

Online Application Process for Change of Name*

Your step by step guide for Online Change of Name process.

For getting an Online Change of Name on existing electric connection of your premises, just follow the steps given below which covers the entire process of filling in application, how to make payment of Charges and submission of application.

Step 1:

Filling up Online Application Form:

Before filling up the form take printout of necessary letters like “Letter of undertaking”, “Consent letter/NOC of Transferor” and optional letter like “Authority letter” from our website “www.bestundertaking.com (List of Annexures required) Fill the same and scan in PDF format with other necessary documents. Keep the documents (in PDF format and less than 1MB in file size), photo and Signature (in JPG/JPEG format less than 10 KB in file size) ready for uploading.

Now select the option “Change of name” from “Select Request Type*”. Enter 9-digit consumer numbers in “Enter Consumer Number: *” field. Then click on Search button. Existing consumer’s details with power supply address will appear on the screen.

Fill up mandatory details such as “*New Applicant Name**” (in BLOCK LETTERS), “*Email ID**” and “*Mobile number**”. As well as optional field such as “*Organization name*” and “*Phone number*” in “Application Details”.

Fill up/Select mandatory details such as “*Purpose of supply**”, “*Purpose of supply-Subtype**”, “*Supply at Premises is disconnected**”, “*Date of Occupation/Allotment of premises**”, “*Latest address of existing consumer **”, “*Contact Number of existing consumer**” As well as optional field such as “*Precise Description of Purpose of Supply*”.

Upload Photo of Applicant, Latest paid electricity bill of premise, Signature of Applicant (In case of a firm or Company to be appropriately Rubber stamped with name of the firm/company and official status of the person signing the form to indicate in what capacity he has signed) and necessary

letters and Identity proof at appropriate place in *“List of documents to be uploaded”* as shown on the online application screen.

Select *“Type of premises”* and as instructed in the list, upload the necessary document.

As per received NOC or CONSENT from transferor select *“Type of case”* in *“Security Deposit details”* as *“Transfer SD”* or *“Nontransfer SD”*.

The amount of Processing Fee and Security Deposit Amount with total amount appears in the online application form when *“Type of case”* in *“Security Deposit details”* is entered by the applicant

After filling all the mandatory fields generate OTP and update OTP code received on mobile through SMS and validate. Accepting the terms and conditions by selecting *“Yes”*, submit the Application and Confirm.

Step 2:

Online Payment of Charges:

*After submission of online application, new page of payment is appears. Applicant needs to make the online payment by selecting proper mode of payment, like card payment (Credit Card/Debit Card) /Net payment (NEFT, RTGS). After making online payment and confirmation of amount, the Receipt of payment is displayed. The applicant can save/print the Receipt and also can take the print of the application on A4 size white paper. Applicant will get a confirmatory SMS of receipt of fees for Online application of *“Change in Name”* with Application number.

In case of error / system log out while making payment, applicant can go back to payment step by clicking the link *“Click for Payment”* given at the beginning of the application form and make payment.

Applicant should retain the Application Number. Applicant can track the status of application process on our Website www.bestundertaking.com by entering the application number.

Completed Online Applications are verified and registered in our system with Application ID and is intimated to the Applicant through SMS to track the application.

Information about Mandatory Letters and documents

Applicant will be required to upload letters, documents and self-attested photocopies of some documents while filling Application form.

- 1) Latest Paid Electricity Bill
 - 2) Annexure – I: - Undertaking of new consumer for Change of Name.
 - 3) Annexure – II: - Consent Letter / N.O.C. of transferrer with Proof of Identification of transferrer.
 - 4) Annexure – III: - Authority Letter (optional)
- Annexure I & II are mandatory.

If the applicant is not able to come personally, he/she may send another person with duly signed authority letter as per Annexure-III. With Proof of Identification of authorized person.

Documents Required for Change of Name

Type of Premises*

Ownership	A. Consent letter/ NOC from Transferor for Change in name. (Annexure-III) In absence of A B. Registered Purchase Agreement / Sale Deed / Partition Deed deed OR Share Certificate of registered society in the name of applicant OR Latest monthly maintenance receipt in the name of applicant
Rental / Lease / Pagadi System	A. Consent letter / NOC from Transferor for change in name. In absence of A B. Latest rent receipt (within one-year time) in the name of applicant duly discharged by owner / landlord of the premises OR Registered or Notarized Tenancy Agreement OR Lease Agreement OR Leave and License agreement had between applicant and original consumer / Landlord

<p>DEATH OF REGISTERED CONSUMER</p>	<p>Latest rent receipt (within one-year time) in the name of applicant duly discharged by owner / landlord of the premises OR Share Certificate of registered society in the name of applicant OR Registered or Notarized Tenancy Agreement OR Succession certificate OR Details of “Family Tree” along with contact numbers/ mobile numbers duly notarized along with consent / NOC from all legal heirs for change in name of Electric connection in the name of applicant. OR Certified copy of Will/Inheritance in the name of applicant</p>
<p>SHACKS / SLUMS</p>	<p>A. Consent letter / NOC from Transferor for change in name. In absence of A B. Zopda Photo pass issued by competent authority. OR B. Latest rent receipt (within one-year time) in the name of applicant duly discharged by owner / landlord of the premises OR Sale deed OR Survey Slip</p>
<p>QUARTERS</p>	<p>Quarters allotment letter in the applicant’s name</p>
<p>FOR COMMON AMENITIES BELONGING TO REGISTERED COOPERATIVE HOUSING SOCIETIES (e.g. Lifts, Water Pumps & other common facilities).</p>	<p>A. Consent letter/NOC from Transferor for change in name. In absence of A. B. Registered Society’s request on their letterhead (duly stamped and signed by either of the office bearers). Along with Copy of conveyance deed and Transfer Deed with Developer. OR NOC issued by concern Developer</p>

Non-Residential consumer	<p>Consent letter / NOC from Transferor for change in name</p> <p>And</p> <p>Industrial Premises license issued by competent authority</p> <p>OR</p> <p>Shop and establishment license</p> <p>OR</p> <p>Companies registration certificate</p> <p>OR</p> <p>Partnership deed.</p>
FOR MHADA/SRA CASES	<p>A. Consent letter / NOC from Transferor for change in name along with NOC from MHADA/SRA authority for change in name</p> <p>In absence of A.</p> <p>B. Allotment letter / Transfer letter along with latest maintenance. receipt issued in the name of applicant by MHADA/SRA/ Manager BDD, BIT Chawl-Bldg</p> <p>OR</p> <p>B. Registered Purchase Agreement / Sale Deed / Partition Deed deed</p> <p>OR</p> <p>Share Certificate of registered society in the name of applicant</p>
The Change of Name is required because of Amalgamation / Merger as per the provision of Companies Act 1956	<p>1) Certificate of incorporation issued by the Registrar or copy of High Court Order.</p>
Applicant himself has changed his name	<p>1) Affidavit/ Gazette Notification.</p> <p>And</p> <p>ii) Rent Receipt/ Maintenance receipt by new name.</p>

References

The list of Customer Care Departments:

WARD NAME	WARD ADDRESS	WARD PHONE NUMBER
A (South)	Electric House, 1st Floor, Colaba, Mumbai-400001	022-22799518/22799514
B (South)	Grd Floor, BEST Bhavan, BEST Marg, Colaba, Mumbai-400001	022-22799546
C (South)	Vidyut Bldg., 3rd Floor, Opp.G.T.Hospital, Pathakwadi, Mumbai- 400002	022-22078736
D (South)	New Administrative Bldg,3rd Flr,Tardeo Complex,Nr Navjeevan Society,RS.Nimkar Marg,Tardeo,Mum-400008	022-23026736
E (North)	2nd floor, Printing Press Building, Mumbai Central Depot, Morland Road, Mumbai - 400 008	23002597 Extn.560 23002569
F/N (North)	New Ancilliary Bldg.,Wadala Bus Depot, 6th Floor, Opp. Ambedkar College, Wadala, Mumbai-400031	022-24173599 Ext-754
F/S (North)	New Ancilliary Bldg.,Wadala Bus Depot, 3rd Floor, Opp. Ambedkar College, Wadala, Mumbai-400031	022-24127599 EXT -724 / 771
G/N (North)	Transportation Engineering Bldg., 2nd Floor, Tilak Road, Dadar, Mumbai-400014	022-24146262 Ext-522
G/S (North)	New Ancilliary Bldg.,Wadala Bus Depot, 4th Floor, Opp. Ambedkar College, Wadala, Mumbai-400031	022-24194521 EXT-521
SIMHA Dept.	New Ancilliary Bldg.,Wadala Bus Depot, 5th Floor, Opp. Ambedkar College, Wadala, Mumbai-400031	022-24127599 Ext-606

*You can also search respective Customer Care Department through the search option by entering your consumer no. in home page of our website.

For Change of Name cases the charges such as Requisition Fee, & Security Deposit appears on Online Application form upon updating, "Type of case" like Transfer SD or Nontransfer SD.

Find the Information of Requisition fee

REQUISITION REGISTRION FEES CHART		
Sr.No.	Type of Consumer	Amount in (Rs.)
1	L.T.Single phase supply	50
2	L.T.Three phase supply	50
3	H.T.Single Supply	100

Information about calculation of New Security deposit

Following method is used to calculate new security deposit

In normal case New Security deposit will be calculated as

"Average of Current Bill amount" of last 12 months of Existing account.

Consent/NOC received from transferrer to new applicant, in two different type.

- 1) Nontransfer SD: - Consent/NOC for only Change of Name without transferring Old/Existing account's security deposit to applicant's new account and treated as "Nontransfer SD" case.

Security deposit of Applicant New Account = New Security deposit

In this case new applicant need to pay New Security deposit plus requisition fees.

Example: New security deposit calculated from system is Rs. 1000/-

In this case new applicant need to pay Rs. 1000/- as New Security deposit plus requisition fees

2) Transfer SD: - Consent/NOC for Change of Name as well as specific Consent/NOC for transferring Old/Existing account's security deposit to applicant's new account and treated as "Transfer SD" case.

a) If Security deposit amount of Old/Existing account is greater than or equal to **New Security deposit**, in this case Security deposit of Applicant New Account is same as Security deposit amount of Old/Existing account

Security deposit of Applicant New Account = **Old Security deposit**

In this case new applicant need to pay only requisition fees.

Example: New security deposit calculated from system is Rs.1000/-
Old/Existing Account SD is Rs.1500/-

Security deposit of Applicant for New Account = Rs.1500/-

b) If Security deposit amount of Old/Existing account is less than **New Security deposit**, in this case Security deposit of Applicant's New Account is same as Security deposit amount of Old/Existing account plus difference of **New Security deposit, and Old Security deposit**. Total which is same as New Security deposit.

Security deposit of Applicant for New Account = **Old Security deposit + (New Security deposit- Old Security deposit)**

In this case new applicant need to pay only requisition fees. Plus, difference of **New Security deposit, and Old Security deposit**.

Example: New security deposit calculated from system is Rs. 1000/-
Old/Existing Account SD is Rs.750/-

Security deposit of Applicant New Account = $750 + (1000-750)$
= $750 + 250$
= 1000

In this case new applicant need to pay requisition fees, plus Rs. 250

End

