



SERVICE APPLICATION CHECKLIST

FOR EASY, HASSLE FREE AND TIMELY CONNECTION PLEASE FOLLOW THE STEPS OUTLINED HEREUNDER:

SELECT TYPE OF SERVICE REQUIRED BELOW

- A** New service - single-phase/three-phase.
- B** Reconnection of service disconnected for more than 6 months.
- C** Reconnection of service for which wiring has been modified.
- D** Transfer or relocation of a meter.
- E** Temporary connection - (for construction purposes **ONLY**) a maximum of 2 extensions may be granted by the Electrical Inspectorate Unit, for a period of 5 months in each instance.
- F** Upgrade to three-phase supply.

TICK STEP AS APPLICABLE TO THE SERVICE TYPE SELECTED ABOVE. SEE LETTERS INDICATED ON THE RIGHT.

- Contract LICENSED electrician to wire house/building or make necessary repairs/modifications to the existing wiring. **A B C D E F**

- Make payment of appropriate electrical inspection fee at the Government Treasury, Botanical Gardens Office or any revenue office in St. Andrew, St. Patrick or Carriacou and Petit Martinique. **A B C D E F**

- Submit 3 copies of the Application for Inspection (**showing name as it is to appear on electricity bill**) completed by licensed electrician along with receipt of payment to the Electrical Inspectorate Unit, **Ministry of Works**. **A B C D E F**

- Certificate of Approval will be issued by Electrical Inspector, if wiring installation is satisfactory. **A B C D E F**

WHEN APPLYING TO GRENLEC FOR SERVICE

- Present Certificate of Approval from Electrical Inspector. **A B C D E F**

- Have meter number or account number available. **B C D F**

- Present valid ID (passport, national identification card or driver's licence) and complete requisite forms. **A B C D E F**

- Present a Letter of Authorization for application being made on someone else's behalf. **A B C D E F**

PLEASE SEE REVERSE

FEES

- | | |
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| <input type="checkbox"/> New Service: Single-phase connection
\$100.00 + VAT. | A |
| <input type="checkbox"/> New Service: Three-phase connection
\$350.00 + VAT. | A F |
| <input type="checkbox"/> Reconnection fee - \$60.00 + VAT. | B C |
| <input type="checkbox"/> Transfer or relocation of meter - \$60.00 + VAT. | D |
| <input type="checkbox"/> Contribution Cost - this may apply where service requires additional infrastructure. Estimate to be provided after assessment, for customer approval. | A F |
| <input type="checkbox"/> Upgrade of security deposit. | B C D F |
| <input type="checkbox"/> Security deposit - an estimated 2 months usage, which will earn 4% interest annually. If account is closed, security deposit less outstanding balances will be refunded. | A E |

FOR COMMERCIAL CUSTOMERS ONLY

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| <input type="checkbox"/> Application in the name of a registered Company must be accompanied by a Letter of Authorization on its official stationery affixed with the Company's stamp or seal. | A B C D E F |
| <input type="checkbox"/> Certificate of Incorporation or stamped copy of Articles of Association. | A E |

THREE-PHASE SUPPLY

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| <input type="checkbox"/> A preliminary assessment by GRENLEC is required. We recommend that this is done prior to inspection by the Ministry of Works to ensure that capacity is available. Forms are available at GRENLEC's offices. | A F |
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EXPECTED SERVICE DELIVERY TIMES

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| 7 (seven) to 10 (ten) working days for properties within 100 feet of existing pole for single-phase supply. | A C D E |
| 6 (six) to 8 (eight) weeks for properties where additional infrastructure is required. | A C D E |
| 48 hours if meter relocation not required. | B |
| Based on findings of preliminary assessment for three-phase supply. | A F |

ADDITIONAL INFORMATION

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| Requirement for temporary connection.
A covered mounted board with a main switch and double socket outlet on a sturdy structure. | E |
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CONTACT INFORMATION

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| Offices | Bruce Street, St George's; Seaton Brown St., Grenville; Hillsborough, Carriacou; Petit Martinique |
| Email | customersupport@grenlec.com |
| Website | www.grenlec.com |
| Telephone | (473) 440-2097 |