



HOW TO APPLY FOR NEW ELECTRICAL CONNECTIONS

Just follow these **Five-Easy-Steps** and your house will be energized



STEP 1 SECURE REQUIREMENTS

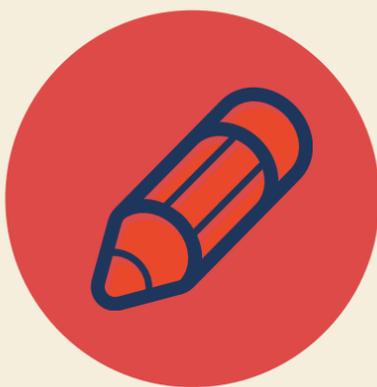
Applicants **MUST** secure all the following requirements:

1. Cedulla
2. Barangay Clearance
3. Lot Tittle
4. Sketch
5. House Picture



STEP 2 SUBMISSION & EVALUATION

After securing, applicants must submit all the requirements to the City Engineer's Office. The CEO will evaluate applicant's documents, payment of corresponding fees and endorse it to ZAMCELCO. Upon endorsement, ZAMCELCO will conduct house wiring inspection and will notify the applicant for seminar schedule.



STEP 3 SEMINAR

This is a **MUST**. The applicant must attend the 2-hour seminar on Pre-Membership Orientation to be held at the ZAMCELCO main office.

NOTE: Seminars will be every Monday, Wednesday and Friday from 9:00 AM to 11:00 AM.



STEP 4 PAYMENT

After the seminar, on the same day, the applicant must process their electrical application, membership ID and payment of the energy deposit.



STEP 5 ENERGIZATION

Three (3) days after the seminar and payment of the energy deposit, house of the applicant will be energized.

For queries and further information, please call us at **991-2117** or **0917-307-1412**. You can also message us on Facebook at **ZAMCELCOPage** or email us at help-deskezamcelco.com.ph.

PERMANENT ELECTRICAL CONNECTION REQUIREMENTS

1. Certificate of Occupancy
2. Approved Building Permit
3. Perspective Plan (Blue Print)
4. Location Plan
5. Electrical Plan (Blue Print)
6. Certificate of Completion on Electrical (Final Inspection)
7. Residence Certificate (Cedula)
8. Barangay Clearance

INDIGENOUS MATERIAL / LOT OWNER REQUIREMENTS

1. Lot Title / Deed of Sale (Photocopy)
2. Barangay Clearance
3. Residence Certificate (Cedula)
4. Building Permit (Form)
5. Electrical Permit (Form)
6. Certificate of Completion (Form)
7. Riser / Electrical Diagram
8. House Picture (Album Sized)

INDIGENOUS MATERIAL / TENANT REQUIREMENTS

1. Lot Title of Sale (Photocopy)
2. Authorization / Certification (Lot owner)
3. Barangay Clearance
4. Residence Certificate (Cedula)
5. Two (2) valid IDs of Lot Owner (Photocopy)
6. Memorandum of Undertaking (ZAMCELCO) (Notarized)
7. Building Permit (Form)
8. Electrical Permit (Form)
9. Certificate of Completion
10. Riser / Electrical Diagram
11. House Picture (Album Sized)

UNDER Z3R PERMANENT HOUSING PROJECT REQUIREMENTS

1. Attend Pre-Membership Seminar
2. Barangay Clearance
3. Residence Certificate (Cedula)
4. DPWH Certification
5. NHA Certification
6. BFP Certification
7. Tagging (From HLMD Office)
8. Certificate of Award
9. Certificate of Occupancy
10. Building Permit (Form)
11. Electrical Permit (Form)
12. Certificate of Completion (Form)
13. Riser / Electrical Diagram

INDIGENOUS MATERIAL / URBAN POOR REQUIREMENTS

1. SEC Registration
2. Authorization / Certification (From HLMD) (Notarized)
3. Barangay Clearance
4. Residence Certificate (Cedula)
5. Valid IDs of Urban Poor President (Photocopy)
6. House Picture
7. Memorandum of Undertaking (Zamcelco) signed by urban poor President (Notarized)
8. Certificate of membership in the Association (Notarized)
9. Building Permit (Form)
10. Electrical Permit (Form)
11. Certificate of Completion (Form)
12. Riser / Electrical Diagram