LEYECO III

LEYTE III ELECTRIC COOPERATIVE, INC.

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CHECKLIST OF REQUIREMENTS FOR ELECTRIC CONNECTION OF LARGE LOAD CONSUMERS

(sole user of transformer)

1. Fill up Information Sheet with sketch on its back the specific location of establishment applied for electric connection *(basis for onsite inspection. Upon Inspection the inspector will inform the applicant and let him sign the Inspection Report stating thereon his findings remarks, and/or recommendation, copy furnished the applicant)*
2. To Attend Pre Membership Orientation Seminar (PMOS) as scheduled *(if applicant/owner is not yet a registered member consumer of the coop.)*
3. 2 copies of duly signed and approved Blueprint of electrical layout and perspective of the establishment applied for.
4. 2 copies of duly signed and approved Electrical Permit
5. Barangay Certification/Clearance
6. Certificate of Fire Inspection
7. Memorandum of Undertaking *if the lot where the establishment is erected/located is not owned by the applicant?*
8. Authority/Permit of lot owner/s allowing the applicant to erect poles and traverse the electric lines over their lot towards the subject establishment applied for electric connection.
9. BAPA clearance signed by BAPA Chairman and Vice Chairman for Finance *(if the subject establishment is located and will be getting electricity from BAPA lines)*
10. Payment of Assessment to the coop cashier. OR # \_\_\_\_, Amount: \_\_\_\_ Date: \_\_\_\_\_\_
11. Duly accomplished/signed CONTRACT for Sole User of Transformer
12. Additional Requirement if extension of primary and/or secondary line to the subject establishment is necessary:
13. Staking of line and Bill of Materials
14. Official Receipt on payment of Bill of Materials, Labor, etc. Optional for verification within the coop Internal Records)
15. Completion Report of finished construction from Technical Department *(Optional, coop Internal documentary)*
16. Additional Requirement if the transformer is provided/owned by the Applicant/Owner:
17. Official Receipt (OR) of the purchase of transformer with duly signed test result from supplier specifying among others the technical description of the unit/s *(proof of ownership)*
18. Coop Official Receipt – Payment to the coop cashier for Transformer Testing Fee of PhP500.00 per unit
19. Transformer Test Result accomplished/signed by the coop authorized employee, signed and approved for installation by the coop Technical Department Manager.