

## Instructions to Fill the Application for an Electricity Supply

### General

- Please read these instructions before filling the Application Form.
- This set of forms contain the Application Form, a Check List to be filled by the Applicant and space to indicate/describe the access to the Premises where the electricity supply is required.
- Insert English Block Capital letters, one letter/numeral per each box, wherever boxes are shown in the form.

e.g.

A	.	B	.	C	.		W	I	C	K	R	A	M	A	A	R	A
C	H	C	H	I													

Telephone

0	1	1	3	4	5	6	7	8	9
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- The item numbers given in these instructions correspond to the same numbers in the Application Form.
- A receipt for the Application Form will be issued to the Applicant, giving a reference number and the name and telephone number of a contact person of the Distribution Licensee. Please quote this reference number when communicating with the Distribution Licensee on this Application Form.

### The Applicant

- Subject to the provisions of Sri Lanka Electricity Act No. 20 of 2009 (as amended), the Distribution Licensees would entertain applications for electricity supply connections from the owner(s) or occupier of the Premises. Therefore, as prescribed in this Application Form, the Applicant is required to furnish documentary evidence of either his/her ownership or occupancy of the Premises, where the connection is required.
- The Applicant is also required to furnish, among other things, his/her contact and identity details and the address of the Premises, where the connection is required.
- Name with initials is required only for private individuals. (Please also see the Item 2 below.) It should be kept blank for corporate Applicants. They may indicate their titles by deleting the irrelevant titles (Rev. /Dr. /Mr. / Ms.)<sup>1</sup>.

### Purpose of the Application

The Applicant is required to indicate the type of connection required here, i.e. whether it is a new permanent connection or a temporary connection by ticking the appropriate box.

#### A temporary connection of electricity for short duration

May be requested by the owner or occupier of the Premises for a duration of up to one (1) month. (e.g. temporary illumination, family function etc.) An advance payment may be applicable based on the estimated consumption.

#### A temporary connection of electricity for long duration

May be requested by the owner or occupier of the Premise for a temporary activity of duration of up to five(5) years. (e.g. construction of a building). The maximum duration of the temporary connection will be as specified in the Supply Services Code of the Distribution Licensee. The consumption will be billed monthly.

#### Other

This is only for owners and occupiers of any Premises that already has an electricity supply connection and requires change of parameters under Sections 1, 2, 6, 7, 8 and 9, so that the Schedule to an existing Agreement could be amended. A fee and other allowed charges may be applicable in order to effect these changes. The Applicant should include the Electricity account number for the Premises in the given space.

### 1. Capacity of the connection required

The capacity of the connection required is to be determined by the Applicant, depending on the intended usage of Electricity. The Capacity requirement must be assessed reasonably, as a connection with excess capacity would result in long-term idle expenditure for the consumer. Therefore, the capacity of the connection required may be decided with the guidance of a suitably qualified person.

The required capacity of the connection should be mentioned in the given space.

#### Options available for Applicants for retail supply connections

<sup>1</sup> The Licensees may opt to Title-less names, as the modern practice is.

A retail supply connection is a connection less than 42 kVA (i.e. the maximum available current of 60 A from a 3-phase connection).

The following standardized connection options are available:

- Single Phase 15 A
- Single Phase 30 A
- Three Phase 30 A
- Three Phase 60 A

Please tick the appropriate boxes.

#### Options available for Applicants for bulk supply connections

A bulk supply connection is a connection larger than 42 kVA from a 3-phase connection. Two bulk supply connection options are available for Applicants:

- Demand more than 42 kVA, but less than 1 MVA (metered at 400 V)
- Demand more than 1 MVA (metered at 11 kV or 33 kV)

Please tick the appropriate boxes.

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## **2. Description and Identity of the Applicant**

- The applicant must indicate whether he/she is an individual, a government department, a statutory body (such as a governmental authority or a public corporation) or another body corporate (such as an entity established or incorporated by law or a company). Those corporate Applicants, who do not belong to any of the specified categories, should specify details of their legal status. If the entity does not have such corporate identity established by law, a private individual shall be made the Applicant.
- Individuals, who are citizens of Sri Lanka, must produce his/her National Identity Card (NIC) and furnish a copy of the NIC.
- Individuals, who are not citizens of Sri Lanka, must produce his/her passport (with copies of photo identification and Sri Lanka visa pages)
- Companies registered under Companies Act, No. 07 of 2007, must furnish a certified copy of the company registration certificate and its articles, duly certified by a company secretary.
- In the case of other bodies corporate, the reference to a public document of incorporation (such as the Act of Parliament or equivalent) must be indicated.
- The Distribution Licensee will have special attention for the capacity of the Applicant to sue or to be sued.

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## **3. The Premises where the Electricity Supply is Required**

- It is essential for the Premise to have an assessment number duly given by the relevant local authority of the area. If the particular area is not provided with assessment numbers by the local authority, a notice to that effect must be produced.
- Local authority area and the sub-division, if any, the Divisional Secretary Area and Grama Niladhari division and number must be indicated for correct identification of the Premise.
- It will be helpful if the GPS coordinate of the location (if known) is also furnished, for prompt attention to service calls of the consumer.
- It will also be helpful if the electricity account number of a neighbour (if known) is also furnished, to facilitate inspections prior to connection and subsequent billing.

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## **4. Contact Details of the Applicant**

- Contact details of the Applicant are required (optional) for the purpose of communicating with the Applicant during processing of the Application. The mobile telephone number may subsequently be used to communicate service messages (such as service interruptions, alerts, billing information etc.) to the Applicant/consumer.
- All subsequent communications such as delivery of bills, notices etc. will be at the postal address of the consumer premises.

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## **5. Ownership or Occupancy of the Premises**

The Applicant must establish that he/she is either the lawful owner or occupant of the Premise. For this purpose, the Distribution Licensee requires **ONE** of the following documents:

- a. If the applicant is the lawful owner: a copy of the Title Registration Certificate (where applicable)
- b. If the applicant is the lawful owner: an abstract of the Title Deed certified by a Notary Public
- c. If the applicant is the lawful owner: a notice of Assessment of Rates for the Premises issued in his name by the relevant local authority
- d. If the Applicant is the Occupant: a certificate from the Grama Niladhari in the prescribed format
- e. If the Applicant is the Occupant: a copy of the current lease agreement
- f. If the Applicant is the Occupant: a copy of the current rent agreement with the owner

- g. If the Applicant is the Occupant: a copy of telecommunication or water supply bill in the Applicant's name and the address of the premise
- h. If the Applicant is the Occupant: a copy of the Applicant's NIC, bearing the address of the premise

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## 6. Purposes for Which Electricity is to be Used in the Premises

It is required by Section 25(5) of the Sri Lanka Electricity Act for the Applicant to furnish the purposes for which electricity is to be used in the Premises. This will be further verified by the Distribution Licensee at the inspection of the Premises by the Distribution Licensee, before the connection is made and from time to time after the connection is made.

## 7. The Day on Which the Supply is to Commence

The Applicant must also inform the Licensee of the day on which the supply is to commence. This shall be a day reasonably later than the periods specified for each type of connections in the Supply Services Code of the Distribution Licensee. Applicants for bulk supply connections are informed that these periods may be longer due to the additional constructions that may require.

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## 8. Details of Electricity Connections Provided to the Same Premises (if any)

Details, including the name of the account holder and account number of previous electricity connections (probably temporary connections) provided to the same Premises, must be stated under this heading. If the Premises already has a permanent electricity connection of the same specification, this application is liable to be rejected. This information is required for the purposes of Section 25(6) of the Sri Lanka Electricity Act.

## 9. Details of existing electricity connections in the name of the applicant (if any):

Account numbers of existing electricity supply connections obtained by the applicant to other Premises and their addresses must be indicated in the Application Form under this heading. This information is required for the purposes of Item (4) of Schedule II of Sri Lanka Electricity Act.

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## 10. Check List

This Check List verifies that the Application and requisite supporting documentation is complete in all respects to proceed on to the next stage of processing. This list has three sub-headings.

- i.e. Identification of the Applicant
- Verification of ownership or occupancy of the premises
- Current status of the Applicant's electrical installation.

The Applicant must only complete the column for 'Confirmation by the Applicant'. Please tick the appropriate boxes.

Applicant's entries will be verified by the Distribution Licensee at the time of handing-in of the application or at a subsequent inspection of the Premise undertaken before the electricity supply connection is made.

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### Identification of the Applicant

#### For individuals

- 10-1 for Sri Lankan citizen: Copy of the NIC
- 10-2 for non-Sri Lankan citizen: Copy the photo identification page and Sri Lanka visa page of the Applicant's passport.

#### For companies

- 10-3 Copy of the company registration certificate for companies registered under the Companies Act, No. 07 of 2007 certified by Company Secretary
- 10-4 Copy of the articles of the company certified by Company Secretary
- 10-5 A document authorizing the signatory to sign the Electricity Supply Agreement on behalf of the company

#### For government departments/ statutory bodies

- 10-6 The authority for the signatory to sign the Electricity Supply Agreement on behalf of the department/ statutory bodies

#### For others (e.g. incorporated bodies, joint ventures, partnerships etc.)

- 10-7 Copy of the relevant document of incorporation of the entity
- 10-8 Authority for the signatory to sign the Electricity Supply Agreement on behalf of the entity

### Verification of ownership and occupancy of the Premise

- 10-9 A copy of the Title Registration Certificate issued by the Title Registrar under Title Registration Act No.21 of 1998 and certified by a Notary Public
- 10-10 An abstract of the Title Deed and a Certificate of Ownership attested by a Notary Public

- 10-11 A certificate in the prescribed format<sup>2</sup> by the Grama Niladhari of the relevant Grama Niladhari Division certifying the occupancy of the Applicant
- 10-12 In the case of occupation on rent, a copy of the current Rent Agreement
- 10-13 In the case of occupation by a leasehold, a copy of the current Lease Agreement
- 10-14 Rate Assessment Notice issued by the relevant local authority in the name of the applicant
- 10-15 Other documents: If the Applicant is the occupant- A copy of telecommunication or water supply bill in the Applicant's name and the address of the Premise / a copy of the Applicant's NIC bearing the address of the Premise

#### The current status of the Applicant's electrical installation

- 10-16 Test Certificate for Internal Wiring (not required for single-phase retail supply connections) certified by a Chartered Electrical Engineer
- 10-17 Test Certificate for Internal Wiring (single-phase supply for single-story building) certified by an approved Electrician<sup>3</sup> having a qualification higher than NVQ Level 4
- 10-18 Consent letter from owner/s of adjacent land or buildings, if the incoming electricity lines are likely to cross such land or buildings<sup>4</sup>
- 10-19 and 10-19  
Proposed location of the electricity meter, whether it is on a wall of the building structure or on the boundary wall must be stated. Different options of connecting service lines to a building are depicted in the diagram attached. The Applicant may select one of them so that the safe distances are maintained, once service line is erected. If the load wire has to be drawn underground, it should be drawn inside a suitable GI pipe

#### **11. For Renewable Energy Installations (Optional)**

- 11-1 Applicants/consumers intending to connect renewable energy systems to the electricity distribution network must indicate the scheme they opt for:
  - Net Metering (any excess electricity generation during a period will be banked with the Distribution Licensee to be used by the consumer at a later period within the contract period of 20 years)
  - Net Accounting (any excess electricity generation during a period will be banked with the Distribution Licensee to be used by the consumer at a later period within the billing cycle, and the consumer will be paid for any excess electricity exports during the billing cycle at the predefined tariff. This is only applicable to roof top solar.)
  - Net Plus (all electricity generated by the consumer with the renewable energy-based generation system will be exported to the Distribution Licensee through the distribution network, and the consumer will be paid for at a predefined tariff. This is only applicable to roof top solar.)
- 11-2 The Applicant must state the source of electricity generation i.e. whether solar roof top or small hydro or wind or biomass or any other.
- 11-3 Test certificate for the electrical installation by a Chartered Electrical Engineer, certifying fulfilling of the interconnection requirements.

#### **12. Directions to the Premises from the nearest Main Road**

Directions to the Premises from the nearest Main Road need to be sketched / described either by a clear diagram or a description, depicting principal roads, junctions and/or land marks to facilitate the inspection of the Premises by the Distribution Licensee.■

#### Notes:

1. The different options for connecting service lines to the building are depicted in the attached drawings. You may select one of them to maintain safety distances once service line is installed.
2. If the load wire has to be drawn underground, it should be drawn inside a suitable GI pipe

<sup>2</sup> The Consultant observes that the present formats used by the Licensees are sufficient

<sup>3</sup> May only be applied once the certification processes are complete

<sup>4</sup> The Consultant observes that the present formats used by the Licensees are sufficient