

How to Convert to a Prepaid Electricity Meter Under the City of Johannesburg Metropolitan Municipality

INTRODUCTION

Switching from a post-paid to a prepaid electricity meter under the City of Johannesburg Metropolitan Municipality is a straightforward process. Here's a step-by-step guide to help you through the application and installation process:

1. Obtaining Application Form

The first step is to visit the City Power Headquarters located at 40 Heronmere Road, Reuven, or the nearest City Power office to your property to request a prepaid meter application form.

2. Gather Required Documentation

You will need to provide several documents in support your application. These typically include:

- Proof of identity
- Proof of address
- A copy of your municipal statement
- Title deed or lease agreement
- Municipal rate clearance certificate

Ensure these documents are up to date to avoid any delays.

3. Complete the Application Form

Fill out the prepaid meter application form with accurate details about your property and contact information. Double-check the information to avoid any processing delays.

4. Submit Your Application

Submit the completed application form along with the required supporting documents physically at the City Power office.

By **Chantelle Gladwin-Wood** (Partner), and
Ayanda Motlou (Associate)

20 March 2025

Your application will be captured on the City Power system, and you will be allocated a notification number. The notification number will be an eleven-digit number beginning with **700**.

Upon lodgement of your application, you will be provided with a stamped copy with the reference number written in ink, together with a quote for the application fee and banking details for payment. The application fee may vary depending on the size of your property.

Once you have paid, submit your proof of payment in person at the same City Power office where the application was lodged.

5. Prepaid Meter Installation

After submitting proof of payment, City Power will schedule a date for installation. Depending on the current infrastructure at your property, they may either convert your current meter or install a new prepaid meter.

The estimated waiting period for installation is 5 to 21 working days from date of submission of your proof of payment.

WHY SWITCH TO A PREPAID METER?

Switching to a prepaid meter offers several advantages:

- **Better Control:** You can manage your electricity consumption more effectively.
- **No Billing Surprises:** Avoid estimated bills and pay only for what you use.
- **Convenience:** Purchase electricity units as needed from various vendors.

CAN YOU SWITCH TO A PRE-PAID METER IF YOU HAVE EXISTING MUNICIPAL DEBT?

No, the City of Johannesburg requires that all outstanding amounts on a municipal account be settled before approving a conversion to a prepaid meter.

If there is existing debt, the application will not be processed unless the account is fully paid, or a formal payment arrangement is in place.

FURTHER ASSISTANCE

For assistance with the application process, kindly contact Public@hbgschinders.com for guidance.

By following these steps, you can smoothly transition from a conventional to a prepaid electricity meter, gaining better control over your electricity use and expenses.



Chantelle Gladwin-Wood
(Partner)



Ayanda Motlou
(Associate)