

Validation Guide (CFE MGMT Checklist Item)

WIKI OVERVIEW

- **Wiki Purpose:** The objective of the CFE management process is to facilitate UVIE requirements, ensure proper documentation for special name and address changes, and adhere to IDB eligibility criteria, subject to variations based on CFE office requirements, necessitating escalation with IX.
 - **Wiki Owner:** Joseph Canaan
 - **Validity:** n/a
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Approval Requirements for the CFE MGMT Checklist Item

Follow the [Underwriting Criteria \(Mainstream Valid Rules\)](#)

The CFE mgmt process is needed when:

- UVIE is required
 - Form commercial leads [check project characteristics](#), if your project doesn't comply with these checklist most likely it won't need an UVIE, but this can vary according to the corresponding CFE office requirements so it will be necessary to always escalate with IX.
- Special name change
 - When the approvals team is not sure if the documentation will serve for the name change (Follow the minimum documents required for name/address change in each geo table) **and it's a IDB eligible project**
- Address change
 - If their [property doc](#) address does not match with the address in their CFE bill and **it's a IDB eligible project**, they need an address change, it's recommended to realize the address change before the approval (Follow the minimum documents required for name/address change in each geo table)
- 2 meters wanted to be interconnected
 - 2 different meters without unification cannot be normally approved due to CFE policies so it will necessary to have the IX approval
- The person who sign to interconnection is not a subscriber
 - It is necessary to add the signer info in a CFE mgmt slot.
- CSF
 - When a CSF is required and de customer cannot provide it.

Process for CFE MGMT Checklist Item

1. Identify the case where we need the CFE mgmt process and reject the documentation.

2. Sales request via Slack to open an item on the OPS page for CFE mgmt.
3. Open OPS and add an item to the approval checklist.
4. Add context about the situation and provide the proper documentation to be reviewed.
5. The interconnections team should give the proper follow-up to this through CFE management page and specifically for CSF, the document will be shared through the channel in Slack customer_cfe_mgmt. Once the task is completed we can continue with the documentation approval.

Interconnections Office Minimum requirements

ALL CDMX CFE OFFICES REQUESTS THAT THE CFE BILL HAS THE COMPLETE NAME OF THE CLIENT AS THE 30 LETTERS LIMIT ALLOWS IT.

In all regions is necessary proof of tax situation (RFC with QR code) when are PDBT name changes (persona moral)

CFE Office / Zone	Minimum documents required for a name change	Special notes about the name change ?	Minimum documents required for address change?	RFC needed for IX and Name Change Yes/No	?? Titular falleció. ?	Is it the CFE office strict?
DM21	<ul style="list-style-type: none"> - Letter to cancel CFE service contract -Letter to acquire new CFE service. - "predial" or - Ownership/Acquisition Deed 	<ul style="list-style-type: none"> -The customer can remain without electricity up to 48 hrs. - CFE bill must be paid before requesting the name change. - The cost of the name change is up to \$590 MXN charged in the next bill 	<ul style="list-style-type: none"> Ownership/Acquisition Deed or Predial (current year) - City Hall document that endorses same address 	YES ?	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p style="text-align: center;">YES ?</p> <p>Doesn't allow meter inside home</p>

DM22	<ul style="list-style-type: none"> - Letter to cancel CFE service contract -Letter to acquire new CFE service. - "predial" or - Ownership/Acquisition Deed 	<ul style="list-style-type: none"> -The customer can remain without electricity up to 48 hrs. - CFE bill must be paid. - The cost of the name change is up to \$590 MXN charged in the next bill 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <ul style="list-style-type: none"> - City Hall document that endorses same address 	YES ?	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>YES ?</p> <p>Doesn't allow meter inside home</p>
DM23 NAME CHANGE IS REQUIRED EVEN WHEN NAME IS CORRECT BUT IS NOT COMPLETE	<ul style="list-style-type: none"> - Letter to cancel CFE service contract -Letter to acquire new CFE service. - "predial" or - Ownership/Acquisition Deed or Predial (current year) <p>COMPLETE / FULL / ALL PAGES ?</p>	<ul style="list-style-type: none"> -The customer can remain without electricity up to 48 hrs. - CFE bill must be paid. - The cost of the name change is up to \$590 MXN charged in the next bill 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>COMPLETE / FULL / ALL PAGES ?</p> <ul style="list-style-type: none"> - City Hall document that endorses same address 	YES ?	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>YES ?</p> <p>Doesn't allow meter inside home</p>

DM24	<ul style="list-style-type: none"> - Letter to cancel CFE service contract -Letter to acquire new CFE service. - "predial" or - Ownership/Acquisition Deed <p>COMPLETE / FULL / ALL PAGES ?</p>	<ul style="list-style-type: none"> -The customer can remain without electricity up to 48 hrs. - CFE bill must be paid. - The cost of the name change is up to \$590 MXN charged in the next bill 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>COMPLETE / FULL / ALL PAGES ?</p> <ul style="list-style-type: none"> - City Hall document that endorses same address 	<p>YES ?</p>	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>YES ?</p> <p>Doesn't allow meter inside home</p>
DM25	<ul style="list-style-type: none"> - Letter to cancel CFE service contract -Letter to acquire new CFE service. - "predial" or - Ownership/Acquisition Deed <p>COMPLETE / FULL / ALL PAGES ?</p>	<ul style="list-style-type: none"> -The customer can remain without electricity up to 48 hrs. - CFE bill must be paid. - The cost of the name change is up to \$590 MXN charged in the next bill 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>COMPLETE / FULL / ALL PAGES ?</p> <ul style="list-style-type: none"> - City Hall document that endorses same address 	<p>YES ?</p>	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>YES ?</p> <p>Doesn't allow meter inside home</p>

<p>DL70</p> <p>NAME CHANGE IS REQUIRED EVEN WHEN NAME IS CORRECT BUT IS NOT COMPLETE</p>	<p>- "predial" (current year) or - Ownership/Acquisition Deed or Predial (current year) COMPLETE / FULL / ALL PAGES ?</p>	<p>- CFE bill must be paid.</p> <p>-The client will pay the energy consumed until the day of the name change.</p> <p>- The cost of the name change is up to \$590 MXN charged in the next bill</p>	<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>COMPLETE / FULL / ALL PAGES ?</p> <p>- City Hall document that endorses same address</p>	<p>YES ?</p>	<p>- Sentencia Definitiva from the Juicio Sucesorio, giving the property to the new owner (even better with the Auto de Adjudicacion)</p>	<p>YES ?</p> <p>Doesn't allow meter inside home</p>
<p>DL30</p>	<p>- "predial" (current year) or - Ownership/Acquisition Deed</p>	<p>- CFE bill must be paid.</p> <p>- The cost of the name change is up to \$590 MXN</p>	<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>- City Hall document that endorses same address</p>	<p>YES ?</p>	<p>-Death certificate - Deceased person's will (cannot be testamentated for multiple people)</p>	<p>YES ?</p> <p>Doesn't allow meter inside home</p>
<p>DN10</p>	<p>- "predial" (current year) or - Ownership/Acquisition Deed</p>	<p>- CFE bill must be paid.</p> <p>- The cost of the name change is up to \$590 MXN charged in the next bill</p>	<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>- City Hall document that endorses same address</p>	<p>No</p>	<p>-Death certificate - Deceased person's will (cannot be testamentated for multiple people)</p>	<p>No</p> <p>Could accept meter inside the house, all cases needs to be evaluated individually</p>

DN20	<ul style="list-style-type: none"> - "predial" (current year) or - Ownership/Acquisition Deed 	<ul style="list-style-type: none"> - CFE bill must be paid. - The cost of the name change is up to \$590 MXN charged in the next bill 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <ul style="list-style-type: none"> - City Hall document that endorses same address 	No	<ul style="list-style-type: none"> - Sentencia Definitiva from the Juicio Sucesorio, giving the property to the new owner (even better with the Auto de Adjudicacion) 	<p>No</p> <p>Could accept meter inside the house, all cases needs to be evaluated individually</p>
Monterrey/Saltill o	<ul style="list-style-type: none"> - "predial" (current year) or - Ownership/Acquisition Deed -proof of tax situation (RFC with QR code) <p>COMPLETE / FULL / ALL PAGES ?</p>	<ul style="list-style-type: none"> - CFE bill must be paid. - The cost of the name change is up to \$590 MXN charged in the next bill 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <ul style="list-style-type: none"> - City Hall document that endorses same address -proof of tax situation (RFC with QR code) <p>COMPLETE / FULL / ALL PAGES ?</p>	YES ?	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>YES ?</p> <p>Doesn't allow meter inside home</p>

Tampico	<ul style="list-style-type: none"> - "predial" (current year) or - Ownership/Acquisition Deed -Requires that all pending payments are done, preferably go after the billing period has just ended -Requires CURP - Requires RFC 	<ul style="list-style-type: none"> - CFE bill must be paid. 	<ul style="list-style-type: none"> Ownership/Acquisition Deed or Predial (current year) - City Hall document that endorses same address 	<p>YES ?</p>	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>Not in meter bases, they are relatively flexible</p>
Baja California	<ul style="list-style-type: none"> - "predial" (current year) or - Ownership/Acquisition Deed -proof of tax situation (RFC with QR code) <p>COMPLETE / FULL / ALL PAGES ? SCANNED, NO PHOTOS</p>	<ul style="list-style-type: none"> - CFE bill must be paid. 	<ul style="list-style-type: none"> Ownership/Acquisition Deed or Predial (current year) - City Hall document that endorses same address -proof of tax situation (RFC with QR code) <p>COMPLETE / FULL / ALL PAGES ? SCANNED, NO PHOTOS</p>	<p>YES ?</p>	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>No</p> <p>Could accept meter inside the house, all cases needs to be evaluated individually</p>

<p>Acapulco</p>	<p>- "predial" (current year) or - Ownership/Acquisition Deed</p> <p>COMPLETE / FULL / ALL PAGES ?</p>	<p>- CFE bill must be paid.</p>	<p>Ownership/Acquisition Deed or Predial (current year) COMPLETE / FULL / ALL PAGES ?</p> <p>- City Hall document that endorses same address</p>	<p>No</p>	<p>-Death certificate - Deceased person's will (cannot be testamentated for multiple people)</p>	<p>YES ?</p> <p>Doesn't allow meter inside home</p>
<p>Tamaulipas</p>	<p>- "predial" (current year) or - Ownership/Acquisition Deed -proof of tax situation (RFC with QR code)</p> <p>COMPLETE / FULL / ALL PAGES ?</p>	<p>- CFE bill must be paid.</p>	<p>Ownership/Acquisition Deed or Predial (current year) -proof of tax situation (RFC with QR code)</p> <p>COMPLETE / FULL / ALL PAGES ?</p> <p>- City Hall document that endorses same address</p>	<p>No</p>	<p>-Death certificate - Deceased person's will (cannot be testamentated for multiple people)</p>	<p>YES ?</p> <p>Doesn't allow meter inside home</p>

Hidalgo	<p>- "predial" (current year) or - Ownership/Acquisition Deed -proof of tax situation (RFC with QR code)</p> <p>COMPLETE / FULL / ALL PAGES ?</p>	<p>- CFE bill must be paid.</p>	<p>Ownership/Acquisition Deed or Predial (current year) -proof of tax situation (RFC with QR code)</p> <p>COMPLETE / FULL / ALL PAGES ?</p> <p>- City Hall document that endorses same address</p>	No	<p>-Death certificate - Deceased person's will (cannot be testamentated for multiple people)</p>	<p>YES ?</p> <p>Doesn't allow meter inside home</p>
Quintana Roo	<p>- "predial" (current year) or - Ownership/Acquisition Deed</p> <p>COMPLETE / FULL / ALL PAGES ?</p>	<p>- CFE bill must be paid.</p>	<p>Ownership/Acquisition Deed or Predial (current year) COMPLETE / FULL / ALL PAGES ?</p> <p>- City Hall document that endorses same address</p>	No	<p>-Death certificate - Deceased person's will (cannot be testamentated for multiple people)</p>	<p>YES ?</p> <p>Doesn't allow meter inside home</p>

Puebla	<p>- "predial" (current year) or - Ownership/Acquisition Deed -proof of tax situation (RFC with QR code)</p> <p>COMPLETE / FULL / ALL PAGES ?</p>	<p>- CFE bill must be paid.</p>	<p>Ownership/Acquisition Deed or Predial (current year) -proof of tax situation (RFC with QR code) COMPLETE / FULL / ALL PAGES ?</p>	<p>YES ?</p>	<p>-Death certificate - Deceased person's will (cannot be testamentated for multiple people)</p>	<p>YES ? Doesn't allow meter inside home</p>
Morelos	<p>- A special letter which must explain the reason for the name change. -Letter to acquire new CFE service. - "predial" or - Ownership/Acquisition Deed or Predial (current year) COMPLETE / FULL / ALL PAGES ? SCANNED DOC (NO PHOTOS)</p>	<p>- CFE bill must be paid.</p>	<p>Ownership/Acquisition Deed or Predial (current year) COMPLETE / FULL / ALL PAGES ? SCANNED DOC (NO PHOTOS)</p> <p>- City Hall document that endorses same address</p>	<p>No</p>	<p>-Death certificate (sometimes CFE asks for the original document) - Deceased person's will (cannot be testamentated for multiple people)</p>	<p>No Could accept meter inside the house, all cases needs to be evaluated individually</p>

<p>GDL</p>	<ul style="list-style-type: none"> - Letter to cancel CFE service contract -Letter to acquire new CFE service. - "predial" or - Ownership/Acquisition Deed <p>COMPLETE / FULL / ALL PAGES ?</p>	<ul style="list-style-type: none"> -The customer can remain without electricity up to 48 hrs. - CFE bill must be paid. 24 hrs before the request - The cost of the name change is up to \$590 MXN charged in the next bill -A photo of the meter must be presented at the time of the request in CFE 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>COMPLETE / FULL / ALL PAGES ?</p> <ul style="list-style-type: none"> - City Hall document that endorses same address Photo of the meter taken in the exact same day of the tramite <p>Maps</p>	<p>YES ? for name changes</p> <p>IX- No needed</p>	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>YES ?</p> <p>Doesn't allow meter inside home</p>
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<p>QRO</p>	<ul style="list-style-type: none"> - Letter to cancel CFE service contract -Letter to acquire new CFE service. - "predial" or - Ownership/Acquisition Deed <p>COMPLETE / FULL / ALL PAGES ?</p> <ul style="list-style-type: none"> -proof of tax situation (RFC with QR code) 	<ul style="list-style-type: none"> -The customer can remain without electricity up to 48 hrs. - CFE bill must be paid. - The cost of the name change is up to \$590 MXN charged in the next bill 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>COMPLETE / FULL / ALL PAGES ?</p> <ul style="list-style-type: none"> - City Hall document that endorses same address Photo of the meter taken in the exact same day of the tramite -proof of tax situation (RFC with QR code) Maps 	<p>YES ?</p>	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>YES ?</p> <p>Doesn't allow meter inside home</p>
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GTO	<ul style="list-style-type: none"> - Letter to cancel CFE service contract -Letter to acquire new CFE service. - "predial" or Ownership/Acquisition Deed -proof of tax situation (RFC with QR code) <p>COMPLETE / FULL / ALL PAGES ?</p>	<ul style="list-style-type: none"> -The customer can remain without electricity up to 48 hrs. - CFE bill must be paid. - The cost of the name change is up to \$590 MXN charged in the next bill -A photo of the meter must be presented at the time of the request in CFE 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <ul style="list-style-type: none"> - City Hall document that endorses same address -proof of tax situation (RFC with QR code) -Photo of the meter taken in the exact same day of the tramite <p>COMPLETE / FULL / ALL PAGES ? Maps</p>	YES ?	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>YES ?</p> <p>Doesn't allow meter inside home</p>
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SLP	<ul style="list-style-type: none"> - Letter to cancel CFE service contract -Letter to acquire new CFE service. "predial" or Ownership/Acquisition Deed -proof of tax situation (RFC with QR code) <p>COMPLETE AND ORIGINAL / FULL / ALL PAGES ?</p>	<ul style="list-style-type: none"> -The customer can remain without electricity up to 48 hrs. - CFE bill must be paid. - The cost of the name change is up to \$590 MXN charged in the next bill -A photo of the meter must be presented at the time of the request in CFE 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <ul style="list-style-type: none"> - City Hall document that endorses same address Photo of the meter taken in the exact same day of the tramite -proof of tax situation (RFC with QR code) Maps <p>COMPLETE AND ORIGINAL / FULL / ALL PAGES ?</p>	YES ?	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) <p>COMPLETE AND ORIGINAL / FULL / ALL PAGES ?</p>	<p>YES ?</p> <p>Doesn't allow meter inside home</p>
Merida	<ul style="list-style-type: none"> - Letter to cancel CFE service contract -Letter to acquire new CFE service. - "predial" or -Ownership/Acquisition Deed 	<ul style="list-style-type: none"> - The cost of the name change is up to \$590 MXN charged in the next bill -A photo of the meter must be presented at the time of the request in CFE 	<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>COMPLETE / FULL / ALL PAGES ?</p>	No	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	<p>YES ?</p>

Veracruz	<ul style="list-style-type: none"> - "predial" (current year) or - Ownership/Acquisition Deed -proof of tax situation (RFC with QR code) <p>COMPLETE / FULL / ALL PAGES ?</p>	- CFE bill must be paid.	<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>-proof of tax situation (RFC with QR code)</p> <p>COMPLETE / FULL / ALL PAGES ?</p>	YES ?	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	YES ?
Coahuila	<ul style="list-style-type: none"> - "predial" (current year) or - Ownership/Acquisition Deed or Predial (current year) <p>COMPLETE / FULL / ALL PAGES ?</p>		<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>COMPLETE / FULL / ALL PAGES ?</p>	No	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	No
Chihuahua	<ul style="list-style-type: none"> - "predial" (current year) or - Ownership/Acquisition Deed or Predial (current year) <p>COMPLETE / FULL / ALL PAGES ?</p>		<p>Ownership/Acquisition Deed or Predial (current year)</p> <p>COMPLETE / FULL / ALL PAGES ?</p>	No	<ul style="list-style-type: none"> -Death certificate - Deceased person's will (cannot be testamentated for multiple people) 	No