



SolomonPower

energising our nation

APPLICATION FORM

NEW CONNECTION

WORK ORDER NO. _____

PART A: THE CUSTOMER

TO: Chief Executive Officer, Solomon Power

TERMS AND CONDITIONS:

I/We jointly and severally hereby apply for and agree to receive from Solomon Power, electricity at the premises described in this Agreement subject to the following terms and conditions:

1. To receive the supply of electricity provided in accordance with the Electricity Act Cap 128; the Regulations made there under and as may be amended from time to time.
2. To pay the charges for electricity consumed by me within 15 days after the date upon which the account has been registered. The prices for supply of electricity shall be in accordance with such tariffs as may, from time to time, be prescribed by Electricity (Tariff) (Automatic Base Tariff and Fuel Adjustments) Regulations 2005).
3. To pay the required Security Deposit of \$3,000.00 as a new domestic customer or \$6,000.00 as a new commercial customer for a new kwt installation, as provided for in the Regulations under the Electricity Act, which is an estimate of the total amount of charges likely to be incurred by me/us for the supply of electricity for two months or alternatively, as determined at the sole discretion of the Authority upon reassessment of my/our usage of electricity during the continuity of this Agreement.
4. To be responsible for safekeeping of all meters and equipment provided and fixed at my/our premises by Solomon Power and bear any loss or penalty due to illegal connection or damage to any meter or other equipment while it is fixed at my/our premises.
5. To obtain all easements/way leaves, or statutory consents or approvals and consent of the lessor/landlord (where the customer is a tenant as maybe necessary for the supply of electricity to me/us [the authority]. The easements/way leaves, or statutory consents or approvals and consent of the lessor to be in writing and signed by the landlord or owner of the property and witnessed by an independent person whose name and contact details should be printed on the said authority.
6. To allow Solomon Power or its employees to read the electricity meter regularly [every once a month]. The months Solomon Power cannot read the electricity meter it will estimate the reading by taking into account the average consumption in the previous month.
7. To allow Solomon Power Meter Technicians free access to install, inspect and read the meters as provided for under Regulation 37 of the Electricity Regulation.
8. To bear the cost of relocating the meter or service line.
9. To provide original proof of tenancy (where the customer is a tenant e.g. Tenancy agreement or rental receipts.)
10. To provide certified true copies of all the requirements in this application.
11. To pay reconnection , penalty and other fees as stipulated by Solomon Power.
12. To inform Solomon Power when the premises is vacated.
13. To ensure that the power factor requirement at my/our premises shall be at full load and is not less than 0.85.

I, _____ of _____
Full Name of applicant Business/Organization

do hereby, solemnly and sincerely declare that I fully understand and accept the content and will abide by the above terms and conditions .

Signature

Location

Date

PART B: CUSTOMER SERVICES DEPARTMENT

1. CUSTOMER NAME: [NAME OF THE ACCOUNT TO BE INPUTTED INTO THE BILLING SYSTEM]

FirstName: _____ MiddleName: _____ Surname: _____

2. MAILING ADDRESS:

_____ P O Box No. _____ Town:(ieHoniara/Auki,etc) _____

Suburb / Location of Property (ie Vura, Rove etc), _____ Telephone No.: _____

Email: _____

3. REASON FOR REQUIRING SERVICE :

- Temporary Supply New Connection to new building Separation Addition
 Alteration Standby Gen Set Solar PV Grid Connect Relocate Service Line Other _____

Comment: _____

4. CHECKLIST REQUIREMENTS: [FOR NEW CONNECTION]

Parcel No. of Property:- _____ Lot No. _____

Additional description of location, (ie next to or Building Name) _____

Attach copies of :

- FTE Register Passport No. /Driver's License No. or NPF No. _____ Current Photo and Statutory Declaration
 Town Council Approval of Building Plan Site Plan/Map of the area Letter of Consent from Adjoining Land Owner for Line Access
 If Tribally Owned Land, consent Letter from 50% of Land Owning Tribe. If Commercial customer, Company Registration and Business License

5 . TYPE OF INSTALLATION: Domestic Commercial Industrial

If Commercial or Industrial, state Business Name: _____

6. TYPE OF BUILDING: Specify the type of commercial installations or building constructed.

- Multi-commercial building or office (Consisting of 1 to 6 floor level building) Hotel / Motel / Rest house/ Lodge /Accommodation Building.
 Workshop /Garage. etc.

7. SIEA LICENSED ELECTRICAL CONTRACTOR DETAILS:

Name of Electrical Contractor: _____ Registration No. _____ Tel. No. _____

8. APPLICANT DECLARATION:

I declare that the above information are true and correct and I bear responsibility for and on behalf of this application.

Signature : _____ Date: _____

9. PROCESSED BY CUSTOMER SERVICES OFFCER:

Name Signature Date

10. APPROVED BY CUSTOMER SERVICES MANAGER:

Name Signature Date

PART D: DISTRIBUTION

18. SURVEY AND QUOTATION

18.1 Date Permit Received: _____ 18.2 Date of Survey: _____

18.3 Description of Location to Confirm Installation No. : _____

18.4 Job Description: _____

18.5 Total Quotation: \$ _____ (Attach Copy of Quotation)

18.6 Survey Team Leader: _____
Name Signature Date

18.7 APPROVAL

Manager Distribution: _____
Name Signature Date

PART E : CUSTOMER SERVICES DEPARTMENT - PAYMENT

19.1 Date Quotation Received: _____

19.2 Date of Payment: _____ Receipt No. _____ (Attached)

19.3 Payment: Material /Labor Cost (Lines): \$ _____
Security Deposit: (Kwt) \$ _____
Installation Fee (Cash Power): \$ _____
Total Payment: \$ _____

PART F : DISTRIBUTION DEPARTMENT - CONSTRUCTION OF LINE

20.1 Material Ordered from Stores: (Date) _____

20.2 Material Received from Stores: (Date) _____

20.3 Line Constructed: (Date) _____

20.4 Transformer No. _____ Phase Connected: _____

20.5 Team Leader: _____
Name Signature Date

21. WORK COMPLETED:

I certify that all Line works covered by this Works Order have now been completed.

Distribution Engineer: _____
Name Signature Date

PART G: REGULATORY DEPARTMENT

22. COMPLETION OF WIRING

22.1 Attach copy of COMPLETION NOTICE Date of Completion: _____

22.2 Book out New Meter (s) from Stores Date: _____ Sign: _____

22.3 Meter Received from Stores Date: _____ Sign: _____

23. INSPECTION

23.1 Date of Scheduled Inspection: _____ Inspection Date: _____

23.2 Recommendation by Inspector: Pass Fail

Comment: _____

Inspector: _____
Name Signature Date

24. INSTALL METER AND CONFIRM INSTALLATION NUMBER:

24.1 Meter No. _____ Installation Number: _____

24.2 Meter Installed & Energized (Date): _____ Installed By (Name) _____

24.3 CALL CASH POWER SECTION FOR KEY CHANGE AND TAMPER RESET

24.4 Issue Key Change (Date): _____ 26.3 Issue Tamper Reset (Date) _____

24.5 Key Change / Tamper Reset issue By: _____

25. VERIFIED BY:

Electrical Inspector: _____
Name Signature Date

PART H : CUSTOMER SERVICES DEPARTMENT

26. PROGRAMME METER (for CASHPOWER):

26.1 Program Meter (Date): _____

26.2 Inputted By (Full Name & Signature: _____ Date: _____

27. REGISTER CUSTOMER IN USP (for KILOWATT)

Inputted By (Full Name & Signature: _____ Date: _____

PART I: DISTRIBUTION (GIS)

28. GLOBAL POSITIONING OF INSTALLATION: _____

GIS Team : _____
Name Signature Date

PART J : CUSTOMER SERVICES DEPARTMENT

29. CLOSE WORK ORDER

29.1 Scan Form into Customer's USP Library Scanned by _____ Date _____

29.2 File Hard Copy Documents in Registry Room By Installation Number.

File by: _____ Date _____