

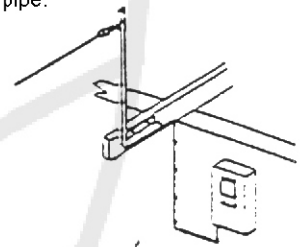
LANKA ELECTRICITY COMPANY (PVT) LTD.

411 GALLE ROAD, COLOMBO 3.

VAT Reg. No. 114006424-7000

**ADVICE TO APPLICANTS FOR NEW SERVICE CONNECTIONS
CHANGES IN ACCOUNT NAMES AND TARIFF CATEGORIES**

1. Applicants should fill only the SECTION 2 of this application form Section 1 and 3 are for office use
2. Hand over the duly filled application to your Area Customer Service Center.
3. A reference number will be given to you when the application is handed over. Please quote this reference number when making any inquiries in connection with this application.
5. LECO staff will visit premises within a week from the date of handing over the application. If there is no response within 10 days please bring this to the notice of the Branch Office.
6. When LECO staff visit your place, please explain your requirements, they will record the details required. If you are in agreement with the data entered please sign at the spaces provided, After this the estimate will be handed over to you or sent by post Applicants for temporary supplies intending to seek permanent connection on later date can save on costs by asking for temporary connection rated for future permanent needs:
7. If service lines are to be laid over a third party land. Service connection will be given only after the required legal procedures. Charges for inquiry, and any compensation payment and charges for deviation of route in this regard shall be borne by the applicant.
8. Payments can be made by cheque or cash at the Branch Office or at the collecting center. Please submit the duly filled service agreement form when making the payment.
9. You are required to submit a test certificate from your contractor, certifying that the wiring installation is satisfactory. LECO tests will be done solely to ensure safety of its distribution system.
10. First visit to your premises to test the installation will be free of charge, however additional charges will be levied for each additional visit.
11. Please state a convenient time for you to making the electricity connection.
12. If the wiring installation is satisfactory and third parties raise no objections, electricity will be provided within a period of two weeks from the date of payment. Estimate will be revised if deviation of route becomes necessary
13. Please feel free to contact LECO, if you need any advice or have any queries, complaints or suggestions.
14. Please note that the service wire down run up to the meter will not be drawn through a ceiling or conduit pipe.
15. Install the 'L' iron as shown in the sketch
16. For further details consult the Customer Service Center



SECTION 1 (for office use only)

Valid for 30 days only

Estimate for the supply of electricity to

Name

Ref Number

Power requirements

Supply Recommended

| ITEMS | UNIT | QUANTITY | Cost(Rs) |
|------------------------------------|--------|----------|----------|
| Service wire needed | Meters | | |
| Poles | Nos | | |
| Stays | Nos | | |
| Struts | Nos | | |
| Fixed costs | | | |
| Deposit for temporary supplies | | | |
| Reconnection fee (A/c name change) | | | |
| Total | | | |

Estimate received on: Year Month Day Consumer's Signature

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Customer Service Superintendent
Date

SECTION 2 (to be filled by applicant)

Name and } Address of the place for which
 Contact address } electricity is required or changes in. }
 A/c name or tariff is requested }

Application for Permanently supply Temp supply rated for future conversion A/c name change
 Temporary supply Conversion of temp to permanent supply Tariff change

If temporary please state period required:

Purpose for electricity is required:

From

| | | |
|-----|-------|----|
| Day | Month | Yr |
|-----|-------|----|

 to

| | | |
|-----|-------|----|
| Day | Month | Yr |
|-----|-------|----|

 Domestic Industrial Hotel
 Religious Commercial Temporary

Test certificate attached YES NO Applying for a Bank Loan YES NO

Applicant's signature Date

SECTION 3 (for office use only)

Pole number

| |
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Transformer Number:

| |
|--|
| |
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Closest A/c. number:

| |
|--|
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| Installation details | Lamps | Fans | Plug points | | | Cooker points | | | Welding plant | | | Motors | | | Others | Applicants signature |
|----------------------|-------|------|-------------|-----|----|--|----|----|---------------|----|----|--------|----|----|--------|----------------------|
| Rating Number | | | 15A | 13A | 5A | _A | _A | _A | _A | _A | _A | kw | kw | kw | | |
| Power required | | | | | | | | | | | | | | | | |
| Total | KVA | | | | | Supply recommended – 15/30/60 A – 1/3 PH | | | | | | | | | | |

Test results at LECO / consumer Interface

| | First | | | | Second | | | | Third | | | |
|-----------------------------|-------|-----|-----|-------|--------|-----|-----|-------|-------|-----|-----|-------|
| Insulation resistance MOhms | P/N | R/Y | R/B | RYB/N | P/N | R/Y | R/B | RYB/N | R/N | P/Y | R/B | RYB/N |

Valid for 30 days only

Estimate for the supply of electricity

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| Name <input style="width: 200px;" type="text"/> Ref Number <input style="width: 150px;" type="text"/> Power requirements <input style="width: 100px;" type="text"/> Supply Recommended <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="text-align: center;">15A/30A/60A</td></tr><tr><td style="text-align: center;">Single Phase/ Three Phase</td></tr></table> | 15A/30A/60A | Single Phase/ Three Phase | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">ITEMS</th> <th style="width: 15%;">UNIT</th> <th style="width: 10%;">QUANTITY</th> <th style="width: 15%;">COST(Rs)</th> </tr> </thead> <tbody> <tr> <td>Service wire needed</td> <td>Meters</td> <td></td> <td></td> </tr> <tr> <td>Poles</td> <td>Nos</td> <td></td> <td></td> </tr> <tr> <td>Stays</td> <td>Nos</td> <td></td> <td></td> </tr> <tr> <td>Struts</td> <td>Nos</td> <td></td> <td></td> </tr> <tr> <td>Fixed costs</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deposit for temporary supplies</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reconnection fee (A/c name change)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | ITEMS | UNIT | QUANTITY | COST(Rs) | Service wire needed | Meters | | | Poles | Nos | | | Stays | Nos | | | Struts | Nos | | | Fixed costs | | | | Deposit for temporary supplies | | | | Reconnection fee (A/c name change) | | | | Total | | | |
|---|-------------|---------------------------|--|-------|------|----------|----------|---------------------|--------|--|--|-------|-----|--|--|-------|-----|--|--|--------|-----|--|--|-------------|--|--|--|--------------------------------|--|--|--|------------------------------------|--|--|--|-------|--|--|--|
| 15A/30A/60A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Single Phase/ Three Phase | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ITEMS | UNIT | QUANTITY | COST(Rs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Service wire needed | Meters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Poles | Nos | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stays | Nos | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Struts | Nos | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fixed costs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deposit for temporary supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reconnection fee (A/c name change) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Estimate received on:

| | | |
|------|-------|-----|
| Year | Month | Day |
|------|-------|-----|

 Consumer's Signature

 Customer Service Superintendent Date

ACTIVITY

Status

DATE

INITIALS

TITLE

Application received
 Test certificate included
 Forwarded to Depot
 Estimated
 Tariff recommended
 Occupancy confirmed
 Section 15 issued
 Section 15 approval received
 Forwarded to Branch Office

Branch Depot
 YES No
 Dom GP - 1 Ind -1 Hot-1
 Rel GP - 2 Ind -2 Hot-2

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Bank informed
 Payment received
 Agreement received

Rs. Rcpt No.

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Test the installation
 Additional payment requested

First Second Third

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Materials drawn
 Service given
 Fuse / MCB rating
 Meter number - kVA
 Meter number - kWh

Reference
 Amps

 R
 Y
 B

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Meter reading

INITIAL **FINAL (Temp supplies)**

R
 Y
 B

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Meter no & readings are correct

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Consumer's Signature:>
 Forwarded to Branch Office

Account number
 Consumer master file entry
 Drawing records

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FOR CUANGE IN A/C NAME, TARIFF CATEGORY

Has supply been disconnected
 and if so the reason

Yes No
 Non payment Offence Request

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Total arrears due
 Action taken to recover arrears
 Change in A/c name in order
 Change in tariff category in order

YES NO
 YES NO

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FOR TEMPORARY SUPPLIES

Certified correct
 Refund approved / not approved
 Refunded on / /
 Cheque number

| | |
|------------------------------|--|
| Energy Charge | |
| Fixed Charge | |
| Labour Charge | |
| Material cost – Depreciation | |
| Damages to equipment | |
| Total | |
| Less deposit | |

REMARKS
