



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 kVA
 - b. For Indirect Connection Load \leq 45 kVA
 - c. For Direct Connection Load $>$ 45 kVA
 - d. For Indirect Connection Load $>$ 45 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.

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, 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.

SUBMISSION OF APPLICATION FOR *DIRECT* CONNECTION LOAD £ 45 kVA



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 \leq 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.

SUBMISSION OF APPLICATION FOR DIRECT CONNECTION LOAD > 45 kVA



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.*

SUBMISSION OF APPLICATION FOR *DIRECT* CONNECTION LOAD > 45 kVA



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.

SUBMISSION OF APPLICATION FOR INDIRECT CONNECTION LOAD > 45 kVA



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**

Consultation Number:	
Date Received:	

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/MCST 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

Connection Applicant / Developer* _____

Project Description _____

Site Location- Lot & Mk No. _____

Street Name: _____

Blk/Unit No: _____

LOAD REQUIREMENT (One intake connection point per premises)

- 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: _____ License Number : _____

Registered Forwarding Address: _____

Postal Code: Singapore _____

Tel : _____ Fax : _____ Mobile Phone: _____ Pager : _____

Email: _____

Signature of Authorised LEW: _____ Date: ____/____/____

APPLICATION FORM
FOR CONNECTION TO POWERGRID
TRANSMISSION SYSTEM

<i>For official use only</i>	
Application Number:	
Date Received:	

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

PART I (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.

I request you to provide/modify the load connection service to my premises as given in Part II by my Licensed Electrical Worker undertaking the project.

Name of Company /Applicant*: _____

Name of Authorised Person & Designation* _____

Forwarding Address: _____ Postal Code: Singapore _____

Tel : _____ Fax : _____ Mobile Phone: _____ Pager: _____

Email: _____ Signature of Applicant: _____ Date: / /

PART 2 INSTALLATION DETAILS – (To be completed by LEW)

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)

New Connection Temporary Connection Modification of Connection

Other Services (Please specify): _____

TYPE OF DEVELOPMENT (Please tick appropriate boxes)

Industrial Commercial Residential Others (Please specify) : _____

Type of Business Activity (Brief Description) _____ Voltage Sensitive? **Yes / No ***

LOAD REQUIREMENT (One intake connection point per premises)

Total load requirement (to include existing load, if any)

30A/60A/100A* 230V single-phase 30A/60A/100A* 400V three-phase kVA at 400V three-phase

22kV (min 1,700 kW for 2 HV services, min 12,750 kW for 4 HV services) 66kV/230kV* (min 25.5MW for 66kV, min 85MW for 230kV)

Total Contracted Capacity of _____ kW at _____ kV 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*

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 (LEW 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 LEW: _____ License Number: _____

Registered Forwarding Address: _____

Postal Code: Singapore _____

Tel: _____ Fax: _____ Mobile Phone: _____ Pager: _____

Email: _____

Signature of Authorised LEW _____ 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).

Name & Signature of LEW

Licence No.

Date

Copy to:

Market Support Services Licensee

FORM CS/5
APPLICATION FOR INSPECTION OF ELECTRICAL INSTALLATION

For official use
APPLICATION NO:

PART I

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

I/We,
#Mr/Mrs/Miss/Messrs _____
(# Delete as appropriate). (name of 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 is: _____

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: _____

Tel: _____ Fax : _____ Mobile phone: _____ Pager: _____

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)

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, erasure/amendment to any of the "QTY" figure below is NOT acceptable.)

	QTY		QTY
Lamp points		30/32A SPN ISO	
13A socket outlets		30/32A TPN ISO	
15A socket outlets		Water Heater Points	
15/16A SPN ISO		Others	
15/16A TPN ISO			
20A SPN ISO			
20A TPN ISO			

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:

FORM CS/3

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.

Signature of LEW

Date: _____

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.

Signature of Authorised Person

Date: _____

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 LEW

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
For and on behalf of Housing & Development Board

Date: _____

Name

Designation

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 meter 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.: _____

Meter Serial No.	Opening Meter Reading	Installation Date

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)

Form CS/7

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

For official use
Serial No.: _____
Meter Section, PowerGrid
Fax no. _____

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 meter 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 CS3/H shall be submitted together with this form)

<u>Details of Landlord/MCST</u>
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.: _____

Meter Serial No.	Opening Meter Reading	Installation Date

Date : _____ Data Entered by: _____ Signature : _____
(Full Name)_____

PART III (For official use)

To: Supply Application, Power Supply Ltd Facsimile no.: 6823 8289

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

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 energisation of supply line

Licence No.

Date

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

Name & Signature of LEW requesting for energisation of supply line

Licence No.

Date

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 operation of the electrical installation*

Licence No.

Date

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.