

## **New Connection Policy**

### **(Guideline)**

#### **2.1 GENERAL INFORMATION**

The local office of the area is the main contact office where a separate window is available in addition to the consumer service centers established by AJKED, to provide all necessary information required regarding application for new connection and all other matters relating to consumer service and provision of electric power services.

#### **2.2 APPLICATION FOR SERVICE CONNECTION**

- (a) **Application and power supply Contract (A&PSC)** Forms in English and Urdu are available free of charge in each sub-division/divisional/circle office of AJKED and on the AJKED webpage **(As annexure IV)**.
- (b) An applicant shall be required to fill in the forms and attach the required supporting documents as detailed therein.
- (c) Any assistance or information required in filling the application form shall be provided to the applicant by the AJKED staff in the office where form is to be submitted.
- (d) Application for new connection can be submitted at AJKED concerned office in person or by registered mail. A receipt as acknowledgement of the forms shall be issued by the AJKED office.

#### **2.3 DOCUMENTS TO BE ATTACHED WITH THE APPLICATION**

Documents to be attached with the Application and power supply contract area as follows:

- (a) Ownership proof of the premises (Where connection is required) as determined by the AJKED.
- (b) An affidavit from the owner of the premises to the effect that no connection existed previously at the premises of which connection is applied for and that he shall pay the AJKED any outstanding dues in respect of any previous connection which existed at the premises in question, if noticed later on.
- (c) "No Objection Certificate" from the landlord (if the applicant is a tenant along with landlord's Proof of ownership and affidavit mentioned above.
- (d) Attested copies of CNIC of the applicant and two witnesses.
- (e) The power of attorney (in case of a company), in favor of the applicant to the effect that the applicant is authorized to sign the application and execute agreement on behalf of the company.
- (f) If the connection is applied in the name of a company, duly incorporated under law, then following additional documents shall be attached:
  - i Certificate of incorporation;
  - ii Resolution of Board of Directors authorizing a person to sign and execute the application and agreement form;

- iii Charge creation certificate issued by the securities and exchange commission of Pakistan equivalent to the amount of security;
  - iv List of directors with complete addresses and copies of their computerized national identity cards.
- (g) Available site plan of industry/premises where connection is required.
- (h) In case of change of name/extension or reduction of load, a certificate from the Revenue Office, AJKED to the effect that no arrears are outstanding against the premises along with proof of ownership/NOC. Wiring test report would be required in case of extension/reduction of load.

#### **2.4 DESIGN, COST ESTIMATE AND DEMAND NOTICE**

- (a) After the receipt of Application form along with the required documents the AJKED office shall issue an acknowledgement receipt and a serial number to the applicant for further reference/processing etc. Based on the site inspection, the application will be evaluated/processes and approved as per the provisions of Consumer Eligibility Criteria, Grid code and Distribution Code (Where applicable ).A demand notice of cost estimate and security amount shall subsequently be issued by the AJKED office for payment by the applicant.
- (b) Demand Notice for service connection cost and security Deposit shall be sent under registered post or courier to ensure their delivery to the applicant or applicant may receive it personally, for that receipt may be obtained from applicant for record.
- i For payment, branches of designated banks authorized to receive the Demand Notice charges, etc.shall be intimated to the applicant. The bank shall receive payment as per demand notice and issue an acknowledge receipt etc.
  - ii Subsequent to the deposit of payment mentioned in the demand notices the applicant shall execute the power supply contract with the AJKED in triplicate.
  - iii AJKED shall determine new final priority number of connection to each application after the demand notices have been paid and wiring test report submitted subject to the exemption granted under the policy of AJKED.

#### **2.5 APPROVAL OF APPLICANT'S INSTALLATION**

Before any electrical wiring or energy consuming apparatus is connected to the AJKED distribution system, the same shall be subject to inspection and testing by the AJKED and no connection shall be made to the AJKED system without the prior Inspection/satisfaction of the AJKED.

- (c) The sanctioning authority shall approve in accordance with the Eligibility criteria Regulations, 2003.
- (d) The application shall be served with demand Notice for the cost relating to the Dedicated Distribution System and security\* which will be deposited with the designated bank. For capital contribution, the terms of eligibility criteria regarding payments shall be applicable.

\*The amount against the security shall include:

The amount as per applicable tariff and local equal to the cost of expected consumption of electricity during the approved temporary connection period.

- (e) The AJKED, after the receipt of necessary payment and certificate, shall provide the electric power connection immediately as per priority maintained for temporary connections.

### **3.3.2**

- a. The AJKED shall provide temporary electric connection to the applicant on his demand for a specified period and disconnect the same after the expiry of this period unless extended further on the request of the consumer and confirmation by the AJKED that the purpose for which temporary connection is required, still exists.
- b. The consumer shall apply for extension in the sanctioned period at least one week before the expiry of the sanctioned period. The consumer shall pay in advance as security an amount equal to the expected consumption of the period applied for extension.
- c. The AJKED shall discontinue service without notice whenever it is no longer temporary in character, or it is used for unauthorized purposes.
- d. After the expiry of the contracted period or after period when connection is no more required and is disconnected, the cost of equipment installed for temporary connection shall be reimbursed to the consumer at depreciated rates, if it is dismantled and taken over by the AJKED or if it is not dismantled and is taken over by the AJKED.