

## RESIDENTIAL REQUIREMENTS

Please bring original and clear photocopy of the following requirements upon application:

### 1. Certificate of Final Electrical Inspection

Process your CFEI first at the Office of the Building Official. This is a government requirement.

### 2. One (1) Government Issued ID

List of Acceptable IDs:

- COMELEC Voter's enters ID
- Driver's License
- Government Office ID
- GSIS ID
- GSIS UMID Card
- Philippine Passport
- Postal ID
- Professional Regulatory Commission License ID
- Integrated Bar of the Philippines ID
- Unified Multipurpose ID
- Alien Certificate Card
- SSS ID
- Immigration Card
- OFW ID
- OSCA ID

### 3. One (1) Proof of Occupancy Document

Certificate of Award or Notice/Order Issued by National Government Agencies

- Certificate of Sale
- Condominium Certificate of Title
- Contract to Sell
- Deed of Conditional Sale
- Deed of Donation
- Deed of Absolute Sale
- Lease Purchase Agreement
- National Housing Authority Certification
- Tax Declaration
- Transfer Certificate of Title
- Original Copy of Authority to Move-In (for tenants only)
- Original Copy of National Housing Authority Certification from the Censused Potential (for tenants only)

### For Informal Settlers or Low Load Applicants

Present original and clear photocopy of the following:

1. Permit for Temporary Service Connection with Electrical Plan and Vicinity Map (Issued by the Office of the Building Official)
2. One (1) Government ID listed above.
3. Barangay Certificate of Residency
4. Oath of Undertaking (For Informal Settlers Only)

## COMMERCIAL REQUIREMENTS

Please bring original and clear photocopy of the following requirements upon application:

### 1. Certificate of Final Electrical Inspection

Process your CFEI first at the Office of the Building Official. This is a government requirement.

### 2. One (1) Government Issued ID

List of Acceptable IDs:

- COMELEC Voter's ID
- Driver's License
- Firearms' License ID
- GSIS ID
- Integrated Bar of the Philippines ID
- Philippine Passport
- Postal ID
- Professional Regulatory Commission License ID
- Solo Parent ID
- Unified Multipurpose ID

### 3. One (1) Proof of Occupancy Document

Certificate of Award or Notice/Order Issued by National Government Agencies

- Certificate of Sale
- Condominium Certificate of Title
- Contract to Sell
- Deed of Conditional Sale
- Deed of Donation
- Lease Purchase Agreement
- National Housing Authority Certification
- Tax Declaration
- Transfer Certificate of Title
- Original Copy of Authority to Move-In (for tenants only)
- Original Copy of National Housing Authority Certification from the Censused Potential (for tenants only)

### 4. Tax Identifications Documents (e.g. BIR Certificate of Registration Form 2303)

### 5. As-Built Electrical Plan (signed and sealed by the PEE)

### 6. Letter signed by the Office of the Building Official or Head of the Agency as applicable.

### 7. Sketch of location of meter to be installed.

### 8. Provide below as applicable:

- For Sole Proprietorship DTI Permit
- For Corporation SEC Certificate
- For Non-corporation DTI Permit or CDA or SEC Certificate

# APPLICATION PROCESS

## STEP 1

### Accomplish Application Requirements



Fill out Customer Application Form and secure all Application Requirements then submit to Negros Power Office.

## STEP 2

### Await Load Inspection



Wait for Negros Power's technical team to conduct a load inspection at your household/business.

Please be present during the inspection process or have an authorized representative to be there on your behalf.



WITHIN 3 DAYS FROM APPLICATION

## STEP 3

### Prepare Your Service Entrance



Have your private electrician ready your service entrance wires and main circuit breaker for meter installation.

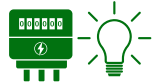
## STEP 4

### Pay Bill Deposit & Sign Service Agreement



Pay bill deposit and sign electric service agreement at Negros Power Office.

## STEP 5



### Meter Installation

Please be present during meter installation or have an authorized representative ready.

CONGRATULATIONS! You are now energized!



WITHIN 3 DAYS FOR RESIDENTIAL ACCOUNTS FROM PAYMENT OF BILL DEPOSIT



# NEGROS POWER

## SERVICE BEYOND POWER

# APPLICATION FORM



### Negros Power Customer Services Office

The Row, Lacson Street, Barangay Bata, 6100 Bacolod City, Central Negros



[customercare@negrospower.ph](mailto:customercare@negrospower.ph)



Negros Power



[www.negrospower.ph](http://www.negrospower.ph)



Helpline: 475.6372 (NEPC)

# APPLICATION DETAILS

## NEW APPLICATION

NOTE: TO BE ACCOMPLISHED BY THE CUSTOMER

### NATURE OF THE APPLICATION

TEMPORARY  PERMANENT

### BUSINESS CLASSIFICATION

RESIDENTIAL  COMMERCIAL  
 GOVERNMENT-LOCAL  GOVERNMENT-NATIONAL

### PROPERTY OWNERSHIP:

OWNED  RENTED  OTHERS \_\_\_\_\_

### 1 To whom will the service be registered?

ACCOUNT NAME
TRADE NAME
BUSINESS STYLE

### 2 Where will the service be used?

SERVICE AND BILLING ADDRESS (UNIT / HOUSE NO., FLOOR, BUILDING, BLOCK NO.)
(STREET, SUBDIVISION)
DESIGNATION
EMAIL ADDRESS
TELEPHONE NUMBER
MOBILE NUMBER

### 3 Who will be the authorized representative for this service application?

LAST NAME	SUFFIX
FIRST NAME	SEX
MIDDLE NAME	BIRTHDAY(MM-DD-YYYY)

### 4 How can we contact you?

EMAIL ADDRESS
TELEPHONE NUMBER
MOBILE NUMBER

### 5 Is the billing address same with the service address? If not, please fill in below.

EMAIL ADDRESS	
(STREET, SUBDIVISION)	
BARANGAY	DISTRICT

Please do not forget to provide a location sketch of your service address on the next page.

### 6 Please certify that the information you provided are sworn to be correct.

I hereby certify that all information provided is certified true and correct.

\_\_\_\_\_

APPLICANT'S SIGNATURE OVER PRINTED NAME

<b>RATE CLASS:</b>		
<input type="radio"/> RESIDENTIAL CUSTOMERS	<input type="radio"/> LOW VOLTAGE CUSTOMERS	<input type="radio"/> HIGHER VOLTAGE CUSTOMERS
REMARKS		

NOTE: TO BE ACCOMPLISHED BY NEGROS POWER

LOCATION SKETCH OF SERVICE ADDRESS  
(PLEASE INDICATE LANDMARK(S))

Negros Electric and Power Corp.  
VAT REG. TIN: 629-153-221-00000

### APPLICATION STUB: CUSTOMER'S COPY

Customer Account No.: \_\_\_\_\_  
 Account Name: \_\_\_\_\_  
 Processed By: \_\_\_\_\_  
 Load Inspection Report No.: \_\_\_\_\_ Date Inspected: \_\_\_\_\_  
 Bill Deposit Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 Ref. No.: \_\_\_\_\_ Payment Center/Bank: \_\_\_\_\_  
*This stub must be presented during load inspection and bill deposit payment.*

Negros Electric and Power Corp.  
VAT REG. TIN: 629-153-221-00000

### APPLICATION STUB: PAYMENT CENTER'S COPY

Customer Account No.: \_\_\_\_\_  
 Account Name: \_\_\_\_\_  
 Processed By: \_\_\_\_\_  
 Load Inspection Report No.: \_\_\_\_\_ Date Inspected: \_\_\_\_\_  
 Bill Deposit Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 Ref. No.: \_\_\_\_\_ Payment Center/Bank: \_\_\_\_\_  
*This stub must be presented during load inspection and bill deposit payment.*