

To  
 H Block, 1st Floor,  
 Dhirubhai Ambani Knowledge City,  
 Navi Mumbai 400710

Date: 

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**Undertaking for Change of Name**

Affix photograph here and sign across
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Dear Madam / Sir

Account No.: 

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Meter No.: 

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Note: Please do not  
staple the photograph

Customer's Present Registered Name: \_\_\_\_\_

Address at which supply is connected: \_\_\_\_\_

Pin Code: \_\_\_\_\_

I request to transfer the above connection to my name. (Form 16.1 enclosed).

I am the tenant/occupant/owner of the premises. The connection is registered in the name of the previous tenant/occupant/owner of the premises/in the name of the builder/society.

I have read and understood the procedure for registration for Change of Name as stated overleaf and I shall abide by the set procedure and submit all true and valid documents.

I am submitting the following documents in support of my ownership/occupancy of the premises.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

I state that I am the sole occupant/owner of the above premises for which the abovementioned meter(s) are connected and the electric supply is used exclusively for the above premises. I also state they I am not receiving supply at the above premises through any meters.

In case of any false representation on my part or in case of any objection from the present registered consumer or in case the documents produced by me are not absolutely correct, the company reserves the right to retransfer the connection in the name of the present registered consumer.

I undertake to make the payment to the company of all debits due and payable with respect to the present registered consumer that may arise at subsequent date.

I also undertake to keep your company indemnified of any consequences at any time in future, in case of any dispute on account of the transfer of the above connection to my/our/name/names.

This undertaking will be binding on myself/ourselves and my/our/her executors and administrators.

Yours faithfully

Name: \_\_\_\_\_

(\*Joint signatures in case of multiple Registered Consumers)

Applicant's Signature

## Procedure for Registration of Change of Name

- 1) Please submit Requisition form: 16.1 duly filled & signed,
- 2) Please submit undertaking form with required personal details and photograph affixed.
- 3) Kindly provide copy of latest electricity bill (of the premises for which you are applying for change of name) duly paid.
- 4) Pay a transfer fee of Rs. 50/- (for single or three phase) and Security Deposit (Equivalent to one month's electricity bill). (All the forms mentioned above are available at all Divisional Customer Care Centres free of cost).
- 5) Existing security deposit can be transferred to the new account if the customer can produce the receipt or a No Objection Certificate from the registered customer.
- 6) The applicant shall always submit the application in person. In case the applicant is unable to submit the application in person, he/she can submit the same through an authorised person duly authorised by a letter of authority (in prescribed format) having a specimen signature of the representative.
- 7) All NOC's are to be submitted as per the prescribed format along with the Photo ID of the signatory.
- 8) Documentary evidence to be submitted.

(Please bring required original documents and one photocopy. After verification at the counter we will retain photocopies of the documents. Please remember all agreements/sale deed/affidavit should be duly notarized or registered).

### 1. Ownership

#### A. For Registered Housing/Industrial Societies:

- 1) Agreement/purchase/sale deed with the present Registered Consumer OR share certificate of Registered Society.
- 2) Latest (not more than 3 Months old) Maintenance Bill in the applicant's name duly certified and stamped by society OR NOC (Duly stamped - No Objection Certificate) from the registered Housing/Industrial Society.

#### B. For Unregistered Housing Societies:

- 1) Agreement/purchase/sale deed with the present Registered Consumer
- 2) No Objection Certificate (NOC) from the present Registered Consumer (in case of builder/developer NOC should be on original letterhead duly stamped). OR latest Maintenance Bill certified and duly stamped from proposed society (not more than 3 months old)

#### C. For Ownership/Bungalow Type:

- 1) Agreement/purchase/sale deed with the present Registered Consumer.
- 2) Property tax receipt in the Applicant's Name (if agreement is more than one year old).

### 2. Rental (Item 1 is mandatory and any one of balance items).

- 1) Latest Rent Receipt Originals for verification (not older than 3 months).
- 2) NOC from the landlord in original (along with a photo ID proof of landlord for signature verification)
- 3) NOC from the present Registered Consumer in originals (along with a photo ID proof of registered consumer for signature verification)

### 3. Death of Resident

- 1) Death Certificate of Registered Consumer.
- 2) Documentary proof of natural succession like Succession Certificate/Probate of will (Originals for verification)/affidavit swearing succession cum NOC from other legal heir other than spouse of Registered Consumer.
- 3) Ration Card/Photo Pass/Election Card in the applicant's name.

### 4. Shacks/Slums

- 1) Sale deed/Agreement with registered consumer or allotment letter from Government (stamp paper should be of minimum Rs. 100/- only and notarised. The date of purchase of stamp paper shall not be more than 6 months prior to making the document)
- 2) Ration Card/photopass/election card/chawl committee letter.

### 5. Quarters

- 1) Quarters allotment letter in the applicant's name.

### 6. For common amenities belonging to registered Co-operative Housing Societies (e.g. Lifts, Water pumps and other common facilities).

- 1) Society's Request on their letterhead (duly stamped and signed by either of the office bearers).

### 7. LTP II with residential or commercial category/HTP

- 1) Documentary evidence in support of lawful occupancy.
- 2) Company's Registration Certificate/Partnership deed.
- 3) Consent letter from existing consumer agreeing to change of name.
- 4) NOC from Mumbai Municipal Corporation/Director of Industries/Shops and Establishment's license in applicant's name.
- 5) Memorandum/Articles of Association in case of modification of name by the same consumer.
- 6) Test report from Licensed Electrical Contractor

### 8. For MHADA cases: (Any one of the following items 1 & 2)

- 1) Allotment letter from MHADA along with MHADA latest maintenance receipt. OR
- 2) Transfer letter from MHADA along with MHADA latest Maintenance receipt.

OR

- 3) In case MHADA premises has been formed in to a Registered Society conditions as per IA would be applicable.

For commercial establishments, Gumasta licensee in applicant's name or Gumasta application receipt with MCGM acknowledgment is mandatory, except for all commercial establishments having an agreement of sale (Registered and stamp duty paid) between the registered customer and the applicant.

- Notes:
- (i) Process for disconnected cases will be completed only when billing Starts after reconnection.
  - (ii) HTP consumers may contact their Key Account Manager or visit Divisional Office.
  - (iii) Please note that the details of name and address in all the required documents must be same.
  - (iv) In case of joint ownership, the applicant should produce NOC from co-owners.

(We reserve the right to re-transfer the connection and security deposit to the previous consumer's name in the event of any dispute).