

User Manual

for

e-Change of name - PTR



<https://mcdonline.nic.in>

Municipal Corporations of Delhi

April 2023



Table of Contents

1.	Introduction.....	2
2.	Steps for e-Change of name	3
3.	Search Property Details.....	9
4.	Apply for e-Change of name.....	14
5.	Check e-Change of name Status	22
6.	Check Deficiency	23
7.	Application Close	26
8.	Rejection of Application.....	30
9.	Approval of e-Change of name Certificate	31
10.	Annexure “A”	33

1. Introduction

The Municipal Corporations of Delhi keep track of ownership changes in the property tax records arising due to reasons like Registration of Sell and purchase at Sub Registrar offices, Transfer of property due to Death of Owner / Gift deeds/inheritance etc. As and when changes in the ownership of property occur, the new owner details must also be updated in the property tax records so that they can verify property tax paid by citizen's u/s 128 of the DMC Act 1957. It's the responsibility of the transferor to intimate MCD about the transfer of title of property and transferee to apply for mutation and get the owner's name changed in MCD property tax records afterwards. Property Tax Department reserves the right to reject an e- mutation application if the application or its attached documents are found to be incorrect.

Citizens are required to apply for e-Change of name at MCD Portal (<https://mcdonline.nic.in>) along with required documents and the prescribed fee. The application is processed at the concerned Zonal office. If everything is in order, an e-Change of name Certificate will be issued to the citizen online. In case, any deficiency is noticed or found in the application/documents it is sent back to the citizen, for rectification.

1.1. Purpose

The purpose of this document is to make the citizens conversant with the process of e-filing of the e-Change of name application.

1.2. Intended Audience

The targeted audiences are property owners who want to get change owners' names in the property tax records.

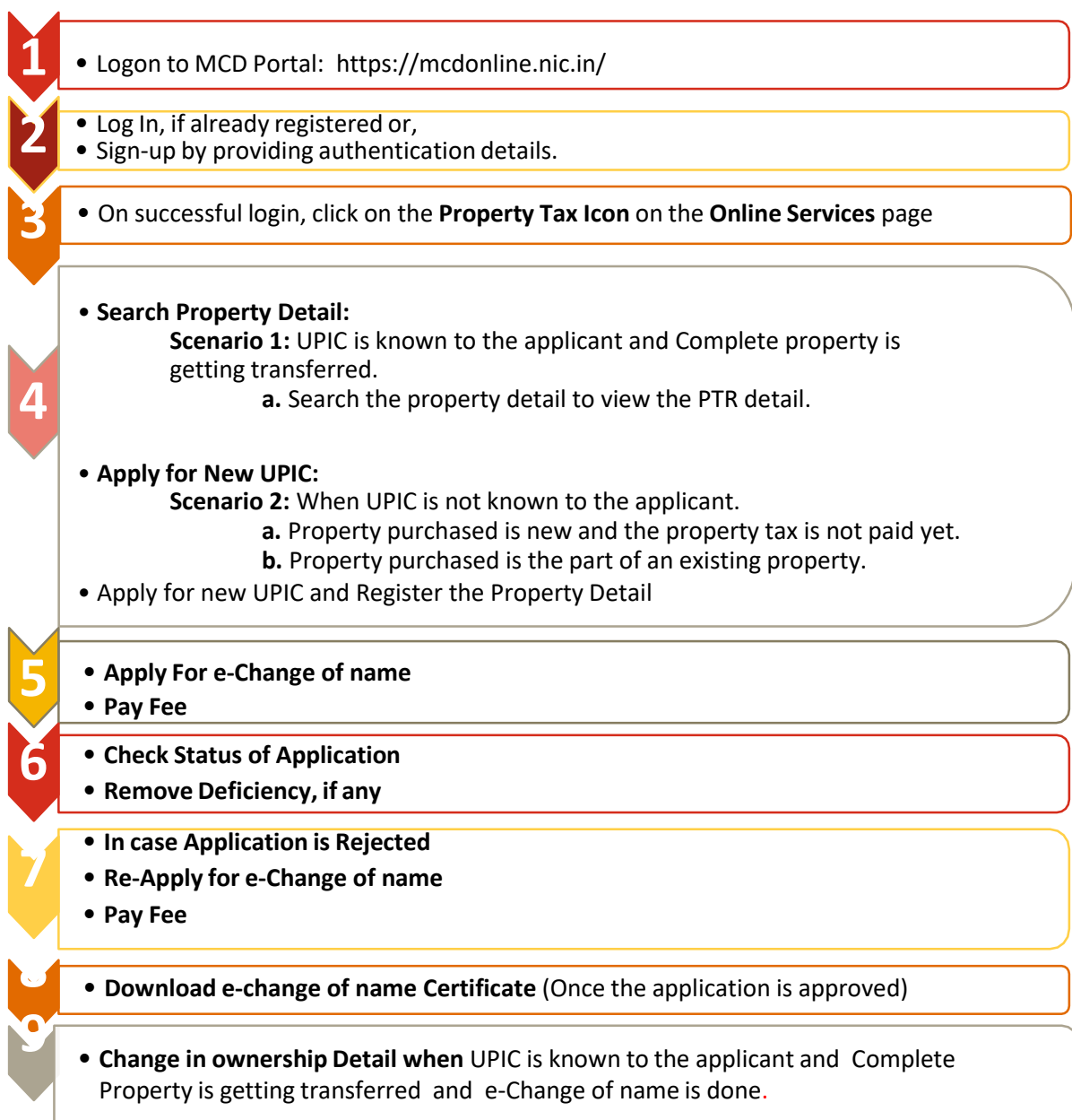
1.3. Background

The Municipal Corporation of Delhi, which is nodal for the development and implementation of MC Suite of applications for all three MCDs, raised a request for the development of a software module for online handling of mutations cases in paperless, and faceless for the respective corporation. It is pertinent to mention here that the records of mutations performed by the SR office are already being made available to the respective MCD online for change of ownership title in the property records, it is functional w.e.f. 01-04-2019. This system also facilitates the property owner to apply and get change ownership title in their property tax records before April 2019.

2. Steps for e-Change of name

MCD Online Portal provide Single Sign-On Authentication (SSO) Services using which Citizens need to Register on MCD Portal <https://mcdonline.nic.in>. The main MCD Citizen-Centric Services are Registration of Birth / Death detail, Pay Property Tax, e-Mutation, Issuance or Renewal of Licenses for different licensing applications like (Factory Licenses, Heath Trade Licenses, General Trade Licenses, Veterinary Licenses etc.), e-Change of name can be applied by a user by following the simple steps shown below (in brief):

2.1. Flow for e-Change of name Application



2.2. Registration on MCD Portal (Citizen Login)

- 1) Visit MCD portal <https://mcdonline.nic.in/>
- 2) Click on the **ONLINE SERVICES** link.



(SCR-01)

- 3) Please select your respected zone/ward/colony then click on Pay Property Tax.

ONLINE SERVICE

Select Your Service Area By Choosing Any One Of The Below Option

Zone

Q CENTRAL ZONE

or

Ward

Q Please Select Ward

or

Colony

Q Please Select Colony

Q Search

Reset

Pay Property Tax

Registration of Birth / Death

Online Service

*Note : If Your Colony, Ward and Zone are not correct, search again.

(SCR-02)

2.2.1. Citizen Already Registered on MCD Portal

(SCR-03)

- 1) If the user is already registered, then enter **Registered Mobile Number** and click on Generate OTP button.
- 2) Enter the **OTP** received and click on the login button to log in.

2.2.2. Citizen Registration

- 1) In case of a user is new, then citizen must click on “**New user click here for Signup/Registration**”

Note: To avail of the Online Services citizens need to register on portal.

(SCR-04)

- 2) Fill in the Mandatory Details like Name, Father Name, Mobile Number, Email Address etc. on the Signup form.

USER SIGN UP

**Form can only be submitted after either mobile or email is verified via OTP
***Preferably, use your ADHAAR linked mobile number for SIGN-UP

FIELDS MARKED WITH * ARE MANDATORY

REGISTER AS: *

SIGN UP USING * ☒ MOBILE NUMBER & OTP ☐ EMAIL OTP LOGIN & PASSWORD

NAME

FATHER/HUSBAND NAME *

COUNTRY CODE *

MOBILE *

ENTER OTP FROM MOBILE

EMAIL ID *

(SCR-05)

- 3) To log in through **Mobile Number & OTP**, International users need to select **Country Code** and fill in their **Mobile Number**.
- 4) Get Mobile Number **Validated** using **OTP** and press **Submit** to Complete the Registration
- 5) After Registration citizens can **Sign in** using **Mobile Number & OTP** or “**Login Id and Password**”.
- 6) To Change Mobile number and other details using the “**Edit Profile**” option.
- 7) After successful login, the **ONLINE SERVICES** page will appear showing **Property Tax Icon**.

2.3. Sign-in on the MCD Online Portal

- 1) Go to MCD portal <https://mcdonline.nic.in>
- 2) Click on the online services **ONLINE SERVICES** link.



(SCR-06)

ONLINE SERVICE

Select Your Service Area By Choosing Any One Of The Below Option

Zone

Q CENTRAL ZONE

or

Ward

Q Please Select Ward

or

Colony

Q Please Select Colony

Q Search

Reset

Pay Property Tax

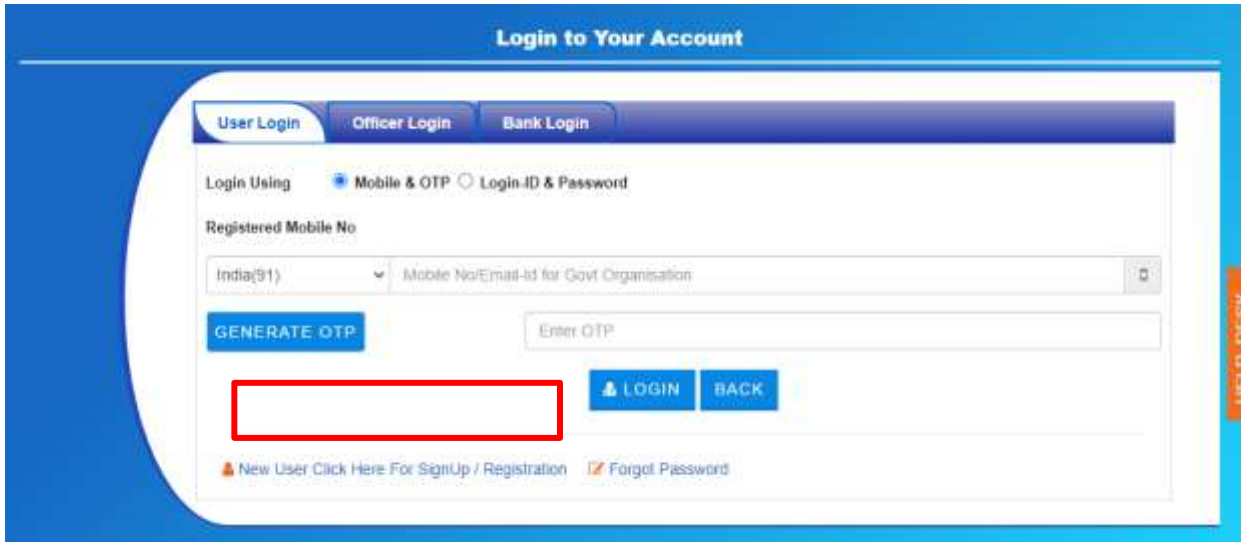
Registration of Birth / Death

Online Service

*Note : If Your Colony, Ward and Zone are not correct, search again.

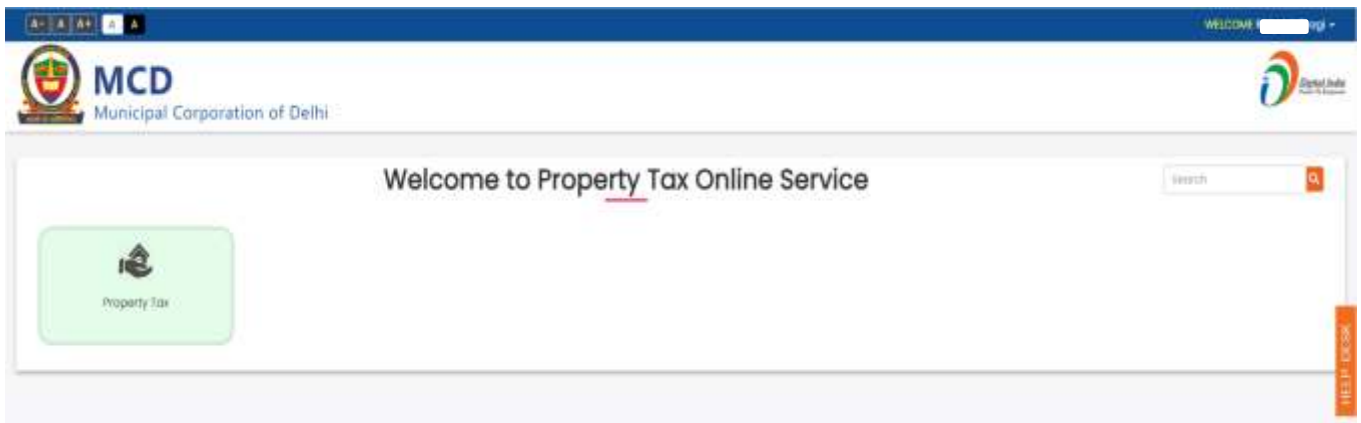
(SCR-07)

- 3) Once the click on **Pay Property Tax** then enters your **Registered Mobile Number** and click on Generate OTP button.
- 4) Enter the **OTP** received and click on the login button to log in.



(SCR-08)

- 5) On the online service page, click on the **Property Tax** option.



(SCR-09)

- 6) After that citizen dashboard will be displayed.

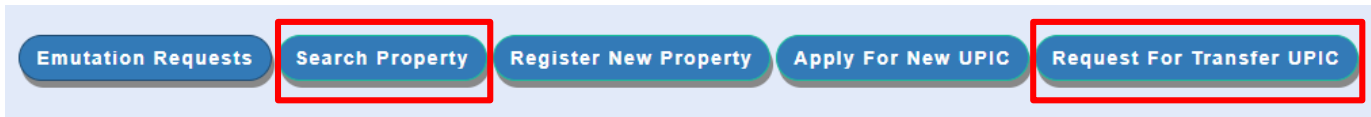


(SCR-10)

3. Search Property Details

In case, citizen purchased a property and is unable to find its detail on the Dashboard, he/she can search the property detail using the “**SEARCH PROPERTY**” Option.

3.1. Scenario I - If the UPIC is known to the Applicant/Citizen



(SCR-11)

3.1.1. Search property on UPIC

This option is for the taxpayers who already have UPIC i.e., 15 digit/alphanumeric Number assigned to the property. A citizen can search property on anyone Combination of parameters mentioned below:

- UPIC / Property ID **OR**,
- Receipt No. of tax paid & year of tax paid **OR**,
- Colony Name & Owner Name Enter Detail correctly and check once again and then press Submit button.

Note: If you search on the same UPIC again, you will get property details, but if you would like to Register property again using the same UPIC it will refuse and may say that UPIC is already in use because the One-UPIC-One property pattern has been followed.

The screenshot shows a web form titled 'SEARCH PROPERTY DETAILS'. It contains three main input sections separated by red 'OR' labels. The first section is 'UPIC / PROPERTY ID' with a text box. The second section has 'RECEIPT NO. OF TAX PAID' (text box) and 'YEAR OF TAX PAID' (dropdown menu). The third section has 'COLONY NAME' (dropdown menu) and 'OWNER NAME (MINIMUM 2 CHARACTER)' (text box). At the bottom left is a 'Back' button, and at the bottom right are 'SEARCH' and 'RESET' buttons.

(SCR-12)

Details of property, year-wise tax paid etc. will be displayed. You will find an **“Action”** button of green color, click it, and select option choose the property to pay tax.

SEARCH PROPERTY DETAILS

UPIC / PROPERTY ID

UPIC / PROPERTY ID

OR

RECEIPT NO. OF TAX PAID

Enter Your Receipt Number

COLONY NAME

Chittaranjan Park

OR

OWNER NAME(MINIMUM: 2 CHARACTER)

di

← Back
SEARCH
RESET

SHOW 10 ENTRIES

S.No.	Property ID	UPIC	Owner Name	Colony	Ward	Zone	Address	Property Type	Action
PROPERTY DETAIL IN LEGACY SYSTEM									
1	089430403020	190425200591100	PUSHPA BEDI	Chittaranjan Park (Pocket-40)	Kalkaji	Central Zone	POCKET-40, C R PARK, NEW DELHI	Residential Plotted	+ ACTIONS
2	037513903020	190425206127000	Bhupesh Chandra Nandi	Chittaranjan Park	Chittaranjan Park	South Zone	E-882, E-882 2 Chittaranjan Park 110019, 110019	Residential Plotted	<div style="border: 2px solid red; padding: 2px;"> + ACTIONS </div> <div style="border: 1px solid red; padding: 2px; margin-top: 2px;"> Use This Property To Pay Tax Payment Detail </div>
3	160594503020	190425200328000	Dipak Chatterjee, Bijoy Chatterjee, Amit Chatterjee	Chittaranjan Park	Chittaranjan Park	South Zone	I-1797 Chittaranjan Park, New Delhi-110019	Residential Plotted	+ ACTIONS

(SCR-13)

Property details get added to the Citizen Dashboard.

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX)

[VIEW NOTICE-ORDERS](#)

SHOW 3 ENTRIES

S.No.	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action
1	10301010016000	FARM HOUSE	INDIVIDUAL	John Doe	12345678 SOUTH	Registered	10/12/2021	+ ACTIONS
2	11400010001700	RESIDENTIAL	INDIVIDUAL	John Doe	12345678 SOUTH WEST	Registered	09/12/2021	+ ACTIONS
3	190425210039000	RESIDENTIAL	INDIVIDUAL	Sudh Kumar	12345 SOUTH	Registered	30/11/2021	+ ACTIONS

Showing 1 to 3 of 20 entries

Previous
1 2 3 4 5 6 7 Next

Emulation Requests
Search Property
Register New Property
Apply For New UPIC
Request For Transfer UPIC

(SCR-14)

3.1.2. Request for UPIC Transfer

In case the citizen purchased an entire existing property and the UPIC is known, then he/she can search for its detail. For the searched property a request for **UPIC TRANSFER** can be made by using Option “**REQUEST UPIC TRANSFER**” under the **Action** button.

TRANSFER UPIC

SEARCH UPIC TO GET TRANSFERRED

UPIC / PROPERTY ID

OR

REGISTERED MOBILE NUMBER OF TRANSFEROR

← BACK
Q SEARCH
↺ RESET

SHOW 10 ENTRIES SEARCH:

S.No.	Property ID	UPIC	Owner Name	OwnerDetail	Address	Property Type	Action
1	206505100014800	206505100014800	erere ererew	INDIVIDUAL - SINGLE OWNER	223 NEW DELHI		<div style="display: flex; justify-content: space-between; align-items: center;"> Request UPIC Transfer ACTIONS </div>

(SCR-15)

After the Submission of the UPIC Transfer request, MCD Officer will examine the request and Transfer the UPIC based on the facts submitted. After the UPIC Transfer request is approved Property Detail will be available on the dashboard.

3.2. Scenario II - If the UPIC is NOT known to the Citizen

- In case a citizen has not found any property by using the **SEARCH PROPERTY** option or,
- The citizen brought a new property, and the property tax is not paid yet or,
- The Property purchased is part of an existing property.

Then the citizen can use the “**APPLY FOR NEW UPIC**” option for making a request to the MCD Official for allocation of new UPIC for his/her property. For this citizen require to register the Property Detail first.

3.2.1. Apply for New UPIC

Applicant/citizen must fill in all the required Property Detail and attach the requisite Documents if any.

Following details are required to apply for UPIC ID:

- Ownership Category
- Ownership Type
- Property Category
- Location Detail
 - Colony
 - Ward
 - Zone
- Address Details
 - Plot Number or House Number or Flat Number or Farmhouse Number
 - Sector or Phase Number or Block/Pocket or Lane or Street
 - State
 - District
 - Country
- Owner Detail Consist of Name, Address, Age, Email, Phone Number etc.
 - 📄 The system will allocate the new **UPIC automatically**.

APPLY UPIC

Note: * Fields Are Mandatory To Fill

• PRIOR TO APPLY FOR NEW UPIC, MAKE SURE YOU HAVE NO UPIC ALLOTTED EARLIER FOR THIS PROPERTY.

• PLEASE SEARCH YOUR PROPERTY PAPERS, PREVIOUS G-8/TAX PAID RECEIPTS IF ANY.

• FOR NEW UPIC, KINDLY FILL THE DETAILS AND APPLY.

CATEGORIZATION

OWNERSHIP CATEGORY *

OWNERSHIP TYPE *

PROPERTY CATEGORY *

OLD/PARENT UPIC/PROPERTYID

MUTATION NUMBER

MUTATION REGISTRATION DATE

LOCATION DETAIL

COLONY *

WARD *

ZONE *

ADDRESS DETAIL (Please Enter Floor Number Mandatorily For Eg. Ground Floor , First Floor , Sixth Floor Etc. In Case Of Plot / Multiple Floor On Single Property Enter Ground Floor)

☒ **PLOT/HOUSE/FLAT/FLOOR/SHOP NUMBER ***

☐ **FARM HOUSE NUMBER ***

SECTOR/PHASE NUMBER

BLOCK/POCKET/LANE/STREET

COUNTRY *

STATE *

DISTRICT *

PINCODE *

LANDMARK/ADDITIONAL INFO

UPLOAD DOCUMENTS (In Pdf Format And File Size Should Be Less Than 2MB)

PROPERTY DOCUMENT CONTAINING PROPERTY ADDRESS.
 No file chosen

PHOTO ID PROOF ISSUED BY GOVT. AGENCY
 No file chosen

DECLARATION *

☐ I hereby declare that the above mentioned property has no UPIC, therefore new UPIC has been applied. In case any other UPIC of this property is found, I as (owner) shall be solely responsible for any kind of data mismatch and consequences thereof relating to this property.

[← BACK](#)

(SCR-16)

- Citizens must provide details and attach required documents if any.
- Once the UPIC is allotted, Property Details are made available on Dashboard automatically in Draft Mode.

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX)

SHOW 5 ENTRIES

SEARCH:

[VIEW NOTICE](#)

S.No.	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action
1	12345678901234567890	RESIDENTIAL	PERSONAL	Mr. X	123 Main St, Delhi	Draft	2023-10-27	View Property/Owner Detail Edit Property/Owner Details

(SCR-17)

- Under Action Button, use **“Edit Property/Owner details”** to fill Property / Owner Detail

- Once the property details & owner details are added the status of the property gets changed to **“Registered”**

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) VIEW NOTICE/ORDERS

SHOW 3 ENTRIES

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action
2	11408810001700	RESIDENTIAL	INDIVIDUAL	anil kumar	House no. 888 SOUTH WEST	Registered	08/12/2021	ACTION

Showing 1 to 1 of 1 entries (Filtered from 20 total entries)

Emutation Requests Search Property Register New Property Apply For New UPIC Request For Transfer UPIC

(SCR-18)

4. Apply for e-Change of name

4.1. Process of e-Change of name

- 1) Select the UPIC and apply for e-Mutation through the **“ACTIONS”** button on the property.

MCD Municipal Corporation of Delhi Digital India

View Old Receipt prior to 2020 View Old PTR Record Prior to 2020
To avail benefits under Amnesty scheme FY
To avail benefits under SAMIKSHI scheme FY

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) VIEW NOTICE/ORDERS

SHOW 3 ENTRIES

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Action
1	0248010000800	RESIDENTIAL	INDIVIDUAL	rehman	888/72 NEW DELHI	Registered	ACTION
2	0287910000800	RESIDENTIAL	INDIVIDUAL	rajesh Tyagi	4-46, Appt Apartments NEW	Registered	ACTION
3	03566010002200	RESIDENTIAL	INDIVIDUAL	rehman	4-01 term nagar NEW DELHI	Registered	ACTION

Showing 1 to 3 of 3 entries

Previous Next

Actions menu for row 2:

- View Property/Owner Detail
- Print Property/Owner Details
- Pay Tax
- De-Register Property
- Verify Payment Status
- Verify Amnesty Payment Status
- Payment Password
- Apply for e-Change Of Name

(SCR-19)

A citizen can apply for e-Mutation under any one of the different six categories called **Nature of e-Change of name**.

Categories under Nature of e-Change of name:

1. Registered Sale Deed/Registered Agreement to Sale/ Conveyance Deed by land owning agency/Registered Gift Deed:
 - 2.1 Inherent in case of death Where Registered Will is available
 - 2.2 (a) Inherent in case of death Where Un-Registered Will is available (only for legal heir)
 - 2.2 (b) Inherent in case of death Where Un-Registered Will is available (more than one legal heirs & only one of them applied for mutation)
 - 2.2 (c) Inherent in case of death Where Un-Registered Will is available (more than one legal heir & all applied for mutation)
 - 2.3 (a) In case of Non execution of Will by the deceased (single legal heir)
 - 2.3 (b) In case of Non execution of Will by the deceased (if more than one legal heir & all applied for mutation)
 - 2.3 (c) In case of Non execution of Will by the deceased (If more than one legal heir & only one of them applied for mutation)
- 3 (a) Cases of Registered Relinquishment Deed/Release Deed/Exchange Deed(Registered Relinquishment Deed)
- 4 (b) Cases of Registered Relinquishment Deed/Release Deed/Exchange Deed(Registered Release Deed/Exchange Deed)
- 5 Registered Partition Deed/Family Settlement Agreement
- 6 Court Orders/Court Decree/Amalgamation/Demerger order

The following screen appears once the citizen clicks on “Apply for e-Change of name”

APPLICATION FOR E-CHANGE OF NAME

*** Fields Are Mandatory To Fill**

E-CHANGE OF NAME DETAILS

UPIC *
0525652S0000300

PROPERTY TYPE *
INDIVIDUAL

NATURE OF E-CHANGE OF NAME *
1. Registered Sale Deed/Register

PROPERTY ADDRESS DETAIL TO BE TRANSFER

COLONY *
Ajanta Park

WARD *
TILAK NAGAR

ZONE *
WEST ZONE

☒ PLOT/HOUSE/FLAT/FLOOR/SHOP NUMBER *
ho. no. A-7, ajanta

☐ FARM HOUSE NUMBER *

SECTOR/PHASE NUMBER

BLOCK/POCKET/LANE/STREET

COUNTRY *
INDIA

STATE *
DELHI

DISTRICT *
NEW DELHI

PINCODE *
110085

LANDMARK/ADDITIONAL INFO
Landmark/Additional info.

ARE YOU TRANSFEREE (BUYER) : ☐ YES ☒ NO

Owner Name	Gender	DoB	Country Code	Mobile No	Ownership %	Address Detail
RIAHABH	MALE	01/01/2000	91	9911952616	100	HO. NO. A-7 SOUTH DELHI INDIA 110085

TRANSFEREE (BUYER) DETAILS

FIRST NAME *
First Name

MIDDLE NAME
Middle Name

LAST NAME
Last Name

GENDER *
Select Gender

MOBILE NO *
India(
Enter Mobile No.

SHARE PERCENTAGE *
100.00

EMAIL ID *
e.g : abc@xyz.com

ADDRESS *
Enter Address

PAN
Enter 10 Digits PAN No.

DOB *
DD/MM/YYYY

AGE (AS ON 30TH JUNE OF FY)
Enter Age

ADD OWNER * **ADD**

ENTER ONE OF THE MOBILE NUMBERS OUT OF THE ABOVE TO LINK THE UPIC AND PAY TAX

MOBILE NO *
India(91
Enter Mobile No.

GENERATE OTP *
GENERATE OTP

PROPERTY DETAILS TO BE TRANSFER (FLOOR/VACANT LAND /FLATS ETC DETAILS)

PROPERTY TYPE *

 Select Property Type**APPLICATION FEE (IN RS.)**

APPLICATION FEE *

 1500**UPLOAD OWNERS/PROPERTY PHOTOS**

UPLOAD APPLICANT PHOTO * (Format Should Be In JPEG, JPG, PNG Or GIF Format. Max.Size 2MB)

 No file chosen

UPLOAD PROPERTY PHOTO * (Format Should Be In JPEG, JPG, PNG Or GIF Format. Max.Size 2MB)

 No file chosen**UPLOAD DOCUMENTS (In PDF format And File Size Should Be Less Than 5MB) [Sample Documents](#)**

INDEMNITY BOND ON RS.100/- STAMP PAPER (DULY NOTARIZED) *

 No file chosen

DEATH CERTIFICATE OF PREVIOUS OWNER, IF APPLICABLE *

 No file chosen

AFFIDAVIT REGARDING DUES/CLEARANCE OF UP-TO-DATE OF PROPERTY TAX-ANNEXURE-F *

 No file chosen

OTHERS SUPPORTING DOCUMENTS

 No file chosen

COMPLETE CHAIN OF OWNERSHIP DOCUMENTS *

 No file chosen

AFFIDAVIT ON RS.10/- STAMP PAPER DULY ATTESTED BY NOTARY *

 No file chosen

ID-PROOF OF APPLICANT *

 No file chosen**DECLARATION ***

☐ I hereby declare that submitted information & uploaded documents are correct as per my knowledge, in case found incorrect or invalid, I shall be responsible to face consequences thereof, and my request may be rejected.

[BACK TO DASHBOARD](#)[PREVIEW](#)[SUBMIT](#)

(SCR-20)

- 1) If the user is the second owner/buyer of the property and the citizen has already get done the UPIC transfer, then while applying for e-Mutation one must select **“Yes”** for the option **“ARE YOU TRANSFEREE”**
- 2) Based on the selection of the **“Nature of the e-Change of name”**, Citizens must upload the required documents, photos & details of the new owner. For documents details please refer to **Annexure“A”**
- 3) After filling the complete form, the user must click on submit button.
- 4) Citizens will be redirected to the payment gateway.

Online Payment

*** Please Do Not Refresh The Page Until Your Payment Process Is Completed Successfully To Avoid Multiple Charges.

Application Reference : 1642641004401

Total Amount : Rs. 1500




* For Credit Card Transactions, A Fee @1.7143% For AXIS (Inclusive Of Service Tax And Education Cess) Will Be Charged By Payment Gateway Service Providers.

Success Rate

HDFCPayment	72%	PAYTMPayment	89%	AxisEasyCardPayment	90%	ICICIPayment	64%
-------------	-----	--------------	-----	---------------------	-----	--------------	-----

Payment Gateway List *

You Can Pay By Using Debit/Credit Cards And Net Banking Of Any Bank By Using The Payment Gateways Of HDFC, Axis, ICICI

☐  ☐  ☐  ☐ 

(SCR-21)

- 1) Select the desired **Payment Gateway**.
- 2) On the payment gateway page, a citizen can make the payment of fee using any of the following options:
 - UPI
 - Net Banking
 - Credit / Debit Card
 - RuPay
 - Paytm
- 3) Payment successful
- 4) Payment verification



(SCR-22)

4.2. Payment Success

- 1) In case of payment was done successfully then the status of the application become **"Submit to Process"** as shown below

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)									
SHOW 10	ENTRIES	SEARCH: <input type="text"/>							
S.No	UPIC	Application No	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	11400010001700	1632357750	Ajay Enclave East	WEST ZONE	guddeep singh , chishu soni	anil kumar	09/12/2021	Submitted to Process	ACTIONS

(SCR-23)

- 2) Citizens can download the payment receipt by choosing **Fee Paid Details** under the **"ACTIONS"** button.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)									
SHOW 10	ENTRIES	SEARCH: <input type="text"/>							
S.No	UPIC	Application No	Colony	Zone	Owner name	Previous Owner name	Date of Application	App	Action
1	11400010001700	1632357750	Ajay Enclave East	WEST ZONE	guddeep singh , chishu soni	anil kumar	09/12/2021	Submitted to	<div> Fee Paid Details </div>
Showing 1 to 1 of 1 entries (filtered from 15 total entries)									<div> Verify Payment Status </div>

(SCR-24)

- A sample view of the payment receipt is shown below:



Municipal Corporation of Delhi
e-CHANGE OF NAME APPLICATION FEE RECEIPT NO:MT-998077

A Sum of Rs.1500 /- only has been received with thanks from Mr./Ms. [Name] towards the Application Fee for e-Change Of Name in Financial Year 2021-2022 as per the details given below:

Application No	1039242247
Property UPIC	158265900308700
Property Address	PLOT/HOUSE/FLAT/ SHOP No.
	FARM HOUSE No.
	SECTOR/PHASE No.
	BLOCK/POCKET / LINE/STREET No.
	COLONY
	WARD
	ZONE
	LAND USE
Payment Mode	MODE
	TRANSACTION ID
	PAYMENT DATE

Note: For information of all concerned that the Application Fee for e-Change Of Name has been paid ONLINE, the receipt has been generated by the system and hence require no signature

RECEIPT PRINTED ON :- 19/04/2023



(SCR-25)

4.3. Payment Verification for unsuccessful transactions

- 1) In case of the payment transaction remain unsuccessful, the status will be shown as “**Payment Failure or pending/initiate for payment**”.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)									
SHOW	10	ENTRIES						SEARCH	0000000
S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	1581721000000	100042344	NALD EXTN. OLD PALAM ROAD	NALD/UPNH ZONE	ANAND	ANAND	08/10/2021	PAYMENT FAILURE	ACTIONS
Showing 1 to 1 of 1 entries (filtered from 10 total entries)									
First Previous Next Last									

(SCR-26)

- 2) Click on **ACTIONS** then click on “**Verify Payment Status**” for reconcile or click on “**PAY TAX**” and pay the fee amount

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)									
SHOW	10	ENTRIES						SEARCH	427
S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	158200510001000	100045437	BHARTAL-URBAN VILLAGE	NALD/UPNH ZONE	SHARAD KUMAR, SHARAD KUMAR	SHARAD	02/11/2021	PAY TAX	ACTIONS
Showing 1 to 1 of 1 entries (filtered from 10 total entries)									
First Previous Next Last									

(SCR-27)

- 3) In case of payment is deducted from a citizen account and the payment status is shown as **“Unsuccessful/Failure”**. To verify the payment status. Use the payment verify facility under the actions button to verify the transition status.

View Old Receipt prior to 2020 | View Old PTR Record Prior to 2020
To avail benefits under Amnesty scheme FY
To avail benefits under SAMIDDHI scheme FY

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) [VIEW NOTICE/ORDERS](#)

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Action
1	1248905000800	RESIDENTIAL	INDIVIDUAL	rehvash	188/72 NEW DELHI	Registered	<ul style="list-style-type: none"> View Property/Owner Detail Pay Tax De-Register Property Verify Payment Status Verify Amnestied Payment Status Payment Passbook Apply for a Change Of Name
2	0382795000600	RESIDENTIAL	INDIVIDUAL	darshy Tyagi	a-48, Apni Apartments NEW	Registered	<ul style="list-style-type: none"> View Property/Owner Detail Pay Tax De-Register Property Verify Payment Status Verify Amnestied Payment Status Payment Passbook Apply for a Change Of Name
3	0356605000200	RESIDENTIAL	INDIVIDUAL	rehvash	a-51 sam nagar NEW DELHI	Registered	<ul style="list-style-type: none"> View Property/Owner Detail Pay Tax De-Register Property Verify Payment Status Verify Amnestied Payment Status Payment Passbook Apply for a Change Of Name

Showing 1 to 3 of 57 entries

(SCR-28)

- 4) Once the payment transaction is verified and it became successful, a payment receipt will get generated and application status will become **“Submit to Process”**.



Municipal Corporation of Delhi
e-CHANGE OF NAME APPLICATION FEE RECEIPT NO:MT-998077

A Sum of Rs.1500 /- only has been received with thanks from Mr./Ms. () towards the Application Fee for e-Change Of Name in Financial Year 2021-2022 as per the details given below:

Application No	1039242247
Property UPIC	158265900308700
Property Address	PLOT/HOUSE/FLAT/ SHOP No. 57455
	FARM HOUSE No.
	SECTOR/PHASE No.
	BLOCK/POCKET/ LINE STREET No.
	COLONY SOUTH EXT (NDSE)
	WARD KOTLA MUBARAK PUR
	ZONE CNZ
	LAND MARK
Payment Mode	MODE ONLINE
	TRANSACTIONID 1681900093428
	PAYMENT DATE 2023-04-19 15:58:13.43

Note: For information of all concerned that the Application Fee for e-Change Of Name has been paid ONLINE, the receipt has been generated by the system and hence require no signature

RECEIPT PRINTED ON :- 19/04/2023



(SCR-29)

5. Check e-Change of name Status

- 1) After paying the fee, citizens must click on the “e-Change of name Requests” button and see the status of the submitted application.

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) [VIEW NOTICE/ORDERS](#)

SHOW 3 ENTRIES

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action
1	10458700000000	RESIDENTIAL	INDIVIDUAL	rahman	100012 NEW ROAD	Registered	20/07/2022	ACTIONS
2	03817500000000	RESIDENTIAL	INDIVIDUAL	ashish Tyagi	A-48, Aptx Apartments NEW	Registered	02/07/2022	ACTIONS
3	01000000000000	RESIDENTIAL	INDIVIDUAL	rahman	4-57 ram nagar NEW DELHI	Registered	04/07/2022	ACTIONS

Showing 3 of 3 entries

[e-Change Of Name Request](#) [Search Property](#) [Register New Property](#) [Apply For New UPIC](#) [Link Notice To My Account](#) [Request For Transfer UPIC](#)

(SCR-30)

2) After clicking on the “e-Change of name Requests” button, the following screen appears.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

SHOW 5 ENTRIES

S.No	UPIC	Application No.	Category	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	10458700000000	1077500000	Avoida Ebn	Head Quarter	rahman, suresh	ashish	24/02/2023	Deficiency Rectified	ACTIONS
2	03009600000000	14800000	PANCHSHEEL Vihar	Head Quarter	rahman	ji	10/04/2023	e-Change of name Certificate issued	ACTIONS
3	03817500000000	1393750040	ANBARNAI VILLAGE	NAJAFGARH ZONE	ashish Tyagi	ag+Hgggh	09/04/2023	Processing Fee Received	ACTIONS
4	03009600000000	1448257176	Ajanta Park	WEST ZONE	rahna tyagi	raji	18/04/2023	Submitted to Process	ACTIONS
5	10458700000000	1077500000	PANCHSHEEL Vihar	SOUTH ZONE	rahman	ashish	30/03/2023	Deficiency During Inspection	ACTIONS

Showing 5 of 5 entries

[Back](#)

(SCR-31)

6. Check Deficiency

6.1. Deficiency raised by Assessing Official

Once the application is submitted successfully, there is a chance that while reviewing the application the Assessing Official may find some deficiency for which he/she may raise a deficiency.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

SHOW 1 ENTRIES

S.No	UPIC	Application No.	Category	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	10458700000000	1000700076	South East (NDR)	CENTRAL ZONE	py 26	raj	20/11/2021	Deficiency During Inspection	ACTIONS

Showing 1 of 1 entries. Showing from 11 0000 entries

[Back](#)

(SCR-32)

In such cases, the citizen must perform the following steps:

- 1) Click on the Actions button followed by “Deficiency Rectification”.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

SHOW 10 ENTRIES SEARCH 3681

S.No	UPIC	Application No.	Colony	Zone	Owner Name	Previous Owner name	Date of Application	Application Status	Action
13	20348000000100	140700351	AJAL SARH	WEST ZONE	Rishabh Tyagi	last test	22/01/2022	Verify Payment Status Deficiency Rectification Download Deficiency Letter	Actions

Showing 1 to 1 of 1 entries (filtered from 21 total entries)

Back

(SCR-33)

- 2) Citizen can download the deficiency letter by clicking on "Download Deficiency Letter".



Municipal Corporation of Delhi
ASSESSMENT & COLLECTION DEPARTMENT
SOUTH ZONE

Ref No. : 1639459804

Date :-19-04-2023

To,

Mr. [Name] (Share 100%)

121aSector A121bLOCK DBalbir Nagar, BHATI, SZ, New Delhi,110041

Sub: E-change of Name Application Deficiency Letter

Dear Sir/Madam,

Your Application No. **1862758442** for E-change of Name of property w.r.t.
 [UPIC:176355360000300 12 1aSector A12 1bLOCK DBalbir Nagar, BHATI, SZ, New Delhi,110041]
 found to be deficient due to the following reasons :

Reason of Deficiency :please fill valid documents

Please resubmit the following documents to clear deficiency mentioned as under :

AFFIDAVIT REGARDING DUES/CLEARANCE OF UP-TO-DATE OF PROPERTY TAX ANNEXURE	✓
OTHERS SUPPORTING DOCUMENTS	✓

You are requested to remove the above deficiencies within a period of **15** days from the date of issue of this letter, otherwise your application will be rejected.

Your's faithfully,

OFFICE ATTENDANT

Note: This is a computer generated-certificate hence; a signature is not required.

(SCR-34)

- 3) After clicking on the **DEFICIENCY RECTIFICATION** link, the citizen can see the remarks posted by the Assessing Official.

APPLICATION FOR E-CHANGE OF NAME

REMARK *

REMARK *(Max Length 520 Chars)

please upload correct document

* Fields Are Mandatory To Fill

E-CHANGE OF NAME DETAILS

UPIC *

158265900308706

PROPERTY TYPE *

INDIVIDUAL

NATURE OF E-CHANGE OF NAME *

1. Registered Sale Deed/ Register

PROPERTY ADDRESS DETAIL TO BE TRANSFER

COLONY *

SOUTH EXT (NDS)

WARD *

KOTLA MUBARAK PUR

ZONE *

CHZ

PLOT/HOUSE/FLAT/FLOOR/SHOP NUMBER *

67455

FARM HOUSE NUMBER *

SECTOR/PHASE NUMBER

BLOCK/POCKET/LANE/STREET

COUNTRY *

INDIA

STATE *

DELHI

DISTRICT *

SOUTH

PINCODE *

110049

LANDMARK/ADDITIONAL INFO

Landmark/Additional Info

ARE YOU TRANSFEREE (BUYER) ?

YES NO

Owner Name	Gender	DOB	Country Code	Mobile No	Ownership %	Address Detail
RISHAB	MALE	01/01/2000	91	991952019	100	57455 SOUTH DELHI INDIA 110049

TRANSFEROR (SELLER) DETAILS

FIRST NAME *

Test

MIDDLE NAME

middle Name

LAST NAME

Last Name

GENDER *

MALE

MOBILE NO *

India 9955886677

SHARE PERCENTAGE *

100.00

EMAIL ID *

mjhkhj@gmail.com

ADDRESS *

gjdhygdhy

PAN

Enter 10 Digits PAN No.

DOB *

13/04/2023

AGE (AS ON 30TH JUNE OF FY)

0

ADD OWNER *

ADD

PROPERTY DETAILS TO BE TRANSFER (FLOOR/VACANT LAND /FLATS ETC DETAILS)

PROPERTY TYPE *

Constructed

FLOOR(S) DETAILS

FLOOR NO. *

1ST FLOOR

APPLICATION FEE (IN RS.)

APPLICATION FEE *

1500

UPLOAD OWNERS/PROPERTY PHOTOS

UPLOAD APPLICANT PHOTO * (Format Should Be in JPEG, JPG, PNG Or GIF Format. Max Size 2MB)

Choose Files

No file chosen

UPLOAD PROPERTY PHOTO * (Format Should Be in JPEG, JPG, PNG Or GIF Format. Max Size 2MB)

Choose File

No file chosen

UPLOAD DOCUMENTS (In PDF Format And File Size should Be Less Than 5MB) Sample Documents

INCUMENRY BOND ON RS.100/- STAMP PAPER (DULY NOTARIZED) *

Choose File

No file chosen

View Uploaded Document

DECLARATION *

☐ I hereby declare that submitted information & uploaded documents are correct as per my knowledge, in case found incorrect or invalid, I shall be responsible to face consequences thereof, and my request may be rejected.

REMARK *

REMARK *(Max Length 250 Chars)

Please Enter Remark

BACK TO DASHBOARD

PREVIEW

SUBMIT

(SCR-35)

- 4) Citizens are required to rectify the deficiency by uploading the required documents and/or with remarks and submitting.

Note: End user need to submit the required documents for rectification within 10 days from the date of deficiency raised by Assessing Official failing which the extension option shall be provided to the end user for 3 days. By accessing the extension option, end user will be provided with additional 10 days to submit the required documents for rectification.

In case extension option is not availed by the end user, the application shall be auto-rejected on the 14th day from the date of deficiency raised by Assessing Official.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

SHOW 10 ENTRIES SEARCH: 8540

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	055240110000000	1704548540	Anna Nagar	CENTRAL ZONE	rahaiah ty	rahaiah	10/01/2022	Deficiency Rectified	+ ACTIONS

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

First Previous 1 Next Last

+ Back

(SCR-36)

- 5) After submission, the status becomes “**Deficiency Rectified**” and modified details are available to the officer for further processing.

7. Application Close

7.1. Application Closed by Assessing Official

In case of any reason application will be closed by assessing official then citizen have to click on **Re-open for e-Change of Name** option and submit their response after correct the details.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

SHOW 10 ENTRIES SEARCH:

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	055240110000000	833242347	SOUTH EAST (NDS)	CENTRAL ZONE	rahaiah	Puthagi	18/04/2023	Application Rejected	+ ACTIONS
2	055240110000000	857780328	Azadi Enn	West Quarter	rahaiah jain, suahil	utgaj	24/09/2020	Deficiency Rectified	+ ACTIONS
3	033566060000000	1704548540	PANCHSHEEL VILLAGE	West Quarter	rahaiah	ra	12/04/2023	e-Change of name Certificate Issued	+ ACTIONS
4	038759100000000	128375945	AMBARNA VILLAGE	RAJAPURAM ZONE	rahaiah Tyagi	rahaiah Tyagi	06/04/2023	Processing Fee Received	+ ACTIONS
5	000655000000000	144625777	Ajanta Park	WEST ZONE	rahaiah Tyagi	rahaiah	18/04/2023	Submitted to Process	+ ACTIONS
6	034504100000000	03376360	PANCHSHEEL VILLAGE	SOUTH ZONE	rahaiah	rahaiah	20/03/2023	Deficiency During R	+ ACTIONS
7	053355000000000	1817056800	CHITTOORING PARK	SOUTH ZONE	rahaiah Tyagi	rahaiah	18/04/2023	Application Closed	+ ACTIONS

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

+ Back

Download The Closure letter
+ Re-Open for e-Change of name

(SCR-37)

APPLICATION FOR E-CHANGE OF NAME

REMARK *

REMARK *(Max Length 520 Chars)

enter..

*** Fields Are Mandatory To Fill**

E-CHANGE OF NAME DETAILS

UPIC *
135172700000200

PROPERTY TYPE *
INDIVIDUAL

NATURE OF E-CHANGE OF NAME *
1. Registered Sale Deed/Register

PROPERTY ADDRESS DETAIL TO BE TRANSFER

COLONY *
Ajanta Park

WARD *
TILAK NAGAR

ZONE *
WEST ZONE

PLOT/HOUSE/FLAT/FLOOR/SHOP NUMBER *
420

FARM HOUSE NUMBER *

SECTOR/PHASE NUMBER
khatra mohola

BLOCK/POCKET/LANE/STREET
saitan gully

COUNTRY *
INDIA

STATE *
DELHI

DISTRICT *
NEW DELHI

PINCODE *
110025

LANDMARK/ADDITIONAL INFO
Landmark/Additional Info.

ARE YOU TRANSFEREE (BUYER) : ☒ YES ☐ NO

Owner Name	Gender	DoB	Country Code	Mobile No	Ownership %	Address Detail
ANKIT	MALE	15/03/1995	91	9911952619	100	25154 REYTRY AHDGG SOUTH EAST DELHI INDIA 110025

TRANSFEROR (SELLER) DETAILS

FIRST NAME *
rishabh

MIDDLE NAME
Middle Name

LAST NAME
Last Name

GENDER *
MALE

MOBILE NO *
India(9955884455

SHARE PERCENTAGE *
100.00

EMAIL ID *
rish@gmail.com

ADDRESS *
ajanta park delhi

PAN
Enter 10 Digits PAN No.

DOB *
08/10/1971

AGE (AS ON 30TH JUNE OF FY)
51

(SCR-38)

ADD OWNER * + ADD**PROPERTY DETAILS TO BE TRANSFER (FLOOR/VACANT LAND /FLATS ETC DETAILS)**

PROPERTY TYPE *

Constructed ▼**FLOOR(S) DETAILS**

FLOOR NO. *

GROUND FLOOR -ADD FLOOR * + ADD**APPLICATION FEE (IN RS.)**

APPLICATION FEE *

1500**UPLOAD OWNERS/PROPERTY PHOTOS**

UPLOAD APPLICANT PHOTO * (Format Should Be In JPEG, JPG, PNG Or GIF Format. Max.Size 2MB)

Choose File No file chosen

UPLOAD PROPERTY PHOTO * (Format Should Be In JPEG, JPG, PNG Or GIF Format. Max.Size 2MB)

Choose File No file chosen**UPLOAD DOCUMENTS (in PDF Format And File Size Should Be Less Than 5MB)** Sample DocumentsINDEMNITY BOND ON RS.300/- STAMP PAPER
(DULY NOTARIZED) *Choose File No file chosen[View Uploaded Document](#)

DEATH CERTIFICATE OF PREVIOUS OWNER, IF APPLICABLE *

Choose File No file chosen[View Uploaded Document](#)

AFFIDAVIT REGARDING DUES/CLEARANCE OF UP-TO-DATE OF PROPERTY TAX-ANNEXURE-F *

Choose File No file chosen[View Uploaded Document](#)OTHERS SUPPORTING DOCUMENTS Choose File No file chosen[View Uploaded Document](#)

COMPLETE CHAIN OF OWNERSHIP DOCUMENTS *

Choose File No file chosen[View Uploaded Document](#)

AFFIDAVIT ON RS.10/- STAMP PAPER DULY ATTESTED BY NOTARY *

Choose File No file chosen[View Uploaded Document](#)

ID-PROOF OF APPLICANT *

Choose File No file chosen[View Uploaded Document](#)**DECLARATION ***☐ I hereby declare that submitted information & uploaded documents are correct as per my knowledge, in case found incorrect or invalid, I shall be responsible to face consequences thereof, and my request may be rejected.**REMARK ***

REMARK *(Max Length 255 Chars)

Please Enter RemarkBACK TO DASHBOARDPREVIEWSUBMIT

(SCR-39)

- 1) Citizen can download the Closure letter by clicking on “Download The Closer Letter”



Municipal Corporation of Delhi
ASSESSMENT & COLLECTION DEPARTMENT
 RK Puram, Sector-9 (Near Sangam Cinema) New Delhi-
 110022
 SOUTH ZONE

Ref No:- 1569251772

Date :-19-04-2023

To,

test notice (Share 100%)

155Chittaranjan Park, CHITTRANJAN PARK, SZ, New Delhi,110025

Subject: Closure letter for e-change of name application.(1517056800).

Dear Sir/Madam,

Your Application No. **1517056800** for e-Mutation of property w.r.t. (UPIC:158265900218800 , Address: 155Chittaranjan Park, CHITTRANJAN PARK, SZ, New Delhi,110025) is closed due to following reasons :

Reason of Rejection:

1) Incorrect Ward /Zone /Colony

Remarks: Please select your correct colony.

Your's faithfully,

OFFICE ATTENDANT

Note: This is a computer generated-certificate hence a signature is not required.

(SCR-40)

Once the citizen submit their response then new application number will appear in citizen dashboard

APPLICATION SUBMITTED SUCCESSFULLY WITH APPLICATION NO 3058888815

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) [VIEW NOTICE/ORDERS](#)

SHOW: 3 → ENTRIES

S.No	UPIC	Property type	Owner type	Owner Name	Address	Status	Registered On	Action
1	158265900218800	RESIDENTIAL	INDIVIDUAL	test notice	155Chittaranjan Park, CHITTRANJAN PARK, SZ, New Delhi,110025	Registered	20/12/2022	View Notice
2	158265900218800	RESIDENTIAL	INDIVIDUAL	test notice	155Chittaranjan Park, CHITTRANJAN PARK, SZ, New Delhi,110025	Registered	20/12/2022	View Notice
3	158265900218800	RESIDENTIAL	INDIVIDUAL	test notice	155Chittaranjan Park, CHITTRANJAN PARK, SZ, New Delhi,110025	Registered	20/12/2022	View Notice

Showing 1 to 3 of 3 entries

[Previous](#) 1 2 3 4 5 ... 10 Next

[E-Change of Name Request](#) [Search Property](#) [Register New Property](#) [Apply For New UPIC](#) [Link Notice to My Account](#) [Request For Transfer UPIC](#)

(SCR-41)

8. Rejection of Application

An Assessing Official may reject the application if he/she finds some wrong or suppressed information.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	00000110000000	1104540940	Anna Nagar	CENTRAL_ZONE	rethab	rethab	19/04/2023	Application Rejected	+ ACTIONS

Showing 1 to 1 of 1 entries (moved back to total entries)

[First](#) [Previous](#) [Next](#) [Last](#)

(SCR-42)

In such cases, the citizen has to perform the following steps:

- 1) Click on the Actions button followed by “**Application Rejected**”

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	1M020500000000	922942247	SOUTH EST (NESA)	CENTRAL_ZONE	rethab	pythga	19/04/2023	Application Rejected	View Submitted Form + ACTIONS
2	1N355000000000	907592828	Aravali Enclave	Head Quarter	rethab jain, suresh	chiga	24/05/2023	Deficiency Rejected	+ ACTIONS
3	00000000000000	140031395	PARASHVEEL VIMAR	Head Quarter	rethab	re	12/04/2023	e-Change of name	Download Rejection Letter + ACTIONS
4	00017060000000	028070940	AMBABHAI VILLAGE	WALAFGARH_ZONE	rethab Tyagi	rethab Tyagi	08/04/2023	Processing Fee Rejected	+ ACTIONS

(SCR-43)

- 2) After clicking on the **Application Rejected** link, the citizen can download the rejection letter in which Rejection Reason is mentioned.



Municipal Corporation of Delhi
ASSESSMENT & COLLECTION DEPARTMENT
 MC Primary School, Sanwal Nagar, Sadiq Nagar, New Delhi-110049
 CENTRAL ZONE

Ref No. : 1159753629

Date :-19-04-2023

To,

rishab (Share 100%)

57455SOUTH EXT (NDSE), KOTLA MUBARAK PUR, CNZ, New Delhi-110049

Sub: E-change of Name Application Rejection letter

Dear Sir/Madam,

Your Application No. **1039242247** for Exchange of Name of property w.r.t. [UPIC:158265900308700NaN] is rejected due to following reasons :

Reason of Rejection :Rejection

Your's faithfully,

OFFICE ATTENDANT

Note: This is a computer generated-certificate hence; a signature is not required.

(SCR-44)

- 3) Citizens can re-apply for e-Mutation by clicking on the “**Reapply for e-Change of name**” link.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)									
Sl.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	158265900308700	1039242247	SOUTH EXT (NDSE)	CENTRAL ZONE	rishab	prajwal	19/04/2023	Application Rejected	01 View Submitted Form
2	158265900308700	1077692838	Ambedkar	Head Quarter	rishab jain, suresh	chitra	04/05/2023	Deficiency Rectified	02
3	158265900308700	149031356	PARACHSHEL VIHAR	Head Quarter	rishab	rs	13/04/2023	e-Change of name	03 Download Mutation Certificate
4	158265900308700	1285379346	AMBABHAI VILLAGE	NAJAFGARH ZONE	shruti tyagi	egwrtggf	08/04/2023	Processing Fee Paid	04 Reapply for e-Change Of Name

(SCR-45)

- 4) Citizen has to “**Apply for e-Change of name**” again ([Please refer to SCR-19](#))

9. Approval of e-Change of name Certificate

- 1) Once the application is approved by the Assessing Officer, the status of the application will become Approved, and the e-Change of name Certificate become available for Download at the citizendashboard.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

SHOW 10 ENTRIES SEARCH: 984

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	190428200006700	1350400984	Chitranagar Park	SOUTH ZONE	sahil sharma	deepak . t tyagi	17/11/2021	DD Verify Payment Status	Download Mutation Certificate

Showing 1 to 1 of 1 entries (filtered from 8 total entries)

[Back](#)

(SCR-45)

2) A Sample e-Change of name certificate is shown below:

MUNICIPAL CORPORATION OF DELHI
ASSESSMENT & COLLECTION DEPARTMENT
 Head Quarter, 20th Floor Dr. Shyama Prasad Mukherjee Civic Centre,
 Jawahar Lal Nehru Marg, Minto Road, New Delhi-110002
 Head Quarter

Reg. No.: 1149031395/UPIC No.: [0130660S0002200] **Date: 13-04-2023**

Sh./Smt./M/s rishabh (Share 100%)

A-57 ram nagar loni road street nio
 12PANCHSHEEL VIHAR, CHIRAG DELHI, New
 Delhi, 110032


Subject : E-Change of Name of Tax payer(s) in property tax assessment record in respect of Property
 Address:-A-57 ram nagar loni road street nio 12PANCHSHEEL VIHAR, CHIRAG DELHI, New
 Delhi, 110032

Dear Sir/Madam,

This change of name is granted in pursuance to the provision of Section 123 of the DMC Act 1957, as amended from time to time and is valid only for the person (s) and property as specified hereinabove, subject to the following conditions:

1. This change of name has been allowed on the basis of the documents filed by the taxpayer. At a later date, in case, it is found that the documents/facts submitted are suppressed/or not genuine or any information is concealed therefrom/or by misrepresentation/or fraud / or any dispute of ownership etc., this shall be treated as invalid and the same will be cancelled automatically. If so, the property shall revert in the name of previous owner. The applicant shall be liable to indemnify the Corporation for the losses, cost and expenses etc., if suffered by the Municipal Corporation of Delhi.
2. This change in name is allowed only for the limited purpose of payment of property tax of the MCD, subject to clearance of up to date tax dues, if any, and shall not confer/devolve any legal title or ownership.
3. If any tax liability arises on this property/premises after this name change due to creation of any additional land, disposal of pending proposal(s) u/s 126 of DMC Act 1957/123 D of DMC (Amendment) Act, 2002, or due to any calculation mistake(s) etc., the tax liability shall be payable by the taxpayer as agreed to in the Indemnity Bond.
4. This change of name shall not be treated as valid if the property has been constructed on a land belonging to any Govt. Agency/DDA/MCD of which tax payer is not the lessee/licensee, and if any dispute arises in future, the property will automatically will go in the name of previous owner (s) without any notice.

OFFICE ATTENDANT



Note: This is a computer generated-certificate hence; a signature is not required.

Apr 13, 2023, 3:30 PM

(SCR-46)

Once the mutation is done and the property is transferred in the name of the new owner in municipal records, then the new owner is advised to get the UPIC transferred in his/her name.

10. Annexure “A”

List of documents required as per Nature of e-Change of name:

Nature of e-Change of name	List of Documents (In PDF) ** Maximum Limit of each document size is 2 MB
For all types	General Documents <ol style="list-style-type: none"> 1. Applicant(s) photo 2. Property Photo 3. ID Proof of applicant (s)
1. Registered Sale Deed/Registered Agreement to Sale/ Conveyance Deed by land owning agency/Registered Gift Deed:	<ol style="list-style-type: none"> 1. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 2. Receipts of upto date payment of property tax 3. Death certificate of previous owner, if applicable 4. Complete chain of ownership documents 5. Affidavit on Rs. 10/- stamp paper (duly notarized).
2.1 Inherent in case of death Where Registered Will is available	<ol style="list-style-type: none"> 1. Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that this is the only will or the last will of the previous owner & never has been changed at any point of time and there is no court case is pending before any court of law 2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 3. Death certificate of previous owner 4. Copy of Registered Will 5. Receipts of upto date payment of property tax 6. Complete chain of ownership documents
2.2 (a) Inherent in case of death Where Un-Registered Will is available (only for legal heir)	<ol style="list-style-type: none"> 1. Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that this is the only will or the last will of the previous owner and there is no court case is pending before any court of law

	<ol style="list-style-type: none"> 2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 3. Death certificate of previous owner 4. Copy of Un-registered Will 5. Surviving Member Certificate 6. Receipts of upto date payment of property tax 7. Complete chain of ownership documents
2.2 (b) Inherent in case of death Where Un-Registered Will is available (more than one legal heirs & only one of them applied for mutation)	<ol style="list-style-type: none"> 1. Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that this is the only will or the last will of the previous owner and there is no court case is pending before any court of law 2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 3. Death certificate of previous owner 4. Copy of Un-registered Will 5. Surviving Member Certificate (SMC) 6. No Objection Certificate from other legal heirs along with photo ID proof 7. Receipts of upto date payment of property tax 8. Complete chain of ownership documents 9. Affidavit ID Proof of applicant(s)
2.2 (c) Inherent in case of death Where Un-Registered Will is available (more than one legal heir & all applied for mutation)	<ol style="list-style-type: none"> 1. Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that this is the only will or the last will of the previous owner and there is no court case is pending before any court of law 2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 3. Death certificate of previous owner 4. Copy of Un-registered Will 5. Surviving Member Certificate (SMC) 6. Receipts of upto date payment of property tax 7. Complete chain of ownership documents 8. Affidavit ID Proof of applicant(s)
2.3 (a) In case of Non execution of Will by the deceased (single legal heir)	<ol style="list-style-type: none"> 1. Affidavit on Rs. 10/- stamp paper (duly notarized) with a confirmation that the previous owner has not left any Will.

	<ol style="list-style-type: none"> 2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 3. Death certificate of previous owner 4. Surviving Member Certificate (SMC) 5. Receipts of upto date payment of property tax 6. Complete chain of ownership documents 7. ID Proof of applicant(s)
2.3 (b) In case of Non execution of Will by the deceased (if more than one legal heir & all applied for mutation)	<ol style="list-style-type: none"> 1. Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that the previous owner has not left any Will 2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 3. Death certificate of previous owner 4. Surviving Member Certificate (SMC) 5. Receipts of upto date payment of property tax 6. Complete chain of ownership documents
2.3 (c) In case of Non execution of Will by the deceased (If more than one legal heir & only one of them applied for mutation)	<ol style="list-style-type: none"> 1. Affidavit on Rs. 10/- stamp paper (duly notarized). 2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 3. Death certificate of previous owner 4. Surviving Member Certificate (SMC) 5. Succession Certificate/Letter of Administration 6. Receipts of upto date payment of property tax 7. Complete chain of ownership documents
3.(a) Cases of Registered Relinquishment Deed/Release Deed/Exchange Deed(Registered Relinquishment Deed)	<ol style="list-style-type: none"> 1. Transfer Duty, if not paid- In case of Registered 2. Relinquishment Deed with consideration (death and other cases) 3. Affidavit on Rs. 10/- stamp paper (duly notarized). 4. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 5. Receipts of upto date payment of property tax 6. Death certificate, if applicable 7. Complete chain of ownership documents
3. (b) Cases of Registered Relinquishment Deed/Release Deed/Exchange	<ol style="list-style-type: none"> 1. Transfer Duty, if not paid - In case of Registered Release Deed/Exchange Deed with or without consideration 2. Affidavit on Rs. 10/- stamp paper (duly notarized).

Deed(Registered Release Deed/Exchange Deed)	<ol style="list-style-type: none"> 3. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 4. Receipts of upto date payment of property tax 5. Transfer Duty, if not paid 6. Death certificate, if applicable 7. Complete chain of ownership documents
4.Registered Partition Deed/Family Settlement Agreement	<ol style="list-style-type: none"> 1. Transfer Duty, if not paid - In case of Registered Partition Deed/Family Settlement Agreement with consideration 2. Affidavit on Rs. 10/- stamp paper (duly notarized). 3. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 4. Receipts of upto date payment of property tax 5. Transfer Duty, if not paid 6. Death certificate, if applicable 8. Complete chain of ownership documents
5. Court Orders/Court Decree/Amalgamation/Demerger order	<ol style="list-style-type: none"> 1. Affidavit on Rs. 10/- stamp paper (duly notarized). 2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized). 3. Receipts of upto date payment of property tax 4. Complete chain of ownership documents 5. ID Proof of applicant 6. Transfer Duty - May be raised as per court order. 7. Copy of the Court order

-----End of Document-----