix (e.g., "PSG.") If you have not yet received a File Number, leave blank.

CARRIER NAME: _____
The individual, corporation, limited liability company, general partnership, limited partnership, or other legal entity to which CPUC authority or registration was issued, or which appears on your application. DO NOT show any fictitious business name (DBA) in this space.

See reverse side for explanations and information before completing the following.

- I/carrier authorize(s) the Transportation License Section to send any notices or forms pertaining to the above-named carrier to the email address below. I agree that the above-named carrier is responsible for ensuring that all correspondence sent to the email address below is read timely by the carrier, or its authorized agent, and for responding to such correspondence as may be required.

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| <p>Email Address (type or print <u>clearly</u>):</p> <p>_____</p> <p>@</p> <p>_____</p> <p>READ THE INFORMATION ON THE REVERSE SIDE BEFORE COMPLETING THIS BLANK</p> <p>ONLY ONE EMAIL ADDRESS PER CARRIER (FILE NUMBER)</p> |
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- I/carrier elect(s) to have all correspondence from the Transportation License Section sent via the U.S. Postal Service or other mail delivery service chosen by the License Section.

I have read and understand the information on this form, including the reverse side. I am (check one):

- The individual owner (named above as "Carrier Name"); The majority owner or 50% owner of the general partnership; The responsible owner/officer of the corporation; An owner/managing member of the limited liability company (LLC); The General Partner of the limited partnership.

(Signature)

(Date)

(Print Name)

(Phone Number)

(Title)

Information About Receiving Correspondence by Email

The email address you provide on this form will not be posted on the CPUC web site or provided to the public.

The License Section has begun phasing in the use of automated notices and forms to applicants and carriers via email. Such notices are sent from a “no reply” inbox; applicants and carriers will not be able to reply to these emails electronically. Carriers that do not elect to receive correspondence by email will continue to receive conventional mail (U.S. Postal Service) at the mailing address they provide to the License Section. Those who elect to receive correspondence by email will also continue to receive some correspondence by conventional mail. However, it is the objective of the License Section to send as much correspondence as possible by email, conserving valuable resources and providing better, prompter service to our customers.

At its own discretion, the License Section will determine which specific types of notices and forms will be sent by email in lieu of conventional mail. These notices will eventually include:

- Letters to applicants during the pendency of applications, listing items to be completed before authority or registration is issued, renewed, or reinstated;
- Notices of Impending Suspension (usually sent 30 days prior to suspension for any reason, such as failure to pay quarterly or annual fees, or receipt by the License Section of a notice of cancellation of insurance by carrier’s insurer);
- Orders of Suspension and Revocation, and Notices of Reinstatement from Suspension and Revocation;
- Renewal applications and attachments (charter-party carriers);
- Registration renewals and attachments (private carriers, for-hire vessels, commercial air operators);
- Quarterly and annual revenue reports (charter, passenger stage, household goods, and vessel common carriers);
- Annual Workers’ Compensation Reports (charter and household goods carriers);
- Others. The License Section anticipates that it will continue to add to the list of notices and forms available by email as much and as quickly as resources allow.

Electing to receive correspondence by email will generally result in quicker, more reliable delivery of important notices and forms, many of which require a response in order to maintain active authority or registration. For this reason, we recommend electing to receive correspondence by email, provided that you have reliable internet access, and the ability to print any forms you are required to complete and return. However, the CPUC cannot be responsible for any technical failures involving applicants’ and carriers’ computers, internet service, or related equipment.

The License Section recommends that you consider designating an email address that is solely for receiving License Section correspondence, to prevent vital notices from being overlooked amongst spam and other non-vital emails. Applicants and carriers electing to receive correspondence by email accept responsibility for ensuring that email is monitored regularly at the email address provided to the License Section on this form, and that emails from the License Section are read and handled promptly and appropriately, in the same manner as correspondence received by conventional mail. Applicants and carriers may choose to designate a consultant or other agent to receive License Section correspondence, and to provide such agent’s email address on this form. Doing so, however, in no way alters or diminishes the applicant’s or carrier’s acceptance of responsibility for promptly and appropriately responding to all License Section correspondence. You may change your election or your designated email address at any time by re-submitting this form.