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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