

## Instructions to Complete the Application

**Application should be completed according to the instructions given below.**

1. Irrelevant words should be written off among Rev./Mr./Miss./Mrs. The full name should be written as indicated in the National Identity Card.

Eg. Dissanayaka Mudiyanseelage Namal Dissanayaka

2. The name of the applicant with the initials must be written in block capitals using one box for each letter.

Eg. 

D	.	M	.	N	.	D	I	S	S	A	N	A	Y	A	K	A
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3. Address of the premises where new connection supply is applied should be written in block capitals, using one box for each letter.
4. If the applicant requires receiving letters to another location until the new electricity account is opened, please specify the address.
5. National Identity Card number of the applicant should be written using one box for each number.

If only a valid NIC is not available, please provide any other valid document to prove the identity.

6. Applicant's landline and mobile phone numbers & email should be mentioned. This mobile number will be used to notify you via SMS regarding the status of your service connection application process, scheduled power interruptions, long-term power outages, details of your bill and payments, etc. Hence please write down your correct mobile number here to avail those services.
7. If an electricity service connection had previously been taken to the premises, please mention the electricity account number.
8. Please mark the check box with a (✓) according to your requirement. For further information, please contact the nearest CEB Customer Service Center.

8.1. For a connection that is permanent in nature.

8.2. For service augmentations, please provide the details of the existing connection  
Eg. If the existing supply is a single phase 30A connection, please write down in the space provided as 1P 30A and existing account number.

If the existing supply is a three phase 30A connection, please write down in the space provided as 3P 30A and existing account number

8.3. For a temporary service connection, please mention the required time period. These connections are temporary provided for a specific period based on the requirement.  
Eg. Carnival, Short durational functions, Funeral, etc.

9. Please mark (  $\checkmark$  ) which type of new electricity service connection you wish to apply for. (Please note that 15A service connections are available only in Colombo and Kandy Cities)
10. Purpose of Electricity requirement of the new electricity service connection shall be marked in the relevant cage. If your requirement is not in the list given below, please mention your electricity requirement in the **relevant space of the application**.

Residential		Hotel		Rice Mill / Chilli Mill		Pumping Station	
Shop		Office		A welding workshop		Industrial	
Religious		Saw Mill / Stone Quarry					

11. If you wish to request for time of use tariff, please mark (  $\checkmark$  ) in the check box. In time of use tariff, the electricity consumption will be metered and billed according to three time slots (Day, Peak and Off Peak).
12. Please mention the list of equipment expected to be operated within the premises.
13. Please mark if the electricity meter for the new service connection to be installed at the boundary wall.
14. If GPS Coordinates of the premises where the service is required are known by the applicant, please fill the latitude & longitude fields in decimal form.

Example : GPS Coordinates of CEB Head Office at Colombo 02

Latitude
Longitude

6 . 9 3 0 3 2 3
7 9 . 8 4 4 8 9 3

15. In case the GPS coordinates are not known, a clear outline of the route to reach the place where the electricity supply is required should be provided.
16. If electricity connections have been previously obtained to any premises under the name of the applicant, please indicate the electricity account numbers.
17. Please specify if the service lines run through someone else's land.
18. Applicant should be submitted one of the documents mentioned in item no 01 and one of the documents mentioned in item no 2 or item no 3.
19. Applicant should write down the date and place his/ her signature asserting all the details furnished are true and correct. agreeing to pay the full cost of change of line route which have laid across someone else's land / house / property in case of any objection and also agree to use electricity without exceeding the contract demand.