



## Application Form for Membership and Electric Service Connection

### Member-Consumer-Information (MCO) Information Sheet (Individual)

#### MCO PROFILE

|                                      |  |   |  |  |  |  |        |
|--------------------------------------|--|---|--|--|--|--|--------|
| Last Name<br>(Apelyido)              |  | First Name<br>(Ngalan)  |  | Middle Name<br>(Apelyido sa Mama o sa pagkadalaga)   |  | Prefix   | Suffix |
| Date of Birth<br>(Adlaw'ng Natawhan) |  | Nationality<br>(Nasyonalidad)   |  | Civil Status:  |  | Application:   |        |
| Email Address                        |  | Gender (kinatawhan):<br><input type="checkbox"/> Male (Lalaki)<br><input type="checkbox"/> Female (Babae) |  | <input type="checkbox"/> Single (Ulitan o Delega)<br><input type="checkbox"/> Married (Minyo)<br><input type="checkbox"/> Widow (Balo)<br><input type="checkbox"/> Separated (Bulag) |  | <input type="checkbox"/> New Connection<br><input type="checkbox"/> Additional Load<br><input type="checkbox"/> Separation of Load<br><input type="checkbox"/> Change Contract |        |
| Telephone/ Mobile No.                |  | CTC (Date/ Number/ Place)   |  | Tax Identification No.   |  | SSS/GSIS No.   |        |

#### RESIDENCE ADDRESS (Lugar kung asa nagpuyo)

|                          |  |                       |  |          |
|--------------------------|--|-----------------------|--|----------|
| House No.                |  | Street/ Sitio         |  | Barangay |
| Municipality (Munisipyo) |  | Province (Probinsiya) |  |          |

#### CONNECTION ADDRESS (Lugar kung asa ang patauran ug kurente)

|                          |  |                       |  |          |
|--------------------------|--|-----------------------|--|----------|
| House No.                |  | Street/ Sitio         |  | Barangay |
| Municipality (Munisipyo) |  | Province (Probinsiya) |  |          |

#### EMPLOYMENT (if employed)

|   |                        |  |                  |
|---|------------------------|--|------------------|
| Employer<br>(Pangalan sa Kompanya na Gitrabahoan) |                        | Business (if self employed)<br>Business Name and Address<br>(Pangalan sa Negosyo ug Adres) |                  |
| Date Employed<br>(Adlaw sa Pagpangempleyo)        | Position<br>(Posisyon) | Telephone/ Mobile No.  | Year Established |

#### INFORMATION ON SPOUSE AND CHILDREN

|                                       |  |                                  |  |
|---------------------------------------|--|----------------------------------|--|
| Name of Spouse<br>(Pangalan sa Asawa) |  | Children/ Dependents (Mga Anak): |  |
| Nationality<br>(Nasyonalidad)         |  | 1. _____                         |  |
| Date of Birth<br>(Adlaw'ng Natawhan)  |  | 2. _____                         |  |
|                                       |  | 3. _____                         |  |
|                                       |  | 4. _____                         |  |

I/We certify that the foregoing information are true and correct and agree to notify BUSECO of any material changes affecting our membership and connection based on information given herein. (Ako/Kami nagpamatuod na ang tanang impormasyon dinhi tinuod ug insakto ug niuyon kami na among pabal-on si BUSECO kung naay mga pagbag-o na makaapekto sa among membership ug connection)

Further certify to allow BUSECO to use my personal information above for application purposes and any other purpose the cooperative may need in the compliance of their mandate. (Ug ako/kami nagtugot kang BUSECO sa paggamit sa among impormasyon para sa pag pangapply ug sa unsa pa nga katuyoan nga qikinahanqlan sa BUSECO sa pagtuman sa ilang mandato.)

|  |  |
|--|--|
| Signature over Printed Name (Pirma ibabaw sa Ngalan) | Signature over Printed Name (Pirma ibabaw sa Ngalan) |
|--|--|

**List of Requirements for Application of Membership and Electric Service  
Member-Consumer-Owners (MCO) Requirements for Application**

- Application Form
- Photocopy of Community Tax Certificate (CEDULA)
- Barangay Clearance/ Residence Certificate
- Electrical Permit
- Certificate of Attendance for PMES
- Electrical Sketch Plan/ Blue Print
- Photocopy of Valid ID/ Birth Certificate
- Photocopy of Proof of ownership (lot title/ tax declaration/ lease contract)
- Marriage Contract, if applicable
- Original Copy of Certificate of Completion for Housewiring Installation issued by Electrician/BAEA

**Additional Requirement for Commercial**

- Municipal or Barangay Business Permit or Proof of Payment in Securing Document

**Additional Requirement for Industrial Establishments**

- For corporation, BOD Resolution authorizing the president or the general manager to apply for electrical connection and to sign pertinent documents related thereto
- Registration Documents (SEC/DTI and BIR Registration)
- Business Permit
- Blueprint of building and electrical plan signed by an PEE
- Documents required by the ETSD for Paid Construction Project
- Certificate of Completion from TSD stating that the establishment is ready for energization

| Process for Application of Electric Service   | Proseso sa Pag-aplay ug Kuryente  |
|---|---|
| 1 Proceed to MSA to ask for assessment for Pre-Membership Seminar (PMES) and application form<br>2 Pay Orientation Fee and Administrative Cost for PMES at the teller<br>3 Attend PMES every Wednesday at BUSECO Office | 1 Moadto sa MSA para mangayo ug balayronon sa Pre-Membership Seminar or PMES ug porma sa pag-aplay sa kuryente<br>2 Pagabayran ang Orientation Fee and Administrative Cost para sa PMES sa teller<br>3 Mosalmot o moapil sa PMES nga ginapahigayon ni BUSECO kada Miyerkules sa opisina |
| 4 Get Certificate of Attendance to PMES from MSA  | 4 Kuhaon ang Pagpamatuod sa pag apil sa PMES sa MSA   |
| 5 Submit Complete Requirements above to MSA   | 5 Ipasa sa MSA ang kompleto na mga papel or requirements  |
| 6 Wait for approval of the application form and gets assessment for Application of Electric Service from MSA  | 6 Hulatan ang aprobal sa porma ug kuhaon ang balayronon para sa pagpa turn on ug uban pang bayronon   |
| 7 Get priority number and pay Turn On Fee and other fees at the teller  | 7 Magkuha ug Priority Number ug mobayad sa balayronon sa turn on fee ug uban pa sa teller   |
| 8 Provide photocopy of OR of Turn On Fee and other fees to MSA  | 8 Ihatag ang kopya sa pagpamatuod sa bayad sa Turn On Fee ug uban pang bayronon   |
| 9 Sign two (2) copies of Application of Membership and Application of Electric Service Contract   | 9 Pirmahan ang duha ka kopya sa Application of Membership and Application of Electric Service Contract  |
| 10 Gets assessment for withdrawal from MSA  | 10 Kuhaon ang lista sa mga materyales na ihatag ni BUSECO para sa pagpataud sa kuryente   |
| 11 Proceeds to Warehouse to get Service Drop and Service Entrance Materials   | 11 Moadto sa Warehouse para kuhaon ang mga materyales nga nakabutang sa lista   |