

**Cotabato Light** believes that its customers are entitled to information that will help them avail of quality services conveniently, as well as show them how to get the best value out of electric power. This Primer provides answers to the questions that prospective and current customers most often ask, including information on Cotabato Light policies, systems and procedures.

BEFORE APPLYING, please make sure that your electrician has completed installing your electrical service entrance. The service entrance is the wiring installation from your main safety switch or circuit breaker (more commonly called the fuse box), to the point of connection to the Cotabato Light service wire.

**IMPORTANT REMINDER!** An applicant must provide the following requirements herein indicated to establish proofs of identity and/or authority of the person signing the contract in applying for service connection.

### REQUIREMENTS IN APPLYING FOR SERVICE CONNECTION

#### 1. Documents to establish the identity of the Applicant.

##### 1.1. For applicant applying under his name

Requirements are any of the following:

- Driver's license, Company ID, Voters ID, SSS/GSIS
- Or/ any pertinent papers recognizing his/her identity.

### **1.2. For applicant applying under a business/trade name**

Requirements are any of the following:

- Photocopy of Business Permit
- If Corporation/partnership: Copy of SEC registration and articles of incorporation.

## **2. Documents to establish the authority of the person who will sign the service contract.**

### **2.1. For applicant applying under his name**

Requirements are any of the following:

- Special Power of Attorney (if the person signing the contract is other than the applicant).
- If the wife represents in behalf of his husband: Any legal documents such as Marriage Contract, etc.

### **2.2. For applicant applying under a business/trade name**

Requirements:

- If a person signing the contract is the President or Manager: Proof of appointment/employment, and/or Company ID.
- Other than the President or Manager: Board resolution authorizing the said person to sign the contract.

**3. Documents to establish the Applicants right to occupy the property to be supplied with electric utility.**

**3.1. If applicant is an awardee of any resettlement Area.**

Requirements:

- Any legal paper recognizing the applicant as an awardee of such Resettlement (such as certification)

**3.2. If applicant is an awardee of the Housing Land and Regulatory Board.**

Requirements:

- Certification from HLURB or from National Housing Authority (NHA)

**3.3. If applicant is occupying a privately owned lot not his own.**

Requirements:

- Written consent/authorization from the lot owner.
- Photocopy of landowners TCT.

### **3.4. If applicant is occupying a government land.**

Requirements:

- Written certification from the appropriate government agency authorizing the applicant to occupy the land.

### **3.5. If applicant is occupying a leased or rented premises.**

Requirements:

- Lease contract