



Commissioners
KELVIN L. SIMMONS
Chair
CONNIE MURRAY
SHEILA LUMPE
STEVE GAW
BRYAN FORBIS

Missouri Public Service Commission

FILED³

AUG 24 2004

Missouri Public
Service Commission February 3, 2003

POST OFFICE BOX 360
JEFFERSON CITY, MISSOURI 65102
573-751-3234
573-751-1847 (Fax Number)
<http://www.psc.state.mo.us>

ROBERT J. QUINN, JR.
Executive Director
WESS A. HENDERSON
Director, Utility Operations
ROBERT SCHALLENBERG
Director, Utility Services
DONNA M. PRENGER
Director, Administration
DALE HARDY ROBERTS
Secretary/Chief Regulatory Law Judge
DANA K. JOYCE
General Counsel

IMPORTANT NOTICE TO ALL MISSOURI PUBLIC UTILITIES

Pursuant to Section 392.210, RSMo Section 393.140, RSMo and 4 CSR 240-10.080, public utilities are required to file an annual report with the Missouri Public Service Commission.

Please Note:

- ✓ Due date **April 15, 2003**
- ✓ The form(s) submitted to the Commission must be originals in loose-leaf format (an electronic version may be submitted in EFIS)
- ✓ Attempts to substitute forms such as stockholder reports without concurrently filing official Commission forms with appropriate cross-references will be considered non-compliant
- ✓ Complete each question fully and accurately, even if it has been answered in a previous annual report. Enter the word "None", "0" or "N/A" where it truly and completely states the fact
- ✓ Each utility must submit a report whether or not it had revenues during the reporting year

Reports that do not meet the requirements will not be considered "filed." Utilities will be subject to legal action under state law for failure to file on time or make a timely extension request.

Requests to file under seal:

Under a new procedure proposed by the Staff, utilities may request classification of selected portions of their annual report as non-public. Please note that all information classified as non-public will still remain subject to potential disclosure as provided under the Missouri open records act (Chapter 610 RSMo) and Section 386.480, RSMo.

Exhibit No. 2
Case No(s) IC-2004-0310
Date 8-11-04 Rptr FF

In order to take advantage of the new procedure, the submitter **must** provide both a fully completed version to be kept under seal and a redacted public version that clearly informs the reader that the redacted information has been submitted under seal. A detailed affidavit must be prominently attached to both versions that identifies the specific types of information to be kept under seal, provides a reason why the specific information should be a closed record, and stating that none of the requested information is available to the public in any format. Submittals that do not include both versions will not receive confidential treatment and will be subject to disclosure to the public.

Requests for extension to file annual report:

Under a new procedure proposed by the Staff, utilities may request an extension of less than 30 days by 1) making a written notification prior to April 15th to the Manager of the Data Center (an EFIS option for this exists under "Filing/Submission - Non-case Related Submission - MO PSC Annual Report Extension Request") that states the reason for the extension, and 2) certifying that a copy of the written request was sent to all parties of record in pending cases where the Company's activities are the primary focus (i.e., where the Company is identified as a moving party in the case caption) of the proceeding.

All requests for more than a 30 day extension must be filed as a pleading, by an attorney licensed to practice in Missouri, stating the reason for the extension and certifying that a copy of the written request was sent to all parties of record in pending cases where the Company's activities are the primary focus (i.e., where the Company is identified as a moving party in the case caption) of the proceeding.

Questions about the annual report form or its content may be submitted to:
Bill Meyer (573) 751-5026 or by email at Billmeyer@psc.state.mo.us or
Janis Fischer (573) 751-4257 or by email at Janisfischer@psc.state.mo.us

The completed document should be submitted under EFIS (accessible from the Commission's Web page <http://www.psc.state.mo.us/>) or mailed to:

Manager of the Data Center
Missouri Public Service Commission
200 Madison Street, Suite 100
P.O. Box 360
Jefferson City, MO 65102-0360

Sincerely,



Robert J. Quinn, Jr.
Executive Director

Enc: