



**LOUISIANA PUBLIC SERVICE COMMISSION  
POST OFFICE BOX 91154  
BATON ROUGE, LOUISIANA 70821-9154  
(225) 342-4439 (888) 342-5717**

All requests for SUSPENSION of Intrastate Operating Authority must be made in writing and approved by the Louisiana Public Service Commission.

In order to process a request of suspension the following information must be submitted:

- 1) ***The attached affidavit must be signed by a company officer or the company owner in front of a Notary stating the following:***
  - a. ***The reason a suspension of operations is needed***
  - b. ***If there are any liens on the certificate/permit***
  - c. ***Whether the company has operated in the last six (6) months***
  - d. ***Duration of time requested (cannot be for more than six (6) months)***
- 2) ***Copies of your last four (4) quarters of your “Quarterly Report of Inspection and Supervision Fee” (Form R-5197) filed with the Louisiana Department of Revenue (LDR) and proof of payment. (In no case, even under suspension, shall the fee paid to LDR be less than \$20 per quarter or \$80 annually)***
- 3) ***If incorporated – a copy of the Corporate Resolution approving the suspension must be attached to the affidavit***

Once approved, a suspension of operations can be for no more than a total period of one (1) year, requested in a maximum of six (6) month increments. You must notify the Commission at least fifteen (15) days prior to the expiration of the first suspension period as to whether or not you are seeking an additional suspension period or whether you are requesting that your authority be reactivated or canceled. Current insurance, registration and tariff filings are required to be on file with the Commission in order to reactivate your authority. Carriers failing to notify the Commission will be cited to appear at a public hearing and show cause why the authority should not be canceled for failure to operate pursuant to La R.S. 45:166. Please be advised, however, that the Commission’s approval of this voluntary suspension does not abrogate the provisions of La R.S. 45:166.

Please complete the attached affidavit in front of a notary and mail the original affidavit with copies of LDR Form R-5197 to:

Louisiana Public Service Commission  
Post Office Box 91154  
Baton Rouge, LA 70821

**Louisiana Public Service Commission  
Affidavit to SUSPEND LPSC Certificate/Permit**

I, \_\_\_\_\_ the affiant, being of legal age of majority and sound mind, whose title or position is \_\_\_\_\_, representing the company\* identified as \_\_\_\_\_, whose principle place of business is located at \_\_\_\_\_ and currently holds **Certificate and/or Permit** number(s) \_\_\_\_\_; confirms that the company wishes to voluntarily suspend their authority to operate and hereby verifies the following:

1) *The reason a suspension of operations is needed: (If more space is needed use separate sheet)*

\_\_\_\_\_

\_\_\_\_\_

2) *If there are any liens on the certificate/permit*  NO  YES *if yes must explain:*

\_\_\_\_\_

\_\_\_\_\_

3) *If the company had operations in the last six (6) months*  YES  NO *if no must explain:*

\_\_\_\_\_

\_\_\_\_\_

4) *Duration of Suspension:* \_\_\_\_\_  
*(Duration of suspension cannot be for more than 6 months.)*

This is the companies  1<sup>st</sup> Suspension Request  2<sup>nd</sup> Suspension Request

I also confirm that during the suspension period, the company shall continue to file inspection & supervision fee reports and pay the minimum fee as required by La. R.S. 45:1177(A)(3). I further confirm the company's understanding that if granted a suspension the company shall NOT operate or perform any regulated activities during the above suspension period and that any operations during this period will result in a possible citation being issued requesting cancellation of the company's certificate and/or permits and assessment of fines pursuant to La. R.S. 45:171. I also agree that the company will make all required insurance and compliance filings prior to the suspension expire date or prior to any written request by the company to lift suspension.

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Signature of Affiant

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Notary Name

\_\_\_\_\_  
Signature Notary Public

\_\_\_\_\_  
Notary Number

***\* If the company is incorporated, a corporate resolution granting one officer to execute this affidavit to suspend the LPSC Certificate or Permit must be attached.***

***\*Must attach copies of your last four (4) quarters of your "Quarterly Report of Inspection and Supervision Fee" (LDR Form R-5197) filed with the Louisiana Department of Revenue and proof of payment to this request.***