User Manual for e-Change of name - PTR CORPORATIC

https://mcdonline.nic.in Municipal Corporations of Delhi April 2023

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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 changedin 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, anydeficiency 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-filling 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 ownersto 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.



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

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Ward	۹	Please Select Ward
Colony	Q	Please Select Colony
		Q Search Reset
	Po Po	y Property Tax 🛛 🕅 Registration of Birth / Death
	A Po	Registration of Birth / Death

2.2.1. Citizen Already Registered on MCD Portal

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- 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.

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

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	Bullbhrts Cancel

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- 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
- 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.



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

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

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6) After that citizen dashboard will be displayed.



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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

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

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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.

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

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Property details get added to the Citizen Dashboard.

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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.

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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
 - o Colony
 - o Ward
 - o 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
 - o State
 - o District
 - o Country
- Owner Detail Consist of Name, Address, Age, Email, Phone Number etc.

The system will allocate the new UPIC automatically.

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- 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.

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• Under Action Button, use "Edit Property/Owner details" to fill Property / Owner Detail

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 Once the property details & owner details are added the status of the property gets changed to "Registered"

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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.

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

e-Change of name.

PTR-e-Change of name

v2.0 – Citizen Interface

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

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R-e-Change of name	v2.0 – Citizen Inter
PROPERTY DETAILS TO BE TRANSFER (FLOOR/VACANT LAND /FLATS ETC DETAILS)	
PROPERTY TYPE *	
III Select Property Type 🗸	
APPLICATION FEE (IN RS.)	
APPLICATION FEE *	
III 1500	
UPLOAD OWNERS/PROPERTY PHOTOS	
JPLOAD APPLICANT PHOTO * (Format Should Be in JPEG, JPG, PNG Or GIF Format, Max.Size	
2MB)	
III Choose Files No file chosen	
UPLOAD PROPERTY PHOTO * (Format Should Be In JPEG, JPG, PNG Or GIF Format, Max.Size 2MB)	
III Choose File No file chosen	
UPLOAD DOCUMENTS (In PDF Format And File Size Should Be Less Than SMB) O Sample Documer	nts
INDEMNITY BOND ON RS.100/- STAMP PAPER (DULY NOTARIZED) *	
	Choose File No file chosen
DEATH CERTIFICATE OF PREVIOUS OWNER, IF APPLICABLE *	The Physics Physics Physics
	Choose File No file chosen
AFFIDAVIT REGARDING DUES/CLEARANCE OF UP-TO-DATE OF PROPERTY TAX-ANNEXURE-F*	
	Choose File No file chosen
OTHERS SUPPORTING DOCUMENTS	
	Choose File No file chosen
COMPLETE CHAIN OF OWNERSHIP DOCUMENTS *	Choose File No file chosen
	Choose the Norme chosen
AFFIDAVIT ON RSJ0/- STAMP PAPER DULY ATTESTED BY NOTARY *	
	Choose File No file chosen
ID-PROOF OF APPLICANT *	
	Choose File No file chosen
DECLARATION *	
I hereby declare that submitted information & uploaded documents are correct as per my knowled	ige, in case found incorrect or invalid, I sh
sponsible to face consequences thereof, and my request may be rejected.	
BACK TO DASHBOARD	PREVIEW
(SCR-20)	

- 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.

Application Refere	nce :	1642841004401			
Total Amount :		Rs 1500			
* For Credit Card Trans	sactions, A Fee	e @1.7143% For AXIS (Inclusive Of Service	Tax And Education Cess) Will Be Ch	arged By Pay	ment Gateway Service Provider:
Success Rate					
HDFCPayment 7	2%	PAYTMPayment 69%	AxisEasyCardPayment	90%	ICIC/Payment 64%
Payment Gate	way List	•			
You Can Pay By Usin	ng Debit/Cred	It Cards And Net Banking Of Any Bank B	y Using The Payment Gateways	Of HDFC, Ax	is, ICICI
🗢 🚺 HDFC BAN	к	° paytm			ICICI Bank
		Pay	Now Cancel		
			(SCR-21)		

Online Payment

- 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

	Transact	ion Details
	Transaction Number	1639124901760
	Amount	8708
	Receipt No.	930550
success :	TXN Response Code Description	Success
success :	J Payment Mode	AIB
	Bank Name	AxisEasyCardPayment
	Service Charges	0

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

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2) Citizens can download the payment receipt by choosing **Fee Paid Details** under the

"ACTIONS" button.

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	T TO T OF LANDAUGH	 tors 55 YoM with the							AL Verify Payment Issues	feast Last

(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.r 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	Se
Property Address	PLOT/HOUSE/FLAT/ SHOP No.	
	FARM HOUSE No.	
	SECTOR/PHASE No.	
	BLOCK/POCKET / LINE/STREET	
	COLONY	SOUTHEXT (NDSE)
	WARD	KOTLA MUBARAK PUR
	ZOKE KC	CNZ
	LAND	
Payment Mode	MODE	ONLINE
 < 	T. ANS ACT 10 N ID	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-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".

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

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 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.

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	UNC	8 Property Type	I Owner Type I	Owner Norme	Address		#siles hopety/Owner Detail ∕hidt Popety/Owner Details	-

(SCR-28)

 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	412
Property Address	PLOT/HOUSE/FLAT/ SHOP No.	V 57455
	FARM HOUSE No.	
	SECTOR/PHASE No.	
	BLOCK/POCKET / LDE STREET No	
	COLONY CO	SOUTHEXT (NDSE)
	WARD	KOTLA MUBARAK PUR
	ZONE	CNZ
	LAND MARK	
Payment Mode	MODE	ONLINE
	TRANSACTION ID	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

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

PTR-e-Change of name

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

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(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.

HON	H + ENTERS										MARCEN EX	4	
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-	this is the second	-	a in this water								Fait Printers	1.1	Net L

(SCR-32)

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

1) Click on the Actions button followed by "Deficiency Rectification".

PTR-e-Change of name

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					(SCR-33)				
2) Citi	zen ca	n download th	ne deficiency	letter by clicl	king on " Dowr	load Deficien	icy Letter".		
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	Your	Application N	o. 1862758-	442 for E-cha	nge of Name o	of property w.	.r.t.		
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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.

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(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.

HOW	18 ··· ENTRIES										SEARCH: 6540	
5.Na	UPIC	* *	oplication No.#	Colony	+	Zone	+	Owner named	Previous Owner name\$	Date of Application\$	Application Status #	Action
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wing	1 to 1 of 1 entries (\$	tered	from 3 total entries	1							First Previous 1	Next Las

(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.

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(SCR-37)

APPLICATION FOR E-CH	ANGE OF NAME
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(SCR-38)

R-e-Change of name		v2.0 – Citizen In
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BACK TO DASHBOARD	SCR-39)	PREVIEW

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

1/2-								
CH I	+ 10/0019	8 Property Type	8 Owner Type:	Owner Name	Address	i Belle	Bullion I	Action
	Itanaiminiaing	Mandah/MAL	INDIVERSAL	nyhigan.	Statistical Address Secures	Inglinia)	30105(2000)	
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	16009468000002000	163025546	NEW YORK	neutro.	Av 12 years ranges billing billing	Toprorate.	04002022	(at the set



8. Rejection of Application

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

LHT	- une	Application No.		Colony		Lone	Owner name 1	Previous Center name	Date of Application 5	Augmenter Steller	Autor
1	(58)40110000000	ETD454E84E	Anna Nagar		CEN	ITRAL 2004E	rohate to	extit	001-001	AppRoaftern Reported	+ 8010385

(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 MUTA	ATION DETAILS ARE SH	OWN BELOW (USE THEM T	O PAY FEE)			
wow	ið « Khitees								SEARCH	
LNO	unc	Application No.	Colory	A Jone V	Owner nome	Previous Owner name II	Claim of Application	Apple	attion Status 🛛 🕴	Action
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2) After clicking on the **Application Rejected** link, the citizen can download the rejection letter in which Rejection Reason is mentioned.

PTR-e-Change of name

Munic	ipal Corporation of Delhi
ASSESSMEN	T & COLLECTION DEPARTMENT
MC Primary School,	Sanwal Nagar, Sadiq Nagar, New Delhi-110049
	CENTRAL ZONE
Ref No. : 1159753629	Date :-19-04-2023
To,	Date :-19-04-2023
rishab (Share 100%)	-05
57455SOUTH EXT (NDSE), KOTLA MUBARAK PUR	NZ New Self 20049
STASSOOTTER (NOSE), KOTER MODERARTON	Verz, new contractory
Sub: E-change of Name Application Rejection	ntete
Dear Sir/Madam,	
[UPIC:158265900308700NaN] is precked due Reason of Rejection :Refer	ge of Vame of property w.r.t. to following reasons :
	Your's faithfully,
Ro	
	OFFICE ATTENDANT
\checkmark	
Note: This is a computer generated-o	ertificate hence; a signature is not required.
10	CR-44)

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

HOW	N - KNTRES								SEARCH:	
E.No	UNC	Application No.	e Colony	1 Ione 1	I Dener nome	Previous Owner name	Claim of Application 1	Appa	cottion Status	Action
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4) Citizen has to "Apply for e-Change of name" again (Please refer to SCR-19)

9. Approval of e-Change of name Certificate

 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.

BHOW	10 - ENTRIES									SEARCH: 994	
\$.No	und	•	Application No.	Colony	- 19	Zone	Ownersname	Previous Owner Marme	Date of Application	Application Status	Action
1	190425250656790		1350406984	Chittaranjan Park		SOUTHZONE	sahi shama	deepak , r tyagi	17/11/2021	DD Verify Payment Status	ACTIONS
		-								CE Download Matotion Certificate	

(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 i of Property Address: A-57 ram nagar loni road street nio 12PANCUSHEEL VI IRAG DELHI, New Delhi, 110032 ngjkdfhgjhdfjkghfjkhgjkdfgjfhjgdfjkhgjkdhkjghdkjfhgjd ngjkbfkdghfdk Dear Sir/Madam, This change of name is granted in pursuance to the provision of Se the DMC Act 1957, as amended pecified hereinabove, subject to the from time to time and is valid only for the person (s) and prop following conditions: This change of name has been allowed on the bas ocuments filed by the taxpayer. At a later date, 1. 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 fanceled automatically. If so, the property shall revert in the name of previous owner. The applicant liable to indemnify the Corporation for the losses, cost and al Corporation of Delhi. expenses etc., if suffered by 2 This change in name nly for the limited purpose of payment of property tax of the MCD, date tax dues, if any, and shall not confer/devolve any legal title or subject to cleara ownership ises on this property/premises after this name change due to creation of any 3 any ta nd, disposal of pending proposal(s) u/s 126 of DMC Act 1957/123 D of DMC additiona (Amandmen) Act, 2002, or due to any calculation mistake(s) etc., the tax liability shall be payable by the r as agreed to in the Indemnity Bond. change of name shall not be treated as valid if the property has been constructed on a land belonging to any Goy. 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
	1. Applicant(s) photo
	2. Property Photo
	3. ID Proof of applicant (s)
1. Registered Sale	1. Indemnity Bond on Rs. 100/- stamp paper (duly
Deed/Registered Agreement to Sale/ Conveyance Deed by land	notarized).
owning agency/Registered Gift	2. Receipts of upto date payment of property tax
Deed:	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	1. Affidavit on Rs. 10/- stamp paper (duly notarized), with
Where Registered Will is available	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	1. Affidavit on Rs. 10/- stamp paper (duly notarized), with a
Where Un-Registered Will is	confirmation that this is the only will or the last will of
available (only for legal heir)	the previous owner and there is no court case is pending
	before any court of law
	22

eChange of name	v2.0 – Citizen Inte
	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
	 Receipts of upto date payment of property tax Complete chain of ownership documents
2.2 (b) Inherent in case of death Where Un-Registered Will is	1. Affidavit on Rs. 10/- stamp paper (duly notarized), with a
available (more than one legal	confirmation that this is the only will or the last will of the
heirs & only one of them applied	previous owner and there is no court case is pending
for mutation)	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	1. Affidavit on Rs. 10/- stamp paper (duly notarized), with a
available (more than one legal	confirmation that this is the only will or the last will of the
heir & all applied for mutation)	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	1. Affidavit on Rs. 10/- stamp paper (duly notarized) with a
of Will by the deceased	confirmation that the previous owner has not left any Will.
(single legal heir)	

-e-Change of name	v2.0 – Citizen Inte
	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	1. Affidavit on Rs. 10/- stamp paper (duly notarized), with a
of Will by the deceased (if more	confirmation that the previous owner has not left any Will
than one legal heir & all applied	2. Indemnity Bond on Rs. 100/- stamp paper (duly
for mutation)	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	1. Affidavit on Rs. 10/- stamp paper (duly notarized).
of Will by the deceased (If more	2. Indemnity Bond on Rs. 100/- stamp paper (duly
than one legal heir & only one of	notarized).
them applied for mutation)	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	1. Transfer Duty, if not paid- In case of Registered
Relinquishment Deed/Release	2. Relinquishment Deed with consideration (death and other
Deed/Exchange Deed(Registered	cases)
Relinquishment Deed)	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	1. Transfer Duty, if not paid - In case of Registered Release
Relinquishment Deed/Release	Deed/Exchange Deed with or without consideration
Deed/Exchange	2. Affidavit on Rs. 10/- stamp paper (duly notarized).

-e-Change of name	v2.0 – Citizen Inte
Deed(Registered Release	3. Indemnity Bond on Rs. 100/- stamp paper (duly
Deed/Exchange Deed)	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	1. Transfer Duty, if not paid - In case of Registered Partition
Deed/Family Settlement	Deed/Family Settlement Agreement with consideration
Agreement	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	1. Affidavit on Rs. 10/- stamp paper (duly notarized).
Decree/Amalgamation/Demerger	2. Indemnity Bond on Rs. 100/- stamp paper (duly
order	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

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