

ABUJA ELECTRICITY DISTRIBUTION PLC (AEDC)

APPLICATION NO.....

APPLICATION FOR ELECTRICITY SUPPLY AND AGREEMENT FORM

2 Recent Passport
Photograph of the
Applicant

(With Name and
Signature behind)

(TO BE COMPLETED IN DUPLICATE BY THE APPLICANT AFTER STUDYING THE CONDITIONS AND REGULATIONS OF SUPPLY SPECIFIED OVERLEAF)

IMPORTANT NOTES:

PURPOSES OF COLLECTION OF PERSONAL DATA

Abuja Electricity Distribution Plc (AEDC) shall collect, process, transfer, manage and store your personal data as it deems necessary for the purposes of supply of electricity, billing, regulatory reporting, compliance, dispute resolution, advisory purposes, execution of contractual obligations, communication, debt recovery and other related purposes. AEDC has taken necessary measures to protect your personal data and privacy.

RIGHT TO REQUEST UPDATE, AMENDMENT, CORRECTION AND DELETION OF PERSONAL DATA

You have the right to request for an update, amendment, correction or deletion of your personal data at any time subject to your following the duly laid down procedures for doing so by AEDC and its Document and Record Retention Policy.

CONSENT BY AEDC'S CUSTOMER

I consent to the collection, processing, transfer, management and storage of my personal data by AEDC for the aforementioned purposes. I understand that AEDC has an obligation to release my personal data to any of its Regulators, Security Agencies or third parties upon being requested to do so in the course of their official duties, investigations or on the order of court or further to contracts and will take necessary measures to protect my personal data and privacy in that regard.

I CONSENT

I DO NOT CONSENT

* Tick as appropriate

* Please note that in the event that you choose not to consent to the collection, processing, transfer, management and storage of your personal data by AEDC, AEDC shall decline to render its services to you, including supply of electricity.

SIGNATURE AND DATE:

PART 1: CUSTOMER PERSONAL DATA-LANDLORD (OWNER OF PREMISES)

- 1.1 NAME OF ACCOUNT
SURNAME: (MR/MRS/MISS/CHIEF)
OTHER NAMES IN FULL
- 1.2 DATE OF BIRTH.....
- 1.3 CONTACT TEL NO(s).....
- 1.4 EMAIL ADDRESS.....
- 1.5 NAME AND ADDRESS OF EMPLOYER OR BUSINESS.....
- 1.6 METER NUMBER (Where Applicable)

1.7 CUSTOMER ACCOUNT NUMBER (FOR PREMISES)

1.8 VALID MEANS OF IDENTIFICATION: International Passport Driver's License National ID Card PVC
 (Please tick applicable one)

1.9 PERSONAL IDENTIFICATION NUMBER (International Passport, Driver's License, National ID Card, PVC)

1.10 ADDRESS AT WHICH SUPPLY IS REQUIRED.....
 HOUSE NO.....
 BUS STOP..... LANDMARK..... LGA.....

Signature..... Date.....

1.11 TYPES OF PREMISES (BUILDING)

- 2Bed Room Flat
- Tenement House
- 3Bed Room Flat
- Single Room
- Shop/Boys Qt
- Block of Flats
- Duplex

Others (Please Specify)

1.12 USE OF THE PREMISES.....

- Residential
- Commercial
- Special
- Industrial

PREVIOUS

(A) CUSTOMER ADDRESS

(B) ACCOUNT NUMBER..... METER NUMBER.....

1.13 TO BE FILLED IF OCCUPIER IS DIFFERENT FROM APPLICANT
 NAME AND ADDRESS OF OCCUPIER OF THE PREMISES.....

CONTACT TEL NO(s)

VALID MEANS OF IDENTIFICATION: International Passport Driver's License National ID Card PVC
 (Please tick applicable one)

PERSONAL IDENTIFICATION NUMBER:

1.14 NAME AND ADDRESS OF EMPLOYER/BUSINESS.....

1.15 CONTACT TEL No(s).....

1.16 E-MAIL

PART 2: DECLARATION (TO BE COMPLETED BY CERTIFIED/REGISTERED ELECTRICAL ENGINEER/ACCREDITED ELECTRICAL CONTRACTOR)

2.1 LOAD REQUIREMENT FOR THE PREMISES

		No	Wattage	No.	Total H.P
A.	Lighting Points				
B.	Ceilings fans				
C.	Socket Outlets - 5 Amps - 13 Amps - 15 Amps				
D.	Cooker				
E.	Water-Heater				
F.	Air-conditioner				
G.	Others				

*Details of Additional Equipment can be attached separately.

Total installed load.....

2.2 NATURE OF PROPERTY: OLD OR NEW

2.3 TYPE OF PROPERTY: SINGLE HOUSE APARTMENT TERRACE PUMP HOUSE

OTHERS (Please explain)

2.4 DOES THE PROPERTY HAVE PLANNING PERMISSION: YES NO

2.5 DOES THE PROPERTY HAVE A METER: YES NO

2.5.1 IF PROPERTY HAS A METER

2.5.2 METER NUMBER

2.5.3 CUSTOMER ACCOUNT NUMBER

2.5.4 METER TYPE AT PROPERTY: PRE-PAYMENT OR POST-PAID METER OR MAXIMUM DEMAND

2.6 ESTIMATED MAXIMUM LOAD FOR Amperes per phase

2.7 REQUESTED VOLTAGE/TYPE OF SUPPLY

2.8 NAME OF THE REGISTERED ELECTRICAL ENGINEER/ELECTRICAL CONTRACTOR

ADDRESS.....

LICENSE NO CATEGORY.....

SIGNATURE..... DATE.....

2.9 TO BE COMPLETED BY ONLY THOSE REQUESTING FOR CHANGE OF CUSTOMER CLASS

METER NUMBER..... ACCOUNT NUMBER.....

2.10 I/WE HEREBY REQUEST ABUJA ELECTRICITY DISTRIBUTION PLC (AEDC) TO SUPPLY US WITH ELECTRICITY AT THE ADDRESS STATED AT THE 1.10 ABOVE FOR THE PURPOSE STATED IN 1.12 ABOVE AND AGREE TO PAY ALL CHARGES MADE BY AEDC IN ACCORDANCE WITH THE PREVAILING ABUJA ELECTRICITY DISTRIBUTION PLC TARRIF SUPPLY AS APPROVED BY NIGERIAN ELECTRICITY REGULATORY COMMISSION (NERC)

2.11 I/WE CONFIRM THAT THE INFORMATION GIVEN IN PART 1 ABOVE IS TRUE IN ITS ENTIRETY AND AGREE THAT IF ANY PART OF IT IS FOUND TO BE UNTRUE, THE ELECTRICITY SUPPLY MAY BE DISCONTINUED.

APPLICANT'S SIGNATURE..... DATE

PART 3: FOR OFFICIAL USE ONLY

(A) TO BE COMPLETED BY COMMERCIAL OFFICER

TYPE OF APPLICATION	TICK
i. NEW SERVICE	
ii. ADDITIONAL LOAD/REPRODUCTION	
iii. CHANGE OF CUSTOMER	
iv. ADDITIONAL METER	
v. CHANGE OF TARIFF	
vi. CONVERSION FROM SINGLE PHASE TO THREE PHASE TO MD METER	
vii. IS PROPERTY EARTHED?	
viii. PLANNING PERMISSION (NEW PROPERTY)	

3.1 CUSTOMER'S REFERENCE / PREFERRED METHOD OF PAYMENT

BY MANAGER'S CHEQUE { } BY ATM { } BY POS { } ONLINE { } CASH DEPOSIT { }
Please tick preferred method(s)

3.2 PREFERRED METHOD OF RECEIVING BILLS IN ADDITION TO DELIVERY TO THE HOUSE

(a) BILLS SENT BY SMS { } or BILLS SENT BY EMAIL { }

3.3 CUSTOMER IDENTIFICATION NO. (CIN)

3.4 GPS COORDINATE.....

REMARK/RECOMMENDATION.....

THE ORIGINAL OF THIS APPLICATION HAS BEEN RECEIVED BY ME

NAME.....DESTINATION.....

SIGNATURE.....DATE.....

(B) TO BE COMPLETED BY METER SUPERVISOR

METER NO.....ACCOUNT NO.....

METER READING ON THE LAST BILL.....

FINAL METER READING ON.....IS.....
(DATE)

SIGNATURE.....DATE.....

NAME DESIGNATION.....

(C) TO BE COMPLETED BY CREDIT CONTROL SECTION

THE LATEST BILL ON THE ACCOUNT IS: (MONTH) (AMOUNT).

THE OUSTANDING IS ₦..... FINAL BILL AS PER PART (B) ABOVE IS ₦.....

THE TOTAL NOW DUE OF ₦..... FINAL VIDE ABUJA ELECTRICITY DISTRIBUTION PLC MACHINE RECEIPT NO.....

(I) WAS SETTLED ON FINAL VIDE ABUJA ELECTRICITY DISTRIBUTION PLC MACHINE RECEIPT NO.....
(DATE)

OF.....
(DATE)

(II) ₦..... HAS NOT BEEN SETTLED BUT TRANSFERRED TO ACCOUNT OF OF
ACCOUNT NO..... METER NO.....
NAME.....
ADDRESS.....

THE APPLICATION IS HEREBY CLEARED FOR FURTHER PROCESSING

SIGNATURE..... DATE.....

NAME..... DESIGNATION.....

(D) FINAL APPROVAL

CHECKED BY:

NAME..... DESIGNATION..... DATE.....

APPROVED BY:

NAME..... DESIGNATION..... DATE.....

PART 4: CONDITIONS AND REGULATIONS OF SUPPLY

I/We hereby request that Electricity be supplied in accordance with the Electricity Power Sector Reform Act 2005 of the Federal Government of Nigeria and all the relevant Codes and Regulations as approved by the Nigerian Electricity Regulatory Commission (NERC).

Abuja Electricity Distribution Plc (hereinafter called “AEDC”) will supply Electricity subject to the following conditions.

1. SYSTEM OF SUPPLY

AEDC’s system is Alternating Current at a frequency of 50 Hertz. The medium voltage supply will be either 230 Volts single phase or 400 Volts three phase.

2. INSTALLATIONS

Wiring Installation shall be executed to the satisfaction of AEDC which will inspect and/or test the installation.

3. SERVICE LINE

The nature and location of service lines and other supply facilities shall be determined by AEDC. AEDC shall be at liberty at any time to take branch services off the service lines whether on the customer’s premises or not, for the purposes of supplying electricity to any other premises. The customer shall obtain all facilities required by AEDC for the installation of the service line including the necessary Right of Way over his/her own and/or adjacent property which AEDC may require. Any service line or other facilities provided by or donated by a customer shall be treated in line with the Investment in Networks Regulation by the Commission.

4. ACCESS TO PREMISES

The Customer shall give AEDC all reasonable and necessary access to the customer’s premises for the purpose of connecting, disconnecting, inspecting, testing, altering, replacing, maintaining or removing any service line, meter and/or other apparatus or any part thereto and for reading meter. AEDC official will produce AEDC official identity card, upon demand. The Customer shall pay a fee for each special meter reading made on request.

5. ADDITIONAL EQUIPMENT

After the installation referred to in schedule 2.1 hereof has been tested and passed by AEDC, the customer shall not have any additional equipment connected to his installation without submitting an application form AEDC 74 to AEDC, giving at least seven days’ notice of his intention to do so and he shall not use additional equipment until the installation has been re-tested and passed by AEDC. Neglect of this precaution may cause interruption of supply and damage to AEDC Equipment; hence, a penalty may be imposed for default.

6. TESTING AND ACCURACY OF METERS

Should the customer or AEDC give notice disputing the accuracy of a meter, such meter shall be tested by the Nigerian Electricity Management Services Agency (NEMSA). If the Customer considers his meter inaccurate, his notice to that effect shall be accompanied by a deposit to cover the cost of the test. In the event of the meter having an error exceeding the line of error as may be allowed by the regulation in force, the amount payable for electricity charge for the period for which the customer is charged on the last invoice rendered prior to the notice of dispute shall be determined in line with the provisions of NERC’s Regulation on Meter Reading, Billing, Cash Collection and Credit Management.

7. DISCONTINUANCE OF SUPPLY

Not less than seven clear days’ notice in writing shall be given to AEDC by the Customer or Landlord before vacating the premises. In default of such notice the Customer shall be liable to AEDC for all accounts arising until such notice is received or until AEDC accepts an application for the supply to the same installation from another Customer. AEDC reserves the right to discontinue supply of electricity for purposes of safety, when other

Customers are being connected or when AEDC's mains or equipment are being tested, repaired, or in cases of unavoidable interruption due to fire, flood, tempest, accident and breakdown of machinery.

8. PAYMENT FOR ELECTRICITY SUPPLY

From the date supply is made available, the Customer must pay monthly for all electricity billed in accordance with the applicable rate. Official Receipts are issued by AEDC for all payment made to it. Customers are advised on each occasion to check that the amount on their receipt corresponds with the sum paid.

SPECIAL NOTE:

Whenever any Customer of electricity supplied by AEDC leaves the premises where such electricity has been supplied to him/her without paying the charges for electricity or meter rental due to him/her, AEDC shall be entitled to recover such charges from the Landlord.

9. RESPONSIBILITY FOR AEDC APPARATUS

The Customer shall ensure the safety against damage or destruction by fire and shall be solely responsible for the safe custody of the meter and other apparatus belonging to AEDC that were installed at his/her premises, and shall not damage, alter, remove the same, or obliterate or remove any such marks, words or numbers thereon, or permit any such damage. The Customer shall make good any such damage or reimburse AEDC to the extent of any loss AEDC may sustain by reason of any breach of these conditions and regulations. The Customer shall give notice to AEDC of any breakdown, failure, loss, injury or damage to the meter of any apparatus belonging to AEDC installed in his/her premises.

10. NON-LIABILITY OF AEDC

AEDC will not be responsible for any loss or damage occasioned to any person or property, whether belonging to the Customer or not, arising out of any defects in or accident to the wiring installation or by the use of the electricity supplied or any apparatus that belongs to AEDC or through any fault arising on AEDC system or for any cause beyond their control. This provision is subject to AEDC putting in place all reasonable safety measures to ensure a duty of care in the discharge of its responsibility to the Customer.

11. THE IMPROPER USE OF SUPPLY

If the Customer shall make use of the supply in such a way as to interfere with the general distribution of the electricity, immediate steps shall be taken to remedy the defects complained of or supply discontinued.

12. BREACH OF AGREEMENT

If the Customer shall neglect or refuse to pay for the electricity supplied in accordance with these conditions and regulations, or become subject under the bankruptcy laws or enters into liquidation or suffers execution to be made on his effects or commits any other breach of this agreement, AEDC may terminate this agreement and/or discontinue the supply of electricity and/or remove the apparatus belonging to them subject to the provisions of NERC's Regulation on Connection and Reconnection of Electricity Services.

13. REVISION OF CONDITIONS OF SUPPLY.

AEDC may from time to time, on giving notice to the Customer in writing or by public notice amend or alter any of the above conditions of supply or their scale of charges and such amendment or alterations shall take effect from the date specified in the said notice as approved by NERC.

14. The customer and AEDC also hereby agree to abide by and exhaust all administrative remedies as contained in the NERC Customer Complaint Handling: Standards and Procedures Regulations before resorting to any other dispute resolution or adjudicatory process.

ABUJA ELECTRICITY DISTRIBUTION PLC (AEDC)

CUSTOMER'S FURTHER UNDERTAKING

This Declaration/Undertaking is executed on this ____ day of ____ 20__ by _____ of _____ hereinafter referred to as the Applicant which unless the context otherwise provides includes his/her respective heirs, legal representatives, successors and assigns and the applicant hereby undertakes and declares as under

OR...

_____, a company duly incorporated under the laws of Federal Republic of Nigeria with registration number _____, having its principal place of business at _____

_____ (hereinafter referred to as Applicant which unless the context otherwise provides includes its successors and assigns, and the Applicant hereby undertakes and declares as hereunder

OR

_____, a sole proprietor/a partnership firm having its office at _____ hereinafter referred to as the Applicants which unless the context otherwise provides includes its successors and assigns, through Mr./Mrs./Ms. _____ who is a partner or an authorized representative hereby undertakes and declares as hereunder:.....

1. That the Applicant came into the possession of the said premises vide a Certificate of Occupancy /Deed of Assignment/Deed of Gift/Tenancy Agreement/Lease Agreement/Others (Please specify) dated
2. That the Applicant is the owner/tenant/lawful occupier of the (Description of property).....at..... (address) which falls under AEDC's distribution area for supply of electricity.
3. That the Applicant has applied to AEDC for grant of a new electricity connection and to be recognized as the registered consumer in respect of the said connection at the said premises vide request no....., for a load ofKW/h. The Applicant undertakes to supply all such documents as may be required by AEDC in that regard and to fulfill all prescribed formalities.
4. That if the new connection requested by the Applicant is granted, the Applicant undertakes to provide any, all such documents to AEDC as may be required by them from time to time as proof of ownership/tenancy/lawful occupation of the property including title/agreement and identification documents, electrical drawings etc.
5. The Applicant unconditionally undertakes to keep AEDC/its officers indemnified against any losses/damages/risks/liabilities/claims/prosecutions/fines/levies/compensation/proceedings which AEDC may be subject or be made liable for or made to suffer as a result of grant/release of the new electricity connection to the Applicant on the basis of this undertaking including any legal or other expenses reasonably incurred by AEDC in defending itself/its officers as well as for the cost/compensation(s) to which AEDC may be subject to, under any law or pursuant to directions of any court/tribunal/authority as a result of failure to comply with the terms/conditions of the FORM 74, act of forgery, any material concealment of information, as well as those of any other relevant documents required to be executed by the Applicant or attributable to false/wrong information furnished by the Applicant in respect thereto. This indemnification shall be without prejudice to AEDC's right to disconnection of electricity at the relevant premises and initiation of appropriate legal proceedings.
6. That In the event of an estimated bill, the Applicant shall promptly pay all charges stated in the relevant bill.
7. That AEDC may also demand such amounts of additional Security deposit from the Applicant from time to time as AEDC may deem fit as a safeguard for securing any event of non-payment on behalf of the Applicant.
8. That AEDC has a right of set off and may without prejudice to its other rights, transfer payments and receivables from the old connection towards the new connection and vice versa.

9. That the Applicant shall use electricity only for the purposes for which it has been sanctioned by AEDC and shall in no way be misused for any other purpose(s).
10. That the Applicant shall not extend/sublet this electricity supply to any other premises without prior written consent of AEDC.
11. That in the event the premises is leased to any person or entity, the Applicant shall notify AEDC and supply all relevant details about the tenant or lessee and the Applicant shall notify AEDC of any change in tenant(s) or lessee(s) and update their records accordingly.
12. That in the event that a court order will be violated by the supply of electricity to the Applicant's premises, the Applicant agrees that electricity supply should immediately be disconnected by AEDC without any reference/notice to him/her.
13. That the Applicant would allow clear and unencumbered access to authorized officials of AEDC to the premises for the purposes of meter reading, maintenance, inspection, checking, testing, prepaid meter monitoring etc.
14. That AEDC shall be entitled to disconnect the electricity in the Applicant's premises in the event of any default and/or non-compliance of statutory requirements and/or in consequence of an order by statutory authority/Court of Law.
15. That all details furnished in the Form 74 are true to the Applicant's knowledge. If any information is found incorrect at a later date, then AEDC will have the right to withhold/disconnect power supply to the Applicant's premises.
16. In the event of this connection being given, this Undertaking together with the Form 74 shall be treated as an agreement for the connection with effect from the date the connection is given till such time as it is replaced by a fresh agreement or this agreement is terminated.

Signed and delivered by Applicant:

In the presence of:

Name:

Address:

Signature:

Date:

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ACKNOWLEDGEMENT SLIP

APPLICATION NUMBER..... DATE.....

CUSTOMER'S SIGNATURE..... NAME OF AEDC'S REPRESENTATIVE

AEDC REPRESENTATIVE'S SIGNATURE.....