



TATA POWER-DDL

# LIST OF REQUISITE DOCUMENTS FOR NAME/CATEGORY/LOAD CHANGE

**NOTE:** All documents should be either scanned from original or from self-attested photocopy of original by applicant.

Common documents for name/load/category	
1	Attribute Change Form
2	Passport Size Color Photo
3	Identity Proof (any of the following document)
	i Voter ID Card
	ii PAN Card
	iii Passport
	iv Driving License
	v Govt. Issued ID Card

**Documents required (apart from abovementioned) in Name change with or without load/category change.**

## **MAIN SCENARIO**

*Note: In all name change cases, linkage of registered consumer with current applicant is required through ownership document (e.g. If presently, connection exists in the name of Mr. Lokesh and name change is required in the name of Mr. Shyam. Documents for linkage of Mr. Lokesh and Mr. Shyam shall be required).*

(1) Owner as Applicant	
1.1	Applied as an individual/Co-owner of property
1.2	Applied as legal heir and is an owner/co-owner of property
1.3	Applied for (a) Govt. flat or, (b) DDA flats
1.4	Applied for Agriculture Connection (Tube well/Kutti cutting/Threshing)
1.5	Applied for Industrial connections(in Pvt. Ltd Firm or Partnership Firm) and in the name of Firm/Individual (same owner)
1.6	Applied for Servant Quarter/Garage in the name of Original Allottee or owner (if garage sold separately)

(2) Title through NOC by owner(s)	
2.1	Applied by Tenant/Individual
2.2	Applied by the legal heir who is not the owner/co-owner & owner has expired.
2.3	Applied for Industrial connections(in Pvt. Ltd Firm or Partnership Firm) and in the name of Firm /Individual (different owner)
2.4	Applied for Servant Quarter/Garage in the name other than allottee
2.5	Applied for Mobile Tower - <b>G&amp;I</b>

<b>(3) Connection for Common Services</b>	
<b>3.1</b>	Applied in the name of RWA Society/Association (for Common Services)
<b>3.2</b>	Applied for Parking/Lift connections/Staircase Lighting/Compound Lighting (private/unregistered consumer)
<b>3.3</b>	Applied for Street Light - <b>G&amp;I</b>

<b>(4) Outdoor connections</b>	
<b>4.1</b>	Applied for Government taken up construction projects
<b>4.2</b>	Applied For Advertisement/hoardings/Bus shelters
<b>4.3</b>	Applied for weekly market in the name of association
<b>4.4</b>	Applied for Tehbazari/Khoka (Single Shop)

<b>(5) Areas in lieu of Ownership proof</b>	
<b>5.1</b>	Applied in Delhi Cantt. Area (for both DL & NL connection)
<b>5.2</b>	Applied in JJ clusters/colony/Resettlement colony/Juggis (with SCG index No.)
<b>5.3</b>	Applied in Village area/Lal Dora area /Katra area
<b>5.4</b>	Applied for Religious Purpose

## **DETAILED DOCUMENT MATRIX BASED ON ABOVE MENTIONED SCENARIOS**

<b>1. Owner as Applicant</b>		
1.1	Applied as an individual / Co-owner of property	<b><u>Ownership Proof of applied address:</u></b> (Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certf./Khatoni/Bank Sale Certificate)
1.2	Applied as legal heir and is an owner/co-owner of property	(i) <b><u>Ownership Proof of applied address:</u></b> <b>(Registered or Notarized Will/Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certf./Khatoni)</b> (ii) Death Certificate reqd. of testator (if only Registered or Notarized Will is submitted)
1.3	Applied for: (a) Govt. flat (b) DDA flat	<b><u>Ownership Proof of applied address:</u></b> (a) Allotment Letter by Govt. Dept. (b) Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Allotment letter/Possession letter /Bank Sale Certificate

1.4	Applied for Agriculture Connection (Tube well/Kutti cutting/Threshing)	<p>(i) <b><u>Ownership Proof of applied address:</u></b> (Registered Sale Deed/Registered or Notarized GPA/Khatoni/Khasra-Girdwari/Lal Dora Certificate/Gram Sabha Letter.)</p> <p>(ii) NOC from DJB/BDO</p>
1.5	Applied for Industrial connections(in Pvt. Ltd Firm or Partnership Firm) and in the name of Firm/Individual (same owner)	<p>(i) <b><u>Ownership Proof of applied address:</u></b> (Registered Sale Deed/Registered or Notarized GPA/Allotment Letter/Possession Letter/Registered Conveyance Deed/Khatoni/Khasra-Girdwari/Lal Dora Certificate/Gram Sabha Letter either in the name of firm/Co. or in the name of individual.)</p> <p>(ii) <b><u>Original Factory license required for Non-Conforming Industrial areas.</u></b></p>
1.6	Applied for Servant Quarter/Garage in the name of Original Allottee or owner (if garage sold separately)	<p><b><u>Ownership Proof of applied address:</u></b> Allotment / Possession Letter of original flat/Registered Sale Deed/Registered or Notarized GPA.</p> <p><b><u>(If garage no. is not mentioned in allotment letter then NOC required from RWA/Group housing society committee).</u></b></p>

2. Title through NOC by owner(s)		
2.1	Applied by Tenant/Individual	<p>(i) <b>Ownership Proof of applied address:</b> (Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certf./Khatoni/Bank Sale Certificate)</p> <p>(ii) NOC from landlord/owner for applied address (Annex.1)</p>
2.2	Applied by the legal heir who is not the owner/co- owner & owner has expired.	<p>(i) <b>Ownership Proof of applied address:</b> <b>(Registered or Notarized Will/Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certf. /Khatoni).</b></p> <p>(ii) Death Certificate reqd. of testator (if only Registered or Notarized Will is submitted)</p> <p>(iii) Legal Heir NOC (Annex. 2)</p>
2.3	Applied for Industrial connections(in Pvt. Ltd Firm or Partnership Firm) and in the name of Firm/Individual (different owner)	<p>(i) <b>Ownership Proof of applied address:</b> Registered Sale Deed/Registered or Notarized GPA/Allotment Letter/Possession Letter/Registered Conveyance Deed/Khatoni/Khasra-Girdwari/Lal Dora Certificate/Gram Sabha Letter either in the name of firm/Co. or in the name of individual.</p> <p>(ii) NOC from the owner(s) in favor of applicant required. (Annex.1)</p> <p>(iii) Resolution in favor of signing authority (if applicable)</p> <p><b>(iv) Original Factory license required for Non-Conforming Industrial areas.</b></p>
2.4	Applied for Servant Quarter/Garage in the name other than allottee	<p>(i) <b>Ownership Proof of applied address:</b> Allotment / Possession Letter of original flat/Registered Sale Deed/Registered or Notarized GPA.</p> <p>(ii) NOC from original allottee (Annex.1)</p> <p>(iii) <b>(If garage no. is not mentioned in allotment letter then NOC required from RWA/Group housing society committee).</b></p>
2.5	Applied for Mobile Tower - G&I	<p>(i) <b>Ownership Proof of applied address:</b> (Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certificate/Khatoni/Bank Sale Certificate)</p> <p>(ii) NOC from landlord/owner for applied address (Annex.1)</p> <p>(iii) Lease agreement between landlord and Co.</p> <p>(iv) Current List of directors/partners</p> <p>(v) Authorization letter in favor of signing authority.</p> <p>(vi) MOA</p>

3. Connection for Common Services		
3.1	Applied in the name of RWA Society/Association (for Common Services)	(i) List of Committee Members (ii) Authority letter in favor of signatory authority on RWA letter head mentioning the purpose of connection. (iii) Indemnity Bond in lieu of ownership (Annex. 5) <b>Note:</b> DL-NH rate category will be issued only.
3.2	Applied for Parking/Lift connections/Staircase Lighting/Compound Lighting (private/unregistered consumer)	<b>Ownership Proof of applied address (any floor):</b> Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certificate/Bank Sale Certificate.  <b>(Property papers of any floor can be accepted if rights for usage of parking is mentioned in documents also).</b>
3.3	Applied for Street Light - <b>G&amp;I</b>	Govt. issued covering letter with purpose of connection with location address.

4. Outdoor connections		
4.1	Applied for Government taken up construction projects	(i) Ownership Proof of applied address: Tender Acceptance Letter/Offer Letter/Letter of Commencement. (ii) Resolution in favor of Signing Authority from all directors/partners.
4.2	Applied For Advertisement/Hoardings/Bus shelters	(i) Ownership Proof of applied address: Allotment Letter/Offer Letter/Letter of Commencement. (ii) Resolution in favor of Signing Authority from all directors/partners.
4.3	Applied for weekly market in the name of association	(i) <b>Ownership Proof of applied address:</b> MCD Allotment Letter in the name of association for applied market. (ii) MCD roaster plan required. (iii) Resolution in favor of Signing Authority from all members.
4.4	Applied for Tehbazari/Khoka (Single Shop)	<b>Ownership Proof of applied address:</b> MCD Allotment Letter / MCD Challan Receipt in the name of applicant for applied tehbazari/ shop/khoka address. <b>Note:</b> NL permanent connection to be given for permanent structure OR, NL temporary connection to be given for temporary structure.

5. Areas in lieu of Ownership Proof		
5.1	Applied in Delhi Cantt. / Areas in absence of ownership proof (for both DL & NL connection)	<b>Ownership Proof of applied address:</b> Allotment/Possession Letter OR Indemnity Bond in lieu of ownership as per Tata Power-DDL format (Annex. 5) along with Same address ID proof
5.2	Applied in JJ clusters/colony/Resettlement colony/Juggis (with SCG index No.)	<b>(i) Ownership Proof of applied address:</b> - Same Address ID proof. - In absence of same address ID proof, SCG Undertaking (Annex.13) reqd. <b>(ii) JJ insurance form with Nominee details</b>
5.3	Applied in Village area/Lal Dora area /Katra area	<b>Ownership Proof of applied address:</b> Same address ID proof/Lal Dora Certificate/ Khatoni/Khasra-Girdwari/Lal Dora certificate/Indemnity Bond in lieu of ownership proof (Annex.5)
5.4	Applied for Religious Purpose	<b>(i) Ownership Proof of applied address:</b> Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Cert./Khatoni/Bank Sale Certificate/ Indemnity Bond in lieu of ownership as per TPDDL format (Annex. 5) <b>(ii) List of Committee Member(s)</b> <b>(iii) Authority letter in favor of authorized signatory.</b> <b>Note:</b> Connection to be released in the name of Mandir/Masjid/Gurdwara/Church etc. [Category: "DL- ML"]

**In case, any further information is required; you may call on our 24X7 Toll Free Sampark Kendra number: 19124**