DOCUMENTS CHECKLIST FOR NEW ELECTRICITY CONNECTION (NAME CHANGE)

[As per DERC (Supply Code and Performance Standards) Regulations 2017 • Helpline: 19123 (24x7 Toll-Free)]

S.No.	Scenario / Applicant Type	Documents Required
A. MANDATORY FOR ALL APPLICANTS		
A1	Every applicant	1 recent passport-size photograph | Clear scanned copy of Applicant's Signature
A2	Photo Identity (any one)	Driving Licence | Electoral Photo ID | Aadhar Card | Govt. issued Photo ID | Valid Passport | PAN Card | Ration Card with photo
A3	Organization (Company / Firm / LLP etc.) - Only in case of applicant being a Firm/Organization	Certificate of incorporation/registration + Board Resolution/Authorization on company letterhead (signed & sealed) + Photo ID & passport photo of authorized person
B. OWNERSHIP / OCCUPANCY PROOF — OWNER AS PRIMARY APPLICANT		
B1	Individual / Co-owner	Sale Deed / GPA / Partition Deed / Relinquishment Deed / Conveyance Deed / Khatoni. If joint property: NOC + ID proof from all other co-owners.
B2	Legal Heir (owner / co-owner)	Sale Deed / GPA / Will / Partition Deed / Relinquishment Deed / Conveyance Deed + NOC from other legal heirs (or undertaking as sole heir) + ID proof. ***Additional Info:*** *Will is not valid if executioner of will is alive* (Death Certificate would be required if "will" is submitted as proof of ownership).
B3	Govt./DDA/CGHS Flat (original allottee)	Allotment Letter / Sale Deed / GPA / Relinquishment Deed / Conveyance Deed/Possession letter If joint property (DDA/CGHS): NOC + ID proof from co-owners
B4	Garage (original allottee or separate owner)	Allotment / Possession Letter of original flat + Sale Deed / GPA. If Joint property: NOC + ID proof from co-owners.
C. APPLICANT IS NOT THE OWNER OF PREMISES		
C1	Tower / Booster / Giga Fiber cases	(i) Lease / Rent agreement between landlord and company (ii) MOA (Memorandum of Association) (iii) Board Resolution / Authorization letter for signing authority (iv) Copy of online intimation + acknowledgement to MCD through designated portal
C2	Family Member (blood relation) of owner	Ownership documents of the owner + NOC & self-attested ID proof of the owner. Note: Please refer NOC format (Annexure-1) as uploaded on BSES Website & proof of blood relation to be established.
D. CONNECTION FOR COMMON SERVICES		
D1	RWA / Society / Association	List of Committee Members + Authority letter for signatory on RWA letterhead.
D2	Parking / Lift / Staircase / Compound Lighting	Ownership proof (any floor): Sale Deed / GPA / Partition Deed / Relinquishment Deed / Conveyance Deed + Lift fitness certificate (from Inspector of Lifts, GNCT Delhi) if connection is applied for lift usage. Note: If applicant is one of multiple owners: NOC + ID of all other owners + copy of BRPL Bill. (For lift installation in DDA Flats-NOC from other residents is only required, if DDA sanction letter for lift installation is not available)
E. AREAS WHERE REGISTERED OWNERSHIP DOCUMENTS ARE NOT AVAILABLE		
E1	Religious Places (Mandir/Masjid	Ownership proof (Sale Deed / GPA / Partition Deed / SDM Certificate / Khatoni) + List of Committee Members + Authority letter for authorized signatory.

S.No.	Scenario / Applicant Type	Documents Required
	/Gurdwara/Church etc.)	Note:- Connection to be released in the name of Mandir/Masjid/Gurdwara/ Church etc
F. OUTDOOR CONNECTIONS		
F1	Advertisement / Hoardings / Bus Shelters	(i) Ownership proof: Allotment Letter / Offer Letter / Letter of Commencement (ii) MOA (Memorandum of Association) (iii) Resolution in favour of signing authority (passed in compliance of law)
G. ADDITIONAL DOCUMENTS REQUIRED		
		• **For existing Industrial Category connection-** If Applicant wants to continue "Industrial Tariff" then applicant needs to upload: Valid Industrial / Factory Licence OR MSME Certificate (with fee receipt @5% of property tax) • **For existing Agricultural Category connection-** Applicant needs to upload: Certificate of Residence from Block Development Officer

IMPORTANT — SUBMISSION NOTES

- Chain of title documents are required to establish ownership transfer from the Registered Consumer to the Applicant.
- Upload both front and back of all documents. Files must be clear & legible.
- Ownership documents must be in PDF format, max 25 MB per file.