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Format for transfer of connection / mutation of name

To,

Dated:

The Executive Engineer

A Connection No. _____ for contracted load of _____ exists in name of _____ at _____ (address).

It is requested that above referred connection may please be transferred in name of _____ at same address due to following reasons:

Following documents for transfer of above connection is enclosed herewith.

1. Receipt of deposition of processing fee.
2. Registered deed / succession certificate / _____.
3. Fresh application form duly filled in
4. No objection from the existing consumer if available / possible.

Thanking you.

Name, Signature, Address, Phone No of the Applicant

Acknowledgement

Application of Sh. / Smt. _____ is, complete in all respect / has following shortcomings, for transfer of connection / mutation of name against connection No. _____ in name of _____ is hereby received on _____.

In this connection, the applicant is given a reference No _____ to be used in all future correspondence.

Signature of Representative of the Licensee