



## Acknowledgement

Your Application Registration No. is ..... please note that the acceptance of this application is not an assurance to provide a water service connection to the said premises. Please quote your registration No. in future inquiries.

Applicants Name .....

Date of receipt of the application .....

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**Officer in charge (Signature : Seal and the place)**

Please call Tel. .... for inquiries.

Please provide a rough sketch of access to the place where the water service line required with relevant details. (Please use separate paper if required.)

If the service is available at the adjoining premise water bill account No. (Not Compulsory)

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### New Connection Completion Report – Non Domestic

**For Office Use Only**

1. Date of Use

2. Place of issue

3. Registration No.

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4. Province : .....

5. Province No : .....

6. District: .....

7. District No: .....

8. Divisional Secretary: .....

9. Divisional Secretary No: .....

10. Grama Niladari Division: .....

11. Grama Niladari Division No: .....

12. Grama Niladari Division Code No: .....

13. AC. No.

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14. Size of the connection

15. Tariff

16. Meter Size

17. Meter Type (Meter Brand)

No. of Digits

18. Cycle

19. Meter No:

20. Date of Connection

21. Meter Seal No:

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22. Reading at the Installation

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**Signature of the Technical Officer**

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**Employee No.**

**Instruction from to Customers – Non Domestic New Connection Application**

- A.) Please follow the below instruction when filling the new connection Application.
- 1.) (i) Please write your Name in Full (Sinhala)
- (ii) Please write your Full Name in English Block Letters.
- (ii) Please write your National Identity Card No. If not please write your passport/ license Number

Example:		
DIRECTOR A.B. AND COMPANY LTD	}	Limited Liabile Company
OFFICER IN CHARGE POLICE STATION	}	Government Institution
A.C.DE SILVA CHANDRA HOTEL	}	Partnership or Others

- 2.) Please write Required Address, Grama Niladhari Division, Divisional Secretary and District..
- 3.) Please write postal address correctly provide relevant organization Telephone No. and Mobile No, E-mail Address.
- 4.) (a) If it is a company please provide certified copy of company registration certificate (Form 48). If it is Government organizations please provide power of attorney.
- Provide written approval letter from owner.
- (b) If a New Connection applicant not a owner, please provide a consent letter from owner with certified Grama Niladhari or Justice of Peace.
- 5.) Clearly state whether new connection need to company? Religious place? Or Industry?
- 6.) If you plan to pay for water connection through SMS, please fill this section.
- 7.) Please write approximate usage per day (water liters)
- 8.) Please provide correct information if you get water connection previously for the same place.
- 9.) If excavation done by you please write “yes”. If not the cost of excavation will be included to the new connection estimate.
- 10.) If you need VAT bill, please provide VAT number and the certified copy of VAT registration certificate.
- 11.) Please draw clear sketch of road map to required place. If you need draw on a separate attached paper. If there is any water connection exists in your neighbor please provide A/C number to easy access to our team.
- ❖ Please collect your receipt after handover the dully filled water connection application to the water board office.

**Please follow below instruction when applying for a water connection.**

- 1.) Payment voucher with the estimate, road change form, agreement form will be provide to you from water board after receiving your application.
  - ❖ Payment should be done for the relevant bank/ place stated in the payment voucher.
  - ❖ Payment for the road damages should be done to Road Development Authority.

(After all above payments please provide payment receipt and the road damage receipt to the water board office.)
- 2.) Agreement should be signed by the relevant/ requested customers. If he/ she not come to the office to sign, should be signed in front of the Justice of Peace and two witnesses and handover to the relevant office.
- 3.) When getting a water connection should be pay refundable deposit. (This can be refund, if the customer not water connection then after disconnected the water connection from ferrule.)
- 4.) Water Connection can be get through access road and should not be by pass the card.
- 5.) Meter size will be decided according to the technical knowledge and requirement of the customer.
- 6.) Same as 04 in 1<sup>st</sup> page.
- 7.) If water connection need to a contractor of the building, writer approval need from owner.
- 8.) If the required water connection cannot be provide due to technical or any other reason it will be inform to customer within 14 days receiving the application.
- 9.) If you need further information, please contact to the telephone number in the receipt.
- 10.) When filling the agreement, non domestic customers should be fill the 'B' and 'C' part correctly and should be signed by relevant parties.