



POWER SUPPLY CONNECTION / CS3 APPLICATION PROCEDURES & GUIDELINES FOR CONTESTABLE CONSUMER INSTALLATION

NOTE:

This application guide is suitable for applying supply connection CS3 for temporary supply and permanent supply for contestable consumer type. Applicant shall read through all sections of this application guide and follow the instructions provided.



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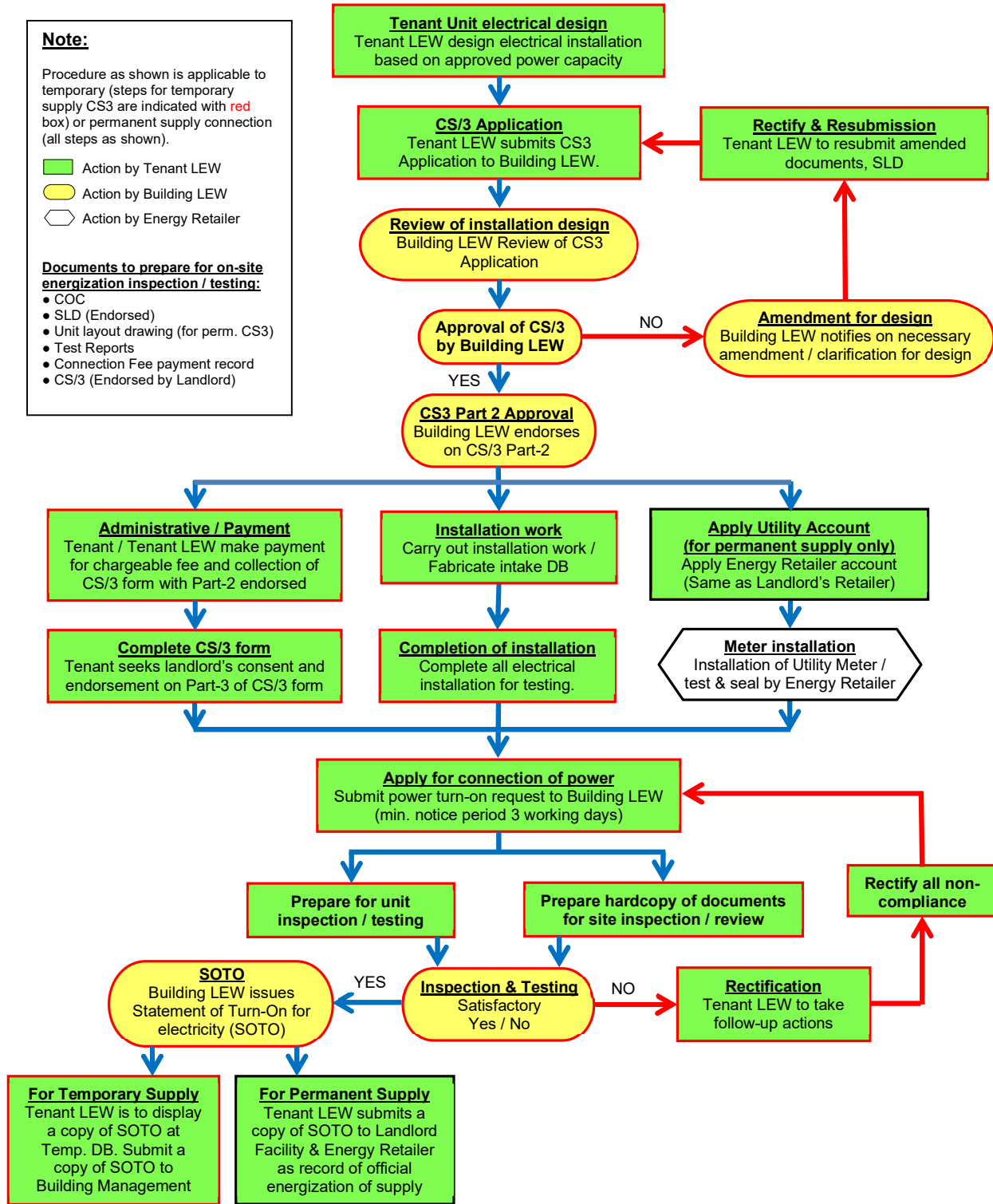
PROCEDURE (FLOW-CHART) FOR APPLICATION OF ELECTRICITY CONNECTION FOR CONTESTABLE CONSUMER

Note:
 Procedure as shown is applicable to temporary (steps for temporary supply CS3 are indicated with red box) or permanent supply connection (all steps as shown).

Action by Tenant LEW
 Action by Building LEW
 Action by Energy Retailer

Documents to prepare for on-site energization inspection / testing:

- COC
- SLD (Endorsed)
- Unit layout drawing (for perm. CS3)
- Test Reports
- Connection Fee payment record
- CS/3 (Endorsed by Landlord)





Guidelines for Application for Connection of Electricity Supply by Tenants
(For Contestable consumers)

1. The Tenant / consumer of electricity shall engage LEW (licensed electrical worker) to submit this application. If the installation project is appointed a M&E company, the contractor (M&E company) shall engage LEW to submit this application.

2. The responsibility of the Contractor LEW:
 - a) Review all documents, ensure documents comply with guidelines stated in this handbook before making submission.
 - b) Supervise the electrical work
 - c) Liaise with Building LEW for inspection / turn on of supply (fee chargeable)
 - d) Submit the following documents to Building LEW for review and approval prior to turn on / site inspection and testing:
 - i. Electrical Single-Line Diagram (complete with title block with information of installation)
 - ii. Electrical Layout Diagram (power / lighting / emergency or exit lightings)
 - iii. Certificate of Compliance
 - iv. Electrical Installation Test Reports

Refer to page- 9 and 10 of this application handbook for the document submission requirements.

3. The approval of application is subjected to the following:
 - a) Supply shall be obtained from Landlord switchboard/ Riser approved by Building LEW.
 - b) Tenant's Load shall be balanced if connection supply is 3 phase.
 - c) Tapping of supply from Landlord's emergency supply is not allowed, unless approval obtain from Landlord.
 - d) Earth Fault Protection such as RCCB / Earth Fault Relay must be installed at supply incoming breaker.
 - e) Temporary power supply application requires private kWh meter to be installed at Temporary DB by contractor for the purpose of recording electricity consumption. Private kWh meter is not required if landlord deems as not necessary and charges for usage of electricity is based on daily rate.
 - f) Temporary supply for renovation / temporary installation for events site set-up shall comply with SS:650 (Formerly CP-88).
 - g) Settings for protective devices are subjected to changes, if needed. This is to ensure that discrimination of protection is achieved between tenant's installation and landlord's electrical distribution system.



Guidelines for Application for Connection of Electricity Supply by Tenants
(For Contestable consumers)

- h) The tenant must undertake to reduce the approval load on demand by the landlord if the approval load is not fully utilized.
 - i) This approval is given on the basis that the electrical loading is within the limits acceptable for use in Landlord's premises. It is not an endorsement of safety, reliability or suitability of the equipment used. The approval shall not be taken to override any statutory requirements.
 - j) Tenant's appointed LEW shall carry out testing and witnessed by Building LEW.
4. Requirement for Single Line Diagram (SLD):
- a) State all current rating / type of circuit breakers, RCCB types (AF/AT, Short-circuit Rating, $I_{\Delta N}$)
 - b) State all Incoming and outgoing circuit cable sizes, type of cables and method of installation (If lay on tray, use only double insulated protected cables)
 - c) Title block with full detail (Full installation address, name of tenant unit, Owner of Installation, Design by, Build By, Date, Drawing No.)
 - d) Information of Tenant's appointed LEW (Endorsement, Name of LEW, EMA Licence No. Contact number)
 - e) State the following design load information:
 - i. Approved Load agreed by Landlord (comply with contracted power density)
 - ii. Total connected load
 - iii. Maximum Demand
 - f) Indicate information of Landlord supply source (Source from which landlord Riser, Switchboard / circuit number)
 - g) All outgoing circuits description must be provided with the location of the circuit fittings (example: L1P1 – 3 no. of 13A twin SSO located in Room-1)
 - h) SLD shall show details of meter board for installations taking supply from Landlord Meter Board.

Refer to the attached Appendix for sample of SLD requirements. Non-compliance to the guidelines for SLD submission may result in longer processing time for CS3 application.

Appendix-1: Compliance guidelines for SLD Submission (sample of 63A DB / suitable guide for up to 100A DB)

Appendix-2: Compliance guidelines for SLD Submission (sample of 150A DB / suitable guide for DB > 100A)



Guidelines for Application for Connection of Electricity Supply by Tenants
(For Contestable consumers)

5. Fees and payment matters
- a) CS3 Applicant will be notified once the application for supply connection has been approved. The CS3 form will be prepared and endorsed by Building LEW. Applicant will be notified on the fee chargeable for CS3 application.
 - b) Applicant shall make payment of CS3 application fees by cheque, make payable to LC Engineering Services Pte Ltd. The cheque shall be submitted to the office of LC Engineering Services Pte Ltd and at the same time collect the CS3 form.
 - c) Fees paid are not refundable. A reappointment fee shall be imposed for any reappointment for Inspection / Turn-On due to non-compliance of the tenant installation work or tenant's contractor LEW failure to turn up at site.
 - d) 3 working days' notice (does not include Sat / Sun / Public holiday) is required for booking of appointment for site Inspection / Turn-On of supply. Additional surcharge fee is chargeable for request of express Turn-On with notice period of less than 3 days upon approval of CS3 and payment of the CS3 fees.
 - e) Test appointment that is fixed on weekdays after office hours (6:00pm onwards) or dates that and fall on public holidays or weekend shall be subjected to additional surcharge fee.
 - f) A re-test or re-inspection fee is chargeable for additional attendance made by Building LEW. Conditions that may be subjected to re-test or re-inspection as follow:
 - i. Absence of Contractor / Tenant LEW
 - ii. Unsatisfactory test results
 - iii. Incomplete installation / Installation not ready for testing
 - iv. Unsafe condition / non-compliance of electrical safety
 - v. Payment for CS3 application fee not made prior to energization / testing appointment
 - g) When surcharge fee is chargeable due to conditions mentioned in item-5(e), 5(f) and 5(g), a standard fee of S\$200.00 (GST chargeable) will be applicable to a single application. If more than one application is affected by item-5(e), (f) and (g), each application will be charged with surcharge fee.
6. All electricity supply usage shall be notified (including short / long term set up for events / road-show booths or exhibitions) to both the Building Management and appointed Building LEW. Tenant that are doing fit-out or minor renovation work shall apply for temporary usage of electricity with proper consent obtained from both Building Management and the appointed Building LEW. Application procedures for temporary supply usage and connection shall comply with the procedures given in the flowchart (refer to page-3).



**Guidelines for Application for Connection of Electricity Supply by Tenants
(For Contestable consumers)**

7. Note that under the Electrical ACT, it is an offence to carry out electrical rewiring work without the approval and supervision of Licensed Electrical Worker. As such, the Building Management reserves the right to disconnect the electricity supply in the event of non-compliance or unauthorized connection and usage of power supply, including temporary supply for renovation, events / road-show booths or exhibitions.
8. Electricity consumer of multi-tenanted buildings that are contestable consumer are not allowed to hold separate E.I Licence. In compliance with Building's electrical safety, all tenanted units which are consuming electricity from the building's electrical distribution system shall maintain their electrical installations to ensure that it safe to operate and conduct regular inspections and certified by LEW at least once a year and maintain records of inspection.
9. Contractors who are engaged by tenants to carry out reinstatement work for moving out and handing-over of units shall reinstate all the unit's electrical installations accordingly to landlord's as-built drawing (electrical) / clauses stated in the tenant's agreement. The final installation that is ready after reinstatement work is completed shall be inspected and tested by the appointed Building LEW. The contractor shall submit CS3 to Building LEW for request of inspection and testing of the completed reinstatement installation.
10. Tenants who are on short term lease (6months or less) of tenanted unit space shall also submit CS3 application to obtain the approval for the connection to the landlord distribution and usage of power supply.
11. Methods for booking of inspection / testing and energization appointment, contact us at:
 - a) Call our office (6567-4032) during office hours
(Weekdays, 8.30am ~ 1.00pm / 2.00pm ~ 5.30pm)
 - b) Email to: CS3@Lces.com.sg

Applicants shall obtain the approval of CS3 and make payment for the CS3 fee before booking of appointment date for the inspection / testing and energization appointment.



Guidelines for Application for Connection of Electricity Supply by Tenants
(For Contestable consumers)

12. The following documents shall be prepared for inspection and energization of installation and handover a set the Testing LEW without fail:
- a) Single Line Diagram (as-built) – endorsed
 - b) Certificate of compliance (COC) – endorsed and dated
 - c) Electrical layout drawings (power / lighting / emergency lighting) – endorsed
 - d) Test reports (insulation resistance test reports / protection relay test reports)
 - e) CS3 (completed with endorsement by Landlord)
 - f) Payment record of CS3 fees (comprises of testing fee) – for verification by Testing LEW
 - g) Letter of Authorization for appointing stand-in LEW (if Design / Contractor LEW is not attending)
13. Post-energization:
- a) Submit copy of Statement of turn-on document:

The Tenant's LEW shall submit a copy of the Statement-of-turn-on (SOTO) issued by building LEW to the Management of Landlord and the Meter Agent for record keeping purposes.
 - b) Display of temporary supply Statement of turn-on document:

Fit-out / renovation contractors shall display a copy of the temporary supply Statement-of-turn-on (SOTO for temporary supply) at the temporary supply intake DB for the duration of the work.
 - c) Display of certificate of fitness (for use of electricity supply) and SLD

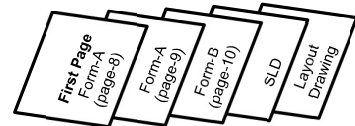
The Certificate of Fitness (issued by building LEW for successful testing and energization of tenant's installation) and SLD shall be displayed at the main supply intake DB of the tenanted premise. The Tenant LEW shall submit the latest updated as-built SLD to building LEW / Management of landlord if there is any change of installation / design.
14. The Building Management and LEW will not be liable to any party for any losses, cost, expenses and damages arising therefrom.



FORM A – CS3 APPLICATION INFORMATION (To be completed by Tenant’s LEW / Elect. Contractor)

Instructions to applicant:

- Form-A comprises of 5 parts (2-pages). Tenant / contractor LEW or electrical contractor shall fill up the required information accordingly.
- Write in a clear and legible manner when filling up the forms.
- All boxes are required to be filled. Incomplete forms will be subjected to longer processing time. Where required information is not applicable at all, write 'N.A'.
- Refer to Part-5 for the compulsory documents to be submitted together with Form-A and Form-B (CS3 Form).
- All single-line diagrams that are to be submitted must be checked by Tenant / Contractor / Applicant’s LEW for compliance to the SLD submission guidelines (refer to Appendix).
- All documents shall be submitted in the form of softcopy format (PDF File). Merge all documents and drawings into 1 single file. Arrange your documents in the sequence as shown on the right.
- Single line diagrams that are not endorsed by LEW / documents that are incomplete or does not comply with the SLD submission guideline will be rejected or subjected to longer application processing time.
- Submit completed application forms together with all relevant drawings to: (email) CS3@Lces.com.sg
(Office) 6567-4032 - For enquiry
- Processing will take approximately 3 working days.



Part-1: TENANT’S INFORMATION:

Tenant Company Name:	
Tenant Premise full address: (address of the new application)	Block: Unit No: # Building Name: Street: Postal Code:
Tenant Contact Person:	Name: Designation:
Tenant’s Email address:	
Tenant Contact number:	HP: Office: Fax:

Part-2: BILLING INFORMATION:

Company Name (For invoice of Inspection fees):	
Full Address (For invoice of Inspection fees):	Block: Unit No: # Building Name: Street: Postal Code:

Part-3: SITE PERSONNEL CONTACT INFORMATION:

Tenant’s LEW Name and Mobile No:	Name: HP:
Contractor Supervisor Name and Mobile No:	Name: HP:



FORM A – CS3 APPLICATION INFORMATION (To be completed by Tenant’s LEW / Elect. Contractor)

Part-4: ARRANGEMENT FOR INSPECTION / TURN ON OF INCOMING SUPPLY:

(✓ Tick to select the type of supply connection)

- Permanent supply connection
- Temporary supply connection (For construction / renovation work)
- Others: Upgrading of power supply / Reinstatement / Alteration

Circuit Breaker Rating _____ **Ampere, 1-Phase / 3-Phase**
 (cancel where not applicable)

The Approved Load per Landlord’s requirement _____ **Ampere, 1-Phase / 3-Phase**
 (cancel where not applicable)

I would like to make an appointment for the Inspection / Turn On of electricity installation:

Full Address of Installation:	
Date of inspection / energization⁽¹⁾:	____ / ____ / ____ (DD / MMM / YYYY – e.g: 23 / Nov / 2017) (You may leave the date as blank and call our office to book a date once your installation is ready for inspection / testing)
Preferred Time slot⁽²⁾: (Tick the appropriate ✓)	<input type="checkbox"/> 9:00am ~ 12:00pm / <input type="checkbox"/> 1:00pm ~ 3:30pm / <input type="checkbox"/> 3:30pm ~ 6:00pm (Actual appointment time will be notified, subjected to availability of Building LEW.)

Note:

- (1) Preferred date of inspection / energization selected by applicant will be only be fixed (subjected to the availability of testing LEW) if the application CS3 fee is paid. Preferred date / time slot may be occupied by other applicants as the booking of appointments will be given priority to applicants who make payment, booking of testing schedule is based on the first-come-first served basis.
- (2) Applicants shall carefully select the preferred time slot. Ensure that the revenue meter for supply connection billing is installed before the testing / energization time slot.

Part-5: DOCUMENT SUBMISSION CHECKLIST:

The following documents are attached together with this application:

Documents	No. of copies	Documents	No. of copies
Electrical Single-Line Diagram **+		Overcurrent & Earth Fault Relay Operation Test Report +	
Electrical Layout Diagram # + (power / lighting / e-light / DB)		Electrical Installation Test Report + (insulation resistance test)	
Certificate of Compliance **+		Other Equipment Test Reports (if any)	

Note:

- * Documents required to be submitted for review / approval of temporary CS3 application
- # Documents required to be submitted for review / approval of permanent CS3 application
- + Documents (updated, if any) required to be submitted for review and record keeping during energization



FORM B – CS3 Form: Request for Electricity Supply by Tenants

PART 1 – TENANT (Details to be completed by Tenant’s appointed Licensed Electrical Worker)

Send Application to:	Building LEW - 1 Bukit Batok, #04-01, S(659592) 65674032 (Office) 65697507 (Fax) CS3@Lces.com.sg (email)						
Full Address of Installation	Block:	Unit No: #	Building Name:			Postal Code:	
Name of Company							
Total Approved Load (A)#		Circuit Breaker Rating (A)	Amps at: 230V / 400V	Total Floor Area (m²)		Power Density (W/m²)	

(✓ Tick to select the type of application)

- New Tenant* Upgrading of Supply* Rewiring Work Temporary supply* Addition of Circuits Reinstatement

Note:

- # Applicant’s installation design load shall comply with Landlord’s agreement for the approved load.
The total approved load shall not exceed the total power calculated from the approved power density for the total tenanted floor area).
- + Private utility meter installed shall be complied to Landlord’s requirement.
- * Temporary supply for renovation, fit-out work / temporary installations for events site set-up shall comply with SS:650 (Formerly CP-88).
- * Applicant of temporary power supply shall provide a temporary main DB with private utility meter installed for power consumption record purpose.
Private Kwh meter is not required if landlord deems as not necessary and charges for usage of electricity is based on daily rate.

PART 2 – BUILDING LICENSED ELECTRICAL WORKER

- I have checked the loading of the electrical installation of the above-mentioned building / complex and hereby confirm that the above-mentioned load requirement can be catered for from the rising / horizontal mains system / main switchboard of the building / complex and the total approved load to the entire building / complex will not be exceeded.
- I have no objection for the above-mentioned load to be connected to the rising / horizontal mains system / main switchboard of the building / complex.
- I will check to ensure that the above-mentioned installation is compatible with the electrical installation of the building / complex.

 Signature of Building’s LEW

Date: _____

PART 3 – CONSENT FROM LANDLORD

To: Tenant of above mentioned address:

- I hereby give consent for the above-mentioned tenant to tap electricity supply of the capacity indicated above from the rising / horizontal mains system / main switchboard of the building /complex.
- Please ask your tenant’s LEW to liaise with our building’s LEW for the inspection of your electrical installations.

 Name / Signature of Authorised Personnel

Date: _____



APPENDIXES

SAMPLE SLD OF 63A AND 150A TYPICAL DESIGN (GUIDELINE FOR COMPLIANCE)

NOTE:

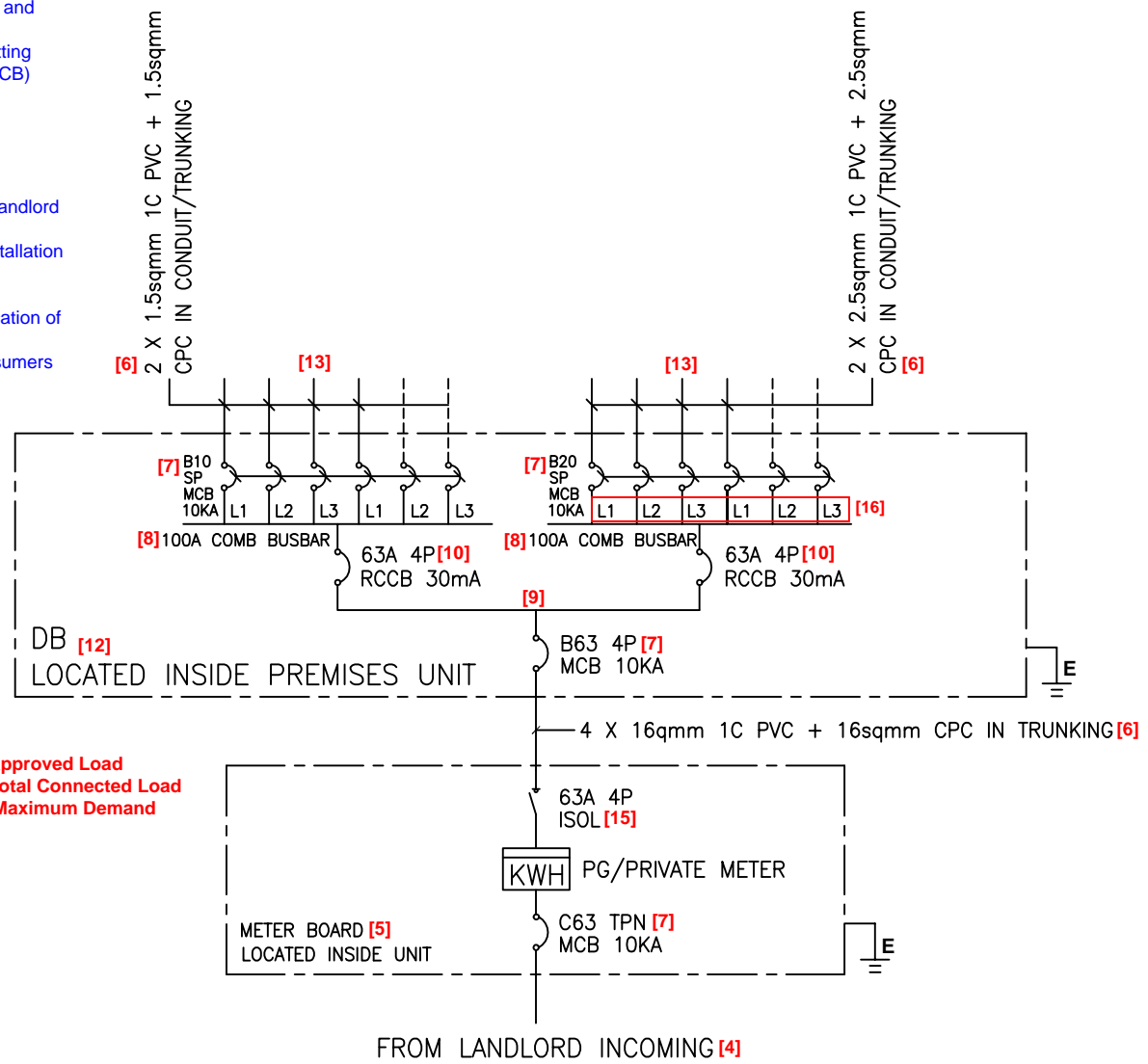
These sample drawings provide as a compliance reference guide for applicant to prepare the installation SLD for submission. SLD with missing / lack of information (strictly to comply with the guidelines stated in these samples) will be subjected to rejection which may result in longer processing time for application.
Do not attached these sample SLD with your submission.

COMPLIANCE GUIDELINES FOR SLD SUBMISSION

CS3 applicant shall submit installation SLD complying with the following guidelines for approval.

- [1] Full address of installation and full registered business name (same as meter account document)
- [2] Name of LEW / Contact information / LEW EMA Lic No.
- [3] Endorsement by LEW
- [4] Information of Incoming supply source (Panel / circuit no.)
- [5] Location of Meter Board (Example: Tenant Meter Riser-1A)
- [6] Description of cable size, no. of conductors, cable type and method of installation
- [7] Full details of circuit breakers used (AF/AT and D.A setting for MCCB / short-circuit rating / no. of poles, Type of MCB)
- [8] Current rating of comb type bus-bar for MCB (if used) / current rating of bare copper bus-bar (if used)
- [9] Current rating of B.I connectors (if used)
- [10] Full details of residual current devices (current rating / leakage current rating)
- [11] (i) State the Approved load for installation (based on landlord agreed capacity)
(ii) State the designed Total connected Load of the installation
(iii) State the Maximum Demand of the installation
- [12] Name of DB / location of DB
- [13] Accurate description of outgoing circuit installation / location of outgoing circuit installation
- [14] EMA Installation Licence No. (for non-contestable consumers with installation capacity above 45KVA)
- [15] Description of load break isolator at Meter Board (no. of poles, current rating)
- [16] Label of circuit name for outgoing circuits and the sequence of circuits on SLD shall tally with the circuits of DB.

APPENDIX-1



- [11] (i) Approved Load
- (ii) Total Connected Load
- (iii) Maximum Demand

[3] LEW Endorsement

OWNER/APPLICANT [1]	PROJECT SLD COMPLIANCE GUIDE FOR ELECTRICAL INSTALLATION (100A AND BELOW)	ELECTRICAL CONTRACTOR	ELECTRICAL INSTALLATION	DRAWN	CHECKED	DATE	SCALE
			LICENCE NO OF L.E.W: [2]	DRAWING NO		LICENCE NO [14]	

COMPLIANCE GUIDELINES FOR SLD SUBMISSION

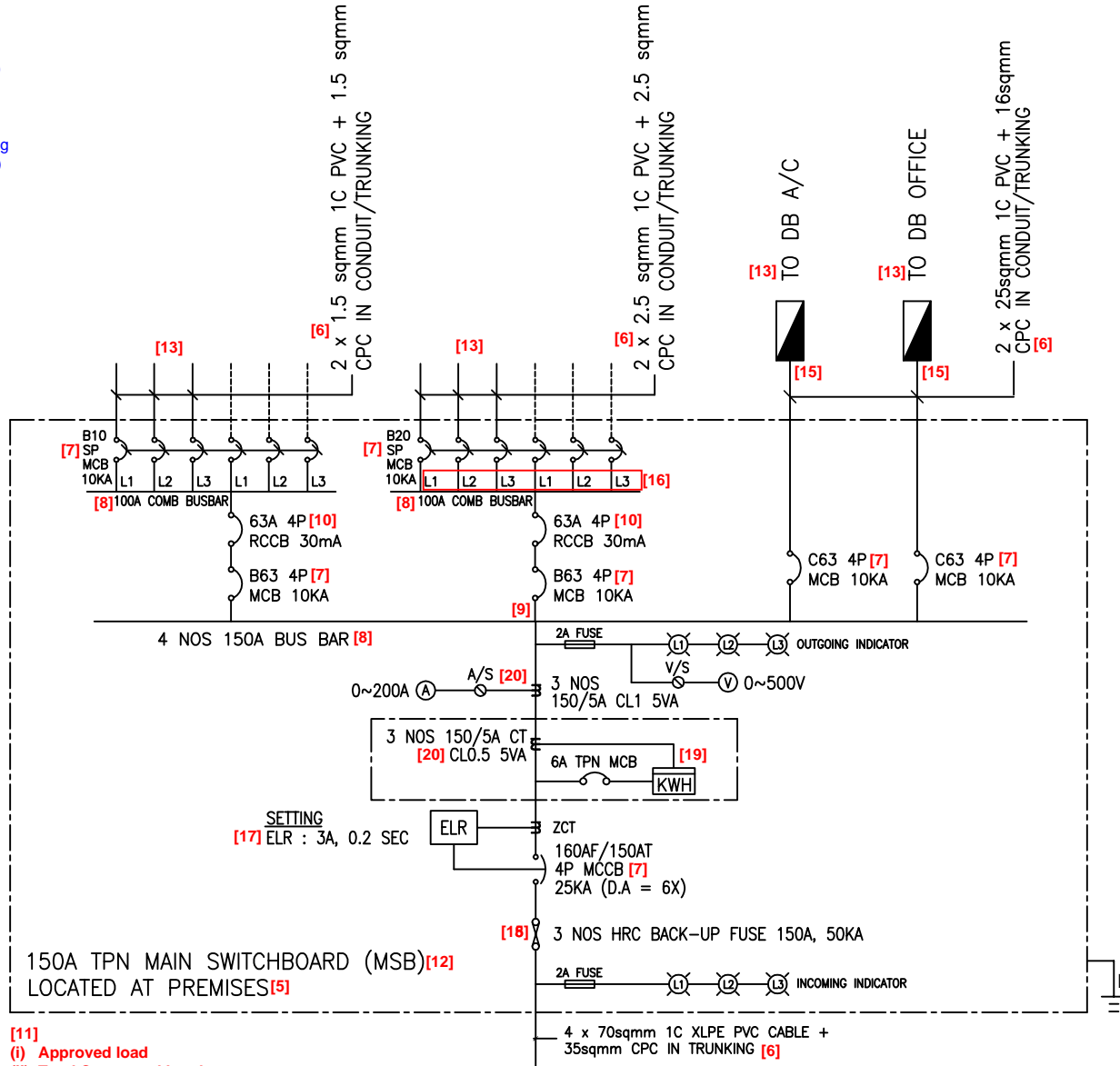
CS3 applicant shall submit installation SLD complying with the following guidelines for approval.

APPENDIX-2

- [1] Full address of installation and full registered business name (same as meter account document)
- [2] Name of LEW / Contact information / LEW EMA Lic No.
- [3] Endorsement by LEW
- [4] Information of incoming supply source (Panel / circuit no.)
- [5] Location of MSB / switchboard
- [6] Description of cable size, no. of conductors, cable type and method of installation
- [7] Full details of circuit breakers used (AF/AT and D.A setting for MCCB / short circuit rating / no. of poles, type of MCB)
- [8] Current rating of comb type-bar for MCB (if used) / current rating of bare copper bus-bar (if used)
- [9] Current rating of B.I connectors (if used)
- [10] Full details of residual current devices (current rating / leakage current rating)
- [11] (i) State the Approved load for installation (based on landlord agreed capacity)
(ii) State the total connected load of the installation
(iii) State the maximum demand of the installation
- [12] Name of switchboard (tally with the display on site)
- [13] Accurate description of outgoing circuit installation / location of outgoing circuit installation
- [14] EMA installation Licence No. (for non-contestable consumers with installation capacity above 45KVA)
- [15] Submit all other SLD of downstream DB / final circuit installations
- [16] Label of circuit name for outgoing circuits and the sequence of circuits on SLD shall tally with the circuits of DB / MSB
- [17] OC/EF or ELR protection settings
- [18] Rated current and short circuit rating of HRC Fuses
- [19] Details of meter compartment, sealable type with MCB used for voltage supply to CT operated KWH meter (comply with meter agent requirement)
- [20] Full details of meter / protection CT (no. of CT, ratio, accuracy class / protection class, rated burden)

OTHERS:

- a) Essential accessories such as phase indicator lights to be provided
- b) Voltmeter / ammeter or Digital Meter to be provided
- c) All protection settings / D.A of circuit breakers shall be discriminated with upstream protection characteristics



- [11] (i) **Approved load**
- (ii) **Total Connected Load**
- (iii) **Maximum Demand**

FROM LANDLORD'S SUPPLY [4]

[3] LEW Endorsement

OWNER/APPLICANT: [1]	PROJECT: SLD COMPLIANCE GUIDE FOR ELECTRICAL INSTALLATION (MORE THAN 100A)	ELECTRICAL CONTRACTOR:	ELECTRICAL INSTALLATION	DRAWN:	CHECKED:	DATE:	SCALE:
			LICENCE NO OF L.E.W: [2]	DRAWING NO:			LICENSE NO: [14]