

## **STEPS FOR CHANGE OF NAME**

Existing consumers may apply for change of name in their electricity bill due to change in occupancy/ownership etc. The procedure for "Change of Name" shall be as follows:

**STEP 1:** Application: Consumer may make the application online or physical format. Click here Link: <https://www.bestundertaking.net/OnlineRequest.aspx> for applying online.

**Click here** to download the change of name application form for applying in physical format.

**STEP 2:** Fill up the application form. The format for NOC of erstwhile consumer is available here

[https://www.bestundertaking.net/Help/CON\\_CONSENT\\_NOC%20LETTER.pdf](https://www.bestundertaking.net/Help/CON_CONSENT_NOC%20LETTER.pdf)

Same shall be filled up and uploaded along with application. Alternately consumer may submit any one of the documents, For more details, please refer link:-

<https://www.bestundertaking.net/Help/Help%20for%20CON.pdf>

However, for transfer of old security deposit consent of erstwhile consumer is essential.

**Step 3.** All the statutory fees i.e., application processing fee & security deposit shall be accepted online payment by selecting proper mode of payment like card payment (Credit Card/Debit Card), Net payment (RTGS / NEFT) at one time at the time of application registration.

Application shall not be processed, if the payments are not received. After uploading necessary documents i.e. Photo & Signature of applicant, ID and Occupancy Proof of applicant, letter of Undertaking, Consent letter, Authority letter, latest paid electricity bill same shall to be validated by OTP on registered mobile number. After submission of application, payment page will open.

Letter of Undertaking (please refer

[https://www.bestundertaking.net/Help/CON\\_UNDERTAKING%20LETTER.pdf](https://www.bestundertaking.net/Help/CON_UNDERTAKING%20LETTER.pdf)),

Consent letter (please refer

[https://www.bestundertaking.net/Help/CON\\_CONSENT\\_NOC%20LETTER.pdf](https://www.bestundertaking.net/Help/CON_CONSENT_NOC%20LETTER.pdf) ),

Authority letter (please refer

[https://www.bestundertaking.net/Help/CON\\_AUTHORITY%20LETTER.pdf](https://www.bestundertaking.net/Help/CON_AUTHORITY%20LETTER.pdf))

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