



CHECKLIST FOR OPEN ACCOUNT (SUPPLY APPLICATION) DOCUMENTS

User Guide for CareLine Back Office

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1 Checklist for Single Premise, ≤ 60 kW

Applicable for both Service Ready and Service Not Ready premises.

2 Checklist for Multiple Premises, ≤ 60 kW

3 Checklist for Single/ Multiple/ LT, Premises, > 60 kW

Legend:



Single premise



Input Load: Less than 60 kW



Multiple premise



Input Load: More than 60 kW

Checklist for Documents



Applicable for **both** Single Service Ready AND Service Not Ready premises

No	Documents required from the Applicant	ROLE OF APPLICANT			Document Details
		Under Personal Name	Company/ Sole Proprietorship/ Enterprise/ Partnership/ Society	Government Body/ Agencies	
1	Signed Supply Application Form (A-Form)	✓	✓	✓	
2	Copy of Applicant's Identification Document/ Passport	✓	IC Copy of Authorized Person (Representative)		E.g. NRIC or passport
		N/A	Letter of Authorization with Company Letterhead		E.g. Letter indicating the company representative's name and NRIC
3	Copy of Company/Society Registration Certificate	N/A	✓	N/A	<p>ANY OF THE FOLLOWING:</p> <ul style="list-style-type: none"> Company (Form 9) or Business (Form D) Joint Management Body Certificate Management Corporate Certification Association Registration Certificate <p>OR any other form of official registration document of the organization (e.g., Mosques and Private Islamic School are registered under The State Islamic Department, or Cooperatives are registered Cooperative Commission of Malaysia).</p>
4	Proof of Occupancy (S&P)	✓	✓	✓	<p>ANY OF THE FOLLOWING:</p> <p>A) S&P Agreement: Applicant need to provide only the page containing: i. First Page: Agreement with 2 parties (Premise Owner & Purchaser) ii. Second Page: Full premise address with document stamped iii. Last Page: Signature of both Premise Owner & Purchaser</p> <p>B) Tenancy Agreement: Applicant need to provide only the page containing i. Applicant Name ii. Full premise Address iii. Date of Agreement</p> <p>or Court Order for Auction Property or Land Title or Strata Title</p> <p>In the absence of the above documents, any relevant document that indicates the applicant's occupancy of the premise is also acceptable. E.g., other utility bills or invoices like Indah Water Konsortium (IWK), telephone bills or any official correspondences under the applicant's name.</p> <p>Additional supporting documents required under the new Amendments of ESA 1990 for Commercial and Industrial customers: i. Proof of land ownership or consent from the land owner ii. Development Order from the local authority.</p>

Required Documents by the Appointed Electrical Contractor

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| <ol style="list-style-type: none"> Form G – Supervision and completion certificate Form H – Test Certificate Self-Estimation Form of Consumer Connection Charges & Deposit Metering Schematic (for Maximum Demand > 100A) | <ol style="list-style-type: none"> Location Map (e.g. Google Map) Premise Picture (Inclusive of premise, meter panel location and D hook if related) Pictures of the nearest power supply with respect to premise |
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Checklist for Documents



		ROLE OF APPLICANT	
No	Documents required from the Applicant	Contractor/Consultant/Developer (Independent/ Company/Government)	
1	Map A	✓	
2	Map C	✓	
3	Developer/ Owner Identification Document (NRIC/Passport)	✓	
4	Location plan on meter panel/room or front elevation of building requiring supply	✓	



		ROLE OF APPLICANT	
No	Documents required from the Applicant	Contractor/Consultant/Developer (Independent/ Company/Government)	
		Non-Kuala Lumpur Premise Scenario	Kuala Lumpur Premise Scenario
1	Map A	✓	✓
2	Map B	✓	✓
3	Developer/ Project Owner Company Registration Certificate (NRIC/Passport)	✓	✓
4	Consultant Appointment Letter	✓	✓
5	Detailed Site Development Plan (JUPEM standard map with Coordinates System–UTM WGS84)		✓
6	Single Line Diagram/Schematic of Installation (Before TNB Meter)		✓
7	Location plan on meter panel/room or front elevation of building requiring supply		✓
8	Latest Development Order Plan approved by local authority		✓
9	Site Plan & contour plan with Proposed Sub-Station Sites (Top view & Side-Section Plan)		✓
10	Location & Layout Plan of Main Switch Room		✓
11	Layout Plan of Sub-station Building (Optional)		✓