



## **APPLICATION FOR ELECTRICITY SUPPLY AND AGREEMENT FORM EXPLANATORY NOTES FOR INDIVIDUALS AND ENTITIES**

These explanatory notes are to help you complete the application for electricity supply and agreement form.

Further guidance and information can be obtained from the New Service office in any of our Districts closest to you.

### **PART 1: CUSTOMER PERSONAL DATA-LANDLORD (OWNER OF PREMISES)**

This Part is to be completed by the **Landlord/owner** of the Property.

- 1.1 This is the Landlord's family name. Please include the title  
These are the names of the landlord given at birth.

Please note, where the Landlord is an artificial entity, insert the name of the Entity as stated on the registration certificates or any other known and acceptable documentation where unregistered.

- 1.2 Please provide your date of Birth -DD/MM/YYYY  
format For Artificial entity, please insert registration  
Date.
- 1.3 Please provide your telephone number.
- 1.4 Please provide your email address.
- 1.5 Provide the name and address of your employer if employed. If you are  
self- employed, provide the name, description and address of your  
business.
- 1.6 Please provide your Meter Number
- 1.7 Please provide your account Number
- 1.8 Please attach your means of Identification

For the purpose of an artificial entity, attach the identification card of one of the Directors in case of Incorporated Company; in case of a business name, the promoter should provide; in case of Partnership, one of the Partners; in the case of an incorporated Trustees, one of the Trustees.

For this purpose, an Incorporated Company is required to attach a copy of the certified true copy of the Form CAC 7 (Particulars of Directors) while other entities submit copies of evidence showing the Promoter(s), Partners and Trustees in cases of Business Names, Partnerships and Incorporated Trustees respectively.

Please note that the Applicant is to attach Letter of authorization from the artificial entity authorising the person signing on behalf of the Landlord. This may either be:

- a.** a copy of the company's board resolution giving authority to sign the application, or a letter of Authority signed by the Managing Director;
- b.** Letter of Authorization in the case of Business name duly signed by the promoter;
- c.** Letter of Authorisation signed by a Partner in the case of Partnership;
- d.** Letter of Authorisation duly signed by the Council or Governing Body of the Association in the case of Incorporated Trustees.

1.9 Please fill out the Identification Number of the applicable means of identification.

1.10 This is the address where you are applying for electricity supply.

You **MUST** include your full address and details including street name, house number or name, name of closest bus stop, name of closest landmark to the address and the Local Government Area the address is situated.

For existing customers, you must also attach a copy of proof of your address. This may be your utility bill which could be water bill, waste bill issued by a registered company or telephone bill, bank statement.

For entities you must attach the CAC Form 3 (Notice of Situation/Change of Registered Address) of the Company

Please sign and date.

1.11 This is the description of the type of property that requires supply.  
Answer by selecting the applicable option.

1.12 Answer by selecting the applicable option.

#### PREVIOUS

(A) If you are an existing customer that is applying for electricity supply at another location, provide full details of your former address in line with your previous application.

(B) Provide previous account number and previous meter number.

- 1.13 Provide the name and address of the occupier if occupied by someone other than the Landlord.
- Also provide the occupier's telephone number.
  - Please attach applicable means of identification of the occupier.
  - Please fill out the Identification Number of the applicable means of identification.
- 1.14 Provide the name and address of the occupier's employer if employed. If self-employed, provide the name, description and address of the occupier's business.
- 1.15 Please provide occupier's telephone numbers
- 1.16 Please provide occupier's email address

**PART 2: DECLARATION (TO BE COMPLETED BY CERTIFIED/REGISTERED ELECTRICAL ENGINEER/ACCREDITED ELECTRICAL CONTRACTOR)**

This part as stated above, should be filled by your certified /Registered Electrical Engineer/ Accredited Electrical Contractor – **particularly Paragraphs 2.1, 2.5, 2.6, 2.7 and 2.8.**

- 2.2 Please indicate whether the property is a new development or an old development.
- 2.3 Please indicate by ticking the applicable box, the type of property to be connected.
- 2.4 Answer Yes or No if the Property has gotten government planning permission
- 2.5 Answer Yes or No if the property has an existing Meter. If Yes, fill 2.5.1 – 2.5.4. If No, continue to 2.5.4
- 2.5.1 Proceed to 2.5.2
- 2.5.2 Please provide the existing Meter Number
- 2.5.3 Please provide your existing account Number
- 2.5.4 If there is a meter already installed on the property, please indicate by circling the type of such meter.

- 2.6 Please indicate the estimated maximum load of the Property. To be filled by the electrician.
- 2.7 Please indicate the required voltage for the property. To be filled by the electrician.
- 2.8 Your electrician should fill these portions by providing his name, address, license number, category, signature and date.
- 2.9 If you are applying to change your customer class e.g. residential to industrial, please provide your existing Meter Number and existing Account Number.

Upon reading paragraphs 2.10 and 2.11 please sign and date.

**PART 3: FOR OFFICIAL USE ONLY**

AEDC should confirm the reason for the application by ticking the applicable option.

- 3.1 AEDC will confirm from the Applicant how electricity bills will be paid.
- 3.2 AEDC will confirm from the Applicant how he wants to be receiving his electricity bills in addition to House delivery.
- 3.3 AEDC will provide the Applicant's Identification Number
- 3.4 AEDC will provide the GPS Coordinate of the Applicant's property
- 3.5 AEDC will provide the Distribution Transformer for the connection.
- 3.6 AEDC will provide the Feeder for the connection.

**PART 4:** The Applicant is required to complete this part by inputting name, designation, date and appending signature.

**CUSTOMER'S FURTHER UNDERTAKING**

Please Note that this Undertaking is to be filled, completed and signed by the Applicant.

1. Please strike out any part not applicable in the Section.
2. Paragraph 1: Please include details of the applicable title Documentation and attach a copy of the evidence of interest in Property, i.e. a Certificate of Occupancy/Deed of Assignment/Deed of Gift.

3. Paragraph 2: Please describe the property – whether duplex, bungalow etc. and the address of the property.
4. Paragraph 3: Please include the Application form number and the requested load as filled in the form.
5. Please sign, include account number and date the undertaking. Your signature should be witnessed by a person who will also sign and input his name.

**ACKNOWLEDGEMENT SLIP**

AEDC will complete the slip and sign. Applicants are also required to sign the slip.



## DOCUMENT CHECKLIST

This checklist shows the documents the Applicant is to provide in support of the application.

### DOCUMENTATION CHECKLIST

#### 1) For Individuals:

S/N	Document	Acceptable means
1.	Means of Identification (For Landlord)	a. International Passport; b. Driver's License c. Voter's Registration Card; or d. National Identification Card.
2.	Proof of Ownership of Premises	a. Deed of Assignment; b. Certificate of Occupancy; or c. Deed of Gift  In the event that there is no title document provided, a Land Use Charge may be accepted. Please confirm that the name and address of the applicant matches the name and address on the Land Use Charge.
3.	Proof of Current address	a. Driver's license; or b. Utility bill; or c. Statement of bank account
4.	Occupier's Documents	a. Means of identification  b. If artificial entity, Means of Identification of 1 of the Promoters/Directors of the Entity; or Trustee or Partner in the case of Incorporated Trustees and Partnerships respectively.  c. Letter of authorization from the Entity authorizing the person signing on behalf of the Landlord
5.	Such other documents as may be required	

## 2) For Entities:

S/N	Document	Acceptable documents
1.	Proof of Legal entity status	<ul style="list-style-type: none"> <li>a. Certificate of Incorporation;</li> <li>b. Certificate of Business Registration in case of Business Name;</li> <li>c. Deed of Partnership in the case of Partnership; or</li> <li>d. Registration Certificate in the case of Incorporated Trustees; or</li> <li>e. Registration Certificate in the case of Co- Operative Society.</li> </ul>
2.	For CAC 7 (Particulars of Directors or any change therein) Certified by the Corporate Affairs Commission	The Directors on the Form CAC 7 should be the directors who will execute the Deed of Assignment.
3.	Proof of current address	Form CAC 3 (Notice of Situation/Change of Registered Address for incorporated Company)  OR  Other documents showing current address for other entities
4.	Evidence of Authority to execute Application Form	<ul style="list-style-type: none"> <li>a. Copy of Company's Board resolution giving authority to sign the application (in case of Incorporated Company; <u>or</u></li> <li>b. Letter of authorization in the case of Business name or Partnership; or</li> <li>c. Letter of Authorisation signed by the Council or Governing Body of the Association in the case of Incorporated Trustees</li> </ul>
5.	Means of Identification of 1 of the Promoters/Directors of the Entity; or Trustee or Partner in the case of Incorporated Trustee and Partnership respectively.	<ul style="list-style-type: none"> <li>a. International Passport; or</li> <li>b. Driver's License; or</li> <li>c. Voter's Registration Card; or</li> <li>d. National Identification Card</li> </ul>
6.	Proof of Ownership of the premises	<ul style="list-style-type: none"> <li>a. Certificate of Occupancy;</li> <li>b. Deed of Assignment; or</li> <li>c. Deed of Gift.</li> </ul>

7	Occupier's Documents	<p>a. Means of identification</p> <p>b. If artificial entity, Means of Identification of 1 of the Promoters/Directors of the Entity; or Trustee or Partner in the case of Incorporated Trustees and Partnerships respectively.</p> <p>c. Letter of authorization from the Entity authorizing the person signing on behalf of the Landlord</p>
8.	Such other documents as may be required	