

Address:

This letter is to inform you of the requirement to file Form EIA-28 for the 2005 reporting year as approved by the Office of Management and Budget on September 16, 2003. Please note that this year the due date has changed from May 15th to May 1st.

There are no changes to the survey form this year. However, we are proposing changes to the form for the 2006 reporting year that entail reducing the scope of the reporting requirements for the downstream natural gas and electric power lines of business. We will inform you when the Federal Register notice is published.

The legislative authority for this mandatory reporting requirement is Section 205(h) of the Department of Energy Organization Act, Public Law 95-91. **The form must be filed no later than May 1, 2005, and must be certified by an officer of the company, or a designee of an officer of the company.** If the submission is certified by a designee of an officer of the company, a signed letter designating said person by an officer of the company must accompany the submission. Please refer to sections I (D) and (E) of the *Instructions for Form EIA-28* for provisions regarding confidentiality and sanctions.

An extension to the May 1st filing date may be granted as described in the *Instructions*. Please note, however, that such extensions are not automatic, and must be submitted in writing at least one month prior to the filing date. We hope you and your staff will not need an extension, and will use the electronic data transfer software to complete this form shortly following the filing of your annual SEC Form 10-K and completion of your Annual Report. The Form EIA-28 filings are subjected to a quality control desk audit performed by independent CPAs who, among other checks, compare key items of reported information to similar items in the company Annual Reports and SEC filings.

The enclosed electronic data transfer system software allows you to pre-screen the accuracy of your submission by executing a large number of automated edit checks on the completed Form EIA-28 schedules before you send us the completed form. In addition, our staff is available over the phone to assist you in understanding how the standardized FRS accounting conventions may apply to your company's operations, or how to operate the data transfer software.

We are able to offer you a secure means of electronically submitting the data file if you so choose. We still require a certified, printed submission as described in the *Instructions*, but your staff may find the secure electronic file transfer option useful. Instructions for using this option are attached to this letter.

We will forward you a copy of *Performance Profiles of Major Energy Producers 2004*, the annual report that was produced from the survey data submitted last year, when it becomes available in about two months. The report will also be available on the EIA Web site at <http://www.eia.doe.gov/emeu/perfpro/index.html>. Thank you for your timely submissions, and your ongoing cooperation in meeting this Congressional

requirement.

If there are any questions regarding the FRS accounting conventions, 2005 filing requirements, or the use or operation of the electronic data transfer software, please contact Mr. Greg Filas at (202) 586-1347, FAX: (202) 586-9753, or Internet: [greg.filas@eia.doe.gov](mailto:greg.filas@eia.doe.gov). Greg may also be reached at: U.S.

Department of Energy, Energy Information Administration, EI-62, MS-2G-090, 1000 Independence Avenue, SW, Washington, DC 20585.

Sincerely,

Margot Anderson  
Director  
Office of Energy Markets and End Use  
Energy Information Administration

5 enclosures:  
Form EIA-28  
Form EIA-28 - Equity Affiliates  
Instructions for Form EIA-28  
Secure File Transfer Help.Doc  
EIA-28 Submission software CD