



**BUKIDNON SECOND ELECTRIC COOPERATIVE, INC.**  
Manolo Fortich, Bukidnon

Main Office: Manolo Fortich, Bukidnon    Mobile No.: 0998-843-8334 / 0935-114-3095  
Branch Office: Malaybalay City, Bukidnon    Mobile No.: 0998-843-8335 / 0935-114-2484

## Application Form for Membership and Electric Service Connection

**Member-Consumer-Information (MCO) Information Sheet (Juridical)**

**MCO PROFILE**

Trade Name	Business/ Corporate Address	Connection Address
Tel./Mobile No.	Tax Identification No.	Date Established
Registration Date	Type of Organization <input type="checkbox"/> Sole Proprietors/ <input type="checkbox"/> Govt Corporation or Agencies <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> Private Corporat <input type="checkbox"/> Others, specify	CTC (Date/ Number/ Place)  Application: <input type="checkbox"/> New Connection <input type="checkbox"/> Additional Load <input type="checkbox"/> Separation of Load <input type="checkbox"/> Change Contract
Registration No.	_____	

**Type of Business**

<input type="checkbox"/> Section A – Agriculture, forestry and Fishing <input type="checkbox"/> Section B – Mining & Quarrying <input type="checkbox"/> Section C – Manufacturing <input type="checkbox"/> Section D – Electricity, gas, steam and air-conditioning supply <input type="checkbox"/> Section E – Water Supply, Sewerage, waste Management and remediation activities <input type="checkbox"/> Section F – Construction <input type="checkbox"/> Section G – Whole and retail of trade, repair of motor vehicles and motorcycles	<input type="checkbox"/> Section H – Transportation and storage <input type="checkbox"/> Section I – Accommodation and food service activities <input type="checkbox"/> Section J – Information and Communication <input type="checkbox"/> Section K – Financial & Insurance Activities <input type="checkbox"/> Section L – Real Estate Activities <input type="checkbox"/> Section M – Professional, scientific and technical services <input type="checkbox"/> Section N – Administrative and support service activities	<input type="checkbox"/> Section O – Public Administrative and defense, compulsory social <input type="checkbox"/> Section P – Education <input type="checkbox"/> Section Q – Human Health and social work activities <input type="checkbox"/> Section R – Arts, entertainment and recreation <input type="checkbox"/> Section S – Other service activities <input type="checkbox"/> Section T – Activities of private households as employers and undifferentiated goods and services <input type="checkbox"/> Section U – Activities of extraterritorial organization and bodies
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**BOARD OF DIRECTORS AND MANAGEMENT (if corporaton)**

CHAIRMAN	_____
VICE-CHAIRMAN	_____
TREASURER	_____
SECRETARY	_____
BOARD MEMBERS	_____ _____ _____ _____
PRESIDENT/ CEO/ GM	_____
EXECUTIVE/ SR. VP	_____
VP-FINANCE	_____

**AUTHORIZED SIGNATORIES**

NAME	POSITION	ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____

*I/We certify that the foregoing information are true and correct and agree to notify BUSECO of any material changes affecting our membership and connection based on information given herein.*

*Further certify to allow BUSECO to use my personal information above for application purposes and any other purpose the cooperative may need in the compliance of their mandate.*

_____ Signature over Printed Name	_____ Signature over Printed Name
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**List of Requirements for Application of Membership and Electric Service  
Member-Consumer-Owners (MCO) Requirements for Application**

- Application Form
- Photocopy of Community Tax Certificate (CEDULA)
- Barangay Clearance/ Residence Certificate
- Electrical Permit
- Certificate of Attendance for PMES
- Electrical Sketch Plan/ Blue Print
- Photocopy of Valid ID/ Birth Certificate
- Photocopy of Proof of ownership (lot title/ tax declaration/ lease contract)
- Marriage Contract, if applicable
- Original Copy of Certificate of Completion for Housewiring Installation issued by Electrician/BAEA

**Additional Requirement for Commercial**

- Municipal or Barangay Business Permit or Proof of Payment in Securing Document

**Additional Requirement for Industrial Establishments**

- For corporation, BOD Resolution authorizing the president or the general manager to apply for electrical connection and to sign pertinent documents related thereto
- Registration Documents (SEC/DTI and BIR Registration)
- Business Permit
- Blueprint of building and electrical plan signed by an PEE
- Documents required by the ETSD for Paid Construction Project
- Certificate of Completion from TSD stating that the establishment is ready for energization

Process for Application of Electric Service	Proseso sa Pag-aplay ug Kuryente
1 Proceed to MSA to ask for assessment for Pre-Membership Seminar (PMES) and application form 2 Pay Orientation Fee and Administrative Cost for PMES at the teller 3 Attend PMES every Wednesday at BUSECO Office	1 Moadto sa MSA para mangayo ug balayronon sa Pre-Membership Seminar or PMES ug porma sa pag-aplay sa kuryente 2 Pagabayran ang Orientation Fee and Administrative Cost para sa PMES sa teller 3 Mosalmot o moapil sa PMES nga ginapahigayon ni BUSECO kada Miyerkules sa opisina
4 Get Certificate of Attendance to PMES from MSA	4 Kuhaon ang Pagpamatuod sa pag apil sa PMES sa MSA
5 Submit Complete Requirements above to MSA	5 Ipasa sa MSA ang kompleto na mga papel or requirements
6 Wait for approval of the application form and gets assessment for Application of Electric Service from MSA	6 Hulatan ang aprobal sa porma ug kuhaon ang balayronon para sa pagpa turn on ug uban pang bayronon
7 Get priority number and pay Turn On Fee and other fees at the teller	7 Magkuha ug Priority Number ug mobayad sa balayronon sa turn on fee ug uban pa sa teller
8 Provide photocopy of OR of Turn On Fee and other fees to MSA	8 Ihatag ang kopya sa pagpamatuod sa bayad sa Turn On Fee ug uban pang bayronon
9 Sign two (2) copies of Application of Membership and Application of Electric Service Contract	9 Pirmahan ang duha ka kopya sa Application of Membership and Application of Electric Service Contract
10 Gets assessment for withdrawal from MSA	10 Kuhaon ang lista sa mga materyales na ihatag ni BUSECO para sa pagpataud sa kuryente
11 Proceeds to Warehouse to get Service Drop and Service Entrance Materials	11 Moadto sa Warehouse para kuhaon ang mga materyales nga nakabutang sa lista