

**Shanghai Municipal Development and Reform
Commission
Shanghai Municipal Commission of Economy and
Informatization
Shanghai Municipal Bureau of Public Security
Shanghai Municipal Planning, Land and Resources
Administration
Shanghai Municipal Transportation Commission
Shanghai Municipal Bureau of Greening and City
Management**

Document

SHDRC Document No. 3, 2018

***Circular of Printing ‘Implementation Measures for Further
Optimizing Electricity Connection Environment in Shanghai
(for Trial Implementation)’***

All relevant units:

It is hereby announced that in order to speed up the optimization of Shanghai power access for business environment in the city, to further improve the efficiency, reduce the cost and optimize the service in power access, according to the state and city requirements on deepening the reform of business environment, administrative examination and approval system and through research, we formulate *Implementation Measures for Further Optimizing Electricity Connection Environment in Shanghai (for Trial Implementation)*, which is now issued to you and request you to implement this conscientiously.

Attachment: *Implementation Measures for Further Optimizing Electricity Connection for Business Environment in Shanghai (for Trial Implementation)*

Shanghai Municipal Development and Reform Commission
Shanghai Municipal Commission of Economy and Informatization
Shanghai Municipal Bureau of Public Security
Shanghai Municipal Planning, Land and Resources Administration
Shanghai Municipal Transportation Commission
Shanghai Municipal Bureau of Greening and City Management

February 28, 2018

Attachment:

**Implementation Measures for Further Optimizing Electricity
Connection for Business Environment in Shanghai (for Trial
Implementation)**

In order to speed up the optimization of Shanghai electricity connection for business environment in the city, to further improve the efficiency, reduce the cost and optimize the service in power access, according to the state and city requirements on deepening the reform of business environment, administrative examination and approval system, these Implementation Measures are formulated through research and based on Shanghai's reality.

1. Guideline

To thoroughly implement the spirit of Nineteenth Party Congress and in accordance with the requirements from General Secretary Xi Jinping to constantly enhance the attractiveness, creativity and competitiveness of Shanghai, Shanghai researches the highest international standards and best level, adheres to demand-oriented, problem-oriented and result-oriented policy and speeds up the supply system and innovation to solve the problems, difficulties and blocking points for power access projects. Through further reducing costs, compressing time, streamlining procedures, and simplifying the approval process, strengthen coordination and responsibility, to effectively improve the power access efficiency and service level, to support Shanghai in building the international and convenient business environment with rule of law.

2. Implementation Object

These Measures apply to the low-voltage non-residential electricity connection projects, which applies for new connection and capacity expansion. The expansion project for 10-thousand voltage users can also refer to this work process and time limit for administrative examination and approval.

3. Work Objective

When the user applies for the electricity connection, which is accepted by the electricity distribution utility, the number of procedure is reduced from 5 to 2—submitting an application for new connection and meter installation after completion; and the average time required to complete all procedures is no more than

25 working days. Among them, projects without external connection works take no more than 5 working days. If projects with external connection works do not require works that involve road excavation, it takes no more than 20 working days. If projects with external connection works involve road excavation, it takes no more than 40 working days. In this way, the cost of connection has been greatly reduced, and the reliability of supply and services have been significantly improved.

4. Main Tasks

4.1 Process optimization further improves the efficiency and transparency.

Firstly, simultaneous procedures and seamless connection. In accordance with the principle of streamlining all possible procedures and tackling with classifications, the approval of planning license, greening license, road excavation permit, road occupation opinions, etc., are done simultaneously to form seamless connection. Secondly, streamlined procedures and handling time limit. Shanghai will simplify materials needed for examination and approval, optimize the internal workflow among various departments and establish a green channel for electricity connection to greatly reduce the handling time of each procedure and publish the related time limit to make clear commitments.

4.2 Mechanism Improvement increases the level of industry management and service.

Firstly, responsibility clarification and coordination strengthening. The responsibility of every responsible units and coordination departments in each procedure should be clearly defined. The responsible units should speed up their own workflow, and ensure that the examination and approval procedures are carried out on time. Coordination departments should supervise and promote coordination in time. Secondly, one-stop service and efficiency improvement. As the implementation subject of electricity connection, electricity utilities provide one-stop service for customers, conduct related procedures for customers and minimize the burden of customers and project units.

4.3 Reform and innovation further improve customer satisfaction and sense of gain.

Firstly, a variety of measures will be implemented to effectively reduce the construction cost of electricity connection for low-voltage non-residential customers. Secondly, cost of road repair and other cost standards will be further clarified, and preferential policies will be implemented. Thirdly, the measures of information technology and credit management will support establishing a transparent and

efficient work mechanism, optimizing the administrative examination and approval, and regulation during and after.

5. Connection Process

5.1 The Plan Design

5.1.1 Accept the application once it is submitted. After the application is submitted to the utility, the utility should complete the application within 1 working day. Firstly, implement one-stop service and certificate acceptance with service windows, and carry out the ‘Internet plus’ online application service as well as book door-to-door service so that low-voltage customers can complete the application online and high-voltage customers need to go for application only once. Secondly, streamline the materials to be submitted, and the low-voltage customers need to provide 3 items of application materials: ①electricity connection application; ②valid identity of the customer; ③property rights of the connection application address. High-voltage customers need to provide 5 items of application materials: ①electricity connection application; ②valid identity of the customer; ③property rights of the connection application address; ④power capacity demand; ⑤construction project approval. Shanghai Municipal Commission of Economy and Informatization should strengthen coordination and regulation in this procedure. **(Responsible unit: Shanghai Municipal Electric Power Company; Coordination department: Shanghai Municipal Commission of Economy and Informatization; Handling time limit: 1 working day)**

5.1.2 Response of the electrical connection plan.The utility will complete the response of the electrical connection plan within 2 working days. Firstly, to implement the Customer Manager system and achieve the project coordination from the application to the whole process of electricity connection. Secondly, to connect and change internal and external works to realize that the internal management of the utility and the external certificate handling can be done simultaneously. Thirdly, to optimize the power path as much as possible to save the time and cost. Shanghai Municipal Commission of Economy and Informatization should strengthen coordination and regulation in this procedure. **(Responsible unit: Shanghai Municipal Electric Power Company; Coordination department: Shanghai Municipal Commission of Economy and Informatization; Handling time limit: 2 working days)**

5.1.3 Line selection and external construction design. The utility should urge and cooperate with the line selection and design units, optimize the line selection plan and the electrical connection plan and carry out the consultation of all pipeline units along the line, including water, gas and communication to finish the line selection plan and construction design within 12 working days. In view of the possible existing pipeline contradictions and problems, Shanghai Municipal Planning, Land and Resources Administration should intervene and coordinate in advance. **(Responsible unit: Shanghai Municipal Electric Power Company; Coordination department: Shanghai Municipal Planning, Land and Resources Administration; Handling time limit: 12 working days)**

5.2 Administrative Examination and Approval

Customers that need to obtain external works, such as road excavation are required to get administrative approval, such as planning, digging and occupying roads. (It is also necessary to handle greening and relocation licenses if city greening is involved). Road occupation licensing is required if road excavation is not involved.

5.2.1 Accept the construction application.The utility uniformly submit application to all departments. At the initial stage of implementing these Measures, the utility should send materials to relevant departments such as Shanghai Municipal Planning, Land and Resources Administration, Shanghai Municipal Transportation Commission, Shanghai Municipal Bureau of Greening and City Management, Shanghai Municipal Bureau of Road Administration and Shanghai Municipal Bureau of Public Security to deal with the approval procedure simultaneously. The next step will be to establish an online examination and approval platform to efficiently accept the application materials for external lines. **(Responsible unit: Shanghai Municipal Planning, Land and Resources Administration, Shanghai Municipal Transportation Commission, Shanghai Municipal Bureau of Greening and City Management, Shanghai Municipal Bureau of Road Administration and Shanghai Municipal Bureau of Public Security; Coordination department: Shanghai Municipal Development and Reform Commission)**

5.2.2 Deal with the planning license.After receiving the application materials, Shanghai Municipal Planning, Land and Resources Administration will coordinate with other relevant departments to deal with facilities and stakeholders along the line, and issue planning license within 5 working days. **(Responsible unit: Shanghai**

Municipal Planning, Land and Resources Administration; Coordination department: Shanghai Municipal Development and Reform Commission; Handling time limit: 5 working days)

5.2.3 Deal with the road excavation permit.Road excavation permit for electricity connection should be arranged and adjusted in time. Shanghai Municipal Bureau of Road Administration should approve the excavation plan within 5 working days after receiving the materials(granting road excavation code) and create the conditions for road excavation of external line construction projects within 15 working days. **(Responsible unit: Shanghai Municipal Transportation Commission and Shanghai Municipal Bureau of Road Administration; Coordination department: Shanghai Municipal Development and Reform Commission; Handling time limit: 5 working days)**

5.2.4 Deal with the greening license.Shanghai Municipal Bureau of Greening and City Management shall issue the temporary use of green space within 10 working days after receiving application materials. The green relocation will be done first and followed by payment. Maintenance units should record inventory and offer relocation budget (Shanghai Municipal Bureau of Greening and City Management should seal for confirmation); or Shanghai Municipal Bureau of Greening and City Management will issue payment book first; maintenance units will implement greening relocation and project units will pay within 5 working days **(Responsible unit: Shanghai Municipal Bureau of Greening and City Management; Coordination department: Shanghai Municipal Development and Reform Commission; Handling time limit: 10 working days)**

5.2.5 Deal with road occupation opinion. Shanghai Municipal Bureau of Public Security will complete the preliminary construction, site survey and traffic organization plan confirmation after receiving the application materials within 10 working days and issue road occupation opinion in 5 working days. **(Responsible unit: Shanghai Municipal Bureau of Public Security; Coordination department: Shanghai Municipal Development and Reform Commission; Handling time limit: 15 working days)**

5.2.6 Deal with the road excavation permit. Shanghai Municipal Bureau of Road Administration will complete the prior work within 10 working days after receiving the application materials. It should organize the project units and road

maintenance units to conduct on-site inspection, and issue the repair bill; the project unit should complete the payment within 5 working days (payment is no longer a precondition for approval). Shanghai Municipal Bureau of Road Administration will issue road excavation permit with Shanghai Municipal Transportation Commission within 5 working days after receiving road excavation number and the planning license. **(Responsible unit: Shanghai Municipal Transportation Commission and Shanghai Municipal Bureau of Road Administration; Coordination department: Shanghai Municipal Development and Reform Commission; Handling time limit: 15 working days)**

5.3 External connection Project

The utility will complete the construction of the external connection project within 10 working days after obtaining the licenses of road occupation and excavation. Firstly, schedule the time from the required deadline and clarify time slots and responsible persons. Secondly, shorten the procurement time limit for materials and construction services, enhance the standardization of materials and the typical design, unify technical standards and design standards, assure that materials for all projects can be changed easily. Thirdly, promote new technology including uninterrupted operation, improve the flexibility of power delivery and prioritize customer's access to electricity connection on time. **(Responsible unit: Shanghai Municipal Electric Power Company; Coordination department: Shanghai Municipal Development and Reform Commission; Handling time limit: 10 working day)**

6. Safeguarding Measures

6.1 Strengthen the government leadership. Shanghai Municipal Development and Reform Commission and Shanghai Municipal Commission of Economic and Informatization, along with Shanghai Municipal Bureau of Public Security, Shanghai Municipal Planning, Land and Resources Administration, Shanghai Municipal Transportation Commission, Shanghai Municipal Bureau of Greening and City Management, Shanghai Municipal Bureau of Road Administration, and the utility will set up Working Group on Optimization Electricity Connection for Business Environment to implement and coordinate member units to carry out corresponding mechanism such as regular reporting, meeting, supervision and evaluation. The office of the Working Group is located in Shanghai Municipal Commission of Economy and Informatization, which is responsible for the daily work.

6.2 Improve the relevant supporting policies. Members of the Working Group shall follow the general requirement and time arrangement listed in these Implementation Measures, timely formulate corresponding policies and documents in response to administrative examination and approval procedures and work procedures optimized and adjusted, further clarify the examination, approval, time limits and preconditions of the approval, update the corresponding service guidelines for the public and compile the format of informed promise.

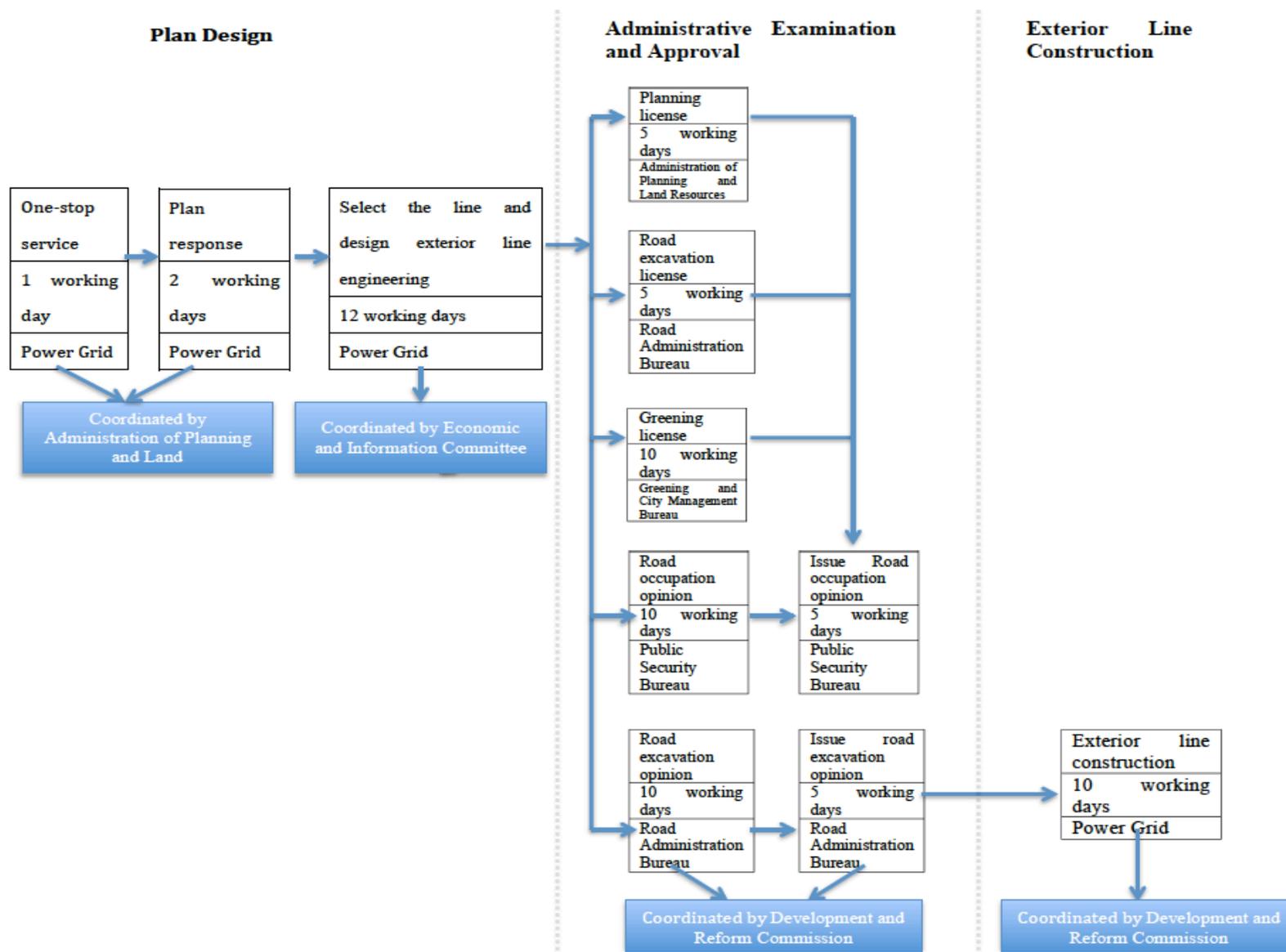
6.3 Build a supporting information platform. The electricity connection project parallel approval platform will be built with one-time online application, synchronous acceptance, simultaneous approval and time-limit completion. Thus, laws, regulations, guidelines and standards will be issued to the public; drawings and data during the whole process be transferred and shared with electronic files will be realized; the time-limit monitoring and early warning mechanism can be implemented during the whole process; all measures can guarantee the smooth implementation.

6.4 Strengthen the support of credit means. The emphasis on pre-examination and approval will be shifted to the regulation afterwards. The establishment of the industry credit system covering all sectors including customers, stakeholders, utilities, and all procedures including project design, construction, supervision and approval will be promoted. Any promise found not fulfilled or falsification will be recorded in enterprises and individual credit files and incorporated in the municipal public credit platform. Cross-departmental and joint punishment will increase the cost of violation and discredit.

7. Effective Date

These Implementation Measures will take effect as of March 1, 2018 for trial implementation and will be valid until February 29, 2020.

Attached chart: Workflow Chart of External Connection Project for Low-voltage Non-resident Customers



Office of Shanghai Development and Reform Commission

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