

**CAPIZ ELECTRIC COOPERATIVE, INC.**

Panitan, Capiz

\_\_\_\_\_  
Date

**ENGR. JOVENCIO A. VILLAGRACIA**

IDSSD Manager

Timpas, Panitan, Capiz

SIR:

May I request for a change of Account name in the electric bill in this manner:

**FROM** : \_\_\_\_\_

**ADDRESS** : \_\_\_\_\_

**ACCOUNT NO :** \_\_\_\_\_ **METER NO :** \_\_\_\_\_

**TO** : \_\_\_\_\_

**ADDRESS** : \_\_\_\_\_

**ACCOUNT NO :** \_\_\_\_\_ **METER NO :** \_\_\_\_\_

**VERIFICATION & MEMBERSHIP FEES O.R. & DATE:** \_\_\_\_\_

**PURPOSE:** (STATE YOUR REASON WHY IT WILL CHANGED TO ANOTHER NAME)

\_\_\_\_\_

Thank you for the favorable and immediate action taken.

Respectfully yours,

**NEW REGISTRANT MUST SUBMIT:**

\_\_\_\_\_  
(Printed Name & Signature)

1. Notarized Waiver from old registrant & Valid ID
2. Deed of Absolute Sale
3. Death Certificate
4. Certificate of Marriage
5. Live Birth
6. Photocopy of Valid ID
7. OR of latest electric bill payment
8. Brgy. Certification
9. I x 1 ID Picture (1 pc)
10. Articles of Incorporation (Corporation) or Business Entity.
11. Secretary's Certificate & Valid ID of Authorized Representative (Corporation)

CONFORME:

\_\_\_\_\_  
Previous Member Consumer