

Documents to be submitted along with Single New Connection Application

To release supply to a structure there are two basic documents that need to be submitted namely:

1. Proof of Identity: Self attested copies: Any One

- a. PAN Card / AADHAR Card / Passport / Voter's ID / Driving License.
- b. In case of company/enterprises: Company / enterprises photocopy of Pan card must be duly signed by owner/ Authorized signatory and with rubber stamp of proprietor
- c. In case of an organization: Certificate of incorporation /registration issued by the Registrar and proof of Authorisation/ resolution of board of Directors for authorizing the person and duly signed with rubber stamp.
- d. In case of Trust: Certificate of Registration of the Trust duly signed by proprietor with rubber stamp.
- e. In case of Partnership: Registered Partnership deed duly signed by all the partners and with rubber stamp.

2. Proof of Ownership/ Occupancy: Self attested copies: Any One

Category	Premise Type	Ownership /Occupancy Documents at the time of application on applicant's name - Any One
Residential/ Commercial	A) Flat in Society	1. Stamp Duty Paid registered Agreement/purchase/sale deed OR share certificate of Registered Society OR Index 2 copy
		2. Latest (not more than 3 Months old) Maintenance Bill in the applicant's name duly certified and stamped by society OR NOC (Duly stamped - No Objection Certificate) from the registered Housing/Industrial Society.
		3. Registered Gift Deed OR Latest registered Leave and License agreement with NOC from owner
	B) Bungalow	1. Property tax receipt in the Applicant's Name (if agreement is more than one year old) or Latest property tax Bill (MCGM /MBMC)
		2. Property Card Or 7x12 extract of the property.
		3. Stamp Duty Paid registered Agreement/purchase/sale deed
		4. Registered Gift Deed

	C) Common amenities- Staircase / Water Pump / Toilet / Library	1. Society registration certificate in case of Registered society (Society Pan card -society stamp with signature)
		2. License from MCGM/MBMC to dig and operate Bore-well in the name of applicant not older than 3 months.
		3. Society's Request on their letterhead (duly stamped and signed by either of the office bearers) # Undertaking to transfer unpaid dues to a permanent account
	D) Residential Quarters	1. Letter of allotment of quarters from the concerned authority/organization. 2. NOC on letterhead of authority/ owner to give supply in the name of Applicant. If allotment letter is older than 3 months
	E) Long Rental / Pagadi System Premise	For Residential: Latest Rent Receipt (not older than 3 months) along with NOC from the landlord in original (along with a photo ID proof of landlord for signature verification)
		For commercial establishments: • Having less than 10 employees: Please submit the "Receipt of Intimation" issued by MCGM/MBMC or copy of "Udyog Aadhar" Certificate • Having more than 10 employees: Please submit the "Gumastha licence" issued by MCGM or a copy of "Udyog Aadhar "Certificate Except for all commercial establishments having an agreement of sale (Registered and stamp duty paid)
F) Temple /Church/Gurudwara/ Masjid / Any Religious (if case of residential/commercial) - tenant	1. Latest Registered Gift deed/sale deed/ Trust deed (If it run by a trust).	
	2. Ownership documents of land	
	3. Certificate of Registration of the Trust along with request for supply on Trust's Letter head # Undertaking to transfer unpaid dues to a permanent account	
Structures Ground In MHADA area + higher floors In MHADA area	Ground floor (Resi)/Comm).	*New Meter for higher floor to be issued in the name of existing user

		<p>1. Allotment letter from MHADA Authority in the name of applicant.</p> <p>2. Undertaking from Owner with MHADA rent receipt in the name of the owner not older than 3 months (Mandatory) and Separate Entrance is mandatory</p> <p>3. Agreement Copy</p> <p>4. Gumastha License (For Commercial)</p>
	Higher floor (Resi / Comm) same Occupant	<p>1. Higher floor Declaration by applicant Compulsory along with any one above ownership documents</p>
Ground + 1 structures (floor) in Slums / Gaothan	Room/Gala for Resi or Non Resi connection	<p>1. Allotment letter from government / Photo pass/Pitch card/Ration Card of Prime Holder mentioning floor and room number.</p>
		<p>2. Notarized sale deed or gift deed agreement with room/gala number and floor number and details.</p>
		<p>3. Voter's ID Card of same address</p>
		<p>4. Property Tax receipt (Residential / Non-Residential) for Gaothan).</p>
		<p>5. Notarized NOC on Rs. 100/- from the Prime Holder to release supply in the name of Applicant whose name is reflected in the documents with room/gala number and floor number. Higher floor Declaration by applicant Compulsory along with any one above ownership documents</p>
		<p>For commercial establishments:</p> <ul style="list-style-type: none"> • Having less than 10 employees: Please submit the "Receipt of Intimation" issued by MCGM/MBMC or copy of "Udyog Aadhar" Certificate • Having more than 10 employees: Please submit the "Gumasta licence" issued by MCGM or a copy of "Udyog Aadhar "Certificate Except for all commercial establishments having an agreement of sale (Registered and stamp duty paid) (For Commercial compulsory)
		<p>5. If the premise is situated in FOREST/ CRZ1/ SALT PANE/WET LAND or any prohibited areas</p>

		Permission & NOC from concerned authority is required.
Commercial	Commercial unit in Registered society Bldg.	1. Agreement/purchase/sale deed 2. share certificate of Registered Society
		2. Latest (not more than 3 Months old) Maintenance Bill in the applicant's name duly certified and stamped by society OR NOC (Duly stamped - No Objection Certificate) from the registered Housing/Industrial Society.
		3. Registered Gift Deed
Commercial	Commercial unit in slums /chawl	1. Photo pass/ Pitch Card of Prime Holder.
		2. Gumastha as below: Establishment having less than TEN employees-- receipt of intimation to MCGM/Local body.
		-Establishments having more than TEN employees-Gumastha Certificate
		3. Copy of UDYOG AADHAAR Certificate (Both pages)
		4. Sale agreement mentioning shop number and address of applicant.
		● In case the premise is situated in FOREST/ /CRZ1/ SALT PANE/WET LAND
		or any prohibited areas, Permission & NOC from concerned authority is required
	Commercial: Premise on road	1. Pitch stall license (No Hawker) along with way leave form signed by Local Authority if shop is on Local Authority's Road (Latest) 2. MCGM / MBMC NOC along with way leave form signed by Local Authority if shop is on Local Authority's Road
Commercial	Flour Mill	1. Photo pass of Prime Holder/any other proof of occupancy along with MCGM/MBMC license.
		2. UDYAM Aadhar Certificate
Industrial	For Mobile Tower/ Antenna	1. Duly Registered Agreement related to Ownership / occupancy / Site allotment letter of the concerned authority.

		2. Registered leave license agreement with NOC from Owner
		3. DOT License copy (one time)
Industrial Estate	Industrial Estate	1. Duly Registered Sale Agreement / Deed / Registered agreement / Sale deed along with UDYAM Registration Certificate or Dept. of Industries certificate or certificate from any competent authority or Form 10 or DOI
		2. Other than Industrial Estate:
		Notarized agreement on non-judicial Stamp paper related to Ownership / Occupancy of the premise along with Udyam Registration Certificate or MCGM factory Form 10 and MPCB NOC depending on activity.
Temporary	Temp function/religious	1. Letter on letterhead of Religious Trust / Society /Mandal 2. NOC from concerned authority # Undertaking to transfer unpaid dues to a permanent account
Agriculture	Agriculture	1. 7/12 Extract which mentions" Sheti wa Pike" in the name of applicant as owner/occupier OR Registered agreement for sale/sale deed for agricultural land with the present owner.
Electric Vehicle Charging Stations – Public /Private	E.V. Charging Stations – Public / Private	Personal use –
		1. NOC from Society in case of Owner/Occupant/Tenant
		2. Letter from car manufacturer/ distributor indicating purchase of EV vehicle.
		Public use –
		1. Ownership document or occupancy document as per the type of premise
		2. Identity proof of applicant

Public Service	Public Service	1. Ownership or occupancy documents as per the type of premise. 2. Registration Certificate/ Documents/Consents/Permissions issued by concerned Govt. Department / or a competent authority / Chawl committee / Mandal for the premise address where supply is required
Advertisement/Hoardings	Advertisement/Hoardings	Agreement Copy
		NOC from Concerned authority.
		NOC from RTO if required.
Previously Disconnected Meter (LD)	Disconnected for more than 6 months	To be Processed as New Connection with all formalities mentioned for new connection as per category.
Solar Application	New Rooftop Solar PV System	<ul style="list-style-type: none"> • Copy of the latest paid electricity bill. • General Power of Attorney in favour of signatory in case of Partnership Firms; certified true copy of the Resolution, authorizing the signatory to deal with the concerned Distribution Licensee, passed by the Board of Directors in case of Companies (as applicable). • Technical details of PV modules, Inverter and other equipment of system proposed to be installed. • Rented House: Permission from the owner to use the roof for solar rooftop installation.

Other Requests :

Shifting	Meter shifting /meter cabin shifting	Undertaking to provide alternative space /meter cabin (with NOC of owner/occupier of alternate space) signed by each meter holder.
		In case of organization/society, ID proof and Letter head for meter shifting.
Load Change	Addition /reduction	Latest paid bill

Note

1. In case of Joint Ownership, the applicant should produce an NOC from co-owners.
3. Higher floor Declaration by applicant Compulsory along with any one above ownership documents

Documents to be submitted along with Multiple New Connection Application

Network Recommendation:

Latest copy of IOD/CC / Letter of Intent / Letter of Approval from Competent Authority/ Architect layout drawing, along with Proforma "A" Layout drawing AND Letter from Architect / Developer confirming final Built up area (BUA) along with proposed layout drawing.

Support Documents (Non-Mandatory)

- a) Latest Copy of IOD / CC
- b) Property Card / 7-12 extract for the Layout
- c) Soft Copies of Layout drawing with Proforma "A" (*.dwg) drawing format
- d) Development Agreement

Construction Supply:

Identity Proof:

- a) Pan Card
- b) Registry Certificate (Firm / Company / Trust / Institute / Mandal)

Ownership Document:

- a. Letter from relevant government authority on letter-head, duly signed and stamped
- b. Certified Copy of IOD CC
- c. Acknowledgement of Building Plan submitted to MCGM / MBMC / SRA / MMRDA / MHADA
- d. Certified copy of the approved plan from MCGM / MBMC / SRA / MMRDA / MHADA
- e. Copy of registered development Agreement

New Building: (Multiple Connections)

Identity Proof:

- f. Pan Card
- g. Registry Certificate (Firm / Company / Trust / Institute / Mandal)

Ownership Document:

- a. Letter from relevant government authority on letter-head, duly signed and stamped
- b. Acknowledgement of building plan submitted to MCGM / MBMC / SRA / MMRDA / MHADA
- c. Certified copy of the approval plan from MCGM / MBMC / SRA / MMRDA / MHADA
- d. Certified copy of the Commencement Certificate