

## **ELECTRICITY ACCOUNT APPLICATION GUIDE**

### **❑ Documents required to open an account**

- i) Application Form
  - ii) Duplicated copy of Identity Card / Passport / Company Registration Certificate, with Company Rubber Stamp's Imprint.
  - iii) Cash Deposit (As specified in the Application Form – Cheque Payment Only)
  - iv) Duplicated copy of Tenancy Agreement, or equivalent documents indicating premise area.
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### **❑ Documents required (for application for inspection of premises with rewiring/new installations) from tenant's Licensed Electrical Worker**

- i) Form CS/5K
  - ii) Form CS/3K (With Landlord Endorsement)
  - iii) Certificate of Compliance
  - iv) Single Line Diagram (Please submit during inspection appointment.)
  - v) Statement of Turn-on SOTO (Please submit after turn-on is completed. To be issued by landlord's LEW for installations >45kVA.)
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### **❑ Other Services**

The following charges may apply where the tenant requires such services:

- i) Electrical Installation Inspection (First and subsequent inspections)
- ii) Electrical Turn-on Service

The above charges will be invoiced in the first electricity bill with Keppel Electric.

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- ❑ To avoid any delay in processing your application, please ensure that all relevant fields in the forms are completed correctly.

- ❑ Please fax or submit the relevant documents to:

Fax: (65) 6278 0777

Office: Keppel Electric Pte Ltd, 1 HarbourFront Avenue #05-05 Keppel Bay Tower, Singapore 098632

- ❑ For further details, kindly contact your building management office. Alternatively, you may contact our Customer Service Representatives at (65) 6278 1800, or email to [customerservice@keppelenergy.com](mailto:customerservice@keppelenergy.com)
- ❑ Please allow **a minimum of 3 business days** from the date of receipt of all relevant documents and/or required inspection completed for the opening of the electricity account.