

**DELA CRUZ, JUAN**  
c/o person at level 1234 456 789 101112 1314  
1005 ME SAMPAGUITA ST  
RMB SUBD  
BALAGTAS 3016  
BULACAN

For inquiries please contact our Call Center at 16211  
or visit our website at www.meralco.com.ph

BALAGTAS BUS. CENTER  
MACARTHUR  
BALAGTAS  
693-1196  
TIN-000-101-528-000-VAT



RI. OF POLE # A29-155 30 MTRS

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### Service Information

Service ID Number (S.I.N.) 123456780101	Contract in the name of DELA CRUZ, JUAN	Statement Date 4 Mar 2015
Service Address (KN) BLOCK 43 (EXCESS LOT) PH 6 PACKAGE 4 CAMARIN CALOOCAN CITY METRO MANILA		

In our effort to keep you updated on Meralco's Terms and Conditions of Electric Service, we would like to inform you of Refund of Bill Deposit Due to Good Payment Record.\*

The bill deposit is an amount required from customers of distribution utilities as a guarantee for payment of electric bills. It is equivalent to your average monthly electricity bill and earns interest at a rate prescribed by ERC. The bill deposit may be refunded in full if you have been consistently paying your monthly electric bills on or before the due date for the past three (3) years.

We would like to thank you for consistently paying your bills on or before the due date. As a good paying customer, we are pleased to present to you the following options regarding your bill deposit:

**Option 1:** Refund the bill deposit in full, including accrued interest.

If you prefer this option, kindly accomplish the application form at the back of this letter and submit it to the nearest Meralco Business Center together with the necessary documentary requirements.

Please be informed, however, that as prescribed under the rules of the Energy Regulatory Commission (ERC), a bill deposit previously refunded in full prior to the termination of service may be re-imposed if the customer fails to pay the monthly bill on or before the due date. Further, once the bill deposit is re-imposed, the customer loses the right to refund the same prior to the termination of his/her electric service. As such, we encourage you to continue paying your bills on or before the due date to maintain your good credit standing and avoid having your bill deposit re-imposed.

**Option 2:** Retain the bill deposit with Meralco to continue earning interest in accordance with the existing rules of the ERC.

If you prefer this option, Meralco will defer collection of the additional deposit should your existing bill deposit fall below the required amount as long as you continue to pay your bills on or before the due date. On the other hand, should the bill deposit go beyond the required amount, the excess amount will be credited to your electric bill.

For your reference, below is the breakdown of your bill deposit as of February 18, 2015:

Bill Deposit	₱	120.05
Plus: Interest Earned	₱	0.10
<b>Total Bill Deposit</b>	<b>₱</b>	<b>120.15</b>

Please disregard this notice if you have already claimed your bill deposit refund.

For inquiries, you may call the refund hotline at 632-8888 or the nearest Meralco Business Center. Thank you for giving us the opportunity to be of service to you.

Sincerely,

MERALCO

\*Refund of bill deposit due to Good Payment Record is in accordance with the Energy Regulatory Commission's Magna Carta for Residential Electricity Consumers and the Distribution Services and Open Access Rules (DSOAR).

# BILL DEPOSIT REFUND APPLICATION FORM

## SERVICE INFORMATION

<b>Service ID Number (S.I.N.)</b> 123456780101	<b>Registered Customer (Contract in the name of)</b> PURITA PENA
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**Service Address**  
(KN) BLOCK 43 (EXCESS LOT) PH 6 PACKAGE 4 CAMARIN CALOOCAN CITY METRO MANILA

## CLAIMANT INFORMATION (The claimant shall refer to the Registered Customer (RC), Legal Heir if RC is deceased or Successor-in-Interest.)

<b>Claimant's Full Name</b>	<b>Please indicate if claimant is the:</b>	<b>Contact Number</b>
Surname                      First Name                      Middle Name	<input type="checkbox"/> Registered Customer <input type="checkbox"/> Legal Heir <input type="checkbox"/> Successor-in-Interest	

**Mailing Address**

## REFUND INFORMATION

**Mode of Refund (Please select one)**

Outright Refund through Cash or Check

Credit to Bill

*Note: For your protection, outright refund through cash is only allowed for refund amounts less than or equal to ₱ 4,000. Refund amounts greater than ₱ 4,000 shall be made payable to the claimant through check.*

## STATEMENT OF INTENT

In connection with my Electric Service Contract with Meralco under the above stated Service Identification Number, I hereby apply for the refund of my Bill Deposit.

I agree that the refund is inclusive of the Bill Deposit Principal and the Interests accruing thereto. I attest that I have the right and/or authority to claim the refund and I agree to hold Meralco free and harmless from any liability upon due payment of the refund. In case any third party claimant thereafter proves his entitlement to the refund, I hereby undertake to reimburse the said third party claimant of the refund amount.

As provided under the Magna Carta for Residential Electricity Consumers and Distribution Services and Open Access Rules (DSOAR), I agree that in the event I pay any of my succeeding regular monthly bills after the due date, I shall be required to post a new bill deposit equivalent to my previous twelve (12)-month average bills within thirty (30) calendar days from notice thereof and shall lose my right to refund the said bill deposit in the future until termination of my electric service. Furthermore, I acknowledge that non-payment of the re-imposed bill deposit shall be a ground for the disconnection of my electric service.

I hereby certify that all information provided in this form, as well as the documents submitted in support of my application, are correct and complete. I attest that I have personally signed this form and that the signature appearing hereon is authentic.

**By:** \_\_\_\_\_  
**Signature over Printed Name of the Registered Customer/Legal Heir/Successor-in-Interest\***

**Date Signed:** \_\_\_\_\_

\* An Authorized Representative may be allowed to sign this application form in behalf of the Registered Customer/Legal Heir/Successor-in-Interest provided that a duly Notarized Special Power of Attorney (SPA) is submitted.

## DOCUMENTARY REQUIREMENTS

<p><b>If Registered Customer is the Claimant</b></p> <ul style="list-style-type: none"> <li>✓ 1 Government-issued ID of Registered Customer</li> <li>✓ Original bill deposit receipt</li> </ul> <p><b>If Successor-in-Interest is the Claimant</b></p> <ul style="list-style-type: none"> <li>✓ 1 Government-issued ID of Successor-in-Interest</li> <li>✓ Waiver of Rights or Deed of Assignment of Rights</li> <li>✓ Original bill deposit receipt</li> </ul>	<p><b>If Legal Heir is the Claimant</b></p> <ul style="list-style-type: none"> <li>✓ 1 Government-issued ID of Legal Heir</li> <li>✓ Death Certificate of the Deceased RC</li> <li>✓ Birth Certificate (if claimant is the child)</li> <li>✓ Marriage Certificate (if claimant is the spouse)</li> <li>✓ Declaration of Legal Heirship               <ul style="list-style-type: none"> <li>▪ Affidavit of Sole Adjudication or Notarized Extra-Judicial Settlement of Estate with proof of publication</li> </ul> </li> <li>✓ Original bill deposit receipt</li> </ul>	<p><b>*Additional requirements if transacted by a representative:</b></p> <ul style="list-style-type: none"> <li>✓ Authorization Letter from the Claimant</li> <li>✓ Notarized Special Power of Attorney</li> <li>✓ 2 Valid IDs of the Authorized Representative</li> </ul> <p><i>Additional documents may be required as deemed necessary. Should you need any assistance, you may contact the 632-8888 or the nearest Meralco Business Center.</i></p>
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