



**IKEJA ELECTRIC PLC**  
**APPLICATION FOR ELECTRICITY SUPPLY AND AGREEMENT FORM**

**Photograph of  
Applicant**

APPLICATION NO: .....

*(To be completed in duplicate by the applicant after studying the Terms and Conditions specified overleaf)*

**PART 1: CUSTOMER'S PERSONAL DATA**

1.1 **APPLICANT'S SURNAME:** (Mr./Mrs./Miss) .....  
**OTHER NAMES IN FULL:** .....

1.2 **ADDRESS AT WHICH SERVICE IS REQUIRED:** .....

HOUSE NO. .... BUS STOP ..... LANDMARK ..... LGA .....

1.3 **TYPE OF BUILDING/PREMISES**

- ☐ 2bd Room Flat    ☐ 3bd Room Flat    ☐ Boys Quarters    ☐ Duplex  
☐ Single Room    ☐ Tenement House (Face-Me-I-Face You)    ☐ Block Of Flats  
☐ Shop    ☐ School    ☐ Hotel    ☐ Church/Mosque    ☐ Office  
☐ Other (Please specify): .....

1.4 **USE OF BUILDING/PREMISES**

- ☐ Residential    ☐ Healthcare    ☐ Education    ☐ Religious Establishment  
☐ Commercial    ☐ Industrial    ☐ Special  
☐ Other (Please Specify): .....

**PREVIOUS DETAILS** (if applicable)

A. **CUSTOMER ADDRESS:** .....

B. **ACCOUNT NUMBER:** ..... **METER NUMBER:** .....

1.5 **NAME AND ADDRESS OF EMPLOYER/BUSINESS:** .....

..... **PHONE NO(S)** .....

1.6 **APPLICANT'S CONTACT TELEPHONE NO(S):**

.....

1.7 **DATE OF BIRTH** ..... **EMAIL ADDRESS:** .....

1.8 **VALID MEANS OF IDENTIFICATION:**

☐ INTERNATIONAL PASSPORT    ☐ DRIVER'S LICENSE    ☐ PVC    ☐ NATIONAL ID CARD

ID NO: ..... DATE OF ISSUANCE: ..... DATE OF EXPIRATION: .....

**CORPORATE/BUSINESS APPLICANT'S SHOULD COMPLETE THIS SECTION**

1.9 COMPANY/BUSINESS NAME: .....

1.10 COMPANY REGISTRATION/CERTIFICATE NUMBER (CAC).....DATE OF INCORPORATION.....

1.11 AUTHORIZED REPRESENTATIVE'S FULL NAME AND ADDRESS:

.....  
.....

**PART 2: DECLARATION**

*(TO BE COMPLETED BY CERTIFIED/REGISTERED ELECTRICAL ENGINEER/ACCREDITED ELECTRICAL CONTRACTOR)*

**2.1 LOAD REQUIREMENT FOR THE PREMISES**

		No.	Wattage			No.	Wattage
A.	Lighting Points			J.	TV		
B.	Ceiling Fans			K.	Pumping Machine		
C.	Socket Outlets -			L.	Refrigerator		
	5Amps						
	13A			M.	Washing Machine		
	15Amps			N.	Microwave		
D.	Cooker			O.	Toaster		
E.	Water Heater			P.	Electric Kettle		
F.	Air Conditioner			Q.	Machinery		
G.	Freezer			R.	Single Phase Motor (watts)		
H.	Dispenser			S.	Three Phase Motor (watts)		
I.	Pressing Iron			T.	Others		
TOTAL INSTALLED LOAD ..... WATTS							

2.2 NATURE OF PROPERTY: OLD ☐ NEW ☐

2.3 TYPE OF PROPERTY: SINGLE HOUSE ☐ APARTMENT ☐ TERRACE ☐  
PUMP HOUSE ☐

OTHERS (PLEASE DESCRIBE).....

2.4 DOES THE PROPERTY HAVE PLANNING PERMISSION: YES ☐ NO ☐

2.5 DOES THE PROPERTY HAVE A METER: YES ☐ NO ☐

2.5.1 IF PROPERTY HAS A METER:

2.5.2 METER NUMBER: .....

2.5.3 CUSTOMER ACCOUNT NUMBER: .....

2.5.4 METER TYPE AT THE PROPERTY: PREPAID ☐ POSTPAID ☐ MAXIMUM DEMAND ☐

2.6 ESTIMATED MAXIMUM LOAD FOR .....AMPERES PER PHASE

2.7 REQUESTED VOLTAGE/TYPE OF SUPPLY.....

2.8 NAME OF THE REGISTERED ELECTRICAL ENGINEER/ELECTRICAL CONTRACTOR

ADDRESS .....

LICENSE NO.....CATEGORY.....

SIGNATURE.....DATE.....

2.9 TO BE COMPLETED BY THOSE REQUESTING FOR CHANGE OF CUSTOMER CLASS

METER NUMBER.....ACCOUNT NUMBER.....

2.10 I/WE HEREBY REQUEST THE IKEJA ELECTRIC PLC TO SUPPLY US WITH ELECTRICITY AT THE ADDRESS STATED IN 1.2 ABOVE FOR THE PURPOSE STATED IN 1.4 ABOVE AND AGREE TO PAY ALL CHARGES MADE BY IKEJA ELECTRIC PLC IN ACCORDANCE WITH THE PREVAILING IKEJA ELECTRIC PLC TARIFF OF SUPPLY AS APPROVED BY THE NIGERIAN ELECTRICITY REGULATORY COMMISSION (NERC).

2.11 I/WE CONFIRM THAT THE INFORMATION PROVIDED IN THIS FORM IS TRUE IN ITS ENTIRETY AND AGREE THAT IF ANY PART OF IT IS FOUND TO BE UNTRUE, ELECTRICITY SUPPLY MAY BE DISCONTINUED

APPLICANT'S SIGNATURE .....

DATE.....

**PART 3: TO BE COMPLETED BY OWNER OF PREMISES (LANDLORD)**

3.1 SURNAME: (MR/MRS/MISS): .....

3.2 OTHER NAMES IN FULL: .....

3.3 DATE OF BIRTH .....

3.4 CONTACT TEL. NO. ....

3.5 EMAIL ADDRESS: .....;

3.6 NAME AND ADDRESS OF EMPLOYER OR BUSINESS.....

3.7 METER NUMBER: .....;

CUSTOMER ACCOUNT NUMBER (FOR PREMISES).....

3.8 PERSONAL IDENTIFICATION:

☐ INTERNATIONAL PASSPORT ☐ DRIVER'S LICENSE ☐ PVC ☐ NATIONAL ID CARD ☐

ID NO:.....

3.9 I/WE CONFIRM THAT THE APPLICANT IS MY TENANT AND CERTIFY HIS/HER REQUEST FOR ELECTRICITY SUPPLY AND ALSO ACCEPT TO NOTIFY IKEJA ELECTRIC PLC IN WRITING WHEN HE/SHE GIVES NOTICE (IN WRITING OR OTHERWISE) OF TERMINATION OF HIS/HER TENANCY AGREEMENT, FAILING WHICH ANY OUTSTANDING DEBT OR DUES ON HIS/HER ACCOUNT MAY BE DEBITED TO MY OWN ACCOUNT.

LANDLORD'S SIGNATURE .....

DATE.....

**PART 4 FOR OFFICIAL USE ONLY**

**(A) TO BE COMPLETED BY COMMERCIAL OFFICER**

NEW SERVICE ☐ ADDITIONAL LOAD/REPRODUCTION ☐ CHANGE OF CUSTOMER ☐

ADDITIONAL METER ☐ CHANGE OF TARIFF ☐

CONVERSION FROM SINGLE PHASE TO THREE PHASE TO MD METER ☐

IS PROPERTY EARTHED? ☐ PLANNING PERMISSION (NEW PROPERTY) ☐

**4.1 CUSTOMERS PREFERENCE/PREFERED METHOD OF PAYMENT**

BY CHEQUE { } BY ATM { } BY POS { } ONLINE { } CASH DEPOSIT { }

**4.2 PREFERED METHOD OF RECEIVING BILLS**

BILLS DELIVERED TO PREMISES { } BILLS SENT BY SMS { } BILLS SENT BY EMAIL { }

**4.3 CUSTOMER IDENTIFICATION NO (CIN).....**

**4.4 GPS COORDINATE.....**

**REMARK/RECOMMENDATION.....**

THE ORIGINAL COPY OF THIS APPLICATION HAS BEEN RECEIVED BY ME

NAME .....DESIGNATION.....

SIGNATURE.....DATE.....

**(B) TO BE COMPLETED BY METER SUPERVISOR**

METER NO .....ACCOUNT NO.....

METER READING ON THE LAST BILL.....

FINAL METER READING ON *(insert date)*.....IS .....

SIGNATURE .....DATE.....

NAME.....DESIGNATION.....

**(C) TO BE COMPLETED BY CREDIT CONTROL SECTION**

THE LATEST BILL ON THE ACCOUNT IS:.....*(month)* FOR ₦.....*(amount)*.

THE OUTSTANDING IS ₦.....FINAL BILL AS PER PART (B) ABOVE IS ₦.....

THE TOITAL NOW DUE OF ₦.....FINAL VIDE IKEJA ELECTRIC PLC MACHINE RECEIPT NO.....

I. WAS SETTLED ON ..... FINAL VIDE IKEJA ELECTRIC PLC MACHINE RECEIPT NO.....  
DATED.....

II. ₦.....HAS NOT BEEN SETTLED BUT TRANSFERRED TO THE ACCOUNT OF .....  
OF ....., ACCOUNT NO ....., AND METER  
NUMBER .....

THE APPLICATION IS HEREBY CLEARED FOR FURTHER PROCESSING

SIGNATURE.....

DATE.....

NAME.....

DESIGNATION.....

(D) FINAL APPROVAL

CHECKED BY:

NAME..... DESIGNATION.....DATE.....

APPROVED BY

NAME..... DESIGNATION.....DATE.....

IKEJA  
ELECTRIC

## PART 5: CONDITIONS AND REGULATIONS OF SUPPLY

I/We .....hereby request Ikeja Electric Plc. to supply me/us with electricity at the address stated above for the purpose stated above, in accordance with the Electricity Power Sector Reform Act 2005 and all the relevant Codes and Regulations as approved by the Nigerian Electricity Regulatory Commission (NERC).

Ikeja Electric Plc. (hereinafter called "IE") will supply electricity subject to the following terms and conditions:

### 1. SYSTEM SUPPLY:

The Ikeja Electric Plc system is alternating current at a frequency of 50 Hertz. The medium voltage will be either 230 volts single phase or 400 volts three phase.

### 2. INSTALLATION:

Wiring installation shall be executed to the satisfaction of the IE which will inspect and /or test the installation.

### 3. SERVICE LINE:

The nature and location of service lines and other supply facilities shall be determined by IE. IE shall be at liberty at any time to take branch services off the service lines whether on the customer's premises or not, for the purpose of supplying electricity to any other premises. The customer shall obtain and maintain all facilities required by IE for the installation of the service line including the necessary Right of Way over his own and/or adjacent property which IE may require. Any service line or other facilities provided by or donated by a consumer shall be treated in line with the Investment in Networks Regulation by the Commission.

### 4. ACCESS TO PREMISES:

The customer shall give IE all reasonable and necessary access to the customer's premises for the purpose of connecting, disconnecting, inspecting, testing, altering, replacing, maintaining or removing any service line, meter or other apparatus or any part thereto and for reading the meter. The IE official will produce IE's official identity card, upon demand. The customers shall pay a fee for each special meter reading made on request.

### 5. ADDITIONAL EQUIPMENT:

After the installation referred to in schedule 2.1 hereof has been tested and passed by IE, the customer shall not have additional equipment connected to his installation without submitting an application Form 74 to IE giving at least seven days' notice of his intention to do so, and he shall not use such additional equipment until the installation has been re-tested and passed by IE. Neglect of this precaution may cause interruption of supply and damage to IE's equipment. A penalty may be imposed for default.

### 6. TESTING AND ACCURACY OF METERS:

Should the customer or IE gives notice disputing the accuracy of a meter, such meter shall be tested by the Nigeria Electricity Management Services Agency (NEMSA). If the customer considers his meter inaccurate, his notice to that effect shall be accompanied by a deposit to cover the cost of the test. In the event of the meter having an error exceeding the line of error as may be allowed by the regulations in force, the amount payable for electricity charges for the period for which the customer is charged on the last invoice rendered prior to the notice of dispute shall be determined in line with the provisions of NERC's regulation on Meter Reading, Billing, Cash Collection and Credit Management.

### 7. DISCONTINUATION OF SUPPLY:

Not less than seven days' notice in writing must be given to IE by the customer or landlord before vacating the premises. In default of such notice, the customer shall be liable to IE for all accounts arising until such notice is received or until IE accepts an application for the supply to the same installation from another customer. IE reserves the right to discontinue supply of electricity for purposes of safety, when other customers are being connected or when IE mains or equipment are being tested, repaired, or in cases of unavailable interruption due to fire, flood, tempest, accident and breakdown or machinery.

### 8. PAYMENT FOR ELECTRICITY SUPPLY:

From the date supply is made available, the customer must pay monthly for all electricity billed in accordance with the applicable rate. Official receipts are issued by IE for all payment made by the customer. Customers are advised on each occasion to check that the amount on their receipt corresponds with the sum paid.

**SPECIAL NOTE:**

Whenever a customer leaves the premises where such electricity has been supplied to him without paying the charges for electricity or meter rental due to him, IE shall be entitled to recover from the landlord whose details are in Part 3 above.

**9. RESPONSIBILITY FOR IKEJA ELECTRIC'S APPARATUS**

The customer shall ensure safety against damage or destruction by fire and shall be solely responsible for the safe custody of the meter and other apparatus belonging to IE that were installed at his premises and shall not damage, alter, remove or obliterate, remove any marks, words, or numbers thereon, or permit any such damage. The customer shall make good any such damage or reimburse IE to the extent of any loss IE may sustain by reason of any breach of these conditions and regulations. The customer shall give notice to IE of any breakdown, failure, loss, injury, or damage to the meter or any apparatus belonging to IE installed at his premises.

**10. NON-LIABILITY OF IE:**

IE will not be responsible for any loss or damage occasioned to any person or property whether belonging to the customer or not arising out of any defects on or accident to the wiring installation or by the use of the electricity supplied or any apparatus that belongs to IE or through any default arising on IE's system or for any cause beyond their control. This provision is subject to IE putting in place all safety measures to ensure duty of care in the discharge of its responsibility to the customer.

**11. THE IMPROPER USE SUPPLY:**

If the customer makes use of the supply in such a way as to interfere with the general distribution of electricity, immediate steps shall be taken to remedy the defect complained of or supply discontinued.

**12. BREACH OF AGREEMENT:**

If the customer shall neglect or refuse to pay the electricity supplied in accordance with these conditions and regulations, or become subject under the bankruptcy laws or enter into liquidation, or suffer execution to be made on his effects or commit any other breach of this agreement, IE may terminate this agreement and/or discontinue the supply of electricity and/or remove the apparatus belonging to them subject to the provisions of NERC's Regulation on Connection and Disconnection of Electricity Services.

**13. REVISION OF CONDITIONS OF SUPPLY;**

IE may from time to time, upon giving notice to the customer in writing or by public notice, amend or alter any of the above conditions of supply or their scale of charges, and such amendment or alterations shall take effect from the date specified in the said notice as approved by NERC.

**14. The customer and IE also hereby agree to abide by and exhaust all administrative remedies as contained in the NERC Customer Complaint Handling and Procedures Regulations before resorting to any other dispute resolution or adjudicatory process.**