

## APPLICATION FORM FOR CHANGE IN CONNECTION PARTICULARS

Please fill in the form in CAPITAL Letters ( Please ✓ on the Appropriate Box), refer respective section of user manual

REQUEST NO.

CA Number

Paste (Do not staple) self-attested passport size photograph of consumer/authorized signatory in case of a firm

### Section 1. Applicant Details (Fill as applicable)

1a. Name of Applicant (specify as mentioned in proof of photo identity applicable for individual) / Organization Name (applicable for Organisation)  
 F  I  R  S  T       M  I  D  D  L  E      L  A  S  T

1b. Additional Details (Applicable for Individual )  
 Title  Mr.  Mrs.  Ms.  Others (Please Specify) .....  
 Male/Female  M  F  Others  Date of Birth  D  D  M  M  Y  Y

Father's/Husband's Name  Mr.  F  I  R  S  T       M  I  D  D  L  E      L  A  S  T

Mother's Maiden Name  Mrs.  F  I  R  S  T       M  I  D  D  L  E      L  A  S  T

1c. Additional Details (Applicable for Organisation)  
 Name of Authorized Signatory  F  I  R  S  T       M  I  D  D  L  E      L  A  S  T

Designation of Signatory

Type of Organization (Refer Section 1 of Application Manual)  Date of Incorporation  D  D  M  M  Y  Y

### Section 2. Address

Communication Address (applicable for Individual) and Registered Address (applicable for Organisation) / Billing / Landlord Address  
 House No.   
 Building Name   
 Street   
 Area  PIN  1  1  0  0  
 Landmark   
 Mobile  Landline   
 Email  @

PAN Number (if available)

Aadhar/Voter ID/Passport No. (if available)

Fill in the details in the following sections as per requirement (only one request will be entertained per form) :

### Section 3 : Change in Name

3a Please specify reason for name change/correction  
 Purchase of property  Legal Heir  
 Change in Tenancy  Typing Error (Only ID Proof required)

3b Name of Applicant (specify as mentioned in photo identity applicable for individual)/Organization Name (applicable for Organization)  
  
 Male/Female/Others  Date of Birth  D  D  M  M  Y  Y  Y  Y  
 Father/Husband's Name

### Section 4 : Change in Sanctioned Load

4a Existing Load  Required Load   
 4b Meter Choice  BSES Meter  Applicant Meter   
 4c Voltage Level  Phase

Date  D  D  M  M  Y  Y  Y  Y

Signature of Applicant/Authorized Signatory

REQUEST NO.

## Section 5 : Change in Tariff Category

Purpose/usage of connection - Refer to Section 2 of Application Manual and mention relevant Code here   
and Mention Description of purpose/usage as mentioned in Section 2 of Application Manual \_\_\_\_\_

## Section 6 : Address Correction

Please specify reason for address correction \_\_\_\_\_

House No.	<input type="text"/>
Building Name	<input type="text"/>
Street	<input type="text"/>
Area	<input type="text"/> PIN 1 1 0 0 <input type="text"/>
Landmark	<input type="text"/>

## Section 7 : Reconnection (Disconnected for less than 6 months)

Last bill Paid Yes  No

## Section 8 : Surrender of Connection

Reason \_\_\_\_\_

Expected Date of vacancy

Mode of Refund of Security Deposit (SD) Amount

Adjust in Final Bill

Refund Through ECS (Please fill Anecxure)

## Section 9 : Extension of Temporary Connection

Reason \_\_\_\_\_

Up to (Date)

## Section 10 : Auto debit option

Do you want to auto debit the Security Deposit (SD) & Service Line cum Development (SLD) Charges against your CA No. in Electricity Bill

Yes No (Payment through Demand Note)

## Section 11 : List of Documents Attached

11a	Identity proof submitted along with this application form
	<b>If applicant is a person (any one)</b>
1	Electoral Identity card
2	Passport
3	Driving licence
4	Ration card having photograph
5	PAN card
6	Aadhaar card
7	Photo identity card issued by any government agency
	<b>If applicant is an organization (if applicable)</b>
1	Certificate of incorporation/registration issued by the Registrar

11b	Proof of ownership or occupancy of premises (any one)
1	Certified copy of title deed
2	Certified copy of registered conveyance deed
3	GPA
4	Possession letter
5	Rent receipt / Lease agreement along with no objection certificate and proof of ownership of landlord
	<b>11c Paid bill copy (Mandatory for all )</b>
1	Last paid bill copy (applicable will be processed only after clearance of outstanding dues)

Date

Signature of Applicant/Authorized Signatory

### Acknowledgment

Documents Received :

Ownership Proof: \_\_\_\_\_

Address Proof: \_\_\_\_\_

Others: \_\_\_\_\_

Signature of BYPL Representative

Designation

Name

Employee ID

Request No.

- For all queries related to Billing, Metering and New Connection or complaint relating to power supply, corruption or theft, please contact BYPL Call Centre 39999808
- Once message about Demand Note is received, you can download a copy of Demand Note from BSES Website [www.bsesdelhi.com](http://www.bsesdelhi.com)
- Do not make any cash payment to any BYPL representative except at the cash counters of BYPL Division offices.

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I \_\_\_\_\_ son/daughter of \_\_\_\_\_ resident of \_\_\_\_\_  
 \_\_\_\_\_ (hereinafter referred to as 'Applicant' which term shall mean and include  
 executors, administrators, heirs, successors and assign) do hereby swear and declare as under

Or

The \_\_\_\_\_, a company incorporated under the provisions of the Companies Act, 1956 or as amended, having  
 its registered office at \_\_\_\_\_ (hereinafter referred to as "Applicant", which expression  
 shall, unless repugnant to the context or meaning thereof, include its successors and assigns), through its Authorised representative Mr.  
 \_\_\_\_\_, do hereby swear and declare as under:

Or

A Sole proprietorship/ a partnership firm having its office at \_\_\_\_\_ (hereinafter)  
 referred to as the applicant which unless the context otherwise provides includes its successors and assigns), through Mr. \_\_\_\_\_,  
 who is a partner or an authorized representative do hereby swear and declare as under :

THAT the Applicant is a lawful occupant of the premises at \_\_\_\_\_ (hereinafter the "Premises").

THAT the Applicant has requested the licensee to provide a service connection at the above-mentioned premises in the Applicant's name for  
 the purpose mentioned in the application form.

THAT in furnishing the present Declaration, the Applicant has clearly understood that should any of the statements in this declaration prove to  
 be false or incorrect at any later stage, the licensee shall be within it's lawful rights to disconnect supply to the premises without any prior  
 notice and proceed to adjust electricity supply dues payable by the applicant against consumer security deposit and / or recover the same in  
 accordance with Law.

THAT the Applicant has complied with all requirements under all statute for the time being in force and the Applicant himself/herself shall be  
 held legally responsible for any issue arising out of any such noncompliance for which the licensee may initiate action in accordance with  
 applicable law.

THAT I, the Applicant hereby agrees and undertake:

1. That in case the applicant is not the sole owner of the premises, no objection certificate for seeking electricity connection from the  
 co-owner has been obtained.
2. To indemnify the licensee against all proceedings, claims, demands, costs, damages, expenses that the licensee may incur by  
 reason of a fresh service connection given to the Application.
3. That to the best of applicant's knowledge, all electrical works done within the premises are as per Central Electricity Authority  
 (Measures relating to Safety and Electricity Supply) Regulations, 2010 as amended from time to time.
4. That the Internal Wiring at the premises has been tested by a Licensed Electrical Contractor or and the Test Certificate  
 is available with the applicant.
5. \*That the building has been constructed as per prevalent building Bye - Laws and the total height of the building does not exceed 15  
 (fifteen) meters on the date of seeking service connection.

Or

\*That the building has been constructed as per prevalent building Bye-Laws and the total height of the building is more than 15  
 (fifteen) meters and Fire Clearance certificate No. ....dated.....is available with the applicant.

6. \*That there is a provision of lift in premises and the applicant has obtained the lift fitness certificate No. ....dated.....  
 from the Electrical Inspector for the lift in the said premises and the same is available with the applicant.
7. That the applicant has applied for the correct category of tariff as per the applicable tariff schedule. For either of the following  
 categories of connection, the applicant has the relevant documents available with him.

\*Applicable for selected consumer category

**a. Industrial**

Valid Industrial License/Factory License/Lal Dora Certificate in case of rural village

**b. Agricultural Consumers**

- i. Certificate of Residence from Block Development Officer
- ii. No Objection Certificate from Development Commissioner / Block development Officer Delhi Jal Boar for tube wells

**c. Non-Domestic for Khokhas and Temporary Structure**

- i. Teh Bazaari Receipt Number
- ii. No Objection Certificate for Khokha/Temporary Structure for single delivery supply

8. The above referred applicable documents indicated at various points are available with me and can be inspected by the Licensee at  
 any time. In case of any failure to produce the same, the licensee may disconnect the connection granted owing to such failure,  
 reluctance on my part to produce/allow the inspection of said documents.

Signature of Applicant

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9. That I will provide a copy of any of above applicable documents to the licensee pursuant to request of any external government agency, judicial forum of any other authority seeking such information.
10. That my industry/trade has not been declared to be releasing obnoxious hazardous/pollutant by any government agency and that no orders of any court or judicial authority would be breached by running of my industry/trade or granting any electricity connection to the same. The licensee is indemnified against any loss accrued by the applicant on this account.
11. The applicant further agrees to indemnify and hold harmless, the licensee, in case of any injury or incident on account of any fault in electrical work in the premises. The licensee shall not be liable for any mishap or incident occurring at the premises to the applicant on account of any faulty/defective/inferior quality wiring at the premises for which the connection is being applied.
12. To pay the electricity consumption bills and all other charges at the rates set out in the licensee's Tariff Schedule and miscellaneous charges for supply as may be in force from time to time, regularly as and when the same becomes due for payment.
13. To deposit the additional security deposit and additional service line cum development (SLD) charges, if any from time to time based on the prevailing Orders/rules, directions and Regulations of the Commission.
14. To abide by the provisions of the Electricity Act, 2003, all applicable laws, conditions of Supply/Tariff Orders and any other Rules or Regulations as may be notified by the Commission, as applicable from time to time. (please refer note).
15. The licensee shall be at liberty to adjust the electricity consumption charges due/outstanding along with any other charges against the Consumer Security Deposit paid by the Applicant, in the event of termination of the agreement prior to expiry of the contracted period or in case of any contractual default as per provisions of regulations/rules/orders/directions of the Commission.
16. That s per Delhi Electricity Supply Code and Performance Standards, 2007 or as amended from time to time, I shall provide suitable and adequate space for installation of the meter/electrical equipments where the licensee may have ready access to the same.
17. To allow clear and un-encumbered access to the meters for the purpose of meter reading and its checking etc.
18. That the Applicant would let the licensee disconnect the service connection under reference, in the event of any default, non-compliance of statutory provisions and in the event of a legally binding directive by Statutory Authority (ies) to effect such an order, This shall be without prejudice to any other rights of the licensee including that of getting its payment as on the dat of disconnection.
19. All the above declaration given by the Applicant shall be constructed to an Agreement between the licensee and the Applicant.

**Note: Applicable laws but not limited to shall include the following :**

1. **In case the location of the premises where connection is being sought does not conform to the minimum permissible distance from a HT Line, the applicant shall be solely liable for any direct and /or indirect loss (including life and property) in case of any damage/ accident in the premises due to the HT Line.**
2. **Every charge of electricity/ any other sum + other than such charge for electricity due and payable to Licensee which remained unpaid by erstwhile owner/occupier of the premises/land shall be recoverable from the applicant. The said other sum would also include any bill raised towards theft of energy/ misuse charges.**
3. **As per DERC supply code 2017, Earth Leakages Protective Device(ELCB) installation is mandatory for all type of Electricity connections and applicant has installed the ELCB in accordance with the regulation.**
4. **In case of receipt of reference from the concerned land owning / law enforcing agency regarding sealing/ demolition/ vacation of Premises and /or in case where any suit is filed against the Licensee on account of giving supply to the Premises, Licensee is authorized to disconnect the supply of electricity without any further notice.**
5. **The applicant shall provide adequate space of prescribed design for housing the electrical equipment's etc. to be installed by the Licensee and also provide certificate from Electrical Inspector in case of HT connection as applicable under Central Electricity Authority (Measures relating to safety and Electric Supply) Regulations 2010.**

Signature of Applicant  
Name of the applicantSIGNED AND DELIVERED  
In presence of witness

Name of Witness

\*Delete whichever is not applicable

Date 

D	D	M	M	Y	Y	Y	Y
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**Consumer Copy**

(This Installation Test Report is to be certified by a Licensed Electrical Contractor and to be submitted along with the Application)

From: M/ s..... (Wiring Contractor)

Req. No.....

To: M/s. BSES Yamuna Power Limited (Name of the Licensee)

Dear Sir,

We hereby inform that Electrical inspection at the premises bearing No. / situated on Road / Street (as per address given below) occupied by (as per Applicant's name and signature as given below) has been completed by us and is ready for your engineer to test and connect up with your mains. The installation was tested by us on date ..... and the installation resistance was

.....mega ohms. The inspection comprises the following:

(a) Earth Leakage Protection Device\* (ELCB) Installed : Yes  No  Make \_\_\_\_\_ Capacity \_\_\_\_\_

No. of circuits left to right on Distribution	Size of Conductor	Lamps		Fans		Plugs (5 Amp)		Plugs (15 Amp)		Other Domestic appliances		Total kW
		No	Watt	No	Watt	No	Watt	No	Watt	Description	Watt	
Circuit No. 1												
Circuit No. 2												
Circuit No. 3												
Circuit No. 4												
Circuit No. 5												
Circuit No. 6												
											Total	

Licensed wiring Contractor (Name)						License No.						Date				D	D	M	M	Y	Y	Y	Y
Address																							
City											PIN												

Name of the Applicant										S/o.									
Address where supply is required																			
City										PIN									
Address where bill is to be sent																			
City										PIN									
Signature of Wiring Contractor										Signature of Applicant									
Date :																			

(b) Note: As per notification no F.11(149)/2004-Power/2386 & 2387, Use of ISI marked motor pump sets, power capacitors, foot/Reflex valves in Agriculture sectors and use of CFL and electronic chokes in Govt. buildings/ Govt. aided institutions/ Boards / Corporations is mandatory.  
 \* As per clause 61 A of the Indian Electricity Rules, 1956 (Read with subsequent amendments), Earth Leakage Protection Device (ELCB) for low voltage installations of 2 kW and above is mandatory.  
 \* We are following CEA regulation 2010 (Measures relating to Safety & Electric Supply).

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**Declaration Form**

Name of The Consumer \_\_\_\_\_

Mailing Address \_\_\_\_\_

Bank Name \_\_\_\_\_

Branch Name \_\_\_\_\_

Type of A/c \_\_\_\_\_

Account Number \_\_\_\_\_

IFSC Code \_\_\_\_\_

Mobile No. 

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Landline No. \_\_\_\_\_

Email Id \_\_\_\_\_ @ \_\_\_\_\_

Total Amount to be refunded

1 Security Deposit (SD) \_\_\_\_\_

2 Others \_\_\_\_\_

Total \_\_\_\_\_

Signature of Consumer

Name

Date

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## Application Manual for Change in Connection Particulars

(Not to be submitted with Application. To be retained by Applicant)

### Section 1 : Applicant Details

Please refer to this section and fill the applicable code

Code	Type of Organization
1	Company registered under the Indian Companies Act 1956
2	Society registered under Societies Registration Act 1860
3	Trust whose trust deed is executed under the Indian Trusts Act 1882
4	Partnership whose partnership deed is executed under the Indian Partnership Act 1932
5	Proprietorship

*Name of Authorized Signatory:* Please specify applicant name of authorized signatory as it appears in the proof of identity of the signatory. Name of signatory cannot be a joint name, please mention a single individual's name only.

### Section 2 : Tariff Category Change

Table 1

Code	1. Domestic	Code	2. Industrial (except Household Industry)	Code	3. Agriculture
1.1	Domestic/residential lighting	2.1	Industry in conforming areas	3.1	Tube well for irrigation (except for activities listed in Code 4.8 of this Table)
1.2	Common meter - compound lighting/portico/staircase lighting/lifts/water pump/fire-fighting equipment in residential complexes	2.2	Industry in non-conforming area/urban area	3.2	Threshing and kutti-cutting in conjunction with pumping load for irrigation purposes
1.3	Co-operative group housing	2.3	Industry in rural area	3.3	Lighting in kothara
1.4	Domestic farmhouse - available for loads up to 21 kW to farmhouses for bonafide domestic self use and bounded farm houses having minimum 50% of the total land for agriculture/ vegetable cultivation			3.4	Mushroom cultivation
1.5	Professionals like architects/engineers/doctors/lawyers/CA's with an area upto a maximum of 50% of the area cover for carrying out professional work				
1.6	Erstwhile DVB Staff S1 employed 2. S2 employed 3. S3 employed 4. DS1 5. DS2 6. DS3 7. DS4 8. DS5 9. DS6 10. DS7				
Code	4. Non-Domestic	Code	5. Other Specific purposes / uses		
4.1	Shops/Commercial complexes/Offices	5.1	Places of worship - temple/mosque/gurudwara/ Church		
4.2	Khokas/kiosks/temporary structures such as pan shops	5.2	Hostels of recognized/aided institutions of MCD/GoNCTD		
4.3	Hotels/restaurants/ice-cream parlours/eateries/inns/ Guest houses	5.3	Dispensary/hospitals/public libraries/working women's hostel/orphanage/charitable homes run by MCD/GoNCTD		
4.4	Auditoriums/cinema/libraries	5.4	Health centres approved by Department of Health, GoNCTD for providing charitable service only		
4.5	ATMs/Banks	5.5	Recognized centres for welfare of blind, deaf and dumb, spastic children, physically handicapped persons as approved by GoNCTD		
4.6	Petrol pumps	5.6	Cheshire homes/orphanage		
4.7	Farmhouses used for commercial activities such as marriage/parties etc.	5.7	Electric crematorium		
4.8	Cattle farms, fisheries, piggeries, poultry farms, floriculture, horticulture, plant nursery				
4.9	Hostels/schools/colleges/Hospitals, nursing homes/diagnostic centres (other than those run by MCD/GoNCTD)				
4.10	Household Industry				
4.11	Any other purpose/use not indicated in any list				

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**Section 3 : Charges payable for Tariff Category/Load Change**

- (i) Advance Consumption Deposit/ Security Deposit depending on your final load and tariff category (that shall be applicable after load / tariff category change), as specified in Table 2 below:

**Table 2**

S. No.	Category	Amount (Rs. / kW)
1	Domestic	
	(i) Upto 2kW	600
	(ii) Above 2kW upto 5kW	900
	(iii) Above 5kW	1200
2	Non-Domestic	4500
3	Industrial	4500
4	Agriculture	300
5	Public Lighting	3000
6	Railway, DMRC, DIAL, DJB	3000
7	Mushroom Cultivation	600
8	Advertisement and Hoardings	4500

Source: Table 2, Delhi Electricity Supply Code and Performance Standards Regulations 2017

In case of tariff category change, if you produce the original receipt for the Security Deposit paid by you earlier, you shall have to pay only the differential Security Deposit amount after due verification of the receipt by BSES. In case of load change, Security is required to be paid only on the incremental load.

- (I) Service Line cum Development charges would be payable in case a service line change is required. The charge would depend on the final sanctioned load as specified in Table 3 below:

**Table 3**

S. No.	Sanctioned Load (kW)	Amount (Rs.)
1	Upto 5	3000
2	More than 5 upto 10	7000
3	More than 10 upto 20	11000
4	More than 20 upto 50	16000

Source: Table 3, Delhi Electricity Supply Code and Performance Standards Regulations 2007