

## **GUIDELINES / PROCEDURE FOR SWITCHOVER**

### **Guidelines/Procedure for availing Power Supply on direct wires of TATA Power.**

**Given below are the guidelines for consumers desirous of availing power supply on direct wires of Tata Power for their premises in the Mumbai license area:**

#### **PROCEDURE**

- 1) Eligible Applicants : a) All Existing Changeover Consumers of Tata Power and consumers of other utility in the licenced area.
- 2) Applications may be submitted online/at any of the Tata Power Customer Relation Centres.
- 3) Tata Power shall then conduct a site visit for assessment of technical feasibility for providing power supply.
- 4) Based on the feasibility report, Tata Power shall send an estimate to the consumer mentioning the applicable charges and the compliances to be fulfilled.
- 5) The applicable charges as approved by MERC as per the Schedule of Charges are as under:
  - a) Application registration and processing charges
  - b) Security Deposit
  - c) Service Connection Charges
- 6) Consumers are required to furnish all the applicable documents as per Annexure1 Herein.
- 7) Consumers can make the applicable payments at any of the Tata Power Customer Relation centres.

### **List of Documents to be Uploaded/Submitted along with the application form (Self attested)**

#### **(Annexure -1)**

1. Existing consumers of Tata Power are required to upload the duly signed application form which you have submitted online along with the duly signed EMI Letter and Latest paid bill copy (front & back side).
2. Existing Other Utility Consumers (Rinfra/BEST) to upload/submit the following documents.
  - a) Duly signed Application form. (stamp incase of organization)
  - b) Proof of Ownership OR Occupation of Premises (As per Annexure 2)
  - c) Proof of Identity (As per Annexure 3)
  - d) Front & Reverse side copy of fully paid latest electricity bill
  - e) Duly signed EMI Letter (stamp incase of organization)
3. Power Supply Agreement in case of load of 50 Kw/ 63kVA and above as per Tata Power Format (to be submitted before energizing)
4. All documents are to be self-attested by the consumer.

5. Photocopy of the latest paid R-infra energy bill (front & reverse)

### **(Annexure -2)**

Proof of Ownership OR Occupation of Premises (Any one of the following)

- a) Aadhar Card (for Residential Consumers only)
- b) Ration Card (for Residential Consumers only)
- c) Voter ID Card (for Residential Consumers only)
- d) Passport (for Residential Consumers only)
- e) Purchase / Sale Agreement with Builder /Previous Owner
- f) Owners NOC with Leave & License / Lease (Agreement if applicant is not premises owner)
- g) Society Share Certificate / Maintenance Bill or Receipt
- h) MCGM / MBMC Property Tax Bill / Receipt
- i) Govt. Issued Property Card or 7/12 Extract (Issued within 6 months) / IOD
- j) MIDC / SEEPZ Order / Letter of Allotment /Approval Lease Agreement
- k) Society Registration Certificate for Common Services like Lift, Staircase, Water pump, etc.
- l) Any other suitable document

### **(Annexure -3)**

Proof of identity (Any one of the following)

- a) Aadhar Card
- b) Voter's ID Card
- c) Passport
- d) Driving License
- e) Photo Pass (Recognized Organization Photo Identity Card)
- f) Sr. Citizens Identity Card issued by Govt. Collector / Govt. Authorized Photo
- g) Photo ID in Purchase / Sale Agreement
- h) Any other suitable document