



POWER SERVICE APPLICATION

1 Take the Pre-Membership Seminar-Exam
 Conducted from Monday to Friday, 8:00AM-3:00 PM at FLECO Main Office) or through online at this link www.fleco.com.ph/epms.php

2 Submit the accomplished documents & other requirements to MSD for pre-evaluation

- Application form with Location map
- Photo of the establishment/house (front view)
- Electrical lay-out plan signed by PEE (Original copy)
- Electrical permit (Original copy)
- Certificate of final electrical inspection (signed by the Municipal Engineer/ BFP/PEE— Original Copy)
- Fire safety inspection certificate from BFP (Original Copy)
- 2 pcs. 2X2 picture
- Valid ID/ CTC/Sedula (Photocopy)
- Electric bill from nearest neighbor (Photocopy)
- Proof of Lot Ownership / Affidavit of Ownership
- Notarized Letter of Undertaking
- Notarized Special Power of Attorney (if you will process the application in place of the applicant)

3 House wiring inspection
 In order to proceed with the inspection, please comply with the following:

- House wiring *
- Gen. Switch / Circuit Breaker *
- Service Entrance (RSC) *
- Private Service Pole made of GI pipe 2 inches in diameter, 20 ft. in height (if the establishment is 25- 30 meters away from FLECO's electrical pole)

* Kindly follow the size/specification based on your submitted electrical layout plan

7 Processing of Connection Order
 Responsible person: MSD Staff
 Processing time: 5 minutes

6 Signing of MOA/Kasunduan & Issuance of Membership ID
 Responsible person: MSD Staff
 Processing time: 5 minutes

5 Payment
 Responsible person: Teller
 Processing time: 5 minutes

4 Evaluation & Clearance
 If approved, proceed to step 5.
 If disapproved, settle arrears/balance
 Responsible person: Billing Section
 Processing time: 5 minutes

If approved, please proceed to step 4.

If disapproved, go back to step 3: House wiring inspection

8 Installation of Meter
 Responsible person: Metering Crew

Service Fees & Other Charges

Bill Deposit	1 - 15A	1,000.00
	16-40A	2,000.00
	41-100A	2,500.00
	Socket Type CI200	3,700.00
Meter Base		*363.00
Inspection	Residential	*100.00
	Comm./Indus.	*200.00
Re-inspection		*50.00
Meter Seal		*37.50
Processing Fee	Residential	*40.00
	Comm./ Indus.	*50.00
Membership		*5.00
Notarial Fee	Residential	*60.00
	Comm./ Indus.	*120.00
Transfer Fee (For Transfer Meter only)		*100.00
Reconnection Fee (For Transfer/Renovation only)	Residential	*100.00
	Comm./ Indus.	*200.00
Calibration Fee (For Transfer/Renovation only)		*100.00
**Duplex No. 6		*31.35 per meter

ADDITIONAL FEES FOR TEMPORARY CONNECTION/EXTRALIGHT

Extralight Deposit	***1,500.00
Meter Deposit	***3,000.00
Service fee	*200.00

* subject to 12% VAT

** 30 meters provided free for **NEW CONSUMERS (RESIDENTIAL)** only

*** refundable upon **PAYMENT** of **PERMANENT CONNECTION**

Fees and Charges are subject for changes without prior notice