

APPENDIX B

LETTER-REQUEST FOR DISCONNECTION Disconnection Request No. *(to be filled up by NSP)*

(Date)

(Name of Authorized Person)

(Designation)

(Name of Network Service Provider)

(Address)

Subject: **REQUEST FOR DISCONNECTION OF (NAME OF THE ENTITY TO BE DISCONNECTED)**

Dear _____:

This is to inform you about failure of (Name of the Entity to be Disconnected) to (Ground/s for Disconnection) amounting to (Total amount due and demanded, if applicable). In this regard, we request the (Name of the Network Service Provider) that (Name of the Entity to be Disconnected) be issued a Notice of Disconnection and be disconnected from the transmission/distribution network upon failure to comply within the given timeline. (Name of the Requesting Party) shall hold (Name of the Network Service Provider) free and harmless from any kinds of suits that may arise and shall likewise indemnify (Name of the Network Service Provider) from any damages (Name of the Network Service Provider) may have suffered in relation to this request for Disconnection.

This is without prejudice to the filing of the appropriate action in court to protect our rights and interests.

Your immediate and preferential attention and action is hereby requested.

Very truly yours,

(Name and Address of the Requesting Party)

Received by:

(Name and Signature of the Recipient/Date of Receipt)

Cc: Implementation Review Committee (IRC) through the Department of Energy Electric Power Industry
Management Bureau (DOE-EPIMB)
System Operator
Market Operator
(Name of Entity to be Disconnected)