

**I. NEW AND TEMPORARY TO PERMANENT CONNECTION**

1. **Certificate of Final Electrical Inspection/Completion or CFEI (DPWH Form No. 96-006-E)** duly signed by the Electrical Engineer and approved by the Building Official of the Local Government Unit's Building Office having Jurisdiction – Provision of the National Building Code and Philippine Electrical Code – **(TO BE SECURED FROM THE OFFICE OF THE BUILDING OFFICIAL). (Original Copy)**
2. **Duly filled up Application for Service Connection (ASC) form** (indicating among others list of load/s, length of service drop, etc.)

**NOTE: Only the registered property owner(s) are allowed to apply for service connection. Service connection of tenant should still be in the name of the registered property owner.**

3. No Outstanding obligation including surcharges to the Cooperative.
4. Certification from BENECO-Accredited Electrical Practitioner/Contractor certifying that the metering preparation is within BENECO's requirement. (Original Copy)
5. Electrical Plan and/or Electrical Layout duly signed and sealed by a Professional Electrical Engineer (PEE) – Provision of R.A. 7920 or The EE Law. (Original Copy)
6. Location Sketch in three (3) copies using BENECO prescribed form.
7. Barangay Clearance and Certification showing proof of residency in the Barangay indicating complete/exact address of the applicant. (Original Copy)
8. Photocopy of Valid Identification Card (ID) with signature & picture.
9. Photocopy of electric bill of nearest neighbor.
10. Photo of the metering preparation and the structure.
11. For new members:
  - a. Attendance in the Pre-Membership Educational Seminar (PMES).
  - b. Payment of Membership Fee and ID
  - c. One (1) copy 2"x2" ID picture with name tag each for husband and wife.

**II. ADDITIONAL METER CONNECTION**

1. Compliance with items 1-11 as listed above.
2. Full payment and photocopy of latest electric bill.

**III. TEMPORARY SERVICE CONNECTION**

1. **Permit for Temporary Service Connection (DPWH Form No. 96-005-E)** duly signed by the Electrical Engineer and approved by the Building Official of the Local Government unit's Building Office having jurisdiction – Provision of the National Building Code and Philippine Electrical Code – **(TO BE SECURED FROM THE OFFICE OF THE BUILDING OFFICIAL). (Original Copy)**
2. Blueprint of Electrical Plan for the proposed building signed and sealed by a Professional Electrical Engineer. (Original Copy)
3. Electrical Plan or Electrical Layout of the load being applied for temporary connection duly signed and sealed by a Professional Electrical Engineer. (Original Copy)
4. Location Sketch in three (3) copies using BENECO prescribed form.
5. Barangay Clearance and Certification showing proof of residency in the Barangay indicating complete/exact address of the applicant. (Original Copy)
6. Photocopy of Valid Identification Card (ID) with signature and picture.
7. Photocopy of electric bill of nearest neighbor.

8. Photo of the metering preparation and the structure.
9. Promissory note of the applicant not to use welding machine in the construction except if he will provide his own generator or transformer for his construction.
10. Payment of BENECO fees including energy deposit.
11. For new members:
  - a. Attendance in the Pre-Membership Educational Seminar (PMES).
  - b. Payment of Membership Fee.
  - c. One (1) copy 2"x2" ID picture with nametag for single membership or for joint membership, one (1) copy 2"x2" ID picture with name tag each for husband and wife.

**NOTE: Temporary Service Connection is only valid for the number of days applied for. Before the expiration of the permit or application, an Extension of Temporary Service Connection or Application for Temporary to Permanent Service Connection shall be submitted to BENECO to avoid disconnection of electric service.**

**PROCEDURE FOR APPLICATION**

1. For new members: Attendance to the Pre-Membership Education Seminar (PMES) is required. The seminar is conducted every Wednesdays (8:00AM) and Saturdays (1:00PM) at the Gen. PGD Hall, BENECO, South Drive, Baguio City.
2. Submit application for service connection (ASC) and all the pertinent requirements to the Consumer Welfare Office at the BENECO Bldg., 04 South Drive, Baguio City.

**NOTE: ASC should be filed by the applicant or his duly authorized representative. Authorized representative shall present:**

- a. **Notarized AUTHORIZATION/Special Power of Attorney (SPA)**
- b. **Valid ID with signature and picture of the applicant and representative.**

3. Payment of required BENECO feed by the applicant.
4. Preparation of Connection Order by BENECO if all documents are complete and in order subject for approval by the NSD Manager.
5. a. Inspection of service entrance, metering preparation and service dropping by the:
  - i.) BENECO Linemen or the third party tapped by BENECO – service for single-phase connection
  - ii.) NSD-Metering Office – for 3-phase service connection

**NOTE: The application will be held in obedience should the installation do not conform to set standards pending completion of the deficiency as recommended by the inspector/linemen.**

- b. Installation of meter and service connection by the BENECO if the electrical preparations are in accordance with the Philippine Electrical Code (PEC) and BENECO standards.

<b><u>BENECO FEES</u></b>	<b><u>MEMBERSHIP FEE</u></b>	<b>Php 100.00</b>
	<b><u>ID</u></b>	<b>Php 42.00</b>

**COMPUTATION FOR ENERGY DEPOSIT FOR TEMPORARY SERVICE CONNECTION**

**Energy Deposit = ( Watts x 12 hours per day x days)/1000 x Php per kWh**