



Maharashtra State Electricity Distribution Co. Ltd.

Prakashgad, Plot No.G-9, Bandra (East), Mumbai – 400 051

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No.PR-3 / COS / **No 3 33 50**

Date: **30 OCT 2010**

Commercial Circular No. 126.

Sub:- Delegation of powers for Change of Name of consumers and the new Form "U" for effecting change of name.

Ref.:- 1) Departmental Circular No. 36 (Commercial) dt. 25th July 1963
2) Departmental Circular No. 217 dt. 18/09/1971
3) Departmental Circular No. 287 dt. June 1977
4) Departmental Circular No. 456 dt. 15/12/1989
5) L.No. PR-3/Cos/32827 dt. 25.08.2008

At present, new occupier / owner of the premises is required to fill up X, Y, Z or W forms depending up on case to case for getting the name of old consumer changed from the energy bill in his name. In order to simply the procedure of change of name of Residential Consumers, a simplified form was prescribed vide L.No. PR-3/Cos/32827 dt. 25.08.2008 The simplified form as mentioned above along with the X, Y, Z, or W forms are in vogue at present for effecting the change of name of old occupant / owner to new occupant / owner.

Various suggestions and complaints are received from the Field Officers and the Consumers stating that the procedure of change of name is cumbersome, formalities required to be completed are not clear and therefore the name change gets delayed. The issue was deliberated upon by the Director Operations, Director Finance, Director Projects and the Managing Director. The following simplified procedure is therefore devised to give effect of change of name within the stipulated period on the request of the new owner / occupier as per the MERC (Standard of Performance of Distribution Licensees.) Regulations 2005. :-

- 1) Only one form named as "Form U. Change of Name." along with the documents mentioned in the form will be required to be filled in by the new owner / occupier requiring such change of name. No other document including the X, Y, Z, or W forms will be asked from the new occupier / owner.

- 2) The billing authority i.e. the Sub Division in case of L.T consumers and Circle Office in case of H.T./ E.H.V consumers are delegated the powers to effect the change of name on verifying the fulfillment of the criteria as mentioned in the form U.
- 3) The next higher authority shall monitor and control on monthly basis the applications received, change of name effected, applications rejected and pending with reasons thereof of the respective billing authorities.
- 4) Billing Authority mentioned at 2) shall designate one employee from A/C section to accept the application and the designated employee will also ensure that it is completely filled in and is accompanied by all the enclosures. The application shall then be duly acknowledged by issuing the counterfoil and demand note for the payment as prescribed by the commission and revised from time to time will be issued in the name of new occupier / owner.
- 5) The billing authority shall ensure that the name of the applicant appears latest in the second billing cycle from the date of payment as prescribed by the Commission and revised from time to time.

All the field officers are directed to use the Form "U" for effecting the change of name of the consumers henceforth for all categories and loads as per the powers delegated. The form shall also be made available at the respective field offices for use by the consumers. All earlier instructions / circulars are superseded from the date of issue of this circular

Encl: Form "U"


29/10
Chief Engineer (Commercial)

Copy To: All as per mailing list.

FORM "U" .CHANGE OF NAME.

(Address of the premises shall remain same and only the Name of the OCCUPIER will be changed)

The following information shall be filled in and the documents mentioned therein shall be attached for effecting change of name. No other documents except those mentioned in this form are required for change of Name. Incomplete application will not be accepted.

To,
The Billing Authority
O&M Circle/ O&M Sub-Division

1) Name and address

• New Consumer / Transferee (for correspondence only)

❖ Name (Full) _____
❖ Postal address: _____
Email ID: _____ Tel No.: _____

• Old Consumer/Transferor (for correspondence & Refund of Security Deposit if Applicable)

❖ Name (Full) _____
❖ Consumer No.: _____ Meter No _____
❖ Postal address: _____
Email ID: _____ Tel No.: _____

❖ Mandatory Fields

2) Purpose of transfer and corresponding documents required.

Sr. No	Reason for Transfer	Documents Required to be submitted by New Consumer.	Security Deposit	
			Payment of S.D by New Consumer	Refund of S.D of Old Consumer
a	Builder of flat scheme takes connections in his name and it is subsequently transferred in the name of purchaser	1) Certified Copy of Registered Agreement to sale and allotment letter/ possession receipt. OR Society's share certificate. 2) Copy of current bill duly paid with no arrears. 3) A-1 form duly filled in up to point no 2.1 and signed.**	Deposit shall be transferred in name of new consumer on giving undertaking as per Annexure A.	Nil
b	Premises is owned through Inheritance/ Succession/Will	1) Certified copy of Corresponding Legal Document 2) Copy of current bill duly paid with no arrears. 3) A-1 form duly filled in up to point no 2.1 and signed.**	Deposit shall be transferred on giving undertaking as per Annexure A.	Nil

c	Premises is owned by way of Partition	1) Document confirming that the meter is located in his share of property 2) Copy of current bill duly paid with no arrears. 3) A-1 form duly filled in up to point no 2.1 and signed.**	Deposit shall be transferred on giving undertaking as per Annexure A.	Nil
d	The change of name is required because of Amalgamation/ Merger as per the provisions of Companies Act 1956	1) Certificate of Incorporation issued by the Registrar or copy of High Court order 2) Copy of current bill duly paid with no arrears. 3) A-1 form duly filled in up to point no 2.1 and signed.**	Deposit shall be transferred automatically	Nil
e	Applicant himself has changed his name	1) Affidavit / Gazette Notification 2) Copy of current bill duly paid with no arrears. 3) A-1 form duly filled in up to point no 2.1 and signed.**	Deposit will stand transferred.	Nil
f	Change in Partnership name and status.	1) Copy of the new Deed and NOC of Transferor 2) Copy of current bill duly paid with no arrears. 3) A-1 form duly filled in up to point no 2.1 and signed.**	It will be transferred in the name of new comer if consent is given by the old consumer otherwise to be paid by the new comer.	To be refunded to him in case he refuses to give consent for transfer
g	Premises is sold to the applicant [other than Sr. No. (a)] or gifted.	1) Sale Deed/Gift Deed 2) Copy of current bill duly paid with no arrears. 3) A-1 form duly filled in up to point no 2.1 and signed.**	Deposit shall be transferred in name of new consumer on giving undertaking as per Annexure A.	Nil
h	Premises is let out to the applicant.*	1) Legal document supporting such letting and NOC of the owner 2) Copy of current bill duly paid with no arrears. 3) A-1 form duly filled in up to point no 2.1 and signed.**	It will be transferred in the name of the tenant if consent is given by the owner otherwise to be paid by the tenant	To be refunded to him in case he refuses to give consent for transfer
i	Any other reason not covered from Sr. No. (a) to (h) above (to be specified by the applicant)	1) Corresponding legal document indicating such necessity 2) NOC of old consumer if required 3) Copy of current bill duly paid with no arrears. 4) A-1 form duly filled in up to point no 2.1 and signed.**	It will be transferred in the name of new comer if consent is given by the old consumer otherwise to be paid by the new comer.	To be refunded to him in case he refuses to give consent for transfer

* Any dues payable by the tenant if remain unpaid shall be passed on to the premises and shall become payable as per Section 10.5 of MERC (Electricity Supply Code and Other Conditions of Supply) Regulations 2005.

** Only Sr. No 1 to 2.1 of A-1 form is required to be filled up and submitted along with this form for change of name. Declaration as per Sr. No 4 will be required.

3) No objection certificate of the Person in whose name the Connection Stands and consent for transfer of Security Deposit.

a) No objection of the old consumer (To be filled in by the new and old consumers only if case belongs to item no 2, 'f', 'h' and 'i' of this Form-U).

I Shri / Smt. / M/s. _____, hereby give
consent to transfer the connection in the name of transferee Shri / Smt. /
M/s. _____. Also, the deposit held against
my consumer no. _____ may be refunded to me.

Signature of Transferor

Signature of Transferee

- Name of Transferor:
- Name of Bank & Branch:
- Bank A/c no.:
- Original Receipt no.:

b) Consent for Transfer of Security Deposit.[This will be submitted only in cases where old consumer (Transferor) wishes to transfer his security Deposit to new comer (Transferee)]:

I Shri / Smt. / M/s. _____,
hereby give consent to transfer the security deposit in the name of transferee Shri /
Smt./M/s. _____

Signature of Transferor
(Old Consumer)
Consumer No.: _____

Signature of Transferee
(New Consumer)

4) Authority to sign the Change of Name.

(This will be required only in case of Companies/ Artificial Juridical Persons/ Association of Persons/Societies etc where the ownership lies with the organization and not with the individual.)

I agree that the original A-1 form of Consumer No.----- shall remain in force and the A-1 form filled with this application in **Form- U** for change of name shall be supplementary to the same. The form and action taken on the basis of this form indicates only change of name and not applicable to any other change in the agreement.

Enclosures: (as per the requirement of documents)

1.

2.

3.

Yours faithfully

Signature of the Applicant (Transferee)

Full Name:

Address:

RECEIPT

This is to acknowledge the receipt of the change of name application from Shri-----

-----Consumer No----- Address-----

-----on date -----

The Billing Authority
O&M Circle /O&M Sub-Division

Note: The Change of Name will be effected within next billing cycle as per MERC
(Standard of Performance) Regulation 2005.

ANNEXURE_A

**UNDERTAKING OF NEW CONSUMER
(To be submitted on General Stamp of Rs 100)**

(Applicable to 'a', 'b', 'c' and 'g' of item no 2 of this Form U only)

In consideration of you agreeing to change the service connection no. _____ in my name, although the said service connection stands in the name of Shri / Smt. / M/s. _____, I hereby undertake to hold the MSEDCL harmless and keep indemnified against all claims in respect of the change of name and transfer of deposit in respect of service connection.

Yours faithfully

Signature of the Applicant (Transferee)

Full Name:

Address: