SERVICE CONNECTION APPLICATION FORM

Date:	Nearest Meter No.:	IO System No.:	Contract No.:	
Name of Applicant:		***Last Name:***	***First Name:***	***Middle Name:***
Name of Establishment: (If Applicable)				
Name of Authorized Representative: (If Applicable)		***Last Name:***	***First Name:***	***Middle Name:***
Address Applied for:		***House No.:***	***Street:***	***Municipality:***
		Province:	***Zip Code:***	
Telephone Number:			Mobile Number:	
Primary E-mail Address:			Secondary E-mail Address:	
Civil Status:		[ ] Single	[ ] Married	[ ] Widowed [ ] Separated
Name of Spouse:		***Last Name***	***First Name***	***Middle Name***
Spouse's Office/Business Name:				
Business Address:		***House No.***	***Street Name***	***Municipality***
		Province	***Zip Code***	
Name of Electrician:				
Nature of Service Applied for:		[ ] New Connection [ ] Reinstallation [ ] Meter Separation [ ] Change of Registration		
Type of Service Connection:		[ ] Residential [ ] Commercial [ ] Industrial [ ] Government [ ] Hospital [ ] Streetlight		
Nature of Business:				

ELECTRONIC SERVICES

I am interested in enrolling in the Electronic Services provided by OEDC. By availing of this service, I voluntarily agree to receive all utility related communications, including billing statements, payment notifications, disconnection notices, advisories, and any other current or future electronic communication services through digital platforms authorized by OEDC.

_____ Signature over Printed Name and Date

_____ Date

Disclaimer:
Availability of OEDC's electronic services may be affected during system maintenance, service interruptions, or force majeure events. OEDC collects only the information necessary to process your enrollment in Electronic Services. All data provided will be treated with strict confidentiality and used solely in accordance with applicable data protection laws and for the intended purpose. By submitting your information, you agree to its collection and use by OEDC for the delivery of electronic services.

DOCUMENTARY REQUIREMENTS

- ☐ Electrical Permit
- ☐ Notarized Affidavit of Ownership / Other Than the Owner / Undertaking
- ☐ Notarized Undertaking (Change Name/Government)
- ☐ Photocopy of 2 VALID Identification Card (front and back)
- ☐ Location Map or Sketch and Picture of House/Building
- ☐ Nearest Meter Number
- ☐ Notarized Special Power of Attorney and copy of VALID ID (For Representative)
- ☐ Proof of Ownership (Tax Declaration - Land & Building, Land Title, Deed of Sale, Etc.)
- ☐ Authorization Letter from the owner and copy of VALID ID
- ☐ Death Certificate
- ☐ Barangay Certificate of Residency

ADDITIONAL REQUIREMENTS FOR COMMERCIAL

- ☐ DTI / Business Permit
- ☐ SEC Articles of Incorporation
- ☐ Board Resolution / Secretary's Certificate
- ☐ BIR Form 2303

NEW CONNECTION PROCESS

1. Completion of requirements
2. Account Verification / Site Inspection
3. Installation of Metering Facility
4. Payment of Bill Deposit / Service Fee and Contract Signing
5. Energization

**Bill Deposit – Estimated billing for one (1) month and to guarantee the payment of bills as stated from Article 28. Obligation to Pay Bill Deposit from Magna Carta for Residential Electricity Consumers and 3.4.2 Non-Residential Electricity Consumers of Distribution Services and Open Access Rules (DSOAR.)*

APPLICATION NUMBER:	
BILL DEPOSIT:	
SERVICE FEE:	
TOTAL:	
REMARKS:	

I hereby acknowledge that I am required to pay a Bill Deposit for my electric service connection. I agree that the said Bill Deposit shall be collected on a staggered basis and included in my monthly electric bill until fully paid. I further undertake to pay the corresponding amounts as billed and understand that failure to settle the required payments may subject my account to the applicable policies, rules, and regulations of the Energy Regulatory Commission (ERC) and the OEDC.

Total amount of BD: _____

_____
Signature over Printed Name and Date

LIST OF INSPECTIONS	AGREED DATE	PRINTED NAME	SIGNATURE
Account Verification:			
Initial Inspection:			
Final Inspection:			

_____ Signature over Printed Name and Date

_____ OEDC Processor

CUSTOMER DATA PRIVACY CONSENT FORM

COMPANY
Olongapo Electricity Distribution Company, Inc. (OEDC) recognize their responsibilities under Republic Act No. 10173, also known as the Data Privacy Act (DPA) of 2012, with respect to the data it collects, records, organizes, uses or destructs from its customers.

In compliance with the requirements of the DPA, we would like to secure your consent on the general use and sharing of personal information obtained from you in the course of transaction/s with OEDC.

OEDC, as an electric distribution utility and service provider need your personal data in order for us to provide you with timely, satisfactory processing and delivery of your electricity connection, managing your account details (e.g. billing and payment information), providing information on your account and transactions, power situation updates and other forms of queries related to your electric service connection.

What we collect?

1. Information you provide to us when you apply for service, such as your name, address, phone number, email address, Tax Identification Number (TIN), evidence of authority to occupy (e.g. contract of lease, Transfer Certificate of Title, Special Power of Attorney (SPA), Undertaking / Authorization from owner of the premises, and if applicable, details of your authorized representative;
2. Billing and payment information used to pay your electric consumption;
3. Information to determine eligibility to participate in certain energy program or services;
4. Information you fill out in any form on our website, such as, when you wish to contact us to lodge your concerns, to register at our customer portal;
5. Information you give us when you communicate with OEDC such as with respect to inquiries and complaint details on the quality and reliability of the electric service;
6. Responses you or your representative provide when you participate in our customer surveys;
7. Information you provide for verification purposes (e.g. to facilitate refunds or to avail zero-rated VAT transactions), such as photocopy of a valid / government issued identification card or foreign passport;
8. Any other information you voluntarily provide for any legitimate purpose declared at point of collection of such information.

What do we do with the information we gather?
OEDC stores, processes, and analyzes the information that you provide to us for purposes, including, but not limited to:

1. Providing and continuously improving our electric services, as well as managing your account;
2. Responding to your inquiry, concern or complaint;
3. Sending important notices such as communications about your account, subscriptions, transactions, and changes to OEDC terms, conditions, policies and/or internal purposes;
4. Sending messages related to your services such as copy of electronic bill, outage notifications, updates, alerts, and other information that you may request;
5. Sending information about our programs and value-added service offerings that may be interest to you;
6. Enabling us to accept bill payments;
7. Verifying your identity and eligibility to claim refunds;
8. Auditing, data analysis and research to improve OEDC's service, and for internal business development purposes.

How do we safeguard your personal data?

We are committed to ensure that your information is secure. OEDC shall undertake and implement reasonable organizational, physical and technical security measures to protect your personal data from loss, misuse, unauthorized use, access, inadvertent disclosure, alteration, and destruction, and we require the third parties we contract with to support OEDC's business operations to employ reasonable security measures as well (see *"When and how we share your information with others" section*) in collecting, receiving, transmitting, storing, and disposing your personal information.

You are responsible for the security of your information once it reaches you or your representative in any medium, including but not limited to written correspondences, bills, emails, and system applications. You should take appropriate measures to ensure that any medium or device you use to monitor or manage your account is secure and not accessible to anyone without permission.

When and how we share your personal data with others?
Access to your personal information is restricted to authorized OEDC employees and contractors on a need to know basis to carry out their responsibilities with regard to the conduct of our business such as meter reading, field inspection, energization, and restoration of your electric service. We require our contractors, through a Non-Disclosure Agreement (NDA), to secure and keep your information confidential and we do not allow them to disclose your information to others, or to use it for their own purposes.

Your information may also be disclosed to government entities pursuant to and in compliance with applicable laws and regulations, subpoena or court order.

How long we keep your personal data?
We keep your personal data only for as long as necessary:

A. For the fulfillment of the declared, specified, and legitimate purposes provided above, or when the processing relevant to the purpose has been completed or terminated;
B. For the establishment, exercise, or defense of legal claims; or
C. For other business purposes, that are consistent with the standards established or approved by regulatory agencies governing OEDC.

Thereafter, your personal data shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or public.

How we control your personal data?
If you wish to request for a copy of your personal data in our possession, or have it corrected if you believe that it is inaccurate or incomplete, please reach out to us through our contact information of Data Protection Officer found below. We will promptly respond to your request.

If you wish to opt-out of Customer E-Services communication or to otherwise restrict OEDC from further processing of your personal data for Customer E-Services purposes, please send an email to dpo@oedc.com.ph. We may retain some basic information in order to avoid sending you unwanted notifications in the future, but still keep a minimum contact information needed by OEDC to deliver our electric service to you.

How can we help? Getting in touch
If you have any questions, concerns or complaints about OEDC's personal data practices or this Privacy Policy, we encourage you to get in touch with our Data Protection Officer.

Mr. Brian E. Benedicto
Head, Customer Services Division
Tel. No.: (047) 222-9410 / (047) 222-0889 / (047) 222-1979 / (047) 222-0013 / 0998-976-3369 / 0917-861-5020
Email: dpo@oedc.com.ph
Office: OEDC Main #1654 Rizal Ave., West Tapinac, Olongapo City

Customer
I have read OEDC's data privacy statement and express my consent for OEDC to collect, record, organize, update or modify, retrieve, consult, use, erase or destruct my personal data as part of my information.

I hereby affirm my right to be informed, object to processing, access and rectify, suspend or withdraw my personal data, and be indemnified in case of damages pursuant to the provisions of the Republic Act No. 10173 or otherwise known as the Data Privacy Act of 2012, and its corresponding IRR.

Name and Signature of Customer: _____

Date: _____