Application Procedures
For Electricity Connection To
Consumers’ Electrical Installations
In The New Electricity Market

October 2002

Forms & presentation material will be published in the EMA website www.ema.gov.sg
SCOPE OF PRESENTATION

1. Submission of Consultation Form
2. Submission of Application
   a. For Direct Connection Load \( \leq 45 \, \text{kVA} \)
   b. For Indirect Connection Load \( \leq 45 \, \text{kVA} \)
   c. For Direct Connection Load \( > 45 \, \text{kVA} \)
   d. For Indirect Connection Load \( > 45 \, \text{kVA} \)
SUBMISSION OF CONSULTATION FORM

Procedure for New Electricity Market

1. Connection Applicant may seek consultation on the supply scheme & technical requirements at the conceptual level by submitting Consultation Form through the LEW to PowerGrid.

2. PowerGrid needs info such as site plan, gross floor area, usage of premises, supply requirement & expected date of completion.
1. The LEW shall submit an Application Form with 2 copies of site plan, on behalf of the customer, when applying for a new or modified connection to the Transmission System.

2. PSL shall endeavour to send the quotation for electricity supply connection to the customer within 10 business days.

3. Customer pays Service Connection Charge within the validity period of the quotation.
4. Upon receipt of payment, PowerGrid will commence work and inform the customer and LEW on completion.

5. Customer has to open an account and pay deposit to PSL if he has not already done so. The LEW shall submit a copy of Certificate of Compliance (COC) and Application for Inspection of Electrical Installation Form (CS/5) on behalf of the customer. (Please note: First-time inspection is free-of-charge, however re-inspection will be charged accordingly.)
SUBMISSION OF APPLICATION FOR INDIRECT CONNECTION LOAD ≤ 45 kVA

1. Customer to open an account and pay deposit to PSL if he has not already done so.

2. The LEW shall submit a copy of Certificate of Compliance (COC) and Application for Inspection of Electrical Installation Form (CS/5) on behalf of the customer together with the landlord’s consent on Form CS/3 or CS/3H and book an appointment for inspection and turn-on. (Please note: First-time inspection is free-of-charge, however re-inspection will be charged accordingly.)
SUBMISSION OF APPLICATION FOR DIRECT CONNECTION LOAD > 45 kVA

1. The LEW shall submit an Application Form with 2 copies of site plan, on behalf of the customer.

2. PSL shall advise the LEW & customer on the approval of the application & technical requirements within 10 business days for connections up to 22kV, within 60 business days for 66kV connections and within 100 business days for 230kV connections.

For Non-Contestable Customer

3. For Service without sub-station, the procedure is the same as for Direct Connection Load ≤ 45 kVA.

4. For Service with sub-station, LEW shall proceed to submit sub-station plan & metering requirements to PowerGrid for clearance.
SUBMISSION OF APPLICATION
FOR DIRECT CONNECTION LOAD > 45 kVA

For Non-Contestable Customer

5. PSL shall send the Quotation, Supply Agreement & Deposit amount required for Opening of A/C to customer.

6. On receipt of payment of service connection charge & signed supply agreement, PowerGrid will commence work & inform LEW & customer on completion.

7. Customer shall proceed to open an account with PSL and apply to EMA for LEI.

8. LEW submits a copy of Certificate of Compliance (COC) and books an appointment for energisation of service connection at PSL Installation Section, St James’ Office.
For Contestable Customer

3. All customers must make an application to PSL for classification as Contestable Customer.

4. Upon classification as a Contestable Consumer, PSL shall send the Quotation, Consumer Connection Agreement (CCA), Opening of A/C Form, GIRO Form, & Request For Installation of Meter Form (CS/6) to customer.

5. On receipt of payment of service connection charge & signed Consumer Connection Agreement, PowerGrid will commence work & inform LEW & customer on completion.

6. The customer shall subscribe and install one dedicated telephone line per metering point to be used for the purpose of remote meter reading.
For Contestable Customer

7. Customer submits the application form to open an a/c together with a security deposit (if applicable) to PSL. LEW is also required to submit copy of the duly completed Form CS/6 to PSL. LEW shall liaise directly with PowerGrid to install meter.

8. PSL notifies LEW to apply to EMA for LEI.

9. LEW books an appointment for energisation of service connection at PSL Installation Section, St James’ Office.
SUBMISSION OF APPLICATION FOR INDIRECT CONNECTION LOAD > 45 kVA

1. When the premises is ready for installation of meters, the LEW/Customer has to open an account and pay deposit to PSL if he has not already done so and submit Form CS/7 for Request for Installation of Meter.

2. The LEW shall proceed to liaise with the Meter Section of PowerGrid to have the meters installed.

3. PSL shall then advise LEW to proceed to apply to EMA for LEI before the supply is turned on.

4. After the meters are installed, the LEW shall submit a copy of Certificate of Compliance and confirm the account activation date (which is the proposed turn-on date), with PSL.
5. The LEW shall be responsible for arranging the energisation of the service connection with the relevant party where the connection is taken via landlord’s switchboard such as HDB, JTC or private multi-metered buildings.

6. Landlord’s LEW will issue “Statement of Turn-on of Electricity” upon successful turn-on.

*Impt: For Contestable Customer, the customer shall subscribe and install a dedicated telephone line per metering point to be used for the purpose of remote metering.*
THE END

These procedures and forms can be obtained from the Handbook. For more information on Supply Application & Contract, you can refer to the Handbook “How to apply for Electricity Connection” or contact PSL at 68238284/68238340.

(PowerGrid is finalising on the Handbook and will soon make it available.)
CONSULTATION FORM
FOR CONNECTION TO POWERGRID
TRANSMISSION SYSTEM

To: Power Supply Ltd
111 Somerset Road #06-01
Singapore Power Building Singapore 238164

CONSULTATION DETAILS

Sub-metered consumers (tenants) are not eligible for this application. All tenants in multi-metered premises are required to obtain supply from their landlord/MSCS or HDB for HDB premises.

With reference to the consultation, I hereby enclose one copy of site & location plans including proposed customer’s intake point (Drawing No. ) for your advice on connection requirements.

SITE DETAILS

Commission Applicant / Developer*

Project Description

Site Location - Lot & Block No.

Street Name: Blk/Unit No:

LOAD REQUIREMENT (One intake connection point per premise)

☐ New Connection
☐ Temporary Connection
☐ Modification of Connection

☐ Other Services (Please specify):

Type of Premises

Industrial/Commercial/Residential/ Others *

Gross Floor Area (m²)

Type of Business
(for non-residential premises only)

Existing Utility A/C No., if any:

Existing Approved Load (kVA), if any at 230V/400V/22kV/66kV/230kV *

Load Requirement (kVA) at 230V/400V/22kV/66kV/230kV *

Target Date of Energisation

Previous Consultation No. (if any):

Additional Information:

LEW DETAILS

I confirm that the above information is correct and agree to advise Power Supply should there be subsequent changes.

Name of Authorised LEW:

Registered Forwarding Address:

Tel: Fax: Mobile Phone: Pager:

Email:

Signature of Authorised LEW:

Date: / /
**APPLICATION FORM**
**FOR CONNECTION TO POWERGRID TRANSMISSION SYSTEM**

To : Power Supply Ltd
111 Somerset Road #06-01
Singapore Power Building, Singapore 238164

PART 1 (APPLICANT’S DETAILS)

Sub-metered consumers (tenants) are not eligible for this application. All tenants in multi-metered premises are required to obtain supply from their landlord/MCST or HDB for HDB premises.

<table>
<thead>
<tr>
<th>Name of Company / Applicant*:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Forwarding Address:</td>
<td></td>
</tr>
<tr>
<td>Tel:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Mobile Phone:</td>
<td>Pager:</td>
</tr>
<tr>
<td>Email:</td>
<td>Signature of Applicant:</td>
</tr>
</tbody>
</table>

PART 2 INSTALLATION DETAILS — (To be completed by LCW)

| Project Description: |  |
| Site Address: | Postal Code: Singapore |
| Utility Account No (existing): | Existing Approved Load: kVA kW* |
| Any previous Consultation? Yes / No * | If Yes, please provide Consultation No: |

TYPE OF CONNECTION (Please tick appropriate boxes)

- [ ] No Connection
- [ ] Temporary Connection
- [ ] Modification of Connection
- [ ] Other Services (Please specify):

TYPE OF DEVELOPMENT (Please tick appropriate boxes)

- [ ] Industrial
- [ ] Commercial
- [ ] Residential
- [ ] Others (Please specify):

Voltage Sensitive? Yes / No *

LOAD REQUIREMENT (One intake connection point per premises)

<table>
<thead>
<tr>
<th>Total load requirement (to include existing load, if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] 30A/60A/100A* 230V single-phase</td>
</tr>
<tr>
<td>[ ] 30A/60A/100A* 400V three-phase</td>
</tr>
<tr>
<td>[ ] 22kV (min 1,700 kW for 2 HV services, min 12,750 kW for 4 HV services)</td>
</tr>
<tr>
<td>[ ] 66kV/230kV* (min 25.5MW for 60kV, min 85MW for 230kV)</td>
</tr>
</tbody>
</table>

Total Contracted Capacity of kW at kVA at 400V three-phase kW via service cable(s).

Initial Contracted Capacity of kW (shall not be less than ¼ of the total Contracted Capacity) for months (not exceeding 12 months)

Landlord’s Contracted Capacity: kW (for multi-metered premises only)

For multi-metered installation with the exception of HDB residential installation, the metering scheme shall be designed as master/sub-metering scheme.

Target Date of Energisation: / / Estimated ultimate load kVA / kW*

TO BE COMPLETED FOR INSTALLATION EXCEEDING 45kVA
PLANS AND DETAILS (Mandatory)

☐ 1 copy of Architect's site and location plan
☐ 1 copy of plan showing proposed customer's intake point.
☐ Details of the type, floor area, & designed load of individual premises for multi-metered premises

PART 3 (LIW Details)

I confirm that the above information is true and correct and agree to advise Power Supply should there be subsequent changes.

Name of Authorised LIW: ________________________________  License Number: ________________________________

Registered Forwarding

Address: ____________________________________________  Postal Code: ______________  Singapore ______________

Tel: __________________ Fax: __________________  Mobile Phone: __________________  Pager: __________________

Email: ____________________________________________

Signature of Authorised LIW ______________________________  Date / / 

* Delete where applicable
CERTIFICATE OF COMPLIANCE
[Regulation 5(2) of the Electricity (Electrical Installations) Regulations 2002]

Particulars of Electrical Installation

Name of Consumer : _______________________________________________
Address of Installation : _______________________________________________
Electrical Installation Licence No. ___________ MSS Account No. ___________
Approved load & Supply Voltage: _______________ kW ____________ Volts
Generator(s) Installed:
  Operated in parallel with PowerGrid’s supply.
    No. of generator: ________ Rating: _________ kVA
  Standby generator.
    No. of generator: ________ Rating: _________ kVA
  Not applicable

Certification by Licensed Electrical Worker

I certify that the above-mentioned Electrical Installation complies with the requirements of the Electricity (Electrical Installations) Regulations 2003 and the Singapore Standards CP 5. I further certify that the technical requirements as stipulated by the person responsible for turning on the switchgear which controls the supply of electricity to the said electrical installation have been complied with.

I hereby request for the energisation of the supply line to the said Electrical Installation on _________________ (date).

_________________________  Licence No.  Date
Name & Signature of LEW

Copy to:
Market Support Services Licensee
FORM CS/5
APPLICATION FOR INSPECTION OF ELECTRICAL INSTALLATION

PART I

To: Power Supply Ltd
111 Somerset Road #06-01
Singapore Power Building
Singapore 239014

I/We, Mr/Miss/Mrs/Ms, (Name or applicant/company)
Utility Account No: ________________________________

(request you to provide an electrical installation inspection and install kWh meter, Please tick if meter is required)

Details of my/our application are as follows:

(Please fill in the appropriate boxes below)

An application for electricity supply service has been submitted earlier and approved.

PSL Application Reference No: ________________________________

OR

This is a new application with details as given in Part II by my/our Licensed Electrical Worker undertaking the project.

(Form CS/3 or CS/3H shall be submitted together for supply connection from landlord’s or HDB’s electrical installation.)

My/Our particulars:

NRIC number/Company ROC number: ________________________________

Name of Authorised Person for Company: ________________________________
(if applicable)

Forwarding Address: ________________________________________________

Postal Code: ________________________________

Tcl.: ______________________ Fax.: ______________________ Mobile phone: ______________________

Email: ______________________

-----------------------------------------------------------------------------

Signature of Applicant Date

-----------------------------------------------------------------------------

PART II (INSTALLATION DETAILS - To be completed by Licensed Electrical Worker if there is no application submitted earlier)

Project Description: ________________________________________________

Site Address: ________________________________________________

Postal Code: ________________________________

Type of Application (Please tick the appropriate boxes)

☐ New Supply ☐ Temporary Supply ☐ Upgrading of Supply ☐ Downgrading of Supply

☐ Extension ☐ Rewiring ☐ Replacement of switchboard/switchgear

☐ Amalgamation ☐ Shifting of Meter ☐ Bulk shifting/replacement of meter board

☐ Conversion to Master/Sub

☐ Other Services (Please specify) …………………………………………………………………………………. 18

05/07/2002
Supply Connection from: ☐ PowerGrid Ltd’s installation/mains ☐ Landlord’s installation (Form CS/3 is to be submitted) ☐ HDB’s installation (HDB’s endorsement is required)

Type of Development: ☐ Industrial ☐ Commercial ☐ Residential ☐ Others

Type of Business (Brief Description): ____________________________________________

Total supply capacity (including existing requirement, if any)

☐ 30/40A# 230V single-phase  ☐ 60A/80A/100A# 230V single-phase  ☐ 30A/60A# 400V three-phase  ☐ 80A/100A# 400V three-phase  ☐ .......... kVA at 400V three-phase

(Delete as appropriate)

PART III DETAILS OF PROPOSED INSTALLATION OR EXTENSION. For HDB residential unit, ensure/amendment to any of the “QTY” figure below is NOT acceptable.

<table>
<thead>
<tr>
<th>Lamp points</th>
<th>QTY</th>
<th>30/32A EPN ISO</th>
</tr>
</thead>
<tbody>
<tr>
<td>13A socket outlets</td>
<td>QTY</td>
<td>30/32A TPN ISO</td>
</tr>
<tr>
<td>15A socket outlets</td>
<td>QTY</td>
<td>Water Heater Points</td>
</tr>
<tr>
<td>15/16A SPN ISO</td>
<td>QTY</td>
<td>Others</td>
</tr>
<tr>
<td>15/16A TPN ISO</td>
<td>QTY</td>
<td></td>
</tr>
<tr>
<td>20A SPN ISO</td>
<td>QTY</td>
<td></td>
</tr>
<tr>
<td>20A TPN ISO</td>
<td>QTY</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Licensed Electrical Worker Date: ________________

Forwarding address (as registered with EMA): __________________________ Fax No.: __________________________

_________ __________________________ Pager No.: __________________________ Postal Code: __________________________

PART IV Endorsement by HDB (applicable for HDB residential premises) HDB Area Code: ________________

1 I have checked the loading of the electrical installation of the abovementioned building/complex and hereby confirm that the abovementioned load requirement can be catered for from the rising/horizontal mains system/main switchboard of the building/complex, and the total approved load to the entire building/complex will not be exceeded.

2 I hereby give consent for the abovementioned customer to tap electricity supply of a capacity indicated above from the rising/horizontal mains system/main switchboard of the building/complex.

Name/designation/signature of authorised person for and on behalf of Housing & Development Board Date: ________________

05/07/2002
FORM C83

Letter of Consent from the Landlord/Management Corporation

To: Power Supply Ltd
111 Somerset Road
#06-01 Singapore Power Building
Singapore 238164

ELECTRICITY SUPPLY TO ____________________________ (Full Address of the Customer)
FOR ____________________________ (Name of Customer)
TOTAL LOAD ALLOWED FOR: ____________________________ AT ____________________________ VOLTS

PART I

1 I have checked the loading of the electrical installation of the abovementioned building/complex and hereby confirm that the abovementioned load requirement can be catered for from the rising/horizontal mains system/main switchboard of the building/complex, and the total approved load to the entire building complex will not be exceeded.

2 I have no objection for the abovementioned load to be connected to the rising/horizontal mains system/main switchboard of the building/complex.

3 The Electrical Installation Licence No. of the building/complex is ____________________________.

4 The electrical installation of the building/complex from which this load is to be connected is

☐ Unmetered (i.e. without Master Account)

☐ Metered under Master Account No. ____________________________.

For multi-metered installation with the exception of HDB residential installation, the metering scheme shall be designed as master/sub-metering scheme.

5 I will check to ensure that the abovementioned installation is compatible with the electrical installation of the building/complex.

__________________________________________ Date: ________________

Signature of LEW

Licence No: ____________________________ Tel No:

Name: ____________________________

Address: ____________________________

PART II

I hereby give consent for the abovementioned customer to tap electricity supply of a capacity indicated above from the rising/horizontal mains system/main switchboard of the building/complex.

__________________________________________ Date: ________________

Signature of Authorised Person

Name /Designation/Official Stamp of the landlord/developer/management corporation
FORM CS/3H

Letter of Consent from Housing & Development Board

To: Power Supply Ltd
111 Somerset Road #06-01
Singapore Power Building
Singapore 238164

ELECTRICITY SUPPLY TO  (Full Address of the Customer)

FOR  (Name of Customer)

TOTAL LOAD ALLOWED FOR:  AT
VOLTS

PART I

1. I have checked the loading of the electrical installation of the above-mentioned building/complex and hereby confirm that the above-mentioned load requirement can be catered for from the rising horizontal mains system/main switchboard of the building/complex, and the total approved load to the entire building/complex will not be exceeded.

2. I have no objection for the above-mentioned load to be connected to the rising horizontal mains system/main switchboard of the building/complex.

3. The Electrical Installation Licence No. of the building/complex is ____________________.

4. The electrical installation of the building/complex from which this load is to be connected is:

☐ Unmetered

☐ Metered under Master Account No. ____________________.

5. I will check to ensure that the above-mentioned installation is compatible with the electrical installation of the building/complex.

_________________________________________  ___________________________
Signature of L.E.W  Date:

Licence No.: _______________________________________________________

Name:  Tel No.: ___________________________________________________

Address: _________________________________________________________

PART II

1. I hereby give consent for the above-mentioned customer to tap electricity supply of a capacity indicated above from the rising/horizontal mains system/main switchboard of the building/complex.

2. The HDB area code is ____________________.

_________________________________________  ___________________________
Signature of Authorised Person  Date:
For and on behalf of Housing & Development Board

_________________________________________  ___________________________
Name  Designation
Form CS/6

REQUEST FOR INSTALLATION OF ELECTRICITY KWH METER FOR NEW SUPPLY UNDER DIRECT SUPPLY FROM POWERGRID (CONTESTABLE CUSTOMER)

For official use
CMS Installation no. _______________
Meter Section, PowerGrid
Fax no. _______________________

PART I Customer Details – To be completed by LEW

Name of Customer(Mr/Mdm) /Company(Messrs): __________________________

NRIC/Company ROC: ________________

Application no.: ____________________

Site Address as given by IRAS
: __________________________________ (You are required to enclose a copy of the IRAS letter)

Telephone point(s)/No(s): ________________
(For contestable customer, you are required to install telephone point(s) adjacent to the motor panel before applying for the installation of the meters)

Supply Capacity ___________ kVA at ___________ Volts

Telephone No.: ________________ Pager/Handphone No.: ________________

Name of LEW: ________________ LEW License no.: ________________

Telephone no.: ________________ Handphone no.: ________________ Facsimile no.: ________________

Signature: ____________________ Date: ____________________

*Note: LEW shall be informed of MSSL account no. after meters have been installed. LEW shall apply for license to operate electrical installation before proceeding to Installation Section to book for turn on appointment date.

PART II (For official use)

To: Meter Reading Branch, Power Supply Ltd Facsimile no.: ________________

<table>
<thead>
<tr>
<th>Meter Serial No.</th>
<th>Opening Meter Reading</th>
<th>Installation Date</th>
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Date: ____________ Data Entered by: ______________________ Signature: ______________________

(Full Name)

PART III (For official use)

To: Customer Services Section(MSSL), Power Supply Ltd Facsimile no.: 6820 6800

Create MSSL Account no.: ____________________ LEW has been notified of MSSL account no.

Date: ____________ Account Opened by: ______________________ Signature: ______________________

(Full Name)
REQUEST FOR INSTALLATION OF ELECTRICITY KWH METER (FOR LOAD EXCEEDING 45KVA) UNDER MULTI-METERED BUILDING SCHEME

PART I Customer Details – To be completed by LEW

Name of Customer (Mr/MdM) /Company (Messrs): ________________________________
NRIC/Company ROC: ____________ Name of Contact Person for Company: ________________
Telephone No.: ________________ Pager/Handphone No.: ________________
Site Address for Installation of Meter: ____________________________________________
Telephone point(s)/No(s): __________________________ (For contestable customer, you are required to install telephone point(s) adjacent to the motor panel before applying for the installation of the meter panel)
A/c no: __________________________ Master A/c no: ____________________________
(For non-contestable customer only) (For non-contestable customer only)
Supply Capacity ____________ kVA at ____________ Volts
(Form CS/3 or CS/3/H shall be submitted together with this form)

Details of Landlord/MCST

Name of Landlord/MCST: ____________________________________ Landlord’s Account no.: ____________
Address of Landlord/MCST: ____________________________________________
Name of LEW in charge of landlord’s electrical installation: ________________________________
Contact no of Landlord’s LEW: ____________________________

Name of LEW: __________________________ LEW License no.: ____________
Telephone no.: ________________ Handphone no.: ________________ Facsimile no.: ________________
Signature: __________________________ Date: ________________

PART II (For official use)

To: Meter Reading Branch, Power Supply Ltd Facsimile no.: ________________

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</tbody>
</table>

Date: ________________ Data Entered by: __________________________ Signature: __________________________

(Full Name)

PART III (For official use)

To: Supply Application, Power Supply Ltd Facsimile no.: 6823 6289

For Non-Contestable Customer: -

☐ Check and perform Master-sub Tagging
☐ Move in account by account activation date

For Contestable Customer: -

☐ Check with LEW on account Activate-Date: ____________ (dd) ____________ (mm) ____________ (yy)
☐ Create account in CIA & inform LEW to apply for License
☐ Move in account by account activation date

01/10/2002
STATEMENT OF TURN-ON OF ELECTRICITY
[Regulation 5(4) of the Electricity (Electrical Installations) Regulations 2002]

ELECTRICITY SUPPLY TO _____________________________________________ 
(Name of Applicant)

AT ________________________________________________________________ 
(Address of Installation)

ELECTRICAL INSTALLATION LICENCE NO*: __________________________

I agree that the above-mentioned electrical installation is suitable for connection to the electrical system. I certify that the supply line to the installation has been energised on ______________ at ______________. 
(date) (time)

Name & Signature of person responsible for Licence No. Date 
energisation of supply line

I acknowledge that the supply line has been energised on the date and time indicated above.

Name & Signature of LEW requesting for Licence No. Date 
energisation of supply line

I acknowledge that the supply line has been energised on the date and time indicated above and confirm that I will be responsible for the operation of this electrical installation hereafter.

Name & Signature of LEW responsible for the Licence No. Date 
operation of the electrical installation*

I acknowledge that the supply line has been energised on the date and time indicated above.

Name & Signature of Applicant NRIC / Passport No. Date

* This form is applicable to an electrical installation exceeding 45 kVA or a licensed electrical installation.