

(REQUIRED DOCUMENTS FOR NAME CHANGE AND NEW CONNECTION)

1. **SELF ATTESTED COPY OF ID PROOF: (ANY ONE)**
 1. ELECTORAL IDENTITY CARD
 2. PASSPORT
 3. DRIVING LICENCE
 4. PHOTO IDENTIFY CARD ISSUED BY GOVERNMENT AGENCY
 5. PAN CARD
 6. AADHAR CARD
2. **SELF ATTESTED COPY OF PROOF OF OWNERSHIP/OCCUPANCY: (ANY ONE) (LATEST OF LAST 2 YEARS)**
 1. REGISTERED SALE DEED
 2. REGISTERED LEASE DEED (WITH NOC BOND OF PREMISES OWNER)
 3. MUNICIPAL/PANCHAYATH TAX RECEIPT OR DEMAND NOTICE OR OTHER RELATED DOCUMENT
 4. COPY OF THE HOUSE REGISTRATION CERTIFICATE ISSUED BY THE PANCHAYATH/OWNERSHIP CERTIFICATE ISSUED BY REVENUE AUTHORITIES
 5. ANY OTHER OWNERSHIP RELATED DOCUMENT ISSUED BY LOCAL GOVERNMENT AUTHORITY
 6. KHASRA/KHATAUNI / KHATA NAKAL/ 1&14 NAKAL
3. **IN CASE OF HT / LTI CONNECTION:**
 1. PROJECT REPORT
 2. REGISTRATION FROM INDUSTRIES DEPARTMENT
 3. GST REGISTRATION CERTIFICATE AND INCORPRATION CERTIFICATE
 4. INDUSTRIAL LICENSE / FACTORY LICENSE
 5. COMPANY PAN CARD
4. **IN CASE OF TENANT:**
 1. NOC OF LANDLORD WITH PROOF OF OWNERSHIP OF PREMISES ALONG WITH LANDLORD'S FULL NAME AND ADDRESS
5. **IN CASE OF PARTNERSHIP FIRM:**
 1. PARTNERSHIP DEED AND AUTHORIZATION IN THE NAME OF THE APPLICANT AND THEIR ID PROOF
6. **IN CASE OF PUBLIC/PRIVATE LTD FIRM:**
 1. MEMORANDUM AND ARTICLE OF ASSOCIATION, CERTIFICATE OF INCORPORATION AND AUTHORIZATION IN THE NAME OF THE APPLICANT THEIR ID PROOF
7. **IN CASE OF COOPERATIVE GROUP HOUSING SOCIETY:**
 1. CERTIFIED COPY OF REGISTRATION OF THE COOPERATIVE GROUP HOUSING SOCIETY AND SOCIETY PAN CARD
 2. SOCIETY RESOLUTION LETTER
8. **IN CASE OF A PROPRIETARY FIRM:**
 1. REGISTRATION CERTIFICATE
9. **IN CASE OF A TRUST:**
 1. TRUST DEED
 2. TRUST PAN CARD

ADDITIONAL INFORMATION

- DOCUMENTS ATTACHED WITH TEST REPORT (MANDATORY) FOR NEW CONNECTION.
- IN CASE OF THUMB IMPRESSION WITNESS SIGN AND ID PROOF REQUIRED.
- FOR ALL INDUSTRIES SIGN WITH AUTHORIZED SIGNATORY STAMP REQUIRED.
- IN CASE OF JOINT OWNERSHIP CO-OWNERS SIGNATURE IS REQUIRED.
- OLD OWNER SIGNATURE IS REQUIRED FOR TRANSFER OF SECURITY DEPOSIT FOR NAME CHANGE.

(REQUIRED DOCUMENTS LOAD ALTERATION, SERVICE REMOVAL AND SHIFTING)

1. SELF ATTESTED COPY OF ID PROOF: (ANY ONE)

- A. ELECTORAL IDENTITY CARD
- B. PASSPORT
- C. DRIVING LICENCE
- D. PHOTO IDENTIFY CARD ISSUED BY GOVERNMENT AGENCY
- E. PAN CARD
- F. AADHAR CARD

2. IN CASE OF PARTNERSHIP / PUBLIC / PRIVATE LTD FIRM:

- A. COMPANY PAN CARD
- B. AUTHORITY LETTER (WITH ID PROOF OF AUTHORIZED PERSON)

ADDITIONAL INFORMATION

- DOCUMENTS ATTACHED WITH TEST REPORT (MANDATORY) FOR LOAD ALTERATION AND SHIFTING.
- IN CASE OF THUMB IMPRESSION WITNESS SIGN AND ID PROOF REQUIRED.
- FOR ALL INDUSTRIES SIGN WITH AUTHORIZED SIGNATORY STAMP REQUIRED.