



BATANGAS II ELECTRIC COOPERATIVE, INC.

Antipolo del Norte, Lipa City

Tel.# 756-6337 • 756-1424 • 756-1021 • 756-1512

981-1865 • 981-1866 • 981-1867 • 981-1868

www.batelec2.ph

REQUIREMENTS FOR TRANSFORMER INSTALLATION

(Industrial / Commercial / Residential / CWW / Public Building)

NEW CONNECTION

Initial Application:

- 1 . Load Schedule or Electrical Plan**
- 2 . Secretary Certificate or Special Power of Attorney (SPA) - Owner's Representative**
- 3 . Valid ID of Owner & Authorized Representative**

Requirements:

- 1 . Certificate of Occupancy / Certificate of Final Electrical Inspection - City Engineering**
- 2 . Fire Safety Inspection Certificate - BFP**
- 3 . Proof of Ownership**

If owned: Land Title or Tax Declaration only

Note: For on process transfer of title, submit the following:

- Land Title or Tax Declaration (Former Owner) plus

- * Deed of Sale**
- * Deed of Donation**
- * Lease Contract**
- * Notarized Authorization or Kapahintulutan**

4 . For Business Account Name:

- * Certificate of Incorporation (Registered in Securities Exchange Commission -SEC)**
- * DTI Certification (for sole Proprietorship)**
- * Barangay Resolution (for Barangay Water Works and Public Building)**

5 . Secretary Certificate or Special Power of Attorney (SPA) - Owner's Representative

6 Valid ID of Owner & Authorized Representative

7 BAPA Clearance - If recommended only

8 . Right of Way (ROW) - If recommended only

9 . Request Letter - Mode of Payment

10 . Test Report and OR

11 . Power Interruption (With or Without) - Provide Request

12 . Request for Authority

Contact Person : Romel M. Perez - Captive Market Section Head

Joanne B. Silario - Acting Captive Market Coordinator

Telephone Number : 043-756-6337 loc. 120



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TEMPORARY CONNECTION

Initial Application:

- 1 . Load Schedule or Electrical Plan**
- 2 . Secretary Certificate or Special Power of Attorney (SPA) - Owner's Representative**
- 3 . Valid ID of Owner & Authorized Representative**

Requirements:

- 1 . Temporary Electrical Permit - City Engineering**
- 2 . Temporary Fire Safety Certificate - BFP**
- 3 . Proof of Ownership**

If owned: Land Title or Tax Declaration only

Note: For on process transfer of title, submit the following:

- Land Title or Tax Declaration (Former Owner) plus

- * Deed of Sale
- * Deed of Donation
- * Lease Contract
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- 4 . For Business Account Name:**
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- 5 . Secretary Certificate or Special Power of Attorney (SPA) - Owner's Representative**
- 6 Valid ID of Owner & Authorized Representative**
- 7 BAPA Clearance - If recommended only**
- 8 . Right of Way (ROW) - If recommended only**
- 9 . Request Letter - Mode of Payment**

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BAPA TO COMMUNAL

Initial Application:

- 1 . Load Schedule or Electrical Plan**
- 2 . Secretary Certificate or Special Power of Attorney (SPA) - Owner's Representative**
- 3 . Valid ID of Owner & Authorized Representative**

Requirements:

1 . Proof of Ownership

If owned: Land Title or Tax Declaration only

Note: For on process transfer of title, submit the following:

- Land Title or Tax Declaration (Former Owner) plus

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5 BAPA Clearance

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8 . Appointment of Principal from DEPED

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SEPARATION

Initial Application:

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Requirements:

1 . Proof of Ownership

If owned: Land Title or Tax Declaration only

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UPGRADING

Initial Application:

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- 2 . Secretary Certificate or Special Power of Attorney (SPA) - Owner's Representative**
- 3 . Valid ID of Owner & Authorized Representative**

Requirements:

1 . Proof of Ownership

If owned: Land Title or Tax Declaration only

Note: For on process transfer of title, submit the following:

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SUBDIVISION / EXTENSION OF LINE

- 1 . Letter of Intent**
- 2 . Subdivision/Electrical Plan (Hard Copy and Electronic File)**
- 3 . Proof of Ownership**

If owned: Land Title or Tax Declaration only

Note: For on process transfer of title, submit the following:

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