



INSTRUCTIONS FOR ONLINE SUBMISSION OF SWITCHOVER APPLICATION FOR DIRECT SWITCHOVER FROM OTHER UTILITY NETWORK TO TATA POWER NETWORK.

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SWITCHOVER

☐ Existing Tata Power Consumer

☒ Existing Consumer Of Other Utility

If you are a consumer of other Utility kindly select this option

Do you have your registration no. for Switchover

If "YES" kindly enter the Registration Number and click on submit. Else click "No" and Apply for Switchover.

☐ Yes ☐ No

Select Yes if you have the registration number of the request which you have saved as draft but not submitted. & Enter the registration no. as given below

Registration No. : [SUBMIT](#)

Select No if you are submitting the application for the first time.

FILL IN THE DETAILS AS GIVEN BELOW.

A. Details of Applicant and Premises	
* Name(as per bill) : <input type="text" value="ABC LTD"/>	Enter the name as per bill
* Applicant Name(in full) : <input type="text" value="VIVEK AGARWAL"/>	Enter the applicant name
Address of premises at which Supply is Required	
* Flat/Shop No. : <input type="text" value="201"/>	Enter the Address of premise as per your Electricity bill
* Building/Plot No. : <input type="text" value="B WING"/>	
* Society : <input type="text" value="SWASTIK TOWERS"/>	
* Lane Street : <input type="text" value="Aarey Colony"/>	
* Postal Code : <input type="text" value="400001"/>	
* Locality : <input type="text" value="Lokmanya Tilak Marg"/>	
* City : <input type="text" value="Mumbai"/>	
* Landmark : <input type="text" value="Near samarth hospital"/>	
* Mobile Number : <input type="text" value="9000099000"/>	Enter the Mobile Number Landline no./Email ID and PAN Number (optional)
Landline Number : <input type="text" value="0222222222"/>	
E-Mail Id. : <input type="text" value="abc@gmail.com"/>	
PAN Number : <input type="text"/>	
B. Type of Premises	
<input checked="" type="radio"/> Owned <input type="radio"/> Rented <input type="radio"/> Leave & License <input type="radio"/> Others	Select the Type of Premise whether owned/rented/leave & license
C. In case if premise is Rented/Leased by Applicant(s)	

Name : <input type="text" value="VIVEK AGARWAL"/>	Enter the address if the premise is not owned.
Flat/Gala/Shop No. : <input type="text" value="201"/>	
Building/Plot No. : <input type="text" value="B WING"/>	
Society : <input type="text" value="SWASTIK TOWERS"/>	
Lane Street : <input type="text" value="Aarey Colony"/>	
Postal Code : <input type="text" value="400001"/>	
Locality : <input type="text" value="Lokmanya Tilak Marg"/>	
City : <input type="text" value="Mumbai"/>	
Landmark : <input type="text" value="Near samarth hospital"/>	
D. Correspondence Address	
<input checked="" type="checkbox"/> Same As Above	Select same as above if the correspondence address is same.
Flat/Gala/Shop No. : <input type="text" value="201"/>	
Building/Plot No. : <input type="text" value="B WING"/>	If you wish to receive the correspondences at any other alternate address kindly enter the entire address.
Society : <input type="text" value="SWASTIK TOWERS"/>	
Lane Street : <input type="text" value="Aarey Colony"/>	
Postal Code : <input type="text" value="400001"/>	
Locality : <input type="text" value="Lokmanya Tilak Marg"/>	
City : <input type="text" value="Mumbai"/>	
Landmark : <input type="text" value="Near samarth hospital"/>	
E. E-Billing (Save Trees, Register for Paperless bills by clicking on "Yes" below.)	

☒ Yes ☐ No **To opt for Paperless bill Click Yes.**

(We promote greenolution to avoid waste of papers).

F. Other details as per your Electricity bill

* Existing Utility : **Select the existing utility RINFRA / BEST**

* Existing Utility No. : i.e., Account no. or CA no. on bill **Enter the existing utility No.**

* Meter No. : **Enter the Meter No. as mentioned on the electricity bill**

* Purpose Of Category : **Select the purpose if the supply is required for Residence, office complex etc**

* Category Of Supply : **Select the category of supply**

* I Choose Meter :

Consumption : **Enter the consumption (units) as mentioned in the electricity bill**

Connected Load : **Enter the connected load as mentioned in the electricity bill**

* Type Of Supply : **Select the phase of Supply if (Single Phase/Three Phase)**

* No. Of Meters : **Enter the no. of meters.**

Terms & Conditions :

1. To take supply of electrical energy from the Tata power co. ltd at the aforesaid premises situated within their license area, not exceeding the sanctioned load of my/our installation as stated above.
2. To be bound by the MERC (Electricity Supply Code and Other conditions of supply) Regulations, 2005 and as amended from time to time and to provide necessary security deposit as specified therein.
3. To be bound by the provisions of MERC order dated 15th Oct.2009 in Case No. 50 of 2009 pertaining to interim arrangement for Mumbai North area customer changeover by usage of network infrastructure of Existing Distribution License and any further MERC orders/regulations or otherwise regarding the same.
4. To be bound by the provisions of the Power Supply Agreement (for all sanctioned load of 50 KW/63 Kva and more) & Substation Space Agreement (where substation is required) to be executed with Tata Power.

5. To pay for the said supply at the prevailing tariff rates and also to pay the charges based on the Schedule of Charges as approved by MERC for Tata Power from time to time.

6. Customers availing supply agree to pay the necessary wheeling losses/wheeling charges as approved by MERC from time to time.

7. There are no arrears pending against the premises for which I/we have applied for power supply. If any arrears are found to be pending against the said premises, I/we shall be bound to make payment towards such arrears. Also, I/we have been informed and made aware that if any previous arrears are pending on the premises, I/we shall not receive any new connection for the said premises.

8. I/We hereby certify that the electricity installation work at premises and the party mentioned above has been carried out by me/us in full conformity with the prevailing CEA (Measures Relating to Safety and Electric Supply) Regulations, 2010 or any amendments thereof. The particulars of the installation and insulation test result obtained by me/us are given below.

☒ I/We agree to the above Terms and Conditions

Agree to the terms and conditions and then click on SAVE AS DRAFT.

SAVE AS DRAFT

SUBMIT FORM

CLEAR

CLICK ON SAVE AS DRAFT AFTER AGREEING TO TERMS & CONDITIONS. YOUR REGISTRATION NO. WILL BE GENERATED AND THEN CLICK ON SUBMIT FORM.

NOTE: IF THERE IS NO CONNECTED LOAD MENTIONED ON YOUR EXISTING UTILITY BILL KINDLY REFER THE SHEET IN THE NEXT PAGE AND ENTER THE CONNECTED LOAD AS PER THE CURRENT CONSUMPTION RANGE.

For residential category kindly follow the below chart.

RESIDENTIAL CATEGORY		RESIDENTIAL CATEGORY	
Current month Consumption in Units	Connected Load(KW) to be entered as below	Current month Consumption in Units	Connect Load(KW) entered as
Upto 80	1	1551 - 1600	31
81-135	2	1601 - 1650	32
136-200	3	1651 - 1700	33
201-250	4	1701 - 1750	34
251-300	5	1751 - 1800	35
301-350	6	1801 - 1850	36
351-400	7	1851 - 1900	37
401 - 450	8	1901 - 1950	38
451 - 500	9	1951 - 2000	39
501 - 550	10	2001 - 2050	40
551 - 600	11	2051 - 2100	41
601 - 650	12	2101 - 2150	42
651 - 700	13	2151 - 2200	43
701 - 750	14	2201 - 2250	44
751 - 800	15	2251 - 2300	45
801 - 850	16	2301 - 2350	46
851 - 900	17	2351 - 2400	47
901 - 950	18	2401 - 2450	48
951 - 1000	19	2451 - 2500	49
1001 - 1050	20	2501 - 2550	50
1051 - 1100	21	2551 - 2600	51
1101 - 1150	22	2601 - 2650	52
1151 - 1200	23	2651 - 2700	53
1201 - 1250	24	2701 - 2750	54
1251 - 1300	25	2751 - 2800	55
1301 - 1350	26	2801 - 2850	56
1351 - 1400	27	2851 - 2900	57
1401 - 1450	28	2901 - 2950	58
1451 - 1500	29	2951 - 3000	59
1501 - 1550	30		

HOW TO CALCULATE THE CONNECTED LOAD FROM CURRENT MONTH CONSUMPTION.

If the current month consumption (units) given in your electricity bill is 238 then connected load will be 4 kW

i.e any consumption (units) in the range of 201 to 250 will be 4.

Current month Consumption in Units	Connected Load(KW) to be entered as below
Upto 80	1
81-135	2
136-200	3
201-250	4
251-300	5
301-350	6

Similarly if the current month consumption is given as 75 units the connected load as per chart will be 1.

Current month Consumption in Units	Connected Load(KW) to be entered as below
Upto 80	1
81-135	2
136-200	3
201-250	4
251-300	5
301-350	6

ON CLICKING ON SUBMIT TWO FORMS WILL BE GENERATED

- 1) SWITCHOVER APPLICATION FORM
- 2) EMI LETTER

TAKE A PRINT AND SIGN ON BOTH THE FORMS. YOU WILL BE DIRECTED TO NEXT PAGE.

The screenshot displays a web application interface for a 'Switchover Application'. A modal dialog box is open, titled 'Switchover Application', with the following text: 'Your application is saved in Draft Mode You can revisit and modify later using registration no. 11'. Below this, it states: 'Once you have saved the application as draft you can click on Submit Form. (Save as draft option will enable you to revisit/submit the form anytime using registration no.)'. At the bottom of the dialog is an 'OK' button. In the background, the main application form is visible, featuring a 'SAVE AS DRAFT' button, a 'SUBMIT FORM' button, and a 'CLEAR' button. Below the dialog, a yellow banner asks: 'Do you want to open or save Switchover Filled-in Application Form.PDF from tpccrd.tpc.co.in?'. At the bottom of the page, another yellow banner provides instructions: 'On clicking on submit form two PDF's will be generated - 1) Switchover application form 2) EMI Letter. Click on Open and take a print of the form. You will be directed to document upload page.' Below this, a final yellow banner asks: 'Do you want to open or save EMI Letter.PDF from tpccrq.tpc.co.in?'.

6. That change of name/number/classification category shall not be permitted at the time or during the changeover process and the changed-over category.

7. Customers available from time to time.

8. There are no arrears pending against and made aware of premises.

9. I/We hereby certify that the above information is true and correct and we/they agree to the above terms and conditions.

Switchover Application

Your application is saved in Draft Mode You can revisit and modify later using registration no. 11

Once you have saved the application as draft you can click on Submit Form.

(Save as draft option will enable you to revisit/submit the form anytime using registration no.)

OK

SAVE AS DRAFT SUBMIT FORM CLEAR

Do you want to open or save Switchover Filled-in Application Form.PDF from tpccrd.tpc.co.in?

Open Save Cancel

On clicking on submit form two PDF's will be generated - 1) Switchover application form 2) EMI Letter. Click on Open and take a print of the form. You will be directed to document upload page.

Do you want to open or save EMI Letter.PDF from tpccrq.tpc.co.in?

Open Save Cancel


YOUR NEW CONSUMER NO. & APPLICATION NUMBER FOR SWITCHOVER WILL BE GENERATED.

APPLICATION CHARGE, SECURITY DEPOSIT & SERVICE CONNECTION CHARGES PAYABLE WILL BE DISPLAYED.

ATTACH ALL THE 5 DOCUMENTS AS MENTIONED IN THE DOCUMENT TYPE (I.E DULY SIGNED APPLICATION FORM, DULY SIGNED EMI LETTER, LATEST PAID BILL COPY, ID PROOF & OWNERSHIP PROOF)


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Business Partner : 7000020511

Consumer Number : 500000005817

Application Number : 7000010548

Your new consumer number & application/request no. will be generated
You may track the request status using application no.

Application Charge : 200.00

Service Connection Charge : 2000.00

Security Deposit : 4,000.00

Charges payable will be displayed. The estimate will be sent mentioning the charges to be paid after the feasibility check.

Note : EMI of 36/24 months will be applicable for paying the Service connection charge which will be billed in your Power Supply bill once the switchover is completed.

* Document Type : **Duly filled & signed Application form**

* Document Name :

Kindly select the document type and document name and then browse & attach the file.

Download and print the duly filled form and EMI letter.
Kindly upload the duly signed form and EMI letter along with the required documents.
All documents should be Self-attested.
Select the document type to be uploaded and then Browse/Choose file and attach.

Browse

Attach

Delete Attachment

File Name	File Type
C:\Users\Desktop\New folder\New ewr folder\New folder (2)\Scan1.PDF	application/pdf


SUBMIT Documents

Click on SUBMIT DOCUMENTS after attaching all the 5 document types.

ON CLICKING ON SUBMIT THE DOCUMENTS WILL BE UPLOADED SUCCESSFULLY. CLICK ON AGREE.

documents should be Self-attested.

Select the document type to be uploaded and then Browse/Choose file and attach.


Browse...  Attach

Delete Attachment

File Name	File Type
C:\Users\\Desktop\Combine form.pdf form: form.pdf	application/pdf

JBMIT Documents

Click on Agree for successful submission of Application




On clicking on submit button the documents will be uploaded.

Click on Ok.

And then click on AGREE

Switchover Application

Documents uploaded successfully



ON CLICKING ON AGREE THE APPLICATION WILL BE SUCCESSFULLY SUBMITTED ONLINE.

Switchover Application

Thank you for submitting the application online. You can track status using your application number by clicking on Track Request Status tab in CP.TATAPOWER.COM

On clicking on Agree your application will be successfully submitted

