

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 vCensused 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.

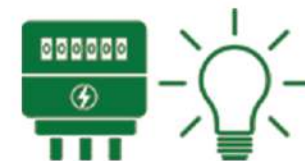
STEP 2

Prepare Your Service Entrance



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

STEP 3



Meter Installation

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

CONGRATULATIONS! You are now venergized!

STEP 4

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 5



Pay Bill Deposit & Sign Service Agreement

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



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

[Negros Power](#)

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, BARANGAY)
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	
(UNIT / HOUSE NO., FLOOR, BUILDING, BLOCK NO., STREET, SUBDIVISION)	
BARANGAY	CITY/MUNICIPALITY

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

RATE CLASS:

RESIDENTIAL CUSTOMERS LOW VOLTAGE CUSTOMERS 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

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APPLICATION STUB: PAYMENT CUSTOMER'S COPY

Customer Account No.: _____
Account Name: _____
Processed By: _____
Load Inspection Report No.: _____
Inspected By: _____ 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

000001

APPLICATION STUB: PAYMENT CENTER'S COPY

Customer Account No.: _____
Account Name: _____
Processed By: _____
Load Inspection Report No.: _____
Inspected By: _____ Date Inspected: _____
Bill Deposit Amount: _____ Date Paid: _____
Ref. No.: _____ Payment Center/Bank: _____

This stub must be presented during load inspection and bill deposit payment.