



British Virgin Islands

**ELECTRICITY
CORPORATION**

FORM SA/1

Application No: _____

SERVICE APPLICATION

PLEASE ONLY WRITE ON THE APPLICABLE SPACES OF THIS FORM.

**All relevant sections of this application must be filled out completely in order to be considered valid.
Applications for temporary connections will only be accepted where a new electrical supply is required, or where additions or modifications to an existing supply are necessary.**

A. Name of Property Owner(s): _____

Location of Property: _____

Name of Main Contact: _____

Cell: () _____ **Home:** () _____ **Work:** () _____

Email Address: _____

B. Name of Agent acting on behalf of property owner/s: _____

Cell: () _____ **Home:** () _____ **Work:** () _____

Email Address: _____

C. Occupancy: ☐ Residential ☐ Commercial ☐ Industrial ☐ Streetlight

D. Application Type: ☐ New ☐ Addition ☐ Construction ☐ Temporary ☐ Renewable Energy

☐ Upgrade | Account/Meter Number(s): _____

E. Supply Required:

☐ Overhead ☐ Underground

☐ 2-Wire ☐ 3-Wire ☐ 4-Wire

Size of main switch _____ **Voltage Required** _____

Number of Meters Required: 1 Phase ☐ 2 Phase ☐ 3 Phase ☐

F. Load:

(a) Lighting _____ (b) Water Heating _____ (c) Air Conditioning Motors _____

(d) Cooking _____ (e) Other motors loads _____ (f) Space Heating _____

G. Licensed Electrician Name: _____ **Electrician License Class & Number:** _____

Signature: _____ **Date:** _____



I/We, _____,

Name of Property Owner(s)/Applicant

confirm that I am/we are the property owner(s) of the premises for which electricity service is being requested and/or that I am authorized to deal with the premises in relation to the supply of electricity. I/We hereby consent to the British Virgin Islands Electricity Corporation supplying electricity to the premises and installing such fittings and equipment as needed for the supply of electricity to the premises and further consent to the account being placed in the name of

_____.

Name of Property Owner(s)

I/We hereby indemnify and agree to keep the British Virgin Islands Electricity Corporation forever indemnified, to the maximum extent permitted by law, against any loss or damage and against all claims arising out of or related to the provision of electricity to the premises, claims for reimbursement of expenses and claims for any type of loss which may be brought against the British Virgin Islands Electricity Corporation by reason of any dispute in relation to ownership of the premises, the supply of electricity to the premises or the transfer of the abovementioned account in the name of _____.

Name of Property Owner(s)

Print Name: _____ **Signature:** _____ **Date:** _____

Print Name: _____ **Signature:** _____ **Date:** _____

Print Name: _____ **Signature:** _____ **Date:** _____

Print Name: _____ **Signature:** _____ **Date:** _____

Print Name: _____ **Signature:** _____ **Date:** _____

Print Name: _____ **Signature:** _____ **Date:** _____

Print Name: _____ **Signature:** _____ **Date:** _____



Service Application Required Documents Checklist

Application Requirements based on Applicant(s) Category:

Individual(s)

- ☐ Certified Land Register (issued within three (3) months of the application submission date).
- ☐ One (1) valid government-issued photo identification for every individual listed on the Land Register.
- ☐ Completed Application for Electricity Installation and Service Upgrade (Pages 1 and 2 must be signed by all persons listed on the Land Register unless an authorized agent is acting on behalf of the property owner(s). Page 1 must also be signed by a BVI licensed electrician).

Doing Business As (DBA)

- ☐ Certified Land Register (issued within three (3) months of the application submission date).
- ☐ Valid Trade License from the Department of Trade, Investment Promotion and Consumer Affairs (certified within three (3) months of the application submission date).
- ☐ One (1) valid government-issued photo identification for every person listed on the Trade License.
- ☐ Completed Application for Electricity Installation and Service Upgrade (Pages 1 and 2 must be signed by all persons listed on the Trade License unless an authorized agent is acting on behalf of the business owner(s). Page 1 must also be signed by a BVI licensed electrician).

Registered Companies (LLC, LTD., Corporation, etc.)

- ☐ Certified Land Register (within three (3) months of the application submission date).
- ☐ Register of Directors from the BVI Financial Services Commission (certified within three (3) months of the application submission date).
- ☐ One (1) valid government-issued photo identification for each director listed on the Register of Directors.
- ☐ Completed Application for Electricity Installation and Service Upgrade (Pages 1 and 2 must be signed by all directors listed on the Register of Directors unless an authorized agent is acting on behalf of the director(s). Page 1 must also be signed by a BVI licensed electrician).

Government / Statutory Bodies

- ☐ Letter of Intent on the organization's official letterhead, bearing the organization's stamp and signed by authorized personnel. (Include authorized agent if applicable)
- ☐ One (1) valid government-issued photo identification for the authorized personnel.
- ☐ Completed Application for Electricity Installation and Service Upgrade (Pages 1 and 2 must be signed by the authorized personnel unless an authorized agent is acting on their behalf. Page 1 must also be signed by a BVI licensed electrician).



Service Application Required Documents Checklist

Agent Document Requirements

An agent can be an individual, business, or company

☐ Signed letter of consent from the landowner, trade license holder, or director authorizing the agent to act on their behalf. This letter must be notarized within three (3) months of the application date.

This is not required for Government / Statutory Bodies as such authorization is already included in the Letter of Intent.

Additional Requirements for Agents – Individual

☐ One (1) valid government-issued photo identification.

Additional Requirements for Agents – DBA

☐ Valid Trade License.

☐ Signed letter, dated within three (3) months of the application date, authorizing an individual to act on behalf of the business. This requirement applies where more than one (1) person is listed on the Trade License, or where the sole Trade License holder appoints another person to act on behalf of the business. **(must be on the business' letterhead and signed by all business owners listed on the Trade License).**

☐ One (1) valid government-issued photo identification for each person listed on the Trade License.

☐ One (1) valid government-issued photo identification for the authorized individual.

Additional Requirements for Agents – Registered Company

☐ Register of Directors from the BVI Financial Services Commission **(certified within three (3) months of the application submission date).**

☐ Signed letter, dated within three (3) months of the application date, authorizing an individual to act on behalf of the company. This requirement applies where more than one (1) person is listed on the Register of Directors, or where the sole Director appoints another person to act on behalf of the company. **(must be on the company's official letterhead and signed by all directors listed on the Register of Directors).**

☐ One (1) valid government-issued photo identification for each person listed on the Register of Directors.

☐ One (1) valid government-issued photo identification for the authorized individual.

For Office Use Only:

Accepted ☐ _____

Conditional Approval – Stage 1 ☐ _____ | Estimate Issuance Date: _____

Conditional Approval – Stage 2 ☐ _____ | Service Installation Date: _____

Conditional Approval – Stage 3 ☐ _____ | Service Connection Date: _____