



**Electrical  
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## **Step 2 - CHECKLIST**

### **Notice of Appeal (Director's Decision) before the Review Panel**

**(Referred to as "Orders Appeal, Step Two")**

IN THE MATTER OF ORDERS ISSUED BY THE ELECTRICAL SAFETY AUTHORITY  
UNDER SUBSECTION 113(11) OF THE ELECTRICITY ACT, 1998

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This Checklist is to be used in conjunction with the Step-by-Step Guide – Orders. For further information on the guidelines and rules for hearings and filing an appeal, please review the Guidelines for Appeals (FAQs) and the Rules of Procedure for Appeals found on the ESA website.

**Important Notes: The following must be included for appeal to be accepted:** (Please check box as complete)

- This Notice of Appeal Application, with all pages and sections complete and signed;
- Must be submitted within 15 days of receiving the Director's decision (Step One);
- Attached is a copy of the "Director's Decision Regarding Notice of Appeal";
- Attached is a copy of the Notice of Defect or Order being appealed; and
- Included is a payment of \$113 including HST (non-refundable file fee), payable to the "Electrical Safety Authority".