



SPgroup

Procedures for Application and Turn-on of Electricity Supply

*Refresher Course for Licensed
Electrical Workers -
Technicians/Engineers*

15 FEB 2022

Scope

- Introduction
- Submission of Consultation Form
- Submission of Application of Electricity Supply for:
 - Direct Connection Load up to 45 kVA
 - Direct Connection Load more than 45 kVA
 - Indirect Connection Load up to 45 kVA
 - Indirect Connection Load more than 45 kVA
 - New EHT & HT consumers who wish to be contestable at time of turn-on
- Common response for incomplete submission of applications

Scope (Con't)

- **Different Inspections Performed**
 - **Inspection for small electrical installation**
 - **Inspection for large domestic electrical installation**
 - **Sample Unit Inspection in Private Residential Development**
 - **Inspection and Pre-turn-on of HDB Residential Units**
 - **Inspection of Bulk Replacement of Meter Boards**
- **An Overview on Contestability**
- **Acknowledgement of Electrical Installation License Form during account opening**

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Electrical Workers -
Technicians/Engineers

Introduction

Introduction

SP Services

Market Support Services Licensee

- Receives requests for electricity service connection, offers terms and conditions of service connection.
- Arranges for service connection energisation/turn-on
- Collects transmission charges, security deposits and charges for other services.
- Bills customers for consumption.

SP PowerAssets

Transmission Licensee

- Owner of the transmission and distribution network

SP PowerGrid

Managing Agent for and on behalf of SPPA

- Develops, operates and maintains the transmission and distribution facilities.

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Submission Of Consultation Form

Customers may seek consultation on technical requirements at initial planning stage. The consultation form will be submitted directly to SPFG



For Submission, the following information is required

Site and location plans	Gross floor area	Type of premises	Type of business activity	Supply requirement	Expected energization date
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Application For Different Connection Schemes

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Types Of Connection Schemes

Supply Direct From Grid

Direct Connection

- Up to 45kVa
- More than 45kVa

Supply Through Landlord

Indirect Connection

- Up to 45kVa
- More than 45kVa

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SP eBusiness Portal for Licensed Electrical Workers



Welcome to eBusiness Portal

This portal is for contractors, Licenced Electrical Workers (LEWs) and other business partners to perform business transactions with SP Group.

Please log in to submit the necessary forms and requests.

[Click to Login](#)

By logging in, you agree to [Terms and Conditions](#) of SP eBusiness Portal.



[Account login issues](#)



[Create new account](#)



[User guides](#)

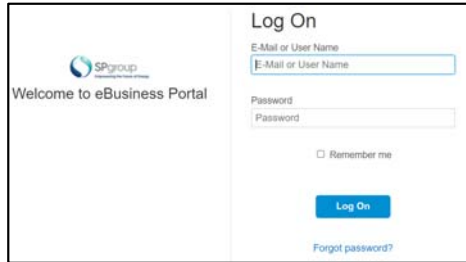
Can't find what you want? Click [here](#) to get in touch with us

To manage your utilities account and bills, visit the [SP Utilities Portal](#)

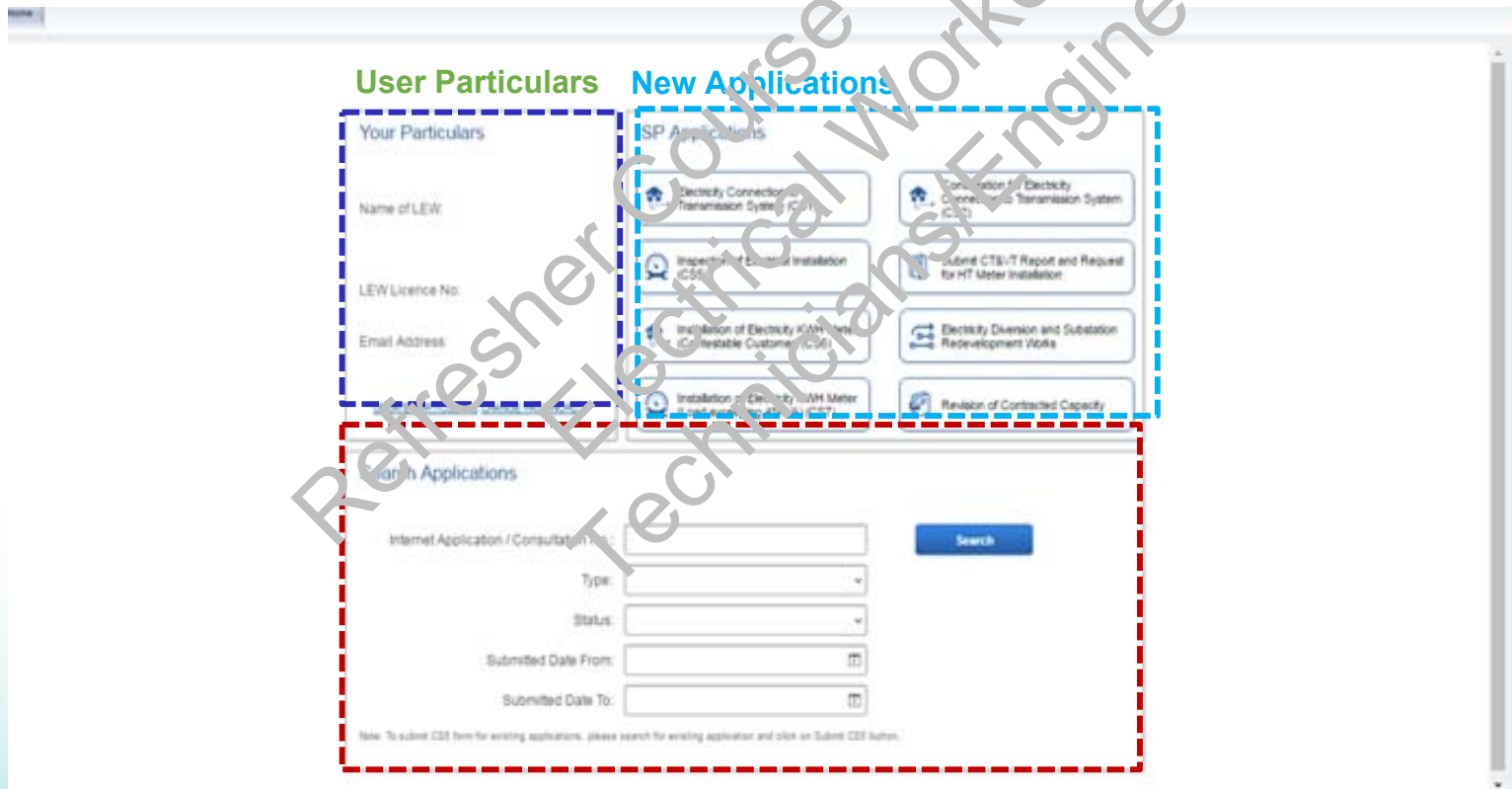
This website is best experienced on Google Chrome.



SP eBusiness Portal for Licensed Electrical Workers



Log On to Access Dashboard



View Details & Perform Activities for the Applications Searched

SP eBusiness Portal for Licensed Electrical Workers

Search Applications

Internet Application / Consultation No.:

Type:

Status:

Submitted Date From:

Submitted Date To:

Note: To submit CS5 form for existing applications, please see [here](#) on.

Internet Application / Consultation No.	Application / Consultation Number	Type	Applicant Name	Submitted Date	Status
SA00004537	001210025000	Electricity Connection to Transmission System	DAIYA ENGINEERING & CONSTRUCTION PTE LTD	29 Apr, 2016	Completed
SA00004464	001210023421	Electricity Connection to Transmission System	HOLLAND BUKIT PANJANG TOWN COUNCIL	23 Mar, 2016	Completed
SA00004412	001210023418	Electricity Connection to Transmission System	LIEN YING CHOW PTE LTD	21 Mar, 2016	Completed

SP eBusiness Portal for Licensed Electrical Workers – Letter of Consent

Letter of Consent for Submission of Application for Electricity Supply

Date: _____

I / We, (Name) _____ of UEN No.: _____, NRIC/FIN No:

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(Name of Applicant)

Note: Please state the last 4 characters (i.e. last three digits and alphabet) of NRIC / FIN / passport or other personal identification number.

of (Address): _____ Tel: _____

Email: _____

(A) Hereby declare: -

- That I have at least one (1) small and embedded generating unit (e.g. solar photovoltaic) at the Premises and I am **NOT** GST registered. I attach herewith a copy of non - GST registration from IRAS:
- That I have at least one (1) small and embedded generating unit (e.g. solar photovoltaic) at the Premises and I am GST registered. My GST registration number and date are as follows and I attach herewith a copy of the GST registration letter from IRAS:
 GST registration number: _____ GST registration date: _____
 I agree that I will not issue any tax invoice for electricity sold to SP Services Ltd but hereby authorize SP Services Ltd to issue tax invoices on my behalf. I will notify SP Services Ltd immediately if my GST registration is cancelled or if I am issued with a new GST registration number.

****That I have informed the Building Licensed Electrical Worker of the building where the Premises is situated ("Building LEW") of the installation of the embedded generating unit at the Premises and the Building LEW has not objected to such installation.**

(B) Hereby give full consent to the below-named Licensed Electrical Worker -

- To submit an application for electricity supply to the premises at _____ ("Premises");

(C) Hereby declare: -

- Please select one of the following:**
- That I am / we are the legal owner / authorized occupier of the Premises;
 - That I am /we are not the legal owner / authorized occupier of the Premises. The contact details of the legal owner / authorized occupier of the Premise are Full Name: _____
 Email: _____ and Contact Number: _____

That I am / we are agreeable for any correspondence on the above application to be sent to me via email at the following email address provided :

I (Name) _____ of License No: _____

(Name of Licensed Electrical Worker)

of (Address) _____ Tel: _____

Hereby declare that the legal owner / authorized occupier of the Premises has given permission for my submission of the application for electricity supply

****For Building LEW's completion only:**

I (Name) _____ of License No: _____

(Name of Building LEW)

I have no objection for the embedded generating unit/solar photovoltaic to be installed at _____ with LEI _____

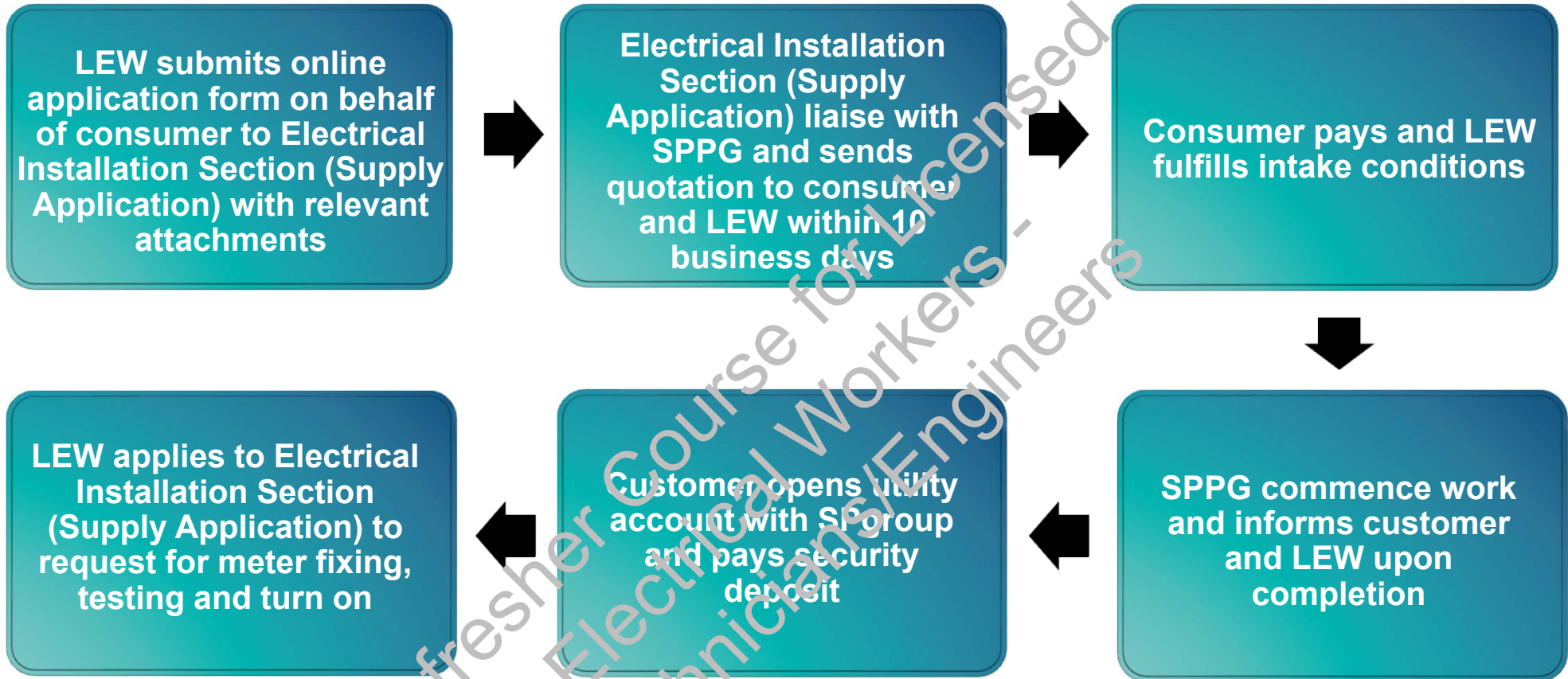
Signature of Applicant and Date _____

Signature of LEW and Date _____

**Rubber stamp imprint required for corporate customers
 Signature of Legal Owner of Premise and Date (if applicable) _____

****Signature of Building LEW and Date** _____

Application For Direct Supply Up To 45kVa



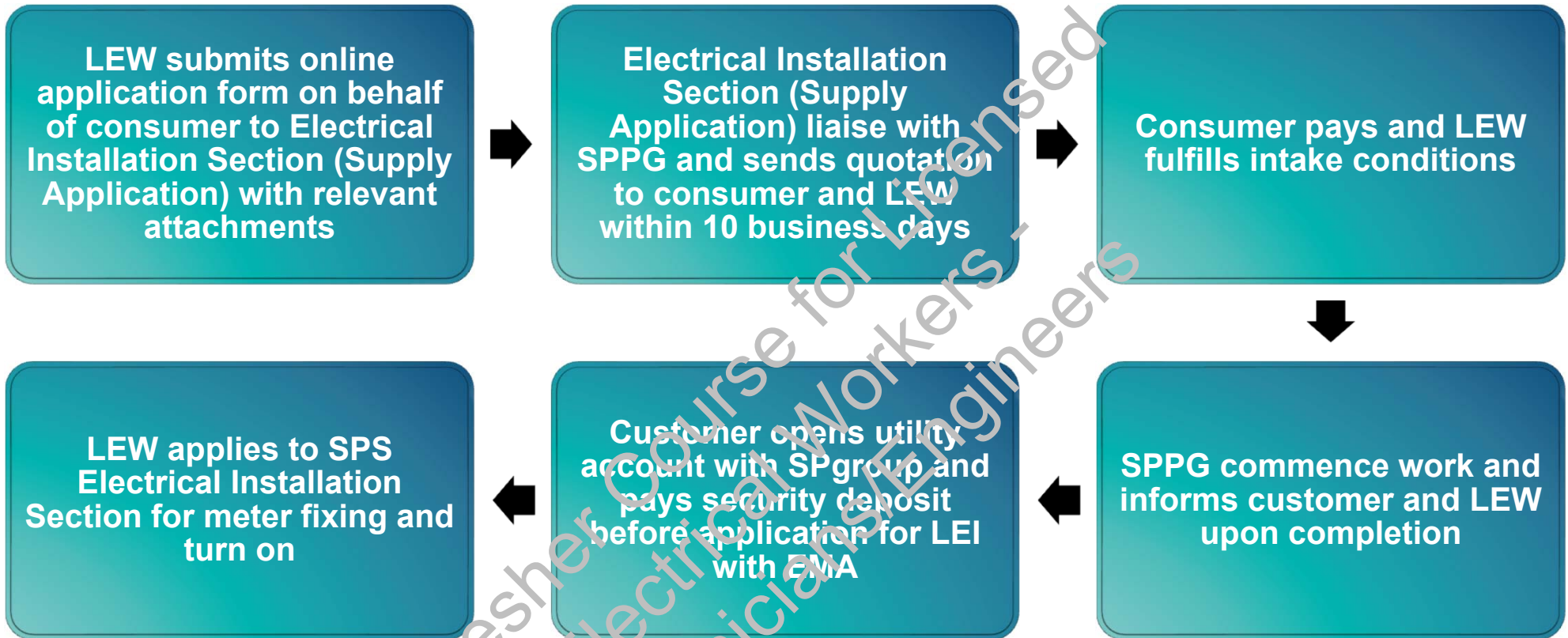
Submit online form CS5 and attach the following documents to SPS Electrical Installation Section (Supply Application) for meter fixing, testing and turn on

COC

Letter of Consent

CS/12 (If applicable)

Application For Direct Supply > 45kVa



Submit online form CS1 and attach the following documents to SPS Electrical Installation Section for meter fixing, testing and turn on

COC

Letter of Consent

EI License

IRAS Certificate of numbering (if applicable)

Application for Direct Supply > 45kVa

Turnaround time for SPgroup to inform applicant and LEW on approval for

Connection up to 22KV

- 10 business days

Connection for 66KV

- 60 business days

Connection for 230KV

- 100 business days

For Service with substation

- LEW shall submit the Substation and metering plans to SPPG for clearance

For Service with substation

- There will be an agreement which needs to be signed by the consumer together with the quotation payment before SPPG starts work

For contestable LT and all HT Connections

- The requirements for AMI meters apply

Application for Indirect Supply up to 45kVa

Customer opens utility account and pays Security Deposit to SPgroup

LEW applies to Electrical Installation Section (Supply Application) with relevant documents for meter fixing, testing and turn on

Submit online form S5 and attach the following documents to SPSL for meter fixing, testing and turn on

Form CS/3

COC

Note : 1st time inspection is FOC and Form CS/3 or Form CS/3H is not required for HDB residential premises

Application for Indirect Supply > 45kVa



Submit online form CS7 and attach the following documents to SPSL

Form CS/3 or CS/3H

EI License

COC

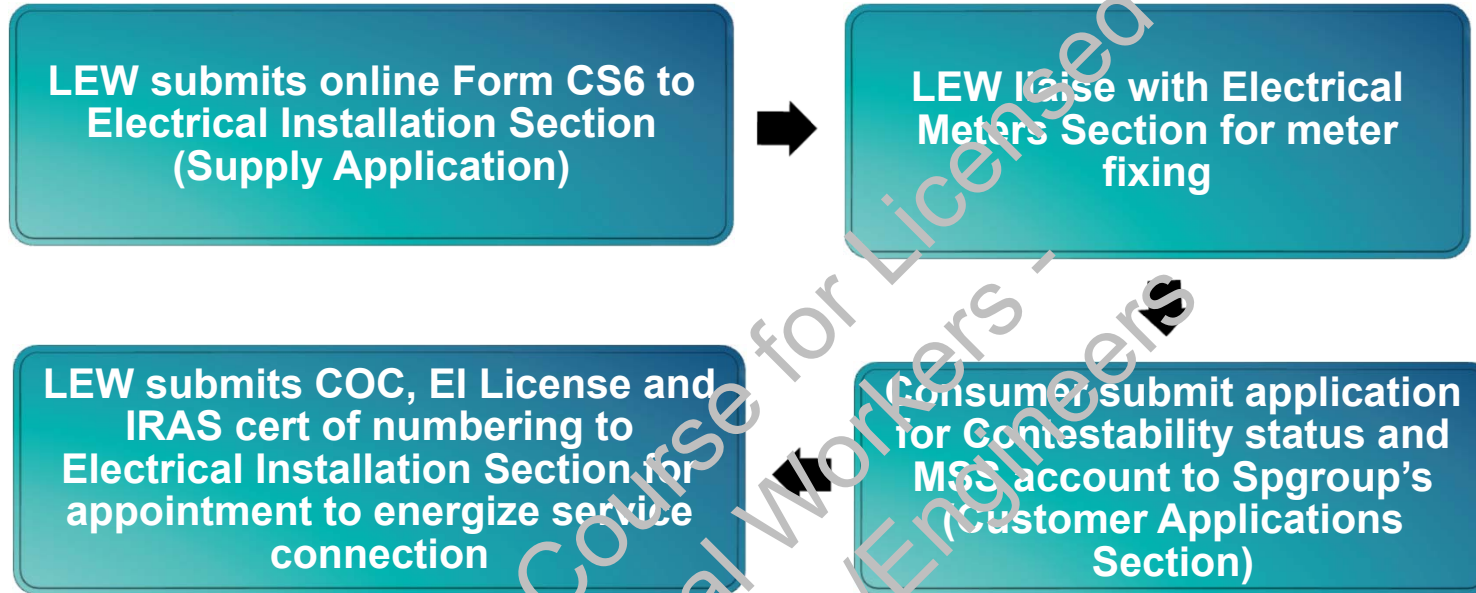
For HT Indirect Connection

The consumer is required to sign an agreement with SP Power Assets before SP Services can process the application for installation of meter.

The LEW shall be responsible for arranging the energization of the service connection with landlords such as HDB, JTC or private multi-tenanted buildings.

Landlord's LEW shall issue the Statement of Turn On of Electricity (SOTO) upon successful turn-on.

For New EHT and HT Consumers To Be Contestable At Time Of Turn On



Points to note

AMI meters requirement applies	<u>Application for Contestability Status and Application to open a MSS Account</u> to Customer Applications Section of SPgroup at 2 Kallang Sector S(349277) or via fax: 6304-8633 <u>at least 12 business days</u> prior to the arrangement for the turn-on appointment.	To purchase electricity from Retailer from turn-on date, Retailer must submit a transfer request to SP services <u>at least 1 business day</u> before turn-on date. Otherwise, SPgroup shall purchase electricity for the customer from the wholesale electricity market
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Common response for incomplete submission of applications

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Site address do not tally

Search & Explore...

PHPC near you LandQuery SchoolQuery DroneQuery TrafficQuery PropertyQuery

Land Info

Query Tenure

View Land Ownership

View Land Lot

Land Lot Search

MK 26 - 08092 A

Search

Land Ownership

Ownership : Private

Land Lot

Lot Number : MK23-99558N

Lot Number : MK23-99558N

Refreshed Elements Technical Solutions

One map

Contact Us | Privacy Statement | Terms | Report Vulnerability

Note : Please submit a valid address which can be located on onemap

Incorrect utility account number

Details of Installation

Supply Voltage: *

Type of Connection: *

Load Requirement: *

Supply Connection from: *

Utility Account No.: *

Type of Metering Scheme: *

Direct Move-In: Yes No

Remarks:

Note : Please input a valid electricity account

Incorrect forms submitted



Resources

Resources

Licensed Electrical Workers

FORM	Application for Appointment for Energisation of Service Connection
FORM	Application for De-Energisation/ Re-Energisation (ADRE)
FORM	Application for Net Export Rebate
FORM	Certificate of Compliance
FORM	Change in Design, Ew
FORM	Completion Certificate for Modification of Electrical Installation

Note : Please visit Spgroup's website for the updated forms to be submitted

Incorrect approve load indicated during application

Details of Installation

Supply Voltage: * 400 V (Three Phase <=45kVA)

Type of Connection: *

Load Requirement: *

Utility Account No. (Existing): * Yes No / Unknown

If Yes, Please Specify: *

Existing Approved Load: * kVA

Voltage Sensitive: * Yes No

Estimated Ultimate Load: * kVA

Estimated Year of Reaching Ultimate Load: *

Remarks:

Note : Please indicate the correct existing approved load

Different Inspections Performed

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Types Of Inspection Carried Out By Electrical Installation Section



Small Electrical Installation



Large Domestic Electrical Installation



Pre-turn-on of HDB Residential Units

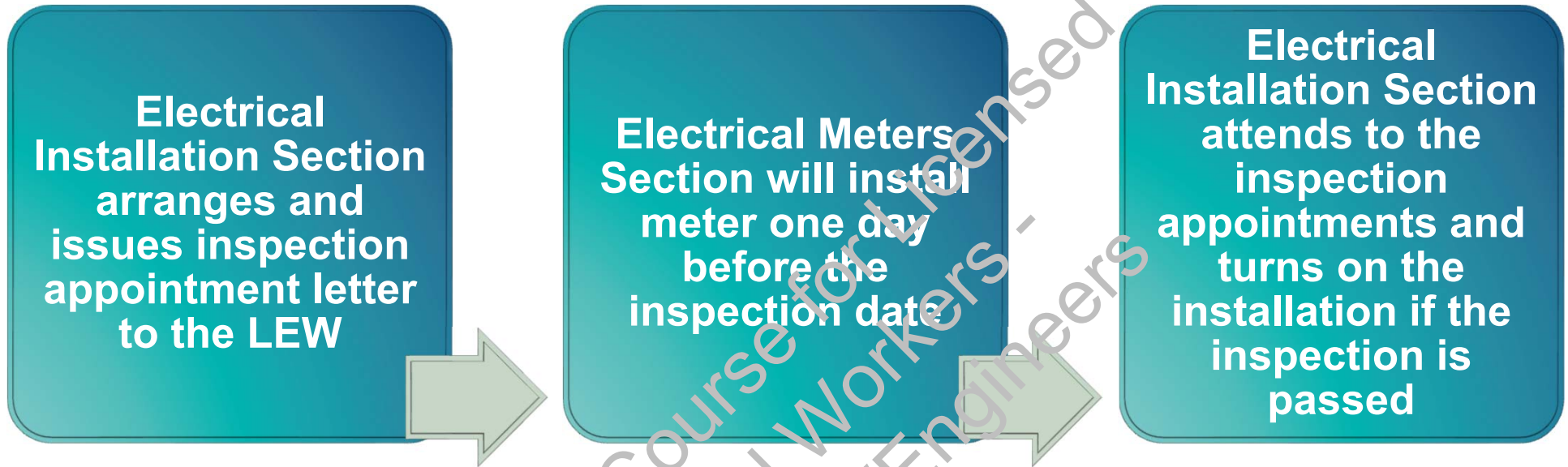


Bulk Replacement of Meter Boards



Private Residential Development

Small Electrical Installation



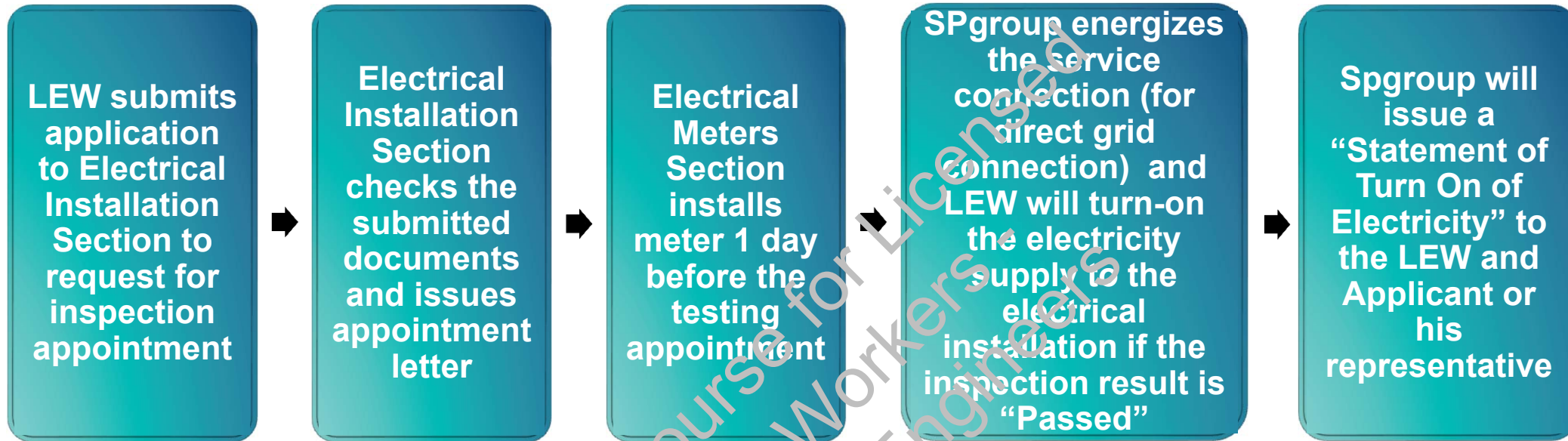
Points to note

<p>If the inspection result is 'Failed', LEW must rectify the non-compliances, pay a re-inspection fee and re-submit COC to apply for re-inspection appointment</p>	<p>A copy of the SP Services inspection report will be given to the LEW and applicant or his representative on site.</p>	<p>Violation clauses on the electrical installation will be sent to EMA</p>
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Points to note

<p>Inspection of electrical installation is carried out in accordance with SS638 (Code of Practice For Electrical Installations) and the relevant regulations</p>	<p>For direct grid connection, LEW submits Certificate of Readiness (COR) to SP Services on site. This document is not necessary for indirect connection</p>	<p>For direct grid connection, SPgroup issues “Statement of Turn On of Electricity” and acknowledged by the LEW and applicant or his representative</p>	<p>For indirect connection, the landlord LEW issues “Statement of Turn On of Electricity” and acknowledged by the LEW and applicant or his representative</p>
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Large Domestic Electrical Installation



Documents required to be submitted for meter fixing and turn on

Form E	SLD	COC	IRAS Cert of numbering	Account opening letter
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Note : For all installations > 45kVa, only domestic installations needs to be tested by SPSL

Points to note

<p>SPgroup carries out inspection on the electrical installation in accordance with SS638 (Code of Practice For Electrical Installations) and other relevant regulations</p>	<p>On the appointment day, LEW submits COR to SPgroup's Project Officer on site (for direct Grid connection)</p>	<p>If the inspection result is failed, LEW must rectify the defects, pay a re-inspection fee and re-submit the COC & Form E to request for a re-inspection appointment</p>	<p>A copy of the inspection report will be given to the LEW and applicant or his representative on site. Violation clauses on the electrical installation will be sent to EMA</p>
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Indirect Supply Up To 45kVa

Procedures **SAME** as that for direct supply up to 45kVa except:

There is **NO NEED** to submit **COR** to SPSL on-site

Modification Of Electrical Installation

Only Those Exempted from Licensing



Documents required to be submitted to SPSL

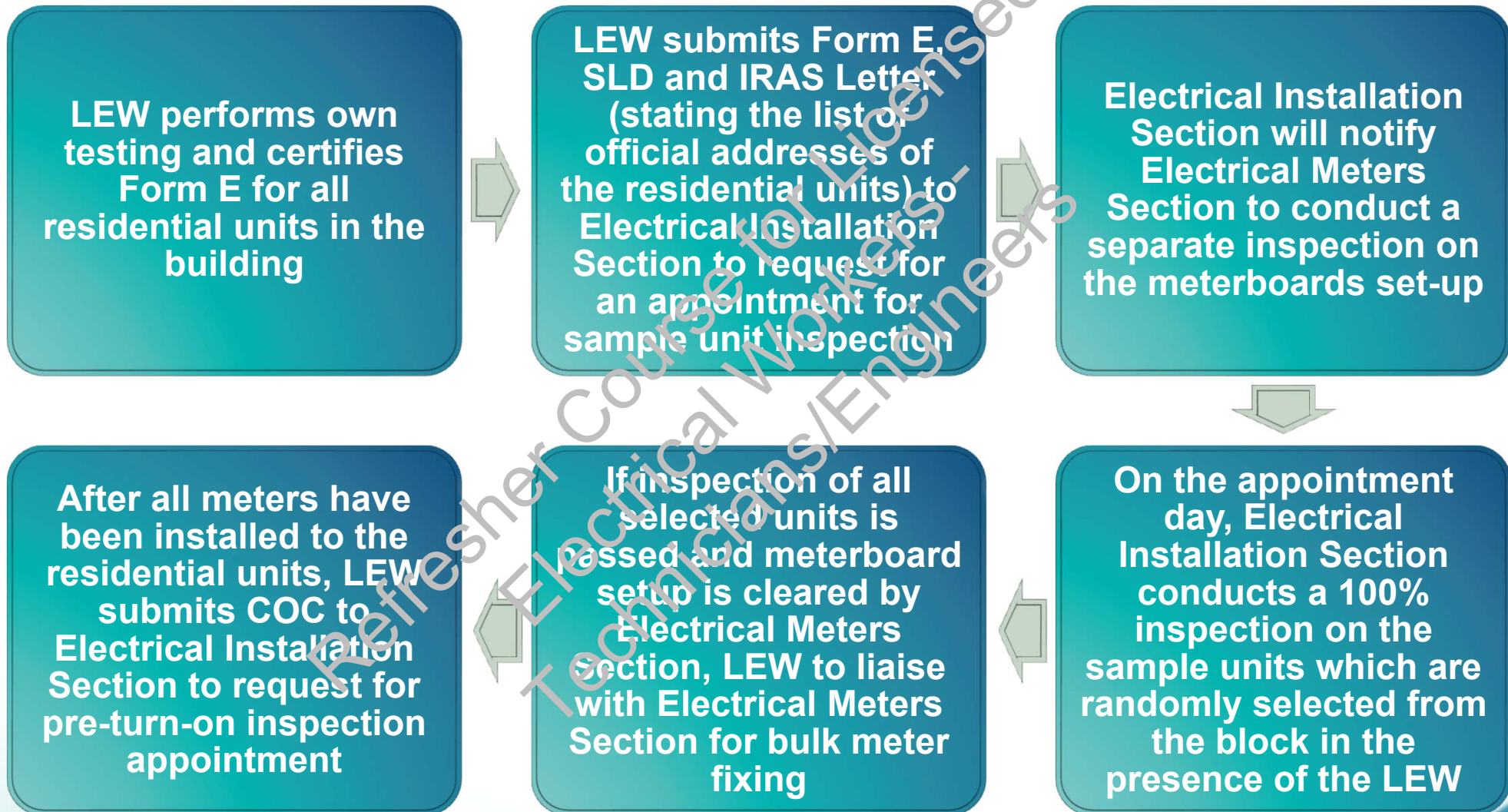
Online Form CS5

Form CS/3 or CS/3H

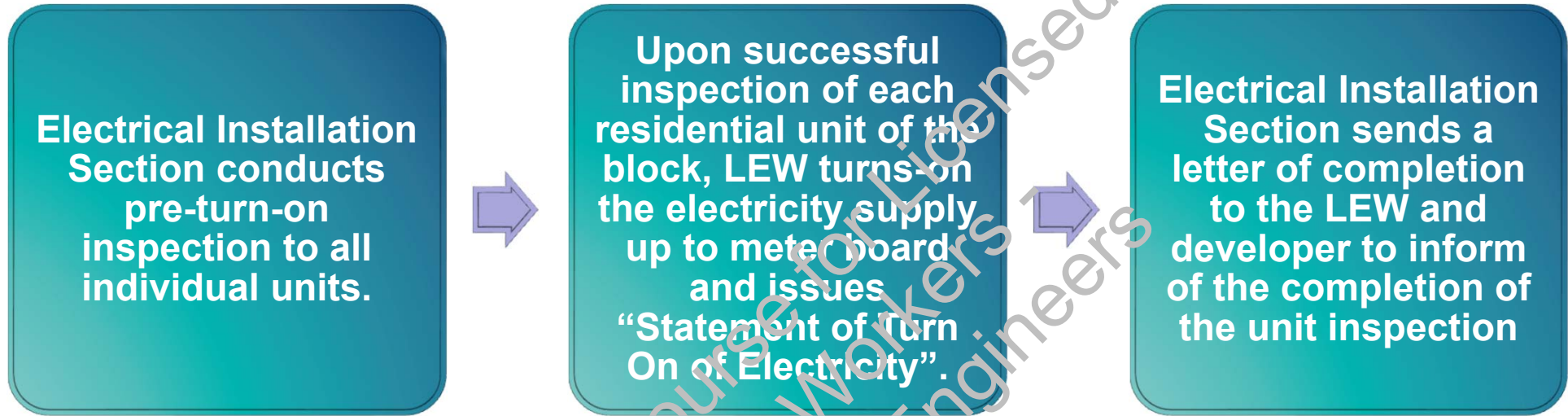
Completion Cert for Modification of Electrical Installation

Note: First-time inspection is free-of-charge | Form CS/3 or Form CS/3H not required for HDB residential premises | Once the inspection pass, acknowledgement letter will be sent to consumer and the LEW

Sample Unit Inspection in Private Residential Development



Sample Unit Inspection in Private Residential Development



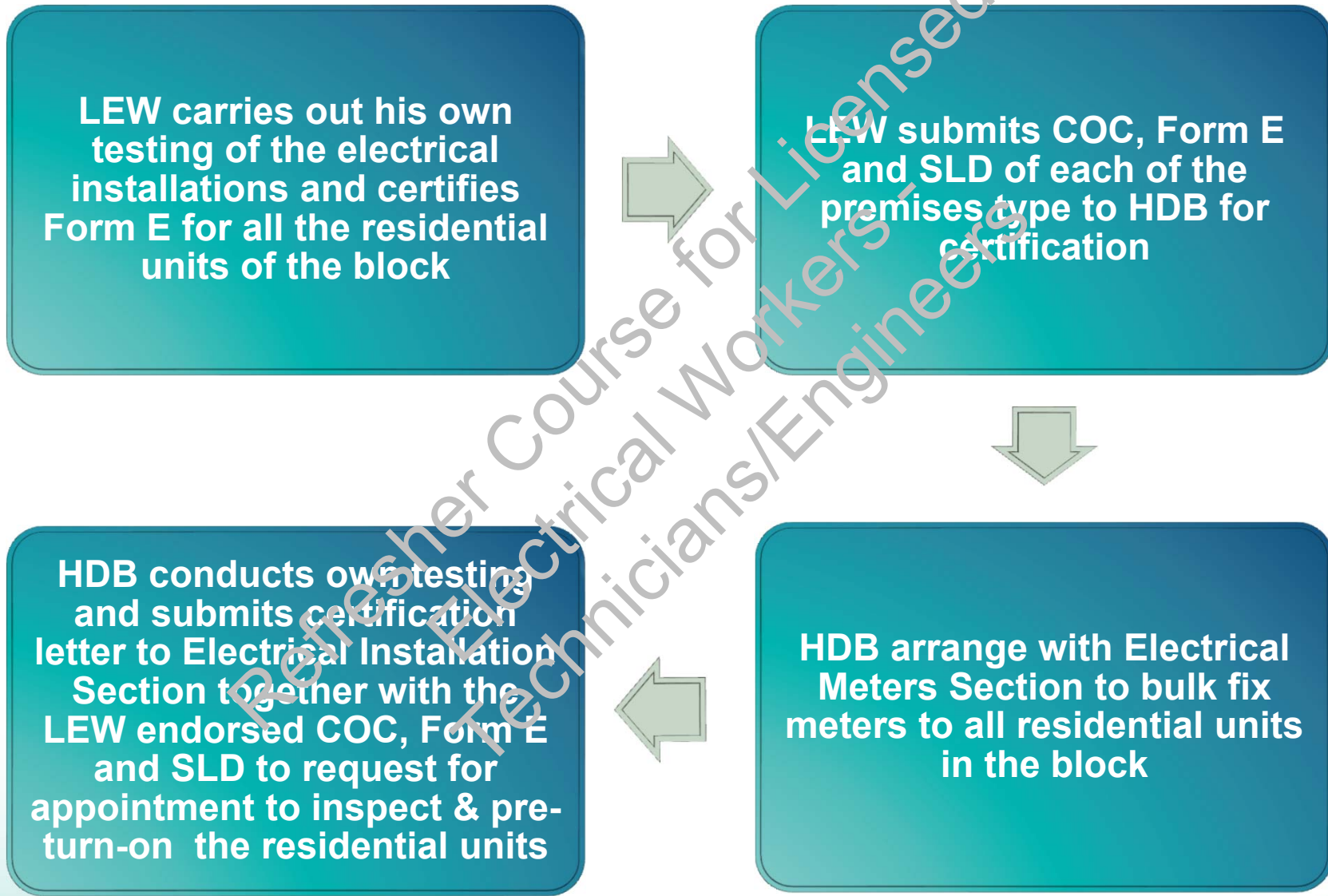
Points to note

If there are non-compliances found in the electrical installations which cannot be rectified during the inspection, a failure letter will be issued to the LEW and copy to the developer as well as Energy Market Authority.

LEW must rectify the non-compliances, pay a re-inspection fee and request for an appointment for re-inspection.

Electricity supply to the residential unit will only be turn-on after the owner of the individual unit opens an account with SP Services.

Inspection And Pre Turn On Of HDB Residential Units



Inspection And Pre Turn On Of HDB Residential Units

On the appointment day, Electrical Installation Section conducts a sample unit inspection for each of the unit types in the blocks.

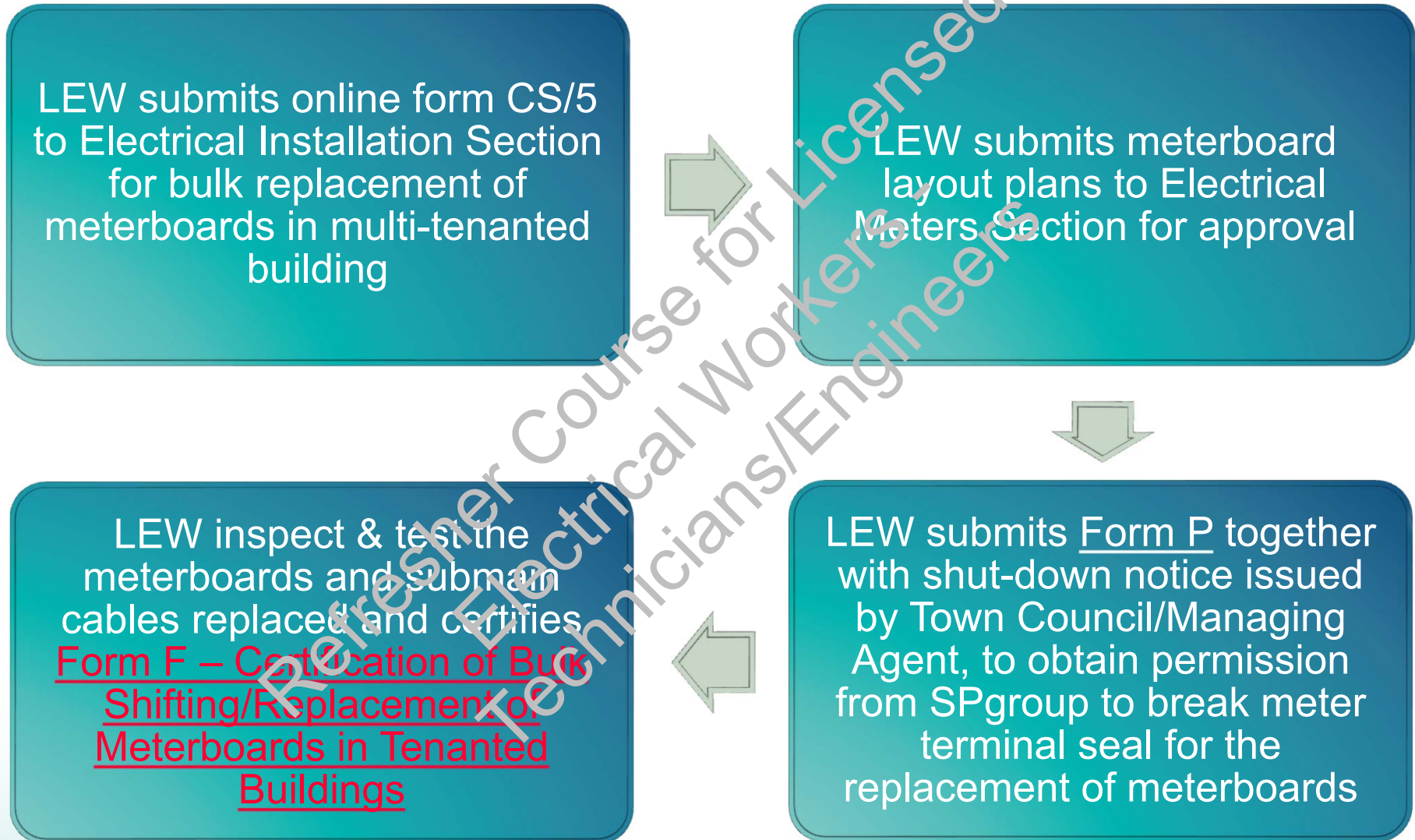


If sample unit inspection passed, Electrical Installation Section will proceed with the pre-turn-on inspection to all the units in the block. Upon successful inspection of each unit, electricity supply is turn-on to the unit DB

Points to note

<p>LEW issues <u>“Statement of Turn On of Electricity”</u> for the block with acknowledgment by HDB</p>	<p>SPgroup displays a “Caution” sticker and a guidance booklet at the unit DB informing the owner to check the electrical installation before use, as well as to open an account with SP Services</p>	<p>If non-compliances are found in the electrical installations which cannot be rectified during inspection, a failure letter will be issued to the LEW, HDB and the Energy Market Authority</p>	<p>LEW must rectify the non-compliances, pay a re-inspection fee and request for an appointment for re-inspection</p>
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Bulk Replacement Of Meter Boards



Bulk Replacement Of Meter Boards

LEW submits certified Form F, acknowledged Form P, SPPG's approval letter and SLD to Electrical Installation Section to request appointment for inspection of bulk replacement of meterboard



On the appointment day, SPgroup carries out the following inspection in the presence of the LEW

SPgroup carries out the following inspection in the presence of the LEW

Visual inspection of meterboard set-up

Meter number and unit address to tally with meter listing in SPSL's records

Meters are not transposed with the neighboring units

Meter rotation and polarity check of one SSO inside the unit

Note : SPgroup re-seals all meter terminals after inspection and a completion inspection letter will be issued to the LEW and Landlord/MCST

Contestability In The Electricity Market

Refresher Course for Licensed
Electrical Workers -
Technicians/Engineers

Started in July 2001

Launched in Stages

Encourage competition and provide more choices

Purchase electricity from licensed electricity retailers (Retailer Consumer)

Purchase electricity directly from the spot market as a direct market participant (Direct Market Consumer)

Purchase electricity indirectly from the spot market through SP Services Ltd (MSSL Consumer)

SP Services Ltd, as the MSSL,

Provides regulated Market Support Services such as retail settlement, meter reading and meter data management

Facilitates consumer registration and transfer processing for contestable consumers to switch retailers

Provides billing and payment collection of transmission service charges on behalf of SP PowerAssets Ltd.

Facilitates indirect access for contestable consumers to spot market

Supplies electricity to non-contestable consumers at regulated tariff.

Contestability is open to Domestic and Non Domestic Consumers fulfilling any of these criteria

Low tension

High tension supply

Extra high tension supply

Ultra high tension supply

Examples of some of the retailers are:

Keppel
Electric Pte
Ltd

SembCorp
Power Pte
Ltd

Senoko
Energy
Supply Pte
Ltd

Seraya
Energy Pte
Ltd

Tuas Power
Supply Pte
Ltd

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Electrical Workers -
Technicians/Engineers

Acknowledgement of Electrical Installation License Form

**Soft launch on Mar
2014**

**Mandatory from Apr
2014**

On the day of Utility Account Opening

- Application Form
- BizFile
- Proof of Ownership
- NRIC/FIN of signatory
- Security deposit
- Acknowledgement of Electrical Installation License Form(NEW!)

Sample

Co. Registration No. : 1060430N

Acknowledgement of Electrical Installation Licence Requirement

We, (Name of Company) _____ of (LEW/NE) _____

at (Address of Application) _____

(A) Hereby acknowledge the date of transfer/ supply turn-on will be scheduled on 7 working days after the application date

(B) Hereby declare that we have engaged a Licensed Electrical Worker who will apply for the Electrical Installation Licence required and make it available during the appointment

Name of LEW: _____

Licence Number of LEW: _____

Contact Number of LEW: _____

We acknowledge that SP Services may need to contact the LEW from time to time, and agree that SP Services may contact the LEW independently, without reference to us.

Customer Signature	Name, Contact, Designation & NRIC/ FIN No. of Person signing for the Company
_____	_____

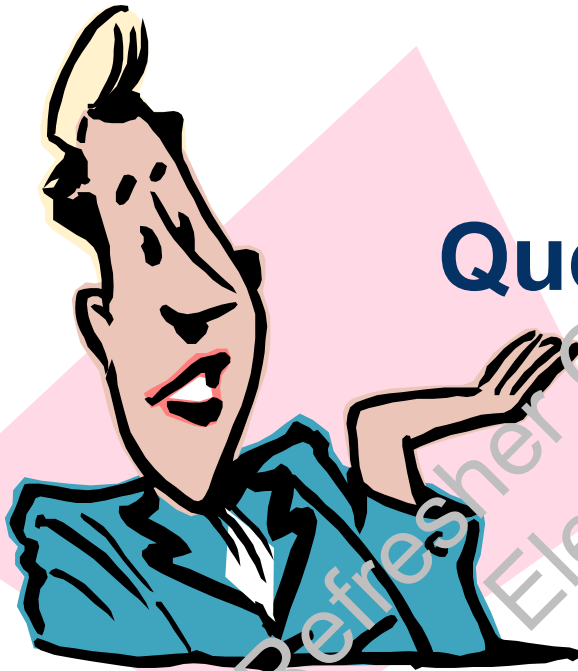
1. If either party is unable to give the transfer / supply turn-on during that time, that party will inform the other party/ SP Services as soon as possible to reschedule the appointment.

2. SPS has the sole discretion whether to approve the application and process the transfer/ supply turn-on in all cases, notwithstanding anything to the contrary in the agreement.

Attended by SP: _____ Date _____

Thank You

Question & Answer



Refresher Course for Licensed
Electrical Workers/
Technicians/Engineers

Non-disclosure Clause

STRICTLY CONFIDENTIAL

Do NOT disclose, copy, distribute or disseminate the material without written permission from Singapore Power Ltd

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SP group

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powering the nation