

Date :

Company Name :

Address :

Subject: **ADDITION OF LOADS**

Gentlemen:

To facilitate the processing of your electric service application, kindly submit the following documents to Central Sales Office at 2nd floor Lopez Bldg., Meralco Compound, Ortigas Ave., Pasig City:

1. Formal request Letter (from the owner).
2. Authorization letter & photocopy of a valid ID (if representative)
3. Wiring Permit from City or Municipal Engineer's Office and Certificate fo Final Electrical Inspection (to follow)
4. Electrical plan containing the following: (SIGNED AND SEALED BY P. E. E.)
 - Single Line Diagram
 - Schedule of Loads
 - Proposed Service Entrance Location
 - Size of Service Entrance Wires
 - Shop Drawing of Meter Center with Dimensions (for multi-metering service)
5. Photocopy of the following;
 - SEC Registration (for Corporate Entity)
 - Articles of Incorporation
 - Latest General Information Sheet (GIS)
 - Business/ DTI Permit or Business Name (for Sole Proprietorship)
 - BIR Certificate of Registration or TIN card
 - Contract of lease (if rented)
 - Any of the following valid identification cards with picture; Driver's License, GSIS ID, SSS ID, Passport, PRC License, Pag-ibig ID, Philhealth ID, Firearm's License, Original NBI Clearance
 - Transfer Certificate Title or Deed of Sale
 - Condominium Certificate Title or Contract to Sell for Condominium owners
 - Secretary's Certificate for contract signatory other than the president or members of the board
6. For an applied load of 500 kW and above, kindly submit the following additional documents:
 - Complete Single Line Diagram (reflecting winding configurations and relays)
 - Transformer Vault (TV) or Metering Vault (MV) Location Plan
 - Elevation Plan of Transformer or Metering Vault
 - Adjoining rooms with the Transformer or Metering Vault rooms (below/beside/above)
 - Proposed primary and secondary conduit runs
 - Drainage System
 - Location of Main Circuit Breaker(HVSG-high voltage switchgear or LVSG-low voltage switchgear)
 - Metering location
 - Hoisting Facilities and its specifications
 - Site Development Plan (proximity of Transformer/Metering Vault to other structures)
 - Architectural Perspective
 - Topography (for rolling terrain)

Please do not construct any electrical facilities for Meralco equipment or connection without our written approval or go signal. Your early submission of the above documents will facilitate our review and eventually approval of your design. Please feel free to contact our engineers at telephone numbers 1622-2432 or 1622-2433. Thank you very much and we look forward to having future transactions with you.

Very truly yours,

Engr. ELEFREN SB. ANTONIO
Team Leader,
Central Corporate Business Technical Support - Team 2

Received by:

(Signature over Printed Name)

(Position/Designation)

Tel. No.: _____ Date Received: _____