

	<b>NNSD FORM</b>	Doc. No.:	<b>F-NNSD-05</b>
	<b>APPLICATION FOR CHANGE OF ACCOUNT NAME</b>	Revision No.:	01
		Effective Date:	February 1, 2025
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Date: \_\_\_\_\_

THE GENERAL MANAGER

To be accomplished by BENECO

Membership ID No.: \_\_\_\_\_  
(Please indicate for Existing Members)

Sir:

May I request that the electric service connection in the name of (Existing): \_\_\_\_\_  
 Be changed to (New account Name) \_\_\_\_\_ Location/Address: \_\_\_\_\_  
 Account Number/s \_\_\_\_\_

**REASONS FOR CHANGE OF ACCOUNT NAME:**

1. \_\_\_ The property was purchased- Required documents:
  - (a) Certificate of Title (land/building) with the corresponding Tax Declaration, Deed of Absolute Sale and/or Extra-judicial settlement of estate/property;
  - (b) Notarized Affidavit of Waiver of the applicant with photo copy of any valid/legal ID;
2. \_\_\_ The property was acquired through Inheritance/Donation- Required documents:
  - (a) Deed of donation or Waiver of rights;
  - (b) Notarized Affidavit of Waiver of the applicant with photo copy of any valid/legal ID;
3. \_\_\_ The Member-Consumer is Deceased-Required documents:
  - (a) Death Certificate of deceased member-consumer
  - (b) Notarized Affidavit of Waiver of the living heirs of the deceased member with photo copy of any legal/valid ID
  - (c) Notarized Affidavit of Waiver of the applicant stating among others their relationship with the deceased member with photo copy of any legal/valid ID
4. \_\_\_ Transfer of Account Name to the next of kin or relative- Required documents:
  - (a) Notarized Affidavit of Waiver of the registered member with photo copy of any valid ID;
  - (b) Notarized Affidavit of Waiver of the applicant declaring that he/she is the on surviving heir with photo copy of any valid ID;
  - (c) Deed of donation executed by the registered member.
5. \_\_\_ Conversion of single membership to joint membership due to Marriage-Required documents:
  - (a) Marriage contract (b) Duly accomplished Application for Membership with 2 copies 2x2 ID picture (c) Photocopy of Valid ID of applicants
6. \_\_\_ Transfer of membership to the surviving spouse due to death of the other Partner-Required documents:
  - (a) Death Certificate of deceased member-consumer (b) Marriage certificate/contract (c) Photocopy of Valid ID of applicant
7. \_\_\_ Due to award or court order -Required documents: any of the following:
  - (a) Certificate of award from concerned Authority/ies;
  - (b) Court Order/ decision with certification of finality.

*Note: (1) If applicant for change account name is not yet a member, please accomplish application form for membership. (2) All applicants without existing membership must attend the pre-membership education seminar (PMES) (3) All unpaid obligations shall be settled prior to the acceptance of the application.*

Upon approval of my application for change of account name, I hereby agree that:

1. Any alteration in the electrical installation including illegal connection found after the approval of my application for change of account name will be my responsibility and that the corresponding penalty thereof will be on my account.
2. My application for C.O.A.N. maybe held pending or cancelled if already approved should there be:
  - a. Protest, conflicting claims of ownership or any legal issue that may be raised involving the subject account, until and unless finally resolved by the court, appropriate agency or settled amicably.
  - b. Proven irregularities in the application and documents submitted.

APPLICANT: \_\_\_\_\_

Signature over printed name

Contact No. \_\_\_\_\_

**ACTION TAKEN BY THE CONSUMER WELFARE OFFICE**

This is to acknowledge receipt of the required documents and after thorough evaluation, said documents/s are in order and therefore recommend application for approval.

Processed/Evaluated by:

Reviewed by:

\_\_\_\_\_  
Consumer Welfare and Call Center Associate Date: \_\_\_\_\_

**EDISON DE GUZMAN**  
Consumer Welfare Officer Date: \_\_\_\_\_

Approved by :

**RAMEL B. RIFANI**  
Department Manager, NNSD Date: \_\_\_\_\_