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# Policy and Procedure Memoranda

## POLICY AND PROCEDURE MEMORANDUM NO. 62

**Subject: Printing Procedures**

**Effective Date: November 1, 1975**

This Policy and Procedure Memorandum rescinds, supersedes, and cancels Policy and Procedure Memorandum No. 48, including any and all previous delegation of authority pertaining to PPM No. 48, and the addendum of September 21, 1972.

All administrative boards, commissions, departments, agencies, institutions, and offices with the Executive branch of the State Government shall purchase all requirements of printing and engraving through Central Purchasing, Division of Administration

Exceptions: Louisiana State University and Agricultural and Mechanical Colleges, Louisiana State Department of Highways, and the Port Authorities.

All requisitions for printing, engraving, and binding shall be submitted directly by the agency to Central Purchasing, Division of Administration, and shall not be handled at the agency level through the printing vendors or their representative. Certified library binding should be handled on a release order through the agency's purchasing section using the State contract for certified library binding and rebinding books.

Requisition: All items of printing, binding, or engraving shall be requisitioned on a Purchase Requisition (Form DA 101 or DA 101 A. If agency is on FACS, use FACS 101) and only like items shall be requisitioned on each requisition form.

Example:

- (1) Printed letterheads
- (2) Engraved letterheads
- (3) Flat forms
- (4) Snap sets (same size)
- (5) Continuous forms
- (6) Card forms
- (7) Etc.

Each requisition must be accompanied by complete specifications (size, color, and kind of paper, construc-

tion, numbering information, etc.) and a sample or a clean layout. The sample must be a complete original. A Xerox copy or a reference to a previous order will not be acceptable.

When preparing a requisition, the agencies must use a fourteen-digit requisition number (first three digits agency number, next five agency cost center, next five requisition number, final digit will be last number of the fiscal year money is to be encumbered), complete specifications, and include an original sample.

Any and all requisitions received by Central Purchasing, Division of Administration, not meeting the above requirements shall be returned to the agency submitting such requisitions prior to entering the job request.

### Suspension

Acts 1972, S.C.R. No. 99 provides for a suspension of all laws or parts of laws requiring printed reports by State boards, commissions, departments, or agencies as follows: "Therefore, be it resolved by the Senate of the Legislature of the State of Louisiana, the House of Representatives thereof concurring, that all laws or parts of laws that require or authorize State boards, commissions, departments, and/or agencies to prepare, print, or publish and distribute annual or biennial reports to the Governor, the Legislature, or both of them, or for public distribution, are hereby suspended to the extent of such requirements or authorizations; provided, however, that said suspension shall not apply to any laws or portions of laws requiring or authorizing reports required by laws or regulations of the United States Government of any of its agencies in order to obtain or continue to receive Federal funds, grants, or assistance."

### Special Permission

#### Act 16, Section 15 - 1975 Legislature

Section 15. No State agency, in fiscal year 1975-1976, shall print any bulletin, leaflet, house organ, or circular, except those required by law. All printed matter shall be effected in a uniform manner as to size, quality of paper, and use of color as contained in standards to be established by the Division of Administration and approved by the Legislative Budget Committee.

The Division of Administration, with the approval of the Legislative Budget Committee, shall be empowered to make such exceptions that may be in the best interests of the State of Louisiana.

Provided, however, that no provision of this section shall be deemed in any manner to apply to either house of the Legislature, its committees nor to the Legislative Council, the Office of the Legislative Auditor or other agency or authority of the Legislature.

### Standard Specifications

State Publications:

Size: 6 x 9, 5½ x 8½, 8½ x 11, or 9 x 12

Paper: Text 50 lb. or 60 lb. white offset  
Cover 65 lb. No. 1 Antique Cover (Standard colors)

Ink: Text one color  
Cover one color

Binding: On individual basis

Copy:

1. Camera-Ready:  
Typed, computer printout, or previously printed book, unless it has been copyrighted.
2. Set-type for 6 x 9 or 5½ x 8½  
10-point type on 12-point slug x 25 picas wide by 45 picas deep including folio. Agency may select type faces from those available. Smaller type may be used in tabular matter; also to save number of pages.

Set-type for 8½ x 11  
10-point type on 12-point slug x 42 picas (2 columns with 2-pica gutters) wide by 56 picas deep including folio. Agency may select type face from those available. Smaller type may be used in tabular matter; also to save number of pages.

The method of printing would determine the feasibility of photographs.

Example:

Letterpress-(all type) No photographs should be used.

Offset-Photographs can be used.

Newsletters, Leaflets, Etc.

Size: 8½ x 11 or 17 x 11

Stock: 50 lb. or 60 lb. offset  
60 lb. or 70 lb. enamel

Ink: One color (both sides)

Fold: 8½ x 11 size to 8½ x 5½ or to fit No. 10 envelope  
17 x 11 size to 8½ x 11 or 8½ x 5½ or fit to No. 10 envelope

Copy:

- (a) Camera-ready or
- (b) set type—image area  
8½ x 11 size—7½ x 10  
17 x 11 size—16 x 10

Agency may select type face and size from those available. Size of type will depend on amount of copy and the number of photographs that will be used in your newsletter, leaflet, etc. Photographs should be held to a limited number.

The Commissioner of Administration, or his designated representative, may be empowered to make certain exceptions that may be in the best interest of the State. However, application for such exceptions must be in writing and must present detailed information in support of such request.

Classes of Printing: The State printing contract covers thirty-one categories of printing and binding. Central Purchasing, Division of Administration reserves the right to assign each request for printing to the proper contractor, to the Division of Administrative Services, or to award to a commercial printer as a result of competitive bids taken by the State printing agent.

In all printing contracts, the right shall be reserved for all State boards, commissions, departments, institutions, and offices to do and perform printing, mimeographing, copying, and similar work for which they have existing facilities.

R.S. 43:1B (3) Delegation of Authority: The Commissioner of Administration may delegate the purchase of printing to any instrumentality whenever the best interests of the State will be served; however, the delegation of this authority does not preclude the procurement of these items through the Purchasing Department when the Commissioner deems it more desirable or practical to do so.

Authority is delegated to all agencies covered by this Act to purchase the following items without prior approval by the printing office.

1. Republished items specifically limited to:
  - a. Technical or scientific books
  - b. Pamphlets, reports, maps and charts
  - c. Tax and tariff schedules
  - d. Subscriptions to newspapers, magazines, and periodicals.

2. Art work and similar professional services.
3. College yearbooks and student newspapers.
4. Athletic, cultural or entertainment programs, posters, and tickets.

Where unusual problems are encountered, and an agency considers additional delegated authority necessary, an application for this authority may be submitted to the Commissioner of Administration. Such application must be in writing and must present detailed information in support of the request.

All purchases, whether made by the Division or by the agency under the delegated authority provision, shall be made in compliance with R.S. 43:1-30.

**Forms Management:** Forms that are warehoused by the State for State agencies are ordered on a warehouse requisition (DA FM 1). These requisitions are sent directly to Forms Management, 655 Choctaw Drive, Baton Rouge, Louisiana. If you do not have a forms register or the warehouse requisition, you may obtain these by calling Forms Management (389-5546).

**Administrative Services:** If a State agency is certain their printing will be handled by Administrative Services they can fill out an Administrative Service printing request. This form along with an original sample, may be sent directly to Administrative Services, a DA 101 does not have to be included with this request. If the State agency needs any of these request forms they may call 389-7474.

**Information:** All requests for information shall be directed to Division of Administration, State Printing Agent, 1500 Riverside Mall, North of the Capitol Annex, Baton Rouge, Louisiana. Questions regarding specifications deliveries, and other matters pertaining to printing jobs shall be submitted directly by the agency to the printing office and shall not be handled by the agency through representatives or vendors. The facilities of the printing office are available to any agency and all requests will be handled promptly.

Charles E. Roemer, II  
Commissioner

# Emergency Rules

## DECLARATION OF EMERGENCY

### Board of Trustees for State Colleges and Universities

At its meeting on October 24, 1975, the Board of Trustees for State Colleges and Universities adopted the following rule, effective immediately:

An applicant seeking the presidency of a college or university under the management of the Board of Trustees for State Colleges and Universities must possess an earned doctorate degree from a recognized university.

The necessity for this rule is the urgent need to receive applications and appoint a replacement for Dr. George Walker, President of Northeast Louisiana University, who has requested retirement on December 31, 1975.

This action was taken in accordance with the emergency provisions of the Administrative Procedures Act, R.S. 49:953B.

Bill Junkin  
Executive Director

## Rules

### RULE

#### Department of Agriculture

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*(Editor's Note: As a result of the public hearing held at 10:00 a.m. on November 6, 1975, the following rules and regulations were adopted by the Louisiana Department of Agriculture for implementation and enforcement of Act 627 of the 1975 legislative session pertaining to cotton buyers.)*

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#### Application

Application for a license to engage in the business of cotton buyer shall be filed with the Department and

shall be in a form prescribed by the Department. Such application shall set forth the name of the applicant, its principal officers if the applicant is a corporation, or the active members of a partnership if the applicant is a partnership; the location or locations of the principal office or place of business of the applicant and the location or locations in this state at which the applicant proposes to engage in the business of cotton buyer; the fiscal year upon which the business of the cotton buyer is or will be operated, and such additional information as the Department may require.

The application shall be accompanied by a financial statement of the applicant setting forth the assets and liabilities and the net worth of the applicant and such other information with respect to the financial resources of the applicant and applicant's ability to pay producers and their agents for cotton purchased from them as the Department may require. If the applicant has been engaged in business as a cotton buyer for one year or more, the application shall set forth the aggregate dollar amount paid to producers for cotton during the last completed fiscal year of the applicant. If the applicant has been engaged in a business for less than one year or has not theretofore engaged in business as a cotton buyer, the application shall set forth the estimated aggregate dollar amount to be paid by the applicant to producers for cotton to be purchased from them during the next succeeding fiscal year.

#### **Bonds**

All bonds which are issued to a cotton buyer under this Act shall not be cancelled during the period for which the license shall be issued. All bonds shall have a common expiration date of June 30th of each year. All bonds shall obligate the bonding company to cover the act of contract regardless of delivery date. The Department shall furnish the bond forms to be used by the bonding companies for the cotton buyer's bond.

#### **Fees**

The application for a license to operate as a cotton buyer as defined in this part, or a renewal thereof, shall be accompanied by a fee of \$50.00. All fees collected by the Department hereunder shall be used to pay the expenses of administration of this part.

#### **Term of License; Renewal**

Each license issued under Act 627 shall terminate on the 30th day of June following the date of issuance unless otherwise extended by the Department. Licenses must be renewed on an annual basis accompanied by a current financial statement, application, license fee, and

\$50,000 bond or continuance certificate of previous bond. Failure to renew the cotton buyer license shall revoke the authority of said merchant to do business in the state as a cotton buyer.

#### **Posting of License**

Upon application for a license, payment of the license fee thereof, and posting of \$50,000 bond, the Department shall issue to the licensee a license certificate, evidence that a license has been issued or renewed and a bond filed. A copy of this license or renewal thereof issued by the Department hereunder shall be posted in the principal office of the licensee in this state.

#### **Inspection of Premises, Books and Records**

The Department may inspect the premises used by every cotton buyer in the conduct of his business and his books, accounts, and records at least once each year and such books, accounts, and records shall at all times during the business hours be subject to inspection by the Department.

#### **Suspension and Revocation of License**

The Commissioner may temporarily suspend the license of any cotton buyer who fails to file a financial statement, who fails to keep his bond in force, or who otherwise violates any provisions of this part or the rules and regulations adopted under it.

Within five days of the suspension, the Commissioner shall hold a hearing at which the suspended cotton buyer shall be heard in opposition to the suspension. At the conclusion of the hearing, the Commissioner shall have authority to vacate the suspension and restore the license, or to revoke the license. In the event the cotton buyer fails to comply with a suspension or revocation order, the Commissioner may apply to the courts for injunctive relief to restrain any violation of this part. The cotton buyer shall also have recourse to the courts to review any decision, rule or regulation of the Commissioner which he alleges to be arbitrary, capricious or unreasonable.

#### **Contracts**

The Department of Agriculture will require all cotton buyers to furnish a copy of every contract to the Department upon initiation of said contract.

Dave L. Pearce  
Commissioner

## RULES

### Department of Conservation

#### **Regulation No. 3 as Revised—Requirements for Abandonment of All or Any Portion of a Facility, or any Service Rendered by Means of Such Facility Under Section 555(B) of the Act and for Connections Under Section 555(H) of the Act**

a. This regulation shall apply to requirements of a natural gas transporter to abandon all or any portion of a facility, or any service rendered by means of such facility, pursuant to the provisions of Section 555(B) of the Act; and for requirements of an intrastate natural gas transporter to effect connections in accordance with the provisions of Section 555(H) of the Act.

b. For the purposes of this Regulation No. 3, the word “facilities” as used herein shall be interpreted to exclude:

( 1) Auxiliary Installations. Installations (excluding gas compressors) which are merely auxiliary or appurtenant to an existing transmission pipeline system and which are installed only for the purpose of obtaining more efficient or more economical operation of authorized transmission facilities, such as: valves; drips; yard and station piping; cathodic protection equipment; gas cleaning, cooling and dehydration equipment; residual refining equipment; water pumping treatment and cooling equipment; electrical and communication equipment and buildings.

( 2) Replacement of Facilities. Facilities which constitute the replacement of existing facilities which have or will soon become physically deteriorated or obsolete to the extent that replacement is deemed advisable: Provided, that such replacement will not result in a reduction or abandonment of service rendered by means of such facilities: Provided further, that such replacement shall have substantially equivalent designed delivery capacity as the particular facilities being replaced.

( 3) New Delivery Points. Metering and regulating installations and branch lines necessary to the establishment of new delivery points required for the delivery of gas to an existing customer.

( 4) Taps. Taps on existing transmission pipelines which are installed solely for the purpose of enabling a purchaser or transporter to take delivery of gas from a producer.

c. The Commissioner shall issue his permission and approval for the abandonment of all or any portion of the facilities of an intrastate natural gas transporter subject to the jurisdiction of the Commissioner, or any service rendered by means of such facilities only after the intrastate natural gas transporter shall have demonstrated, to the satisfaction of the Commissioner, that the available supply of natural gas is depleted to the extent that the continuance of service is unwarranted or that the public interest and energy needs permit such abandonment. Application for abandonment shall be made to the Commissioner in writing, executed under oath by an individual having authority to execute same with a copy to all interested parties and shall include the following information:

( 1) Description and location, if applicable, of the facility, or portion thereof, or the service rendered by such facility, or portion thereof, to be abandoned.

( 2) If a gas sales contract:

- (a) The exact legal name and status of the seller and purchaser and the name, title and mailing address of the person or persons to whom communications concerning the notice are to be addressed.
- (b) Date of contract.
- (c) Term of contract.
- (d) Quantities of gas, including the daily quantity of gas that seller is obligated to deliver and the minimum daily quantity that buyer is obligated to receive, as well as measurement-pressure base and service if firm or interruptible/curtailable.
- (e) Type of sale.
- (f) Point of delivery.
- (g) The minimum and maximum delivery pressure.

( 3) Reasons for abandonment.

( 4) Prospective date of abandonment.

The Commissioner may request such additional information as in his opinion is reasonably necessary in order to properly evaluate the application.

d. If no opposition to the application of the

intrastate natural gas transporter, filed pursuant to Section 555(B), is submitted to the Commissioner by an interested party in writing within fifteen days of the notice thereof, the Commissioner may permit and approve abandonment without the necessity of holding a public hearing in connection with the application.

e. Where an agreement as to the terms and conditions of abandonment has been reached between the transporter and the person or persons who are parties to a contract relating to the use of facilities or services to be abandoned, the intrastate natural gas transporter shall make application for said abandonment to the Commissioner on such forms as provided by the Commissioner. The application shall be accompanied by a letter or agreement signed by the parties or an authorized agent of the parties, verified under oath and containing the information specified on the abandonment application. The Commissioner shall have fifteen days after receipt of the notice thereof to take action on the application. Failure to act within this fifteen day period shall constitute a finding by the Commissioner that all requirements of the regulations and of Section 555(B) have been met, and he shall be deemed to have granted his permission and approval of the abandonment of either the facilities or services rendered thereby or both in accordance with and pursuant to the terms and conditions of the agreement. Provided however, the Commissioner may defer action on the application upon his own motion for an additional fifteen days if cause exists and the applicant is so notified of such action.

f. An intrastate natural gas transporter desiring to obtain pregranted permission and approval of the Commissioner for the abandonment of all or any portion of its facilities subject to the jurisdiction of the Commissioner, or any services to be rendered by means of such facilities, may at any time make application for said abandonment to the Commissioner on such forms as provided by the Commissioner. The application shall be accompanied by a letter or agreement signed by the transporter and the person or persons who are parties to a contract relating to the use of the subject facilities or services or an authorized agent of the parties evidencing the concurrence and agreement of the parties, verified under oath and containing the information specified on the abandonment application.

The Commissioner shall have fifteen days after receipt of the notice thereof to take action on the application. Failure to act within this fifteen day period shall constitute a finding by the Commissioner that all requirements of the regulations and of Section 555(B) have been met, and he shall be deemed to have granted his permission and approval of the abandonment of either the facilities or services rendered thereby or both

in accordance with and pursuant to the terms and conditions of the agreement. Provided however, the Commissioner may defer action on the application upon his own motion for an additional fifteen days if cause exists and the applicant is so notified of such action.

g. Applications for the approval of any abandonment of facilities, or of any service rendered by means of such facilities, subject to the provisions of Section 555(B) of the Act, which occurred subsequent to December 8, 1973, and prior to March 1, 1974, shall be filed with the Commissioner within thirty days after the effective date of these regulations, and shall be deemed approved by the Commissioner, if no objection thereto is filed with the Commissioner by any interested party, or if the Commissioner does not otherwise notify the applicant within twenty-five days subsequent to receipt of the application.

h. All applications to the Commissioner requesting approval for an intrastate natural gas transporter to connect its system with, move gas into or receive gas from another pipeline system, including pipelines or pipeline systems owned by it, within the terms of Section 555(H) of the Act, shall be made in writing, executed under oath by an individual having authority and shall include the following information:

( 1 ) Point of connection or connections.

( 2 ) Status or character of each pipeline, specifying whether said line or lines carry intrastate gas or interstate gas and whether they have been deemed jurisdictional by the Federal Power Commission.

( 3 ) In the event either pipeline involved carries interstate gas then in such event a statement shall also be included as to whether or not each such pipeline has been exempted from jurisdiction under the Natural Gas Act by the Federal Power Commission.

( 4 ) Applicant will include a statement that the owner of any other intrastate natural gas pipeline connected with either of the pipelines proposed for connection has been notified of the proposed new connection.

( 5 ) Anticipated volumes of natural gas to be transferred or exchanged from one pipeline to another.

( 6 ) Term of exchange or transfer.

( 7 ) Reasons for interconnection.

The Commissioner may request such additional informa-

tion as in his opinion is reasonably necessary in order to properly evaluate the application.

i. Public interest does not require the issuance of an order authorizing any action taken by an intrastate natural gas transporter which would be covered by the provisions of Section 555(H) of the Act where imminent danger to life and property can be eliminated by such action. Provided, however, that every person undertaking such action shall so advise the Commissioner immediately by telegram stating briefly the circumstances and shall within ten days file a statement in writing and under oath, together with four conformed copies thereof, setting forth the purpose and character of the action, the facts warranting invocation of this paragraph, and the anticipated period of the stated emergency. Emergency operations undertaken without order pursuant to this paragraph shall be discontinued upon the expiration of the emergency or as otherwise ordered by the Commissioner. All facilities installed for such temporary action shall be promptly removed after expiration of the exempt period of operation. Every person shall advise the Commissioner in writing and under oath within ten days following the removal of facilities constructed for emergency operations pursuant to this paragraph. Every person undertaking any such action pursuant to this paragraph desiring to continue such action shall file application with the Commissioner prior to the expiration of the exempt period provided herein. No such temporary or emergency action shall be undertaken by any intrastate natural gas transporter with respect to making a connection with another intrastate natural gas pipeline without prior notice to every other intrastate natural gas pipeline transporter then connected with either of the pipelines proposed for connection. Said notice may be verbal, to be immediately confirmed in writing, or in writing initially, but shall be given to the aforesaid parties prior to making the connection.

This revised regulation shall become effective on November 20, 1975, and shall supersede and replace Regulation No. 3 made effective March 1, 1974. Any filing with respect to this regulation initiated after the effective date hereof shall be in compliance with Regulation No. 3, as revised.

**Regulation No. 8—Regulations Governing the Issuance of Orders Relative to the Transporting of Gas Using the Excess Capacity of Intrastate Gas Pipelines Pursuant to Section 501 et seq. of the Natural Resources and Energy Act of 1973**  
**Chapter 7, Title 30 of the Louisiana Revised Statutes of 1950, As Amended**

a. All definitions in this regulation are in accordance with those of Regulation No. 1.

b. This regulation shall apply to the rights of the Commissioner pursuant to Section 501 et seq. of the Act to determine whether or not excess capacity exists and to investigate the need for using said excess capacity of an intrastate natural gas transporter hereinafter identified as transporter with respect to transporting a gas supply owned by a person other than the proposed transporter.

c. All applications to the Commissioner by an owner(s) of intrastate natural gas for an order directing a transporter to transport said owner's gas in the transporter's intrastate pipeline system hereinafter identified as transporter's pipelines, pursuant to the provisions of Section 553 of the Act shall be in writing, verified under oath by an individual having authority, shall be in the form approved by the Commissioner, shall be noticed upon the proposed transporter by certified mail, and shall contain the following information:

(1) The legal status of the applicant as shown below and a statement in writing of applicant's financial capabilities to construct, operate, maintain and terminate any required connecting lines onto the transporter's pipelines.

- (a) If a sole proprietorship, state the name and address of the person owning said company.
- (b) If a partnership, state:
  - (i) Name, address and percentage of interest of each and every partner owning twenty percent or more interest.
  - (ii) If said partnership is an affiliate of another entity, state the name and address and legal status of said affiliate.
- (c) If the applicant's legal status is a corporation, state:
  - (i) The name and address of each shareholder owning twenty percent or more of the shares, together with the number and percentage of any class of voting shares of the corporation which such shareholder is authorized to vote, and
  - (ii) The name and address of each affiliate of the corporation who could derive direct benefit from the proposed use of transporter's pipelines, together with, in