



NUEVA VIZCAYA ELECTRIC COOPERATIVE

Gabut, Dupax del Sur, Nueva Vizcaya

CONSUMER'S REQUEST FORM

DATE: _____

Last Name

First Name

Middle Name:

ADDRESS:

ACCOUNT NO: _____ METER NO: _____ TYPE OF CONSUMER: _____

SHARE CAPITAL: _____ No. Of Shares _____ Amount: _____ OR/CR#: _____ Date: _____

REASONS: (Please Check the Nature of Request)

<input type="checkbox"/> Change of Ownership	<input type="checkbox"/> Change of Status	<input type="checkbox"/> Correction of Name
<input type="checkbox"/> Death of Registered Member	<input type="checkbox"/> Change of Address	<input type="checkbox"/> Transfer of Location

CHANGE OF NAME

FROM

Last Name

First Name

Middle Name:

CHANGE OF STATUS:

<input type="checkbox"/> Commercial to Residential	<input type="checkbox"/> Commercial to Industrial	<input type="checkbox"/> Residential to Commercial
<input type="checkbox"/> Industrial to Commercial	<input type="checkbox"/> Industrial to Residential	<input type="checkbox"/> Residential to Industrial
<input type="checkbox"/> Special Lighting to Permanent Connection	<input type="checkbox"/> Others _____	

CORRECTION OF NAME:

FROM:

TO:

Last Name

First Name

Middle Name:

Last Name

First Name

Middle Name:

CHANGE OF ADDRESS/TRANSFER OF LOCATION

FROM:

TO:

No./Street

Barangay

Municipality

No./Street

Barangay

Municipality

Reference (Nearest Neighbor of New Address):

Name:

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Acct No. _____

Meter No: _____

This is to certify that the above statements/data given are true and correct and I will be held liable for any false statement and or misrepresentation.

The Cooperative shall have the option to make necessary action/recommendation in case of forgery or representation thereof.

Certified and Requested by:

Conforme:

Signature Over Printed Name of Applicant

Former Member/Owner

CP No/Tel No: _____

Prepared by:

Verified by:

CA Officer/Lineman

MSD Chief /Area Chief

Checked by:

Noted by:

CSS Supervisor/Foreman

ISD Manager/Area Manager

REQUIREMENTS FOR:

A. CHANGE/TRANSFER OF OWNERSHIP (any mode of transfer)

1. Fill up Application Form for Change of Ownership/Name;
2. Photocopy of the instrument of transfer/waiver of ownership of land/building to include transfer of share capital.
3. Pay a Transfer Fee of P 200.00 and P 100.00 Membership Fee if not yet a member;
4. Clearance from the Area Office indicating that all obligations are paid;
5. Fill up Application Form for Membership and pay the minimum share capital of One Thousand Two Hundred Pesos (P 1, 200.00) if not yet a member of the Cooperative;
6. Present Valid ID e.g. SSS/GSIS, Driver's License, Voter's ID etc.
7. A copy of Official Electric Bill Receipt (OEBR) of the original owner.

B. DEATH OF REGISTERED OWNER

1. Fill up Application Form for Change of Name;
2. Photocopy of Death Certificate of the original/registered owner;
3. Clearance from the Area Office;
4. If the spouse is still living, the OEBR shall be named after him/her;
5. If both spouses are deceased, a waiver of the surviving children shall be executed in favor of one of them as transferee to include the transfer of share capital;
6. Pay a membership Fee of One Hundred Pesos (P 100.00) and a transfer fee of Two Hundred Pesos (P 200.00) for the share capital.

C. CORRECTION OF NAME

1. Copy of OEBR;
2. Photocopy of Valid ID (Postal ID, Driver's License, SSS/GSIS etc.)

D. CHANGE OF STATUS

1. Letter request from the owner;
2. Clearance from Area Office;
3. Electrical Plan if needed;
4. Payment of fees based on inspection and assessment.

E. CHANGE OF ADDRESS/TRANSFER OF LOCATION

1. Clearance from the Area Office;
2. Electrical Plan if needed;
3. Payment of Fees based on inspection and assessment;
4. Copy of OEBR of nearest neighbor of the new Address/Location.