

List of Documents

Annexure A

Documents for Changeover / Switchover / New Connection		Document for LOAD EXTENSION / LOAD PRODUCTION	Documents for METER SHIFTING PROCESS		
Ownership/Premises Occupation Proof (Any one of the following)	Documents related to Power (As applicable)				
<ul style="list-style-type: none"> Aadhar Card (For Changeover/Switchover Residential Consumers only) Society Share Certificate / Maintenance bill or Receipt / Society Letter (Applicable for Changeover Applicants) Society Registration Certificate for common services like Lift, Staircase, Water pump, Etc. Owners NOC with leave & license / Lease agreement (If applicant is not premises owner) MCGM/MEMC Property Tax bill/Receipt MITL Order / Letter of Allotment/ Approval Lease Agreement Govt. Issued Property Card of 7/12 Extract/IOD Purchase / Sale agreement with builder / Previous owner Passport (for Residential Consumers only) 	<ul style="list-style-type: none"> Location Map & Plot Plan of site (for new projects) Approved Plan by relevant authority (for New Project) Power Supply Agreement (for every meter where sanctioned Load >=50 KW/63 KVA) (Single copy for LT Consumer Two copy for HT Consumer) Past of online Application. Sub-station Space Agreement from Property Developer (If S/s is created within the premises. Work completion & Test report (for each meter) to be submitted on request on later date. Electricity Duty exemption eligibility Certificate (if applicable) Photocopy of latest energy bill (front & back side) (for changeover application) Written application on society letter head with sign and stamp (for society common services like Lifts, Staircase, Water Pump, Etc.) 	<ul style="list-style-type: none"> Copy of latest Electricity bill duly paid Work completion & Test Report duly certified by Licensed Electrical Contractor Online Power supply application signed by both parties for sanctioned Load of 50 KW (67 HP/63 KVA) and more. For consumers having sanctioned Load less than 50 KW. this application form shall constitute as the agreement. Substation Agreement NOC from Directorate of Industries 	<ul style="list-style-type: none"> Copy of latest Electricity bill duly paid Layout plan showing the existing and proposed location for shifting of service / meter in the premises In case the applicant's premises is on rent/ lease, please attach copy of the 'NOC' from the owner of premises. Work Completion Test Report. 		
				Document FOR Contract Demand Extension/ Reduction	Documents for Category Change
				Copy of latest electricity bill duly paid	Work Completion Test Report <ul style="list-style-type: none"> NOC from the society for change tariff category (In Resi & Commercial cases) Gumasta license / practicing certificate (in case of CA / Dr.) / Common service certificate (Lift, staircase, water pump, etc.) NOC from Directorate of Industries MCGM permit for Industrial Load. (In case of industrial consumer). Latest paid bill copy.
				Document for Change of Name	
				Identity & Signature proof (Any one of the following)	Other documents (if applicable)
		<ul style="list-style-type: none"> PAN card of Company / Society & authorized signatory. Passport/ Driving license/ Voter's Identification card/Adhar Card 	<ul style="list-style-type: none"> For Company Board resolution & company registration certificate For Partnership firm - Partnership deed (Last four pages) & pan Card copy Death of resident - Transferred ration card & NOC along with sign proof of legal heir For joint owners- In case single applicant, co-owner NOC required In case of thumb impression, notary require. All documents should be self-attested. In case of registered agreement or share certificate, previous owner's NOC is not required & fresh SD needs to be paid. Previous owner's NOC require. 		
Identity Proof (Any One of the following)		Ownership proof (Any one of the following)			
<ul style="list-style-type: none"> Voter's Identification Card Aadhar Card Passport Photo pass (Recognized Organization Photo Identity Card) Collector/Govt. Authorized Photo ID Driving License PAN Card 		<ul style="list-style-type: none"> Registered agreement / Share certificate (For Registered society/Commercial unit) Registered lease agreement Registered society / Commercial unit) (For Society registration certificate & authorized person ID (For society common services) 			