

**ATTACHMENT A**

**AFFILIATE TRANSACTION\* TIME AND ACTIVITY DAILY REPORT**  
**(Transaction is defined on the Reverse Side, along with Instructions for completing the Report)**

**Note:** This form is for transactions between Texas-New Mexico Power Company and its affiliates, not including transactions governed by tariffs or with Central Corporate Services.

**General Employee Information**

<b>Employee Name</b>	<b>Date</b>	<b>E-Mail</b>
<b>Location</b>	<b>Phone Number</b>	<b>Business Unit</b>

**Specific Transaction Information**

<b>Time Involved</b>	<b>Hours</b>	
<b>Individuals Involved</b>	<b>Department</b>	<b>Company</b>
1.		
2.		
3.		
4.		
5.		

**Describe Transaction or Information Exchanged (attach a separate sheet if more space is needed.)**

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<b>Form of Communication for Transaction</b>				<b>Nature of Transaction</b>	
Phone Call	<input type="checkbox"/>	Meeting	<input type="checkbox"/>	Tariffed	<input type="checkbox"/>
E-Mail	<input type="checkbox"/>	Other	<input type="checkbox"/>	Non-Tariffed	<input type="checkbox"/>
Letter	<input type="checkbox"/>			Discount	<input type="checkbox"/>
				Other (specify)	<input type="checkbox"/>
<b>Hardcopy of Information to be Forwarded to</b> _____				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Please Attach.</b>					

Employees must send the completed form to \_\_\_\_\_ no later than noon of the day following any transaction with an affiliate. If the employee is uncertain as to whether or not an affiliate transaction has occurred they can call Gary Boyle at (505) 241-4922 and request assistance.

## AFFILIATE TRANSACTION TIME AND ACTIVITY DAILY REPORT

**OBJECTIVE:** To Provide Documentation of "Transactions" on a Daily Basis between TNMP and Affiliates.

**TRANSACTION DEFINITION:** Transaction means the provision of any good, property, service, privilege, or act between any two parties for which compensation normally would be provided if each party was independent of the other and acting in its best financial interest. In the application of the definition of transaction, employees should be inclusive rather than exclusive.

### INSTRUCTIONS for Completing Form

1. This report will address all transactions between TNMP and Affiliates.

Examples include:

- Providing First Choice Power with TNMP customer billing information after receiving written authorization from the customer.
- Signing a contract for purchase of goods or services if that contract includes both TNMP and an Affiliate.
- Advising or providing a service to an Affiliate.

2. This report will be completed daily.

Provide copy of hard copy or electronic information exchanged, if any, to the Coordinator of Code of Conduct Compliance, PNM Services Co., P.O Box 2943, Texas Regulatory Policy, Mail Stop FW83, Ft. Worth, Texas 76113-4820

3. File this report with the Coordinator of Code of Conduct Compliance, PNM Services Co., P.O Box 2943, Texas Regulatory Policy, Mail Stop FW83, Ft. Worth, Texas 76113-4820 or fax # 817/762-7515 by noon the day following the transaction.

Hard copy to: Coordinator of Code of Conduct Compliance, PNM Services Co., P.O Box 2943, Texas Regulatory Policy, Mail Stop FW83, Ft. Worth, Texas 76113-4820; or fax # 817/762-7515

Fax copy to: (817) 762-7515

E-mail to: [tony.thompson@pnmresources.com](mailto:tony.thompson@pnmresources.com)

4. Please contact Gary Boyle at [gary.boyle@pnmresources.com](mailto:gary.boyle@pnmresources.com) or (505) 241-4922 with any questions.