

T&TEC Payment Centres

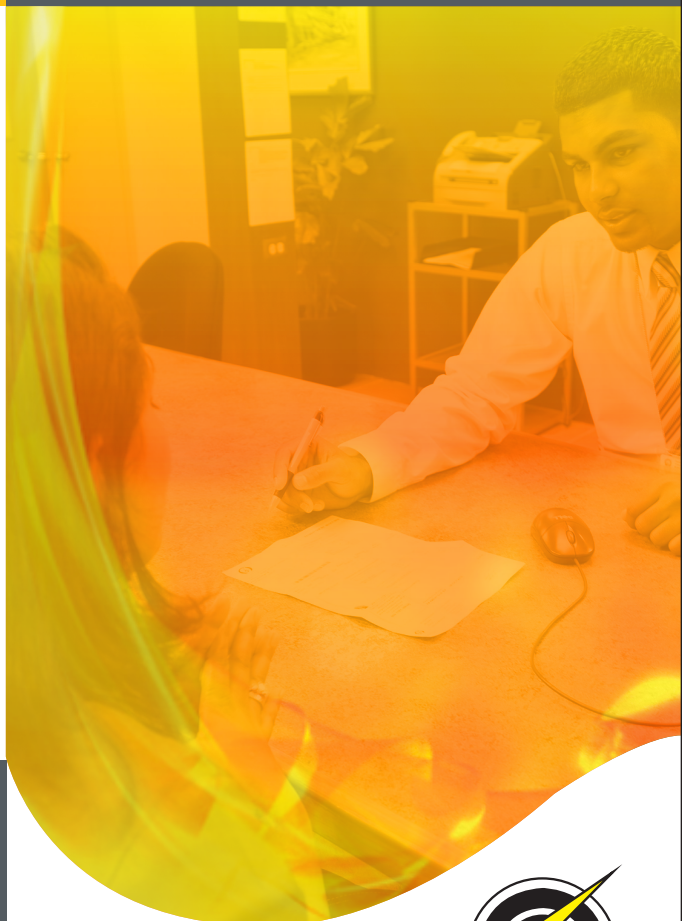
Office hours: Monday - Friday 8 a.m. to 3.45 p.m.

63 Frederick Street, Port of Spain**	623-2611/6291
Broadway Service Centre , Port of Spain	624-0720
Cor. Madras St. & Western Main Rd., St. James**	628-1705/9
75-77 Gooding Village, San Fernando**	657-7281/4
Pamela's Mall, Gopaul Lands, Marabella	658-7594/5
Naparima Mayaro Road, Rio Claro	644-2475
1326 Siparia Erin Road, Penal	647-1223
Egypt Village, Point Fortin	648-2792
52 Main Road, Chaguanas	672-0955/6
Couva Shopping Complex, Couva**	679-0378/0757
18 Sorzano Street, Arima**	643-2433
Cor. Brierley & Henderson Sts., Sangre Grande**	668-6428/9
4 Eastern Main Road, Curepe**	662-9289
Darell Spring Road, Scarborough**	639-2015

*** There is a 24 hour drop-box facility for cheques only at each of these locations.*

Accounts Transaction Information

Opening and Closing a T&TEC Account



Trinidad and Tobago Electricity Commission
63 Frederick Street, Port of Spain.

January 2011



When opening a T&TEC Account:

Residential customers would be required to :-

- Show proof of ownership: e.g. Title of Deed, Certificate of Title, Deed of Assent, Deed of Gift, Deed of Mortgage, Deed of Lease.
- Pay \$95.00, representing a refundable service deposit for each meter.
- Present 2 forms of Identification – a Trinidad and Tobago Identification Card, Passport or Drivers Permit.
- Provide a Contact Name, Address and Telephone Number.
- Present an Inspection Certificate of Approval (available from the Government Electrical Inspectorate Division, Ministry of Public Utilities).

Tenants would require:

In addition to the above, tenants would be required to:

- provide a letter from the owner or his/her authorised agent authorising the electricity account in the name of the tenant and stating the effective date of occupancy along with a copy of ID signatory.

Commercial and Industrial customers would be required to:-

- Show proof of ownership: e.g. Title of Deed, Certificate of Title, Deed of Assent, Deed of Gift, Deed of Mortgage, Deed of Lease.
- Pay \$95.00 representing a refundable Service Deposit for each meter.
- Present an Inspection Certificate of Approval (available from the Government Electrical Inspectorate Division, Ministry of Public Utilities).
- Provide a Registration Certificate of the Company.
- Provide a Letter from the Company authorising the bearer to sign on its behalf.

- Provide two forms of valid identification.
- Provide a stamp with the Company's Seal or rubber stamp.
- If the Company is not registered, an Electricity Account must be opened in the name of an individual associated with the Company who would be held responsible for the settlement of related debts.

Tenant would require:

In addition to the above, companies that are tenants should provide: a letter from the owner or his/her authorised agent, authorising that the account be in the applicant's name and stating the effective date of occupancy.

When closing a T&TEC Account:

Domestic and General Accounts:

If you are **moving/vacating premises**, it is essential that you close any account still in your name since a subsequent occupant may incur charges for which you will be held liable.

The request for T&TEC to close an account **must be made in writing**. The communication should include:

- The Customer's Number.
- The Meter Number.
- A Meter reading and date, as near as possible to the closure date.
- A copy of the Customer's Identification Card, Passport or Driver's Permit.
- A forwarding address and telephone number.
- A contact name, address and telephone number and the name, address and telephone number of the next occupant, if available.