Alpha
Engineering Consultant
2 ALEXANDRA ROAD, #03-03 DELTA HOUSE, SINGAPORE 159919.
TELEPHONE: (65) 276 2228 FACSIMILE: (65) 276 9929

Our Ref: OM-LA/080

30 September 1997

MEMORANDUM

To : All Technical Staff

From : Richard Teo

Subject : **LOCAL AUTHORITIES REGULATION -**
POWER SUPPLY LTD'S IMPROVEMENTS IN SERVICE

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Please take note of the following changes by Power Supply Ltd; Power Supply Ltd's letter dated 25 September 1997 attached.

- Extended Customer Service Hours
- Appointments for Turn-on of Electricity Supply
- Submission of Electrical Installation Single Line Drawings

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RICHARD TEO

cc TLS/LCT
cc Notice Board
cc Memo File

/rr

Our Ref : ESM/1/97

25 Sep 97

POWER SUPPLY

A subsidiary of Singapore Power

To : All Licensed Electrical Contractors and Workers

Dear Sirs

IMPROVEMENTS IN SERVICE

As part of our continuous efforts in improving our services, we are pleased to inform you that we have implemented the following :

1. Extended Customer Service Hours

   The operating hours of our customer service counters including the Electricity Supply Application counters at our Customer Service Centre at 111 Somerset Road #01-10 have been extended. The extended operating hours are 8am to 6pm on weekdays and 8am to 4pm on Saturdays.

   The services available at the Customer Services Centre include the following:-

   i. Submission of Applications for Electricity Supply
   ii. Appointments for small installation tests
   iii. Opening, closing and transfer of utilities accounts
   iv. Enquiries on utilities accounts

2. Appointments for Turn-on of Electricity Supply

   Appointments for turn-on of electricity supply to large electrical installations (i.e. >45 kVA) can now be made through fax to Installation Branch at fax number : 2777044. A standard fax form used for requesting the appointment is attached for your use. The original of the Form C-Certificate of Fitness for Turn-on and equipment test results must be submitted to our staff at site on the day of appointment.

3. Submission of Electrical Installation Single Line Drawings

   The number of single line drawings to be submitted for clearance for electrical installations with approved load above 45 kVA has now been reduced to 2 copies.

We are glad to be of service to you and look forward to your continued support in working together so as to better serve our customers.

Yours faithfully

Manohar.

T P MANOHAR
SENIOR MANAGER (SUPPLY MARKETING)

Power Supply Ltd
111 Somerset Road #06-01
Singapore 238164
Tel: (65) 7331668

APPLICATION FOR APPOINTMENT FOR ELECTRICITY SUPPLY TURN-ON BY FAX

FACSIMILE TRANSMITTAL SHEET

TO: Manager, Installation Branch

FROM: [NAME OF LEW]

COMPANY: Power Supply Ltd

COMPANY:

FAX NUMBER: 2777044

FAX NUMBER:

DATE:

OFFICE TELEPHONE :

APC NO.:

PAGER/HANDPHONE NO.:

TOTAL NO. OF PAGES (INCLUDING THIS PAGE):

I _____ (LEW's name) _____ (PUB Licence No.) would like to make an appointment for electricity supply turn-on to _____

_____
(site address)

The following documents are faxed together with this application.

Documents	No. of copies
1) Form C	
2) Form CS11	
3) Earthing System Test Report	
4) Test report on Primary Injection Test on Circuit Breaker	
5) Overcurrent & Earth Fault Relay Operation Test Report	
6) Other equipment test reports (if any)	

I will submit the original of the above documents to your Officer on site on the day of turn-on, failing which electricity supply shall not be turned on and Power Supply Ltd will not be liable for any losses arising therefrom. A fee will be payable for any subsequent turn-on appointment.

I understand that the date of appointment is subject to confirmation by Power Supply Ltd and the appointment date shall not be earlier than 3 working days from this fax date. The preferred appointment dates are as follows:

1st choice : Date _____ Time: Morning/Afternoon *

2nd choice : Date _____ Time: Morning/Afternoon *

(* delete whichever not applicable)

_____
Name & Signature of LEW

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FOR OFFICIAL USE

The appointment for electricity supply turn on is fixed on _____ (date) at _____ (time).

Please liaise with Meter Section of PowerGrid Ltd for the fixing of revenue meter before the turn-on date.

For clarification, please contact _____ at tel. 27770_____.