

	NNSD FORM	Doc. No.:	F-NNSD-11
		Revision No.:	02
	APPLICATION FOR RECONNECTION OF LONG-TIME DISCONNECTED ACCOUNTS	Effective Date:	January 16, 2026
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Date: _____

THE GENERAL MANAGER

Sir:

May I request for the reconnection of the electric service with the following details:

Name _____ location/address _____ with
Account Number/s: _____ Meter Serial Number/s: _____

I AM SUBMITTING THE FOLLOWING REQUIRED DOCUMENTS:

1. Proof of full payment of delinquent accounts including surcharges and reconnection fee
2. Certificate of Final Electrical Inspection (CFEI) with Validation
3. Certification from BENECO accredited Electrical Practitioner
4. Barangay Certificate (Proof of Residency)
5. Location Sketch/map
6. Written authorization or Special Power of Attorney from the registered member if requesting party is representative
7. Lease contract in case requesting party is a tenant or an affidavit of waiver of the tenant (form with BENECO)
8. Notarized affidavit of Waiver if applicant is a tenant or representative
9. Photocopy of Valid ID of Applicant
10. Latest picture of kilowatt hour meter

Upon approval of my application for reconnection of electric service connection, I manifest that:

1. I agree to be held responsible for the said BENECO account/s. That should I leave the property, I am obligated to inform BENECO otherwise the liability remains with me;
2. I agree that all obligations relative to the said account not limited to the consumption shall be my responsibility;
3. Should I fail to submit a valid proof of ownership, I understand that approval of my application shall not be construed as proof of my ownership over the property installed with electric service, subject of my application for reconnection;
4. BENECO can disconnect my electrical services without further notice on the following grounds, *to wit*:
 - 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's signature over printed name
Contact No. _____

ACTION TAKEN BY THE CONSUMER WELFARE OFFICE

This is to acknowledge receipt of the above documents as requirements for reconnection of a long-time disconnected accounts. The said documents shall be transmitted to the Network Services Department for their final evaluation and implementation.

Evaluated by: _____

Reviewed by: _____

Consumer Welfare and Call Center Associate

Consumer Welfare Officer

Date: _____

Date: _____

Approved by: _____

RAMEL B. RIFANI
Department Manager, NNSD

Date: _____