

## Undertaking for Change of name

To,  
**The Senior Manager,**  
**Distribution Customer Services,**  
**The Tata Power Company Limited,**  
**Dharavi Receiving Station,**  
**Near Shalimar Industrial Estate,**  
**Matunga, Mumbai - 400 019.**

Affix Passport size photograph  
and sign across

Note: Please do not staple the photograph

**Dear Sir,**

I, \_\_\_\_\_, aged \_\_\_\_ years, R/o \_\_\_\_\_ do hereby state on oath and undertake as under:

1. That I am occupying the premises at abovementioned address (hereinafter referred to as 'said premises') (address at which the supply is connected), wherein you have provided supply vide Account no \_\_\_\_\_, meter number \_\_\_\_\_.
2. The connection is in the name of the builder/ occupant/previous tenant/owner. I am the tenant/ occupant/owner of the premises by virtue of documents submitted as mentioned at para 3 below. I, confirm that I have the full authority to occupy the said premises.
3. That I am submitting the following documents in support of my occupancy of the said premises
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
  - iv) \_\_\_\_\_
4. I state that I have submitted all true and valid documents.
5. I further state that I am the sole occupant / owner of the above premises for which the above mentioned meter is connected and the supply is used exclusively for the above premises. I also state that I am not receiving supply at the above premises through any other meter.
6. I affirm that the contents herein above are true and correct and confirmed by me with free will without any coercion or force, in full conscious and not under any influence of intoxication. I further affirm that I have not given any false information or withheld any information to mislead the Tata Power Company or provide any false or forged documentary proofs. 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 or found to be false, The Tata Power Co. Ltd. reserves the right to take appropriate actions, including re-transferring the connection in the name of present registered consumer(s).  
 I hereby indemnify and keep the Tata Power Company limited indemnified forever against the losses, damages, adverse claims, litigation or any other liability financial or otherwise which The Tata Power Company limited is subjected to by reason of any dispute, difference, litigation etc. on account of the transfer of the above connection to my name.
7. I also undertake to make payment to The Tata Power Co. Ltd. of all loss, damages, claims, debits due and payable etc. with respect to the present registered consumer that may arise at a subsequent date.
8. I undertake that the new bills issued after the change in name is effected by the Tata Power Co. Ltd. will not under any circumstances be deemed to be and/or used as a proof of title or ownership or possession of the said premises for any purposes in law or otherwise.
9. This Undertaking will be binding on me and my heirs, executors and administrators.

Mumbai  
 Dated:

Name and Signature :

## Procedure for Registration of Change of Name

### Documents required:

- 1) Change of name application form duly filled & signed with Photograph
- 2) Undertaking with required personal details and photograph affixed. (Draft attached)( SD included)
- 3) Copy of latest paid electricity bill (in respect to premises, for which the application for change of name is given).
- 4) Application processing fees of Rs.50/- (by way of cheque) in favor of "The Tata Power Co. Ltd". Also, the security deposit, if the existing security deposit is not transferred in the name of person applying for change of name.  
Existing Security deposit can be transferred, if the applicant can produce receipt of Security deposit and No Objection Certificate from the registered Consumer is furnished or Bank Statement. (Either NOC or Bank Statement is mandatory)
- 5) Original NOC / Consent letter from the transferor (registered Consumer) to transferee (applicant). If this is not possible, then NOC/ Consent letter as the case may be from
  - i) Owner or
  - ii) Registered / proposed housing society or
  - iii) Builder or
  - iv) Industrial Society
- 6) For cross verification of signatures (signatures of applicant or registered consumer or owner etc.), every application should enclose signature proof (PAN card or driving license or Bank letter verifying Signature etc.)
- 7) In cases, where the change of name is applied and where the load is 50 kW & above, the applicant has to sign fresh Power Supply Agreement.

### For the purpose of documentary evidence

(Please bring required original documents and one photocopy. After verification by the concerned official, we will retain photocopies of the documents. Please note that agreements/sale deed should be necessarily registered).

### I. Ownership

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

1. Self Attested copy of Registered Agreement / purchase / sale deed with the present Registered Consumer or erstwhile Owner (if the registered consumer is not the owner) OR  
Self Attested copy of Share certificate of Registered Society.
2. NOC / Consent letter from the transferor (registered Consumer) to transferee (applicant)<ORIGINAL>  
In case where NOC/ Consent letter from the registered Consumer cannot be made available as mentioned herein above, NOC from the owner.  
In case either of the above could not be obtained, in such scenario as the case may be, NOC from Registered Housing/ Industrial Society (on Society letter head and duly stamped)<ORIGINAL>

#### **B. Unregistered Housing Societies:**

1. Self Attested copy of Registered Agreement / purchase / sale deed with the present Registered Consumer or erstwhile owner
2. NOC / Consent letter from the transferor (registered Consumer) to transferee (applicant)<ORIGINAL>  
If the above is not possible, as the case may be NOC from Owner/ Developer / proposed Society on letter head and duly stamped.

#### **C. Bungalow Type:**

1. Self Attested copy of Registered Agreement / purchase / sale deed with the present Registered Consumer or erstwhile owner.
2. Original NOC / Consent letter from the transferor (registered Consumer) or erstwhile owner to transferee (applicant)<ORIGINAL> OR
3. Property tax receipt in the Applicant's Name

### II. Rental

1. Attested copy of Registered Lease agreement or registered Leave and License agreement.
2. Original NOC from the present Registered Consumer / Society in originals (along with a photo ID proof of signatory for signature verification).
3. Original NOC from the landlord in original (along with a photo ID proof of signatory for signature verification).

### Premises on Pagdi

1. Registered document/Latest Rent receipt in the name of applicant (not older than 3 months) (Originals for verification)
2. Original NOC from Landlord (along with a photo ID proof of signatory for signature verification)
3. Ownership proof of the Landlord

### III. Death of Resident

1. Attested copy of 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 / Self attested copy of the Transferred Share Certificate.
3. Photo ID proof of registered consumer for signature verification

### IV. Shacks / Slums / Chawls

1. Attested Copy of the Sale deed/Agreement for Sale with registered consumer (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) OR
2. Photo pass/ Attested copy of the allotment letter from Government authorities as the case may be.
3. If clause no. 1 and 2 are not possible, then NOC / Consent letter from owner / builder/ in case of chawl owner/chawl committee. (along with a photo ID proof of signatory for signature verification)
4. Ration Card.
5. Photo pass/ Election Card (may vary case to case)

### V. Commercial category

1. Attested copy of Documentary evidence in support of lawful occupancy (Sale deed/Agreement for Sale/Leave and License/Lease Deed)
2. Attested copy of Company's Registration Certificate/Partnership deed.
3. Consent letter from existing consumer agreeing to change of name and if this is not possible, then Consent letter from the Owner of the premises.
4. Memorandum/Articles of Association in case of modification of name by the same consumer / Attested Copy of Fresh Incorporation Certificate
5. NOC from Mumbai Municipal Corporation/ Shops and Establishment's license in applicant's name.
6. Board resolution for authorized signatory (if Company)

### VI. 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).
2. Attested copy of Society registration certificate.
3. Resolution authorizing the office bearers to sign on behalf of Society. This resolution should be on the letter head of the society and duly stamped and certified. (original)

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

1. Attested copy of Allotment letter from MHADA and latest paid Society maintenance receipt OR
2. If the allottee has sold the said premises, then in that case registered agreement and MHADA transfer allotment letter and latest paid Society maintenance receipt

### VIII Slum Rehabilitation cases

1. Attested copy of Developers (SRA approved developers) allotment letter &
2. Attested copy of SRA authority letter in the name of consumer &
3. NOC from developer duly signed and stamped (Original)

### **Note:**

1. Please note that the details of name and address in all the required documents must be same.
2. In case of joint ownership, the applicant should produce NOC from co-owners or the joint owners name will be added in the power supply bill in this case the joint owners signature on the form is mandatory.
3. Applicant has to visit in person to submit the application. In case the applicant is unable to submit the application in person, he/she has to submit the same through an authorised person duly authorised by a letter of authority having the specimen signature of the representative.
4. Self-attestation to be done in Blue ink only.

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