



**Solomon Islands Electricity Authority**  
trading as **SOLOMON POWER**

**APPLICATION FOR**  
**SERVICE CONNECTION**

Account Number

.....

**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. The supply of electricity will be 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, any charges payable for the hire apparatus, or any other services rendered by Solomon Power within 15 days after the date upon which the account has been given to me/us.
3. To pay the charges for electricity consumed by me at the price for supply of electricity in accordance with such tariffs as may, from time to time, be prescribed by the relevant Electricity (Tariff) (Automatic Base Tariff and Fuel Adjustments) Regulations ).
4. To be responsible for safekeeping of all meters and equipment provided and fixed at my/our premises by the Solomon Power and bear any loss 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 and inspect the electricity meter regularly. The months Solomon Power cannot read the electricity meter it will estimate the reading by taking into account your average consumption in the previous month.
7. To provide original proof of tenancy (where the customer is a tenant e.g. Tenancy agreement or rental receipts.)
8. To pay a 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.
9. To provide certified true copy of Power of Attorney where I am the legal care taker of the said premises.
10. In order to get re-connected, to pay for reconnection , penalty and other fees as stipulated by Solomon Power.
11. To inform Solomon Power when the premises is vacated.
12. To ensure that the power factor requirement at my/our premises shall be at full load and is not less than 0.85.
13. To provide original proof of identify for sighting and photocopying by Solomon Power Officer receiving the Agreement. (e.g. Driver’s License, Passport, NPF Card, any previous utility bill for last three months, Employment Card, Certificate of Incorporation in respect of a limited liability company and Certificate of Registration in respect of Business name.

I, (full name) .....applying on behalf of (myself, business / organization)

Name of Business Organization.....

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

(Signature).....Location.....Date.....

**PART B: CUSTOMER SERVICES DEPARTMENT**

**1. FEEDER NUMBER:.....TRANSFORMER NO.....PHASE CONNECTED:.....**

**2. Print and attach copy of Google Map of house Location**  **WO A/C NO.....**

**3. CUSTOMER NAME: (please circle) : Mr, Mrs, Miss, Dr., Cpt, Fr., Lady, Pst, Rev., Sir.**

First Name..... Middle Name:.....Surname:.....Or

**Business Name** .....

**4. BILLING ADDRESS:** .....

PO Box No.....Town: (ie Honiara/Auki etc )..... Suburb (ie Vura)

.....Telephone No.:.....

Email:.....

**5. REASON FOR REQUIRING SERVICE :** Temporary Supply  New Connection to new building—CP / kWt

OBA-New Separation [from Meter#..... OBA to CP  OBA to kWh

CP to kWt  kWt to CP Additional Wiring Wiring Alteration Re-Wire for Defect Wiring

Re-Wire for Illegal Bypass Relocate Meter  Meter Upgrade  Keypad—Cashpower Required (*existing CP*)

Relocate Service Line  Relocate Pole  Upgrade Service Line  New Transformer  Standby Gen Set

Solar PV Grid Connect  Solar PV Back to Grid Connect  Other.....

**6. TYPE OF INSTALLATION:** Domestic Commercial Industrial

**7. METER REQUIRED:** CP  kWt

**8. REQUIRED DOCUMENTS: [ FOR NEW CONNECTION]**

**Attach copies of :** FTE Register : Parcel Number ..... Lot No.....

Photo ID: Passport photo / Voter Registration Card/ Driver’s License or Statutory Declaration

Letter of Consent from Adjoining Land Owner for Line Access

If Tribally Owned Land, consent Letter from 50% of Land Owning Tribe.

If Commercial—Town Council Approval of Building Plan

If Commercial—Company Registration and Business License

**9. A GRADE LICENSED ELECTRICAL CONTRACTOR :**

Electrical Contractor: .....Registration No.....

Tel. No.....Business Name .....

I attach a copy of the Wiring Diagram for this installation Stamp, Sign&Date :

**10. APPLICANT DECLARATION:**

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

**Name of Applicant:**.....(Sign & date ).....

**11. PROCESSED BY CUSTOMER SERVICES OFFCER (name).....(sign &)date.....**

**12. APPROVED BY METER ENGINEER FOR** CP to kWt  kWt to CP (sign & date).....

**13. APPROVED BY OIC (name)..... (sign & date).....**

**14. APPROVED BY CS MANAGER (name).....(sign & date).....**

**PART C: REGULATORY DEPARTMENT**

**1.**

- Temporary Supply
- New Connection to new building— (Cashpower / kWt)
- Additional Wiring
- Wiring Alteration
- Upgrade of Metering Point — (CP / kWt)
- Separation [from Meter Number:.....]
- Relocate Meter
- Re-Wire for Illegal Bypass
- Re-Wire for Defect
- Standby Gen Set
- Solar PV Grid Connect

(Please tick appropriate box above for this task)

**2. TYPE OF BUILDING: *Specify the type of commercial installations or building constructed (please tick)***

- Single story commercial building
- Workshop /Garage. etc.
- Keypad—Cashpower Required
- Multi-commercial building or office (Consisting of 1 to 6 floor level building)
- Hotel / Motel / Resthouse/ Lodge /Accommodation Building
- No. of Units.....

**3. TYPE OF METER REQUIRED:**     Kilowatt Meter     Cash Power     CT Meter

**4. PHASES:**     1     2     3

**5. DISTANCE TO NEAREST SUPPLY POINT:** ..... **6. NEAREST METER Num-ber**.....

**7. COMMENCEMENT NOTICE (date issued).....**  
 [Attach Copy]

**8. PERMIT TO WIRE (date issued).....[Issued to Contractor]**

**9. COMPLETION NOTICE (date received) .....**  
 [Attach Copy]

**10. Electrical Inspector (Name).....(Signature).....**  
 (Date).....

**11. PASS FILE TO DISTRIBUTION TEAM FOR LINE SURVEY FOR THE FOLLOWING CONNECTION:**

- Temporary Supply
- New Connection to new building—Cashpower / kWt

**12. FOR SEPARATION, GO TO PART G**

**PART D: DISTRIBUTION DEPARTMENT**

**1. SURVEY AND QUOTATION**

1.1 Survey completed (sign) .....(date)  
.....

1.2 Describe Job Carried  
out.....

1.3 Attach Copy of Quotation

*(Quotation to be signed as verified by the Survey Team Leader and approved by the Manager Distribution)*

**PART E : CUSTOMER SERVICES DIVISION**

**1. CUSTOMER PAYMENT**

1.1 Attach copy of Receipt for Service Line Quotation  Total Payment  
\$.....

1.2 Attach copy of Receipt for CP Installation  Total Payment  
\$.....

1.3 Attach copy of Receipt Security Deposit  Total Payment  
\$.....

1.4 Attach copy of Receipt for Other Payments  Total Payment  
\$.....

**PART F : DISTRIBUTION DEPARTMENT**

**1. CONSTRUCTION OF LINE**

1.1 Material Ordered from Stores: (Date) .....

1.2 Material Received from Stores: (Date).....

1.3 Line Constructed: (Date) .....

1.4 Feeder No.....Transformer No..... Phase  
Connected:.....

1.5 Team Leader

**PART G: REGULATORY DEPARTMENT**

**1. BOOK METER FROM STORES**  Book out New Meter (s) from Stores Date.....

**2. INSPECTION**  Schedule Inspections Date.....

2.1  Pass  Fail / Defect  Attach copy of Defect Notice

If Pass, proceed to 3

2.2 If Fail, Call Electrical Contractor, Issue copy of Defect Notice and Advice to apply for Re-Wire for Defect.

Inspector Name.....Signature.....Date.....

**3. INSTALL METER AND ENERGIZE**

**3.1 KEY CHANGE AND TAMPER RESET ISSUED FROM CASH POWER SECTION**

Request Key Change Request Tamper Re-set

Key Change / Tamper Reset issue By.....(date).....

3.2  Attach copy of MCR Form

3.3. VERIFIED BY: Electrical Inspector (Name).....(sign & date).....

**PART H : CUSTOMER SERVICES DEPARTMENT**

**1. PROGRAMME METER (for CASHPOWER):** 1.1 Cashpower Meter Number.....

1.2 Installation Number:..... 1.3 Programed By.....(date).....

**2. REGISTER CUSTOMER IN USP ( for KILOWATT) 2.1 kWt Meter Number.....**

2.2 Installation Number:.....2.3 Registered By & Date.....

**PART I: GIS SECTION**

**1. FEEDER / TRANSFORMER REGISTER**

1.1 Confirm Feeder No.....Transformer No..... Phase Connected:.....

1.2 GIS Team Leader (Name.....Sign & Date.....

**PART J : CUSTOMER SERVICES DEPARTMENT**

**1. RECORD DOCUMENTS**

1.1  Scan all paperwork into USP Library (Name).....Sign& Date.....

1.2.File Hard Copy Documents in Registry Room By Installation Number:  
(Name).....Sign & Date.....