



NEVIS ELECTRICITY COMPANY LIMITED

P. O Box 852, Main Street, Charlestown, Nevis, West Indies Tel: (869) 469-7243/7245

REQUEST FOR DISCONNECTION / FINAL READING APPLICATION

~ Customer Information ~

APPLICATION #: _____ NEAREST POLE #: _____

CUSTOMER NAME: _____ ACCOUNT #: _____

SERVICE ADDRESS: _____

TELEPHONE: _____ (WORK) _____ (HOME) _____ (CELL)

DIRECTIONS: _____

~ Service Requested ~

DISCONNECTION
 DATE TO DISCONNECT
 SERVICE ___/___/___

FINAL READING

Would you like the service line removed upon disconnection of meter? **YES** **NO**

DATE OF REQUESTED SERVICE: ___/___/___

DATE OF DEPARTURE: ___/___/___

Please add final bill to Account Number: _____

Please send final bill to me at: Address: _____

Final Request Taken via phone/e-mail: **Yes** **No**

APPLICANTS NAME (IN BLOCK LETTER & SIGNATURE)

DATE

RECEIVING OFFICER (IN BLOCK LETTERS & SIGNATURE)

DATE



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FOR OFFICIAL USE ONLY

FOR USE BY METER READERS

DATE OF READING _____ METER NO. _____

METER READING _____ METER READERS SIGNATURE _____

Was this account estimated? Yes No

For Disconnected Accounts

Account disconnected in the Field ___/___/___ Disconnected by _____

BILLING

DATE BILLED: _____ COST\$ _____ Signature _____

CUSTOMER SERVICE

Was the Final Bill paid? Yes No (If "NO" seek permission from Supervisor before disconnecting)

DATE DISCONNECTED IN SYSTEM ___/___/___ DISCONNECTED BY _____

REQUIREMENTS FOR A FINAL READING

- Form must be submitted at least 1 week before the requested date of reading
- Directions, nearest pole # and a contact number must be included
- Account number and or meter number should correspond with the information on bills
- NEVLEC reserves the right to transfer the outstanding balance for the final bill to your new location if the bill is not cleared within 30 days of its completion.

REQUIREMENTS FOR A DISCONNECTION

- Customer must provide proof of ownership/Authorization letter from the owner/agent.
- The Disconnection fee of \$50.00 must be paid before the disconnection is completed.
- The final bill must be cleared with 30 days of being disconnected.